



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, July 11, 2022

7:00 PM

Online

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- 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. (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](#)

All Commissioners have visited the project site. Associate Planner Kolokihakaufisi provided an overview of the staff report.

Chair Gaul opened the public hearing.

Audrey Tse, architect, represented the applicant and answered questions regarding the project.

Public Comments:

> There were no public comments.

Chair Gaul closed the public hearing.

Commission Discussion/Direction:

> On the second floor at the rear of the house, consider continuing the same roof form all the way across instead of the gable roof.

> I share the same concern on the rear elevation, otherwise the materials worked pretty well. All the façades were pretty well broken up. It doesn't feel like it is an overly tall house that it is out of proportion. So, I don't have a lot of concern for the request for the height. Overall, it looks like a good project and can find support for it.

> I agree with my fellow commissioner regarding the roof line at the rear of the house. Please provide a 3D rendering so we can really see what that roof line looks like.

> On the landscape plan, there were no specifications on the three Japanese maple trees. It would be preferable and would look better to have a maple tree that is a decent height rather than a 5' maple tree. It is a nice looking project. I don't have an issue with the height so much because the spaces are broken down nicely. It would be great if you could look at the roof issue at the rear of the house, there could be a better solution for it.

> I have some concerns about the plate heights, especially in the application, the applicant mentioned that there are a number of two-story homes in the area. There are but there is not a preponderance of those. Also, the houses on either side are both single-story homes. I'm worried that this house will really stick out and dwarf those smaller homes on either side. A 9' plate height on a house of this scale is still in keeping with the architecture that is being proposed. For an 8' ceiling on the second floor, most people would coffer the ceiling to get a little bit of height, if you need to. I am not sold on the Special Permit for

*the higher plate heights mainly because of the scale of the other houses in the neighborhood. This house will be about 9" below the maximum allowable ridge height; it will appear too big. Anything we can do to bring it down will enhance the design and will be better for the neighborhood. The design is nice but I don't know that I can support the Special Permit.*

**Commissioner Schmid made a motion, seconded by Commissioner Lowenthal, to place on the item on the Regular Action Calendar when plans have been revised as directed. The motion carried by the following vote:**

**Aye:** 5 - Comaroto, Gaul, Lowenthal, Pfaff, and Schmid

**Absent:** 2 - Horan, and Tse



July 20, 2022

City of Burlingame Community Development Departments  
501 Primrose Road  
Burlingame, California 94010

**Regarding: 713 Howard Avenue – Response to Design Review Study Comments**

Please find enclosed revised plans labeled Planning Review Comments and dated 7/20/22 to address the Planning Commission's Design Review Study comments from the July 11<sup>th</sup> meeting.

1. Roof at rear elevation: we have taken a look at the rear elevation and agree with the Commissioners' comments. We have revised the rear elevation accordingly with a full gable roof extension across a portion of the 2<sup>nd</sup> floor and eliminated the wrap-around roof element in the previous design. Please also see enclosed rendering.
2. Tree species: our client has an affinity for Japanese Maple trees, specifically the green acer palmatum, which has now been specifically called out on the landscape plan. They have this particular species of tree at their current home in San Francisco, which has grown magnificently tall and full. It is their desire to plant this tree species per the landscape plan. As there is a large street tree in front of their property, they feel the delicate nature of the Japanese Maple tree will complement the street tree and will provide increased daylight infiltration into the office and living room during the winter months.
3. Plate heights: as shared at the meeting, our client has enjoyed the taller ceiling heights of their San Francisco home. They have applied for a Special Permit for plate heights so they can continue to enjoy this feature in their new home. The finished floor height of the house has been reduced by approximately 18" to help mitigate against the proposed plate height, resulting in a similar elevation height as the existing house. In reading the meeting minutes, it appears that most Commissioners did not have an issue with the proposed plate heights as the articulation in the proposed design helps to manage the scale and size of the house. Our client's meetings with their adjacent neighbors garnished support for the proposed design with no issues regarding the structure's height or design. Please also see enclosed rendering.

Respectfully submitted,

Lauren Lee  
Principal, Insite Design Inc.



