



**CITY OF BELMONT
MEMORANDUM**

TO: Planning Commission
FROM: Damon DiDonato, Senior Planner
VIA: Carlos de Melo, Community Development Director
SUBJECT: July 7, 2011 Planning Commission Meeting – Agenda Item 6A
Study Session - Residential Design Guidelines

Summary

On March 15, 2011, the Planning Commission reviewed Zone Text Amendments to the Belmont Zoning Ordinance (BZO) to require that Single Family Residential Design Review applications are substantially compliant with established Residential Design Guidelines (RDG).

The Commission voted to recommend that the City Council adopt the Zoning Text Amendments conditional upon final Commission review of the text of the RDG. The Commission also provided direction to staff for modifications to the RDG.

The Commission's relevant comments and direction were provided at subsequent meetings under Reports, Studies and Updates. At the June 21, 2011 meeting, the Commission directed staff to prepare a "beta" version of the Design Guidelines, incorporating all comments to date. The Commission further directed that sample graphics be provided to allow for alternatives to the graphics within the document. Lastly, the Commission directed staff to solicit input on the RDG from the Permit Efficiency Task Force (PETF).

Planning Commission Comments/Direction

Staff has prepared the latest version of the RDG as a baseline for the Planning Commission Study Session. This version was created by accepting all track changes modifications within the latest document, and reinserting graphics. Staff has also incorporated all Commissioner comments and direction to date into the document.

Public Outreach

A copy of the RDG was forwarded to the PETF for their review and comment. No other public contact beyond posting of the agenda was initiated for this item.

Attachments

- I. Residential Design Guidelines – draft of July 2011
- II. Residential Design Guidelines – Review Matrix
- III. Sample Graphics

ATTACHMENT I
RESIDENTIAL DESIGN GUIDELINES
DRAFT – JULY 2011



CITY OF BELMONT

RESIDENTIAL DESIGN GUIDELINES

July 2011

INTRODUCTION

When a new home is built or an existing home is expanded by more than 400 square feet in the City of Belmont, the building project must be reviewed and approved by the City's Planning Commission. This process is called Design Review.

The Planning Commission relies on the Belmont Zoning Ordinance (BZO) when considering a Design Review application. Certain legal findings must be made by the Planning Commission before a building project can be approved. The Belmont Zoning Ordinance that the Planning Commission must follow can be found on pages three and four.

APPLICABILITY

The Design Review Process is intended to preserve the natural beauty of Belmont and ensure that structures enhance their sites and are harmonious with their surrounding areas. To that end, the City of Belmont has prepared Residential Design Guidelines (RDG) which include basic design concepts and elements of good design required for all new residential structures, and additions of 400 sq. ft. or more.

These guidelines are not intended to constitute *additions* to the existing provisions of the Belmont Zoning Ordinance, but only to be *illustrative* of them. When illustrations of specific homes are provided, they are to be construed as expressing generic structural concepts rather than specific architectural styles. There are no recommended architectural styles in the Belmont Zoning Ordinance. Creative and original design concepts are welcome within the general framework of the ordinance.

These guidelines are not intended to replace the services of a design professional. The City strongly encourages applicants to obtain the services of a design professional for all new or extensively renovated projects. Licensed architects are required for new construction projects on slopes in excess of 18%.

The Design Guidelines are intended to assist applicants in preparing plans for Design Review submittal. The sections of the guidelines correspond with the key design issues that the Planning Commission considers when reviewing a Design Review application (Sections 13.A.5a, b, e, and f of the Zoning Ordinance), which relate to: A) Site and Neighborhood Compatibility; B) Site Planning; C) Accessory and Support Structures; and D) Landscaping. Non design issues (technical items) such as structural encroachments into the public right-of-way, driveway access, geo-technical review and construction management are not included in these guidelines.

Section 13A.1 - Single Family and Duplex Residential Design Review - Purpose

The Single Family and Duplex Residential Design Review process is established to preserve the wooded, low density character of the City's single family and duplex residential neighborhoods, and assure that new single-family and duplex residential development achieves an appropriate balance amount of the following: a) Consistency with existing site conditions; b) Minimal disruption of site and surrounding topography; c) Minimal visual building bulk and an attractive exterior building design; (d) Protection against erosion, ground movement, flooding and other hazards; e) Preservation of existing trees and vegetation, use of native plants, and an enhancement of the overall landscaping in residential neighborhoods; (f) Safe on-site vehicular access ways to all covered parking; (g)

Retaining walls that follow topographic conditions and enhance the appearance of surrounding slopes; and h) Right-of-way encroachments that are the minimum necessary to support private access and development and that enhance the overall appearance of the site

Section 13A.5 - Single Family and Duplex Residential Design Review - Findings

The Commission may grant approval of Single Family and Duplex Residential Design Review to the proposed development, if the following findings are made:

- (a) *The Buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.*
- (b) *The overall site and building plans achieve an acceptable balance amount the following factors:*
 - (1) *building bulk,*
 - (2) *grading, including*
 - (a) *disturbed surface area and*
 - (b) *total cubic yards, cut and fill*
 - (3) *hardscape, and*
 - (4) *tree removal*
- (c) *All accessways shown on the site plan and on the topographic map are arranged to provide safe vehicular and pedestrian access to all buildings and structures.*

- (d) All proposed grading and site preparation have been adequately reviewed to protect against site stability and ground movement hazards, erosion and flooding potential, and habitat and stream degradation.*
- (e) All accessory and support features, including driveway and parking surfaces, underfloor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.*
- (f) The landscape plan incorporates:*

 - (1) Native plants appropriate to the site's environmental setting and microclimate, and*
 - (2) Appropriate landscape screening of accessory and support structures, and*
 - (3) Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code*
- (g) Adequate measures have been developed for construction-related impacts, such as haul routes, material storage, erosion control, tree protection, waste recycling and disposal, and other potential hazards.*
- (h) Structural encroachments into the public right-of-way associated with the project comply with the standards of Section 22, Article 1 (Encroachments) of the Belmont City Code*

Design Guidelines Index

The Design Guidelines are categorized into four major sections (A, B, C and D), which correspond to the findings section of the Belmont Zoning Code (Section 13.A.5a, b, e, and f) that the Planning Commission relies on when considering a Design Review application.

<p>RDG Section Design Guideline (page)</p>	<p>Applicable Planning Commission Finding Belmont Zoning Code 13.A.5</p>
<p>Section A Guideline a-1 (p_) Guideline a-2 (p_) Guideline a-3 (p_) ETC</p>	<p>a) The Buildings and structures shown on the site plan are located to be consistent with the character of existing development on the site and in the neighborhood, as defined; minimize disruptions of existing public views; protect the profile of prominent ridgelines.</p>
<p>Section B Guideline b-1 (p_) Guideline b-2 (p_) ETC</p>	<p>b) The overall site and building plans achieve an acceptable balance amount the following factors:</p> <ul style="list-style-type: none"> (1) building bulk, (2) grading, including <ul style="list-style-type: none"> (a) disturbed surface area and (b) total cubic yards, cut and fill (3) hardscape, and (4) tree removal

<p>RDG Section Design Guideline (page)</p>	<p>Applicable Planning Commission Finding Belmont Zoning Code 13.A.5</p>
<p>Section C Guideline e-1 (p_) Guideline e-2 (p7) ETC</p>	<p>e) All accessory and support features, including driveway and parking surfaces, under-floor areas, retaining walls, utility services and other accessory structures are integrated into the overall project design.</p>
<p>Section D Guideline f-1 (p_) Guideline f-2 (p_) ETC</p>	<p>f) The landscape plan incorporates:</p> <ol style="list-style-type: none"> 1. Native plants appropriate to the site's environmental setting and microclimate, and 2. Appropriate landscape screening of accessory and support structures, and 3. Replacement trees in sufficient quantity to comply with the standards of Section 25 (Trees) of the Belmont City Code

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BZO Section 13.A.5 (a) - COMPATIBILITY WITH SITE AND NEIGHBORHOOD

Applicants proposing to build a new home or modify the exterior of an existing home are encouraged to design the project such that its size, shape, materials and relationship to the natural environment blends in with the surrounding neighborhood.

One of the first steps in designing a new home, or an addition to an existing home is to understand the neighborhood in which the home is located.

Section A - Neighborhood Compatibility

A neighborhood is generally defined the area or region around or near some place or thing, in this case other dwellings and natural landscape. To be compatible with a neighborhood, a house should be of a shape, size, and design such that it exists in harmony with the surrounding houses and the topography, vegetation, scenic vistas and other natural features of the surrounding area.

Neighborhood Character

Neighborhood character is the combination of qualities or features within a neighborhood that distinguishes it from another neighborhood. The exterior elements of a house such as its shape, size and exterior design all contribute to the character of the house, which in turn contributes to the collective character of the neighborhood. Some of the most common elements that contribute to the character of an individual house and the collective character of the neighborhood are as follows:

- How houses are situated on their lots (setbacks)
- How houses blend with surrounding scenic and natural environments
- Scale, or the appearance or proportion of a house relative to others, including the number of stories, and the arrangement/placement/massing of major building forms.
- The size of the house in relation to the size of the lot on which it is located.
- Parking and garage patterns
- Location of entries
- Roof forms
- Window type and placement
- Landscaping
- Older buildings or architectural features having historic character

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Guideline A-1 - Design for Compatibility with Neighborhood Character

Applicants seeking to build a new dwelling or modify the exterior of an existing dwelling are encouraged to review the character of the existing neighborhood and utilize the best features of surrounding properties harmoniously, to include:

- a. Using compatible arrangement/placement/massing of major building forms.
- b. Making new buildings/additions proportionate in scale to adjacent structures.
- c. Using compatible design features and exterior materials.

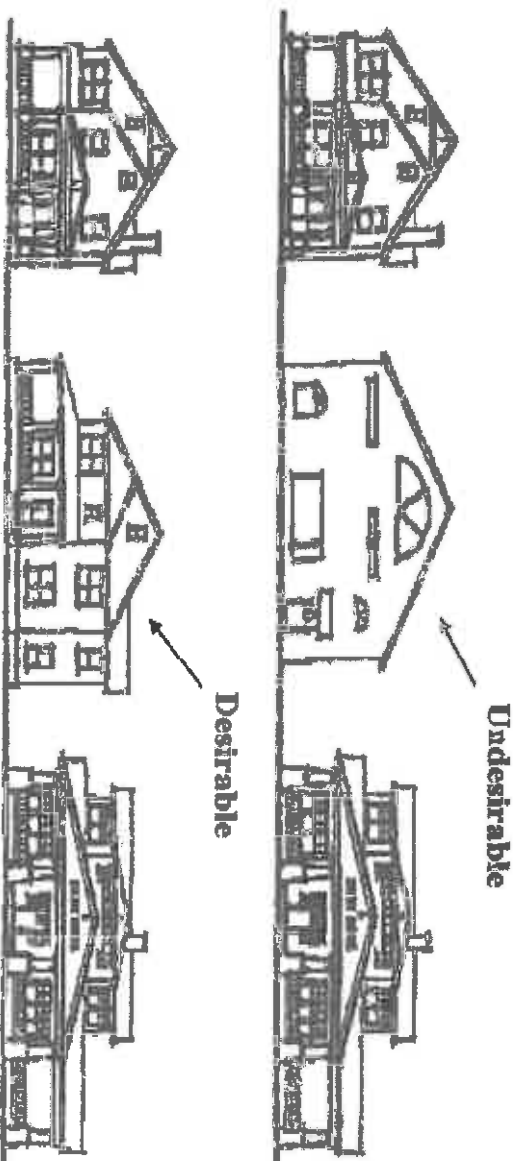


Figure 1: The original design of the home is undesirable because it has a relatively flat façade and very little articulation, making it too bulky and inconsistent with surrounding homes. The desirable design becomes more compatible with its neighbors by incorporating design features from the surrounding homes including upper story setbacks, roof and building forms and window treatments.

Guideline A-2 - Minimize Impacts to Public Views / Retain Profile of Existing Ridgelines

Applicants are encouraged to design their project such that public views are not disrupted; this can be accomplished by:

- a. Locating the building below or to the side of public views as seen from surrounding public property (streets, sidewalks, etc.).
- b. Increase the front yard setbacks on downward sloping lots.
- c. Increase step backs of upper-story additions.
- d. Lower the height of the dwelling in question.

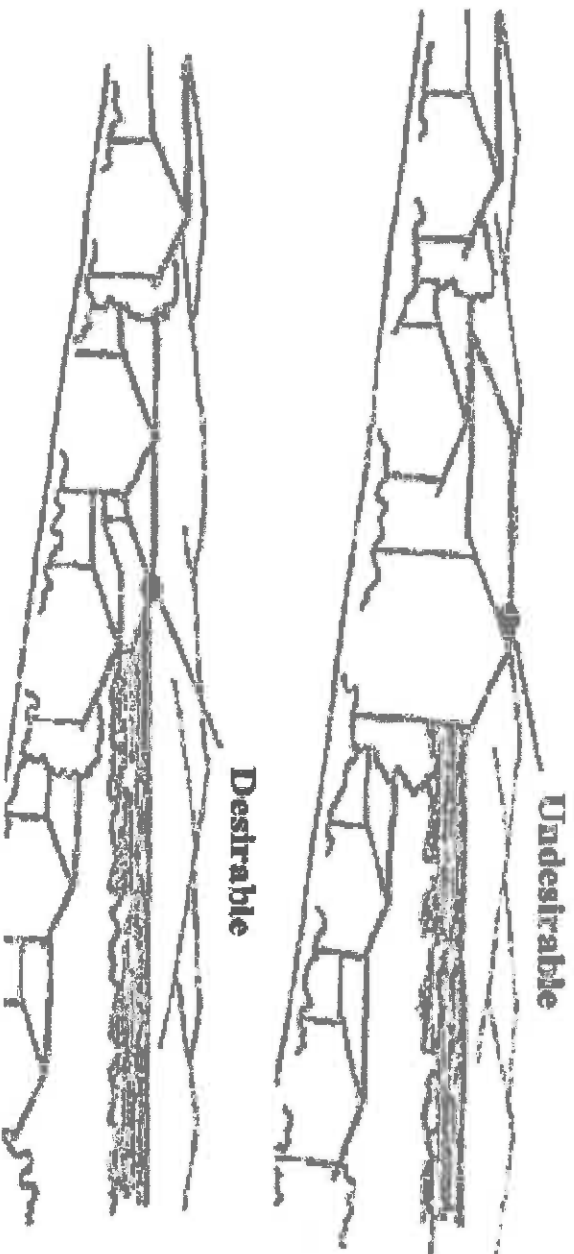


Figure 2: Public views are protected (i.e., views from public streets, parks and open spaces). Buildings should be located and designed to avoid blocking public views of the surrounding hillsides, ridge lines, and/or the Bay. The design should minimize the view impact as seen from the road by reducing the roof plate height and pitch, reducing overall roof height, and stepping back the upper story addition from the front of the home.

Guideline A-3 - Design Building with a Consistent Overall Style

A building's architectural characteristics include its basic style, its form, its placement on the site, and its defining features (i.e., type of roof, exterior materials, windows, porch, etc.). Applicants are encouraged to design their project such that the project has a consistent architectural style while also being architecturally appealing, by:

- a. Include features (window, roofing, windows, details, etc.) consistent with the style of the home
- b. Do not mix architectural forms from one style to another

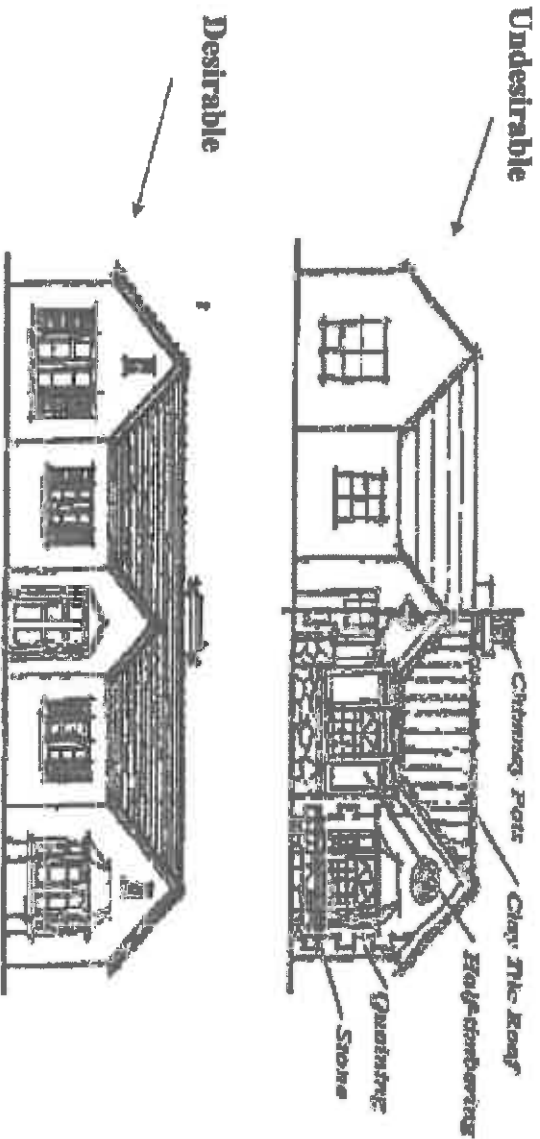


Figure 3: The existing home lacks architectural detail. The original redesign includes a confusing mixture of architectural styles and details, creating a chaotic presentation. The revised design unifies the addition by using a consistent style of windows, trim and exterior materials across the entire home.

