



DATE: June 2, 2021
AGENDA ITEM # 4

TO: Design Review Commission
FROM: Sean K. Gallegos, Associate Planner
SUBJECT: SC21-0003 – 851 Manor Way

RECOMMENDATION:

Approve design review application SC21-0003 subject to the findings and conditions

PROJECT DESCRIPTION

This is a design review application for a new two-story house. The project includes 2,503 square feet on the first story and 1,231 square feet on the second story. The following table summarizes the project’s technical details:

GENERAL PLAN DESIGNATION: Single-family, Residential
ZONING: R1-10
PARCEL SIZE: 10,670 square feet
MATERIALS: Flat membrane and tesla photovoltaic roof, horizontal and stucco siding, aluminum clad wood windows with wood trim, metal fascia, wood soffits, and ledger stone veneer accents

	Existing	Proposed	Allowed/Required
LOT COVERAGE:	2,040 square feet	2,888 square feet	3,201 square feet
FLOOR AREA:			
First floor	2,040 square feet	2,503 square feet	
Second floor	-	1,231 square feet	
Total	2,040 square feet	3,733 square feet	3,735 square feet
SETBACKS:			
Front	25 feet	30 feet	25 feet
Rear	25 feet	25 feet	25 feet
Right side (1 st /2 nd)	10 feet/-	10.4 feet/ 17.1 feet	10 feet/17.5 feet
Left side (1 st /2 nd)	10 feet/-	10.5 feet/ 20.7 feet	10 feet/17.5 feet
HEIGHT:	16 feet	23.7 feet	27 feet

BACKGROUND

Neighborhood Context

The subject property is located in a Diverse Character Neighborhood as defined in the City's Residential Design Guidelines. Along Manor Way, there are primarily one- and two-story Ranch style houses that are similar in size, footprint, design characteristics, building scale, and rustic materials. The materials commonly seen include stucco, traditional and vertical wood siding, brick or stone veneer accents, and wood shake or composition shingle roofs. In the immediate neighborhood context along Clinton Road, the houses are a combination of low-scale Ranch style houses and larger-scale contemporary houses. Front yard setbacks appear to be roughly 25 feet from the property lines. Landscapes in the front are predominantly concrete driveways and varying amounts of grass lawns and mature deciduous and Evergreen street trees near the street edge.

DISCUSSION

Design Review

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

According to the Residential Design Guidelines, a house should be designed to fit the lot and should not result in a home that stands out in the neighborhood. The new residence uses an eclectic Contemporary inspired architectural design with flat roof elements at the first story and simple modern forms. The house is consistent with the identifying features of a modern style that include flat roofs, large windows, horizontal siding and stucco siding surfaces, metal fascia, wood soffits, and unornamented wall surfaces with no decorative detailing at the doors or windows. Cantilevered projections are also common with the roof, balconies, or second stories that jut dramatically over the wall below. Simple landscaping design and integration into the landscape are also elements of this design style.

The project is designed eclectically in a way to be compatible with the area, with such elements as the flat roof at the first story, hipped roof at the second story, and horizontally oriented first and second stories to mimic the massing of the immediate neighborhood context of lower scale houses. The new structure will have a 30-foot front yard setback, which is greater than the required 25-foot front yard setback. The design incorporates horizontal siding, which is considered a more rustic material, to help minimize the bulk of the more contemporary design. Overall, the project is utilizing high quality materials, such as a flat membrane roof and tesla photovoltaic roof, stucco and horizontal wood siding, aluminum clad wood windows with wood trim, metal fascia, wood soffits, and ledger stone veneer accents, which are integral to the design of the house. The project's exterior materials are provided in Attachment B.

The proposed project is sensitive to the scale of the neighborhood and incorporates similar heights found within the neighborhood context. The project has wall plate heights of nine feet on both levels and a low overall height of 23.7 feet. Along the front elevation, the design incorporates simple forms, large windows, and one-story elements on each side of the structure to break up the massing. The

second story is recessed back from the first floor and centered over the structure to diminish the perception of bulk when viewed from the street or adjacent properties along the sides. The massing of the second story is smaller than the first story with some portions of the second story following the vertical planes of first story along the portions of the front and left elevation. Overall, the two-story design is well proportioned and articulated to reduce the any perception of excessive bulk and mass, and it is an appropriate design within this Diverse Character Neighborhood context.

Privacy

On the left (west) side elevation of the second story, there are four new windows: a set of two small-sized windows in the master bedroom with a six-foot, two-inch sill height, a large- and medium-sized in the master bathroom with a four-foot, six-inch sill height, and a large window in bedroom No. 3 with a three-foot, two-inch sill height. Due to the four-foot six tall and six-foot, two-inch tall sill height of the windows of the master bedroom and master bathroom, the proposed windows do not create unreasonable privacy impacts. Bedroom No. 3 has a three-foot, two-inch sill height, the window may impact privacy due to its views towards the adjacent house or side yard area. To ensure that there are no additional privacy impacts, staff recommends Condition No. 4 to raise the sill of bedroom No. 3 to four-foot, six-inches. With the proposed windowsill heights, the proposed windows along the left elevation will not create unreasonable privacy impacts.

