RESIDENTIAL DESIGN, PERMITTING AND CONSTRUCTION FORUM

September 18, 2017 | 6:00 to 7:30 pm
I. Welcome

II. Overview of the Town’s Residential Design Guidelines

III. Elements of a Successful Permit Application

IV. Construction Considerations

V. Questions & Answers

VI. Adjourn
Are you thinking of remodeling your home?

Are you thinking of buying a home in Hillsborough?

What is the Design Review process like?

What limitations do I have on improving my property?

Who can I talk to about these questions?
Forum Purpose

To help the community **better understand** the residential design, permitting and construction process

To help you **identify issues or concerns early** in the review and permitting process
Panel Members

Elizabeth Cullinan  
Director of Building and Planning  
Town of Hillsborough

Liz Ruess  
Associate Planner  
Town of Hillsborough

Tim Anderson  
Building Official  
Town of Hillsborough

Natalie Asai, PE  
Associate Engineer  
Town of Hillsborough

Christine Reed  
Deputy Fire Marshal  
Central County Fire

Laura Jones, Ph.D.  
Historical Resources Consultant

Bruce Chan  
Town Consulting Landscape Architect

Loran May  
Consulting Biologist

Sergeant Patrick Barrett  
Hillsborough Police Department
OVERVIEW OF THE TOWN’S RESIDENTIAL DESIGN GUIDELINES
## Difference between “Requirements” and “Guidelines”

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Guidelines</th>
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<tbody>
<tr>
<td>Standards that are quantifiable and cannot be changed without a variance or special exception:</td>
<td>Subjective rules that are qualitative and need either Town staff or Design Review Board direction:</td>
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<tr>
<td>• Setbacks</td>
<td>• Neighborhood Compatibility</td>
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<tr>
<td>• Maximum Height</td>
<td>• Authentic Architecture</td>
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<tr>
<td>• Size/Floor Area Ratio (FAR)</td>
<td>• Design Quality</td>
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<td>• Lot Coverage</td>
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Purpose of the Town’s Residential Design Guidelines

1. **Reinforce Hillsborough’s Image**
   The town’s building pedigree includes homes that convey a sophisticated design sensibility as well as the values and tastes of their owners.

2. **Facilitate Contemporary Life**
   While new technologies and building materials will allow for a greater range of lifestyle activities, residences must maintain Hillsborough’s image and standards for quality.
3. **Encourage Town-Wide Diversity**

A multitude of styles have been executed successfully in the building of the town’s fabric, and differing the style of adjacent homes.

4. **Foster Creativity**

The design guidelines are intended to offer inspiration and potential solutions for residential architecture, though they are not intended to be a checklist.
The Architecture and Design Review Board (ADRB) is comprised of volunteer citizens whose professional backgrounds are typically in the fields of design and architecture.

Their primary role is to review project applications and make a decision on whether a project adheres to the intent of the Residential Design Guidelines.
DESIGN REVIEW PROCESS
Key Design Review Questions

Top things to ask yourself before designing or purchasing:

- What do you neighbors’ homes look like?
- Is there a steep slope?
- Is my home older than 50 years?
- Is there a creek in my yard?
- Are there Covenants, Conditions and Restrictions (CC&Rs) on my property?
- Do I need to remove a number of trees?
Preliminary Design Principles

- Style Consistency
- Historical Accuracy
- High Quality
- Honest Materials
- Managing Change
- Diversity
- Creativity
- Accommodates a variety of cultural design principles

Note: Translation Features available online and upon request
Successful Design Review Application Process “Checklist”

- Tour the town, review existing styles and consult early with Town staff
- Become familiar with the Town’s design guidelines and requirements
- Select an architect familiar with design guidelines
- Attend an ADRB hearing to see how the process works
- Inform your neighbors (it’s never too early!)
- Understand that more complex projects or designs may require a longer review process
- Clearly communicate the design (diagrams, renderings)
Process for Reviewing and Approving Projects

Part A
Preliminary Review

1. Contact Town Staff
2. Notify Neighbors
3. Submit an Application
4. Submit other Required Materials

Part B
Design Review

1. Initiate Hearing Process

Admin Design Review (staff)
- Minor projects consistent with standards
- More substantial projects

ARDB Hearing
- Project is Approved, Conditionally Approved, or Needs Revisions
- Project is Denied
- Appeal to Council (if necessary)
ELEMENTS OF A SUCCESSFUL PERMIT APPLICATION
Complete Plans are your best avenue to success. The following are commonly missed items:

- Plot Plan/Site Plan
- Foundation Plan
- Floor Plan
- Elevations
- Sections
- Title 24/Energy Compliance Forms
- Structural Calculations
- Title 24 Energy Documentation
- Geotechnical/Soil Reports
Know that inspectors are on your side and are providing a peer review of your contractors work.
ENGINEERING
Grading Permits (>50 cubic yards moved)

- Review Periods:
  - 1\textsuperscript{st} plan check: 4 weeks
  - 2\textsuperscript{nd} & 3\textsuperscript{rd}: 1-2 weeks

- Consistency with approved Planning set

- Grading Moratorium / Erosion Control, NPDES Inspections

- Right-of-way improvement triggers

- Public Utility Easements / Existing Town Utilities

- Detention System and O&M Agreement

- Street Preservation

- Limit changes to drainage patterns
Engineering Process

Triggers for additional review:

- Category 3 Grading
- Revocable Encroachment Permit
- >1 acre (*project size, not property size*)
- Hillside Lots
- Creeks / FEMA (*submit survey letter and map showing the SFHZ, BFE, and FF prior to planning approval*)
FIRE DEPARTMENT
Fire Flow & Fire Protection Water

• Fire flow determination will need to be done to determine the number of fire hydrants.

