

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** June 13, 2018

**TO:** Planning Commission

**FROM:** Planning Staff

**SUBJECT:** EXECUTIVE SUMMARY: Consideration of a Design Review Permit and a Non-Conforming Use Permit, to allow construction of a 1,788 sq. ft. addition, which includes a 402 sq. ft. attached garage, 257 sq. ft. addition to the first floor, and a 1,128 sq. ft. new second story, to an existing 985 sq. ft., residence, on a 6,205 sq. ft. non-conforming parcel, at 434 Summit Drive, Emerald Lake Hills. The application requires a Use Permit to allow lot coverage of 32% where 25% is the maximum, floor area of 2,772 sq. ft. where 2,400 sq. ft. is the maximum, and a front setback of 18'-2" where 20 feet is the minimum in the Residential Hillside (RH) Zoning District. The existing detached garage would be demolished. Two (2) significant trees are proposed to be removed.

County File Number: PLN 2017-00365 (Kinsella)

**PROPOSAL**

The applicant proposes to construct an addition and major remodel to an existing 985 sq. ft. single-family residence on a substandard size residential parcel. The lot size is 6,205 sq. ft. where 12,000 sq. ft. is the minimum required for lots having a slope of 0% to 17% by the Residential Hillside (RH) Zoning District in the Emerald Lake Hills neighborhood. The addition/remodel involves the construction of an attached 402 sq. ft. 2-car garage and demolition of the existing detached 2-car garage, addition of 257 sq. ft. on the first floor, and addition of a new 1,128 sq. ft. second floor. The project requires a Design Review Permit and a Non-Conforming Use Permit to allow new total lot coverage of 32% where 25% is the maximum, new total floor area of 2,772 sq. ft. where 2,400 sq. ft. is the limit, and a front yard setback of 18'2" inches where 20 feet is the minimum setback. Two significant trees, a 6.5-inch maple tree and a 12-inch redwood tree, are proposed to be removed. The trees are located in close proximity to the new garage.

**RECOMMENDATION**

That the Planning Commission approve the Design Review Permit and the Non-Conforming Use Permit, for County File Number PLN 2017-00365, based on and subject to the required findings and conditions of approval listed in Attachment A.

## **SUMMARY**

The existing development is a single-family residence, built in 1941. The structure has existing, non-conforming side yards setbacks of 11.97 feet on the left side (where 12.5 feet is the minimum), 6.65 feet on the right side (where 7.5 feet is minimum), and a combined side yard of 18.62 feet where a combination of 20 feet is the required. These setbacks will be maintained, only for the existing portion of residence.

A use permit is required for the proposed development to accommodate the following exceptions to the RH Zoning District:

1. Proposed lot coverage will exceed the maximum allowed by RH zoning setbacks by 445 sq. ft. (32% where 25% is the maximum allowed).
2. Proposed floor area will exceed the maximum allowed by the RH Zoning District by 372 sq. ft. (2,772 sq. ft. where 2,400 sq. ft. is the maximum).
3. The new two-car garage will have an 18'-2" front setback on one side where 20 feet is the minimum setback.

The new second-story living area meets RH zoning setbacks.

The subject parcel is located in a Design Review Zoning District. The design of the project was reviewed by and recommended for approval by the Emerald Lake Hills Design Review Officer (DRO) on February 5, 2018. The DRO indicated that remodel of will be compatible with the neighboring residences, as the design is a Spanish-style which is found in the Emerald Lake Hills Community and the design elements are consistent with the Design Review Standards.

Approval of the project is recommended as staff has determined the Design Review Permit and Use permit findings can be made.

The DRO found that the proposed house design, as proposed and conditioned, is in compliance with the Design Review Standards because the project: (a) incorporates materials which comply with the Design Review Standards, (b) has a building shape minimizes bulk by varying building height and use of a variety of geometric shape planes (c) facades are proportioned and patterned, and (d) respects privacy of neighboring houses.

EDA:aow – EDACC0263\_WAU.DOCX

**COUNTY OF SAN MATEO  
PLANNING AND BUILDING DEPARTMENT**

**DATE:** June 13, 2018

**TO:** Planning Commission

**FROM:** Planning Staff

**SUBJECT:** Consideration of a Design Review Permit and a Non-Conforming Use Permit, pursuant to Sections 6565.3 and 6137 of the San Mateo County Zoning Regulations, respectively, to allow construction of a 1,788 sq. ft. addition, to an existing 985 sq. ft., residence, on a 6,205 sq. ft. non-conforming parcel, at 434 Summit Drive, in the County unincorporated Emerald Lake Hills area. The addition includes a 402 sq. ft. attached garage, 257 sq. ft. addition to the first floor, and a 1,128 sq. ft. new second story. The application requires a Use Permit to allow lot coverage of 32% where 25% is the maximum, floor area of 2,772 sq. ft. where 2,400 sq. ft. is the maximum, and a front setback of 18'-2" where 20 feet is the minimum in the Residential Hillside (RH) Zoning District. The existing detached garage would be demolished. Two (2) significant trees are proposed to be removed.

County File Number: PLN 2017-00365 (Kinsella)

**PROPOSAL**

The project requires a Design Review Permit and a Non-Conforming Use Permit to allow the zoning exceptions described above. The two significant trees proposed to be removed, a 6.5-inch in diameter maple tree and a 12-inch in diameter redwood tree, are located in close proximity to the new garage.

**RECOMMENDATION**

That the Planning Commission approve the Design Review Permit and the Non-Conforming Use Permit, for County File Number PLN 2017-00365, based on and subject to the required findings and conditions of approval listed in Attachment A.

**BACKGROUND**

Report Prepared By: Erica Adams, Project Planner, Telephone 650/363-1828

Applicant: Una Kinsella

Owner: Alondra Butler

Location: 434 Summit Drive, Emerald Lake Hills

APN: 057-143-100

Size: 6,205 sq. ft.

Existing Zoning: RH/DR (Residential Hillside/Design Review)

General Plan Designation: Low Density Residential/Urban

Sphere-of-Influence: City of Redwood City

Existing Land Use: Single-Family Residential

Water Supply: City of Redwood City Municipal Water Department

Sewage Disposal: Emerald Lakes Sewer District

Flood Zone: Zone X, Panel Number 06081C0282E, Effective Date: October 16, 2012

Environmental Evaluation: This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, relating to additions to structures of less than 10,000 sq. ft. in an urbanized area where all public services and facilities are available and the project area is not environmentally sensitive. The existing residence is served by public water and sewer districts, the project site has been previously disturbed, and the property is located in an established residential community.

Setting: The property is a parcel developed with a single-family residence constructed in 1941. Surrounding parcels are of conforming and non-conforming sizes, and are also developed with single-family residences.

Chronology:

<u>Date</u>	<u>Action</u>
September 1, 2017	- Application Submitted.
September 8, 2017	- Application deemed incomplete.
October 19, 2017	- Additional application materials and plan revisions were submitted to address zoning comments.
December 12, 2017	- Revised plans are submitted to address zoning comments.

- January 3, 2018 - Revised site plans are submitted to address planning comments.
- January 22, 2018 - Application deemed complete and scheduled for Design Review hearing.
- February 6, 2018 - At the Emerald Lake Hills Design Review Officer (DRO) hearing, the DRO recommended approval of the project.
- May 8, 2018 - Application scheduled for June 13, 2018 Planning Commission Hearing.
- June 13, 2018 - Planning Commission hearing.

## **DISCUSSION**

### **A. KEY ISSUES**

#### **1. Conformance with the General Plan**

The General Plan Visual Quality Policy 4.4 requires the appearance of urban development to “promote aesthetically pleasing development.” The General Plan then calls for the establishment of guidelines for communities to achieve these goals. The establishment of the Design Review (DR) Zoning District, Section 6565 of the San Mateo County Zoning Regulations, is the mechanism that fulfills this directive. A project that complies with the Emerald Lake Hills Design Standards (Section 6565.15 of the San Mateo County Zoning Regulations) therefore conforms to the General Plan Policies 4.14 (*Appearance of New Development*) and 4.35 (*Urban Area Design Concept*). These policies require structures to promote and enhance good design, as well as improve the appearance and visual character of development in the area by managing the location and appearance of the structure. The project, as proposed and conditioned, has been reviewed by the Emerald Lake Hills Design Review Officer and has been found to be in compliance with the Design Review Standards for Emerald Lake Hills. A detailed discussion is provided in Section A.3 of this report.

#### **2. Conformance with the Zoning Regulations**

A summary of project conformance with the current requirements of the Residential Hillside (RH) Zoning District is provided in the table below.

Development Standards	Zoning Requirements	Existing	Proposed
Minimum Building Site Area	12,000 sq. ft. for slope of 9%	6,205 sq. ft.* 9% slope	No changes
Minimum Building Site Width	50 ft.	61 ft.	No changes
Minimum Setbacks  • Front  • Rear  • Sides*	20 ft.  20 ft.  *Combination of 20 with a minimum 7.5 ft.	27.07 ft.  41.97 ft.  Left side 11.97 ft.* Cantilever 9.75 ft.*  Right side 6.65 ft.*	18.17 (18'2") ft.**  28.58 (28'7") ft.  Existing structure 11.97 ft.* Cantilever 9.75 ft.*  New construction 12.5 ft. Existing structure 6.65 ft. (6'8")* New construction 7.5 ft.
Maximum Lot Coverage	25% or 1551.2 sq. ft.	22.8% or 1,413 sq. ft.	32.2% ** or 1,996 sq. ft.**
Maximum Building Floor Area	30% or 2,400 sq. ft.	24.5% or 1,995 sq. ft.	44.6%** or 2,772 sq. ft.**
Maximum Building Height	28 ft.	21 ft.	28 ft.
Minimum Parking	2 covered spaces and 2 guest spaces	2 covered space and 2 uncovered spaces	2 covered spaces and 2 uncovered spaces
* Existing Non-conformity to remain unchanged ** Non-conformity will be addressed by the Use Permit Application.			