Guideline A-4 – Ensure Upper Story Additions are Consistent with the Existing Home’s Design. Applicants are encouraged to design their project that second stories blend and are balanced with the existing structure, by

- a. Incorporating the same building style
- b. Using the same roof pitch
- c. Using identical exterior materials, trim details and window treatments

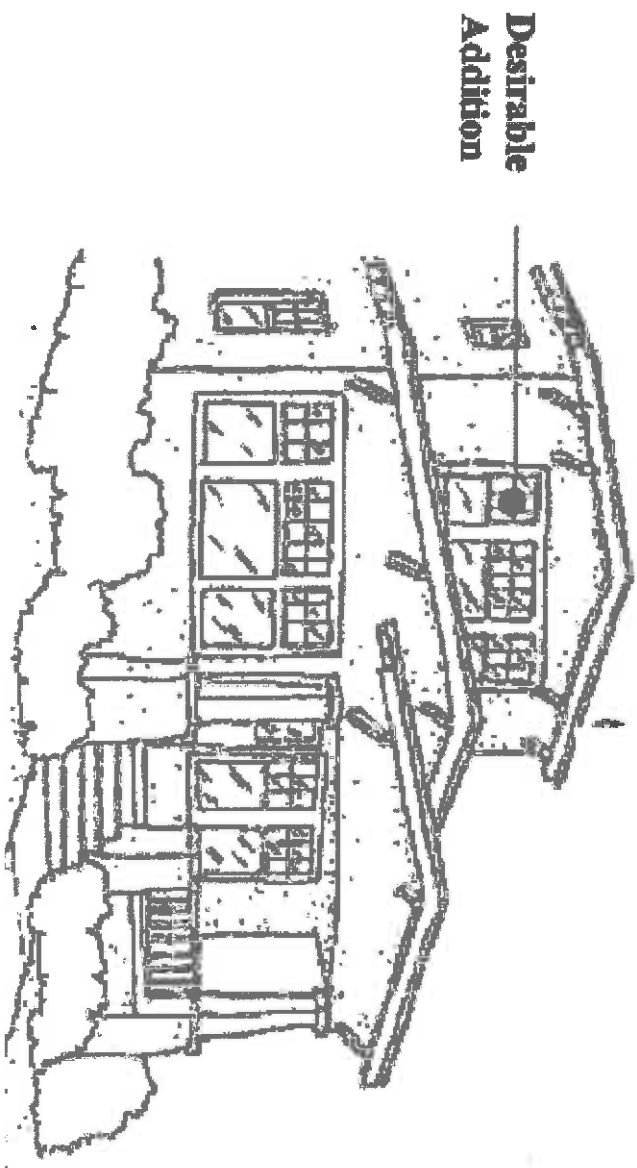


Figure 4: This second story addition becomes compatible with the existing home by incorporating the same building style, roof pitch, exterior materials and window treatments.

Guideline A-5 – Ensure Upper Story Additions have a Balanced Presentation

- a. Locate the mass of the addition over the center of the home if possible
- b. Upper floors should be proportionately smaller and shorter than the ground floor
- c. Avoid cantilevering the addition over the existing foundation of the home

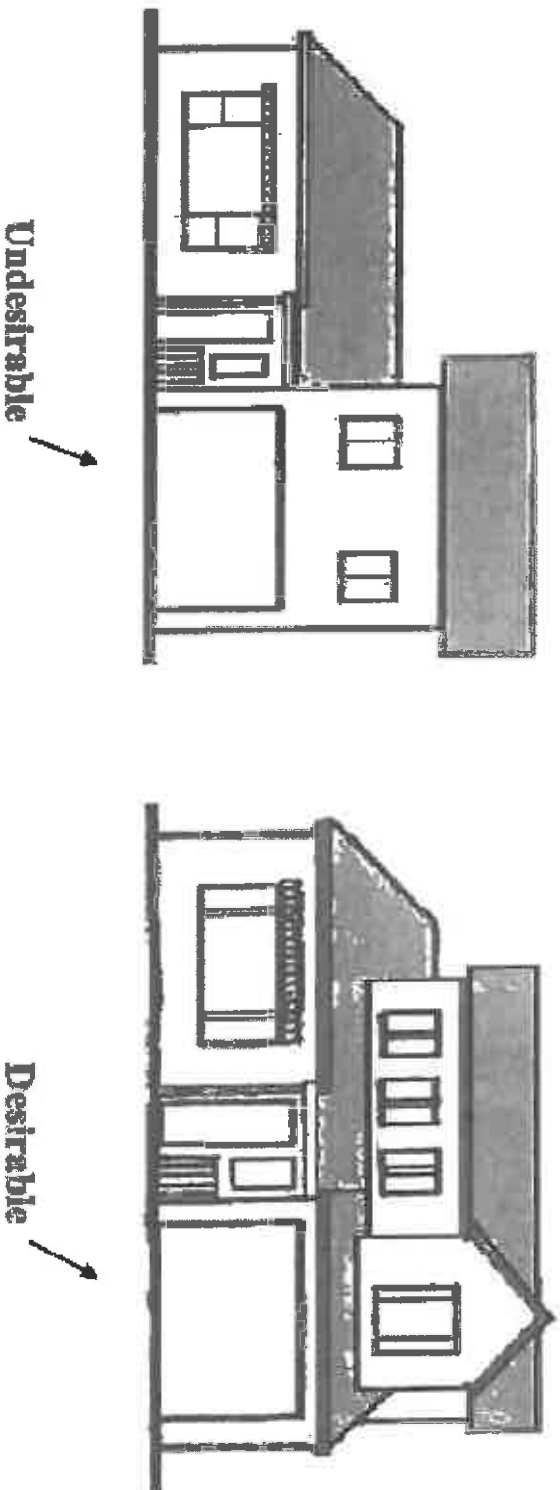


Figure 5: The original design is unbalanced and appears bulky. The revised design appears more balanced and compatible with the existing home.

Guideline A-6 – Design façades to create visual interest

Applicants are encouraged to design their project in a way that is visually appealing, by:

- a. Adding architectural features to emphasize the front facade (i.e., bay windows, columns, porches, wood doors, substantial window framing and sills, brick or stone veneer, varied roof forms, etc.)..
- b. Ensuring entry features are proportionate to the building height, and have a human scale so that they are welcoming, not overpowering.
- c. Avoiding large single walls by projecting and recessing sections.

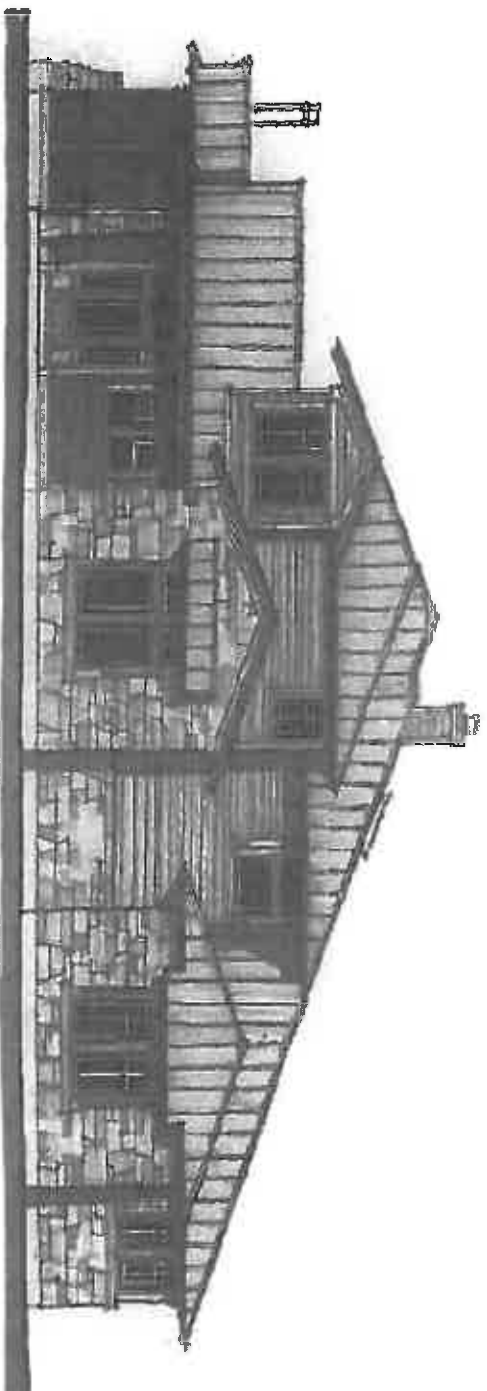


Figure 6: The home above includes projected and recessed building walls, stone veneer, horizontal siding, a covered porch, substantial window frames, and a standing seam metal roof, consistent with its modern architectural style.

Guideline A-7 – Provide greater visual emphasis for buildings on corner lots

- a. Design both street facades to be finished (windows, doors, etc.) as “front” facades
- b. Design with more complex building features (i.e., projecting façade elements and special building enhancements such as towers, cupolas, wrap-around bay windows, balconies, or other architectural embellishments).

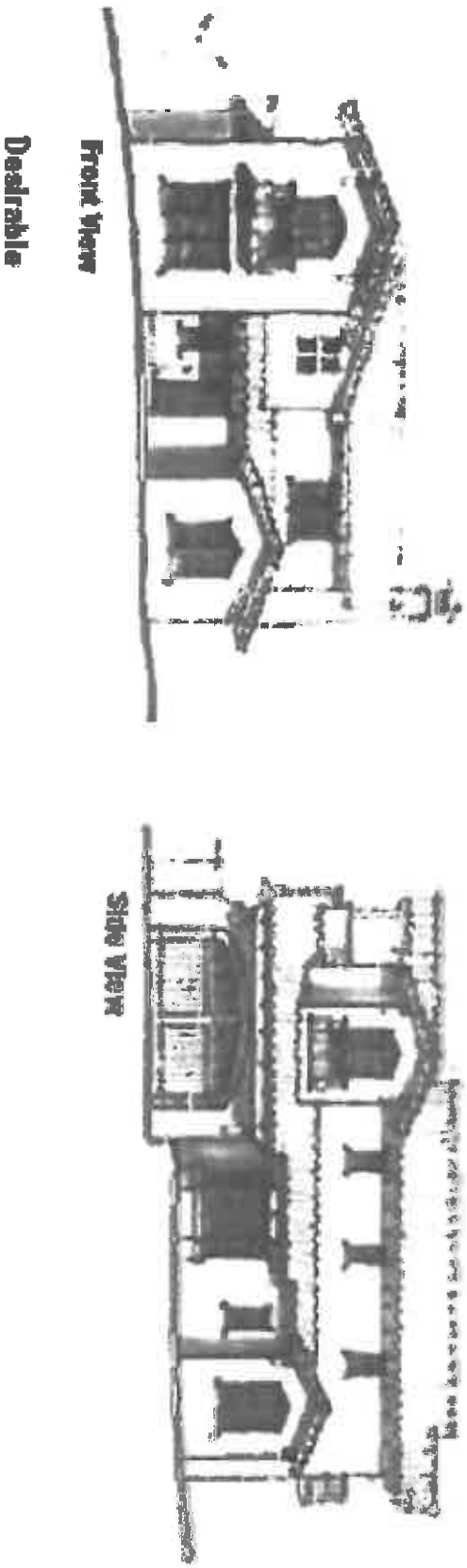


Figure 7: Both the front and the street-side elevations of this Spanish-style home have been emphasized with upper story setbacks, projecting room elements, balconies, bay windows, and substantial window framing.

BZO Section 13.A.5 (b) - BALANCE BULK, GRADING, HARDSCAPE & TREE REMOVAL

Section B - Site Planning

Site planning can generally be defined as the art of arranging structures on land and shaping the spaces in between and around structures. The site planning process involves:

1. The identification of a goal or a desired outcome (i.e., a master bedroom addition);
2. The evaluation of site's environmental constraints (i.e., seismic hazards, topography and flooding potential);
3. An analysis of the factors of development, (i.e., building bulk, grading, hardscape, and tree removal)

Balancing the Factors of Development

Some degree of site disturbance is expected for any new development. However, this disturbance should be minimized, and it should be balanced. Specifically, the factors of development including building bulk, grading, hardscape and tree removal should be balanced such that the net impact of all four factors is as minimal as possible.

Applicants are encouraged to design their project such that it minimizes the perceived size of the dwelling (bulk), the use of impermeable paving materials (hardscape), the disturbance of soil (grading), and the removal or damage of existing trees.

Guideline B-1 - Reduce Bulk

Applicants are encouraged to use design elements in their project that minimizes the perceived size or mass of the dwelling. This can be accomplished by:

- a. Avoiding two-story, un-articulated building walls
- b. Lowering eave lines and vary height of roof elements
- c. Incorporating portions of upper stories into attic space
- d. Increasing step backs of upper-story additions & project/recess building walls

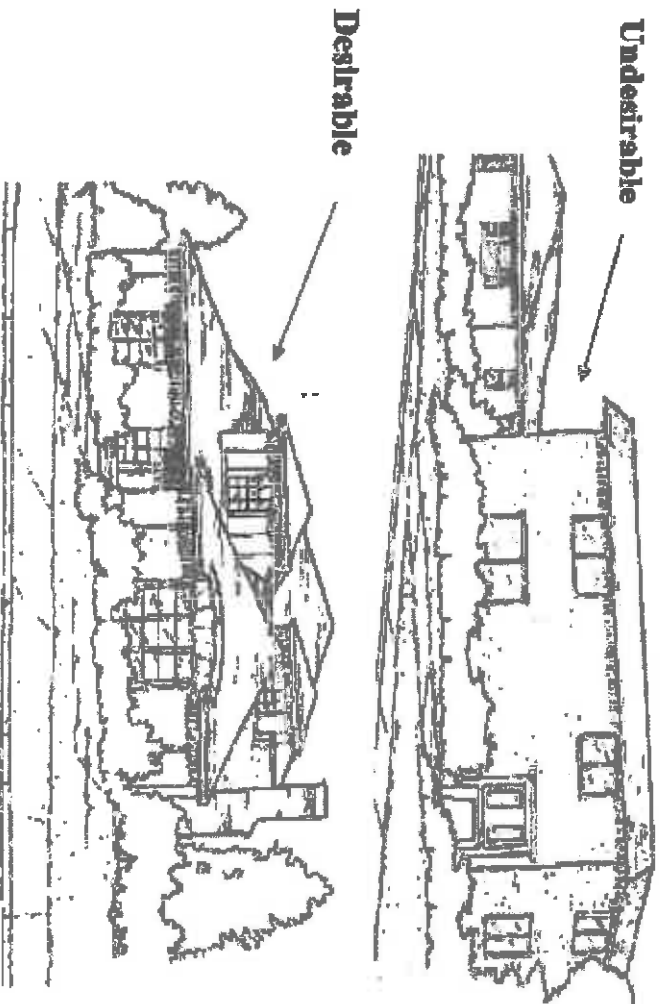


Figure 8: The design with two-story building walls in the original design appear too massive, and is far too plain and rectangular. The hipped dormers and projecting room elements in the design of the revised home assist in reducing its bulk.

Guideline B-2 - Reduce Perceived Bulk by Using Exterior Finishes and Ornamentation

Applicants are encouraged to utilize exterior design elements that reduce the perceived size or mass of the dwelling, such as:

- a. A prominent front porch/entry feature and substantial window framing
- b. Varied materials and colors and landscaping elements that break-up or obscure building planes
- c. Decorative elements such as brackets, belly bands, rafter tails, ironwork, ornamental doors and divided light windows, etc.

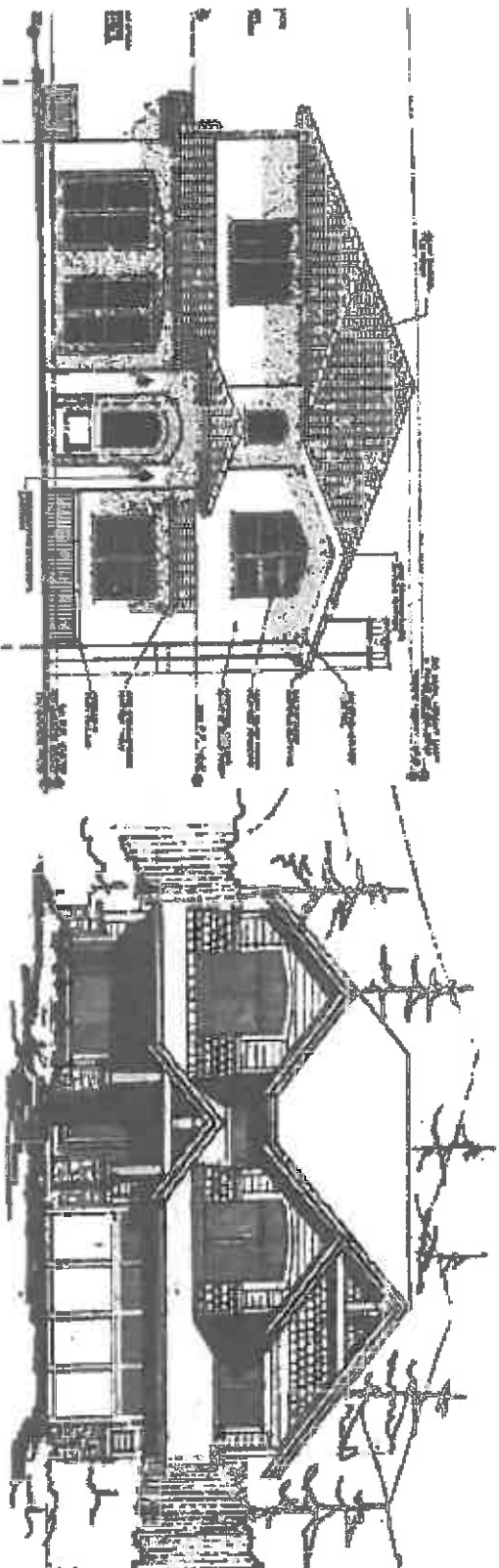


Figure 9: The perceived bulk of the homes above are reduced through the incorporation of prominent entry features and the use of material variation and/or decorative features/finishes.

