

**Council Meeting: March 24, 2009****SUBJECT: 2008-0860** Adopting Taaffe-Frances Design Guidelines (Study Issue)**REPORT IN BRIEF**

This study is one of three follow-up activities to a 2007 Study Issue (ranked by the City Council in 2006) relating to heritage preservation. This report addresses the portion of the study related to the Taaffe-Frances neighborhood. The remaining issues within the scope of the study will be addressed in separate reports at a later date.

In May of 2007, staff presented a report to the City Council evaluating the adequacy of protection for the Taaffe-France neighborhood (RTC #07-168). In this report, staff recommended revising the existing Design Policies for the Taaffe-Frances Heritage Housing District (Attachment B) to create a full set of design guidelines with additional information and guidance on protecting individual architectural style. The City Council approved the staff recommendation and directed staff to prepare more detailed design guidelines. This report presents a recommended set of design guidelines (Attachment D).

The Heritage Preservation Commission considered this item at a public hearing on March 4, 2009. The Commission recommends the City Council adopt the proposed guidelines and take several additional actions as outlined on pages 4 and 5 of this report.

**BACKGROUND**

The Taaffe-Frances neighborhood is the only area in the City currently zoned with a Heritage Housing (HH) Combining District. At the time the district was designated a Council policy was adopted which outlined the distinguishing characteristics of the neighborhood (Attachment B). This policy was intended to assist staff in reviewing additions or modifications to structures within the district. Due to changes in the California Environmental Quality Act (CEQA), major modifications and demolitions of properties within any Heritage Resource District must now be reviewed by the Heritage Preservation Commission (HPC) at a public hearing. Minor changes may still be reviewed by staff. However, concerns have been expressed by staff and the Heritage Preservation Commission that the existing design policies are too general in nature and do not provide enough guidance for preservation of individual architectural styles within the neighborhood.

During the study in 2007, it was concluded that the existing Design Policies for the neighborhood (Attachment B) do not provide sufficient detail or guidance and the neighborhood may therefore be at risk for incompatible additions and modifications which may alter its character. It was determined that the Design Policies for the Taaffe-Frances Heritage Housing District need to be updated to create a full set of design guidelines with additional information and guidance on protecting individual architectural styles. The City Council directed staff to work with the neighborhood to prepare more detailed design guidelines.

## **EXISTING POLICY**

### **Community Design Sub-element**

*Action Statement A.2.a* – Maintain design guidelines and policies for new construction in historic districts which define acceptable building styles, shapes, rooflines, colors, materials, fenestration and setbacks and develop new guidelines as needed.

*Action Statement A.2.d* – Continue to identify and adopt methods of preserving historic resources and special districts.

*Action Statement A.3.c* – Continue to preserve buildings with unique historic or architectural value.

### **Heritage Preservation Sub-Element**

*Policy 6.3B.1* – Preserve existing landmarks and cultural resources and their environmental settings.

*Policy 6.3B.3* – Enhance the visual character of the City by preserving diverse as well as harmonious architectural styles, reflecting various phases of the City's historical development and the cultural traditions of past and present residents.

### **Council Policy 6.3.2.: Neighborhood Characteristics of the Taaffe-Frances Heritage Neighborhood**

See Attachment B.

## **DISCUSSION**

The first phase of the study entailed evaluating the adequacy of protection for the Taaffe-Frances neighborhood. In the second phase, staff performed community outreach and worked with an architectural consultant to identify specific issues and develop appropriate updates to the Design Policies. This

work has resulted in the development of a full set of design guidelines for the neighborhood (Attachment D). The new proposed guidelines include the following changes:

- Additional background on the neighborhood and its history;
- Additional information on the typical architectural styles present in the neighborhood and their common features and details;
- Enhanced guidance on preservation of the specific elements and styles found in the neighborhood;
- Information on the required review processes for proposed modifications;
- A new format with photos and illustrations to provide visual examples for easier interpretation of the guidelines.

These modifications are intended to better inform homeowners of permitting requirements, provide additional resources to homeowners seeking modification to their heritage homes, and provide additional guidance to staff and the Heritage Preservation Commission in reviewing proposed modifications.

### **FISCAL IMPACT**

The proposed Taaffe-Frances Heritage Neighborhood Design Guidelines provide additional detail and guidance regarding preservation of architectural styles in the existing Heritage Housing District. They do not change Zoning requirements or review processes for modifications to homes in the neighborhood. As a result, no fiscal impact is anticipated.

### **PUBLIC CONTACT**

A public outreach meeting was held on August 27, 2008, to gather preliminary input regarding their concerns about preservation of the neighborhood. All 78 property owners and residents were invited; this meeting was attended by four people. Staff then prepared a draft framework for the revised design guidelines and presented it to residents and homeowners for comment at a second outreach meeting on December 11, 2008, which was attended by approximately 10 people. Written notification of the outreach meetings was sent to property owners and residents in the Taaffe-Frances neighborhood. Below is a brief summary of the public input received at these meetings. Additional information is available in Attachment C.

#### **Summary of Public Comments**

- Some residents felt that the guidelines have worked well so far and several large additions were very compatible with the neighborhood.
- Others expressed concern that outsized additions including second stories have been allowed under the guidelines, and fear that such additions on

adjoining properties may reduce the value of their home and detract from the character of the neighborhood.

- Several residents expressed a desire to maintain flexibility to add to their home and improve its value. They stated that they do not want the guidelines to be too restrictive.
- One suggestion was to limit the size of an addition proportional to the size of the existing house. Another suggestion was to limit the size of a second floor to a percentage of the size of the first floor.
- Residents noted that many homes have already been modified in ways that are incompatible with the original style. It was suggested that when modifications are evaluated, staff should consider the original style of the house, not the current style.
- Requests were made to add more neighborhood history in the document, to add information on review processes, and to add more information on the importance of the street trees and their preservation.
- Residents noted that key issues to be addressed in the neighborhood are: How much modification is too much? What limits are needed to maintain a home as a heritage resource?

Notice of the public hearings for this project was published in the Sun newspaper. Written notification of the hearings was also sent to property owners and residents in the Taaffe-Frances neighborhood and to other interested parties. The staff report was posted on the City of Sunnyvale's Web site and provided at the Reference Section of the City of Sunnyvale Public Library. The Heritage Preservation Commission and City Council Agendas were posted on the City of Sunnyvale's Web site.

### **HERITAGE PRESERVATION COMMISSION HEARING**

The Heritage Preservation Commission considered the proposed guidelines at a public hearing on March 4, 2009. The minutes of the hearing are provided in Attachment E. Seven members of the public spoke at the hearing. Speakers generally supported adoption of the guidelines as proposed. Several speakers expressed concern about the City's policies related to street trees in the neighborhood. Speakers also discussed second-story additions and whether the guidelines would be included in real estate sales disclosures. The Heritage Preservation Commission voted 4-0 (2 absent) to recommend adoption of the design guidelines. The Heritage Preservation Commission also recommended the following additional actions to the City Council:

1. Upon adoption of the design guidelines, all homeowners within the neighborhood shall be provided by mail with a copy of the adopted guidelines, or provided with notification of the adoption and information on where a copy of the guidelines can be obtained;

2. Direct staff to perform additional research and report to the City Council on whether real estate agents can be required to provide a copy of the adopted guidelines to any buyer of a home in the neighborhood;
3. Review existing policies on street trees and consider making exceptions to maintain the historic pattern of street trees in the neighborhood, including preserving Magnolia trees on South Taaffe Street and addressing tree species selection on South Frances Street.

Staff does not recommend mailing a full copy of the design guidelines to each property owner due to the anticipated printing and mailing costs (approximately \$580). Instead, staff recommends mailing a one-page notice to property owners informing them of the availability of the guidelines online and at City Hall. This could be accomplished within existing department budgets.

As requested by the Heritage Preservation Commission, staff has completed research on the possibility of requiring real estate agents to provide a copy of the adopted design guidelines to any buyer of a home in the Taaffe-Frances neighborhood. Real estate agents often provide information about zoning to potential buyers, and in such cases the buyers would be aware of the Heritage Housing Combining District; however, agents are not legally required to disclose zoning designations. Staff found the City does not have the ability to place any disclosure requirements on agents, but could place a requirement on sellers (homeowners). This would be done by enacting an ordinance requiring a "local option real estate transfer disclosure statement." Staff does not recommend placing an additional requirement on sellers at this time.

The adoption of specific street tree policies for the neighborhood could be addressed through the City's ongoing effort to prepare an Urban Forestry Management Plan. This plan would designate tree species for each street and could include standards for special districts such as the Taaffe-Frances neighborhood. The plan is currently being prepared by the Department of Public Works in cooperation with a residents' focus group. However, the project is funded by a State grant which is currently on hold due to State budget issues. As a result, the anticipated completion date is unknown. When the project resumes, staff recommends incorporating street tree policies for the Taaffe-Frances neighborhood into the Urban Forestry Management Plan.

### **ENVIRONMENTAL REVIEW**

A Class 31 Categorical Exemption relieves this project from California Environmental Quality Act provisions and City Guidelines. Class 31 Categorical Exemptions include projects for preservation or conservation of historical resources. This study will update the Taaffe-Frances Design Policies to provide additional guidance related to preservation of heritage homes in the

neighborhood. The proposed modifications to the Design Policies do not have the potential for adverse environmental impacts. No change is proposed to the development review process, and any proposed modifications to individual homes will require a separate environmental determination.

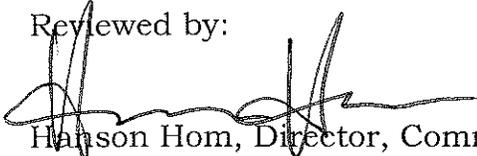
### **ALTERNATIVES**

1. Adopt updated design guidelines for the Taaffe-Frances Heritage Housing District as provided in Attachment D.
2. Adopt updated design guidelines for the Taaffe-Frances Heritage Housing District with modifications.
3. Make no change to the existing design policies for the Taaffe-Frances Heritage Housing District.
4. Upon adoption of the design guidelines, provide all homeowners in the neighborhood with a copy of the adopted guidelines by mail.
5. Upon adoption of the design guidelines, provide all homeowners in the neighborhood with notification of the adoption and information on where a copy of the guidelines can be obtained.
6. Direct staff to prepare an ordinance for a “local option real estate transfer disclosure statement” requiring sellers (homeowners) in the Taaffe-Frances neighborhood to provide a copy of the design guidelines to home buyers.
7. Direct staff to address preservation of Magnolia street trees on South Taaffe Street and street tree species selection on South Frances Street as part of the ongoing effort to prepare an Urban Forestry Management Plan for the City.

**RECOMMENDATION**

Staff recommends Alternatives 1, 5, and 7.

