

Bruce and Linda Carlton
1552 Alturas Drive
Burlingame, CA 94010

May 1, 2015

City of Burlingame Planning Commission

Commissioner Nirmala Bandrapalli
Commissioner Jeff DeMartini
Commissioner Michael Gaul
Commissioner Peter Gum
Commissioner William Loftis
Commissioner Richard Sargent
Commissioner Richard Terrones

Dear Commissioners:

Thank you for your review of the project at 1552 Alturas Drive on Monday, April 27. Our sincere apologies for not attending this meeting; Linda had a prior commitment and Bruce was out of town on business. We were not advised that Kembcon Engineering would not be able to attend until after-the-fact.

We were originally not aware that we should contact all neighbors but have now done so – please see notes below.

Tuesday, April 28

- Contacted homeowner (Jin Jing Wang & Max Zhang) at 1545 La Mesa – provided project plans and letter with appropriate contact information. (exhibit #1) Took a picture from La Mesa mid-level bedroom, showing La Mesa backyard facing 1552 Alturas. No site of 1552 Alturas due to trees & shrubs. (see photo) Jin Jing thanked me and said if they have any questions or concerns they would contact me.
- Left project plans and letter (exhibit #1) in mailbox for Madeline Fiore, 1560 Alturas, as nobody was at home.
- Emailed Anne Nannini, Alturas neighbor, to contact Madeline Fiore, 1560 resident, regarding the project. (exhibit #2)
- Met with 1548 neighbor, Joana, and took view pictures from inside the dining/kitchen area and deck. (see photos)
- Emailed project plans and photos to Kristine Abbey with Boardwalk Investments requesting that she provide the plans/photos with the property owner and/or property

manager at 1548 Alturas. Asked if they could respond by April 30, with any blocked view concerns. (exhibit #3)

- Phoned Boardwalk Investments and left a voicemail requesting confirmation of sent email.

Wednesday, April 29, 2015

- Kristine Abbey acknowledged receipt of the email and states she will speak with the broker of Boardwalk Investments and get back to me. (exhibit #3)
- Alturas neighbor confirmed speaking with Suzanne, Madeline Fiore's daughter, and they will review the plans/ letter and get back to me with any concerns. (exhibit #2)

Thursday, April 30, 2015

- Sent follow up email to Kristine Abbey with Boardwalk Investments to inquire if she had heard back from the property owner and/or property manager. (exhibit #3)
- Sent follow up email to Anne Nannini regarding Madeline Fiore. (exhibit #2)

Friday, May 1, 2015

- 1545 La Mesa: To date we have not received any calls with concerns or questions from Jin Jing Wang & Max Zhang.
- 1560 Alturas: To date we have not received any calls with concerns or questions from Madeline Fiore.
- 1548 Alturas: To date we've not received any blocked view concerns/response from the property owner and/or manager. We will continue to reach out to them and keep you informed of any contact.

Please contact us for additional information. Respectfully,

Bruce and Linda Carlton
1552 Alturas Drive
Burlingame, CA 94010
650-344-4931

Exhibit #1

4/28/2015

Re: APN: 027-021-270 - Application to expand existing exterior deck

Location: 1552 Alturas Drive, Burlingame Ca 94010

Dear Neighbor,

We are applying to the City of Burlingame for approval of an expansion of our exterior deck. You should have received a mailer notifying you of the public hearing, which was held last evening, April 27, 2015. At that meeting the Commissioners requested that you be directly contacted about the project.

I'm enclosing a copy of the plans submitted to the City. We are adding existing square footage to our current deck. If you are interested, we invited you to come to our home to view the project.

Additionally, if you have any further questions or concerns about this request, please contact either Erika Lewit, Senior Planner for the City of Burlingame, Eric Cox, Kembcon Structural Engineer, Bruce or Linda Carlton, homeowners.

