



DATE: February 16, 2022

AGENDA ITEM #4

TO: Design Review Commission
FROM: Steve Golden, Interim Planning Services Manager
SUBJECT: SC21-0014 – 283 Sunkist Ln

RECOMMENDATION:

Approve design review application SC21-0014 subject to the listed findings and conditions

PROJECT DESCRIPTION

This is a design review application for a new two-story residence. The project includes a new 4,030 square foot two-story single family residence with 2,259 square feet on the first story and 1,771 square feet on the second story. A 796 square-foot attached accessory dwelling unit (ADU) at the first story is also proposed. This project is recommended to be considered categorically exempt from further environmental review under Section 15303 of the California Environmental Quality Act since it involves the construction of one single-family residence in an area zoned residential uses. The following table summarizes the project's technical details:

GENERAL PLAN DESIGNATION: Single-Family, Medium Lot
ZONING: R1-10
PARCEL SIZE: 13,037 square feet
MATERIALS: Standing metal seam roof; stucco and horizontal wood exterior siding; stone veneer columns; metal garage door; and aluminum clad windows

	Existing	Proposed	Allowed/Required
COVERAGE:	2,628 square feet	2,681 square feet	3,911 square feet
FLOOR AREA:	2,628 square feet	4,030 square feet	4,054 square feet
SETBACKS:			
Front	29.75 feet	26.6 feet	25 feet
Rear	15.4 feet	36.4 feet	25 feet
Right side(1 st /2 nd)	25.75 feet	23.5 feet/33.9 feet	10 feet/17.5 feet
Left side (1 st /2 nd)	9.9 feet	10 feet/29 feet	10 feet/17.5 feet
HEIGHT:	14 feet	26.33 feet	27 feet

BACKGROUND

Neighborhood Context

The subject property is located on the east side of Sunkist Lane north of Almond Avenue. The neighborhood is best defined as a Consistent Character Neighborhood, according to the City's Residential Design Guidelines. Most of the residences on Sunkist Lane are single-story residences having low scale horizontal roof eaves and gable or hipped roofs. The lots are similar in size and the residences have consistent front yard setbacks with attached garages facing the street. That being said, the majority of the immediate residences on the east side of Sunkist Lane have retained their original Ranch Style characteristics and aesthetics, while many of the residences on the west side of Sunkist Lane have had extensive exterior modifications or have been rebuilt and many have taller front facing gables and more formal designs. The properties directly to the rear of the subject site on North Avalon Drive share these similarities.

There is not a uniform street tree, but most of the properties have medium to large trees or several smaller trees in the front yard. Diverse mature front yard landscaping is present at most of the properties along Sunkist Lane.

DISCUSSION

Design Review

According to the Design Guidelines, in Consistent Character Neighborhoods, good neighbor design has design elements, material, and scale found within the neighborhood and sizes that are not significantly larger than other homes in the neighborhood. The emphasis should be on designs that "fit in" and lessen abrupt changes.

The applicant proposes to demolish the existing 2,628 square foot one-story residence with an attached garage and replace it with a two-story residence with an attached garage and an attached ADU at the first story. A new driveway is proposed along the north (left) front yard area. The existing driveway is shown to remain, however, staff recommends that the driveway be removed and landscaping planted in that area. The Engineering Division will review the plans during the building permit process and will apply the Street Shoulder Policy accordingly for the portion of the driveway that is in the public right-of-way. All of the proposed setbacks meet or exceed the required setbacks for the R1-10 zoning district and similar to the setbacks of the existing residence, with slight reductions of approximately two feet at the right side and three feet in the front as compared to the existing residence. Please refer to the table above for more specific setbacks proposed and as required pursuant to the R1-10 Zoning District Standards.

The proposed residence has more contemporary design characteristics than the existing house. The roof structure is designed as low scale 3:12 pitch. The massing of the second story is generally balanced over the first story. The front elevation has articulated building forms on the second story with portions of the second story recessed further back from the first story façade, but the first story has a more uniform wall plane appearance with a recessed front entry under a covered porch. The horizontal eave line along the front breaks up the first and second story massing and reduces the bulk appearance. Variation of exterior siding material at the first story including

stucco, wood lap siding, and stone veneer columns break up the horizontal planes into smaller forms. That being said, the current proposed design was the result of extensive design modifications to address the previous design of the front façade. Staff expressed concern regarding the exterior view of the stairway in the front to the right of the front entry that could have been perceived as a two-story wall element, with a more vertical appearance and excessive bulk, which is not supported in the Residential Design Guidelines and resulted in the structure appearing more inconsistent with the lower scale, one-story residences in the immediate neighborhood. Staff notes that the design of left side portion of the front elevation could be improved upon. The garage roof structure doesn't visually integrate well with the surrounding roof and wall structures, may be difficult to construct, and may have functional challenges with waterproofing and properly draining water from the roof.

The overall height of the structure is 26.33 feet which conforms to the maximum height of 27 feet in the R1-10 zoning district. The wall plate heights along most of the front, side, and rear exterior walls are shown on the elevation plans to be 9.5 feet at the first story, except for a lower plate height for the garage and an 11-foot wall plate height along the left rear side of the structure at the family room. This proposed design was also the result of staff direction to reduce the wall plate heights which were designed to be taller. Staff recommends further reduction to the 11-foot wall plate height at the family room area to be more consistent with the scale of the rest of the structure and for better architectural integration. The wall plate height at the exterior walls on the second story is shown to be nine feet. Staff also recommends a condition of approval that the building permit plans accurately show the wall plate heights as it relates to the absolute dimension discussed above since some of the walls are depicted incorrectly on the plans (see Condition #2).

The Project is utilizing high quality materials such as the standing metal seam roof, stucco and horizontal wood exterior siding, stone veneer columns, metal garage door, and aluminum clad windows. The project's materials board is included in Sheet A8.001 in Attachment F. A portion of the roof is also noted to have a Tesla "Solar Roof". Based on the materials board (Sheet A8.001) and staff research, this type of roof has a more tiled appearance; therefore, consistent with the Design Review Guidelines which suggest uniform roofing materials, the Commission may consider whether an alternative roofing material such as composition shingle, slate/concrete tile or other material would be more compatible with the Tesla Solar Roof appearance.

Overall, the project appears to be an appropriate design within this Consistent Character Neighborhood with the incorporation of a condition to reduce the wall plate height at the family room area to maintain an appropriate relationship within itself, to reduce abrupt changes, and for better architectural integration that is more conforming to the Residential Design Guidelines and Design Review findings.

Privacy

As discussed above, the proposed side yard setbacks meet or exceed the minimum required and can be found in the table above. The proposed right side second story elevation includes four smaller windows with six-foot windowsill heights and two windows shown with four-foot windowsill heights. However, one of these windows is within the stairway landing area and should

have a higher windowsill height than four feet. The other window is in a bedroom area, but setback approximately 68.5 feet from the right side and 37 feet from the rear property lines. The proposed left side second story elevation includes two windows with a six-foot windowsill height and one window with a four-foot windowsill height, but oriented more in the front and approximately 54 feet from the left side property line. In general, the Design Review Commission has previously considered 4.5-foot windowsill heights acceptable in eliminating direct views into neighboring properties.

The new residence also proposes a second-story balcony at the rear. The balcony is designed to be 4.1 feet in depth that respects the Residential Design Guideline recommendation for no more than a four-foot deep balcony for more passive use. Direct views to the left and right from the balcony are screened by the wall structures since the balcony is recessed. The setback from the balcony to the rear property line is approximately 42 feet or 17 feet in excess of the required setback.

Given the taller windowsill heights and increased setbacks of the windows and for the balcony the increased rear yard setback, passive use, and minimized direct views created by the recessed design, perceived privacy impacts resulting from second story windows and the balcony to neighboring properties are minimized. Furthermore, evergreen landscape screening is proposed along the side and rear property lines, further discussed below, that will provide further screening of direct views into the abutting properties.

Landscaping and Trees

The existing property and area abutting the left side property line has a total of six larger mature trees that have been detailed in an arborist report submitted by the applicant (Attachment B). The report contains the tree types, sizes and condition of the trees. Of the six trees, two trees in the front yard are proposed to be removed which are protected trees because they are over 48 inches in circumference. The arborist notes that the trees were topped for utilities and are not appropriate trees to be located under utility lines. The remaining trees, which includes three other protected trees will be required to be protected throughout the construction process per a standard condition of approval. The landscaping plan includes a Victorian Box tree in the rear yard and a Chinese pistache in the front yard as replacement trees. The landscape plan also proposes Hybrid laurels and Fern Pine (*Podocarpus*) along the side and rear property lines which are evergreen species that provide privacy screening. Other groundcover planting is proposed. Staff recommends as a condition of approval to remove the existing driveway along the right front yard area and install plant material consistent with or similar to other portions of the front yard. The new or rebuilt landscaping would need to satisfy the Water Efficient Landscape Ordinance requirements since it exceeds the 500 square-foot landscaping threshold for new residences.

ENVIRONMENTAL REVIEW

This project should be considered categorically exempt from environmental review under Section 15303 of the California Environmental Quality Act because it involves the construction of one single-family residence on an existing lot in an area zoned for residential uses.

PUBLIC NOTIFICATION AND CORRESPONDENCE

A public meeting notice was posted on the property and mailed to 12 property owners in the immediate vicinity on Sunkist Lane and North Avalon Drive. The applicant also posted the public notice sign (24" x 36") in conformance with the Planning Division posting requirements (Attachment C).

The applicant reached out to 12 of their surrounding neighbors to communicate their proposed design plans and address any concerns neighbors might have. Since the design plan went through a couple iterations, there was follow-up communication by some of the neighbors. The applicant has provided staff a summary of the responses and correspondence included in Attachment D. Any direct public correspondence received by city staff is included as Attachment E.

