



## CITY COUNCIL MEETING

### AGENDA

TUESDAY, SEPTEMBER 14, 2021 – 7:00 P.M.

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

*Members of the Public may join and participate in the Council meeting at <https://webinar.ringcentral.com/j/1467154454>*

**TO PARTICIPATE VIA THE LINK ABOVE** - Members of the public will need to have a working microphone on their device and **must have the latest version of Ringcentral available at this link <http://www.ringcentral.com/download.html>**. To request to speak please use the “Raise hand” feature located at the bottom of the screen.

**TO PARTICIPATE VIA TELEPHONE** - Members of the public may also participate via telephone by calling 1-650-242-4929 (Meeting ID: 146-715-4454). Press \* 9 on your telephone to indicate a desire to speak.

Public testimony will be taken at the direction of the Mayor and members of the public may only comment during times allotted for public comments.

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

PUBLIC COMMENT AGENDA ITEM ## - MEETING DATE.

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

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

*[Please follow this link for more information on submitting written comments.](#)*

**CALL MEETING TO ORDER**

**ESTABLISH QUORUM**

**PLEDGE OF ALLEGIANCE TO THE FLAG**

**REPORT ON CLOSED SESSION**

**SPECIAL PRESENTATION**

- Presentation of Proclamation Declaring the Month of September to be Emergency Preparedness Month (A. Hepenstal)

- 
- Presentation of Proclamation Declaring September 15 – October 15 as Hispanic Heritage Month (Mayor Fligor)

## SPECIAL ITEM

- A. Commission Appointments: Appoint individuals to fill vacancies on the Public Arts Commission, Library Commission, and Finance Commission. (A. Chelemengos)

## CHANGES TO THE ORDER OF THE AGENDA

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

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

1. City Council Minutes: Approve the Minutes of the August 24, 2021, Regular Meeting (A. Chelemengos)
2. Quarterly Investment Report: Receive Investment Portfolio Report through June 30, 2021 (J. Maginot)
3. Design Contract Award: Structural Reach Replacement, Project WW-01002: Authorize the City Manager to execute an agreement on behalf of the City with Mott MacDonald Group in the not-to-exceed amount of \$186,368 to provide design and consulting services for the Structural Reach Replacement Project WW-01002 (A. Trese)
4. Resolution No. 2021-49: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services: Adopt Resolution accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21 and authorize the Engineering Services Director to record a Notice of Completion as required by law. (G. Gabler)
5. Item Removed From The Agenda
6. Ordinance No. 2021-480 Floodplain Management: Adopt Ordinance No. 2021-480 An Ordinance of the City Council of the City Of Los Altos amending the City of Los Altos Municipal Code to repeal Chapter 12.60 Flood Hazard Area Regulations and to replace it with a new Chapter 12.60 entitled Floodplain Management; to adopt Flood Hazard Maps; and making findings that this ordinance is exempt under CEQA Guidelines Sections 15307 and 15308. (S. Golden)
7. Ordinance 2021- 478 - ZTA 20-0003 - Zoning Text Amendments  
Adopt Ordinance No. 2021-478 amending Title 14 (Zoning) of the Los Altos Municipal Code to provide objective zoning standards for housing development projects. The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to

---

projects which have the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment. (G. Persicone, J. Biggs)

8. Resolution No. 2021- 48 Redwood Grove Connector Trail from Los Altos Hills Approve Resolution No. 2021-48 expressing support for the exploration of a formal pathway trail connection between Redwood Grove Nature Preserve and Fremont Road in Los Altos Hills and directing the City Manager to work with Los Altos Hills staff and the Parks and Recreation Commission to return to the City Council with recommendations on the project. (D. Brees)
9. City Council Norms and Procedures: Adopt updated City Council Norms and Procedures for the City of Los Altos (J. Houston)

**PUBLIC HEARINGS – None**

**DISCUSSION ITEMS**

10. Ordinance No. 2021-481 Firearm Safe Storage Ordinance – Introduce, as read by title only, and waive further reading of an ordinance of the City Council of the City of Los Altos amending the Los Altos Municipal Code by adding a new Chapter 7.29 entitled “Safe Storage of Firearms” in the City of Los Altos and making findings pursuant to California Environmental Quality Act that this ordinance is categorically exempt from environmental review. (A Galea)
11. Formation of a City Council Friends of the Library Subcommittee: Discuss and determine whether to form a City Council Friends of the Library Subcommittee; discuss and determine the role and scope of such subcommittee and appoint two City Council Members to serve on the subcommittee (A. Chelemengos)
12. Council Legislative Subcommittee Update And Potential Council Action: Receive update from the City Council Legislative Subcommittee; discuss pending legislation including, but not limited to: AB 14, AB 68, SB 215, AB 339, AB 473, AB 682, AB 989, AB 1401, AB 1322; SB 4, SB 6, SB 9, SB 10, SB 15, SB 16, SB 278, SB 477, SB 478, SB 556, SB 612, SB 640, SB 785. (Vice Mayor Enander; Council Member Weinberg)

**INFORMATIONAL ITEMS ONLY**

- Tentative Council Calendar

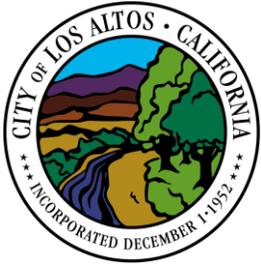
**COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS**

**ADJOURNMENT**

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

SPECIAL NOTICES TO THE PUBLIC

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



*Proclamation*  
*Of the Mayor*  
*Of the City of Los Altos, California*

**Declaring the Month of September to be Emergency Preparedness Month**

**WHEREAS**, The County, State, Nation and World continue to experience the COVID-19 pandemic with ongoing stress, illness, hospitalization, and thousands of lives lost; and

**WHEREAS**, the State of California has experienced multiple large-scale fires over the past year, with smoke and poor air quality further extending their impact across the state; and the County and State currently face significant impacts from drought; and

**WHEREAS**, this September is the 20<sup>th</sup> anniversary of the terrorist attacks on 9/11; and

**WHEREAS**, these disasters remind us of our community's vulnerability to the dangers and devastation disasters can bring; and

**WHEREAS**, since 2004 the Federal Emergency Management Agency (FEMA) has sponsored National Preparedness Month each September. The 2021 theme is "Prepare to Protect. Preparing for disasters is protecting everyone you love;" and

**WHEREAS**, the Los Altos City Council recognizes the critical importance of emergency preparedness planning and preparation both by City Staff and by community members. The time and effort invested now in preparing will help Los Altos residents and communities respond better and stay safer during crisis, and recover more quickly from whatever may come; and

**WHEREAS**, individuals can prepare for disasters by signing up for emergency notifications at AlertSCC.org, making an evacuation plan, and building and maintaining a disaster plan and kit.

**NOW, THEREFORE, I, Neysa Fligor, Mayor of the City of Los Altos**, on behalf of the Los Altos City Council do hereby declare the month of September to be Emergency Preparedness Month in the City of Los Altos. I call upon all community members to strengthen their household's disaster preparedness.

Presented: September 14, 2021

---

Neysa Fligor, **MAYOR**



# *Proclamation*

## *Of the Mayor*

### *Of the City of Los Altos, California*

WHEREAS, every year from September 15 to October 15, Americans celebrate National Hispanic Heritage Month by recognizing the history, heritage, and contributions of Hispanics and Latinos to our community and nation; and

WHEREAS, observation of Hispanic Heritage Week started in 1968 under President Lyndon B. Johnson and was later extended to a 30-day celebration by President Ronald Reagan; and

WHEREAS, Hispanic and Latino Americans have made immeasurable contributions to our culture and economy and have been integral to the prosperity and enrichment of Los Altos and the United States; and

WHEREAS, Hispanic Heritage Month also allows us to honor and celebrate the key leadership roles and accomplishments of Latinos and Hispanics in our community in different professions and sectors, and at all levels of government.

NOW THEREFORE BE IT RESOLVED that I, Neysa Fligor, Mayor of the City of Los Altos, and on behalf of the entire Los Altos City Council, encourage Los Altos residents to observe Hispanic Heritage Month with appropriate programs and activities and do hereby proclaim September 15 – October 15 as:

**“Hispanic Heritage Month”**

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the City of Los Altos this 14th day of September 2021.

---

Neysa Fligor, MAYOR



**SPECIAL ITEM**  
**Agenda Item # A**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Commission Appointments

**Prepared by:** Andrea M. Chelemengos, City Clerk  
**Approved by:** Gabriel Engeland, 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 the applicants to serve on the following Commissions?

- Public Arts Commission
- Library Commission
- Financial Commission

**Summary:**  
Below is a summary of the number of seats to be filled, the terms, number of applications received for each Commission, an alphabetical listing of the applicants and in parentheses any other Commission(s) with current openings that the applicant indicated an interested in. Eligible incumbents seeking re-appointment are indicated with an asterisk (\*) following the applicant's name. Applicants, with the exception of 1 incumbent, were interviewed by the City Council on August 31, 2021.

---

City Manager  
*GE*

**Reviewed by:**  
City Attorney  
*JH*

Finance Director  
*N/A*

---



**Subject:** Commission Appointments –  
Public Arts Commission - Library Commission – Finance Commission

---

PUBLIC ARTS COMMISSION: 5 seats - 4 terms expiring September 2025  
1 (partial) term expiring September 2023

5 applications received - 4 new 1 incumbent

Janet Corrigan  
Theresa Couture (Teri)  
Lucy Janjigian  
Hilary King\*  
Jenna Moore

LIBRARY COMMISSION: 3 seats - 3 terms expiring September 2025

3 applications received – 3 incumbents

Pierre Bedard\*  
Carolle Carter\*  
Julie Crane\*

FINANCIAL COMMISSION: 4 seats - 3 terms expiring September 2025  
1 (partial) term expiring September 2023

6 applications received – 3 new 3 incumbents

Vikas H Butaney  
John Claras\*  
Gary Kalbach\*  
Tony Richmond\*  
Sarosh Vesuna  
Arthur Whipple

**Staff Recommendation:**

Appoint applicants to fill the vacancies on the Public Arts Commission, the Library Commission, and the Finance Commission.



**Subject:** Commission Appointments –  
Public Arts Commission - Library Commission – Finance Commission

---

**Purpose**

To fill vacancies on the Public Arts Commission, the Library Commission, and the Finance Commission.

**Background**

The City Council appoints individuals to serve on the various City Commissions and one Committee.

Except for Senior and Youth Commissioners, members are appointed to four-year terms and may serve a total of two consecutive terms plus the fulfillment of an unexpired term should they be so appointed.

**Discussion/Analysis**

Currently there are four (3) vacancies and nine (9) Commission terms expiring September 2021 resulting in the following fourteen (12) Commission seats to be filled:

PUBLIC ARTS COMMISSION: 5 seats - 4 terms expiring September 2025  
1 (partial) term expiring September 2023

LIBRARY COMMISSION: 3 seats - 3 terms expiring September 2025

FINANCIAL COMMISSION: 4 seats - 3 terms expiring September 2025

On August 31, 2021, the City Council interviewed all but one incumbent applicant.



**Subject:** Commission Appointments –  
Public Arts Commission - Library Commission – Finance Commission

---

**Options**

- 1) Appoint applicants to serve on the various Commissions and fill all available seats  

**Advantages:** Fills the positions on the Public Arts, Library and Finance Commission

**Disadvantages:** None identified
  
- 2) Appoint some of the applicants and direct staff to continue recruitment  

**Advantages:** Fills some of the vacancies

**Disadvantages:** Leaves vacancies on some Commissions
  
- 3) Take no action and continue to accept applications for the vacancy  

**Advantages:** None Identified

**Disadvantages:** Leaves vacancies on the Commission



**MINUTES OF THE REGULAR MEETING OF  
THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
7:00 P.M., TUESDAY, AUGUST 24, 2021**

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

**MEETING CALLED TO ORDER**

At 7:05 p.m., Mayor Fligor called the meeting to order.

**ESTABLISH QUORUM**

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

**Absent:** None

**PLEDGE OF ALLEGIANCE TO THE FLAG**

Día Hermath, Girl Scout Troop 60321, led the Council in the Pledge.

**REPORT ON CLOSED SESSION**

Mayor Fligor reported that the Council held a closed session earlier in the evening and discussed agenda items 1-5 only. She reported that there was no action taken and nothing to report. City Attorney Houston noted for the record that she did not participate in the closed session during agenda items 1 and 2.

**SPECIAL ITEMS**

- Presentation of Santa Clara Valley Water District Drought Response Plan by Gary Kremen, Board Vice Chairperson, Santa Clara Valley Water District

Gary Kremen, Board Vice Chairperson, Santa Clara Valley Water District, provided a presentation and answered questions from the Council.

**CHANGES TO THE ORDER OF THE AGENDA**

There were no changes.

Mayor Fligor spoke on the Council's process, outlined in the Council Norm's and Procedures, of determining which agenda items will be heard and those that will be deferred or continued when the Council meeting reaches a certain hour.

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

Rhoda Fry, Jeanine Valdez, Rob Seeley (later in the evening because of technical difficulties) a speaker identified as 14081689767 commented.

---

## CONSENT CALENDAR

1. Council Minutes: Approve the Minutes of the July 13, 2021, Regular Meeting
2. Contract Amendment: Approve Amendment No. 2 to the Agreement between the City of Los Altos and R3 Consulting Group, Inc. for Contract Extension Negotiation Services for the City's Solid Waste Disposal at Newby Island and On-Call Solid Waste Support Services
3. Contract Authorization For Building Permit Plan Check Services: Authorize the City Manager to execute agreements with Structech Engineering and TRB+ Associates to provide building code compliance plan check services.
4. Contract Award: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services (FY2021-2022) Award and authorize the City Manager to execute a contract in an amount not-to-exceed \$100,000 to C2R Engineering, Inc. for On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services.
5. Resolution No. 2021-45 Adopt Resolution accepting completion of the Sanitary Sewer Video Inspection, Project WW-0101119; and authorizing the Engineering Services Director to record a Notice of Completion as required by law.
6. Resolution No. 2021 -46 Adopt Resolution declaring the existence of a Local Emergency due to the Covid-19 Pandemic
7. Resolution No. 2021-44: Adopt Resolution Drought Response and Water Conservation Efforts supporting Cal Water's implementation of Schedule 14.1 and encourage water conservation efforts by residents, businesses, and other water users in Los Altos.
8. Resolution No. 2021-47 Adopt Resolution related to Employer-Employee Relations within the City of Los Altos

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

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

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

## PUBLIC HEARINGS

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

---

the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment.

City Manager Engeland introduced the item. Community Development Director Biggs, and Planning Services Manager Persicone were available to answer questions. There were no Council questions.

Mayor Fligor opened the Public Hearing.

Jon Bear commented on the matter.

Community Development Director Biggs and Planning Services Manager Persicone reviewed the proposed Objective Zoning Standards with the Council. Council commented and provided input. Staff and consultants from Lisa Wise Consulting answered questions from the Council.

At 9:15 p.m. Mayor Fligor called for a brief recess. Prior to recessing there was consensus that Agenda Item #15. *Council Legislative Subcommittee Update And Potential Council Action* would be deferred. At 9:24 p.m. the meeting was reconvened.

Council discussion continued. Planning Commissioner Ahi answered questions from the Council as did City Attorney Houston, Community Development Director Biggs, and Planning Services Manager Persicone.

Council identified various minor edits, clarifications and deletions and noted certain provisions to be referred back to the Planning Commission for further study and future recommendations. Staff noted the edits to the Objective Standards.

Vice Mayor Enander moved that the Council introduce, as read by title only, and waive further reading of Ordinance No. 2021-478 amending Title 14 (Zoning) of the Los Altos Municipal Code to provide objective zoning standards for housing development projects, as amended per the Council discussion and agreement. The motion was seconded by Council Member Lee Eng and the motion passed 5-0 with the following roll call vote:

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

Vice Mayor Enander, seconded by Council Member Lee Eng, moved that the Council direct staff to take the items identified during the Council discussion to be referred back to the Planning Commission, to the planning Commission for further study and recommendations for any additions, changes or deletions to the newly adopted text amendments and bring back the recommendations back to the Council at a future date.

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

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

## DISCUSSION ITEMS

### 10. Floodplain Management Ordinances Nos. 2021-479 and 2021-480

- A. Adopt Urgency Ordinance No. 2021-479 of the City Council of the City of Los Altos amending the City of Los Altos Municipal Code to repeal Chapter 12.60 Flood Hazard Area Regulations and to replace it with a new Chapter 12.60 entitled Floodplain Management; to adopt Flood Hazard Maps; and making findings that this ordinance is exempt under CEQA Guidelines Sections 15307 And 15308.
- B. Introduce, as read by title only, and waive further reading of Ordinance No. 2021-480 An Ordinance of the City Council of the City Of Los Altos amending the City of Los Altos Municipal Code to repeal Chapter 12.60 Flood Hazard Area Regulations and to replace it with a new Chapter 12.60 entitled Floodplain Management; to adopt Flood Hazard Maps; and making findings that this ordinance is exempt under CEQA Guidelines Sections 15307 and 15308.

Senior Planner Golden provided a staff report and answered questions from the Council.

There were no members of the public wishing to comment.

Vice Mayor Enander moved that the Council adopt Urgency Ordinance No. 2021-479 of the City Council of the City of Los Altos amending the City of Los Altos Municipal Code to repeal Chapter 12.60 Flood Hazard Area Regulations and to replace it with a new Chapter 12.60 entitled Floodplain Management; to adopt Flood Hazard Maps; and making findings that this ordinance is exempt under CEQA Guidelines Sections 15307 And 15308. The motion was seconded by Council Member Lee Eng. The motion passed 5-0 with the following roll call vote:

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

Council Member Meadows moved that the Council Introduce, as read by title only, and waive further reading of Ordinance No. 2021-480 An Ordinance of the City Council of the City Of Los Altos amending the City of Los Altos Municipal Code to repeal Chapter 12.60 Flood Hazard Area Regulations and to replace it with a new Chapter 12.60 entitled Floodplain Management; to adopt

---

Flood Hazard Maps; and making findings that this ordinance is exempt under CEQA Guidelines Sections 15307 and 15308. The motion was seconded by Mayor Fligor and the motion passed 5-0 with the following roll call vote:

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

11. License Agreement - Friends of the Library: Consider the request for a limited-term License Agreement with the Friends of the Library to use city-owned land at the Government Center and, if approved, direct staff to execute the draft License Agreement with the Friends of the Library.

City Manager Engeland introduced the item. Municipal Services Director Hernandez also provided information and answered questions from the Council.

Catharine Kristian, Director Friends of the Library, provided a presentation and answered questions from the Council.

The following members of the public commented: Roberta Phillips, Pierre Bedard, Scott Spielman and Jeanine Valadez.

Following discussion, Vice Mayor Enander moved that the Council direct staff to draft and authorize the City Manager to execute an extended lease at the current location, with terms similar to the existing agreement, if necessary, to avoid any gaps in contractual coverage, but not to extend past August 24, 2022. The motion was seconded by Council Member Weinberg and the motion passed 5-0 with the following roll call vote:

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

Council further directed staff to work with the Friends of the Library to determine if the Woodland Library location would be a feasible location for the Friends of the Library to co-locate and operate long-term and report back to Council. In addition, staff was directed to come back at a future date with a policy on use of City land by non-profits.

12. Future City Council Meeting Location: Discuss and provide direction to staff for the location of City Council meetings upon expiration of State orders permitting entirely virtual meetings.

Deputy City Manager Maginot provided a report and offered to answer questions from the Council. Roberta Phillips provided public comment.

Council Member Weinberg moved that upon expiration of the State orders pertaining to virtual meetings, the City Council meetings be held in the new Community Center. The motion was seconded by Vice Mayor Enander and the Motion passed 5-0 with the following roll call vote:

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

Council inquired about the building's air handling equipment and the legality of implementing meeting safety protocols and certain criteria for entrance into City meetings. City Manager Engeland stated that staff would be looking into all aspects of the matter and reporting back to Council.

13. Formation of a City Council Lehigh Quarry Subcommittee: Discuss and determine whether to form a City Council Lehigh Quarry Subcommittee; discuss and determine the role and scope of such subcommittee and appoint two City Council Members to serve on the subcommittee

Mayor Fligor provide background information on the matter.

Roberta Phillips, member of the public, commented.

Following Council discussion, Vice Mayor Enander moved the Council form a Council Lehigh Quarry Subcommittee comprised of Council Members Lee Eng and Meadows to work on identifying impacts to the community and surrounding environment relative to the operations at the subject site, identify ways to lessen the impacts and work with other jurisdictions in advocating for the safety and protection of the community, be aware of, and communicate with the Council, about other jurisdictions' regulations or attempts to regulate operations at the Quarry, and to further develop, and bring back to Council at a future date, the role of the subcommittee including how the Environmental Commission can play a role in the effort and how the City can work with Midpeninsula Regional Open Space (and other jurisdictions) toward the common goal. The motion was seconded by Council Member Meadows and the motion passed 5-0 with the following roll call vote:

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

Council Member Lee Eng noted that at the end of the week the County Planning Commission would be considering allowed uses at the Lehigh Quarry and that she would recommend sending a letter on behalf of the Council expressing the Council's position and concerns. There was Council consensus for the subcommittee to draft a letter for the Mayor's signature to be submitted to the Santa Clara County Planning Commission.

14. Designation of Voting Delegate and Alternate: Designate Two Council Members one as Delegate and one Alternate for the purpose of attending and voting at the League of California Cities Annual Conference Sept 22-24, 2021

Mayor Fligor noted that she and Council Member Weinberg had indicated an availability to attend the conference.

Council Member Weinberg moved that the Council designate Mayor Fligor as the voting delegate and himself (Council Member Weinberg) as the voting alternate delegate for the City of Los Altos for the 2021 LCC Annual Conference. The motion was seconded by Council Member Lee Eng and the motion passed with a 5-0 roll call vote:

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

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

The above item was deferred, earlier in the evening, to the next meeting.

#### **INFORMATIONAL ITEMS ONLY**

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

No comments/No action taken.

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

Council Member Lee Eng, with support from Vice Mayor Enander, requested that an item to discuss formation of a Council Subcommittee to assist with the analysis of the use of the feasibility of collocating the Friends of the Library at the Woodland Library site be placed on a future agenda.

Council Member Lee Eng also suggested that information provided by Gary Kremen, Board Vice Chairperson, Santa Clara Valley Water District on water saving incentives be placed on the City's website, she inquired about City Hall business hours for the public and noted that she thought there would be some benefit to the Council to consider a team building/relationship building session. City Manager Engeland responded.

Council Member Weinberg noted that he had been chosen to be a part of the Champions Institute that provides local officials the opportunity to gain the knowledge needed to effectively advocate for and support safer and more complete streets.

Council Member Weinberg, with support of the entire Council requested the City Manager work with the City Attorney to determine if a Closed Session could be scheduled to discuss the legalities of requiring a mandatory vaccination policy for City employees.

With support from Council Member Meadows and Mayor Fligor, Council Member Weinberg requested a future agenda item to discuss development of a policy on censuring, admonishing, and addressing situations when a Council Member may violate the Council Norms or commit other infractions.

Council Member Enander noted the omission of several (annual or already placed) items from the Council Tentative Calendar. Staff made note of the missing items.

## **ADJOURNMENT**

At 12:35 a.m., Wednesday, August 24, 2021, Mayor Fligor adjourned the meeting.

---

Neysa Fligor, MAYOR

ATTEST:

---

Andrea M. Chelemengos MMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 2**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Quarterly Investment Portfolio Report – Quarter Ended June 30, 2021

**Prepared by:** Helen Lei, Management Analyst Fellow

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

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Portfolio Mix Charts
2. Investment Policy Compliance Chart
3. Investment Performance Review Quarter Ended June 30, 2021

**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, 2021. 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, 2021.

---

City Manager

GE

**Reviewed By:**

City Attorney

JH

Deputy City Manager

JM

---



**Subject:** Quarterly Investment Portfolio Report – Quarter Ended June 30, 2021

---

### **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, 2021 was presented and discussed by the Financial Commission on August 16, 2021. The Financial Commission reviewed the Quarterly Investment Portfolio Report ending June 30, 2021 and had a brief discussion on the LAIF yield, which is currently at 0.221% (for the month of July 2021).

### **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, 2021, was \$53,934,483.57. The City’s operating cash, as of June 30, 2021, was \$9,510,963.85.

As of June 30, 2021 19.4% 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), 9.0% in Asset-Backed Securities, 2.2 % in Supra-National Agency Bond, 42.0% in US Treasuries, and 14.5% in medium-term Corporate Notes and Commercial Paper, 6.3% in Certificate of Deposits, 0.4% in Money Markets, with the balance of 6.2% 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.

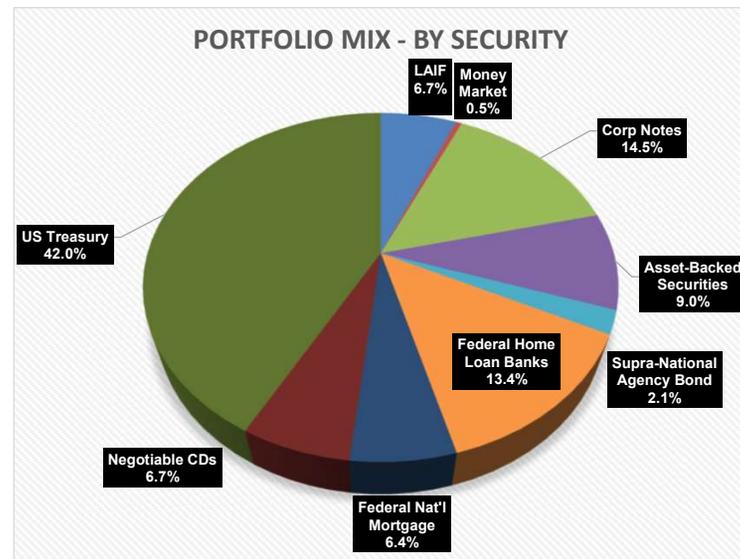
As part of these quarterly updates, a status report is prepared by PFM which is included as Attachment 3: Investment Performance Review for the Quarter Ended June 30, 2021. It is important to note that this report highlights the performance of City investments that fall outside its liquid holdings with 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 1.35%, which is highlighted on page 15 of the PFM Investment Performance Review Report (Attachment 3).

### **Recommendation**

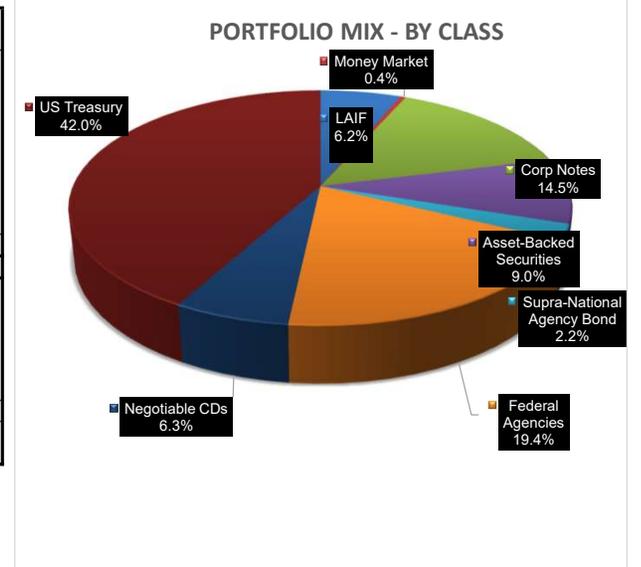
The staff recommends Council receive the Investment Portfolio Report through June 30, 2021.

**Attachment 1  
Portfolio Mix Charts  
June 2021**

Security Type	% of Total	Portfolio Mix	
		By Security	
LAIF	6.7%	3,589,924	
Money Market	0.5%	249,088	
Corp Notes	15.5%	8,383,000	
Asset-Backed Securities	9.6%	5,198,861	
Supra-National Agency Bond	2.3%	1,250,000	
Federal Home Loan Banks	14.4%	<b>7,750,623</b>	
Federal Nat'l Mortgage	6.4%	<b>3,460,000</b>	
Negotiable CDs	6.7%	3,625,000	
US Treasury	45.0%	24,267,000	
Commercial Paper	0.0%	-	
	<b>100%</b>	<b>53,934,483.57</b>	



Security Type	% of Total	Portfolio Mix		Market Value
		Par Value		
LAIF	6.2%	3,589,924	3,589,924	
Money Market	0.4%	249,088	249,088	
Corp Notes	14.5%	8,383,000	8,567,698	
Asset-Backed Securities	9.0%	5,198,861	5,240,802	
Supra-National Agency Bond	2.2%	1,250,000	1,249,749	
Federal Agencies	19.4%	11,210,623	11,235,548	
Negotiable CDs	6.3%	3,625,000	3,670,891	
US Treasury	42.0%	24,267,000	24,600,838	
	<b>100%</b>	<b>57,773,495</b>	<b>58,404,538</b>	
Corp Notes		8,383,000	8,567,698	
Asset-Backed Securities		5,198,861	5,240,802	
Supra-National Agency Bond		1,250,000	1,249,749	
US Treasury/Agencies		35,477,623	35,836,386	
Negotiable CDs		3,625,000	3,670,891	
Accrued Interest		-	147,589	
		<b>53,934,483.57</b>	<b>54,713,115</b>	
Margin Over (Under) Par			<b>778,631</b>	



**Attachment 2**  
**Investment Policy Compliance Chart**  
**June 2021**

<b>City Investment</b>	<b>% Mix</b>	<b>Par Value</b>	<b>Earliest Term</b>	<b>City Policy Term Limitation</b>	<b>City Policy \$ Limitation</b>	<b>City Policy % Limitation</b>	<b>City Policy CAPACITY</b>	<b>% Compliance Yes/No</b>	<b>Term Compliance Yes/No</b>
LAIF	6%	3,589,924	06/30/21	No Term	65,000,000	100%	61,410,076	Yes	N/A
Money Market	0%	249,088	06/30/21	Overnight		20%	11,305,611	Yes	N/A
Corp Notes	15%	8,383,000	08/02/22	5 Years		30%	8,949,049	Yes	Yes
Asset-Backed Securities	9%	5,198,861	05/18/22	5 Years		20%	6,355,838	Yes	Yes
Supra-National Agency Bond	2%	1,250,000	04/20/23	5 Years		20%	10,304,699	Yes	Yes
Federal Agencies	19%	11,210,623	09/01/21	5 Years		100%	46,562,872	Yes	Yes
Commercial Paper	0%	-	-	270 Days		25%	14,443,374	Yes	-
Negotiable CDs	6%	3,625,000	02/01/22	5 Years		30%	13,707,049	Yes	Yes
US Treasury	42%	24,267,000	07/31/22	5 Years		100%	33,506,495	Yes	Yes
	<u>100%</u>	<u><b>57,773,495</b></u>							



# CITY OF LOS ALTOS

## **Investment Performance Review For the Quarter Ended June 30, 2021**

Client Management Team

Monique Spyke, Managing Director

PFM Asset Management LLC

44 Montgomery Street, 3rd Floor  
San Francisco, CA 94104  
415-982-5544

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

---

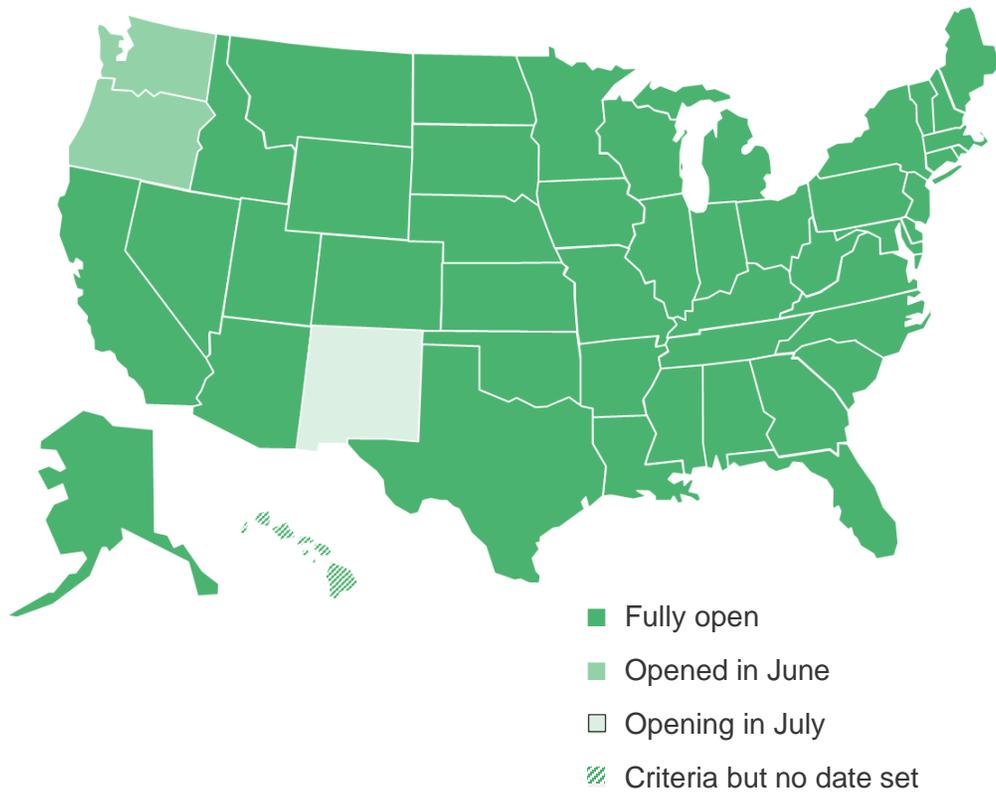
---

# Market Update

---

## Reopening Economy Drives GDP Growth

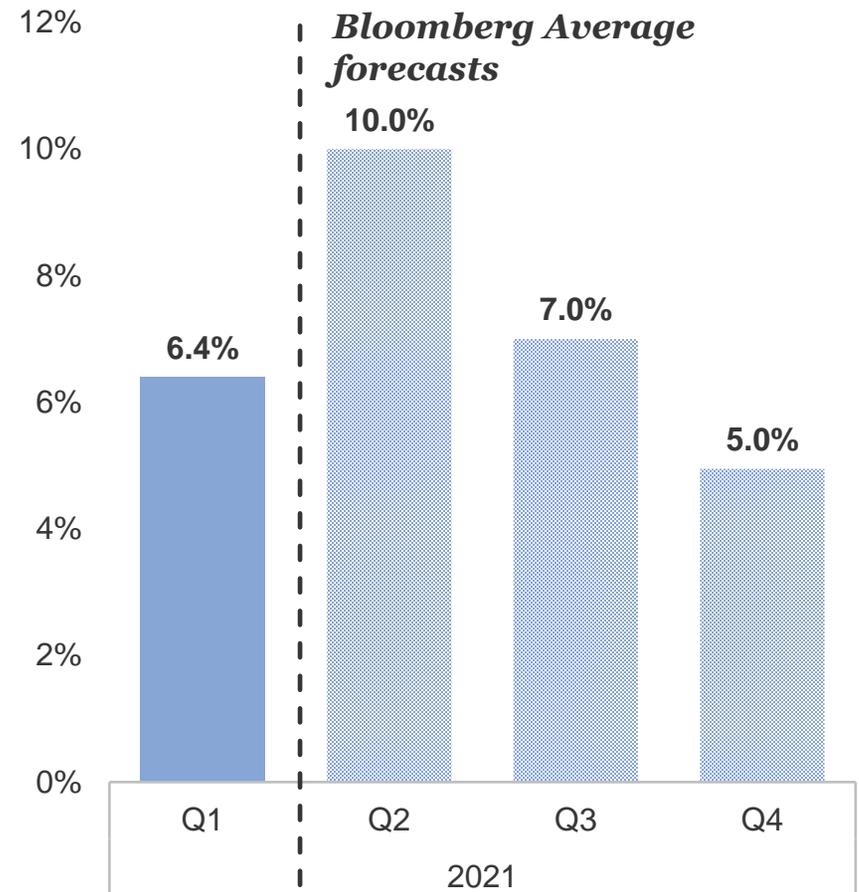
### Reopening Status of U.S. States



### U.S. GDP Forecasts

Annualized Rate

*Bloomberg Average forecasts*



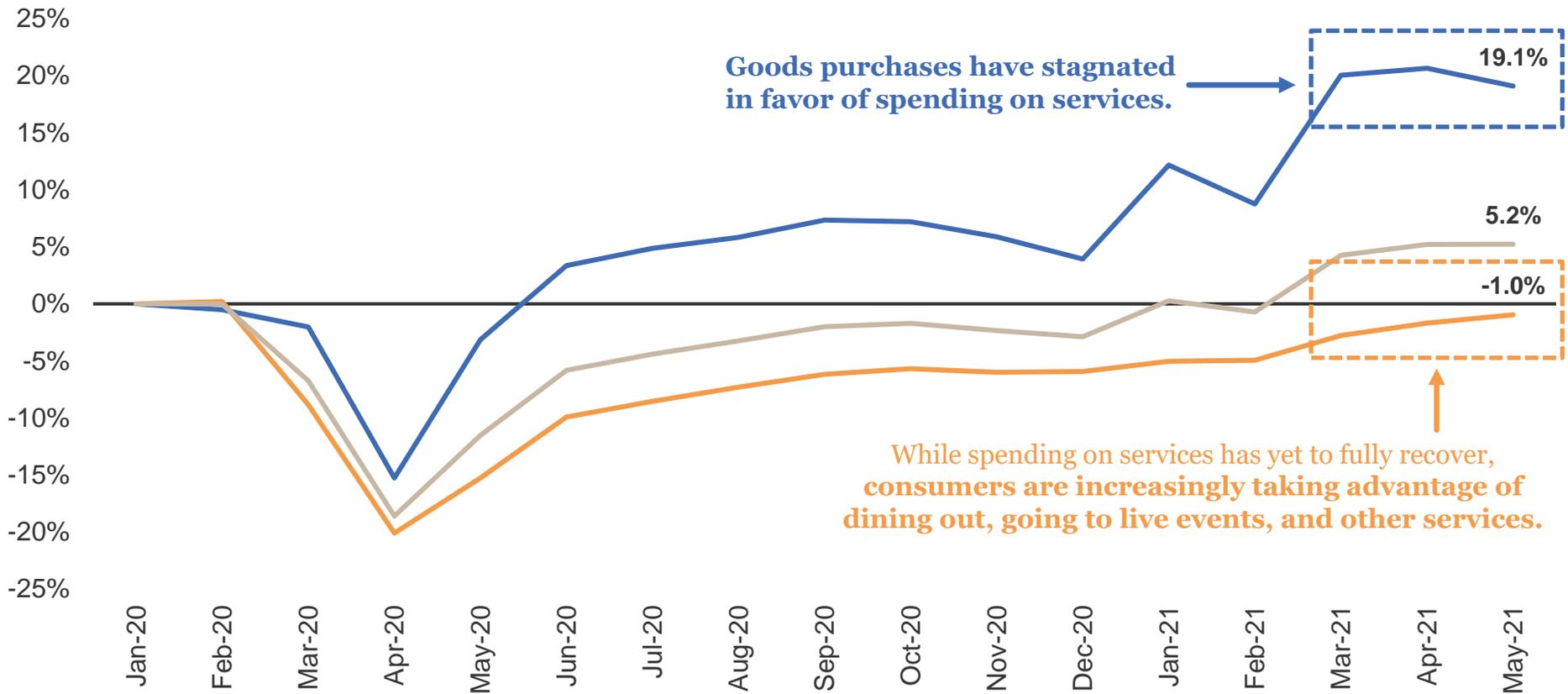
Sources: New York Times (left) and Bloomberg (right), Bureau of Economic Analysis, as of June 30, 2021.

## Consumer Spending Experiencing a Shift to Services

### Personal Consumption Expenditures (MoM)

Normalized as of January 31, 2020

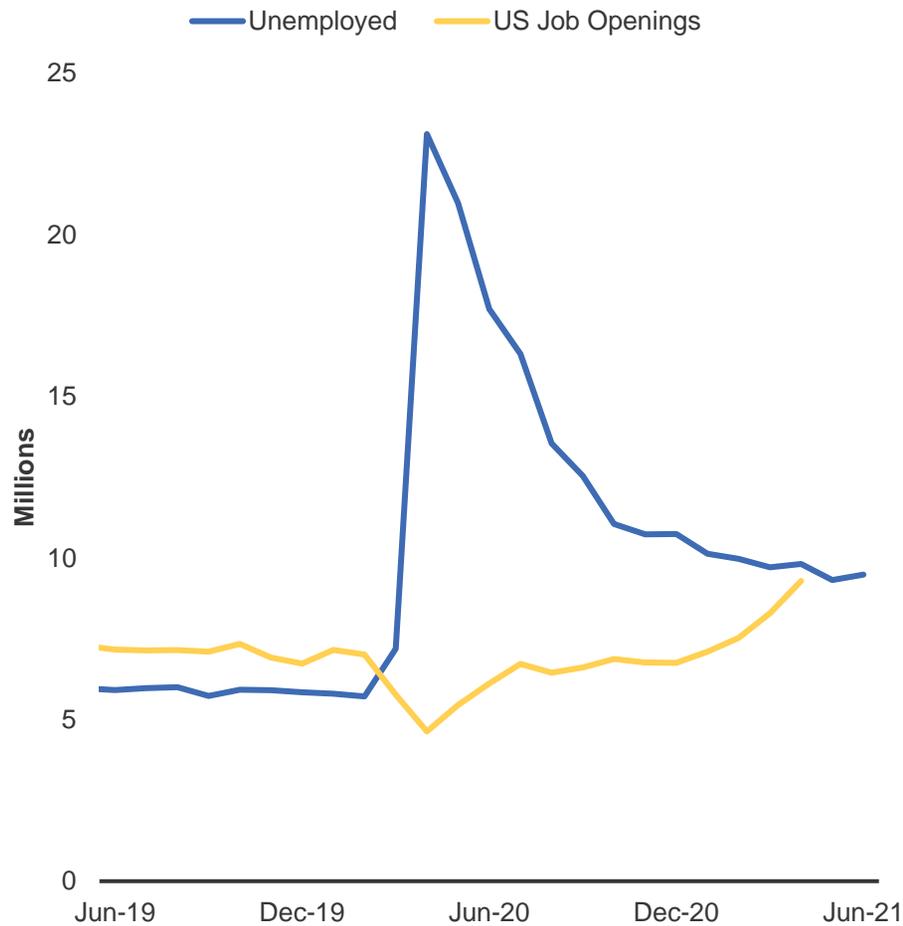
— Goods — Services — Total



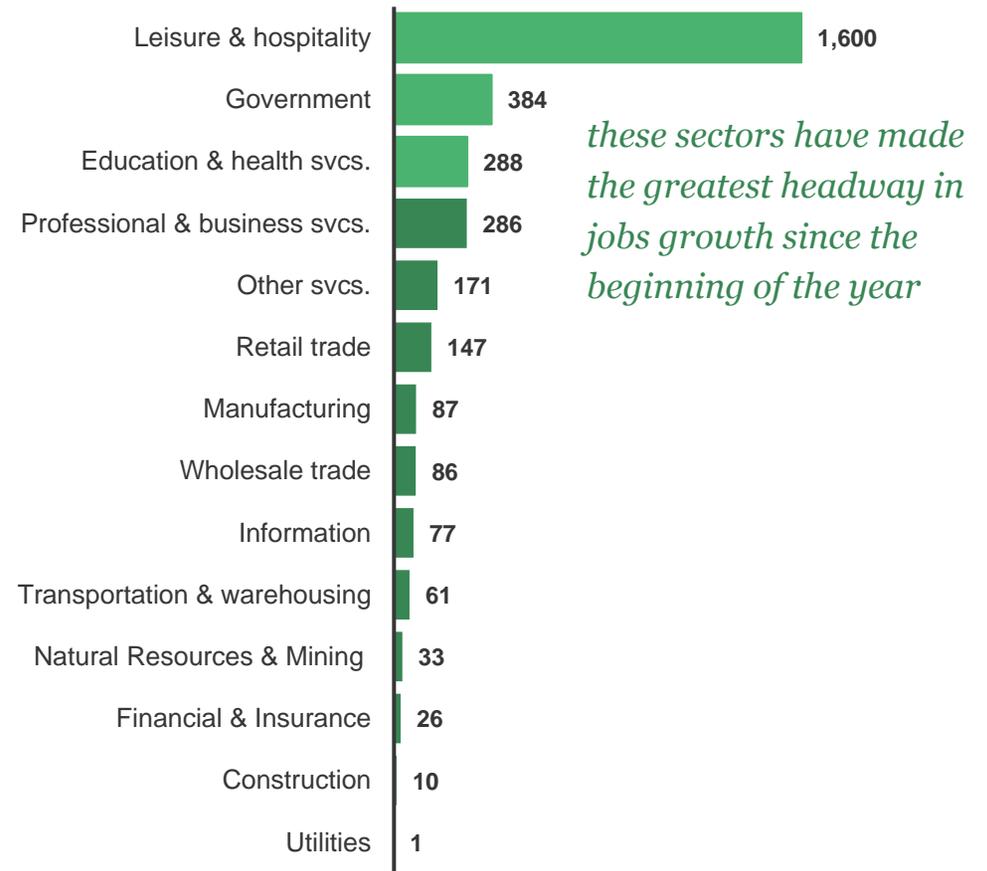
Source: Bloomberg, Bureau of Economic Analysis, as of June 30, 2021.

## Job Openings Hit Record High; Service Sector Leads Jobs Recovery

Job Openings vs. Unemployed Workers



Change in Total Nonfarm Employment since December 2020 (thousands)



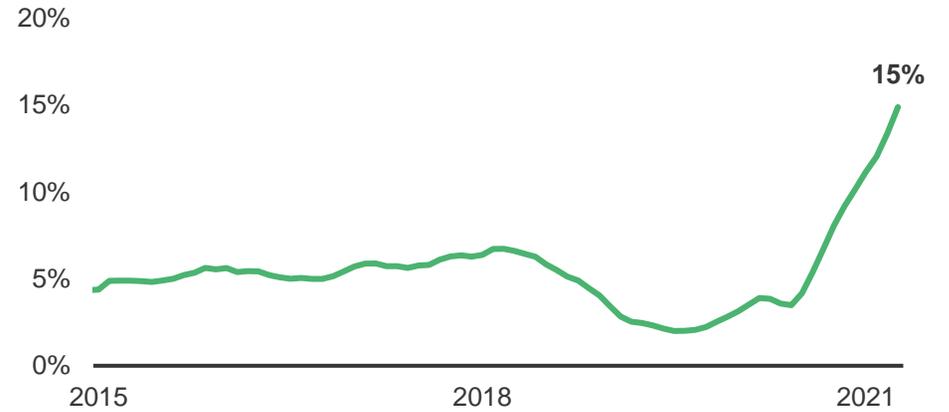
Source: Bloomberg, Bureau of Labor Statistics, as of June 30, 2021.

### Low Mortgage Rates Support Home Price Surge

#### Freddie Mac U.S. Mortgage 30-Year Commitment Rates



#### Change in National Home Price Index (YoY)



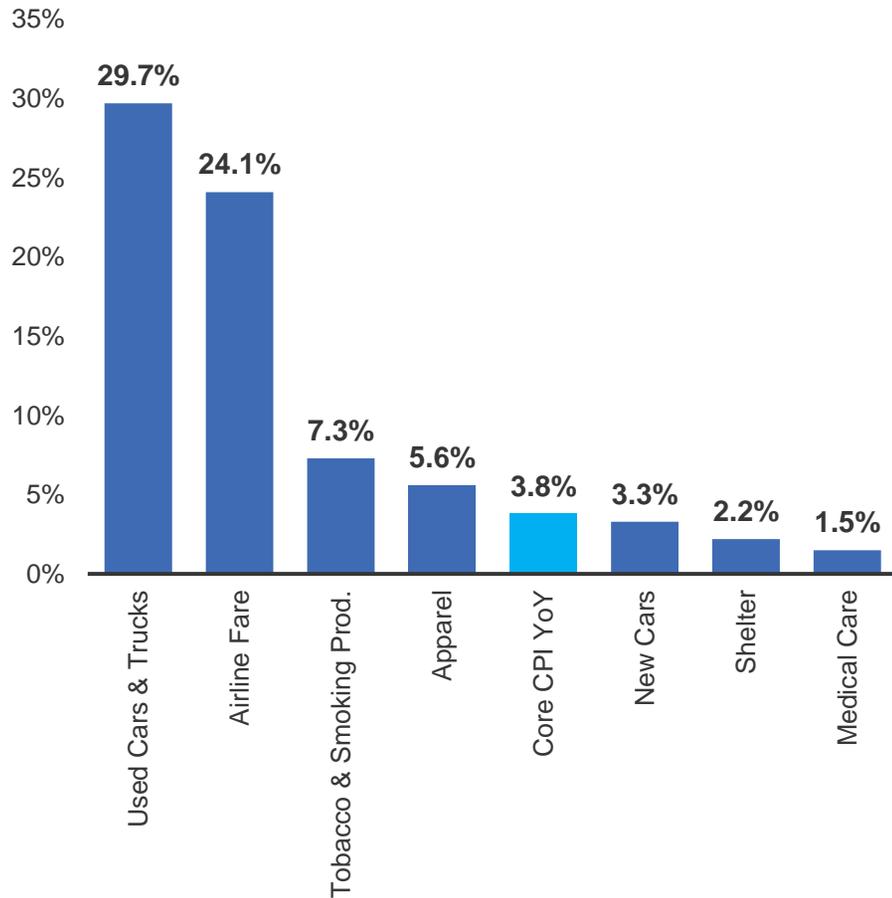
#### Existing Home Sales (SAAR)



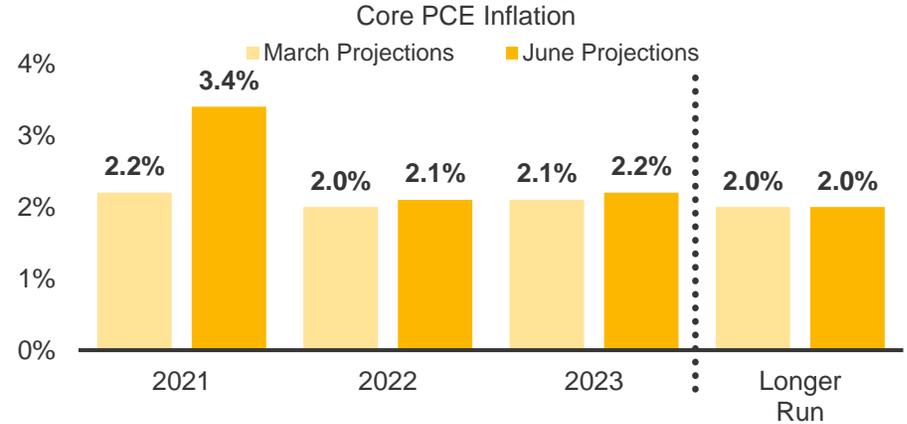
Source: Freddie Mac Commitment Rates (left), S&P/Case-Shiller (top right), National Association of REALTORS (bottom right). Bloomberg, most recent data as of June 30, 2021.

## Inflation Strengthens but Driven by a Few Key Sectors

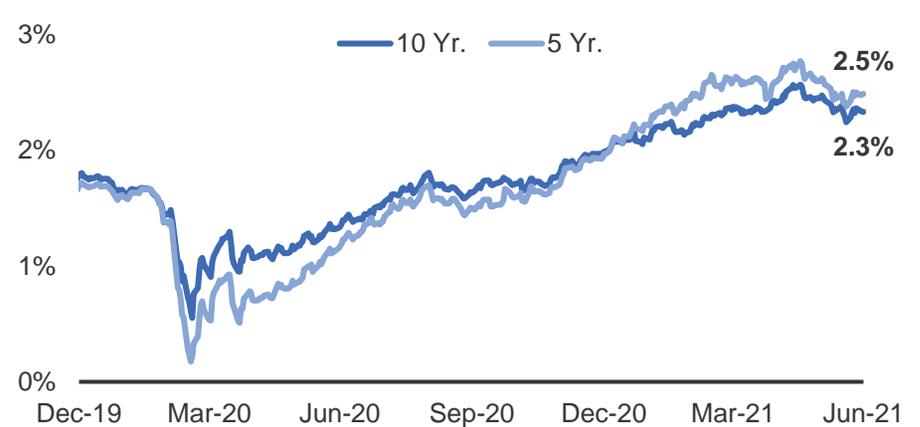
**YOY Price Change in Key Consumer Price Index Components**



**Federal Reserve Projections**



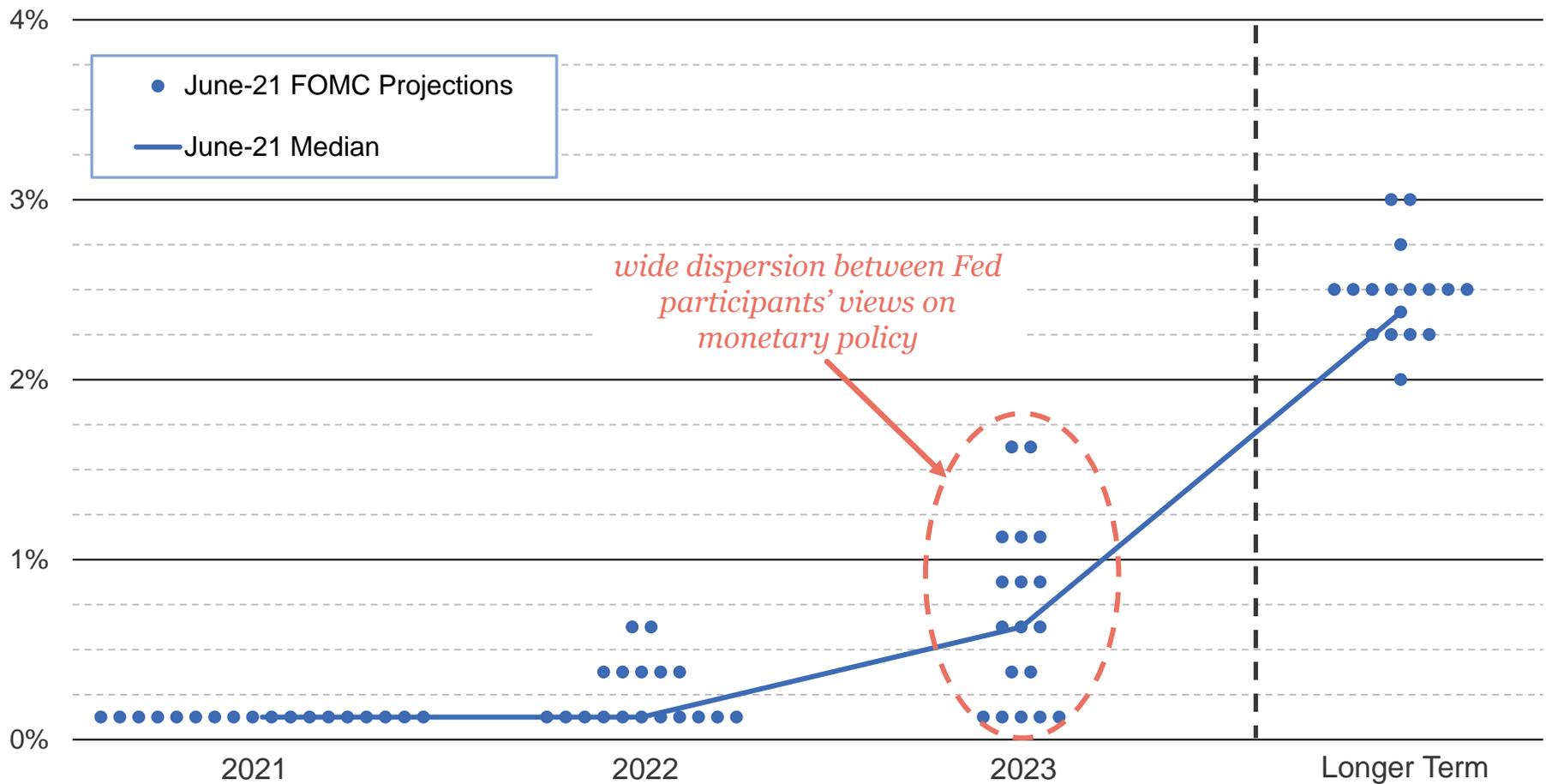
**Breakeven Inflation Rates**



Source: Bloomberg, as of June 30, 2021.

## Fed's "Dot Plot" Reflects Evolving Monetary Policy Views

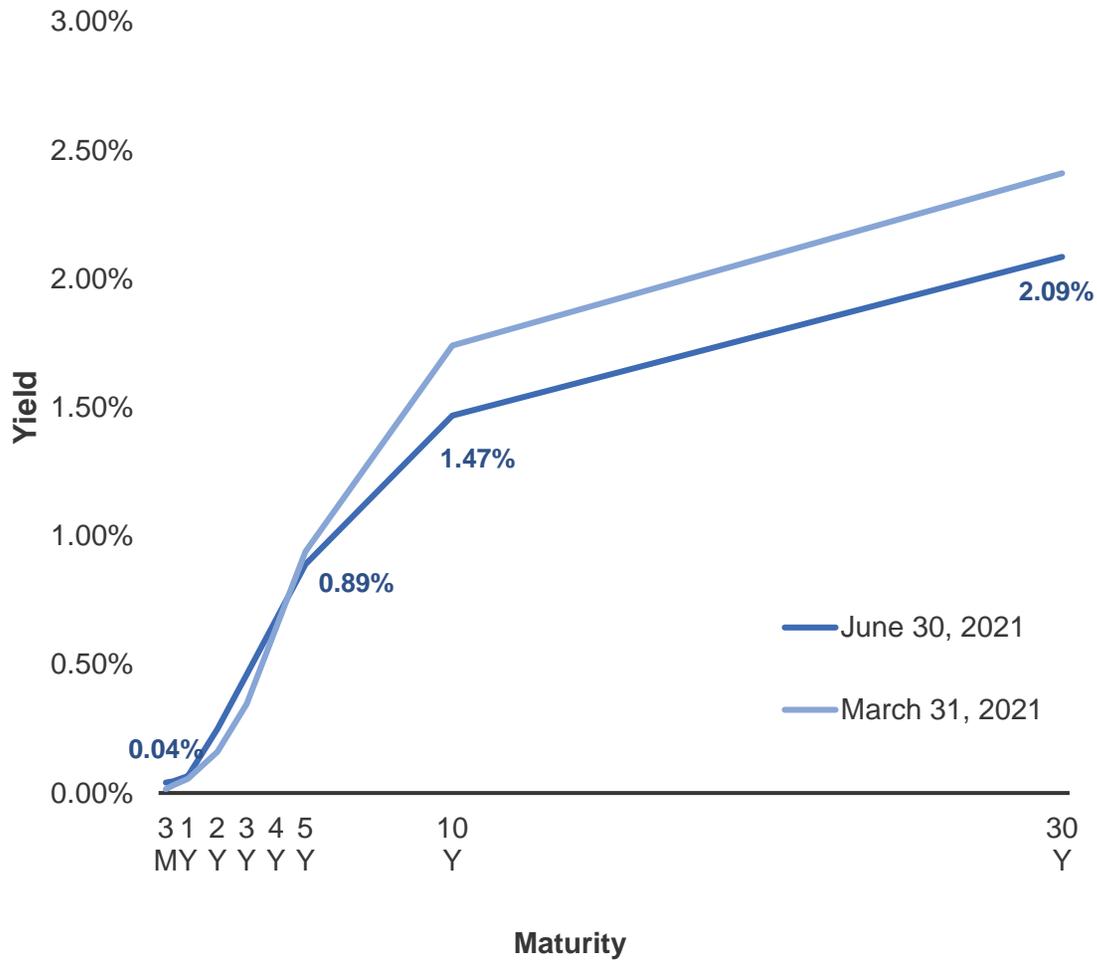
### Fed Participants' Assessments of "Appropriate" Monetary Policy



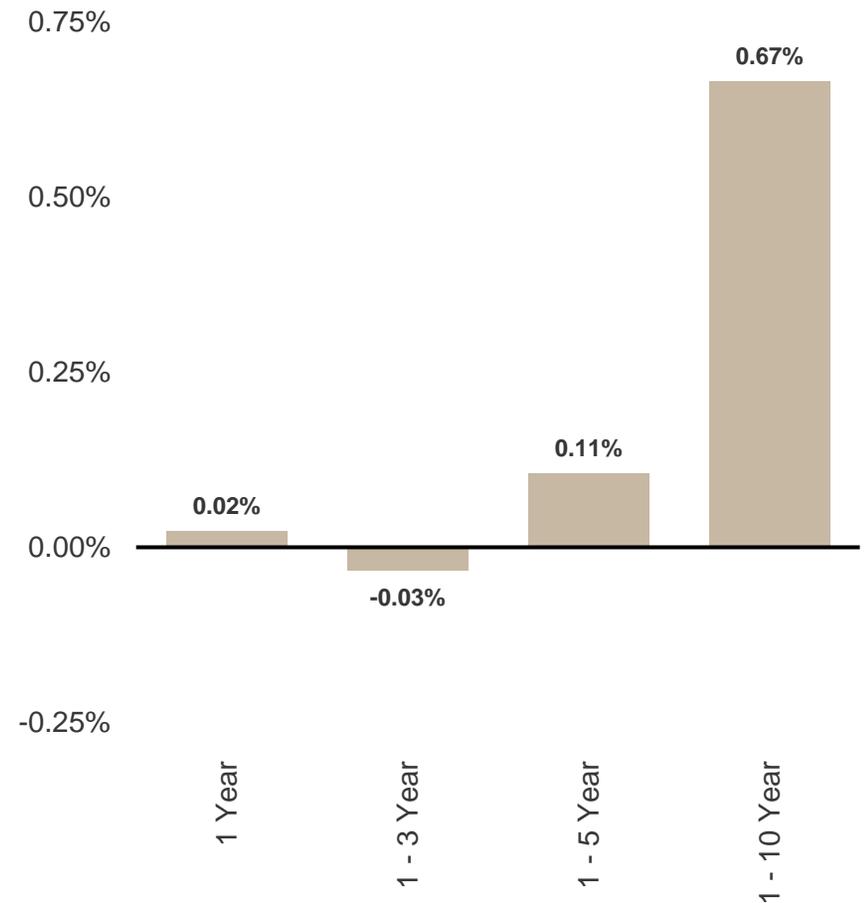
Source: Federal Reserve and Bloomberg. Individual dots represent each Fed members' judgement of the midpoint of the appropriate target range for the federal funds rate at each year end.

## Yield Curve Moves Have Differing Impacts on Performance

### U.S. Treasury Yield Curve



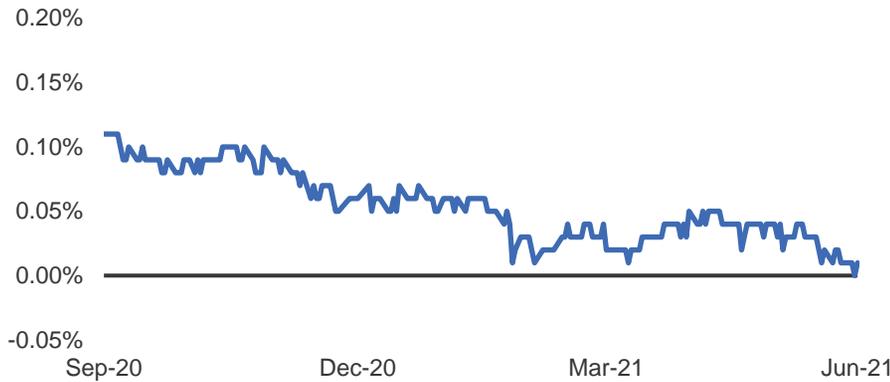
### 2021 U.S. Treasury Returns (2Q 2021)



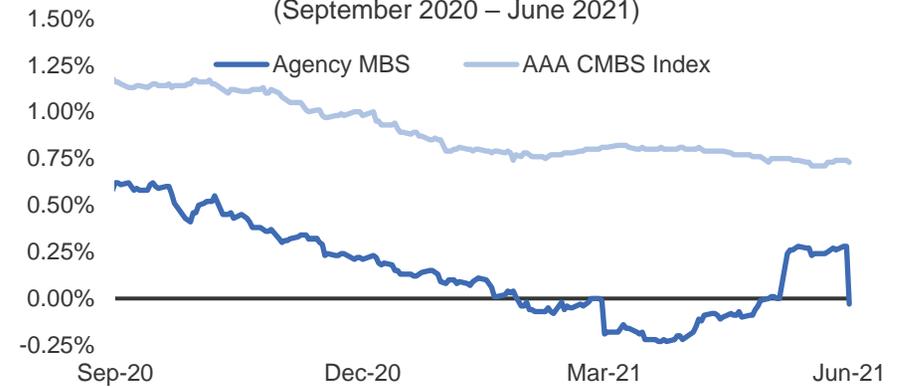
Source: Bloomberg, as of June 30, 2021.

### Spread Sectors Remain near Record Tight Levels (1-3 Year)

**Federal Agency Yield Spreads**  
(September 2020 – June 2021)



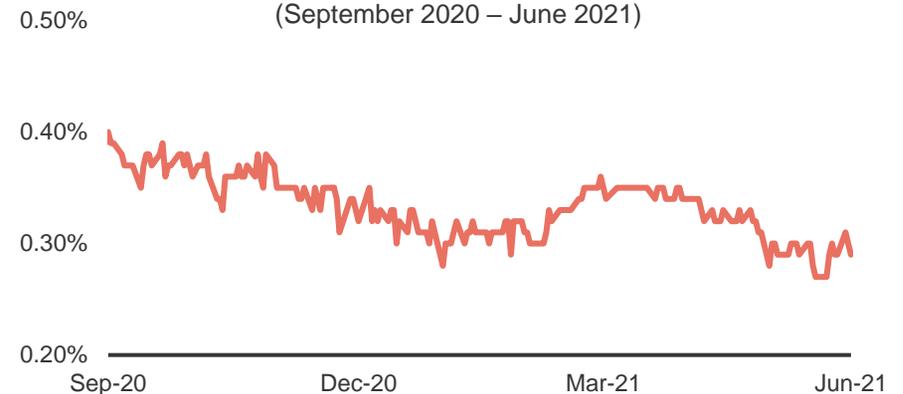
**Mortgage-Backed Securities (MBS) Yield Spreads**  
(September 2020 – June 2021)



**Corporate Notes A-AAA Yield Spreads**  
(September 2020 – June 2021)



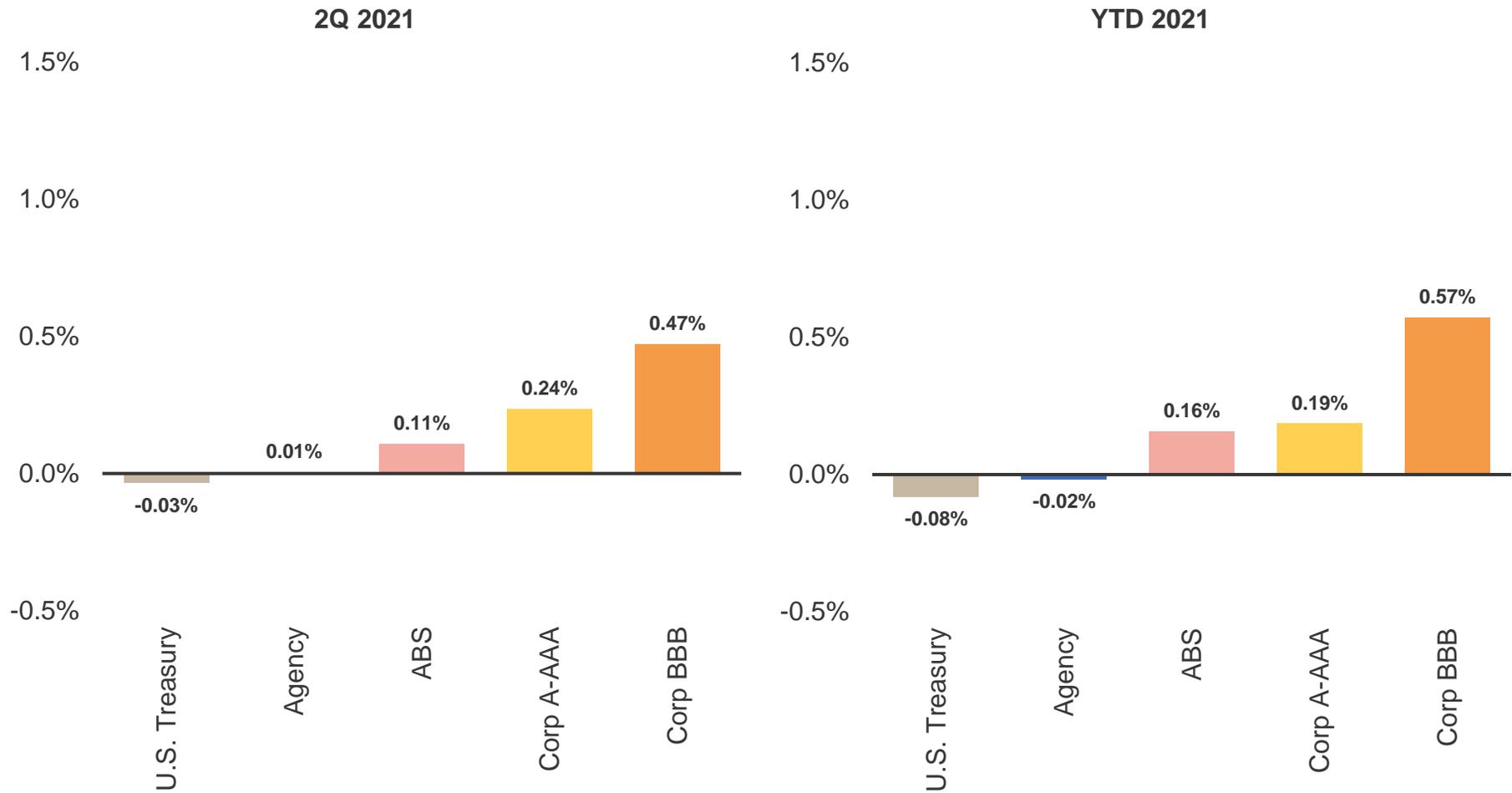
**Asset-Backed Securities (ABS) Yield Spreads**  
(September 2020 – June 2021)



Source: ICE BofAML 1-3 year Indices via Bloomberg, MarketAxess, and PFM as of June 30, 2021. Spreads on ABS and MBS are option-adjusted spreads of 0-3 year indices based on weighted average life; spreads on agencies are relative to comparable-maturity Treasuries. CMBS is Commercial Mortgage-Backed Securities.

## Strong Second Quarter Returns; Mixed Performance Year-to-Date

### 1-3 Year Indices



Source: ICE BofAML Indices. ABS indices are 0-3 year based on weighted average life. As of June 30, 2021.

---

# Investment Strategy & Portfolio Review

---

## Sector Allocation &amp; Compliance

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

Security Type	Market Value	% of Portfolio	% Change vs. 3/31/21	Permitted by Policy	In Compliance
U.S. Treasury	\$24,600,838	44.9%	4.0%	100%	✓
Federal Agency	\$9,951,612	18.2%	-2.3%	100%	✓
Federal Agency CMOs	\$1,283,936	2.3%	-	100%	✓
Supranationals	\$1,249,749	2.3%	0.7%	10%	✓
Negotiable CDs	\$3,670,891	6.7%	-0.7%	30%	✓
Corporate Notes	\$8,567,698	15.6%	-0.4%	30%	✓
Asset-Backed Securities	\$5,240,802	9.6%	-1.4%	20%	✓
<b>Securities Sub-Total</b>	<b>\$54,565,527</b>	<b>99.5%</b>			
Accrued Interest	\$147,589				
<b>Securities Total</b>	<b>\$54,713,116</b>	<b>99.5%</b>			
Money Market Fund	\$249,088	0.5%	0.2%	20%	✓
<b>Total Investments</b>	<b>\$54,962,204</b>	<b>100.0%</b>			

Market values, excluding accrued interest. Detail may not add to total due to rounding.

## Portfolio Recap

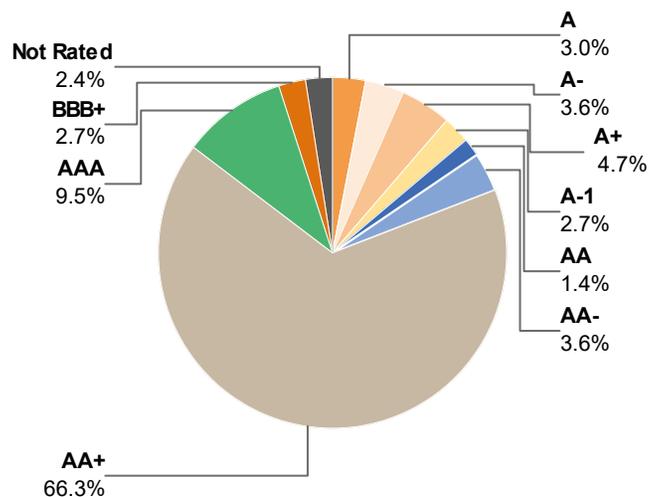
- ◆ Our strategy for second quarter was largely carried forward from the first quarter and encompassed the following:
  - We maintained core allocations in most sectors while we opportunistically trimmed non-Treasury allocations in certain sectors and maturities, matched the benchmark's duration, and carefully managed risk as we considered inflationary pressures and Fed policy uncertainty.
  - The federal agency sector experienced 1 to 2 basis points (0.01% to 0.02%) of spread widening, concentrated in the 4- to 5-year and 7- to 10-year areas of the curve. Allocations to the sector were reduced selectively, locking in strong performance from agencies previously purchased over a year ago when spreads were wider.
  - New issues in the supranational sector were sporadic, with reduced supply in May and June. Where supply was available, the new issue market was the best entry point into the sector, as valuations appeared attractive relative to federal government alternatives.
  - Investment-grade corporates were aided over the quarter by the prospect of economic recovery, helped by further fiscal stimulus and supportive monetary policy globally. Credit spreads achieved new tights versus comparable-maturity Treasuries despite an active new issue market as investors continued to reach for yield. Like the agency sector, PFM engaged in opportunistic selling, reduced corporate bond holdings that had reached very rich levels—largely those with less than two years remaining until maturity—and reinvesting in longer corporate issues, which captured value along the steeper portions of the curve.
  - Allocations to asset-backed securities (ABS) were maintained over the quarter as we capitalized on attractive new issuance in May while opportunistically selling rich holdings where appropriate. AAA Auto and Credit Card holdings outperformed Treasuries by over 15 basis points (0.15%). ABS spreads remained on the tight end of historical ranges. Similar to the corporate sector, investor appetite for new issue ABS continued to pressure spreads even lower.
  - Short-term credit (negotiable CDs) yields continued to decline over the quarter with some of the shortest tenors continuing to offer low absolute yields while still offering a spread to comparable-maturity Treasuries, which have been trading at near zero levels. Towards the end of the quarter, the yield on short-term government securities drifted higher in response to the Fed's adjustment of the interest rate on excess reserves (IOER) and the reverse repo rate (RRP).

**Portfolio Statistics**

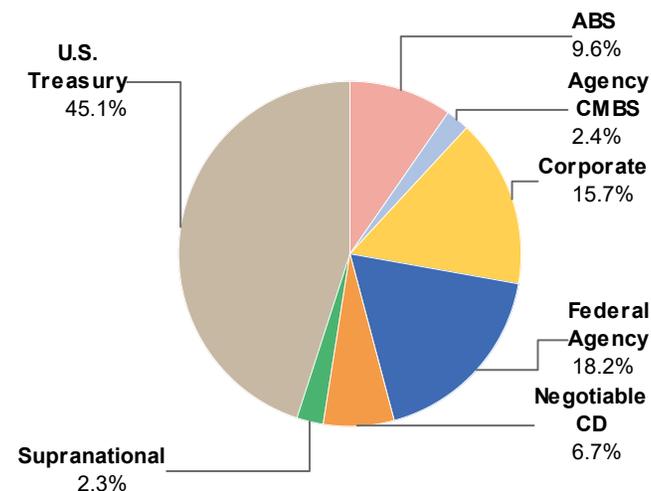
As of June 30, 2021

<b>Par Value:</b>	\$53,934,484
<b>Total Market Value:</b>	\$54,962,204
<b>Security Market Value:</b>	\$54,565,527
<b>Accrued Interest:</b>	\$147,589
<b>Cash:</b>	\$249,088
<b>Amortized Cost:</b>	\$54,204,157
<b>Yield at Market:</b>	0.44%
<b>Yield at Cost:</b>	0.94%
<b>Effective Duration:</b>	1.86 Years
<b>Average Maturity:</b>	2.11 Years
<b>Average Credit: *</b>	AA

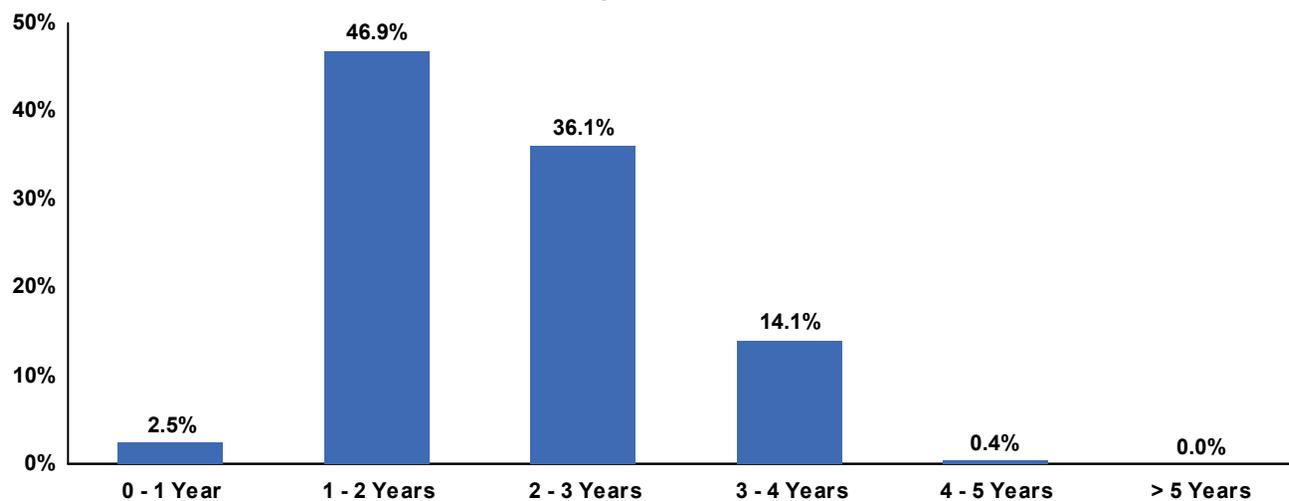
**Credit Quality (S&P Ratings)\*\***



**Sector Allocation**



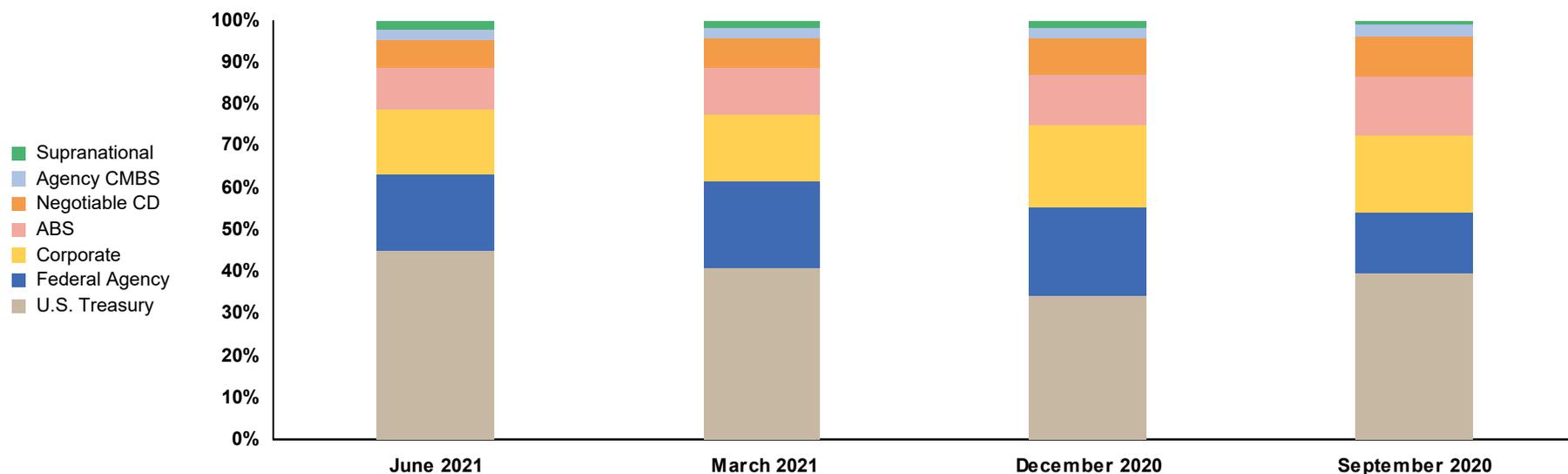
**Maturity Distribution**



\*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.