Reviewed by:

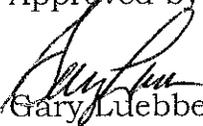


Hanson Hom, Director, Community Development Department

Reviewed by: Trudi Ryan, Planning Officer

Prepared by: Mariya Hodge, Associate Planner

Approved by:



Gary Luebbers

City Manager

**Attachments**

- A. Study Issue Papers
- B. Existing Design Policies for the Taaffe-Frances Neighborhood
- C. Public Comments
- D. Draft Design Guidelines for the Taaffe-Frances Neighborhood
- E. Minutes of Heritage Preservation Commission Hearing on March 4, 2009

EXHIBIT 11-10-09

PLANNING DEPARTMENT  
CITY OF CHICAGO

## Proposed Continuing Council Study Issue

**Number** CDD-2C  
**Status** Above the line  
**Calendar Year** 2008  
**Title** New Residential Heritage Districts  
**Lead Department** Community Development  
**Element or SubElement** Heritage Preservation Sub-Element

**1. What are the key elements of the issue?**

In 2006 and 2007, staff undertook a study to comprehensively survey neighborhoods in the City for potential inclusion in the Heritage Resources Inventory. After preliminary research and public outreach, the Council directed staff to pursue the following actions:

1. Prepare required legal documentation and conduct further public outreach required to formally designate a heritage designation for two neighborhoods, Southwood (in the Downtown area) and Fairorchard (an Eichler neighborhood near Wright and Homestead Avenues). Estimated consultant cost = \$46,000.
2. Complete further research on individual heritage designations for five properties (1020 E. Ahwanee Avenue, 293 Charles Street, 444 Old San Francisco Road, 270 S. Bayview Avenue and 1398 Wright Avenue). Estimated consultant cost = \$17,500.
3. Develop Eichler design guidelines that can be applied to all Eichler neighborhoods in the City. After guidelines are developed, staff is to conduct additional outreach with the Fairbrae neighborhood to gauge their interest in becoming a heritage district. Estimated consultant cost = \$25,000
4. Amend the design policy for Taaffe Frances neighborhood to include more specific direction in modifying individual architectural styles. Estimated consultant cost = \$10,000.

This study would undertake the four tasks listed above and return to the City Council with final recommendations and research in order to make a final decision regarding nomination of resources or adoption of additional design guidelines.

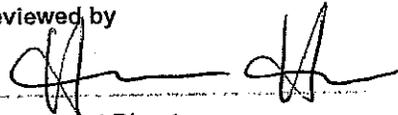
**2. Current Status:**

The key issue before the Council is to prioritize the second phase of this study issue and fund the work proposed. For all four tasks, the estimated consultant cost would be \$98,500.

**3. Estimated consultant hours for completion of the study issue**

Managers	Role	Manager	Hours	
	Lead	Ryan, Trudi	Mgr CY1: 10	Mgr CY2: 0
			Staff CY1: 100	Staff CY2: 0
			<b>Total Hours CY1: 110</b>	
			<b>Total Hours CY2: 0</b>	

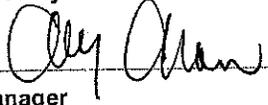
Reviewed by



Department Director

11/27/07  
Date

Approved by



City Manager

11/13/07  
Date

## Proposed New Council Study Issue

**Number** CDD-39  
**Status** Pending  
**Calendar Year** 2006  
**New or Old** New  
**Title** New Residential Heritage Districts  
**Lead Department** Community Development  
**Element or SubElement** Heritage Preservation Sub-Element

### 1. What are the key elements of the issue? What precipitated it?

When the Sunnyvale Heritage Resources Inventory was created in 1979 there were two areas of older homes that were identified as possible historic districts – the 100 block of Sunnyvale Avenue and the Crescent Avenue area. The City never took action to protect these districts and over the years structures have been lost (demolished or moved) from both areas thereby significantly reducing or eliminating their historic context and value.

The Heritage Preservation Commission has identified a need to survey the City for possible remaining historically significant districts so that the City can consider protected status prior to potential degradation. This study would authorize the completion of a windshield survey to map any residential district that could potentially contribute towards the historical significance of Sunnyvale. The survey would be completed by a consultant who would physically inventory selected areas of the City known to have historically significant homes. The survey would also require some research to identify homes previously occupied by prominent members of Sunnyvale. Finally, the survey would make a recommendation for each distinct on whether or not to pursue its incorporation as a Sunnyvale Heritage District.

The study would also review the current historic status of the Heritage Housing District on the 500 blocks of Frances and Taaffe to determine if the current zoning and policy are adequate to protect this district and if the district warrants additional protection by the City. Many of these homes are associated with prominent early citizens of Sunnyvale or have architectural significance to the City. In recent years some structures in this neighborhood have been elevated in status to Local Landmarks.

### 2. How does this relate to the General Plan or existing City Policy?

#### The Heritage Preservation Sub-Element

Policy 6.3B.5 - Seek out, catalog and evaluate heritage resources which may be significant.

Goal 6.3B.5a - Conduct surveys of older residential neighborhoods and those containing homes built by well known architects and/or containing homes of a distinctive design to determine if such homes and streetscapes should be considered for inclusion in the Cultural Resources Inventory.

Goal 6.3B.5d - Where it has been determined that a structure, streetscape, or

other heritage resource should be considered for designation as a cultural resource or as a landmark, institute the process to designate them accordingly.

**3. Origin of issue**

- Council Member(s)
- General Plan
- City Staff
- Public
- Board or Commission Heritage Preservation Commission

Board or Commission ranked this study issue \_\_\_ of \_\_\_  
1 of 11

Board or Commission ranking comments

**4. Multiple Year Project? Yes Planned Complete Date 2007**

**5: Estimated work hours for completion of the study issue (use 5 or 8-hour increments)**

Community Development	150
Finance	10
Office of the City Attorney	20
<hr/>	
Total Hours	180

**6. Expected participation involved in the study issue process?**

- Does Council need to approve a work plan? No
- Does this issue require review by a Board/Commission? Yes
- If so, which?  
Heritage Preservation Commission
- Is a Council Study Session anticipated? No
- What is the public participation process?

Outreach meetings will be conducted with affected and/or interested property owners and business owners in the study areas.

**7. Cost of Study**

- Operating Budget Program covering costs  
242 - Community Planning
- Project Budget covering costs
- Budget modification \$ amount needed for study  
\$8,000
- Explain below what the additional funding will be used for

The funds will be used to hire a consultant to conduct a survey of the City's neighborhoods which could be considered to have historic value.

**8. Potential fiscal impact to implement recommendations in the Study approved by Council**

Capital expenditure range  
Operating expenditure range  
New revenues/savings range  
Explain impact briefly

\$500 - \$50K  
None  
None

This type of program could result in minimal expenditures such as publication of a brochure. If a district is identified future study may be needed to enhance design policies appropriate for that district. Staff does not anticipate any measurable increase in City revenue or expenses by implementation of a new Heritage Housing district.

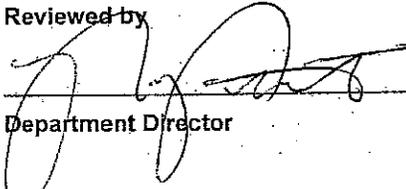
9. Staff Recommendation for this calendar year

Recommendation None

If 'For Study' or 'Against Study', explain

Note: If staff's recommendation is 'For Study' or 'Against Study', the Director should note the relative importance of this Study to other major projects that the department is currently working on or that are soon to begin, and the impact on existing services/priorities.

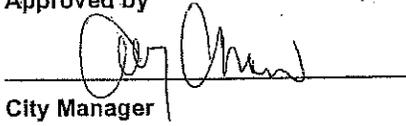
Reviewed by

  
\_\_\_\_\_

Department Director

11/1/05  
Date

Approved by

  
\_\_\_\_\_

City Manager

11/15/05  
Date

## **Policy 6.3.2 Neighborhood Characteristics of the Taaffe-Frances Heritage Neighborhood**

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### **POLICY PURPOSE:**

The Taaffe-Frances Heritage Neighborhood exemplifies a special part of Sunnyvale's cultural, social, political and architectural history. It is representative of architectural styles and a way of life that is a valuable reminder of the City's heritage. It is the purpose of this policy to preserve those historic characteristics which make this neighborhood unique.

### **POLICY STATEMENT:**

The Taaffe-Frances Heritage Neighborhood is one of the oldest neighborhoods in Sunnyvale. It has a concentration of older homes which have generally retained their original architectural features. The neighborhood has a rich and rare variety of interesting architectural styles. It was created in 1925 and 1927 by the PALJOSE Subdivision which contained the 500 blocks of Taaffe and Frances and the west side of Murphy Avenue. There are 59 single family homes and two duplexes in the neighborhood. Lots are typically 6500 sq. ft.

The Taaffe-Frances neighborhood has a strong historic identity which is distinct from newer subdivisions in Sunnyvale. This neighborhood is oriented to the pedestrian rather than the automobile. There are generous parkway strips for shade trees and buffering pedestrians against traffic. Garages and cars are in back of the lot instead of dominating the front yard area. Entries to the homes come off the sidewalks instead of the garage driveways. These characteristics which create a pedestrian orientation help make this neighborhood unique.

The older, distinct architectural styles and pedestrian orientation of the Taaffe-Frances neighborhood are a valuable reminder of Sunnyvale's heritage. In order to preserve this unique historic character, all alterations and new construction should be consistent with the following neighborhood characteristics.

1. Architectural Style. Homes in this neighborhood were built in the 1920's, 1930's and 1940's. The predominant architecture is bungalow and period revival styles such as Spanish Colonial and English Tudor. Alterations and new additions should be consistent and integrated with the original architectural style of the home. Alterations on homes which are nonconforming with the predominate styles of the neighborhood, should be designed to conform to the neighborhood standard, if possible. New homes should be compatible with the scale and architectural theme of the neighborhood.
2. Garages. One of the key characteristics of this neighborhood is the detached garages which are located at the back of the homes with driveways down the side of the property. The detached garages have a major impact on the look and feel of the entire neighborhood. The location of the garage in the back results in fewer cars by the sidewalk, less pavement, more landscaping and more spacious sideyard setbacks. Alterations and new additions should retain the side driveways and rear garages. Whenever possible, new garages shall be built in back of the house with side driveways.
3. Entries. Homes in this neighborhood typically have pathways to the front door which come off the sidewalk. Entries from the sidewalk should be retained for existing homes. Sidewalk pathways should be constructed if a new home is built.

