



CITY COUNCIL MEETING AGENDA

September 30, 2025 - 7:00 PM
In Person

PARTICIPATION: Members of the public are invited to participate by attending the meeting at the Los Altos Council Chamber, located at Los Altos City Hall, 1 N. San Antonio Rd, Los Altos, CA, during the meeting.

Public comments are accepted in person at the physical meeting location or via email to PublicComment@losaltosca.gov or through the Public Comment forum on the city website: [Public Comments Form](#).

RULES FOR CONDUCT: According to Los Altos Municipal Code, Section 2.05.010 "Interruptions and rules for conduct": Understanding that the purpose of the city council meetings is to conduct the people's business for the benefit of all the people, in the event that any meeting of the city council is willfully interrupted by a person or group of persons so as to render the orderly conduct of the meeting impossible, the mayor, mayor pro tem, or any other member of the city council acting as the chair may order the removal of the person or persons responsible for the disruption and bar them from further attendance at the council meeting, or otherwise proceed pursuant to Government Code Section 54957.0 or any applicable penal statute or city ordinance.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comments will be accepted in person, and members of the public may submit written comments by following the instructions below.

<https://losaltosca-gov.zoom.us/j/88922139728?pwd=NZVHvtoruQgb3njAbLtJHVqBVnZY5b.1>

Telephone: 1-669-444-9171 / Webinar ID: 889 2213 9728 / Passcode: 254697

SUBMIT WRITTEN COMMENTS: Before the meeting, comments on matters listed on the agenda may be emailed to publiccomment@losaltosca.gov. Emailed public comments sent directly to the City Council, either as a group or individually, will not be included in the agenda packet but may be disclosable as part of a public records request. Emails sent to publiccomment@losaltosca.gov will be included in the appropriate agenda packet and are also disclosable as part of a public records request.

Please note: Personal information, such as e-mail addresses, telephone numbers, home addresses, and other contact information, is not required to be included with your comments. If this information is included in your written comments, it will become part of the public record. Redactions and/or edits will not be made to public comments, and the comments will be posted as submitted. Please do not include any information in your communication that you do not want to be made public.

Correspondence submitted in hard copy/paper format must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Hard copy/paper format comments presented during the meeting will be distributed to the City Council the following day. Members of the public may present a copy of their comments or attachments to the City Clerk for distribution to the City Council.

The Mayor will open public comment and will announce the length of time provided for comments during each item.

AGENDA

CALL MEETING TO ORDER

ESTABLISH QUORUM

PLEDGE OF ALLEGIANCE

REPORT ON CLOSED SESSION

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. The Mayor will announce the time speakers will be granted before comments begin. 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 noted on the agenda before any discussion or action is taken.

09-30-2025 Written Public Comments

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. **Approve Draft Meeting Minutes for the Special and Regular Meeting of September 9, 2025**
2. **Approval of Short-Term Seat of Parks, Arts, Recreation & Cultural Commissioner**
Approve the short-term seat of Parks, Arts, Recreation & Cultural Commissioner (PARC)
3. **Adoption of Resolution - Comprehensive General Plan Update - Professional Services Agreement**
Adopt a Resolution authorizing the City Manager to execute a professional services agreement with Dyett & Bhatia for the preparation of a comprehensive General Plan Update and associated Environmental Impact Report (EIR)
4. **Adoption of Resolution – Outdoor Fitness Equipment Replacement at Hillview Park**
Adopt a resolution to authorize the City Manager to enter into an agreement with Greenfields Outdoor Fitness, Inc. to design, purchase, and install outdoor fitness equipment to replace the old fitness equipment at Hillview Park in an amount not to exceed \$145,000
5. **Adoption of Resolution - Contract Amendment for Fremont Bridge Pedestrian Bridge**
Adopt a resolution authorizing the City Manager to execute Amendment No. 1 on behalf of the City with Dewberry Engineers Inc. in the amount of \$17,228 and authorize additional \$30,000 contingency for design professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055, for FY2025/26, and find that this action is Exempt from Environmental Review Pursuant to Section 15301(c) of the State Guidelines Implementing the California Environmental Quality Act of 1970
6. **Adoption of Resolution - Accepting North Council Library Authority Funds for Main Library Improvements Project**
Two actions for Council consideration:

- Adopt a resolution accepting North County Library Authority Funds for Main Library Improvements Project, Recognize \$1,254,000 Revenue from North County Library Authority, and Appropriate \$1,254,000 Revenue to Main Library Improvements Project (LI01001).
- Adopt a resolution authorizing the City Manager to amend the contract with Anderson Brule Architects for the Main Library Improvements Project in an amount not to exceed \$1,254,000, inclusive of a 10% contingency, and to execute any necessary change orders within that amount on behalf of the City

PUBLIC HEARING

7. Introduction of Ordinances - Zoning Code Amendments for Historic Preservation and Mills Act

Four actions for Council consideration:

Introduce and waive first reading of draft ordinances and consider June 5, 2025, Planning Commission recommendation for the adoption of the proposed ordinances, which include:

- An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.93 (Historic Preservation) to the Los Altos Municipal Code; and
- An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.95 (Mills Act Program) to the Los Altos Municipal Code; and
- An Ordinance of the City Council of the City of Los Altos Repealing in its Entirety Chapter 12.44 for Existing Historic Preservation Regulations; and
- Find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

DISCUSSION ITEMS

8. Program Implementation - Drone as a First Responder

Authorize staff to move forward with the development and implementation of a Drone as First Responder (DFR) Program to enhance emergency response capabilities, improve situational awareness for first responders and promote public safety

INFORMATIONAL ITEMS / COUNCIL Q&A

There will be no discussion or action on Informational Items. The Council Q&A will be included in the packet the day of the meeting.

9. Tentative Council Calendar and Housing Element Update Implementation Calendar

10. 09-30-2025 Council QA

COUNCIL/STAFF REPORTS, REQUESTS FOR FUTURE AGENDA ITEMS & AB1234 REPORTS

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

According to the City Council Norms and Procedures: It will be customary to have a recess at approximately 9:00 p.m. Before 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.

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 get in touch with the City Clerk at least 72 hours before the meeting.

All public records relating to an open session item on this agenda, which are not exempt from disclosure according to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the same time that the public records are distributed or made available to the legislative body.

From: [Anne](#)
To: [Public Comment](#)
Subject: [External Sender]Our Heritage
Date: Sunday, September 28, 2025 2:08:34 PM

To the Los Altos Council:

I cannot attend this coming Tuesday evening's Council meeting (September 30, 2025). Thus, I am writing what I would stand up and say if I COULD be there.

I urge you:

Do NOT recall, in its Entirety, Chapter 12.44 for Existing Historic Preservation Regulations.
HISTORIC PRESERVATION LAWS MATTER.

Please reject the poorly-crafted ordinance that I believe will be presented on September 30.

Instead, fund a professional process to draft a Historic Ordinance that includes public input.

Thank you for reading and considering these above requests.

Anne Prescott

1234 Fremont Ave

Los Altos CA 94024

I have been a resident here since September, 1971.

From: [Maria Bautista](#)
To: [Public Comment](#)
Subject: City Council Meeting 9.30.25: Item #7 Public Hearing: Introduction of Ordinances
Date: Saturday, September 27, 2025 9:33:16 AM
Attachments: [Historic-Resources-Inventory-Full-Document-PDF.pdf](#)

Dear City Councilmembers,

Attached please find the Los Altos Historic Resource Inventory (HRI) [adopted 2012] which is our most comprehensive Historic Preservation document. Please compare and contrast its content to the proposed ordinances.

The HRI study was admittedly left incomplete during the scope of the 2011 Historic Context project. Before any new ordinances are adopted, this guiding HRI documentation should be reviewed, updated and adopted.

The City of Carmel just completed a professionally-driven Historic Context/Ordinance update for \$80K, \$40K of which was paid through a CA State grant. The City of San Mateo is undergoing a similar year-long study and code update with a budget of \$330K. Los Altos deserves an investment in our history and historic resources to ensure their rightful future in our community.

Please do not adopt the Historic Preservation and Mills Act Ordinances until our community have completed a thorough, qualified, professional-driven project.

Thank you,

Maria Bautista

Link to HRI:

<https://www.losaltosca.gov/DocumentCenter/View/1469/Historic-Resources-Inventory-Full-Document-PDF?bidId=>

From: [Maria Bautista](#)
To: [Public Comment](#)
Subject: City Council Meeting September 30, 2025: Item# 7 Public Hearing Historical Preservation and Mills Act Ordinances
Date: Sunday, September 28, 2025 8:33:16 PM
Attachments: [14 hp ordinances.pdf](#)

Dear Councilmembers,

While the California Office of Historic Preservation (OHP) Technical Bulletin #12 Mills Act was included in your packet, the OHP Technical Bulletin #14 Historic Preservation Ordinances was not.

Attached here is a pdf of this set of guidelines for drafting effective historic ordinances for your consideration.

From: [Maria Bautista](#)
To: [Public Comment](#)
Subject: City Council Meeting September 30, 2025: Public Hearing Item #7 Historic Preservation Ordinance
Date: Saturday, September 27, 2025 10:54:41 PM
Attachments: [HPO Deciphering.pdf](#)

Dear City Councilmembers,

Attached please find a pdf that offers a section-by-section identification of changes between the current and proposed Historical Preservation Ordinances.

The Staff Report for Item #7 provides no comprehensive documentation through either a true redline copy or a study of the actual proposed changes that are represented by the repeal and replacement of the ordinance.

Best,

Maria Bautista

From: noreply@civicplus.com
To: [Public Comment](#)
Subject: Online Form Submittal: Public Comment Submission to City Council
Date: Wednesday, September 10, 2025 7:20:36 PM

Public Comment Submission to City Council

Submitting Written Comments on Agenda Items

Please note: Personal information, such as email addresses, telephone numbers, home addresses, and other contact information are not required to be included with your comments. If this information is included, they will become part of the public record. Redactions and/or edits will not be made to public comments, and the comments will be posted as they are submitted. Please do not include any information in your communication that you do not want to be made public.

Public comments submitted by 5:00 PM of the meeting date will be included in the agenda packet.

Public comments and any associated attachments are subject to the California Public Records Act.

Your Public Comment

Re: proposed downtown park

The feedback that has been presented in the news is as if there is widespread support for this park. There is not. The downtown parking is needed
If you really think there is support for this, put it on the ballot and let the voters really decide.
And if you really think you need to build a park, how about near the new low income housing development.

Attachments

Field not completed.

Name

ROXANNE NELSEN

Email

rcnelsen@att.net

Email not displaying correctly? [View it in your browser.](#)

From: [PALLA](#)
To: [Public Comment](#)
Subject: Public Comment City Council September 30, 2025 Public Hearing: Item #7 Zoning Amendments-Historic Preservation and Mills Act Ordinances
Date: Saturday, September 27, 2025 10:37:12 AM
Attachments: [AttachmentB clgrequirements.pdf](#)
[MT20250814 PALLA MillsAct CL.pdf](#)
[MT20250814 PALLA HistoricPreservationOrdinance CL Final.pdf](#)
[AttachmentA 14 hp ordinances.pdf](#)

Dear City Councilmembers,

Below and attached please find the Public Comment with attachments that Preservation Action League Los Altos submitted to the Historical Commission for their Special Meeting on August 18, 2025 when they only took comment on the proposed repeal and replacement of the Historical Preservation Ordinance and the codifying of the Mills Act.

Please review and consider.

From: PALLA <pallalosaltos@gmail.com>
Sent: Monday, August 18, 2025 3:35 PM
To: Melissa Thurman <mthurman@losaltosca.gov>; Sean Gallegos <sgallegos@losaltosca.gov>
Subject: Fwd: Historical Commission Public Comment August 18, 2025: Item #3 Historic Preservation and Mills Act

Please confirm receipt of this public comment and attached documents.

Dear Historical Commissioners:

Despite a City staff determination that repealing and replacing the Los Altos Historic Preservation Ordinance is to “modernize and strengthen” historic preservation in our community, and “streamline” it for efficiency, it is evident that the proposed ordinance is weakening historic preservation and fails to meet the required Certified Local Government (CLG) stewardship and necessary oversight by the Historic Commission.

By contrast, the City of San Mateo is in the midst of a months-long process to strengthen and amend its Historical Preservation Ordinance, Historic Preservation Plan and Context Statement for the General Plan Element –this involves an informed and qualified ordinance review and multiple study sessions with public participation:
www.cityofsanmateo.org/4877/Historic-Policy-Update-Effort. With a tradition of and a commitment to steward our local historic preservation efforts, Los Altos deserves a process on par with what San Mateo is doing and nothing less.

The Preservation Action League Los Altos (PALLA) urges you to–

- Vote to Continue Item #3 to a future, regularly scheduled meeting with action items to adequately consider and evaluate the proposed repeal and replacement.

Or

- Choose tonight to hear and record ONLY Public Comment–written and in person–with no discussion or council recommendation for adoption.

And formally move to:

- Seek a more rigorous process and adequate qualified resources from City Council to professionally analyze and craft ordinances and historic preservation laws that meet best practices and best serve historic preservation in Los Altos.

Please find attached two letters from the law firm of Mitchell M Tsai on behalf of PALLA providing additional clarification and specificity on the impacts of the proposed changes to repeal and replace the Los Altos Historic Preservation Ordinance and the codifying of the Mills Act Ordinance as well as commentary on the failures of the current process.

Beyond their legal relevance, attachments Exhibits A and B provide additional context for best practices in order to properly maintain, review, oversee and steward historic preservation in the City. Exhibit A is the Certified Local Government (CLG) Requirements and Exhibit B is the California Office of Historic Preservation Guidelines for Drafting Effective Historic Preservation Ordinances which delineates best practices for “strengthening” a historic ordinance.

The character of our city and our irreplaceable historic and environmental resources are at risk with the alterations to and omissions from the proposed codes. Among concerns, the proposed codes-

- - change and minimize definitions of historic resources,
- - move historic preservation law to Zoning, focusing only on buildings and residential structures,
- - modify and/or remove clarifying language for City-owned properties, landscapes, Secretary of Interior Standards and the General Plan
- - restrict historic commission review, and public participation,

- deny appeal rights,
- disincentivize Mills Act owners, new historic designations and other stewardship maintenance and preservation efforts.

Additionally, the process and justification for the timing and proposed changes must be called into question. Neither the replacement of the Historic Preservation Ordinance nor the creation of a Mills Act Ordinance is on the Historical Commission Work Plan. The ordinance changes have not been identified as a priority or a project by the Council, or as a part of the General Plan project or other effort.

The 17 Los Altos Mills Act owners, PALLA, business owners and residents are alarmed at a compromised process that has not included even one regularly scheduled meeting of a fully seated Historical Commission.

It must be noted that the Historical Commission is out of compliance with CLG requirements for a 5-person commission that permits only a 60-day seat vacancy before an appointment must be made. As such, the Historical Commission cannot rightfully make decisions and recommendations during a Special Meeting on August 18, 2025.

Other procedural errors should be acknowledged:

1.

Noticing Errors: The Special Meeting for the Historical Commission, August 18, 2025, had inadequate public noticing with fewer than 10 days. Notice appeared nowhere except on a sign at the house at 81 Pepper Avenue. An August Historical Commission meeting first appeared on the City website on Thursday, August 14, 2025 at 4:30pm. A newspaper advertisement indicated an incorrect date.

2.

Improper Sequencing: The proposed historic preservation ordinances were erroneously presented to the Planning Commission on June 5, 2025 before coming to your commission. That commission rendered a recommendation without discussion or working knowledge of historic ordinances or properties, and before a Historical Commission review.

3.

Initial Study: Changes to the Los Altos municipal code constitute a project, and specifically a project with impact to historic and environmental resources and are thereby subject to an initial CEQA review, and cannot be considered exempt.

4.

Timing: Your commission and the public have been given 72 hours to consider significant changes proposed by City staff, without justification, redlines or the ability to receive formal replies for questions of staff.

Whether in consideration of buildings, landscapes or environmental features, Los Altos must have a clearly stated intent and purpose and inclusive guidelines for how we maintain, rehabilitate and restore the places of historical significance that add texture and character to our daily lives. Our Historic Preservation deserves to stand alone as a chapter in the municipal code.

Rather than hurrying to adopt ill-wrought ordinances, residents, businesses, community leaders and preservationists urge you to seek resources and support from City Council to create a comprehensive Historic Preservation Plan that includes robust public engagement and better supports our community commitment to historical preservation and stewardship.

Please begin on the right foot, and move forward with better planning and an appreciation for our rich, dynamic heritage and cultural spaces and places.

Please see attachments.

Sincerely,

Maria Bautista and Catherine Nunes

Representing the Preservation Action League Los Altos (PALLA)

From: [Bill Hough](#)
To: [City Council](#); [Public Comment](#)
Subject: public comment regarding item #6 on 9/30/2025 agenda
Date: Saturday, September 27, 2025 3:28:47 PM

No amount of North Council Library Authority Funds for the Los Altos Main Library Improvements Project are worth it if SCCLD won't make minimal efforts to maintain its collection.

While I understand that not every book can or should be saved, SCCLD should consider an off-site book storage warehouse so books could be available when needed. This plan needs a collection maintenance provision.

Bill Hough
resident

From: ann99home@yahoo.com
To: [Public Comment](#)
Subject: [External Sender]Public Comment Item #7: Zoning Code Amendments for Historic Preservation and Mills Act
Date: Tuesday, September 30, 2025 9:54:16 AM

Dear City Councilmembers,

I'm writing to ask the City Council to reject proposed Historic Preservation Ordinance, agenda item #7.

This ordinance weakens protections, reduces public input, sidelines the Historical Commission, and does not reflect best practices or our General Plan. Historic preservation is vital to our City's identity, culture, and community character.

Instead, I want the Council to work to properly preserve our city's historical heritage.

I want the Council to fund a properly scoped Historic Preservation Ordinance update, to engaged qualified professionals knowledgeable about historic preservation, and to commission a Historic Context Statement.

This work must include public outreach and comment--community members must have input into historic preservation!

Certainly our City has done a lot of benchmarking on past issues--so you know that neighboring cities have budgeted \$80K--\$300K for this work. Our City recently gave \$300K to an outside organization to fund their theater fundraising plan--so we should be able to find the funding to properly manage our city's historic preservation work.

Our City can both move forward to meet community needs, AND preserve our historic buildings and history.

Historic Preservation means managing change so that it respects the past, preserves important structures, marks key milestones/points in our history, and makes considered--not hasty--change. Once we tear down a building or destroy a historic resource, it's gone forever.

Please invest in an Historic Context Statement with public engagement rather than rush through a rewrite.

Let's work together to preserve our special Los Altos history while moving forward into our future.

Sincerely,
Ann Hepenstal
South Los Altos, District 2

From: [Laurie Hietter](#)
To: [Public Comment](#)
Cc: lynnetteleeeng@gmail.com
Subject: Concern Regarding the Historic Preservation Ordinance
Date: Tuesday, September 30, 2025 2:15:41 AM

Dear City Council Members:

We urge you **not** to adopt the proposed Historic Preservation Ordinance in its current form, as it significantly weakens historic preservation efforts. The ordinance reduces protections for public and private properties, narrows the criteria for historic designation, limits community input in decision-making, and diminishes the Historical Commission's responsibilities.

It is important that the City Council and the public be informed about how this new ordinance was modified. What are the key changes? The lack of transparency from staff regarding changes to the ordinance is concerning. Their explanation—that the ordinance's relocation from Title 12 to Title 14 and its reorganization necessitate a complete strikethrough and underline—obscures the specific amendments made. We respectfully request that you direct staff to clearly identify key additions and removals to enable an informed decision by the Council and the public.

Historic preservation is a core goal of the City's General Plan and a shared value at local, state, national, and international levels. The proposed ordinance is inconsistent with the General Plan, City Code, and California Office of Historic Preservation's best practices for writing historic preservation ordinances. We strongly recommend revising the ordinance to align with these standards and ensure robust protection for the community's historic resources.

Thank you for your consideration of these comments.

Sincerely,

Laurie Hietter
President
San Mateo Heritage Alliance
www.smheritage.org

Protecting Our Past for a Better Future



From: [Eric Steinle](#)
To: [Public Comment](#)
Subject: Item 7
Date: Monday, September 29, 2025 4:45:54 PM
Attachments: [2025-09-29 memo to Council 14.93.pdf](#)

Please see attached. Thank you.

From: [Pat Marriott](#)
To: [Public Comment](#)
Subject: PUBLIC COMMENT ITEM #7 SEPTEMBER 30, 2025
Date: Monday, September 29, 2025 11:29:14 AM

Council Members:

I appreciate the goal of streamlining the Historic Preservation Ordinance and Mills Act Program, but I have some concerns about the changes noted in the staff report.

It may seem logical to integrate historic properties into the zoning code, but it does not make sense to follow the same land use and development processes, which are meant for ordinary developments. For example:

- Reducing noticing requirements and appeal rights to residents within a 300-foot radius of a property should not apply to historic properties and certainly not to city-owned properties, which are significant to the entire city. We are all stakeholders in the historic orchard, Halsey House, the Smith House, ...
- Moving oversight authority to staff discretion is not appropriate for historic properties. Staff was given discretion to approve new construction as part of the Housing Element Update, but historic properties require more expertise and must follow rules beyond objective standards. Staff cannot be assumed to represent community values with regard to historic preservation. The Historical Commission should make final recommendations to Council – elected to represent residents – and Council should make the final decision.
- Under the zoning code, only the planning commission is required to review projects. This would negate the city's mandate to the historical commission to "make recommendations on historical site designations and development activities on historic properties." Without explicit direction in the code, that commission's review could easily be "streamlined" out of the process. In fact, it seems the Historical Commission is already being squeezed out of the process.

I read the transcript of that commission's August 18th special meeting, at which it reviewed the proposed HPO and Mills changes. It took place after the Planning Commission review, which is counter to policy. At that meeting, the commissioners asked to see a revised draft of the changes after their comments and public comments were incorporated. That did not happen, so the commission and the public were left out of an important final review prior to Council action.

- The concept of joint hearing procedures with "multi-authority reviews" sounds like a good time-saver, but reducing meeting requirements cuts focused discussion time for the commissions involved. The Historical Commission and the Planning Commission have different

objectives and should be given ample opportunity for thorough reviews. I realize it takes more staff and council time to attend multiple meetings, but there aren't that many historic projects to be burdensome. Cutting meetings eliminates opportunities for public participation. Since historical sites are part of the fabric of a community, this essential democratic process should not be diminished.

I ask Council to carefully consider the details of the HPO and Mills proposals. You are the current keepers of the community. Historic properties deserve adequate time and attention. Residents deserve a voice in the character of the city. Too much streamlining will hurt us all in the end.

Thank you for listening,

Pat Marriott

From: [PALLA](#)
To: [Public Comment](#)
Subject: Los Altos City Council Meeting 9.30.25 Public Comment Item # 7: Introduction of Ordinances: Zoning Code Amendments for Historic Preservation and Mills Act
Date: Tuesday, September 30, 2025 1:36:36 PM
Attachments: [20250930 PALLA CityCouncil CL.pdf](#)

Dear Los Altos City Council,

Attached please find a pdf of the letter dated September 30, 2025, from the Law Offices of Mitchell M. Tsai.

These comments are presented on behalf of the Preservation Action League Los Altos (PALLA) for your consideration of the proposed Zoning Code Amendments for Historic Preservation.

Please confirm receipt of this email.

Sincerely,

Maria Bautista and Catherine Nunes
On behalf of
Preservation Action League Los Altos (PALLA)

From: [Couture, Terri](#)
To: [Public Comment](#)
Subject: los altos City Council meeting Sept 30, 2025 - item not on agenda
Date: Tuesday, September 30, 2025 1:40:19 PM

I am no longer a PARC commission member, as my term has ended, so this comment is my own communication.

On September 15, 2025 the financial commission was scheduled. The agenda items included update on funding for public safety infrastructure and the review of the quarterly investment report.

There was no quorum for this meeting, so the public did not get an update.

Please make sure the items are presented and discussed at the next meeting on October 20, 2025 or let the public know when all these important items are being presented. The citizens want to know of the progress for our safety and when will these all be implemented.

Thank you for your consideration.

Terri Couture

***Wire Fraud is Real*. Before wiring any money, call the intended recipient at a number you know is valid to confirm the instructions.** Additionally, please note that the sender does not have authority to bind a party to a real estate contract via written or verbal communication.

From: [Alice Mansell](#)
To: [Public Comment](#)
Cc: news@padailypost.com
Subject: Los Altos Council meeting 9/30/2025 public comment
Date: Tuesday, September 30, 2025 1:55:12 PM

I am concerned about many of the proposed changes to the City's historic ordinances including those affecting the Mills Act.

Despite the many new and past public comments to Council and City commission meetings objecting to how the City has been steadily since 2019 eroding its ordinances and procedural policy protections for our historic resources, now the City has failed to do a meaningful advertisement in a newspaper of legal record for today's public hearing for two proposed historic ordinance changes. The published notice earlier this month in the *Palo Alto Daily Post* improperly omitted any reference to the recent Historical Commission (HC) vote not to endorse the staff's proposed ordinances changes.

Council failed under State Certified Local Government (CLG) law to fill timely the multi-year vacancies on the HC prior to HC's recent vote on these agenda items on today's Council public hearing. HC voted 2:Yes, 1:No, 1:absent and 1:vacant which means under the State's mandated quorum law must have voted 3 of the 5 commissioners to recommend these changes to Council or at minimum the newspaper hearing notice needed to state expressly the City's HC had not recommended the changes. That quorum of 5 rule was explained by City's counsel in person during that HC meeting that quorum requirement.

The public needs to ask why did our City staff omit a meaningful newspaper ad for today's hearings by not citing the recent HC's negative vote while advertising only the earlier Planning Commission's positive vote? Why the rush -- today -- for Council to vote on staff's proposed ordinance changes? Why not table this and send it back to the HC which now has 5 duly selected commissioners as of earlier this month?

The proposed changes are not mere innocuous "streamlining" or ministerial City Hall minor housekeeping changes. They will give more power to unelected City staffers to do everything from decide what should or should not be in any Mills Act contract at any time with no meaningful public comment or appeal processes and give staff the ability to decide behind closed doors what is and is not a historic resource worthy of any protection or public discussion.

Say goodbye soon to all the 50+ year old pistache trees and the 50"+ diameter conifers in any downtown parking plazas as seen in the July 2024 Surplus Lands Notice of Intent (NOI) staff gave to the list of Sacramento-approved big housing developers for proposals to lease or buy Plazas 7 & 8. Staff failed to give timely legal public notice of that NOI before the 30 day statute of limitations expired for local level administrative public appeals. NOI CEQA paper work with boxes ticked stating both land parcels could be developed with "no encumbrances" such as no historic trees or lands set aside for any newly or proposed zoned public parks or required developer-controlled ground level open spaces. Mere days after the statute of limitations ran out, staff asked Council to rubberstamp the NOI and staff's proposed Surplus Lands declaration by voting all was OK for staff to have failed the City's clear legal duty to provide timely public notice for the NOI. No City commission nor the Zoning and Planning administrator had beforehand any public meeting agenda item on that specific Surplus Land declaration or the NOI.

When shall the public see the expected chosen Parking Plazas' developer's sidewalk-to-sidewalk plans for new housing on Plazas 7 & 8 for which Council in August 2024 gave staff 100% control to pick behind closed doors the "winner(s)" to present to Council for the Mayor's signature on an "entitlement" contract?

Such a contract can allow the developer if these ordinance changes proposed today are approved by Council to allow staff to avoid any meaningful HC, Park&Rec and Planning commissions' review, and to file negative-CEQA statements to allow bulldozing of any trees on land anywhere in the City, including trees over 50" in diameter and those over 50 years old. A government by the people and for the people will become for current or potential historic resources a rule by unelected bureaucrats with little to no public notice and comment allowed.

Alice Mansell
Los Altos, CA



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 9, 2025
4:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

*Pete Dailey, Mayor
Neysa Fligor, Vice Mayor
Larry Lang, Councilmember
Sally Meadows, Councilmember
Jonathan D. Weinberg, Councilmember*

SPECIAL MEETING

CALL MEETING TO ORDER: Pete Dailey, Mayor, called the meeting to order at 4:00 p.m.

ESTABLISH QUORUM - All Councilmembers were present.

INTERVIEW SESSIONS

1. Commission Interview Sessions

Conduct Interview Sessions with Applicants to Various City Commissions;

Submit a Written Ballot at the Conclusion of the Interview Sessions to the City Clerk for Commission Appointments; and

Confirm Appointments During the Regular Meeting of September 9, 2025 at 7:00 p.m. or shortly thereafter

Neysa Fligor, Vice Mayor, announced she would recuse from participating in or voting on the following commissions, due to a possible conflict of interest with the Levine Act:

- Complete Streets Commission
- Library Commission
- Planning Commission

Jonathan D. Weinberg, Mayor, announced he would recuse from participating in or voting on the following commission, due to a possible conflict of interest with the Levine Act:

- Senior Commission

The City Council conducted interview sessions with the following applicants for various city commissions:

Complete Streets Commission – *One vacant short-term seat expiring in September 2026*

- Clara Roa

Environmental Commission – *One vacant short-term seat expiring in September 2028*

- Angelo DeGiuli

Financial Commission - *Three full-term seats expiring in September 2029, with one possible re-appointment*

- John Claras (Incumbent)
- Jonathan Chang*

Historical Commission - *One full-term seat expiring in September 2029*

- Karen Scussel
- Alice Mansell

Library Commission – *Three full-term seats expiring in September 2029 (one vacant), with two possible re-appointments*

- Pierre Bedard (Incumbent)
- Carolle Carter (Incumbent)
- Ambica Bhardwaj

PARC – *Five full-term seats expiring in September 2029 (one vacant), with four possible re-appointments, and one vacant short-term seat expiring in September 2027*

- Teresa Morris (Incumbent)
- Dylan Ardalan*
- Ellen Dolich*
- Jonathan Edge*
- Khashayar Hooshiyar
- Betty Hsu*
- Amal Khan
- Erin McDonald
- Misti Sangani
- Yvette Stout

Planning Commission – *Two vacant short-term seats expiring in September 2026*

- Sara Kiani
- Alexandra Nguyen
- Les Poltrack
- Daphne Ross
- Jeanine Valadez

Senior Commission – *Two full-term seats expiring in September 2027, with two possible re-appointments*

- Kris Olson
- Linda Kramer*

At the conclusion of the interview sessions, the Mayor and Council submitted written voting ballots to the City Clerk. The confirmation of appointments will be made during the regular meeting on Tuesday, September 9, 2025, at 7:00 p.m.

ADJOURNMENT – The meeting adjourned at 6:45 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting of September 30, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

*Applicant was unable to attend the interview sessions



**CITY OF LOS ALTOS
CITY COUNCIL MEETING MINUTES
TUESDAY, SEPTEMBER 9, 2025
7:00 p.m.
1 N. San Antonio Rd. ~ Los Altos, CA**

*Pete Dailey, Mayor
Neysa Fligor, Vice Mayor
Larry Lang, Councilmember
Sally Meadows, Councilmember
Jonathan D. Weinberg, Councilmember*

CALL MEETING TO ORDER – **Pete Dailey, Mayor**, called the meeting to order at 7:00 p.m.

ESTABLISH QUORUM – All Councilmembers were present.

PLEDGE OF ALLEGIANCE – **Neysa Fligor, Vice Mayor**, led the Pledge of Allegiance.

REPORT ON CLOSED SESSION

There was no reportable action from the Closed Session meeting of August 26, 2025.

CHANGES TO THE ORDER OF THE AGENDA

There were no changes to the order of the agenda.

SPECIAL ITEMS

Issue Proclamation Recognizing the Service and Retirement of Public Works Director Aida Fairman

Pete Dailey, Mayor, presented the proclamation to **Aida Fairman, Public Works Director**.

Issue Proclamation Recognizing September 17 - 25, 2025 as Constitution Week

Pete Dailey, Mayor, presented the proclamation to **Alice Mansell, Los Altos Chapter of the Daughters of the American Revolution President**.

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

The following member of the public spoke during Public Comment:

- Brian Jones

CONSENT CALENDAR

Motion by Lang and Second by Weinberg to approve the Consent Calendar. **Motion carried unanimously by roll call vote.**

1. Approval of Meeting Minutes

Approve the Draft Meeting Minutes for the Regular Meeting of August 26, 2025

2. Adoption of Resolution - Designating a Regular Meeting Date

Adopt a Resolution Designating the City Council Meeting of September 30, 2025 a Regular Meeting in Accordance with Los Altos Municipal Code Section 2.04.010 "Meetings."

3. Adoption of Resolution - Construction Contract

Adopt a Resolution authorizing the City Manager to execute a construction contract with Randazzo Enterprises, Inc. of Castroville, California in an amount not-to-exceed \$86,000, and up to 15% contingency not-to-exceed \$12,900, for a total amount not-to-exceed \$98,900, to complete the demolition and removal of the Caretaker House in Redwood Grove

DISCUSSION ITEMS

4. Commission Appointments

Confirm Appointments to Various City Commissions

Neysa Fligor, Vice Mayor, announced she would recuse from participating in or voting on the following commissions, due to a possible conflict of interest with the Levine Act:

- Complete Streets Commission
- Library Commission
- Planning Commission

Jonathan D. Weinberg, Councilmember, announced he would recuse from participating in or voting on the following commissions, due to a possible conflict of interest:

- Senior Commission

Melissa Thurman, City Clerk, confirmed the appointments of the following applicants to various city commissions:

Complete Streets Commission

One vacant short-term seat expiring in September 2026

- Clara Roa

Environmental Commission

One vacant short-term seat expiring in September 2028

- Angelo DeGiuli

Financial Commission

Three full-term seats expiring in September 2029

- Jonathan Chang

Historical Commission

One full-term seat expiring in September 2029

- Karen Scussel

Library Commission

Three full-term seats expiring in September 2029

- Pierre Bedard
- Ambica Bhardwaj
- Jeanine Valadez

Parks, Arts, Recreation & Cultural Commission

Five full-term seats expiring in September 2029 (one vacant), and one vacant short-term seat expiring in September 2027

- Teresa Morris
- Erin MacDonald
- Misti Sangani
- Ellen Dolich
- Yvette Stout
- Alexandra Nguyen

The short-term seat will be determined amongst the applicants who received an equal number of votes, and the City Council will approve the short-term seat at the regular meeting of September 30, 2025.

