



## **Crestmoor Neighborhood (Glenview Fire) Rebuilding**

### **Crestmoor (Glenview) Neighborhood Reconstruction**

For more information on the reconstruction information in the Crestmoor Neighborhood, please go to the following link, [Crestmoor Neighborhood Reconstruction Project Information](#)

To rebuild a house in the Crestmoor Neighborhood, start [HERE](#).

A number of other materials will be useful to property owners and design professionals. Links to these documents are provided below. If you have questions on the rebuilding process, contact Community Development staff at (650) 616-7074.

[Summary of Development Standards \(Floor area, lot coverage, parking, etc.\)](#)

[Residential Design Guidelines](#)

[Submittal Checklist for Review by Architectural Review Committee](#)

[Submittal Checklist for a Building Permit](#)

### **ReBuild It **Green** Incentive Program**

In December 2011, the City Council approved a green building incentive program to offer grants for sustainable building in the Crestmoor neighborhood. For more information, contact Tony Rozzi at (650) 616-7089. Additional information can also be found at

[www.RebuildCrestmoor.org](http://www.RebuildCrestmoor.org)

[ReBuild It Green Program Summary](#)

### **Scheduled for Architectural Review**

In December 2010, the City Council approved an expedited review process to rebuild homes that were destroyed or severely damaged by the Glenview Fire and require a use permit. As part of that process, a description of each house will be posted on this web site with the proposed site plans and elevations. This online posting will take the place of the notice in the newspaper that is normally required. If you have questions on the rebuilding process, please contact a city planner at [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov) or (650) 616-7074. Please note that some houses will not require a use permit, and therefore will not be posted here.

The Architectural Review Committee will meet at City Hall in Conference Room 115 at 6 pm. City Hall is located at 567 El Camino Real, close to the cross street of W. Angus Avenue.

There are no items scheduled for the Architectural Review Committee.



## Rebuilding the Crestmoor Neighborhood

The City of San Bruno has implemented an expedited review process to rebuild homes in the Crestmoor neighborhood that were destroyed or severely damaged by the Glenview fire. This process is facilitated by the Community Development Department and includes plan review by the Fire Department and Public Services Department.

### **Step 1: Initial Meeting**

Contact the Planning Division to discuss the review process, Municipal Code requirements and Residential Design Guidelines. Staff is available for individual meetings in person or over the phone. Planning Division: 650-616-7074 or email [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov).

### **Step 2: Preliminary Submittal**

Prepare preliminary plans for Planning Division staff to review. Include the site plan, floor plans, and elevations. They can be submitted on paper or electronically via email to the project planner. Planning staff will provide preliminary feedback and confirm the review process that will be required for the project. Some projects will require review by the Architectural Review Committee first, then submittal to the Building Division for a building permit. Some projects can be submitted directly to the Building Division for a building permit.

Please keep these things in mind when preparing the preliminary plans:

Development Standards- The City's requirements for floor area, lot coverage, setbacks, and similar standards are summarized in a handout available at [http://www.sanbruno.ca.gov/Glenview\\_rebuild.html](http://www.sanbruno.ca.gov/Glenview_rebuild.html)

Residential Design Guidelines- All rebuilt properties must comply with the Guidelines. They are also available at [http://www.sanbruno.ca.gov/Glenview\\_rebuild.html](http://www.sanbruno.ca.gov/Glenview_rebuild.html)

Survey- The City has completed a boundary survey and topographic survey. Owners or project designers can contact the Engineering Division to receive the survey in print (hard copy) or electronically to use as a reference during the project design stage. If you have any questions on the survey, contact Ray Razavi, Acting City Engineer at 650-616-7075 or email at [razavi@sanbruno.ca.gov](mailto:razavi@sanbruno.ca.gov).

The survey will show most easements but the designer will also need to research any additional easements on the property and ensure that all improvements are located outside of easements. Please include all easements on the site plan.

Wildland-Urban Interface – New homes located adjacent to the canyon on Claremont Drive and Glenview Drive will be required to utilize non-combustible exterior building materials. This includes use of cement roof tiles, metal roofing, cement fiber, slate or other non-combustible roofing. Exterior building finish can be stucco, cement fiber (Hardi-Plank, CertainTeed, GAF, etc.), or other non-combustible materials. For patio areas, use concrete, stone or pavers. If you have questions, contact Gary Lepori, Building Official at 650-616-7076 or [glepori@sanbruno.ca.gov](mailto:glepori@sanbruno.ca.gov).

### **Step 3: Formal Submittal- Architectural Review Committee**

*A planner will determine whether this step applies to your project. Many projects will skip this step.*

The expedited review process is related to the timing for review of projects, but does not change the development standards or design expectations for single-family houses. The City has a number of thresholds related to floor area, parking, and related standards. When a project exceeds any of the thresholds, it is subject to review and a public hearing to ensure that it meets the community's design standards. In the Crestmoor neighborhood, the Architectural Review Committee reviews each project individually and evaluates the proposed design in its specific context. During this process, planning staff may make recommendations on the project and the Architectural Review Committee may require design changes or additional conditions of approval.

The submittal checklist for review by the Architectural Review Committee is available at [http://www.sanbruno.ca.gov/Glenview\\_rebuild.html](http://www.sanbruno.ca.gov/Glenview_rebuild.html)

Once you submit your application and staff deems the plans complete, staff will schedule a special Architecture Review Committee meeting. The timeline is typically 3-4 weeks. For additional information, please contact the Planning Division at 650-616-7074 or email [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov).

### **Step 4: Submittal for a Building Permit**

The Building Division will review your project for compliance with the building code. The submittal requirements include plans, structural calculations, Title 24, California Green Building Standards Code - Tier 1, and geotechnical soils report. A more detailed list of submittal requirements is available at [http://www.sanbruno.ca.gov/Glenview\\_rebuild.html](http://www.sanbruno.ca.gov/Glenview_rebuild.html). Please note that Title 24 and the Tier 1 green building checklists shall be included on full size sheets in the plan set. An architect or engineer may be required for structural calculations.

Staff has committed to an expedited plan review process. Anticipate 1-2 weeks for plan review comments. If you have any questions or for additional information, please contact the Building Division at 650-616-7076.

Additional information about building permit submittals:

Building Code - The City Council adopted the 2010 California Codes. Homes shall be designed to comply with the new codes.

Green Building - Projects shall also include the new Green Building Standards Code, Tier 1, as adopted by the City of San Bruno. Submit the completed checklist within the building permit plans. The checklist and directions are available under Forms at:

[http://www.sanbruno.ca.gov/comdev\\_bldgInspection.html](http://www.sanbruno.ca.gov/comdev_bldgInspection.html).

The entire California Green Building code is also available at:

[http://www.documents.dgs.ca.gov/bsc/CALGreen/2010\\_CA\\_Green\\_Bldg.pdf](http://www.documents.dgs.ca.gov/bsc/CALGreen/2010_CA_Green_Bldg.pdf).

Soils Report - A geotechnical soils report will be required with the building permit submittal. The geotechnical report shall provide requirements for foundation, retaining wall, and other structure designs. Soil or geological conditions can vary from lot to lot. Make sure your project is designed appropriately for the site conditions.

Utility Connections - The pre-existing private sanitary sewer lateral will need to be replaced with a new sanitary sewer lateral and cleanout per City Standard Detail SS-01.

A new 1.5-inch water service and meter shall be installed per City Standard Detail W-05.

On-Site Drainage- Storm water from new and existing roof down spouts and other on-site drainage, shall be collected and drained to an underground storm water system or through an under sidewalk curb drain to the gutter.

Erosion and Stormwater - An erosion control plan and storm water pollution prevention plan is required during construction. The erosion control plan shall be submitted with the building permit submittal. The applicant shall show existing storm drain inlets and other storm water collection locations protected by silt screens or silt fence on the plan. The work shall conform to the current NPDES requirements.

If you have questions on utility connections, drainage, or erosion and stormwater measures, please contact Nader Dahu, Associate Engineer at 650-616-7047 or [ndahu@sanbruno.ca.gov](mailto:ndahu@sanbruno.ca.gov).

**Step 5: Submittal for Fire Sprinklers**

A NFPA 13D fire sprinkler system is required for all new homes. The coverage shall include standard 13D fire sprinkler requirements, plus coverage to the garage and a single pilot head to the attic.

Submit plans to the Building Division for a Fire Sprinkler Permit. The plans shall be submitted prior to the issuance of the building permit for the residence. For fire flow information or to ask questions, contact the Fire Marshall Jim Allan at 650-616-7093 or [jallan@sanbruno.ca.gov](mailto:jallan@sanbruno.ca.gov).

**Step 6: Pre-Construction Meeting**

When the plans and supporting materials are approved, contact the project planner to schedule a pre-construction meeting. The property owner, contractor, and designer should attend the meeting. Staff will review the plans and inspection process, and answer any questions.

**Step 7: Permit Issuance**

An Encroachment Permit is required from the Public Works Department for all work in the City's public right-of-way. The Encroachment Permit must be issued before the building permit can be issued.

Building Division staff will issue the building permit once the plans are approved, the Encroachment Permit has been issued, and the Fire Sprinkler plans have been submitted.

Please do not hesitate to contact the Community Development Department at 650-616-7074 if you have questions on the process. This handout is available online at [http://www.sanbruno.ca.gov/Glenview\\_rebuild.html](http://www.sanbruno.ca.gov/Glenview_rebuild.html)



# CITY OF SAN BRUNO

567 El Camino Real

San Bruno, CA 94066

Voice: (650) 616-7074 § Fax: (650) 873-6749

[www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)

TO: All Users of the San Bruno Zoning Ordinance

FROM: San Bruno Community Development Department

SUBJECT: Single-family and Two-family Residential Additions and New Construction

## **BACKGROUND**

In previous decades, San Bruno experienced a surge of massive building additions to existing houses. Too often, these additions were so large they impacted the adjacent houses, blocked views, changed the character of the neighborhood, or did not provide adequate off-street parking.

In addition, several new houses were either constructed or proposed on steep hillside properties. This type of construction presents other problems, including blocking views of existing neighbors or changing the terrain in order to construct larger houses.

Ordinance 1520 was created in 1990 to help address these issues and allow the public to be informed on significant construction in their surrounding neighborhood. Along with the development regulations in the Zoning Ordinance, Ordinance 1520 helps protect San Bruno residents from the major abuses caused by "overbuilding" of residential lots.

## **PURPOSE**

The city of San Bruno is a well-established residential community of predominantly single family homes. Significantly oversized residential structures are incompatible with the character of this residential community, and are not in harmony with the principles of high quality neighborhoods. This is intended to accomplish the following:

- Enhance the identity of residential neighborhoods.
- Assure provision of light and air to individual residential parcels.
- Assure a reasonable level of compatibility in scale of structures within residential neighborhoods.
- Establish and preserve spatial relationship(s) between structures, between structures and adjacent streets, and within neighborhoods.
- Address residential parking for non-conforming structures seeking extensive expansion or remodeling.
- Prohibit the loss of interior housing space through the creation of excessive residential storage or parking garages.
- Control development of hillside lots and lands, preserve buildings suited for natural hillside surroundings, and recognize differences between hillside developments and flat land developments.
- Preserve the city's dwindling stock of affordable housing.

**WHO ENFORCES THE ORDINANCE?**

The Planning Division will review all plans for new construction and additions to single-family and two-family houses for general compliance with the new ordinance, as well as other zoning regulations. Preliminary meetings are encouraged before applications are filed. If any of the outlined criteria are exceeded, the Planning Division will help the applicants through the Planning process. If no planning approvals are needed, the applicants only need to secure building permits.

Following Planning Division approval (if needed), the Building Division reviews all plans for compliance with the Uniform Building Code, Plumbing Code, Electrical Code, and Mechanical Code, in the same manner as always and issues a building permit at which time construction can proceed. The process to obtain a building permit for a residential addition includes:

- Three (3) sets of plans and two (2) set of energy calculations submitted to Building Division for Plan Check. Four (4) sets of plans are required if the project received Planning Commission approval.
- Plans routed to City departments
- If needed, a correction list is returned to the applicant. These issues must be corrected and plans resubmitted.
- Once corrections are made (if needed), Building Permit is issued and construction can begin.

For further information regarding the Building Permit process, please call (650) 616-7076.

**DEFINITIONS**

In order to communicate in a consistent manner, some definitions are included to clarify terms that are used in this document.

**GROSS LOT SIZE**

Establish the gross lot size by multiplying the length of the property by the width. This will give the square footage of the lot. Some lots will not be perfect rectangles, requiring some extra calculations or outside help.

$$\frac{\text{Lot width}}{\text{Lot width}} \times \frac{\text{Lot Length}}{\text{Lot Length}} = \frac{\text{Gross Lot Area}}{\text{Gross Lot Area}}$$

**ADJUSTED LOT AREA AND PERMITTED FLOOR AREA**

The maximum permitted floor area is inversely proportional to size and slope of a lot. Check Chart 1 to find the adjustment factor that accords with the gross lot size and then multiply by the corresponding Floor Area Ratio (FAR) from Chart 2 (The average slope of the lot will determine the maximum FAR).

\*\*See examples on page 9 and refer to Charts 1 and 2 on page 10.

$$\frac{\text{Gross Lot Area (From Above)}}{\text{Gross Lot Area (From Above)}} \times \frac{\text{Adj. Factor (Chart 1)}}{\text{Adj. Factor (Chart 1)}} = \frac{\text{Adjusted Lot Area}}{\text{Adjusted Lot Area}} \times \frac{\text{Maximum FAR (Chart 2)}}{\text{Maximum FAR (Chart 2)}} = \frac{\text{Maximum Permitted Floor Area}}{\text{Maximum Permitted Floor Area}}$$

**EXISTING FLOOR AREA**

The total floor space of all floors of a building or buildings measured to the outside surfaces of the building, including but not limited to exterior walls, the attached/detached garage, and other accessory buildings on the lot greater than 120 sq. ft. The following non-habitable spaces are not included: Chimneys, open decks and patios, uninhabitable attic floors, unenclosed porches, unexcavated basements.

**LOT COVERAGE**

The total amount of lot area covered by structures. Unlike floor area, this square footage only accounts for all ground-floor square footage and upper-floor square footage protruding over the ground-floor, including, but not limited to: the main structure, accessory buildings, storage sheds, covered patios, and porches.

$$\frac{\text{Maximum Permitted Floor Area (From page 2)}}{\text{80\% for R-1 / 100\% for R-2}} = \text{Maximum Allowable Lot Coverage}$$

**HABITABLE FLOOR AREA**

Any enclosed floor area in the house, garage, or accessory building having any potential living space with minimum dimensions of 8' by 10' and at least 7.5' of head room.

**NON-HABITABLE FLOOR AREA**

Any enclosed floor area in the house, garage, or accessory that is not defined as "habitable." Examples include chimneys, open decks and patios, uninhabitable attic floors, unenclosed porches, and unexcavated basements.

**GARAGE OR CARPORT**

A covered area at least 10 feet by 20 feet, designed and usable for storage of motor vehicles and accessible to an improved street

**STORY**

That portion of any building included between the surface of any floor and the surface of the next floor above it. If there is no floor above it, the space between such floor and the ceiling shall constitute a story.

**FIRST STORY**

The lowest story in a residence, wherein at least 50% of any one wall of that story is four (4) feet above grade.

**WHAT IS THE BASIC PROCESS USED TO IMPLEMENT THE ORDINANCE?**

The majority of new construction or additions to single-family houses or two-flats are processed by obtaining the necessary building permits.

For construction of new homes or additions to existing houses that exceed the thresholds outlined on pages 5 and 6, the Conditional Use Permit process is used. For additions or new construction that encroach into the required setbacks on page 7, the Variance or Minor Modification process is used.

The Conditional Use Permit and Variance applications require an applicant to present plans for public review by the San Bruno Planning Commission, a seven-member commission appointed by the City Council. Prior to the Planning Commission meeting, the Architectural Review Committee reviews the plans and comments on the architectural merits of the project. In addition, property owners within 300 feet of the site of the proposed construction are notified of the hearing and can provide input if they wish.

Minor Modifications applications are noticed to neighbors within 300 feet, however, these are only heard in front of the Architectural Review Committee or the Planning Commission (not both). All of the above processes take approximately two to three months from the time of submittal and consist of the following:

***PROJECT SUBMITTAL & FEES***

The applicant shall pay fees and submit an application following the requirements established on the "Application to the Planning Commission."

***ARCHITECTURAL REVIEW COMMITTEE MEETING***

This Committee consists of three of the seven Planning Commission members. This meeting will focus on the architectural merits of the project. At this meeting the project will be either forwarded to the Planning Commission meeting or continued to a later Architectural Review meeting. City staff and Committee members may visit the site before this meeting

***NOTICES OF PUBLIC HEARING***

Notices of the project and proposed plans will be mailed to property owners within 300 feet of the subject property and posted in the San Mateo Daily Journal.

***PLANNING COMMISSION MEETING***

This Commission will look at all impacts of the project, both architecturally and in regards to traffic, land use, parking, noise, etc. City staff and Committee members may visit the site before this meeting. The meeting will consist of:

- Staff entering their report and recommendation
- The applicant's statement
- Public comment
- Planning Commission discussion - Conditional Use Permits and Variances can be approved, denied, or approved with conditions to help reduce any negative impacts on the immediate neighborhood or the community at large. There is a ten (10) day appeal period following any approval or denial.

**CONDITIONAL USE PERMIT**

The following is a list of criteria established by Ordinance 1520. If any of these criteria are exceeded, a Conditional Use Permit will need to be approved by the San Bruno Planning Commission in a manner as previously stated. In order to streamline the planning process, the Planning Commission will hear applications that exceed one or more of the following development criteria.

***A NEW OR EXPANDED HOUSE OR TWO-FLAT WHICH PROPOSES EXCEEDING THE FOLLOWING CRITERIA WILL REQUIRE A CONDITIONAL USE PERMIT:***

- 1) For an existing single-family house or two-flat, any expansion of more than fifty percent (50%) of the existing floor area (regardless of any other requirements or conditions).
- 2) For new or expanded houses or two-flats which propose more than the maximum allowable floor area:
  - a) 5,000 square foot, flat lot is allowed up to a total of 2,750 gross square feet.
  - b) 2,500 square foot, flat lot is allowed up to a total of 1,650 gross square feet.
  - c) Other lots determined by multiplying the existing lot size by the figures in Chart 1 and Chart 2 on page 10, with maximum square footage inversely proportional to size and slope of a lot. (Use worksheet on page 2).
- 3) Parking - For expanded houses or two-flats which propose more than maximum allowable floor area without providing required off-street parking:
  - a) Any expansion of gross square footage for a house or two-flat which does not provide any off-street parking.
  - b) Expansion resulting in a floor area greater than 1,825 square feet, excluding the garage area, for a house or two-flat with only one (1) off-street parking space per unit.
  - c) Expansion resulting in a floor area greater than 2,800 square feet, excluding the garage area, for a house or two-flat with only two (2) off-street parking spaces per unit. Tandem parking can be allowed by a parking exception provided the applicant demonstrates a hardship with the parking standards.
- 4) For a new or expanded house or two-flat which exceeds the maximum lot coverage by buildings:
  - a) In the R-1 zoning district, the maximum allowable lot coverage is 80% of maximum allowable floor area, as calculated in the above Criteria 2 (a-c).
  - b) In the R-2 zoning district, the maximum allowable lot coverage is 100% of maximum allowable floor area, as calculated in above Criteria 2 (a-c).
- 5) For a new or expanded house or two-flat which proposes a third story.
- 6) For a new or expanded house or two-flat which proposes to exceed the maximum height of buildings:
  - a) A height of 28 feet (reduced from 35 feet) for lots with less than a 20% slope.

- b) A height of 26 feet for lots with a downslope of more than 20%.
  - c) A height of 30 feet for lots with an up slope of more than 20%.
- 7) Second -story additions that would result in the following:
- a) A second-story with transparent windows, decks or other openings adjacent to an abutting property which has a side yard greater than ten (10) feet.
  - b) A second-story whose front plane is not set back at least five (5) feet further than the front setback of the first story.
  - c) A second-story front deck which is:
    - i) Larger than 72 square feet, or having a front depth greater than six (6) feet;
    - ii) Not set back at least 18 inches from the face of the first floor, or;
    - iii) Does not provide a solid vertical surface around the bottom 18 inches of the deck.
- 8) For a new or expanded single-family dwelling which proposes to construct or expand an accessory building and/or parking garage exceeding 600 sq. ft. or for the storage of more than three (3) automobiles.

**\*\*NOTE:** The City includes all incremental alterations, additions, or expansions of single-family residential structures after September 26, 1988 and on two family residential structures after September 26, 1990. All additions after these dates shall be aggregated and calculated as a single addition or expansion. This will affect Criteria 1 (above on page 5), 50% expansion.

### **VARIANCE**

The Planning Commission may grant applications for a Variance from the strict application of the terms of the zoning ordinance. The Planning Commission must find that because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the zoning ordinance will deprive the property of privileges enjoyed by other properties in the vicinity and under similar zoning classifications. The Variance, if granted, shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the area.

***ANY NEW CONSTRUCTION THAT ENCROACHES INTO THE FOLLOWING REQUIRED SETBACKS WILL REQUIRE A VARIANCE.***

- 1) FRONT YARD
  - a) 15 feet from front property line to front of main structure.
  - b) 20 feet from back edge of the sidewalk to front of garage (Size of driveway).
- 2) SIDE YARD
  - a) 5 feet from side of main structure to side property line (Interior side).
  - b) 10 feet from side of main structure to side property line (Corner side if applicable).

- 3) REAR YARD
  - a) 10 feet from back of main structure to rear property line.

**\*\*NOTE:** There is a provision for exception to the setback requirement if the lot is less than 50 feet wide. The width of the required side yard may be reduced by 10% of the width of the lot, but in no case, less than three (3) feet.

#### **MINOR MODIFICATION**

A Minor Modification does not require a public hearing or review by both the Architectural Review Committee and the Planning Commission, however it does require a public hearing and approval by one of the boards (usually the board that meets first).

#### ***EXCEEDING ANY OF THE FOLLOWING CRITERIA WILL REQUIRE A MINOR MODIFICATION.***

- 1) Exceeding the otherwise applicable maximum lot coverage
  - a) To allow more than fifty percent (50%) lot coverage for lots 2,500 sq. ft. or less
  - b) To allow not more than 48% lot coverage for lots larger than 2,500 sq. ft.
- 2) Failing to meet the minimum side or rear setback requirements by not more than two (2) feet.

#### **WHEN IS AN ARCHITECTURAL REVIEW PERMIT REQUIRED?**

The Architectural Review Board is a three-member subcommittee of the Planning Commission. They review the exterior of buildings for compatibility of materials and general consistency with the character of individual neighborhoods, and thereupon issue Architectural Review Permits.

Under the new ordinance, an Architectural Review Permit is required for single-family and two-family dwellings under the following conditions:

- 1) For all construction and expansions, which also require a Conditional Use Permit, Variance, Parking Exception, or Minor Modification as indicated in the proceeding sections.
- 2) For all expansions to existing single-family houses and two-flats which increase the residence by more than 1,000 square feet, regardless of whether a Conditional Use Permit is required.
- 3) For all expansions or new construction of single-family houses or two-flats which will result in a residence of more than 3,000 gross square feet, regardless of whether a Conditional Use Permit is required.

#### **WHEN IS A PARKING EXCEPTION ALLOWED?**

A Parking Exception is a minor form of a zoning variance relating specifically to off-street parking standards. For the residential districts, each off-street parking space should consist of a 10 foot wide by 20-foot long covered parking space. The driveway apron is not considered off-street parking and tandem parking is not considered two spaces, however, tandem parking can be allowed by a Parking Exception.

The process to obtain a Parking Exception is similar to that of the Conditional Use Permit process, with public notification and review before the Planning Commission.

### **STANDARD ZONING REQUIREMENTS**

Single-family houses are permitted in both the R-1 and the R-2 Zoning Districts, while two-family houses are allowed on larger lots in the R-2 Zoning District. Standard zoning requirements include:

Minimum lot area for interior lot in R-1 or R-2 district:	5,000 sq. ft.
Minimum lot area for corner lot in R-1 or R-2 district:	6,000 sq. ft.
Minimum lot area for two-family house in R-2 zoning district:	5,800 sq. ft. (2,900 sq. ft./per unit)
Minimum lot width for interior lot in R-1 or R-2 district:	50 feet
Minimum lot width for corner lot in R-1 or R-2 district:	60 feet
Minimum front yard setback for ground floor of single-family or two-family house:	15 feet
Minimum setback for garage: (from back of sidewalk for R-1 and R-2)	20 feet
Minimum side yard setback for ground floor of single-family or two-family house:	5 feet
Minimum side yard setback for corner lot facing a street:	10 feet
Minimum rear yard setback for single-family or two-family house:	10 feet
Maximum coverage by impervious surface in R-1 zoning district:	80 percent
Maximum coverage by impervious surface in R-2 zoning district:	85 percent

**EXAMPLES OF PERMITTED FLOOR AREA UNDER SAN BRUNO ORDINANCE**

The permitted Floor Area of single-family and two-flats is determined by multiplying the Adjusted Lot Size (from Chart 1 on page 10) by the Floor Area Ratio corresponding to the slope of the lot (from Chart 2 on page 10). Some examples are listed below:

**Example #1: Standard Flat Lot**

Lot Size = 5,000 square feet Adjustment Factor = 1.00 (from Chart 1)

Lot Slope = less than 10%

Floor Area Ratio = 0.550 (from Chart 2)

Max. Floor Area =  $5,000 \times 1.00 \times 0.550 = 2,750$  sq. ft.

