



TOWN OF HILLSBOROUGH
BUILDING & PLANNING DEPARTMENT

• Architecture • Construction • Landscape •
Design Professional Newsletter

Spring Greetings 2014

ANNOUNCEMENTS

NEW APPOINTED ARCHITECTURE & DESIGN REVIEW BOARD (ADRB) CHAIR

Hillsborough Mayor Jay Benton appointed Dr. Lionel Foster as the ADRB Chair beginning April 1, 2014. Dr. Foster brings experience from his participation on past Housing Element Steering Committees and the ADRB over the last year. Please join us in welcoming Dr. Lionel Foster as the new ADRB Chair and we express our gratitude for the two years of leadership from former ADRB Chair, Eric Nyhus, who continues to dedicate time to the ADRB as an active member.

2014-2022 HOUSING ELEMENT

State Law requires that all California jurisdictions adopt and forward a Housing Element to the California Department of Housing and Community Development (HCD) by January 31, 2015. Hillsborough's last Housing Element was certified by HCD and adopted by the City Council in 2009.

For the first time, HCD has developed a streamlined process for 2014 Housing Element Updates. The emphasis of the streamlined approach is to focus on what has changed since the last Housing Element rather than completely updating the 2009 document. This process is available only to communities such as Hillsborough who have certified Housing Elements. The Town of Hillsborough was the first jurisdiction in San Mateo County to receive HCD certification for their 2009-2014 Housing Element.

A key part of every Housing Element cycle is the Regional Housing Needs Allocation (RHNA), which is the number and affordability levels of housing units that each jurisdiction is assigned. While there must be adequate available land to meet this demand, the jurisdiction is not responsible for building the units. The overall allocation for Hillsborough for the upcoming eight year planning period is not significantly different than last cycle (91 versus 86); however the income distribution has changed. The new distribution includes 49 lower income, 21 moderate income and 21 higher income homes/sites. The Town's allocation for the prior Housing Element cycle required planning for the creation of 34 lower income units.

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The Town has successfully met lower income housing allocation requirements through the permitting of second units. Studies have shown that second units serve as affordable, sustainable and generational living opportunities. As of June 30, 2013, the Town permitted 91 new housing units for the 2007-2014 Housing Element cycle, 75 of which were second units. Due to the Town's unique and essential character as a single family residential community, the Town anticipates being able to continue to meet the new RHNA allocation primarily through second unit and programmatic opportunities.

The ADRB will review a draft of the 2014-2022 Housing Element on June 2, 2014 and the City Council will review the document on June 9, 2014.

For more information please go to:

http://www.hillsborough.net/depts/building/planning/2014_2022_housing_element/default.asp

FRIENDLY REMINDERS

F.A.R. (Floor Area Ratio) OR SECOND UNIT RECORDATION

When your Planning Approval requires an FAR or Second Unit document to be recorded at the San Mateo County Assessor's Office, please remember to begin this process *prior to* submitting your Building Permit application. This includes submitting the application and fee (\$350 check made payable to Carr, McClellan, et al) to the Town during the 15 day Planning appeal period, to insure a timely review. Furthermore, the recordation process will need to be completed (final recording at the County) before any permits will be issued for your project – please be sure your clients are well informed of this process and requirement to avoid any delays in the permit issuance timing.

Being proactive and responsive to all of the conditions of approval associated with your project will help simplify the plan check process and avoid any project delays.

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

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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 contacting the following Staff members:

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 Department's 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 2014 MEETING SCHEDULE

Please note the ADRB Meeting schedule for the 2014 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 2014 ADRB Calendar also includes deadlines for Preliminary Review submittals. Please note that the submittal deadline for preliminary review items is three weeks prior to the meeting date.

UPCOMING HOLIDAYS & MEETING DATES

- ❖ May 26, 2014 – Memorial Day Holiday – Town Hall Closed
- ❖ June 2, 2014 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ July 7, 2014 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ July 4, 2014 – Independence Day Holiday – Town Hall Closed

TIPS:

ADRB PRESENTATIONS:

As you prepare the submittal of your project scheduled for review by the Architecture & Design Review Board (ADRB), presentation of the project details will be a critical piece of the review. Presentations can clarify topographic site challenges, color and material

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selections, provide visual tools of enhanced mass and design illustrations and can offer an opportunity to outline neighbor outreach efforts or design changes incorporated to address public comment.

It is our goal to insure the project presentations are easily facilitated and it seems that the best method, as you know your project best, would be a display of your plans and presentation in the same PDF or PowerPoint file during the ADRB discussion. This will insure that the most up to date plans are shown on the screen as well as any renderings or other computer generated images you might have. A remote will be provided at the podium, which will allow you to move through the slides/pages during your presentation and as the Board begins to discuss your project. We will work closely with you during the ADRB process, specifically regarding deadlines associated with your project and will ask that these presentations be submitted no later than 10:00am, the day of the scheduled meeting.

If you have any questions at all, feel free to contact Staff directly via email at sfields@hillsborough.net or by direct phone, (650) 375-7419.

NEW TO THE AREA?

If you are a design professional new to the Town of Hillsborough, please come in and get to know us. We also highly recommend attending an ADRB meeting even if you don't have a current item on the agenda. An early preview of the process and practices will give you and your clients a step up in the approval process.

CREEKSIDE PROPERTIES

If you have a project located adjacent to a creek, we encourage you to meet with Planning Staff very early in the design process to discuss potential environmental review and flood plain requirements which may apply, dependent on the project details.

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!