Guideline B-3 - Reduce Bulk by Designing Homes to Conform with the Slope of the Lot

Applicants are encouraged to design and situate their dwelling such that there is a reduction in the perceived size or mass of the dwelling. This can be accomplished by:

- a. Stepping homes up with the slope of the existing terrain
- b. Avoiding tall support columns and cantilevers
- c. Following natural slope with roof slopes and retaining walls
- d. Breaking large masses into smaller elements on different levels

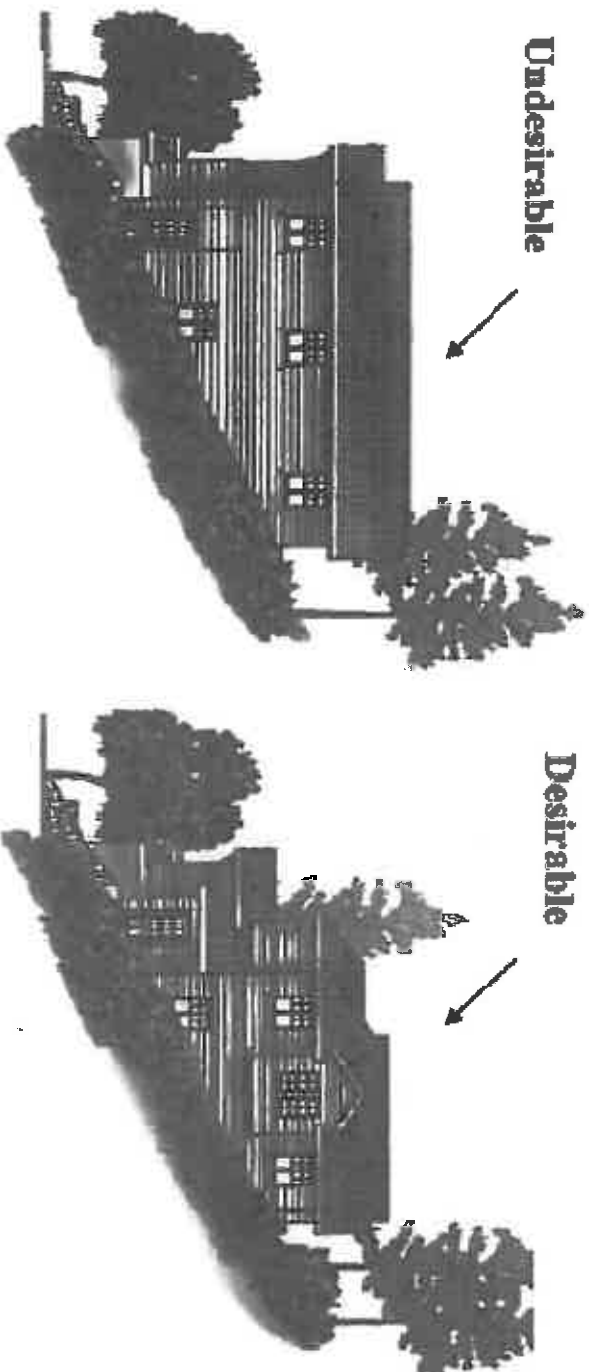


Figure 10: The desirable design mitigates bulk by stepping down with the slope and breaking long continuous roof and building walls into smaller elements.

Guideline B-4 - Reduce Grading by Developing the lot to Conform to the Existing Terrain

Minimize the disruption of soil (grading) on the building site to the greatest extent possible.

- a. Avoid creating large flat building pads on sloped properties
- b. Step homes with the slope of the existing terrain
- c. Keep yard areas with their existing slope to the maximum extent feasible
- d. Balance grading on site when possible; use necessary cut as fill where needed

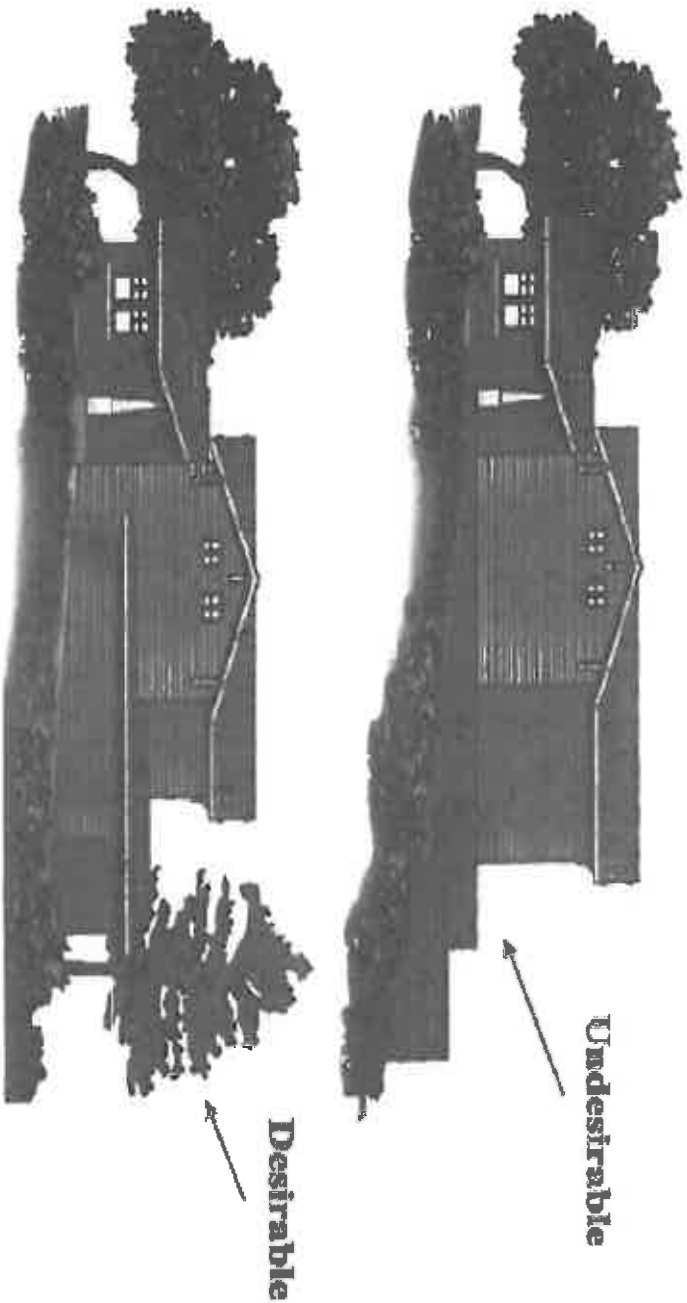


Figure 11: The undesirable design creates a level building pad and yard area on a sloped lot, which results in excess grading (fill), additional tree removal and a bulkier home. The desirable home steps down with the slope of the lot, which reduces grading, tree removal, and bulk.

Guideline B-5 – Reduce Hardscape by Eliminating/ Unnecessary Impervious Features

Applicants are encouraged to minimize their usage of impervious surfaces such as concrete and asphalt.

- a. Minimize driveways and curb-cut widths (within Zoning Code requirements)
- b. Use pervious surfaces (pavers, pervious concrete, etc.) for driveways whenever feasible
- c. Use stepping stones, pavers, or decomposed granite over a pervious base for pathways and patios

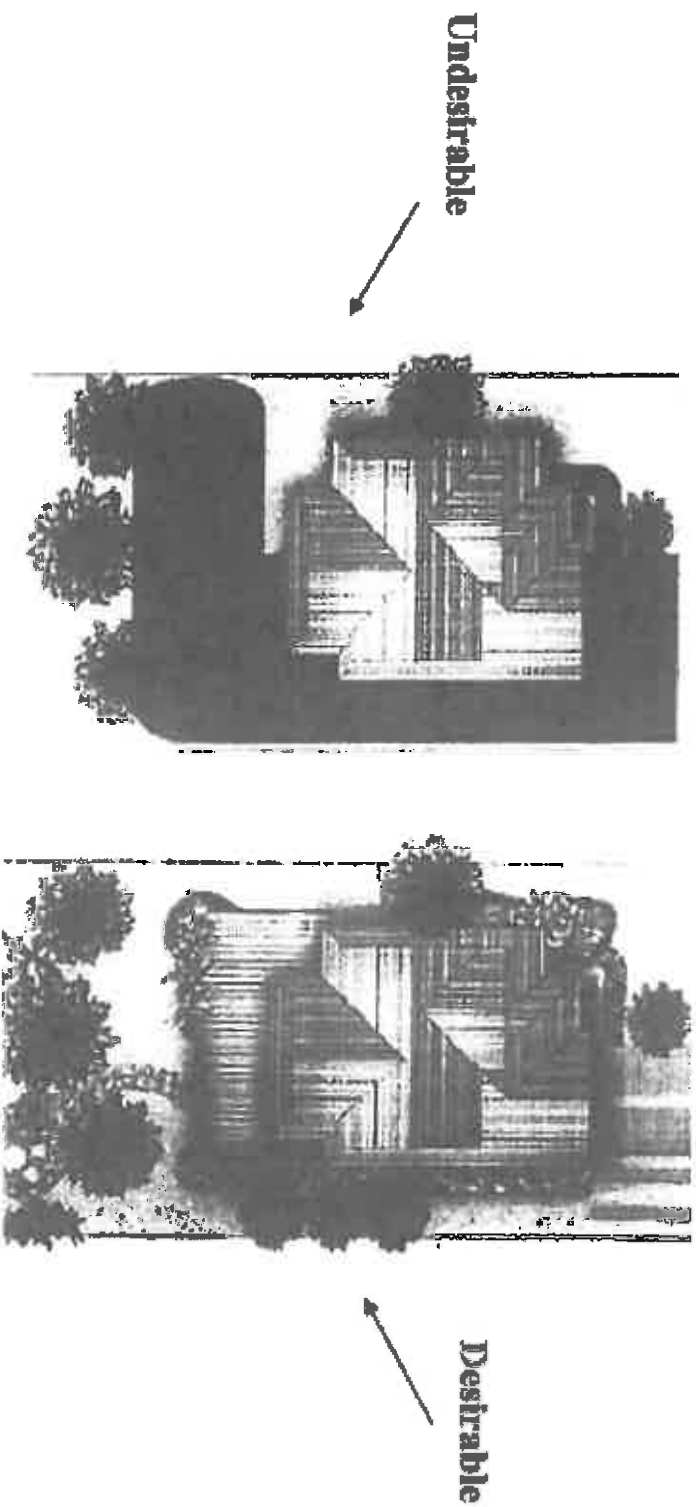


Figure 12: The site on the left includes more hardscape than is necessary and results in additional tree removal. The site on the right reduces hardscape by including only required parking areas, and using stepping stones, over a pervious base for pathways.

Guideline B-6 – Reduce Tree Removal/Tree Damage Impacts by Site Planning

Applicants are encouraged to design their project such that the number of trees removed and/or damaged is minimized and the number of new trees added to the site is maximized to the greatest extent possible.

- a. Locate homes on site to avoid removing trees.
- b. Consider tree root locations when designing building foundations, retaining walls and other soil disturbing features such as trenches for utilities and drainage.
- c. Avoid disturbing the natural grade within the drip line of mature trees.
- d. Plant new trees to replace tree removals & landscape with California native, drought-tolerant species.

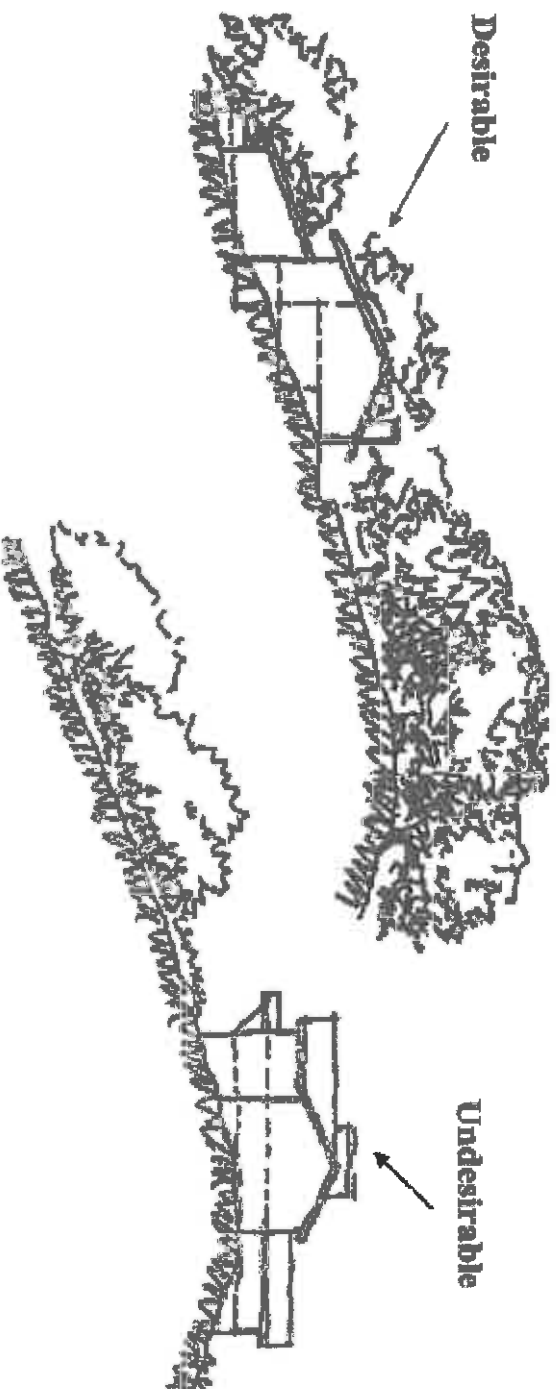


Figure 13: The home on the left is located to minimize the removal of mature trees; its location also reduces bulk (steps into the hill), and to preserves the view of the ridge/line.

BZO Section 13.A.5 (e) - INTEGRATION OF ACCESSORY AND SUPPORT FEATURES

Guideline C-1 – Integrate accessory and support features into project design and landscaping

- a. Incorporate the same colors/materials for walls/fences that were used for the home.
- b. Break retaining walls into several smaller segments, and provide plantings between the segments
- c. Vary retaining walls heights/setbacks - add plants in front of the wall or in planters
- d. Use earth tone colors and natural materials for retaining walls (i.e., natural stone, brick veneer, wood, etc.)
- e. Match the colors and design elements of sheds and other non-habitable structures to the home whenever possible.

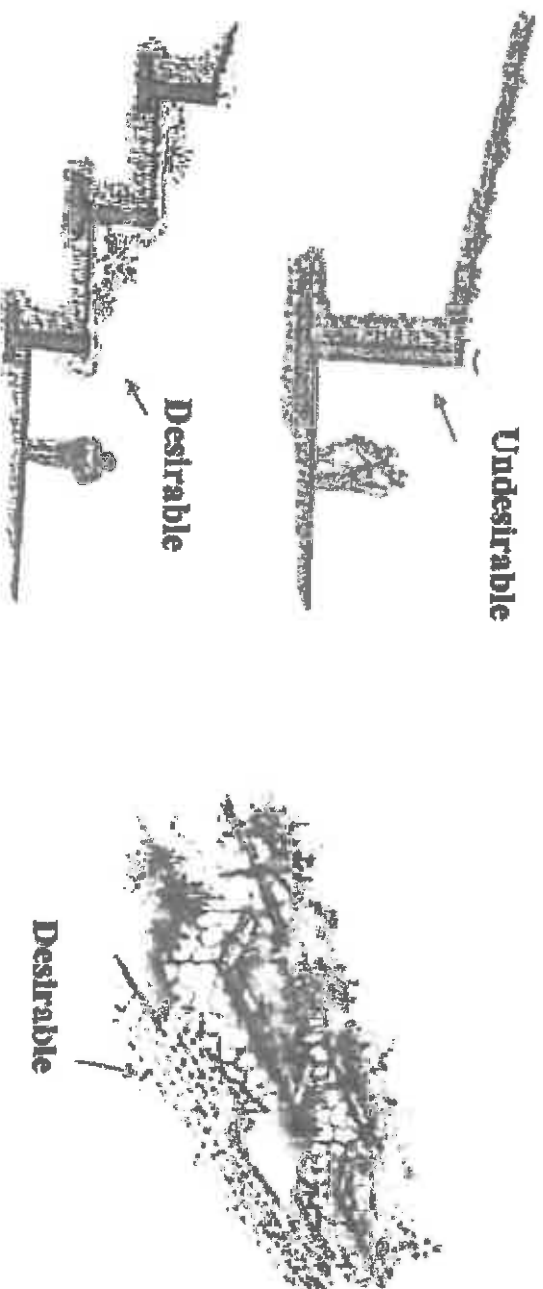


Figure 14: Breaking retaining walls up into low segments brings them into human scale, and provides an opportunity to add plantings. Undulating retaining walls provides an opportunity to add plantings, both in front of the wall and within planters.

BZO Section 13.A.5 (f) – SITE LANDSCAPING

Section D - Landscaping

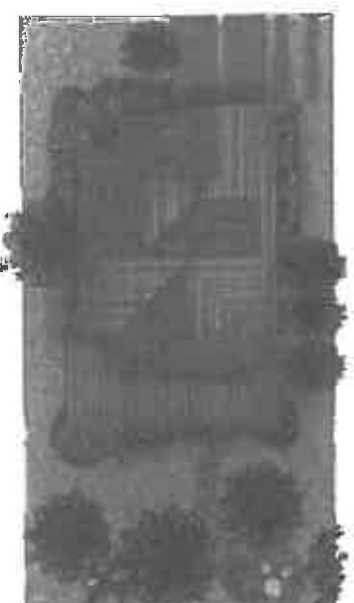
Guideline D-1 – Use landscaping to blend the built and natural environments

Applicants are encouraged to develop a landscape plan that maximizes the natural beauty of the site.

- a.** Use native plants that will succeed in the site's microclimate (i.e., deer-resistant, plants which are suitable to the site's soil type, moisture, and wind and sun exposure).
- b.** Arrange plants to have a natural appearance and a clear relationship to the buildings on site.
- c.** Provide a watering system for all landscaping (an irrigation plan).



Undesirable



Desirable

Figure 15: The perimeter landscaping on the left appears uniform and unnatural. The landscaping on the right has a diverse natural appearance, and includes foundation shrubs as well as native trees.

Guideline D-2 – Use landscaping to compliment building architecture and to mitigate for bulk
Applicants are encouraged to use landscaping and trees to minimize the perceived size or mass of their project.