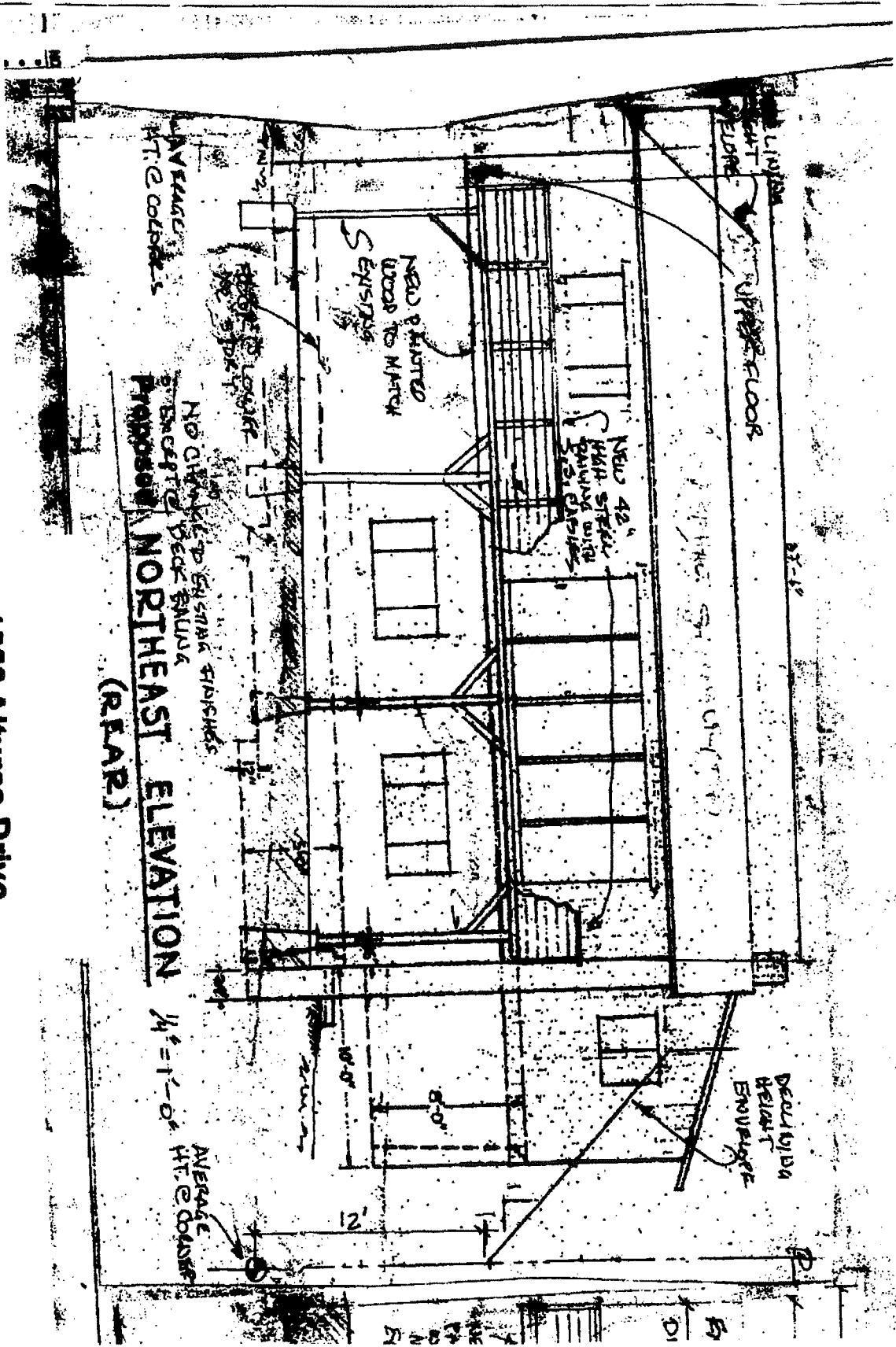
Thank you,

Linda and Bruce Carlton

650-823-9403

elewit@burlingame.org Erika Lewit Senior Planner City of Burlingame:
650-558-7254

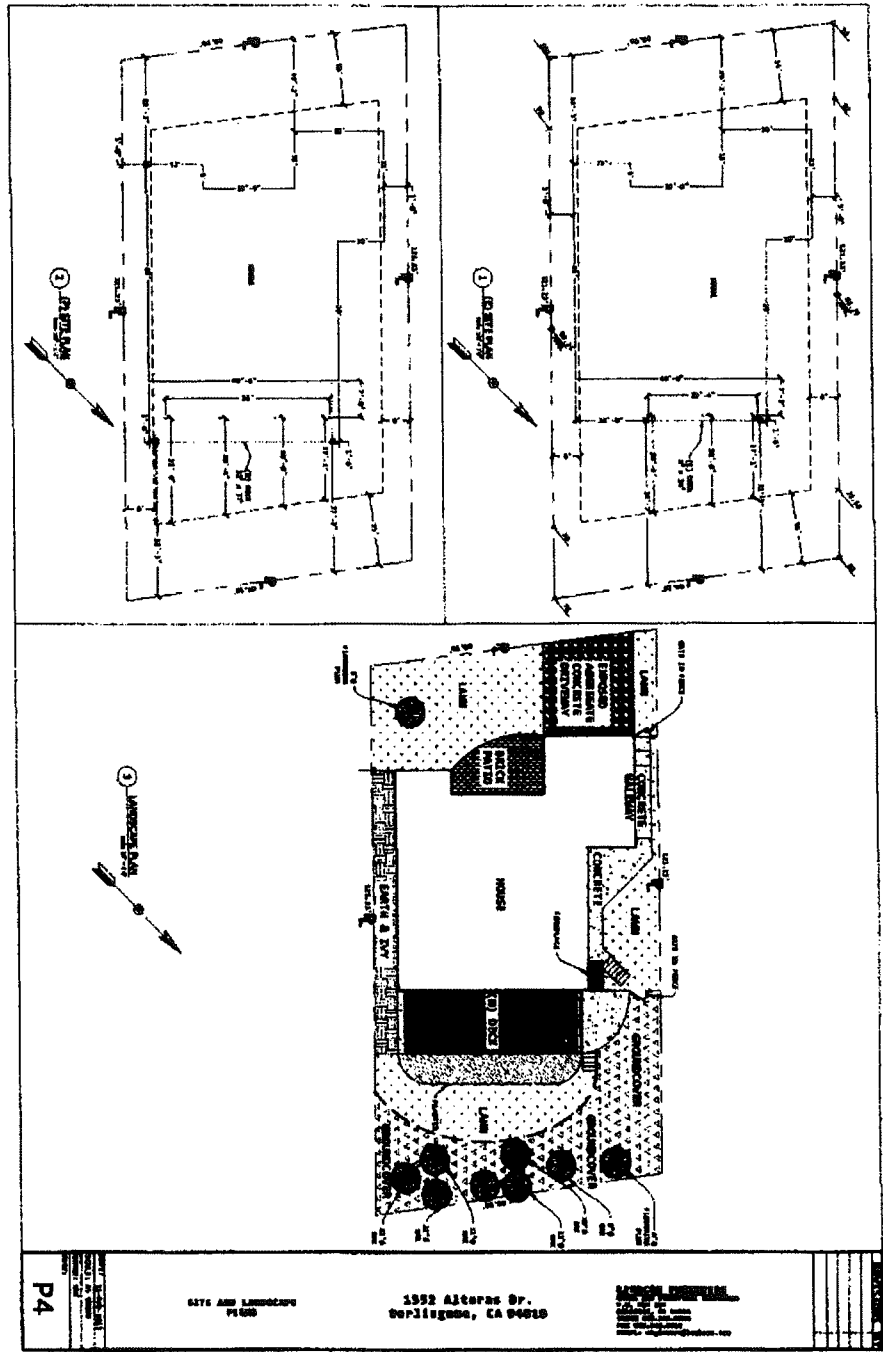
engineers@kembcon.com - Eric Cox Kembcon Structural Engineer: 650-
343-8310



