



DATE: December 16, 2015

AGENDA ITEM # 5

**TO:** Design Review Commission  
**FROM:** Sean K. Gallegos, Assistant Planner  
**SUBJECT:** 15-SC-40 – 772 University Avenue

**RECOMMENDATION:**

Approve design review application 15-SC-40 subject to the findings and conditions

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**PROJECT DESCRIPTION**

This is a design review application for a new two-story house. The project includes 2,205 square feet on the first story and 1,469 square feet on the second story. The following table summarizes the project's technical details:

<b>GENERAL PLAN DESIGNATION:</b>	Single-Family, Residential
<b>ZONING:</b>	R1-10
<b>PARCEL SIZE:</b>	10,500 square feet
<b>MATERIALS:</b>	Asphalt shingle roof, hardie shingle lap siding, wood trellis, wood carriage garage door and wood trim details.

	<b>Existing</b>	<b>Proposed</b>	<b>Allowed/Required</b>
<b>COVERAGE:</b>	N/A	2,737 square feet	3,150 square feet
<b>FLOOR AREA:</b>			
First floor	N/A	2,205 square feet	
Second floor	N/A	1,469 square feet	
Total	N/A	3,674 square feet	3,675 square feet
<b>SETBACKS:</b>			
Front	N/A	30 feet	25 feet
Rear	N/A	58.4 feet	25 feet
Right side (1 <sup>st</sup> /2 <sup>nd</sup> )	N/A	7 feet/17.5 feet	7 feet/14.5 feet
Left side (1 <sup>st</sup> /2 <sup>nd</sup> )	N/A	7 feet/17.5 feet	7 feet/14.5 feet
<b>HEIGHT:</b>	N/A	22.5 feet	27 feet

## **BACKGROUND**

### **Previous Consideration**

On October 14, 2015, the Design Review Commission held a public meeting to consider the proposed project. Due to the lack of access to the property, the Commission did not discuss the project and voted unanimously to continue the application to December 16, 2015.

### **Neighborhood Context**

The subject property is located in a Diverse Character Neighborhood, as defined in the City's Residential Design Guidelines. The houses in this neighborhood tend to have varied setbacks, architectural styles and massing. However, there are some similar characteristics such as low eave lines and the use of rustic materials in the neighborhood. The houses on the south side of University Avenue have front facing garages, while the houses on the north side have detached garages in the rear that are accessed from an alley. The landscaping along University Avenue varies; however, portions of the street have a distinct landscape pattern, such as the subject property with a planted and paved shoulder.

This parcel is the result of a 1972 subdivision, which resulted in two lots. The subject property (Parcel B) is a 10,500-square-foot vacant parcel and Parcel A is a lot with an existing house that was recently demolished.

## **DISCUSSION**

### **Design Review**

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

The project uses a traditional architectural style with its form and materials. The design has a high level of integrity due to the coordination of design elements, detailing and symmetry. The design elements include hipped and gable roofs, a large front porch and a low, nine-foot tall, eave line. The project uses high quality materials such as horizontal composition shingle siding, aluminum wood clad windows and wood trim, which are rustic in appearance and appropriate for the architectural design and character of the area. Overall, the project does a good job of integrating forms and elements from the neighborhood while still establishing its own design integrity.

The City's Design Guidelines suggest various ways to minimize bulk, which include using more than one material on an elevation, incorporating architectural elements to soften the elevation, minimizing the use of two-story high design elements, and keeping second floor exterior wall heights low. The project is designed to be consistent with the scale and bulk of the surrounding houses. The front elevation massing is broken up with two gable roof forms, projecting porch, and low eave lines emphasize that the horizontal profile of the first story. The second floor is centered over the first story and visually softened by being

recessed within the roofline of the structure. Overall, the two-story design is well proportioned and articulated to reduce the effect of bulk and mass, and is appropriate for the context of the area.

