

City of Burlingame
Design Review and Special Permits

Item No. 8a
Regular Action Item

Address: 713 Howard Avenue

Meeting Date: August 8, 2022

Request: Application for Design Review and Special Permits for first and second story plate heights and second story balcony for a new, two-story single-unit dwelling and detached garage.

Applicant and Architect: Audrey Tse, Insite Design Inc.

APN: 029-272-010

Property Owners: Kevin and Christine Chung

Lot Area: 5,247 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-family 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-family residences as part of a project.

Project Description: The subject property is an interior lot and currently contains a single-unit dwelling and a detached garage. The applicant proposes to demolish the existing single-unit dwelling and detached garage and build a new, two-story single-unit dwelling and detached garage. The total proposed floor area would be 3,129 SF (0.60 FAR), where 3,179 SF (0.61 FAR) is the maximum allowed (includes covered porch and basement exemptions).

The applicant is also requesting a Special Permit for a 9'-6" plate height at the first floor (where 9'-0" is the maximum allowed) and an 8'-6" plate height at the second floor (where 8'-0" is the maximum allowed). A Special Permit is also being requested for a 75 SF second story balcony at the rear of the house (Special Permit required for any second story balcony; 75 SF maximum allowed).

The proposed project includes a 600 SF basement. Because the basement does not exceed 600 SF and the top of the finished floor above the basement is less than 2'-0" above existing grade, the basement is exempt from floor area.

There would be a total of four bedrooms in the proposed dwelling. Two parking spaces, one of which must be covered, are required for a four-bedroom house. The proposed detached garage (19'-6" wide x 20'-0" deep clear interior dimensions) provides one covered parking space (the proposed garage does not qualify for a two-car garage since the interior clear width dimension is 19'-6" where 20'-0" is required for a two-car garage); one uncovered space (9'-0" x 18'-0") is provided in the driveway. Therefore, the project is in compliance with off-street parking requirements. All other Zoning Code requirements have been met.

Accessory Dwelling Unit (ADU)

This project includes building a new, 327 SF detached accessory dwelling unit at the rear of the lot (attached to the detached garage). Review of the ADU application is administrative and not reviewed by the Planning Commission. Per C.S. 25.48.030(L)(3)(a) no parking is required for the ADU because it is located within one-half mile walking distance of public transit. Staff has determined the ADU complies with the ADU regulations.

The applicant is requesting the following applications:

- Design Review for a new, two-story single-unit dwelling and detached garage (C.S. 25.68.020(C)(1)(a));
- Special Permit for first and second story plate heights (9'-6" first floor plate height proposed where 9'-0" is allowed; 8'-6" second floor plate height proposed where 8'-0" is allowed) (C.S. 25.10.030 and 25.78.020. (A)(6)); and

- Special Permit for second floor balcony (75 SF proposed where up to 75 SF is allowed with a Special Permit) (C.S. 25.10.030 and 25.78.020(A)(7)).

713 Howard Avenue

Lot Size: 5,247 SF

Plans date stamped: July 27, 2022

	PROPOSED	ALLOWED/REQ'D
Front Setback (1st flr): (2nd flr):	17'-6" (to covered porch) 20'-0"	15'-7" (block average) 20'-0"
Side Setback (left): (right):	4'-10" 10'-9"	4'-0" 4'-0"
Rear Setback (1st flr): (2nd flr):	33'-3" 48'-5"	15'-0" 20'-0"
Lot Coverage:	2,099 SF 40%	2,099 SF 40%
FAR:	3,129 SF 0.60 FAR	3,179 SF ¹ 0.61 FAR
Off-Street Parking:	1 covered (19'-6" x 20'-0" clear interior dimensions) 1 uncovered (9' x 18')	1 covered (10' x 18') 1 uncovered (9' x 18')
Building Height:	29'-1"	30'-0"
Plate Height (1st flr): (2nd flr):	9'-6" ² 8'-6" ²	9'-0" 8'-0"
DH Envelope:	Complies	C.S. 25.10.055(A)(1)
Second Floor Balcony:	75 SF ³ (7'-10" left side setback & 27'-10" right side setback)	75 SF (8'-0" side setbacks)

¹ (0.32 x 5,247 SF) + 1,100 SF + 400 SF = 3,179 SF (0.61 FAR)

² Special Permit for first and second story plate heights.