Planning Commission

Two vacant short-term seats expiring in September 2026

- Daphne Ross

One vacant short-term seat expiring in September 2026 will remain open.

Senior Commission

Two full-term seats expiring in September 2027

- Kris Olson

One full-term seat expiring in September 2027 will remain open.

INFORMATIONAL ITEMS ONLY

There will be no discussion or action on Informational Items

5. Tentative Council Calendar and Housing Element Update Implementation Calendar
6. 09-09-2025 Council QA

COUNCIL/STAFF REPORTS AND DIRECTIONS ON FUTURE AGENDA ITEMS

- **Sally Meadows, Councilmember** – Requested future agenda items:
 - Review of Council Q&A document and the Council Norms and Procedures (*Supported by all Council*)
 - Review structure of City Commissions (*Supported by Dailey and Lang*)

ADJOURNMENT – The regular meeting adjourned at 7:34 p.m.

The meeting minutes were prepared by Melissa Thurman, City Clerk, for approval at the regular meeting on September 30, 2025.

Pete Dailey
Mayor

Melissa Thurman, MMC
City Clerk

The September 9, 2025, City Council meeting recording may be viewed via the following external website: <https://www.youtube.com/@CityofLosAltosCA>

The City of Los Altos does not own or operate YouTube. The video referenced in these minutes was live at the time the minutes were published.



City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Melissa Thurman

Approved By: Gabe Engeland

Subject: Approval of Short-Term Seat of Parks, Arts, Recreation & Cultural Commissioner

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Approve the short-term seat of Parks, Arts, Recreation & Cultural Commissioner (PARC)

ENVIRONMENTAL IMPACT

N/A

FISCAL IMPACT

None.

PREVIOUS COUNCIL CONSIDERATION

During the Special Meeting of September 9, 2025, the City Council held interview sessions with applicants to various city Commissions. At the conclusion of those interviews, the City Council submitted voting ballots to the City Clerk which contained their appointment selections to the commissions.

BACKGROUND

Before the appointments were approved, PARC had five full-term seats expiring in September 2029, and one vacant short-term seat expiring in September 2027. The City Council appointed six applicants to the commission and directed the City Clerk to email the new appointees, asking if any would volunteer for the short-term seat. Commissioner Yvette Stout volunteered to serve on the short-term seat. The remaining applicants were placed in the full-term seats. For this appointment to be finalized, the City Council must approve the short-term seat for Commissioner Yvette Stout.

ANALYSIS

N/A

DISCUSSION

N/A

ATTACHMENTS

None



City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Adoption of Resolution - Comprehensive General Plan Update - Professional Services Agreement

COUNCIL PRIORITY AREA

Business Communities

Circulation Safety and Efficiency

Environmental Sustainability

Housing

General Government

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to execute a professional services agreement with Dyett & Bhatia for the preparation of a comprehensive General Plan Update and associated Environmental Impact Report (EIR)

ENVIRONMENTAL IMPACT

Not Applicable

FISCAL IMPACT

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

The City of Los Altos last completed a comprehensive General Plan Update in 2002. While the Housing and Safety Elements have been updated in recent years to comply with State law, more than two decades have passed since the City last engaged in a citywide visioning and planning effort. The current General Plan includes a planning horizon through 2020 and no longer reflects the City's evolving needs and conditions. Since 2002, the City has adopted various standalone plans or policies which include, Parks Master Plan, Stormwater Master Plan (2016), Climate Action and Adaptation Plan (2022), Complete Streets Master Plan (2022), and Citywide VMT Policy (2023). Additionally, the city has rescinded both the Loyola Corners Specific Plan and Sherwood Specific Plan.

The comprehensive General Plan update is identified as Project CD-10124 in the City's Capital Improvement and Major Maintenance Program and is a strategic goal in the Development Services Department's FY 2025–26 adopted budget. The General Plan update has been

anticipated since FY2022/2023 when it was originally budgeted and identified in the Capital Improvement Program (CIP). The initial estimate was \$2 million and remains the same today.

ANALYSIS

FISCAL IMPACT - The total consultant cost for the General Plan Update and Environmental Impact Report is \$1,562,071. A 20% contingency (\$312,414) is included, bringing the total not-to-exceed contract amount to \$1,874,485.

DISCUSSION

On May 20, 2025, the City issued a Request for Proposals (RFP) seeking consultant firms to assist with the preparation of a comprehensive General Plan Update and Environmental Impact Report (EIR). In response, the City received five (5) proposals. Four (4) firms—4LEAF, Dyett & Bhatia, Good City Company, and Kimley-Horn—submitted proposals covering both the General Plan Update and the EIR. One (1) firm, David J. Powers & Associates, submitted a proposal for the EIR only.

After receiving the proposals, staff carried out a thorough evaluation process that included reviewing written submissions and conducting interviews with consultants. The selection committee assessed the written proposals using the criteria specified in the RFP. Based on this evaluation, Dyett & Bhatia was identified as the most qualified consultant team and received the highest ranking for their written proposal.

Following a review of the written proposals, the selection committee interviewed 4LEAF, Dyett & Bhatia, Good City Company, and Kimley-Horn. The selection committee did not interview David J. Powers and Associates as their proposal did not include preparation of the General Plan and was limited to the EIR only. Each firm interviewed was asked nine (9) questions, and responses were scored by the selection committee. Dyett & Bhatia received the highest score for the interview portion of the evaluation process.

Based on the written proposal and interview evaluations, the selection committee ranked Dyett & Bhatia as the highest-performing firm. The decision considered a variety of factors, including cost, timeline, firm and team experience, quality of previous work, visual presentation, and the proposed community engagement approach.

Dyett & Bhatia, in partnership with the City, will prepare a legally compliant General Plan with all required elements. Dyett & Bhatia's proposal includes a robust community engagement strategy, with over 40 planned community outreach events and stakeholder interviews, a dedicated project website and various online engagement tools. They have compiled a team of subconsultants with expertise in the following areas to assist with the project. All subconsultants will be managed by Dyett & Bhatia, who will serve as the lead consultant to the City.

- Bay Area Economics – Market and Fiscal Analysis
- Fehr & Peers – Transportation and Multimodal Connectivity
- Architectural Resources Group – Historic and Cultural Resources
- BKF Engineers – Utility Capacity Analysis

- Salter – Noise

Therefore, it is recommended to authorize the City Manager to execute a Professional Services Agreement for the comprehensive General Plan Update and Environmental Impact Report (EIR) with Dyett & Bhatia as the most qualified responsive consultant for the project in an amount not to exceed \$1,874,437 including a 20% contingency.

ATTACHMENTS

1. Attachment 1
2. Attachment 2

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL
SERVICES AGREEMENT WITH DYETT & BHATIA FOR THE PREPARATION OF A
COMPREHENSIVE GENERAL PLAN UPDATE AND ASSOCIATED
ENVIRONMENTAL IMPACT REPORT**

WHEREAS, the City of Los Altos last completed a comprehensive General Plan Update in 2002, and while the Housing and Safety Elements have been updated in recent years to comply with State law, more than two decades have passed since the City last engaged in a citywide visioning and planning effort; and

WHEREAS, the current General Plan includes a planning horizon through 2020 and no longer reflects the City's evolving needs and condition; and

WHEREAS, the comprehensive General Plan update will include all seven (7) mandated elements listed in Government Code Section 65302 and shall be identified as such; and

WHEREAS, the comprehensive General Plan update will include a legally compliant Environmental Impact Report (EIR); and

WHEREAS, the comprehensive General Plan update is identified as Project CD-10124 in the City's Capital Improvement and Major Maintenance Program and is a strategic goal in the Development Services Department's FY 2025–26 adopted budget; and

WHEREAS, Dyett & Bhatia responded to a City issued Request for Proposals with a comprehensive proposal to assist the City in the preparation of the comprehensive General Plan update and Environmental Impact Report; and

WHEREAS, Dyett & Bhatia was chosen as the most qualified responsive consultant for the requested City services; and

WHEREAS, the contract will match the budget appropriations for the anticipated General Plan Update and Environmental Impact Report.

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

1. Authorize the City Manager to execute a Professional Services Agreement between the City of Los Altos and Dyett & Bhatia for the preparation of a comprehensive General Plan update and associated Environmental Impact Report for a cost of \$1,562,071, with a twenty-percent contingency fund of \$312,414, resulting in a total not-to-exceed cost of \$1,874,485.

2. Authorize the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

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 thirtieth day of September 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK



Proposal for the City of Los Altos General Plan Update and EIR

Submitted by:

DYETT & BHATIA

Urban and Regional Planners

In association with:

BAE Urban Economics

Fehr & Peers

Architectural Resources Group

BKF Engineers

Salter

UNDERSTANDING AND APPROACH

Located in the heart of Silicon Valley, Los Altos is a quiet residential community with family-friendly neighborhoods, excellent schools, and an enviable quality of life. Its proximity to major employment centers and its ready access to regional trails and nature preserves continue to make it a desirable place to live and raise a family.

The City has completed several major citywide planning efforts in recent years, including the adoption of the Complete Streets Master Plan (2022), the Climate Action and Adaptation Plan (2022), the 2023-31 Housing Element (2023), and the Safety Element (2025). These plans help to further important strategic priorities for housing, environmental sustainability, safe and efficient circulation, and quality of life in the community. Building on these efforts, the City is now undertaking a comprehensive update to the 2002 General Plan to ensure it responds to the evolving needs of the community and addresses new State laws. The Los Altos General Plan Update is once-in-a-generation opportunity for both new and longtime residents to come together and define a shared vision for the future, clearly articulate goals and priorities, and for the City to put in place new policies that will guide development and conservation over the next two decades.

KEY CONSIDERATIONS

Based on a careful review of the RFP and our extensive experience with similar projects, we anticipate that the following considerations will be central to the project:

CREATIVELY ENGAGING THE COMMUNITY

Los Altos has a highly educated and engaged population, evidenced by high voter turnout and a strong culture of civic activity and volunteerism. Outreach will need to engage with residents using a variety of digital and in-person strategies to raise awareness of the project in the community, keep community members informed of progress, and continually provide convenient avenues



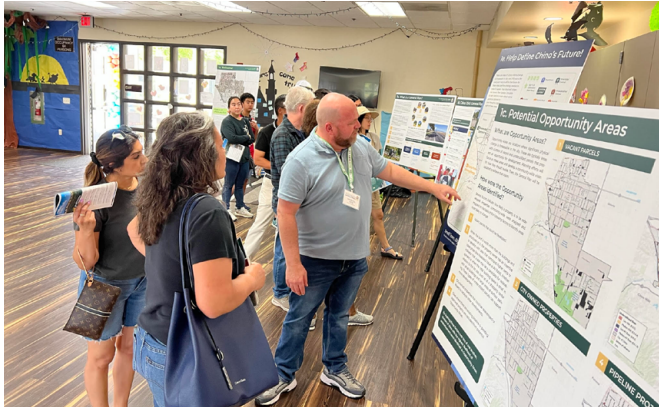
Winchester-Merriman House



Apple Garage



Downtown Los Altos



for participation. The success of the project will be determined by the ability to forge consensus, and we propose a range of tested and proven tactics to ensure this objective is achieved, as described more fully in the scope of work.

Our recommended approach involves innovative methods to engage and inform community members, inviting them to explore a full range of possibilities and building consensus around an aspirational yet achievable plan for the future of the community. At each phase of the process, we envision a series of “go-to” neighborhood outreach at events and popular locations around town; small group meetings for candid input from various stakeholder groups; online activities and social media engagement; and communitywide surveys and workshops. We have also planned outreach activities specifically targeted to youth, families, local businesses, and other underrepresented groups to ensure that all voices are heard. We will collaborate with City staff and community groups to deliver community engagement that centers equity, that is accessible to all residents, and that provides meaningful opportunities for people to influence outcomes.

Dyett & Bhatia has a distinguished track record in leading communitywide visioning efforts for some of the most vibrant communities in California and we will bring this experience and expertise to bear for the City of Los Altos.

INTEGRATING PLANNING AND ENVIRONMENTAL REVIEW

Environmental sustainability is a key community priority in Los Altos and the process will need to ensure that the potential environmental impacts of strategies to be incorporated into the General Plan Update are thoroughly vetted as the Plan is developed. At Dyett & Bhatia, we firmly believe that environmental sustainability is a fundamental planning consideration, and our work program is structured to center environmental issues and opportunities so that they are considered as an integral part of the process, not an afterthought. At every stage of the process, outreach activities will incorporate information on environmental conditions and provide opportunities for input on potential impacts and solutions to address them. The Draft General Plan and Draft Environmental Impact Report (EIR) will be prepared in parallel, and our planners and environmental analysts will work hand-in-glove to coordinate policy development and impact analysis and help create a “self-mitigating” plan.

FACILITATING INFILL DEVELOPMENT IN STRATEGIC LOCATIONS

With relatively little vacant land in the city and a commitment to compact development, infill will be a priority for Los Altos. The 2002 General Plan identified several areas with potential to accommodate infill development - including the El Camino Real corridor, Downtown, Foothill Plaza, and the Loyola Corners Specific Plan area - and the Housing Element seeks to integrate new housing in these



The El Camino Real Corridor has some projects in the development pipeline currently and additional opportunities for infill exist



Opportunities to revitalize some older commercial centers should consider community desires and potential barriers in the zoning code.

locations as well. The Housing Element also proposes a zoning change to permit high density residential development in the Office Administration District on South San Antonio Road, and the city is seeing significant development interest in townhome and condominium projects.

The General Plan Update is an opportunity to comprehensively explore redevelopment options citywide in view of market opportunities and community desires. At the outset of the project, we will conduct a land use analysis to identify areas with vacant underused parcels with potential for redevelopment with new uses to better serve the community. We propose to conduct key informant interviews with property owners, representatives of the development community, and others, complemented with site-specific evaluations of market potential for key locations to identify feasible alternatives for catalyzing redevelopment that aligns with community priorities in the El Camino Real corridor, Loyola Corners Specific Plan area, Foothill Plaza, and on other key opportunity sites. Working with community members and decision-makers, we will explore options for integrating context-sensitive residential, retail, and mixed use development along with multi-modal and public realm improvements to enhance the overall community fabric.

Dyett & Bhatia has led planning efforts that have shaped some of the most vibrant and distinctive places in the Bay Area - including Downtown Windsor and Santana Row in the City of San José. We prepared the Napa 2040 General

Plan that seeks to build on the city's defining attributes of small-town character, and picturesque setting, to establish a long-term, sustainable future for the city. We are currently preparing a Downtown Specific Plan for the City of St. Helena to enhance historic character and economic vitality in one of Bay Area's most charming small-town downtowns, furthering key objectives in the General Plan. We bring significant expertise to share with Los Altos to help support the continued vitality of Downtown and revitalize older commercial areas.

ADDRESSING NEW STATE LAWS

From SB375 to the extensive legislation enacted since 2017 aimed at facilitating construction of housing with new regulatory and financial resources, a host of new laws have come online since the Los Altos General Plan was last comprehensively updated. The passage of SB 743 replaced level of service (LOS) with vehicle miles traveled (VMT) as the sole basis for identifying significant transportation impacts under the California Environmental Quality Act (CEQA). SB 1000 and SB 244 have introduced new requirements for environmental justice in communities with areas classified as disadvantaged communities, while SB 379 requires that the effects of climate change be addressed in General Plans, and SB 99 and AB 747 require analysis of emergency evacuation capacity under multiple hazard scenarios. AB 932, enacted in 2022, requires that cities incorporate a Safe System approach into the circulation element of their general plans that focuses on addressing multiple interconnected elements of a transportation system - including safe roads, safe speeds, safe vehicles, safe road users, and post-crash care. Further, the Governor's Office of Planning and Research (now Governor's Office of Land Use and Climate Innovation) issued new General Plan guidelines in 2017. While Los Altos has addressed some of these requirements with the recent Housing and Safety Element updates, the City will greatly benefit from a consultant team with a comprehensive understanding of the new requirements and guidelines to ensure that the General Plan is internally consistent, fully compliant and responsive to the opportunities and challenges they present.



STRENGTHENING COMMUNITY CHARACTER AND QUALITY OF LIFE

Los Altos' tree-lined streets, and parks and recreational facilities all contribute to the community's sense of place and high quality of life. The General Plan update will need to explore options for preserving and enhancing these important community assets. The City has developed an historic resources inventory and put in place a framework to preserve and enhance local resources, including a Preservation Ordinance. Together with Architectural Resources Group, who have extensive experience in the city in this area, we will ensure that the General Plan update looks comprehensively at the city's inventory and designations, while taking a balanced approach that allows for change and new investment in a context sensitive manner. The General Plan Update process will also be an opportunity to explore options for enhancing City parks and recreational facilities. This may include identifying new amenities and potential finding and financing strategies for facilities citywide, as well as exploring opportunities to add publicly accessible privately owned parks and public spaces in the northern part of town where there are fewer parks today as redevelopment occurs on El Camino Real.

APPROACH

WORKING GRAPHICALLY

We believe strongly that depicting information graphically with maps and images makes the work more easily understood, more engaging for participants, and more concise. We use maps, aerial photos (colored and annotated), photos, visual simulations, and other graphics that clearly communicate concepts in an easy-to-understand fashion. Stakeholders and decision-makers are more likely to read the material when it is in a graphic format.



Rendering of view looking northeast from Indian/Sunnymead

We have extensive in-house graphics staff with strong GIS, design, and modeling capabilities that allows us to prepare high-quality visual plans, work products and outreach materials. Our work program includes creating animated videos and illustrations and providing real-world examples from peer communities to help community members and decision-makers visualize the potential of key opportunity sites.

EMPHASIZING IMPLEMENTATION

Implementation is an integral part of the planning process, essential to ensuring that the General Plan has the desired result. Our work program incorporates key informant interviews at critical points in the process to ensure that strategies proposed are rooted in reality, as well as economic analysis by BAE Urban Economics to link the alternatives to market opportunities and ensure the financial feasibility of the land use plan the results from the process. Our considerable experience writing zoning and development regulations informs practical policy formulation and code drafting to effectively achieve community goals.

We will prepare an Implementation Plan that outlines specific actions needed to implement the General Plan after adoption. It will include the General Plan implementing policies, organized in a matrix format indicating implementation time frame, responsible party, and means of monitoring progress. In addition, statutory requirements for annual progress reports will be included. Major capital improvements resulting from the General Plan Update—streets, water/wastewater system improvements—can also be compiled into a list, so that the City can prioritize timing and improvements.

The General Plan itself will be graphically rich and organized to facilitate access for users, including City staff, elected and appointed officials, and community members. Maps, tables, figures and illustrations will be used to represent key concepts, and the online version will have a hyperlinked table of contents to facilitate navigation. As

an optional task, Dyett & Bhatia can create an interactive, web-based version of the Final General Plan produced in ArcGIS StoryMap format.

PROCESS AND PHASING

As outlined in greater detail in Scope of Work and Schedule, we have developed a series of tasks for the project, organized into four main phases with the following objectives:

- *Visioning, Issues and Opportunities Identification* - Establish a community-wide vision and shared principles to guide the project and identify key issues and priorities to be addressed. Conduct analysis and document existing conditions, opportunities, and constraints in Los Altos to lay the foundation for alternatives exploration. Market and development feasibility analysis conducted in this phase will be critical for ensuring alternatives are rooted in economic realities.
- *Alternatives Exploration* - Prepare and evaluate three distinct alternatives for land use, circulation, economic development, and quality of life that respond to the existing conditions, opportunities, and constraints, representing the alternatives conceptually with illustrations, video animations, and examples to facilitate understanding. Build consensus around a Preferred Land Use Plan and Key Strategies to guide preparation of the Draft General Plan.



Napa 2040 General Plan Update Virtual Workshop



Table 12-1: Implementation

Table 12-1: Implementation						
Action Code/ Number	Action Text	Responsibility	Ongoing	Implementation Schedule		
				Near-term (2024-2029)	Mid-term (2030-2035)	Long-term (2036-2040)
PLANS AND PROGRAMS						
U.P.-A.1	Area of Concern. The City shall work with Sacramento Local Agency Formation Commission (LAFCo) to designate the Natomas basin Study Area as an Area of Concern to provide the City with greater influence on land use decisions and other governmental actions that directly and indirectly affect the city of Sacramento in this important area beyond its Sphere of Influence.	Community Development Department		X		
U.P.-A.2	Local Bonus Program. The City shall amend the Planning and Development Code to establish a local bonus program for development projects providing regulated affordable housing, including those with less than 5 units that would not qualify under the state density bonus law (CA Govt Code Sections 65912-65918).	Community Development Department		X		
H.C.E.-A.1	Preservation Emergency Response. The City shall incorporate historic preservation and historic resource surveys and evaluation into existing	Community Development Department (lead)			X	

Sacramento 2040 Implementation Plan

- *Draft Plan and EIR Preparation* - Following review of the Preferred Land Use Plan and Key Strategies by the City Council at the culmination of the Alternatives Exploration Phase, update the General Plan to reflect Council direction and address emerging trends and new State law with guidance from the Planning Commission. Prepare a legally-defensible EIR to identify and mitigate the environmental impacts, structuring the work plan to streamline the process.
- *Adoption and Finalization* - Release the Draft General Plan and EIR for public review and successfully take the documents through the public hearing process, preparing the final General Plan based decision-maker direction at adoption hearings.

EFFECTIVELY MANAGING THE PROCESS

Dyett & Bhatia specializes in general plan and EIR preparation. Over the years we have honed processes and methods to deliver the highest quality of products to clients, on time and budget, and provide value to our clients leveraging our exceptional experience with similar work for distinctive cities facing similar issues and opportunities throughout California. Key aspects of our overall strategy and approach to assignments are outlined below.

Seasoned Project Management

Senior staff will be directly involved with the project on a day-to-day basis. Andrew Hill, Principal and Project Manager, will manage all aspects of the project and serve as the primary point of contact for the City. With more than 15 years of experience, he has extensive experience leading multi-disciplinary teams on similar efforts for communities throughout California. Andrew will be assisted by principal level staff from subject matter expert subconsultants. Dyett & Bhatia's strong record of plan adoption and implementation is a testament to our ability to create and manage the completion of plans that are useful and relevant to the jurisdictions we work for, involved agencies, and the community.

Coordination with Staff

Our approach to project management is predicated on close coordination with City staff over the full term of the project. We recommend establishing a standing date/time for a short, bi-weekly coordination call with staff that can be used as needed to discuss and resolve issues, report progress, and receive feedback and direction from staff as deliverables are developed. Subconsultants can attend these call as needed. The Dyett & Bhatia team will also



be available for status meetings with City staff in person throughout the course of the project. Outside of these calls and scheduled meetings, Dyett & Bhatia project manager and principal in charge will be available to City staff by email or phone.

Schedule and Budget Maintenance

Dyett & Bhatia's project management is proactive and results oriented. Our goals are to ensure that problems are anticipated before they occur, critical paths are cleared, and project schedules and budgets are maintained, while ensuring adequate time for community and decisionmaker engagement. Dyett & Bhatia will use a variety of project management tools will help ensure the project is completed efficiently and in a timely manner.



Quality Control

Dyett & Bhatia holds overall responsibility for all products. Dyett & Bhatia will review and comment on products by sub-consultants, and sub-consultants shall revise their products prior to submittal to City staff or incorporation in larger documents. This will ensure that City staff review time is spent efficiently and work by different team members is fully integrated prior to review. For complex projects with multiple contributing firms, it is essential to ensure that products maintain a consistent style. At the outset of the project, Dyett & Bhatia will establish the overall project graphic style and prepare a document style template customized for the project as the first products are prepared. The styles and templates will be submitted to City staff for approval and then provided to all members of the consultant team. All products, with the exception of technical reports, will be processed by Dyett & Bhatia for graphic design and style consistency. Each product will be reviewed in entirety by a senior staff member to ensure similar "voice" and error-free products.

Demonstrated Track Record

Dyett & Bhatia has a strong track record of successfully completing similar projects within the agreed upon schedule and budget. We take pride in our hands-on project management approach with firm partners actively engaged on a day-to-day basis to ensure that any potential issues regarding schedule and budget are identified as early as possible and addressed promptly.





TEAM QUALIFICATIONS

This chapter introduces the Dyett & Bhatia team and key personnel who will work on the project. An organizational chart is provided at the end of the chapter to illustrate expertise and roles.

DYETT & BHATIA OVERVIEW

Dyett & Bhatia is a California corporation based in Oakland, operating since 1975. Working out of a single office with a close-knit team of 15 planners and designers allows us to be nimble and responsive in our work, communication, and outreach. We conduct analysis and develop policies and standards on a range of planning topics, from land use and urban design to economic development and sustainability. The professional services we offer are focused on planning, design, and outreach:

- General plans
- Development codes and zoning ordinances
- Environmental planning and assessment
- Urban design, specific plans, and station area plans
- Public participation and facilitation
- Geographic information systems, three-dimensional computer modeling, and visual simulation

We see policy-making, land use planning, physical design, and implementation as related activities. The diversity of our practice helps us clearly define issues and identify practical courses of action. The majority of our work is for cities, counties, transit authorities, regional governments and other public agencies. We believe that plan-making is a collaborative effort involving a diversity of stakeholders, and we are committed to active community participation in the planning process.

Dyett & Bhatia has won seven awards in the last two years alone from the American Planning Association, including the Statewide Award of Excellence for Comprehensive Plans in both Small (Napa General Plan) and Large (Sacramento General Plan) jurisdictions in 2024. Each award is given to only one project per year.

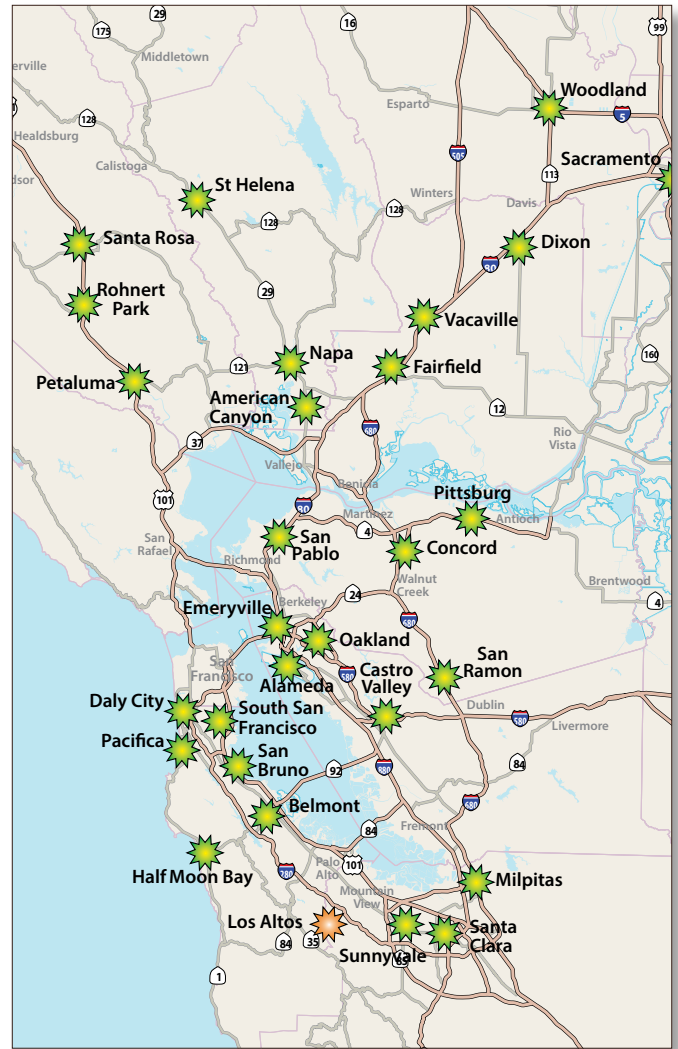
Year	Recent Awards for Dyett & Bhatia
2025	APA California Northern Section Planning Excellence Award Monterey General Plan
2024	APA California Chapter Comprehensive Plan Award of Excellence: Large Jurisdiction Sacramento General Plan 2040 APA Sacramento Valley Section Comprehensive Plan Award Sacramento General Plan 2040 American Planning Association (APA) California Chapter Comprehensive Plan Award of Excellence: Small Jurisdiction Napa General Plan APA Northern California Section Award Napa General Plan APA Northern California Award of Excellence Oakland General Plan Phase 1 APA Northern California Award of Merit Sonoma Developmental Center Specific Plan
2022	APA California Chapter Award of Excellence Santa Rosa Downtown Station Area Specific Plan APA Northern California Section Award of Excellence: Large Jurisdiction Santa Rosa Downtown Station Area Specific Plan
2021	APA California Chapter Award of Merit Half Moon Bay LCP Update
2020	APA California Chapter Comprehensive Plan Award: Large Jurisdiction Mission Valley Community Plan APA San Diego Section Award of Excellence Mission Valley Community Plan
2018	APA California Chapter Comprehensive Plan Award of Excellence: Small Jurisdiction Belmont General Plan, Village Specific Plan, & EIR APA Northern California Section Comprehensive Plan Award of Excellence: Small Jurisdiction Belmont General Plan, Village Specific Plan, & EIR APA California Sacramento Valley Section Award of Excellence Woodland General Plan APA California Northern Section Award of Merit for Comprehensive Planning Redwood City El Camino Real Corridor Plan APA California Inland Empire Section Comprehensive Plan Award of Excellence: Small Jurisdiction Redlands General Plan, CAP, and EIR

GENERAL PLANS

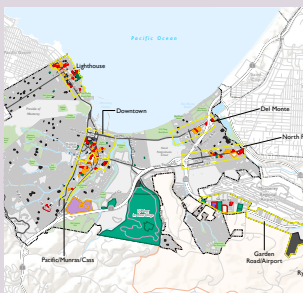
General plans are our specialty. Dyett & Bhatia is the state-wide leader, having prepared general plans for more than 70 California cities. Our portfolio of work includes General Plans for some of the most distinctive communities in the state, including Monterey, Napa, Redlands, and Carlsbad—all APA Award winners. Recently completed and ongoing general plan work includes Sacramento, Oakland, Fairfield, San Pablo, Pacifica, and St. Helena in Northern California, as well as Diamond Bar, Chino, Oceanside, Carson and Moreno Valley in southern California. The firm has unsurpassed experience in all aspects of general plan work, including conducting meetings and surveys, analysis and plan writing, and preparing associated environmental documentation. We offer highly skilled technical staff trained in three-dimensional computer modeling, GIS, cartography, and visual simulation—all of which will contribute to the high graphic standards of our plans.

ENVIRONMENTAL PLANNING AND IMPACT REVIEW

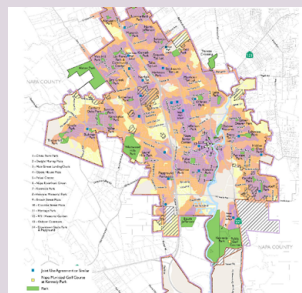
Dyett & Bhatia has prepared EIRs for over 50 citywide/countywide planning efforts, mainly on general plans, but also on several Bay Area regional transportation plans and programs. We bring a thorough understanding of the requirements for California Environmental Quality Act (CEQA) compliance which is integrated into the plans we prepare to streamline implementation following adoption. We integrate environmental planning and review into the general plan update process so that environmental resources and constraints are considered throughout the process, not only in the context of environmental review.



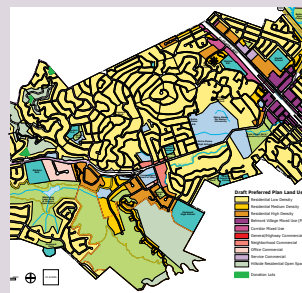
Dyett & Bhatia General Plan Experience



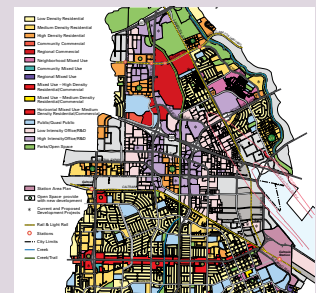
Monterey



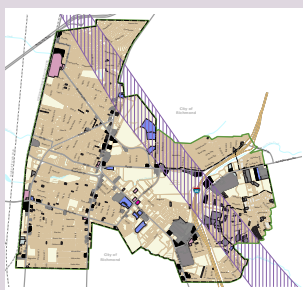
Napa



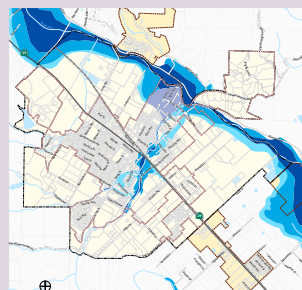
Belmont



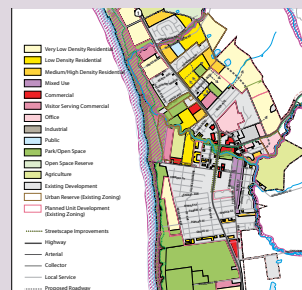
Santa Clara



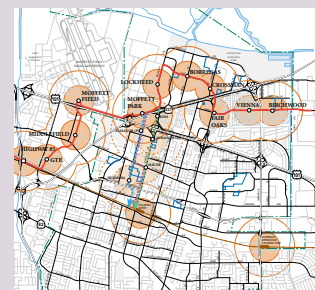
San Pablo



St. Helena



Half Moon Bay



Sunnyvale

URBAN DESIGN

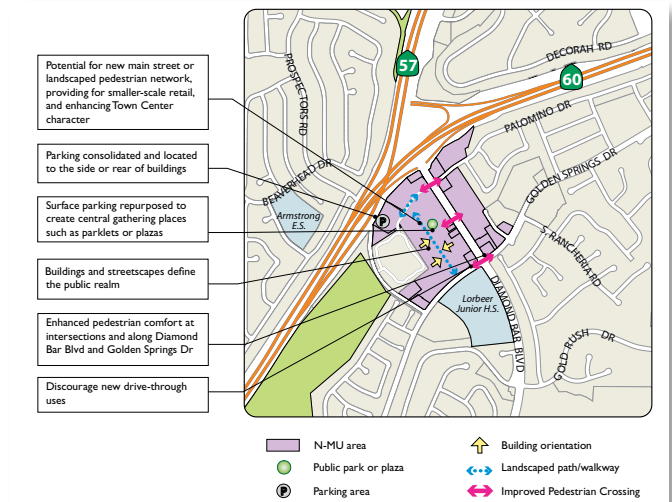
We have prepared specific plans, master plans, and corridor plans for sites ranging in scale from a few blocks in infill settings to over 20 square miles in urban expansion areas. Our expertise includes physical planning and urban design, detailed design guidelines and standards, building massing, view and shadow studies, and parking assessment. We recently developed design guidelines to help implement the Diamond Bar Town Center concept, which will guide the evolution of an area around the Diamond Bar Ranch shopping mall into an attractive, walkable destination, with a greater concentration of retail and dining establishments and public open spaces such as patios and plazas. We also recently prepared objective standards for clustered hillside residential development and downtown residential and mixed use development in Fairfax.

