



TOWN OF HILLSBOROUGH BUILDING & PLANNING DEPARTMENT DESIGN PROFESSIONAL NEWSLETTER

June 2009

~ NEW NEWS & UPDATES ~

- **Green Building Ordinance** – At the May 2009 City Council meeting, the Council adopted the Green Building Ordinance. The Ordinance will be effective July 1st for all building submittals and requirements are based on a tiered system. The attached handout provides an overview of the requirements.
- **Wildland Urban Interface (WUI)** – In July, the City Council will be considering adoption of Wildland Urban Interface Maps for the Town of Hillsborough as presented by the Central County Fire and Building & Planning Departments. These maps represent minimum requirements for areas of Very High Fire Hazard Severity Zones and additional areas may be included. Design and building criteria for specific properties in these zones include: vegetation management, limitations on building materials and construction type. The Cal Fire website offers a listing of building materials suitable for use in these WUI areas: http://www.osfm.fire.ca.gov/strucfireengineer/strucfireengineer_bml.php.
- **Fee Updates** – As of July 1st, new fees will be in effect for all project applications. Please contact the Building Department for questions on fees. Planning fees are available online at: http://www.hillsborough.net/depts/planning/architecture/application_fees.asp. Feel free to contact The Building & Planning Department with any questions at (650) 375-7411.
- **Roofing Materials Update** – Staff is preparing for an update to the pre-approved roofing materials list, which will be considered by the ADRB in the upcoming months. Feel free to contact us with any suggestions on new roofing materials or products.
- **Housing Element Update** – On June 8th, the City Council will be considering the Draft 2009 Housing Element for adoption. Additional information is available online at: http://www.hillsborough.net/depts/planning/2009_housing_element_process/default.asp

~ FRIENDLY REMINDERS ~

- **Civil Plans:** Please insure that civil plans submitted to the Building Department match the design plans for a more streamlined plan check process;
- **Business Licenses:** Please remember that business licenses are required for all those conducting business in the Town. Applications are available online at: http://www.hillsborough.net/depts/finance/business/business_licensing.asp
- **The Golden Rule** – Staff continues to emphasize the importance of early neighborhood outreach – enjoy the social and community benefits derived from sharing your plans and ideas early in the process while getting to know your neighbors!
- **ADRB Applications – don't forget to include the following in your ADRB submittal:**
 - Electronic Plan Sets (these can be submitted on CD or emailed to Planning;
 - A detail sheet in the plan set depicting specific architectural details of the proposal (please contact Planning with any questions)
 - Comparative Elevations – all plan sets should include comparative elevations of "Before & After".

~ ONLINE TOOLS ~

E-notify- Keep informed of the upcoming Architecture & Design Review Board (ADRB) meetings and agendas by signing up for an online subscription at <http://www.hillsborough.net/enotify/default.asp>. In addition to the ADRB notifications, you may sign up for additional Town updates including the Housing Element Process and City Council agendas.

Projects / Permits / Licenses Online – Stay up to date on your project’s status by utilizing our online project tracking system at <http://permits.hillsborough.net/index.asp>. This applies to any projects in the planning or building permitting stages as well as business license applications.

Online Applications / Informational Handouts: Planning Applications, Residential Design Guidelines, informational handouts and Building Department applications are all available online at <http://www.hillsborough.net/> - take advantage of this convenient way to access department information.

UPCOMING HOLIDAYS, MEETING DATES & DEPARTMENT SCHEDULES

June 2009	July 2009	August 2009	September 2009
Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23/ 24/ 25 26 27 28 29 30 31	Sun Mon Tue Wed Thu Fri Sat 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30

Holidays/Town Hall Closed
 ADRB Meeting
 ADRB Submittal Deadline

- ❖ Liz Cullinan, Director of Building & Planning will be out of the office July 14th through July 31st.
- ❖ Serena Ponzo, Associate Planner, will be out of the office the week of July 6th.
- ❖ Cynthia Richardson, Consulting Planner will be out of the office the weeks of June 22nd and August 4th through the 19th. Please plan your appointments accordingly.
- ❖ John Mullins, Chief Building Official, will be out of the office June 27th through July 6th.