Cc: Burhan Baba, Livio, Applicant
Brian Kim, Property Owner

Attachments:

- A. Public Notification Map
- B. Arborist Report
- C. Public Notice Billboard Sign
- D. Applicant Submitted Correspondence with Neighbors
- E. Public Correspondence Received by City
- F. Design Plans

FINDINGS

SC21-0014 – 283 Sunkist Ln

With regard to the second story addition to an existing one-story house, the Design Review Commission finds the following in accordance with Section 14.76.060 of the Municipal Code:

- a. The proposed residence complies with all provision of this chapter;
- b. The height, elevations, and placement on the site of the new residence, 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 new residence 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 residence has been designed to follow the natural contours of the site with minimal grading, minimum impervious cover, and maximum erosion protection.

CONDITIONS OF APPROVAL

SC21-0014 – 283 Sunkist Ln

GENERAL

1. Expiration

The Design Review Approval will expire on February 16, 2024 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 February 8, 2022, except as may be modified by these conditions and as specified below:

- a. The first story exterior wall plate heights at the front (except for garage area) and right side elevations shall be no more than 9.5 feet.
- b. The first story exterior wall plate heights at the left side elevation (except for garage area) shall be no more than 10 feet.
- c. The plans shall be updated to show removal of the existing driveway along the right front yard area and the landscape design plans shall show proposed planting material consistent with or similar to other portions of the front yard.
- d. A separate entrance from the ADU to the exterior of the residence in conformance with the Building Code requirements for egress from dwellings shall be provided.

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. All work within the public street right-of-way shall be in compliance with the City's Shoulder Paving Policy.

4. Protected Trees

Trees No(s). 3-6 shown on Sheet A1.006 shall be protected under this application and cannot be removed without a tree removal permit from the Community Development Director. All tree protection construction measures

5. Tree Removal Approved

Tree No. 1 and 2 shown to be removed on 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.

6. 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.

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. Water Efficient Landscape Plan

Provide a landscape documentation package prepared by a licensed landscape professional showing how the project complies with the City’s Water Efficient Landscape Regulations and include signed statements from the project’s landscape professional and property owner.

12. Tree Protection Note

On the grading plan and/or the site plan, show all tree/landscape 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 14, 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. 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.

15. Air Conditioner Sound Rating

The plans shall 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. The Applicant shall 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.

16. Storm Water Management

The Plans shall 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.).

17. California Water Service Upgrades

The Applicant is 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.

18. Underground Utility Location

The Plans shall show the location of underground utilities pursuant to Chapter 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.

PRIOR TO ISSUANCE OF BUILDING OR DEMOLITION PERMIT

19. Tree Protection

Tree protection shall be installed around the dripline(s) of the trees as shown on the site plan approved with the building permit plans. 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

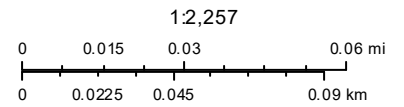
Submit verification that the house was built in compliance with the City's Green Building Ordinance (Chapter 12.26 of the Municipal Code).






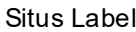

ATTACHMENT A

Notification Map



Print Date: May 13, 2021



-  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.

Esri, HERE, Garmin, (c) OpenStreetMap contributors, and the GIS user community

Kiely Arborist Services LLC

Certified Arborist WE#0476A

P.O. Box 6187

San Mateo, CA 94403

650- 515-9783

February 2nd, 2021

LIVIO

Attn: Subhendu Datta

Site: 283 Sunkist Lane, Los Altos CA

Dear LIVIO,

As requested on Friday, January 29th, 2021, I visited the above site for the purpose of inspecting and commenting on the trees. A new home is proposed for this site, and as required by the City of Los Altos, a survey of the trees and a tree protection plan will be provided within this report. A schematic site plan was reviewed for writing this report. All work within 10 times the diameter of a protected tree on site will need to be reviewed by the Project Arborist. This report will go over the existing health of the protected trees and will give recommendations for construction as needed followed by a tree protection plan.

Method:

The significant trees on this site were located on a map provided by you. Each tree was given an identification number. This number was inscribed on a metal foil tag and nailed to the trees at eye level. The trees were then measured for diameter at 48 inches above ground level (DBH or diameter at breast height). Each tree was put into a health class using the following rating system:

- F- Very Poor
- D- Poor
- C- Fair
- B- Good
- A- Excellent

The height of each tree was estimated and the spread was paced off. Lastly, a comments section is provided.

Survey Key:

DBH-Diameter at breast height (54" above grade)

CON- Condition rating (1-100)

HT/SP- Tree height/ canopy spread

*indicates neighbor's trees

P-Indicates protected tree by city ordinance

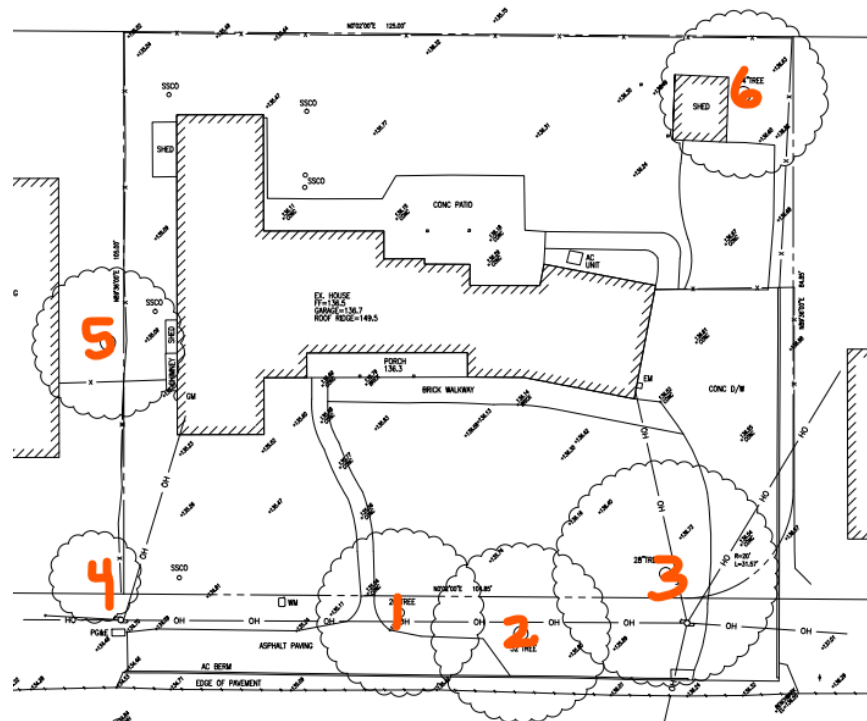
R-Indicates proposed removal

283 Sunkist

(2)

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1P/R	Redwood (<i>Sequoia sempervirens</i>)	18.6	D	30/20	Good vigor, poor form, topped for utilities.
2P/R	Italian stone pine (<i>Pinus pinea</i>)	29.6	D	35/35	Good vigor, poor form, topped for utilities, heavy over street.
3P	Magnolia (<i>Magnolia grandiflora</i>)	24.2	C	30/35	Fair to poor vigor, fair form, under utilities.
4*	Chinese pistache (<i>Pistacia chinensis</i>)	10est	B	15/15	Fair vigor, fair form, bonsai pruned.
5*P	Redwood (<i>Sequoia sempervirens</i>)	18est	A	40/15	Good vigor, good form, poor location for large species.
6P	Redwood (<i>Sequoia sempervirens</i>)	34.1	A	50/20	Good vigor, good form.



Showing tree locations

Site observations:

The existing landscape is in fair condition. All of the trees on site are protected trees in the city of Los Altos. Trees #1-2 are poorly located underneath high voltage utility lines and have been topped in the past creating poor structure.



Showing pine tree #2 growing heavy over street due to line clearance pruning

Trees proposed for removal:

Redwood tree #1 and Italian stone pine tree #2 are proposed for removal. Both trees were given poor condition ratings due to being topped for line clearance. Both species are not appropriate for growing underneath high voltage power lines. PG&E has guidelines for planting underneath utility lines that state to plant trees that only reach a mature height of 25 feet at the most to not be in conflict with utilities. Trees that do not follow these guidelines are subject to removal by the utility company. The redwood tree and pine tree will need to be annually topped by the utility company. Topping trees leads to hazardous growing conditions and weakens tree roots. Italian stone pine tree #2 is at risk of a large leader failure due to the past utility line clearance pruning. The pine tree had developed a wide spreading canopy as the tree has not been allowed to grow vertically and encourage to grow horizontally due to the past topping cuts. Italian stone pine trees are prone to failure due to included bark often forming within the codominant unions. The tree is at high risk of a leader failure with targets being the street and landscape. A new driveway and walkway are

proposed near these trees and will likely have impacts on the trees. Removal and replacement of these trees is recommended. The city of Los Altos has criteria used in order to determine if a heritage tree removal permit shall be approved or not. The following criteria support the two trees to be removed:



- The condition of the tree with respect to disease, imminent danger of falling, proximity to existing or proposed structures and interference with utility services.
- The necessity to remove the tree for economic or other enjoyment of the property.

Showing topped redwood tree #1



Summary of existing tree health for the retained trees:

Magnolia tree #3 is in fair condition. The tree is under a considerable amount of drought stress as the tree's vigor is in decline. Magnolia trees require significant dry season irrigation to maintain a healthy canopy. The tree is near overhead utilities but not directly underneath and will be pruned for line clearance in the future on one side of its canopy. The magnolia tree is recommended to be deep water fertilized in early May to help with the decline in vigor. During the dry season it is recommended to provide weekly irrigation for the tree. Tree protection fencing will be required for this tree.

Showing magnolia tree #3



Redwood tree #6 is in excellent condition. The tree is well placed on the property and will be retained for this project. Tree protection fencing will be required.

Showing redwood tree #6



The neighbor to the north has two trees near the property line. Chinese pistache tree #4 is a young tree (not protected). The tree has received crown reduction pruning in the past to maintain a smaller sized canopy. The tree is in good condition.

Showing neighboring trees #4 and #5

Redwood tree #5 is also located on the neighbor's property to the north. The tree is in excellent condition. This tree will require tree protection fencing.