NO CHANGE TO EXISTING DIMENSIONS
 EXCEPT DECK FINISH
NORTHEAST ELEVATION
 (REAR)

1552 Alturas Drive

#



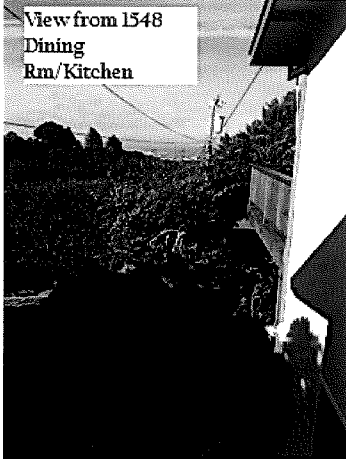
P4

SITE AND LANDSCAPE
PLAN

1592 Altopas Dr.
Berkeley, CA 94710

ARCHITECT
1592 Altopas Dr.
Berkeley, CA 94710
Tel: 510-863-1111
www.berkeleyarchitect.com

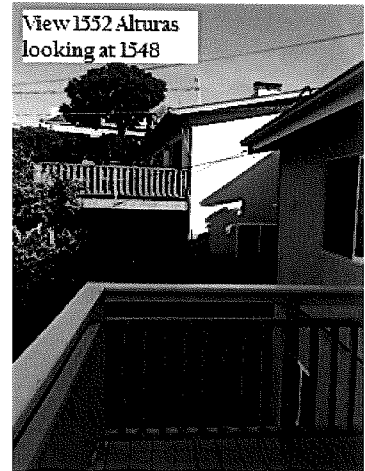
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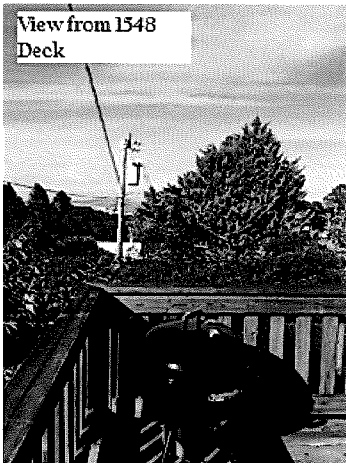
View from 1548
Dining
Rm./Kitchen



