



CITY OF BURLINGAME PLANNING COMMISSION STAFF REPORT

Agenda Item: 7b	Hearing Date: August 11, 2025
Project No.	DSR25-0003
Location	1633 Westmoor Road APN: 252-233-100
Applicant and Architect	Ali Famhy, Studio S-Squared Architecture, Inc.
Property Owners	Shruti and Satyashil Awadhare
Staff	Fazia Ali, Assistant Planner
General Plan Designation	Low Density Residential
Zoning	R-1 (Low Density Residential)
Lot Area	5,250 SF

PROJECT DESCRIPTION

Review of an application for Major Design Review and Special Permits for a second floor balcony and plate height for a first and second story addition to an existing single-unit dwelling 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 one-car garage. The applicant is proposing a first floor addition/remodel and a new 610 SF second story. The total proposed floor area would be 2,524 SF (0.48 FAR), where 2,780 SF (0.53 FAR) is the maximum allowed (including 167 SF front porch and ADU exemptions).

The proposed second floor addition includes an uncovered second floor balcony at the rear of the house, which requires a Special Permit (69 SF proposed where 75 SF is the maximum allowed). The balcony is setback 6'-1" from the left side property line and 21'-5" from the right-side property line (8'-0" minimum side setback required). A Special Permit is also required for the left side setback to the second floor balcony.

The applicant is also requesting a Special Permit to exceed the allowable plate height on the first floor (10'-0" plate height proposed along the right side of the house, where 9'-0" is the maximum allowed).

With the proposed project, the number of bedrooms is increasing from two to three. Two parking spaces, one of which must be covered, are required on site. The attached garage provides one covered parking space (15'-5" wide x 20'-0" deep 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 411 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 non-protected size fruit trees along the right side property line towards the rear of the lot, which are proposed to be removed. Based on the proposed floor area, two landscape trees are required on-site. The landscape plan shows two new 24-inch box Crape Myrtle trees in the front yard. 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 (located in front yard area within the City's right-of-way).

The applicant is requesting the following applications:

- Major Design Review for a first and second story addition to an existing single-unit dwelling (C.S. 25.68.020.C.1.b.);
- Special Permit for a second floor balcony and left side setback to second floor balcony (69 SF proposed where 75 SF is the maximum allowed) (6'-1" left side setback where 8'-0" is the minimum required) (C.S. 25.10.035.7); and
- Special Permit for plate height on the first floor (10'-0" on the first floor proposed, where 9'-0" is the maximum allowed) (C.S. 25.10.030 and 25.78.020.A.6.).

ANALYSIS

With the changes made to the project since the study meeting, the project complies with the Residential Design Guidelines and all applicable R-1 zoning development standards (with the exception of the Special Permit request for the first-floor plate height). The proposed dwelling integrates well with the neighborhood character and is complimentary to the context of other dwellings on the block in that it contains traditional design elements including a covered front porch, hip and gable roof forms, stucco siding, proportional plate heights, simulated divided-lite windows, and articulated massing. Staff has no further recommended changes for the Commission's consideration.

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 21, 2025, to address the Planning Commission's comments. Below is a summary of the Commission's comments and changes made to the project.

1. Reduce plate heights to comply with zoning code requirements.
 - The applicant reduced the plate heights at the front porch (from 9'-3" to 8'-10") and second floor (from 8'-6" to 8'-0") to comply with zoning code requirements (see revised building elevations and sections). While the first floor plate height along the right side of the house was reduced from 10'-6" to 10'-0", a Special Permit is still required because it exceeds 9'-0".
2. Revisit the massing of the second floor addition and consider moving it forward.
 - The second floor massing was moved forward by 8'-4" to better balance the massing of the second floor (see revised building elevations).

3. Consult industry experts regarding roof assembly.
 - A waterproofing detail has been provided for the connection between the great room roof and the second floor (see Cricket to Wall Flashing Detail on sheet A2.2a).
4. Add consistent window trim, mullions, and details on windows throughout the house.
 - Horizontal mullions and window trim have been added to all doors and windows to ensure a cohesive design (see revised building elevations).
5. Windows should be added to the second story blank wall along the left elevation.
 - Two new windows have been added to the left side of the second floor to address the previously blank wall (see revised Left Elevation on sheet A3.0b).

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.

	EXISTING	PROPOSED	ALLOWED/REQ'D
Front Setback (1st flr): (2nd flr):	25'-5" n/a	16'-9" 36'-1"	16'-9" block average 20'-0"
Side Setback (left): (right):	5'-3" 3'-0"	5'-3" 4'-0" (to addition)	4'-0" 4'-0"
Rear Setback (1st flr): (2nd flr):	28'-9" -	21'-0" (to rear porch) 33'-11"	15'-0" 20'-0"
Lot Coverage:	1,666 SF (32%)	2,072 SF (39%)	2,100 SF (40%)
FAR:	1,665 SF 0.32 FAR	2,524 SF 0.48 FAR	2,780 SF ¹ 0.53 FAR
Off-Street Parking:	1 covered (14'-0" x 20'-0") 1 uncovered (9' x 18')	1 covered (15'-5" x 22'-11") 1 uncovered (9' x 18')	1 covered (10' x 18') 1 uncovered (9' x 18')
Building Height:	17'-2"	27'-8	30'-0"
Plate Height (1st flr): (garage): (2nd flr):	8'-0" 9'-6" n/a	9'-0" and 10'-0" ² no change 8'-0"	9'-0" 9'-0" 8'-0"
DH Envelope:	complies	complies	C.S. 25.10.055.A.1.
Second Floor Balcony:	-	69 SF ³ (6'-1"/21'-5" side setbacks)	75 SF (8'-0" side setback)

- ¹ (0.32 x 5,250 SF) + 1,100 SF = 2,780 SF (0.53 FAR)
- ² Special Permit required for plate height on first floor.
- ³ Special Permit required for second floor balcony and left side setback to second floor balcony.

Summary of Proposed Exterior Materials

- **Windows:** vinyl with simulated true divided lites and fiber cement window trim
- **Doors:** aluminum garage door and steel front entry door
- **Siding:** cement plaster
- **Roof:** asphalt shingles
- **Other:** wood posts and glass railing

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 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
Resolution
Proposed Plans dated July 21, 2025
Previous Plans dated June 16, 2025