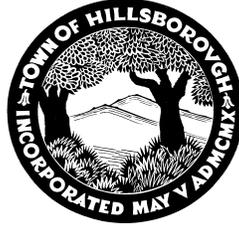


TOWN OF HILLSBOROUGH
SAN MATEO COUNTY

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1600 Floribunda Avenue
Hillsborough
California 94010

**Architecture and Design Review Board
Approved Minutes**

June 02, 2008 at 4:00 p.m.
Town Hall, 1600 Floribunda Avenue – Community Room

CALL TO ORDER – 4:00 pm

Boardmembers Present - Jennifer Werbe, Chair; Carl Goldstone, Charlie Barnett, George Jewett, Lin Ho (alternate)

Boardmembers Absent – Mark Heine (excused)

Staff Present - Elizabeth Cullinan, Serena Ponzio

Others – Mayor Mullooly

APPROVAL OF MINUTES — May 05, 2008

A motion (Jewett/Barnett) to approve the May 05, 2008 minutes passed 5:0.

WRITTEN/ORAL COMMUNICATIONS – None.

PUBLIC HEARING ITEMS

Chair Werbe announced a change to the order of the agenda and noted that the applicants for 350 W. Santa Inez, agenda item number seven, had requested a continuation of the project off calendar and the project would not be reviewed at the June 2nd meeting.

A motion to continue 350 W. Santa Inez Avenue off calendar (Barnett/Jewett) passed 5:0.

Consent Items:

- 1. 543 El Arroyo Road** – Izmirian & Smith (Kastrop Group, Inc. Architects)
Second floor addition of 176 square feet, demolition of an attached carport and second level deck associated with interior improvements to an existing two story residence (19.6% Floor Area Ratio).
Recommendation: Approve the second story addition subject to the Standard Conditions of Approval.

SPECIAL ACCOMMODATIONS: If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the ADRB meeting, or if you need an agenda in an alternate form, please contact the City Clerks Office at 375-7412 at least 24 hours before the scheduled ADRB meeting.

2. 356 Darrell Road – Ponterio (Pacca's Drafting Service)

Ground floor addition of 804 square feet to the rear of existing single story residence (18.1% Floor Area Ratio).

Recommendation: Approve the first floor addition subject to the Standard Conditions of Approval.

Boardmember Goldstone moved to pull 543 El Arroyo Road from the consent calendar for clarification on the roof materials and Boardmember Barnett moved to pull 356 Darrell Road from the consent calendar to discuss the project details and scope of work currently underway.

Suzanne Smith, property owner of 543 El Arroyo, informed the Board that her architect was delayed and requested to be heard following subsequent items.

Chair Werbe called upon the applicant for 356 Darrell Road.

Boardmember Barnett, requested clarification on the scope of work from the property owner or architect. He commented that it appears the home is new based on the visible renovations seen on his site inspection.

Tony Ponterio, property owner of 356 Darrell Road, responded that the work is being completed in phases. He noted that phase one for the project included a minor addition to the kitchen area and replacement of the exterior finishes, which was approved administratively. He continued to explain that phase two of the project consisted of the addition to the rear of the residence which is currently under review.

Boardmember Barnett expressed concern with the possibility of work being done in the field inconsistent with the administrative approval. He then proposed to continue the project.

Boardmember Jewett commented that he was able to support the project, but would be open to a landscape plan being submitted for review.

Boardmember Goldstone noted that he did not want to delay the construction.

Boardmember Barnett recommended that a landscaping plan be submitted for review by Planning Staff and an inspection be conducted with Building and Planning to confirm the work in the field is consistent with the plans approved administratively.

Boardmember Jewett concurred with the recommendation for a site inspection by Planning Staff.

Boardmember Ho stated that he had not inspected the premises; however, he agreed to have Staff review the premises to see if landscaping was needed.

Chair Werbe recommended that a landscape plan be submitted for review.

A motion (Jewett/Barnett) to recommend approval of the project with the following conditions: 1) A site inspection shall be conducted by the Planning & Building Departments to insure work completed in the field is consistent with the approved set of plans; 2) A landscape plan shall be submitted for administrative review passed 5:0.

Chair Werbe called upon the applicant for 543 El Arroyo Road after agenda item number four. Suzanne Smith, property owner and Michael Kastrop, project architect, made themselves available to answer questions of the ADRB.

Boardmember Goldstone requested clarification of the roof materials proposed and stated that typically the Board would prefer natural materials, such as a shake roof.

Boardmember Barnett commented that it appeared that a large portion of the existing residence was to be removed and therefore, shake roofing should be included in the project design.