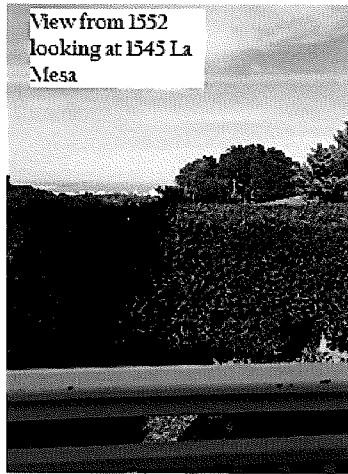
Side View from
1548 Deck



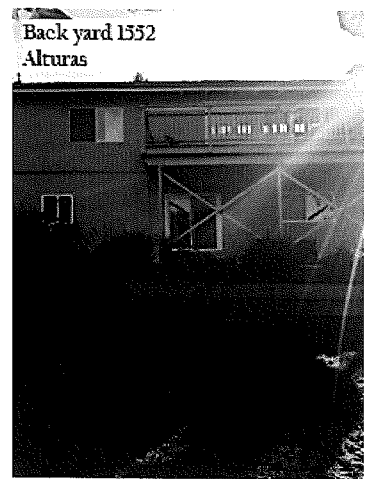
View 1552 Alturas
looking at 1548



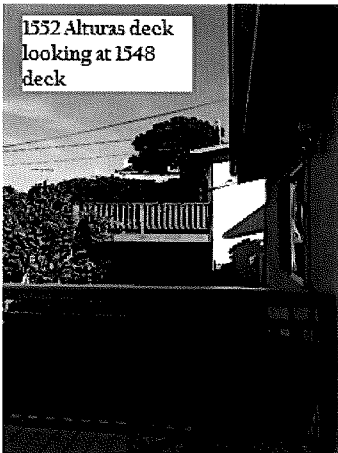
View from 1548
Deck



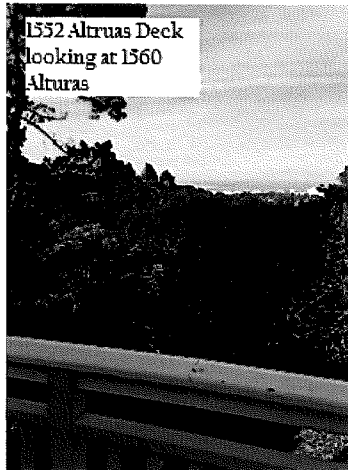
View from 1552
looking at 1545 La
Mesa



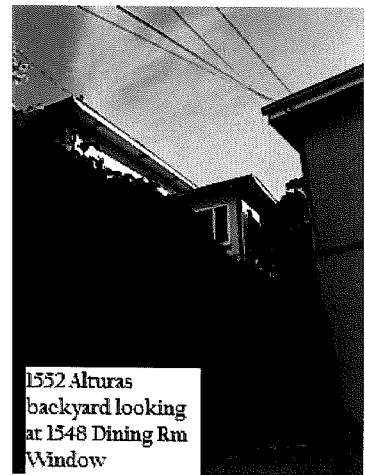
Back yard 1552
Alturas



1552 Alturas deck
looking at 1548
deck



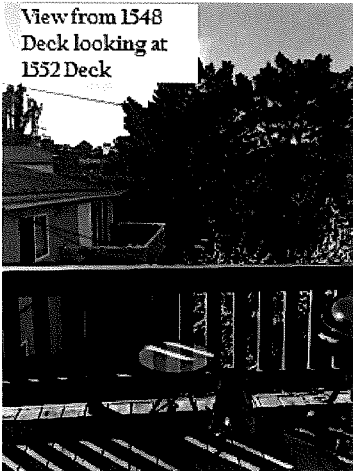
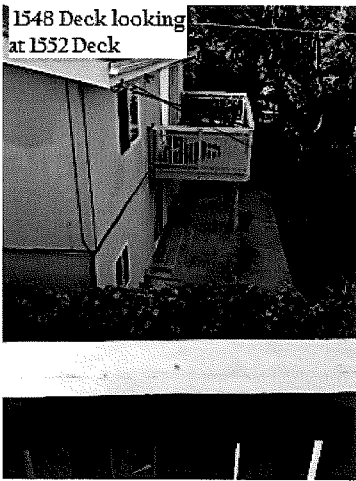
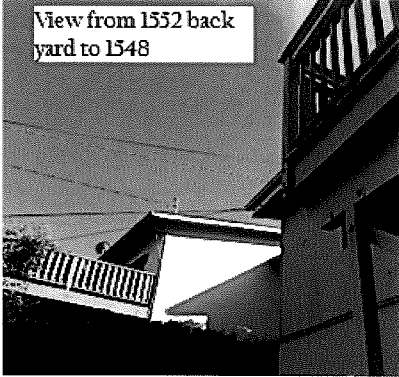
1552 Alturas Deck
looking at 1560
Alturas



1552 Alturas
backyard looking
at 1548 Dining Rm
Window

1552 Alturas Drive

May 11, 2015 hearing



1552 Alturas Drive

May 11, 2015 hearing

#3

Linda and Bruce Carlton
1552 Alturas Drive, Burlingame CA
650-823-9403

Fwd: Neighbor at 1560 Alturas

From :
Subject : Fwd: Neighbor at 1560 Alturas
To :

Thu, Apr 30, 2015 05:33 PM

Hi Anne,
I've not heard from _____ or _____ By chance have they contacted you?
Thank you again for informing them of the project and packet that I left on Tuesday.
Linda

From:
To:
Sent: Wednesday, April 29, 2015 2:57:30 PM
Subject: Re: Neighbor at 1560 Alturas

Heard from _____ they will drive to the
house today and check the mail box and get back to you.

Sent from my iPhone

On Apr 29, 2015, at 10:52 AM, ' _____ ' wrote:

Thank you

Sent from Xfinity Connect Mobile App

----- Original Message -----

From:
To:
Sent: April 29, 2015 at 10:50 AM
Subject: Re: Neighbor at 1560 Alturas

I left a message on _____ cell phone but have not heard back. I told her you left
information in her _____ mail box regarding your project. I'll let you know if anyone
contacts me

Sent from my iPhone

On Apr 29, 2015, at 6:43 AM, _____ wrote:

Anne,
Thanks for helping. If you do hear from her please feel free to share this, from the City, with her
) and if willing I'd appreciate a phone call to discuss the project. I have left the plans and a
letter in her mailbox too.
Thanks,

CD/PLG-Lewit, Erika

From:
Sent: Tuesday, May 05, 2015 9:25 AM
Cc: CD/PLG-Lewit, Erika; Bruce Carlton; Eric Cox
Subject: Re: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact

Hi Kristine,
Thank you so much for taking the time to help communicate our project with the property owners, we greatly appreciate it.
Have a wonderful week.
Sincerely,
Linda

Sent from Xfinity Connect Mobile App

----- Original Message -----

From: _____
To: _____
Sent: May 5, 2015 at 9:12 AM
Subject: Re: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact

Good morning Linda.

The owner has no objection to the extension of your deck.

Hope you and yours create great memories of time spent on your new deck!

Thank you for your patience.

----- Original Message -----

Subject: Re: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact
From: _____
Date: May 4, 2015 10:24 AM
To: _____
CC: _____

Hi Kristine,
Thank you so much for working with me on this and being the conduit between us and the property owner.
Sincerely,
Linda

Sent from Xfinity Connect Mobile App

----- Original Message -----

From: _____
To:
Sent: May 4, 2015 at 9:57 AM
Subject: RE: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact I'm sorry I have not. I've sent a reminder email.

Sincerely,

Kristine Abbey
Boardwalk Investments
Property Management Specialists

----- Original Message -----
Subject: Re: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact
From: "
Date: Mon, May 04, 2015 5:46 am
To: _____

Hi Kristine,

By chance have you heard back from the property owner or property manager regarding any blocked view concerns?

Thanks,
Linda

From: _____
To: _____
Sent: Thursday, April 30, 2015 12:22:43 PM
Subject: Re: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact

Hi Kristine,
I'm just following up to see if you have heard anything back from the property owner or broker.
Thanks,
Linda

Sent from Xfinity Connect Mobile App
----- Original Message -----

From: _____
To: _____

Sent: April 29, 2015 at 12:21 PM

Subject: RE: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact Thank you for your promptness.

I'll speak with the broker of Boardwalk Investments and get back to you.

