

# City of Burlingame

Design Review

Item No. 8a  
Consent Calendar

**Address:** 1908 Devereux Drive

**Meeting Date:** October 15, 2024

**Request:** Application for Design Review for a new, two-story single-unit dwelling and detached garage.

**Applicant and Designer:** Richard Terrones, Dreiling Terrones Architecture

**APN:** 025-212-220

**Property Owners:** Michelle and Marty Galvin

**Lot Area:** 6,423 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 15303 (a), which states that construction of a limited number of new, small facilities or structures including one single family residence or a second dwelling unit in a residential zone is exempt from environmental review. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.

**Project Description:** The subject property is an interior lot that contains an existing one-story single-unit dwelling with an attached garage. The applicant is proposing to demolish all structures on the site and build a new, two-story single-unit dwelling and a new detached one-car garage. The project proposes a total floor area of 3,379 SF (0.53 FAR) where 3,414 SF (0.53 FAR) is the maximum allowed (includes 117 SF front porch exemption).

The new dwelling would contain four bedrooms. Two parking spaces, one of which must be covered, are required for a four-bedroom house. The new detached garage (10'-0" x 18'-0" clear interior dimensions) provides the required covered parking for the four-bedroom house; one uncovered parking space (9' x 18') is provided in the driveway. All other Zoning Code requirements have been met.

The existing site contains six non-protected size trees (three landscape and three fruit trees) in the rear yard. Five existing trees will be removed; the existing 12-inch diameter coast live oak in the right, rear corner of the lot will be retained and protected as noted in the Arborist Report prepared by Kielty Arborist Services, dated September 4, 2024 (attached). Based on the proposed floor area, three landscape trees are required on-site. As part of this project, three new 24-inch box landscape trees are proposed throughout the site, and therefore the project complies with the Tree Reforestation Ordinance Requirements. A plant schedule for proposed trees and plantings can be found on sheet L1.1 of the proposed plans. The existing street tree is located along the inside edge of the sidewalk since there is no planter strip. This street tree is to remain.

The applicant is requesting the following application:

- Design Review for a new, two-story single-unit dwelling and detached garage (C.S. 25.68.020 (C)(1)(a)).

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**1908 Devereux Drive****Lot Area:** 6,423 SF**Plans date stamped:** September 25, 2024

	<b>PROPOSED</b>	<b>ALLOWED/REQUIRED</b>
<b>Front Setbacks (1st flr):</b> <b>(2nd flr):</b>	15'-5" 20'-8"	15'-4" (block average) 20'-0"
<b>Side Setbacks (left):</b> <b>(right):</b>	12'-3" 6'-0"	6'-0" 6'-0"
<b>Rear Setbacks (1st flr):</b> <b>(2nd flr):</b>	35'-1" (to covered patio) 36'-7"	15'-0" 20'-0"
<b>Lot Coverage:</b>	2,055 SF 32%	2,569 SF 40%
<b>FAR:</b>	3,379 SF 0.53 FAR	3,414 SF <sup>1</sup> 0.53 FAR
<b># of bedrooms:</b>	4	---
<b>Off-Street Parking:</b>	1 covered (10' x 18') 1 uncovered (9'x18')	1 covered (10' x 18') 1 uncovered (9' x 18')
<b>Plate Height:</b>	9'-0" on 1 <sup>st</sup> floor 8'-0" on 2 <sup>nd</sup> floor	9'-0" on 1 <sup>st</sup> floor 8'-0" on 2 <sup>nd</sup> floor
<b>Building Height:</b>	30'-0"	30'-0"
<b>Declining Height Envelope:</b>	complies	C.S. 25.10.55(A)(1)

<sup>1</sup> (0.32 x 6,423 SF) + 1,100 SF + 259 SF = 3,414 SF (0.53 FAR)

**Summary of Proposed Exterior Materials:**

- **Windows:** aluminum clad wood windows
- **Doors:** aluminum clad wood doors, wood sectional garage door
- **Siding:** wood siding, stone veneer wainscot
- **Roof:** composition shingle
- **Other:** wood fascia, wood trim, wood porch posts

**Staff Comments:** None.

**Design Review Study Meeting:** At the Planning Commission Design Review Study meeting on September 23, 2024, the Commission had minor comments and 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 (see attached September 23, 2024 Planning Commission Minutes).

The applicant submitted a response letter, dated September 24, 2024, and revised plans, date stamped September 25, 2024, to address the Planning Commission's comments and suggestions. Please refer to the applicant's letter for a detailed list of the changes made to the project (see attachments).

**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 new 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 dwelling is consistent with the design guidelines; that the mass and bulk of the proposed structure is in scale with the lot and in relation to neighboring properties, and that architectural details, such as the aluminum clad wood entry door and windows, wood sectional garage door and wood siding are compatible with the 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, building height, declining height envelope, and off-street parking requirements.

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

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**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 and date stamped September 25, 2024, sheets A.0 through A5.1, L.1 through L2.1, and Topographic Survey;
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 (level of review to be determined by Planning staff);
3. that any changes to the size or envelope of the 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 foundation inspection, a licensed surveyor shall locate the property corners, set the building footprint and certify the first-floor elevation of the new structure(s) based on the elevation at the top of the form boards per the approved plans; this survey shall be accepted by the City Engineer;
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;
13. 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; and
14. 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.

Fazia Ali  
Assistant Planner

c. Richard Terrones, Dreiling Terrones Architecture, applicant and architect

Attachments:

September 23, 2024 Planning Commission Minutes  
Applicant Response Letter, dated September 24, 2024  
Planning Application  
Applicant's Letter of Explanation, dated June 10, 2024  
Arborist Report prepared by Kielty Arborist Services, dated September 4, 2024  
Planning Commission Resolution (proposed)  
Area Map