Suzanne Smith, property owner, expressed concern with the trees close to the home and using shake roofing; therefore, they are proposing a more fire retardant roof material.

Boardmember Jewett stated he did not have a problem with the proposal.

Boardmember Ho stated that he preferred shake roofing as opposed to the proposed asphalt shingle.

Chair Werbe stated that the project is a small remodel with little to no visibility from the street and therefore, asphalt shingle would be fine.

A motion (Jewett/Goldstone) to recommend approval of the project subject to the Standard Conditions of Approval passed 5:0.

Regular Items:

New Houses

3. 125 Fallen Leaf – Beilin (Essalat Architects)

Teardown and new two story residence of approximately 8,830 square feet including basement and 736 square foot second unit and associated preliminary landscape screening plan including tree removal, stone terracing, new driveway pavers, plantings and parterres (10.2% Floor Area Ratio).

Farro Essalat, project architect, made himself available to answer any questions of the ADRB.

Billy Yeh, property owner of 135 Fallenleaf Drive, spoke of his concerns and referred to the letter he had submitted for the ADRB.

Chair Werbe assured Mr. Yeh that his letter had been received and read by all Boardmembers.

Boardmember Goldstone complemented the home, confirmed that he did read the letter from Mr. Yeh and felt the architect addressed his concerns. Due to the large Oak tree screening which exists between the properties, the visible impact would be minimal and remaining issues with drainage would be addressed at the Building Permit phase of the project.

Boardmember Jewett expressed support for the project and felt the neighbor's concerns were addressed through the window revisions and landscaping.

Boardmember Ho confirmed that he had reviewed the site and the concerns listed in Mr. Yeh's letter and felt the existing Oak trees helped in screening and complemented the modulation of the massing in the proposed new residence.

Boardmember Barnett concurred with the other Boardmembers and stated that the design fit well in the neighborhood. He then requested confirmation from the project architect that a landscape plan would be submitted in the future for the new home.

Farro Essalat, project architect, confirmed that a landscape plan would be submitted for ADRB review.

Chair Werbe felt the applicant had responded to the neighbor's concerns well and clarified that the ADRB is an aesthetic review Board and all issues or concerns with drainage would be handled by Building Staff. She expressed support for the project and stated that it fit well within the neighborhood context of two story homes.

A motion (Jewett/Ho) to recommend approval of the project with the condition that a landscape plan be submitted at a future date for ADRB review passed 5:0.

Addition/Remodels

4. 280 Robin Road – Homan (EASA Architecture/Michael Callan Landscape Architect)
Continued review of a remodel / ground floor addition of 590 square feet and a second-story addition of 1,202 square feet and associated landscape plan including tree removal, new driveway pavers and fencing/gates along the street (11.74% Floor Area Ratio). *Continued from May 05, 2008.*

Ellis Schoichet, project architect, made a brief presentation on the project and outlined specific changes made to address comments of the ADRB from the May 05, 2008 meeting.

Michael Callan, landscape architect and Mr. Bill Homan, property owner, made themselves available to the Board to answer any questions.

No public comment was made and Chair Werbe moved to close the public comment.

Boardmember Jewett stated that he was supportive of the project before and even more so due to the changes made.

Boardmember Barnett thanked the applicant for the changes and for including the detail sheet. He complemented the changes to the fenestration and appreciated removal of the gate and incorporation of the stucco wall, which is better suited for the existing neighborhood context. He asked for clarification on the tennis court and its visibility.

Michael Callan, landscape architect, stated that the tennis court will be heavily screened by native oak trees and shrubs proposed around its perimeter. He then confirmed that it will not be visible from the street.

Boardmember Goldstone commented that the perimeter wall design was much improved, complemented the transformation and asked for confirmation on the size of all the chimney caps to insure uniformity.

Ellis Schoichet, project architect, stated that the sizes do vary to some degree.

Boardmember Ho commented that the architect did a good job in making the house more consistent in style and symmetrical. He asked for confirmation if the wrought iron railings and guardrail detail are different or the same.

Ellis Schoichet, project architect, confirmed that they will be consistent in style and design; however, they are intended for different uses.

Chair Werbe complemented the design and commented that the project was a natural transformation.

A motion (Jewett/Goldstone) to recommend approval of the project subject to the Standard Conditions of Approval passed 5:0.

5. 5 Drayton Road – Vernon (MAK Studio Design)

Remodel, façade changes, ground floor addition of 246 square feet and a lower level addition of 1,526 square feet (22.1% Floor Area Ratio) with associated front yard landscaping.

Kelly Melendez, project architect, made a brief presentation on the project details and explained the goals of the transformation in addition to the existing site conditions.

