

GUIDELINES/PROCESS & PROCEDURES SUBCOMMITTEE

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PTC Study Session 11-5-15

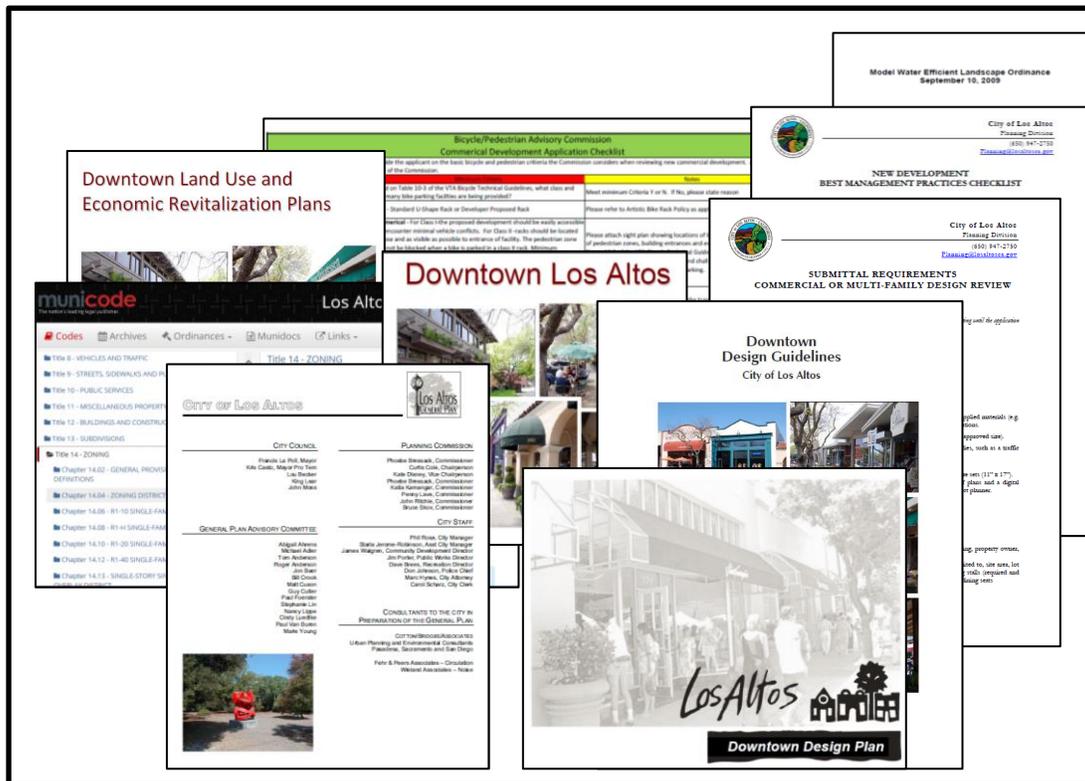
SUBCOMMITTEE GOALS

- Make commercial development smoother and more transparent for all: developers, staff, commissioners, council and residents
- Expedite the process by clearly defining community expectations
- Improve predictability: ensure there are no surprises for the developer or residents
- Get the quality development we want and deserve

CURRENT SITUATION

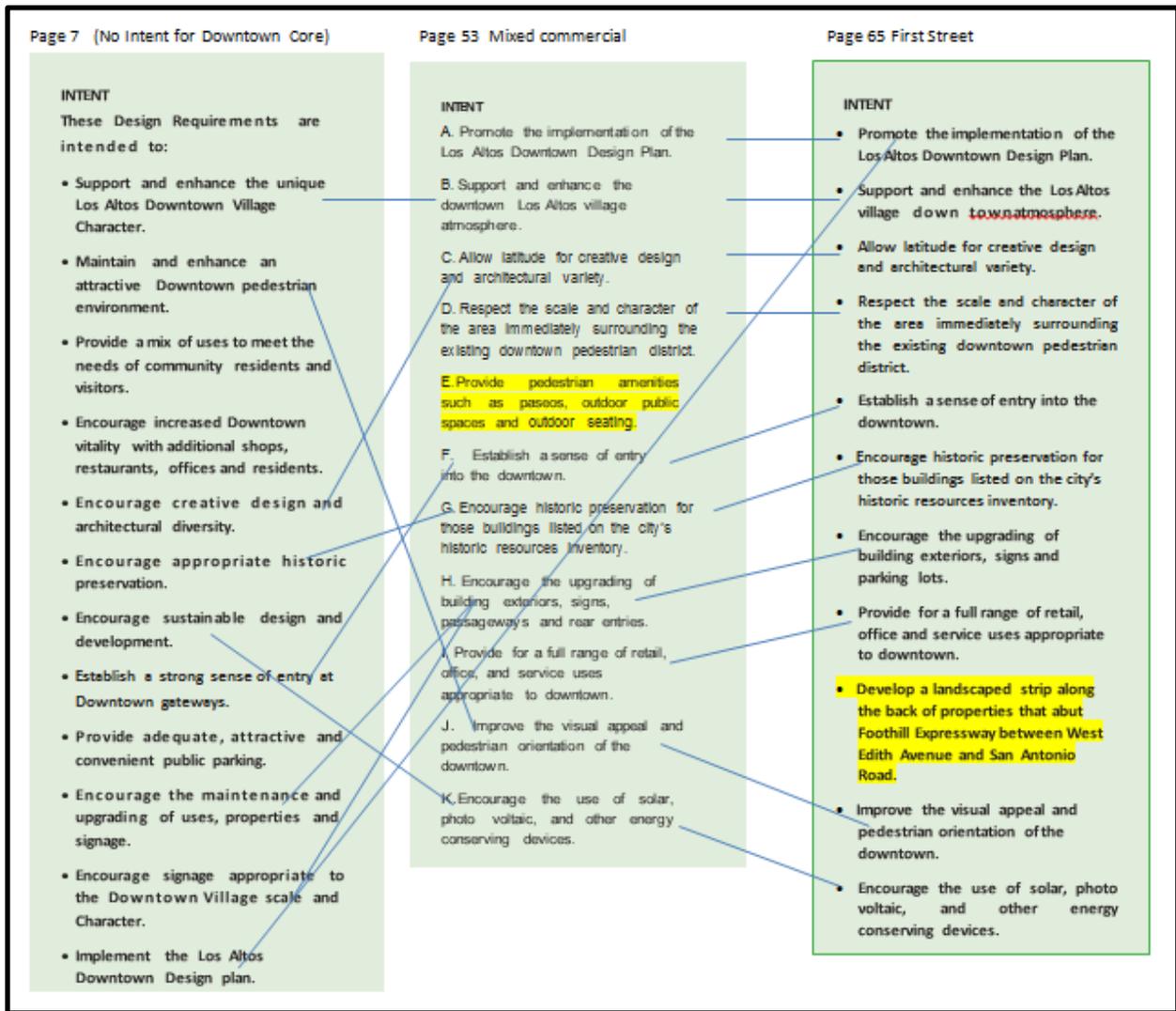
Lack of coherence: multiple documents from multiple committees over many years are confusing.

