



DATE: October 19, 2016

AGENDA ITEM # 3

**TO:** Design Review Commission  
**FROM:** Sean K. Gallegos, Assistant Planner  
**SUBJECT:** 16-SC-37 – 1360 Montclair Way

**RECOMMENDATION:**

Approve design review application 16-SC-37 subject to the listed findings and conditions

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**PROJECT DESCRIPTION**

Design review for a two-story addition and a new second living unit. The project includes an addition of 214 square feet on the first story, 676 square feet on the second story, and a new integrated 439 square-foot second living unit in the basement. The following table summarizes the project's technical details:

**GENERAL PLAN DESIGNATION:** Single-Family, Residential  
**ZONING:** R1-10  
**PARCEL SIZE:** 14,810 square feet  
**MATERIALS:** Composition shingle roof, stucco siding, wood clad aluminum windows, and wood trim

	Existing	Proposed	Allowed/Required
<b>LOT COVERAGE:</b>	2,726 square feet	3,593 square feet	4,443 square feet
<b>FLOOR AREA:</b>			
First floor	3,043 square feet	3,257 square feet	
Second floor	N/A	676 square feet	
Total	3,043 square feet	3,933 square feet	4,231 square feet
<b>SETBACKS:</b>			
Front	25.25 feet	25 feet	25 feet
Rear	23.5 feet	23.5 feet	25 feet
Right side (1 <sup>st</sup> /2 <sup>nd</sup> )	9.8 feet/ N/A	9.8 feet/24.5 feet	10 feet/17.5 feet
Left side (1 <sup>st</sup> /2 <sup>nd</sup> )	9.8 feet/ N/A	9.8 feet/22.25 feet	10 feet/17.5 feet
<b>HEIGHT:</b>	15.7 feet	22.7 feet	27 feet

## **BACKGROUND**

### **Neighborhood Context**

The subject property is in a Consistent Character Neighborhood as defined in the City's Residential Design Guidelines. This section of Montclair Way consists predominantly of single-story houses of a similar size and architectural style, with rustic building materials, simple massing and broad roof overhangs. The site is located on the south side of Montclair Way between Granger Avenue and Eva Avenue. The landscaping is varied with no distinct street tree pattern.

### **Zoning Compliance**

The house has existing non-conforming setbacks along the left and right side yards and rear yard. The existing left side yard and right side yard setbacks are nine feet, ten inches along the first story, where the R1-10 district requires a minimum side yard setback of 10 feet. The existing rear yard setback is 23 feet, 5 inches, where 25 feet is required. Since the project will be maintaining more than 50 percent of the existing house, the Zoning Code allows the non-conforming setbacks to be maintained.

## **DISCUSSION**

### **Design Review**

According to the Design Guidelines, in Consistent Character Neighborhoods, appropriate designs have elements, materials, and scale found in the neighborhood, and sizes that are not significantly larger than other houses in the neighborhood. The emphasis should be on designs that fit-in and lessen abrupt changes.

The addition and remodel matches the traditional architectural design style of the existing house with gable and hipped roof forms, low-scaled form and simple details. The first-story addition is located along the front of the house, and it expands the existing master bedroom, and creates a new living room and entry. The existing garage will be demolished and replaced with a new garage and a 439 square-foot basement for a second living unit underneath it. The second-story addition includes two bedrooms, landing, activity room, and a bathroom. The project uses high quality materials such as stucco siding, wood clad aluminum windows and wood trim, which are compatible with the existing materials and integral to the architectural design of the house. Overall, the project design has individual design integrity, and the materials and forms relate to the surrounding neighborhood.

The proposed project is sensitive to the scale of the neighborhood and incorporates similar forms found within the neighborhood context. The project has an eight-foot tall wall plate at the first-story and eight-foot, ten-inch, tall wall plates at the second-story, with an overall height of 22 feet, eight inches. The design incorporates a front porch, simple gable and hipped roof forms, and horizontal eave lines to break up the massing along the front elevation and side elevations. The second floor is centered over the first story and visually softened by being recessed within the roofline of the structure. Overall, the project is designed to minimize the perception of bulk and mass, and relates to the adjacent properties.

