



Town Manager's Report for March 23-27, 2020

Items to report on from this week include the following:

Public Works & Engineering:

- Staff is laying out the pathway design for Redwood Grove Pathway Connection using the survey data provided by the consultant.
- Staff is continuing construction site inspections in compliance with the Town's Stormwater Permit.
- Staff is preparing a comment letter in response to the CPUC Rule 20 Revision (Staff Recommendations) due on March 31, 2020.
- Staff received three quotes for Phase 1 Summerhill (El Monte to Nicole) and will bring the contract award item at the next regular scheduled CC meeting in April.

PW Maintenance

- Town facilities monthly inspections.
- Weekly parks and horse arena maintenance and weed clearing at Purissima dog park.
- picking up garbage and cleaning storm drains around town.
- USA markings all over town
- mowing and brushing all over town such as El Monte islands, Heritage House, pathway on Concepcion road.
- Took care of requests from Town Hall and See-Click.
- Disinfect and sanitize Corp. Yard and equipment.
- Corp yard monthly and equipment inspection (Replacing rotor tiller blades sharpened flail mower cutter heads, working on chainsaws and picking up parts for them)
- worked with Statecomm on Town Hall and Westwind fire alarms system Switch over from Spartans and Cosco monitoring companies and replacing batteries.
- Took in the town radios for maintenance and replacing from Junior name to Jose.

Planning/ Building:

Accessory Dwelling Unit Ordinance (ADU)

The public hearing before the City Council to consider adoption of an **updated ADU Ordinance** has been rescheduled from **March 19, 2020** to **April 16, 2020**.

Upcoming Public Meetings

- A special City Council Meeting is scheduled for **April 1, 2020**, and will consider the following items:
 - Resolution to Authorize Submittal of Application, and Receipt of, Local Government Planning Support Grant Program Funds
 - Resolution to Award the Architectural Design Services Contract for Phase 1 of the Town Hall Addition Project to M. Sandoval Architects, Inc
 - Review a request for a Map Adjustment to Abandon a 75-foot Side Yard Building Setback Line on Lot 6 of Recorded Tract Map No. 1288 at 24160 Dawnridge Drive

- Review of the 2019 Housing Element Annual Progress Report, Which Summarizes the Status of Housing Production, Implementation of Housing Element Programs and Progress on Meeting the Town's Regional Housing Needs Allocation
- The regular Planning Commission meeting scheduled for **April 2, 2020** has been **Canceled**.
- The Site Development and Fast Track hearings scheduled for **March 31, 2020 and April 7, 2020** have been **Canceled**. Staff is continuing to work on the details for hosting a virtual public meeting that complies with State requirements and ensures public accessibility and participation, with a goal of holding the Site Development and Fast Track meeting scheduled for **April 14, 2020**.

Planning and Building Department Updates

- **Updated procedures and protocol** have been implemented to allow for Building and Planning applications to be submitted, Building permits to be issued and Building inspections to be scheduled while abiding by all applicable health and safety guidance and requirements. The updated protocol and procedures handout is attached.
- Consistent with the Governor's shelter in place order, the Town is allowing residential construction activities to proceed. However, all workers and job sites are required to be maintained and operated in a way that is consistent with all applicable guidelines and requirements from the Center for Disease Control (CDC), the State of California, and the Santa Clara County Health Officer. Failure to adhere to these requirements will result in the job site being shut down until appropriate measures have been taken to bring the site into compliance.
- For the week of March 23-27, the Building Dept had the following activity:
 - Inspections completed: 32
 - Building Permits Submitted: 1
 - Building Permits Issued: 2

Public Safety:

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

With regard to the corona virus, according to the County Health Department website, as of today 3/27 there are currently 574 cases in County with 20 deaths.

Schools are closed through May 1, 2020

Administrative Services:

Staff is working on the base Budget, paying bills, meeting payroll and working on HR issues related to the public health emergency.

In the process of compiling the FY20-21 Base Budget.

Parks and Recreation:

Residents have been sending in their shelter-in-place recreation ideas, which have been added to the [Virtual Recreation Resource](#) page.

After careful evaluation of the current available information from Federal, State, and County agencies regarding the likely duration of the COVID-19 public health emergency, the following town events have been **cancelled: Hoppin' Hounds, Earth Day Celebration,**

Pathways Run/Walk and Town Picnic. Management consulted with Committee chairs prior to finalizing these decisions. At this time, Committee members and Parks and Rec' staff are exploring pop-up alternatives to our traditional events.

The toddler **Playground** lot and **Outdoor Fitness Equipment** at Purissima Park has been **closed** due to the high touch surface.

