

TOWN OF HILLSBOROUGH

San Mateo County

Lionel Foster, Chair
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Phone 650-375-7400

A G E N D A

MARCH 7, 2022

4:00 PM

ARCHITECTURE AND DESIGN REVIEW BOARD

The meeting will be conducted virtually pursuant to the provisions of Assembly Bill 361 and Government Code Section 54953(e) (and without compliance with section 54953(b)(3)) related to conducting public meetings during the COVID-19 pandemic and the Center for Disease Control's social distancing guidelines which discourage large public gatherings. The Council Chambers will not be open to the public for this Town of Hillsborough <name of board/committee> meeting.

The Town of Hillsborough will be conducting the Architecture and Design Review Board meeting via Zoom which is an independent platform not owned or controlled by the Town. Any member of the public joining the Architecture and Design Review Board meeting by Zoom should familiarize themselves with Zoom's various data and privacy policies which can be found at [Zoom.us](https://zoom.us).

Members of the public may view and participate in the meeting by logging on to the Zoom meeting listed below.

Via Internet Browser

Follow this link:

<https://us06web.zoom.us/j/84292103960?pwd=V0VrcGhOdVNtWDdoaUNzZXM4bHc2Zz09>

Via Zoom App

Click "Join Meeting" and type in these credentials when prompted:

Meeting ID: 842 9210 3960

Passcode: 513071

Via Phone

Dial 1 (669) 900-9128

When prompted, type in the following credentials

Meeting ID: 842 9210 3960#

Passcode: 513071#

Via Email

Members of the public may provide written comments by email to

Linda Roberson, Associate Planner at lroberson@hillsborough.net.

Emailed comments should note the agenda item on which you are commenting or that your concern is not on the agenda. Written comment length should be approximately 250-300 words, commensurate with the three minutes allowed for verbal comments.

To ensure your comment is read to the ADRB please submit your email no later than 2:00 p.m. on Monday December 6, 2021. The Town will make every effort to read emails received after that time. Emails received after the 2:00 p.m. deadline will be provided to the ADRB after the meeting.

*Members of the public may provide public comments via the Zoom platform by using the “raise hand” feature or, if calling in by phone, by pressing *9 on the telephone keypad. If a member of the public wants to provide public comment on an item or a non-agenda item during the general public comment portion of the meeting, they shall request to speak by using the “raise hand” feature on Zoom or, if calling in by phone, by pressing *9 on the telephone keypad prior to the close of the public comment period. In response, the Town will unmute the speaker and allow them to speak up to three minutes. All members of the public will be limited to one comment per agenda item. The Town encourages all members of the public to limit any comments that might be repetitive of comments provided by other speakers on the same item.*

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF MINUTES: Consideration of Meeting Minutes of Monday, December 6, 2021.

IV. WRITTEN/ORAL PUBLIC COMMENT I:

*This portion of the meeting is reserved for persons wishing to address the Architecture and Design Review Board on any matter not on the agenda. Members of the public may provide comments via the Zoom platform by using the “raise hand” feature or, if calling in by phone, by pressing *9 on the telephone keypad. In response, the Town will unmute the speaker and allow them to speak on any topic for up to three minutes. If there appears to be a large number of speakers, speaking time may be reduced to no less than 2 minutes, at the discretion of the Chair. Members of the public are limited to one comment at this time. State law prohibits the Architecture and Design Review Board from discussing or acting on non-agenda items, and generally limits the ability of the Architecture and Design Review Board to respond to any public comments made regarding non-agenda items.*

Members of the public may provide comments related to items not on the agenda via email to Iroberson@hillsborough.net. Written comment length should be approximately 250-300 words, commensurate with the three minutes allowed for verbal comments. To ensure your comment is read to the ADRB, please submit no later than 2:00 p.m. on Monday December 6, 2021.

V. ANNOUNCEMENT OF CONFLICT OF INTEREST:

This portion of the agenda is for board members to disclose any conflict of interest related to any item on the agenda. Any board member who has confirmed a conflict of interest or has reason to believe they have a conflict of interest should disclose the conflict for the record and abide by the disqualification requirements contained in FPPC regulations.