Impacts/recommendations:

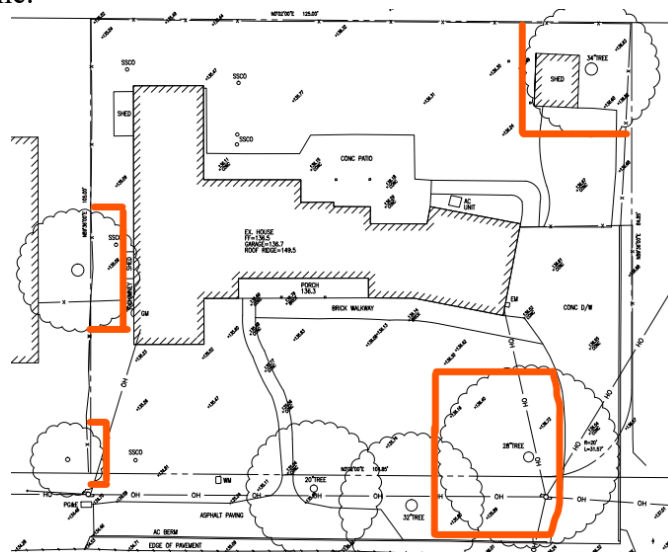
No impacts from the proposed design are expected for the retained trees. The existing driveway near magnolia tree #3 (or a portion of it) is recommended to be retained for as long as possible during the construction process. By retaining the driveway near the tree, a larger area can be used for staging. If the driveway were to be removed, tree protection fencing would need to be expanded to the dripline (opposite side of driveway) and would reduce access to the site. The existing driveway is protecting roots that are growing underneath it. When it is time to remove the driveway, hand tools shall be used when underneath the dripline of the tree. Exposed roots must be covered by native soil as soon as possible and irrigated. If roots are to be exposed for longer than one day, they must be covered by layers of burlap and wetted down to avoid root desiccation.

The existing concrete and shed underneath the dripline of redwood tree #6 are to be removed. This area is to become a landscaped area and will help to improve rootable soil volume for the tree. The concrete and shed shall be carefully removed by hand when underneath the dripline of the redwood tree. Once the shed and concrete have been removed, tree protection fencing is recommended to be expanded. The soil underneath the concrete is highly compacted. Vertical mulching is recommended to help improve root growing condition near the tree. No impacts are expected. Any exposed roots during the removal of the concrete or shed shall be immediately covered by native soil and irrigated. The following tree protection measures will protect the trees during the proposed construction.

Tree Protection Plan:

Tree Protection Zones

Tree protection zones should be installed and maintained throughout the entire length of the project. Prior to the commencement of any Development Project, a chain link fence shall be installed at the drip line (canopy spread) of any protected tree which will or will not be affected by the construction. Non-protected trees to be retained shall also be protected in the same way. The drip line shall not be altered in any way so as to increase the encroachment of the construction. When work is to take place underneath a tree's dripline, fencing must be placed as close as possible to the tree proposed work. If an area of access is needed underneath a tree's canopy, the area shall be protected by a landscape barrier. Fencing for the protection zones should be 6-foot-tall metal chain link type supported by 2 inch metal poles pounded into the ground by no less than 2 feet. The support poles should be spaced no more than 10 feet apart on center. Signs should be placed on fencing signifying "Tree Protection Zone - Keep Out". No materials or equipment should be stored or cleaned inside the tree protection zones. Excavation, grading, soil deposits, drainage and leveling is prohibited within the tree protection zones without the project arborist consent. No wires, signs or ropes shall be attached to the protected trees on site. Utility services and irrigation lines shall all be placed outside of the tree protection zones when possible. When access is needed and tree protection fencing restricts access a landscape barrier shall be installed to protect the non-protected root zone.



Showing the recommended tree protection fencing locations

Landscape Barrier zone

If for any reason a smaller tree protection zone is needed for access, a landscape buffer consisting of wood chips spread to a depth of six inches with plywood or steel plates placed on top will be placed where tree protection fencing is required. The landscape buffer will help to reduce compaction to the unprotected root zone.

Inspections

The site arborist will need to verify that tree protection fencing has been installed before the start of construction. The site arborist must inspect the site anytime excavation work is to take place underneath a protected trees dripline. It is the contractor's responsibility to contact the site arborist if excavation work is to take place underneath the protected trees on site. Kielty Arborist Services can be reached at kkarbor0476@yahoo.com or by phone at (650) 515-9783 (Kevin), or (650) 532-4418 (David).

Root Cutting and Grading

If for any reason roots are to be cut, they shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at this time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist. The site arborist must first give consent if roots over 2 inches in diameter are to be cut.

Trenching and Excavation

Trenching for foundation, irrigation, drainage, electrical or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near its original level, as soon as possible and if possible. Trenches to be left open for a period of time, will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

Irrigation

Normal irrigation shall be maintained on this site at all times. The imported trees will require normal irrigation. On a construction site, I recommend irrigation during winter months, 1 time per month. Seasonal rainfall may reduce the need for additional irrigation. During the warm season, April – November, my recommendation is to use heavy irrigation, 2 times per month. This type of irrigation should be started prior to any excavation. The irrigation will improve the vigor and water content of the trees. The on-site arborist may make adjustments to the irrigation recommendations as needed. The foliage of the trees may need cleaning if dust levels are extreme. Removing dust from the foliage will help to reduce mite and insect infestation.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely, Kevin R. Kielty Certified Arborist WE#0476A



Kielty Arborist Services

P.O. Box 6187
San Mateo, CA 94403
650-515-9783

ARBORIST DISCLOSURE STATEMENT

Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of trees, and attempt to reduce the risk of living near trees. Clients may choose to accept or disregard the recommendations of the arborist, or seek additional advice.

Arborists cannot detect every condition that could possibly lead to the structural failure of a tree. Trees are living organisms that fail in ways we do not fully understand. Conditions are often hidden within trees and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specified period of time. Likewise, remedial treatments, like a medicine, cannot be guaranteed.

Treatment, pruning, and removal of trees may involve considerations beyond the scope of the arborist's services such as property boundaries, property ownership, site lines, disputes between neighbors, landlord-tenant matters, etc. Arborists cannot take such issues into account unless complete and accurate information is given to the arborist. The person hiring the arborist accepts full responsibility for authorizing the recommended treatment or remedial measures.

Trees can be managed, but they cannot be controlled. To live near a tree is to accept some degree of risk. The only way to eliminate all risks is to eliminate all trees.

Arborist: Kevin R. Kielty
Kevin R. Kielty

Date: February 2nd, 2021

ATTACHMENT C



ATTACHMENT D



Date: Sep 06, 2021

To
Steve Golden
Associate Planner,
City of Los Altos, CA.

Subject: Response to **SC21-0014 and ADU21-0031** comment letter dated June 09, 2021
Hi Steve,

This letter is in response to the above-mentioned letter for the new two-story house **283 Sunkist Ln** Additional comment - Community Outreach “*Staff requires a letter outlining and discussing the outcome of the public outreach, and any correspondence with neighbors confirming your outreach with neighbors.*”

We had sent out an invitation letter to all our neighbors via. Certified USPS mails soliciting presence for a virtual online neighborhood meeting on **Tuesday, July 13, 2021, from 12:30 PM to 1:00 PM.**[Joining Link (Google Meet): <https://meet.google.com/xdx-mvpg-une>] to address any concerns and feedback on the proposed plans for the site. We also met many neighbors who explicitly expressed their support for the project & the responses are summarised below:

Neighbor Property Address	Concern / Feedback
288 Sunkist Ln	No Response received
300 Sunkist Ln	No Concerns
316 Sunkist Ln	No Response received
270 Sunkist Ln	No Response received
254 Sunkist Ln	No Response received
301 Sunkist Ln	No Concerns
321 Sunkist Ln	No Concerns
257 Sunkist Ln	No Response received
241 Sunkist Ln	No Response received
331 Sunkist Ct	Google Meet Link didn't work
300 N Avalon Dr	Letter received
290 N Avalon Dr	Letter received

288 N Avalon Dr	Letter Received
264 N Avalon Dr	Letter Received
232 N Avalon Dr	No Response received
277 N Avalon Dr	Letter received

The correspondence receipts/emails are enclosed with this letter for your reference.

Sincerely,

Brian & Grace

Owner- 283 Sunkist Ln.

Enclosed:

- 1. Neighbor Outreach letter to neighbors**
 - 2. Mail from Neighbors**
 - 3. USPS Receipts (15 Nos.)**
 - 4. Letter from Avalon Drive Neighbors**
 - 5. Response Letter to Avalon Neighbors**
-



329 S San Antonio Road #8, Los Altos, CA 94022 | team@golivio.com | (650) 209-6500 | www.golivio.com

July 6, 2021

From: Brian, Grace, Dylan, Megan, Ethan and Camden
283 Sunkist Ln, Los Altos, CA
brian_ys_kim@yahoo.com

Dear Neighbor,

We hope you are doing well! My wife (Grace) and I (Brian) bought our home from the Halkola family late last year after looking for over a year for the perfect location to raise our family in. My wife and I are accountants by profession and we've been blessed with our family of six including our 4 energetic kids (and maybe a pet in the future if the kids have their way!). Our oldest son (Dylan) will be a sophomore at Los Altos High, our daughter (Megan) will be entering 8th grade at Egan, and our twin boys (Ethan & Camden) will be entering 1st grade at Almond.

Because we currently live north of El Camino, the thought of making these schools our "neighborhood" schools and having the opportunity to walk or bike to them never seemed possible. The kids have always wanted to live closer to their friends and be able to walk or bike with them to school and just hang out afterwards. It has always been our dream to raise our family in a nice and quiet neighborhood where we would feel safe with the kids going out to the front yard to play by themselves or get together with friends. We truly believe that we have found that perfect neighborhood.

We are planning to build our dream home, so we're reaching out to you to share the plans and keep you in the loop. During one of the meetings that my wife and I had with Mr. Halkola, he had mentioned to us that the neighbors had asked him in the past to spruce up his home a bit to make it look nicer. We are hoping to accomplish that by building a new home and would really appreciate your support.

Words can't describe just how excited our whole family is and we're looking forward to being a part of this wonderful neighborhood!

