



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, September 13, 2021

7:00 PM

Online

- c. 3 Victoria Road, zoned R-1 - Application for Design Review for a new, two-story single family dwelling and detached garage. (James Kwan, applicant and property owner; Jesse Geurse, Geurse Conceptual Designs, Inc., designer) (273 noticed) Staff Contact: 'Amelia Kolokihakaufisi

Attachments: [3 Victoria Rd - Staff Report](#)
[3 Victoria Rd - Attachments](#)
[3 Victoria Rd - Plans](#)

All Commissioners have visited the project site. Senior Planner Lewit provided an overview of the staff report.

Chair Schmid opened the public hearing.

Jesse Geurse, designer, represented the applicant and answered questions regarding the project.

Public Comments:

> There were no public comments.

Chair Schmid closed the public hearing.

Commission Discussion/Direction:

> Corner lots are difficult because you have two fronts. This looks like a classic side of a house. The Peninsula Avenue side needs to be reworked so it doesn't look like a side of a house, whether it is or isn't, it's still going to be visible from the street. There's are ways to mitigate the view out the window, so you're not looking at the Woodlake apartments or Peninsula Avenue. Mainly those lower floor windows look like they don't fit in. Everything seems to hold together on the rest of the house, all the sides look nice with the larger windows but that one looks like it got lost or missed.

> On the Victoria Road side, there's a significant amount of landscape on that end of the property, both to the side of the Victoria Road neighbor and the Peninsula Avenue neighbor that's there now. It's important for the next round to have a little bit more landscape definition of what you're going to do there and how you're going to make fences and landscape with the garage being there that can work well with the adjoining neighbor? I'm not seeing enough information.

> This is a nicely done project and should move forward.

Geurse Conceptual Designs, Inc.

405 Bayswater Avenue Burlingame, California 94010

9/20/2021

City of Burlingame
Attn: **Amelia Kolokihakaufisi**, Planner
501 Primrose Road
Burlingame, CA 94010

RECEIVED

SEP 22 2021

CITY OF BURLINGAME
CDD-PLANNING DIV.

Re: Response to Planning Commission's comments

Dear Members of the City of Burlingame Planning Commission,

We thank you for your concerns and suggestions made with regard to our application for design review for the proposed second story addition residence located at 3 Victoria Road. We too, are architecturally sensitive and very eager to address your concerns. We had responded to your comments either verbally or per plans. We hope that you find the revised project acceptable for approval. Please see below for response to changes.

In response to your particular comments and or recommendations:

1. *Commissioner Schmid: "Comment regarding screen trees at garage property line"*

- a) GCD Response: In review of the plans and onsite vegetation there are very large screening trees on adjacent neighborhes property that will fully screen the new garage in current location. Please see sheet SP.1.

2. *"Commissioner Gaul: "Elevation at Peninsula"*

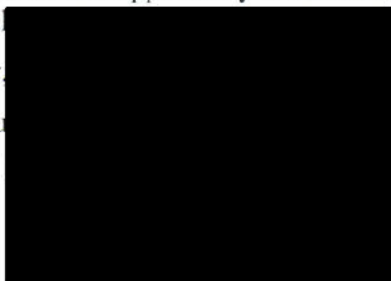
- a) GCD Response: In review of the elevation we had enlarged the windows and introduced shed roofs to be more capable with the overall design of the residence. A pseudo gable window was also placed for further enhancement of the elevations.

Thank you for this opportunity to further consider our proposed addition. Should you have additional questions, please do not hesitate to contact us at 650-703-6197

Sincerely,

Jesse Geur

Principal





PLANNING APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT—PLANNING DIVISION

501 PRIMROSE ROAD, 2ND FLOOR, BURLINGAME, CA 94010-3997

TEL: 650.558.7250 | FAX: 650.696.3790 | E-MAIL: PLANNINGDEPT@BURLINGAME.ORG

PROJECT INFORMATION

3 VICTORIA ROAD BURLINGAME CA. 94010

029304130

R-1

PROJECT ADDRESS

ASSESSOR'S PARCEL # (APN)

ZONING

PROJECT DESCRIPTION

EXISTING FIRST FLOOR: 1) KITCHEN REMODEL, DINING AREA, 2 BEDROOM/ BATH / FAMILY ROOM, NEW FOYER ENTRY/SITTING ROOM

NEW SECOND LEVEL FLOOR ADDITION: 1) 2 BEDROOMS, 2 BATHS, CLOSETS

NEW DETACHED GARAGE: ONE-CAR AND STORAGE AREA

EXISTING EXTERIOR: 1) NEW WINDOWS AND RE-DESIGN OF EXTERIOR TO FARM HOUSE DESIGN WITH BATTEN BOARD SIDING.

