

HISTORICAL COMMISSION SPECIAL MEETING AGENDA

6:00 PM - Tuesday, November 19, 2024

***Manzanita Room, Los Altos Community Center, 97
Hillview Avenue, Los Altos, CA***

PARTICIPATION: Members of the public may participate by being present in the Manzanita Room at the Los Altos Community Center located at 97 Hillview Avenue, Los Altos, CA during the meeting. Public comment is accepted in person at the physical meeting location, or via email to HCPublicComment@losaltosca.gov.

REMOTE MEETING OBSERVATION: Members of the public may view the meeting via the link below, but will not be permitted to provide public comment via Zoom or telephone. Public comment will be taken in-person, and members of the public may provide written public comment by following the instructions below.

<https://tinyurl.com/yeym9rve>

Telephone: 1-253-215-8782 / Webinar ID: 822 4056 5369 / Passcode: 855101

SUBMIT WRITTEN COMMENTS: Verbal comments can be made in-person at the public hearing or submitted in writing prior to the meeting. Written comments can be mailed or delivered in person to the Development Services Department or emailed to HCPublicComment@losaltosca.gov.

Correspondence must be received by 2:00 p.m. on the day of the meeting to ensure distribution prior to the meeting. Comments provided after 2:00 p.m. will be distributed the following day and included with public comment in the Historical Commission packet.

AGENDA

ESTABLISH QUORUM

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. The Commission Chair will announce the time speakers will be granted before comments begin. Please be advised that, by law, the Planning Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "The Brown Act") items must first be noted on the agenda before any discussion or action.

ITEMS FOR CONSIDERATION/ACTION

CONSENT CALENDAR

These items will be considered by one motion unless any member of the Commission or audience wishes

to remove an item for discussion. Any item removed from the Consent Calendar for discussion will be handled at the discretion of the Chair.

1. Historical Commission Minutes

Approve the minutes of the regular meeting of October 28, 2024

PUBLIC HEARING

2. H24-0008 – Todd Parmacek – 236 Eleanor Avenue

Request for a Historic Advisory Review to allow the removal of the balcony along the front elevation. This project is categorically exempt from environmental review under Section 15331 (“Historical Resource Restoration/Rehabilitation”) of the California Environmental Quality Act (CEQA).

3. HPA24-0001 – Todd Parmacek – 236 Eleanor Avenue

Request to execute a Mills Act agreement for the Historic Resource property located at 236 Eleanor Avenue. This project is categorically exempt from environmental review under Section 15331 (“Historical Resource Restoration/Rehabilitation”) of the California Environmental Quality Act (CEQA).

DISCUSSION

4. Commission Update and Work Plan Discussion

Review ideas for the work plan discussion in January and discuss possible topics for the joint meeting with Council

INFORMATIONAL ITEMS

COMMISSIONERS' REPORTS AND COMMENTS

POTENTIAL FUTURE AGENDA ITEMS

ADJOURNMENT

SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act and California Law, it is the policy of the City of Los Altos to offer its programs, services and meetings in a manner that is readily accessible to everyone, including individuals with disabilities. If you are a person with a disability and require information or materials in an appropriate alternative format; or if you require any other accommodation, please contact department staff. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

Agendas, Staff Reports and some associated documents for the Planning Commission items may be viewed on the Internet at <http://losaltosca.gov/meetings>.

Decisions of the Historical Commission are final unless appealed by filing an appeal with the City Clerk within 14 calendar days of the decision. No building permits shall be issued during this 14-day period.

**MINUTES OF THE MEETING OF THE HISTORICAL COMMISSION OF THE CITY
OF LOS ALTOS, HELD ON MONDAY, October 28, 2024, AT 6:00 P.M. HELD VIA
VIDEO/TELECONFERENCE PER EXECUTIVE ORDER N-29-20.**

Please Note: Per California Executive Order N-29-20, the Commissions will meet via teleconference only. Members of the Public may call (650) 242-4929 to participate in the conference call (Meeting ID: 148 403 6004 or via the web at: [Historical Commission Meeting](#)).

ESTABLISH QUORUM

PRESENT: Commissioners Adams, Atkinson, Coe and Maguire-Negus

ABSENT: None

PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

None

SPECIAL ITEM

1. Election of Chair and Vice-Chair

Action: Upon a motion by Commissioner Coe to nominate Commissioner Coe as Chair.

AYES: Adams, Atkinson, Coe and Maguire-Negus; NOES: None; ABSENT: None

Action: Upon a motion by Commissioner Atkinson to nominate Commissioner Adams as Vice-Chair.

AYES: Adams, Atkinson, Coe and Maguire-Negus; NOES: None; ABSENT: None

CONSENT CALENDAR

2. Historical Commission Minutes Approve the minutes of the regular meeting of August 26, 2024.

Public Comment: No public comments.

The Commission discussed the minutes.

Action: Upon a motion by Commissioner Coe to approve the Historical Commission minutes of August 26, 2024, seconded by Commissioner Adams.

AYES: Adams, Atkinson, Coe and Maguire-Negus; NOES: None; ABSENT: None

PUBLIC HEARING

3. H24-0005 - Jackie Terrell and Twinkal Parmar - 1485 Fremont Avenue

Staff member Brittany Whitehill provided a presentation on the project.

Jackie Terrell, the applicant, and Audrey Fucilla-Carlsons, representative for owner delivered a presentation on the project.

Commissioner Coe had questions for the applicant.

Applicant responded to comments.

Chair Coe opened the public comment period.

Public Comment:

Morten Green of 1564 Wessex Avenue raised concerns regarding future development on Lot 2

Staff responded to questions.

Chair Coe close public comment

The Commission discussed the historic advisory review permit project at 1485 Fremont Avenue

Action: Upon a motion by Commissioner Atkinson to approve the approve the historic alteration permit (H24-0005) application based on the recommended findings and conditions of approval, seconded by Commissioner Maguire-Negus.

AYES: Adams, Atkinson, Coe and Maguire-Negus; NOES: None; ABSENT: None

DISCUSSION

4. 2025 Commission Workplan Discussion

Staff member Sean Gallegos provided a presentation.

Chair Coe opened the public comment period.

Public Comment: No public comments.

Chair Coe close public comment

The Commission discussed the 2025 Commission Workplan.

Action: Upon a motion by Commissioner Atkinson, seconded by Commissioner Maguire Negus, moved to approve the work plan with the following comments and revisions:

- a. For the project titled “Conduct Margaret Thompson Essay Contest,” the work plan shall be revised to show the following:
 - i. Commissioner Atkinson is assigned to oversee the work plan item.
 - ii. The details in the Notes column are deleted.

- b. For the project titled “Conduct the Historic Plaque program,” the work plan shall be revised to show the following:
 - i. Commissioner Adams is assigned to oversee the work plan item.
 - ii. The details in the Notes column are deleted.
- c. For the project titled “Rehabilitation of the Historic Landmark Apricot Orchard,” the work plan shall be revised to show the following:
 - i. The Los Altos History Museum is assigned to coordinate City staff in the assignments column.
 - ii. The details in the Notes column are deleted.
- d. For the project titled “Historic Preservation Award,” the work plan shall be revised to show the following:
 - i. The text “Commissioner (_____) is the primary commissioner assigned to work with staff” shall be deleted from assignment column.
 - ii. The text “Coordinate outreach by publicizing the historic preservation award (staff)” in the Notes column is deleted.
- e. For the project titled “Complete Quinquennial Inspections of Mills Act Properties,” the work plan shall be revised to show the following:
 - i. Commissioner Coe is assigned to oversee the work plan item.
 - ii. The details in the Notes column are deleted.
- f. For the project titled “Hold an annual joint meeting with the Museum Board of Directors, and Seek opportunities to partner with the Museum on historic education and outreach,” the work plan shall be revised to show the following:
 - i. Commissioner Maguire-Negus is assigned to be the primary commissioner assigned to work with staff

AYES: Adams, Atkinson, Coe and Maguire-Negus; NOES: None; ABSENT: None

5. Meeting Date Discussion

Chair Coe opened the public comment period.

Public Comment: No public comments.

Chair Coe close public comment

Commission discussed the workplan.

Action: Upon a motion by Commissioner Coe, seconded by Commissioner Atkinson, moved to approve the 2025 Historical Commission meeting dates of January 27, 2025, April 28, 2025, August 25, 2025 and October 27, 2025.

AYES: Adams, Atkinson, Coe and Maguire-Negus; NOES: None; ABSENT: None

INFORMATIONAL ITEMS

No Informational Items

COMMISSIONERS' REPORTS AND COMMENTS

None

POTENTIAL FUTURE AGENDA ITEMS

Staff advised a future item related to a historic advisory review application will be coming forward at a Special Historical Commission at their meeting on November 19, 2024.

ADJOURNMENT

Chair Coe adjourned the meeting at 7:48 p.m.

Sean Gallegos
Staff Liaison



HISTORICAL COMMISSION AGENDA REPORT

Meeting Date: November 19, 2024

Subject: Historic Advisory Review for Exterior Alterations to a Single-Family Home at 236 Eleanor Avenue

Prepared by: Sean Gallegos, Senior Planner

Initiated by: Todd Parmacek, Applicant

Attachments:

1. Primary Historic Record
2. Secretary of the Interior Report
3. Project Plans
4. Material Board

RECOMMENDATION

Recommend approval of the Historic Advisory Review (H24-0008) applications based on the findings; and find the project is categorically exempt from environmental review pursuant to Section 15331 (Historical Resource Restoration/Rehabilitation) of the California Environmental Quality Act (CEQA) Guidelines– Attachment 1 to the report.

PROJECT BACKGROUND

Property History

The 1914 C.W. Morris House, located at 236 Eleanor Avenue, was designated a Historic Resource in the Los Altos Historic Resource Inventory by the Historical Commission on September 28, 1997. As detailed in the City's Primary Historic Record (Department of Parks and Recreation Forms 523A and 523B) (Attachment 1), prepared by Circa: Historic Property Development, it is one of the few remaining farmhouses in the city.

This two-story, wood-frame Craftsman-style residence features a square plan and a side-gabled roof with decorative wood knee brackets and exposed rafter tails. The ground-floor entry porch includes a prominent front-facing gable with a balcony supported by paired, square wood porch posts. While the balcony has been remodeled since 1997, it retains its original design elements. Other paired porch posts, connected by simple wood railings, frame the ends of the full-width porch. The entrance is offset to the right, with two large plate-glass windows to the left, and the

house retains its original wood sash windows with smaller upper panes. A circular driveway surrounds a mature palm tree in the front yard.

Originally part of the 1911 Adams Subdivision and associated with agriculture, particularly orchards, the bungalow was owned by the Morris family, who held 14 acres of orchards. C.W. Morris, listed as an orchardist in city directories starting in 1922, was likely the property's owner, though it is unclear if the family was the original occupant of the house. Today, the house is one of the few remaining farmhouses in the City.

Although the house has undergone several alterations, it still retains key elements of its Craftsman design, materials, and workmanship, making it a significant example of the style. While the loss of surrounding acreage and its location on a back flag lot—set away from the street—diminishes its historical association as a farmhouse, the property's design integrity remains intact. Thus, it continues to be considered a historic resource.

Historical Commission Meeting

On April 24, 2023, the Historical Commission recommended approval of an advisory review permit for a project involving the addition of a 1,647-square-foot first story, a 327-square-foot second story, and an 832-square-foot basement to the existing two-story historic residence. The project also includes the construction of a new 588-square-foot detached garage.

Planning Commission Meeting

The Planning Commission subsequently approved the Design Review, Variance, and Historic Advisory Review on July 6, 2023, to allow these additions. The Variance is requested to allow a basement 2.5 feet above grade that exceeds the maximum height limit of two feet, a 326 square-foot second-story addition on a flag lot which allows only one-story structures, a height of 26.2 feet that surpasses the maximum limit of 20 feet for flag lots, and the placement of an accessory structure in the required front yard, where such structures are not permitted.

PROJECT SUMMARY

This application seeks advisory review for several modifications to a designated historic resource, including the removal of a 48-square-foot second-floor porch above the first-floor porch on the east side elevation, the redesign and material change of a 297-square-foot covered terrace. Additionally, the proposal includes the modification of one window on the north (front) elevation and the addition of a new window on the west (right) side

ANALYSIS

Discussion

The proposed alterations are highlighted in the architectural drawings with a red cloud, clearly indicating the specific modifications to the historic house and site. All other changes are part of

the previously approved project by the Historical Commission on April 24, 2023. The Commission will not be reviewing or reconsidering those earlier-approved additions or exterior modifications.

The project involves the removal of a 48-square-foot second-story porch on the east side elevation. The existing balcony, added in the 1990s, features stucco and wood columns that replaced the original wood brackets. The 1914 Craftsman design of the house included a stucco-finished balcony with a central wood baluster, supported by two pairs of wood columns that mirrored the porch design. In the 1990s, these columns were introduced to replace the original double wood brackets, altering the historic appearance of the balcony.

As the current balcony is not original to the 1914 design and detracts from the building's historic character, the proposed project will remove the non-historic balcony. The project also includes replacing the existing door leading to the balcony with a wood casement window, restoring the primary façade to its original 1914 form. Additionally, the roofline and other architectural details will be restored to reflect the house's original Craftsman style, reinstating the historic integrity of the elevation. These changes aim to enhance the building's historic value by removing later alterations and returning the design to its period-appropriate configuration.

The project also includes a modification to the newly approved covered terrace on the north elevation, which was previously authorized by the Historical Commission on April 24, 2023. The proposed revision features a raised concrete deck with a stucco railing, along with a thick, flat roof supported by two clusters of three small columns at each corner. The design of the new roof will incorporate the house's distinctive "bellyband" trim, helping to maintain design continuity between the original 1914 structure and the modern addition. This integration of the "bellyband" trim ensures that the new terrace complements the historical architecture, while subtly distinguishing the addition from the original building.

Additionally, the proposal includes modifications to the window configuration on the north (front) and west (right) elevations. Specifically, one existing window on the north elevation will be modified, and a new window will be added on the west elevation. Rather than adding new windows, the project will reuse existing windows from the 1914 house. This approach preserves the historic fabric of the building while maintaining the integrity of the original design. By reusing original wood windows, the project minimizes alterations to the architectural character of the north and west elevations, ensuring that the overall design remains consistent with the house's historic appearance. The project plans and materials board are provided as Attachment 3 and 4, respectively

Secretary of the Interior Standards

According to the National Park Service, integrity of a historic resource is defined by seven aspects: location, design, materials, workmanship, setting, feeling, and association. Historical professional, Stacey De Shazo of Evans & De Shazo Archaeology and Historic Preservation reviewed the project to ensure consistency with the Secretary of the Interior's Standards for the Treatment of Historic Structures (SOIS) (Attachment 2), and the historian's and staff's comments are provided below:

1. *A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.*

Response: There are no proposed changes to the 1914 house that would create a false sense of history.

2. *“The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces, and spatial relationships that characterize a property will be avoided.”*

Response:

The proposal to remove the 48-square-foot balcony will restore the primary façade to its original 1914 Craftsman design, reinstating the architectural integrity of the building. The existing balcony, added in the 1990s, is not considered historic due to its age (less than 50 years) and deviates from the home's original design. Removing this non-historic feature will return the first-floor porch roof to its original form, while the second-floor balcony door will be replaced with a window, further restoring the building's historical character.

The proposed covered terrace on the north elevation features a raised concrete deck with a stucco-finished railing and a substantial roof supported by two clusters of three small columns at each corner. In keeping with Standard 2, the design preserves the character of the original 1914 structure by ensuring that the new addition complements, rather than competes with, the historic fabric of the house. The terrace is thoughtfully scaled and designed to be compatible in size, massing, and materials with the original architecture, maintaining the integrity of the historic property while allowing for a sensitive addition.

The proposed project includes modifying an existing window on the north elevation and adding a new window on the west elevation. To preserve the historic integrity of the 1914 house, the project will repurpose and relocate existing wood windows rather than replacing or removing them. This approach minimizes alterations to the original design, maintaining the architectural character and craftsmanship of the north and west elevations in keeping with the home's historic materials.

3. *“Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.”*

Response: The proposed exterior modifications to the building do not create a false sense of history.

4. *“Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.”*

Response: The historic building did not showcase any artistic or significant changes, and the alterations made are not of historical importance.

5. *“Distinctive features, finishes, and construction techniques or examples of craftsmanship that*

characterize a property shall be preserved.”

Response: The original design and construction, workmanship and materials are preserved in the historic house and the exterior modification and the removal of the second-story balcony, added in the 1990s, will restore the structure to its original primary façade

6. *“Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.”*

Response: There are no known deteriorated features.

7. *Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.*

Response: Because the work is limited, there will be no physical or chemical treatments that will affect the wood shingle or wood trim.

8. *Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.*

The project scope does not include invasive foundation work or landscaping that would affect the site. Because the ground was disturbed previously in 1911, and subsequently with landscape improvements, it is unlikely that undisturbed archeological resources are present at the site.

9. *“New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale and architectural features to protect the historic integrity of the property and environment.*

Response: The removal of the 48-square-foot second-floor balcony, which was added in the 1990s and is not considered historic due to its age and deviation from the original design. The removal of this non-historic feature will restore the primary façade to its 1914 Craftsman form, reinstating the architectural integrity of the building. The first-floor porch roof will be returned to its original configuration, and the second-floor balcony door will be replaced with a window, further restoring the building's historical character. These modifications ensure that the building's design integrity is maintained while accommodating the needs of modern use, in line with the Secretary of the Interior's Standards for rehabilitation.

The terrace has been thoughtfully scaled and placed to ensure it does not overpower the original design of the historic building. The size, massing, and material palette of the terrace are compatible with the character of the 1914 house, and the use of stucco and columns echoes the

Craftsman style while distinguishing the new addition from the original structure. The proposed covered terrace enhances the historic building by providing a functional outdoor space without compromising the integrity of the original design or feeling of the house. The terrace's placement and design ensure that the addition is subordinate to the original structure, maintaining the building's historical significance while accommodating modern needs.

As part of these efforts, existing wood windows are being repurposed and relocated within the home rather than replaced or removed. Specifically, one window on the north elevation will be relocated to a new position, while a new window will be added to the west elevation. This approach ensures that the historic wood windows are preserved and reused, maintaining the architectural integrity of the original structure. The new window on the west elevation will be thoughtfully positioned to complement the building's historic design, while the relocated window on the north elevation will restore the original proportions and layout of the façade. These window modifications are in keeping with the project's overall goal of respecting the building's historic fabric while accommodating modern functional needs.

10. *"New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired."*

Response: No new additions are proposed with the current application. a Historical Advisory Review Permit was previously approved on April 24, 2023, for a project that included a 1,647-square-foot first story, a 327-square-foot second story, and an 832-square-foot basement addition to the existing two-story historic residence. The current application seeks to modify the original permit by removing the second-floor balcony, restoring the original entry porch roof, and making changes to the terrace along the north elevation. Additionally, the proposal includes relocating one window to the north elevation and adding a new window on the west elevation.

As outlined in the report from the Historical professional, Stacey De Shazo of Evans & De Shazo Archaeology and Historic Preservation, the proposed exterior alterations do not adversely affect the physical integrity or the historic significance of the property and are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Structures.

In order to make a positive advisory recommendation, the Commission will need to find that the project is consistent with the provisions of the Historic Preservation Ordinance and does not adversely affect the physical integrity or the historic significance of the property. Once the Commission provides a recommendation, the project will be reviewed by Development Services Director.

ENVIRONMENTAL REVIEW

The project is categorically exempt from environmental review under Section 15301 ("Existing Facilities") and Section 15331 ("Historical Resource Restoration/Rehabilitation") of the California Environmental Quality Act (CEQA) Guidelines because it involves an alteration and addition to an existing single-family dwelling in a residential zone within the allowable size limitations and

rehabilitation and preservation of a historic resource consistent with the Secretary of the Interior Standards.

PUBLIC NOTIFICATION AND COMMUNITY OUTREACH

A public meeting notice was posted on the property, and published in the newspaper in conformance with the Planning Division posting requirements.

Staff received no comments from neighbors as of the writing of this report.

FINDINGS

With regard to the historic advisory review to allow for modifications to an existing historic resource, the Commission finds in accordance with Section 12.44.130 of the Los Altos Municipal Code that:

1. The project complies with all provisions of the Historic Preservation Ordinance (Chapter 12.44) because the project will not affect the physical integrity or the historic significance of the subject property and the project complies with the Secretary of the Interior's Standards for the Treatment of Historic Properties, and the project has been processed in accordance with the procedural requirements of Chapter 12.44 of the Los Altos Municipal Code; and
2. The project does not adversely affect the physical integrity or the historic significance of the subject property because the site will retain its defining features characteristic of its Craftsman style, including its square plan and a side-gabled roof with decorative wood knee brackets, *wood windows, brackets within the gables, brick exterior chimney, stucco finish, and exposed rafter tails.*

CONDITIONS OF APPROVAL

Planning Division

1. **Approved Plans:** The project shall be developed in substantial compliance with the design plans and support materials and technical reports approved as part of Los Altos planning application H24-0008, submitted on November 4, 2024, except as modified by these conditions as specified below.

2. **Expiration:** This Permit is valid for a period of twenty-four months and will expire on November 19, 2026, unless prior to the date of expiration, a building permit is issued, or an extension is granted pursuant to the procedures and timeline for extensions in the Zoning Code.
3. **Revisions to the Approved Project:** Minor revisions to the approved plans which are found to be in substantial compliance with the overall approvals may be approved by the Development Services Director.
4. **Notice of Right to Protest:** The conditions of project approval set forth herein include certain fees, dedication requirements, reservation requirements, and other exactions. Pursuant to Government Code Section 66020(d)(1), these conditions constitute written notice of a statement of the amount of such fees, and a description of the dedications, reservations, and other exactions. You are hereby further notified that the 90-day period in which you may protest these fees, dedications, reservations, and other exactions pursuant to Government Code Section 66020(a) began on the date of approval of this project. If you fail to file a protest within this 90-day period complying with all of the requirements of Section 66020, you will be legally barred from later challenging such exactions.
5. **Secretary of the Interior Standards:** All construction activities, including maintenance, repair, stabilization, rehabilitation, restoration, preservation, conservation, or reconstruction of the historical resource, shall be conducted in a manner consistent with the Secretary of the Interior's Standards for the Treatment of Historic Properties
6. **Single-Phase Development:** Construction of the project shall be done in a single phase and shall not be considered a multi-phased development.
7. **Accessory Structure(s):** Any future accessory structure on-site will require approval by the Planning Division and may require separate City permits.
8. **Landscape Screening:** All utility meters, lines, transformers, backflow preventers, etc., on-site or off-site, must be shown on all site plan drawings and landscape plan drawings. All such facilities shall be located so as to not interfere with landscape material growth and shall be screened in a manner which respects the building design and setback requirements. Additional landscaping materials or modifications may be required by the Planning Division at final inspection to ensure adequate plant screening.
9. **Protected Trees:** Trees Nos. 1 to 7, 11 to 13, 16 to 21, and 23 to 27 shall be protected under this application and cannot be removed without a Tree Removal Permit from the Development Services Director.
10. **Tree Protection Fencing:** The grading and tree or landscape plan of the Building Permit submittal shall show the required tree protection fencing which shall be installed around the dripline(s), of all protected trees as deemed necessary by the project arborist. Tree protection fencing shall be chain link and a minimum of five feet in height with posts driven into the ground and shall not be removed until all building construction has been completed unless approved by the Planning Division.

- 11. Street Tree Protection:** All designated City street trees are to be protected throughout construction activity with protection measures shown on building permit plans.
- 12. Basic Air Quality Construction Measures:** The applicant shall require all construction contractors to implement the basic construction mitigation measures recommended by the Bay Area Air Quality Management District (BAAQMD) to reduce fugitive dust emissions. Emission reduction measures will include, at a minimum, the following measures: (a) all exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) will be watered two times per day; (b) all haul trucks transporting soil, sand, or other loose material off-site will be covered; (c) all visible mud or dirt track-out onto adjacent public roads will be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited; (d) all vehicle speeds on unpaved roads will be limited to 15 mph; (e) all roadways, driveways, and sidewalks to be paved will be completed as soon as possible. Building pads will be laid as soon as possible after grading unless seeding or soil binders are used; (f) idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes (as required by the California airborne toxics control measures Title 13, Section 2485, of the California Code of Regulations). Clear signage shall be provided for construction workers at all access points; and (g) all construction equipment shall be maintained and properly tuned in accordance with the manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.

Building Division

- 13. Building Permit:** A building permit is required for the structure relocation and building design plans shall comply with the latest applicable adopted standards. The applicant shall submit supplemental application materials as required by the Building Division to demonstrate compliance.
- 14. Conditions of Approval:** The building permit plans shall incorporate the conditions of approval into the Building Permit submittal plans and provide a letter which explains how each condition of approval has been satisfied and/or which sheet of the plans the information can found.
- 15. Work Hours/Construction Site Signage:** No work shall commence on the job site prior to 7:00 a.m. nor continue later than 5:30 p.m., Monday through Friday, from 9:00 a.m. to 3:00 p.m. Saturday, and no work is permitted on Sunday or any City observed holiday. The general contractor, applicant, developer, or property owner shall erect a sign at all construction site entrances/exits to advise subcontractors and material suppliers of the working hours and contact information, including an after-hours contact.
- 16. Disturbance Coordinator:** The applicant shall designate a "disturbance coordinator" who will be responsible for responding to any local complaints regarding construction noise. The coordinator (who may be an employee of the general contractor) will determine the cause of the complaint and will request that reasonable measures warranted to correct the problem be implemented. A telephone number of the noise disturbance coordinator shall be conspicuously posted at the construction site fence and on the notification sent to neighbors adjacent to the site. The sign must also list an emergency after-hours contact number for emergency personnel.

- 17. Public Utilities:** The applicant shall contact electric, gas, communication, and water utility companies regarding the installation of new utility services to the relocated structure.

Engineering Division

- 18. Encroachment Permit:** An encroachment permit and/or an excavation permit shall be obtained prior to any work done within the public right-of-way and it shall be in accordance with plans to be approved by the City Engineer.
- 19. Public Utilities:** The applicant shall contact electric, gas, communication, and water utility companies regarding the installation of new utility services to the site.
- 20. Americans with Disabilities Act:** All improvements shall comply with the latest version of Americans with Disabilities Act (ADA).

State of California The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary # _____
HRI # _____
Trinomial _____
NRHP Status Code _____

Other Listings _____
Review Code _____ Reviewer _____ Date _____

Page 1 of 2 *Resource Name or #: (Assigned by recorder) 236 Eleanor Avenue

P1. Other Identifier: HRI #: 24; Morris House

*P2. Location: Not for Publication ☒ Unrestricted

*a. County Santa Clara and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad _____ Date _____ T _____; R _____; _____ of _____ of Sec _____; _____ B.M.

c. Address 236 Eleanor Avenue City Los Altos Zip 94022

d. UTM: (Give more than one for large and/or linear resources) Zone _____, _____ mE/ _____ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate)
170 41 093

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

This two-story, wood-frame residence is constructed on a square plan and topped by a side-gabled roof. Gable ends are supported by decorative wood knee brackets and the open eaves reveal exposed rafterails. A large front-facing gable with balcony is set over the ground floor entry porch. The balcony is supported from below by paired, square wood porch posts; this balcony has been remodeled since the property was recorded in 1997 with the square support posts replacing the original angled knee bracket supports. The existing balcony rail was also added at that time. Additional paired porch posts are set at either end of the full-width porch and are connected by simple wood railings. The entrance is offset to the right and two large plate glass windows are located to the left. Other original wood sash windows appear to be extant. Each has a single row of smaller panes across the top. A circular driveway surrounds a single mature palm tree in the front yard. The property appears to be in excellent condition.

*P3b. Resource Attributes: (List attributes and codes) HP2. Single family property

*P4. Resources Present: ☒ Building _____ Structure _____ Object _____ Site _____ District _____ Element of District _____ Other (Isolates, etc.)

P5b. Description of Photo:
Primary Elevation

July 2011

*P6. Date Constructed/Age and

Source: ☒ Historic _____ Prehistoric
_____ Both

1919

G. Laffey

*P7. Owner and Address:

Guido E. & Barbara M. Van Thillo
236 Eleanor Avenue Los Altos, CA
94022

*P8. Recorded by:

Circa: Historic Property Development
582 Market Street, Suite 1800
San Francisco, CA 94104

*P9. Date Recorded: _____

July 2011

*P10. Survey Type:

Intensive



*P11. Report Citation:

Los Altos Historic Resources Inventory Update Report (Circa: Historic Property Development, March 2012).

*Attachments: NONE _____ Location Map _____ Continuation Sheet ☒ Building, Structure, and Object Record

_____ Archaeological Record _____ District Record _____ Linear Feature Record _____ Milling Station Record _____ Rock Art Record

_____ Artifact Record _____ Photograph Record _____ Other (List): _____

BUILDING, STRUCTURE, AND OBJECT RECORD

*NRHP Status Code CA Reg. 5S1

Page 2 of 2

*Resource Name or # (Assigned by recorder) 236 Eleanor Avenue

B1. Historic Name: Morris House

B2. Common Name:

B3. Original Use: Residential

B4. Present Use: Residential

*B5. Architectural Style:

*B6. Construction History: (Construction date, alterations, and date of alterations)

Built 1919. "Remodel & repair interior of vintage house," 1994.

*B7. Moved? ☐ No ☐ Yes ☒ Unknown Date: Original Location:

*B8. Related Features:

Mature palm.

B9a. Architect: Unknown

b. Builder: Unknown

*B10. Significance: Theme Architecture/Agriculture

Area Los Altos

Period of Significance c.1919-1961 (50 year mark)

Property Type Residence

Applicable Criteria NR/CR/Local

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

This bungalow was associated with agriculture, specifically orchards. Originally a part of the 1911 Adams Subdivision, oral history transcripts indicate that the house was occupied by the Morris family. C. W. Morris shows up in 1922 in city directories and is listed as an orchardist. His son Doug indicated that the family owned the surrounding 14 acres in orchard. He also indicates that the residence was built around 1919. It is not clear if the Morris family was the original occupant of the home. The house is one of the few remaining farmhouses left in the city today (G. Laffey).

