



DATE: March 29, 2023

AGENDA ITEM #3

**TO:** Design Review Commission  
**FROM:** Sean K. Gallegos, Senior Planner  
**SUBJECT:** SC22-0030 – 1081 Nottingham Way

**RECOMMENDATION:**

Approve design review application SC22-0030 subject to the listed findings and conditions

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**PROJECT DESCRIPTION**

This is a design review application for first and second-story additions to an existing single-story residence. The project includes adding a 51 square-foot addition at the first story, a 218 square-foot rear patio, and a new 90 square-foot addition at the second story. This project should be considered categorically exempt from further environmental review under Section 15301 of the California Environmental Quality Act (CEQA) since it involves an addition to an existing single-family residence in an area zoned for residential uses. The following table summarizes the project's technical details:

**GENERAL PLAN DESIGNATION:** Single-Family, Medium Lot  
**ZONING:** R1-10  
**PARCEL SIZE:** 13,204 square feet  
**MATERIALS:** Composition shingle roof; smooth plaster finish, wood trim, wood windows, and wood entry doors

	<b>Existing</b>	<b>Proposed</b>	<b>Allowed/Required</b>
<b>COVERAGE:</b>	2,890 square feet	3,168 square feet	3,961 square feet
<b>FLOOR AREA:</b>	3,722 square feet	4,063 square feet	4,070 square feet
<b>SETBACKS:</b>			
Front	25 feet	25 feet	25 feet
Rear	86.25 feet	74.3 feet	25 feet
Right side(1 <sup>st</sup> /2 <sup>nd</sup> )	10 feet/17.5 feet	10.2 feet/25 feet	10 feet/17.5 feet
Left side (1 <sup>st</sup> /2 <sup>nd</sup> )	10 feet/17.5 feet	10.3 feet/17.5 feet	10 feet/17.5 feet
<b>HEIGHT:</b>	20.2 feet	20.2 feet	27 feet

## **BACKGROUND**

### **Neighborhood Context**

The subject property is located in a Diverse Character Neighborhood as defined in the City's Residential Design Guidelines. The parcels in the neighborhood are similar sizes, have consistent front setbacks and the structures are a combination of older and new one- and two-story, single-family structures with simple roof forms (low-pitched gable and hipped roofs) and rustic materials. The houses have varying bulk and scale of low to moderate intensity. While there is not a distinctive street tree pattern on either street, there are many large trees along both streets.

## **DISCUSSION**

### **Design Review**

According to the Residential Design Guidelines, in Diverse Character Neighborhoods, a good neighbor design has its own design integrity while incorporating some design elements, materials, and scale found in the neighborhood.

As depicted in the design plans (Attachment D), the applicant is proposing a 51 square-foot addition at the first story, a 218 square-foot rear patio, and a new 90 square-foot addition at the second story.

### **First-Story Addition and Exterior Modifications**

A 51 square-foot addition is proposed along the southwest corner of the house, which would add a reading room along the right side and front elevation. The additional exterior changes include:

- Along the front (south) elevation:
  - A 51 square-foot addition with a gable roof form along the front and right-side elevation
  - A single panel front door replaced with a two-panel front door.
  - The removal and replacement of two existing windows with new windows with a similar style, pattern and location.
  
- Along the interior right-side (east)elevation
  - A 51 square-foot addition with a gable roof form along the front and right-side elevation
  - The removal and replacement of six existing windows with new windows with a similar style, pattern and location.
  
- Along the interior left-side (west elevation)
  - The removal and replacement of four existing windows with new windows with a similar style, pattern and location.
  
- Along the rear (north) elevation

- The addition of a 218 square-foot covered patio with a gable roof form and columns
- The removal and replacement of seven existing windows with new windows with a similar style, pattern and location.
- The removal and replacement of one existing window and a three panel sliding door with a new seven panel door system.

Staff finds the proposed first-story addition and exterior modifications to be in compliance with the R1-10 zoning district development standards, the Single-Family Residential Design Guidelines, and the design review findings pursuant to Section 14.76.060 of the Zoning Code and therefore recommends design review approval of the first-story addition and exterior modifications. A materials board is provided in the project plans.

### **Second-Story Addition**

The design plans include a 90 square-foot second story addition to the existing one-story house along the right and rear sides of the house. The second story addition will allow for the addition of a new bathroom. With regards to building setbacks, the second story addition exceeds the second-story setbacks as described in the table on Sheet A-1, and it is in conformance with the required standards. Please refer to the table above for more specific setbacks.

With regards to exterior materials, the project is matching the aesthetics of the existing residence and utilizing materials of similar quality to those found in the existing neighborhood. The first-story addition and the second story addition will use smooth plaster siding, and it is compatible with the other residences in the neighborhood. The proposed first and second floor roof materials are composition shingle roof. The other materials will include wood trim, wood windows, and wood entry doors.