DEVELOPMENT CODES AND ZONING ORDINANCES

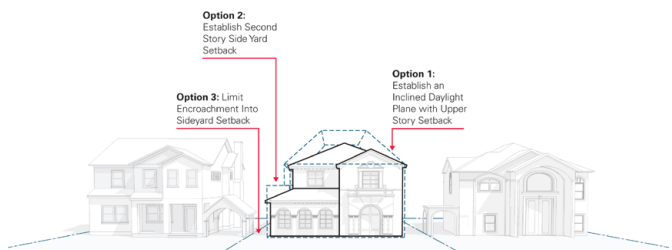
Dyett & Bhatia has unsurpassed experience in preparing comprehensive zoning regulations for cities and counties in California and the southwest, including comprehensive zoning regulations for Belmont, Benicia, Beverly Hills, Carmel, Goleta, Half Moon Bay, Los Banos, Morro Bay, San Joaquin County, and Yuba City. We are currently preparing zoning code/map updates to implement our ongoing general plan updates in Chino and Carson. Our zoning work involves a broad array of implementation concepts, including traditional development and form-based codes, pedestrian-friendly and transit-oriented districts, mixed-use development, green building, and best practices for neighborhood design, parking, landscaping and lighting.

GRAPHIC DESIGN, GIS, 3D COMPUTER MODELING, AND VISUAL SIMULATION

Dyett & Bhatia maintains leading computer resources, and a highly skilled technical staff trained in three-dimensional computer modeling, Geographic Information Systems (GIS), cartography, and visual simulation. We are adept at an array of computer modeling and information-integration software, with programs that include ArcGIS 10 3D Analyst with Spatial and Network Analysis extensions; Autodesk Map 3D 2010 (with GIS interface capability); SketchUp 8.0; Adobe Creative Suite; and 3D Studio Max—all of which will contribute to the high graphic standards of our plans.



Diamond Bar Town Center Mixed-Use Focus Area



Beverly Hills Zoning Code and Single-Family Standards



Illustrative Rendering: 2100 Palmetto Ave, Pacifica

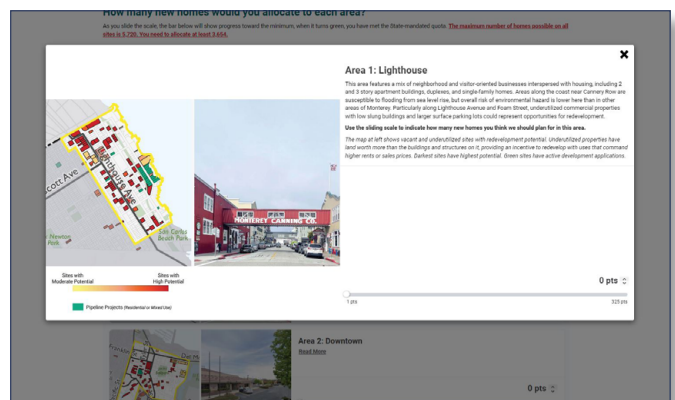


Illustrative Rendering: Palmetto Ave and Santa Rosa Ave, Pacifica

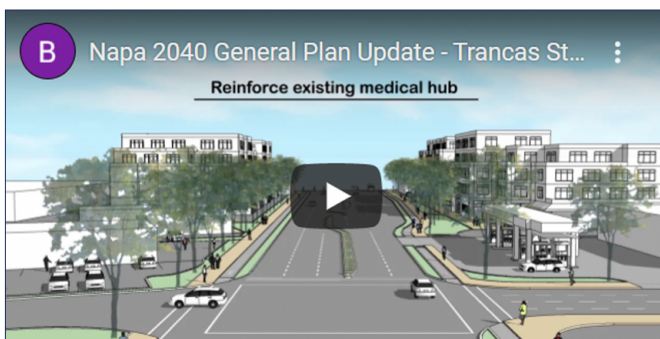
COMMUNITY ENGAGEMENT & STAKEHOLDER INVOLVEMENT

At Dyett & Bhatia, we believe that successful plan making requires a collaborative relationship between the general public, community representatives, the planning team, and decision makers. Dyett & Bhatia is well-versed in a wide variety of in-person and digital/online engagement techniques to ensure broad, inclusive, and meaningful public outreach. These include large-format community workshops and open houses, as well as stakeholder interviews, focus groups, interactive visioning exercises, community surveys and newsletters, social media engagement and online interactive participation tools, multilingual outreach, website creation and management, and more. We integrate video, photo-realistic renderings, and 3-D graphic modeling into our outreach materials to help community members and decision-makers visualize the possibilities.

A particular focus of our recent outreach has been on engaging hard-to-reach segments of the population, including families with children, youth, linguistic minorities, and other traditionally under-represented constituencies. Strategies we have used successfully include youth-led surveys, community block parties, interactive social media polls using Instagram “reels,” and live interactive town hall meetings and webinars. Some examples of these are in the adjoining images. We are adept at ensuring that people’s voices are heard, participants are able to contribute effectively and meaningfully in often compressed time frames, and results are clearly synthesized and are actionable.



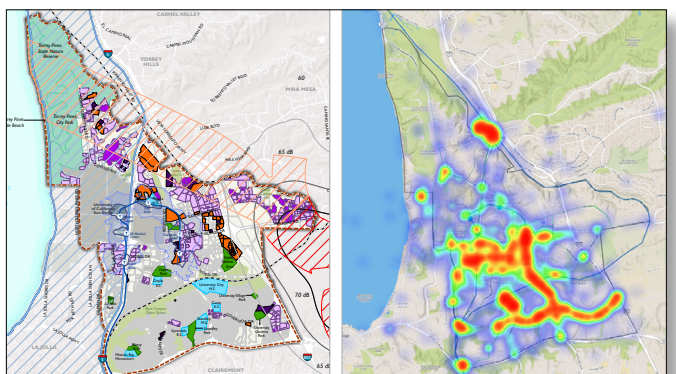
Monterey 10-Minute Housing Survey



Napa 2040 General Plan Update Virtual Workshop



San Pablo Instagram “Reel” Polls



Online survey for University City in San Diego by D&B that generated participation by over 1,600 persons – the highest ever for any done by the City.

SUBCONSULTANT TEAM INTRODUCTION

BAE URBAN ECONOMICS

Firm Profile

BAE Urban Economics, Inc. is a nationally recognized urban economics and real estate consultancy with a strong track record of excellence. Since 1986, the firm has completed over 2,700 projects for public agencies, non-profits, financial institutions, and private developers. With a team of 21 experienced professionals and offices in San Francisco, Sacramento, Los Angeles, Atlanta, Washington DC, and New York City, BAE specializes in market and financial feasibility analyses, sustainable development and transit-oriented design, economic and demographic analysis, and development advisory services. The firm's commitment to high-quality work ensures that all projects are led by seasoned professionals who prioritize both strategic direction and quality control. BAE has earned more awards for excellence than any other firm in its field, with core staff averaging more than 15 years of tenure. Additionally, BAE holds multiple Minority Business Enterprise (MBE) and Disadvantaged Business Enterprise (DBE) certifications from public agencies, reinforcing its commitment to diversity and inclusion in urban development. Representative projects in Los Altos and the Peninsula include Los Altos' Residential Financial Feasibility Analysis, real estate and economic consulting services for Menlo Park, and real estate advisory services for the City of San Carlos' Downtown Specific Plan.

Project Examples

Residential Financial Feasibility Analyses

Los Altos, CA

The City of Los Altos engaged BAE to assess the financial feasibility of residential development, with a focus on inclusionary housing requirements and potential in-lieu fees. BAE created pro forma models to evaluate various multifamily



prototypes under existing and potential higher-density zoning. Interviews with local developers informed the analysis. For-sale projects proved feasible under inclusionary rules, while rental developments faced challenges, leading BAE to recommend strategies to support rental inclusionary housing. The in-lieu fee study estimated affordable unit costs, identified fee levels that would incentivize development, and reviewed fees in nearby cities. Based on these findings, the City adopted new in-lieu fees in January 2024. Later, BAE analyzed the feasibility of residential development on two City-owned Downtown sites, informing the review of developer proposals. As of May 2025, BAE continues to advise the City on proposal evaluations.

Real Estate and Economic Consulting Services

Menlo Park, CA

Since 2008, BAE has provided real estate and economic analysis to support major projects and planning efforts in Menlo Park. For the El Camino Real/Downtown Specific Plan, BAE evaluated the impact of public benefit bonuses on project value and developer contributions. As part of the Menlo Connect General Plan Update, BAE designed a community benefits program based on appraised land value, later adopted by the City. BAE also reviewed Meta's \$170 million community benefits proposal for its Willow Village project. To support development negotiations, BAE analyzed project feasibility, including a hotel market study that helped guide approval of a Marriott Residence Inn. BAE conducted fiscal impact studies for major projects such as Facebook's headquarters expansions, the Menlo Gateway mixed-use development, Sobrato's 151 Commonwealth project, and several residential projects. For the General Plan Update, BAE provided economic analysis for the M-2 commercial/industrial area.



Downtown Specific Plan Real Estate Advisory Services (in progress)

San Carlos, CA

BAE serves as the real estate economist for the City's Downtown Specific Plan, providing key demographic, economic, and real estate data to guide planning decisions. In collaboration with City staff and the consultant team, BAE reviewed prior studies, validated existing conditions, and produced a visually accessible business profile of the downtown area. BAE also prepared a SWOT analysis



to align with proposed strategies in the plan. To support decision-making for Laurel Street in the City's downtown, BAE conducted case studies of three cities with successful street closures, analyzing impacts on patronage, merchant satisfaction, programming, parklets, traffic, delivery logistics, and small business support. In addition, BAE developed an infrastructure financing plan that identified viable funding tools and matched improvements with public and private sources. A fiscal analysis was also completed, projecting new assessed value, tax revenue, increased demand for services, and the associated costs to inform long-term implementation planning.

FEHR & PEERS

Firm Profile

Fehr & Peers has specialized in providing transportation planning and engineering services to public and private sector clients since 1985. The firm has 20 offices nationwide and 105 staff members in the Bay Area, including an office in San Jose. Fehr & Peers specializes in the following professional services:

- General Plan and Mobility Plans
- Emergency Evacuation
- Land Use & Transportation
- Communications & Engagement
- Transportation Impact Studies
- Data Science
- ADA Accessibility
- Emerging Technologies
- Active Transportation
- Freight
- Complete Streets
- Traffic Engineering Design

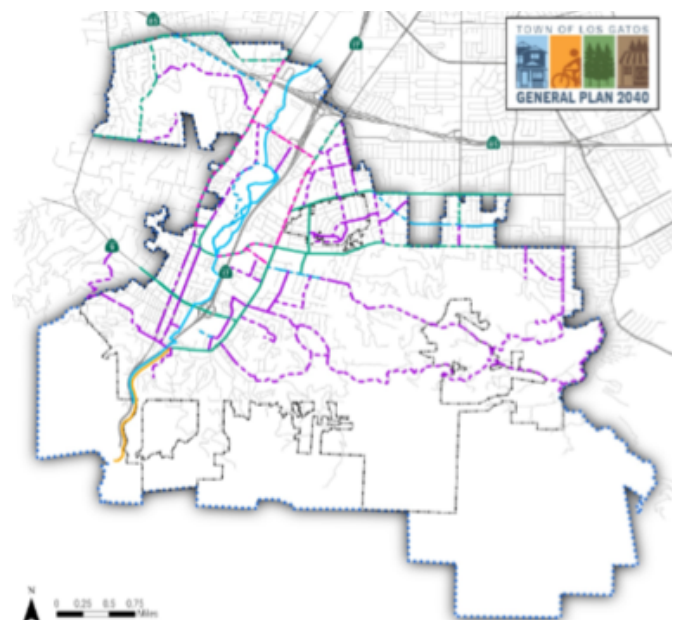
Fehr & Peers has completed over 100 General Plan Circulation Elements and EIR transportation sections for jurisdictions throughout California. This includes assisting over 50 communities in the Bay Area, including work on the Napa County Circulation Element Update and General Plan updates for Los Gatos and Campbell in Santa Clara County as well as San Ramon, Danville, and St. Helena in the wider Bay Area. This experience provides us with unparalleled knowledge of the General Plan process, and the implications of recent state legislation and guidance. We also have direct experience in Los Altos, giving us a strong understanding of local issues and priorities.

Project Examples

Los Gatos General Plan Update

Los Gatos, CA

Fehr & Peers was part of an interdisciplinary team that assisted the Town of Los Gatos with their General Plan update. Throughout the project, Fehr & Peers made major contributions to the understanding of existing transportation conditions and the assessment of future land use alternatives, and provided input on the Town's goals, policies and actions in the latest mobility element. Once the preferred project description was approved by the Town Council, Fehr & Peers prepared the associated transportation impact section for the General Plan EIR. Particular emphasis was placed on compliance with Senate Bill 743, which requires the use of VMT analysis for CEQA review and has implications for how the Town addresses the impacts and fair share contributions required from new development. Fehr & Peers also provided traditional Level of Service (LOS) calculations to inform the Town's update of its LOS standards and to balance the Town's desire to minimize traffic congestion while providing a well-connected transportation network that enables safe access for all travel modes, including pedestrians, bicyclists, motorists, and



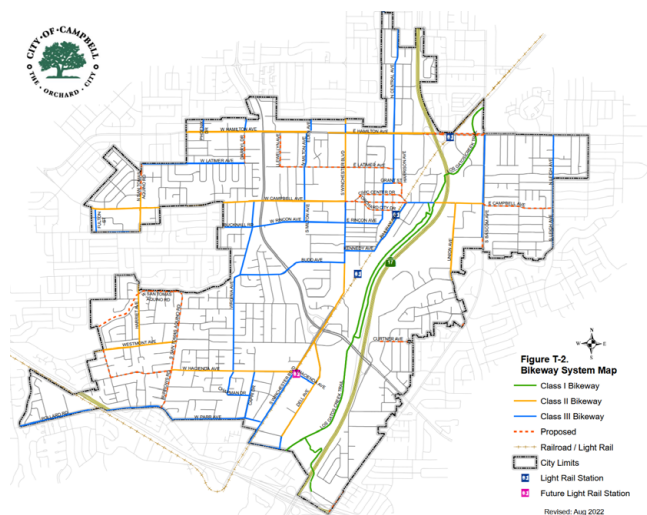
transit riders. Fehr & Peers worked with Town staff to leverage the General Plan update to clear future development under the General Plan CEQA VMT analysis to aid the Town in “Day One” implementation of the General Plan.

Campbell General Plan Update

Campbell, CA

For the City of Campbell’s Housing Element and General Plan updates, Fehr & Peers worked closely with the city staff to develop an existing conditions report, evaluated trip generation and VMT estimate for land use alternatives, and revised the existing Circulation Element to comply with the City’s Complete Streets Requirements and SB 743 requirements. The updated Circulation Element included goals related to the NACTO Urban Street Design Guide and the NACTO Urban Bikeway Design as well as using VMT for CEQA purposes.

Based on the updates to the City of Campbell General Plan, Fehr & Peers prepared a comprehensive transportation analysis (TA) to identify significant impacts and mitigation for inclusion in the Environmental Impact Report. The analysis included a qualitative review of the City of Campbell goals, policies, standards, and adopted plans, and congestion management agency policies and other jurisdiction plans that could be affected by the proposed project. The project team also conducted a qualitative assessment of the potential effects on transit, bicycle, and pedestrian facilities. The evaluation examined whether the project would interfere with transit service operations or access to transit.



Watsonville General Plan Update

Watsonville, CA

Fehr & Peers has been supporting the City of Watsonville with its General Plan update by developing a comprehensive understanding of the City’s current transportation system and identifying key policy considerations for the future. Fehr & Peers began with an extensive review of

existing planning documents such as: Draft General Plan, CEQA reports, regional plans, and the City’s Bicycle, Trails, and Complete Streets Plans, and conducted field observations to assess circulation conditions. The resulting Existing Conditions Report highlights questions, mobility challenges, and the importance of Vision Zero, Complete Streets, and Level of Service (LOS).

Fehr & Peers has been preparing the Transportation, Access, and Connectivity Element, ensuring alignment with state mandates such as AB 1358 (Complete Streets) and SB 743 (VMT-based CEQA review). Travel demand forecasting was performed using the Santa Cruz County Travel Model to evaluate roadway network needs and estimate vehicle miles traveled (VMT) under various land use scenarios. Fehr & Peers also completed segment-level LOS assessment, supported the General Plan Environmental Impact Report (EIR), and assisted with emergency evacuation analysis in line with SB 99 and AB 747.

ARCHITECTURAL RESOURCES GROUP

Firm Profile

Architectural Resources Group (ARG) is a nationally recognized firm in the field of historic preservation with more than 45 years of experience in historic assessment, preservation planning, materials conservation, and historic architecture. A California Corporation, the firm has 56 employees working from the firm’s headquarters in San Francisco, and branch offices in Los Angeles and Portland, OR. A core element of ARG’s practice is preservation planning. ARG’s Planning & History Group comprises planners, historians, and architects who meet The Secretary of the Interior’s Professional Qualifications Standards in multiple disciplines. The group has varied interests and areas of specialization in the fields of history, architectural history, historic preservation, cultural resource management, cultural landscapes, city planning, architecture, environmental compliance, and urban design.

This breadth of professional experience enables the group to provide a diverse array of planning, research, and design services to public and private clients. ARG has assisted municipalities, environmental planning consultants, urban design consultants, land development corporations, and community groups in the preparation or review of preservation plans, master plans, general, and specific plans. In each case, ARG has worked to incorporate historic preservation goals and strategies into a larger vision plan or policy document in order to foster appreciation of an area’s heritage and to inform short- and long-term strategies for the

preservation of historical and cultural resources. In addition to recent Los Altos project experience, ARG has also worked on general plans throughout California and the west coast.

Project Examples

Halsey House Historic Structure Report and Feasibility Study

Los Altos, CA

Architectural Resources Group prepared a Historic Structure Report (HSR) for the Halsey House at 482 University Avenue in Los Altos. The Halsey House, constructed in 1923, is a City of Los Altos Historic Landmark which was closed to the public in 2008. The Halsey House HSR served as a guide for the rehabilitation and ongoing maintenance of the building and will provide justification for the funding of future preservation efforts. ARG's work on the project included archival research to update the existing evaluation of the property's significance; identification of character-defining features and a period of significance; on-site investigation and documentation of existing conditions; and assessment and evaluation of building code requirements, including life safety/egress, fire protection, energy conservation, and universal accessibility. In 2020, ARG provided a feasibility study for the Halsey House to evaluate four options: full rehabilitation and adaptive reuse, partial rehabilitation/partial demolition, full demolition, or mothballing.

Montebello General Plan Update

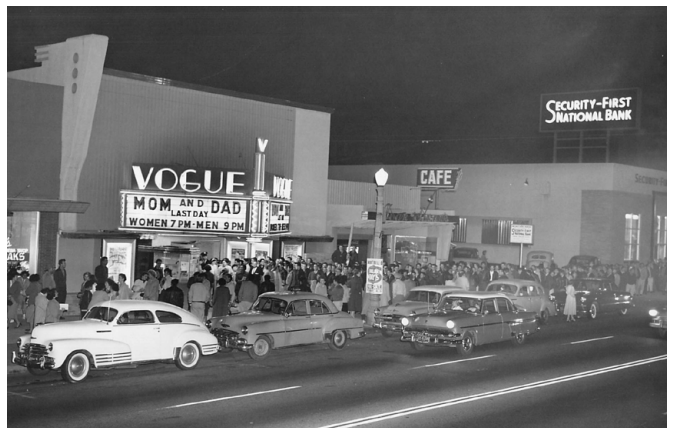
Montebello, CA

As a subconsultant, ARG provided Historic Preservation Consulting Services for the Montebello General Plan Update in 2020. The firm conducted background research about the city and its history and prepared a brief historic context statement to accompany the General Plan Update. ARG also drafted historic policy recommendations for the City to use to steer future historic preservation efforts.

Foothill College Campus Survey

Los Altos, CA

ARG's Planning and History Group was contracted to prepare a historic resources survey report in 2007 for Foothill College. ARG prepared a context statement for the 1961 campus plan, buildings, and landscape, exploring the history of the campus, architectural themes, and background of the design firms. The firm also conducted a campus wide reconnaissance survey, assessing the original campus buildings at a more intensive level. ARG staff completed State of California Department of Parks and Recreation (DPR) forms for seventeen building and landscape resource types, providing descriptive information and detailed historical and architectural significance documentation. ARG continues to provide services to Foothill College through active historic preservation consulting projects on campus.



BKF ENGINEERS

Firm Profile

Serving the western United States since 1915, BKF Engineers is a leading civil engineering and surveying firm, successfully planning, designing, surveying, and funding projects. By leveraging our diverse project portfolio in combination with innovative design solutions, BKF's team of nearly 450 experienced members in 17 locations is dedicated to successfully deliver sustainable and dynamic projects for our communities and partners.

BKF supports a diverse range of markets, including government, civic, transportation, water resources, land surveying, infrastructure, land development, research and laboratory facilities, parks and open space, education, and healthcare. We provide a number of specialty services—agency permit expediting, master planning, grant/funding strategies, sustainable infrastructure, site accessibility consulting, hydrology/hydraulics, traffic signal and traffic handling designs, utility locating services, automated construction surveying monitoring, and 3D laser scanning—to expedite the design and approval of projects.

BKF's proven project approach recognizes that developing dynamic projects is informed by focused team collaboration, mitigating physical constraints and potential risks, and balancing design goals with value engineering solutions. As a partner with our clients, BKF is mutually invested in the successful outcome of projects through providing strategic advice commencing at the initial

feasibility phases through the completion of construction. BKF's prior work in Los Altos gives us a solid understanding of local conditions.

Project Examples

Hillview Community Center Redevelopment

Los Altos, CA

This 24,500-square-foot community center in Los Altos serves as a vibrant hub for recreation and civic engagement. Completed in 2021, the new state-of-the-art facility replaced the aging Hillview Community Center and includes a large Community Room, three multipurpose rooms, meeting spaces, a catering kitchen, and dedicated areas for seniors, teens, and the City-run preschool program. Designed to achieve LEED Gold equivalency, the center features energy efficient systems, photovoltaic panels, and a thoughtfully integrated pathway linking it to the adjacent library. BKF Engineers provided civil engineering design services for the project.

The Strive San Mateo General Plan 2040

San Mateo, CA

The Strive San Mateo General Plan 2040 is the City's long-term roadmap for growth, guiding where housing, businesses, and transportation improvements will occur. It outlines goals for sustainability, climate adaptation, parks, and community services, while emphasizing environmental justice, equity, and public engagement. BKF provided review of existing wet utility infrastructure, including existing capacity, and condition based on City Utility Master Plan documents.

BKF coordinated with City Staff and California Water Service Company to evaluate on a high level the capacity of existing infrastructure under proposed build-out scenario for the General Plan. This project was completed in 2024.

Sausalito 2040 General Plan Update

Sausalito, CA

The City of Sausalito's 2040 General Plan update included the addition of two key elements: the Waterfront and Marinship Element and the Sustainability Element. These components placed greater emphasis on the City's waterfront areas and established policies to address climate change, sea level rise, and community resiliency. BKF provided base mapping and a summary of the existing infrastructure to aid in the implementation plan. Completed in 2022, this project won the 2022 American Planning Association Northern California Award of Merit – Comprehensive Plan - Small Jurisdiction.



SALTER

Firm Profile

Founded in 1975, Salter consults on over 900 projects worldwide each year, from its headquarters in San Francisco and branch offices in San Jose, Los Angeles, Honolulu, and Seattle. At Salter, our legacy is 50 years of award-winning projects. We are a team of about 50 Professional Engineers, LEED Accredited Professionals, Certified Technology Specialists, Registered Communications Distribution Designers, Fellows of the Audio Engineering Society, and Fellows of the Acoustical Society of America. Our in-house talent comes from interdisciplinary and advanced degrees in engineering, architecture, music, linguistics, business, and forensics.

Project Examples

Saratoga General Plan - Noise Element

Saratoga, CA

We provided an updated analysis of traffic noise based on revised data developed as part of the Noise Element and Housing Element update to the General Plan.

Belmont Noise Element Update

Belmont, CA

Conducted a survey of traffic noise levels in the City in preparation for the Noise Element update. As input to the project EIR, calculated expected, future noise levels based on the projected future traffic volume data provided. Used resulting data to generate existing and future traffic noise contour overlay maps.

Monterey General Plan Update and EIR

Monterey, CA

Provided technical support for noise impact analysis related to targeted City General Plan updates related to revised development plans in the City of Monterey that identified new development areas.



KEY PERSONNEL

Brief resumes and contact information for key staff are included in this section, with full resumes for all team members included in the Appendix.

DYETT & BHATIA

Andrew Hill, Principal-in-Charge and Project Manager

Andrew Hill will serve as principal-in-charge and day-to-day project manager on the Los Altos General Plan Update. Andrew Hill is an award-winning urban planner with over 15 years' experience and expertise in land use, community engagement, and environmental review. Innovative and collaborative, his work is rooted in a strong commitment to sustainable placemaking and meaningful stakeholder involvement. He has led preparation of 12 general plan and EIR projects and brings a wealth of experience with strategies for promoting infill development, commercial center revitalization, responsible growth management, and distinctive community character.

With an undergraduate degree in Literature and History and a Master of Urban Planning from McGill University, Andrew is an accomplished writer with extensive experience authoring a full range of general plan elements, technical reports, press releases and promotional materials. A particular focus of Andrew's recent work has been on developing strategies to engage residents who may not normally participate in civic processes. He has organized community listening sessions and block party events, developed interactive online surveys, and created social media "reel polls" to engage with residents and business via smart phones and tablets.

Michael V. Dyett, Participating Principal

Michael Dyett specializes in zoning and subdivision regulations, comprehensive planning, urban design, form-based codes, growth management and implementation systems design. He has over four decades of professional planning experience, with unparalleled project experience throughout California. He is also skilled in environmental assessment and transportation policy research, focusing on development patterns and land use-transportation linkages. He also prepared benchmark reports and zoning regulations for downtowns of major cities, for pedestrian- and transit-oriented development, and for Traditional Towns, Traditional Neighborhoods, and Traditional Marketplaces. He has prepared city and countywide regulations for Huntington Beach, Oceanside, Pasadena, Los Angeles County, and Manhattan Beach, among others. Mr. Dyett will advise on zoning code updates.



SCOPE OF WORK AND SCHEDULE

SCOPE OF WORK

This section presents the scope of work, organized into a streamlined series of tasks with objectives and consultant team member roles identified. A schedule showing sequence and duration of these tasks is included at the end of this chapter.

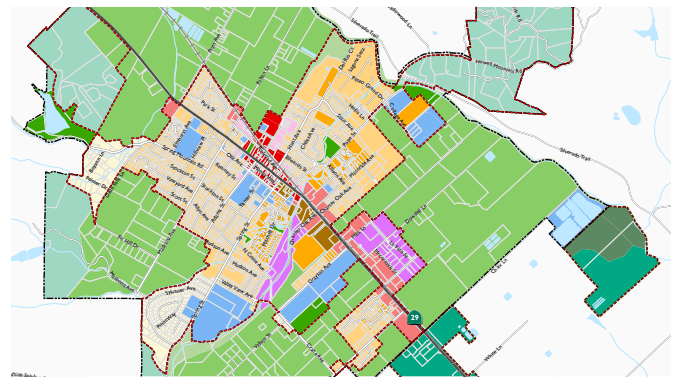
In the task headers, initials in parentheses identify the lead firm for each task and sub-task:

- **D&B:** Dyett & Bhatia, Urban and Regional Planners
- **BAE:** Bay Area Economics, Market and Fiscal Analysis
- **F&P:** Fehr & Peers, Transportation and Multimodal Connectivity
- **ARG:** Architectural Resources Group, Historic Resources
- **BKF:** BKF Engineers, Utility Capacity Analysis
- **SAL:** Salter, Noise Analysis

TASK 1: START UP AND MANAGEMENT

Objective: Initiate and manage the project, maintaining continuous and effective coordination with City staff.

Kick Off Meeting and Bus Tour (D&B team). At the outset of the project, the D&B team will meet with City staff to review project objectives, refine the work plan, clarify responsibilities and expectations, and establish communication protocols. Time will be planned for staff to introduce the community and key assets and issues to the consultant team and for the consultants to highlight considerations for the project. The kick off will also be an opportunity to identify key stakeholder groups and confirm the key points of the community engagement strategy. Prior to the meeting, the team will review relevant background information, plans, and other documentation. We will also assemble a list of GIS requests, data, and information needs to review at the kick-off meeting. Following the kickoff meeting, staff and consultants will do a van/bus tour of key areas. The tour will be an additional opportunity for staff to introduce the community and key assets and issues to the consultant team and for the consultants to highlight considerations for the project. D&B will outline the tour purpose/objectives and we will collaborate with staff to develop an itinerary and manage the tour.



Prepare GIS Database (D&B). Using information from the City and the County Assessor, D&B will compile a GIS database with information on parcels, land uses, key natural features, environmental conditions, and other information germane to the project. A Planning Area base map will also be created for use throughout the project.

Tribal Consultation (D&B). Pursuant to SB18 and AB52, D&B will assist the City with tribal consultation, notifying NAHC of the planning process and contacting tribal representatives in the planning area.

Ongoing Project Management (D&B). Project management and tracking will take place on an ongoing basis and will include regular meetings with the City's Project Manager, coordination among consultant staff, and formal monthly progress reports to the City. In addition to the kick off meeting, we anticipate 36 working meetings or video conferences with staff throughout the process to plan for outreach activities, review and discuss draft products, and prepare for/debrief from meetings with decision-makers and the public. Other consultant team members may participate as needed. Outside of these calls and scheduled meetings, the D&B project manager and principal in charge will be available to City staff or the Project Manager by email or phone. As part of this task, D&B will maintain a schedule that clearly identifies project milestones and critical path items and provides a breakdown of work tasks, durations, responsibilities, and linked actions.

Meetings	Deliverables
Kick Off Meeting	GIS Database
Bus Tour of Los Altos	Gantt Chart Schedule
Ongoing Coordination Meetings	Data Needs List
	Tribal Consultation Letters
	Kick Off Meeting Summary

TASK 2: COMMUNITY ENGAGEMENT

Objective: Meaningfully engage a broad cross-section of community members and groups to identify unique, local issues of concern as well as critical citywide issues. Focus outreach equally on issues and solutions to address them. Use a variety of strategies and channels to ensure participation from all neighborhoods and segments of the population. Input collected will inform updates to the policy framework and strategies in the General Plan, aligning them with community priorities.

The budget shown for this task includes all stakeholder and community meetings, “go to” outreach, online surveys, and digital/social media outreach; however, engagement activities are listed in later tasks as well to show their sequence and topics covered. Foral adoption hearings are included in the budget for Task 8.

Community Outreach and Engagement Plan (D&B). Reflecting discussions at the kick off meeting, we will prepare a Community Outreach and Engagement Plan (Engagement Plan) that includes engagement strategies and tactics, project messaging, stakeholder identification, general timeframes and responsibilities. The engagement plan will be a living document that will continue to be updated throughout the project. We will use a broad range of tested and proven methods, including community meetings, pop-up outreach at events around the city, online and social media engagement, and public meetings, as well as activities specifically targeted to engage youth, working families, and other traditionally under-represented constituencies. We understand that successful outreach meets people where they are and provides meaningful opportunities for input that influences outcomes. Preliminary components of our public participation program are outlined below; however, based on discussions at the kick off meeting, we will work with staff to refine it and devise a strategy that best fits the City’s needs.

Stakeholder Interviews (D&B). D&B and other team members will conduct 25 interviews in small groups at key points in the project. Interviews may include property owners, developers, business owners, public/regional agency staff, elected officials, community groups, and others. The intent is to elicit candid input to inform development of the general plan and ensure we explore feasible strategies with the potential for decision-maker and key stakeholder support. Comments and input will be summarized in a memorandum. Provisionally, we assume:

- Fifteen (15) interviews at the outset of the process to elicit candid input on planning issues and give us a broad sense of the community, major issues of concern, deal breakers, desirables, and the political factors that may come into play. If the interviews are done in-person, they would be conducted on consecutive days; if held via zoom, they can be spaced out over a week.
- Ten (10) interviews as the Alternatives/Preferred Plan is developed.

Neighborhood Outreach Events (D&B). Using a “go to them” strategy, D&B will plan a series of neighborhood outreach events throughout Los Altos to raise awareness of the project and collect community input. These neighborhood outreach events may coincide with regularly held or special events, such as the Farmers’ Market, Summer Concert Series, Art and Wine Festival, Fine Art in the Park, Family Fun Days, GreenTown Night Bike Ride, Head West Marketplace, and downtown events. They may also be coordinated as standalone activities, such as an evening at the Los Altos History Museum or events in partnership with businesses at the Four Corners or Rancho shopping centers. These neighborhood outreach events will include a variety of interactive and creative activities designed to draw in participants of all ages and backgrounds.



