

TOWN OF HILLSBOROUGH

San Mateo County

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1600 Floribunda Avenue
Hillsborough, CA 94010



Architecture and Design Review Board Approved Minutes

Monday, December 05, 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; Tim Anderson, Acting Chief Building Official

Others Present: Councilmember Larry May

APPROVAL OF MINUTES

A motion (Nyhus / Ryan) to approve the November 07, 2011 ADRB meeting minutes passed 4:0.

WRITTEN/ORAL COMMUNICATIONS – None.

Chair Heine announced and explained the appeals process to members of the public, which allows any decision of the ADRB to be appealed to the City Council within fifteen days of the ADRB decision. He added that all appeals must be filed with the City Clerk.

PUBLIC HEARING ITEMS

Consent Items

Additions/Remodels

1. **2375 Skyfarm Drive - Wong (Steven Lesley, Architect)**
Request for a ground floor addition of approximately 713 square feet (19.95% Floor Area Ratio) at the rear of an existing two story Colonial style residence.

A motion (Nyhus / Wings) to approve consent calendar item #1 passed 4:0.

Regular Items:

Additions/Remodels

2. **1315 Brandt Road - Lee (Buttrick Wong Architects)**

Request for a first floor and second floor addition of approximately 1,608 square feet (20.74% Floor Area Ratio) to an existing one story ranch style residence, facade improvements including a new standing seam metal roof on the new addition areas, new windows and new driveway entrance at the west end of the property. The proposal includes an attached second unit in the second story portion of the addition.

Serena Ponzo, Associate Planner, provided an explanation of the High Fire Severity Zone requirements and that they apply when more than 50% of the existing walls are removed; clarified the teardown classification when more than 50% of the existing walls are removed and provided an acknowledgement of public comment received prior to the meeting which related to the roofing material proposed, construction vehicle management and curb and gutter repair.

Jim Lee, property owner of 1315 Brandt Road, made a brief presentation to the ADRB, explained the project objectives, neighborhood outreach and the process in which they selected their architect as well as the decisions made to move forward with the presentation before the ADRB for their consideration. Mr. Lee acknowledged the concerns with the mix of roof materials and requested any opportunity to resolve concerns with the roof material at a staff level.

Tim Wong, project architect, made a presentation to the ADRB and spoke in support of retaining the two roof materials in the proposal and noted that the mix of roof materials could complement the roof pitch, colors and materials in the proposal.

Chair Heine opened the public hearing.

Matt Ken, 1345 Brandt Road, introduced himself to the ADRB, explained that he was born and raised in Hillsborough and his father, an architect, had been involved in the ADRB previously. He informed the ADRB of the public outreach efforts made by the applicants, stated that the quality of the standing seam metal roof would be beneficial for the High Fire Severity Zone and expressed his support for the improvements, noting it would be a nice addition to the street.

Chair Heine closed the public hearing.

Boardmember Nyhus stated that the proposal involved several details and the elevations and rendering presented conflicting information. He stated his preference for a new fence at the front and noted that the improvements, overall, were appropriate to the site and proportions were appealing. He recommended adjustments be made to the window replacement schedule for consistency throughout, the existing chimney be resurfaced with stucco and the stair tower behind the garage be better integrated into the design. He noted the metal roof worked well with the style proposed.

Boardmember Winges expressed appreciation for a number of the improvements, including the driveway relocation; however, he encouraged the applicants to take the design further, expressing concerns with the mix of styles, partial window replacement and the stair tower. He noted that as presented, the proposal did not meet the design guidelines. He thanked the applicant for the complete package and renderings.

Alternate Boardmember Ryan expressed appreciation for the new side facing garage and stair tower and stated her preference for use of the metal roof throughout. She recommended removal of the bay window at the front and expressed her support for the proposal.

Chair Heine stated his preference for the standing seam metal roof as well as resurfacing the chimney. He recommended removal of the bay window at the front and noted that the design elements could be enhanced to be more congruent throughout.

Boardmember Wingses stated his preference for the proposal to return to the ADRB with revisions to address Board comments.

A motion (Wingses / Ryan) to continue the proposal to the January 23, 2012 ADRB meeting to allow for design revisions for enhanced consistency throughout passed 4:0.

