



**TOWN OF LOS GATOS
COUNCIL AGENDA REPORT**

MEETING DATE: 01/21/2025

ITEM NO: 13

ADDENDUM B

DATE: January 20, 2025
TO: Mayor and Town Council
FROM: Gabrielle Whelan, Town Attorney
SUBJECT: Conduct a Public Hearing for Appeal of Administrative Citation VL-19-362 (16660 Cypress Way) for Violations of the Los Gatos Town Code Related to Grading and Building and Adopt a Resolution Upholding the Administrative Citation and Imposing Costs According to Proof

REMARKS:

Attachment 28 contains correspondence submitted to the appellant.

Attachments received with the Staff Report:

1. Aerial View of Subject Property 9/2017
2. Aerial View of Subject Property 5/2018 Showing Grading in Progress
3. Aerial View of Subject Property 8/2018 Showing Completed Paving
4. Aerial View of Subject Property Showing Locations of Structures in Violation
5. Hotpads Internet Posting, Showing Violations
6. Trulia Internet Posting, Showing Violations
7. Realtor.com Internet Posting, Showing Violations
8. Administrative Warning Dated 7/17/2019
9. Administrative Warning (2nd notice) Dated 8/22/2019
10. Application for Grading Permit and Architecture and Site Approval dated 7/9/2021 and Letter of Justification and Project Description Dated 7/8/2021
11. Photos of Town Inspection on 8/24/2021
12. Staff Technical Review Dated 8/24/2021 and 8/25/2021
13. Email from Town Attorney Dated 10/30/2023
14. Updated Letter of Justification Regarding Application Dated 12/13/2023
15. Staff Technical Review Dated 1/31/2024
16. Letter dated 5/22/2024 and Inspection Warrant Dated 5/20/2024
17. Description and Photos of Site Inspection of Subject Property on May 30, 2024
18. Administrative Warning Dated 7/8/2024

PREPARED BY: Lance Bayer
Special Counsel

Reviewed by: Town Manager, Assistant Town Manager, Town Attorney, and Finance Director

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SUBJECT: Public Hearing for Appeal of Administrative Citation VL-19-362 (16660 Cypress Way) for Violations of the Los Gatos Town Code Related to Grading and Building

DATE: January 15, 2025

19. Administrative Citation Dated 9/16/2024

20. Property Detail Report

21. Administrative Citation Hearing Request Dated 10/14/2024

22. Letter to Town Community Development Department from Attorney Rogers Joseph Dated 10/14/2024

23. Notice of Appeal Hearing

24. Proposed Resolution

Attachment Received with the Addendum:

25. Correspondence Submitted by Appellant

26. Public Comment

27. PowerPoint Presentation

Attachment Received with this Addendum B:

28. Correspondence Submitted to the Appellant

From: Allen Meyer

Sent: Friday, January 17, 2025 10:30 AM

To: [REDACTED]

Cc: Lance Bayer [REDACTED] Gabrielle Whelan <GWhelan@losgatosca.gov>

Subject: Breakdown of time spent working on Cypress case

Good morning Mr. Harris,

Below is back up information you requested on the hours calculation for Town Employees working on this code enforcement matter. There are no additional timesheets other than what would normally occur. These are conservative time estimates based on scheduled meetings and estimated amounts of time to complete notices/warrants/citations/staff reports. Robert Gray is a salaried employee.

This information will be included in the agenda packet as an addendum.

Allen Meyer

Below is a conservative breakdown of the time I've spend on this case since October 30, 2023:

December 11, 2023 - 1 hour meeting
December 19, 2023 - 1 hour meeting
January 12, 2024 - 1 hour meeting
January 31, 2024 - 1 hour meeting
April 19, 2024 - ½ hour meeting
April 30, 2024 – ½ hour meeting
May 13, 2024 – ½ hour meeting
October 2, 2024 – 1 hour Teams meeting with Mr. Harris
October 31, 2024 – ½ hour meeting

November 8, 2024 – 2 hour meeting
November 20, 2024 – 2 hour meeting
December 4, 2024 – 1.5 hour meeting
December 9, 2024 – 1.5 hour meeting

May 2024 - Inspection Warrant paperwork, 2 hours
July 2024 – Administrative Warning paperwork, 1 hour
September 2024 – Administrative Citation paperwork, 2 hours
November/December – Appeal paperwork (staff report, attachments, PowerPoint, script) 4.5 hours
= 23.5 hours

Erin Walters

Below is a conservative breakdown of the time I've spend on this case since October 30, 2023:

December 11, 2023 – 1 hour – Meet with Town Attorney
January 31, 2024 – 1 hour – Meet with Town Attorney
May 30, 2024 – 3 hours – Inspection warrant, debrief, report
October 2, 2024 – 1 hour – Teams meeting with Property Owner’s Attorney
November 20, 2024 – 1 hour – Meeting with outside counsel to prepare for TC Meeting
December 4, 2024 – 1 hour - Meeting with outside counsel to prepare for TC Meeting
Total 8 hours.

Robert Gray

Estimated hours since October 30, 2023.

December 11, 2023 – 1 hour – Town Attorney’s Office
January 31, 2024 – 1 hour – Town Attorney’s Office
May 30, 2024 – 3 hours – Inspection warrant, debrief, report
October 2, 2024 – 1 hour – Teams meeting with Mr. Harris
November 20, 2024 – 2 hour – Meeting with outside counsel to prepare for TC Meeting

Total 8 hours. Conservatively estimated 6 chargeable hours.

Best,



Allen Meyer • Code Compliance Officer

Community Development Department • 110 E. Main Street, Los Gatos CA 95030
Ph: 408.399.5746 • Ameyer@LosGatosCA.gov
www.losgatosca.gov • <https://www.facebook.com/losgatosca>

Regular Code Compliance hours:

7:00 AM – 3:30 PM, Monday – Friday

TOWN CLOSURE NOTICE: Town offices will be closed on Monday, January 20, 2025, in observance of the Martin Luther King Jr. Holiday. Town offices will resume normal business hours on Tuesday, January 21, 2025.

All permit submittals are to be done online via our Citizen’s Portal platform. All other services can be completed at the counter. For more information on permit submittal, resubmittal, and issuance, please visit the Building and Planning webpages.

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