



Town Manager's Report for December 7-11, 2020

Items to report on for this week include the following:

Engineering & PW

Public Works Engineering Weekly Update:

- The contractor is continuing work on the **Annual Sanitary Sewer Replacement and Rehabilitation CIP**. Only one location is outstanding and the construction project should be complete by mid-December.
- Staff worked with the consultant and located the missing manhole for the **Adobe Creek Sewer Study**. Survey will follow.
- Consultant has prepared and submitted the **Barron Creek Monitoring Report for Year 4** for RWQCB review.
- PG&E sent the draft agreement for the Town to review and sign. The City Manager has signed the **Rule 20A agreements** and staff mailed back to PG&E to begin the process.
- Staff is reviewing the surveying completed for the **Summerhill Pathway Phase 2 Survey Project**.
- Staff has drafted a schematic with details for EDPC review regarding the **re-planting and irrigation installation to include the installation of 15 posts between the Westwind Barn parking lot and driveway**.
- Staff posted the **Town-wide Undergrounding Utility Feasibility Study RFP**.

- Staff has prepared a **staff report and resolution opposing the VTA's Measure B 10-Year Outlook Base Scenario** which could potentially re-allocate Local Streets and Roads (LSR) funding to offset potential debt service for the BART Phase II project presented at the 11/10/2020 VTA TAC.
- Staff reviewed the **Annual Tree Report** from the consultant and is **preparing a work plan to address trees on Town lands** identified in the report.
- Staff is **coordinating with the consultant** on the analysis of the following pathways:
 - Existing La Paloma Pathway/Robleda
 - Via Ventana Pathway

PW Maintenance

- Weekly maintenance of Purissima park and town riding arena, also maintenance of the dog park.
- USA marking with the help of John Chau and Hector.
- Cleaned ditches all over town in anticipation of rains this weekend.
- Picked up material for Purissima park from sierra pacific turf supply for next week fields seeding and fertilizing.
- Worked on Purissima park (aerating/ fertilizing/ seeding and fixed the edges of the in and out fields, Also we rebuild the pitching and the home based mounds. See pictures
- Took care of requests from See-click-fix and town.
- Met with Nichole, Kaho and Christine to discuss adding logs along the outside edge of the pathway at the end of Lupine Rd (Fran Stevenson Pathway).

-Today, Friday 12/11, we are helping with Covid-10 testing at town hall. Over 700 tests were administered.

Planning and Building Department

November Building and Planning Permit Report

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

Monthly Building Dept Update

The Building Department saw a very similar level of permit activity in November as compared to the prior two Novembers.

	November 2020	November 2019	November 2018
Inspections	182	182	177
Permits Issued	42	44	24
Permits Finaled	41	41	51
Permits Expired*	11	10	8
Phone Calls Fielded**	335	300	286

* 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.

** This does not include questions/inquiries sent via email. For the month of September, the Building Department received an average of 29 emails per business day.

Past Meeting Summaries

December 8, 2020 – Site Development Public Hearing

- 12215 Colina Drive - File #SD20-0054 – Lands of Jayaraman

The Site Development Permit for a new 850 square-foot swimming pool and associated hardscape improvements was APPROVED with some additional conditions related to reducing exterior lighting and removing landscaping under oak trees. One neighbor provided comments related to limiting the height of landscape screening along their shared property line and enclosing the pool equipment.

December 10, 2020 – Planning Commission Special Meeting

- 12450 Hilltop Drive – File # SD20-0075 – Lands of Veeravagu and Das

The Site Development Permit for landscape screening and entry steps for an approved two-story residence was APPROVED with some additional conditions related to adding landscape screening along the top of the retaining wall and screening the electrical meter. Two neighbors provided comments related to proposed screening in the front and side yards.

- Zoning Ordinance Amendments – Town of Los Altos Hills

The Commission recommended APPROVAL to the City Council of an Ordinance to amend various sections within Chapter 1 (Zoning) and Chapter 2 (Site Development) of Title 10 of the Los Altos Hills Municipal Code pertaining to updating the appeals process and clarifying the effective date of decisions made by the Planning Director, the Staff Committee and the Planning Commission; and an amendment to Article 6 (Off-Street Parking) in Chapter 1 of Title 10 to reestablish minimum parking stall dimension requirements.

Upcoming Meeting

December 15, 2020 – Site Development and Fast Track Public Hearing

- APN 351-37-014 – File #ZP20-0059 – Lands of Preserve Adobe, LLC

Site Development Permit for fence exception to allow a six-foot tall wrought iron fence adjacent to a riparian corridor on a vacant parcel where a split-rail design is required.

