



3. **385 Eucalyptus Avenue - Kir (TRG Architects)**  
Request for design review approval of an addition of approximately 498 square feet to the main level and a new partial second story of approximately 1,035 square feet for a total proposed floor area of 5,498 square feet (21.1% Floor Area Ratio) on a 25,988 square foot lot. The project includes a change in architectural style from French style Ranch to Modern.
4. **40 Verbalee Lane - Delightwise Investment, LTD (LTC Design Group / Magrane Assoc. Landscape Design)**  
Request for design review approval of the demolition of an existing semi-detached garage and replacement with an attached three story addition of approximately 8,628 square feet, comprised of a new six-car garage and utility rooms on the first floor, and second and third floors for bedroom suites and living areas. The total proposed floor area is approximately 41,792 square feet (16.2% Floor Area Ratio) on a 5.9 acre lot. Additional proposed site work includes a new sunken courtyard on the north side of the garage addition, realigning the existing northern driveway, adding parking for seven vehicles, and new tree and shrub plantings.

*(The project received a preliminary review at the March 4, 2019 ADRB Meeting)*

#### New Houses

5. **1365 Hayne Road - Narsinh (Baukunst / Landfour Landscape)**  
Request for design review approval of a new multi-level French Mediterranean style home with a total proposed floor area of approximately 5,231 square feet (24.99% Floor Area Ratio) on a 20,932 square foot lot. The proposal includes a full landscape plan that consists of; new paver driveway, walkways, stairs, tree removal, tree replacement, retaining walls, stone terraces, new plantings and landscape enhancements.

*(The project received a preliminary reviews at the July 7, 2014, March 7, 2016, June 4, 2018, August 6, 2018, and January 29, 2019 ADRB Meetings)*

### **PRELIMINARY REVIEW**

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

#### New Houses

6. **315 Roblar Avenue - Wong (John Chan Rchitecture)**  
Request for a second preliminary design review of a new two story Modern style residence with a total proposed floor area of approximately 6,459 square feet (24.8% Floor Area Ratio) on a 26,064 square foot lot. The preliminary landscape plan includes a new driveway, a new pool and spa, a vehicle gate, tree removal, tree replacement, enhanced plantings, lawn area, walkways, a stone terrace, garden walls, and a fire pit area.

*(The project received a previous preliminary review at the January 29, 2019 ADRB Meeting)*

#### Additions/Remodels

7. **125 Eucalyptus Avenue - Sinha (Nyhus Design Group)**  
Request for preliminary design review of a two story addition of approximately 2,870 square feet to an existing two story residence for a total proposed floor area of approximately 6,791 square feet (19.95% Floor Area Ratio) on a 34,045 square foot lot. The addition is proposed to match the existing architectural style, but includes a new slate roof for the entire house, as

well as architectural detailing enhancements to the exterior and a new covered patio at the rear. The preliminary site plan indicates that the proposal will include a new driveway relocated to the north, fencing along the street, pedestrian and vehicle gates, paved walkways, and enhanced planting.

8. **3650 Ralston Avenue - DRS Group (MAK Studio)**

Request for preliminary design review of a two story addition of approximately 2,300 square feet to an existing one story residence for a total proposed floor area of approximately 5,200 square feet (24% Floor Area Ratio) on a 21,550 square foot lot. The proposal includes a change in architectural style from Ranch to Modern and a new detached accessory structure. The preliminary site plan indicates that the proposal will include removal and relocation of the pool, a rear terrace, retaining walls, and private courtyards within the front setback area.

9. **2419 Oakdale Road - Blankstein (Scheinoltz Associates)**

Request for preliminary design review of a one story addition of approximately 1,055 square feet to an existing one story residence for a total proposed floor area of approximately 3,843 square feet (21.9% Floor Area Ratio) on a 17,519 square foot lot. The proposal includes a change in architectural style from Ranch to Mediterranean.

**DISCUSSION ITEM(S)**

**ADJOURNMENT**

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



TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

- Consent Calendar**
- Public Hearing**
- Preliminary Review**
- Discussion**

## STAFF MEMORANDUM FORMAL DESIGN REVIEW

**PROJECT: 315 Ascot Road (APN: 031-192-040)  
Miller (Nyhus Design Group)**

**PROJECT DESCRIPTION:**

Request for design review approval of an addition of approximately 905 square feet for a total proposed floor area of 5,442 square feet (19% Floor Area Ratio) on a 28,410 square foot lot. The proposed addition is located primarily at the front and left side of the existing house, includes a new entry porch, and is proposed to match the existing exterior colors and materials.

**SUMMARY:**

Request for design review approval of an addition of approximately 905 square feet for a total proposed floor area of 5,442 square feet (19% Floor Area Ratio) on a 28,410 square foot lot.

The property is located on a corner lot at the intersection of Ascot Road and Chiltern Road. The neighborhood is comprised of a mixture of one and two story homes with a variety of architectural styles. The existing home is a single story, Ranch style home with a small basement area. The front door faces Ascot Road and the garage is accessed via Chiltern Road.

The proposed addition would be primarily to the left (south) and front of the house and would include a new entry porch. The addition is proposed to match the existing exterior colors and materials as follows:

- Asphalt shingle roof in “Autumn Blend”
- Exterior stucco painted “Paper White”
- Shutters and front door painted “African Gray”
- Wood clad casement windows

The applicants have provided a demo plan indicating that the project is not classified as a “teardown”, therefore, a full landscape plan is not required. The existing landscaping is proposed to remain, so staff has included a suggested condition of approval would require restoration of any landscaping damaged during construction.

Due to the overall height and single story nature of the addition, story poles were not required. A public notice has been mailed to all property owners within a 500-ft. radius from the project site and at the time of preparation of this memorandum, no public comment has been received.