# Project Application - Planning Division

**Type of Application:**  Accessory Dwelling Unit  Conditional Use/Minor Use Permit  
 Design Review  Hillside Area Construction Permit  Minor Modification  
 Special Permit  Variance  Other

**Project Address:** 713 Howard Avenue **Assessor's Parcel #:** 029284060 **Zoning:** R1

**Project Description:**  
 New 2-story home with detached garage and detached ADU

**Applicant**

Name: Audrey Tse, Insite Design Inc.  
 Address: 1534 Plaza Lane, #318  
 Burlingame, CA 94010

Phone: 650-235-9566  
 E-mail: [audrey@insite2design.com](mailto:audrey@insite2design.com)

**Property Owner**

Name: Kevin and Christine Chung  
 Address: 713 Howard Avenue  
 Burlingame, CA 94010

Phone: [REDACTED]  
 E-mail: [REDACTED]

**Architect/Designer**

Name: Audrey Tse, Insite Design Inc.  
 Address: Same as above

Phone: 650-235-9566  
 E-mail: [audrey@insite2design.com](mailto:audrey@insite2design.com)

**Authorization to Reproduce Project Plans:**  
 I hereby grant the City of Burlingame the authority to 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.  
 AT \_\_\_\_\_ (Initials of Architect/Designer)

Burlingame Business License #: 918191 \* Architect/Designer must have a valid Burlingame Business License.

**Applicant:** I hereby certify that the information provided is correct to the best of my knowledge and belief.  
 Applicant's signature: [REDACTED] 04/22/22

**Property Owner:** I authorize the applicant to submit this application to the Planning Division.  
 Property owner's signature: [REDACTED] 04/22/22

**Date Application Received (staff only):** \_\_\_\_\_

RECEIVED

APR 22 2022



## City of Burlingame Special Permit Application (R-1 and R-2)

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Chapter 25.78). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Refer to the end of this form for assistance with these questions.

- 1. Explain why 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 existing street and neighborhood.**

Until recently, plate heights of 9'6" and 8'6" in this neighborhood were customary and often granted without comment. The proposed design provides greater balance and scale with increased plate heights beyond 8'0". The neighborhood has a mix of old one-story homes and some remodeled 2-story homes. Washington Elementary School is on the next block just a few structures away and has a large presence and building height. This proposed house is supportable and balances the massing of the neighborhood in context with the school.



- 2. Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.**

The neighborhood has an eclectic collection of architectural style homes with no predominant style. The proposed gable-roofed farmhouse style home fits into the neighborhood in that context with interesting articulation and scale of windows/materials that blend into the fabric of the neighborhood.



- 3. How will the proposed project be consistent with the residential design guidelines adopted by the City?**

The proposed home meets design review guidelines, meets all Planning guidelines and offers a design that matches elements in the neighborhood such as front porches, detached garage, painted wood siding, gabled roof.



- 4. Explain how the 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. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.**

No large trees are proposed to be removed. Only small trees in the area of construction in the backyard are to be removed and replaced with trees in the front yard to be enjoyed by the neighborhood.



**1. Explain why 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 existing street and neighborhood.**

How will the proposed structure or addition affect neighboring properties or structures on those properties? If neighboring properties will not be affected, state why. Compare the proposed addition to the mass, scale and characteristics of neighboring properties. Think about mass and bulk, landscaping, sunlight/shade, views from neighboring properties. Neighboring properties and structures include those to the right, left, rear and across the street.

How does the proposed structure compare to neighboring structures in terms of mass or bulk? If there is no change to the structure, say so. If a new structure is proposed, compare its size, appearance, orientation etc. with other structures in the neighborhood or area.

**2. Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.**

How does the proposed structure or use compare aesthetically with structures or uses in the existing neighborhood? If it does not affect aesthetics, state why. Was the addition designed to match existing architecture and/or pattern of development on adjacent properties in the neighborhood? Explain why your proposal fits in the neighborhood.

How will the structure or addition change the character of the neighborhood? Think of character as the image or tone established by size, density of development and general pattern of land use. If you don't feel the character of the neighborhood will change, state why.

**3. How will the proposed project be consistent with the residential design guidelines adopted by the City?**

Following are the design criteria adopted by the City Council for residential design review. How does your project meet these guidelines?

1. Compatibility of the architectural style with that of the existing character of the neighborhood;
2. Respect for the parking and garage patterns in the neighborhood;
3. Architectural style and mass and bulk of structure;
4. Interface of the proposed structure with the structures on adjacent properties; and
5. Landscaping and its proportion to mass and bulk of structural components.

**4. Explain how the 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. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.**

Will any trees be removed as a result of this proposal? If so, explain what type of trees will be removed and if any are protected under city ordinance (C.S. 11.06), why it is necessary to remove the trees, and what is being proposed to replace any trees being removed. If no trees are to be removed, say so.



## City of Burlingame Special Permit Application (R-1 and R-2)

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Chapter 25.78). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Refer to the end of this form for assistance with these questions.