- [24269 Dawnridge Drive – File #SD19-0089 – Lands of Lim](#)
Site Development Permit for a major remodel and addition resulting in a 5,973 square-foot, single-story residence with attached garage, a detached 785 square-foot accessory dwelling unit, and remodeled pool.
- [13902 Campo Vista Lane – File #SD20-0022 – Lands of Campo Vista Lane LLC](#)
Site Development Permit for a new 3,554 square-foot, single-story residence with a 2,853 square-foot basement, a detached 660 square-foot carport, and a detached 1,181 square-foot accessory dwelling unit.

Public Safety:

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

Administrative Services:

Mandatory (State required) Harassment prevention training is scheduled for the staff on January 13th.

Parks and Recreation and public outreach service updates:

In light of this year's circumstances, the Town of Los Altos Hills and Second Harvest of Silicon Valley have partnered on Giving Tuesday to host a [VIRTUAL food drive](#) for the remainder of 2020! Join Team LAH and Donate Today. <https://impact.shfb.org/LosAltosHills> Thank you for your generosity!

Catch the first viewing of [Homage for the Holidays](#) airing Sunday, November 6th at 7:00 pm on KMVT 15, Silicon Valley Community Media Comcast Channel 15, Uverse Channel 99. This partnership will highlight Los Altos Hills, Los Altos, and the Festival of Lights. This will run December 6-January 3, Saturdays and Sundays at 7:00 pm, and Wednesdays at Noon on KMVT 15, Silicon Valley Community Media Comcast Channel 15, Uverse Channel 99. The Town will also link the video to our media channels. Los Altos Hills will be first in the lineup of three showcasing: Westwind Community Barn, Mayor Wu, Victoria Dye Equestrian Drill Team, Stagecoach, and Pig Kevin Bacon. See attached stagecoach prep for filming.

The **elves** have been hard at work preparing for the festive time of year! The Town Hall lobby tree, heritage oak, and Parks and Recreation Building have been decorated. Thank you, Public Works Crew!

A [Winter Scavenger Hunt](#) is in the works for the month of December. Monday, staff was reporting about activities at an informal Parks and Recreation Committee meeting due to a lack of quorum. One of the members suggested contacting the History Committee to develop a **Historical Scavenger Hunt**. The History Committee Co-Chairs have been contacted and plan to place it on an upcoming agenda.

Los Altos Hills is has its very own **Pop-Up Los Altos Hills Photo Frame!** Following the Town's successful partnership with Hidden Villa's Floral Frame at Byrne Preserve, the community was asking for more! The new frame will be temporary installed at Town Hall for pictures near Fremont Road with the backdrop of the bedazzled apricot orchard.

Community Services:

Free COVID19 Appointment based testing will take place at Town Hall Friday, December 11th from 9:30am - 4:00 pm. Appointments will be open for scheduling 3 days before the testing date. Once all appointments are filled, this location will no longer appear for scheduling on the website. This testing site is not designed to test individuals with symptoms of COVID-19. Individuals with symptoms should

contact their healthcare provider for evaluation and testing. Visit sccfreetest.org for additional testing locations.

Brush and Yard Waste Trimming Clean Up will be held Saturday, December 19 at Purissima Park from 9:00 am – 2:00 pm.

The Town will close **Purissima Park** fields on Monday, December 7, to perform annual field maintenance for the remainder of 2020. In January, staff will reassess the field conditions, weather, work performed, work needed for the Spring season, etc. However, this plan is subject to change. Little League and renters have been notified. Rentals will take place until the December 6

Town of Los Altos Hills Holiday Card was ordered this week.

Feel free to call me if you have any questions.

Thanks.

Carl



Planning and Building Department
November 2020 Monthly Report

Building Permits Issued

Permit Type	Nov-20	20-21 YTD	Nov-19	19-20 YTD	Nov-18	18-19 YTD
New Residence	0	11	0	7	0	13
Demo Permits	0	8	2	14	0	13
Accessory Dwelling Unit	2	16	1	6	0	2
Addition/Remodel	2	12	1	12	0	4
Remodel	7	22	0	30	3	29
Pool/Spa	0	10	3	19	2	15
EV Charger/Battery Backup	6	11	4	20	1	16
Photovoltaic/Solar	9	41	13	43	2	25
Water Heater	1	8	3	14	0	10
Re-Roof	4	21	3	32	2	24
Sewer Related	1	6	1	7	0	4
Miscellaneous	10	89	13	73	14	73
Total Permits Issued	42	255	44	277	24	228
Total Valuation	\$1,643,999	\$31,130,709	\$2,266,707	\$27,533,877	\$718,533	\$28,160,711

