

# TOWN OF HILLSBOROUGH

San Mateo County

Planning Office  
(650) 375-7422  
Fax (650) 375-7415

1600 Floribunda Avenue  
Hillsborough, CA 94010



## Architecture and Design Review Board Approved Minutes

Tuesday, October 08, 2013 at 4:00 pm  
Town Hall, 1600 Floribunda Avenue – Community Room

### **CALL TO ORDER** – 4:00 PM

Boardmembers Present: Eric Nyhus, Chair; Jerry Wings; Christian Huebner; Lionel Foster; Nan Ryan, Alternate

Boardmembers Absent: Julie Tenenbaum (excused)

Staff Present: Elizabeth Cullinan, Director of Building & Planning; Tim Anderson, Building Official; Serena Nevarez, Associate Planner

Others: Councilmember Larry May (Building & Planning Council Commissioner)

### **APPROVAL OF MINUTES**

A motion (Foster / Wings) to approve the September 03, 2013 ADRB Meeting Minutes as amended passed 3:0:1 (Huebner Abstained).

### **WRITTEN/ORAL COMMUNICATIONS** – None.

### **PUBLIC HEARING ITEMS**

Chair Nyhus 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 and provided a brief explanation of the purpose of the consent calendar.

### **Regular Items:**

Additions/Remodels

#### **1. 1245 Tournament Drive - Wong (Stewart Associates)**

Request for design review of a first and second floor addition of approximately 1,475 square feet of floor area (20.9% Floor Area Ratio) to an existing two-story Contemporary California Ranch style residence.

John Stewart, project architect, made a brief presentation on the proposal and explained the project objectives, which included a softer architectural look and allowing more light into the residence. He then explained the neighborhood support, which was received due to the owners

outreach.

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

Boardmember Wings commented on the charm of the original residence and that the proposal removed the character to an undefined style. He noted that details were missing from the plans and the elevations appeared to be stark. He commented on the roof configuration and the fact that the proposal was nearing or at the threshold for a teardown as only a few walls remained. He added that the gables and dormers presented design issues and concerns. He stated that the right elevation had large cascading hips, which presented an issue. He concluded by stating that more could be done to better integrate the gable and hip roof shapes together in addition to eliminating the large stucco wall areas. He noted that he had a difficult time supporting the project due to the several design issues present.

Boardmember Foster stated that the packet should include more detail but expressed his appreciation for the change in style to a California Ranch rather than a Tahoe style home, which currently exists at the site. He noted that design enhancements could be incorporated into the plans, such as copper gutters & downspouts, which would be considered an upgrade. He expressed support for the architectural change and noted that upgrades to the proposal should be of the highest quality. He complimented the public outreach conducted and the fact that the neighbors welcomed the project. He expressed support for the floorplan, which modernizes the existing residence.

Boardmember Huebner stated that the plans were missing information; however, he remained supportive of the proposed changes. He noted that the solar tubes should not be visible from the street and the California Contemporary style was good; however, the elevations were too simple. He noted that the design was moving in the right direction and complimented the good outreach completed by the applicants.

Alternate Boardmember Ryan commended the applicant's outreach as well as the replacement of the existing gables with hip roof elements. She noted that the concerns regarding simplicity of the design could be addressed through enhanced details in the plans. She complimented the elements of the floor plan and noted that the remainder of the gable ends should be replaced with hips for roof design consistency. She recommended the addition of a window at the front elevation garage area and encouraged the applicants to revisit the roofline at the rear for enhanced integration with the remainder of the roof plan.

Chair Nyhus concurred with Boardmember Wings that the existing residence retained charm. He stated that the transition of roofs from gables to hips is challenging and based on the comments the project was likely to be continued for design and style enhancements. He inquired if the applicants had considered upgrading the roof material to a standing seam metal roof. He acknowledged the amount of demolition proposed, specifically noting that it was very close to a teardown and that the demolition could not include the garage walls. He added that the solar tubes in the front would need to be relocated to another non-street facing roofline and noted that the project was a tale of two houses and would benefit from design enhancements.

