

**CITY OF BURLINGAME**

**PLANNING COMMISSION RESOLUTION 2026-\_\_  
APPROVING MAJOR DESIGN REVIEW AND HILLSIDE AREA CONSTRUCTION PERMIT TO  
CONSTRUCT A 764 SQUARE-FOOT FIRST AND SECOND STORY ADDITION TO AN EXISTING  
2,572 SQUARE-FOOT SINGLE-UNIT DWELLING AND 1,500 SQUARE-FEET OF NEW DECKING  
LOCATED AT 2674 SUMMIT DRIVE  
PROJECT NO. DSR25-0020**

**WHEREAS**, an application has been made by Ryan Morris, Morris Architecture LLC, on behalf of Property Owner, David Matsuo, for Major Design Review and Hillside Area Construction Permit to construct a 764 square-foot first and second story addition to an existing 2,572 square-foot single-unit dwelling and 1,500 square-feet of new decking in the R-1 (Low Density Residential) zoning district, APN: 027-171-020; and

**WHEREAS**, on March 9, 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 March 9, 2026, the Planning Commission of the City of Burlingame reviewed and considered a Categorical Exemption under Section 15301(e)(2) 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 Section 15301(e)(2) 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 10,000 SF in areas where all public services and facilities are available and the area in which the project is located is not environmentally sensitive.

**SECTION 2:** City of Burlingame Municipal Code (BMC) authorizes the Planning Commission to grant Major Design Review and Hillside Area Construction 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 addition to the existing single-unit dwelling and new decking are consistent with the General Plan designation of Low Density Residential and are in compliance with all applicable provisions of Title 25. The neighborhood consists primarily of Ranch style architecture, which the existing dwelling and the proposed addition are consistent with. The existing dwelling and proposed addition contain authentic features found in a Ranch style architecture, including a long, low-pitch roof line, deep eaves, stucco and board-and-batten siding, large windows, an attached garage, and appearing single-story from the street. The design is well articulated by constructing the first and second story addition on one side of the dwelling and retaining the single-story appearance from street level. Proposed details, such as windows with grids and wood trim, stone wainscoting, and the existing front porch break up the mass and bulk of the dwelling and add visual interest. The existing dwelling with the proposed addition is complimentary to the context of the other residences on the block because it

contains elements found on dwellings in the neighborhood, including asphalt shingle hip and gable roofs, an identified front entry, and attached garages, making the project compatible with the character and architectural styles found in the neighborhood.

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 17,061 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 lot coverage, floor area ratio, plate height, building height, declining height envelope, and off-street parking requirements.

#### **HILLSIDE AREA CONSTRUCTION PERMIT FINDINGS (BMC SECTION 25.70.040)**

1. *The project is consistent with the purpose of the Hillside Overlay Zone.*

The proposed project is consistent with the purpose of the Hillside Overlay Zone in that 1) the proposed first and second floor addition and new decking will comply with Building and Fire Codes and therefore protects public health and safety by minimizing hazards, including soil erosion and fire danger associated with development on hillsides; 2) the proposed project is located on a downward sloping lot, with the construction of the addition and decking following the topography of the site and that the roofline of the addition does not extend higher than the existing roofline, therefore the proposed project preserves and enhances the City's scenic character, including its natural hillsides and views of San Francisco Bay and respects the natural features in the design and construction of hillside development; and 3) the existing dwelling is designed as one story in height at the front of the lot and steps down at the rear of the lot concentrating the bulk of the structures at the rear of the lot and does not include removing any protected-size trees, therefore the proposed project is designed to be sensitive to existing terrain, distant views, and significant natural landforms and features.

2. *The project complies with the development standards found in Section 25.20.040.B. through I.*

The proposed project complies with the development standards found in Section 25.20.040.B. through I., as shown on the proposed plans, in that 1) the existing single-unit dwelling with the proposed addition and decking are designed and located in a manner that preserves existing distant views with the new structures designed to step down following the downward slope of the lot, 2) that because the addition is designed to step down with the slope of the lot there is minimal grading, excavation and large retaining walls required, 3) that the reconstructed driveway is designed to comply with required driveway standards, 4) that the mechanical equipment under the proposed deck will be required to be screened with landscaping and/or screen walls, and 5) there are nine existing protected Coast live oaks to remain on site which provide screening to the proposed addition.

3. *The placement of the proposed construction does not have a substantial impact on adjacent properties or on the character of the immediate neighborhood.*

The proposed construction will not have a substantial impact on adjacent properties or on the character of the immediate neighborhood in that 1) the addition and rear decking are designed to meet all required setback, lot coverage, floor area, and building height limits, 2) the addition respects the existing lot slope and requires minimal grading because the addition steps downhill following the slope of the lot; and 3) the new decking respects the neighboring properties in that it is at the rear of the dwelling and is setback generously from the right side and rear property lines (18'-8" and 49'-3", respectively).

**SECTION 3:** The Planning Commission of the City of Burlingame after conducting the public hearing **HEREBY APPROVES** DSR25-0020 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 February 26, 2026, sheets A0.1 through A3.6;
2. that any mechanical equipment under decking shall be screened from view with landscaping and/or screen walls;
3. 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;
4. 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;
5. 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;
6. 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;
7. 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;
8. 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;

9. 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;
10. 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:**

11. 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;
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 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 Hillside Area Construction 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 9th day of March 2026.

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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 9<sup>th</sup> day of March 2026 by the following vote:

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Secretary

Exhibits:  
Exhibit A - Project Plans dated February 26, 2026