



TOWN OF HILLSBOROUGH
BUILDING & PLANNING DEPARTMENT
DESIGN, CONSTRUCTION AND LANDSCAPE PROFESSIONAL
NEWSLETTER

WINTER GREETINGS
2012

ANNOUNCEMENTS

BUILDING AND PLANNING DEPARTMENT ANNOUNCES NEW BUILDING OFFICIAL AND BUILDING INSPECTOR APPOINTMENTS

After a recruitment process, Tim Anderson (previously our Building Inspector) has been appointed as the Town's Building Official and Will Racanelli has been appointed as the Town's Building Inspector. As you will recall, in May of 2011 John Mullins left the Chief Building Official position to work with the Public Works Department. While many of you already know Tim, Will comes to us as a consulting Building Inspector from CSG and brings with him over 20 years of experience in the building trades and a spirit of excellence in customer service. Please join us in congratulating Will and Tim on their new positions.

NEW ADRB MEMBER

Please join us in welcoming Lionel Foster to the Architecture & Design Review Board. Lionel Foster began serving as a voting member at the April 01, 2012 ADRB meeting to fill a vacancy previously held by Mark Heine, who recently resigned. Dr. Foster brings experience in volunteer service to the Town as a member of past Housing Element Steering Committees. We are thankful to Mark Heine for his time and dedication and look forward to working with Dr. Foster. Eric Nyhus has been appointed as ADRB Chair.

HELPFUL HINTS

HOW CAN I GET MY APPROVALS AND PERMITS SOONER?

One of the best ways to expedite your entitlement process is to make sure your submittals are as close to 100% complete as possible. It sounds almost too simple to be true, but you can shave weeks off your application and permit processing time by taking a bit of extra time up front to “q/c” your submittal package.

Tools to help insure your submittal package is complete include a review of your application checklist and/or a pre-submittal meeting with a representative from the Building and Planning Department to go over your draft submittal packet before making copies and formally submitting. Additionally, since every application is unique, individual consultation may prevent you from providing unnecessary materials.

While submitting an incomplete application may get you a place in line, it very often will slow down the next steps of the process through requests for needed materials and additional reviews, which can then result in additional costs to you and/or your clients. So the moral of the story is that the more you do up front and in consultation with our Department, the faster your approvals can be issued.

We remain pleased to assist you in preparing your application (or even a general training session) and recommend that an appointment be scheduled so we can give you our undivided attention at a time convenient for you.

FRIENDLY REMINDERS

WATER CONSERVATION IN LANDSCAPING ORDINANCE

On June 14, 2010, the Town of Hillsborough adopted its Water Efficiency in Landscaping Ordinance to comply with State Law AB 1881, “The Water Conservation in Landscaping Act”. The Town’s Ordinance became effective on August 14, 2010 and requires water efficient landscapes and irrigation systems to be installed for projects meeting specific criteria, which include construction, landscape, grading or other projects with new or rehabilitated, irrigated landscape areas and water features (“Landscape Areas”) that total 2,500 square feet or more.

Projects subject to the Ordinance requirements are categorized into two tiers, based on the amount of new irrigated landscape area, and include specific submittal requirements based on each tier. Please see the following link for further details:

<http://www.hillsborough.net/depts/pw/water/conservation/residential.asp>

ARCHITECTURAL DESIGN REVIEW BOARD (ADRB) AND ADMINISTRATIVE REVIEW APPLICATIONS

- ❖ ADRB & Administrative Review applications are available online at <http://www.hillsborough.net/depts/building/planning/architecture/applications.asp>.
- ❖ The 2012-2013 Fee Schedule is available online at http://www.hillsborough.net/depts/building/planning/architecture/application_fees.asp
- ❖ Changes to approved plans require design and permit review amendments. Please contact our Department before implementing changes so that we may guide you through the appropriate process to obtain approval for the changes.
- ❖ All Planning approvals are valid for one year after the date of approval. A building permit must be ***issued prior to*** the planning approval expiration. Alternatively, extensions for design review approvals may be granted if applied for prior to the expiration date. If the approval expires by time limitation, a new planning application will be required to be reviewed by the Planning Division. Please plan your submittals and projects accordingly.
- ❖ ADRB Submittals
 - Please remember to include an architectural detail sheet with your ADRB submittal in addition to comparative elevations (before & after of same elevation on each sheet).
 - Cover letter – a cover letter is a great opportunity to explain to the ADRB, prior to the meeting, your project objectives, challenges, improvements and outreach efforts. Be sure to include a cover letter with your plans.
 - All plans submitted should be folded and labeled with the address of the project site on the lower portion of the plans. Plan folding instructions are included in the applications online.

UPDATES

ROOFING UPDATE & REVISED RESIDENTIAL DESIGN GUIDELINES

A Subcommittee of the ADRB was appointed for purposes updating the Town's Design Guidelines as they relate to roofing materials in lieu of continued utilization of the pre-approved roofing materials list adopted in 2003. The goal of replacing the pre-approved roofing materials list with enhanced Design Guidelines was to keep current with evolving roofing materials and promote applicant flexibility. In June of 2012 the City Council adopted revisions to the roofing section of the Town's Design Guidelines as follows:

Metal

Non-reflecting metal roofing, such as standing seam, metal shake, slate or copper may be acceptable with a compatible architectural style. Pre-finished, factory painted metal roofs in muted and neutral/earth tones are appropriate. Proposals for metal roofing shall be held to a higher level of scrutiny than traditional roofing proposals for compatibility with the architectural style of the residence.