## **Development and Design Standards for Second Living Units**

As outlined in the Municipal Code, second living units are required to meet the design standards and current development regulations of the R1-10 zoning district. These requirements will ensure that the unit is subordinate to the main house, screened from the street, and provides two additional parking spaces (one covered and one uncovered) on the property.

The property is 14,810 square feet in size, which exceeds the minimum lot size of 13,000 square feet for an integrated secondary dwelling unit in the R1-10 zoning district. The project complies with the City parking requirements for two dwelling units (main house and second living unit) by providing two uncovered spaces in the driveway and two covered spaces in the garage.

The second living unit is an integrated basement addition beneath the rebuilt garage and its size and location makes it subordinate to the main house. Due to the unit being below-grade, the second living unit does not create compatibility concerns with the main house. Existing landscaping and fence screens the unit's entrance along the right side of the garage, and it is not visible from the street.

## **Unit Size and Occupancy Limits**

Since the second living unit is less than 640 square feet, if it is rented the code requires that it be rented at below market rate, to individuals at the low-income level. The Code also requires a deed restriction that no more than two persons shall reside in the second living unit, and that either the principal living unit or the second living unit shall be the principal residence of the owner(s) of the property. This is included as a condition of approval.

## **Privacy**

There are not any second story windows on either of the side elevations.

On the rear (south) elevation, there are four windows: two windows with five-foot, three-inch sill heights in the girl's hangout room, and two egress windows with three-foot, six-inch sill heights in bedroom No. 1. Due to the larger setbacks of 32 to 41 feet from the low sill windows and the existing mature trees and vegetation along the rear property line, a reasonable level of privacy is maintained along a portion of the rear property line by the existing mature landscaping. However, to ensure that all portions of the side and rear property lines are screened, condition of approval (No. 3) has been added to incorporate fast growing evergreen trees along the right side and rear property lines to fill-in unscreened areas of the property lines. As designed, and with the recommended condition, staff finds that the project maintains a reasonable degree of privacy.

## **Landscaping**

No trees are proposed for removal and all existing landscaping will be maintained. With the existing trees, front yard landscaping and hardscape, the project meets the City's landscaping regulations and street tree guidelines. Since the project does not rebuild more than 2,500 square feet of landscape area, the City's Water Efficient Landscape Regulations do not apply.

## **ENVIRONMENTAL REVIEW**

This project is categorically exempt from environmental review under Section 15301 of the California Environmental Quality Act because it involves the addition to an existing single-family house in a residential zone.

## **PUBLIC CONTACT**

A public meeting notice was posted on the property and mailed to 12 nearby property owners on Montclair Way, Huntington Lane and Eva Avenue.

Cc: Malika Junaid, Applicant and Architect  
Lund and Jenn Lee Smith, Owners

### Attachments:

- A. Application
- B. Area, Vicinity and Public Notification Maps
- C. Neighborhood Compatibility Worksheet

## FINDINGS

### 16-SC-37 – 1360 Montclair Way

1. With regard to the two-story and new second living unit additions, the Design Review Commission finds the following in accordance with Section 14.76.050 of the Municipal Code:
  - a. The proposed additions comply with all provision of this chapter;
  - b. The height, elevations, and placement on the site of the proposed additions, 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 additions 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 additions have been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.
2. With regard to the new second living unit, the Design Review Commission finds the following in accordance with Section 14.14.030 of the Municipal Code:
  - a. The second living unit will provide a public benefit because the proposed second living unit will be maintained as affordable for a very low-income household;
  - b. Appropriate administrative measures, including disclosure of the maximum rent allowed and the income level of the occupant(s), have been required which will ensure that if the second living unit is rented or leased, it will be at a rate which is affordable to a person or persons of low-income levels as required by Section 14.14.040, and that the income level of the resident(s) of the second living unit meets the appropriate limits for a very low-income household as determined by the city based on state and federal guidelines;
  - c. Required parking areas are located on the site;

- d. The parcel size is adequate in size to maintain a second unit and related parking in terms of its status as an accessory use both visually and functionally; and
- e. Appropriate conditions have been applied as necessary to ensure that the second living unit will not adversely impact neighboring property owners due to:
  - i. Inappropriate location, amount, and/or design of on-site parking;
  - ii. Inappropriate location with respect to the character of the existing neighborhood;
  - iii. Excessive noise potential, particularly when neighboring homes are in close proximity;
  - iv. An excessive number of second living units in the vicinity;
  - v. Insufficient screening of the unit; and
  - vi. Lack of compliance with the floor area ratio, setback, lot coverage, and other development standards of the R1 zoning districts.