Planning Permits Approved

Permit Type	Nov-20	20-21 YTD	Nov-19	19-20 YTD	Nov-18	18-19 YTD
New Residence	0	8	0	4	2	12
Addition	1	4	1	8	1	6
Fence/Gate	2	15	3	14	2	5
Landscape	0	3	3	14	0	5
Pool/Spa	0	5	0	3	0	4
Tree Removal	4	16	0	8	1	6
Other	1	17	1	16	3	19
Total Approvals	8	68	8	67	9	57



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
11/30/2020 – 12/6/2020
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
11/30	L1	Identity Theft, Theft by Credit Card, Forgery	On 10/5, unknown suspect(s) used the victim's personal information to access the victim's credit account and forged the victim's signature to complete multiple fraudulent transactions for a total loss of about \$13,000. The victim lives in Los Altos Hills.
11/30	L2	Residential Burglary	Between 11:00 AM on 11/23 and 9:00 AM on 11/30, unknown suspect(s) entered a residence in the 12000 block of Miraloma Way by breaking a rear window. The house was ransacked, but it is unknown if anything taken.
12/3	L1	Non-Injury Collision	Occurred at 8:13 AM at Fremont and Concepcion Roads.
12/6	L3	Injury Collision	Occurred at 11:56 AM at Elena Road and Foothill Lane.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
DISTURBANCES							
11/30/2020 13:38	L1	20-335-0158	3	16m 47s	415F	TODD LN @ LA PALOMA RD	INVESTIGATED
12/3/2020 7:40	L4	20-338-0042	3	33m 59s	415	RHUS RIDGE RD @ PECK LN	INVESTIGATED
12/5/2020 22:24	L3	20-340-0334	3	7m 14s	415P	ROBLEDA RD @ DUVAL WY	INVESTIGATED
BURGLARY							
11/30/2020 9:16	L2	20-335-0076	3	9m 47s	459	MIRALOMA WY @ SUMMERHILL AV	INVESTIGATED

FORGERY							
12/1/2020 16:11	L1	20-336-0238	3	44m 45s	470	LA CRESTA DR @ NINA PL	INVESTIGATED
PETTY THEFT							
12/2/2020 16:19	L5	20-337-0251			484	TOYONITA RD @ RAVENSBURY AV	INVESTIGATED
OBSCENE/HARASSING PHONE CALLS							
12/4/2020 14:26	L3	20-339-0179	3	1m 52s	653M	URSULA LN @ BLACK MOUNTAIN RD	INVESTIGATED
PHONE THE OFFICE							
11/30/2020 15:07	L1	20-335-0186			1021	71C1	COMPLETE
12/2/2020 12:11	L1	20-337-0145			1021	71L1	COMPLETE
11/30/2020 11:23	L2	20-335-0117			1021	71L1	COMPLETE
TRAFFIC HAZARD							
11/30/2020 13:41	L5	20-335-0161	3	58m 48s	1125	PROSPECT AV @ STONEBROOK DR	INVESTIGATED
TRAFFIC COLLISIONS							
12/3/2020 8:13	L1	20-338-0051			1182	FREMONT RD @ CONCEPCION RD	INVESTIGATED
12/6/2020 11:56	L3	20-341-0107			1181	ELENA RD @ FOOTHILL LN	INVESTIGATED
12/6/2020 12:09	L3	20-341-0112			1181	ELENA RD @ FOOTHILL LN	INVESTIGATED
VEHICLE STOPS							
11/30/2020 21:49	L1	20-335-0298			1195	I-280 @ EL MONTE RD	WARNING ISSUED
12/1/2020 12:47	L1	20-336-0162			1195	ELENA RD @ PURISSIMA RD	WARNING ISSUED
12/6/2020 20:02	L1	20-341-0260			1195	I-280 @ EL MONTE RD	WARNING ISSUED
12/1/2020 13:58	L3	20-336-0192			1195	ARASTRADERO RD @ STIRRUP WY	WARNING ISSUED
12/1/2020 18:05	L5	20-336-0271			1195	EL MONTE RD @ STONEBROOK DR	WARNING ISSUED

PARKING VIOLATION

12/1/2020 8:36	L5	20-336-0055	3	9m 18s	22500	BERKSHIRE DR @ W LOYOLA DR	INVESTIGATED
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ALARM CALL

