



PROJECT LOCATION
2345 Poppy Drive

City of Burlingame

Design Review

Item No. 7b
Consent Calendar

Address: 2345 Poppy Drive

Meeting Date: September 9, 2019

Request: Application for Design Review for an addition to existing attic space above the second story of an existing single family dwelling.

Applicant and Designer: Charles Holman, Charles Holman Design

APN: 027-163-090

Property Owners: Michelle and Bryan Dow

Lot Area: 5,278 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 located on an interior lot and contains 2,531 SF (0.48 FAR) of floor area. The existing single family dwelling is a two-story split level house with an existing conditioned attic space at the rear right side. The applicant is proposing to convert and condition the left half of the attic space into living area. No work is proposed on the second floor and only interior improvements are proposed on the first floor where a new mud room is created within the existing attached garage space. The only changes to the existing building envelope is the addition of two dormers – one at the front elevation and the other at the rear elevation. With the proposed project, the floor area will increase to 2,781 SF (0.53 FAR) where 2,789 SF (0.53 FAR) is the maximum allowed. The project is 8 SF under the maximum allowed FAR.

The number of potential bedrooms is increasing from three to four. Two parking spaces, one of which must be covered, are required on site. The existing attached garage provides one covered parking space (14'-6" wide x 20'-0" deep clear interior dimensions) and one uncovered space (9' x 20') is provided in the driveway. Therefore, the project is in compliance with off-street parking requirements. All other Zoning Code requirements have been met. The applicant is requesting the following:

- Design Review for a second story addition to a single family dwelling (C.S. 25.57.010 (a)(2)).

2345 Poppy Drive

Lot Size: 5,278 SF

Plans date stamped: August 14, 2019

	EXISTING	PROPOSED	ALLOWED/REQ'D
SETBACKS			
Front (1st flr):	19'-6"	no change	16'-1" (block average)
(2nd flr):	28'-8"	45'-8" (to new attic space)	20'-0"
Side (left):	5'-1"	no change	4'-0"
(right):	4'-0"	no change	4'-0"
Rear (1st flr):	45'-0"	no change	15'-0"
(2nd flr):	45'-0"	45'-0" (to new attic space)	20'-0"
Lot Coverage:	1,525 SF 28.9%	no change	2,111 SF 40%
FAR:	2,531 SF 0.48 FAR	2,781 SF 0.53 FAR	2,789 SF ¹ 0.53 FAR

¹ (0.32 x 5,278 SF) + 1100 SF = 2,789 SF (0.53 FAR)

2345 Poppy Drive
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Plans date stamped: August 14, 2019

	EXISTING	PROPOSED	ALLOWED/REQ'D
# of bedrooms:	3	4	---
Off-Street Parking:	1 covered (14'-6" wide x 30'-6" deep) 1 uncovered (9' x 20')	1 covered (14'-6" wide x 20'-0" deep) 1 uncovered (9' x 20')	1 covered (9' x 20') 1 uncovered (9' x 20')
Height:	27'-5½"	no change	30'-0"
DH Envelope:	not applicable	complies	CS 25.26.075

Staff Comments: The applicant provided an updated floor plan of the proposed garage with an added label of the proposed clear interior depth (20'-0") as required by the Planning Commission at the Design Review Study meeting (see attached floor plan, date stamped August 29, 2019).

Design Review Study Meeting: At the Planning Commission Design Review Study meeting on August 26, 2019, the Commission stated that the proposed addition is a relatively simple application with a good design that fits well with the neighborhood (see attached August 26, 2019 Planning Commission Minutes). The Commission voted to place this item on the Consent Calendar with no suggested changes.

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 the architectural style, mass and bulk of the addition (new roof form tying into the existing combination of hip and gable roofs, matching existing plate height and existing materials, set far back from the front elevation and aligning with the floors below on the rear elevation) is compatible with the existing house and character of the neighborhood and that the windows and architectural elements of the proposed structure are placed so that the structure respects the interface with the structures on adjacent properties. Therefore, the project may be found to be compatible with the requirements of the City's five 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 August 14, 2019, sheets A1.0 through A8.0, and floor plan date stamped August 29, 2019;

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, 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 or 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 the 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. 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;
12. 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
13. 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.

'Amelia Kolokihakaufisi
Associate Planner

- c. Charles Holman, Charles Holman Design, applicant and designer
Michelle and Bryan Dow, property owners

Attachments:

August 26, 2019 Planning Commission Minutes
Updated Proposed Garage Floor Plan, date stamped August 29, 2019
Application to the Planning Commission
Letter of Explanation
Planning Commission Resolution (proposed)
Notice of Public Hearing – Mailed August 30, 2019
Area Map