The first floor will maintain the existing, non-conforming setbacks, however the proposed new second story will have a left side setback of 12.5 feet and a right side setback of 7.5 feet and will comply with the combined 20-foot side setback. The Non-Conforming Use Permit is required to address the proposed lot coverage, floor area, and front yard setback (as indicated by 2 asterisks \*\*).

Project conformance with Use Permit findings is discussed in further detail in Section A.4 of this report.

### 3. Conformance with the Design Review Regulations

The project was heard on February 6, 2018, at the Emerald Lake Hills Design Review meeting. No members of the public submitted written correspondence or attended the meeting. At the hearing, the DRO

recommended approval of the project, finding that the addition would be consistent with applicable Design Review Standards, Section 6515.15 of the Zoning Regulations.

The project's compliance with these Design Review Standards is discussed below:

- a. Site Planning: Requires the siting of new buildings on a parcel in locations which achieve the following five objectives:

- (1) *Minimize tree removal.*

Two significant trees, a 6.5-inch maple tree and a 12-inch redwood tree, are proposed to be removed. The trees are located in close proximity to the new garage. The trees will be replaced at a 1:1 ratio with a 15-gallon or greater tree of a native species. Tree protection measures are required by Condition No. 5 for remaining trees on the site during construction to ensure its health and survival.

- (2) *Minimize alteration of the natural topography.*

The site is currently developed with a single-family residence and a detached 2-car garage. The proposed construction is primarily a second floor addition of 1,128 sq. ft. and secondarily an addition of a 402 sq. ft., 2-car garage and an additional 257 sq. ft. on the first floor. Both the proposed garage and addition to the rear are located primarily on areas with existing pavement for a driveway and front walk. Therefore, there will be minimal change to the existing topography.

- (3) *Respect the privacy of neighboring houses and outdoor living areas.*

New windows on the side elevations do not face the windows of adjacent residences. In addition the applicant has proposed new trees along the fence that will provide screening between the residences when they are mature. Based on the foregoing, privacy impacts to the neighboring houses and outdoor living areas are minimized with this proposal.

- (4) *Minimize blockage of sunlight on neighboring housing and outdoor living areas.*

The proposed second story meets the required setbacks of the Residential Hillside Zoning District. Blockage of sunlight on outdoor living areas is minimized.

- (5) *Minimize alteration of streams and natural drainage channels.*

There are no streams or drainage channels that would be impacted by this project.

- b. Architectural Styles: Requires buildings to be architecturally compatible with existing buildings, and reflect and emulate architectural styles and the natural surroundings of the immediate area.

There is a wide array of residential styles in the immediate surrounding area. The existing house has a simple design with wood siding. The project balances a contemporary Spanish style with a traditional Spanish style. The proposed Spanish style design is a style found in Emerald Lake Hills. The DRO reviewed the plans and found that the architectural style of the project is compatible with nearby residences and the natural surroundings.

- c. Unenclosed Spaces: Requires avoiding the creation of space beneath buildings and prohibits buildings that are predominantly built on stilts.

No unenclosed spaces, or structures built on stilts, would be created by this proposal.

- d. Building Shapes and Bulk: Requires that buildings are designed with shapes that respect and conform to the natural topography of the site.

The subject parcel has a slope of 9% and the proposed development will conform to the existing topography. The proposed development will minimize the appearance of bulk by varying building height with use of a variety of geometric shapes such as triangle roof elements, and a mix of vertical and horizontal rectangular planes.

- e. Facades: Requires well-articulated and proportioned facades.

Each elevation is well articulated. The facades are proportioned and the pattern of windows and doors on the proposed structure does not create any massive blank walls.

- f. Roofs: Requires pitched roofs.

The roof plan of the house includes pitched roofs and complies with this design standard.

- g. Materials and Colors: Requires that varying architectural styles are made compatible by using similar materials and colors that blend with the natural setting and the immediate area.

The proposal will change the existing lap siding to stucco with wood accents on some windows. The proposed color is light brown and the garage doors, wood stain, and roof tiles will be dark brown. These colors and materials are compatible with the natural setting and immediate area.

- h. Utilities: New utilities should be placed underground.

As required by zoning, new utilities to be placed underground.

- i. Paved Areas: Requires minimization of paved areas.

The amount of proposed paved area is limited to that necessary for appropriate vehicle access and parking. The existing driveway to the detached garage (to be demolished) at the rear of the parcel would be removed. The applicant proposes to use pavers for the walkways and the rear patio.

#### 4. Conformance with the Use Permit Regulations

As a legal, non-conforming parcel, development which does not meet current zoning standards can be allowed with the approval of a Non-Conforming Use Permit, per Section 6137 of the Zoning Regulations.

The following is a discussion of the project conformance with required findings, per Sections 6137 and 6503 of the Zoning Regulations, for the Planning Commission to grant the Non-Conforming Use Permit:

- a. The proposed development is proportioned to the size of the parcel on which it is being built.

The parcel is non-conforming in size and is approximately 50% smaller than a conforming parcel. As detailed in Section A.2 of this report: (1) new construction will comply with the 20-foot combined side yard setback of the RH Zoning District, (2) the new garage will encroach approximately two feet on one side into the front yard setback, due to the angle of the parcel along Summit Drive and the

location of the existing residence, and (3) the additional square footage would not result in significant changes as viewed from the street, as the project will be constructed primarily in the existing footprint and height will conform to zoning, and (4) while the proposal requires exceptions to lot coverage and floor area, the additional square footage is reasonable, consolidates structures on the parcel, and maximizes open areas, such that the project is proportioned to the size of the parcel.

- b. All opportunities to acquire additional contiguous land in order to achieve conformity with the zoning regulations currently in effect have been investigated and proven to be infeasible.

All parcels contiguous to the sides of the subject parcel are privately owned and developed with single-family residences. The acquisition of these properties to achieve the conforming parcel and project size is not feasible because the adjacent parcels are already developed.

- c. The proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible.

As described in Section A.2 of this report, the proposal requires relief from three requirements of the RH Zoning District. The front setback request of an 18 foot-2 inch front yard, a one-foot, 10-inch encroachment, is modest, allows for the placement of the garage at the front of the property which reduces paved areas, and is necessitated by the angle of the front of the parcel and the location of the existing house.

Additionally, the parcel is much smaller than adjoining parcels. The requested additional 7% of lot coverage and 372 sq. ft of additional floor area are reasonable to allow the property owner to achieve a house size that is consistent with others houses in the neighborhood.

- d. The establishment, maintenance, and/or conduction of the proposed use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources or be detrimental to the public welfare or injurious to property or improvements in the said neighborhood.

The project consolidates structures on the parcel, maximizes open space, reduces the amount of paved surfaces by placing the garage at the front of the property, and locates the addition at the rear of the existing structure to minimize visual impacts and privacy impacts to adjoining properties.

The project has been reviewed by Cal-Fire and the Department of Public Works and been preliminarily approved. Conditions of approval have been added to Attachment A. The project is not located in the Coastal Zone and would not impact coastal resources.

The proposed addition would not be disharmonious with the surrounding residences or with the Emerald Lake Hills community due to project adherence to Emerald Lake Hills Design Review Standards. Based on the foregoing, staff has determined that this proposal would not be detrimental to the public welfare or injurious to property or improvements.

- e. Use permit approval does not constitute a granting of special privileges.

It is not uncommon for substandard-size parcels and irregular-shaped parcels to require relief from setback, lot coverage and/or floor area limitations in order to better achieve appropriately scaled structures and design goals for the owner. The setback encroachments, lot coverage, and square footage being requested is consistent with exceptions which are commonly granted at the staff level, such as an Home Improvement Exception (HIE) to grant encroachment into a setback, or an additional 250 sq. ft. of lot coverage and/or floor area or more when it is not visible from public views. In this case, due to the new second story, the HIE was not an available option.

The one-foot, ten-inch encroachment into the front yard, 445 sq. ft. of additional lot coverage and 372 sq. ft. of additional floor area would be allowed by the HIE process. However, the proposal exceeds the 250 sq. ft. offered through the HIE process by 195 sq. ft. of lot coverage and 123 sq. ft. floor area. The additional square footage was requested by the applicant, as it was minor in nature and achieves a more ideal floor plan design for applicants. The exception is not granting any special privilege as, the lot is significantly substandard in size and the proposed residence would be consistent with other houses in the neighborhood.

## B. ENVIRONMENTAL REVIEW

This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA), Section 15301, Class 1, relating to additions to structures of less than 10,000 sq. ft. in an urbanized area where all public services and facilities are available and the project area is not environmentally sensitive. The existing residence is served by public water and sewer districts, and the project site has been previously disturbed, residential community that is not environmentally sensitive area.

C. REVIEWING AGENCIES

Building Inspection Section  
Department of Public Works  
Cal-Fire  
Emerald Lake Hills Homeowners Association

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Vicinity Map and Assessor's Parcel Map
- C. Project Survey and Plan Site Plan
- D. Project Floor Plan
- E. Project Elevations
- F. Project Landscape Plan
- G. Use Permit Supporting Statements
- H. Photos

EDA:aow – EDACC0264\_WAN.DOCX

County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 2017-00365

Hearing Date: June 13, 2018

Prepared By: Erica Adams  
Project Planner

For Adoption By: Planning Commission

**RECOMMENDED FINDINGS**

For the Environmental Review, Find:

1. This project is exempt from environmental review pursuant to the California Environmental Quality Act (CEQA) Guidelines, Section 15301, Class 1, relating to additions to structures of less than 10,000 sq. ft. in an urbanized area where all public services and facilities are available and the project area is not environmentally sensitive. The existing residence is served by public water and sewer districts, and the project site has been previously disturbed and is located in an established residential community.