The medium-pitched roof is consistent throughout the design. Staff typically requires resolved roof forms that avoid flat roofs. However, the truncated flat roof above the second floor is appropriate in the context of the neighborhood as it limits the height of the building in comparison to other houses and diminishes the overall scale of the structure. As encouraged by the Single-Family Design guidelines, the design does not create an abrupt change and is well proportioned and articulated to reduce the effect of bulk and mass. The scale of the architectural elements and roof forms are similar to the neighborhood context.

### **Privacy and Landscaping**

The Residential Design Guidelines recommend that the finished floor be no more than 16 to 22 inches above grade. The lot slopes from the rear toward the front property line and the house is designed with a foundation that results in a finished floor height of 12 inches above existing grade and one inch lower than the finished floor height of the existing structure. With the low finish floor height and six-foot tall fences between adjoining properties, the proposed first floor side and rear elevations do not create significant privacy issues.

On the left (east) side elevation of the second story, there are four windows: one window is located in the rear bedroom with a three-foot sill height, one window is located in a bathroom with a four-foot, six-inch, sill height, one window is located in a stairwell with a four-foot, six-inch, sill height and one window is located in the front bedroom with a four-foot, six-inch, sill height. The rear bedroom window, while it is smaller, may create a privacy impact to the adjacent property due to its low sill height. Fast growing evergreen screening trees will be planted along the left property line to diminish privacy impacts. Therefore, as designed, the project should maintain a reasonable degree of privacy.

On the right (west) side elevation of the second story, there are four windows: one smaller window is located in the front bedroom with a three-foot, six-inch, sill height, one window is located in the master bathroom with a four-foot, six-inch, sill height and two windows are located in the master bedroom with three-foot sill heights. The master bedroom windows may create a privacy impact to the adjacent property due to their low sill heights. Fast growing evergreen screening will be planted along the right property line to mitigate privacy impacts. Therefore, as designed, the project should maintain a reasonable degree of privacy.

The rear second story elevation includes two bedroom windows with a four-foot, six-inch, sill height and a three-foot sill height. Due to the 56-foot setback from the rear property line, the structure should maintain a reasonable degree of privacy.

One existing walnut tree is being retained on the property. With the new trees, front yard landscaping and side yard screening trees, the project meets the City's landscape regulations and street tree guidelines. The new landscaping area exceeds the 500 square foot threshold for new or replaced landscaping; therefore, a standard condition of approval is included

requiring a landscape plan pursuant to the City's Water Efficient Landscape Regulations. Tree protection guidelines will be followed to maintain the existing tree during construction.

### **Public Correspondence**

After publishing the agenda report for the December 2, 2015 Design Review Commission meeting, staff received three letters from adjacent residents who expressed concern regarding noise from the proposed air conditioner, the potential loss of existing trees, light concerns from the left elevation stairwell window, the fence height not being noted on the plans, and a typographical error on the previous staff report. The letters are attached for reference (Attachment D).

In response to the correspondence from neighbors and staff comments, the applicant made the following design revisions:

- The site plan was revised to show a six-foot tall fence along the side and rear yards;
- The site plan was revised to show the correct rear yard setback of 58.4 feet;
- The left elevation was revised to show the stairwell window; and
- The landscape plan was revised to show the crepe myrtle trees are 15 gallon in size.

In addition, Condition 9g requires verification of the air conditioner decibel rating to meet the City's Noise Control Ordinance and the site plan provides a tree inventory table indicating all existing trees are to be retained.

### **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 new single-family dwelling in a residential zone.

### **PUBLIC CONTACT**

A public meeting notice was posted on the property and previously mailed to 12 nearby property owners on University Avenue, Edgewood Lane and Milverton Road.

cc: Ali's Construction, Applicant  
Kyle Chan, Architect  
772 University Avenue Los Altos LLC, Property Owner

#### Attachments

- A. Application
- B. Neighborhood Compatibility Worksheet
- C. Area, Vicinity and Notification Map
- D. Public Correspondence

Design Review Commission  
15-SC-40 - 772 University Avenue  
December 16, 2015

## FINDINGS

15-SC-40 – 772 University Avenue

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

- a. The proposed structure complies with all provisions of this chapter;
- b. The height, elevations, and placement on the site of the propose structure, 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 structure in relation to the immediate neighborhood will minimize the perception of excessive bulk and mass;
- e. General architectural considerations, including the character, size, scale, and quality of the design, the architectural relationship with the site and other buildings, building materials, and similar elements have been incorporated in order to insure the compatibility of the development with its design concept and the character of adjacent buildings; and
- f. The proposed structure has been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.