We would also like to invite you to an **online neighborhood meeting on Tuesday, July 13, 2021 from 12:30 PM to 1:00 PM** [Joining Link (Google Meet): <https://meet.google.com/xdx-mvpg-une>] to address any concerns and feedback on the proposed plans for the site (you can **scan the QR Code** to view the preliminary plans), gather community input on the proposed development and answer your questions.



Sincerely,
Kim Family



CC:

1. 288 Sunkist Ln
2. 300 Sunkist Ln
3. 316 Sunkist Ln
4. 270 Sunkist Ln
5. 254 Sunkist Ln
6. 301 Sunkist Ln
7. 321 Sunkist Ln
8. 257 Sunkist Ln
9. 241 Sunkist Ln
10. 331 Sunkist Ct
11. 300 N Avalon Dr
12. 290 N Avalon Dr
13. 288 N Avalon Dr
14. 264 N Avalon Dr
15. 232 N Avalon Dr



Burhan Baba <burhan@golivio.com>

Fw: welcome to Sunkist

Brian Kim <brian_ys_kim@yahoo.com>

Wed, Jul 14, 2021 at 2:00 AM

Reply-To: Brian Kim <brian_ys_kim@yahoo.com>

To: Subhendu Datta <subhendu@golivio.com>, Burhan Baba <burhan@golivio.com>

Cc: Grace Chan <gracechan113@yahoo.com>

Hi Subhendu and Burhan,

Here's the email from the neighbor 300 Sunkist Ln.

Brian

----- Forwarded Message -----

From: Jossy Tseng <jossy.tseng10@gmail.com>

To: "brian_ys_kim@yahoo.com" <brian_ys_kim@yahoo.com>

Cc: Ruth Bryson <ruth.bryson@gmail.com>

Sent: Thursday, July 8, 2021, 01:36:38 PM PDT

Subject: welcome to Sunkist

Hi Brain, Grace and family,

Welcome to Sunkist Lane! We are newer to the neighborhood ourselves. Moved in last summer. We think you'll love the street! Our kids are younger - Hayden (girl, 3.5 yrs) and Xander (boy, 2 months) - but we hope we can do backyard hangs in the future. Good luck with your remodel and look forward to meeting you soon.

Jossy and Ruth

650-455-4225 Jossy

626-297-1700 Ruth



Burhan Baba <burhan@golivio.com>

Fw: Welcome to Sunkist Lane!

Brian Kim <brian_ys_kim@yahoo.com>
Reply-To: Brian Kim <brian_ys_kim@yahoo.com>
To: Subhendu Datta <subhendu@golivio.com>, Burhan Baba <burhan@golivio.com>
Cc: Grace Chan <gracechan113@yahoo.com>

Wed, Jul 14, 2021 at 2:02 AM

Hi Subhendu,

Here's the email from the neighbor at 321 Sunkist Ln.

Brian

----- Forwarded Message -----

From: Jeremy Milo <jeremymilo@gmail.com>
To: "brian_ys_kim@yahoo.com" <brian_ys_kim@yahoo.com>; Jane Bryson <janebryson@gmail.com>
Sent: Monday, July 12, 2021, 06:19:11 PM PDT
Subject: Welcome to Sunkist Lane!

Hi Brian and Grace, Jane and I got your letter this afternoon, and we are excited to welcome you to the neighborhood!

It will be fun to have more kids on the block. Our kids are 2, 6 and almost 8. Since we arrived here in 2018, several other young families (including Jane's sister's family) have moved in, which is so great.

I took a look at your plans, and they look really nice. I will try to join tomorrow to provide any support in case there are concerns from other neighbors.

Jeremy and Jane



Re: Hi neighbors

Brian Kim <brian_ys_kim@yahoo.com>

Wed, Jul 14, 2021 at 6:41 AM

To: Donald Schreiber <donalds@stanford.edu>

Cc: Lynn Saunders <lasaunders3@gmail.com>, Grace Chan <gracechan113@yahoo.com>, Subhendu Datta <subhendu@golivio.com>, Burhan Baba <burhan@golivio.com>

Hi Don and Lynn,

Thank you for the warm welcome and I'm sorry to hear that the link didn't work for you.

We would be more than happy to setup a separate call to speak with you. Please let us know if any of the suggested times below work for you and we can have a phone call.

Tomorrow (7/14) between 10am and 11am or anytime after 4pm.

Thursday (7/15) between 11am and 1pm or anytime after 5pm.

Looking forward to connecting with you!

Brian and Grace

On Tuesday, July 13, 2021, 2:16 PM, Donald Schreiber <donalds@stanford.edu> wrote:

Hi Brian, Grace and the Kim family

Thanks for your letter about your development plans and welcome to the neighborhood.

Unfortunately the Google Meet link in your letter didn't work and we couldn't join the meeting today.

We did have a couple of questions that perhaps we can talk with you about.

Welcome to Sunkist Lane—we live in the Court at 331 Sunkist Ct

Lynn Saunders and Don Schreiber



Re: Would like to join the 12:30-1 meeting today

Brian Kim <brian_ys_kim@yahoo.com>

Mon, Jul 19, 2021 at 10:10 AM

To: Paul Foerster <pjfoerster@mac.com>

Cc: Grace Chan <gracechan113@yahoo.com>, Subhendu Datta <subhendu@golivio.com>, Burhan Baba <burhan@golivio.com>

Hello Mr. Foerster,

In that case, would you be available on Friday around 11am?

Brian

On Jul 18, 2021, at 9:28 PM, Paul Foerster <pjfoerster@mac.com> wrote:

We are out of town until late Thursday.

Sent from my iPhone

On Jul 18, 2021, at 6:29 PM, Brian Kim <brian_ys_kim@yahoo.com> wrote:

Hello Mr. and Mrs. Foerster,

Grace and I were wondering if you might be available this Tuesday around 11am for us to come meet you in person and to take a look at our property from your backyard.

Please let us know if this time works for you.

Thank you and we look forward to meeting you!

Brian and Grace

Begin forwarded message:

On Thursday, July 15, 2021, 7:59 PM, Sarosh <sarosh.vesuna@gmail.com> wrote:

ogether Brian & Grace,

As per your request, we would like to find a time slot for later next week for you to visit our backyards.

Both the Foerstes (290 avalon) and Gavenmans (288) are away this weekend.

In addition, we have a visitor from out of town this weekend, so we want to keep our plans flexible and do not want to commit to you for Saturday, as our schedule will be in a state of flux.

All 3 of us + Cathy Chin (264) would like for you to come and take a look at your property from our collective backyards, so it would be good to coordinate with all of us for the same day. Might be best to email all of us together.

Sarosh Vesuna

On Wed, Jul 14, 2021 at 8:07 PM Brian Kim <brian_ys_kim@yahoo.com> wrote:

Hello Sarosh,

It was nice meeting you online yesterday. Thank you again for allowing us to visit your home to view the line of sight to our future home from your backyard.

We're wondering if you're available this coming Saturday afternoon anytime after 3pm.

Thank you and looking forward to hearing back from you.

Brian and Grace

On Tuesday, July 13, 2021, 12:25 PM, Sarosh Gmail <sarosh.vesuna@gmail.com> wrote:

OK that works. We were using mypg instead of mvpg

Sarosh Vesuna
(408) 489-3648

On Tuesday, July 13, 2021, 12:21:42 PM PDT, Brian Kim <brian_ys_kim@yahoo.com> wrote:

Hello Everyone,

Would you mind trying the meeting code "xdx-mvpg-une" one more time?

I'm wondering if we had to log in first in order for it to work for others that are not on the direct invite list.

We're on the meeting now, so please try and let us know if it still does not work.

Brian

On Tuesday, July 13, 2021, 12:18:39 PM PDT, Sarosh <sarosh.vesuna@gmail.com> wrote:

Our neighbors at 290 Avalon tried the link right now and they were unable to connect either.

On Tue, Jul 13, 2021 at 12:13 PM Kenneth Fong <kensf77@gmail.com> wrote:

Hi: I probably won't be able to join, but my husband, Joel Karr, will.
His #, 415-572-5033

Please send the invite info.

THanks, Ken

On Tue, Jul 13, 2021 at 12:02 PM Sarosh <sarosh.vesuna@gmail.com> wrote:

Brian, Ken,
I tested the meeting code right now as well and it did not work. I tried it 4 times and I get the message to "Check my meeting code" since it is not correct.

As Ken mentioned there are several other neighbors who also plan to join, but may not have tried to access the meeting in advance to check it out.

Sarosh Vesuna
[300 Avalon Drive,](#)
[Los Altos](#)

On Tue, Jul 13, 2021 at 10:37 AM Brian Kim
<brian_ys_kim@yahoo.com> wrote:

Hi Ken,

I tested out the link just yesterday using another email address not included in the invite and it seemed to work, so hopefully you won't have any issues. In case you do, you can reach me on my cell phone at 408-829-8222.

Looking forward to meeting you!

Brian

On Tuesday, July 13, 2021, 10:34 AM,
Kenneth Fong <kensf77@gmail.com> wrote:

Hi Brian,
I'm Ken Fong, the son of Michael Fong, who lives at 301 Sunkist Lane and would like to join the meeting.

I was trying to test my connection to the google meeting that you sent in the certified letter, but I'm not confident that it will work. I have very little time to troubleshoot as I have meetings between now and then.

Please write back and give me your cell phone number so I can call you in case I can't get in. I believe another neighbor will be joining as well.
THanks, Ken Fong

415-235-4967

--
Sarosh Vesuna
(408) 489-3648

--
Sarosh Vesuna
(408) 489-3648

--
Sarosh Vesuna
(408) 489-3648

July 12, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 2968.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 12, 2021, 1:06 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

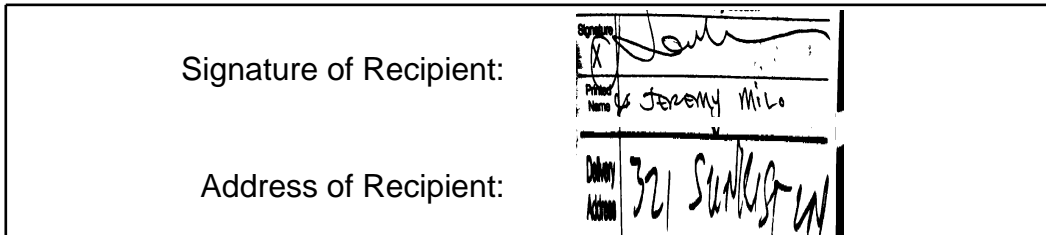
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 321 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2340

Recipient Signature



Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 9, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number: **7021 0350 0002 2579 2999**.