On the right (east) side elevation of the second story, there is one window in the laundry room with four-foot sill height five-foot sill heights. To ensure that there are no additional privacy impacts, staff recommends Condition No. 4 to raise the windowsill height to four-foot, six-inches. With the small window size and the four-foot, six-inch sill height for the windows, the proposed window would not create unreasonable privacy impacts.

Along the rear (north) second story elevation, there two windows and a sliding door: two windows are in the family room and breakfast room with a sixteen-foot sill height, and a two-panel sliding door is in the master bedroom, with a balcony off the bedroom. The balcony size complies with the four-foot maximum balcony depth recommended in the Residential Design Guidelines, and it is passive in nature due to its depth. A sight line cross-section study (Sheet P.8) shows the nearly 35.5-foot setback from the balcony to the rear property line, existing evergreen screening trees and trees, and two new camphor trees, along the rear property line provides screening to obscure sight lines and maintain a reasonable degree of privacy. In addition, the applicant proposes to retain the existing ten-foot tall evergreen hedges and trees along the left and right property lines, which will further reduce privacy impacts into adjacent properties. Due to the rear yard setback and existing and proposed evergreen screening, the rear sliding doors and balcony do not create any unreasonable privacy impacts.

Landscaping

There are eleven trees on the property, and the project proposes to remove two trees. A list of the four on-site trees greater than four inches in diameter is provided in the arborist report on attachment C. The trees being retained are the following: a coast live oak in the front yard, three anstocrat pear trees in the right side yard, and five mimosa trees in the rear yard. The two trees being removed are the following: a 27-inch coast live oak tree (No. 2) and an 18.9-inch yucca palm tree (No. 3). Tree No. 2 is being removed due to the tree being previously topped resulting in weekly attached limbs, which will contribute to the failure of existing tree limbs; and tree No. 3 is proposed due to more than 50 percent of the roots being impacted by the footprint of the structure, which will impact the health of

the tree. The eleven trees are shown. Therefore, staff is recommending removal of both trees due to being diseased. Due to the removal of the coast live oak tree, staff is recommending Condition No. 5 to replace the tree with a new coast live oak tree.

The landscape plan also includes a variety of other shrubs and groundcover type plants throughout the site. In addition to preserving many of the existing trees on the site, the project will be installing new landscaping and hardscape in the front yard. Since the project includes a new house and new landscaping area that exceeds 500 square feet, it is subject to the City's Water Efficient Landscape regulations. Overall, the existing and proposed landscaping meets the intent of the City's landscape regulations and street tree guidelines.

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 single-family dwelling in a residential zone.

Public Notification

A public meeting notice was posted on the property and mailed to 12 nearby property owners on Manor Way and Clinton Road. The Notification Map is included in Attachment D. The applicant has provided an outreach letter, and it is provided as Attachment E.

Correspondence

Staff received correspondence from one resident who raised concerns regarding privacy impacts from the second story widows and balcony. The correspondence is provided as Attachment F.

Cc: David and Susan Avny, Property Owners
Abbie Bourgan, Applicant
Buzz Bryan, Designer

Attachments:

- A. Neighborhood Compatibility Worksheet
- B. Materials Board
- C. Arborist Report
- D. Public Notification Map
- E. Public Outreach Letter
- F. Public Correspondence

FINDINGS

SC21-0003 – 851 Manor Way

With regard to design review for the new two-story house, the Design Review Commission finds the following in accordance with Section 14.76.060 of the Municipal Code that:

- a. The proposed addition complies with all provisions of this chapter;
- b. The height, elevations, and placement on the site of the proposed addition, 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 addition in relation to the immediate neighborhood will minimize the perception of excessive bulk;
- 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 addition has been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.

CONDITIONS

SC21-0003 – 851 Manor Way

GENERAL

1. Expiration

The Design Review Approval will expire on May 19, 2023 unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to Section 14.76.090 of the Zoning Code.

2. Approved Plans

The approval is based on the plans and materials received on April 5, 2021, 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 floor area of the structure.

3. Protected Trees

The existing trees and privacy screening shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director. Trees Nos. 2 and 3 shall be removed as part of this design review permit application.

4. Windowsill Height

The sill height of bedroom no. 3 along the west elevation and the laundry room on the east elevation shall be increased to a minimum of four-foot, six inches.

5. Coast Live Oak

A 15-gallon coast live oak tree shall be planted on the property.

6. Tree Removal Approved

The existing trees shown to be removed on plan Sheet A1.1 of the approved set of plans are hereby approved for removal. Tree removal shall not occur until a building permit is submitted and shall only occur after issuance of a demolition permit or building permit. Exceptions to this condition may be granted by the Community Development Director upon submitting written justification.