For the wall plate height at the second story, the proposed addition will maintain the existing eight-foot-tall plate height, which is compatible with the existing house and immediate neighborhood context. The second floor is softened by being recessed within the roofline of the structure. The design does not create an abrupt change and is well proportioned and articulated to reduce the effect of bulk and mass.

The second story addition's roof forms will match the existing 4:12 pitched roof that are integrated with the existing roof forms. The low-pitched roof provides articulation of the eave line facing the right side and rear, limits the height of the building in comparison to adjacent houses and diminishes the overall scale of the structure. The proposed second story addition will have an overall height of 20 feet, two inches, which will be less than the allowed maximum height of 27 feet. Consistent with the design review findings, the modest sized second-story addition with its lower scale wall plate heights and roof forms will minimize the perception of excessive bulk and mass.

Overall, the design of the project appears to be an appropriate design within this Consistent Character Neighborhood and conforms to of the Residential Design Guidelines and Design Review findings.

## **Privacy**

Along the left (west) elevation, there is one small window with a minimum windowsill height of five feet, six inches in bedroom Nos. 4 and 5. Due to the tall sill heights of the windows in the bathroom, the proposed window does not create unreasonable privacy impacts. Due to tall sill heights of the windows in the bedrooms, the proposed window does not create unreasonable privacy impacts.

Along the rear (east) second story elevation, there is one existing medium sized window. The project proposes a new small window in the new bathroom with a four-foot, six-inch sill height, the replacement of an existing medium sized window in the hallway with same sized window, which is in the same location with the same sill height of two feet, nine inches, and the addition of new twopanel French doors for the hallway. The French doors open inward and a Juliet balcony is proposed for the doors.

The rear elevation may have potential privacy impacts due to the French doors. Staff considered the privacy impact will be minimal because the setback from property line to the window will be between 37 feet along the left property line, 50 feet along the right property line and up to 100 feet from the rear of the house. The applicant will retain the existing evergreen screening and trees along the side and rear property lines to mitigate potential privacy impacts. The details of the proposed screening vegetation are provided in the Landscape Plan on Sheet L-2.

## **Landscaping and Trees**

19 existing trees are depicted within the proximity of the subject site, please see sheet L-2 for the table identifying all trees on the site. The applicant proposes the removal of no protected trees. Consistent with the Submittal Requirements for Two-Story Residential Design review handout, an arborist report is not required for the proposal due to the proposed addition not falling within the inner 2/3rds of the dripline of any protected tree.

New or rebuilt landscaping would need to satisfy the Water Efficient Landscape Ordinance requirements should it exceed the 2,500 square-foot landscaping threshold for residential additions (Condition of Approval No. 6 and 18). Overall, the existing and proposed landscaping meets the intent of the City's landscape regulations and street tree guidelines. Overall, the existing and proposed landscaping meets the intent of the City's landscape regulations and street tree guidelines.

## **Environmental Review**

This project should be considered categorically exempt from environmental review under Section 15301 of the California Environmental Quality Act because it involves an addition to an existing single-family residence on an existing lot in an area zoned for residential uses.

## **Public Notification and Community Outreach**

A public meeting notice was posted on the property and mailed to 12 property owners in the immediate vicinity on Nottingham Way, Crooked Creek Drive, and Montclair Way. The

applicant also posted the public notice sign (24" x 36") in conformance with the Planning Division posting requirements.

Based on neighborhood outreach efforts, the applicants have provided documentation showing outreach to the neighbors in the immediate neighborhood context. A document from the applicant regarding outreach is included in Attachment C.

Cc: Pisuttisuk Kittipongdaja, Applicant and Designer  
Sipra Hassan, Property Owners

Attachments:

- A. Public Notification Map
- B. Applicant Outreach
- C. Public Notice Poster
- D. Design Plans

## FINDINGS

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With regard to the first-story addition and modifications and the second story addition to the existing two-story house, the Design Review Commission finds the following in accordance with Section 14.76.060 of the Municipal Code:

- a. The proposed residence complies with all provision of this chapter;
- b. The height, elevations, and placement on the site of the new residence, when considered with reference to the nature and location of residential structures on adjacent lots, will avoid unreasonable interference with views and privacy and will consider the topographic and geologic constraints imposed by particular building site conditions;
- c. The natural landscape will be preserved insofar as practicable by minimizing tree and soil removal; grade changes shall be minimized and will be in keeping with the general appearance of neighboring developed areas;
- d. The orientation of the proposed new residence in relation to the immediate neighborhood will minimize the perception of excessive bulk and mass;
- e. General architectural considerations, including the character, size, scale, and quality of the design, the architectural relationship with the site and other buildings, building materials, and similar elements have been incorporated in order to insure the compatibility of the development with its design concept and the character of adjacent buildings; and
- f. The proposed residence has been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.

## CONDITIONS OF APPROVAL

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### GENERAL

**1. Expiration**

The Design Review Approval will expire on March 15, 2025 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

**2. Approved Plans**

The approval is based on the plans and materials received on February 21, 2023, except as may be modified by these conditions.

**3. Protected Trees**

The existing trees shall be protected under this application and cannot be removed without a tree removal permit from the Development Services Director.