Figure 1: Some of the documents a developer would have to consult.



These documents go back to the General Plan from 2002. Because they were written and revised over time – by different people – they can be redundant and confusing. Yet there’s a consistent thread through them – and through history: the desire to keep our village atmosphere, a pedestrian focus, a human scale.

Figure 2: Statements of Intent within the Design Guidelines are repeated in a different form throughout the document, all similar to – but slightly different – from the Purpose statements in the zoning code.



The same lack of consistency is evident in the text of the Design Guidelines as well as in the zoning code.

Figure 3: Examples

- Zones are referred to as districts, e.g., Chapter 14.44 - CD COMMERCIAL DOWNTOWN DISTRICT*
- Specific Purposes in zoning code are similar to Intents in Design Guidelines(Figure 2), i.e., different words in different order.
- 14.44.020 - Specific purposes (CD zone).
 - D. Preserve and improve the character of the area immediately surrounding the existing downtown pedestrian district; (There is no “downtown pedestrian district.” Should be the Downtown Core District.)

Also, while most measurable requirements (height, setbacks, etc.) are specified in the zoning code, some (courtyard and paseo dimensions) are defined in the Design Guidelines, but not in the zoning code.

Our immediate goal was to simplify the Design Guidelines and ensure consistency. But we realized that there was an additional problem.

Lack of adherence: most guidelines are sufficient, but have not been followed in recent commercial development, e.g., see Appendix G.

Revising one document is not the solution to the larger problem. The issue is not that the Design Guidelines are broken, but the fact that they have frequently been ignored.

RECOMMENDATIONS: Documentation

A. Rename “Design Guidelines” to “Design Requirements” to indicate they have teeth. Edit for clarification, consistency and future interactive online use.

We revised this document to make it more user-friendly and accessible, removing redundancy (see Figure 2 above) and streamlining the content. Only a few substantive changes were made.

Appendix A outlines the modifications embodied in Draft **v2** of new “Design Requirements.”

B. Ensure consistent terminology throughout all documents.

Examples of problems are shown in Figure 3 above.

C. Keep all documents current and discard those that are obsolete.

For example, when downtown visioning takes place, it may be appropriate to discard the existing Downtown Design Plan.

D. Make the zoning code the single source for explicit, measurable requirements. Consider one source for each subject.

Duplicating information in multiple documents is confusing, makes updates more difficult and leads to inconsistencies.

For example, our committee was asked to define “human scale.” There already exist numerous books, papers, videos and other sources of information on this subject. An excellent example from the city of Powell Ohio provides – in just 10 pages –an overview of key factors. (See Appendix D.) Use this document or one similar to it to define our requirements for pedestrian/human scale.

E. Make more use of illustrations and diagrams in all documents.

Planning, architecture, design, landscape are all visual endeavors. A picture is worth 1,000 words, particularly when multiple people have to agree on complex development concepts. Follow the examples in appendices D, E and F to ensure detailed, unambiguous requirements.

F. Make all documents interactive online with links to relevant city codes.

The city is looking for a new IT manager. This would be an excellent project for him/her to address. A GIS mapping system (Appendix C) could be the starting point for accessing the planning system.

RECOMMENDATIONS: Process/Procedures

The city already has a good working process in place. But the push for commercial development is relatively new and many recent buildings do not reflect our village character. To tighten the process:

G. Include more detailed checklists at all phases of planning process.

The revised Design Requirements contains such a checklist. Also follow the example of the Los Gatos application checklist in Appendix F.

H. Require 3D modeling submission (like Bill Maston’s software) for every project.

Staff has already started work on this requirement, which we strongly support.

I. Require a design review for every project, including commercial and multi-family.

Residential projects must go through a design review because we want to protect our neighborhoods. The same detailed focus on design should be required for commercial and multi-family residences, which are typically seen by more people and have a bigger impact on the community.

Our PTC has a broad charter, advising the City Council on planning and transportation issues including “automobile circulation, pedestrian, bicycle and handicapped access, and public transportation on all public streets, roadways and paths within the city limits of the City of Los Altos. The PTC advises the Council on existing and proposed City policies related to traffic calming and traffic enforcement.” <http://www.losaltosca.gov/planningtransportcommission>

Note that there is no mention of architecture or design review in the job description.

We would benefit from having a panel of experts focus strictly on design, supporting staff in promoting harmonious development of high aesthetic quality.