Children's activities, such as coloring zones, sidewalk chalk art spaces or Lego-building tables, will be provided at neighborhood events to facilitate family participation. These could include:

- *"Postcard to the Future" stations*, where residents write or draw a vision of what they want Los Altos to look like in 20 years.
- *"Map My Story" tables*, where community members place stickers or pins on large-scale maps to show favorite places, or areas for improvement.
- *Photo booths or selfie stations* with prompts like "I love Los Altos because..." to gather quick, visual feedback.
- *Idea trees or comment walls*, where people can hang notes with wishes, concerns, or priorities.
- *Design-your-own-neighborhood kits* using stickers, foam boards, or digital tablets for build-your-own-block activities.
- *Mini open mics or story circles* to collect short anecdotes about what makes Los Altos unique. These could also be on-the-spot interviews to capture what people think makes the community special, which could be compiled into short videos and shared on social media and the project website.
- *Interactive polling stations* with live results using tablets or smartphones to encourage real-time discussion.
- *Health and wellness themed events*, such as free yoga classes in the park or bike tours that highlight and invite discussion of the facilities and infrastructure that keeps Los Altos happy and healthy.

Events could include visual boards, digital engagement stations such as laptops or tablets, and accessible materials to invite participation from all community members, regardless of age, language, or comfort level with planning topics. Giveaways, raffles, and other incentives can also encourage participation. D&B will conduct up to eight of these neighborhood outreach events to complement



other activities and encourage area- and topic-specific input to inform the project. We assume four neighborhood outreach events during the Visioning stage and four during the Alternatives stage, strategically distributed across the city to ensure equitable reach. Materials and tip sheets will be provided so that City staff can replicate the activities at other times and locations if desired to extend outreach.

Community Workshops/Open House (D&B). D&B will host three community workshops (virtual or in person): one during the Visioning Phase; a second during the Alternatives Exploration phase to solicit community feedback on options and alternatives to implement the vision that emerges from early phase outreach; and a third workshop during the public comment period for the General Plan and EIR. Small group facilitation and hands-on (or virtual) interactive exercises, map-based activities, and discussion will be part of the workshop design. The third workshop will be structured as an open house meeting with stations to introduce the General Plan and EIR, highlighting key content and findings. The open house will provide an opportunity for the community to see how their input has shaped the General Plan and to provide feedback on the environmental analysis in the Draft EIR.

Workshop/open house activities will also remain active on the project website for several weeks after the events in order to allow community members additional opportunities to provide input and the option of engaging without attending the workshop in-person. Workshop summaries will be prepared for the City to post to the project website.

Technical Advisory Committee Meetings (D&B). To provide a forum for staff to discuss and provide feedback to the consultant team on key project deliverables, D&B will facilitate a series of five (5) technical advisory group meetings to be held at key junctures during the course of the project. In our experience, these meetings are an important avenue for ensuring that the General Plan is fully aligned with City priorities and ongoing initiatives. Provisionally, we envision participation of staff from the Development Services, Finance, Parks & Recreation, Public Safety, and Public Works departments, as well as partner agencies such as the Santa Clara Valley Transportation Authority, the Midpeninsula Regional Open Space District, the Santa Clara County Fire Department, Cal Water, Valley Water, and others. The meetings will focus on review and discussion of the background reports; the land use/circulation alternatives; the Preferred Plan and key strategies; and the administrative draft General Plan. The timing and objectives of each meeting is described in subsequent tasks. These meetings will not be public meetings subject to the Brown Act, however, brief meeting summaries will be prepared for internal use.

- **Online Surveys:** Knowing that many residents lead busy lives and may not be able to set aside time to participate in person, we will design and disseminate complementary online activities at two stages in the process – at the initial visioning stage and at the alternatives stage. The survey tool will have the ability to integrate images, video, and maps, allowing participants to engage with and comment directly on the material presented. We have used this approach successfully on many similar projects to help community members visualize the possibilities for key sites and locations and to help build consensus around a preferred land use plan and key strategies. We will draft content and revise it based on staff feedback prior to launching activities.

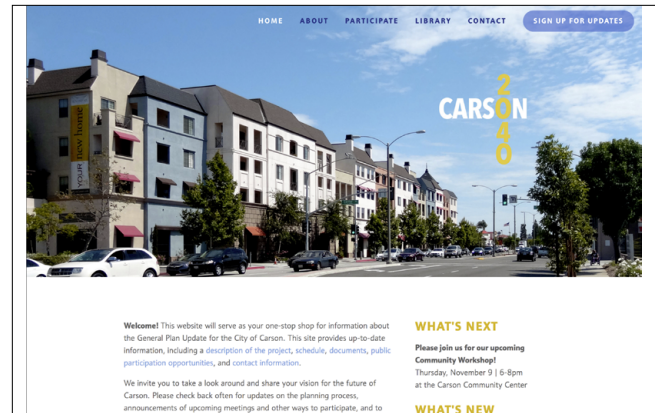
Participation in digital engagement activities will be promoted with social media outreach. Results of each will be summarized in a survey report that highlights key findings and highlights any notable differences in responses between demographics groups in Los Altos.

Social Media Promotion (D&B). D&B will work with City staff develop shorthand project updates and educational content in the form of social media collateral (ex: posts for Facebook, NextDoor, Instagram, YouTube, etc.) for City staff to push out through established channels. This scope includes three posts each for Tasks 3, 4, and 5.

Branding (D&B). In consultation with City staff, D&B will develop an eye-catching, tailored project brand that will serve as a visual representation of the General Plan Update and will be used across all materials, including collateral and notification. The brand will include a color scheme, unique project name, and logo that will represent the theme of the project while tying in the City's general branding standards for immediate recognition.

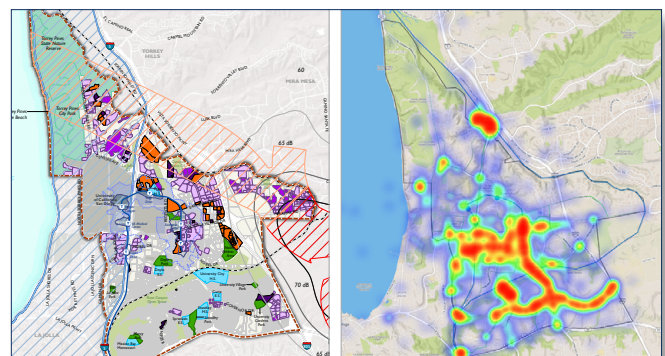


Project Website (D&B). D&B will build and manage a standalone project website that serves as the primary portal for information on the General Plan Update, maintaining it throughout the process. The project website will serve four primary purposes: 1) provide general information about the project, such as purpose, schedule, "General Plan 101", and FAQs; 2) serve as a regularly updated library



of project documents, presentations, and meeting materials as they are completed; 3) alert the public to upcoming meetings and other means of participation; and 4) provide opportunities to engage and provide input in creative and convenient ways at any point in the process. Online activities and meeting links will be accessed from this webpage.

Outreach Reports (D&B). At the end of each phase of outreach (e.g., at the end of tasks 3, 4, and 5), D&B will prepare a report that summarizes outreach activities and community feedback. The report will document key messages and will help to highlight implications for the General Plan Update as well as any notable differences in responses between neighborhoods and demographics groups in Los Altos. Where possible anonymized demographic and geographic data (such as Council district) will be used to help characterize results. Images, charts and maps will be incorporated to illustrate key findings.



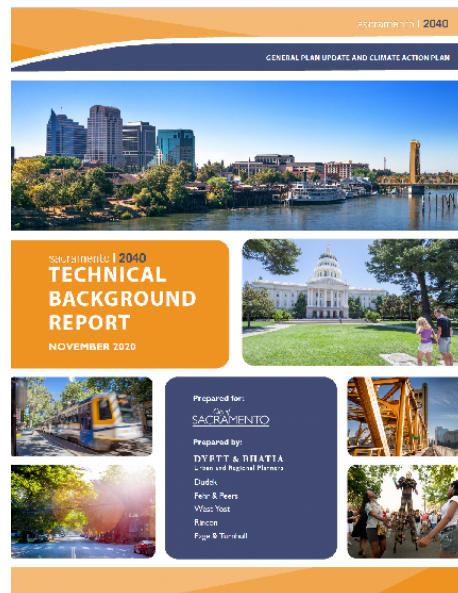
Online survey for University City in San Diego by D&B that generated participation by over 1,600 persons – the highest ever for any done by the City.

Meetings	Deliverables
Stakeholder interviews (25)	Community outreach and engagement plan
Neighborhood outreach events (8)	Virtual Forum
Technical Advisory Committee meetings (5)	Online surveys (2)
Workshops/Open House (3)	Reel polls and social media engagement (3)
Decision Maker study sessions (6)	Branding materials
	Project website
	Outreach reports (3, 1 per outreach phase)

TASK 3: ISSUES, OPPORTUNITIES, VISIONING

Objective: Establish a community-wide vision and shared principles to guide the project. Conduct analysis and document existing conditions, opportunities, and constraints in Los Altos to lay the foundation for alternatives exploration. Collect and organize data and information required for environmental review to streamline the project schedule. Summarize findings in a user-friendly report that emphasizes maps and graphics and highlights key implications for the General Plan Update.

Community Vision, Guiding Principles and Issues/Opportunities Report (D&B). Results from the first phase of community outreach (stakeholder interviews, neighborhood outreach, first virtual survey, and Virtual Forum activities) will be synthesized in the form of a graphics-rich Community Vision, Guiding Principles and Issues/Opportunities Report. The document will present a shared community vision for the future and guiding principles to guide the City over the next 10-20 years. It will also document issues, opportunities, and priorities to be addressed in the General Plan, representing key themes from the initial phase of community engagement.

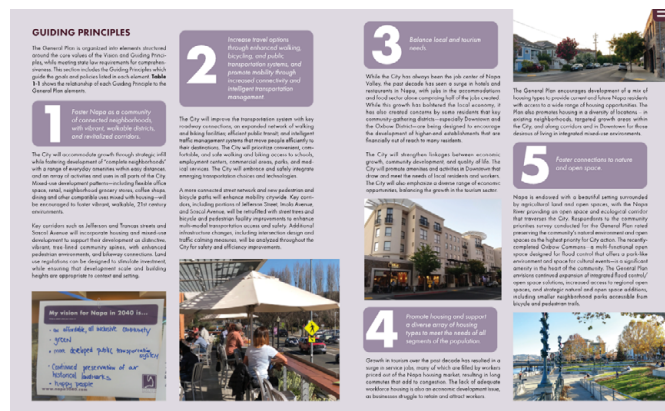


and discussion. Five consultant team staff will be available to facilitate discussions, and we assume that City staff will also facilitate at some tables. D&B will work with staff to ensure the meeting is organized and run to observe Brown Act protocols. A memo summarizing feedback from the commissions and committees will be prepared following the workshop.

Joint Study Session #1 (D&B). D&B will facilitate a joint study session with the Planning Commission and the City Council to recap outreach activities and present the resulting Vision and Guiding Principles for comment and approval.

Technical Background Report (Team). We will prepare a comprehensive Technical Background Report (TBR) that provides a detailed analysis of baseline conditions and trends and identifies opportunities and implications for the General Plan update. TBR will be formatted as an "atlas," emphasizing graphics, maps and charts to illustrate the city's current conditions and key issues, with deeper exploration in text as warranted for specific topics. We will submit a draft for staff review and revise once to address a consolidated set of comments from staff. The TBR will include the following analysis/components:

- *Land Use, Community Character, and Development Trends (D&B).* Review existing land use and development trends based on available data from the Santa Clara County Assessor and City, with a summary of existing land use plans (general/specific) and zoning. An existing land use inventory will be developed and Assessor data will be overlaid with the current General Plan land use map to identify non-conforming uses. Vacant and underutilized sites will be identified and mapped. Recent development trends will be documented based on information from City staff and publicly available sources and a map of



Napa 2040 General Plan Vision and Guiding Principles

Open Commission Study Session (D&B, with staff). D&B will organize and facilitate a workshop with various standing City commissions, including the Complete Streets Commission, Environmental Commission, Financial Commission, Historical Commission, Library Commission, Parks, Arts, Recreation, & Cultural Commission, Senior Commission and Youth Commission. The objective of the meeting will be to review the Draft Vision and Guiding Principles with these bodies and receive feedback with a view to refining it for presentation to the Planning Commission and City Council. The meeting will be structured as a workshop with an opening presentation to introduce the Draft Vision and Guiding Principles, followed by discussion in break out groups. Each of the various commissions and committees seated together at a table with a facilitator, who will guide the group through review

major recent developments will be produced, including projects pending, approved and under construction in Los Altos. An analysis of urban form will also be included, focused on the existing street grid, as built density/intensity, parks, plazas, open spaces, and architecture in different neighborhoods and districts. As part of this effort, we will also review progress toward the goals, policies and programs of the existing general plan in consultation with City staff and prepare a preliminary disposition matrix identifying which to carry forward, modify or delete.

- *Demographics and Economics (BAE)*. Conduct a high-level demographic, economic, and real estate market analysis to inform General Plan Update decisions related to the overall viability of for-sale townhouses, rental multifamily residential, office, medical office, and retail uses and associated density questions. Specifically, BAE will update key demographic indicators (e.g., population, income, age, and lifestyle characteristics) and compare them to northern Santa Clara County/southern San Mateo County market area and the Bay Area regional benchmarks to help assess retail and residential demand. Using recent studies, BAE will summarize local economic drivers, such as jobs, education, and venture capital, and consider how broader economic trends could impact the characteristics, feasibility, and timing of development in the City. BAE will conduct a high-level real estate market analysis to assess support for new development based on current and projected conditions. Building on prior work completed for the City, the analysis will evaluate key metrics (e.g., vacancy, rents, sales prices, pipeline activity, net absorption, and future demand). It will also examine national and regional trends influencing demand, including changes in workspace preferences, retail disruptions, and climate-driven shifts in housing choices. A retail void analysis will identify gaps in the City's offerings. The findings will inform land use mix, density, and strategies to address development challenges in the General Plan Update. Finally, BAE will establish location criteria for each use and proceed to evaluate key sites (as identified by D&B and City Staff) for their viability considering the location criteria.

- *Transportation and Multi-Modal Mobility (F&P)*. Highlight key transportation policy questions and approaches, such as key findings from the referenced Complete Street Plans, discussion of how Vision Zero efforts fit into the General Plan policy document, and whether level of service (LOS) is of importance and value to the City, and discuss key considerations related to the future of mobility.

In addition to General Plan review, F&P will review recent CEQA documents, regional planning documents (such as VTA's Valley Transportation Plan 2050, the City's Complete Streets Plan, Downtown Vision Plan, and Climate and Adaptation Plan). F&P will also evaluate



collision data, VTA transit ridership information, and available traffic count data within the City, and any other planning documents that would provide additional information relative to the General Plan Update. The purpose of this review is to identify existing data needs and determine which of the previous data collection and mapping efforts can be employed in this analysis.

F&P will work with the City to identify road segments where traffic counts are needed to establish an adequate baseline for transportation planning purposes and collect machine (tube) classification counts on up to 30 roadway segments within the City. The machine counts will be collected on a Tuesday through Thursday, when schools are in session, and include vehicle axles to assist in estimating the vehicle fleet mix in the City. As an optional task, we can also conduct multimodal weekday AM and PM peak period counts (vehicles, bikes, and pedestrians) for key study intersections.

- *Environmental Resources (D&B, with SAL)*. Document conditions, constraints, and opportunities related to environmental resources within the planning area. This will include an assessment of air quality, using data from the Bay Area Air Quality Management District (BAAQMD), the California Air Resources Board (CARB), and the U.S. Environmental Protection Agency (EPA). Geology and seismicity will be evaluated using geologic, soil, and seismic maps, with information on soil hazards from the Natural Resources Conservation Service and seismic hazards from the U.S. Geological Survey. Analysis of hazardous materials will draw from state and federal databases, including EnviroStor, Envirofacts, SLIC, and HAZNET, to identify known contamination sites and risks. Hydrology and water quality will be addressed through a review of floodplains, surface hydrology conditions, and available reports from the Regional Water Quality Control Board. Biological resources will be reviewed through sources such as the California Natural Diversity Database, the California Native Plant Society, and best practices from the California Department of Fish and Wildlife. The review will also include wildfire exposure

and risk. For noise analysis, part of this task, Salter will take noise measurements at seven (7) long-term locations to quantify the baseline sound environment and produce noise contours.

- **Historic Resources (ARG).** For historic resources, ARG staff will gather and review existing documentation related to historical resources, including the El Camino Real and Downtown study areas. Documentation to be reviewed may include the existing 2002 Los Altos General Plan, in addition to survey documentation, historical evaluations, and heritage resource designation materials previously prepared by the City of Los Altos. ARG will review information in the state Built Environment Resource Directory (BERD) and request a citywide records search for non-archaeological resources at the Northwest Information Center (NWIC) to develop a list of previously documented historic resources. This work will inform the Environmental Settings sections of associated EIR chapters. To inform an understanding of existing conditions, ARG will conduct a windshield survey of areas where redevelopment is foreseeable (assumes the El Camino Real Corridor study area and the Downtown study area). ARG will take photographs and notes to document previously identified resources and to record the age/general character of these areas.
- **Parks, Public Services, and Safety (D&B).** Document police, fire, school, library and park conditions, staffing, equipment levels, and established service ratios and standards based on existing plans, reports, phone interviews, email inquiries. This will involve outreach to the City of Los Altos Parks & Recreation Department, Los Altos School District (LASD), Mountain View-Los Altos Union High School District (MVLA), and the Santa Clara County Fire Protection District. GIS-based analysis of accessibility to parks and public facilities will be conducted and a map of walking access to parks and recreational facilities will be produced to help characterize existing levels of service.
- **Water, Sewer, Stormwater Infrastructure and Capacity (BKF).** Summarize existing wet utility system infrastructure conditions, including capacity, planned improvements and known deficiencies from existing Utility Master plans (including 2013 Sanitary Sewer Master Plan, 2020 Urban Water Management Plan (by Cal Water), and the 2016 Stormwater Master Plan) to help set the baseline for the project. The section will include review of sanitary sewer capacity, and high-level review of domestic water availability, storm drain capacity, and existing flooding conditions.

Planning Commission Study Session #1 - Existing Conditions and Opportunities (D&B, with Team). Review the key findings of the TBR and facilitate a discussion on initial concepts for alternatives.

Meetings	Deliverables
Open Commission Study Session Planning Commission Study Session #1 Joint Study Session #1	Technical Background Report (draft/final) Vision, Guiding Principles, Issues/Opportunities Report (draft/final)

TASK 4: ALTERNATIVES EXPLORATION

Objective: Prepare and evaluate three distinct alternatives for land use, circulation, and conservation that respond to the existing conditions, opportunities, constraints identified in Task 3 as well as input received from the initial outreach and engagement with stakeholders. Represent the alternatives conceptually with illustrations, video animations, and examples to facilitate understanding. Build consensus around a Preferred Plan to guide preparation of the General Plan Update and EIR.

Preliminary Alternative Plans (D&B, with team).

Prepare up to three land use alternatives in “sketch plan” form, addressing the priorities identified in the Vision, Guiding Principles and Issues/Opportunity Report and the findings from the TBR prepared in Task 3. Alternatives will focus on potential land use changes, urban design strategies, transportation improvements, climate resilience strategies, and strategies to preserve historic resources. It is assumed the alternatives will focus in particular on the El Camino Real Corridor, Downtown, the Loyola Corners neighborhood, and older shopping centers that offer potential for redevelopment. Each alternative will offer realistic choices for future growth and conservation, and each will be depicted conceptually with diagrams and illustrations, video animations, and examples from peer communities to facilitate understanding. An assessment of each alternative’s potential impacts and outcomes will be included, along with projected growth forecasts and common metrics to facilitate evaluation. An Admin Draft of the Alternative Plans will be submitted to the City and revised once in response to comments.

Planning Commission Study Session #2. Review and refinement of Preliminary Alternative Plans prior to public release and community engagement.

Alternatives Community Engagement (D&B). The Alternatives stage will include the following community engagement strategies described in Task 2:

- **Neighborhood Outreach.** Neighborhood outreach may be conducted at events around town or on key sites/ areas where land use and transportation changes are proposed, with interactive exercises, small group discussions, or stations will be organized to get feedback. Results will be summarized in a survey report.

- **Alternatives Survey.** Designed in an interactive format with video animation, maps, and text, survey content and purpose will provide an important opportunity for community members and stakeholders to confirm areas for growth and revitalization and areas for preservation. Community members will also be able to comment about how the city's major opportunity areas should change and revitalize to support the needs of the community and businesses and ensure the continual provision of high quality services and infrastructure in the future.
- **Online Engagement.** Accompanying online engagement activities will include videos, "bite-sized" quick polls, and other interactive components. Community members will also be able to review and comment on the alternatives report.
- **Community Workshop.** A second community workshop will be held solicit community feedback on options and alternatives to implement the Vision and Guiding Principles.
- **Stakeholder Interviews.** A second round of stakeholder interviews, including property owners, businesses, and other key stakeholders, will also be conducted at this stage to build consensus around a preferred set of strategies for the General Plan Update.

Preferred Plan and Key Strategies (D&B, with team).

Reflecting input from community and stakeholder outreach on alternatives (survey, neighborhood events, stakeholder interviews as described in tasks 3 and 4), we will prepare a Preferred Land Use Plan and Key Strategies package that encompasses land use, transportation/multi-modal connectivity, economic development, infrastructure, hazard resilience, and conservation. In a series of maps and key goals that support the direction developed on the basis of community input, it will present a shared community vision for development and preservation, rooted in market opportunities and built around key "opportunity sites" in the city that have potential to

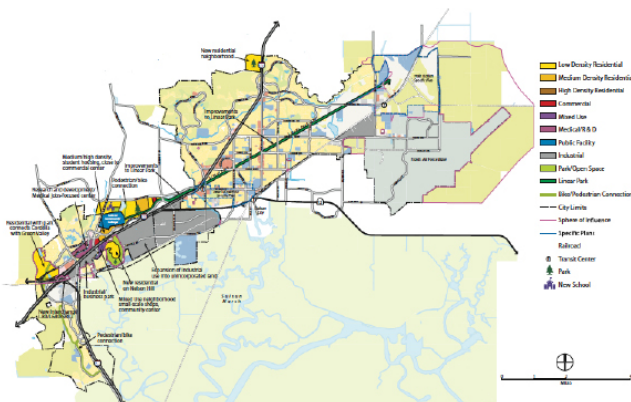
undergo use/intensity change over the next 20 years with key strategies for implementation. It will include projections for population, transportation improvements, any needed wet utility infrastructure improvements and high level cost estimates, and housing and employment likely to result from buildout in the horizon year. An administrative draft will be reviewed and refined with staff.

Joint Study Session #2 (D&B). At the culmination of this task, the Preferred Plan and Key Strategies that result from the conversation with the community will be presented to the Planning Commission and the City Council in a joint study session. Refinements directed by the City Council will be made to guide preparation of the General Plan Update and EIR.

Technical Evaluation of the Preferred Plan (Team). To inform development of the Draft General Plan Update, the following technical evaluations of Preferred Plan approved by the City Council will be performed:

- **Transportation Impact Analysis (F&P).** F&P will conduct Traffic Volume Forecasting Analysis to inform the Circulation Diagram and VMT Analysis to support the EIR as described below in Tasks 5 and 6 respectively.
- **Fiscal Impact Analysis (BAE).** BAE will evaluate the fiscal impact of the proposed land use plan by estimating gross annual recurring tax and subvention revenues generated at buildout, allocating them to the City's General Fund both on a static basis and over a 20-year horizon (excluding non-General Fund revenues). Key revenue sources will include property taxes, subvention revenues (such as motor vehicle in-lieu fees), sales taxes from residential and commercial uses, transient occupancy taxes, and other applicable sources.

BAE will also project annual service costs, focusing on General Fund operating and maintenance expenses for services such as police, public works, parks and recreation, and general government. This will involve reviewing the City's budget and related documents to understand current costs, identify relevant service standards in the General Plan, and confirm key cost and revenue assumptions. As part of this task, BAE will also prepare a summary matrix outlining potential economic and financial tools to support project viability and attract market-feasible development. These may include value capture strategies, density bonuses, Enhanced Infrastructure Finance Districts, Assessment Districts, business improvement districts, expedited permitting, revised development fees, grants, and public-private partnerships.



- **Utility Infrastructure Needs (BKF).** BKF will assess the infrastructure needed to support the Preferred Plan by comparing existing and proposed land use and estimating proportional changes in water demand and sewer generation. The unit demand/flow factors for each land use type will be either derived from past master planning documents or estimated based on typical regional factors and acceptable by the City. Utilization of a fully calibrated hydraulic model and associated modeling software is not anticipated as part of the evaluation. Supporting graphics will be prepared as part of the evaluation and comparison process. Project costs will be estimated based on pre sent day construction costs and assumed soft costs for non-construction related items such as engineering and environmental permitting based on industry average percentage rates of the estimated construction cost.

Meetings	Deliverables
Planning Commission study session #2 Joint Study Session #2	Alternative plans (draft/final) Alternatives survey and summary Preferred Plan (draft/final)

TASK 5: DRAFT PLAN

Objective: Update the General Plan to reflect Council direction and address emerging trends and new State law. Receive guidance and feedback from City staff. Prepare the Draft General Plan Update for public review.

General Plan Outline and Template (D&B). D&B will prepare a detailed outline for the General Plan (including a list of figures), reviewing and refining it with City staff at the outset of this task. Ensuring the Plan is user-friendly and easy to navigate will be a guiding factor. Topics that will be covered in each chapter will be identified, and a “mock-up” section will be prepared for staff approval.



Prepare Administrative Draft / Public Review Draft Plan (D&B, with team). D&B will prepare an Administrative Draft General Plan, reflecting the outline agreed upon. Text, graphics, and maps to support and provide context for the refined goals and policies. We will respond to one round of consolidated comments from staff on the Administrative Draft General Plan and then prepare a Public Review Draft Plan. We assume that the Plan will include the following elements that respond to the statutory requirements for the General Plan and community priorities. No additional budget will be needed if some elements are separated or combined, provided substantial new research and analysis is not needed:

- **Land Use (D&B, with ARG and BAE).** This Element will address the statutory requirements for land use as well as optional topics of importance to Los Altos: placemaking and economic development. We will incorporate updated land use map, designations, key goals and policies from Preferred Plan. The focus will be on feasible policies and actions to effectively implement the vision. The location and intensity of uses will be identified, along with policies that would result in preservation and new development that is appropriate to the character and setting of various neighborhoods, and Los Altos as a whole. Include the El Camino Real Corridor study area and Downtown study area as special study areas. Plan buildout in terms of population, housing, non-residential development, and employment will be quantified.

For placemaking, we will focus on historic resources and urban design, with goals to support community identity, enhance livability, improve design of corridor and public spaces. Topics may include: design of key opportunity sites and mixed-use areas; design of buildings and districts to promote walkability; design of gateways into Los Altos; improving public realm and city identity.

For economic development, we will incorporate key findings of market analysis and policies to catalyze redevelopment of key opportunity sites and areas; capitalize on economic assets and opportunities; improve quality of life with public amenities and services; retain and attract businesses; ensure sound fiscal management.

- **Mobility (D&B, with F&P).** This Element will address the statutory requirements for the Circulation Element related to transportation and mobility. We will thoroughly modernize the existing Circulation Element to address changes in mobility options (i.e., ride-hailing bike sharing, scooter sharing, etc.), the influence of technology (i.e., autonomous vehicles, smart cities), and other disruptive trends (i.e., internet shopping). With reference to

the newly adopted Complete Streets Master Plan, policies will be reviewed and updated to address Complete Streets requirements, integrate the Federal Highway Administration's Safe System Approach per SB 932, promote multi-modal connectivity, and facilitate walkability in mixed use areas, as well as to reflect the City's preferences and priorities for use of public right-of-way (including lanes, curbs, and parking), and how to respond to revenue declines. Policies will also address transit-oriented development, parking management, transportation demand management, and traffic calming. A revised circulation diagram will be incorporated along with metrics for VMT and LOS as appropriate.

To support development of the Circulation Diagram, link-level average daily traffic forecasts will be performed at up to 30 locations to assist in testing the proposed circulation element roadway network against the proposed land use plan. Policies will be recommended for locations that do not meet determined LOS standards, which could range from infrastructure improvements or policies allowing lower LOS. Land use and roadway network data will be updated consistent with the proposed General Plan Land Use Element and Circulation Element.

Transportation network improvement projects will be identified using a multimodal theme that emphasizes a layered transportation system providing safe access for pedestrians, bicyclists, motorists and transit riders of all ages and abilities. This includes incorporating the City's high injury network. The initial list of improvements will be based on the results of the Existing Conditions analysis and qualitative assessment of the preferred land use plan and will include projects to fill gaps in the pedestrian and bicycle network, enhanced transit service on congested roadway corridors, and safety improvements at locations with high collision rates. Issues such as improving pedestrian safety and mobility within key areas such as Foothill Expressway corridor, El Camino Real Corridor study area, and Downtown study area will be addressed. The recommendations will be presented with an eye towards positioning capital improvement projects for grant funding eligibility.

- Conservation (D&B). This element will address the statutory requirements for the conservation element. This element will address the conservation and utilization of natural resources in Los Altos, including waterbodies, forests, soils, wildlife, minerals, and other natural resources. Preservation and protection of tribal cultural resources and lands wildlife and habitat connectivity will also be considered. Goals and policies in this element will also address reuse and recycling as well as energy

and resource conservation. Content will be informed by outreach to resource agencies and tribal representatives. Mapping will be comprehensively updated based on the latest public available data.

- Noise Element (D&B, with SAL). This element will address the statutory requirements for the noise element. Updated noise contours will be produced, and the policy framework will be revised as need to accommodate the updated vision and development pattern.
- Safety Element (D&B). The City has recently adopted a Safety Element that addresses the associated statutory requirements, including climate vulnerability and resilience. We will review 2025 Safety Element and recommend edits for consistency with the Preferred Plan and General Plan Update.
- Open Space and Public Services (D&B, with BKF). This element will address the statutory requirements for the open space element regarding recreation and enjoyment of scenic beauty as well as for the circulation element related to utilities. The element will also address schools; police; fire, and emergency services, topics of importance for quality of life in the community. D&B will update goals and policies to align with the Preferred Plan and identified community priorities. The findings of the Infrastructure Needs Assessment will be incorporated as appropriate.
- Environmental Justice and Community Health (D&B). State law requires that jurisdictions with disadvantaged communities (DACs) identified by the State pursuant to SB 535 prepare an environmental justice element, and further Government Code 65302.1 requires that jurisdictions in the San Joaquin Valley Air Pollution Control District incorporate feasible implementation strategies to improve air quality in their general plans. While these requirements do not apply to Los Altos, pollution exposure and disproportionate health impacts on certain segments of the population are still priorities that Los Altos may wish to address in the General Plan Update. Environmental justice and public health are closely intertwined issues, and we believe that these issues are addressed most effectively together as part of a holistic planning approach that promotes equity and protects human health from environmental hazards. Accordingly, we will prepare an Environmental Justice and Community Health Element that integrates detailed data analysis and meaningful community engagement to understand the issues at play and develop policies to address them. Strategies to mitigate urban heat and summertime temperatures may be incorporated here, as the policy framework of the 2025 Safety Element does not address that topic.

- **Housing Element (D&B).** Reformat the Housing Element to seamlessly integrate into the style of the comprehensive General Plan.
- **Implementation Plan (D&B, with team).** We will prepare an Implementation Plan that outlines specific actions needed to implement the General Plan after adoption. It will include the General Plan implementing policies, organized in a matrix format indicating implementation time frame, responsible party, and means of monitoring progress. In addition, statutory requirements for annual progress reports will be included. Major capital improvements resulting from the GPU—parks, streets, water/wastewater system improvements—can also be compiled into a list, so that the City can prioritize timing and improvements.

Meetings	Deliverables
Ad hoc with City staff	General Plan outline and template Draft General Plan (admin, screencheck, final)

TASK 6: EIR

Objective: Prepare a legally defensible EIR to identify and mitigate the environmental impacts of the General Plan Update. Structure the work plan to streamline environmental review and facilitate timely completion of the project. Coordinate closely with subject matter experts and City staff to ensure that policies are written to mitigate or avoid environmental impacts.

Environmental Review Start Up (D&B, with team). The D&B team will meet with City staff to clarify and confirm the approach to the CEQA analysis. This meeting will also be an opportunity to confirm the milestones and schedule for CEQA review, as well as the CEQA community engagement strategy. Following the EIR kick off meeting, D&B will prepare a comprehensive project description that will serve as the basis for the environmental analysis and will be submitted to City staff for review prior to commencing work on the technical analysis.

NOP/Scoping (D&B). D&B will prepare a Notice of Preparation (NOP) to be submitted to all responsible and trustee agencies and to the public, informing them that the City is initiating the environmental review required for the general plan. During the 30-day NOP period, a public meeting will be held to take comments on issues to be addressed in the EIR. D&B will coordinate with City staff on the meeting venue and format. D&B will summarize NOP comments received in a memorandum to be provided to the team.



Scoping Meeting (D&B). A scoping meeting will be held during the NOP period. Comments will be documented and those related to environmental issues will be addressed in the DEIR.

Water Supply Assessment. To evaluate whether California Water Service (Cal Water)'s total projected water supplies available during normal, single-dry and multiple-dry water years are sufficient to meet the projected water demand associated with the General Plan Update in combination with the existing and planned future uses, D&B will formally request a Water Supply Assessment (WSA) from Cal Water, pursuant to California Water Code Division 6, Part 2.10, Section 10910. The WSA will be referenced in the EIR and included as an Appendix.

Technical Analysis (F&P, SAL, D&B). The D&B team will perform technical and specialized analysis to support environmental review for the general plan. As detailed below, this technical analysis will be summarized in standalone reports on transportation and traffic; air quality; greenhouse gas emissions; and noise. An administrative draft of each report will be submitted electronically to City staff for review. We will respond to one round of comments from City staff to finalize the technical reports.

