

CITY OF BURLINGAME

**PLANNING COMMISSION RESOLUTION 2026-__
APPROVING MAJOR DESIGN REVIEW AND SPECIAL PERMIT FOR PLATE HEIGHT TO
CONSTRUCT A 549 SQUARE-FOOT FIRST AND SECOND STORY ADDITION TO AN EXISTING
2,849 SQUARE-FOOT SINGLE-UNIT DWELLING LOCATED AT
1355 DE SOTO AVENUE
PROJECT NO. DSR25-0023**

WHEREAS, an application has been made by Grant Takahashi Lee on behalf of Property Owner, Kearns-Ngyuen Family Trust, for Major Design Review and Special Permit for plate height to construct a 549 square-foot first and second story addition to an existing 2,849 square-foot single-unit dwelling on a 6,000 square-foot site in the R-1 (Low Density Residential) zoning district, APN: 027-152-060; and

WHEREAS, on April 13, 2026, 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 April 13, 2026, the Planning Commission of the City of Burlingame reviewed and considered a Categorical Exemption under Section 15301(e)(1) 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 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.

SECTION 2: City of Burlingame Municipal Code (BMC) authorizes the Planning Commission to grant Major Design Review and Special Permit 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 first and second story addition to the existing two-story, 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, with the exception of the second floor plate height. The proposed addition is consistent with the design guidelines in that the mass and bulk of the proposed structure is in scale with the lot and in relation to neighboring properties. The proposed first and second story addition is compatible with the existing Spanish architectural style of the dwelling and includes distinctive architectural details such as arched windows at the first and second stories on the front elevation to echo the porch design, as well as terracotta roof tiles. The proposed design is consistent with the character and massing found in the neighborhood in that the design proposes plate heights that match those of the existing dwelling, gable roofs, articulated walls, and appropriate fenestration on all four building elevations. The architectural style is enhanced with details such as windows with divided lights with wood sills and arched wood gable vents that are consistent with the same or similar materials found in the neighborhood. The on-site landscaping, which includes retaining existing

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trees and planting new 24-inch box size trees throughout the site, and the addition of flatwork and stucco walls to enhance the front elevation, is appropriate and proportional to the mass and bulk of the house.

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 6,000 square-foot 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 setback, lot coverage, floor area ratio, building height, declining height envelope, and parking requirements. Construction of the project will be required to comply with California Building and Uniform Fire Codes.

SPECIAL PERMIT FINDING FOR PLATE HEIGHT (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 first and second story addition are consistent with the existing structure in that the proposed 9'-1" plate height on the second floor matches the existing 9'-1" second floor plate height and provides a consistent visual exterior massing. The project is consistent with the well-defined character of the street and neighborhood in that the dwelling is of similar height and has similar massing to other two-story dwellings on the block.

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 project are consistent with the existing street and neighborhood in that the project's design places the highest ridge for dwelling at the center of the structure. The project's design, including the second floor addition with a 9'-1" plate height, incorporates roof lines, facades and materials that are found throughout the existing homes in the neighborhood.

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

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 proposed plate height at the second floor. However, the proposed 9'-1" second floor plate height would match the existing 9'-1" plate height on the second floor, and therefore provide consistency in design.

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.*

There are no existing trees of protected size on site. There is one existing landscape trees to remain on site, a Strawberry tree in the rear yard. Based on the proposed floor area, three landscape trees are required on-site. As part of this project, three new 24-inch box landscape trees are proposed (Magnolia, Ginko, and Crabapple). With a total of four trees on site, 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** DSR25-0023 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 March 12, 2026, sheets G001 and G002, A001 through A301, L1 through L4, and Partial Topographic Licensed Survey dated March 5, 2025;
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 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;
12. 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
13. 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 Permit 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 determines that there has been or may be a violation of the findings or conditions of this approval, or of the Zoning Code, a public hearing may be held before the Planning Commission to review this approval pursuant to Burlingame Municipal Chapter 25.88. 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 13th day of April, 2026.

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 13th day of April, 2026 by the following vote:

Secretary

Exhibits:

Exhibit A - Project Plans dated March 12, 2026