## CONDITIONS

15-SC-40 – 772 University Avenue

1. The approval is based on the plans received on November 18, 2015 and the written application materials provide by the applicant, except as be modified by these conditions.
2. Tree No. 4, the new street trees and privacy screening trees shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director.
3. An encroachment permit shall be obtained from the Engineering Division prior to doing any work within the public right-of-way including the street shoulder.
4. Only gas fireplaces, pellet fueled wood heaters or EPA certified wood-burning appliances may be installed in all new construction pursuant to Chapter 12.64 of the Municipal Code.
5. The landscape plan is subject to the City's Water Efficient Landscape Regulations pursuant to Chapter 12.36 of the Municipal Code.
6. Fire sprinklers shall be required pursuant to Section 12.10 of the Municipal Code.
7. Any new utility service drops shall be located underground from the nearest convenient existing pole pursuant to Chapter 12.68 of the Municipal Code.
8. 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.
9. **Prior to building permit submittal, the plans shall include:**
  - a. The conditions of approval shall be incorporated into the title page of the plans.
  - b. 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."
  - c. A landscape plan prepared by a licensed landscape professional showing how the plans comply with the City's Water Efficient Landscape Regulations (LAMC Chapter 12.36).
  - d. Verification that the house will comply with the California Green Building Standards pursuant to Section 12.26 of the Municipal Code and provide a signature

from the project's Qualified Green Building Professional Designer/Architect and property owner.

- e. The location of underground utilities pursuant to Section 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.
- f. The location of any air conditioning units on the site plan and the manufacturer's specifications showing the sound rating for each unit.
- g. 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.).

10. **Prior to final inspection:**

- a. All landscaping, new trees and privacy screening trees shall be maintained and/or installed as shown on the approved plans and as required by the Planning Division.
- b. Submit verification that the addition was built in compliance with the City's Green Building Ordinance (Section 12.26 of the Municipal Code).
- c. Provide a landscape installation assessment by a certified landscape professional certifying that the landscaping and irrigation system were installed per the approved landscape plan pursuant to Chapter 12.36 of the Municipal Code.





# ATTACHMENT A

## CITY OF LOS ALTOS GENERAL APPLICATION

Type of Review Requested: *(Check all boxes that apply)*

Permit # 1106807

<input type="checkbox"/>	One-Story Design Review	<input type="checkbox"/>	Sign Review	<input type="checkbox"/>	Multiple-Family Review
<input checked="" type="checkbox"/>	Two-Story Design Review	<input type="checkbox"/>	Sidewalk Display Permit	<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Variance(s)	<input type="checkbox"/>	Use Permit	<input type="checkbox"/>	R1-S Overlay
<input type="checkbox"/>	Lot Line Adjustment	<input type="checkbox"/>	Tenant Improvement	<input type="checkbox"/>	General Plan/Code Amendment
<input type="checkbox"/>	Tentative Map/Division of Land	<input type="checkbox"/>	Preliminary Project Review	<input type="checkbox"/>	Appeal
<input type="checkbox"/>	Subdivision Map Review	<input type="checkbox"/>	Commercial Design Review	<input type="checkbox"/>	Other:

Project Address/Location: 772 UNIVERSITY AVENUE

Project Proposal/Use: NEW TWO-STORY SINGLE FAMILY RESIDENCE

Current Use of Property: SINGLE FAMILY RESIDENCE

Assessor Parcel Number(s) 175-18-040 Site Area: 10,500 SQFT

New Sq. Ft.: 3,674 Remodeled Sq. Ft.: \_\_\_\_\_ Existing Sq. Ft. to Remain: \_\_\_\_\_