Architects and developers expect an architectural review early in the process—and are willing to pay for it as part of the development fee—because it can save them time and money.

We recommend an ad hoc Architectural Analysis panel, comprising consultant architects and landscape architects, called upon as necessary. They need not be Los Altos residents. For each project, 2 architects and 1 landscape architect would review the project.

Appendix B describes Los Gatos’ use of a single architectural consultant to review a project. Two would provide a balanced and well-informed perspective, and a landscape architect would ensure that new development has appropriate aesthetic appeal.

RECOMMENDATIONS: Access/Transparency

Currently, the only way to view project plans is through links in the PTC agenda. We can and should make it easier for residents to access staff reports and developer submissions so they can provide input at every stage.

J. Revise the existing planning page on the city website to include all steps in the process and provide links to relevant documents, e.g.,

PROJECTS UNDER REVIEW:

Below is a list of projects currently in the planning pipeline with key review dates.

The public is encouraged to participate in the development process by

- Reviewing submitted plans and staff reports (links below)
- Attending Planning & Transportation Commission (PTC) meetings
- Attending City Council meetings

Comments on any project – at any stage – should be sent to the Community Development Director: JWalgren@losaltosca.gov Comments made early in the process, before plans are completed, will benefit the community, the city staff and the developer. Public input is also welcome at any of the above meetings.

To be notified of meetings, go to <http://www.losaltosca.gov/subscribe>

Location	Description	PTC meeting	Council Meeting	Permits Applied	Permits Issued	Documents
999 Fremont	Commercial Design Review, Use Permit and Tentative Subdivision Map for a three-story, mixed-use project with commercial on the first story and five multi-family residential condominiums on the second and third stories.	6/4/15 Recommended for denial	7/28/15			links
995 Fremont		6/18/15 Study Session				links

K. Allow developers to make submissions online.

RECOMMENDATIONS: Empowerment/Enforcement/Accountability

L. Provide precise checklists for every step of the development process.

The more detailed the requirements and checklists, the easier it is to define what the city wants and the easier for developers to submit plans that speed through the approval process.

Precise checklists give the planning department the support it needs to strictly enforce requirements. And if the applicant ultimately demands to go to the PTC without staff support, the PTC will have the same checklists to point out lack of adherence.

M. Clearly define, communicate and enforce our city standards.

Our standards must be clearly defined, communicated and consistently enforced if we are to develop our city in a way that maintains the special qualities of our downtown—and attract the best developers.

RECOMMENDATION: Downtown Plan

N. Support the visioning process that will lead to a master plan for downtown. Codify the plan.

We strongly support the visioning process proposed by the city council. Many of our existing documents, codes and committee findings can feed into this process.

A comprehensive plan is needed to create a level playing field for developers and to ensure objective decision-making. It will prevent piecemeal approval, project by project, which has given us the negative aspects of First Street.

Council should take whatever steps required for maximum enforceability and timely execution to ensure the vision gets implemented.

CONCLUSION/OUTCOMES

Putting the above recommendations into practice will go a long way toward meeting the stated goals by supporting and empowering the planning department, providing exacting requirements to developers, and offering more transparency to residents.

This work will also further the visioning process leading to a Downtown Plan that specifically defines community needs and expectations and is written into the municipal code to ensure enforcement.

APPENDIX A

REVISIONS TO DESIGN GUIDELINES

RENAMED Design Guidelines to Design Requirements, making it clear they have teeth and are not merely suggestions. (This does not mean they would be codified.)

REVISED for clarification and consistency.

- Combined Sections 4 (Mixed Commercial District) and 5 (First Street District) into the Perimeter District. These two sections were practically identical, but written in different words.
- Added relevant zoning codes to appendices for easy reference.

MOVED Required Findings to front of document.

REPLACED

- Three repetitive INTENT sidebars with just one and added “Retain a sense of place by preserving views of surrounding hills.”
- Page numbers replaced with section numbers. Page numbers change.
- “Second” story to “upper” story for future flexibility.
- “Design Requirements are in addition to and ~~subordinate~~ complementary to the zoning requirements in appendices C through F.” (Section 1)

ADDED

- Purpose
- How to Use
- Checklist
- Zone designations for each district
- Links for future online interactive version
- “*clear*” to requirement for 60% transparent glazing

DELETED

- References to variances. Let’s not encourage them.
- References to setbacks. Too confusing because they are zone-dependent, not district dependent. Applicant should refer to zoning code.

TBD

- Include additional photographs of examples of THIS is what we want, NOT THAT.
- Determine a consistent map representation that make zones clear.
- Move courtyard and paseo dimensions to zoning code.

APPENDIX B

LOS GATOS ARCHITECTURAL CONSULTANTS

<http://www.losgatosca.gov/DocumentCenter/View/13593>

RESOLUTION 2014 -040

**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOS GATOS
GOVERNING THE DESIGN REVIEW PROCESS AND CLARIFYING
THE ROLES AND RESPONSIBILITIES OF THE ARCHITECTURAL CONSULTANT
AND RESCINDING RESOLUTION 2002 -25**

WHEREAS, the Town of Los Gatos Town Council has determined that there is a need to modify the Town's design review process last adopted in 2002; and

WHEREAS, a goal of the Town is to ensure full public and policy maker consideration of design alternatives; and

WHEREAS, the use of an architectural consultant may assist applicants, Town staff, and decision -makers in achieving architectural excellence in designs submitted to the Town for review; and

WHEREAS, architectural consultants have been used in the past and may be engaged by the Town to review the architecture for fixture development proposals at the expense of project applicants;

WHEREAS, the architectural consultant is qualified to review and critique architecture and may be requested to work with applicants, Town staff and decision makers to provide input on designs which have been submitted to the Town, to answer questions about the submitted design and/ or design alternatives, and otherwise serve as a resource to decision makers;

THEREFORE, BE IT RESOLVED by the Town Council that the following policies shall govern the architectural review process:

A. The architectural consultant may review plans upon request by Town staff, the Planning Commission and/ or the Town Council and provide input regarding the plan' s consistency with applicable design standards and guidelines, specific plans

and the General Plan. Staff reports on projects that have been reviewed by the architectural consultant will include any recommendations or alternatives presented by the architectural consultant, and any alternative, including the original reviewed design, submitted by the applicant.

