

# TOWN OF HILLSBOROUGH

San Mateo County

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



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## ***MEETING MINUTES*** ***MONDAY JUNE 27, 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 4:05 p.m.

#### **II. ROLL CALL**

Board Members Present: Benoit Delaveau; Kathleen Egan; April Filer and Lionel Foster  
Yuvi Gill: Excused.  
Kaarin Hardy : Excused.

**PLEDGE OF ALLEGIANCE** - Chair Foster led the pledge.

#### **III. APPROVAL OF MINUTES: May 2, 2022**

There were no requested amendments to the draft meeting minutes.

On motion of Board member FILER, seconded by Board member EGAN and unanimous on roll call vote, the minutes of the May 2, 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:**

Board member Filer has a conflict with 10 Creekwood and will recuse herself at the time the item is raised.  
Board member filer will leave the Chambers while the Board discusses the item.

#### **VI. CONSENT CALENDAR:**

- 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. **1020 Lakeview Drive (APN: 038-273-100)**  
**Hon/Liu (Koo Architect)**

Request for design review and approval of a minor architectural addition and conversion of an existing balcony to conditioned space. The applicant proposes an addition of 365 square feet to an existing 6,685 square foot, three-story Mediterranean style home to allow for an expanded living room, new bedroom, bathroom, and balcony with outdoor fire pit. The resulting 7,050 square foot structure provides approximately 13.3 % floor area where 25% is allowed. The proposed request is for an addition to an upper level which is visible from the street and therefore subject to ADRB review and approval.

Chair Foster requested if any members of the public or Board would like to remove any consent items for discussion.

No requests were made.

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

**VII. FORMAL REVIEW ITEMS:**

3. **20 Glenbrook Drive (APN: 038-191-080)**  
**Kapoor (Davis Architecture)**

Request for formal design review and approval of an addition and remodel to an existing single-family residence. The proposed work includes a new gym below the existing pool deck. An extension of the existing 7,297 square foot Spanish-style house includes remodeled kitchen/family room, garage, and laundry room and will add approximately 1,880 square feet for a total floor area ratio of 12.1%. This project includes an addition greater than 500 square feet and therefore subject to ADRB review and approval.

Chair Foster opened Public Comment:  
No comments.

Chair Foster closed Public Comment.

*On motion of Board member EGAN, seconded by Board member FILER, and unanimous on roll call vote, the proposed project was APPROVED, subject to standard conditions of approval, conditions of approval listed in the Staff Memorandum and consistency with the Residential Design Guidelines as discussed.*

4. **1024 La Cuesta Road (APN: 031-263-110)**  
**Gilson (Nyhus Design Group)**

*Received Preliminary review on January 24, 2022*

Request for design review of a new, 4,399 square foot (24.99% Floor Area Ratio) two-story French Provincial style residence and associated landscape. The proposed structure will replace an existing 1950's Ranch style home approximately 2,775 square feet on a 17,599 square foot lot (15.76% Floor Area Ratio). The site proposes an Accessory Dwelling Unit under separate application and according to state law is exempt from discussion at this ADRB hearing. This project is defined by the Hillsborough Municipal Code as a new residence, or type A major project, as is therefore subject to ADRB review and approval.

Chair Foster opened Public Comment:  
No comments.

Chair Foster closed Public Comment.

*On motion of Board member FOSTER, seconded by Board member FILER, and unanimous on roll call vote, the proposed project was conditionally APPROVED, subject to the standard conditions of approval and consistency with the Residential Design Guidelines as discussed, and on condition that the applicant work with staff, to the extent possible, to minimize the view impact to the adjacent neighbors.*

5. **10 Downey Way (APN: 027-352-050)**  
**Mitra (Nyhus Design Group)**  
*Item received approval on January 25, 2021*

Request for formal design review and approval of a proposed revision to the previously approved, two-story Cape Cod style home on a 29,083 square foot lot. The revision includes a design change from a Cape Cod style to a Transitional Contemporary style residence. The previously existing, now demolished, Ranch style home was 4,098 square feet (14% floor area ratio), and the proposed revision is 7,267 square feet (24.99% floor area ratio) where 25% is the allowed maximum floor area. The square footage for the proposed revision, or Transitional Contemporary design, remains unchanged from the Cape Cod design previously approved by the ADRB. The proposed request is for a revision which was determined substantial in nature and therefore subject to ADRB review and approval in a public hearing per the standard conditions of approval issued with the Design Review permit on January 26, 2021.