- **Transportation Analysis (F&P).** Fehr & Peers will assist with the following transportation-related technical studies:
 - **Travel Demand Modeling.** We will utilize the VTA Travel Demand Model and associated TAZ structure to incorporate land use from the project team by appropriate socioeconomic data (SED)/land use variables. We will complete a high-level review of VTA's base year model to verify that the model is sufficiently sensitive to changes in roadway network and changes in land use. However, our scope does not include a sub area model refinement for use in this effort – largely because

CEQA requires us to evaluate VMT as the transportation metric. Because the price of fuel and income variables can affect VMT more than the proposed land use and/or roadway network, the model results may or may not be accurate and the CEQA impact may be identified as significant and unavoidable. If that approach is taken, such a finding could allow future projects consistent with the General Plan to tier from that finding if those individual projects have VMT impacts of their own. We will incorporate the roadway network developed as part of the Transportation Element development into the forecasting model, and the model will be run to understand the needed network sizing.

- *EIR Transportation Analysis.* After the model is validated and it appropriately estimates travel on local streets, we will utilize it to estimate traffic volumes on key roadways in the City and will use it to develop vehicle miles of travel (VMT) estimates for use in the environmental document. Fehr & Peers will prepare VMT per service population forecasts using the travel demand model selected in Task 6.1 in alignment with VMT thresholds as identified in Los Altos' VMT policy. The VMT estimates will be provided for the three analysis scenarios in tabular format. VMT analysis methodology will be documented as part of Task 6.3.
- *Air Quality Analysis:* D&B will prepare an air quality analysis to address the environmental review requirements of CEQA. The analysis will focus on potential changes in air quality from the proposed net change in construction activity and potential operational emissions including vehicular (increase in vehicle miles traveled (VMT)) and other non-vehicle emission sources associated with the general plan. The analysis will include a discussion of the federal, state, regional and local air quality setting as it pertains to the project, as well as identify and briefly summarize pollutant monitoring data, the regional attainment status, existing air quality attainment plans and any recent critical changes in the regulatory background. We will identify and discuss all rules and regulations that would be applicable to the project, including applicable Bay Area Air Quality Management District (BAAQMD) policies, rules and guidance documentation. Air quality sensitive receptors that could be affected by the project will be identified and characterized.

The air quality analysis will be conducted in accordance with the recommended methodologies of the BAAQMD May 2022 CEQA Air Quality Guidelines. Both temporary construction effects and long-term regional effects will be considered. The analysis will summarize state/federal air pollution regulations and standards, discuss current and future air quality within the City of Los Altos and the Bay Area region, and conduct air quality modeling using both the California Emissions Estimator Model



(CalEEMod) and the EMFAC2021 (v1.0.2) model related to the construction and operational emissions associated with the net change in buildout. The analysis will compare the net increase in air pollutant emissions modeling data to applicable BAAQMD thresholds and will also identify potential air quality conformity measures. The analysis will also assess the potential for odor impacts. All emission estimates will be assessed against the significance thresholds defined by the BAAQMD. If impacts are identified, we will also recommend mitigation measures necessary to reduce impacts to a less than significant level.

- *Greenhouse Gas Emissions Analysis:* D&B will prepare a GHG analysis to address the potential net increase of GHG emissions during construction and operation activities associated with the proposed project. The analysis will include an overview of the types and sources of GHGs based on similar data to that required for the air quality analysis, described in detail above, and the potential environmental effects of GHGs. We will provide an overview of the current regulatory framework regarding GHGs/climate change, including but not limited to the California's Global Warming Solutions Act of 2006 (AB 32), Senate Bill (SB) 97, SB 375, SB 32, Executive Order B-55-18, the CEQA Guidelines, and any policies or measures contained in the City's Climate Action Plan (CAP). The analysis will quantify carbon dioxide equivalent (CO₂e) units associated with construction and operational emissions attributable to the net change of housing units and non-residential square footage that may be associated with the proposed project. Emission factors and methodologies will use the most recent versions of CARB's Orion 2018 database, the latest version of EMFAC2021 air pollutant emissions database to calculate GHG emissions utilizing VMT data, as described more fully under the air quality analysis above, and the CalEEMod emissions model (for non-transportation).

tation related emissions). We will consult with City staff during the preparation of this analysis to determine the applicable threshold(s) for this project. If any significant impacts are determined by our analysis, we will prepare appropriate mitigation measures to reduce impacts to a less than significant level.

- *Noise Analysis (SAL)*: Salter will take noise measurements and prepare traffic noise analysis to support the environmental analysis. Efforts include the following:
 - Conduct long-term (e.g., 72-hour) continuous noise measurements at up to six locations in the plan area, working with the team to identify preferred measurement locations.
 - Analyze the measurement data and calculate daily noise levels. Use the results to calibrate traffic noise analysis. Provide the results of the traffic noise analysis in electronic spreadsheet format. Calculate traffic noise levels based on provided existing and future traffic volumes, speeds, and truck percentages for each roadway segment to be provided by F&P as derived from the traffic model (eg. existing and future traffic volumes, speeds, and truck percentages for the roadway segments to be included in the model).
- *Historic Resources, Biological Resources, and Utilities*. The EIR will draw on and incorporate subject matter expert analysis and mapping completed in prior tasks related to these topics.

Administrative Draft EIR (D&B). D&B will prepare a legally defensible Programmatic Environmental Impact Report concurrent with the general plan to facilitate timely completion of the project. The EIR will identify and mitigate as appropriate the significant impacts that may result from the general plan. Through an iterative process, D&B will develop mitigation measures and policies concurrently in concert with finalization of the general plan, such that goals, policies, and implementation measures can serve to minimize impacts, and the general plan can be

self-mitigating to the extent feasible. Analysis will account for objective standards would minimize potentially significant impacts. A mitigation framework will be prepared, as appropriate, to maximize CEQA streamlining opportunities for future projects consistent with the general plan.

D&B will prepare an Administrative Draft, Screencheck Draft, and Public Review Draft EIR. The analysis will draw on the technical and specialized analyses prepared in previous tasks, including the technical analysis completed to support the EIR. The Administrative Draft EIR will contain all components required by the CEQA Guidelines including an executive summary, introduction, environmental setting, and project description. The environmental analysis sections will include:

- Aesthetics
- Agriculture and Forestry Resources
- Air Quality
- Biological Resources
- Cultural and Tribal Cultural Resources
- Energy and Greenhouse Gas Emissions
- Geology/Soils
- Hazards & Hazardous Materials
- Hydrology/Water Quality
- Land Use/Planning
- Mineral Resources
- Noise
- Population/Housing
- Public Services and Recreation
- Transportation
- Utilities/Service Systems
- Wildfire

The EIR will also discuss growth inducement, irreversible commitment of resources, and issues that were found not to be significant during the scoping process. The EIR will address project alternatives, including a No Project Alternative and up to two additional project alternatives that could feasibly attain the basic objectives of the general plan. Determination of specific alternatives will be made in coordination with City staff. Following approval of the Public Review Draft EIR, D&B will prepare required Notice of Completion (NOC) and coordinate with the City for the publication and circulation of the Draft EIR. D&B will be



responsible for submittals to the State Clearinghouse; we assume the City will be responsible for local distribution.

Final EIR (D&B, with team). After close of the 45-day comment period, D&B will bracket and number each individual comment received within each comment letter and any comments received during the public hearing and will prepare responses to each comment that raises an issue regarding the content or adequacy of the EIR. For budgeting purposes, we assume that a total of 100 D&B staff hours will be needed to respond to public comments on the Draft EIR, based on our experience with similar projects. The DEIR will be redlined and included in the FEIR to show any revisions made in response to public comments. D&B will also prepare the Findings of Fact/Statement of Overriding Considerations (Findings/SOC) and Mitigation Monitoring and Reporting Program (MMRP), that identifies each mitigation measure, timing, entity responsible for implementation, and method of compliance. The Findings/SOC and MMRP will be provided with the Administrative Final EIR for City review. D&B will prepare a Final EIR for publication incorporating edits based on City comments for consideration during certification hearings.

Notice of Determination (D&B). D&B will prepare the notice of determination (NOD) and provide it to City staff for filing with the County Clerk's office within 5 business days of adoption of the final CEQA document. This scope of work assumes that City staff will be responsible for filing the NOD and paying the associated fees.

Meetings	Deliverables
EIR Scoping Meeting	NOP
Planning Commission Study Session (Part of Task 2)	Scoping comments summary
Community Engagement (integrated into at least 4 events)	Technical evaluations
	Draft EIR (admin, screencheck, final)
	Final EIR (admin, screencheck, final)
	MMRP
	SOC and Findings of Fact
	NOC
	NOD

TASK 7: ZONING CODE UPDATE AND MAPS

Objective: Prepare updates to the municipal code, Zoning Code, and Map to implement the General Plan and ensure compliance with new State laws.

D&B will prepare recommendations for municipal code, Zoning Code, and Zoning Map amendments necessary for staff to implement the updated General Plan and ensure consistency with the General Plan goals, policies, and programs. To focus the work, a General Plan policy matrix will be prepared, identifying what policies and programs relate

to zoning and whether amendments are required for land use regulations, development standards, or review procedures.

An annotated outline of proposed amendments will be prepared to review with City staff and, if appropriate, the Planning Commission or other body. It will identify what existing regulations and standards staff will need to update, and what new regulations and standards are proposed. These will be illustrated with zoning diagrams for form-based development standards. A map of proposed Zoning Map amendments also will be prepared for City staff review.

Meetings	Deliverables
Ad hoc staff meetings	Code diagnostic policy matrix Annotated outline of code amendments Map of proposed Zoning Map amendments

TASK 8: ADOPTION/FINALIZATION

Objective: Release the Draft General Plan and EIR for public review and successfully take the documents through the public hearing process. This task includes preparation of memos to support staff reports and presentations for public meetings before the Planning Commission and City Council, as well as facilitation of discussions before decision-making bodies.

Public Hearings (D&B, with team). The Draft General Plan and Final EIR will be presented at two (2) hearings, one before the Planning Commission and one before the City Council. We will closely coordinate with City staff prior to the hearings to ensure that our presentations respond to specific questions and issues likely to be encountered during the hearings.

Prepare City Council-Approved General Plan and Certified EIR (D&B). Following certification of the EIR and adoption of the General Plan Update, final versions of the documents will be prepared. Any final edits to the General Plan directed by the City Council at the hearing will be incorporated into the Adopted General Plan; track changes of the DEIR included in the FEIR will be accepted to produce a "clean" version of the full EIR.

Meetings	Deliverables
Planning Commission Hearing City Council Hearing	Final Adopted General Plan Full EIR with DEIR redlined track changes accepted

OPTIONAL TASKS

A. Implementation Financing Plan. BAE will identify and describe potential funding sources for public improvements identified in the General Plan Update (e.g., infrastructure and community facilities),

including identifying key considerations related to specific funding sources. Funding sources will include public local, state, and Federal sources as well as private sources. For each source BAE will describe the program and, if available, indicate the funding amounts available. Based on the identified funding sources, BAE will prepare a funding source matrix that identifies one or more potential funding sources for each category of improvements. (Estimated Cost: \$15,000)

- B. Web-Based General Plan (D&B).** As an optional task, following adoption, D&B can prepare a web-based version of the Final General Plan that integrates maps, legends, text, photos, and video and provides functionality that helps users explore this content. This would be produced in ArcGIS StoryMap format with key content from each chapter and Element. To kick off this task, D&B would meet with staff to discuss organization and format, then prepare a “mock up” of the StoryMap to confirm direction before building out a full online version of the General Plan for staff review. We would respond to one round of consolidated comments from staff and test the StoryMap on a variety of browsers and devices. Prior to launch of the Web-Based General Plan, D&B would do an online demo with staff to review and make any final refinements. As part of this task, D&B would also prepare a memo and conduct a training session with staff so that staff can manage and update the tool after completion of the project. (Cost estimate: \$25,000)





City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Manny Hernandez

Approved By: Gabe Engeland

Subject: Adoption of Resolution – Outdoor Fitness Equipment Replacement at Hillview Park

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Adopt a resolution to authorize the City Manager to enter into an agreement with Greenfields Outdoor Fitness, Inc. to design, purchase, and install outdoor fitness equipment to replace the old fitness equipment at Hillview Park in an amount not to exceed \$145,000

ENVIRONMENTAL IMPACT

Categorically Exempt pursuant to CEQA section 15301 – Existing Facilities consisting of the operation, or minor alteration of existing public structures and facilities involving negligible or no expansion of existing or former use

FISCAL IMPACT

The project budget was approved as part of the 2025/26 CIMMP program in the amount of \$145,000

PREVIOUS COUNCIL CONSIDERATION

None

BACKGROUND

Hillview Park currently has an outdoor fitness area on the west side of the youth baseball field.

This area has commercial rated outdoor fitness equipment that was installed sometime in the late 1990s. The current equipment is outdated but with no moving parts has been able to last an estimated 25+ years.

ANALYSIS

Since the 1990s, outdoor fitness equipment offerings have evolved to meet the demands of users. Older versions of outdoor fitness equipment were exclusively bodyweight movement exercises like push-ups, pull-ups, step-ups, dips and climbing. In more recent years playground companies have invested in outdoor fitness and some companies have cropped up that exclusively produce outdoor fitness equipment. These companies have created equipment with moving parts that provide resistance for those that may not be able to do bodyweight movements or want to have more variety in their outdoor fitness regimen. Outdoor fitness components today resemble equipment that can be found in today's fitness clubs.

DISCUSSION

In the process of replacing the outdated fitness equipment, staff solicited proposals through a request for proposals (RFP). Three proposals were received and reviewed by staff and a non-staff member of the public (former Parks & Recreation Commissioner) with knowledge and interest in the replacement project. Through this process Greenfields Outdoor Fitness Equipment Inc. was selected as the best proposal. Greenfields proposal included an equipment listing that evaluators felt satisfied current usage as well as incorporating exciting modern outdoor equipment. Their proposal also included an option for surfacing upgrade that is within the project budget. Staff will bring the initial proposal from Greenfields to the Parks, Arts, Recreation and Culture Commission to receive additional input before finalizing the design and equipment.

Staff is requesting City Council adopt a resolution to authorize the City Manager to enter into an agreement with Greenfields Outdoor Fitness, Inc. to design, purchase, and install outdoor fitness equipment to replace the old fitness equipment at Hillview Park in the amount not to exceed the total of \$145,000 for the proposed \$139,472 + \$5,528 project contingency.

ATTACHMENTS

1. Attachment 1

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS TO
AUTHORIZE THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH
GREENFIELDS OUTDOOR FITNESS INC. FOR THE DESIGN, PURCHASE AND
INSTALL OF OUTDOOR FITNESS EQUIPMENT AT HILLVIEW PARK IN THE
AMOUNT NOT TO EXCEED \$139,472 (CONTRACT) + \$5,528 (CONTINGENCY) FOR
A NOT TO EXCEED TOTAL OF \$145,000**

WHEREAS, the existing outdoor fitness equipment at Hillview Park has reach it's end of useful life; and

WHEREAS, as part of the annual budget process, City Council approved the Capital Improvements and Major Maintenance Program that included the replacement of the Hillview Park outdoor fitness equipment; and

WHEREAS, this project is funded though Park In-lieu funds as approved by City Council; and

WHEREAS, staff received three proposals for design, purchase and installation of outdoor fitness equipment to replace the current equipment; and

WHEREAS, Greenfields Outdoor Fitness Inc. scored the highest in a multi-category evaluation process.

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

Authorize the City Manager to enter into an agreement with Greenfields Outdoor Fitness, Inc. to design, purchase, and install outdoor fitness equipment to replace the old fitness equipment at Hillview Park in the amount not to exceed \$139,472 (contract) + \$5,528 (contingency) for a total not to exceed \$145,000.

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 30th day of September 2025, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Pete Dailey
Mayor

ATTEST:

Melissa Thurman
City Clerk



City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Harun Musaefendic

Approved By: Gabe Engeland

Subject: Adoption of Resolution - Contract Amendment for Fremont Bridge Pedestrian Bridge

COUNCIL PRIORITY AREA

Circulation Safety and Efficiency

General Government

RECOMMENDATION

Adopt a resolution authorizing the City Manager to execute Amendment No. 1 on behalf of the City with Dewberry Engineers Inc. in the amount of \$17,228 and authorize additional \$30,000 contingency for design professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055, for FY2025/26, and find that this action is Exempt from Environmental Review Pursuant to Section 15301(c) of the State Guidelines Implementing the California Environmental Quality Act of 1970

ENVIRONMENTAL IMPACT

Not applicable - Categorically Exempt pursuant to CEQA Section 15301(c). It can be seen with certainty that the contract amendment will not have a significant effect on the physical environment, and none of the circumstances in CEQA Guidelines Section 15300.2 applies.

FISCAL IMPACT

The \$17,228 is for Amendment No. 1 and the additional \$30,000 contingency will be appropriated from the Capital Improvement and Major Maintenance Program, Fremont Avenue Pedestrian Bridge Rehabilitation Project, No. TS-01055 for potential design change orders.

PREVIOUS COUNCIL CONSIDERATION

November 24, 2020

BACKGROUND

On November 24, 2020, the City of Los Altos City Council approved a professional service agreement with Dewberry Engineers Inc. in the amount of \$193,234 to provide prepare plans and specifications to replace the timber decking, replacement of the end-spans middle glulam string in kind, replacement of the structural blocking and cross bracing, replacement of timber railing, installation of drainage system, and backfilling of the first span to repair scour damaged and lose of backfill material.

The original scope of work for bridge lighting was to provide new, additional lighting across the length of the bridge, based on the comments received from the public. The comments received

during the public meeting in 2022 contradicted this scope. The public strongly opposed the aesthetic of the light fixture and the pattern of the light it cast on the surrounding area. For this reason, at the request of the City staff, Dewberry Engineers visited the site in the evening to verify if there was enough ambient lighting for the approaches and bridge crossing. Based on field observations, additional lighting along the length of the bridge was not necessary but new lighting is proposed on either end of the bridge. The consultant had to devise a solution and design that would be aesthetically pleasing to the public and provide sufficient lighting for safety purposes. This task was not a part of the original scope of work for the project.

To verify if the original scope of work was still applicable and to verify the integrity of the bridge, staff requested Dewberry Engineer to revisit the bridge and ensure the bridge did not deteriorate further. During a field investigation, it was noted that the north-west wingwall had a substantial vertical crack that would have an impact on the structural integrity of the bridge support if not addressed. Dewberry Engineers was directed by staff to come up with a solution and means of making repairs to the wingwall. The repair solution was not a part of the original scope of services, since it was an unforeseen condition. Dewberry Engineers will detail and design the removal of the failed portion and a replacement section to be doveled into the existing sound section of wingwall.

The project was placed on hold by the City staff in early 2023 due to staffing issues. When the project was restarted, the consultant needed to expend additional time to restart the design and re-evaluate the environmental condition in late 2024.

During the environmental permitting process, the Regional Water Quality Control Board (RWQCB) rejected the proposed erosion control to protect the embankment of the creek. The RWQCB also requested the removal of the existing erosion control rubber mat that was installed as part of the erosion mitigation of the embankment during the Fremont Avenue vehicle bridge replacement project. In place of the existing embankment erosion control protection that has been effective for many years, the RWQCB and the California Department of Fish and Wildlife (CDFW) suggested hydro-seeding the embankment. This option was implemented as a part of the Fremont Avenue vehicle bridge replacement project, and it was not effective because the area is under constant shade, and no vegetation would survive. For this reason, the existing erosion protection was proposed and installed. This information was provided to both RWQCB and the CDFW. Both agencies insisted on implementing hydro-seeding of the existing embankment, and the City would have to maintain the vegetation until such time the hydro-seed takes root. If the mitigation is not successful, the City would be required to reapply the hydro-seed. Staff rejected this option because of past experience that proved that the hydro-seed option will not work. If the City agrees to this option, the number of times we would need to hydro-seed to ensure the vegetation would take root is unknown, and the cost would be open-ended. For this reason, staff rejected the recommendation from RWQCB and the CDFW.

RWQCB stated that the city would have to come up with a solution that would be acceptable to both RWQCB and the CDFW for the embankment erosion control plan. The proposed mitigation is not a part of the original scope of work. A change order is necessary for Dewberry Engineers to come up with a solution. Dewberry Engineers already stated that RWQCB has rejected most of the common solutions for the erosion control. At this time, they are not sure which option will be acceptable to RWQCB. Dewberry Engineers would need to conduct

extensive research and come up with a solution. Because they are not sure how much effort it will take to come up with a solution, Staff is requesting the Council to provide a \$30,000 contingency and authorize the City Manager to utilize the contingency as necessary.

ANALYSIS

The City of Los Altos entered into an agreement with Dewberry Engineers Inc. to provide design professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation project, TS-01055. Dewberry Engineers Inc. completed 95% construction drawings and has performed additional design work during this design phase. Additional funds are required to complete the 100% design drawings and publish the project for bid.

DISCUSSION

Staff recommends that the Council authorize the City Manager to execute Amendment No. 1 on behalf of the City with Dewberry Engineers Inc. for additional design professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055. Staff recommend that the Council authorize the City Manager to appropriate an additional \$30,000 for design professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055.

ATTACHMENTS

1. Attachment 1

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1
TO THE AGREEMENT WITH DEWBERRY ENGINEERS INC. IN THE
AMOUNT OF \$17,228 AND TO APPROPRIATE ADDITIONAL \$30,000 FOR
CONTINGENCY FOR PROFESSIONAL CONSULTING SERVICES FOR THE
FREMONT AVENUE PEDESTRIAN BRIDGE REHABILITATION PROJECT,
TS-01055**

WHEREAS the City of Los Altos hired Dewberry Engineers Inc. to provide professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation Project, TS-01055; and

WHEREAS, Dewberry Engineers Inc. was awarded a contract in the amount of \$193,234 on February 22, 2021; and

WHEREAS, several issues arose that could not be anticipated in the original scope of work; and

WHEREAS, Amendment No. 1 in the amount of \$17,228 to Dewberry Engineers Inc.'s contract will address design issues that were unanticipated in the original scope of work; and

WHEREAS, the staff forecasts potential additional design professional consulting services and requests \$30,000 contingency added to this project; and

WHEREAS, there are sufficient funds available in the Fremont Avenue Pedestrian Bridge Rehabilitation, TS-01055, project budget.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby authorizes approval of Amendment No. 1 in the amount of \$17,228 to the Agreement Between the City of Los Altos and Dewberry Engineers Inc. for professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation and provide a \$30,000 contingency; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized and empowered to execute in the name of the City of Los Altos Amendment No. 1 to the Agreement Between the City of Los Altos and Dewberry Engineers Inc. in the amount of \$17,228 to include additional work as described above; and

BE IT FURTHER RESOLVED that the City Manager is hereby authorized to execute change orders up to \$30,000 for design professional consulting services for the Fremont Avenue Pedestrian Bridge Rehabilitation, TS-01055.

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 30th day of September, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC,
CITY CLERK



City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Anthony Carnesecca

Approved By: Gabe Engeland

Subject: Adoption of Resolution - Accepting North Council Library Authority Funds for Main Library Improvements Project

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Two actions for Council consideration:

- Adopt a resolution accepting North County Library Authority Funds for Main Library Improvements Project, Recognize \$1,254,000 Revenue from North County Library Authority, and Appropriate \$1,254,000 Revenue to Main Library Improvements Project (LI01001).
- Adopt a resolution authorizing the City Manager to amend the contract with Anderson Brule Architects for the Main Library Improvements Project in an amount not to exceed \$1,254,000, inclusive of a 10% contingency, and to execute any necessary change orders within that amount on behalf of the City

ENVIRONMENTAL IMPACT

This report is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

FISCAL IMPACT

The North County Library Authority has paid all applicable expenses up to this point.

PREVIOUS COUNCIL CONSIDERATION

January 23, 2024, June 25, 2024, December 10, 2024, & August 26, 2025

BACKGROUND

During the November 18, 2024 North County Library Authority meeting, their board unanimously approved the funding allocation to the City of Los Altos for Phase 1 of the Main Library Improvements Project.

During the December 10, 2024 City Council meeting, Council unanimously awarded a contract for ABA to execute the Main Library Improvements Project for Phase 1 with an option to amend for Phases 2 and 3.

Beginning in January 2025, ABA began their work to complete Phase 1 of the Main Library Improvements project focused on investigating the existing condition, creating design alternatives, evaluating cost estimates, and garnering consensus for a final preferred design.

Initially, ABA investigated the existing conditions of the Los Altos Main Library by evaluating the building, and reviewing the proposals presented by the Library Commission Ad-Hoc Subcommittee and previous Needs Assessments. This analysis helped inform their analysis of the building and proposed improvements to the space.

While evaluating the existing conditions, ABA moved forward with beginning to engage with the library community and beyond. As part of the initial design alternative process, ABA conducted three feedback workshops to review and discuss the proposed improvements into order to gain a shared understanding of project background, goals, and timeline; and, input for validation of prioritized improvements. These events were hosted on March 6, 2025 at a Library Commission meeting, March 12, 2025 3 – 5 pm, and March 22, 2025 10 am – 12 pm.

At the culmination of those meetings and the existing site investigation, ABA reviewed the current site analysis, the proposals from the Ad-Hoc Subcommittee, and community feedback.

Accordingly, ABA created two design concepts that were presented to the public for specific commentary. These two design concepts were presented at three public engagement opportunities, a Special Library Commission meeting on May 22, 2025 at 6:30 pm in the Orchard Room, and two workshops in the Library Open Space on May 24, 2025 from 10 am – 12 pm and May 28, 2025 from 3 – 5 pm.

After reviewing the feedback provided to the design team through those community feedback sessions and beyond, the design team made modifications to the design and identified a preferred design concept that met the prioritized proposals from the Library Commission Ad-Hoc Subcommittee.

The design proposal accomplishes three main objectives:

1. increases the ability of the Library to provide programs and services to the community,
2. improves the infrastructure of the Library as it stands today; and,
3. incorporates feedback received from the community through the engagement process.

This preferred design concept was presented to the Library Commission on August 7, 2025, where the Commission unanimously recommended that the project move forward to City Council.

During the August 26, 2025 City Council meeting, the City Council unanimously recommended bringing a funding request to NCLA for the next phases of the project.

ANALYSIS

N/A

DISCUSSION

As part of the next phases, the design team will provide the following design services:

- Structural Engineering (as needed for interior modifications)
- Architecture & Interior Design (including all finishes & materials)
- Furniture and Equipment
- Code Required Accessibility Design
- Acoustical Design and Engineering
- Mechanical System Design, including electrification
- Plumbing System Design
- Electrical & Lighting System Design, including electrification
- Telecom System Design
- Fire Protection & Fire Alarm System performance specification
- Technology & Audio Visual System Design
- Security System Design
- Signage and Wayfinding Design
- Bidding Services and Support
- Construction Services and Support
- Photovoltaic System Design
- Battery Energy Storage System Design

The design team will provide the following deliverables:

- Schematic Design Documents (30% Design)
- Design Development Documents (60% Design)
- Construction Documents (90% Design)
- Building Dept. Plan Check Submittal
- Building Dept. Approved Permit Package
- Bid Package (100% Design)
- Construction Record Drawings

The estimated cost for these services and deliverables is \$1,140,000. City staff recommends an additional 10% contingency. In total, the current request for funding is \$1,254,000 from the North County Library Authority for Phase 2 and 3.

During the September 15, 2025 NCLA meeting, the NCLA Board unanimously approved releasing the requested funds of \$1,254,000 with the caveat that no funds can be spent on Photovoltaic System Design and Battery Energy Storage System Design until NCLA has received confirmation from legal counsel that these specific proposed design elements are an eligible expense from NCLA funds.

The consultant can complete their work within these perimeters until clarification is provided by the legal counsel of NCLA. The proposed contract amendment will contain language that allows City staff to execute on the Photovoltaic System Design and Battery Energy Storage System Design elements if allowed by legal counsel or these elements would return to City Council and/or NCLA for consideration should it not be an eligible expense.

The City acknowledges that the Main Library Improvement Project is subject to compliance with all legal requirements, including and but not limited to compliance with the California Environmental Quality Act (CEQA). No financial commitment shall be construed to compel the City to approve or make any particular findings with respect to any environmental documentation that is prepared, pursuant to CEQA, for any portion of the Project. The City retains full discretion to approve any CEQA documents prepared or to analyze environmental impacts or the Project.

ATTACHMENTS

1. Attachment 1
2. Attachment 2

RESOLUTION NO. 2025-__

**A RESOLUTION APPROVING THE ACCEPTANCE OF NORTH COUNTY
LIBRARY AUTHORITY FUNDS FOR MAIN LIBRARY IMPROVEMENTS
PROJECT, RECOGNIZING \$1,254,000 REVENUE FROM NORTH COUNTY
LIBRARY AUTHORITY, AND APPROPRIATING \$1,254,000 REVENUE TO
MAIN LIBRARY IMPROVEMENTS PROJECT**

WHEREAS, at the June 25, 2024 City Council meeting, City Council unanimously authorized the City Manager to issue a Request for Proposals for Design Services for Los Altos Main Library Improvements; and

WHEREAS, City staff issued an RFP for the project and selected Anderson Brule Architects as the consultant to complete the design work for the Los Altos Main Library Improvements; and

WHEREAS, during the October 3, 2024 Library Commission meeting, City staff provided an update on the process and next steps, including a request for funds from the North County Library Authority and a contract award from the Los Altos City Council. The Library Commission unanimously recommended approval to move forward in this process; and

WHEREAS, during the November 18, 2024 North County Library Authority meeting, the board unanimously approved the funding allocation to the City of Los Altos for Phase 1; and

WHEREAS, during the December 10, 2024 City Council meeting, City Council unanimously awarded a contract for ABA to execute the Main Library Improvements Project for Phase 1 with an option to amend for Phases 2 and 3; and

WHEREAS, during the August 26, 2025 City Council meeting, the City Council unanimously recommended bringing a funding request to NCLA for the next phases of the project; and

WHEREAS, during the September 15, 2025 NCLA meeting, the NCLA Board unanimously approved release the requested funding with the caveat that no funds can be spent on Photovoltaic System Design and Battery Energy Storage System Design until NCLA has received confirmation from legal counsel that these specific proposed design elements are an eligible expense from NCLA funds; and

WHEREAS, this resolution is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

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

1. Approves the acceptance of the North County Library funds for the Main Library Improvements Project; and
2. Recognizes \$1,254,000 revenue from North County Library Authority with the caveat that no funds can be spent on Photovoltaic System Design and Battery Energy Storage System Design until NCLA has received confirmation from legal counsel that these specific proposed design elements are an eligible expense from NCLA funds; and
3. Appropriates \$1,254,000 revenue to the Main Library Improvements Project.

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 30th day of September, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, CITY CLERK

RESOLUTION NO. 2025-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO AMEND AN AGREEMENT ON
BEHALF OF THE CITY OF LOS ALTOS WITH ANDERSON BRULE
ARCHITECTS FOR THE MAIN LIBRARY IMPROVEMENTS PROJECT
(LI01001)**

WHEREAS, the City has selected Anderson Brule Architects to provide professional design services for the Main Library Improvements; and

WHEREAS, the North County Library Authority has provided funding for the project; and

WHEREAS, during the December 10, 2024 City Council meeting, City Council unanimously awarded a contract for ABA to execute the Main Library Improvements Project for Phase 1 with an option to amend for Phases 2 and 3; and

WHEREAS, during the August 26, 2025 City Council meeting, the City Council unanimously recommended bringing a funding request to NCLA for the next phases of the project; and

WHEREAS, during the September 15, 2025 NCLA meeting, the NCLA Board unanimously approved releasing the requested funds of \$1,254,000 with the caveat that no funds can be spent on Photovoltaic System Design and Battery Energy Storage System Design until NCLA has received confirmation from legal counsel that these specific proposed design elements are an eligible expense from NCLA funds; and

WHEREAS, this resolution is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos adopt a resolution to:

1. Authorize the City Manager to amend the contract with Anderson Brule Architects for the Main Library Improvements Project in an amount not to exceed \$1,254,000, inclusive of a 10% contingency, and to execute any necessary change orders within that amount on behalf of the City, and
2. Authorize the City Manager to take such further actions as may be necessary to implement the foregoing agreement.

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 30th day of September 2025 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC
CITY CLERK



City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Nick Zornes

Approved By: Gabe Engeland

Subject: Introduction of Ordinances - Zoning Code Amendments for Historic Preservation and Mills Act

COUNCIL PRIORITY AREA

General Government

RECOMMENDATION

Four actions for Council consideration:

Introduce and waive first reading of draft ordinances and consider June 5, 2025, Planning Commission recommendation for the adoption of the proposed ordinances, which include:

- An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.93 (Historic Preservation) to the Los Altos Municipal Code; and
- An Ordinance of the City Council of the City of Los Altos Adding Chapter 14.95 (Mills Act Program) to the Los Altos Municipal Code; and
- An Ordinance of the City Council of the City of Los Altos Repealing in its Entirety Chapter 12.44 for Existing Historic Preservation Regulations; and
- Find that the proposed amendments are exempt from environmental review pursuant to Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines

ENVIRONMENTAL IMPACT

Zoning Code text amendments are exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The Zoning Code text amendments can be seen with certainty that there is no possibility that the proposed action may result in a significant effect on the environment as the ordinance further implements State law and creates procedural requirements locally for how to do so. Additionally, the proposed amendments are designed to preserve and protect existing and future historic resources of such structures that already exist today and do or will qualify as a historic resource within the City of Los Altos. The proposed revisions to the Zoning Code are exempt from further review under CEQA.

FISCAL IMPACT

There is no fiscal impact associated with the development of this ordinance. However, continuation of the approval of Mills Act Contracts with individual properties within the City does lower the tax base for qualifying properties which in return reduces the property taxes

collected by the County of Santa Clara and dispersed to the City of Los Altos. Mills Act properties receive a 40-60% reduction in property taxes annually.

PREVIOUS COUNCIL CONSIDERATION

N/A

BACKGROUND

The Los Altos Municipal Code contains various regulations for items that include Historic Preservation. However, the Code does not include specific standards, processes or procedures for Mills Act Properties and the associated contracts for historic preservation.