- a. Use ground cover and small shrubs along walkways, borders and property frontages
- b. Use larger shrubs, vines and trellis features along building foundations
- c. Plant trees to screen the home and to break up the appearance of large/tall walls

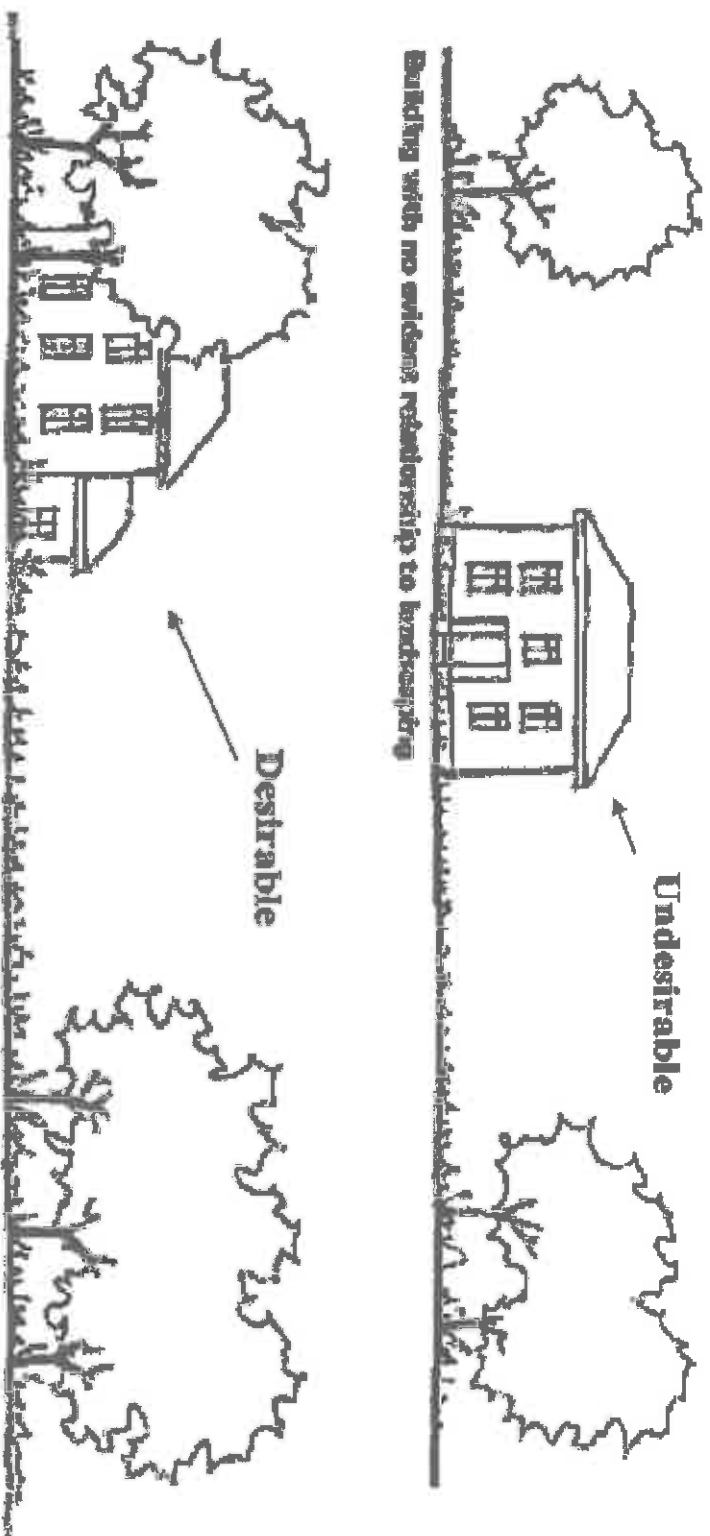


Figure 16: The landscaping at the top does little to mitigate for the bulk of the home. The landscaping at the bottom is sited in conjunction with the building, which gives a more natural appearance, mitigates for second story bulk, and provides shade for the home.

ATTACHMENT II

RESIDENTIAL DESIGN GUIDELINES

REVIEW MATRIX



REVIEW MATRIX

RESIDENTIAL DESIGN GUIDELINES

The following review matrix summarizes development guidelines from the Residential Design Guidelines (RDG). The Design Guidelines are intended to assist applicants in preparing plans for Design Review submittal. The sections of the guidelines correspond with the key design issues that the Planning Commission considers when reviewing a Design Review application (Sections 13.A.5a, b, e, and f of the Zoning Ordinance), which relate to: A) Site and Neighborhood Compatibility; B) Site Planning; C) Accessory and Support Structures; and D) Landscaping, respectively. See the appropriate section of the RDG for a complete explanation of the item.

The Design Guidelines are not intended to constitute *additions* to the existing provisions of the Belmont Zoning Ordinance, but only to be *illustrative* of them. The review matrix is intended as a tool to assist applicants in preparing a Design Review application, but not as a compliance checklist. Full compliance with each of these guidelines is not required for Single Family Design Review approval. Conversely, full compliance with each of these guidelines does not guarantee approval of a Design Review application; Planning Commission affirmation of each of the Single Family Design Review findings is necessary for a Design Review approval.

BZO Section 13.A.5 (a) - Compatibility with Site and Neighborhood

Section A - Neighborhood Compatibility

Guideline A-1 - Design for Compatibility with Neighborhood Character	
a.	Use compatible arrangement/placement/massing of major building forms.
b.	Make new buildings/additions proportionate in scale to adjacent structures.
c.	Use compatible design features and exterior materials.

Guideline A-2 - Minimize Disruptions to Public Views & Retain Profile of Existing Ridgelines	
a.	Locating the building below or to the side of public views as seen from surrounding public property (streets, sidewalks, etc.).
b.	Increase the front yard setbacks on downward sloping lots.
c.	Increase step backs of upper-story additions.
d.	Lower the height of the dwelling in question.

Section A - Neighborhood Compatibility

Guideline A-3 - Design Building with a Consistent Overall Style

- a. Include features (window, roofing, windows, details, etc.) consistent with the style of the home.
- b. Do not mix architectural forms from one style to another.

Guideline A-4 – Ensure Upper Story Additions are Consistent with the Existing Home’s Design.

- a. Incorporate the same building style.
- b. Use the same roof pitch.
- c. Use identical exterior materials, trim details and window treatments.

Guideline A-5 – Ensure Upper Story Additions have a Balanced Presentation

- a. Locate the mass of the addition over the center of the home if possible.
- b. Upper floors should be proportionately smaller and shorter than the ground floor.
- c. Avoid cantilevering the addition over the existing foundation of the home.

Guideline A-6 – Design façades to create visual interest

- a. Add architectural features to emphasize the front facade (i.e., bay windows, columns, porches, wood doors, substantial window framing and sills, brick or stone veneer, varied roof forms, etc.).
- b. Ensure entry features are proportionate to the building height, and have a human scale so that they are welcoming, not overpowering.
- c. Avoid large single walls by projecting and recessing sections.

Guideline A-7 – Provide greater visual emphasis for buildings on corner lots

- a. Design both street facades to be finished (windows, doors, etc.) as “front” facades.
- b. Design with more complex building features (i.e., projecting façade elements and special building enhancements such as towers, cupolas, wrap-around bay windows, balconies, or other architectural embellishments).

BZO Section 13.A.5 (b) - Balance Bulk, Grading, Hardscape & Tree Removal

Section B - Site Planning

Guideline B-1 - Reduce Bulk

- a.** Avoid two-story, un-articulated building walls.
- b.** Lower eave lines and vary height of roof elements.
- c.** Incorporate portions of upper stories into attic space.
- d.** Increase step backs of upper-story additions & project/recess building walls.

Guideline B-2 - Reduce Perceived Bulk by Using Exterior Finishes and Ornamentation

- a.** Include a prominent front porch/entry feature and substantial window framing.
- b.** Vary materials and colors and landscaping elements that break-up or obscure building planes.
- c.** Include decorative elements such as brackets, belly bands, rafter tails, ironwork, ornamental doors and divided light windows, etc.

Guideline B-3 - Reduce Bulk by Designing Homes to Conform with the Slope of the Lot

- a.** Step homes up with the slope of the existing terrain.
- b.** Avoid tall support columns and cantilevers.
- c.** Follow natural slope with roof slopes and retaining walls.
- d.** Break large masses into smaller elements on different levels.

Guideline B-4 - Reduce Grading by Developing the Project Site to Conform to the Existing Terrain

- a.** Avoid creating large flat building pads on sloped properties
- b.** Step homes with the slope of the existing terrain
- c.** Keep yard areas with their existing slope to the maximum extent feasible
- d.** Balance grading on site when possible; use necessary cut as fill where needed

Section B - Site Planning

Guideline B-5 – Reduce Hardscape by Eliminating / Replacing Unnecessary Impervious Features
--

- | |
|--|
| a. Minimize driveways and curb-cut widths (within Zoning Code requirements) |
| b. Use pervious surfaces (pavers, pervious concrete, etc.) for driveways whenever feasible |
| c. Use stepping stones, pavers, or decomposed granite over a pervious base for pathways and patios |

Guideline B-6 – Reduce Tree Removal/Tree Damage Impacts by Site Planning

- | |
|--|
| a. Locate homes on site to avoid removing trees. |
| b. Consider tree root locations when designing building foundations, retaining walls and other soil disturbing features such as trenches for utilities and drainage. |
| c. Avoid disturbing the natural grade within the drip line of mature trees. |
| d. Plant new trees to replace tree removals & landscape with California native, drought-tolerant species. |
| e. Locate homes on site to avoid removing trees. |

BZO Section 13.A.5 (e) - Integration of Accessory and Support Features

Section C – Accessory and Support Structures

Guideline C-1 – Integrate accessory and support features into project design and landscaping

- | |
|---|
| a. Incorporate the same colors/materials for walls/fences that were used for the home. |
| b. Break retaining walls into several smaller segments, and provide plantings between the segments |
| c. Vary retaining walls heights/setbacks - add plants in front of the wall or in planters |
| d. Use earth tone colors and natural materials with a rough texture for retaining walls (i.e., natural stone, brick veneer, wood, etc.) |
| e. Match the colors and design elements of sheds and other non-habitable structures to the home whenever possible. |

BZO Section 13.A.5 (f) – Site Landscaping

Section D - Landscaping

Guideline D-1 – Use Landscaping to Blend the Built and Natural Environments

- a. Use native plants that will succeed in the site’s microclimate (i.e., deer-resistant, plants which are suitable to the site’s soil type, moisture, and wind and sun exposure).
- b. Arrange plants to have a natural appearance and a clear relationship to the buildings on site.
- c. Provide a watering system for all landscaping (an irrigation plan).

Guideline D-2 – Use Landscaping to Compliment Building Architecture and to Mitigate for Bulk

- a. Use ground cover and small shrubs along walkways, borders and property frontages
- b. Use larger shrubs, vines and trellis features along building foundations
- c. Plant trees to screen the home and to break up the appearance of large/tall walls

ATTACHMENT III

SAMPLE GRAPHICS

2) Neighborhood Scale

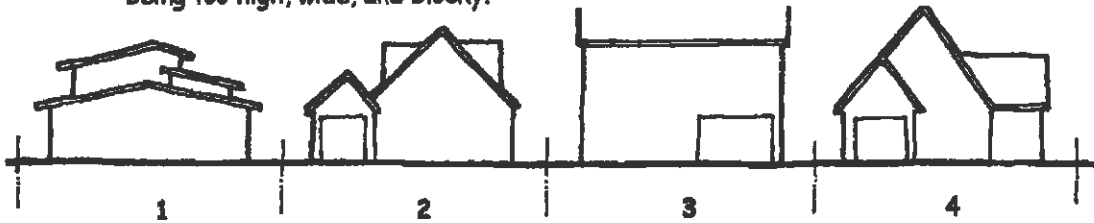
The scale of a building is its perceived size relative to the size of neighboring houses. A compatible design will respect the scale of its neighborhood. The apparent scale can be affected by the overall size of the house, how the façade is broken into more complex pieces, and how second-story portions are setback from the first level. To assess compatibility, examine the dimensions and proportions of neighboring buildings with the proposed house:

- Is there a common size or shape to houses in the neighborhood?
- Does the proposed house appear under or oversized in relation to neighboring houses?
- What building forms and sizes could make the scale of the proposed house appear compatible with the neighborhood?

Guideline:

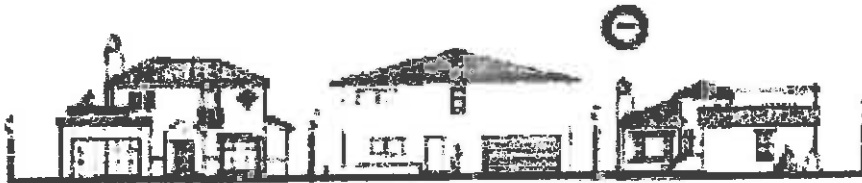
Observe the scale of houses in the neighborhood to determine if there is a common size or shape to houses in the neighborhood. If a common size or shape exists, respect the scale of the neighborhood through building sizes and shapes compatible with the houses in the neighborhood.

House No. 3 appears out of scale by being too high, wide, and blocky.



The revised design of House No. 3 became compatible with its neighbors by reducing the height, stepping back the second story and providing variation in the roof and building forms.





Building part of building with independent houses.



Building complex with independent houses.



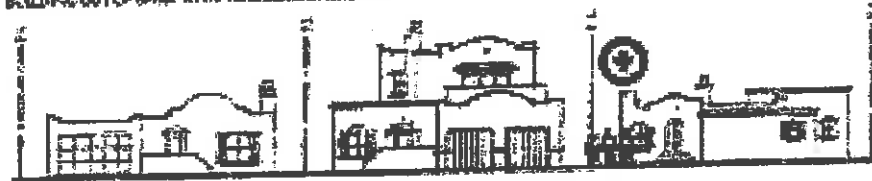
Building part of building with independent houses.



Building in town with independent houses.



BUILDING OUT OF SCALE WITH A DISCREPANT SIGN.



BUILDING CONSISTENT WITH REPRESENTATIVE SIGN.



BUILDING OUT OF SCALE WITH REPRESENTATIVE SIGN.

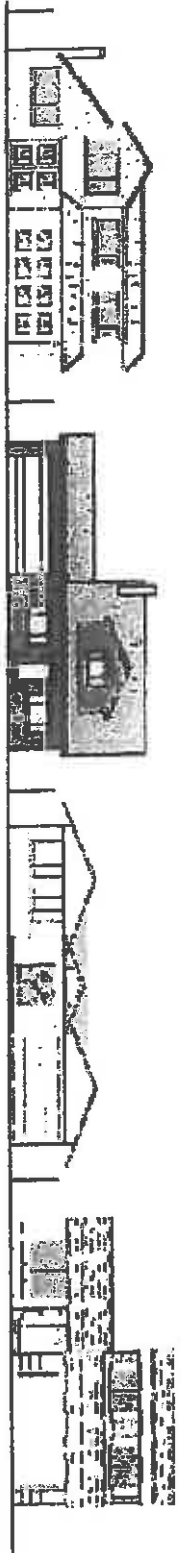


BUILDING IN SCALE WITH REPRESENTATIVE SIGN.

3. For blocks with a single established architectural style, new houses, additions and remodels should reflect that style or, at a minimum, blend with it in terms of massing, site orientation, materials, roof slopes, characteristic architectural features, etc.

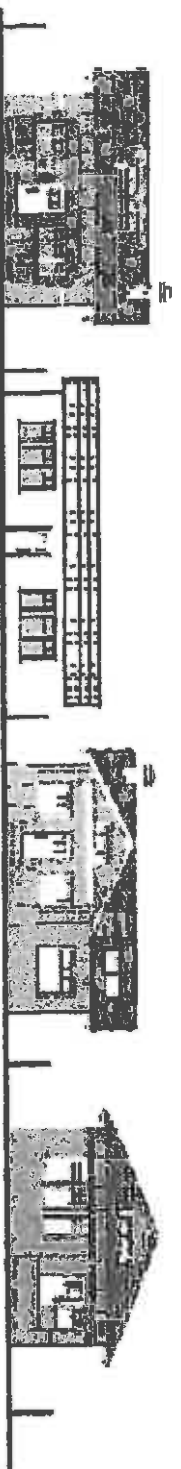


E3. Inappropriate new house on a block with a single established architectural style.



E3. New house blends with existing architectural style in terms of scale, orientation, materials and roof slope.

4. Architectural style and massing compatibility should include the elevation of floorplates. For example, in neighborhoods with houses set high on their foundations, new houses and additions should be set similarly high.



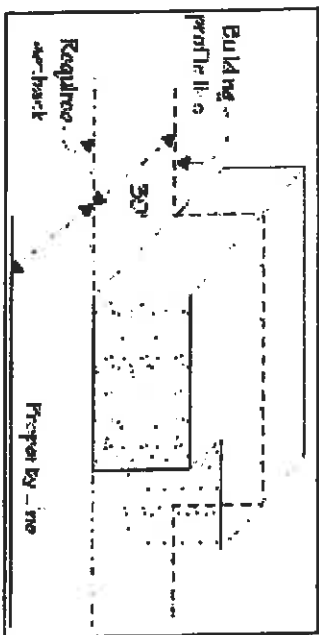
E4. New house is not compatible with its early 20th Century surroundings. It is out of scale and character with block pattern which includes elevated foundations and front porches.

E. BUILDING DESIGN/ARCHITECTURAL STYLE

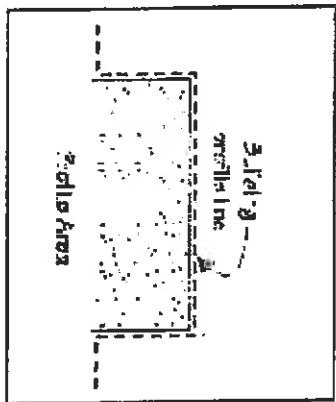
1. The size and massing of new houses and additions should be compatible with the general scale and shapes of surrounding houses.

On blocks where single story houses or small two story houses are the predominant block pattern, a second story addition or a new two-story house may require some particular attention in order to keep the perceived scale of the new construction compatible with the surrounding structures. Scale may be minimized by employing one or more of the following techniques:

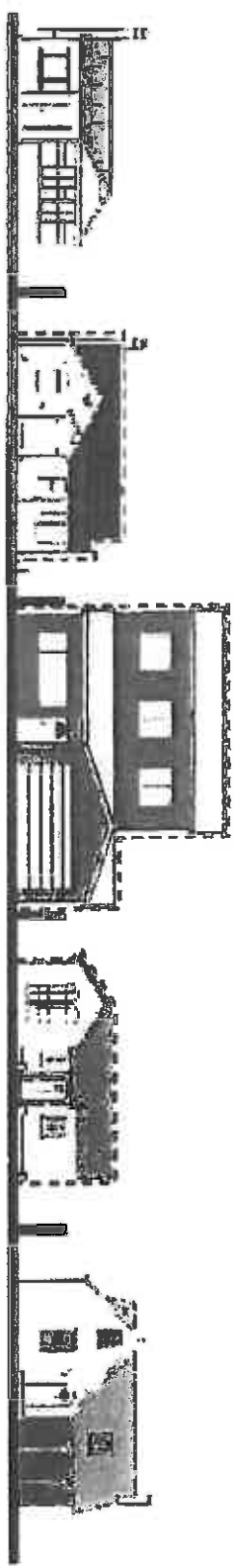
- a. Limiting the "building profile" of the new house or expanded house to an area generally consistent with the profiles of adjacent houses.



