

City of Burlingame

Design Review and Special Permit

Item No. 9a
Regular Action Item

Address: 36 Bloomfield Road

Meeting Date: March 11, 2024

Request: Application for Design Review and Special Permit for a second story balcony for a first and second story addition to an existing single-unit dwelling.

Applicants and Property Owners: Nasim Novin and Ali Daneshjo

APN: 029-293-260

Designer: Azadeh Masrour, AMS Design LLP

Lot Area: 7,890.69 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.

Project Description: The subject property is an interior lot with an existing single-unit dwelling and a detached garage. The applicant is proposing first floor additions at the front and rear of the dwelling and a new second story with a second story balcony. The project includes converting the existing detached garage into an accessory dwelling unit (ADU). The proposed floor area is 3,051 SF (0.39 FAR) where 3,625 SF (0.46 FAR) is the maximum allowed (includes covered porch, basement, and ADU exemptions).

The dwelling would contain five 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 proposed 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 applicant is requesting approval of a Special Permit for a 70 SF second floor balcony at the rear of the house (Special Permit required for any second floor balcony; 75 SF maximum allowed). The proposed balcony is setback 10'-3" from the side property line (8'-0" minimum required).

The site contains four existing fruit trees ranging 6 to 14 inches in diameter; one existing 6-inch diameter fruit tree is proposed to be removed. The proposed landscape plan shows four new 24-inch box landscape trees to be planted on-site. Based on the proposed floor area, three landscape trees are required on-site (existing fruit trees to be retained do not qualify as landscape trees). Therefore, the project complies with the tree reforestation ordinance requirements. Staff would note that currently there is one street tree along this frontage which will remain.

Accessory Dwelling Unit

An ADU Permit was approved and construction is nearing completion for conversion of the existing detached garage into a 537 SF accessory dwelling unit (ADU). Per State law, review of the ADU application is administrative only and is not reviewed by the Planning Commission. The detached ADU is exempt from lot coverage and floor area regulations.

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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 (e)); and
- Special Permit for a second floor balcony (C.S. 25.78.020 (A)(7)).

36 Bloomfield Road**Lot Area:** 7,890.69 SF**Plans date stamped:** March 1, 2024

	EXISTING	PROPOSED	ALLOWED/REQ'D
Front Setbacks (1st flr): (2nd flr):	15'-0" N/A	No change 28'-9"	20'-3" (block average) 20'-0"
Side Setbacks (left): (right):	5'-0" 12'-8"	5'-0" 12'-8"	4'-0" 4'-0"
Rear Setbacks (1st flr): (2nd flr):	80'-6" N/A	80'-6" 86'-6"	15'-0" 20'-0"
Lot Coverage:	1,572 SF 20%	1,862 SF 24%	3,140 SF 40%
FAR:	1,572 SF 0.20 FAR	3,007 SF 0.38 FAR	3,625 SF ¹ 0.46 FAR
# of bedrooms:	3	5	---
Off-Street Parking:	1 uncovered (9' x 18')	No change	0 covered ² 1 uncovered (9' x 18')
Building Height:	16'-7"	26'-7"	30'-0"
Plate Height: (1 st flr): (2 nd flr):	8'-0" N/A	9'-0" 8'-0"	9'-0" 8'-0"
Declining Height Envelope:	---	complies	C.S. 25.10.055
Second Floor Balcony:	N/A	70 SF ³ (10'-3" side setback)	75 SF (8'-0" side setbacks)

¹ (0.32 x 7,890.69 SF) + 1,100 SF = 3,625 SF (0.46 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 required for second floor balcony.

Summary of Proposed Exterior Materials:

- **Windows:** aluminum clad wood windows with simulated true divided lites
- **Doors:** wood and glass doors
- **Siding:** stucco
- **Roof:** tile roofing
- **Other:** roof eave brackets and metal balcony railing

Staff Comments: None.

Design Review Study Meeting: At the Planning Commission Design Review Study meeting on November 13, 2023, the Commission had questions about the project and suggested several changes for the applicant to consider (see attached November 13, 2023 Planning Commission Minutes). The Commission could not see enough justification for a Special Permit for plate height and expressed concerns about the plate height increase causing the property to look out of place with adjacent properties. Additionally, the Commission expressed concerns about privacy with the large window in the front bedroom. The Commission suggested adding details such as a covered walkway with an arch and leaving the primary gable facing the street as open to reinforce the Mediterranean revival style of the property. Ultimately, the Commission liked where the project is going but believed the project would benefit from a Design Review consultant.

The applicant submitted a response letter, dated February 1, 2024, and revised plans, dated March 1, 2024, 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 (see attachments). Staff would note that the previously requested application for a Special Permit for the plate height has been eliminated by revising the first and second floor plate height to comply.

Analysis and Recommendation by Design Reviewer: Please refer to the attached design reviewer's analysis and recommendation, dated February 13, 2024, for a detailed review of the project. The design reviewer notes that the project has come a long way and would fit into the neighborhood well with the revised design. Based on the design review analysis of the project, the design reviewer supports approval of the project as proposed.

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 the 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 proposed addition to the dwelling is consistent with the design guidelines; that the mass and bulk of the proposed structure is in scale with the lot and in relation to neighboring properties, and that architectural details follow a Mediterranean design, including the aluminum clad wood windows with simulated divided lites, wood and glass doors, stucco siding, tile roofing, roof eave brackets, and metal railing at the second floor balcony making the project compatible with the 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, building height, declining height envelope, and parking requirements (with a Special Permit request for a second floor balcony).

Required Findings for a Special Permit: In order to grant a Special Permit for a second floor balcony, 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 (Second floor balcony):

1. The blend of mass, scale, and dominant structural characteristics of the proposed second story balcony are consistent with the design of the dwelling and that the 70 SF second story balcony is within the maximum balcony size allowed (75 SF) and is setback from the side property lines as required (10'-3" proposed where 8'-0" is the minimum required).
2. The variety of façade, exterior finish materials, and elevations of the proposed second floor balcony are consistent with the design of the dwelling.
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 date stamped March 1, 2024, sheets A-00.01 through A-00.02, sheets C-1 through C-5, sheets L-1 through L-5, sheets RA-01.01 through RA-02.02, sheets A-01.01 through A-04.02, and site 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 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 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;

11. 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
12. 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. Nasim Novin and Ali Daneshjo, applicants and property owners
Azadeh Masrour, AMS Design LLP, designer

Attachments:

November 13, 2023 Planning Commission Minutes
Analysis by Design Review Consultant, dated February 13, 2024
Applicant's Response Letter, dated February 1, 2024
Project Application
Special Permit Application Form
Planning Commission Resolution (Proposed)
Notice of Public Hearing – Mailed March 1, 2024
Area Map