The Historic Preservation Ordinance as a part of this Agenda Item aims to modernize and strengthen the process for identifying, designating, preserving, and regulating historic resources in the City of Los Altos. This update codifies existing best practices, integrates preservation into land use and development processes, and provides clear procedures and definitions for designations and alterations to historic properties. Much of the proposed ordinance language is consent with existing standards within the Los Altos Municipal Code, however, are being relocated from Title 12 (Building and Safety Code) to Title 14 (Zoning Code) and reorganized in its ordinance structure.

The proposed Mills Act Chapter introduces an economic incentive program authorized by California Government Code §§50280–50290. It allows owners of qualified historic properties to enter into contracts with the City for reduced property tax assessments in exchange for commitments to restore and maintain those properties according to preservation standards. The proposed ordinance largely codifies existing practice, which is enabled by State law, however, is not contained within local ordinance. The integration of the proposed ordinance into the local code allows for consistency and integrity of the Mills Act program within the City.

ANALYSIS

Historic Preservation Ordinance:

The Ordinance establishes a comprehensive regulatory framework for designating properties as historic resources or landmarks based on criteria related to age, integrity, and significance. Introduces formalized procedures for applications, reports, Historical Commission review, and City Council action. Defines a new Historic Alteration Permit process for review and approval of proposed changes to designated properties, ensuring compliance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties. Identifies ordinary maintenance activities exempt from permit requirements and emphasizes the duty to maintain designated historic properties in good repair. Clarifies appeal rights, enforcement mechanisms, and the option for joint public hearings with other review authorities.

Mills Act Ordinance:

The draft Ordinance has been modeled after State law and incorporates all necessary provisions. The Ordinance establishes eligibility requirements for entering into historic property preservation contracts, limiting participation to properties designated on local, state, or national registers. Sets out a robust application process including a 10-year maintenance plan, cost estimates, photographs, proof of eligibility, and property tax assessment projections. Requires

formal contract review and execution by the City Council, subject to compliance with applicable codes and preservation standards. Mandates periodic inspections and documentation (every five years) to ensure ongoing compliance with preservation obligations. Includes provisions for nonrenewal, amendment, and cancellation of contracts, consistent with state law and local enforcement authority. As previously noted, the proposed Mills Act Ordinance is codification of existing practices which are enabled by State law. The proposed ordinance further provides process and procedures for review, approval, and enforcement of the Mills Act for the City of Los Altos. Unless otherwise amended, existing Mills Act Contracts remain intact and unaltered with adoption of the proposed ordinance.

DISCUSSION

The revised Historic Preservation Ordinance and the new Mills Act Chapter function in tandem to preserve the City's cultural and architectural heritage through both regulatory oversight and financial incentives. The operative framework provides the following:

- **Designation to Protection:** Properties must first be designated as Historic Resources (via the Historic Preservation Ordinance) to become eligible for Mills Act contracts. The preservation ordinance provides the process and criteria for such designation, ensuring resources meet thresholds of significance and integrity.
- **Alterations and Integrity:** Once designated, any significant changes to a property must go through the Historic Alteration Permit process to protect character-defining features. This ensures that physical modifications do not compromise historical integrity.
- **Financial Incentives and Long-Term Maintenance:** The Mills Act contract offers a property tax reduction in exchange for a binding 10-year plan (which renews annually) to rehabilitate and maintain the historic property. City inspections verify ongoing compliance, while cancellation provisions protect the public interest and further ensure that a reduction in the property tax levy is only commensurate with the need to upgrade or restore the historic property.
- **Enforcement and Oversight:** Both ordinances include clear roles for staff, the Historical Commission, and the City Council in reviewing, approving, and enforcing regulations or contracts. Joint hearing procedures further streamline multi-authority reviews where necessary.

Planning Commission June 5th Meeting

On June 5, 2025, the Los Altos Planning Commission held a public hearing to consider the draft ordinances. During that meeting public testimony was received which identified concern over the requirement for interior inspection in addition to a required exterior inspection of a historic property with Mills Act Contract. The Planning Commission considered the public testimony and requested a modification to clarify what the interior inspection would entail. Additionally, during the commissioner discussion, it was identified that pursuant to Government Code Section 50281 interior and exterior inspections of historic properties with Mills Act Contracts is statutorily required. The draft Mills Act Program Ordinance was drafted consistent with the Office of Historic Preservation (OHP) Technical Assistance document (Attachment #5).

Additionally, public testimony regarding the Historic Preservation Ordinance was received.

Comments were concerned that too much of the ordinance was being modified without consideration of what was lost or what was retained in the drafted ordinance. A side-by-side comparison of red lines to the existing ordinance was requested by two members of the public. Staff explained that since the Ordinance was being relocated from Title 12 to Title 14, and the Ordinance has been reorganized for ease of application of the code which would result in the entire existing ordinance being strikethrough and underlined.

The proposed ordinances were passed by a vote of 4-1. It is important to note that the one dissenting vote was cast on the basis that the commissioner believed the ordinances should have been sent to the Historical Commission for consideration.

The one dissenting vote by the Planning Commission gave staff the opportunity to re-evaluate the necessity for the proposed ordinances to be reviewed by the Historical Commission. Ordinances contained within the Zoning Code are not legally required to be reviewed by any commission with the exception of the Planning Commission prior to consideration of the City Council. Pursuant to Section 2.12.030 the Historical Commission Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources. Since the Historic Preservation Ordinance and Mills Act Ordinance contain regulations for historic resources staff agendaized this item for Review and Comment by the Historical Commission.

Historical Commission August 18th Meeting

On August 18, 2025, the Los Altos Historical Commission held a meeting to review and comment on the proposed ordinances. The Historical Commission review concluded no objection to the moving of Historic Preservation Regulations from Title 12 to Title 14 as proposed. During that meeting public testimony was received which identified various changes that should be made based on the public comment.

Meeting with Residents

On August 6, 2025, City Manager, Gabe Engeland, and Assistant City Manager, Nick Zornes met with four (4) residents, three (3) of which are owners of Historic Properties within the City and each hold Mills Act Contracts. During this meeting dialogue received informed potential modifications to the draft ordinances. Following the meeting a Summary of Comments was received on August 7, 2025; appropriate comments received were integrated into the draft ordinances which were reviewed by the Historical Commission.

On September 4, 2025, City Manager Gabe Engeland and Assistant City Manager Nick Zornes met with three (3) residents, all of whom are owners of Historic Properties within the City and each holds Mills Act Contracts. During this meeting City staff reviewed each issue, concern, or comment raised by the residents, and made changes based on the suggestions presented. Additional modifications to the proposed ordinances were integrated during the discussion with residents; all modifications identified in Blue and Underline are based on comments received and discussed at these meetings.

City Council Policy Question

Policy question for City Council is identified by Yellow Highlighting in the draft ordinance

(Attachment #2).

Policy Question:

Initiation for Designation of Historic Resources (Section 14.93.040(B)). Does the City Council wish to modify the proposed ordinance for this Policy Question?

- Comments regarding the Initiation for Designation of Historic Resources would like any members of the public to be able to request a property for consideration.
 - Current practice and proposed ordinance limit the Initiation to only the Property Owner, Historical Commission and City Council.
 - Staff do not support this requested change to the draft ordinance.

ATTACHMENTS

1. Attachment 1
2. Attachment 2
3. Attachment 3
4. Attachment 4
5. Attachment 5
6. Attachment 6
7. Attachment 7

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING
CHAPTER 14.93 (HISTORIC PRESERVATION) TO THE LOS ALTOS MUNICIPAL
CODE**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

WHEREAS, the amendments was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended, The Zoning Code text amendments can be seen with certainty that there is no possibility that the proposed action may result in a significant effect on the environment as the ordinance further implements State law and creates procedural requirements locally for how to do so. The proposed amendments are designed to preserve and protect existing and future historic resources of such structures that already exist today and do or will qualify as a historic resource within the City of Los Altos; and

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

SECTION 1. AMENDMENT OF CHAPTER 14.90 OF THE MUNICIPAL CODE. Chapter 14.90 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.93

APPENDIX A

Chapter 14.93 – HISTORIC PRESERVATION

14.93.010 Purpose.

The purpose of this chapter is to:

- A. Safeguard the heritage of the city by providing for the protection of historic resources representing significant elements of its history;
- B. Enhance the visual character of the city by encouraging the compatibility of architectural styles which reflect established architectural traditions on individual property and parcels of land;
- C. Encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources;
- D. Stabilize and improve property values within the city and increase the economic and financial benefits to the city and its inhabitants derived from the preservation, rehabilitation, and use of historic resources;
- E. Integrate the conservation of historic resources into the public and private development process and identify as early as possible and resolve conflicts between the preservation of such resources as possible.

14.93.020 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section, unless the context or the provision clearly requires otherwise:

"Alteration" means any act or process that changes any portion of the exterior architectural appearance of a structure or object, including, but not limited to, the erection, construction, reconstruction, removal of exterior architectural features or details, or the addition of new structures, but does not include painting, ordinary maintenance and landscaping.

"California Historical Building Code" applies to all qualified historic structures and sites, designated under federal, state and local authority. It provides alternative building regulations for the rehabilitation, preservation, restoration or relocation of structures designated as qualified historic buildings.

"California Office of Historic Preservation" means the governmental agency primarily responsible for the statewide administration of the historic preservation program in California.

"California Register of Historical Resources" is a comprehensive listing of California's historical resources, including those of local, state and national significance.

"Character defining features" means the defining elements, such as prominent architectural features, materials, craftsmanship or other elements, that, individually or in combination, identify a historic property, building or landscape.

"Commission staff" means the staff liaison assigned to the historical commission.

"DPR 523" means the California Department of Parks and Recreation Historic Resource Inventory Forms used for historic evaluations. The DPR 523A form provides descriptive information about a resource. The DPR 523B form provides an evaluation of the resources and includes a determination as to whether the resource is eligible for the National or State Register of Historic Places or listing on the Los Altos Historic Resources Inventory.

"Exterior architectural feature" means the architectural elements embodying style, design, general arrangement and components of all the outer surfaces of an improvement, including but not limited to, the kind, size, shape and texture of building materials, and the type and style of windows, doors, lights, signs and other fixtures appurtenant to such improvement.

"Historic landmark" means a building, improvement, structure, natural feature, site or area of land, under single or common ownership that has significant historical, architectural, cultural, and/or aesthetic interest or value, and is designated as a historic landmark by the city council.

"Historic resource" is a property or structure that has been determined to be over fifty (50) years old, or has been identified as eligible for listing in a local, state, or national historic register per CEQA Guidelines Section 15064.5, retains its physical integrity, has historical, architectural, cultural, and/or aesthetic value, and is listed on the historic resources inventory (HRI).

"Historic resources inventory" (HRI) means the city's official inventory of the historic resources, as adopted and amended from time to time by resolution of the city council. A

property or structure must be designated as a historic landmark or a historic resource to be listed.

"Historical commission" is an advisory commission appointed by the city council that is tasked with maintaining the historic resources inventory, making recommendations on historic landmarks, working with property owners on preservation, maintenance and other development activities related to historic resources, and other activities as identified in the municipal code.

"Improvement" means any building, structure, parking facility, wall, work of art or other appurtenance or addition thereto constitute a physical betterment of real property or any part of such betterment.

"Integrity" is the authenticity of the characteristics, also referred to as character defining features, from which resources derive their significance. Integrity is the composite of seven qualities: location, design, setting, materials, workmanship, feeling and association.

"Mills Act" is an economic incentive program in California for the restoration and preservation of qualified historic structures. The Mills Act grants participating local governments the authority to enter into contracts with owners of qualified historic properties to reduce the property tax assessment in exchange for the restoration and maintenance of the historic resource.

"National Register of Historic Places" is the official inventory of districts, sites, buildings, structures and objects significant in American history, architectural, archeology and culture, maintained by the Secretary of Interior under the authority of the Historic Sites Act of 1935 and the National Historic Preservation Act of 1966.

"Preservation" means the act of identification, study, protection, reconstruction, restoration, rehabilitation or enhancement of historic and/or cultural resources.

"Reconstruction" means the act or process of reproducing by new construction, the exact form and detail of a vanished building, structure or any part thereof, as it appeared at a specific period.

"Rehabilitation" means the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while

preserving those portions or features of the property which are significant to its historical, architectural and cultural value.

"Restoration" means the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period by means of the removal of later work or by the replacement of missing earlier work.

"Secretary of Interior's Standards for the Treatment of Historic Properties (36 CFR Part 68)" are the Federal Standards for the Treatment of Historic Properties that are utilized in the identification, evaluation, registration and treatment of historic properties. The list of ten (10) Rehabilitation Standards, published as the Secretary of the Interior's Standards, is aimed at retaining and preserving those features and materials that are important in defining the historic character of a resource.

14.93.030 Identification of Historic Resource.

For a property to be placed on the HRI following the adoption of this Chapter, an historic resource survey (DPR 523A) shall be prepared by a qualified consultant in compliance with the Secretary of the Interior's Standards and Guidelines for Archeology and Historic Preservation: Professional Qualifications Standards.

14.93.040 Historic Resource Designation

A. Designation Criteria. For the purposes of this Chapter, a structure, property or object may be eligible for designation as a historic resource or historic landmark, if it/they satisfy all three (3) criteria listed below:

1. Age. A structure or property shall be more than fifty (50) years in age.
2. Determination of Integrity. A structure or property should retain sufficient historic integrity in ~~most~~ of the following areas:
 - a. Location. The place where the historic property was constructed or where the historic event occurred. Integrity of location is maintained when the property remains at its original site.
 - b. Design: The combination of elements that create the form, plan, space, structure and style of a property.
 - c. Materials: The physical elements that were combined or deposited during a particular period and in a particular pattern or configuration.
 - d. Workmanship: The physical evidence of the crafts of a particular culture or people during any given period in prehistory or history.

- e. Characteristic: A property's expression of the aesthetic or historic sense of a particular period.
- f. Association: The direct connection between a property and the historic event, activity, or person for which it is significant.
- 3. Historic Significance. A structure or property should be clearly associated with one or more of the following areas of significance:
 - a. Event: Associated with a single significant event or a pattern of events that have made a significant contribution to broad patterns of local or regional history, or cultural heritage of California or the United States.
 - b. Person/People: Associated with the lives of people important to the local or regional, California or national history.
 - c. Architecture/Design: Embodies the distinctive characteristics of a design-type, period, region or method of construction, or represents the work of a master or possesses high artistic value.
 - d. Archaeology: Yields important information about prehistory or history of the local area, California or the nation.

B. Initiation for Designation.

1. Designation of a property proposed for inclusion on the HRI may be initiated by any of the following parties:
 - a. Owner(s) of the property proposed for inclusion or authorized representative of the owner(s);
 - b. Historical Commission and affirmed by the City Council;
 - c. City Council.
2. If designation is initiated by the owner(s), an application for designation shall be made to the Development Services Department through submittal of the prescribed application form accompanied by a nonrefundable filing fee as specified in the adopted Fee Schedule. The Development Services Department shall establish what supporting documentation shall accompany the application, including, but not limited to, State of California DPR 523 series forms or other HRI forms as may be approved by the State.
3. At the time of submission of an application for designation, the owner(s) or authorized representative of the owner(s) shall be notified of the proposed designation and given the opportunity to comment; however, owner consent is not required for designation to proceed.
4. The application shall indicate the parameters of the property proposed for inclusion, specifying any related structures or resources that are to be included for consideration and an evaluation of the property's conformance with the applicable criteria.

5. If designation is initiated by the Historical Commission or the City Council, the Development Services Department shall notify the owner(s) of the property by certified mail within ninety (90) days of the initiation and request written consent from the owner. The notice shall inform the owner(s) of the proposed designation and provide an opportunity to comment during the public hearing process. Owner consent shall not be required for the designation to proceed.
- C. Approval of Permits When Designation is Pending.** Except as provided by this chapter no Building Permit, Demolition Permit, or other permit that would result in a major alteration of the property shall be issued for any property when an HRI designation application has been initiated with the Development Services Department until all hearings on the matter are concluded.
- D. Historical Commission Hearing.**
1. The Historical Commission shall conduct a hearing on the application for designation at its next regularly scheduled meeting following the application being deemed complete by the Development Services Department.
 2. A staff report, including the supporting documentation concerning the property proposed for inclusion shall be provided to the Historical Commission. The report shall address the significance and integrity of the property proposed for inclusion as it relates to the designation criteria, provide other relevant information, and include a recommendation concerning the application and the basis therefor.
 3. The Historical Commission shall consider the evidence provided by a licensed design professional specializing in historic preservation or qualified historic preservation professional who meet the Secretary of Interior's Professional Qualification Standards, as established by the National Park Service. The Historical Commission shall recommend to the City Council approval, modification, or denial of the designation proposal, including the reasons for such recommendation.
- E. City Council Review.** Following the recommendation of the Historical Commission, the City Council shall take final action on the request for designation by resolution approving or denying the recommendation.
- F. Notice of Designation.**
1. Following action by the City Council, a copy of the findings shall be sent by first class mail to the owner(s) of the newly designated HRI property, and a notice of the designation, along with a legal description of the property, shall be recorded in the records of the County Recorder.
 - a. Failure to record with the County Recorder shall not invalidate a designation or any of the requirements of this Chapter.
 2. The City Council also shall send notice of the designation to California State Parks, Office of Historic Preservation.
- G. Designation Repeal or Amendment.**

1. Designation may be repealed or amended in the same manner and procedure as was followed to designate the property initially. This action shall result from new information, the discovery of earlier misinformation or change of original circumstances, conditions, or factors that justified the designation.
2. If a repeal of designation is approved by the City Council, a notice shall be sent by first class mail to the owner(s) of the property.

14.93.050 Historic Alteration Permit.

- A. Historic Alteration Permit(s) are required in order to alter, demolish, remove, relocate or change any exterior architectural features of an HRI listed property, or remove or relocate any improvements, structures that contribute to the integrity or the historic significance of the resource.
- B. For non-residential properties that are on the HRI, non-permanent improvements such as signage, fences/walls, minor accessory structures and landscaping that do not adversely affect the physical integrity or the historic significance of the resource may be exempted from Historical Commission review by the Zoning Administrator.
- C. For residential properties that are on the HRI, improvements such as swimming pools, fences/walls, minor accessory structures and landscaping that do not adversely affect the physical integrity or the historic significance of the resource may be exempted from Historical Commission review by the Zoning Administrator.
- D. Where applicable, applicants shall use the California Historic Building Code (CHBC) to accommodate necessary code compliance in a manner that retains character-defining features and ensures life-safety without compromising historic integrity. Any condition deemed unsafe or warranting removal of historic features shall first be evaluated for compliance under the CHBC prior to initiating demolition or alteration.

14.93.060 Review of Historic Alteration Permit.

- A. For projects that require a historical alteration permit, the historical commission shall complete its review and issue a recommendation at its next available scheduled meeting. The commission shall determine if:
 1. The project complies with all provisions of this chapter; and
 2. The project does not adversely affect the physical integrity or the historic significance of the subject property.
 3. The project is in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

- B. The Historical Commission recommendation on the historical alteration permit, shall be forwarded to the Zoning Administrator for consideration. The Zoning Administrator may approve or deny the recommendation of the Historical Commission based on the applicable provisions of this code.

14.93.070 Application for Historic Alteration Permit.

- A. Applications for historical alteration permits shall be submitted to the Development Services Department. Applications shall at minimum include the following information:
 - 1. A clear statement of the proposed work;
 - 2. A site plan and boundary survey showing all existing buildings, structures, trees over six inches in diameter, property lines, easements and the proposed work;
 - a. A boundary and topographical survey may be required when additions to existing structures and/or the relocation of a historic structure is proposed at the discretion of the Zoning Administrator;
 - 3. Detailed plans showing both the existing and proposed exterior elevations, including a street elevation, photographs of windows and/or special features, materials and grading;
 - 4. Specifications describing all materials to be used and all processes that would affect the appearance or nature of the materials;
 - 5. Notes indicating any deviation from the Secretary of the Interior's Standards for Historic Rehabilitation; and
 - 6. Such other information or documents as may be requested by the Zoning Administrator.

14.93.080 Joint Meeting Procedures.

When a project requires multiple discretionary approvals from multiple review authorities, the project shall may be reviewed at a Joint Meeting of the respective review authorities when practical. Procedures for Joint Meetings shall be as follows:

- A. The Historical Commission will attend a regularly scheduled or special meeting of the Zoning Administrator, Planning Commission, and/or City Council.
- B. One (1) public meeting notice, agenda, and meeting minutes shall be prepared for the item being reviewed at the Joint Meeting.
- C. The Historical Commission shall conduct its review first and render its recommendation followed by the Zoning Administrator, Planning Commission, and/or City Council.

14.93.090 Appeal Procedures.

Any decisions rendered under regulations contained within this Chapter are appealable pursuant to Section 14.01.100 of the Los Altos Municipal Code.

14.93.100 Notice of Public Meetings.

Any decisions rendered under regulations contained within this Chapter are subject to public meeting notice requirements pursuant to Section 14.01.130 of the Los Altos Municipal Code.

14.93.110 Ordinary Maintenance and Repair.

- A. Nothing in this chapter shall be construed to prevent the ordinary maintenance, painting, landscaping or repair of any exterior feature in or upon any historic resource or historic landmark that does not involve a change in design, material or the external appearance thereof, nor does this chapter prevent the construction, reconstruction, alteration, restoration, demolition or removal of any historic resource or historic landmark which has been certified in writing by the city building inspector, or fire chief, or other code enforcement officer as being in unsafe or dangerous condition as contained within the California Building Code and/or Property Maintenance Code which cannot be rectified through the use of the California State Historic Building Code.
- B. Ordinary Maintenance and Repair as described in this Section shall be exempt from the requirements of obtaining a Historic Alteration Permit.

14.93.120 Duty to keep in good repair.

- A. The owner, occupant or the person in actual charge of a historic resource or a historic landmark shall keep and maintain in good condition and repair all exterior portions of the improvement or structure, and all interior portions thereof whose maintenance is necessary to prevent deterioration and decay of any exterior architectural feature or natural feature.
- B. It shall be the duty of the development services director or their designee to enforce this section.

14.93.130 Enforcement.

The violation of any provision contained in this chapter is hereby declared to be unlawful and shall constitute a misdemeanor, subject to the penalties as prescribed in Title 1, Chapter 1.20 of this code.

ORDINANCE NO. 2025-__

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS ADDING CHAPTER 14.95 (MILLS ACT PROGRAM) TO THE LOS ALTOS MUNICIPAL CODE

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

WHEREAS, the amendments was processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended. The Zoning Code text amendments can be seen with certainty that there is no possibility that the proposed action may result in a significant effect on the environment as the ordinance further implements State law and creates procedural requirements locally for how to do so. The proposed amendments are designed to preserve and protect existing and future historic resources of such structures that already exist today and do or will qualify as a historic resource within the City of Los Altos; and

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

SECTION 1. AMENDMENT OF CHAPTER 14.91 OF THE MUNICIPAL CODE. Chapter 14.91 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

APPENDIX A
CHAPTER 14.95

APPENDIX A

Chapter 14.95 - MILLS ACT PROGRAM

14.95.010 - Authority for Adoption.

This Chapter is adopted pursuant to California Government Code Sections 50280 through 50290, commonly known as the "Mills Act."

14.95.020 - Purpose and applicability.

State law provides that the City Council may contract with the owner of any qualified historical property in a manner which they deem as reasonable to carry out the purposes of the Mills Act. The Mills Act enables the City Council, in its discretion, to enter into historic property preservation contracts with the owner(s) of qualified historical properties within the City of Los Altos. The historic property contract allows the owner of a qualified historical property to obtain preferential property tax assessment in exchange for restrictions on the property to help preserve, restore, and maintain the historic property. The applicability of this chapter shall apply to all new historic property preservation contracts.

14.95.030 - Definitions.

The following definitions shall apply for the purposes of this Chapter:

"Anniversary date" means the date of final execution by all parties of the historic property contract and the same date each subsequent year that the historic property contract is in effect.

"Historic property preservation contract" means a contract between the owner(s) of a qualified historic property and the City of Los Altos, meeting all requirements of State law and this Chapter. The "historic property preservation contract" may also be referred to in this Chapter as "historic contract."

"Owner" means all persons and entities that have a right, title, or interest in the property which is the subject of the historic property contract. The term "owner" includes agents authorized in writing by the owner to act on owner's behalf. The term "owner" also includes owner's successors-in-interest.

"Qualified historical property" means a privately owned property, inclusive of the qualified historical improvements and any land on which the qualified historical improvements are located, which is not exempt from property taxation and which meets any one of the following criteria:

1. A property or structure listed individually in the National Register of Historic Places;
2. A property or structure listed individually in the California Register of Historical Resources;
3. A property or structure listed individually in the City of Los Altos' adopted Historical Resource Inventory;

14.95.040 - Limitations on historic property contracts.

- A. The City Council may, in its sole discretion and pursuant to the terms of this Chapter, enter into historic contracts with the owners of qualified historical properties that are located within the City of Los Altos.
- B. Only qualified historical properties shall be eligible to enter into historical contracts.
- C. Applications for historic contracts ~~must~~ should be received prior to July 1 of any calendar year to be processed during that calendar year. Historic property contracts must be approved, signed, and recorded in the Office of the Recorder of the County of Santa Clara on or before December 31 of a calendar year to be eligible for property tax reassessment for the following fiscal year.
- D. The intent of this Chapter is to establish procedures whereby property subject to a historic property contract approved, executed, and recorded pursuant to this Chapter will be eligible for property tax valuation as an enforceable restricted historical property pursuant to state law (Sections 439 through 439.4 of the California Revenue and Taxation Code, as may be periodically amended). In the event that only a portion of a property or structure is the subject of a historic contract, only that portion of the property or structure covered by the historic property contract shall be considered for preferential property tax assessment treatment under state law. The rest of the property or structure shall be subject to standard property tax assessment, and the total assessed value shall be a combination of the two methods as determined by the County Assessor. This section shall not be construed to circumvent or diminish any requirements of the Subdivision Map Act.
- E. Properties with recorded historic contracts must comply with all applicable City of Los Altos rules, regulations, policies, permit requirements, and associated fees, including those needed to carry out the provisions of the historic contract. Entry into a historic contract does not relieve the property which is the subject of the contract from compliance with any and all applicable federal and state laws and local regulations.

- F. Applications for historic contracts on properties on which a notice of violation has been recorded will not be accepted under this Chapter until the violation has been cleared.

14.95.050 - Required provisions of historic property contracts.

- A. The historic contract shall be in a form acceptable to City Attorney and the City Manager or their designee and shall be retained in the records of the City of Los Altos, City Clerk's Office. The Development Services Department may develop and maintain a historic contract template.
- B. Each historic property contract shall at a minimum include, without limitation, the following terms, conditions, restrictions, and requirements:
1. The contract shall contain a legal description of the property which is the subject of the contract.
 2. The contract shall have a minimum term of ten (10) years. Each year, on the anniversary date of the contract or such other annual date as is specified in the contract, a year shall be added automatically to the initial term of the contract unless the owner or the City of Los Altos has given timely written notice of non-renewal.
 - a. The agreement is automatically renewed each year for an additional one (1) year and changes the expiration date so that ten (10) years are still left in the term of the agreement.
 3. The contract shall run with the land and be binding upon, and inure to the benefit of, all successors in interest of the owner(s). A successor in interest shall have the same rights and obligations under the contract as the original owner(s) who entered into the contract.
 4. The contract shall include a written ten (10) year maintenance/rehabilitation work program to confirm a commitment to restore, rehabilitate, and/or preserve the subject property in conformance with all of the following as applicable:
 - a. The rules and regulations of the Office of Historic Preservation of the California State Parks Department;
 - b. The United States Secretary of the Interior's Standards for the Treatment of Historic Properties;
 - c. The California Building Standards Code (Title 24 of the California Code of Regulations), including the California Historical Building Code (Part 8 of Title 24) where applicable; and
 - d. The requirements, provisions, and conditions set forth in the historic property contract.

5. The contract shall provide for an inspection of the interior and exterior of the premises as required by Government Code Section 50281 and 50282 by the City of Los Altos five (5) years after entry into the contract and every five (5) years thereafter to determine the owner's continued compliance with the contract. Photographs of the interior and exterior shall not substitute the requirement for an onsite inspection of the property by city staff.
 - a. Interior and exterior inspection(s) of a property will review the integrity of the property to ensure the continued maintenance and rehabilitation of the property in compliance with the contract.
 6. The contract shall provide that the City of Los Altos may cancel the contract, subject to the terms of this Chapter, if the City determines that any of the following have occurred:
 - a. The owner has breached any of the conditions of the contract including any agreed upon improvements to the property; or
 - b. The owner has allowed the property to deteriorate to the point that it no longer meets the definition of a qualified historical property.
 7. The contract shall provide that the owner shall furnish the City with any information the City requires in order to enable it to determine the eligibility of the property for contract renewal, including the documentation required for the annual review for compliance with the historic property contract's work program.
 8. The contract shall contain a clause in a form acceptable to City Attorney that requires the owner to defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claim, action or proceeding against the City or its agents, officers, and employees arising in connection with the historic property contract.
- C. At the time rehabilitation or restoration of the subject property is achieved and so long as the contract is in effect, the owner shall commit to and be responsible for appropriate maintenance and preservation of the subject property in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

14.95.060 - Application for historic property contracts.

- A. Only qualified historical properties, as defined by this Chapter, are eligible for historic contracts under this Chapter. The owner of a qualified historical property may file an application to enter into a historic contract. Only the owner(s) or agent of the owner(s) may file the application. If the application is made by an agent of the

owner(s), the agent must provide written documentation as part of the application of the owner's authorization of the agent to act on the owner's behalf.

- B.** All applications for historic property contracts shall be filed with the Development Services Department on the form and in the manner prescribed by the Zoning Administrator. The application shall contain, without limitation, the following information and documentation:
1. The name and address of the owner(s) and signature of the applicant and the names and addresses of all persons and entities having any right, title, or interest in the property which is the subject of the proposed historic property contract;
 2. ~~Written consent to make the application from all persons and entities having a right, title, or interest in the real property which is the subject of the proposed historic property contract;~~
 3. A nonrefundable application fee as set by resolution of the City Council;
 4. A legal description of the real property and a listing of the Assessor's parcel number(s) for the property;
 5. Color photos of the property and each elevation of the subject structure(s);
 6. Site plans drawn to scale (the number of site plans required shall be as determined by the Zoning Administrator based on the specific property characteristics);
 7. An itemized ten-year maintenance/rehabilitation work program containing, at a minimum, the following information:
 - a. A description of the improvements to be done. The proposed improvements must be appropriate to restore, preserve, and/or maintain the historic structure in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.
 - b. Schedule of improvements;
 - c. ~~Verifiable e~~-Cost estimates associated with the proposed improvements ~~to be verified by City staff;~~
 - d. Preliminary plans, elevations, or any appropriate documentation needed to substantiate and illustrate proposed improvements.
 8. Proof that the property is a "qualified historical property." Such proof shall be in the form of the property already listed on the City's adopted HRI, or as part of a dual application for historical designation of the property with the City of Los Altos, or on the State of California or National Register of Historic Places.
 9. A property tax adjustment worksheet, on a form acceptable to the Zoning Administrator providing the owner's calculated estimate of the property tax reassessment that would result from the contract. The property tax

adjustment worksheet should be completed in consultation with the County of Santa Clara Assessors Office.

- a. If the property owner(s) are unable to obtain confirmation or data from the County Assessor's Office after documented reasonable attempts, the worksheet may be submitted based on publicly available information and clearly state assumptions.

10. A copy of the most recent real property tax bill for the property.

- a. In the event that the property has recently transacted or transferred ownership the application shall be accompanied by supplemental documentation which reflects the anticipated real property tax bill for the property.

11. An appraisal of the fair market value of the property (land plus improvement value), prepared by an independent certified appraiser no more than one (1) year prior to the application for the contract and as determined prior to the improvements proposed in the application for the contract.

12. Such other information as the Zoning Administrator may request to evaluate and process the application.

C. A separate application shall be filed for each property on which a historic property contract is requested.

D. The owner shall allow for an inspection of the interior and exterior of the premises by the City of Los Altos Development Services Department staff prior to entry into the contract. Inspection shall verify exiting conditions of the property and cannot be substituted by photographs.

14.95.070 - Fees.

The applicant for a historic property contract shall pay such application fees as have been adopted by resolution of the City Council. The fees include an initial fee for processing the application, and any deposit to pay the full cost recovery of any City consultants such as an independent historian, and/or environmental review as applicable. Any fees required shall be paid upon submittal of application.

14.95.080 - Eligibility criteria.

A. To be eligible for a historic property contract, the application must meet all of the following criteria:

1. The property that is the subject of the application is a qualified historical property as defined by this Chapter.
2. The application is consistent with the City's historic preservation goals and policies, as set forth in any adopted policies and ordinances.

3. The application is consistent with the applicable Secretary of the Interior's Standards for the Treatment of Historic Properties, the rules and regulations of the Office of Historic Preservation of the California State Parks Department, and the California Historical Building Code.
4. The application is consistent with the requirements of this Chapter.

14.95.090 - Review of applications.

- A. The Zoning Administrator shall review the applications for completeness and accuracy and may require such additional information from the applicant as is needed to make the application complete. ~~Only a~~ Applications ~~should be~~ filed on or before ~~June~~ July 1 of a calendar year shall be eligible for consideration for a historic property contract for the subsequent fiscal year.
- B. All applications deemed complete by the Zoning Administrator shall be referred to the Historical Commission for recommendation to the City Council on eligibility of the property for a historic property contract.
- C. The Historical Commission shall make a recommendation on the eligibility of the property for a historic property contract for consideration by the City Council.
- D. If the Historical Commission finds that the application meets the criteria for eligibility for a historic property contract, the Historical Commission shall recommend approval to the City Council. If the Historical Commission finds that the application does not meet the criteria for eligibility, the Historical Commission shall recommend to the City Council that the application be denied for a historic property contract.
- E. The historic property contract shall be consistent with the requirements of this Chapter and state law and in a form acceptable to the City Attorney. The contract shall be approved as to form by City Attorney prior to submission of the contract to the City Council for its consideration.
- F. Final action on the contract shall be considered by the City Council at a noticed public hearing. The City of Los Altos shall not execute any contract until authorized by the City Council and until all persons and entities having any right, title, or interest in the property which is the subject of the contract have signed the contract or provided written authorization for an agent to execute the contract on their behalf and until the owner(s) have submitted to the city the appropriate fee for recordation of the contract.