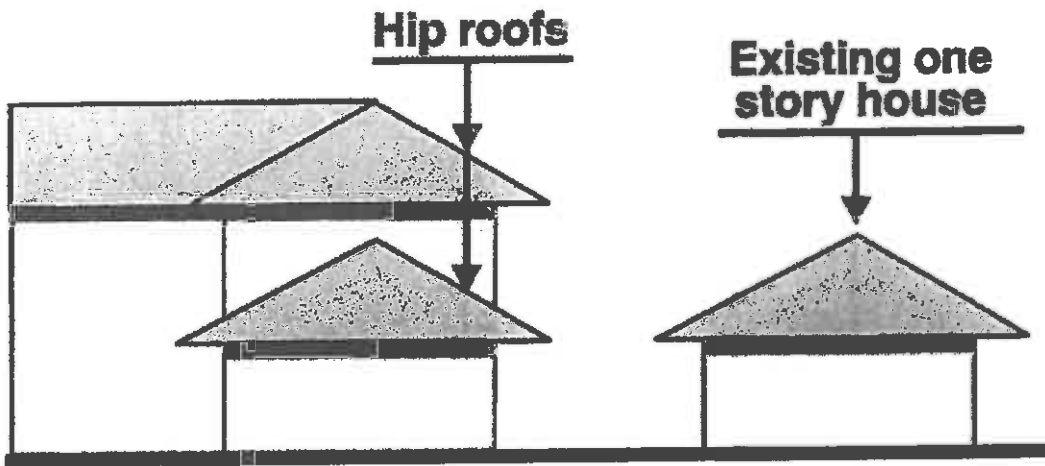
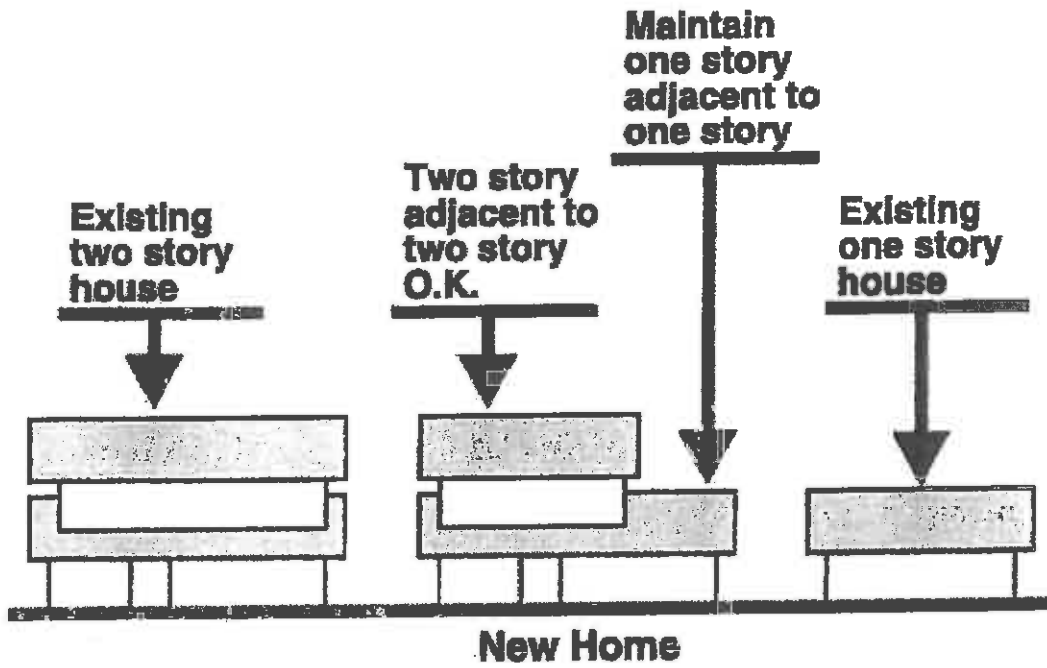
E1a. Building Profile: A building profile is the outline of that portion of a building that comprises the building's 'presence' in the streetscape, generally that portion of the building located within 30 feet of the required front setback line. The profile line follows the highest and outermost surfaces of the building in that area.

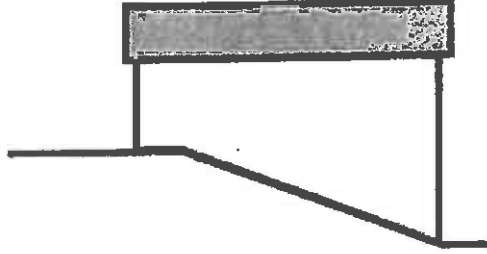
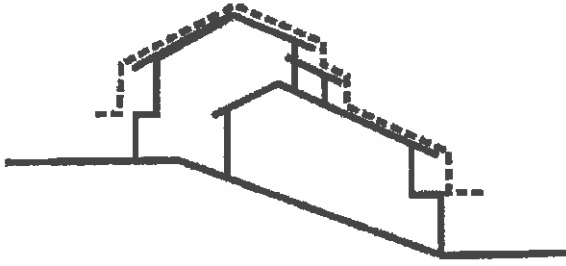


E1a. The profile area is the vertical area contained within the profile line.



E1a. Middle profile area is significantly larger than adjacent profile areas.





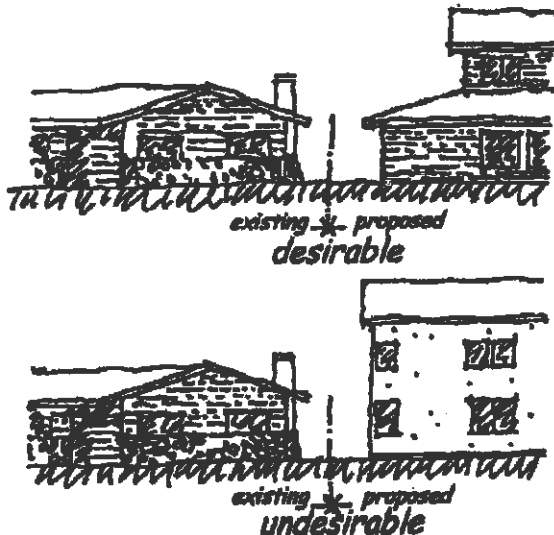
Reduce building mass on sloping lots

ARCHITECTURE

Contribute to the context

Establish a complementary and harmonious visual relationship among the structures on your property.

Buildings and structures need not look alike, or be of the same quality, but should exhibit threads of commonality among them. The common threads include similar scale, roof forms, finishes, colors, trim, types of window and door openings, porches, covered walkways or other major building elements.



Improvements and construction should respect and enhance the historic character of the Town.

Preserve historic structures and on a property with an historic structure, consider adaptive reuse of the property's other structures.



Establish a complementary and harmonious visual relationship with your immediate neighbors and neighborhood.

As lot size decreases and homes are closer together, there is an increasing need for the design and scale of your home to respond to the particular features of your neighbors' homes.

The design of your home and landscape features should contribute to creating desirable character along your street.

Buildings and structures along a street need not look alike but should exhibit threads of commonality among them.

A. NEIGHBORHOOD PATTERNS

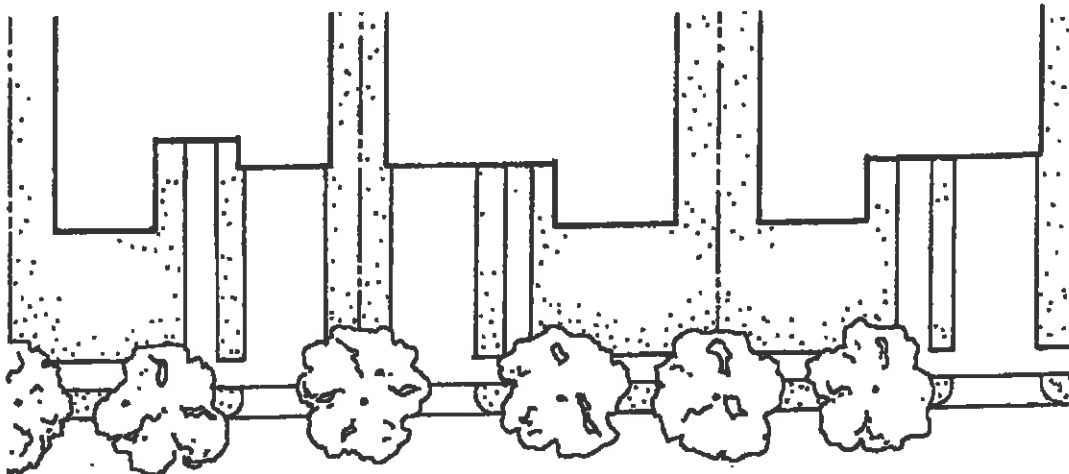
Observable architectural patterns help to establish the character of a neighborhood. Patterns of setbacks, building height, entry expression and location, street trees, and garage location all combine to give an overall impression of any neighborhood. These patterns can be well established, as in older, mature neighborhoods. If there are strong patterns, it is important to maintain the character of the neighborhood by respecting these patterns. Some patterns, such as location of entrances or street trees, can be promoted when a newer neighborhood undergoes individual changes. The patterns described in these Guidelines should also be incorporated into any new subdivisions.

Neighborhood patterns are those which are visible from the street. Everything in the front yard - planting, fences, trees, entry porches and paths, the driveway - contributes to the streetscape. By keeping planting and fences low in the front yard, by planting trees and orienting the entrance of the house toward the street, a sense of community is encouraged. While maintaining privacy is important, a neighborhood of accessible, friendly, and inviting front yards promotes involvement and affords a degree of safety.



Elevation

Each of these houses respects the neighborhood patterns - by following setbacks, maintaining street trees, and by orienting the entry to the street.

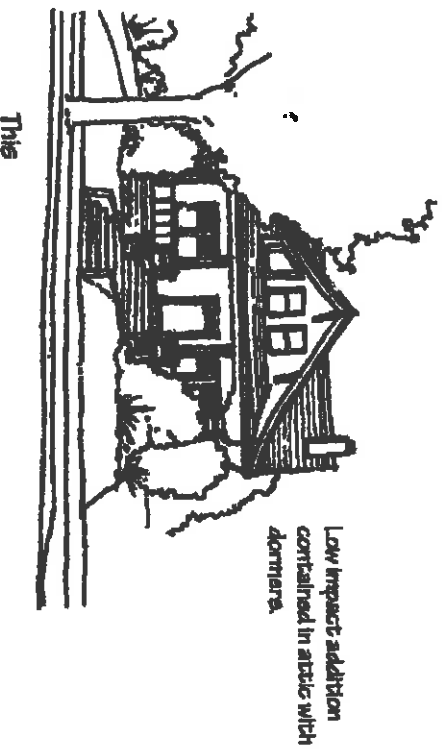
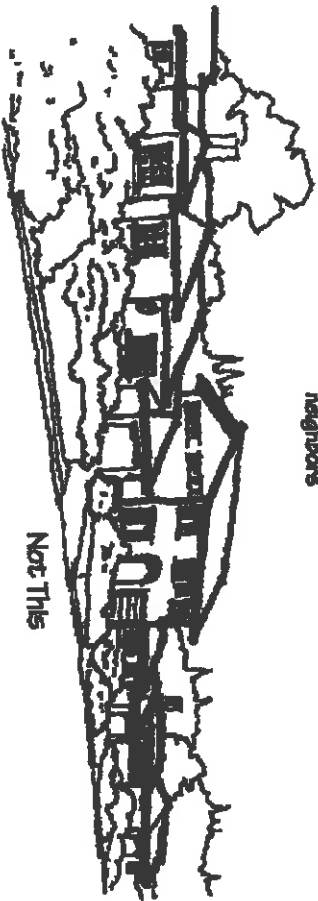
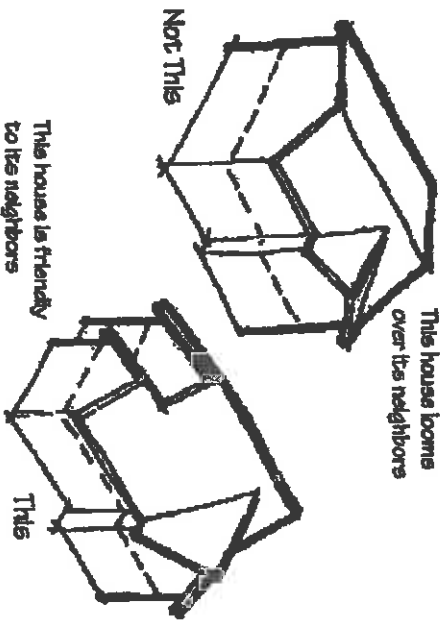


Plan

Configuration of Additions

Where habitable space, including new construction and additions as well as existing spaces, does occur near a property line, it should be configured to generate minimum impact on neighboring properties. This can be achieved by expressing that space as dormers or bays.

Refer to Component 8: Roofs for additional considerations.



Mass and the Building Plan

The mass of a residence is often reflected in its footprint. Except for specific traditional homes, most older houses include complex footprints. The complexity reflects the number of apartments such as bays, porches or other physical elements which occur on a building. These elements tend to make a building less boxy and reduce the sense of apparent mass.

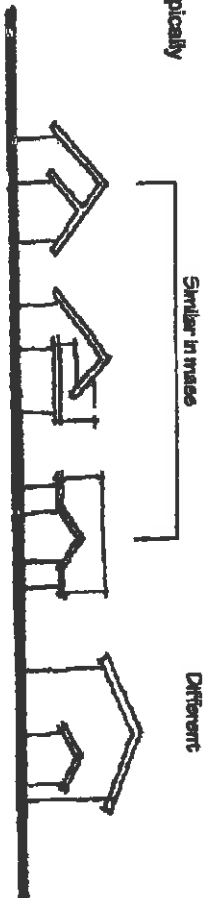
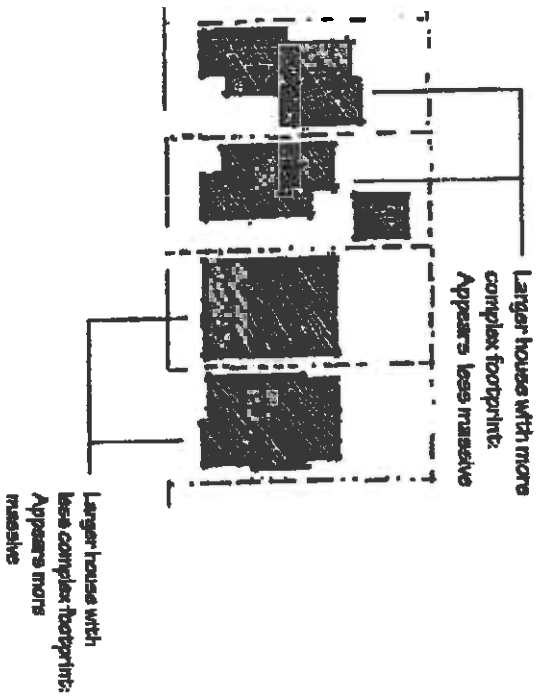
Houses of many different architectural styles may share similar levels of complexity in their footprint. Footprints often have similarities based on the periods in which houses were built. Victorian houses often had octagonal bays, Bungalows typically include substantial porches, Tudors often include rectangular bays and small protruding porches.

When designing additions it is often tempting to fill in recesses in a building footprint, resulting in simpler rectangular forms. This will typically result in a more massive building that will not support neighborhood compatibility.

Additions should support the level of articulation present in a building footprint rather than reduce that articulation.

Design professionals should observe example houses in the neighborhood and seek to support the pattern of mass and bulk exhibited. In most neighborhoods, this will result in buildings that appear less massive than they might actually be.

This is particularly important when considering additions, as they will typically add more mass to a building.

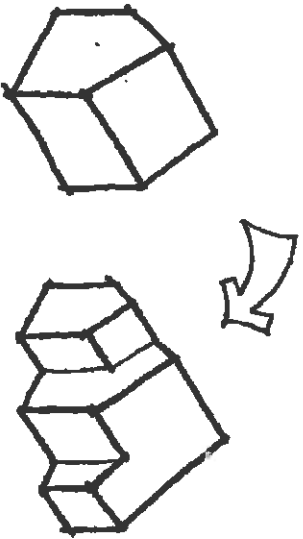


The Basic Massing Concept

The basic massing concept of a new house or an addition should address the mass and bulk of the finished design. The concept should be developed in conjunction with the floor plan, NOT after the floor plan is developed.

New buildings and additions should use the following techniques to reduce the actual and apparent mass of the building in order to achieve human scale. The arrangement of spaces and the means by which those spaces are articulated can effectively reduce the actual and apparent mass of the building.

In addition, proposed designs should include masses that are consistent with the existing residence. In a substantial addition where new primary masses are defined, the new and old elements of the residence, such as porches, bays and other appendances, should harmonize with that mass to reduce apparent mass and bulk.



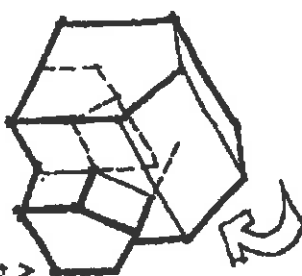
Additive elements should harmonize with the existing building

In addition, the new parts should be consistent with the old parts. When rooms or other building components are added, there should be a general sense that the whole building is made of the same materials in the same way. This applies to the mass and scale of portions of the building as well as the whole. It also applies to roofs, appendances and opening patterns.



This

Use forms that bring the bulk down toward the lower floor and support human scale.