3. **1761 Manor Drive - Howell (Wingses Architects, Inc.)**

Request for a main level addition of approximately 807 square feet (15.9% Floor Area Ratio) to the left/northeast side of an existing multi-level beaux arts classical residence and associated facade improvements including a new garage door. The main floor addition is proposed above the existing garage/basement area.

Boardmember Wingses recused himself from review of the proposal as architect for the project. He then left the chambers.

Bob Arnsten, project manager, explained the project objectives, historical review associated with the proposal which was completed by the Town's historical consultant and explained the request of the owners to remove the garage door from the proposal, with a request that the modification be reviewed at an administrative level.

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

Alternate Boardmember Ryan acknowledged the differentiation in the new improvements from the existing residence as a respectful approach to the historical aspects of the home. She noted that the proposal was more practical, complimented the panels and French doors and expressed her support for the improvements.

Boardmember Nyhus disclosed that the neighbor to the east was a friend and who had expressed support for the improvements. He noted the step down in the addition area, which keeps it as a secondary element to the main residence. He noted he was supportive of the improvements despite the state requirements, which requires new additions to historic buildings to be differentiated from the original structure.

Chair Heine complimented the efforts of the architect. He inquired if the ADRB could impose a timeline for completion of the project as the residence had been in its current state for a while. He noted his preference to see the project completed in a standard time.

Barbara Howell, property owner, explained that the project would be put out to bid in January and their intention was to complete the ballroom improvements before pursuing completion of the kitchen renovations. She stated that the ballroom was now complete and they would move forward with completing the kitchen.

A motion (Nyhus / Ryan) to approve the main level addition of approximately 807 square feet (15.9% Floor Area Ratio) to the left/northeast side of an existing multi-level beaux arts classical residence and associated facade improvements with the condition that the request for the garage door removal be subject to the administrative review procedures and the project be subject to the historical consultant recommendations passed 3:0.

After the motion was completed, Boardmember Winges returned to the chambers.

New Houses

4. **165 Woodridge Road - Chu (Richard Tapp & Associates / Bruce MacDonald Landscape)**
Continued review of the request for review of the construction of a new multi-level residence of approximately 14,400 square feet and associated landscape plan including new plantings, retaining walls and driveway surfacing on a vacant lot, and grading of approximately 4,655 cubic yards of soil to be balanced on-site with no off-haul. (*Continued at the November 07, 2011 ADRB meeting*)

Serena Ponzo, Associate Planner, provided an overview of public comment received from adjacent neighbor, David Chan, which included concerns with potential visual impacts and proposed a condition of approval to be included, should the ADRB approve the project, requiring a staff level review of landscape revisions to address neighbor concerns.

Richard Tapp, project architect, made a presentation to the ADRB, specifically outlining project details relating to: motion sensors on all interior lights to address night lighting; the view study which was conducted to assess light impacts; neighbor comment received and addressed with 15 Woodcrest (Mr. Donald Tam); comments received from adjacent neighbor David Chan, 5 Woodcrest and efforts made by the applicant to address concerns including the incorporation of a property line fence for enhanced privacy. Richard added that due to the topography of the site and neighboring site, the new residence's visibility would be limited with the incorporation of a fence and new landscaping. Richard explained the reasons for the fire access steps at the side property line and distributed photos to the ADRB members of Mr. Chan's property relative to the site at 165 Woodridge Road.

Bruce MacDonald, landscape architect, stated that as a measure to enhance privacy screening, some of the oak trees could be upgraded to 36-inch boxes.

Vergel Galura, project civil engineer, explained that the parking court would be slab on grade and explained the grading calculations on the grading quantity worksheet. He stated that the exact number of piers that would be needed to construct the residence was unknown at this time; however, he estimated about one hundred would be needed. He elaborated on the process which would be followed for the excavated material onsite, which was outlined in the letter prepared by the soils engineer, included in the plan packets.

Chair Heine opened the public hearing.

David Chan, 5 Woodcrest, expressed concerns with the following:

- 1) Fire access steps as they relate to security for his property and inquired if an alternate location could be explored.
- 2) Parking court at the top of the driveway and inquired if this could be moved to an alternate location, noting the visual impacts it would have from his backyard area.
- 3) Possible visible impacts the proposal would have from his living room windows.