## CONDITIONS

16-SC-37 – 1360 Montclair Way

### **GENERAL**

**1. Approved Plans**

The approval is based on the plans and materials received on September 30, 2016, except as may be modified by these conditions. The scope of work is limited to that shown on the plans and may not exceed rebuilding 50 percent of the existing structure.

**2. Protected Trees**

All existing trees, 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. Encroachment Permit**

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. Screening Trees**

The landscape plan shall be revised to include additional evergreen screening trees along the right and rear property lines.

**5. New Fireplaces**

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.

**6. Fire Sprinklers**

Fire sprinklers may be required pursuant to Section 12.10 of the Municipal Code.

**7. Underground Utilities**

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. Indemnity and Hold Harmless**

The applicant/owner agrees to indemnify, defend, protect, and hold the City harmless from all costs and expenses, including attorney's fees, incurred by the City or held to be the liability of the City in connection with the City's defense of its actions in any proceedings brought in any State or Federal Court, challenging any of the City's action with respect to the applicant's project.

### **PRIOR TO BUILDING PERMIT SUBMITTAL**

**9. Conditions of Approval**

Incorporate the conditions of approval into the title page of the plans.

**10. Tree Protection Note**

On the grading plan and/or the site plan, show all tree protection fencing and add the following note: "All tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground."

**11. Green Building Standards**

Provide 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.

**12. Underground Utility Location**

Show 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.

**13. Air Conditioner Sound Rating**

Show the location of any air conditioning units on the site plan and the manufacturer's specifications showing the sound rating for each unit.

**14. Storm Water Management**

Show how the project is in compliance with the New Development and Construction Best Management Practices and Urban Runoff Pollution Prevention program, as adopted by the City for the purposes of preventing storm water pollution (i.e. downspouts directed to landscaped areas, minimize directly connected impervious areas, etc.).

**PRIOR TO ISSUANCE OF BUILDING OR DEMOLITION PERMIT**

**15. Tree Protection**

Tree protection fencing shall be installed around the dripline(s), or as required by the project arborist, of existing trees as shown on the site plan. Tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground and shall not be removed until all building construction has been completed unless approved by the Planning Division.

**PRIOR TO FINAL INSPECTION**

**16. Landscaping Installation**

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

**17. Green Building Verification**

Submit verification that the house was built in compliance with the City's Green Building Ordinance (Section 12.26 of the Municipal Code).



# ATTACHMENT A

## CITY OF LOS ALTOS GENERAL APPLICATION

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

Permit # 1107 354

<input type="checkbox"/>	One-Story Design Review	<input type="checkbox"/>	Commercial/Multi-Family	<input type="checkbox"/>	Environmental Review
<input checked="" type="checkbox"/>	Two-Story Design Review	<input type="checkbox"/>	Sign Permit	<input type="checkbox"/>	Rezoning
<input type="checkbox"/>	Variance	<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"/>	Sidewalk Display Permit	<input type="checkbox"/>	Appeal
<input type="checkbox"/>	Historical Review	<input type="checkbox"/>	Preliminary Project Review	<input type="checkbox"/>	Other:

Project Address/Location: 1360 Montclair Way

Project Proposal/Use: Single Family Home Current Use of Property: Single Family Home

Assessor Parcel Number(s): 342-09-014 Site Area: 14,810.4 sq.ft

New Sq. Ft.: 898 55 Altered/Rebuilt Sq. Ft.: 734 Existing Sq. Ft. to Remain: 2,639.07

Total Existing Sq. Ft.: 3473.07 Total Proposed Sq. Ft. (including basement): 4371.62

