



## Town Manager's Report for June 1-5, 2020

Items to report on for this week include the following:

### Public Works & Engineering:

The Annual Pavement CIP project has been posted and advertised.  
The Annual Sewer CIP project has been posted and advertised.  
Staff completed the ribbon survey staking for the La Paloma/Robleda proposed pathway.

### Maintenance

- 1- Purissima park fields and arena weekly maintenance and inspection.
- 2- Equipment weekly maintenance and inspection.
- 3- Finished painting the tractor-port last week.
- 4- Mowed and brushed El Monte/ Stonebrook/ Summit Wood and all side roads off of Page Mill road. Also fixed and scraped Concepcion pathway.
- 5- Fixed water leak at TH orchard.
- 6- Fixed water leak at the dog park.
- 7- Fixed fencing at WB open space.
- 8- USA marking with the help from John Chow.
- 9- Took care of requests from town hall and see click fix.

### Planning/ Building:

#### **Outdoor Public Counter Grand Opening at Town Hall on June 8<sup>th</sup>!**

To support and expand our customer service, an outdoor public counter at Town Hall will be opening on Monday, June 8<sup>th</sup>. Town staff and permit services will be available by appointment between 9-11am and 2-4pm Monday thru Friday. We still encourage people to contact us via phone and email whenever possible, but in-person meetings will now be another option to serve the community's needs. More information about the public counter and how to schedule appointments with staff is available on the [Planning](#) and [Building Department](#) webpages.

#### **Monthly Building Dept Update**

Immediately following the resumption of construction activities as allowed under the updated County Health Order at the beginning of May, there was a spike in building permit and inspection activity. However, that activity has slowed in the second half of the month and there is a growing queue of building permits that are ready to issue but have yet to be picked up. Overall, with the exception of phone calls, which saw a steep decline, building permit activity was relatively consistent with last year (May 2019).

Inspections:	163	(174)	6 % decrease
Total permits issued:	40	(39)	3 % increase
Permits finalized:	34	(36)	6 % decrease
Permits expired*:	8	(9)	11 % decrease
Phone calls fielded:	172	(286)	40 % decrease

*\* In recognition of the challenges that projects are facing due to the COVID-19 pandemic, all building permits with expiration dates after March 1, 2020 are being granted an automatic, no fee, deadline extension of 180 days.*

### May Building and Planning Permit Report

The monthly report on Planning and Building permit activity, along with data for the prior two years, is attached.

### Past Week Meeting Summary

#### **June 2, 2020 – Site Development and Fast Track Public Hearing**

- No Projects.

#### **June 4, 2020 – Planning Commission Meeting**

- 26875 Nina Place - File #MA20-0002 – Lands of Ko and Bowers  
The Commission recommended APPROVAL to the City Council of a Map Adjustment Permit to abandon an existing slope easement on a recorded map for cut, fill, or structures necessary to maintain adjacent streets or driveways.
- 12398 Stonebrook Drive - File #SD20-0035 - Lands of 12398 Stonebrook LLC  
The Commission APPROVED a Site Development Permit for a landscape screening plan, fencing and a gate for an approved one-story residence, with additional conditions to allow an existing hedge along the driveway to be maintained and to require more detailed landscape information be submitted to staff.

### Upcoming Meetings

#### **June 9, 2020 – Site Development and Fast Track Public Hearing (Virtual Teleconference)**

A meeting agenda and project plans can be viewed on the Planning Department's [Public Meeting Resources](#) page.

- 11778 Maria Lane - File #SD19-0039 – Lands of Hyder  
Fast Track Site Development Permit for a 3,964 square-foot one-story addition to an existing 5,645 square-foot one-story residence.
- 25750 Vinedo Lane - File #SD19-0076 – Lands of Bennett

Fast Track Site Development Permit for a new 5,344 square-foot, two-story residence with basement, detached 653 square-foot accessory dwelling unit, attached garage, and 900 square-foot pool.

### **Public Safety:**

The **Sheriff's** weekly report is attached.

### **Administrative Services:**

Staff spent the week working on finalizing the Budget, Deposit Refunds and multiple Allan Epstein information demands and sundry nits.

### **Community Services Updates:**

On Wednesday, June 3rd from 5:30 - 7:00 p.m. PG&E held an online webinar for those who are interested in learning more about the **PG&E Community Wildfire Safety Program**.

[Shred Event](#) scheduled for Saturday, June 20<sup>th</sup> 9:00-Noon\* or until the truck is filled.

Due to COVID-19, the Town will host a [4<sup>th</sup> of July Caravan Parade](#). The caravan will be limited to Sheriff, Fire, City Council, and 10-15 classic cars that will be driving a Los Altos Hills route. Residents will be encouraged to walk to the nearest street or Purissima Park, while maintaining social distance to enjoy the independence day caravan parade with festive music and decorated cars. Route map will be published in upcoming weeks.

**Virtual Recreation:**

**Pam's Yoga Fitness** was held on Wednesday. To purchase a pass, visit the Town's new registration software located at: [bit.ly/LAHRegistration](https://bit.ly/LAHRegistration).