Sector Allocation

Sector	June 30, 2021		March 31, 2021		December 31, 2020		September 30, 2020	
	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total	MV (\$MM)	% of Total
U.S. Treasury	24.6	45.1%	22.4	40.9%	18.7	34.5%	21.7	39.8%
Federal Agency	10.0	18.2%	11.2	20.5%	11.2	20.7%	7.8	14.2%
Corporate	8.6	15.7%	8.8	16.1%	10.7	19.6%	10.2	18.6%
ABS	5.2	9.6%	6.0	11.0%	6.7	12.3%	7.7	14.0%
Negotiable CD	3.7	6.7%	4.0	7.4%	4.6	8.4%	5.2	9.5%
Agency CMBS	1.3	2.4%	1.4	2.5%	1.5	2.7%	1.6	2.9%
Supranational	1.2	2.3%	0.9	1.6%	0.9	1.6%	0.4	0.8%
Foreign Government	0.0	0.0%	0.0	0.0%	0.1	0.2%	0.1	0.2%
<b>Total</b>	<b>\$54.6</b>	<b>100.0%</b>	<b>\$54.7</b>	<b>100.0%</b>	<b>\$54.3</b>	<b>100.0%</b>	<b>\$54.8</b>	<b>100.0%</b>

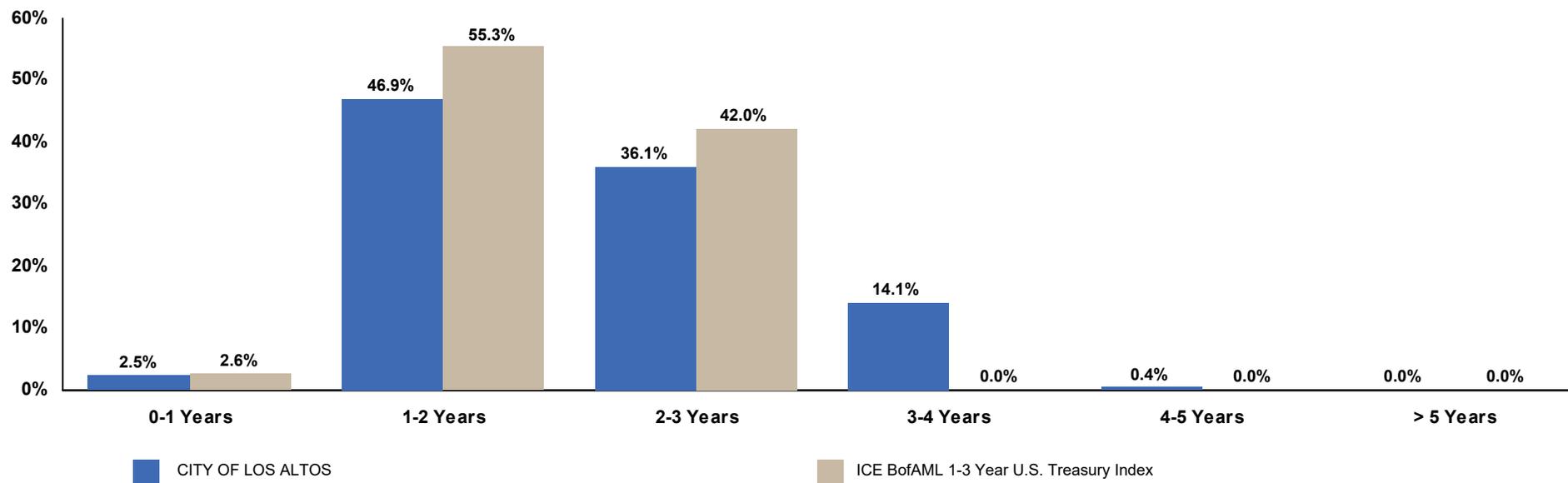


Detail may not add to total due to rounding.

**Maturity Distribution**

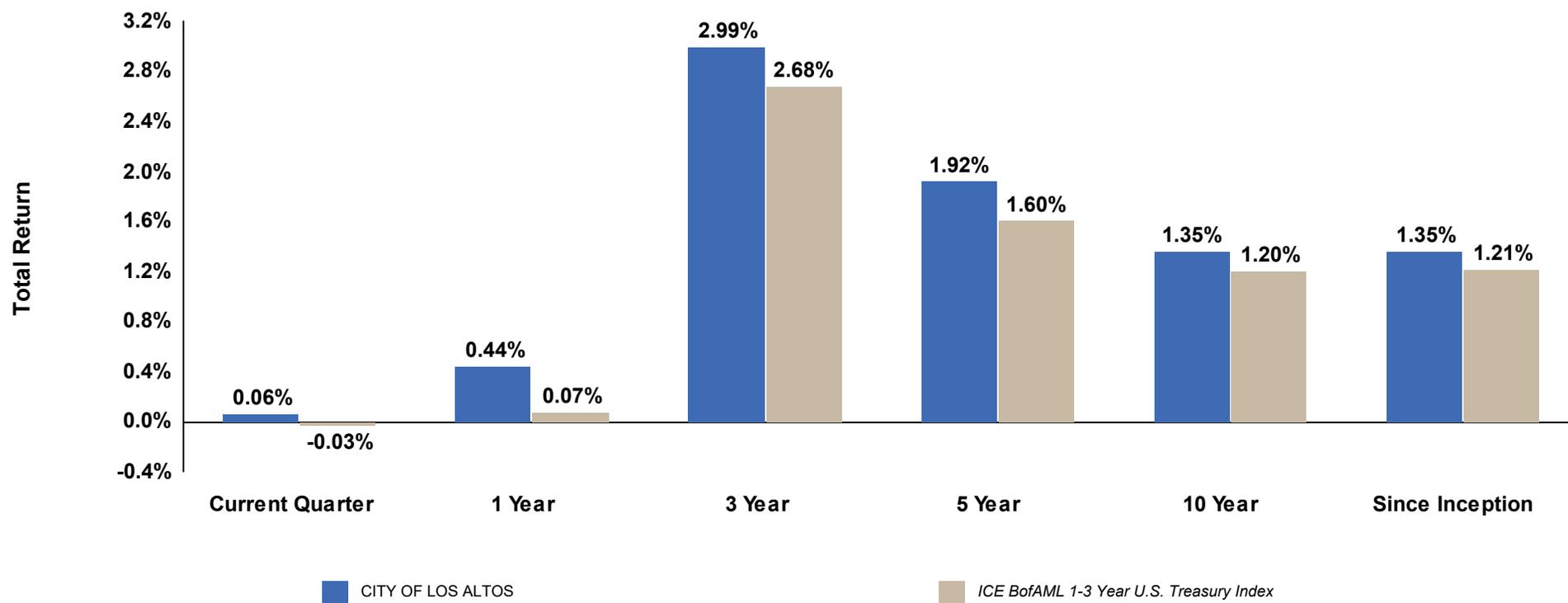
*As of June 30, 2021*

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	0.44%	2.11 yrs	2.5%	46.9%	36.1%	14.1%	0.4%	0.0%
ICE BofAML 1-3 Year U.S. Treasury Index	0.25%	1.94 yrs	2.6%	55.3%	42.0%	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	1.86	0.06%	0.44%	2.99%	1.92%	1.35%	1.35%
ICE BofAML 1-3 Year U.S. Treasury Index	1.84	-0.03%	0.07%	2.68%	1.60%	1.20%	1.21%
Difference		0.09%	0.37%	0.31%	0.32%	0.15%	0.14%



Portfolio performance is gross of fees unless otherwise indicated.

**Portfolio Earnings***Quarter-Ended June 30, 2021*

	<b>Market Value Basis</b>	<b>Accrual (Amortized Cost) Basis</b>
<b>Beginning Value (03/31/2021)</b>	\$54,671,869.57	\$54,118,332.21
<b>Net Purchases/Sales</b>	\$25,598.22	\$25,598.22
<b>Change in Value</b>	(\$131,940.92)	\$60,226.77
<b>Ending Value (06/30/2021)</b>	\$54,565,526.87	\$54,204,157.20
<b>Interest Earned</b>	\$162,202.34	\$162,202.34
<b>Portfolio Earnings</b>	\$30,261.42	\$222,429.11

## Investment Strategy Outlook

- ◆ The strong U.S. economic expansion is expected to persist, aided by a vaccine-driven reopening, pent-up consumer demand, and continued fiscal and monetary support. GDP expectations for 2021 have been revised upward, with current forecasts pointing to an annualized 6% growth this year. However, growing inflationary pressures may force the Fed's hand when considering tapering its bond purchases and, ultimately, future rate increases. Given these risks, we plan to maintain the portfolio duration in line with the benchmark as we continue to monitor the economic recovery.
  
- ◆ Our outlook for major investment-grade sectors includes the following:
  - **Treasuries:** Current allocations provide “dry powder” to add to other sectors should spreads become more attractive. Portfolio rebalancing and duration extension trades are focused in the steepest portions of the curve. Along with income, yield curve roll-down should serve as a significant contributor to portfolio returns as the upside for pure price appreciation is quite limited.
  
  - **Agencies:** There is limited room for further spread tightening from current levels as spreads are in the single-digit range across most of the curve. With spreads likely to remain near zero over the coming quarter, the sector offers very little incremental yield compared to Treasuries. We will continue to reduce allocations, realize gains where appropriate, and favor other sectors.
  
  - **Supranationals:** Spreads compared to similar-maturity Treasuries and agencies have value on an issue-specific basis, and the sector presents good opportunities as a government alternative. While new issue opportunities remain the best entry point, issuance is limited and is likely to dwindle through the summer.
  
  - **Corporates:** Continued economic recovery, supportive monetary policy, lower expected supply, and strong investor demand for high quality yield should serve as catalysts for good performance in the corporate sector. While historically tight spreads have encouraged us to position allocations defensively, the sector still represents a core allocation to portfolios.
  
  - **Asset-Backed Securities (ABS):** New issue activity was elevated to start 2021; however, investor appetite remains robust, and spreads have remained near their recent floor. Collateral performance in consumer sectors has been stronger than expected, and there is little expectation for any material change in the near term. With this outlook, we will look to modestly reduce holdings by attrition as holdings pay down.

## Investment Strategy Outlook

- **Agency MBS:** The Fed continues “to support the smooth functioning” of the MBS market through its ongoing purchase program. After a surge in prepayments over the past year, a meaningful slowdown has occurred. Further, anticipation of Fed taper talk has started to pressure spreads wider. We view the combination of slower prepayments and wider spreads as positive developments and may begin to selectively add back allocations to the sector.

---

# Issuer Distribution

---

## Sector/Issuer Distribution

As of June 30, 2021

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
<b>ABS</b>			
ALLY AUTO RECEIVABLES TRUST	78,814	1.5%	0.1%
BMW FINANCIAL SERVICES NA LLC	105,082	2.0%	0.2%
BMW VEHICLE OWNER TRUST	130,360	2.5%	0.2%
CAPITAL ONE FINANCIAL CORP	113,840	2.2%	0.2%
CARMAX AUTO OWNER TRUST	649,558	12.4%	1.2%
DISCOVER FINANCIAL SERVICES	224,590	4.3%	0.4%
FIFTH THIRD AUTO TRUST	132,037	2.5%	0.2%
FORD CREDIT AUTO OWNER TRUST	25,183	0.5%	- %
GM FINANCIAL CONSUMER AUTOMOBILE TRUST	399,241	7.6%	0.7%
GM FINANCIAL LEASINGTRUST	344,853	6.6%	0.6%
HARLEY-DAVIDSON MOTORCYCLE TRUST	310,086	5.9%	0.6%
HONDA AUTO RECEIVABLES	278,059	5.3%	0.5%
HYUNDAI AUTO RECEIVABLES	448,240	8.6%	0.8%
MERCEDES-BENZ AUTO LEASE TRUST	75,115	1.4%	0.1%
NISSAN AUTO RECEIVABLES	450,385	8.6%	0.8%
TOYOTA MOTOR CORP	200,481	3.8%	0.4%
VERIZON OWNER TRUST	823,357	15.7%	1.5%
VOLKSWAGEN AUTO LEASE TURST	144,195	2.8%	0.3%
VOLKSWAGEN OF AMERICA	131,600	2.5%	0.2%
WORLD OMNI AUTO REC TRUST	175,729	3.4%	0.3%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
<b>Sector Total</b>	<b>5,240,802</b>	<b>100.0%</b>	<b>9.6%</b>
<b>Agency CMBS</b>			
FANNIE MAE	301,235	23.5%	0.6%
FREDDIE MAC	982,701	76.5%	1.8%
<b>Sector Total</b>	<b>1,283,936</b>	<b>100.0%</b>	<b>2.4%</b>
<b>Corporate</b>			
ADOBE INC	204,356	2.4%	0.4%
AMAZON.COM INC	784,615	9.2%	1.4%
APPLE INC	354,388	4.1%	0.6%
ASTRAZENECA PLC	289,636	3.4%	0.5%
BANK OF AMERICA CO	488,874	5.7%	0.9%
BRISTOL-MYERS SQUIBB CO	338,668	4.0%	0.6%
BURLINGTON NORTHERN SANTA FE	134,365	1.6%	0.2%
CATERPILLAR INC	424,581	5.0%	0.8%
CHARLES SCHWAB	175,922	2.1%	0.3%
CHEVRON CORPORATION	374,661	4.4%	0.7%
CITIGROUP INC	404,300	4.7%	0.7%
CLOROX COMPANY	230,892	2.7%	0.4%
COMCAST CORP	216,571	2.5%	0.4%
DEERE & COMPANY	225,472	2.6%	0.4%
EXXON MOBIL CORP	291,236	3.4%	0.5%
GENERAL DYNAMICS CORP	237,387	2.8%	0.4%
GOLDMAN SACHS GROUP INC	477,620	5.6%	0.9%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
HONEYWELL INTERNATIONAL	122,268	1.4%	0.2%
IBM CORP	134,543	1.6%	0.2%
JP MORGAN CHASE & CO	641,028	7.5%	1.2%
MERCK & CO INC	138,471	1.6%	0.3%
MORGAN STANLEY	316,537	3.7%	0.6%
NORTHERN TRUST	281,189	3.3%	0.5%
PACCAR FINANCIAL CORP	50,424	0.6%	0.1%
PEPSICO INC	151,172	1.8%	0.3%
PNC FINANCIAL SERVICES GROUP	290,943	3.4%	0.5%
THE BANK OF NEW YORK MELLON CORPORATION	215,153	2.5%	0.4%
TOYOTA MOTOR CORP	382,956	4.5%	0.7%
UNITEDHEALTH GROUP INC	189,472	2.2%	0.3%
<b>Sector Total</b>	<b>8,567,698</b>	<b>100.0%</b>	<b>15.7%</b>
<b>Federal Agency</b>			
FANNIE MAE	3,460,334	34.8%	6.3%
FREDDIE MAC	6,491,278	65.2%	11.9%
<b>Sector Total</b>	<b>9,951,612</b>	<b>100.0%</b>	<b>18.2%</b>
<b>Negotiable CD</b>			
CREDIT SUISSE GROUP RK	876,499	23.9%	1.6%
DNB ASA	590,008	16.1%	1.1%
NORDEA BANK ABP	586,009	16.0%	1.1%
SKANDINAVISKA ENSKILDA BANKEN AB	586,075	16.0%	1.1%
SOCIETE GENERALE	580,187	15.8%	1.1%

Sector / Issuer	Market Value (\$)	% of Sector	% of Total Portfolio
SUMITOMO MITSUI FINANCIAL GROUP INC	452,114	12.3%	0.8%
<b>Sector Total</b>	<b>3,670,891</b>	<b>100.0%</b>	<b>6.7%</b>
<b>Supranational</b>			
INTER-AMERICAN DEVELOPMENT BANK	441,906	35.4%	0.8%
INTL BANK OF RECONSTRUCTION AND DEV	807,843	64.6%	1.5%
<b>Sector Total</b>	<b>1,249,749</b>	<b>100.0%</b>	<b>2.3%</b>
<b>U.S. Treasury</b>			
UNITED STATES TREASURY	24,600,838	100.0%	45.1%
<b>Sector Total</b>	<b>24,600,838</b>	<b>100.0%</b>	<b>45.1%</b>
<b>Portfolio Total</b>	<b>54,565,527</b>	<b>100.0%</b>	<b>100.0%</b>

---

# 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)
<b>BUY</b>									
4/1/21	4/5/21	575,000	912828X70	US TREASURY NOTES	2.00%	4/30/24	608,503.65	0.37%	
4/13/21	4/20/21	385,000	459058JV6	INTL BK OF RECON AND DEV NOTE	0.12%	4/20/23	384,203.05	0.23%	
4/13/21	4/21/21	125,000	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/26	124,973.06	0.52%	
4/19/21	4/22/21	105,000	61772BAA1	MORGAN STANLEY CORP NOTES (CALLABLE)	0.73%	4/5/24	105,000.00	0.73%	
4/20/21	4/28/21	115,000	44933LAC7	HART 2021-A A3	0.38%	9/15/25	114,987.90	0.38%	
4/28/21	5/4/21	175,000	172967MX6	CITIGROUP INC CORPORATE NOTES	0.98%	5/1/25	175,458.50	0.91%	
5/4/21	5/6/21	1,650,000	912828YM6	US TREASURY NOTES	1.50%	10/31/24	1,710,667.20	0.44%	
5/10/21	5/12/21	470,000	023135BW5	AMAZON.COM INC CORPORATE NOTES	0.45%	5/12/24	469,313.80	0.50%	
5/10/21	5/17/21	275,000	14913R2L0	CATERPILLAR FINL SERVICE CORPORATE NOTES	0.45%	5/17/24	274,631.50	0.50%	
5/17/21	5/19/21	190,000	91324PEB4	UNITEDHEALTH GROUP INC (CALLABLE) CORP N	0.55%	5/15/24	189,802.40	0.59%	
5/18/21	5/26/21	210,000	380144AC9	GMALT 2021-2 A3	0.34%	5/20/24	209,967.03	0.35%	
5/24/21	6/1/21	345,000	46647PCH7	JPMORGAN CHASE & CO CORPORATE NOTES	0.82%	6/1/25	345,000.00	0.82%	
5/25/21	5/28/21	290,000	04636NAC7	ASTRAZENECA FINANCE LLC (CALLABLE) CORP	0.70%	5/28/24	289,973.90	0.70%	
6/2/21	6/7/21	975,000	912828YV6	US TREASURY NOTES	1.50%	11/30/24	1,011,461.35	0.42%	
6/7/21	6/10/21	80,000	24422EVQ9	JOHN DEERE CAPITAL CORP CORPORATE NOTES	0.45%	6/7/24	79,900.00	0.49%	
6/7/21	6/10/21	150,000	38141GYE8	GOLDMAN SACHS GROUP INC CORPORATE NOTES	0.65%	9/10/24	150,000.00	0.66%	
6/15/21	6/17/21	575,000	912828YV6	US TREASURY NOTES	1.50%	11/30/24	596,311.74	0.44%	
6/22/21	6/24/21	142,000	91282CCG4	US TREASURY N/B NOTES	0.25%	6/15/24	141,182.25	0.45%	
<b>Total BUY</b>		<b>6,832,000</b>					<b>6,981,337.33</b>		

## INTEREST

4/1/21	4/25/21	275,000	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.69		
4/1/21	4/1/21	125,000	12189LAV3	BURLINGTN NORTH SANTA FE CORP NOTES (CAL	3.00%	4/1/25	1,875.00		
4/1/21	4/25/21	299,463	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	637.06		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/1/21	4/1/21	0	83369XDL9	SOCIETE GENERALE NY CERT DEPOS	1.80%	2/14/22	(57.50)		
4/1/21	4/25/21	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
4/1/21	4/25/21	36,149	3137FKK39	FHMS KP05 A	3.20%	7/1/23	96.49		
4/1/21	4/25/21	50,379	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	149.46		
4/1/21	4/25/21	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
4/1/21	4/1/21	450,000	46647PBB1	JPMORGAN CHASE & CO BONDS	3.20%	4/1/23	7,215.75		
4/1/21	4/25/21	106,808	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	231.71		
4/1/21	4/1/21	0	MONEY0002	MONEY MARKET FUND			1.20		
4/7/21	4/7/21	65,000	713448FB9	PEPSICO INC CORPORATE NOTES	0.40%	10/7/23	130.00		
4/15/21	4/15/21	145,161	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	406.45		
4/15/21	4/15/21	200,000	20030NCR0	COMCAST CORP (CALLABLE) CORPORATE NOTES	3.70%	4/15/24	3,700.00		
4/15/21	4/15/21	3,050,000	912828YK0	US TREASURY NOTES	1.37%	10/15/22	20,968.75		
4/15/21	4/15/21	131,773	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	343.71		
4/15/21	4/15/21	1,250,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	14,062.50		
4/15/21	4/15/21	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
4/15/21	4/15/21	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
4/15/21	4/15/21	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
4/15/21	4/15/21	195,967	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	437.66		
4/15/21	4/15/21	174,085	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	382.99		
4/15/21	4/15/21	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
4/15/21	4/15/21	147,580	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	308.69		
4/15/21	4/15/21	188,632	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	418.13		
4/15/21	4/15/21	58,549	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	147.84		
4/15/21	4/15/21	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
4/15/21	4/15/21	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
4/15/21	4/15/21	150,000	30231GBL5	EXXON MOBIL CORPORATION CORPORATE NOTES	1.57%	4/15/23	1,178.25		
4/15/21	4/15/21	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
4/15/21	4/15/21	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
4/15/21	4/15/21	242,905	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	473.67		
4/15/21	4/15/21	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/15/21	4/15/21	106,187	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	257.50		
4/15/21	4/15/21	223,441	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	539.98		
4/16/21	4/16/21	101,603	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	255.70		
4/16/21	4/16/21	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
4/16/21	4/16/21	168,003	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	415.81		
4/18/21	4/18/21	125,648	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	296.32		
4/18/21	4/18/21	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
4/18/21	4/18/21	19,682	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	49.37		
4/20/21	4/20/21	197,006	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	533.56		
4/20/21	4/20/21	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
4/20/21	4/20/21	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
4/20/21	4/20/21	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
4/20/21	4/20/21	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
4/20/21	4/20/21	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
4/24/21	4/24/21	275,000	06051GJH3	BANK OF AMERICA CORP (CALLABLE) CORPORAT	0.81%	10/24/24	1,132.31		
4/24/21	4/24/21	200,000	61744Yaq1	MORGAN STANLEY CORP NOTES	3.73%	4/24/24	3,737.00		
4/24/21	4/24/21	135,000	06406RAN7	BANK OF NY MELLON (CALLABLE) CORP NOTES	1.60%	4/24/25	1,080.00		
4/25/21	4/25/21	105,000	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/24	38.07		
4/25/21	4/25/21	130,000	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/24	52.00		
4/25/21	4/25/21	175,000	172967HD6	CITIGROUP INC CORP NOTES	3.87%	10/25/23	3,390.63		
4/30/21	4/30/21	575,000	912828X70	US TREASURY NOTES	2.00%	4/30/24	5,750.00		
5/1/21	5/1/21	150,000	713448EY0	PEPSICO INC CORPORATE NOTES	0.75%	5/1/23	562.50		
5/1/21	5/25/21	26,686	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	79.17		
5/1/21	5/25/21	36,099	3137FKK39	FHMS KP05 A	3.20%	7/1/23	96.36		
5/1/21	5/25/21	274,776	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	539.25		
5/1/21	5/25/21	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
5/1/21	5/25/21	290,765	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	552.45		
5/1/21	5/25/21	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
5/1/21	5/25/21	104,670	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	301.92		
5/3/21	5/3/21	0	MONEY0002	MONEY MARKET FUND			1.21		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
5/5/21	5/5/21	1,610,000	3137EAER6	FREDDIE MAC NOTES	0.37%	5/5/23	3,018.75		
5/6/21	5/6/21	1,250,000	3137EAEZ8	FREDDIE MAC NOTES	0.25%	11/6/23	1,571.18		
5/10/21	5/10/21	250,000	69371RP83	PACCAR FINANCIAL CORP CORP NOTES	2.65%	5/10/22	3,312.50		
5/11/21	5/11/21	85,000	166764BV1	CHEVRON CORP CORPORATE NOTES	1.14%	5/11/23	484.93		
5/11/21	5/11/21	190,000	037833DV9	APPLE INC CORPORATE NOTES	0.75%	5/11/23	712.50		
5/13/21	5/13/21	250,000	110122DT2	BRISTOL-MYERS SQUIBB CO (CALLABLE) CORP	0.53%	11/13/23	671.25		
5/13/21	5/13/21	250,000	459200JX0	IBM CORP	2.85%	5/13/22	3,562.50		
5/15/21	5/15/21	116,418	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	303.66		
5/15/21	5/15/21	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
5/15/21	5/15/21	225,000	369550BD9	GENERAL DYNAMICS CORP NOTES	3.37%	5/15/23	3,796.88		
5/15/21	5/15/21	131,903	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	369.33		
5/15/21	5/15/21	157,667	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	346.87		
5/15/21	5/15/21	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
5/15/21	5/15/21	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
5/15/21	5/15/21	2,150,000	91282CAW1	US TREASURY NOTES	0.25%	11/15/23	2,687.50		
5/15/21	5/15/21	96,010	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	232.83		
5/15/21	5/15/21	115,000	44933LAC7	HART 2021-A A3	0.38%	9/15/25	20.64		
5/15/21	5/15/21	218,347	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	425.78		
5/15/21	5/15/21	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
5/15/21	5/15/21	125,000	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/26	43.33		
5/15/21	5/15/21	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
5/15/21	5/15/21	134,433	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	281.19		
5/15/21	5/15/21	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
5/15/21	5/15/21	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
5/15/21	5/15/21	169,641	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	376.04		
5/15/21	5/15/21	203,750	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	492.40		
5/15/21	5/15/21	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
5/15/21	5/15/21	45,651	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	115.27		
5/15/21	5/15/21	225,000	172967MR9	CITIGROUP INC CORPORATE NOTES	1.67%	5/15/24	1,887.75		
5/15/21	5/15/21	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)
5/15/21	5/15/21	181,546	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	405.45		
5/16/21	5/16/21	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
5/16/21	5/16/21	151,910	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	375.98		
5/16/21	5/16/21	89,926	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	226.31		
5/17/21	5/17/21	165,000	38141GXL3	GOLDMAN SACHS GROUP INC CORPORATE NOTES	0.62%	11/17/23	511.53		
5/18/21	5/18/21	113,063	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	266.64		
5/18/21	5/18/21	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
5/18/21	5/18/21	14,316	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	35.91		
5/20/21	5/20/21	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
5/20/21	5/20/21	171,120	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	463.45		
5/20/21	5/20/21	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
5/20/21	5/20/21	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
5/20/21	5/20/21	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
5/20/21	5/20/21	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
5/22/21	5/22/21	1,675,000	3135G04Q3	FANNIE MAE NOTES	0.25%	5/22/23	2,093.75		
5/24/21	5/24/21	425,000	459058JM6	INTL BK RECON & DEVELOP NOTES	0.25%	11/24/23	531.25		
5/24/21	5/24/21	440,000	4581X0DM7	INTER-AMERICAN DEVEL BK NOTES	0.50%	5/24/23	1,100.00		
5/25/21	5/25/21	105,000	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/24	25.38		
5/25/21	5/25/21	130,000	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/24	52.00		
6/1/21	6/25/21	22,970	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	68.14		
6/1/21	6/25/21	275,000	3137B1BS0	FHLMC MULTIFAMILY STRUCTURED P	2.51%	11/1/22	575.21		
6/1/21	6/25/21	290,106	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	551.20		
6/1/21	6/1/21	0	MONEY0002	MONEY MARKET FUND			0.63		
6/1/21	6/25/21	98,821	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	239.83		
6/1/21	6/25/21	21,416	3137FKK39	FHMS KP05 A	3.20%	7/1/23	57.16		
6/1/21	6/25/21	274,020	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	537.76		
6/1/21	6/25/21	300,000	3137BLUR7	FHLMC MULTIFAMILY STRUCTURED P	2.71%	6/1/22	679.00		
6/2/21	6/2/21	575,000	23341VZT1	DNB BANK ASA/NY LT CD	2.04%	12/2/22	5,930.17		
6/3/21	6/3/21	315,000	023135BP0	AMAZON.COM INC CORPORATE NOTES	0.40%	6/3/23	630.00		
6/4/21	6/4/21	900,000	3137EAF A2	FREDDIE MAC NOTES	0.25%	12/4/23	1,125.00		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/8/21	6/8/21	50,000	69371RQ82	PACCAR FINANCIAL CORP CORPORATE NOTES	0.80%	6/8/23	200.00		
6/8/21	6/8/21	275,000	69353RFL7	PNC BANK NA CORP NOTES	3.50%	6/8/23	4,812.50		
6/15/21	6/15/21	122,825	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	256.91		
6/15/21	6/15/21	130,000	41284UAD6	HDMOT 2020-A A3	1.87%	10/15/24	202.58		
6/15/21	6/15/21	1,500,000	91282CBA8	US TREASURY NOTES	0.12%	12/15/23	937.50		
6/15/21	6/15/21	102,663	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	267.78		
6/15/21	6/15/21	152,519	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	338.08		
6/15/21	6/15/21	175,000	98163WAC0	WOART 2020-B A3	0.63%	5/15/25	91.88		
6/15/21	6/15/21	186,303	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	450.23		
6/15/21	6/15/21	168,680	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	376.72		
6/15/21	6/15/21	200,000	89237VAB5	TAOT 2020-C A3	0.44%	10/15/24	73.33		
6/15/21	6/15/21	125,000	14314QAC8	CARMX 2021-2 A3	0.52%	2/17/26	54.17		
6/15/21	6/15/21	75,000	58769EAC2	MBALT 2020-B A3	0.40%	11/15/23	25.00		
6/15/21	6/15/21	34,514	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	87.15		
6/15/21	6/15/21	119,804	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	335.45		
6/15/21	6/15/21	160,000	14315XAC2	CARMX 2020-1 A3	1.89%	12/16/24	252.00		
6/15/21	6/15/21	275,000	65479JAD5	NAROT 2019-C A3	1.93%	7/15/24	442.29		
6/15/21	6/15/21	220,000	254683CM5	DCENT 2019-A3 A	1.89%	10/15/24	346.50		
6/15/21	6/15/21	195,000	44933FAC0	HART 2020-B A3	0.48%	12/16/24	78.00		
6/15/21	6/15/21	143,295	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	315.25		
6/15/21	6/15/21	115,000	44933LAC7	HART 2021-A A3	0.38%	9/15/25	36.42		
6/15/21	6/15/21	196,356	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	382.89		
6/15/21	6/15/21	86,784	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	210.45		
6/15/21	6/15/21	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	824.17		
6/16/21	6/16/21	136,594	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	338.07		
6/16/21	6/16/21	205,000	362590AC5	GMCAR 2020-3 A3	0.45%	4/16/25	76.88		
6/16/21	6/16/21	79,152	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	199.20		
6/18/21	6/18/21	180,000	43813KAC6	HAROT 2020-3 A3	0.37%	10/18/24	55.50		
6/18/21	6/18/21	101,827	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	240.14		
6/18/21	6/18/21	9,689	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	24.30		

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/20/21	6/20/21	145,000	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	240.46		
6/20/21	6/20/21	140,000	92348TAA2	VZOT 2020-A A1A	1.85%	7/22/24	215.83		
6/20/21	6/20/21	365,000	92348AAA3	VZOT 2019-C A1A	1.94%	4/22/24	590.08		
6/20/21	6/20/21	310,000	92290BAA9	VZOT 2020-B A	0.47%	2/20/25	121.42		
6/20/21	6/20/21	149,433	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	404.72		
6/20/21	6/20/21	210,000	380144AC9	GMALT 2021-2 A3	0.34%	5/20/24	49.58		
6/20/21	6/20/21	135,000	362569AC9	GMALT 2020-3 A3	0.45%	8/21/23	50.63		
6/24/21	6/24/21	275,000	166764AH3	CHEVRON CORP	3.19%	6/24/23	4,387.63		
6/25/21	6/25/21	130,000	09661RAD3	BMWOT 2020-A A3	0.48%	10/25/24	52.00		
6/25/21	6/25/21	105,000	05591RAC8	BMWLT 2021-1 A3	0.29%	1/25/24	25.38		
6/26/21	6/26/21	1,080,000	3137EAES4	FREDDIE MAC NOTES	0.25%	6/26/23	1,350.00		
<b>Total INTEREST</b>		<b>42,755,493</b>					<b>144,204.03</b>		

## PAYDOWNS

4/1/21	4/25/21	23,693	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	23,692.82		0.00
4/1/21	4/25/21	4,941	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	4,940.55		0.00
4/1/21	4/25/21	3,758	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	3,757.60		0.00
4/1/21	4/25/21	50	3137FKK39	FHMS KP05 A	3.20%	7/1/23	49.78		0.00
4/1/21	4/25/21	224	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	223.82		0.00
4/1/21	4/25/21	2,138	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	2,138.49		0.00
4/15/21	4/15/21	16,418	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	16,418.22		0.00
4/15/21	4/15/21	15,356	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	15,355.52		0.00
4/15/21	4/15/21	18,991	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	18,991.15		0.00
4/15/21	4/15/21	13,146	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	13,146.12		0.00
4/15/21	4/15/21	10,176	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	10,176.17		0.00
4/15/21	4/15/21	19,691	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	19,691.17		0.00
4/15/21	4/15/21	24,558	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	24,558.12		0.00
4/15/21	4/15/21	13,258	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	13,257.64		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/15/21	4/15/21	12,898	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	12,897.82		0.00
4/15/21	4/15/21	14,421	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	14,421.23		0.00
4/16/21	4/16/21	16,093	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	16,092.97		0.00
4/16/21	4/16/21	11,677	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	11,676.91		0.00
4/18/21	4/18/21	12,585	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	12,584.87		0.00
4/18/21	4/18/21	5,366	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	5,366.15		0.00
4/20/21	4/20/21	25,886	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	25,885.98		0.00
5/1/21	5/25/21	5,849	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	5,848.71		0.00
5/1/21	5/25/21	14,683	3137FKK39	FHMS KP05 A	3.20%	7/1/23	14,683.09		0.00
5/1/21	5/25/21	757	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	756.64		0.00
5/1/21	5/25/21	3,716	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	3,716.33		0.00
5/1/21	5/25/21	375	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	374.73		0.00
5/1/21	5/25/21	285	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	285.01		0.00
5/15/21	5/15/21	12,099	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	12,099.47		0.00
5/15/21	5/15/21	12,865	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	12,865.34		0.00
5/15/21	5/15/21	13,755	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	13,754.73		0.00
5/15/21	5/15/21	21,991	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	21,991.15		0.00
5/15/21	5/15/21	11,608	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	11,608.30		0.00
5/15/21	5/15/21	9,227	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	9,226.93		0.00
5/15/21	5/15/21	17,446	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	17,446.44		0.00
5/15/21	5/15/21	11,137	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	11,137.18		0.00
5/15/21	5/15/21	17,122	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	17,122.17		0.00
5/15/21	5/15/21	14,372	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	14,372.10		0.00
5/16/21	5/16/21	10,774	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	10,773.99		0.00
5/16/21	5/16/21	15,316	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	15,315.92		0.00
5/18/21	5/18/21	4,626	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	4,626.33		0.00
5/18/21	5/18/21	11,236	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	11,235.92		0.00
5/20/21	5/20/21	21,687	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	21,686.99		0.00
6/1/21	6/25/21	4,653	3137FQ3V3	FHMS KJ27 A1	2.09%	7/1/24	4,652.94		0.00
6/1/21	6/25/21	723	3137AVXN2	FHLMC MULTIFAMILY STRUCTURED P	2.35%	7/1/22	723.40		0.00

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
6/1/21	6/25/21	50	3137FKK39	FHMS KP05 A	3.20%	7/1/23	50.34		0.00
6/1/21	6/25/21	274	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	273.56		0.00
6/1/21	6/25/21	360	3136AEGQ4	FNA 2013-M7 A2	2.28%	12/1/22	359.69		0.00
6/1/21	6/25/21	15,650	3136B1XP4	FNA 2018-M5 A2	3.56%	9/1/21	15,649.60		0.00
6/15/21	6/15/21	15,874	44932NAD2	HYUNDAI AUTO RECEIVABLES TRUST	2.66%	6/15/23	15,874.34		0.00
6/15/21	6/15/21	12,646	31680YAD9	FIFTH THIRD AUTO TRUST	2.64%	12/15/23	12,646.07		0.00
6/15/21	6/15/21	11,801	14316LAC7	CARMX 2019-2 A3	2.68%	3/15/24	11,800.70		0.00
6/15/21	6/15/21	16,316	65479KAD2	NAROT 2019-A A3	2.90%	10/15/23	16,315.76		0.00
6/15/21	6/15/21	9,401	34528FAD0	FORDO 2018-A A3	3.03%	11/15/22	9,401.18		0.00
6/15/21	6/15/21	10,313	14042WAC4	COPAR 2019-1 A3	2.51%	11/15/23	10,312.88		0.00
6/15/21	6/15/21	8,815	02004WAC5	ALLYA 2019-1 A3	2.91%	9/15/23	8,815.39		0.00
6/15/21	6/15/21	10,798	14315EAC4	CARMAX AUTO OWNER TRUST	3.36%	9/15/23	10,797.51		0.00
6/15/21	6/15/21	12,093	14313FAD1	CARMAX AUTO OWNER TRUST	3.13%	6/15/23	12,092.88		0.00
6/15/21	6/15/21	19,173	41284WAC4	HDMOT 2019-A A3	2.34%	2/15/24	19,172.70		0.00
6/16/21	6/16/21	13,740	36256XAD4	GMCAR 2019-1 A3	2.97%	11/16/23	13,739.61		0.00
6/16/21	6/16/21	10,103	36255JAD6	GMCAR 2018-3 A3	3.02%	5/16/23	10,102.81		0.00
6/18/21	6/18/21	4,284	43814UAG4	HAROT 2018-2 A3	3.01%	5/18/22	4,283.79		0.00
6/18/21	6/18/21	10,407	43814WAC9	HAROT 2019-1 A3	2.83%	3/20/23	10,406.76		0.00
6/20/21	6/20/21	1,627	92867XAD8	VWALT 2019-A A3	1.99%	11/21/22	1,626.79		0.00
6/20/21	6/20/21	19,189	92869BAD4	VALET 2018-2 A3	3.25%	4/20/23	19,189.46		0.00
<b>Total PAYDOWNS</b>		<b>704,539</b>					<b>704,538.73</b>		<b>0.00</b>

## SELL

4/1/21	4/5/21	505,000	9128286C9	US TREASURY NOTES	2.50%	2/15/22	517,341.53		10,794.53
4/7/21	4/9/21	65,000	713448FB9	PEPSICO INC CORPORATE NOTES	0.40%	10/7/23	65,227.64		257.02
4/13/21	4/20/21	175,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	178,813.56		3,718.68
4/14/21	4/21/21	125,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	127,726.77		2,651.39
4/19/21	4/22/21	100,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	102,191.47		2,125.09

Trade Date	Settle Date	Par (\$)	CUSIP	Security Description	Coupon	Maturity Date	Transact Amt (\$)	Yield at Market	Realized G/L (BV)
4/28/21	5/3/21	175,000	172967HD6	CITIGROUP INC CORP NOTES	3.87%	10/25/23	190,393.19		1,452.22
5/4/21	5/6/21	1,250,000	3137EAEZ8	FREDDIE MAC NOTES	0.25%	11/6/23	1,249,862.50		800.68
5/5/21	5/6/21	350,000	78012UEE1	ROYAL BANK OF CANADA NY CD	3.24%	6/7/21	355,636.31		942.81
5/11/21	5/12/21	275,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	281,053.13		5,536.05
5/11/21	5/12/21	250,000	14913Q3A5	CATERPILLAR FINANCIAL SERVICES CORP NOTE	1.90%	9/6/22	256,303.33		5,585.32
5/17/21	5/17/21	175,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	178,871.60		3,489.33
5/18/21	5/19/21	50,000	69371RP83	PACCAR FINANCIAL CORP CORP NOTES	2.65%	5/10/22	51,248.63		1,224.27
5/21/21	5/26/21	175,000	05531FBG7	BRANCH BANKING & TRUST (CALLABLE) CORP N	3.05%	6/20/22	182,233.92		4,922.72
5/25/21	6/1/21	325,000	46647PBB1	JPMORGAN CHASE & CO BONDS	3.20%	4/1/23	334,624.88		7,887.75
5/26/21	5/28/21	200,000	69371RP83	PACCAR FINANCIAL CORP CORP NOTES	2.65%	5/10/22	205,063.00		4,832.19
5/26/21	5/28/21	75,000	05531FBG7	BRANCH BANKING & TRUST (CALLABLE) CORP N	3.05%	6/20/22	78,118.96		2,115.73
6/2/21	6/7/21	400,000	9128286M7	US TREASURY NOTES	2.25%	4/15/22	408,865.78		7,481.10
6/3/21	6/7/21	250,000	459200JX0	IBM CORP	2.85%	5/13/22	256,705.00		4,158.59
6/3/21	6/7/21	280,000	438516CC8	HONEYWELL INTERNATIONAL CORPORATE NOTES	0.48%	8/19/22	280,570.92		165.20
6/8/21	6/10/21	225,000	24422ETG4	JOHN DEERE CAPITAL CORP	2.80%	3/6/23	236,774.50		3,052.61
6/15/21	6/17/21	575,000	14041NFU0	COMET 2019-A2 A2	1.72%	8/15/24	585,386.97		10,424.62
6/22/21	6/24/21	130,000	539830BE8	LOCKHEED MARTIN CORP NOTES (CALLABLE)	2.90%	3/1/25	140,926.86		1,220.52
<b>Total SELL</b>		<b>6,130,000</b>					<b>6,263,940.45</b>		<b>84,838.42</b>

---

# 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
<b>U.S. Treasury Bond / Note</b>											
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	14,664.63	1,875,527.38	1,910,742.19
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	1,955.28	249,979.77	254,765.62
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	6,843.49	876,045.00	891,679.69
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	1,504,935.78	1,526,250.00
US 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	548,297.35	558,679.66
US 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	848,619.26	863,414.02
US 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	1,345,725.79	1,371,304.62
US 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	298,885.38	304,734.36
US 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	11,071.82	1,604,124.30	1,632,500.00
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	10,949.59	1,503,147.44	1,537,031.25
US 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	11,106.35	2,170,593.31	2,191,320.42
US TREASURY NOTES DTD 11/15/2020 0.250% 11/15/2023	91282CAW1	2,150,000.00	AA+	Aaa	12/1/2020	12/3/2020	2,152,015.63	0.22	686.48	2,151,622.61	2,146,640.63
US TREASURY NOTES DTD 12/15/2020 0.125% 12/15/2023	91282CBA8	1,500,000.00	AA+	Aaa	1/6/2021	1/7/2021	1,496,425.78	0.21	81.97	1,497,009.26	1,492,031.25
US TREASURY NOTES DTD 01/15/2021 0.125% 01/15/2024	91282CBE0	2,300,000.00	AA+	Aaa	2/2/2021	2/3/2021	2,296,316.41	0.18	1,326.31	2,296,823.07	2,286,343.75
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	1,250,000.00	AA+	Aaa	3/1/2021	3/3/2021	1,244,580.08	0.27	587.02	1,245,182.85	1,241,992.25

## 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
<b>U.S. Treasury Bond / Note</b>											
US TREASURY NOTES DTD 02/15/2021 0.125% 02/15/2024	91282CBM2	350,000.00	AA+	Aaa	2/23/2021	2/25/2021	349,015.63	0.22	164.36	349,129.94	347,757.83
US TREASURY NOTES DTD 05/01/2017 2.000% 04/30/2024	912828X70	575,000.00	AA+	Aaa	4/1/2021	4/5/2021	603,547.85	0.37	1,937.50	601,332.27	600,515.63
US TREASURY N/B NOTES DTD 06/15/2021 0.250% 06/15/2024	91282CCG4	142,000.00	AA+	Aaa	6/22/2021	6/24/2021	141,173.52	0.45	15.52	141,178.84	141,134.68
US TREASURY NOTES DTD 10/31/2019 1.500% 10/31/2024	912828YM6	1,650,000.00	AA+	Aaa	5/4/2021	5/6/2021	1,710,263.67	0.44	4,169.84	1,707,614.72	1,702,593.75
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	575,000.00	AA+	Aaa	6/15/2021	6/17/2021	595,911.13	0.44	730.53	595,679.15	593,328.12
US TREASURY NOTES DTD 11/30/2019 1.500% 11/30/2024	912828YV6	975,000.00	AA+	Aaa	6/2/2021	6/7/2021	1,011,181.64	0.42	1,238.73	1,010,498.97	1,006,078.13
<b>Security Type Sub-Total</b>		<b>24,267,000.00</b>					<b>24,449,665.72</b>	<b>0.90</b>	<b>84,499.43</b>	<b>24,421,952.44</b>	<b>24,600,837.85</b>
<b>Supra-National Agency Bond / Note</b>											
INTL BK OF RECON AND DEV NOTE DTD 04/20/2021 0.125% 04/20/2023	459058JV6	385,000.00	AAA	Aaa	4/13/2021	4/20/2021	384,203.05	0.23	94.92	384,281.65	384,063.30
INTER-AMERICAN DEVEL BK 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	439,907.98	441,906.08
INTL BK RECON & DEVELOP NOTES DTD 11/24/2020 0.250% 11/24/2023	459058JM6	425,000.00	AAA	Aaa	11/17/2020	11/24/2020	424,086.25	0.32	109.20	424,269.00	423,779.40
<b>Security Type Sub-Total</b>		<b>1,250,000.00</b>					<b>1,248,139.70</b>	<b>0.36</b>	<b>430.23</b>	<b>1,248,458.63</b>	<b>1,249,748.78</b>
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FNA 2018-M5 A2 DTD 04/01/2018 3.560% 09/01/2021	3136B1XP4	7,320.39	AA+	Aaa	4/11/2018	4/30/2018	7,466.00	2.93	21.72	7,327.79	7,320.39
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	299,893.22	304,607.74

## 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
<b>Federal Agency Collateralized Mortgage Obligation</b>											
FHLMC MULTIFAMILY STRUCTURED P DTD 12/01/2012 2.355% 07/01/2022	3137AVXN2	273,296.14	AA+	Aaa	6/12/2019	6/17/2019	274,150.20	2.25	536.34	273,576.98	278,239.97
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	276,894.88	281,922.07
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	125,052.01	AA+	Aaa	9/11/2019	9/16/2019	125,831.21	2.08	237.60	125,396.40	126,971.32
FNA 2013-M7 A2 DTD 05/01/2013 2.280% 12/01/2022	3136AEGQ4	164,420.24	AA+	Aaa	9/4/2019	9/9/2019	166,574.30	1.86	312.40	165,366.64	166,943.77
FHMS KP05 A DTD 12/01/2018 3.203% 07/01/2023	3137FKK39	21,366.06	AA+	Aaa	12/7/2018	12/17/2018	21,365.99	3.20	57.03	21,366.03	21,807.57
FHMS KJ27 A1 DTD 11/01/2019 2.092% 07/01/2024	3137FQ3V3	94,168.16	AA+	Aaa	11/20/2019	11/26/2019	94,165.88	2.09	164.17	94,166.67	96,123.25
<b>Security Type Sub-Total</b>		<b>1,260,623.00</b>					<b>1,268,735.03</b>	<b>2.25</b>	<b>2,583.47</b>	<b>1,263,988.61</b>	<b>1,283,936.08</b>
<b>Federal Agency Bond / Note</b>											
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	647.50	1,109,712.94	1,112,949.27
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	291.67	500,252.77	501,328.50
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	498,966.91	500,183.50
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	1,172,771.36	1,175,431.23
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	1,077,912.00	1,080,201.96
FANNIE MAE NOTES DTD 07/10/2020 0.250% 07/10/2023	3135G05G4	650,000.00	AA+	Aaa	10/7/2020	10/8/2020	649,766.00	0.26	771.88	649,827.93	649,897.95
FANNIE MAE NOTES DTD 07/10/2020 0.250% 07/10/2023	3135G05G4	1,135,000.00	AA+	Aaa	7/8/2020	7/10/2020	1,132,559.75	0.32	1,347.81	1,133,353.11	1,134,821.81

## 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
<b>Federal Agency Bond / Note</b>											
FREDDIE MAC NOTES DTD 08/21/2020 0.250% 08/24/2023	3137EAEV7	1,075,000.00	AA+	Aaa	8/19/2020	8/21/2020	1,073,903.50	0.28	948.09	1,074,217.07	1,074,591.50
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	465,000.00	AA+	Aaa	9/2/2020	9/4/2020	465,084.91	0.24	364.90	465,061.73	464,718.68
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	625,000.00	AA+	Aaa	10/7/2020	10/8/2020	624,800.00	0.26	490.45	624,849.95	624,621.87
FREDDIE MAC NOTES DTD 09/04/2020 0.250% 09/08/2023	3137EAEW5	735,000.00	AA+	Aaa	9/2/2020	9/4/2020	734,757.45	0.26	576.77	734,823.66	734,555.33
FREDDIE MAC NOTES DTD 12/04/2020 0.250% 12/04/2023	3137EAF A2	900,000.00	AA+	Aaa	12/2/2020	12/4/2020	899,109.00	0.28	168.75	899,279.06	898,310.70
<b>Security Type Sub-Total</b>		<b>9,950,000.00</b>					<b>9,936,604.06</b>	<b>0.32</b>	<b>6,098.97</b>	<b>9,941,028.49</b>	<b>9,951,612.30</b>
<b>Corporate Note</b>											
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	276,221.55	281,189.43
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	119,955.43	122,268.48
TOYOTA MOTOR CREDIT CORP NOTES DTD 09/08/2017 2.150% 09/08/2022	89236TEC5	200,000.00	A+	A1	7/19/2019	7/23/2019	199,840.00	2.18	1,349.72	199,939.25	204,487.40
APPLE INC CORPORATE NOTES 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	159,989.15	162,795.68
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	229,693.02	230,892.30
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	593.54	74,972.43	76,727.55

## 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
<b>Corporate Note</b>											
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	956.25	134,989.98	137,940.03
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	460.42	64,952.79	66,415.57
JPMORGAN CHASE & CO BONDS DTD 03/22/2019 3.207% 04/01/2023	46647PBB1	125,000.00	A-	A2	3/15/2019	3/22/2019	125,000.00	3.21	1,002.19	125,000.00	127,637.88
EXXON MOBIL CORPORATION CORPORATE NOTES DTD 04/15/2020 1.571% 04/15/2023	30231GBL5	150,000.00	AA-	Aa2	5/11/2020	5/13/2020	151,935.00	1.12	497.48	151,184.21	153,175.35
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	149,818.55	151,171.50
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	189,679.54	191,591.82
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	86,275.09
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	234,646.42	237,386.70
AMAZON.COM INC CORPORATE NOTES DTD 06/03/2020 0.400% 06/03/2023	023135BP0	315,000.00	AA	A1	6/1/2020	6/3/2020	314,559.00	0.45	98.00	314,717.28	315,638.19
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	49,955.13	50,423.95
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	283,315.25	288,385.90
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	496.22	144,922.49	145,907.27
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 07/08/2020 0.650% 07/07/2023	14913R2D8	150,000.00	A	A2	7/6/2020	7/8/2020	149,916.00	0.67	471.25	149,943.49	150,607.50

## 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
<b>Corporate Note</b>											
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	826.88	174,957.14	178,468.33
BRISTOL-MYERS SQUIBB CO (CALLABLE) CORP DTD 11/13/2020 0.537% 11/13/2023	110122DT2	250,000.00	A+	A2	11/9/2020	11/13/2020	250,000.00	0.54	179.00	250,000.00	250,107.25
GOLDMAN SACHS GROUP INC CORPORATE NOTES DTD 11/19/2020 0.627% 11/17/2023	38141GXL3	165,000.00	BBB+	A2	11/16/2020	11/19/2020	165,000.00	0.63	126.45	165,000.00	164,997.36
IBM CORP NOTES DTD 02/12/2014 3.625% 02/12/2024	459200HU8	125,000.00	A-	A2	10/2/2020	10/6/2020	137,416.25	0.62	1,749.57	134,697.66	134,543.00
GOLDMAN SACHS CORP NOTES DTD 03/03/2014 4.000% 03/03/2024	38141GVM3	150,000.00	BBB+	A2	1/21/2021	1/25/2021	165,336.00	0.67	1,966.67	163,210.89	162,919.05
CHARLES SCHWAB CORP NOTES (CALLABLE) DTD 03/18/2021 0.750% 03/18/2024	808513BN4	175,000.00	A	A2	3/16/2021	3/18/2021	174,912.50	0.77	375.52	174,920.88	175,921.90
MORGAN STANLEY CORP NOTES (CALLABLE) DTD 04/22/2021 0.731% 04/05/2024	61772BAA1	105,000.00	BBB+	A1	4/19/2021	4/22/2021	105,000.00	0.73	147.11	105,000.00	105,125.69
COMCAST CORP (CALLABLE) 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	213,453.41	216,570.60
MORGAN STANLEY CORP NOTES DTD 04/24/2018 3.737% 04/24/2024	61744YAQ1	200,000.00	BBB+	A1	10/2/2020	10/6/2020	215,234.00	1.52	1,390.99	212,083.76	211,411.00
AMAZON.COM INC CORPORATE NOTES DTD 05/12/2021 0.450% 05/12/2024	023135BW5	470,000.00	AA	A1	5/10/2021	5/12/2021	469,313.80	0.50	287.88	469,345.10	468,976.81
UNITEDHEALTH GROUP INC (CALLABLE) CORP N DTD 05/19/2021 0.550% 05/15/2024	91324PEB4	190,000.00	A+	A3	5/17/2021	5/19/2021	189,802.40	0.59	121.92	189,810.18	189,471.80
CITIGROUP INC CORPORATE NOTES DTD 05/14/2020 1.678% 05/15/2024	172967MR9	75,000.00	BBB+	A3	10/2/2020	10/6/2020	76,853.25	0.98	160.81	76,476.13	76,512.60

## 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
<b>Corporate Note</b>											
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	321.62	150,000.00	153,025.20
CATERPILLAR FINL SERVICE CORPORATE NOTES DTD 05/17/2021 0.450% 05/17/2024	14913R2L0	275,000.00	A	A2	5/10/2021	5/17/2021	274,631.50	0.50	151.25	274,646.63	273,973.15
ASTRAZENECA FINANCE LLC (CALLABLE) CORP DTD 05/28/2021 0.700% 05/28/2024	04636NAC7	290,000.00	BBB+	A3	5/25/2021	5/28/2021	289,973.90	0.70	186.08	289,974.71	289,636.34
JOHN DEERE CAPITAL CORP CORPORATE NOTES DTD 06/10/2021 0.450% 06/07/2024	24422EVQ9	80,000.00	A	A2	6/7/2021	6/10/2021	79,900.00	0.49	21.00	79,901.92	79,564.56
BANK OF AMERICA CORP NOTES DTD 07/23/2018 3.864% 07/23/2024	06051GHL6	200,000.00	A-	A2	9/28/2020	10/1/2020	216,830.00	1.58	3,391.73	213,598.50	213,045.60
BRISTOL MYERS SQUIBB CO CORP NOTES (CALL DTD 01/26/2020 2.900% 07/26/2024	110122CM8	83,000.00	A+	A2	10/5/2020	10/7/2020	89,863.27	0.69	1,036.35	88,513.86	88,560.42
GOLDMAN SACHS GROUP INC CORPORATE NOTES DTD 06/10/2021 0.657% 09/10/2024	38141GYE8	150,000.00	BBB+	A2	6/7/2021	6/10/2021	150,000.00	0.66	57.49	150,000.00	149,703.30
BANK OF AMERICA CORP (CALLABLE) CORPORAT DTD 10/21/2020 0.810% 10/24/2024	06051GJH3	275,000.00	A-	A2	10/16/2020	10/21/2020	275,000.00	0.81	414.56	275,000.00	275,828.85
MERCK & CO INC CORP NOTES DTD 02/10/2015 2.750% 02/10/2025	58933YAR6	130,000.00	A+	A1	3/9/2021	3/11/2021	138,819.20	0.98	1,400.21	138,082.07	138,470.80
JPMORGAN CHASE & CO CORP NOTES (CALLABLE DTD 02/16/2021 0.563% 02/16/2025	46647PBY1	170,000.00	A-	A2	2/9/2021	2/16/2021	170,000.00	0.56	358.91	170,000.00	168,942.94
EXXON MOBIL CORP CORPORATE NT (CALLABLE) DTD 03/06/2015 2.709% 03/06/2025	30231GAF9	130,000.00	AA-	Aa2	3/26/2021	3/30/2021	138,049.60	1.10	1,124.99	137,493.84	138,060.52

## 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
<b>Corporate Note</b>											
BURLINGTON NORTH SANTA FE CORP NOTES (CAL DTD 03/09/2015 3.000% 04/01/2025	12189LAV3	125,000.00	AA-	A3	3/5/2021	3/9/2021	134,578.75	1.07	937.50	133,795.41	134,365.00
BANK OF NY MELLON (CALLABLE) CORP NOTES DTD 04/24/2020 1.600% 04/24/2025	06406RAN7	135,000.00	A	A1	3/9/2021	3/11/2021	138,202.20	1.01	402.00	137,958.88	138,425.22
CITIGROUP INC CORPORATE NOTES DTD 05/04/2021 0.981% 05/01/2025	172967MX6	175,000.00	BBB+	A3	4/28/2021	5/4/2021	175,458.50	0.91	271.82	175,440.26	174,762.35
JPMORGAN CHASE & CO CORPORATE NOTES DTD 06/01/2021 0.824% 06/01/2025	46647PCH7	345,000.00	A-	A2	5/24/2021	6/1/2021	345,000.00	0.82	236.90	345,000.00	344,447.66
<b>Security Type Sub-Total</b>		<b>8,108,000.00</b>					<b>8,267,520.57</b>	<b>1.05</b>	<b>33,398.90</b>	<b>8,227,257.19</b>	<b>8,276,754.89</b>
<b>Certificate of Deposit</b>											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 08/07/2020 0.520% 02/01/2022	22549L6F7	450,000.00	A-1	P-1	8/5/2020	8/7/2020	450,000.00	0.52	2,132.00	450,000.00	450,820.80
SOCIETE GENERALE NY CERT DEPOS DTD 02/19/2020 1.800% 02/14/2022	83369XDL9	575,000.00	A-1	P-1	2/14/2020	2/19/2020	575,000.00	1.80	3,938.75	575,000.00	580,186.50
SUMITOMO MITSUI BANK NY CERT DEPOS DTD 07/14/2020 0.700% 07/08/2022	86565CKU2	450,000.00	A-1	P-1	7/10/2020	7/14/2020	450,000.00	0.70	1,522.50	450,000.00	452,114.10
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	3,713.54	575,000.00	586,075.08
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	3,693.58	575,000.00	586,008.95
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	590,008.08

## 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
<b>Certificate of Deposit</b>											
CREDIT SUISSE NEW YORK CERT DEPOS DTD 03/23/2021 0.590% 03/17/2023	22552G3C2	425,000.00	A+	Aa3	3/19/2021	3/23/2021	425,000.00	0.59	696.53	425,000.00	425,677.88
<b>Security Type Sub-Total</b>		<b>3,625,000.00</b>					<b>3,625,000.00</b>	<b>1.42</b>	<b>16,641.82</b>	<b>3,625,000.00</b>	<b>3,670,891.39</b>
<b>Bank Note</b>											
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	278,072.05	290,943.13
<b>Security Type Sub-Total</b>		<b>275,000.00</b>					<b>289,891.25</b>	<b>1.81</b>	<b>614.93</b>	<b>278,072.05</b>	<b>290,943.13</b>
<b>Asset-Backed Security</b>											
HAROT 2018-2 A3 DTD 05/30/2018 3.010% 05/18/2022	43814UAG4	5,405.69	AAA	NR	5/22/2018	5/30/2018	5,405.57	3.01	5.88	5,405.66	5,416.19
FORDO 2018-A A3 DTD 05/22/2018 3.030% 11/15/2022	34528FAD0	25,112.88	AAA	NR	5/15/2018	5/22/2018	25,108.82	3.03	33.82	25,111.64	25,182.73
VWALT 2019-A A3 DTD 10/04/2019 1.990% 11/21/2022	92867XAD8	143,373.21	AAA	NR	10/1/2019	10/4/2019	143,370.95	1.99	87.18	143,372.21	144,194.95
HAROT 2019-1 A3 DTD 02/27/2019 2.830% 03/20/2023	43814WAC9	91,420.07	AAA	NR	2/19/2019	2/27/2019	91,417.62	2.83	93.43	91,419.03	92,422.96
VALET 2018-2 A3 DTD 11/21/2018 3.250% 04/20/2023	92869BAD4	130,243.91	AAA	Aaa	11/15/2018	11/21/2018	130,238.45	3.25	129.34	130,241.68	131,600.17
GMCAR 2018-3 A3 DTD 07/18/2018 3.020% 05/16/2023	36255JAD6	69,049.16	AAA	NR	7/11/2018	7/18/2018	69,033.04	3.03	86.89	69,042.91	69,603.29
HYUNDAI AUTO RECEIVABLES TRUST DTD 04/10/2019 2.660% 06/15/2023	44932NAD2	136,644.56	AAA	NR	4/3/2019	4/10/2019	136,626.57	2.66	161.54	136,636.15	137,925.04
CARMAX AUTO OWNER TRUST DTD 07/25/2018 3.130% 06/15/2023	14313FAD1	90,570.30	AAA	NR	7/18/2018	7/25/2018	90,557.95	3.13	125.99	90,565.36	91,431.08
GMALT 2020-3 A3 DTD 09/29/2020 0.450% 08/21/2023	362569AC9	135,000.00	AAA	Aaa	9/22/2020	9/29/2020	134,987.07	0.45	18.56	134,990.44	135,255.45

## 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
<b>Asset-Backed Security</b>											
ALLYA 2019-1 A3 DTD 02/13/2019 2.910% 09/15/2023	02004WAC5	77,968.12	NR	Aaa	2/5/2019	2/13/2019	77,958.70	2.91	100.84	77,963.59	78,813.58
CARMAX AUTO OWNER TRUST DTD 10/24/2018 3.360% 09/15/2023	14315EAC4	109,006.49	AAA	NR	10/17/2018	10/24/2018	109,005.49	3.36	162.78	109,006.04	110,479.70
NAROT 2019-A A3 DTD 02/13/2019 2.900% 10/15/2023	65479KAD2	169,987.64	NR	Aaa	2/5/2019	2/13/2019	169,961.89	2.90	219.10	169,975.01	172,125.52
COPAR 2019-1 A3 DTD 05/30/2019 2.510% 11/15/2023	14042WAC4	112,512.20	AAA	Aaa	5/21/2019	5/30/2019	112,489.40	2.51	125.51	112,500.07	113,840.49
MBALT 2020-B A3 DTD 09/23/2020 0.400% 11/15/2023	58769EAC2	75,000.00	AAA	NR	9/15/2020	9/23/2020	74,996.20	0.40	13.33	74,997.13	75,114.66
GMCAR 2019-1 A3 DTD 01/16/2019 2.970% 11/16/2023	36256XAD4	122,854.88	NR	Aaa	1/8/2019	1/16/2019	122,841.28	2.97	152.03	122,848.19	124,146.54
FIFTH THIRD AUTO TRUST DTD 05/08/2019 2.640% 12/15/2023	31680YAD9	130,648.65	AAA	Aaa	4/30/2019	5/8/2019	130,619.93	2.65	153.29	130,633.33	132,036.52
BMWLT 2021-1 A3 DTD 03/10/2021 0.290% 01/25/2024	05591RAC8	105,000.00	AAA	Aaa	3/2/2021	3/10/2021	104,996.67	0.29	5.08	104,997.03	105,081.57
HDMOT 2019-A A3 DTD 06/26/2019 2.340% 02/15/2024	41284WAC4	177,183.17	NR	Aaa	6/19/2019	6/26/2019	177,169.45	2.34	184.27	177,175.41	178,768.59
CARMX 2019-2 A3 DTD 04/17/2019 2.680% 03/15/2024	14316LAC7	156,879.64	AAA	NR	4/9/2019	4/17/2019	156,863.61	2.68	186.86	156,870.81	159,333.16
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	364,982.59	370,131.90
GMALT 2021-2 A3 DTD 05/26/2021 0.340% 05/20/2024	380144AC9	210,000.00	AAA	NR	5/18/2021	5/26/2021	209,967.03	0.35	21.82	209,968.12	209,597.18
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	274,990.67	278,259.05
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	139,988.81	142,399.24
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	1.89	184.80	219,968.63	224,590.30

## 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
<b>Asset-Backed Security</b>											
TAOT 2020-C A3 DTD 07/27/2020 0.440% 10/15/2024	89237VAB5	200,000.00	AAA	Aaa	7/21/2020	7/27/2020	199,984.60	0.44	39.11	199,987.99	200,481.44
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	129,980.20	131,317.24
HAROT 2020-3 A3 DTD 09/29/2020 0.370% 10/18/2024	43813KAC6	180,000.00	AAA	NR	9/22/2020	9/29/2020	179,973.56	0.37	24.05	179,978.47	180,219.40
BMWOT 2020-A A3 DTD 07/15/2020 0.480% 10/25/2024	09661RAD3	130,000.00	AAA	NR	7/8/2020	7/15/2020	129,990.19	0.48	10.40	129,992.39	130,359.94
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	159,977.83	163,148.35
HART 2020-B A3 DTD 07/22/2020 0.480% 12/16/2024	44933FAC0	195,000.00	AAA	NR	7/14/2020	7/22/2020	194,963.50	0.48	41.60	194,971.31	195,345.77
VZOT 2020-B A DTD 08/12/2020 0.470% 02/20/2025	92290BAA9	310,000.00	NR	Aaa	8/4/2020	8/12/2020	309,934.90	0.47	44.52	309,947.62	310,825.59
GMCAR 2020-3 A3 DTD 08/19/2020 0.450% 04/16/2025	362590AC5	205,000.00	NR	Aaa	8/11/2020	8/19/2020	204,953.10	0.46	38.44	204,961.81	205,491.10
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	49.00	174,989.14	175,728.98
HART 2021-A A3 DTD 04/28/2021 0.380% 09/15/2025	44933LAC7	115,000.00	AAA	NR	4/20/2021	4/28/2021	114,987.90	0.38	19.42	114,988.38	114,969.35
CARMX 2021-2 A3 DTD 04/21/2021 0.520% 02/17/2026	14314QAC8	125,000.00	AAA	NR	4/13/2021	4/21/2021	124,973.06	0.52	28.89	124,974.14	125,165.43
<b>Security Type Sub-Total</b>		<b>5,198,860.57</b>					<b>5,198,196.73</b>	<b>1.59</b>	<b>3,321.60</b>	<b>5,198,399.79</b>	<b>5,240,802.45</b>
<b>Managed Account Sub Total</b>		<b>53,934,483.57</b>					<b>54,283,753.06</b>	<b>0.94</b>	<b>147,589.35</b>	<b>54,204,157.20</b>	<b>54,565,526.87</b>
<b>Securities Sub-Total</b>		<b>\$53,934,483.57</b>					<b>\$54,283,753.06</b>	<b>0.94%</b>	<b>\$147,589.35</b>	<b>\$54,204,157.20</b>	<b>\$54,565,526.87</b>
<b>Accrued Interest</b>											<b>\$147,589.35</b>
<b>Total Investments</b>											<b>\$54,713,116.22</b>

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.
- **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.



**CONSENT CALENDAR**

**Agenda Item # 3**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Design Contract Award: Structural Reach Replacement, Project WW-01002

**Prepared by:** Andrea Trese, Associate Civil Engineer

**Reviewed by:** Aida Fairman, Engineering Services Manager  
James Sandoval, Engineering Services Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment:**

1. Consultant's Proposal

**Initiated by:**

Capital Improvement Plan – Project WW-01002

**Previous Council Consideration:**

None

**Fiscal Impact:**

\$186,368 (For FY 2021-2022, \$800,000 has been allocated to this Project Budget.)

**Environmental Review:**

Categorically Exempt pursuant to CEQA Section 15301 (b), involving the operation, repair, maintenance, permitting, leasing, licensing, or minor alteration of existing public sewerage involving negligible or no expansion of existing or former use.”

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

None

**Summary:**

- The Structural Reach Replacement Program, Project WW-01002 will consist of replacement of eight sewer main segments as identified in the Sanitary Sewer Master Plan, which are owned by the City of Los Altos and located within the unincorporated area in Santa Clara County

**Staff Recommendation:**

Authorize the City Manager to execute an agreement on behalf of the City with Mott MacDonald Group in the not-to-exceed amount of \$186,368 to provide design and consulting services for the Structural Reach Replacement Project WW-01002

---

**Reviewed By:**

City Manager

*GE*

City Attorney

*JH*

Acting Finance Director

*GE*

---



**Subject:** Design Contract Award: Structural Reach Replacement Program, Project WW-01002

---

### **Purpose**

Authorize the City Manager to execute an agreement for design and consulting services for the Structural Reach Replacement Project WW-01002.

### **Background**

The 2013 Sanitary Sewer Master Plan Update recommended replacement of segments of pipes in the City's system that have structural defects. This project consists of replacement of eight sewer segments that range in size from 6 to 8 inches in diameter. The pipes are owned by the City of Los Altos, but they are located within the unincorporated area of Santa Clara County. These lines will be replaced with 8-inch HDPE pipe, and where feasible, will be replaced using trenchless methods.

### **Discussion/Analysis**

It is recommended that the award of the design contract be made to Mott MacDonald Group in the amount of \$186,368. Through the Request for Statements of Qualifications (SOQ) process in 2020, the City created a shortlist of firms for design and construction support services for sanitary sewer projects. Mott MacDonald Group was on the City's shortlist of firms and was requested to submit a proposal for this project. Mott MacDonald Group has been in business for more than 30 years and has completed similar projects for the City of Mountain View, the City of Santa Clara, the City of San Carlos, and other municipalities in the Bay Area.

### **Options**

- 1) Authorize the City Manager to execute the agreement with Mott MacDonald Group for design services for the Structural Reach Replacement Project WW-01002.

**Advantages:** Completion of the Structural Reach Replacement project provides necessary repairs of the City's sanitary sewer system to ensure its proper functioning.

**Disadvantages:** None

- 2) Do not authorize the City Manager to execute the agreement with Mott MacDonald Group.

**Advantages:** None

**Disadvantages:** Repair of the sanitary sewer segments would be delayed.

### **Recommendation**

The staff recommends Option 1.



## Exhibit "A"

### Proposed Scope of Services

#### Structural Reach Replacement, Project WW0100221 City of Los Altos, California August 3, 2021

#### Objective

Mott MacDonald will provide engineering services for the design of sewer mains in the Structural Reach Replacement, Project WW0100221, as is appropriate for each project site, and preparation of associated Contract Documents (plans, specifications, engineer's estimate) and construction support for the City of Los Altos.

The following scope of work is based upon undertaking the engineering work necessary to assess the condition of the sewers and complete the design and Contract Documents for sanitary sewers. The work includes sewer segments with City-designated structural defects, which were included in the City's Capital Improvement Program.

The project sewers are as listed below in Table 1 by order of priority:

**Table 1: 2020 Sewer Replacement Project Lists**

Street Name	Sewer Segment	Existing Dia. (inches)	Existing Material	Proposed Diameter (inches)	Pipe Length (feet)
Nandell Lane	J4S-414_J4S-407	6	VCP	8	239
Plateau Avenue	J3S-513_J3S-512	6	VCP	8	179
Country Club Drive	K4S-202_K4S-207	6	VCP	8	200
Whitham Avenue	K3S-309_K3S-307	6	VCP	8	189
Esberg Road	K4S-503_K4S-502	6	VCP	8	316
Mora Court	K4S-602_K4S-603	6	VCP	8	64
Oakridge Drive	L4S-107_K4S-411	6	VCP	8	155
Fairway Drive	J3S-604_J3S-605	8	VCP	8	233
					Total = 1,575 LF

The general tasks included in the Structural Reach Replacement, Project WW0100221 are as follows:



- Development of plans, specifications, and opinions of probable construction cost, ready for bid, which include:
  - Project management, including meetings, site visits, agency coordination, QA/QC reviews, schedule maintenance, Project Plan of Work preparation, progress reports and invoicing.
  - Data collection including review of utility company and City provided plans including City Engineering Services Department internal television (CCTV) records for the sewers included within the project.
  - Assessment of sewer replacement alternatives, including trenchless methods, viable for use on this project, based upon field conditions and pipe condition.
  - Field surveying and base map preparation.
  - Drilling and logging of eight (8) geotechnical borings (one per proposed sewer segment).
  - Preparation of 65%, 100%, and final bid package design submittals. Each design submittal will include one (1) digital pdf copy of plans and specifications (outline specifications with 65% design submittal). Engineer's estimate of probable construction costs to be submitted with 65%, 100%, and final bid package.
- Bid period assistance.
- Construction support.

### **Proposed Tasks**

The proposed scope of services will include the following tasks:

#### TASK I – 65% PS&E Submittal

##### *TASK IA: Field Visit with City (performed prior to proposal)*

- a. Perform up to two (2) additional site visits as needed to verify field conditions.

##### *TASK IB: 65% Submittal (PS&E)*

- a. Prepare 65% Preliminary Drawings and Specifications.
  - Drawings of 24"x36" size using City of Los Altos drawing template (Plan & Profile sheets and general sheets).
  - Eight (8) Sheets, including four (4) plan and profile sheets are assumed.
- b. Prepare Basis of Design Memo Report.
  - Brief (5 pages, maximum) memorandum report to include segment locations, basis of evaluation, available defect information, listing of viable construction method(s).



- c. Prepare 65% draft Engineer's opinion of probable construction cost.
- d. Prepare a topographic survey and base maps of the project areas for site designs.
  - Establish horizontal and vertical control. Horizontal Control will be on California Coordinates, Zone 3. Vertical Control will be City of Los Altos 1988 Datum.
  - Perform topographic survey and data reduction to include three-point cross-sections every 250 feet.
  - Field locate and plot existing visible utility piping, inlets, manholes, cleanouts, valves, vaults, boxes, and fences and utility poles for overhead lines. Obtain depth to invert for manholes and inlets.
  - Compile base mapping at 1" = 20' horizontal scale, for full size drawings.
  - Utilize County of Santa Clara GIS data for delineation of approximate right-of-way, property lines, and roadways. Utilize City-provided record maps for approximate limits of existing utility easements.
- e. Perform a geotechnical study for the project streets/locations, including:
  - Review of publicly available geotechnical data, geologic maps, and additional relevant geologic/geotechnical publications.
  - Preparation and submittal of City of Los Altos excavation permit (if required).
  - A site reconnaissance to assess site conditions and geomorphology, identify potential logistical issues, and locate proposed investigation locations for Underground Service Alert North (USAN).
  - A subsurface investigation consisting of eight (8) borings to a maximum planned depth of approximately 15 feet below ground surface.
  - Geotechnical laboratory testing to evaluate the physical and engineering characteristics of the materials encountered during the site investigation.
  - Preparation of boring records and site plans depicting the approximate investigation location for each sewer segment.
  - Preparation of a summary letter (delivered electronically in PDF format) describing the results of the geotechnical investigation and laboratory testing.
- f. Coordination with other jurisdictions (e.g. Santa Clara County, Valley Water, and others as applicable) and incorporate their requirements into the bid documents.
- g. Submit plans and specifications to various jurisdictions as required.
- h. Field inspection of existing alignment and manholes
  - Field walk of alignments and topside visual assessment of all existing manholes that can be opened without City Sewer Maintenance assistance.



- Determine condition of existing manholes and if replacement or rehabilitation is required in the future.
- i. Review and evaluate available CCTV logs and videos of existing sewers.
- j. Collection and review of City record drawings including those which may provide relevant information on backfill and pavement subgrades within the streets.
- k. Collection of City Standard drawings and specifications.
- l. Data review for trenchless evaluation.
- m. Utility Coordination. Coordination with CalWater, PG&E, AT&T, Comcast Cable, and other known utility companies directly for their records and provide the City with a list of utility facilities that will need relocation by others as a result of the proposed sewer construction.

*Deliverables:* Four (4) sets of 65% design plans, Basis of Design Report, and construction cost estimate and electronic copy of each.

*Schedule:* Submittal within sixty (60) calendar days following Notice to Proceed.

#### TASK II – 100% Design Submittal of Construction Drawings

- a. Prepare, for review by the City, 100% construction ready drawings and other related documents including specifications.
- b. Provide a 100% Basis of Design Report, including calculations, to support the design elements of construction documents.
- c. Prepare 100% Engineer’s opinion of probable construction costs.
- d. Provide a complete list of the testing and the submittals required for this project.
- e. Assist the City in obtaining permits from other jurisdictions as needed (e.g. County).
- f. Review and address City comments on 65% submittal.

*Deliverables:* Four (4) sets of 100% design plans, Basis of Design Report, and construction cost estimate and electronic copy of each.

*Schedule:* Submittal within sixty (60) calendar days following receipt of all comments on the 65% design submittal.

#### TASK III – Final Design Submittal of Construction Drawings

- a. Prepare final construction drawings and contract specifications based upon approved 100% design documents and any adjustments to the project approved by the City.
- b. Prepare final Engineer’s opinion of probable construction costs.



Deliverables: One (1) set of 24" X 36" original reproducible vellum or bond copy of plans signed and sealed by the appropriate design engineer(s) and/or surveyor(s). Provide electronic copy of plans in a format readable by AutoCAD Map 3D 2018. Provide one (1) hard copy of the final specification and cost estimate, and an electronic copy of the final specification and cost estimate in Word compatible format.

Schedule: Submittal within twenty-one (21) calendar days following receipt of all comments on the 100% design submittal.

#### TASK IV – Bidding Phase

Following the City's approval of the Final Construction Documents and engineer's opinion of probable construction cost, Mott MacDonald will assist the City as follows:

- a. Assist City in responding to bidder inquiries (RFIs) for clarification (assume up to four (4) RFIs).
- b. Prepare Bid Addenda (assume one (1) addendum).

Deliverables: Bid Addenda and written responses to RFIs as required.

