DATE: August 17, 2022

AGENDA ITEM #3

TO: Design Review Commission

FROM: Jia Liu, Associate Planner

SUBJECT: SC22-0004 – 390 Cecelia Way

RECOMMENDATION:

Approve design review application SC22-0004 subject to the listed findings

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PROJECT DESCRIPTION

This is a design review application for a new two-story house. The project consists of 2,515 square feet at the first story and 1,575 square feet at the second story with a 2814 square-foot basement. A 762 square-foot attached accessory dwelling unit (ADU) is also included but it is not part of the design review application. This project is categorically exempt from further environmental review under Section 15303 of the California Environmental Quality Act. The following table summarizes the project's technical details:

GENERAL PLAN DESIGNATION:	Single-Family, Residential
ZONING:	R1-10
PARCEL SIZE:	13,424 square feet
MATERIALS:	Standing seam metal roof, cement plaster exterior with vertical wood siding and stone veneer accents, aluminum clad framed window and wood door.

	Existing	Proposed	Allowed/Required
COVERAGE:	2,616 square feet	2,815 square feet	4,027 square feet
FLOOR AREA:			
First floor	2,616 square feet	2,515 square feet	4,092 square feet
Second floor	--	1,575 square feet	
Total	2,616 square feet	4,090 square feet	
SETBACKS:			
Front	24.33 feet	25.17 feet	25 feet
Rear	34.98 feet	28.72 feet	25 feet
Right side (1st/2nd)	20.38 feet/--	20.06 feet/31.06 feet	20 feet/20 feet
Left side (1st/2nd)	10.44 feet/--	20.23 feet/25.23 feet	10 feet/17.5 feet
Basement Lightwell	--	6.31 feet	5 feet
HEIGHT:	15.00 feet	26.6 feet	27 feet

BACKGROUND

Neighborhood Context

The subject property is located on the southeast corner of Cecelia Way and Casita Way. The surrounding neighborhood is considered a Diverse Character Neighborhood as defined in the City's Residential Design Guidelines. The homes in the immediate neighborhood context are a combination of one-story and two-story houses, with a two-story home at 615 Casita Way and 561 Cecelia Court. Properties located north of Casita Way appear to have consistent front setback patterns, while properties located south of Casita Way in the immediate neighborhood performs distinctive setback patters as result of distinct orientations of multiple corner lots. The immediate neighborhood features low to moderate scale horizontal eave lines with wall plates that appear to be between eight to nine feet in height. All the garages are attached to the existing homes in the front yard facing the street. Roof forms are a combination of simple and complex roof lines due to certain houses renovations/upgrades in the neighborhood over the years. A mix of roofing materials are found in the immediate neighborhood including composition shingles, wood shakes, and tiles. The exterior materials commonly used include stucco, wood siding, and board and batten siding with stone veneer or brick accents. Landscapes in the front consist of mature street trees on most properties with dense screening shrubs further in.

Zoning Compliance

The subject property is a corner lot with average property dimensions of 125 feet by of 108.76 feet. Because the existing house will be demolished, and both average property dimensions are greater than 100 feet, the proposed residence can select the front lot line either fronting Cecelia Way or Casita Way as defined in Los Altos Zoning Code (LAZC) Section 14.02.070. With such allowance, the applicant chose to design the house fronting Cecelia Way which appears to be consistent with the existing house's orientation. All other corresponding setbacks, height, daylight plane, etc. are found consistent with the zoning standards.

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.

The proposed setbacks of the structure will be at least 20 feet for the first story and at least 25 feet away for the second story from both side property lines. Rear setbacks include 28 feet and eight inches to the proposed patio cover, 30 feet to the structure at the first story, and 34 feet to the structure at the second story. Compared to the existing house's footprint, the proposed structure will be expanded slightly to the rear yard but further refined away from the left property line.

The overall height of the proposed residence is 26.6 feet, consistent with the maximum height of 27 feet in the R1-10 zoning district. At the first story, two wall plates are proposed including the predominant plate height of nine feet and six inches and a 10-foot and four-inch plate height for the family room only. At the second floor, a uniformed plate height of nine feet and one inch is designed. Regarding the roof pitches, the proposed two-story house has 4.5:12 roof pitch designed for the first story roof form and 6:12 roof pitch for the second story roof form. The roofing material will be standing seam metal roof.

As the subject site is a corner lot, the proposed residence will have two street facing elevations. Both

elevations are found compatible in design with the surrounding neighborhood. The front elevation fronting Cecelia Way uses design elements that have integrated gable and hipped roof forms, recessed second story massing from the first story, horizontal eave line, a four-foot and two-inch projecting front porch, 1-inch reveals at the second story gable windows to add more architectural texture, and articulated architecture on both first and second floor with stone veneer accents and vertical wood siding to soften the bulk and massing of the new façade appearance.