Character Defining Features: two-story form; side-gable roof with wood knee brackets; open eaves with exposed rafterails; large front-facing gable; paired porch posts set at either end of the full-width porch; original wood sash windows with rows of smaller panes across top; mature palm in front yard.

Evaluation: 236 Eleanor Avenue is a good representative example of its style, is associated with the historical theme of agriculture in Los Altos, and retains a fair degree of integrity of location, workmanship, feeling, design and materials. Therefore, it is listed on the Los Altos Historic Resources Inventory as a Historic Resource and is assigned the California Register Status Code 5S1: "Individual property that is listed or designated locally."

B11. Additional Resource Attributes: (List attributes and codes)

*B12. References:

Los Altos Historical Commission: Los Altos HRI (9.28.1997); McAlester, Virginia and Lee. A Field Guide to American Houses. New York: Alfred A. Knopf, 2002; DPR series forms by G. Laffey (1997); Sanborn Maps; Los Altos HRI (February 2011).

B13. Remarks:

Vicinity map provided by the City of Los Altos and amended by Circa: Historic Property Development.

*B14. Evaluator: Circa: Historic Property Development

*Date of Evaluation: July 2011

(This space reserved for official comments.)





EVANS & DE SHAZO

ARCHAEOLOGY HISTORIC PRESERVATION

**A SECRETARY OF THE INTERIOR'S STANDARDS
FOR THE TREATMENT OF HISTORIC PROPERTIES
REVIEW FOR THE PROJECT AT 236 ELEANOR
AVENUE, LOS ALTOS, SANTA CLARA COUNTY,
CALIFORNIA**

SUBMITTED TO:

Jennifer Jacobson and Todd Parmacek

SUBMITTED BY:

Stacey De Shazo, M.A.
Principal Architectural Historian
and
Nicole Wyton, M.S., Architectural Historian

**September 4, 2024
(Updated November 7, 2024)**

Evans & De Shazo, Inc
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Appendix A: Updated Plans



INTRODUCTION

Evans & De Shazo, Inc. (EDS) completed a Secretary of Interior's Standards for the Treatment of Historic Properties (Standards) review (36 CFR Part 67) due to additional changes for the project at 236 Eleanor Avenue, Los Altos, Santa Clara County, California, within the 0.42-acre Assessor's Parcel Number (APN) 170-41-093 (Property). The Property currently consists of the 1914 "C.W. Morris" house (1914 house) and landscape. The 1914 house within the Property is currently listed on the Office of Historic Preservation (OHP) Built Environment Resources Directory (BERD; P-43-002058)¹ and the City of Los Altos Historic Inventory (2012);² therefore, the 1914 house is considered a Historical Resource as defined in Section (§) 15064.5 of the California Code of Regulations (CCR). EDS completed the following Standards review in compliance with the City of Los Altos Mills Act application.

The Standards Review follows the Standards for Rehabilitation. It was completed by EDS Principal Architectural Historian Stacey De Shazo, M.A., and Architectural Historian Nicole Wyton, M.S., who both exceed the Secretary of Interior's qualification standards in Architectural History and History. The results of the Standards review are presented herein.

PREVIOUS DOCUMENTATION

In 2011, the 1914 "C.W. Morris" house within the Property was part of a city-wide historic inventory update. In 2012, the 1914 house was listed on the local City of Los Altos Historic Inventory (S-34502). Due to its current listing, the 1914 house is considered a Historical Resource as defined in §15064.5 of the California Environment Quality Act (CEQA) Guidelines; however, the 2012 documentation only evaluates the 1914 house under CRHR Criterion 3 (Architecture) and does not include an evaluation under criteria 1, 2 or 4. Furthermore, the documentation does not include the ca. 1935 detached garage (no longer extant) or landscape.³

In 2023, Urban Programmers completed a Standards review for the Project, relying on previous documentation to assess impacts to historical resources. However, after the Project was approved, EDS recommended additional changes in consultation with the Project designer to meet the Standards further. Therefore, EDS completed a second Standards review based to ensure the Project's compliance.

PROPERTY LOCATION

The Property is located at 236 Eleanor Avenue, Los Altos, Santa Clara County, California, within APN 170-41-093 (Figure 1). The 0.42-acre Property is on the east side of Eleanor Avenue, approximately 166 feet west of Eleanor Avenue, and approximately 2.1 miles east of South San Antonio Road in the City of Los Altos.

¹ P-43-002058 includes documentation completed in 1991 and 1997. In 2011, Circa: Historic Property Development documented the property as part of an updated City of Los Altos Historic Inventory, resulting in the 1914 house being locally listed in 2012. The 2011 documentation was not submitted to the Northwest Information Center (NWIC) and is not part of the P-43-002058 record.

² Los Altos Historic Resources Inventory Update Report (Circa: Historic Property Development, March 2012).

³ In 2024, before the HRE was completed, and based on the findings in the 2023 Standards review by Urban Programmers, a permit was issued for the Project, and the ca. 1935 detached garage was demolished.

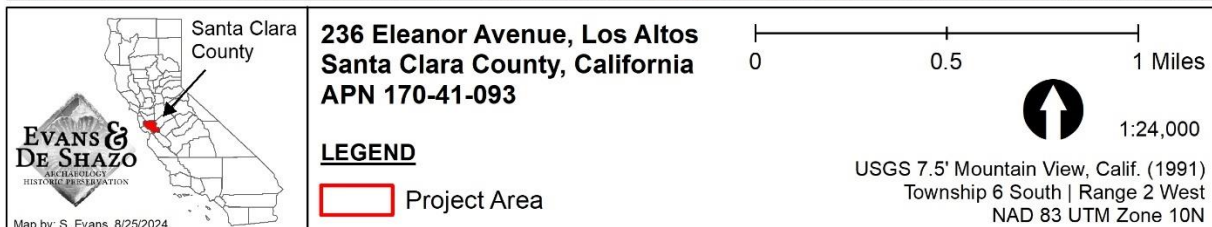
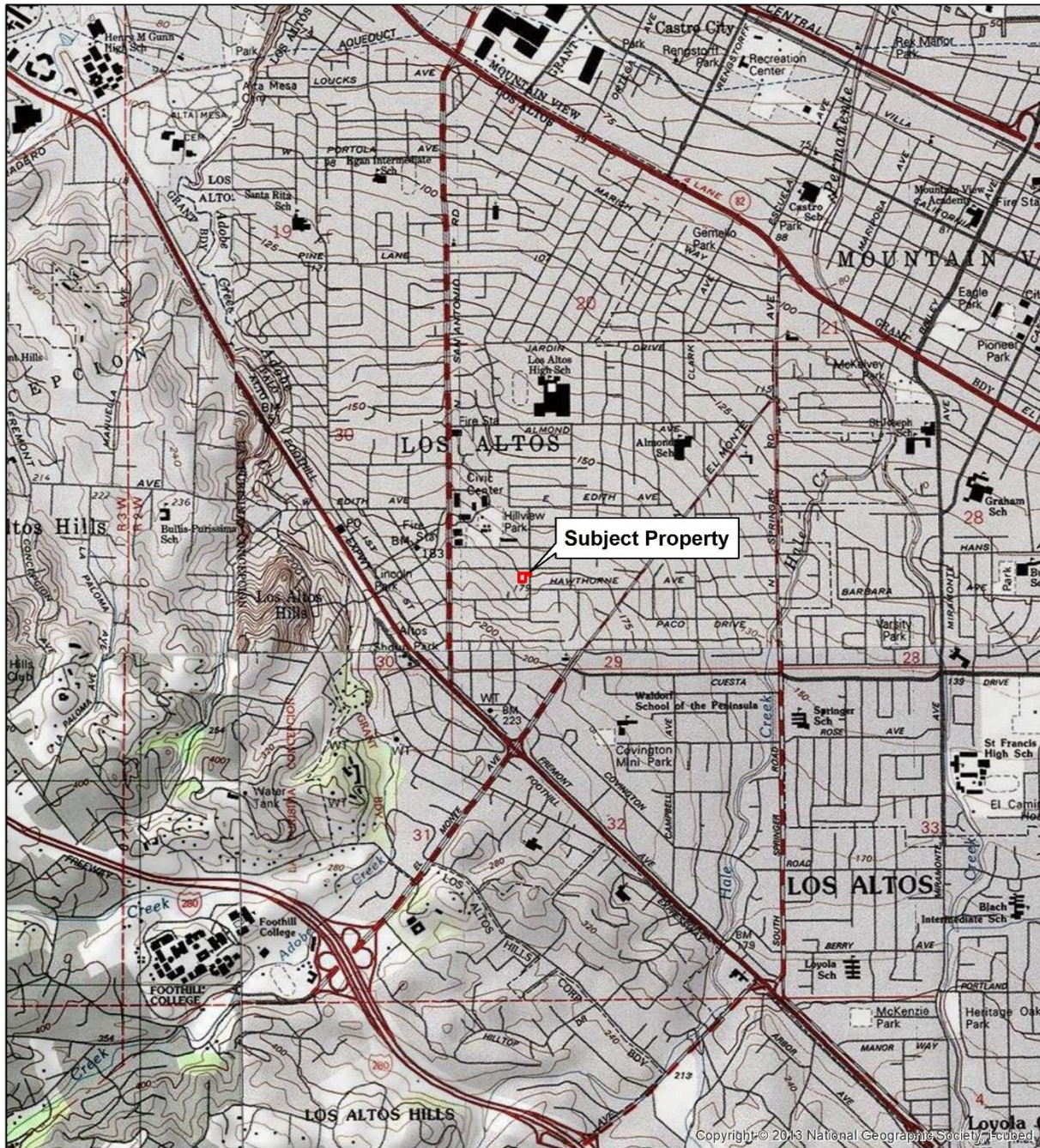


Figure 1. Location Map



REGULATORY SETTING

The CEQA regulations pertain to cultural resources and the National Park Service (NPS) Standards guidelines are outlined below.

CALIFORNIA ENVIRONMENTAL QUALITY ACT

CEQA and the Guidelines for Implementing CEQA (State CEQA Guidelines § 15064.5) give direction and guidance for evaluating properties and preparing Initial Studies, Categorical Exemptions, Negative Declarations, and Environmental Impact Reports. Under California State law, the City of Los Altos is legally responsible and accountable for determining the environmental impact of any land use proposal it approves. Cultural resources are aspects of the environment that require identification and assessment for potential significance under CEQA (14 CCR § 15064.5 and PRC § 21084.1).

There are five classes of cultural resources defined by the State OHP. These are:

- **Building:** A structure created principally to shelter or assist in carrying out any form of human activity. A “building” may also be used to refer to a historically and functionally related unit, such as a courthouse and jail or a house and barn.
- **Structure:** A construction made for a functional purpose rather than creating human shelter. Examples include mines, bridges, and tunnels.
- **Object:** Construction is primarily artistic in nature or relatively small in scale and simply constructed. It may be movable by nature or design or made for a specific setting or environment. Objects should be in a setting appropriate to their significant historic use or character. Examples include fountains, monuments, maritime resources, sculptures, and boundary markers.
- **Site:** The location of a significant event. A prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined, or vanished, where the location itself possesses historic, cultural, or archaeological value regardless of the value of any existing building, structure, or object. A site need not be marked by physical remains if it is the location of a prehistoric or historic event and if no buildings, structures, or objects marked it at that time. Examples include trails, designed landscapes, battlefields, habitation sites, Native American ceremonial areas, petroglyphs, and pictographs.
- **Historic District:** Unified geographic entities which contain a concentration of historic buildings, structures, or sites united historically, culturally, or architecturally.

According to CCR § 15064.5, cultural resources are historically significant if they are:

- (1) A resource listed in or determined to be eligible by the State Historical Resources Commission for listing in the California Register of Historical Resources (PRC §5024.1, 14 CCR § 4850 et seq.).
- (2) A resource included in a local register of historical resources, as defined in PRC § 5020.1(k) or identified as significant in a historical resource survey meeting the requirements PRC § 5024.1(g), shall be presumed to be historically or culturally significant. Public agencies must treat any such resource as significant unless the preponderance of the evidence demonstrates that it is not



historically or culturally significant.

- (3) Any object, building, structure, site, area, place, record, or manuscript which a lead agency determines to be historically significant or significant in the architectural, engineering, scientific, economic, agricultural, educational, social, political, military, or cultural annals of California may be considered to be a historical resource, provided the lead agency's determination is supported by substantial evidence in light of the whole record. Generally, a resource shall be considered by the lead agency to be "historically significant" if the resource meets the criteria for listing on the California Register of Historical Resources (PRC § 5024.1, 14 CCR § 4852), including the following:
 - (A) Is associated with events that have made a significant contribution to the broad patterns of California's history and cultural heritage;
 - (B) Is associated with the lives of persons important in our past;
 - (C) Embodies the distinctive characteristics of a type, period, region, or method of construction, or represents the work of an important creative individual, or possesses high artistic values; or
 - (D) Has yielded, or may be likely to yield, information important in prehistory or history.
- (4) The fact that a resource is not listed in or determined to be eligible for listing in the CRHR, not included in a local register of historical resources pursuant to PRC § 5020.1(k), or identified in a historical resources survey meeting the criteria in PRC § 5024.1(g) does not preclude a lead agency from determining that the resource may be a historical resource as defined in PRC § 5020.1(j) or § 5024.1.

STANDARDS REVIEW

The Secretary of the Interior's Standards for Rehabilitation

The Standards for Rehabilitation provides directions for making appropriate choices in planning the repairs, alterations, and additions that may be part of a rehabilitation project. The Guidelines apply the Standards and describe specific treatments that do and do not meet the Standards. The Standards for Rehabilitation, [codified in 36 CFR Part 67](#), are regulatory for the Historic Preservation Tax Incentives program and are the Standards most often used by local historic district commissions nationwide.

The Standards for Rehabilitation are the criteria for determining if a rehabilitation project qualifies as a certified rehabilitation. The intent of the Standards is to assist in the long-term preservation of a property's significance through the preservation of historic materials and features. The Standards pertain to historic buildings of all materials, construction types, sizes, and occupancy and encompass the exterior and the interior of historic buildings. The Standards also encompass related landscape features and the building's site and environment, as well as attached, adjacent, or related new construction. To be certified, a rehabilitation project must be determined by the Secretary to be consistent with the historic character of the structure(s) and, where applicable, the district in which it is located. The following Standards are to be applied to specific rehabilitation projects in a reasonable manner, [taking into consideration economic and technical feasibility](#).

1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.



2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.
3. Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.
4. Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.
5. Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a property shall be preserved.
6. Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.
7. Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.
8. Significant archeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.
9. New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.
10. New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

METHODS

The methods used to complete the Standards review included a review of the Project's architectural, engineering, and landscape plans and details provided by the Property owners. Ms. De Shazo, M.A. and Ms. Wyton, M.S. completed the Standards review, working directly with the architect and owners to identify and address potential adverse impacts on the 1914 house to ensure the current Project complies with the Standards for Rehabilitation, which is required to apply for the Mills Act.

STANDARDS REVIEW

The 1914 house is currently listed on the City of Los Altos Historic Inventory (2012);⁴ as such, the 1914 house is considered a Historical Resource. Due to several changes to improve the preservation and rehabilitation of the house – recommended after the original permit was issued, EDS completed a “new” Standards review to

⁴ Los Altos Historic Resources Inventory Update Report (Circa: Historic Property Development, March 2012).



ensure the Project meets the Standards. The EDS team worked with the Project's architectural and design team at Chapman Design Associates; and utilizing the findings in the HRE, EDS recommended changes to the Project. The review of the updated drawing set by Chapman Design Associates (10/17/2024; Attachment B) is detailed in the section below.

Secretary of Interior Standards for Rehabilitation Review

The following section addresses the current Project within the context of the Secretary of the Interior's Standards for Rehabilitation. Rehabilitation is defined as the act or process of making possible a compatible use for a property through repair, alterations, and additions while preserving those portions or features that convey its historical, cultural, or architectural values. When repair and replacement of deteriorated features are necessary, when alterations or additions to the property are planned for a new or continued use, and when its depiction at a particular period of time is not appropriate, Rehabilitation may be considered as a treatment.

According to the Standards, "some exterior and interior alterations to a historic building are generally needed as part of a Rehabilitation project to ensure its continued use, but it is most important that such alterations do not radically change, obscure, or destroy character-defining spaces, materials, features, or finishes. Alterations may include changes to the site or setting, such as the selective removal of buildings or other features of the building site or setting that are intrusive, not character-defining or outside the building's period of significance."

The Standards and EDS' analysis of the current preliminary Project related to the Standards is presented below. The Project was reviewed using the Project description provided by the architect, which was applied to each of the Standards. The results of the Standards analysis are presented below with an "EDS Response" and an "EDS Analysis" that identifies whether the Project conforms with Standards. "EDS Recommendations" are also provided, if warranted.

The following Standards review assesses potential impacts on the locally listed 1914 house. The following Standards review amends the 2023 Standards review completed by Urban Programmers, and the term Project refers to the updated drawing set by Chapman Design Associates (10/17/2024).

- 1. A property shall be used for its historic purpose or be placed in a new use that requires minimal change to the defining characteristics of the building and its site and environment.**

The 1914 house will continue to be for residential use.

EDS Analysis: The current preliminary Project complies with Standard 1.

- 2. The historic character of a property shall be retained and preserved. The removal of historic materials or alteration of features and spaces that characterize a property shall be avoided.**

Based on the drawing set completed by Chapman Design Associates (10/17/2024), the Project includes a rear addition along the west elevation and a portion of the north and south elevations of the 1914 house. Due to the renovations in 1994 (Permit #1994-626945) that removed original materials on the west elevation, including original wood windows, exterior wood siding, and an original wood door, no character-defining features or historical materials will be removed on this



elevation for the current Project. However, the changes along portions of the north and south elevations will remove less than 5% of the original stucco siding and wood windows. As such, to address these potential impacts on original materials and windows, the following assessment is provided.

Stucco Removal

The 1914 house is clad in a combination of stucco and shingles, a common material combination found on Craftsman houses. While this combination was the most common, Craftsman design also included stucco exterior cladding. Currently, the 1914 house retains the original exterior stucco from the date of construction, which is a character-defining feature of the house. The Project proposes to retain 90% of the original stucco and remove approximately 10% of the stucco on the northwestern-most sections of the north elevation and the southwestern-most section of the south elevation. Although a portion of this material will be removed, enough of the original stucco material will be retained. In addition, if additional stucco is determined to be beyond repair during the rehabilitation or any exploratory work due to termite damage, dry rot, and deterioration requiring additional removal, a qualified architectural historian should be consulted before removal.

Windows - Removal and Reuse

There are currently thirty-nine windows on the 1914 house. Twenty-two of these windows are original casement windows with a “valance-style” grid pattern consisting of eight-over-one glazing, three are original fixed windows with “valance-style” grids, one is an original fixed wood window with leading, and one is an original sliding wood window with two fifteen-light sashes. The new windows consist of three low-placed hopper windows, a ribbon of five, two-over-two, double-hung wood windows, and four four-light fixed wood windows. The Project consists of removing nine casement windows and replacing a fixed leaded window. The plan is to relocate six casement windows and the fixed window with leading. The relocated windows are enclosed in red, while the windows that are being removed without relocation are in yellow (Figure 2, Figure 3, and Figure 4). The proposed location of these windows does not promote a false sense of history and allows the retention of historic materials and character-defining features.

Overall, the Project retains approximately 90% of the original exterior stucco cladding on the north, south, and east elevations. It will also retain thirty (30) of the wood windows in their original locations and six original wood windows in appropriate locations within the 1914 house.

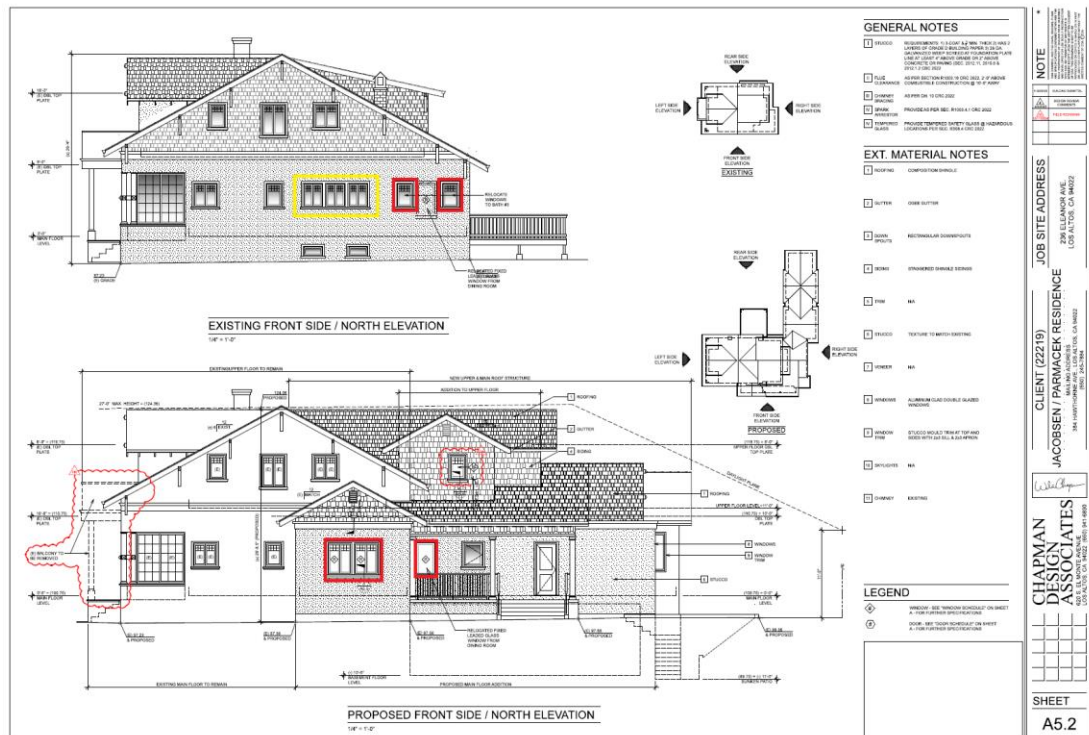


Figure 2. Sheet A5.2 shows the original windows that will be relocated and their proposed locations (Chapman Design Associates, 10/17/2024).

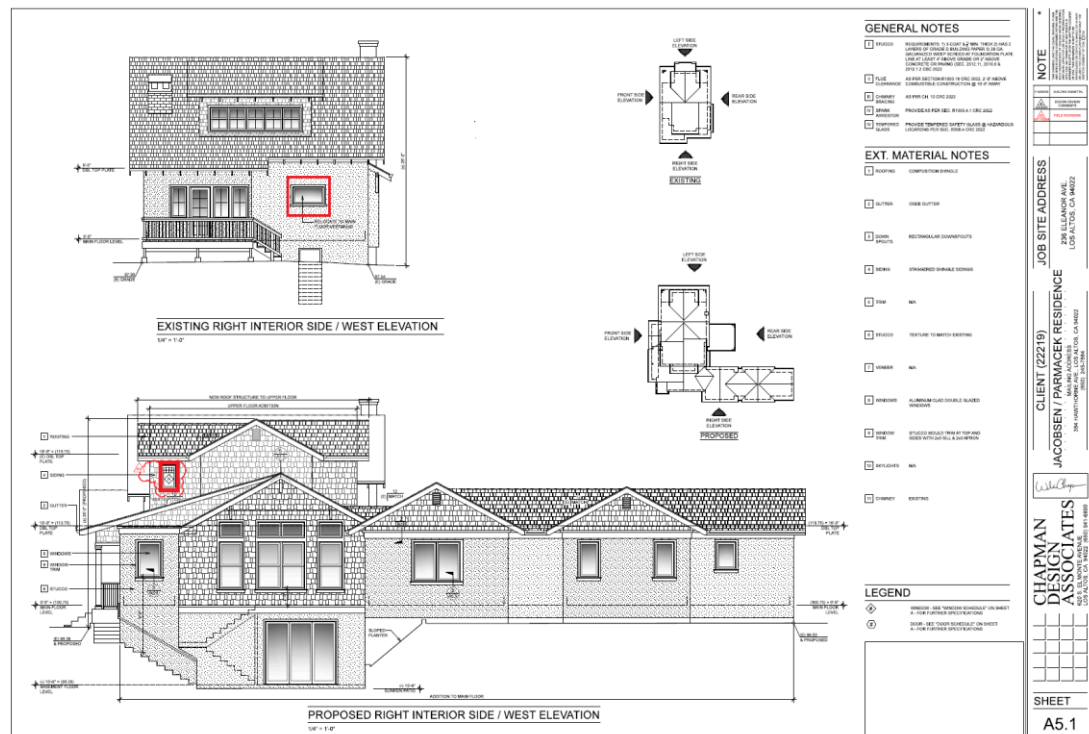


Figure 3. Sheet A5.1 shows the original windows that will be relocated and their proposed locations (Chapman Design Associates, 10/17/2024).

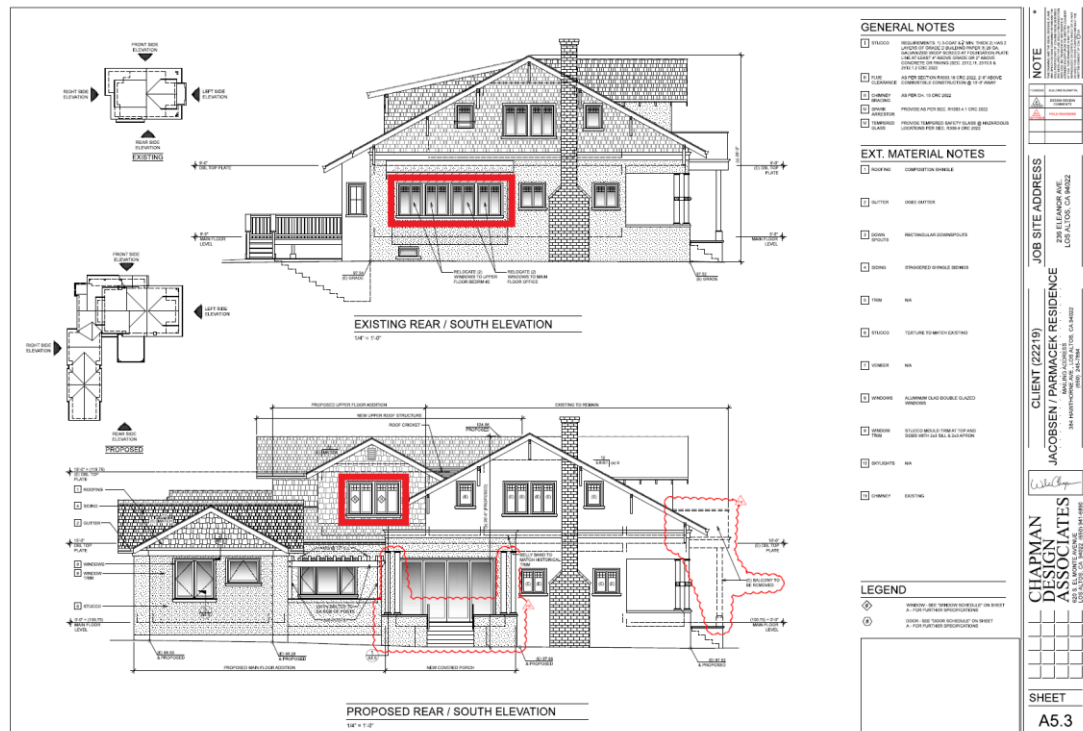


Figure 4. Sheet A5.3 shows the original windows that will be relocated and their proposed locations (Chapman Design Associates, 10/17/2024).

EDS Analysis: The Project complies with Standard 2. However, a professional architectural historian should be consulted if additional original exterior stucco is removed.

- Each property shall be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or architectural elements from other buildings, shall not be undertaken.

There are no proposed changes to the 1914 house that would create a false sense of history.

EDS Analysis: The Project complies with Standard 3.

- Most properties change over time; those changes that have acquired historic significance in their own right shall be retained and preserved.

There are no proposed changes to the 1914 house that have become “significant in their own right.”

EDS Analysis: The Project complies with Standard 4.

- Distinctive features, finishes, and construction techniques or examples of craftsmanship that characterize a historic property shall be preserved.

The Project proposes to preserve much of the original 1914 Craftsman design and features that are examples of craftsmanship that characterize the Craftsman design of the house, including retaining the character-defining wood casement windows with “valance-style” grids, front wood door, the incorporated porch with paired wood columns, the exterior brick chimney, the decorative wood “bellyband” along the north, south, and east elevations of the house, the decorative brackets, the



stucco finish, and shingles siding with the side gables. The Project does not create a false sense of history but instead ensures the preservation of historic materials that are distinctive elements of the house. Although the Project will remove a projecting bay window on the north elevation and alter a portion of the side-facing gable form on the southwest corner, giving that corner a “saltbox” feel, these changes occur on the secondary elevations. Furthermore, **the Project will return the primary elevation to its initial Craftsman design by removing the second-story balcony, added in the 1990s, and restoring the original primary façade** (east elevation).

EDS Analysis: The Project complies with Standard 5.

6. **Deteriorated historic features shall be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature shall match the old in design, color, texture, and other visual qualities and, where possible, materials. Replacement of missing features shall be substantiated by documentary, physical, or pictorial evidence.**

There are no proposed changes to deteriorated features.

EDS Analysis: As such, Standard 6 does not appear to apply.

7. **Chemical or physical treatments, such as sandblasting, that cause damage to historic materials shall not be used. The surface cleaning of structures, if appropriate, shall be undertaken using the gentlest means possible.**

EDS Analysis: Not applicable to the Project.