Sincerely,

Kristine Abbey
Boardwalk Investments
Property Management Specialists

----- Original Message -----

Subject: Re: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact

From

Date: Wed, April 29, 2015 12:15 pm

To:

Hi Kristine,

The deck would go forward towards the view and left toward 1548. I don't know the dimension of 1548s deck but it would similar to theirs.

Thanks,
Linda

From:

To

Sent: Wednesday, April 29, 2015 10:41:17 AM

Subject: RE: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact

Linda & Bruce,

Good morning. Thank you for providing the photos and the plan.
To confirm, you would be extending your deck towards 1548?

Sincerely,

Kristine Abbey

Boardwalk Investments
Property Management Specialists

#3

----- Original Message -----

Subject: 1548 Alturas Drive, Burlingame Ca - Property Owner Contact

From: _____

Date: Tue, April 28, 2015 6:37 pm

To: _____

Cc: "CD/PLG-Lewit, Erika" <elewit@burlingame.org>, "Cox, Eric" <engineers@kembcon.com>, Bruce Carlton <bcarlton@pyramidhotelgroup.com>

Hi Kristine,

My husband and I are expanding our existing exterior deck at 1552 Alturas Drive and we'd like to share the plans with the homeowners at 1548 Alturas Drive. While the tenants, have written and email in support of the project, some of the Commissioners wanted the same confirmation that the homeowner or property manager was aware of the project and didn't have any blocked view concerns. If either you and/or the homeowner could review the attached and respond by Thursday, April 30th we would very much appreciate it.

I've attached the plans submitted to the City of Burlingame for our project and pictures from 1548 Alturas Drive and 1552 Alturas Drive.

IMG_3315 -view from 1548 kitchen window
IMG_3317- view from 1548 kitchen window
IMG_3318- view from 1548 deck
IMG_3319- view from 1548 deck looking at 1552 deck
IMG_3320- view from 1548 deck
IMG_3321- view from 1548 deck looking at 1552 deck
IMG_3322- view from 1552 deck looking at 1548 deck

Please feel free to contact me or my husband or the following with questions and concerns:

elewit@burlingame.org Erika Lewit Senior Planner City of Burlingame: 650-558-7254

engineers@kembcon.com - Eric Cox Kembcon Structural Engineer: 650-343-8310

Thank you,



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, April 27, 2015

7:00 PM

Council Chambers

- a. 1552 Alturas Drive, zoned R-1- Application for Design Review and Hillside Area Construction Permit for a second story rear deck addition to an existing single family dwelling (Eric Cox, Kembcon Engineers, engineer and applicant; Bruce and Linda Carlton, property owners) (47 noticed) Staff Contact: Erika Lewit

Attachments: [1552 Alturas Dr staff report](#)
[1552 Alturas Dr attachments](#)
[1552 Alturas Dr - 04.27.15 - recd after 1.pdf](#)
[1552 Alturas Dr - 04.27.15 - recd after 2.pdf](#)
[1552 Alturas Dr - 04.27.15 - recd after 3.pdf](#)

All Commissioners had visited the project site. Commissioner Gum spoke to the neighbor on right side, Commissioner DeMartini met with the property owner and neighbor at 1548 Alturas Drive.

There were no questions of staff.

Chair DeMartini opened the public hearing.

The applicant was not in attendance. Given that the item was Design Review Study the commission felt it could proceed with the hearing, and that any questions would be recorded to be relayed to the applicant.

Question of whether the applicant communicated with downhill neighbors. Would like the applicant to respond to this at the action hearing.

Chair DeMartini closed the public hearing.

Commission comments:

- > May want to require story poles. Concern the deck have an impact on neighbors, particularly for neighbor on right side.
- > Neighbor has not expressed concern over view blockage. Meeting was noticed.
- > House next door is rented, owner lives in China. The property is managed by a management company and has not replied yet. Concern owner will return and question why view might be blocked.
- > Story poles are a cost to the applicant. If it was a requirement it would be one thing, but to impose a cost for a concern that might not exist seems unwarranted.
- > Neighbor's deck to right is much larger than this deck. View is perpendicular to the decks, so story poles may not be required in this situation.
- > Railings are steel cables, view will be minimally impacted so does not warrant story poles.
- > Would like to see site plan include all major existing trees and shrubs. Some labels are missing.
- > Concern with downhill neighbor – they may not fully understand the potential impacts without benefit of story poles. Should reach out to the downhill neighbor.
- > Applicant may choose to put up story poles in response.

Commissioner Loftis made a motion, seconded by Commissioner Sargent, to place the item on

the Regular Action Calendar when plans have been revised as directed. The motion carried by the following vote:

Aye: 7 - DeMartini, Loftis, Gum, Sargent, Terrones, Gaul, and Bandrapalli

**04.27.15 PC Meeting
Item #9A
1552 Alturas Drive
Page 1 of 1**

*COMMUNICATION RECEIVED
AFTER PREPARATION
OF STAFF REPORT*

RECEIVED

APR 27 2015
CITY OF BURLINGAME
CDD – PLANNING DIV.

From: Joana khatib [mailto:-----]
Sent: Monday, April 27, 2015 10:54 AM
To: CD/PLG-Lewit, Erika
Cc: -----; -----; Danny Khatib; <----->
Subject: Approval for project at 1552 Alturas Drive

Hi Erika,

We have reviewed the project plans for 1552 Alturas Drive, and approve proceeding with the project as drawn.

Please note that we are renting the next door home (----- Alturas Drive), feel free to contact the leasing agent for further questions:
kristine@boardwalkrents.com.

Thank you,

Joana and Danny Khatib

**04.27.15 PC Meeting
Item #9A
1552 Alturas Drive
Page 1 of 1**

*COMMUNICATION RECEIVED
AFTER PREPARATION
OF STAFF REPORT*

RECEIVED

APR 27 2015

CITY OF BURLINGAME
CDD – PLANNING DIV.

