

PROJECT LOCATION
1520 Ralston Avenue



City of Burlingame
Design Review and Conditional Use Permit

Item No. 9d
Design Review Study

Address: 1520 Ralston Avenue

Meeting Date: August 26, 2019

Request: Application for Design Review for a first and second story addition to an existing single family dwelling and a Conditional Use Permit for a full bathroom in a detached accessory structure.

Applicant and Designer: JoAnn Gann

APN: 028-285-050

Property Owners: Thomas and Barbara Tracy

Lot Area: 8,029 SF

General Plan: Low Density Residential

Zoning: R-1

Background: The subject property is located within the Burlingame Park No. 2 subdivision. Based upon documents that were submitted to the Planning Division by a Burlingame property owner in 2009, it was indicated that the entire Burlingame Park No. 2, Burlingame Park No. 3, Burlingame Heights, and Glenwood Park subdivisions may have historical characteristics that would indicate that properties within this area could be potentially eligible for listing on the National or California Register of Historical Places. Therefore, for any property located within these subdivisions, a Historic Resource Evaluation must be prepared prior to any significant development project being proposed to assess whether the existing structure(s) could be potentially eligible for listing on the National or California Register of Historical Places.

A Historic Resource Evaluation was prepared for this property by Page & Turnbull, Inc., dated September 28, 2018. The results of the evaluation concluded that 1520 Ralston Avenue does not appear to be individually eligible for listing in the National or California Registers under any criteria.

Project Description: The subject property is an interior lot. The applicant is proposing a first and second story addition to the existing single-story house and a single-story addition to the detached accessory structure. The proposed house and detached accessory structure will total 4,031 SF (0.50 FAR) where 4,069 SF (0.51 FAR) is the maximum allowed.

With this application, the number of bedrooms will be increasing from three to five (den does not qualify as a bedroom because the only access to bedroom #5 is through the den). Three off-street parking spaces, two of which must be covered, are required for a five-bedroom house. The detached garage provides two covered parking spaces (20' x 20') and an uncovered parking space is provided in the driveway leading to the garage.

A Special Permit was granted in 1996 for a recreation room, half bath (toilet and sink), and windows within ten feet of a property line in the living space located behind the existing detached garage. Work done without the benefit of permits to this structure added a shower to the living space at some point after 1996. The living space is now being converted to an Accessory Dwelling Unit (ADU); see discussion of ADU further in the staff report.

A recent survey, dated March 20, 2019, and submitted for the proposed project shows that the accessory structure was built across the side property line and lies partially on the property to the right. The Chief Building Official required that for the proposed project the applicants obtain an easement for the existing detached structure to be located on the neighboring property at 1516 Ralston Avenue. The document recording the easement was filed with the San Mateo County Assessor's Office on May 13, 2019.

The applicant is requesting a Conditional Use Permit for a full bathroom (shower, sink, and toilet) in a detached accessory structure. The proposed bathroom is located on the left side of the accessory structure, adjacent to the existing in-ground swimming pool, and is independent of the ADU. 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
- Conditional Use Permit for a full bathroom in a detached accessory structure (C.S. 25.60.010(j)).

1520 Ralston Avenue**Lot Area: 8,029 SF****Plans date stamped: August 15, 2019**

	EXISTING	PROPOSED	ALLOWED/REQUIRED
SETBACKS			
Front (1st flr):	24'-6"	No change	15'-0"
(2nd flr):	---	38'-0"	20'-0"
Side (left):	6'-1"	No change	4'-0"
(right):	10'-0"	No change	4'-0"
Rear (1st flr):	67'-6"	No change	15'-0"
(2nd flr):	---	78'-4"	20'-0"
Lot Coverage:	2,887 SF 37%	3,086 SF 39%	3,211 SF 40%
FAR:	2,873 SF 0.36 FAR	4,031 SF 0.50 FAR	4,069 SF ¹ 0.51 FAR
# of bedrooms:	3	5	---
Off-Street Parking:	2 covered (20' x 20') 1 uncovered (9' x 20')	2 covered (20' x 20') 1 uncovered (9' x 20')	1 covered (10' x 20') 1 uncovered (9' x 20')
Building Height:	16'-0"	26'-8"	30'-0"
Accessory Structure:	Special Permit for an accessory structure ²	Conditional Use Permit for a full bath in an accessory structure ³	C.S. 25.60.010(j)

¹ $(0.32 \times 8,029 \text{ SF}) + 1,100 \text{ SF} + 400 = 4,069 \text{ SF} (0.51 \text{ FAR})$

² Special permit approved in 1996 for a detached accessory structure.

³ Conditional Use Permit requested for a full bathroom (shower, toilet, sink) in a detached accessory structure.

Summary of Proposed Exterior Materials:

- **Windows:** existing to remain and new windows are fiberglass clad wood with simulated true divided lites.
- **Doors:** wood doors and wood garage door.
- **Siding:** new wood shingles with mitered corners to match existing wood shingles.
- **Roof:** composition asphalt single roofing.
- **Other:** wood knee braces and brick front deck columns and chimney, existing and new wood shutters and porch columns.

Staff Comments: None.

ADU Criteria: The proposed project includes a new, detached Accessory Dwelling Unit (ADU) in previously permitted living area. The proposed project includes a second story addition to the main dwelling and an addition to the detached garage, which requires public hearings and is subject to Planning Commission discretionary review based on established Design Review criteria and subject to findings made for the requested Conditional Use Permit application. Accessory Dwelling Units that meet all the requirements of C.S. 25.59 must be approved ministerially (without discretionary public review).

As proposed, the ADU for the project at 1520 Ralston Avenue meets all of the requirements for ministerial approval listed in C.S. 25.59, including minimum lot size (8,029 SF existing lot, where 6,000 SF is the minimum lot size required), maximum unit size (537 SF proposed, where 640 SF is the maximum allowed), and compliance with lot coverage and floor area ratio maximums. The ADU is located in the detached accessory structure, behind the proposed parking area.

The proposed detached ADU for this project is part of the general development proposed on the lot and therefore the Planning Commission may comment on the overall architectural aesthetic of the project, which may in turn affect the ADU exterior as it relates to code requirements which state that the ADU shall be matched generally to the exterior treatment of the primary dwelling unit.

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.

Findings for a Conditional Use Permit: In order to grant a Conditional Use Permit, the Planning Commission must find that the following conditions exist on the property (Code Section 25.52.020, a-c):

- (a) The proposed use, at the proposed location, will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare or convenience;
- (b) The proposed use will be located and conducted in a manner in accord with the Burlingame general plan and the purposes of this title;
- (c) The planning commission may impose such reasonable conditions or restrictions as it deems necessary to secure the purposes of this title and to assure operation of the use in a manner compatible with the aesthetics, mass, bulk and character of existing and potential uses on adjoining properties in the general vicinity.

Erika Lewit
Senior Planner

c. JoAnn Gann, JMG Designs

Attachments:

Application to the Planning Commission
Conditional Use Permit Application
Grant of Easement and Agreement, dated May 13, 2019
Notice of Public Hearing – Mailed August 16, 2019
Area Map

Separate Attachments:

Historical Resource Evaluation conducted by Page & Turnbull, Inc., dated September 28, 2018