- 4) He discussed his concerns with additional landscaping as a non-permanent solution to his concerns and expressed concerns with the lack of parking on Woodridge Road, specifically expressing concern with construction vehicle parking.

Chair Heine closed the public hearing.

Elizabeth Cullinan, Director of Building & Planning, explained to the ADRB that the resolution for their consideration was for both the environmental documents and the design. She noted that three changes had been made to the proposal since October 28, 2011 and that mitigation measure #9 had been revised to state "agreement" versus "easement". She added that the geology and soils section of the environmental had been drafted to include detail and address the recent slide repair completed on Woodridge Road. She noted a clerical error on page 9 of the Atkins report.

Boardmember Wingses stated that the parking issue could be resolved with incorporation of proper landscaping, fencing and recommended the issues with the neighbor be revisited during framing of the residence. He inquired if the fire access path needed to be curved or if it was required to be straight and deferred to the Central County Fire Department requirements. He expressed his support for the project, noting that the environmental documents were sufficient and agreed with staff comments regarding the garage doors.

Boardmember Nyhus concurred with Boardmember Wingses, noting that fencing would be key in addressing the concerns of the neighbor in addition to enhanced landscaping. He expressed support for the project and environmental review completed.

Alternate Boardmember Ryan stated the project was exciting and the applicants had been very responsive to Board comments. She acknowledged the amount of new plants which would be installed onsite and agreed that the fire access path location would be at the discretion of the Fire Marshal.

Chair Heine reiterated his previous concerns with the grading, specifically noting that if any changes were to occur, the environmental review document would need to be revised and recirculated accordingly. He inquired about the rocks greater than six inches in size and if they would be used onsite or if they would be off-hauled. He asked for clarification on the relocation of the top soil that would be removed and noted that the seventy-seven cubic yards noted allowed for no soil expansion. He added that in his experience, a home over 5,500 square feet in size required over 100 piers on a relatively flat lot and continue to be concerned with the grading quantities noted, specifically the proposal for no off-haul.

Vergel Galura, project civil engineer, stated that the intention was to drystack the material around the house and noted that 90-95% compaction expands approximately 10%.

Chair Heine stated that the changes proposed to the environmental documents were fine and he was supportive of the addition of the copper as well as the other minor changes. He noted that the photos distributed by the project architect were from ground level and his preference to have the neighbor involved at the framing stage of the residence to address privacy concerns. He added that off-street and construction vehicle parking would be addressed by Town staff and the Building Division as a part of the permitting process and his support for the parking area at the top of the driveway as proposed. He stated that the fire steps were not within the purview of the ADRB and deferred to the Fire Marshal.

Elizabeth Cullinan, Director of Building & Planning, clarified that the resolution for approval of the

project included both the environmental and design elements of the project. She recited the proposed condition of approval to be included in the motion, which was for the upsizing of four oak trees and involvement of the adjacent neighbor at 5 Woodcrest, at the time of framing, for landscape improvements to address visual impacts, to the satisfaction of Planning staff.

Chair Heine stated that the neighbor concerns could be resolved with landscaping.

Bruce MacDonald, landscape architect, stated that the applicants had offered to plant additional trees on the property of 5 Woodcrest.

A motion (Winges / Nyhus) to approve the Initial Study & Mitigated Negative Declaration and adopt the resolution approving the construction of a new multi-level residence of approximately 14,400 square feet and associated landscape plan including new plantings, retaining walls and driveway surfacing on a vacant lot, and grading of approximately 4,655 cubic yards of soil to be balanced on-site with no off-haul with the condition that the applicant shall implement security fencing and landscape screening to reduce visual impacts from 5 Woodcrest Court to the parking court and from the living room of 165 Woodridge Road, to the satisfaction of planning staff passed 4:0.

5. **1600 Kingswood Drive - Kong (Chu Design Associates / Michael Callan Landscape)**

Request for a for teardown and construction of a new one story Craftsman style residence of approximately 4,616 square feet (20.06% Floor Area Ratio) and associated landscape plan including tree removal, new plantings, new perimeter fencing and driveway surfacing. *(Project received ADRB approval on August 02, 2010, which has since then expired. Design remains the same from previous approval)*

Michael Callan, landscape architect, made himself available to answer any questions of the ADRB.

Chair Heine inquired if the color and materials remained the same.

Serena Ponzo, Associate Planner, confirmed that details of the project remained unchanged.

