

**City of Burlingame**  
*Design Review and  
Hillside Area Construction Permit*

**Item No. 8c  
Regular Action Item**

**Address:** 2669 Martinez Drive

**Meeting Date:** September 12, 2022

**Request:** Application for Design Review and Hillside Area Construction Permit for a second story addition to an existing single-unit dwelling.

**Applicant and Designer:** David Kuoppamaki

**APN:** 025-083-050

**Property Owners:** Grace and Larry Ngai

**Lot Area:** 11,125 SF

**General Plan:** Low Density Residential

**Zoning:** R-1

**Environmental Review Status:** The project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301 (e)(1) of the CEQA Guidelines, which states that additions to existing structures are exempt from environmental review, provided the addition will not result in an increase of more than 50% of the floor area of the structures before the addition.

**Project Description:** The subject property is an interior lot that contains an existing two-story single-unit dwelling and an attached two-car garage. The lot slopes downward approximately 4'-0" from the front to the rear of the lot and has a cross slope that slopes upward approximately 9'-0" from left to right. The applicant is proposing an addition to the main floor (considered a second story) at the rear of the house; the existing second floor deck would be demolished to accommodate the proposed addition. The proposed house would have a total floor area of 4,540 SF (0.41 FAR) where 4,660 SF (0.42 FAR) is the maximum allowed (includes covered porch exemption).

The subject property is located within the Hillside Overlay Zone. Code Section 25.20.040 states that hillside development shall be designed to preserve existing distant views. View preservation shall be limited to obstruction of distant views to San Francisco Bay, the San Francisco Airport, and Mills Canyon from primary indoor living areas (living rooms and family rooms) (Code Section 25.20.040(B)).

The existing house contains five bedrooms and with this project, there is no increase in the number of bedrooms. Three parking spaces, two of which must be covered, are required on-site. Two covered parking spaces are provided in the attached garage (24'-11" wide x 20'-1" deep clear interior dimensions); one uncovered parking space (9' x 18') is provided in the driveway. All other Zoning Code requirements have been met.

The applicant is requesting the following applications:

- Design Review for a second story addition to an existing single-unit dwelling (C.S. 25.68.020(C)(1)(b)); and
- Hillside Area Construction Permit for a second story addition to an existing single-unit dwelling (C.S. 25.70.020(A)).

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**2669 Martinez Drive****Lot Area:** 11,125 SF**Plans date stamped:** August 30, 2022

	EXISTING	PROPOSED	ALLOWED/REQUIRED
<b>SETBACKS</b>			
<b>Front (1st flr):</b> <b>(2nd flr):</b>	10'-8" (to porch) 18'-3"	no change no change	15'-0" <sup>1</sup> 15'-0" <sup>1</sup>
<b>Side (left):</b> <b>(right):</b>	9'-9" 9'-9"	no change 29'-11"	7'-0" 7'-0"
<b>Rear (1st flr):</b> <b>(2nd flr):</b>	51'-10" 51'-10" (to deck)	no change 51'-10"	15'-0" 20'-0"
<b>Lot Coverage:</b>	2,758 SF 24.8%	2,865 SF 25.8%	4,450 SF 40%
<b>FAR:</b>	3,790 SF 0.34 FAR	4,540 SF 0.41 FAR	4,660 SF <sup>2</sup> 0.42 FAR
<b># of bedrooms:</b>	5	no change	---
<b>Off-Street Parking:</b>	2 covered (24'-11" wide x 20'-1" deep clear interior) 1 uncovered (9' x 18')	no change	2 covered (18' x 18' for existing conditions) 1 uncovered (9' x 18')
<b>Building Height:</b>	21'-1"	19'-0" at addition	30'-0"
<b>DH Envelope:</b>	complies	complies	C.S. 25.10.055(A)(1)

<sup>1</sup> The subject property is located within the Mills Estate No. 7 Subdivision which has a build setback line of 15'-0" and supersedes the front setback regulations of the Zoning Code.

<sup>2</sup> (0.32 x 11,125 SF) + 1,100 SF = 4,660 SF (0.42 FAR)

**Summary of Proposed Exterior Materials:**

- **Windows:** vinyl
- **Doors:** wood entry door and wood garage door
- **Siding:** stucco
- **Roof:** composition shingles
- **Other:** brick chimney

**Staff Comments:** None.

**Design Review Study Meeting:** At the Planning Commission Design Review Study meeting on August 8, 2022, the Commission had a few comments/suggestions regarding this project and voted to place this item on the Regular Action Calendar when all information has been submitted and reviewed by the Planning Division (see attached August 8, 2022 Planning Commission Minutes). The Commission also suggested that story poles be installed in order to determine whether or not the proposed addition would have an impact on long distant views.

The applicant submitted a response letter (see attachments), dated August 29, 2022, and revised plans, date stamped August 30, 2022, to address the Planning Commission's comments. The story pole certification is also attached.

**Design Review Criteria:** The criteria for design review as established in Ordinance No. 2000 adopted by the City Council on December 6, 2021 are outlined as follows:

1. Consistency with any applicable design guidelines;
2. Compatibility of the architectural style with that of the existing character of the neighborhood;
3. Respect for the parking and garage patterns in the neighborhood;
4. Architectural style and consistency and mass and bulk of structures, including accessory structures;
5. Interface of the proposed structure with the structures on adjacent properties;
6. Landscaping and its proportion to mass and bulk of structural components; and
7. In the case of an addition, compatibility with the architectural style and character of the existing structure as remodeled.