For the Design Review, Find:

2. This project, as designed and conditioned, has been reviewed under and found to be in compliance with the Design Review Standards as stipulated in Chapter 28, Section 6565.15, of the San Mateo County Zoning Regulations. The proposal was reviewed and recommended for approval by the Emerald Lake Hills Design Review Officer (DRO) on February 6, 2018.
3. After consideration of project plans and public testimony, the DRO found that the proposed house design, as proposed and conditioned, is in compliance with the Design Review Standards because the project: (a) incorporates materials which comply with the Design Review Standards, (b) has a building shape that minimizes bulk by varying building height and use of a variety of geometric shape planes (c) facades are proportioned and patterned, and (d) respects privacy of neighboring houses.

For the Use Permit, find:

4. That the project complies with the required findings for a Non-Conforming Use Permit per Section 6137 in that:

- a. The development is proportioned in size since the subject parcel is 50% the size of a conforming parcel, the encroachment into the front yard setback is only one foot, four inches on one side of the parcel, the proposed total lot coverage is 7% more than the maximum allowed, and the floor area is only 372 sq. ft. more than the 2,400 sq. ft. maximum floor area allowed.
- b. Both adjacent parcels are developed and there are no opportunities to acquire contiguous land.
- c. The proposed development is as nearly in conformance with the zoning regulations currently in effect as is reasonably possible, as the project requires relatively minor relief from the zoning regulations for the front yard, lot coverage and floor area.
- d. The proposal will not be detrimental to the public welfare or injurious to property or improvements, as the new construction will conform with side setbacks, the project has been reviewed and recommended for approval by the Emerald Lake Hills Design Review Officer, and no concerns were raised by reviewing agencies such as the Building Section, Department of Public Works or Cal Fire.
- e. The exceptions requested are not granting any special privilege as the yard encroachments and additional square footage of lot coverage and floor area are allowed under this proposal are compatible to exceptions commonly granted to homeowners through a Home Improvement Exception (HIE) and would result in a residence consistent with other houses in the neighborhood.

## **RECOMMENDED CONDITIONS OF APPROVAL**

### **Current Planning Section**

1. The project shall be constructed in compliance with the plans once approved by the County. Any changes or revisions to the approved plans shall be submitted for review by the Community Development Director to determine if they are compatible with the Design Review Standards and in substantial compliance with the approved plans prior to being incorporated into the building plans. Adjustments to the project may be approved by the Community Development Director if they are consistent with the intent of and are in substantial conformance with this approval. Adjustments to the design during the building plan stage may result in the assessment of additional plan resubmittal or revision fees. Alternatively, the Community Development Director may refer consideration of the adjustments, if they are deemed to be major, to a new Emerald Lake Hills Design Review Officer public hearing which requires payment of an additional fee of \$1,500, and surcharges.

2. The design review and use permit approval shall be valid for five (5) years from the date of final approval, in which time a building permit shall be issued and a completed inspection (to the satisfaction of the building inspector) shall have occurred within 180 days of its issuance. The design review approval may be extended by one 1-year increment with submittal of an application for permit extension and payment of applicable extension fees sixty (60) days prior to the expiration date.
3. Two significant trees are approved for removal. Any additional tree removal is subject to the San Mateo County Tree Ordinance and will require a separate permit for removal.
4. Owner shall plant two (2) 15-gallon replacement trees on-site, prior to final approval of the building permit. One tree, replacing the native redwood tree, shall be native and drought resistant. Proof of tree replanting shall be submitted to the Current Planning Section via photos for verification.
5. Prior to any construction activity on the project site, the property owner shall implement the following tree protection plan for trees that have not been approved for removal:
  - a. The property owner shall establish and maintain tree protection zones throughout the entire length of the project.
  - b. Tree protection zones shall be delineated using 4-foot tall orange plastic fencing supported by poles pounded into the ground, located as close to the driplines as possible while still allowing room for construction/grading to safely continue.
  - c. The property owner shall maintain tree protection zones free of equipment and materials storage and shall not clean any equipment within these areas.
  - d. Should any large roots or large masses of roots need to be cut, the roots shall be inspected by a certified arborist or registered forester prior to cutting.
  - e. Any root cutting shall be monitored by an arborist or forester and documented.
  - f. Roots to be cut should be severed cleanly with a saw or toppers.
  - g. Normal irrigation shall be maintained, but oaks should not need summer irrigation.

6. The project is subject to compliance to the Water Efficient Landscape Ordinance (WELo): <http://planning.smcgov.org/documents/water-efficient-landscape-ordinance-welo>. The landscape plan shall comply with the Water Efficient Landscape Ordinance. Building plans shall demonstrate compliance with the Water Efficient Landscape Ordinance. The following changes shall be made on building plans.
7. The approved exterior colors and materials shall be verified prior to final approval of the building permit. The applicant shall provide photographs to the Design Review Officer to verify adherence to this condition prior to a final building permit sign-off by the Current Planning Section.
8. The applicant shall include an erosion and sediment control plan to comply with the County's Erosion Control Guidelines on the plans submitted for the building permit. This plan shall identify the type and location of erosion control measures to be installed upon the commencement of construction in order to maintain the stability of the site and prevent erosion and sedimentation off-site.
9. All new utilities shall be install underground.
10. An Erosion Control and Tree Protection Inspection is required prior to the issuance of a building permit for grading, construction, and demolition purposes, as the project requires tree protection of significant trees and a grading permit. Once all review agencies have approved your building permit, you will be notified that an approved job copy of the Erosion Control and/or Tree Protection Plan is ready for pick-up at the Planning counter of the Planning and Building Department. Once the Erosion Control and/or Tree Protection measures have been installed per the approved plans, please contact Jeremiah Pons, Building/Erosion Control Inspector, at 650/599-1592 or [jpons@smcgov.org](mailto:jpons@smcgov.org), to schedule a pre-site inspection. A \$144 inspection fee will be assessed to the building permit for the inspection. If the initial pre-site inspection is not approved, an additional inspection fee will be assessed for each required re-inspection until the job site passes the Pre-Site Inspection, or as determined by the Building Inspection Section.
11. Prior to the Current Planning Section approval of the building permit application, the applicant shall also have the licensed land surveyor or engineer indicate on the construction plans: (1) the natural grade elevations at the significant corners (at least four) of the footprint of the proposed structure on the submitted site plan, and (2) the elevations of proposed finished grades. In addition, (1) the natural grade elevations at the significant corners of the proposed structure, (2) the finished floor elevations, (3) the topmost elevation of the roof, and (4) the garage slab elevation must be shown on the plan, elevations, and cross-section (if one is provided).
12. Once the building is under construction, prior to the below floor framing inspection or the pouring of the concrete slab (as the case may be) for the lowest floor(s), the applicant shall provide to the Building Inspection Section a letter from the licensed

land surveyor or engineer certifying that the lowest floor height, as constructed, is equal to the elevation specified for that floor in the approved plans. Similarly, certifications on the garage slab and the topmost elevation of the roof are required.

13. If the actual floor height, garage slab, or roof height, as constructed, is different than the elevation specified in the plans, then the applicant shall cease all construction and no additional inspections shall be approved until a revised set of plans is submitted to and subsequently approved by both the Building Official and the Community Development Director.
14. The applicant shall adhere to all requirements of the Building Inspection Section, the Department of Public Works, and Cal-Fire.
15. No site disturbance shall occur, including any grading or tree/vegetation removal, until a building permit has been issued.
16. To reduce the impact of construction activities on neighboring properties:
  - a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
  - b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
  - c. The applicant shall ensure that no construction-related vehicles impede through traffic along the right-of-way on Summit Drive. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Summit Drive. There shall be no storage of construction vehicles in the public right-of-way.
17. Noise sources associated with demolition, construction, repair, remodeling, or grading of any real property shall be limited to the hours from 7:00 a.m. to 6:00 p.m., weekdays, and 9:00 a.m. to 5:00 p.m., Saturdays. Said activities are prohibited on Sundays, Thanksgiving, and Christmas (San Mateo Ordinance Code Section 4.88.360).
18. The property owner shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines" including, but not limited to, the following:

- a. Delineation with field markers of clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses within the vicinity of areas to be disturbed by construction and/or grading.
- b. Protection of adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
- c. Performing clearing and earth-moving activities only during dry weather.
- d. Stabilization of all denuded areas and maintenance of erosion control measures continuously between October 1 and April 30.
- e. Storage, handling, and disposal of construction materials and wastes properly, so as to prevent their contact with stormwater.
- f. Control and prevention of the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, and non-stormwater discharges, to storm drains and watercourses.
- g. Use of sediment controls or filtration to remove sediment when dewatering site and obtain all necessary permits.
- h. Avoiding cleaning, fueling, or maintaining vehicles on-site, except in a designated area where wash water is contained and treated.
- i. Limiting and timing application of pesticides and fertilizers to prevent polluted runoff.
- j. Limiting construction access routes and stabilization of designated access points.
- k. Avoiding tracking dirt or other materials off-site; cleaning off-site paved areas and sidewalks using dry sweeping methods.
- l. Training and providing instruction to all employees and subcontractors regarding the Watershed Protection Maintenance Standards and construction Best Management Practices.
- m. Additional Best Management Practices in addition to those shown on the plans may be required by the Building Inspector to maintain effective stormwater management during construction activities. Any water leaving the site shall be clear and running slowly at all times.

- n. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
19. It shall be the responsibility of the engineer of record to regularly inspect the erosion control measures for the duration of all grading remediation activities, especially after major storm events, and determine that they are functioning as designed and that proper maintenance is being performed. Deficiencies shall be immediately corrected, as determined by and implemented under the observation of the engineer of record.

#### Building Inspection Section

- 20. A building permit is required.
- 21. Fire sprinklers shall be installed throughout the entire residence.
- 22. The project shall be designed and constructed according to the latest adopted and locally amended California Building Standards Code, which at the time of this review is the 2016 version.