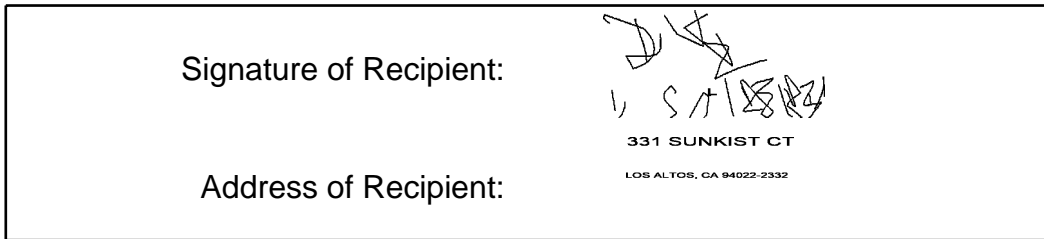
Item Details

Status:	Delivered
Status Date / Time:	July 9, 2021, 2:37 pm
Location:	LOS ALTOS, CA 94024
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic

Shipment Details

Weight:	1.0oz
----------------	-------

Recipient Signature



Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number: **7021 0350 0002 2579 2951**.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 1:13 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

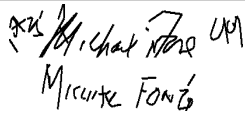
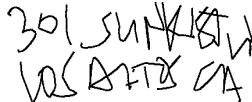
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 301 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2340

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2970 0001 5257 1916.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 1:28 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

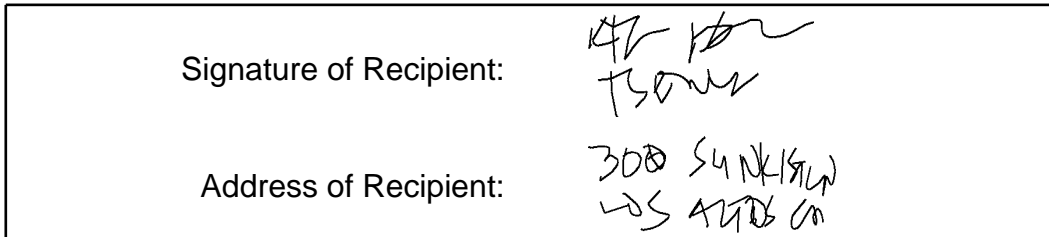
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 300 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2339

Recipient Signature



Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 3002.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 2:43 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 300 N AVALON DR
City, State ZIP Code: LOS ALTOS, CA 94022-2321

Recipient Signature

Signature of Recipient:	2257 C19
Address of Recipient:	300 N Avalon

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 3019.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 2:44 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

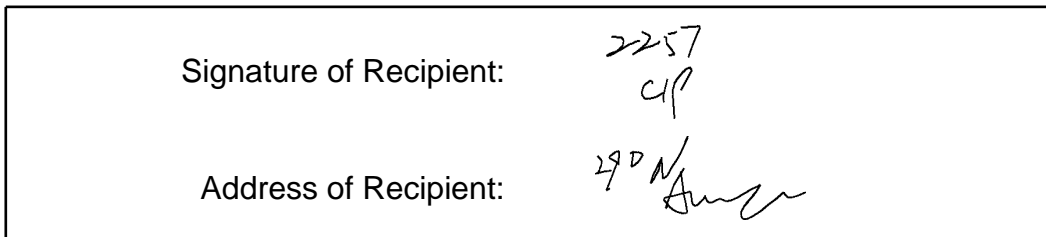
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 290 N AVALON DR
City, State ZIP Code: LOS ALTOS, CA 94022-2319

Recipient Signature



Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2970 0001 5257 1909.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 1:32 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

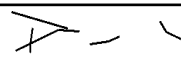
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 288 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2337

Recipient Signature

Signature of Recipient:	
Address of Recipient:	ADD-INTLTD 288 SUNKIST LN LOS ALTOS CA

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 3026.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 8, 2021, 2:45 pm
Location:	LOS ALTOS, CA 94022
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic

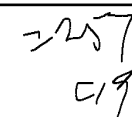
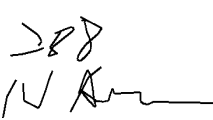
Shipment Details

Weight:	1.0oz
----------------	-------

Destination Delivery Address

Street Address:	288 N AVALON DR
City, State ZIP Code:	LOS ALTOS, CA 94022-2319

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2970 0001 5257 1923.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 1:34 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic


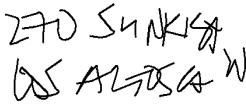
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 270 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2337

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 3033.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 2:46 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 264 N AVALON DR
City, State ZIP Code: LOS ALTOS, CA 94022-2319

Recipient Signature

Signature of Recipient:	2257 CIP
Address of Recipient:	264 N Avalon

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 2975.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 1:10 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

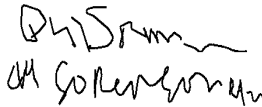
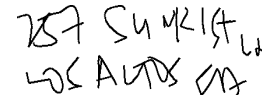
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 257 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2338

Recipient Signature

Signature of Recipient:	
Address of Recipient:	

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7019 2970 0001 5257 1930.

Item Details

Status:	Delivered, Left with Individual
Status Date / Time:	July 8, 2021, 1:37 pm
Location:	LOS ALTOS, CA 94022
Postal Product:	First-Class Mail®
Extra Services:	Certified Mail™ Return Receipt Electronic


Shipment Details

Weight:	1.0oz
----------------	-------

Destination Delivery Address

Street Address:	254 SUNKIST LN
City, State ZIP Code:	LOS ALTOS, CA 94022-2337

Recipient Signature

Signature of Recipient:	 Stephanie Wong
Address of Recipient:	254 SUNKIST LN LOS ALTOS CA

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 2982.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 1:08 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

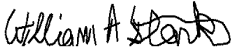
Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 241 SUNKIST LN
City, State ZIP Code: LOS ALTOS, CA 94022-2338

Recipient Signature

Signature of Recipient:	 William A stark
Address of Recipient:	241 Sunkist Ln LOS ALTOS CA

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004



July 8, 2021

Dear Yong Suck Kim:

The following is in response to your request for proof of delivery on your item with the tracking number:
7021 0350 0002 2579 3040.

Item Details

Status: Delivered, Left with Individual
Status Date / Time: July 8, 2021, 2:47 pm
Location: LOS ALTOS, CA 94022
Postal Product: First-Class Mail®
Extra Services: Certified Mail™
Return Receipt Electronic

Shipment Details

Weight: 1.0oz

Destination Delivery Address

Street Address: 232 N AVALON DR
City, State ZIP Code: LOS ALTOS, CA 94022-2319

Recipient Signature

Signature of Recipient:	257 C19
Address of Recipient:	232 N Avalon

Note: Scanned image may reflect a different destination address due to Intended Recipient's delivery instructions on file.

Thank you for selecting the United States Postal Service® for your mailing needs. If you require additional assistance, please contact your local Post Office™ or a Postal representative at 1-800-222-1811.

Sincerely,
United States Postal Service®
475 L'Enfant Plaza SW
Washington, D.C. 20260-0004

Hi Grace & Brian,

Thank you for sharing and discussing the preliminary plans of your new dream home on 283 Sunkist Lane. Welcome to the neighborhood. I am sure you and your children will enjoy & cherish this neighborhood. All our children who are now adults also grew up in our homes right here on Avalon Drive over the last 40+ years.

After careful consideration of your plan and discussion with the neighbors who are listed on this letter, we all agree that the privacy of our backyards, master bedrooms, bathrooms, kitchens, and family rooms is paramount to all of us. All our homes on the Sunkist side of Avalon and the homes on Sunkist that back up to us, have been single-story for the last 68 years, so privacy and sanctity has never been an issue.

We would like to propose the following options for you to consider regarding the design of your home, with a strong preference for Option 1.

Option 1: Build a single-story home which then removes most of the privacy concerns for all of us.

- i. All our homes on the Sunkist side of Avalon are single-story on a lot size that is significantly less than your lot size, so presumably you can still build a much larger home given your lot size.
- ii. When we (300 Avalon Dr) rebuilt our home 4 years ago, our plan was to build a 2-story home. But after taking into consideration the context of the neighborhood on Avalon & on Sunkist, we wanted to be a good neighbor and decided to build a single-story home.

Option 2: If Option 1 is not at all possible, we would reluctantly provide the following input for the 2nd story.

- i. Reconsider the layout on the second story such that the bedrooms and their large windows face Sunkist Lane and the bathrooms with smaller windows at 6+ ft height, face the back and the side of your home. In the front you have a street, and the windows would not intrude on the privacy of several homes on Avalon, since the street and the front yards are not considered private from a visual standpoint. (The front also provides a much nicer view of the hills 😊)
- ii. Move the bulk of the 2nd story floor plan closer to the front (Sunkist side) so that the walls of the 2nd story do not create a huge bulk effect so close to all of us on Avalon.
- iii. Please consider having absolutely no terrace or glass doors on the back of the home, as that is a major issue for all of us.
- iv. We would appreciate reviewing the detailed foliage plan, so that we are assured that the bulk of the home does not visually intrude into our backyards and significant portions of our living and bedroom spaces.

We appreciate your initiating this discussion and soliciting input from all of us before the formal process begins with the city of Los Altos Planning Department, so your design can move smoothly through that process. The formal process will require the Los Altos Planning Department to solicit documented input from all the neighbors affected by the development. If the development is a single-story home, then the Planning Department normally does not need neighborhood input, if compliant with city code.

Also, we would welcome you to come to our backyards to look at the impact a 2-story home as currently planned will have on all our backyards and living areas. Would also like to meet up with you.