Total Existing Sq. Ft.: 0  Total Proposed Sq. Ft. (including basement): 3,674

Applicant's Name: ALI'S CONSTRUCTION

Home Telephone #: (408) 441-0967 Business Telephone #: (408) 441-0967

Mailing Address: 1011 SOUTH DE ANZA BLVD

City/State/Zip Code: SAN JOSE, CA 95129

Property Owner's Name: 772 UNIVERSITY AVENUE LOS ALTOS LLC (GLORIA YOUNG, MANAGER)

Home Telephone #: (650) 380-9918 Business Telephone #: (650) 380-9918

Mailing Address: 1382 Forest Avenue

City/State/Zip Code: Palo Alto, CA 94301

Architect/Designer's Name: KYLE CHAN ARCHITECT Telephone #: (510) 396-9731

\* \* \* If your project includes complete or partial demolition of an existing residence or commercial building, a demolition permit must be issued and finalized prior to obtaining your building permit. Please contact the Building Division for a demolition package. \* \* \*

*(continued on back)*



# ATTACHMENT B

City of Los Altos

Planning Division

(650) 947-2750

[Planning@losaltosca.gov](mailto: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 1<sup>st</sup> 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 772 UNIVERSITY AVENUE

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

Address: 772 UNIVERSITY AVENUE  
Date: 8/21/2015

### 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: 10,000 square feet  
Lot dimensions: Length 150 feet  
Width 90 feet

If your lot is significantly different than those in your neighborhood, then note its: area \_\_\_\_\_, length \_\_\_\_\_, and width \_\_\_\_\_.

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

Existing front setback if home is a remodel? \_\_\_\_\_  
What % of the front facing walls of the neighborhood homes are at the front setback 70 %  
Existing front setback for house on left 41 ft./on right 35 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 3  
Garage facing front recessed from front of house face 1  
Garage in back yard 2  
Garage facing the side 3  
Number of 1-car garages 1; 2-car garages 1; 3-car garages 7

Address: 772 UNIVERSITY AVENUE  
Date: 8/21/2015

4. Single or Two-Story Homes:

What % of the homes in your neighborhood\* are:

One-story 85

Two-story 15

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) \_\_\_\_\_

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

Address: 772 UNIVERSITY AVENUE  
Date: 8/21/2015

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)

FRONT

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 IN FRONT IN GENERAL.

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

VERY VISIBLE

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)?

DIRT

10. **Width of Street:**

What is the width of the roadway paving on your street in feet? NONE

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? UNPAVED

Address: 772 UNIVERSITY AVENUE  
Date: 8/21/2015

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.:

BOARD AND BATTEN SIDING

GABLE ROOF

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

Address: 772 UNIVERSITY AVENUE  
 Date: 8/21/2015

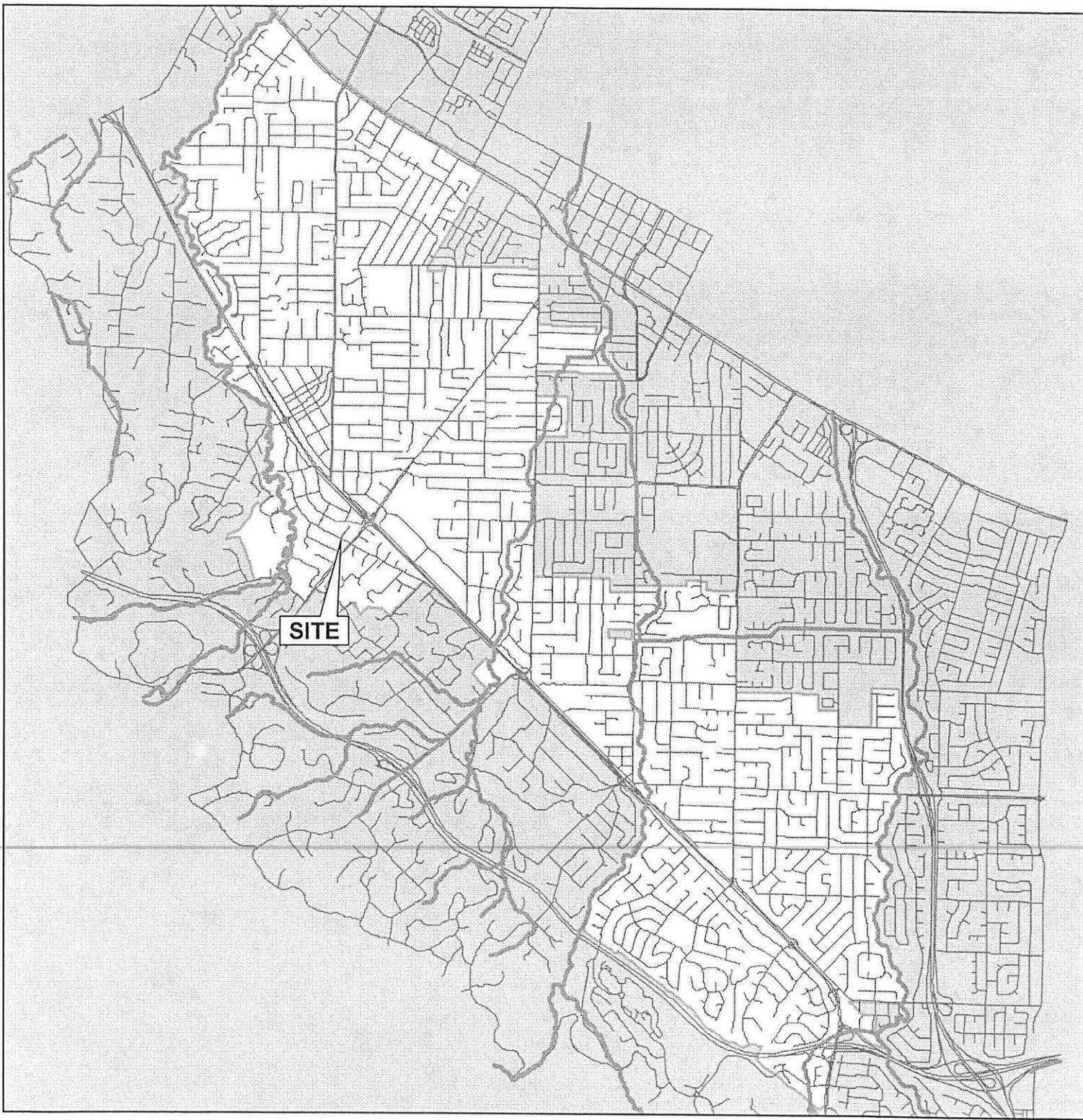
**Summary Table**

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)
661 MILVERION	34'		FRONT	ONE	15'	SIDING	SIMPLE
671 MILVERION	54'		FRONT	ONE	15'	SIDING	SIMPLE
691 MILVERION	28'		FRONT	ONE	17'	SIDING	SIMPLE
782 UNIVERSITY	35'		BACK	ONE	15'	STUCCO	SIMPLE
776 UNIVERSITY	41'		FRONT	ONE	15'	SIDING	SIMPLE
762 UNIVERSITY	35'		FRONT	ONE	15'	BRICK	SIMPLE
756 UNIVERSITY	35'		FRONT	TWO	19'	STUCCO	SIMPLE
749 UNIVERSITY	25'		NO GARAGE	ONE	15'	SIDING	SIMPLE
751 UNIVERSITY	25'		FRONT	ONE	12'	SIDING	SIMPLE
757 UNIVERSITY	25'		BACK	TWO	20'	SIDING	SIMPLE
761 UNIVERSITY	30'		SIDE	ONE	18'	STUCCO	SIMPLE
771 UNIVERSITY	30'		SIDE	ONE	20'	STUCCO	SIMPLE
777 UNIVERSITY	25'		SIDE	ONE	15'	SIDING	SIMPLE

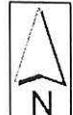
\* See "What constitutes your neighborhood", (page 2).