**Byte Camps** will be offering a free demo of its tech programs for Youth on Tuesday, June 9<sup>th</sup>. To learn more and rsvp visit [losaltoshills.ca.gov/bytecamps](https://losaltoshills.ca.gov/bytecamps)

The **Virtual Recreation Resources** page continues to be updated. If you have other ideas or resources that you would like to share with the community, submit them to [srobustelli@losaltoshills.ca.gov](mailto:srobustelli@losaltoshills.ca.gov).

**Parks and Recreation Updates:**

In response to COVID19, staff continues to process **electronic refunds** and **program transfers** to participants.

Anyone interested in offering Recreation in Los Altos Hills is encouraged to visit [losaltoshills.ca.gov/proposalform](https://losaltoshills.ca.gov/proposalform). Department has been working with volunteers and providers to develop recreational programming.

Department has been sending invitations to activity providers to propose programs for **Fall 2020 – Winter 2021**.

Recreation assisted with the editing of **Inspirational Banners** based on revisions recommended by the Parks and Recreation Committee.

The **2019-2020 Wellness Program** has ended. Staff is coordinating with the Wellness Team to prepare for program conclusion.

**Victoria Dye Equestrian (VDE) and Westwind Community Barn updates:**

VDE **cancelled Summer Riding Camp Session 1** and is making modification to hold all other sessions of camp. The Town is waiving the refund policy due to COVID-19 and is working diligently to process those requests.

After last week's updates to the Guidelines staff sent an email to all **Summer Riding Camp** participants to communicate modifications being made in response to COVID19. This will be the only in-person summer camp taking place in Los Altos Hills.

Due to COVID-19, VDE has made the decision to upgrade the 3 day camp to a 5 day camp. Department contacted all **Mini-Beginner Riding Camp** participants to communicate the opportunity to upgrade to a full week of camp.

**The Byrne Preserve lot reopened** on Friday, May 29th. The Town will continue to keep **Westwind Community Barn closed to the public**.

Thank you.

Carl



**Santa Clara County Office of the Sheriff**  
**Weekly Activity Summary**  
**5/25/2020 – 5/31/2020**  
**LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
			***See weekly CAPSS report below***

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
<b>DISTURBANCE</b>							
5/30/2020 0:06	L5	20-151-0003	3	7m 41s	415P	CRESTRIDGE DR @ RAVENSBURY AV	INVESTIGATED
<b>PHONE THE OFFICE</b>							
5/28/2020 16:20	L1	20-149-0228			1021	81L1	COMPLETE
5/28/2020 19:47	L4	20-149-0289			1021	81L1	COMPLETE
5/29/2020 20:07	L4	20-150-0362			1021	81L1	COMPLETE
5/30/2020 12:47	L1	20-151-0128			1021	71L1	COMPLETE
<b>SUSPICIOUS PERSON</b>							
5/30/2020 23:12	L1	20-151-0307	3	15m 26s	1066	LA PALOMA RD @ TODD LN	INVESTIGATED
<b>ANIMAL COMPLAINT</b>							
5/29/2020 17:57	L3	20-150-0306			1091	ALTAMONT RD @ BRIONES WY	INVESTIGATED
<b>TRAFFIC HAZARD</b>							
5/31/2020 13:31	L3	20-152-0132	3	9m 35s	1125	PASEO DEL ROBLE @ MIR MIROU DR	CITATION ISSUED

**SUSPICIOUS VEHICLE**

5/31/2020 21:46	L1	20-152-0307	3	8m 31s	1154	BURKE LN @ BURKE RD	INVESTIGATED
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**TRAFFIC COLLISION**

5/29/2020 14:48	L2	20-150-0228	3	6m 27s	1182	MAGDALENA RD @ I-280	INVESTIGATED
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**VEHICLE STOPS**

5/25/2020 19:47	L3	20-146-0336			1195	I-280 @ PAGE MILL RD	WARNING ISSUED
5/25/2020 23:31	L1	20-146-0409			1195	ROBLEDA RD @ DORI LN	WARNING ISSUED
5/26/2020 0:21	L2	20-147-0003			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
5/27/2020 22:36	L2	20-148-0413			1195	MAGDALENA RD @ I-280	WARNING ISSUED
5/28/2020 11:09	L3	20-149-0135			1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
5/28/2020 13:12	L1	20-149-0172			1195	PURISSIMA RD @ VISCAINO RD	CITATION ISSUED
5/29/2020 14:14	L2	20-150-0209			1195	S EL MONTE AV @ BAY TREE LN	WARNING ISSUED

**PARKING VIOLATIONS**

5/30/2020 9:01	L4	20-151-0060	3	20m 19s	22500	TEPA WY @ MOODY RD	CITATION ISSUED
5/30/2020 11:19	L4	20-151-0098	3	19m 34s	22500	FRANCEMONT DR @ MOODY RD	INVESTIGATED
5/31/2020 14:41	L4	20-152-0157	3	10m 1s	22500	TEPA WY @ MOODY RD	CITATION ISSUED
5/31/2020 17:05	L4	20-152-0205	3	12m 7s	22500	FRANCEMONT DR @ MOODY RD	CITATION ISSUED