Should the Board be inclined to approve the proposal, based on consistency with the Residential Design Guidelines as discussed, the following conditions have been provided for consideration:

- 1) The proposal shall be subject to the Town's adopted Standard Conditions of Approval;
- 2) The exterior materials, colors, roof, windows and doors, and architectural detailing of the project shall match the colors and materials noted on the plans and submitted materials board. Any changes shall first be reviewed by the Planning Department. Revisions that are substantial in nature are subject to review and approval by the ADRB, in a public hearing; minor revisions will be subject to review and approval via Administrative Review by staff;
- 3) All existing landscaping damaged during construction shall be replaced and/or restored to match pre-construction conditions, subject to the administrative review process;
- 4) Submit construction drawings, permit application, and fees to the Building Department for necessary review and permits, before initiating this project. You may contact them at 650.375.7411, if you have any questions;
- 5) Prior to Building Permit issuance, the applicant shall submit a construction management plan to address construction staging, construction equipment, employee parking and truck routing to the satisfaction of the Building Official. The plan shall also address issues regarding noise, dust, vehicular and pedestrian safety, storage of construction materials, clean-up areas, placement & screening of sanitary and construction facilities, and if required shall maximize on-site construction vehicle parking, as per HMC Chapter 15.26.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Design Review Application Materials
- Color and Material Board
- ADRB Project Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



## TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

Agenda Item # 2

- Consent Calendar
- Public Hearing**
- Preliminary Review
- Discussion

# STAFF MEMORANDUM

## FORMAL DESIGN REVIEW

**PROJECT: 500 El Arroyo Road (APN: 031-025-010)**  
**Reeves (Nyhus Design Group)**

### PROJECT DESCRIPTION:

Request for design review approval of an addition of approximately 180 square feet to the main level and a new second story of approximately 866 square feet for a total proposed floor area of 4,434 square feet (24.8% Floor Area Ratio) on a 17,869 square foot lot. The addition proposed to match the existing exterior colors and materials.

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### SUMMARY:

Request for design review approval of an addition of approximately 180 square feet to the main level and a new second story of approximately 866 square feet for a total proposed floor area of 4,434 square feet (24.8% Floor Area Ratio) on a 17,869 square foot lot.

The property is located on a corner lot at the intersection of El Arroyo Road and Bromfield Road. The neighborhood is comprised of a mixture of one story, two story, and split level homes with a variety of architectural styles. The existing home is a split level, Ranch style home. The front door faces El Arroyo Road and the garage is accessed via Bromfield Road.

Due to the topography of the area, the home is sited with most of the home, other than the roof, below street level along the El Arroyo side. Bromfield slopes down as you move to the east from El Arroyo and both levels of the existing home are visible from Bromfield Road at the end of the driveway, but well screened by mature landscaping as you continue down Bromfield, around the corner. The first floor addition is proposed to the south over the garage, and would project several feet beyond the existing garage doors, and the new second story is proposed over the north side of the existing house.

The addition is proposed to match the existing exterior colors and materials as follows:

- Asphalt shingle roof in "Platinum"
- Exterior horizontal wood siding painted "Gossamer Veil"
- Shutters painted "Raisin"
- Wood trim and columns painted "High Reflective White"
- Wood clad double hung windows

The applicants have provided a demo plan indicating that the project is not classified as a "teardown", therefore, a full landscape plan is not required. The existing landscaping is proposed to remain, so staff has included a suggested condition of approval would require restoration of any landscaping damaged during construction.

Due to the overall height and two story nature of the addition, story poles have been installed at the site and are visible from the public right of way. A public notice has been mailed to all property owners within a 500-ft. radius from the project site and at the time of preparation of this memorandum, no public comment has been received.

Should the Board be inclined to approve the proposal, based on consistency with the Residential Design Guidelines as discussed, the following conditions have been provided for consideration:

- 1) The proposal shall be subject to the Town's adopted Standard Conditions of Approval;
- 2) The exterior materials, colors, roof, windows and doors, and architectural detailing of the project shall match the colors and materials noted on the plans and submitted materials board. Any changes shall first be reviewed by the Planning Department. Revisions that are substantial in nature are subject to review and approval by the ADRB, in a public hearing; minor revisions will be subject to review and approval via Administrative Review by staff;
- 3) All existing landscaping damaged during construction shall be replaced and/or restored to match pre-construction conditions, subject to the administrative review process;
- 4) The Town of Hillsborough requires that a statement is recorded to inform subsequent property owners that the property is within 500 square feet of the maximum permitted for Floor Area. Evidence of the initiation of the recording of these documents must be submitted prior to issuance of a building permit and recorded documents must be submitted to the Town prior to the completion of the project final by the Building Division;
- 5) Submit construction drawings, permit application, and fees to the Building Department for necessary review and permits, before initiating this project. You may contact them at 650.375.7411, if you have any questions;
- 6) Prior to Building Permit issuance, the applicant shall submit a construction management plan to address construction staging, construction equipment, employee parking and truck routing to the satisfaction of the Building Official. The plan shall also address issues regarding noise, dust, vehicular and pedestrian safety, storage of construction materials, clean-up areas, placement & screening of sanitary and construction facilities, and if required shall maximize on-site construction vehicle parking, as per HMC Chapter 15.26.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Design Review Application Materials
- Color and Material Board
- ADRB Project Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



## TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

Agenda Item # 3

- Consent Calendar
- Public Hearing
- Preliminary Review
- Discussion

# STAFF MEMORANDUM

**PROJECT: 385 Eucalyptus Avenue (APN: 031-361-040)**  
**Kir (TRG Architects)**

### PROJECT DESCRIPTION:

Request for design review approval of an addition of approximately 498 square feet to the main level and a new partial second story of approximately 1,035 square feet for a total proposed floor area of 5,498 square feet (21.1% Floor Area Ratio) on a 25,988 square foot lot. The project includes a change in architectural style from French style Ranch to Modern.

### SUMMARY:

Request for design review approval of an addition of approximately 498 square feet to the main level and a new partial second story of approximately 1,035 square feet for a total proposed floor area of 5,498 square feet (21.1% Floor Area Ratio) on a 25,988 square foot lot.

The property is located on a corner lot at the intersection of Eucalyptus Avenue and Barroilhet Avenue. The neighborhood is comprised of an eclectic mix of one story, split-level, and two-story homes. The existing home is a single story Ranch style home with French influences. The existing home has a legally nonconforming setback along the Eucalyptus avenue side. The front door faces Eucalyptus Avenue and the side-facing garage is accessed via Barroilhet Avenue.