Not this

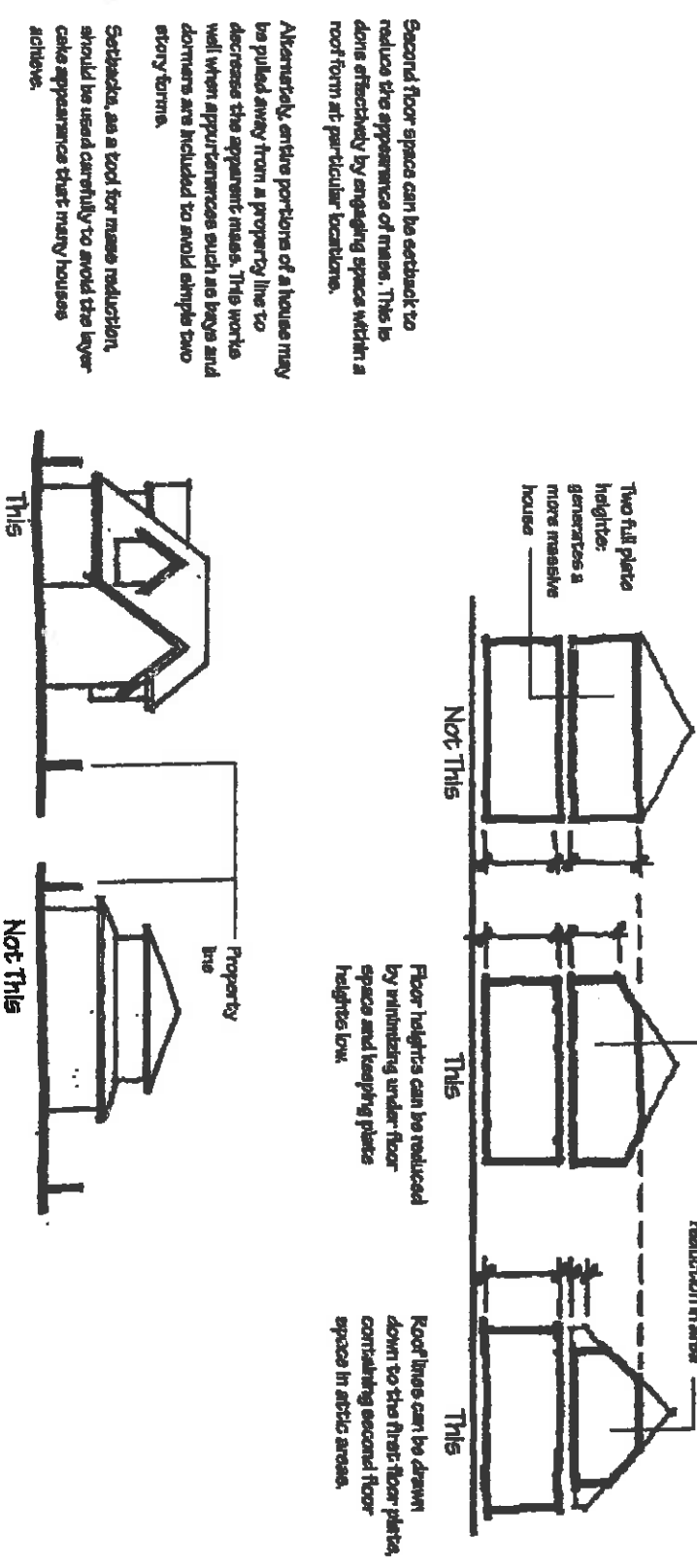
Avoid creating large boxes that exceed human scale.

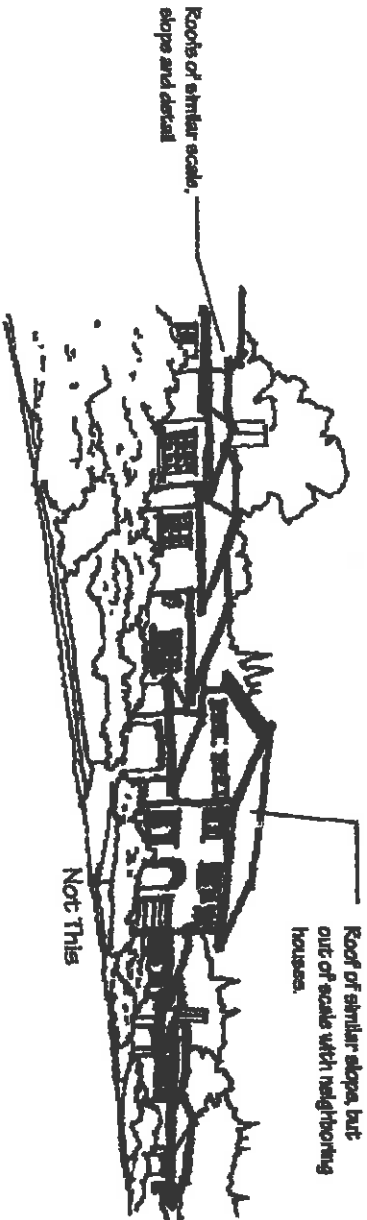
The Basic Construction Method

Mass and bulk can also be reduced by managing some of the construction components of the building. An important technique useful to minimize bulk and mass is the management of plate heights.

A primary element can incorporate a lower plate height at exterior walls to greatly reduce the net height of the perimeter walls. This can greatly reduce mass without a reduction in area. When large interior volumes are desired, these can still be achieved by raising interior ceilings and interior plate heights.

The sketches at right show a number of tools for managing and reducing apparent mass.





Design Review Criteria

Compatibility is achieved through consistency in roof form and articulation. Compatible designs will include the following elements:

- Consistent roof slope throughout.
- Limited use of inconsistent roof forms when appropriate to the architecture of the building.
- Consistent roof materials throughout
- Roofs articulated into Primary and Secondary elements, with primary element(s) relating to the Mass and Scale of the building in the neighborhood.
- Roof slopes and materials consistent with the character or style of the building, including scale of materials.
- New roofs consistent with the level of articulation of existing roofs.
- Response of the roof design to the mass and scale of the building: The roof should be consistent, however the roof design may require the floor plan to be adjusted to achieve an overall compatible design.
- Avoidance of "eyer cake" appearance to second story elements.

Numerous roof patterns will occur. In many cases, there will be a number of roof patterns in a given neighborhood. Where this occurs, scale and mass become driving factors in shaping the design.

As a design progresses, a roof form will emerge as a result of the internal organization of the building. As this occurs, the designer should be sensitive to similar forms in the neighborhood. Details and configurations should then be harmonized with the example forms seen in the neighborhood.

Example Houses

It is the intention of these guidelines to help conserve the unique character of many of Burlington's neighborhoods. This need arose out of the perception that character is being diminished in many of the neighborhoods by the addition of new structures and additions that are not compatible with those neighborhoods.

The first step in designing houses compatible with the neighborhood is to understand the neighborhood. This requires visits and close looks at what is already there. It also requires a desire to design a house or addition that complements the neighborhood rather than ignoring it.

Throughout this Guidebook, we will use the term "Example Houses". This term is intended to refer to the group of houses that represent the positive neighborhood patterns we are attempting to support.

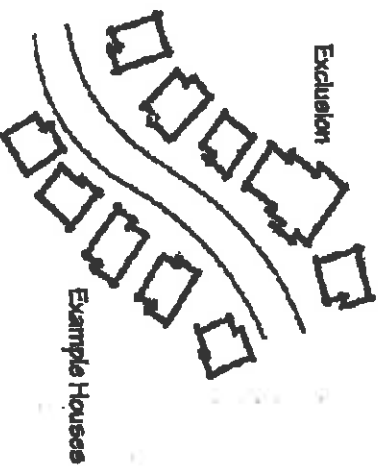
It will be important for the Design Professional as well as the Design Reviewer to identify Example Houses in the neighborhood in order to generate a successful design and perform a meaningful review.

Certain houses will stand out from the neighborhood fabric as clearly inconsistent. They will stand out not just because they are different, but because they are more massive, less respectful of impacts on neighbors or of a markedly inconsistent architectural style.

In a neighborhood of small Bungalows built in the 30's, there may be one or two examples of large Mediterranean houses which were constructed within the last few years. While these houses certainly are a part of the neighborhood fabric, they should be excluded from consideration as the defining character of the neighborhood.

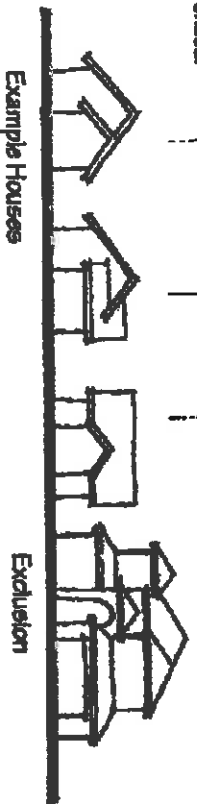
These exclusions may be considered for any of the criteria below. When a handful of houses break away from the formative pattern of the neighborhood in any of the patterns described below, they should not be considered as critical elements of the neighborhood character.

It is important not to consider "mistakes" from the past as important elements of a neighborhood. Many incompatible projects have been built already. That is why Neighborhood Design Review was created to avoid repeating those mistakes.



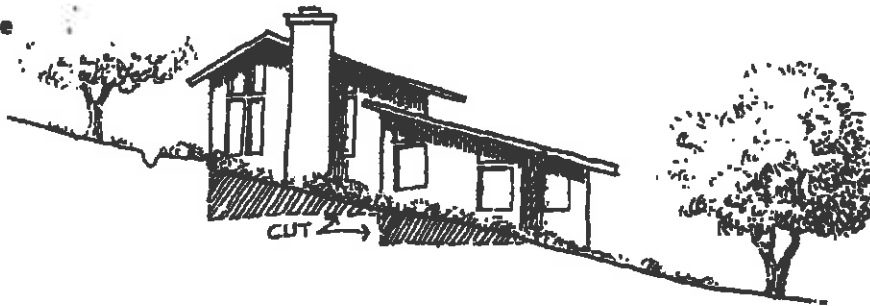
If most of the houses in the neighborhood form this kind of pattern...

...this house probably shouldn't be considered an "example" house

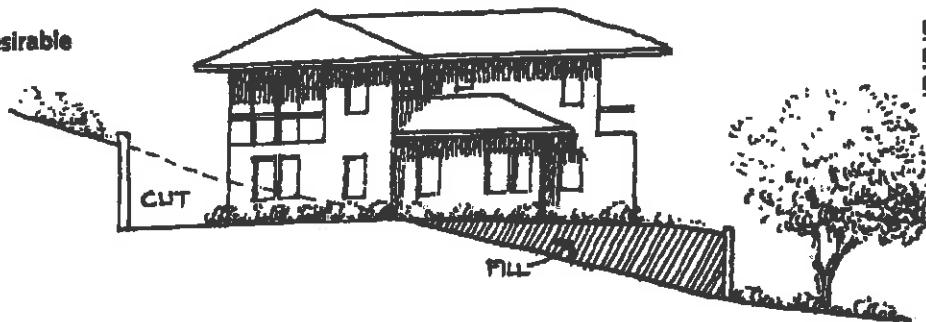


A. (cont.) Fit the Design

Desirable



Less Desirable



CODES:

§ 10-2.401-
2.410
§ 10-2.702,b,(2)(5)
§ 10-2.702,c
§ 10-2.501

2. On a sloping site, the structure should be stepped down the hill utilizing one story building elements. Avoid cantilevers and stilts over downhill slopes. Cut foundations should be used instead of fill on hilly terrain.

Desirable



Less Desirable



3. On flat or rolling sites, two story houses of 27 feet may be accommodated using proper architectural techniques.

Provide an Attractive Exterior Building Design**Guideline #12:**

Design to create visual interest and reduce bulk by articulating (projecting and recessing) facade features, including building walls, roof forms, and windows and doors.

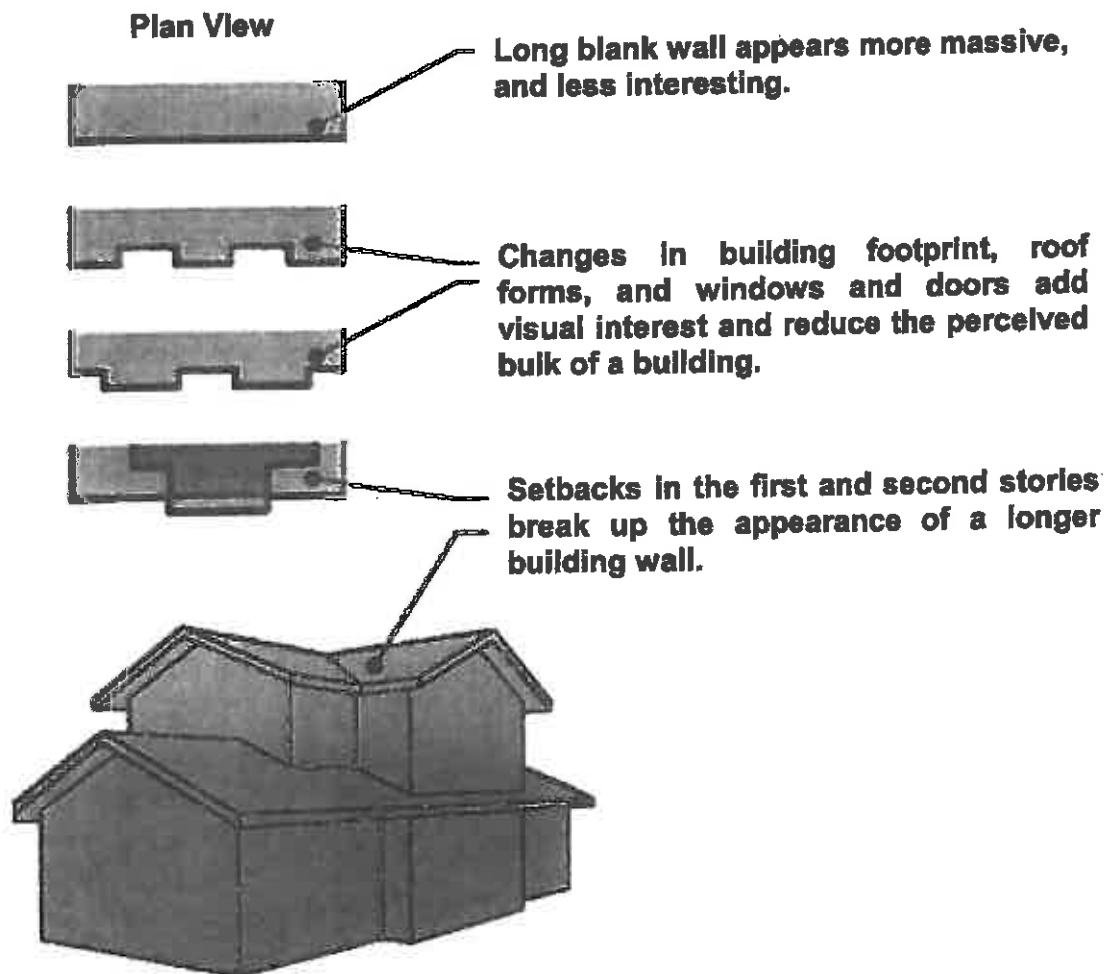


Figure 16: The appearance of the home shown above is visually interesting due to its articulated building walls and roof forms. Substantial window framing, textured exterior walls, divided light windows, and material variation (i.e., a stone base with horizontal siding) could be used to further complement the design of this home.

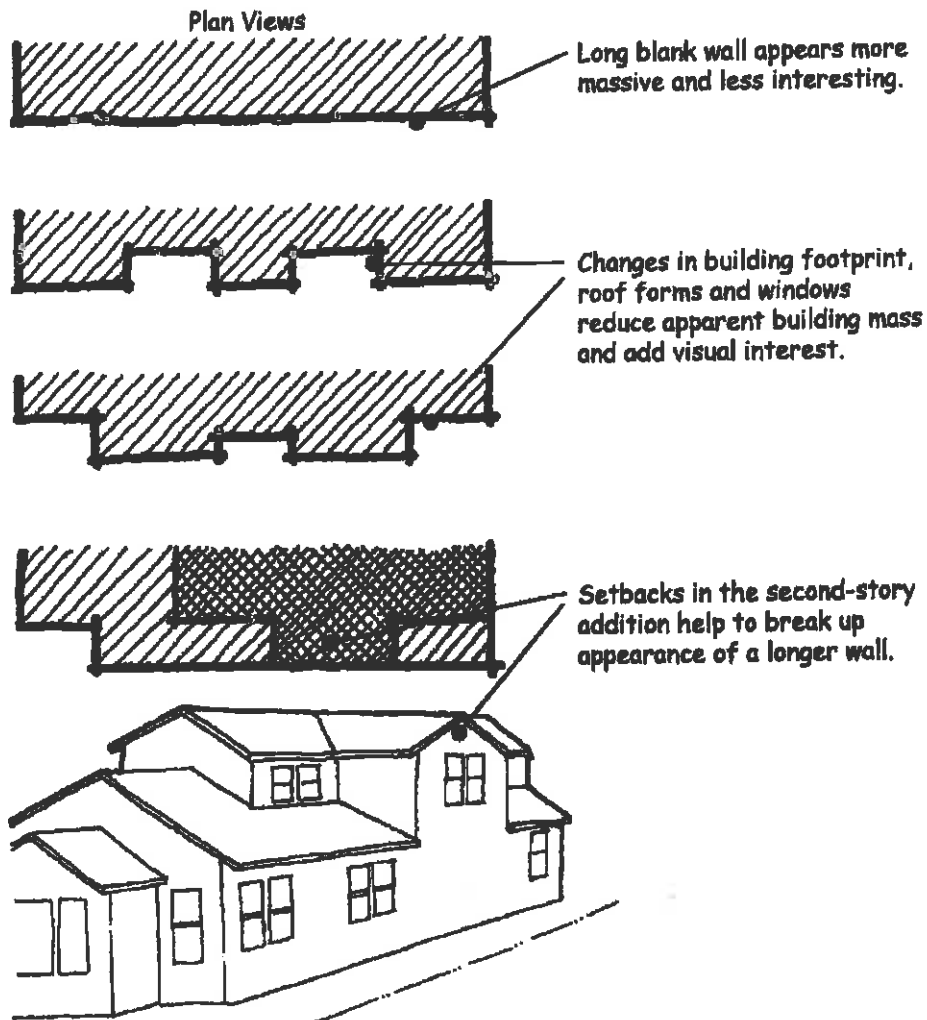
5) Wall Articulation

Building wall gaps that articulate the walls of the house create shadows and contribute to the architectural character of the home. These changes to the form of a building can have a great affect on the apparent building mass. One option often explored for expanding a home is to fill-in some of these areas. Longer flat walls generally appear more massive and less interesting. When planning an addition to a home, consider how the addition will affect the appearance of the homes longer walls.

- Do the proposed changes remove architectural features that break-up the apparent mass of the house?
- Do the proposed changes include new features that will add visual interest to long or tall walls?

Guideline:

Avoid creating long or tall blank side walls. Breakup the appearance of long side walls with steps in the building wall, and windows where neighbor's privacy can be respected. Also consider changes in materials and appropriate architectural detailing that add scale to long walls.