#### TASK V – Construction Phase

Mott MacDonald will be a representative of the City and consult with the City during construction until final payment to the Contractor is due. We will provide the following construction support services:

- a. Provide clarifications, as required, of construction documents and respond to contractor RFIs (assume up to four (4) RFIs).
- b. Review and comment on sample and material submittals specified in Contract Documents (assume 20 submittals, including resubmittals).
- c. Attend Construction Progress meetings (assume two (2) meetings).
- d. Perform site visits and provide site visit reports to the City (assume two (2), two-hour site visits).

Deliverables: Modifications to plans and specifications as necessary change orders and site visit reports.

#### TASK VI – Project Management

- a. Attendance at project meetings by the project and design managers and preparation of meeting minutes for the following:
  - i. Design kick-off meeting
  - ii. 65% design review meeting



- iii. 100% design review meeting
- b. Preparation of project schedule.
- c. Preparation of Project Plan of Work.
- d. Quality control/quality assurance (QA/QC) of Contract Documents for all submittals.
- e. General project management includes project coordination, maintaining project schedule, internal filing, assigning team member responsibilities, invoicing, and monthly progress reports.

### Assumptions

- The City of Los Altos will provide the following:
  - i. Coordination of plan reviews by different City departments and committees.
  - ii. Print Construction Bid Documents for advertising.
  - iii. Provide available utility information for City owned utilities in improvement areas and any available as-built information.
  - iv. Provide copies of available sewer logs and CCTV inspections from the sewer system televising projects.
  - v. Provide a template for the Front-End Contract Specifications and General Provisions.
- The City of Los Altos will coordinate site access/permission to enter private properties and easements.
- Geotechnical investigations will be located to avoid conflicts with buried structures and underground utilities based on available construction records and responses from USAN member utilities. If private utility location/scanning is required at any of the proposed investigation location, modification to the project scope and budget may be required.
- The City of Los Altos is not aware of any detectable concentrations of hazardous contaminants at the proposed locations for the geotechnical investigation.
- Geotechnical borings will be backfilled in accordance with Santa Clara Valley Water District and California Department of Water Resources standards. Borings advanced through existing asphalt concrete pavement will be finished with cold patch asphalt matching the existing pavement section thickness.
- The specific requirements and working hours to be allowed by the County of Santa Clara related to the geotechnical investigation are currently unknown. Assumptions for anticipated requirements have been incorporated into this proposal.
- Geotechnical Investigation drilling activities will take place after initial utility investigation.
- No weekend, City holiday, or night work is required.



- The City of Los Altos will designate a site to stage drums containing soil cuttings from the geotechnical investigation for up to two weeks pending the results of analytical testing. Mott MacDonald assumes that investigation derived waste may be classified as non-hazardous and not subject to handling and disposal as hazardous waste.
- Assessment of environmental characteristics at the project sites, particularly those involving hazardous substances, is not anticipated.
- Preparation of property acquisition maps, preparation of plats and legal descriptions, surveying for easements and description for additional rights-of-way for implementation of the proposed project will not be required.
- Aerial topographic mapping is excluded.
- Caltrans Standard Plan traffic control plans will be sufficient for geotechnical investigation permitting, site-specific traffic management plans will not be required.
- Geotechnical boring permits from Valley Water will not be required (borings are less than 45 feet in depth and groundwater is not anticipated).
- Santa Clara County encroachment permits are anticipated to be required for execution of the geotechnical site investigation.
- Permit fees or other fees that may be required by local or regulatory agencies will be waived or paid by the City of Los Altos.
- Approval of contractor samples and materials submittals is excluded. Review and comments on submittals will be provided.
- It is assumed that the construction contract which will result from the design effort will be considered rehabilitation to existing sewer lines and facilities under the linear underground project (LUP) category and that coverage by the NPDES general permit for stormwater discharges associated with construction activity is not required. Therefore, preparation of a stormwater pollution prevention plan (SWPPP) is not included in this scope.
- It is assumed that the project is a modification to an existing facility and therefore qualifies for a CEQA Categorical Exemption.
- It is assumed that sewer work is sufficient distance from water bodies and Creeks to not impact or influence Agency jurisdictional areas. Coordination with, permits from, or incorporation of requirements of permitting agencies are not anticipated.

### **Proposed Budget**

The above Scope of Services will be performed on a time and materials, reimbursable, Not-to-Exceed fee basis. The fee proposed to perform the basic services described above is \$186,368.



## Proposed Schedule

The Contract Documents for the project will be completed approximately twelve (12) months after initiating design, after the project start-up meeting.

The above schedule allows two weeks for City review of the 65% and 100% submittals. After the project start-up meeting, the schedule will be updated to reflect submittal and review dates.

## Schedule of Charges

### Mott MacDonald 2021 Hourly Rates\*

Project Role	Corporate Job Position	Hourly Rate
Principal-in-Charge	Principal Project Manager	\$315.00
Technical Design Advisor/QA-QC	Principal Project Manager	\$285.00
Project Manager	Principal Project Manager	\$230.00
Project Engineer	Senior Project Engineer	\$165.00
Senior Geotechnical Engineer	Senior Project Engineer	\$210.00
Traffic Control Engineer	Senior Project Manager	\$200.00
Engineer III (Geotechnical)	Engineer III	127.00
Design Engineer	Engineer III	125.00
CAD/Draftsperson	Engineer II/III	\$115.00
CAD/Draftsperson	Engineer II/III	\$125.00
Administrative Staff	Administrative Assistant	\$95.00

\*Hourly rates effective through December 31, 2021 and are subject to 3% annual increase.

Subconsultant costs will be reimbursed at actual cost plus 5%. Other direct costs will be reimbursed at actual cost plus 10%.

**City of Los Altos  
STRUCTURAL REACH REPLACEMENT,  
PROJECT WW0100221  
Fee Estimate**

Mott MacDonald											Alexander & Associates	Pitcher Services (Drilling sub)	ISI (Geotechnical lab)	Statewide (Traffic Control)							
Task No.	Task Description	Principal-in-Charge	Project Manager	QA/QC	Senior Geotechnical Engineer	Project Engineer	Engineer III (Geotechnical)	Engineer III	Admin. Assistant	Total MM Hours	Total MM Labor/Other Direct Costs (ODCs)					Total Subs Fee & Direct Costs	Mark-up on Subs- 5%	Total Subs	MM Subtotal	Totals	
		Hourly Rate	\$ 315	\$ 230	\$ 285	\$ 210	\$ 165	\$ 127	\$ 125	\$ 95	Hours	Cost				Cost	Cost	Cost	Cost	Cost	
I	Field Meeting and 65% PS&E Submittal																				
IA	Field visit					4		4			8	\$ 1,160				\$ -	\$ -	\$ -	\$ 1,160	\$ 1,160	
IB	65% Submittal (PS&E)																				
IB.a	Prepare Preliminary Drawings (assume 8 sheets)		8			40		88			136	\$ 19,440				\$ -	\$ -	\$ -	\$ 19,440	\$ 19,440	
	Utility RFIs					1		6			7	\$ 915				\$ -	\$ -	\$ -	\$ 915	\$ 915	
	Review CCTV logs and videos					1		6			7	\$ 915				\$ -	\$ -	\$ -	\$ 915	\$ 915	
IB.b	Basis of Design Report Memo					8		12	1		21	\$ 2,915				\$ -	\$ -	\$ -	\$ 2,915	\$ 2,915	
IB.c	Prepare 65% Engineer's Estimate of Probable Construction Cost					2		2			4	\$ 580				\$ -	\$ -	\$ -	\$ 580	\$ 580	
IB.d	Topographic Survey					1					1	\$ 165	18,600			\$ 18,600	\$ 930	\$ 19,530	\$ 165	\$ 19,695	
IB.e	Geotechnical Study																				
IB.e.	Pre-Investigation (Data Collection and Review)				4			16			20	\$ 2,872				\$ -	\$ -	\$ -	\$ 2,872	\$ 2,872	
IB.e.	Geotechnical Investigation and Laboratory Testing (Assumes 8 Borings)				5			78			83	\$ 10,956	32,000	5,050	6,400	\$ 43,450	\$ 2,173	\$ 45,623	\$ 10,956	\$ 56,579	
IB.e.	Geotechnical Reporting				8			36			44	\$ 6,252				\$ -	\$ -	\$ -	\$ 6,252	\$ 6,252	
IB.f	Coordination with other Jurisdictions		2			2					4	\$ 790				\$ -	\$ -	\$ -	\$ 790	\$ 790	
IB.g	Submit 65% Plans, Estimate, and BOD Report Memo to City; Plans and Est to County					2					6	\$ 770				\$ -	\$ -	\$ -	\$ 770	\$ 770	
	<b>Task 1 Subtotal</b>	0	10	0	17	61	130	120	3	341			32,000	5,050	6,400						
	<b>Task 1 Cost per Staff</b>	\$ -	\$ 2,300	\$ -	\$ 3,570	\$ 10,065	\$ 16,510	\$ 15,000	\$ 285		\$ 47,730	\$ 18,600	\$ 32,000	\$ 5,050	\$ 6,400	\$ 62,050	\$ 3,103	\$ 65,153	\$ 47,730	\$ 112,883	
II	100% PS&E Submittal																				
II.a	Prepare 100% Plans and Specifications		6			40		80			126	\$ 17,980				\$ -	\$ -	\$ -	\$ 17,980	\$ 17,980	
	Review and Respond to City comments		1			2		2			5	\$ 810				\$ -	\$ -	\$ -	\$ 810	\$ 810	
II.b	Prepare 100% BOD Report Memo		1			4		6	1		12	\$ 1,735				\$ -	\$ -	\$ -	\$ 1,735	\$ 1,735	
II.c	Prepare 100% Engineer's Estimate of Probable Construction Cost					2		2			4	\$ 580				\$ -	\$ -	\$ -	\$ 580	\$ 580	
II.d	Prepare list of Submittals and Testing		1			2		4			7	\$ 1,060				\$ -	\$ -	\$ -	\$ 1,060	\$ 1,060	
II.e	Assist with Permits		1			2		4			7	\$ 1,060				\$ -	\$ -	\$ -	\$ 1,060	\$ 1,060	
	Submit 100% PS&E, and BOD Report Memo to City; Plans and Est to County					2		4	1		7	\$ 925				\$ -	\$ -	\$ -	\$ 925	\$ 925	
	<b>Task 2 Subtotal</b>	0	10	0	0	54	0	102	2	168			0	0	0						
	<b>Task 2 Cost per Staff</b>	\$ -	\$ 2,300	\$ -	\$ -	\$ 8,910	\$ -	\$ 12,750	\$ 190		\$ 24,150	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,150	\$ 24,150	
III	Final (Bid Set) Submittal																				
III.a	Prepare Final Plans and Specifications		4			24		50	4		82	\$ 11,510				\$ -	\$ -	\$ -	\$ 11,510	\$ 11,510	
	Review and respond to City Comments		1			2		2			5	\$ 810				\$ -	\$ -	\$ -	\$ 810	\$ 810	
III.b	Prepare Final Engineer's Estimate of Probable Construction Cost					1		1			2	\$ 290				\$ -	\$ -	\$ -	\$ 290	\$ 290	
	Prepare Electronic and Hard Copy files for Submittal		1			2		4	1		8	\$ 1,155				\$ -	\$ -	\$ -	\$ 1,155	\$ 1,155	
	<b>Task 3 Subtotal</b>	0	6	0	0	29	0	57	5	97			0	0	0						
	<b>Task 3 Cost per Staff</b>	\$ -	\$ 1,380	\$ -	\$ -	\$ 4,785	\$ -	\$ 7,125	\$ 475		\$ 13,765	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 13,765	\$ 13,765	
IV	Bidding Phase																				
IV.a	Provide clarifications and responses to Bidder RFIs (assume 4)		2			4					6	\$ 1,120				\$ -	\$ -	\$ -	\$ 1,120	\$ 1,120	
	Prepare Addenda (assume 1)		1			1		4			6	\$ 895				\$ -	\$ -	\$ -	\$ 895	\$ 895	
	<b>Task 3 Subtotal</b>	0	3	0	0	5	0	4	0	12			0	0	0						
	<b>Task 3 Cost per Staff</b>	\$ -	\$ 690	\$ -	\$ -	\$ 825	\$ -	\$ 500	\$ -		\$ 2,015	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,015	\$ 2,015	
V	Construction Phase																				
V.a	Provide clarifications and responses to Contractor RFIs (assume 4)		2			4		4			10	\$ 1,620				\$ -	\$ -	\$ -	\$ 1,620	\$ 1,620	
V.b	Review of sample and material submittals (assume 20, incl. resubmittals) - approval excluded		6			20		40			66	\$ 9,680				\$ -	\$ -	\$ -	\$ 9,680	\$ 9,680	
V.c	Attend Construction Progress meetings (assume 2)		1			4					5	\$ 890				\$ -	\$ -	\$ -	\$ 890	\$ 890	
V.d	Perform Site visits and provide writeup to City (assume 2, 2-hour site visits)					6					6	\$ 990				\$ -	\$ -	\$ -	\$ 990	\$ 990	
	Prepare Change Orders (assume 2)		1			2		8			11	\$ 1,560				\$ -	\$ -	\$ -	\$ 1,560	\$ 1,560	
	<b>Task 3 Subtotal</b>	0	10	0	0	36	0	52	0	98			0	0	0						
	<b>Task 3 Cost per Staff</b>	\$ -	\$ 2,300	\$ -	\$ -	\$ 5,940	\$ -	\$ 6,500	\$ -		\$ 14,740	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,740	\$ 14,740	
VI	Project Management																				
	Project Setup and Coordination		8	12							20	\$ 5,280				\$ -	\$ -	\$ -	\$ 5,280	\$ 5,280	
	Meetings (assume 3 - kickoff, 65% review, 100% review) and minutes		4			5			4		13	\$ 2,125				\$ -	\$ -	\$ -	\$ 2,125	\$ 2,125	
	QA/QC of Documents (65%, 100%, Final)			22							22	\$ 6,270				\$ -	\$ -	\$ -	\$ 6,270	\$ 6,270	
	Invoicing, Design Team coordination (assume 9 months)			18							18	\$ 4,140				\$ -	\$ -	\$ -	\$ 4,140	\$ 4,140	
	<b>Task 5 Subtotal</b>	8	34	22	0	5	0	0	4	73			0	0	0						
	<b>Task 5 Cost per Staff</b>	\$ 2,520	\$ 7,820	\$ 6,270	\$ -	\$ 825	\$ -	\$ -	\$ 380		\$ 17,815	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 17,815	\$ 17,815	
	<b>MANHOUR TOTAL</b>	8	73	22	17	190	130	335	14	789			\$ -	\$ 32,000	\$ 5,050	\$ 6,400					
	<b>LABOR COST TOTAL</b>	\$ 2,520	\$ 16,790	\$ 6,270	\$ 3,570	\$ 31,350	\$ 16,510	\$ 41,875	\$ 1,330		\$ 120,215	\$ 18,600	\$ 32,000	\$ 5,050	\$ 6,400	\$ 62,050	\$ 3,103	\$ 65,153	\$ 120,215	\$ 185,368	
	Other Direct Costs (ODCs)/Reimbursables @ 10% markup																				
	Mileage and Tolls											\$ 500							\$ 500	\$ 500	
	Reproduction											\$ 500							\$ 500	\$ 500	
	<b>TOTAL PROPOSED FEE</b>										\$ 121,215							\$ 65,153	\$ 121,215	\$ 186,368	



**CONSENT CALENDAR**

**Agenda Item # 4**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Resolution No. 2021-49: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21 Acceptance

**Prepared by:** Grant Gabler, Maintenance Supervisor

**Reviewed by:** Manny Hernandez, Maintenance Services Director

**Approved by:** Gabriel Engeland, City Manager

**Attachment:**

1. Resolution No. 2021-49

**Initiated by:**

City Council/ Maintenance Division

**Previous Council Consideration:**

September 22, 2020

**Fiscal Impact:**

Final cost of this project is \$100,000 for On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21

<b>Project Item</b>	<b>Original Project Budget</b>	<b>Final Cost</b>
Construction (Spot Repair and CCTV Inspections)	\$100,000	\$100,000
Printing/Environmental Doc/Misc.	\$0	\$0
<b>Total Cost</b>	<b>\$100,000</b>	<b>\$100,000</b>

**Environmental Review:**

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

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

- Not Applicable

**Summary:**

- Adopt Resolution No. 2021-49 accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21
- Authorize the Engineering Services Director to record a Notice of Completion as required by law

**Staff Recommendation:**

---

City Manager

GE

**Reviewed By:**

City Attorney

JH

Finance Director

JM

---



**Subject:** Resolution No. 2021-49: On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services

---

Move to adopt Resolution No. 2021-49 accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21 and authorize the Engineering Services Director to record a Notice of Completion as required by law

**Purpose**

Accept completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21.

**Background**

On February 1, 2021, the Interim City Manager executed a contract with C2R Engineering, Inc. for On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for not-to-exceed \$100,000.

**Discussion/Analysis**

C2R Engineering Inc. completed the repairs and CCTV inspection for On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services per plans and specifications. This project consisted of the replacement of five laterals via pipe bursting method, televising 340 ft. of 6 in. sewer mainline, 314 ft. of 12 in. sewer mainline, and the removal of debris from one sanitary sewer pump station.

**Options**

- 1) Adopt Resolution No. 2021-49 accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21 and authorize the Engineering Services Director to record a Notice of Completion as required by law

**Advantages:** The 5% retention to the Contractor will be released 35 days after the Notice of Completion is recorded

**Disadvantages:** None

- 2) Do not adopt Resolution No. 2021-49 accepting completion of the On-Call Sanitary Sewer Spot Repairs and CCTV Inspection Services for FY20/21 and authorize the Engineering Services Director to record a Notice of Completion as required by law

**Advantages:** None

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

**Recommendation**

The staff recommends Option 1.

**RESOLUTION NO. 2021-49**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
ACCEPTING COMPLETION OF AND DIRECTING THE ENGINEERING  
SERVICES DIRECTOR TO FILE A NOTICE OF ACCEPTANCE OF  
COMPLETION OF THE ON-CALL SANITARY SEWER SPOT REPAIRS AND  
CCTV INSPECTION SERVICES FOR FY20/21**

**WHEREAS**, the Engineering Services Director has filed with the City Clerk of the City of Los Altos an Engineer’s Certificate as to the completion of all the work provided to be done under and pursuant to the contract between the City of Los Altos and C2R Engineering, Inc. dated February 1, 2021; and

**WHEREAS**, it appears to the satisfaction of this City Council that said work under the contract has been completed and done as provided in said contract, and the plans and specifications therein referred to.

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

**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 14<sup>th</sup> day of September, 2021 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

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

Attest:

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



**CONSENT CALEDAR**  
**AGENDA ITEM # 5**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Agenda Item # 5 removed from the agenda

---

**Item removed from the agenda and will not be considered/discussed at this meeting.**

---

City Manager

*CJ*

**Reviewed By:**

City Attorney

*JH*

Finance Director

*SE*

---



**CONSENT CALENDAR**

**Agenda Item # 6**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Repeal and Replace Chapter 12.60 Flood Hazard Areas of the Los Altos Municipal Code

**Prepared by:** Steve Golden, Senior Planner, Acting Floodplain Administrator

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

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Ordinance No. 2021-480

**Initiated by:**

Community Development Division/Floodplain Administrator

**Previous Council Consideration:**

August 24, 2021

**Fiscal Impact:**

No direct fiscal impact is anticipated.

**Environmental Review:**

Staff recommends that the City Council hereby finds and determines that this Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is exempt from CEQA under CEQA Guidelines, § 15307 and 15308 which consists of actions taken by regulatory agencies as authorized by state law or local ordinance to assure the maintenance, restoration, or enhancement of a natural resource and/or the environment where the regulatory process involves procedures for protection of the environment.

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

Does the Council wish to repeal and replace the existing Chapter 12.60 Flood Hazard Areas ordinance with an updated comprehensive model ordinance that meets the requirements of the National Flood Insurance Program (NFIP), is consistent with the California Building Standards Code, and avoids permissive and unenforceable language provisions per current FEMA guidelines and standards?

---

City Manager

GE

**Reviewed By:**

City Attorney

JH

Interim Finance Director

JM

---



**Subject:** Repeal and Replace Chapter 12.60 Flood Hazard Areas of the Los Altos Municipal Code

---

**Summary:**

The ordinance repeals and replaces Chapter 12.60 Flood Hazard Areas.

**Staff Recommendation:**

The Floodplain Administrator and Community Development Director recommends the City Council adopt the ordinance repealing Chapter 12.60 Flood Hazard Areas and adopt a new ordinance for Chapter 12.60 Floodplain Management to replace and enhance the existing flood hazard regulations.

**Purpose:**

The proposed ordinance will repeal and replace the existing Chapter 12.60 Flood Hazard Areas ordinance with a model ordinance drafted by the California Department of Water Resources, which will provide a more comprehensive ordinance than the current ordinance and is a companion to and is consistent with the California Building Standards Code (CCR Title 24) that already has requirements for buildings in flood hazard areas adopted in Municipal Code Title 12. The model ordinance also adopts standards consistent with the National Flood Insurance Program that continues the City's existing compliance since it started participating in 1980.

**Background:**

On August 24, 2021, the City Council held a public hearing and voted to introduce and waive further reading of Ordinance 2021-480.

**Options:**

- 1) Pass and adopt Ordinance No. 2021-480 repealing Chapter 12.60, entitled Flood Hazard Areas and adding a new Chapter 12.60, entitled Floodplain Management to replace and enhance the existing flood hazard regulations.

**Advantages:** Replace the outdated ordinance with a comprehensive model ordinance that meets the requirements of the National Flood Insurance Program (NFIP), consistent with the California Building Standards Code, and avoids permissive and unenforceable language provisions per current FEMA guidelines and standards.

**Disadvantages:** None.

- 2) Direct staff to edit the ordinance and bring the ordinance back for a vote to introduce and waive further reading of the ordinance.

**Advantages:** None identified.



**Subject:** Repeal and Replace Chapter 12.60 Flood Hazard Areas of the Los Altos Municipal Code

---

**Recommendation:**

The staff recommends Option 1.

**ORDINANCE NO. 2021-480**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING THE CITY OF LOS ALTOS MUNICIPAL CODE TO REPEAL CHAPTER 12.60 FLOOD HAZARD AREA REGULATIONS AND TO REPLACE IT WITH A NEW CHAPTER 12.60 ENTITLED FLOODPLAIN MANAGEMENT; TO ADOPT FLOOD HAZARD MAPS; AND MAKING FINDINGS THAT THIS ORDINANCE IS EXEMPT UNDER CEQA GUIDELINES SECTIONS 15307 AND 15308.**

---

**WHEREAS**, the Legislature of the State of California has, in Government Code Sections 65302, 65560, and 65800, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

**WHEREAS**, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of the City of Los Altos and such areas may be subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare, and

**WHEREAS**, the City of Los Altos was accepted for participation in the National Flood Insurance Program on July 16, 1980 and the City Council desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation; and

**WHEREAS**, pursuant to the California Health and Safety Code, Division 13, Part 1.5 and Part 2.5, the City of Los Altos is required to administer and enforce the *California Building Standards Code*, and such building codes contain certain provisions that apply to the design and construction of buildings and structures in flood hazard areas;

**WHEREAS**, the City Council has determined that it is in the public interest to adopt the proposed floodplain management regulations that are coordinated with the *California Building Standards Code*; and

**WHEREAS**, the proposed Ordinance is exempt from the California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Sections 15307 and 15308, which consists of actions taken by regulatory agencies as authorized by state law or local Ordinance to assure the maintenance, restoration, or enhancement of a natural resource and/or the environment where the regulatory process involves procedures for protection of the environment.

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

**SECTION 1. RECITALS.** The foregoing whereas clauses are incorporated herein by reference and made a part hereof.

**SECTION 2.** These regulations repeal and **Chapter 12.60 FLOOD HAZARD AREA REGULATIONS** in its entirety and replace with a new **CHAPTER 12.60**, entitled **FLOODPLAIN MANAGEMENT** to read as follows:

**“CHAPTER 12.60 FLOODPLAIN MANAGEMENT**

**ARTICLE 1 GENERAL PROVISIONS**

**12.60.010 Title.** These regulations, in combination with the flood provisions of California Code of Regulations Title 24, the *California Building Standards Code* (hereinafter “building codes,” consisting of the Part 2 (building), Part 2.5 (residential), Part 10 (existing building), and related codes), shall be known as the *Floodplain Management Regulations* of the City of Los Altos (hereinafter “these Regulations”).

**12.60.020 Statutory authority.** Legislature of the State of California has, in Government Code Sections 65302, 65560, and 65800, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry.

**12.60.030 Scope.** The provisions of these Regulations, in combination with the flood provisions of the building codes, shall apply to all proposed development entirely or partially in flood hazard areas established in Section 12.60.110 of these Regulations.

**12.60.040 Purposes and objectives.** The purposes and objectives of these Regulations and the flood load and flood resistant construction requirements of the building codes are to promote the public health, safety and general welfare and to minimize public and private losses due to flood conditions in specific flood hazard areas through the establishment of comprehensive regulations for management of flood hazard areas, designed to:

- A. Minimize unnecessary disruption of commerce, access and public service during times of flooding.
- B. Require the use of appropriate construction practices in order to prevent or minimize future flood damage.
- C. Manage the alteration of natural floodplains, stream channels and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain.
- D. Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential.
- E. Prevent or regulate the construction of flood barriers which will divert floodwater or increase flood hazards.
- F. Contribute to improved construction techniques in the floodplain.
- G. Minimize damage to public and private facilities and utilities.
- H. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas.
- I. Minimize the need for rescue and relief efforts associated with flooding.

- J. Ensure that property owners, occupants, and potential owners are aware of property located in flood hazard areas.
- K. Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events.
- L. Meet the requirements of the National Flood Insurance Program for community participation as set forth in Title 44 Code of Federal Regulations, Section 59.22.

**12.60.050 Coordination with *California Building Standards Code*.** Pursuant to the requirement established in State statute that the City of Los Altos administer and enforce the *California Building Standards Code*, the City Council of the City of Los Altos hereby acknowledges that the building codes contain certain provisions that apply to the design and construction of buildings and structures in flood hazard areas. Therefore, these Regulations are intended to be administered and enforced in conjunction with the building codes.

**12.60.060 Warning.** The degree of flood protection required by these Regulations and the building codes is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. Enforcement of these Regulations and the building codes does not imply that land outside the special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. The flood hazard areas and base flood elevations contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps and the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60 may be revised by the Federal Emergency Management Agency, requiring this community to revise these Regulations to remain eligible for participation in the National Flood Insurance Program. No guaranty of vested use, existing use, or future use is implied or expressed by compliance with these Regulations.

**12.60.070 Disclaimer of liability.** These Regulations shall not create liability on the part of the City of Los Altos, the City Council, any officer or employee thereof, the State of California, or the Federal Emergency Management Agency, for any flood damage that results from reliance on these Regulations or any administrative decision lawfully made hereunder. The Floodplain Administrator and any employee charged with the enforcement of these Regulations, while acting for the community in good faith and without malice in the discharge of the duties required by these Regulations or other pertinent law or Ordinance, shall not thereby be rendered liable personally and is hereby relieved from personal liability for any damage accruing to persons or property as a result of any act or by reason of an act or omission in the discharge of official duties. Any suit instituted against an officer or employee because of an act performed by that officer or employee in the lawful discharge of duties and under the provisions of these Regulations shall be defended by a legal representative of the community until the final termination of the proceedings. The Floodplain Administrator and any subordinate shall not be liable for cost in any action, suit or proceeding that is instituted in pursuance of the provisions of these Regulations.

**12.60.080 Other laws.** The provisions of these Regulations shall not be deemed to nullify any provisions of local, state or federal law.

**12.60.090 Abrogation and greater restrictions.** These Regulations supersede any Ordinance in effect in flood hazard areas. However, these Regulations are not intended to repeal, abrogate or

impair any existing Ordinances including land development regulations, subdivision regulations, zoning Ordinances, stormwater management regulations, or building codes, nor any existing easements, covenants, or deed restrictions. In the event of an overlap or conflict between these Regulations and any other Ordinance, code, regulation, easement, covenant, or deed restriction, the more restrictive shall govern.

## **ARTICLE 2 APPLICABILITY**

**12.60.100 General applicability.** These Regulations, in conjunction with the building codes, provide minimum requirements for development located in flood hazard areas, including the subdivision of land; filling, grading and other site improvements; installation of utilities; installation, placement and replacement of manufactured homes; placement of recreational vehicles; installation of tanks; temporary structures and temporary or permanent storage; utility and miscellaneous Group U buildings and structures; certain building work exempt from permit under the building codes; and flood control projects.

**12.60.110 Establishment of Flood Hazard Areas.** The Flood Insurance Study for the City of Los Altos, Santa Clara County, California and Incorporated Areas dated January 1980, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are hereby adopted by reference as a part of these Regulations and serve as the basis for establishing flood hazard areas. Where the building code establishes flood hazard areas, such areas are established by this section. Additional maps and studies, when specifically adopted, supplement the FIS and FIRMs to establish additional flood hazard areas. Maps and studies that establish flood hazard areas are on file at the Community Development Department, One North San Antonio Road, Los Altos, CA 94022.

**12.60.120 Interpretation.** In the interpretation and application of these Regulations, all provisions shall be:

- A. Considered as minimum requirements.
- B. Liberally construed in favor of the governing body.
- C. Deemed neither to limit nor repeal any other powers granted under state statutes.

## **ARTICLE 3 DUTIES AND POWERS OF THE FLOODPLAIN ADMINISTRATOR**

**12.60.130 Designation.** The Community Development Director, or his or her designee, is designated the Floodplain Administrator. The Floodplain Administrator shall have the authority to delegate performance of certain duties to other employees.

**12.60.140 General authority.** The Floodplain Administrator is authorized and directed to administer and enforce these Regulations. The Floodplain Administrator shall have the authority to render interpretations of these Regulations and to establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be consistent with the intent and purpose of these Regulations and the flood provisions of the building code and shall not have the effect of waiving specific requirements without the granting of a variance pursuant to Article 7 of these Regulations. The Floodplain Administrator is authorized to waive the submission of site plans, construction documents, and other data that are required by these Regulations but that are not required to be prepared by a qualified California (CA) Licensed Land Surveyor or Civil

Engineer when it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with these Regulations.

**12.60.150 Coordination.** The Floodplain Administrator shall coordinate with and provide comments to the Building Official to administer and enforce the flood provisions of the building code and to ensure compliance with the applicable provisions of these Regulations. The Floodplain Administrator and the Building Official have the authority to establish written procedures for reviewing applications and conducting inspections for buildings and for administering and documenting determinations of substantial improvement and substantial damage made pursuant to Section 12.60.170 of these Regulations.

**12.60.160 Duties.** The Floodplain Administrator, in coordination with other pertinent offices of the community, shall:

- A. Review all permit applications and plans to determine whether proposed development is located in flood hazard areas.
- B. Review all applications and plans for development in flood hazard areas for compliance with these Regulations.
- C. Review, in coordination with the Building Official, required design certifications and documentation of elevations specified by the building code to determine that such certifications and documentations are complete.
- D. Review applications and plans for modification of any existing development in flood hazard areas for compliance with these Regulations.
- E. Require development in flood hazard areas to be reasonably safe from flooding and to be designed and constructed with methods, practices and materials that minimize flood damage.
- F. Interpret flood hazard area boundaries and provide available flood elevation and flood hazard information.
- G. Determine whether additional flood hazard data shall be obtained from other sources or developed by the applicant.
- H. Complete the appropriate section of the Department of Housing and Community Development Floodplain Ordinance Compliance Certification for Manufactured Home/Mobil home Installations when submitted by applicants.
- I. Review requests submitted to the Building Official seeking approval to modify the strict application of the flood load and flood resistant construction requirements of the building code, to determine whether such requests require consideration as a variance pursuant to Article 7 of these Regulations.
- J. Coordinate with the Building Official and others to identify and investigate damaged buildings located in flood hazard areas and inform owners of the requirement to obtain permits for repairs.
- K. Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps when the analyses indicate changes in base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within 6 months of such data becoming available.

- L. Require applicants who propose alteration of a watercourse to notify adjacent communities and the NFIP State Coordinating Agency, and to submit copies of such notifications to the Federal Emergency Management Agency (FEMA).
- M. Inspect development in accordance with Article 6 of these Regulations and inspect flood hazard areas to determine when development is undertaken without issuance of permits.
- N. Prepare comments and recommendations for consideration when applicants seek variances for development other than buildings in accordance with Article 7 of these Regulations.
- O. Cite violations in accordance with Article 8 of these Regulations.
- P. Notify FEMA when the corporate boundaries of the City of Los Altos have been modified and provide a map and legal description of the changes in the corporate boundaries.

**12.60.170 Substantial improvement and substantial damage determinations.** For applications for building permits to improve buildings and structures, including alterations, movement, enlargement, replacement, repair, additions, rehabilitations, renovations, substantial improvements, repairs of substantial damage, and any other improvement of or work on such buildings and structures, the Floodplain Administrator, in coordination with the Building Official, shall:

- A. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made.
- B. Compare the cost to perform the improvement, the cost to repair the damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, when applicable, to the market value of the building or structure.
- C. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage.
- D. Notify the applicant when it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant construction requirements of the building code is required and notify the applicant when it is determined that work does not constitute substantial improvement or repair of substantial damage.

**12.60.180 Department records.** In addition to the requirements of the building code and these Regulations, and regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of these Regulations and the flood provisions of the building codes, including Flood Insurance Studies and Flood Insurance Rate Maps; documents from FEMA that amend or revise FIRMs; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required certifications and documentation specified by the building codes and these Regulations; notifications to adjacent communities, FEMA, and the State related to alterations of watercourses; assurance that the flood carrying capacity of altered waterways will be maintained; documentation related to variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to these Regulations and the flood resistant provisions of the

building codes.

#### **ARTICLE 4 PERMITS FOR FLOODPLAIN DEVELOPMENT**

**12.60.190 Permits required.** Any person, owner or authorized agent who intends to conduct any development in a flood hazard area shall first make application to the Floodplain Administrator and shall obtain the required permit for floodplain development. No permit shall be issued until compliance with the requirements of these Regulations and all other applicable codes and regulations has been satisfied. No building permit shall be issued based on Conditional Letters of Map Revision issued by FEMA. Depending on the nature and extent of proposed development that includes a building or structure, the Floodplain Administrator may determine a permit for floodplain development is required in addition to a building permit.

**12.60.200 Application for permit.** The applicant shall file an application in writing on a form furnished by the Floodplain Administrator. The information provided shall:

- A. Identify and describe the development to be covered by the permit.
- B. Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitely locate the site.
- C. Indicate the use and occupancy for which the proposed development is intended.
- D. Be accompanied by a site plan and construction documents as specified in Article 5 of these Regulations, including grading, excavation and filling plans and other information deemed appropriate by the Floodplain Administrator.
- E. State the valuation of the proposed work.
- F. Be signed by the applicant or the applicant's authorized agent.
- G. Include such other data and information required by the Floodplain Administrator to demonstrate compliance with these Regulations.

**12.60.210 Validity of permit.** The issuance of a permit for floodplain development under these Regulations or the building codes shall not be construed to be a permit for, or approval of, any violation of these Regulations, the building code, or any other Ordinance of the community. The issuance of a permit for floodplain development based on submitted documents and information shall not prevent the Floodplain Administrator from requiring the correction of errors and omissions. The Floodplain Administrator is authorized to prevent occupancy or use of a structure or site which is in violation of these Regulations.

**12.60.220 Other permits required.** The applicant shall obtain all other required state and federal permits prior to initiating work authorized by these Regulations and shall provide documentation of such permits to the Floodplain Administrator. Such permits include but are not limited to the California State Water Resources Control Board for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.

**12.60.230 Expiration.** A permit for floodplain development shall become invalid when the proposed development is not commenced within 180 days after its issuance, or when the work

authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions shall be requested in writing and justifiable cause demonstrated. The Floodplain Administrator is authorized to grant, in writing, one or more extensions of time, for periods not more than 180 days each unless FEMA has issued notification of revision to the Flood Insurance Rate Study and Flood Insurance Rate Maps that alter the flood hazard area or floodway boundaries, flood zones, or base flood elevations, in which case the permit is invalid.

**12.60.240 Suspension or revocation.** The Floodplain Administrator is authorized to suspend or revoke a permit for floodplain development issued under these Regulations wherever the permit is issued in error or on the basis of incorrect, inaccurate or incomplete information, or in violation of these Regulations or any Ordinance or code of this community.

**12.60.250 Appeals of decisions.** When it is alleged there is an error in any decision or determination made by the Floodplain Administrator in the interpretation or enforcement of these Regulations, such decision or determination may be appealed to the City Manager by filing a written appeal setting forth the reasons of the appeal.

## **ARTICLE 5 SITE PLANS AND CONSTRUCTION DOCUMENTS**

**12.60.260 Information for development in flood hazard areas.** The site plan or construction documents for any development subject to the requirements of these Regulations shall be drawn to scale and shall include, as applicable to the proposed development:

- A. Delineation of flood hazard areas; floodway boundaries and flood zone(s); base flood elevation(s); ground elevations; proposed filling, grading, and excavation; and drainage patterns and facilities when necessary for review of the proposed development.
- B. Where base flood elevations or floodway data are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with Section 12.60.270 or Section 12.60.280 of these Regulations.
- C. Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in accordance with Section 12.60.270.B of these Regulations.
- D. Location of the proposed activity and proposed structures; locations of water supply, sanitary sewer, and other utilities; and locations of existing buildings and structures.
- E. Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
- F. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
- G. Existing and proposed alignment of any proposed alteration of a watercourse.

**12.60.270 Information in flood hazard areas without base flood elevations (approximate Zone A).** Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the Floodplain Administrator is authorized to:

- A. Require the applicant to include base flood elevation data prepared by a qualified CA Licensed Civil Engineer in accordance with currently accepted engineering practices. Such analyses shall be performed and sealed by a qualified CA Licensed Civil Engineer. Studies, analyses and computations shall be submitted in sufficient detail to allow review and approval by the Floodplain Administrator. The accuracy of data submitted for such determination shall be the responsibility of the applicant.
- B. Obtain, review, and provide to applicants base flood elevation and floodway data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation and floodway data available from a federal or state agency or other source.
- C. Where base flood elevation and floodway data are not available from another source, where the available data are deemed by the Floodplain Administrator to not reasonably reflect flooding conditions, or where the available data are known to be scientifically or technically incorrect or otherwise inadequate:
  - 1. Require the applicant to include base flood elevation data in accordance with Section 12.60.270.A of these Regulations; or
  - 2. Specify that the base flood elevation is two (2) feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two (2) feet.
- D. Where the base flood elevation data are to be used to support a request for a Letter of Map Change from FEMA, advise the applicant that the analyses shall be prepared by a qualified CA Licensed Civil Engineer in a format required by FEMA, and that it shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.

**12.60.280 Additional analyses and certifications.** As applicable to the location and nature of the proposed development activity, and in addition to the requirements of these Regulations, the applicant shall have the following analyses signed and sealed by a qualified CA Licensed Civil Engineer for submission with the site plan and construction documents:

- A. For development activities proposed to be located in a floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in Section 12.60.290 of these Regulations and shall submit the Conditional Letter of Map Revision, when issued by FEMA, with the site plan and construction documents.
- B. For development activities proposed to be located in a riverine flood hazard area where base flood elevations are included in the Flood Insurance Study or on the FIRM but floodways have not been designated, hydrologic and hydraulic analyses that demonstrate that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one (1) foot at any point within the community. This requirement does not apply in isolated flood hazard areas not connected to a riverine flood hazard area or in flood hazard areas identified as Zone AO or Zone AH.
- C. For alteration of a watercourse, an engineering analysis prepared in accordance with standard

engineering practices that demonstrates the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity. The applicant shall submit the analysis to FEMA as specified in Section 12.60.290 of these Regulations. The applicant shall notify the chief executive officer of adjacent communities and the California Department of Water Resources. The Floodplain Administrator shall maintain a copy of the notification in the permit records and shall submit a copy to FEMA.

**12.60.290 Submission of additional data.** When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and to submit such data to FEMA for such purposes. The analyses shall be prepared by a qualified CA Licensed Civil Engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant. Provided FEMA issues a Conditional Letter of Map Revision, construction of proposed flood control projects and land preparation for development are permitted, including clearing, excavation, grading, and filling. Permits for construction of buildings shall not be issued until the applicant satisfies the FEMA requirements for issuance of a Letter of Map Revision.

## **ARTICLE 6 INSPECTIONS**

**12.60.300 Inspections, in general.** Development for which a permit for floodplain development is required shall be subject to inspection. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of these Regulations or the building code. Inspections presuming to give authority to violate or cancel the provisions of these Regulations or the building code or other Ordinances shall not be valid.

**12.60.310 Inspections of development other than buildings and structures.** The Floodplain Administrator shall make or cause to be made, inspections of all development other than buildings and structures that is authorized by issuance of a permit for floodplain development under these Regulations. The Floodplain Administrator shall inspect flood hazard areas from time to time to determine when development is undertaken without issuance of a permit.

**12.60.320 Inspections of manufactured homes installations.** The Floodplain Administrator shall make or cause to be made, inspections of installation and replacement of manufactured homes in flood hazard areas authorized by issuance of a permit for floodplain development under these Regulations. Upon installation of a manufactured home and receipt of the elevation certification required in Section 12.60.580 of these Regulations the Floodplain Administrator shall inspect the installation or have the installation inspected.

**12.60.330 Buildings and structures.** The Building Official shall make or cause to be made, inspections for buildings and structures in flood hazard areas authorized by permit, in accordance with the building code:

- A. **Lowest floor elevation.** Upon placement of the lowest floor, including the basement, and prior to further vertical construction, certification of the elevation required in the building code shall be prepared by a CA Licensed Land Surveyor or Civil Engineer and submitted to the building official.

- B. **Final inspection.** Prior to the final inspection, certification of the elevation required in the building code shall be prepared by a CA Licensed Land Surveyor or Civil Engineer and submitted to the building official.

## **ARTICLE 7 VARIANCES**

**12.60.340 Nature of variances.** The considerations and conditions for variances set forth in this article are based on the general principle of zoning law that variances pertain to a piece of property and are not personal in nature. A variance may be issued for a parcel of property with physical characteristics so unusual that complying with the requirements of these Regulations would create an exceptional hardship to the applicant or the surrounding property owners. The characteristics must be unique to the property and not be shared by adjacent parcels. The unique characteristic must pertain to the land itself, not to the structure, its inhabitants, or the property owners. The issuance of a variance is for floodplain management purposes only. Federal flood insurance premium rates are determined by the National Flood Insurance Program according to actuarial risk and will not be modified by the granting of a variance.

It is the duty of the City of Los Altos to promote public health, safety and welfare and minimize losses from flooding. This duty is so compelling and the implications of property damage and the cost of insuring a structure built below flood level are so serious that variances from the elevation or other requirements in the building codes should be quite rare. The long term goal of preventing and reducing flood loss and damage, and minimizing recovery costs, inconvenience, danger, and suffering, can only be met when variances are strictly limited. Therefore, the variance requirements in these Regulations are detailed and contain multiple provisions that must be met before a variance can be properly issued. The criteria are designed to screen out those situations in which alternatives other than a variance are more appropriate.

**12.60.350 Variances; general.** The City Manager shall hear and decide requests for variances from the strict application of these Regulations.

**12.60.360 Limitations on authority.** The City Manager shall base its determination on technical justifications submitted by applicants, the considerations and conditions set forth in this article, the comments and recommendations of the Floodplain Administrator and Building Official, as applicable, and has the right to attach such conditions to variances as it deems necessary to further the purposes and objectives of these Regulations and the building code.

**12.60.370 Records.** The Floodplain Administrator shall maintain a permanent record of all variance actions, including justification for issuance.

**12.60.380 Historic structures.** A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic structure upon a determination that the proposed repair, improvement, or rehabilitation will not preclude the structure's continued designation as a historic structure, and the variance is the minimum necessary to preserve the historic character and design of the structure. When the proposed work precludes the structure's continued designation as a historic building, a variance shall not be granted and the structure and any repair, improvement, and rehabilitation shall be subject to the requirements of the building code.

**12.60.390 Restrictions in floodways.** A variance shall not be issued for any proposed

development in a floodway when any increase in flood levels would result during the base flood discharge, as evidenced by the applicable analyses required in Section 12.60.280.A of these Regulations.

**12.60.400 Functionally dependent uses.** A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use provided the criteria in Section 1612 of the building code (CCR Title 24 Part 2) or Section R322 of the residential code (CCR Title 24 Part 2.5) are met, as applicable, and the variance is the minimum necessary to allow the construction or substantial improvement, and that all due consideration has been given to use of methods and materials that minimize flood damages during the base flood and create no additional threats to public safety.

**12.60.410 Considerations for issuance of variances.** In reviewing applications for variances, all technical evaluations, all relevant factors, all other requirements of these Regulations and the building code, as applicable, and the following shall be considered:

- A. The danger that materials and debris may be swept onto other lands resulting in further injury or damage.
- B. The danger to life and property due to flooding or erosion damage.
- C. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners.
- D. The importance of the services provided by the proposed development to the community.
- E. The availability of alternate locations for the proposed development that are not subject to flooding or erosion and the necessity of a waterfront location, where applicable.
- F. The compatibility of the proposed development with existing and anticipated development.
- G. The relationship of the proposed development to the comprehensive plan and floodplain management program for that area.
- H. The safety of access to the property in times of flood for ordinary and emergency vehicles.
- I. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwater and the effects of wave action, if applicable, expected at the site.
- J. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

**12.60.420 Conditions for issuance of variances.** Variances shall only be issued upon:

- A. Submission by the applicant of a showing of good and sufficient cause that the unique characteristics of the size, configuration or topography of the site limit compliance with any provision of these Regulations or renders the elevation standards of the building code inappropriate.
- B. A determination that failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable.
- C. A determination that the granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause

fraud on or victimization of the public or future property owners, or conflict with existing local laws or Ordinances.

- D. A determination that the variance is the minimum necessary, considering the flood hazard, to afford relief.
- E. When the request is to allow construction of the lowest floor of a new building or substantial improvement of a building below the base flood elevation, notification to the applicant in writing over the signature of the Floodplain Administrator specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that issuance of a variance to construct below the elevation required in the building code will result in increased premium rates for federal flood insurance up to amounts as high as \$25 for \$100 of insurance coverage, and that such construction below the required elevation increases risks to life and property.
- F. Written agreement signed by the recipient of a variance to allow construction of the lowest floor below the required elevation to record the variance in the Office of the Santa Clara County Recorder in a manner so that it appears in the chain of title of the property.

## **ARTICLE 8 VIOLATIONS**

**12.60.430 Violations.** Any development in any flood hazard area that is being performed without an issued permit or that is in conflict with an issued permit shall be deemed a violation. A building or structure without the documentation of the elevation of the lowest floor, other required design certifications, or other evidence of compliance required by these Regulations or the building code, is presumed to be a violation until such time as required documentation is submitted. Violation of the requirements shall constitute a misdemeanor.

**12.60.440 Authority.** The Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of property involved, to the owner's agent, or to the person or persons doing the work for development that is not within the scope of the building codes, but is regulated by these Regulations and that is determined to be a violation.

**12.60.450 Unlawful continuance.** Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as prescribed by law.

## **ARTICLE 9 DEFINITIONS**

**12.60.460 General.** The following words and terms shall, for the purposes of these Regulations, have the meanings shown herein. Where terms are not defined in these Regulations and are defined in the building code (CCR Title 24 Part 2) and used in the residential code (CCR Title 24 Part 2.5), such terms shall have the meanings ascribed to them in those codes. Where terms are not defined in these Regulations or the building code, such terms shall have ordinarily accepted meanings such as the context implies.

**12.60.470 Definitions**

**“Accessory Structure”** means a structure on the same parcel of property as a principal structure and the use of which is incidental to the use of the principal structure. For floodplain management purposes, the term includes only accessory structures used for parking and storage.

**“Agricultural Structure”** means a walled and roofed structure used exclusively for agricultural purposes or uses in connection with the production, harvesting, storage, raising, or drying of agricultural commodities and livestock, including aquatic organisms. Structures that house tools or equipment used in connection with these purposes or uses are also considered to have agricultural purposes or uses.

**“Alteration of a watercourse”** means a dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

**“ASCE 24”** means the standard *Flood Resistant Design and Construction*, referenced by the building code, developed and published by the American Society of Civil Engineers, Reston, VA. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the building code.

**“Base flood”** means the flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in CCR Title 24 Part 2.]

**”Base flood elevation”** means the elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in CCR Title 24 Part 2.]

**“Basement”** means, for the purpose of floodplain management, the portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in CCR Title 24 Part 2.]

**“Building code”** means California Code of Regulations Title 24, the *California Building Standards Code*, the family of building codes specifically adopted by the State of California and composed of:

1. Part 2, applicable to buildings and structures other than dwellings within the scope of this part.
2. Part 2.5, applicable to one- and two-family dwellings and townhouses not more than three stories, and accessory structures.
3. Part 10, applicable to existing buildings (as defined in that code).
4. Other specified codes.

**“Design flood”** means the flood associated with the greater of the following two areas: [Also defined in CCR Title 24 Part 2.]

1. Area with a flood plain subject to a 1-percent or greater chance of flooding in any year.
2. Area designated as a flood hazard area on a community’s flood hazard map, or otherwise legally designated.

**“Design flood elevation”** means the elevation of the “design flood,” including wave height, relative to the datum specified on the community’s legally designated flood hazard map. In areas designated

as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where a depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet (610 mm). [Also defined in CCR Title 24 Part 2.]

**“Development”** means any manmade change to improved or unimproved real estate, including but not limited to, buildings or other structures, temporary structures, temporary or permanent storage of materials, mining, dredging, filling, grading, paving, excavations, drilling operations, flood control projects, and other land-disturbing activities.

**“Encroachment”** means the placement of fill, excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

**"Exceptional hardship"** means, for the purpose of variances from these Regulations or the building code, the exceptional difficulty that would result from a failure to grant a requested variance. Mere economic or financial hardship is not exceptional. Inconvenience, aesthetic considerations, physical handicaps, personal preferences, or the disapproval of one's neighbors do not, as a rule, qualify as exceptional hardships. All of these circumstances can be resolved through other means without granting variances, even when the alternatives are more expensive or require the property owner to build elsewhere or put the parcel to a different use than originally intended.

**"Existing manufactured home park or subdivision"** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed before July 24, 1980.

**"Expansion to an existing manufactured home park or subdivision"** means the preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

**“Flood or flooding”** means a general and temporary condition of partial or complete inundation of normally dry land from:

1. The overflow of inland or tidal waters.
2. The unusual and rapid accumulation or runoff of surface waters from any source.
3. Mudslides (i.e., mudflows) which are proximately caused by flooding.

**“Flood control project”** means a dam or barrier design and constructed to keep water away from or out of a specified area, including but not limited to levees, floodwalls, and channelization.

**“Flood damage-resistant materials”** means any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in CCR Title 24 Part 2.]

**“Flood hazard area”** means the greater of the following two areas: [Also defined in CCR Title 24 Part 2.]

1. The area within a floodplain subject to a 1-percent or greater chance of flooding in any year.
2. The area designated as a flood hazard area on the community’s flood hazard map, or otherwise legally designated.

**“Flood Insurance Rate Map (FIRM)”** means an official map of a community on which the Federal Emergency Management Agency (FEMA) has delineated both the special flood hazard areas and the risk premium zones applicable to the community. [Also defined in CCR Title 24 Part 2.]

**”Flood Insurance Study”** means the official report provided by the Federal Emergency Management Agency containing the Flood Insurance Rate Map (FIRM), the Flood Boundary and Floodway Map (FBFM), the water surface elevation of the base flood and supporting technical data. [Also defined in CCR Title 24 Part 2.]

**“Floodplain Administrator”** means the Community Development Director or his or her designee, to leave in administer and enforce the floodplain management regulations.

**“Floodway”** means the channel of the river, creek or other watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Also defined in CCR Title 24 Part 2.]

**"Fraud or victimization"** means, for the purpose of variances from these Regulations or the building code, the intentional use of deceit to deprive another of rights or property, making a victim of the deprived person or the public. As it pertains to buildings granted variances to be constructed below the elevation required by the building code, future owners or tenants of such buildings and the community as a whole may bear the burden of increased risk of damage from floods, increased cost of flood insurance, and increased recovery costs, inconvenience, danger, and suffering.

**“Functionally dependent use”** means a use that cannot perform its intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities necessary for the loading or unloading of cargo or passengers, and shipbuilding or ship repair facilities. The term does not include long-term storage, manufacture, sales or service facilities.

**“Highest adjacent grade”** means the highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

**"Historic structure"** means any structure that is:

1. Listed individually in the National Register of Historic Places (a listing maintained by the Department of Interior) or preliminarily determined by the Secretary of the Interior as meeting the requirements for individual listing on the National Register;
2. Certified or preliminarily determined by the Secretary of the Interior as contributing to the historical significance of a registered historic district or a district preliminarily determined by the Secretary to qualify as a registered historic district;
3. Individually listed on the inventory of historic places maintained by the California Office of Historic Preservation; or
4. Individually listed on a local inventory of historic places in communities with historic

preservation programs that have been certified by the California Office of Historic Preservation.

**“Letter of Map Change (LOMC)”** means an official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

1. Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.
2. Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.
3. Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community’s floodplain management regulations.
4. Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

**“Light-duty truck”** means, as defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of forty-five (45) square feet or less, which is:

1. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
2. Designed primarily for transportation of persons and has a capacity of more than twelve (12) persons; or
3. Available with special features enabling off-street or off-highway operation and use.

**“Lowest floor”** means the lowest floor of the lowest enclosed area, including basement, but excluding any unfinished or flood-resistant enclosure, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the non-elevation requirements of the building codes. [Also defined in CCR Title 24 Part 2.]

**“Manufactured home”** means a structure that is transportable in one or more sections, built on a permanent chassis, designed for use as a single-family dwelling with or without a permanent foundation when connected to the required utilities, and constructed to the Manufactured Home Construction and Safety Standards promulgated by the U.S. Department of Housing and Urban Development. Also see definitions in Health and Safety Code Sections 18000(a)(2) and 18001(a). For the purposes of floodplain management, the term also includes mobile homes and recreational vehicles, park trailers, travel trailers and similar transportable structures that are placed on a site for 180 consecutive days or longer.

**“Manufactured home park or subdivision”** means a parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

**“Market value”** means the price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in these Regulations, the term refers to the market value of buildings and structures, excluding the land and other improvements on the parcel. Market value may be established by one of the following methods: (1) Actual Cash Value (replacement cost depreciated for age and quality of construction), (2) tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser, or (3) a qualified independent appraiser.

**“New manufactured home park or subdivision”** means a manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) was completed on or after July 24, 1980.

**“Nuisance”** means that which is injurious to safety or health of an entire community or neighborhood, or any considerable number of persons, or unlawfully obstructs the free passage or use, in the customary manner, of any navigable lake, or river, bay, stream, canal, or basin.

**“Permit for floodplain development”** means an official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specified development activities that are located in flood hazard areas and that are determined to be compliant with these Regulations.

**“Recreational vehicle”** means a vehicle that is built on a single chassis, 400 square feet (37.16 m<sup>2</sup>) or less when measured at the largest horizontal projection, designed to be self-propelled or permanently towable by a light-duty truck, and designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel or seasonal use. A recreational vehicle is ready for highway use when it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions. Also see definitions in Health and Safety Code section 18010.

**“Riverine”** means relating to, formed by, or resembling a river (including tributaries), stream, brook, etc.

**“Special flood hazard area (SFHA)”** means the land area subject to flood hazards and shown on a Flood Insurance Rate Map or other flood hazard map as Zone A, AE, A1-30, A99, AR, AO, AH, V, VO, VE, or V1-30. [Also defined in CCR Title 24 Part 2.]

**“Substantial damage”** means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before-damaged condition would equal or exceed 50 percent of the market value of the structure before the damage occurred. [Also defined in CCR Title 24 Part 2.]

**“Substantial improvement”** means any repair, reconstruction, rehabilitation, alteration, addition or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the improvement or repair is started. When the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the

actual repair work performed. The term does not, however, include either: [Also defined in CCR Title 24 Part 2.]

1. Any project for improvement of a building required to correct existing health, sanitary or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided that the alteration will not preclude the structure's continued designation as a historic structure.

**“Utility and Miscellaneous Group U”** means buildings and structures of an accessory character and miscellaneous structure not classified in any special occupancy, as described in the building code.

**“Variance”** means a grant of relief from the requirements of these Regulations which permits construction in a manner otherwise prohibited and where specific enforcement would result in exceptional hardship.

**“Violation”** means a development that is not fully compliant with these Regulations or the flood provisions of the building code, as applicable.

**“Watercourse”** means a river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

## **ARTICLE 10 BUILDINGS AND STRUCTURES**

**12.60.480 Requirements for buildings and structures in flood hazard areas.** Applications for building and structures within the scope of the building code that are proposed in flood hazard areas shall comply with the applicable requirements of the building code and local amendments to the building code specified in Title 12 Buildings and Construction.

**12.60.490 Detached garages and accessory storage structures.** Detached garages and accessory storage structures used only for parking or storage (and cannot be attached to any structure used for human habitation or converted to a use for human habitation) are permitted below the base flood elevation provided the garages and accessory storage structures:

- A. Are one story and not larger than 400 square feet in area when located in special flood hazard areas.
- B. Are anchored to resist flotation, collapse or lateral movement resulting from flood loads.
- C. Have flood openings in accordance with the building code.
- D. Have flood damage-resistant materials used below the base flood elevation.
- E. Have mechanical, plumbing and electrical systems, including plumbing fixtures, elevated to or above the base flood elevation.

**12.60.500 Utility and Miscellaneous Group U.** Utility and miscellaneous Group U includes buildings that are accessory in character and miscellaneous structures not classified in any specific occupancy in the building code, including, but not limited to, agricultural buildings, aircraft hangars (accessory to a one- or two-family residence), barns, carports, fences more than 6 feet (1829 mm)

high, grain silos (accessory to a residential occupancy), greenhouses, livestock shelters, private garages, retaining walls, sheds, stables, and towers. In addition to the building code requirements for fire and life safety, the following shall apply to utility and miscellaneous Group U buildings and structures in flood hazard areas:

- A. New construction and substantial improvement of such buildings and structures shall be anchored to prevent flotation, collapse or lateral movement resulting from flood loads, including the effects of buoyancy, during conditions of the design flood.
- B. New construction and substantial improvement of such buildings and structures, when fully enclosed by walls, shall be elevated such that the lowest floor, including basement, is elevated to or above the design flood elevation in accordance with ASCE 24 or shall be dry floodproofed in accordance with ASCE 24.
- C. Unless dry floodproofed, fully enclosed areas below the design flood elevation shall be constructed in accordance with ASCE 24 and limited to parking, storage, and building access.
- D. When fully enclosed by walls, flood openings shall be installed in accordance with ASCE 24.
- E. Flood damage-resistant materials shall be used below the design flood elevation.
- F. Mechanical, plumbing and electrical systems, including plumbing fixtures, shall be located or installed in accordance with ASCE 24.

## **ARTICLE 11 SUBDIVISIONS**

**12.60.510 Minimum requirements.** Subdivision proposals in flood hazard areas, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:

- A. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding.
- B. All public utilities and facilities, such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage in accordance with Section 12.60.540 and Section 12.60.550 of these Regulations, as applicable, and appropriate codes.
- C. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwater around and away from proposed structures.

**12.60.520 Subdivision requirements.** In addition to the requirements of Section 302-1 of these Regulations, where any portion of proposed subdivisions, including proposals for manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:

- A. The flood hazard area, including floodways, as appropriate, shall be delineated on preliminary subdivision plats.
- B. Where the subdivision has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with Section 12.60.270.A of these Regulations.
- C. When, as part of a proposed subdivision, fill will be placed to support buildings, the fill shall be placed in accordance with the building code and approval of the subdivision shall require

submission of as-built elevations for each filled pad certified by a licensed land surveyor or registered civil engineer.

## **ARTICLE 12 SITE IMPROVEMENTS, UTILITIES AND LIMITATIONS**

**12.60.530 Minimum requirements.** All proposed development in flood hazard areas shall be reviewed to determine that:

- A. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding.
- B. Where the proposed development has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the base flood elevations determined in accordance with Section 12.60.270.A of these Regulations.
- C. All public utilities and facilities, such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage.
- D. Adequate drainage is provided to reduce exposure to flood hazards; in Zones AH and AO, adequate drainage paths shall be provided to guide floodwater around and away from proposed structures.

**12.60.540 Sanitary sewer facilities.** All new and replaced sanitary sewer facilities, private sewage treatment plants (including all pumping stations and collector systems) and on-site waste disposal systems shall be designed in accordance with Chapter 7, ASCE 24, to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters, and impairment of the facilities and systems.

**12.60.550 Water supply facilities.** All new and replaced water supply facilities shall be designed in accordance with the provisions of Chapter 7, ASCE 24, to minimize or eliminate infiltration of floodwaters into the systems.

**12.60.560 Development in floodways.** Development, site improvements and land disturbing activity involving fill or regrading shall not be authorized in the floodway unless the floodway encroachment analysis required in Section 12.60.280.A of these Regulations demonstrates the proposed work will not result in any increase in the base flood level during occurrence of the base flood discharge.

**12.60.570 Limitations on placement of fill.** Subject to the limitations of these Regulations, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, when intended to support buildings and structures, fill shall comply with the requirements of the building code. The placement of fill intended to change base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs shall be subject to the requirements of Section 12.60.290 of these Regulations.

## **ARTICLE 13 INSTALLATION OF MANUFACTURED HOMES**

**12.60.580 Installation.** All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to the Business and Professions Code and shall comply with the

requirements of the Department of Housing and Community Development (HCD) and the requirements of these Regulations. In addition to permits pursuant to these Regulations, permits from the HCD are required where the HCD is the enforcement agency for installation of manufactured homes. Upon completion of installation and prior to the final inspection by the Floodplain Administrator, the installer shall submit certification of the elevation of the manufactured home, prepared by a licensed land surveyor or registered civil engineer, to the Floodplain Administrator.

**12.60.590 Foundations.** All new and replacement manufactured homes, including substantial improvement of manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that are designed in accordance with the foundation requirements of Section R322.2 of the residential code (CCR Title 24 Part 2.5) and these Regulations. Foundations for manufactured homes subject to Section 12.60.620 of these Regulations are permitted to be reinforced piers or other foundation elements of at least equivalent strength.

**12.60.600 Anchoring.** All new and replacement manufactured homes to be placed or substantially improved in a flood hazard area shall be installed using methods and practices which minimize flood damage and shall be securely anchored to an adequately anchored foundation system to resist flotation, collapse and lateral movement. Methods of anchoring are authorized to include, but are not limited to, use of over-the-top or frame ties to ground anchors. This requirement is in addition to applicable State and local anchoring requirements for resisting wind loads and seismic loads.

**12.60.610 General elevation requirement.** Unless subject to the requirements of Section 12.60.620 of these Regulations, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the lowest floor, or bottom of the lowest horizontal member of the lowest floor, as applicable to the flood hazard area, is at or above the base flood elevation.

**12.60.620 Elevation requirement for certain existing manufactured home parks and subdivisions.** Manufactured homes that are not subject to Section 12.60.610 of these Regulations, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as a result of flooding has occurred, shall be elevated such that either the:

- A. Lowest floor, or bottom of the lowest horizontal structural member, as applicable to the flood hazard area, is at or above the base flood elevation.
- B. Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.

**12.60.630 Flood damage-resistant materials.** Materials below elevated manufactured homes shall comply with the flood-damage resistant materials requirements of Section R322 of the residential code (CCR Title 24 Part 2.5).

**12.60.640 Enclosures.** Fully enclosed areas below elevated manufactured homes shall comply with the enclosed area requirements of Section R322 of the residential code (CCR Title 24 Part 2.5).

**12.60.650 Protection of mechanical equipment and outside appliances.** Mechanical equipment and outside appliances shall be elevated to or above the lowest floor or bottom of the lowest horizontal structural member of the manufactured home, as applicable to the flood hazard area.

**Exception.** Where such equipment and appliances are designed and installed to prevent water from entering or accumulating within their components and the systems are constructed to resist hydrostatic and hydrodynamic loads and stresses, including the effects of buoyancy, during the occurrence of flooding up to the elevation required by Section 12.60.610 or Section 12.60.620, as applicable, the systems and equipment shall be permitted to be located below that elevation. Electrical wiring systems shall be permitted below the design flood elevation provided they conform to the provisions of NFPA 70 (National Electric Code).

## **ARTICLE 14 RECREATIONAL VEHICLES**

**12.60.660 Temporary placement.** Recreational vehicles in flood hazard areas, shall be placed on a site for less than 180 consecutive days or shall be fully licensed and ready for highway use. Ready for highway use means the recreational vehicle is on wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions, such as rooms, stairs, decks and porches.

**12.60.670 Permanent placement.** Recreational vehicles that do not meet the limitations in Section 12.60.660 for temporary placement shall meet the requirements of Article 14 for manufactured homes.

## **ARTICLE 15 OTHER DEVELOPMENT**

**12.60.680 General requirements for other development.** All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in these Regulations or the building code, shall:

- A. Be located and constructed to minimize flood damage.
- B. Meet the limitations of Section 12.60.560 of these Regulations when located in a regulated floodway.
- C. Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.
- D. Be constructed of flood damage-resistant materials.
- E. Have mechanical, plumbing, and electrical systems above the design flood elevation or meet the requirements of ASCE 24, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of the building code for wet locations.

**12.60.690 Tanks.** Tanks that serve buildings shall comply with the requirements of the building code. Underground and above-ground tanks that serve other purposes shall be designed, constructed, installed and anchored in accordance with ASCE 24.

**12.60.700 Requirements for temporary structures and temporary storage in flood hazard**

**areas.** Temporary structures shall be erected for a period of less than 180 days and temporary storage of goods and materials shall be permitted for a period of less than 180 days. Extensions may be granted in accordance with Section 12.60.230 of these Regulations. In addition, the following apply:

- A. Temporary structures shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood. Fully enclosed temporary structures shall have flood openings that are in accordance with ASCE 24 to allow for the automatic entry and exit of flood waters.
- B. Temporary stored materials shall not include hazardous materials.
- C. The requirements of Section 12.60.560 of these Regulations, when located in floodways.

**12.60.710 Fences in floodways.** Fences in floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of Section 12.60.560 of these Regulations.

**12.60.720 Oil derricks.** Oil derricks located in flood hazard areas shall be designed in conformance with flood loads required by the building code.

**12.60.720 Retaining walls, sidewalks and driveways in floodways.** Retaining walls and sidewalks and driveways that involve placement of fill in floodways shall meet the limitations of Section 12.60.560 of these Regulations and the requirements for site grading in Chapter 18 of the building code.

**12.60.730 Roads and watercourse crossings in floodways.** Roads and watercourse crossings that encroach into floodways or riverine waterways with base flood elevations where floodways have not been designated, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side shall meet the limitations of Section 12.60.560 of these Regulations. Alteration of a watercourse that is part of work proposed for a road or watercourse crossing shall meet the requirements of Section 12.60.280.C of these Regulations.

**12.60.740 Swimming pools.** Above-ground swimming pools, on-ground swimming pools, and in-ground swimming pools that involve placement of fill in floodways shall meet the requirement of Section 12.60.560 of these Regulations.

## **ARTICLE 16 FLOOD CONTROL PROJECTS**

**12.60.750 Flood control projects; general.** In addition to applicable Federal, State and other local permits, a permit for floodplain development is required for construction of flood control projects. The purpose for the permit is to examine the impact on flood hazard areas, floodways, and base flood elevations shown on the FIRM. Unless otherwise authorized by separate regulations, issuance of this permit does not address the sufficiency of the structural elements of the proposed flood control project. Permits for floodplain development and building permits in areas affected by proposed flood control projects shall not be issued based on Conditional Letters of Map Revision issued by FEMA.

**12.60.760 Flood control projects; applications.** Applications for permits for flood control

projects shall include documentation including but not limited to:

- A. Site plan or document showing the existing topography and the boundaries of the flood hazard areas, floodway boundaries, and base flood elevations shown on the FIRM.
- B. Site plan or document showing the proposed topography and the proposed changes to the boundaries of the flood hazard areas, floodway boundaries, and base flood elevations.
- C. The documentation submitted to FEMA for a Conditional Letter of Map Revision (CLOMR) and, if issued, the Conditional Letter of Map Revision. Submittal requirements and processing fees shall be the responsibility of the applicant. A CLOMR is required when a proposed flood control project alters a floodway and increases base flood elevations more than greater than 0.00 feet, or alters a watercourse a riverine flood hazard area for which base flood elevations are included in the Flood Insurance Study or on the FIRM and floodways have not been designated and increases base flood elevations more than 1.0 foot.

**SECTION 3. APPLICABILITY.** For the purposes of jurisdictional applicability, this Ordinance shall apply in the City of Los Altos. This Ordinance shall apply to all applications for development, including building permit applications and subdivision proposals, submitted on or after the effective date of this Ordinance.

**SECTION 4. 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 5. CEQA.** The City Council hereby finds and determines that this Ordinance has been assessed in accordance with the California Environmental Quality Act (Cal. Pub. Res. Code, § 21000 et seq.) (“CEQA”) and the State CEQA Guidelines (14 Cal. Code Regs. § 15000 et seq.) and is exempt from CEQA under CEQA Guidelines, § 15307 and 15308 which consists of actions taken by regulatory agencies as authorized by state law or local Ordinance to assure the maintenance, restoration, or enhancement of a natural resource and/or the environment where the regulatory process involves procedures for protection of the environment.

**SECTION 6. PUBLICATION.** This Ordinance shall be published as provided in Government Code section 36933.

**SECTION 7. EFFECTIVE DATE.** This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on August 24, 2021 and was thereafter, at a regular meeting held on September 14, 2021 passed and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Neysa Fligor, MAYOR

Attest:

---

Andrea Chelemengos, MMC, CITY CLERK



**CONSENT CALENDAR**

**Agenda Item # 7**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Zoning Text Amendment ZTA 20-0003 to repeal and replace the design control sections of the Los Altos Municipal Code to codify objective zoning standards pursuant to recent changes to state law.

**Prepared by:** Guido F. Persicone, Planning Services Manager, AICP  
Jon Biggs, Community Development Director

**Reviewed by:** Jolie Houston, City Attorney  
Gabriel Engeland, City Manager

**Attachment(s):**

1. Objective Standards Ordinance
2. Planning Commission Deliberation
3. Response to Comments
4. Objective Design Standards - clean version

**Initiated by:**

City staff due to recent changes to state law.

**Previous Council Consideration:**

June 30, 2020, September 9, 2020, October 27, 2020, February 23, 2021, March 16, 2021, July 13, 2021, and August 24, 2021

**Fiscal Impact:**

This meeting does not have a fiscal impact on the City because the consultant contract was previously approved by the Council on March 17, 2020 and was amended on May 11, 2021.

**Environmental Review:**

The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment and therefore is exempt from California Environmental Quality Act ("CEQA") pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment." The Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment, and it also adheres to CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for the Protection of the Environment). The proposed Objective Standards will also preserve the scenic quality of the City of



**Subject:** Objective Standards-Zoning Text Amendment ZTA 20-003

---

Los Altos by establishing enforceable development standards and design guidelines that are intended to protect the existing community character.

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

- Do the proposed objective standards provide adequate and appropriate direction that can be relied on by the community to guide change in Los Altos?

**Summary:**

- The ordinance (Attachment 1) makes several modifications to the Los Altos Municipal Code to ensure consistency with State law.
- Several elements of the Objective Standards Ordinance were referred to the Planning Commission for additional study and recommendation. These are listed in Attachment 2.

**Staff Recommendation:**

The staff recommends that the City Council adopt the ordinance.

**Purpose**

The purpose of the proposed amendments is to ensure compliance with new state laws affecting the multifamily and mixed-use development projects by creating objective standards (Attachment 4) by which establish clear and measurable site development standards against which applicants, staff, decision makers and the community can evaluate a project.

**Background**

On August 24, 2021, the City Council held a public hearing and adopted two motions related to the objective standards project:

Motion 1-Motion to adopt the introduce and waive further reading of Zoning Text Amendment (ZTA 20-0003), Ordinance 2021-478, with the amendments from Council made at the August 24,2021 meeting summarized in Attachment 3 (Response to Comments).

Motion 2-Motion to refer to staff the items discussed during the August 24, 2021 meeting for consideration by the Planning Commission for any additions, changes, or deletions to the newly adopted zoning text amendment (ZTA 20-0003) for further consideration by the City Council in the near term (Attachment 2) .

**Los Altos General Plan Conformance**

Housing Element Goal 2: Strive to maintain a variety of housing opportunities by location and housing type



**Subject:** Objective Standards-Zoning Text Amendment ZTA 20-003

---

Housing Element Policy 1.4.: Design, construction and remodeling permits for all residential development will be reviewed for quality, safety, privacy and the capacity to maintain the character of existing neighborhoods.

### **Options**

- 1) Pass and adopt the draft ordinance

**Advantages:** Ensure compliance with new state laws.

**Disadvantages:** There is no disadvantage to adopting regulations that are compliant with state

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

**Advantages:** None identified.

**Disadvantages:** Delays adoption of objective standards.

### **Recommendation**

The staff recommends Option 1.

**ORDINANCE NO. 2021-478**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
AMENDING TITLE 14 (ZONING) BY CREATING OBJECTIVE ZONING  
STANDARDS FOR RESIDENTIAL DEVELOPMENT**

**WHEREAS**, the Housing Accountability Act, Government Code Section 65589.5, limits a public agency’s ability to deny approval of a housing development project or to approve the project at a lower density if the project complies with any and all objective general plan, zoning, design, and subdivision standards applicable to the project; and

**WHEREAS**, on January 1, 2018, Senate Bill 35, intended to help address California’s housing shortage, went into effect requiring streamlined and ministerial review process for multifamily and mixed-use housing projects meeting specific qualifications; and

**WHEREAS**, on January 1, 2020, Senate Bill 330 went into effect encouraging the use of objective design standards and discouraging the adoption of new subjective design standards; and

**WHEREAS**, as defined by the Housing Accountability Act and Senate Bill 35 (Government Code Sections 65589.5 and 65913.4), objective zoning standards and objective design review standards mean standards that involve no personal or subjective judgment by a public official and are uniformly verifiable by reference to an external and uniform benchmark or criterion available and knowable by both the development applicant or proponent and the public official prior to submittal; and

**WHEREAS**, on November 5, 2020, December 3, 2020, and January 21, 2021, the Planning Commission held a duly noticed public hearings on Zoning Code Text Amendment (ZTA 20-003); and

**WHEREAS**, on January 21, 2021, the Planning Commission recommended approval of the proposed zoning text amendment Zoning Text Amendment (ZTA 20-003) to the City Council; and

**WHEREAS**, on February 23, 2021, March 16, 2021, and July 13, 2021, August 24, 2021 and September 14, 2021, the City Council reviewed Zoning Text Amendments (ZTA 20-0003); and

**WHEREAS**, this Ordinance implements Goal 2 and Policy 1.4 of the of the City’s 2015-2023 Housing Element by evaluating the design review process and by ensuring the orderly development of multifamily housing within Los Altos; and

**WHEREAS**, based on all the evidence presented in the administrative record, including but not limited to the staff reports for the proposed Objective Standards, the proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for

causing a significant effect on the environment as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment; and pursuant to CEQA Guidelines Section 15308 (Actions by Regulatory Agencies for the Protection of the Environment), in that the proposed Objective Standards will preserve the scenic quality of the City of Los Altos by establishing enforceable development standards and design guidelines that are intended to protect the existing community character.

**WHEREAS**, the streamlining of multifamily housing development projects will assist the City of Los Altos in achieving State and regional goals for the construction of new affordable units as defined in the Regional Housing Needs Allocation (RHNA) process;

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

**SECTION 1. AMENDMENT OF CODE:** Title 14 of the Los Altos Municipal Code is hereby amended and replaced with the new standards and shall read as follows:

The following definitions shall be added to 14.02.070 (Definitions) of the Los Altos Municipal Code:

“Board-formed concrete” means concrete that has textured patterns on its finished surfaces that retain the wood grain of boards or molds used to form the wet concrete.

“Chamfered corner” means a building corner which is cut back at a 45-degree diagonal from the primary façade to provide a corner surface at least 8 feet in length

“Façade” means the exterior wall on any side of a building.

“Lined” parking refers to a building configuration where residential, commercial, or office uses are located between a street-facing property line and above-ground parking levels. Also referred to as a “wrapped” building

Section 14.66.180 (Maintenance of landscape areas) shall be amended to read as follows:

**14.66.180 - Maintenance of landscaped areas-** A landscaped strip or other landscaped area provided in compliance with district regulations or as a condition approval ~~of a use permit~~ shall be planted with fast growing materials as identified by a landscape architect licensed in California suitable for screening or ornamenting the site, whichever is appropriate, and plant materials shall be replaced as needed to screen or ornament the site. Landscaped strips and other landscaped areas shall be watered, weeded, pruned, fertilized, sprayed, or otherwise maintained as deemed necessary by the building inspector.

R3-4.5-14.16.100- Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-5-14.18.120-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-3-14.20.120-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-1.8-14.22.110-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

R3-14.24.110-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CN-14.40-150-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CD-14.44.130-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CRS-14.48.130-Design Controls- repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CT-14.50.170-Design Controls- repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CD/R3-14.52.110-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

CRS/OAD-14.54.130-Design Controls-repealed and replaced with Objective Design Standards, identified as Exhibit A to this ordinance, which are incorporated herein by this reference.

**SECTION 2. 14.66.275 and 14.66.280 ADDED:** The Los Altos Municipal Code is hereby amended to add the following new subsections:

14.66.275-Entrance Type Standards-as referenced in Exhibit A (Objective Design Standards)

14.66.280-Design Standards to All Multi-Family Zones and Commercial Zones that Support Residential Mixed-Use Development as referenced in Exhibit A (Objective Design Standards).

**SECTION 3. ADDITIONAL MODIFICATIONS**

Additional edits to the Los Altos Municipal Code for the objective standards project are being requested by the City Council. These additional edits are reflected in the motion adopted by the City Council on August 24, 2021. After review by the Planning Commission, the City Council will review said edits at a later public hearing. Ordinance No. 2021-478 as introduced on August 24, 2021, adopted on September 14, 2021. It will be in full force and effect on October 14, 2021 and will be applied to all multi-family projects submitted after that date. The revised Ordinance will be introduced and adopted at a future date, and when it is in full force and effect it will be applied to all multi-family projects submitted after said effective date.

**SECTION 4. SEVERABILITY.** If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

**SECTION 5. CEQA.** The City Council finds the adoption of this ordinance to be statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to pursuant to Sections 15061(b)(3) and 15308, of the CEQA Guidelines.

**SECTION 6. 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 7. EFFECTIVE DATE.** This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on August 24, 2021 and was thereafter, at a regular meeting held on September 14, 2021 passed and adopted by the following vote:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

---

Neysa Fligor Mayor

ATTEST

---

Andrea Chelemengos MMC, City Clerk

Exhibit A-City of Los Altos Objective Design Standards



## MEMORANDUM

**DATE:** August 31, 2021

**TO:** City Council

**FROM:** Guido F. Persicone, Planning Manager  
Jon Biggs, Community Development Director

**SUBJECT: ITEMS REFERRED BACK TO THE PLANNING COMMISSION-  
OBJECTIVE STANDARDS PROJECT**

---

Items in Yellow-referred back to the Planning Commission for further study and deliberation

**Councilmember Enander Additional Edits/Comments**

Have the PC further study what constitutes architectural integrity and further define this as a clearer objective standard?