#### Cal-Fire

- 23. All buildings that have a street address shall have the number of that address on the building, mailbox, or other type of sign at the driveway entrance in such a manner that the number is easily and clearly visible from either direction of travel from the street. Residential address numbers shall be at least 6 feet above the finished surface of the driveway. An address sign shall be placed at each break of the road where deemed applicable by the Cal-Fire. Numerals shall be contrasting in color to their back-ground and shall be no less than 4 inches in height, and have a minimum 1/2-inch stroke.
- 24. Contact the Fire Marshal's Office to schedule a Final Inspection prior to occupancy and Final Inspection by a Building Inspector. Allow for a minimum of 72 hours-notice to the Fire Department at 650/573-3846.
- 25. A fire flow of 1000 gpm for 2 hours with a 20-psi residual operating pressure must be available as specified by additional project conditions to the project site. The applicant shall provide documentation including hydrant location, main size, and fire flow report at the building permit application stage. Inspection required prior to Fire's final approval of the building permit or before combustibles are brought on site.
- 26. Any chimney or woodstove outlet shall have installed onto the opening thereof an approved (galvanized) spark arrestor of a mesh with an opening no larger than 1/2 inch in size or an approved spark arresting device. Maintain around and adjacent

to such buildings or structures a fuelbreak/firebreak made by removing and cleaning away flammable vegetation for a distance of not less than 30 feet and up to 100 feet around the perimeter of all structures or to the property line, if the property line is less than 30 feet from any structure. This is not a requirement nor an authorization for the removal of live trees. Remove that flammable portion of any tree which extends within 10 feet of the outlet of any chimney or stovepipe, or within 5 feet of any portion of any building or structures. Remove that dead or dying portion of any tree which extends over the roof line of any structure.

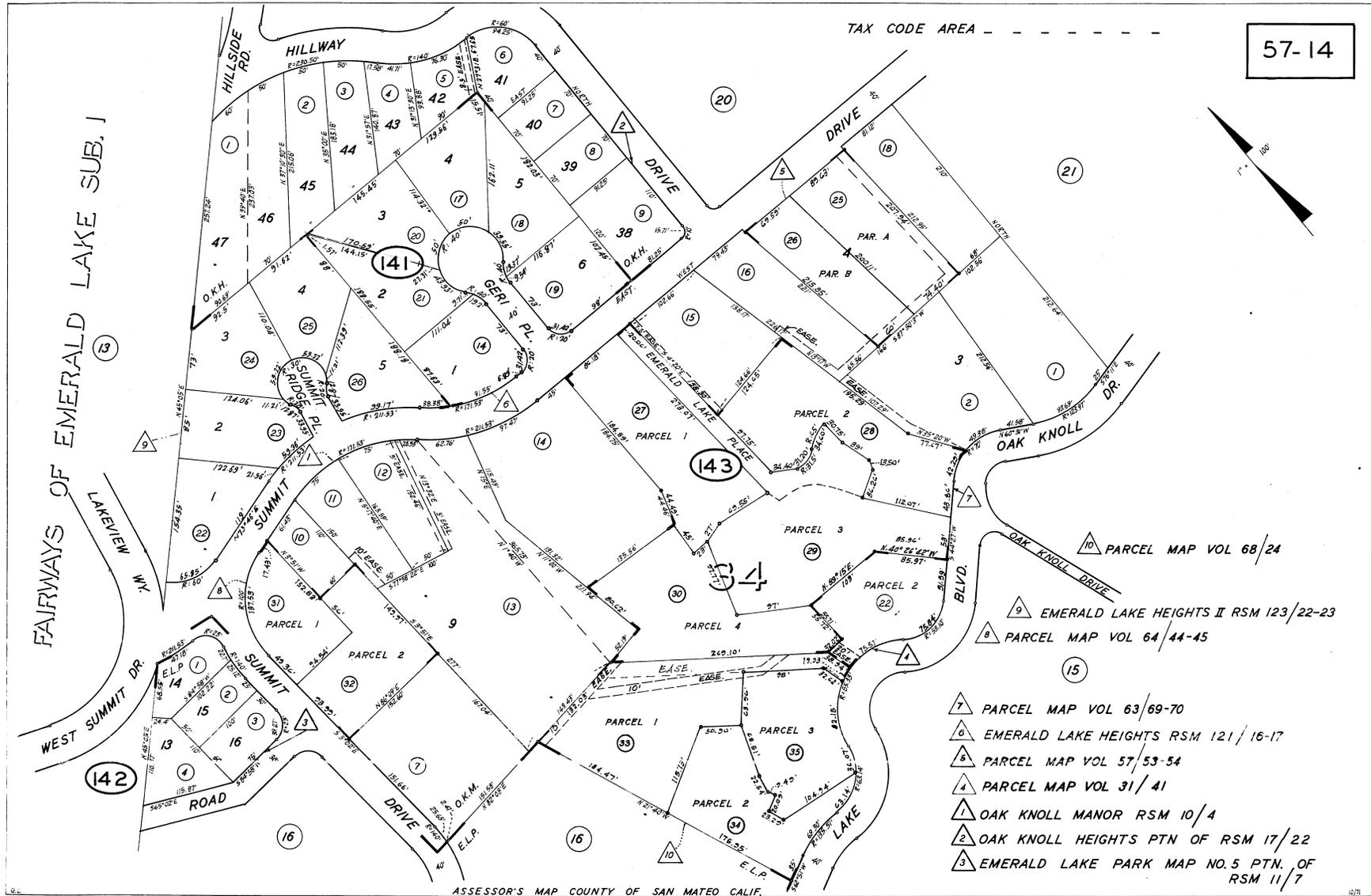
27. A 13D fire sprinkler system may be required, Building Inspection Section's safety score must be done to determine if fire sprinklers are required.
28. All roof assemblies in Very high Fire Hazard Severity Zones shall have a minimum CLASS-A fire resistive rating and be installed in accordance with the manufacturer's specifications and current California Building and Residential Codes.
29. Smoke alarms and carbon monoxide detectors shall be installed in accordance with the California Building and Residential Codes. This includes the requirement for hardwired, interconnected detectors equipped with battery backup and placement in each sleeping room in addition to the corridors and on each level of the residence.
30. An approved Automatic Fire Sprinkler System meeting the requirements of NFPA-13D shall be required to be installed for your project. Plans shall be submitted to the San Mateo County Building Department for review and approval by the authority having jurisdiction.
31. This project is located in a wildland urban interface area. Roofing, attic ventilation, exterior walls, windows, exterior doors, decking, floors, and underfloor protection to meet CRC R327 or CBC Chapter 7A requirements.
32. A statement that the building will be equipped and protected by automatic fire sprinklers must appear on the title page of the building plans.

### Drainage

33. Prior to the issuance of the building permit, the applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed project. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off of the property shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the improvement plans and submitted for review and approval.

34. Prior to the issuance of the building permit, the applicant will be required to provide payment of “roadway mitigation fees” based on the square footage (assessable space) of the proposed building per Ordinance No. 3277.

