

CITY OF BURLINGAME

**PLANNING COMMISSION RESOLUTION 2025-____
APPROVING MAJOR DESIGN REVIEW AND SPECIAL PERMITS FOR
229 BANCROFT ROAD
PROJECT NO. DSR25-0008**

WHEREAS, an application has been made by Xiaowen Song, on behalf of Property Owner, Hongzhi, for Major Design Review and Special Permits for plate height, second floor balcony, and attached garage for a new, two-story single-unit dwelling and attached garage in the R-1 (Low Density Residential) zoning district, APN: 029-263-060; and

WHEREAS, on September 8, 2025, the Planning Commission of the City of Burlingame held a duly noticed public hearing at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing; and

WHEREAS, on September 8, 2025, the Planning Commission of the City of Burlingame reviewed and considered a Categorical Exemption under Section 15303 (a) for the Project; and

NOW, THEREFORE, the Planning Commission of the City of Burlingame does here by resolve, find, determine and order as follows:

SECTION 1: The project is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15303 (a) of the CEQA Guidelines, which states that construction of a limited number of new, small facilities or structures including one single family residence, or a second dwelling unit in a residential zone is exempt from environmental review. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption.

SECTION 2: City of Burlingame Municipal Code (BMC) authorizes the Planning Commission to grant Major Design Review and Special Permits upon making certain findings. The Planning Commission finds the following:

MAJOR DESIGN REVIEW FINDINGS (BMC SECTION 25.68.060.H.)

1. *The project is consistent with the General Plan and is in compliance with all applicable provisions of Title 25, all applicable design guidelines, all other City ordinances and regulations, and the standards established in BMC Section 25.68.060 (C).*

The proposed single-unit dwelling is consistent with the General Plan designation of Low Density Residential and is in compliance with all applicable provisions of Title 25; the new single-unit dwelling is consistent with the design guidelines in that the mass and bulk of the proposed structure is articulated well and is in scale with the lot and in relation to neighboring properties, and proposes traditional materials including windows with simulated divided lites, stucco and horizontal wood siding, a covered porch, and hip roofs making the project compatible with the character of the neighborhood.

2. *The project will be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development.*

The project will be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development as shown on the proposed plans.

3. *The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.*

The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property because the project complies with setbacks, building height, plate height on the second floor, declining height envelope, lot coverage, floor area ratio, and parking requirements.

SPECIAL PERMIT FINDINGS FOR FIRST FLOOR PLATE HEIGHT, SECOND FLOOR BALCONY AND ATTACHED GARAGE (BMC SECTION 25.78.020.B.)

1. *The blend of mass, scale, and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the well-defined character of the street and neighborhood;*

The blend of mass, scale, and dominant structural characteristics of the new construction are consistent with the well-defined character of the street and neighborhood in that the increased plate height only occur at the front porch (9'-5") and new attached garage (10'-3" measured from the finished floor of the garage) and are consistent with the character of the street and neighborhood since. The attached garage with a 10'-3" plate height varies from the 9'-0" first floor plate height, which is setback 27'-1" from the front property line reducing its impact on the neighborhood character. The second floor balcony is consistent the character of the neighborhood in that is designed within the maximum limits allowed and is located at the rear of the single-unit dwelling. The proposed attached garage would be compatible with other existing attached garages in the neighborhood.

2. *The variety of roof line, façade, exterior finish materials, and elevations of the proposed new structure or addition are consistent with the existing structure, street, and neighborhood;*

The variety of roof line, façade, exterior finish materials, and elevations of the new dwelling are consistent with the existing street and neighborhood in that the project's design, including the front porch with a 9'-5" plate height, the attached garage with a 10'-3" plate height, and second floor balcony at the rear of the dwelling, incorporates roof lines, facades and materials that are found throughout the existing and newer homes in the neighborhood. Numerous other dwellings in the neighborhood have the same or similar exterior finishes, so the proposed project is consistent with the neighborhood.

