



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

WINTER GREETINGS
2013

TIS THE SEASON - GRADING MORATORIUM!

Once again our Grading Moratorium is upon us, October 1st through April 30th. Building and Planning staff will be reviewing upcoming projects with our Engineering staff to determine which grading project will be allowed to commence and proceed through the winter months. In order to help home owners and developers plan their future projects, staff reviews all grading projects during the month of September to manage expectations and last minute delays. Per the County of San Mateo's Stormwater Municipal Regional requirements and per our Hillsborough Municipal Code Sec. 15.24.120, active grading projects are required to prepare for the wet season by "winterizing their site" and installing all erosion and sedimentation controls by October 1st 2013.

IS MY PROJECT A SUBSTANTIAL REMODEL OR A NEW HOME?

Did you know that if you remove more than 50% of the walls of an existing home your remodel may constitute a "new home" under the Town and State codes?

This is one of the more unpleasant issues to encounter when undergoing construction in the field. The problems people encounter are when they are proposing removal of just over 50% of their walls but during construction discover dry rot or other damage that causes further wall removal. This situation can stop your construction progress and involve new approval processes and code requirements which can be a real challenge to families who are looking forward to moving into their improved homes and working within a budget.

The moral of the story is that if you think you will be removing a substantial portion of an existing residence, you may want to give serious consideration to designing a new residence from the start. Understanding and incorporating the process and codes applicable to a "new residence" early in the process is always better than during construction when your contractor is deployed and under contract.

We are pleased to guide you through your options!

TREE REMOVAL PROCESS

Remember that tree and vegetation removal is not permitted when it is done *pending an upcoming remodel or construction project*. Tree and vegetation removal associated with an upcoming remodel or construction project should be processed in conjunction with the design and landscape application for the remodel/construction. Additionally, landscaping review and permits are required in the following circumstances:

- ✓ Removal of a tree with a trunk having a total diameter of 36 inches or more measured at 4 feet 6 inches above natural grade
- ✓ Removal of a "grove" of trees, meaning a group of at least five woody plants of the same type with a diameter of six inches or more measured at four feet six inches above natural grade.
- ✓ Adding or removal of 50 cubic yards or more of soil or dirt
- ✓ Rehabilitation of more than 10,000 square feet of land
- ✓ Installation of landscaping for newly constructed residences
- ✓ Landscaping with a fair market value of \$20,000 or more, or \$5,000 or more for tree removal.

For more information about the Town's ordinances regarding trees or landscaping, contact the Building and Planning Department at 650-375-7411. In case of an emergency, call 650-375-7470.

TIPS FOR SUBMITTING A SUCCESSFUL ARCHITECTURE AND DESIGN REVIEW BOARD (ADRB) APPLICATION

As you consider submitting for ADRB review, it is important to insure you have submitted the required items for review, which are listed in two places in the ADRB application (for both architectural projects & landscape projects). The first is a summary checklist which is located on page one of the application and the second is the ADRB Completion Checklist, which is a thorough checklist located towards the back of the application. This checklist notes all of the required information which will need to be included on each plan sheet, starting with the site plan and including the floor plans, elevations and landscape sheets. This is an easy way to insure your application contains the necessary information for a complete plan check review and can aid in providing you with a more streamlined review.

**TIPS FOR SUBMITTING A SUCCESSFUL ARCHITECTURE AND DESIGN
REVIEW BOARD (ADRB) APPLICATION CONTINUED**

Some other helpful hints to insure your packets are complete include the following:

- ✿ *Photo Key* with a legend (see summary sheet on page 1 of application);
- ✿ *Cover letter* from either the homeowner or architect outlining the project objectives (including inspiration photos/images) and any unique circumstances or changes which have been incorporated into the design to address Staff comments or public comment (please also include any proof of public outreach completed);
- ✿ *Cut sheets* of exterior lanterns, roofing materials, windows, gutters & downspouts, etc. Please remember that the ADRB is an aesthetic board and incorporation of additional detail, such as cut sheets is an important factor in your review (please be sure to submit color printouts attached to each plan set);
- ✿ *Arborist reports* – if your project involves removal of native Oaks of any caliper; removal of any tree 12-inches in diameter or greater or includes Bluegum Eucalyptus, Monterey Pines, Monterey Cypress and/or Baileyana Acacias to remain, an arborist report is required. Please note that the arborist report must include ratings of trees to be removed, notations on their existing conditions, tree replacement recommendations as well as tree protection measures;
- ✿ *Photos of the existing house* on an 8 ½ x 11 sheet with callouts of the materials and colors if your project involves an addition and you intend to match the existing materials;
- ✿ *Signed application* – please be sure that your submittal includes a signed application from the homeowner;
- ✿ *Electronic files* of your proposal (PDF format emailed to Staff is acceptable)
- ✿ *Story pole plan* - if your proposal includes an addition 22-feet in height or greater (despite the number of stories), a second floor addition or a new two story residence, story poles are required as well as story pole certification. This must be included with your plan set – please refer to the story pole handout online at http://www.hillsborough.net/depts/building/planning/informational_handouts.asp.