The addition of approximately 498 square feet to the main level is located at the rear of the home and the new partial second story of approximately 1,035 square feet of floor area is sited on the south side of the property (left of the front door). The proposal includes a change in architectural style from French style Ranch to Modern, inclusive of updates to all exterior colors and materials.

The applicants are proposing a modern palette of colors and materials, as follows:

- Charred wood vertical and horizontal plank siding
- Painted metal roof fascia
- Painted metal accent panels
- Smooth stucco exterior in off white
- Modern wood front entry door
- Aluminum clad wood windows in black

The applicants have provided a demolition plan indicating that the project is not classified as a "teardown", therefore, a full landscape plan is not required. The applicants have acknowledged that the property would benefit from enhanced landscaping and have indicated that the property owners intend to develop a proposed landscape plan once the remodel is complete, which would be subject to the administrative design review process.

Due to the legally nonconforming setbacks, the project cannot trigger a “teardown” meaning that a minimum of 50% of the existing exterior walls of the structure must remain in place for the duration of construction. Should more than 50% be removed at any time, the proposal will forfeit its legal non-conforming status and all aspects of the property, including setbacks, will be required to meet current Town standards and the project would require review by the ADRB, inclusive of public notification, as a teardown/new residence.

Due to the overall height and two story nature of the addition, story poles have been installed at the site and are visible from the public right of way. A public notice has been mailed to all property owners within a 500-ft. radius from the project site and at the time of preparation of this memorandum, no formal public comment has been received.

Staff met with the resident at 20 Tamarack Drive, who expressed concern over any tree removal between her property and the subject addition and parking for guests visiting the property, as there is no access from the guest parking area in the driveway and the front door. She requested an opportunity to review the landscape plan once it is developed. Additionally, she also noted that due to the median planter islands on Eucalyptus Avenue, the roadway becomes quite narrow and dangerous, especially when cars are parked in the parking strip in front of the subject property.

Staff discussed the matter with the Town’s Associate Engineer and has included a recommended condition of approval below to address the concern, which involves relocation of the mailbox to the south (left) side of the front entry walkway and removal of the asphalt parking strip where it aligns with the median planter island to the north of the front entry walkway. Staff has also encouraged the applicants to incorporate a pedestrian pathway from the guest parking area in the driveway to the front door to facilitate improved flow.

Should the Board be inclined to approve the proposal, the following conditions have been provided for consideration:

- 1) The proposal shall be subject to the Town’s adopted Standard Conditions of Approval;
- 2) The site plan and construction plans submitted to the Building Division shall show relocation of the mailbox to the south (left) side of the front entry walkway and removal of the asphalt parking strip where it aligns with the median planter island to the north of the front entry walkway, as redlined on the Planning set;
- 3) As the project has been noticed as a remodel and addition and due to its legal non-conforming status, a minimum of 50% of the existing exterior walls of the structure must remain in place for the duration of construction. Removal means either that no studs remain or that if some studs remain, the interior and exterior sheathing, except for the studs, has been stripped bare such that one can see through the wall. Should more than 50% be removed at any time, the proposal will forfeit its legal non-conforming status and all aspects of the property, including setbacks, will be required to meet current Town standards and the project would require review by the ADRB, inclusive of public notification, as a teardown/new residence;
- 4) Construction plans submitted to the Building Division shall include a note on all floor plan sheets noting that ***“In order to avoid triggering a teardown and maintain the non-conforming setback, a minimum of 50% of the existing exterior walls of the residence must remain in place for the duration of construction. Removal means either that no studs remain or that if some studs remain, the interior and exterior sheathing, except for the studs, has been stripped bare such that one can see through the wall”***;

- 5) Construction plans submitted to the Building Division shall include the demolition plan that includes calculations to demonstrate that the project does not trigger classification as a “teardown”;
- 6) The materials, colors, roof, windows and doors, and architectural detailing of the project shall match what is noted on the plans and approved colors and materials board. Any changes shall first be reviewed by the Planning Department. Revisions that are substantial in nature are subject to review and approval by the ADRB, in a public hearing; minor revisions will be subject to review and approval via Administrative Review by staff;
- 7) Any new exterior lighting shall not be directed toward the street, the sky or neighboring properties and shall be a maximum of 60 watts;
- 8) Submit construction drawings, permit application, and fees to the Building Department for necessary review and permits, before initiating this project. You may contact them at 650.375.7411, if you have any questions;
- 9) Prior to Building Permit issuance, the applicant shall submit a construction management plan to address construction staging, construction equipment, employee parking and truck routing to the satisfaction of the Building Official. The plan shall also address issues regarding noise, dust, vehicular and pedestrian safety, storage of construction materials, clean-up areas, placement & screening of sanitary and construction facilities, and if required shall maximize on-site construction vehicle parking, as per HMC Chapter 15.26.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Design Review Application Materials
- Architect Cover Letter
- Rendering
- Color and Materials Board & Cut sheets
- Arborist Report & Tree Inventory
- Site Photos

**ATTACHMENTS AVAILABLE UPON REQUEST**



TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

- Consent Calendar
- Public Hearing
- Preliminary Review
- Discussion

**STAFF MEMORANDUM**

**PROJECT: 40 Verbalee Lane (APN: 038-221-150)**  
**Delightwise Investment, LTD (LTC Design Group / Magrane Assoc.**  
**Landscape Design)**

**PROJECT DESCRIPTION:**

Request for design review approval of the demolition of an existing semi-detached garage and replacement with an attached three story addition of approximately 8,628 square feet, comprised of a new six-car garage and utility rooms on the first floor, and second and third floors for bedroom suites and living areas. The total proposed floor area is approximately 41,792 square feet (16.2% Floor Area Ratio) on a 5.9 acre lot. Additional proposed site work includes a new sunken courtyard on the north side of the garage addition, realigning the existing northern driveway, adding parking for seven vehicles, and new tree and shrub plantings.

*(The project received a preliminary review at the March 4, 2019 ADRB Meeting)*

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**SUMMARY:**

Request for design review approval of the demolition of an existing semi-detached garage and replacement with an attached three story addition of approximately 8,628 square feet, comprised of a new six-car garage and utility rooms on the first floor, and second and third floors for bedroom suites and living areas. The total proposed floor area is approximately 41,792 square feet (16.2% Floor Area Ratio) on a 5.9 acre lot.

