



TOWN OF LOS GATOS
HISTORIC PRESERVATION COMMITTEE
REPORT

MEETING DATE: 08/26/2026

ITEM NO: 4

DATE: August 21, 2026
TO: Historic Preservation Committee
FROM: Joel Paulson, Community Development Director
SUBJECT: Consider a Request for Approval to Construct Exterior Alterations (Windows) on a Pre-1941 Single-Family Residence on Property Zoned R-1:8. **Located at 18 Walnut Avenue.** APN 510-41-011. Building Permit B25-1348. Exempt Pursuant to CEQA Guidelines, Section 15301: Existing Facilities. Property Owners/Applicants: Tom Richards and Lauren Shelly. Project Planner: Sean Mullin.

RECOMMENDATION:

Consider a request for approval to construct exterior alterations (windows) to an existing pre-1941 single-family residence located at 18 Walnut Avenue.

PROPERTY DETAILS:

1. Date primary structure was built: 1910 (effective year built 1980) per County Assessor's Database
2. Town of Los Gatos Historic Status Code: N (New, probably built since 1950) or R (historic but grossly altered)
3. Does property have an LHP Overlay? No
4. Is structure in a historic district? N/A
5. If yes, is it a contributor? N/A
6. Findings required? No
7. Considerations required? Yes

BACKGROUND:

On May 26, 2021, the Historic Preservation Committee (HPC) conducted a preliminary review of a proposal to construct exterior alterations and an addition to existing attic space above the second story of the residence located at 18 Walnut Avenue. The project presented to the HPC included improvement and expansion of the attic space to make it habitable and introduction

PREPARED BY: Sean Mullin, AICP
Planning Manager

of several shed dormers. Two shed dormers were to be added to the right-side elevation, and one shed dormer was to be added to the left-side elevation. The HPC was supportive of the project and recommended that all new exterior materials match existing and that the new windows in the dormers be made to look consistent with the existing windows by including meeting rails to simulate the look of double-hung windows.

A Building Permit application was submitted to the Town in December 2025. The project details were consistent with the 2021 recommendations of the HPC. Building Permit B25-1348 was issued on August 12, 2026. Relevant sheets from the approved plans are included as Attachment 1. The applicant seeks a revision to the approved Building Permit (Attachment 2).

DISCUSSION:

The applicant is requesting approval of a revision to the approved project to introduce three box bay windows on the main floor of the residence: two on the south (right) elevation and one on the north (left) elevation (Attachment 2). The proposed windows, siding, trim, and roofing would match the existing residence.

CONSIDERATIONS:

A. Considerations

Sec. 29.80.290. Standards for review.

In evaluating applications, the deciding body shall consider the architectural style, design, arrangement, texture, materials and color, and any other pertinent factors. Applications shall not be granted unless:

_____ For pre-1941 structures, the proposed work will neither adversely affect the exterior architectural characteristics or other features of the property which is the subject of the application.

B. Residential Design Guidelines

Section 3.9 of the Town's Residential Design Guidelines offers recommendations for the construction of additions to existing residences.

CONCLUSION:

The applicant is requesting approval of a revision of the approved project to introduce three box bay windows on the main floor of the residence. The proposed work requires a revision to the approved Building Permit. If the plans submitted for the revision to the approved Building

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Permit are consistent with the direction provided by the HPC, the project would not return to the HPC.

ATTACHMENTS:

1. Approved Building Permit Plans
2. Development Plans – Revision

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