

TOWN OF HILLSBOROUGH

San Mateo County

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Architecture and Design Review Board Approved Minutes

Monday, April 04, 2011 at 4:00 pm
Town Hall, 1600 Floribunda Avenue – Community Room

CALL TO ORDER – 4:00 pm

Boardmembers Present: Mark Heine, Chair; Eric Nyhus; Jerry Wings; Nan Ryan, Alternate

Boardmembers Absent: Julie Tenenbaum (excused); Christian Huebner (excused)

Staff Present: Elizabeth Cullinan, Director of Building & Planning; Serena Ponzo, Associate Planner; Ray Yniguez, Acting Chief Building Official; Mark Hudak, Deputy City Attorney

Others: None.

APPROVAL OF MINUTES

A motion (Nyhus / Wings) to approve the March 07, 2011 ADRB Minutes passed 4:0.

WRITTEN/ORAL COMMUNICATIONS

Elizabeth Cullinan, Director of Building & Planning, explained to the ADRB that Chief Building Official, John Mullins, had been reassigned to the Public Works Department as the interim Public Works Director and introduced Ray Yniguez, Senior Building Inspector, who would be serving as the Acting Building Official for the next several months.

PUBLIC HEARING ITEMS

Consent Items

Elizabeth Cullinan, Director of Building & Planning, explained the reason for the consent calendar, how projects are placed on the consent calendar (generally proposals under 1,000 square feet or that are small second story additions that have limited visibility and for which no public opposition has been expressed) and that any member of the public, staff or the ADRB can pull an item from the consent calendar for discussion. She added

that consent calendar items can be approved in one motion, by the ADRB.

Additions/Remodels

1. 20 Brooke Court - Pau (Peter Fu & Associates)

Request for a ground floor addition of approximately 781 square feet (14.6% Floor Area Ratio) at the right side/rear to an existing two story residence.

A motion (Nyhus / Ryan) to approve the consent calendar passed 4:0.

Regular Items:

Additions/Remodels

2. 1501 Kingswood Drive - Cacho (Chu Design / Michael Callan Landscape)

Request for a ground floor addition of approximately 896 square feet (20.27% Floor Area Ratio) including a new detached, enclosed lanai and associated rear yard landscape plan including new plantings, new paver parking area and new outdoor BBQ area.

James Chu, project architect, made a brief presentation on the project and made himself available to answer any questions of the ADRB.

Michael Callan, landscape architect, explained the revisions which would need to be made to the landscape design to comply with the Water Efficiency in Landscape Ordinance (WELO) and Towns' Consulting Landscape Architect (TCLA) comments. He indicated the layout would remain the same, despite changes to the planting plan to meet the WELO and TCLA requirements.

Chair Heine opened the public hearing. As no members of the public were present to speak, the public hearing was closed.

Boardmember Nyhus stated that this project is one in which the setbacks dictate the shape of the addition. He expressed his concerns with the asymmetrical rooflines at the addition area, unlike the remainder of the rooflines on the residence.

Boardmember Winges agreed with Boardmember Nyhus and asked if the addition was specifically to store the trailer which was visible upon his site visit.

Michael Callan, landscape architect, confirmed that the purpose of the addition was for auto storage.

Boardmember Winges commented that the right side elevation should be revisited as it retained a long blank wall at the study area and recommended exploring the addition of windows to this side.

Michael Callan responded that the owner wanted to use the room for storage, thus the reason for no windows in the design. He added that the large oak tree screened the wall from view.

Alternate Boardmember Ryan acknowledged the length of the study wall and the fact that it would be used for storage; however, she commented that the addition of a window would benefit the design. She asked the applicants if the adjacent neighbors whose sign off was required were

the same owners as during the previous approval.

Michael Callan, landscape architect, confirmed that the adjacent owners remained the same as during the previous approval.

Chair Heine acknowledged the previous unanimous ADRB vote of approval from 2009 and recommended that the applicants explore opportunity for the addition of windows at the study while noting the asymmetrical rooflines at the addition as the most odd part of the proposal.