Richard Wong, property owner, explained to the ADRB, the reasons for the design direction and evolution of the design process. He also explained the amount of neighborhood support received for the proposal.

Lee Ginsburg, 1250 Tournament Drive, spoke in support of the proposal.

Boardmember Wings proposed continuation of the project so additional information and detail could be added into the plans. He added that opportunities were being missed to improve the

home.

Chair Nyhus commented on the proposed asphalt shingle roof, which was considered to be of lesser quality. He then discussed the importance of upholding the quality of the aesthetics.

Elizabeth Cullinan, Director of Buiding & Planning, informed the ADRB that the next ADRB meeting date was November 04, 2013 at 4:00pm.

A motion (Winges / Huebner) to continue the proposal to the November 04, 2013 ADRB meeting in order to allow the applicant additional time to incorporate additional detail in the plans and address issues with the roofline design, passed 4:0.

## New Houses

### 2. **1952 Forest View Avenue - Chung (Suarez-Kuehne Architecture / Michael Callan Landscape)**

Request for design review of a new two story Colonial Revival style residence and detached second unit totaling approximately 13,417 square feet of floor area (21.8% Floor Area Ratio) and landscape plan including tree removal, new plantings, new swimming pool, new stone patios, new paver driveway and removal of an existing secondary driveway at the left side of the property. The proposal includes demolition of an existing two story colonial style residence. *(The proposal received preliminary review at the September 03, 2013 ADRB Meeting)*

Boardmember Huebner recused himself from review of the project due to his business relationship with the applicant and involvement with the project and left the room.

Scott Kuehne, project architect, made a brief presentation to the ADRB, noting the minor changes incorporated into the project since the preliminary review and explaining the reasons for maintaining specific design elements. He explained the current efforts being made with PG&E and the Engineering Department to address public comment received regarding the PG&E utility line issue crossing over from Carmelita Drive. He added that Michael Callan, landscape architect, was also present to answer any questions of the ADRB.

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

Boardmember Foster acknowledged that the area was comprised of larger homes and thanked the applicant for the complete packet submitted. He stated the proposal held great compatibility with its surroundings and a palette of high quality materials. He commended the efforts made to address public comment received, noted the appropriate mass for the site associated with the design of the new home and expressed his full support for the proposal.

Boardmember Winges stated the proposal was great; however, there appeared to be a little pushback with each comment made during preliminary review. He accepted the argument regarding retention of the standing seam metal roof in the design as long as there was confirmation that the roof would not be shiny but matte in finish.

Scott Kuehne, project architect, passed around a sample of the standing seam metal roof to the ADRB members and made it available to the public.

Boardmember Winges continued that the design would be acceptable without copper gutters and downspouts and he assumed the wood siding would be painted. He stated his acceptance of the arguments made on the application of the shutters as well as the garage door design and expressed his support for the project. He noted that his questions regarding the easement and

PG&E lines were addressed.

Alternate Boardmember Ryan expressed appreciation for the clarification provided on the materials and agreed that the color palette for the residence was appropriate to the style. She noted that the roof should be matte in finish as well and complimented the presentation.

Chair Nyhus acknowledged the minor changes made to the proposal since the preliminary review and added that the low wall incorporated at the front elevation was a departure from the main house detail and appeared to be added later; however, it did tie into the detached second unit. He remained supportive of the standing seam roof and commented on what appeared to be a mix of round and square columns in the design. He recommended the column design be revised for consistency throughout. He commented on the number of solar panels proposed and noted the benefit the standing seam metal roof would have to blend with the solar panels. He complimented the fuel cell elements and high quality materials of the design.

Elizabeth Cullinan, Director of Building & Planning, noted to the ADRB that a condition could be incorporated into the approval regarding the roof and it having non-reflective qualities.