8. **Significant archaeological resources affected by a project shall be protected and preserved. If such resources must be disturbed, mitigation measures shall be undertaken.**

EDS Analysis: Not applicable, as a professional archaeologist would need to make this determination.

9. **New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.**

The new exterior addition to the 1914 house requires the removal of a small section of the original form at the northwest and southwest sections of the north and south elevations – allowing for the new addition; the removal of the west elevation – removing materials from a 1994 renovation; the removal of a shed dormer; and the projecting bay window of the south elevation. The new addition includes the construction of a new side-facing gable section with an incorporated porch on the south elevation, a rear-facing gable within the extant side-facing gable roof, a one-story addition that extends from the west elevation and continues south, creating an “L” shaped footprint and a one-story portico replacing the projecting bay window. The rehabilitation will also include removing the 1990s second-story balcony over the original porch and restoring the original primary façade.

Exterior Alteration: Side-Gable Form

The Project will remove a small portion of the original side-gable form at the northwest and southwest sections of the side-gable eaves, altering the side-facing gable form. While removing these sections



does not follow the Craftsman form, it occurs on secondary elevations, which are set away from the original primary façade. In addition, these sections had previously undergone some alterations when the west elevation was altered in 1994.

Updates since the Project was Approved

Rehabilitation: Covered Terrace

The proposed covered terrace on the north elevation consists of a raised concrete deck with a stucco-finished railing and a thick roof supported by two clusters of three small columns on each exterior corner. The flat roof continues the trim of the house's "bellyband," providing design continuity while maintaining a distinction between the 1914 house and the proposed addition. This covered terrace does not overwhelm the design of the 1914 house and is compatible in size, massing, and design.

Retain and Reuse of Historic Windows: EDS recommended retaining several of the wood windows that would have been removed. The windows will be retained in situ or relocated within the 1914 house rather than removed.

Restoration: Second-story balcony on East Elevation (Primary Façade)

The second-story balcony of the 1914 house consists of a stucco-finished balcony with a central wood baluster. Two pairs of wood columns replicating the incorporated porch support the balcony. In the 1990s, these columns replaced two double wood brackets. As such, the second-story balcony is not historic and detracts from the original 1914 craftsman form. The door to the balcony will be replaced with a wood casement window (Figure 5). Removing this balcony restores the primary façade to its original 1914 Craftsman form, and removing the 1990s balcony restores the original design.

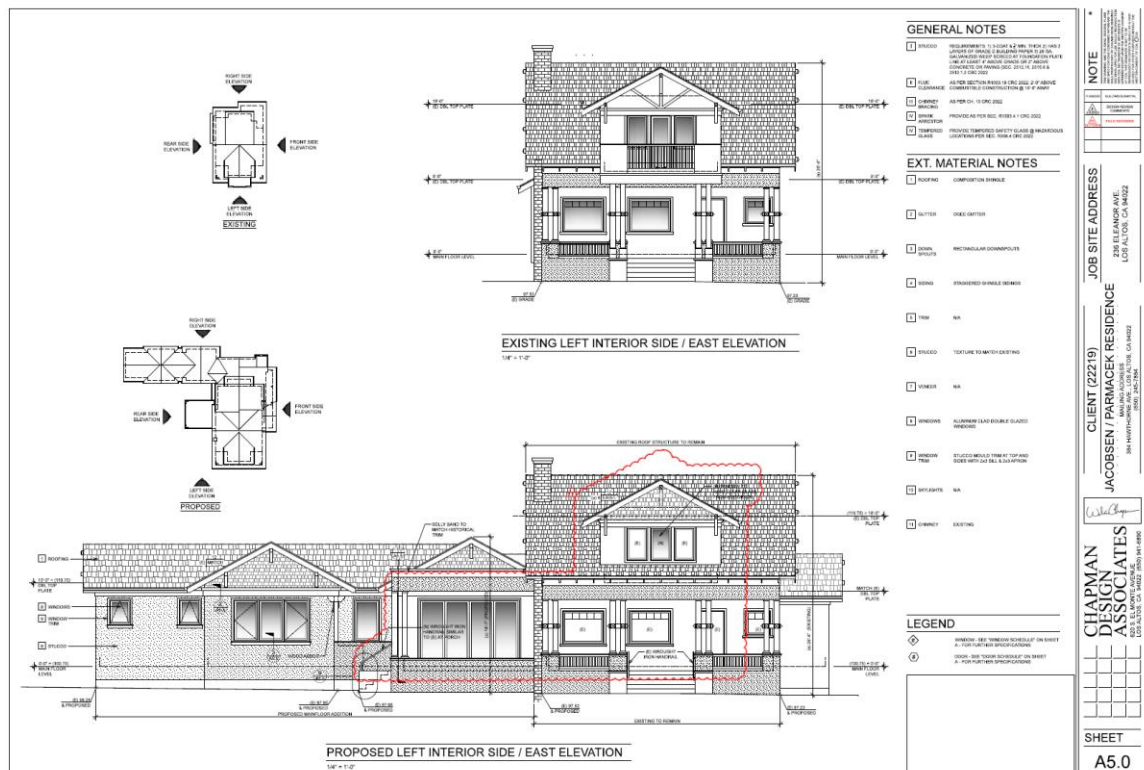




Figure 5. Sheet A5.0 shows the proposed removal of the balcony and the new fenestration (Chapman Design Associates, 10/17/2024).

EDS Analysis: The current Project designs, including changes to the primary façade balcony, fenestration, and decorative details were altered to meet the Standards further and retain or restore the house's character-defining features, including the side-facing gable form, wood windows, brackets within the gables, brick exterior chimney, and stucco finish.

Following recommendations by EDS, the new design by Chapman Design Associates (10/17/2024) includes retaining additional wood windows that will be relocated within the 1914 house rather than removing them and altering the design of the new second-story balcony addition on the south elevation – removing and the bulkier forms of the additions and creating a more compatible massing, size, scale and features. Removing this balcony restores the primary façade to its original 1914 Craftsman form, and removing the 1990s balcony restores the original design.

The Project complies with Standard 9.

- 10. New additions and adjacent or related new construction shall be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.**

The Project proposes an addition that extends south from the west elevation of the 1914 house, impacting a section of the north and south elevations. It also includes a new detached garage, which will be constructed north of the north elevation of the house. The addition and new detached garage were part of the original approved Project, and no additional changes were made as part of this Standards review.

As such, the Project complies with Standard 10.

CONCLUSION

EDS completed a Standards review to address the additional changes to the 1914 house to determine if the Project would impact the integrity of the 1914 house, which is currently locally listed. For the Standards review, EDS reviewed drawings completed by Chapman Design Associates (10/17/2024) addressing changes, including the restoration of the primary façade (east elevation), the retention of or relocation of original windows, and updates to the covered terrace to better meet the Standards. EDS has determined that the Project meets the Standards for Rehabilitation and will not impact the integrity of the 1914 house; therefore, the 1914 house will remain eligible for local listing and the Mills Act tax program.



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Los Altos Historic Resources Inventory Update Report (Circa: Historic Property Development, March 2012).

Office of Historic Preservation, "Historic Resource Surveys," (accessed 8/12/2024),
https://ohp.parks.ca.gov/?page_id=23317.



Appendix A: Updated Plans



PROPOSED ELEVATION - EAST

GENERAL NOTES

- A

VERIFICATION

CONTRACTOR & ALL SUBCONTRACTORS SHALL VERIFY ALL GRADES, DIMENSIONS & CONDITIONS PRIOR TO START OF WORK
- B

DIMENSIONS

DO NOT SCALE THESE DRAWINGS. WRITTEN DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DRAWINGS
- C

DISCREP-ANCIES

MINOR DISCREPANCIES BETWEEN DRAWINGS & ACTUAL CONDITIONS ARE TO BE EXPECTED. CONDITIONS REQUIRING CLARIFICATION SHALL BE BROUGHT TO THE ATTENTION OF C.D.A. IMMEDIATELY
- D

CONTRACT DOCUMENTS

CONSTRUCTION DOCUMENTS TO POST DATE JOB COPY. VERIFY DOCUMENT DATE WITH C.D.A. PRIOR TO START OF WORK. CONTRACTOR TO ENSURE THAT ANY REVISED DOCUMENTS SHALL BE PROVIDED TO SUBCONTRACTORS IMMEDIATELY
- NOTE: ALL FIRE SPRINKLER PLANS SHALL BE SUBMITTED DIRECTLY TO THE SANTA CLARA COUNTY FIRE DEPARTMENT BY LICENSED C-16 FIRE SPRINKLER CONTRACTOR

CONSULTANT DIRECTORY

SURVEYOR	NNR ENGINEERING SERVICES CO. 535 WEBRIDGE DRIVE SAN JOSE, CA 95123 (408) 348-7813
SOILS ENGINEER	GEOFOUNDATION INC. 488 CHELSEA XING SAN JOSE, CA 95138 (408) 710-6701
CIVIL ENGINEER	GREEN CIVIL ENGINEERING 1900 S. NORFOLK ST., # 350 SAN MATEO, CA 94403 (510) 368-9863
STRUCTURAL ENGINEER	DANIEL ESPINO 160 BIRCH STREET, SUITE B REDWOOD CITY, CA 94062 (650) 289-8864
ENERGY CONSULTANT	BUILDERS' ENERGY SERVICES, INC. 460 W. EDMUNDSON AVENUE MORGAN HILL, CA 95037 (844) 437-7824
LANDSCAPE ARCHITECT	W. JEFFREY HEID, LANDSCAPE ARCHITECT 617 ONELDA DRIVE SAN JOSE, CA 95123

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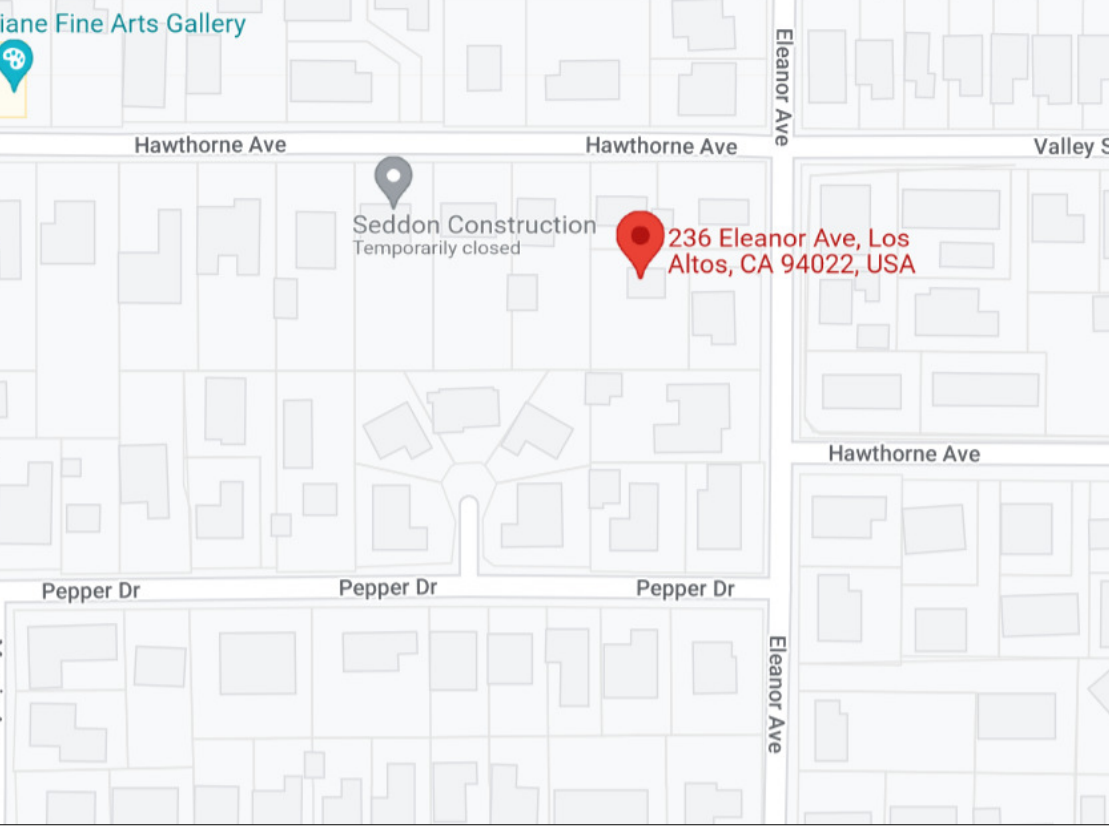
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PROPERTY DESCRIPTION

OWNER	JENNIFER JACOBSEN & TODD PARMACEK
ADDRESS	236 ELEANOR AVE., LOS ALTOS, CA 94022
PARCEL	170-41-093
ACREAGE	0.422 ac.
ZONING	R1-10
FLOOD HAZARD	ZONE -X
OCCUPANCY	R-3/U
CONSTR. TYPE	V-B
PROJECT DESCRIPTION	ADDITION TO MAIN, UPPER FLOOR AND BASEMENT OF EXISTING 2-STORY HISTORICAL HOUSE, INCLUDING NEW DETACHED GARAGE. NEW FIRE SPRINKLERS FOR BOTH RESIDENCE AND GARAGE

VICINITY MAP



TABULATION

ALLOWABLE FLOOR AREA CALCULATIONS

Net Lot Size	=	16,681.80 sq. ft.
35% for 1st 11,000 sq. ft.	=	3,850.00 sq. ft.
10% for 5,681.80 sq. ft.	=	568.18 sq. ft.
Allowable sq. ft.	=	4,418.18 sq. ft.

APPLICABLE CODES

THIS PROJECT SHALL COMPLY (AS REQUIRED) WITH THE:
2022 CALIFORNIA BUILDING CODE
2022 CALIFORNIA RESIDENTIAL CODE
2022 CALIFORNIA MECHANICAL CODE
2022 CALIFORNIA ELECTRICAL CODE
2022 CALIFORNIA PLUMBING CODE
2022 CALIFORNIA FIRE CODE
2022 CALIFORNIA ENERGY CODE
2022 CALIFORNIA GREEN BUILDING
LOS ALTOS MUNICIPAL CODE

	EXISTING	PROPOSED	ALLOWED / REQUIRED
LOT COVERAGE: (land area covered by all structures that are over 6 feet in height)	1,531.48 s.f. (10.13 %)	FR 3,851.35 s.f. (23.08 %)	5,004.54 (30.00%)
FLOOR AREA	1,851.67 s.f. (10.07 %)	4,413.60 s.f. (26.46 %)	4,418.18 s.f. (26.48%)
SETBACKS: Front (1st / 2nd) Rear (1st / 2nd) Right Side (1st / 2nd) Left Side (1st / 2nd)	42.50 feet / 42.50 feet 79.33 feet / 79.33 feet 46.91 feet / 52.16 feet 22.58 feet / 22.58 feet	36.50 feet / 42.50 feet 22.17 feet / 79.33 feet 20.53 feet / 39.50 feet 22.58 feet / 22.58 feet	25.00 feet 25.00 feet 15.00 feet / 17.50 feet 15.00 feet / 20.00 feet
HEIGHT:	(h) 27'-6"	(h) 26'-8"	27'-0"

SQUARE FOOTAGE BREAKDOWN			
	EXISTING	CHANGE IN	TOTAL PROPOSED
HABITABLE LIVING AREA: Includes habitable basement areas	2,765.31 sq. ft.	(+*) 1,986.65 sq. ft.	4,751.96 sq. ft.
NON-HABITABLE AREA: Does not include covered porches or open structures	606.73 sq. ft. (to be removed))		588.00 sq. ft.
TOTAL PROPOSED FLOOR AREA: 5,339.96 sq. ft.			

LOT CALCULATIONS	
NET LOT AREA:	16,681.80 square feet
FRONT YARD HARDSCAPE AREA: Hardscape area in the front yard setback shall not exceed 50%	501.13 (18.13 %)
LANDSCAPING BREAKDOWN:	Total hardscape area (existing & proposed): 3,568.54 sq. ft. Existing softscape (undisturbed area): 0 sq. ft. New softscape area: 9,261.91 sq. ft. Building footprint w/ all porches: 3,851.35 sq. ft. Total (Net size of lot): 16,681.80 sq. ft.

* NOTE

THE DRAWING AND THE IDEAS, DESIGNS, PLANS AND SPECIFICATIONS CONTAINED WITHIN ARE THE PROPERTY OF CHAPMAN DESIGN ASSOCIATES AND DEVELOPED FOR THE EXCLUSIVE USE OF THE CLIENT. NO PART OF THIS DRAWING IS TO BE REPRODUCED OR USED FOR OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF CHAPMAN DESIGN ASSOCIATES.

11/26/2023	BUILDING SUBMITTAL
4/5/2024	DESIGN REVIEW COMMENTS
10/17/2024	FIELD REVISIONS

JOB SITE ADDRESS

236 ELEANOR AVE.
LOS ALTOS, CA 94022

CLIENT (22219)

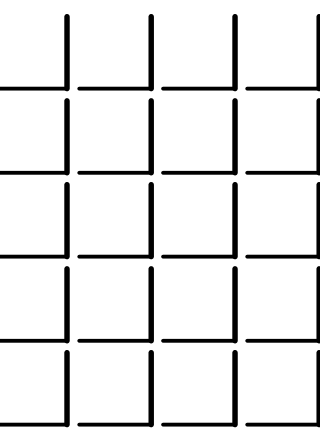
JACOBSEN / PARMACEK RESIDENCE

MAILING ADDRESS
384 HAWTHORNE AVE., LOS ALTOS, CA 94022
(650) 245-7884

WiliChapman

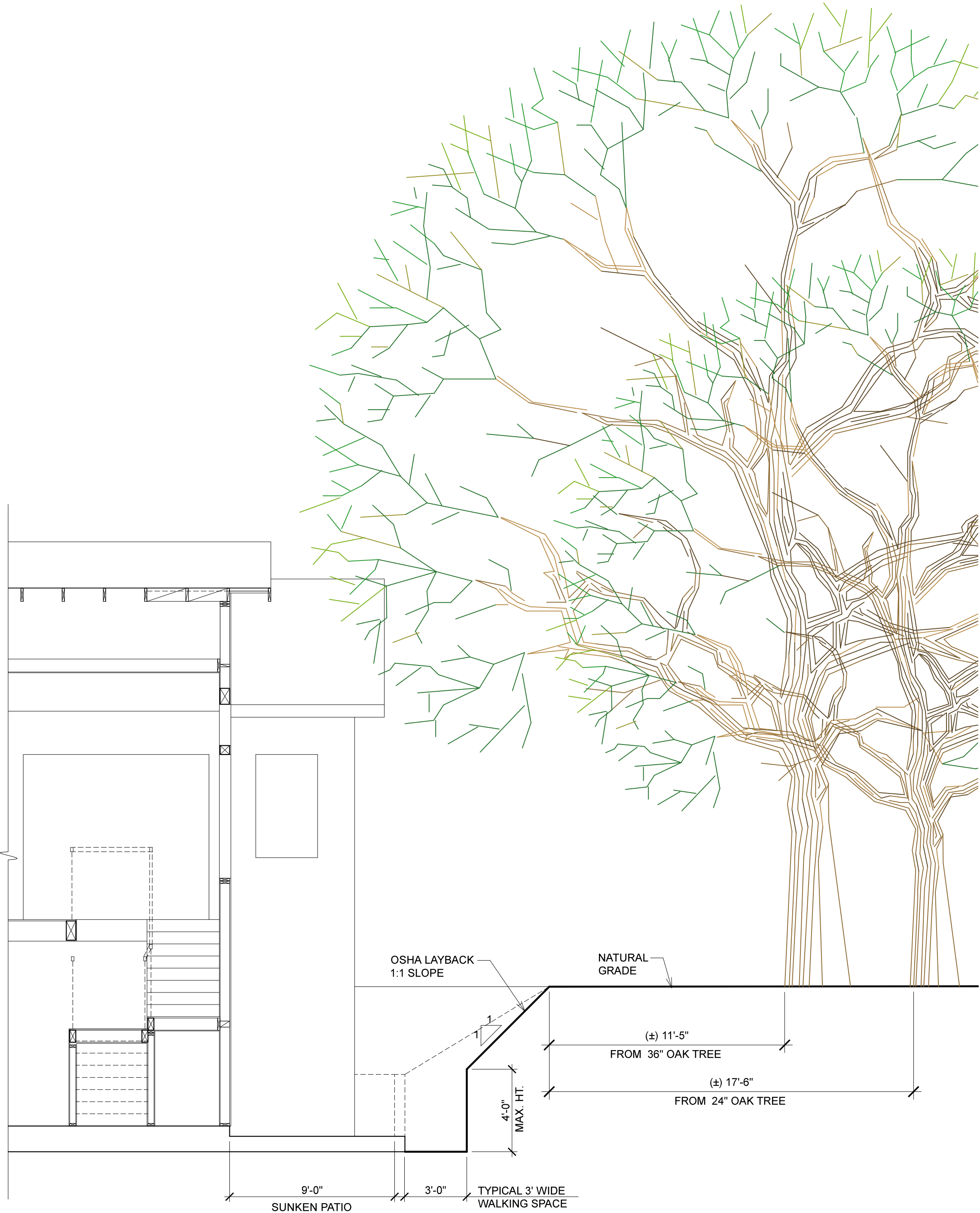
CHAPMAN DESIGN ASSOCIATES

620 S. EL MONTE AVENUE
LOS ALTOS, CA 94022 (650) 941-8890



SHEET

A0.0



OSHA LAYBACK CROSS SECTION

1/4" = 1'-0"

Tree Protection Plan

1. The Tree Protection Zone (TPZ) should be defined with protective fencing. This should be cyclone or chain link fencing on 1 1/2" or 2" posts driven at least 2 feet in to the ground standing at least 6 feet tall. Normally a TPZ is defined by the dripline of the tree. I recommend the TPZ's as follows:-

Tree #s 1, 3, 5, 6 and 7 are located along the edge of the driveway. The driveway will not be disturbed; however, the trees will need to be protected from construction traffic. The trees should be wrapped with Type III tree protection as outlined and illustrated in image 2.15-4⁽⁹⁾.



Type III Tree Protection
Trees situated in a small tree well or sidewalk planter pit, shall be wrapped with 2-inches of orange plastic fencing as padding from the ground to the first branch with 2-inch thick wooden slats bound securely on the outside. During installation of the wood slats, caution shall be used to avoid damaging any bark or branches. Major scaffold limbs may also require plastic fencing as directed by the City Arborist. (see image 2.15-4)

Tree # 11: TPZ should be at 16.5 feet from the trunk of the tree closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁸⁾. Shown as a thin red line.

This can be reduced to edge of construction, no closer than 10 feet from the trunk. Shown as a thick red line.

Tree # 13: TPZ should be at 30 feet from the trunk of the tree closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁸⁾. Shown as a thin red line.

The TPZ for Tree # 13 can be reduced to edge of basement excavation. Shown as a thick red line. This will impact no more than 15% of the entire critical root zone of the tree. Coast live oaks have a high relative tolerance to construction impacts. The excavation will be no closer than 11 feet 6 inches from the tree. This reduction of TPZ will not jeopardize the health or stability of the tree.

Beyond the basement excavation is the foundation for the proposed addition. The excavation for the proposed foundation within the TPZ should be with hand tools only; no roots greater than 2" in diameter should be cut. Foundation may need to be modified to avoid conflict with roots within the TPZ.

The existing garage should be removed by hand. This will increase the exposed critical root zone by approximately 15% and be beneficial to the health and stability of the tree.

Tree # 16: TPZ should be at 16.5 feet from the trunk of the tree closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁸⁾. Shown as a thin red line.



Type I Tree Protection
The fence shall enclose the entire area under the canopy dripline or TPZ of the tree to be saved throughout the life of the project, or until final improvement work within the area is required; typically near the end of the project (see images 2.15-1 and 2.15-2). Planting Areas: If the fencing must be located on paving or sidewalk that will not be demolished, the posts may be supported by an appropriate grade level concrete base.

2. Any pruning and maintenance of the trees shall be carried out before construction begins. This should allow for any clearance requirements for both the new structure and any construction machinery. This will eliminate the possibility of damage during construction. The pruning should be carried out by an arborist, not by construction personnel. No limbs greater than 4" in diameter shall be removed.

3. Any excavation in ground where there is a potential to damage roots of 1" or more in diameter should be carefully hand dug. Where possible, roots should be dug around rather than cut⁽⁹⁾.

4. If roots are broken, every effort should be made to remove the damaged area and cut it back to its closest lateral root. A clean cut should be made with a saw or pruners. This will prevent any infection from damaged roots spreading throughout the root system and into the tree⁽⁹⁾.

5. Do Not:

- a. Allow run off or spillage of damaging materials into the area below any tree canopy.
- b. Store materials, stockpile soil, park or drive vehicles within the TPZ of the tree.
- c. Cut, break, skin or bruise roots, branches or trunk without first obtaining permission from the city arborist.
- d. Allow fires under any adjacent trees.
- e. Discharge exhaust into foliage.
- f. Secure cable, chain or rope to trees or shrubs.
- g. Apply soil sterilants under pavement near existing trees.

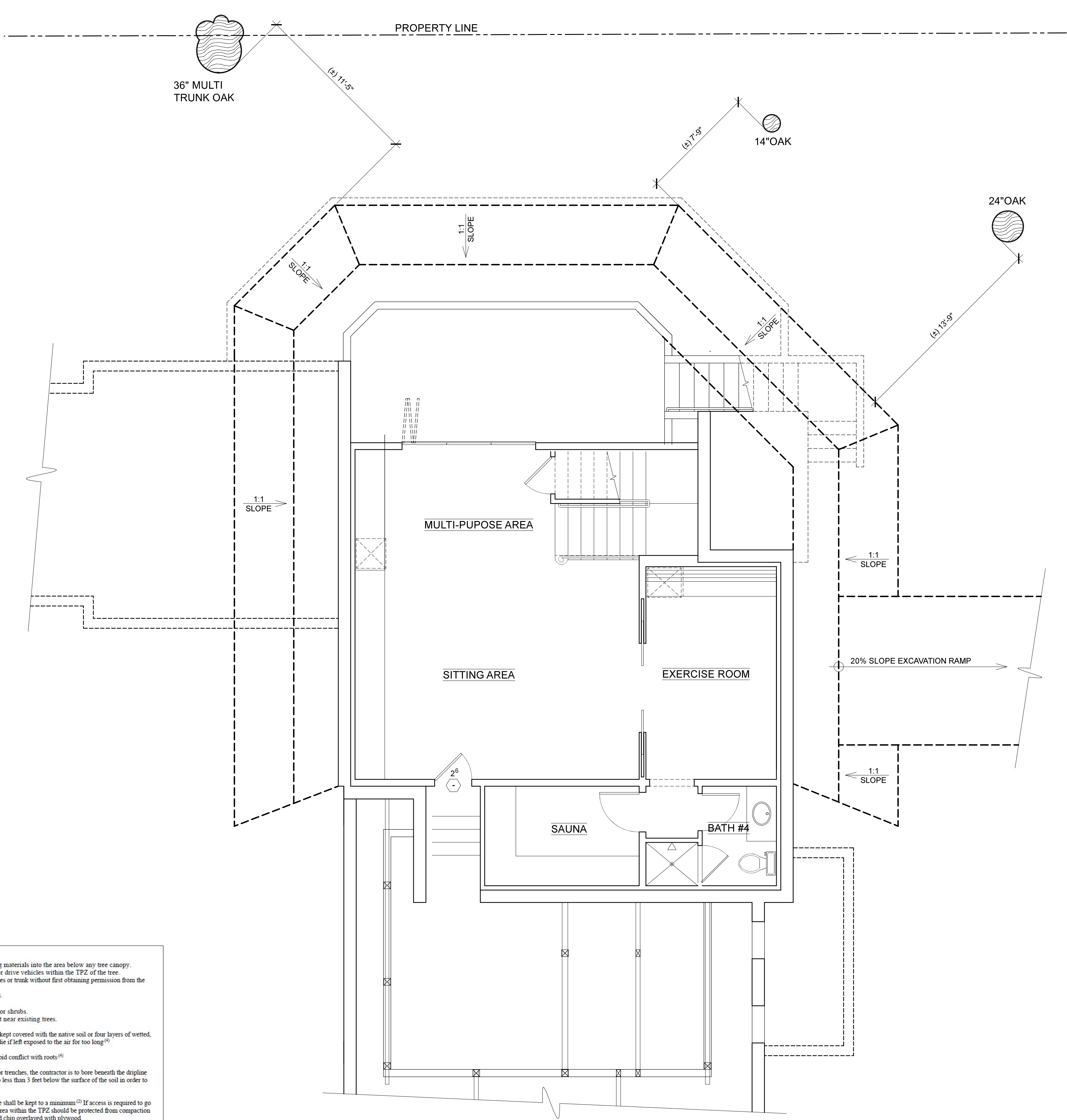
7. Route pipes into alternate locations to avoid conflict with roots⁽⁴⁾.

8. Where it is not possible to reroute pipes or trenches, the contractor is to bore beneath the dripline of the tree. The boring shall take place no less than 3 feet below the surface of the soil in order to avoid encountering "feeder" roots⁽⁴⁾.

9. Compaction of the soil within the dripline shall be kept to a minimum⁽⁹⁾. If access is required to go through the TPZ of a protected tree, the area within the TPZ should be protected from compaction either with steel plates or with 4" of wood chip overlaid with plywood.

10. Any damage due to construction activities shall be reported to the project arborist or city arborist within 6 hours so that remedial action can be taken.