Is the site fully accessible for City Staff inspection? \_\_\_\_\_

Applicant's Name: Lund and Jenn Lee Smith

Telephone No.: (650) 387-0022 Email Address: lund@wsjproperties.com

Mailing Address: 1360 Montclair Way

City/State/Zip Code: Los Altos, CA 94024

Property Owner's Name: Lund and Jenn Lee Smith

Telephone No.: (650) 387-0022 Email Address: lund@wsjproperties.com

Mailing Address: 1360 Montclair Way

City/State/Zip Code: Los Altos, CA 94024

Architect/Designer's Name: Malika Junaid

Telephone No.: (650) 565-9036 Email Address: malikajunaid@mdesignsarchitects.com

Mailing Address: 4546 W.El Camino Real, Suite:223

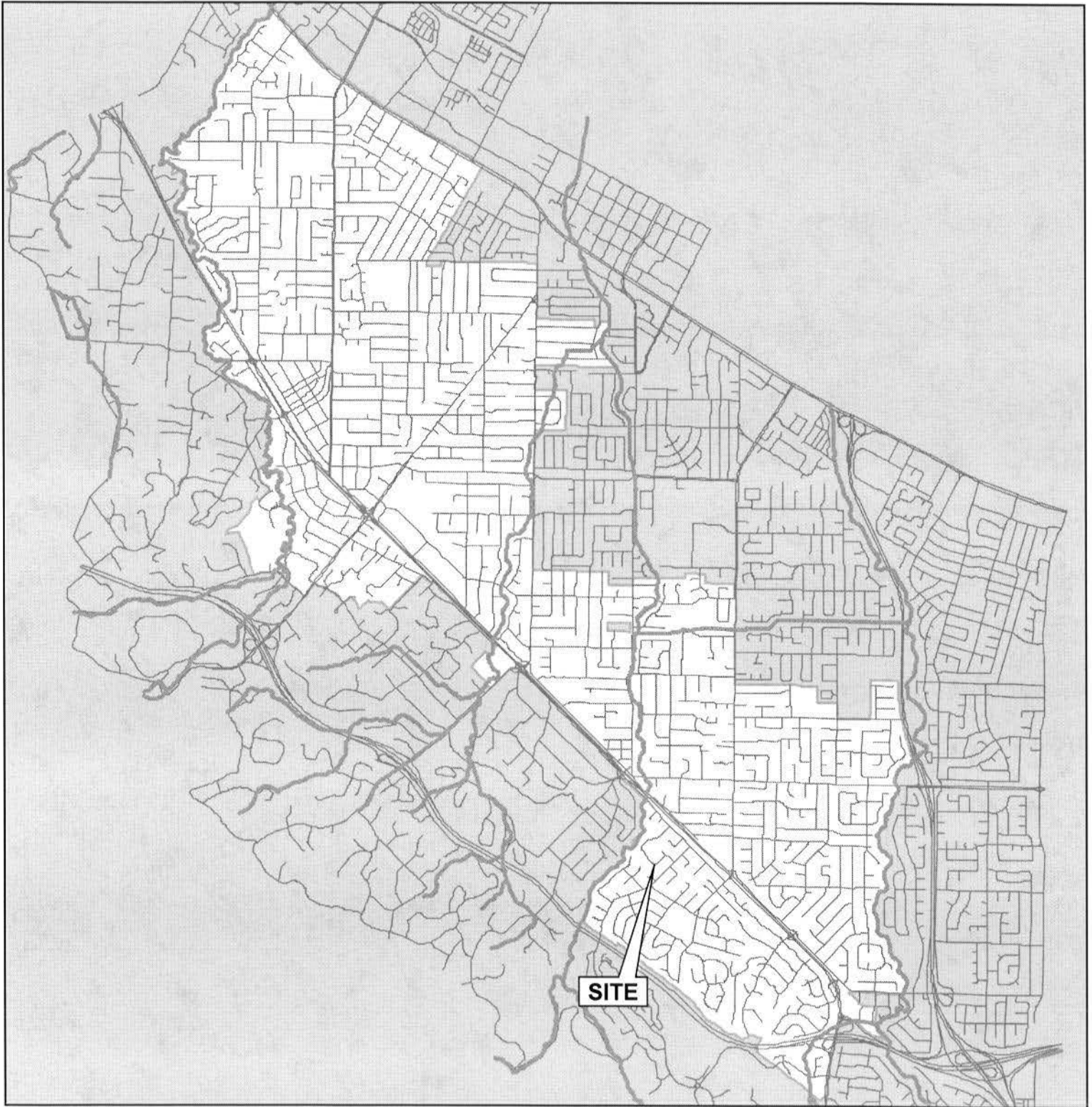
City/State/Zip Code: Los Altos, CA 94022