A motion (Foster / Wings) to approve the design review of a new two story Colonial Revival style residence and detached second unit totaling approximately 13,417 square feet of floor area (21.8% Floor Area Ratio), landscape plan, removal of an existing secondary driveway at the left side of the property and demolition of the existing residence, passed 3:0 with the following conditions:

- 1) The roof shall be non-reflective in nature;
- 2) The creek protection measures outlined in the Staff Memorandum of October 03, 2013 and the Biological Report completed by May & Associates of September 26, 2013, shall be incorporated into the Building Permit set of plans and implemented onsite to the satisfaction of the Building & Planning Department;
- 3) The project shall be subject to the TCLA comments via the administrative review procedures;
- 4) In order to retain the proposed location of the new swimming pool and detached second unit, the applicant shall file an application with the Engineering Department for abandonment of the existing easement, which traverses across the rear portion of the property. If this abandonment application is not approved/granted, all new structures shall be relocated accordingly and out of the easement area;
- 5) The existing PG&E utility lines, which provide service to 1952 Forest View Avenue and are located on the property at 2103 Carmelita Drive, Burlingame, shall be relocated to the property of 1952 Forest View and removed from the adjacent neighbor's property. This shall be noted on the Building set of plans.

After the motion passed, Boardmember Huebner returned to the room.

## **PRELIMINARY REVIEW**

**(Not public hearing items; Board comments only.)**

New Houses

### **3. 1530 Lakeview Drive - Tang (Stewart Associates)**

Request for preliminary design review of a new two story Mediterranean style residence of approximately 6,723 square feet of floor area (24.99% Floor Area Ratio). The proposal includes demolition of an existing single story ranch style residence.

Alternate Boardmember Ryan complimented the design of the proposal and noted that the design was interesting. She acknowledged the complete packet submitted and looked forward to seeing the color rendering. She noted that the area was a neighborhood in transition and the

style proposed contributed to the larger appearance of the home. She complimented the high quality materials proposed and inquired if the windows were recessed.

John Stewart, project architect, confirmed that the windows were recessed.

Alternate Boardmember Ryan continued to comment on the wrought iron railings and noted the need for an arborist report, specifically for the large oak tree in the planter. She added that although the second floor was stepped back, the left elevation would remain visible and would benefit from landscape screening. She stressed the importance of high quality materials due to the high floor area ration proposed.

Boardmember Huebner complimented the complete package submitted and recommended coordination of the wrought iron design. He added that the first floor master bathroom windows could be better coordinated and acknowledged the retention of several trees on the property. He requested a color landscape plan for the formal review and noted the execution of the style and light well next to the front door was well done.

Boardmember Winges indicated his preference for the hedge along the street frontage to remain. He added that the proposal was for a formal house as far as layout and he complimented the ironwork and consistency of the windows. He noted that the entry forms at the front porch would benefit from enhanced customization. He recommended revisiting the front junction over the light well and tying the arches together with two types of arches for the design as opposed to four.

Boardmember Foster acknowledged that the neighborhood was in transition and noted the need for a color rendering and continued public outreach. He commented on the authenticity of the design and that the front/right windows were inconsistent. He added that the landscaping at the north end of the property needed to be substantial and he complimented the direction of the project.

Chair Nyhus encouraged the applicants to clean up roof plan and work with the first floor configuration to develop the second floor. He noted the high quality materials included in the design and recommended the rear porch be aligned and details refined. He complimented the front rail detail at the stairwell. He added that the elevated chimneys lost some of the design integrity. He noted the importance of a color rendering.

**4. 15 Summerholme Place - Yeung & Wong (Winges Architects, Inc. / Michael Callan Landscape)**

Request for preliminary design review of a new one story Spanish Mediterranean style residence of approximately 4,747 square feet of floor area (21.8% Floor Area Ratio), including a new detached second unit and associated conceptual landscape plan including tree removal, new plantings, new driveway surfacing, patios, walkways and side yard fencing at the left side property line. The proposal includes demolition of an existing one-story ranch style residence.

Boardmember Winges recused himself from review as he is the project architect. He then left the room.

Boardmember Foster stated the materials included in the proposal were excellent and the home was consistent with the new residence to the west in terms of height. He noted that the massing and siting were done well and consistent with the existing neighborhood context. He added that the arches were used consistently throughout the project and the landscape plan would need to be compatible with the landscaping at 500 Pepper Drive.

