



1 North San Antonio Road
Los Altos, California 94022-3087

M E M O R A N D U M

DATE: January 9, 2023

TO: Los Altos City Council

FROM: Nick Zornes, Development Services Director

SUBJECT: **6TH CYCLE HOUSING ELEMENT (2023-2031)**
OFFICE ADMINISTRATIVE (OA) DISTRICT SITES & PROGRAM 1.C

This memo shall serve as informational to provide clarification to the Los Altos City Council on information contained within the January 10, 2023, City Council Agenda Report and attachments therein.

On January 5, 2023, the Los Altos Planning Commission considered the City's Draft 6th Cycle Housing Element (2023-2031). During the Public Hearing a presentation was given, staff responded to questions of the commission, public testimony was received, followed by discussion of the commission where staff provided additional clarification.

Public testimony that was received commented on the Office Administrative (OA) District originally up zoning all sites within the OA District. Written public testimony received further clarified this comment stating, "The original draft of the Housing Element called for upzoning all of the OA zone", "The draft submitted to HCD changed this, so that only the parcels in the site inventory would be upzoned."

Following the January 5, 2023, Planning Commission hearing staff has reviewed and confirmed that the Site Inventory Matrix (comparison of the Public Review Draft and Current Draft) has **NO** changes to the sites list. The comparison confirms that no sites were removed, added, or modified from the inventory list for OA zoned parcels.

Program 1.C clarifications were added in August 2022 prior to submittal to HCD after the Public Review Draft comment period had closed. The following language shows the changes made only to Program 1.C:

June 2022 (Public Review Draft)

Program 1.C: Allow housing in the Office Administrative (OA) District.

The Office Administrative (OA) District, primarily located along South San Antonio Road (east of Downtown), does not currently allow residential uses. However, given the high demand for housing in Los Altos and the opportunity to provide for housing in a mixed-use environment with access to transit, the OA District will be amended to allow multi-family development. Residential uses will be allowed at a minimum density of 20 dwelling units per acre and a maximum density of 30 dwelling units per acre.

Responsible Body: Development Services Department, Planning Commission, City Council

Funding Source: General Fund

Time Frame: Fourth quarter of 2025

Objective: Permit at least three (3) new housing units in the OA District during the planning period.

August 2022 (First Submittal sent to HCD)

***Revisions made to the Draft Housing Element after the 30-day Public Review Draft in June 2022 are notated in Red, Bold, and Underlined font below.**

The Office Administrative (OA) District, primarily located along South San Antonio Road (east of Downtown), does not currently allow residential uses. However, given the high demand for housing in Los Altos and the opportunity to provide for housing in a mixed-use environment with access to transit, the **sites identified in the** OA District **(Appendix B, Table B-11)** will be amended to allow multi-family development. Residential uses will be allowed at a minimum density of 20 dwelling units per acre and a maximum density of 30 dwelling units per acre.

Responsible Body: Development Services Department, Planning Commission, City Council

Funding Source: General Fund

Time Frame: Fourth quarter of 2025

Objective: Permit at least three (3) new housing units in the OA District during the planning period.

December 2022 (Revisions Post 90-day HCD Review)

***Revisions made to the Draft Housing Element after the 90-day HCD First Review since November 2022 are notated in Red, Bold, Underlined, and strikethrough font below.**

Program 1.C: Allow housing in the Office Administrative (OA) District.

The Office Administrative (OA) District, primarily located along South San Antonio Road (east of Downtown), does not currently allow residential uses. However, given the high demand for housing in Los Altos and the opportunity to provide for housing in a mixed-use environment with access to transit, the sites identified in the OA District (Appendix B, Table B-11) will be

amended to allow multi-family development. Residential uses will be allowed at a minimum density of 20 dwelling units per acre and a maximum density of 30 dwelling units per acre.

Responsible Body: Development Services Department, Planning Commission, City Council

Funding Source: General Fund

Time Frame: ~~Forth quarter of 2025~~ **December 2024**

Objective: Permit housing on at least three (3) OA District parcels during the planning period **comprising at least 30 total housing units with at least five low-income units in the highest resource areas of the city.**

Conclusion

The City did not remove any parcels from the Site Inventory, or the OA District rezone program. The City did provide clarification in Program 1.C after the 30-day Public Review Draft in August 2022 which referenced the Site Inventory only located in Appendix B. Furthermore, the City provided revisions necessary based on HCD's November 10, 2022 Findings Letter, which required the City to heighten the time frame for when Program 1.C would be completed, which has resulted with a targeted completion 1-year sooner than initially proposed. Lastly, the City provided quantified objectives for Program 1.C based on the capacity and reliance of housing production included within the housing element, the City anticipates the construction of at least 30 units within the OA District with at least 5 units for low-income households.