The property is located on Verbalee Lane, off Tournament Drive on a 5.9 acre lot. The existing residence at 40 Verbalee Lane (also known as Clark House, House-on-Hill, and formerly 945 Tournament Drive) is a circa 1930-31 constructed, Cotswold-style mansion designed by architect David A. Adler. This property is listed on the Hillsborough Historical Building Survey. LTC Design Group worked with Page & Turnbull for historic design consultation to prepare the proposed garage addition. Additionally, the project has been reviewed by the Town’s Historical Consultant for conformance with the Secretary of the Interior’s Standards for the Treatment of Historic Properties Standards for Rehabilitation.

The project received a preliminary review at the March 4, 2019 ADRB Meeting and the Board expressed overall support for the project. After installation of the story poles, it was determined that the proposed addition does not conform to the required building height envelope on the garage entrance side of the building. Despite the fact that the existing home is approximately 44.5-feet tall, which exceeds the allowable height limitation of 32-feet, the Town’s Municipal Code does not permit additions to legally nonconforming structures to project outside of the building envelope profile.

The applicants provided a sketch of the revised proposal, which was provided to the Board for review at the March 4 Preliminary Review. The Board's initial feedback included;

- The Board acknowledged that the home is a jewel of Town;
- The Board expressed support for the high quality materials and attention to differentiating the historic portions of the house from the addition;
- The Board thanked the applicants for front-loading the historic reviews and working with a consultant during design development;
- The Board expressed concern over the introduction of a hipped roof, if not used elsewhere;
- The Board noted the importance of having separation between the old brick and new brick;
- The Board expressed support for restoring courtyard paving and stone entry.

The applicants have prepared a revised submittal in which the addition conforms to the building envelope profile, which has been reviewed by the Town's Historical Consultant for conformance with the Secretary of the Interior's Standards for the Treatment of Historic Properties Standards for Rehabilitation.

The proposed project includes demolition of the existing 1,624-square-foot, semi-detached garage addition built in 1993 and constructing a new attached garage with two floors above, totaling 8,628 square feet. The addition would consist of a new six-car garage and utility rooms on the first floor with second and third floors above that contain bedroom suites and living areas.

Additional proposed work as part of the garage addition includes building a new sunken courtyard on the north side of the garage addition that would require realigning the existing northern driveway and adding parking for seven vehicles. Included in this proposed project work are new tree plantings.

Identification of character-defining features and materials are necessary to analyze the project's design conformance with Secretary of the Interior's Standards (SOI Standards) for Rehabilitation. Below is an analysis of the Character-defining features of the property, as provided by the Town's historical consultant:

**Character-defining features of 40 Verbalee Lane residence:**

- ❖ Compound H-plan footprint with limestone and brick two- and three-story residence and attached two-story brick service wing;
- ❖ Use of reserved Georgian architecture design on the north (primary) elevation with Classical arched pediment over inset primary entry, gabled dormers with round finials, and shaped parapeted end gables;
- ❖ Highly decorative Tudor Revival architecture design on the south (secondary) elevation with projecting Gothic gable entry, gabled dormers with decorative vergeboard, egg-and-dart moulding, cast decorative finials with face motifs, and plain pendils at the base of the gables;
- ❖ Symmetrical primary and secondary elevations;
- ❖ Variegated cut limestone on the north elevation of the residence;
- ❖ Variegated cut limestone on the south elevation of the residence with wood half-timbering and brick nogging in 10 patterns in the upper stories;
- ❖ Common bond brick on the north elevations of service wing, which are obscured from view through intentional planting of screening vegetation;
- ❖ Variegated slate roof with minimal overhang throughout;

- ❖ Variegated cut limestone chimneys topped with cylindrical clay chimney pots;
- ❖ Metal casement windows with leaded glass throughout.

**Non character-defining features of 40 Verbalee Lane residence:**

- ❖ Semi-attached 1,624-square-foot, single-story garage constructed in 1993, east of service wing

**Character-defining features of 40 Verbalee Lane site:**

- ❖ Sloped site with secondary service wings partially below grade along north elevation;
- ❖ Short walled courtyard at the primary entry on the north elevation with variegated cut limestone, accessed by a large auto court with pavers and a central, round fountain;
- ❖ Variegated cut limestone retaining walls with cast stone caps or precast balustrades, located throughout the property;
- ❖ Limestone gate and gatehouse off Verbalee Lane to access long, private driveway;
- ❖ Paver-lined driveways to primary entry on north elevation and to south elevation service yard and garage;
- ❖ Axial gardens and lawns with a large patio at the southwest quadrant that is balanced by the service yard in the southeast quadrant;
- ❖ Variegated cut limestone detached pool house with wood half-timbering and brick nogging in the east elevation gable.

**Character-defining features of 40 Verbalee Lane setting:**

- ❖ Sited on top of hill with steep, vegetation-covered ravine and a creek to the south;
- ❖ Mature, dense vegetation along the perimeter of the property line to obscure view of nearby residences.

The full Historic Design Review Technical Memo dated April 1, 2019 is attached for review. In summary, the consultant has concluded that the garage addition project has been designed to adhere to Standards 1 through 10 of the 2017 SOI Standards Rehabilitation guidelines so that the 1930-31 constructed, Cotswold-style Clark House mansion retains sufficient historic integrity to convey its historic significance as a symbol of Hillsborough's era of great estates.

Story poles have been installed at the project site which are visible from the public right-of-way. A public notice has been mailed to all property owners within a 500-ft. radius from the project site. At the time of preparation of this memorandum, one (attached) public comment has been received from Tom Larsen, 1673 De Anza Blvd., San Mateo. His comments identified an error in one of the existing elevation which represented a small portion of existing wall to have noggin and timbering, while it in fact is brick. Additionally he suggested that the new window should conform to those approved for the attic in 2016. His comments have been provided to the applicants for consideration.

Staff would like to note that this property shall be limited to use for residential purposes exclusively and not for commercial purposes, incidental or otherwise, of any kind, including any semblance of commercial activity.