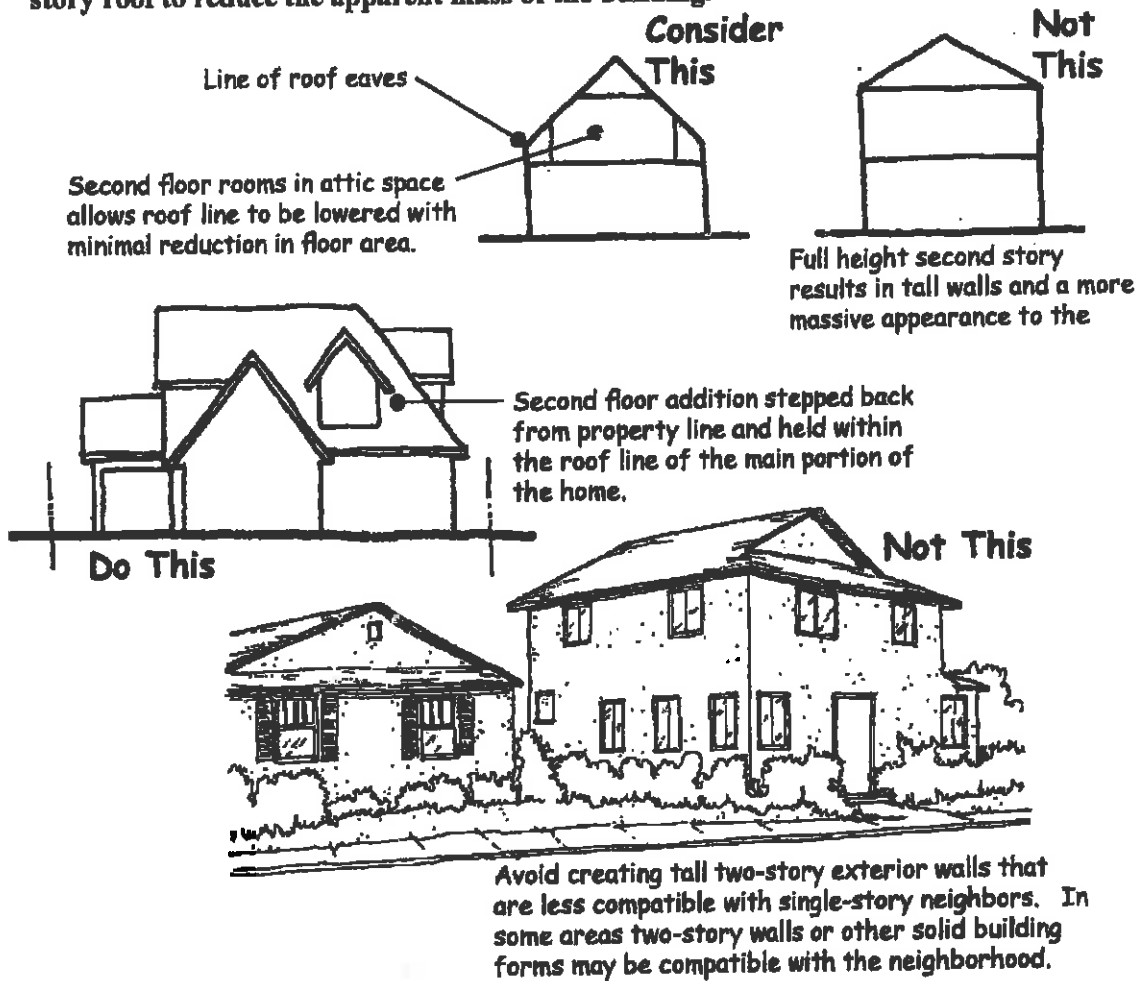
Second-Story Additions (continued)

C. Lowering Eave Line. Lowering the eave line of a second-story roof can add to its compatibility with single-story neighbors. Lowering the eave line ties the two stories to a house height common to many San Mateo neighborhoods. Setting second-story additions back into the area of roof lines is often a solution for meeting Daylight Plane requirements and it generally will lower the apparent height of the home. Lowering the eave line of the second story roof can also reduce the apparent building mass, which may result in the scale of the building being more compatible with its neighborhood. Evaluate the proposed second-story addition:

- Is there an existing pattern of single-story or full two-story homes in the neighborhood?
- Would the proposed second-story create wall heights that are compatible with or different from the pattern of homes in the neighborhood?
- What would be the effect of altering the pattern?

Guideline:

If the neighborhood does not have a dominant pattern of tall two-story walls, consider bringing some portions of the roof down to the gutter or eave line of the first-story roof to reduce the apparent mass of the building.



Second-Story Additions (Continued)

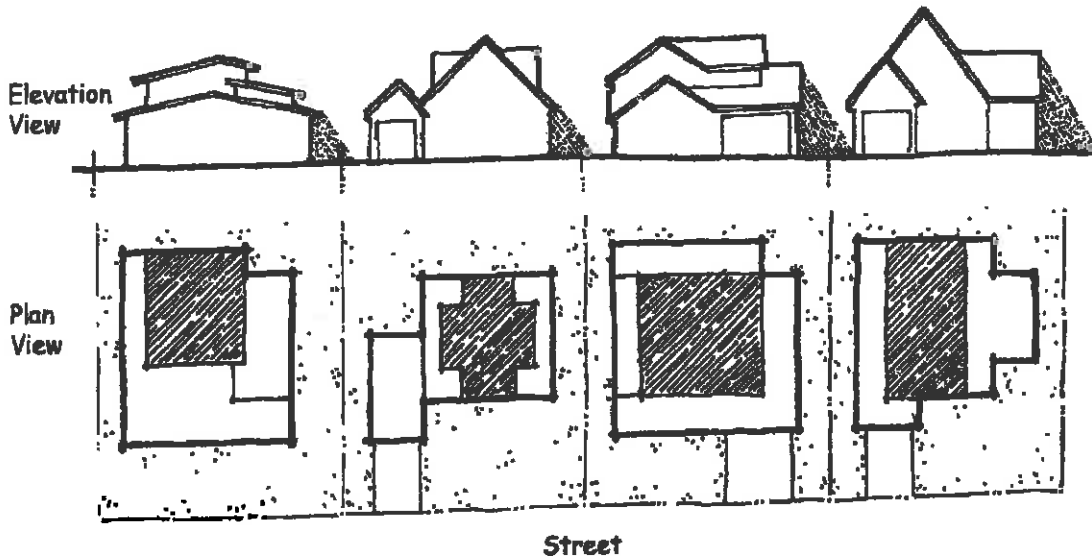
A. Second-Story Setbacks. Stepping back second-story additions from the side and rear property lines increases available light into neighboring properties.

- How would the proposed second-story affect daylight entering neighboring properties?
- Is the placement of the proposed second-story held back from property lines to meet daylight plane requirements and maximize light into neighboring properties?

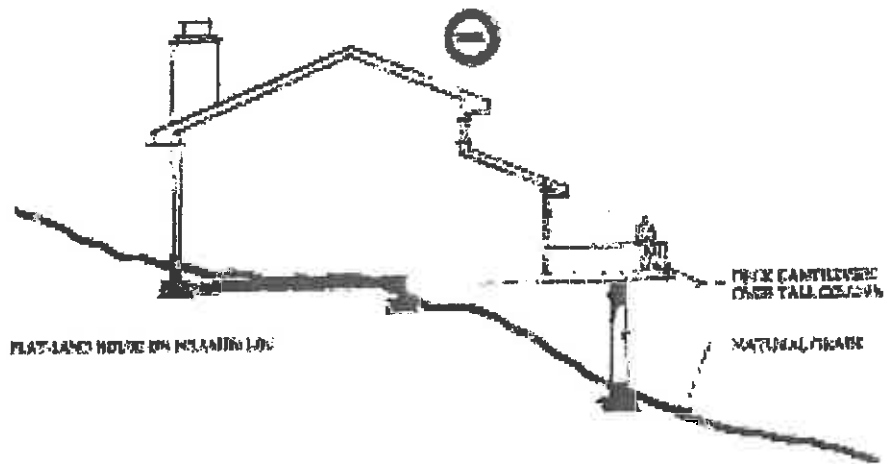
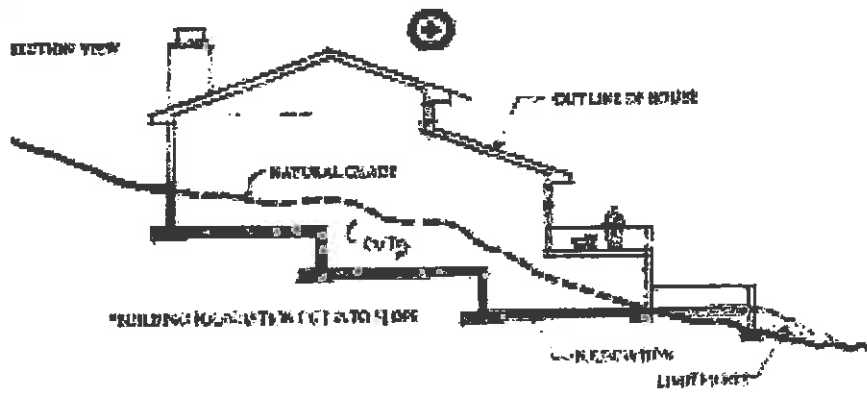
Guideline:

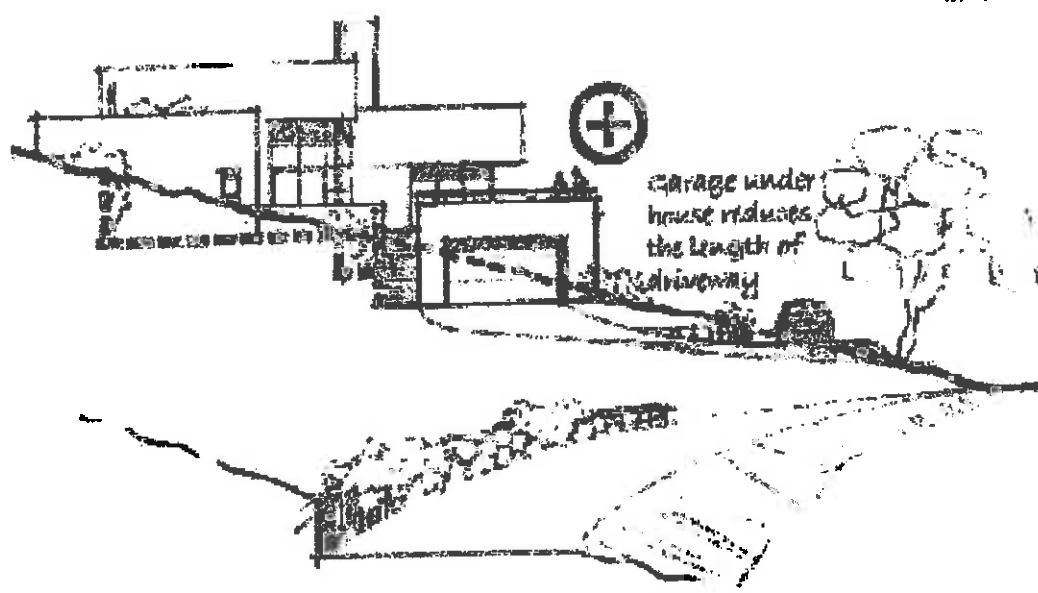
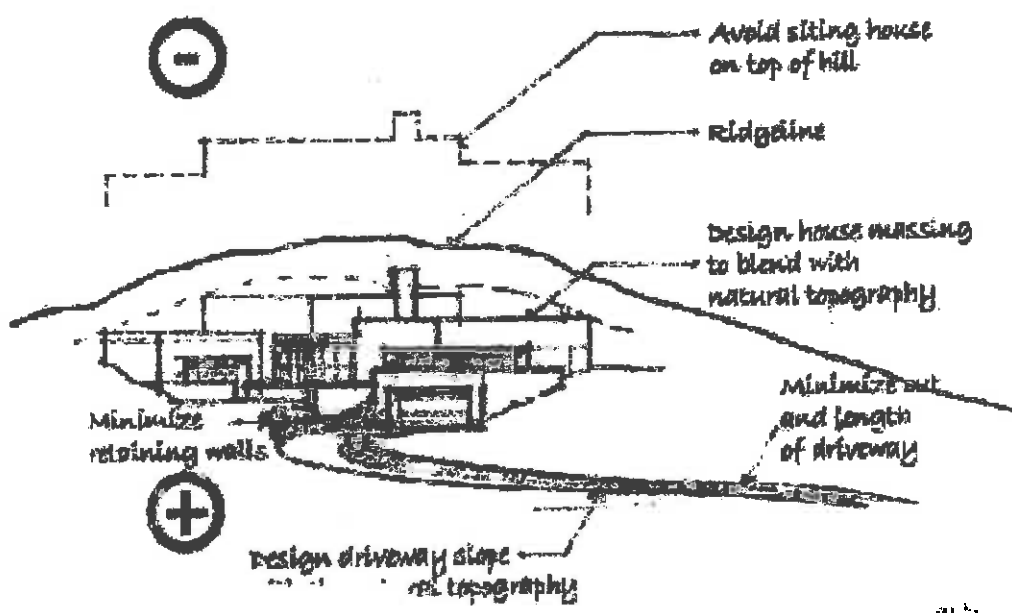
Locate second-story additions away from the edges of the property. Keep volumes away from the property line where feasible. Set the major portions of second-story additions away from the front, side and rear property lines.

These second story additions held towards the center of the property allow greater sunlight onto neighboring properties.



Note: The Zoning Code allows a portion of the second-story to be exempt from the daylight plane and extend to the side setback

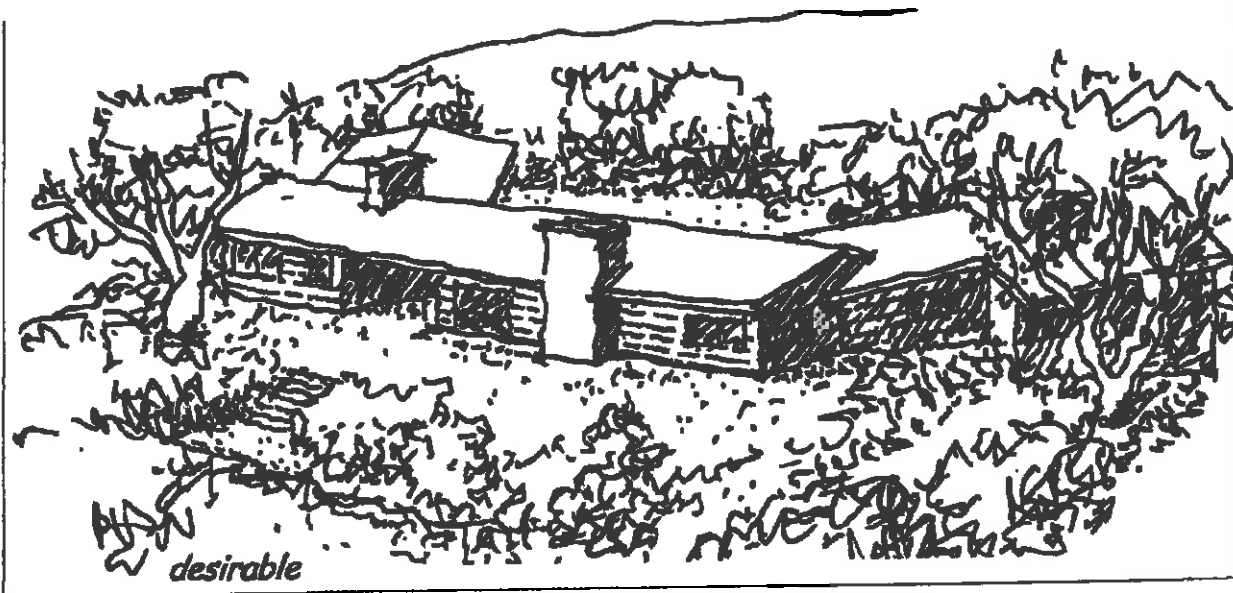




SITE PLANNING

Conserve existing landforms

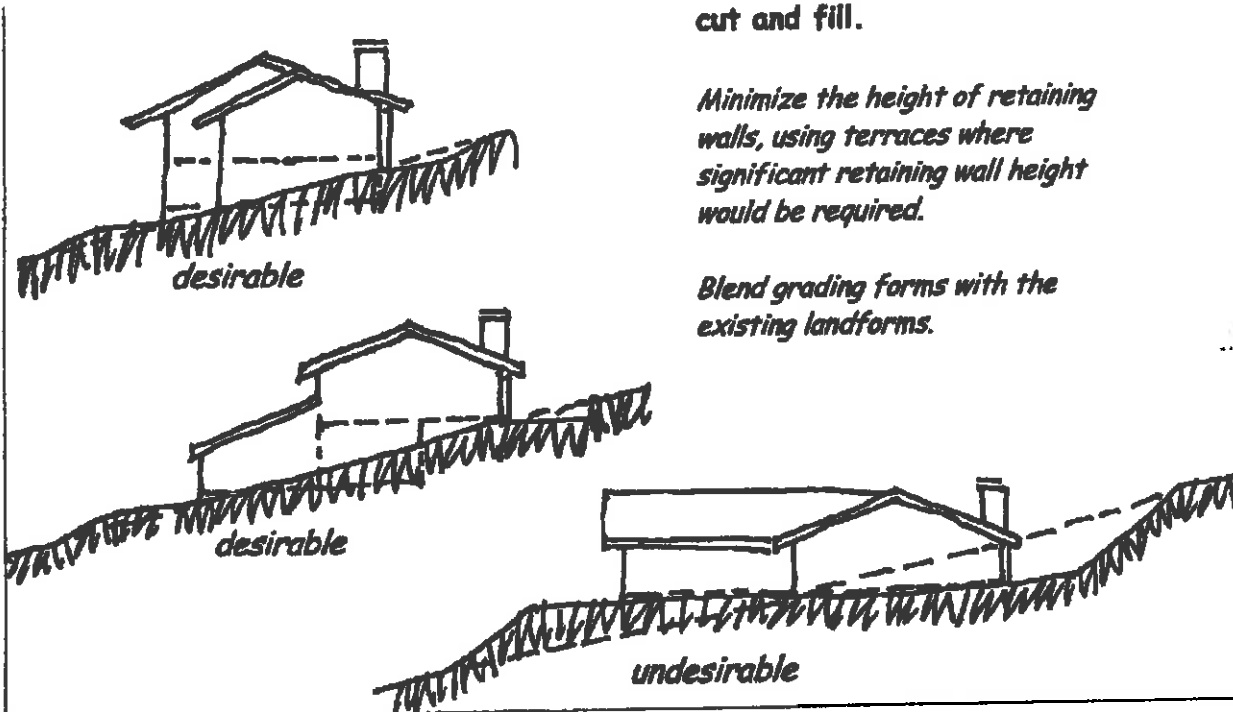
Preserve the natural features of the land.



Minimize grading and balance cut and fill.

Minimize the height of retaining walls, using terraces where significant retaining wall height would be required.

Blend grading forms with the existing landforms.