Max Lot Coverage =  $2,750$  sq. ft.  $\times .80 = 2,200$  sq. ft.

**Example #2: Substandard Flat Lot**

Lot Size = 2,500 square feet Adjustment Factor = 1.20 (from Chart 1)

Lot Slope = less than 10%

Floor Area Ratio = 0.550 (from Chart 2)

Max. Floor Area =  $2,500 \times 1.20 \times 0.550 = 1,650$  sq. ft.

Max Lot Coverage =  $1,650$  sq. ft.  $\times .80 = 1,320$  sq. ft.

**Example #3: Non-standard Lot**

Lot Size = 12,000 square feet

Adjustment Factor = 0.64 (from Chart 1)

Lot Slope = 40%

Floor Area Ratio = 0.407 (from Chart 2)

Max. Floor Area =  $12,000 \times 0.64 \times 0.407 = 3,126$  sq. ft.

Max Lot Coverage =  $3,126$  sq. ft.  $\times .80 = 2,501$  sq. ft.

**CHART 1**  
**LOT ADJUSTMENT FACTOR**

**CHART 2**  
**MAXIMUM ALLOWABLE FLOOR AREA**

<u>Lot Size **</u>	<u>Adjustment Factor</u>	<u>Average Slope (Percent)</u>	<u>Floor Area Ratio (FAR)</u>
2,500	1.20	<10	.550
3,000	1.16	10	.550
3,500	1.12	11	.545
4,000	1.08	12	.541
4,500	1.04	13	.537
5,000	1.00	14	.533
5,500	0.97	15	.529
6,000	0.94	16	.524
6,500	0.91	17	.519
7,000	0.88	18	.514
7,500	0.85	19	.509
8,000	0.82	20	.505
8,500	0.79	21	.500
9,000	0.77	22	.495
9,500	0.75	23	.490
10,000	0.73	24	.485
10,500	0.71	25	.480
11,000	0.68	26	.475
11,500	0.66	27	.470
12,000	0.64	28	.465
12,500	0.62	29	.460
13,000	0.61	30	.456
13,500	0.60	31	.451
14,000	0.59	32	.446
14,500	0.58	33	.441
15,000	0.57	34	.436
15,500	0.56	35	.432
16,000	0.55	36	.427
16,500	0.54	37	.422
17,000	0.53	38	.417
17,500	0.52	39	.412
18,000	0.51	40	.407
18,500	0.50	41	.402
19,000	0.49	42	.397
19,500	0.48	43	.392
20,000	0.47	44	.387
>20,000	0.47	45	.383
		>45	.380

\*\* Round lot size to nearest 500 sq. ft interval.

# City of San Bruno RESIDENTIAL DESIGN GUIDELINES



Effective on  
April 22, 2010

**Cover Photos**

The houses shown on the cover illustrate the wide and rich diversity of San Bruno's housing constructed over the past century.

**TABLE OF CONTENTS**

**1. INTRODUCTION**

Goals ..... 5  
Applicability ..... 5  
Relationship to Other Plans and Regulations..... 5  
Setting ..... 6  
Community Expectations..... 7  
Definition of Neighborhood ..... 7  
Basic Design Principles..... 8

**2. DEVELOPMENT REVIEW FRAMEWORK**

Development Standards Summary..... 9  
Definitions ..... 10  
Conditional Use Permit ..... 11  
Variances..... 12  
Minor Modification ..... 12  
Parking Exception..... 12  
Review Process ..... 12  
City Staff Support ..... 14

**3. DESIGN GUIDELINES**

3.1 Neighborhood Compatibility ..... 15  
3.2 Setbacks ..... 16  
3.3 Parking..... 18  
3.4 Architectural Style..... 21  
3.5 Building Forms..... 23  
3.6 Second Floor Treatment..... 27  
3.7 Entries ..... 28  
3.8 Doors and Windows..... 30  
3.9 Materials and Colors..... 32  
3.10 Architectural Details ..... 34  
3.11 Accessory Structures ..... 35  
3.12 Open Space and Landscaping..... 36  
3.13 Privacy and Solar Access..... 37

**4. SUSTAINABLE DESIGN**

4.1 Intent ..... 39  
4.2 Techniques and Materials for Green Building..... 39  
4.3 Resources..... 40  
4.4 Check List..... 41

**5. GLOSSARY**

Definitions ..... 45

**APPENDICES**

A Submittal Requirements  
B Small Lot Development Examples  
C Quick Fixes  
D Landscape Guidelines

## ACKNOWLEDGMENTS

---

### CITY COUNCIL

Jim Ruane	Mayor
Ken Ibarra	
Rico E. Medina	
Irene O'Connell	
Michael Salazar	
Larry Franzella	Former Mayor

---

### PLANNING COMMISSION

Rick Biasotti  
Kevin Chase  
Mary Lou Johnson  
Bob Marshall, Jr.  
Sujendra Mishra  
Perry Petersen  
Joseph Sammut

---

### CITY STAFF

Connie Jackson	City Manager
Pamela Thompson	City Attorney
Aaron Aknin	Community Development Director
Lisa Costa Sanders	Acting Planning Manager
Laura Russell	Associate Planner
Matt Neuebaumer	Assistant Planner

---

### CONSULTANT

Larry L. Cannon	Cannon Design Group <i>Sausalito, California</i>
-----------------	---

## INTRODUCTION

San Bruno enjoys a wide diversity in its housing stock - from modest cottages and historic quality structures built in the early Twentieth century to Post War modern subdivisions. Since many of the houses have been constructed as part of the subdivisions of their time, individual neighborhoods often have their own distinct scale and character. The city's strategic location along rail lines serving the San Francisco Peninsula, within easy commuting distance of San Francisco's job market, and near the San Francisco International Airport has influenced both the types of residents and the homes they have lived in.

Today, with the increased scarcity of housing sites on the Peninsula, and the trend toward larger homes and more cars, some of the city's neighborhoods are experiencing substantial remodeling and expansion of existing homes and the construction of new houses. These design guidelines have been developed to encourage and facilitate these changes in a manner that is respectful of the city's neighborhoods and supportive of enhancing San Bruno's housing to serve the needs of today's residents.

*For homeowners who would like to make some improvements to their property, but are unsure of where to start, some Quick Fix examples are shown in Appendix C.*

## APPLICABILITY

These design guidelines will be applied by the city's planning staff, Planning Commission, and City Council in evaluating changes to existing homes, and for new single-family residential construction.

They are applicable to the exterior design of all single-family and two-family residences in the city that require discretionary approval or a building permit.

## RELATIONSHIP TO OTHER PLANS AND REGULATIONS

While the city's General Plan and Zoning Ordinance bring uniformity and fairness to the regulation of the community's housing and commercial building stock, they are not adequate to address the many unique conditions that result from the city's long history and great diversity. The General Plan and Zoning Ordinance will continue to be followed as the primary regulatory documents.

The Basic Design Principles found on page 8 are the direct link between the Zoning Code and the Residential Design Guidelines. It is a Zoning Code requirement that all exterior changes requiring a building permit be consistent with the Basic Design Principles. A majority of this document is dedicated to assisting property owners in meeting these principles. Various other requirements of the Zoning Code are referenced throughout the document. Please note that these references are not an exhaustive list of Zoning Code requirements. Applicants should always contact planning staff early on in the process.

*For questions and assistance, please contact:*

*Community Development Department*

*567 El Camino Real*

*San Bruno, CA 94066*

*(650) 616-7074*

*Web: [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)*

*E-mail: [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov)*

## GOALS

The standards and guidelines contained in this document are intended to accomplish the following:

- Enhance the identity of the city's residential neighborhoods.
- Assure provision of light and air to individual residential parcels.
- Assure a reasonable level of compatibility in scale of structures within residential neighborhoods.
- Establish and preserve spatial relationships between structures, between structures and adjacent streets, and within neighborhoods.
- Address residential parking for non-conforming structures seeking extensive expansion or remodeling.
- Control development of hillside lots and lands, preserve buildings suited for natural hillside surroundings, and recognize differences between hillside developments and flat land developments.
- Encourage the construction of Green Buildings.
- Streamline the development review process by more clearly communicating community expectations to property owners and builders.

### SETTING

Bisected as it is by the El Camino Real (the King's Highway), San Bruno traces its development roots back to the Nineteenth Century with significant development beginning in the first decade of the Twentieth Century following increased road and rail links to nearby San Francisco and cities to the south on the Peninsula.

The city's first subdivision, the San Bruno Park Addition, was constructed in the early 1900's on 25 foot by 100 foot lots. Additional early subdivisions were located principally near the El Camino Real and the rail lines nearby to the east, but development was spotty until the 1906 San Francisco Earthquake and Fire brought increased residential development to San Bruno.

Homes built during these early years were characteristic of the housing being constructed elsewhere in the San Francisco Bay Area with a strong preference for recognizable traditional residential architectural styles. In some subdivisions there was a wide diversity of architectural styles represented, a characteristic that survives today in many older areas of the city.

Traditional and modernist styles prior to World War II were followed by popular Ranch Style homes after the war in subdivisions with larger lots. Designs were simple with less architectural detail than many of the earlier homes. Houses in these later subdivisions were largely built over a relatively short time period, and thus tended to contain less diversity of architectural styles than the early developments.

The challenge is to respect the special qualities of the city's development history while accommodating today's needs and desires.



### NEIGHBORHOOD PLANNING AREAS

- 1. Pacific Heights**  
**Portola Highlands**  
**Western Sphere of Influence**
- 2. Rollingwood**  
**Monte Verde**
- 3. Crestmoor**
- 4. Huntington Park**  
**Parkview**
- 5. Mills Park**
- 6. Bayhill**  
**The Crossings**  
**Tanforan**  
**San Bruno Park**  
**Lomita Park**
- 7. Belle Air**  
**Eastern Sphere of Influence**



*Older neighborhoods include both standard and substandard lots within an urban block pattern*



*Post-War neighborhoods include subdivisions with curved streets and culs-de-sac*

## COMMUNITY EXPECTATIONS

The review and approval of new homes and of additions to existing homes involves a balancing of the concerns and interests of the applicant with those of surrounding neighbors who have invested in their homes over the years. The review process seeks to accommodate the applicants' unique needs while ensuring that the special qualities of San Bruno's neighborhoods are respected.

Increasingly, larger homes are becoming the norm in Bay Area communities. Many are located in older neighborhoods which were developed at a time when smaller homes were common, and styles were more modest in their outward appearance. The city believes that larger homes are a natural transition that can be accommodated, but that they should not be allowed to overwhelm their neighbors.

These design guidelines are intended to assist homeowners and builders in designing their projects with sensitivity to their neighbors, and to communicate the community's expectations regarding new residential construction. The primary community expectations are encompassed by the Basic Design Principles outlined on the following page.

## DEFINITION OF NEIGHBORHOOD

Neighborhoods can be viewed from a variety of perspectives, including social, development history, elementary school attendance, physical character and many others.

With respect to the visual compatibility of any individual house, it is most often the home's immediate surroundings that determine whether it appears to be a good neighbor or an unwelcome intrusion. When evaluating the appropriateness of a proposal, the city will give the greatest weight to how it fits into its immediate surroundings, generally defined as the block on which it sits (i.e., adjacent homes on the same block face and homes immediately to the rear of the site) and homes across the street from the site. In the case of corner lots, the visual context may be slightly larger.

In some cases where the site is part of a tract of land developed over a relatively short period of time with several homes of similar size and style, that broader context may be viewed for new project compatibility.

However, common sense must prevail. Isolated houses or groups of houses that have changed the essential size, bulk and character of an original housing tract may not be used as examples to justify similar changes elsewhere in the area that would not be viewed in context with the new development.

If in doubt as to the neighborhood context that will be considered, applicants should consult with planning staff early in the design process.

### BASIC DESIGN PRINCIPLES

**These design principles should be followed for all residential exterior improvements, additions, and new construction projects. They are the basis for all of the following design guidelines.**

**In the event that the specific guidelines do not clearly address a given condition, the Basic Design Principles will be used by the planning staff, Architectural Review Committee, Planning Commission, and City Council to evaluate the acceptability of a proposed project.**

#### 1. Reinforce prevailing neighborhood development patterns

Maintain a sense of neighborhood by utilizing setbacks, garage placement, and entry types that are sympathetic to those common in the neighborhood.

#### 2. Respect the scale, bulk and character of homes in the adjacent neighborhood

Buildings should be sympathetic to the predominant building forms and scale of their neighborhoods, including but not limited to, height, bulk, character, building form, roof form and orientation, window treatments, materials, and colors. Architectural styles, elements, and shapes need not necessarily be the same as those on adjacent and nearby homes, but improvements should avoid unnecessary visual conflicts.

#### 3. Design homes to respect their immediate neighbors

Every project should be respectful of adjacent homes and neighbors. New development should avoid privacy, noise, light and visual conflicts with adjacent uses to the maximum degree pos-

sible. Special care should be given to avoid large building volumes and tall blank walls immediately adjacent to one-story homes, and to placing and treating windows and site landscaping to minimize views into neighboring homes' windows and private outdoor spaces.

#### 4. Minimize the visual impacts of parking

Wherever possible, garages and their paved access drives should be subordinate to the entry and architecture of the house. Entry porches and active living space should have greater prominence than garages along street frontages.

In cases where garages are a major part of the street front in a neighborhood, existing patterns may be followed, but steps should be taken to soften the visual impact of the garage fronts. Solutions might include tandem parking to reduce garage width, landscaped divider strips in the paving between garage entries, dividing two-car garage faces into individual doors, adding landscaped trellises and lattices to soften garage fronts, and taking steps to provide special emphasis on the front entry to the house.

#### 5. Design homes with architectural identity

San Bruno has a rich diversity of architectural styles constructed over many decades. Some more recent homes have, however, been boxy and generic in style and character with little attention to architectural detail. The use of identifiable traditional residential architectural styles with windows and details appropriate to the style is strongly encouraged.

#### 6. Design homes with architectural integrity

Residential projects should be designed as 360 degree architecture with street facade materials and details carried around all sides of the structure to avoid a "false front" look and the presentation of unarticulated and unadorned facades to neighboring homes and public view.

#### 7. Design in an environmentally sensitive manner.

Plan windows and landscaping to minimize energy usage, and select materials which will reduce the consumption of nonrenewable resources.

#### 8. Use high quality materials and craftsmanship

Quality materials require less maintenance to remain attractive over time, and they convey a sense of pride in one's home.

#### 9. Preserve mature landscaping.

Wherever possible, mature trees and landscaping should be protected during construction and integrated into new landscape plans.

#### 10. Respect the predominant materials and character of front yard landscaping

In neighborhoods where there is a discernible landscape character along street fronts, new home landscaping should take that into consideration. The front setback area shall include living plant materials.

## DEVELOPMENT REVIEW FRAMEWORK

The current San Bruno Zoning Ordinance and other adopted residential development ordinances are the city's official framework for single and two-family residential development.

While the Zoning Ordinance establishes firm standards, subject to variances under special conditions, the city's other adopted ordinances require more discretionary review. These design guidelines are intended to assist both property owners and city decision makers in arriving at reasonable and informed decisions.

The current development framework is summarized in this chapter.

### DEVELOPMENT STANDARDS SUMMARY

Single-family houses are permitted in both the R-1 and R-2 Zoning Districts, while two-family houses are allowed on larger lots in the R-2 Zoning District.

The standards, and regulatory mechanisms which allow for exceptions under special circumstances, governing the review and approval process are summarized immediately below, and covered in detail following the summary.

### MAXIMUM PERMITTED FLOOR AREA

The maximum permitted floor area of a new house or existing house plus additions is inversely proportional to the size and slope of a lot. The maximum Floor Area Ratio (FAR) is determined by the formulas and two charts below. Follow these steps to determine the Maximum Permitted Floor Area for your lot (*San Bruno Municipal Code Section 12.200.050*).

#### Step 1: Calculate the Gross Lot Size

Establish the gross lot size by multiplying the length

of the property by the width. This will give the square footage of the lot. Some lots will not be perfect rectangles, requiring some extra calculations or outside help.

Lot Width	x	Lot Length	=	Gross Lot Area
-----------	---	------------	---	----------------

#### Step 2: Calculate the Adjusted Lot Area

Smaller lots are allowed a higher Floor Area Ratio (FAR) than large lots. Find your lot size in Chart 1 below.

#### Step 3: Calculate the Permitted Floor Area

The average slope of the lot will determine the maximum Floor Area Ratio (FAR). Use the following formula and Chart 2 below to determine the permitted floor area.

Gross Lot Area From above	x	Adj. Factor Chart 1	=	Adjusted Lot Area	x	Max. FAR Chart 2	=	Maximum Permitted Floor Area
---------------------------	---	---------------------	---	-------------------	---	------------------	---	------------------------------

CHART 1: LOT ADJUSTMENT FACTOR																			
Lot Size *	2,500	3,000	3,500	3,750	4,000	4,500	5,000	5,500	6,000	6,500	7,000	7,500	8,000	8,500	9,000	9,500	10,000	10,500	11,000
Adjustment Factor	1.20	1.16	1.12	1.10	1.08	1.04	1.00	0.97	0.94	0.91	0.88	0.85	0.82	0.79	0.77	0.75	0.73	0.71	0.68
Lot Size *	11,500	12,000	12,500	13,000	13,500	14,000	14,500	15,000	15,500	16,000	16,500	17,000	17,500	18,000	18,500	19,000	19,500	20,000	>20,000
Adjustment Factor	0.66	0.64	0.62	0.61	0.60	0.59	0.58	0.57	0.56	0.55	0.54	0.53	0.52	0.51	0.50	0.49	0.48	0.47	0.47

CHART 2: MAXIMUM ALLOWABLE FLOOR AREA																			
Average Slope (%)	<10	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27
Floor Area Ratio (FAR)	.550	.550	.545	.541	.537	.533	.529	.524	.519	.514	.509	.505	.500	.495	.490	.485	.480	.475	.470
Average Slope (%)	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	>45
Floor Area Ratio (FAR)	.465	.460	.456	.451	.446	.441	.436	.432	.427	.422	.417	.412	.407	.402	.397	.392	.387	.383	.380

**DEFINITIONS**

**Existing Floor Area**

The total floor space of all floors of a building or buildings measured to the outside surfaces of the building, including but not limited to exterior walls, the attached/detached garage, and other accessory buildings on the lot greater than 120 sq. ft., but excluding non-habitable spaces as defined below. Usable spaces such as rooms, closets, and cabinets under a run of stairs with a head room of at least 7’-6” will be counted in the floor area. The floor area of rooms with interior ceiling heights in excess of 15 feet will be counted twice.

**First Story**

The lowest story in a residence, wherein at least 50% of any one wall of that story is four (4) feet above grade.

**Garage or Carport**

A covered area at least 10 feet by 20 feet, designed and usable for storage of motor vehicles and accessible to an improved street.

**Habitable Floor Area**

Any enclosed floor area in the house, garage, or accessory building having a floor area that is not defined as non-habitable and head room of at least 7’-6”.

**Lot Coverage**

The total amount of lot area covered by structures. Unlike floor area, this square footage only accounts for all ground floor area, and upper floor areas protruding over the ground floor. It includes, but is not limited to: the main structure, accessory buildings, storage sheds, covered patios and porches.

<i>Maximum Permitted floor Area</i>	X	80% for R-1 100% for R-2	=	<i>Maximum Allowable Lot Coverage</i>
-------------------------------------	---	-----------------------------	---	---------------------------------------

**Non-Habitable Floor Area**

Chimneys, open decks and patios, uninhabitable attic floors, unenclosed porches, and unexcavated basements.

**Story**

That portion of any building included between the surface of any floor and the surface of the next floor above it. If there is no floor above it, the space between such floor and the ceiling shall constitute a story.

**Substandard Lot**

Any lot that does not meet the minimum area or dimensions set forth in the table to the right.

**ZONING STANDARDS**

The City of San Bruno Zoning Code sets forth standards for minimum lot size, lot width, building setbacks from property lines, and maximum lot coverage by structures. These standards will apply to most parcels and applications (*San Bruno Municipal Code Section 12.96.060 and 12.96.070*). Exceptions are outlined on the following pages.

<b>Minimum Lot Area</b>	Interior lot in R-1 or R-2 District	5,000 sq. ft.
	Corner lot in R-1 or R-2 District	6,000 sq. ft.
	Two-family house in R-2 District	5,800 sq. ft. (2,900 sq. ft./unit)
<b>Minimum Lot Width</b>	Interior lot in R-1 or R-2 District	50 feet
	Corner lot in R-1 or R-2 District	60 feet
<b>Minimum Front Yard Setback</b>	Ground floor for single-family or two-family house	15 feet
	Garage from back of sidewalk in R-1 or R-2 District	20 feet
<b>Minimum Side Yard Setback</b>	Ground floor of single-family or two-family house	5 feet
	Corner lot facing a street	10 feet
<b>Minimum Rear Yard Setback</b>	Single-family or two-family house	10 feet
<b>Maximum Coverage</b>	Impervious surface in R-1 District	80%
	Impervious surface in R-2 District	85%
	Impervious surface in a front yard	60%
<b>Parking</b>	Two-car garage or carport for each unit	
	For small and large lot parking exceptions, see Municipal Code Sections 12.100.090 and 12.200.080	

## CONDITIONAL USE PERMIT

Recognizing that individual lot size and shape, and other factors could pose a hardship to the construction of a house or addition that is comparable to others within the neighborhood, a series of thresholds have been established to allow consideration of applications that do not strictly meet the zoning standards. Homes exceeding these threshold criteria will require Planning Commission approval, and the issuance of a Conditional Use Permit.

Projects seeking Architectural Review Committee or Planning Commission approval will be subjected to increased scrutiny, relying heavily upon adherence to the design guidelines contained in this document.

**A new or expanded house or two-unit structure which proposes exceeding the following criteria will require a conditional use permit (San Bruno Municipal Code Section 12.200.030):**

### 1. Magnitude of Expansion

Expansion of more than 50% of the existing floor area - regardless of any other requirements or conditions.

*Note: The city includes all incremental alterations, additions, or expansions of single-family residential structures after September 26, 1988 and on two-family residential structures after September 26, 1990. All additions after these dates shall be aggregated and calculated as a single addition or expansion.*

### 2. Overall Size

Proposing more than the maximum allowable floor areas stated below:

a) A 5,000 square feet, flat lot is allowed up to a total of 2,750 gross square feet.

b) A 2,500 square feet, flat lot is allowed up to a total of 1,650 gross square feet.

c) Other lots determined by multiplying the existing lot size by the figures in Chart 1 and Chart 2 on page 9.

### 3. Parking

a) Proposing more than the maximum allowable floor area without providing required off-street parking:

- Any expansion of gross square footage which does not provide any off-street parking.
- Expansion resulting in a floor area greater than 1,825 square feet, excluding the garage area, with only 1 off-street parking space per unit.
- Expansion resulting in a floor area greater than 2,800 square feet, excluding the garage area, with only 2 off-street parking spaces per unit.

*Tandem parking can be allowed by a Parking Exception (see below) provided the applicant demonstrates a hardship with the parking standards.*

b) New construction of a house on a substandard lot with greater than 1,825 square of floor area, excluding the garage, and one covered parking space.

*On a substandard lot, a new house with a one-car garage is permitted (by right) if the living area is less than 1,825 square feet (San Bruno Municipal Code Section 12.100.090).*

### 4. Lot Coverage

Exceeding the maximum lot coverage by buildings:

a) In the R-1 District, the maximum allowable lot coverage is 80% of the maximum permitted floor area, as calculated in above Criteria 2a through 2c.

### 5. Height

a) New or expanded houses or two-flats proposing a third story.

b) Proposals exceeding the following maximum permitted heights:

- 28 feet for lots with less than 20% slope
- 26 feet for lots with a down slope of more than 20%
- 30 feet for lots with an up slope of more than 20%

### 6. Second Story Additions

a) A second story with transparent windows, decks or other openings adjacent to an abutting property which has a side yard greater than 10 feet.

b) A second story front deck which is:

- Larger than 72 square feet, or having a front depth greater than 6 feet;
- Not set back at least 18 inches from the face of the first floor; or
- Does not provide a solid vertical surface around the bottom 18 inches of the deck.

### 7. Garage Size

Proposing to construct or expand an accessory building and/or parking garage exceeding 600 square feet or for the storage of more than 3 automobiles.

**VARIANCES**

The Planning Commission may grant applications for a Variance from the strict application of the terms of the zoning ordinance. The Planning Commission must find that because of special circumstances applicable to the property, including size, shape, topography, location, or surroundings, the strict application of the zoning ordinance will deprive the property of privileges enjoyed by other properties in the vicinity and under similar zoning classifications.

The Variance, if granted, shall not constitute a grant of special privileges inconsistent with the limitations upon other properties in the area (*San Bruno Municipal Code Section 12.124*).

Any new construction that encroaches into the following required setbacks will require a variance:

**1. Front Yard**

- a) 15 feet from front property line to front of main structure.
- b) 20 feet from back edge of the sidewalk to front of garage (*Size of driveway*).

**2. Side Yard**

- a) 5 feet from side of main structure to side property line (*Interior side*).
- b) 10 feet from side of main structure to side property line (*Corner side, if applicable*).

**3. Rear Yard**

- a) 10 feet from back of main structure to rear property line.