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

Alternate Boardmember Ryan explained that she was not present for the previous approval; however, she remained supportive of the new residence, specifically complimenting the garage door design and stair.

Boardmember Winges stated he would have approved the proposal if he had reviewed it previously with the recommendation that the plate heights be varied and the gable at the rear elevation be addressed. He expressed support for the proposal.

Boardmember Nyhus noted that the green body color is cooler than the warm toned roof and that the entry design was nicely executed.

Chair Heine expressed his support for the proposal although he preferred a different color to the green presented.

A motion (Nyhus / Winges) to approve the teardown and construction of a new one story

Craftsman style residence of approximately 4,616 square feet (20.06% Floor Area Ratio) and associated landscape plan including tree removal, new plantings, new perimeter fencing and driveway surfacing passed 4:0.

6. **10 Farm Lane (APN: 031-370-360) - Whitman / Liu & Chang (Aidlin Darling Design / Lutsko Associates)**

Request for the construction of a new Modern/Contemporary, single story residence of approximately 6,690 square feet (18.2% Floor Area Ratio) on a vacant lot and associated landscape plan including a new driveway cut location & driveway surface, new swimming pool, plantings and retaining walls. *(Received preliminary review by the ADRB at the September 06, 2011 ADRB meeting)*

Joshua Aidlin, project architect, made a presentation to the ADRB, outlining their goals for LEED platinum and highlighted the green features of the home. He explained the butterfly roof design, which was intended to catch rainwater as well as provide a contemporary aesthetic, the rammed earth walls, corten steel elements and an overview of the home. He noted that the home would be a passively cooled residence.

Ron Lutsko, landscape architect, presented the landscape details of the project to the ADRB, highlighting the perimeter screening, stone paving and wall details. He elaborated on the design of the courtyard and landscape features.

Chair Heine opened the public hearing.

Kevin Whitman, property owner, inquired if the dirt from the project site was transported to an adjacent site would be considered off-haul.

Elizabeth Cullinan, Director of Building & Planning, confirmed that export to an adjacent site would still be considered off-haul.

Chair Heine closed the public hearing.

Boardmember Nyhus expressed his appreciation for the design and materials, which connected to earth qualities. He noted that the submittal entailed more detail and complimented the use of the cupola, rammed earth and reflecting pool.

Alternate Boardmember Ryan complimented the architectural details, materials and retention of the existing oaks in the landscape plan and commented on the parking provided, noting it met code requirements as outlined in the staff memorandum.

Boardmember Wingses expressed his support for the proposal, noting it was developed from intense intellectual study which resulted in an exciting and calm proposal. He added that the proposal lends itself to warmth, features sustainable design elements and great details.

Chair Heine expressed his support for the proposal, noting the complete packet submittal. He commented on the diversity the proposal would bring to the area while fitting in nicely with a low profile. He noted the Board would be continuing the project for completion of environmental review associated with the grading.

A motion (Nyhus / Ryan) to continue the request for the construction of a new Modern/Contemporary, single story residence of approximately 6,690 square feet (18.2% Floor Area Ratio) on a vacant lot and associated landscape plan including a new driveway cut location

& driveway surface, new swimming pool, plantings and retaining walls to the January 23, 2012 ADRB meeting to allow adequate time for completion of environmental review associated with the grading passed 4:0.

PRELIMINARY REVIEW

(Not public hearing items; Board comments only.)

New Houses

7. **3465 Ralston Avenue - 3465 Ralston LLC (Habitat Architects)**

Request for preliminary review of demolition of an existing single level residence and construction of a new two story modern style residence of approximately 6,213 square feet (23.17% Floor Area Ratio) and conceptual landscape plan including tree removal, new plantings, new driveway surfacing, new swimming pool, spa and stone patios.

Boardmember Winges noted the challenges of the site and appreciated the natural materials included in the proposal inclusive of the paver driveway. He stated he was generally in favor and expressed interest in the design of the entry gates.

Boardmember Nyhus noted that the entry did not include a character defining feature and he acknowledged the neighbor concerns. He added that the solar panels would be visible from the uphill neighbor and recommended a higher parapet to provide screening. He encouraged the applicant to include a unique feature for the front elevation.