Should the Board be inclined to approve the proposal, based on consistency with the Residential Design Guidelines as discussed, the following conditions have been provided for consideration:

- 1) The proposal shall be subject to the Town's adopted Standard Conditions of Approval;

- 2) 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. Because there was a unanimous vote of approval from the ADRB and there is no unresolved opposition to or concern with the project, the Council Commissioner and Director of Building & Planning have granted the waiver of City Council review;
- 3) The exterior materials, colors, roof windows and doors, and architectural detailing of the project shall match what is noted on the plans and approved colors and materials board. Any changes shall first be reviewed by the Planning Department. Revisions that are substantial in nature are subject to review and approval by the ADRB, in a public hearing; minor revisions will be subject to review and approval via Administrative Review by staff;
- 4) Submit construction drawings, permit application, and fees to the Building Department for necessary review and permits, before initiating this project. You may contact them at 650.375.7411, if you have any questions;
- 5) Any new exterior lighting shall not be directed toward the street, the sky or neighboring properties and shall be a maximum of 60 watts;
- 6) Prior to Building Permit issuance, the applicant shall submit a construction management plan to address construction staging, construction equipment, employee parking and truck routing to the satisfaction of the Building Official. The plan shall also address issues regarding noise, dust, vehicular and pedestrian safety, storage of construction materials, clean-up areas, placement & screening of sanitary and construction facilities, and if required shall maximize on-site construction vehicle parking, as per HMC Chapter 15.26.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Design Review & Landscape Application Materials
- Historic Design Review Technical Memo dated April 1, 2019
- Neighbor Comment Letter and Materials
- ADRB Project Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



## TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

### Agenda Item # 5

- Consent Calendar
- Public Hearing**
- Preliminary Review
- Discussion

## STAFF MEMORANDUM

**PROJECT: 1365 Hayne Road (APN: 030-095-010)**  
**Narsinh (Mark Bucciarelli, AIA)**

### PROJECT DESCRIPTION:

Request for design review approval of a new multi-level French Mediterranean style home with a total proposed floor area of approximately 5,231 square feet (24.99% Floor Area Ratio) on a 20,932 square foot lot. The proposal includes a full landscape plan that consists of; new paver driveway, walkways, stairs, tree removal, tree replacement, retaining walls, stone terraces, new plantings and landscape enhancements.

*(The project received a preliminary reviews at the July 7, 2014, March 7, 2016, June 4, 2018, August 6, 2018, and January 29, 2019 ADRB Meetings)*

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### SUMMARY:

Request for design review approval of a new multi-level French Mediterranean style home with a total proposed floor area of approximately 5,231 square feet (24.99% Floor Area Ratio) on a 20,932 square foot lot. The proposal includes a full landscape plan that consists of; new paver driveway, walkways, stairs, tree removal, tree replacement, retaining walls, stone terraces, new plantings and landscape enhancements.

The property is located on Hayne Road off Moseley Road in an area of Town where the topography is challenging as properties on the south side of Hayne Road feature steep terrain sloping up, away from the street. The homes in the area are a mix of styles and levels, many featuring a design stepped up or down the hillside. Properties on the north side of Hayne Road are lower in topography and sit below the street with limited visibility.

The previously existing home had been dilapidated for several years and was yellow tagged by the Building Division, meaning that it was not suitable for occupancy. Earlier this year, they were granted permission to demolish down to the foundation because the structure had been deemed a hazard.

The project received a preliminary reviews at the July 7, 2014, March 7, 2016, June 4, 2018, August 6, 2018, and January 29, 2019 ADRB Meetings. Since the fourth preliminary review, the applicant has brought on a new architect to help facilitate the ADRB review process. The list below outlines the Board's comments from the most recent preliminary review at the January 29, 2019 ADRB Meeting:

- The Board stated that the most recent design is a leap forward and big improvement over the previous preliminary reviews;
- The Board expressed support for separating the garage and ADU on opposite sides of the entry, but encouraged adding an interior door from the office into the house;

- The Board noted that the renderings help to convey the design;
- The Board stated that the window locations & style and overall layout have improved, but some details need more work;
- The Board noted that the covered patio area will be very dark, but it is clearly important to the program, since it has remained in through every prelim;
- The Board stated that the front entry with the balcony is an improvement, but that there needs to be more wall thickness at the corners to visually support the balcony;
- The Board recommended they improve the color and detailing of the edge of the roof band, unclear if it is a gutter or trim;
- The Board noted that the design is still a bit massive, but that revised entry with balcony helps to break-up massing;
- The Board stated that the street view rendering portrays an unrealistic view of the house, context of the street slope, driveway slope and topography of front yard area is not accurate;
- The Board noted concern that there are challenges that may not be getting addressed due to the unrealistic street view model.

The applicants are proposing the following palette of colors and materials:

- Exterior Stucco in “Nutmeg Frost”
- Exterior trim and accents in “Ancient Pottery”
- Copper gutters and downspouts
- 2-piece Mission clay tile roof – US Tile in “Old World 2”
- Solid wood front entry door
- The elevations call out “Provincial Rose” sandstone veneer, but no sample has been provided
- Dark brown steel railings
- Precast window sills
- Wood clad windows in “Portobello”

The average slope of the lot is greater than 15% and therefore the project is subject to the hillside design guidelines, which state that a building’s mass, roof form and projecting elements should be designed so as to minimize the visual impact of the building on the slope, volumes should step down the hillside, that rooflines should be designed in ways that minimize interference with views from neighboring properties, and that building height, bulk and size should respond to parcel size, site terrain and site constraints.

The property is located within the High Fire Severity Zone, and therefore all aspects of the project, inclusive of landscape elements shall be subject to the requirements of Chapter 7A of the California Building Code. Staff has reviewed the minimum fire access requirements with the applicant and they have submitted a fire access plan for review by the Central County Fire Department (CCFD) to verify that the proposed plan can achieve the required firefighter pedestrian access to the furthest portion of exterior wall within 150’ from the public way. CCFD has indicated that the plan appears to meet access requirements, however final approval has not yet been obtained. If the current plan does not meet minimum access requirements, the plan will need to be revised.