From: Mwoo [mailto:-----@-----.com]
Sent: Sunday, April 26, 2015 6:32 PM
To: CD/PLG-Lewit, Erika
Cc: -----; -----; -----
Subject: 1552 Alturas Drive

Hi Erika,
We have reviewed the project plans for 1552 Alturas Drive, and approve proceeding with the project as drawn.
Thank you
Michelle woo
----- Alturas Drive

Sent from my iPad

**04.27.15 PC Meeting
Item #9A
1552 Alturas Drive
Page 1 of 1**

*COMMUNICATION RECEIVED
AFTER PREPARATION
OF STAFF REPORT*

RECEIVED

APR 27 2015

CITY OF BURLINGAME
CDD – PLANNING DIV.

From: David & Anne Nannini [mailto:-----]
Sent: Sunday, April 26, 2015 8:59 AM
To: CD/PLG-Lewit, Erika
Cc: Eric Cox; Bruce Carlton
Subject: 1552 Alturas drive

Dear Erika

My husband David and I have reviewed the project plans for 1552 Alturas Drive and approve proceeding with the project as drawn.

Thank you

Anne & David Nannini

-----Alturas Drive

-----com

Sent from my iPhone



APPLICATION TO THE PLANNING COMMISSION

Type of application:

- Design Review Variance Parcel #: 027-021-270
 Conditional Use Permit Special Permit Other: _____

PROJECT ADDRESS: 1552 ALTURAS DRIVE

APPLICANT

project contact person
 Payor of DSR deposit/handling fee
 OK to send electronic copies of documents

Name: BRUCE CARLSON
 Address: 1552 ALTURAS DRIVE
 City/State/Zip: BURLINGAME, CA 94010
 Phone: 650-483-3927
 Fax: _____
 E-mail: LKCA@COMCAST.NET

PROPERTY OWNER

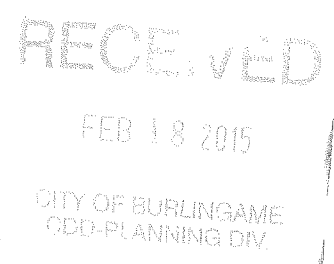
project contact person
 Payor of DSR deposit/handling fee
 OK to send electronic copies of documents

Name: SAME
 Address: u
 City/State/Zip: u
 Phone: u
 Fax: u
 E-mail: u

ARCHITECT/DESIGNER

project contact person
 Payor of DSR deposit/handling fee
 OK to send electronic copies of documents

Name: ERIC G. KEMBOON ENGINEERS
 Address: PO Box 389
 City/State/Zip: MILLBRAE, CA 94030
 Phone: 650-343-8310
 Fax: 650-689-5249
 E-mail: engineers@kemboon.com
 ★ Burlingame Business License #: 27610



PROJECT DESCRIPTION: REPLACE EXISTING DECK WITH LARGER DECK

AFFADAVIT/SIGNATURE: I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: _____ Date: 2/18/2015

I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Commission.

Property owner's signature: _____ Date: 2/15/15

Date submitted: 2/18/2015

★ Verification that the project architect/designer has a valid Burlingame business license will be required by the Finance Department at the time application fees are paid.

Project Comments

Date: February 23, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input checked="" type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review and Hillside Area Construction Permit for a second floor rear deck at **1552 Alturas Drive, zoned R-1, APN: 027-021-270**

Staff Review: February 23, 2015

1) The engineer of record must wet-stamp and sign the plans prior to issuance of the building permit.

2) On the plans specify that this project will comply with the 2013 California Building Code, 2013 California Residential Code (where applicable), 2013 California Mechanical Code, 2013 California Electrical Code, and 2013 California Plumbing Code, including all amendments as adopted in Ordinance 1889. Note: If the Planning Commission has not approved the project prior to 5:00 p.m. on December 31, 2013 then this project must comply with the 2013 California Building Codes.

3) Specify on the plans that this project will comply with the 2013 California Energy Efficiency Standards.

Go to <http://www.energy.ca.gov/title24/2013standards/> for publications and details.

4) Place the following information on the first page of the plans:

"Construction Hours"

Weekdays: 7:00 a.m. – 7:00 p.m.

Saturdays: 9:00 a.m. – 6:00 p.m.

Sundays and Holidays: 10:00 a.m. – 6:00 p.m.

(See City of Burlingame Municipal Code, Section 13.04.100 for details.)

Construction hours in the City Public right-of-way are limited to weekdays and non-City Holidays between 8:00 a.m. and 5:00 p.m.

Note: Construction hours for work in the public right of way must now be included on the plans.

- 5) On the first page of the plans specify the following: "Any hidden conditions that require work to be performed beyond the scope of the building permit issued for these plans may require further City approvals including review by the Planning Commission." The building owner, project designer, and/or contractor must submit a Revision to the City for any work not graphically illustrated on the Job Copy of the plans prior to performing the work.
- 6) Anyone who is doing business in the City must have a current City of Burlingame business license.
- 7) Provide a fully dimensioned site plan which shows the true property boundaries, the location of all structures on the property, existing driveways, and on-site parking.
- 8) Sheets P2 and P2.5 appear to be reproductions of existing drawings on which changes have been made to show the proposed structure. Provide documentation showing that the project engineer has permission to use these original drawings OR provide new drawings that graphically illustrate the existing elevations and the proposed work.
- 9) Provide a complete demolition plan that includes a legend and indicates existing walls and features to remain, existing walls and features to be demolished, and new walls and features.