The exterior side elevation from Cecelia Way also provides compatible gable and hipped roof forms with consistent horizontal eave lines, articulated architecture with consistent vertical siding and stone veneer, and an enhanced garage exterior design with a cement plaster finish and recessed vertical sidings to reduce the visual dominance of the garage. While the staircase area has a two-story-tall appearance, staff finds it is consistent with the Residential Design Guidelines due to its scale being minimized with the stone veneer finish, recessed massing from the first story gables, and the windows breaking up the vertical appearance of the feature.

The project is utilizing high quality materials such as the standing seam metal roof, three-coat cement plaster exterior finish with vertical wood siding and stone veneer accents, and aluminum clad windows and wood doors, which are integrated into the overall architectural design of the residence and found to relate to the surrounding neighborhood.

Overall, according to the Residential Design Guidelines, the project appears to be an appropriate design within this Diverse Character Neighborhood setting. The proposed addition has design elements, materials, and scale found in the neighborhood and meet the intent of the design review findings.

Privacy

The following analysis will discuss the privacy impacts on east side elevation plan and rear (south) elevation plan as the other two elevations are facing public right-of-way that do not result in any privacy invasions.

On the east side elevation, four windows are proposed at the second floor including one two-panel window at the Bedroom #3 with a windowsill height of five feet and two inches and three small windows for Bathroom #1, Bathroom #2, and Master Closet with distinct sill heights of four feet and eight inches, five feet and two inches, and five feet and eight inches relatively. Due to the windows being designed with sill heights greater than four-foot, six-inches, the windows should mitigate potential privacy impacts to adjacent properties.

Along the rear second story elevation, there are seven proposed windows with a variety of windowsill heights and rear setbacks. The three small windows for the primary bathroom have a sill height of five feet and eight inches and a rear setback of 34 feet and 10 inches. The three large windows for the primary bedroom have two feet and eight inches and a rear setback of 45 feet and nine inches. After the primary bedroom window, there is a small window for the Bathroom #2 with a sill height of five feet and two inches with a rear setback of 49 feet and three inches. There are two moderate-sized windows designed for the laundry room and Bedroom #3 with sill height of four feet and two inches and a rear setback of 54 feet and nine inches.

Given that the setbacks for the proposed windows along the rear elevation and newly planted evergreen screening vegetation which will be discussed further in the staff report, staff found the design is consistent with the Residential Design Guidelines to minimize the privacy impact. The screening vegetation details are provided in the next section of the staff report.

Landscaping and Trees
Eight existing trees greater than four inches in diameter are depicted within the proximity of the subject site and further assessed by the provided arborist report (Attachment B), prepared by Code Kleinheinz (ISA License No. WE-7720A) with Kleinheinz Arborist Services LLC. Five trees will be proposed for removal including four shrubs that will be replaced with new evergreen screening vegetation and one protected tree – one Fruitless Mulberry. Given to the tree's pool health and form throughout canopy, staff found it appropriate to be removed and replaced with other trees. The landscaping plan proposed nine new trees with a minimum size of 15 gallons or 24-inch container box that will be planted in the front and exterior side yards.

The arborist report determined the proposed construction should not impact the long-term health of the large Oak tree, Tree No. 6, located in the neighbor's yard, however, staff is concerned with potential impacts from the proposed basement and site improvements under the dripline. In order to ensure the proper tree protection, staff added condition No. 5 in the report to require a shoring plan to be included in the construction drawings and shall be further assessed by the arborist by providing a certification letter prior to the building permit issuance.

A number of evergreen screening plants are proposed along the rear and east side property lines that are outlined in Table 1 below.

Table 1: Proposed Screening Plant List

Location	Common Name	No.	Size	Description
Left property line	Bambusa mutiplex (Clumping hedge bamboo)	3	15 gallons	12'-15' tall x 6'-10' wide
Rear property line	Strelitzia nicolai (Giant Bird of Paradise)	9	24-inch box	20' tall x 6'-10' wide
Rear property line	Cordyline Australis (Torbay Dazzler Grass Palm)	8	15 gallons	15'- 20' tall x 5'-10' wide
Rear property line	Bambusa mutiplex (Clumping hedge bamboo)	2	15 gallons	12'-15' tall x 6'-10' wide

In addition to the evergreen screening vegetation and trees, the landscape plan also includes variety of shrubs/hedges, and groundcover plants throughout the site. Since the project includes a new house and new landscaping area that exceeds 500 square feet, it is subject to the City's Water Efficient Landscape regulations. Overall, the existing and proposed landscaping meets the intent of the City's landscape regulations.

Environmental Review
This project is categorically exempt from environmental review under Section 15303 of the California Environmental Quality Act because it involves the construction of a single-family dwelling in a residential zone.

