

Town of Los Altos Hills

City Council Regular Meeting Minutes

Thursday, March 17, 2022 – 5:30 p.m.

Council Chambers, 26379 Fremont Road, Los Altos Hills, California

This meeting was conducted virtually pursuant to the provisions of Assembly Bill 361 and Government Code Section 54953(e) related to conducting public meetings during the COVID-19 pandemic. **Mayor Tyson** called the City Council Special Meeting to order at 5:55 p.m.

Present: Mayor George Tyson, Vice Mayor Linda Swan, Councilmember Stanley Q. Mok, Councilmember Lisa Schmidt, Councilmember Kavita Tankha
Absent: None
Staff: City Manager Peter Pirenejad, City Attorney Steve Mattas, Planning and Building Director Sofia Mangalam, Public Works Director Oscar Antillon, Administrative Services Director Sarina Revillar, Principal Planner Steve Padovan, Management Analyst II Cody Einfalt, City Clerk Deborah Padovan

1. **CALL TO ORDER (5:30 P.M.)**

Mayor Tyson called the closed session meeting to order at 5:55 p.m.

For the record, **City Attorney Mattas** abstained for the closed session portion as it relates to him.

2. **CLOSED SESSION TO DISCUSS THE FOLLOWING:**

A. PUBLIC COMMENT ON CLOSED SESSION -There was no public comment on the Closed Session Item)

CONFERENCE WITH LABOR NEGOTIATOR

(Pursuant to Government Code Section 54957.6)

Unrepresented Employee: City Attorney and Department Directors

Agency Designated Representative: Peter Pirnejad, City Manager

3. **ADJOURN CLOSED SESSION**

The closed session adjourned at 6:07 and **Mayor Tyson** opened the meeting at 6:09 p.m.

4. **OPEN SESSION (6:00 P.M.)**

A. Roll Call

B. Pledge of Allegiance

C. Moment of Silence

Mayor Tyson asked for a moment of silence in support of the brave people in the country of Ukraine.

5. AGENDA REVIEW AND REPORT OUT OF CLOSED SESSION

There were no changes to the agenda and no reportable action arising out of closed session.

6. PRESENTATIONS AND APPOINTMENTS

A. Reappointment to the Los Altos Hills Environmental Design and Protection Committee

City Clerk Padovan presented the application.

MOTION MADE AND SECONDED: Councilmember **Tankha** moved to reappoint **Buvana Dayanandum** to the Los Altos Hills Environmental Design and Protection Committee for a second, four-year term. The motion was seconded by Councilmember **Schmidt**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

B. Reappointment to the Los Altos Hills Open Space Committee

City Clerk Padovan presented the reappointment request.

MOTION MADE AND SECONDED: Councilmember **Tankha** moved to reappoint **Peter Brown** to the Los Altos Hills Open Space Committee for a second, four-year term. The motion was seconded by Councilmember **Schmidt**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

C. Reappointment to the Los Altos Hills History Committee

City Clerk Padovan presented the reappointment request of **Sylvia Jensen**.

Sylvia Jensen expressed her interest in serving. She has enjoyed her first term on the committee and would like to continue.

MOTION MADE AND SECONDED: Vice Mayor **Swan** moved to reappoint **Sylvia Jensen** to the Los Altos Hills History Committee for a second, four-year term. The motion was seconded by Councilmember **Tankha**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

- D. Report and Information on the Los Altos Hills County Fire District's Upcoming Vegetation/Evacuation Route Hardening Project on Altamont Road

Captain Denise Gluhan, Los Altos Hills County Fire District, presented the LAHCFD upcoming vegetation route hardening project on Altamont Road.

The Council received the report. No action was taken.

- E. Report on the Status of Los Altos Hills Community Fiber Project

Gautam Agrawal, Los Altos Hills Community Fiber, presented a report on the activities of the fiber project in town.

The Council asked questions of **Dr. Agrawal** and received his responses. No action was taken.

7. **PRESENTATIONS FROM THE FLOOR**

There were no presentations from the floor.

8. **CONSENT CALENDAR**

MOTION MADE AND SECONDED: Councilmember **Tankha** moved to approve the Consent Calendar. The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha

NOES: None

ABSTAIN: None

RECUSE: None

ABSENT: None

Mayor Tyson commented on Item 8.D that we are following the law and will be looking at returning to in person/hybrid meetings in the near future.