11. Ensure upon completion of the project that the original ground level is restored



BASEMENT EXCAVATION PLAN

1/4" = 1'-0"

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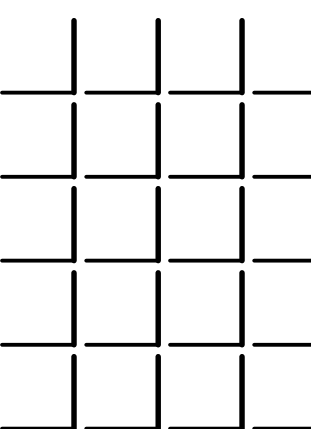
11/28/2023	BUILDING SUBMITTAL

JOB SITE ADDRESS
236 ELEANOR AVE.
LOS ALTOS, CA 94022

CLIENT (22219)
JACOBSEN / PARMACEK RESIDENCE
MAILING ADDRESS
384 HAWTHORNE AVE., LOS ALTOS, CA 94022
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WiliChapman

**CHAPMAN
DESIGN
ASSOCIATES**
620 S. EL MONTE AVENUE
LOS ALTOS, CA 94022 (650) 941-8890



SHEET

A1.1a

CONSTRUCTION OPERATION PLAN

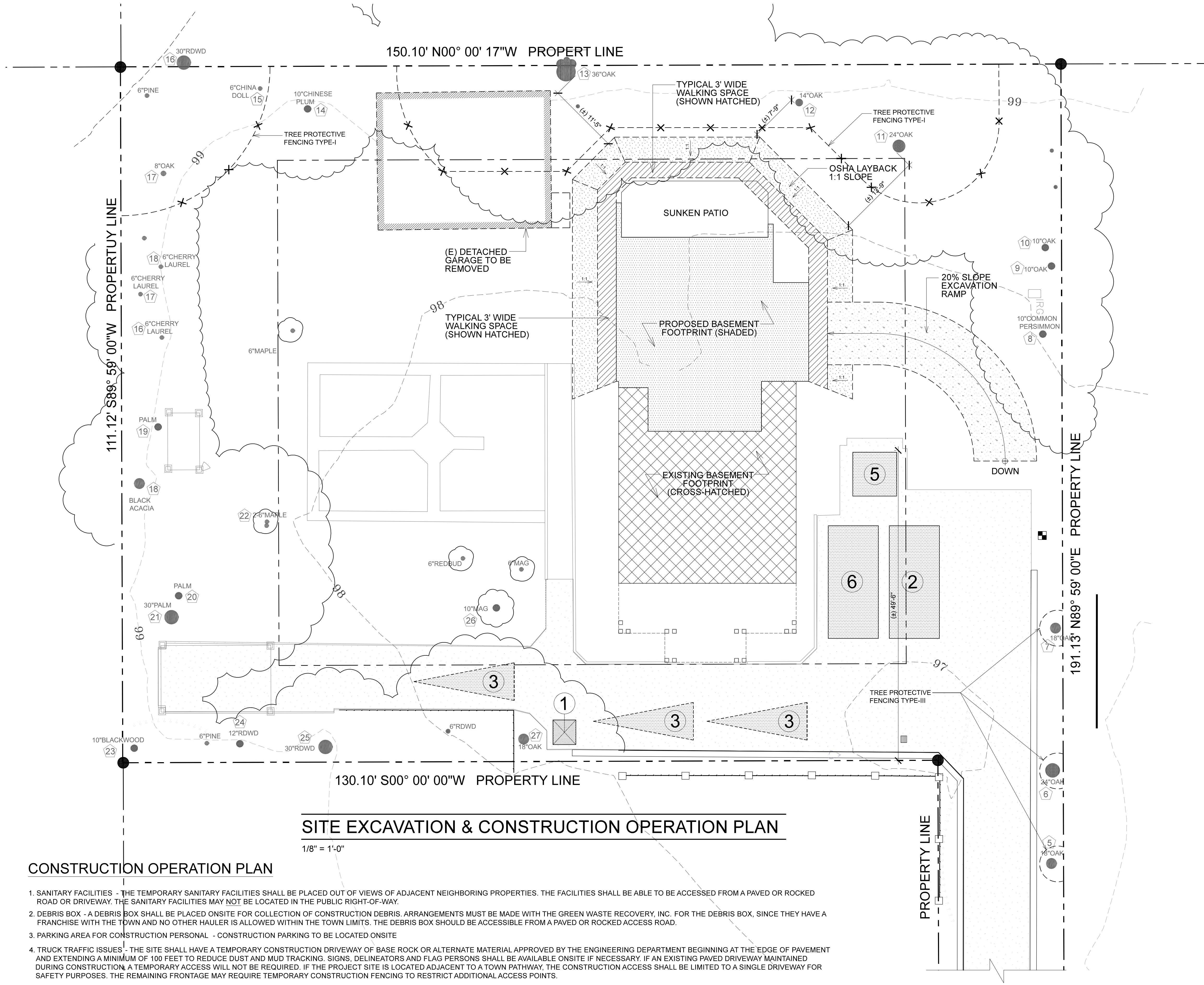
1. SANITARY FACILITIES - THE TEMPORARY SANITARY FACILITIES SHALL BE PLACED OUT OF VIEWS OF ADJACENT NEIGHBORING PROPERTIES. THE FACILITIES SHALL BE ABLE TO BE ACCESSED FROM A PAVED OR ROCKED ROAD OR DRIVEWAY. THE SANITARY FACILITIES MAY NOT BE LOCATED IN THE PUBLIC RIGHT-OF-WAY.
2. DEBRIS BOX - A DEBRIS BOX SHALL BE PLACED ONSITE FOR COLLECTION OF CONSTRUCTION DEBRIS. ARRANGEMENTS MUST BE MADE WITH THE GREEN WASTE RECOVERY, INC. FOR THE DEBRIS BOX, SINCE THEY HAVE A FRANCHISE WITH THE TOWN AND NO OTHER HAULER IS ALLOWED WITHIN THE TOWN LIMITS. THE DEBRIS BOX SHOULD BE ACCESSIBLE FROM A PAVED OR ROCKED ACCESS ROAD.
3. PARKING AREA FOR CONSTRUCTION PERSONAL - CONSTRUCTION PARKING TO BE LOCATED ONSITE
4. TRUCK TRAFFIC ISSUES - THE SITE SHALL HAVE A TEMPORARY CONSTRUCTION DRIVEWAY OF BASE ROCK OR ALTERNATE MATERIAL APPROVED BY THE ENGINEERING DEPARTMENT BEGINNING AT THE EDGE OF PAVEMENT AND EXTENDING A MINIMUM OF 100 FEET TO REDUCE DUST AND MUD TRACKING. SIGNS, DELINEATORS AND FLAG PERSONS SHALL BE AVAILABLE ONSITE IF NECESSARY. IF AN EXISTING PAVED DRIVEWAY MAINTAINED DURING CONSTRUCTION, A TEMPORARY ACCESS WILL NOT BE REQUIRED. IF THE PROJECT SITE IS LOCATED ADJACENT TO A TOWN PATHWAY, THE CONSTRUCTION ACCESS SHALL BE LIMITED TO A SINGLE DRIVEWAY FOR SAFETY PURPOSES. THE REMAINING FRONTAGE MAY REQUIRE TEMPORARY CONSTRUCTION FENCING TO RESTRICT ADDITIONAL ACCESS POINTS.
5. CLEAN-UP AREA - WHEN ONSITE CLEANING OF EQUIPMENT IS REQUIRED FOR CEMENT FORMS AND TRUCKS, PAINT BRUSHES, PLASTERING TOOLS AND SUCH, THEN A CLEAN-UP AREA MUST BE SPECIFIED AND POSTED WITH A SIGN. THIS AREA MUST NOT BE LOCATED BENEATH ANY TREE'S CANOPY OR IN ANY PROPOSED PLANTING AREA. RUN OFF FROM THE CLEAN-UP AREA CAN BE CONTAINED BY PROVIDING A TEMPORARY BASE OF WOOD CHIPS OR OTHER NATURAL ABSORBENT MATERIAL TO BE DISPOSED OF OFF SITE. (SEE DETAIL AT RIGHT)
6. CONSTRUCTION MATERIALS STORAGE - AN AREA SHALL BE DESIGNATED ONSITE FOR THE STORAGE OF CONSTRUCTION MATERIALS. THIS STORAGE AREA SHALL NOT BE LOCATED WITHIN THE DRIPLINES OF ANY TREES.

GENERAL NOTES

7. WATER SHALL BE AVAILABLE ONSITE FOR DUST CONTROL DURING ALL GRADING OPERATIONS
8. NO MATERIAL OR CONSTRUCTION EQUIPMENT SHALL BE STORED TO INTERFERE WITH THE FLOW OF TRAFFIC ON THE STREET. ALL CONSTRUCTION VEHICLES SHALL BE PARKED ON THE SITE.
9. TOWN WORK HOURS: 8:00 A.M. - 5:30 P.M. (MONDAY - SATURDAY). NO WORK PERMITTED ON SUNDAYS OR HOLIDAYS. NO HAULING OR HEAVY EQUIPMENT PERMITTED ON SATURDAYS.
10. THE PROPERTY OWNER SHALL INFORM THE TOWN OF ANY DAMAGE AND SHALL REPAIR ANY DAMAGE CAUSED BY THE CONSTRUCTION OF THE PROJECT TO PATHWAYS, PRIVATE DRIVEWAYS AND PUBLIC AND PRIVATE ROADWAYS PRIOR TO FINAL INSPECTION & RELEASE OF OCCUPANCY PERMIT.
11. ORANGE CONSTRUCTION FENCE ACROSS CONSTRUCTION ACCESS WITH FLAG MAN TO ENSURE SAFETY DURING VEHICULAR ACCESS

SITE EXCAVATION & CONSTRUCTION OPERATION PLAN

1/8" = 1'-0"



Tree Protection Plan

1. The Tree Protection Zone (TPZ) should be defined with protective fencing. This should be cyclone or chain link fencing on 1 1/2" or 2" posts driven at least 2 feet in to the ground standing at least 6 feet tall. Normally a TPZ is defined by the dripline of the tree. I recommend the TPZ's as follows:-

Tree #s 1, 3, 5, 6 and 7 are located along the edge of the driveway. The driveway will not be disturbed; however, the trees will need to be protected from construction traffic. The trees should be wrapped with Type III tree protection as outlined and illustrated in image 2.15-4⁽⁶⁾.



IMAGE 2.15-4
Trunk Wrap Protection

• Type III Tree Protection
Trees situated in a small tree well or sidewalk planter pit shall be wrapped with 2-inches of orange plastic fencing as padding from the ground to the first branch with 2-inch thick wooden slats bound securely on the outside. During installation of the wood slats, caution shall be used to avoid damaging any bark or branches. Major scaffold limbs may also require plastic fencing as directed by the City Arborist. (see image 2.15-4)

Tree # 11: TPZ should be at 16.5 feet from the trunk of the tree closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁶⁾. Shown as a thin red line.

This can be reduced to edge of construction, no closer than 10 feet from the trunk. Shown as a thick red line.

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Beyond the basement excavation is the foundation for the proposed addition. The excavation for the proposed foundation within the TPZ should be with hand tools only, no roots greater than 2" in diameter should be cut. Foundation may need to be modified to avoid conflict with roots within the TPZ.

The existing garage should be removed by hand. This will increase the exposed critical root zone by approximately 15% and be beneficial to the health and stability of the tree.

Tree # 16: TPZ should be at 16.5 feet from the trunk of the tree closing on the fence line in accordance with Type I Tree Protection as outlined and illustrated in image 2.15-1 and 2⁽⁶⁾. Shown as a thin red line.



IMAGE 2.15-1
Tree Protection Perimeter at the Dripline



IMAGE 2.15-2
Tree Protection Fence at the Dripline

• Type I Tree Protection
The fence shall enclose the entire area under the canopy dripline or TPZ of the tree(s) to be saved throughout the life of the project, or until final improvement work within the area is required, typically near the end of the project (see images 2.15-1 and 2.15-2). Parking Areas: If the fence must be located on parking or sidewalk that will not be demolished, the posts may be supported by an appropriate grade level concrete base.

2. Any pruning and maintenance of the trees shall be carried out before construction begins. This should allow for any clearance requirements for both the new structure and any construction machinery. This will eliminate the possibility of damage during construction. **The pruning should be carried out by an arborist, not by construction personnel.** No limbs greater than 4" in diameter shall be removed.
3. Any excavation in ground where there is a potential to damage roots of 1" or more in diameter should be carefully hand dug. Where possible, roots should be dug around rather than cut⁽²⁾.
4. If roots are broken, every effort should be made to remove the damaged area and cut it back to its closest lateral root. A clean cut should be made with a saw or pruners. This will prevent any infection from damaged roots spreading throughout the root system and into the tree⁽³⁾.

5. Do Not:⁽⁴⁾

- a. Allow run off or spillage of damaging materials into the area below any tree canopy.
- b. Store materials, stockpile soil, park or drive vehicles within the TPZ of the tree.
- c. Cut, break, skin or bruise roots, branches or trunk without first obtaining permission from the city arborist.
- d. Allow fires under any adjacent trees.
- e. Discharge exhaust into foliage.
- f. Secure cable, chain or rope to trees or shrubs.
- g. Apply soil sterilants under pavement near existing trees.
6. Where roots are exposed, they should be kept covered with the native soil or four layers of wetted, untreated burlap. Roots will dry out and die if left exposed to the air for too long⁽⁵⁾.
7. Route pipes into alternate locations to avoid conflict with roots⁽⁶⁾.
8. Where it is not possible to reroute pipes or trenches, the contractor is to bore beneath the dripline of the tree. The boring shall take place no less than 3 feet below the surface of the soil in order to avoid encountering "feeder" roots⁽⁶⁾.
9. Compaction of the soil within the dripline shall be kept to a minimum⁽⁷⁾. If access is required to go through the TPZ of a protected tree, the area within the TPZ should be protected from compaction either with steel plates or with 4" of wood chip overlaid with plywood.
10. Any damage due to construction activities shall be reported to the project arborist or city arborist within 6 hours so that remedial action can be taken.
11. Ensure upon completion of the project that the original ground level is restored

NOTE

11/26/2023 BUILDING SUBMITTAL

11/26/2023 PLANNING COMMENTS

CLIENT (22219)

JACOBSEN / PARMACEK RESIDENCE

MAILING ADDRESS
384 HAWTHORNE AVE., LOS ALTOS, CA 94022
(650) 245-7884

CHAPMAN DESIGN ASSOCIATES

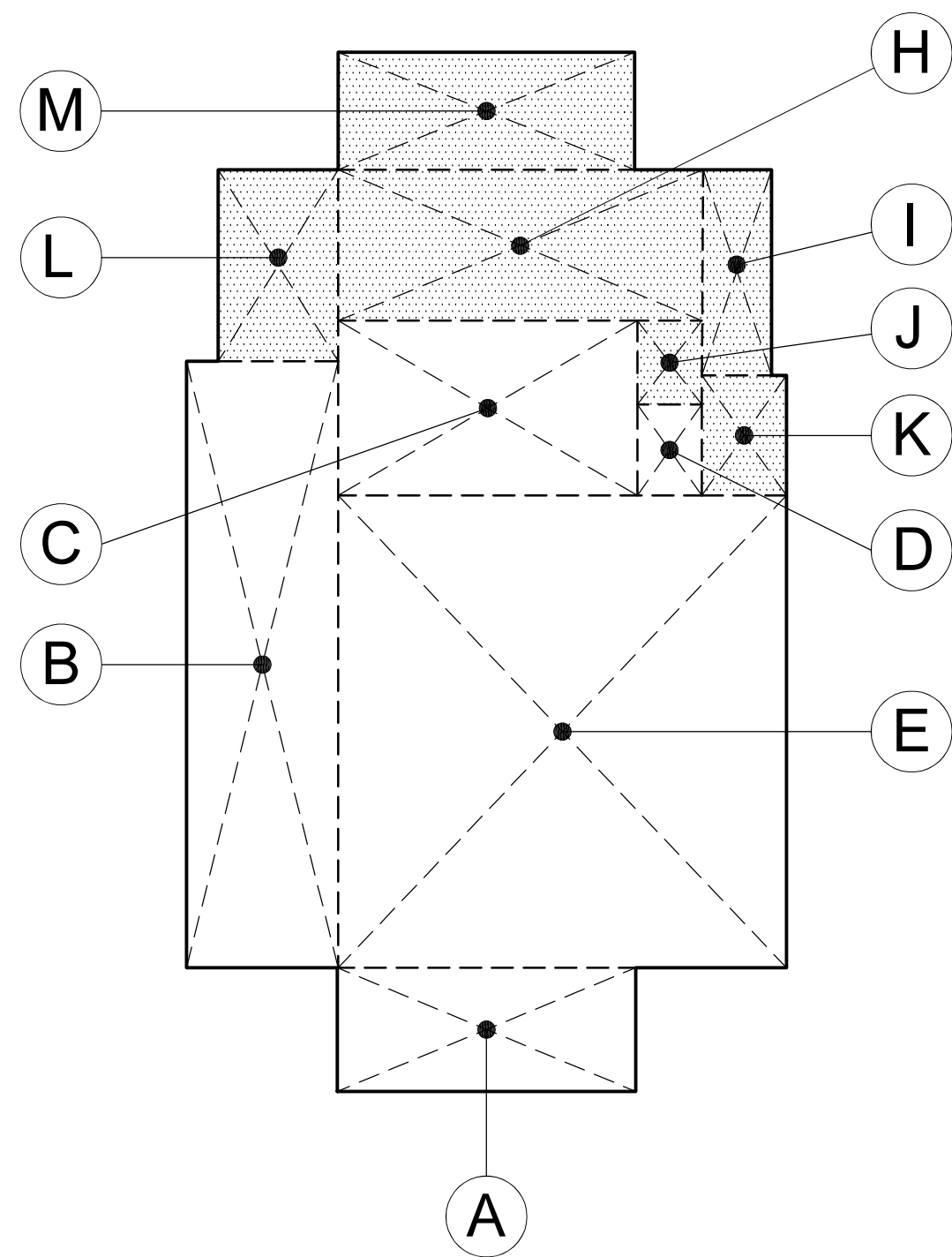
620 S. EL MONTE AVENUE
LOS ALTOS, CA 94022 (650) 941-8890

JOB SITE ADDRESS

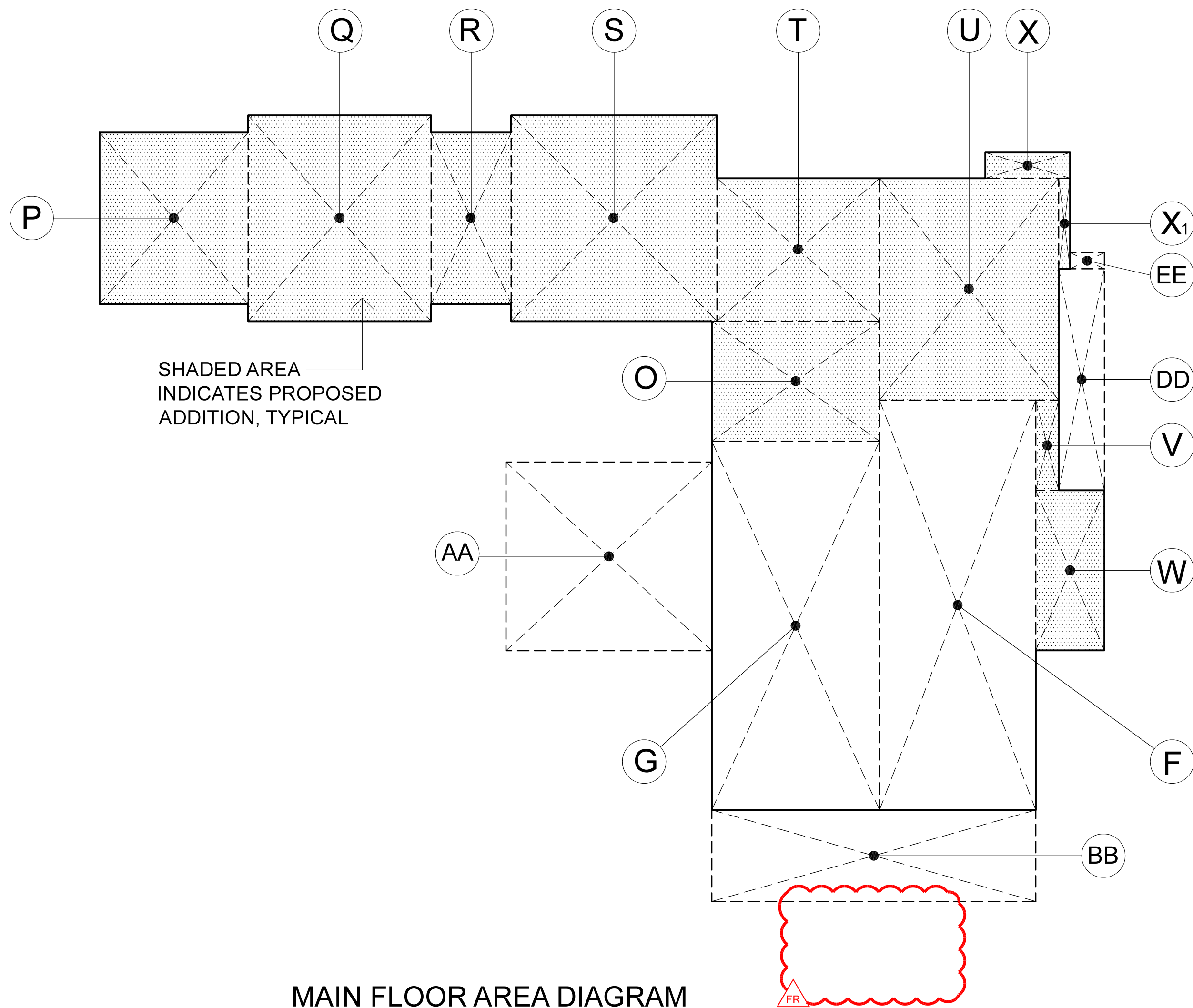
236 ELEANOR AVE.
LOS ALTOS, CA 94022

SHEET

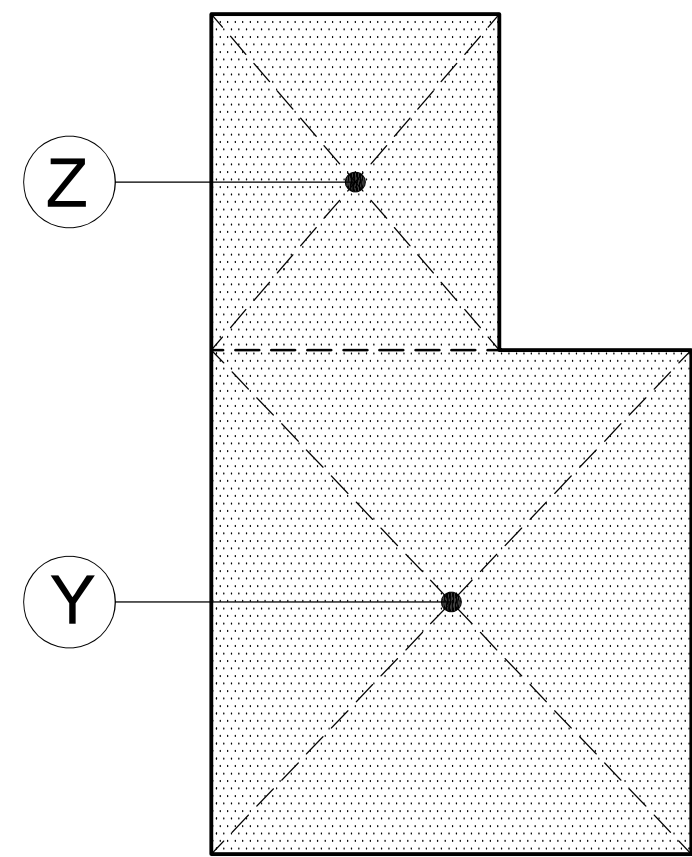
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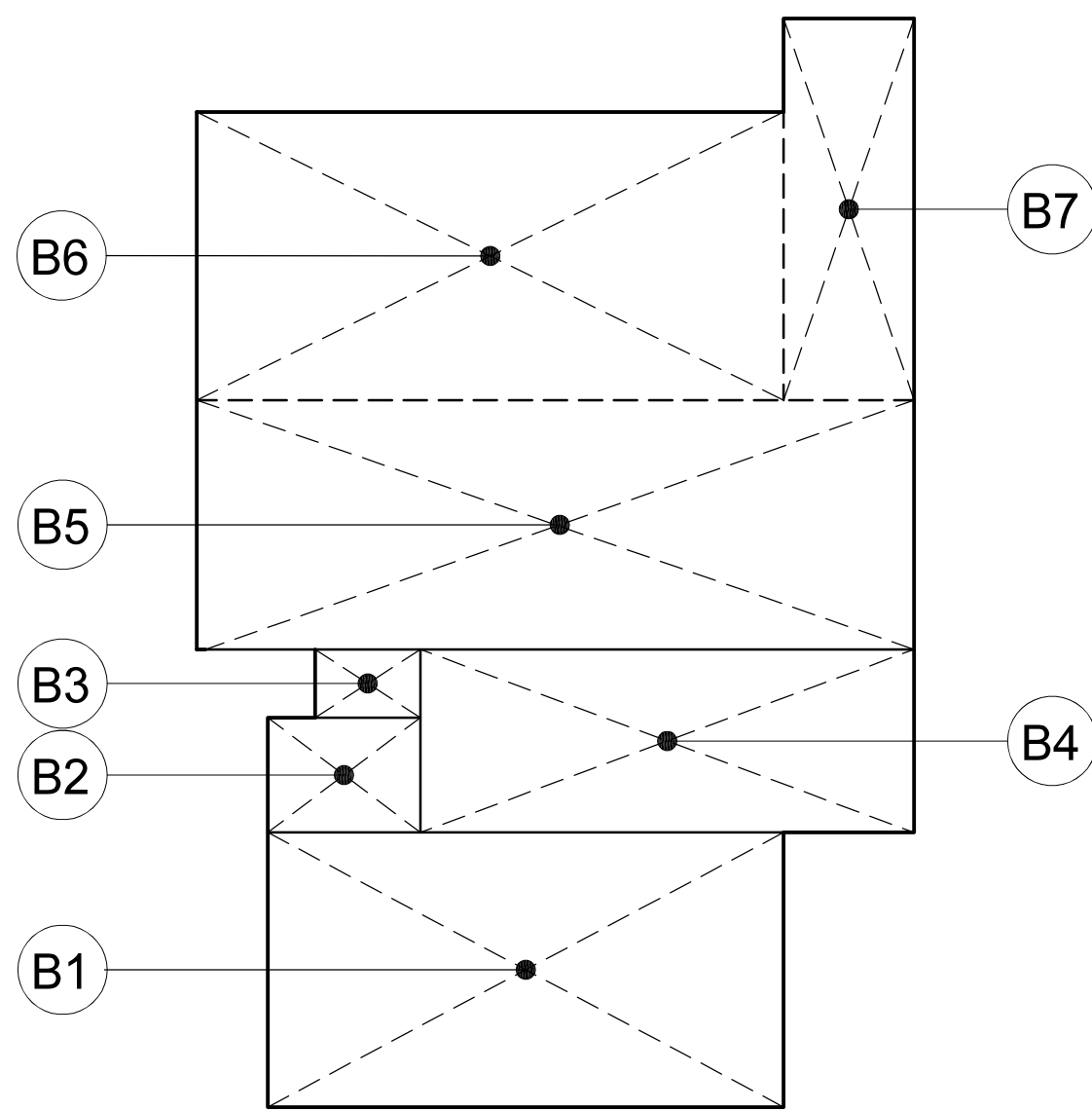
UPPER FLOOR AREA DIAGRAM



MAIN FLOOR AREA DIAGRAM



DETACHED GARAGE
AREA DIAGRAM



BASEMENT AREA DIAGRAM
(NOT COUNTED AS F.A.R.)

EXISTING UPPER FLOOR AREA CALCULATIONS

A	5.83' X 14.08'	82.08 S.F.
B	7.17' X 25.375'	181.94 S.F.
C	8.25' X 14.125'	116.53 S.F.
D	3.04' X 4.29'	13.04 S.F.
E	21.17' X 22.29'	471.88 S.F.
		865.47 S.F.

EXISTING MAIN FLOOR AREA CALCULATIONS

F	13.67' X 35.83'	489.79 S.F.
G	14.67' X 32.25'	473.11 S.F.
		962.90 S.F.
(E) GARAGE (TO BE REMOVED)		606.73 S.F.
TOTAL EXISTING TO REMAIN		1,828.37 S.F.

UPPER FLOOR ADDITION AREA CALCULATIONS

H	7.125' X 17.17'	122.34 S.F.
I	3.29' X 9.71'	31.94 S.F.
J	3.04' X 3.21'	12.04 S.F.
K	4.00' X 5.67'	22.68 S.F.
L	5.67' X 12.29'	69.68 S.F.
M	5.54' X 14.00'	77.56 S.F.
TOTAL UPPER FLOOR ADDITION		336.24 S.F.

MAIN FLOOR ADDITION AREA CALCULATIONS

O	10.50' X 14.67'	154.03 S.F.
P	13.00' X 15.00'	195.00 S.F.
Q	16.00' X 18.00'	288.00 S.F.
R	7.00' X 15.00'	105.00 S.F.
S	17.00' X 18.00'	306.00 S.F.
T	12.50' X 14.21'	170.52 S.F.
U	15.67' X 19.41'	304.15 S.F.
V	2.00' X 7.875'	15.75 S.F.
W	6.00' X 14.00'	84.00 S.F.
X	2.25' X 7.41'	16.67 S.F.
X ₁	1.00' X 7.91'	7.91 S.F.

TOTAL MAIN FLOOR ADDITION 1,647.03 S.F.
DETACHED GARAGE AREA CALCULATIONS

Y	20.00' X 21.00'	420.00 S.F.
Z	12.00' X 14.00'	168.00 S.F.
		588.00 S.F.

TABULATION

TOTAL EXISTING TO REMAIN	1,828.37 S.F.
TOTAL UPPER FLOOR ADDITION	336.24 S.F.
TOTAL MAIN FLOOR ADDITION	1,647.03 S.F.
DETACHED GARAGE	588.00 S.F.
TOTAL PROPOSED	4,399.64 S.F.