4. Height. Most homes in the neighborhood are single-story with fairly low pitched roofs. There are six two-story homes. Most of these are older homes originally built as two-story homes, or homes with dormers added to a high-pitched roof. They are generally compatible with the architectural styles and scale of the neighborhood. New second story additions should be carefully designed to be compatible with the predominant single story scale of the neighborhood.
5. Streetscape. The narrow streets, large parkway strips and Magnolia tree canopy are significant features of this neighborhood. Public improvement should enhance and preserve these features.
6. Fences. There are very few fences in the front setback area. Those that are in the front yard area are along the side property lines and are the traditional height of 3 or 4 feet. This creates a spacious, open feeling in the neighborhood. New fencing should not be constructed in the front setback area, except for 3 ft. fences along the side property lines.
7. Building Colors. Homes in this neighborhood have a traditional 2 color residential paint scheme. Trim in a contrasting color is especially effective on these older, more ornate homes. Most building color are blues, white, browns and tans. Paint colors for individual homes should not be restricted, except that outlandish colors which detract from the neighborhood would not be appropriate.
8. Setbacks. Homes in this neighborhood maintain a minimum 20 ft. front yard setback. The combination of the front setback and wider parkway strip create a deeper building setback from the road, which is a unique characteristic of the neighborhood. New construction should maintain the existing front setbacks in the neighborhood.

(Adopted: RTC 89-180 (4/25/1989))

Lead Department: Community Development Department

# Summary of Taaffe Frances Outreach Meeting 8/27/08

ATTACHMENT C

Page 1 of 4

The purpose of this meeting was to inform residents about the current design guidelines, explain the reason for updating the guidelines, and receive feedback about what improvements, if any, are necessary.

Four residents attended.

Larry Cannon, the City's architectural consultant presented photos of the neighborhood and discussed his observations and possible topics to be covered in the updated design guidelines.

Comments/questions asked: (when applicable, staff answers are included)

- Why are the new guidelines needed? *In the last few years, staff and applicants have found that the existing guidelines don't provide much detail and guidance in areas such as adding second stories, preserving individual architectural styles, and appropriate scale for additions.*
- Some residents felt that the guidelines have worked well so far and several large additions were very compatible with the neighborhood.
- Residents expressed a desire to maintain the flexibility to add to their home and improve its value. Don't want the guidelines to be too restrictive.
- Residents expressed concern that outsized additions on adjoining properties may reduce the value of their home and impair the character of the neighborhood.
- How are the guidelines enforced? *Staff uses the guidelines to review all additions, including second stories. The guidelines should be clear and easy to understand and apply, which will assist homeowners and staff in understanding how the guidelines will be enforced.*
- Residents suggested a limit to the size of an addition proportional to the size of the existing house.
- Window details, solar panels and metal security gates can affect the character of homes. Should be addressed in guidelines.
- Can story poles (temporary wooden structures with netting that are intended to show the bulk of a proposed addition) be required?

Questions regarding Taaffe-Frances Neighborhood Items of Interest:

1. Will the streets be closed permanently? What is the process if the City wants to reopen the street? *The street closures along El Camino Real at Taaffe and Frances are permanent. They do not fully obstruct access to the street because emergency vehicles need to be able to traverse the barriers. However, they are considered permanent closures; they are not temporary. The City Council made the street closures permanent in 1998 after a six-month trial period. If removal of the closures were proposed, it would need to be approved by the City Council at a public hearing and the neighborhood would be notified.*

2. What is the plan for street trees along Frances? *The Liquidambar trees along Frances were removed as part of a City-wide Liquidambar removal program. The replacement species is expected to be Schumardi Oak. The City's Trees & Landscape Division anticipates they will start the replanting process this fall. Replanting work is not done during summer months due to water constraints.*
3. Will special street lights be installed in the neighborhood? *Single acorn street lights will be installed along the south side of Iowa Avenue as part of the Town Center redevelopment project, but none are currently planned for the Taaffe-Frances Neighborhood. See #5 below for additional information.*
4. What is the traffic plan for Town Center traffic leaving the downtown? Are people permitted to drive down Taaffe or Frances? *Taaffe, Frances and Murphy will still be accessible from Iowa Avenue. However, large neighborhood markers with brass-plaque street names will be installed at each intersection along Iowa with bulb outs to narrow the street and emphasize that this is a residential neighborhood, discouraging through traffic. Construction of these markers is estimated to begin this winter, and residents will be notified in advance of the construction.*
5. What happened to the streetscape improvements that were approved by the Council in 2000? Why weren't they installed? *In 2000, the City Council approved "in concept" several types of streetscape improvements including decorative crosswalk paving, gateway features, and underground utilities. However, the Council did not approve funding for these projects. Instead, Council directed staff to work with the neighborhood on self-funding including the possibility of a special assessment district. At that time, neighborhood residents were not interested in bearing the costs of the improvements. With no funding source available, the improvements were not made. The only exception is the installation of decorative street signs along Olive Avenue at the intersections with Taaffe and Frances, which was funded by the City.*

# Summary of Taaffe-Frances Outreach Meeting

## 12/11/08

The purpose of this meeting was to present a draft framework for the new updated design guidelines and receive feedback from residents.

Approximately 10 residents attended.

Comments/questions asked: (when applicable, staff answers are included)

- **Height and Size of Second Story Additions:** Several residents stated that the height and size of second story additions is a major issue. There should be a way to control this and make sure that the new house is in scale with the original.
- **Limit Size of Second Story Additions:** One suggestion was to limit the size of the second floor to a percentage of the size of the first floor, or to limit additions to a certain percentage of the home's original size.
- **What size disqualifies for neighborhood character?** The key question is: What limits are needed to maintain a home as a heritage resource? How much change or addition is too much? At what point is a house no longer contributing to the neighborhood's character? This should be addressed with some kind of limitation on changes.
- **Revert to Original Style:** A resident suggested that modifications should be required to be compatible with the original style of the house, not the current style. Many of the homes have already been modified in incompatible ways over the years and have incorrect features.
- **Requirement to Upgrade Facades:** Perhaps a requirement to upgrade the façade to a more original style could be tied to the scale of the proposed project. For example, a large addition would trigger a requirement to make additional modifications to the front to return the home to its original style, while someone who proposed a smaller addition would not be required to do this.
- **Focus on the Front:** Several residents supported requiring different standards for the front façade versus sides and rear. It may be more acceptable to introduce incompatible elements on the sides and rear of a home if the appearance from the street is preserved.
- **Bay Windows in Front:** Bay windows are being added to the front of homes and are not always compatible. Maybe only allow them on the sides and rear.
- **Identification of Original Style:** How can the original style of the house be identified? Can the City tell us what style our house has? *Staff: There are several key styles which influenced the neighborhood during construction, but most homes exhibit a mix of styles and have been modified significantly over the years, making it difficult to identify an original style. In some cases, the assistance of an architectural historian may be needed.*
- **Neighborhood History:** It would be nice to see more history of the neighborhood in the document. Maybe refer to the book *Images* for ideas.
- **Garages:** Garages in the neighborhood are in the rear and require Variances to be enlarged or rebuilt because they don't meet setbacks. Is there a way to make those Variances unnecessary by writing an exception into the guidelines? *Staff: Design guidelines control architectural standards, not setbacks, so they cannot be used as a tool to avoid Variances. Setbacks are controlled by Zoning standards. The Taaffe-Frances neighborhood uses the same Zoning standards as all other*

# Summary of Taaffe-Frances Outreach Meeting

12/11/08

*homes in R-1 Districts. To adopt different standards, a separate Zoning District would have to be created. This is not within the scope of the current study.*

- **Trees:** Trees are not addressed in detail in the new framework. The street trees (Magnolias on Taaffe) are a critical part of the neighborhood's character.
- **Mandatory?** Will the new design guidelines be mandatory or will they be suggestions only? *Staff: The current design policies in the neighborhood are mandatory; they are used by staff as the basis to evaluate applications for changes. The new guidelines would also be mandatory.*
- **What Types of Review:** What kinds of projects trigger design review or public hearings? Are people allowed to demolish the homes and replace them with something else? These issues should be addressed in the new guidelines.
- **What Date Document Becomes Effective:** When would the design guidelines be effective? What if I propose a change to my house during this process? *Staff: New guidelines would not be effective until adopted by the City Council. Until that time, the existing guidelines will be applied to any projects submitted.*

# Taaffe-Frances Heritage Neighborhood Design Guidelines

## City of Sunnyvale



Draft for City Council Review  
March 24, 2009

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A 2008 Home Conditions (Age, Size, and Lot Data)

## ACKNOWLEDGMENTS

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### CITY COUNCIL

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## INTRODUCTION

The Taaffe-Frances neighborhood exemplifies a part of Sunnyvale's cultural, social, political and architectural history. The architectural styles and building scale of the neighborhood are a valuable reminder of the City's heritage. It is the purpose of these design guidelines to preserve those historic characteristics which make this neighborhood unique.

The Taaffe-Frances neighborhood is one of the oldest neighborhoods in Sunnyvale. The neighborhood has a concentration of older homes in a rich and rare variety of interesting architectural styles which have generally retained their original architectural features. The tract was created in 1925 and 1927 by the Pal Jose Subdivision which contained the 500 blocks of Taaffe Street and Frances Street, and the west side of Murphy Avenue. There are now 59 single family homes and two duplexes in the neighborhood, constructed on lots which are typically either 5,000 or 6,500 square feet in size. The majority of the homes were constructed in the 1930s and 1940s.

The Taaffe-Frances neighborhood has a strong historic identity which is distinct from newer subdivisions in Sunnyvale. This neighborhood is oriented to the pedestrian rather than the automobile with generous parkway strips for shade trees buffering pedestrians from street traffic. Garages and cars are in back of the lot instead of predominating the front yard area, and entries to the homes are oriented to the sidewalks rather than garage driveways. These characteristics create a pedestrian orientation which helps make this neighborhood unique.

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## INTENT

These guidelines are intended to accomplish the following:

- Preserve the unique historic character of the Taaffe-Frances neighborhood.
- Assist property owners in designing new homes, expansions, and other exterior changes to complement the historic scale and character of the neighborhood.
- Provide staff with direction in reviewing applications to ensure designs meet community expectations.
- Provide the Heritage Preservation Commission and City Council with a clear set of design guidelines that apply specifically to this neighborhood.

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## APPLICABILITY

This document replaces the previously adopted City Council Policy 6.3.2 for the Taaffe-Frances neighborhood, and incorporates relevant guidelines from the *Sunnyvale Single Family Home Design Techniques*.

The guidelines apply to all parcels shown in the diagram on page 6.

These guidelines are in addition to and subordinate to the applicable zoning regulations. Zoning Code information can be found on the City's web site at:

[www.sunnyvaleplanning.com](http://www.sunnyvaleplanning.com)



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## REVIEW AUTHORITY/PROCESS

The homes in the Taaffe-Frances neighborhood are zoned R-0/HH (Low-Density Residential/Heritage Housing Combining District). These homes are subject to the same zoning standards (height, setbacks, lot coverage, floor area ratio) as any other home in an R-0 Zoning District. Information on the R-0 Zoning Standards is available through the Planning Division.

In addition to the standard R-0 Zoning, this neighborhood is part of a Heritage Housing (HH) Combining District. The purpose of the combining district is to preserve, protect, enhance and perpetuate the appearance of certain historic residential neighborhoods which contribute to the cultural or aesthetic heritage of Sunnyvale. The design guidelines provide guidance on how to maintain the character of the Taaffe-Frances neighborhood.