Boardmember Ryan stated the proposal was interesting and complimented the barrel roof design, which added distinction. She acknowledged the increase in floor area compared to what exists on the site but noted the proposal was on the right track.

Chair Heine expressed concerns with the rear elevation, specifically the number of retaining walls included in the design on the hillside. He commented on the tree removal and planting of new trees along the back property line and discussed the potential view impacts that are a concern of the adjacent neighbor. He commented on the potential cumulative impacts, streetscape, modulated surfaces and nano walls. He added that the project was interesting and appeared to be moving in the right direction.

8. **1285 La Cumbre Road - Su (Lun Chan Associates)**

Request for preliminary review of demolition of an existing single story residence and construction of a new two story Italian Mediterranean style residence of approximately 5,865 square feet (16.27% Floor Area Ratio).

Alternate Boardmember Ryan acknowledged that the new proposal would be twice the square footage of the existing conditions of the site; however, the new home took advantage of the site features including a basement area which was hidden from the front elevation. She stated that the landscape plan would be an important element in the review.

Boardmember Nyhus stated the proposal was a proportionately good approach and recommended that the applicant revisit the tower feature to reduce its massing and ensure it is consistent with the architectural style. He touched on several different areas of the proposal which could benefit from refinement including the front right upper window and spark arrestor

design and encouraged the applicants to continue to refine the design for consistency with the architectural style.

Boardmember Winges commented that the story poles outlined a massive house at the right side elevation. He recommended that other options be utilized in the design for stepping the home down the hillside. He recommended better integration of the northwest stair and shifting the two story mass to the left in order to shift the mass away from the downslope. He stated that the elevations and renderings have different flavors and were in need of additional detail. He recommended the proportions of the tower feature be revisited and noted the two different eave treatments illustrated in the plans. He recommended adding in architectural methods to exude an authentic look, such as recessing the windows. He stated that the landscape plan would be a critical part of the plan review.

Chair Heine commented on the inconsistencies between the renderings and the elevations and recommended revisiting the window sizes and shapes to ensure they are consistent throughout. He noted that the corner window at the second level was inconsistent with the style. He explained the importance of materials such as the roof tile, corbels, inset windows, rafter tails and stucco finish, all of which contribute to the authenticity of a design. He stressed the importance of the details.

9. **625 West Santa Inez Avenue - Li / Ma (Stewart Associates / Michael Callan Landscape)**
Request for preliminary review of demolition of an existing single story residence and construction of a new two story French style residence of approximately 6,203 square feet (24.9% Floor Area Ratio) and associated conceptual landscape plan including tree removal, new plantings, new retaining walls, new driveway surfacing, new entry gates and fencing.

Boardmember Winges stated he was not able to access the site and noted that the proposal appeared close to the street, which would be confirmed with installation of story poles. He added that massing would also be evaluated after story pole installation. He inquired on the location of the basement and why it was not proposed on the downslope side of the property to reduce the amount of digging. He expressed appreciation for the garage location redesign and stated that the landscape plan appeared to have two different types of landscapes and recommended this be revised for consistency. He recommended that the square precast stone elements be revised to look more like real stone and enhance the detail of the metal railings.

Boardmember Nyhus concurred with Boardmember Winges, noting that the proposal was very prominent on the site and appeared to be a very tall structure, based on the plans.

Alternate Boardmember Ryan noted the importance of the story poles and that the size was of concern. She expressed her preference for the center front porch without frames and appreciated the natural slate roof.

Chair Heine expressed similar concerns to the other Boardmembers and he acknowledged that the neighborhood consisted of larger two story homes. He added that the home would look tall when the story poles were installed. He complimented the style of the home and expressed concern with the base molding and upper railing. He noted the importance of creating an authentic, old world aesthetic. He acknowledged the maximum floor area ration proposed and the close proximity of the proposal to the street.

10. **11 Farm Lane (APN: 031-373-050) - Whitman / Wagonfield (Stewart Associates / Michael Callan Landscape)**

Request for preliminary review of the construction of a new multi-level California Mediterranean style residence of approximately 9,173 square feet (21.2% Floor Area Ratio) and associated conceptual landscape plan including tree removal, new plantings, new swimming pool and spa and new driveway cut and surfacing.