• Fire Apparatus Access from hydrants to homes and structures is key.
Fire Department Process

Fire Apparatus & Firefighter Access Considerations

- Driveway width, slope and turn arounds
- Gates

Landscaping and vegetation management

- Addressing
- Screening
- Fire resistive landscaping
HISTORIC RESOURCES
How can I know if a house might be “historic?”

- Check the Hillsborough Historic Resource Inventory
- Check local history books
- Find out when the house was built and when any major alterations or additions were made
- Research the original architect
- Research the owners
What is involved in a professional historical resource evaluation?

- Documentation of who the primary owners have been and their contributions to history (if any).
- Documentation of any important events that may have occurred at the property.
- Assessment of the architecture of the house to determine if it is a fine example of a particular style or period.
- Determination of whether the house has “integrity” to its historic period.
- Conclusion on whether the house meets the criteria for listing on the California Register.
If a house is “historic” how does that affect future projects?

- Historic buildings cannot be demolished if there is a feasible alternative to demolition.
- Additions and alterations can be allowed but should meet preservation standards.
- Dividing the lot may also be allowed if the “setting” of the historic house can be preserved.
LANDSCAPE ARCHITECTURE
What are my landscape requirements?

- Design Review and permits needed when:
  
  a. Removing a tree that has a trunk (or multiple trunks) with a total diameter of thirty-six inches or more measured at four feet, six inches above natural grade.
  
  b. Adding or moving fifty cubic yards or more of dirt or soil.
  
  c. Rehabilitating more than ten thousand square feet of landscaped area.
d. Installing landscaping for a residence being newly constructed (either on a previously unimproved lot or on a lot whose previous residence has been torn down).

e. Synthetic grass in areas visible from the public right-of-way.

f. Removing/altering vegetation associated with an upcoming remodel project.
What types of guidelines should I consider when landscaping for a new house or addition?

- Complements architecture
- Reduces massing
- To soften fencing
- Enhances privacy
- Maintains views
- Water Efficient Landscape Ordinance (WELO)
Is there a creek or drainage running through your property?
Determine the state and federal jurisdictional status of wet area on your property by requesting a wetland assessment.

What are you proposing near the creek?
Overlay design drawings over the preliminary wetland assessment mapping to see if there are conflicts or opportunities for avoidance.

Can the creek and a 20-foot buffer area be avoided?
If so, no additional actions are required.
If the creek cannot be completely avoided what can be done?

Additional Project Evaluation and Development of Site-Specific Mitigation Measures with Town staff:

– A Modified (reduced) buffer
– Creek Protections
  • seasonal timing restrictions,
  • use of erosion control, fencing, planting etc
  • Modification or restrictions on construction methods or work areas
What Happens if there are unavoidable impacts on my creek or wetland?

- Additional State or Federal Wetland Delineation and Permitting
- Additional CEQA analysis by Town of Hillsborough
- A formal Wetland Delineation
- Federal Section 404 Clean Water Act Permitting
- State Section 401 Clean Water Act Permitting and Porter-Cologne Water Quality Control Act
- Section 1600 Fish and Game Code Streambed Alteration Agreement
- Adoption and Implementation of Wetland protection measures through these permits and analysis
Comments

- Creek Protections are intended to protect and preserve creeks as an important public resource.
- Creek Protections are also intended to help you avoid impacts to wetlands, and the resulting need for state and federal permits.
- Avoiding creeks will expedite your project.
- If you can’t avoid creeks, there are ways to still do your project.
Natural Resources:
Can proposed project avoid removing trees and other sensitive biological resources?

Source: MIG
CONSTRUCTION CONSIDERATIONS
Construction Checklist

- Have you notified your neighbors of construction?
- Do you have an approved Construction Management Plan?
- Are there quality of life measures you may want to consider during construction?
- Are you aware of the construction hours?
- What if you need to conduct construction outside of the permitted construction hours?
- Do you have a qualified superintendent designated to be present at the site at all times during construction?
Construction Checklist (continued)

- What happens if a construction code violation occurs?
- What is a homeowners responsibility for construction violations?
- Traffic and Parking Safety Management
- Public Right-of-Way / Pedestrian Safety Considerations
- Construction Hours
- Haul Routes
- Normal Noise and Discretionary Noise
- Security Measures
QUESTIONS & ANSWERS