*\* 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)*

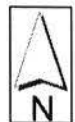


# AREA MAP



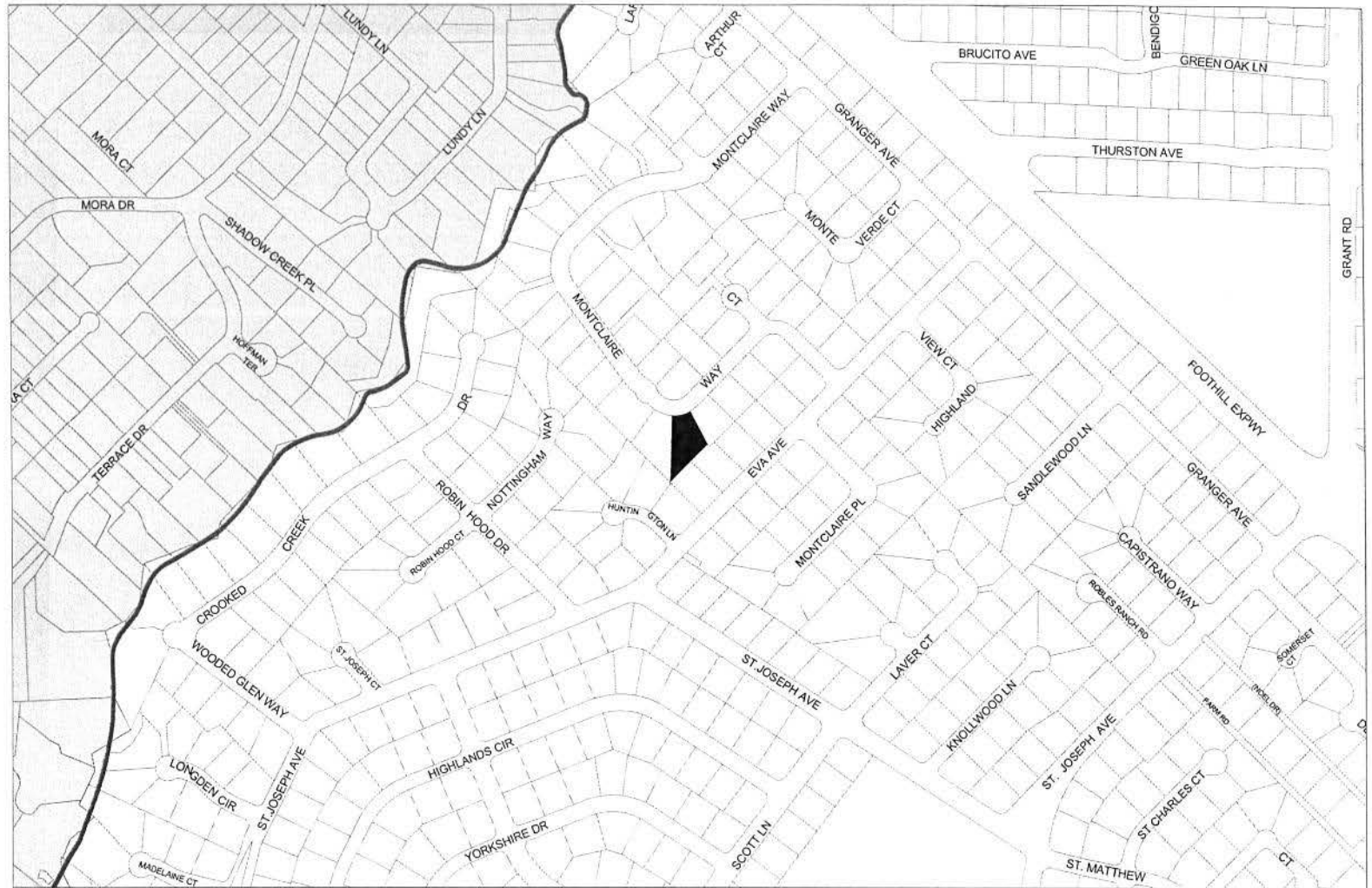
CITY OF LOS ALTOS

**APPLICATION:** 16-SC-37  
**APPLICANT:** L. and J. Smith  
**SITE ADDRESS:** 1360 Montclair Way

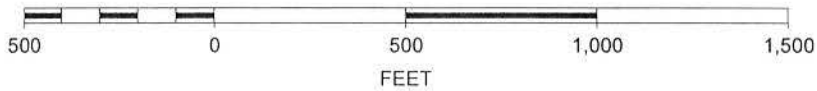


Not to Scale

# VICINITY MAP



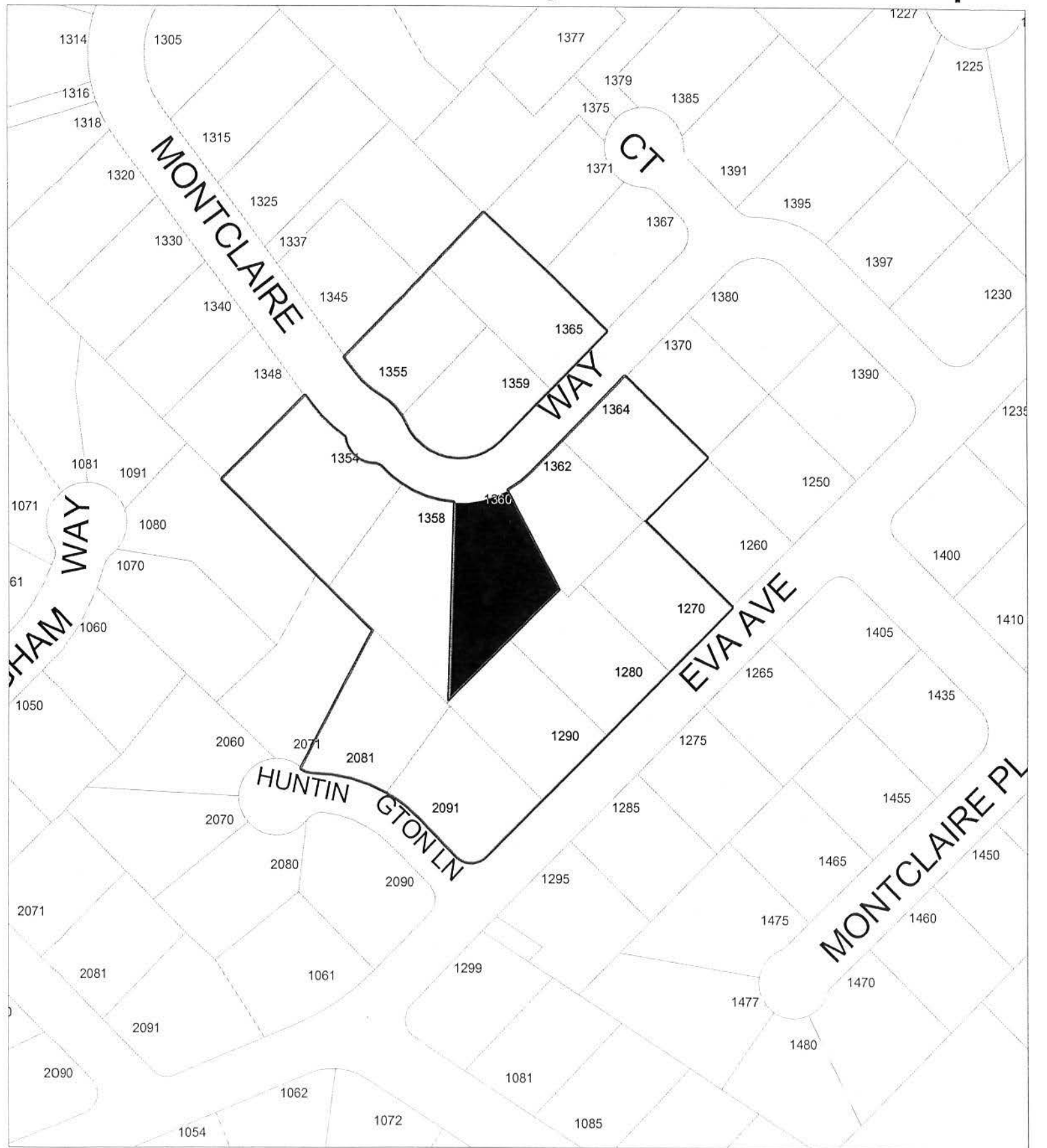
SCALE 1 : 6,000



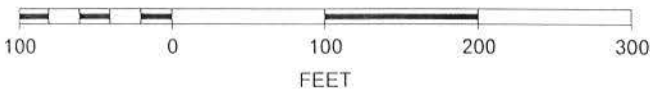
CITY OF LOS ALTOS

APPLICATION: 16-SC-37  
APPLICANT: L. and J. Smith  
SITE ADDRESS: 1360 Montclair Way

# 1360 Montclaure Way Notification Map



SCALE 1 : 1,500



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# ATTACHMENT C

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 1360 Montclair Way, Los Altos, CA

Scope of Project: Addition or Remodel X or New Home \_\_\_\_\_

Age of existing home if this project is to be an addition or remodel? 1957

Is the existing house listed on the City's Historic Resources Inventory? No

Address: 1360 Montclair Way  
Date: 09-27-16

### 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: 10,024 square feet  
Lot dimensions: Length 112 feet  
Width 89.5 feet

If your lot is significantly different than those in your neighborhood, then note its: area 14,810.4, length 110.28, 197.32, and width 160.61, 55.61.

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

Existing front setback if home is a remodel? 25'-3"  