The Town has seen an increase in visitors to our parks and open spaces. The sign below has been installed at various entry points at Byrne Preserve. To protect Los Altos Hills' residents and Barn operations, **Westwind Community Barn has been closed to public access.** This closure allows boarders and leasers to continue to care for their horses. However, it impacts Byrne Preserve visitors who are rerouted through the Preserve rather than through the Barn.



Feel free to give me a call or email if you have any questions or comments.

Thank you.

Carl

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Building Department

Interim Procedures and Protocol for Application Submittals, Permit Issuance and Building Inspections

In response to the Governor of California's shelter in place orders and to help slow the spread of COVID-19 to the maximum extent possible, the Building Department has adopted modified procedures and processes for accepting permit applications, issuing permits, and conducting inspections.

Projects and Activities Allowed

The shelter in place order exempts critical infrastructure projects and workers, which include the following:

- Critical government workers for local jurisdictions to, among other responsibilities, ensure continuity of building and public works functions.
- Construction Workers who support the construction, operation, inspection, and maintenance of construction sites and construction projects (including housing construction).
- Workers such as plumbers, electricians, exterminators, and other service providers who provide services that are necessary to maintaining the safety, sanitation, construction material sources, and essential operation of construction sites and construction projects.

To support the continued functionality of these projects and operations, appropriate procedures and protocol have been developed to ensure that Town staff are kept safe and healthy, and that the Town's activities are supporting the effort to slow the spread of COVID-19 to the maximum extent possible.

Submittal Requirements

Building permit submittal requirements and other related information is available online at:
<https://www.losaltoshills.ca.gov/292/Building-Department>

Prior to submitting an application, contact the Building Department to confirm the plans and materials to be submitted and the fee amount. Building staff can be reached at:
(650) 947-2501 or building@losaltoshills.ca.gov

Accepting Plans and Documents, and Permit Issuance

In order to support the submittal of permit applications, resubmittal of permit application materials, and the issuance of permits to support the projects outlined above, the Town is focusing on the submission of electronic plans and materials and online payment of fees, to the greatest extent feasible. When the submittal of hardcopy plans and other outside materials is necessary and when job copy plans and permits need to be issued, the following protocol will be followed:

- All incoming documents/plans can be left in the labeled drop box adjacent to the front door of Town Hall.
- Since the COVID-19 virus can survive on cardboard for approximately 24 hours, Town staff will quarantine all incoming documents for a **minimum** 24-hour period.

- Payments, if required, can be made by completing a Credit Card Authorization Form and returning it via email for processing. If the payment amount exceeds the limit for a credit card, a check can be brought to Town Hall and placed in the secured and labeled drop box adjacent to the front door of Town Hall.
- Once payments have been made for new permits, the Building Tech will call/email the applicant after the permit is prepared. Regular issuance times apply. (9:00-11:00am and 2:00-4:00pm)
- Applicants can call or knock on the door and the Job Card (and other documents) will be placed outside in a bin labeled, "Pick Up."
- Applicants must bring their own pen to sign documents before leaving them in our drop off bins.
- Town staff will quarantine all signed documents for a minimum 24-hour period before processing.

Building Inspection Protocol

To minimize exposure and maintain the health and safety of Town staff, residents, and workers, adherence to the following protocol is required. Failure to abide by these requirements will result in the cancelation of the inspection.

- Avoid physical contact with other individuals (no handshakes or elbow bumps) and maintain a distance of at least six (6) feet while on a job site.
- If review of the job copy set of plans is required, the job site contact shall turn pages for the inspector.
- An inspector will not enter a residence that is still occupied or a confined space. If this is required to complete an inspection, please disclose this information when scheduling the inspection and the Town will consider alternative means and methods to complete inspection, such as:
 - Connecting with an individual inside of the residence for a video conference to allow for visuals of area/elements that require inspection; and
 - The Town will consider opportunities where a self-certification may be appropriate and consistent with Building Code requirements.
- If it is necessary to enter an occupied residence or a confined space to complete an inspection and alternative means and methods are not available, the situation will be evaluated on a case-by-case basis by the Planning Director to determine if the inspection is feasible.

Maintenance of Active Job Sites

While the Town is allowing construction activities to proceed as outlined above, it is imperative that all workers and job sites be maintained and operated in a way that is consistent with all applicable guidelines and requirements from the Center for Disease Control (CDC), the State of California, and the Santa Clara County Health Officer. Failure to adhere to these requirements will result in the job site being shut down until appropriate measures are taken to bring the site into compliance.