Discuss further the implications for specific height of floors and the building and specifically the first floor?

Have we looked at the Loyola Corners/Sherwood Specific Plan in relation to these standards?

**Commentor:** Mehruss Ahi, Architecture Designer<sup>1</sup>

Commentor: **Mehruss Ahi, Architecture Designer**

**1. Site Circulation and Access (CT)**

**Comment:** For this section, it says that a “continuous bicycle/pedestrian only access shall be provided along the rear setback on all lots where development abuts an R-1 district to the rear”. I think that the word “continuous” might make things confusing because it is unclear if we would want a dedicated path in the rear that wraps to the front or just an accessible point. This may cause issues because we could possibly be requiring a continuous access in the entire rear setback when that’s not always possible for every project.

**Staff/Consultant Response:** The community expressed a desire that continuous pedestrian and bicycle access be developed over time along the rear of the CT district where parcels are deep and where the corridor abuts low-density residential. This is so that residents can comfortably access the new development from the rear/ away from El Camino Real.

---

<sup>1</sup> Planning Commissioner Ahi is an architectural designer and he sent the city his personal comments. It is important to note these edits do not reflect the position of the Planning Commission, which recommended approval of the Objective Standards in January of 2021

**Recommended edits:**

CT: “Rear pedestrian/bicycle access shall be provided from any abutting right-of-way or alley for projects: (no edits to a and b)”.

CN: H.3 deleted.

**Page:** 40

Remove this language about continuous language and further study by the PC required to assess the implications of this standard

**Commentor:** Councilmember: Councilmember Lee Eng/Vice Chair Vice Chair Enander

**2. Comment:** A quick review of buildings approved in the CT and CD/R3 zone during the past 4-5 years shows that none would likely conform to the basic massing and articulation standards. This raises two issues: (1) are we losing some building styles or elements that we actually like? (2) should we create a legal carve-out for these recent buildings so that they do not become “legal non-conforming” but are excepted from those requirements?

**Staff/Comment Response:** The objective standards under consideration are the product of community input, feedback from decision makers, stakeholders, public comment made at planning commission meeting, Planning Commissioner input, and a review of the various regulations and policy documents, and various existing buildings that are currently in place. These standards are an effort to synthesize all of this information and input and it is an effort to bring together the best of what was learned.

The subjective and objective design review processes are two different types of reviews that are used to evaluate the design of a project. In the subjective, the discretion of the decision makers weighs heavily in the final decision of a project whereas in the objective design review process, a project’s design is measured against a set of standards. If there are certain building styles or elements that members of the City Council believe are missing or need to be addressed, these should be brought up and explained along with potential language modifications to the code that will achieve the desired project design.

In terms of nonconformity, this has been discussed previously at other city council meetings and the initial direction provided by the Council was that if more than 50% of the existing floor area or any façade of a building not approved through the objective design standards process, then the entire building would have to be brought into compliance with the adopted objective standards.

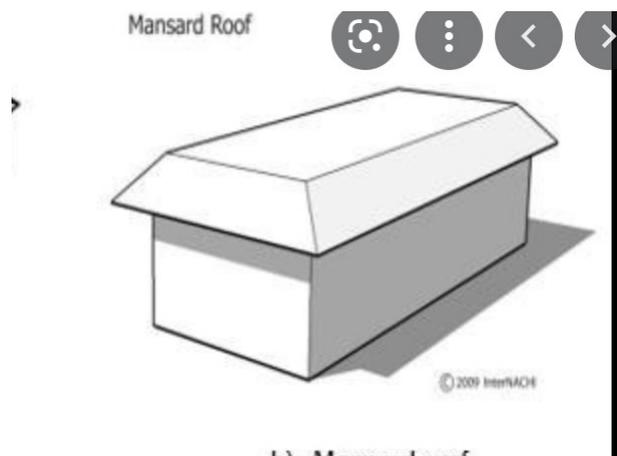
A potential carve out for existing buildings in the Nonconforming Ordinance section needs to be explored. This needs to be assessed by the PC.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**3. Comment:** If all 4-story buildings have to have the 4<sup>th</sup> floor embedded in the sloping roof form, is the likely result to be a very high percentage of buildings with mansard roofs<sup>2</sup>? Is this a desirable outcome of the standards?

**Staff/Consultant Response:** Not necessarily. This standard is meant to apply in instances where a qualifying project uses State Density Bonus Law to exceed the maximum allowed height set by the base zone. The top-floor standard has been included to minimize the perceived height of buildings that exceed the maximum height allowed by the base zone and can be accommodated by gable and hipped roof forms with a variety of dormers that help to break up the roof expanse and provide useable floor space. If mansard roofs are not desirable, the code could be modified to prohibit them.

Need a definition of a "sloped roof"? Need a certain pitch of roof (i.e a 4/12 roof pitch)-this would be further studied by the PC.



**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**4. Comment:** there is no requirement in the current code for the first floor to be 12' in CN as there are with other zones. Why, therefore, is the same language and associated diagram included here as is found in the other zones that do have such a requirement? I thought we weren't changing/adding objective standards elsewhere. If this stand, it would be ambiguous or in conflict with 14.40.140.

**Staff/Consultant Response:** This standard is independent of any existing height standards – instead, it is intended to provide a hierarchy relationship between the ground floor and the upper floors. It is up the architect and developer to develop a plan that complies with this standard in addition to complying with the height limit.

#### 14.40.140 - Height of structures (CN).

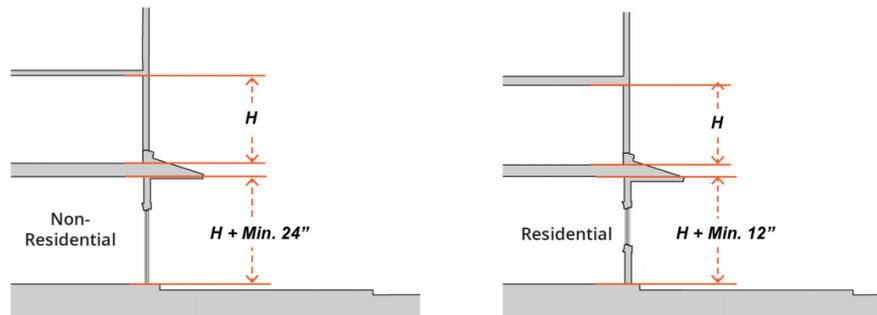
No structure shall exceed thirty (30) feet in height.

---

<sup>2</sup> A mansard or mansard roof is a four-sided gambrel-style hip roof characterized by two slopes on each of its sides with the lower slope, punctured by dormer windows, at a steeper angle than the upper.

Rem

3. **Ground Floor Floor-to-Ceiling Height.**
  - a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where **ground floor** is non-residential.
  - b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where **ground floor** is residential.



Use diagram on the right (12 inch difference) but to refer to PC for further review. The diagram in the graphic needs to match the verbiage in the document.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**5. Comment:** The converse applies to 14.44.130 (CD). The zoning code at 14.44.120 requires a minimum interior ceiling height of 12', but there is no similar language or diagram in the proposed 14.44.130 Design Control document.

**Staff/Consultant Response:** Currently in the CD section of the code a max height of 30 feet is listed with an additional caveat that the minimum interior ceiling height of 12 feet be included to accommodate retail uses. The commentor is correct that the requirement for additional ceiling height is not included in the draft objective standards. Agreed, this should be included in the CD. Documents edited accordingly.

Use same diagram from the CN zone but to refer to PC for further review. The diagram in the graphic needs to match the verbiage.

#### 14.44.120 - Height of structures (CD).

No commercial or mixed-use structure shall exceed thirty (30) feet in height. The first story shall have a minimum interior ceiling height of twelve (12) feet to accommodate retail use, and the floor level of the first story shall be no more than one foot above sidewalk level.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**6. Comment:** Does using upper floor heights as the reference by which first floor heights are determined allow for any undesirable consequences?

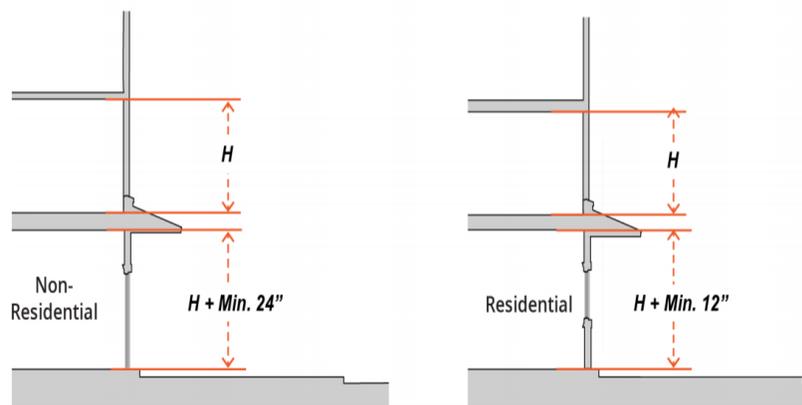
**Staff Response:** I think the commentor is asking the following question:

“If we mandate that the first floor be 24 inches taller than a normal “floor” per the objective zoning standards, are we inadvertently creating a scenario by which developers would be able to automatically get increased height for a building?” No, an applicant would still have to make the case for getting a density bonus concession or waiver by the specific legal thresholds identified in Density Bonus Law.

elements are exempted.

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where ground floor is residential.



4. **Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and linked to the street by clear a circulation element.

**The PC should review to ensure no unintended consequences in relationship to density bonus law.**

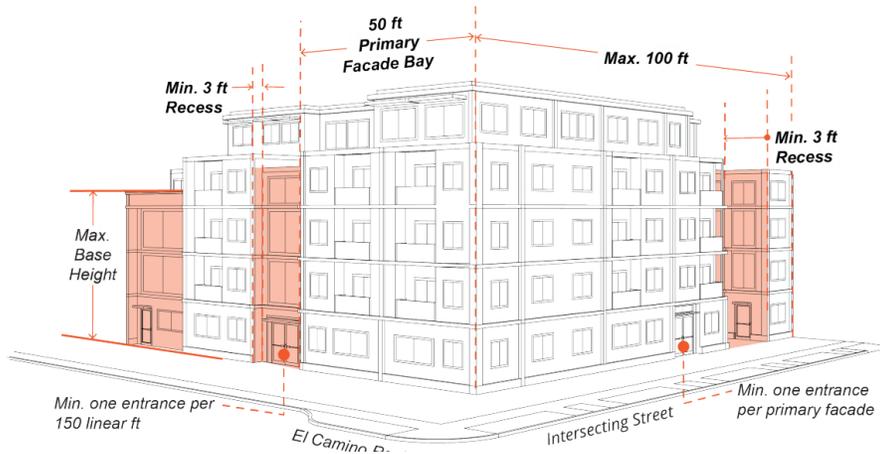
**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**7. Comment:** Breaking up facades (example for CT at B.2.a. but found elsewhere). Requirement to break up facades of more than x length must be “defined by a recess a minimum of 3 feet deep.” Why is there no minimum width? It seems there should be a minimum as maximum for both primary and secondary to prevent “striped” buildings – or are all primary facades 50 feet by definition?

**Staff/Consultant Response:** City staff and the consultant are unclear about this comment because the CT design controls and the diagram within the document clearly articulate that after 50 feet the architect will be required to break up the massing with a three (3) foot recess. Width is not specified because the articulation can simply be a change in plane.

2. **Vertical Articulation.**

- a. When a building façade exceeds 100 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per 150 linear feet along El Camino Real and per primary façade bay along all other rights-of-way.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



Clearly define a reasonable width in relationship to the building. Further study required by the PC. Suggestion of 10 feet in width.

**Commentor:** Councilmember Lee Eng

**8. Comment: Concerns about the blank wall provisions in the draft document.**

- iv. Non-glazed wall areas (**blank** walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
  - i. Change in roof parapet height or shape
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot difference
  - v. Change in frontage type or change in details of Shopfront frontage type if used
  - vi. Use of upper floor projections such as bay windows or balconies.

**Blank wall provisions need to apply to the entire building not just first floor. Remove words “at the ground level”. Further study by the PC.**

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

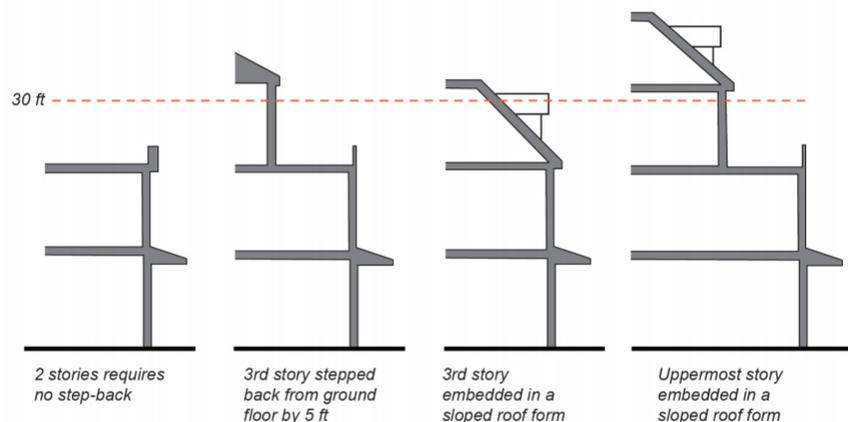
**Revised 14.44.130 Design Control (CD)**

---

**A. Building Massing and Articulation.**

**1. Upper-story Step-backs.**

- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height.



- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height.
- c. For buildings over three stories in height, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

**Commentor: Councilmember Lee Eng/Vice Chair Enander**

**9. CONTENT / POLICY ISSUES**

Goal: text and diagrams should be consistent within and between sections and with other height standards. They should be clear enough to avoid potential misinterpretation based on omissions or ambiguities.

- a. The objective height limits for CN, CD, CRS, CD/R3 (commercial/mixed-use) and CRS/OAD are all 30' (35' for all residential in CD/R3). What is the rationale for having the set-backs and roof form requirements referenced to that 30' for CD and CD/R3 but to "stories" for the others? If the assumption is that the third story will always intercept the height limit, why not use the height limit numerically and provide a reference line on all diagrams? Or simply require everything above 2 stories to be set back according to the requirements.

**Staff Response:** This is the same question as item #3 above. A little more background on this:

The reason we went with stories for CN, CRS and CRS/OAD was based on the directive to "match existing conditions in downtown," which was a directive provided to us by City Council. Our audit of existing conditions in those zones demonstrated that most buildings top out at 2 stories in CN, CRS and CRS/OAD. There are some exceptions, but generally those were the maximum number of stories we observed. So, in order to match those conditions, the standards for those zones were denominated in number of stories, regardless of height.

In the CD and CD/R3, however, there was less consistency in existing conditions. In these districts, the Commission and Council expressed a preference for setbacks required above the base height limit only (which is 30 or 35ft, based on use). As discussed in response to item #3 above, diagrams in previous drafts indicated this intent by showing the stepped-back portion dotted-in, above the base height limit.

The concerns are that specifying a step-back at the 4<sup>th</sup> story would allow a situation where a height concession permits a tall 3-story building to exceed the base height limit at the street frontage. By specifying that anything above the base height limit must be stepped back, a tall third story above base height limit must still be stepped back (or sloped).

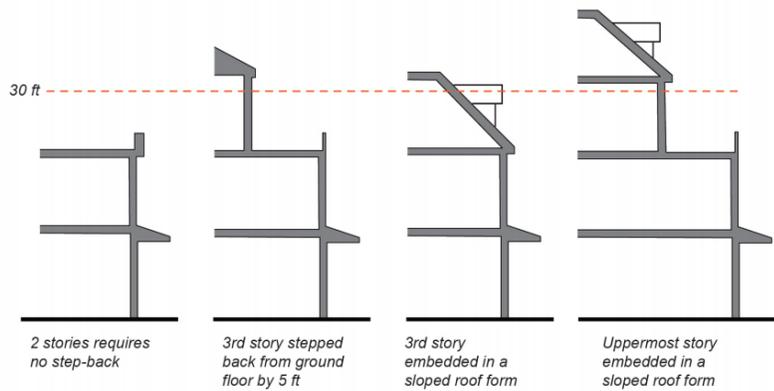
In addition, the revised standard does still allow three stories with no required step-back, provided it does not exceed the base height limit.

**Revised 14.52.110 Design Control (CD/R3)**

**A. Building Massing and Articulation.**

**1. Upper-story Step-backs**

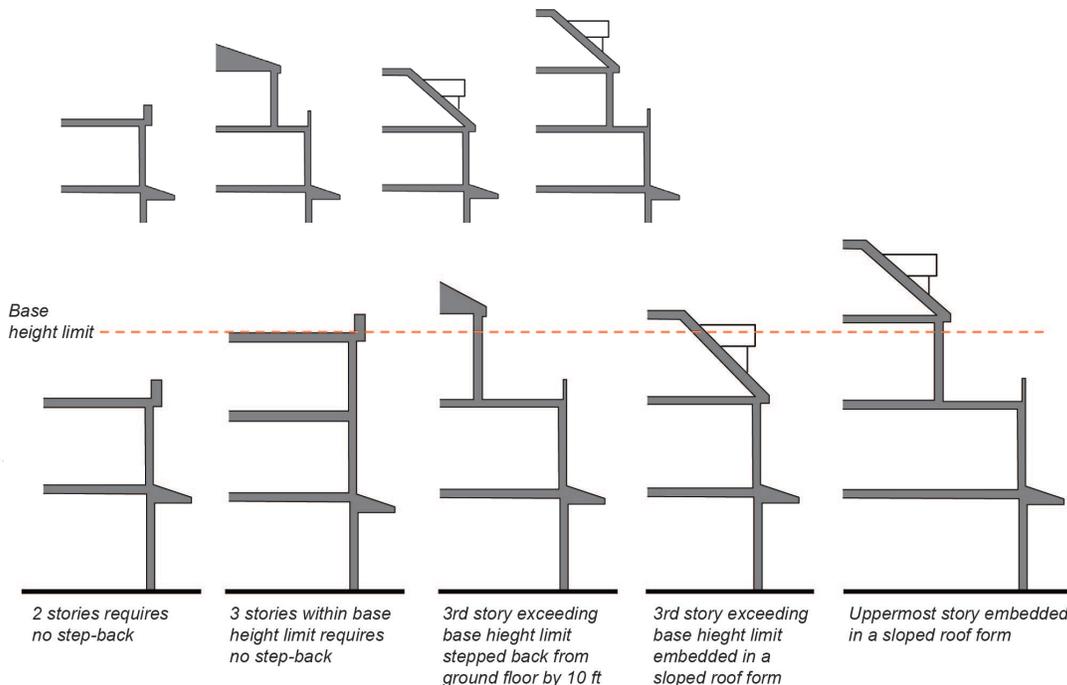
- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- c. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.



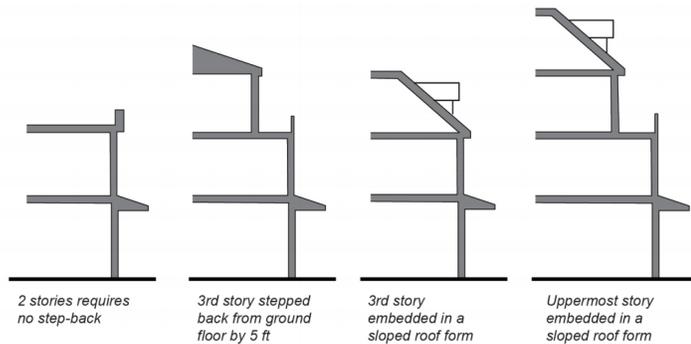
Add words to make it clear what parts of the building need to be step back and where it needs to begin. "As illustrated in each of the diagrams". This will be referred back to the PC for additional study.

**CN zone:**

Additional study for the PC and to make this distinction between stories and heights and treating the commercial zones differently in light of Density Bonus considerations



2. **Upper Story Step-backs, Side Interior and Rear where Abutting R-1 District.**



- a. The third story must be either stepped back a minimum 10 feet from ground floor façade or embedded in a sloped roof form.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form.

**Commentor:** Mayor Fligor

**10. Comment-**Are there other acceptable types of siding materials? It says all siding must be wood, composite wood or cement fiberboard, but then excludes vinyl and aluminum. Its either we don't need to exclude vinyl/aluminum if only wood, etc are allowed, or we state everything is allowed except vinyl and aluminum.

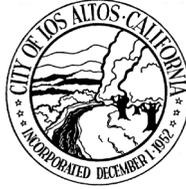
**Staff Response:** This is to emphasize that vinyl and aluminum are not allowed/permitted.

Feedback from the Planning Commission during its review of the objective standards indicated a desire to make this explicit and the proposed language reflects their recommendation.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum not permitted.
  - c. Stone
  - d. Brick

Everything else is excluded including but not limited to vinyl and aluminum. Further study by the PC is requested.



## MEMORANDUM

**DATE:** August 25, 2021

**TO:** City Council

**FROM:** Guido F. Persicone, Planning Manager  
Jon Biggs, Community Development Director

**SUBJECT:** RESPONSE TO COMMENTS-OBJECTIVE STANDARDS PROJECT

Items in Yellow-refer back to the Planning Commission for further study and deliberation  
Council adopted the staff recommendations identified in red below

**Commentor:** Mehruss Ahi, Architecture Designer<sup>1</sup>

### 1. Privacy and Line of Sight (Most Zones)

**Comment:** The new comments discuss creating an angled window at 30 degrees for bedroom windows, measured at the adjacent side setback line. As an architect, I believe that this would be subjective to require windows to be angled in such a way. Not only would you be losing square footage by angling the window out or in, but there wouldn't be an objective reason to make such a requirement. Instead, you could make the window opaque or make sure that windows are pushed farther in (more articulation), but to angle them at an arbitrary number seems odd. A slightly angled window would not help solve the privacy issue with an adjacent neighbor. It would simply just be a temporary solution

**Staff/Consultant Response:** The specific numerical value of the angle makes this an enforceable, objective standard. Requiring articulation would result in the same issue (loss of square footage). Per comment, an opaque window is a good option as well.

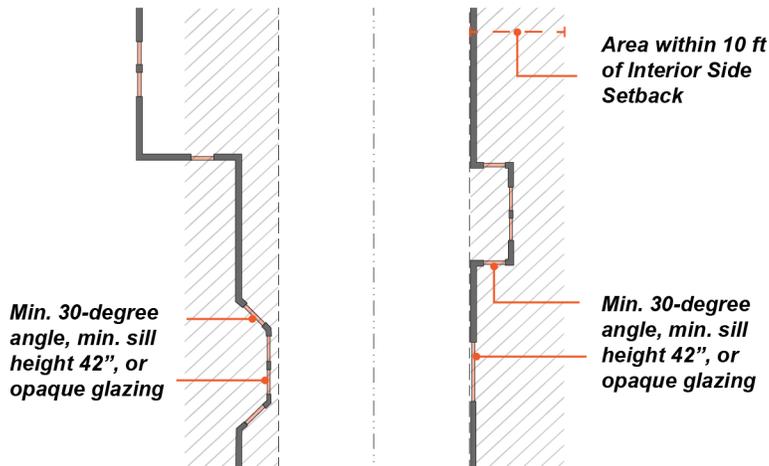
Recommended revised text:

- Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
- The maximum sill height for an ingress/egress window is 44 inches from finished floor.

---

<sup>1</sup> Planning Commissioner Ahi is an architectural designer and he sent the city his personal comments. It is important to note these edits do not reflect the position of the Planning Commission, which recommended approval of the Objective Standards in January of 2021

A.



Commentor: **Mehruss Ahi, Architecture Designer**

## 2. Site Circulation and Access (CT)

**Comment:** For this section, it says that a “continuous bicycle/pedestrian only access shall be provided along the rear setback on all lots where development abuts an R-1 district to the rear”. I think that the word “continuous” might make things confusing because it is unclear if we would want a dedicated path in the rear that wraps to the front or just an accessible point. This may cause issues because we could possibly be requiring a continuous access in the entire rear setback when that’s not always possible for every project.

**Staff/Consultant Response:** The community expressed a desire that continuous pedestrian and bicycle access be developed over time along the rear of the CT district where parcels are deep and where the corridor abuts low-density residential. This is so that residents can comfortably access the new development from the rear/ away from El Camino Real.

Recommended edits:

CT: “Rear pedestrian/bicycle access shall be provided from any abutting right-of-way or alley for projects: (no edits to a and b)”.

CN: H.3 deleted.

Page: 40

Remove this language about continuous language and further study by the PC required to assess the implications of this standard

**I. Site Circulation and Access**

1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
2. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.
3. Continuous bicycle/pedestrian-only access shall be provided along or within the rear setback:
  - a. On all lots with a depth of 250 feet or greater; and
  - b. On all lots where development abuts an R-1 district to the rear.

**Commentor:** Mehruss Ahi, Architecture Designer

**3. Upper Story Stepbacks (CT and CD-R3)**

**Comment:** These sections had been changed from a building stepping back on the 5<sup>th</sup> Level or 4<sup>th</sup> Level to stepping back at 45'-0" or 35'-0". I'm not sure who proposed this change but having the step back occur at an arbitrary height is not wise. There are 2 projects in particular (5150 El Camino and 4350 El Camino) where the top of the 4<sup>th</sup> Level actually occurred lower than 45'-0". So essentially, we would be telling Developers to go up to 45'-0" and then step back, when, they might have gone lower to begin with. My other concern is the fact that a CT Development may incorporate Ground Floor Commercial at some point and the height from ground level to the 4<sup>th</sup> Floor would be very different than a purely residential building so we cannot just incorporate a random height number to trigger the stepback. I feel very strongly that this should go back to Levels and not a Height Number.

Max Height allowed in the CT Zone: 45 Feet

Max Height allowed in the CD/R3 Zone: 30 feet-commercial/mixed use/35 feet-residential<sup>2</sup>

**Pages:** 40 (CT), 53 (CD/R3)

**Staff/Consultant Response: CD and CD/R3 districts:** As noted, this step-back was changed from being required at the 4th story to being required above the max base height (which is 30 or 35ft, depending on use). Diagrams in previous drafts indicated this intent by showing the stepped-back portion dotted-in above the base height limit. However, diagrams of previous drafts also showed 3 stories fitting within the base height limit, which is possible, but not typical. The revised standard addresses this fact and shows diagrams that more accurately reflect what will be built. In addition, the revised standard does still allow three stories with no required step-back, provided it does not exceed the base height limit

Match the diagram language from below

---

<sup>2</sup> CD/R3-No commercial or mixed-use structure shall exceed thirty (30) feet in height and no entirely residential structure shall exceed thirty-five (35) feet in height.

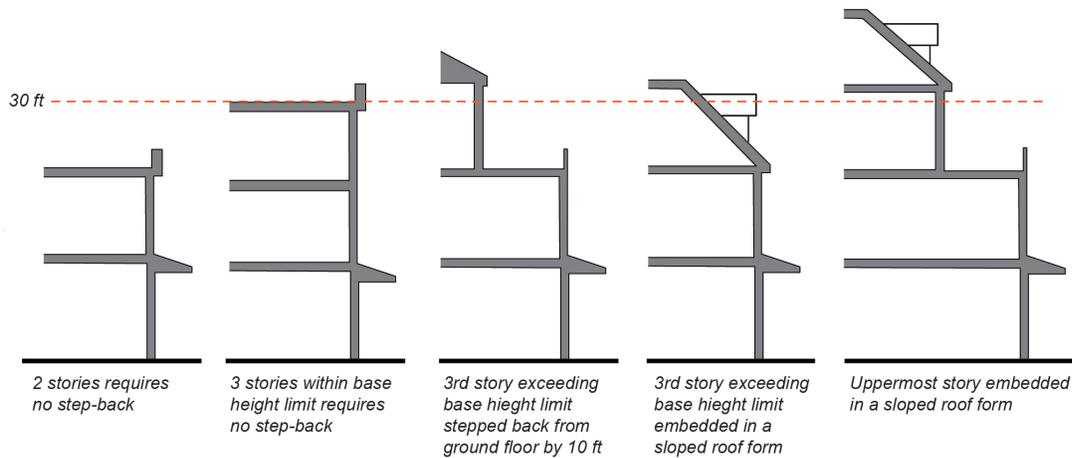
**Revised 14.52.110 Design Control (CD/R3)**

**A. Building Massing and Articulation.**

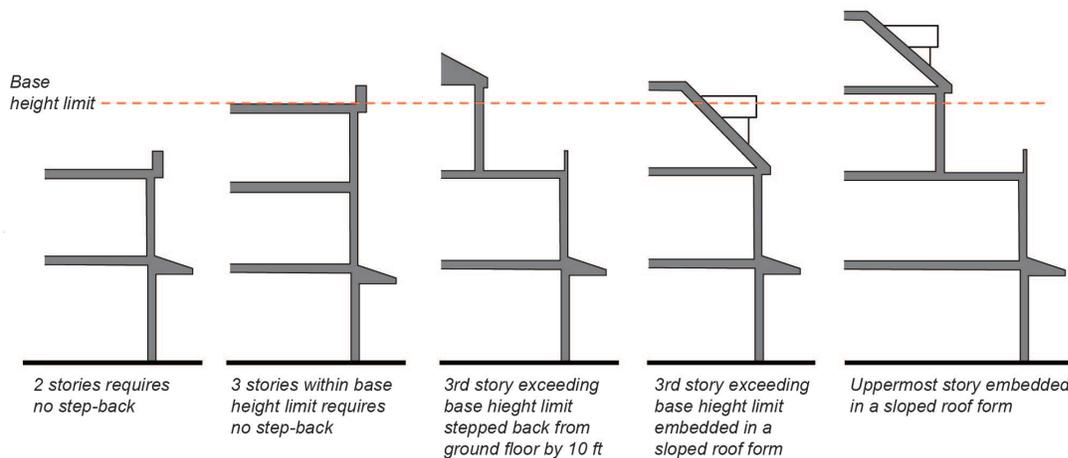
**1. Upper-story Step-backs**

- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- c. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

**CD:**



**CD/R3:**



## **Revised 14.50.170 Design Control (CT)**

---

- A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).
- B. Building Massing and Articulation.**
1. **Upper-story Step-backs.**
    - a. *Front:* Minimum 10 feet from ground floor façade above 45 feet in height.
    - b. *Street Side:* Minimum 10 feet from ground floor façade above 45 feet in height.
  2. **Vertical Articulation**

**Staff/Consultant Response: CT district:** Same logic as above but with 5th story / 45 ft base height limit. No edits recommended.

**Commentor:** Mehruss Ahi, Architecture Designer

**4. Comment:** The entire Downtown Gateways Section is entirely too subjective for this document. Items such as “Special uses with outdoor plaza” and “Special landscape features” only add more confusion for development projects because they are not specific and not intentional. My understanding was that these standards were not supposed to include specific language for precise areas. It does not sit well with me because it feels like we are taking from our other documents (Downtown Design Guidelines, Downtown Vision, etc.) and trying to fit them into this, when all along, this was always about the objective design standards and not about any Gateway between Edith Avenue, State Street and San Antonio Road. The Planning Commission made sure to not include this in our analysis so this feels misplaced. I think it’s only a matter of time until this section gets taken out because of the confusion it will cause with Architects and Developers who are misunderstanding what each element really means.

**Staff/Consultant Response: Recommended edit:**

1. Building design at gateway intersection shall include:
  - a. Façade lighting; and
  - b. Overhangs or sloped roof forms.
2. Ground-floor design at gateway intersections must address both street frontages through:
  - a. Entrances that are visible and directly accessible from both streets;
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner;
  - c. Landscaped area with a minimum dimension of six feet; and
  - d. A usable public space with pedestrian-scaled features.

- E. **Downtown Gateways.** A **downtown gateway** is located at the intersection of Foothill Expressway at Main Street.
1. A minimum two elements from the following list must be incorporated into corner building design at gateway intersections:
    - a. Sloped roof structures
    - b. Special uses with outdoor plaza
    - c. Special landscape features
    - d. Enhanced on-site lighting
    - e. Increased architectural details
  2. Ground-floor design at gateway intersections must address both street frontages through:
    - a. Entrances that are visible and directly accessible from both streets
    - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner
    - c. A usable public space with pedestrian-scaled features on the non-entrance street.

**Commentor:** Councilmember: Councilmember Lee Eng/Vice Chair Vice Chair Enander

**5. Comment:** A quick review of buildings approved in the CT and CD/R3 zone during the past 4-5 years shows that none would likely conform to the basic massing and articulation standards. This raises two issues: (1) are we losing some building styles or elements that we actually like? (2) should we create a legal carve-out for these recent buildings so that they do not become “legal non-conforming” but are excepted from those requirements?

**Staff/Comment Response:** The objective standards under consideration are the product of community input, feedback from decision makers, stakeholders, public comment made at planning commission meeting, Planning Commissioner input, and a review of the various regulations and policy documents, and various existing buildings that are currently in place. These standards are an effort to synthesize all of this information and input and it is an effort to bring together the best of what was learned.

The subjective and objective design review processes are two different types of reviews that are used to evaluate the design of a project. In the subjective, the discretion of the decision makers weighs heavily in the final decision of a project whereas in the objective design review process, a project’s design is measured against a set of standards. If there are certain building styles or elements that members of the City Council believe are missing or need to be addressed, these should be brought up and explained along with potential language modifications to the code that will achieve the desired project design.

In terms of nonconformity, this has been discussed previously at other city council meetings and the initial direction provided by the Council was that if more than 50% of the existing floor area or any façade of a building not approved through the objective design standards process, then the entire building would have to be brought into compliance with the adopted objective standards.

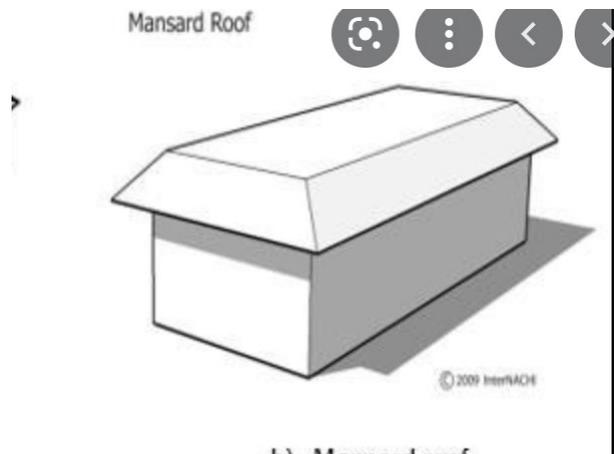
Potential carve out for existing buildings in the Nonconforming section. This needs to be assessed by the PC.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**6. Comment:** If all 4-story buildings have to have the 4<sup>th</sup> floor embedded in the sloping roof form, is the likely result to be a very high percentage of buildings with mansard roofs<sup>3</sup>? Is this a desirable outcome of the standards?

**Staff/Consultant Response:** Not necessarily. This standard is meant to apply in instances where a qualifying project uses State Density Bonus Law to exceed the maximum allowed height set by the base zone. The top-floor standard has been included to minimize the perceived height of buildings that exceed the maximum height allowed by the base zone and can be accommodated by gable and hipped roof forms with a variety of dormers that help to break up the roof expanse and provide useable floor space. If mansard roofs are not desirable, the code could be modified to prohibit them.

Need a definition of a “sloped roof”? Need a certain pitch of roof (i.e a 4/12 roof pitch)-this would be further studied by the PC.



**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**7. Comment:** there is no requirement in the current code for the first floor to be 12’ in CN as there are with other zones. Why, therefore, is the same language and associated diagram included here as is found in the other zones that do have such a requirement? I thought we weren’t changing/adding objective standards elsewhere. If this stand, it would be ambiguous or in conflict with 14.40.140.

**Staff/Consultant Response:** This standard is independent of any existing height standards – instead, it is intended to provide a hierarchy relationship between the ground floor and the upper floors. It is up the architect and developer to develop a plan that complies with this standard in addition to complying with the height limit.

#### 14.40.140 - Height of structures (CN).

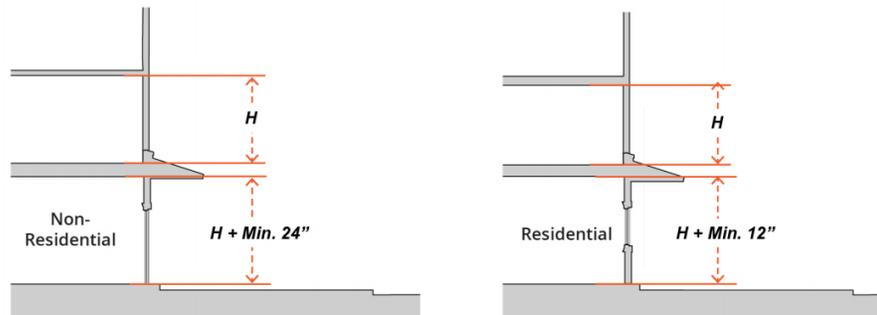
No structure shall exceed thirty (30) feet in height.

---

<sup>3</sup> A mansard or mansard roof is a four-sided gambrel-style hip roof characterized by two slopes on each of its sides with the lower slope, punctured by dormer windows, at a steeper angle than the upper.

Rem

3. **Ground Floor Floor-to-Ceiling Height.**
  - a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where **ground floor** is non-residential.
  - b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where **ground floor** is residential.



Use diagram on the right (12 inch difference) but to refer to PC for further review. The diagram in the graphic needs to match the verbiage.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**8. Comment:** The converse applies to 14.44.130 (CD). The zoning code at 14.44.120 requires a minimum interior ceiling height of 12', but there is no similar language or diagram in the proposed 14.44.130 Design Control document.

**Staff/Consultant Response:** Currently in the CD section of the code a max height of 30 feet is listed with an additional caveat that the minimum interior ceiling height of 12 feet be included to accommodate retail uses. The commentor is correct that the requirement for additional ceiling height is not included in the draft objective standards. Agreed, this should be included in the CD. Documents edited accordingly.

Use same diagram from the CN zone but to refer to PC for further review. The diagram in the graphic needs to match the verbiage.

#### 14.44.120 - Height of structures (CD).

No commercial or mixed-use structure shall exceed thirty (30) feet in height. The first story shall have a minimum interior ceiling height of twelve (12) feet to accommodate retail use, and the floor level of the first story shall be no more than one foot above sidewalk level.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**9. Comment:** Does using upper floor heights as the reference by which first floor heights are determined allow for any undesirable consequences?

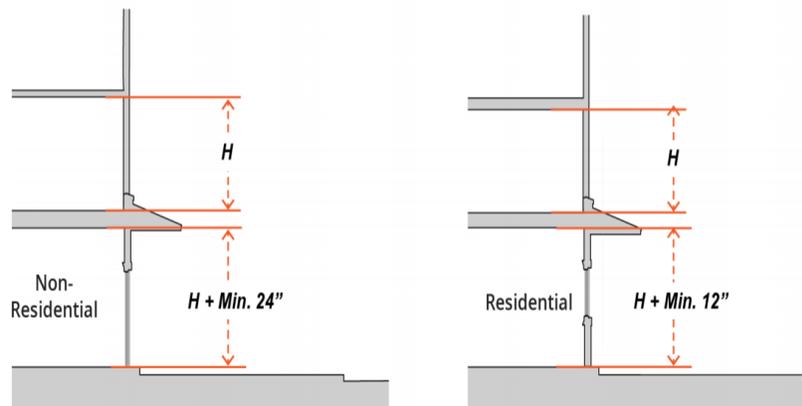
**Staff Response:** I think the commentor is asking the following question:

“If we mandate that the first floor be 24 inches taller than a normal “floor” per the objective zoning standards, are we inadvertently creating a scenario by which developers would be able to automatically get increased height for a building?” No, an applicant would still have to make the case for getting a density bonus concession or waiver by the specific legal thresholds identified in Density Bonus Law.

elements are exempted.

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling height where ground floor is residential.



4. **Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and linked to the street by clear a circulation element.

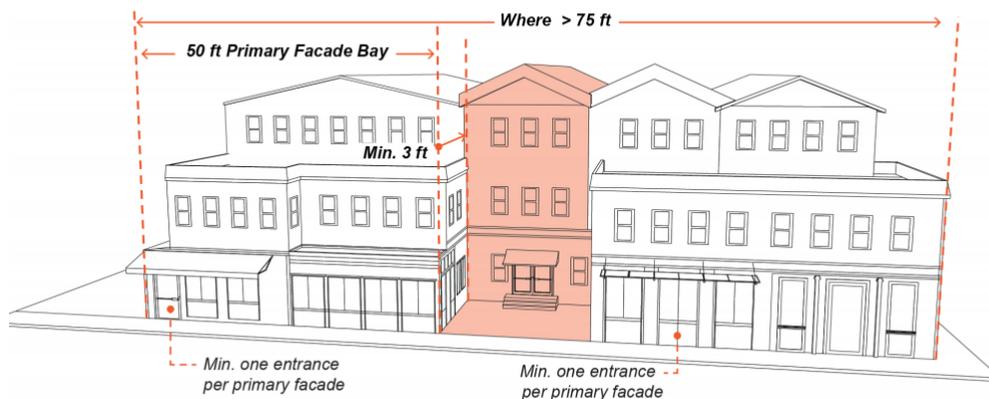
**The PC should review to ensure no unintended consequences in relationship to density bonus law.**

**Commentor: Councilmember Lee Eng/Vice Chair Enander**

**10. Comment: Building materials – definition of “primary”** May need to adjust definitions to specify how glazed surfaces (fenestration) is included in the calculation. If determination of primary/secondary are meant to be calculated on the façade net of fenestration, this should be specified.

**Staff Response:** There are a few very good questions within this comment. First is the definition of what is considered the “primary” or “front”? This is actually codified already in the Los Altos Zoning Code, and it should not be changed as part of this process because it clearly defines the front lot line.

*"Front lot line" means, on an interior lot, the lot line abutting a street, or, on a corner lot, the shortest dimension of the lot fronting the street, or, on a double frontage lot, the lot line abutting the street providing the primary means of access to the lot, or, on a flag lot, the interior lot line most parallel to and nearest the street from which the means of access is obtained, except that where the average width of a flag lot exceeds its average depth and the longer dimension is considered the depth, the front lot line will be the property line from which the front yard is measured. On a corner lot, if more than one property line abutting on a street can be designated as a front lot line without creating a nonconforming lot or structure, then either property line may be deemed the front lot line<sup>4</sup>.*



The second part of the comment really speaks to what is the “front façade” but even this is clearly articulated in the draft Objective Standards document meaning the primary architectural element of the building and is generally shown in lineal feet.

**Recommended edits to Building materials standards:**

- Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. The following primary cladding materials are allowed:
- Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. The following secondary cladding materials are allowed:

**Recommended edits to Definitions:**

- “Façade” means the exterior wall on any side of a building.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**11. Comment:** Breaking up facades (example for CT at B.2.a. but found elsewhere). Requirement to break up facades of more than x length must be “defined by a recess a minimum of 3 feet deep.” Why is there no minimum width? It seems there should be a minimum as maximum for both primary and secondary to prevent “striped” buildings – or are all primary facades 50 feet by definition?

**Staff/Consultant Response:** City staff and the consultant are unclear about this comment because the CT design controls and the diagram within the document clearly articulate that after 50 feet the

<sup>4</sup> This section is from the Definitions sections of the Zoning Ordinance (see 14.02.070)

architect will be required to break up the massing with a three (3) foot recess. Width is not specified because the articulation can simply be a change in plane.

2. **Vertical Articulation.**

- a. When a building façade exceeds 100 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.
- b. A minimum one entrance shall be provided per 150 linear feet along El Camino Real and per primary façade bay along all other rights-of-way.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



Clearly define a reasonable width in relationship to the building. Further study required by the PC. Suggestion of 10 feet in width.

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**12. Comment:** Why was the requirement to “enhance” blank walls deleted? If intentional, then at CD - 14.44.130.B.1. – old item c was deleted – the accompanying diagram that follows, primarily to portray transparency requirements, still has the text annotation of the now-deleted requirement (“Blank walls at the ground level must be enhanced with architectural details, landscaping...”). If deleting that was council direction, then the requirement should be removed from the graphic<sup>5</sup>.

**Staff Response:** This was not deleted, only moved to accommodate other changes requested. See B.1.A.iv.

<sup>5</sup> CD Design Controls, page 19 of the document.

**B. Building Design.**

**1. Façade Design.**

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.

Draft Los Altos Objective Design Standards | 19

- iv. Non-glazed wall areas (**blank** walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

Commentor: Councilmember Lee Eng-Vice Chair Enander

**13. Comment:** Make same change in CRS, CT, CRS/OAD re: diagram.

13a-If text is restored, please note the text was also deleted in CD/R3 at B.1.c, although there was never a diagram.

**Staff Response:** Once again, city staff are unclear about this comment because within the CD/R3 design controls blank walls must show some architectural details and/ landscaping.<sup>6</sup>

---

<sup>6</sup> See page 58 of the document for further details.

**B. Building Design.**

**1. Façade Design.**

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (**blank** walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

**13b. Comment:** And for CRS, the wording was at the bottom of the page after B.1.b.vi. is apparently in an errant place.

**Staff Response:** **Noted. This will be changed.**

- iv. Non-glazed wall areas (**blank** walls) at the ground level must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
  - i. Change in roof parapet height or shape
  - ii. Change in roof style
  - iii. Change in architectural style
  - iv. Change in building height, minimum 8-foot difference
  - v. Change in frontage type or change in details of Shopfront frontage type if used
  - vi. Use of upper floor projections such as bay windows or balconies.

**Blank wall provisions need to apply to the entire building not just first floor. Remove words "at the ground level". Further study by the PC.**

**Commentor:** Councilmember Lee Eng/Vice Chair Enander

**14. Comment:** Is there some logic to having B.1.a, B.1.b, and B.2 reference requirements if facades are greater than 50 feet, but in B.3 the requirements apply if the façade is over 48 feet? Why aren't all the same (either 48 or 50)?

**Staff/Consultant Response:** **One section refers to the need of a step-back for buildings four stories and above. The other specifically refers to projects immediately adjacent to R-1 properties. In the case of the R-1 design standards, greater protections are given to single-family properties in the R-1 zone. For simplicity's sake the standards can be modified to 50 feet but this is a policy decision for the full City Council.**

### Revised 14.24.110 Design Control (R3-1)

- A. Building Placement.** A minimum 85 percent of the building frontage must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).
- B. Building Massing and Articulation.**
1. **Upper-story Step-backs.**
    - a. *Front:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
    - b. *Street Side:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
    - c. *Interior Side and Rear Abutting an R-1 District:* Minimum 5 feet from ground floor façade for fourth story and above.
    - d. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Subsection 5.
  2. **Vertical Articulation.** When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum of 3 feet deep.



3. **R-1 Adjacencies.**
  - a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.

**Commentor: Councilmember Lee Eng/Vice Chair Enander**  
**Comment: EDITORIAL FIXES**

#### 15. Reference errors:

- a. 14.40.150 B.1.a change “Section A.7” to “Section B.7- Edited to refer to Section 14.40.150.B.7.
- b. 14.54.130 A.1.b change “Section A.7” to “Section A.6”- Edited to refer to Section 14.54.130.A.6.

All references throughout the document have been changed to refer to the complete section number.

Commentor: Councilmember Lee Eng/Vice Chair Enander

### 16. Caption errors

- a. 14.44.130 (CD) A.1.a. required 10 foot upper-story step back. Caption on the diagram says 5 feet- **Noted and corrected.**

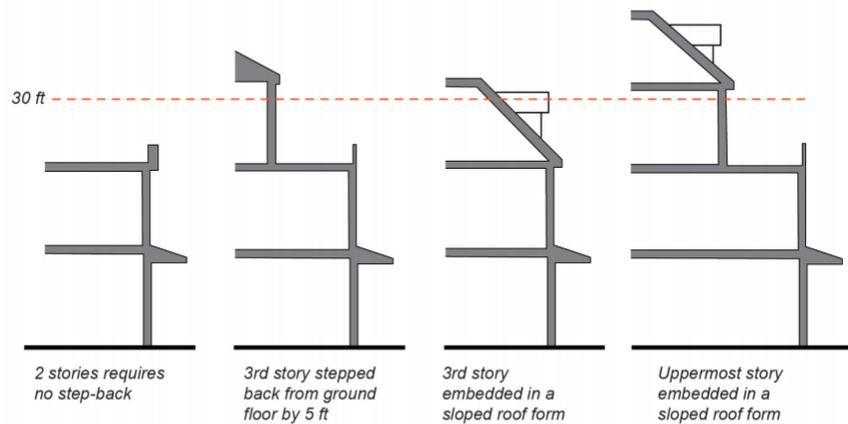
#### **Revised 14.44.130 Design Control (CD)**

---

##### **A. Building Massing and Articulation.**

###### **1. Upper-story Step-backs.**

- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height.



- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height.
- c. For buildings over three stories in height, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

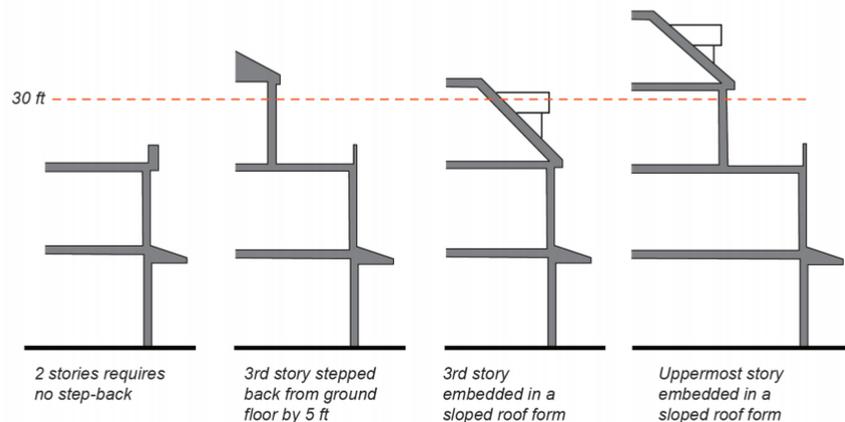
- b. 14.52.110 (CD/R3) has the same error- **Noted and corrected**

## Revised 14.52.110 Design Control (CD/R3)

### A. Building Massing and Articulation.

#### 1. Upper-story Step-backs

- Front:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height (commercial or mixed use) or 35 feet (residential only).
- For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.



2. Vertical Articulation  
Add words to make it clear what parts of the building need to be step back and where it needs to begin. "As illustrated in each of the diagrams". This will be referred back to the PC for additional study.

Commentor: Councilmember Lee Eng/Vice Chair Enander

#### 17-Window sill height

- CN B.6.b. – why “maximum” sill height? Should be “minimum”?
- Also in CRS, CT, CD/R3, CRS/OA

**Staff Response:** Per the Chief Building Official- the maximum sill height for an ingress/egress window is 44 inches. This verbiage should be changed throughout the entire document. See recommended edits on page 1 of this Memo.

#### 18-CN – C.4.a re: Interior Courtyard

- I think there’s a pair of words reversed. It reads “..must be: Partially visible from the street and linked to the street by clear a circulation element.” I think the words “clear” and “a” are reversed. I don’t claim to know what this really means, however.

**Staff Response:** Agreed. The verbiage needs to be clearer and the phrase “circulation element” needs to be removed and replaced with the words “by a clear accessible path of travel.. Noted and corrected throughout document.

4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by clear a circulation element.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Access.** Access must be:

**Commentor: Councilmember Lee Eng/Vice Chair Enander**

### 19. CONTENT / POLICY ISSUES

Goal: text and diagrams should be consistent within and between sections and with other height standards. They should be clear enough to avoid potential misinterpretation based on omissions or ambiguities.

- a. The objective height limits for CN, CD, CRS, CD/R3 (commercial/mixed-use) and CRS/OAD are all 30' (35' for all residential in CD/R3). What is the rationale for having the set-backs and roof form requirements referenced to that 30' for CD and CD/R3 but to "stories" for the others? If the assumption is that the third story will always intercept the height limit, why not use the height limit numerically and provide a reference line on all diagrams? Or simply require everything above 2 stories to be set back according to the requirements.

**Staff Response:** This is the same question as item #3 above. A little more background on this:

The reason we went with stories for CN, CRS and CRS/OAD was based on the directive to "match existing conditions in downtown," which was a directive provided to us by City Council. Our audit of existing conditions in those zones demonstrated that most buildings top out at 2 stories in CN, CRS and CRS/OAD. There are some exceptions, but generally those were the maximum number of stories we observed. So, in order to match those conditions, the standards for those zones were denominated in number of stories, regardless of height.

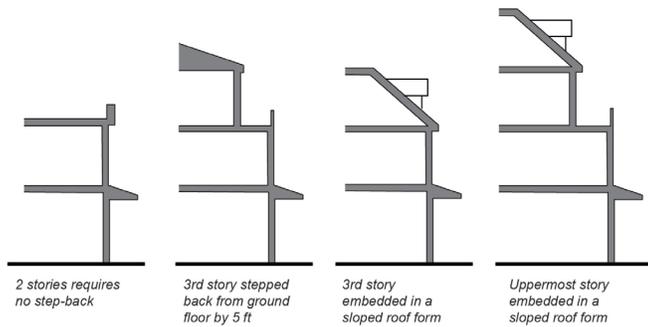
In the CD and CD/R3, however, there was less consistency in existing conditions. In these districts, the Commission and Council expressed a preference for setbacks required above the base height limit only (which is 30 or 35ft, based on use). As discussed in response to item #3 above, diagrams in previous drafts indicated this intent by showing the stepped-back portion dotted-in, above the base height limit.

The concerns are that specifying a step-back at the 4<sup>th</sup> story would allow a situation where a height concession permits a tall 3-story building to exceed the base height limit at the street frontage. By specifying that anything above the base height limit must be stepped back, a tall third story above base height limit must still be stepped back (or sloped).

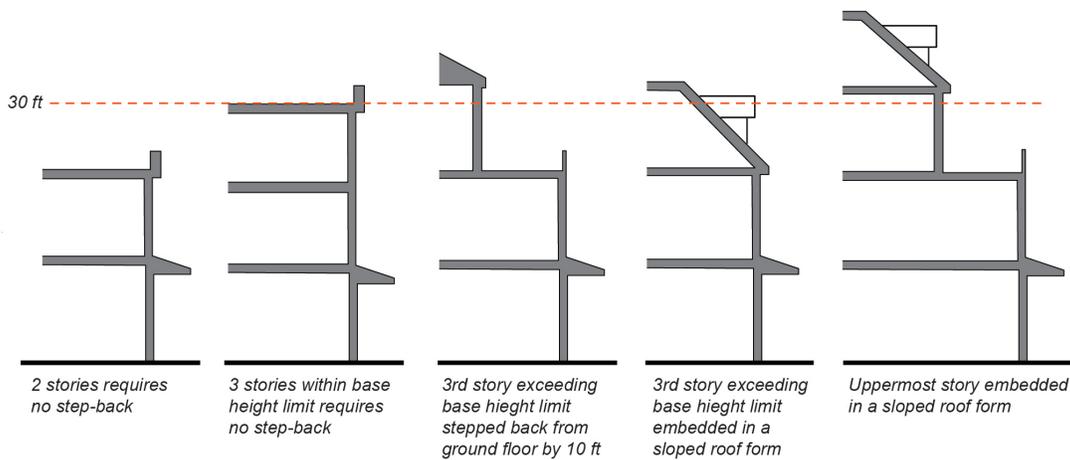
In addition, the revised standard does still allow three stories with no required step-back, provided it does not exceed the base height limit.

**CN zone:**

**Additional study for the PC and to make this distinction between stories and heights and treating the commercial zones differently also in light of Density Bonus considerations**

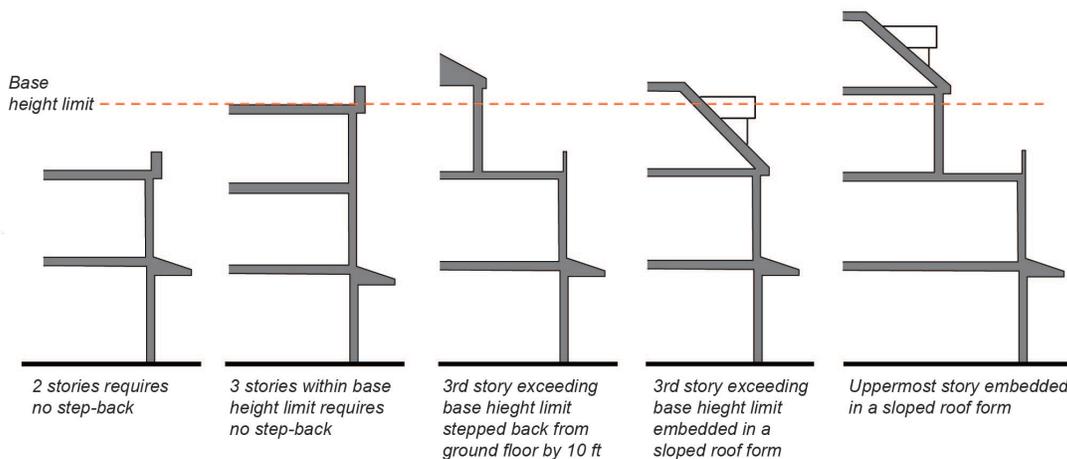


**CD zone:**



**CD/R3 zone:**

- b. If we stick with describing height in feet, then as CD/R3 is 30' for commercial or mixed use but 35' for all residential, it would be useful to add a dashed red line at 35' to the diagram



below A.1.c.

**Staff Response:** Yes, this would be very helpful for staff. Noted; LWC will update CD/R3 diagram dotted line to say "base height limit."

- c. The CN, CRS, and CRS/OAD all give the option regarding third stories either to setback by a specific minimum number of feet or to embed in the roof form. CD and CD/R3 do NOT give an option to embed the third story in the text (compare the A.1.a for the various zones, except that for CN it is B.1.a.) but DO use the SAME diagrams as the other zones (CN, CRS, CRS/OAD), all of which (3<sup>rd</sup> from left) are captioned “3<sup>rd</sup> story embedded in a sloped roof form.” If it is the intention that in CD and CD/R3, the standards would allow a third story to be embedded in a sloped roof form rather than set back, the text should be changed to read as it does for the other zones so as not to present an image that does not match text. Otherwise, the diagrams for CD and CD/R3 should be changed.

**Staff Response:** Text clarified to match diagrams.

- c. It is unclear in the text for CD and CD/R3 that the requirement to step back the floor that intercepts that height limit requires the entire floor – to the floor plate – to be stepped back. The diagram implies as much, but the text is not explicit.

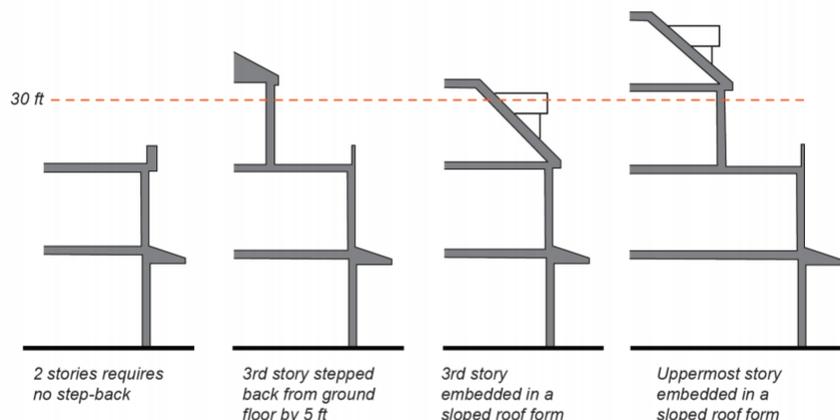
**Staff Response:** Agreed. Although the diagram is clear and is understood by staff as to its intent the City Council can determine additional or modified language would be beneficial. Also, note that a building where a floor intercepts a height limit may or may not be considered to exceed the height limit. That is determined per Sec. 14.66.230 - Height limitations—Measurement.

### Revised 14.44.130 Design Control (CD)

#### A. Building Massing and Articulation.

##### 1. Upper-story Step-backs.

- a. *Front:* Minimum 10 feet from ground floor façade above 30 feet in height.



- b. *Street Side:* Minimum 10 feet from ground floor façade above 30 feet in height.
- c. For buildings over three stories in height, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.6.

- d. It is implied via the diagrams, but not explicitly stated in the text, that any building over 3 stories must have the 3<sup>rd</sup> story stepped back AND have the “uppermost” story set into one of the specific roof forms. Text should be explicit that both apply. Also, why not say 4<sup>th</sup> story (if we are sticking with stories?) rather than “uppermost.”

**Staff Response:** A proposed building above the base height limit must be stepped back. This makes sense from a staff perspective, and it does not feel a modification is needed.

- e. There is nothing in text or diagrams to deal with the possibility of a 5-story building. Are we confident there can't be such? If there is, what setback is required on the 4<sup>th</sup> story?

**Staff Response:** Same comment as above. “Uppermost story” may, in fact, refer to a 5<sup>th</sup> story if height concessions are granted.

## 20. Additional Edits from Councilmember Lee-Eng

- a. Definitions - we need to make it easy to understand what we clearly mean. ( E.g. - sloped roof, what we expect and does 1% slope mean a slope we are willing to accept or the other extreme (89%), both unacceptable ) I believe we need to define the acceptable range.

**Staff Response:** What is considered a mansard, hipped or sloped roof are very well defined in architecture circles so staff are not recommending any change at this time but if the entire City Council wants to add a definition for what kind of sloped roof is acceptable this can be inserted into the definitions section of the code. Additionally, per Sec. 14.66.230 - Height limitations—Measurement: A mansard roof is defined as any roof element with a slope of sixty (60) degrees or greater.

### 1. **Upper-story Step-backs, Front and Street Side**

- a. Along all frontages except El Camino Real, the third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.

### Need a definition of what is a sloped roof

- b. We need to make sure that if we have things come before us on an appeal and can defend ourselves. Clearly describing how we measure and will look at things (e.g. - Finished height and width, and what we mean.)

- c. **Staff Response.** Agreed. The Los Altos Municipal Code's provides the standards used to determine the height of a building. See Section 14.66.230 below for the exact verbiage:

*The vertical dimension shall be measured from the average elevation of the finished lot grade at the front, rear, or side of the building, whichever has the greater height, to the highest point of the roof deck of the top story in the case of a flat roof or a mansard roof; and to the average height between the plate and ridge of a gable, hip, or gambrel roof. A mansard roof is defined as any roof element with a slope of sixty (60) degrees or greater.*

- d. (pg. 8) - Trellis and landscaping - there should be a method to provide adequate lighting and maintenance.

**Staff Response:** Adequate light and maintenance of buildings are covered under the Building Code and through the enforcement of the City's Code Enforcement Division.

e. (p. 34) Replace the blank wall restriction.

**Staff Response:** see the staff response to comment #12 and #13 above

f. (p. 103) Cleanup of the different heights mentioned.

**Staff Response:** see the staff response to comment #19 above

g. (p. 124) We need to break down each of the elements of Architectural integrity. The elements should be clearly articulated, defined, and made easy to understand to make it somewhat objective.

**Staff Response:** Agreed. See below.

Architectural Style - We are too vague. (E.g. - for downtown we should be clearly emphasizing the Downtown Building Guidelines)

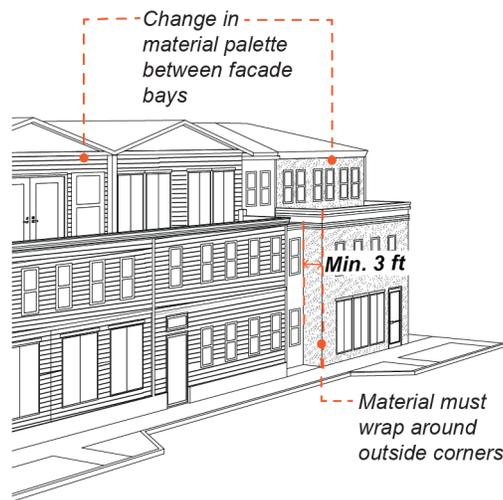
**Staff Response:** As noted earlier, there are many elements that went into the development of the objective standards. It is important to note that these are standards that apply to the design of a building, and they do not necessarily emphasize one particular architectural style over another and attempt to do so in a way that includes specifics to numerous elements that in combination define the overall design of a building. The goal is to have a consistent palette of materials and architectural elements across a building. A building based upon the Objective Standards will have “Architectural Integrity,” and will not rely on the somewhat subjective criteria that is used to define the architectural style of a building. City staff are recommending the following the materials standards in each zone:

**1. Material palette on all floors above the ground floor, not including floors contained within a sloped roof form, must be consistent.**

**2. Change in material may occur only at the inside corner of a change in wall plane.**

**Material must wrap around outside corners.**

Also, to be consistent in avoiding reference to architectural styles, in the Building Design/Façade design standards in the CD, CRS, CD/R3, CRS/OAD and R3-1 districts, Building “Change in architectural style” has been edited to “change in material palette.”



h. (p.78) Underground garages require a warning system and can only be waived if staff determines that due to the specifics of the location that it will not be required.

**Staff Response:** This is addressed through other City processes and reviews and is not an element appropriate to include in the objective design standards..

**Commentor:** Mayor Fligor

**Comment 21-**General comments:

a. Can we label the different diagrams?

**Staff Response:** Yes. We could label the diagrams Figure 1, Figure 2, and so on for quick reference?

b. Can we add the code in the footer or header of each page so we know what code section we are reviewing? Kept flipping back/forth to see what section I was reviewing.

**Staff Response:** Added.

-I like the diagrams that have the check for acceptable and X for not acceptable.

**Staff Response:** Noted.

Commentor: Mayor Fligor

Comment 22-Comment: 2214.40.150 (CN)

22a. B1. Because it says "except El Camino Real" in a couple places, should we add a sentence that points the reader to where the requirements for El Camino are? For eg, please see [\_\_\_\_\_] for El Camino Requirements.

**Staff Response:** Besides the standard 25 foot front yard setback, there are no building step-back standards for El Camino Real. Direction from Commission was that this standard should not apply along this roadway.

“there are no setback provisions for El Camino Real”

### Revised 14.40.150 Design Control (CN)

- A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).
- B. Building Massing and Articulation.**
  - 1. **Upper-story Step-backs, Front and Street Side**
    - a. Along all frontages except El Camino Real, the third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section A.7.
    - b. For buildings over three stories along all frontages except El Camino Real, the uppermost story must be embedded in a sloped roof form.

**Comment 22b.**

B1a - should be B7 not A7

**Staff Response:** Yes, this should be modified.

**Comment 22c**

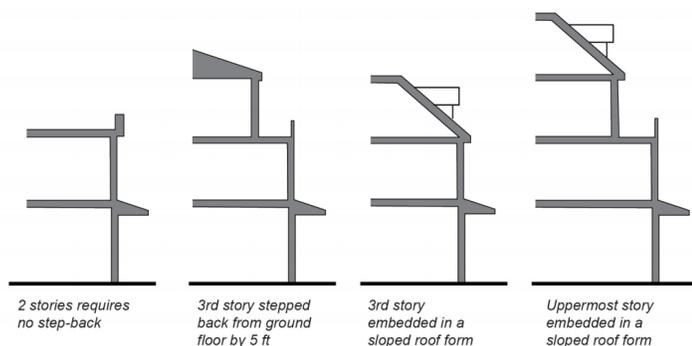
**Staff Response:** See staff response below.

Comment 22B1a and 2a: Can we add "For three-story buildings. . ."

**Comment 22d**

**Staff Response:** See staff response below.

- 2. **Upper Story Step-backs, Side Interior and Rear where Abutting R-1 District.**



- a. The third story must be either stepped back a minimum 10 feet from ground floor façade or embedded in a sloped roof form.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form.

**Staff Response:** For comments 22c and 22d, there has been a lot of input on these diagrams from the City Council, staff will raise this a a key discussion point at the meeting so that the City Council. Can provide its collective direction on how best to address this

**Comment 22e-**

B4b-I think it's better to refer to section B7 instead of just saying roof form

**Staff Response:** Agreed, references replaced.

- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other roof form. These elements shall be consistent with the overall architectural style of the building mass/bay.

Comment 22f-

B6 - The original wording was fine except for the 12 inches requirement. The new language also seems to be saying something different from what's crossed out.

**Staff Response:** This change was in response to concerns about how the standard was previously framed and a desire to avoid a standard that is based on placement of windows in other (neighboring) projects. See comment 1 on page 1 of this memo for further detail.

Comment 22g-B7 - Comment --Interesting re Fremont Avenue

**Staff Response:** The Mayor commented “interesting.” Please indicate if you would like City staff to follow up on a specific edit or comment.

7. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Shed
  - iv. Dormer
  - v. Parapet
    - (a) Not allowed on frontages facing Fremont Avenue.
    - (b) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces

Comment 22h-

C2c- Comment/Question-why deleted?

**Staff Response:** Re-inserted - . “Ground floor residential units facing a street must provide individual entries along the street frontage” and is now, applied to the CN, CD, CT, CD/R3, and R3-1 districts.

Comment 22i

E1- Are there other acceptable types of siding materials? It says all siding must be wood, composite wood or cement fiberboard, but then excludes vinyl and aluminum. Its either we don't need to exclude vinyl/aluminum if only wood, etc are allowed, or we state everything is allowed except vinyl

and aluminum.

**Staff Response:** This is to emphasize that vinyl and aluminum are not allowed/permitted. Feedback from the Planning Commission during its review of the objective standards indicated a desire to make this explicit and the proposed language reflects their recommendation.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area. The following primary cladding materials are allowed:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum not permitted.
  - c. Stone
  - d. Brick

Everything else is excluded including but not limited to vinyl and aluminum

Comment 22(j) - E- why was this section on open space deleted? Can we reinstate?

**Staff Response:** The standard stated “Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback. The comment points out that this was removed from the CD district. This is because in the CD district the only setback that is 10 feet or greater is the rear yard setback; thus, it seemed appropriate, given the direction, that this language only apply to the rear setback.

**Commentor:** Mayor Fligor

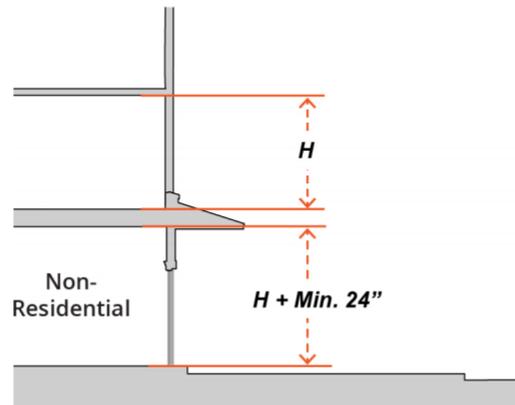
Comment 23.

14.48.130 (CRS)

23a. B4- Does it matter if its nonresidential vs residential for the floor-to-floor ceiling height?

elements are exempted.

- g. **Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height.



**Staff Response:** in the CRS zoning district, residential is only allowed above the ground floor in this zone so the standards are for nonresidential uses.<sup>7</sup>

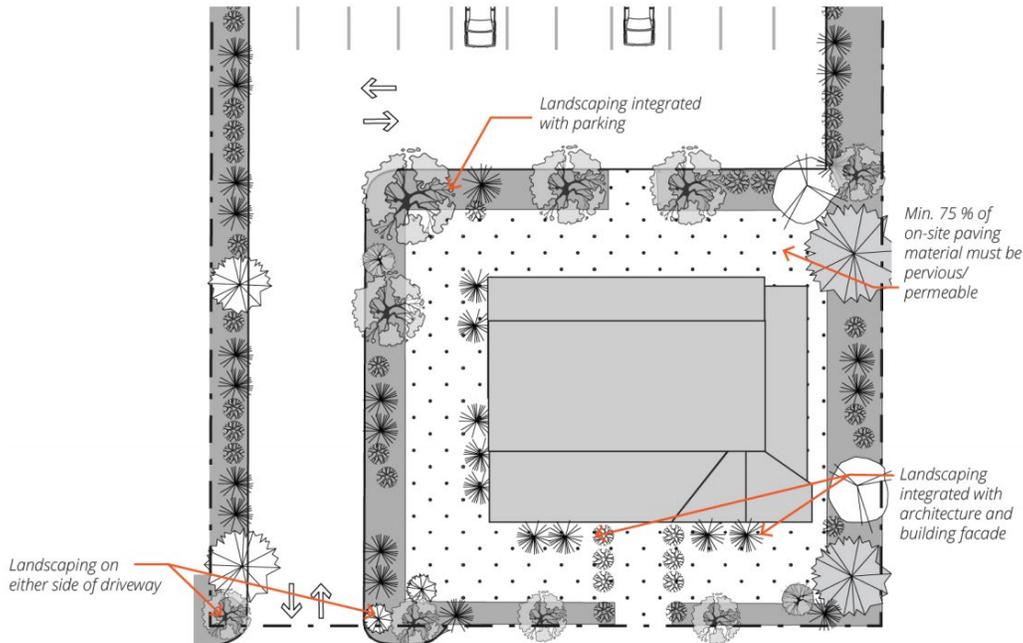
---

<sup>7</sup> See 14.48.040(e)- Conditional uses and structures (CRS).

E. Housing located above the ground floor;

Comment 23b-F5- assume those separate sections cover fast growing, etc

5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



**Staff Response:** Section 14.66.180 and 14.70.070 adequately protect landscape strips within projects. The language is expansive but if the Council is concerned the words “*or as a condition of approval*” and “*fast growing*” can be added to the following sentence “a landscape strip or other landscaped areas provided in compliance with district regulations or as a condition of a use permit or a development project shall be planted with fast growing fast growing” material.....”

**14.66.180 - Maintenance of landscaped areas-** A landscaped strip or other landscaped area provided in compliance with district regulations or as a condition of a use permit shall be planted with materials suitable for screening or ornamenting the site, whichever is appropriate, and plant materials shall be replaced as needed to screen or ornament the site. Landscaped strips and other landscaped areas shall be watered, weeded, pruned, fertilized, sprayed, or otherwise maintained as deemed necessary by the building inspector.

**14.70.070 - Landscaped strips-**A landscaped strip not less than five feet in depth shall be planted and permanently maintained throughout the length of all property lines adjoining residential sites and throughout the length of all property lines on adjoining streets, as approved by the architecture and site control committee.

**Commentor:** Mayor Fligor

**Comment 24.**

- a. 14.50.170 (CT)

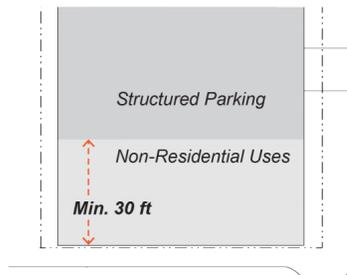
H- Worded differently from a previous section that used the word “Lined”. Intentional?

**Staff Response:** Yes; the text and definitions were both edited for clarity based on feedback received.

CRS

**G. Parking Design and Access.**

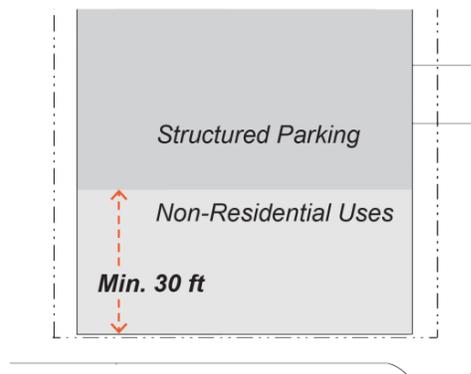
1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



CT

**H. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. Located behind ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



**Staff Response:** Yes, the verbiage between the CRS zone and the CT zone are different. Edited to be consistent.

**Commentor:** Mayor

**Comment 25-14.52.110 (CD/R3)-B2f** - I thought we talked about changing it to require 2 or more standards for the street facing entries.

**Staff Response:** Agreed. Text edited to say “two or more.”

- f. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through one or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers.
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants

**Commentor:** May

26. Comments

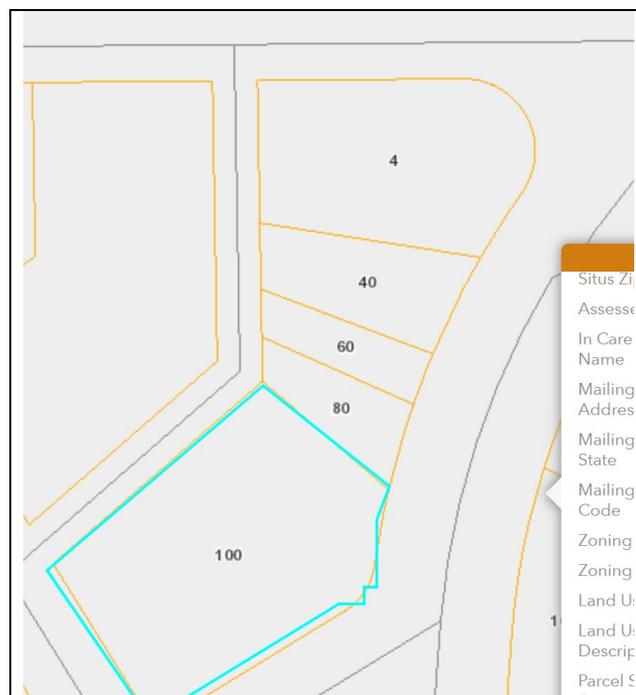
14.54.130 (CRS/OAD)

-A1a and b - Should it be A6?-

**Staff Response:** Edited

-B1 - Should it be 50 and not 25-foot module?

**Staff Response:** This is a 25 module per existing Code Sec. 14.54.130.B.2 and Downtown Design Guidelines Sec. 3.2.1.a and 3.2.8.



**Staff Response:** The zoning district is CRS/OAD and the original direction from the City Council was to keep the development patterns consistent with the downtown. Most of the downtown has 25 foot parcels so 25 feet is what would be consistent with what is currently in place.

B1 - Change second "a" to "b"

**Staff Response:** Edited.

-E - should be gateway, not gateways-

**Staff Response:** Edited.



# City of Los Altos Objective Design Standards

September 2021

*Prepared for:*

City of Los Altos  
1 N. San Antonio Road  
Los Altos, CA 94022

*Prepared by:*

Lisa Wise Consulting, Inc.  
870 Market Street, Suite 977  
San Francisco, CA 94102

*This page intentionally left blank.*

# Table of Contents

---

Revised 14.40.150 Design Control (CN) .....	3
Revised 14.44.130 Design Control (CD) .....	15
Revised 14.48.130 Design Control (CRS).....	28
Revised 14.50.170 Design Control (CT) .....	40
Revised 14.52.110 Design Control (CD/R3).....	53
Revised 14.54.130 Design Control (CRS/OAD).....	67
Revised 14.16.100 Design Control (R3-4.5).....	80
Revised 14.18.120 Design Control (R3-5).....	83
Revised 14.20.120 Design Control (R3-3).....	88
Revised 14.22.110 Design Control (R3-1.8).....	92
Revised 14.24.110 Design Control (R3-1).....	96
New Section 14.66.275 Entrance Type Standards.....	103
New Section 14.66.280 Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development .....	107
Content to be Added to 14.02.070 Definitions .....	113

*This page intentionally left blank.*

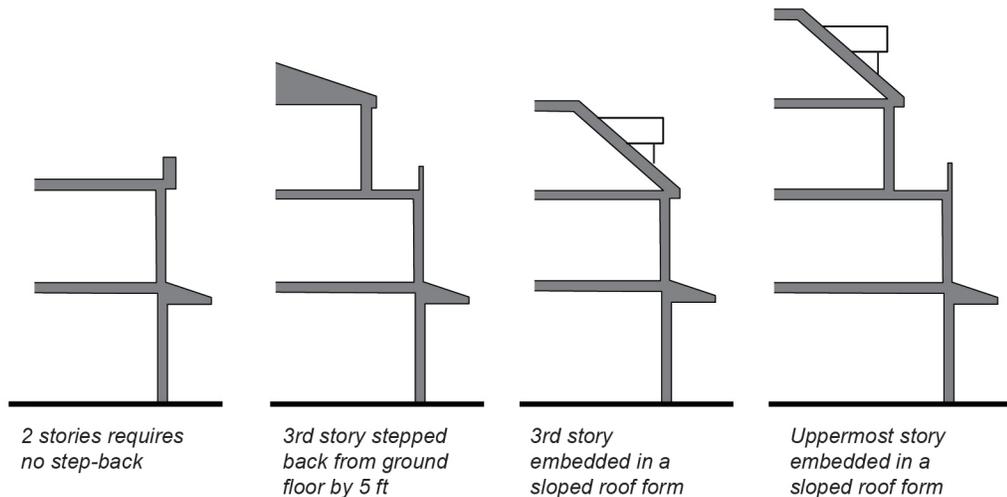
## Revised 14.40.150 Design Control (CN)

**A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

**B. Building Massing and Articulation.**

1. ***Upper-story Step-backs, Front and Street Side***

- a. Along all frontages except El Camino Real, the third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.40.150.B.7.
- b. For buildings over three stories along all frontages except El Camino Real, the uppermost story must be embedded in a sloped roof form.