The TCLA reviewed the proposed landscape plan and provided a report. He noted that it is an incomplete submittal and that applicant's Landscape Architect must submit required documents and calculations per Town Landscape Application Packet. Below is a summary of some of the comments and requests for information:

- ❖ Plans indicate stucco wall w/ color to match house. Recommend darker color (2 shades on a scale of 10) than proposed house color to reduce visual mass & complement neighborhood. This applies to walls visible to street only;
- ❖ Not all of the existing trees are shown. Existing trees w/ 6"+ trunk diameter shall be shown, and all trees proposed for removal shall be indicated on the L1 and L2 sheets. Existing trees shall be identified by species with trunk diameter as well as canopy outline shown adjacent to the tree or in a table;
- ❖ Artificial turf and synthetic grass should not be visible to the street. Natural real plant material shall be substituted in this area;
- ❖ Recommend substituting certain shrubs as they will not thrive due to shade from existing vegetation;
- ❖ Shrubs proposed for the area in front of the proposed wall parallel to the street should not be laid-out in a "picket" configuration. Contiguous groupings of the same shrub species, and staggering of the shrubs is recommended;
- ❖ If there will be no landscape lighting, a note shall be included on sheet L1. If landscape lighting is proposed, including lights mounting on retaining walls or steps, these shall be shown on sheet L1 or a dedicated separate sheet;
- ❖ If there will be no fencing, a note shall be included on sheet L1 indicating such. If fencing is proposed, all sections shown on sheet L1 with details.

In addition, all elements of the proposed landscape plan is subject to the requirements of Chapter 7A of the California Building Code.

Story poles have been installed at the project site which are visible from the public right-of-way. A public notice has been mailed to all property owners within a 500-ft. radius from the project site. At the time of preparation of this memorandum, no public comment has been received.

Should the Board be inclined to approve the proposal, based on consistency with the Residential Design Guidelines as discussed, the following conditions have been provided for consideration:

- 1) The proposal shall be subject to the Town's adopted Standard Conditions of Approval;
- 2) The landscape plan shall be revised to address TCLA comments, subject to the administrative review procedures, inclusive of review by the TCLA and CCFD, and associated additional fees;
- 3) Due to the property's location within the High Fire Severity Zone, and therefore all aspects of the project, inclusive of landscape elements shall be subject to the requirements of Chapter 7A of the California Building Code;
- 4) The exterior materials, colors, roof, windows and doors, and architectural detailing of the project shall match the colors and materials noted on the plans and submitted materials board. Any changes shall first be reviewed by the Planning Department. Revisions that

are substantial in nature are subject to review and approval by the ADRB, in a public hearing; minor revisions will be subject to review and approval via Administrative Review by staff;

- 5) The landscape project is classified as a Tier II landscape project and is subject to the requirements of the Town's amended water efficiency in landscape ordinance (WELO) HMC 15.29. All requirements of the WELO shall be submitted as a part of the Building Permit submittal to the Town;
- 6) The Town of Hillsborough requires that a statement is recorded to inform subsequent property owners that the property is within 500 square feet of the maximum permitted for Floor Area. Evidence of the initiation of the recording of these documents must be submitted prior to issuance of a building permit and recorded documents must be submitted to the Town prior to the completion of the project final by the Building Division;
- 7) Submit construction drawings, permit application, and fees to the Building Department for necessary review and permits, before initiating this project. You may contact them at 650.375.7411, if you have any questions;
- 8) A separate building permit shall be required for the landscape plan. The Town of Hillsborough's Municipal Code requires that the landscaping for all new houses is installed (according to the approved plan and with the required permit/s) and approved by the Town within six (6) months of the issuance of the Certificate of Occupancy for the house, but by no later than within one (1) year of the sheetrock nailing inspection. Please keep these deadlines in mind and, if it becomes difficult to comply, contact staff well in advance of the deadline in order to arrange for a completion bond for the landscaping;
- 9) The applicant shall submit an Irrigation Design Plan to the Building Division which shall include the location and size of water meters; location type and size of all components of the irrigation systems including controllers, main and lateral lines, valves, sprinkler heads, moisture sensing devices, rain switches, quick couplers, pressure regulators and backflow prevention devices; static water pressure at the point of connection to the public water supply; flow rate (gallons per minute), application rate (inches per hour), and design operating pressure (pressure per square inch) for each station; irrigation schedule;
- 10) The installation of the project landscape plan requires certification before calling for the Building Inspector's Final Inspection. For Tier 2 projects, the required landscape irrigation audit must be conducted by a certified landscape irrigation auditor after the landscaping and irrigation system have been installed. A fairly large note, on the construction drawings for the landscape plan, shall identify this requirement for certification;
- 11) Any new exterior lighting shall not be directed toward the street, the sky or neighboring properties and shall be a maximum of 60 watts;
- 12) Prior to Building Permit issuance, the applicant shall submit a construction management plan to address construction staging, construction equipment, employee parking and truck routing to the satisfaction of the Building Official. The plan shall also address issues regarding noise, dust, vehicular and pedestrian safety, storage of construction materials, clean-up areas, placement & screening of sanitary and construction facilities, and if required shall maximize on-site construction vehicle parking, as per HMC Chapter 15.26.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Design Review and Landscape Application Materials
- Color and Material Board
- TCLA Report
- Arborist Report
- ADRB Project and Landscape Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)
San Mateo County
1600 Floribunda Avenue
Hillsborough, CA 94010

Agenda Item # 6

- Consent Calendar
Public Hearing
Preliminary Review
Discussion

STAFF MEMORANDUM

PROJECT: 315 Roblar Avenue (APN: 032-260-030)
Wong (John Chan Rchitecture)

PROJECT DESCRIPTION:

Request for a second preliminary design review of a new two story Modern style residence with a total proposed floor area of approximately 6,459 square feet (24.8% Floor Area Ratio) on a 26,064 square foot lot. The preliminary landscape plan includes a new driveway, a new pool and spa, a vehicle gate, tree removal, tree replacement, enhanced plantings, lawn area, walkways, a stone terrace, garden walls, and a fire pit area.

(The project received a previous preliminary review at the January 29, 2019 ADRB Meeting)

SUMMARY:

Request for a second preliminary design review of a new two story Modern style residence with a total proposed floor area of approximately 6,459 square feet (24.8% Floor Area Ratio) on a 26,064 square foot lot.

