

**Westwood Park Association**  
Board Meeting Minutes  
August 15, 2017 – 6:30 P.M.  
920 Faxon Ave

**AGENDA**

**Call to Order**

President Anita Theoharis called the meeting to order at 6:40 PM

**I. Roll Call**

**Present:** Mike Ahrens, Francine Lofrano, Anne Chen, Anita Theoharis, Joe Koman

**Absent:** Ravi Krishnaswamy, Jenny Perez

**Guests:** Fred Lofrano, Norm Batteate, Frank Kalmar

**II. Approval of Minutes July 12, 2017**

Ratification of electronic approval of 7/12/2017 minutes; Mike motioned to approve minutes; Anne seconded; unanimously approved, 5-0

**III. Treasurer's Reports**

**A. Account Balances** – Per Anne, bank balance as 7/31/2017 is \$126,827.

**B. Income & Expense Report** – July 2017 Income and Expense Report submitted by Anne Chen. When to assess the 10% late fee on delinquent dues was discussed. Joe motioned to approve income & expense report; Mike seconded; unanimously approved, 5-0

**C. Outgoing Checks** – Per Joe Koman as of 8/15/17:

**#1340** – (8/15/17): \$1600.00 to: Baltazar Gutierrez – Deposit for common area tree replacement & sink hole filling.

**IV. Committee Reports**

**A. Newsletter** – Scheduled to be sent out by the end of this week.

**B. Centennial Committee** – (Discussion taken out of order) Update provided by Norm. Jewel is the contact person for collecting neighborhood memory pages for the Centennial album. A four page self-guided walking tour brochure of 18 homes is in the process of being printed and will be given to Centennial celebration attendees. Greg Clinton is taking care getting Centennial items that will be available for purchase (posters of Centennial banner, mugs, tee-shirts and shopping bags) through Café Press. The website for Café Press will be provided on Nextdoor.com. Café Press charges \$10.00 per month and Centennial items will be available for purchase through December 2017. Centennial cake is planned to serve 250 guests. It will be five ½ sheets; one sheet will be for display and remainder will be served as individual portions. Actions Past Players have still not responded. Western Neighborhoods Project is still scheduled to attend. Banner drawing will take place at the annual meeting. The drawing will be for 18 banners; 2 banners will be kept for the Westwood Park Archives. After discussing costs of the cake & printing with Norm, Anita suggested a budget \$400.00 to be set aside for the two Centennial expenses that will be charged to WPA (cake & printing expenses). Norm said that would be more than needed. Anita motioned that the remainder of the Westwood Park Centennial fund to be used towards the Centennial/Annual picnic. Francine seconded; unanimously approved 5-0.

**C. Common Area Maintenance** – Anne submitted a proposal for two additional trees that need to be replaced at 676 & 815 Miramar. Cost for these additional trees is \$1000.00. Joe motioned to approve; Mike seconded; unanimously approved 5-0. Anne also reported that Baltazar Gutierrez will need to power wash the upper Miramar gate at Monterey Blvd. and prune the Monkey Puzzle tree at the west side of the upper gate.

**D. Planning & Zoning** – Report submitted by Anita.

**600 Miramar:** On August 14, 2017, the Department of Building Inspection issued Orders of Abatement on complaint numbers 201627011 and 20175174. WPA will follow this case to insure that this home is restored.

**45 Montecito:** Complaints were filed regarding building without a permit, installation of vinyl windows, roof framing indicating a possible addition to the height of the building. A Notice of Violation has been issued. WPA will track this issue.

- 154 Eastwood Approval/Disapproval:** The project sponsors held the required neighborhood meeting as specified in the Westwood Park Association Residential Design Guidelines. Plans were submitted to the Association for review. Mr. Kurt Meinhardt, WPA Planning and Zoning Committee co-chair, provided a Design Review of the proposed project dated August 9, 2017. A copy of the review is attached hereto and made a part of these minutes. After discussion regarding concern about setting precedents, the impact on both adjacent properties as well as WPA properties as a whole and the other evaluation and recommendations contained in the design review, Mike motion to approve the project; Joe seconded; unanimously approved 5-0 pending the execution by the project sponsors of a Notice of Special Restrictions to be recorded to document the understanding of compliance with the CC&R restrictions regarding maintaining the occupancy of the building as a single-family residence. The project sponsor is required to submit a copy of the final permit/construction drawings that include exterior elevations.
- E. Balboa Reservoir CAC** – Mike reported on his meeting with Jeremy Shaw regarding the TDM. Mike also reported that the evaluation committee is still considering the three proposals and will likely announce their choice at the next CAC meeting which is tentatively scheduled for 10/2/2017.

**V. Old Business**

- A. Co-treasurer/Bookkeeper/Income Accounting/Responsibilities** – to be continued to next meeting
- B. Cloud Storage** – Ravi absent - to be continued to next meeting.
- C. Website Update** - Ravi absent - to be continued to next meeting.
- D. Notice from SF Tax Collector** – WPA Business Registration – Anita still has not heard back from her last correspondence.
- E. Annual Meeting & 100<sup>th</sup> Birthday Picnic Planning** – Discussed supplies left over from the last annual meeting and what items still needs to be purchased. Assigned which items Anita, Joe, Mike & Fred will pick up prior to the meeting. Board members and volunteers will meet at 9AM the morning for the Annual Meeting.

**VI. New Business** - None

**VII. Executive Session:** Potential litigation discussed.

**VIII Next Board Meetings:** September 16, 2017 and September 18, 2017

**IX. Adjournment:** Joe motioned to adjourn; Mike seconded; unanimously approved 5-0; meeting adjourned 9:02 PM.

Respectfully Submitted,

Francine Lofrano, Secretary  
Westwood Park Association

9 August 2017

Board of Directors  
The Westwood Park Association  
236 West Portal Avenue, #770  
San Francisco CA 94127

**Re: 154 Eastwood Drive**

Subj: Design Review

The Westwood Park Association Board of Directors:

As chairperson of the Planning and Zoning Committee of The Westwood Park Association, I have conducted a review of the residential addition and remodel proposed at 154 Eastwood Drive for conformance with the latest edition of the "Westwood Park Association Residential Design Guidelines" (Westwood Park Design Guidelines) as adopted by the City of San Francisco City Planning Commission (Resolution Number 135-21) and incorporated into the City of San Francisco City Planning Code (Section 244.1 – Westwood Park Residential Character District).

The following is a description of the proposed project and an evaluation of the proposal as it relates to the design parameters contained within the Westwood Park Design Guidelines. This review has been undertaken in an effort to determine the suitability of the proposal for approval by The Westwood Park Association Board of Directors. If the proposed design is approved, the project sponsor will need to fully comply with all applicable San Francisco Department of City Planning and Department of Public Works Building Department requirements including applicable zoning ordinances.

For purposes of preparing this design review, drawings of the proposed project submitted by the project sponsor were reviewed. The drawings of various sizes titled "154 Eastwood Drive" were prepared by SF Architecture (SF ARC). The following is a list of the drawings that were provided by the project sponsor for this review:

<b>Drawing Description</b>	<b>Date</b>
Existing First Floor Plan, Existing Partial Basement Plan	07 June 2017
Proposed First Floor Plan, Proposed Lower Level Floor Plan	29 June 2017
Existing Front Elevation, Proposed Front Elevation	29 June 2017
Existing Right Side Elevation, Proposed Right Side Elevation	09 June 2017

## **DESCRIPTION**

The following is a description of the existing residence at 154 Eastwood Drive as well as a description of the proposed modifications outlined in the submitted architectural drawings.

### **Existing Building**

The existing residence is located along the east side of Eastwood Drive between Wildwood Way and Montecito Avenue and can be categorized as a "One Level" structure as defined in

The Westwood Park Guidelines.