- A. Approval of Special City Council Meeting Minutes – February 17, 2022
- B. Approval of Regular City Council Meeting Minutes – February 17, 2022
- C. Review of Disbursements for February 1-28, 2022 \$1,087,539.99
- D. Motion to Re-Authorize Remote Teleconference Meetings of the Town of Los Altos Hills, Including the Planning Commission and Committees, due to the Imminent Risks to the Health and Safety of Attendees and Making Related Findings Pursuant to AB 361 (Staff: S. Mattas)
- E. Approval of the Change in Regular Meeting Schedule for the Los Altos Hills Environmental Initiatives Committee (Staff: D. Padovan)
- F. Request by the Los Altos Hills History Committee to Host and Advertise a History Walk on Saturday, April 30, 2022 (History Committee)
- G. **Resolution 26-22** Authorizing the City Manager to Enter into an Agreement with MIG, Inc. for a Community Facility Needs Assessment (Staff: S. Robustelli)
- H. Receive Report on the Los Altos Hills 2022 Summer Internship Program (Staff: C. Einfalt)
- I. Notification of Fast Track Approval: 25959 Alicante Lane; File #SD21-0088; Lands of Liu; Site Development Permit for a new 5,338 square-foot two-story residence with a 2,757 square-foot basement, an attached 583 square-foot accessory dwelling unit (ADU), a 271 square-foot cabana, a 1,131 square-foot swimming pool and a 5,897 square-foot tennis court. (Staff: J. Loh) Appeal Deadline: March 23, 2022 by 5:00 p.m.

9. ONGOING BUSINESS

- A. Review of the Automatic License Plate Reader (ALPR) Pilot Program and **Resolution 27-22** Accepting the Continued use of the ALPR System in Town (Staff: C. Einfalt)

Management Analyst Cody Einfalt presented the staff report.

Captain Rich Urena, Santa Clara County Office of the Sheriff, commented on recent burglaries in town. He suggested if you have an alarm, use it. If you are going out of town, please let your neighbors know.

Council discussion ensued.

Mayor Tyson said he will talk to the City Manager about overtime for an additional deputy.

Public Comment

Anand Ranganathan, Los Altos Hills, asked that every camera have a note for residents on how to opt out.

City Manager Pirenjad said there are 38 cameras are installed and we have two left that need to be installed. He suggested working with the sheriff to determine where the last two cameras should be installed. **Mayor Tyson** agreed with that suggestion.

Rajiv Bhateja, Los Altos Hills, said there are additional entrances in the town today that are not covered. He requested that the town administration deploy cameras at every feasible location to maximize the coverage so all entrances to town are covered.

MOTION MADE AND SECONDED: Vice Mayor **Swan** moved to adopt **Resolution 27-22** Accepting the Continued use of the ALPR System in Town. The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

10. PUBLIC HEARINGS

Ex Parte Communications: None

- A. Consideration of Heritage Tree Designation for two (2) Heritage Oak Trees at Byrne Preserve (Staff: J. Loh)

Planning Director Sofia Mangalam presented the staff report.

Mayor Tyson opened the Public Hearing. Seeing no one wishing to speak, **Mayor Tyson** closed the Public Hearing.

MOTION MADE AND SECONDED: Vice Mayor **Swan** moved to adopt **Resolution 28-22** Designating Two Valley Oak Trees at Byrne Preserve as Heritage Trees. The motion was seconded by Councilmember **Schmidt**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

- B. **Resolution 29-22** Approving an Update to the Town’s Existing Outdoor Lighting Policy to Provide Additional Guidelines, Clarifications, and Definitions (Staff: J. Loh)

Principal Planner Steve Padovan presented the staff report.

Council discussion ensued.

Mayor Tyson opened the Public Hearing.

Birgitta Indaco, Los Altos Hills, thanked the planning staff and the Environmental Design and Protection Committee for the numerous hours and hard work on this project. She thanked the Council for considering this topic.

Mayor Tyson closed the Public Hearing.

MOTION MADE AND SECONDED: Councilmember **Tankha** moved to approve **Resolution 29-22** Approving an Update to the Town’s Existing Outdoor Lighting Policy to Provide Additional Guidelines, Clarifications, and Definitions. The motion was seconded by Vice Mayor **Swan**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

- C. 27210 Altamont Road – File #CUP21-0003 – ATC Sequoia LLC/Lands of Town of Los Altos Hills; **Resolution 30-22** to Approve a Ten (10) Year Renewal of the Conditional Use Permit for the existing wireless telecommunications facility at 27210 Altamont; CEQA review: Categorical Exemption per Sections 15301(b) (Staff: S. Padovan)

Principal Planner Steve Padovan presented the report.

