

City of Burlingame

Amendment to Design Review

Item No. 9a
Regular Action Item

Address: 1345 Columbus Avenue

Meeting Date: November 12, 2024

Request: Application for Amendment to Design Review for proposed changes to a previously approved new two-story single-unit dwelling.

Applicants and Property Owners: Rudolf Thun and Sonali Arurkar

APN: 027-153-100

Designer: Audrey Tse, Insite Design Inc.

Lot Area: 5,000.43 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) of the CEQA Guidelines, which states that construction of a limited number of new, small facilities or structures, including one single-unit residence, or a second dwelling unit in a residential zone, is exempt from environmental review. In urbanized areas, this exemption may be applied to the construction or conversion of up to three (3) single-unit residences as part of a project.

History and Amendment to Design Review: An application for Design Review and Special Permits for building height, declining height envelope, and second story balcony for a new two-story single-unit dwelling was approved by the Planning Commission on August 14, 2023 (see attached August 14, 2023 Planning Commission Meeting Minutes). A building permit was issued on May 31, 2024 and construction is underway.

The property owners decided to make a series of exterior modifications, which now requires an application for Amendment to the previously approved Design Review project. Please see the applicant's explanation letter, dated October 16, 2024, for changes made to the plans, which include:

- Relocate two family room windows (#31 and #35) on the right side elevation to the left side elevation.
- Resize and change operation of window #36 in the mudroom to match windows #31 and #35 in the family room.
- Reduce width of windows #39 and #40 in the living room along the left side elevation.
- Change gride profile on all windows throughout the dwelling.
- Remove grid profile from family room bifold patio doors to match bi-fold doors on the ADU.
- Center the entry door and sidelight in the foyer and between columns at the front portico.
- Revise the interior layout of the basement level.
- Slightly adjust size of windows (#43 and #50) in the upstairs bedrooms along left and right side elevations.
- Slightly adjust size and operation of windows (#47, #48, and #49) in the primary along the left side and rear elevations.

Description of Previously Approved Project: The approved project includes a new, two-story single-unit dwelling and converting the existing detached garage into an accessory dwelling unit (ADU). The dwelling was approved with a floor area of 2,700 SF (0.54 FAR) where 2,700 SF (0.54 FAR) is the maximum allowed (includes covered porch, basement, and ADU exemptions).

The new dwelling contains four bedrooms. Per C.S. 25.48.030(L)(3)(c), no parking is required for the ADU because it is part of an existing accessory structure. In addition, per C.S. 25.48.030(L)(5), when an existing garage is converted to an ADU, those off-street parking spaces are not required to be replaced. Therefore, the project has no covered parking requirement. One uncovered parking space (9' x 18') is required to remain on site and is provided in the driveway.

The following applications were approved by the Planning Commission on August 14, 2023:

- Design Review for a new, two-story single-unit dwelling (C.S. 25.68.020 (C)(1)(a));
- Special Permit for building height (33'-3" proposed where 30'-0" is the maximum allowed) (C.S. 25.10.035 (3));
- Special Permit for declining height envelope along right side of dwelling (20 SF, 1'-0" x 19'-11" extends beyond the declining height envelope) (C.S. 25.10.035 (2)); and
- Special Permit for a second floor balcony (C.S. 25.10.035 (7)).

The development table below provides information for the originally approved project. With this Design Review Amendment application, there are no changes proposed to the development standards.

1345 Columbus Avenue

Lot Area: 5,000.43 SF

	PREVIOUSLY APPROVED	ALLOWED/REQ'D
Front Setbacks (1st flr): (2nd flr):	20'-2" 21'-2"	18.7' (block average)
Side Setbacks (left 1 st floor): (left 2 nd floor): (right 1 st floor): (right 2 nd floor):	11'-3" 11'-9" 4'-0" 6'-1"	4'-0" 4'-0" 4'-0" 4'-0"
Rear Setbacks (1st flr): (2nd flr):	26'-4" 42'-5"	15'-0" 20'-0"
Lot Coverage:	1,714 SF 34%	2,400 SF 40%
FAR:	2,700 SF 0.54 FAR	2,700 SF ¹ 0.54 FAR
# of bedrooms:	4	---
Off-Street Parking:	0 covered 1 uncovered (9' x 18')	0 covered ² 1 uncovered (9' x 18')
Building Height:	33'-3" ³	30'-0"
Plate Height: (1 st flr): (2 nd flr):	9'-0" 8'-0"	9'-0" 8'-0"
Declining Height Envelope:	encroachment along right side ⁴ (20 SF, 1'-0" x 19'-11")	C.S. 25.10.055

- 1 (0.32 x 5000.43 SF) + 1,100 SF = 2,700 SF (0.54 FAR)
- 2 Because the existing garage is being converted into an ADU, the covered parking spaces are not required to be replaced (C.S. 25.48.030 (L)(5)).
- 3 Special Permit for building height.
- 4 Special Permit for declining height envelope.

Summary of Previously Approved Exterior Materials:

- **Windows:** fiberglass windows with simulated true divided lites
- **Doors:** wood and glass doors
- **Siding:** stucco
- **Roof:** composite shingle roof and decorative standing seam metal shed roofs
- **Other:** stone cladding, square polymer or wood columns, and decorative wood knee braces

Staff Comments: None.

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 Amendment to Design Review: That the architectural style, mass and bulk of the proposed structure and proposed revisions are compatible with the character of the neighborhood and that the architectural elements of the proposed structure are placed so that the structure respects the interface with the structures on adjacent properties. For these reasons, the project may be found to be compatible with the requirements of the City's seven design review 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 September 29, 2024, sheets A2.1A through A4.2;
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 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.

Brittany Xiao
Assistant Planner

- c. Rudolf Thun and Sonali Arurkar, applicants and property owners
Audrey Tse, Insite Design Inc., designer

Attachments:

August 14, 2023 Planning Commission Minutes
Applicant's Explanation Letter, dated October 16, 2024
Planning Commission Resolution (Proposed)
Area Map