EDA:aow – EDACC0264\_WAN.DOCX

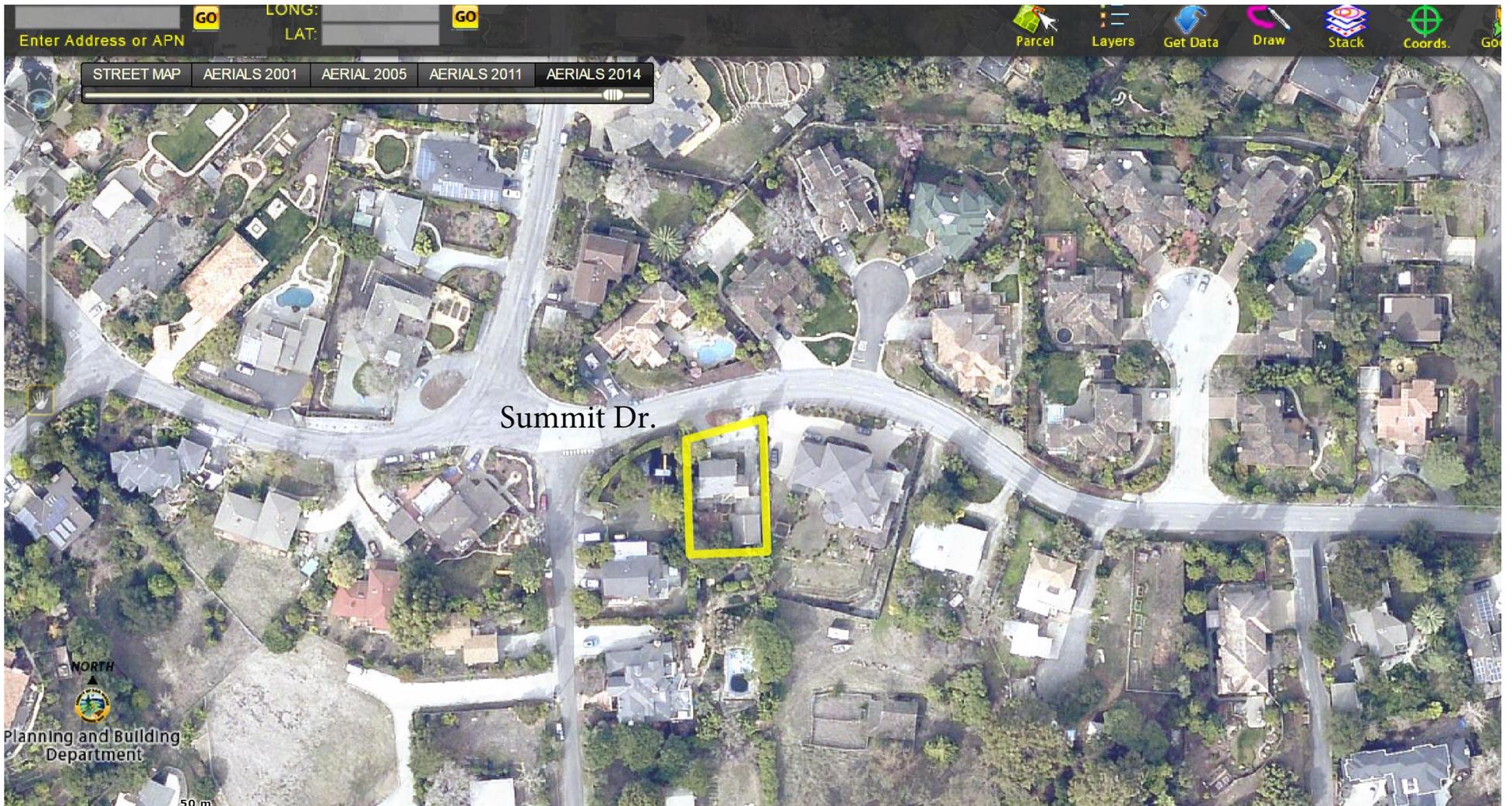


## San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



## ***San Mateo County Planning Commission Meeting***

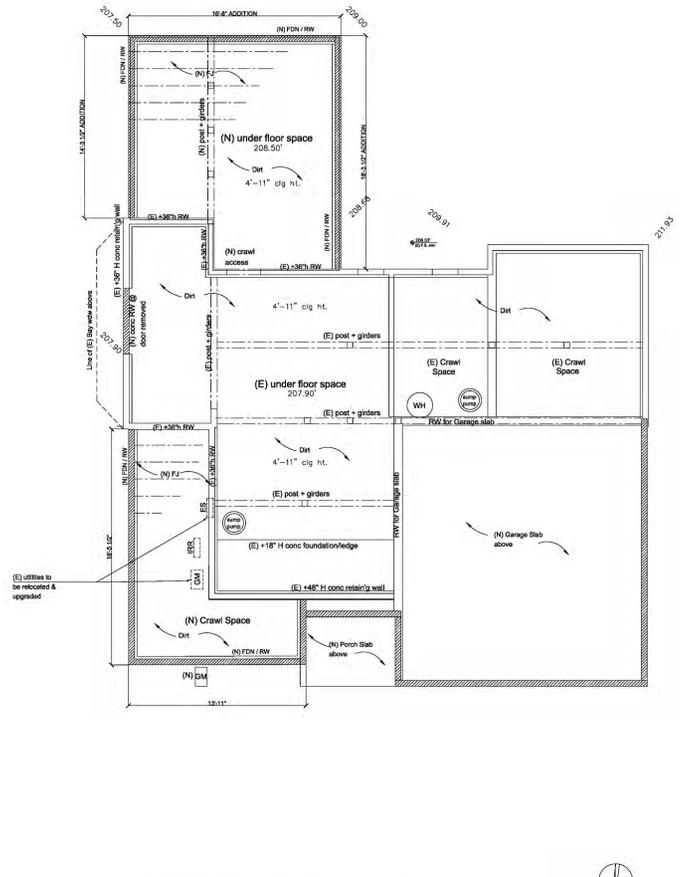
Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

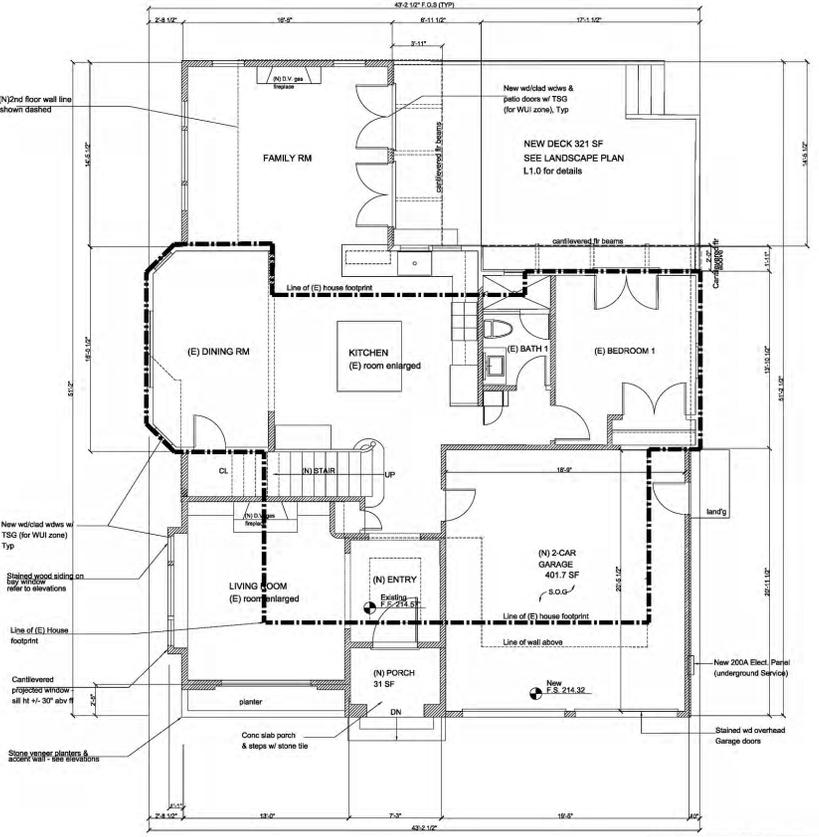
File Numbers: \_\_\_\_\_







1 PROPOSED UNDER FLOOR PLAN



2 PROPOSED FIRST FLOOR PLAN 1,644.3 sf  
 See sheet A0 (Floor Area Diagrams) for area calcs.



**WALL SCHEDULE**

	(E) 2x4 WALLS TO BE REMOVED
	(E) 2x4 WALLS TO REMAIN
	(N) 2x4 INTERIOR WALLS
	(N) 2x4 EXTERIOR WALLS

Addition & Alterations for the  
**Butler Residence**  
 434 Summit Drive, Redwood City, CA.

Planning Revisions  
 10/10/17  
 Planning Submittal  
 08/1/17  
 1/4" = 1'-0"

PROPOSED BASEMENT & FIRST FLOOR PLAN

A3

**San Mateo County Planning Commission Meeting**

Owner/Applicant:

Attachment:

File Numbers:



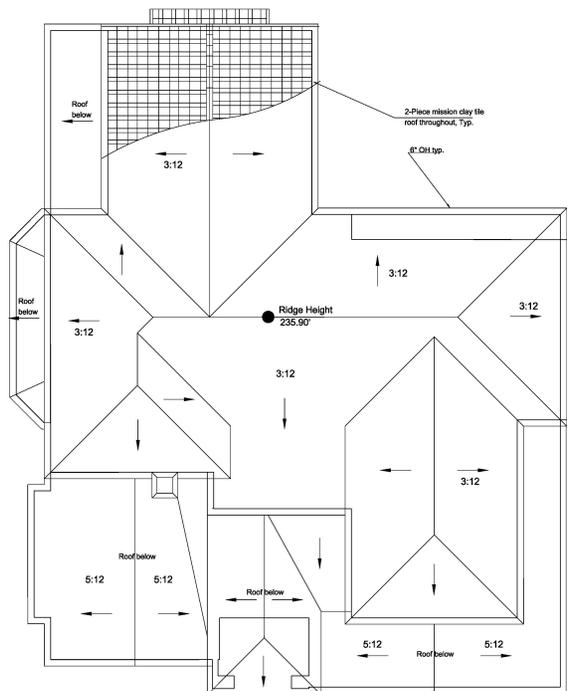


Addition & Alterations for the  
**Butler Residence**  
434 Summit Drive, Redwood City, CA.

Planning Revision  
12/11/17  
Planning Revision  
10/16/17  
Planning Submittal  
09/11/17  
1/4" = 1'-0"

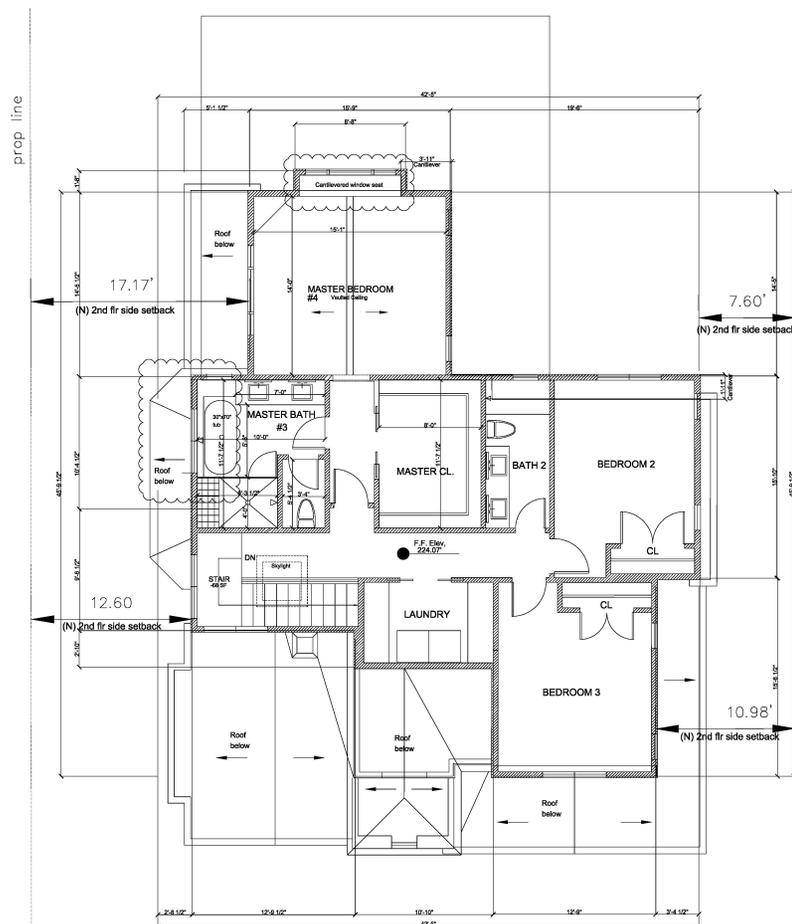
PROPOSED  
SECOND  
FLOOR PLAN  
& ROOF PLAN