Again, we appreciate your careful consideration of our concerns, and we look forward to welcoming you to our neighborhood.

Best regards,

Signed by: Neighbors on Avalon Drive, affected by the 2-story development on 283 Sunkist lane.

Nilufer & Sarosh Vesuna (300)

Nilufer Vesuna Sarosh Vesuna

Jeanne & Paul Forrester (290)

Jeanne Forrester Paul Forrester

Kim & Jon Gavenman (288)

Kim Gavenman Jon Gavenman

Cathy Chin (264)

Cathy Chin

Dawn & Dave Edgren (277)

Dawn Edgren Dave Edgren

TERI & Steve Drenker (265)

*Signed on behalf of the Drenker's
(while they are out of town)*

Susan and Ken SIMS (301)

Susan Sims

Date: Sep 26, 2021

Dear Neighbor,

Subject: Response to letter dated July 15, 2021 from Neighbors on Avalon Drive, Los Altos, CA.

We hope you are doing well! We would like to introduce ourselves as the authorised applicant of the Owners of the property at 283 Sunkist Lane, and are a reputed, licensed, bonded and insured general contractor in the Bay Area. We have been actively involved through all neighbor engagement initiatives by our clients Grace & Brian Kim. Our Client's primary design intent comes from their respect for nature & their neighbors. Hence, based on the above reference letter & our meetings dated July 13th and July 26th we would like to state as follows:

- i. Our Clients have a family of six with four young children who need their space to play and grow, hence the need of re-developing the property into a new modern two-storied house with an ample backyard & kids play area. We have re-designed the entire floor plan to meet your recommendation of moving the bigger windows to the front facade. Currently in Level 2 Rear side, we have provided only windows with sill height of 6ft, same is reproduced for the side elevations too thus eliminating any privacy concern arising to neighbors due to the Level two.
- ii. The new enclosed plans have been designed addressing all of City's design review comments & as per the prescribed city guidelines of setbacks, daylight plane and height restriction of the structure to ensure neighborhood compatibility, thus reducing any effect of level 2 massing on adjacent structures.
- iii. As per our discussions, we have removed the two protruding terraces and there are no large transparent glass doors on level 2 rear elevation that can create an issue of privacy to neighbors. The small recessed 4' terrace with no transparent glass doors given at the rear is for our Clients to enjoy the backyard with the view of their kids playing. Please refer to the rear elevation render provided below.
- iv. As mentioned in above points, the majority of the privacy concerns have been addressed by our earnest efforts in redesigning the floor plans & elevations, significantly minimising any intrusion into any of the neighbor's backyard space. In addition to the above, for our Client's love & respect for nature, evergreen privacy screening shrubs (15 gallon) spanning across the entire back fence are provided to obscure any possible privacy concern as recommended by our licensed Landscaping architect (Refer Landscape Plan). Also, these shrubs are planted at a minimum height of 6' and can grow over 20'.

We are happy to share the updated plan set for your perusal along with this letter and look forward to your unconditional support for the new beautiful home in your neighborhood. Our Clients and their family are super excited to move into their new home in this wonderful neighborhood. We look forward to your positive response and assure you of our continued engagement to resolve any concerns you may have.

Sincerely,

Burhan Baba

Burhan Baba | Project Coordinator - LIVIO Building Systems



FRONT ELEVATION RENDER



REAR ELEVATION RENDER



SIDE ELEVATION RENDER

Enclosed:

1. Architectural Plan set (Rev 1)

CC:

1. 300 N Avalon Dr
2. 290 N Avalon Dr
3. 288 N Avalon Dr
4. 264 N Avalon Dr
5. 232 N Avalon Dr



Subhendu Datta <subhendu@golivio.com>

283 Sunkist | Response to letter from Neighbors on Avalon Drive

1 message

Sarosh Vesuna <sarosh.vesuna@gmail.com>

Wed, Oct 13, 2021 at 11:57 PM

Reply-To: Sarosh Vesuna <sarosh.vesuna@gmail.com>

To: Burhan Baba <burhan@golivio.com>

Cc: "jgavenman@cooley.com" <jgavenman@cooley.com>, "kgavenman@gmail.com" <kgavenman@gmail.com>, "pjfoerster@mac.com" <pjfoerster@mac.com>, "catherineychin@yahoo.com" <catherineychin@yahoo.com>, "dawnedgren@gmail.com" <dawnedgren@gmail.com>, David Edgren <dgren49@yahoo.com>, Dawn Edgren <dawn4692@sbcglobal.net>, Susan and Kenneth Sims <susansims10@yahoo.com>, Ken Sims <kensims10@gmail.com>, Ken Sims <kensims10@yahoo.com>, Steve Drenker <sdrenker@gmail.com>, Teri Drenker <tdrenker@pacbell.net>, Sue Jamp <suejamp@yahoo.com>, Subhendu Datta <subhendu@golivio.com>, Sunkist <sunkist@golivio.com>, Prakash Chavan <prakash@golivio.com>, Aditi Lande <aditi@golivio.com>, Brian Kim <brian_ys_kim@yahoo.com>, Grace Chan <gracechan113@yahoo.com>, Paul Foerster <pjfoerster@me.com>

Hi Burhan,

The affected Avalon neighbors have now done a quick, preliminary review of the updated plan you sent us for the [283 Sunkist Lane](#) development. We have captured our initial thoughts in the attached document. We may have additional comments in the future, as it is not possible review in detail in a such a short time frame.

Sincerely,

(signed by affected Avalon neighbors, copied on this email)

Chin, Cathy (264 Avalon)

Drenker, Teri & Steve (265 Avalon)

Edgren, Dawn & Dave (277 Avalon)

Foerster, Jeanne & Paul (290 Avalon)

Gavenman, Kim & Jon (288 Avalon)

Jamp, Sue & Ray (251 Avalon)

Sims, Susan & Ken (301 Avalon)

Vesuna, Nilufer & Sarosh (300 Avalon)

On Wednesday, October 6, 2021, 10:20:26 AM HST, Sarosh Vesuna <sarosh.vesuna@gmail.com> wrote:

Hi Burhan,

We (all affected Avalon neighbors) are in the process of reviewing the updated home design you sent to us. We will provide our feedback which will touch on a number of the very important design requirements that are defined in the "City of Los Altos - Design Guidelines" document.

Sincerely,

(signed by affected Avalon neighbors)

Chin, Cathy (264 Avalon)

Drenker, Teri & Steve (265 Avalon)

Edgren, Dawn & Dave (277 Avalon)

Foerster, Jeanne & Paul (290 Avalon)

Gavenman, Kim & Jon (288 Avalon)

Jamp, Sue & Ray (251 Avalon)

Sims, Susan & Ken (301 Avalon)

Vesuna, Nilufer & Sarosh (300 Avalon)

On Wednesday, September 29, 2021, 01:45:34 PM PDT, Burhan Baba <burhan@golivio.com> wrote:

Hi Sarosh,
Hope you are doing well!

Thanks for your email.

The final set prepared completely adheres to the design guidelines of the "City of Los Altos". We assure you of the compliance with the new plans is fully met in accordance with what the city requires.

Your patience is highly appreciated.

Thank you

On Wed, Sep 29, 2021 at 9:26 AM Sarosh Vesuna <sarosh.vesuna@gmail.com> wrote:

Hi Burhan Baba,

Thank you for sending the updated plan and the letter for our review. All the Avalon neighbors copied on this email will review the 2-story home plans you sent to us yesterday. Due to hectic work and travel schedules, I hope will you understand that it is simply not possible to do a reasonable review during the weekdays. We note that your plan revisions took 2+ months to get to us.

At first glance, however, all of the Avalon neighbors have serious concerns that most of our input has been ignored. During the meeting in our backyards (when you were on the conf call) on July 26th, we had specifically mentioned that you review and meet all the requirements of the "City of Los Altos - Design Guidelines" available at:

https://www.losaltosca.gov/sites/default/files/fileattachments/community_development/page/41321/single-family_residential_design_guidelines.pdf

We expect our feedback will touch on a number of those very important design requirements.

Sincerely,

(signed by affected Avalon neighbors)

Chin, Cathy (264 Avalon)

Drenker, Teri & Steve (265 Avalon)

Edgren, Dawn & Dave (277 Avalon)

Foerster, Jeanne & Paul (290 Avalon)

Gavenman, Kim & Jon (288 Avalon)

Jamp, Sue & Ray (251 Avalon)

Sims, Susan & Ken (301 Avalon)

Vesuna, Nilufer & Sarosh (300 Avalon)

On Monday, September 27, 2021, 10:22:00 AM PDT, Burhan Baba <burhan@golivio.com> wrote:

Hi all,

Greetings from Livio Building Systems!

We have been actively involved through all neighbor engagement initiatives by our clients Grace & Brian Kim. Our Client's primary design intent comes from their respect for nature & their neighbors. **Based on the reference letter & our meetings dated July 13th and July 26th**, we are happy to share the **updated plan set for your perusal along with the letter** and look forward to your unconditional support for the new beautiful home in your neighborhood.

Please find attached the final planning set and the letter for your reference.

Let me know if you have any questions or concerns.

Thank you

--

Regards,

Burhan Baba MBA | RICS

Project Coordinator (Pre-Construction)

LIVIO (Formerly Aron Builders)

329 S. San Antonio Rd. #8 LOS ALTOS, CA 94022

m: (650) 460-8026 / (650) 209-6500 ext. 160 | e: burhan@golivio.com | w: www.golivio.com



Licensed, Bonded, Insured General Contractor

--

Regards,

Burhan Baba MBA | RICS

Project Coordinator (Pre-Construction)

LIVIO (Formerly Aron Builders)

329 S. San Antonio Rd. #8 LOS ALTOS, CA 94022

m: (650) 460-8026 / (650) 209-6500 ext. 160 | e: burhan@golivio.com | w: www.golivio.com



Licensed, Bonded, Insured General Contractor



Design Review Guidelines - 283 Sunkist - for architect & owners 10-12-21.pdf

592K

Perspectives on the Physical Qualities and Character of the 283 Sunkist residential neighborhood

The 283 Sunkist Lane parcel is oriented with its front facing West and the rear facing East. The rear of the 283 Sunkist parcel is adjacent to the backyards of affected even numbered homes on the West side and a few odd numbered homes on the East side of Avalon Drive.

