



CITY OF SAN MATEO

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Administrative Report

Agenda Number: 3., Status: Public Hearing

File ID: 2019-267

TO: Planning Commission

FROM: Ronald Munekawa, Chief of Planning

PREPARED BY: Community Development Department, Planning Division

MEETING DATE: Tuesday, May 14, 2019

SUBJECT:

937-939 N. Idaho St. Duplex Condominium Conversion (SPAR + Vesting Tentative Parcel Map) (PA-2018-042)

RECOMMENDATION

That the Planning Commission approve PA-2018-042 937-939 N. Idaho St. Duplex Condominium Conversion (SPAR + Vesting Tentative Parcel Map) by making the following motion:

- A. Approve the Site Plan and Architectural Review for the construction of a 429 square-foot attached garage and Vesting Tentative Parcel Map for the conversion of an existing duplex from single entity ownership to condominiums based on the Findings for Approval in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

BACKGROUND

The existing duplex at 937 and 939 N. Idaho St. was constructed in 1929. The current property owner (the applicant) has owned the property since 1987 and has used the property for rental purposes. To have the ability to sell each unit individually, the applicant is requesting to convert the existing duplex from rental units to for-sale, condominium units. The Subdivisions Code in the Municipal Code outlines specific requirements for condominium conversions which include compliance to all applicable Zoning Code standards, timely notice to existing tenants, and approval by the Planning Commission.

Site Description

The project site, 937 and 939 N. Idaho St., is zoned R3 (Multiple Family Dwellings, Medium Density) and has a total site area of 7,646 square feet. The existing use of the project site is a two-family dwelling/duplex owned by a single entity. The subject neighborhood consists of one and two-story single and multiple family residences with a variety of architectural styles. A site location map showing the project site's vicinity is included as Attachment 3.

Project Description

The project consists of a Vesting Tentative Parcel Map for the conversion of the existing duplex from single entity ownership into condominiums, which would allow each dwelling unit to have individual ownership. The project also consists of a Site Plan and Architectural Review for the conversion of an existing attached two-car carport into an attached 429 square-foot, two-car garage in the same location. The architectural style of the existing dwelling units are to remain unchanged with the garage addition matching the existing stucco walls, flat roof, and wood roof eave fascia. Both of the existing dwelling units are one-story and consist of two bedrooms. The number of dwelling units and plan configuration of each unit will remain unchanged.

The project plans are included as Attachment 4.

Conversions to Condominiums (San Mateo Municipal Code Chapter 26.65)

The Subdivisions Code of the San Mateo Municipal Code permits the request for conversions of residential structures from single person or entity ownership to condominiums subject to subdivision map review and subject to approval by the Planning Commission. An application for conversions to condominiums also requires that the project conform to all applicable Zoning Code standards in effect at the time the application is filed, including but not limited to:

- Density
- Parking
- Setbacks
- Floor area ratio
- Open space

The project meets all applicable Zoning Code standards, which are detailed in the Factual Data Sheet included as Attachment 5.

The applicant must also provide each of the tenants of the existing dwelling units written notice of the intention to convert prior to filing of the application. The applicant has submitted a written statement that neither of the two existing units had tenants before the application was filed as found in Attachment 6. Under the Subdivisions Code, an application for conversions to condominiums also requires a property report with information detailing the condition of the roof, foundation, and other structural elements of all existing structures. The applicant has submitted a property report prepared by a licensed contractor (Attachment 7) which found the structures to be in satisfactory condition.

Site Plan and Architectural Review

The project also includes the conversion of an existing, attached two-car carport into an attached, 429 square-foot two-car garage. The conversion into a garage includes the construction of exterior walls as well as an interior demising wall separating the two parking spaces. The Zoning Code requires that each dwelling unit be provided with at least one covered stall, which the project provides. The project has also designated two uncovered parking stalls toward the rear of the project site. New bicycle parking facilities for long-term parking are also proposed in the right-side yard.

Applicable Code and Policy Review

General Plan

The General Plan Land Use map designates the project site as Medium Density Multi Family. A list of applicable General Plan policies and a discussion of the project's compliance are contained in the Findings for Approval in Attachment 1.

Zoning Code

The Zoning Code designation of the project site is R3 (Multiple Family Dwellings, Medium Density). A Factual Data Sheet is included in Attachment 5 and shows compliance with all applicable Zoning Code development standards. The total floor area of the site is 2,780 square feet where the maximum permitted floor area is 6,499 square feet. The proposed maximum building height is 10 feet, nine feet and one-half inches to the plateline where the maximum permitted building height of the project site is 35 feet to the plateline. The R3 zoning district also requires that each dwelling unit be provided with a minimum amount of open space based on bedroom count. The project has designated each unit with 300 square-feet of open space where 300

square-feet is the minimum required per unit.

City of San Mateo Duplex Design Guidelines

The Duplex Design Guidelines establish basic criteria to consider when designing or adding to a duplex structure. The project's consistency with Design Guidelines pertaining to Driveways (Guideline 2) and Entries (Guideline 3) have been assessed given the project proposal for a new garage. The Design Guidelines recommend that driveways acknowledge the pattern and width of the neighborhood. This neighborhood appears to have single-wide driveways extending toward rear-loaded or side-facing garages. The project proposes to retain the existing single-wide driveway, which leads to the proposed side-facing garage. The Design Guidelines also recommend providing visible front entries by avoiding making garages the dominant feature visible from the street. The proposed garage location is toward the center of the property in between the existing units, which maintains a visible pedestrian entry at the front of the site.

The Design Guidelines pertaining to driveways and entries in the City's Duplex Design Guidelines are included as Attachment 8.

PUBLIC COMMENTS

A required preliminary informal neighborhood meeting was held at the project site on June 5, 2018 in which no public comments were shared given that no members of the public attended the meeting. Staff has not received public comments regarding this project.

ENVIRONMENTAL DETERMINATION

The project is Categorically Exempt, pursuant to the California Environmental Quality Act Guidelines, Class 1 Section 15301 (e) Existing Facilities, since the project proposed represents an addition and alteration to an existing two-family dwelling of less than 10,000 square feet of floor area.

NOTICE PROVIDED

In accordance with Government Code section 65090, notice of this hearing was published in the San Mateo Daily Journal newspaper at least ten days before this public hearing. In accordance with Government Code section 65091 and the City's Municipal Code noticing requirements, this hearing was noticed to the following parties ten days in advance of the Planning Commission meeting:

- Property owners, residential tenants and business tenants within 500 feet of the project site;
- The City's "900 List" which contains nearly 100 Homeowner Associations, Neighborhood Associations, local utilities, media, and other organizations interested in citywide planning projects;
- The City's Planning "Notify Me" email list; and,
- The interested parties list which includes interested individuals who contacted the City and requested to be added to the project notification list.

ATTACHMENTS

Att 1 - Findings for Approval
Att 2 - Conditions of Approval
Att 3 - Location Map
Att 4 - Project Plans
Att 5 - Factual Data Sheet
Att 6 - Unit and Tenant Statement
Att 7 - Property Report
Att 8 - Duplex Design Guidelines

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