**A4**



1 PROPOSED ROOF PLAN

1/4"=1'-0"



2 PROPOSED SECOND FLOOR PLAN - 1,128 SF

1/4"=1'-0"



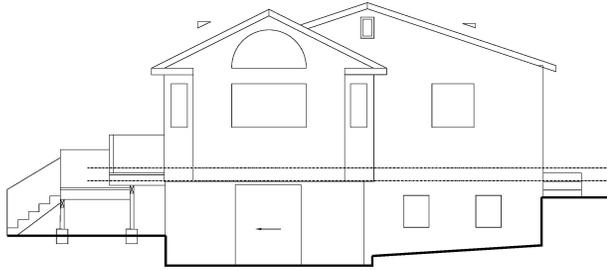
WALL SCHEDULE	
	(1) 3/4" WALLS TO BE REMOVED
	(2) 2/4" WALLS TO REMAIN
	(N) 2/4" WALLS

**San Mateo County Planning Commission Meeting**

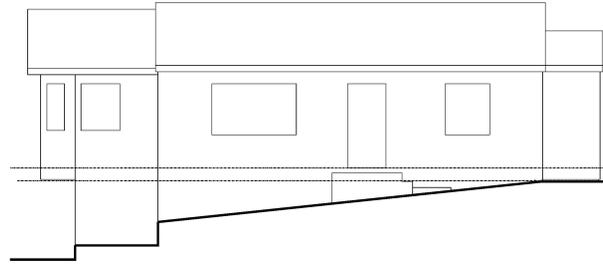
Owner/Applicant:

Attachment:

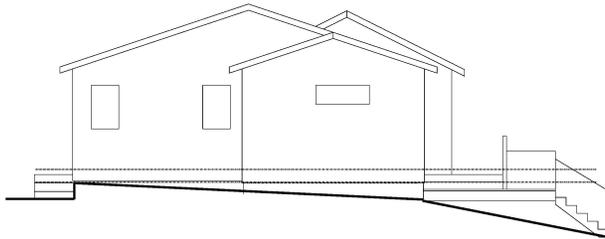
File Numbers:



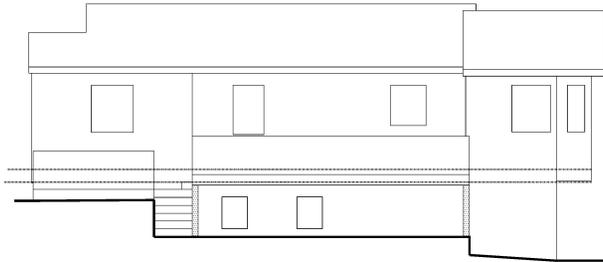
② EXISTING LEFT SIDE ELEVATION  
1/4"=1'-0"



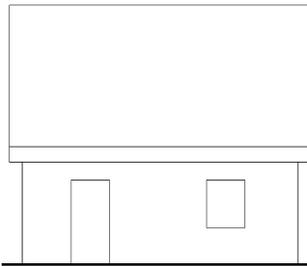
① EXISTING FRONT ELEVATION  
1/4"=1'-0"



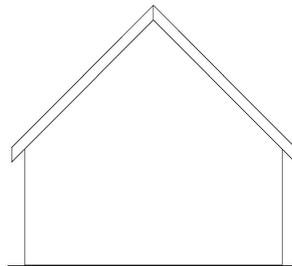
④ EXISTING RIGHT SIDE ELEVATION  
1/4"=1'-0"



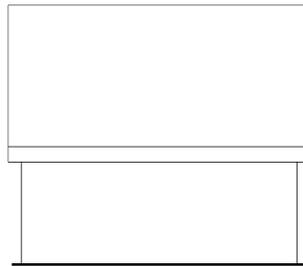
③ EXISTING REAR ELEVATION  
1/4"=1'-0"



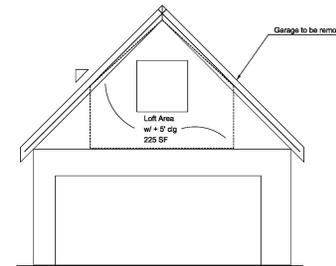
RIGHT



REAR



LEFT



FRONT

⑤ EXISTING GARAGE ELEVATIONS  
1/4"=1'-0"

**umk**  
uma m kincaite  
1033 Paloma Avenue  
Burlingame, CA  
94010  
415.730.1812  
umkarsh@gmail.com



Addition & Alterations for the  
**Butler Residence**  
434 Summit Drive, Redwood City

Planning Revisions  
10/16/17  
Planning Submittal  
09/11/17  
AS SHOWN

EXISTING  
ELEVATIONS

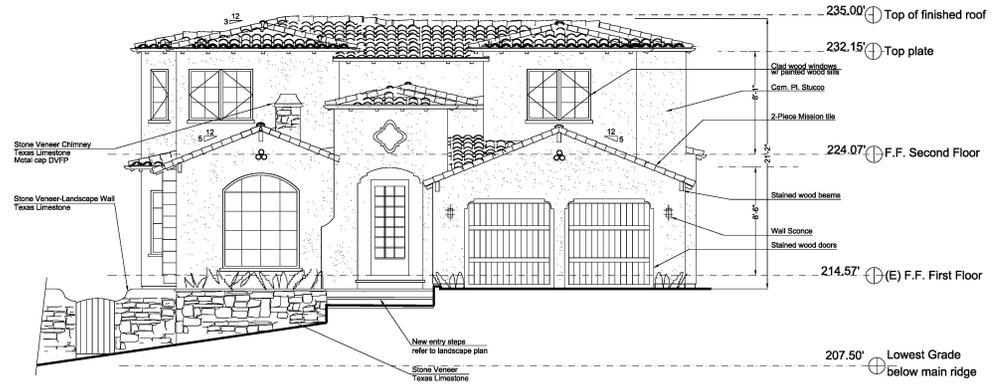
**A2**

**San Mateo County Planning Commission Meeting**

Owner/Applicant: \_\_\_\_\_

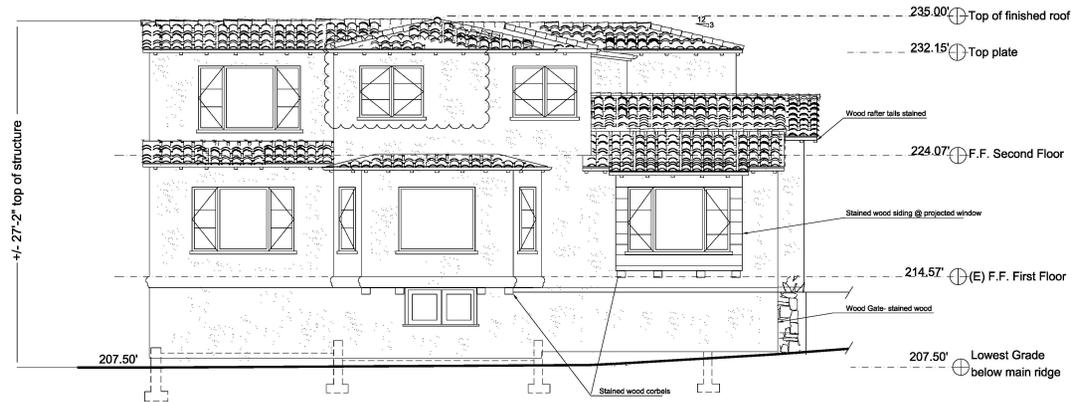
Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



1 PROPOSED FRONT ELEVATION

1/4"=1'-0"



2 PROPOSED LEFT SIDE ELEVATION

1/4"=1'-0"

**umk**  
u m k architects  
1033 Peloma Avenue  
Burlingame, CA  
94010  
415.730.1912  
umkarcb@gmail.com



Addition & Alterations for the  
**Butler Residence**  
434 Summit Drive, Redwood City, CA.

Planning Revision  
12/01/17  
Planning Revision  
10/16/17  
Planning Submittal

09/1/17

1/4" = 1'-0"

EXTERIOR  
ELEVATIONS

**A5**

## San Mateo County Planning Commission Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



Addition & Alterations for the  
**Butler Residence**  
 434 Summit Drive, Redwood City, CA.