12/1/2020 11:09	L1	20-336-0115	2	8m 22s	1033A	WESTWIND WY @ LA PALOMA RD	FALSE ALARM
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9-1-1

ABANDONED CALLS

11/30/2020 9:00	L1	20-335-0073			911CEL	BENTLEY CT @ BURKE RD	INVESTIGATED
11/30/2020 11:31	L1	20-335-0118			911CEL	FREMONT RD @ OLD TRACE LN	INVESTIGATED
12/4/2020 17:06	L1	20-339-0244			911CEL	SHADY OAKS CT @ FREMONT RD	INVESTIGATED
12/1/2020 16:59	L3	20-336-0254			911CEL	VINEDO LN @ RIDGEWOOD LN	INVESTIGATED
12/5/2020 8:58	L3	20-340-0057			911CEL	FOOTHILL LN @ ELENA RD	INVESTIGATED

**PUBLIC SAFETY
ASSISTANCE**

11/30/2020 13:39	L2	20-335-0159	3	16m 10s	AID	MAGDALENA AV @ DAWN RIDGE DR	COMPLETE
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INFORMATION ONLY

11/30/2020 7:50	L5	20-335-0048			INFO	ROLLY RD @ KENBAR RD	INFORMATION GIVEN
11/30/2020 22:05	L3	20-335-0307			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/1/2020 10:04	L3	20-336-0084			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/1/2020 21:37	L3	20-336-0319			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/2/2020 8:00	L1	20-337-0062			INFO	TORELLO LN @ MANUELLA RD	INFORMATION GIVEN
12/2/2020 9:54	L3	20-337-0101			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/2/2020 22:01	L3	20-337-0339			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/3/2020 9:40	L3	20-338-0073			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/3/2020 22:09	L3	20-338-0320			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/4/2020 0:27	L5	20-339-0003			INFO	W LOYOLA DR @ EASTBROOK AV	INFORMATION GIVEN
12/4/2020 9:54	L3	20-339-0084			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/4/2020 16:19	L3	20-339-0220			INFO	I-280 @ PAGE MILL RD	INFORMATION GIVEN
12/4/2020 16:22	L1	20-339-0224			INFO	VISCAINO RD @ VISCAINO CT	INFORMATION GIVEN
12/4/2020 20:07	L1	20-339-0298			BTINFO	I-280 @ EL MONTE RD	INFORMATION GIVEN

12/5/2020 7:23	L3	20-340-0041			INFO	STANFORD CT @ LIDDICOAT CL	INFORMATION GIVEN
12/5/2020 10:11	L3	20-340-0082			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/5/2020 13:15	L4	20-340-0142			INFO	ALTAMONT RD @ MOODY RD	INFORMATION GIVEN
12/5/2020 22:09	L3	20-340-0325			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/6/2020 10:21	L3	20-341-0082			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
12/6/2020 18:23	L3	20-341-0233			INFO	VIA VENTANA @ PAGE MILL RD	INFORMATION GIVEN
12/6/2020 22:09	L3	20-341-0282			BTINFO	NATOMA RD @ BLACK MOUNTAIN RD	INFORMATION GIVEN
COUNTY ORDINANCE VIOLATION							
12/6/2020 11:43	L3	20-341-0100			CO ORD	ARASTRADERO RD @ TRACY CT	INVESTIGATED
FOLLOW-UP							
12/3/2020 16:17	L3	20-338-0227			FU	MATADERO CREEK CT @ MATADERO CREEK LN	COMPLETE
PATROL CHECKS							
12/6/2020 15:05	L1	20-341-0166			PATCK	PURISSIMA RD @ SAMUEL LN	COMPLETE
12/2/2020 11:29	L3	20-337-0134			PATCK	SADDLE MOUNTAIN DR @ STIRRUP WY	COMPLETE
12/6/2020 14:27	L3	20-341-0152			PATCK	ARASTRADERO RD @ TRACY CT	CITATION ISSUED
STRANDED MOTORIST							
12/6/2020 11:10	L3	20-341-0092			STRAND	I-280 @ PAGE MILL RD	INVESTIGATED
WELFARE CHECKS							
12/5/2020 16:39	L1	20-340-0225	3	10m 0s	WELCK	FREMONT PINES LN @ FREMONT RD	COMPLETE
12/5/2020 15:04	L3	20-340-0192	3	17m 30s	WELCK	DAWN LN @ ELENA RD	COMPLETE

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.