*Note: There is an exception to the setback requirement if the lot is less than 50 feet wide. The width of the required side yard may be reduced to 10% of the width of the lot, but in no case, less than 3 feet for an interior lot or 5 feet for a corner lot (San Bruno Municipal Code Section 12.84.170).*

**MINOR MODIFICATION**

A Minor Modification requires a public hearing and approval by either the Planning Commission or Architectural Review Committee - usually the board that meets first. However it does require a public hearing and approval by one of the boards - usually the board that meets first.

Exceeding any of the following criteria will require a Minor Modification:

1. Exceeding the otherwise applicable maximum lot coverage
  - a) To allow more than 50% lot coverage for lots 2,500 square feet or less.
  - b) To allow not more than 48% lot coverage for lots larger than 2,500 square feet.
2. Failing to meet the minimum side or rear yard setback requirements by not more than 2 feet.

**PARKING EXCEPTION**

A Parking Exception is a minor form of zoning variance relating specifically to off-street parking standards (*San Bruno Municipal Code Section 12.100.120*).

For the residential districts, each off-street parking space should consist of a 10-foot wide by 20-foot long covered parking space. The driveway apron is not considered off-street parking, and tandem parking is not considered two spaces. However, tandem parking can be allowed and counted by a Parking Exception.

The process to obtain a Parking Exception is similar to that of the Conditional Use Permit process, with public notification and review before the Planning Commission.

**REVIEW PROCESS****Staff Review**

Project review is conducted initially by the planning staff to ensure the completeness of the application and its conformance with the city's development regulations. Application materials will be forwarded to other city departments for their review and comments.

Applicants are strongly encouraged to meet with staff to discuss the project prior to the formal submittal of an application. This will allow the applicant's questions to be answered, and will allow staff to identify potential issues prior to the applicant's investment of time and money on formal submittal designs and drawings.

Staff will also work with applicants to identify and resolve potential site plan and design issues, based on these design guidelines and past Planning Commission actions. In some cases with special concerns, staff may call on the assistance of an outside peer review architectural consultant to work with staff and the applicant in meeting the intent of these design guidelines.

**Architectural Review Committee (ARC)**

When the application is complete and staff has determined that the submittal is ready for formal review, the project will be forwarded to the city's Architectural Review Committee. The applicant will meet with the ARC which is composed of three members of the Planning Commission, supported by city planning staff.

If significant changes in the design are recommended by the ARC, the applicant may need to re-submit plans for an additional ARC hearing.

### Planning Commission Hearing

With a favorable review from the ARC, the applicant may submit plans, revised if necessary, for a formal Planning Commission Public Hearing. All property owners within 300 feet of the project site will receive a meeting notice (*San Bruno Municipal Code Section 12.132*).

Staff will prepare a report to the Commission including the project's background, conformance with city regulations, and Conditions of Approval.

The Planning Commission at its public hearing will listen to a presentation of the project by staff, entertain a presentation by the applicant, and invite comments from members of the public. Following this input to the Commission, the public hearing will be closed, and the Planning Commission will discuss the project.

Commission action on the project may include approval, approval with conditions, or denial of the application. The Commission may also, at its discretion, continue the project to allow the applicant to make changes to the project which would address issues raised by the Commission or, in unusual cases, they may deny the project without prejudice to allow the applicant to return with a significantly changed design.

Planning Commission actions are not final until completion of a 10 day appeal period. In addition, the Mayor or any member of the City Council may request that the Planning Commission application be called up to the City Council.

The applicant must obtain a Building Permit within 12 months of the Planning Commission Approval.

*The Review Process outlined above is summarized in the diagram on page 14, along with contact information for relevant city departments.*

### Pre-Construction Meeting

Prior to the issuance of a Building Permit, the applicant's contractor will meet with Planning and Building Department staff to review and discuss the approved project and the Conditions of Approval.

### Design Revisions During Construction

**Should changes to the approved design of the project (e.g., changes to plans, elevations, exterior building materials or details) be desired by the applicant following Planning Commission approval, they must be approved by the city in advance of any construction changes. The Community Development Director may, at his or her discretion, require further review by the Planning Commission if the changes are deemed significant.**

### SUBMITTAL REQUIREMENTS

Submittals for development review that are complete and thorough will expedite the review process. Poorly prepared and incomplete drawings will not be accepted as complete for development review submittals.

**Applicants are strongly encouraged to engage the services of a qualified architect or building designer to ensure that the proposed development is well designed, and that the application drawings provide a complete and easily understood description of the proposed project.**

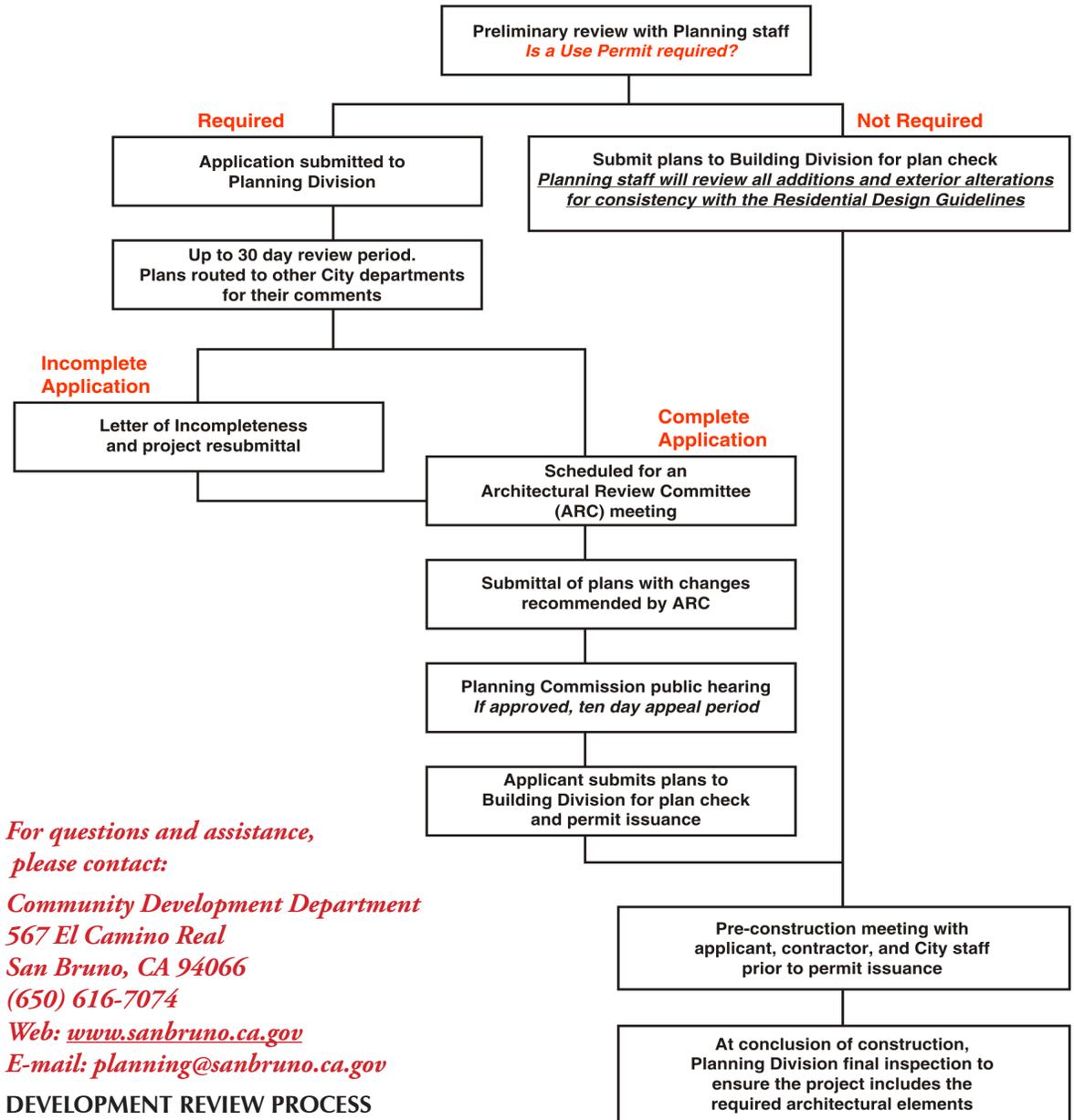
*See Appendix A for a list of submittal requirements, and for graphic examples of acceptable submittal drawings.*

**CITY STAFF SUPPORT**

Applicants are encouraged to meet with city staff at an early stage during preparation of development plans to discuss any issues or conditions that may need special attention in the planning and design of the project. Contact points for the City of San Bruno and outside agencies most often involved in development review are listed below.

- **Community Development Department**  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7074
- **Public Works Department**  
567 El Camino Real  
(650) 616-7065
- **Parks and Recreation Department**  
Veterans Memorial Recreation Center  
251 City Park Way  
(650) 616-7180
- **Police Department**  
1177 Huntington Avenue  
(650) 616-7100
- **Fire Department**  
555 El Camino Real  
(650) 616-7096

*For additional information, including application forms and fee schedules, visit the City of San Bruno website at [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)*



*For questions and assistance,  
please contact:*  
**Community Development Department**  
**567 El Camino Real**  
**San Bruno, CA 94066**  
**(650) 616-7074**  
**Web: [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)**  
**E-mail: [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov)**  
**DEVELOPMENT REVIEW PROCESS**

## DESIGN GUIDELINES

The neighborhoods and houses in San Bruno are very diverse in pattern and style, reflecting the many decades over which they have been constructed. These guidelines are intended to assist property owners, builders and their design professionals in the planning and design of additions and new infill development in a manner that is sensitive to the existing neighborhoods and supportive of a reasonably high level of architectural integrity consistent with other communities on the Peninsula.

The guidelines are based on “Best Practices” utilized by many communities in the San Francisco Bay Area, but tailored to the unique circumstances of San Bruno. In addition to the post-war subdivisions and homes in the city, these guidelines also address the special conditions and challenges of additions and infill development in older neighborhoods with sub-standard lots narrower than 50 feet.

Design guidelines cannot cover every possible condition. In the event that a condition arises that does not appear to be addressed by these guidelines, Applicant should refer back to Basic Design Principles on page 8 for guidance. If in doubt, consultation with the planning staff is advised.

Throughout this document reference is made to planning and design related to the “neighborhood”. The definition of “neighborhood”, as it will be applied to these design guidelines, is summarized in the side bar on page 7.

### 3.1 NEIGHBORHOOD COMPATIBILITY

Additions, remodeled structures and new homes will be expected to be sensitive to both their close neighbors and the larger neighborhood. The desire for larger homes than originally constructed in many of the city’s neighborhoods often poses special challenges, and can bring unwelcome change to older, established neighborhood patterns and character.

Some common problems of larger homes in existing neighborhoods that are addressed in these guidelines include:

- Structures with markedly greater height, mass and bulk than their surroundings.
- Reduced privacy for immediate neighbors.
- Diminished solar access for adjacent windows and private outdoor open space.
- Larger garages dominating the front facade of the house.
- Increased paving in front yard areas.
- Complex building and roof forms in areas with traditional or modest homes.
- Architectural styles unsympathetic to the immediate neighborhood.

While there is diversity within each neighborhood, there is also usually a predominant scale and texture that gives each neighborhood some visual unity. The photos to the right show just three of the city’s neighborhoods - each with its own unique and identifiable character.

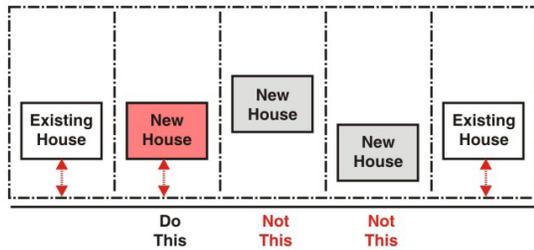
For projects to be favorably reviewed and approved in a timely manner, applicants are strongly advised to design their projects to fit the character and scale of their neighborhoods.



3.2 SETBACKS

3.2.1 Relate building front and side setbacks to those on adjacent parcels

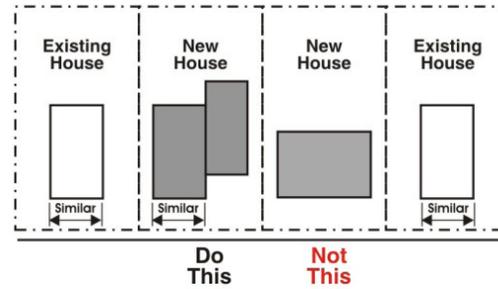
- If front yard setbacks along a street are uniform, match that setback.
- In cases where front setbacks are varied in the neighborhood, match those of adjacent homes, if possible.
- Where adjacent homes have differing front setbacks, try placing the home such that it uses an average of the two.



*Exception: Where adjacent lots have a nonconforming setback, applicant may have the option of conforming to the required zoning setback.*

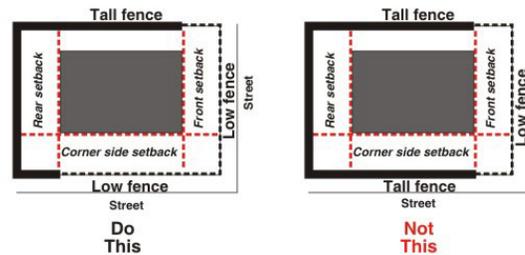
3.2.2 Provide front facade articulation similar to those predominant in the neighborhood

- If facades along a street front are generally simple, avoid large changes in front wall planes.
- Where front wall setbacks are varied in the neighborhood, new homes or additions should relate more to those of adjacent homes. The width of projecting building masses and the amount of horizontal offsets in wall planes should also be similar (See diagram above right).



3.2.3 Maintain a strong street presence on both street-facing facades of corner lots

- Provide similar design articulation and details on both street-facing facades.
- Keep side yard fences low or limit their extent to the rear yard setback.



- Side edges on corner lots are the front entry facade edges for other adjacent lots along the that street. Avoid unfinished tall fences or walls on these side street frontages in favor of more detailed fences. Using fences or walls matching the wall materials and colors of the house is often a good solution. A couple of examples that have a positive contribution to the visual street environment are shown to the right.



*Street side fence with shingles and trellis adds to the visual quality of the street frontage*



*Detailed fence combined with hedges provides an attractive side yard fence at the street front*

### 3.2.4 Substandard Lots

Setbacks on substandard lots must take into account the homes on adjacent lots and the structure's appearance from the street. The temptation to maximize the floor area on small lots can lead to very boxy houses that impact light and air access to adjacent homes, and to unattractive designs that are out of scale and character with the immediate neighborhood.

In addition, building code standards will not allow any windows or doors in walls which are set back 3 feet or less from the property line, resulting in unattractive facades and poor living conditions for the residents. The total amount of openings in walls that are set back from 3 to 5 feet is limited to no more than 25% of the wall area, and must be built to a higher construction standard.

- Provide some additional first floor setbacks for lots that are less than 50 feet wide. The location and length of the additional setbacks will be evaluated based on the conditions on adjacent parcels.
  - \* *Setbacks of greater than 3 feet and up to 5 feet can result in the ability to provide some windows.*
  - \* *Setbacks greater than 5 feet will allow unlimited window and door openings related to fire protection requirements.*
  - \* *See the sidebar to the right for additional information.*
- Porches and entry features may project into the front setback up to 6 feet.
- Architectural features, such as cornices, eaves, and canopies, can encroach 2 feet into the required side yard setback, but may be no closer than 3 feet from any side lot line (*San Bruno Municipal Code Section 12.84.170*).



*Avoid full build out to the setback lines as was done here*



*Provide increased setbacks and varied wall planes as was done here*

### WINDOW AND DOOR OPENINGS

California State Building Code standards limit the size and treatment of door and window openings in exterior walls, based on the extent of their setback from the property line and the fire rating of the openings.

Openings are classified as either *Unprotected* or *Protected*. Protected openings require special glazing, frames, and adjacent wall construction designed to increase their fire rating. In general, the closer the structure is to the property line, the aggregate extent of openings allowed is less.

This can pose a special challenge for smaller lots with side setbacks of 5 feet or less where openings may not be allowed or are substantially limited.

### 3.3 PARKING

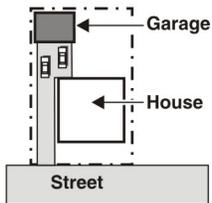
The character of a neighborhood is often strongly determined by the location and size of garages. Older development tracts in San Bruno often contain lots with widths less than fifty feet, and homes with one-car garages. Residential garages in later subdivisions typically accommodate two cars. Increases in car ownership have too often resulted in the paving over of entire front yards, and in some cases side yards as well, to provide additional parking.

When new homes or additions are planned that include garages that are larger than the norm for nearby lots, special care is needed to fit those homes into the fabric of the older neighborhoods.

The following design guidelines are intended to allow adequate off-street parking without adversely affecting the visual quality of existing streetscapes.

#### 3.3.1 Design garages and driveways to be compatible with the neighborhood

- Accommodate garages in locations similar to the pattern common in the neighborhood. In neighborhoods which have a strong pattern of garages located at the rear of lots behind the house, that pattern should be repeated.



- In neighborhoods where one-car driveways are common, limit curb cuts to the minimum necessary to serve the garage. Where wider driveways are common, the use of special decorative pav-

ing materials (e.g., modular paving) and patterns (e.g., concrete paving with brick dividing bands and edges) is strongly encouraged. The use of *Hollywood Driveways* (bands of paving for access separated by strips of grass or ground cover) is also encouraged.



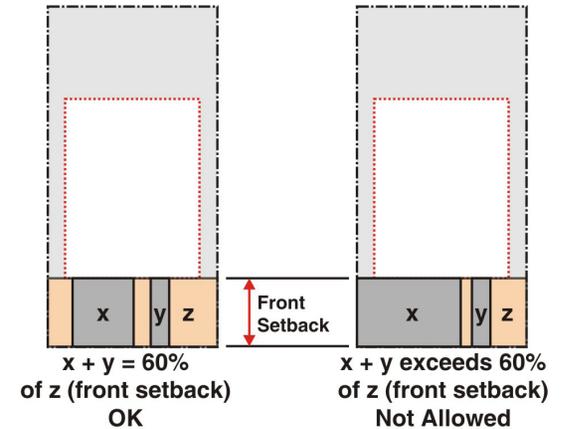
*Hollywood Driveway with grass divider strip*



*Exposed aggregate concrete with brick banding*

#### 3.3.2 Integrate driveways into the landscape design of the front yard

- Limit paving in front setbacks for vehicles and walkways to a maximum of 60% of the front setback area (*San Bruno Municipal Code Section 12.96.060*).



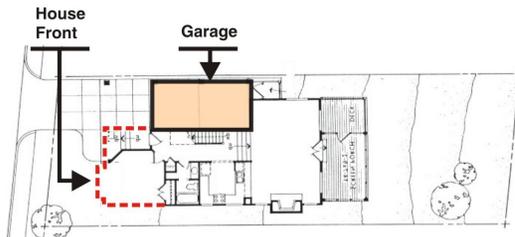
- The use of modular pavers or other techniques (e.g., brick or colored concrete bands) to add scale and texture to the paving is strongly encouraged.
- Pervious paving is encouraged to reduce surface water runoff to storm drains is encouraged.



*Special paving like these modular pavers or other enhanced paving can be used to mitigate the visual harshness of driveway and front setback paving*

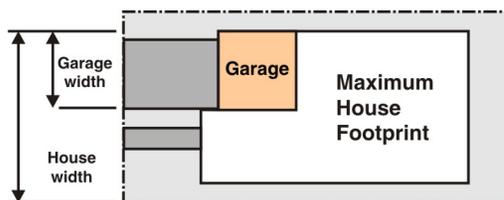
### 3.3.3 Avoid letting the garage dominate the design of the house

- Do not locate garages forward of other habitable portions of the house unless that is the predominant pattern in the neighborhood.
- Where the garage is near the front facade of the house, recess the garage a minimum of 3 feet from the main facade of the house.



*Example with garage set back from the face of the house*

- Limit the width of the garage to no more than 50% of the front facade unless no other solution is possible. For lots of 50 feet in width or less, this may not be possible for 2-car garages. However, it will be the responsibility of the applicant to show that every effort has been made to limit the visual dominance of the garage.



- For two-car garages, dividing the opening to provide one garage door for each vehicle is encouraged.



- Avoid three-car garages unless the lot size, house style, and setback can be designed to visually minimize its size and ensure compatibility with adjacent homes.

#### Some possibilities include:



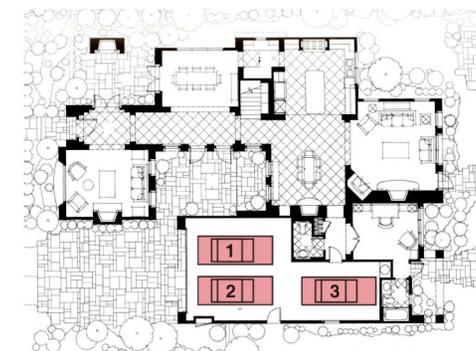
*Using a side-loaded garage on larger lots*



*Separating doors with at least one of the garage spaces set back from the face of the others by a minimum of 3 feet*



*Physically separating the third garage*



*Using tandem parking for the third space (requires a Parking Exception)*

3.3.4 Minimize the prominence of garage doors.

Some approaches include:

- Recessing garage doors from the face of the garage wall as much as possible.
- Adding bay windows over the garage.



- Using trellises and lattices with flowering vines can soften the appearance of garages and relate them to adjacent home entries.
- Using garage doors with windows.

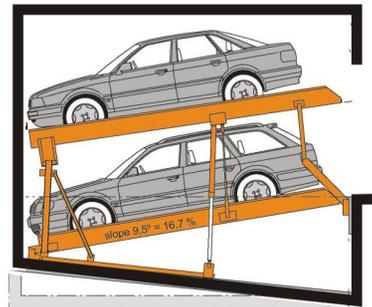
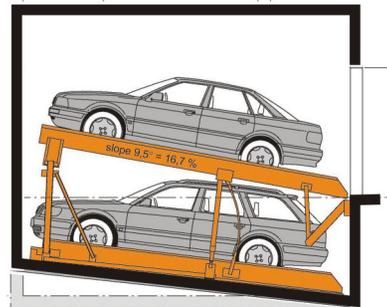


3.3.5 Substandard Lots

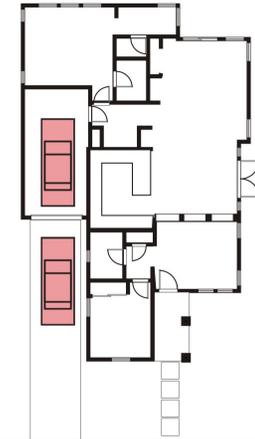
Parking to current city standards is one of the greatest challenges to additions and new homes on substandard lots with widths of less than 50 feet.

Parking provisions for these lots will likely require special design review. However, on a case-by-case basis, positive consideration will be given to the following approaches:

- One-car garages for homes with no more than 1,825 square feet of living area (*San Bruno Municipal Code Section 12.100*).
- Tandem parking for two-car garages.
- Stacked mechanical parking system (example below).



- One-car garages set back at least 25 feet from the front facade of the house (example shown on diagram and photo below).



- Construction of a new dwelling unit on a substandard lot that would result in a gross floor area exceeding 1,825 square feet, excluding garage area, with only one covered off-street parking space, may be allowed by securing a conditional use permit (*San Bruno Municipal Code Section 12.96.060*).

**Note:**  
*On a substandard lot, a new house with a one-car garage is permitted (by right) if the living area is less than 1,825 square feet (San Bruno Municipal Code Section 12.100.090).*

### 3.4 ARCHITECTURAL STYLE

San Bruno has a rich diversity of traditional architectural styles, reflecting its long history. They range from modest vernacular homes to Craftsman and more modern styles. The adoption of one of the city's many distinctive traditional residential styles is encouraged. The construction of bland and boxy generic structures, with limited distinction and detail, is strongly discouraged.

#### 3.4.1 Select an architectural style with sensitivity to the surrounding neighborhood



*Avoid selecting an architectural style that is greatly different from the surrounding neighborhood*

- In general, it is best to select a clear and distinctive architectural style rather than utilizing generic design elements or mixing elements from different architectural styles.



*Select a traditional architectural style (two examples are shown above) that is suitable to the neighborhood rather than a generic style (below)*



### ARCHITECTURAL STYLE

These guidelines are not intended to establish or dictate a specific style. While a wide range of architectural styles is acceptable, there is an expectation that any specific style selected will be carried out with an integrity of forms and details that are consistent with that style.

The following are some resources that may be useful to homeowners, builders, and design professionals in understanding the special qualities of specific house styles.

- **A Field Guide to American Homes**  
Virginia & Lee McAlester  
Alfred A. Knopf 2000
- **The Abrams Guide to American House Styles**  
Wilkin Morgan  
Harry N. Abrams, Inc 2004
- **House Styles in America**  
James C. Massey  
Penquin Studio 1996
- **Celebrating the American Home**  
Joanne Kellar Bouknight  
The Taunton Press 2005
- **The Distinctive Home, A Vision of Timeless Design**  
Jeremiah Eck  
The Taunton Press 2005
- **Traditional Construction Patterns: Design & Detail Rules of Thumb**  
Stephen A. Mouzon  
McGraw-Hill 2004

- Styles with some eaves at the first floor level will be easier to adapt to predominantly one-story neighborhoods than styles with two-story, unbroken front facades.



