



**CITY OF BURLINGAME**  
*Community Development Department*  
**MEMORANDUM**

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DATE: October 21, 2021 **Director's Report**

TO: Planning Commission **Meeting Date:** October 25, 2021

FROM: Ruben Hurin, Planning Manager

SUBJECT: **FYI – REVIEW OF AS-BUILT CHANGES TO A PREVIOUSLY APPROVED DESIGN REVIEW PROJECT AT 2721 MARTINEZ DRIVE, ZONED R-1.**

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**Summary:** An application for Design Review and Hillside Area Construction Permit for a first and second story addition to an existing single family dwelling at 2721 Martinez Drive, zoned R-1, was approved by the Planning Commission on January 28, 2019; an application for an Amendment to Design Review, Hillside Area Construction Permit and Front Setback Variance to extend the front porch into the front setback was approved on September 23, 2019 (see attached January 28 and September 23, 2019 Planning Commission Minutes). Construction of the project was recently completed.

The applicant is requesting approval of several as-built changes listed below (see attached applicant's letter date stamped October 5, 2021):

**Front Elevation:**

- Add stone veneer to front porch walls (see sheet A3.0).
- Add stone veneer and wood water table to left portion of house (see sheet A3.0)
- Add horizontal wood band above garage doors (wood band wraps around to left side of house) (see sheet A3.0)

**Left Side Elevation:**

- Change window to sliding glass door in master bedroom (see sheet A3.0)

**Rear Elevation:**

- Change railing at deck from solid horizontal wood siding to a combination of stucco and wood picket railing (see sheet A3.1).

**Roof Plan:**

- Add skylight at stairway (see sheet A2.2)

**Landscaping:**

- Add new landscape walls and steps at front and rear of house (see sheet A1.0).

The applicant submitted plans showing the originally approved and proposed plans, date stamped October 5, 2021. Other than the changes detailed in the applicant's letter and revised plans, there are no other changes proposed to the design of the house. If the Commission feels there is a need for more study, this item may be placed on an action calendar for a second review and/or public hearing with direction to the applicant.

**Attachments:**

Explanation letter submitted by the applicant, date stamped October 5, 2021  
January 28 and September 23, 2019 Planning Commission Minutes  
Originally approved and proposed plans, date stamped October 5, 2021

**Xie Associates, Inc**

26 Farview Ct.  
San Francisco, Ca 94131  
Phone: 415-652-3047  
Email: bill@xiearchdesign.com

**Subject: 2721 Martinez Dr.**

Following are changes:

1. Change front porch wall finish to stone veneer finish
2. New stone veneer finish at front wall base with wood band
3. New sliding door from master bedroom to rear yard with 18" ht. above grade wood patio
4. Remove skylights at bathroom and library and add skylight above stair
5. New landscape wall and steps at front and rear yard
6. Change low wall guardrail at deck to open wood guardrail

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CITY OF BURLINGAME  
CDD-PLANNING DIV.



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, January 28, 2019

7:00 PM

Council Chambers

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- c. 2721 Martinez Drive, zoned R-1 - Application for Design Review and Hillside Area Construction Permit for a first and second story addition to an existing single family dwelling (accessory dwelling unit permit has been eliminated from project). This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 153031 (e)(1) of the CEQA Guidelines. (Xie Guan, Xie Associates, Inc., applicant and architect; Lin Yun Ping, property owner) (69 noticed) Staff Contact: Ruben Hurin

**Attachments:** [2721 Martinez Dr - Staff Report](#)  
[2721 Martinez Dr - Attachments](#)  
[2721 Martinez Dr - Plans](#)

*All Commissioners had visited the project site. There were no ex-parte communications to report.*

*Senior Planner Keylon provided an overview of the staff report.*

*There were no questions of staff.*

*Chair Gaul opened the public hearing.*

*Bill Guan, project architect, represented the applicant.*

*Commission Questions/Comments:*

> *Was the size of the deck reduced, or just the usable space? (Guan: The overall size is the same, but the usable area has been reduced.)*