A motion (Winges / Ryan) to approve the request for a ground floor addition of approximately 896 square feet (20.27% Floor Area Ratio) including a new detached, enclosed lanai and associated rear yard landscape plan including new plantings, new paver parking area and new outdoor BBQ area with the condition that the applicant explore the addition of windows at the study and TCLA comments be addressed subject to the administrative review procedures passed 3:1 (Nyhus dissenting).

3. 2905 Churchill Drive - Tung (Chu Design Associates, Inc. / Michael Callan Landscape)

Request for a first and second floor addition of approximately 2,184 square feet (22.78% Floor Area Ratio), including a second unit, to an existing two level residence, change in architectural style to Mediterranean and associated landscape plan including tree removal , new plantings, new driveway surfacing, front fencing and driveway gates. *(Preliminary Review received at the March 07, 2011 ADRB Meeting)*

James Chu, project architect, thanked Planning Staff for the assistance through the process and provided the ADRB with an overview of the changes incorporated into the design since the preliminary review.

Chair Heine opened the public hearing. As no members of the public were present to speak, the public hearing was closed.

Alternate Boardmember Ryan stated that the design, with the new changes, was more harmonious with enhanced proportions. She complimented the banding detail.

Boardmember Winges thanked the applicant for addressing the comments of the ADRB through the design revisions. He complimented the new chimney design and the use of the recess on the bigger curved windows. He noted his preference for removal of the curves in the garage door design and expressed his overall support for the project. He asked for clarification on the plantings to be used in the meadow.

Michael Callan, landscape architect, explained the types of plants which would be used in the meadow and the reasons for incorporating the meadow as opposed to lawn.

Boardmember Nyhus expressed his support for the proposal and commented on the complexity of the left side elevation, as it is a prominent elevation, which could have been organized better.

Chair Heine thanked the applicant for the complete plan set submitted and stated that the preliminary review comments of the ADRB were handled well in the design revisions. He agreed with the recommendation for removal of the arches in the garage door design and expressed his support for the proposal.

Boardmember Nyhus commented on the multitude of colors proposed on the color & material board and the discrepancy with the color rendering presented. He noted his preference for the color scheme presented in the color rendering.

Boardmember Winges agreed that there were several colors proposed on the color & materials board and although he didn't mind the colors, the number should be reduced down from five.

James Chu, project architect, stated that the doors and windows should be the same color.

Chair Heine commented that the project should either incorporate all color or all white for the trims.

A motion (Nyhus / Ryan) to approve the request for a first and second floor addition of approximately 2,184 square feet (22.78% Floor Area Ratio), including a second unit, to an existing two level residence, change in architectural style to Mediterranean and associated landscape plan including tree removal, new plantings, new driveway surfacing, front fencing and driveway gates with the conditions that the door & window trim be revised to white or off-white subject to the administrative review procedures and the TCLA comments be addressed subject to the administrative review procedures passed 4-0.

4. 15 Mercat Place - De Souza (Stewart Associates)

Request for a first and second floor addition of approximately 456 square feet (9.9% Floor Area Ratio) and associated façade improvements to an existing two story residence.

John Stewart, project architect, made a brief presentation to the ADRB and made himself available to answer any questions.

Chair Heine opened the public hearing. As no members of the public were present to speak, the public hearing was closed.

Boardmember Winges questioned if the neighbor issues had been addressed.

Isabel DeSouza, property owner, confirmed that the neighbor issues had been addressed and the applicants had agreed to install new landscaping to reduce visual impacts of the new roof from the neighbor's property. She added that the existing Cypress trees would also be cleaned up and trimmed.

John Stewart requested that the new landscaping be reviewed at an administrative level.

Boardmember Winges expressed his support for the changes, noting that the proposed roof shapes are an improvement. He noted his one concern with the overhangs and recommended this aspect of the design be revisited for a more cohesive effect through treatments of the soffit and perhaps incorporation of horizontal banding.

Alternate Boardmember Ryan stated the proposal was a great improvement and the neighbors should be delighted, adding that the design retained good symmetry and agreeing that the addition of the horizontal banding would benefit the design. She added that the front door could use more detail.

Boardmember Nyhus commented that the existing house had several different elements and the

proposal would add grandeur to the site. He agreed with the incorporation of the horizontal band and the front door.

Chair Heine asked for clarification on the types of new windows proposed, acknowledged the great view from the site and complimented the driveway elevation.

