



CITY OF BURLINGAME PLANNING COMMISSION STAFF REPORT

Agenda Item: 7a	Hearing Date: August 11, 2025
Project No.	DSR24-0032
Location	340 Dwight Road APN: 029-192-200
Applicant and Designer	Masha Barmina, Barmina Design
Property Owner	Benjamin Zhu
Staff	Fazia Ali, Assistant Planner
General Plan Designation	Low Density Residential
Zoning	R-1 (Low Density Residential)
Lot Area	5,456 SF

PROJECT DESCRIPTION

Review of an application for Major Design Review and Special Permits for a second floor balcony and plate height for a new, two-story single-unit dwelling and attached garage in the R-1 (Low Density Residential) zoning district.

RECOMMENDATION

Staff recommends the Planning Commission, by resolution, approve Major Design Review and Special Permits as conditioned.

BACKGROUND

The subject property is an interior lot and currently contains a one-story single-unit dwelling and an attached garage. The applicant proposes to demolish the entire structure and build a new, two-story single-unit dwelling with an attached two-car garage. The total proposed floor area would be 2,726 SF (0.50 FAR), where 2,846 SF (0.52 FAR) is the maximum allowed (including 55 SF front porch and ADU exemptions).

The proposed second floor includes an uncovered balcony at the rear of the house, which requires a Special Permit (74 SF proposed where 75 SF is the maximum allowed). The balcony is setback 15'-5" from the right-side property line and 27'-6" from the left-side property line (8'-0" minimum side setback required). The applicant is also requesting a Special Permit for a 10'-0" plate height at the attached garage along the left side of the house (where 9'-0" is the maximum allowed on the first floor).

With the proposed project, there will be a total of three bedrooms. Two parking spaces, one of which must be covered, are required on site. The attached garage provides one covered parking space (18'-4" x 18'-8", clear interior dimension) and one uncovered parking space (9' x 18') is provided in the driveway. Therefore, the project is in compliance with off-street parking requirements.

This project includes a new 771 SF attached accessory dwelling unit (ADU) on the first floor of the main dwelling. Review of the ADU is administrative only and is not reviewed by the Planning Commission. Staff has determined that the ADU complies with zoning code requirements.

The existing site contains two privet trees/shrubs in the rear yard, which are proposed to be retained. Based on the proposed floor area, two landscape trees are required on-site. The landscape plan shows six new landscape trees to be planted throughout the site (three Carpinus and two Crape

Myrtle trees). While the landscape indicates that these trees will be 15-gallon size, the Parks Division notes that at least two of these trees will be required to be 24-inch box size. The project complies with the Urban Reforestation and Tree Protection Ordinance requirements. There is one existing street tree along the parcel frontage which is to remain.

The applicant is requesting the following applications:

- Major Design Review for a new, two-story single-unit dwelling and attached garage (C.S. 25.68.020.C.1.a.);
- Special Permit for a second floor balcony (74 SF proposed where 75 SF is the maximum allowed) (C.S. 25.10.035.7); and
- Special Permit for plate height (10'-0" proposed at the attached garage where 9'-0" is the maximum allowed on the first floor) (C.S. 25.10.030 and 25.78.020.A.6.).

ANALYSIS

The project complies with the Residential Design Guidelines and all applicable R-1 zoning development standards. The proposed dwelling integrates well with the neighborhood character, featuring traditional design elements including a covered front porch, hip and gable roof forms, board and batten siding, proportional plate heights, simulated true divided lite windows, and articulated massing. The proposed design will be integrated into the neighborhood with the use of quality materials and architectural elements. Staff does not have any recommended changes for the Planning Commission to consider.

June 23, 2025, Planning Commission Meeting

At the Planning Commission study meeting on June 23, 2025, the Commission had several suggestions regarding this project and voted to place this item on the Action Calendar when all information has been submitted and reviewed by the Planning Division.

The applicant submitted revised plans, date stamped July 17, 2025, to address the Commission's comments. Below is a summary of the Commission's comments and changes made to the project.

1. Address the front porch design by recessing the front door to create more depth.
 - The applicant proposes to retain the originally designed porch, citing interior space constraints and site limitations that prevent shifting the structure further back.
2. Consider redesigning the front door to better fit the architectural style.
 - The applicant proposes a revised front door consistent with the modern farmhouse style (see revised Front Elevation).

Additional changes to the project include adding decorative elements to the front porch posts, increasing the board-and-batten spacing to 12 inches, recessing the windows 2 inches and adding window trim, and concealing exposed roof rafters behind fascia boards.

Table 1: Project Information

Table 1 below compares the proposed project to the development standards for a single-unit dwelling based on the R-1 zoning district.

	PROPOSED	ALLOWED/REQ'D
Front Setback (1st flr): (2nd flr): (attached garage):	20'-1" to front porch 23'-9" 26'-2"	18'-0" block average 20'-0" 25'-0" (for two single-wide doors)
Side Setback (left): (right):	6'-0" 6'-7"	6'-0" 6'-0"
Rear Setback (1st flr): (2nd flr):	24'-7" (to rear porch) 26'-1"	15'-0" 20'-0"
Lot Coverage:	1,736 SF 32%	2,182 SF 40%
FAR:	2,726 SF 0.50 FAR	2,846 SF ¹ 0.52 FAR
Off-Street Parking:	1 covered (18'-4" x 18'-8") 1 uncovered (9' x 18')	1 covered (10' x 18') 1 uncovered (9' x 18')
Building Height:	27'-2"	30'-0"
Plate Height (1st flr): (garage): (2nd flr):	9'-0" 10'-0" ² 8'-0"	9'-0" 9'-0" 8'-0"
DH Envelope:	complies	C.S. 25.10.055.A.1.
Second Floor Balcony:	74 SF ³ (15'-5"/27'-6" side setbacks)	75 SF (8'-0" minimum side setback)

¹ (0.32 x 5,456 SF) + 1,100 SF = 2,846 SF (0.52 FAR)

² Special Permit required for plate height in garage (10'-0" proposed where 9'-0" is the maximum allowed on the first floor).

³ Special Permit required for second floor balcony (74 SF proposed where up to 75 SF is allowed with a Special Permit).

Summary of Proposed Exterior Materials

- **Windows:** vinyl clad wood with simulated true divided lites
- **Doors:** wood entry door and steel garage doors
- **Siding:** vertical board and batten with stone veneer accents
- **Roof:** asphalt composition shingles
- **Other:** redwood porch posts (white stained), wood trim around windows, wood fascia at roof eaves

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.

Environmental Review

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.

Attachments:

Area Map
Resolution
Proposed Plans dated July 17, 2025
Previous Plans dated June 10, 2025