The homes in this neighborhood have a higher level of protection than other single-family homes. All alterations are reviewed against the design guidelines described in this document. Significant alterations or additions may trigger a public hearing. The following is a general description about the review processes for certain types of projects.

- **Interior changes not altering exterior**  
No Planning review is necessary. Building permits may be required.
- **Minor exterior changes not adding square footage**  
Design is reviewed by Planning staff using these guidelines.
- **Minor addition**  
Design is reviewed by Planning staff using these guidelines.

- **Major / two-story addition or major exterior changes**

The design must be reviewed at a public hearing by the Heritage Preservation Commission, with an associated notice to adjacent neighbors. A historical evaluation and/or environmental review may be required.

- **Demolitions**

Owners must hire a consultant to prepare a historical evaluation of the building/site. Environmental review is required. The proposal must be reviewed at a public hearing by the Heritage Preservation Commission, with an associated notice to adjacent neighbors.

The above categories are determined as a guideline only. The Planning Division will make a final determination about the type of review required for any proposed project on a case-by-case basis. Information evaluated by Planning will include the details of the proposal, the specific conditions on the property, the design guidelines contained in this document, the Sunnyvale Municipal Code, and the Secretary of the Interior's Standards for Treatment of Historic Properties.

In addition to the local heritage resource status held by all homes in the Taaffe-Frances neighborhood, some of the homes may also have special designation as local landmarks, California State landmarks, or National landmarks. Additional requirements may apply to such properties.

**For City staff assistance in the development review process, please contact the City's One-Stop Permit Center at (408) 730-7444.**



Taaffe-Frances  
Heritage Neighborhood  
Boundaries

## NEIGHBORHOOD CONTEXT

### Overview

The Taaffe-Frances neighborhood has a rich collection of traditional residential architecture and mature landscaping. Some additions and new homes have been added over time, but the essential 1920's scale and character have been largely preserved.

The following text from *Images, Sunnyvale's Heritage Resources* prepared by the California History Center, De Anza College with research and text by Kent L. Seavey, published 1988, describes the history of the neighborhood's development.

*The 1887 survey for the original town of En-cinal [Sunnyvale] marked out three north-south streets: Murphy, Frances and Taaffe. They ran from Evelyn to McKinley, where they stopped except for Murphy Avenue, which continued south to meet the San Francisco and San Jose Road (El Camino Real). Their names derive from the Martin Murphy family, including Murphy's son-in-law William F. Taaffe, a San Francisco merchant. Except for the Murphy Avenue commercial corridor, which has 25' frontages on 100' deep lots, parcels along the three streets were 50' x 130'.*

*Their 100 and 200 blocks formed Sunnyvale's first residential core. With the subdivision of the Spalding addition by local orchardists C.C. Spalding and N.B. Scofield in June 1906, they were pushed 2 blocks south through Iowa Avenue (named for Spalding's home state) to Olive Avenue (named for Spalding's mother). 105 of the new lots sold in six months, many to long time residents expecting a building boom to accompany industrial development. Further southern expansion did not occur on the three primarily residential streets until the 1920s.*

*Much of the early architectural heritage of the Murphy-Frances-Taaffe neighborhood fell to shopping mall development near the City center in the 1970s and the 1980s. What does remain along the 300 and 400 blocks range in age from turn of the century vernacular and Colonial Revival styles to a variety of bungalows and Eclectic Revival homes. These represent almost every house type in Sunnyvale. The integrity of these blocks has been diminished by zoning changes, demolition and neglect; however, enough of the streetscapes remain intact with significant housing to give some sense of the high quality of life early residents enjoyed.*

*The original character of these streets remains essentially intact on the 500 block of this three street neighborhood. This block south of Olive Avenue initially was developed in 1925 by the Dempsey and Raisch families as part of what they called the Pal Jose subdivision, which included Murphy Avenue and a further extension of Frances and Taaffe to El Camino Real. While lots were still 130', frontages on all the streets narrowed to 25' suggesting an increase in land values. In 1927 the developers added the west side of Taaffe Street to the subdivision with 50' frontages. Although they completed the development's infrastructure – gutters, sidewalks, and paving – sales were slow. Only a few houses went up along Murphy and Taaffe as the Great Depression began. The developers failed and building in the Pal Jose subdivision did not gain momentum until after 1936.*

*By that time, contractors Louis Scott and Burr Matthews were both working in Sunnyvale. Many of their best houses went up in the subdivision development which followed, but the west side of Taaffe first was built up one property at a time. Individual builders like Wilbur Fleckner, Roy Pinkney, and Os-*

*car Liebert designed their own homes on the street and completed some other houses on speculation. The area of Frances Street south to Murphy Avenue remained planted in Hay by Nodman Scofield, whose ranch house was near the corner of Murphy and El Camino Real.*

*During the 1930s, the City sold the lots along the east side of Taaffe for taxes at \$600 each. Between 1937 and 1939, the two areas began filling in, and by the beginning of world war II the 500 blocks of Murphy, Frances and Taaffe were all built up. In 1937 or 1938 Emile Corboline and his neighbors along Taaffe went to the Harrison Nursery on North Murphy Avenue and bought magnolia trees for about 35 cents each to plant along the street. Now mature, these trees form one of the most scenic streetscapes in Sunnyvale.*

*Despite limited commercial intrusion along Murphy Avenue, this neighborhood today contains the largest concentration of pre-World War II architectural styles in Sunnyvale. It is one of the community's finest historical residential neighborhoods.*



*Special attributes of the neighborhood include substantial street trees and landscaped parking strips*

## Important Neighborhood Characteristics

Homes within the Taaffe-Frances neighborhood reflect the era in which they were constructed, drawing from traditional architectural styles that were popular in the Bay Area at the time. Individual homes vary in the extent to which their designs and details represent the full expression of a particular architectural style. In some cases, the details are extensive, and include many of the forms and features that one might find in historic architectural style manuals. Others may have many features of one or even more than one architectural style as a result of builders' and home owners' preferences at the time. All, however, have a very traditional respect for details of the 1920s and 30s, and are relatively small in scale with varied wall plane profiles and outlines, including porches, recessed portions of the street front el-

evation, applied chimneys, and similar features. It is this sense of small scale and traditional architecture, rather than individual architectural landmarks, that gives the neighborhood its distinctive character.

Overall, the area has a strong one-story feeling. Second floors, where they occur, are generally either integrated into the first floor roof form or constructed to the rear of the parcel, giving the street frontages a strong sense of a one-story neighborhood of a modest size and scale. Roof eaves at the first floor ceiling line are the norm for both Taaffe and Frances Streets.

The photographs below and to the right illustrate some of the wide variety of residential styles in the neighborhood with special attributes of the three most common styles found in the area.



### Spanish Revival Style example

*Architectural features common to this style include:*

- *Low pitch roofs*
- *Red tile roofs*
- *Small roof overhangs*
- *Asymmetrical facades*
- *Stucco walls*
- *Unique window shapes*
- *Prominent chimneys with decorative caps*
- *Uniquely shaped wing walls*
- *Decorative stucco or tile roof vents*
- *Applied decorative details and grilles*



*Prominent first floor roof eave lines contribute to a strong feeling of one-story homes even when some individual homes have a second story*



*Front yard lawns are a strong feature of the neighborhood and low side property line fences and landscaping often separate one parcel from the next*



**Traditional Ranch Style example**

*Architectural features common to this style include:*

- *One-story height*
- *Low or intermediate pitch roofs*
- *Gable, hip or combination of hip and gable roofs*
- *Wood or composite shingle roofs*
- *Stucco or wood siding walls*
- *Entries contained under the roof eave*
- *Simple window shapes*



**Craftsman Bungalow Style example**

*Architectural features common to this style include:*

- *One-story height with dormers for a second floor*
- *Low or intermediate pitch gable roofs*
- *Exposed roof rafters and decorative beams*
- *Wood or composite shingle roofs*
- *Stucco or wood siding walls*
- *Prominent projecting porches with distinctive column shapes*
- *Prominent stucco, brick or stone chimneys*



**Moderne Style example**



**English Tudor Style example**



**Eclectic Art Deco Style example**

Other traditional, but less common, architectural styles in the neighborhood are shown in the examples to the right.

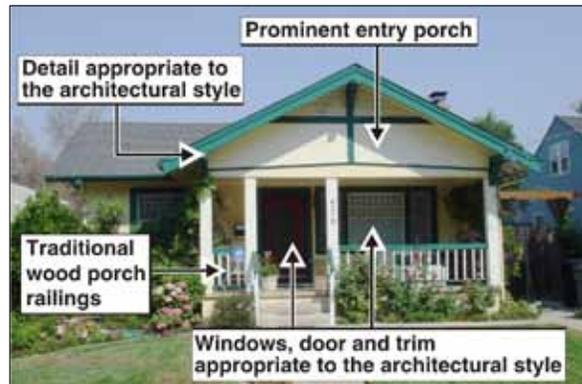
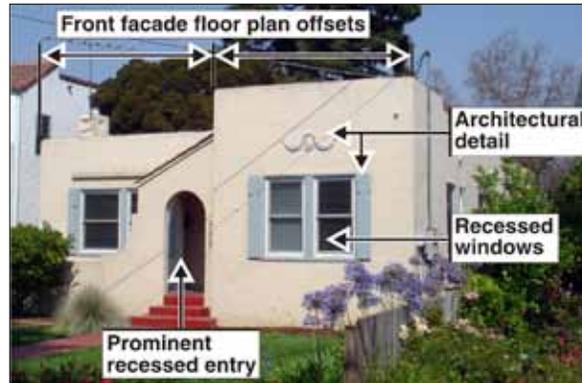
**IMPORTANT NEIGHBORHOOD CHARACTERISTICS**

Individual homes rarely conform exactly to all of the forms and details of their architectural style. Each structure should be respected, and treated on its own merits.

Before planning alterations to an existing home, look at it carefully and analyze what contributes to its character. For new homes, look around the neighborhood for good examples.

The features outlined below and shown on the annotated photos to the right are important to both the architectural integrity of individual homes and the distinctive character of the neighborhood.

- Siting, height, setbacks, and front yard landscaping.
- Garage location and driveway width.
- Roofs: (e.g., shapes, slopes, materials, texture, and dormers)
- Construction materials: (e.g., walls, window, and trim)
- Floor plan projections and indentations: (e.g., wall plane variations, bay windows, porches, recessed entries)
- Windows: (e.g., size, proportions, method of opening, sash materials, trim)
- Foundation or basement: (e.g., difference - if any - in treatment from main house walls)
- Chimneys: (e.g., height, location, shape, and materials)
- Ornamentation and architectural detail.