B. Town staff, the Planning Commission and the Town Council may consider the architectural consultant's recommendations or alternatives as one of a number of factors used in the consideration of any development project submitted to the Town.

C. Town staff, the Planning Commission and the Town Council may use their independent discretion in evaluating the recommendations of the architectural consultant and may approve any design that meets all applicable Town Design Guidelines, ordinances, specific plans and the General Plan.

D. Whenever possible, the Planning Commission and/ or the Town Council should seek to resolve design issues that arise during the hearing by crafting motions to deny, continue with direction to revise, or to approve with appropriate conditions. When necessary, the Planning Commission and/ or the Town Council may continue an item to a future meeting and request the presence of the architectural consultant to address specific issues or questions. Any costs associated with the delay and requested presence of the architectural consultant will be paid by the applicant

PASSED AND ADOPTED at a regular meeting of the Town Council held on the 16a` day of June, 2014, by the following vote:

COUNCIL MEMBERS:

AYES: Marcia Jensen, Diane McNutt, Joe Pirzynski, Barbara Spector, Mayor Steven Leonardis

NAYS:

ABSENT:

ABSTAIN:

MAYOR OF THE TO OF OS GATOS

LOS GATOS, CALIFORNIA

ATTEST:

CLERK ADMINISTRATOR THE TOWN OF LOS GATOS

LOS GATOS, CALIFORNIA

APPENDIX C

MAPPING TOOLS

Example from Los Gatos:

http://www2.lynxgis.com/Html5Viewer/Index.html?configBase=http://www2.lynxgis.com/Geocortex/Essentials/REST/sites/Los_Gatos/viewers/LosGatosPublic/virtualdirectory/Resources/Config/Default



Email from the Los Gatos planning manager:

“The Town has had a GIS mapping system for over 15 years and Lynx is the company that maintains and updates technical aspects of the system for us. Other jurisdictions have much more robust GIS capabilities and resources to manage their systems. The Town’s GIS is a work in progress and we continue to try to link various information from existing Town resources to make it more useful for both our staff and citizens. GIS really has nearly unlimited benefits across all departments for storing and displaying a wide range of information and can be queried to pull out specific information for research purposes.

“The main benefits are the various information that you can get in one location which is very useful for staff in various departments, citizens, realtors, developers, and our decision makers. Our staff uses the system for their day to day work answering questions via e-mail, telephone, and at the counter. Additionally, it is used for our public noticing and creating a wide variety of graphics for various projects.”

APPENDIX D

PEDESTRIAN GUIDELINES

Example: City of Powell, Ohio (population 12,237) Pedestrian Scale Design Guidelines

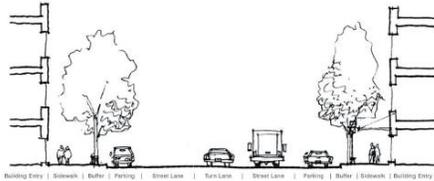
Adopted by Ordinance 2009-27; November 4, 2009

A simple 10-page document focused on the essentials of creating a pedestrian friendly environment, with lots of illustrative diagrams and photos.

http://www.cityofpowell.us/documents/Development_Docs/City%20of%20Powell%20Pedestrian%20Scale%20Design%20Guidelines.pdf

Pedestrian Friendly

An area or neighborhood designed to encourage and support pedestrian traffic.
 Pedestrian: A person traveling on foot; a walker.
 Friendly: 1. favorably disposed; inclined to approve, help, or support. 2. easy to understand or use.

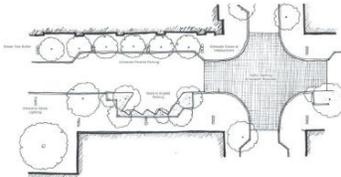


Pedestrian Friendly Zones: Pedestrian friendly zones are defined primarily by three things:

1. The destinations in the pedestrian friendly area must be within walking distance from residences or vehicular collection points. Essentially, the pedestrian must be able to arrive in the area, and be on foot.
2. The combination of routes and destinations throughout the area must be safe and supportive (friendly) to pedestrians. The pedestrian must feel comfortable walking from one place to the next and then ultimately back to where they entered the area.
3. The area should be attractive to pedestrians. Once they have arrived and are presented with the functional requirements of safe and manageably walkable routes, the finishing touches are needed to encourage the pedestrian to actually walk.

Circulation

The path of movement conceived as the perceptual thread that links the spaces of a building, or any series of interior or exterior spaces together. A vehicle requires a path with smooth contours that reflect its turning radius; however, the width of the path can be tailored tightly to its dimensions. Pedestrians can tolerate abrupt changes in direction, but require a greater volume of space relative to their bodily



This sample block plan demonstrates successful integration of vehicular and pedestrian circulation routes.



Circulation and Sidewalks: As the primary means of pedestrian circulation, sidewalks are an important part of pedestrian friendly design. Sidewalks should be continuous from block to block and neighborhood to neighborhood. They should provide a clear and direct route and be wide enough to comfortably accommodate expected traffic levels and the street furniture that enhance pedestrian oriented areas.