John Stewart, project architect, confirmed that the windows would be clad wood.

A motion (Winges / Nyhus) to approve the request for a first and second floor addition of approximately 456 square feet (9.9% Floor Area Ratio) and associated façade improvements to an existing two story residence with the condition that the revisions to the brackets be incorporated into the design and new landscaping subject to the administrative review procedures passed 4-0.

New Houses

5. **160 Bella Vista Drive - Zhao (Chu Design Associates, Inc. / Michael Callan Landscape)**
Request for demolition of an existing one story residence and construction of a new two story French style residence of approximately 6,667 square feet (24.94% Floor Area Ratio) and associated landscape plan including tree removal, new swimming pool, new plantings, walkways, driveway surfacing, front yard fencing and driveway gates. *(Preliminary Review received at the March 07, 2011 ADRB Meeting)*

James Chu, project architect, presented an outline of the neighborhood outreach completed for the project and the efforts made to address concerns.

Michael Callan, landscape architect, explained the concerns of the neighbors on the right side and that they had held a meeting with Planning Staff and the neighbors which resulted in tree changes at the right property line. He added that the proposed four Oak trees at the right side would be changed to four strawberry trees and planted eleven to twelve feet out from the property line to provide screening and adequate distance between properties. He added that thirty new Grecian laurel trees in 24-inch boxes would be planted along the rear property line. He requested that the ADRB consider staff review of the changes to address the TCLA comments and noted the hardscape had been reduced since the preliminary review.

Chair Heine opened the public hearing.

Greg Yu, 150 Bella Vista Drive, distributed the project arborist report and photos of failed tree limbs which fell onto his property during the recent storm and caused damage. He expressed his concerns with the conditions of the existing trees along the right side property line and urged the ADRB to approve the project so the applicant could move forward with removing the trees. He added that he held discussions with Planning Staff who had indicated pursuing the emergency tree removal process if the project was not approved.

Emil & Jean Anderson, 160 Bella Vista Drive, agreed that the existing trees onsite were hazardous and stated the proposal was a great improvement to the neighborhood.

Botrus Zaarour, 2717 Burlingview Drive, Burlingame, expressed his concerns with tree removal, drainage and hillside stability as it relates to the proposed swimming pool. He asked for the distance of the pool to the rear property line. He inquired as to who would be liable for any

issues or damage resulting from the project.

Michael Callan, landscape architect, stated that the pool would be twenty feet from the property line and that a civil engineer would be hired to address drainage and hillside issues as they relate to the proposal.

Chair Heine stated that the liability coverage was not within the purview of the ADRB and clarified the process, noting that the ADRB reviewed the design only and the applicant would be required to submit structural, civil and mechanical plans to the Building Division. He added that issues regarding drainage and hillside stability would be addressed through review of the civil plans submitted to the Town. He added that if the project received approval from the ADRB, the permitting process would just be beginning.

James Chu, project architect, stated that the applicants had an engineer working on the grading and drainage plans, which would be submitted to the Town for review as a part of the plan check process.

Elizabeth Cullinan, Director of Building & Planning, invited Botrus Zaarour of 2717 Burlingview Drive, to meet with Building & Planning staff. She added that Acting Building Official, Ray Yniguez, was present as well to answer any questions or provide clarification.

Boardmember Nyhus stated the proposal was a great improvement, although the house would be tall. He added that the color scheme was more subtle in the rendering than presented in the color & materials board and complimented the changes made to the entry.

Boardmember Wings asked if all trees onsite would be removed.

Michael Callan, landscape architect, confirmed that all would be removed.

Boardmember Wings noted that the trees proposed along the rear property line would sit approximately ten feet below the first floor due to the topography of the site and may cast shadows on the property adjacent to the rear property line.

Michael Callan, landscape architect, explained that the intent was to prune the trees as a hedge and keep the height at fifteen feet tall.

Boardmember Wings complimented the design and noted that the color scheme needed more contrast between the stone and stucco and recommended darkening the stucco. He added that the proposed new residence was large and visible from the street, based on review of the story poles at the site and commented on the arch windows at the second level which intersect the plate line and protrude through the eave and their interruption of the proportions at the front. He noted that all of the arched windows appeared to be different, particularly commenting on the distance between the top of break and the arched windows.