The property is located on Roblar Avenue, near Poett Road in an area of town with well-manicured mature hedges along the street frontage. The neighborhood is comprised of a mix of one and two story homes with various architectural styles. The existing home is a single story Ranch style home with a detached guest house. The applicants are proposing to demolish both of the existing structures and replace them with a new two story Modern Style home.

The project received preliminary review at the January 29, 2019 ADRB Meeting. The chart below outlines the Board's comments and the applicant's responses:

Table with 2 columns: ADRB Comments and Architect's Responses. Row 1: Board recommended looking at ways to provide a side-facing garage... Architect has revised the proposed plan to incorporate a 3-car side facing garage. Row 2: Board noted that the second floor feels unbalanced... Architect's siting and second floor has been redesigned to respond to Board comments.

The Board noted that the house is shifted all the way to the left, creating a challenging situation for maneuvering cars.	The siting has been redesigned to respond to Board comments, including a side-facing garage and auto court for back up.
The Board stated that sticking to the existing siting is a missed opportunity to take advantage of all the usable land and suggested that moving away from existing siting would allow for better flow and improved access.	The siting has been redesigned to respond to Board comments.
The Board requested that the applicant retain/replace the landscape screening along the street frontage to maintain consistency with the neighborhood.	The existing landscaping along the street frontage is proposed to remain, with a new fence between the existing hedge and a new hedge for enhanced screening.

The applicants are currently proposing the following preliminary palette of materials:

- European phenolic exterior panels
- Custom exterior powder coated metal screen
- Custom wood window trim in Denver Oak
- Painted metal-faced canopy
- Aluminum windows and doors
- Custom garage doors

The preliminary landscape plan includes a new driveway, a new pool and spa, a vehicle gate, tree removal, tree replacement, enhanced plantings, lawn area, walkways, a stone terrace, garden walls, and a fire pit area. None of the trees proposed for removal meet the threshold to require a permit for removal or replacement.

Due to the overall height of the proposed home and the two-story design, story poles will be required as a part of the formal review.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Preliminary Review Application
- Preliminary ADRB Project and Landscape Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



## TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

Agenda Item # 7

- Consent Calendar
- Public Hearing
- Preliminary Review
- Discussion

# STAFF MEMORANDUM

**PROJECT: 125 Eucalyptus Avenue (APN: 031-370-090)  
Sinha (Nyhus Design Group)**

### PROJECT DESCRIPTION:

Request for preliminary design review of a two story addition of approximately 2,870 square feet to an existing two story residence for a total proposed floor area of approximately 6,791 square feet (19.95% Floor Area Ratio) on a 34,045 square foot lot. The addition is proposed to match the existing architectural style, but includes a new slate roof for the entire house, as well as architectural detailing enhancements to the exterior and a new covered patio at the rear. The preliminary site plan indicates that the proposal will include a new driveway relocated to the north, fencing along the street, pedestrian and vehicle gates, paved walkways, and enhanced planting.

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### SUMMARY:

Request for preliminary design review of a two story addition of approximately 2,870 square feet to an existing two story residence for a total proposed floor area of approximately 6,791 square feet (19.95% Floor Area Ratio) on a 34,045 square foot lot. The addition is proposed to match the existing architectural style, but includes a new slate roof for the entire house, as well as architectural detailing enhancements to the exterior and a new covered patio at the rear.

The property is located on Eucalyptus Avenue near Farm Lane. The neighborhood is comprised of primarily one story Ranch style homes, with a few two story homes with eclectic architectural styles, such as the subject property. The existing house is a two story French style residence of approximately 3,923 square feet. The existing house is setback more than 60-feet from the front property line with a large asphalt driveway that crosses the front yard to access a side-facing garage. The existing front yard landscaping is minimal.

The applicants are proposing a two story addition of approximately 2,870 square feet to the north side of the home. The addition includes conversion of the existing garage to a playroom and guest bedroom suite, a new 3-car garage, and mudroom on the first level and a new master bedroom suite, gym, and study on the second floor.

The proposal includes a new slate roof for the entire house, new trim detailing around windows and doors, elimination of the shutters, addition of wrought iron railings at the second floor, new exterior lighting, a new front door, and a new covered patio at the rear.

The applicants submitted the project for formal review, but staff noted several concerns about the proposed project and encouraged that they seek preliminary review by the ADRB first. Below is a summary of the concerns staff shared with the applicant:

- **Overall mass and bulk and integration with the existing house:**

The existing house is typical of the French style with a symmetrical façade and the smaller scale garage, which is visually less prominent than the entry and main part of the home. The proposed addition is sited in front of the existing house and two full stories;

- **Neighborhood compatibility:**

The existing home is already one of the larger homes in the immediate neighborhood, in terms of height and massing, and the height and siting of the addition increases the overall visual mass. The residential design guidelines offer suggestions for modulating building mass to minimize boxiness, which could be considered, such as; partial second story addition; setbacks for second story volumes;

- **Landscape Enhancements:**

The site plan shows a revised driveway, front fencing, driveway gate, and planting, however there is no landscape plan included for consideration or to provide context. The scale of surrounding landscape will be an important aspect for consideration of the proposed addition. An addition of this size will necessitate meaningful and strategic landscape screening and visual softening.

While the project is not considered a teardown and does not require a full landscape plan, the proposed changes that are referenced on the site plan require a full landscape application. Because landscape screening is going to be an important element of this proposed addition, staff recommends that a more complete landscape plan should be prepared for ADRB review.

The applicants are currently proposing the following preliminary palette of materials:

- Exterior stucco and coining painted “China Doll”
- Precast trim in “Aesthetic White”
- GAF Truslate in “Charcoal”
- Wrought Iron Railing
- Wood clad casement windows
- Wood garage doors painted white
- Stained wood French style front entry doors

Due to the overall height of the proposed home and the two-story design, story poles will be required as a part of the formal review.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Preliminary Review Application
- Color and Materials Board & Cut Sheet
- Preliminary ADRB Project Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



## TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

Agenda Item # 8

- Consent Calendar
- Public Hearing
- Preliminary Review
- Discussion

# STAFF MEMORANDUM

**PROJECT: 3650 Ralston Avenue (APN: 030-052-060)**  
**DRS Group (MAK Studio)**

### PROJECT DESCRIPTION:

Request for preliminary design review of a two story addition of approximately 2,300 square feet to an existing one story residence for a total proposed floor area of approximately 5,200 square feet (24% Floor Area Ratio) on a 21,550 square foot lot. The proposal includes a change in architectural style from Ranch to Modern and a new detached accessory structure. The preliminary site plan indicates that the proposal will include removal and relocation of the pool, a rear terrace, retaining walls, and private courtyards within the front setback area.

