



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda Planning Commission

Monday, August 8, 2022

7:00 PM

Online

On September 16, 2021, Governor Newsom signed into law AB 361, which allows a local agency to meet remotely when:

- 1. The local agency holds a meeting during a declared state of emergency;***
- 2. State or local health officials have imposed or recommended measures to promote social distancing; and***
- 3. Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees.***

On July 5, 2022 the City Council adopted Resolution Number 087-2022 stating that the City Council and Commissions will continue to meet remotely for at least thirty days for the following reasons:

- 1. There is still a declared state of emergency;***
- 2. The State recommends that individuals in public spaces maintain social distancing and wear masks; and***
- 3. The City can't maintain social distancing requirements for the public, staff, Councilmembers, and Commissioners in their meeting spaces.***

Pursuant to Resolution Number 087-2022, the City Council Chambers will not be open to the public for the August 8, 2022 Planning Commission Meeting.

Members of the public may view the meeting by logging on to the Zoom meeting listed below. Additionally, the meeting will be streamed live on YouTube and uploaded to the City's website after the meeting.

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

Emailed comments should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda. The length of the emailed comment should be commensurate with the three minutes customarily allowed for verbal comments, which is approximately 250-300 words. To ensure your comment is received and read to the Planning Commission for the appropriate agenda item, please submit your email no later than 5:00 p.m. on August 8, 2022. The City will make every effort to read emails received after that time, but cannot guarantee such emails will read into the record. Any emails received after the 5:00 p.m. deadline which are not read into the record will be provided to the Planning Commission after the meeting.

To Join the Zoom Meeting:**To access by computer:****Go to www.zoom.us/join****Meeting ID: 816 4833 5880****Passcode: 062429****To access by phone:****Dial 1-346-248-7799****Meeting ID: 816 4833 5880****Passcode: 062429****1. CALL TO ORDER****2. ROLL CALL****3. APPROVAL OF MINUTES****a. Draft June 27, 2022 Planning Commission Meeting Minutes****Attachments:** [Draft June 27, 2022 Planning Commission Meeting Minutes](#)**b. Draft July 11, 2022 Planning Commission Meeting Minutes****Attachments:** [Draft July 11, 2022 Planning Commission Meeting Minutes](#)**4. APPROVAL OF AGENDA****5. PUBLIC COMMENTS, NON-AGENDA**

Members of the public may speak about any item not on the agenda. Members of the public wishing to suggest an item for a future Planning Commission agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Planning Commission from acting on any matter that is not on the agenda. Speakers are limited to three minutes each; the Chair may adjust the time limit in light of the number of anticipated speakers.

6. STUDY ITEMS

There are no Study Items.

7. CONSENT CALENDAR

Items on the consent calendar are considered to be routine. They are acted on simultaneously unless separate discussion and/or action is requested by the applicant, a member of the public or a commissioner prior to the time the Commission votes on the motion to adopt.

- a. 1430 Palm Drive, zoned R-1 and R-3 - Application for Conditional Use Permit for a preschool use in an existing church building. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301 Class 1(a) of the CEQA Guidelines. (Rita Enright, applicant; Alan William Coon, architect; New Life Community Church of Burlingame, property owner) (210 noticed) Staff Contact: Amelia Kolokihakaufisi

Attachments: [1430 Palm Dr - Staff Report](#)
[1430 Palm Dr - Attachments](#)
[1430 Palm Dr - Plans](#)

8. REGULAR ACTION ITEMS

- a. 713 Howard Avenue, zoned R-1 - Application for Design Review and Special Permits for first and second story plate heights and second story balcony for a new, two story single-unit dwelling and detached garage. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15303 (a) of the CEQA Guidelines. (Audrey Tse, Insite Design Inc, applicant and architect; Kevin and Christine Chung, property owners) (98 noticed) Staff Contact: Fazia Ali

Attachments: [713 Howard Ave - Staff Report](#)
[713 Howard Ave - Attachments](#)
[713 Howard Ave - Plans](#)