Architectural styles with some first floor roof eaves (above) will fit better into one-story neighborhoods than those that do not (below)



### 3.4.2 Design for architectural integrity

- Building massing, roof pitches, materials, window types and proportions, design features (e.g., roof dormers), and other architectural features should be consistent with the traditions of the selected style.
- Carry wall materials, window types and architectural details around all sides of the house. Avoid side and rear elevations that are markedly different from the front elevation.  
*Exception: Ground floor materials (e.g., stone or brick bases) may stop at logical termination points on side elevations (e.g., fences, chimneys, and significant wall plane changes).*
- Develop floor plans that allow the location and size of windows to match the selected architectural style. For example, some styles emphasize grouped windows and the placement of windows in a symmetrical relationship to the entry.

### 3.4.3 Corner Lots

- Carry the selected architectural style, materials, and details around to the corner lot side facade as was done in the Huntington Park home below.



### 3.5 BUILDING FORMS

Building forms and scale within each of San Bruno's neighborhoods have a great deal of consistency by virtue of the fact that homes in individual neighborhoods were mostly constructed at one time as a part of a subdivision.

The intent of these guidelines is to allow additions to existing houses and the infill of new, larger homes without destroying the desirable character and scale of the existing neighborhood fabric.

#### 3.5.1 Use simple building forms

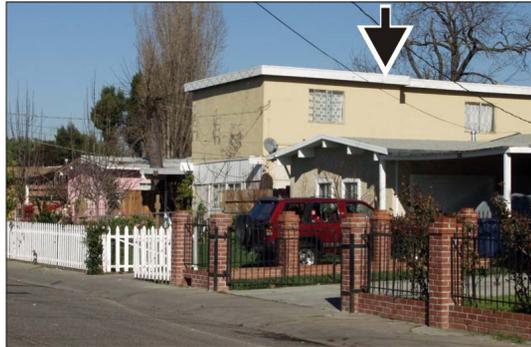
- Develop floor plans and elevations together to avoid complex floor plans that require complicated building masses and roof forms.
- Work within the traditional forms of the architectural style selected. Unless the architectural style selected clearly supports substantial complexity, generally keep building massing and roof forms simple as is the norm for traditional architecture.
- Avoid complex second floor plans and roof forms.



*Most traditional homes have simple forms*

#### 3.5.2 Use roof types similar to those in the neighborhood

- Avoid flat roofs or shed roofs in neighborhoods characterized by gable and hip roofs.



*Avoid flat roofs like this in neighborhoods with predominantly pitched roofs*

- Provide roof overhangs that are similar to those on houses nearby.

#### 3.5.3 Relate roofs to those of adjacent structures

- Generally, orient roof ridges in the same direction as adjacent homes (e.g., parallel or perpendicular to the street).

*Exception: Some neighborhoods have a diversity of roof orientations and types. There is flexibility in orientation in these areas.*

- Use similar roof eave heights and roof materials.
- Avoid very high floor-to-ceiling heights that create eave lines and roof ridges that are substantially taller than adjacent houses.

### 3.5.4 Break up large building forms to relate to smaller adjacent houses

Significantly larger houses adjacent to smaller houses are of concern wherever they occur. However, the issue is especially critical in areas with a mix or an interface of standard (50 feet wide) and substandard lots (less than 50 feet wide).

- Two-story houses may not be appropriate for every neighborhood. For neighborhoods dominated by one-story homes, an effort should be made to limit the house to one story in height or to accommodate second floor space within the roof form as is common in the Craftsman Style as shown below.



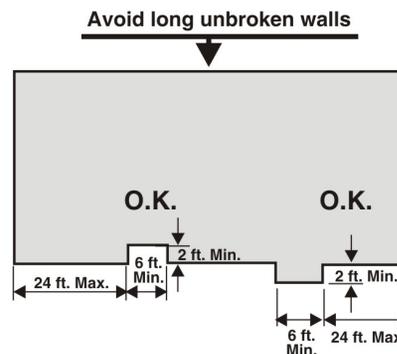
Second floors integrated into the roof form is a good way to relate two-story homes into one-story neighborhoods.

- Styles with substantial one-story porches may fit better into one-story home neighborhoods.



Styles with significant one-story porches help larger homes fit into one-story neighborhoods

- Walls in excess of twenty feet in length should be broken up with entry elements, windows, wall offsets or other elements.
- Provide horizontal and vertical variations in wall planes. Generally, horizontal plane offsets should be made at least every 24 feet. Offsets should be a minimum of 2 feet deep and 6 feet wide.  
*Exception: Neighborhoods where homes do not contain offsets.*



- Avoid unbroken two-story walls where they will be visible from public view and from adjacent neighboring houses.



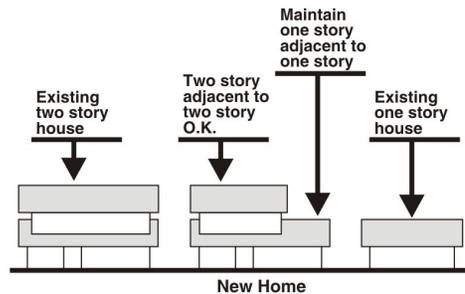
Provide articulated visible side walls (above)  
Avoid large uninteresting walls (below)



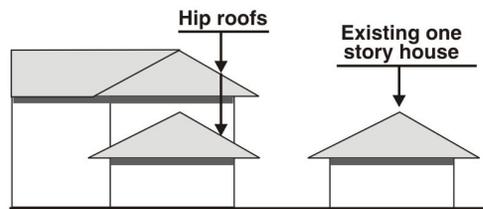
**3.5.5 Two-story homes constructed adjacent to one-story houses should include techniques to minimize their visual impact and provide transitions in scale.**

*Some techniques include:*

- Stepping down to one-story elements near the side setbacks



- Providing substantial side setbacks for the entire house
- Providing substantial second floor side setbacks
- Using hip roofs at the sides rather than gables



**3.5.6 Avoid large facade features that are out of scale with the neighborhood**

- Avoid monumental scaled forms (e.g., towers or turrets) that contrast with the neighborhood architectural forms.
- Avoid the use of too many active building forms added to the mass of the building. An excessive use of roof forms is a common problem.

**3.5.7 Provide visual relief for two-story walls**

*Some techniques include:*

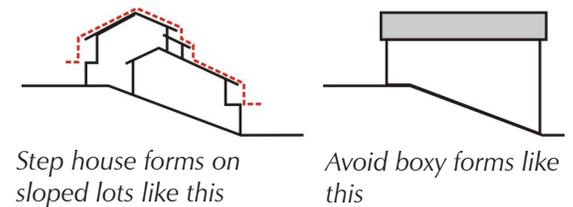
- Pop outs and bay windows
- Material and color changes
- Chimneys
- Wide overhangs with projecting brackets
- Juliet balconies
- Window boxes and pot shelves
- Landscaped trellises and lattices
- Belly bands (trim boards at floor lines)



*Some elements that can be used to break up tall walls*

**3.5.8 Reduce building mass on sloping lots**

- Step building massing on sloped sites.



### 3.5.9 Substandard Lots

- Traditional home styles with variations in the plane of the front facade wall will fit more comfortably in neighborhoods with smaller houses than will houses with relatively flat facades. Some examples of homes with varied front facades are shown below.



- Varying roof orientations, setting portions of the second floor back from the first floor, emphasizing home entries, and adding usable porches can help in integrating two-story homes into smaller substandard lot neighborhoods. Two examples are shown below.
- For larger lots in or adjacent to substandard lot neighborhoods, recessing the garage, as shown in the example below, can provide a better transition of scale between large and small houses than locating two-car garages near the front property line.

### 3.6 SECOND FLOOR TREATMENT

San Bruno has many second story additions to existing homes as well as some new two-story infill houses. This can present a special challenge in neighborhoods with largely one-story homes.

Second stories need to be placed and designed in a manner sympathetic to other nearby smaller houses, avoiding excessive visual bulk, and providing transitions between lower and higher building elements.

Each house must be designed to achieve a high quality of architectural design and integrity. The guidelines can assist in minimizing the impact of second floors on adjacent properties, and enhancing their appearance from public viewpoints, but applicants should be aware that mere compliance with the guidelines alone may not guarantee project approval. The overall design as a whole will be considered.

The following design guidelines apply to both additions and new homes.

#### 3.6.1 Relate the size of second floor areas to the size of the first floor

- Unless large second floor areas are common to the neighborhood, limit the size of second floors by providing second floor setbacks - especially on street-facing facades.
- In small scale neighborhoods with one-story homes, strongly consider designing the second floor area to fit within the roof form (e.g., as seen in Craftsman Style homes).
- Very small second floors can also be visually awkward. Generally, avoid second floors that are less than 25% of the first floor area.

#### 3.6.2 Set second floor walls back from first floor walls

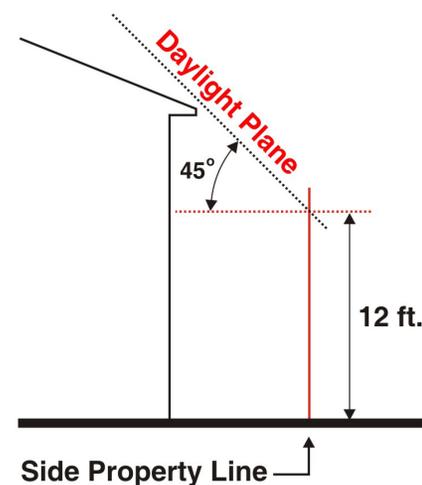
New construction and additions shall conform to either the daylight plane or facade articulation options described below.

##### Daylight Plane Option

New construction must fit within the daylight planes, as established in the diagram below. Daylight planes may be established on either the two opposite side setback lines or the front and rear setback lines, as determined by the applicant and approved by the Architectural Review Committee and the Planning Commission.

Due to the wide variety of parcel sizes and site conditions that exist in San Bruno, one or the other of these choices may not be desirable on a specific parcel. Applicants are strongly advised to consult with staff prior to commencing design work.

The daylight plane shall be measured from the side property line at existing grade, upward a vertical distance of 12 feet and then inward at an angle of 45 degrees until the maximum building height is reached.



*Permitted encroachments into the daylight plane:*

- \* Roof overhangs up to 24 inches
- \* Chimneys not exceeding 5 feet in width.
- \* Dormers, gables, pop outs or room extensions, and other architectural features, provided that the combined encroachment does not exceed 40% of the length of that building side, and their height does not exceed 24 feet.

See second floor setback and encroachment examples on page 28.

##### Facade Articulation Option

Facade articulation shall be provided on all sides of the structure, and subject to Architectural Review Committee and Planning Commission approval. Facade articulation is intended to break up the appearance of two-story facades with projections, recesses and architectural details, including decks, bay windows, pop outs, windows, balconies, porches, overhangs, and cantilevered features.

Facade articulation must be adequate to allow the Architectural Review Committee and Planning Commission to find that all facades are well articulated and proportioned, and that each building wall is broken up sufficiently to avoid an appearance of being blank, looming or massive to neighboring properties.

*Some techniques include:*

- Locating second floor walls facing front property lines back at least 5 feet from the first floor walls below unless two-story front facades are common in the neighborhood.
- Setting side and rear second floor walls back from first floor walls by a minimum of 3 feet on at least 50% of the structure's perimeter.

- Avoiding unbroken two-story tall walls on elevations easily viewed from public streets and adjacent homes., including two-story walls that can be seen over adjacent one-story houses.
- Breaking up tall walls with elements such as bay windows, pop out projections, trellises, belt courses and moldings.
- Limiting the total length of second floor walls that are 6 feet in height or more to a maximum of 25% of the house perimeter.

### 3.6.3 Relate the design of second floors to the first floor of the structure

- Match first floor roof forms and slopes.
- Match first floor window types and proportions.
- Use materials for second floors that blend with those of the first floor. Generally, the same materials should be use on both portions of the structure. Wood siding or shingles on the second floor walls may be considered, at the discretion of the Architectural Review Committee and Planning Commission, for houses with first floor stucco walls.

### 3.6.4 Minimize the visual bulk of second floors

- In neighborhoods with smaller one-story homes, generally use simple gable and hip roof forms with their ridge line oriented parallel to the fronting street.
- For second floors immediately adjacent to one-story homes, the use of hip roofs can help in reducing the height contrast, and reduce the two-story home's visual impact on the neighborhood

### SECOND FLOOR SETBACK EXAMPLES



### 3.7 ENTRIES

Often, large new or remodeled homes built within neighborhoods of smaller homes create visual discord through the use of tall, formal entries which are in stark contrast to the more modest scale of nearby homes. Entries to new homes and major additions should be appropriate to the architectural style of the house as well as designed to blend into the surrounding neighborhood.

#### 3.7.1 Provide a defined entry for each house

- Entries should face the street when that is the common pattern of the neighborhood.
- All entries are expected to be usable. Porches should have a minimum depth of 5 feet. Other projecting entries may have less depth, but should be large enough to accommodate potted plants.
- Houses on corner lots should consider using porches that wrap around from the front to the side elevation, as shown below. This can assist in reducing the visual height of taller side walls, and in enlivening the side street frontage.



- Provide a separate walkway from the sidewalk to the entry if that is the common pattern for adjacent and nearby homes. Avoid using the drive-

way as the walkway to the entry unless that is the norm for the neighborhood. In cases where the driveway is used, the use of modular pavers or decorative banding is strongly encouraged.

#### 3.7.2 Design home entries with sensitivity to the architectural style

- Most architectural styles have a distinctively unique entry type. Avoid using an entry type that is not part of the style. For example, avoid using projecting entries, especially those with an eave line higher than the first floor roof, for Ranch Style houses or in Ranch Style neighborhoods.



*Avoid large entries like this in neighborhoods with smaller entries*

- Design entry columns to be in scale with the house, and consistent with its architectural style. Avoid bulky columns in neighborhoods characterized by small scale porch or roof support columns

#### 3.7.3 Design entries to be sympathetic to the neighborhood

- Avoid projecting entries when other home entries are recessed below first floor roof overhangs, as is common in older houses and Ranch Style homes.

- Where a distinctive home entry style is typical of the neighborhood, design the new residential entry to be consistent with that entry form. Avoid bold, formal entries in neighborhoods with modest entries.
- Entry element eave heights that are no higher than the first floor eave heights are encouraged. In no case should the entry eave height be greater than 14 feet. Very tall one-and-a-half and two-story entry elements will not be approved unless that is the pattern of the neighborhood.



*Tall and formal entries like this are inappropriate for San Bruno neighborhoods*

- Maintain a first floor elevation similar to other homes in the area. For example, provide a number of steps up to the entry only if adjacent homes have elevated entries.

#### 3.7.4 Entry details are encouraged

- Entry columns, railing, steps, and lights are just a few elements that can be used to add individuality to a house.

**3.7.5 Substandard Lots**

- Strongly express the entry on small lots to minimize the visual impact of the garage.

Some techniques include:

- Extending entry columns and roofs forward of the garage face.
- Linking trellises over the garage to an entry trellis.



**3.8 DOORS AND WINDOWS**

**3.8.1 Select doors and windows consistent with the architectural style and surrounding neighborhood**

- Avoid ornate and/or double entry doors on homes of modest style and size.

**3.8.2 Locate and arrange doors and windows consistent with the architectural style**

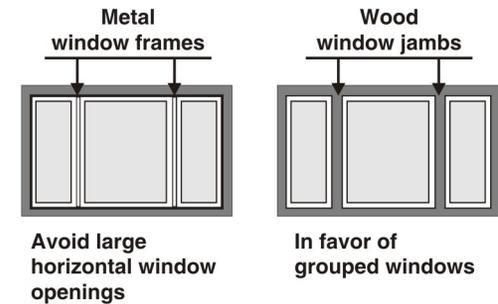
- Many architectural styles have individual windows that are grouped into patterns of two, three or more windows. Be conscious of this fact, and organize the windows to complement the style.



**3.8.3 Match window types and proportions to the architectural style and to the surrounding neighborhood**

- Select window types to complement the style of the house. Each architectural style generally has one or two window types that are traditional to the style. Double hung windows, for example, are common features of Victorian and Craftsman Styles while casement windows are seen frequently in Mission and Spanish Eclectic styles.

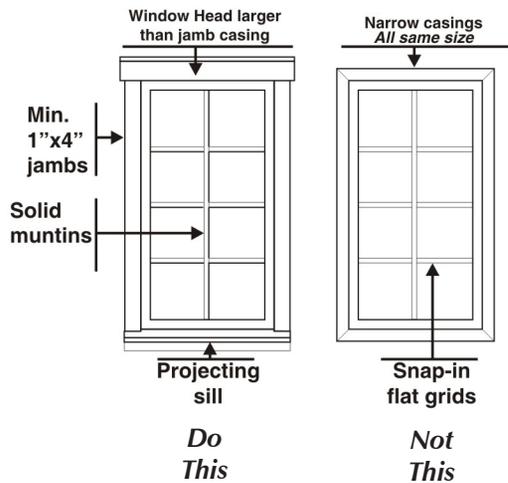
- Most architectural styles feature windows that have either vertical or square proportions. Avoid horizontal window proportions unless the style (e.g., Modern or Ranch Style) is clearly supportive of that shape. Horizontal groupings of vertical and square windows are one means of providing visual balance to a facade design.



- Limit the number of different window types and proportions to enhance the visual unity of the house design.
- For second floor additions to existing homes, match the window types, proportions and materials on the original first floor.

**3.8.4 Design the windows with attention to traditional details**

- Avoid windows that lack a recess from the face of the wall, and have little or no trim at the jambs, heads and sills. Most architectural styles - except Mission, Spanish Eclectic or Modern - should have wood trim around the windows. The trim width should be matched to the style, but in general, should not be less than 3 1/2 inches wide. Head trim depth should be equal to or wider than the jamb casing, but not less than one-sixth of the opening width.



Use traditional detailing appropriate to the architectural style. This is one common desirable example.

- Wood trim and projecting window sills are strongly encouraged unless the architectural style would not normally have those features.

- Wood trim is also encouraged on stucco houses unless the window frames are recessed at least 3 inches from the outside face of the wall. The use of stucco covered foam trim is strongly discouraged. High density painted foam trim is a better selection if wood is not used.
- Generally, avoid metal windows and vinyl windows with small profiles. They may be considered acceptable for a Modern Style house, but would be strongly discouraged for all other styles.
- Select wood or high quality vinyl windows. Aluminum windows are discouraged.
- Divided lites (i.e., larger window panes broken up into smaller pieces) are optional, but common in many traditional home styles. If desired, use either vertical or square proportions for the smaller window elements. Be consistent in the proportions (i.e., the ratio of the horizontal to the vertical dimension) of the smaller panes. Avoid snap-in flat grids to simulate divided lites. Use either true divided lites or one of the newer simulated divided lite window systems that have dimensional muntins on both the exterior and interior of the glass. Use consistently for windows on all sides of the house.



True Divided Lite Window



Simulated Divided Lite Window

### 3.8.5 Special window shapes and styles should be used sparingly

- Avoid *Estate Home Style* windows (e.g., tall arched windows similar to the photo to the right) in neighborhoods where the homes are more modest and informal in character.



- Bay windows should be designed with a base element to the ground or with supporting brackets at the base for first floor windows. Second floor bay windows should have substantial wood trim at the base. Supporting corbels or brackets are encouraged. Sloped roofs should be used and covered with a material that matches the roof material or with metal. Avoid using wall materials between the individual windows of the bay window unless the window is large. Generally, bay windows look best when the windows are close together and separated by wood jambs that match wood sills and heads as shown in the example below.



### 3.9 MATERIALS AND COLORS

#### 3.9.1 Use high quality materials

- Use materials and mixes of materials that are consistent with the architectural style selected.
- Traditional materials, such as wood and stone, are desirable, and strongly encouraged. However, the cost of materials and labor for many building components have led to the development of synthetic materials that are often hard to tell from the authentic ones. If any of these substitutes are selected, they must pass the test of looking like the authentic material at a distance of 3 feet if used on the first floor and 10 feet if used on the second floor.
- Avoid rough textured stucco that covers trim elements in favor of smoother finishes that allow more defined trim profiles.
- Roof materials should be selected with a texture that is similar to other houses in the neighborhood. Avoid concrete tiles in neighborhoods with predominantly composition shingle roofs.
- Select roof materials that are consistent with the traditional architectural style (e.g., avoid concrete roof tiles on a Craftsman or Victorian Style house.)

#### 3.9.2 Select materials that are sensitive to the surrounding neighborhood

- One way of fitting a new house into an existing neighborhood - especially if the new house is bigger than many of the others around it - is to use materials drawn from the surrounding neighborhood. An all stucco house might seem out of character in an all wood neighborhood, but the

predominant use of wood siding with some elements of stucco can often work.

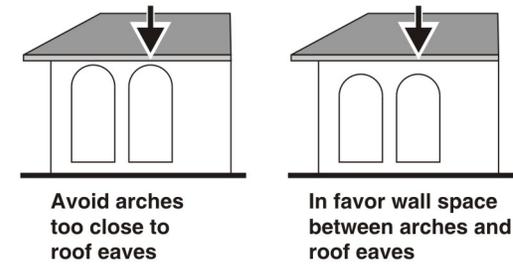
- When using a mix of materials, avoid using too many materials - two or at most three are enough. Avoid an even split of materials (i.e., 50% stucco/50% wood) on the facades. It is best to have one material as the dominant surface with the second material playing a lesser role. The use of a two-thirds to one-third ratio is a good place to start.



*A simple mix of materials can often add visual interest to infill structures*

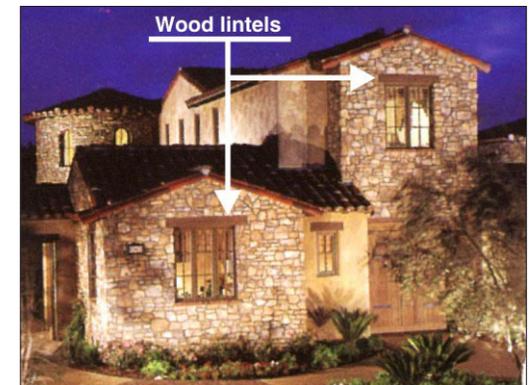
#### 3.9.3 Use traditional detailing

- Treat openings in walls as though they were constructed of the traditional material for the style. For example, be sure to provide substantial wall space above arches in stucco and stone walls. Traditionally, wall space above the arch would have been necessary to structurally span the opening, and to make the space too small is inconsistent with the architectural style.
- Treat synthetic stone as one would design with real stone (e.g., normal coursing for load-bearing walls with significant returns at windows and corners to avoid a pasted-on look).



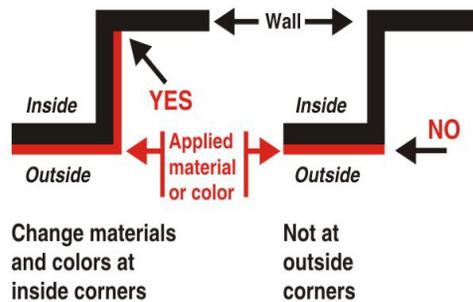
*Provide adequate wall space above arched openings*

- Openings in walls faced with stone, real or synthetic, should have defined lintels above the opening except in Mission or Spanish Eclectic styles where lintels may be stone, brick or wood as suits the style of the house.



### 3.9.4 Materials changes

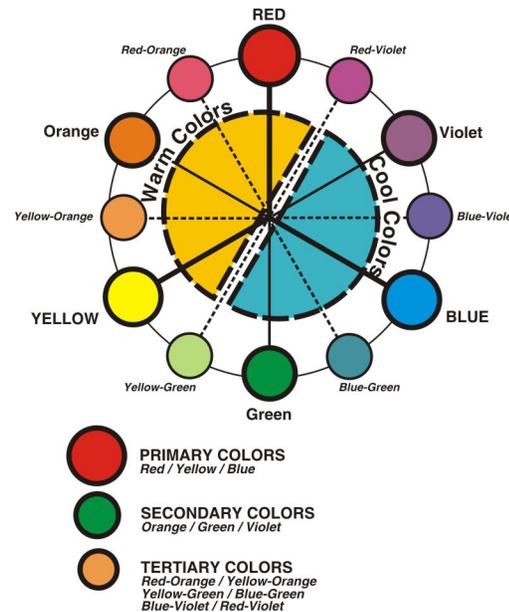
- Make materials and color changes at inside corners rather than outside corners to avoid a pasted on look.



### 3.9.5 Select colors to complement the architectural style and blend with the neighborhood

- Select colors which are harmonious and compatible with other nearby homes.
- Use light and medium colors for large building walls.
- Generally select shades of each color which are more subdued than full strength colors. These shades are usually created by adding the complementary color, white or black to the main color.
- Limit stronger or brighter colors to accent elements such as window sash and decorative details.
- Use a combination of two or three colors rather than a single color. Usually, two complementary colors combined with a contrasting color for trim elements works best.

- Generally select colors which are adjacent to each other on the color wheel (e.g., blue-green, blue, and blue-violet) for overall building color and for large trim elements.
- Avoid combinations of warm and cool colors except when one is used only as an accent.



#### **The Color Wheel**

Colors are generally defined by hue (e.g., red), temperature (warm or cool), saturation (intensity of color), and tone or value (degree of lightness or darkness).