COVERAGE

HOUSE FOOTPRINT & GARAGE	3,197.93 S.F.
AA COVERED PATIO	297.00 S.F.
BB COVERED PORCH	226.67 S.F.
CC REMOVED	
DD COVERED SIDE PORCH	77.50 S.F.
EE COVERED SIDE PORCH	4.25 S.F.

TOTAL COVERAGE 3,803.35 S.F.

EXISTING BASEMENT AREA TO REMAIN

B1	11.75' X 22.08'	259.44 S.F.
B2	4.91' X 6.50'	31.91 S.F.
B3	2.91' X 4.50'	13.09 S.F.
		304.44 S.F.

BASEMENT ADDITION AREA CALCULATIONS

B4	7.83' X 21.14'	165.52 S.F.
B5	10.67' X 30.71'	327.67 S.F.
B6	12.33' X 25.125'	309.79 S.F.
B7	5.25' X 5.58'	29.29 S.F.
		832.27 S.F.

TOTAL PROPOSED BASEMENT 1,136.71 S.F.

REVISED FOR HISTORICAL VARIANCE
FLOOR DIAGRAM & AREA CALCULATIONS

1/8" = 1'-0"

NOTE
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11/28/2023	BUILDING SUBMITTAL
10/17/2024	FIELD REVISIONS

JOB SITE ADDRESS

JACOBSEN / PARMACEK RESIDENCE
236 ELEANOR AVE.
LOS ALTOS, CA 94022

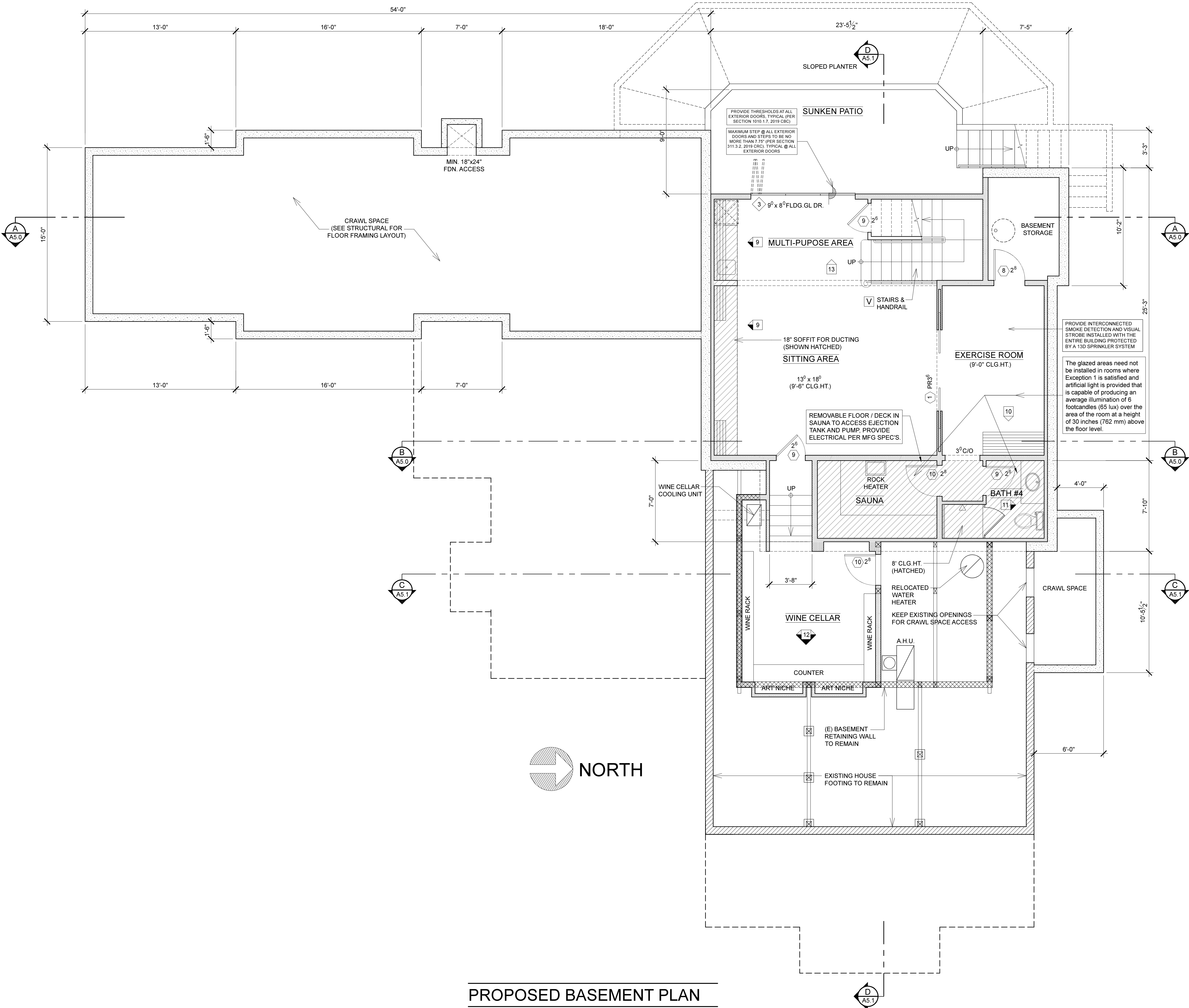
CLIENT (22219)

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SHEET

A1.2



PROPOSED BASEMENT PLAN

1/4" = 1'-0"

GENERAL NOTES

- I EGRESS** ALL BEDROOMS TO HAVE WINDOWS MEETING EGRESS REQUIREMENTS PER SEC. 310 & 311 CRC 2022.
 - MIN. NET CLEAR OPENABLE AREA 5.7 S.F.
 - MIN. NET CLEAR OPENABLE WIDTH = 20"
 - MIN. NET CLEAR OPENABLE HEIGHT = 24"
- II GARAGE COMMON WALL** GARAGE SHALL BE SEPARATED FROM THE DWELLING UNIT AND ITS ATTIC AREA BY MEANS OF MIN. 1/2" GYPSUM BOARD (5/8" MIN. @ ATTIC) APPLIED TO THE GARAGE SIDE PER CRC SEC. R302.5&6. DOOR OPENINGS BETWEEN A PRIVATE GARAGE AND DWELLING UNIT SHALL BE EQUIPPED WITH EITHER SOLID WOOD DOORS OR SOLID / HONEYCOMB CORE STEEL DOORS NOT LESS THAN 1 3/4" THICK & SHALL BE SELF-CLOSING & SELF-LATCHING
- III STAIRWAYS** DESIGN SHALL CONFORM TO SEC. R311.7 CRC 2022. USABLE SPACE UNDER STAIR TO BE 1 HR. RATED CONSTRUCTION. 6'-8" MIN. HEADROOM CLEARANCE FROM TREAD NOSING TO SOFFIT ABOVE. STYLE & FINISH PER OWNER'S SPECIFICATIONS.
 - 36" MINIMUM CLEAR WIDTH AT ALL POINTS ABOVE THE PERMITTED HANDRAIL HEIGHT (PROJECTION OF HANDRAIL INTO STAIRWAY TO BE 4.5" MAXIMUM ON EITHER SIDE)
- IV GUARDRAILS** DESIGN SHALL CONFORM TO SEC. R312.2 CRC 2022. GUARDRAIL IS REQUIRED ON THE OPEN SIDE OF THE STAIR LANDINGS AT 42" HIGH, WITH INTERMEDIATE RAILS AT 34"-38" HIGH
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- VI FIREPLACE** DESIGN SHALL CONFORM TO CH. 10 CRC 2022, WITH NON-COMBUSTIBLE FACE & HEARTH. SEE SEC. R1001.9 CRC 2022 FOR FURTHER INFORMATION REGARDING THE HEARTH. SEE INTERIOR ELEVATIONS FOR SPECIFICATIONS
- VII TEMPERED GLASS** PROVIDE TEMPERED SAFETY GLASS AT HAZARDOUS LOCATIONS PER SEC. R308.4 CRC 2022
- VIII FIRE BLOCKS** PROVIDE FIRE BLOCKING IN ALL AREAS AS DESCRIBED, OUTLINED & DEFINED IN SEC. R302.11, R302.8 & R1001.12 CRC 2022
- IX WATER CLOSETS** PROVIDE 24" MIN. CLEARANCE IN FRONT OF WATER CLOSET BOWL AND 30" MIN. CLEAR WIDTH FOR WATER CLOSET SPACE (SEC. 407.6 2022 CPC)
- X SHOWERS** ALL SHOWERS SHALL CONFORM TO SECTION R307 2022 CRC
 - ALL GLASS SHOWER ENCLOSURE TO BE OF TEMPERED GLASS
 - ALL SHOWER DOORS SHALL OPEN SO AS TO MAINTAIN NOT LESS THAN 22 INCHES UNOBSTRUCTED OPENING FOR EGRESS (2022 CPC 408.5)
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ROOM FINISH SCHEDULE

SEE ARCHITECTURAL SPECIFICATIONS SHEET FOR ABBREVIATIONS

ROOM NAME	FLOOR	BASEBOARD	WALLS	CEILING	RE-MARKS

LEGEND

- # WINDOW - SEE "WINDOW SCHEDULE" ON SHEET
- A - FOR FURTHER SPECIFICATIONS
- DOOR - SEE "DOOR SCHEDULE" ON SHEET
- A - FOR FURTHER SPECIFICATIONS
- EXISTING 2x STUD WALLS TO REMAIN
- NEW 2x STUD WALLS
- CONCRETE RET. WALL / FOOTING
- EXISTING BASEMENT RET. WALL TO REMAIN
- EXISTING HOUSE FOOTING TO REMAIN
- (E) EXISTING
- (N) NEW
- R RELOCATED

NOTE

11/26/2023	BUILDING SUBMITTAL

JOB SITE ADDRESS

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LOS ALTOS, CA 94022

CLIENT (22219)

JACOBSEN / PARMACEK RESIDENCE

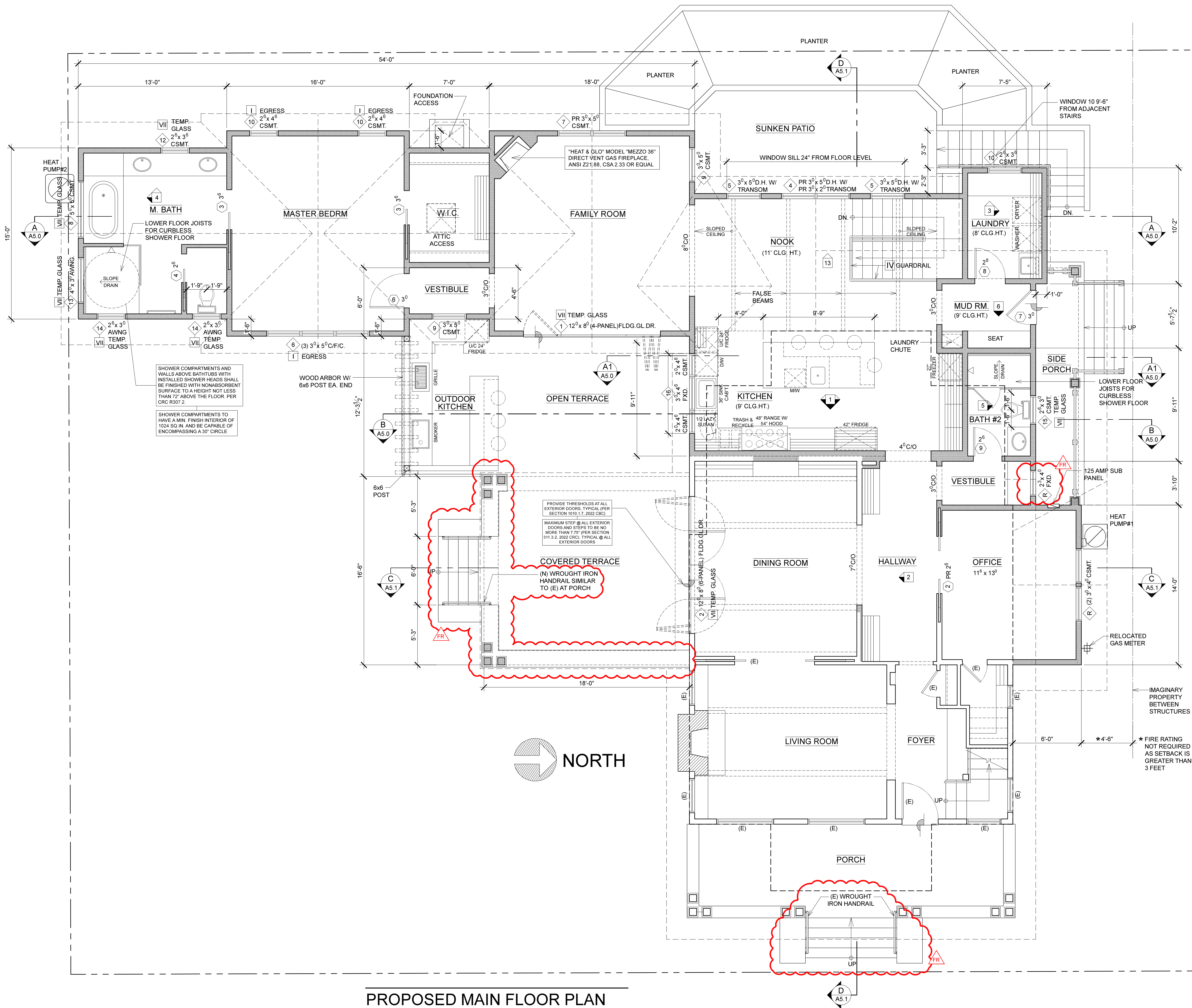
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SHEET

A3.0



PROPOSED MAIN FLOOR PLAN

1/4" = 1'-0"

GENERAL NOTES

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ROOM FINISH SCHEDULE

SEE ARCHITECTURAL SPECIFICATIONS SHEET FOR ABBREVIATIONS

ROOM NAME	FLOOR	BASEBOARD	WALLS	CEILING	RE-MARKS

LEGEND

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- DOOR - SEE "DOOR SCHEDULE" ON SHEET A - FOR FURTHER SPECIFICATIONS
- EXISTING WALLS TO REMAIN
- NEW WALLS
- EXISTING
- NEW
- RELOCATED

Agenda Item 2.

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NOTE

11/26/2023 BUILDING SUBMITTAL

1/10/2024 BUILDING COMMENTS

10/17/2024 FIELD REVISIONS

JOB SITE ADDRESS

CLIENT (22219)

JACOBSEN / PARMACEK RESIDENCE

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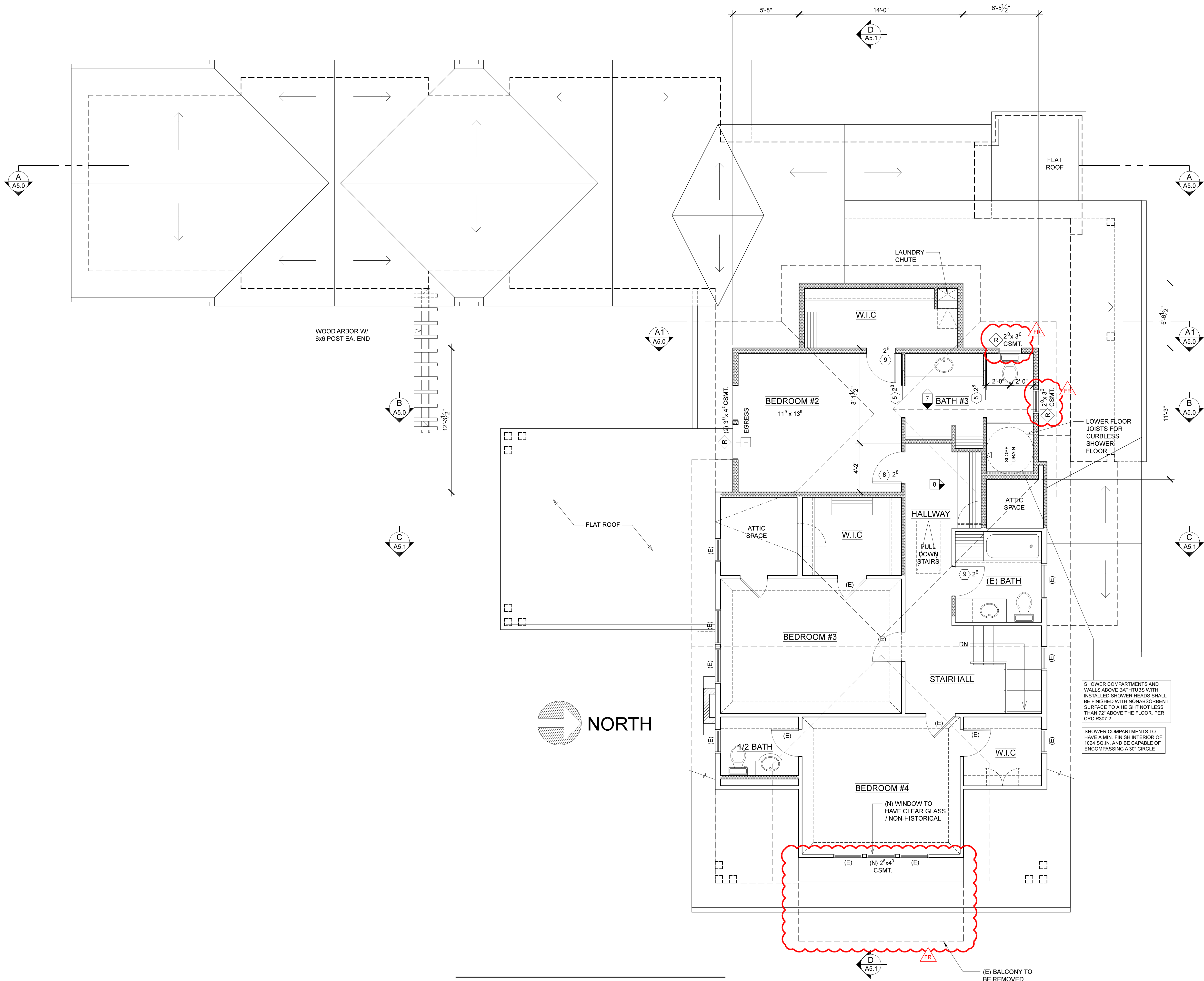
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SHEET

A3.1



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ROOM FINISH SCHEDULE

SEE ARCHITECTURAL SPECIFICATIONS SHEET FOR ABBREVIATIONS

ROOM NAME	FLOOR	BASEBOARD	WALLS	CEILING	RE-MARKS

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- EXISTING WALLS TO REMAIN**
- NEW WALLS**
- (E)** EXISTING
- (N)** NEW
- R** RELOCATED

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11/28/2023	BUILDING SUBMITTAL
1/10/2024	BUILDING COMMENTS
1/10/2024	PLANNING COMMENTS
10/17/2024	FIELD REVISIONS

JOB SITE ADDRESS

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CLIENT (22219)

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LOS ALTOS, CA 94022 (650) 941-8890

620 S. EL MONTE AVENUE
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SHEET

A3.2

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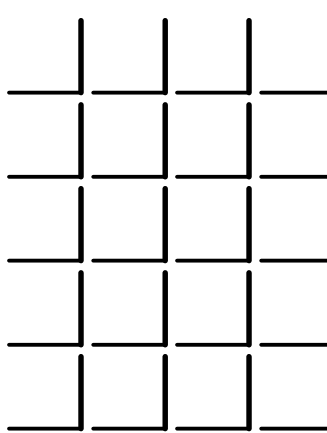
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SHEET

A3.3

GENERAL NOTES

- ROOF JACKS WHENEVER POSSIBLE, LOCATE ROOF JACKS WHERE THEY ARE NOT VISIBLE
- VALLEY FLASHING 24 GA. G.I. "L" FLASHING @ ALL VALLEYS
- CRICKET FLASHING 24 GA. G.I. OVER $\frac{1}{8}$ " D.F. CDX PLYWOOD (OR BETTER) - $\frac{1}{2}$ " MIN. SLOPE
- ATTIC VENTILATION PROVIDE ATTIC VENTILATION AS OUTLINED IN SEC. R806.2, 2022 CRC
- FIREPLACE & CHIMNEY DESIGN AND CONSTRUCTION TO FOLLOW PARAMETERS AS OUTLINED IN CHAPTER 10 OF THE 2022 CRC

ROOF PLAN NOTES

- ROOFING COMPOSITION SHINGLE
NOTE: FINISHED ROOFING MATERIALS SHALL BE INSTALLED AND COMPLETED PRIOR TO FRAME INSPECTION.
- GUTTERS OGEE GUTTER
- DOWN SPOUTS RECTANGULAR DOWNSPOUTS
- SKYLIGHTS N/A

LEGEND

- GEV1 LOWER ROOF GABLE END VENT
GEV2 LOWER ROOF EAVE VENT
EV1 UPPER ROOF GABLE END VENT
EV2 UPPER ROOF EAVE VENT

ATTIC VENT CALCULATIONS

AREA = 773.59 SQ. FT. (UPPER ROOF ATTIC SPACE)
150
= 5.16 SQ. FT. (REQ'D. VENTING AREA)

PROPOSED VENTING

= 1.05 SQ. FT. (12"x18" GABLE END VENT)
X 3 (NFVA = 1.05 S.F/ VENT)

= 3.15 SQ. FT.
= .493 SQ. FT. (22.25" X 5.5" RECT. EAVE VENT)
X 5 (NFVA = 0.493 S.F/ VENT)

= 2.46 SQ. FT.
= 5.61 SQ. FT. (PROPOSED ATTIC VENTING AREA)

AREA = 1,470.57 SQ. FT. (LOWER ROOF ATTIC)
150
= 9.80 SQ. FT. (REQ'D. VENTING AREA)

PROPOSED VENTING

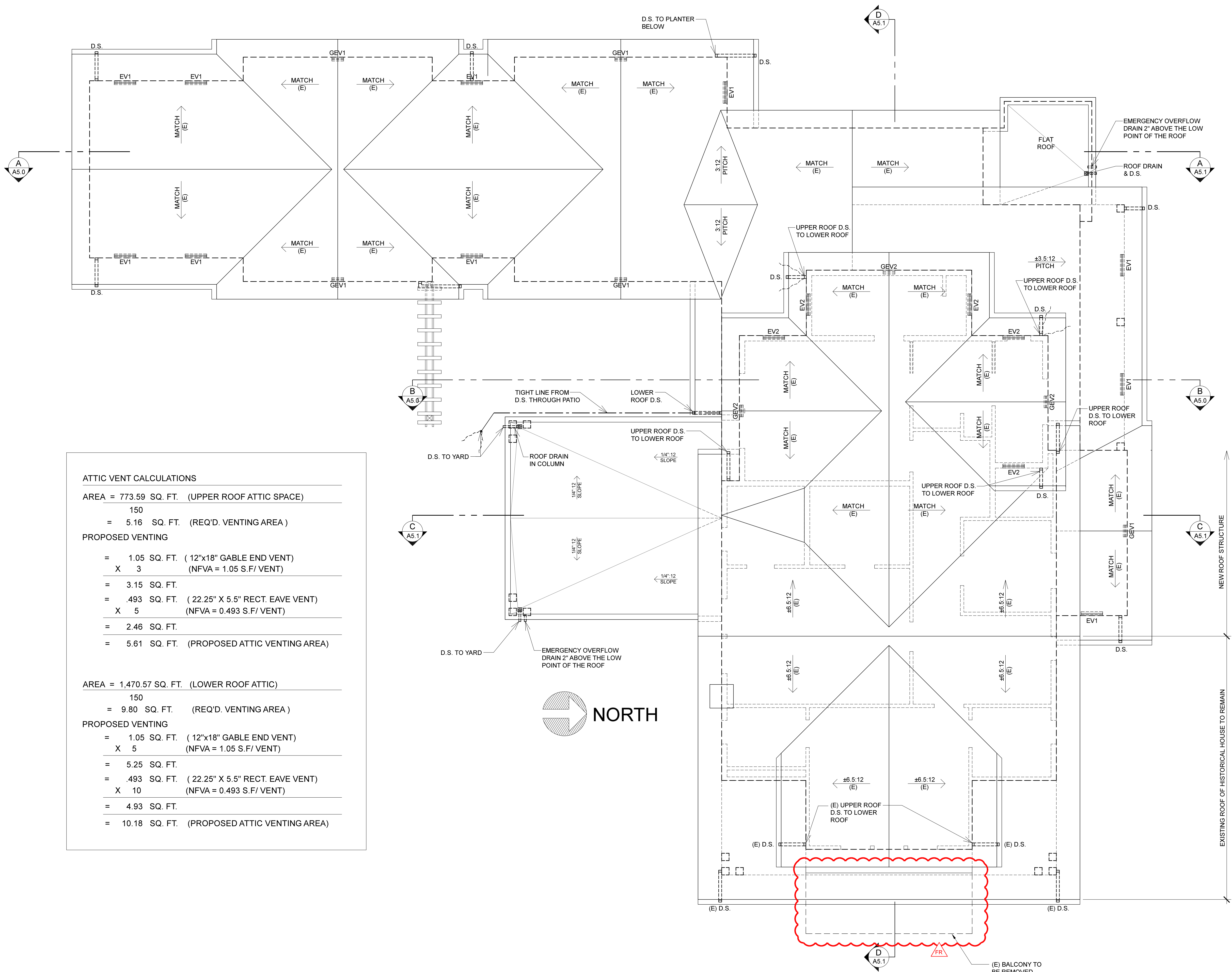
= 1.05 SQ. FT. (12"x18" GABLE END VENT)
X 5 (NFVA = 1.05 S.F/ VENT)

= 5.25 SQ. FT.
= .493 SQ. FT. (22.25" X 5.5" RECT. EAVE VENT)
X 10 (NFVA = 0.493 S.F/ VENT)

= 4.93 SQ. FT.
= 10.18 SQ. FT. (PROPOSED ATTIC VENTING AREA)

PROPOSED ROOF PLAN

1/4" = 1'-0"



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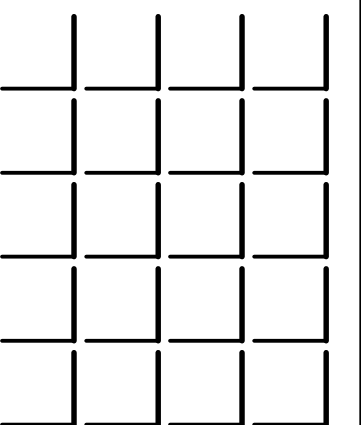
11/26/2023	BUILDING SUBMITTAL
4/5/2023	DESIGN REVIEW COMMENTS
10/17/2024	FIELD REVISIONS

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SHEET

A5.0

GENERAL NOTES

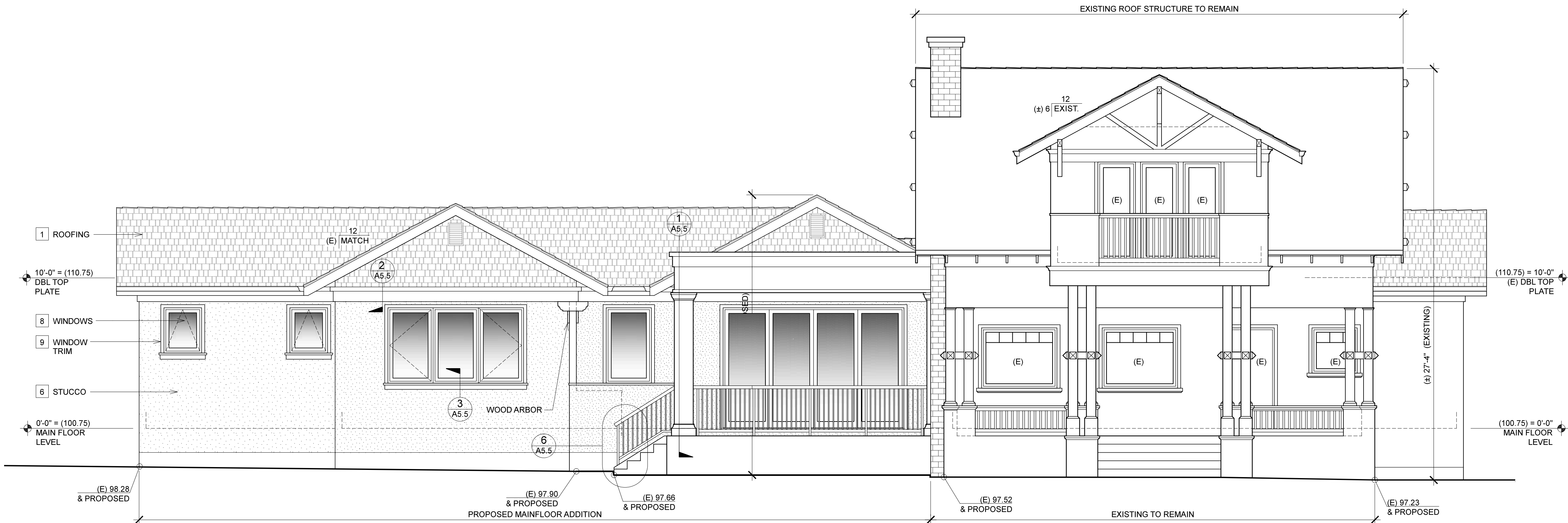
- I STUCCO** REQUIREMENTS: 1) 3-COAT & 1/2" MIN. THICK 2) HAS 2 LAYERS OF GRADE D BUILDING PAPER 3) 26 GA. GALVANIZED WEEP SCREED AT FOUNDATION PLATE LINE AT LEAST 4" ABOVE GRADE OR 2" ABOVE CONCRETE OR PAVING (SEC. 2512.11, 2510.6 & 2512.1.2 CBC 2022)
- II FLUE CLEARANCE** AS PER SECTION R1003.18 CRC 2022. 2'-0" ABOVE COMBUSTIBLE CONSTRUCTION @ 10'-0" AWAY
- III CHIMNEY BRACING** AS PER CH. 10 CRC 2022
- IV SPARK ARRESTOR** PROVIDE AS PER SEC. R1003.4.1 CRC 2022
- IV TEMPERED GLASS** PROVIDE TEMPERED SAFETY GLASS @ HAZARDOUS LOCATIONS PER SEC. R308.4 CRC 2022