7. Landscaping

The project shall be subject to the City's Water Efficient Landscape Ordinance (WELo) pursuant to Chapter 12.36 of the Municipal Code if over 500 square feet or more of new landscape area, including irrigated planting areas, turf areas, and water features is proposed.

8. Underground Utility and Fire Sprinkler Requirements

Additions exceeding fifty (50) percent of the existing living area (existing square footage calculations shall not include existing basements) and/or additions of 750 square feet or more shall trigger the undergrounding of utilities and new fire sprinklers. Additional square footage calculations shall include existing removed exterior footings and foundations being replaced and rebuilt. Any new utility service drops are pursuant to Chapter 12.68 of the Municipal Code.

9. 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. The City may withhold final maps and/or permits, including temporary or final occupancy permits, for failure to pay all costs and expenses, including attorney's fees, incurred by the City in connection with the City's defense of its actions.

INCLUDED WITH THE BUILDING PERMIT SUBMITTAL

10. Conditions of Approval

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

11. Applicant Acknowledgement of Conditions of Approval

The applicant shall acknowledge receipt of the final conditions of approval and put in a letter format acceptance of said conditions. This letter will be submitted during the first building permit submittal.

12. 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."

13. Reach Codes

Building Permit Applications submitted on or after January 26, 2021 shall comply with specific amendments to the 2019 California Green Building Standards for Electric Vehicle Infrastructure and the 2019 California Energy Code as provided in Ordinances Nos. 2020-470A, 2020-470B, 2020-470C, and 2020-471 which amended Chapter 12.22 Energy Code and Chapter 12.26 California Green Building Standards Code of the Los Altos Municipal Code. The building design plans shall comply with the standards and the applicant shall submit supplemental application materials as required by the Building Division to demonstrate compliance.

14. California Water Service Upgrades

You are responsible for contacting and coordinating with the California Water Service Company any water service improvements including but not limited to relocation of water meters, increasing water meter sizing or the installation of fire hydrants. The City recommends consulting with California Water Service Company as early as possible to avoid construction or inspection delays.

15. Green Building Standards

Provide verification that the house will comply with the California Green Building Standards pursuant to Chapter 12.26 of the Municipal Code and provide a signature from the project's Qualified Green Building Professional Designer/Architect and property owner.

16. Underground Utility Location

Show the location of underground utilities pursuant to Chapter 12.68 of the Municipal Code. Underground utility trenches shall avoid the driplines of all protected trees unless approved by the project arborist and the Planning Division.

17. Air Conditioner Sound Rating

Show the location of any air conditioning unit(s) on the site plan including the model number of the unit(s) and nominal size of the unit. Provide the manufacturer's specifications showing the sound rating for each unit. The air conditioning units must be located to comply with the City's

Noise Control Ordinance (Chapter 6.16) and in compliance with the Planning Division setback provisions. The units shall be screened from view of the street.

18. 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

19. Tree Protection

Tree protection fencing shall be installed around the driplines, or as required by the project arborist, of the existing trees as shown on the site plan and landscaping 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.

20. School Fee Payment

In accordance with Section 65995 of the California Government Code, and as authorized under Section 17620 of the Education Code, the property owner shall pay the established school fee for each school district the property is located in and provide receipts to the Building Division. The City of Los Altos shall provide the property owner the resulting increase in assessable space on a form approved by the school district. Payments shall be made directly to the school districts.

PRIOR TO FINAL INSPECTION

21. Landscaping Installation and Verification

Provide a landscape Certificate of Completion, signed by the project's landscape professional and property owner, verifying that the trees, landscaping and irrigation were installed per the approved landscape documentation package.

22. Landscape Privacy Screening

The landscape intended to provide privacy screening shall be inspected by the Planning Division and shall be supplemented by additional screening material as required to adequately mitigate potential privacy impacts to surrounding properties.

23. Green Building Verification

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

City of Los Altos

Planning Division

(650) 947-2750

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 1st 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 851 MANOR WAY
 Scope of Project: Addition or Remodel or New Home NEW
 Age of existing home if this project is to be an addition or remodel? N/A
 Is the existing house listed on the City's Historic Resources Inventory? NO

Address: 851 MANOR WAY
Date: 12-24-2020

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: 15,200 square feet
Lot dimensions: Length 120 feet
Width 80 feet

If your lot is significantly different than those in your neighborhood, then note its: area 10,670, length 110', and width 97'.

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

Existing front setback if home is a remodel? NEW
What % of the front facing walls of the neighborhood homes are at the front setback 80%
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 3
Garage facing front recessed from front of house face 3
Garage in back yard 5
Garage facing the side 6
Number of 1-car garages 16; 2-car garages 16; 3-car garages

Address: 851 MANOR WAY
Date: 12-24-2020

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

What % of the homes in your neighborhood* are:

One-story 50 %

Two-story 60 %

5. **Roof heights and shapes:**

Is the overall height of house ridgelines generally the same in your neighborhood*? YES

Are there mostly hip YES, gable style YES, or other style roofs*?