NOTE: A condition of this project approval is that the Demolition Permit will not be issued and, and no work can begin (including the removal of any building components), until a Building Permit has been issued for the project. The property owner is responsible for assuring that no work is authorized or performed.

- 10) Show the distances from all exterior walls to property lines or to assumed property lines
- 11) Show the dimensions to adjacent structures.
- 12) Provide guardrails at all landings. NOTE: All landings more than 30" in height at any point are considered in calculating the allowable lot coverage. Consult the Planning Department for details if your project entails landings more than 30" in height.
- 13) Provide handrails at all stairs where there are four or more risers. 2013 CBC §1009.
- 14) Provide lighting at all exterior landings.

NOTE: A written response to the items noted here and plans that specifically address items 2, 3, 4, 5, 8, and 9 must be re-submitted before this project can move forward for Planning Commission action. The written response must include clear direction regarding where the requested information can be found on the plans.

Reviewed by: _____

Joe Cyr, CBO

650-558-7270

Date: 2-26-2015

Project Comments

Date: April 2, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input checked="" type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review and Hillside Area Construction Permit for a second floor rear deck at 1552 Alturas Drive, zoned R-1, APN: 027-021-270

Staff Review: Revised plans dated April 1, 2015

1. Landscape to remain the same; no protected tree proposed for removal.
2. No further comments

Reviewed by: BD

Date: 4/7/15

Project Comments

Date: February 23, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input checked="" type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review and Hillside Area Construction Permit for a second floor rear deck at 1552 Alturas Drive, zoned R-1, APN: 027-021-270

Staff Review: February 23, 2015

1. Site Plan needs to include all major existing trees and shrubs as per design review requirements.
2. No existing protected size tree may be removed without permit from Parks Division (558-7330).
3. Please note if landscape will be rehabilitated or remain the same.

Reviewed by: BD

Date: 3/6/15

Project Comments

Date: April 2, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input checked="" type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

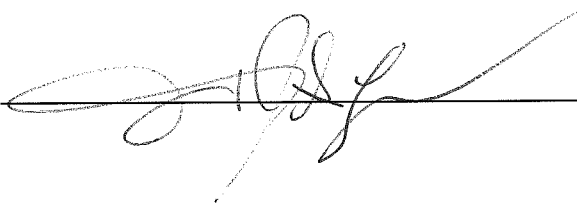
Subject: Request for Design Review and Hillside Area Construction Permit for a second floor rear deck at **1552 Alturas Drive, zoned R-1, APN: 027-021-270**

Staff Review: Revised plans dated April 1, 2015

No further comments.

All conditions of approval as stated in the review dated 2-26-2015 will apply to this project.

Reviewed by:



Date: 4-2-2015

Project Comments

Date: February 23, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input checked="" type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review and Hillside Area Construction Permit for a second floor rear deck at **1552 Alturas Drive, zoned R-1, APN: 027-021-270**

Staff Review: February 23, 2015

Any construction project in the City, regardless of size, shall comply with the city's stormwater NPDES permit to prevent construction activity stormwater pollution. Project proponents shall ensure that all contractors implement appropriate and effective Best Management Practices (BMPs) during all phases of construction, including demolition. When submitting plans for a building permit, please include a list of construction BMPs as project notes, preferably, on a separate full size (2'x 3' or larger), plan sheet. A downloadable electronic file is available at:
<http://www.flowstobay.org/Construction>

Please contact Kiley Kinnon, NPDES Stormwater Coordinator, for assistance at (650) 342-3727.

Reviewed by: KJK

Date: 02/25/15

Project Comments

Date: February 23, 2015

To:

<input checked="" type="checkbox"/> Engineering Division (650) 558-7230	<input type="checkbox"/> Fire Division (650) 558-7600
<input type="checkbox"/> Building Division (650) 558-7260	<input type="checkbox"/> Stormwater Division (650) 342-3727
<input type="checkbox"/> Parks Division (650) 558-7334	<input type="checkbox"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review and Hillside Area Construction Permit for a second floor rear deck at **1552 Alturas Drive, zoned R-1, APN: 027-021-270**

Staff Review: February 23, 2015

No comments at this time.

Reviewed by: M. Quan

Date: 2/23/15

**RESOLUTION APPROVING CATEGORICAL EXEMPTION, DESIGN REVIEW, AND HILLSIDE
AREA CONSTRUCTION PERMIT**

RESOLVED, by the Planning Commission of the City of Burlingame that:

WHEREAS, a Categorical Exemption has been prepared and application has been made for Design Review and Hillside Area Construction Permit for first and second story deck additions at 1552 Alturas Drive, Zoned R-1, Bruce and Linda Carlton, property owners, APN: 027-021-270;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on May 11, 2015, at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

NOW, THEREFORE, it is RESOLVED and DETERMINED by this Planning Commission that:

1. On the basis of the Initial Study and the documents submitted and reviewed, and comments received and addressed by this Commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and categorical exemption, per CEQA Section 15301 (e)(1) of the CEQA Guidelines, which states that additions to existing structures are exempt from environmental review, provided the addition will not result in an increase of more than 50% of the floor area of the structures before the addition, is exempt from environmental review, is hereby approved.
2. Said Design Review and Hillside Area Construction Permit are approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review and Hillside Area Construction Permit are set forth in the staff report, minutes, and recording of said meeting.
3. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

Chairman

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 11th day of May, 2015, by the following vote:

Secretary

EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review, and Hillside Area Construction Permit
1552 Alturas Drive
Effective **May 21, 2015**

Page 1

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped April 1, 2015, sheets P1, P2.5, P3, and P5 and date stamped April 29, 2015, sheets P2 and P4;
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 (FYI or amendment to be determined by Planning staff);
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 the conditions of the Engineering Divisions February 23, 2015 memo, the Building Division's February 26, 2015 memo, the Parks Division's March 6, 2015 memo, the Fire Division's February 23, 2015 memo, and the Stormwater Divisions February 25, 2015 memo shall be met;
5. 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;
6. that demolition or 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;
7. 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;
8. 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;
9. 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;

EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review, and Hillside Area
Construction Permit
1552 Alturas Drive
Effective **May 21, 2015**

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10. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, 2013 Edition, as amended by the City of Burlingame; and

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

11. 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.