Boardmember Huebner stated that the height in the center was aggressive; however, the style was good. He noted that the amount of hardscape in the landscape plan seemed excessive, but perhaps necessary and noted that the outdoor BBQ was located close to the home, which may

allow smoke to seep in the residence. He commented on the proposed parking strip area near the existing tree to remain along the street frontage and recommended revisiting the parking strip design to go around the tree.

Alternate Boardmember Ryan complimented the application and selection of materials. She stated that the proposed new residence was consistent with the residential design guidelines and the proposed second unit was well integrated into the design. She noted the design as unique due to the height of the central portion of the home and acknowledged that grading was minimized as a result of the design. She complimented the landscape plan and stated the project was headed in the right direction with its own identity yet compatible with the existing neighborhood context.

Chair Nyhus commented on the volume of the center of the residence and noted that it may be good to enter the house into a foyer rather than directly into the living room. He discussed the left and right elevations, specifically issues with the arches which needed to be resolved. He added that the garage doors appeared to be too narrow; however, the proposal was a unique piece of architecture.

After the comments from the Boardmembers were completed, Boardmember Wings returned to the room.

## **DISCUSSION ITEM(S)**

### **5. Callan Subdivision (Lots 5, 6, 7 & 8 of Hillsborough Highlands / APN: 038-271-090, 038-110-160 and 038-121-160)**

Boardmember Foster recused himself from review due to proximity of his residence to the project site and left the room.

Alternate Boardmember Ryan recused herself from the project review due to her personal and business relationship with the applicant. She then left the room.

Elizabeth Cullinan, Director of Building & Planning, explained to the ADRB that the Town had received a Conceptual Plan application, the first step in the subdivision process for an 8-lot subdivision accessed by two separate new cul-de-sacs, for the future construction of individual homes on a 20-acre property at the north east corner Crystal Springs Road and Tartan Trail Road. She noted that the properties were owned by the Callan Family Trust and the presentation would be provided by Brian Desler of Callan Realty Co. She added that the applicants were requesting a series of exceptions to the Town's development standards for both lot design and zoning code requirements and that the Town would need to explore the legal, community and engineering appropriateness for exceptions to the Town's development standards.

Ms. Cullinan informed the ADRB that Staff had received two phone calls of interest: one requesting that their original letter from 1990 be resubmitted to the ADRB and one email expressing concern over the feasibility of development. She explained that in terms of process, the project was in the "Conceptual Review" phase, which involved no formal action from the ADRB. She explained that the Conceptual Plan process is a preliminary review of proposed subdivisions to facilitate optimum subdivision design, reduce unproductive effort by all concerned and bring about a better result for applicants, the Town residents and the City Council. The process is intended to provide a forum for citizens and the City Council to provide preliminary feedback to the applicant and staff on issues relating to the subdivision's design and environmental issues. She noted that the City Council was scheduled to review the project on December 9, 2013 at 6:00 p.m.

Ms. Cullinan stated that to insure General Plan consistency, the proposed subdivision would need to be carefully designed to reduce visual, natural resource and lighting impacts and this could start with the subdivision design or lot layout and residential siting:

- ✓ reducing visual impacts of homes, garages and retaining walls,
- ✓ minimizing the removal of healthy mature trees,
- ✓ reducing or eliminating the proposed exceptions to codes requested,
- ✓ lot layout/site design that is more responsive to the natural and topographical constraints of the land,
- ✓ greater and staggered setbacks on the "North Court", and
- ✓ residential design that is conducive to hillside development.

She added that in the ADRB's advisory role to the City Council and in the spirit of a proactive/iterative approach, Staff was seeking guidance from the ADRB and community regarding the following:

- 1) Subdivision and future residential design
- 2) Exceptions proposed
- 3) Environmental issues to be studied
- 4) Subdivision Map Act/General Plan compliance
- 5) Public Comment
- 6) Public outreach recommendations
- 7) Other comments

She then noted that applicant, Brian Desler, would be presenting the project details.

Brian Delser, project applicant, made a presentation to the ADRB and members of the public, which provided details of the site, surroundings, property limits, topographical and environmental challenges. He explained the proposed lot configurations, street design, and relation of the new cul-de-sacs areas to Crystal Springs Road and Tartan Trail. He noted that the project's engineer, Tony Schwend, was also present to assist with technical aspects of the project, if needed during the discussion.