*“One story main “living” level on grade with no “basement”. Usually with and on-grade detached garage.” (Page 37 – Building Height Descriptions)*

The height of the existing residence is consistent with that of other one-story residences in Westwood Park. Presently, there is an entry porch stair with five risers that provides access from grade up approximately three feet to the main level at the front of the residence. The main floor level is wood framed above a shallow crawl space. The existing right side exterior elevation indicates a lower area that is anticipated to be the location of the existing furnace and water heater accessed by an internal stair adjacent to the existing breakfast room. No occupied living space is indicated to presently exist within the basement level.

The existing living spaces include a living room, formal dining room, kitchen with breakfast room, three bedrooms, and two bathrooms. A sunroom abutting the master bedroom that was apparently built subsequent to original construction of the residence extends approximately 8 feet into the rear yard. In addition to the front entry door, there is a door to the north side yard located in the breakfast room. The single-car garage in the southeast corner of the lot has a swing door to the rear yard in addition to the garage door facing the driveway.

The lot is approximately 95 feet deep along the side property lines, 40 feet wide along the Eastwood Drive street frontage, and 50 feet wide along the rear property line. The residence is approximately 1,400 square feet in size excluding the parking garage. Although the garage abuts the south facade of the primary residence, there is no internal access between the garage and the residence. Therefore, the garage functions as a detached garage in a similar manner to detached garages at other one-story structures in Westwood Park. The rear facade of the garage is approximately 10 feet from the rear property line. The rear wall of the primary portion of the residence exclusive of the sunroom is approximately 20 feet from the rear property line.

The exterior design of the building is similar to the majority of residences within Westwood Park with a Mediterranean bungalow style design that incorporates cement plaster, wood windows, and a moderately low sloped gable roof. The front facade of the building is articulated with a visually dominant entry porch with stair and an on-grade patio with cement plaster finished perimeter rail. The two side facades and rear facade are typical of most Westwood Park homes with simple, relatively unarticulated, flat cement plaster finished walls and small, wood trimmed, windows. The roof is covered with composition shingle roofing.

**Proposed Modifications:**

The intent of the proposed project at 154 Eastwood Drive as described in the drawings submitted for review is to raise the existing building five feet in order to transform the existing low-height crawl space under the main level into an occupied lower level. The new lower level is to include a family room, master bedroom suite, three bedrooms including one with a private bathroom, a third bathroom, and a laundry room. The main level is to be modified to

accommodate the five-foot height increase by incorporating a larger front staircase with raised patio where the existing on-grade patio area is located to access a raised entry porch. An interior stair between the two floors is to be located in the general area of the existing breakfast room. A door to the north side yard with three-riser exterior stair is located at the internal stair mid-landing. An open-plan kitchen, eating area, and family area with an adjacent bathroom and pantry are to be located in the rear portion of the upper level where the existing bedrooms are presently located. The existing sunroom extension into the rear yard is to be removed. No modification of the layout of the existing living room and dining room is indicated. No modification to the abutting garage structure is indicated.

The front facade facing Eastwood Drive is to be modified to incorporate the raised main floor level with the integration of a larger front entry stair in the existing patio area. The stair incorporates cement plaster finished corner columns/pilasters with an open metal guardrail infill. The raised entry porch is situated above walls with horizontal articulation at the floor line. The existing open arched wall opening at the north end of the front facade will remain in place. No modification to the existing roof forms or front window at the living room is indicated.

Modification to the south side facade consists of the addition of five feet of wall at the lower portion of the facade to accommodate the raised main floor level and new windows in the lower level rooms along the lower portion of the facade. No modification to the existing upper level windows is indicated. No modification of the existing roof form is indicated along the side facade. No existing or proposed building elevations for the north side facade or rear facade were included in the drawings submitted for review but it is anticipated that the same window and wall design vernacular utilized along the south side facade will be utilized along the north side facade.

## **EVALUATION**

Westwood Park was originally designed a century ago as a planned neighborhood with continuity of architectural design in the 669 modestly sized bungalow style homes. For the most part, the legacy envisioned by the original designers has been maintained for the past 100 years. In recent decades, there has been a concerted effort by The Westwood Park Association to facilitate modification of existing residences to capture additional living space while balancing the integrity of design continuity that exists within the neighborhood.