Note: *These interim procedures and protocol are subject to change or cancelation at any time by the Planning Director or City Manager.*



**Santa Clara County Office of the Sheriff
Weekly Activity Summary
3/16/2020 – 3/22/2020
LOS ALTOS HILLS**



PATROL ACTIVITY SUMMARY			
DATE	BEAT	ACTIVITY	COMMENTS
3/21	L5	Vandalism, Mail Theft	Around 6:00 AM, unknown suspect(s) pried open multiple residential mailboxes on Camino Hermoso, Albertsworth, Lone Oak and Olive Tree Lanes, causing damage. Mail was taken from at least one of the mailboxes. The total amount of damage and loss is unknown.
3/22	L1	Vandalism, Trespassing	Between 3:00 PM on 3/16 and 12:48 PM on 3/22, unknown suspect(s) entered and trespassed upon the property of a residence in the 12000 block of La Cresta Court and destroyed three bee hives. The total amount of damage was about \$2,400.

DATE/TIME	BEAT	EVENT	PRIORITY LEVEL	RESPONSE TIME	TYPE	LOCATION	INFORMATION
THEFTS							
3/17/2020 12:06	L4	20-077-0129	3	43m 11s	484	BUENA VISTA DR @ MOODY RD	INVESTIGATED
3/18/2020 11:15	L1	20-078-0101	3	8m 53s	484	PURISSIMA RD @ ROBLE LADERA RD	INVESTIGATED
3/19/2020 6:24	L4	20-079-0040			484	HIDDEN SPRINGS CT @ ALTAMONT RD	INVESTIGATED
3/19/2020 18:21	L1	20-079-0263	3	18m 56s	484	BURKE LN @ BURKE RD	INVESTIGATED
3/21/2020 10:20	L5	20-081-0092	3	15m 58s	484	ALBERTSWORTH LN @ SUNDOWN CANYON WY	INVESTIGATED
3/21/2020 14:44	L5	20-081-0188	3	51m 31s	484	LONE OAK LN @ MAGDALENA RD	INVESTIGATED
3/21/2020 17:16	L5	20-081-0250	3	20m 28s	484	CAMINO HERMOSO @ RAVENSBURY AV	INVESTIGATED
VANDALISM							
3/19/2020 7:55	L4	20-079-0054	3	36m 35s	594	SILENT HILLS LN @ ALTAMONT LN	INVESTIGATED
3/21/2020 11:07	L5	20-081-0104	3	27m 20s	594	OLIVE TREE LN @ NORTHCREST LN	INVESTIGATED

3/22/2020 12:47	L1	20-082-0145	3	20m 13s	594	VISCAINO CT @ VISCAINO RD	INVESTIGATED
OBSCENE/HARASSING PHONE CALLS							
3/16/2020 8:58	L5	20-076-0059			653M	REBECCA LN @ DAWSON DR	INVESTIGATED
PHONE THE OFFICE							
3/17/2020 13:03	L3	20-077-0149			1021	71L1	COMPLETE
3/17/2020 14:00	L1	20-077-0181			1021	71L1	COMPLETE
3/18/2020 14:00	L1	20-078-0150			1021	71L1	COMPLETE
3/20/2020 16:27	L1	20-080-0218			1021	81L1	
SUSPICIOUS PERSON							
3/20/2020 10:47	L5	20-080-0101	2	7m 38s	1066	CAMINO HERMOSO @ RAVENSBURY AV	INVESTIGATED
ANIMAL COMPLAINT							
3/17/2020 16:58	L5	20-077-0245			1091	MAGDALENA RD @ RAVENSBURY AV	INVESTIGATED
PEDESTRIAN STOP							
3/17/2020 17:42	L5	20-077-0256			1095	STONEBROOK DR @ MAGDALENA RD	WARNING ISSUED
ABANDONED VEHICLE							
3/19/2020 15:26	L4	20-079-0207			1124	BASSETT LN @ RHUS RIDGE RD	INVESTIGATED
SUSPICIOUS VEHICLES							
3/17/2020 15:17	L1	20-077-0213	3	26m 49s	1154	BRENDEL DR @ ROBLEDA RD	INVESTIGATED
3/17/2020 19:31	L4	20-077-0279			1154	ALTAMONT RD @ BLACK MOUNTAIN RD	INVESTIGATED
3/18/2020 14:08	L5	20-078-0151			1154	DAWSON DR @ MAGDALENA AV	INVESTIGATED
3/18/2020 18:42	L4	20-078-0236			1154	ALMADEN CT @ ALTAMONT RD	INVESTIGATED
3/18/2020 20:46	L5	20-078-0277			1154	JESSICA LN @ DAWSON DR	INVESTIGATED
3/20/2020 2:01	L3	20-080-0022			1154	PAGE MILL RD @ ARASTRADERO RD	INVESTIGATED
3/21/2020 0:16	L2	20-081-0006			1154	COLINA DR @ HILLTOP DR	CITATION ISSUED

