



CITY OF BURLINGAME

PLANNING COMMISSION STAFF REPORT

Agenda Item: 6b	Hearing Date: January 26, 2026
Project No.	DSR25-0014
Location	233 Arundel Road APN: 029-051-040
Applicant and Architect	Elaine Lee
Property Owners	Erin and Adam Echter
Staff	Catherine Keylon, Senior Planner
General Plan Designation	Low Density Residential
Zoning	R-1 (Low Density Residential)
Lot Area	7,500 SF

PROJECT DESCRIPTION

Review of an application for Major Design Review for a 522 square-foot first and second story addition to an existing 2,799 square-foot single-unit dwelling on a 7,500 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 application as conditioned.

BACKGROUND

The subject property is an interior lot and currently contains a split-level, 2,799 square-foot single-unit dwelling with a 365 square-foot attached garage. The applicant proposes to construct a 522 square-foot first and second story addition at the rear of the house, a 114 square-foot rear porch, and a 239 square-foot addition to the basement. The project requires a Major Design Review application reviewed by the Planning Commission (C.S. 25.68.020.C.1.b.).

Interior modifications include converting a portion of the existing front porch to enlarge the foyer and converting a portion of the attached garage to a mudroom and a half bathroom. There are currently four bedrooms in the dwelling and the number of bedrooms would not change with the proposed project.

January 12, 2026, Planning Commission Meeting

At the Planning Commission study meeting on January 12, 2026, the proposed project was well received by the Commission; they had no comments and voted to place this item on the Consent Calendar. There were two public comment emails in support of the project (see attached).

Following the study meeting, the applicant revised the design of the rear porch to further break up the massing. The revisions include changing the openings on all three sides of the rear porch from a straight to curved edge and widening the porch towards the northwest to prevent squeezing too closely next to the edge of the kitchen window. As part of this change, the porch footprint was extended towards the rear so that it would be extend from the walls above to create a roof that is balanced with the second floor (see

revised plans, dated stamped January 16, 2026, with final two sheets labeled “floor plan comparison” and “elevations comparison”).

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	PREVIOUS PLANS 11/14/25	PROPOSED PLANS 1/16/26	ALLOWED/ REQ'D
Front (1st flr): (2nd flr):	19'-9" 33'-0"	no change no change	no change no change	15'-0" 20'-0"
Side Setback (left): (right):	3'-9" 5'-9"	22'-8" 5'-9"	no change	4'-0" 4'-0"
Rear (1st flr): (2nd flr):	76'-10" 76'-10"	61'-6" 61'-6"	60'-3" 61'-6"	15'-0" 20'-0"
Lot Coverage:	1,825 SF 24.3%	2,148 SF 28.6%	2,168 SF 28.9%	3,000 SF 40%
FAR:	2,799 SF 0.37 FAR	3,321 SF 0.44 FAR	no change	3,500 SF ¹ 0.46 FAR
Off-Street Parking:	1 covered (16'-5" x 20'-3") 1 uncovered (9'-0" x 18'-0")	1 covered (11'-2" x 20'-3") 1 uncovered (9' x 18'-0")	no change	1 covered (10'-0" x 18'-0") 1 uncovered (9'-0" x 18'-0")
Building Height:	27'-1"	27'-8"	no change	30'-0"
Plate Height (1st flr): (2nd flr):	8'-11" 8'-0"	8'-11" 8'-0"	no change	9'-0" 8'-0"
Declining Height Envelope:	existing left side encroachment	complies	no change	C.S. 25.10.055.A.1.

¹ $(0.32 \times 7,500 \text{ SF}) + 1,100 \text{ SF} = 3,500 \text{ SF (0.46 FAR)}$

Urban Reforestation and Tree Protection Ordinance

The existing site contains five non-protected size fruit trees which are proposed to be removed. Based on the proposed habitable floor area, three landscape trees are required on-site. As part of this project, three new 24-inch box Crape Myrtle landscape trees are proposed. Therefore, the project complies with the Urban Reforestation and Tree Protection Ordinance requirements. A plant schedule for proposed trees and plantings can be found on sheet A1 of the proposed plans. There is one existing street tree (Elm) along the parcel frontage which is to remain. Tree protection measures are called out on the landscape plan.

Design Review

The proposed project has been designed in accordance 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 Municipal Code Section 25.68.060.C., 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 complimentary to the architectural style of the split-level Spanish Colonial house in that it contains proportional plate heights, gable and hip roofs, and architectural details such as roof eave corbels, wood posts and header trim at the rear porch, and aluminum clad wood windows with divided lite grids. The new floor area is concentrated to the rear of the house, and while additions to split levels can be challenging, the design has been assimilated well into the context of the existing massing of the house.

Summary of Proposed Exterior Materials

- **Windows:** existing steel windows to remain; new windows - aluminum clad wood with wood sills to match existing
- **Doors:** wood front door and wood garage door
- **Trim:** wood window trim; cedar braces below roof awning at rear slider
- **Siding:** stucco
- **Roof:** clay tile and standing seam metal on roof awning (at rear)
- **Other:** cedar posts and header trim on rear porch; existing wood balcony on west side; iron railing at front elevation; new iron guardrail on rear porch

Staff does not have any suggested changes for the Planning Commission to consider.

Environmental Review

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.

Attachments:

Area Map
Public Comment Emails
Resolution
Proposed Rendering
Proposed Plans dated January 16, 2026
Previous Rendering
Previous Plans dated November 14, 2025