What % of the front facing walls of the neighborhood homes are at the front setback 90 %  
Existing front setback for house on left 25' ft./on right 25' ft.  
Do the front setbacks of adjacent houses line up? Yes

#### 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 10  
Garage facing front recessed from front of house face 2  
Garage in back yard 1  
Garage facing the side 3  
Number of 1-car garages    ; 2-car garages 16; 3-car garages

Address: 1360 Montclair Way  
Date: 09-27-16

#### 4. Single or Two-Story Homes:

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

One-story 69Two-story 31

## 5. Roof heights and shapes:

Is the overall height of house ridgelines generally the same in your neighborhood\*? No

Are there mostly hip X, gable style X, or other style \_\_\_\_ roofs\*?

Do the roof forms appear simple x 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 Shingles

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: 1360 Montclair Way  
Date: 09-27-16

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)

Toward the street

Is your slope higher \_\_\_\_\_ lower \_\_\_\_\_ same X 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.)?

Many of the homes have landscaping to the street edge

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)?

There are many brick pathways and wood chip ground covered garden beds.

The unimproved public right-of-way is paved

10. **Width of Street:**

What is the width of the roadway paving on your street in feet? 56'

Is there a parking area on the street or in the shoulder area? No

Is the shoulder area (unimproved public right-of-way) paved, unpaved, gravel, landscaped, and/or defined with a curb/gutter? \_\_\_\_\_

The unimproved public right-of-way is paved

Address: 1360 Montclair Way  
Date: 09-27-16

**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.:

Asphalt Shingles, Hip & Gable Roofs and Front Landscaping

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**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: 1360 Montclair Way  
 Date: 09-27-16

### 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)
1380 Monclair Way	25'	25'	Front	Two	24'	Asphalt Shingles, Board & Batten, Brick	Simple
1370 Monclair Way	25'	25'	Front	One	16'	Asphalt Shingles, Board & Batten	Simple
1364 Monclair Way	25'	25'	Front	One	16'	Asphalt Shingles, Board & Batten	Simple
1362 Monclair Way	25'	25'	Front	One	16'	Asphalt Shingles, Clapboard	Simple
1358 Monclair Way	25'	40'	Side	One	16'	Asphalt Shingles, Board & Batten, Clapboard	Simple
1354 Monclair Way	20'	25'	Front	Two	24'	Asphalt Shingles, Clapboard, Brick	Simple
1355 Monclair Way	25'	25'	Front	One	16'	Asphalt Shingles, Clapboard, Brick	Simple
1359 Monclair Way	25'	25'	Front	Two	24'	Asphalt Shingles, Clapboard, Brick	Simple
1365 Monclair Way	25'	25'	Front	Two	23'	Asphalt Shingles, Clapboard, Stone Veneer	Simple
1367 Monclair Way	25'	25'	Front	One	18'	Asphalt Shingles, Stucco	Simple