Examples of important neighborhood features

## DESIGN GUIDELINES

The older, distinct architectural styles and pedestrian orientation of the Taaffe-Frances neighborhood are a valuable reminder of Sunnyvale's heritage. In order to preserve this unique historic character, all alterations and new construction should be consistent with the guidelines in this document.

The design guidelines in this section will be used by staff and the Heritage Preservation Commission in reviewing all discretionary approvals and permits in the neighborhood.

In the event that the guidelines do not directly address a specific condition, the design principles on this page will be used to evaluate the proposal.

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### 3.0 DESIGN PRINCIPLES

These design principles should be respected for all exterior remodels, additions, and new residential construction projects in the Taaffe-Frances neighborhood. They are the touchstones upon which all of the design guidelines in this document are based.

#### A. Reinforce prevailing neighborhood development patterns

Maintain a sense of neighborhood by utilizing setbacks, garage placement, entry types, and front yard landscaping that are sympathetic to those commonly found in the Taaffe-Frances neighborhood.

#### B. Respect the scale, bulk and character of homes in the neighborhood

Buildings should be sympathetic to the predominant building forms and scale of the neighborhood, including but not limited to, height, bulk,

character, building form, roof form and orientation, window treatments, materials, and colors.

Additions and new homes should blend in with the neighborhood, not visually stand out as substantially larger or of a significantly different architectural style. Special care should be given to avoid large building volumes and tall blank walls immediately adjacent to one story homes.

#### C. Design homes to respect their immediate neighbors

New construction should be especially mindful of the immediately adjacent homes and those to the rear of the parcel with special attention given to size, scale, and potential privacy intrusions.

New development should avoid privacy, noise, light and visual conflicts with adjacent uses to the maximum degree possible. Special care should be given in the placement and treatment of windows and site landscaping to minimize views into the windows and private outdoor spaces of neighboring homes.

#### D. Minimize the visual impacts of parking

Garages should be located at the rear of lots and subordinate to the entry and architecture of the house. Only in highly unusual circumstances will a garage be allowed near the parcel's front setback line. Paved driveways and on-site surface parking, visible from the street, should be minimized as much as possible. Driveways should be limited to one car in width.

#### E. Design homes with architectural integrity

Alterations, additions and other exterior improvements should be consistent with the original architectural style of the home. The use of identifiable traditional residential architectural

styles, with windows and details appropriate to the style, is required for new construction and encouraged for the alteration of existing homes which do not conform to the predominant styles of the neighborhood.

Architectural materials and details should be carried around to all sides of the house to avoid a "false front" look, and to avoid the presentation of poorly articulated and unadorned facades to neighboring homes and public view.

#### F. Use high quality materials and craftsmanship

Quality materials and craftsmanship require less maintenance to remain attractive over time, and they convey a sense of pride in one's home and neighborhood.

#### G. Preserve mature landscaping.

Wherever possible, mature trees and landscaping should be protected during construction and integrated into new landscape plans. Retaining the character of the streetscape with large street trees and a landscaped park strip will be expected.

*While the guidelines in this document are organized into categories that are likely to coincide with planned improvements, homeowners should read all of the guidelines in this document. There are important guidelines in each section that will be applicable to all proposed projects, as appropriate. If you have questions, consult with Planning staff.*

**ARCHITECTURAL STYLE**

These guidelines are not intended to establish or dictate a specific style. While selection from a wide range of traditional architectural styles is acceptable, there is an expectation that any specific style selected will fit into the neighborhood, and will be carried out with an integrity of forms and details that are consistent with that style.

The resources listed below and in the sidebar on page 15 may be useful to homeowners, builders, and design professionals in understanding the special qualities of specific house styles and traditional details.

- **A Field Guide to American Homes**  
Virginia & Lee McAlester  
*Alfred A. Knopf 2000*
- **The Abrams Guide to American House Styles**  
Wilkin Morgan  
*Harry N. Abrams, Inc 2004*
- **House Styles in America**  
James C. Massey  
*Penquin Studio 1996*
- **Celebrating the American Home**  
Joanne Kellar Bouknight  
*The Taunton Press 2005*
- **The Distinctive Home, A Vision of Timeless Design**  
Jeremiah Eck  
*The Taunton Press 2005*

**3.1 PLANNING FOR A GROUND FLOOR ADDITION**

Ground floor additions to existing one-story homes are strongly encouraged as they are more likely to fit into the neighborhood scale and character than second floor additions.

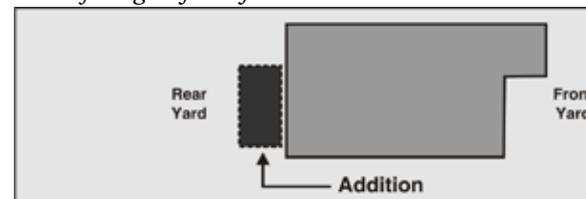
In addition to the guidelines in this section, please also refer to section 3.3 regarding guidelines for exterior treatments.

**3.1.1 Locate ground level additions at the rear of the existing house.**

Significant additions to the front of an existing house have more potential for negative impacts on the unique feel of the neighborhood. Every attempt should be made to place additions away from street frontages. Only in rare circumstances or for a very minor addition will front additions be considered.

**3.1.2 Avoid filling in front facade recesses such as porches and recessed entries.**  
Since most homes in the neighborhood are

*Avoid filling in front facade recesses like this*



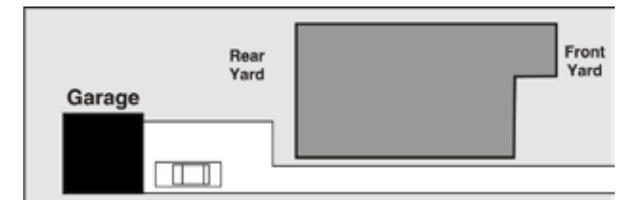
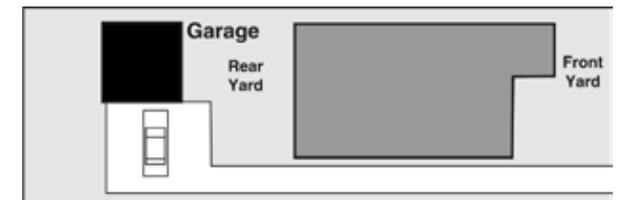
*Place additions to the rear of the house*

constructed to the required front setback line, additions on the street side of the house would likely require the filling in of current wall plane recesses which are a strong feature of the neighborhood and contribute to its special scale and character.

**3.1.3 Place new or expanded garages at the rear of the site.**

a) Rear garages accessed by a single car width driveway is the norm for the neighborhood, and should be maintained unless the existing garage is otherwise sited.

b) New or expanded garages that encroach into the minimum side or rear yard setbacks will require a Variance.



*Place new or expanded garages at the rear of the parcel  
Note: Garages located in side or rear setbacks will require a Variance*

**3.1.4 Design additions and garages to be sympathetic to the architectural style, materials, and details of the existing house.**

a) The character of any addition or alteration should be in keeping with and subordinate to the integrity of the original structure.

b) New outbuildings, such as garages, should be clearly subordinate to the main structure in massing, and should utilize forms, materials and details which are similar to the main structure.

c) Newly constructed exterior elements should match the materials, sizes, dimensions, shapes and locations of the original house.

d) When an addition necessitates the removal of older architectural materials (e.g., windows, doors, and decorative elements) which are difficult to replace with similar ones today, they should be carefully removed and reused in the addition where possible.

e) The introduction of window and door openings not characteristic in proportion, scale, or style with the original architecture is strongly discouraged (e.g., sliding windows or doors in a structure characterized by double hung windows and swinging doors).

f) The amount of foundation exposed on the addition should match that of the original building.

g) Deck additions should be placed to the rear of the structure only.

**3.1.5 Plan and design structures near the rear property line with care.**

a) Avoid bulky forms, heights, and window placements that would impact the privacy of adjacent residents.



*Matching accessory structure example*



*Matching accessory structure example*

**TRADITIONAL DETAILS**

Architectural details will be expected to follow traditional standards. The reference resources below can help understand basic principles and details:

**Traditional Construction Patterns: Design & Detail Rules of Thumb**

Stephen A. Mouzon  
*McGraw-Hill 2004*

**Get Your House Right: Architectural Elements to Use and Avoid**

Marianne Cusato, Ben Pentreath, Richard Sammons, and Leon Krier  
*Sterling Publishing 2008*

**Traditional Details: For Building Restoration, Renovation, and Rehabilitation**

Details from 1932 - 1951  
*Ramsey and Sleeper  
Wiley & Sons 1998*

**Caring for Your Old House: A Guide for Owners and Residents**

Judith L. Kitchen  
*Wiley & Sons 1991*

**3.2 PLANNING FOR A SECOND FLOOR ADDITION**

Homes in the Taafe-Frances neighborhood are largely one-story in height along the street front, and second floor spaces are contained within the home's roof form or at the rear of the parcel. Second floor additions and two-story additions to existing homes in the neighborhood should respect this pattern.

Acceptable designs for second floor additions will depend on the scale and architectural style of the existing structure and adjacent homes. Special sensitivity is needed for additions to homes adjacent to small one-story homes.

Please also refer to section 3.3 regarding guidelines for exterior treatments.

**3.2.1 Integrate second floor space into the roof form, whenever possible.**

The placement of second floor space within the roof form usually minimizes the visual impacts of the addition on the streetscape. It also can minimize visual and privacy impacts on neighboring homes.

a) Use gable and shed roof dormers, supplemented by side wall windows, to provide light and air into second floor rooms. Dormers should be designed for compatibility with the existing architectural style of the house.

b) Gable dormers, single or an aggregate of multiple dormers, should be appropriate to the architectural style, and generally should not exceed 50 percent of the width of the roof. Shed dormers may be wider.

c) Avoid roof skylights in areas visible from the street. These elements can interrupt traditional roof forms, and appear to be light beacons at night.



*Original one-story house*



*Same house after second floor addition within the roof form with shed dormer and side windows)*



*Avoid over-sized gable dormers like this*



*In favor of smaller gable dormers like this*



*Or shed gable dormers like this*

*Large shed dormer example  
Note first and second floor window alignment*

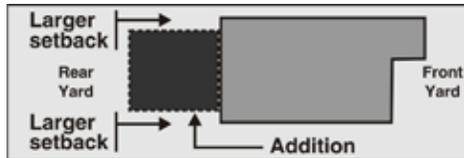
**3.2.2 Place two-story tall elements at the rear of the existing structure whenever integration within the house roof form is not possible**

Locating two-story additions toward the rear of an existing house is relatively common in the neighborhood, and helps to maintain the one-story character of the streetscape.

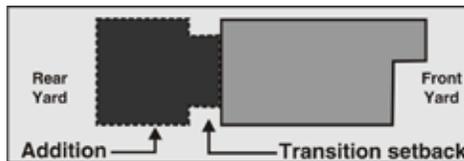
a) Articulate the transition between the existing house and the new construction.

