



PROJECT LOCATION
503 Howard Avenue

City of Burlingame

Design Review and Special Permit

Item No. 7a
Consent Calendar

Address: 503 Howard Avenue

Meeting Date: August 26, 2019

Request: Application for Design Review for first and second story additions to an existing single family dwelling and Special Permit for a new attached garage.

Applicant and Designer: Jo Ann Gann

APN: 029-274-250

Property Owners: Joseph and Judith Hamilton

Lot Area: 5,500 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.

Site Description: The subject property is an interior lot with an existing single-story, single family dwelling and a detached garage. There is a 3-foot wide private easement on the property located along the left side property line. This non-exclusive easement is related to the adjacent property at 143 Dwight Road and is for ingress and egress, sewers, existing fences and encroachment of an existing garage over the subject property.

Project Description: The applicant proposes to demolish the existing single-car detached garage and build first and second story additions to the main dwelling and a new, single-car attached garage. With this project, the floor area will increase to 2,680 SF (0.49 FAR) where 2,860 SF (0.52 FAR) is the maximum allowed (including front-facing covered porch exemptions). The proposed FAR is 180 SF below the maximum allowed on the lot.

With this application, there is an increase in the number of bedrooms, from two to four, in the main dwelling (family room qualifies as a bedroom). Two off-street parking spaces, one of which must be covered, are required for the main dwelling. The new attached garage (10' x 20' clear interior dimensions) provides one covered parking space and one uncovered parking space (9' x 20') is provided in the driveway leading to the garage. The proposed dormers on the second story slightly encroach into the declining height envelope by 25 SF, but qualify for the window enclosures exemption in Code Section 25.26.075 (b) (2). All other Zoning Code requirements have been met. The applicant is requesting the following applications:

- Design Review for first and second story additions to an existing single family dwelling (CS 25.57.010(a)(2)); and
- Special Permit for a new attached garage (CS 25.26.035(a)).

This space intentionally left blank.

503 Howard Avenue**Lot Area: 5,500 SF****Plans date stamped: July 18, 2019**

	Existing	Proposed	Allowed/ Required
Front Setback (1st flr): (2nd flr): Attached Garage:	19'-8" n/a n/a	no change 52'-0" 44'-5"	15'-0" 20'-0" 25' (single car garage)
Side Setback (left): (right):	18'-4" 2'-10" to wall ¹	4'-0" 4'-0" (to addition)	4'-0" 4'-0" (for driveway)
Rear Setback (1st flr): (2nd flr):	40'-4" n/a	16'-0" (to addition) 20'-0"	15'-0" 20'-0"
Lot Coverage:	1,717 SF 21.2%	2,142 SF 38.9%	2,200 SF 40%
FAR:	1,651 SF 0.30 FAR	2,680 SF 0.49 FAR	2,860 SF ² 0.52 FAR
# of bedrooms:	2	4	---
Off-Street Parking:	1 covered (10' x 20') 1 uncovered (9' x 20')	1 covered (10' x 20') 1 uncovered (9' x 20')	1 covered (10' x 20') 1 uncovered (9' x 20')
Building Height:	22'-0"	25'-8" (to addition)	30'-0"
Declining Height Envelope:	Existing attic space encroaches by 60 SF (4' x 15') on right side ³	Addition encroaches by 25 SF (1'-3" x 20') ⁴	C.S. 25.26.075

¹ Existing, non-conforming right side setback to the first floor (2'-10" existing where 4'-0" is required).

² (0.32 x 5,500 SF) + 1,100 SF = 2,860 SF (0.52 FAR).

³ Existing attic space encroaches into DHE, but is non-habitable space.

⁴ The proposed second story encroachment into DHE complies with window enclosure exemption (CS 25.26.075 (b) (2)).

Summary of Proposed Exterior Materials:

- **Windows:** vinyl clad wood with simulated true divided lites; wood stucco trim to match existing.
- **Doors:** wood and vinyl clad wood doors on house; wood garage door.
- **Siding:** existing stucco siding; proposed stucco siding to match existing.
- **Roof:** composition asphalt shingle roofing.
- **Other:** stucco chimney and stone base veneer.

Staff Comments: The scale on right elevations show the dormers measuring 10'-7" to 11' in width. The scale will need to be updated to reflect the dimensions shown on floor plans, which show dormers measuring 10' wide.

Design Review Study Meeting: At the Planning Commission Design Review Study meeting on August 12, 2019, the Commission had no suggested changes to the project and voted to place the item on the consent calendar.

Design Review Criteria: The criteria for design review as established in Ordinance No. 1591 adopted by the Council on April 20, 1998 are outlined as follows:

1. Compatibility of the architectural style with that of the existing character of the neighborhood;
2. Respect for the parking and garage patterns in the neighborhood;
3. Architectural style and mass and bulk of structure;
4. Interface of the proposed structure with the structures on adjacent properties; and
5. Landscaping and its proportion to mass and bulk of structural components.

Suggested Findings for Design Review: The architectural style of the proposed first and second story addition is similar to the existing home and is consistent with the existing character of the neighborhood. The project proposes a variety of materials including composition shingle roofing, stucco, stone veneer, and vinyl wood clad windows with simulated true divided lite and wood trim. The articulation provides visual interest on all elevations and the architectural elements of the proposed structure compliments the neighborhood; for these reasons the project may be found to be compatible with the requirements of the City's five design review criteria.

Findings for a Special Permit: In order to grant a Special Permit, the Planning Commission must find that the following conditions exist on the property (Code Section 25.51.020 a-d):

- (a) The blend of mass, scale and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the existing street and neighborhood;
- (b) The variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood;
- (c) The proposed project is consistent with the residential design guidelines adopted by the city; and
- (d) Removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the city's reforestation requirements, and the mitigation for the removal that is proposed is appropriate.

Suggested Special Permit Findings for Attached Garage: The project proposes a new attached one-car garage, requiring a Special Permit. The architectural style proposed for the attached garage fits the existing style of the house and is compatible with the existing character of the neighborhood. The house and attached garage, as proposed, will provide a cohesive architectural style that will complement the neighborhood, and therefore the project may be found to be compatible with the special 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 existing nonconforming wall and foundation, located within the right side setback at 2'-10" where 4'-0" is required per code and measuring 25'-0" in length, shall not be removed during construction; if any wall studs or foundation, or both, along the existing nonconforming length are removed during construction, either an application for a Side Setback Variance will be required to replace the wall at the same location or an application for a Design Review Amendment will be required showing compliance with current setback requirements;
2. that the structural plans will include the following note for the existing nonconforming wall and foundation: "Existing nonconforming wall and foundation to remain. No modifications to studs or foundation shall occur.";

3. that the project shall be built as shown on the plans submitted to the Planning Division date stamped July 18, 2019, sheets 1-9;
4. 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);
5. 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;
6. 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; that demolition or 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;
7. 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;
8. 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;
9. 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;
10. 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:

11. 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 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 build according to the approved Planning and Building plans.

Michelle Markiewicz
Assistant Planner

c. Jo Ann Gann, applicant and designer

Attachments:

August 12, 2019 Planning Commission Minutes
Letter of Support Submitted by Neighbor, received August 12, 2019
Letter of Concern Submitted by Neighbor, received August 8, 2019
Letter from Property Owner, received August 8, 2019
Letter from Tenant, received August 8, 2019
Application to the Planning Commission
Special Permit Application
Planning Commission Resolution (proposed)
Notice of Public Hearing – Mailed August 16, 2019
Area Map