**Required Findings for Design Review:** Any decision to approve a Major Design Review application shall be supported by written findings addressing the criteria set forth in Chapter 25.68. In making such determination, the following findings shall be made:

1. The project is consistent with the General Plan and is in compliance with all applicable provisions of Title 25, all applicable design guidelines, all other City ordinances and regulations, and most specifically, the standards established in the Design Review Criteria above, as applicable.
2. The project will be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development; and
3. The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.

***Suggested Findings for Design Review:***

1. The proposed addition to an existing single-unit dwelling is consistent with the General Plan designation of Low Density Residential and is in compliance with all applicable provisions of Title 25; the proposed architectural style of the project respects the existing patterns in the neighborhood by maintaining hip roofs and matching the existing second story plate height of eight feet; and the proposed style is consistent throughout each floor with the proposed windows matching the existing window scale on the same floor and with matching existing stucco siding that is compatible with the design of the existing house, which blends in with the existing character of the neighborhood.
2. The project will be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development as shown on the proposed plans.
3. The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property because the project complies with setback, lot coverage, floor area ratio, height and declining height envelope requirements.

For these reasons, the project may be found to be compatible with the requirements of the City's design review criteria.

**Required Findings for Hillside Area Construction Permit:** Any decision to approve a Hillside Area Construction Permit application pursuant to Code Section 25.20.040 and Chapter 25.70 shall be supported by written findings. In making such determination, the following findings shall be made:

1. The project is consistent with the purpose of the Hillside Overlay Zone.
2. The project complies with the development standards found in Section 25.20.040.B through I.
3. The placement of the proposed construction does not have a substantial impact on adjacent properties or on the character of the immediate neighborhood.

***Suggested Findings for Hillside Area Construction Permit:***

1. That the proposed second story addition consists of enclosing an existing deck and is not expanding the footprint of the existing house, and that the overall height of the addition is 2'-1" below the existing highest ridge and does not block protected views from neighboring properties.
2. That the addition does not increase the existing highest roof ridge of the single-unit dwelling and has twice the required side setbacks on each side of the house, therefore creating a buffer between adjacent properties.
3. That the existing trees along the right side property line would be retained and screens the addition from neighboring properties.

For these reasons, the project does not obstruct distant views from habitable areas with nearby dwelling units and therefore the project may be found to be compatible with Hillside Area Construction Permit criteria.

**Planning Commission Action:** The Planning Commission should conduct a public hearing on the application, and consider public testimony and the analysis contained within the staff report. Action should include specific findings supporting the Planning Commission's decision, and should be affirmed by resolution of the Planning Commission. The reasons for any action should be stated clearly for the record. At the public hearing the following conditions should be considered:

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped August 30, 2022, sheets CVR, PLN1, PLN2, and A0.1 through A4.1;
2. that any changes to building materials, exterior finishes, windows, architectural features, roof height or pitch, and amount or type of hardscape materials shall be subject to Planning Division or Planning Commission review (FYI or amendment to be determined by Planning staff);
3. that any changes to the size or envelope of the basement, first or second floors, or garage, which would include adding or enlarging a dormer(s), shall require an amendment to this permit;
4. that any recycling containers, debris boxes or dumpsters for the construction project shall be placed upon the private property, if feasible, as determined by the Community Development Director;
5. that demolition for removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;
6. that prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the Planning Commission, or City Council on appeal; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;

7. that all air ducts, plumbing vents, and flues shall be combined, where possible, to a single termination and installed on the portions of the roof not visible from the street; and that these venting details shall be included and approved in the construction plans before a Building permit is issued;
8. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit;
9. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, in effect at time of building permit submittal, as amended by the City of Burlingame;

**THE FOLLOWING CONDITIONS SHALL BE MET DURING THE BUILDING INSPECTION PROCESS PRIOR TO THE INSPECTIONS NOTED IN EACH CONDITION:**

10. that prior to scheduling the framing inspection the applicant shall provide a certification by the project architect or residential designer, or another architect or residential design professional, that demonstrates that the project falls at or below the maximum approved floor area ratio for the property;
11. that prior to scheduling the roof deck inspection, a licensed surveyor shall shoot the height of the roof ridge and provide certification of that height to the Building Division;
12. that prior to scheduling the framing inspection the project architect or residential designer, or another architect or residential design professional, shall provide an architectural certification that the architectural details shown in the approved design which should be evident at framing, such as window locations and bays, are built as shown on the approved plans; architectural certification documenting framing compliance with approved design shall be submitted to the Building Division before the final framing inspection shall be scheduled; and
13. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans.

'Amelia Kolokihakaufisi, Associate Planner

c. David Kuoppamaki, applicant and designer

Attachments:

August 8, 2022 Planning Commission Minutes

Applicant's Response Letter to the Planning Commission, dated August 29, 2022

Story Pole Certification Form, dated September 2, 2022

Property Owner's Response Letter, dated September 6, 2022

Neighbor Letter of Support, dated September 2, 2022

Neighbor Letter of Concern, dated September 4, 2022

Neighbor Letter of Concern, received September 4, 2022

Application to the Planning Commission

Hillside Area Construction Permit Application

Planning Commission Resolution (proposed)

Notice of Public Hearing – Mailed September 2, 2022

Area Map