TRAFFIC COLLISION

3/16/2020 12:21	L1	20-076-0131	3	14m 37s	1182	WILDCREST DR @ WILDFLOWER LN	INVESTIGATED
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VEHICLE STOPS

3/16/2020 10:00	L2	20-076-0077			1195	I-280 @ MAGDALENA RD	CITATION ISSUED
3/16/2020 22:24	L3	20-076-0331			1195	I-280 @ PAGE MILL RD	WARNING ISSUED
3/16/2020 22:36	L1	20-076-0334			1195	ARASTRADERO RD @ PURISSIMA RD	WARNING ISSUED
3/18/2020 21:54	L2	20-078-0288			1195	I-280 @ MAGDALENA RD	WARNING ISSUED
3/21/2020 22:24	L4	20-081-0350			1195	ALTAMONT RD @ ALTAMONT LN	WARNING ISSUED
3/21/2020 22:45	L4	20-081-0356			1195	MOODY RD @ BLEDSOE CT	CITATION ISSUED
3/22/2020 0:51	L3	20-082-0017			1195	I-280 @ PAGE MILL RD	WARNING ISSUED

PARKING VIOLATIONS

3/17/2020 13:46	L4	20-077-0177	3	14m 31s	22500	RHUS RIDGE RD @ MOODY RD	CITATION ISSUED
3/20/2020 11:02	L4	20-080-0107	3	23m 45s	22500	RHUS RIDGE RD @ MOODY RD	CITATION ISSUED
3/20/2020 11:49	L1	20-080-0118	3	7m 56s	22500	FREMONT RD @ CONCEPCION RD	WARNING ISSUED
3/21/2020 16:47	L3	20-081-0238	3	49m 28s	22500	ARASTRADERO RD @ TRACY CT	CITATION ISSUED

ALARM CALLS

3/17/2020 16:27	L4	20-077-0234	2	5m 33s	1033A	ADOBE LN @ TEPA WY	FALSE ALARM
3/18/2020 7:26	L1	20-078-0035	2	11m 40s	1033A	PURISSIMA RD @ CONCEPCION RD	FALSE ALARM
3/19/2020 21:36	L1	20-079-0309	2	8m 6s	1033A	WESTWIND WY @ CONCEPCION RD	FALSE ALARM
3/21/2020 0:39	L3	20-081-0011	2	7m 57s	1033A	TAAFFE LN @ TAAFFE RD	FALSE ALARM
3/22/2020 12:28	L3	20-082-0137			1033A	MAPLE LEAF CT @ ELENA RD	CANCELLED

9-1-1**ABANDONED CALL**

3/19/2020 11:47	L1	20-079-0116			911CEL	TORIELLO LN @ MANUELLA RD	INVESTIGATED
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PUBLIC**SAFETY ASSISTANCE**