Circulation and Intersections: Pedestrian friendly intersections should have a turning radius of 5 to 10 feet. A tighter radius makes turning vehicles more aware of pedestrians than large sweeping turns where cars barely need to slow down. Narrow turns also reduce the distance of street that the pedestrian must cross.

Circulation and Crosswalks: All crosswalks should be well marked and well lit. Crosswalk markings vary and can include crosswalk signs, unique markings, raised sidewalks, sidewalks that flare into

Site Planning

The organizational stage of the design process that involves an analysis of composition and placement of a building within its surrounding environment.



Above: Planning diagrams of the same site: left depicting vehicular based planning, middle showing vehicles accommodated in a pedestrian area, and right strongly pedestrian based traffic. Diagrams by P. Calhoun, The West American Memphis.

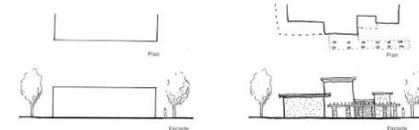


Site Planning and Context: A building should participate with the language of its environment. More importantly, successful pedestrian friendly buildings should maintain strong contextual elements in order to contribute to the "sense of place" of a particular city, region, or area. By continuing the quality and the character of its surroundings, the building facilitates the continuity of the vernacular style.

Site Planning and Connectivity: Good vehicular, bicycle, and pedestrian circulation ensures connectivity to and from the building, while accommodating successful links of the entire urban fabric. Sidewalks, walkways, intersections, crosswalks, signage, landscaping, and lighting should be considered from a master site planning scale in order to fully understand the building's impact on the surrounding area. Discontinued sidewalks and bike paths are just as pedestrian unfriendly as not having any of these amenities.

Massing

The three-dimensional volume of a building, with an understanding of its overall impression of weight, density, and bulk.



Above: Diagrams depicting massing based on a vehicular scale (left) and massing based on a pedestrian scale (right).



Massing and the Human Scale: Pedestrian oriented massing should reflect the human scale within its overall composition. The interplay of solid and void can be used to help break down the general volume of the building and relate it back to human proportion and scale. Additionally, window size and placement can help facilitate the scalar difference from the overall building massing and the pedestrian.

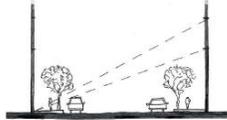
Massing and the Ground Level: Irregularities in the design of a façade are important to break down massing, especially on the ground level where a pedestrian interacts with the building. Composition pertaining to columns, doorways, arches, awnings, niches, corners, covered walkways, and other details is as important as the overall building itself. These items provide a varied visual stimulus and further break down the building's massing to keep the pedestrian engaged within his / her surroundings.

Proportion

The proper or harmonious relation of one part to another or to the whole with respect to spatial quality. Proportional theories have been prevalent throughout architectural history, and remain a guiding force in design. Renaissance architect Alberti called beauty, "the harmony of all parts in relation to one another" and thus analogous to proportion.



A figure ground study of downtown Los Angeles (left) and Irvine California (right) shows how the proportions of city blocks affect walkability.



A street section showing common street width to building height ratios that create visual enclosures.

Proportion and Block Length: New developments should utilize short to medium length blocks. A higher proportion of intersections along a roadway creates more opportunities for pedestrians to cross streets, slows traffic, and provides more relief to the pedestrian than long uninterrupted blocks. Blocks over 600 feet should not be considered pedestrian oriented.

Proportion and Street Oriented Buildings: The ratio of building height to street width is important for creating visual enclosure for pedestrians. Visual enclosure occurs when bordering buildings on a street occupy most of a pedestrian's cone of vision. Successful visual enclosure creates an "outdoor room" that the pedestrian occupies.

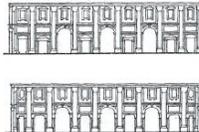


Visual Enclosure.



Rhythm

Movement characterized by a patterned repetition or alternation of formal elements or motifs in the same or a modified form. (F. Ching)



Above: Rhythm diagrams depicting repetitive moments in a building's facade. Diagrams by F. Ching, Architecture: Form, Space, and Order.



Non-Rhythmic Facade.

Rhythm and Repetition: Most buildings incorporate elements that are repetitive by nature. Beams and columns create modules of space that are perceived as rhythmic. Likewise, repetitive elements on the exterior of a building, such as window and door spacing, create rhythmic components that are easily read by a pedestrian. Rhythmic pattern alludes to continuity and is vital for pedestrian life.

Vertical vs. Horizontal Rhythm: Most pedestrian friendly buildings incorporate vertical elements or rhythms along the ground floor of the facade. Horizontal rhythms tend to represent a long expanse, leaving the pedestrian feeling overwhelmed with large distance to travel. A better perspective for eye-level is short and staccato vertical elements, such as columns or window framing, that move the pedestrian from "column to column" and keep them engaged with the building's rhythm.



Detail

A small elaborated element of a work of art, craft, or design. "Details are much more than subordinate elements; they can be regarded as the minimal units of signification in the architectural production of meanings." --Marco Frascari



1. The majority of the facade is visible and seen as a whole. Materials have been primarily as a color field.



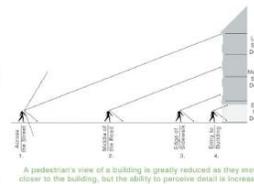
2. The facade is seen only in fragments. Technical elements are clear and materials are more clearly expressed.



3. Only a small area of the facade is visible. The detail is recognizable as a color and detail are easily read.



4. Only an individual element is visible. The smallest details are clear and materials are more clearly expressed.



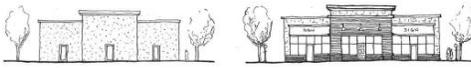
A pedestrian's view of a building is greatly reduced as they move closer to the building, but the ability to perceive detail is increased.