Simulated Materials

Materials simulating slate and shake may be used on roofs depending upon the architectural style of the residence, but careful attention should be given to the quality of the product and its ability to replicate a range of natural characteristic colors and surface textures where appropriate. Simulated materials will be held to a higher level of scrutiny to promote a natural appearance.

Roofing Materials for Additions

For projects subject to ADRB review, comprehensive re-roofing of the entire residence is encouraged unless an addition has limited visibility and matching of existing and proposed roofing materials is demonstrated.

Colors

Muted or flat rather than shiny colors should be used. Subtle blends of color are encouraged demonstrating an authentic and historic or "old world patina" for roofs on traditional architectural styles.

Architectural Compatibility

Roofing should be appropriate and complimentary to the architectural style of the residence.

The complete Design Guidelines section on roofing materials can be found as follows:

http://www.hillsborough.net/depts/building/planning/residential_design_guidelines.asp

Remember always to consult with the Town *before* purchasing roofing materials.

NEW STORY POLE REQUIREMENTS

In August of 2012, the ADRB revised Story Pole requirements. The ADRB concluded that the requirement for story poles associated with administrative reviews should be waived unless otherwise determined necessary by Planning Staff due to potential visual impact, and that story poles should be required for all ADRB projects that are twenty-two feet in height or more, regardless of the number of stories. Please contact the Planning Department for revised applications and handouts or see the link below:

http://www.hillsborough.net/depts/building/planning/informational_handouts.asp

PROPOSED INCREASE TO SAN MATEO UNION HIGH SCHOOL DISTRICT FEES

The Town has received a notice of proposal to implement increases in school fees for residential construction. The rates are proposed to go from \$1.19 per square foot to \$1.28 per square foot for an increase of \$.09 per square foot. Please contact the School District at 650-558-2299 with questions.

WORK WITHOUT PERMITS - PENALTIES

In June of 2012, the following Municipal Code update was adopted:

Whenever a permit fee is required by this chapter to be paid prior to starting work and such **work is started prior to obtaining a permit**, the schedule fee shall be the applicable permit fee as set forth in the Town of Hillsborough's master Fee Schedule, plus any additional fees which may be established or mandated by state or federal law or city ordinance **plus additional amount of up to ten times the applicable permit fee**. The exact amount that will, in his or her good faith estimate, recover not less than the cost of the town staff time expended to deal with the problems caused by the unpermitted work.

Remember never to start work without a permit!

STAY INVOLVED

LR2C2 SURVEY

Attention all local Architects, Developers and Builders! The Town of Hillsborough is working with other local agencies to collaborate efforts and resources in the ongoing pursuit of energy conservation. Large Residential Resource Conservation Collaborative (LR²C²) is a collaborative effort to reduce greenhouse gases and to be more environmentally responsible with our building resources. The Town is currently looking for feedback on your experience with net-zero/energy efficient projects, any obstacles you see, as well as any ideas you may have regarding encouraging more projects of this nature. The survey takes approximately 3 minutes to complete. We are asking that you complete this survey by December 7, 2012 if at all possible. Please copy and paste the link below into your browser: <http://www.surveymonkey.com/s/GBDZBDG>

E-NOTIFY

Stay updated on ADRB Agendas, new Building Code requirements and zoning code updates through the Town of Hillsborough's E-notify. You can subscribe online at <http://www.hillsborough.net/enotify/default.asp>.

DEPARTMENT CONTACT & PROJECT INFORMATION

Planning Staff remains happy to assist you through the design review process. Please be sure to contact Vikki Grundmann in the Planning Office directly at (650) 375-7422 or vgrundmann@hillsborough.net for general Planning inquiries, neighbor notification information and assistance with Planning applications. We continue to encourage you to make appointments with Planning Staff to insure adequate time is set aside to review your project.

Building Division questions regarding permits and inspections can best be addressed by:

Maureen McCann, Permit Technician	650) 375-7410 mmcann@hillsborough.net
Sally Rumsey, Support Specialist	(650) 375-7413 srumsey@hillsborough.net

Take advantage of the Building & Planning Departments online permit tracking system at <http://permits.hillsborough.net/> to view the status of your Planning application (PROJECTS) or Building permit plan check status (PERMITS). You are able to search by project address or project/permit case number.

SCHEDULES AND IMPORTANT DATES

ADRB 2013 MEETING SCHEDULE

Please note the ADRB Meeting schedule for the 2013 calendar year is now available at the Building and Planning counter as well as online at:

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

UPCOMING HOLIDAYS & MEETING DATES

- ❖ November 22 & 23, 2012 – Thanksgiving Day Holiday & Day After – Town Hall Closed
- ❖ December 2, 2012 - ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ December 24 & 25, 2012 – Christmas Eve & Christmas Day Holidays – Town Hall Closed
- ❖ January 1, 2013 – New Year’s Day Holiday – Town Hall Closed
- ❖ January 22, 2013 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue

AS ALWAYS, FEEL FREE TO CONTACT BUILDING & PLANNING DEPARTMENT STAFF WITH ANY QUESTIONS REGARDING THE ABOVE LISTED CHANGES. WE LOOK FORWARD TO WORKING TOGETHER FOR A SUCCESSFUL PROJECT REVIEW PROCESS!

Planning Division Phone: (650) 375-7422 ~ Building Division Phone: (650) 375-7411
<http://www.hillsborough.net/depts/planning/default.asp>