Do the roof forms appear simple or complex YES?

Do the houses share generally the same eave height _____?

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?

_____ If no consistency then explain: MIX OF SPANISH S TILE, ASPHALT COMPOSITION, WOOD SHAKE, CONCRETE TILE

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: 851 MANOR WAY
Date: 12-24-2020

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)

DRAINAGE SLOPE TO STREET FRONTAGE

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? NO

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.)?
NO

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

REAR - SCREEN PLANTING OF TREES + DENSE TALL HEDGE
FRONT - OPEN TO STREET

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)?

FRONTAGE & DRIVEWAY APPROACH TYPICAL. ASPHALT
CONC. PAVED STREET. NO CURB & GUTTERS

10. **Width of Street:**

What is the width of the roadway paving on your street in feet? 22 - 25'

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?

MOSTLY UNPAVED - GRAVEL SOME A.C. PAVED

Address: 851 MANOR WAY
Date: 12-24-2020

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.:

~~'60'S + '70'S ONE / TWO STORY CAL. RANCH STUCCO BUILDINGS MOSTLY SAME SETBACKS, GABLE & HIP ROOFS. AREA IN TRANSITION~~

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

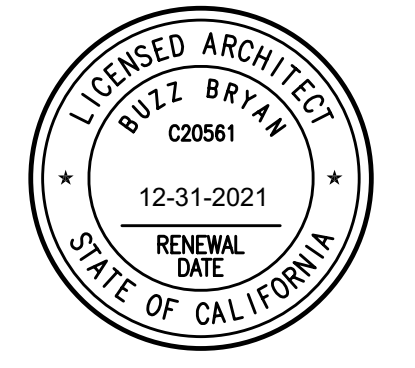
851 MANOR WAY
12-24-2020

Address	Front setback	Rear setback	Garage location	One or two stories	Height	Materials	Architecture (simple or complex)
802 MANOR WY	25'	20'	FRONT	1	16'	WD. SHINGLE	SIMPLE
810-20 MANOR WY	37	25'	SIDE	1	16'	MASONRY BLK. UNITS	SIMPLE
827 MANOR WY	25'	100	SIDE	1	16'	STUCCO WD. ROOF	SIMPLE
836 MANOR WY	55'	65'	REAR	1	15'	STUCCO A.C.ROOF	SIMPLE
847 MANOR WY	25'	105'	REAR	2	27'	STUCCO WD. ROOF	SIMPLE
851 MANOR WY	25'	25'	FRONT	2	27'	STUCCO P.V. ROOF	SIMPLE
857 MANOR WY	28'	25'	SIDE	1	16'	STUCCO	SIMPLE
862 MANOR WY	32'	93'	SIDE	2	27'	WD. SHINGLE	CRAFTSMAN
871 MANOR WY	120'	20'	FRONT	2	27'	STUCCO A.C.ROOF	SIMPLE
872 MANOR WY	32'	80'	SIDE	1	16'	CEMENT SHINGLE	SIMPLE
883 MANOR WY	25	25'	FRONT	2	27'	STUCCO	SIMPLE
899 MANOR WY	25	20'	SIDE	2	25'	STUCCO A.C.ROOF	SIMPLE
846 CLINTON RD	25	37	FRONT	2	27'	STUCCO A.C.ROOF	COMPLEX
860 CLINTON RD	25	25'	FRONT	1	16'	WD. LAP A.C. ROOF	SIMPLE
872 CLINTON RD	25	35'	FRONT	2	27'	STUCCO SPANISH TILE	SIMPLE

851 MANOR WAY RESIDENCE

851 MANOR WAY
LOS ALTOS, CA

PROGRESS PLAN



BUZZ BRYAN, ARCHITECT C20561

REVISIONS

NO.	DESCRIPTION	DATE

SCALE AS NOTED

1" ACTUAL
IF THE ABOVE DIMENSION DOES NOT MEASURE ONE INCH (1") EXACTLY, THIS DRAWING WILL HAVE BEEN ENLARGED OR REDUCED, AFFECTING ALL LABELED SCALES.