**4. Encroachment Permit**

An encroachment permit shall be obtained from the Engineering Division prior to doing any work within the public right-of-way including the street shoulder. All work within the public street right-of-way shall be in compliance with the City's Shoulder Paving Policy.

**5. New Fireplaces**

Only gas fireplaces, pellet fueled wood heaters or EPA certified wood-burning appliances may be installed in all new construction pursuant to Chapter 12.64 of the Municipal Code.

**6. Landscaping**

The project shall be subject to the City's Water Efficient Landscape Ordinance (WELO) pursuant to Chapter 12.36 of the Municipal Code if over 500 square feet or more of new landscape area, including irrigated planting areas, turf areas, and water features is proposed.

**7. Underground Utility and Fire Sprinkler Requirements**

Additions exceeding fifty (50) percent of the existing living area (existing square footage calculations shall not include existing basements) and/or additions of 750 square feet or more shall trigger the undergrounding of utilities and new fire sprinklers. Additional square footage calculations shall include existing removed exterior footings and foundations being replaced and rebuilt. Any new utility service drops are pursuant to Chapter 12.68 of the Municipal Code.

**8. Indemnity and Hold Harmless**

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

### INCLUDED WITH THE BUILDING PERMIT SUBMITTAL

**9. Conditions of Approval**

Incorporate the conditions of approval into the title page of the plans.

**10. Tree Protection Note**

On the grading plan and/or the site plan, show all tree protection fencing and add the following note: “All tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground.”

**11. Water Efficient Landscape Plan**

Provide a landscape documentation package prepared by a licensed landscape professional showing how the project complies with the City’s Water Efficient Landscape Regulations and include signed statements from the project’s landscape professional and property owner.

**12. Reach Codes**

Building Permit Applications submitted on or after January 1, 2023 shall comply with specific amendments to the 2022 California Green Building Standards for Electric Vehicle Infrastructure and the 2022 California Energy Code as provided in Ordinances No 2022-487 which amended Chapter 12.22 Energy Code and Chapter 12.26 California Green Building Standards Code of the Los Altos Municipal Code. The building design plans shall comply with the standards and the applicant shall submit supplemental application materials as required by the Building Division to demonstrate compliance.

**13. California Water Service Upgrades**

You are responsible for contacting and coordinating with the California Water Service Company any water service improvements including but not limited to relocation of water meters, increasing water meter sizing or the installation of fire hydrants. The City recommends consulting with California Water Service Company as early as possible to avoid construction or inspection delays.

**14. Green Building Standards**

Provide verification that the house will comply with the California Green Building Standards pursuant to Chapter 12.26 of the Municipal Code and provide a signature from the project’s Qualified Green Building Professional Designer/Architect and property owner.

**15. Underground Utility Location**

Show the location of underground utilities pursuant to Chapter 12.68 of the Municipal Code. Underground utility trenches shall avoid the drip-lines of all protected trees unless approved by the project arborist and the Planning Division.

**16. Outdoor Condensing Unit Sound Rating**

Show the location of any air conditioning unit(s) on the site plan including the model number of the unit(s), the nominal size of the unit, and setback to the nearest property line. Provide the manufacturer’s specifications showing the sound rating for each unit. The air conditioning units must be located to comply with the City’s Noise Control Ordinance (Chapter 6.16) and in compliance with the Planning Division setback provisions. The units shall be screened from view of the street.

**17. Storm Water Management**

Show how the project is in compliance with the New Development and Construction Best Management Practices and Urban Runoff Pollution Prevention program, as adopted by the



City for the purposes of preventing storm water pollution (i.e. downspouts directed to landscaped areas, minimize directly connected impervious

## **PRIOR TO ISSUANCE OF BUILDING OR DEMOLITION PERMIT**

### **18. Tree Protection**

Tree protection fencing shall be installed around the dripline(s), or as required by the project arborist, of the existing trees as shown on the site plan. Tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground and shall not be removed until all building construction has been completed unless approved by the Planning Division.

### **19. School Fee Payment**

In accordance with Section 65995 of the California Government Code, and as authorized under Section 17620 of the Education Code, the property owner shall pay the established school fee for each school district the property is located in and provide receipts to the Building Division. The City of Los Altos shall provide the property owner the resulting increase in assessable space on a form approved by the school district. Payments shall be made directly to the school districts.

## **PRIOR TO FINAL INSPECTION**

### **20. Landscaping Installation and Verification**

Provide a landscape Certificate of Completion, signed by the project's landscape professional and property owner, verifying that the trees, landscaping and irrigation were installed per the approved landscape documentation package.

### **21. Landscape Privacy Screening**

The landscape intended to provide privacy screening shall be inspected by the Planning Division and shall be supplemented by additional screening material as required to adequately mitigate potential privacy impacts to surrounding properties.

### **22. Green Building Verification**

Submit verification that the house was built in compliance with the City's Green Building Ordinance (Chapter 12.26 of the Municipal Code).