³ Special Permit for second floor balcony (75 SF proposed where up to 75 SF is allowed with a Special Permit).

Summary of Proposed Exterior Materials:

- Windows:** aluminum clad with simulated true divided lites
- Doors:** aluminum clad garage door
- Siding:** batten and board
- Roof:** standing seam metal roofing
- Other:** decorative wood knee braces, wood fascia

Staff Comments: None.

Design Review Study Meeting: At the Planning Commission Design Review Study meeting on July 11, 2022, the Commission had several 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 July 11, 2022 Planning Commission Minutes).

The applicant submitted a response letter, dated July 20, 2022 and revised plans date stamped July 27, 2022, to address the Planning Commission's comments. Please refer to the applicant's letter for a detailed list of the changes made to the project in response to the Commission's comments.

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, two-story 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, with the exception of the first and second story plate heights and the second story deck for which Special Permits are being requested; the proposed style of the house will blend with the existing neighborhood based on the proposed massing and variety of exterior building materials; the proposed architectural details, such as the covered front porch, aluminum clad windows and exterior doors, and batten and board siding complement the architectural style of the house and is compatible with the existing 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 and declining height envelope

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 a Special Permit: Any decision to approve a Special Permit application in the R-1 zoning district pursuant to Chapter 25.78 shall be supported by written findings. In making such determination, the following findings shall be made:

1. 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 well-defined character of the street and neighborhood;
2. The variety of roof line, façade, exterior finish materials, and elevations of the proposed new structure or addition are consistent with the existing structure, street, and neighborhood;
3. The proposed project is consistent with the residential design guidelines adopted by the City; and
4. 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 that the mitigation for the removal that is proposed is consistent with established City policies and practices.

Suggested Findings for a Special Permit (Plate Height and Second Story Balcony):

1. The blend of mass, scale, and dominant structural characteristics of the new two-story single-unit dwelling are consistent with the character of the street and neighborhood which consists of two-story single-unit dwellings in a variety of architectural styles and massing; the 9'-6" first floor plate height and the 8'-6" second floor plate height are not significantly taller than allowed by right (additional 0'-6" per floor); the 75 SF second story balcony is within the maximum balcony size allowed (75 SF) and is setback from the side property lines in excess of the minimum required (27'-10" right side setback and 7'-10" left side setback proposed where 8'-0" is the minimum required).
2. The variety of roof line, façade, exterior finish materials, and elevations of the proposed new single-unit dwelling are consistent with the existing street and neighborhood in that the hip and gable roof configurations and pitches, batten and board siding and porch columns are consistent with those architectural features found on existing structures in the neighborhood.
3. The proposed project is consistent with the residential design guidelines adopted by the City in that the proposed structure is compatible with the requirements of the City's design review criteria as noted above.

For these reasons, the project may be found to be compatible with the requirements of the City's 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 July 27, 2022, sheets SP1, A.0 through A.7, G.1 through G.3, LS.1, 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 (FYI or amendment to be determined by Planning staff);

3. that any changes to the size or envelope of the first or second floors 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. Audrey Tse, Insite Design Inc, applicant and architect
Kevin and Christine Chung, property owners

Attachments:

July 11, 2022 Planning Commission Minutes
Applicant Response Letter, dated July 20, 2022
Application to the Planning Commission
Special Permit Applications
Planning Commission Resolution (Proposed)
Notice of Public Hearing – Mailed July 29, 2022
Area Map