Detail and Architecture: Buildings in pedestrian oriented areas are experienced more intimately than buildings in higher speed car oriented areas. At close range and low speed, the pedestrian has time to admire rich textures, fine materials and subtle variations in design. This experience can also extend into the building through the transparency of the entry and display windows along the elevation. Pedestrian friendly buildings should provide these kinds of details for passers.

Detail and Street Furniture: As an important part of walkable neighborhoods, the design of street furniture should also enrich the pedestrian experience. Decorative lamp posts, bollards, tree grates, benches, bike racks, and even parking meters add interest and approachability in pedestrian zones. Many of these items are necessary for legal, maintenance, or safety reasons so it requires only a little extra effort to detail them so that they become an asset as well as a requirement.

Materiality

The concept of, or applied use of, various materials or substances in the medium of building.



Above: Different material qualities as depicted on the same building.

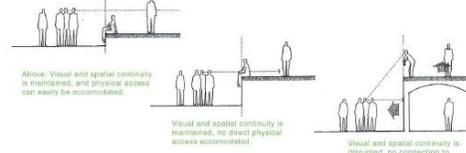
Materiality and the Pedestrian: Materiality gives a pedestrian tactile experience of the building's facade and streetscape. Weight and scale are perceived differently due to light and sound absorption, therefore, texture and color affect the overall perception of the building's facade. Materiality also adds depth to how a building is perceived: from afar through a visual understanding of form and color, and from closer inspection through texture and grain.

Materiality and External Elements: Humans are corporeal creatures, relying on all of their senses to experience the world. Material differentiation can also be introduced through signage, landscaping,



Transparency

The degree of enclosure and openness from one space to the next, implying a visual connectivity and/or an interchange of flow of space.



Above: Visual and spatial continuity is maintained, and physical access can easily be accommodated.

Visual and spatial continuity is maintained, no direct physical access accommodated.

Visual and spatial continuity is disrupted, no connection to the building from ground level.

Diagrams by F. Ching, Architecture: Form, Space and Order.



No visual continuity with the building.

Transparency and the Ground Floor: The ground floor facade should be the single most activated interface between city and building. Open and welcoming buildings bring with them a sense of security and accessibility that are important qualities for successful pedestrian life. Views into and out of a building visually connects the building with the pedestrian and the surrounding environment.

Transparency and Exterior Enclosures: Transparency into a building can be generated in a number of ways. Large doors and windows maintain visual connectivity, while openings within the building's overall mass, such as entry courts, create pockets of exterior space that open the building up even further. This visual and physical continuity extends the building's program to its environment and generates a sense of an exterior enclosure or "outdoor room."

Transparency and Programming: Pedestrian



APPENDIX F

CHECKLISTS: DETAILED & SPECIFIC

Explicit 4-page checklist to “ensure completeness of the proposal.”

<http://www.losgatosca.gov/DocumentCenter/View/361>

DEVELOPMENT REVIEW APPLICATION PACKAGE

TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT

Page 12: CHECKLIST FOR PREPARATION OF DEVELOPMENT PLANS

Prior to preparing plans, please review all City Code Zoning requirements and applicable specific plan(s) and development guidelines. The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants ARE to use this as a check list to ensure completeness of the proposal.