VI. CONSENT CALENDAR:

The Consent Calendar includes routine items, which do not require discussion. A board member or staff may remove an item for discussion, and any member of the public may request a board member to remove an item for discussion. If there is no request to remove any item from the consent calendar, then the item can be approved in one motion with a roll call vote.

1. **Resolution Making Findings and Determinations Under Assembly Bill 361 for the Continuation of Virtual Meetings (Staff)**

On March 17, 2020, in the face of the COVID-19 pandemic, Governor Gavin Newsom issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. AB 361 preserves many of the provisions of the earlier executive orders while also adding new requirements to the management of remote and teleconference public meetings in order to better achieve the levels of transparency that the Brown Act demands.

2. **2895 Churchill Drive (APN: 028-484-050)
Pisces Associates Inc. (John Lum Architecture/Michael Callan)**

Request for approval of revisions to a previously approved ADRB project. Originally approved on Nov. 2, 2020, with a unanimous vote, the proposed changes do not affect the floor area ratio which is within 500 square feet of the maximum allowed. All previously defined conditions of approval remain valid and are required to be met under this request, if approved. The proposed revisions include architectural and landscape design changes that have been deemed significant from the approved design and require approval by the Architectural Design Review Board.

3. **1565 Lakeview Drive (APN: 038-074-040)
Yao (Tony Ponterio/Muzik Design Studio)**

Request for approval of renovated landscape and new tennis court. The proposed renovation of 8,848 square feet, includes the relocation of an existing driveway (2,100 SF) and new tennis court (6,450 SF), additional landscape area of 298 square feet is proposed to screen the tennis court fence and driveway. The Hillsborough Municipal Code chapter 2.12.070 section A subsection f, requires tennis courts receive review and approval of the Architecture and Design Review Board.

VII. FORMAL REVIEW ITEMS:

4. **425 Pinehill Road. (APN: 030-092-080)
Hao (Walker Warner Architects/Blasen Landscape Architecture)**

Request for formal design review of new two-story Contemporary style home and detached garage to replace an existing Mid-century modern style home. The existing net lot size is 84,283 square feet with an existing floor area ratio of 4,225 square feet. The current square footage represents 5% floor area ratio where 25% for the first acre and 15 % for the second acre is the maximum allowable or 16,998 square feet. The proposed new structure is 9,495 square feet or 11.3% floor area ratio. The proposed request is for a new residential structure greater than 8,000 square feet and therefore subject to ADRB review and approval.

The proposed floor area exceeds 8,000 square feet, therefore, unless waived, the project must be submitted to the City Council for review and final disposition. A project may be considered for a waiver of City Council review if both of the following conditions are met (i) there is no unresolved opposition to or concern about the project raised in the public hearing before the

architecture and design review board and (ii) the project was unanimously approved by the architecture and design review board with no dissenting votes.

5. **888 Culebra Road (APN: 031-323-060)
Faulkner (Nyhus Design Group / Michael Callan Landscape Architect)**

Request for formal design review of a new two-story Colonial style home to replace an existing Colonial style home and includes complete landscape redesign. The proposed new structure is 5,320 square feet on a 25,729 square foot lot (20.7% floor area ratio). The proposed request is for a new residential structure and therefore subject to ADRB review and approval.

6. **10 Creekwood Way (APN: 032-380-040) *This item is Continued to April 4, 2022*
Cartlidge (Nyhus Design Group)**

Request for formal design review of a major architectural renovation and second floor addition to an existing Mid-Century modern style home to an updated Modern style home. The proposed new structure is 7,247 square feet on a 34,237 square foot lot (24.66% floor area ratio) which will replace an existing 4,694 square foot structure with an FAR of 13.7%. The planned work is categorized as Type A, a major residential renovation in that less than 50% of the existing structure will be renovated. While the project does not require associated landscape improvement, it is subject to ADRB review and approval due to a second-floor addition greater than 500 square feet and is visible from the street.