Boardmember Nyhus stated that the proposal was large, specifically at the rear elevation, imposing and felt pinched on the site. He noted that the materials proposed were good and recommended that the arches at the rear elevation be revised for consistency with the arches at the front, which appeared to be of Moorish influence. He commented that the rear windows needed to relate more to the proportions associated with the architectural style and additional vertical elements should be incorporated into the design.

Alternate Boardmember Ryan commented that the home was large and could benefit from refinements, enhanced integration and a reduction in size. She added that the proposal was on the right track and recommended the size be reduced and proposal be less imposing.

Boardmember Winges commented that the home had potential to be a great Santa Barbara style home, although large in size and sited in a manner which reduces the opportunity for sunlight to the pool area. He acknowledged the existing trees which would be retained and recommended the home be resited to make it less imposing. He inquired on the reasoning for the proposed siting of the new home. He stressed the importance of the details with the proposed style, inclusive of recessed windows, high quality materials and exterior finishes. He noted three or four other homes in the neighborhood were similar in style.

Boardmember Nyhus recommended the design be revisited for enhanced rhythm between the front and rear elevations, specifically with the arch design.

Chair Heine expressed his concerns with the siting of the residence and garage location facing the street. He complimented the Moorish design elements of the front elevation and noted that the cabanas at the rear elevation appeared to be of a different architectural style. He stressed the importance of the details and recommended integral color stucco versus painted. He added that the positioning of the residence would shade the backyard areas and acknowledged that the lot was a great property. He stressed his concerns with the front facing garage.

Additions/Remodels

11. **540 Darrell Road - Yeo (MAK Studio)**

Request for preliminary review of a major remodel and ground floor addition of approximately 1,353 square feet (19.0% Floor Area Ratio) and a change in architectural style from traditional ranch to a modern design.

Boardmember Nyhus stated the proposal was a great transformation. He commented that the approach was good and it was nice to see the existing roof utilized with a new standing seam metal roof. He was supportive of the approach.

Alternate Boardmember Ryan complimented the thickening of the perimeter walls over the existing board and batten materials. She expressed support for the scale, site planning and appreciated the inspiration photos attached in the packet.

Boardmember Winges noted that the proposal would bring diversity to the neighborhood without

obstructing views. He added that the proposal was a refreshing design with consistent architectural treatments found throughout. He recommended that care be taken with the flat roof at the left elevation, which would be visible and suggested the gable end be extended. He noted that the house did not seem to be well connected to the rear yard and recommended the rear yard elements be integrated into the design. He expressed support for the improvements and inquired as to what would be done with the lions at the front.

Chair Heine expressed support for the proposal, noting the materials worked well.

12. **25 Tevis Place - Fu / Den (Nyhus Design Group)**

Request for preliminary review of a major remodel and addition of approximately 298 square feet, construction of a detached guest house of approximately 441 square feet (24.90% Floor Area Ratio) and change in architectural style to Tuscan.

Boardmember Nyhus recused himself from review of the project as he is the project architect and left the chambers.

Boardmember Wings commented that the home was in need of improvements and the proposal included a good approach architecturally. He acknowledged the challenges associated with turning the garage to include a side entrance and recommended the applicants explore the possibility of a one car garage with the other two covered spaces. He recommended removal of the steep slope at the left and incorporation of an improved pedestrian link to the street. He stated the home design was elegant and expressed support for the improvements.

Alternate Boardmember Ryan stated her support for the improvements, specifically noting her preference for a separate pedestrian entrance to the property directly from the street. She added that the horizontal banding included in the design added architectural interest.

Chair Heine expressed his support for the proposed improvements and the new detached second unit. He recommended the garage be moved to the side.

After preliminary review comments were completed, Boardmember Nyhus returned to the chambers.

DISCUSSION ITEM(S)

13. DRAFT Design Guidelines Amendment: Chapter 8, Roofing Materials

Elizabeth Cullinan, Director of Building & Planning, provided the ADRB with an overview of the ADRB subcommittee meetings which were held in preparation for the update to the design guidelines roofing section. She provided the Board with the option of continuing review of the Draft Design Guidelines update to the January meeting for the benefit of having full Board participation and commentary.

The ADRB agreed to review the Draft Design Guidelines amendment to the January 23, 2012 ADRB meeting.

ADJOURNMENT – 7:05 pm

Minutes prepared by:

Serena Nevarez, Associate Planner