CITY OF BURLINGAME
COMMUNITY DEVELOPMENT DEPARTMENT
501 PRIMROSE ROAD
BURLINGAME, CA 94010
PH: (650) 558-7250 • FAX: (650) 696-3790
www.burlingame.org

Site: 1552 ALTURAS DRIVE

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, MAY 11, 2015 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for Design Review and Hillside Area Construction Permit for a second story rear deck addition to an existing single family dwelling at **1552 ALTURAS DRIVE** zoned R-1. APN 027-021-270

Mailed: May 1, 2015

**PUBLIC HEARING
NOTICE**

(Please refer to other side)

City of Burlingame

A copy of the application and plans for this project may be reviewed prior to the meeting at the Community Development Department at 501 Primrose Road, Burlingame, California.

If you challenge the subject application(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing, described in the notice or in written correspondence delivered to the city at or prior to the public hearing.

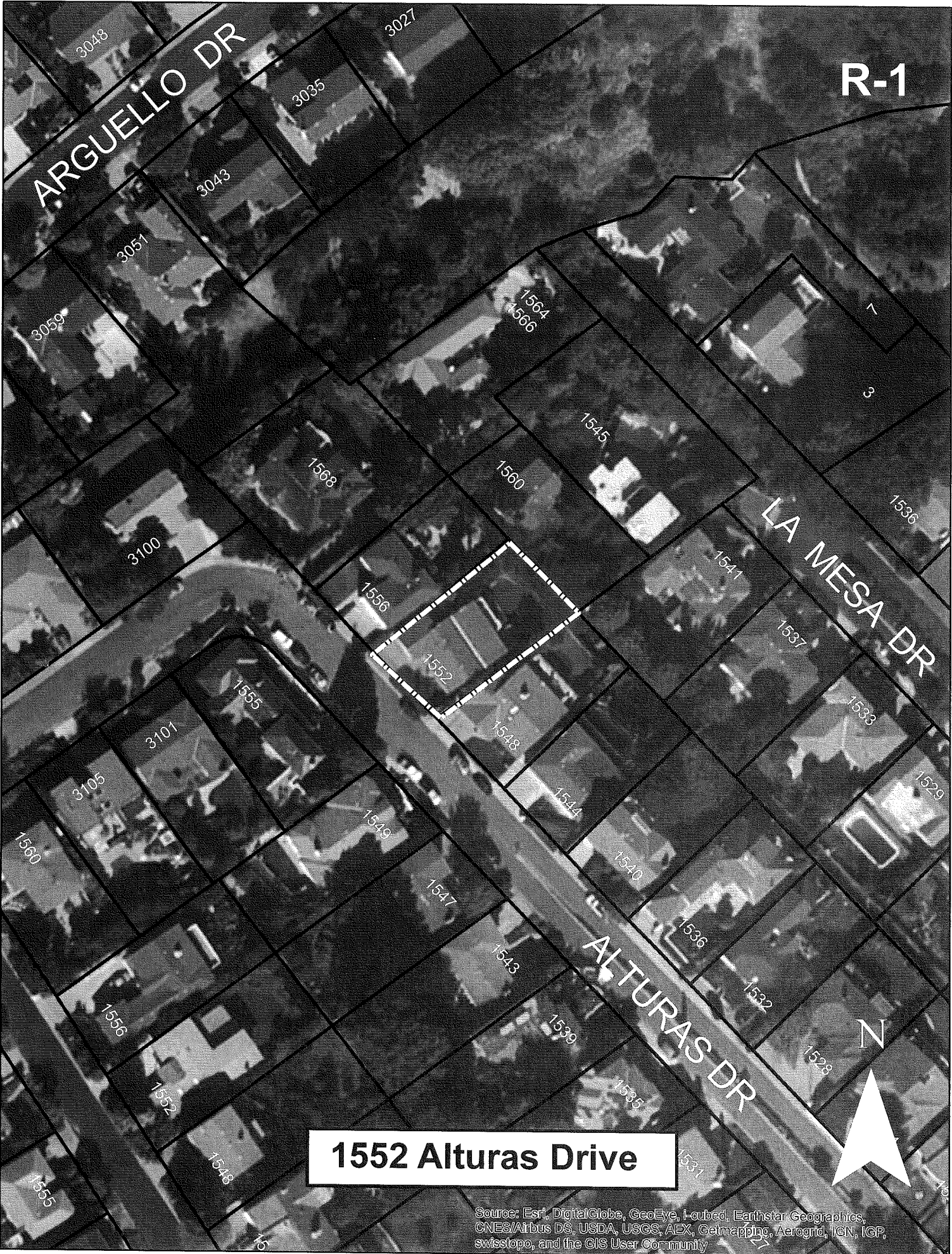
Property owners who receive this notice are responsible for informing their tenants about this notice.

For additional information, please call (650) 558-7250. Thank you.

William Meeker
Community Development Director

PUBLIC HEARING NOTICE

(Please refer to other side)



R-1

ARGUELLO DR

LA MESA DR

ALTURAS DR

1552 Alturas Drive



Source: Esri, DigitalGlobe, GeoEye, I-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community