VIII. PRELIMINARY REVIEW ITEMS:

7. **111 Fallen Leaf Drive (APN: 032-304-040)
111 Fallen Leaf, LLC (TRG Architects / Terra Ferma Landscape Architecture)**

Request for preliminary design review of a new two-story English Country style home to replace an existing Colonial style home. The planned new structure is 9,750 square feet on a net lot size of 40,599 square feet or 24% floor area ratio. The proposed floor area exceeds 8,000 square feet, therefore, unless waived, the project must be submitted to the City Council for review and final disposition.

The proposed floor area exceeds 8,000 square feet, therefore, unless waived, the project must be submitted to the City Council for review and final disposition. A project may be considered for a waiver of City Council review if both of the following conditions are met (i) there is no unresolved opposition to or concern about the project raised in the public hearing before the architecture and design review board and (ii) the project was unanimously approved by the architecture and design review board with no dissenting votes.

8. **20 Castle Court (APN: 030-061-080)
Chung (Feldman Architecture / InSitu)**

Request for preliminary design review of a new two- story Modern style home to replace an existing Ranch style home and includes complete landscape redesign. The proposed new structure is 5,000 square feet on a 20,775 square foot lot (24.06% floor area ratio). The proposed request is for a new residential structure and therefore subject to ADRB review and approval.

XI. DISCUSSION ITEMS:

1. Board Member Updates
2. Staff Updates
San Mateo County Registrar of Voters has requested to use Town Hall as a Vote Center for the June 2022 and November 2022 elections. Unfortunately, this will impact the planned Monday, November 7, 2022, ADRB meeting. The County will use the Town Hall chambers as a vote Center from November 4-9.

XIII. PUBLIC COMMENT II:

*This portion of the meeting is reserved for persons wishing to address the Architecture and Design Review Board on any matter not on the agenda. Members of the public may provide comments via the Zoom platform by using the “raise hand” feature or, if calling in by phone, by pressing *9 on the telephone keypad. In response, the Town will unmute the speaker and allow them to speak on any topic for up to three minutes. If there appears to be a large number of speakers, speaking time may be reduced to no less than 2 minutes, at the discretion of the Chair. Members of the public are limited to one comment at this time. State law prohibits the Architecture and Design Review Board from discussing or acting on non-agenda items, and generally limits the ability of the Architecture and Design Review Board to respond to any public comments made regarding non-agenda items.*

XIV. ADJOURNMENT

SPECIAL ACCOMMODATIONS:

If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the Architecture and Design Review Board meeting, or if you need an agenda in an alternate form, please contact the City Clerk at 375-7412 at least 24 hours before the scheduled Architecture and Design Review Board meeting.

ATTACHMENTS:

Any items listed as “Attachments” to the agenda are available on the Town’s website or at the City Clerk’s office.

Any writings or documents provided to a majority of the Architecture and Design Review Board regarding any item on this agenda, except as exempt from public disclosure under applicable law, will be made available for public inspection in the City Clerk’s Office located at 1600 Floribunda Avenue, Hillsborough, CA 94010, during normal business hours.

AUDIO / VISUAL ADVISORY:

Those persons who wish to use PowerPoint or other mediums when presenting to the Architecture and Design Review Board will be required to submit media items to Building & Planning Department staff by 12:00 p.m. on the day of the meeting. Media items can be emailed to lnatusch@hillsborough.net.

AUDIO OR VIDEO RECORDINGS:

Please be advised that under the Brown Act, any person has the right to record the Architecture and Design Review Board meeting, including the audience in attendance, using an audio or video recording device subject to certain exceptions. Please be aware that by attending a Architecture and Design Review Board meeting, you may be audio or video recorded.

MEETING MINUTES:

A copy of the unapproved minutes will be made available the Friday before the next regularly scheduled ADRB meeting. Once minutes are approved by the ADRB they will be made available the following day. ADRB agendas and approved minutes are available at the Town's website, www.hillsborough.net.