- c. There are no upper-story step-back requirements for building frontages along El Camino Real in the CN district.

2. ***Upper Story Step-backs, Side Interior and Rear where Abutting an R-1 District.***

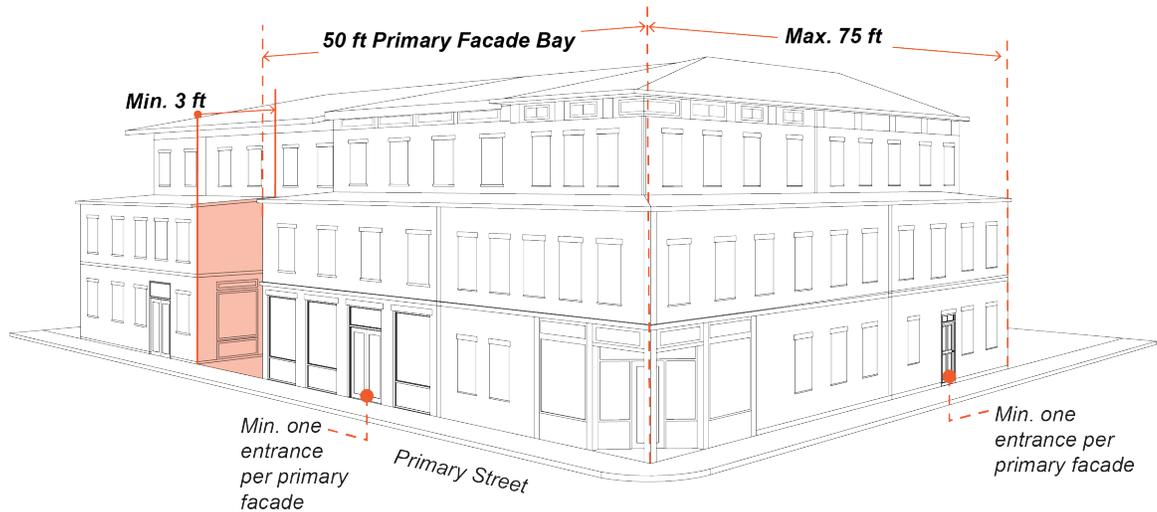
- a. The third story must be either stepped back a minimum 10 feet from ground floor façade or embedded in a sloped roof form.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form.

3. ***Vertical Articulation.***

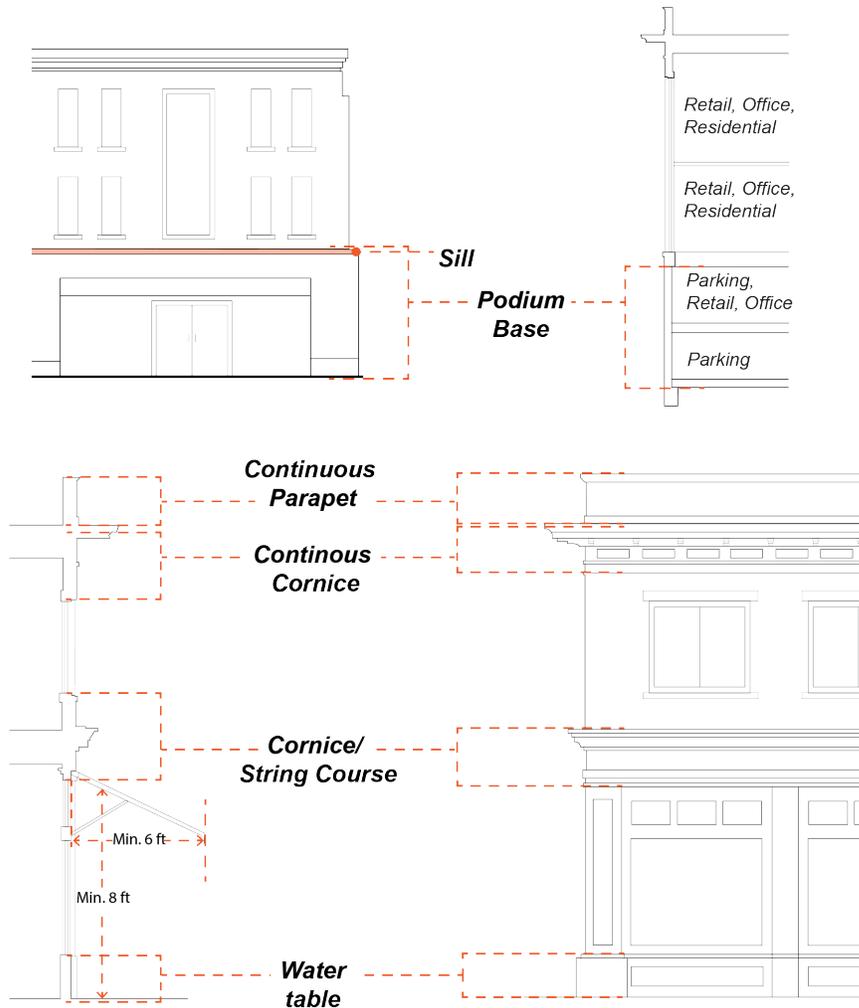
- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.
- b. A minimum one entrance shall be provided per primary façade bay.

## Revised 14.40.150 Design Control (CN)

- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



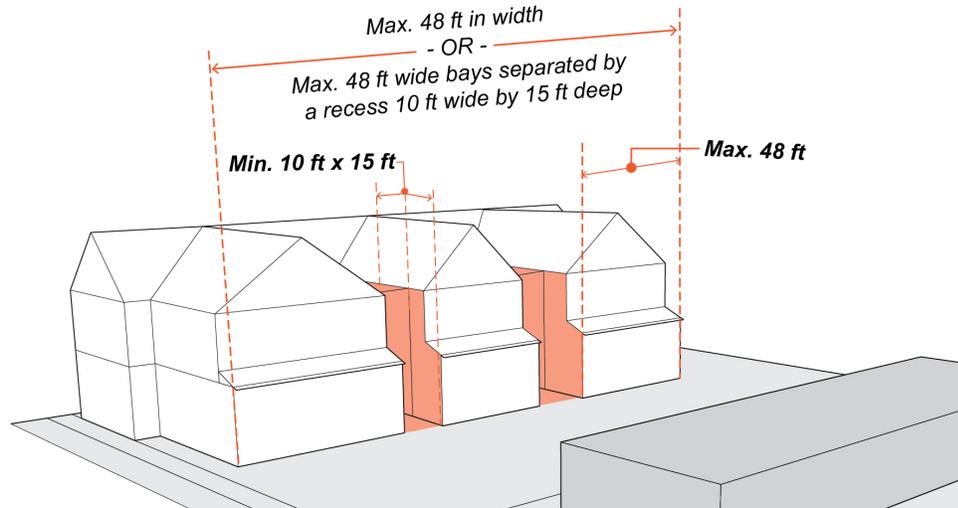
4. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
- a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.40.150.B.7. These elements shall be consistent with the overall architectural style of the building mass/bay.



5. **Adjacencies.**

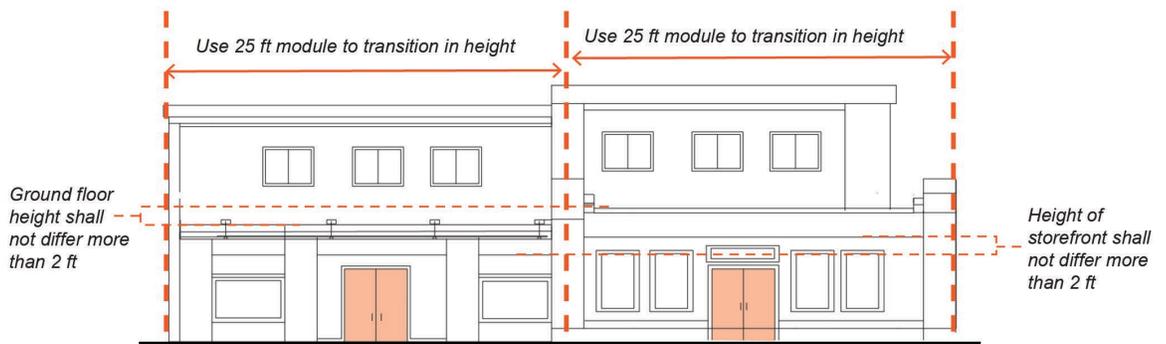
a. *Facades Adjacent to an R-1 District.*

- i. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.
- iii. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



b. *Storefront Facades Adjacent to Storefront Facades.*

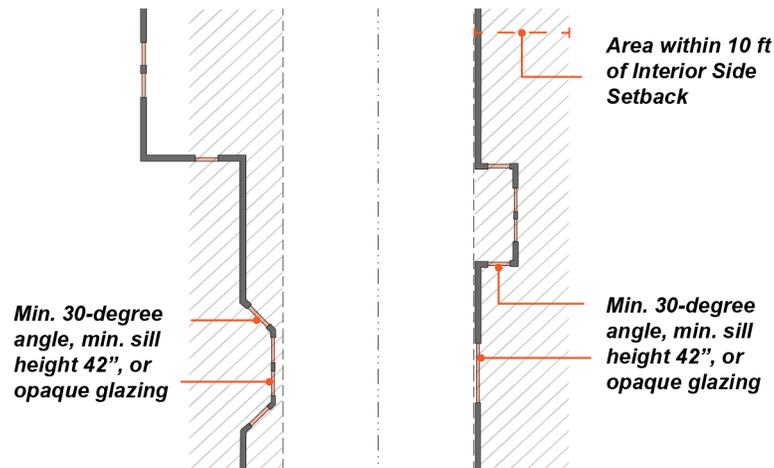
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



c. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions
- iv. Relate roof cornices and moldings at floor lines

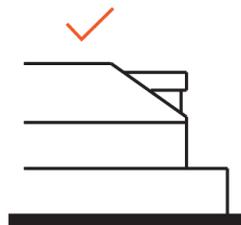
6. **Privacy and Line of Sight.**
- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
  - b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
  - c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.



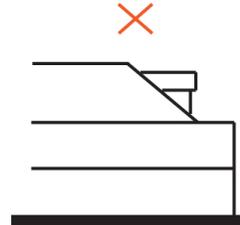
7. **Roofline and Roof Design.**
- a. Roof designs shall be limited to:
    - i. Hipped
    - ii. Gable
    - iii. Shed
    - iv. Dormer
    - v. Parapet
      - (a) Not allowed on frontages facing Fremont Avenue.
      - (b) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
        - (1) Steps
        - (2) Curves
        - (3) Angled surfaces

## Revised I4.40.150 Design Control (CN)

- (c) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

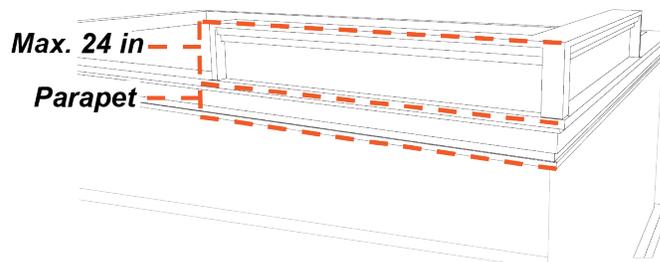


**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



### C. Building Design.

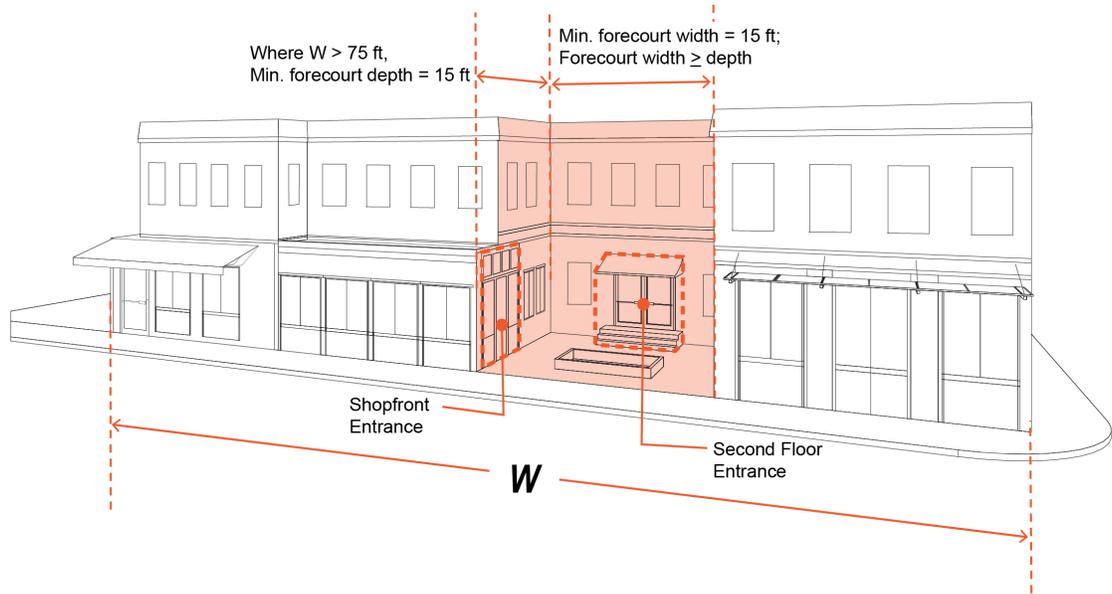
#### 1. Façade Design.

- a. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
- c. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
- d. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.

2. ***Pedestrian-Scaled Entrances.***

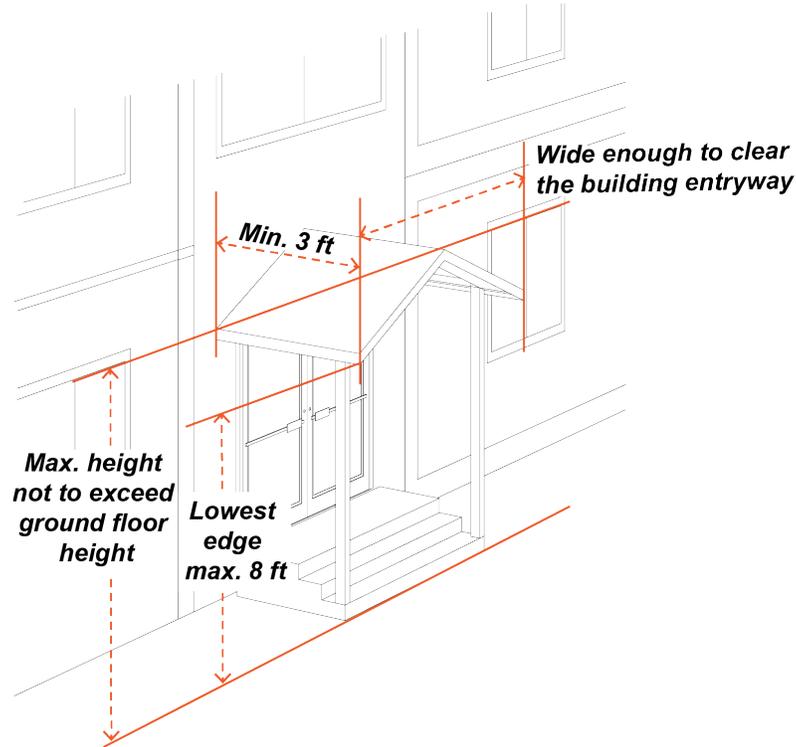
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
  - i. Stoop
  - ii. Dooryard
  - iii. Shopfront
    - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
  - iv. Gallery
  - v. Arcade
  - vi. Forecourt
    - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
    - (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
    - (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
    - (d) Forecourt must be enclosed on at least three sides by buildings.
    - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).

## Revised I4.40.150 Design Control (CN)



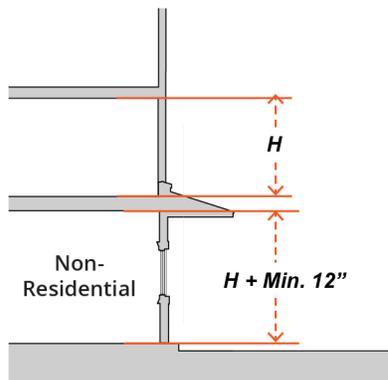
- b. *Primary Entrance Location(s).* The building entrance shall be located along the primary right-of-way.
- c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances on the corner of the building assuming one of the intersecting sides is a primary frontage.
- d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.

- iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

- 3. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling.



- 4. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by a clear accessible path of travel.

## Revised 14.40.150 Design Control (CN)

- b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
- a. A minimum width of 10 feet for through-block paseos
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**D. Window Design.**

- 1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
- 2. Vinyl windows are prohibited on facades visible from a right-of-way.
- 3. Tinted glass is not allowed.

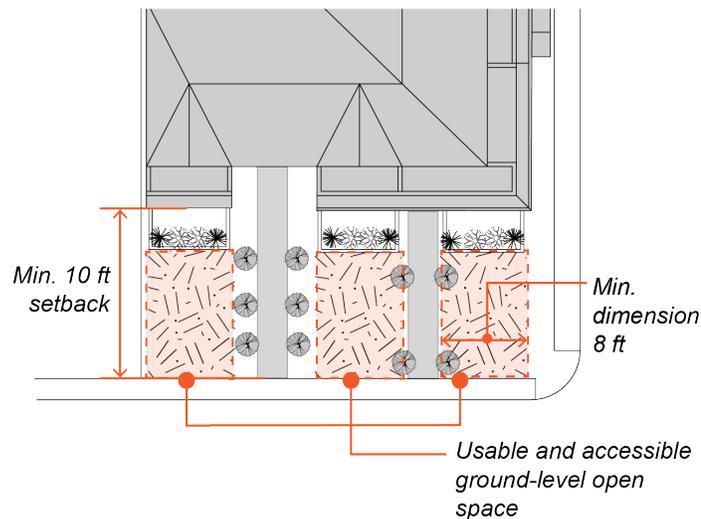
**E. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.

- c. Stone (building base only)
- d. Brick (building base only)
- e. Tile (for bulkheads below display windows and decorative accents only)
- f. Metal (matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
- g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
- h. Concrete (building base only, board-form only, cast concrete not permitted).

**F. Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.

1. The ground level open space shall be usable and accessible.
2. The minimum dimension for ground level open space shall be 8 feet.



**G. Landscaping, Paving and Pedestrian Amenities.**

1. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
2. Within the Loyola Corners Specific Plan Overlay district, landscaping, paving and pedestrian amenities shall be as specified in the Loyola Corners Specific Plan.
3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

**H. Site Circulation and Access**

## Revised 14.40.150 Design Control (CN)

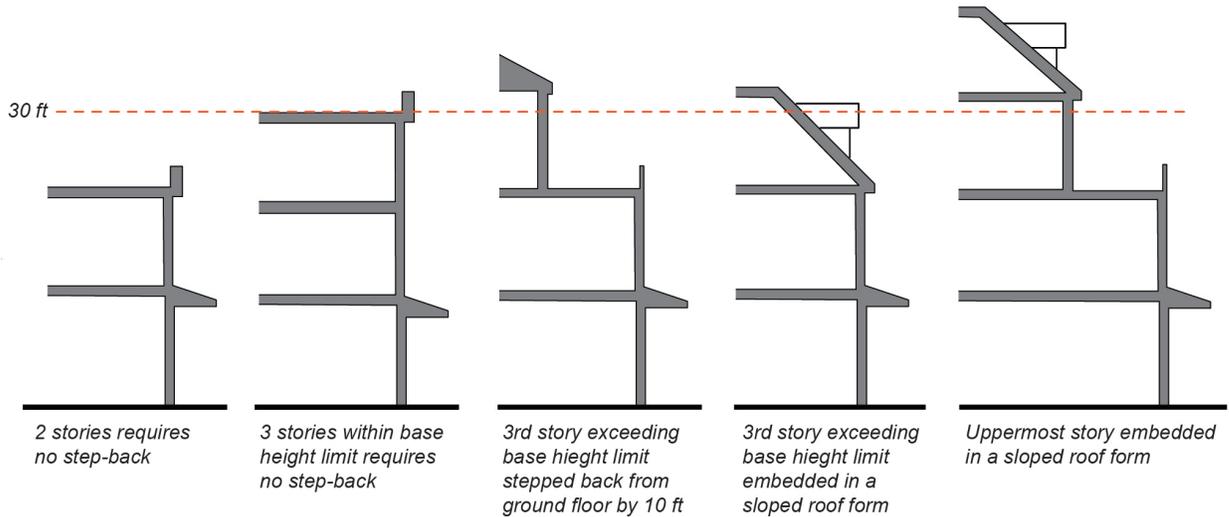
1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
  2. Bicycle racks shall be provided:
    - a. In or within 50 feet of every parking area; and
    - b. Within 20 feet of at least one building entrance.
- I. Service Areas and Screening.**
1. Service areas must be located at the rear of lot.
  2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.
- J. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CN District.

## Revised 14.44.130 Design Control (CD)

### A. Building Massing and Articulation.

#### 1. *Upper-story Step-backs.*

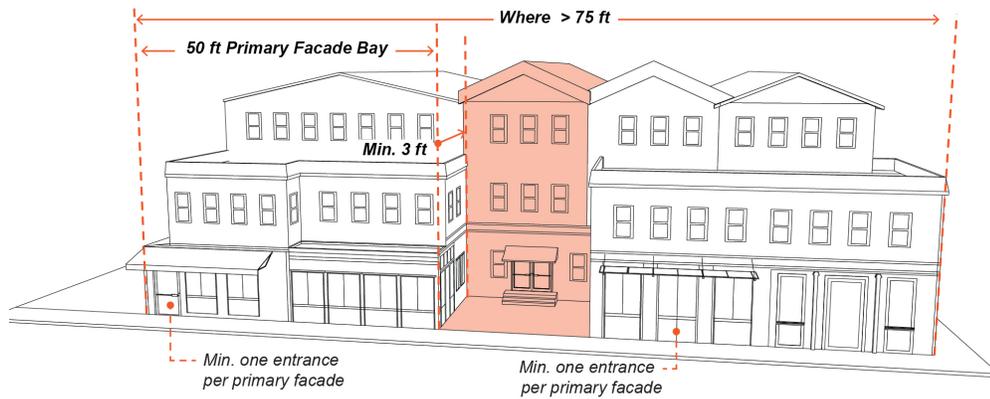
- a. *Front:* Minimum 10 feet from ground floor façade for stories above 30 feet in height as shown in the diagram



- b. *Street Side:* Minimum 10 feet from ground floor façade for stories above 30 feet in height, as shown in the diagram
- c. For buildings over three stories in height, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.44.130.A.6.

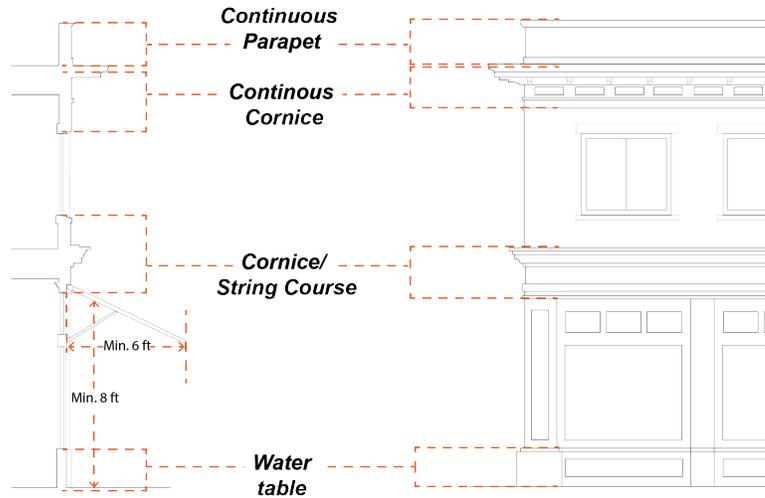
#### 2. *Vertical Articulation.*

- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
  - a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.44.130.A.6. These elements shall be consistent with the overall architectural style of the building mass/bay.

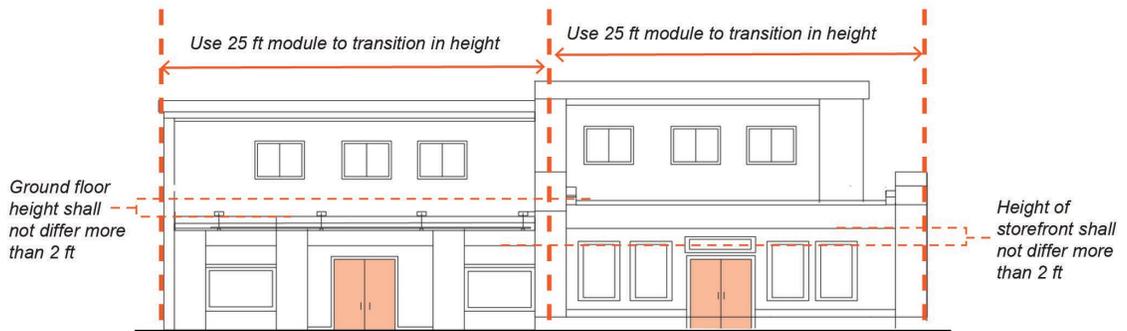




4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.

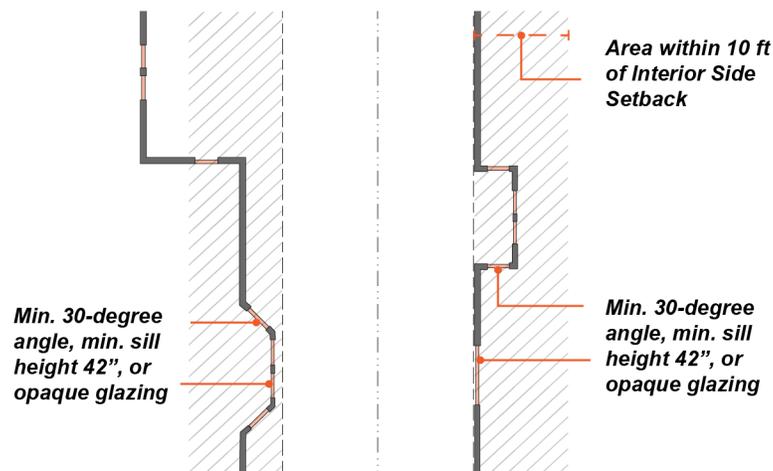


b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions
- iv. Relate roof cornices and moldings at floor lines

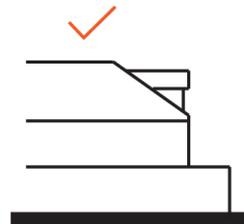
5. **Privacy and Line of Sight.**

- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
- c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.

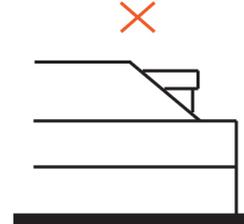
6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Mansard
    - (a) Applicable for buildings 3 or more stories.
  - iv. Dormer
  - v. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (b) The length of a parapet segment on the third floor and above may not exceed 25 feet.

- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

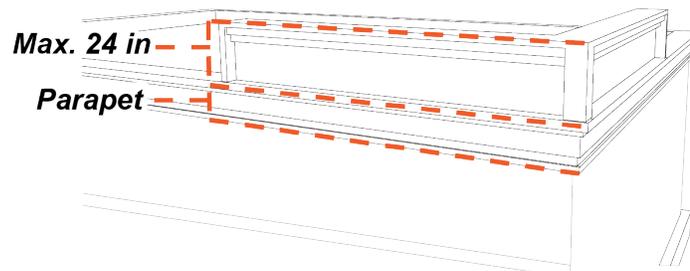


**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



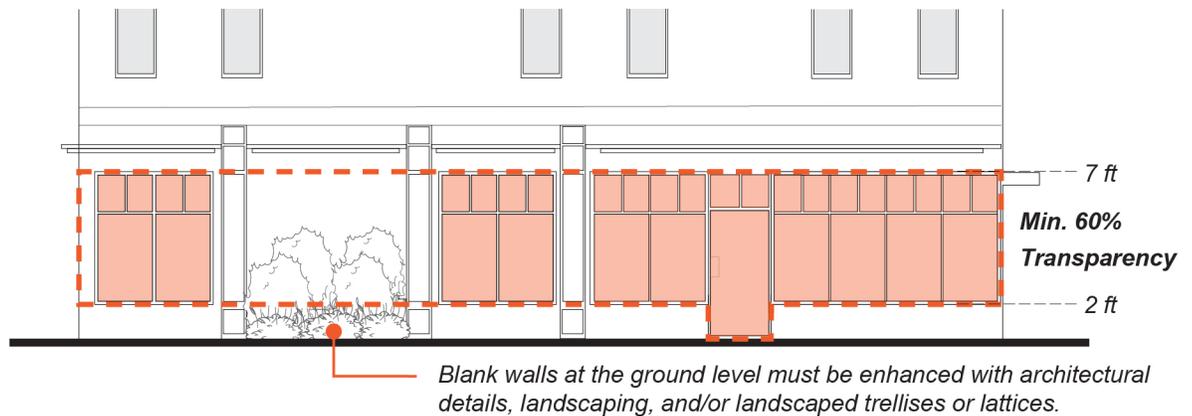
## B. Building Design.

### 1. Façade Design.

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:
- Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.

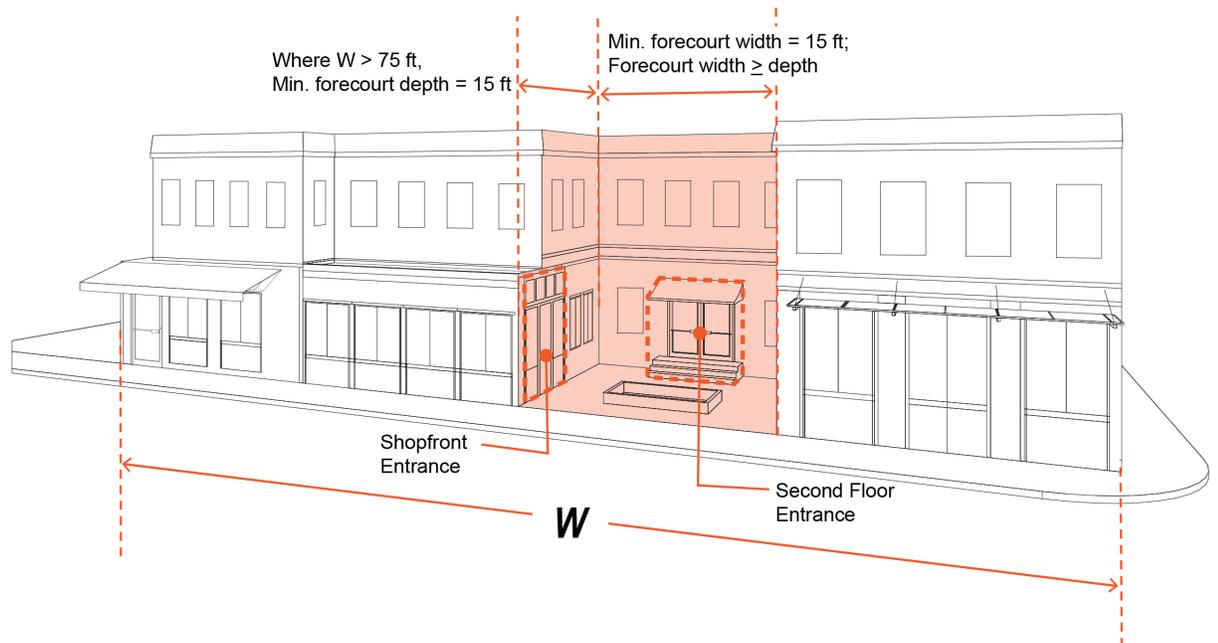
## Revised 14.44.130 Design Control (CD)

- iv. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
  - b. At least two of the following strategies must be used in a manner that reinforces the maximum 50-foot module:
    - i. Change in roof parapet height or shape.
    - ii. Change in roof style
    - iii. Change in materials palette
    - iv. Change in building height, minimum 8-foot difference.
    - v. Change in frontage type or change in details of Shopfront frontage type if used.
    - vi. Use of upper floor projections such as bay windows or balconies.
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



3. **Pedestrian-Scaled Entrances.**
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
    - i. Stoop
    - ii. Dooryard
    - iii. Shopfront
      - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
    - iv. Gallery

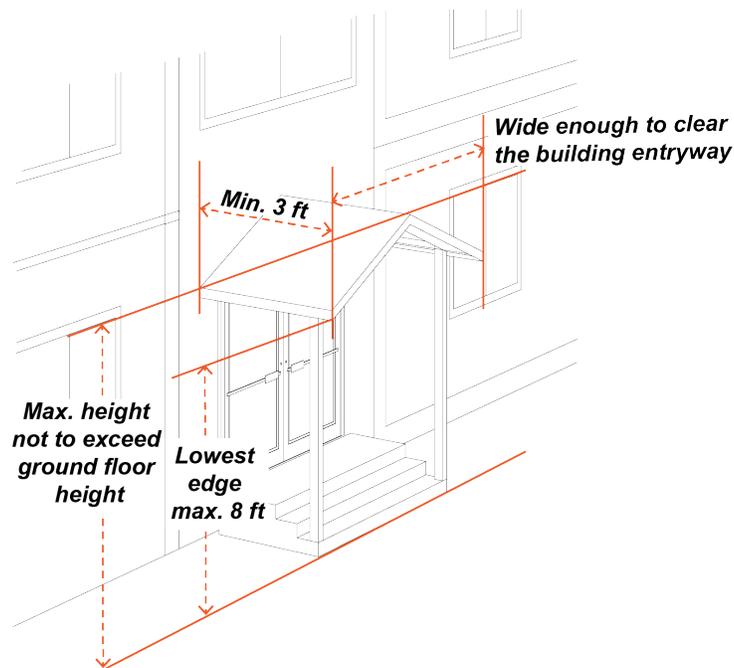
- v. Arcade
- vi. Forecourt
  - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
  - (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
  - (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
  - (d) Forecourt must be enclosed on at least three sides by buildings.
  - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



- vii. Terrace
  - b. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way and/or in the interior courtyard.
  - c. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
  - d. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
    - i. Dedicated awning, canopy, or other roof element

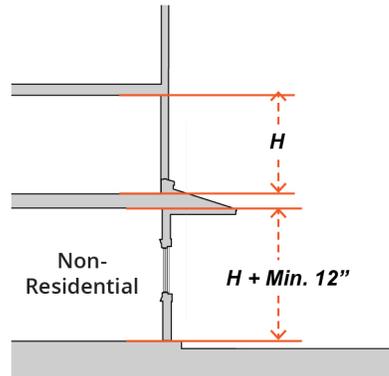
## Revised 14.44.130 Design Control (CD)

- ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
- i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling.



5. **Interior Courtyard.** Interior courtyards must be:
- Partially visible from the street and linked to the street by a clear accessible path of travel.
  - Enclosed on at least two sides by buildings
  - Open to the sky (arbors and trellises are allowed)
  - A minimum width of 20 feet and a minimum area of 400 square feet.
6. **Paseos.** Paseos must be:
- A minimum width of 10 feet for through-block paseos.
  - A minimum width of 4 feet for entries to courtyards or individual single businesses.

### C. Window Design.

- Window frames, backbands, and sills.
  - All windows shall have a sill.
    - The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - The sill shall be sloped toward the outside.
    - The sill shall have a drip at its outer edge.
- Vinyl windows are prohibited on facades visible from a right-of-way.

### D. Building Materials.

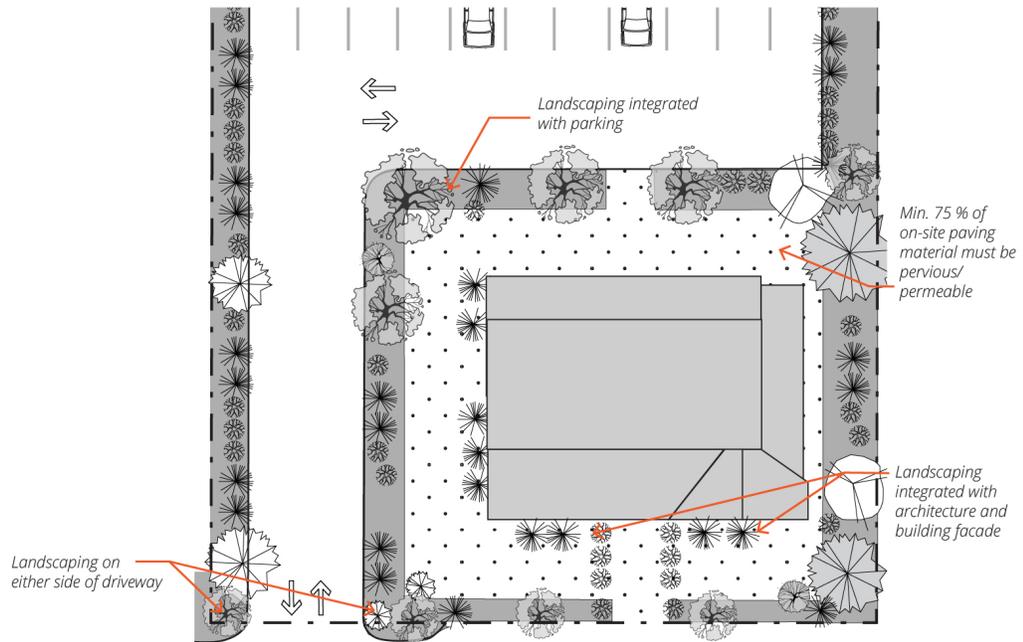
- Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - Siding (lap, vertical, panelized, or shingle)
    - All siding shall be wood, composite wood, or cement fiberboard.

## Revised 14.44.130 Design Control (CD)

- ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not allowed.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile
  - f. Metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
  - h. Concrete (building base only, board-form only, cast concrete not permitted).

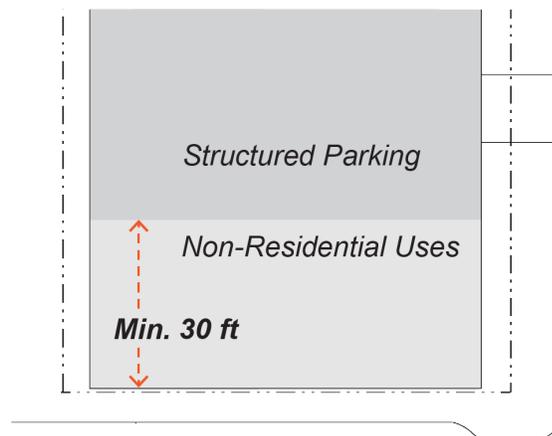
**E. Landscaping, Paving, and Pedestrian Amenities.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious/permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



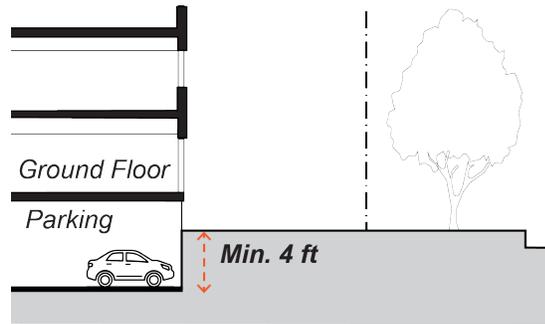
**F. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or

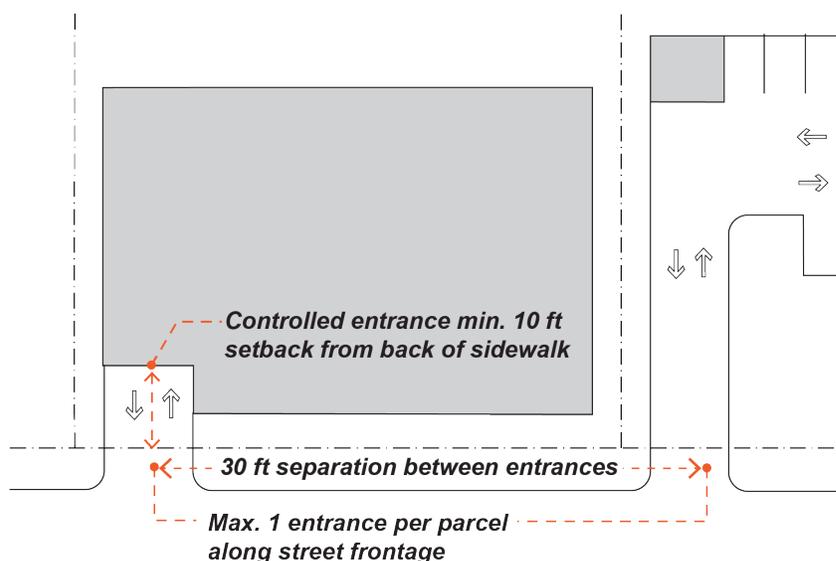


Revised I4.44.130 Design Control (CD)

- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



- 2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
- 3. **Entrances to Parking Facilities.**
  - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



**G. Site Circulation and Access.**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**H. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

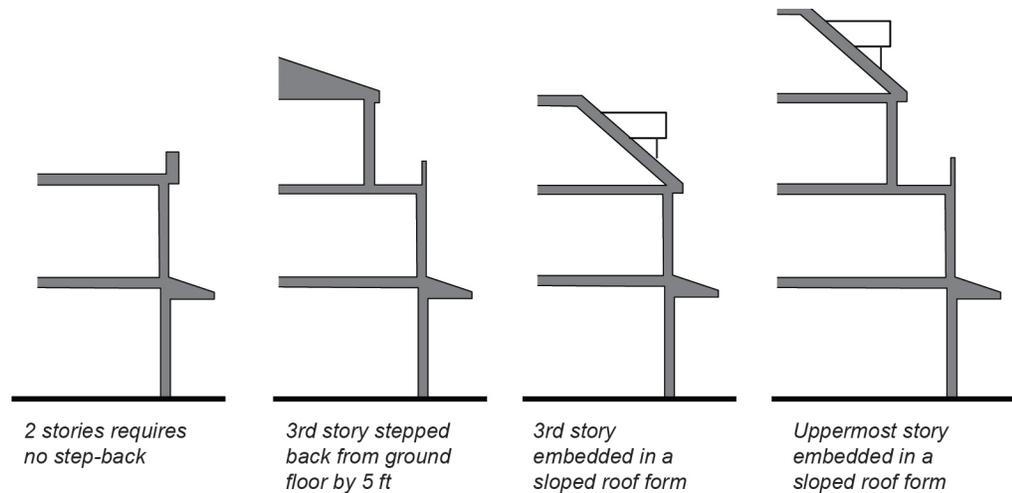
**I. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CD District.

## Revised 14.48.130 Design Control (CRS)

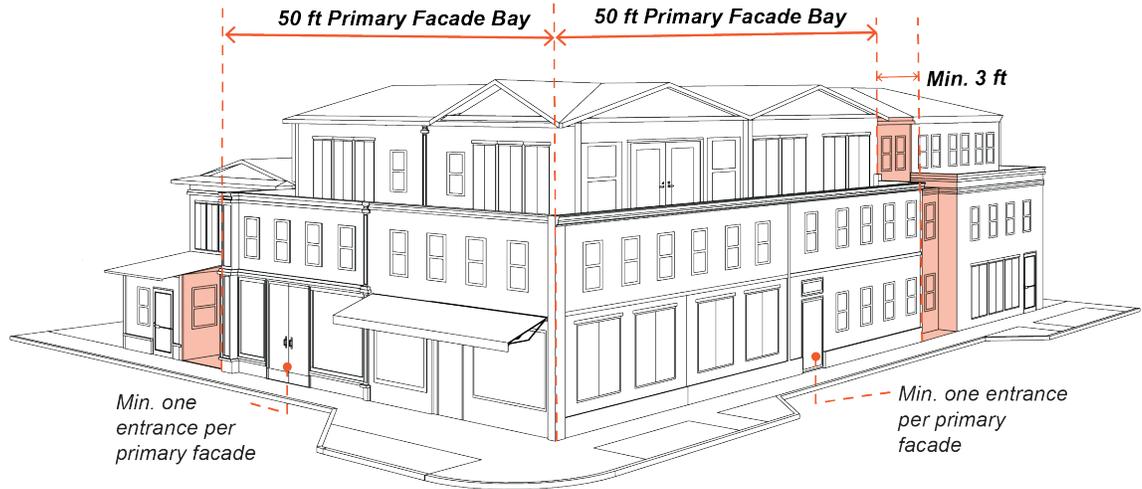
---

### A. Building Massing and Articulation.

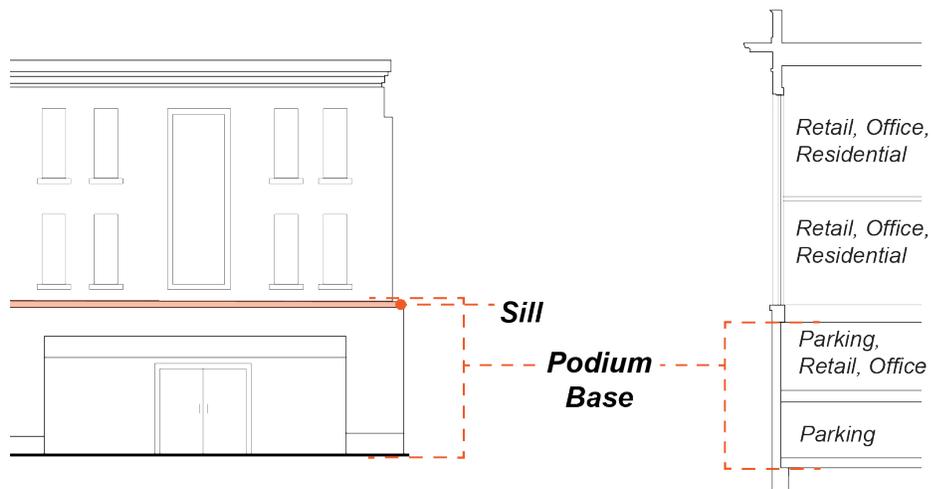
1. ***Upper-story Step-backs, Front and Street Side.***
  - a. The third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.48.130.A.6.
  - b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.48.130.A.6.
2. ***Vertical Articulation.***

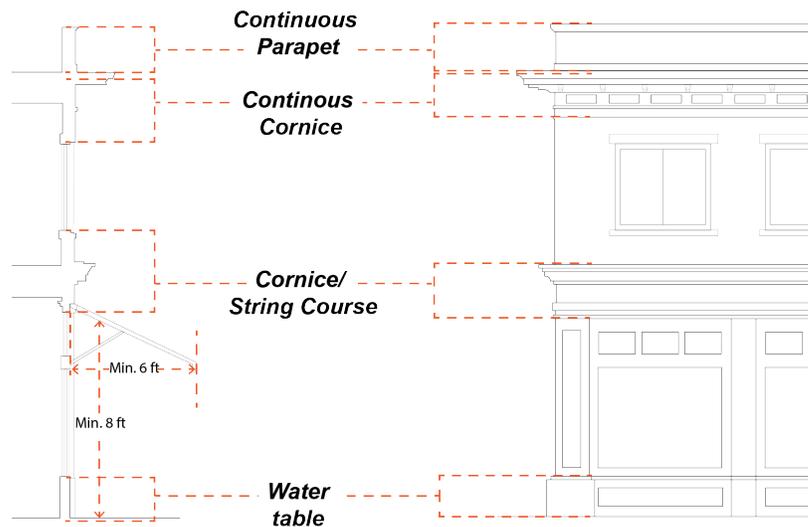


- a. When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.
- b. The building shall include at least one ground-floor entrance every 25 feet.



3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
- a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).



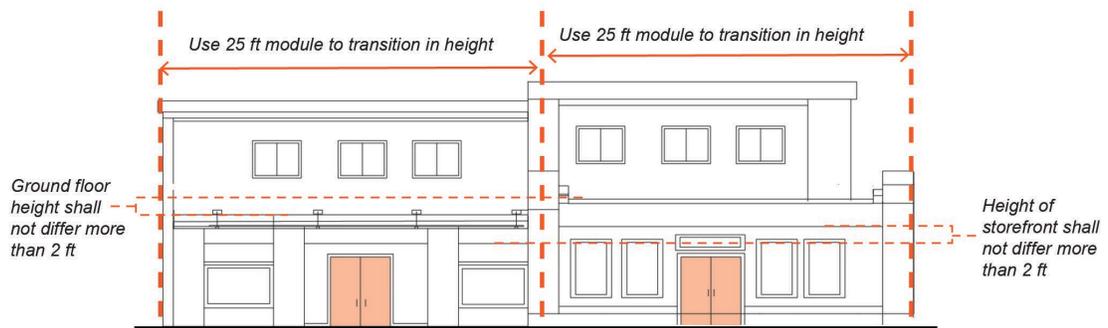


- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.48.130.B.7. These elements shall be consistent with the overall architectural style of the building mass/bay.

4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



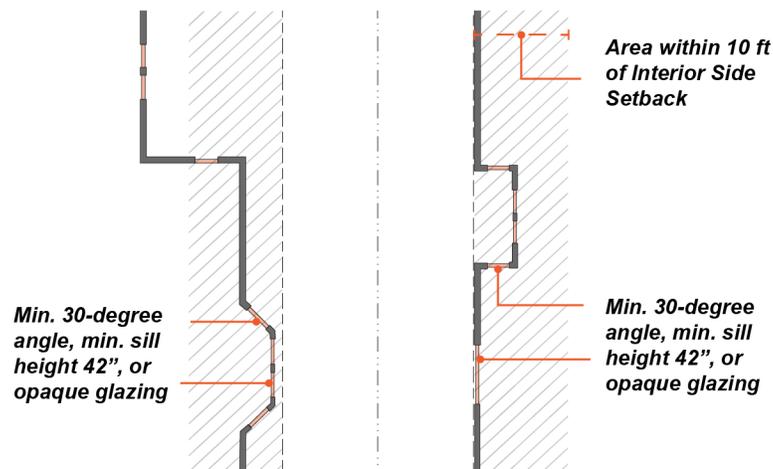
- b. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference

of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form
- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
- iii. Match window heights and/or proportions
- iv. Relate roof cornices and moldings at floor lines

5. **Privacy and Line of Sight.**

- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
- c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.



6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
  - iv. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than

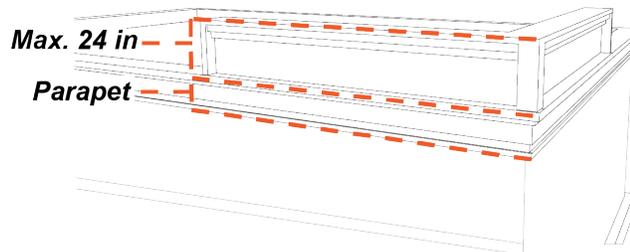
## Revised I4.48.130 Design Control (CRS)

two of the following design elements to break up the length of the parapet:

- (1) Steps
- (2) Curves
- (3) Angled surfaces

(b) The length of a parapet segment on the third floor and above may not exceed 25 feet.

- b. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- c. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

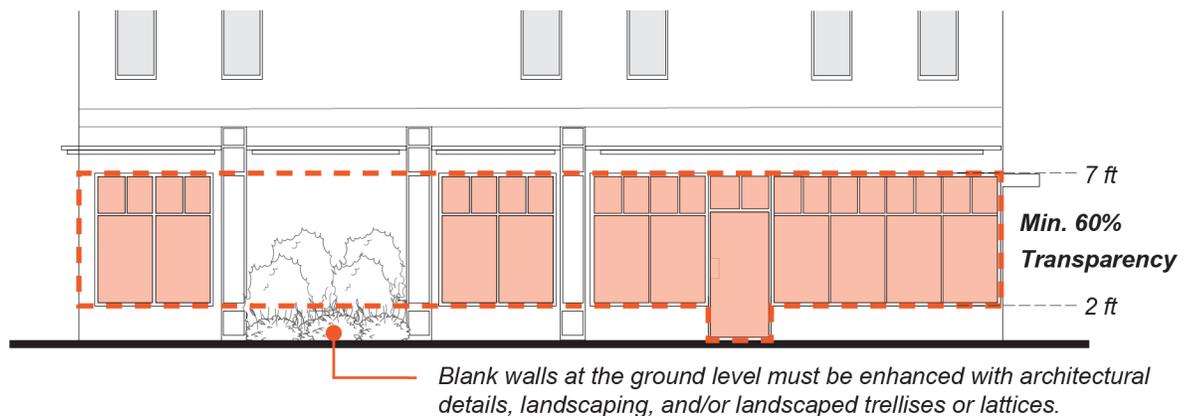


## B. Building Design.

### 1. Façade Design.

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
  - i. Change in roof parapet height or shape

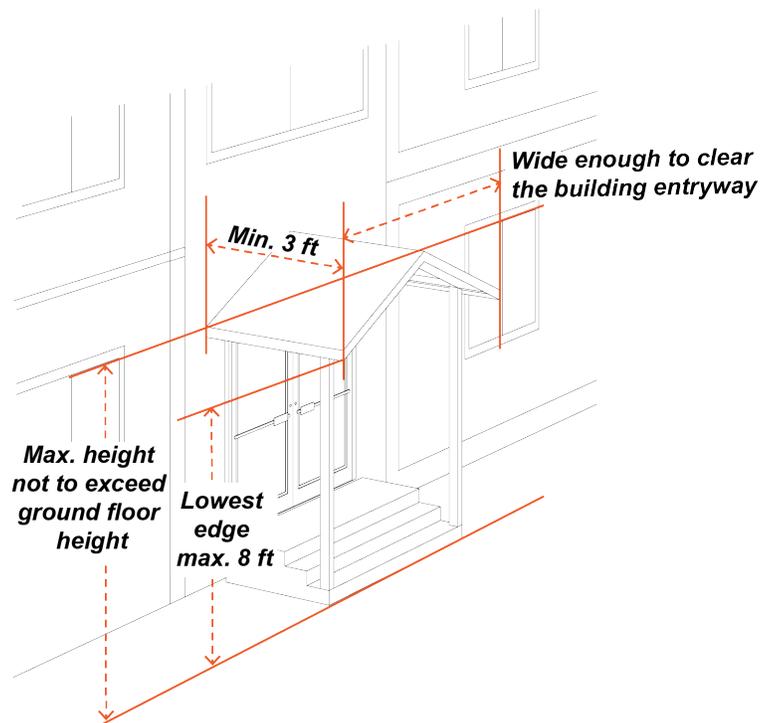
- ii. Change in roof style
  - iii. Change in materials palette
  - iv. Change in building height, minimum 8-foot difference
  - v. Change in frontage type or change in details of Shopfront frontage type if used
  - vi. Use of upper floor projections such as bay windows or balconies.
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



3. **Pedestrian-Scaled Entrances.**
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
    - i. Stoop
    - ii. Shopfront
      - (a) The maximum width of single shopfront shall be 25 feet.
    - iii. Gallery
    - iv. Arcade with Shopfront frontage.
  - b. *Primary Entrance Location(s).* Locate primary entrance on the front right-of-way.
  - c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
  - d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
    - i. Dedicated awning, canopy, or other roof element

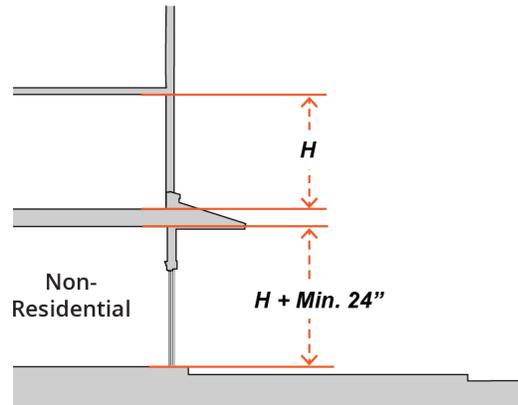
## Revised I4.48.130 Design Control (CRS)

- ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- e. *Entry Protection.* Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
- i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are exempted.

4. **Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height.



5. **Interior Courtyard.** Interior courtyards must be:
- Partially visible from the street and linked to the street by a clear accessible path of travel.
  - Enclosed on at least two sides by buildings.
  - Open to the sky (arbors and trellises are allowed)
  - A minimum width of 20 feet and a minimum area of 400 square feet.
6. **Paseos.** Paseos must be:
- A minimum width of 10 feet for through-block paseos.
  - A minimum width of 4 feet for entries to courtyards or individual single businesses.

### C. Window Design.

- Window frames, backbands, and sills.
  - All windows shall have a sill.
    - The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - The sill shall be sloped toward the outside.
    - The sill shall have a drip at its outer edge.
- Vinyl windows are prohibited on facades visible from a right-of-way.
- Tinted glass is not allowed.

### D. Building Materials.

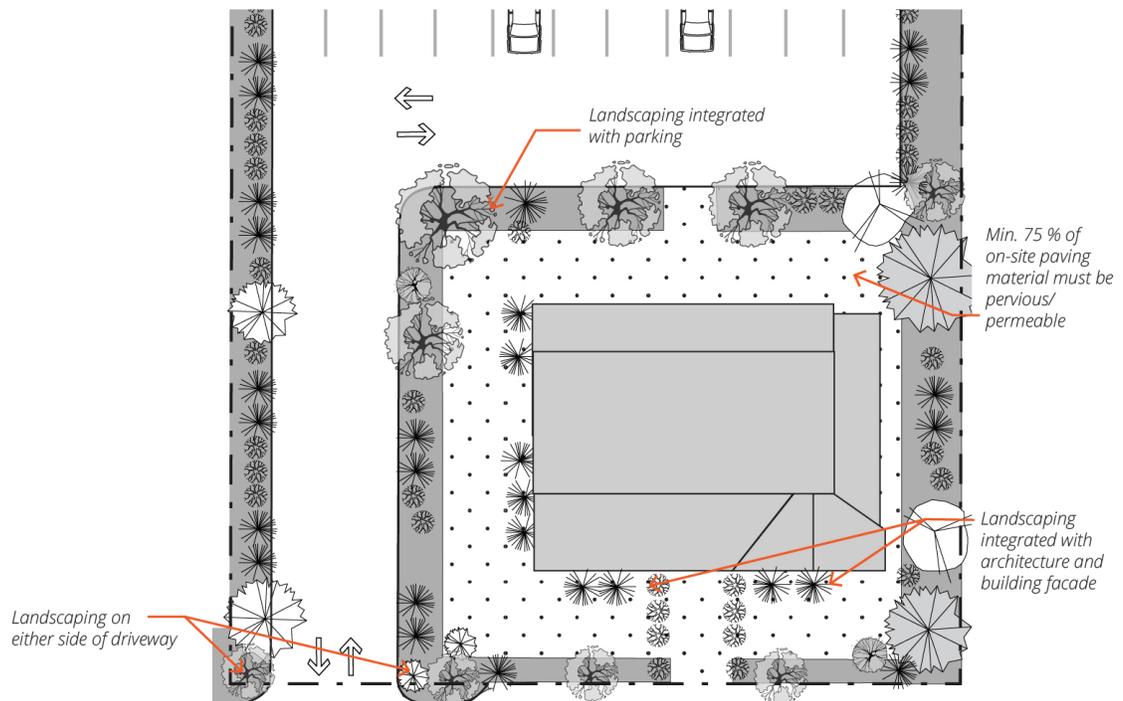
- Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - Siding (lap, vertical, or shingle)

## Revised 14.48.130 Design Control (CRS)

- i. All siding shall be wood, composite wood, or cement fiberboard.
      - ii. Wood siding shall be painted or stained.
      - iii. Vinyl and aluminum siding are not permitted.
    - c. Stone
    - d. Brick
  - 2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
    - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
    - b. Siding (lap, vertical, or shingle)
      - i. All siding shall be wood, composite wood, or cement fiberboard.
      - ii. Wood siding shall be painted or stained.
      - iii. Vinyl and aluminum siding are not permitted.
    - c. Stone (building base only)
    - d. Brick (building base only)
    - e. Tile (for bulkheads below display windows and decorative accents only)
    - f. Metal (Matte finish or Cor-ten)
      - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
    - g. Concrete Masonry Units (building base only, and not allowed on any façade facing a right-of-way or a single-family zone)
    - h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).
- E. Downtown Gateways.** A downtown gateway is located at the intersection of Foothill Expressway at Main Street.
- 1. Building design at gateway intersection shall include:
    - a. Façade lighting; and
    - b. Overhangs or sloped roof forms.
  - 2. Ground-floor design at gateway intersections must address both street frontages through:
    - a. Entrances that are visible and directly accessible from both streets;
    - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner;
    - c. Landscaped area with a minimum dimension of six feet; and
    - d. A usable public space with pedestrian-scaled features.

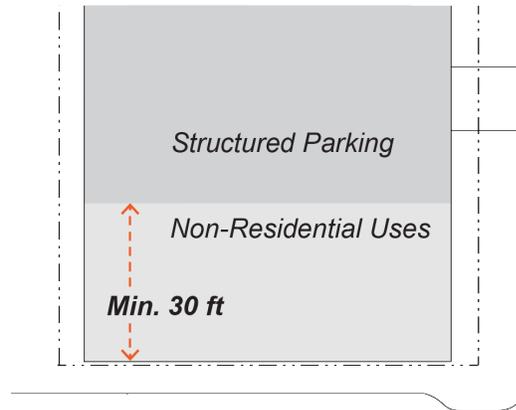
**F. Landscaping and Paving, and Pedestrian Amenities.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious/permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
  - d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

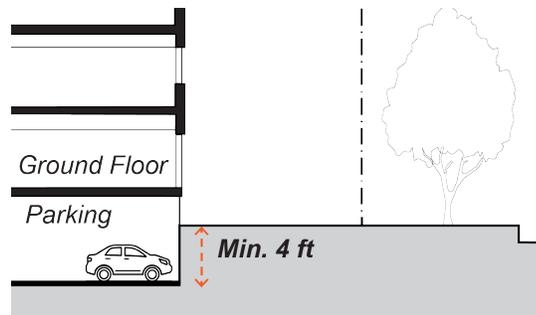
**G. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or

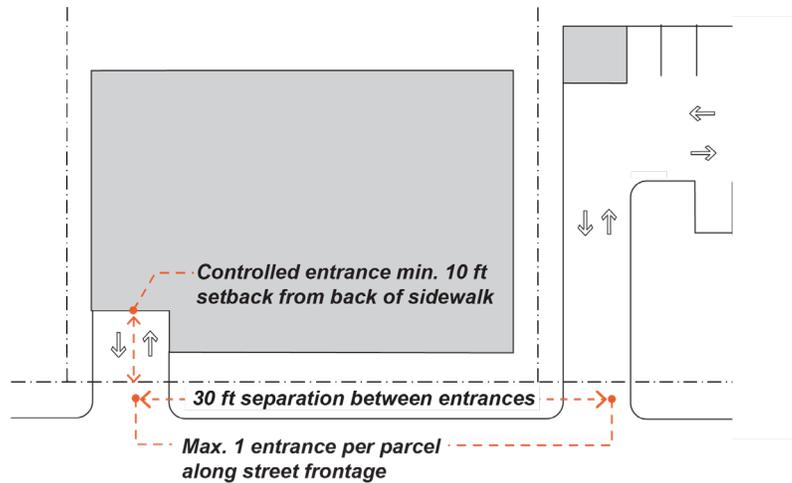
## Revised 14.48.130 Design Control (CRS)



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
3. **Entrances to Parking Facilities.**
  - a. Curb cuts are not permitted along State Street and Main Street, except those providing direct access to parking plazas. On all other street frontages, a maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.



#### H. Site Circulation and Access

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

#### I. Service Areas and Screening.

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

#### J. Additional Design Standards. See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CRS District.

## Revised 14.50.170 Design Control (CT)

**A. Building Placement.** A minimum 75 percent of ground-floor building frontages facing El Camino Real must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).

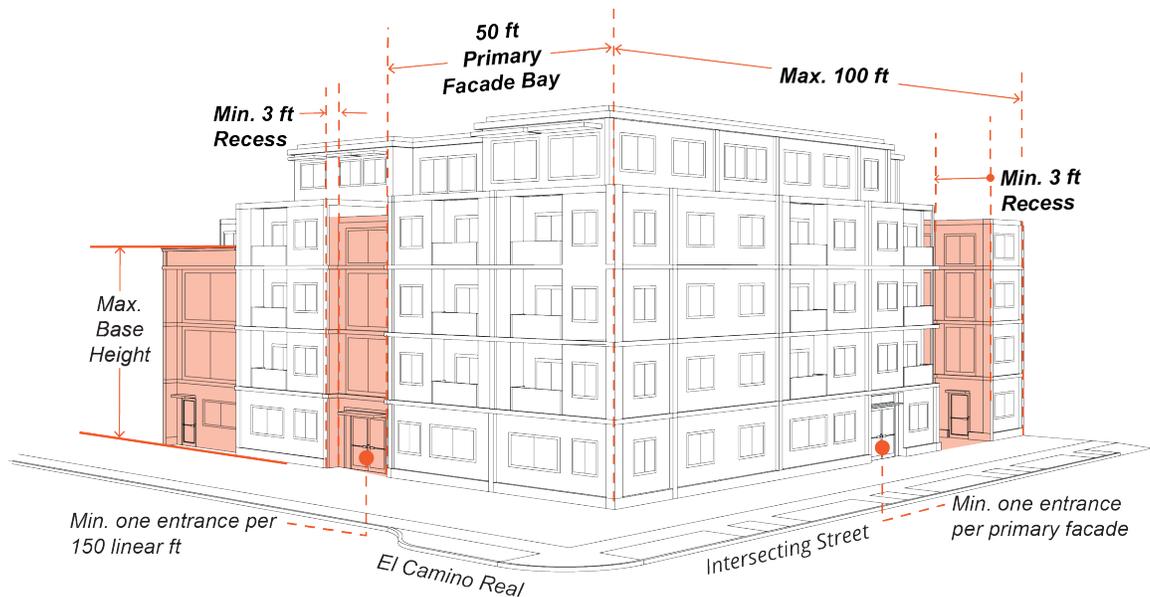
**B. Building Massing and Articulation.**

1. **Upper-story Step-backs.**

- a. *Front:* Minimum 10 feet from ground floor façade for stories above 45 feet in height.
- b. *Street Side:* Minimum 10 feet from ground floor façade for stories above 45 feet in height.

2. **Vertical Articulation.**

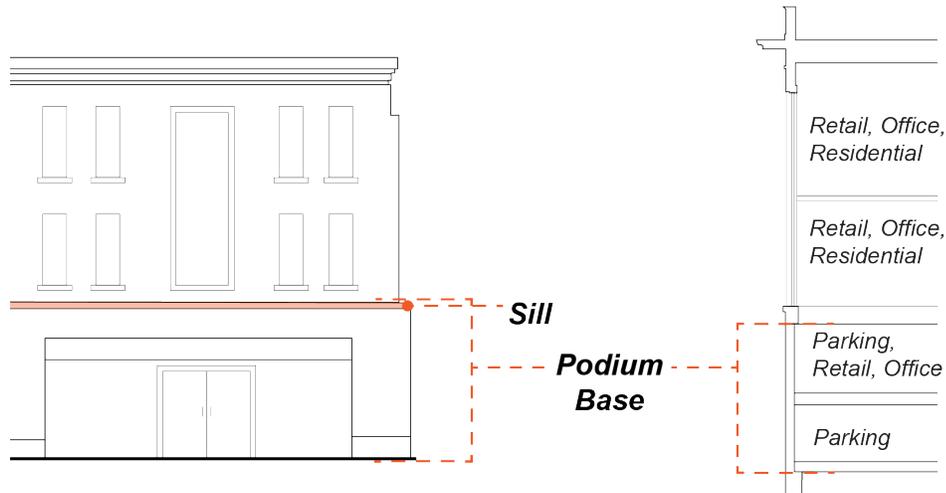
- a. When a building façade exceeds 100 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.
- b. A minimum one entrance shall be provided per 150 linear feet along El Camino Real and per primary façade bay along all other rights-of-way.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



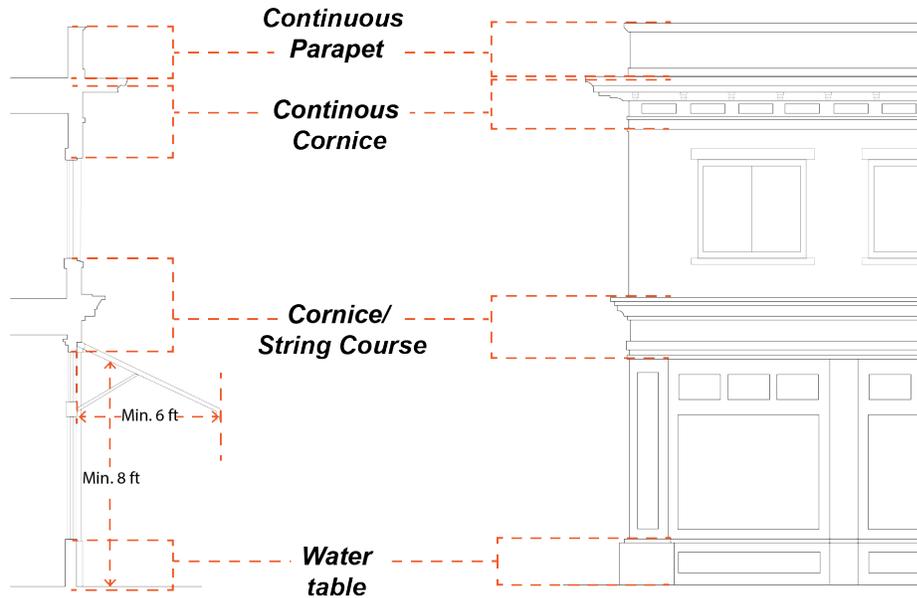
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.

- a. One or more of the following patterns shall be used to define the base:

- i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
  - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
  - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).
- b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.50.170.B.6. These elements shall be consistent with the overall architectural style of the building mass/bay.



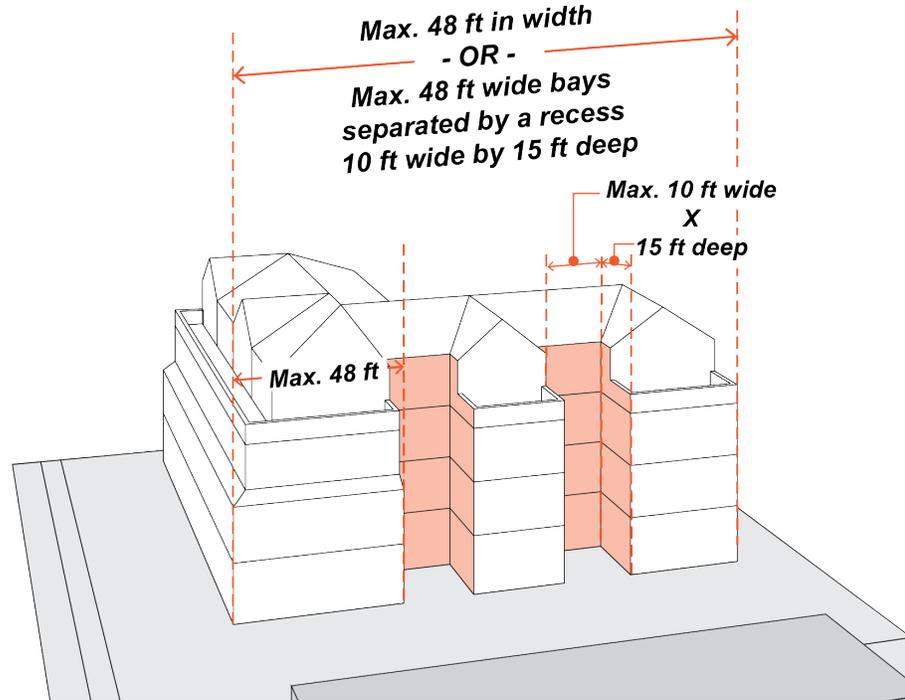
## Revised I4.50.170 Design Control (CT)



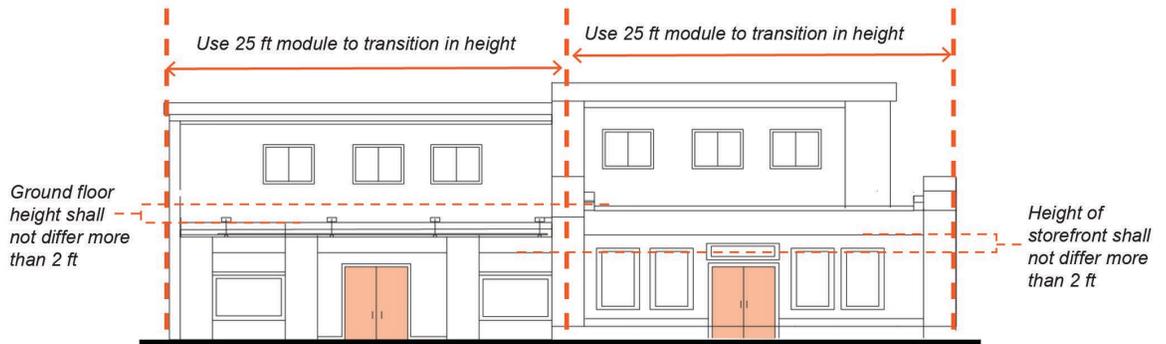
4. **Adjacencies.**

a. *Facades Adjacent to an R-1 District.*

- i. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- ii. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 10 feet wide and 15 feet deep.
- iii. Balconies, roof decks and other habitable outdoor space are not allowed on upper-story facades abutting R-1 zones.
- iv. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



- b. *Storefront Facades Adjacent to Storefront Facades.*
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
  - ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
  - iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.

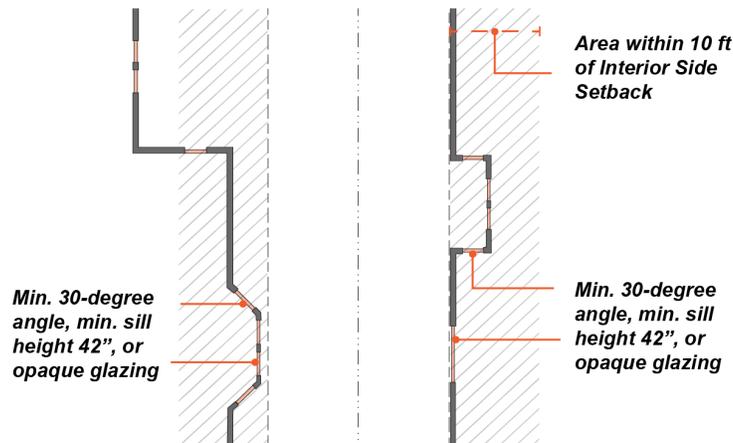


- c. *Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.* When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:

- i. Incorporate the uppermost floor into the roof form

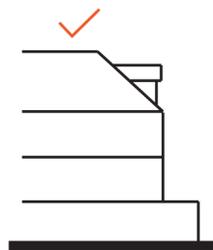
## Revised I4.50.170 Design Control (CT)

- ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines
5. **Privacy and Line of Sight.**
- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
  - b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
  - c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.

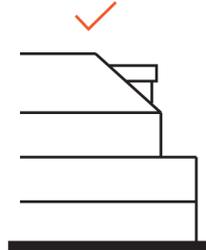


6. **Roofline and Roof Design.**
- a. Roof designs shall be limited to:
    - i. Hipped
    - ii. Gable
    - iii. Shed
    - iv. Dormer
    - v. Parapet.
      - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
        - (1) Steps

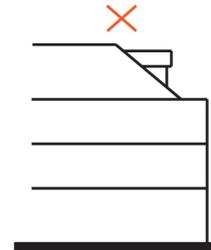
- (2) Curves
- (3) Angled surfaces
- (b) The length of a parapet segment on the third floor and above may not exceed 25 feet.



**Acceptable:**  
Multiple stories below the story embedded in a sloped roof are also stepped-back.

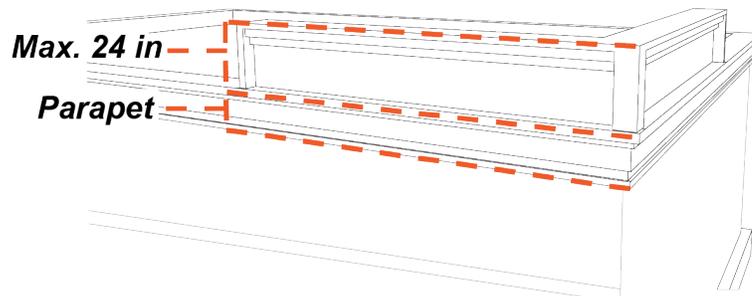


**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back.



**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- b. When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top story.
- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



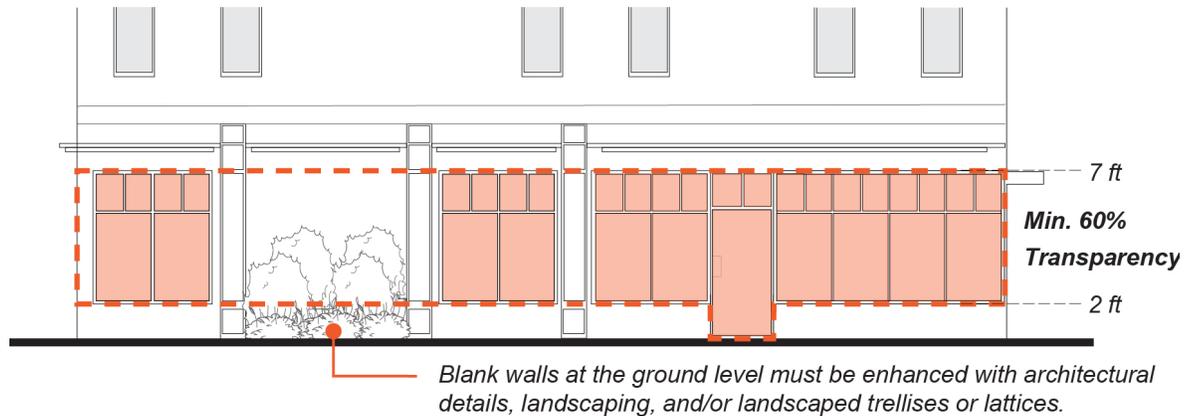
**C. Building Design.**

**1. Façade Design.**

- a. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
- b. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.