Your investment of time in including the above early will streamline your application!

2013 BUILDING STANDARDS CODES - EFFECTIVE JANUARY 1, 2014

The 2013 California Building Standards Codes, set to take effect on January 1, 2014, will be presented to the City Council in October for adoption and inclusion in the Town's Municipal Code. The amendments generally reflect Hillsborough's current operational standards at a minimum. However, the following changes to the Green Building, Energy, Plumbing and Americans with Disabilities Act (ADA) Code are notable:

- 1) *2013 California Energy Code* – The Energy Code went through an extensive rewrite for continuity with State goals that all new residential buildings, by 2020, will be “zero net energy” (all energy required to operate heating, cooling, water heating, and lighting systems, and their appliances be produced on-site). For Hillsborough, the key changes include new lighting and duct sealing/testing requirements.
- 2) *Americans with Disabilities Act (ADA)* – The 2013 California Building Standards Codes will align existing California regulations with State and Federal ADA regulations for everything from parking spaces and hand rails to housing. While the 2013 Construction Codes would not impact single family residences, they would impact public buildings.
- 3) *2013 California Green Building Code ("CALGreen")* - The 2013 California Building Standards Codes will require 25 percent more energy efficiency than previous standards for residential construction and 30 percent more energy efficiency for non-residential construction. The updates include enhanced windows, insulation, lighting, ventilation systems, and other features. Hillsborough's existing Green Building Ordinance is complementary to the State standards and may be used in conjunction with the new State standards. As with the general Construction Codes, Hillsborough's residents are accustomed to exceeding both the proposed 2013 State and local codes. On average, the requirements will increase new home construction costs by \$2,290 but will return over \$6,200 in energy savings over 30 years.
4. *2013 Plumbing Code* – The 2013 California Building Standards Codes incorporate Senate Bill 407 (adopted in 2009) which requires the replacement of noncompliant plumbing fixtures with water-conserving plumbing fixtures for building alterations to single-family residences. More specifically, an increase of 10% floor area to a residence will require a comprehensive upgrade of plumbing fixtures throughout the residence. Further, effective January 1, 2017, all noncompliant plumbing fixtures in a single-family residence shall be replaced with water-conserving plumbing fixtures.

HILLSBOROUGH ENGINEERING UPDATES

New Pavement Ordinance

In the interest of improving the longevity and quality of the Town's roadway system, a new Ordinance has been adopted to preserve newly constructed and repaired roadways, and limit construction impacts. The Town's most recent Pavement Condition Index (PCI) as reported by the Metropolitan Transportation Commission (MTC) was rated as "good" with a 72 rating. However, given the Town's residential composition rather than commercial and industrial mixes common to most Municipalities throughout the Bay Area, the roadway rating can be improved with additional preservation policies. Key components of the new Ordinance are as follows:

- ✓ Any public street, or portion thereof, which has been constructed, reconstructed, or paved by town staff shall not be excavated or cut into if it has been overlaid with at least one inch of asphaltic concrete at any time during the five years prior to the request to excavate or cut into or has been overlaid with a slurry seal at any time during the two years prior to the request to excavate or cut into.
- ✓ The city engineer may grant exemptions to the foregoing prohibition in order to facilitate development on adjacent properties, or to provide emergency repairs to subsurface facilities.
- ✓ Should excavation work be planned within a public roadway section not covered above, the permittee shall be required to pay the Town a slurry seal in-lieu fee to cover the cost of a full roadway width slurry seal on that portion of the street affected by the permittee's excavation.

Further details can be found at:

http://library.municode.com/HTML/16404/level2/TIT12MAAFRI-WVIUTFI_CH12.04IMEXOB.html#TIT12MAAFRI-WVIUTFI_CH12.04IMEXOB_12.04.130STPR

New Standard Details for work in the public right of way

In July of 2013, the Town adopted new Standard Details for Water, Sanitary Sewer, Storm Drain and Street construction projects. Links to each section of the Town's most recent Standard Details document are provided below:

<http://www.hillsborough.net/depts/pw/engineering.asp>

*Design Professional Newsletter
December 2013*

STAY UPDATED!

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
mmccann@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 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.

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

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UPCOMING HOLIDAYS & MEETING DATES

- ❖ Tuesday, October 8, 2013 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
(The regular meeting of October 7, 2013 has been rescheduled due to a special City Council meeting).
- ❖ November 04, 2013 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ November 11, 2013 – Veteran’s Day Holiday – Town Hall Closed
- ❖ November 28 – 29, 2013 – Thanksgiving Holiday – Town Hall Closed
- ❖ December 2, 2013 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ December 24 – 25, 2013 – Christmas Holiday – Town Hall Closed



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!