# AREA MAP



## CITY OF LOS ALTOS

**APPLICATION:** 15-SC-40  
**APPLICANT:** Ali's Construction/772 University Avenue Los Altos LLC  
**SITE ADDRESS:** 772 University Avenue



Not to Scale

# VICINITY MAP



SCALE 1 : 6,000

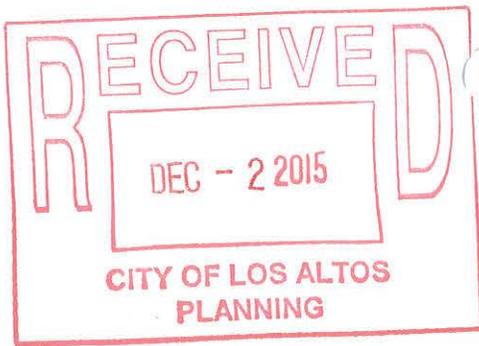


CITY OF LOS ALTOS

APPLICATION: 15-SC-40  
APPLICANT: Ali's Construction/ 772 University Avenue Los Altos LLC  
SITE ADDRESS: 772 University Avenue







Cornelia S. Lovette  
776 University Avenue  
Los Altos, CA 94022

## ATTACHMENT D

(650) 941-6058

lovette5@pacbell.net

November 27, 2015

To: Los Altos Design Review Commission Chair and Commission Members  
Los Altos, CA 94022

Re: December 2, 2015 meeting agenda item 2, 772 University Avenue

Dear Commission Chair and Members:

As the immediate next-door neighbor (at 776 University Avenue), I ask that you address my concerns about the plans on file at the library for the proposed new construction at 772 University:

- A window placed in the stairwell of the proposed house will broadcast light onto my bedroom wing. **I hope you'll direct that that window be changed to a skylight to provide lighting to the stairwell to mitigate that problem.**
- The height of the fence between 776 and 772 University Avenue is not specified on the plans. The existing fence, which extends to the corner at the front of my house, is six feet. As shown on the plans, that fence will extend forward further towards University to the corner at the front of the new construction, which is set closer to the street. **I'd like the plans to indicate that a two-foot trellis be added along the entire length of that fence, to the rear property line.** This design will be compatible with the fencing on the other two sides of the property at 772 University.
- The HVAC unit on the 772 site is outside a bedroom window of my house. For noise abatement, **I'd like the unit to be fully enclosed on all sides.** As shown, the walls proposed house on two sides can themselves reflect noise toward my house. This is of particular concern because the setback of the front part of the new house is only 7 feet, within code but at variance with the standard 10-foot setbacks in this neighborhood. (I understand after a conversation with Sean Gallegos that this issue will be addressed at the building permit stage.)

None of these are major changes, and I'm sure you'll agree that they're reasonable requests.

Otherwise, I think the proposed construction will be in keeping with the neighborhood. I like the choice of materials, and I particularly like the choice of English laurels as effective screening on our joint property line and of crepe myrtles in the front yard.

Thank you for your attention—and for your service to the community.

Cornelia Lovette

**Sean Gallegos**

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**From:** James Wing <jameswing@msn.com>  
**Sent:** Wednesday, November 25, 2015 12:20 PM  
**To:** Sean Gallegos  
**Cc:** Zach Dahl  
**Subject:** 772 University

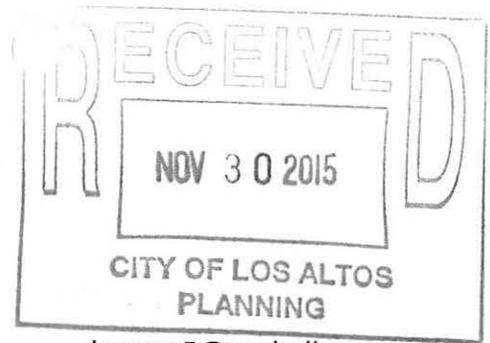
Hi Sean,

Just a note to let you know that second story plan view and east side view do not agree on window placement for stairway. This is a concern for neighbors because of broadcast light. Also staff report shows front and rear setbacks at 25 feet when drawings show 30 feet front and 63 feet rear.