EXT. MATERIAL NOTES

- 1 ROOFING** COMPOSITION SHINGLE
- 2 GUTTER** OGEE GUTTER
- 3 DOWN SPOUTS** RECTANGULAR DOWNSPOUTS
- 4 SIDING** STAGGERED SHINGLE SIDINGS
- 5 TRIM** N/A
- 6 STUCCO** TEXTURE TO MATCH EXISTING
- 7 VENEER** N/A
- 8 WINDOWS** ALUMINUM CLAD DOUBLE GLAZED WINDOWS
- 9 WINDOW TRIM** STUCCO MOULD TRIM AT TOP AND SIDES WITH 2x3 SILL & 2x3 APRON
- 10 SKYLIGHTS** N/A
- 11 CHIMNEY** EXISTING

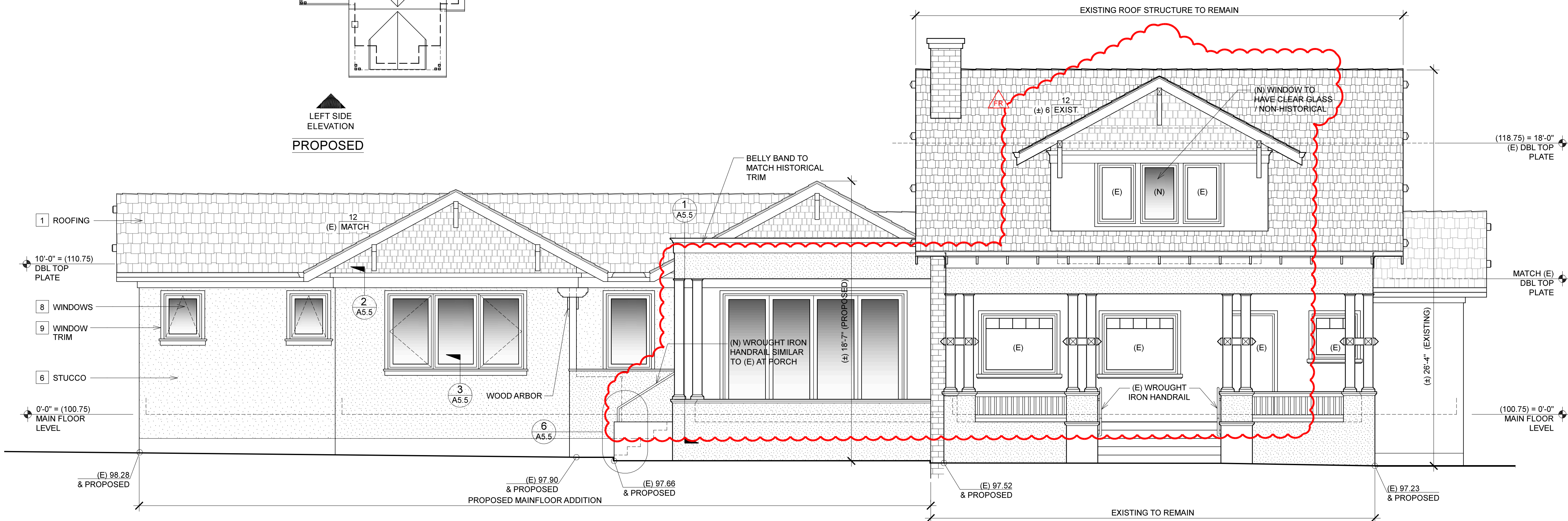
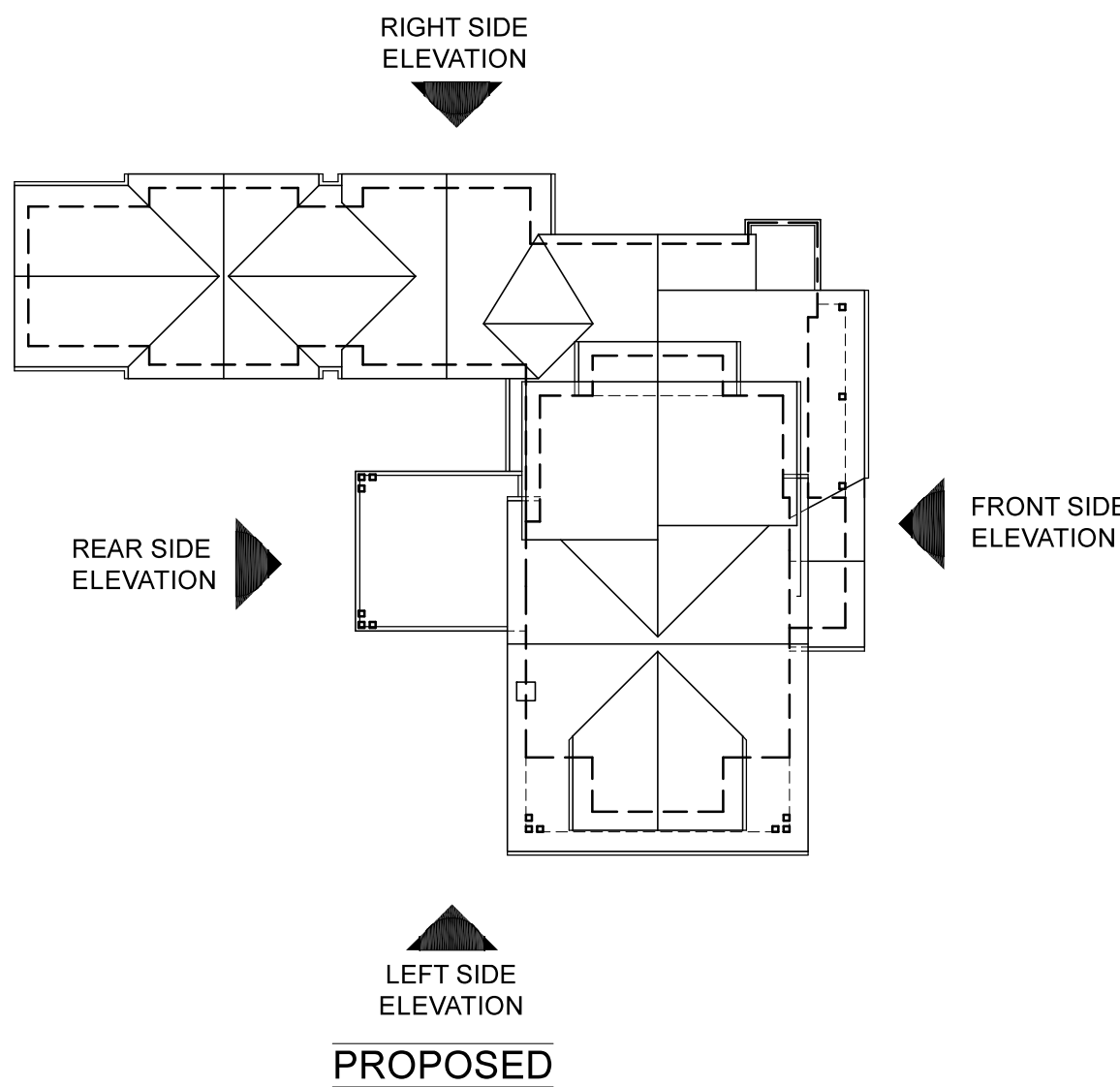
LEGEND

- # WINDOW - SEE "WINDOW SCHEDULE" ON SHEET A - FOR FURTHER SPECIFICATIONS
- # DOOR - SEE "DOOR SCHEDULE" ON SHEET A - FOR FURTHER SPECIFICATIONS



PROPOSED LEFT INTERIOR SIDE / EAST ELEVATION - As Approved July 06, 2023

1/4" = 1'-0"



PROPOSED LEFT INTERIOR SIDE / EAST ELEVATION

1/4" = 1'-0"

* NOTE	
THE DRAWING AND THE IDEAS, DESIGNS, PLANS AND SPECIFICATIONS CONTAINED WITHIN ARE THE PROPERTY OF CHAPMAN DESIGN ASSOCIATES AND DEVELOPED FOR THE EXCLUSIVE AND SOLE INTENDED USE OF THE CLIENT. NO PART OF THIS DRAWING OR ANY INFORMATION HEREIN IS TO BE REPRODUCED OR COPIED IN ANY MANNER OR USED FOR OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF CHAPMAN DESIGN ASSOCIATES.	
11/26/2023	BUILDING SUBMITTAL
4/5/2023	DESIGN REVIEW COMMENTS
10/17/2024	FIELD REVISIONS

CLIENT (22219)

JACOBSEN / PARMACEK RESIDENCE

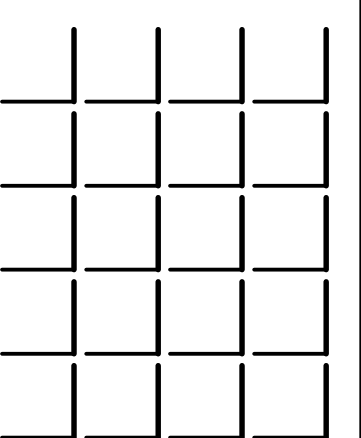
236 ELEANOR AVE.
LOS ALTOS, CA 94022

MAILING ADDRESS
384 HAWTHORNE AVE., LOS ALTOS, CA 94022
(650) 245-7894

W. Chapman

CHAPMAN
DESIGN
ASSOCIATES

620 S. EL MONTE AVENUE
LOS ALTOS, CA 94022 (650) 941-8890



SHEET

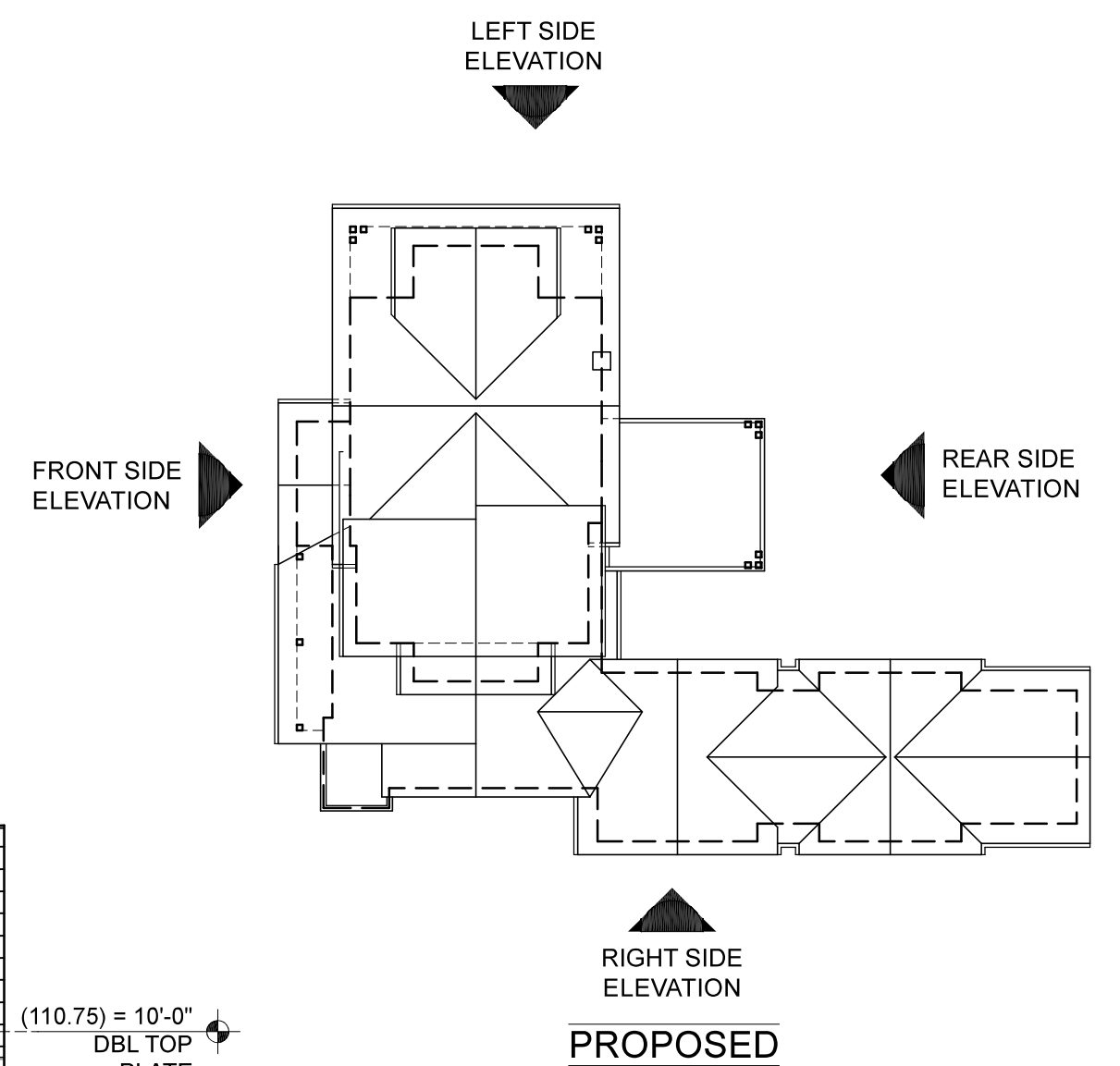
A5.1

GENERAL NOTES

- I STUCCO REQUIREMENTS: 1) 3-COAT & 1/2" MIN. THICK 2) HAS 2 LAYERS OF GRADE D BUILDING PAPER 3) 26 GA. GALVANIZED WEEP SCREED AT FOUNDATION PLATE LINE AT LEAST 4" ABOVE GRADE OR 2" ABOVE CONCRETE OR PAVING (SEC. 2512.11, 2510.6 & 2512.1.2 CBC 2022)
- II FLUE CLEARANCE AS PER SECTION R1003.18 CRC 2022. 2'-0" ABOVE COMBUSTIBLE CONSTRUCTION @ 10'-0" AWAY
- III CHIMNEY BRACING AS PER CH. 10 CRC 2022
- IV SPARK ARRESTOR PROVIDE AS PER SEC. R1003.4.1 CRC 2022
- V TEMPERED GLASS PROVIDE TEMPERED SAFETY GLASS @ HAZARDOUS LOCATIONS PER SEC. R308.4 CRC 2022

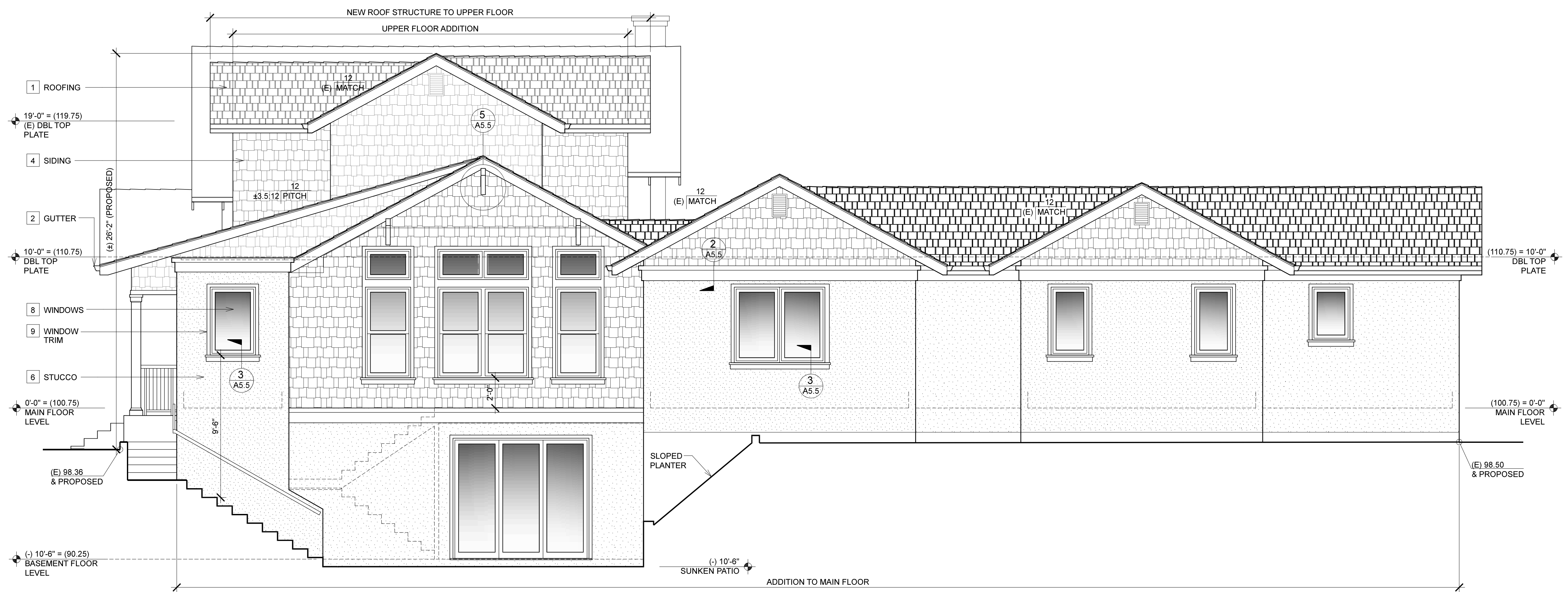
EXT. MATERIAL NOTES

- 1 ROOFING COMPOSITION SHINGLE
- 2 GUTTER OGEE GUTTER
- 3 DOWN SPOUTS RECTANGULAR DOWNSPOUTS
- 4 SIDING STAGGERED SHINGLE SIDINGS
- 5 TRIM N/A
- 6 STUCCO TEXTURE TO MATCH EXISTING
- 7 VENEER N/A
- 8 WINDOWS ALUMINUM CLAD DOUBLE GLAZED WINDOWS
- 9 WINDOW TRIM STUCCO MOULD TRIM AT TOP AND SIDES WITH 2x3 SILL & 2x3 APRON
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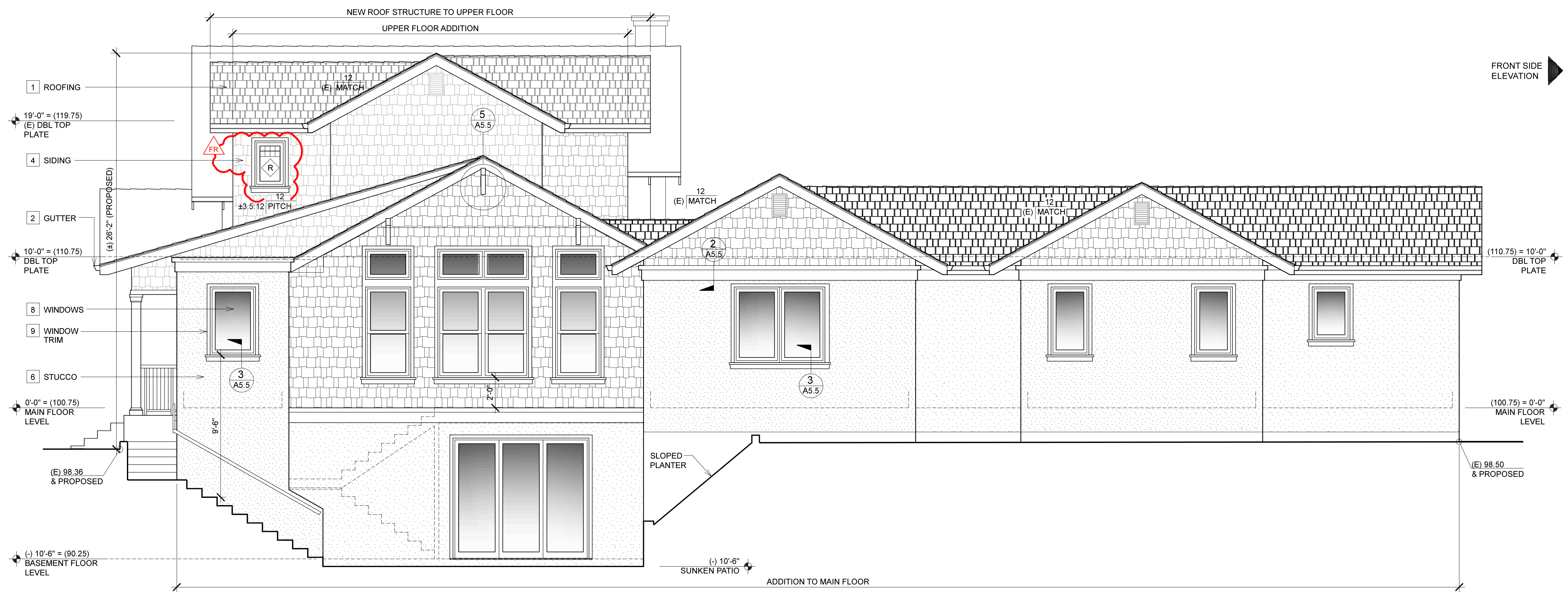
LEGEND

- # WINDOW - SEE "WINDOW SCHEDULE" ON SHEET A - FOR FURTHER SPECIFICATIONS
- # DOOR - SEE "DOOR SCHEDULE" ON SHEET A - FOR FURTHER SPECIFICATIONS



PROPOSED RIGHT INTERIOR SIDE / WEST ELEVATION - As Approved July 06, 2023

1/4" = 1'-0"



PROPOSED RIGHT INTERIOR SIDE / WEST ELEVATION

1/4" = 1'-0"

* NOTE	
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11/26/2023	BUILDING SUBMITTAL
4/5/2023	DESIGN REVIEW COMMENTS
10/17/2024	FIELD REVISIONS

CLIENT (22219)

JACOBSEN / PARMACEK RESIDENCE

384 HAWTHORNE AVE., LOS ALTOS, CA 94022

MAILING ADDRESS

236 ELEANOR AVE.
LOS ALTOS, CA 94022

CHAPMAN DESIGN ASSOCIATES

620 S. EL MONTE AVENUE
LOS ALTOS, CA 94022 (650) 941-8890

SHEET

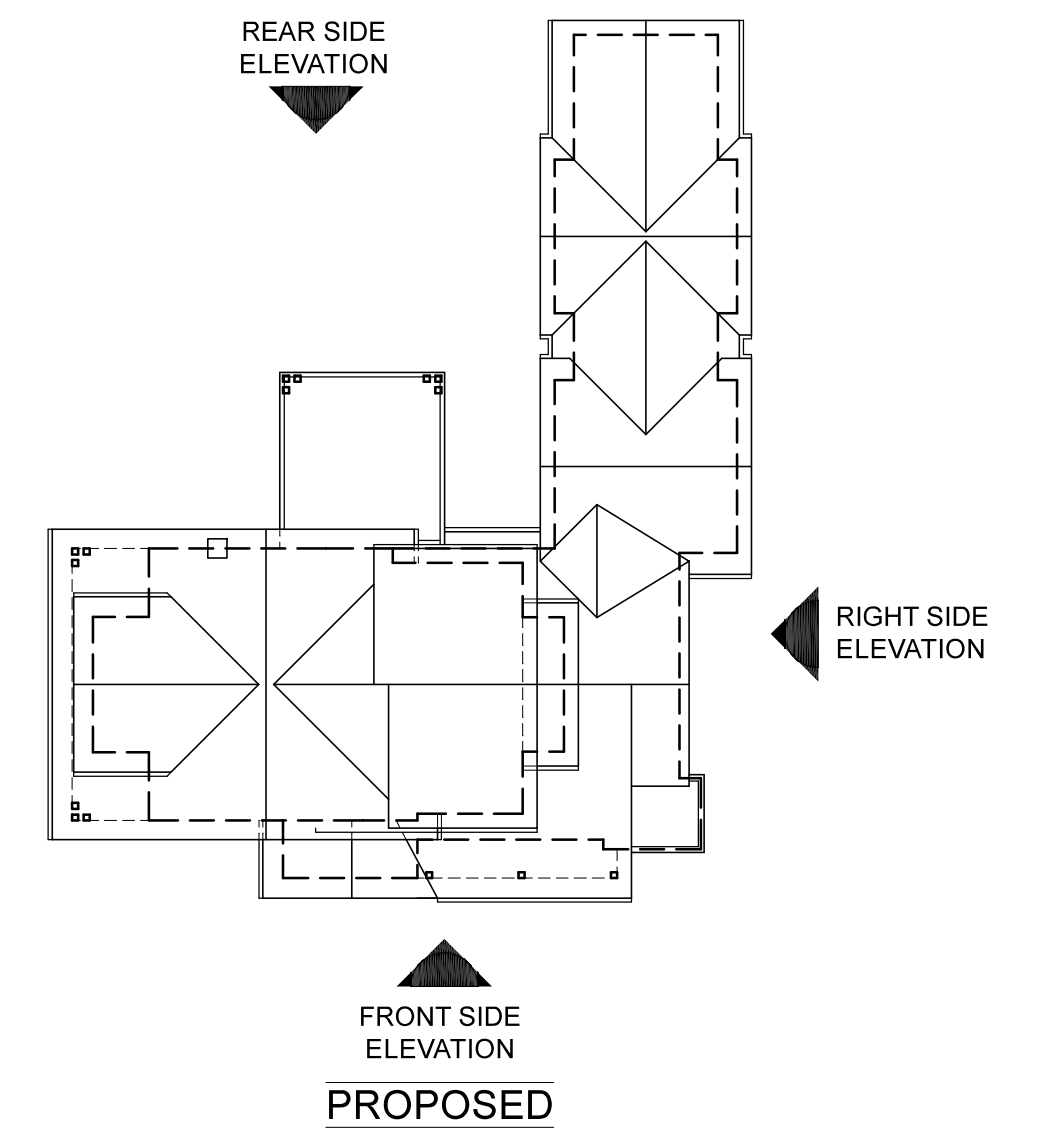
A5.2

GENERAL NOTES

- I STUCCO REQUIREMENTS: 1) 3-COAT & 1/2" MIN. THICK 2) HAS 2 LAYERS OF GRADE D BUILDING PAPER 3) 26 GA. GALVANIZED WEEP SCREED AT FOUNDATION PLATE LINE AT LEAST 4" ABOVE GRADE OR 2" ABOVE CONCRETE OR PAVING (SEC. 2512.11, 2510.6 & 2512.1.2 CBC 2022)
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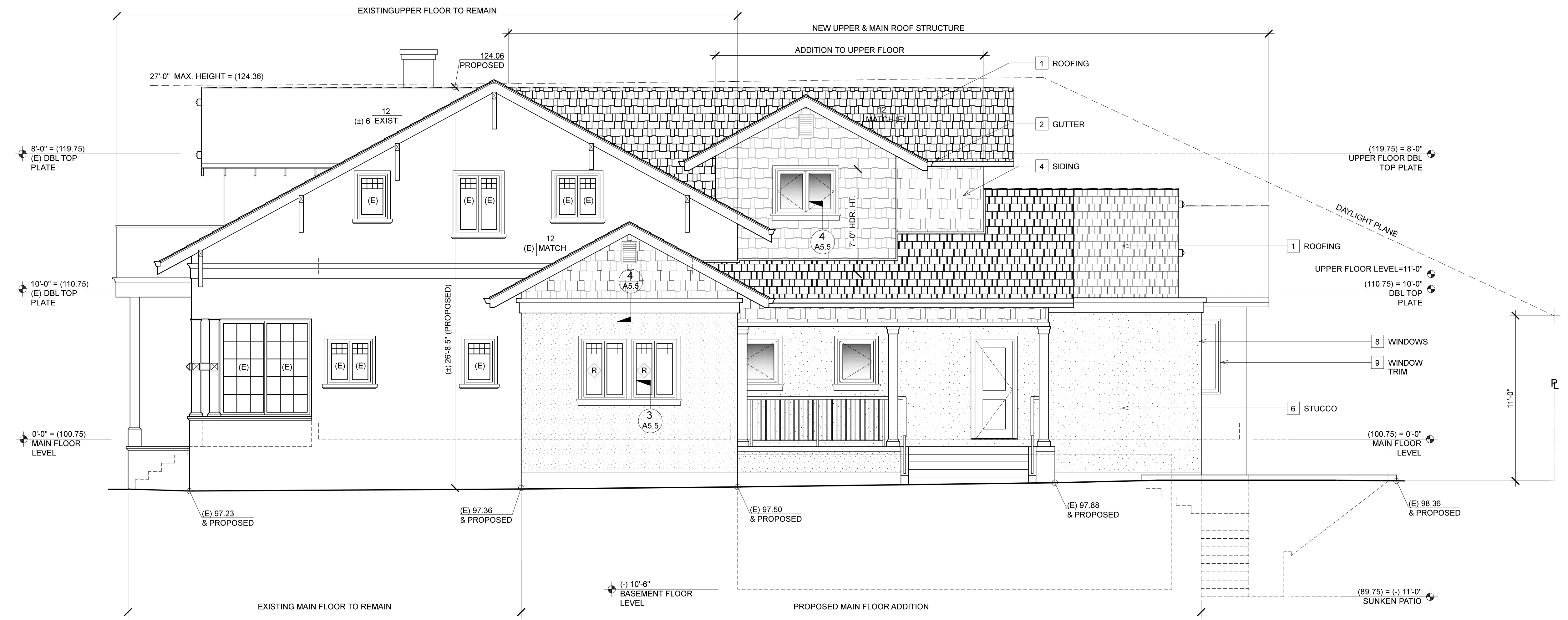
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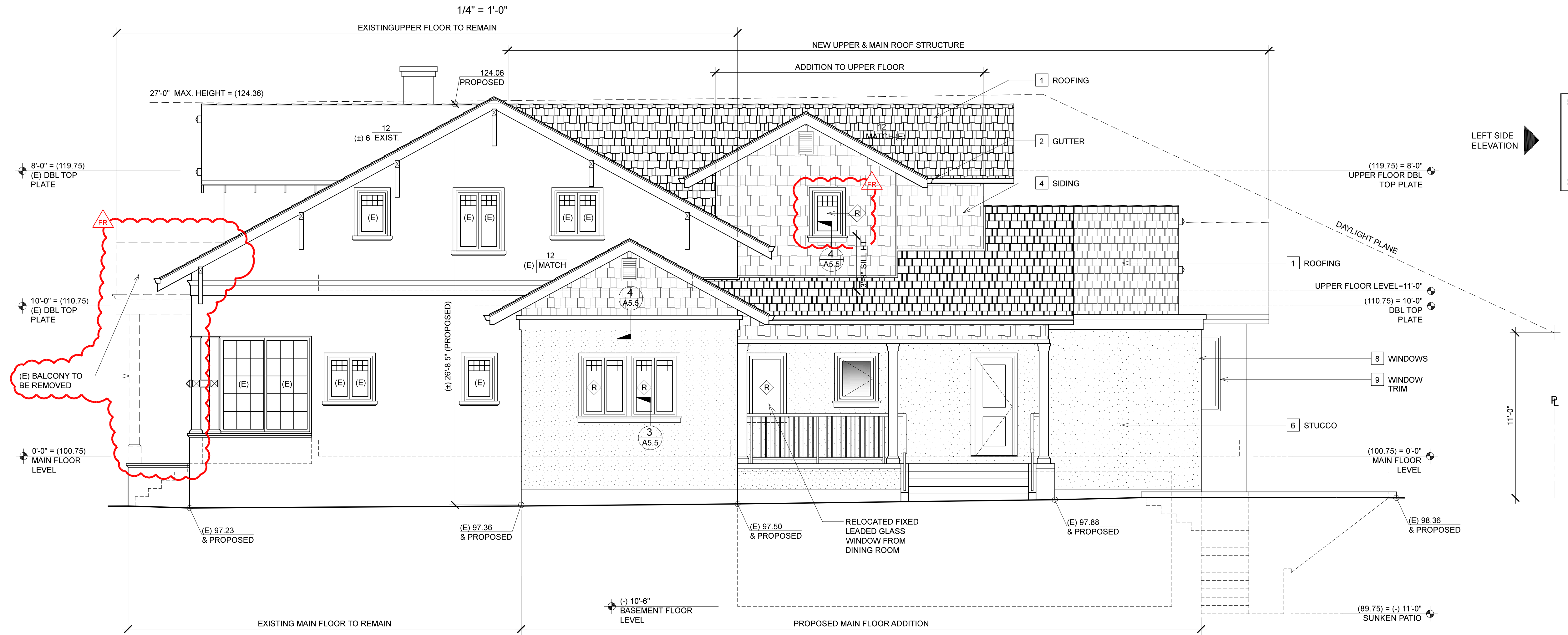