Some techniques include:

1) Providing side wall setbacks.



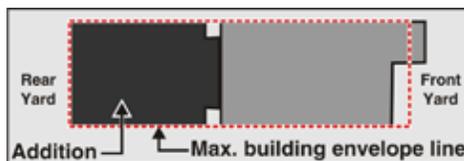
2) Providing transition space between new and old.



b) Avoid allowing the addition to dominate the visual scale of the existing house.

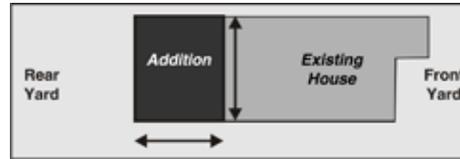
Some techniques include:

1) Limiting the size of the second floor addition.

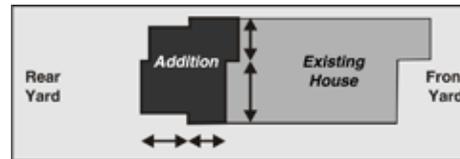


*Avoid building second floor space out to the minimum setback lines*

2) Limiting the width of wall planes.



*Avoid long flat facades like this*



*In favor of articulated facades like this*

3) Limiting the floor-to-ceiling heights of second floor rooms.

4) Breaking up tall walls with elements like belly bands, bay windows, lattices, and trellises.



*Horizontal elements such as trellises can be used to break up taller vertical walls.*

**3.2.3 Develop floor plans and elevations together.**

Traditional home design from the era when the neighborhood's homes were constructed generally consisted of fairly simple floor plans with modest-sized rooms. In recent years, floor plans have often become much more complex with master bedroom suites and other special rooms and features (e.g., walk-in closets, two-story interior spaces, and bay windows).

A common problem in newer homes is the development of complex floor plans to accommodate these spaces, with elevations and roof plans only designed later to match the floor plans. This often results in very complex second story building forms and roof shapes that are out of keeping with the simplicity of the existing house.

a) Keep floor plans for second story additions simple, and consistent with the floor plan of the existing house.

b) When designing additions, be mindful of the exterior appearance as well as the interior functions.

c) Relate the location of windows on second floors to those on the first floor. Alignment is not necessarily required, but placement should be appropriate to the architectural style and not appear haphazard.

d) For architectural styles where formal window patterns and/or the alignment of first and second floor windows are common, that traditional arrangement should be followed in any second story addition.

**3.2.4 Design second floor additions to appear integral to the original house.**

In some historic neighborhoods, such as those that might be found on the National Register of Historic Places, additions to an original house might be designed to create a strong distinction between the addition and the original structure in order to highlight the original historic house. However, in the case of the Taaffe-Frances neighborhood, it is the overall scale and traditional pre-World War II character of the homes in the area that gives the neighborhood its distinction, rather than any historic landmark quality of individual homes. In this neighborhood, it is more desirable to approach the design with the goal of creating additions that appear as though they might have been built concurrently with the original house. However, it will usually be most successful if one is able visually identify the original one-story home. The examples shown to the right accomplish this effectively.

a) Design second floor and two-story additions to appear as though they were constructed at the same time as the original house. The result should be consistent with examples of two-story homes originally built in that architectural style.

b) Relate roof forms to the existing house. Similar roof shapes, slopes and materials should be used.

c) Window types, proportions and locations should be related to the existing first floor windows.



*Example of a new two-story addition well-integrated with the original house*



*Another well-integrated two-story addition*



*Another well-integrated two-story addition*



*Another well-integrated two-story addition*

### 3.3 PLANNING FOR EXTERIOR IMPROVEMENTS

The exteriors of homes within the Taaffe-Frances neighborhood have changed over the years as a result of many small improvements for normal maintenance and for upgrades as new products and materials have become available. This process will continue far into the future.

The goal of these guidelines is to encourage those improvements to be made in a manner that respects and reinforces the special qualities of the neighborhood that led to its designation as a Heritage Housing District.

#### 3.3.1 Design home entries with sensitivity to the architectural style and the neighborhood.

Most architectural styles have a distinctively unique entry type. The photos below and to the right illustrate some of the common entry types in the Taaffe-Frances neighborhood. There are many variations on these themes, but all entries tend to be modest, small in scale, and consistent with the architectural style of the house.



*Projecting Entry*



*Recessed Entry*



*Projecting Porch*



*Entry under Roof*

#### WHICH EXTERIOR IMPROVEMENTS REQUIRE DESIGN REVIEW?

Not all improvements to an existing home require Design Review. For example, interior improvements may require a Building permit, but are not covered by or subject to these design guidelines.

For exterior improvements, the lists below include some of the items that do and do not require Planning review and approval. This list is not all-inclusive. Please consult Planning staff for information on review requirements for specific planned exterior improvements.

#### Improvements not requiring Design Review

- Repainting with the same colors
- Minor repair using the same materials
- Interior changes

#### Improvements requiring Design Review:

- Changes to existing doors or windows
- New doors or windows
- Changes in exterior wall cladding
- Changes in color
- Re-roofing
- Additions
- Changes in architectural style

*Additional explanation of reviews types and processes is provided on page 7.*

a) Avoid using an entry type that is not part of the style. For example, avoid using projecting entries, especially those with an eave line higher than the first floor roof eave, for Ranch Style houses which typically have their entry placed under the roof eave.



*Avoid formal entries like this with eave lines higher than the adjacent first floor roof eave*

b) Orient the entry to the street front. It should be visible from the street.

c) Provide a separate walkway from the sidewalk to the entry as is common in the neighborhood. Avoid entries that are out of scale with the house or surrounding neighborhood.

d) Entry columns, railings, steps, details, and lights are just a few elements that can be used to add individuality to a house. Generally, wood columns, posts, railings, and decorative details will be more appropriate to the traditional styles of the neighborhood than metal. Avoid vinyl or fiberglass materials. Some entry detail examples are shown to the right.



*Wood columns, posts, rails and decorative details add visual interest to this home entry*



*The detailed wood doors and decorative carriage lights are consistent with the architectural style of the two homes above and below*



**3.3.2 Match the original house materials and details.**

a) When a remodel requires the use of newly constructed exterior elements, they should be identical in size, shape and location as the original, and should utilize the same materials as the existing house.

**3.3.3 Match new windows to the existing house and architectural style.**

a) Use windows of similar size and proportions as the original house. If in doubt or if a large number of windows are being replaced, select window types to complement the style of the house. Each architectural style generally has one or two window types that are traditional to the style. Double hung windows, for example, are common features of the Craftsman Style while casement windows are seen frequently in Mission and Spanish Eclectic styles.

b) Limit the number of different window types and proportions to enhance the visual unity of the house design.

c) Arrange windows in patterns and groupings consistent with the architectural style. Many architectural styles have individual windows that are grouped into patterns of two, three or more windows. Be conscious of this fact, and organize the windows to complement the style.

d) For second floor additions to existing homes, match the windows on the original first floor.

e) Match the size and shape of window shutters to the shape and size of the windows. Shutters that are large enough to cover the windows, if closed, should be the goal. Hinges on shutters to allow their closure are desirable, but not required. Avoid very

narrow shutters that are clearly not wide enough to cover the window opening.

f) Wood windows and trim are common in the Taaffe-Frances neighborhood. Wood is still the desired choice for architectural styles that traditionally used wood. Today there are some window materials, such as vinyl clad wood windows, that are not noticeably different visually from wood at a short distance. These may be used only if their visual appearance matches wood.

g) Generally, avoid metal windows. They may be considered acceptable for a Moderne Style house, but would be strongly discouraged for all other styles.

h) Most architectural styles - except Mission, Spanish Eclectic or Moderne - should have wood trim around the windows. The trim width should be matched to the style, but in general, should not be less than 3 1/2 inches wide. Head trim depth should be equal to or wider than the jamb casing.



*Wood trim with projecting heads and sills are common in traditional architectural styles*

i) Projecting window sills and heads are strongly encouraged unless the architectural style would not normally have those features.

j) Wood trim is also encouraged on stucco houses unless the window frames are recessed at least 4 inches from the outside face of the wall. The use of stucco covered foam trim is strongly discouraged. However, high density foam trim with crisp edges may be considered.

k) Divided light windows (i.e., larger window panes broken up into smaller pieces) are common in many traditional home styles. Use either vertical or square proportions for the smaller window elements. Be consistent in the proportions (i.e., the ratio of the horizontal to the vertical dimension) of the smaller panes. Do not use snap-in flat grids to simulate divided lights. Use either true divided lights or one of the newer window systems with double-pane glass and dimensional muntins on both the exterior and interior of the glass. The example to the below right is the most convincing substitute due to the spacers located between the two glass panes. Use consistently for windows on all sides of the house.



*True Divided Light Window*



*Simulated Divided Light Window*

**3.3.4 Add bay windows with caution.**

a) New bay windows are permitted only when they are consistent with the existing style, design and character of the structure.

b) New bay windows should be built in the same size, shape, dimension, proportions, material and type of foundation and roof typical of the architectural style.

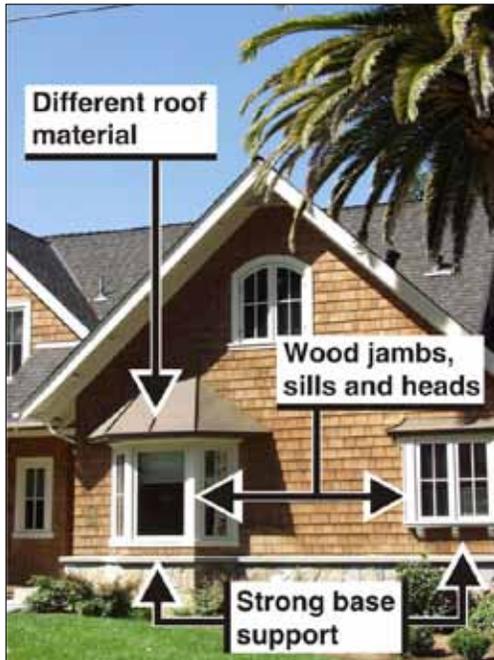


*Matching the bay window roof material to the house is often a good way to integrate it into the home design*



*Good example of a bay window, shutters and matching windows adding rich detail to a home's street facade*

c) Generally, traditional architectural styles will require either a foundation to the ground or substantial supporting brackets below a bay window. Floating windows without support are rarely appropriate.



*The example above shows two traditional means of supporting bay windows. In this case, a metal roof is used in-lieu of matching the house roof.*

d) Care should be taken to avoid large bay windows that dominate the front facade.

e) Bay windows and more solid bay projections with windows are often good ways to add visual interest to side walls on corner lots and at driveways

where they would be visible from the street and sidewalk.



