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# CITY OF BURLINGAME PLANNING COMMISSION STAFF REPORT

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<b>Agenda Item: 6b</b>	<b>Hearing Date: March 9, 2026</b>
Project No.	DSR25-0020
Location	2674 Summit Drive APN: 025-271-020
Applicant & Architect	Ryan Morris, Morris Architecture LLC
Property Owner	David Matsuo
Staff	Brittany Xiao, Associate Planner
General Plan Designation	Low Density Residential
Zoning	R-1 (Low Density Residential)
Lot Area	17,061 square feet

## PROJECT DESCRIPTION

Review of an application for Major Design Review and Hillside Area Construction Permit to construct a 764 square-foot first and second story addition to an existing 2,572 square-foot single-unit dwelling and 1,500 square-feet of new decking on a 17,061 square-foot site in the R-1 (Low Density Residential) zoning district.

## RECOMMENDATION

Staff recommends the Planning Commission, by resolution, approve the Major Design Review and Hillside Area Construction Permit applications as conditioned.

## BACKGROUND

The subject property is an interior lot with an existing two-story single-unit dwelling and an attached garage. The applicant proposes to construct a 764 square-foot first and second story addition and 1,500 square-feet of new decking at the rear of the house. The project requires a Major Design Review application reviewed by the Planning Commission (Code Section 25.68.020.C.1.b.).

The subject property is located within the Hillside Overlay Zone which requires a Hillside Area Construction Permit (Code Section 25.70.010.). 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, such as living rooms and dining rooms (Code Section 25.20.040.B).

Story poles were not installed given that the property is located downhill from the properties across the street on Summit Drive, that the proposed addition is on the main and lower levels, and that the roofline of the addition does not extend higher than the existing roofline, so it is unlikely that the proposed addition would impact existing distant views. Additionally, the existing chimney, which is the highest point of elevation on the dwelling, is proposed to be removed.

**February 23, 2026 Planning Commission Meeting**

At the Planning Commission study meeting on February 23, 2026, the Commission had several suggestions regarding this project and voted to place this item on the Consent Calendar when all information has been submitted and reviewed by the Planning Division.

The applicant submitted revised plans, date stamped February 26, 2026, to address the Planning Commission’s comments. Below is a summary of the Commission’s comments and changes made to the project:

1. Show the design of the structural supports under the proposed decks on the building elevations.
  - The design of the proposed rear deck has been added to the building elevations and sections (see revised sheets A3.2 through A3.6).

At the study meeting, the project architect noted that in discussions with the adjacent neighbor to the north, he requested that the lower floor windows along the left side of the house be frosted. A note has been added to the left building elevation indicating that the two lower floor windows will be frosted (see revised sheet A3.2).

**ANALYSIS**

The project meets the applicable development standards for single-unit dwellings based on the R-1 zoning district, as shown in Table 1 below.

**Table 1: Project Information**

	<b>EXISTING</b>	<b>PROPOSED</b>	<b>ALLOWED/REQ'D</b>
<b>Front Setback (1<sup>st</sup> flr):</b> <b>(lower flr):</b> <b>(attached garage):</b>	15'-5" <sup>1</sup> n/a 32'-10"	20'-0" 20'-0" no change	20'-0" (block avg) 20'-0" (block avg) 35'-0" (two-car)
<b>Side Setback (left):</b> <b>(right):</b>	41'-7" 4'-7" <sup>1</sup>	21'-9" no change	7'-0" 7'-0"
<b>Rear Setback (1<sup>st</sup> flr):</b> <b>(lower flr):</b>	80'-9" 84'-9"	49'-3" to deck 83'-8"	15'-0" 15'-0"
<b>Lot Coverage:</b>	2,360 SF 14%	4,478 SF 26%	6,824 SF 40%
<b>FAR:</b>	2,572 SF 0.15 FAR	5,246 SF 0.31 FAR	6,560 SF <sup>2</sup> 0.38 FAR

<sup>1</sup> Existing nonconforming front and left side setbacks.  
<sup>2</sup> (0.32 x 17,061 SF) + 1,100 SF = 6,560 SF maximum allowed (0.38 FAR)

	EXISTING	PROPOSED	ALLOWED/REQ'D
<b>Off-Street Parking:</b>	2 covered in garage (24'-2" x 21'-10")  1 uncovered on driveway (9' x 18')	2 covered in garage (20' x 21'-10")  1 uncovered on driveway (9' x 18')	2 covered (20' x 18')  1 uncovered (9' x 18')
<b>Building Height:</b>	11'-2"	9'-10"	30'-0"
<b>Plate Height (1<sup>st</sup> flr):</b> <b>(lower flr):</b>	8'-6" 8'-8"	no change no change	9'-0" 9'-0"
<b>Declining Height Envelope:</b>	complies	complies	C.S. 25.10.055.A.1.

Urban Reforestation and Tree Protection Ordinance

An Arborist Report was prepared by Advanced Tree Care, dated August 26, 2025 (attached). The site contains 18 existing trees, nine of which are protected Coast live oaks. The existing street tree, also a Coast live oak, is protected. Three existing non-protected trees on site are proposed to be removed, and there are no new trees proposed to be planted. Based on the proposed habitable floor area, three single-trunked landscape trees are required on site, which is met with the retained trees. Therefore, the project complies with the requirements of the Urban Reforestation and Tree Protection Ordinance.

**Design Review**

The proposed project has been designed in accordance with the Residential Design Guidelines, R-1 zoning district development standards, and design criteria for Major Design Review of single-unit dwellings established in Municipal Code Section 25.68.060.C, which requires:

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.

The neighborhood consists primarily of Ranch style architecture, which the existing dwelling and the proposed addition are consistent with. The existing dwelling and proposed addition contains authentic features found in a Ranch style architecture, including a long, low-pitch roof line, deep eaves, stucco and board-and-batten siding, large windows, an attached garage, and appearing single-story from the street. The design is well articulated by constructing the first and second story addition on one side of the dwelling and retaining the single-story appearance from street level. Proposed details, such as windows with grids and wood trim, stone wainscoting, and the existing front porch break up the mass and bulk of the dwelling

and add visual interest. The new deck respects the neighboring properties in that it is at the rear of the dwelling and is setback generously from the right side and rear property lines (18'-8" and 49'-3", respectively). The existing dwelling with the proposed addition is complimentary to the context of the other residences on the block because it contains elements found on dwellings in the neighborhood, including asphalt shingle hip and gable roofs, an identified front entry, and attached garages.

### Summary of Proposed Exterior Materials

- **Windows:** wood clad windows with wood trim and simulated true divided lites with muntins on the exterior and interior of the window and spacer bars between the glass
- **Doors:** wood
- **Garage Door:** aluminum
- **Siding:** stucco
- **Roof:** asphalt shingle
- **Other:** stone wainscot, composite wood deck and railing, timber steps, concrete retaining wall with stucco finish, and stone counter

Staff does not have any suggested changes for the Planning Commission to consider.

### **Hillside Area Construction Permit**

The proposed project has been designed in accordance with the purpose of the Hillside Overlay Zone (Code Section 25.20.040.A.) and the hillside development standards found in Code Section 25.20.040.B. through I. The existing single-unit dwelling with the proposed addition and decking are designed and located in a manner that preserves existing distant views, with the new addition and decks designed to step down following the downward slope of the lot. Furthermore, the roofline of the addition does not extend higher than the existing roofline and the decking is uncovered. With the proposed design, the project preserves and enhances the City's scenic character, including its natural hillsides and views of San Francisco Bay and respects the natural features in the design and construction of hillside development.

### **Environmental Review**

The project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301(e)(2) 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 10,000 SF in areas where all public services and facilities are available and the area in which the project is located is not environmentally sensitive.

### **Attachments:**

Area Map  
Resolution  
Renderings  
Proposed Plans dated February 26, 2026  
Previous Plans dated February 23, 2026