Chair Foster opened Public Comment:  
Resident Robert Savoie commented on landscape and impacts to adjacent neighbor.  
Resident Robert Meiswikoff commented on landscape and tree removal.  
Resident Fred Concklin commented on landscape, privacy, drainage, lighting and previous conditions that have not yet been met.

Chair Foster closed Public Comment.

*On motion of Board member EGAN, seconded by Board member FILER, and unanimous on roll call vote, the proposed project was CONTINUED to August 1, 2022.*

6. **10 Creekwood Way (APN: 032-380-040)**  
**Cartlidge (Nyhus Design Group)**

*Item received Preliminary Review on December 6, 2021, and Continued*

Board member Filer announced their recusal and exited the Chambers.

Request for preliminary 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.

Chair Foster opened Public Comment:

Resident Josh Cooperman commented on landscape screening and potential glare issues.

Resident Bill Freeman commented on staff efforts to resolve issues and confirm that screening mitigation measures will be included in the conditions. Staff confirmed.

Chair Foster closed Public Comment.

*On motion of Board member DELAVEAU, seconded by Board member EGAN, and unanimous on roll call vote, the proposed project was APPROVED as presented, subject to standard conditions of approval, conditions of approval listed in the Staff Memorandum and consistency with the Residential Design Guidelines as discussed.*

7. **933 Jackling Drive (APN: 027-323-010)**  
**Cantwell (Nyhus Design Group)**

*Item received Preliminary Review on May 2, 2022, and Continued*

Request for formal design review of revised new second floor addition of 551 square feet to an existing two-story Spanish style home. Under separate application and review, the existing garage is proposed to be converted to a Jr. ADU with the addition of 29 square feet. The existing net lot size is 14,029 square feet with an existing floor area ratio of 2,288 square feet. The current square footage represents 16.3% floor area ratio where 25% is the maximum allowable or 3,519.75 square feet. The proposed new structure is 2,839 square feet or 20.1% floor area ratio. The proposed request is for a second-floor addition greater than 500 square feet which is visible from the right of way and therefore subject to ADRB review and approval.

Chair Foster opened Public Comment:

Resident John George commented on privacy issues and noted that proposed screen planting will not be adequate.

Applicant/Homeowner commented they were flexible with amending the windows.

Chair Foster closed Public Comment.

*On motion of Board member EGAN, seconded by Board member DELAVEAU, and unanimous on roll call vote, the proposed project was APPROVED, subject to standard conditions of approval, conditions of approval listed in the Staff Memorandum and consistency with the Residential Design Guidelines as discussed.*

**VIII. PRELIMINARY REVIEW ITEMS:**

**7. 711 Bromfield Rd. (APN: 031-052-160)  
Kilowatt Acquisition LLC (Wiseman Group Interior Design)**

Request for preliminary design review for an addition to an existing two-story residence, two new accessory structures including a detached garage and gym. A new ADU is proposed and will be reviewed under a separate permitting process. The existing single-family home is 6,922 square feet (15.3% floor area ratio). All proposed additions will result in a total of 11,085 square feet (24.59% floor area ratio) on a 45,067 square foot parcel and includes complete landscape design. The proposed new structure is 11,970 square feet on a 51,512 square foot lot (23.2% floor area ratio). The proposed request includes a second-floor addition with new area totaling more than 500 square feet and therefore subject to ADRB review and approval.

**IX. DISCUSSION ITEMS:**

Staff reminded ADRB members of the following:

- None

**X. ADJOURNMENT**

Chair Foster adjourned the meeting at 7:07 p.m.