The even numbered homes on the West side of Avalon Drive within the range of impacted homes are all modest sized, single-story with an average floor area of approximately 2,300 sq ft. Likewise, the odd numbered homes on the East side of Sunkist Lane within the range of impacted homes are all modest sized with average floor area of approximately 2500 sq ft.

Except for two homes, all the homes in the vicinity of the proposed structure are single story. One of these houses is located at 241 Sunkist. It is a 2-story 2,033 sq ft home built in 1908 on a significantly large, deep 0.46-acre lot. This home is not visible from Sunkist Lane or Avalon Drive due to the small size of the 2nd story structure, the absence of bulk, and the significant mature screening foliage adjacent to the house. One other home, 321 Sunkist, is pre-dominantly single-story and has a floor area of approximately 3,350 square feet. It has a small bedroom/bathroom built unobtrusively, mostly in the attic space over the garage. The visual appearance of 321 Sunkist is that of a rancher style home with emphasis on the horizontal architectural element rather than the vertical element. This modest second floor structure likewise has minimal visual effect when viewed from Sunkist and absolutely no visual impact from Avalon as it is built towards the front of the property. It represents a good example of a house design with a relatively large floor area, that visually fits well into the neighborhood.

The massive structure proposed for 283 Sunkist would be highly visible and have a significant vertical emphasis, particularly at the back of the house facing the homes on Avalon. Such a structure would be out of scale with the modest-sized, neighboring single-story houses. The proposed structure would be a bulky, two-floor structure with straight up vertical walls in the back and an enormous floor area with a significant floor area on the 2nd floor.

In addition, we noticed 3 air conditioning units in the back yard which can create excessive noise when 2 or all 3 are operating simultaneously. Two of the A/C units can be moved to the front yard to reduce the impact of noise. Also, it seems that 2 of the units for the home are placed on the North-East corner inside the 10 ft setback area. These should be moved to the front or moved close to the home.

This document does not address the foliage & screening issue, as it will take much more effort and time. It will be addressed later. It is noted that the design shows large trees (25 – 40 ft in height and width) placed at the fence line. This would not only cause significant intrusion into the overhead space of neighbors' properties and immense cost for the neighbors to keep trimming them over the next 50 years. It would also cause the immediate restriction of the view, breeze, light for the

affected neighbors. Additionally, such large trees planted so close to the property line would impose invasive root systems into neighboring properties. There is a good reason the good-neighbor fences are restricted to 6 ft + 1 ft of trellis to allow for light & breeze. This issue is addressed by having the screening landscape planted closer to the home, usually at least 10-15 feet away from the fence. The North-East corner closer to the home also needs screening foliage.

The Los Altos “Single Family Residential Design Guidelines” clearly addresses issues related to the invasion of privacy, bulk, height, neighborhood character & identity, scale, proportion (visual & structural), landscaping, and prohibits inside-out design. To fit in with the neighborhood, the home should be either [a single-story home or have a minimal floor area and bulk on the second story](#).

The comments listed below are based on the information in the Los Altos Design Review Guidelines document. **The text encapsulated within “quotes” is copied verbatim from the Design Review Guidelines document and is included here for ease of reference.**

Los Altos Design Review Guidelines (relevant summary)

1. Design review requires that a new 2 story home needs to address issues relating to:
 - a. “...privacy, bulk, neighborhood character, and landscaping”
 - b. “...to maintain the existing positive physical qualities and character of the residential neighborhoods of Los Altos.”
 - c. “...vision of residential housing and neighborhoods that reflects the community values of Los Altos”
 - d. Home developments must adhere to the “[relatively low profile and height of residences](#)”
2. “...understand the [character of your neighborhood](#) and the [impact your project will have](#) on the neighborhood”
3. “The City shall insure that the design of new construction, ... considers [the privacy of adjacent properties and the compatibility of size and scale](#) to parcel size. New construction and remodeling permits for all residential development will be reviewed for [impact on the privacy of adjacent homes and the character of the neighborhood](#)”
4. Los Altos requires “relatively [low profile and height](#) of residence”
5. “development standards alone are not sufficient to address such impacts as [privacy invasion and change to neighborhood character](#).”
6. Not acceptable to have “home designs that appear to overwhelm neighboring homes either in [mass or complexity](#) of design”
7. Required to submit a “[Neighborhood compatibility worksheet](#)”
8. “...[all development](#) follows the zoning standards as well as the [design guidelines](#)”
9. “All two-story projects will be considered at a public meeting before the Architectural and Site Control Committee, and the immediate neighbors will be invited to attend the meeting”

10. “The height, elevations, and placement ...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.”
11. “The orientation of the proposed main or accessory structure ...in relation to the immediate neighborhood will minimize the perception of excessive bulk”
12. “... character, size, scale and quality of the design & the architectural relationship ...have been incorporated in order to ensure the compatibility of the development with its design concept and the character of adjacent buildings”
13. “...the neighbor(s) may file an appeal once a design application has been either approved or denied by the Architectural and Site Control Committee”
14. “Housing design needs to address the relationship of dwellings to one another within a neighborhood and the quality of community that any new housing creates in aggregation”
15. “Good design should address an array of elements, including and not limited to setbacks, privacy, architectural elements, heights, landscaping, neighborhood relationship”
16. “If the architectural style you have chosen is significantly different from neighboring homes, mitigation may be required in terms of and not limited to the following: ample landscaping or screening, smaller size, greater setbacks, design alterations and/ or modified exterior building materials. In all cases quality design is required.”
17. “A structure is perceived to be bulky when these elements are combined in such a way as to create a residence that is out of scale, visually and structurally, with neighboring residences and its own natural setting”

18. RELATIONSHIP TO ADJACENT PROPERTIES

- a. “If your home design deviates significantly from these guidelines and your neighborhood, you will either be required to provide mitigation or to redesign your project.”
 - b. “...major concerns of neighborhood compatibility and site planning, including the relationship of your property to adjacent properties”
 - c. “...good neighbor design has design elements, material, and scale found within the neighborhood and sizes that are not significantly larger than other homes in the neighborhood”
 - d. “Approval of an inconsistent design will require mitigating design measures to lessen the neighborhood impact”
 - e. “important to be conscious of your immediate neighbors, particularly their privacy”
 - f. “some areas to be considered include: second story windows and decks with direct views into neighbors' backyards and potential noise and privacy problems”
19. Common areas of concern in new home construction include:
- a. “Larger homes compared to adjacent homes. Designs may look more massive than those of their neighbors due to the size and design of the new home”
 - b. “Lack of architectural compatibility with adjacent homes”
 - c. “attention to issues of proportion, scale, composition and balance to avoid projects that look poorly integrated”
20. PRIVACY
- a. “...prevent unreasonably invading your neighbors' privacy”

- b. “Sensitive areas include placement, location, and size of second floor decks, doors and windows”
 - c. ...so that sight lines into your neighbors' homes and yards is eliminated”
 - d. “Orient second story windows so that their egress is away from neighbors when privacy invasions may result”
 - e. “Second floor side yard windows should be no larger than UBC minimum sizes nor more than the number required for egress or light and ventilation requirements.”
 - f. “Consider the alternative of using skylights for light and air in order to reduce privacy invasion”
21. DESIGN TO MINIMIZE BULK
- a. “One of the biggest issues (other than privacy invasion) raised by residents concerning additions or new homes is that they are too massive or bulky, which may result in homes that stand out from the rest of the neighborhood”
 - b. “home is too big for the lot”
 - c. “Minimize use of tall or two-story-high design elements”
 - d. “Keep second floor exterior wall heights as low as possible”
 - e. “Design the house from the "outside-in". Houses designed from the "inside-out" ...tend to look lumpy and lack a clear overall design. This often adds to the perception of excessive bulk.”
 - f. “Lower the height of a two-story house below 27 feet maximum to mitigate other design issues”
22. LANDSCAPING
- a. As mentioned on page 1, landscaping related to screening can be discussed later, once the issues listed in this document are addressed.
23. ARCHITECTURAL PROPORTION AND SCALE
- a. Section 5.10 of the Residential Design Guidelines addresses this issue.
24. Other notes
- a. “Preserve and enhance the identity and unique character of Los Altos”
 - b. “The City shall promote ...compatibility with existing residential and commercial environments”
 - c. “The City encourages ...privacy and the reduction of the appearance of bulk in new homes and additions to existing home”
 - d. “The City shall preserve neighborhood identity...”

Steve Golden

From: Chris Kolstad <[REDACTED]>
Sent: Wednesday, February 9, 2022 10:46 AM
To: Steve Golden; Los Altos Design Review Commission; Planning Services
Cc: Kristen Kolstad
Subject: 283 Sunkist Lane Concerns
Attachments: Kim and Kolstad Correspondence.docx

Hi Steve et all,

We are writing to tell you about our thoughts about the proposed 2 story residence at 283 Sunkist Lane. We have written you before and the majority of the concerns raised are still present in the latest plans (see correspondence from 8/6/21). This house is directly across the street from our home which we have lived in since 1997. It is currently a ranch-style home.

When we first moved to 270 Sunkist Lane with my family, there was a vacant lot across the street. This was comprised of 4 easements and someone on the board convinced the city that they would not be used, to combine them, and sell them to him as a development lot. An ADU was built at the back of the property now called 288 N. Avalon. The developer did all they could to make the ADU a standalone home and face it onto Sunkist Lane. Even after they were told no many times, they still built the ADU with a garage facing Sunkist and built a gate for both car and occupant to access the home from Sunkist. All of the neighbors on Sunkist were opposed to this and fought against the developer building a home on a substandard lot and attempting to break the rules to make even more of a profit.

