



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

Spring Greetings
2013

ANNOUNCEMENTS

***TOWN OF HILLSBOROUGH ANNOUNCES NEW CITY MANAGER AND
TOWN COUNCIL APPOINTMENTS***

Hillsborough welcomes Randy Schwartz as the Town's new City Manager. You may recall that Tony Constantouros, previous City Manager who retired in December 012 after 18 years of service with Hillsborough. Mr. Schwartz comes to us with a background in the Recreation Department in Pacifica in 1981 to his 23-year career with Burlingame's Parks and Recreation Department, the last nine as director. For the past four years, he has served as community services director for San Bruno where he was in charge of the library, the parks, and all city facilities. We are fortunate to have Randy join Hillsborough because of his strong background in community service.

In addition to a new City Manager, the Town also has two new City Council members.

Please join us in welcoming Al Royce and Shawn Christianson to the City Council. Councilmember Royce and Christianson were sworn in at the December 10, 2012 meeting. Councilmember Christianson serves as the Communications Commissioner and Councilmember Royce was a member of the Financial Advisory Committee is serving as the Finance Department Commissioner.

HISTORICAL RESOURCE INVENTORY

While the Town of Hillsborough does not have a Historic Preservation Ordinance, the State of California requires environmental review for historic resources. Under State law an historic resource is defined as a resource that is listed in, or determined to be eligible for listing in, the California Register of Historical Resources. The fact that a resource is not listed in, or determined to be eligible for listing in, the California Register of Historical Resources shall not preclude a determination that it is an historical resource. The four factors associated with eligibility to the California Register of Historical Resources are:

1. The resource is associated with events that have made a significant contribution to the broad patterns of local or regional history, or the cultural heritage of California or the United States; or
2. The resource is associated with the lives of persons important to local, California, or national history; or
3. The resource embodies the distinctive characteristics of a type, period, region, or method or construction, or represents the work of a master, or possesses high artistic values; or
4. The resource has yielded, or has the potential to yield, information important to the prehistory or history of the local area, California, or the nation.

Generally speaking, resources newer than 50 years old are not eligible although there are exceptions. So as a general rule of thumb if a residence is older than 50 years old we would recommend that you examine the above four criteria and/or contact the Building and Planning Department Staff. The Department has an historic resource inventory which is a guiding tool but not a determinative factor in whether a resource is historic.

What does it mean if a residence is considered an historic resource?

Under California Law, a project that may cause a substantial adverse change in the significance of an historical resource is a project that may have a significant effect on the environment. This means that environmental review may be required for alterations to an existing residence that meets the above criteria. In order to be exempt from environmental review, the project should meet the Secretary of Interior Standards. Examples of two Secretary of Interior Standards for additions are:

- ✓ New additions, exterior alterations, or related new construction shall not destroy historic materials that characterize the property. The new work shall be differentiated

from the old and shall be compatible with the massing, size, scale, and architectural features to protect the historic integrity of the property and its environment.

- ✓ New additions and adjacent or related new construction shall be undertaken in such a manner that if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.

Additionally, demolition of an historic resource requires preparation of an Environmental Impact Report (EIR) which is costly, time consuming and may determine that the demolition is not permitted.

Additional information on the Secretary of Interior Standards can be found at:

<http://www.nps.gov/tps/standards/rehabilitation/rehab/stand.htm>

Staff is happy to guide you through the process of determining whether a home or property is an historic resource and how to most easily navigate the process of improvements to the home or property.

CC&R's

An important factor to keep in mind before designing improvements to property is whether there might be any Codes, Covenants and Restrictions (CC&Rs) running with the property that might restrict a property owners options. CC&Rs are agreements between private property owners over which the Town does not have enforcement or interpretation authority. While many times CC&Rs are old, they may still be enforceable. The Town can approve a project notwithstanding one or more of its features being in conflict with CC&Rs affecting the property. However, such approval by the Town would not affect the enforceability of such covenants and neighbors under the same CC&Rs can bring legal action for non-compliance. A determination on the scope and effectiveness of these documents would appropriately be made by a private land use attorney.

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

The 2013 ADRB Calendar includes deadlines for Preliminary Review submittals. Please note that the submittal for preliminary review items is three weeks prior to the meeting date.

UPCOMING HOLIDAYS & MEETING DATES

- ❖ May 27, 2013 – Memorial Day Holiday – Town Hall Closed
- ❖ June 3, 2013 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ July 1, 2013 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ July 4, 2013 – Independence Day Holiday – Town Hall Closed

Reminders

Architectural Detail Sheets

As you work with your client to prepare an ADRB submittal, please remember to include an architectural detail sheet, which includes aesthetic details of specific elements of your design. The architectural detail sheet includes drawings which express the design intent rather than construction details and how elements will be constructed. The architectural detail sheet is best used to illustrate integration of materials, corner pieces and the recess/depth of windows or doors. Typical design elements included in the detail sheets include, but are not limited to: windows, doors, chimney caps, recessed entries and eaves.

Water Efficiency in Landscape Ordinance

If your project includes 2500 square feet of new irrigated area, it will be subject to the requirements of the Town's Water Efficiency in Landscape Ordinance. The Town has provided an interactive water budget worksheet, which can be found online at http://www.hillsborough.net/depts/building/planning/informational_handouts.asp, and which provides a calculator for hydrozone areas and determining if your project complies with the maximum allowed water allotment based on landscape area. It is recommended that you use this tool for a streamlined calculation. This interactive excel worksheet will also include the Town's evapotranspiration rate and water use rating guide for plants.

Please also note that your planning submittal should not include a finalized irrigation plan, but rather a hydrozone plan, planting legend (with a water use rating for each plant) and completed calculation sheets. A condition of approval will be included in your planning approval requiring a full irrigation plan to be submitted to the Building Division.

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!