*Public Comments:*

*Martha Valle, 2715 Martinez Drive: Concern with privacy and noise from the patio, as it is adjacent to the bedrooms of the neighboring house. Not sure what a planter will do, whether it will be maintained. Cannot tell where the entrance to the downstairs family room is; if it is from the side it would be directly next to the bedrooms of the neighboring house. Would prefer an entrance be from the back or from the garage.*

*Commission question to the applicant:*

> *Would it be possible to have the door open through the bedroom and rear yard instead? (Guan: Does not understand the concern. There is an 8-foot setback from the property line, and a 7- to 8-foot fence, then another 8 feet to the next house. It is probably 16 feet to the neighboring house.)*

*Chair Gaul closed the public hearing.*

*Commission Discussion:*

- > *Applicant and designer have made changes, and has benefited from the design review process. The architecture has been simplified and fits more into the context of the neighborhood.*
- > *Removing the stone veneer and changing the materials of the banisters in the rear are improvements.*
- > *Side doors are not unusual and should not be an issue in this instance.*
- > *Deck has been reduced to a reasonable size, and there is privacy screening. The size of the deck is within the range of what is ordinarily approved.*
- > *Design review consultant has suggested a condition to require installation of irrigation in the deck planter and install screening.*

**Commissioner Gaul made a motion, seconded by Commissioner Terrones, to approve the application with the following condition:**

- > **The building permit shall include a planting and irrigation plan for the planter located on the left side of the deck at the rear of the second floor; the deck planter landscaping and irrigation shall be maintained and in proper working order to sustain the privacy screening.**

**The motion carried by the following vote:**

**Aye:** 5 - Kelly, Comaroto, Gaul, Terrones, and Tse

**Absent:** 2 - Sargent, and Loftis



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, September 23, 2019

7:00 PM

Council Chambers

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- c. 2721 Martinez Drive, zoned R-1 - Application for Amendment to Design Review, Hillside Area Construction Permit, and Front Setback Variance to extend the front porch by 2'-0" for a previously approved first and second story addition to an existing single family dwelling. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 153031(e)(1) of the CEQA Guidelines. (Xie Guan, Xie Associates, Inc., applicant and architect; Lin Yun Ping, property owner) (67 noticed) Staff Contact: Ruben Hurin

**Attachments:** [2721 Martinez Dr - Staff Report](#)  
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[2721 Martinez Dr - Plans](#)

*All Commissioners had visited the project site. There were no ex-parte communications to report.*

*Planning Manager Hurin provided an overview of the staff report.*

*Questions of Staff:*

> *They have a landing at the top of the stairs that is wider and extends from underneath the porch being extended. Because of that height, is it still considered structure and therefore requiring a variance for that front setback? (Hurin: Yes, that's correct.)*

*Acting Chair Kelly opened the public hearing.*

*Bill Guan, project architect, represented the applicant.*

*Commission Questions/Comments:*

*There were no questions for the applicant.*

*Public Comments:*

*There were no public comments.*

*Acting Chair Kelly closed the public hearing.*

*Commission Discussion:*

> *Is it correct that the covered portion of the porch and any portion that we're considering porch area exempt from FAR because it's still below the allowed 200 square feet? (Hurin: The FAR exemption only applies to the covered portion of the porch; the uncovered stairway that is more than 30 inches above grade counts toward the lot coverage and they're well under that.)*

> *This is a straight forward request. Usually with variance requests, it's very hard to make the findings,*

*but think that the findings in the staff report address that it would be unreasonable to expect them to make a large change to the existing footprint of the house to get this reasonable access to the front of their house; therefore am in support the application.*

**Commissioner Sargent made a motion, seconded by Commissioner Loftis, to approve the application. The motion carried by the following vote:**

**Aye:** 5 - Sargent, Kelly, Terrones, Tse, and Loftis

**Absent:** 2 - Comaroto, and Gaul