Planning Revision  
 12/1/17  
 Planning Revision  
 10/16/17  
 Planning Submittal  
 09/1/17  
 1/4" = 1'-0"  
 EXTERIOR  
 ELEVATIONS

A6



① PROPOSED REAR ELEVATION  
 SEE A-5 FOR TYPICAL ELEVATION NOTES

1/4"=1'-0"



② PROPOSED RIGHT SIDE ELEVATION  
 SEE A-5 FOR TYPICAL ELEVATION NOTES

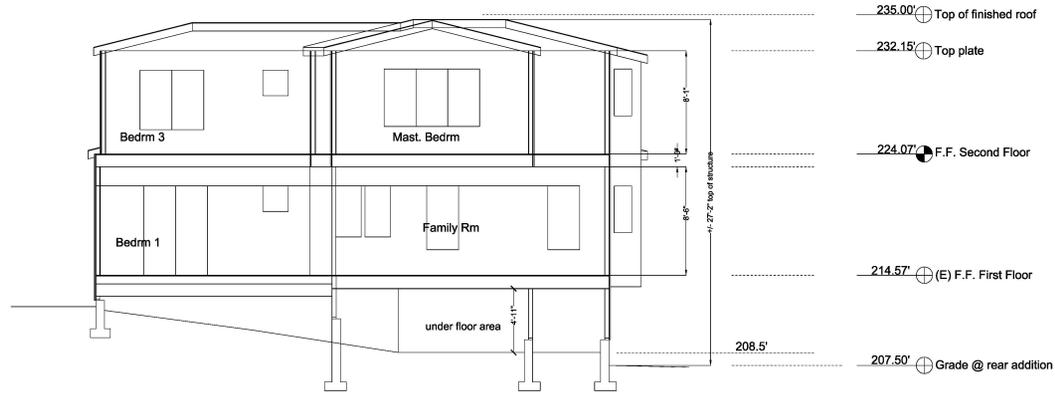
1/4"=1'-0"

**San Mateo County Planning Commission Meeting**

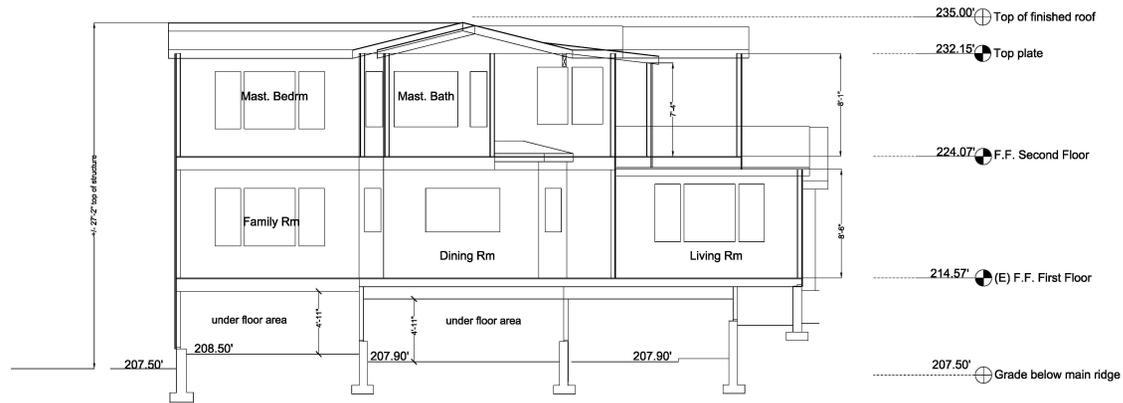
Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



① COMPOSITE SECTION A-A 1/4"=1'-0"



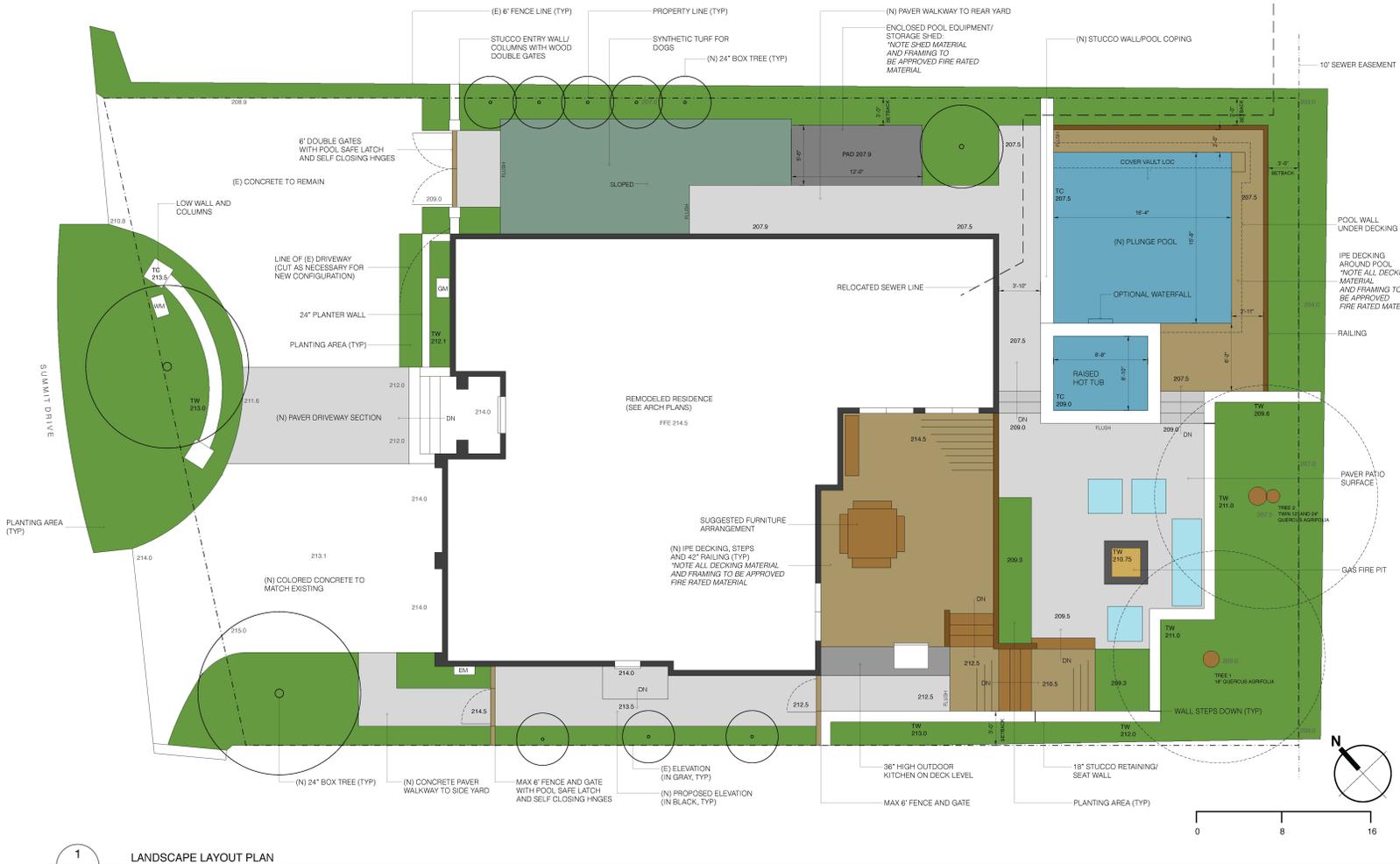
② COMPOSITE SECTION B-B 1/4"=1'-0"

**San Mateo County Planning Commission Meeting**

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



1 LANDSCAPE LAYOUT PLAN

**ELEMENTS LANDSCAPE**  
*design construction garden care*

PO Box 7519  
 Menlo Park, CA 94026  
 Tel: 650.841.1212  
 jpr@elementslandscape.com

Stamp:

**Butter Residence**  
 434 Summit Dr  
 Redwood City, CA

**Landscape  
 Concept Plan**

Drawn 7/15/17  
 REV 10/16/17  
 By: JGR  
 Scale: NOTED

**L1.0**

**San Mateo County Planning Commission Meeting**

Owner/Applicant: \_\_\_\_\_ Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_

**UMK Architecture**  
1033 Paloma Avenue  
Burlingame, CA 94010  
[umkarch@gmail.com](mailto:umkarch@gmail.com)

## **PROJECT DESCRIPTION & JUSTIFICATION**

### Single Family Design Review & Conditional Use Permit

DATE: August 30, 2017 (*revised October 16, 2017*)

RE: Tom and Alondra Butler Residence  
434 Summit Drive, Emerald Hills/San Mateo County  
Addition & Alterations to existing Single-Family Home  
**APN: 057-143-100**

### **PROJECT DESCRIPTION**

The project scope proposes demolition of an existing, detached 2-car Garage (with loft) plus 1<sup>st</sup> & 2<sup>nd</sup> story additions, and interior alterations to the existing one-story home as well as landscape improvements.

- **Existing Parcel:** The existing parcel area is **6,205 SF**, and is non-conforming/substandard size for the RH zoning District where the average lot size of neighboring (minimum size) parcels is approximately **12,196 SF**
- **Existing Structures:**
  - Main house is one-story, 2 bed/1bath home (with partial basement with 6'-5" ceiling ht). Total floor area = **985 SF**. Existing footprint of the main house/foundation/floor framing and a portion of existing exterior walls will remain.
  - Detached, 2-car Garage of **427.5 SF** (with **225 SF** loft above) that will be removed in order to open up the back yard for better outdoor living space and landscaping opportunities. The existing main house has not been expanded or remodeled and is one of a handful of existing one-story homes remaining in the neighborhood.
- **Project scope:** Expand existing structure to create 4-bedroom/3-bath house with attached, 2-car Garage.
  - **First Floor Expansion** will increase existing first floor footprint by **660 SF** to create an attached, 2-car Garage of **403 SF** (larger than minimum standards for more convenient and functional covered parking) and create a more open, family living space with better indoor/outdoor flow.
  - **Second Floor Addition** of **1,138 SF** (excluding stair area) will incorporate 3 bedrooms, 2 bathrooms plus a Laundry room.
  - **Total Proposed Floor Area = (E)985 SF + (N) 1,798 SF = 2,783 SF**
  - **Total Lot Coverage = 1,997 SF**

**UMK Architecture**  
1033 Paloma Avenue  
Burlingame, CA 94010  
[umkarch@gmail.com](mailto:umkarch@gmail.com)

- **Architectural Design:** The existing home with horizontal wood siding and asphalt comp roof will be remodeled into a Spanish/Mission style architecture with exterior materials that meet the Wildland Urban Interface (WUI) standards for fire-resistant construction. The architectural style is consistent with the character of several older and newer homes in the neighborhood.
  - Exterior materials and details will include: Clay-tile, 2-piece Mission style roof; Cement plaster exterior wall finish; Wood/Clad windows with true simulated divided lites; Wood eaves and corbel beam accents and stone veneer accents as indicated on the Materials Sample Board - submitted with the Planning Package.
  - The massing of the first and second story addition(s) is broken up with multiple rooflines, stepped-in wall planes and a combination of Gable roofs (facing front and rear yards) and hipped roofs on the sides (to minimize appearance of second floor walls facing side neighbors). We've provided artistic renderings/3d views of the project to show the varied articulation of the walls and rooflines proposed.
  - The overall classic design & detailing is complementary to the varied architectural styles of the newer & older homes of the neighborhood.
  
