

Westwood Park Association
Board Meeting Minutes
July 18, 2018 – 6:30 P.M.
45 Pizarro Ave.

AGENDA

Call to Order

President Anita Theoharis called the meeting to order at 6:40 P.M.

I. Roll Call

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

Absent: Ravi Krishnaswamy

Guests: Fred Lofrano, Giorgio & Kathleen Piccagli

II. Approval of Minutes April 12, 2018

Approval of 4/12/2018 minutes sent electronically; Anne motioned to approve minutes; Mike seconded; unanimously approved, 6-0

III. Treasurer's Reports

A. Account Balances – Per Francine, total bank balance as of 6/29/2018 Chase bank statement is \$139,502.54 (Checking: \$98,623.63; Savings: \$40,878.91)

B. Income & Expense Report – June 2018 Income Statement submitted by Anne Chen. Mike motioned to approve; Joe seconded; unanimously approved, 6-0.

C. Outgoing Checks – Per Joe Koman as of 7/18/2018

#1371 – (4/3/2018) - \$473.50 To Anita Theoharis:

#1372 – (4/3/2018) - \$595.00 To Levy Erlanger & Co.: 2017 Tax Preparation

#1373 – (4/3/2018) - \$400.00 To Joseph Bernard: Database work & mail merge

#1374 – (4/12/2018) - \$10.00 To Franchise Tax Board: CA Exempt Org Form 199

#1375 – (5/17/2018) - \$469.60 To Dragon Printing: Balboa Reservoir Meeting
Announcement

#1376 – (5/31/2018) - \$270.63 To: The Urban Farmer: Inv. #47437 (Hunter Node 4 Station
Battery operated timer)

#1377 – (6/11/2018) - \$598.00 To: Discretionary Review SEC: Application for 719 Faxon

#1378 – (6/13/2018) - \$780.35 To Anita Theoharis: Reimbursement for Dragon Printing
(\$323.35) & USPS (\$457.00) - Balboa Reservoir mailing & update

#1379 - (7/18/2018) - \$322.15 To Anne Chen: Reimbursement for postage, notary, recording
fees

D. Electronic Payments – Per Bank Statement

PG&E – (4/19/2018) - \$150.00

Gutierrez Gardening – (4/24/2018) - \$1600.00

PG&E – (5/18/2018) - \$150.00

Gutierrez Gardening – (5/24/2018) - \$1600.00

PG&E – (6/19/2018) - \$150.00

Gutierrez Gardening – (6/22/2018) - \$1600.00

IV. Old Business:

A. Database Input – Francine reported that as of the 7/9/2018 check deposit, 95 properties have not paid one or more years of dues. This represents 13.87% (of 685 properties) non-payment. Total outstanding dues is \$31,142.76. Discussed rebilling (with interest) all delinquent properties as previously approved. Also, a list of all properties with current liens was requested – Anne to provide.

B. Website & Cloud Storage – Discussed need to gather emails and move to contacting residents via email rather than annual meeting for everything other than assessments. Mike moved to pass resolution to move from mail to email and do whatever is legally required to do so. Joe seconded; unanimously approved 6-0.

C. Annual Meeting Planning – Anita has ordered 2 charcoal grills however follow up is needed to confirm (Mike will do). Anita has also ordered 125 folding chairs, (5) 6" tables, (2) 8' tables, (3) 6' composite tables. Mike/Joe/Fred to do food shopping on 8/23/2018, 11:30 AM and various volunteers will do food prep at Mike's house on Friday, 8/24/2018, 10AM. Anne will order Porta Potty. Joe will investigate barriers. Anita will do sign in sheets and arrange for volunteers and she has invited the following guests: Supervisor Yee, his assistant, Jen Low, Captain Hart (SFPD Ingleside), Mayor London Breed and her chief of staff, Sean Elsbernd.