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### SUMMARY:

Request for preliminary design review of a two story addition of approximately 2,300 square feet to an existing one story residence for a total proposed floor area of approximately 5,200 square feet (24% Floor Area Ratio) on a 21,550 square foot lot.

The preliminary site plan indicates that the proposal will include removal and relocation of the pool, a rear terrace, retaining walls, and private courtyards within the front setback area.

The property is located on Ralston Avenue between Remillard Drive and Mosely Road. The neighborhood is comprised of primarily one story and split-level Ranch style homes, such as the subject property. The existing home is a single story Ranch style home with a legal nonconforming front setback at the garage.

The applicants are proposing an addition to the front and rear of the existing main floor, the addition of a new partial second story, a new detached accessory structure, and a change in architectural style from Ranch to Modern.

The applicants have provided a demolition plan indicating that the project is not classified as a "teardown", therefore, a full landscape plan is not required. However, given the proposed site work and relocation of the pool a landscape plan will be necessary. Staff has encouraged the applicants to prepare a landscape plan to provide screening and visually softening of the areas of addition and the new detached accessory structure.

Due to the legally nonconforming setbacks, the project cannot trigger a "teardown" meaning that a minimum of 50% of the existing exterior walls of the structure must remain in place for the duration of construction. Should more than 50% be removed at any time, the proposal will forfeit its legal non-conforming status and all aspects of the property, including setbacks, will be required

to meet current Town standards and the project would require review by the ADRB, inclusive of public notification, as a teardown/new residence.

The applicants are currently proposing the following preliminary palette of materials:

- Exterior stucco
- Cedar siding
- Wood slat accents
- Aluminum frame windows and doors
- Clear pane windows and doors

Staff has encouraged the applicants to further develop the architectural detailing, to provide more information about the proposed color and material palette, to provide an arborist report and full landscape plan inclusive of all site work and retaining walls, and to continue neighbor outreach as the project moves forward to address any concerns about the proposed project.

Due to the overall height of the proposed home and the two-story design, story poles will be required as a part of the formal review.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Preliminary Review Application
- Neighborhood Notice
- Preliminary ADRB Project Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**



## TOWN OF HILLSBOROUGH

Architecture & Design Review Board (ADRB)  
San Mateo County  
1600 Floribunda Avenue  
Hillsborough, CA 94010

Agenda Item # 9

- Consent Calendar
- Public Hearing
- Preliminary Review
- Discussion

# STAFF MEMORANDUM

**PROJECT: 2419 Oakdale Road (APN: 027-312-040)**  
**Blankstein (Scheinholtz Associates)**

### PROJECT DESCRIPTION:

Request for preliminary design review of a one story addition of approximately 1,055 square feet to an existing one story residence for a total proposed floor area of approximately 3,843 square feet (21.9% Floor Area Ratio) on a 17,519 square foot lot. The proposal includes a change in architectural style from Ranch to Mediterranean.

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### SUMMARY:

Request for preliminary design review of a one story addition of approximately 1,055 square feet to an existing one story residence for a total proposed floor area of approximately 3,843 square feet (21.9% Floor Area Ratio) on a 17,519 square foot lot.

The property is located on Oakdale Road between Baileyana Road and Summit Drive. The neighborhood is comprised of one and two story homes with an eclectic range of architectural styles. The existing home is a single story Ranch style home with a legal nonconforming setbacks at the front and both sides and a detached garage with a legal nonconforming setback at the rear.

The applicants are proposing additions to the front and rear of the existing home and elimination of square footage at the rear of the existing home and the covered deck area attached to the existing garage to allow for more usable outdoor space for their family.

The applicants have provided a demolition plan indicating that the project is not classified as a "teardown", therefore, a full landscape plan is not required. Staff has encouraged the applicants to indicate whether or not landscape changes are proposed and if so, to indicate those on the proposed site plan.

Due to the legally nonconforming setbacks, the project cannot trigger a "teardown" meaning that a minimum of 50% of the existing exterior walls of the structure must remain in place for the duration of construction. Should more than 50% be removed at any time, the proposal will forfeit its legal non-conforming status and all aspects of the property, including setbacks, will be required to meet current Town standards and the project would require review by the ADRB, inclusive of public notification, as a teardown/new residence.

The proposal includes a change in architectural style from Ranch to Mediterranean. The applicants are currently proposing the following preliminary palette of materials:

- Two-piece clay tile roof
- Smooth white stucco exterior
- Copper gutters and downspouts
- Bronze clad windows
- Stained wood rafter tails
- Painted wood shutters
- Stained/painted wood front entry door

Staff has advised the applicants that the residential design guidelines specifically recommend that clay roof tile should have a hand-made natural rather than factory-made appearance and when feasible, the reuse of roof tiles that are recycled from another roof, or a similar solution that provides a weathered clay appearance, is preferred. Additionally, tiles should not be of a uniform color but should instead fall into a range of hues so that the effect, when assembled on a roof plane, is of a modulated range of earthen tones.

Staff encouraged the applicants to further develop the architectural detailing, to provide more information about the proposed color and material palette, to identify any landscape enhancements that are proposed, and to continue neighbor outreach as the project moves forward to address any concerns about the proposed project.

Due to the overall height of the proposed addition, story poles will not be required as a part of the formal review.

**ENVIRONMENTAL ISSUES:** The proposal is exempt from CEQA pursuant to Section 15303, Class 3, which includes an exemption for the construction of a single family residence in a residential zone.

**ATTACHMENTS:**

- ADRB Preliminary Review Application
- Neighborhood Notice
- Preliminary ADRB Project Plans

**ATTACHMENTS AVAILABLE UPON REQUEST**