TOWN OF LOS GATOS COMMUNITY DEVELOPMENT DEPARTMENT		
REQUIREMENTS FOR PREPARATION OF DEVELOPMENT PLANS		
<p>Prior to preparing plans, please review all Town Code Zoning requirements and applicable specific plan(s) and development guidelines. The following is a listing of the minimum requirements for the submittal of plans to the Community Development Department. Applicants <u>ARE</u> to use this as a checklist to ensure completeness of the proposal.</p>		
<p>A. GENERAL REQUIREMENTS</p> <ol style="list-style-type: none"> Scale shown on each sheet. North arrow on each sheet as applicable. Sheet not to exceed 24" X 36" size. Fully dimensioned. For smaller projects, such as single family residences, information may be combined on one or two sheets. <p>B. PLAT OR SITE PLAN</p> <ol style="list-style-type: none"> All property lines and plottable easements. All required yards or building setbacks. All buildings, existing and proposed, including: <ol style="list-style-type: none"> dimensioned floor plans; indication of the use of all areas; which buildings (or portions thereof) are to be removed; existing and proposed grades. Existing trees, including size, location, species, existing grade at the base, and driplines. Driveways and off-street parking spaces, interior clear dimensions of garage including stall size, aisle widths, back up distance, curbs, and surfacing materials. Loading spaces where applicable. Location and size of handicapped spaces where applicable. Public improvements, both existing and proposed, including streets, curbs, gutters, street lighting, street paving and fire hydrants. Preliminary drainage plan, including disposition of all drainage, including roof leaders. Preliminary grading plan, including: <ol style="list-style-type: none"> location of all cuts and fills; table with volume of cuts and fills for various elements (house, driveway, etc.); calculations of volumes; clearly delineated existing and proposed contours; interim erosion control measures; retaining wall detail, including: <ol style="list-style-type: none"> top and base of wall elevations; type of material; drainage for walls; 	<ol style="list-style-type: none"> Building, garage and deck elevations. Trees impacted by grading. Table of existing and proposed impervious areas. Location and elevations of screened trash container area for commercial buildings. Location of buildings on adjacent parcels. Existing and proposed utilities (water service, sewage disposal system, gas, electric, telephone, cable, TV service lines and transformers). Shadow study diagram for two story elevations, clearly illustrating effect on structures on adjacent properties. Sight line studies (hillside only). Table giving the following: <ol style="list-style-type: none"> site area (gross and net); gross floor area (each floor and total); floor area ratio; lot area coverage (building footprints) percent "interior" landscaping for off-street parking lots; number of parking spaces; dwelling units (existing and proposed). Existing active or deactivated water wells. Average slope. <p>C. BUILDING ELEVATIONS</p> <ol style="list-style-type: none"> Elevations of all sides of all existing buildings to be removed, existing to remain and proposed. Exterior materials (type, texture and color). Building height, including height plane for properties on sloping lots. Location and method of screening of roof-mounted mechanical equipment. Samples of colors, preferably mounted on 8 1/2" X 11" soft (not cardboard, etc.) backing (commercial and hillside only). Schematic elevations illustrating building height and mass in relationship to: <ol style="list-style-type: none"> structures on the adjacent two parcels on either side of property; structures across the street and in back of property. Existing and proposed grade lines. Street Profiles (both sides). Cross section showing property behind and across street. 	
	<p>D. LANDSCAPING/TREE PLAN* (*tree plan only for single and two family residences unless located in the hillside).</p> <ol style="list-style-type: none"> Where feasible, landscape plans shall be designed to reduce impacts of pesticide use as follows: <ol style="list-style-type: none"> provide irrigation which reduces runoff and promotes surface infiltration. landscaping shall be designed and operated to treat storm water runoff by incorporating elements that collect, detain and infiltrate runoff. If rendering is provided, trees shown on plan(s) must reflect their size at time of planting and the application will be conditioned as such. Additional renderings may be provided with year of the tree growth stated on the plan. Location and dripline on the site and landscaping plan of all existing and proposed trees over 4" in diameter. Table indicating the following for all existing trees anywhere near areas of construction: (example at end of packet) <ol style="list-style-type: none"> location symbol; common and botanical names; trunk circumference; physical condition; to be saved, removed or pruned; reason for removal. Table indicating the following for all new trees and shrubs to be planted: <ol style="list-style-type: none"> location symbol; common and botanical names; initial planting size; size at maturity (height/width of dripline); number to be planted. Fencing, including height, location with construction detail showing materials. <p>E. EXTERIOR LIGHTING</p> <ol style="list-style-type: none"> Location. Style of fixtures. Intensity (wattage and type of light source). Height of pole-mounted fixtures. <p>F. TENTATIVE MAP</p> <ol style="list-style-type: none"> Tract name or designation and property address. Name and address of owner, subdivider and registered civil engineer or licensed surveyor. Locations, names and widths of all adjoining highways, streets or ways, the names of adjacent subdivisions and the names of all owners of properties adjacent to proposed tract. Width and grades of all highways, streets and ways within each proposed 	<ol style="list-style-type: none"> showing proposed improvements. Widths and locations of all existing or proposed easements, whether public or private. Radius of all street curves. Total size of property before and after street and right-of-way dedication (gross and net land area calculation). Lot layout, including the dimension of each lot line, and exact square footage of each lot. Location of all water courses and natural drainage channels, locations of all areas covered by water or subject to inundation, and existing and proposed storm drain facilities. Source of water supply, including conceptual design. Method of sewage disposal, including conceptual design. Location of all buildings in close proximity to proposed tract. Proposed public areas (if any). Contour lines (existing and proposed) showing one foot contours for ground slopes or less than five feet vertical and one hundred feet horizontal distance, and five foot horizontal distance, and five foot contours for ground slopes in excess thereof. Location or vicinity map, date, north point and scale. Number of letter identification for each lot. Location and outline of each existing building and a note as to whether or not it is to be removed. Each street shown by its actual street name or by a temporary name or symbol for the purpose of identification. All trees shall be accurately identified and plotted with base grade data, dripline and finished grades within the dripline. All fire hydrant locations. Required yards. If condominium or townhouse project, two (2) copies of CC&R's and other related documents such as association by-laws. Name of utility providers and show location of closest existing services, including gas, electricity, telephone, cable television. If hillside, show grading required for roadway construction, including location of all cuts and fills, volumes, retaining walls or reinforced earth slopes (with top and base elevations), existing and proposed contours. If hillside, show conceptual driveways, building sites, drainage and sanitary sewers. Interim erosion control.