- V. **Committee Reports:**
- A. **Newsletter** – Anita has emailed newsletter for Board’s review. Mike to add article on garbage cans and submit to Anita by tomorrow. Anita requested board member to submit and changes/additions to newsletter by tomorrow as newsletter
 - B. **Common Area Maintenance** – Nothing to report
 - C. **Planning & Zoning – 719 Faxon:** On May 7, 2018 the SF Planning Department sent a Notice of Building Permit Application for a proposed horizontal addition. The project sponsor had not complied with the required procedures contained in the Westwood Park Association Residential Design Guidelines. The Board voted electronically to file a Discretionary Review hearing with the Planning Department so that the project could be reviewed by the Planning Commission. Following the DR application, the sponsors complied with all WPA requirements. After reviewing the plans, Mr. Meinhardt’s review dated July 7, 2018 (copy attached hereto and made a part of the minutes), the board voted unanimously to approve the project. WPA has withdrawn the request for a hearing before the Planning Commission.
600 Miramar: Someone broke into this home via the front door. SFPD was called and they secured the door. Subsequent to previous citations issued by the City Building Department, the SF Department of Health has also issued a citation against this property. Anita will follow up on the status of this property.
 - D. **Balboa Reservoir CAC** – Although our BRCAC representative (Mike Ahrens) requested a continuance of the 7/9/2018 BRCAC meeting as he was unable to attend, a continuance was not granted. The meeting was attended by Board members, Anita & Francine. Further discussion of the Balboa Reservoir Development will be conducted during executive session.
- VI. **New Business:** (Discussion taken out of order) Discussed problem of people leaving their garbage cans in front of their homes. Mike to write an article for the newsletter citing the City ordinance regarding garbage cans.
- VII. **Executive Session:** Guests were asked to leave for executive session. Balboa Reservoir Development discussed.
- VIII. **Next Board Meeting:** August 24, 2018, 10AM
- IX. **Adjournment:** Mike motioned to adjourn; Joe seconded; unanimously approved 4-0; meeting adjourned 9:06 P.M.

Respectfully Submitted,

Francine Lofrano, Secretary
Westwood Park Association

7 July 2018

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

Re: 719 Faxon Avenue

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 719 Faxon Avenue 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 described 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.

The Westwood Park Association provided drawings of the proposed project submitted by the project sponsor for purposes of preparing this review. The 11”x17” size drawings titled “719 Faxon Addition” were prepared by Fog Studio and were signed by a licensed architect. The following is a list of the drawings that were reviewed:

Drawing No.	Drawing Description	Date
A1.10	Site Plan	10 April 2018
A2.00	Existing & Proposed Garage Level Plans	10 April 2018
A2.01	Existing & Proposed Main Level Plans	10 April 2018
A2.02	Existing & Proposed Roof Plans	10 April 2018
A7.00	South Elevations	10 April 2018
A7.01	North Elevations	10 April 2018
A7.02	West Elevations & Building Sections	10 April 2018

DESCRIPTION

The following is a description of the existing residence at 719 Faxon Avenue as well as a description of the proposed modifications outlined in the submitted architectural drawings.

Existing Building

The existing residence is located along the west side of Faxon Avenue to the north of Elmwood Way and can be categorized as a "One Level Over Basement" structure as defined in The Westwood Park Design Guidelines:

"One story main "living" level over a "basement". (Page 37 – Building Height Descriptions)

The existing main (upper) level of the residence consists of an entry porch, living/dining room, two bedrooms, one bath, and a kitchen. An additional room labeled as a bedroom is located at the back of the rear bedroom but this room does not have a closet or direct access from the hall. Based on the overall configuration of the existing residence, it appears that this room may have been an addition to the original building at some time since original construction.

The existing lower level consists of a two-car tandem garage and utility space with adjacent unfinished area that slopes up to a head-height of approximately 5 feet along the north side of the residence. An exterior stair between the two levels is located at the rear of the residence. There is presently no direct internal access between the two levels of the residence. The area below the room at the rear of the building is indicated as a storage space.

The lot is 29'-5 3/8" wide along the front (east) property line, 36'-4 1/2" along the rear (west) property line, 97'-5" along the north side property line, and 105'-7" along the south side property line. The residence is 24'-7" wide and approximately 54 feet deep. The front facade is set back approximately 8 feet from the front property line. The northwest corner of the building at the rear of the existing residence is 34'-6 3/8" from the northwest corner of the lot.

The exterior design of the building is similar to the majority of residences within Westwood Park that have a Mediterranean bungalow style design incorporating a cement plaster exterior wall finish, wood windows, and a moderately low-sloped gable roof. The front facade is articulated with shaped-eave roof rake boards and a visually dominant entry porch with framed columns, round-head openings, and small gable roof. A small gable roof is also located above the room at the rear of the residence. The two side facades and rear facade are typical of most Westwood Park homes with simple, relatively unarticulated walls and small, wood trimmed, windows. The upper and rear portions of the side and rear facades are finished with painted horizontal shiplap wood siding. The overall height of the existing residence is consistent with that of other "One Level Over Basement" residences in Westwood Park.