The ADRB (Chair Nyhus, Boardmember Winges & Boardember Huebner) began discussion of the proposal and specifically noted/questioned the following:

- How the retaining wall construction would be phased;
- The length and height of retaining walls remained a concern;
- The importance of retaining wall details, examples and visual depictions of the retaining wall designs early in the process;
- If parking strips were required / necessary;
- An identification of the community benefits of project other than the direct benefits to the developer;
- Improved emergency egress and access should be explored;
- Explore the opportunity for connecting cul-de-sacs;
- Exceptions requested are of concern;
- Additional detail was needed on the exception requests;
- Lot 2 appeared to be much smaller than the others – the Board recommended consideration of combining Lot 2 with another lot;
- Design of the new homes should be an early consideration;
- Is the 2500 square foot estimate for homes realistic;
- Consider imposing maximum home size and height limit on the new development;
- The proposed lot lines cross streets;
- Consider incorporation of a "no build area" between lots 3 and 5;
- Tree preservation is good aspect of the proposal to retain;
- Will the tennis courts and swimming pools create the potential/future need for additional retaining walls and grading;

- Run off and erosion is an issue and should be considered carefully;
- Inquired on what other subdivisions have been approved for development of areas with slopes exceeding 40% in Town and should this be permitted;
- Should the Town have a limit on slopes for building new homes;
- The new homes should be sited on the least sloped areas of the lots;
- 3D models would be necessary for review of the proposed development;
- It appears that sewage is proposed to be pumped uphill for lot 4, which may be an issue;
- It would be of benefit to know how stormwater and sewer would be handled for the new lots;
- Is soil creep an issue for the development;
- The purpose of the existing pump house;
- Phased tree removal and replacement is recommended;
- Reference or further develop design guidelines for steep slopes;
- If the proposed cut and fill quantities were only relative to street preparation;
- If the lots would be purchased with the foundation and retaining walls prepared of if the purchase was for the land only;
- The benefits of Covenants, Codes and Restrictions (CC&R's) or a Homeowner's Association (HOA), but that they should still be subject to the Town's Standards and Residential Design Guidelines.

Ms. Cullinan noted that the scope of the environmental impact report (EIR) would have the opportunity to constrain future build out and highest case scenario should be considered now for thorough environmental review (i.e. EIR will set grading maximums).

Ms. Cullinan and Mr. Desler agreed to share the applicant's power point presentation with interested members of the community.

Members of the public noted the following:

Sophie Cole Foster, 135 Rizal, disclosed the fact that she was the spouse of Boardmember Foster, who had recused himself from review. She noted that her family had survived the 1995 Oakland Hills fires and expressed her concerns regarding the importance of fire access roads which allowed for secondary methods of egress. She stated that the design of the cul-de-sacs did not seem to provide enough space for fire trucks in the event of a fire rushing up the hillside. She stated that her main concern was how the roads can be designed to provide access in the event of a fire. She added that currently any minor accidents create traffic jams in the neighborhood.

Kit Sakamoto of 1150 Tartan Trail, noted that the earlier plan had included a connecting road between the two cul-de-sacs.

The applicants were thanked for their presentation.

**6. Town's Consulting Landscape Architect Reports (Standardized form)**

Staff presented a standardized TCLA report form to the ADRB for consistency in landscape review reporting. The Board was supportive of having a standard reporting form for the TCLA to use. No changes were noted to the report form.

**7. Firepits located in the setback areas**

Staff presented the possible reconsideration of firepits as a structure similar to "ponds", which are structures currently permitted to be located in the setback area without additional neighbor sign off or location requirements. The ADRB recommended that the issue be explored further and if changed, it should be incorporated into an ordinance amendment. Staff to follow up with the ADRB at a future meeting date with the issue.

**8. DRAFT 2014 ADRB Meeting Schedule**

The ADRB noted that the December 2014 Meeting date should be changed to Tuesday, December 02, 2014.

**ADJOURNMENT** – 6:15 PM

Minutes Prepared By:

Serena Nevarez, Associate Planner