3. *The proposed project is consistent with the residential design guidelines adopted by the City; and*

The proposed project is consistent with the residential design guidelines adopted by the City in that the plate heights are compliant with plate height limits, with the exception of the plate height at the front porch and attached garage, and that the second floor balcony is designed within the maximum limits allowed. The attached garage is designed to be integrated into the design and mass and bulk of the house with the use of quality materials and architectural elements.

4. *Removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the City's reforestation requirements, and that the mitigation for the removal that is proposed is consistent with established City policies and practices.*

The existing site contains four non-protected trees (three fruit trees and a Glossy privet), which are proposed to be removed. Based on the proposed floor area, three landscape trees are required on-site. Proposed are three new Ginko Biloba trees (24-inch box size) located at the

front and rear of the property. Therefore, the project complies with the Urban Reforestation and Tree Protection Ordinance requirements.

SECTION 3: The Planning Commission of the City of Burlingame after conducting the public hearing **HEREBY APPROVES** DSR25-0008 subject to the following conditions:

CONDITIONS OF APPROVAL

1. that the project shall be built as shown on the plans submitted to the Planning Division and date stamped August 26, 2025, sheets A-1.0 through A-6.0, E-1.0, E-1.1, and CG-1;
2. that any changes to building materials, exterior finishes, windows, architectural features, roof height or pitch, and amount or type of hardscape materials shall be subject to Planning Division or Planning Commission review.
3. that any changes to the size or envelope of the basement, first or second floors, or garage, which would include adding or enlarging a dormer(s), shall require an amendment to this permit;
4. that any recycling containers, debris boxes or dumpsters for the construction project shall be placed upon the private property, if feasible, as determined by the Community Development Director;
5. that demolition for removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;
6. that prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the Planning Commission, or City Council on appeal; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;
7. that all air ducts, plumbing vents, and flues shall be combined, where possible, to a single termination and installed on the portions of the roof not visible from the street; and that these venting details shall be included and approved in the construction plans before a Building permit is issued;
8. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit;
9. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, in effect at time of building permit submittal, as amended by the City of Burlingame;

THE FOLLOWING CONDITIONS SHALL BE MET DURING THE BUILDING INSPECTION PROCESS PRIOR TO THE INSPECTIONS NOTED IN EACH CONDITION:

10. that prior to scheduling the framing inspection the applicant shall provide a certification by the project architect or residential designer, or another architect or residential design professional,

that demonstrates that the project falls at or below the maximum approved floor area ratio for the property;

11. that prior to scheduling the foundation inspection, a licensed surveyor shall locate the property corners, set the building footprint and certify the first-floor elevation of the new structure(s) based on the elevation at the top of the form boards per the approved plans; this survey shall be accepted by the City Engineer;
12. that prior to scheduling the framing inspection the project architect or residential designer, or another architect or residential design professional, shall provide an architectural certification that the architectural details shown in the approved design which should be evident at framing, such as window locations and bays, are built as shown on the approved plans; architectural certification documenting framing compliance with approved design shall be submitted to the Building Division before the final framing inspection shall be scheduled;
13. that prior to scheduling the roof deck inspection, a licensed surveyor shall shoot the height of the roof ridge and provide certification of that height to the Building Division; and
14. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans.

SECTION 4: The Major Design Review and Special Permits approval shall be subject to revocation if the applicant fails to comply with the conditions listed herein at any time. If, at any time, the Community Development Director or Planning Commission determine that there has been or may be a violation of the findings or conditions of this approval, or of the Zoning Regulations, a public hearing may be held before the Planning Commission to review this approval pursuant to Zoning Regulation Section 25.88.050. At said hearing, the Planning Commission may add conditions, or recommend enforcement actions, or revoke the approval entirely, as necessary to ensure compliance with the Zoning Regulations, and to provide for the health, safety, and general welfare of the community.

PASSED AND ADOPTED this 8th day of September 2025.

Chairperson

I, _____, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 8th day of September 2025 by the following vote:

Secretary

Exhibits:

Exhibit A - Project Plans dated August 26, 2025