**ALARM CALLS**

5/25/2020 18:27	L4	20-146-0315	2	7m 8s	1033A	TEPA WY @ SUMMIT WOOD RD	FALSE ALARM
5/26/2020 18:47	L3	20-147-0281	2	11m 32s	1033A	KRISTE LN @ ELENA RD	FALSE ALARM
5/27/2020 13:35	L5	20-148-0203	2	5m 41s	1033A	FRAMPTON CT @ MAGDALENA RD	FALSE ALARM
5/27/2020 14:54	L5	20-148-0243			1033A	FRAMPTON CT @ MAGDALENA RD	CANCELLED
5/28/2020 11:16	L5	20-149-0137	2	7m 35s	1033A	FERNHILL DR @ LOMITA LINDA CT	FALSE ALARM
5/28/2020 16:21	L1	20-149-0229	2	7m 39s	1033A	SEVEN ACRES LN @ FREMONT RD	FALSE ALARM
5/25/2020 0:10	L3	20-146-0003	2	4m 22s	1033C	EL MONTE RD @ STONEBROOK DR	FALSE ALARM

**9-1-1****ABANDONED CALLS**

5/25/2020 21:55	L1	20-146-0380			911CEL	FREMONT RD @ CONCEPCION RD	INVESTIGATED
5/27/2020 14:27	L4	20-148-0232			911CEL	ALTAMONT RD @ BRIONES WY	INVESTIGATED
5/28/2020 12:55	L1	20-149-0164			911CEL	MIRANDA RD @ WILD PLUM LN	INVESTIGATED

**PUBLIC****SAFETY ASSISTANCE**

5/25/2020 7:11	L1	20-146-0059	3	16m 37s	AID	MULBERRY LN @ MANUELLA RD	COMPLETE
5/25/2020 12:44	L1	20-146-0160			AID	ASCENSION DR @ ST FRANCIS DR	COMPLETE
5/28/2020 15:53	L6	20-149-0222	3	4m 13s	AID	W LOYOLA DR @ EASTBROOK AV	COMPLETE
5/29/2020 19:31	L1	20-150-0349	2	9m 5s	AID	I-280 @ EL MONTE RD	COMPLETE

**CITATION**

5/31/2020 9:00	L5	20-152-0060			CITE	RAVENSBURY AV @ W LOYOLA DR	CITATION ISSUED
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**FLAG DOWN**

5/25/2020 0:35	L4	20-146-0008			FD	EL MONTE RD @ MOODY RD	INVESTIGATED
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**INFORMATION ONLY**

5/27/2020 23:03	L3	20-148-0422			BTINFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
5/28/2020 6:54	L1	20-149-0042			BTINFO	CONCEPCION RD @ ALTO VERDE LN	INFORMATION GIVEN
5/25/2020 11:09	L1	20-146-0129			INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN
5/26/2020 17:49	L4	20-147-0257			INFO	MOODY RD @ RHUS RIDGE RD	INFORMATION GIVEN
5/26/2020 21:16	L3	20-147-0327			INFO	BRIONES CT @ BRIONES WY	INFORMATION GIVEN
5/30/2020 13:54	L1	20-151-0145			INFO	I-280 @ EL MONTE RD	INFORMATION GIVEN
5/31/2020 6:44	L1	20-152-0036			INFO	ST FRANCIS DR @ LA CRESTA DR	INFORMATION GIVEN

**MUNICIPAL****CODE VIOLATION**

5/25/2020 18:21	L1	20-146-0313	3	44m 19s	MUNI	PURISSIMA RD @ SAMUEL LN	INVESTIGATED
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**PATROL CHECKS**

5/25/2020 10:02	L1	20-146-0105			FOOT	PURISSIMA RD @ SAMUEL LN	COMPLETE
5/25/2020 0:05	L3	20-146-0001			PATCK	ARASTRADERO RD @ PAGE MILL RD	COMPLETE
5/26/2020 11:55	L4	20-147-0125			PATCK	BUENA VISTA DR @ PAGE MILL RD	COMPLETE
5/27/2020 13:18	L5	20-148-0196			PATCK	DAWSON DR @ MAGDALENA RD	CITATION ISSUED
5/28/2020 10:56	L3	20-149-0129			PATCK	SADDLE MOUNTAIN DR @ STIRRUP WY	COMPLETE
5/29/2020 9:24	L3	20-150-0085			PATCK	SADDLE MOUNTAIN DR @ STIRRUP WY	COMPLETE
5/31/2020 20:00	L5	20-152-0282			PATCK	MAGDALENA AV @ RAVENSBURY AV	COMPLETE
5/31/2020 20:03	L5	20-152-0283			PATKC	MAGDALENA AV @ RAVENSBURY AV	COMPLETE

**WELFARE CHECK**

5/25/2020 15:03	L3	20-146-0224	3	7m 41s	WELCK	ROBLE ALTO @ ROBLE ALTO CT	COMPLETE
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**Note:** The target response time for priority level 1 calls is 9 minutes, for priority level 2 calls it is 14 minutes, and for priority level 3 calls it is 25 minutes. Response times are only available for some calls for service and not for self-initiated activity.