**TRADITIONAL DETAILS**

Architectural details will be expected to follow traditional standards. Two reference resources that can help are the following:

**Traditional Construction Patterns: Design & Detail Rules of Thumb**

Stephen A. Mouzon  
McGraw-Hill 2004

**Get Your House Right: Architectural Elements to Use and Avoid**

Marianne Cusato, Ben Pentreath, Richard Sammons, and Leon Krier  
Sterling Publishing 2008

**3.10 ARCHITECTURAL DETAILS**

Some new homes have suffered from a stripped down look with little or poorly designed architectural detail. The intent of these guidelines is to enrich the visual quality of the city's neighborhoods by encourage interesting architectural detail.

**3.10.1 Provide architectural detail consistent with the architectural style of the house and the neighborhood**

- Use decorative elements and details that are typical of the traditional architectural style selected.
- Avoid ornate details in neighborhoods where the houses are simple and modest in their use of architectural detailing.



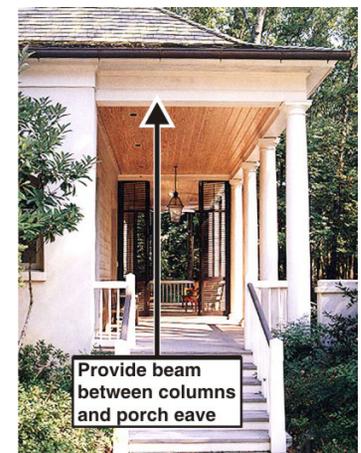
*Simple wood beams, pot shelf, and detailed garage door add visual interest to this small house*

**3.10.2 Carry details around all sides of the house**

- Use selected details from the front elevation (e.g., window trim, exposed roof rafters, stone or brick bases, and similar details) on all facades.
- Avoid “false front” architecture with attractive street facades and stripped down facades facing neighbors.

**3.10.3 Use appropriate details to enhance porches and entries**

- Select columns that are traditional to the architectural style of the house. Take care in selecting columns with an appropriate width to height ratio for the style. Except for a very few simple vernacular styles, the columns should have appropriate caps and bases with proportions typical of the style.
- Provide a well proportioned beam between the column caps and the roof. Size and detail the beam so that it looks like a convincing structural member.



- Railings should generally be constructed of wood unless the specific architectural style allows for metal or cast stone. Provide both top and bottom rails with the bottom rail raised above the porch floor level. For long railings, provide intermediate posts. One example is shown in the photo below.
- Vertical balusters should be appropriate to the architectural style. Some are quite simple while others styles (e.g., Victorian) may have special shapes.



- Take care in designing porch stairs. They generally should match the porch floor (e.g., wood) or the sidewalk material if other than concrete (e.g., brick).

### 3.10.4 Balconies

- Avoid balconies or second floor decks that project more than 3 feet from the face of the building unless they are typical of the architectural style.
- Provide supporting brackets or beams that are large enough to clearly appear to provide structural support for the balcony.
- Avoid large second floor decks supported on tall, narrow posts or columns.

- Balcony railings should be designed as discussed above for porch railings.

### 3.10.5 Brackets

- Brackets at roof overhangs, balconies and bay windows should be designed to extend to the roof fascia, balcony edge, projecting bay window - or slightly beyond. Avoid stub brackets that do not appear substantial enough to support the element above.

### 3.10.6 Chimneys

- Chimneys should extend to ground level. Avoid cantilevers above the ground.
- Chimney materials, size, shape and height should be appropriate to the architectural style and to the scale of the house. Avoid undersized chimneys that are too narrow and too low. Add chimneys for gas fireplaces when the architectural style would normally feature chimneys.
- Provide chimney caps that are interesting and appropriate to the architectural style.

### 3.10.7 Roof flashing and vents

- Paint flashing and vents to match the color of the roof.

### 3.10.8 Skylights

- Consider the use of roof dormers or clerestories instead of skylights.
- Use flat profile skylights rather than domed models which are highly visible from the street and neighboring properties.
- Select glazing to avoid the feeling of brightly lit roof beacons or lanterns that are highly visible from the street or neighboring properties.

## 3.11 ACCESSORY STRUCTURES

Detached garages, second dwelling units, and carports often occupy parcels with larger homes. Their design can enhance the overall visual quality of the home, or they can substantially detract from neighborhood scale and character if thoughtlessly designed without regard to the main structure and the surrounding neighborhood (*San Bruno Municipal Code Section 12.28.140 and 12.92.031*).

- Relate the design of garages, second dwelling units and carports to those of the main structure
- Detached garages and second dwelling units should incorporate roof pitches and overhangs that match the main house.
- Wall, roof and trim materials should be the same as the main structure.
- Doors and windows should be detailed to match the main house.
- Decorative details similar to the main structure are strongly encouraged. For example, windows on garages might incorporate window boxes to allow the planting of flowers.
- Deck covers, car ports and other accessory structures added to homes should use the same materials as the existing structure. New accessory structures should appear as though designed and constructed with the original home.

### 3.12 OPEN SPACE AND LANDSCAPING

#### 3.12.1 Provide substantial site landscaping.

- Preserve mature trees and landscaping whenever possible.
- Provide a minimum of one street tree unless street trees already exist along the parcel front.
- Front yard landscaping should include trees along with flowering plants and shrubs.
- Provide additional landscaping on corner lots.
- Drought tolerant landscaping and water-conserving automatic irrigation systems are strongly encouraged.
- Trash receptacles must be screened from public view. If an enclosure is provided, it should not intrude into the front setback. The garage may be used for trash receptacle screening.
- Installation of the approved landscaping will be required prior to issuance of an occupancy permit.
- Landscaping designs that conserve water are encouraged but should be discussed with city staff in advance.

#### 3.12.2 Design with sensitivity to adjacent neighbors

- Existing views are not protected as a right. Nevertheless, additions to existing homes and new houses should be planned with an awareness of the impacts which they will have on the views, sky exposure, sun access and privacy of neighbors.
- Avoid planting tall trees that would block sunlight from neighbors windows, private outdoor space, or solar panels.

#### 3.12.3 Provide high quality fencing.

- Chain link fences are not allowed.
- Fences are not required in the front setback. However, if they are provided, the following guidelines should be followed:
  - Limit fence heights to 3 feet.
  - Make transitions to taller fences behind the front setback in one step from high to low.
  - Low shrubs may be used with or in-lieu of fences.
  - Use interesting details.
- For corner lots, Community Development Director approval is required for any fence located within 25 feet from the street corner (*San Bruno Municipal Code Section 12.84.150*).

#### 3.12.4 Substandard Lots

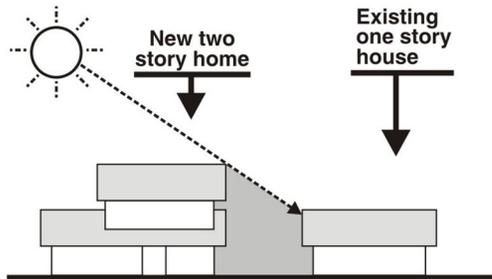
- Front setbacks on narrow lots are often dominated by paving and cars parked in the driveway. The use of low fences and landscaping at the side property lines can be used to minimize the visual dominance of paving and parked cars. Two examples are shown to the right.



### 3.13 PRIVACY AND SOLAR ACCESS

#### 3.13.1 Minimize shadow impacts on adjacent properties

- Design second floor volumes to minimize blocking sun access to living spaces and actively used outdoor areas on adjacent homes.

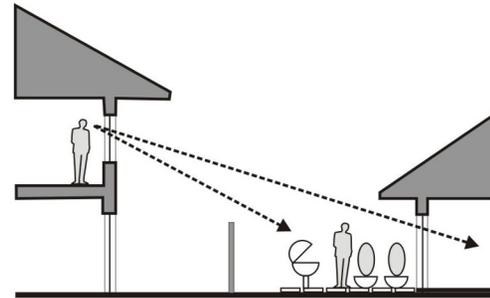


*Avoid second floor masses in locations that would block sun access to adjacent homes*

- Plan landscaping to minimize blocking sun access to windows on adjacent homes.

#### 3.13.2 Minimize privacy intrusions on adjacent residences

- Windows should be placed to minimize views into the living spaces and yard spaces near neighboring homes.

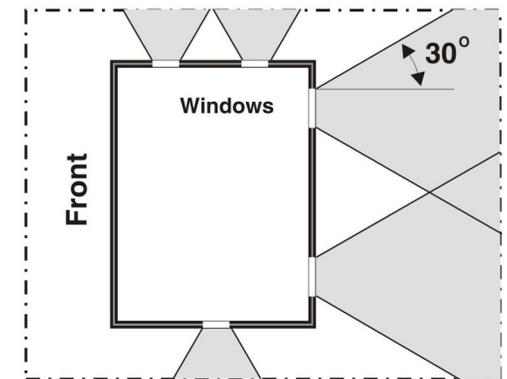


*Avoid placing windows in locations that would look into adjacent neighbors' windows or active private yard spaces*

- When windows are needed and desired in side building walls, they should be modest in size and not directly opposite windows on adjacent homes.
- Where possible, second floor windows that might intrude on adjacent property privacy should have sill heights above eye level or have frosted or textured glass to reduce visual exposure.
- Bay windows should be avoided on side walls where they would intrude on adjacent residents' privacy.
- Second floor balconies and decks should be used only when they do not intrude on the privacy of adjacent neighbors.
- When allowed, the design of railings should be tailored to the privacy concerns of neighbors. Balcony or deck railings overlooking adjacent windows or actively used yard space should be solid

in form. Open railings should only be used where privacy concerns are minimal.

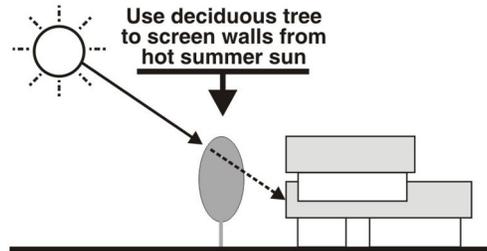
- Landscaping may be used to mitigate privacy concerns so long as the landscaping does not deny solar access to living spaces and actively used yard areas of neighboring homes.
- Landscaping used for privacy screening purposes, should be of sufficient size and of an appropriate species to provide such privacy within a two year time frame.
- As a general rule, privacy landscaping should be placed with a cone-of-vision defined by a thirty degree angle from the side window jambs of second story windows.



*Place landscaping in the shaded areas shown on the diagram above to mitigate privacy intrusions on adjacent homes*

**3.13.3 Design and plan for energy efficiency**

- Design to minimize energy costs by selecting and locating landscaping and windows to block hot summer sun exposure and allow winter sun exposure.



*Use landscaping to minimize energy usage*

**3.13.4 Minimize exterior lighting impacts on neighbors**

- All exterior light fixtures should utilize shields to ensure that light is directed to the ground surface and does not spill light onto neighboring parcels or produce glare when seen from nearby homes.
- Decorative residential light fixtures should be chosen rather than strictly utilitarian security lighting fixtures.

## SUSTAINABLE DESIGN

The City of San Bruno is committed to greater sustainable design in the rehabilitation and new construction of the city's housing stock.

### INTENT

The intent of these guidelines is to provide homeowners and applicants with useful sources for principles, techniques and sources of materials for incorporation into their residential building plans.

### TECHNIQUES AND MATERIALS FOR GREEN BUILDING

There are many components to sustainable or Green Building. It is important to recognize that Green Building starts with Green Design. Strategies for sustainable design should be built into the construction plans from the very beginning, not left until the construction phase of the project.

The major components of a Green Building home design include the following:

#### • Site

- Protecting and reusing the resources that currently exist on the site, including soil and mature landscaping.
- Recycling construction and demolition waste is emphasized.

#### • Foundation

- Utilizing recycled flyash or slag for a portion of the Portland cement used in concrete.
- Controlling crawl space moisture.
- Designing to control pests.

#### • Landscape

- Designing to minimize water use.
- Designing with fire protection in mind.
- Using shade trees to minimize energy use.
- Using recycled materials.
- Designing irrigation systems

#### • Structural Frame and Building Envelope

- Designing to reduce lumber use.
- Reducing indoor pollution.
- Detailing to minimize energy use.

#### • Exterior Finish

- Using recycled-content materials.
- Detailing to limit water penetration.
- Selecting materials for durability and longevity.

#### • Insulation

- Using insulation with recycled content, low toxic emissions, and high performance standards.
- Reducing air infiltration and heat loss.

#### • Plumbing

- Designing efficient hot water systems.
- Selecting plumbing fixtures for low water usage.

#### • Heating, Ventilation and Air Conditioning

- Selecting and installing high efficiency HVAC equipment.
- Selecting appropriate fireplaces and heating devices.
- Maximizing the use of outside fresh air.

#### • Renewable Energy

- Utilizing solar energy.

#### • Building Performance

- Conducting energy audits.

#### • Finishes

- Designing entries to minimize tracked-in contaminants.
- Selecting interior paints and finishes to minimize toxic pollutants.
- Using recycled content materials and finishes.
- Using rapidly renewable materials.

#### • Flooring

- Using appropriate certified wood flooring.
- Using reclaimed or refinished flooring materials.
- Using rapidly renewable materials.
- Selecting materials to minimize toxic pollutants.

#### • Appliances and Lighting

- Installing water and energy efficient appliances.
- Selecting energy efficient lighting and lighting controls.

**SUSTAINABLE DESIGN RESOURCES**

The sources listed below are periodically updated to present the most current advances in green building technology and materials. Most provide downloadable publications for home remodeling and new construction in addition to useful links for information and sources of sustainable building materials and products.

- **RecycleWorks:  
A Program of San Mateo County**  
*www.recycleworks.org/greenbuilding*  
A very useful document titled: *San Mateo Countywide Guide - Sustainable Buildings* is available for downloading on this site
- **Build it Green**  
*www.builditgreen.org*  
Two useful booklets addressing Green Building Guidelines for Home Remodeling and New Construction are available for downloading on this site.
- **Environmental Building News**  
*www.buildinggreen.com*
- **US Green Building Council**  
*www.usgbc.org*
- **National Association of Home Builders**  
*www.nahb.org*
- **California Integrated Waste Management**  
*www.stopwaste.org*

- **Solar Energy**  
There are hundreds of web sites available with useful research information. Below is a short list of some of these resources:

**GoSolarCalifornia**

*www.gosolarcalifornia.org/consumers*

**California Solar Center**

*www.californiasolarcenter.org*

**California Solar Energy Industries Association**

*www.calseia.org*

**Find Solar Power Professionals**

*www.findsolar.com*

**Solar Estimates**

*www.solar-estimate.org*

**RESOURCES**

Some additional resources for information and assistance are highlighted in the sidebar to the left.

**CHECK LIST**

The City of San Bruno uses the San Mateo County-wide Sustainable Buildings Checklist to encourage Green Building Design. All applicants are required to complete the checklist as part of their development submittal. The checklist is reproduced below:

SAN MATEO COUNTYWIDE SUSTAINABLE BUILDINGS CHECKLIST				
	✓	No.	Item	Applicable Building Types
COMMUNITY PLANNING	<b>Goal: Create a more sustainable community</b>			
		1	Build mixed-use developments and provide public amenities such as open space	c m
		2	Cluster development to minimize paving and utilities, and to preserve open space	c m
		3	Reuse a brownfield or previously occupied site	c m
		4	Design for easy pedestrian, bicycle, and transit access	c t m
SITE & LANDSCAPE	<b>Goal: Respect your site</b>			
		5	Design and landscape to create comfortable micro-climates and reduce heat island effects	c m s
		6	Optimize building orientation for heat gain, shading, daylighting, and natural ventilation	c m s
		7	Reduce building footprint - smaller is better	c m s
		8	Limit site impacts, balance cut and fill, preserve existing vegetation and protect soil during construction	c m s
		9	Use native plants that are drought-resistant, create habitat for indigenous species, and do not require pesticides for maintenance	c m s
		10	Use recycled rubble for backfill drain rock	c m s
	<b>Goal: Save water and reduce local water impacts</b>			
		11	Maximize onsite stormwater management through landscaping and permeable pavement	c m s
		12	Use rainwater harvesting	c m s
	13	Use water-conserving landscape technologies such as drip irrigation, moisture sensors, and watering zones	c m s	
WASTE REDUCTION & MANAGEMENT	<b>Goal: Reduce, reuse, recycle</b>			
		14	Reuse a building (renovate) instead of tearing down and rebuilding	c t m s
		15	Deconstruct old buildings for materials reuse (salvage)	c t m s
		16	Recycle construction & demolition waste	c t m s
		17	Design for durability and eventual reuse	c t m s
	18	Provide adequate space for storing and handling recyclables	c t m s	
CONCRETE	<b>Goal: Make concrete with sustainable materials</b>			
		19	Use flyash in concrete	c t m s
		20	Use recycled aggregate in non-structural concrete	c t m s
	21	Use prefabricated forms or save and reuse wood form boards	c t m s	

**KEY**

- c** Commercial/Industrial
- t** Tenant Improvement
- m** Multi-family housing
- s** Single-family home

SAN MATEO COUNTYWIDE SUSTAINABLE BUILDINGS CHECKLIST				
	✓	No.	Item	Applicable Building Types
WOOD FRAMING	<b>Goal: Design to save wood and labor</b>			
		22	Use spacings, sizes, and modular dimensions that minimize lumber use and optimize performance	c t m s
		23	Use engineered lumber or metal stud framing to replace solid-sawn lumber	c t m s
	<b>Goal: Support sustainable forests</b>			
		24	Use sustainably harvested lumber (FSC certified) for wood framing	c t m s
EXTERIOR TREATMENTS, SIDING & ROOFING		25	Use reclaimed or salvaged lumber	c t m s
	<b>Goal: Make a sustainable roof</b>			
		26	Use durable roofing materials	c m s
		27	Use a cool roof	c m
		28	Use a green or living roof	c m s
WINDOWS & DOORS	<b>Goal: Support healthy environments and sustainable forests</b>			
		29	Use sustainable siding materials	c m s
		30	Use sustainable decking materials	c m s
	<b>Goal: Save energy through passive design</b>			
		31	Provide shading on east, west and south windows with overhangs, awnings, or deciduous trees	c m s
PLUMBING		32	Plan windows and skylights, light shelves, and window treatments to provide daylight that improves indoor environments	c t m s
		33	Choose window sizes, frame materials, and glass coatings to optimize energy performance	c m s
		34	Stop air leakage at doors and windows	c m s
	<b>Goal: Save water and energy in plumbing systems</b>			
		35	Use water-conserving plumbing fixtures	c t m s
	36	Use water-saving appliances and equipment	c t m s	
	37	Insulate hot and cold water pipes	c t m s	
	38	Use heat recovery equipment, tankless water heaters and/or on-demand hot water circulation pumps	c t m s	
	39	Pre-plumb for future graywater use for toilet flushing and landscape irrigation	c m s	
<b>Goal: Reduce environmental impacts from materials production</b>				
	40	Use sustainable materials for pipes	c t m s	

**KEY**

- c Commercial/Industrial
- t Tenant Improvement
- m Multi-family housing
- s Single-family home

SAN MATEO COUNTYWIDE SUSTAINABLE BUILDINGS CHECKLIST			
✓	No.	Item	Applicable Building Types
ELECTRICAL	<b>Goal: Save energy in lighting</b>		
	41	Design lighting levels for actual use, and use task lighting to reduce general lighting levels	c t m s
	42	Use energy-efficient lamps and lighting fixtures	c t m s
	43	Use lighting controls that save energy such as occupancy sensors	c t m s
	<b>Goal: Save energy in equipment use</b>		
44	Use ENERGY STAR® appliances	c t m s	
45	Use a building energy management system	c t m	
HEATING & COOLING	<b>Goal: Save energy through passive design</b>		
	46	Use passive solar design, thermal mass, and insulation to reduce space heating needs	c m s
	47	Replace air conditioning with natural ventilation and passive cooling	c m s
	48	Use ceiling fans for comfort cooling, and use a whole-building fan for night-time cooling	c t m s
	49	Upgrade wall, floor, and ceiling insulation to exceed minimum State requirements	c m s
	<b>Goal: Save energy in equipment use</b>		
	50	Use high-efficiency equipment including furnaces, boilers, fans, and pumps	c m s
	51	Use heat recovery equipment	c m s
	52	Use geothermal systems, cogeneration, or other alternatives for heating and cooling	c m
	53	Place ductwork within conditioned space, seal joints properly, and clean before occupancy	c t m s
	54	Zone mechanical systems for more efficient heating and cooling	c t
	55	Use radiant and hydronic systems for increased efficiency, health, and comfort	c t m s
	56	Use equipment without ozone-depleting refrigerants	t m
<b>Goal: Create healthy indoor environments</b>			
57	Use recycled-content, formaldehyde-free fiberglass insulation, cellulose insulation, or other green insulation products	c t m s	
58	Separate ventilation for indoor pollutant sources and provide advanced filtration to improve indoor air quality	c t m s	
59	Use clean and efficient alternatives to wood-burning fireplaces	m s	
RENEWABLE POWER & SOLAR ENERGY	<b>Goal: Replace fossil fuel use with alternatives</b>		
	60	Generate clean electricity onsite using solar photovoltaics	c m s
	61	Generate clean electricity onsite using wind turbines	c m s
	62	Use solar hot-water systems for domestic use and swimming pools	c m s
	63	Use solar hot-water systems for space heating	c m s
64	Pre-plumb for a solar hot-water system	c m s	

**KEY**

- c** Commercial/Industrial
- t** Tenant Improvement
- m** Multi-family housing
- s** Single-family home

SAN MATEO COUNTYWIDE SUSTAINABLE BUILDINGS CHECKLIST			
✓	No.	Item	Applicable Building Types
	58	Separate ventilation for indoor pollutant sources and provide advanced filtration to improve indoor air quality	c t m s
	59	Use clean and efficient alternatives to wood-burning fireplaces	m s
RENEWABLE POWER & SOLAR ENERGY	<b>Goal: Replace fossil fuel use with alternatives</b>		
	60	Generate clean electricity onsite using solar photovoltaics	c m s
	61	Generate clean electricity onsite using wind turbines	c m s
	62	Use solar hot-water systems for domestic use and swimming pools	c m s
	63	Use solar hot-water systems for space heating	c m s
	64	Pre-plumb for a solar hot-water system	c m s
INTERIOR MATERIALS	<b>Goal: Create healthy indoor environments</b>		
	65	Use low- or no-VOC, formaldehyde-free paints, stains, and adhesives	c t m s
	66	Use low- or no-VOC carpets, furniture, particleboard, and cabinetry	c t m s
	67	Use exposed concrete as a finished floor	c t m s
	68	Use natural materials such as wool and sisal for carpets and wallcoverings	c t m s
	69	Use sustainable materials for flooring, trim, and interior surfaces	c t m s
	<b>Goal: Support the market for recycled materials</b>		
	70	Use recycled-content floor tile, carpets and pads, cabinets, and countertops	c t m s
	<b>Goal: Support sustainable forests</b>		
	71	Use reclaimed / salvaged, sustainably harvested (FSC certified), or engineered wood for flooring and trim, or use wood alternatives such as bamboo and cork	c t m s
OTHER GREEN ALTERNATIVES	<b>Goal: Use creativity and innovation to build more sustainable environments</b>		
	72	Use insulated concrete forms	c m s
	73	Use structural insulated panels to replace wood-framed walls	c t m s
	74	Use natural building materials and techniques	c m s
	75	Other sustainable methods or materials used. <i>Please describe:</i>	c t m s

**KEY**

- c Commercial/Industrial
- t Tenant Improvement
- m Multi-family housing
- s Single-family home

## GLOSSARY

### Accessory Structure

Other small buildings that are subservient to the main house, including garages, second units, storage sheds, and similar structures

### Arbor

A wood lattice entry feature, often with flowering landscaping, sometimes used to define the entry to a house at the front sidewalk.

### Balusters

The upright portion of the row of support for a porch or stair railing.

### Balustrade

A series of balusters surmounted by a hand rail.

### Bay Window

A window projecting outward from the main wall of a building.

### Brackets

Plain or decorated projecting support members found under eaves or other overhangs.

### Casement Window

A window containing two opening segments with hinges on their vertical edges and separated by a vertical frame element.

### Clerestory

An upward extension of enclosed daylighted space achieved by carrying a vertical, windowed wall above the roof.

### Conditional Use Permit

A special permit granted by the Planning Commission to make alterations to a single-family or two-family home that exceed certain thresholds outlined in the Municipal Code and summarized on page 11.

### Corbel

A projecting block, sometimes carved or molded, that acts as a means of support for floor and roof beams as well as other structural members.

### Craftsman Style

A traditional architectural style of the early 20th century, incorporating locally handcrafted wood, glass, and metal work, that was simple and elegant. A reaction to Victorian opulence and the increasingly common mass-produced housing elements, the style incorporated clean lines, a sturdy structure and natural materials.

### Dormer

A vertical window projecting from the slope of a roof. Gable dormers have gable roofs while shed dormers have one plane sloped roofs.

### Eave

That portion of the roof which projects beyond the walls.

### Facade

The face or elevation of a building.

### Fascia

A flat board used to cover the ends of roof rafters.

### Flashing

Metal sheet material used to cover open joints of exterior construction such as roof valley joints or roof parapet joints to make them waterproof.

### Floor Area Ratio (FAR)

A measure of the intensity of development on a parcel of land expressed as the total floor area square footage of a structure divided by the square foot area of the parcel and expressed as a percentage (e.g., a 2,750 sq. ft. house on a 5,000 sq. ft. lot would have an FAR of 0.55).

### Gable

The triangular portion at the end of a roof composed to two downward sloping planes on either side of a central, horizontal ridge.

### Garage: Side Loaded

A garage with its entry doors located at an angle (usually a right angle) to the street which provides vehicular access to the garage.