The Westwood Park Association original Articles of Incorporation (CC&Rs) requires that all building projects be reviewed and approved by the Association prior to implementation.

*"Before commencing building operations, plans and specifications for all buildings, including garages and outhouses, must first be submitted to and approved by the duly authorized officer or officers of the Westwood Park Association." (Page 3)*

To facilitate this review and approval process, The Westwood Park Design Guidelines were developed based on residential design guidelines developed by the San Francisco Department of City Planning Design. Ultimately, the Department of City Planning adopted The Westwood

Park Design Guidelines and incorporated them into the City of San Francisco City Planning Code through the creation of the Westwood Park Residential Character District.

As indicated in The Westwood Park Design Guidelines, the impetus for development of the San Francisco Department of City Planning “Residential Design Guidelines” was as follows:

*“... to assist in determining whether a new building, or the expansion of an existing one, is visually compatible with the character of its neighborhood.” (Page 4)*

*"To a large degree, the character of San Francisco is defined by the visual quality of its neighborhoods. A single building out of context with its surroundings can have a remarkably disruptive effect on the visual character of a place. It affects nearby buildings, the streetscape, and, if repeated often enough, the image of the city as a whole." (Page 4)*

To further the stated goal of facilitating the thoughtful integration of new or modified building projects into an existing neighborhood fabric the following was indicated in The Westwood Park Design Guidelines:

*“The Westwood Park “Residential Design Guidelines” have been developed to be used as a tool for reference during the process of project review as well as to used as a guide to the design constraints that address the effort of preserving the quality of Westwood Park for all property owners and residents.” (Page 4)*

To that end, several fundamental design parameters intended to facilitate integration of building modifications into the existing fabric of the neighborhood are described within The Westwood Park Design Guidelines. The following is a description of the each of those design parameters relative to the proposed project at 154 Eastwood Drive.

## **Site**

The location of the existing building on the site will not be modified other than to remove the retrofit sunroom extension within the rear yard. No horizontal increase in footprint is indicated other than the creation of a raised entry patio stair landing at the front facade. No encroachment into the existing front, side, or rear property line setbacks is indicated.

By raising the existing “One Level” residence five feet while maintaining the lower level floor at an elevation below grade, the proposed modification will effectively create a “One Level Over Basement” structure as defined in The Westwood Park Design Guidelines. Presently, the predominant building type within Westwood Park is the “One Level Over Basement” structure (77.3%) while only 13.7% of the residences are “One Level” structures.

Because the adjacent residence that is upslope to the north of the subject property (160 Eastwood Drive) also appears to be a “One Level Over Basement” structure and the structure downslope to the south (150 Eastwood Drive) appears to be a “One Level” residence similar to

the subject building, a natural terracing down the slope from north to south along Eastwood Drive will be maintained with the proposed modifications.

### **Building Envelope**

The size of the existing building envelope will be increased when the structure is raised five feet. Mitigating factors to the increase in overall building envelope size not only include the continuity of building terracing that will be maintained but the configuration of the roof form. Because no modification of the existing roof form is proposed, the gable roof form oriented with the eave along the front facade will maintain the visual low profile of the residence along the street frontage. The roof is articulated with several gable forms that have end walls located along the side and rear facades. Since and the roof slope is relatively low-sloped (approximately 4:12), the visual impact of the roof and the overall massing and volume of the building will be minimized.

### **Scale**

Raising the existing residence by five feet will effectively create a “One Level Over Basement” structure, which is the predominant size structure in terms of scale and proportion within Westwood Park.

### **Texture and Detailing**

The proposed modifications to 154 Eastwood Drive maintain the continuity of the cement plaster exterior wall finish, wood windows, and painted wood trim by extending the existing exterior design and facade articulation to the new portion of exterior walls at the lower level. The incorporation of the larger entry stair into the location of the existing on-grade patio at the front facade mitigates the impact of the stair and porch modifications by maintaining the visual emphasis of the front entry porch. No excessive or inconsistent ornamentation of the exterior facades is proposed.