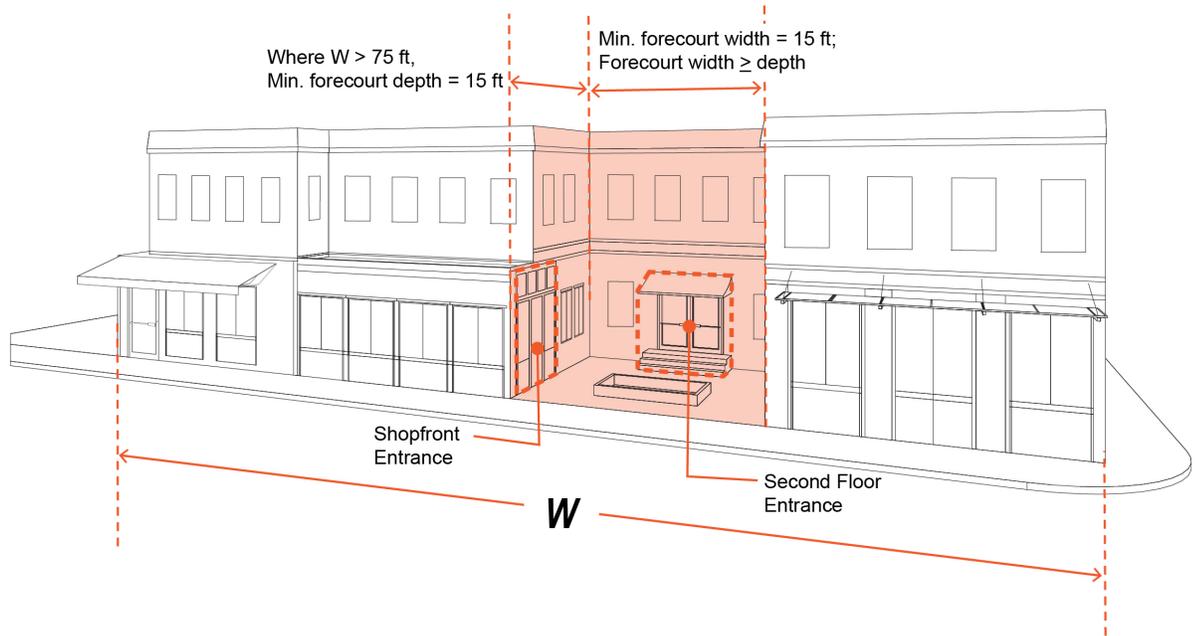
## Revised 14.50.170 Design Control (CT)

- c. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - d. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



3. **Pedestrian-Scaled Entrances.**
- a. Buildings more than 70 feet in length along a right-of-way must incorporate at least one forecourt frontage on the right-of-way-facing façade. Required forecourts must also comply with the standards of Section 14.50.170.C.3.b.v. below.
  - b. Each street-facing building façade must incorporate at one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
    - i. Stoop
    - ii. Shopfront
      - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
    - iii. Gallery
    - iv. Arcade
    - v. Forecourt
      - (a) Forecourts must feature at least one entry to a shop and/or second floor use.

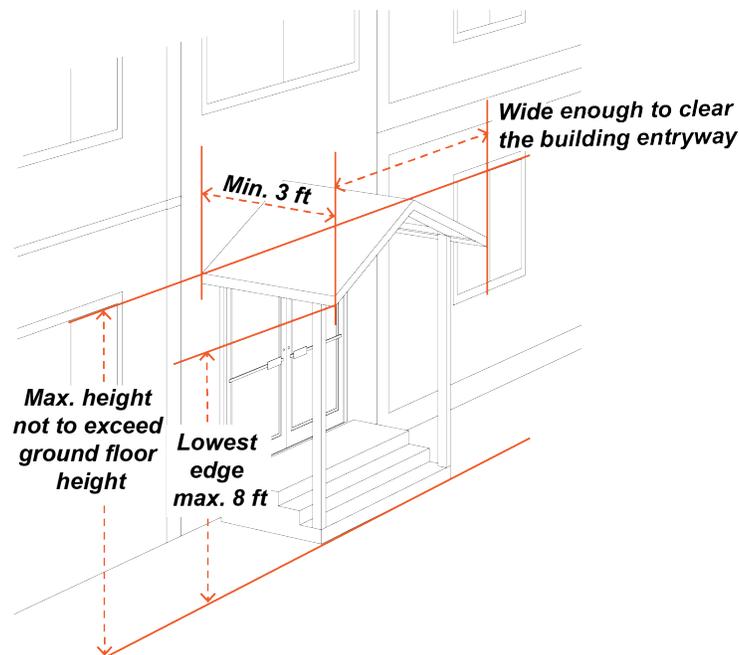
- (b) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
- (c) Forecourt must be minimum 15 feet in width.
- (d) Forecourt must be enclosed on at least three sides by buildings.
- (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



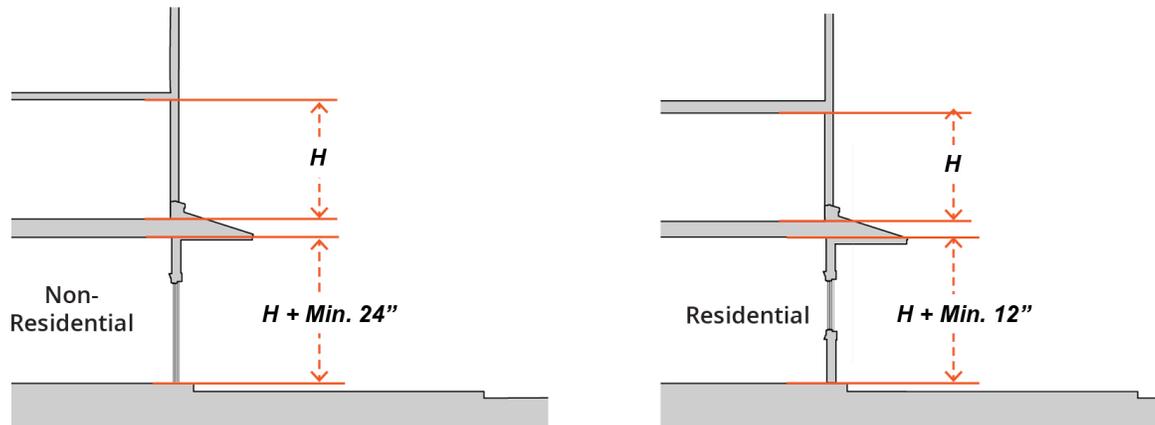
- vi. Terrace
- c. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way.
- d. *Individual Entries*. Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants

## Revised I4.50.170 Design Control (CT)

- g. **Entry Protection.** Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
- i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.
4. **Ground Floor Floor-to-Ceiling Height.**
- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
  - b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where ground floor is residential.



5. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by a clear accessible path of travel.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
6. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**D. Window Design.** Vinyl windows are prohibited on facades visible from a right-of-way.

**E. Building Materials.**

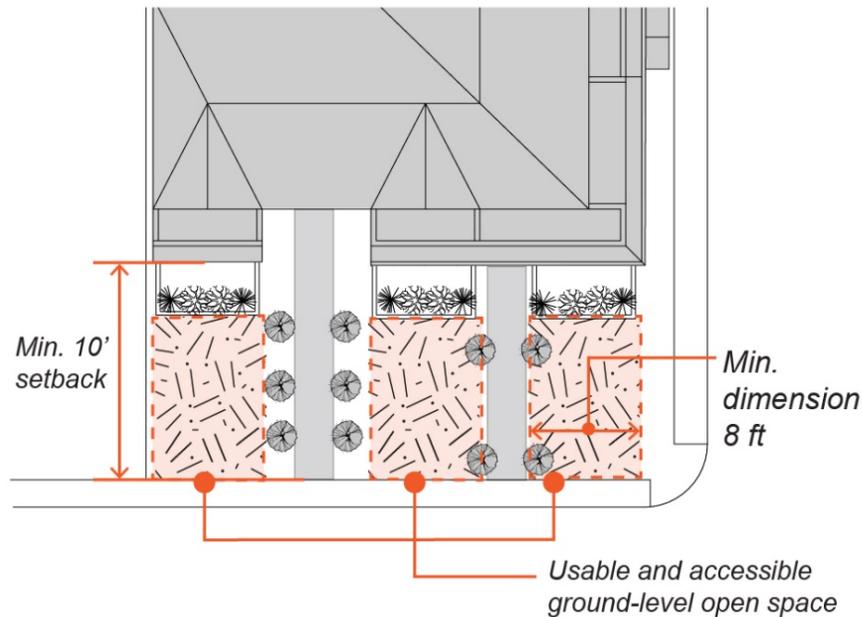
1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
  - e. Concrete (board-form only).
2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:

## Revised I4.50.170 Design Control (CT)

- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)
  - e. Tile
  - f. Metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
  - h. Concrete (building base only, board-form only, cast concrete not permitted).
3. On attached elements, such as bay windows, orioles, and balconies.

**F. Ground Level Open Space.** Where any required front, rear, or side yard setback is 10 feet or greater, on-site ground-level open space shall be provided within the setback.

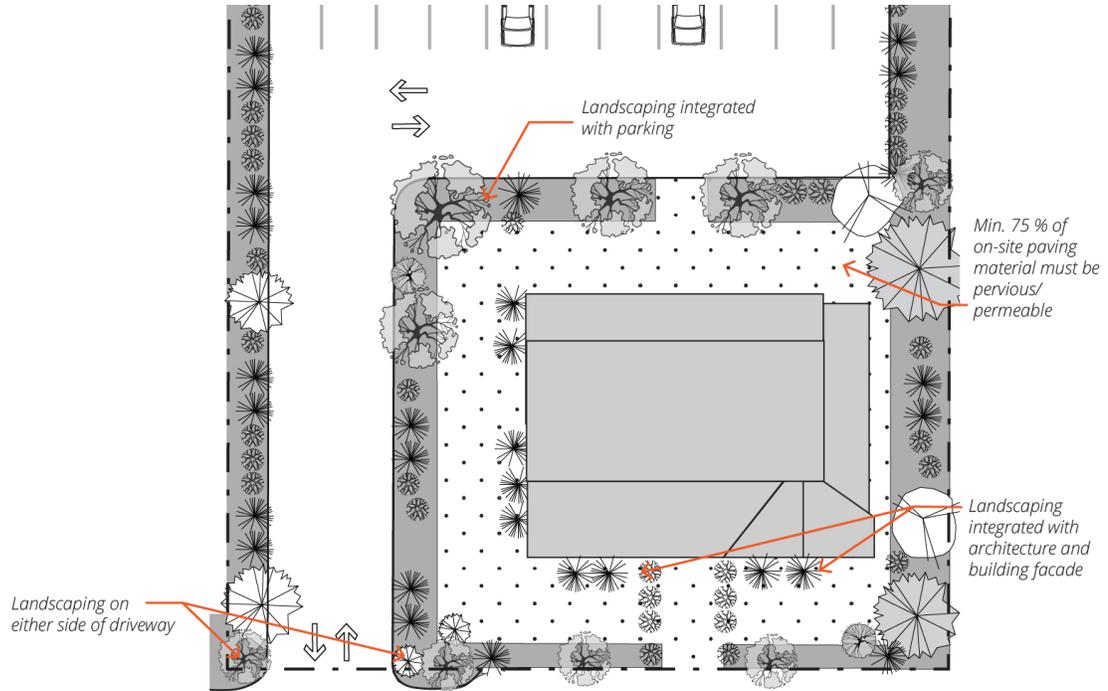
1. The ground level open space shall be usable and accessible.
2. The minimum dimension for ground level open space shall be 8 feet.



**G. Landscaping and Paving.**

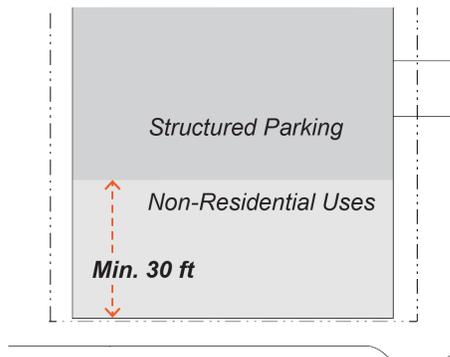
1. Landscaping must be placed on each side of a driveway at grade or in raised planters.

2. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
3. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



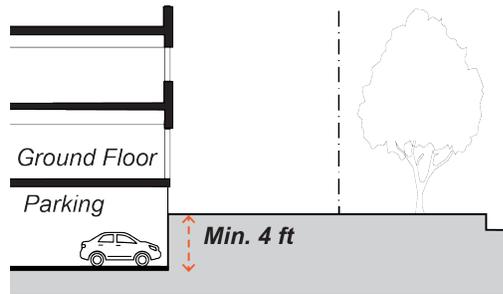
**H. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground-floor non-residential uses at least 30 feet deep as measured from the front façade; or



## Revised 14.50.170 Design Control (CT)

- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
3. **Entrances to Parking Facilities.**
  - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 60 feet.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.

**I. Site Circulation and Access**

1. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
2. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**J. Service Areas and Screening.**

1. Service areas must be located at the rear of lot.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

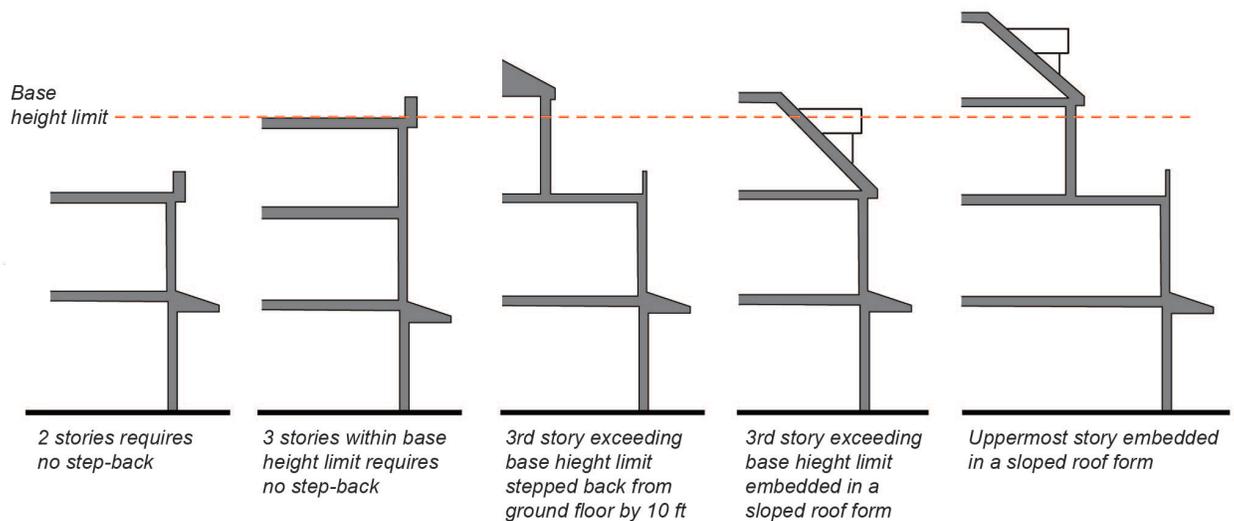
- K. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CT District.

## Revised 14.52.110 Design Control (CD/R3)

### A. Building Massing and Articulation.

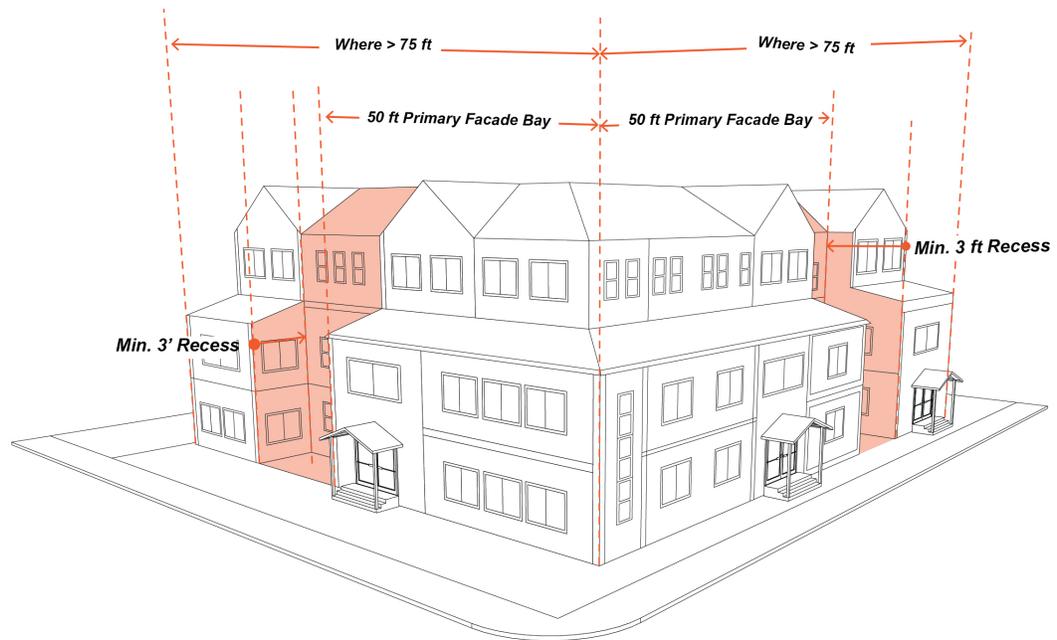
#### 1. Upper-story Step-backs

- a. *Front:* Minimum 10 feet from ground floor façade for stories above 30 feet in height (commercial or mixed use) or 35 feet (residential only) as shown in the diagram.
- b. *Street Side:* Minimum 10 feet from ground floor façade for stories above 30 feet in height (commercial or mixed use) or 35 feet (residential only) as shown in the diagram.
- c. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.52.110.A.6.

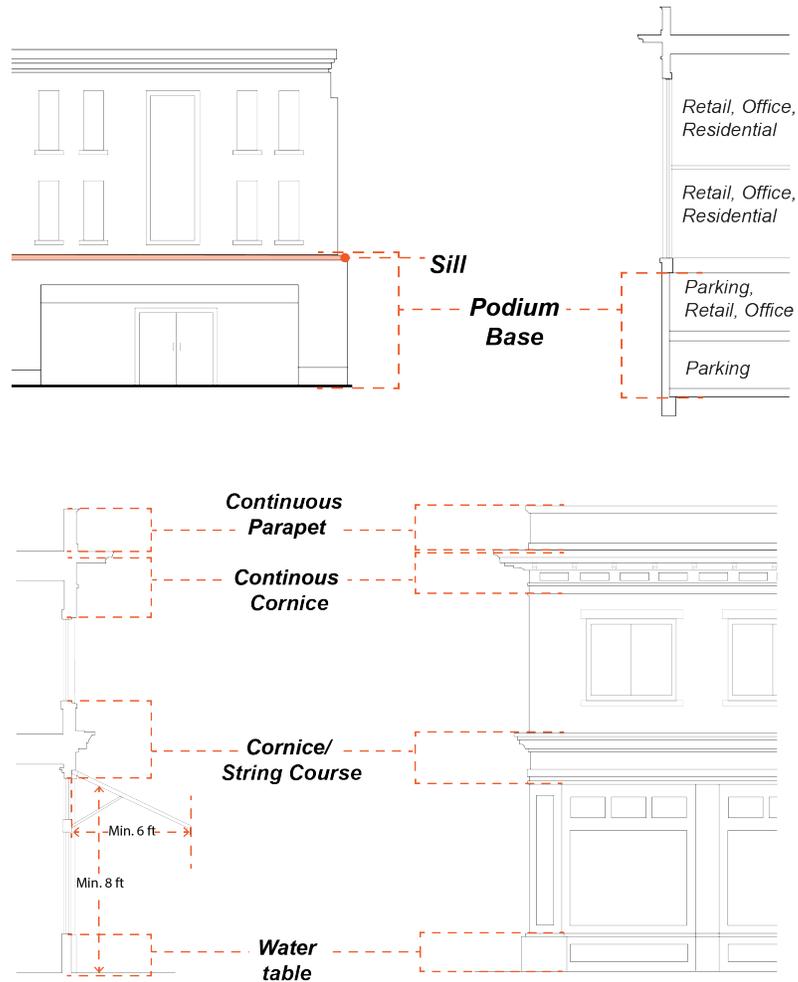


#### 2. Vertical Articulation.

- a. When a building façade exceeds 75 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.
- b. The building shall include at least one ground-floor entrance every 25 feet.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



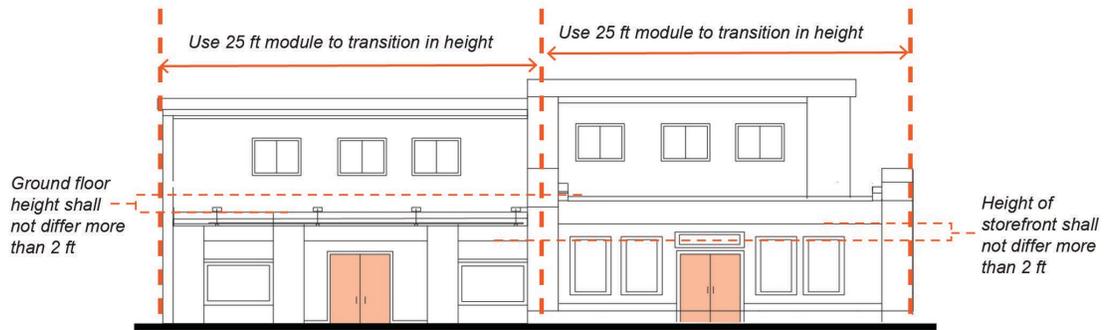
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
- a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.52.110.A.6. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

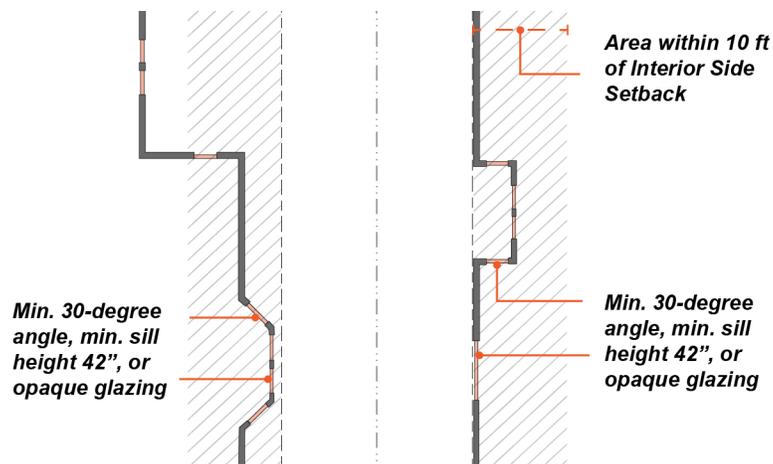
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. **Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.** When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

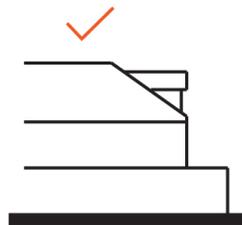
5. **Privacy and Line of Sight.**

- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
- c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.

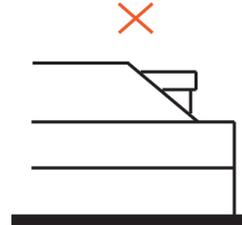


6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
- i. Hipped
  - ii. Gable
  - iii. Mansard
    - (a) Applicable for buildings 3 or more stories.
  - iv. Dormer
  - v. Parapet.
    - (a) Allowed only along First Street frontages.
    - (b) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (c) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

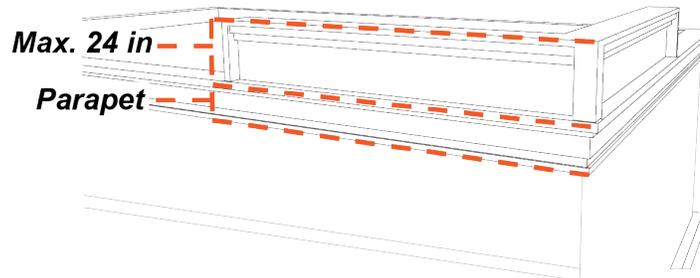


**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.
- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.



## B. Building Design.

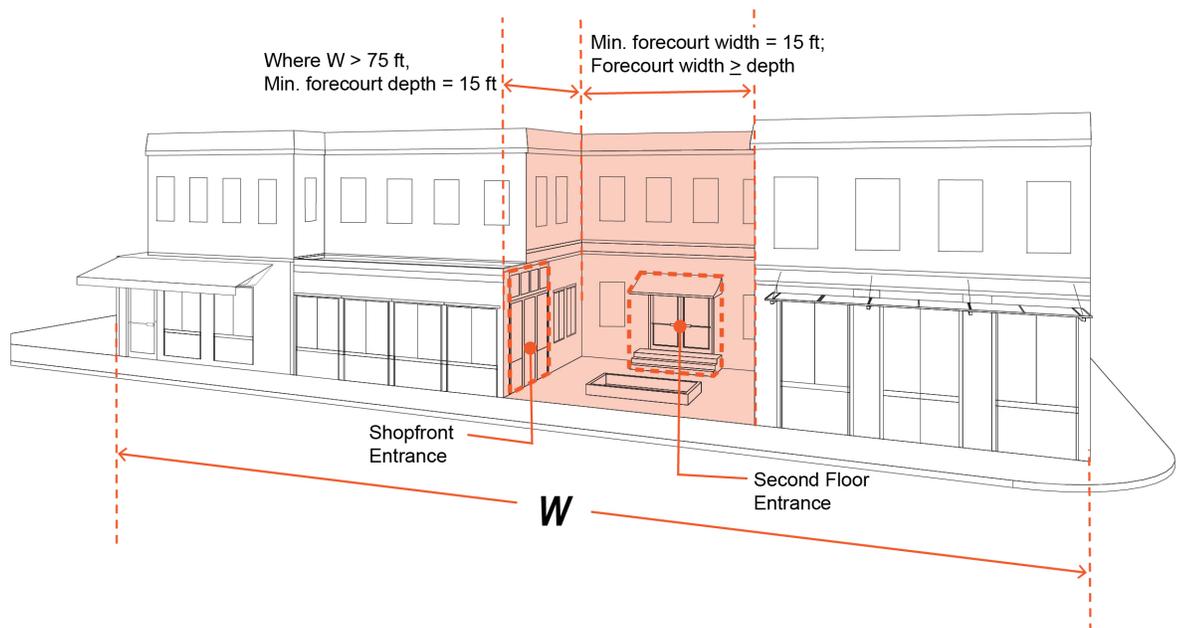
### 1. Façade Design.

- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 50-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 50-foot module:
  - i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in materials palette
  - iv. Change in building height, minimum 8-foot difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.

### 2. Pedestrian-Scaled Entrances.

- a. Buildings more than 75 feet in frontage length along a right-of-way and First Street must incorporate at least one forecourt with a minimum depth of 20 feet from front façade. Required forecourts must also comply with the standards of Section 14.52.110.B.2.b.vi. below.

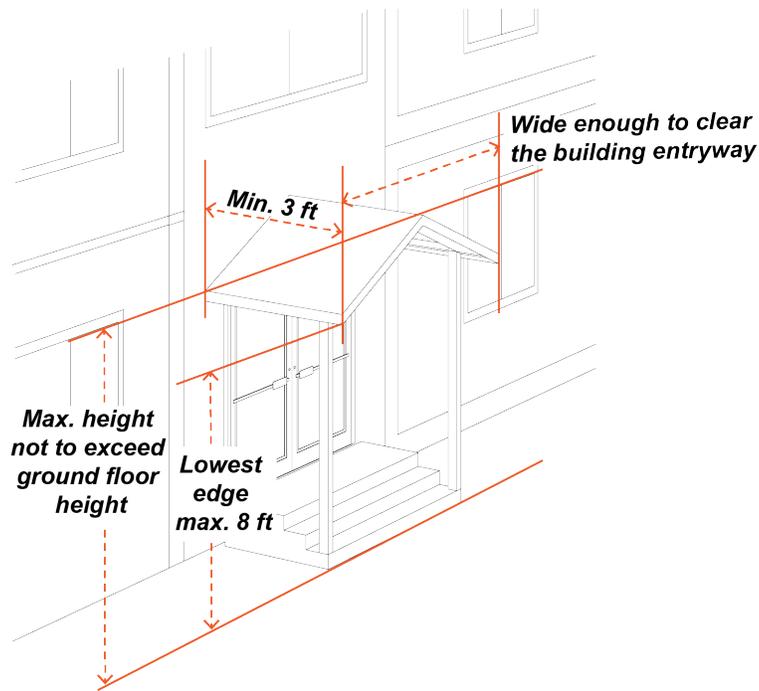
- b. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
  - i. Stoop
  - ii. Dooryard
  - iii. Shopfront
    - (a) The maximum width of single shopfront shall be 25 feet.
  - iv. Gallery
  - v. Arcade
  - vi. Forecourt
    - (a) Forecourts must feature at least one entry to a shop and/or second floor use.
    - (b) Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
    - (c) The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
    - (d) Forecourt must be enclosed on at least three sides by buildings.
    - (e) Forecourt must remain open to the sky (arbors and trellises are allowed).



- vii. Terrace

## Revised 14.52.110 Design Control (CD/R3)

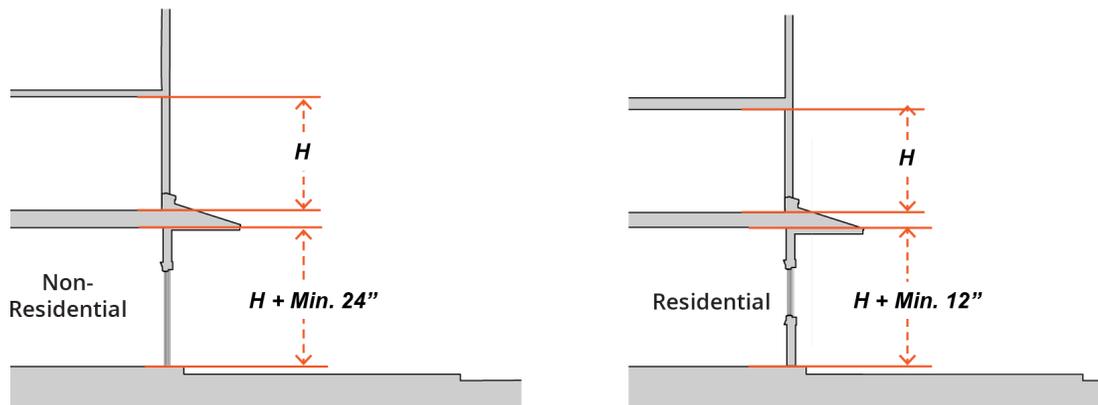
- c. *Primary Entrance Location(s)*. Locate primary entrance on the front right-of-way and/or in the interior courtyard.
- d. *Individual Entries*. Ground floor residential units facing a street must provide individual entries along the street frontage.
- e. *Corner Entrances*. Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
- f. *Street-facing Entries to Upper Floors*. Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
  - i. Dedicated awning, canopy, or other roof element
  - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers
  - iii. Dedicated light fixture(s)
  - iv. Decorative street address numbers or tiles
  - v. Plaque signs for upper-floor business tenants
- g. *Entry Protection*. Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - iii. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - iv. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- h. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.

3. **Ground Floor Floor-to-Ceiling Height.**

- a. Minimum 24 inches taller than typical upper floor floor-to-ceiling height where ground floor is non-residential.
- b. Minimum 12 inches taller than typical upper floor floor-to-ceiling where ground floor is residential.



4. **Interior Courtyard.** Interior courtyards must be:

- a. Partially visible from the street and linked to the street by a clear accessible path of travel.
- b. Enclosed on at least two sides by buildings.

## Revised 14.52.110 Design Control (CD/R3)

- c. Open to the sky (arbors and trellises are allowed).
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
5. **Paseos.** Paseos must be:
- a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

**C. Window Design.**

- 1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
- 2. Vinyl windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

- 1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, panelized, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (building base only)
  - d. Brick (building base only)

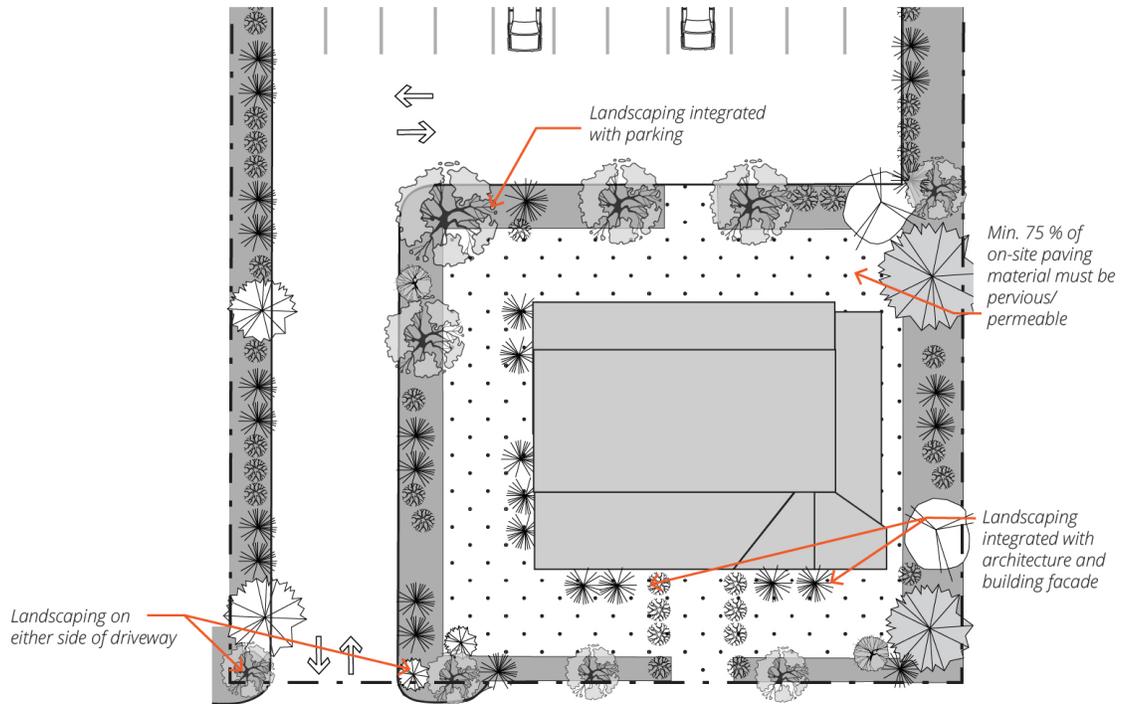
- e. Tile
- f. Metal (matte finish or Cor-ten)
  - i. Ribbed metal, titanium, and mirrored finishes are not permitted.
- g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
- h. Concrete (building base only, board-form only, cast concrete not permitted).

**E. Downtown Gateways.** Downtown gateways are located at the intersection of Foothill Expressway and Edith Avenue and the intersection of Foothill Expressway and San Antonio Road.

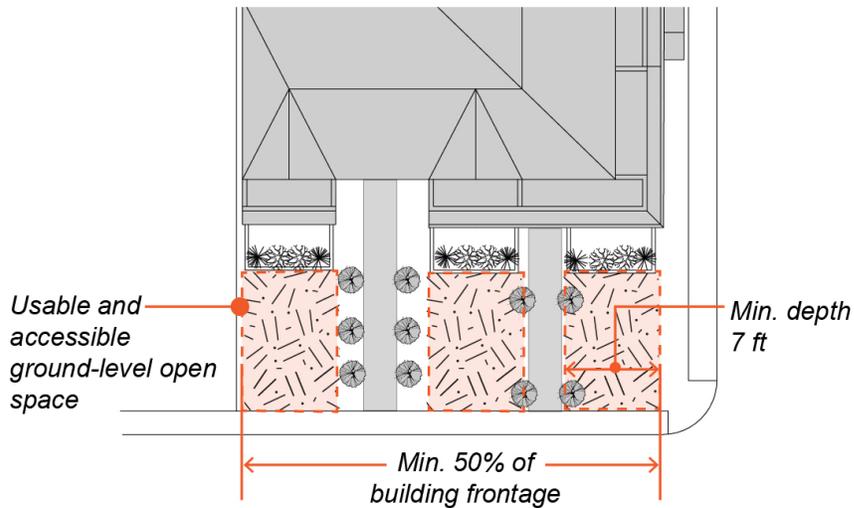
1. Building design at gateway intersection shall include:
  - a. Façade lighting; and
  - b. Overhangs or sloped roof forms.
2. Ground-floor design at gateway intersections must address both street frontages through:
  - a. Entrances that are visible and directly accessible from both streets;
  - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner;
  - c. Landscaped area with a minimum dimension of six feet; and
  - d. A usable public space with pedestrian-scaled features.

**F. Landscaping and Paving.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious or permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.

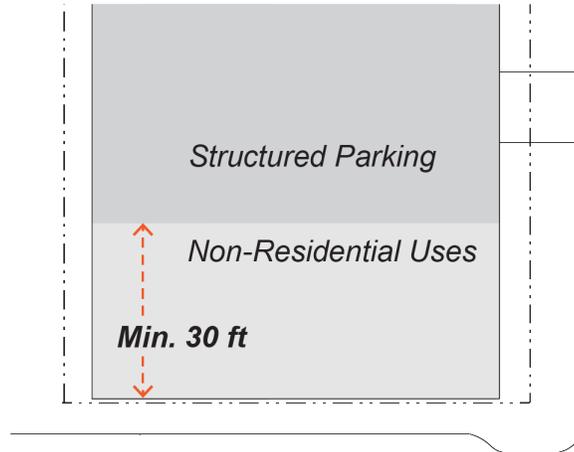


**G. Ground Level Open Space.** The required front setback area for residential-only development must be improved with a usable open space a minimum of 7 feet in depth for a minimum 50 percent of the building frontage.

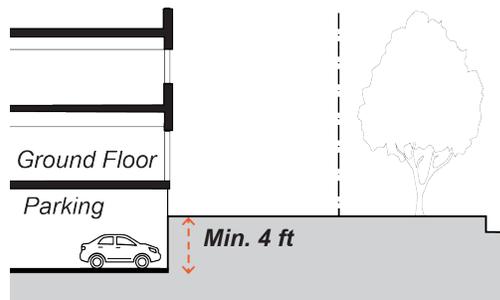


**H. Parking Design and Access.**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground floor non-residential uses at least 30 feet deep as measured from the front façade; or

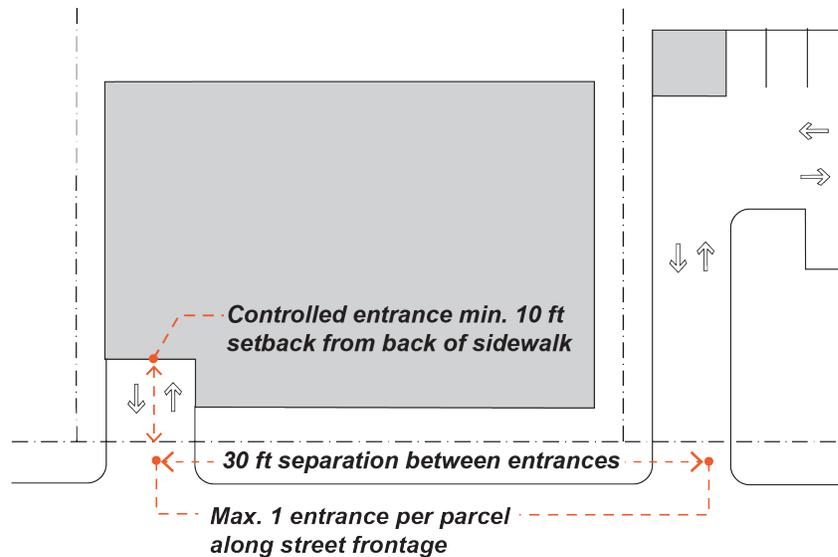


- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



- 2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
  - a. Regular punched openings designed to resemble windows of habitable spaces
  - b. Trellis/living wall
  - c. Custom textured or decorative screening
- 3. **Entrances to Parking Facilities.**
  - a. A maximum of two curb cuts for one-way traffic and one curb cut for two-way traffic may be permitted per street frontage per lot.
  - b. Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - c. Entrances to parking facilities along a street frontage shall be separated by a minimum of 30 feet.
  - d. Where possible, curb cuts serving adjacent parking facilities shall be shared.

## Revised 14.52.110 Design Control (CD/R3)

**I. Site Circulation and Access.**

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

**J. Service Areas and Screening.**

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

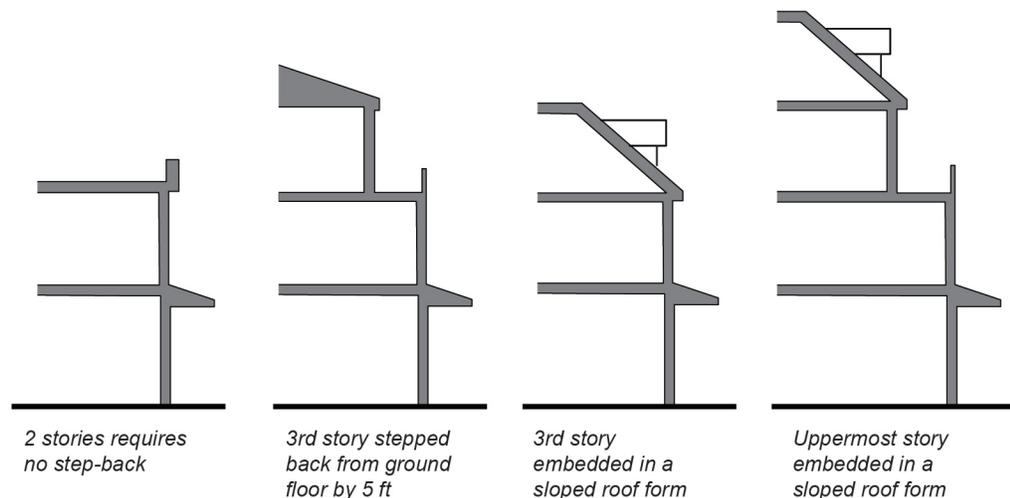
**K. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CD/R3 District.

## Revised 14.54.130 Design Control (CRS/OAD)

### A. Building Massing and Articulation.

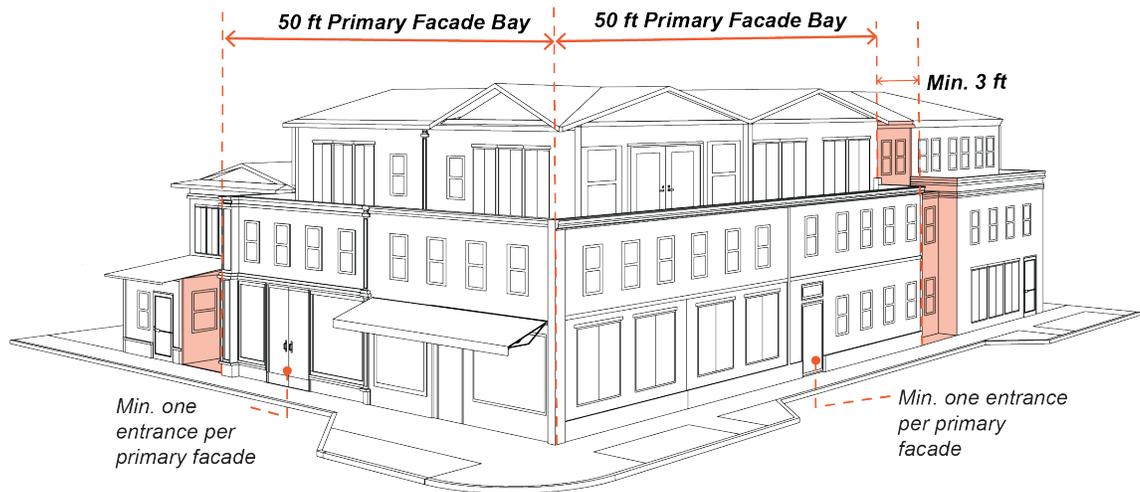
#### 1. *Upper-story Step-backs, Front and Street Side.*

- a. The third story must be either stepped back a minimum 5 feet from the ground floor façade or embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.54.130.A.6.
- b. For buildings over three stories, the uppermost story must be embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, as allowed by standards in Section 14.54.130.A.6.

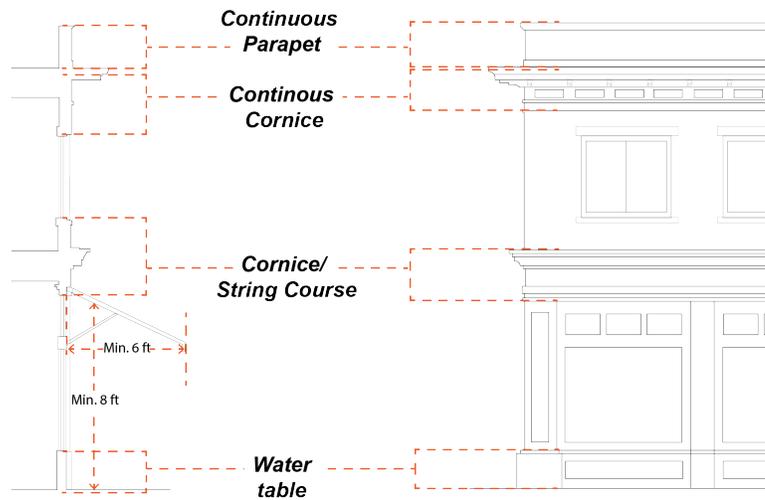
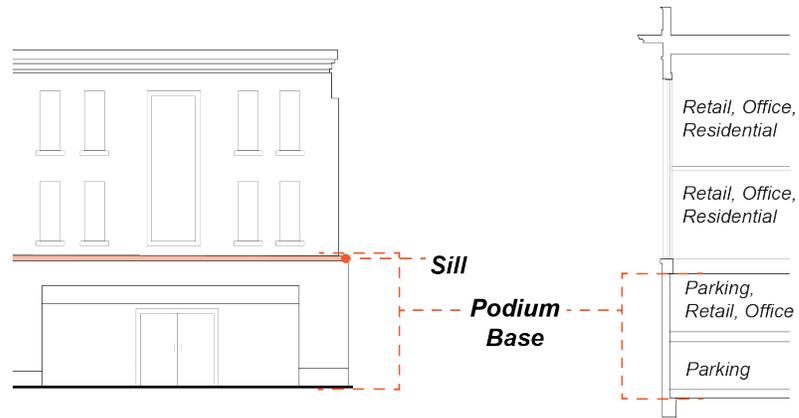


#### 2. *Vertical Articulation.*

- a. When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.
- b. A minimum one entrance shall be provided per primary façade bay.
- c. The eave/roof of a secondary façade bay shall be no higher than the corresponding elements of the primary façade bay.



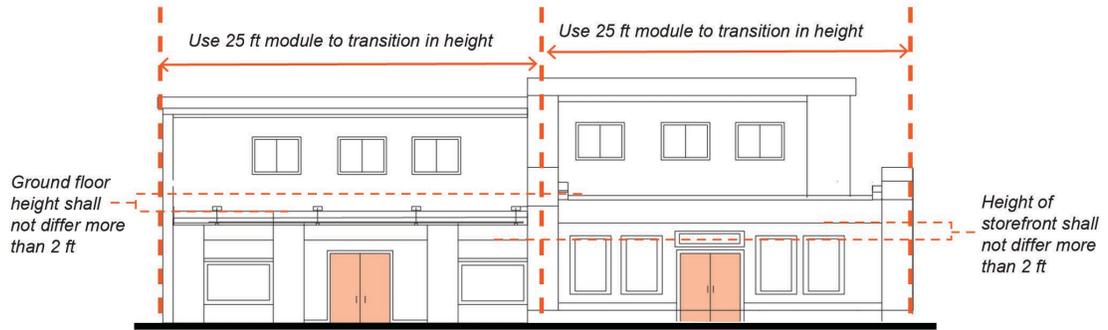
3. **Horizontal Articulation.** New facades and façade modifications along a street or civic space shall be designed to visually express a base, middle, and top.
- a. One or more of the following patterns shall be used to define the base:
    - i. Watertable: Base material extends from grade to between 8 and 54 inches above grade.
    - ii. Podium: The base material encompasses the lowest story (or stories) of the building, with or without mezzanine(s), and terminates in a sill, string course, or cornice at its upper bound (multi-story buildings only).
    - iii. Watertable + Cornice/String Course: A watertable using the base material is combined with a cornice or string course at the lowest story's upper bound, including any mezzanine (multi-story buildings only).
  - b. The top of each building mass/bay shall be defined by elements spanning the full length of the façade of the mass/bay. Such elements may include a cornice, eave and/or gable(s), or other elements listed under Section 17.54.130.A.6. These elements shall be consistent with the overall architectural style of the building mass/bay.



4. **Adjacencies.**

a. *Storefront Facades Adjacent to Storefront Facades.*

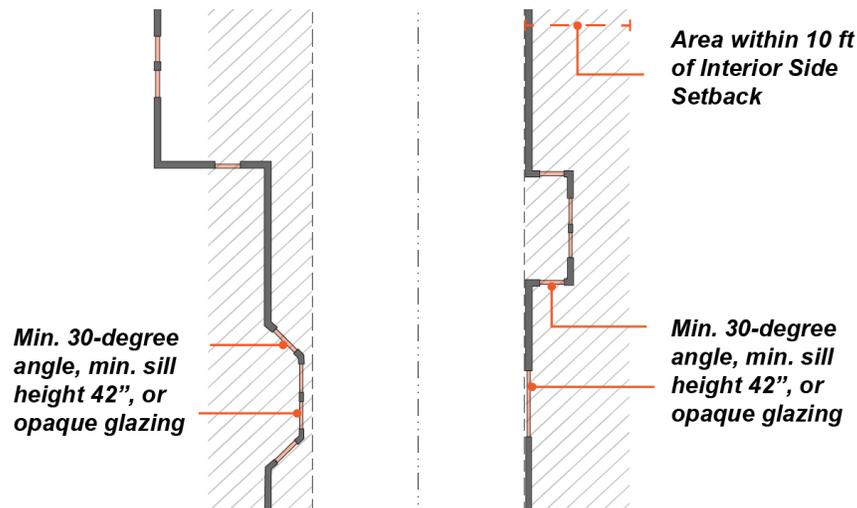
- i. The height of a storefront shall not differ from the height of any adjacent storefront by more than 2 feet.
- ii. The height of ground story shall not differ from height of any adjacent ground story by more than 2 feet.
- iii. Storefronts may transition in height using a module of 25 feet in length along a right-of-way.



- b. **Compatibility with Adjacent Shorter Buildings with Height Difference of One Story or More.** When adjacent to an existing shorter building with a height difference of one story or more, a proposed building must utilize two or more of the following strategies:
  - i. Incorporate the uppermost floor into the roof form
  - ii. Break the mass of the building into smaller modules through changes in wall plane, setbacks, and/or height
  - iii. Match window heights and/or proportions
  - iv. Relate roof cornices and moldings at floor lines

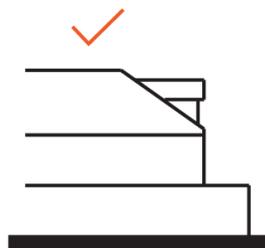
5. **Privacy and Line of Sight.**

- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
- c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.

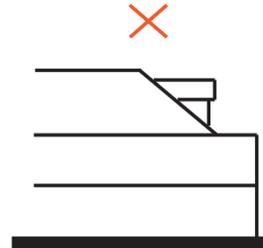


6. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
- i. Hipped
  - ii. Gable
  - iii. Mansard
    - (a) Applicable for buildings 3 or more stories.
  - iv. Dormer
  - v. Parapet.
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (b) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
 One story below the story embedded in a sloped roof is also stepped-back .

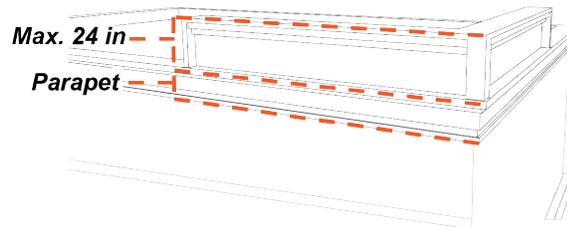


**Not acceptable:**  
 Top story embedded in a sloped roof is the only story stepped back.

- c. Building façades facing an R-1 district must have a hipped or gable roof and may incorporate dormers.

## Revised I4.54.130 Design Control (CRS/OAD)

- d. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

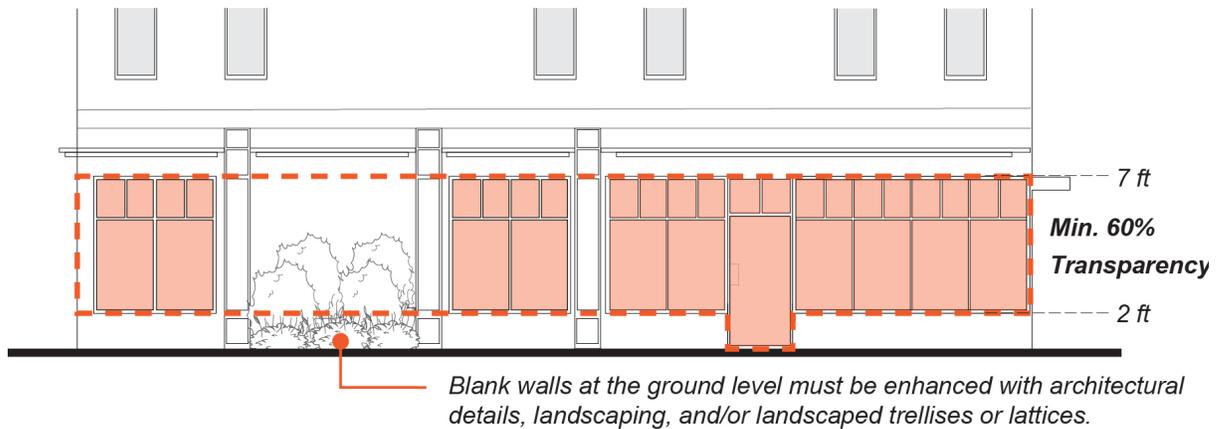


## B. Building Design.

### 1. Façade Design.

- a. Building façade must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
- i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls, columns, or other structural elements. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, inset panels, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - ii. The pattern may be shared between the ground floor and upper stories provided the ground floor exhibits enhanced detail or modulation.
  - iii. Residential facades shall incorporate at least one element that signals habitation, such as bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- b. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
- i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in materials palette
  - iv. Change in building height, minimum 8-foot difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.

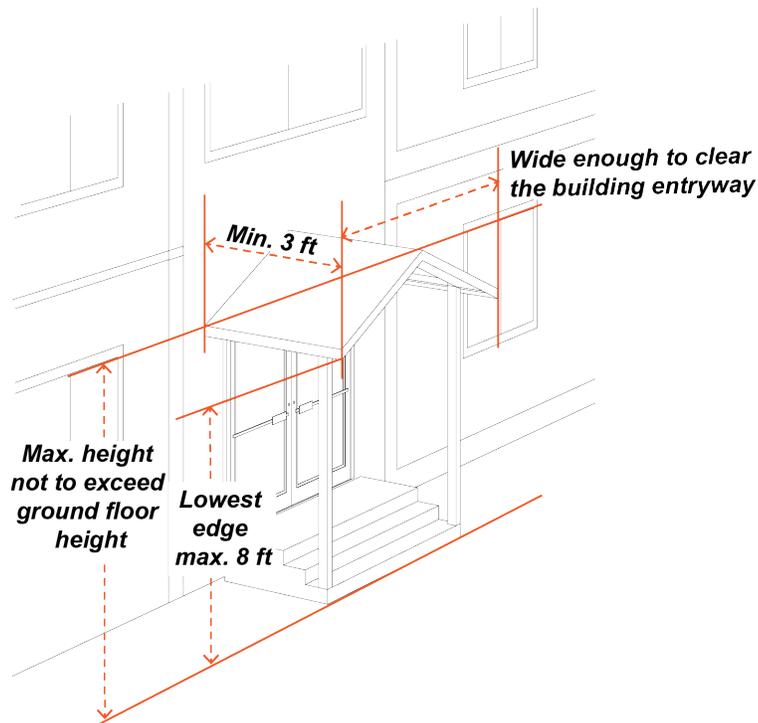
2. **Ground Level Transparency.** A minimum 60 percent of commercial ground floor street-facing facades between 2 and 7 feet in height shall be transparent window surface. Opaque, reflective, or dark tinted glass is not allowed.



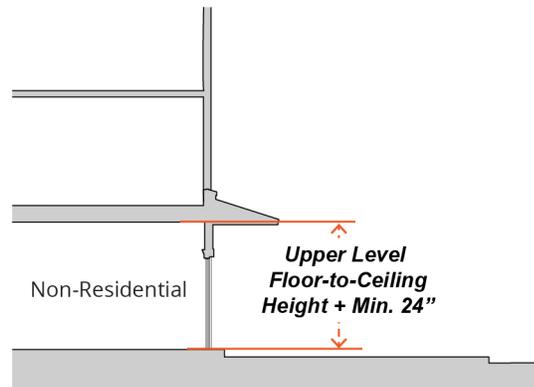
3. **Pedestrian-Scaled Entrances.**
- a. Building entrances must incorporate at least one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
    - i. Shopfront
      - (a) Shopfronts more than 25 feet in width must incorporate variations in bulkhead, awnings, materials and/or color to visually articulate the shopfront into modules not to exceed 25 continuous feet.
    - ii. Gallery
    - iii. Arcade with Shopfront frontage.
  - b. *Primary Entrance Location(s).* Locate primary entrance on the front right-of-way.
  - c. *Corner Entrances.* Chamfered corners must incorporate a building entrance. Any required entrances may be provided on the corner of the building assuming one of the intersecting sides is a primary frontage.
  - d. *Street-facing Entries to Upper Floors.* Street-facing entries to upper floors shall be equal in quality and detail to storefronts. This standard may be satisfied through two or more of the following:
    - i. Dedicated awning, canopy, or other roof element
    - ii. Stairs with a single color applied to treads and a contrasting color or pattern applied to risers
    - iii. Dedicated light fixture(s)
    - iv. Decorative street address numbers or tiles

## Revised 14.54.130 Design Control (CRS/OAD)

- v. Plaque signs for upper-floor business tenants
- e. **Entry Protection.** Primary street-facing entrances shall be protected by a recess in the building frontage at least 3 feet deep or by a projection extending outward at least 3 feet measured horizontally from the entrance, and wide enough to clear the building entryway on both sides.
  - i. Protection may be coterminous with an accent element.
  - ii. Protection may take the form of an extended eave, overhang, awning, door canopy, gallery, arcade frontage, or other element that provides shade and shelter from the elements.
  - i. The lowest edge of a projecting awning or door canopy shall have a vertical clearance of no more than 8 feet.
  - ii. Recessed entries shall differentiate pavement within the recess through the use of a dedicated paving material or pattern.



- f. Accent elements demarcating building frontage, entrance, and common open space areas shall not exceed the height of the ground floor story. Roof elements are excepted.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 24 inches taller than typical upper floor floor-to-ceiling height.



5. **Interior Courtyard.** Interior courtyards must be:
  - a. Partially visible from the street and linked to the street by a clear accessible path of travel.
  - b. Enclosed on at least two sides by buildings
  - c. Open to the sky (arbors and trellises are allowed)
  - d. A minimum width of 20 feet and a minimum area of 400 square feet.
6. **Paseos.** Paseos must be:
  - a. A minimum width of 10 feet for through-block paseos.
  - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.

### C. Window Design.

1. Window frames, backbands, and sills.
  - a. All windows shall have a sill.
    - i. The sill shall extend horizontally beyond the window opening or frame/casing (if present) at each end.
    - ii. The sill shall be sloped toward the outside.
    - iii. The sill shall have a drip at its outer edge.
2. Vinyl are prohibited on facades visible from a right-of-way.
3. Tinted glass is not allowed.

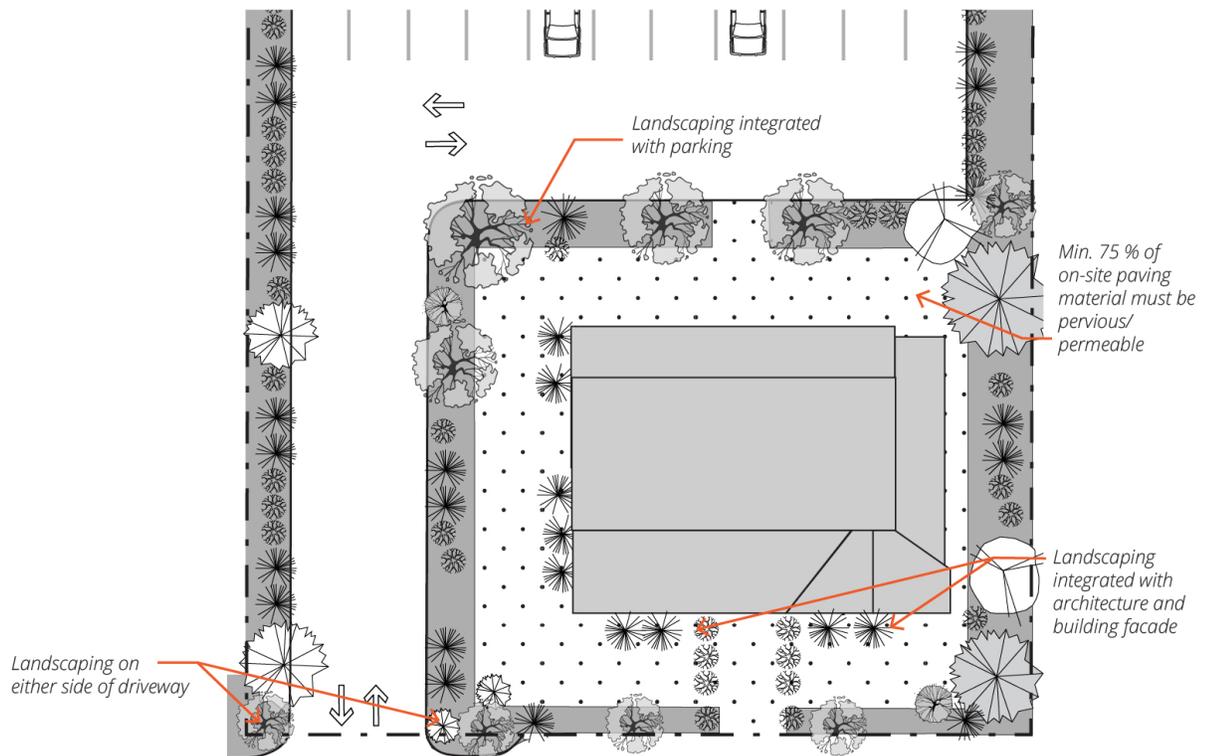
### D. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard

## Revised I4.54.130 Design Control (CRS/OAD)

- ii. Wood siding shall be painted or stained.
      - iii. Vinyl and aluminum are not permitted.
    - c. Stone
    - d. Brick
  - 2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
    - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
    - b. Siding (lap, vertical, or shingle)
      - i. All siding wood, composite wood, or cement fiberboard.
      - ii. Wood siding shall be painted or stained.
      - iii. Vinyl and aluminum siding are not permitted.
    - c. Stone (watertable and building base only)
    - d. Brick (watertable and building base only)
    - e. Tile (for bulkheads below display windows and decorative accents only)
    - f. Metal (matte finish or Cor-ten)
      - i. Ribbed metal, titanium, and mirrored finishes not allowed.
    - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
    - h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).
- E. Downtown Gateway.** A downtown gateway is located at the intersection of Edith Avenue, State Street, and San Antonio Road.
- 1. Building design at gateway intersection shall include:
    - a. Façade lighting; and
    - b. Overhangs or sloped roof forms.
  - 2. Ground-floor design at gateway intersections must address both street frontages through:
    - a. Entrances that are visible and directly accessible from both streets;
    - b. Building transparency beyond the required minimum for the first 15 feet of building frontage from the corner;
    - c. Landscaped area with a minimum dimension of six feet; and
    - d. A usable public space with pedestrian-scaled features.
- F. Landscaping and Paving, and Pedestrian Amenities**
- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.

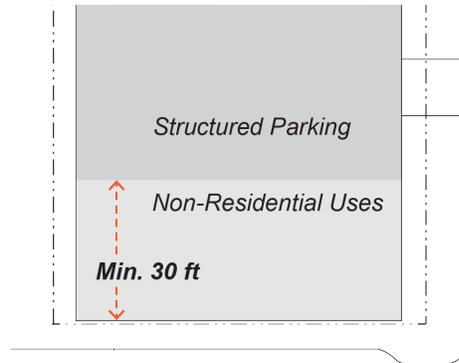
2. All paving located adjacent to a sidewalk must be textured (decorative or permeable).
3. A minimum 75 percent of on-site paving material must be pervious/permeable.
4. Landscape elements shall be integrated with the building architecture, parking, and streetscape. Recommended patterns shall include, but are not limited to:
  - a. Planters for flowers and shrubs within street frontage.
  - b. Landscape buffers between parking spaces and building facades.
  - c. Landscaping within and/or on walls adjacent to courtyards, open spaces, and setbacks.
  - d. A publicly visible and accessible pedestrian amenity such as benches, a fountain, a rain garden, decorative paving, and/or public art.
5. See Sections 14.66.180 (Maintenance of Landscaped Areas) and 14.70.070 (Landscaped Strips) for additional landscaping standards.



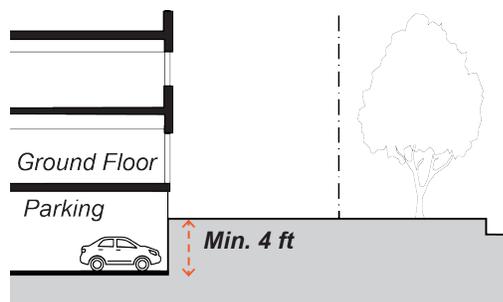
**G. Parking Design and Access**

1. Where structured parking is provided, the parking area must be either:
  - a. "Lined" with ground floor non-residential uses at least 30 feet deep as measured from the front façade; or

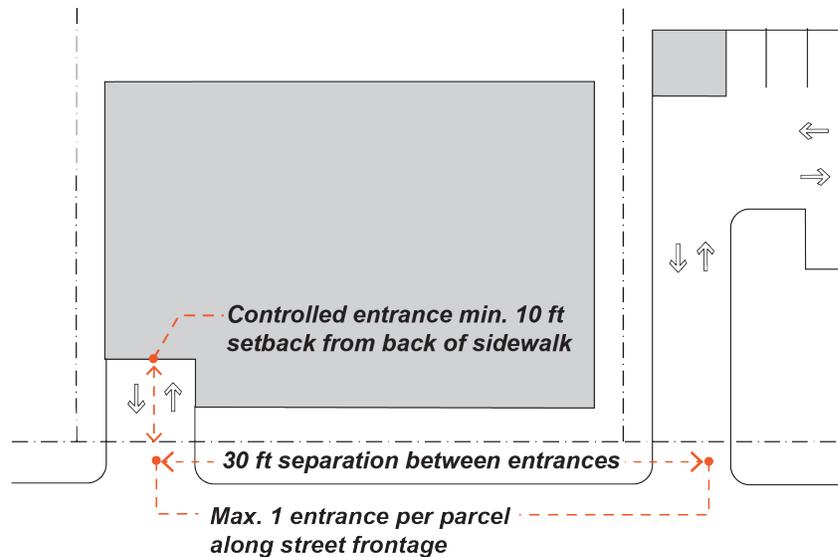
Revised I4.54.130 Design Control (CRS/OAD)



- b. Designed such that the floor elevation is a minimum 4 vertical feet below the elevation of the adjacent sidewalk.



2. Visible structured parking must be screened from view from the right-of-way by at least one of the following features:
- Regular punched openings designed to resemble windows of habitable spaces
  - Trellis/living wall
  - Custom textured or decorative screening
3. **Entrances to Parking Facilities.**
- Controlled entrances to parking facilities (gates, doors, etc.) shall be located a minimum 10 feet from the back of sidewalk.
  - Entrances to parking facilities along a street frontage shall be separated by a minimum of 40 feet, excluding access to parking plazas.
  - Where possible, curb cuts serving adjacent parking facilities shall be shared.



#### H. Site Circulation and Access

1. A clearly defined, lighted and landscaped pedestrian route shall be provided between all parking areas and primary pedestrian entrance.
2. New development on abutting lots shall be designed to allow cross-access for internal pedestrian, bicycle, and vehicular circulation systems.
3. Bicycle racks shall be provided:
  - a. In or within 50 feet of every parking area; and
  - b. Within 20 feet of at least one building entrance.

#### I. Service Areas and Screening.

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Service areas must be enclosed in enclosures that are architecturally consistent with primary building in terms of materials, colors, and style.

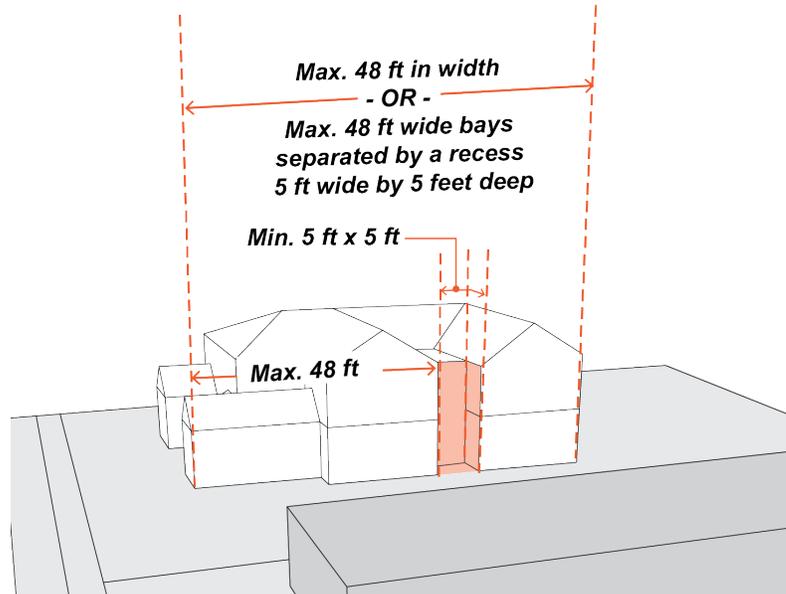
#### J. Additional Design Standards. See Section 14.66.280 for additional design standards applicable to all residential mixed-use development in the CRS/OAD District.

## Revised 14.16.100 Design Control (R3-4.5)

---

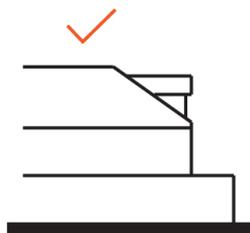
### A. Building Massing and Articulation.

1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Section 14.16.1100.A.4.
2. **Vertical Articulation.**
  - a. Each building volume shall be defined according to one of the following classifications:
    - i. Main Body (one per building): The widest volume of the structure, containing main entrances and the most public interior spaces.
    - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
  - b. Each Main Body volume shall contain at least one entrance.
  - c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
  - d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.
3. **R-1 Adjacencies.**
  - a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
  - c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
  - d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

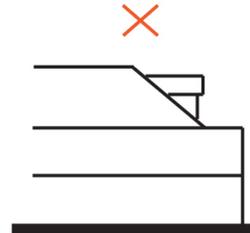


4. **Roofline and Roof Design.**

- a. Acceptable roof forms are limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
- b. When the top story is stepped back and embedded in a sloped roof form, the floor below must (and other floors may) be stepped back to meet the slope of the top floor.



**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .



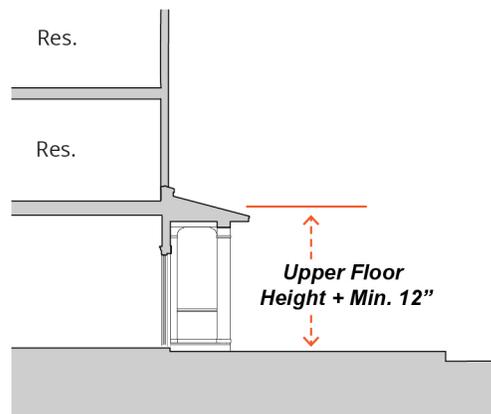
**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

Revised 14.16.100 Design Control (R3-4.5)

## B. Building Design.

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance along the front right-of-way and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



## C. Window Design.

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

## D. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum are not permitted.

- c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).
- E. Screening.**
- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
  - 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.
- F. Topography and Grading.**
- 1. A stepped foundation is required where the average slope beneath the proposed structure exceeds 10 percent.
  - 2. Terracing and plantings must reflect the shape of the natural terrain.
- G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-4.5 District.

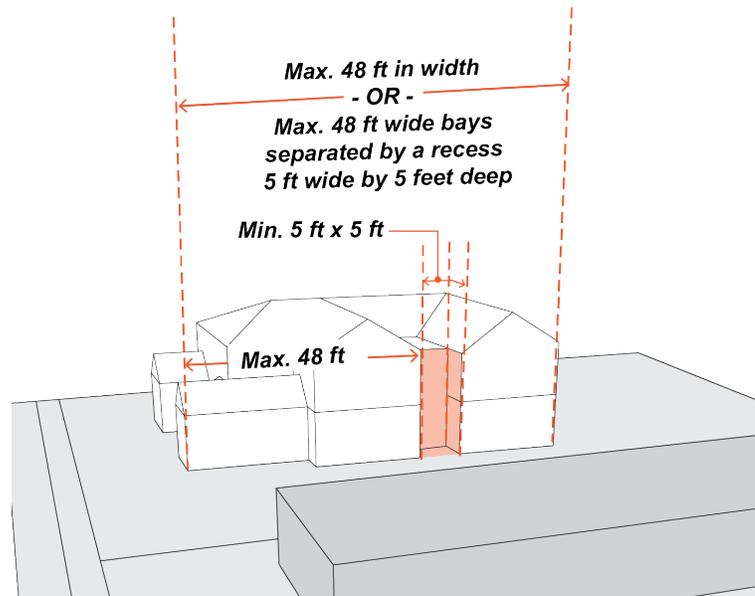
## Revised 14.18.120 Design Control (R3-5)

---

- A. Building Massing and Articulation.**
- 1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Section 14.18.120.A.4.
  - 2. **Vertical Articulation**
    - a. Each building volume shall be defined according to one of the following classifications:

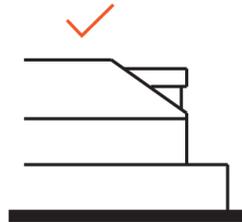
## Revised 14.18.120 Design Control (R3-5)

- i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
  - c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
  - d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.
3. **R-1 Adjacencies.**
- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
  - c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
  - d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

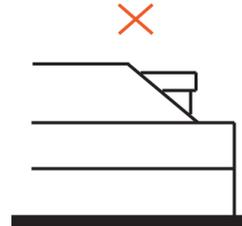


4. **Roofline and Roof Design.**
- a. Acceptable roof forms:
    - i. Hipped
    - ii. Gable
    - iii. Dormer

- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .

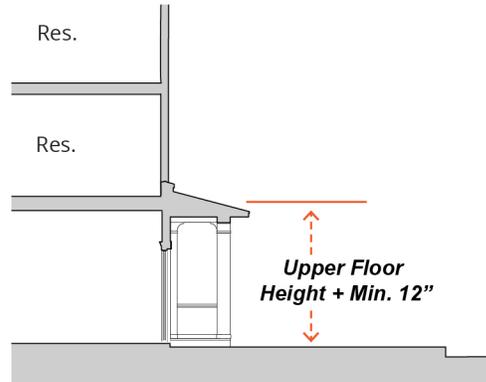


**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

## B. Building Design.

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



**C. Window Design.**

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Landscaping.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**F. Screening.**

1. Service, trash, and utility areas must be screened from view of the right-of-way.
2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

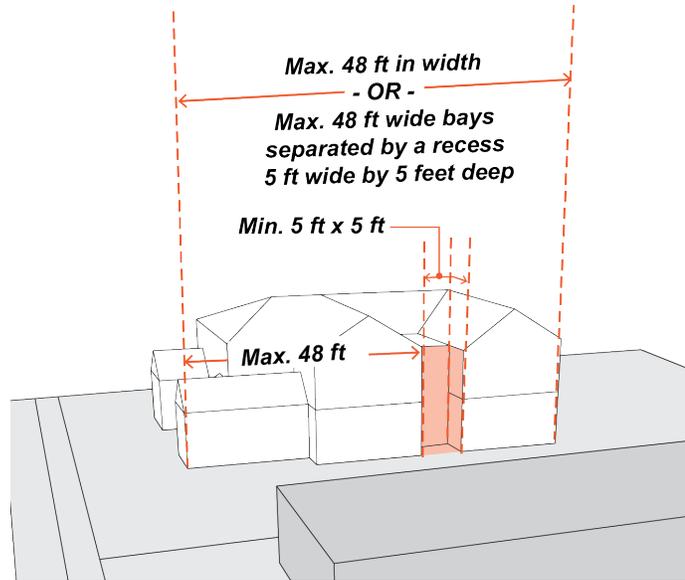
**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-5 District.

## Revised 14.20.120 Design Control (R3-3)

---

### A. Building Massing and Articulation.

1. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Section 14.20.120.A.4.
2. **Vertical Articulation**
  - a. Each building volume shall be defined according to one of the following classifications:
    - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
    - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
  - b. Each Main Body volume shall contain at least one entrance.
  - c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
  - d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.
3. **R-1 Adjacencies.**
  - a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
  - c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
  - d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.



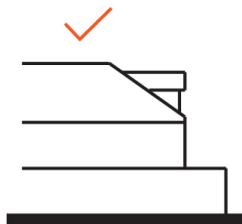
4. **Roofline and Roof Design.**

a. Acceptable roof forms:

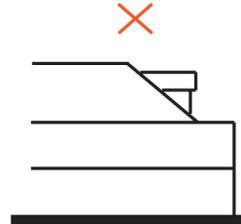
- i. Hipped
- ii. Gable
- iii. Dormer

b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.

c. Façade facing R-1 Zone must utilize a hipped or gable roof and may



**Acceptable:**  
 One story below the story embedded in a sloped roof is also stepped-back .



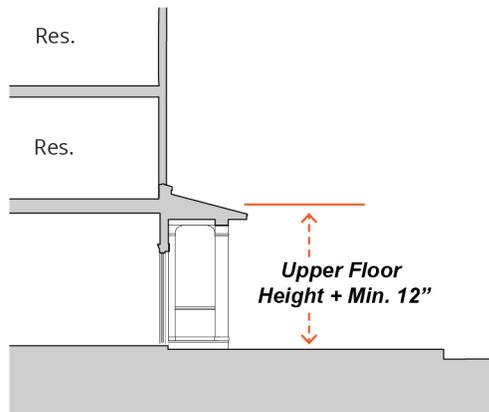
**Not acceptable:**  
 Top story embedded in a sloped roof is the only story stepped back.

incorporate dormers.

d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

**B. Building Design.**

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance along the front right-of-way and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.

**C. Window Design.**

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**D. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.

- c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
- a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**E. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**F. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**G. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-3 District.

## Revised 14.22.110 Design Control (R3-1.8)

---

### A. Building Massing and Articulation.

#### 1. *Upper-story Step-backs.*

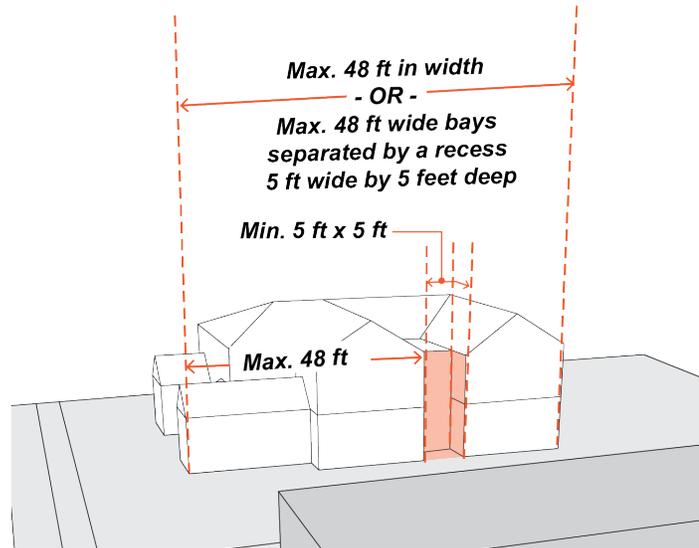
- a. *Front:* Minimum 5 feet from ground floor façade for third story and above for building facades 50 feet or greater in width.
- b. *Street Side:* Minimum 5 feet from ground floor façade for third story and above for building facades 50 feet or greater in width.
- c. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Section 14.22.110.A.4.