Proposed Modifications:

The proposed project as described in the submitted drawings for 719 Faxon Avenue generally consists of a two-level horizontal addition extension into the rear yard, the development of the rear portion of the existing lower level, and interior modifications to the main upper level. The drawings indicate that the horizontal addition will extend into the existing rear yard

approximately 7'-10" from the existing rear wall of the building. An exterior deck will extend an additional 5'-4 1/2" to a line indicated as the planning code required 25% rear setback. The submittal indicates that the horizontal extension will not encroach into planning code required rear or side yards and no variance from planning code requirements is indicated.

Interior work proposed for the main level includes removal of walls to achieve an enlarged kitchen that will be open to the living/dining space, minor modification of the existing hall and bathroom, the creation of a master suite, and the addition of a family room with open internal stair to the lower level. The proposed modified residence includes a total of three bedrooms and three bathrooms.

Existing grade at the rear of the lower level will be excavated to create a bedroom with private bathroom below the master suite and a den connected by open stair to the family room directly above. The two-car tandem garage and utility area will remain. The primary gable roof form above the existing building will be extended over the horizontal addition. The exterior walls of the horizontal extension at the rear of the building are indicated to be finished with painted horizontal shiplap wood siding that will match the existing siding. New windows are indicated to be aluminum-clad wood windows of a similar frame profile to the existing. No work is indicated at the front facade of the building.

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. 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 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.

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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 each of those design parameters relative to the proposed project at 719 Faxon Avenue.

Site

The proposed horizontal extension will increase the overall building footprint at the rear of the building but will not extend beyond the planning code required rear and side property line setbacks. Over the years, the Westwood Park Association has approved several horizontal extensions into rear yards as a method to increase living space while minimizing the overall impact that modifications may place on surrounding properties as well as on the neighborhood as a whole. The proposed horizontal modifications at 719 Faxon Avenue appear to be consistent with this methodology.

Building Envelope

The horizontal addition will not be visible along the street frontage. The height of the building will not be modified and the continuity of natural building height terracing along the overall slope of the neighborhood will not be significantly altered.

Scale

The continuity of the roof and wall forms at the horizontal addition will mitigate the overall impact on the scale of the building by maintaining the relatively low profile of the existing walls and roof at the side and rear facades.

Texture and Detailing

The proposed modifications to 719 Faxon Avenue will maintain the continuity of the cement plaster exterior wall finish, shiplap wood siding, wood window frame profiles, and painted wood trim by extending the existing exterior design to the horizontal addition. No significant modifications to the building that will be visible from the street frontage are indicated.

Openings

According to the submitted drawings, the primary exterior design articulation of the front and north side facades created by the entry porch will not be altered. Existing windows will be maintained and new windows in the areas of work along the rear and side facades are to be consistent in scale and form with those found throughout Westwood Park. No modification of the existing garage door is indicated.

Landscaping

Because there will be no horizontal increase in the building footprint along the front and side facades, the extent of existing front, side and rear yards will remain suitable for landscaping. The remaining portions of the rear yard beyond the footprint of the horizontal addition in the 25% rear yard setback will also remain available for landscaping.

Restrictions

Zoning regulations as well as the Westwood Park CC&Rs limit residences within Westwood Park to single-family occupancies. As occurs with a significant increase in living area, there is an increase in the potential that the building could be used as a long-term or short-term multi-unit building.

The modest number of bedrooms and bathrooms, the open internal stair that visually and functionally connects the two levels, and the lack of exterior doors mitigate the potential creation of more than one dwelling unit in the residence. The work at the lower level will not impact the two-car tandem garage and availability of the garage for off-street parking.

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RECOMMENDATIONS

Based on the overall merit of the design as it relates to the intent of the Westwood Park Association Residential Design Guidelines and the methodology of increasing living area through the incorporation of a modest horizontal addition, it is recommended that the horizontal rear yard addition and interior remodel proposed for 719 Faxon 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.

Regards,

Kurt Meinhardt

Planning & Zoning Committee Co-Chairperson
The Westwood Park Association