Public Notification and Community Outreach
A public meeting notice was posted on the property and mailed to 12 nearby property owners on Cecelia Way and Casita Way. The Notification Map is included in Attachment C.

With regard to the community engagement, the applicant held a community meeting on premise on Thursday, May 5, 2022. Copies of the meeting invitation including a flyer and letter and the community

meeting summary are provided in Attachment E for Commissioners information.

Cc: Jess Dany and Tim Holme, Property Owner
Timeline Design + Build, Applicant and Architect

Attachments:

A. Neighborhood Compatibility Worksheet
B. Arborist Report
C. Notification Map
D. Pictures of Notice of Development Proposal
E. Proof of Community Outreach
F. Material Boards

FINDINGS

SC22-0004 – 390 Cecelia Way

With regard to design review for the new two-story house, the Design Review Commission finds the following in accordance with Section 14.76.050 of the Municipal Code:

a. The proposed addition complies with all provisions of this chapter;

b. The height, elevations, and placement on the site of the proposed addition, 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 addition in relation to the immediate neighborhood will minimize the perception of excessive bulk;

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 addition has been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.

CONDITIONS

SC22-0004 – 390 Cecelia Way

GENERAL

1. **Expiration**
   The Design Review Approval will expire on August 17, 2024 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 August 10, 2022, except as may be modified by these conditions.

3. **Protected Trees**
   Tree No. 7 along with the approved privacy screening and trees shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director.

4. **Shoring Plan and Arborist Assessment**
   A shoring plan shall be provided and included in the construction drawings. The shoring plan shall be further assessed by the arborist to ensure the long-term health of Tree No. 7.

5. **Arborist Certification Letter**
   A certification letter from the subject arborist shall be provided to assess the required shoring plan and other site improvement. Such certification letter shall be provided prior to the building permit issuance.

6. **One Kitchen Approved**
   Only one kitchen at the first floor is approved as part of the design review. No second kitchen is approved as part of the basement.

7. **Swimming Pool**
   The proposed swimming pool and its equipment are not part of the project approval and shall be reviewed through a separate building permit.

8. **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 2,500 square feet or more of new or replaced landscape area, including irrigated planting areas, turf areas, and water features is proposed. Any project with an aggregate landscape area of 2,500 square feet or less may conform to the prescriptive measures contained in Appendix D of the City's Model Water Efficient Landscape Ordinance.

9. **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.

10. **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

11. **Conditions of Approval**
    Incorporate the conditions of approval into the title page of the plans.

12. **Applicant Acknowledgement of Conditions of Approval**
    The applicant shall acknowledge receipt of the final conditions of approval and put in a letter format acceptance of said conditions. This letter will be submitted during the first building permit submittal.

13. **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."

14. **Reach Codes**
    Building Permit Applications submitted on or after January 26, 2021 shall comply with specific amendments to the 2019 California Green Building Standards for Electric Vehicle Infrastructure and the 2019 California Energy Code as provided in Ordinances Nos. 2020-470A, 2020-470B, 2020-470C, and 2020-471 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.

15. **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.

16. **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.

17. **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.

18. **Air Conditioner Sound Rating**
    Show the location of any air conditioning unit(s) on the site plan including the model number of the unit(s) and nominal size of the unit. 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.

19. **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 areas, etc.).

20. **Off-haul Excavated Soil**
    The grading plan shall show specific grading cut and/or fill quantities. Cross section details showing the existing and proposed grading through at least two perpendicular portions of the site or more shall be provided to fully characterize the site. A note on the grading plans should state that all excess dirt shall be off-hauled from the site and shall not be used as fill material unless approved by the Building and Planning Divisions.

PRIOR TO ISSUANCE OF BUILDING OR DEMOLITION PERMIT

21. **Tree Protection**
    Tree protection fencing shall be installed around the driplines, or as required by the project arborist, of trees Nos. 6-8 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.

22. **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

23. **Landscaping Installation**
    All front yard landscaping, street trees and privacy screening trees shall be maintained and/or installed as shown on the approved plans or as required by the Planning Division.

24. **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.

25. **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).

ATTACHMENT A

City of Los Altos
Planning Division
(650) 947-2750
Planning@losaltosca.gov

NEIGHBORHOOD COMPATIBILITY WORKSHEET

In order for your design review application for single-family residential remodel/addition or new construction to be successful, it is important that you consider your property, the neighborhood's special characteristics that surround that property and the compatibility of your proposal with that neighborhood. **The purpose is to help you understand your neighborhood before you begin the design process with your architect/designer/builder or begin any formal process with the City of Los Altos**. *Please note that this worksheet must be submitted with your 1st application.*

The Residential Design Guidelines encourage neighborhood compatibility without necessarily forsaking individual taste. Various factors contribute to a design that is considered compatible with a surrounding neighborhood. The factors that City officials will be considering in your design could include, but are not limited to: design theme, scale, bulk, size, roof line, lot coverage, slope of lot, setbacks, daylight plane, one or two-story, exterior materials, landscaping et cetera.