Alternate Boardmember Ryan stated that she had not noticed the discrepancy in the arched windows and agreed with Boardmember Wings. She expressed her support for the proposal and complimented the design of the balustrades and wrought iron.

Chair Heine acknowledged the neighbor support received on the proposal and agreed that the proposal was a blockbuster; however, it did fit in the neighborhood. He stated the changes incorporated into the design to address ADRB preliminary comments were good although he

understood Boardmember Winges' comments regarding the arched windows. He stated the home would be difficult to build and consistency needed to be incorporated. He agreed with the tree removals and stated his preference to change the color scheme consistent with the rendering presented.

A motion (Nyhus / Ryan) to approve the request for demolition of an existing one story residence and construction of a new two story French style residence of approximately 6,667 square feet (24.94% Floor Area Ratio) and associated landscape plan including tree removal, new swimming pool, new plantings, walkways, driveway surfacing, front yard fencing and driveway gates with the conditions that the color scheme be revised, the applicant consider revising the proportion of the windows to the distance at top of break and TCLA comments be addressed all subject to the administrative review procedures passed 4:0.

PRELIMINARY REVIEW

(Not public hearing items; Board comments only.)

New Houses

6. 15 Knightwood Lane - Scheppler (TRG Architects / Michael Callan Landscape)

This is the request for preliminary review of the demolition of an existing ranch style residence and construction of a new single level ranch style residence of approximately 5,103 square feet (23.61% floor area ratio) including a new basement and conceptual landscape plan including tree removal, new plantings, new driveway surfacing, patios, retaining walls and front fencing and entry gates.

Boardmember Winges stated the proposal was refreshing and the house design well done with clean and clear lines. He added that the proportions were good and roofs steeper than the neighbors with good siting. He stressed the importance of working with the neighbors, specifically due to the amount of grading proposed and truck trips associated with the grading. He also noted the importance of a soils report and questioned if the property had any springs which might require a dewatering system. He added that the proposal included large amounts of glass which would result in large amounts of light filtration into the residence and recommended exploring screening or lattice work for shading.

Alternate Boardmember Ryan commented that the design retained good symmetry and complimented the courtyard design. She requested additional detail on the grading.

Boardmember Nyhus stated the proposal was refreshing and requested more detail on the integration of the stained wood into the design. He added that the concept and roof pitches were great and requested a roof sample.

Chair Heine stated the project was off to a good start and requested more detail be submitted for the formal review. He commented that the lot was beautiful and noted the elevation facing Knightwood was the one with the least amount of detail. He commented on the environmental review which would be conducted due to the amount of grading where the number of truck trips and route would be assessed.

DISCUSSION ITEM(S)

7. Brown Act Training for ADRB members by Deputy City Attorney Mark Hudak.

Elizabeth Cullinan, Director of Building & Planning, introduced Deputy City Attorney Mark Hudak.

Mark Hudak, Deputy City Attorney, provided the ADRB with an overview of the Brown Act regulations, specifically addressing site visits, agenda posting requirements and disclosures. Additionally, he provided the ADRB with an overview of conflicts of interest and answered questions of the ADRB.

8. Pre-approved Roofing Materials List.

Elizabeth Cullinan, Director of Building & Planning, introduced the idea of removing the pre-approved roofing materials list and relying solely on the roofing section of the Town's Residential Design Guidelines, which provide guidelines on the types of roofing materials, shapes, forms and textures which should be used in residential development. She added that the current list is outdated and provided a brief history on the purpose the pre-approved roofing materials list served, adding that more recently, it has seemed more prohibitive to creative roofing proposals. She explained that currently, all re-roof projects are reviewed by Planning Staff and those which are more complex are referred to the ADRB for review.

The ADRB recommended that Staff, in lieu of the preapproved roofing materials list, explore enhancing the Residential Design Guidelines section pertaining to roofing materials and bring back to ADRB for review.

ADJOURNMENT – 6:20 pm

Minutes Prepared By:

A handwritten signature in blue ink, appearing to read 'S Ponzo', is written over a faint circular stamp.

Serena Ponzo, Associate Planner