14.95.100 - Recordation of approved historic property contracts.

No later than twenty (20) calendar days after execution by all parties of the historic property contract, the City Clerk shall cause a copy of the executed historic property

contract to be recorded in the Office of the Recorder of the County of Santa Clara accompanied by the fee paid by owner for recordation of the contract.

14.95.110 - Review of approved historic property contracts.

- A. The owner shall allow for inspection of the interior and exterior of the premises by the City of Los Altos Development Services Department staff after five (5) years from entry into the contract and every five (5) years thereafter to determine the owner's continuing compliance with the historic property contract. Photographs of the interior and exterior shall not substitute the requirement for an onsite inspection of the property by city staff.**
- B. No later than ninety (90) days prior to each five (5) year inspection date, the owner shall submit documentation to the Development Services Department in sufficient detail to demonstrate compliance with the historic property contract's work program, including but not limited to the following documentation:**

 - 1. Color photos of actual work done in conformance with the contract;**
 - 2. Receipts and copies of financial transactions related to work carried out in conformance with the recorded contract;**
 - 3. Copies of building permits, planning entitlements, and/or historic alteration permits for work carried out in conformance with the recorded historic property contract; and**
 - 4. Such other information as may be required by the Zoning Administrator.**
- C. The Zoning Administrator shall review the documentation to determine compliance with the recorded historic property contract. If documentation is not submitted within the required timeframe or the documentation submitted demonstrates in the determination of the Zoning Administrator that the owner has breached any of the conditions of the historic property contract or has allowed the property to deteriorate to the point that it no longer meets the standards for a qualified historical property, the Zoning Administrator shall begin the process for cancellation of the contract pursuant to this Chapter.**
- D. At least sixty (60) days prior to the tenth anniversary date of the historic property contract, the owner shall submit a report from a qualified historian to the Development Services Department. The report shall describe the work carried out pursuant to the contract and shall recommend any appropriate improvements needed to achieve rehabilitation, restoration, or preservation of the property. Based on the recommendations, the City of Los Altos may require an amendment to the contract to update the maintenance/rehabilitation program. If the Zoning Administrator determines, as part of the tenth year review, that rehabilitation or restoration for the subject property has been achieved, the owner shall commit to**

and be responsible for appropriate maintenance and preservation of the subject property in accordance with the Secretary of the Interior's Standards for the Treatment of Historic Properties so long as the contract remains in effect.

14.95.120 - Nonrenewal of historic property contracts.

- A.** Each year on the anniversary date of the contract or such other date as is specified in the contract, a year shall be added automatically to the initial term of the contract, unless the owner or the City has given timely written notice of nonrenewal in accordance with the requirements of state law and this Chapter. If the owner desires in any year not to renew the contract, the owner shall serve written notice of nonrenewal of the contract to the Zoning Administrator at least ninety (90) days in advance of the annual renewal date of the contract. If the City Council determines in any year not to renew the contract, the City Council or their authorized designee shall serve written notice of nonrenewal of the contract on the owner at least sixty (60) days in advance of the annual renewal date of the contract. The City of Los Altos shall serve a notice of nonrenewal only after the City Council has conducted a noticed public hearing to consider the nonrenewal. Unless the notice of nonrenewal is served by the owner(s) or the City in accordance with these requirements, one year shall automatically be added to the term of the contract.
- B.** Upon receipt by the owner of a notice from the City for nonrenewal of the contract, the owner may make a written protest of the notice to the City Council. Such protest must be in writing and filed with the City Clerk within ~~ten (10)~~ fourteen (14) days after the written notice of nonrenewal was mailed to the owner. If a written notice of protest is timely filed, the City Clerk shall schedule the protest for a noticed public hearing before the City Council within sixty (60) days of the filing of the protest and notify the owner of the hearing date. The City Council may, at any time prior to the renewal date, withdraw the notice of non-renewal. Following the hearing, the City Council may withdraw or affirm the notice of non-renewal. If the City Council affirms the notice of nonrenewal, the existing contract shall remain in effect for the balance of the period remaining since the original execution or the last renewal of the contract.
- C.** Following the nonrenewal of the contract, the property shall be assessed in accordance with state law (Section 439.3 of the Revenue and Taxation Code, as may be periodically amended).

14.95.130 - Amendment of historic property contracts.

- A.** A historic property contract may be amended, in whole or in part, in accordance with the provisions of this Chapter.

- B. For owner-initiated amendments to a historic property contract, the owner must file an application for an amendment with the Development Services Department on the form and in the manner prescribed by the Zoning Administrator. The owner shall pay such application fees as have been set by resolution of the City Council. The Zoning Administrator shall review the amendment application for completeness and adequacy. The Zoning Administrator may request additional information as necessary to evaluate the amendment.
- C. For City of Los Altos-initiated amendments to a historic property contract, the Zoning Administrator shall inform existing owner(s) of intended amendments. ~~City-initiated amendments shall be in conformance with the provisions of this Chapter and are to ensure the continued preservation of historic resources with historic property contracts.~~
 - 1. City-initiated amendments shall be considered during the annual review of historic property contracts ~~in order to ensure each existing contract adheres to the provisions of this Chapter as amended from time to time.~~
- D. At such time that the Zoning Administrator has determined the amendment to be complete, the Zoning Administrator shall refer the amendment to the Historical Commission for a recommendation to the City Council.
- E. Following receipt of the Historical Commission recommendation and following all applicable environmental review, the City Council shall render a decision on the proposed amendment.
- F. No later than twenty (20) calendar days after City of Los Altos execution of the amendment to the historic property contract, the City Clerk shall cause a copy of the executed amendment to be recorded in the Office of the Recorder of the County of Santa Clara accompanied by the fee paid by owner for recordation of the contract amendment.

14.95.140 - Cancellation of historic property contracts.

- A. The City of Los Altos may cancel a historic property contract, subject to the process described in this section, if the City finds that one of the following conditions has occurred:
 - 1. The owner has breached any of the conditions of the historic property contract; or
 - 2. The owner has allowed the property to deteriorate to the point that it no longer meets the definition of a qualified historical property.
- B. The following process shall be followed for cancellation of a historic property contract:

1. If the Zoning Administrator determines at any time that the owner has breached any of the conditions of the historic property contract or has allowed the property to deteriorate to the point that it no longer meets the definition of a qualified historical property, the Zoning Administrator shall notify the owner in writing describing the deficiencies. If the owner has not corrected the deficiencies to the satisfaction of the Zoning Administrator within sixty (60) days of the issuance of the notification, the Zoning Administrator may refer the cancellation of the contract to the Historical Commission for a recommendation to the City Council on the cancellation.
 2. The Historical Commission shall, at a noticed public hearing, evaluate the evidence in the record and provide a written recommendation to the City Council as to whether one of the conditions for cancellation has occurred.
 3. Following receipt of the Historical Commission recommendation, the City Council shall, at a noticed public hearing, consider whether to cancel the contract. No contract shall be cancelled until after the City Council has given notice of and has held a public hearing on the cancellation.
- C. To cancel the contract, the City Council must make a finding, based on substantial evidence that one of the following conditions has occurred:
1. The owner has breached a condition of the historic property contract; or
 2. The owner has allowed the property to deteriorate to the point that it no longer meets the definition of a qualified historical property.
- D. If a historic property contract is cancelled under this section, the owner shall, in accordance with Government Code Sections 50284 and 50286, pay a cancellation fee equal to twelve and one-half (12½) percent of the property's current fair market value, as determined by the County Assessor as though the property were free of the contractual restriction.

14.95.150 - Notice of hearing.

Any decisions rendered under regulations contained within this Chapter are subject to public meeting notice requirements pursuant to Section 14.01.130 of the Los Altos Municipal Code.

12

California Office of Historic Preservation
Department of Parks & Recreation

Technical Assistance Series



1416 9th St,
Rm 1442-7
Sacramento CA 95814

PO Box 942896
Sacramento CA
94296-0001

phone:
(916) 653-6624
fax:
(916) 653-9824

email:
calshpo@ohp.parks.ca.gov
website:
ohp.parks.ca.gov



This publication has been financed in part with Federal funds from the National Park Service, Department of the Interior, under the National Historic Preservation Act of 1966, as amended, and administered by the California Office of Historic Preservation. The contents and opinions do not necessarily reflect the views or policies of the Department of the Interior, nor does the mention of trade names or commercial products constitute endorsement or recommendation by the Department of the Interior. Under Title VI of the Civil Rights Act of 1964 and Section 504 of the Rehabilitation Act of 1973, the U.S. Department of the Interior strictly prohibits unlawful discrimination on the basis of race, color, national origin, age, or handicap in its federally-assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to Office for Equal Opportunity, U.S. Department of the Interior, National Park Service, Box 37127, Washington DC 20013-7127.



Table of Contents

Mills Act Property Tax Abatement Program	1
Purpose of the Mills Act Program	1
Benefits to Local Governments.....	1
Benefits to Owners	1
Qualified Historic Property	2
OHP's Role	2
For Additional Information.....	2
California State Codes Relating to Mills Act Program	3
California Government Code, Article 12, Sections 50280 - 50290.....	3
California Revenue and Taxation Code, Article 1.9, Sections 439 – 439.4.....	6

Mills Act Property Tax Abatement Program

Purpose of the Mills Act Program

Economic incentives foster the preservation of residential neighborhoods and the revitalization of downtown commercial districts. The Mills Act is the single most important economic incentive program in California for the restoration and preservation of qualified historic buildings by private property owners.

Enacted in 1972, the Mills Act legislation grants participating local governments (cities and counties) authority to enter into contracts with owners of qualified historic properties who actively participate in the restoration and maintenance of their historic properties while receiving property tax relief.

Benefits to Local Governments

The Mills Act allows local governments to design preservation programs to accommodate specific community needs and priorities for rehabilitating entire neighborhoods, encouraging seismic safety programs, contributing to affordable housing, promoting heritage tourism, or fostering pride of ownership. Local governments have adopted the Mills Act because they recognize the economic benefits of conserving resources and reinvestment as well as the important role historic preservation can play in revitalizing older areas, creating cultural tourism, building civic pride, and retaining the sense of place and continuity with the community's past.

A formal agreement, generally known as a Mills Act or Historical Property Contract, is executed between the local government and the property owner for a minimum ten-year term. Contracts are automatically renewed each year and are transferred to new owners when the property is sold. Property owners agree to restore, maintain, and protect the property in accordance with specific historic preservation standards and conditions identified in the contract. Periodic inspections by city or county officials ensure proper maintenance of the property. Local authorities may impose penalties for breach of contract or failure to protect the historic property. The contract is binding to all owners during the contract period.

Benefits to Owners

Owners of historic buildings may qualify for property tax relief if they pledge to rehabilitate and maintain the historical and architectural character of their properties for at least a ten-year period. The Mills Act program is especially beneficial for recent buyers of historic properties and for current owners of historic buildings who have made major improvements to their properties.

Mills Act participants may realize substantial property tax savings of between 40% and 60% each year for newly improved or purchased older properties because valuations of Mills Act properties are determined by the Income Approach to Value rather than by the standard Market Approach to Value. The income approach, divided by a capitalization rate, determines the assessed value of the property. In general, the income of an owner-occupied property is based on comparable rents for similar properties in the area, while the income amount on a commercial property is based on actual rent received. Because rental values vary from area to area, actual property savings vary from county to county. In addition, as County Assessors are required to assess all properties annually, Mills Act properties may realize slight increases in property taxes each year.

Qualified Historic Property

A qualified historic property is a property listed on any federal, state, county, or city register, including the *National Register of Historic Places*, *California Register of Historical Resources*, California Historical Landmarks, State Points of Historical Interest, and locally designated landmarks. Owner-occupied family residences and income-producing commercial properties may qualify for the Mills Act program.

OHP's Role

OHP provides technical assistance and guidance to local governments and property owners. OHP maintains a current list of communities participating in the Mills Act program and copies of Mills Act ordinances, resolutions, and contracts that have been adopted. OHP does not participate in the negotiations of the agreement and is not a signatory to the contract.

For Additional Information

Contact the planning department of the city or county within which the historic property is located.

California's four largest cities (Los Angeles, San Diego, San Francisco, and San Jose) as well as more than 75 other city and county governments have instituted Mills Act programs. A list of communities participating in the Mills Act Program is available online at http://www.ohp.parks.ca.gov/default.asp?page_id=21412.

For additional information on the Mills Act, please contact MaryIn Lortie in the Office of Historic Preservation, PO Box 942896, Sacramento CA 94296-0001, (916) 653-8911, mlort@ohp.parks.ca.gov.

California State Codes Relating to Mills Act Program

California Government Code, Article 12, Sections 50280 - 50290

50280. Restriction of property use.

Upon the application of an owner or the agent of an owner of any qualified historical property, as defined in Section 50280.1, the legislative body of a city, county, or city and county may contract with the owner or agent to restrict the use of the property in a manner which the legislative body deems reasonable to carry out the purposes of this article and of Article 1.9 (commencing with Section 439) of Chapter 3 of Part 2 of Division 1 of the Revenue and Taxation Code. The contract shall meet the requirements of Sections 50281 and 50282.

50280.1. Qualified historic property.

"Qualified historical property" for purposes of this article, means privately owned property which is not exempt from property taxation and which meets either of the following:

(a) Listed in the National Register of Historic Places or located in a registered historic district, as defined in Section 1.191-2(b) of Title 26 of the Code of Federal Regulations.

(b) Listed in any state, city, county, or city and county official register of historical or architecturally significant sites, places, or landmarks.

50281. Required contract provision.

Any contract entered into under this article shall contain the following provisions:

(a) The term of the contract shall be for a minimum period of 10 years.

(b) Where applicable, the contract shall provide the following:

(1) For the preservation of the qualified historical property and, when necessary, to restore and rehabilitate the property to conform to the rules and regulations of the Office of Historic Preservation of the Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation, and the State Historical Building Code.

(2) For the periodic examinations of the interior and exterior of the premises by the assessor, the Department of Parks and Recreation, and the State Board of Equalization as may be necessary to determine the owner's compliance with the contract.

(3) For it to be binding upon, and inure to the benefit of, all successors in interest of the owner. A successor in interest shall have the same rights and obligations under the contract as the original owner who entered into the contract.

(c) The owner or agent of an owner shall provide written notice of the contract to the Office of Historic Preservation within six months of entering into the contract.

50281.1. Fees.

The legislative body entering into a contract described in this article may require that the property owner, as a condition to entering into the contract, pay a fee not to exceed the reasonable cost of administering this program.

50282. Renewal.

(a) Each contract shall provide that on the anniversary date of the contract or such other annual date as is specified in the contract, a year shall be added automatically to the initial term of the contract unless notice of nonrenewal is given as provided in this section. If the property owner or the legislative body desires in any year not to renew the contract, that party shall serve written notice of nonrenewal of the contract on the other party in advance of the annual renewal date of the contract. Unless the notice is served by the owner at least 90 days prior to the renewal date or by the legislative body at least 60 days prior to the renewal date, one year shall automatically be added to the term of the contract.

(b) Upon receipt by the owner of a notice from the legislative body of nonrenewal, the owner may make a written protest of the notice of nonrenewal. The legislative body may, at any time prior to the renewal date, withdraw the notice of nonrenewal.

(c) If the legislative body or the owner serves notice of intent in any year not to renew the contract, the existing contract shall remain in effect for the balance of the period remaining since the original execution or the last renewal of the contract, as the case may be.

(d) The owner shall furnish the legislative body with any information the legislative body shall require in order to enable it to determine the eligibility of the property involved.

(e) No later than 20 days after a city or county enters into a contract with an owner pursuant to this article, the clerk of the legislative body shall record with the county recorder a copy of the contract, which shall describe the property subject thereto. From and after the time of the recordation, this contract shall impart a notice thereof to all persons as is afforded by the recording laws of this state.

50284. Cancellation.

The legislative body may cancel a contract if it determines that the owner has breached any of the conditions of the contract provided for in this article or has allowed the property to deteriorate to the point that it no longer meets the standards for a qualified historical property. The legislative body may also cancel a contract if it determines that the owner has failed to restore or rehabilitate the property in the manner specified in the contract.

50285. Consultation with state commission.

No contract shall be canceled under Section 50284 until after the legislative body has given notice of, and has held, a public hearing on the matter. Notice of the hearing shall be mailed to the last known address of each owner of property within the historic zone and shall be published pursuant to Section 6061.

50286. Cancellation.

Mills Act Property Tax Abatement Program
OHP Technical Assistance Bulletin #12

(a) If a contract is canceled under Section 50284, the owner shall pay a cancellation fee equal to 121/2 percent of the current fair market value of the property, as determined by the county assessor as though the property were free of the contractual restriction.

(b) The cancellation fee shall be paid to the county auditor, at the time and in the manner that the county auditor shall prescribe, and shall be allocated by the county auditor to each jurisdiction in the tax rate area in which the property is located in the same manner as the auditor allocates the annual tax increment in that tax rate area in that fiscal year.

(c) Notwithstanding any other provision of law, revenue received by a school district pursuant to this section shall be considered property tax revenue for the purposes of Section 42238 of the Education Code, and revenue received by a county superintendent of schools pursuant to this section shall be considered property tax revenue for the purposes of Article 3 (commencing with Section 2550) of Chapter 12 of Part 2 of Division 1 of Title 1 of the Education Code.

50287. Action to enforce contract.

As an alternative to cancellation of the contract for breach of any condition, the county, city, or any landowner may bring any action in court necessary to enforce a contract including, but not limited to, an action to enforce the contract by specific performance or injunction.

50288. Eminent domain.

In the event that property subject to contract under this article is acquired in whole or in part by eminent domain or other acquisition by any entity authorized to exercise the power of eminent domain, and the acquisition is determined by the legislative body to frustrate the purpose of the contract, such contract shall be canceled and no fee shall be imposed under Section 50286. Such contract shall be deemed null and void for all purposes of determining the value of the property so acquired.

50289. Annexation by city.

In the event that property restricted by a contract with a county under this article is annexed to a city, the city shall succeed to all rights, duties, and powers of the county under such contract.

50290. Consultation with state commission.

Local agencies and owners of qualified historical properties may consult with the State Historical Resources Commission for its advice and counsel on matters relevant to historical property contracts.

California Revenue and Taxation Code, Article 1.9, Sections 439 – 439.4

439. Historical Property Restrictions; enforceably restricted property.
For the purposes of this article and within the meaning of Section 8 of Article XIII of the Constitution, property is "enforceably restricted" if it is subject to an historical property contract executed pursuant to Article 12 (commencing with Section 50280) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code.

439.1. Historical Property; definitions.
For purposes of this article "restricted historical property" means qualified historical property, as defined in Section 50280.1 of the Government Code, that is subject to a historical property contract executed pursuant to Article 12 (commencing with Section 50280) of Chapter 1 of Part 1 of Division 1 of Title 5 of the Government Code. For purposes of this section, "qualified historical property" includes qualified historical improvements and any land on which the qualified historical improvements are situated, as specified in the historical property contract. If the historical property contract does not specify the land that is to be included, "qualified historical property" includes only that area of reasonable size that is used as a site for the historical improvements.

439.2. Historical Property; valuation.
When valuing enforceably restricted historical property, the county assessor shall not consider sales data on similar property, whether or not enforceably restricted, and shall value that restricted historical property by the capitalization of income method in the following manner:

(a) The annual income to be capitalized shall be determined as follows:

(1) Where sufficient rental information is available, the income shall be the fair rent that can be imputed to the restricted historical property being valued based upon rent actually received for the property by the owner and upon typical rentals received in the area for similar property in similar use where the owner pays the property tax. When the restricted historical property being valued is actually encumbered by a lease, any cash rent or its equivalent considered in determining the fair rent of the property shall be the amount for which the property would be expected to rent were the rental payment to be renegotiated in the light of current conditions, including applicable provisions under which the property is enforceably restricted.

(2) Where sufficient rental information is not available, the income shall be that which the restricted historical property being valued reasonably can be expected to yield under prudent management and subject to applicable provisions under which the property is enforceably restricted.

(3) If the parties to an instrument that enforceably restricts the property stipulate therein an amount that constitutes the minimum annual income to be capitalized, then the income to be capitalized shall not be less than the amount so stipulated. For purposes of this section, income shall be determined in accordance with rules and

regulations issued by the board and with this section and shall be the difference between revenue and expenditures. Revenue shall be the amount of money or money's worth, including any cash rent or its equivalent, that the property can be expected to yield to an owner-operator annually on the average from any use of the property permitted under the terms by which the property is enforceably restricted. Expenditures shall be any outlay or average annual allocation of money or money's worth that can be fairly charged against the revenue expected to be received during the period used in computing the revenue. Those expenditures to be charged against revenue shall be only those which are ordinary and necessary in the production and maintenance of the revenue for that period. Expenditures shall not include depletion charges, debt retirement, interest on funds invested in the property, property taxes, corporation income taxes, or corporation franchise taxes based on income.

(b) The capitalization rate to be used in valuing owner-occupied single family dwellings pursuant to this article shall not be derived from sales data and shall be the sum of the following components:

(1) An interest component to be determined by the board and announced no later than September 1 of the year preceding the assessment year and that was the yield rate equal to the effective rate on conventional mortgages as determined by the Federal Housing Finance Board, rounded to the nearest 1/4 percent.

(2) A historical property risk component of 4 percent.

(3) A component for property taxes that shall be a percentage equal to the estimated total tax rate applicable to the property for the assessment year times the assessment ratio.

(4) A component for amortization of the improvements that shall be a percentage equivalent to the reciprocal of the remaining life.

(c) The capitalization rate to be used in valuing all other restricted historical property pursuant to this article shall not be derived from sales data and shall be the sum of the following components:

(1) An interest component to be determined by the board and announced no later than September 1 of the year preceding the assessment year and that was the yield rate equal to the effective rate on conventional mortgages as determined by the Federal Housing Finance Board, rounded to the nearest 1/4 percent.

(2) A historical property risk component of 2 percent.

(3) A component for property taxes that shall be a percentage equal to the estimated total tax rate applicable to the property for the assessment year times the assessment ratio.

(4) A component for amortization of the improvements that shall be a percentage equivalent to the reciprocal of the remaining life.

(d) Unless a party to an instrument that creates an enforceable restriction expressly prohibits the valuation, the valuation resulting from the capitalization of income method described in this section shall not exceed the lesser of either the valuation that would have resulted by calculation under Section 110, or the valuation that would have resulted by calculation under Section 110.1, as though the property was not subject to an enforceable restriction in the base year.

(e) The value of the restricted historical property shall be the quotient of the income determined as provided in subdivision (a) divided by the capitalization rate determined as provided in subdivision (b) or (c).

(f) The ratio prescribed in Section 401 shall be applied to the value of the property determined in subdivision (d) to obtain its assessed value.

439.3. Historical Property; notice of nonrenewal.

Notwithstanding any provision of Section 439.2 to the contrary, if either the county or city or the owner of restricted historical property subject to contract has served notice of nonrenewal as provided in Section 50282 of the Government Code, the county assessor shall value that restricted historical property as provided in this section.

(a) Following the hearing conducted pursuant to Section 50285 of the Government Code, subdivision (b) shall apply until the termination of the period for which the restricted historical property is enforceably restricted.

(b) The board or assessor in each year until the termination of the period for which the property is enforceably restricted shall do all of the following:

(1) Determine the full cash value of the property pursuant to Section 110.1. If the property is not subject to Section 110.1 when the restriction expires, the value shall be determined pursuant to Section 110 as if the property were free of contractual restriction. If the property will be subject to a use for which this chapter provides a special restricted assessment, the value of the property shall be determined as if it were subject to the new restriction.

(2) Determine the value of the property by the capitalization of income method as provided in Section 439.2 and without regard to the fact that a notice of nonrenewal or cancellation has occurred.

(3) Subtract the value determined in paragraph (2) of this subdivision by capitalization of income from the full cash value determined in paragraph (1).

(4) Using the rate announced by the board pursuant to paragraph (1) of subdivision (b) of Section 439.2, discount the amount obtained in paragraph (3) for the number of years remaining until the termination of the period for which the property is enforceably restricted.

(5) Determine the value of the property by adding the value determined by the capitalization of income method as provided in paragraph (2) and the value obtained in paragraph (4).

(6) Apply the ratios prescribed in Section 401 to the value of the property determined in paragraph (5) to obtain its assessed value.

439.4. Historical Property; recordation.

No property shall be valued pursuant to this article unless an enforceable restriction meeting the requirements of Section 439 is signed, accepted and recorded on or before the lien date for the fiscal year in which the valuation would apply.

ORDINANCE NO. 2025-__

**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
REPEALING IN ITS ENTIRETY CHAPTER 12.44 FOR EXISTING HISTORIC
PRESERVATION REGULATIONS**

WHEREAS, the City Council is empowered pursuant to Article XI, Section 7 of the California Constitution to make and enforce within the City all local, police, sanitary, and other ordinances, and regulations not in conflict with general laws; and

WHEREAS, the City Council held a duly noticed public hearing on **DATE TO BE INSERTED**, and **DATE TO BE INSERTED**; and

WHEREAS, the amendments were processed in accordance with the applicable provisions of the California Government Code and the Los Altos Municipal Code; and

WHEREAS, the City Council repeals in its entirety Chapter 12.44 of the Los Altos Municipal Code; and

WHEREAS, this Ordinance is exempt from environmental review pursuant to Section 15061(b)(3) of the State Guidelines implementing the California Environmental Quality Act of 1970, as amended; and

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

SECTION 1. REPEAL CHAPTER 12.44 OF THE LOS ALTOS MUNICIPAL CODE. Chapter 12.44 of the Los Altos Municipal Code is hereby amended as set forth in Appendix A to this Ordinance, underline indicating addition, strikethrough indicating deletion.

SECTION 2. CONSTITUTIONALITY; AMBIGUITIES. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions hereof. Any ambiguities in the Los Altos Municipal Code created by this Ordinance shall be resolved by the Development Services Director, in their reasonable discretion, after consulting the City Attorney.

SECTION 3. PUBLICATION. This Ordinance shall be published as provided in Government Code Section 36933.

SECTION 4. EFFECTIVE DATE. This Ordinance shall be effective upon the commencement of the thirty-first day following the adoption hereof.

I HEREBY CERTIFY that the foregoing Ordinance was duly and properly introduced at a regular meeting of the City Council of the City of Los Altos held on **DATE TO BE INSERTED**, and was thereafter, at a regular meeting held on **DATE TO BE INSERTED**, passed, and adopted by the following vote:

AYES:

NOES:

ABSENT:
ABSTAIN:

Pete Dailey, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

Chapter 12.44 HISTORIC PRESERVATION¹

Sections:

Article 1. General Provisions

12.44.010 Purpose.

It is hereby declared as a matter of public policy that the recognition, preservation, enhancement and use of historic resources within the City of Los Altos is required in the interest of health, economic prosperity, cultural enrichment and general welfare of the people. The purpose of this chapter is to:

- A. —Safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history;
- B. —Enhance the visual character of the city by encouraging the compatibility of architectural styles which reflect established architectural traditions;
- C. —Encourage public knowledge, understanding and appreciation of the city's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the city's historic resources;
- D. —Stabilize and improve property values within the city and increase the economic and financial benefits to the city and its inhabitants derived from the preservation, rehabilitation, and use of historic resources;
- E. —Integrate the conservation of historic resources into the public and private development process and identify as early as possible and resolve conflicts between the preservation of such resources and alternative land uses; and
- F. —Fulfill the city's responsibilities for Federal Section 106 reviews and for the California Environmental Quality Act.

(Ord. No. 2011-363, § 1, 3-8-2011)

12.44.020 Area of application.

This chapter shall apply to all historic resources listed in the historic resources inventory, historic landmarks and properties, and structures.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

12.44.030 Definitions.

For the purposes of this chapter, the following words and phrases shall have the meanings respectively ascribed to them in this section, unless the context or the provision clearly requires otherwise:

"Alteration" means any act or process that changes any portion of the exterior architectural appearance of a structure or object, including, but not limited to, the erection, construction, reconstruction, removal of exterior architectural features or details, or the addition of new structures, but does not include painting, ordinary maintenance and landscaping.

"California Historical Building Code" is Part 8 of Title 24 (State Building Standards Code) and applies to all qualified historic structures and sites, designated under federal, state and local authority. It provides alternative building regulations for the rehabilitation, preservation, restoration or relocation of structures designated as qualified historic buildings.

"California Office of Historic Preservation" means the governmental agency primarily responsible for the statewide administration of the historic preservation program in California.

"California Register of Historical Resources" is a comprehensive listing of California's historical resources, including those of local, state and national significance.

"Character defining features" means the defining elements, such as prominent architectural features, materials, craftsmanship or other elements, that, individually or in combination, identify a historic property, building or landscape.

"Commission staff" means the staff liaison assigned to the historical commission.

"DPR 523" means the California Department of Parks and Recreation Historic Resource Inventory Forms used for historic evaluations. The DPR-523A form provides descriptive information about a resource. The DPR-523B form provides an evaluation of the resources and includes a determination as to whether the resource is eligible for the National or State Register of Historic Places or listing on the Los Altos Historic Resources Inventory.

"Exterior architectural feature" means the architectural elements embodying style, design, general arrangement and components of all the outer surfaces of an improvement, including but not limited to, the kind, size, shape and texture of building materials, and the type and style of windows, doors, lights, signs and other fixtures appurtenant to such improvement.

"Historic landmark" means a building, improvement, structure, natural feature, site or area of land, under single or common ownership that has significant historical, architectural, cultural, and/or aesthetic interest or value, and is designated as a historic landmark by the city council.

"Historic resource" is a property or structure that has been determined to be over fifty (50) years old, retains its physical integrity, has historical, architectural, cultural, and/or aesthetic value, and is listed on the historic resources inventory.

"Historic resources inventory" means the city's official inventory of the historic resources, as adopted and amended from time to time by resolution of the historical commission and/or the city council. A property or structure must be designated as a historic landmark or a historic resource in order to be listed.

"Historical commission" is a seven-member advisory commission appointed by the city council that is tasked with maintaining the historic resources inventory, making recommendations on historic landmarks, working with property owners on preservation, maintenance and other development activities related to historic resources, and other activities as identified in the municipal code.

"Improvement" means any building, structure, parking facility, wall, work of art or other appurtenance or addition thereto constituting a physical betterment of real property or any part of such betterment.

"Integrity" is the authenticity of the characteristics, also referred to as character defining features, from which resources derive their significance. Integrity is the composite of seven qualities: location, design, setting, materials, workmanship, feeling and association.

"Mills Act" is an economic incentive program in California for the restoration and preservation of qualified historic structures. Enacted in 1972, the Mills Act grants participating local governments the authority to enter into

contracts with owners of qualified historic properties to reduce the property tax assessment in exchange for the restoration and maintenance of the historic resource.

"National Register of Historic Places" is the official inventory of districts, sites, buildings, structures and objects significant in American history, architectural, archeology and culture, maintained by the Secretary of Interior under the authority of the Historic Sites Act of 1935 and the National Historic Preservation Act of 1966.

"Preservation" means the act of identification, study, protection, reconstruction, restoration, rehabilitation or enhancement of historic and/or cultural resources.

"Reconstruction" means the act or process of reproducing by new construction, the exact form and detail of a vanished building, structure or any part thereof, as it appeared at a specific period of time.

"Rehabilitation" means the act or process of returning a property to a state of utility through repair or alteration that makes possible an efficient contemporary use while preserving those portions or features of the property which are significant to its historical, architectural and cultural value.

"Restoration" means the act or process of accurately recovering the form and details of a property and its setting as it appeared at a particular period of time by means of the removal of later work or by the replacement of missing earlier work.

"Secretary of Interior's Standards" are the Federal Standards for the Treatment of Historic Properties that are utilized in the identification, evaluation, registration and treatment of historic properties. The list of ten (10) Rehabilitation Standards, published as the Secretary of the Interior's Standards, is aimed at retaining and preserving those features and materials that are important in defining the historic character of a resource.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Article 2. Designation of Historic Resources

12.44.040 Criteria for designation.

A structure, property or object may be eligible for designation as a historic resource or historic landmark, if it/they satisfy each of the three criteria listed below:

- A. — Age. A structure or property should be more than fifty (50) years in age. (Exceptions can be made to this rule if the building(s) or site(s) is/are truly remarkable for some reason—such as being associated with an outstanding architect, personage, usage or event).
- B. — Determination of Integrity. A structure or property should retain sufficient historic integrity in most of the following areas:
 - 1. — Design: The combination of elements that create the form, plan, space, structure and style of a property.
 - 2. — Setting: The physical environment of a historic property.
 - 3. — Materials: The physical elements that were combined or deposited during a particular period of time and in a particular pattern or configuration to form a historic property.
 - 4. — Workmanship: The physical evidence of the crafts of a particular culture or people during any given period in history or prehistory.
 - 5. — Feeling: A property's expression of the aesthetic or historic sense of a particular period of time.
- C. — Historic Significance. A structure or property should be clearly associated with one or more of the following areas of significance:

-
1. — Event: Associated with a single significant event or a pattern of events that have made a significant contribution to broad patterns of local or regional history, or cultural heritage of California or the United States;
 2. — Person/People: Associated with the lives of persons important to the local, California or national history;
 3. — Architecture/Design: Embodies the distinctive characteristics of a design type, period, region or method of construction, or represents the work of a master or possesses high artistic value; or
 4. — Archaeology: Yields important information about prehistory or history of the local area, California or the nation.