3/16/2020 22:56	L1	20-076-0341			AID	I-280 @ EL MONTE RD	COMPLETE
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3/20/2020 22:11	L5	20-080-0305	3	12m 14s	AID	EMERALD HILL LN @ PROSPECT AV	COMPLETE
COUNTY ORDINANCE VIOLATIONS							
3/17/2020 10:51	L1	20-077-0109	3	29m 5s	CO ORD	ROBLEDA RD @ CHAPIN RD	INVESTIGATED
3/19/2020 9:05	L1	20-079-0073			CO ORD	ANACAPA DR @ ST FRANCIS DR	INVESTIGATED
3/22/2020 11:01	L3	20-082-0103			CO ORD	EL MONTE RD @ STONEBROOK DR	INVESTIGATED
FOOT PATROL							
3/20/2020 20:31	L1	20-080-0281			FTPAT	FREMONT RD @ CONCEPCION RD	COMPLETE
FOLLOW-UP							
3/21/2020 17:51	L5	20-081-0265			FU	CAMINO HERMOSO @ RAVENSBURY AV	COMPLETE
INFORMATION ONLY							
3/19/2020 17:35	L2	20-079-0251			BTINFO	I-280 @ MAGDALENA RD	INFORMATION GIVEN
3/21/2020 12:46	L5	20-081-0139			BTINFO	CAMINO HERMOSO @ RAVENSBURY AV	INFORMATION GIVEN
3/16/2020 0:01	L1	20-076-0001			INFO	LA PALOMA RD @ ALTA TIERRA RD	INFORMATION GIVEN
3/16/2020 18:28	L5	20-076-0259			INFO	STONEBROOK DR @ EL MONTE RD	INFORMATION GIVEN
3/17/2020 13:17	L5	20-077-0160			INFO	DAWSON DR @ REBECCA LN	INFORMATION GIVEN
3/17/2020 13:17	L5	20-077-0161			INFO	DAWSON DR @ REBECCA LN	INFORMATION GIVEN
3/19/2020 20:09	L2	20-079-0287			INFO	HILLTOP DR @ HILLVIEW RD	INFORMATION GIVEN
3/20/2020 18:47	L3	20-080-0251			INFO	VIA FELIZ @ PAGE MILL RD	INFORMATION GIVEN
3/22/2020 8:59	L3	20-082-0065			INFO	MENALTO DR @ ALTAMONT RD	INFORMATION GIVEN
3/22/2020 11:57	L4	20-082-0122			INFO	ALTAMONT RD @ MENALTO DR	INFORMATION GIVEN
LOST PROPERTY							
3/16/2020 13:12	L1	20-076-0155	3	17m 2s	LSTPRP	CORTE MADERA LN @ CONCEPCION RD	INVESTIGATED
MEETING							
3/19/2020 17:47	L1	20-079-0254			MTG	FREMONT RD @ CONCEPCION RD	COMPLETE

PATROL CHECKS

3/17/2020 17:50	L5	20-077-0258			PATCHK	OLIVE TREE LN @ OLIVE TREE CT	COMPLETE
3/17/2020 18:53	L3	20-077-0270			PATCHK	NATOMA RD @ LA VIDA REAL	COMPLETE
3/17/2020 19:43	L1	20-077-0283			PATCHK	RHUS RIDGE RD @ BASSETT LN	COMPLETE
3/21/2020 16:42	L5	20-081-0236			PATCHK	MAGDALENA RD @ STONEBROOK DR	COMPLETE
3/18/2020 17:40	L5	20-078-0224			PATCK	MAGDALENA AV @ EASTBROOK AV	COMPLETE
3/18/2020 18:36	L4	20-078-0233			PATCK	ALTAMONT RD @ BLACK MOUNTAIN RD	COMPLETE
3/18/2020 20:43	L5	20-078-0275			PATCK	OLIVE TREE LN @ BLANDOR WY	COMPLETE
3/19/2020 9:36	L6	20-079-0079			PATCK	W LOYOLA DR @ ROLLY RD	COMPLETE
3/20/2020 0:46	L5	20-080-0015			PATCK	LAURA CT @ KATE DR	COMPLETE
3/20/2020 1:04	L4	20-080-0017			PATCK	SUMMIT WOOD RD @ LA LOMA DR	COMPLETE
3/20/2020 9:40	L4	20-080-0075			PATCK	SILENT HILLS LN @ ALTAMONT LN	COMPLETE
3/21/2020 11:08	L5	20-081-0105			PATCK	MAGDALENA RD @ BLANDOR WY	COMPLETE
3/21/2020 19:19	L3	20-081-0289			PATCK	NATOMA RD @ ELENA RD	COMPLETE
3/22/2020 0:10	L5	20-082-0003			PATCK	W LOYOLA DR @ RAVENSBURY AV	COMPLETE
3/22/2020 10:43	L1	20-082-0096			PATCK	FREMONT RD @ CONCEPCION RD	COMPLETE
3/22/2020 16:15	L1	20-082-0202			PATCK	FREMONT RD @ FREMONT PINES LN	COMPLETE
3/22/2020 22:33	L4	20-082-0291			PATCK	BLACK MOUNTAIN RD @ ALTAMONT RD	COMPLETE

PHISHING SCAM

3/19/2020 19:50	L1	20-079-0281			PHISH	CARADO CT @ MIRANDA RD	INVESTIGATED
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**SUSPICIOUS
CIRCUMSTANCES**

3/17/2020 12:23	L4	20-077-0133	2	19m 1s	SUSCIR	MOODY RD @ PAGE MILL RD	INVESTIGATED
3/19/2020 10:05	L4	20-079-0087			SUSCIR	DEER SPRINGS WY @ BYRNE PARK LN	INVESTIGATED

WELFARE CHECK

3/18/2020 21:02	L2	20-078-0280	2	7m 40s	WELCK	MAGDALENA AV @ DAWN RIDGE DR	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.