- b. 2229 Adeline Drive, zoned R-1 - Application for Design Review and Special Permit for Declining Height Envelope for a two and half story addition to an existing single-unit dwelling. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15303(e)(1) of the CEQA Guidelines. (Tim Raduenz, Form+One, applicant and designer; Cameron and Shannon Foster, property owners) (104 noticed) Staff Contact: Catherine Keylon

Attachments: [2229 Adeline Dr - Staff Report](#)
[2229 Adeline Dr - Attachments](#)
[2229 Adeline Dr - Plans](#)
[2229 Adeline Dr - Renderings](#)

- c. 935 Paloma Avenue, zoned R-2 - Application for a Conditional Use Permit for a bathroom in a detached garage. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15303 (e) of the CEQA Guidelines. (Scovill Family Trust, Will Scovill, applicant and property owner; Jesse Geurse, Geurse Conceptual Designs, Inc., designer) (133 noticed) Staff Contact: Ruben Hurin

Attachments: [935 Paloma Ave - Staff Report](#)
[935 Paloma Ave - Attachments](#)
[935 Paloma Ave - Plans](#)

9. DESIGN REVIEW STUDY

- a. 2313 Ray Drive, zoned R-1 - Application for Design Review and Hillside Area Construction Permit for a first and second story addition to an existing single-unit dwelling. (Jeff Alan Gard, applicant and architect; Ronan McConnell and Michele McKenna, property owners) (104 noticed) Staff Contact: 'Amelia Kolokihakaufisi

Attachments: [2313 Ray Dr - Staff Report](#)

[2313 Ray Dr - Attachments](#)

[2313 Ray Dr - Plans](#)

- b. 2669 Martinez Drive, zoned R-1 - Application for Design Review and Hillside Area Construction Permit for a second story addition to an existing single-unit dwelling. (David Kuoppamaki, applicant and designer; Grace and Larry Ngai, property owners) (80 noticed) Staff Contact: 'Amelia Kolokihakaufisi

Attachments: [2669 Martinez Dr - Staff Report](#)

[2669 Martinez Dr - Attachments](#)

[2669 Martinez Dr - Plans](#)

- c. 839 Crossway Road, zoned R-1 - Application for Design Review for a new, two-story single-unit dwelling. (Babak Nematollahi, applicant and designer; Southwest Investment Funds LLC, property owner) (126 noticed) Staff Contact: 'Amelia Kolokihakaufisi

Attachments: [839 Crossway Rd - Staff Report](#)

[839 Crossway Rd - Attachments](#)

[839 Crossway Rd - Plans](#)

[839 Crossway Rd - Renderings](#)

10. COMMISSIONER'S REPORTS

11. DIRECTOR REPORTS

- *Commission Communications*

- a. 128 Elm Avenue, zoned R-1 - FYI for review of changes requested by the Planning Commission to a previously approved Design Review project for a new, two-story single-unit dwelling and attached garage.

Attachments: [128 Elm Ave - Memorandum](#)

[128 Elm Ave - Plans](#)

12. ADJOURNMENT

Notice: Any 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 at the meeting, should contact Ruben Hurin, Planning Manager, by 10:00 a.m. on Monday, August 8, 2022 at rhurin@burlingame.org or (650) 558-7256. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda will be made available for inspection via www.burlingame.org/planningcommission/agenda or by emailing the Planning Manager at rhurin@burlingame.org. If you are unable to obtain information via the City's website or through email, contact the Planning Manager at 650-558-7256.

An action by the Planning Commission is appealable to the City Council within 10 days of the Planning Commission's action on August 8, 2022. If the Planning Commission's action has not been appealed or called up for review by the Council by 5:00 p.m. on August 18, 2022, the action becomes final. In order to be effective, appeals must be in writing to the City Clerk and must be accompanied by an appeal fee of \$745.00, which includes noticing costs.