Thanks, Jim Wing



Cornelia S. Lovette  
776 University Avenue  
Los Altos, CA 94022



(650) 941-6058

November 27, 2015

To: Los Altos Design Review Commission Chair and Commission Members  
Los Altos, CA 94022

Re: December 2, 2015 meeting agenda item 2, 772 University Avenue

Dear Commission Chair and Members:

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- The HVAC unit on the 772 site is outside a bedroom window of my house. For noise abatement, I'd like the unit to be fully enclosed on all sides. As shown, the walls proposed house on two sides can themselves reflect noise toward my house. This is of particular concern because the setback of the front part of the new house is only 7 feet, within code but at variance with the standard 10-foot setbacks in this neighborhood.
- Likewise, a window placed in the stairwell of the proposed house will broadcast light onto my bedroom wing. I hope you'll direct that that window be changed to a skylight to provide lighting to the stairwell to mitigate that problem.
- It is unclear from the landscaping plans whether the two trees shown on the 772 property near our joint property line will remain. I urge that they do. Please note that one is misidentified: It is shown as a walnut tree on the plans; in fact, it is a spectacular Chinese pistache that is a glory of the neighborhood, and its crown will still be visible from the street even with the new, higher fence.
- The height of the fence between 776 and 772 University Avenue is not specified on the plans. The existing fence, which extends to the corner at the front of my house, is six feet. As shown on the plans, that fence will extend forward further towards University to the corner at the front of the new construction, which is set closer to the street. I'd like the plans to indicate that a two-foot trellis be added along the entire length of that fence, to the rear property line. This design will be compatible with the fencing on the other two sides of the property at 772 University.

None of these are major changes, and I'm sure you'll agree that they're reasonable requests.

Please also note the following errors in the plans on file and in the staff report:

1. The first page of the staff report states that the distance from the proposed construction to the rear fence is 25 feet. In fact, as shown on the plans, it is 64.5 feet. I'm sure this was simply a mistranscription.
2. The elevation drawing labeled "East" on page A3.1 actually shows the west elevation and does not show the stairwell window that is shown on page A2.1 (see second bullet point above).

Please factor in these inaccuracies in making your decisions.

Otherwise, I think the proposed construction will be in keeping with the neighborhood. I like the choice of materials, and I particularly like the choice of English laurels as effective screening on our joint property line and of crepe myrtles in the front yard.

Thank you for your attention.

Cornelia Lovette

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## Sean Gallegos

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**From:** Zach Dahl  
**Sent:** Monday, November 30, 2015 8:15 AM  
**To:** Sean Gallegos  
**Subject:** FW: Please see that my letter re 772 University Avenue  
**Attachments:** letter to design review commission.docx

**Importance:** High

FYI

This is regarding 772 University Ave...can you respond to her?

Thanks.

Zachary Dahl, AICP  
Planning Services Manager, Current Planning

Community Development Department  
City of Los Altos  
(650) 947-2633  
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-----Original Message-----

**From:** Cornelia Lovette [mailto:[lovette5@pacbell.net](mailto:lovette5@pacbell.net)]  
**Sent:** Monday, November 30, 2015 8:12 AM  
**To:** Zach Dahl; James Wing  
**Subject:** Please see that my letter re 772 University Avenue  
**Importance:** High

that was emailed to you last week is delivered to the Design Review Committee members in a timely fashion. I've attached it again below. If it cannot be distributed in a timely fashion, I'd like the discussion continued from this Wednesday to the next meeting. The delay in distribution is unfortunate.

Please let me know by email whether you've distributed it.

Thank you.

Cornelia Lovette