#### 2. *Vertical Articulation*

- a. Each building volume shall be defined according to one of the following classifications:
  - i. Main Body (one per building): The widest volumes of the structure, containing main entrances and the most public interior spaces.
  - ii. Wing (optional, multiple per main body allowed): A narrower volume attached to a Main Body volume.
- b. Each Main Body volume shall contain at least one entrance.
- c. Street-facing Wings shall be recessed by no less than 3 feet relative to the front façade of the Main Body.
- d. The eave/roof of a Wing shall be no higher than the corresponding elements of the Main Body.

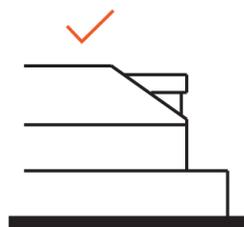
#### 3. *R-1 Adjacencies.*

- a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
- b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.
- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

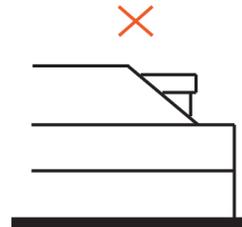


4. **Roofline and Roof Design.**

- a. Acceptable roof forms:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
One story below the story embedded in a sloped roof is also stepped-back .



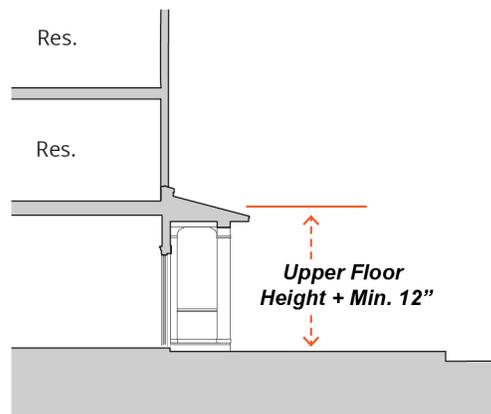
**Not acceptable:**  
Top story embedded in a sloped roof is the only story stepped back.

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. Roofline at corners shall not exceed roofline of adjacent wallplanes by more than 24 inches.

Revised 14.22.110 Design Control (R3-1.8)

## B. Building Design.

1. **Façade Composition.** Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
2. **Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.
  - a. Stoop
  - b. Porch
  - c. Dooryard
3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
4. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.



- C. **Storage.** Each multi-family residential dwelling unit shall have a minimum of ninety-six (96) cubic feet of enclosed storage, excluding closet and garage areas.

## D. Window Design.

1. All windows must have a sill.
2. Vinyl sliding windows are prohibited on facades visible from a Right of Way.

## E. Building Materials.

1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.

- ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
- 2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard
    - ii. Wood siding shall be painted or stained
    - iii. Vinyl and aluminum siding are not permitted
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Concrete (watertable and building base only, board-form only, cast concrete not permitted)

**F. Landscaping.**

- 1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
- 2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.

**G. Screening.**

- 1. Service, trash, and utility areas must be screened from view of the right-of-way.
- 2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

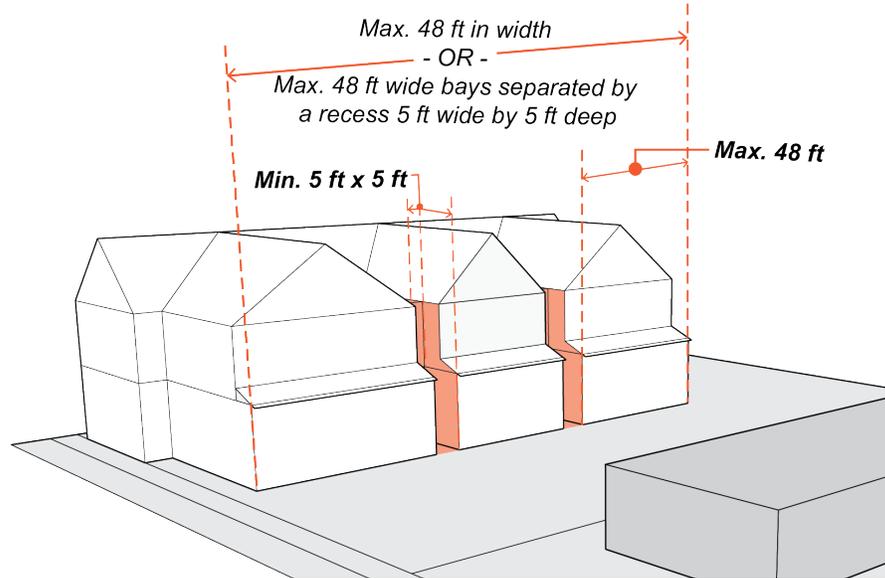
**H. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-1.8 District.

## Revised 14.24.110 Design Control (R3-1)

- A. Building Placement.** A minimum 85 percent of the building frontage must be built at the minimum setback line. This standard applies to the building frontage only (exclusive of side setbacks).
- B. Building Massing and Articulation.**
1. **Upper-story Step-backs.**
    - a. *Front:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
    - b. *Street Side:* Minimum 5 feet from ground floor façade for fourth story and above for building facades 50 feet or greater in width.
    - c. *Interior Side and Rear Abutting an R-1 District:* Minimum 5 feet from ground floor façade for fourth story and above.
    - d. For buildings exceeding the height limit established in the applicable base and overlay zone, the right-of-way-facing facades of the uppermost floor must be embedded in a sloped roof form as allowed by Section 14.24.110.A.5.
  2. **Vertical Articulation.** When a building façade exceeds 50 feet in length along a right of way, it must be separated into primary façade bays no greater than 50 feet and secondary façade bays defined by a recess a minimum 3 feet deep and 10 feet wide.



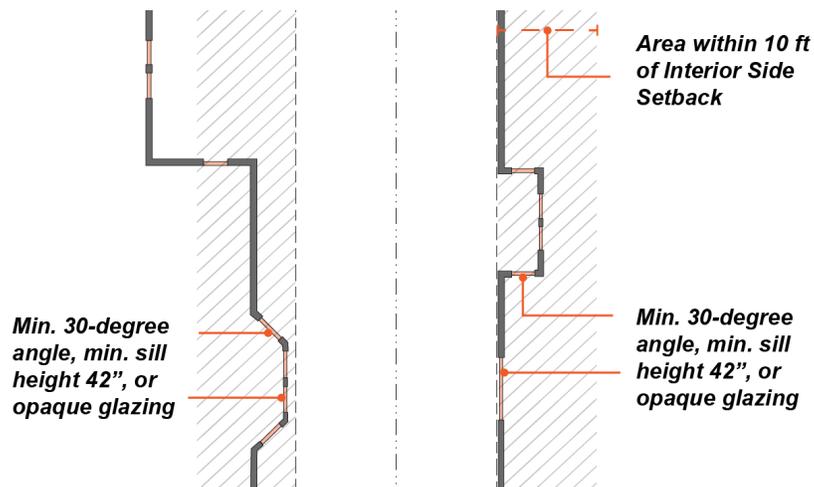
3. **R-1 Adjacencies.**
  - a. Building façade planes abutting an R-1 district may not exceed 48 feet in width.
  - b. When a building façade abutting an R-1 district exceeds 48 feet in width, it must be separated into façade bays no greater than 48 feet by a recess 5 feet wide and 5 feet deep.



- c. Balconies, roof decks and other habitable outdoor space is not allowed on upper-story facades abutting R-1 zones.
- d. Sliding glass doors, French doors, and floor-to-ceiling windows are not allowed on upper-story facades abutting R-1 zones.

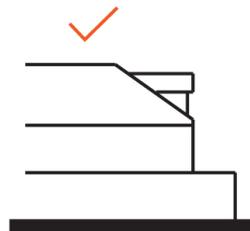
4. **Privacy and Line of Sight.**

- a. Primary living spaces and balconies located along a side setback shall orient principal windows and balconies toward the front and rear of the building.
- b. Where windows are within 10 feet of and oriented toward an interior side setback, glazing shall either be a minimum 30-degree angle measured perpendicular to the adjacent side setback line, have minimum sill height of 42 inches, or be opaque.
- c. The maximum sill height for an ingress/egress window is 44 inches from finished floor.

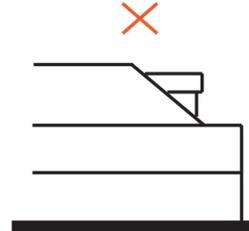


5. **Roofline and Roof Design.**

- a. Roof designs shall be limited to:
  - i. Hipped
  - ii. Gable
  - iii. Dormer
  - iv. Parapet
    - (a) When used on the first or second floor, a parapet longer than 25 feet in length must include at least one but not more than two of the following design elements to break up the length of the parapet:
      - (1) Steps
      - (2) Curves
      - (3) Angled surfaces
    - (b) Parapet limited to 25 percent of cumulative roof perimeter on the third floor and above.
    - (c) The length of a parapet segment on the third floor and above may not exceed 25 feet.
- b. When the top story is stepped back and embedded in a sloped roof form such as a mansard roof or a hipped and/or gabled roof with dormers, the floor below must (and other floors may) be stepped back to meet the slope of the top story.



**Acceptable:**  
*One story below the story embedded in a sloped roof is also stepped-back .*



**Not acceptable:**  
*Top story embedded in a sloped roof is the only story stepped back.*

- c. Façade facing R-1 Zone must utilize a hipped or gable roof and may incorporate dormers.
- d. Corner Treatment. Roofline/parapet at corners shall not exceed roofline/parapet of adjacent wallplanes by more than 24 inches.

**C. Building Design.****1. Façade Composition.**

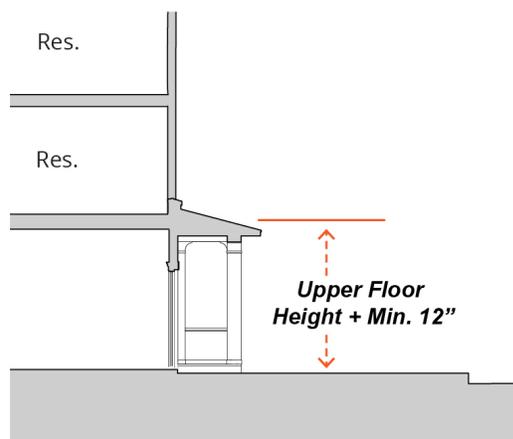
- a. Building facades must continue the pattern established by existing buildings in Downtown Los Altos by reinforcing the underlying maximum 25-foot module along all street frontages through the use of the following techniques:
  - i. Building facades shall be arranged in an orderly composition of bays, defined by vertically aligned openings alternating horizontally with solid walls or columns.
  - ii. The pattern shall be visually expressed through the spacing of openings, recesses, eaves, cornices, overhangs, trellises, exposed rafters, columns, or bay windows.
  - iii. Facades shall incorporate at least one element that signals habitation, such as porches, bay windows, or balconies.
  - iv. Non-glazed wall areas (blank walls) must be enhanced with architectural details, landscaping, and/or landscaped trellises or lattices.
- a. At least two of the following strategies must be used in a manner that reinforces the maximum 25-foot module:
  - i. Change in roof parapet height or shape.
  - ii. Change in roof style
  - iii. Change in materials palette
  - iv. Change in building height, minimum 8-foot difference.
  - v. Change in frontage type or change in details of Shopfront frontage type if used.
  - vi. Use of upper floor projections such as bay windows or balconies.

**2. Building Entrances.** Building entrances must incorporate one of the following entry features. See Section 14.66.275 (Entrance Type Standards) for design standards applicable to each entrance type listed.

- a. Stoop
- b. Porch
- c. Dooryard
- d. Gallery
- e. Arcade
- f. Forecourt
  - i. Forecourts must feature at least one entry to a shop and/or second floor use.

## Revised I4.24.110 Design Control (R3-1)

- ii. Forecourts for buildings more than 70 feet in length along a right-of-way must have a minimum width and depth of 15 feet from front façade. Width of forecourt shall be equal to or greater than depth.
  - iii. The size of the forecourt must be appropriate relative to the size of the building. The maximum ratio of building height to forecourt is 2:1 (height < 2 x width).
  - iv. Forecourt must be enclosed on at least three sides by buildings.
  - v. Forecourt must remain open to the sky (arbors and trellises are allowed).
- g. Terrace
3. **Primary Entrance Location(s).** Locate primary entrance on the front ROW and/or interior courtyard.
  4. **Individual Entries.** Ground floor residential units facing a street must provide individual entries along the street frontage.
  5. **Interior Courtyard.** Interior courtyards must be:
    - a. Enclosed on at least two sides by buildings
    - b. Open to the sky (arbors and trellises are allowed)
    - c. A minimum width of 20 feet and a minimum area of 400 square feet.
  6. **Paseos.** Paseos must be:
    - a. A minimum width of 10 feet for through-block paseos
    - b. A minimum width of 4 feet for entries to courtyards or individual single businesses.
  7. **Ground Floor Floor-to-Ceiling Height.** Minimum 12 inches taller than typical upper floor floor-to-ceiling height.

**D. Window Design.**

1. All windows must have a sill.

2. Vinyl sliding windows are prohibited on facades visible from a right-of-way.

**E. Building Materials.**

1. Primary shall mean 50 percent or more of a façade surface area excluding transparent surfaces. Permitted primary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco or EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone
  - d. Brick
2. Secondary shall mean less than 50 percent of a façade surface area excluding transparent surfaces. Permitted secondary cladding materials are limited to:
  - a. Stucco (minimum 2-coat stucco; synthetic stucco not allowed, EIFS not allowed)
  - b. Siding (lap, vertical, or shingle)
    - i. All siding shall be wood, composite wood, or cement fiberboard.
    - ii. Wood siding shall be painted or stained.
    - iii. Vinyl and aluminum siding are not permitted.
  - c. Stone (watertable and building base only)
  - d. Brick (watertable and building base only)
  - e. Tile
  - f. Metal (matte finish or Cor-ten)
    - i. Ribbed metal, titanium, and mirrored finishes not allowed
  - g. Concrete Masonry Units (watertable and building base only, and not allowed on any façade facing a right-of-way or a single-family zone).
  - h. Concrete (watertable and building base only, board-form only, cast concrete not permitted).

**F. Landscaping and Paving.**

1. Landscaping must be placed on each side of a driveway at grade or in raised planters.
2. Low walls and/or hedges must screen the parking along the sidewalk. When walls are used, the materials and design must be compatible with and not obscure the architectural style of the building.
3. A minimum 75 percent of on-site paving material must be pervious/permeable.

**G. Screening.**

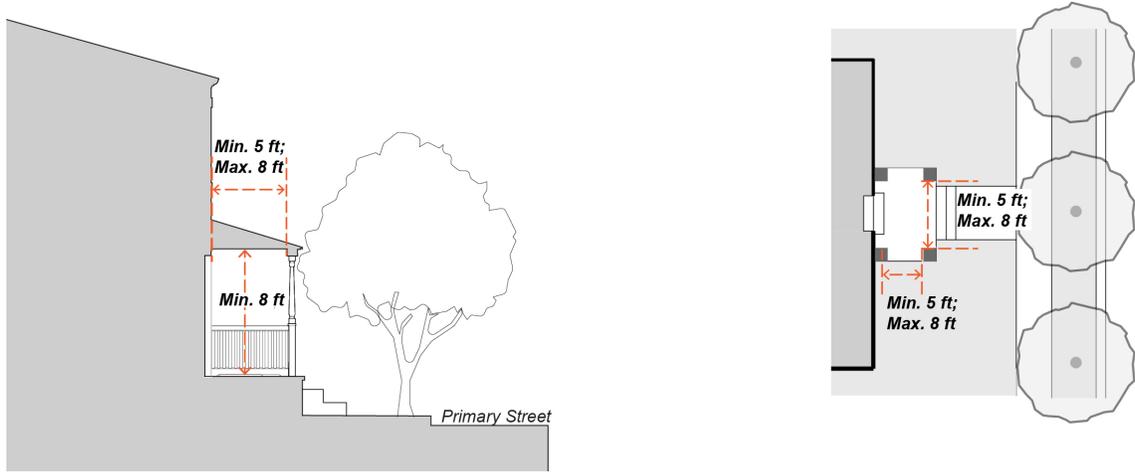
Revised 14.24.110 Design Control (R3-1)

1. Service areas must be located at the rear of lot or along a parking plaza.
2. Screening must be architecturally consistent with primary building in terms of materials, colors, and style.

**H. Additional Design Standards.** See Section 14.66.280 for additional design standards applicable to all multi-family development in the R3-1 District.

## New Section 14.66.275 Entrance Type Standards

### A. Stoop

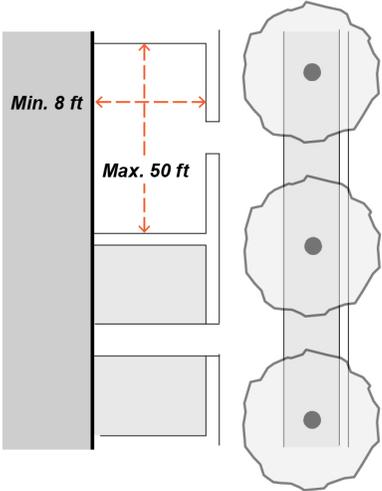
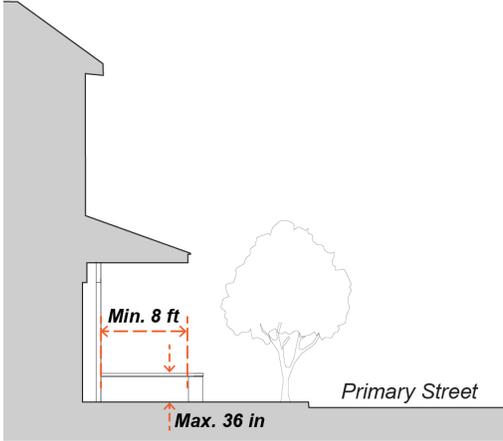


### B. Porch

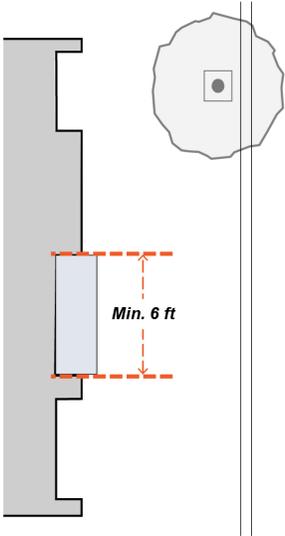
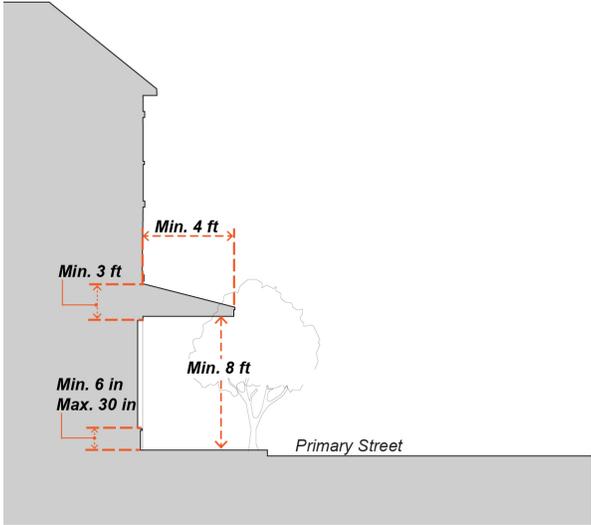


New Section 14.66.275 Entrance Type Standards

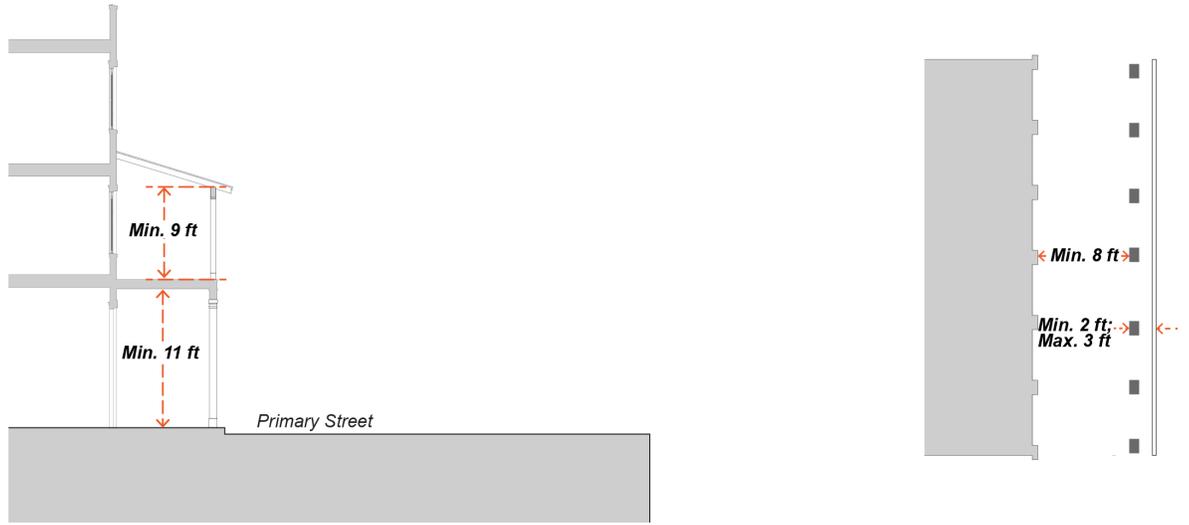
C. Dooryard



D. Shopfront



**E. Gallery**

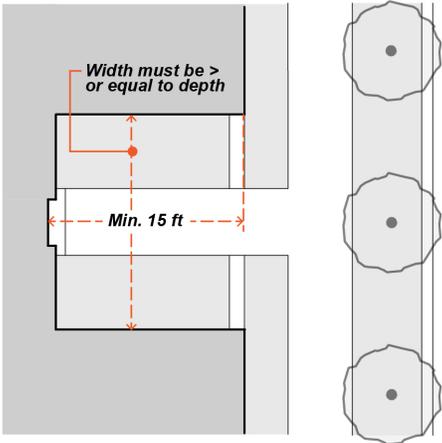


**F. Arcade**

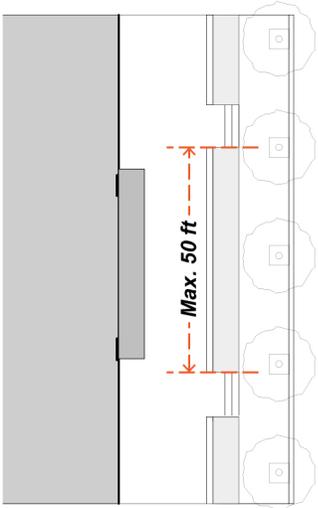
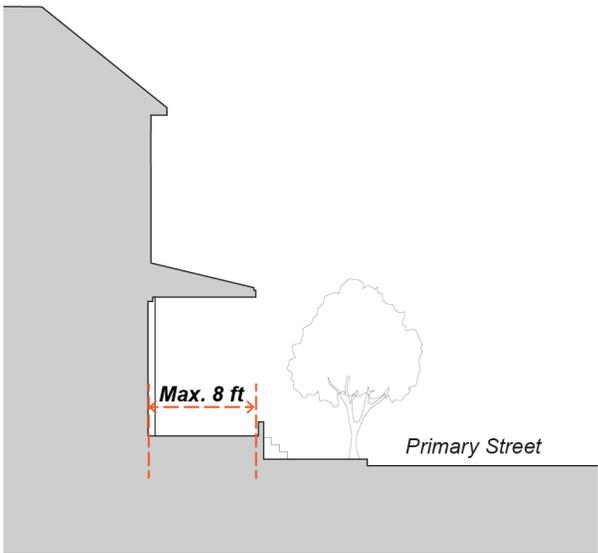


New Section 14.66.275 Entrance Type Standards

G. Forecourt



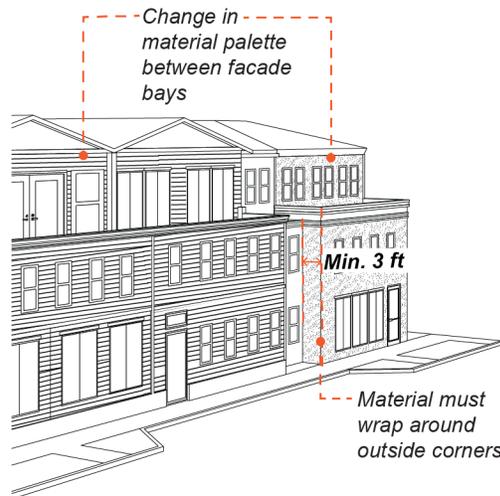
H. Terrace



## New Section 14.66.280 Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development

### A. Architectural Integrity.

1. Material palette on all floors above the ground floor, not including floors contained within a sloped roof form, must be consistent.
2. Change in material may occur only at the inside corner of a change in wall plane. Material must wrap around outside corners.



### B. Firewalls and Visible Sidewalls.

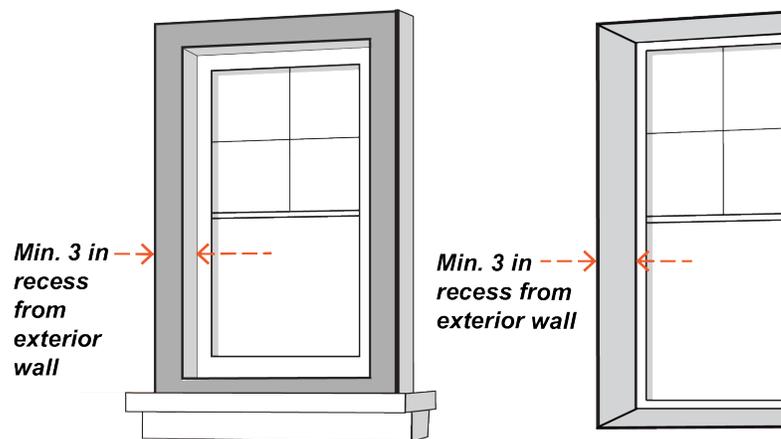
1. Any exposed surfaces shall be consistent with and expressive of the overall building design and shall be finished in the same palette of materials as the rest of the building. Front façade finished materials, façade cornices, wall top projections, decorative details, and moldings must be carried and repeated on the side wall.
2. At least one of the following techniques must be employed on firewalls/visible sidewalls:
  - a. Incorporation of windows where code allows and adequate fire protection can be provided.
  - b. Gable and hip roofs to vary the height and appearance of sidewalls.
  - c. Inset panels.
  - d. Stepped-back front façade of upper floor(s) to vary the sidewall profile.

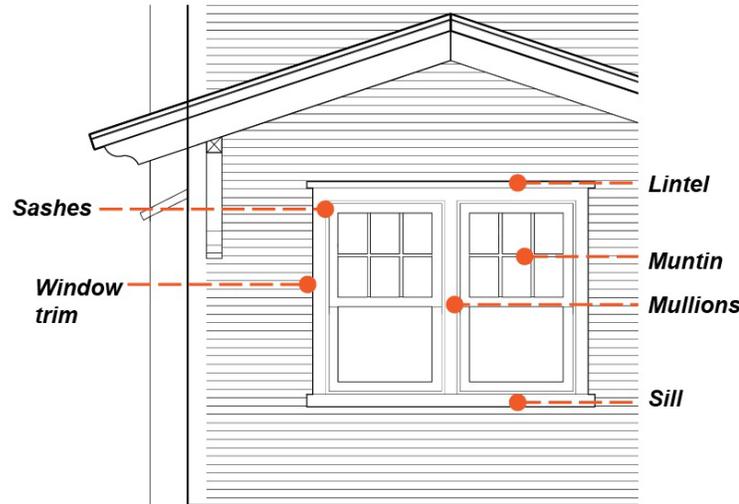
### C. Durability. Exterior finish materials shall have an expected lifespan of no less than 30 years.

1. Features to direct rainwater away from exterior walls shall include one or more of the following:
  - a. Cornice, with drip at outer edge of corona (minimum 12-inch projection).
  - b. Projecting eaves (minimum 12-inch projection).

## New Section 14.66.280 Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development

- c. Scuppers, with or without downspouts (minimum 12-inch projection if no downspouts are used).
- d. Gutters, with downspouts or rain chains.
  - i. Downspouts shall be one color and shall not change colors to match the wall behind them.
  - ii. Downspouts shall be round or rectangular, made of copper or metal.
  - iii. Downspouts shall not break façade profiles (such as a cornice) but shall wrap around projecting profile.
2. Exterior timber shall be protected from decay by one or more of the following:
  - a. Material properties (e.g., cedar)
  - b. Staining and sealing
  - c. Painting
3. Exterior ferrous metals shall be protected from corrosion by one or more of the following:
  - a. Metallurgical properties (e.g., galvanized, stainless, or weathering steel)
  - b. Painting or other impermeable coating.
4. **Windows.**
  - a. All windows must be recessed a minimum of 3 inches from the outer wall surface for all Commercial and Multi-Family zones except the CT zone.
  - b. Window openings surrounded by masonry finish materials shall include a lintel that is taller than the sill/apron and proportional to the load it appears to carry.





- D. Materials.** Materials shall appear only in places and configurations appropriate to their structural properties.
1. Where walls use masonry finish materials (e.g. stone, brick, CMU), any openings spanned by the material must be either:
    - a. Arched, with each arch defined by a continuous series of voussoirs and a single keystone at the apex; or
    - b. Rectangular, with a continuous lintel spanning the opening and extending beyond by 4 to 6 inches at each end. Vertical dimension of the lintel shall be no less than 1/8 of the clear span. Steel lintels are exempt from this minimum vertical dimension.
  2. When used, exterior timber posts, beams, rafters, purlins, brackets, etc. shall be joined according to structural principles.
  3. Where a change in material is desired, all façade materials shall turn the corner and terminate into a vertical element of the façade composition.
  4. **Materials Defining Building Elements.**
    - a. *Base.* For multistory buildings, the base of the building shall be defined by a distinct material selected from among the following: Stone, brick, concrete, CMU, or stucco ("base material").
    - b. *Body.* Typical materials for the main body of the building include wood, fiber cement, brick, stone, or stucco. If brick is used, it must extend vertically to the base; if stone is used, it must extend vertically to the foundation.
    - c. *Parapet.* Parapets shall terminate in a parapet cap of stone, concrete, tile, metal, or molded stucco.
    - d. *Bays.* Horizontal changes in finish material shall occur at the boundaries between bays rather than within a bay.
    - e. *Arcades.* Arcades shall be supported by columns or piers in concrete/cast stone, fiberglass, or stucco. Archivolts and impostes shall be expressed using similar materials/appearance.

New Section 14.66.280 Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development

- f. *Structural elements.* Structural elements visible on the building exterior (e.g. rafters, purlins, posts, beams, balconies, brackets, trusses, columns, arches, etc.), even when ornamental, shall be sized and spaced according to their corresponding structural role, and materials shall be selected accordingly (see A. Architectural Integrity).

5. **Materials Allowed for Building Details/Ornament.**

- a. Wood
- b. Metal (wrought iron, copper, aluminum, tin)
- c. Glass fiber reinforced concrete (GFRC)/fiberglass
- d. Terra Cotta
- e. Tile
- f. Plaster

**E. Colors.**

- 1. A maximum of 4 colors shall be applied to be the building façade:
  - a. 1 primary color comprising 50 percent or more of the façade excluding transparent surfaces.
  - b. 1 secondary color comprising no more than 30 percent of the façade excluding transparent surfaces.
  - c. 1 tertiary color comprising no more than 20 percent of the façade excluding transparent surfaces.
  - d. 1 accent color for use on trim and architectural details.
- 2. Materials with intrinsic, naturally-occurring coloration shall not count towards this maximum. Such materials are limited to copper, Corten steel, unpainted wood, tile, and brick. Materials with prefinished color (stucco, cement fiberboard, colorized metal) shall count towards the maximum.
- 3. Changes in color may occur:
  - a. To articulate changes between base, body, and top portions of a façade, which must be separated by a cornice or profile or a change in material and must remain consistent across the length of the façade bay.
  - b. When a portion of the elevation is articulated as a separate building with a break in the roof form and a step back in the façade plane 5 feet or greater or step up in façade height at least 10 feet.
  - c. On attached elements, such as bay windows, orioles, and balconies.

**F. Façade Lighting.** Façade lighting shall be incorporated into all storefront design and all facades facing an R-1 district. Fixtures shall be:

- 1. Shielded and directed onto the building facade.
- 2. Consistent in style with the primary building.

**G. Habitable Outdoor Space.** Private, habitable outdoor space supported by the building structure, such as balconies or terraces, shall be either uncovered or sheltered. The following patterns are strongly recommended:

1. **Pergola:** Posts supporting beams with brackets, which in turn support purlins and/or rafters. Posts shall be no narrower in any dimension than 3.5" or 1/20 of the unbraced post length, whichever is greater.
2. **Trabeation:** Posts or columns supporting beams with or without brackets, which in turn support either an additional floor level (for multi-story porches/balconies) or a full roof system based on rafters and/or purlins with decking and finish material. Posts shall be no narrower in any dimension than 3.5" or 1/20 of the unbraced post length, whichever is greater. The distance between posts shall be no wider than the total post height.
3. **Arcuation:** Encompassed by walls that are penetrated by arched openings bounded by either columns or piers. The ratio of column diameter [at lowest part of shaft] to column height shall be no less than 1:10 and no greater than 1:7. Width of piers at corners [abutments] shall be no less than 1/3 of the opening width; piers between multiple arched openings may be narrower.
4. **Rectilinear:** Bounded by square/rectangular piers framing rectilinear wall openings. If lintels are expressed on the facade, they shall extend over the piers by 4"-6" at each end. Piers shall be no narrower in any dimension than 15.5" or 1/6 of the opening width, whichever is greater. Piers at corners shall be wider than piers between openings.
5. **Fabric Shading:** Shaded by fabric elements such as awnings or stretched canvas, secured to the building structure, sheltered by Main Roof Form, supported by other building volumes.
  - a. Cantilevered balconies shall be secured architecturally to the wall below by brackets.
  - b. Bracket material shall be consistent with that of the balcony's floor structure.

**H. Historic Preservation.**

1. Additions to buildings with historic designation shall be identifiable from original construction. Additions shall employ similar or complementing materials and colors and shall exhibit similar opening proportions, facade rhythms and horizontal elements as the original.
2. Original transom windows shall be maintained or restored where possible. If the ceiling inside the structure has been lowered, the ceiling shall be stepped up to meet the transom so that light will penetrate building interior.
3. Deteriorated architectural features shall be repaired rather than replaced wherever possible. If replacement is necessary, new materials shall match the original in design, color, texture, and other visual qualities. If the original was painted, the substitute materials shall be painted as well.

**I. Sustainability in Design.**

New Section 14.66.280 Design Standards Applicable to All Multi-Family and Residential Mixed-Use Development

1. All new construction shall incorporate landscaping and fenestration to passively cool the building; energy-efficient HVAC; and energy efficient lighting.
2. All energy generation devices must blend in with the building color.
3. All on-site landscaping shall be drought-resistant and require minimal irrigation.

**J. On-site landscaping.**

1. Trees proposed within street-facing setbacks must be selected from the Los Altos Street Tree Planting List.
2. Trees planted on the south side of the building must be deciduous.
3. Species shall be selected and located according to direct sunlight needs.
4. Vegetation shall be installed along all exposed east and west facing walls.
5. Groundcovers shall be planted over a minimum 50 percent of landscaped areas to prevent ground reflection and keep surfaces cool.
6. When parking is tucked under a building, landscape planters must be provided to break up the continuous paving at the building's edge.

**K. Screening.**

1. Rooftop mechanical equipment must be screened from public view.
2. Barbed wire, chain-link, and razorwire are not permitted.

## **Content to be Added to 14.02.070 Definitions**

---

“Board-formed concrete” means concrete that has textured patterns on its finished surfaces that retain the wood grain of boards or molds used to form the wet concrete.

“Chamfered corner” means a building corner which is cut back at a 45-degree diagonal from the primary façade to provide a corner surface at least 8 feet in length.

“Façade” means the exterior wall on any side of a building.

“Lined” parking refers to a building configuration where residential, commercial, or office uses are located between a street-facing property line and above-ground parking levels. Also referred to as a “wrapped” building.

“Sloped roof” means a roof with a pitch of 4:12 or greater.





## AGENDA REPORT SUMMARY

**Meeting Date:** September 14, 2021

**Subject:** Exploration of a formal pedestrian trail connection between the City of Los Altos and the Town of Los Altos Hills

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

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

**Approved by:** Gabe Engelman, City Manager

**Attachments:**

1. Los Altos Parks Plan, Page 17, Redwood Grove
2. Town of Los Altos Hills Letter, dated July 29, 2021
3. Resolution 2021-48

**Initiated by:**

Town of Los Altos Hills

**Previous Council Consideration:**

None

**Fiscal Impact:**

There are no anticipated costs for the recommended action. Future project related costs may be considered should a project result from commission and council deliberations.

**Environmental Review:**

None required. Approval of the recommended action will not commit the City to the future development of a trail. Prior to approving any trail design, appropriate environmental review would be required unless the project were determined to be exempt from review under the California Environmental Quality Act. Furthermore, the analysis of environmental impacts of a hypothetical trail would be speculative without design plans.

**Policy Questions for Council Consideration:**

- Does Council desire to explore a formal trail connection between Redwood Grove Nature Preserve and Fremont Road in the Town of Los Altos Hills?
- Does the Council wish to direct the City Manager to work with Town of Los Altos Hills staff to develop proposed project options for Council's future consideration?

**Summary:**

---

City Manager

GE

Reviewed By:

City Attorney

JH

Finance Director

JM

---



**Subject:** Exploration of a formal pedestrian trail connection between the City of Los Altos and the Town of Los Altos Hills

- 
- An unofficial pedestrian trail has existed for years in Redwood Grove connecting the hillside trail with the end of Fremont Road in Los Altos Hills
  - On July 29, 2021 the Mayor of Los Altos Hills sent a letter to the Mayor of Los Altos proposing a formal trail in the same location
  - The Los Altos Hills letter indicates the Town is willing to pay for the design and construction of the pathway connector

**Staff Recommendation:**

Approve Resolution No. 2021-48 expressing support for the exploration of a formal pathway trail connection between Redwood Grove Nature Preserve and Fremont Road in Los Altos Hills and directing the City Manager to work with Los Altos Hills staff and the Parks and Recreation Commission to return to the City Council with recommendations on the project.



**Subject:** Exploration of a formal pedestrian trail connection between the City of Los Altos and the Town of Los Altos Hills

---

### **Purpose**

To support the exploration of a formal pedestrian trail between the City of Los Altos and the Town of Los Altos Hills

### **Background**

For several years an unofficial pedestrian trail has existed in Redwood Grove between the park's hillside trail and Fremont Road in the Town of Los Altos Hills. This is problematic because use of a non-engineered hillside trail is less safe than an engineered trail and may cause erosion or other environmental harms. To avoid these risks, since the City purchased the park in 1974, there have been several attempts to discourage park users from entering or exiting the park utilizing the unimproved trail connection. These attempts have met with little success in deferring pedestrian use of the unofficial trail. In 2012 Council adopted the Los Altos Parks Plan which identifies exploring the creation of a formal connection between Redwood Grove and Los Altos Hills (Attachment 1).

### **Discussion/Analysis**

On July 29, 2021, Town of Los Altos Hills Mayor Tankha sent Mayor Fligor a letter expressing interest and financial support for the design and construction of a formal pedestrian pathway connecting Redwood Grove to Fremont Road in Los Altos Hills (Attachment 2).

While brief initial conversations regarding the possibility of the creation of a formal pedestrian pathway have occurred between City and Town staff, several issues remain to be addressed. These include, for example, design, environmental permitting, responsibility for construction and ongoing maintenance costs, and the potential impacts of increased park use. The parties will also have to ensure that any trail design meets Americans with Disability Act design guidelines to avoid access barriers.

Before any further discussion is held or project design ideas contemplated, Council direction is requested to proceed with any future consideration of pathway options. If Council desires to proceed with consideration of future pathway options, a resolution has been prepared for Council's approval (Attachment 3). If Council does not support a formal pathway between Redwood Grove and Los Altos Hills, no further action need be taken.

### **Options**

- 1) Option #1 Approve Resolution No. 2021-48 expressing support for the exploration of a formal pathway trail connection between Redwood Grove Nature Preserve and Fremont Road in Los Altos Hills and directing the City Manager to work with Los Altos Hills staff and to return to the City Council with recommendations on the project.



**Subject:** Exploration of a formal pedestrian trail connection between the City of Los Altos and the Town of Los Altos Hills

---

**Advantages:** This action expresses support for a possible future project connecting the City of Los Altos with the Town of Los Altos Hills and allows for consideration of the project at both the staff and commission levels. An engineered trail connection may prove safer to users than a non-engineered connection, and it may prevent erosion or other environmental damage to hillside.

**Disadvantages:** A future project may impact staff time and resources in the project development.

2) Option #2 Do not approve the proposed resolution.

**Advantages:** Makes clear Council's position of not exploring a formal trail connection option between the two communities.

**Disadvantages:** The City of Los Altos may lose out on the opportunity to have the Town of Los Altos Hills pay for access and trail improvements within Redwood Grove Nature Preserve. The benefits of an engineered trail would not be realized.

**Recommendation**

The staff recommends Option 1.

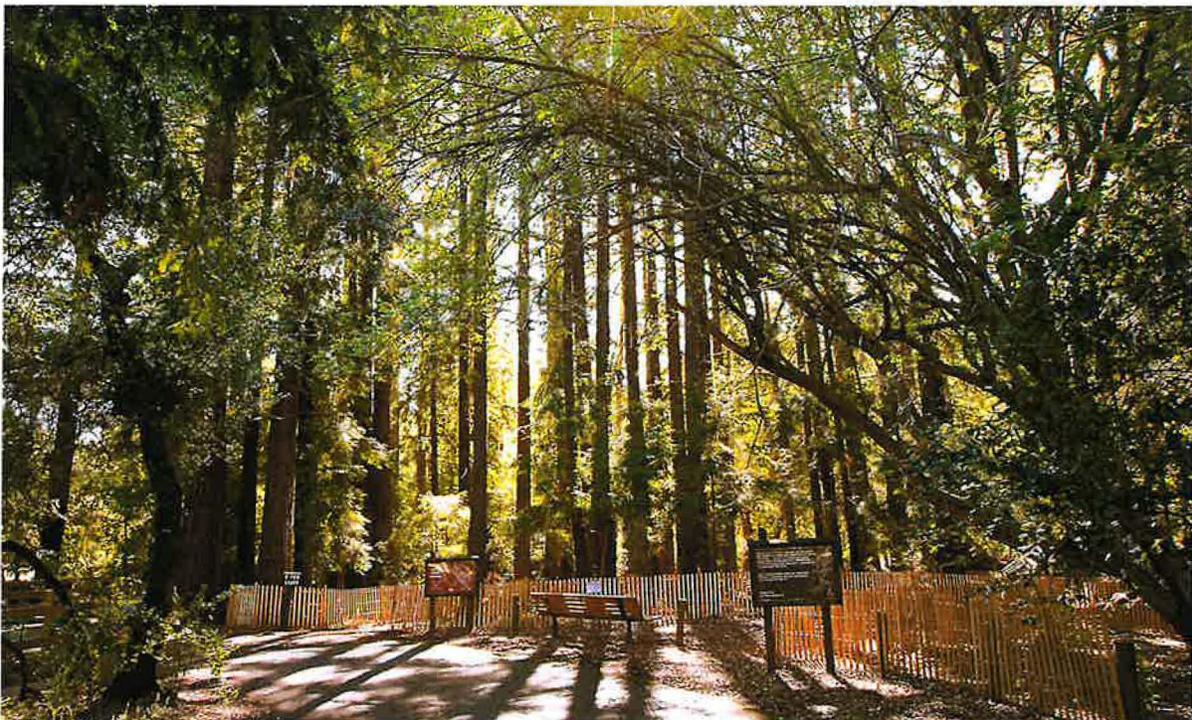


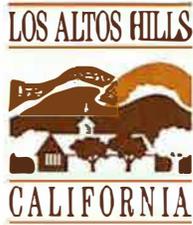
# Redwood Grove

## 482 University Avenue

In March 2012, the Council directed that the Parks Plan consider the following recommendations from the Parks and Recreation Commission:

1. Provide facilities in Redwood Grove consistent with its current use, including:
  - a. Two meeting spaces, each to accommodate a group of 25 to 30 people, to meet requirements for the average size of school tours and designed to meet Group E Occupancy requirements for buildings used for children under 18 years of age
  - b. Public restrooms that are ADA-compliant with exterior access
  - c. Boardwalks and pathways
  - d. One ADA parking space
  - e. Signage for fire safety and dog rules
  - f. Outdoor gathering circle of rough-hewn design, integrated into landscape and potentially reflecting Ohlone customs
  - g. Administrative office with supplies storage
  - h. Teaching garden; may include raised vegetable beds, native landscape demonstration area
  - i. Pathway connection to Los Altos Hills
  - j. Animal safe trash receptacles
  - k. Kitchen to enhance program potential





July 29, 2021

The Honorable Mayor Neysa Fligor  
City of Los Altos  
1 N. San Antonio Road  
Los Altos, CA 94022

RE: Path from LAH Fremont Rd to Los Altos Redwood Grove

Dear Mayor Fligor:

Residents of both Los Altos (LA) and Los Altos Hills (LAH) communities have walked between the Redwood Grove and the end of Fremont Road for the last 50 years. Children, adults, and members of high school track teams have created two informal paths, both of which are far steeper than would be officially sanctioned by either the Los Altos City Council or the Los Altos Hills City Council. The idea of building an easy connection between the towns has been discussed for years and was brought to the attention of the Los Altos Hills City Council in 2009. The Town of Los Altos Hills is seeking the formal support of Los Altos to move ahead with a pathway that would link the LAH pathway system, at the end of Fremont Road, to Redwood Grove in Los Altos.

Los Altos Master Plans and Studies published the May 8, 2012, Los Altos Parks Plan and on page-17 section 1i it states a Redwood Grove recommendation of a 'Pathway connection to Los Altos Hills.'

[https://www.losaltosca.gov/sites/default/files/fileattachments/parks\\_and\\_recreation\\_commission/page/30331/final\\_los\\_altos\\_parks\\_plan.pdf](https://www.losaltosca.gov/sites/default/files/fileattachments/parks_and_recreation_commission/page/30331/final_los_altos_parks_plan.pdf)

In addition, the Los Altos Hills General Plan cites the Pathway Element that specifically states on Page-4 section-108 that the nearly 90 miles of LAH trails that connect to LAH parks and open spaces should also connect to neighboring cities and specifically calls for a connection to Redwood Grove in Los Altos. <https://www.losaltoshills.ca.gov/DocumentCenter/View/157/General-Plan--9-Pathways-PDF>.

A pathway originating at the end of Fremont Road and connecting to the established path existing in Redwood Grove would satisfy both jurisdictions' stated goals.

In November 2017, during a joint session between the City Councils Los Altos and Los Altos Hills, those present favored the idea that Los Altos would accept the path if Los Altos Hills would pay for it. No formal vote by Los Atos was taken.

The Honorable Mayor Neysa Fligor  
July 29, 2021  
Page Two

During the budget cycle for 2018-2019, the Los Altos Hills City Council approved funds for the project. Diagrams of the route showed a single long switchback at a reasonable grade. The homeowners closest to the route, Ginger and Roger Summit, greatly favor installation of the path.

Due to turnover of personnel in both jurisdictions, the project has been stalled but recently Donna Legge, Los Altos Parks and Recreation Director and Bob Elson, LAH Pathway Committee Chairman, facilitated an on-site meeting with Jim Sandoval (Los Altos Engineering Service Director), George Tyson (LAH Vice Mayor), Carl Cahill (LAH Town Manager), John Chau (LAH Associate Engineer), Avery Lai (LAH Assistant Engineer), and Bob Elson. This meeting led to a second meeting that then included those mentioned above and Los Altos Dave Brees (Manager of Special Projects for Los Altos) & Steve Padovan (LAH Director of Building and Planning). There appears to be no technical reasons why a pathway cannot be installed but at this juncture, before any additional effort is spent by either jurisdiction, an official declaration by the City of Los Altos to proceed with the pathway project is needed.

Once the City of Los Altos recognizes this pathway as a formal special project, LAH would work in close concert with Los Altos Staff, especially Dave Brees and Jim Sandoval. Please note that LAH City Council voted in 2018 to recognize this pathway project as a formal CIP project but we are looking for a similar vote from Los Altos.

Our communities are already closely linked and this small pathway between our communities would only strengthen that bond. During Covid, all jurisdictions have learned that paths, parks, open spaces and the ability to walk between these entities were greatly appreciated by our residents. The public has already spoken with its feet and both of our government documents state that connections between of communities is desired so I'm asking you to support the noted project to create another safe, accessible path between our communities.

Respectfully,



Kavita Tankha  
Mayor, Town of Los Altos Hills

cc: The Honorable Members of the Los Altos Hills City Council  
The Honorable Members of the Los Altos City Council  
Carl Cahill, Los Altos Hills City Manager  
Gabriel Engeland, Los Altos City Manager

**RESOLUTION NO. 2021-48**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS  
DIRECTING STAFF TO ANALYZE OPTIONS FOR A POSSIBLE  
PEDESTRIAN PATHWAY PROJECT BETWEEN THE TOWN OF LOS ALTOS  
HILLS AND THE CITY OF LOS ALTOS TO CONNECT REDWOOD GROVE  
NATURE PRESERVE AND FREMONT ROAD**

**WHEREAS**, on July 29, 2021, the Town of Los Altos Hills sent a letter to the City of Los Altos expressing a desire to connect Fremont Road in Los Altos Hills to Redwood Grove Nature Preserve in the City of Los Altos; and

**WHEREAS**, The Town of Los Altos Hills has offered to pay for the design and construction of a future pedestrian pathway project; and

**WHEREAS**, a formal pathway connection would enable Los Altos residents pedestrian access to Los Altos Hills extensive trail system; and

**WHERE AS**, walking and hiking along pedestrian pathways promotes community health.

**NOW THEREFORE, BE IT RESOLVED**, that the City Council of the City of Los Altos supports the exploration of the opportunity and options for a pedestrian pathway connection between the City and the Town of Los Altos Hills and directs the City Manager to return with possible pathway recommendations for Council consideration at a future meeting.

**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 14th day of September, 2021 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

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

Attest:

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



## **PUBLIC CORRESPONDENCE**

The following is public correspondence received by the City Clerk's Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email [PublicComment@losaltosca.gov](mailto:PublicComment@losaltosca.gov)

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 8 MEETING DATE 09/14/2021  
**Date:** Thursday, September 2, 2021 9:45:15 PM

---

Los Altos Mayor Fligor and Distinguished Council Members,

Council 09/14/2021 Meeting Agenda Item 8, Los Altos Hills pathway to Redwood Grove

**I recommend you approve modified Option 1 to enter into discussions with Los Altos Hills concerning pathway connection from Los Altos Hills pathway at Fremont Road / Lenox corner to Redwood Grove with intent to reestablish pathway that was in use for over 60 years by Los Altos Hills residents. This pathway runs along abandon Fremont road on Redwood Grove west ridge and connects with Observation Trail / South Meadow [Reference Redwood Grove Master Plan].**

One Los Altos Hills resident told me she remembers being pulled in her wagon to Church in early 1940's using abandon Fremont Road pathway. In early 1970's, I pushed my children in stroller along this pathway. In my opinion, existing slope of roadbed along west ridge is very close to meeting ADA requirements. In 1986 Los Altos Hills installed a fence that blocked access to this pathway and residents started going straight down west ridge steep slope to connect with Observation Trail.

Redwood Grove west ridge is the last native animal sanctuary left after Acterra / Grassroots Ecology restoration in all other parts. Public access is limited due to steep slope of ridge. Soil is very loose and susceptible to stormwater runoff erosion. Unexpected pockets of clay make any pedestrian trail very slippery and unsafe during rain months. Clay holds water and stays slippery while other soil is dry and safe for walking. West Ridge is held in place by Algerian Ivy and 42 Coast Live Oak trees that prevent erosion. I know this because Acterra six years ago assigned me to cut ivy from west ridge oak trees. It took me over 60 hours on my knees cutting ivy roots at base of oak trees. Also, there are "critters" and it is best to keep people away.

Thank You for your consideration!

Jim Wing, Milverton Road, Los Altos



**CONSENT CALENDAR**

**Agenda Item # 9**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021  
**Subject:** City Council Norms and Procedures  
**Prepared by:** Jolie Houston, City Attorney  
**Reviewed by:** Jon Maginot, Deputy City Manager  
**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. DRAFT Revised Los Altos City Council Norms
2. Redlined Council Norms and Procedures

**Initiated by:**  
City Council

**Previous Council Consideration:**

Various dates from 2004 forward with the most recent including August 26, 2014; September 9, 2014; December 9, 2014; January 13, 2015; March 24, 2015; May 26, 2015; May 23, 2017; August 22, 2017; May 22, 2018, July 25, 2019, May 11, 2021, July 13, 2021 and August 24, 2021.

**Fiscal Impact:**  
None

**Environmental Review:**  
Not applicable

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

- Does the Council wish to adopt the updated the Council Norms and Procedures?

**Summary:**

- Council should consider adopting the Council Norms and Procedures to reflect changes to current Council practices.

**Purpose**

The purpose of this agenda item is to provide the current Council the opportunity to review the Council Norms and Procedures and to determine if there are any necessary changes and adopt the updated Council Norms and Procedures.

---

City Manager  
*GE*

**Reviewed By:**  
City Attorney  
*JH*

Finance Director  
*N/A*

---



**Subject:** City Council Norms and Procedures

---

**Background**

The Council Norms and Procedures were originally adopted in 2004. Pursuant to Section 1.3 they are reviewed biennially or when the Council deems necessary. Multiple study sessions, previously noted, were held to discuss, review and edit the Council Norms and Procedures resulting in the proposed update before the Council.

**Discussion/Analysis**

The Council should review the Council Norms and Procedures, as amended per the Council study sessions and adopt the updated Council Norms and Procedures.

**Recommendation**

Adopt the proposed Council Norms and Procedures as presented.

**CITY COUNCIL  
NORMS AND PROCEDURES**



**COUNCILMEMBERS**

Anita Enander  
Neysa Fligor  
Lynette Lee Eng  
Sally Meadows  
Jonathan Weinberg

**COUNCIL NORMS AND PROCEDURES  
TABLE OF CONTENTS**

**SECTION 1: GENERAL**

- 1.1 Purpose
- 1.2 Values
- 1.3 Review
- 1.4 Compliance with Applicable Laws

**SECTION 2: MAYOR AND VICE MAYOR SELECTION PROCESS**

- 2.1 Reorganization
- 2.2 Election of Mayor
- 2.3 Election of Vice Mayor
- 2.4 Councilmembers Serving After a Break in Service
- 2.5 Appointment of Vacancy

**SECTION 3: COUNCIL SUBCOMMITTEES**

- 3.1 Responsibility
- 3.2 Instructions and Expectations
- 3.3 Reporting
- 3.4 Standing Subcommittees

**SECTION 4: COMMISSIONS AND COMMITTEES**

- 4.1 Responsibility
- 4.2 Governing
- 4.3 Commission Liaisons
- 4.4 Attendance Requirement for Commissioners
- 4.5 Discipline or Removal of a Commissioner

**SECTION 5: AD HOC COMMITTEES AND TASK FORCES**

- 5.1 Instructions and Expectations
- 5.2 Reports
- 5.3 Redirection
- 5.4 Noticing

**SECTION 6: ADMINISTRATIVE MATTERS**

- 6.1 Attendance
- 6.2 Correspondence
- 6.3 Regional Boards
- 6.4 Response to Public
- 6.5 Proclamations
- 6.6 Reimbursement
- 6.7 Training
- 6.8 Limited Use of Electronic Devices during Council meetings
- 6.9 City Mission and City Seal
- 6.10 Use of email

**SECTION 7: COUNCIL RELATIONSHIP WITH STAFF**

- 7.1 City Manager
- 7.2 Agenda Item Questions
- 7.3 Complaints
- 7.4 Staff

**SECTION 8: MEETINGS**

- 8.1 Open to Public
- 8.2 Broadcasting of City Council Meetings
- 8.3 Regular Meetings

- 8.4 Cancelling Meetings
- 8.5 Special Meetings
- 8.6 Virtual Meetings
- 8.7 Closed Sessions
- 8.8 Annual Retreat
- 8.9 Quorum
- 8.10 Minutes
- 8.11 Adjourned Meetings

SECTION 9: POSTING NOTICE AND AGENDA

- 9.1 Posting of Notice and Agenda
- 9.2 Location of Posting

SECTION 10: AGENDA CONTENTS

- 10.1 Setting the Agenda
- 10.2 Description of Matters
- 10.3 Availability to the Public
- 10.4 Limitation to Act Only on Items on the Agenda
- 10.5 Order of Agenda
- 10.6 Change in Order of the Agenda
- 10.7 Consent Calendar
- 10.8 Tentative Council Calendar
- 10.9 Placing items on a future agenda
- 10.10 Council questions
- 10.11 Emergency Meetings

SECTION 11: PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

- 11.1 Role of Mayor
- 11.2 Rules of Order
- 11.3 Appeal Procedures
- 11.4 Public Hearing Procedures
- 11.5 Staff and Consultant Reports
- 11.6 Public Comment
- 11.7 Motions
- 11.8 Reconsideration of a Council Action
- 11.9 Council Discussions and Deliberations
- 11.10 Councilmember Respect
- 11.11 Council and Staff Reports and Directions on Future Agenda Items
- 11.12 Conflict of Interest

SECTION 12: CLOSED SESSIONS

- 12.1 Purpose
- 12.2 Rule of Confidentiality
- 12.3 Breach of Rule of Confidentiality
- 12.4 Agenda
- 12.5 Permissible Topics
- 12.6 Rules of Decorum
- 12.7 Conduct of Meeting
- 12.8 Public Disclosure After Final Action

SECTION 13: DECORUM

- 13.1 Councilmembers
- 13.2 City Employees
- 13.3 Public
- 13.4 Noise in the Chambers

SECTION 14: VIOLATIONS OF PROCEDURES

APPENDIX A: ROSENBERG'S RULES OF ORDER (SIMPLE PARLIAMENTARY PROCEDURES FOR THE 21<sup>st</sup> CENTURY)

<p><b>CITY OF LOS ALTOS</b>  <b>CITY COUNCIL NORMS AND PROCEDURES</b></p>
---

***SECTION 1. GENERAL***

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council, staff, and members of the public concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos. The Norms also inform the public about what to expect from their elected representatives while performing their duties.
- 1.2 Values. Councilmembers shall represent the best interests of the City and community at large. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, civility, and courtesy. All Councilmembers shall respect each other's individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect and abide by the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 Compliance with Applicable Laws. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with all applicable laws, including but not limited to State laws such as the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act, as amended. If there is a conflict between the Norms and Procedures and an applicable law, the applicable law shall govern.

***SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS***

- 2.1 Reorganization. The reorganization of the Council and the seating of new Councilmembers shall occur at a special meeting held on the earliest available Tuesday following the certification of election results, which is typically on the first Tuesday of December. If the certification is delayed because of a recount or other reason, the Council will wait until the certification is final before holding its reorganization special meeting.

Seating preferences on the dais shall be made by the Mayor, Vice Mayor and then by seniority of the rest of the members, in that order. If two members have equal seniority based on year elected, then the member with the higher vote count in their most recent election is considered to have higher seniority.

A community reception honoring the incoming and outgoing Mayor and Councilmembers will be held immediately following the reorganization meeting.

- 2.2 Election of Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Mayor. .

The term of office shall be one year. The Councilmember must have served at least 23 months to be eligible for Mayor. A majority vote of the Council is necessary to designate the Mayor. If there is at least one elected Councilmember with a minimum of 23 months of service who has not served as Mayor, he or she shall be designated Mayor before those who have already served as Mayor.

If there are two or more such members who have served more than 23 months and have never served as Mayor, the one having served the longest time on the Council shall be designated as Mayor.

In the event there are two or more members who have never served as Mayor and have served the same length of time, the one who received the greatest number of votes at his/her election or re-election to the Council shall become Mayor.

In the event there are two or more members who have served as Mayor, who have served the same continuous length of time, and who have been re-elected to the Council, the one who received the greatest number of votes at his/her re-election to the Council shall become Mayor.

In the event three new members are elected to the Council, then an exception to Sections 2.2 and 2.3 will apply, allowing the immediate appointment of a Vice Mayor without the normal 11 months of prior service, and the following year such person may be appointed as the Mayor without the normal 23 months of prior service. Any member re-elected to the Council after a break in service will be treated in the normal sequence for appointment as Vice Mayor and Mayor, without regard to such person's service prior to the break in service.

The Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Mayor should be made to the City Manager.

- 2.3 Election of Vice Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Vice Mayor. .

The selection process for determining who shall serve as Vice Mayor will follow that of Mayor, except the Councilmember must have served at least 11 months to be eligible to serve as Vice Mayor.

The Vice Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Vice Mayor should be made to the City Manager.

- 2.4 Councilmembers Serving After a Break in Service. The time of continuous service for any elected member of the Council who previously served on the Council prior to a break in service shall be considered to have started at his/her election after their break in service.

- 2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council

shall determine the process for appointment prior to the application process and in accordance with State law.

### ***SECTION 3. COUNCIL SUBCOMMITTEES***

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.
- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee's efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. From time to time, the City Council may vote to establish standing subcommittees. These include : the Council Youth Commission Interview Committee, the Open Government Committee, and joint committees with the different school districts that serve Los Altos residents.

The Council Youth Commission Interview Committee consists of two members of the City Council and is responsible for conducting interviews of applicants for the Youth Commission and making recommendations to the City Council regarding the appointments. The Committee meets as needed.

The City/ School District Committees consist of two members of the City Council and two members of the Board of Trustees of the applicable School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern by both legislative bodies, as directed by the City Council and/or School Board. Meetings are open to the public and are generally held at least bi-annually.

The Open Government Committee consists of two members of the City Council and advises the City Council and provides information to the City Manager on potential ways to implement the Open Government Policy. The Committee develops appropriate goals to ensure practical and timely implementation of the Open Government Policy and proposes any amendments to the Policy.

### ***SECTION 4. COMMISSIONS AND COMMITTEES***

- 4.1 Responsibility. The Council may appoint residents of the community to the City's non-Council standing commissions and committees. Commission and committee members shall represent the interests of the community at-large when serving on these bodies. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.

- 4.2 Governing. The City's Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council. If there is a conflict between the Commission Handbook and the Norms and Procedures, the Commission Handbook shall control as to the Commissions and Committees.
- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, but not taking a position on an item before the Commission; C) not voting at the Commission's meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

- 4.4 Attendance Requirement for Commissioners. Commissioners are expected to attend meetings in accordance with the Commissioner Handbook. If a Commissioner is not meeting the attendance requirement, the Commission Chair will first address the issue by talking with the Commissioner and will give the Commissioner an opportunity to meet the requirements. If the Commissioner continues to not meet the attendance requirement, the Chair can give the Commissioner an opportunity to resign from the Commission. If the Commissioner does not want to resign and continues to not meet the attendance requirement, the Chair should discuss with the staff liaison and Council liaison the appropriate action to address it.
- 4.5 Discipline or Removal of a Commissioner. Commissioners serve at the pleasure of the City Council. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

## ***SECTION 5. AD HOC COMMITTEES AND TASK FORCES***

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee's or Task Force's efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.
- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members

of City Commissions and/or members of the public on the committee are subject to the provisions of the Ralph M. Brown Act.

## **SECTION 6. ADMINISTRATIVE MATTERS**

- 6.1 Attendance. City Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings unless unable. Councilmembers will notify the Mayor or the City Clerk if they will be absent from a meeting.
- 6.2 Correspondence. With some exceptions, proposed correspondence (including electronic) from individual Councilmembers/Mayor on City stationery shall be reviewed by the Council in draft form prior to release. On occasion, there are urgent requests for correspondence concerning legislation directly affecting municipalities. The Mayor may send a letter without first obtaining Council review if the content of the letter aligns with the Council's position on the subject issue. A copy of the letter should be sent to all Councilmembers.

City letterhead will be made available for routine, discretionary correspondence (i.e., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council. E-mails from Councilmembers should be respectful, professional, and consistent with the City's Electronic Use Policy.

- 6.3 Regional Boards. The Mayor shall appoint Councilmembers to Regional Committees/Commissions/Boards as required by the governing bodies. These appointments are subject to affirmation by the Council. The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Los Altos is appropriate on some boards; this is generally the case when other local governments have their own representation.

The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Los Altos. If an issue should arise that is specific to Los Altos, and the Council has not taken a position, the issue should be discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with the Council's position.

Council representatives to such boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council.

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. If a Councilmember is unable to attend, he/she should notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

Appointments to regional boards shall terminate upon the expiration of Councilmember's term unless: 1) the Councilmember is reelected and can serve the full term on the regional board; or 2) action is taken by the Council to reappoint the individual to the regional board, and such appointment is consistent with the regional board's policies.

- 6.4 Response to Public. It will be the responsibility of the City Manager to ensure a response is provided to all public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services and provide a copy of such correspondence to the City Council, as appropriate.

- 6.5 Proclamations. Proclamations are discretionary public announcements directing attention to a local resident, organization, or event. The Mayor, without formal action of the Council, may issue proclamations. Requests for proclamations should be submitted at least one week in advance. This allows the Mayor to decide if a proclamation should be issued. Alternatively, the Mayor, at his/her discretion, may refer a request to Council.
- 6.6 Reimbursement. City Councilmembers may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Councilmember. Reimbursements shall be subject to the City's Travel and Expense Policy.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting. Reimbursement is conditioned on the submission of this report to the City Council.

6.7 Training.

*Ethics:* Members of the City Council and commissions shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years. New members must receive this training within their first year of service. Members shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

*Sexual Harassment:* In addition, Councilmembers shall receive two hours of sexual harassment prevention training every two years, per State law. New members must receive this training within their first six months of service.

*Brown Act:* Members of the City Council and those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time they begin their service and again when there is a scheduled Commission training. .

*Anti-Bias:* At least every 2 years, Councilmembers and Commissioners will receive anti-bias training organized by the City.

*Other Training.* From time to time, the City Council may direct that Members of the City Council and Commissions receive training on different topics.

The City Clerk is required to keep training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

- 6.8. Limited Use of Electronic Devices during Council Meetings. City Councilmembers may use electronic devices for limited purposes during a Council meeting such as viewing the agenda and agenda packet documents and taking notes. Councilmembers shall not use electronic devices to send or receive communications regarding agenda items or to access information which other Councilmembers do not have equal access to during a meeting of the City Council at which he or she is in attendance. This does not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. If a Councilmember is aware of the urgent family matter prior to the Council meeting, the Councilmember should inform the Mayor.

If the issue arises during the Council meeting, the Councilmember should ask for a break so the Councilmember can address the issue. This Norm also does not apply if the Mayor needs to communicate with City staff related to the management of the Council meeting and such communication cannot be done during a break. Councilmembers responding to such a message during the meeting shall do so in a manner that does not disrupt the meeting.

- 6.9 City Mission and City Seal. The Mission of the City of Los Altos is a statement that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval. Use of the City Seal shall be by permission of the City Clerk.
- 6.10 Use of email. City Councilmembers shall strive to use only their City email account for City business.

### ***SECTION 7. COUNCIL RELATIONSHIP WITH STAFF***

- 7.1 City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a Department, or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.
- 7.2 Agenda Item Questions. The Council shall not abuse, embarrass, or harass staff. If a Councilmember has a question on a subject, the Councilmember should contact the City Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.
- 7.3 Complaints. Councilmembers shall encourage people to file all complaints related to work or services provided by City staff directly with the City Manager and the appropriate staff member. The City manager and staff shall ensure that all people receive a response. If a Councilmember receives a complaint directly, the Councilmember should forward the complaint to the City Manager. If all Councilmembers are copied on the same complaint and the City Manager is not copied, the Mayor is responsible for forwarding the complaint to the City Manager.
- 7.4 Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.

### ***SECTION 8. MEETINGS***

- 8.1 Open to Public. All meetings of the City Council, except for closed sessions as authorized by law, shall be open to the public. All meetings shall be noticed as required to allow action to be taken by the Council.
- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming and simulcast on the City's Government Access Channel, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All regular City Council meetings and study sessions shall be video-recorded, unless the City is unable to do so due to unforeseen circumstances or circumstances beyond the City's control in which case the meeting shall be audio-recorded.

- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary.

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.

- 8.4 Cancelling Meetings. Any meeting of the City Council may be cancelled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.
- 8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting and the identities of members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to attend to City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Councilmembers the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

- 8.6 Virtual Meetings. If, pursuant to applicable laws or orders, the City Council holds a virtual special or regular meeting, the requirements set forth in the Norms and Procedures shall still apply, to the extent these requirements are feasible. Any feature on the platform hosting the virtual meeting that allows members of the public and/or Council Members to communicate outside of the approved methods of communication for the meeting, for example a “chat” feature, shall be disabled during the meeting.
- 8.7 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.
- 8.8 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The primary purpose of the retreat shall be to review accomplishments for the past calendar year and to discuss and set priorities for the City Council for the following calendar year. The Mayor may also work with the City Manager to organize other activities for the annual retreat such as team building exercises and having guest speaker(s). The retreat may be held over multiple days.

- 8.9 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Councilmembers appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Councilmember in the absence of the Mayor and Vice Mayor, or in the absence of all Councilmembers, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

- 8.10 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.
- 8.11 Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, special, or closed session meeting to a time and place specified in the order of adjournment and permitted by law. Similar to all sections in the Norms and Procedures, this section is subject to section 1.5 of the Norms and Procedures.

### ***SECTION 9. POSTING NOTICE AND AGENDA***

- 9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to the City's Open Government Policy and State law.
- 9.2 Location of Posting. The notice and agenda shall be posted at City Hall and at the meeting location, if located away from City Hall, in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website. Similar to all sections in the Norms and Procedures, this section is subject to Section 1.5 of the Norms and Procedures.

### ***SECTION 10. AGENDA CONTENTS***

- 10.1 Setting the Agenda. The Mayor, in consultation with the City Manager or his/her designee, and the City Clerk shall organize the agenda.
- 10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.
- 10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:
- A. Upon a majority determination that an "emergency exception" (as defined by State Law) exists; or
  - B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that an "urgency exception" (as defined by State Law) exists and the

Council needs to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.

- C. Two Councilmembers are required to request an item be placed on the agenda for the full Council to determine if the item meets the urgency or emergency exception. This determination is done in accordance with Section 10.4A or 10.4B above and occurs soon after the Council meeting begins. If the Council votes to hear the emergency or urgency item, the item would then be placed as a discussion item on that Council meeting's agenda.
- 10.5 Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports , Future Agenda Items, and Adjournment.
- 10.6 Changes to the Order of the Agenda. "Changes to the Order of the Agenda" will be an agenda item that is heard soon after the Council meeting begins whereby the Mayor, Councilmembers and/or City staff may request a change to the order in which agenda items are to be considered. The Mayor will ask if there are any changes to the order of the agenda. Any requested changes will be made in the form of a motion and a vote will be taken. If there are no requests for changes, the agenda will be taken in the prescribed order.
- 10.7 Consent Calendar. A Councilmember or any member of the public may request an item be removed from the Consent Calendar. At the Mayor's discretion, items removed from the Consent Calendar may be considered immediately after approval of the balance of the Consent Calendar or elsewhere in the agenda. Councilmembers shall be given the opportunity to ask a clarifying question about a consent item or make a brief comment about an item without having to remove the item from the Consent Calendar.
- 10.8 Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period and will be included as part of each Council Meeting's Agenda Packet. City Staff will post the Tentative Council Calendar on the City's website and make updates to the Tentative Council Calendar, as necessary.
- Council shall review the Tentative Council Calendar quarterly at a regularly scheduled Council meeting. At this time, Councilmembers may request new items be added with the required support from other Councilmembers depending on whether a staff report is required. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.
- 10.9 Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendaized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items." Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required. Unless an item is deemed an urgency exception or emergency exception, as defined in the Norms, Councilmembers shall request the placement of items on future agendas at a public Council meeting.
- 10.10 Council questions. Councilmembers shall strive to provide questions to city staff on agenda items as early as possible before a council meeting to allow adequate time to respond to the questions. Staff will provide all questions and answers to Council questions to all

Councilmembers prior to the subject Council meeting, and, excepting attorney-client communications, to the public as soon as possible. Councilmembers shall strive to notify staff if they plan to raise a specific question at the Council meeting. If a Councilmember feels they need additional information to make a decision on an item, and the item is not time sensitive, the Councilmember may request the item be continued to a future meeting during Changes to the Order of the Agenda.

- 10.11 Emergency Meetings. The City Council may hold an emergency meeting (as defined in State Law) without complying with either the 24-hour notice requirement, or the 24-hour posting requirement, or both of the notice and posting requirements.

## ***SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS***

### 11.1 Role of Mayor.

- A. The Mayor is responsible for running the meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public. The Mayor has the prerogative to be the last Councilmember to vote on an item. The Mayor and Council Members are responsible to self-monitor their own conduct and speaking time to ensure a timely meeting.
- B. Communication with Councilmembers
1. Councilmembers shall request the floor from the Mayor before speaking.
  2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.
- C. Communication with Members of the Public Addressing the Council
1. The Mayor shall open the floor for public comment as appropriate.
  2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
  3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
  4. Members of the public shall direct their questions and comments to the Council.

- 11.2 Rules of Order. The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *Rosenberg's Rules of Order*, as a guide for the conduct of meetings, with the following modifications:

- A. Although permitted, a motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agendized item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
- D. A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Councilmembers present.

- 11.3 Appeal Procedures. Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.
- 11.4 Public Hearing Procedures. All land use public hearing items shall follow the following procedures:
- A. Staff presentation and/or report followed by clarifying questions from the Council
  - B. Disclosure of communications: Councilmembers shall disclose all personal communications with any individual, including, but not limited to, the project applicant, prospective project applicants, neighboring property owners, residents, or any other party regarding development projects. These disclosures shall include a full description of the nature of the discussion, and in particular, any information not presented as part of the public record
  - C. The Mayor shall open the public hearing
    - a. Applicant presentation; the applicant shall be given a total of up to 10 minutes to present to the City Council
    - b. The Council shall take public comments
    - c. Applicant rebuttal period; the applicant shall be given a total of up to 5 minutes rebuttal time. If there are no public comments, the applicant shall not be given time for rebuttal
  - D. The Mayor shall close the public hearing
  - E. Council discussion, consideration, and decision
- 11.5 Staff and Consultant Reports. Staff and consultant reports will be given a limit of up to 10 minutes. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.
- 11.6 Public Comment.
- A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
  - B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers, and the number of items that the Council is discussing at that meeting.
 

A group of speakers may designate a single speaker to represent the group. The designated speaker would be given the time which would have been allocated to others (to a maximum of 10 minutes) to speak. Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. Members of the public are not be permitted to cede their time during quasi-judicial proceedings.
  - C. In order to facilitate an orderly meeting, anyone wishing to address the City Council is asked to fill out a Request to Speak card, indicating their name, address, and agenda item number/topic. A separate card is requested for each item. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.

- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.
- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

11.7 Motions. It will be the practice of the City Council for the Mayor to provide Councilmembers an opportunity to ask questions of staff, comment on, and discuss any agenda item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Councilmember may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and thereafter, to any Councilmember recognized by the Mayor. Customarily, the Mayor will take the floor after all other Councilmembers have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Councilmember may request the Mayor or moving party divide the motion into separate motions to provide Councilmembers an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Councilmembers are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter.

If a tie vote results at a time when less than all members of the Council, who may legally participate in the matter, are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

11.8 Reconsideration of a Council Action.

A. Request for Reconsideration by a member of the public.

Any member of the public may request that a member of the City Council that voted in the majority request reconsideration. In order for that member of Council to take action, such request must be received no later than 5:00 p.m. on the third day following the decision. The requestor should specify in writing the reason for the request to reconsider. The Councilmember would then need to follow the procedure described in Section B below.

B. Request for Reconsideration by a Councilmember

- 1. Request by a member of the City Council.

Only a member of the City Council who voted in the majority may request reconsideration. The request may be made at the same meeting, or 24 hours in advance of the posting of the agenda for the next regular meeting. The request needs to be supported by two (2) Councilmembers, including the requesting Councilmember, for it to be added to the agenda. A request added to an agenda shall be structured in a manner that a motion for reconsideration may be considered immediately following approval of the request for reconsideration.

In presenting a request for reconsideration, the City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

2. Motion for Reconsideration.

A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting), or in accordance with Section 11.8B1. A motion to reconsider an action may be made only by a Councilmember who voted in the majority but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council. At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, supporters, and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the Council Norms and Procedures. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

11.9 Council Discussions and Deliberations.

- A. The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Councilmembers on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Councilmembers should disclose any ex parte communication prior to discussion on an item.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

B. Obtaining the Floor for Discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should limit his/her time to 3 minutes.

C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Councilmember has already spoken, other Councilmembers wishing to speak shall then be recognized. No Councilmember shall be allowed to speak a second time until after all other Councilmembers have had an opportunity to speak.

D. Relevancy of Discussion.

All discussion must be relevant to the issue before the City Council. A Councilmember is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Councilmembers shall avoid repetition and strive to move the discussion along. Arguments, for or against a measure, should be stated as concisely as possible.

A motion, its nature, or consequences, may be debated vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.

E. Mayor's Duties During Discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Councilmember who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

F. After the Vote.

Once a majority of the Council has approved a motion, no further discussion shall be made unless the item is brought for reconsideration as described previously.

- 11.10 Councilmember Respect. Councilmembers shall abide by the majority decision of the Council, even if in the minority. Councilmembers appointed to serve on regional boards and committees shall maintain the Council's position on an item, even if the Councilmember disagrees with that position.
- 11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.
- 11.12 Conflict of Interest. If a Councilmember becomes aware of a potential conflict of interest that would require the Councilmember to not participate in a discussion or vote on an agenda item before the City Council, the Councilmember should discuss with the City Attorney prior to agenda item being heard by the City Council. The Councilmember is expected to follow the direction of the City Attorney. If the Councilmember decides to request an opinion from the California Fair Political Practices Commission ("FPPC"), the Councilmember shall disclose at the next scheduled Council Meeting that such a request has been made. If the Councilmember is still waiting for the FPPC opinion at the time the agenda item will be heard by the City Council, the Councilmember may abstain from participating until the FPPC opinion is received. Upon receiving the FPPC opinion, the Councilmember shall share the opinion with the City Council and public at the next scheduled Council meeting.

***SECTION 12. CLOSED SESSIONS***

- 12.1 Purpose. It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Los Altos financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded for the closed session portion of the meeting.

Prior to convening the closed session portion of the meeting, the Mayor or City Clerk shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to ensure that the City's position is not compromised. No mention of information in these materials shall be made to anyone other than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

- 12.2 Rule of Confidentiality. The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Councilmembers and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to the Ralph M. Brown Act.

- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

- 12.6 Rules of Decorum.