- 1. Explain why 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 existing street and neighborhood.**

The proposed primary bedroom roof balcony is tucked behind the bedroom oriented towards the backyard. It is set in on both sides from the sides of the house and is a small size just to give the homeowners a little place of retreat where one can relax and read a book or have a cup of tea. The design of it is consistent with the design of the house with a private guardrail matching that of the exterior walls on the house. This provides privacy for both the homeowners as well as reduced visual impact for neighboring properties. +

- 2. Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.**

The proposed location of the primary bedroom balcony should not create any adverse effects on neighboring properties. The balcony is approximately 75sf and is oriented towards the backyard and away from surrounding neighbors. Its design correlates with the proposed design of the house.

- 3. How will the proposed project be consistent with the residential design guidelines adopted by the City?**

The addition of the primary bedroom balcony is consistent with the General Plan and meets guidelines in terms of size and orientation.

- 4. Explain how the 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. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.**

No trees are proposed to be removed to create this element.

**1. Explain why 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 existing street and neighborhood.**

How will the proposed structure or addition affect neighboring properties or structures on those properties? If neighboring properties will not be affected, state why. Compare the proposed addition to the mass, scale and characteristics of neighboring properties. Think about mass and bulk, landscaping, sunlight/shade, views from neighboring properties. Neighboring properties and structures include those to the right, left, rear and across the street.

How does the proposed structure compare to neighboring structures in terms of mass or bulk? If there is no change to the structure, say so. If a new structure is proposed, compare its size, appearance, orientation etc. with other structures in the neighborhood or area.

**2. Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.**

How does the proposed structure or use compare aesthetically with structures or uses in the existing neighborhood? If it does not affect aesthetics, state why. Was the addition designed to match existing architecture and/or pattern of development on adjacent properties in the neighborhood? Explain why your proposal fits in the neighborhood.

How will the structure or addition change the character of the neighborhood? Think of character as the image or tone established by size, density of development and general pattern of land use. If you don't feel the character of the neighborhood will change, state why.

**3. How will the proposed project be consistent with the residential design guidelines adopted by the City?**

Following are the design criteria adopted by the City Council for residential design review. How does your project meet these guidelines?

1. Compatibility of the architectural style with that of the existing character of the neighborhood;
2. Respect for the parking and garage patterns in the neighborhood;
3. Architectural style and mass and bulk of structure;
4. Interface of the proposed structure with the structures on adjacent properties; and
5. Landscaping and its proportion to mass and bulk of structural components.

**4. Explain how the 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. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.**

Will any trees be removed as a result of this proposal? If so, explain what type of trees will be removed and if any are protected under city ordinance (C.S. 11.06), why it is necessary to remove the trees, and what is being proposed to replace any trees being removed. If no trees are to be removed, say so.

**RESOLUTION APPROVING CATEGORICAL EXEMPTION DESIGN REVIEW  
AND SPECIAL PERMITS**

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 Special Permits for plate height and a second story balcony for a new, two story single-unit dwelling and detached garage at 713 Howard Avenue, Zoned R-1, Kevin and Christine Chung, property owners, APN: 029-284-060;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on August 8, 2022, 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 Section 15303 (a), 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, up to three single-family residences maybe constructed or converted under this exemption, is hereby approved.
2. Said Design Review and Special Permit are approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review and Special Permits 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.

\_\_\_\_\_  
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 8th day of August, 2022 by the following vote:

\_\_\_\_\_  
Secretary

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption Design Review and Special Permits

**713 Howard Avenue**

Effective **August 18, 2022**

Page 1

1. that the project shall be built as shown on the plans submitted to the Planning Division and date stamped July 27, 2022, sheets SP1, A.0 through A.7, G.1 through G.3, LS.1, Topographic Survey;
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 first or second floors 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 Design Review and Special Permits

**713 Howard Avenue**

Effective **August 18, 2022**

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: 713 Howard Avenue, zoned R-1**

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom **on Monday, August 8, 2022 at 7:00 P.M.** You may access the meeting online at [www.zoom.us/join](http://www.zoom.us/join) or by phone at (346) 248-7799:

Meeting ID: 816 4833 5880	Passcode: 062429
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**Description:** 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.

Members of the public may provide written comments by email to: [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org).

Mailed: July 29, 2022

*(Please refer to other side)*

**PUBLIC HEARING  
NOTICE**

**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](mailto: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](mailto: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)*

713 Howard Avenue  
300' noticing  
APN: 029-272-010