Chair Werbe asked if a landscape plan would be submitted separately.

Kelly Melendez, project architect, confirmed that a landscape plan was currently being completed and would be submitted for ADRB review.

Boardmember Jewett expressed support for the project and stated that concept is inventive and execution of the project details will be very important.

Boardmember Goldstone stated he liked the project but was concerned with construction staging due to the narrowness of the street and commented that he preferred as much of the existing landscape on the front left side to remain to the maximum extent feasible.

Boardmember Barnett stated that the project is a great transformation, meets the Design Guidelines with the use of high quality materials, design and appropriate siting; however, the landscape plan should be reviewed by the ADRB.

Boardmember Ho expressed support for the project and commented that the details will be very important. He also expressed concern with construction issues due to the narrowness of the street.

Chair Werbe complemented the project and commented that the craftsmanship will need to be superior. She stated that she would like to see a landscape plan for the project as well.

Kelly Melendez, project architect, confirmed that the trees at the left hand side will remain and only one tree at the front of the residence is marked to be removed.

A motion (Barnett/Jewett) to recommend approval of the project with the condition that a landscape plan be submitted for review by the ADRB passed 5:0.

6. 20 Santa Maria Lane – Campana (Gumbinger Avram Architects)

Remodel / ground floor addition of 222 square feet and a second floor addition of 1,785 square feet (24.7% Floor Area Ratio).

Noemi Avram, project architect, made a presentation on the project details including the architectural style chosen, the centered second story and informed the ADRB that the property owners were also available to answer any questions.

Boardmember Jewett stated that the improvement was nice; however, the roof overhangs are underscaled and roof pitch too steep for the Prairie style proposed. He commented that he would like to see comparative elevations for the project.

Boardmember Goldstone stated that he liked the design but questioned the architectural style chosen. He then commented that he preferred no banding at the second story below the windows and recommended removing the light in the front yard. He also stated that details on the chimney caps were needed.

Boardmember Barnett noted that no detail sheet was included in the plan set, recommended removing the existing mail box and light in the front yard and stressed the need for a full landscape plan. He commented that the proposal will change the feeling and context of the neighborhood. He concluded that the proposal will need the highest quality and natural materials.

Boardmember Ho stated that the Prairie style proposed needed to be refined, agreed that the neighborhood context will be changed and reiterated the need for more detailing.

Chair Werbe stated that she likes the Prairie style; however, the proposal needs one more round of study of architectural details as well as the existing neighborhood context.

A motion (Jewett/Barnett) to recommend continuation of the project to the July 07, 2008 ADRB meeting passed 5:0.

7. 350 West Santa Inez Avenue – Rey-Vaden (Walker | Warner Architects)

Proposed installation of one 30-foot tall vertical access wind turbine for energy production and associated landscape trellis on the northeast (right) side of the property. Floor area ratio (FAR) will not be affected.

Chair Werbe, at the start of the meeting, moved the item to the consent calendar due to the request of the applicant to be continued to a date off-calendar in order to address neighbor concerns. Please refer to page one of the minutes.

Preliminary Review: (Not public hearing items; Board comments only)

8. 165 Woodridge Road – New Residence on vacant lot

9. 605 Brewer – Teardown/New Residence

10. 68 Mountainwood – New Residence on vacant lot

11. 725 Jacaranda Circle – Major remodel / addition

The Board reviewed the four items scheduled for Preliminary Review.

DISCUSSION ITEM

Planning Staff and the ADRB held discussion of establishing thresholds to determine when comprehensive updates to residences will apply to proposals, including landscaping, re-roofing, façade updates, new windows, new siding, gutters and downspouts. Staff and the Board both felt that the establishment of general thresholds for when improvements might be needed above and beyond those proposed would provide greater clarity, consistency and disclosure to applicants.

In conclusion of the discussion, the ADRB requested the following:

- 1) Staff to indicate in the Staff Memo whether a proposal involves a teardown or new home;
- 2) Place educational materials regarding roofing materials at the front counter;
- 3) Insure the ADRB Application includes the requirement for a full page of architectural details (detail sheet), comparative elevations and wall delineations as well as the existing floor plan for remodels.
- 4) Proposal for preparation of an ordinance amendment to City Council requiring the following:
 - a. Design Review for paint colors
 - b. Wood shake roofs be replaced only with wood shake roofs
 - c. Establishment of a 500 square foot threshold with visibility from the street for comprehensive upgrades to an existing residence.

Staff confirmed the list of requests and informed the ADRB that the comprehensive update thresholds proposed would be presented to City Council at the June 9th City Council Meeting.

ADJOURNMENT

The meeting was adjourned at 6:15 pm.