- A. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Councilmembers to disagree. Councilmembers shall strive to make each other feel comfortable and safe to express their points of view. All Councilmembers have the right to insist upon strict adherence to this rule.
- B. Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Councilmembers.
- C. The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

- 12.7 Conduct of Meeting.

- A. The Mayor will call the closed session to order promptly at its scheduled time.
- B. The Mayor will keep discussion focused on the permissible topics.
- C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its

representative concerning the matter, which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

#### 12.8 Public Disclosure After Final Action.

- A. The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the Mayor or the City Attorney shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by the Ralph M. Brown Act.
- B. The report may be oral or written. The report will state any reportable action taken by the Council and how each Councilmember voted, if applicable. All other closed session discussions will remain confidential. Unless authorized by the majority of the City Council and if permitted under applicable law, the report will not state the debate or discussion that occurred.

### ***SECTION 13. DECORUM***

- 13.1 Councilmembers. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. When speaking, a Councilmember's tone should remain neutral and non-verbal communication aspects should be considerate and polite. Formal business attire is required only when Council meetings, workshops, or study sessions are held in Community Meeting Chambers and/or televised.
- 13.2 City Employees. Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Councilmembers and members of the public.
- 13.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. City Code Chapter 2.05, *Public Meeting Rules for Conduct*, shall apply to all City Council Meetings.
- 13.4 Noise in the Chambers. Noise emanating from the audience, whether expressing opposition or support within the Community Meeting Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cellular phones and other consumer electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

### ***SECTION 14. VIOLATIONS OF PROCEDURES***

Unless otherwise approved by at least a majority of Councilmembers or prohibited by law or due to circumstances beyond the City's control, for example, a declared state of emergency, all Councilmembers are required to comply with these Norms and Procedures.

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by the City Council.

AMENDED AND APPROVED: September 14, 2021.

APPENDIX A

*ROSENBERG'S RULES OF ORDER*



## CITY COUNCIL NORMS AND PROCEDURES



### COUNCILMEMBERS

~~Jeannie Bruins~~

Anita Enander

Neysa Fligor

Lynette Lee Eng

Sally Meadows

~~Jan-Peppe~~Jonathan Weinberg

**COUNCIL NORMS AND PROCEDURES  
TABLE OF CONTENTS**

SECTION 1: GENERAL

- 1.1 Purpose
- 1.2 Values
- 1.3 Review
- ~~1.4~~ 1.4 Ralph M. Brown Act Compliance with Applicable Laws
- ~~1.4~~

SECTION 2: MAYOR AND VICE MAYOR SELECTION PROCESS

- 2.1 Reorganization
- 2.2 Election of Mayor
- 2.3 Election of Vice Mayor
- 2.4 Councilmembers Serving After a Break in Service
- 2.5 Appointment of Vacancy

SECTION 3: COUNCIL SUBCOMMITTEES

- 3.1 Responsibility
- 3.2 Instructions and Expectations
- 3.3 Reporting
- 3.4 Standing Subcommittees

SECTION 4: COMMISSIONS AND COMMITTEES

- 4.1 Responsibility
- 4.2 Governing
- ~~4.3~~ Commission Liaisons
- 4.4 Attendance Requirement for Commissioners
- ~~4.34.5~~ Discipline or Removal of a Commissioner

SECTION 5: AD HOC COMMITTEES AND TASK FORCES

- 5.1 Instructions and Expectations
- 5.2 Reports
- 5.3 Redirection
- 5.4 Noticing

SECTION 6: ADMINISTRATIVE MATTERS

- 6.1 Attendance
- 6.2 Correspondence
- 6.3 Regional Boards
- 6.4 Response to Public
- 6.5 Proclamations
- 6.6 Reimbursement
- 6.7 Training
- 6.8 Limited Use of Electronic Devices during Council meetings
- ~~6.9~~ City Mission and City Seal
- ~~6.96.10~~ Use of email

SECTION 7: COUNCIL RELATIONSHIP WITH STAFF

- 7.1 City Manager
- 7.2 Agenda Item Questions
- 7.3 Complaints
- 7.4 Staff

SECTION 8: MEETINGS

- 8.1 Open to Public
- 8.2 Broadcasting of City Council Meetings

- 8.3 Regular Meetings
- 8.4 Cancelling Meetings
- 8.5 Special Meetings
- ~~8.6~~ Virtual Meetings
- ~~8.6.7~~ Closed Sessions
- ~~8.7.8~~ Annual Retreat
- ~~8.8.9~~ Quorum
- ~~8.9.10~~ Minutes
- ~~8.10.11~~ Adjourned Meetings

#### SECTION 9: POSTING NOTICE AND AGENDA

- 9.1 Posting of Notice and Agenda
- 9.2 Location of Posting

#### SECTION 10: AGENDA CONTENTS

- ~~10.1~~ Mayor's Responsibility ~~Setting the Agenda~~
- 10.2 Description of Matters
- 10.3 Availability to the Public
- 10.4 Limitation to Act Only on Items on the Agenda
- ~~10.5~~ "Timing" of Agenda
- ~~10.6~~ 10.5 Order of Agenda
- ~~10.7~~ 10.6 Change in Order of ~~Business~~ the Agenda
- ~~10.8~~ 10.7 Consent Calendar
- ~~10.9~~ 10.8 Tentative Council Calendar
- ~~10.10~~ 10.9 Placing items on a future agenda
- 10.10 Council questions
- 10.11 Emergency Meetings

#### SECTION 11: PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS

- 11.1 Role of Mayor
- 11.2 Rules of Order
- 11.3 Appeal Procedures
- ~~11.4~~ Applicants Public Hearing Procedures
- 11.5 Staff and Consultant Reports
- 11.6 Public Comment
- 11.7 Motions
- 11.8 Reconsideration of a Council Action
- 11.9 Council Discussions and Deliberations
- 11.10 Councilmember Respect
- 11.11 Council and Staff Reports and Directions on Future Agenda Items
- ~~11.12~~ 11.12 Conflict of Interest

#### SECTION 12: CLOSED SESSIONS

- 12.1 Purpose
- 12.2 Rule of Confidentiality
- 12.3 Breach of Rule of Confidentiality
- 12.4 Agenda
- 12.5 Permissible Topics
- 12.6 Rules of Decorum
- 12.7 Conduct of Meeting
- 12.8 Public Disclosure After Final Action

#### SECTION 13: DECORUM

- 13.1 Councilmembers
- 13.2 City Employees
- 13.3 Public
- 13.4 Noise in the Chambers

SECTION 14: VIOLATIONS OF PROCEDURESAPPENDIX A: ROSENBERG'S RULES OF ORDER (SIMPLE PARLIAMENTARY PROCEDURES FOR THE 21<sup>ST</sup> CENTURY)
**CITY OF LOS ALTOS  
CITY COUNCIL NORMS AND PROCEDURES**
***SECTION 1. GENERAL***

- 1.1 Purpose. The purpose of these Norms and Procedures is to promote communication, understanding, fairness, and trust among the members of the City Council, ~~and staff, and members of the public concerning~~ public concerning their roles, responsibilities, and expectations for management of the business of the City of Los Altos. The Norms also inform the public about what to expect from their elected representatives while performing their duties.
- 1.2 Values. ~~Council members~~ Councilmembers shall represent the best interests of the City and community at large. Councilmembers shall treat fellow Councilmembers, members of the public, Commission and Committee members, and staff and consultants with respect, ~~civility~~ civility, and courtesy. All Councilmembers shall respect each other's individual points of view and right to disagree. When addressing the public in any way, all Councilmembers shall make certain their opinions are expressed solely as their own, and do not necessarily reflect the opinions of any other Councilmember. Councilmembers shall respect and abide by the decisions of the majority of the Council at all times.
- 1.3 Review. The City Council shall conduct a review of this document biennially, or whenever a new Councilmember has been seated or Council deems necessary, to assist Councilmembers in being more productive in management of the business of the City. A new Council will consider the document within three months of its first regular meeting.
- 1.4 ~~Ralph M. Brown Act~~ Compliance with Applicable Laws. All conduct of the City Council, Commissions, Committees and Subcommittees shall be in full compliance with all applicable laws, including but not limited to State laws ~~such as, including, but not limited to,~~ the Ralph M. Brown Act, the California Public Records Act, and the Political Reform Act, as amended. If there is a conflict between the Norms and Procedures and an applicable law, the applicable law shall govern.

***SECTION 2. MAYOR AND VICE MAYOR SELECTION PROCESS***

- 2.1 Reorganization. The reorganization of the Council ~~and the shall occur at a special meeting held on the first Tuesday of December. The~~ seating of new Councilmembers shall occur at ~~the same a~~ special meeting ~~that the Council reorganizes, which will be~~ held on the earliest available Tuesday following the certification of election results, which is typically on the first Tuesday of December. If the certification is delayed because of a recount or other reason, the Council will wait until the certification is final before holding its reorganization special meeting.

Seating preferences on the dais shall be made by the Mayor, Vice Mayor and then by seniority of the rest of the members, in that order. If two members have equal seniority based on year

elected, then the member with the higher vote count in their most recent election is considered to have higher seniority.

A community reception honoring the incoming and outgoing Mayor and Councilmembers will be held immediately following the reorganization meeting.

- 2.2 Election of Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Mayor. ~~Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Mayor.~~

The term of office shall be one year. The Councilmember must have served at least 23 months to be eligible for Mayor. A majority vote of the Council is necessary to designate the Mayor. If there is at least one elected Councilmember with a minimum of 23 months of service who has not served as Mayor, he or she shall be designated Mayor before those who have already served as Mayor.

If there are two or more such members who have served more than 23 months and have never served as Mayor, the one having served the longest time on the Council shall be designated as Mayor.

In the event there are two or more members who have never served as Mayor and have served the same length of time, the one who received the greatest number of votes at his/her election or re-election to the Council shall become Mayor.

In the event there are two or more members who have served as Mayor, who have served the same continuous length of time, and who have been re-elected to the Council, the one who received the greatest number of votes at his/her re-election to the Council shall become Mayor.

In the event three new members are elected to the Council, then an exception to Sections 2.2 and 2.3 will apply, allowing the immediate appointment of a Vice Mayor without the normal 11 months of prior service, and the following year such person may be appointed as the Mayor without the normal 23 months of prior service. Any member re-elected to the Council after a break in service will be treated in the normal sequence for appointment as Vice Mayor and Mayor, without regard to such person's service prior to the break in service.

The Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Mayor should be made to the City Manager.

- 2.3 Election of Vice Mayor. Only Councilmembers elected by the voters or appointed to the City Council due to the cancelation of an election may serve as Vice Mayor. ~~Those persons who are appointed to the City Council due to the cancellation of an election may also serve as Vice Mayor.~~

The selection process for determining who shall serve as Vice Mayor will follow that of Mayor, except the Councilmember must have served at least 11 months to be eligible to serve as Vice Mayor.

The Vice Mayor may be removed from office, for cause, by a 4/5ths affirmative vote of the members. The person is to be advised of the proposed cause for removal at least 72 hours before the action is taken. Requests for an agenda item to consider removal of the Vice Mayor should be made to the City Manager.

- 2.4 Councilmembers Serving After a Break in Service. The time of continuous service for any elected member of the Council who previously served on the Council prior to a break in service shall be considered to have started at his/her election after their break in service.
- 2.5 Appointment of Vacancy. In the event of a vacancy of office by the death or resignation of any Councilmember, the Council shall appoint a new Councilmember within sixty (60) days after a vacancy becomes effective in compliance with the California Elections Code, unless the Council, by resolution, decides to instead call a special election. In the event of appointment, the Council shall determine the process for appointment prior to the application process and in accordance with State law.

### ***SECTION 3. COUNCIL SUBCOMMITTEES***

- 3.1 Responsibility. The Mayor shall appoint Councilmembers to standing and ad hoc subcommittees as required to accomplish the work of the Council, subject to affirmation by the Council at its next regular meeting. It will be the responsibility of these subcommittees to inform and make recommendations to the Council and submit them to the Council for a vote. Staff shall work with, and support, Council subcommittees as required.
- 3.2 Instructions and Expectations. The Council shall make certain that all Council subcommittees are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the committee's efforts shall be defined in writing and approved by a majority of the City Council.
- 3.3 Reporting. Council subcommittee members are to keep the Council informed of the work and progress of their subcommittee. These reports or minutes shall be made in writing whenever a recommendation is made to the Council.
- 3.4 Standing Subcommittees. ~~From time to time, the City Council may vote to establish our~~ standing subcommittees. ~~These include -of the Council exist:~~ the Council Youth Commission Interview Committee, the Open Government Committee, and joint committees with the different school districts that serve Los Altos residents. ~~City/Los Altos School District Schools Issues Committee, the City/Cupertino Union School District Schools Issues Committee and the Open Government Committee.~~

The Council Youth Commission Interview Committee consists of two members of the City Council and is responsible for conducting interviews of applicants for the Youth Commission and making recommendations to the City Council regarding the appointments. The Committee meets as needed.

The City/~~Los Altos~~ School District ~~Schools Issues~~ Committees consists of two members of the City Council and two members of the Board of Trustees of the ~~Los Altos~~applicable School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern by both legislative bodies, as directed by the City Council and/or School Board. Meetings are open to the public and are generally held at least bi-annually.

~~The City/Cupertino Union School District Schools Issues Committee consists of two members of the City Council and two members of the Board of Trustees of the Cupertino Union School District. The purpose of the subcommittee is to facilitate communication between the two bodies on issues of mutual concern. Meetings are open to the public.~~

The Open Government Committee consists of two members of the City Council and advises the City Council and provides information to the City Manager on potential ways to implement the Open Government Policy. The Committee develops appropriate goals to ensure practical and timely implementation of the Open Government Policy and proposes any amendments to the Policy.

#### **SECTION 4. COMMISSIONS AND COMMITTEES**

- 4.1 Responsibility. The Council ~~will~~may appoint residents of the community to the City's ~~non-~~Council standing commissions and committees. Commission and committee members shall represent the interests of the community at-large when serving on these bodies. These commissions and committees will respect the public and staff and shall take seriously their responsibility for reporting to the Council. Each commission is to keep a rotation schedule for representation at City Council meetings by one of its members. Attendance is required when a commission has an item of interest on the Council agenda, so as to be available to answer Council questions.
- 4.2 Governing. The City's Commissions and Committees are governed by the Commission Handbook as adopted and amended by the City Council. If there is a conflict between the Commission Handbook and the Norms and Procedures, the Commission Handbook shall control as to the Commissions and Committees.
- 4.3 Commission Liaisons. To facilitate the exchange of information between the Council and its Commissions, the Mayor will at least annually make liaison appointments to the Commissions. These appointments shall be ratified by the Council. Councilmembers shall respect the separation between policy making and advisory Commissions by: A) not attempting to lobby or influence Commissions on any item under their consideration; B) attending meetings of assigned Commissions, ~~as needed,~~ but not taking a position on an item before the Commission; C) not voting at the Commission's meeting on any item; and D) assisting the Commission in scheduling recommendations to be heard by the Council.

If an issue arises regarding a member of any Commission, staff may work with the assigned Council Liaison to resolve the issue.

- 4.4 Attendance Requirement for Commissioners. Commissioners are expected to attend meetings in accordance with the Commissioner Handbook. If a Commissioner is not meeting the attendance requirement, the Commission Chair will first address the issue by talking with the Commissioner and will give the Commissioner an opportunity to meet the requirements. If the Commissioner continues to not meet the attendance requirement, the Chair can give the Commissioner an opportunity to resign from the Commission. If the Commissioner does not want to resign and continues to not meet the attendance requirement, the Chair should discuss with the staff liaison and Council liaison the appropriate action to address it.
- 4.5 Discipline or Removal of a Commissioner. Commissioners serve at the pleasure of the City Council. The City Council may discipline or remove a Commissioner at any time solely at the discretion of the Council. Any proposed removal can be with or without cause. A Councilmember who wishes to discipline or remove a Commissioner shall indicate their desire to place the discipline or removal on a future agenda at the end of a regular Council meeting. If three or more Councilmembers wish to agendaize the discipline or removal of a certain Commissioner, the item will be placed on a Council agenda.

**SECTION 5. AD HOC COMMITTEES AND TASK FORCES**

- 5.1 Instructions and Expectations. The Council shall make certain that all Council-appointed Ad Hoc Committees and Task Forces are properly instructed in their assigned scope of work and responsibilities. The expected outcome of the Committee's or Task Force's efforts shall be defined in writing and formally approved by a majority of the City Council.
- 5.2 Reports. Ad Hoc Committees and Task Forces are responsible for keeping the Council informed about issues being considered, and their progress. This is to be accomplished by meeting minutes distributed in the Council meeting packets or through oral reports to Council. Ad Hoc Committees and Task Forces are responsible for advising the Council of any need for information or more specific instructions.
- 5.3 Redirection. Ad Hoc Committees and Task Forces shall obtain Council concurrence before they proceed in any direction different from the original instructions of the Council.
- 5.4 Noticing. Per Resolution No. 2015-09, Ad Hoc Committees and Task Forces that are created by the City Council and are composed of less than a quorum of the Council and have members of City Commissions and/or members of the public on the committee are subject to the provisions of the Ralph M. Brown Act.

**SECTION 6. ADMINISTRATIVE MATTERS**

- 6.1 Attendance. City Councilmembers acknowledge that attendance at lawful meetings of the City Council is part of their official duty. Councilmembers shall make a good faith effort to attend all such meetings unless unable. Councilmembers will notify the Mayor or the City Clerk if they will be absent from a meeting.
- 6.2 Correspondence. With some exceptions, proposed correspondence (including electronic) from individual Councilmembers/Mayor on City stationery shall be reviewed by the Council in draft form prior to release. On occasion, there are urgent requests ~~from the League of California Cities~~ for correspondence concerning legislation directly affecting municipalities. ~~Assuming there is agreement between the Mayor and City Manager that the League's position corresponds with that of the Council,~~ The Mayor may send a letter without first obtaining Council review if the content of the letter aligns with the Council's position on the subject issue. A copy of the letter should be sent to all Councilmembers.

City letterhead will be made available for routine, discretionary correspondence (i.e., thank you notes, etc.), or such correspondence will be prepared by staff for signature, without prior consent of the Council. E-mails from Councilmembers should be respectful, ~~professional~~professional, and consistent with the City's Electronic Use Policy.

- 6.3 Regional Boards. The Mayor shall appoint Councilmembers to Regional Committees/Commissions/Boards as required by the governing bodies. These appointments are subject to affirmation by the Council. The role of the Council on regional boards will vary depending on the nature of the appointment. Representing the interests of Los Altos is appropriate on some boards; this is generally the case when other local governments have their own representation.

The positions taken by the appointed representatives are to be in alignment with the positions that the Council has taken on issues that directly impact the City of Los Altos. If an issue should arise that is specific to Los Altos, and the Council has not taken a position, the issue should be

discussed by the Council prior to taking a formal position at a regional board meeting, to assure that it is in alignment with the Council's position.

Council representatives to such boards shall keep the Council informed of ongoing business through brief oral or written reports to the Council.

Councilmembers shall make a good faith effort to attend all regional meetings that require a quorum of the appointed members to convene a meeting. If a Councilmember is unable to attend, he/she should notify his/her alternate as far in advance of the meeting as possible so as to allow the alternate to attend.

Appointments to regional boards shall terminate upon the expiration of Councilmember's term unless: 1) the Councilmember is reelected and can serve the full term on the regional board; or 2) action is taken by the Council to reappoint the individual to the regional board, and such appointment is consistent with the regional board's policies.

- 6.4 Response to Public. It will be the responsibility of the City Manager to ensure a response is provided to all public correspondence for informational requests addressed to the Council. Staff shall respond to all requests for services and provide a copy of such correspondence to the City Council, as appropriate.
- 6.5 Proclamations. Proclamations are discretionary public announcements directing attention to a local resident, ~~organization~~organization, or event. The Mayor, without formal action of the Council, may issue proclamations. Requests for proclamations should be submitted at least one week in advance. This allows the Mayor to decide if a proclamation should be issued. Alternatively, the Mayor, at his/her discretion, may refer a request to Council.
- 6.6 Reimbursement. City Councilmembers may be reimbursed for personal expenses for travel to and lodging at conferences or meetings related to their role as a Councilmember. Reimbursements shall be subject to the City's Travel and Expense Policy.

Brief reports must be given on any outside meeting attended at the expense of the City at the next regular Council meeting. Reimbursement is conditioned on the submission of this report to the City Council.

- 6.7 Training.  
*Ethics:* Members of the City Council and commissions shall receive at least two hours of ethics training in general ethics principles and ethics laws relevant to his/her public service every two years. New members must receive this training within their first year of service. Members shall attend training sessions that are offered locally in the immediate vicinity of Santa Clara County or by completing online a state-approved public service ethics education program.

An individual who serves on multiple legislative bodies need only receive two hours of ethics training every two years to satisfy this requirement for all applicable public service positions.

*Sexual Harassment:* In addition, Councilmembers shall receive two hours of sexual harassment prevention training every two years, per State law. New members must receive this training within their first six months of service.

*Brown Act:* Members of the City Council and those individuals appointed by the City Council to serve on a commission or advisory committee will receive training on the requirements of the Brown Act at the time they begin their service and again when there is a scheduled Commission training. within 60 days of beginning service.

Anti-Bias: At least every 2 years, Councilmembers and Commissioners will receive anti-bias training organized by the City.

Other Training. From time to time, the City Council may direct that Members of the City Council and Commissions receive training on different topics.

The City Clerk is required to keep training records for five years to document and prove that these continuing education requirements have been satisfied. These documents are public records subject to disclosure under the California Public Records Act.

- 6.8. Limited Use of Electronic Devices during Council Meetings. City Councilmembers may use electronic devices for limited purposes during a Council meeting such as viewing the agenda and agenda packet documents and taking notes. Councilmembers shall not use electronic devices to send or receive communications regarding agenda items or to access information which other Councilmembers do not have equal access to during a meeting of the City Council at which he or she is in attendance. This does not apply to receipt of telephone calls or text messages from family members in the event of an urgent family matter. If a Councilmember is aware of the urgent family matter prior to the Council meeting, the Councilmember should inform the Mayor. If the issue arises during the Council meeting, the Councilmember should ask for a break so the Councilmember can address the issue. This Norm also does not apply if the Mayor needs to communicate with City staff related to the management of the Council meeting and such communication cannot be done during a break. Councilmembers responding to such a message during the meeting shall do so in a manner that does not disrupt the meeting.
- 6.9 City Mission and City Seal. The Mission of the City of Los Altos is a statement that reflects the values of our residents. The City Seal is an important symbol of the City of Los Altos. No change to the City Mission and/or City Seal shall be made without Council approval. Use of the City Seal shall be by permission of the City Clerk.
- 6.10 Use of email. City Councilmembers shall strive to use only their City email account for City business.

## **SECTION 7. COUNCIL RELATIONSHIP WITH STAFF**

- 7.1 City Manager. City Councilmembers are always free to go to the City Manager to discuss any subject. Issues concerning the performance of a ~~Department~~Department, or any employee must be directed to the City Manager. City Councilmembers shall not meet with groups of management employees for the purpose of discussing terms of employment or establishing employee policy. Direction to City employees, other than the City Manager or City Attorney, is the prerogative of the City Manager. In passing along critical information, the City Manager will be responsible for contacting all Councilmembers. The City Manager may delegate this responsibility to Department Heads.
- 7.2 Agenda Item Questions. The Council shall not abuse ~~staff, nor~~embarrass, or harass staff ~~in public~~. If a Councilmember has a question on a subject, the Councilmember should contact the City Manager prior to any meeting at which the subject may be discussed. This does not restrict Councilmembers from asking questions during a Council meeting.
- 7.3 Complaints. Councilmembers shall encourage people to file all complaints related to work or services provided by City staff directly with the City Manager and the appropriate staff member. The City manager and sStaff shall ensure that all people receive a response. If a Councilmember

receives a complaint directly, the Councilmember should forward the complaint to the City Manager. If all Councilmembers are copied on the same complaint and the City Manager is not copied, the Mayor is responsible for forwarding the complaint to the City Manager.

- 7.4 Staff. Councilmembers may ask Department Heads for information. This informal system of direct communication is not to be abused.

### ***SECTION 8. MEETINGS***

- 8.1 Open to Public. All meetings of the City Council, except for closed sessions as authorized by law, shall be open to the public. whether regular, special, or study sessions, shall be open to the public, unless a closed session is held as authorized by law. All meetings shall be noticed as required to allow action to be taken by the Council.

- 8.2 Broadcasting of City Council Meetings. All regular Council meetings and study sessions shall be scheduled in the Community Meeting Chambers to allow for web streaming and simulcast on the City's Government Access Channel, unless the number of participants exceeds room capacity. The final decision shall be the responsibility of the Mayor. All regular City Council meetings and study sessions shall be video-recorded, unless the City is unable to do so due to unforeseen circumstances or circumstances beyond the City's control in which case the meeting shall be audio-recorded.

- 8.3 Regular Meetings. The City Council shall conduct its regular meetings at the time and place established by ordinance. At the first regular meeting in December, the City Council will approve the schedule of meetings for the next calendar year, which in addition to the regular meeting schedule, may include the cancellation of regular meetings and the addition of special meetings and study sessions. This practice does not, however, preclude the Mayor or a majority of the members of the City Council from calling additional meetings pursuant to Section 8.5, if necessary.

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.

- 8.4 Cancelling Meetings. Any meeting of the City Council may be cancelled in advance by majority vote of the Council. The Mayor may cancel a meeting in the case of an emergency or when a majority of members have confirmed in writing to the City Manager their unavailability to attend a meeting or agreement to cancel a meeting.

- 8.5 Special Meetings. A special meeting may be called at any time by the Mayor or by a majority of the City Council in accordance with the Brown Act. Written notice of any such meeting must specify the purpose of the meeting and the identities of members making the call. Notice of the meeting must be given in accordance with law. Public comments at special meetings shall be limited to only those items described on the special meeting notice/agenda.

The City Council may hold study sessions or joint meetings with other boards, commissions, committees, or agencies as deemed necessary to attend to City business. These meetings will be coordinated by the City Clerk. Study sessions are scheduled to provide Councilmembers the opportunity to better understand a particular item. While Council may legally take action at any noticed meeting, generally no formal action is taken at study sessions. If action is to be taken at a study session, then the agenda will state that action may be taken.

8.6 Virtual Meetings. If, pursuant to applicable laws or orders, the City Council holds a virtual special or regular meeting, the requirements set forth in the Norms and Procedures shall still apply, to the extent these requirements are feasible. Any feature on the platform hosting the virtual meeting that allows members of the public and/or Council Members to communicate outside of the approved methods of communication for the meeting, for example a “chat” feature, shall be disabled during the meeting.

8.7 Closed Sessions. The City Council may hold closed sessions at any time authorized by law (and in consultation with the City Attorney), to consider or hear any matter, which is authorized by law. The Mayor or a majority of the City Council may call closed session meetings at any time. Requests for a closed session should be made to the City Manager.

8.87 Annual Retreat. The City Council shall hold an annual retreat following the reorganization of the Council (typically in December or January). The primary purpose of the retreat shall be to review accomplishments for the past calendar year and to discuss and set priorities for the City Council for the following calendar year. The Mayor may also work with the City Manager to organize other activities for the annual retreat such as team building exercises and having guest speaker(s). The retreat may be held over multiple days.

8.98 Quorum. Three (3) members of the City Council shall constitute a quorum and shall be sufficient to transact business. If less than three Councilmembers appear at a regular meeting, the Mayor, Vice Mayor in the absence of the Mayor, any Councilmember in the absence of the Mayor and Vice Mayor, or in the absence of all Councilmembers, the City Clerk or Deputy City Clerk, shall adjourn the meeting to a stated day and hour.

Business of the City Council may be conducted with a minimum of three members being present; however, pursuant to the California Government Code, matters requiring the expenditure of City funds and all resolutions and non-urgency ordinances must receive three affirmative votes for approval.

8.109 Minutes. Staff shall prepare minutes of all public meetings of the City Council. Copies shall be distributed to each Councilmember. Closed session minutes, if any, shall be approved by all Councilmembers and kept in strict confidence.

~~8.118.10~~ Adjourned Meetings. The City Council may adjourn any regular, adjourned regular, ~~special~~special, or closed session meeting to a time and place specified in the order of adjournment and permitted by law. Similar to all sections in the Norms and Procedures, this section is subject to section 1.5 of the Norms and Procedures.

## ***SECTION 9. POSTING NOTICE AND AGENDA***

9.1 Posting of Notice and Agenda. For every regular, special, or study session meeting, the City Clerk or other authorized person shall post a notice of the meeting, specifying the time and place at which the meeting will be held, and an agenda containing a brief description of all items of business to be discussed at the meeting. This notice and agenda may be combined in a single document. Posting is to be according to the City’s Open Government Policy and State law.

9.2 Location of Posting. The notice and agenda shall be posted at City Hall and at the meeting location, if located away from City Hall, in a place to which the public has unrestricted access and where the notice and agenda are not likely to be removed or obscured by other posted material, and to the City website. Similar to all sections in the Norms and Procedures, this section is subject to Section 1.5 of the Norms and Procedures.

**SECTION 10. AGENDA CONTENTS**

- 10.1 ~~Mayor's Responsibility~~ Setting the Agenda. ~~The Mayor is responsible for running a timely and orderly meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting.~~ The Mayor, in consultation with the City Manager or his/her designee, and the City Clerk shall organize the agenda.
- 10.2 Description of Matters. All items of business to be discussed at a meeting of the City Council shall be briefly described on the agenda. The description should set forth the proposed action to be considered so that members of the public will know the nature of the action under review and consideration.
- 10.3 Availability to the Public. The agenda for any regular, special, or study session meeting, shall be made available to the general public as required by law.
- 10.4 Limitation to Act Only on Items on the Agenda. No action shall be taken by the City Council on any item not on the posted agenda, subject only to the exceptions listed below:
- A. Upon a majority determination that an "emergency ~~situation~~exception" (as defined by State Law) exists; or
  - B. Upon determination by a 4/5 vote of the full City Council, or a unanimous vote if less than a full Council, that an "urgency exception" (as defined by State Law) exists and the Council there is a need to take immediate action and that the need to take the action came to the attention of the City Council subsequent to posting of the agenda.
  - ~~B-C.~~ Two Councilmembers are required to request an item be placed on the agenda for the full Council to determine if the item meets the urgency or emergency exception. This determination is done in accordance with Section 10.4A or 10.4B above and occurs soon after the Council meeting begins. If the Council votes to hear the emergency or urgency item, the item would then be placed as a discussion item on that Council meeting's agenda.
- 10.5 ~~"Timing" of Agenda. Staff and/or the Mayor will "time" the agenda as a way for the Council to maintain a sense of how much time can be committed to any one item without going past an established ending time for the meeting.~~
- ~~10.6~~ Order of Agenda. The prescribed order of the agenda for Regular Meetings of the Council will be as follows: Establish Quorum, Pledge of Allegiance, Closed Session Announcement (if needed), Changes to the Order of the Agenda, Special Items, Public Comments on Items not on the Agenda, Consent Calendar, Public Hearings, Discussion Items, Informational Items, City Council Reports (~~limited to one minute per Councilmember~~), Future Agenda Items (~~limited to one minute per Councilmember~~), and Adjournment.
10. ~~67~~ Changes to the Order of the Agenda. ~~"Changes to the Order of the Agenda" will be an agenda item that is heard soon after the Council meeting begins whereby At the beginning of a Council meeting,~~ the Mayor, Councilmembers and/or City staff may request a change to the order in which agenda items are to be considered. The Mayor will ask if there are any changes to the order of the agenda. Any requested changes will be made in the form of a motion and a vote will be taken. If there are no requests for changes, the agenda will be taken in the prescribed order.
10. ~~78~~ Consent Calendar. A Councilmember or any member of the public may request an item be removed from the Consent Calendar. At the Mayor's discretion, items removed from the Consent Calendar may be considered immediately after approval of the balance of the Consent Calendar or elsewhere in the agenda. Councilmembers shall be given the opportunity to ask a

clarifying question about a consent item or make a brief comment about an item without having to remove the item from the Consent Calendar.

10.~~89~~ Tentative Council Calendar. The Tentative Council Calendar shall list items pending to come before Council within the next 12 months period and will be included as part of each Council Meeting's Agenda Packet. City Staff will post the Tentative Council Calendar on the City's website and make updates to the Tentative Council Calendar, as necessary.

~~Quarterly (first meeting in January, April, July and October),~~ Council shall review the Tentative Council Calendar quarterly at a regularly scheduled Council meeting. At this time, Councilmembers may request new items be added with the required support from other Councilmembers depending on whether a staff report is required. The Councilmember requesting the item shall state the topic and which Council priority the request aligns to. Council and staff shall agree as to where the new item shall be placed on the Tentative Council Calendar.

10.~~490~~ Placing items on a future agenda. Members of the City Council may have any matter that can be legally agendized placed on the agenda of the City Council by indicating their desire to do so under that portion of the City Council agenda designated, "Future City Council Agenda Items." Placing an item on a future agenda requires two Councilmembers to support the item if no staff work is required and three Councilmembers if staff work is required.- Unless an item is deemed an urgency exception or emergency exception, as defined in the Norms, Councilmembers shall request the placement of items on future agendas at a public Council meeting.

10.~~104~~ Council questions. Councilmembers shall strive to provide questions to city staff on agenda items as early as possible before a council meeting to allow adequate time to respond to the questions. Staff will provide all questions and answers to Council questions to all Councilmembers prior to the subject Council meeting, and, excepting attorney-client communications, to the public as soon as possible. Councilmembers shall strive to notify staff if they plan to raise a specific question at the Council meeting. If a Councilmember feels they need additional information to make a decision on an item, and the item is not time sensitive, the Councilmember may request the item be continued to a future meeting during Changes to the Order of the Agenda.

10.11 Emergency Meetings. The City Council may hold an emergency meeting (as defined in State Law) without complying with either the 24-hour notice requirement, or the 24-hour posting requirement, or both of the notice and posting requirements.

## **SECTION 11. PROCEDURES FOR THE CONDUCT OF PUBLIC MEETINGS**

### 11.1 Role of Mayor.

A. The Mayor is responsible for running the meeting. If the Mayor is unavailable to run a Council meeting, the Vice Mayor shall run the meeting. The Mayor shall be responsible for maintaining the order and decorum of meetings. It shall be the duty and responsibility of the Mayor to ensure that the rules of operation and decorum contained herein are observed. The Mayor shall maintain control of communication between Councilmembers and among Council, staff and public. The Mayor has the prerogative to be the last Councilmember to vote on an item. The Mayor and Council Members are responsible to self-monitor their own conduct and speaking time to ensure a timely meeting.

### B. Communication with Councilmembers

1. Councilmembers shall request the floor from the Mayor before speaking.

2. When one member of the Council has the floor and is speaking, other Councilmembers shall not interrupt or otherwise disturb the speaker.
- C. Communication with Members of the Public Addressing the Council
1. The Mayor shall open the floor for public comment as appropriate.
  2. Councilmembers may question a person addressing the Council at the conclusion of the person's comments or upon expiration of the person's time to speak.
  3. Any staff member with an item on the agenda will be available to the City Council to answer questions arising during discussions between Councilmembers and among Councilmembers and members of the public.
  4. Members of the public shall direct their questions and comments to the Council.

11.2 Rules of Order. The City Council adopts no specific rules of order except those listed herein. The City Council shall refer to *Rosenberg's Rules of Order*, as a guide for the conduct of meetings, with the following modifications:

- A. Although permitted, a motion is not required prior to a general discussion on an agenda item. A pre-motion discussion allows the members to share their thoughts on the agendized item so that a motion can more easily be made that takes into account what appears to be the majority position.
- B. All motions, except nominations, require a second.
- C. A motion may be amended at the request of the maker and the consent of the person who seconded the motion. Such a procedure is often used to accommodate concerns expressed by other members.
- D. A motion to amend may still be used.

The Mayor has the discretion to impose reasonable rules at any particular meeting based upon facts and circumstances found at any particular meeting. These latter rules will be followed unless objected to by a majority of the City Councilmembers present.

11.3 Appeal Procedures. Appellants shall be given the opportunity to speak first. Appellants and applicants responding to appeals may be given a total of up to 10 minutes each to present their positions to the City Council prior to hearing public comments. Appellants shall be given up to 5 minutes of rebuttal time after public comments are heard.

11.4 Public Hearing Procedures. All land use public hearing items shall follow the following procedures:

- A. Staff presentation and/or report followed by clarifying questions from the Council
- B. Disclosure of communications: Councilmembers shall disclose all personal communications with any individual, including, but not limited to, the project applicant, prospective project applicants, neighboring property owners, ~~residents~~residents, or any other party regarding development projects. These disclosures shall include a full description of the nature of the discussion, and in particular, any information not presented as part of the public record
- C. The Mayor shall open the public hearing
  - a. Applicant presentation; the applicant shall be given a total of up to 10 minutes to present to the City Council
  - b. The Council shall take public comments
  - c. Applicant rebuttal period; the applicant shall be given a total of up to 5 minutes rebuttal time. If there are no public comments, the applicant shall not be given time for rebuttal

- D. The Mayor shall close the public hearing
- E. Council discussion, ~~consideration~~consideration, and decision

11.5 Staff and Consultant Reports. Staff and consultant reports will be given a limit of up to 10 minutes. Staff is to assume that the Council has read all materials submitted. Council shall be given an opportunity to ask questions of staff prior to hearing public comments.

11.6 Public Comment.

- A. Persons present at meetings of the City Council may comment on individual items on the agenda. During Regular City Council meetings, comments may be offered on items not on the agenda under that portion of the agenda identified for Public Comment.
- B. The limit for speakers will be 1 to 3 minutes, depending on the number of speakers. ~~–If there are 10 or fewer requests to speak on any agenda item, the limit for each speaker will be 3 minutes. The Mayor may limit the time to be spent on an item and may continue the item, with the approval of the majority of the Council, to a future meeting at his/her discretion and the number of items that the Council is discussing at that meeting.~~

A group of speakers may designate a single speaker to represent the group. The designated speaker would be given the time which would have been allocated to others (to a maximum of 10 minutes) to speak. Individuals wanting to delegate time to another must be present at the meeting and must indicate their desire to cede time to a single individual by noting on a speaker card they are doing so. Persons who have ceded their time will not be permitted to speak on the topic at that meeting. ~~Members of the public are not be permitted to cede their ing of time will not be allowed during quasi-judicial proceedings and use hearings.~~

- C. In order to facilitate an orderly meeting, anyone wishing to address the City Council is asked to fill out a Request to Speak card, indicating their name, ~~address~~address, and agenda item number/topic. A separate card is requested for each item. The request to speak cards shall be turned into the City Clerk before the item is heard by the City Council.
- D. Upon addressing the Council, each speaker is requested, but not required, to first state his/her name, whom they represent and/or city of residence.
- E. After the speaker has completed their remarks, Councilmembers may ask questions of the speaker after being acknowledged by the Mayor. Councilmembers shall be respectful of the speakers and shall not enter into a debate with any member of the public.
- F. Upon conclusion of the Public Comment section for any item, the Mayor may provide Councilmembers and/or staff with an opportunity to respond to statements made by the public.
- G. All Councilmembers shall listen to all public discussion as part of the Council's community responsibility. Individual Councilmembers should remain open-minded to comments made by the public.
- H. The Mayor has the right to ask a member of the public to step down if over the allotted time or if comments are not germane.

11.7 Motions. It will be the practice of the City Council for the Mayor to provide Councilmembers an opportunity to ask questions of staff, comment on, and discuss any agendized item in order to help form a consensus before a motion is offered. After such discussion, the Mayor or any Councilmember may make a motion. Before the motion can be considered or discussed, it must be seconded. Once a motion has been properly made and seconded, the Mayor shall open the matter to full discussion offering the first opportunity to speak to the moving party, and

thereafter, to any Councilmember recognized by the Mayor. Customarily, the Mayor will take the floor after all other Councilmembers have been given the opportunity to speak.

If a motion clearly contains divisible parts, any Councilmember may request the Mayor or moving party divide the motion into separate motions to provide Councilmembers an opportunity for more specific consideration.

Tie Votes: Tie votes shall be lost motions. When all Councilmembers are present, a tie vote on whether to grant an appeal from official action shall be considered a denial of such appeal, unless the Council takes other action to further consider the matter.

If a tie vote results at a time when less than all members of the Council, who may legally participate in the matter, are present, the matter shall be automatically continued to the agenda of the next regular meeting of the Council, unless otherwise ordered by the Council.

11.8 Reconsideration of a Council Action.

A. Request for Reconsideration by a member of the public.

~~1. Request by a member of the public.~~

Any member of the public may request that a member of the City Council that voted in the majority request reconsideration. In order for that member of Council to take action, such request must be received no later than 5:00 p.m. on the third day following the decision. The requestor should specify in writing the reason for the request to reconsider. The Councilmember would then need to follow the procedure described in Section B below.

~~2. Request by a member of the City Council.~~

~~Only a member of the City Council who voted on the prevailing side may request reconsideration. The request may be made at the same meeting or 24 hours in advance of the posting of the agenda for the next regular meeting. Meeting agenda postings are governed by the Open Government Policy or Brown Act, whichever requires the most notice.~~

~~3. The City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.~~

B. Motion to Request for Reconsideration by a Councilmember Any Council Action.

1. Request by a member of the City Council.

Only a member of the City Council who voted in the majority may request reconsideration. The request may be made at the same meeting, or 24 hours in advance of the posting of the agenda for the next regular meeting. The request needs to be supported by two (2) Councilmembers, including the requesting Councilmember, for it to be added to the agenda. A request added to an agenda shall be structured in a manner that a motion for reconsideration may be considered immediately following approval of the request for reconsideration.

In presenting a request for reconsideration, the City Councilmember making the request should state orally or in writing the reason for the request, without dwelling on the specific details or setting forth various arguments.

~~1. R~~

2. Motion for Reconsideration at the same meeting.

~~—————~~A motion to reconsider an action taken by the City Council may be made at the same meeting at which the action was taken (including an adjourned or continued meeting), or in accordance with Section 11.8B1. A motion to reconsider an action may be made only by a Councilmember who voted ~~on the prevailing side in the~~, but majority but may be seconded by any Councilmember and is debatable.

The motion must be approved by a majority of the entire City Council.

~~2. Reconsideration at a subsequent meeting.~~

~~—————~~Requests for reconsideration not made at the same meeting must be made by a member of the prevailing party 24 hours to the City Manager prior to the posting of the next regular meeting agenda. ~~If the request is supported by any two (2) other Councilmembers, then it shall be added to the agenda. A request added to an agenda shall be structured in a manner that the reconsideration may take place immediately following approval of the request for reconsideration.~~

At the time such motion for reconsideration is heard, testimony shall be limited to the facts giving rise to the motion.

C. Effect of Approval of Motion.

Upon approval of a motion to reconsider, and at such time as the matter is heard, the City Council shall only consider any new evidence or facts not presented previously with regard to the item or a claim of error in applying the facts.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken and all interested persons (including applicants, owners, ~~supporters~~ supporters, and opponents) are still present, the matter may be reconsidered at that meeting or at the next regular meeting or intervening special meeting (subject to the discretion of the maker of the motion) and no further public notice is required.

If the motion to reconsider is made and approved at the same meeting at which the initial action was taken but all interested persons are not still present, or if the motion is made and approved at the next regular meeting or intervening special meeting, the item shall be scheduled for consideration at the earliest feasible City Council meeting and shall be re-noticed in accordance with the Government Code, the City Municipal Code and the *Council Norms and Procedures*. The Clerk shall provide notice to all interested parties as soon as possible when a matter becomes the subject of a motion to reconsider.

11.9 Council Discussions and Deliberations.

- A. The discussion and deliberations at meetings of the City Council are to secure the mature judgment of Councilmembers on proposals submitted for decision. This purpose is best served by the exchange of thought through discussion and debate.

To the extent possible, Councilmembers should disclose any ex parte communication prior to discussion on an item.

Discussion and deliberation are regulated by these rules in order to assure every member a reasonable and equal opportunity to be heard.

- B. Obtaining the Floor for Discussion.

After the Council has commented on an issue, and a motion has been stated to the Council and seconded, any member of the Council has a right to discuss it after obtaining the floor. The member obtains the floor by seeking recognition from the Mayor. A member who has been recognized should limit his/her time to 3 minutes.

- C. Speaking More Than Once.

To encourage the full participation of all members of the Council, no member or members shall be permitted to monopolize the discussion of the question. If a Councilmember has already spoken, other Councilmembers wishing to speak shall then be recognized. No Councilmember shall be allowed to speak a second time until after all other Councilmembers have had an opportunity to speak.

- D. Relevancy of Discussion.

All discussion must be relevant to the issue before the City Council. A Councilmember is given the floor only for the purpose of discussing the pending question; discussion which departs is out of order. Councilmembers shall avoid repetition and strive to move the discussion along. Arguments, for or against a measure, should be stated as concisely as possible.

A motion, its nature, or consequences, may be debated vigorously. It is never permissible to attack the motives, character, or personality of a member either directly or by innuendo or implication. It is the duty of the Mayor to instantly rule out of order any Councilmember who engages in personal attacks. It is the motion, not its proposer, that is subject to debate.

It is the responsibility of each Councilmember to maintain an open mind on all issues during discussion and deliberation. It is not necessary for all City Councilmembers to speak or give their viewpoints if another Councilmember has already addressed their concerns.

E. Mayor's Duties During Discussion.

The Mayor has the responsibility of controlling and expediting the discussion. A Councilmember who has been recognized to speak on a question has a right to the undivided attention of the Council.

It is the duty of the Mayor to keep the subject clearly before the members, to rule out irrelevant discussion, and to restate the question whenever necessary.

F. After the Vote.

Once a majority of the Council has approved a motion, no further discussion shall be made unless the item is brought for reconsideration as described previously.

11.10 Councilmember Respect. Councilmembers shall abide by the majority decision of the Council, even if in the minority. Councilmembers appointed to serve on regional boards and committees shall maintain the Council's position on an item, even if the Councilmember disagrees with that position.

11.11 Council and Staff Reports and Directions on Future Agenda Items. Council and staff reports at the end of Council meetings shall be limited to announcing Council, Regional Board activities on which Councilmembers serve, City and City-sponsored activities. Community groups may announce their activities during Public Comments at the beginning of Council meetings.

11.12 Conflict of Interest. If a Councilmember becomes aware of a potential conflict of interest that would require the Councilmember to not participate in a discussion or vote on an agenda item before the City Council, the Councilmember should discuss with the City Attorney prior to agenda item being heard by the City Council. The Councilmember is expected to follow the direction of the City Attorney. If the Councilmember decides to request an opinion from the California Fair Political Practices Commission ("FPPC"), the Councilmember shall disclose at the next scheduled Council Meeting that such a request has been made. If the Councilmember is still waiting for the FPPC opinion at the time the agenda item will be heard by the City Council, the Councilmember may abstain from participating until the FPPC opinion is received. Upon receiving the FPPC opinion, the Councilmember shall share the opinion with the City Council and public at the next scheduled Council meeting.

**SECTION 12. CLOSED SESSIONS**

12.1 Purpose. It is the policy of the City Council to conduct its business in public to the greatest extent possible. However, state law recognizes that, in certain circumstances, public discussion could potentially jeopardize the public interest, compromise the City's position, and could cost the taxpayers of Los Altos financially. Therefore, closed sessions shall be held from time to time as allowed by law. The procedures for the conduct of these meetings shall be the same as for public meetings, except that the public will be excluded for the closed session portion of the meeting.

Prior to convening the closed session portion of the meeting, the Mayor or City Clerk shall publicly announce the closed session items and ask for public input regarding any items on the closed session agenda.

City Councilmembers shall keep all written materials and verbal information provided to them in closed session in complete confidence to ensure that the City's position is not compromised.

No mention of information in these materials shall be made to anyone other than Councilmembers, the City Attorney or City Manager, except where authorized by a majority of the City Council.

- 12.2 Rule of Confidentiality. The City Council recognizes that breaches in confidentiality can severely prejudice the City's position in litigation, labor relations and real estate negotiations. Further, breaches of confidentiality can create a climate of distrust among Councilmembers and can harm the Council's ability to communicate openly in closed sessions, thereby impairing the Council's ability to perform its official duties.

The City Council further recognizes that confidentiality of discussions and documents are at the core of a closed session. Confidentiality is essential if the closed session is to serve its purpose. Therefore, the City Council will adhere to a strict policy of confidentiality for closed sessions.

- 12.3 Breach of Rule of Confidentiality. No person who attends a closed session may disclose any statements, discussions, or documents used in a closed session except where specifically authorized by State law. Any authorized disclosure shall be in strict compliance with these rules and the Ralph M. Brown Act. Violation of this rule shall be considered a breach of this rule of confidentiality.

- 12.4 Agenda. The agenda for a closed session will contain that information required to be disclosed pursuant to the Ralph M. Brown Act.

- 12.5 Permissible Topics. All closed sessions will be held in strict compliance with the Ralph M. Brown Act. The City Attorney, or his/her designee, will advise in advance on topics that may be discussed in a closed session.

- 12.6 Rules of Decorum.

- A. The same high standard of respect and decorum as apply to public meetings shall apply to closed sessions. There shall be courtesy, respect and tolerance for all viewpoints and for the right of Councilmembers to disagree. Councilmembers shall strive to make each other feel comfortable and safe to express their points of view. All Councilmembers have the right to insist upon strict adherence to this rule.
- B. Prior to a vote, the Mayor shall ensure that the motion is clearly stated and clearly understood by all Councilmembers.
- C. The Mayor shall keep the discussion moving forward so that debate and a vote can occur in the time allotted for the closed session. The Mayor will determine the order of debate in a fair manner.

- 12.7 Conduct of Meeting.

- A. The Mayor will call the closed session to order promptly at its scheduled time.
- B. The Mayor will keep discussion focused on the permissible topics.
- C. The use of handouts and visual aids such as charts is encouraged to focus debate and promote understanding of the topic. All such materials are strictly confidential.
- D. If the City Council in closed session has provided direction to City staff on proposed terms and conditions for any type of negotiations, whether it be related to property acquisitions or disposal, a proposed or pending claim or litigation, or employee negotiations, all contact with the other party will be through the designated City person(s) representing the City in the handling of the matter. A Councilmember, not so designated by the Council, will not under any circumstances have any contact or discussion with the other party or its representative concerning the ~~matter~~matter, which was discussed in the closed session, and will not communicate any discussions conducted in closed session to such party.

12.8 Public Disclosure After Final Action.

- A. The Ralph M. Brown Act requires that, as a body, the City Council make certain public disclosure of closed session decisions when those actions have become final. Accordingly, the ~~City Council~~ Mayor or the City Attorney shall publicly report any final action taken in closed session, and the vote, including abstentions, as directed by the Ralph M. Brown Act.
- B. The report may be oral or written. The report will state any reportable action taken by the Council and how each Councilmember voted, if applicable only the action taken and the vote. All other closed session discussions will remain confidential. Unless authorized by the majority of the City Council and if permitted under applicable law, the report will not state the debate or discussion that occurred. ~~Except for the action taken and the vote, all closed session discussions will remain confidential.~~

**SECTION 13. DECORUM**

- 13.1 Councilmembers. Members of the City Council value and recognize the importance of the trust invested in them by the public to accomplish the business of the City. Councilmembers shall accord the utmost courtesy to each other, City employees, and the public appearing before the City Council. When speaking, a Councilmember's tone should remain neutral and non-verbal communication aspects should be considerate and polite. Formal business attire is required only when Council meetings, workshops, or study sessions are held in Community Meeting Chambers and/or televised.
- 13.2 City Employees. Members of the City staff shall observe the same rules of order and decorum applicable to the City Council. City staff shall act at all times in a business and professional manner towards Councilmembers and members of the public.
- 13.3 Public. Members of the public attending City Council meetings shall observe the same rules of order and decorum applicable to the City Council. City Code Chapter 2.05, *Public Meeting Rules for Conduct*, shall apply to all City Council Meetings.
- ~~13.4 Noise~~ 13.4 Noise in the Chambers. Noise emanating from the audience, whether expressing opposition or support within the Community Meeting Chambers or lobby area, which disrupts City Council meetings, shall not be permitted. All cellular phones and other consumer electronic devices shall be muted while in the chambers. Refusal is grounds for removal.

**SECTION 14. VIOLATIONS OF PROCEDURES**

Unless otherwise approved by at least a majority of Councilmembers or prohibited by law or due to circumstances beyond the City's control, for example, a declared state of emergency, all Councilmembers are required to comply with these Norms and Procedures.

Nothing in these Norms and Procedures shall invalidate a properly noticed and acted upon action of the City Council in accordance with State Law.

This document shall remain in effect until modified by the City Council.

AMENDED AND APPROVED: ~~July 9~~ September 14, 2021 ~~19~~.

APPENDIX A

*ROSENBERG'S RULES OF ORDER*





## **PUBLIC CORRESPONDENCE**

The following is public correspondence received by the City Clerk's Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email [PublicComment@losaltosca.gov](mailto:PublicComment@losaltosca.gov)

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 10- MEETING DATE. September 14; 2021  
**Date:** Sunday, September 5, 2021 5:13:26 PM

---

Council Members,

Censure is not something that belongs in the Council Norms. It would be a slippery slope that could devolve into cancelling and vindictiveness. Consider the trajectory of the #MeToo movement, which caused a respected judge to lose his job a few years ago. Now there are complaints that Sleeping Beauty did not give the prince her consent to be kissed.

There's been enough tension at council meetings over the past year. We've seen snarky comments from commissioners in the press. People are too quick to be offended and too eager to lash out. Carried to extremes, censoring could result in lawsuits.

Make the Norms reasonable so they ensure respect for all. If anyone violates them, point it out. If anyone does something egregious, it will be obvious and could be turned over to the city attorney.

Just discussing censure makes it clear that Council needs more teamwork and mutual support. Implementing it would just make you and the city look bad.

Sincerely,

Pat Marriott



**DISCUSSION ITEM**

**Agenda Item # 10**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Firearm Safe Storage Ordinance

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

**Reviewed by:** Gabriel Engeland, City Manager

**Approved by:** Gabriel Engeland, City Manager

**Attachment(s):**

1. Safe Storage of Firearms Ordinance

**Initiated by:**

City Council

**Previous Council Consideration:**

April 27, 2021

**Fiscal Impact:**

No significant fiscal impact is anticipated

**Environmental Review:**

Not applicable

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

- Does the Council wish to adopt an ordinance that requires a person in possession of a firearm in a residence in Los Altos to safely store the firearm by placing the firearm in a locked container, or to disable the firearm with a trigger lock, or to have the firearm in their close possession and control?

**Summary:**

- Firearm fatalities and injuries are of epidemic proportions in Santa Clara County and across the country, and that unsecured weapons in the home pose a threat to public health and safety.
- When firearms are left unsecured in homes, children are at risk of injury or death
- Studies have found that the risk for suicide increases when firearms are kept loaded and/or unlocked.
- According to the FBI, over half of female victims of intimate partner homicide in the United States are killed with a gun.
- There is a wide consensus that applying trigger locks or using lock boxes to store unsupervised firearms in the home promotes health and safety.
- Keeping unsecured firearms in the home increases the flow of illegal guns into the community.

---

**Reviewed By:**

City Manager

GE

City Attorney

JH

Finance Director

JM

---



**Subject:** Firearm Safe Storage Ordinance

---

**Staff Recommendation:**

Approve

**Purpose**

The proposed ordinance generally requires a person in possession of a firearm in a residence in the City of Los Altos to either store the firearm by placing the firearm in a locked container, or to disable the firearm with a trigger lock, or to have the firearm in their close possession and control.

**Background / Discussion / Analysis**

California law does not have a requirement that owners of firearms store them safely. The proposed ordinance would apply only to a firearm while they are inside of residences in the City of Los Altos and not apply whenever firearms are carried outside of residences.

At the April 27, 2021, city council meeting, Council Member Weinberg provided information on safe firearms storage. Following public comments and Council comments Council Member Weinberg moved that the Council direct staff to prepare a safe storage ordinance for the Council's consideration. The ordinance is substantially in accord with Santa Clara County Ordinance No NS-644 and includes the following provisions.

No person shall keep a loaded or unloaded firearm in any residence unless the firearm is (1) carried on their person;(2) in proximity and control of a person who is authorized to carry the firearm in accordance with all applicable laws, or (3) is stored in a locked container or disabled by a trigger lock approved by the DOJ.

Each day that a firearm is improperly stored shall constitute a separate violation.

The first violation shall be an infraction punishable by fine of \$500 and each violation thereafter shall be a fine of \$1,000.

Nothing in our ordinance shall affect a person's obligation to report a lost or stolen firearm.

**Options**

- 1) Adopt a firearms storage ordinance

**Advantages:** The ordinance will require the safe storage of firearms.

**Disadvantages:** No ordinance will exist that will require the safe storage of firearms.



**Subject:** Firearm Safe Storage Ordinance

---

2) Decline to adopt a firearms storage ordinance

**Advantages:** No change to municipal code ordinances

**Disadvantages:** Safe storage of firearms will not be required.

**Recommendation**

The staff recommends Option 1.

**ORDINANCE NO. 2021-481**

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS AMENDING THE LOS ALTOS MUNICIPAL CODE BY ADDING A NEW CHAPTER 7.29 ENTITLED “SAFE STORAGE OF FIREARMS” IN THE CITY OF LOS ALTOS AND MAKING FINDINGS PURSUANT TO CALIFORNIA ENVIRONMENTAL QUALITY ACT THAT THIS ORDINANCE IS CATEGORICALLY EXEMPT FROM ENVIRONMENTAL REVIEW**

**THE CITY COUNCIL OF THE CITY OF LOS ALTOS FINDS AS FOLLOWS:**

- (a) Firearm fatalities and injuries are of epidemic proportions in Santa Clara County and across the country, and that unsecured weapons in the home pose a threat to public health and safety:
1. According to statistics from the County of Santa Clara Public Health Department, in 2016, 11 percent of injury deaths within the County were due to firearms.
  2. According to the United States Centers for Disease Control and Prevention, in 2017, in the United States 39,773 people lost their lives in firearm-related incidents including homicides, suicides, and unintentional shootings. Of those deaths, 23,854 (60%) were due to suicide, and 486 were due to accidental discharge of weapons.
  3. According to a study published in the New England Journal of Medicine, in 2016, firearms were the second-highest cause of death among youth aged 1 to 19. The rate of firearm deaths among youth in the United States is more than 35 times higher than the rate in other high-income Countries.
  4. According to the United States Centers for Disease Control and Prevention, from 2013 to 2017, on average more than 1,000 children and teens in the United States committed suicide using firearms annually.
  5. Studies have found that the vast majority of guns used in youth suicides, unintentional shootings among minors, and school shootings perpetrated by minors are acquired from the minor’s home, or the homes of relatives or friends.
  6. When firearms are left unsecured in homes, children are at risk of injury or death:
    - a. In October of 2020, in Merced, California, a young boy shot and killed his 5-year-old sister with a firearm he found loaded and unsecured in a bag laying on the floor of his house.
    - b. In June of 2019, a San Bernardino, California, a 12-year-old boy gained access to an “unsecured firearm” and shot and killed his twin brother.

## ATTACHMENT 1

- c. In January of 2019, in San Jose, California, an 11-year-old was fatally shot by a 14-year-old after the teenager got a hold of two handguns that belonged to the grandfather of a friend.
- d. In April of 2019, in Fallbrook, California, a 12-year-old shot his 12-year old cousin in the shoulder after the children came across his uncle's gun.
- e. In March of 2019, in Miami Gardens, Florida, a 6-year-old fatally shot himself after coming across an unsecured firearm in his grandmother's home.
- f. In December of 2018, in Madera, California, a 5-year-old shot a 9-year-old in the back with an unsecured rifle at a family gathering.
- g. In July of 2018, a two-year-old toddler shot and killed himself with a loaded firearm he found on an entertainment center.
- h. In June of 2018, in Yakima, Washington, a 14-year-old shot his 14-year-old friend in the chest after the boys found an unsecured firearm in the shooter's home.
- i. In February of 2018, in Los Angeles, California, a 12-year-old brought a gun to school and injured four classmates after accidentally discharging the gun.
- j. In January of 2018, in Benton, Kentucky, a 15-year-old student opened fire on classmates, killing 2 and injuring 14 others, with a firearm he had found unsecured in his stepfather's closet.
- k. In August of 2017, in Syracuse, New York, a 9-year-old fatally shot his 8-year-old brother after finding their father's unsecured gun.
- l. In July of 2017, in Oakland, California, a 17-year-old boy visiting a relative's home fatally shot himself in the head while playing with an unsecured handgun.
- m. In July of 2016, in Lemoore, California, a 3-year-old who was visiting an apartment with her family fatally shot herself in the head after coming across an unsecured gun.
- n. In January of 2016, in Kokhanok, Alaska, an 11-year-old accidentally shot and killed a 5-year-old after finding an unsecured rifle.
- o. In May of 2015, in Gilroy, California, a 13-year-old accidentally shot herself in the leg with her stepfather's gun.

- p. In May of 2015, in Perris, California, a 14-year-old accidentally shot and killed his 9-year-old brother after the boys came across their stepfather's unsecured handgun.
  - q. In March of 2014, in Nuevo, California, a 5-year-old fatally shot himself after finding an unsecured firearm in his home.
  - r. In January of 2013, in Taft, California, a 16-year-old opened fire on his classmates, critically injuring one, after gaining access to his older brother's firearm.
7. Studies have found that the risk for suicide increases when firearms are kept loaded and/or unlocked.
  8. According to the FBI, over half of female victims of intimate partner homicide in the United States are killed with a gun. And, also according to FBI data, gun-related domestic killings increased by 26% from 2010 to 2017. Safely storing weapons may decrease the chances of a domestic dispute culminating in firearm related injury or death.
  9. There is a wide consensus among medical professionals, police chiefs, and gun rights advocates that applying trigger locks or using lock boxes to store unsupervised firearms in the home promotes health and safety:
    - a. The International Association of Chiefs of Police recommends that state and local governments mandate safe storage of firearms.
    - b. The American Academy of Pediatrics recommends that if families must have firearms in their homes, the firearms should be stored locked, unloaded, and separate from locked ammunition.
    - c. The National Rifle Association, the nation's leading gun rights advocacy organization, advises on its "NRA Family" website, that gun owners "[s]tore guns so they are inaccessible to unauthorized persons. What does this really mean? It means you need to take all possible steps to make sure that only you and trusted family members are able to get to your firearm."
  10. Keeping unsecured firearms in the home increases the flow of illegal guns into the community. According to the Center for American Progress, hundreds of thousands of firearms are stolen each year in the United States and many are subsequently sold illegally. The Center recommends that gun owners store firearms securely to help protect against theft.

(b) While government at all levels has an important, substantial, and compelling interest in protecting the public from firearm-related injuries and death, local governments are the entities primarily responsible for the protection of public health, safety, and welfare in their communities. The Los Altos City Council, therefore, has a responsibility to ensure that it protects public health and safety.

1. Our regional health care system incurs costs associated with treating and caring for those injured by firearm-related incidents. According to a 2018 analysis by the County of Santa Clara Public Health Department, the economic cost associated with firearm deaths, hospitalizations, and emergency department visits in Santa Clara County amounts to over \$126,000,000 annually, including the cost of medical bills and lost work. According to the Santa Clara Valley Medical Center, from January 1, 2016 to December 31, 2017, there were over 100 firearm injuries treated in the trauma center.
2. The City of Los Altos and its City Council respects the right of Los Altos residents to possess and lawfully use firearms. This ordinance applies only to firearms that are not being carried or in the close proximity and control of their lawful owners or other authorized users. Further, secure gun storage does not preclude swift access to firearms in the home by authorized users. The National Rifle Association notes that a modern gun lock box can be opened by its owner in less than two seconds, even in the dark.
3. Requiring firearms to be stored with trigger locks or in locked containers does not substantially burden a person's right and ability to use firearms for self-defense in the home.

(c) For the foregoing reasons, the City Council of the City of Los Altos wishes to protect the health, safety, and wellbeing of residents in the City of Los Altos, and the broader community, by reducing the potential for firearm related fatalities and injuries, including suicides, and diminishing the risk of theft by requiring gun owners to store their firearms in locked containers or with a disabling trigger lock except when being carried by or within the close proximity and control of an authorized person.

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

**SECTION 1.** The foregoing recitals are incorporated herein by this reference and made a part thereof.

**SECTION 2.** Los Altos Municipal Code is hereby amended by adding a new Chapter 7.29 entitled "Safe Storage of Firearms" to read as follows:

**7.29.010 Definitions.**

For purpose of this chapter, unless otherwise apparent from the context, certain words and phrases used in this chapter are defined as follows:

- A. “*Firearm*” means any gun, pistol, revolver, rifle, or any device that is designed or modified to be used as a weapon, from which is expelled through a barrel a projectile by the force of an explosion or other form of combustion. “Firearm” does not include imitation firearms, BB guns, or air rifles as defined in Government Code section 53071.5 or any successor legislation.
- B. “*Close proximity and control*,” as used here, means within arm’s reach of a person who is actively paying attention to the firearm such that they could gain control of the weapon before an unauthorized person could access the weapon.
- C. “*Locked container*” means a locked container as defined in Penal Code section 16850, as amended from time to time and as listed on the California Department of Justice Bureau of Firearms roster of approved firearm safety devices.
- D. “*Residence*” means any structure intended or used for human habitation, including but not limited to houses, condominiums, rooms, in-law units, motels, hotels, single room occupancies, time shares, accessory dwelling units, and recreational and other vehicles where human habitation occurs, whether on a temporary or permanent basis, and whether owned, leased, rented, or used with or without compensation, and regardless of the lawful status of the structure or its occupancy. Notwithstanding the foregoing, “Residence” shall not include a seasonal hunting lodge when used by an individual with a valid hunting license from the state Department of Fish and Wildlife and when no child who does not also hold a valid hunting license from the state Department of Fish and Wildlife is present. A “seasonal hunting lodge” for the purposes of the previous sentence must be lawfully used for temporary human habitation, used by a given individual less than 90 days in a calendar year, and not located in an Urban Residential, Commercial, or Industrial District as defined by the Zoning Ordinance.
- E. “*Trigger lock*” means a trigger lock that is listed on the California Department of Justice’s roster of approved firearms safety devices and that is identified as appropriate for that firearm by reference to either the manufacturer and model of the firearm or to the physical characteristics of the firearm that match those listed on the roster for use with the device under Penal Code section 23655(d).

**7.29.029 Prohibition on keeping firearms in a residence unless in locked container, disabled with a trigger lock, carried by an authorized user, or in immediate control or possession of an authorized user.**

- A. Except when carried on the person of an individual in accordance with all applicable laws or when in the close proximity and control of a person who is authorized to carry a firearm in accordance with all applicable laws, in the City of Los Altos no person shall keep a firearm in any residence unless the firearm is stored in a locked container or the firearm is disabled with a trigger lock. This provision does not apply to the storage or use of a firearm outside of a residence.
- B. Each day that a firearm is improperly stored shall constitute a separate violation of this Section.
- C. The first violation of this Section shall be an infraction punishable by a fine not to exceed \$500.00.
- D. All additional violations of this Section beyond the first violation shall constitute an infraction punishable by a fine not to exceed \$1,000.00.

**7.29.030 Reporting theft or loss to law enforcement.**

Nothing in this ordinance affects a person’s obligations under California Penal Code §25250 to report that a firearm has been lost or stolen to local authorities within five days of the time he or she knew or reasonably should have known that the firearm had been lost or stolen.

**SECTION 3. CONSTITUTIONALITY.** If any section, subsection, sentence, clause or phrase of this code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this code.

**SECTION 4. CEQA.** The City Council finds and determines that the proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act (“CEQA”) pursuant to CEQA Guidelines Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment.

**SECTION 5. PUBLICATION.** This ordinance shall be published as provided in Government Code section 36933.

**SECTION 6. EFFECTIVE DATE.** This ordinance shall be effective upon the commencement of the thirty-first day following the adoption date.

The foregoing ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on September 14, 2021 and was thereafter, at a regular meeting held on \_\_\_\_\_, 2021 passed and adopted by the following vote:

AYES:

**ATTACHMENT 1**

NOES:  
ABSENT:  
ABSTAIN:

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

Attest:

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



## **PUBLIC CORRESPONDENCE**

The following is public correspondence received by the City Clerk's Office after the posting of the original agenda. Individual contact information has been redacted for privacy. This may *not* be a comprehensive collection of the public correspondence, but staff makes its best effort to include all correspondence received to date.

To send correspondence to the City Council, on matters listed on the agenda please email [PublicComment@losaltosca.gov](mailto:PublicComment@losaltosca.gov)

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** Please vote yes on Safe Storage  
**Date:** Thursday, September 9, 2021 1:45:22 PM

---

Dear Los Altos Council,

I am relieved to see the safe storage ordinance up for a vote Sept 14. I hope this passes unanimously. Several children die every single day in this country unintentionally or by gun suicide because of unsecured firearms. In California, one in four homes have at least one firearm and a shocking 60% of firearm owners do not secure firearms appropriately by keeping them in locked containers. Not only does this result in the above mentioned daily deaths of children but it also contributes to 80% of school shootings (which are typically done by students or former students that have access to unsecured firearms) as well as allowing unsecured firearms to be easily stolen in home robberies where the firearms become guns for criminal violence. The gun violence epidemic in the United States so greatly exceeds all of the other world's high income, developed countries that it is hard to comprehend why we allow this. Safe Storage is a small law to ask for but one that has been shown to NOT prevent self-defense in the unlikely event of a home invasion but it will save young, innocent lives and is at least a step in the right direction. Thank you for considering this.

Best, Kelly

Sent from my iPhone

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Cc:** [Leah Elkins](#)  
**Subject:** safe firearm storage ordinance YES  
**Date:** Thursday, September 9, 2021 4:22:56 PM

---

*To Los Altos City Council Mayor and Council Members,*

*Please support the safe firearm storage ordinance that you have on the agenda for Tuesday, Sept. 14<sup>th</sup>.*

*Thank you,*

*Karen and Bill Coy  
Los Altos School District members  
Mountain View residents*

**From:** [REDACTED]  
**To:** [Public Comment](#)  
**Subject:** PUBLIC COMMENT AGENDA ITEM 10 ~ 9/14/2021  
**Date:** Thursday, September 9, 2021 3:56:56 PM

---

Los Altos City Council members,

As a mother of three children, educator and member of Moms Demand Action, I urge you to pass the Safe Storage Ordinance which would require any firearm in a home to be securely stored in a locked container or disabled with a trigger lock. As an educator working in the public school system, I have witnessed first-hand the fear of another school shooting happening at any time. We must avoid the tragic consequences of unsecured firearms falling into the wrong hands.

Nearly every day in this country, a child unintentionally kills themselves or someone else after finding an unsecured firearm in their home. Every day on average, two teens commit suicide using an unsecured gun. Firearms are also easily stolen in home robberies where they eventually become weapons for criminals. Finally, 80% of school shootings are done by a student or former student using an unsecured gun obtained from their home or a relative's home. **The facts are clear: less access to guns means less gun violence!**

Most cities on the peninsula have already passed safe storage ordinances. Please vote YES on this commonsense gun legislation. Thank you for helping keep us all safer!

Sincerely,

Sabine Won  
San Carlos, CA



**DISCUSSION ITEM**

**Agenda Item # 11**

**AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Formation of a City Council Friends of the Library Subcommittee

**Prepared by:** Andrea Chelemengos, City Clerk

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

**Approved by:** Gabe Engeland, City Manager

**Attachment(s):**

None

**Initiated by:**

City Council

**Previous Council Consideration:**

None

**Fiscal Impact:**

None

**Environmental Review:**

This request for appointment of a City Council Friends of the Library Subcommittee and direction of the City Council to the Subcommittee is exempt from review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines 15061(b)(3) (Common Sense Exemption) and 15306 (Information Gathering) in that the proposed activity is intended solely for purposes of information gathering. At this time the City is not adopting, approving, or funding any activity with the potential to result in significant environmental effects, and none of the circumstances described in CEQA Guidelines Section 15300.2 applies.

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

- Should the City Council create a subcommittee for the Friends of the Library?
  - If yes, which members of the Los Altos City Council shall be appointed to serve on this subcommittee?
  - If yes, what shall be the role or scope of the City Council Friends of the Library Subcommittee?

---

City Manager

GE

**Reviewed By:**

City Attorney

JH

Finance Director

JM

---



**Subject:** Formation of a City Council Friends of the Library Subcommittee

---

**Summary:**

This item has been agendaized to allow the City Council an opportunity to discuss the formation a Friends of the Library Subcommittee to be composed of no more than two of its members and provide direction on the role or scope of the subcommittee.

**Staff Recommendation:**

Discuss and appoint no more than two City Councilmembers to serve on this subcommittee and provide direction on the role and scope of the subcommittee.

**Purpose:**

The purpose and scope of the City Council Subcommittee shall be determined by Council.

**Background:**

At its August 24, 2021, meeting, the City Council discussed use of City owned property by the Friends of the Library and other potential City sites that the Friends of the Library could occupy. There was Council interest in discussing the formation of a Council subcommittee to work with the Friends of the Library and staff to determine if the Woodland Library site at 1975 Grant Road may be a suitable site for the Friends of the Library to co-locate and to bring the findings and recommendations back to the Council.

**Discussion/Analysis:**

The City Council is being asked to consider appointing a City Council Friends of the Library Subcommittee having no more than two members and provide direction to the Subcommittee on its role and scope.

**Options**

- 1) Option #1 Appoint two members to a City Council Friends of the Library Subcommittee and provide direction on the role and scope of the subcommittee.
- 2) Option #2 Decline to appoint a City Council Friends of the Library Subcommittee

**Recommendation:**

The staff recommends the City Council discuss and provide direction.



**DISCUSSION ITEM**  
**AGENDA ITEM # 12**

### **AGENDA REPORT SUMMARY**

**Meeting Date:** September 14, 2021

**Subject:** Council Legislative Subcommittee Update And Potential Council Action

**Report, if any, to be given verbally at the City Council meeting**

---

City Manager

*CJ*

**Reviewed By:**

City Attorney

*JH*

Finance Director

*SE*

---



City of Los Altos Tentative Council Agenda Calendar  
**September 2, 2021**

All items and dates are tentative and subject to change unless a specific date has been noticed for a legally required Public Hearing. Items may be added or removed from the shown date at any time and for any reason prior to the publication of the agenda eight days prior to the next Council meeting.

Date	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion Item - note in red if Public Hearing)	Dept.
September 21, 2021	<b>REGULAR COUNCIL MEETING</b> – in place of 9/28 mtg which falls on holiday		
	<b>STUDY SESSION – Halsey House – 2 hours</b>		
	Construction Contract Award: Sanitary Sewer Video Inspection, Project WW-01011”		AT
	Design Contract Award: CIPP Corrosion Rehabilitation, Project WW-01005 (A. Trese)	CC	
	Update on ARPA Funding		
	El Camino Real Bike Lanes		ML
	<b>City of Los Altos – Title 14, Zoning Amendment – Public Land Protection Ordinance First Reading</b> Proposed ordinance adding a Public Land Protection (PLP) overlay district to Title 14, Zoning, of the Los Altos Municipal Code that will provide for the protection of City owned property by requiring voter approval of the sale or transfer of title of any City-owned land to which the PLP overlay designation is applied and voter approval to remove the PLP designation once it has been applied. The proposed Ordinance relates to organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment, and therefore is exempt from California Environmental Quality Act (“CEQA”) CEQA Guidelines	Public Hearing	

	Section 15061(b)(3), which states the general rule that CEQA applies only to projects which have the potential for causing a significant effect on the environment” as the Ordinance has no potential to result in a direct, or reasonably foreseeable, indirect impact on the environment. <i>Project Manager: Community Development Director Biggs</i>		
	Firearm safe storage ordinance – 2 <sup>nd</sup> reading (tent)		
	Council Censure Etc, Policy		
	a RHNA/Housing Element Overview with Jon		
	Park In Lieu Fees (Tent.)		
<b>October 12, 2021</b>	<b>REGULAR MEETING</b>		
	<b>Study Session - Community Center post construction review (Tent.)</b>		
	Study Session Complete Streets Master Plan		
	Proclaiming October not only Breast Cancer Awareness Month but also Domestic Violence Awareness month	Proclamation	
	Special Item John Furtado. He will be announced as the Finance Director		
	Los Altos City Council grant to WomenSV		m
	Los Altos Community Center Notice of Completion		
	Hillview baseball field off-leash trial program review		
	review the Tentative Council Calendar.		
	Update of Public Arts Guidelines		
	Housing Element Community Outreach Plan		
	Los Altos EOC Design Review		
	Construction Contract Award: Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055	CC	ES
<b>October 26, 2021</b>	<b>REGULAR COUNCIL MEETING</b>		
	Fiscal Year End tentative report – (if needed)		
	Parklet Program Ext.	Disc. Item	AC
	Off-Leash Dog Park Pilot Program”		
<b>November 2, 2021</b>	<b>JOINT WITH COMMISSIONS</b>		
<b>November 9, 2021</b>	<b>REGULAR MEETING</b>		
	Retreat Format Goals Setting Session Planning for 2022- /Commisison Work Plan alignment/Budget/CC Priorities Goals alignment*		
<b>November 30, 2021</b>	<b>REGULAR COUNCIL MEETING</b> – in place of 11/23 mtg the week of Thanksgiving		
<b>DECEMBER 7, 2021</b>	<b>COUNCIL REORGANIZATION</b>		
<b>December 14, 2021</b>	Budget CIP review		

	CAFR and Year End – 1st meeting December		
	2022 City Council Meeting Calendar		

## Future Agenda Topics

To be scheduled	Agenda Item (Date identified by Council)	Agenda Section (Consent, Discussion/Action - note in red if <b>Public Hearing</b> )	Department
	<b>STUDY SESSION</b> for Community Center Operational Implementation Plan		
	Presentation of Proclamation to Michael Handel Proclamation, Retired Los Altos Firefighter	Special Presentation	
	policy on use of City land by non-profits.		
	Proposed City policy that modifies the environmental analysis standard for circulation impacts from a Level of Service (LOS) analysis to a Vehicle Miles Traveled (VMT) analysis.	<b>Public Hearing</b>	GP
	COVID Safe Meeting Protocols TBD		
	Council Strategic Priorities Implementation Plan (Tent.)		
Before end of yr	info on Cuesta speed tables		
	Council Financial Subcommittee Recommendations: Discuss recommendations of the Council Financial Subcommittee regarding reporting of City financial information (Vice Mayor Enander)		
	Museum's plans for a new main exhibition in our permanent 2nd floor gallery		
	BMR waitlist process proposal by Alta Housing		
	5150 El Camino Road - Modification	<b>Public Hearing?</b>	
	League of California Cities – Role and Representation	Presentation/Discussion	Council Initiated

	See Me Flags		Engineering
	Pavement Management Program Update – 2019 Pavement Condition Index - The staff recommends Scenario 5 – Increase Current PCI to 75 by 2026	Discussion Item	James Sandoval, Engineering Services Director
	440 First Street Design Review		Community Development
	4350 El Camino Real Design Review		Community Development
	Healthy Cities Initiative		Recreation & Community Services
	Housing Impact vs. Housing in-Lieu Discussion		Community Development
	BAT/Neighborhood Watch program expansion		PD/CMO
	Complete Streets Master Plan		Engineering Services
	Community Engagement program		CMO
	Comprehensive multi-modal traffic study (analysis of recent projects projected parking, trip generation, & traffic impacts to actuals; ECR impacts should include adjacent streets)		Engr. Svcs/Planning
	Off-street EV charging stations in front of homes – include in Reach Codes; refer to Environmental Commission?		Planning
	Schedule Joint Los Altos/Los Altos Hills Council meeting (6-9 months: August – October)		
	Housing Element Update		Community Development
	San Francisco PUC permit		Engineering Services