



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

WINTER GREETINGS
2014/2015

ANNOUNCEMENTS

NEW PUBLIC NOTIFICATION PROCEDURE:

On December 10, 2014 the City Council adopted an Ordinance amending the public notification procedure so that applicants no longer need to mail public notices to neighboring property owners. Departmental staff will be implementing the full public notification process in order to enhance accuracy and privacy. In order for the Town to recover the costs of this additional application process, Administrative Review applications will have a new \$20.00 public notification fee in addition to the base level application fee and ADRB applications will have a new \$80.00 public notification fee in addition to the base level application. Both fees cover staff time and postage and vary due to the number of notices mailed for ADRB versus Administrative Review applications (ADRB applications require notification to property owners within a 500' radius of the application property and Administrative Review applications require notification to adjacent property owners).

REVISED DESIGN GUIDELINES FOR HILLSIDE PROPERTIES UNDER STUDY:

In April of 2014 the City Council and ADRB held a joint meeting which resulted in direction to address massing issues for projects on sloped properties over the next year. Since this time an ADRB Subcommittee and Staff have been studying enhancing the Town's Design Guidelines to better address the visual impacts of new homes and additions on sloped properties. Several themes are evolving during the study which is important to pass along to clients and consider as they could assist with both current and future applications:

- ❖ *Reduced size, height, building envelope and mass as well as increased setbacks may be appropriate for homes on hillside lots.*

- ❖ *Hillside parcels may not be appropriate for all styles of architecture. Traditional style homes should be broken up into segments utilizing the guidelines below to address hillside lot issues.*

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NEW TEMPORARY PART-TIME EMPLOYEE

We have hired Sharon D'Lima on a part time basis to assist us in our phone and inspection scheduling functions Mondays through Thursdays 8:30 a.m. to 12:30 p.m. for the next 3-4 months. Sharon will be located at the cubicle beside Vikki Grundmann in Town Hall. Sharon lives in Millbrae and has most recently worked for the City of Menlo Park. Please join us in welcoming Sharon when you see a new face in Town Hall!

FRIENDLY REMINDERS

BUSINESS LICENSES:

Don't forget that any person or business that is providing a service to the residents in Hillsborough, either directly or through a subcontract, is required to maintain a valid business license even if their physical location of business is outside of Hillsborough. **Application submittals require documentation of an active business license.** Please find additional detail at:

<http://www.hillsborough.net/181/Business-Licensing>

APPLICATION SUBMITTALS:

Please submit your Building Permit and Planning applications *no later than 3:30 p.m. on Mondays through Thursdays and 11:30 a.m. on Fridays.* This will allow our Staff sufficient time to process your application submittals accurately and completely which helps streamline your overall permit process. Remember that we are open to accept applications beginning at 7:30 a.m.

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 2013-2014 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 two years 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.

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<http://www.hillsborough.net/depts/planning/default.asp>

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❖ 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.

SMCSWPPP BEST MANAGEMENT PRACTICES & ARCHITECTURAL COPPER

The San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) is a partnership of the [City/County Association of Governments \(C/CAG\)](#), each [incorporated city and town](#) in the county, and the County of San Mateo, which share a common National Pollutant Discharge Elimination System (NPDES) permit. The [Municipal Regional Permit \(MRP\)](#) outlines the State's requirements for municipal agencies in San Mateo County to address the water quality and flow-related impacts of stormwater runoff (only rain in the stormdrain!). Some of the requirements of the MRP are implemented directly by municipalities, such as BMPs for construction and those related to Architectural Copper Controls. The BMPs associated with architectural copper outline the requirements which must be implemented when installing, treating, cleaning or washing architectural copper features. The County website provides several resources which outline these requirements for copper. The most recent handout has been attached to this newsletter and additional information regarding this program may be found online at <http://www.flowstobay.org/>. Please be sure to include these measures when using architectural copper in your project.

LANDSCAPE PLANS

As landscape plans are drafted for your project, it is important to note the transformation of the project site clearly. Often times, there is a level of expectation for shrubs and other plantings aside from trees to remain and their removal can cause a noticeable visual impact. Please be sure to include notations on your landscape plans regarding the removal of plants and vegetation on the site, inclusive of trees, shrubs, groundcover and any other landscape elements which may be altered from the current conditions.

STATE BOARD URGES HILLSBOROUGH RESIDENTS TO USE LICENSED CONTRACTORS IN REPAIR WORK

If your client's home or property was damaged during the storm, it is important to insure a licensed professional is retained for any repairs. License board officials have reported that any construction job valued at \$500 or more in combined labor and material costs must be performed by a state-licensed contractor. The California Business and Professions Code

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require licensees to carry workers' compensation insurance coverage for their employees and to be bonded. Tree-trimmers working on trees 15 feet or higher have to be licensed and state law require all C-39 Roofing contractors to carry workers' compensation insurance, even if they don't have employees. Please be certain that your licenses and required certifications (or those of any subcontractors used) are current as you guide your clients through any development or construction process.

STAY INVOLVED

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
Sharon D'Lima, Temporary Clerical (for inspection scheduling)	(650) 375-7411

Take advantage of the Building & Planning Divisions 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.

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SCHEDULES AND IMPORTANT DATES

ADRB 2015 MEETING SCHEDULE

Please note the ADRB Meeting schedule for the 2015 calendar year is now available at the Building and Planning counter as well as online at:

<http://www.hillsborough.net/243/Architecture-Design-Review-Board>

UPCOMING HOLIDAYS & MEETING DATES

- ❖ January 1, 2015 – New Year’s Day Holiday – Town Hall Closed
- ❖ Monday, January 19, 2015 – Martin Luther King Jr. Holiday – Town Hall Closed
- ❖ Tuesday, January 20, 2015 – 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!

Requirements for Architectural Copper

Protect water quality during installation, cleaning, treating, and washing!

Copper from Buildings May Harm Aquatic Life

Copper can harm aquatic life in San Francisco Bay. Water that comes into contact with architectural copper may contribute to impacts, especially during installation, cleaning, treating, or washing. Patination solutions that are used to obtain the desired shade of green or brown typically contain acids. After treatment, when the copper is rinsed to remove these acids, the rinse water is a source of pollutants. Municipalities prohibit discharges to the storm drain of water used in the installation, cleaning, treating and washing of architectural copper.



Building with copper flashing, gutter and drainpipe.

Use Best Management Practices (BMPs)

The following Best Management Practices (BMPs) must be implemented to prevent prohibited discharges to storm drains.

During Installation

- If possible, purchase copper materials that have been pre-patinated at the factory.
- If patination is done on-site, implement one or more of the following BMPs:
 - Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
 - Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
 - Collect the rinse water in a tank and haul off-site for proper disposal.
- Consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. This will also maintain the desired color for a longer time, requiring less maintenance.



Storm drain inlet is blocked to prevent prohibited discharge. The water must be pumped and disposed of properly.

During Maintenance

Implement the following BMPs during routine maintenance activities, such as power washing the roof, re-patination or re-application of impervious coating:

- Block storm drain inlets as needed to prevent runoff from entering storm drains.
- Discharge the wash water to landscaping or to the sanitary sewer (with permission from the local sanitary sewer agency). If this is not an option, haul the wash water off-site for proper disposal.

Protect the Bay/Ocean and yourself!

If you are responsible for a discharge to the storm drain of non-stormwater generated by installing, cleaning, treating or washing copper architectural features, you are in violation of the municipal stormwater ordinance and may be subject to a fine.



Photo credit: Don Edwards National Wildlife Sanctuary

Contact Information

The San Mateo Countywide Water Pollution Prevention Program lists municipal stormwater contacts at www.flowstobay.org (click on “Business”, then “New Development”, then “local permitting agency”).