APPLICANT INFORMATION

JAMES KWAN

3 VICTORIA ROAD BURLINGAME CA. 94010

PROPERTY OWNER NAME **APPLICANT?**

ADDRESS

PHONE

E-MAIL

JESSE GEURSE/GCD, INC.

405 BAYSWATER AVENUE BURLINGAME, CA. 94010

ARCHITECT/DESIGNER **APPLICANT?**

ADDRESS

650-703-6197

JGEURSE@GMAIL.COM

PHONE

E-MAIL

NO: 22811, EXPIRATION DATE: 06/30/2021

BURLINGAME BUSINESS LICENSE #

FOR PROJECT REFUNDS - Please provide an address to which to all refund checks will be mailed to:

NAME

ADDRESS

THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY

2/22/2021

(SIGNER)

DATE

I HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE

2/22/2021

PROPERTY OWNER'S SIGNATURE

DATE

AUTHORIZATION TO REPRODUCE PLANS

I HEREBY GRANT THE CITY OF BURLINGAME THE AUTHORITY TO REPRODUCE UPON REQUEST AND/OR POST PLANS SUBMITTED WITH THIS APPLICATION ON THE CITY'S WEBSITE AS PART OF THE PLANNING APPROVAL PROCESS AND WAIVE ANY CLAIMS AGAINST THE CITY ARISING OUT OF OR RELATED TO SUCH ACTION _____ (INITIALS OF ARCHITECT/DESIGNER)

APPLICATION TYPE

- ACCESSORY DWELLING UNIT (ADU)
- VARIANCE (VAR)
- CONDITIONAL USE PERMIT (CUP)
- WIRELESS
- DESIGN REVIEW (DSR)
- FENCE EXCEPTION
- HILLSIDE AREA CONSTRUCTION PERMIT
- OTHER: _____
- MINOR MODIFICATION
- SPECIAL PERMIT (SP)

RECEIVED

FEB 23 2021

CITY OF BURLINGAME
CDD-PLANNING DIV.

DATE RECEIVED:

STAFF USE ONLY

STAFF USE ONLY

RESOLUTION APPROVING CATEGORICAL EXEMPTION AND DESIGN REVIEW

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 for a new, two-story single family dwelling and detached garage at 3 Victoria Road, Zoned R-1, James Kwan, property owner, APN: 029-304-130;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on October 12, 2021, 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 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, this exemption may be applied to the construction or conversion of up to three (3) single-family residences as part of a project, is hereby approved.
2. Said Design Review is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Reviewis 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.

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 12th day of October, 2021 by the following vote:

Secretary

EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Design Review

3 Victoria Road

Effective **October 22, 2021**

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1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped September 22, 2021, sheets T.0, BMP.1, SP.1, PW.1, DM.1, A.1 through A.9 and AD.2;
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 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;

EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Design Review

3 Victoria Road

Effective **October 22, 2021**

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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.



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

Project Site: 3 Victoria Road, zoned R-1

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom **on Tuesday, October 12, 2021 at 7:00 P.M.** You may access the meeting online at www.zoom.us/join or by phone at (346) 248-7799:

Webinar ID: 835 4435 5120	Passcode: 803754
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Description: Application for Design Review for a new, two-story single family dwelling and detached garage.

Members of the public may provide written comments by email to: publiccomment@burlingame.org.

Mailed: October 1, 2021

**PUBLIC HEARING
NOTICE**

(Please refer to other side)

City of Burlingame - Public Hearing Notice

If you have any questions about this application or would like to schedule an appointment to view a hard copy of the application and plans, please send an email to planningdept@burlingame.org or call (650) 558-7250.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed, should contact the Planning Division at planningdept@burlingame.org or (650) 558-7250 by 10 am on the day of the meeting.

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.

Kevin Gardiner, AICP
Community Development Director

(Please refer to other side)

3 Victoria Road
300' noticing
APN #: 029-304-130