### Garage: Split

A garage which utilizes multiple doors divided by vertical supports in lieu of a single larger door.

### Garage: Tandem

A garage with one car parked behind another rather than side-by-side.

### Juliet Balcony

A shallow projecting balcony, usually with a depth of three feet or less. Suitable for potted plants, but not large enough for furniture.

### Lattice

An openwork grill of interlacing wood strips used as screening or as a base for climbing landscaping.

### Lintel

A horizontal top member of a window, door or other opening.

### Massing

The three-dimensional form of a building.

**Mission Style**

A style of architecture associated with that of the early Spanish Colonial missions in Mexico and the southwestern United States.

**Mortar**

A mixture of sand, lime, cement, and water used as a binding agent in masonry construction.

**Mullion**

A heavy vertical divider between windows or doors.

**Muntin**

A secondary framing member used to divide and hold the panes of glass in a multiple-lite window or glazed door.

**Pop out**

An interior space that projects out from the main exterior wall. A bay window is a pop out.

**Porch Skirt**

A screen, usually wood or non-structural masonry, used to cover the front and sides of a porch projection from the floor beams to ground level.

**Pot Shelf**

A shallow horizontal wood or metal projection from an exterior wall, supported by brackets and used for the display of potted plants and flowers.

**Ranch Style**

An architectural style first popularized in the 1930s and extremely popular during the 1950s to 1980s. The style is often characterized by one story profiles with low, roof lines, simple floor plans, attached garages, and large windows and sliding glass doors.

**Roof Pitch**

The angle of the sloped planes of a roof - often expressed in the rise in inches for every foot of horizontal distance, as in a 4 in 12 pitch.

**Roof Ridge**

The horizontal line formed when two roof surfaces meet.

**Setbacks**

The horizontal distances a structure is held away from the adjacent property lines. Also used to describe the off-set distances between horizontal or vertical wall planes of a structure.

**Sill**

The framing member that forms the lower side of an opening, such as a window or door sill.

**Soffit**

The exposed underside of an arch, cornice, balcony, beam or roof overhang.

**Towers/Turrets**

A structure whose height is usually much greater than its width - often used as entry or focal point features of more formal style houses.

**Trellis**

A horizontal light framework, freestanding or projecting from the face of wall, used for the purposes of sun shading and/or the support of vines.

**Victorian Style**

The revival of an eclectic architectural style popular in English-speaking countries during the reign of Queen Victoria. It may vary from simple classic homes to ones with substantial amounts of ostentatious ornament.

**APPENDICES**

**A Submittal Requirements**

**B Small Lot Development Ex-  
amples**

**C Quick Fixes**

**D Landscape Guidelines**

Blank Page

## RESIDENTIAL SUBMITTAL GUIDELINES

### SUMMARY OF REQUIRED MATERIALS

1. Completed application form, including owner's signature.
2. Architectural plans prepared in accordance with the Plan Checklist below.
3. Application fees.
4. San Mateo Countywide Sustainable Buildings Checklist.
5. Color and materials sample board.
6. Other materials as required by staff.

### PLAN CHECKLIST

#### QUANTITY

• Applicants should contact Planning staff to find out the quantity of plans that will be required. It will vary from 5 to 8 full size sets of plans, depending on the type of application. Additional sets may be required due to revisions during the review process. Applicants are encouraged to make the initial submittal electronically. Contact staff for electronic submittal requirements.

### DRAWINGS AND OTHER MATERIALS

#### SITE PLAN

- Scale (1/8" = 1' or similar) and north arrow
- Property lines with dimensions. Show the entire lot on one sheet. Note that lots are typically set back several feet from the sidewalk (contact Planning Division staff for setback).
- Existing and proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines. Identify new construction by shading or similar means.
- For two-story projects, show approximate locations and setbacks of neighboring buildings.
- Roof plan showing slopes and eave widths.
- Driveways, parking areas, paths and walkways, and any other impervious surfaces.
- Rights-of-way and easements.
- Significant trees and landscape features. Indicate tree name, trunk diameter, drip line, and intention to remove.
- Project data:
  - (a) lot size in square feet;
  - (b) existing and proposed lot coverage;
  - (c) floor area of existing and proposed buildings;
  - (d) number of covered parking spaces; and
  - (e) size of garage in square feet
  - (f) landscaped area and impervious surfaces in square feet.
- Legend:
  - (a) project address and description;
  - (b) names, addresses and phone numbers of architect/designer and applicant;
  - (c) date of preparation and any revision dates.

#### FLOOR PLANS

- Scale (1/4" = 1' or similar).
- Include existing and proposed plans.
- Identify existing walls to remain, walls to be demolished, and new walls.
- Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).

#### ELEVATIONS

*Drawings of all sides are required, including those with no proposed changes.*

- Scale (1/4" = 1' or similar).
- Include existing and proposed elevations.
- Label each elevation by its orientation (e.g., north, south, front, rear).
- Label and accurately depict siding and roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
- Indicate maximum building height (see Municipal Code 12.80.245 for definition).
- Streetscape showing the proposed front facade of the project and those of the immediately adjacent homes drawn to scale. See submittal drawing examples.  
*(Photo montages may be substituted for drawings, but should be to scale with the elevation of the proposed house.)*
- At the discretion of the Community Development Director, sun shading diagrams showing shadows cast by the proposed house design on immediately adjacent properties. Show the outlines of existing structures on the adjacent parcels. See submittal drawing examples.

**COLOR AND MATERIAL SAMPLES**

**LANDSCAPE PLAN**

*Required for new residential construction*

- Scale (1/8" = 1' or similar) and north arrow.
- Existing and proposed trees, shrubs, and ground cover. Include street trees.
- Landscaping features such as planters, paved areas, furniture, and water features.
- Plant schedule with the following:
  - (a) Latin and common names;
  - (b) gallon/box size;
  - (c) quantity;
  - (d) mature height and spread;
  - (e) years to maturity; and
  - (f) plant characteristics.
- Irrigation lines.

**ADDITIONAL INFORMATION**

Depending on the project, the following may also be required:

- Colored elevations and/or renderings.
- Cross-sections of buildings and/or site.
- Photographs and/or photo simulations.

**APPLICATION DRAWINGS EXAMPLES**

Submittal of incomplete or poorly prepared drawings which are hard to read or do not give staff and the Planning Commission sufficient information to understand the applicant's intentions and commitments will delay the development review and approval process.

Applicants are strongly urged to retain experienced design professionals to prepare these important submittal materials.

Some examples of the expected minimum quality level of drawings are shown on the following pages.

*For questions and assistance, please contact:*

*Community Development Department  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7074  
Web: [www.sanbruno.ca.gov](http://www.sanbruno.ca.gov)  
E-mail: [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov)*

**OWNERS:**  
ERIC and NANCY STERNBERG  
64 CHESTER STREET  
LOS CAJONS CA 94032  
PH: 415.325.0543

**PROFILE:**  
APN 829.06.012  
ZONE R-1D  
 setbacks: FRONT=15'/SIDE=5'/REAR=20'

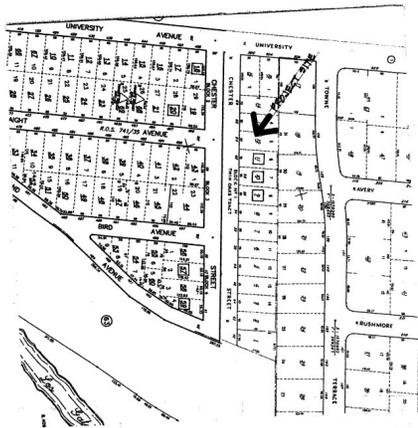
**AREA SUMMARY:**

SITE AREA	5,500 SF
FAZ = 25	
ALLOWED FLOOR AREA	1,903 SF

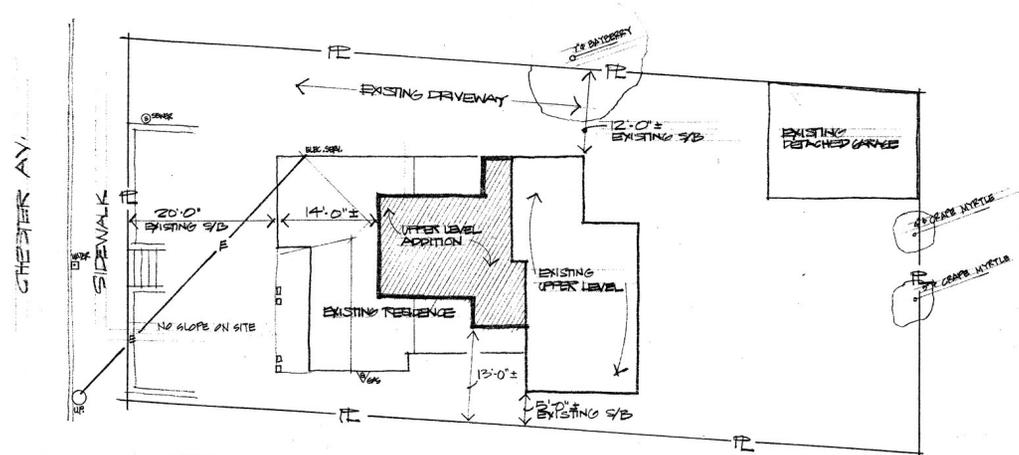
**PROPOSED FLOOR AREA**

	AS BUILT	ADDED	PROPOSED
MAIN LEVEL	1,325	0	1,325 SF
UPPER LEVEL	434	363.5	797.5 SF
TOTAL AS BUILT	1,759		
TOTAL ADDITION		363.5	
TOTAL PROPOSED FLOOR AREA			2,122.5 SF

(2) GARAGE 315 SF



PROPERTIES IN IMMEDIATE NEIGHBORHOOD OVER FAZ	
ADDRESS	EXCEEDS FAZ IN A.F.
64 CHESTER ST	219
62	101
58	165
PROPERTIES IN VICINITY OVER FAZ	
80 CHESTER ST	62
A7	39
A1	195
400 UNIVERSITY AV.	100
417 WEIGHT AV.	240



**SITE PLAN**  
1/8" = 1'-0"

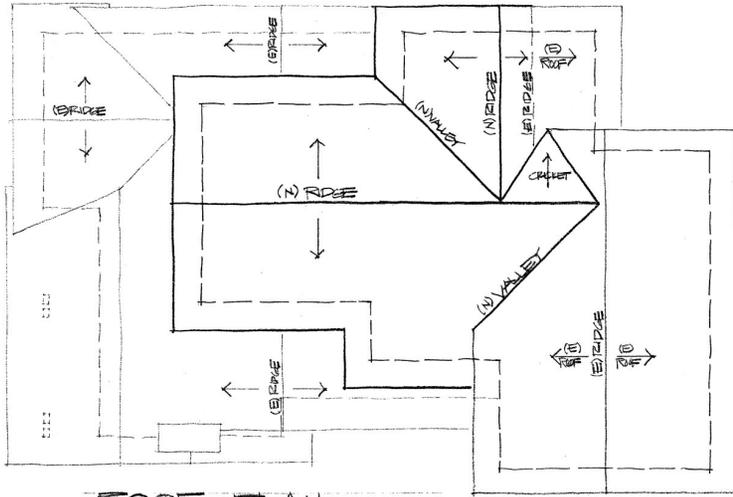
**DESCRIPTION OF PROPOSED PROJECT**

This project scope includes the construction of a master bedroom suite (163 SF on a second floor. The added area will be a continuation of the existing second floor and will aid the overall design to be more homogeneous in quality.

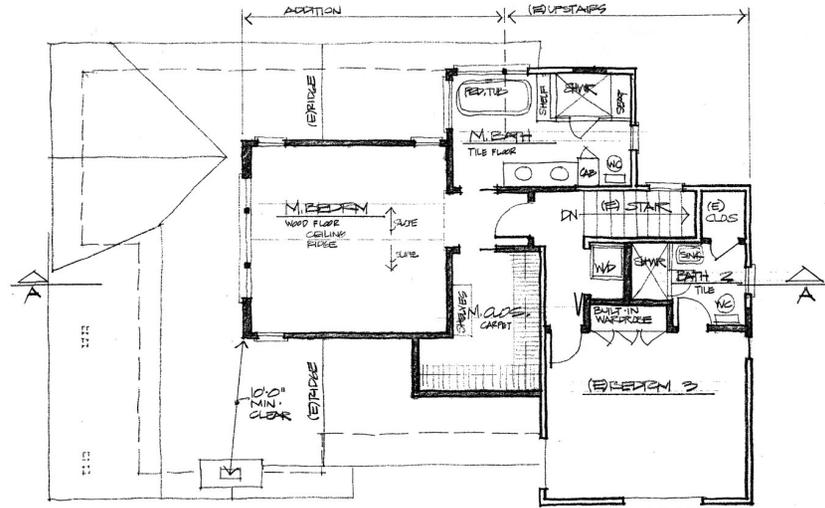
**LETTER OF JUSTIFICATION**

The current home does not have a legitimate master bedroom suite and this project provides what most houses in this area have. In addition to bringing this house up to current standards, the new design introduces a quaint character to the neighborhood. It becomes obvious on the street scape drawing on sheet 4. This referenced drawing is not meant to emphasize the existing second story element, the actual view of it from the street level is virtually not visible because of its location to the rear. The new design that introduces the new character to the house is basically a large dormer that projects toward the front, but still lets the existing single story stand on its own. The west elevation drawing on sheet 3 shows in more detail that the upper floor is stepped back from the existing front by 12'-0". Shadows cast by this addition and privacy from second story windows will be negligible.

**Example #1**

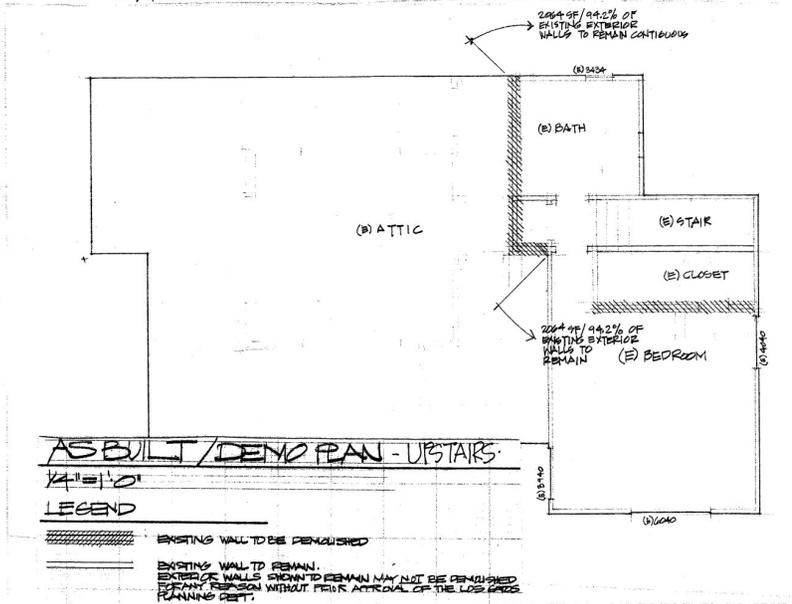


**ROOF PLAN**  
 1/4" = 1'-0"



**REMODELED UPSTAIRS**  
 1/4" = 1'-0"

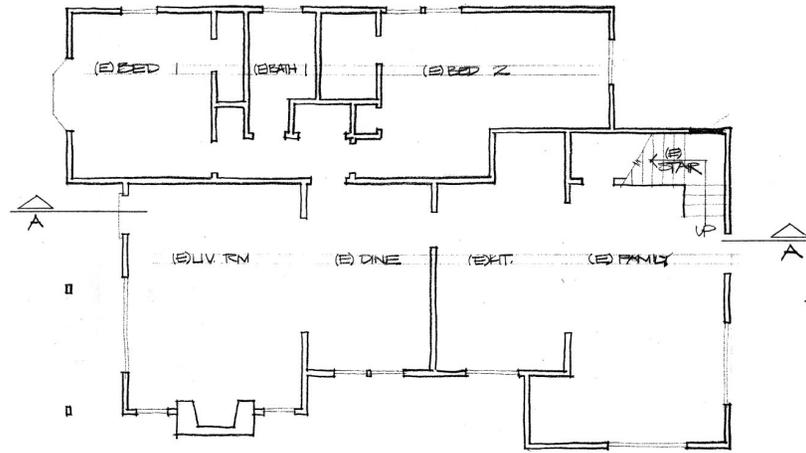
**LEGEND**  
 [Solid line] NEW WALL CONSTRUCTION  
 [Dashed line] (E) WALL TO REMAIN



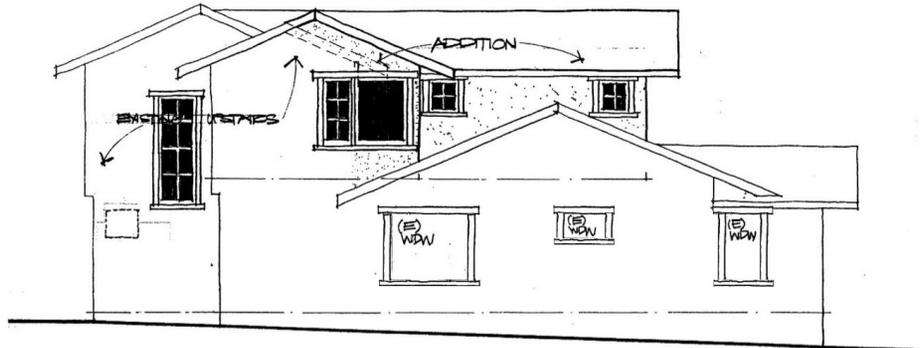
**AS BUILT / DEMO PLAN - UPSTAIRS**  
 1/4" = 1'-0"

**LEGEND**

[Hatched line] EXISTING WALL TO BE DEMOLISHED  
 [Solid line] EXISTING WALL TO REMAIN  
 EXTERIOR WALLS SHOWN TO REMAIN MAY NOT BE DEMOLISHED FOR ANY REASON WITHOUT PRIOR APPROVAL OF THE LDCS PLANNING DEPT.



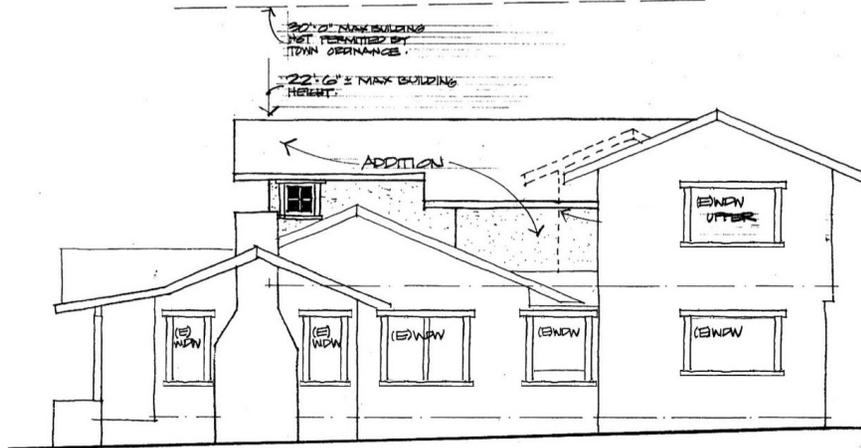
**EXISTING MAIN LEVEL FLOOR PLAN**  
 1/4" = 1'-0"



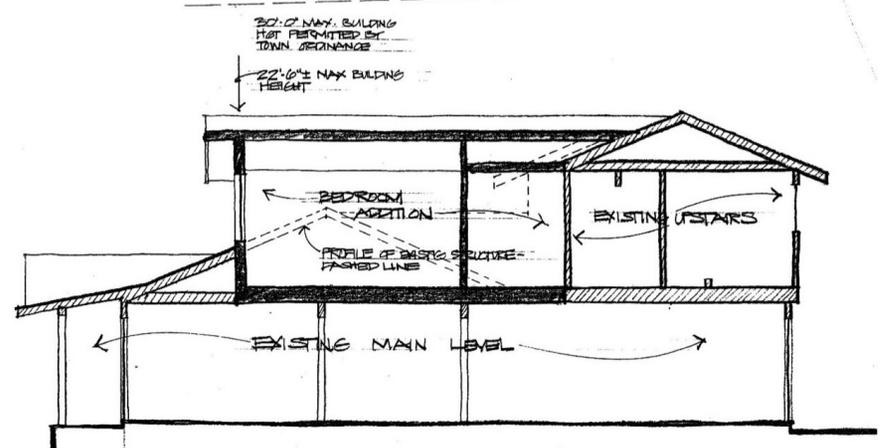
WEST ELEV.  
1/4" = 1'-0"



SOUTH ELEV.  
1/4" = 1'-0"



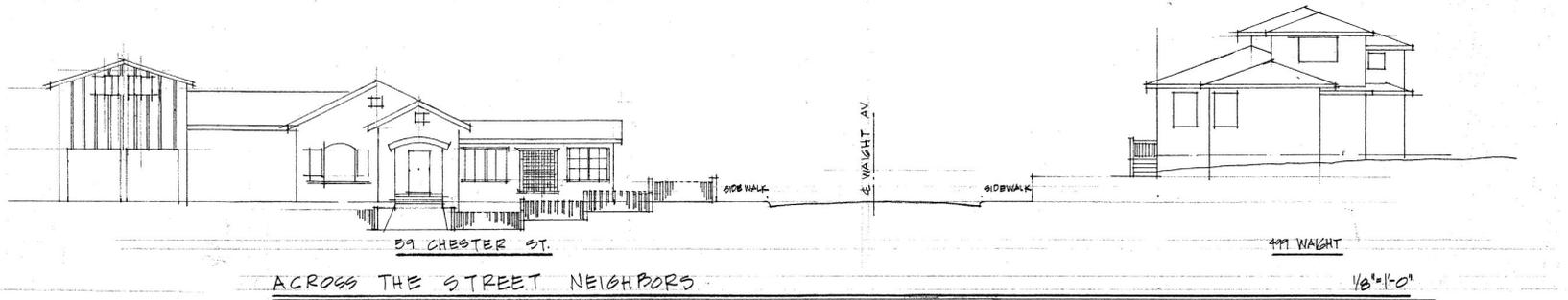
EAST ELEV.  
1/4" = 1'-0"



A-A BUILDING SECTION A-A.  
1/4" = 1'-0"