The city's historic resource evaluation methodology, which provides more details about the above listed criteria, is available from the planning division.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

12.44.050 Applications for designation.

- A. — Applications for designation as a historic landmark, or listing a historic resource on the historic resources inventory may be initiated by the owner or owners of a building, improvement, structure, natural feature, site or area of land, requesting designation of their property as a historic resource or historic landmark.
- B. — The city council or the planning commission may, by resolution or motion, refer a proposed designation to the historical commission. The historical commission may also consider a proposed designation upon its own initiative or by referral by the development services director.
- C. — Applications for designation as a historic landmark, or listing a historic resource on the historic resources inventory shall be made to the historical commission. Applications must be accompanied by such historical and architectural information as is required by the historical commission in order to make an informed recommendation concerning the request.

Applications for designation shall be acted on as set forth in sections 12.44.050, 12.44.060 and 12.44.070 of this chapter.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

12.44.060 Historic resource listing.

- A. — Once the application for designating a property as a historic resource and listing it on the historic resources inventory has been received, the historical commission shall consider the request at its next available scheduled meeting.
- B. — The commission shall conduct a public hearing to consider the proposed listing. Notice of the hearing shall be given at least ten (10) days prior to the date of the hearing by mail to the applicant, to the owner or owners of the property and to the owners of abutting properties, and by posting a notice on the property near the front property line in accordance with the standards set by commission staff.
- C. — The commission shall consider the proposed historic resource and determine whether or not the property satisfies the three criteria outlined in Section 12.44.040. The commission shall by motion either approve or disapprove the designation of the property as a historic resource and listing it in the historic resources inventory.

-
- D. — If the commission approves the historic resource for listing on the historic resources inventory, the listing shall become effective immediately and the designated property shall be subject to the regulations set forth in this chapter.
- E. — Until final action has been taken by the commission on the request to list a property, no building, alteration, grading, demolition or tree removal permit(s) shall be issued for any work to be performed upon or within the subject property, unless approved by the historical commission or the development services director. This restriction shall become effective as of the time the application is submitted, and shall extend until the commission has taken action.
- F. — Within fifteen (15) days of the action taken by the historical commission, the decision may be appealed to the city council. The appeal may be filed by the applicant or any interested party.
- (Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

12.44.070 Historic landmark designation.

- A. — Once the application for the proposed designation has been received, the historical commission shall consider the request at its next available scheduled meeting.
- B. — The commission shall conduct a public hearing to consider the proposed designation. Notice of the hearing shall be given at least ten (10) days prior to the date of the hearing by publication in at least one newspaper of general circulation within the city, by mail to the applicant, to the owner or owners of the property, and to the owners of abutting properties, and by posting a notice on the property near the front property line in accordance with the standards set by commission staff.
- C. — The commission shall make a recommendation to the city council on the proposed designation. In order to make a positive recommendation, the commission shall make the following findings:
1. — That the proposed historic landmark satisfies the three criteria outlined in Section 12.44.040; and
 2. — That the proposed landmark has special historical, cultural, archeological, scientific, architectural or aesthetic interest or value as part of the heritage or history of the city, the county, the state or the nation.
- D. — The city council shall consider the proposed designation at its next available regular meeting and determine whether or not to accept the historical commission's recommendation. The city council shall by resolution either approve the proposed designation, in whole or in part or as modified, or shall, by motion, disapprove the proposal in its entirety.
- E. — If the city council approves the landmark designation, the resolution shall become effective immediately and the designated property shall be subject to the regulations set forth in this chapter and to such further restrictions or controls as may be specified in the designating resolution.
- F. — Adoption of a designating resolution by the city council shall be based upon the findings outlined in subsection (C) of this section.
- G. — Until final action has been taken by the city council on the proposed landmark, no building, alteration, grading, demolition or tree removal permit(s) shall be issued for any work to be performed upon or within the subject property, unless approved by the historical commission or the city council. This restriction shall become effective as of the time the application is submitted, and shall extend until the designating resolution becomes effective.

(Ord. No. 2011-363, § 1, 3-8-2011)

12.44.080 Notice of designation.

A. — Following adoption by the city council of a resolution designating a historic landmark, the commission staff shall send notice of the designation, together with a copy of the resolution or ordinance, to the owner or owners of the designated historic landmark. The city council also shall send notice of the designation to:

1. — The Santa Clara County Historical Heritage Commission; and
2. — The California State Historic Preservation Officer.

B. — The designating resolution or ordinance shall be recorded with the county clerk-recorder.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s)—Ord. No. 2017-437, § 1, adopted March 13, 2018, repealed § 12.44.080, which pertained to historic district designation, and derived from Ord. No. 2011-363, § 1, adopted March 8, 2011, and subsequently renumbered the remaining sections 12.44.090—12.44.220 as 12.44.080—12.44.210. Historical notations for former sections have been retained for reference.

12.44.090 Termination of designation.

The only legitimate reason for terminating the designation of a historic resource or historic landmark is when clear evidence is presented that shows the resource no longer meets the criteria of Section 12.44.040 due to loss of integrity and/or historic significance.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s)—Former § 12.44.100, see editor's note § 12.44.080.

Article 3. Permits

12.44.100 Applicability.

- A. — For historic landmark properties, a historical alteration permit (Section 12.44.150) is required in order to alter, demolish, remove, relocate or change any exterior architectural features of the designated landmark structure(s), or remove or relocate any improvements, structures or natural features that contribute to the integrity or the historic significance of the historic landmark.
- B. — For historic resources listed on the historic resources inventory, an advisory review (Section 12.44.140) is required in order to alter, demolish, remove, relocate or otherwise change in any manner any exterior architectural feature or natural feature that contributes to the integrity or the historic significance of a historic resource.
- C. — For subsection (B) of this section, the historical commission's review will take into account whether or not the proposed work adversely affects the physical integrity or the historic significance of the resource. The historical commission's recommendation to the development services director, planning commission, or city council, shall be advisory only.
- D. — For non-residential properties that are historic landmarks or historic resources, non-permanent improvements such as signage, awnings and landscaping that do not adversely affect the physical integrity or the historic significance of the resource may be exempted from historical commission review by the development services director.

E. — ~~For residential properties that are historic landmarks or historic resources, improvements such as swimming pools, fences, minor accessory structures such as trellises or barbecues, and landscaping that do not adversely affect the physical integrity or the historic significance of the resource may be exempted from historical commission review by the development services director.~~

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s) — ~~Former § 12.44.110, see editor's note § 12.44.080.~~

12.44.110 Applications.

Applications for historical alteration permits or advisory review shall be submitted to the development services director. Applications shall include the following information:

- A. — ~~A clear statement of the proposed work;~~
- B. — ~~A site plan showing all existing buildings, structures, trees over six inches in diameter, property lines, easements and the proposed work;~~
- C. — ~~Detailed plans showing both the existing and proposed exterior elevations, including a street elevation, photographs of windows and/or special features, materials and grading;~~
- D. — ~~Specifications describing all materials to be used and all processes that would affect the appearance or nature of the materials;~~
- E. — ~~Notes indicating any deviation from the Secretary of the Interior's Standards for Historic Rehabilitation; and~~
- F. — ~~Such other information or documents as may be requested by the development services director or the historical commission.~~

Applications shall be noticed as set forth in Section 12.44.120 and shall be acted on as set forth in Section 12.44.130 and 12.44.140 of this chapter.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s) — ~~Former § 12.44.120, see editor's note § 12.44.080.~~

12.44.120 Notice of public meetings.

- A. — ~~Notification shall be provided when an application for a historical alteration permit is required for a historic landmark. Applicants shall be responsible for providing notification via first class mail to the adjoining property owners, in the manner set forth by the commission staff, at least ten (10) days prior to the meeting at which the application is to be reviewed. The property owners who shall be mailed notice include, but are not limited to, the following:~~
- 1. — ~~The two adjoining property owners on each side;~~
 - 2. — ~~The three adjoining rear property owners; and~~
 - 3. — ~~The five adjoining front property owners across the street.~~
 - 4. — ~~As deemed appropriate or necessary, the commission staff may require that notification be mailed to a greater or lesser number of property owner(s) than are identified above based on the configuration of the properties adjoining the site of the application.~~

5. — Notice shall also be posted on the project site near the front property line in accordance with the standards set by the commission staff.

B. — Notice shall be provided when an application for an advisory review is required for a historic resource. Applicants shall be responsible for posting a notice on the project site near the front property line in accordance with the standards set by the commission staff.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s) — Former § 12.44.130, see editor's note § 12.44.080.

12.44.130 Advisory review.

A. — For projects that require an advisory review, the historical commission shall complete its review and issue a recommendation at its next available scheduled meeting. In order to recommend approval, the commission shall find that:

1. — The project complies with all provisions of this chapter; and
2. — The project does not adversely affect the physical integrity or the historic significance of the subject property.

B. — The historical commission recommendation shall be forwarded to the development services director, the planning commission, or the city council to be considered as part of their decision.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s) — Former § 12.44.140, see editor's note § 12.44.080.

12.44.140 Historical alteration permit.

A. — For projects that require a historical alteration permit, the historical commission shall complete its review and issue a decision at its next available scheduled meeting. In order to approve a permit, the commission shall find that:

1. — The project complies with all provisions of this chapter; and
2. — The project does not adversely affect the physical integrity or the historic significance of the subject property.
3. — The project is in compliance with the Secretary of the Interior's Standards for the Treatment of Historic Properties.

B. — If the historical commission approves the historical alteration permit, or approves such permit subject to conditions, the development services director shall issue the permit in accordance with the recommendation, provided that no other approval is required under this code. In the event the historical commission recommends denial of the permit, the development services director shall notify the applicant that the requested permit will not be granted.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s) — Former § 12.44.1500, see editor's note § 12.44.080.

12.44.150 Appeal.

Within fourteen (14) days of any approval or denial by the historical commission, the decision may be appealed to the city council. The appeal may be filed by the applicant or any interested party and shall be accompanied by a fee to cover the administrative cost of handling the appeal as set by city council resolution.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s)—Former § 12.44.160, see editor's note § 12.44.080.

Article 4. Miscellaneous Provisions

12.44.160 Incentives for preserving historic resources.

A.—California Historical Building Code. It is the purpose of the state historical building code to provide regulations and standards for the rehabilitation, preservation, restoration (including related reconstruction) or relocation as applicable to all historical buildings, structures and properties deemed of importance to the history, architecture, or culture of an area by an appropriate local or state governmental jurisdiction. Such standards and regulations are intended to facilitate the restoration or change of occupancy so as to preserve their original or restored elements and features, to encourage energy conservation and a cost effective approach to preservation, and to provide for reasonable safety from fire, seismic forces or other hazards for occupants and users of such "buildings, structures and properties" and to provide reasonable availability and usability by the physically disabled. The state historical building code is defined in sections 18950 to 18961 of Division 13, Part 2.7 of Health and Safety Code (H&SC) Health and Safety Code, a part of California Law.

B.—Economic incentives. In order to carry out more effectively and equitably the purposes of this chapter, the city council may, by resolution, adopt a program of economic (i.e., Mills Act contracts) and other incentives to support the preservation, maintenance and appropriate rehabilitation of the city's historic resources.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s)—Former § 12.44.170, see editor's note § 12.44.080.

12.44.170 Hardship.

Notwithstanding the criteria of this chapter, the development services director, on the recommendation of the historical commission or the planning commission or city council on appeal, may approve an application for a permit to conduct any proposed work upon or within a historic resource or historic landmark if the applicant presents clear and convincing evidence demonstrating that a disapproval of the application will cause immediate and substantial hardship on the applicant because of conditions peculiar to the person seeking to carry out the proposed work or because of conditions peculiar to the particular improvement, building, structure, topography or other feature involved. If a hardship is found to exist under this section, the historical commission or the planning commission or city council shall make a written finding to that effect, and shall specify the facts and reasons relied upon in making such finding.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s)—Former § 12.44.180, see editor's note § 12.44.080.

12.44.180 Fees.

- A. —No fee shall be charged for the filing, processing or public noticing of any application for designation.
- B. —The city council shall by resolution adopt a schedule of fees to be charged for any application for termination of a designation, for the filing and processing of applications for any permit required under this chapter, and for appeals pursuant to this chapter.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s)—Former § 12.44.190, see editor's note § 12.44.080.

12.44.190 Ordinary maintenance and repair.

Nothing in this chapter shall be construed to prevent the ordinary maintenance, painting, landscaping or repair of any exterior feature in or upon any historic resource or historic landmark that does not involve a change in design, material or the external appearance thereof, nor does this chapter prevent the construction, reconstruction, alteration, restoration, demolition or removal of any historic resource or historic landmark which has been certified by the city building inspector, or fire chief, or other code enforcement officer as being in unsafe or dangerous condition which cannot be rectified through the use of the California State Historic Building Code.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s)—Former § 12.44.200, see editor's note § 12.44.080.

12.44.200 Duty to keep in good repair.

- A. —The owner, occupant or the person in actual charge of a historic resource or a historic landmark shall keep and maintain in good condition and repair all exterior portions of the improvement or structure, and all interior portions thereof whose maintenance is necessary to prevent deterioration and decay of any exterior architectural feature or natural feature.

- B. —It shall be the duty of the development services director or their designee to enforce this section.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018; Ord. No. 2023-490, § 2(App. A), 3-28-2023)

Editor's note(s)—Former § 12.44.210, see editor's note § 12.44.080.

12.44.210 Enforcement.

The violation of any provision contained in this chapter is hereby declared to be unlawful and shall constitute a misdemeanor, subject to the penalties as prescribed in Title 1, Chapter 1.20 of this code.

(Ord. No. 2011-363, § 1, 3-8-2011; Ord. No. 2017-437, § 1, 3-13-2018)

Editor's note(s)—Former § 12.44.220, see editor's note § 12.44.080.



City Council Staff Report

Meeting Date: September 30, 2025

Prepared By: Katie Krauss

Approved By: Gabe Engeland

Subject: Program Implementation - Drone as a First Responder

COUNCIL PRIORITY AREA

Public Safety

RECOMMENDATION

Authorize staff to move forward with the development and implementation of a Drone as First Responder (DFR) Program to enhance emergency response capabilities, improve situational awareness for first responders and promote public safety

ENVIRONMENTAL IMPACT

N/A

FISCAL IMPACT

The cost would be approximately \$100,000 per year to operate a Drone as First Responder Program. The program costs include the FAA licensing, pilot training and dock infrastructure. There is sufficient funding for Year 1 that has been appropriated in the FY25/26 Operating Budget under the Public Safety Department. No additional appropriation is required at this time for the current fiscal year.

PREVIOUS COUNCIL CONSIDERATION

N/A

BACKGROUND

What is the current drone program at the Los Altos Police Department?

The Unmanned Aircraft System (UAS) program at the Los Altos Police Department is designed to enhance public safety, support tactical operations and improve situational awareness during an emergency. Our current program includes two DJI drones that are operated by specially trained and FAA Part 107-certified pilots who deploy them for tasks such as search and rescue, traffic collision reconstruction, high risk incidents and crime scene documentation. The Los Altos Police Department follows strict policies and privacy guidelines in accordance with California state laws, including requirements for public transparency, data retention limits and usage audits. Overall, this program aims to provide aerial capabilities that improve response efficiency while maintaining public trust.

With the current UAS program, drone operation is reactive and usually occurs after an incident has been reported. Deployment of the drones takes longer due to travel time and set-up at the incident location.

Under our current program and FAA licensing, the drones must be operated manually by certified pilots with designated spotters who are both present at the location. Because of this requirement, the drone use is

mission based, not continuous. The drone can only be utilized when an authorized pilot is on-duty, and available solely for drone operation.

What is a Drone as First Responder (DFR) Program?

A Drone as First Responder program involves deploying Unmanned Aerial Systems (UAS, or drones) from strategic locations to the scene of an emergency immediately after a call for service is received in the dispatch center. The drone program can be fully integrated with the 911 dispatch systems for immediate response to calls for service. The drone typically arrives before police, fire or EMS units and transmits live video to officers while they are enroute. This real-time aerial intelligence allows for better tactical decisions and resource allocation. The purpose of implementing a DFR Program is to leverage technology to deliver faster, safer and more effective public safety services to the community. DFR programs have been successfully launched in many California cities, including Campbell, Atherton, Elk Grove and Vacaville.

What are the key differences between our current UAS program and a DFR program?

<u>Feature</u>	<u>Current UAS Program</u>	<u>Drone as First Responder (DFR) Program</u>
Mission Type	<u>Reactive, post-incident</u>	<u>Immediate response to call for service</u>
Deployment Time	<u>Minutes to hours</u>	<u>Seconds to a few minutes</u>
Operator Presence	<u>On-site operator</u>	<u>Remote operator</u>
Dispatch Integration	<u>Limited or none</u>	<u>Can be fully integrated with 911 system</u>
Situational Awareness	<u>After arrival</u>	<u>Real-time before officers arrive</u>
Use Case	<u>Investigations, planning</u>	<u>Call response, scene assessment</u>

ANALYSIS

N/A

DISCUSSION

DFR Benefits:

- **Faster Response Times:** Drones can be launched within seconds of a call for service, arriving on scene significantly faster than ground units. Depending on the location of the UAS docks, drones can arrive at a scene in under two minutes anywhere in the City of Los Altos, allowing early assessment of the incident. This allows for more informed deployment of emergency resources. This will also increase apprehension of criminals and decrease overall crime.
- **Enhanced Situational Awareness:** Live aerial video feeds give responding units real-time information before arrival. Officers can better understand the nature of the incident, identify potential threats, and prepare appropriate resources.
- **Improved Community and Officer Safety:** Drones can be used to monitor dangerous situations (e.g., armed suspects, hazardous materials, natural disasters) without immediately placing officers or community members in harm's way. In the instances where a crime is occurring and the drone is overhead, the longstanding benefits of aerial support in crisis scenarios are undeniable. Real-time video feeds and communication from trained aerial observers have provided essential guidance, leading to safer and more effective outcomes on the ground. While helicopters have played this role for larger police departments for years, the advent of drones offers a modern, agile and accessible solution for proactive assistance across a wide range of emergency situations. DFR reduces the risk

to both officers and the public by offering a non-intrusive presence and early intelligence.

- **Resource Efficiency:** By assessing calls remotely, drones may reduce the need for full ground response in certain situations (e.g., verifying false alarms or low-level incidents), allowing officers to remain available for higher-priority calls. The real-time aerial views of the scene assist officers in determining the severity of a situation, allowing proper resource allocation. In some cases, the information provided by the drone can eliminate the need for an officer response. For example, the video from the drone may reveal that a subject reported to be in possession of a weapon is in fact holding a cell phone, or that a vehicle blocking a driveway is in fact parked legally. DFR allows law enforcement to evaluate the nature of the call from a distance. If the person is not committing a crime, a determination can be made as to whether or not to contact the individual.
- **Transparency and Accountability:** Drone deployments can be logged, tracked, and recorded, creating a clear record of use and reinforcing accountability in line with departmental policies and community expectations.

The Drone as First Responder program has demonstrated clear value in enhancing emergency response capabilities. Investment in this technology will further strengthen public safety, improve outcomes and position the city as a national leader in innovative emergency services.

DFR Challenges and Considerations:

- **Privacy Concerns:** Proactive community outreach and clearly defined policies are essential to address surveillance concerns and civil liberties. The drones are programmed to fly with the camera facing up as they respond to the scene to reduce the video capture of uninvolved vehicles or people. Drones will not be used for general surveillance or random monitoring of the public. Drones are reactive in nature and are only deployed as a response to a call for service. Video data retention will follow established policies consistent with state law, best practices and current Los Altos Police Department policy. Information will never be shared for immigration enforcement.
- **Transparency:** Policies and procedures governing drone use will be made available to the public. Annual reports summarizing drone deployments, purposes and outcomes will be provided to ensure accountability and build public trust. Information will be posted on the City's website with information related to each drone flight. If the purchase of a new drone is required in order to implement a DFR Program, this would fall under AB 481 Military Use Equipment. Staff would post all materials and information on the City website and would hold a publicized community meeting. Then the item would be brought to Council for approval on the AB 481 portion prior to purchasing any equipment.
- **FAA Compliance:** Requires coordination with the FAA for waivers and authorizations, which are handled by the vendors that offer DFR. Staff must be properly trained and certified to operate within FAA regulations.
- **Operational Infrastructure:** Requires dedicated personnel, drone docking stations, maintenance protocols, and secure video streaming platforms.

ATTACHMENTS

None



City of Los Altos 2025 Tentative Council Agenda Calendar

October 14, 2025 – 7:00 p.m.

CONSENT:

- Adoption of Historic Preservation & Mills Act Ordinances
- Amendment No. 13 to the Agreement with the City of Palo Alto RWQCP
- Amendment to Harris & Associates Contract
- Acceptance of private donation for 999 Fremont

PUBLIC HEARING:

- Introduction to 2025 Building Codes Ordinance

DISCUSSION ITEM:

- MOU for the Woodland Library Patio Expansion

October 28, 2025 - 7:00 p.m.

CONSENT:

- Adoption of 2025 Building Codes Ordinances

DISCUSSION ITEM:

- Drone as a First Responder Program

The remaining 2025 City Council agenda calendar items are pending and will be published at a later date.

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.

PROGRAM	SUB PROJECT	INITIATION DATE	HEU COMPLETION DATE	STATUS
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Budget & Hire Planning Technician		December 31, 2022	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Amend ADU Ordinance based upon HCD's letter		6 months or less	COMPLETED
Program 6.G: Housing mobility	Allow more than one JADU (at least two per site)		with ADU Ordinance Update	COMPLETED
Program 3.H: Amend design review process and requirements.	Eliminate 3rd Party Architectural Review		February 28, 2023	COMPLETED
Program 3.H: Amend design review process and requirements.	Dismiss Design Review Commission		February 28, 2023	COMPLETED
Program 3.L: Eliminate the requirement of story poles.			March 31, 2023	COMPLETED
Program 2.E: Conduct annual ADU rental income surveys.	Budget & Hire Housing Manager	March 31, 2023		COMPLETED
residents.	Transportation Demand		June 30, 2023	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	RFP-Permit Ready ADU Plans		July 31, 2023	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Financial Analysis	July 1, 2023	December 31, 2023	COMPLETED
Program 3.D: Evaluate and adjust impact fees.		August 1, 2023	December 31, 2024	COMPLETED
Program 1.H: Facilitate housing on City-owned sites.	Release RFP	December 31, 2023		COMPLETED
Program 6.C: Target housing development in highest resource areas.	Initial Outreach		September 31, 2023	COMPLETED
Program 6.D: Promote Housing Choice (Section 8) rental assistance program.			September 31, 2023	COMPLETED
Program 2.A: Continue to implement and enhance inclusionary housing requirements.			December 31, 2023	ONGOING
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Housing in-lieu fee.		December 31, 2023	COMPLETED
Program 2.F: Water and Sewer Service Providers.			December 31, 2023	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Downtown Districts		December 31, 2023	COMPLETED
Program 3.E: Ensure that the density bonus ordinance remains consistent with State law.			December 31, 2023	ONGOING

Program 3.H: Amend design review process and requirements.	Code Amendments		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Bicycle Storage and Charging Regulations		December 31, 2023	COMPLETED
Program 3.K: Standardize multimodal transportation requirements.	Remove CSC Review of Housing Developments		December 31, 2023	COMPLETED
Program 4.C: Allow Low Barrier Navigation Centers consistent with AB 101.			December 31, 2023	COMPLETED
Program 4.D: Allow transitional and supportive housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.E: Allow employee/farmworker housing consistent with State law.			December 31, 2023	COMPLETED
Program 4.F: Reasonably accommodate disabled persons' housing needs.			December 31, 2023	COMPLETED
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Prepare Inventory.		December 31, 2023	COMPLETED
Program 6.E: Prepare and distribute anti-displacement information.			December 31, 2023	COMPLETED
Program 1.A: Rezone for RHNA shortfall.			January 31, 2024	COMPLETED
Program 1.G: Rezone housing sites from previous Housing Elements.			January 31, 2024	COMPLETED
Program 3.G: Amend Conditional Use Permits findings applicable to housing developments.			March 31, 2024	COMPLETED
Program 3.I: Allow residential care facilities consistent with State law.			January 31, 2024	COMPLETED
Program 3.J: Explicitly allow manufactured homes consistent with State law.			January 31, 2024	COMPLETED
Program 3.F: Reduce Conditional Use Permit requirement for residential mixed-use and multi-family.			September 31, 2024	COMPLETED
Program 1.B: Facilitate higher density housing in the Commercial Thoroughfare (CT) District.			January 31, 2024	COMPLETED
Program 1.C: Allow housing in the Office Administrative (OA) District.			January 31, 2024	COMPLETED

Program 1.E: Update the Loyola Corners Specific Plan.			January 31, 2024	COMPLETED
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).	Adopt-Permit Ready ADU Plans		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Downtown Parking Plan		December 31, 2024	COMPLETED
Program 3.A: Prepare a Downtown parking plan and update citywide parking requirements.	Comprehensive Parking Ordinance Update		December 31, 2024	COMPLETED
Program 3.B: Modify building height in mixed-use zoning districts.	Neighborhood (CN) District		December 31, 2024	COMPLETED
Program 3.C: Remove floor-to-area ratio (FAR) restriction at Rancho Shopping Center and Woodland Plaza.			December 31, 2024	COMPLETED
Program 3.M: Modify parking requirements for emergency shelters consistent with State law.			December 31, 2024	COMPLETED
Program 2.B: Establish an affordable housing in-lieu fee and commercial linkage fee.	Commercial linkage fee.	December 31, 2025		COMPLETED
Program 1.D: Allow housing on certain Public and Community Facilities District sites and facilitate housing on religious institution properties.			December 31, 2025	IN-PROGRESS
Program 6.G: Housing mobility	Allow housing on all religious sites within the City		December 31, 2025	IN-PROGRESS
Program 1.F: Rezone Village Court parcel.			December 31, 2025	COMPLETED
Program 4.H: Provide additional density bonuses and incentives for housing that accommodates special needs groups.			December 31, 2025	IN-PROGRESS
Program 4.I: Allow senior housing with extended care facilities in multi-family and mixed-use zoning districts.			December 31, 2025	IN-PROGRESS
Program 1.I: Incentivize Downtown lot consolidation.			July 31, 2026	
Program 4.G: Assist seniors to maintain and rehabilitate their homes.			July 31, 2026	ONGOING
Program 6.C: Target housing development in highest resource areas.	Follow-up Outreach		September 31, 2026	

Program 1.H: Facilitate housing on City-owned sites.	Entitlement Review		December 31, 2026	
Program 3.N: Modify standards in the R3 zoning districts.			December 31, 2026	COMPLETED
Program 4.J: Facilitate alternate modes of transportation for residents.	Capital Improvement Project for above head pedestrian crossing signals on San Antonio Road near Downtown Los Altos		December 31, 2027	
Program 5.F: Incentivize the creation of play areas for multi-family housing projects.			December 31, 2027	
Program 1.K: Participate in regional housing needs planning efforts.			Ongoing	ONGOING
Program 1.L: General Plan amendments.			Ongoing	ONGOING
Program 1.M: SB 9 implementation.			Ongoing	ONGOING
Program 1.N: Facilitate and monitor pipeline housing projects.			Ongoing	ONGOING
Program 2.C: Assist in securing funding for affordable housing projects.			Ongoing	ONGOING
Program 2.D: Encourage and streamline Accessory Dwelling Units (ADUs).			Ongoing	ONGOING
Program 2.E: Conduct annual ADU rental income surveys.	Annual Survey		Annually	ONGOING
Program 4.A: Support efforts to fund homeless services.			Ongoing	ONGOING
Program 4.B: Continue to participate in local and regional forums for homelessness, supportive, and transitional housing.			Ongoing	ONGOING
Program 5.A: Monitor condominium conversions.			Ongoing	ONGOING
Program 5.B: Continue to administer the City's affordable housing programs.			Ongoing	ONGOING
Program 5.C: Restrict commercial uses from displacing residential neighborhoods.			Ongoing	ONGOING
Program 5.D: Implement voluntary code inspection program.			Ongoing	ONGOING
Program 5.E: Help secure funding for housing rehabilitation and assistance programs.			Ongoing	ONGOING

Program 6.A: Assist residents with housing discrimination and landlord-tenant complaints.			Ongoing	ONGOING
Program 6.B: Maintain and expand an inventory of affordable housing funding sources.	Inform, Evaluate Apply/Submit		Ongoing	ONGOING
Program 6.F: Affirmatively market physically accessible units.			Ongoing	ONGOING
Program 7.A: Promote energy and water conservation and greenhouse gas reduction through education and awareness campaigns.			Ongoing	ONGOING
Program 7.B: Monitor and implement thresholds and statutory requirements of climate change legislation.			Ongoing	ONGOING

DATE: 9/30/2025

TO: COUNCILMEMBERS

FROM: CITY MANAGER'S OFFICE

SUBJECT: COUNCIL Q&A FOR SEPTEMBER 30, 2025 CITY COUNCIL REGULAR MEETING

Agenda Item 2 (Short-Term Seat of Parks, Arts, Recreation & Cultural Commissioner):

- What is the plan to revisit the remaining open commission positions?
Answer: Staff will be discussing this item with the Mayor and determining if it is a future agenda item.

Agenda Item 3 (Comprehensive General Plan Update - Professional Services Agreement):

- What consultant was used for the last revision of the General Plan, and what was the cost?
Answer: That information is not available. To the best of the staff's knowledge the General Plan was updated internally by previous city staff.
- Are the optional tasks (implementation financing plan and web-based general plan, pp. 50-51 of the packet) included in the amount before Council?
Answer: These two tasks are not included in the project total; however, they could be added into the project cost now or in the future.

Agenda Item 4 (Outdoor Fitness Equipment Replacement at Hillview Park):

- What data, if any, is available about public usage of the existing fitness equipment?
Answer: There is currently only observational assessments of the current equipment usage that is not statistically significant. It is used daily.
- Resolution: "has reach it's end of useful life" No apostrophe.
Answer: Resolution will be corrected.

Agenda Item 5 (Contract Amendment – Fremont Bridge Pedestrian Bridge):

- Does staff have the authority to reject a recommendation from the RWQCB and CDFW and move forward with an approach that they don't approve?
Answer: The staff can reject the recommendation from RWQCB and the CDFW especially when it has a long-term impact. The mitigation that is being recommended by RWQCB and CDFW is to hydro-seed the slope embankment. This mitigation was previously recommended by RWQCB and CDFW for the vehicle bridge reconstruction. Because the area is constantly shaded either by the existing tree or the bridge, the

hydro-seed never germinated. The vegetation that did germinate was eaten by wildlife. The city applied another hydro-seed of the slope with no success. The intent of the change order is to propose a remedy that both RWQCB and CDFW will accept.

Mitigation that may be acceptable is contribution to a mitigation fund to stream restoration upstream of the Fremont bridge crossing.

- Dewberry Engineers stated that RWQCB has rejected most of the common solutions for erosion control and it doesn't sound like Dewberry knows if they can come up with a solution that is acceptable to RWQCB and CDFW. When will we have more information about our ability to finish this project, and is there a risk we can't complete it with a workable solution?
Answer: The most common solution has already been proposed and rejected. RWQCB and CDFW want all possible solutions explored before they are willing to explore alternatives. Until all possible solutions and alternatives are explored, the project will remain at an impasse.
- The Background provided suggests the RWQCB and the City are at an impasse about erosion control, with the former insisting on hydroseeding and the latter reporting that hydroseeding consistently fails. How can we be sure that these funds will bring the project past this impasse?
Answer: Any proposals to resolve this matter do not guarantee the city will receive the necessary permits. The city must explore alternatives that may be acceptable to all parties. The other alternative is to accept the recommendation by RWQCB and CDFW but the city runs the risk of being required to hydro-seed annually until such time enough vegetation is present on the slope. Given past experience, staff does not see an easy solution to address the issue until all possible alternatives have been explored and rejected by the State. Once all alternatives have been considered, the State will be more open to negotiating to possible alternative solutions.

Agenda Item 6 (Accepting North Council Library Authority Funds for Main Library Improvements Project):

- What does ABA stand for?
Answer: ABA stands for Anderson Brule Architects.

Agenda Item 7 (Historic Preservation and Mills Act):

- On page 81 of Appendix A, does #3 apply to owner applications?
Answer: Yes.
- Shouldn't the proposed wording for #3 be dependent on how the policy question is addressed? The proposed wording is "3. ... the owner(s) shall be notified of the proposed designation and given the opportunity to comment; *however, owner consent is not required for designation to proceed.*" Is #3 saying that because an owner has already submitted an application, that if they change their mind the designation could still move ahead regardless of their preference?

Answer: Yes, because designations can be made by Owners, Commission, and Council.

- How many Mills Act properties do we currently have in Los Altos?

Answer: Seventeen (17).

- No mention is made of maintaining visibility of the property from the street, which has been an issue with some existing Mills Act properties. Can new contracts include provisions that the property must remain reasonably visible to the public from the street?

Answer: Yes. The City Council can discuss including a provision that requires this to be maintained throughout the course of the contract terms.

- 14.93.040 A 2 - Why strike “most”? Some historical resources may not meet all the following criteria but still be deemed historical. For example, the Neutra House is no longer in its original location, but meets all the other criteria.

Answer: This was a modification that was made after meeting with residents that have existing Mills Act Contracts. However, in general most criteria must be met to be determined as a resource.

- 14.93.040 A 2 - If “most” is struck, then “of” should also be struck.

Answer: Correct.

- 14.95.060 B 2 - Why strike the requirement that all owners must indicate they agree with the application? This requirement seems like a minor burden, and a circumstance where one owner acted without consensus could cause thorny complications.

Answer: This was a modification that was made after meeting with residents that have existing Mills Act Contracts.

- 14.95.060 B 2 - The OHP Technical Assistance document describes a Qualified Historic Property as including “locally designated landmarks.” (p. 104 of the packet). Does this imply also including locally designated resources?

Answer: Yes.

Agenda Item 8 (Drone as First Responder):

- Have any sessions been conducted for public education and feedback regarding the proposed DFR program?

Answer: We have discussed the program with various community members at multiple community events, such as our National Night Out Event, as well as several neighborhood meetings and crime prevention meetings. The majority of the feedback has been positive. It has also been discussed with the LARE group in Los Altos. We will be holding a community meeting on Wednesday, October 15, 2025, from 5-6pm at the Los Altos Community Center to discuss the program as it relates to Assembly Bill 481 (Military Equipment Use Policy).