LEGEND

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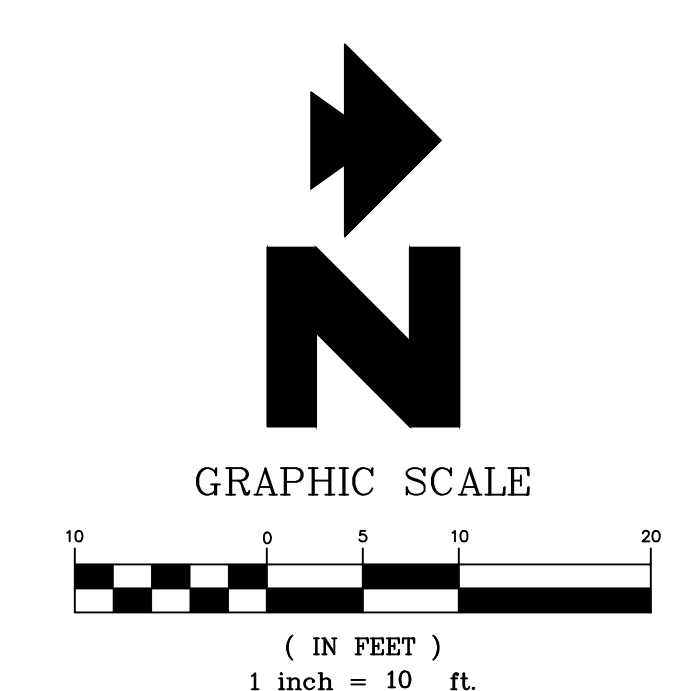


PROPOSED FRONT SIDE / NORTH ELEVATION - As Approved July 06, 2023



PROPOSED FRONT SIDE / NORTH ELEVATION

1/4" = 1'-0"



EARTHWORK QUANTITIES:	VOLUME (CUBIC YARD)
FILL	20
COMPACTION RATE: 15%	$20 \times 0.15 = 3$
TOTAL FILL	23
CUT	715
TOTAL EARTHWORK	692 (HAUL OFF)

PRE & POST DEVELOPMENT PERVIOUS/IMPERVIOUS AREAS:		
AREA TYPE	EXISTING (SF)	PROPOSED (SF)
LOT AREA	18,380 SF	18,380 SF
	0.422 ACRE	0.422 ACRE

STORM DRAIN VOLUME CALCULATION:

TIME OF CONCENTRATION = 5 MIN
INTENSITY = 10 YEAR = 2.57 IN/HR
IMPERVIOUS AREA INCREASED = 2,309 SF = 0.053 ACRE

PRE-CONDITION

Q=CIA C=0.35
Q=0.35 x 2.57 x 0.053
Q=0.048 CFS

VOLUME REQUIRED:

V=1.5(Q POST - Q PRE) X 10 MIN
Q=1.5(123 - 0.048) X 600
Q=67.5 CFS

POST-CONDITION

Q=CIA
Q=0.90 x 2.57 x 0.053
Q=0.123 CFS

VOLUME PROVIDED:

V=40 LF x 18"Ø STORAGE PIPE
V=70.8 CF (TOTAL)

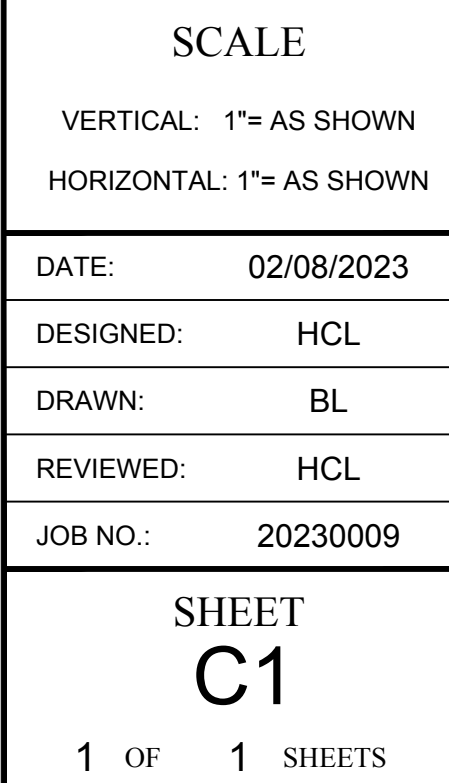
2. IF ANY EXISTING STRUCTURES TO REMAIN ARE DAMAGED DURING CONSTRUCTION IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO REPAIR AND/OR REPLACE THE EXISTING STRUCTURE AS NECESSARY TO RETURN IT TO EXISTING CONDITIONS OR BETTER.
3. CONTRACTOR SHALL PROTECT ALL PROPERTY CORNERS.
4. CONTRACTOR SHALL COMPLY WITH ALL APPLICABLE GOVERNING CODES AND BE CONSTRUCTED TO SAME.
5. CONTRACTOR SHALL ADJUST AND/OR CUT EXISTING PAVEMENT AS NECESSARY TO ASSURE A SMOOTH FIT AND CONTINUOUS GRADE.
6. CONTRACTOR SHALL ASSURE POSITIVE DRAINAGE AWAY FROM BUILDING FOR ALL NATURAL AND PAVED AREAS.
7. THE CONTRACTOR IS SPECIFICALLY CAUTIONED THAT THE LOCATION AND/OR ELEVATION OF EXISTING UTILITIES AS SHOWN ON THESE PLANS IS BASED ON RECORDS OF THE VARIOUS UTILITY COMPANIES, AND WHERE POSSIBLE, MEASUREMENTS TAKEN IN THE FIELD. THE INFORMATION IS NOT TO BE RELIED ON AS BEING EXACT OR COMPLETE. THE CONTRACTOR MUST CALL THE APPROPRIATE UTILITY COMPANIES AT LEAST 72 HOURS BEFORE ANY EXCAVATION TO REQUEST EXACT FIELD LOCATION OF UTILITIES. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO RELOCATE UTILITIES WHICH CONFLICT WITH THE PROPOSED IMPROVEMENTS SHOWN ON THE PLANS.
8. THE CONTRACTOR SHALL ADHERE TO ALL TERMS & CONDITIONS AS OUTLINED IN GENERAL N.P.D.E.S. PERMIT FOR STORMWATER DISCHARGE ASSOCIATED WITH CONSTRUCTION ACTIVITIES.
9. UTILITY VAULTS, TRANSFORMERS, UTILITY CABINETS, CONCRETE BASES, OR OTHER STRUCTURES CANNOT BE PLACED OVER WATER MAINS/SERVICES. MAINTAIN 1' HORIZONTAL CLEAR SEPARATION FROM THE VAULTS, CABINETS & CONCRETE BASES TO EXISTING UTILITIES AS FOUND IN THE FIELD. IF THERE IS CONFLICT WITH EXISTING UTILITIES, CABINETS, VAULTS & BASES SHALL BE RELOCATED FROM THE PLAN LOCATION AS NEEDED TO MEET FIELD CONDITIONS. TREES MAY NOT BE PLANTED WITHIN 10' OF EXISTING WATER MAINS/SERVICES OR METERS. MAINTAIN 10' BETWEEN TREES AND WATER SERVICES, MAINS & METERS.
10. CONTRACTOR SHALL REFER TO ARCH. PLANS FOR EXACT LOCATIONS OF UTILITIES SERVICES TO NEW BUILDING. COORDINATE WITH LOCAL UTILITIES COMPANIES FOR SERVICE CONNECTIONS.
11. ANY DAMAGED RIGHT-OF-WAY INFRASTRUCTURES AND OTHERWISE DISPLACED CURB AND GUTTER SHALL BE REMOVED AND REPLACED AS DIRECTED BY THE CITY ENGINEER OR HIS DESIGNEE. CONTRACTOR SHALL COORDINATE WITH PUBLIC WORKS DEPARTMENT AT (650) 947-2680.
12. GROUND COVER IS PROVIDED IN AREAS WHERE THERE IS EXPOSED SOIL.
13. PRIOR TO THE COMMENCEMENT OF ANY WORK DONE IN THE PUBLIC RIGHT-OF-WAY, A PERMIT TO OPEN STREET AND/OR AN ENCROACHMENT PERMIT WILL BE REQUIRED.

	= PROPERTY LINE
	= STREET CENTER LINE
	= EX. ROLLED CURB
	= EX. SPOT ELEVATION
	= FLOW DIRECTION
	= GRADE BREAK
	= FLOW LINE
	= INFILTRATION DEVICE
	= AREA INLET
	= LIGHTWELL/ SUMP PUMP
	= STORM DRAIN PIPE
	= CONCRETE SPLASH PAD
	= STORM DRAIN PIPE
	= LIMIT OF BASEMENT

GRADING NOTES

- | | |
|----|---|
| 1 | MATCH EXISTING ELEVATION. GRADING LIMIT IS TO PROPERTY LINE. NO GRADING ALLOWED ON ADJACENT PROPERTIES |
| 2 | DOWNSPOUT WITH CONCRETE SPLASH PAD PER DETAIL #1A/C4 |
| 3 | BEGIN/END SWALE PER DETAIL #2A/C4 |
| 4 | DRAIN INLET PER DETAIL #3A/C4 |
| 5A | SUNKEN PATIO OR LIGHTWELL. PROVIDE MINIMUM OF 2% SLOPE TOWARDS AREA DRAIN. |
| 5B | AREA DRAIN AT SUNKEN PATIO PLANTER. COORDINATE WITH PROJECT ARCHITECT FOR TYPE OF DRAIN INLET. SEE SHEET C2, UTILITY PLAN FOR PIPE CONTINUATION TO SUMP PUMP |
| 6A | SUNKEN PATIO SUMP PUMP PER DETAIL #5/C5; THE LOCATION OF THE SUMP PUMP SHALL COMPLY WITH SECTION 314.1 TRENCHES. TRENCHES DEEPER THAN THE FOOTING OF A BUILDING OR STRUCTURE AND PARALLELING THE SAME, SHALL BE LOCATED NOT LESS THAN 45 DEGREES FROM THE BOTTOM EXTERIOR EDGE OF THE FOOTING, OR AS APPROVED IN ACCORDANCE WITH SECTION 314.1 CPC. |
| 6B | INSTALL BACKFLOW PREVENTION VALVE |
| 6C | FLOW REDUCTION BOX AT LANDSCAPE AREA PER DETAIL #4B/C4 |

GREEN
CIVIL ENGINEERING, INC.
INFO@GREEN-CE.COM
1900 S. NORFOLK ST. SUITE #350
SAN MATEO, CA 94403



EXISTING MATERIALS



ROOFING

REMAIN AS EXISTING
40 YEAR
COMPOSITION



GUTTERS

REMAIN AS EXISTING
OGEE
ROUND DOWNSPOUT



WINDOWS

REMAIN AS EXISTING



WINDOW TRIM

REMAIN AS EXISTING
2X3 SILL & APRON
WITH CROWN



EXTERIOR

REMAIN AS
EXISTING ROUGH
STUCCO

GABLES
STRAIGHT LINED
SHINGLES





HISTORICAL COMMISSION AGENDA REPORT

Meeting Date: November 19, 2024

Subject: A request for the City Council to authorize the City Manager to execute a Historic Preservation Agreement for a property at 236 Eleanor Avenue

Prepared by: Sean Gallegos, Senior Planner

Initiated by: Walter Chapman, Applicant

Attachments:

1. Draft Resolution
2. Primary Historic Record
3. Historic Preservation Agreement with Ten Year Rehabilitation/ Maintenance Work Plan

Recommendation

Recommend the City Council authorize the City Manager to execute a Historic Preservation Agreement (HPA24-0001) per the recommended findings contained in the attached resolution; and find the project is categorically exempt from environmental review pursuant to Section 15331 (Historical Resource Restoration/Rehabilitation) of the California Environmental Quality Act (CEQA) Guidelines– Attachment 1 to the report.

Background

Property Description

The 1914 C.W. Morris House, located at 236 Eleanor Avenue, was designated a Historic Resource in the Los Altos Historic Resource Inventory by the Historical Commission on September 28, 1997. As detailed in the City’s Primary Historic Record (Department of Parks and Recreation Forms 523A and 523B) (Attachment 2), prepared by Circa: Historic Property Development, it is one of the few remaining farmhouses in the city.

This two-story, wood-frame Craftsman-style residence features a square plan and a side-gabled roof with decorative wood knee brackets and exposed rafter tails. The ground-floor entry porch includes a prominent front-facing gable with a balcony supported by paired, square wood porch posts. While the balcony has been remodeled since 1997, it retains its original design elements. Other paired porch posts, connected by simple wood railings, frame the ends of the full-width

porch. The entrance is offset to the right, with two large plate-glass windows to the left, and the house retains its original wood sash windows with smaller upper panes. A circular driveway surrounds a mature palm tree in the front yard.

Originally part of the 1911 Adams Subdivision and associated with agriculture, particularly orchards, the bungalow was owned by the Morris family, who held 14 acres of orchards. C.W. Morris, listed as an orchardist in city directories starting in 1922, was likely the property's owner, though it is unclear if the family was the original occupant of the house. Today, the house is one of the few remaining farmhouses in the City.

Although the house has undergone several alterations, it still retains key elements of its Craftsman design, materials, and workmanship, making it a significant example of the style. While the loss of surrounding acreage and its location on a back flag lot—set away from the street—diminishes its historical association as a farmhouse, the property's design integrity remains intact. Thus, it continues to be considered a historic resource.

Historical Commission - 2023

On April 24, 2023, the Historical Commission recommended approval of an advisory review permit for a project involving the addition of a 1,647-square-foot first story, a 327-square-foot second story, and an 832-square-foot basement to the existing two-story historic residence. The project also includes a new 588-square-foot detached garage. According to the report by historical professional Bonnie Bamburg of Urban Programmers, the proposed demolition, additions, and exterior alterations do not compromise the property's physical integrity or historic significance and are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Structures.

Planning Commission - 2023

The Planning Commission subsequently approved the Design Review, Variance, and Historic Advisory Review on July 6, 2023, to allow these additions. The Variance is requested to allow a basement 2.5 feet above grade that exceeds the maximum height limit of two feet, a 326 square-foot second-story addition on a flag lot which allows only one-story structures, a height of 26.2 feet that surpasses the maximum limit of 20 feet for flag lots, and the placement of an accessory structure in the required front yard, where such structures are not permitted.

Historical Commission – 2024

On November 19, 2024, the Historical Commission will consider a Historic Advisory Review permit for proposed exterior alterations to the property. The alterations include the removal of a 48-square-foot second-floor porch, redesign and material changes to a 297-square-foot covered terrace, modification of a window on the north elevation, and the addition of a new window on the west side. Historical professional Stacey De Shazo of Evans & De Shazo Archaeology and Historic Preservation has determined that these changes will not adversely affect the property's physical integrity or historic significance and are consistent with the Secretary of the Interior's Standards for the Treatment of Historic Structures.

November 19, 2024

Historic Preservation Agreement – 236 Eleanor Avenue

Page 2

Analysis

Historic Preservation Agreement

The City of Los Altos currently administers 16 Historic Preservation agreements for historic properties. The Mills Act offers property tax relief to owners of eligible historic properties through a current use assessment, commonly known as a contract assessment. To participate in the program, property owners must enter into a preservation agreement, which grants them a reduced property tax rate as determined by the County Assessor. In exchange, owners agree to preserve, and in some cases, restore or rehabilitate the historic structure on the property. The property tax reduction is based on the appraised market value of the land and any improvements associated with the historic structure, including the rental value of the property.

These agreements are governed by Municipal Code Chapter 12.44.170, which authorizes the City Council to approve Historic Preservation agreements as an incentive for the preservation of historic properties. Typically, Historic Preservation agreements have a duration of ten years, with an automatic renewal clause on an annual basis. Both the property owner and the City have the option to revoke the agreement at any time. A key provision of the agreement requires that any savings from reduced property taxes be reinvested into the preservation, restoration, or enhancement of the historic structure. As part of this commitment, a schedule of proposed improvements to the structure and the property is included in the draft agreement, as outlined in Attachment 3, Exhibit B.

The Historic Property Record, detailed in Attachment 2, confirms the property's designation as a historic resource in the City's Historic Resource Inventory. These forms establish the house's architectural and historical significance under both state and local preservation criteria, emphasizing its distinctive Craftsman-style architecture and its role in the broader context of the city's development.

Given its ongoing recognition as a significant historic resource, the property is eligible for inclusion in the Historic Preservation program. Consequently, it continues to hold its status as a significant historic resource and is deemed appropriate for consideration for a Historic Preservation contract, reaffirming the commitment to its preservation and enhancement.

Environmental Review

The project is categorically exempt from environmental review under Section 15331 ("Historical Resource Restoration/Rehabilitation") of the California Environmental Quality Act (CEQA) Guidelines in that the project is consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, or Reconstructing Historic Buildings.

Public Notification

A public meeting notice was posted on the property, mailed to property owners within a 300' radius, and published in the newspaper. The applicant also posted a public notice sign on the subject property in conformance with the Planning Division posting requirements.

Staff received no comments from the public as of the writing of this report.

RESOLUTION NO. 2025-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LOS ALTOS
AUTHORIZING THE CITY MANAGER TO ENTER INTO A HISTORIC
PRESERVATION AGREEMENT WITH THE PROPERTY OWNERS OF 236
ELEANOR AVENUE**

WHEREAS, the applicant, the applicant, Todd Parmacek, submitted an application to request the City Council Authorize the City Manager to enter into Historic Preservation Agreement for the Historic Resource property at 236 Eleanor Avenue; and

WHEREAS, the City Council authorizing the City Manager to execute a historic preservation agreement for 236 Eleanor Avenue would be categorically exempt from environmental review under Section 15331 (Historical Resource Restoration/Rehabilitation) in that the project is consistent with the Secretary of the Interior's Standards for Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring, or Reconstructing Historic Buildings (the "Secretary's Guidelines").

WHEREAS, Government Code Sections 50280 et seq. authorizes the City to enter into a historical property contract with the owner of any qualified historical property to restrict the use of such property so that it retains its historically significant characteristics in return for which the property owner obtains property tax relief; and

WHEREAS, the City of Los Altos is a community that celebrates its history, the rich past that is incorporated into the fabric of the City and provides a link to the community's heritage and the remaining sites and structures of architectural and/or historic significance that enhance the community's unique character and contribute to a sense of place; and

WHEREAS, by virtue of its adoption of the Historic Preservation Ordinance (LAMC Chapter 12.44), the City Council of the City of Los Altos provides that designated historic resources and landmark structures of merit, and structures located in historic districts that are privately owned shall be considered qualified historical properties eligible to enter into historic preservation (Mills Act) agreements with the City; and

WHEREAS, in accordance with that Historic Preservation Ordinance (LAMC Chapter 12.44), the house at 236 Eleanor Avenue is a historic resource on the City's Historic Resource Inventory, and it is more than 50 years in age, retains sufficient historic integrity, and is historically significant; and

WHEREAS, the Historical Commission held a public meeting on November 19, 2024 to consider the request to execute a historic preservation agreement on the subject property and recommended approval to the City Council; and

WHEREAS, in accordance with the historic preservation agreement, the property owner shall every five years commencing on the fifth anniversary of the effective date of the historic preservation agreement submit to the City an updated ten (10) year schedule of potential home repair, maintenance and improvement, and submit documentation for all repairs, maintenance, and improvements which have been completed since the Effective Date.

WHEREAS, on XXXXXX, 2025, the City Council held a duly noticed public hearing as prescribed by law and considered public testimony and evidence and recommendations presented by staff in connection with the Project; and

WHEREAS, the finding and conclusions made by the City Council in the Resolution are based upon the oral and written evidence presented as well as the entirety of the administrative record for the proposed Project, which is incorporated herein by this reference. The findings are not based on the information provided in this Resolution; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have occurred.

NOW THEREFORE, BE IT RESOLVED, that the City Council of the City of Los Altos hereby approves the City Manager execute a Historic Preservation Agreement with the owners of 236 Eleanor Avenue subject to the subject to the terms and conditions outlined the Historic Preservation Agreement.

I HEREBY CERTIFY that the foregoing is a true and correct copy of a Resolution passed and adopted by the City Council of the City of Los Altos at a meeting thereof on the XXXXXX of XXXXXX, 2025 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

XXXXXXXXX, MAYOR

Attest:

Melissa Thurman, MMC, CITY CLERK

State of California The Resources Agency
DEPARTMENT OF PARKS AND RECREATION

PRIMARY RECORD

Primary # _____
HRI # _____
Trinomial _____
NRHP Status Code _____

Other Listings _____
Review Code _____ Reviewer _____ Date _____

Page 1 of 2 *Resource Name or #: (Assigned by recorder) 236 Eleanor Avenue

P1. Other Identifier: HRI #: 24; Morris House

*P2. Location: Not for Publication ☒ Unrestricted

*a. County Santa Clara and (P2c, P2e, and P2b or P2d. Attach a Location Map as necessary.)

*b. USGS 7.5' Quad _____ Date _____ T _____; R _____; _____ of _____ of Sec _____; _____ B.M.

c. Address 236 Eleanor Avenue City Los Altos Zip 94022

d. UTM: (Give more than one for large and/or linear resources) Zone _____, _____ mE/ _____ mN

e. Other Locational Data: (e.g., parcel #, directions to resource, elevation, etc., as appropriate)
170 41 093

*P3a. Description: (Describe resource and its major elements. Include design, materials, condition, alterations, size, setting, and boundaries)

This two-story, wood-frame residence is constructed on a square plan and topped by a side-gabled roof. Gable ends are supported by decorative wood knee brackets and the open eaves reveal exposed rafterails. A large front-facing gable with balcony is set over the ground floor entry porch. The balcony is supported from below by paired, square wood porch posts; this balcony has been remodeled since the property was recorded in 1997 with the square support posts replacing the original angled knee bracket supports. The existing balcony rail was also added at that time. Additional paired porch posts are set at either end of the full-width porch and are connected by simple wood railings. The entrance is offset to the right and two large plate glass windows are located to the left. Other original wood sash windows appear to be extant. Each has a single row of smaller panes across the top. A circular driveway surrounds a single mature palm tree in the front yard. The property appears to be in excellent condition.

*P3b. Resource Attributes: (List attributes and codes) HP2. Single family property

*P4. Resources Present: ☒ Building _____ Structure _____ Object _____ Site _____ District _____ Element of District _____ Other (Isolates, etc.)

P5b. Description of Photo:

Primary Elevation

July 2011

*P6. Date Constructed/Age and

Source: ☒ Historic _____ Prehistoric
_____ Both

1919

G. Laffey

*P7. Owner and Address:

Guido E. & Barbara M. Van Thillo

236 Eleanor Avenue Los Altos, CA

94022

*P8. Recorded by:

Circa: Historic Property Development

582 Market Street, Suite 1800

San Francisco, CA 94104

*P9. Date Recorded: _____

July 2011

*P10. Survey Type:

Intensive



*P11. Report Citation:

Los Altos Historic Resources Inventory Update Report (Circa: Historic Property Development, March 2012).

*Attachments: _____ NONE _____ Location Map _____ Continuation Sheet ☒ Building, Structure, and Object Record

_____ Archaeological Record _____ District Record _____ Linear Feature Record _____ Milling Station Record _____ Rock Art Record

_____ Artifact Record _____ Photograph Record _____ Other (List): _____

BUILDING, STRUCTURE, AND OBJECT RECORD

*NRHP Status Code CA Reg. 5S1

Page 2 of 2 *Resource Name or # (Assigned by recorder) 236 Eleanor AvenueB1. Historic Name: Morris House

B2. Common Name: _____

B3. Original Use: ResidentialB4. Present Use: Residential

*B5. Architectural Style: _____

*B6. Construction History: (Construction date, alterations, and date of alterations)

Built 1919. "Remodel & repair interior of vintage house," 1994.

*B7. Moved? ☐ No ☐ Yes ☒ Unknown Date: _____ Original Location: _____

*B8. Related Features:

Mature palm.

B9a. Architect: Unknownb. Builder: Unknown*B10. Significance: Theme Architecture/AgricultureArea Los AltosPeriod of Significance c.1919-1961 (50 year mark) Property Type Residence Applicable Criteria NR/CR/Local

(Discuss importance in terms of historical or architectural context as defined by theme, period, and geographic scope. Also address integrity.)

This bungalow was associated with agriculture, specifically orchards. Originally a part of the 1911 Adams Subdivision, oral history transcripts indicate that the house was occupied by the Morris family. C. W. Morris shows up in 1922 in city directories and is listed as an orchardist. His son Doug indicated that the family owned the surrounding 14 acres in orchard. He also indicates that the residence was built around 1919. It is not clear if the Morris family was the original occupant of the home. The house is one of the few remaining farmhouses left in the city today (G. Laffey).

Character Defining Features: two-story form; side-gable roof with wood knee brackets; open eaves with exposed rafterails; large front-facing gable; paired porch posts set at either end of the full-width porch; original wood sash windows with rows of smaller panes across top; mature palm in front yard.

Evaluation: 236 Eleanor Avenue is a good representative example of its style, is associated with the historical theme of agriculture in Los Altos, and retains a fair degree of integrity of location, workmanship, feeling, design and materials. Therefore, it is listed on the Los Altos Historic Resources Inventory as a Historic Resource and is assigned the California Register Status Code 5S1: "Individual property that is listed or designated locally."

B11. Additional Resource Attributes: (List attributes and codes) _____

*B12. References:

Los Altos Historical Commission: Los Altos HRI (9.28.1997); McAlester, Virginia and Lee. A Field Guide to American Houses. New York: Alfred A. Knopf, 2002; DPR series forms by G. Laffey (1997); Sanborn Maps; Los Altos HRI (February 2011).

B13. Remarks:

Vicinity map provided by the City of Los Altos and amended by Circa: Historic Property Development.

*B14. Evaluator: Circa: Historic Property Development*Date of Evaluation: July 2011

(This space reserved for official comments.)



RECORDING REQUESTED BY AND
WHEN RECORDED MAIL TO:

City of Los Altos
1 North San Antonio Road
Los Altos, CA 94022
Attn: Development Services Director

RECORDING REQUESTED PURSUANT TO
GOVERNMENT CODE SECTIONS 6103 and 27383

SPACE ABOVE THIS LINE FOR RECORDER'S USE

HISTORIC PROPERTY PRESERVATION AGREEMENT

THIS AGREEMENT is made and entered into this _____th day of _____, 2025 by and between the CITY OF LOS ALTOS, a municipal corporation ("City") and Todd Parmacek and Jennifer L. Jacobsen, Trustees of the Parmacek Revocable Trust dated April 1, 2004 (collectively, "Owner").

RECITALS

A. California Government Code section 50280, et seq. authorizes cities to enter into contracts with the owners of qualified historical property to provide for the use, maintenance and restoration of such historical property so to retain its characteristics as property of historical significance;

B. Owner holds fee title in and to that certain real property, together with associated structures and improvements thereon, generally located at the street address 236 Eleanor Avenue, Los Altos, California (the "Historic Property"). A legal description of the Historic Property is attached hereto, marked as Exhibit "A" and is incorporated herein by this reference;

C. On September 28, 1997 the Historical Commission of the City of Los Altos designated the Historic Property as a Historical Resource, pursuant to Chapter 12.44 of the City's Municipal Code. The Historic Property is a qualified historical property pursuant to California Government Code section 50280.1.