DRAWN BY: DATE: 2/12/2021

CHKD BY: JOB NO:

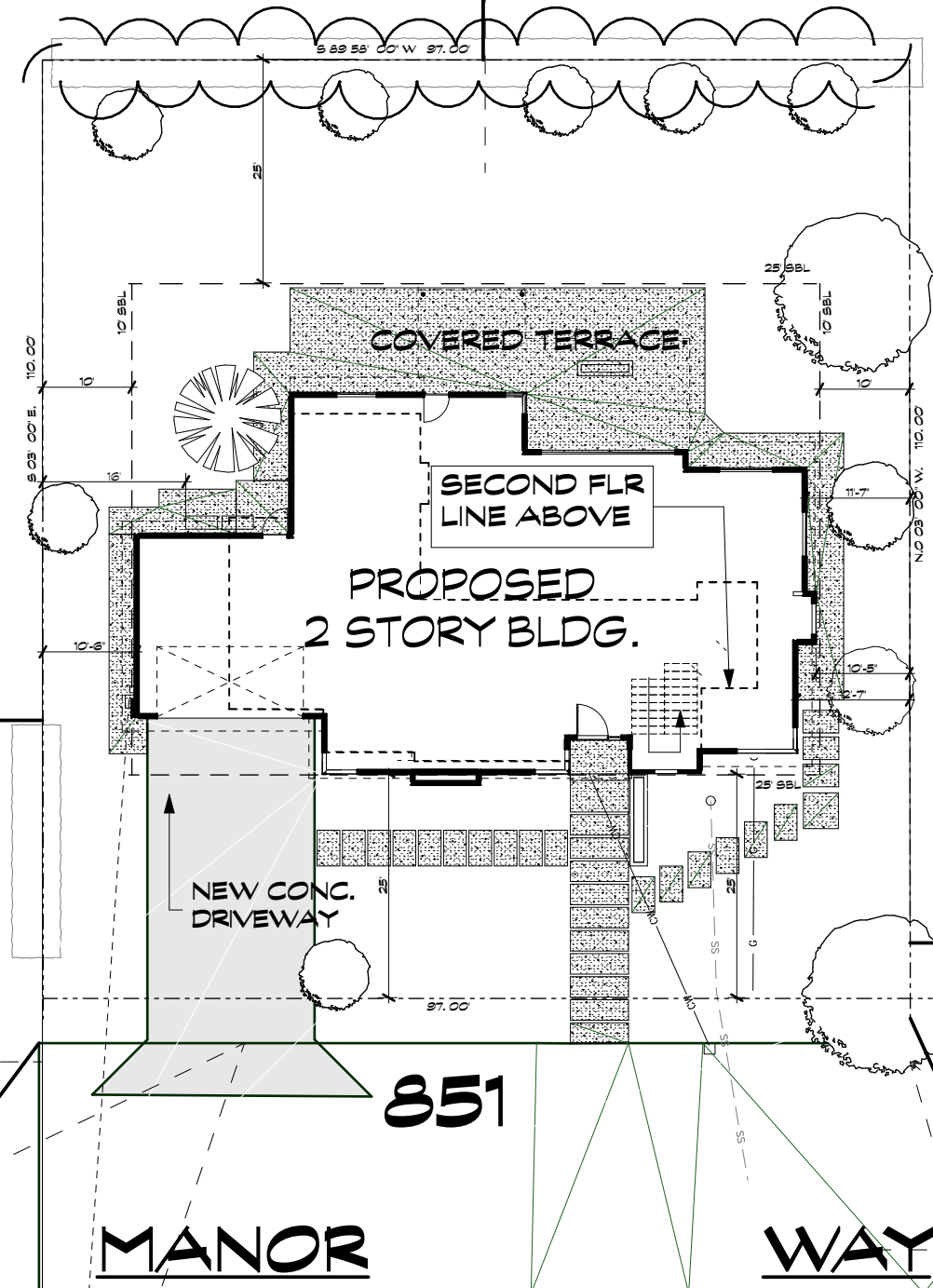
COMPATIBILITY

NC.1

SHEET NO.



ADJACENT REAR PROPERTY



827

847

851

871

883

MANOR WAY

N

1 SITE PLAN

1" = 20'

0 10' 20' 40'

802

810/820

836

862

872



Mayne Tree Expert Company, Inc.

ESTABLISHED 1931

STATE CONTRACTOR'S LICENSE NO. 276793

CERTIFIED FORESTER • CERTIFIED ARBORISTS • PEST CONTROL • ADVISORS AND OPERATORS

RICHARD L. HUNTINGTON
PRESIDENT

JEROMEY INGALLS
CONSULTANT/ESTIMATOR

March 30, 2021

535 BRAGATO ROAD, STE. A
SAN CARLOS, CA 94070-6311

TELEPHONE: (650) 593-4400

FACSIMILE: (650) 593-4443

EMAIL: info@maynetree.com

Mr. Abbie Bourgan
GreenTek Homes
25875 Estacada Wy.
Los Altos Hills, CA 94022

Dear Mr. Bourgan,

RE: PLAN REVIEW FOR 851 MANOR WAY, LOS ALTOS

At your request, on March 26-2021, I reviewed the proposed construction plans (dated 02-12-2021) designed for the above mentioned address. The purpose of my review of the plans is to determine if the proposed construction would impact any of the trees on the site and if so, how to mitigate the impact and protect the trees during the construction process.

Limitations of this Letter

The following tree protection plan is based on my interpretation of the plans that were provided to me. I accept no responsibility for any misinterpreted portions of the construction project or if the provided plans for the project were changed without my knowledge after I received a copy.