SOUTH (FRONT) SUBJECT PROJECT



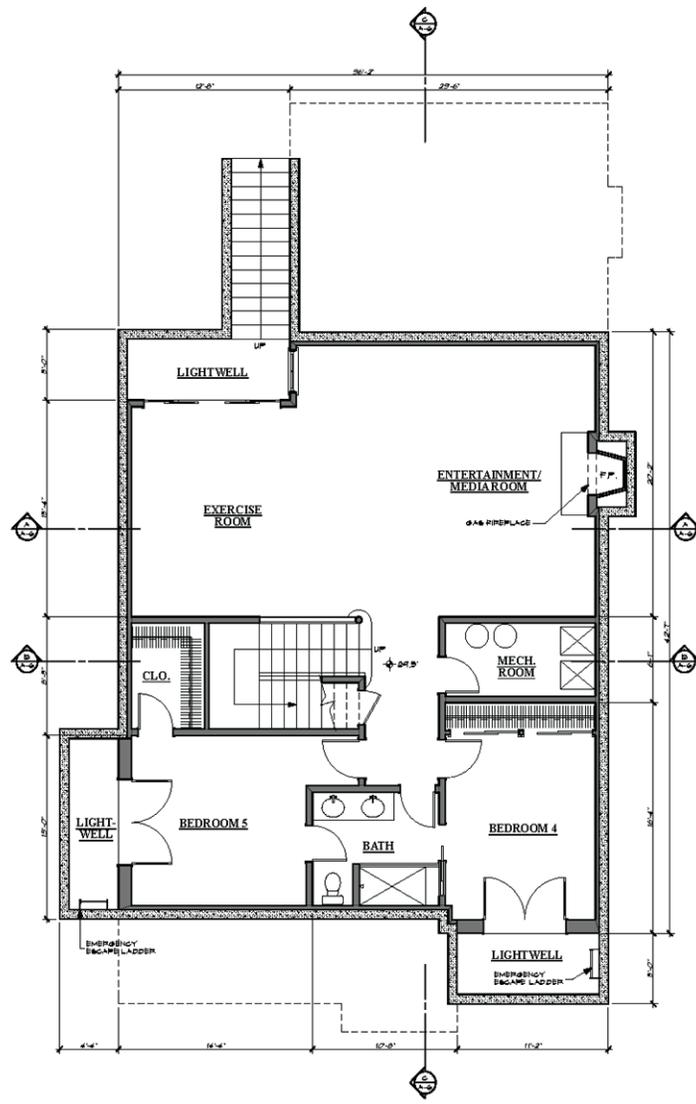


The Massei Residence

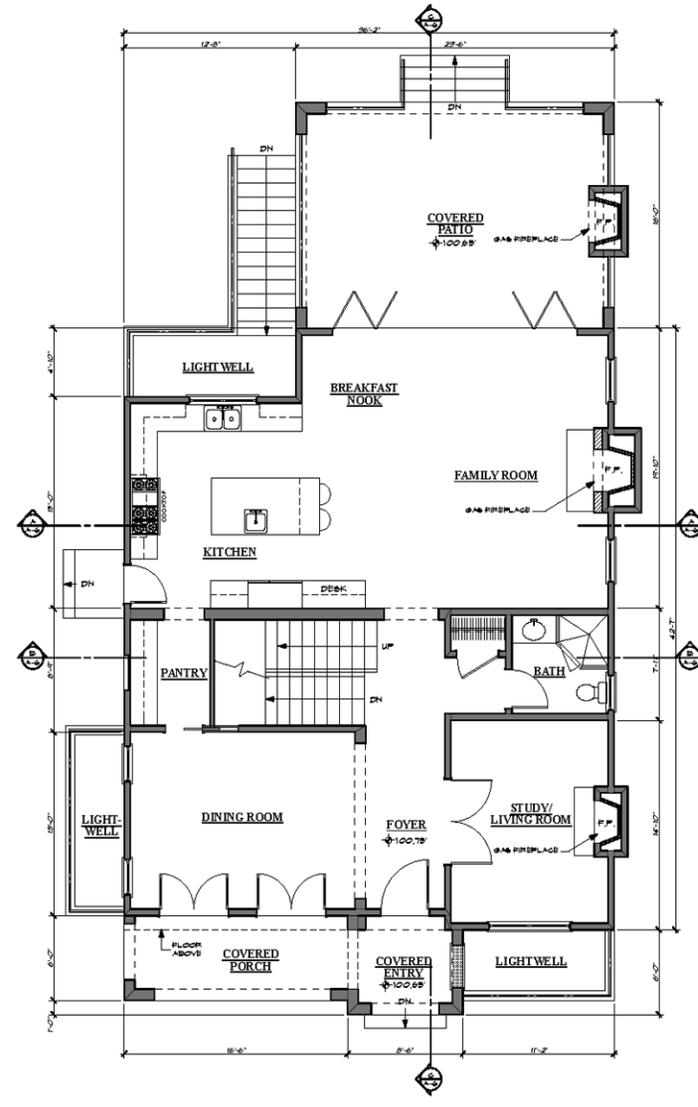
VICINITY MAP	PROJECT DIRECTORY	PROJECT DATA	SHEET INDEX																																													
	<p><b>ARCHITECT:</b> KOLLSAAT + ASSOCIATES 81 UNIVERSITY AVENUE, SUITE L LOS GATOS, CA 95030 (408) 938-2855</p> <p><b>SURVEYOR:</b> JLN ASSOCIATES 75 CEDAR LANE SAN JOSE, CA 95127 (408) 350-0154</p>	<p><b>PROJECT ADDRESS:</b> 514 SAN BENTO AVENUE LOS GATOS, CA</p> <p><b>OWNER:</b> 8779 MASSEI 528 SAN BENTO AVENUE LOS GATOS, CA</p> <p><b>APN:</b> 510-18-008</p> <p><b>ZONING:</b> R1-D</p> <p><b>SITE AREA:</b> 9,000 SF</p> <p><b>AVERAGE SLOPE:</b> 9.27%</p> <p><b>MAX. F.A.R. - RESIDENCE:</b> • 39 (10.0%) X 201 • 310</p> <p><b>MAX. ALLOWABLE RES. FLOOR AREA:</b> • 210 X 9,000 • 2,280 SF</p> <p><b>MAX. F.A.R. - GARAGE:</b> • 10 (10.0%) X 071 • 034</p> <p><b>MAX. ALLOWABLE GARAGE FLOOR AREA:</b> • 034 X 4,000 • 201 SF</p> <table border="0"> <tr> <td><b>FLOOR AREAS:</b></td> <td><b>ENSTNS</b></td> <td><b>NSFN</b></td> </tr> <tr> <td>FIRST FLOOR</td> <td>924 SF</td> <td>1,488 SF</td> </tr> <tr> <td>SECOND FLOOR</td> <td>400 SF</td> <td>1,738 SF</td> </tr> <tr> <td>SECONDARY OPENING</td> <td>400 SF</td> <td>2,308 SF</td> </tr> <tr> <td><b>TOTAL FLOOR AREA</b></td> <td><b>1,712 SF</b></td> <td><b>2,308 SF</b></td> </tr> <tr> <td>FOOTPRINT</td> <td>1,712 SF</td> <td>1,458 SF</td> </tr> <tr> <td>GARAGE</td> <td>400 SF</td> <td>378 SF</td> </tr> <tr> <td>COVERED PORCHES</td> <td>95 SF</td> <td>503 SF</td> </tr> <tr> <td>BALCONY</td> <td>0 SF</td> <td>113 SF</td> </tr> <tr> <td>LIGHTWELLS</td> <td>0 SF</td> <td>233 SF</td> </tr> <tr> <td>PATIO</td> <td>0 SF</td> <td>23 SF</td> </tr> <tr> <td>SHED</td> <td>17 SF</td> <td>0 SF</td> </tr> <tr> <td><b>TOTAL STRUCTURAL COVERAGE</b></td> <td><b>2,182 SF = 24.2%</b></td> <td><b>2,811 SF = 31.1%</b></td> </tr> <tr> <td>DRIVEWAY &amp; WALKWAYS</td> <td>978 SF</td> <td>1,842 SF</td> </tr> <tr> <td><b>TOTAL IMPERVIOUS COVERAGE</b></td> <td><b>2,760 SF = 30.6%</b></td> <td><b>4,653 SF = 51.6%</b></td> </tr> </table>	<b>FLOOR AREAS:</b>	<b>ENSTNS</b>	<b>NSFN</b>	FIRST FLOOR	924 SF	1,488 SF	SECOND FLOOR	400 SF	1,738 SF	SECONDARY OPENING	400 SF	2,308 SF	<b>TOTAL FLOOR AREA</b>	<b>1,712 SF</b>	<b>2,308 SF</b>	FOOTPRINT	1,712 SF	1,458 SF	GARAGE	400 SF	378 SF	COVERED PORCHES	95 SF	503 SF	BALCONY	0 SF	113 SF	LIGHTWELLS	0 SF	233 SF	PATIO	0 SF	23 SF	SHED	17 SF	0 SF	<b>TOTAL STRUCTURAL COVERAGE</b>	<b>2,182 SF = 24.2%</b>	<b>2,811 SF = 31.1%</b>	DRIVEWAY & WALKWAYS	978 SF	1,842 SF	<b>TOTAL IMPERVIOUS COVERAGE</b>	<b>2,760 SF = 30.6%</b>	<b>4,653 SF = 51.6%</b>	<ul style="list-style-type: none"> <li>A-1 COVER SHEET</li> <li>A-2 SITE PLAN</li> <li>A-3 FIRST FLOOR PLAN &amp; CELLAR FLOOR PLAN</li> <li>A-4 SECOND FLOOR PLAN &amp; ROOF PLAN</li> <li>A-5 EXTERIOR ELEVATIONS</li> <li>A-6 CROSS SECTIONS</li> <li>A-7 GARAGE PLANS</li> <li>A-8 SHADOW STUDIES</li> <li>A-9 STREETSCAPE</li> </ul>
<b>FLOOR AREAS:</b>	<b>ENSTNS</b>	<b>NSFN</b>																																														
FIRST FLOOR	924 SF	1,488 SF																																														
SECOND FLOOR	400 SF	1,738 SF																																														
SECONDARY OPENING	400 SF	2,308 SF																																														
<b>TOTAL FLOOR AREA</b>	<b>1,712 SF</b>	<b>2,308 SF</b>																																														
FOOTPRINT	1,712 SF	1,458 SF																																														
GARAGE	400 SF	378 SF																																														
COVERED PORCHES	95 SF	503 SF																																														
BALCONY	0 SF	113 SF																																														
LIGHTWELLS	0 SF	233 SF																																														
PATIO	0 SF	23 SF																																														
SHED	17 SF	0 SF																																														
<b>TOTAL STRUCTURAL COVERAGE</b>	<b>2,182 SF = 24.2%</b>	<b>2,811 SF = 31.1%</b>																																														
DRIVEWAY & WALKWAYS	978 SF	1,842 SF																																														
<b>TOTAL IMPERVIOUS COVERAGE</b>	<b>2,760 SF = 30.6%</b>	<b>4,653 SF = 51.6%</b>																																														
	<p align="center"><b>SCOPE OF PROJECT</b></p> <p>A NEW TWO-STORY SINGLE FAMILY RESIDENCE WITH A CELLAR WHICH INCLUDES 5 BEDROOMS, 4 BATHS, A STUDY, TWO COVERED PORCHES, A 8'10" 8" DETACHED GARAGE.</p>																																															

Example #2

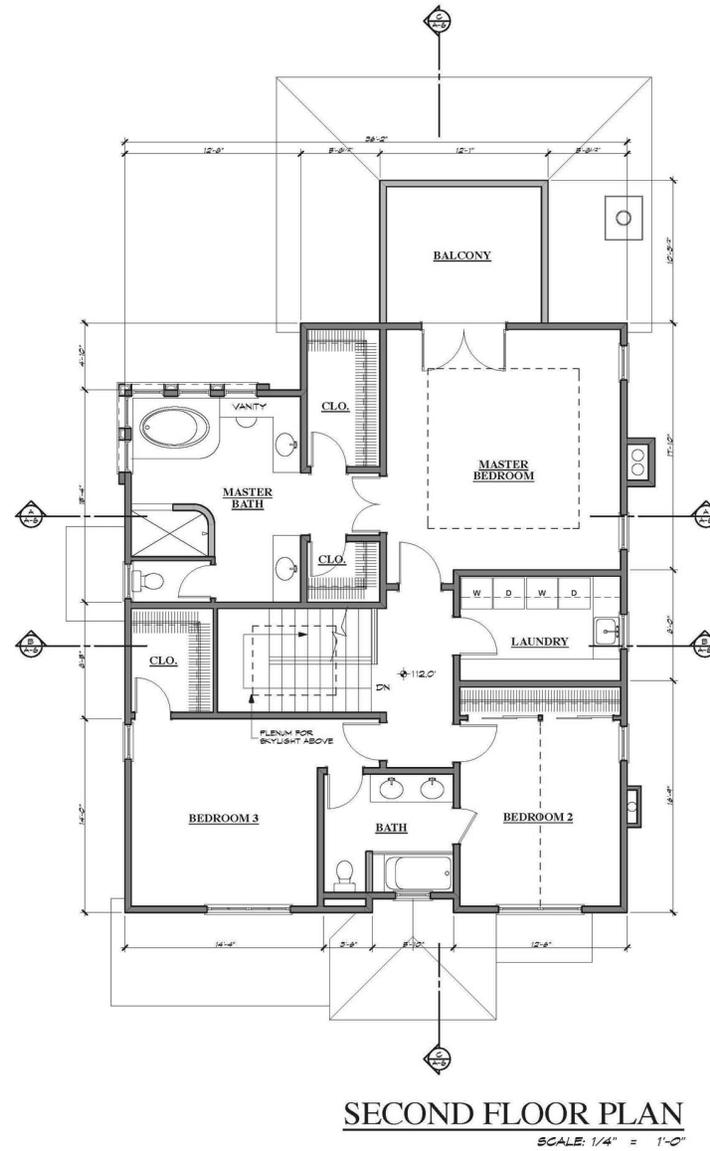
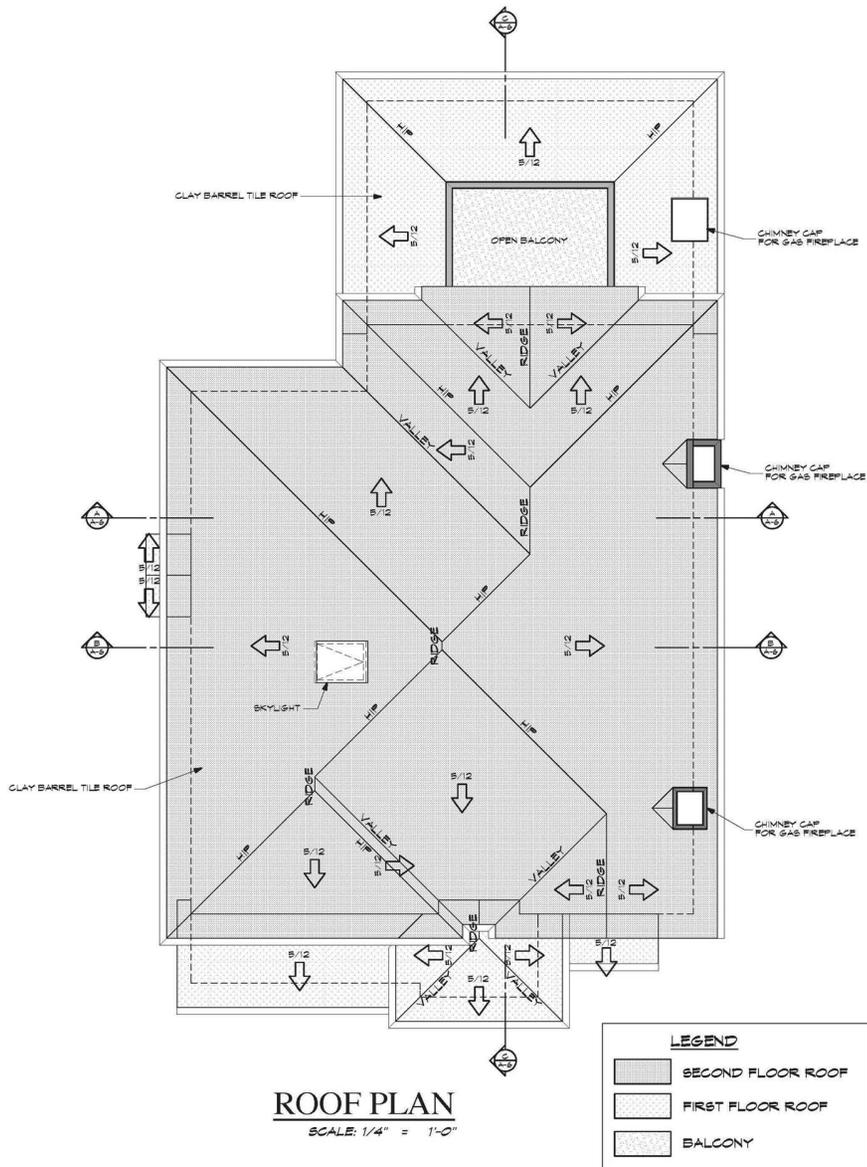


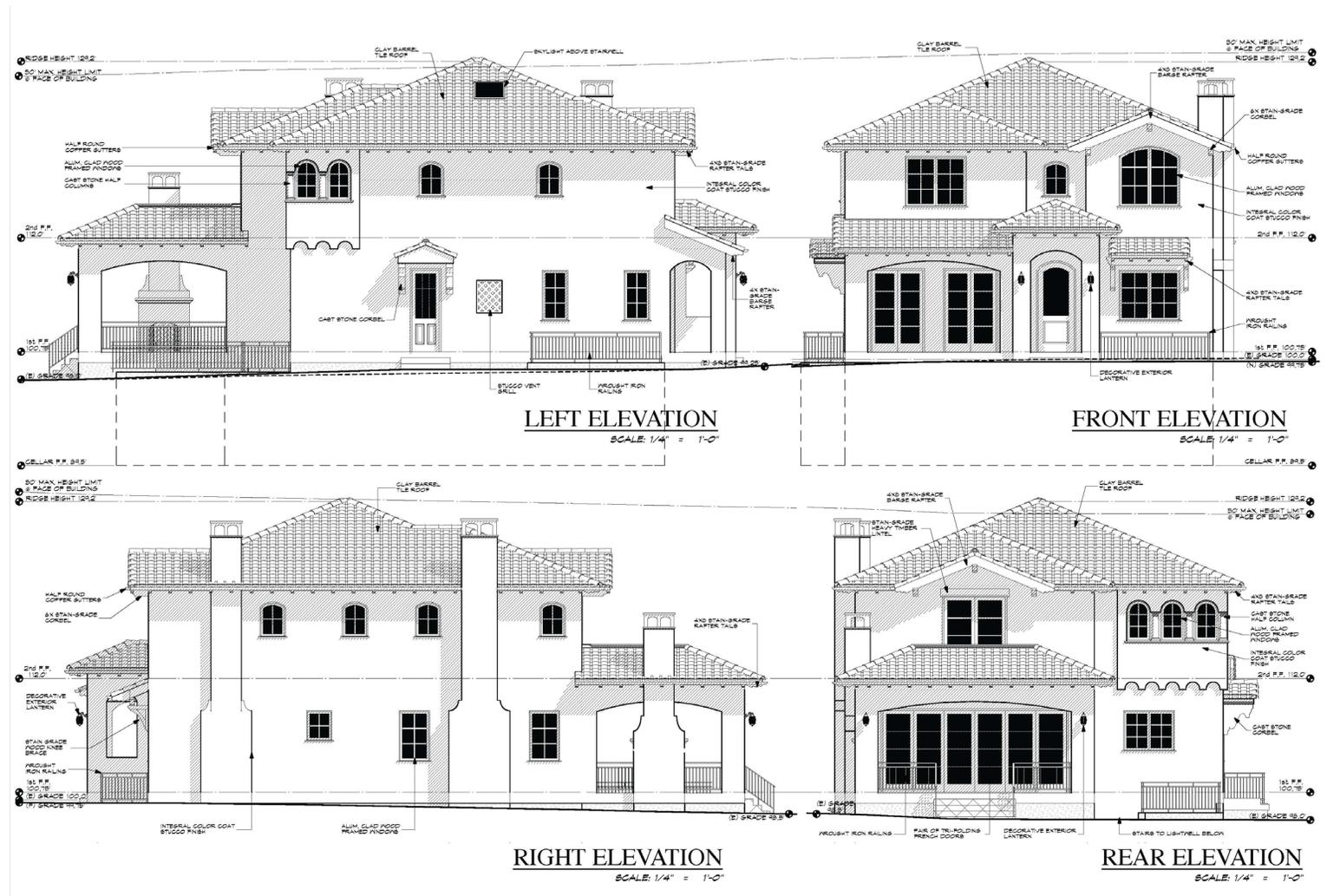


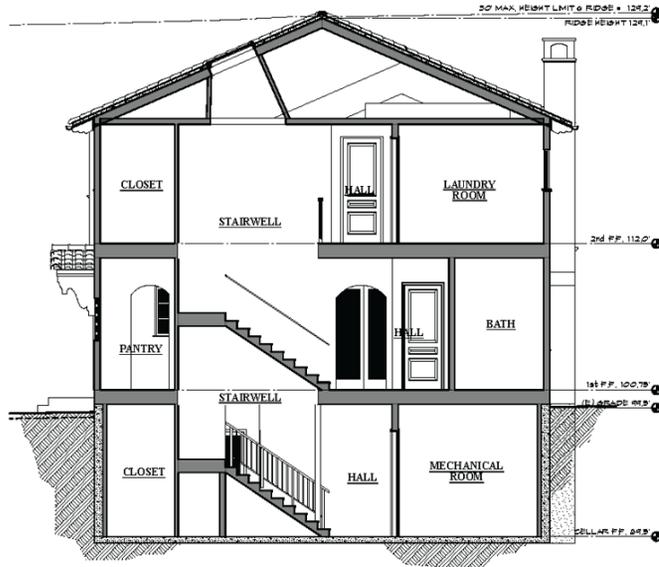
**CELLAR FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"



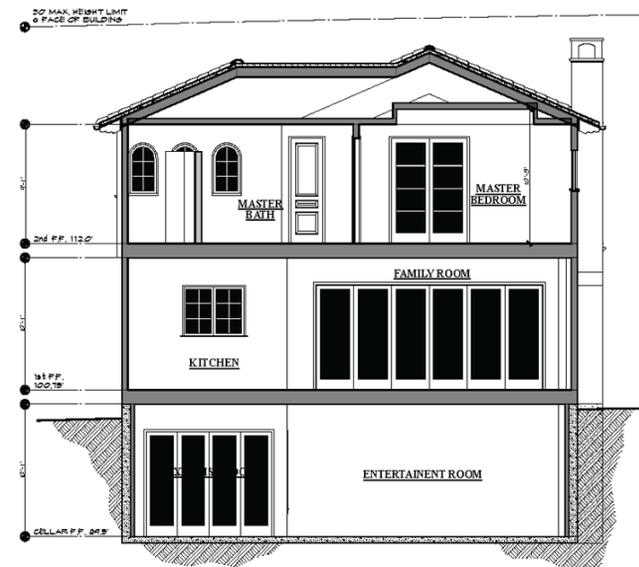
**FIRST FLOOR PLAN**  
 SCALE: 1/4" = 1'-0"







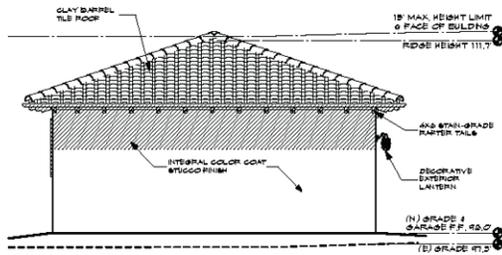
**SECTION B**  
 SCALE: 1/4" = 1'-0"



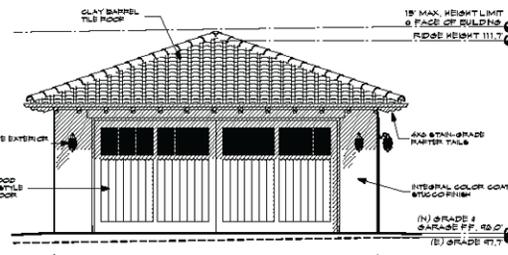
**SECTION A**  
 SCALE: 1/4" = 1'-0"



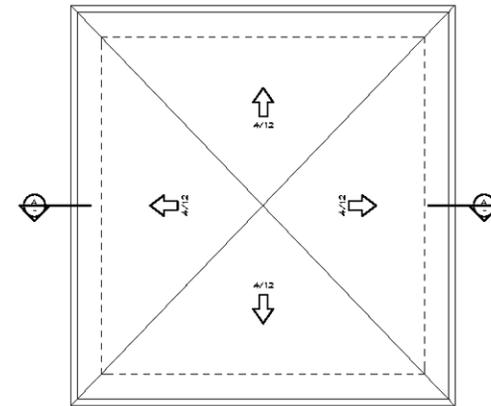
**SECTION C**  
 SCALE: 1/4" = 1'-0"



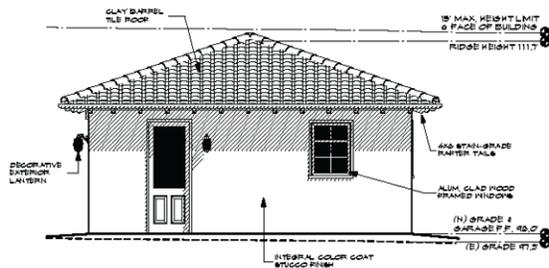
**LEFT ELEVATION**  
SCALE: 1/4" = 1'-0"



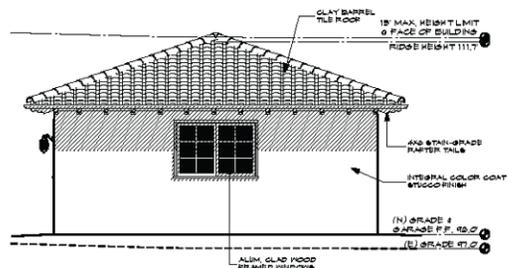
**FRONT ELEVATION**  
SCALE: 1/4" = 1'-0"



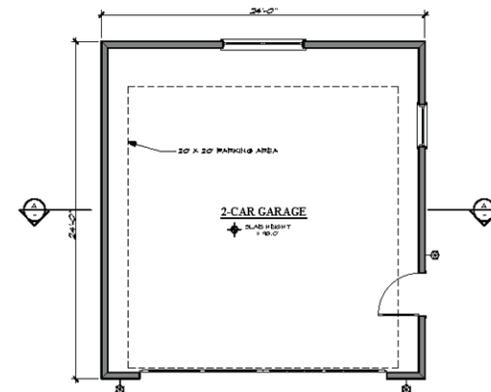
**GARAGE ROOF PLAN**  
SCALE: 1/4" = 1'-0"



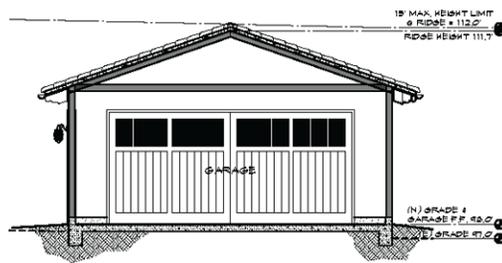
**RIGHT ELEVATION**  
SCALE: 1/4" = 1'-0"



**REAR ELEVATION**  
SCALE: 1/4" = 1'-0"



**GARAGE FLOOR PLAN**  
SCALE: 1/4" = 1'-0"



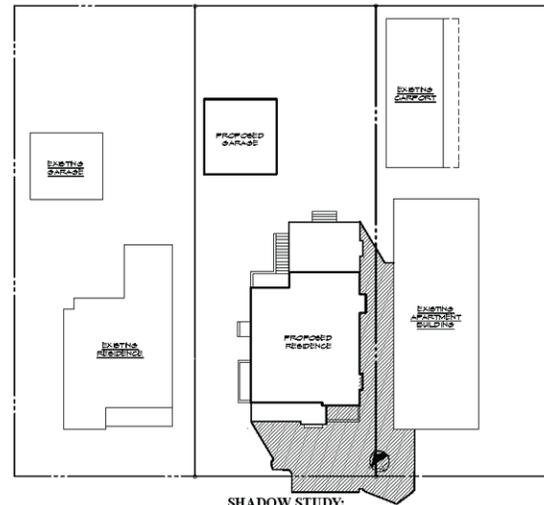
**SECTION A**  
SCALE: 1/4" = 1'-0"



**SHADOW STUDY:**  
 DECEMBER 21 @ 12:00 PM



**SHADOW STUDY:**  
 DECEMBER 21 @ 3:00 PM



**SHADOW STUDY:**  
 JUNE 21 @ 9:00 AM

**SHADOW STUDIES**  
 SCALE: 1/16" = 1'-0"

NOTE: SHADOW STUDIES ON DEC. 21 AT 9 AM AND JUNE 21 @ 12PM & 5PM SHOW NO SHADOWS ON ADJACENT PROPERTIES.



