

City of Burlingame

Design Review and Hillside Area Construction Permit

Item No. 9c
Regular Action Item

Address: 19 El Quanito Way

Meeting Date: November 12, 2024

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

Applicant and Designer: Tim Raduenz, Form+ One Design

APN: 027-130-320

Property Owners: Angelique and Chris Rypinski

Lot Area: 13,068 SF

General Plan: Low Density Residential

Zoning: R-1, Hillside Area Overlay

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 that 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 with an attached garage. The lot slopes downward approximately 10'-0" from the left side of the property to the right side. The rear half of the lot has a steep slope that descends approximately 20'-0" to the rear property line.

Along the left side of the lot, the existing house appears as a single story; as the lot slopes downward towards the right side, the house is two stories. On the ground level, the applicant is proposing to convert 221 SF of existing crawl space into living area. At the main level, half of the existing front covered porch will be enclosed to accommodate a new stairway. A new second story is proposed above the portion of the house that is single story. The proposed project would have a total floor area of 3,425 SF (0.26 FAR) where 5,282 SF (0.40 FAR) is the maximum allowed (includes covered porch exemption).

The existing house contains three bedrooms and with this project the number of bedrooms would increase to five bedrooms (the proposed den on the second floor qualifies as a bedroom since it is not open in design). Three parking spaces, two of which must be covered, are required on-site. Two covered parking spaces are provided in the existing attached garage (10'-3" wide x 19'-6" deep clear interior dimensions for each space) and one uncovered parking space (9' x 18') is provided in the driveway. All other Zoning Code requirements have been met.

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, such as living rooms and family rooms (Code Section 25.20.040(B)).

The site contains a total of 23 existing trees (10 ranging 6 to 13 inches in diameter; 13 ranging 16 to 31 inches in diameter and are considered to be protected). There are no trees proposed to be removed for this project. An Arborist Report, prepared by Advanced Tree Care and dated May 29, 2024, provides an assessment of several trees that are located near the proposed addition (see attached). The report provides a Tree Protection Plan that will need to be followed during construction. Based on the proposed floor area, three landscape trees are required on-site; this requirement is being met by the existing trees to be retained. Staff would note that there are no existing street trees along this frontage since there is not a planter strip within the City's right-of-way.

The applicant is requesting the following applications:

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

19 El Quanito Way
Lot Area: 13,068 SF

Plans date stamped: October 1, 2024

	EXISTING	PROPOSED	ALLOWED/REQ'D
SETBACKS			
Front (1st flr): (2nd flr):	13'-11" ¹ 14'-3" ²	24'-11" (to addition) 23'-8" (to addition)	20'-0" (block average) 20'-0" (block average)
Side (left): (right):	3'-5" ³ 18'-5"	no change no change	7'-0" 7'-0"
Rear (1st flr): (2nd flr):	49'-5" 81'-4"	no change 47'-3" (to addition)	15'-0" 20'-0"
Lot Coverage:	1,818 SF 13.9%	no change	5,227 SF 40%
FAR:	2,505 SF 0.19 FAR	3,425 SF 0.26 FAR	5,282 SF ⁴ 0.40 FAR
# of bedrooms:	3	5	---
Off-Street Parking:	2 covered (10'-3" x 19'-6" clear interior for each space) 1 uncovered (9' x 18')	no change	1 covered (18' x 18' for existing conditions) 1 uncovered (9' x 18')
Plate Height (1st flr): (2nd flr):	8'-0" 8'-0"	8'-0" 8'-0"	9'-0" 8'-0"
Building Height:	15'-6"	24'-6"	30'-0"
Declining Height Envelope:	complies	complies	C.S. 25.10.055(A)(1)

¹ Existing nonconforming first floor front setback.

² Existing nonconforming second floor front setback.

³ Existing nonconforming left side setback.

⁴ (0.32 x 13,068 SF) + 1,100 SF = 5,282 SF (0.40 FAR)

Summary of Proposed Exterior Materials:

- **Windows:** aluminum clad wood with simulated true divided lites
- **Doors:** wood front entry door, aluminum clad wood garage door
- **Siding:** stucco and horizontal and vertical wood
- **Roof:** asphalt shingles
- **Other:** brick veneer chimney, wood porch columns, wood corbels

Staff Comments: None.

Regular Action Meeting: At the Planning Commission Action meeting on October 15, 2024, the Commission noted that the proposed project would obstruct protected views of the neighbor at 15 El Quanito. However, not all Commissioners were able to view the story poles from inside of the neighbor's house. Therefore, the Commission continued the project in order to give Commissioners an opportunity to view the story poles from the neighbor's house (see attached October 15, 2024 Planning Commission Minutes).

The applicant and property owners submitted response letters (see attachments), dated October 30, 2024 and October 31, 2024, to address the Planning Commission's concerns. There were no changes made to the proposed plans. The story poles remain installed.

Design Review Study Meeting: At the Planning Commission Design Review Study meeting on September 9, 2024, the Commission had several 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 September 9, 2024 Planning Commission Minutes).

The applicant submitted a response letter (see attachments) and revised plans, dated October 1, 2024, to address the Planning Commission's comments. Story poles have been installed and surveyed as required. To address the concerns of the neighbor at 15 El Quanito Way, the applicant has also submitted a response letter and review of the installed story poles, dated October 1, 2024 (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 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 architectural style, mass and bulk of the addition (featuring gable roofs, asphalt shingle roofing, proportional plate heights, stucco and wood siding, aluminum clad wood windows and wood doors) is compatible with the existing house and character of the neighborhood and that the windows and architectural elements of the proposed structure are placed so that the structure respects the interface with the structures on adjacent properties.
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 parking 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. The proposed project is consistent with the purpose of the Hillside Overlay Zone and does not have a substantial impact on adjacent properties or on the character of the immediate neighborhood in that 1) the site is located on a sloping lot, which slopes downward approximately 10'-0" from the left side of the property to the right side and downward approximately 20'-0" at the rear half of the site, with the proposed additions located on the flat portion of the lot and within the existing footprint of the main dwelling, 2) that the second floor addition is centered at the middle of the existing house providing wide side setbacks and distance between adjacent properties, and 3) that the two-story portion of the house is located in front of a screen of existing trees, therefore would minimize any impacts on long distant views.
2. The proposed project complies with the development standards found in Section 25.20.040(B) through (I) as shown on the proposed plans and installed story poles.

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 October 1, 2024, sheets T1.0, SP, SP2, topographic survey, A1.0 through A5.0, and A9.0;
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 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 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;

12. 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
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. Tim Raduenz, Form+ One Design, applicant and designer

Attachments:

October 15, 2024 Planning Commission Minutes
Applicant's Response Letter to Planning Commission, dated October 30, 2024
Property Owner's Response Letter to Planning Commission, dated October 31, 2024
Neighbor Letters of Support
September 9, 2024 Planning Commission Minutes
Applicant's Response Letter to Planning Commission, dated October 1, 2024
Applicant's Response Letter to Neighbor Concern, dated October 1, 2024
Story Pole Plan
Story Pole Certification, dated October 2, 2024
Photo of installed story poles
Neighbor Letter of Concern, dated October 4, 2024 (with photo)
Hillside Area Construction Permit Application
Neighbor Letter of Concern, dated August 28, 2024
Property Owner Response Letter to Neighbor Concern, dated September 3, 2024
Arborist Report, dated May 29, 2024
Planning Commission Resolution (proposed)
Area Map