The following letter is not a contract to become the site arborist or for any future inspections that might be needed. A separate contract would need to be established to perform the role of site arborist for this project.

Plan Review

Upon my review of the proposed plans I determined the existing single story home will be demolished and a new two story home, a new driveway, and surrounding hardscape will be constructed on the property. I believe this construction will impact trees #2 and #3. Trees #1 and #4 will not be impacted by the proposed construction.

Tree #2 is located on the left side of the home. The base straddles the property line and the roots of this tree are affecting both the client's property and the neighboring property. The roots are lifting the concrete near the client's home and the upper canopy has been severely topped causing a tremendous amount of poorly attached sprouts to form out of the trunk. As these sprouts become larger they become heavier.

This problem is addressed in the book *Arboriculture: Integrated Management of Landscape Trees, Shrubs, and Vines* (Harris p. 410): "Heading, unfortunately, is often used by well-intentioned but will-informed people to reduce tree size. In such pruning, main branches are cut to stubs with little regard for their location. Regrowth from below the cuts is dense, vigorous, and upright. New shoots form a compact head, cast dense shade, and are weakly attached to the older branches... Branches from such regrowth are weakly attached, particularly if the heading cuts are large, and can be hazardous throughout their life.

Another problem associated with topping cuts is the potential for decay to start at the cut site. "Topping cuts, like codominant stem cuts, will always have infections because there are no natural protection zones at the bases of the stems." (Shigo p. 467).

With the increase in weight of these poorly attached sprouts and the increase in decay from the previous topping cuts the likelihood of failure dramatically increases. The location of this tree is directly over two properties where pedestrians walk routinely thus, increasing the potential for injury of damage to the nearby homes.

Because of these reasons I strongly recommend removing this tree during the demolition phase of this project.

If this tree remains, there is a significant liability question as this tree; has been identified as having very poor form with weakly attached limbs, affects two separate homes, is located in a high traffic area affecting multiple individuals, and ownership of this tree is in question. A determination of who is willing to accept responsibility for this tree that has very poor form and weakly attached limbs will need to be made.

If it is determined this tree should remain, against my expert opinion for the reasons stated above, approximately 50% of its root zone will be impacted, removal of existing concrete and installation of the new walkway on the left side of the home. During the demolition process I strongly recommend minimizing use of heavy equipment to remove debris after concrete is broken up. Hand loading broken concrete into a bucket of a bobcat or loader will reduce overall impact to the roots during demolition process.

When work is being completed within the dripline of any protected tree it is important to minimize disturbance to the roots of the tree. Therefore, any excavations within the dripline of any protected tree should be accomplished by hand digging or use of compressed air tools. All roots less than 2 inches in diameter that need to be removed and are exposed during any excavation should be cut cleanly with hand pruners or loppers back to the wall of excavation nearest to the tree.

Any roots found that are larger than 2 inches in diameter should be left uncut and intact; the site arborist shall be contacted immediately. The roots in this area should be left untouched until the site arborist can identify, inspect, document, and make a final decision as to the root's fate.

Trenches should be filled as soon as possible to minimize drying out of any exposed roots of the protected trees. If any trenches are to be left open for longer than 24 hours, then the wall of excavation that is closest to the protected trees shall be lined with 3 to 4 layers of burlap. These burlap layers shall be kept moist throughout the duration of the trench being open.

Tree Protection fencing shall be installed after removal of the existing concrete to protect as much of the root zone of this tree as possible. I have drawn in on the provided site plan the approximate location of this tree protection fencing.

Tree #3 is located at the left rear corner of the home. The demolition of the existing home and installation of the new home with new hardscape will affect roughly 50% of this trees root zone. Care should be taken during demolition and construction portions of this project. When work is being completed within the dripline of any protected tree it is important to minimize disturbance to the roots of the tree. Therefore, any excavations within the dripline of any protected tree should be accomplished by hand digging or use of compressed air tools. All roots less than 2 inches in diameter that are exposed during any excavation should be cut cleanly with hand pruners or loppers back to the wall of excavation nearest to the tree.

Any roots found that are larger than 2 inches in diameter should be left uncut and intact; the site arborist shall be contacted immediately. The roots in this area should be left untouched until the site arborist can identify, inspect, document, and make a final decision as to the root's fate.

Trenches should be filled as soon as possible to minimize the drying out of any exposed roots of the protected trees. If any trenches are to be left open for longer than 24 hours, then the wall of excavation that is closest to the protected trees shall be lined with 3 to 4 layers of burlap. These burlap layers shall be kept moist throughout the duration of the trench being open. I have drawn in on the provided site plan the approximate location the of the tree protection fencing needed for this tree.

With the proper installation of the required tree protection fencing no other trees shall be affected by demolition or construction phases of this proposed project.

Please Note: I strongly recommend removal of tree #2 during the demolition phase of the project. The removal of this tree will eliminate hazard that is present and the increased risk of failure in the future were this tree to remain.