It will be helpful to have a site plan to use in conjunction with this worksheet. Your site plan should accurately depict your property boundaries. The best source for this is the legal description in your deed.

Photographs of your property and its relationship to your neighborhood (see below) will be a necessary part of your first submittal. Taking photographs before you start your project will allow you to see and appreciate that your property could be within an area that has a strong neighborhood pattern. The photographs should be taken from across the street with a standard 35mm camera and organized by address, one row for each side of the street. Photographs should also be taken of the properties on either side and behind your property from on your property.

This worksheet/check list is meant to help *you* as well as to help the City planners and Planning Commission understand your proposal. Reasonable guesses to your answers are acceptable. The City is not looking for precise measurements on this worksheet.

Project Address 390 Cecelia Way, Los Altos, CA 94022
Scope of Project: Addition or Remodel ☐ **or New Home** ☑
Age of existing home if this project is to be an addition or remodel? _____
Is the existing house listed on the City's Historic Resources Inventory? No

* See "What constitutes your neighborhood" on page 2.

Address: 390 Cecelia Way, Los Altos
Date: Jan 05,2022

What constitutes your neighborhood?

There is no clear answer to this question. For the purpose of this worksheet, consider first your street, the two contiguous homes on either side of, and directly behind, your property and the five to six homes directly across the street (eight to nine homes). At the minimum, these are the houses that you should photograph. If there is any question in your mind about your neighborhood boundaries, consider a radius of approximately 200 to 300 feet around your property and consider that your neighborhood.

Streetscape

1. Typical neighborhood lot size*:

Lot area: 10,600 square feet
Lot dimensions: Length 125 feet
Width 90 feet
If your lot is significantly different than those in your neighborhood, then note its: area na, length na, and width na.

2. Setback of homes to front property line: *(Pgs. 8-11 Design Guidelines)*

Existing front setback if home is a remodel? No
What % of the front facing walls of the neighborhood homes are at the front setback 40 %
Existing front setback for house on left 25 ft./on right 27 ft.
Do the front setbacks of adjacent houses line up? No

3. Garage Location Pattern: *(Pg. 19 Design Guidelines)*

Indicate the relationship of garage locations in your neighborhood* only on your street (count for each type)
Garage facing front projecting from front of house face 7
Garage facing front recessed from front of house face 0
Garage in back yard 0
Garage facing the side 1
Number of 1-car garages 0; 2-car garages 7; 3-car garages 1

* See "What constitutes your neighborhood", (page 2).

Address: 390 Cecelia Way, Los Altos
Date: Jan 05,2022

4. Single or Two-Story Homes:

What % of the homes in your neighborhood* are:
One-story 87.5
Two-story 12.5

5. Roof heights and shapes:

Is the overall height of house ridgelines generally the same in your neighborhood*? No
Are there mostly hip ☐, gable style ☑, or other style ☐ roofs*?
Do the roof forms appear simple ☑ or complex ☐?
Do the houses share generally the same eave height Yes?

6. Exterior Materials: *(Pg. 22 Design Guidelines)*

What siding materials are frequently used in your neighborhood*?

__ wood shingle ✔ stucco ✔ board & batten __ clapboard
__ tile __ stone ✔ brick ✔ combination of one or more materials
(if so, describe) Brick with Wood siding

What roofing materials (wood shake/shingle, asphalt shingle, flat tile, rounded tile, cement tile, slate) are consistently (about 80%) used?
Asphalt Shingle
If no consistency then explain:_____
_____

7. Architectural Style: *(Appendix C, Design Guidelines)*

Does your neighborhood* have a consistent identifiable architectural style?
☒ YES ☐ NO

Type? ☑ Ranch ☐ Shingle ☐ Tudor ☐ Mediterranean/Spanish
☐ Contemporary ☐ Colonial ☐ Bungalow ☐ Other

* See "What constitutes your neighborhood", (page 2).

8. Lot Slope: *(Pg. 25 Design Guidelines)*

Does your property have a noticeable slope? No

What is the direction of your slope? (relative to the street)
Towards the street

Is your slope higher ☐ lower ☐ same ☑ in relationship to the neighboring properties? Is there a noticeable difference in grade between your property/house and the one across the street or directly behind?

9. Landscaping:

Are there any frequently used or typical landscaping features on your street (i.e. big trees, front lawns, sidewalks, curbs, landscape to street edge, etc.)?
Big trees, front lawns, fence, street edge etc.