*The bay projection on the side wall of this Taaffe-Frances neighborhood house adds visual interest*

### 3.3.5 Use building materials that are authentic to the architectural style and neighborhood.

a) Use natural/original construction materials (e.g., real wood siding, stone, brick, shingles, plaster) which match and are consistent with the existing materials of the structure. The use of faux stone, for example, is not appropriate.

b) New materials should match original materials in shape, size, dimension, texture and pattern.

c) Avoid rough textured stucco in favor of a smooth sand finish, unless the original finish is rough.

d) Composite, synthetic, metal, vinyl, plastic or fabricated imitation wood products, painted brick or imitation used brick will generally not be approved. Some exceptions to the authentic building materials requirement may be made on a case-by-case basis when it can be demonstrated that a lay person would

be unlikely to discern the difference. For the use of a substitute material to be approved, it must appear the same as the authentic material at a distance of 3 feet if used on the first floor and 10 feet if used on the second floor. Material samples, photographs and specific locations where the material can be seen in use may be required to assist staff in the evaluation of alternative materials.

e) The decision-making body may approve an alternative to the original building material if matching the original material is not feasible due to unreasonable cost, commercial availability, or health and safety considerations.

### 3.4 PLANNING FOR A NEW HOUSE

Most homes in the neighborhood were constructed in the first third of the Twentieth Century. They are informal in character and modest in detail. The goal of the City is to ensure that any new home constructed in the Taaffe-Frances neighborhood is sympathetic to and compatible with this existing fabric, scale and character.

#### 3.4.1 Select a traditional architectural style that will fit with the neighborhood scale and character.

- a) New homes that are large with very formal styles and/or with elaborate decorative detailing would not fit well into the neighborhood.
- b) Selection of an architectural style similar to one that already exists in the neighborhood will likely be the most successful approach.
- c) A few contemporary home examples that might be appropriate are shown below and to the right. There are many others that could fit comfortably into the neighborhood if designed properly.



### DEMOLITIONS

The creation of the Taaffe-Frances Heritage Housing District was intended to preserve the unique housing in the neighborhood. The demolition of existing houses in the neighborhood is strongly discouraged.

However, there may be instances when an existing house is so seriously damaged by fire, seismic event or other condition as to justify demolition. In some of these instances, demolition may be required for public safety reasons.

An applicant seeking the demolition of all or a portion of an existing house in the Taaffe-Frances neighborhood must apply for a Resource Alteration Permit to be considered by the Heritage Preservation Commission at a public hearing. Owners must hire a consultant to prepare a historical evaluation of the property, and environmental review is required. Consult with Planning staff for additional information and guidance prior to planning any demolition.

### 3.4.2 Respect the predominant house patterns in the neighborhood.

- Place garages at the rear of the parcel.
- Limit driveways to one car in width.
- Roof eaves at the first floor along street frontage will most easily fit into the neighborhood.
- Provide an entry to the house consistent with the architectural style, and similar in scale to others in the neighborhood.
- Avoid tall floor-to-ceiling heights to avoid a house that appears more massive than others nearby.
- Provide second story spaces within the roof form, if possible. If a visible second story is necessary, locate it toward the rear of the site away from street frontages.

### 3.4.3 Use materials and finishes that are common to the neighborhood.

- Stucco and horizontal wood siding are the predominant materials in the neighborhood, with isolated examples of brick seen mostly as an accent material. Stone veneer is not part of the neighborhood materials vocabulary.

### 3.4.4 Use architectural and decorative details that are common to the neighborhood.

- All architectural features (e.g., entries and windows) should be consistent with the traditional architectural style selected.
- Stucco and brick side wall chimneys are common features of the neighborhood. Consider using them to break up and add visual interest to blank walls. Chimneys will be required for gas fireplaces for

any architectural style that would have traditionally had a chimney.

c) Drawing from details and materials in the neighborhood can assist in comfortably fitting a new home into its surroundings. Some common details in the Taaffe-Frances neighborhood include:

- Exposed rafter tails
- Gable and Shed dormers
- Contrasting gable-end infill
- Decorative gable-end roof vents
- Shaped living room windows
- Divided light windows
- Wood shutters
- Shaped chimneys
- Wood window trim
- Decorative metal details on Spanish-Style homes
- Pot shelves
- Low wood walls with landscaping at side property lines



*Gable-end infill*



*Decorative gable-end roof vent and pot shelf*



*Low wood walls with landscaping*



*Exposed rafter tails and shaped chimney*



*Shaped window, decorative tile and metal grilles*



*Wood shutters, applied decorative detail, shaped walls*



*Wood shutters, divided light window and flag bracket*



*Dormers, wood shutters, divided light windows, carriage lights, and decorative door trim*



*Shaped window and chimney, divided light windows, decorative roof vents, and shaped wall extensions*



*Wood shutters, decorative roof vents, and detailed column caps*



## GLOSSARY

### Bay Projection

A projecting element on the exterior of the house. Similar to a bay window, but without vision glazing.

### Bay Window

A window projecting outward from the main wall of a building.

### Belly Band

A continuous horizontal band of brick, stone or wood on the exterior wall of a building, used for decorative purposes, or as a means of breaking up a large expanse of wall surface. Also known as a Belt Course.

### Brackets

Plain or decorated projecting support members found under eaves or other overhangs.

### Carriage Lights

Matching exterior decorative wall-mounted lights on each side of a house entry or garage door.

### Casement Window

A window containing two opening segments with hinges on their vertical edges and separated by a vertical frame element.

### Craftsman Style

A traditional architectural style of the early 20th century, incorporating locally handcrafted wood, glass, and metal work, that was simple and elegant. A reaction to Victorian opulence and the increasingly common mass-produced housing elements, the style incorporated clean lines, a sturdy structure and natural materials.

### Dormer

A vertical window projecting from the slope of a roof. Gable dormers have gable roofs while shed dormers have one plane sloped roofs.

### Divided Light Window

Windows divided into smaller segments of glazing by intermediate dividing members called muntins.

### Double Hung Window

A window of two parts located one above the other with each section capable of sliding vertically to open and close them.

### Eave

That portion of the roof which projects beyond the walls.

### Facade

The face or elevation of a building.

### Gable

The triangular portion at the end of a roof composed of two downward sloping planes on either side of a central, horizontal ridge.

### Lattice

An openwork grill of interlacing wood strips used as screening or as a base for climbing landscaping.

### Mission Style

A style of architecture associated with that of the early Spanish Colonial missions in Mexico and the southwestern United States.

### Muntin

A secondary framing member used to divide and hold the panes of glass in a multiple-lite window or glazed door.

### Plate Height

The distance between a home's finished floor and the top of the horizontal beam on which the roof rafters rest. Plate height may differ from interior ceiling height when vaulted ceilings are used.

### Pot Shelf

A shallow horizontal wood or metal projection from an exterior wall, supported by brackets and used for the display of potted plants and flowers.

### Ranch Style

An architectural style first popularized in the 1930s and extremely popular during the 1950s to 1980s. The style is often characterized by one story profiles with low, roof lines, simple floor plans, attached garages, and large windows and sliding glass doors.

### Roof Pitch

The angle of the sloped planes of a roof - often expressed in the rise in inches for every foot of horizontal distance, as in a 4 in 12 pitch.

### Setbacks

The horizontal distances a structure is held away from the adjacent property lines. Also used to describe the off-set distances between horizontal or vertical wall planes of a structure.

### Shutters

A movable screen or cover for a window, usually hinged and often fitted with louvers.

### Simulated Divided Light Window

Windows, utilizing surface-mounted interior and exterior dimensional muntins, which are designed to give the window an appearance of being divided into smaller segments of glazing.

1. B/C Members Oral Comments

**Chair Stanek** noted the upcoming recognition event on April 28.

2. STAFF Oral Comments

**Mr. Kuchenig** noted the memorandum from the Office of the City Attorney to all Boards & Commissions regarding the new format of minutes. He also noted another memorandum regarding the opportunity to speak to the City Council regarding the new policy for Boards & Commissions.

**Mr. Kuchenig** also noted the upcoming meeting in April 1 for the Heritage Designation recommendations.

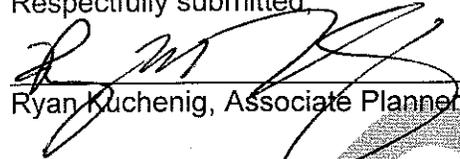
**INFORMATION ONLY ITEMS**

None

**ADJOURNMENT**

**The meeting adjourned at 8:48 p.m.**

Respectfully submitted,

  
Ryan Kuchenig, Associate Planner

DRAFT

**Spanish Eclectic Style**

An architectural style drawn from historic Spanish and Mission that became popular in California following the Panama-Pacific Exposition held in San Diego in 1915.

**Trellis**

A horizontal light framework, freestanding or projecting from the face of wall, used for the purposes of sun shading and/or the support of vines.

**Window Jamb**

The vertical side frame elements of a door or window opening.

**Window Lintel**

A horizontal top member of a window, door or other opening.

**Window Sill**

The framing member that forms the lower side of an opening, such as a window or door sill.

APPENDICES

- A 2008 Home Conditions (Age, Size, and Lot Data)\*

\*Note that the information in this appendix is based on available Santa Clara County Assessor's data as of January 2009. It is provided for reference purposes only and is not intended to be an accurate record of actual property conditions.

**APPENDIX A**  
**2008 Home Conditions (Age, Size and Lot)**

City of Sunnyvale  
**Taaffe-Frances Heritage Neighborhood Design Guidelines**

APN	Site Number	Site Street Direction	Site Street	Parcel Size (Sq. Ft.)	Year Built	Bathrooms	Bedrooms	Building (Sq. Ft.)	Garage (Sq. Ft.)
20929001	505	S	Frances Street	6500	1935	1	3	1580	360
20929002	519	S	Frances Street	6500	1995	2.5	4	1768	420
20929003	523	S	Frances Street	6500	1937	1	3	1568	324
20929004	527	S	Frances Street	6500	1935	3	5	2999	550
20929005	531	S	Frances Street	6500	1928	1	2	1120	324
20929006	535	S	Frances Street	6500	1926	1	2	888	216
20929007	541	S	Frances Street	6500	1933	1	2	1096	360
20929008	545	S	Frances Street	6500	1938	1	2	1186	280
20929009	549	S	Frances Street	6500	1949	2	3	1541	512
20929010	555	S	Frances Street	6500	1934	1	2	1010	216
20929011	567	S	Frances Street	6500	1938	1	2	1517	400
20929012	571	S	Frances Street	6500	1948	2	2	1538	286
20929013	575	S	Frances Street	6500	1932	2	2	925	836
20929014	581	S	Frances Street	6500	1923	1	2	1148	216
20929021	576	S	Taaffe Street	6500	1940	1	2	977	240
20929022	574	S	Taaffe Street	6500	1941	1	3	1537	360
20929023	570	S	Taaffe Street	6500	1954	0	0	1628	0
20929024	568	S	Taaffe Street	6500	1941	1	2	1172	400
20929025	562	S	Taaffe Street	6500	1954	0	0	1628	0
20929026	560	S	Taaffe Street	6500	1939	1	3	1955	480
20929027	554	S	Taaffe Street	6500	1948	1	2	728	360
20929028	542	S	Taaffe Street	6500	1940	1	3	1567	391
20929029	536	S	Taaffe Street	6500	1951	2	3	1674	288
20929030	532	S	Taaffe Street	6500	1939	1	2	1261	440
20929031	528	S	Taaffe Street	6500	1939	1	2	1265	440
20929032	524	S	Taaffe Street	6500	1948	2.5	3	1851	672
20929033	518	S	Taaffe Street	6500	1939	1	2	1125	440
20929034	500	S	Taaffe Street	6500	1943	1.5	3	1634	324
20929035	505	S	Taaffe Street	5000	1928	1	2	1272	560