I believe this report is accurate and based on sound arboricultural principles and practices. If I can be of further assistance, please contact me at my office.

TREE PROTECTION SPECIFICATIONS

1. Establish a perimeter around the protected trees that follows the trees' driplines as closely as possible. This perimeter should consist of 6-foot tall chain link fencing supported by 1.5- to 2-inch diameter metal pipes. These support pipes shall be no more than 10 feet apart. This enclosed area is the Tree Protection Zone (TPZ) and should be off limits to workers, construction debris, and construction activities.
2. Temporary movable barriers, such as chain link fencing panels that are supported by cement blocks, can be used in place of fixed fencing in certain situations. Permission to use such panels will need to be discussed with the project arborist prior to installation. Once the location of these panels is established, they should not be moved closer to the tree without the consent of the Project Arborist or City Arborist.
3. To protect the health, structural integrity, and vigor of the protected trees and their roots,

DO NOT:

- a. Allow runoff or spillage of damaging materials into the area below any tree canopy.
 - b. Store materials, stockpile soil, or park or drive vehicles within the TPZ.
 - c. Cut, break, skin, or bruise roots, branches, or trunks without first obtaining authorization from the City Arborist.
 - d. Allow fires under and adjacent to trees.
 - e. Discharge exhaust into foliage.
 - f. Secure cable, chain, or rope to trees or shrubs.
 - g. Trench, dig, or otherwise excavate within the dripline or TPZ of the trees without first obtaining authorization from the City Arborist.
 - h. Apply soil sterilants under pavement near existing trees.
4. When work is being completed within the dripline of any protected tree it is important to minimize disturbance to the roots of the tree. Therefore, any excavations within the dripline of any protected tree should be accomplished by hand digging or use of compressed air tools.
 5. All roots less than 2 inches in diameter that are exposed during any excavation should be cut cleanly with hand pruners or loppers back to the wall of excavation nearest to the tree. Any roots found that are larger than 2 inches in diameter should be left uncut and intact; the site arborist shall be contacted immediately. The roots in this area should be left untouched until the site arborist can identify, inspect, document, and make a final decision as to the root's fate.
 6. Trenches should be filled as soon as possible to minimize the drying out of any exposed roots of the protected trees. If any trenches are to be left open for longer than 24 hours, then the wall of excavation that is closest to the protected trees shall be lined with 3 to 4 layers of burlap. These burlap layers shall be kept moist throughout the duration of the trench being open.
 7. When possible, any pipes or utility lines shall be kept outside the dripline of the protected trees or at least 10 times the trunk diameter of the protected trees. Tunneling or directional boring under the trees is an option, but should take place at least three feet below the surface of the ground.
 8. Any damage due to construction activities shall be reported to the Project Arborist or City Arborist within six hours so that remedial action can be taken.

9. An ISA Certified Arborist or ASCA Registered Consulting Arborist may be required by the City to be retained as the Project Arborist to monitor the tree protection specifications. Should the builder fail to follow the tree protection specifications, it shall be the responsibility of the Project Arborist to report the matter to the City Arborist.
10. Violation of any of the above provisions may result in sanctions or other disciplinary action.

