



CITY OF BURLINGAME PLANNING COMMISSION STAFF REPORT

Agenda Item: 7b	Hearing Date: July 13, 2026
Project No.	DSR25-0022
Location	1611 Willow Avenue APN: 028-142-350
Applicant	Ivan Matzumilla, Apparatus Designs
Architect	Stuart Hills, Apparatus Designs
Property Owners	Veena Dubal and J Ryan Gilfoil
Staff	Brittany Xiao, Associate Planner
General Plan Designation	Low Density Residential
Zoning	R-1 (Low Density Residential)
Lot Area	7,850 SF

PROJECT DESCRIPTION

Review of an application for Major Design Review and Special Permit to construct a 602 square-foot first and second story rear addition and second floor balcony to an existing 3,007 square-foot single-unit dwelling unit with attached garage on a 7,850 square-foot site in the R-1 (Low Density Residential) Zoning District.

RECOMMENDATION

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

BACKGROUND

The subject property is an interior lot and currently contains a 3,007 square-foot single-unit dwelling, attached garage, and a trellis at the rear of the dwelling. The applicant proposes to demolish the trellis and construct a 602 square-foot first and second story addition and a 23 square-foot second floor balcony at the rear of the dwelling.

The project requires Planning Commission review of a Major Design Review application for the construction of a second story addition (BMC Section 25.68.020.C.1.b) and a Special Permit for the second floor balcony (BMC Section 25.10.035.F).

ANALYSIS

The project meets the applicable development standards for single-unit dwellings based on the R-1 zoning district, as shown in Table 1 below.

Table 1: Project Information

	EXISTING	PROPOSED	ALLOWED/REQ'D
Front Setback (1st flr): (2nd flr):	19'-7" 56'-4"	86'-0" (to addition) 86'-0" (to addition)	15'-0" or block average 20'-0"

Side Setback (left):	2'-6"	16'-6" (to addition)	4'-0"
(right):	8'-11"	16'-3" (to addition)	4'-0"
Rear Setback (1st flr):	61'-2"	54'-0"	15'-0"
(2nd flr):	68'-6"	54'-0"	20'-0"
Attached Garage Front Setback:	57'-0"	no change	25'-0"
Lot Coverage:	2,548 SF 33%	2,729 SF 35%	2,400 SF 40%
FAR:	3,007 SF 0.38 FAR	3,609 SF 0.46 FAR	3,612 SF ¹ 0.46 FAR
Off-Street Parking:	1 covered in garage (9'-1" x 10'-8") 1 uncovered on driveway (8'-3" x 18')	1 covered in garage (9'-1" x 10'-11") 1 uncovered on driveway (8'-3" x 18') ²	No parking requirement ²
Building Height:	27'-0"	21'-10" (to addition)	30'-0"
Plate Height (1st flr):	10'-0"	7'-11" (addition)	9'-6"
(2nd flr):	8'-3"	8'-0" (addition)	8'-6"
Declining Height Envelope:	complies	complies	C.S. 25.10.055.A.1.

¹ (0.32 x 7,850) + 1,100 SF = 3,612 SF maximum allowed (0.46 FAR)

² The proposed project does not comply with parking dimension requirements. However, this property is located within ½ mile of major transit (El Camino Real Transit Corridor) and is exempt from off-street parking requirements per BMC Section 25.40.040.E.

Urban Reforestation and Tree Protection Ordinance

The site contains eleven non-protected size trees and one non-protected Southern magnolia street tree which are proposed to remain. Based on Urban Reforestation and Tree Protection Ordinance requirements, three landscape trees are required on-site. Six of the existing trees on-site are considered landscape trees, including a 12.5-inch Chinese saucer magnolia, a 6-inch Pittosporum, two Carolina cherry laurels (14.8-inch and 7.5-inch diameters), and two Chinese elms (12.7-inch and 13.2-inch diameters). Therefore, the project complies with the Urban Reforestation and Tree Protection Ordinance requirements. Tree protection measures are called out on Sheet A1.6.

Special Permit

The proposed second-floor balcony requires a Special Permit (BMC Section 25.10.035.F). The balcony is consistent with the existing residence and the established character of the street and surrounding neighborhood in terms of its mass, scale, and features. Located at the rear of the residence, the balcony remains subordinate to the primary structure and is minimally visible from the public street. It is thoughtfully

integrated into the design of the dwelling with the scale and size of the balcony not dominating the façade and with the use of iron railings and awning overhang to match the architectural style of the dwelling.

Design Review

The proposed project has been reviewed for consistency with the Residential Design Guidelines and R-1 zoning district development standards, and design criteria for Major Design Review for single-unit dwellings established in BMC Section 25.68.050., which requires:

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.

The proposed addition is compatible with the architectural character of the existing split-level Spanish-style residence, incorporating design elements such as a stucco exterior finish, arched divided-lite windows, decorative tile accents, and metal balcony railings. While the existing dwelling features a traditional Spanish clay tile roof, the proposed rear addition utilizes a flat roof design. Although this represents a departure from the existing roof form, the addition's location at the rear of the property, combined with the split-level configuration, ensures that its roofline and massing will not be visible from the public street, thereby maintaining the property's existing streetscape appearance.

The proposed exterior materials include:

- **Windows:** aluminum clad wood windows with simulated true divided lites muntins on the exterior and interior of the window and spacer bars between the glass
- **Doors:** existing front door and garage door, rear aluminum sliding glass door with wood trim
- **Siding:** stucco
- **Roof:** flat roof with a metal awning above new second floor balcony
- **Other:** porcelain decorative tiles, metal railing for new second floor balcony

Design Suggestions

To proposed design includes a metal awning above the new second floor balcony located on the rear of the dwelling. The design of the metal awning is more contemporary in style the traditional Spanish-style and architectural elements of the existing dwelling. Staff recommends replacing the proposed metal awning with one using a clay tile roof to better integrate the addition with the existing dwelling. Examples of awnings using clay tile roofing have been provided below for reference as a proposed alternative.

A draft condition regarding the awning has been included below for consideration, should the Planning Commission agree with staff's recommendation:

That the project revise the proposed awning over the second floor balcony to incorporate Spanish-style architectural elements, including a clay tile roof, to be reviewed and approved by the Planning Division prior to building permit submittal.



Overall, Staff finds that the project's architectural style, mass and bulk, and design is consistent with the City's Residential Design Guidelines and development standards.

Environmental Review

The project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301 (e) of the CEQA Guidelines, which states that additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less.

Attachments:

Area Map
Resolution
Proposed Plans dated June 25, 2026