D. City and Owner, for their mutual benefit, now desire to enter into this agreement both to protect and preserve the characteristics of historical significance of the Historic Property and to qualify the Historic Property for an assessment of valuation pursuant to the Provisions of Chapter 3, of Part 2, of Division 1 of the California Revenue and Taxation Code.

AGREEMENT

NOW THEREFORE, City and Owner, in consideration of the mutual covenants and conditions set forth herein, do hereby agree as follows:

1. **Effective Date and Term of Agreement.** This Agreement shall be effective and commence on _____, 2025 (“Effective Date”) and shall remain in effect for a term of ten (10) years thereafter. Each year upon the anniversary of the Effective Date, such initial term will automatically be extended as provided in paragraph 2, below.

2. **Renewal.** On each anniversary of the Effective Date (hereinafter referred to as the “Renewal Date”), an additional one year term shall automatically be added to the term of this Agreement unless a notice of nonrenewal (“Notice of Nonrenewal”) is served as provided herein. If either Owner or City desires in any year not to renew this Agreement for an additional one year term, Owner or City shall serve a written Notice of Nonrenewal upon the other party in advance of the Renewal Date. Such Notice of Nonrenewal shall be effective if served by Owner upon City at least ninety (90) days prior to the Renewal Date, or if served by City upon Owner, such Notice of Nonrenewal shall be effective if served upon Owner at least sixty (60) days prior to the Renewal Date. If either City or Owner timely serves a Notice of Nonrenewal in any year, this Agreement shall remain in effect for the balance of the term then remaining, either from its original execution or from the last renewal date of this Agreement, whichever may apply.

2.1 **Owner Protest of City Nonrenewal.** Within fifteen (15) days after receipt by Owner of a Notice of Nonrenewal from City, Owner may make and file a written protest of the Notice of Nonrenewal. Upon receipt of such protest the City Council shall set a hearing prior to the expiration of the Renewal Date of this Agreement. Owner may furnish the City Council with any information which the Owner deems relevant, and within ten (10) days after demand shall furnish the City Council with any information the City Council may require. The City Council may, at any time prior to the Renewal Date of this Agreement, but without obligation to do so, withdraw its Notice of Nonrenewal.

3. **Assessment of Valuation.** The parties acknowledge that Owner, in consideration for abiding by the terms of this Agreement, shall be entitled to apply for a reassessment evaluation of the Historic Property pursuant to the provisions of Sections 439 et. seq. of the California Revenue and Taxation Code. Owner acknowledges that tax relief afforded to the Owner pursuant to Chapter 3, Part 2, of Division 1 of the California Revenue and Taxation Code may require negotiation with the Santa Clara County Assessor’s Office. All tax savings realized by Owner in connection with this Agreement shall be used to preserve, maintain, repair, restore and rehabilitate the Historic Property.

4. **Standards for Historical Property.** Owner shall preserve, repair and maintain the Historic Property and it’s Character Defining Features (defined below) as a qualified historic property, in no less than equal to the condition of the Historic Property on the Effective Date. Owner shall, where necessary, restore and rehabilitate the property according to the rules and regulations of the Office of Historic Preservation of the State

Department of Parks and Recreation, the United States Secretary of the Interior's Standards for Rehabilitation and Restoration, the State Historical Building Code, and the City's Historical Preservation Ordinance, as the same may be amended from time to time, and in accordance with the attached ten year schedule of home repair, maintenance and improvement measures prepared by Owner and approved by the City Council, attached hereto as Exhibit "B." Commencing on the fifth anniversary of the Effective Date, and continuing every five (5) years thereafter during the term of this Agreement, Owner shall submit to City an updated ten (10) year schedule of potential home repair, maintenance and improvement measures for the upcoming ten (10) year period, which schedule shall also document all repairs, maintenance, and improvements which have been completed since the Effective Date. Character Defining Features means all historic or other architecturally significant aspects of the Historic Property, including without limitation, the general architectural form, style, materials, design, scale, details, mass, roof line, porch, exterior vegetation and other aspects of the appearance of the exterior and interior of the Historic Property. The Secretary of Interior's Standards for Rehabilitation and Restoration currently in effect (attached hereto and marked as Exhibit "C") shall be incorporated herein by reference and constitute the minimum standards and conditions for the rehabilitation and restoration of the Historic Property. All standards referred to in this Section 4 shall apply to the Historic Property throughout the term of this Agreement. Owner shall not obstruct or obscure the public's ability to view the exterior of the Historic Property from the public right-of-way. Such prohibition shall include, without limitation, a prohibition against the placing of trees, bushes or fences in a location which substantially obscures or obstructs the view from the public right-of-way of the exterior of the Historic Property.

5. **Periodic Examinations.** Owner shall allow reasonable periodic examination, by prior appointment, of the exterior of the Historic Property by representatives of the Santa Clara County Assessor, State Department of Parks and Recreation, State Board of Equalization, and/or the City, as may be necessary to determine Owner's compliance with the terms and provisions of this Agreement.

6. **Provision of Information of Compliance.** Within ten (10) days after request by City, Owner shall furnish City with any and all information requested by the City from time to time which City deems necessary or advisable to determine compliance with the terms and provisions of this Agreement.

7. **Cancellation.** City, following a duly noticed public hearing, as set forth in California Government Code Sections 50285, et seq., may cancel this Agreement if it determines that Owner breached any of the provisions of this Agreement or has allowed the Historic Property to deteriorate to the point that it no longer meets the standards for a qualified historic property and such breach is not cured by Owner within thirty (30) days after City gives Owner notice that a breach has occurred. City may also cancel this Agreement if it determines that the Owner has failed to maintain, preserve, restore or rehabilitate the Historic Property in accordance with the terms of this Agreement and such breach is not cured by Owner within thirty (30) days after City gives Owner notice that a breach has occurred. If this Agreement is canceled because of failure of the Owner to maintain, preserve, restore and rehabilitate the Historic Property as specified above,

the Owner shall pay a cancellation fee to the State Controller as set forth in Government Code Section 50286 as the same may be amended or replaced from time to time.

8. **Destruction.** Notwithstanding any provision of this Agreement to the contrary, the Owner may cancel this Agreement without payment of the cancellation fee set forth in Section 7, if the existing single-family residence (the "Structure") on the Historic Property is damaged by fire, earthquake, or other Act of God or accidental cause to the extent (1) the then fair market value of said Structure is reduced by fifty-one percent (51%) or more; or (2) fifty-one percent (51%) or more of said Structure's floor area is destroyed or irreparably damaged; or (3) fifty-one percent (51%) or more of the Structure's Character Defining Features are destroyed or irreparably damaged; or (4) that the cost to the Owner (less any insurance proceeds payable in connection with such damage) to restore the Structure to its prior condition would exceed Ten Thousand Dollars (\$10,000). If the Owner desires to cancel this Agreement under this Section 8, written notice shall be given to the City within ninety (90) days after such damage or destruction occurs.

If the Owner desires to cancel this Agreement due to the circumstances outlined in this Section 8, either party may request a hearing before the City Council to determine (a) the extent of diminution of value, (b) the extent of the damage or destruction to the floor area of the Structure, and/or (c) extent of damage or destruction to the Character Defining Features of the Structure. The City Council may refer any matter relating to (c) to the City's Historical Commission for its findings and recommendations.

If Owner does not cancel this Agreement pursuant to this Section within ninety (90) days after damage or destruction occurs, or the damage or destruction does not exceed the thresholds set forth in the first paragraph of this Section, Owner shall have a reasonable time, not to exceed four (4) months, in which to restore the structure to not less than the condition existing prior to such damage or destruction.

9. **Enforcement of Agreement.** City may specifically enforce, or enjoin the breach of, the terms of this Agreement, if Owner fails to cure any default under this Agreement within thirty (30) days after City gives Owner notice that Owner has breached any of Owner's obligations under this Agreement. If Owner's breach is not corrected to the reasonable satisfaction of the City within thirty (30) days after the notice of breach is given to Owner, then City may, without further notice, declare a default under the terms of this Agreement and bring any action necessary to specifically enforce the obligations of Owner or enjoin any breach under this Agreement, including, but not limited to, bringing an action for injunctive relief against the Owner or such other relief as City may deem appropriate.

City does not waive any claim of default by Owner if City does not enforce or cancel this Agreement upon a default by Owner. All other remedies at law or in equity which are not otherwise provided for in this Agreement shall be available to the City to pursue if there is a default of this Agreement by Owner. No waiver by City or any breach or default under this Agreement by Owner shall be deemed to be a waiver of any other subsequent breach thereof or default hereunder.

10. **Binding Effect of Agreement; Covenants Running With the Land.**

The Owner hereby subjects the Historic Property to the covenants, reservations and restrictions as set forth in this Agreement. City and Owner hereby declare their specific intent that the covenants, reservations and restrictions as set forth herein shall be deemed covenants running with the land and shall pass to and be binding upon the Owner's successors and assigns in title or interest to the Historic Property. Each and every contract, deed or other instrument hereinafter executed, covering or conveying the Historic Property, or any portion thereof, shall conclusively be held to have been executed, delivered and accepted subject to the covenants, reservations and restrictions expressed in this Agreement regardless of whether such covenants, reservations and restrictions are set forth in such contract, deed or other instrument. City and Owner hereby declare their understanding and intent that the burden of the covenants, reservations and restrictions set forth herein touch and concern the land in that the value of the Owner's legal interest in the Historic Property may be affected thereby. City and Owner hereby further declare their understanding and intent that the benefit of such covenants, reservations and restrictions touch and concern the land by enhancing and maintaining the historic characteristics and significance of the Historic Property for the benefit of the public and Owner.

11. **Sale or Transfer of Ownership.** Prior to the sale or transfer of ownership of the Historic Property, the Owner is bound by this Agreement to provide a report to the City which outlines how all tax savings realized by Owner in connection with this Agreement were used to preserve, maintain, repair, restore and rehabilitate the Historic Property. The City shall review and approve the report administratively within twenty-one (21) days. If the City takes no action within that time, the report is deemed adequate.

12. **Cost Reimbursement.** Owner shall, within ten (10) days after demand, reimburse City for all reasonable legal fees and costs and all staff time and costs incurred by City in connection with the preparation and review of this Agreement and the administration of the Agreement during the term of this Agreement.

13. **Notice.** Any notice required to be given by the terms of this Agreement shall be in writing and sent by personal delivery or by United States registered or certified mail, postage prepaid, return receipt requested, addressed as set forth in this Section 13 below at any other address as may be later specified by the parties hereto by notice given in the manner required by this Section 13.

To City:

City of Los Altos
Attn: Historical Commission Liaison
One North San Antonio Road
Los Altos, CA 94022

To Owners:

Todd Parmacek and Jennifer L. Jacobson
Isabel Tallam, Trustees of the Parmacek
Revocable Trust dated April 1, 2004

Mailed notices shall be deemed delivered three (3) days after the date of posting by the United States Post Office.

14. **Notice to Office of Historic Preservation.** Owner shall provide written notice of this Agreement and shall provide a copy of this Agreement to the Office of Historic Preservation of the Department of Parks and Recreation of the State of California within six (6) months following the Effective Date.

15. **Effect of Agreement.** None of the terms, provisions or conditions of this Agreement shall be deemed to create a partnership between the parties hereto or any of their heirs, successors or assigns, nor shall such terms, provisions or conditions cause the parties to be considered joint ventures or members of any joint enterprise.

16. **Indemnity of City.** Owner shall protect, defend, indemnify, and hold City and its elected officials, officers, agents and employees harmless from liability for claims, losses, proceedings, damages, causes of action, liabilities, costs or expense, including reasonable attorneys' fees, which may arise directly or indirectly from the negligence, willful misconduct or breach of this Agreement by Owner or Owner's contractors, subcontractors, agents, employees or other persons acting on Owner's behalf in connection with the Historic Property, or which arise directly or indirectly in connection with Owner's activities in connection with the Historic Property. This Section 16 applies, without limitation, to all damages and claims for damages suffered, or alleged to have been suffered regardless of whether or not the City prepared, supplied or approved any plans, specifications or other documents for the Historic Property.

17. **Binding Upon Successors.** All of the agreements, rights, covenants, reservations and restrictions contained in this Agreement shall be binding upon and shall inure to the benefit of the parties named herein, their heirs, successors, legal representatives, and assigns and all persons acquiring any part or portion of the Historic Property, whether voluntarily or involuntarily, by operation of law or in any manner whatsoever.

18. **Legal Costs.** If legal proceedings are brought by Owner or City to enforce or restrain a violation of any of the covenants, reservations or restrictions contained herein, or to determine the rights and duties of any party hereunder, the prevailing party in such proceeding may recover all reasonable attorneys' fees to be fixed by the court, in addition to court costs and other relief ordered by the court.

19. **Severability.** If any of the provisions of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, or by subsequent preemptive legislation, the validity and enforceability of the remaining provisions, or portions thereof, shall not be affected thereby.

20. **Governing Law.** This Agreement shall be construed and governed in accordance with the laws of the State of California.

21. **Recordation.** No later than twenty (20) days after the parties execute and enter into this Agreement, City shall cause this Agreement to be recorded in the Office of the County Recorder of the County of Santa Clara, California.

22. **Amendments.** This Agreement may be amended, in whole or in part, only by a written recorded instrument executed by all of the parties hereto.

23. **Captions.** Section headings and captions of this Agreement are for convenience of reference only and shall not be considered in the interpretation of any of the provisions of this Agreement.

WITNESS WHEREOF, the parties have executed this Agreement effective as of the date first above written.

OWNERS:

By: _____ Dated: _____
Todd Parmacek, Trustee

By: _____ Dated: _____
Jennifer L. Jacobsen, Trustee

CITY OF LOS ALTOS:

By: _____ Dated: _____
City Manager

Attest:

By: _____ Dated: _____
City Clerk

Approved as to Form:

By: _____ Dated: _____
City Attorney

EXHIBIT “A”

LEGAL DESCRIPTION

For APN/Parcel ID: 170-36-0008

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE CITY OF LOS ALTOS, COUNTY OF SANTA CLARA, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

PARCEL 2 AS SHOWN ON THAT CERTAIN PARCEL MAP WHICH WAS FILED FOR RECORD IN THE OFFICE OF THE RECORDER OF THE COUNTY OF SANTA CLARA, STATE OF CALIFORNIA ON SEPTEMBER 7, 1994 IN BOOK 658 OF MAPS, PAGE 23.

EXHIBIT “B”

SCHEDULE OF IMPROVEMENTS 2025 – 2035

Work Task	Type of work	Amount over 10 years
Stucco	Rehab/Restore	63,000
Wooden Windows and Doors (repair, restore)	Rehab/Restore	39,000
Roof (composite shingles)	Maintenance	55,000
Floors (refinishing and maintenance)	Rehab/Restore	12,500
Painting (stucco, windows, decorative details)	Rehab/Restore	54,000
Gable Shingles	Rehab/Restore	14,500
Dryrot Repair	Rehab/Restore	28,000
Foundation shoring and repair	Rehab/Restore	48,000
Framing (Balloon)	Rehab/Restore	55,000
Electrical (knob n Tube)	Rehab/Restore	28,000
Chimney repair and insert	Rehab/Restore	27,000
Unsupported cripple walls need upgrading/retrofit	Rehab/Restore	45,000
Garage Rebuild	Rehab/Restore	50,000
Windows, wood shingles and siding	Maintenance	1,000
Oak Tree Maintenance	Maintenance	6,000
Painting (stucco, windows, decorative details)	Maintenance	2,000
Roof Maintenance	Maintenance	1,000
Gutters		500
Total		529,500

Year	Work Task	Annual Cost	
			Annual Amortized Cost
Annually	Stucco	\$	2,100.00
Annually	Wooden Windows and Doors (repair, restore)	\$	390.00
Annually	Roof (composite shingles)	\$	1,375.00
Annually	Floors (refinishing and maintenance)	\$	250.00
Annually	Painting (stucco, windows, decorative details)	\$	5,400.00
Annually	Gable Shingles	\$	145.00
Annually	Dryrot Repair	\$	280.00
Annually	Foundation shoring and repair	\$	480.00
Annually	Framing (Balloon)	\$	550.00
Annually	Electrical (knob n Tube)	\$	280.00
Annually	Chimney repair and insert	\$	270.00
Annually	Unsupported cripple walls need updagrading/retrofit	\$	450.00
Annually	Garage Rebuild	\$	500.00
Annually	Windows, wood shingles and siding	\$	1,000.00
Annually	Oak Tree Maintenance	\$	6,000.00
Annually	Painting (stucco, windows, decorative details)	\$	2,000.00
Annually	Roof Maintenance	\$	1,000.00
Annually	Gutters	\$	500.00

EXHIBIT “C”**SECRETARY OF THE INTERIOR’S STANDARDS FOR
REHABILITATION AND RESTORATION****Rehabilitation:**

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place, and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture, and where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Restoration:

1. A property will be used as it was historically or be given a new use that interprets the property's restoration period.
2. Materials and features from the restoration period will be retained and preserved. The removal of materials or alterations of features, spaces and spatial relationships that characterize the period will not be undertaken.
3. Each property will be recognized as a physical record of its time, place and use. Work needed to stabilize, consolidate and conserve materials and features from the restoration period will be physically and visually compatible, identifiable upon close inspection and properly documented for future research.
4. Materials, features, spaces and finishes that characterize other historical periods will be documented prior to their alteration or removal.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize the restoration period will be preserved.
6. Deteriorated features from the restoration period will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials.
7. Replacement of missing features from the restoration period will be substantiated by documentary and physical evidence. A false sense of history will not be created by adding conjectural features, features from other properties, or by combining features that never existed together historically.
8. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
9. Archeological resources affected by a project will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
10. Designs that were never executed historically will not be constructed.

CALIFORNIA NOTARY ACKNOWLEDGEMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California

County of _____

On _____ before me _____,
(Insert the name and title of the officer)

Personally appeared _____

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s) or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature _____(SEAL)



HISTORICAL COMMISSION AGENDA REPORT

Meeting Date: November 19, 2024

Subject: Commission Update and Work Plan for Joint Meeting with City Council

Prepared by: Sean Gallegos, Senior Planner

Attachments:

1. Draft 2024/2025 Work Plan
2. PowerPoint Presentation

Recommendation

Review ideas for the work plan discussion in January and discuss possible topics for the joint meeting with Council.

Project Background

In advance of the Joint Meeting with the City Council scheduled for early 2025, staff will present an overview of the Commission's powers and duties, attendance requirements, and rules governing Ad Hoc Committees, Working Pairs, and Conflict of Interest.

Additionally, the Commission will review and discuss potential topics for the Joint Meeting with the City Council. The meeting will also include the finalization of the Historical Commission's Work Plan, outlining key priorities and initiatives for the upcoming year.

Analysis

Discussion

Discuss ideas for the work plan and possible topics for the joint meeting with Council that is currently scheduled for February 2025.

Environmental Review

Not applicable

HISTORICAL COMMISSION 2025 Work Plan

Goal	Projects	Anticipated Completion	Priority Source	Status	Assignments	Notes
Improve Awareness	Conduct the Margaret Thompson Essay Contest	Begins in December each year Ends in May each year	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources	In Progress	The Commission and staff in coordination with the Los Altos History Museum Commissioner Atkins is the primary commissioner assigned to work with staff	
Improve Awareness	Conduct the Historic Plaque program	Begins in December each year Ends in May each year	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources	In Progress	The Commission in coordination with City staff. Commissioner Adams is the primary commissioner assigned to work with staff	

Goal	Projects	Due Date	Priority Source	Status	Assignments	Notes
Improve Infrastructure	Rehabilitation of the Historic Landmark Apricot Orchard	No Due Date, the Goal is implemented year-round	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride.	In Progress	The Commission in coordination with City staff and the Los Altos History Museum.	
Review Historic Preservation Entitlements	Process and evaluate applications for, historical alteration permits or advisory review, historic landmark designation or historic resource designation and Mills Act applications	No Due Date, the Goal is implemented year-round	The priority is related to the Historic Commission's purpose to (1) Safeguard the heritage of the city by providing for the protection of irreplaceable historic resources representing significant elements of its history; and (2) encourage public knowledge, understanding, and appreciation of the City's past, and foster civic and neighborhood pride and	In Progress	The Commission in coordination with City staff	Evaluate and respond to applications for historic designation, as well as applications for permits related to historic alteration and historic advisory reviews. (All Commissioners
Goal	Projects	Target Date	City Related Priority	Status	Assignments	

	Facilitate a forum for public discourse on the preservation of the City's heritage		sense of identity based upon the recognition and use of the City's historic resources.			
Improve Awareness	Historic Preservation Award	Begins in December each year Ends in May each year	The priority is related to City Council Resolution No. 2013-05 and the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the City's past, and foster civic and neighborhood pride and sense of identity based upon the recognition and use of the City's historic resources.	In Progress	The Commission in coordination with City staff.	Review nominations and vote on the historic preservation award recipient (All Commissioner
Goal	Projects	Target Date	City Related Priority	Status	Assignments	

Improve Compliance with City program	Complete Quinquennial Inspections of Mills Act Properties	Begins in December each year Ends in May each year	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources	In Progress	The Commission in coordination with City staff. Commissioner Coe is the primary commissioner assigned to work with staff	Review staff's ongoing efforts on Mills Act compliance. Staff to provide annual report to the Historical Commission in the Spring.
Maintain Compliance with Certified Local Government Status	Complete Certified Local Government Report	April each year	The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan. The Certified Local Government Program encourages the direct participation of local governments in the identification, evaluation, registration, and preservation of historic properties. The priority is	In Progress	The Commission in coordination with City staff	Historical Commission reviews and approves CLG annual report (All Commissioners)
Goal	Projects	Target Date	City Related Priority	Status	Assignments	

			consistent with Goal 6 of the Community Design & Historic Resource Element of the General Plan			
Foster Partnership with Los Altos History Museum	Hold an annual joint meeting with the Museum Board of Directors Seek opportunities to partner with the Museum on historic education and outreach	Summer each year	The priority is related to the Historic Commission's purpose to encourage public knowledge, understanding and appreciation of the.	In Progress	The Commission in coordination with City staff	Coordinate the annual joint meeting with the Museum Board of Directors Actively coordinate with the Los Altos History Museum on current and future education and outreach programs Coordinate with the Los Altos History Museum the establishment of an Apricot Orchard Festival
Goal	Projects	Target Date	City Related Priority	Status	Assignments	

Advocate for Good stewardship of city-owned historic properties	Evaluate the current status of city-owned historic properties.	No Due Date, the Goal is implemented year-round	The priority is related to City Council Ordinance No. 2011-363 and the Historic Commission's purpose to support the preservation, maintenance, and appropriate rehabilitation of the City's historic resources.	In Progress	The Commission Commissioner Maguire-Negus is the primary commissioner assigned to work with staff	Evaluate the current status of city-owned historic properties.	Agenda Item 4.
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Historical Commission Updates

Sean Gallegos
Staff Liaison



Historical Commission

- The Commission shall have those powers and duties granted it by Section 2.12.030 of the Los Altos Municipal Code and/or as may be entrusted to it by the council from time to time and shall submit an annual report to the council.
- The historical commission shall be advisory only. It shall advise the city council, the planning commission and the agencies and departments of the city. The historical commission shall establish liaison and work in conjunction with such authorities to implement the purposes of this chapter.



Historical Commission Powers and Duties

Agenda Item 4.

1. Review and recommend updates to the historic resources inventory. Properties must meet the criteria in this chapter for inclusion. The inventory will be publicly accessible, regularly updated, and retained in the planning department;
2. Recommend to the city council specific proposals for designation as an historic landmark or historic district;
3. Recommend to the appropriate city agencies or departments, projects and action programs for the recognition, conservation, and use of the city's historic resources, including standards to be followed with respect to any applications for permits to construct, change, alter, remodel, remove or otherwise affect such resources;
4. Review and comment upon existing or proposed ordinances, plans or policies of the city as they relate to historic resources;
5. Review and comment applications for building demolition involving work to be performed on a designated historic landmark, and all applications for tentative map approval, rezoning, building site approval, use permit, variance approval, design review or other approval pertaining to or significantly affecting any historic resource;
6. Provide resource information on the restoration, alteration, decoration, landscaping or maintenance of any cultural resource including the landmark, landmark site, historic district, or neighboring property within public view and promote and conduct public information and educational programs pertaining to those resources;
7. Submit an annual report to the city council on the additions and deletions from the Historic Resources Inventory;
8. Perform such other functions as may be delegated to it by resolution or motion of the city council;
9. Cooperate with the association of the Los Altos historical museum;
10. Submit an annual work plan to the city council; and
11. Review and make its recommendation to the planning director on all permit applications pursuant to Article 3, Sections 12.44.100 through 12.44.170.

Election of Chair and Vice Chair

- Commission appoints Chair and Vice Chair annually at the first meeting in October.
- No member of a Commission may serve consecutive terms as the chair so they must change annually



Attendance and Participation

- Majority of members required in person for meeting to take place
- Commissioners must attend 75% of regularly scheduled meetings
- Commissioner must let liaison know at least one week in advance of meeting that they will attend remotely
 - Commissioners may attend no more than 20% of meetings remotely



Reporting

- Commissions provide a workplan for approval to Council in 1st Quarter of each calendar year
- Commissions provide an annual plan to Council at joint meeting



Work Plan

2025 Los Altos Commission Work Plan

Goal	Projects	Anticipated Completion	Priority Source	Status	Assignment	Notes
Overarching goal for Commission	Name of Project	When project is planned for review	Where this project comes from	What is the current status	Who has been assigned	Further information that will be useful to know



Work Calendar

2025 Los Altos Commission Calendar					
January	February	March	April	May	June
Insert items from work plan					
July	August	September	October	November	December
No meetings					No meetings



Ad Hoc Subcommittees

- Must be Ad Hoc, cannot be standing
- A Commission may appoint Ad Hoc subcommittees, consisting of less than a majority of the body, to work on specific tasks. Ad Hoc subcommittees should be focused on one specific topic and shall not last more than one year.
- Ad Hoc Subcommittees must comply with all aspects of the Brown Act, but do not require meetings to be posted or staff support.



Ad Hoc Subcommittees

- Must have specific topic and timeframe
- Cannot be an area of continuing jurisdiction
- Cannot be established in multiple years
- Must report findings out to full Commission
- Commissioners can only serve on one subcommittee at a time



Ad Hoc Subcommittees

The motion of establishment must include that the Ad Hoc Subcommittee:

1. Is comprised solely of members of the Commission establishing the Ad Hoc Subcommittee,
2. Consists of less than a quorum of the Commission,
3. Includes a defined purpose and the timeframe to accomplish that purpose and is less than one year in duration,
4. Will automatically terminate when a final report is given to the Commission, or when the timeframe established by the Commission is met, unless extended by the Commission at a public meeting,
5. Will not be re-established or renewed in multiple years, and
6. Is advisory in nature and is not established to work on an item where continuing jurisdiction exists



Working Pairs

- Unlike Ad Hoc Subcommittees which require a formal approval and are limited in time duration and scope, the Commission may assign Commissioners into working groups to provide research, information, fact gathering, prioritizing, or other activities related to the Commissions work plan.
- Working groups may consist of 1 or 2 Commissioners who are able to meet to discuss topics of interest to the Commission, prior to reporting back at an open meeting to the full Commission.
- The Commission may take action on the report or simply receive it.



Working Pairs

- Working groups are designed to allow Commissions to work in a more flexible manner, to respond to requests, initiatives, or direction from Council, or to move work plans forward.
- There is no limit to the amount of working pairs a Commissioner can participate in at one time.



What's the difference?

Ad-Hoc Subcommittee

- Formal
- Focused on project
- Workplan development
- Example: Main Library Improvements

Working Pairs

- Informal
- Component of plan or project
- Example: Flyer for New Library Feature



Commissioner Liaisons

- Commissions may assign individual Commissioners to act as a liaison to other boards, commissions, or agencies, without establishing an Ad Hoc Subcommittee.
- The full Commission should be updated in public
- The positions supported by the liaison are to be in alignment with the positions that the Commission or the City Council have taken if they have considered the topic



Council Liaisons

- Council liaison will meet with Commission Chair and staff liaison once per year at a minimum as well as at joint meeting
- Council liaisons shall not direct, guide or unduly influence the policy making work of the City's advisory bodies



Conflict of Interest

- Perceived Conflict of Interest
- Incompatible Activities



Perceived Conflict of Interest

- A perceived conflict of interest for a Commissioner may arise from personal relationships, financial interests, serving on bodies or boards that have shared or overlapping subject matter jurisdiction as those under the jurisdiction of the Commission, or when it appears that the Commissioner's private interests impact the official duties of the Commissioner, or influence his/her decision-making.



Perceived Conflict of Interest

- Commissioners must notify Staff liaison
- Commissioner must disclose perceived conflict of interest before participating in discussion
- Commissioner will seek out advice from City Attorney or FPFC



Conflict of Interest

- Per state law, a public official, including commissioners, may not engage in any activity for compensation that is inconsistent, incompatible, or in conflict with their official duties with the City.



Conflict of Interest

- It is ultimately the responsibility of the Commission member to identify whether they may be engaging in incompatible activities or have a perceived conflict of interest.
- The City Attorney should be consulted as early as possible on any matters regarding incompatible activities or perceived conflicts of interest.



California Environmental Quality Act (CEQA)

- CEQA requires government agencies to consider the environmental consequences of their actions before approving plans and policies or committing to a course of action on a project.
- Most actions by advisory bodies will not qualify as a CEQA project requiring additional steps.
- Commission liaisons will check whether projects require CEQA review prior to commission review.
- For questions, please contact the Development Services Department Deputy Director.



Questions

- If any commissioners have questions, concerns, or are unclear on anything, please contact the staff liaison or Council liaison.