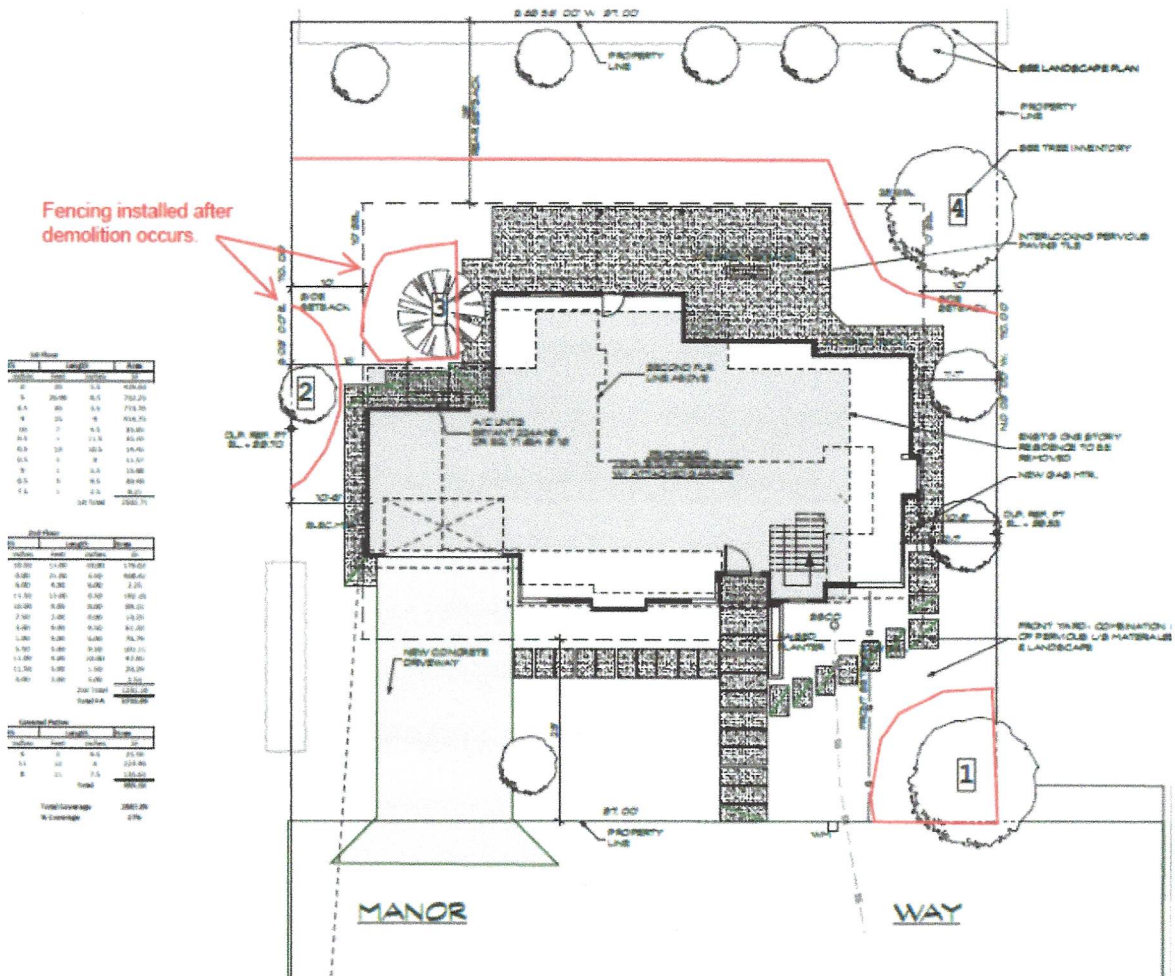
Sincerely,



Jeromey A. Ingalls
Certified Arborist WE #7076A

JAI:lg



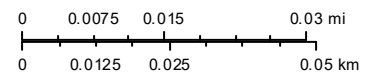









Notification Map



Print Date: March 3, 2021

1:1,285



-  Schools
-  Park and Recreation Areas
-  City Limit
-  Road Names
-  Waterways
-  Situs Label
-  TaxParcel

The information on this map was derived from the City of Los Altos' GIS. The City of Los Altos does not guarantee data provided is free of errors, omissions, or the positional accuracy, and it should be verified.

NEIGHBORHOOD OUTREACH

851 Manor Way

Dear Mr. Gallegos,

As part of the neighborhood outreach, I send Certified Mail letters to all houses shown on the Context Map of page CM.1 on 5/4/2021. Receipts are attached. As of 5/25/2021, three neighbors contacted me for additional information and/or comments, as follows:

847 Manor Way – adjacent neighbor to the west: Spoke to the property owner Mr. Laureston McClellan about our development plans as well as our plans to remove Tree #2 straddling the shared property line. He was supportive of our proposed building plans, as well as the removal of Tree #2.

857 Manor Way – adjacent neighbor at the rear (north): Exchanged emails with the property owner Raju Joshi. I sent a link to the plans on the Planning website and answered questions about timeline of the project and the possible impact of new underground utility installations on Manor Way. I explained that there may be a temporary partial lane closure, but not a full road closure. I have not received additional comments or concerns.

846 Clinton Road – neighbor located at the rear of 857 Manor. Exchanged emails with Julia Kim. Ms. Kim expressed concerns about a possible clear line of sight between our respective master bedrooms. I explained that we are proposing 4 large evergreen trees (12' tall at planting) in our backyard. I agreed to plant one or two of those trees in the line of sight between the bedrooms. I also offered to plant the trees at the start of construction in order to give them additional growth time prior to occupancy. I have not received additional comments or concerns.

Sincerely,

Abbie Bourgan

Applicant/Property Owner

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\$	

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849 Monar Way

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7202 0350 0001 0986 2053
ES02 9960 T000 05E0 T202

ATTACHMENT F

From: [Julie Kim](#)
To: [Sean Gallegos](#)
Subject: 851 Manor Way
Date: Monday, May 24, 2021 9:48:14 PM

Dear Mr. Gallegos,

Thank you for the notification about the property build at 851 Manor Way. I am the owner of 846 Clinton Road which is behind the property. I reviewed the plans and I have a concern about privacy. With the addition of the second story and the back balcony, the new house will look directly into our 2nd story master bedroom and bathroom. Our house was built with the goal of maintaining the privacy of our fence neighbors through strategic landscaping and a large oak tree. The location of the new house will be too high to be covered by our privacy landscaping. The new owners will be able to see directly into our bathroom and master, and we will have visibility into their living space as well. I am not sure what can be done to mitigate this concern.

Thank you,
Julie Kim
846 Clinton Road