How visible are your house and other houses from the street or back neighbor's property?
Visible from the street

Are there any major existing landscaping features on your property and how is the unimproved public right-of-way developed in front of your property (gravel, dirt, asphalt, landscape)?
Asphalt and low shrub fence

10. Width of Street:

What is the width of the roadway paving on your street in feet? 35
Is there a parking area on the street or in the shoulder area? Yes
Is the shoulder area (unimproved public right-of-way) paved, unpaved, gravel, landscaped, and/or defined with a curb/gutter? Paved

11. What characteristics make this neighborhood* cohesive?

Such as roof material and type (hip, gable, flat), siding (board and batten, cement plaster, horizontal wood, brick), deep front yard setbacks, horizontal feel, landscape approach etc.:

Mix of hip and gable roof, traditional residential architecture

General Study

A. Have major visible streetscape changes occurred in your neighborhood?
☐ YES ☒ NO

B. Do you think that most (~ 80%) of the homes were originally built at the same time? ☒ YES ☐ NO

C. Do the lots in your neighborhood appear to be the same size?
☒ YES ☐ NO

D. Do the lot widths appear to be consistent in the neighborhood?
☒ YES ☐ NO

E. Are the front setbacks of homes on your street consistent (~80% within 5 feet)? ☒ YES ☐ NO

F. Do you have active CCR's in your neighborhood? *(p.36 Building Guide)*
☐ YES ☒ NO

G. Do the houses appear to be of similar size as viewed from the street?
☒ YES ☐ NO

H. Does the new exterior remodel or new construction design you are planning relate in most ways to the prevailing style(s) in your existing neighborhood?
☐ YES ☒ NO

* See "What constitutes your neighborhood", (page 2).

Address: Jan 05,2022
Date: Jan 05,2022

Summary Table

Please use this table to summarize the characteristics of the houses in your immediate neighborhood (two homes on either side, directly behind and the five to six homes directly across the street).

Address	Front setback	Rear setback	Garage location	One or two stories	Height	Materials	Architecture (simple or complex)
562 Cecelia Ct	20'	13'	Front	One	15'	Bd. and Batten	Simple
411 Cecelia Way	28'	49'	Front	One	12'	Painted Siding	Simple
601 Casita Way	25'	20'	Front	One	13'	Painted Siding	Simple
615 Casita Way	25'	28'	Front	Two	25'	Stucco	Complex
565 Casita Way	28'	28'	Front	One	13'	Bd. and Batten	Simple
576 Casita Way	32'	38'	Front	One	13'	Brick and siding	Simple
590 Casita Way	33'	56'	Front	One	16'	Painted Siding	Simple
602 Casita Way	33'	33'	Front	One	16'	Stucco	Simple

* See "What constitutes your neighborhood", (page 2).

ATTACHMENT B

Kleinheinz Arborist Services LLC

Certified Arborist WE-7720A

821 Vista Lane, Ione, CA 95640 | 650-759-1081 | k.arborist@yahoo.com

January 18, 2022
390 Cecelia Way
Los Altos Ca 94022

Site Address: 390 Cecelia Way, Los Altos Ca. 94022

As requested, a pre-construction arborist report of my findings on various trees located at 390 Cecelia has been compiled. The following information is site-specific and written for reporting purposes accordingly.

Tree ratings and condition will follow this scale:
1 - 29 Very Poor
30 - 49 Poor
50 - 60 Fair
70 - 89 Good
90 - 100 Excellent

Tree#	Species	DBH	HT/SP (ft.)	COND	Notes
1	**Fruitless Mulberry** ***(Morus alba)***	15"	20'/25'	55	remove
2	**Orange Tree** ***(Citrus)***	5",6,"5",4"	15'/20'	50	remain/protect
3	**Bay Laurel** ***(Laurus nobilis)***	9",4",8"6"13"	20/25	50	remove
4	**Japanese Pittosporum** ***(Pittosporum tobira)***	5"	12'/15'	50	remove/ after construction
5	**(2) Camellias** ***(Camellia japonica)***	3"2"2"2"3"	12/15'	45	remove/poor health/ poor form
6	**Coast Live Oak** ***(Quercus agrifolia)***	N/A	40'/40'	60	remain/no protection plan
7	**Incense Cedar** ***(Cedrus decurrens)***	34"	65'/35'	55	remain/protect
8	**Coast Live Oak** ***(Quercus agrifolia)***	20"	35'/35'	60	remain/no protection plan

Tree number one, located on the right side of property and side yard, is a Fruitless Mulberry (**Morus alba**). It stands approximately 20 feet in height and has a DBH of about 15 inches. The tree appears to be in fair to poor health with poor form throughout the canopy of the tree.

Suggestions: I feel due to the overall form of the tree and the location where a new driveway is proposed to be installed, this tree will need to be removed prior to construction in order to have adequate room for the driveway.

Tree number two, located in the back right corner of the property, is an Orange tree (**Citrus**). It stands approximately 15 feet in height and is codominant from the base by multiple leads ranging from 4 to 6 inches DBH. This tree appears to be in fair health, but does have a lot of dead throughout the canopy.