### **Openings**

The emphasis of the building entry utilizing a porch with simple articulation to create visual impact along the street frontage is a common design feature in the bungalows within Westwood Park and is maintained in the proposed modifications. The large arched-head living room wood window at the front facade will be maintained and windows along the lower level south side facade are indicated to be consistent in scale and form to those that will remain on the upper level. It is anticipated that this will be the case on the north and rear facades as well. No modification to the existing garage door is indicated.

### **Landscaping**

Because there will be no horizontal increase in the building footprint, the existing front, side and rear yards will remain suitable for landscaping. The removal of the retrofit sunroom

addition in the rear yard will increase the open area at the rear of the residence. No modification to the driveway or paving is indicated in the drawings.

### **Restrictions**

Zoning regulations as well as the Westwood Park CC&Rs limit occupancies within Westwood Park to single-family residences. As with any significant increase in living area within a residence, there is also an increase in the potential that portions of the building could be used as additional dwelling units on a long-term or short-term basis. This potential also increases when two levels of a residence exist that can be easily isolated from each other. It does not appear that this is the intent of the proposed modifications but the potential for multiple dwelling units is increased with the proposed modifications.

Off-street parking will not be impacted since there is no proposed alteration to the existing garage or the long driveway down the south side yard.

### **RECCOMENDATIONS**

Based on the overall merit of the design as it relates to the intent of the Westwood Park Association Residential Design Guidelines and the modest impact that the proposed project will have on adjacent properties as well as Westwood Park as a whole, it is recommended that the addition and interior remodel proposed for 154 Eastwood Drive Avenue be considered for approval by The Westwood Park Association Board of Directors. As with any proposed construction project in Westwood Park, final approval should take into account the input of surrounding neighbors as well as residents of Westwood Park as a whole that express support or concern regarding the proposed project during the neighbor notification and meeting process outlined in the Westwood Park Design Guidelines.

### **Precedents**

The Westwood Park Design Guidelines were developed in 1992. During the ensuing 25 years, no precedent for raising an existing "One Level" structure to create a "One Level Over Basement" structure has been approved by the Westwood Park Association. Conceptually, the modification of a structure type that comprises 13.7% of the residences into a structure type that comprises 77.3% of the residences appears to be in keeping with the goals of the design guidelines to allow for an increase of living space while balancing the impact of modifications on the immediate surrounding area as well as the neighborhood as a whole.

Although the specific circumstances that are present at 154 Eastwood Drive indicate substantial compatibility of the proposed modifications with the design parameters outlined in the Westwood Park Design Guidelines, it should not be construed that the raising of a "One Level" structure to create a "One Level Over Basement" structure would be appropriate at other locations within the neighborhood.

Mitigating factors that are present at 154 Eastwood Drive including the height and massing of



surrounding residences, the limiting of the increase in height to five feet by maintaining a partial below-grade configuration, the low-roof form, etc. may or may not necessarily be present at other locations. As with any proposed project, the merits and deficiencies of each individual project must be evaluated for impact on the immediate surrounding neighbors as well as the neighborhood as a whole.

### **Supplemental Documents**

The drawings that were submitted for purposes of conducting this design review are typical "Design Development" type architectural drawings and will not be sufficient to obtain a building permit or function as "Construction Documents". In addition, no exterior elevations describing the north and rear facades or building sections were included in the submittal. Because of the preliminary nature of the submitted drawings, the project sponsor should submit a copy of the final permit/construction drawings that includes full definition of the proposed work and a description of any revisions that modify the proposed work from that described in the drawings outlined in this design evaluation.

Additionally, because of the significant increase in living space that is proposed as well as the configuration of the living space on two potentially isolated floors, it is recommended that a standard Notice of Special Restrictions be recorded to document the understanding of compliance with all San Francisco Department of City Planning zoning regulations as well as CC&R restrictions regarding maintaining the occupancy of the building as a single-family residence.

Regards,



Kurt Meinhardt

Planning & Zoning Committee Co-Chairperson  
The Westwood Park Association