Here we are again, with the house next to this ADU with the owners attempting to break the rules again, rules that help keep Los Altos an open neighborly place. The owners have pushed the limits of size, setback, and daylight plane and are attempting to simply build a bigger home than would have been allowed by hiding behind the ADU rules. They are a family of 6 with 4 children, the oldest who just entered High School. Nobody would build a brand new home that would not afford each of their children their own room (current house as drawn is Master plus 3). What they are doing is blatantly and shamelessly attempting to break the rules to place a huge home on their lot. Below is a piece of the correspondence we received from you in our exchange.

"JADU is considered part of the main house (no allowance for additional floor area). If an ADU, then per State Law and City Ordinance, the first 850sf is exempt from the max floor area. We already noted this deficiency in our review of the plans and let them know that if considered exempt from floor area, then it would need to satisfy ADU requirements." - Steve Golden 8/6/2021

We are attaching the correspondence that we had with the Kim's. We hope you are able to take the time to review it. As you can see, they clearly said they plan to use the ADU as an extension of their house. The "ADU" has grown from 496 sqft to 803 sqft with a home that also grew 9 sqft to 4023 sqft. Clearly, they are attempting to build a home that is 4826 sqft which is not in keeping with the rules or allowances. We had suggested they simply build a basement if they wanted to have such a large home and there was no response.

From the last plans that were shared with us on 9/27/21 to the current plans you can see that they shamelessly added a door to the "ADU" from the main house. This, Brian admitted was his plan all along. This is not allowed as you know. There must be fire separation and the ADU to be autonomous from the home. They don't even have an entry door to the ADU. The "kitchen" is not one anyone would want to work in. Their disregard for the rules is egregious and entirely unneighborly.

The Los Altos feeling has been defined by trees and a low density housing due to its lot coverage and setback rules and we would like to keep it that way. We are very concerned about the precedent that is being attempted to be set. We feel strongly that it will erode the feeling of Los Altos if it is allowed.

Thank you for your time and consideration,

Kristen and Chris Kolstad
270 Sunkist Lane
[REDACTED]

From 9/27/21 (Kims to Neighbors):

Hello Everyone,

We hope you've been well!

Grace and I just wanted to provide you with an update on where things are at and share the latest set of plans with you before we submit them to the City for the 2nd round of comments.

We had quite a bit of concern that was raised by a couple neighbors on the N Avalon side, so it took us a while to redesign the 2nd floor plan as well as the exterior facade.

Attached are the latest set of plans that we're planning on submitting to the City ideally by the middle of this week as long as there aren't any significant complaints from the neighbors.

If you have any questions after reviewing the latest plans, please feel free to reach out to us!

Thank you for your support!

Brian & Grace

From 9/28/21 (Kolstads to Kims):

Hi Brian and Grace,

Thank you for the note and the opportunity to review your plans prior to their submittal. We appreciate you addressing many of our concerns. It looks like you ended up with a much more attractive home with a much better layout at the same time. It seems that going back to the drawing board was fruitful!

We do have some continued concerns about your project that we will outline here:

- The house that was already very tall, got even taller to within 1 inch of the maximum allowable size. This is fine, but you are already building to the maximum in every other dimension. BTW, on sheet 10 the height is called out at 26'6". On sheet 11 it is also called out as 26'6" but the building height line is shown deceptively higher in one portion. We suggest your draftsman take another look at your plans before the city review to get the dimensions correct as the same error exists on page 12.
- Your JADU went from 496 sqft and a home of 4014 sqft (total 4510), to a JADU of 803 sqft and home of 4023 sqft (total 4826), while the floor area is within hundredths of the allowable size (4841 sqft). You are so close, you even had to remove the rear shed to stay under. Your family of 6 will clearly need more than the 4 bedrooms upstairs. This is clearly not a JADU as no family with 4 kids would design a house with 4 bedrooms.

The allowance for a JADU is to allow for an additional residence on a property. It is not to skirt around the rules and add 800 sqft more than the current coverage rules allow. It is clear that the plan is to simply remove the wall separating the home and the JADU and add the 2 bedrooms to your home for your children to use after your final inspection, while you could have just designed a house that meets the rules to begin with. I am sure this will come up in the public hearing.

The Los Altos feeling has been defined by trees and a low density housing due to its lot coverage and setback rules and we would like to keep it that way. We are very concerned about the precedent that is being attempted to be set. We feel strongly that it will erode the feeling of Los Altos if it is allowed.

We would be happy to discuss further in person if you like.

Thank you,
Chris and Kristen

From 9/30/21 (Kims to Kolstads):

Hi Chris,

Thank you for your email and for voicing your concerns to us. To be honest, we were a little taken aback by the accusations you made in your email.

We would like to maintain a good neighbor relationship with you and your family, so we're going to assume that you had good intentions and the tone just came off harsher over email. We've been immersed in all the details of this house construction and sometimes we forget that everyone else may not know our thought process and the background or reasons behind what's being done. On that note, we would like to try to explain some of the facts so that you can get a better understanding of where we are coming from.

To start off, we promise you that we are in no way trying to skirt around any rules. There was no plan to remove a wall after the final inspection. Since you guys are going through a similar process yourselves, I'm sure you understand how this whole project is a huge undertaking and there are a lot of evolving decisions and factors that come into play every day. We go back to the rules each time to see if anything needs to be updated or discussed again.

As you've noted, we are a family of 6, with college just around the corner for our eldest by the time the house is built -- maybe one day he and the other kids will want to come back to visit/stay. In addition, our family was heavily impacted by Covid and I lost my father as a result of it. My mother is aging and I really want to be able to provide long-term support and care for her, but we are unable to in our current house. We are also very close to Grace's parents and we would like to provide for them too when needed. Therefore, we wanted to build a spacious home to accommodate our growing family needs as we hope to stay here and make this our final home.

We started looking into adding a JADU in the initial submission, but we realized after the first comment letter came back from the city that the rule had changed for a JADU at the beginning of 2021. So, in our 2nd draft, we shifted towards an attached ADU to better fit our needs. While putting together the 2nd draft of the floor plan, we were under the impression that interior access to the attached ADU from the primary residence was not allowed, but the rule wasn't very clear to us. To be conservative, we drafted it with no interior access for now and planned to update it once our builder had further discussions to confirm with the City planner after our 2nd submission. Unfortunately, the whole design process is taking longer than we expected, so the meeting hasn't happened yet with the planner. If we receive confirmation that we can include an interior access, then all we'll need to do is simply add a door to the current plan in our next submission. If we receive confirmation that we cannot include an interior access, then we'll need to go back to the drawing board. The above is what we have been planning all along and again, we were not trying to skirt around any rules.

We want to thank you for sharing your thoughts. We love the neighborhood and agree with you that having trees all around us is part of the beauty of Los Altos. Currently, the land is quite bare in the front and back and our plans show we will be planting a lot of trees and plants to add to the landscape. We understand that misunderstandings can happen if we don't have an open line of communication. Hopefully, we've provided

some clarity to the situation and we hope this isn't an issue that will dampen our future relationship. If you have any further questions or concerns, we are happy to discuss them with you in person.

Brian & Grace

From 10/3/21 (Kolstads to Kims):

Hi Brian and Grace,

We want to first say that we are very sorry for your loss. I lost my wife 3 years ago and Kristen and I just got married in February. I too have a son who has graduated college this year and we fully expect that he will be the one living in our ADU once the construction is completed. My daughter is 20 and just started University of Oregon this week. We are having to remodel our house because Kristen has 2 kids as well, her daughter a Junior in High School and her son a 6th grader at Almond.

We too would like to have a good relationship with our neighbors. Honestly, we were very taken aback by receiving certified mail with a CC list as our first interaction with you. When we went through the same process ourselves, we went door to door to speak with the neighbors and describe our project and ours is just a remodel. We have been here for 24 years, so we did not have to introduce ourselves much. It would have been a perfect opportunity and a nice way for you to meet the neighbors, but instead, it came across as cold and a bit of a legal checklist item.

When we first reviewed your plans, we gave an email response and asked if you'd like to discuss in person. We, literally, just went through the same process and could explain all of the rules about ADUs and JADUs. Because of our timeline, we were the first attached ADU approved as a remodel and got to go through the whole learning process with the design and planning review teams as well as our neighbors. The main rules of an ADU is that it is to be treated completely separate from the house with no access from the house directly. It must have separate HVAC, water heater, fuse panel, etc. In addition, it must meet the fire rules and have 1 hour fire walls for any wall or ceiling shared with the main house. In our design, we went so far as to not have any windows even looking into the main house backyard area to keep things completely separate. We also made ours ADA accessible for the same reasons you cited with your and your wife's parents.

We did not receive a response to our email at all. The next contact we had was another email and new plans. We really do like the changes that you have made to the exterior of the home. We know we can't really comment on the aesthetics, but we like the new one much better. You addressed many of the exterior concerns that we had with the house, but the biggest interior issue simply grew bigger. What was clear, and you just confirmed, is that you intend to have access to the ADU from the main house. This seems to be what you are upset about us pointing out, and yet, you admit that these accusations are true ("The above is what we have been planning all along"). Direct access is strictly not allowed and we're not sure why you believe the rules are vague. You will definitely receive confirmation from the city that this access is not allowed.

The "ADU" as drawn has no exterior access other than a sliding glass door (the prior design had none either). Additionally, the sliding glass door overlaps with the "kitchen" cabinets which were clearly added as an afterthought. It has no space for a water heater or laundry called out. It does not call out the requirement of the fire separation walls and ceilings. Your eldest still has 3 years of high school and will still need a place to stay when he comes home from college. You also say that the rules changed for the JADU at the beginning of 2021, however you designed your home taking full advantage of the square footage this allows beyond the lot coverage percentage. Your second iteration pushes this even further. Perhaps you should explore the option of a basement as this allows a much greater living space while still meeting the rules. We just went through this process and were scrutinized ourselves throughout. We had to play by all the rules and you will too.

We have nothing but the best of intentions for ensuring your home meets the rules. We are sorry if the bluntness of the feedback causes you pause. We had several changes that we had to make late in the process and getting new soils, engineering, architecture amended for each of them is costly and time consuming as you noted. I hope that the early feedback and clarity of the rules will help for you to design a home that will not require future costly edits. We will surely invite you over for a meal once our project is completed which we hope will be early next summer.

Thanks,
Chris and Kristen