properties in HR zone.	require.		
28. If it is impossible or impracticable to place upon the tentative map any of the information required above, such information shall be furnished on a separate document which shall be submitted with the map, the subdivider and his engineer shall familiarize themselves with the current subdivision design standards of the Town.			
G. PLANNED DEVELOPMENT - OFFICIAL DEVELOPMENT PLAN	H. OTHER INFORMATION		
1. A land use plan locating all proposed uses.	1. Provide information required by applicable Town development standards and guidelines.		
2. A tentative site plan illustrating the following:	2. NPDES requirements: All projects creating, adding, or replacing 10,000 square feet or more of impervious surface on the project site, must provide the following information on the development plans. An impervious surface prevents the infiltration or passage of water into the soil. Impervious surfaces include building rooftops, paved patios, covered patios, driveways, parking lots, paved walkways, sidewalks and streets.		
a. building place;	Please Note: Subdivisions of any size are not exempt from this requirement.		
b. open space (public and private), indicating how it is to be used;	a. site size.		
c. natural features such as creeks, major trees, bluffs, etc.;	b. existing impervious surface area (includes land covered by buildings, sheds, patios/covers, parking lots, streets, sidewalks, paved walkways and driveways).		
d. sidewalks, paths and trails;	c. impervious surface area created, added, or replaced.		
e. vehicular circulation;	d. total impervious surface area (new + existing).		
f. major features on adjacent property which effect the development proposal or are potentially affected by it.	e. percent increase/replacement of impervious surface area.		
3. Schematic architectural elevations of all buildings and structures illustrated in relationship to each other and any major structures on adjacent property which are affected by the development proposal or are potentially affected by it.	f. estimated area of land disturbance during construction (includes clearing, grading, or excavating).		
4. Schedule for any phasing of development.	g. type of stormwater controls used (none, site design measure, source control measure, and/or stormwater treatment measure).		
5. Future lot lines, condominium units and easement areas, all subject to subdivision approval.	For more information regarding selection of Best Management Practices for stormwater pollution prevention of stormwater treatment contact the Engineering Division at (408) 399-5771.		
6. Tabulation of land area, including the areas of:	3. Floor and lot areas, number of stories and FAR of other sites in immediate neighborhood for residential projects.		
a. entire planned development;	4. ADA compliance for commercial development.		
b. public streets;	5. Hazardous Materials - For any development project, the applicant shall submit:		
c. private streets;	a. A signed statement indicating whether the project is located on a site which is identified by the Town as a solid waste disposal facility, or that there will be no usage and storage of hazardous materials or documentation of the following:		
d. sidewalks, paths and trails;	(1) storage locations;		
e. parking areas;	(2) inventory list of chemical trade		
f. vehicular circulation;			
g. major features on adjacent property which affect the development proposal or are potentially affected by it.			
7. Floor area of each type of building (for example: shops, offices, warehouses, or dwellings).			
8. Floor Area Ratio.			
9. Proposed number of off-street parking spaces.			
10. Grading, soils, and geologic information.			
11. Proposed signing.			
12. Copies of any instrument or document such as covenants, conditions, and restrictions which are intended to be used to affect the development of the land.			
		(4) containment plans.	
		6. Letter of Justification - where a letter of justification is either required or recommended, it should include the following information as applicable:	
		a. description of the proposed request, i.e., type of operation or use, hours of operation, number of employees, products, shift detail, etc.;	
		b. benefit to the community if the project should be approved;	
		c. where a traffic impact is determined by the Parks and Public Works Department, quote specific sections of the General Plan and any applicable Specific Plan clearly stating that the type of project will benefit the community.	
		d. list the facts that would in your opinion, justify the application;	
		e. for residential projects, how the proposal meets the Town's housing needs as identified in the General Plan.	
		f. for variance applications the letter should speak to the following required findings: "Because of the following special circumstances that apply to the property (such as size, shape, topography, location or surroundings) the strict application of the zoning regulations causes an undue hardship or poses practical difficulties relating to use of the land, deprives the property of privileges enjoyed by other properties in the vicinity and under identical zone classifications and would make the property otherwise unusable."	
		g. for conditional use permit applications, the letter should speak to the following required findings: "The proposed uses of the property are essential or desirable to the public conveniences or welfare; the proposed uses will not impair the integrity and character of the zoning district; the proposed uses would not be detrimental to public health, safety, or general welfare; the proposed uses of the property are in harmony with the	
			various elements or objectives of the General Plan and the purposes of this Ordinance."
			7. If existing residential buildings are to be demolished, a structural report, prepared by a licensed architect or structural engineer unrelated to the project, is required. The document shall describe in detail the physical condition of the building and its components (foundation, walls, roof, plumbing, electrical, etc.), approximate cost to rehabilitate to current code requirements, and a recommendation as to under what conditions the building should be rehabilitated or demolished. For historically designated structures proposed to be demolished, which are listed as contributors, in addition to the structural report, a detailed report shall be submitted describing all aspects of the structures physical condition and shall incorporate pertinent information from the Town's Historic Resources Inventory describing the structure's historical and architectural characteristics. This report shall be prepared by a qualified person knowledgeable in historic preservation under contract with the Town at the applicant's expense.
			8. The use of both passive and active solar energy measures is a high priority with the Town. Each proposal must be designed to maximize such measures to include the preplumbing and installation of solar collectors, window locations and building siting to maximize natural conditions, and proper use of roof overhangs. A written statement must accompany the application that clearly describes these measures.
			9. For historically designated structures or structures in historic districts, or structures built prior to 1941, provide a statement of why the proposed change (i.e., addition, remodel, demolition, etc.) is requested and how the proposal conforms with designating ordinance as well as Section 29.80.215 through 29.80.320 of the Town Code. The Town's Historic Preservation Committee will review all applications which affect historic structures or site.

APPENDIX G

This recent downtown remodel clearly indicates that the Design Guidelines are ignored and “village character” is falling by the wayside. Another reason to call them “Design Requirements.”

<http://www.loaltosonline.com/news/sections/business/183-business-features/51365->

BUSINESS & REAL ESTATE

Local couple keeps smiles on Main St.

Published on Wednesday, 14 October 2015 01:09 Written by Alicia Castro - Staff [Writer/aliciac@latc.com](mailto:aliciac@latc.com)



Alicia Castro/Town Crier

Jasmine H. Le, D.D.S., and Mark Huy Vo, D.D.S., bring their Los Altos Advanced Dental Arts practice closer to home with a new office on Main Street.

For the new co-owners of a Main Street office building, a boring building redo wouldn't suffice.

“We wanted something modern,” said Mark Huy Vo, D.D.S., who owns Los Altos Advanced Dental Arts at 166 Main St. with his wife, Jasmine H. Le, D.D.S. “We tracked down our favorite architect and he said, ‘We can transform this.’”

Comprehensive practice

The avant-garde edifice – inspired by the glass-fronted Apple Store in Palo Alto – is emblematic of the industry within, a dentist office that employs new technology to keep its patients smiling.

Current Design Guidelines:

3.2.3 c) The use of wood doors with glazing and raised panel details, rather than metal and glass doors, is strongly encouraged to add warmth to the shop entries.

3.2.3 g) Keep all window glazing transparent. Avoid tinted glass in favor of awnings and other shading devices for sun control.