**SAN BENITO AVENUE - EAST**  
SCALE 1"=1'-0"



**SAN BENITO AVENUE - WEST**  
SCALE 1"=1'-0"

Blank Page

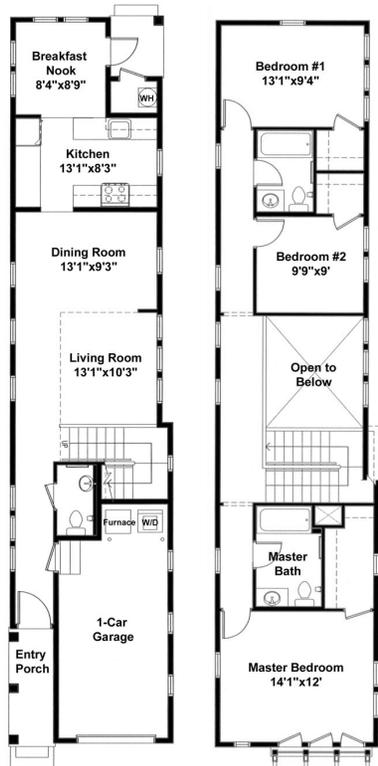
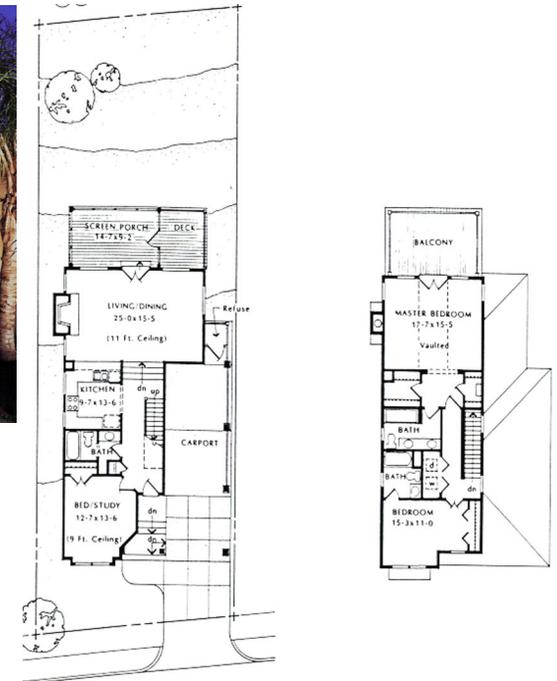
**PORTLAND LIVING SMART**

As a result of an international “Skinny Lot” design contest to explore innovative designs for 25 foot wide substandard lots, two prototypes were selected.

The units are sited with 5 foot setbacks at each side yard. Providing a garage for parking is optional.



**Lighthouse at the Boardwalk**  
Huntington Beach, CA  
Builder: Christopher Homes  
Architect: Bassenian/Logan Architects

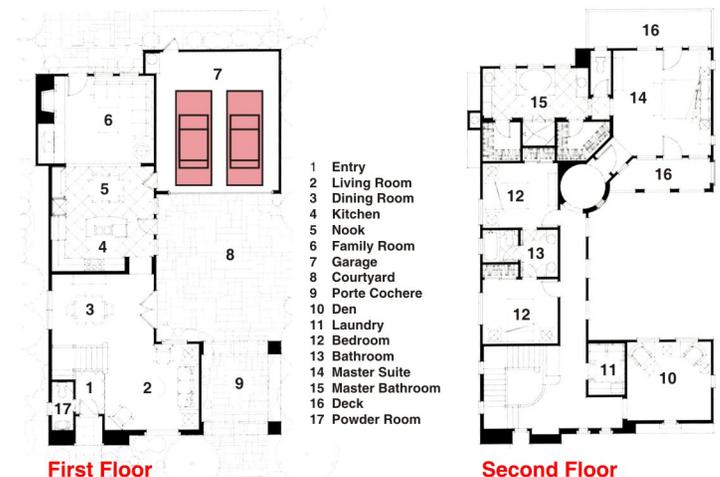


**First Floor Plan**

**Second Floor Plan**



**Portland Skinny Lot Vargas Prototype**

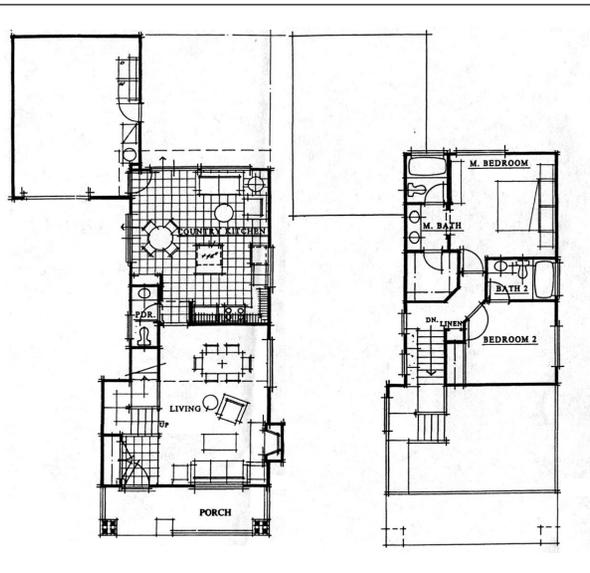


**First Floor**

**Second Floor**

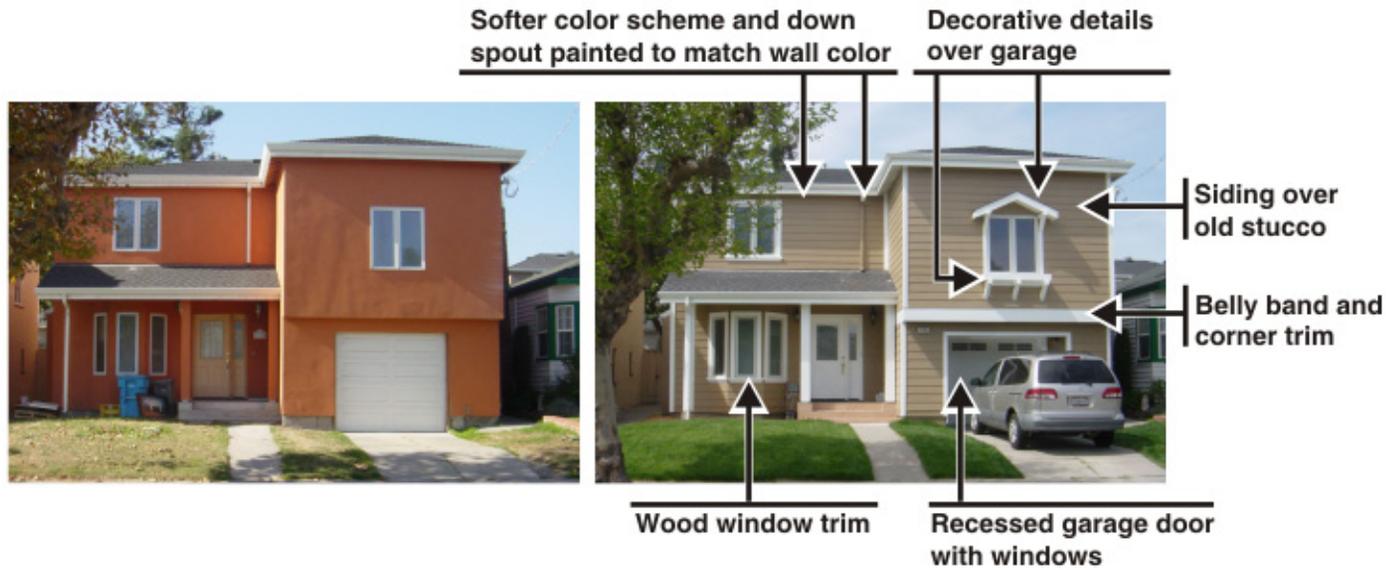
**APPENDIX B**  
Small Lot Development Examples





Blank Page

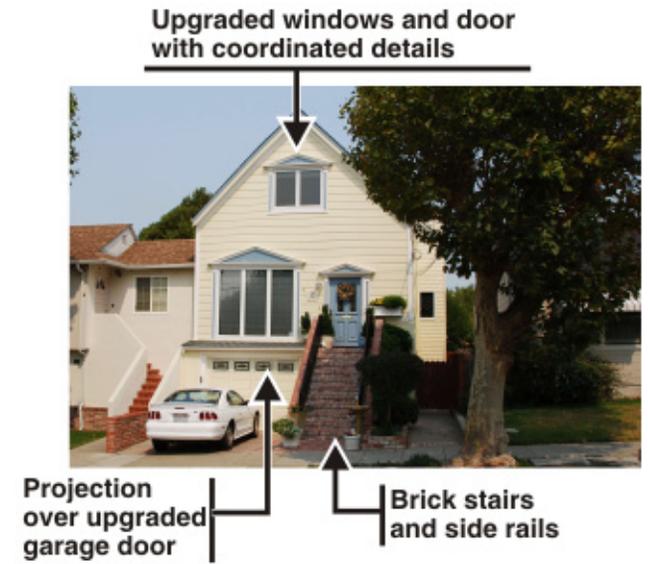
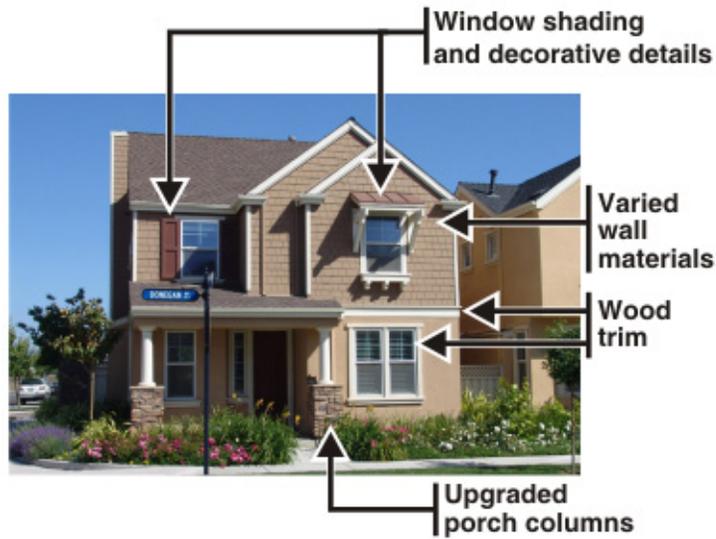
*The examples in this appendix demonstrate a few of the methods available to make significant visual improvements to existing homes.*



**Before** *San Bruno example of adding siding and detail elements along with a color change.* **After**



**Before** *Los Gatos example of adding a second story without changing the bulk of the house.* **After**



**Add planter bed to provide base for the front elevation**



**Add finished materials to entry walk and stairs**

**Add trellis with flowering vine landscaping over garage**



**Add shelf for potted plants under windows**

**Replace garage door with decorative door with windows**



**Replace utilitarian side and rear yard fences with visually attractive wood and/or landscaped fencing**



**Add simple fencing to define the front yard**

Blank Page

### LANDSCAPING THAT CONSERVES WATER

- Plant a foundation of permanent plants that look good year-round. Plants that are non-invasive and drought tolerant are recommended. Supplement the permanent plants with an accent, such as California Poppies.
- Group plants with similar water and light needs together. Design the irrigation system to deliver more water to plants that need it. When possible, dedicate a separate irrigation line or valve to thirsty plants, or include more emitters to water them.



Plant selections include:

- Hybrid White Rockrose (*Cistus hybridus*)
- Society Garlic (*Tulbaghia violacea*)
- Purple and White Pacific Coast Iris (*Iris Pacific Coast Hybrid 'Purple and White'*)

- Brightly colored flowers typically require the most water. Group these plants together to create focal points, such as near the front door or where the walkway to the house meets the sidewalk.
- Mulch helps conserve water by reducing water evaporation, reduces weeds, and keeps the soil cooler. Cover bare ground with a 3-inch layer of mulch and add more as needed on an annual basis.



Plant selections include:

- Spanish Lavender (*Lavandula stoechas*)
- White California Poppy (*Eschscholzia californica 'White'*)

- The examples below demonstrate how front yards can be designed to conserve water and be visually appealing.



Plant selections include:

- Hidcote Lavender (*Lavandula angustifolia 'Hidcote'*)
- Rainbow Fescue (*Festuca amethystina 'Superba'*)
- Dwarf Morning Glory (*Convolvulus sabaticus*)

**Additional plant recommendations are included on the following page.**

**ADDITIONAL RESOURCES**

- **Bay Area Water Supply & Conservation Agency** has detailed information about plant selections and watering. [www.bawsca.watersavingplants.com](http://www.bawsca.watersavingplants.com)
- **City of San Bruno Tree Information** [www.sanbruno.ca.gov/parks\\_main.html](http://www.sanbruno.ca.gov/parks_main.html)
- **Bay-Friendly Landscaping** is an overall approach to landscaping in the San Francisco Bay Watershed. <http://www.stopwaste.org>
- **California Invasive Plant Council** Information about invasive plant and how to avoid them. <http://www.cal-ipc.org>

**EXAMPLES OF PLANTS**



Dwarf Morning Glory (*Convolvulus sabaticus*). Perennial that spreads to 3' or more. Full to half sun. Low water requirements.



Pumpkin Monkey Flower ( *Mimulus 'Pumpkin'*). Perennial that reaches 3' in height. Requires little water and prefers well drained soil. Blooms profusely with orange flowers.



Hidcote Lavender (*Lavandula angustifolia 'Hidcote'*). Perennial with deep purple flowers. Drought tolerant. Attracts hummingbirds and butterflies.



California Fuchsia, Zauschneria (*Epilobium canum canum*). Perennial with red-orange summer flowers. Full to half sun. Native to California, drought tolerant, and attracts hummingbirds.



**Crestmoor Neighborhood Rebuilding from the Glenview Fire  
Submittal Checklist for Use Permit Applications  
Review by the Architectural Review Committee**

1. General Requirements

- Completed application form including owner's signature.
- All application materials saved to a CD in PDF format.
- Brief written description of proposed green building techniques.
- Five (5) sets of full size plans stapled and folded to approximately 8.5" x 11". Additional plan sets may be required due to revisions during the review process.
- One (1) complete set of plans reduced to 8.5" x 11".
- One (1) color and material sample board.

2. Site Plan

- Scale (1/8" = 1' or similar) and show north arrow.
- Property lines with dimensions. Show the entire lot on one sheet. Lots are typically set back several feet from the sidewalk. Show the sidewalk and dimension the distance from the sidewalk to the property line.
- Proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines.
- Roof plan showing slopes and eave widths.
- Driveways, parking areas, paths and walkways, and any other impervious surfaces.
- Rights-of-way and easements.
- For two-story projects, show approximate locations and setbacks of neighboring buildings. (Check with planning staff to see if a house is approved at adjacent properties.)
- Project data: (a) lot size in square feet; (b) proposed lot coverage; (c) floor area of proposed buildings; (d) size of proposed garage in square feet; (e) impervious surfaces in square feet; (f) amount of landscaping in square feet.
- Legend: (a) project address and description; (b) names, addresses and phone numbers of architect/designer and applicant; (c) date of preparation and any revision dates.

3. Floor Plans

- Scale (1/4" = 1' or similar).
- Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).

#### 4. Elevations

- Scale (1/4" = 1' or similar).
- Label each elevation by its orientation (e.g., north, south, east, west).
- Label and accurately depict architectural details, such as; siding, roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
- Indicate maximum building height (see Municipal Code 12.80.245 for definition).

#### 5. Landscaping Details

- Scale (1/8" = 1' or similar) and show north arrow.
- Proposed trees, shrubs, and ground cover.
- Landscaping features such as planters, paved areas, retaining walls, and irrigation lines.

If you have questions, contact the Planning Division at 650-616-7074 or [planning@sanbruno.ca.gov](mailto:planning@sanbruno.ca.gov).



## **Glenview Rebuild Submittal Checklist for Building Permit Applications**

Please submit the following materials to the Building Division. These items are in addition to what was submitted to the Planning Division for preliminary review.

### **1. General Requirements**

- Completed application form including contractor's or owner/builder's signature.
- Three (3) sets of full size plans stapled. Plans should be a minimum of 11" x 17" and for larger projects 24" x 36". All pages must be the same size. All drawings must be to scale. Floor plans, elevations, foundation and framing plans must be drawn to a minimum scale of  $1/4" = 1'$ , Graph paper is only acceptable if the grid lines are easily distinguishable from the drawing lines, including copies. Plans may also be submitted electronically. The final job copy can be printed out by the City at a cost of \$6 per page.
- Completeness and clarity of the drawings is essential to avoid delays in issuance of your permit. Remember that the plan checker can only review your plans to the level of the information you supply. Your plans would be considered complete if you could give them to a total stranger and he or she could understand how the building will be constructed and what the finished project will look like.
- Plans prepared by a design professional such as an architect or engineer must be stamped and signed on each applicable page. All pages must be numbered, with a title block including, job address, owner name, designer's name designer's address and phone number. No marked-over or altered plans will be accepted. If revisions are necessary or additional information is required the original drawings must be corrected and resubmitted

### **2. Site Plan**

- Scale ( $1/8" = 1'$  or similar) and show north arrow.
- Property lines with dimensions. Show the entire lot on one sheet. Lots are typically set back several feet from the sidewalk.
- Proposed buildings and structures. Indicate the use of each structure, dimensions, and distances to property lines.
- Roof plan showing slopes and eave widths.
- Driveways, parking areas, paths and walkways, and any other paved surfaces.

- Rights-of-way and easements.
- Project data: (a) lot size in square feet; (b) proposed lot coverage; (c) floor area of proposed buildings; (d) size of proposed garage in square feet; (e) impervious surfaces in square feet.
- Legend: (a) project address and description; (b) names, addresses and phone numbers of architect/designer and applicant; (c) date of preparation and any revision dates.

### 3. Floor Plans

- Scale (1/4" = 1' or similar).
- Identify use of each room (e.g., living room, kitchen, bedroom, garage, etc.).
- For alterations to existing rooms, plans must show existing layout and proposed room changes.
- A separate plan for each floor level. Include descriptions and dimensions of all rooms.
- Locations and descriptions of all Braced Wall Panels. Locations and sizes of doors and windows. Description of window types (and doors if glazed). Locations and sizes of skylights (indicate if open-able).
- Changes of ceiling height.
- Location and size of attic access opening(s). Landings and stairs.
- Location of Plumbing fixtures and appliances.
- Location and description of room heaters. Location of heating and cooling appliances.
- Method of providing combustion air for fuel-burning appliances in confined spaces.
- Locations of electrical service panel, sub panels, receptacles, lights, switches, fans and smoke detectors (may need to be shown on a separate electrical plan if the floor plan is too crowded to maintain clarity).
- Header sizes for all openings in bearing walls.
- For additions, adjacent existing rooms must be included.

### 4. Elevations

- Scale (1/4" = 1' or similar).
- Label each elevation by its orientation (e.g., north, south, east, west).
- Label and accurately depict architectural details, such as; siding, roof materials, trim, windows, doors, gutters and downspouts, and other features such as stairs, balconies, chimneys, and vents.
- Indicate maximum building height (see Municipal Code 12.80.245 for definition).

### 5. Construction Details

- Scale (1/4" = 1', 1/2" = 1" or similar)

- Show how everything is put together
- Indicate type, length, size, identification number, etc. of all components.
- Section Views are helpful for clarifying framing in complex buildings. Even in simple structures a typical section view can be very helpful. More complex buildings may require several section views.

#### 6. Title 24 Energy Compliance Forms

- Energy Compliance Forms are required for projects creating heated or cooled space. These forms will show your method of compliance with California Energy Commission regulations for energy conservation. Basic forms are available from the Building Department and the California Energy Commission (<http://www.energy.ca.gov/>). An experienced professional energy consultant best prepares compliance forms for most projects. San Bruno is located in Climate Zone Three. Energy forms should all be copied onto full pages in the plan set.

#### 7. Foundation Plans

- They should be drawn to 1/4" = 1' scale, and include:
- All continuous footings with length of each segment (Cross section details).
- Foundations for interior bearing walls
- Location of all pier footings (centers dimensioned in both directions) Size and depth of all pier footings.
- Anchor bolt size and spacing, and types of post anchors
- Hold-down locations and types - include bolt specification where applicable

#### 8. Floor Framing Plans

- 1/4" = 1" scale
- Sizes of girders and joists.
- Spacing of girders and joists.
- Spans of girders and joists.
- Additional joists or blocking under interior Braced Wall Panels.  
Location  
and size of under floor access.
- Under floor ventilation locations and calculations.

9. Roof Framing Plans

- Required for all site-framed roofs. They are also required for site-framed portions of truss roofs, such as California framing, porch roofs, etc. Ceiling framing may be included on the roof-framing plan if adequate clarity can be maintained. Complex structures may need separate roof and ceiling framing plans. Plans must include:
  - Sizes of rafters and joists
  - Spacing of rafters and joists
  - Spans of rafters and joists
  - Locations and sizes of purlins
  - Location of each purlin support, showing where a beam supports it or bearing wall.
  - Location, size, grade and span of each roof or ceiling beam
  - Location and size of posts supporting roof or ceiling beams
  - Attic ventilation locations and calculations
  - Truss layout
  - Engineering for each truss and gable
  - Gable stud bracing detail

10. Green Building Code Standards checklist Tier 1

- Check off all Tier 1 items incorporated in the plans. Copy checklist onto a full size page of the plans.

11. Geotechnical Report

- Report from a Soils Engineer to address design of the soils and geologic conditions of the site. The architect or engineer will design to the specifications in the report.
- Soils engineer shall review the house plans and provide a letter that the structure complies with the geotechnical report.

12. Special Inspections

- The architect or engineer may require special inspections for certain items. A special inspection form must then also be submitted with the plans.



**The ReBuild it Green incentive program** is a City grant opportunity for any homeowner who lost their home to the Glenview Fire. As the neighborhood begins to rebuild, there has been a growing interest in incorporating green building techniques into the new homes. Green building practices are a proven way to improve energy efficiency and the indoor air quality of a home but require substantial technical assistance. The City has partnered with Gilleran Energy Management to offer the *ReBuild it Green* incentive program to encourage green building and energy efficiency upgrades in the Crestmoor neighborhood.

The *ReBuild it Green* incentive program covers the costs of Gilleran Energy Management to review a proposed home's design and provide suggestions for improvements to insulation, windows and heating systems, as well as solar photovoltaic panels for the home's energy or hot water needs. If the homeowners choose to participate in the *ReBuild it Green* incentive program, they will be eligible for grants based on the projected energy performance of their home.

## grant qualifications

**A grant of \$25,000 is available to homeowners who elect to design their home to be a minimum 35% more efficient than the standard home built to code.** This grant is intended to cover the incremental increase in costs for upgraded insulation, windows, heating and cooling equipment, and additional coordination by the contractor and home designer. Typical improvement costs should be completely covered by the base grant. The long-term benefits include lower monthly energy bills and a healthier, greener home.

**Homeowners participating at the \$25,000 incentive level will also be eligible for additional funding for solar photovoltaic purchase and installation.** Renewable energy grants will be available up to one year after construction is complete. For homeowners interested in green building certification, additional grant monies are available.

## incentive options

**\$25,000**

35% more efficient than Energy Code

**\$45,000**

35% more efficient than Energy Code + 50% of energy usage generated with renewable energy

**\$65,000**

35% more efficient than Energy Code + 100% of energy usage generated with renewable energy

**\$10,000 bonus**

LEED Gold or higher certification

Why use the  
**35% energy efficiency**  
threshold for the  
program?

In designing the incentive program, **the 35% efficiency level was selected for several reasons.** This level qualifies a home for statewide grants and also serves as a very good minimum when adding a solar photovoltaic component to a home. Based on green building best practices, a home should be efficient before generating solar energy so the home doesn't waste the solar energy that is produced, given the relatively high investment cost of solar panels. **Higher efficiency homes require fewer panels and provide a better payback schedule.**

## verification inspections

Special inspections to verify that insulation and heating systems are installed properly will be included at no cost to the homeowner. The inspections help ensure program compliance and that the home's heating and insulation are installed to meet industry standards. **There should be little to no delay of a project based on these special inspections.**

**for more information,** contact:

Tony Rozzi, City of San Bruno  
(650) 616-7089 or [trozzi@sanbruno.ca.gov](mailto:trozzi@sanbruno.ca.gov)

## how to participate (it's easy)

To participate in the program, homeowners and their contractors will sign a Memorandum of Understanding (MOU) detailing the energy efficiency upgrade work plan and necessary inspections by Gilleran Energy Management. Fifty (50) percent of the grant monies will be provided upon execution of the agreement and 50% upon completion of the green building improvements. City staff will monitor the construction progress throughout the project. Gilleran Energy Management and City staff will always be available if questions arise.