Suggestions: This tree should be protected throughout the duration of construction, as listed in tree protection plan below.

Tree number three, located in the backyard along the fence, is a Bay Laurel (**Laurus nobilis**). This shrub stands approximately 20 feet in height and is codominant from the base with leads ranging from about 4 inches to 13 inches DBH. This shrub leans into neighboring property and close to neighbors house.

Suggestions: This tree root structure will be impacted by construction of the pool, given the size of this tree this tree is not required a permit to remove. This tree could be protected throughout the duration of construction and if roots are impacted, the tree can be trimmed to compensate for root loss. This tree according to city standards does not meet the requirements for a Tree Removal Permit. According to plans the area in which this shrub is located will be heavily planted with trees and shrubs.

Tree number four, located along the back fence, is a Japanese Pittosporum (**Pittosporum tobira**). This tree stands approximately 12 feet in height and has a DBH of approximately 5 inches. This tree has very poor form with a heavy lean towards tree number three and is in fair health.

Suggestions: I feel due to the lean on this tree overtime, it will only get progressively worse and should be removed prior to any construction or, after construction, to provide a noise barrier for the neighboring property during construction.

Tree number five is two Camellias (**Camellia japonica**), located in the backyard along the fence. One of these shrubs stands about 8 feet in height while the other stands approximately 12 feet in height. Both of these shrubs have very poor form from the base up and appear to be in fair to poor health.

Suggestions: I do feel these shrubs should be removed prior to any construction; they are both in poor health and have very poor form. both of these trees are not of significant size according to city requirements.

Note: There is another small Camellia located in the middle of the patio and two small crêpe myrtles in the backyard . Neither of these are at significant size, therefore, were not included in the report and could be removed prior to construction and do not require permits. There are also two small citrus trees that are less than 4 inches in diameter located on the left side of property along the fence that have very poor form and should be removed prior to construction; these do not need permits to remove.

Note: There are many junipers located in the front yard and small shrubs along the front of the house. None of these are of significant size, therefore, are not indicated in the report and could be removed prior to any construction and would be recommended for fire safety.

Trees listed above are the only trees located within the vicinity of this property. However, there are some neighboring trees that will be indicated in the report below.

Tree number six is located in neighboring property and is a Coast Live Oak (**Quercus agrifolia**). This tree stands approximately 40 ft in height, I could not get a DBH on this tree being that it is in the neighboring property. The canopy of this tree extends approximately 20 feet over from the fence. This tree appears to be in fair health, but does have poor form and appears to have been heavily pruned over years.

Suggestions: This tree already has a fence located between properties protecting the base. Therefore, I do not feel any tree protection plan needs to be installed around this tree. According to plans, there will be some work done within the canopy of the tree. If any roots are encountered during construction, the arborist will need to be contacted to oversee if any root pruning is necessary. I do not feel that the proposed construction will be of any concern to roots on this tree. If roots are encountered and have to be cut the tree can be trimmed minimally to compensate for route loss which will increase longevity of the tree if it is impacted.

Tree number seven, located in the front yard on the left side of the driveway, is an Incense Cedar (**Cedrus decurrens**). This tree stands approximately 65 feet in height and has a DBH of approximately 34 inches. The tree appears to be in fair health, but does have very poor form from the base and throughout the canopy. This tree is located on the neighboring property. The canopy extends over the existing house and electrical house wire from the electrical pole. I do not feel that the proposed construction will be of any concern to roots on this tree. If roots are encountered and have to be cut the tree can be trimmed minimally to compensate for route loss which will increase longevity of the tree if it is impacted.

Suggestions: I do feel the canopy of this tree should be raised from the structure for fire safety. I do feel that a tree protection plan could be installed around the base of this tree. If there is going to be any construction within the canopy of the tree, the arborist should be on site to oversee it.

Tree number eight, located in the left front of property and neighbors yard, is a Coast Live Oak (**Quercus agrifolia**). This tree stands approximately 35 feet in height and has a DBH that appears to be somewhere around 20 inches. I was unable to get an exact DBH due to the tree being in the neighbors property.

Suggestions: This tree is not located within the vicinity of any proposed construction. Therefore, I do not feel it needs to be protected.

Suggestions: Tree Protection Plan:

Tree Protection Zones

Tree protection zone should be installed and maintained throughout the entire length of the project. Prior to the commencement of any development project, metal stakes with orange barrier fencing shall be installed at about the drip line (where possible) of any protected tree which will or will not be affected by the construction. The drip line shall not be altered in any way so as to increase the encroachment of the construction. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". No materials or equipment should be stored or cleaned inside the tree protection zones. Excavation, grading, soil deposits, drainage and leveling are prohibited within the tree protection zones. No wires, signs or ropes shall be attached to the protected trees on site. Utility services and irrigation lines shall all be placed outside of the tree protection zones.