THE FULL 2009 ADRB CALENDAR IS ONLINE AT

http://www.hillsborough.net/depts/planning/architecture/meeting_schedule.asp

As always, feel free to contact Building and Planning Department Staff at (650) 375-7411 with any questions regarding the above. **Have a wonderful summer!**

Elizabeth Cullinan, Director of Building & Planning	John Mullins, Chief Building Official
Serena Ponzo, Associate Planner	Ray Yniguez Plan Checker
Cynthia Richardson, Consulting Planner	Tim Anderson, Building Inspector
Maureen McCann, Permit Technician	Sally Rumsey, Secretary
Nancy Aknin, Service Clerk	



Hillsborough's Going Green!

To further its commitment to sustainability, the Town of Hillsborough is in the process of adopting Green Building requirements for new construction and residential remodels...

For the past two years, the Town has been working to encourage green building practices. As a result of the Green Building Taskforce efforts and with support from the City Council, a Green Building Ordinance may be in effect in the near future. The Town's goal is to provide a sustainable, healthy environment (inside buildings and out) in which residents, visitors and future residents can thrive!

WHAT YOU NEED TO KNOW...

- ❖ Green Building Standards for Compliance may be effective in the near future;
- ❖ Standards for Compliance are based on a tiered points system and the project scope of work;

Project Type	Square footage	Documents Required	Minimum Point Requirement	Verification Documents Required
G1	New construction > 6,001 sf	Green Point Checklist	75 points + 1 point per every additional 200sf (150 points max)	Green Point Summary Worksheet
G2	New construction up to 6,000 sf	Green Point Checklist	75 points	Green Point Summary Worksheet
G3	Major remodels	Green Point Checklist	50 points	Green Point Summary Worksheet
G4	Renovations/ Additions >4,001 sf	Green Point Checklist	40 points	Self Verification
G5	Renovations/ Additions >2,501sf -4,000sf	Green Point Checklist	20 points	Self Verification
G6	Renovations/ Additions <2,500sf	Green Point Checklist	10 points	Self Verification
G7	Second Units	Green Point Checklist	20 points	Green Point Summary Worksheet

WHAT IS GREEN BUILDING?

Green Building is a whole system approach to the design, construction and operation of building that conserves natural resources, includes durable, efficient homes, uses energy wisely, improves indoor air quality and makes communities and the environment safe.

WHAT ARE THE BENEFITS?

- ❖ Healthier indoor living
- ❖ Lower monthly operating costs
- ❖ Reduced maintenance
- ❖ Eligible for rebate programs and tax credits

QUESTIONS?

Visit our website at www.hillsborough.net/depts/building/green/default.asp for information on:

- ❖ New Construction & Green Building Guidelines
- ❖ Remodeling Green Building Guidelines
- ❖ Expert hotline for Green Building Questions
- ❖ Links to state & local rebate programs available for Green Building

AVAILABLE POINTS:	
A. SITE	Site Total =12
B. FOUNDATION	Foundation Total =8
C. LANDSCAPING	Landscape Total =31
D. STRUCTURAL FRAME & BUILDING ENVELOPE	Structural Frame and Building Envelope Total =36
E. EXTERIOR FINISH	Exterior Finish Total =7
F. INSULATION	Insulation Total =5
G. PLUMBING	Plumbing Total =17
H. HEATING, VENTILATION & AIR CONDITIONING	Heating, Ventilation and Air Conditioning Total =37
I. RENEWABLE ENERGY	Renewable Energy Total =34
J. BUILDING PERFORMANCE	Building Performance Total (@15%>T24) =109
K. FINISHES	Finishes Total =22
L. FLOORING	Flooring Total =7
M. APPLIANCES AND LIGHTING	Appliances and Lighting Total =12
N. OTHER	
	Possible points 350
	Required Points = 75

EXAMPLES OF AVAILABLE POINTS IN A REMODEL...