Council asked questions of staff and received responses.

Mayor Tyson opened the Public Hearing.

John Merritt, American Tower, thanked the Council for hearing the item. He said the ALPR cameras are supported by the tower.

Mayor Tyson closed the Public Hearing.

MOTION MADE AND SECONDED: Vice Mayor **Swan** moved to approve **Resolution 30-22** to Approve a Ten (10) Year Renewal of the Conditional Use Permit for the existing wireless telecommunications facility at 27210 Altamont; CEQA review: Categorical Exemption per Sections 15301(b). The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

- D. 2021 Annual Progress Report. Review of the 2021 General Plan Annual Progress Report and 2021 Housing Element Annual Progress Report; and Authorize transmittal of the reports to the Office of Planning and Research (OPR) and Department of Housing and Community Development (HCD) (Staff: S. Mangalam)

Director Mangalam presented the staff report. She thanked **Assistant Planner Areli Perez** for putting the report together.

The town has met its RHNA goal for very-low, Low, and Above-Moderate (market rate) income units.

The town has met its overall RHNA allocation of 121 units for the planning period 2015-2023; however, the town still need to meet its obligation for moderate housing units.

The ADU regulations enacted by the State and the ADU ordinance adopted by the City Council have significantly increased ADU production in the town. The increased production over the next few years will be beneficial to the town in meeting its RHNA goals for the next housing cycle as well.

Staff recommends that the City Council approve the report and direct staff to forward the report to OPR and HCD.

Council asked questions of staff and received responses.

Mayor Tyson opened the Public Hearing. Seeing no one wishing to speak, **Mayor**

Tyson closed the Public Hearing.

MOTION MADE AND SECONDED: Councilmember **Schmidt** moved to approve the report and direct staff to forward the report to the Office of Planning and Research (OPR) and Department of Housing and Community Development (HCD). The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

Recess: 8:07 p.m.

Reconvene to Open Session: 8:14 p.m.

11. NEW BUSINESS

- A. **Resolution 31-22** Authorizing Subapplication for the State of California Governor’s Office of Emergency Service Hazard Mitigation Grant Program Funds and Appropriating \$200,000 from the Unreserved General Fund for the 25% Match Needed for the Grant (Staff: C. Einfalt)

Management Analyst II Cody Einfalt presented the staff report.

Council discussion ensued.

Public Comment

Allan Epstein, Los Altos Hills, complimented **Mr. Einfalt** on an outstanding job putting this grant together. The consultant suggested keeping the number low. He felt that by demonstrating success with the program, we would be more likely to be eligible. He suggested ways of determining the criteria for homes eligible for the program.

Jitze Couperus, Los Altos Hills, commented that we have had a requirement in our codes for a class A roof, which is not a shake roof. There may be an old, abandoned house that has a shake roof. He would be surprised if there were more than a few shake roofs.

City Manager Pirnejad complimented **Allan Epstein** for doing the “lion’s share” of the work to get this grant.

MOTION MADE AND SECONDED: Councilmember **Tankha** moved to approve **Resolution 31-22** Authorizing Subapplication for the State of California Governor’s

Office of Emergency Service Hazard Mitigation Grant Program Funds and Appropriating \$200,000 from the Unreserved General Fund for the 25% Match Needed for the Grant. The motion was seconded by Councilmember **Mok**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

- B. **Resolution 32-22** Declaring the Intention to Increase Sewer Service Charges in Both Palo Alto and Los Altos Sewer Basins, Setting a Public Hearing and Directing Staff to Mail Notices to all Sewer Users (Staff: O. Antillon)

Public Works Director Oscar Antillon presented the staff report along with **Rick Simonson** and **Geoff Michalczyk** with HF&H Consultants.

Council discussion ensued.

MOTION MADE AND SECONDED: Vice Mayor **Swan** moved to approve **Resolution 32-22** Declaring the Intention to Increase Sewer Service Charges in Both Palo Alto and Los Altos Sewer Basins, Setting a Public Hearing and Directing Staff to Mail Notices to all Sewer Users. The motion was seconded by Councilmember **Schmidt**.

MOTION PASSED 5-0:

AYES: Tyson, Swan, Mok, Schmidt, Tankha
NOES: None
ABSTAIN: None
RECUSE: None
ABSENT: None

Vice Mayor Swan mentioned that the Council, during their 2023 Goal Setting Session, should consider reviewing the allocation of charges for sewer treatment and conveyance between the town of Los Altos Hills, Los Altos and Palo Alto.