APN	Site Number	Site Street Direction	Site Street	Parcel Size (Sq. Ft.)	Year Built	Bathrooms	Bedrooms	Building (Sq. Ft.)	Garage (Sq. Ft.)
20929036	519	S	Taaffe Street	5000	1930	2	3	1330	216
20929037	523	S	Taaffe Street	5000	1928	2	2	1380	240
20929038	527	S	Taaffe Street	5000	1936	1	2	1240	288
20929039	531	S	Taaffe Street	5000	1936	1	2	1007	378
20929040	537	S	Taaffe Street	5000	1931	1	3	1258	216
20929041	541	S	Taaffe Street	5000	1938	1	2	1098	0
20929042	555	S	Taaffe Street	5000	1922	1	2	1264	216
20929043	559	S	Taaffe Street	5000	1935	1	2	1010	324
20929044	563	S	Taaffe Street	5000	1941	2	5	1545	400
20929045	567	S	Taaffe Street	5000	1926	1.5	3	1131	216
20929046	571	S	Taaffe Street	5000	1932	1	2	1040	216
20929047	575	S	Taaffe Street	5000	1928	1	2	1065	216
20929048	577	S	Taaffe Street	5000	1930	1	2	968	216
20929049	585	S	Taaffe Street	5000	1939	1	2	1163	600
20929050	591	S	Taaffe Street	5000	1940	1.5	2	1670	268
20930001	505	S	Murphy Avenue	9750	1940	1	3	1690	520
20930017	580	S	Frances Street	7150	1928	1	2	1583	322
20930018	574	S	Frances Street	6500	1928	1	4	1339	324
20930019	570	S	Frances Street	6500	1920	1	3	1200	360
20930020	568	S	Frances Street	6500	1928	1	2	996	216
20930021	554	S	Frances Street	6500	1936	1	2	1324	216
20930022	550	S	Frances Street	6500	1937	1	2	1994	360
20930023	546	S	Frances Street	6500	1941	1	3	1562	342
20930024	540	S	Frances Street	6500	1934	1	2	927	216
20930025	536	S	Frances Street	6500	1938	1	2	1056	0
20930026	534	S	Frances Street	6500	1980	3.5	4	2648	572
20930027	530	S	Frances Street	9750	1957	2	4	2361	420
20930028	520	S	Frances Street	6500	1927	2	5	2124	400
20930029	500	S	Frances Street	9750	1939	2	4	3018	816



## MINUTES

### HERITAGE PRESERVATION COMMISSION

The Heritage Preservation Commission met in regular session in the West Conference Room, City Hall, 456 West Olive Avenue on Wednesday, March 4, 2009 at 7:00 p.m. with Chair Jeanine Stanek presiding.

The meeting was called to order at 7:03 p.m.

#### ROLL CALL

**Members Present:** Chair Jeanine Stanek; Vice Chair Nancy McDonough; Comm. David Squellati; Comm. Frenchie Marsolais

**Members Absent:** Comm. Nirmla Vaidyanathan (excused); Comm. Amrit Verma (unexcused)

**Staff Present:** Ryan Kuchenig, Associate Planner, Mariya Hodge, Associate Planner; Joey Mariano, Staff Office Assistant

#### SCHEDULED PRESENTATION

None

#### PUBLIC ANNOUNCEMENTS

None

#### CONSENT CALENDAR

##### 1.A. Approval of January 14, 2009 Draft Minutes

**Chair Stanek** noted minor changes.

**Comm. Squellati** also noted minor changes.

**Vice Chair McDonough made a motion to approve the Minutes of January 14, 2009 with minor clerical corrections. Comm. Squellati seconded. Motion carried 4-0 with Comm., Vaidyanathan and Comm. Verma absent.**

#### PUBLIC COMMENTS

None

#### PUBLIC HEARINGS/GENERAL BUSINESS

1. A. **2008-0860: Updating the Taaffe-Frances Heritage Neighborhood Design Guidelines** - The City of Sunnyvale is proposing changes to the existing design guidelines for the Taaffe-Frances Heritage Housing District.

**Mariya Hodge**, Associate Planner, presented the report.

**Chair Stanek** clarified with staff regarding the process for demolitions.

**Comm. Squellati** asked staff to clarify the difference between the years that the homes were built (1930s to 1940s) and when the subdivision was created (1920s).

**Chair Stanek opened the public hearing.**

**Assana Fard**, resident, presented her concern regarding the species of replacements noting that the report states Schumard Oak is the City's choice for replacement trees on Frances.

**Joseph Nadalet** commented that the guidelines should include language regarding the maintenance of the trees and would like to see guidelines for trees in the Taaffe-Frances Design Guidelines. He also noted concerns about second-story additions.

**Chair Stanek** asked staff if limits on second stories can be made in the guidelines.

**Ms. Hodge** discussed the design guidelines and two story homes. She noted that there is a process to prevent future two-story additions if the neighborhood wishes to create an overlay district. She also clarified that the guidelines for City street trees are not part of the guidelines.

**Melinda Hamilton**, resident, noted concern about the Magnolia trees. She stated that current building code standards may be a factor in rebuilding a certain characteristic of a home exactly how it was originally built. She then recommended clarification on page five of the guidelines, where it states that lots are 5,000 feet or 7,500 square feet. She noted that the tables in Appendix A state 5,000 or 6,500 square feet.

**Bill Weaver**, resident, discussed street trees in the neighborhood and noted concern about keeping the street closed to El Camino Real.

**Ms. Hodge** noted that second-story additions are addressed in the guidelines, and that the guidelines intention is to keep a one-story appearance of the streetscape.

**Mr. Weaver** noted that the first homes on the street were built in 1920.

**Laurel Ashcroft**, resident, said the majority of the homeowners support the guidelines. She discussed the guidelines implementation. She asked about the notification requirements for homes that are planned to be demolished, and stated that some of the homes included in the guidelines are individual heritage resources as well as being part of the district.

**Chair Stanek** asked that owners be notified of any change by City Council.

**Ms. Hodge** stated that City's Municipal Code requires noticing for demolitions, noting that all public hearings have a notification process.

**Ms. Ashcroft** asked staff about listing a home on the Heritage Resource list, as staff referred to the report regarding the project review process.

**Mr. Kuchenig** noted that page seven of the report addresses questions regarding project review process.

**Ms. Hodge** noted that there is a difference between an individual Heritage Resource and a Heritage District, and that there is an opportunity for designation of a home as an individual Heritage Resource.

**Chair Stanek** asked staff if realtors could notify new homeowners of the guidelines, with staff noting that there are no specific requirements the City can require of realtors; however staff will confirm with the City Attorney.

**Mr. Kuchenig** noted that the Commission may include this as part of their recommendation.

**Ms. Hamilton** asked about page 19 of the report regarding the restrictions for non-heritage properties, with staff replying that many requirements stated on page 19 do not apply to non-heritage homes.

**Greg Chiocco**, resident, noted concerns regarding street parking as tenants from the nearby apartment buildings take up the street parking and asked if it would be possible to have special permit parking. Staff responded that a request can be made to the Traffic Division of the Department of Public Works regarding permit parking, but this would not be part of the guidelines being reviewed tonight.

**Ron Ritucci**, resident, noted that the Magnolias on Taaffe Street drop cones and leaves that create a hazard to pedestrians. He noted safety concerns to pedestrians and that installing lower level lighting beneath the tree canopy can reduce the hazard. Staff noted that a previous pedestrian study was performed; however, there was no funding to make the changes.

**Chair Stanek closed the public hearing.**

**Comm. McDonough** asked about the review process regarding second story additions. Staff noted that the City's Municipal Code specifies requirements for second stories.

**Comm. Squellati** asked staff if there are requirements for a realtor to notify a prospective buyer of the guidelines. Staff responded that the City Attorney's office would be contacted regarding requiring realtors to provide the guidelines to new homeowners.

**Ms. Hodge** noted the Commission's options for their recommendations to City Council.

**Vice Chair McDonough made a motion for Alternative 2 of the staff report with modifications by the Commission: Adopt updated design guidelines for the Taaffe-Frances Heritage Housing District and 1) Upon adoption of the design guidelines, all homeowners within the neighborhood shall be provided by mail with a copy of the adopted guidelines, or provided with notification of the adoption and information on where a copy of the guidelines can be obtained, 2) Perform additional staff research and report to the City Council on whether real estate agents can be required to provide a copy of the adopted guidelines to any buyer of a home in the neighborhood, and 3) Review existing policies on street trees and consider making exceptions as necessary to maintain the historic pattern of street trees in the neighborhood, including preserving the Magnolia trees on South Taaffe Street and addressing tree species selection on South Frances Street. Comm. Squellati seconded. Motion carried 4-0 with Comm. Vaidyanathan and Comm. Verma absent.**

1. **B.** Report on City Council Study Issues workshop from 2009

**Mr. Kuchenig** gave an update of the Council Study Issue workshop that took place in January. He handed out a list of the study issues and their rankings, which included the top 5 study issues that will be budgeted for this year. He further explained how the study issues were ranked.

## **NON-AGENDA ITEMS AND COMMENTS**

1. B/C Members Oral Comments

**Chair Stanek** noted the upcoming recognition event on April 28.

2. STAFF Oral Comments

**Mr. Kuchenig** noted the memorandum from the Office of the City Attorney to all Boards & Commissions regarding the new format of minutes. He also noted another memorandum regarding the opportunity to speak to the City Council regarding the new policy for Boards & Commissions.

**Mr. Kuchenig** also noted the upcoming meeting in April 1 for the Heritage Designation recommendations.

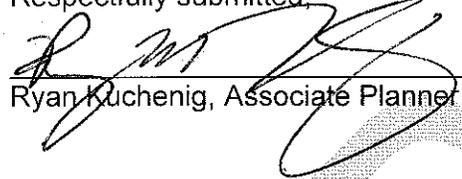
**INFORMATION ONLY ITEMS**

None

**ADJOURNMENT**

**The meeting adjourned at 8:48 p.m.**

Respectfully submitted,



Ryan Kuchenig, Associate Planner

DRAFT