Inspections

The site Arborist will install or contractor should install before the start of construction. The City of Los Altos usually requires a letter stating the fencing is in place before any permits are to be granted. The onsite Arborist must inspect the site anytime excavation work is to take place within 10 times the diameter of a protected tree on site. It is the contractor's responsibility to contact the site Arborist if excavation work is to take place within 10 times the diameter of the protected trees on site. Contact information: Cody Kleinheinz at 650-759-1081.

Root Pruning and Grading

If, for any reason roots are to be cut, they shall be monitored and documented. Large roots over 2 inches diameter or large masses of roots to be cut must be inspected by the site Arborist. The site Arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or a lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist. This site Arborist must first give consent if roots over 2 inches in diameter are to be cut.

Landscape Barrier Zone

If for any reason a smaller tree protection zone is needed for access, a landscape buffer consisting of wood chips spread to a depth of 6 inches with plywood or steel plates placed on top will be placed where tree protection fencing is required. The landscape buffer will help to reduce compaction to the unprotected root zone.

Trenching and Excavation

Trenching for irrigation, drainage, electrical or any other reason shall be done by hand when inside the drip line of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near its original level, as soon as possible. Trenches to be left open for a period of time will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

Sincerely X _____

Cody Kleinheinz

Certified Arborist/TRAQ Qualified

WE-7720A

650-759-1081

ATTACHMENT C

Notification Map

Print Date: March 21, 2022

1:2,257

0 0.015 0.03 0.06 mi

0 0.0225 0.045 0.09 km

Schools

Park and Recreation Areas

City Limit

Road Names

Waterways

Situs Label

TaxParcel

The information on this map was derived from the City of Los Altos' GIS. The City of Los Altos does not guarantee data provided is free of errors, omissions, or the positional accuracy, and it should be verified.

Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

ATTACHMENT D

ATTACHMENT E

We held an open house May 5, 2022 at 5PM for 390 Cecelia Way.

The following neighbors were invited:

Neighbor	Address	Notes
Sondra Saterfield	562 Cecelia Court (we share a fence)	Could not make it but I did meet with her for 1.5 hours on a separate date. She did send a letter to Planning saying she was concerned about our 2nd story disrupting her privacy. She and I did speak again about that – there was a misunderstanding about where our house started and she mistook the lightwell for the house. We have also designed the 2nd story so only 1 window faces towards her backyard. This was her last email to me: “Thanks Jess for this explanation and showing that what I thought was the setback for ADU is a required light well for a basement. You explained it well.”
Emma (don’t have last name)	565 Casita Way (we share a fence)	Did not RSVP. I have met them and learned that they are renters.
Nhu Le	601 Casita Way (across the street)	Did come and also sent in a letter supporting our project.
Cindy and Patrick Murphy	602 Casita Way	Did come and said they were philosophically against 2 story homes in the neighborhood. I did follow up with them after by email but they did not respond to me.
Kavita Agarwal	616 Casita Way	Did come and said they support the project – not sure if they sent in a letter.
Lee Ann Gilbert	590 Casita Way	Did not RSVP. I have met her and kept her up to date about the project.
Carmen Lin	576 Casita Way	Did not RSVP. I have met her husband to tell them about the project and his response was, “Oh, we see lots of construction in the neighborhood. We’re used to it.”
Marlene Beumer	546 Cecelia Court	Did not RSVP. I have met her and she seemed supportive of the project. Also called her and left message about our open house.
Emily Cabot	561 Cecelia Court	Could not come but also said, they wouldn’t have much to add to our project so supportive.
Marianne Mahoney	411 Cecelia Way	Could not come but also said good luck with project so supportive.
	565 Casita Way	No contact
	417 Cecelia Way	No contact
	416 Casita Court	No contact

Come join us for an

OPEN HOUSE

390 CECELIA WAY (BACKYARD) | THU, 5/5 @ 5PM

We'd love to:

- introduce ourselves!
- introduce you to our builders Timeline Design
- share our plans for the house
- address any questions and concerns you might have

PLEASE RSVP TO JESS

so that we have enough printouts, chairs and snacks
email jessdang@gmail.com or text/call 650-387-8370

WE LOOK FORWARD TO MEETING YOU!

Jess, Tim, Neko, Bowie, Charlie, Phan & Co (Jess' parents)

Hello!

We are your future neighbors at 390 Cecelia Way and wanted to introduce ourselves.

We have lived in the Bay Area for over 20 years and currently reside in a cozy home in Mountain View with our 3 kids: Neko (6); Bowie (4); and Charlie (3). Both of us are entrepreneurs: Tim is an engineer building a more efficient car battery and Jess is a health-advocate running an online meal planning service. We have been looking for a bigger space for our family to grow into, and we felt so lucky when our search ended with the Schur's home at 390 Cecelia last summer.