12. REPORTS FROM COMMITTEES, SUB-COMMITTEES, AND COUNCILMEMBERS ON OUTSIDE AGENCIES

- A. Report by the Undergrounding Subcommittee (Mayor Tyson)

Mayor Tyson presented the undergrounding report. He and **Public Works Director Antillon** were continuing to reach out to PG&E contacts. He had also reached out to the CPUC contact to see how we can get better support in terms of incentives for utility undergrounding.

Council received the report. No action was taken.

- B. Request by Councilmember Schmidt to Rename the Fire Taskforce Subcommittee to the Public Safety Subcommittee (Councilmember Schmidt)

Councilmember Schmidt presented the report.

Council discussion ensued.

Public Comment

Rajiv Bhateja, Los Altos Hills, said this is a really important and valuable direction.

There was a general consensus for support.

- C. Report from the Council Subcommittee on Community Surveys (Councilmember Schmidt)

Councilmember Schmidt presented the report. Residents have expressed a strong desire for more communication with governments. The town has contracted with FlashVote for a series of scientific surveys.

Individuals can sign up at www.flashvote.com/LosAltosHills. The goal is to have 200+ residents participating in the surveys. The first survey will focus on common space needs and inform the Council on the general sentiment of the community. A consultant has been contacted on doing community outreach. There will be four or five surveys between now and August.

Council discussion ensued.

Public Comment

John Swan, Los Altos Hills, emphasized the importance of including input from the Parks and Recreation Committee in the decision-making process.

No action was taken.

- D. Status Reports from All Councilmembers on Subcommittee and Outside Agencies Activities

Mayor Tyson commented on the previous Education Committee. He listened and heard concerns. He had a series of meetings with LASD Superintendent **Jeff Baier** and talked about Los Altos Hills needs and the future. Based on his suggestion, he then reached out to **Fred Gallagher** on the Los Altos Citizen Advisory for finance. He also met with the president of Los Altos School District **Steve**

Taglio. He suggested asking staff to add an annual meeting of the Mayor and the president of the school district on the calendar.

He also reported that he met with the GM and President of Purissima Hills Water District. Attended the Peninsula League of California Cities event and also the Los Altos Little League day last week.

Councilmember Mok said that he can no longer serve on the Valley Transportation Authority (VTA) due to conflicts of interest.

13. **STAFF REPORTS**

A. City Manager

City Manager Pirnejad reported that the community survey mailer has been sent and he encouraged everyone to sign up to take the surveys. Now that the Council approved the internships, the openings will be on CalOpps tomorrow (March 18th). He further reported on the action of council subcommittees including the legacy giving, Greenwaste, town facility needs, and the ad hoc on the sheriff's contract. Further, a roundtable has been scheduled with committee chairs, the City Manager, and Mayor to discuss collaboration between committees and any unmet needs. The Technology Committee has met twice this month and he complimented their dedication.

B. City Attorney

No report.

C. City Clerk

City Clerk Padovan reported that the State of the Cities luncheon is scheduled for Friday, March 25th. Those wishing to sign up should visit the Los Altos Chamber of Commerce website.

D. Planning Director

Director Mangalam reminded everyone that the Joint City Council/Planning Commission Housing Element Workshop is set for Thursday, March 24th.

E. Administrative Services Director - Report on Licenses and Permits and Charges for Service

Director Revillar talked about licenses and permits and charges for services.

F. Public Works Director

Director Antillon reported that the Public Works Department is now fully staffed. He commented that the landscape contract will extend for another year as the council approved a 2-year program. A year from now we will go out to bid and combine the two landscape contracts. We will also be doing an inventory program for the signs in town.

14. COUNCIL INITIATED ITEMS

A. Possible Action on Hosting a Roundtable with the Community on Public Safety
(Councilmember Tankha)

Councilmember Tankha presented the item. She suggested having small meetings with residents along with the sheriff. She requested having the sheriff at these meetings.

There was Council consensus to allow **Councilmember Tankha** to continue having a series of community roundtables with the sheriff's office present to provide information on how residents can protect themselves from residential burglaries. She agreed to report back to the council.

15. ADJOURN

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Deborah L. Padovan

Deborah Padovan
City Clerk

The minutes of the March 17, 2022, regular City Council meeting were approved as presented at the April 21, 2022, regular City Council meeting.