

TOWN OF HILLSBOROUGH

San Mateo County

Lionel Foster, Chair
Kathleen Egan
April Filer
Yuvi Gill
Kaarin Hardy
Alternate: Benoit Delaveau



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DRAFT MEETING MINUTES ***MONDAY APRIL 4, 2022 - 4:00 PM*** ***ARCHITECTURE AND DESIGN REVIEW BOARD***

On March 17, 2020, the Governor 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. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 essentially maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. As such, the Council Chambers was not open to the public for the August 30, 2021 Town of Hillsborough Architecture and Design Review Board (ADRB) meeting. The Town conducted the ADRB meeting remotely, via Zoom.

AGENDA

I. CALL TO ORDER

Chair Foster called the meeting to order at 4:02 p.m.

II. ROLL CALL

Board Members Present: Kathleen Egan; April Filer; Yuvi Gill; and Chair Lionel Foster
Hardy: Excused
Alternate Delaveau: Excused

Staff Present: Sarah Fleming, Director of Building and Planning; Liz Ruess, Long-range and Special Projects Planner; Linda Roberson, Associate Planner and Martin de los Angeles, City Attorney's Office

III. APPROVAL OF MINUTES: March 7, 2022

There were no requested amendments to the draft meeting minutes.

On motion of Board member EGAN, seconded by Board member GILL and unanimous on roll call vote (Filer recused due to absence), the minutes of the March 7, 2022, ADRB meeting were approved.

IV. WRITTEN/ORAL PUBLIC COMMENT:

There were no public comments for items not on the agenda.

V. ANNOUNCEMENT OF CONFLICT OF INTEREST:

None.

VI. CONSENT CALENDAR:

- 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. **650 Brewer Road (APN: 031-073-030)**
Steven Voorhis. (Studio Vara)

Request for design review approval of minor architectural addition. The proposed addition to the ground floor garage and the existing second story, as well as increasing the roof height will result in an increase of 1,029 square feet (16.4 % Floor Area). The proposed revisions include the addition of square footage on the ground floor and on an upper floor that will be visible from the street and therefore require approval by the Architectural Design Review Board.

3. **830 Black Mountain Road (APN: 031-152-080)**
Stuart Francis (Saikley Architects/Larman Garro Landscape Architecture)

This project received preliminary review on March 15, 2021, and again on January 24, 2022

Request for design review approval of a new residence. The proposed new Craftsman style structure is 5,110 square feet on a 22,265 square foot lot (22.9% Floor Area ratio) which will replace an existing Ranch style 4,441 square foot structure with an FAR of 19.9%. As required for new residences, the application includes associated landscape improvements. The proposed scope of work is considered a type A or major project and is therefore subject to ADRB review and approval.

On motion of Board member GILL, seconded by Board member FILER, and unanimous on roll call vote, all proposed consent projects were approved.

VII. FORMAL REVIEW ITEMS:

4. **635 Pullman Road. (APN: 030-092-080)**
Hsu (Elaine Lee Design/Natural Landscapes for California)
This project received preliminary review on June 7, 2021

Request for preliminary design review of a new two-story Spanish style residence with a total proposed floor area of approximately 5,410 square feet (23.8% Floor Area) on a 22,735 square foot lot. The proposal includes demolition of the existing Ranch style residence and a full landscape plan. The proposed request is for a new residential structure and therefore subject to ADRB review and approval.

On motion of Board member EGAN, seconded by Board member GILL, and unanimous on roll call vote, the proposed project was conditionally approved, subject to standard conditions of approval and staff review and confirmation that additional front yard landscaping and roof tiles are consistent with the existing Town design guidelines.

IX. DISCUSSION ITEMS:

Staff reminded ADRB members of the following:

- Members are going to be issued Town email accounts beginning this month.
- The Town is hosting a Tree Ordinance Listening Session and Survey scheduled for April 14th.
- There are two ADRB hearings in May, please be aware for scheduling purposes.
- Our next ADRB meeting will be hybrid, a combination of in person and zoom.

X. PUBLIC COMMENT II:

There were no public comments.

XI. ADJOURNMENT

Chair Foster adjourned the meeting at 4:59 p.m.