



**CITY OF BURLINGAME**  
*Community Development Department*  
**MEMORANDUM**

---

DATE: September 8, 2022 **Director's Report**

TO: Planning Commission **Meeting Date:** September 12, 2022

FROM: 'Amelia Kolokihakaufisi, Associate Planner

SUBJECT: **FYI – REVIEW OF CHANGES TO A PREVIOUSLY APPROVED DESIGN REVIEW PROJECT AT 1548 WESTMOOR ROAD, ZONED R-1.**

---

**Summary:** An application for Design Review for a first and second story addition to an existing single-unit dwelling and new detached garage at 1548 Westmoor Road, zoned R-1, was approved by the Planning Commission on November 22, 2021 (see attached November 22, 2021 Planning Commission Meeting Minutes). A building permit was issued for the project on June 9, 2022 and the project is currently under construction.

With this FYI application, the applicant is proposing the following changes to the project:

- South Elevation (Front): Shift the window in the recessed entry up slightly and lengthen the second story bay window by 1'-0".
- North Elevation (Rear): Decrease the size of the second story bay window from 5'-10" x 7'-4" to 5'-8" x 6'-10".
- West Elevation (Left Side): Eliminate the upper clerestory window above the dormer.

Please also refer to the attached explanation letter dated August 24, 2022 and revised plans, date stamped August 26, 2022.

Other than the changes detailed above and listed in the applicant's letter and revised plans, there are no other changes proposed to the design of the house. If the Commission feels there is a need for more study, this item may be placed on an action calendar for a second review and/or public hearing with direction to the applicant.

Attachments:

November 22, 2021 Planning Commission Minutes  
Explanation Letter, dated August 24, 2022  
Originally approved and proposed building elevations, date stamped August 26, 2022



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

---

Monday, November 22, 2021

7:00 PM

Online

---

- a. 1548 Westmoor Road, zoned R-1 - Application for Design Review for a first and second story addition to an existing single family dwelling and new detached garage. This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301(e)(2) of the CEQA Guidelines. (Tony Pantaleoni, Kotas/Pantaleoni Architects, architect; Sarah and Theo Wong, property owners) (128 noticed) Staff Contact: 'Amelia Kolokihakaufisi

**Attachments:** [1548 Westmoor Rd - Staff Report](#)

[1548 Westmoor Rd - Attachments](#)

[1548 Westmoor Rd - Plans](#)

*All Commissioners have visited the project site. Commissioner Comaroto was not present at the October 25th meeting, but did review the meeting minutes. Planning Manager Hurin provided an overview of the staff report.*

*Chair Schmid opened the public hearing.*

*Tony Pantaleoni, project architect, represented the applicant and answered questions about the application.*

*Public Comments:*

*> There were no public comments.*

*Chair Schmid closed the public hearing.*

*Commission Discussion/Direction:*

*> The project improved quite a bit; reducing the verticality of the project helped a lot; we appreciate you addressing that. The facades are much less plain and much more articulated; these are pretty good changes. I wasn't sure at first about the vertical siding that was proposed, but it's growing on me the more I look at it. It helps to distinguish those elements well. I'm pleased with the changes.*

*> I agree with my fellow commissioner. The changes are for the better. The massing has been reduced and the elevations are more articulated. So the project is approvable at this point.*

*> I do like most of the changes, although I'm uncomfortable with the second floor bay window at the front of the house. I'm not sure if that's the right type of bay window. I would like to hear from the other commissioners. Everything else looks pretty good, but that element looks tacked on. It looks like it doesn't belong on the front of the house, but I'll defer that to some of the architects on the commission.*

*> I have that same thought as my fellow commissioner, especially after knowing it's a shower projection. It's a three-foot projection, which is fairly deep and right over the entrance at the front door. Also, the vertical siding tends to elongate it and makes it feel extra tall. It's about the depth of the projection and the overall height of it that seems heavy. It gives the appearance that it could fall off the house and land on somebody coming into the front entry. It's putting a little tension on the arch just below it. Perhaps the*

*height and depth of the bay could be reduced; there could be a bench in the shower to help reduce the height of the bay projection. Otherwise, I agree on the other elevations. We appreciate you addressing the comments that were brought up at the last meeting.*

*Chair Schmid reopened the public hearing.*

> *(Pantaleoni: Can reduce the overall height and depth of the bay window.)*

*Chair Schmid closed the public hearing.*

> *I'm struggling with it as well, but I'm struggling with the fact that the front doors look like they're in the front bedroom and the entry is not really looking like an entry. The pop-out accentuates it even more. There's some room on the pop-out to delineate that a little bit better. A lot of the other pop-outs on the house work pretty well.*

**Commissioner Terrones made a motion, seconded by Commissioner Tse, to approve the application with the following added condition:**

> **that the second floor bay at the front of the house shall be reduced in depth and height so that it is compatible with the design of the house (staff level approval or FYI to be determined by Planning staff).**

**Aye:** 7 - Comaroto, Terrones, Tse, Gaul, Loftis, Schmid, and Larios

Architects

**Kotas/Pantaleoni**

70 Zoe Street Suite 200 San Francisco CA 94107  
Telephone 415 • 495 • 4051 Fax 415 • 495 • 6885  
[www.kp-architects.com](http://www.kp-architects.com) • [design@kp-architects.com](mailto:design@kp-architects.com)

August 24, 2022

Amelia Kolokihakaufisi  
City of Burlingame  
Planning Division  
501 Primrose Road  
Burlingame, CA 94010

Re: 1548 Westmoor Rd Front Elevation Revision  
Application #: B22-0069

Ms. Kolokihakaufisi,

The changes to the front façade are due to the following reasons:

1. The size of the window at the New Porch has been changed in height, not width, to provide a cohesive sill and head height amongst the three windows in the Existing Living Room.
2. The floor height of the bay window within the Main Bathroom has been lowered to accommodate the shower due to a revision of the Main Bathroom layout. The bay window previously was to be used as a bench seat within the shower but is now part of the shower floor.

Thank You,

Michael Guillory  
415.495.4051x218