- **Landscape Design:**
  - Existing landscaping elements consist of significant amounts of concrete paving (driveways), elevated wood decks and dilapidated brick patio & walkways. There is minimal landscaping in the front yard, and rear yard has 2 significant Oak trees (along rear property line/away from area of construction) that will be maintained and protected throughout the course of construction. Existing fences along rear and right-side property lines are original and will be removed/replaced as part of the project.
  - **Proposed Landscaping** (see L1.0) consists of removing long, concrete driveway along left side of house, adding landscape retaining walls (less than 48" high) in rear yard to create a terraced yard with new patio with pervious pavers, and a small pool + spa. There will be an elevated deck for level transitions between the house and the rear yard. The front entry will have stone tile steps and porch and paver pathway to tie into existing driveway, and there will be paver pathways along left and right-side yards. New landscape trees and vegetation will be incorporated as indicated on the Landscape plans (L1.0)

**UMK Architecture**  
1033 Paloma Avenue  
Burlingame, CA 94010  
[umkarch@gmail.com](mailto:umkarch@gmail.com)

### **CONDITIONAL USE PERMIT REQUEST :**

The proposed project will enlarge the existing 985 SF, 2 bedroom/1 bath house to a modest size, 2-story home of 2,783 SF with 4 bedrooms/3 baths plus attached 2-car Garage on the 6,205 SF lot.

- **Lot Coverage and FAR increase request –**
  - The zoning regulations for the RH District which include maximum lot coverage of 25% and maximum floor area of 30% or 2,400 SF (whichever is greater) are intended for the minimum size lot of 12,000 SF
  - **Non-Conforming Parcel Size:** The existing, small parcel size is **6,205 SF**, and is non-conforming/substandard size (**48% smaller**) for the RH zoning District where the average lot size of neighboring (minimum size) parcels is greater than **12,000 SF**.
  - **Hardship:** Complying with the zoning regulations for a lot that is 48% smaller than the minimum lot size in this zone constitutes a hardship for this property. We are requesting a use permit to be allowed to increase the lot coverage (by 7% / 32% lot coverage) and FAR (by 15% / 45% FAR). Please see written explanation of project scope above for details about overall house size, scale and architectural compatibility with neighborhood context.
- **Front and Side Setback reduction request –**
  - The zoning regulations for setbacks in the RH district require 20' Front Yard and Rear Yard setbacks and 7.5'+12.5' (total of 20') Side Yard setbacks.
  - **Side Setbacks -** We are maintaining existing side walls on the left and right side as well as an existing Cantilevered Bay window on left side that are existing/non-conforming and would like to be able to maintain the non-conformity.
    - The existing left side setback at the cantilevered bay window is 9'-2" where 10'-6" is required (bay is allowed to extend 24" into 12'-6" side setback). We are requesting a use permit to be allowed to maintain and extend the 10'-6" bay window setback at the new 2<sup>nd</sup> floor bay window for structural and architectural continuity. The 2<sup>nd</sup> floor bay will have a 20" platform so that the floor does not extend into the cantilevered area.
    - **Hardship:** We feel that the detail is a significant component to the architectural integrity of the remodel.
  - **Front Setback –** Due to the curved configuration of the front property line, and the existing/orthogonal orientation of the existing structure to the side property lines, the front right corner of the new garage will reduce the 20' required

**UMK Architecture**  
1033 Paloma Avenue  
Burlingame, CA 94010  
[umkarch@gmail.com](mailto:umkarch@gmail.com)

setback to 18'-2". The slope of the front yard (from edge of street to front of structure) is 14%.

- **Hardship:** The minimum 2-car parking standards are not large enough for 2 large cars. We have designed the Garage to a size that is required to fit the homeowners' 2 cars which is important for maneuverability and to create functional 2-car Garage that will be utilized for parking. The area that encroaches into the 20' setback is limited to the front right corner of the 2-car Garage which is minimal and only impacts one parking space.
- **Use Permit Findings –**
  - A. We feel that the proposed design is both well developed and proportional to the lot size considering it's 48% smaller than the average size lots in the neighborhood. The street frontage is comparable to neighboring properties and therefore, the scale of the home as viewed from the street and neighboring properties will be in keeping with the size/scale of 2-story homes on Summit Dr and adjacent streets.
  - B. It would not be feasible for the property owners to acquire an additional 5,800 SF of contiguous land in order to bring the lot size into conformance with the minimum lot size of 12,000 SF.
  - C. The proposed development is nearly in conformance with the zoning regulations considering the significant difference between the minimum required lot size and the actual lot size of 6,205 SF. The request for increase in Lot Coverage is 7% and for FAR is 15%.
  - D. The improvements to the home and property by the proposed design will have a significant, positive impact on the neighborhood and be compatible with all of the newer, 2story homes of the immediate surroundings. This project will not be detrimental to the public welfare or injurious to property or improvements of the neighborhood.
  - E. Granting of a Use Permit does not constitute a granting of special privileges due to the existing non-conforming and unique size of this property relative to all the adjacent properties in this neighborhood.

We appreciate your consideration of these requests and look forward to presenting our project to the Design Review Committee and Planning Commission in the near future.

Kind Regards,



**UMK Architecture**  
1033 Paloma Avenue  
Burlingame, CA 94010  
[umkarch@gmail.com](mailto:umkarch@gmail.com)

Una Kinsella (project architect),  
Tom & Alondra Butler (property Owners)



***San Mateo County Planning Commission Meeting***

Owner/Applicant:

Attachment:

File Numbers:

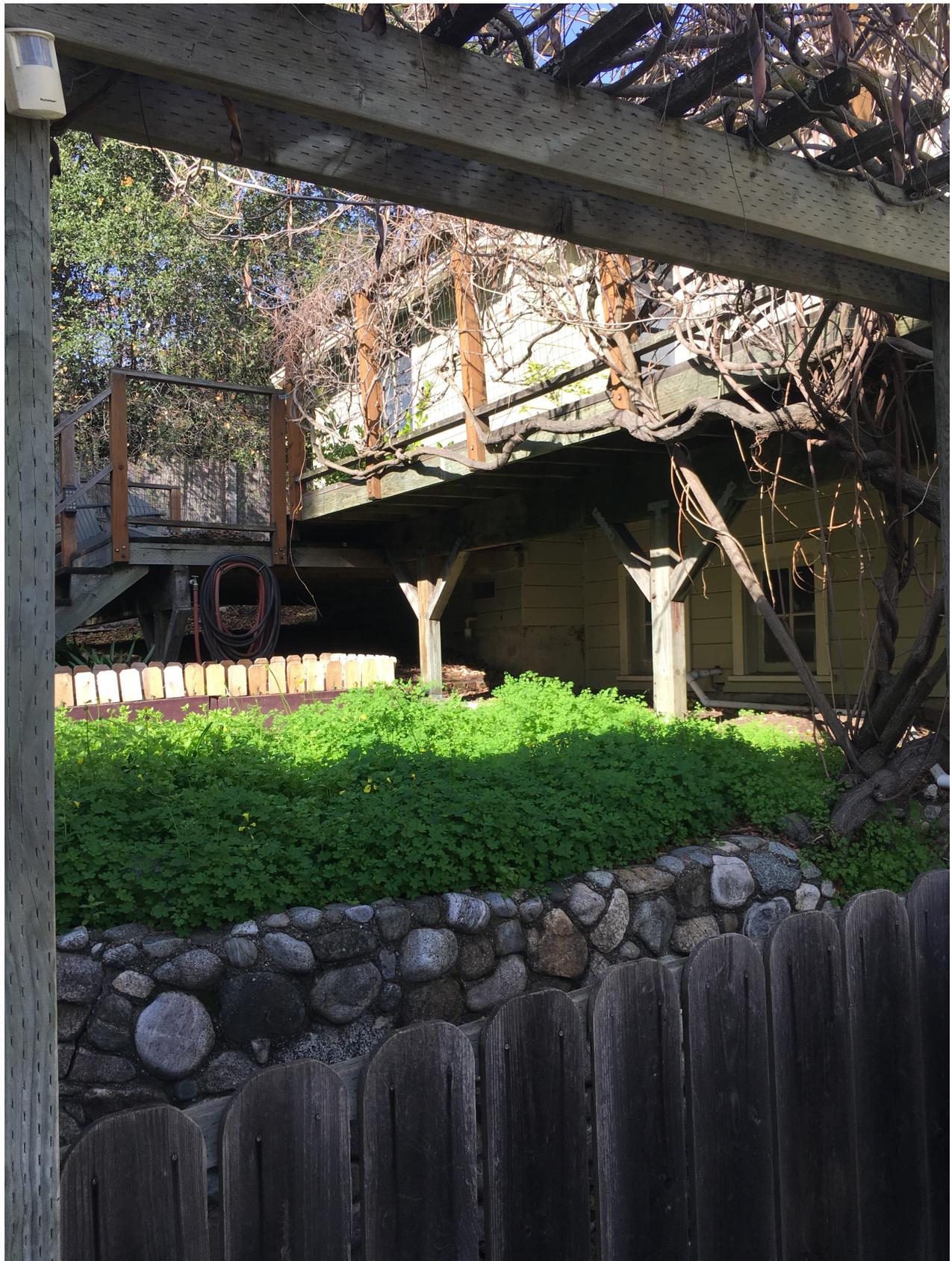


***San Mateo County Planning Commission Meeting***

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



***San Mateo County Planning Commission Meeting***

Owner/Applicant:

Attachment:

File Numbers: