



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

***SPRING GREETINGS***  
***2015***

**ANNOUNCEMENTS**

**NEW SECOND UNIT REGULATIONS**

On March 9, 2015 the City Council adopted an Ordinance allowing an increase in the size of second dwelling units from 1200 square feet to 1400 square feet in size for purposes of allowing opportunities for additional bedrooms within second units. All other requirements remain the same. Please contact Planning Staff for any questions on this topic.

**DROUGHT & LANDSCAPE REVISIONS**

As we are now in a drought, we anticipate that there may be an increase in requests for changes to existing landscape designs. As you work with your clients to determine the most efficient manner for reducing water usage based on the site conditions of the property, we invite you to meet with Building & Planning Staff to explore options for enhanced water conservation methodologies, which may include adjustments to existing irrigation systems, incorporation of more drought tolerant plant types in existing landscape areas and the exploration for the use of artificial grass or other materials which use no water. Although proposals for artificial grass in areas of a property visible from the street are subject to design review, Staff remains available to meet and discuss options for artificial grass placement. Additionally, the incorporation of artificial grass into natural landscapes is an important consideration as you explore alternate methods for water use reduction, some of which may be noted above. The administrative review applications for landscaping remain available online at <http://www.hillsborough.net/247/Planning-Applications>. Additional information regarding the Town's response to the drought is available online at <http://www.hillsborough.net/413/Drought-Response>. Please stay tuned for more information as it becomes available and as always, we look forward to working with you and assisting you during this time.

**REVISED DESIGN GUIDELINES FOR HILLSIDE PROPERTIES UNDER STUDY:**

On April 6, 2015 the Architecture and Design Review Board (ADRB) reviewed a draft of enhanced design guidelines for development of homes on hillside properties and voted to recommend the City Council adopt the Revised Hillside Design Guidelines at the May 11, 2015 City Council meeting. The purpose of the enhanced design guidelines is to better address the visual impacts of new homes and additions on sloped properties. Over the last several months, an appointed Subcommittee of the ADRB has studied several themes, which will be important to

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share with clients and consider during design development, which are included in the revised design guidelines as follows:

- ❖ *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;*
- ❖ *Enhanced sections pertaining to driveways, massing, (stepping the building, etc.);*
- ❖ *New sections pertaining to design of decks, architectural features, foundations, and enhancements to the retaining walls section;*
- ❖ *A new section dedicated to landscaping design including plantings, fencing, drains and utility panels on hillside properties;*
- ❖ *Properties with slopes 15% or greater will be subject to the revised Hillside Design Guidelines.*

The draft Revised Hillside Design Guidelines are available for view online at <http://www.hillsborough.net/401/Current-Planning-Projects>. Should you have any questions, please contact Serena Fields, Associate Planner, directly at (650) 375-7419 or via email at [sfields@hillsborough.net](mailto:sfields@hillsborough.net).

### **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

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

accept applications beginning at 7:30 a.m. **Applications without required fees will not be accepted.**

#### 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](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.
- ❖ 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.

#### MAILINGS FOR INFORMAL OUTREACH:

The US Postal Office offers a certificate of mailing, which certifies that your public outreach notice has been mailed to a specific address; however, this does not require a signature from the recipient. The Planning Division accepts this Certificate of Mailing as an acceptable form of proof of mailing for your outreach done prior to your project being reviewed by the ADRB. An image of the Certificate of Mailing is included below:

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## **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](mailto: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 <a href="mailto:mmccann@hillsborough.net">mmccann@hillsborough.net</a>
Sally Rumsey, Support Specialist	(650) 375-7413 <a href="mailto:srumsey@hillsborough.net">srumsey@hillsborough.net</a>

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

### **SCHEDULES AND IMPORTANT DATES**

#### **ADRB 2015 MEETING SCHEDULE**

At the April 06, 2015 ADRB Meeting, the Board voted to revise the date of the July ADRB meeting to Wednesday, July 15, 2015. The upcoming holidays & meeting dates has been updated to reflect this change below and the July meeting is highlighted in yellow. The ADRB Meeting schedule for the 2015 calendar year has also been updated and remains 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**

- ❖ May 4, 2015 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ May 25, 2015 – Memorial Day Holiday – Town Hall Closed
- ❖ June 1, 2015 – ADRB Meeting, 4:00pm, Town Hall, 1600 Floribunda Avenue
- ❖ July 3, 2015 – Independence Day Holiday – Town Hall Closed
- ❖ **July 15, 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!**