We have been working with a team of thoughtful architects and designers over the last few months to design a new home where our kids can grow up with us and their grandparents and are currently working through the City of Los Altos Design Review process.

We would love to share and review our plans with you and discuss any concerns or questions you may have. Please feel free to reach out to us by email at jessdang@gmail.com or by phone or text at 650-387-8370 – we'd love to get your contact info so that we can set up a time with you and / or provide you with info for a community outreach gathering we'll be hosting with our builders.

We can't wait to be a part of the neighborhood – we love entertaining and can't wait to have you over for a meal!

Cheers,

Jess Dang and Tim Holme

To: Los Altos Design Review Commission
Re: Jess Dang and Tim Holme Residence
390 Cecelia Way

Dear Commissioners:

We have reviewed the plans for the Dang-Holme's new home at 390 Cecelia Way. We support this project with the exception of the following concerns:

We are not in support of a two-story home. Our primary concern is that two story homes interfere with the light and privacy of adjacent homes. The lots are too small and homes are too close together to accomodate such large homes.

Thank you for your consideration.

Best Regards,

Cynthia and Patrick Murphy

Resident at 602 Casita Way

Email: cllmurphy@hotmail.com

Phone: 650-961-0770

To: Los Altos Design Review Commission
Re: Jess Dang and Tim Holme Residence
390 Cecelia Way

Dear Commissioners:

We have reviewed the plans for the Dang-Holme's new home at 390 Cecelia Way. We support this project with the exception of the following concerns:

_____

_____

_____

_____

_____

Thank you for your consideration.

Best Regards,

_____

Resident at _____

Email: _____

Phone: _____

To: Los Altos Design Review Commission
Re: Jess Dang and Tim Holme Residence
390 Cecelia Way

Dear Commissioners:

We have reviewed the plans for the Dang-Holme's new home at 390 Cecelia Way. We support this project ~~with the exception of the following concerns:~~

We do not have any concerns.

Thank you for your consideration.

Best Regards,

Nhu Le

Nhu Le

Resident at 601 Casita Way
Los Altos, CA 94022

Email: nhu.le1@gmail.com

Phone: 714-487-3662

To: Los Altos Design Review Commission
Re: Jess Dang and Tim Holme Residence
390 Cecelia Way

Dear Commissioners:

We have reviewed the plans for the Dang-Holme's new home at 390 Cecelia Way. We support this project with the exception of the following concerns:

The ADU set back from Property fense is 10'. I on plans discussed with Jess Dang that the set back from fense would be 20' for new structure including ADU structure. This is a problem because these plans show a different setback line than what was told to me. I have a problem with this and have mentioned to Jess.

Also, Jess said 2nd floor windows facing my property would be a short window close to the ceiling. The plans do not show that. For privacy I would respect a short windo or no window on that side of property

Thank you for your consideration.

Best Regards,

Sondra Saterfield

Resident at 562 Cecilia Ct
Los Altos, CA 94022

Email: Saterfieldsa@att.Net

Phone: 650 575-7286

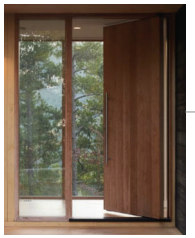
ATTACHMENT F

COMPOSITE VERTICAL SIDING
NEWTECHWOOD - EUROPEAN BELGIAN BOARD

ROOF MATERIAL: METAL STANDING SEAM METAL
(CUSTOM BUILT METALS) -COOL ROOF PRE-WEATHERED
GALVALUME WITH 1 1/2" SEAMS

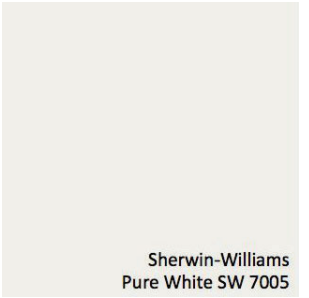
ALUM. CLAD WINDOW FRAMES
COLOR - MIDNIGHT GREY (COOL)

STONE CLADDING
CORONADO STONE - SILVER ASH



FRONT DOOR :
TYPE: WOOD PIVOT DOOR

CEMENT PLASTER (STUCCO)
FINE SAND FINISH PLASTER
COLOR- BENJAMIN MOOREE, PURE WHITE SW 7005



TIMELINE
DESIGN + BUILD
14401 BIG BASIN WAY
SARATOGA, CALIFORNIA 95070
PHONE: 408.741.3000 FAX: 408.317.1708

JESS DANG AND TIM HOLME

390 CECELIA WAY, LOS ALTOS, CALIFORNIA, 94022

Proposed Exterior Materials

MB-1

DATE: 05/23/22
SCALE: