

City of Burlingame
Design Review and Special Permit

Item No. 7a
Consent Calendar

Address: 1120 Summer Avenue

Meeting Date: October 25, 2021

Request: Application for Design Review and Special Permit for declining height envelope for a first and second story addition to an existing single family dwelling with an attached carport.

Applicant and Architect: Richard Terrones, DTA Architecture, Inc.

APN: 026-082-090

Property Owners: Mark and Catherine Intrieri

Lot Area: 5,415 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 with an existing single-story house and an attached carport. The carport driveway leads to an existing detached structure at the rear, left side of the lot that was originally used as a garage.

The applicant is proposing a first and second story addition to the existing house, an expansion of the existing attached carport, and a conversion of the original detached garage to an Accessory Dwelling Unit (ADU). The proposed addition would increase the floor area from 1,796 SF (0.33 FAR) to 2,829 SF (0.52 FAR), where 2,833 SF (0.52 FAR) is the maximum allowed (including front covered porch and ADU exemptions).

Two off-street parking spaces, one of which must be covered, are required for the proposed four-bedroom house. The existing attached carport front posts will be retained and the structure will be extended in length by 11'-6". The new carport would provide one covered parking space (10' x 20') and the required second uncovered space (9' x 20') would be provided in the driveway leading to the carport.

The applicant is requesting a Special Permit for encroachment into the declining height envelope along the right side of the second floor. The right side encroaches into the declining height envelope by 77 SF (2'-8" x 28'-9").

There are two existing landscape trees on the property and a third 24- inch box size minimum landscape tree will be planted in the rear yard to meet the on-site landscape requirements for the proposed project.

Accessory Dwelling Unit (ADU)

This application includes a new, detached ADU (372 SF) that will be created when the existing detached structure is reduced in size and converted. Per State law, review of the ADU application is administrative only and is not reviewed by the Planning Commission. Staff has reviewed the ADU for conformance with the City's Accessory Dwelling Unit ordinance (Chapter 25.59) requirements and determined that the ADU meets the standards for ministerial approval. All other Zoning Code requirements have been met.

The applicant is requesting the following applications:

- Design Review for a first and second story addition to an existing single family dwelling (C.S. 25.57.010 (a) (2)); and
- Special Permit for declining height envelope encroachment on the right side by 77 SF (C.S. 25.26.075).

1120 Summer Avenue**Lot Area:** 5,415 SF**Plans date stamped:** September 20, 2021

	EXISTING	PROPOSED	ALLOWED/REQUIRED
SETBACKS			
Front (1st flr): (2nd flr):	19'-0" ---	No change 24'-2"	18'-9" (block average) 20'-0"
Side (left): (right):	4'-0" 4'-11"	No change 4'-4"	4'-0" 4'-0"
Rear (1st flr): (2nd flr):	37'-2" ---	22'-6" 42'-2"	15'-0" 20'-0"
Lot Coverage:	1,864 SF 34%	1,847 SF 34%	2,166 SF 40%
FAR:	1,796 SF 0.33 FAR	2,829 SF 0.52 FAR	2,833 SF ¹ 0.52 FAR
# of bedrooms:	3	4	---
Off Street Parking:	0 covered (nonconforming carport length) 1 uncovered (9' x 20')	1 covered (10' x 20') 1 uncovered (9' x 20')	1 covered (9' x 20') 1 uncovered (9' x 20')
Building Height:	18'-0"	30'-0"	30'-0"
Declining Height Envelope:	---	Right side encroaches 77 SF ²	Encroachment requires a Special Permit per C.S.25.26.035(c).

¹ (0.32 x 5,415 SF) + 1100 SF = 2,833 SF (0.52 FAR).

² Special Permit required for proposed encroachment into the declining height envelope on the right side of the second story by 77 SF (2'-8" x 28'-9").

Summary of Proposed Exterior Materials:

- **Windows:** The four existing to remain windows are a mix of wood and vinyl windows. All new windows will be aluminum clad wood with simulated true divided lites.
- **Doors:** Wood front door.
- **Siding:** Existing wood siding at the first story and cedar wood shingles at the new second floor.
- **Roof:** Composition asphalt single roofing.
- **Other:** Wood knee braces, belly band, porch railings, and columns.

Staff Comments: None.

Design Review Study Meeting: At the Planning Commission Design Review study meeting on September 27, 2021, the Commission had comments supporting the proposed project, asked for several clarifications about the existing conditions, 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 27, 2021 Planning Commission Minutes).

The applicant has clarified with the Staff Planner that the following items were added to the electronic set of plans and will be confirmed by Staff on the hard copy plans submitted for a Building permit (see condition of approval #2):

- The two existing landscape trees and a single proposed landscape tree have been identified by species on the site plan.
- The four existing windows have been labeled on the elevations as a mix of wood and vinyl windows.
- The note on Sheet A1.1 for the 4'-0" tall side property line fence has been modified to make clear that the fence will remain in place with the proposed construction.

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: That at the September 27, 2021 Design Review study meeting the Planning Commission noted that the proposed two-story house displays a classic Craftsman style architecture and massing that will blend with the existing styles in the neighborhood; that the project proposes traditional materials including wood shingle siding with mitered corners, wood doors, and new aluminum clad wood windows with simulated true divided lites that are representative of Craftsman designs; that the windows of the proposed structure are placed so that the structure respects the interface with the structures on adjacent properties; and that the design details such as the gable dormers and front porch reflect classic Craftsman patterns. For these reasons, the project may be found to be compatible with the requirements of the City's five design review criteria.

Required 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 Findings for a Special Permit (Declining Height Envelope): That the proposed Craftsman architecture traditionally includes a second floor tucked into the large gable of the second floor roof and that the encroachment of living space into the declining height envelope at the right side is minimal; and that as designed the house will provide a cohesive architectural style that will complement the neighborhood. For these reasons, 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 project shall be built as shown on the plans submitted to the Planning Division and date stamped September 20, 2021, sheets A0.0 through A5.1;
2. that prior to issuance of a building permit, staff shall ensure that the following items are shown on the plans:
 - a. Two existing landscape trees and a single proposed landscape tree are identified by species on the site plan;
 - b. The four existing windows to remain are labeled on the elevations as a mix of wood and vinyl windows; and
 - c. The note on Sheet A1.1 for the 4'-0" tall side property line fence is modified to make clear that the fence will remain in place with the proposed construction.
3. 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);
4. 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;
5. 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;
6. 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;
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. 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;
12. 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;
13. 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;
14. 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
15. 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.

Erika Lewit
Senior Planner

c. Richard Terrones, applicant and architect

Attachments:

September 27, 2021 Planning Commission Minutes
Application to the Planning Commission
Special Permit Application
Planning Commission Resolution (Proposed)
Notice of Public Hearing – Mailed October 15, 2021
Area Map