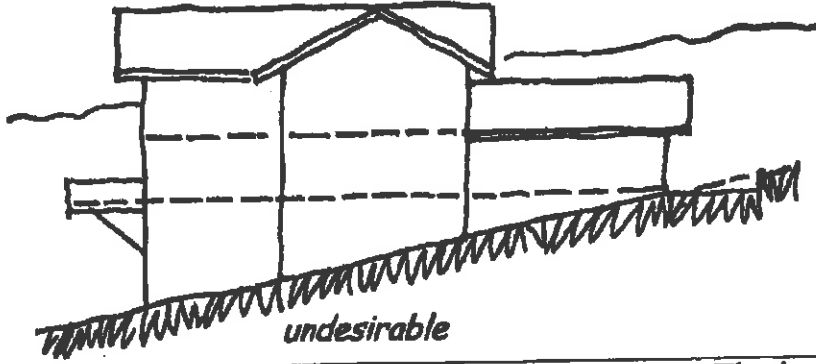
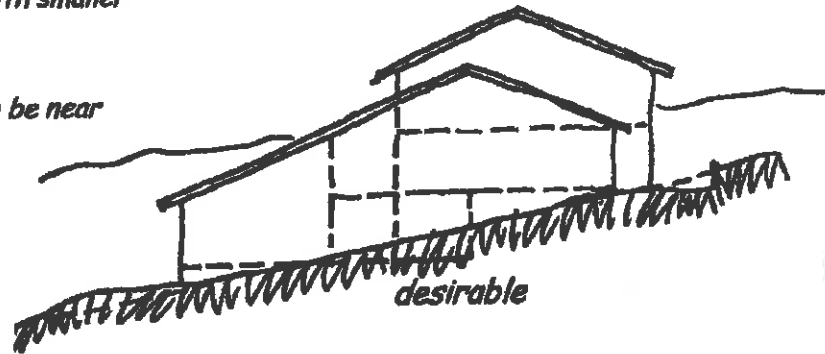
ARCHITECTURE

Minimize bulk and mass

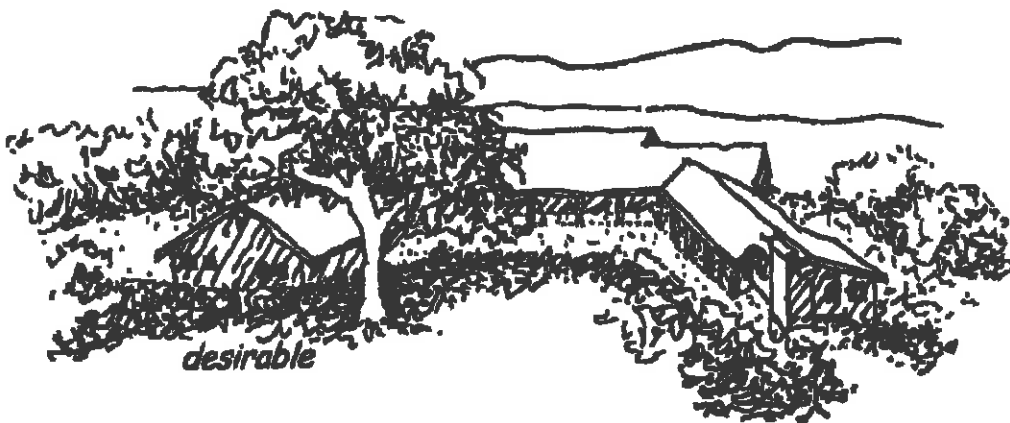
On sloped sites, step the structures with the natural terrain.

Design upper floors with smaller floor area.

Design lower floors to be near grade.



The length of buildings should follow existing land contours, with predominantly one-story walls.

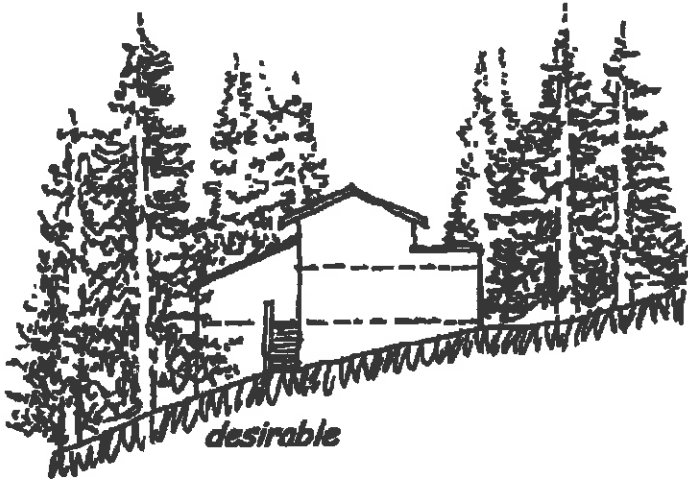
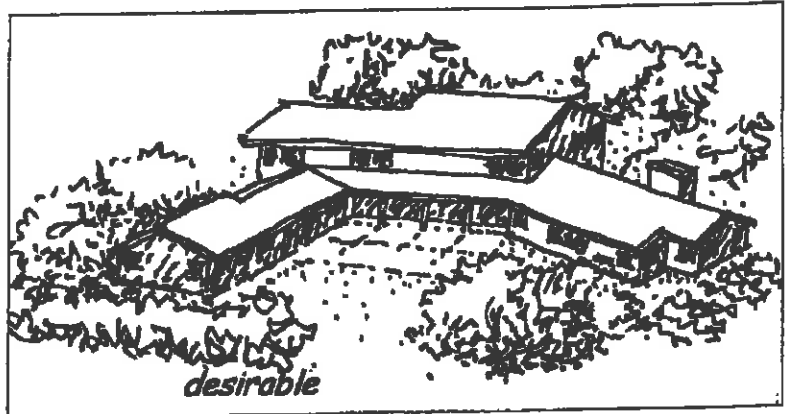


ARCHITECTURE

Minimize bulk and mass

On flatter sites, design buildings with a horizontal emphasis, minimizing two-story elements.

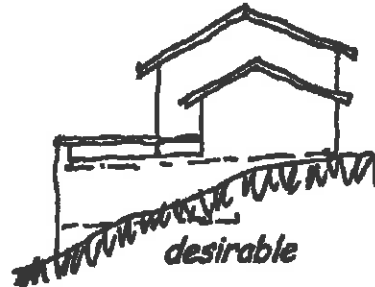
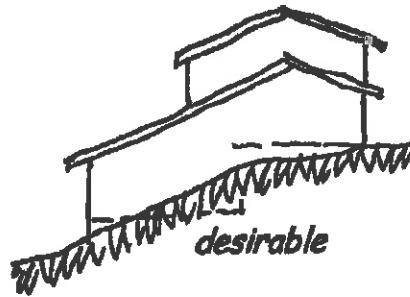
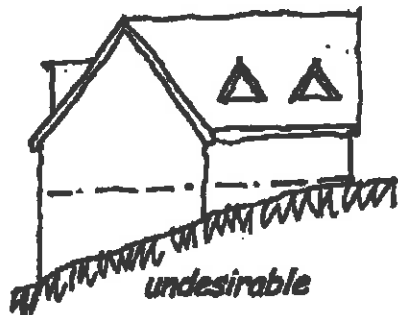
In redwood groves, vertical massing consistent with the setting may be acceptable.



Low pitched roofs are encouraged.

Flat roofs are discouraged.

On sloped sites, roof ridgelines should generally parallel the contour lines.



B. (cont.) Architectural Details

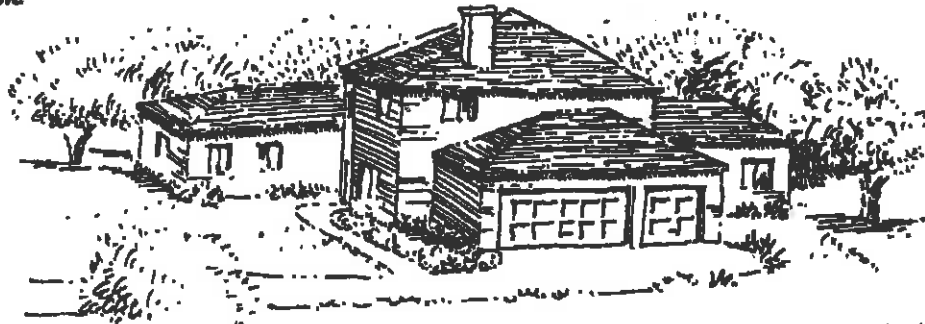
Desirable



CODES:

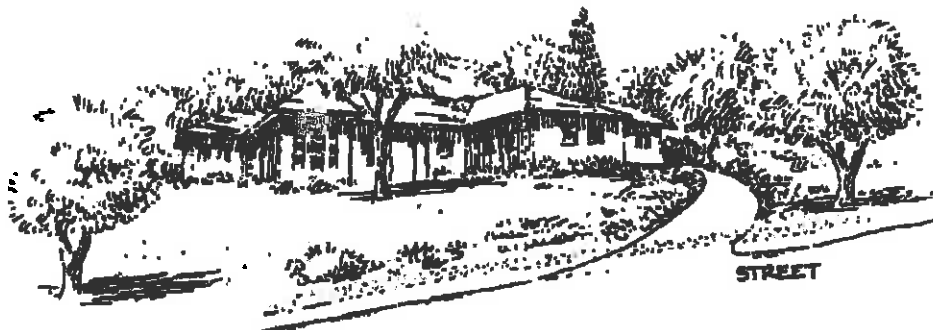
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2.703

Less Desirable

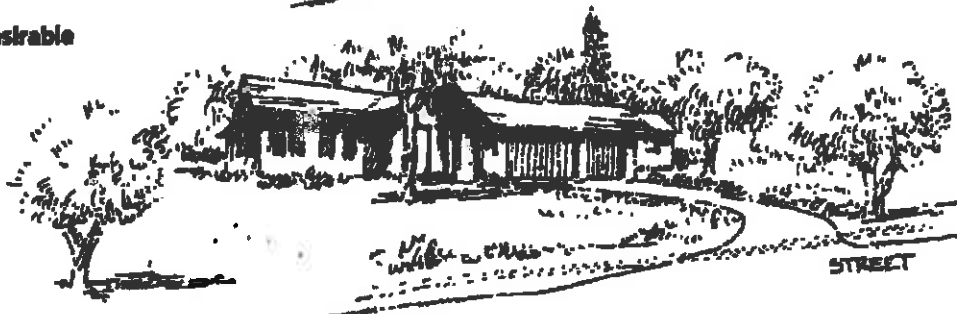


2. Architectural features break up massing. Eaves, bay windows, small windows, varying elevations, and alcoves reduce the appearance of bulk by creating shadows along a facade.
3. Hip roofs with deep overhangs help transition a house into a site. Avoid chopped off roofs.

Desirable



Less Desirable

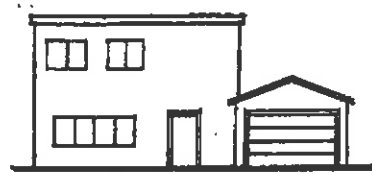


4. If possible, design your house so that garage doors are not visible from the roadway.

C. ELEMENTS OF HOUSE DESIGN

1. KEEP THE OVERALL SHAPE OF THE HOUSE SIMPLE AND ELEGANT

The form of any new addition should be compatible with the existing house form. Too many bays, bumps, and roof changes may result in a chaotic mix. On the other hand, an addition that is too boxy and bulky is also not appropriate. The addition should be designed to be compatible with the size, scale, and proportion of the existing house



Too boxy



Preferred



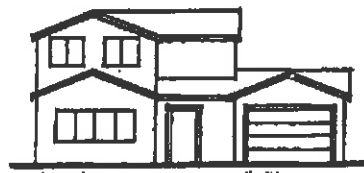
Too chaotic

2. PROPORTION ANY SECOND STORY TO HARMONIZE WITH THE EXISTING PORTION OF THE HOUSE

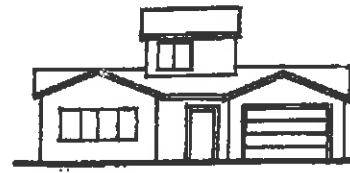
An addition that is too tall relative to the first floor will look top heavy and unpleasant. If a second story addition is too small, it may stand out as an afterthought, not integrated with the lower part of the house. An addition should appear as if it has always been part of the house.



Top heavy



Preferred

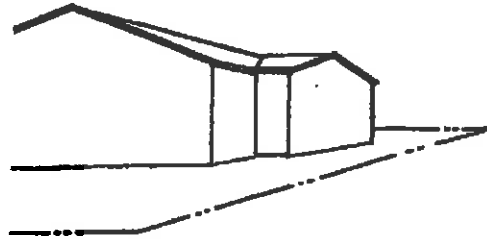


Second story too small

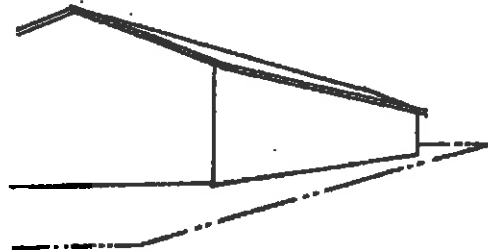
C. ELEMENTS OF HOUSE DESIGN

5. AVOID THE CREATION OF A LONG BLANK SIDE WALL

Minimize the length of any flat two story wall. A side wall 12 feet or less may be without windows or other projections. Side walls longer than about 12 feet should provide windows or other building articulation. The location of walls is limited by the Zoning Code.



Preferred



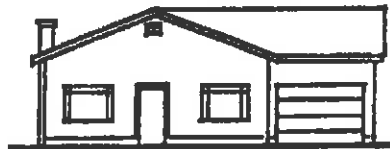
Avoid long blank side walls.

6. NEW ROOF SLOPES SHOULD BE COMPATIBLE

New roof slopes should be consistent or compatible with existing roof slopes. The roof is one of the most important elements contributing to a sense of scale and proportion of the building and so should be harmonious. Too many different roof angles or roof types create a disjointed and chaotic appearance.



Avoid - Roof does not follow existing roof slopes



Existing House

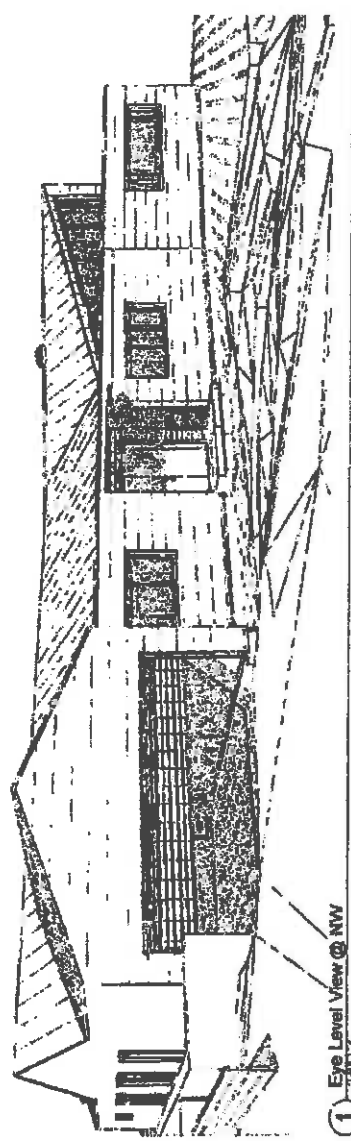
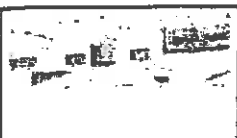


Better - New roof slope is compatible with existing roof.

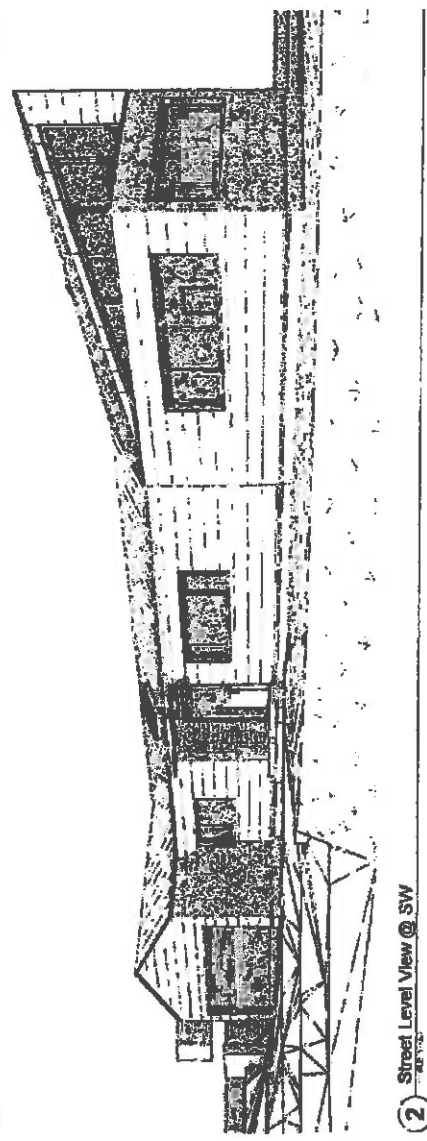
BRUNDT RESINHOE

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Belmont, CA 94003
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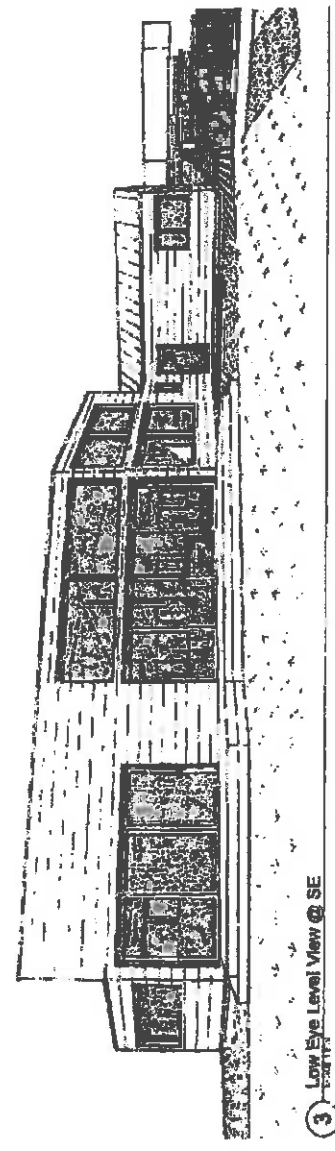
ZITZEST DESIGN
544 CANTON AVE, CANTON, CA 94011
WWW.ZITZEST.COM
7: 310.391.1847



1 Eye Level View @ NW



2 Street Level View @ SW



3 Low Eye Level View @ SE