



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, September 27, 2021

7:00 PM

Online

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- d. 2312 Hillside Drive, zoned R-1 - Application for Design Review and Special Permits for declining height envelope and detached garage length for a new, two-story single family dwelling and detached garage. (Diebel and Company, applicant and architect; Susan Shao and Wei Zhu, property owners) (112 noticed) Staff Contact: Catherine Keylon

Attachments: [2312 Hillside Dr - Staff Report](#)  
[2312 Hillside Dr - Attachments](#)  
[2312 Hillside Dr - Plans](#)

*All Commissioners have visited the project site. Planning Manager Hurin provided an overview of the staff report.*

*Chair Schmid opened the public hearing.*

*Gary Diebel, 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:*

*> I like the way that you have the single-story portion of the living room and office towards the front of the house that reaches out to the street. It's nicely sculpted with some of the Spanish revival details. In looking at the special permit for declining height envelope, revisit the left-hand side of the house to see how you might break down the massing or add articulation to these vertical two-story lines, walls and surfaces. That elevation is going to be at its closest point about five feet from the neighboring fence. The neighbor on that side is close to their side yard and you're going to have two masses of house abutting each other. Something needs to happen along this side to give a better scale.*

*> This is a very nicely formed and shaped house with some very interesting articulation, very nice styling. Consider introducing another material at that turret-shaped area, it looks to be stone or some other material. It's not facing the street but you'll see that from the backyard. It might be some other areas where that can be introduced. There's a lot of interest and dynamics going around all four sides of the house which is nice and it seems like that can add extra richness to the styling of the home.*

*> You have introduced wrought iron details here and there with balconies, consider introducing a little more of such details around the house. The elevations are drawn nicely and it could be the flatness that comes from the rendering, but it seems it is calling out for more detail.*

*> This is a beautiful home. I would like to see more details on the elevations. It can be the rendering, but it needs more articulation. The chimney doesn't stick out from the front or from the right side of the house. Recommend looking at a terracotta cap like a Santa Barbara Spanish style revival chimney or something that gives you more detail and facade. That could help you add a little more detail on the left side elevation. That chimney looks really plain.*

> The roof material is specified as clay tile. Please provide us with a manufacturer's cut sheet. My only fear is that this would be a repeat of what happened to the house to the right. We had a nightmare with it a few years back, they started with a clay tile roof that really wasn't what was on the plan. Let us know what tile you'll be using on there, we don't need an actual sample; a cut sheet will suffice.

> This is a nice project. There are lots of light fixtures outside of this house and I want to make sure that they comply with the local regulations. They're all depicted as identical and I'm not sure how you would keep the cone of light within the property for the second story balcony light fixture. Make sure they all comply.

> I'm struggling a little bit to find the reason to accept the special permit for declining height envelope. The left side elevation could look better if the second floor went in, even if the roof stayed, giving it a pronounced overhang; there is an opportunity there. Maybe it's a 3D look versus the 2D elevation, but I'm not seeing the declining height envelope exception yet. I understand you want the square footage, you want to make the program work. It's a nice looking program, but I'd also like to see that we are able to comply with the declining height envelope. That would be something to look at before the next round.

> I just wanted to echo a couple of things about the detailing. Typically in Spanish houses, you see a lot of wood outriggers or window trims in a heavy timber type, or you have inset tiles or vents that are terracotta. This house could use a lot of that type of detailing. The chimney is very square. At the front, you have that decorative wing wall. I have seen in Spanish homes the stucco on the chimney molded into something a little more artistic than a square box. The detailing will be necessary on this. It's very close, but it needs some of those finer details put in there.

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

**Aye:** 6 - Terrones, Tse, Gaul, Loftis, Schmid, and Larios

**Absent:** 1 - Comaroto

7 October 2021

Planning Commission  
City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010

Re: New House at 2312 Hillside Drive

Dear Commissioners,

We appreciate your comments and suggestions from the initial session, and we worked with all of them.

Overall, we further developed the Spanish character, shaped walls, added more articulation and detail on the exterior, such as more cast stone trim, wrought iron elements, quatrefoil medallions, exposed outriggers, and introducing a stone material. The chimney is now stone with a cap and more detailed in shape. We kept the clay tile vents in the gables. Downward-directed light fixtures are on the second-floor balcony.

We sculpted the left side further and only have the center section beyond the Declining Height Envelope (DHE). It is more articulated than the prior version, with the two-story walls broken down further.

We reduced the left DHE encroachment from approximately 63 sf to 40 sf. The area allows us more latitude to break up the left side massing and provides a better design.

We are pleased with the results and hope you are too. Thank you for your time and consideration.

Sincerely,  
Diebel and Company Architects

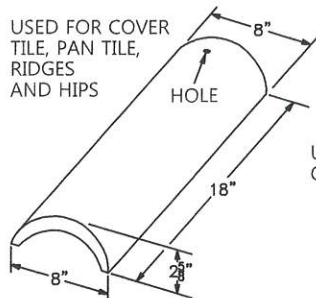
Gary Diebel, AIA, Architect  
C-25284

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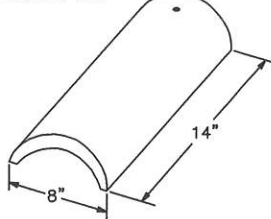


# CORDOVA CLAY ROOF TILE

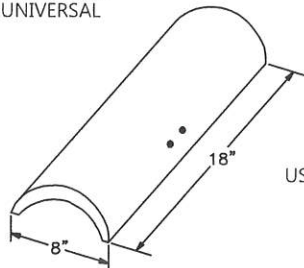


USED FOR COVER  
TILE, PAN TILE,  
RIDGES  
AND HIP

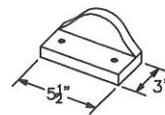
USED FOR STARTING  
COVER TILE



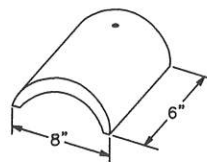
GABLE RAKE  
UNIVERSAL



EAVE CLOSURE



USED FOR DOUBLE EAVES



## SPECIFICATIONS

Cordova roof tile is machine made. Each tile has a small hole close to one end which is used for fixing the tile to the roof. The same tile is used either as a pan or a cover tile merely by reversing its position. The same tile is also used for ridges and hips. The starting cover tile is 14" long and is used only at the bottom course on first row of cover tile. Double eaves tile is 6" long and is used on nearly all residential construction because of the enhanced appearance along the roof edge. A gable rake tile is used wherever a roll gable is required; two holes provide for nailing to the gable. Tiles are made left and right hand. Eave closure tiles may be used to fill the opening between pan tiles and eaves.

### A. MATERIALS

- There are 190 pieces of field tile per square weighing approximately 1060 pounds. \*Can also be applied at 166 pieces per square.
- Roofing tile shall be Gladding, McBean Cordova Straight Barrel Mission Clay Tile 18" long, to 8" wide. Tile shall be laid with an exposure of 14". Meeting requirements of ASTM C-1167.
- Under eave shall be (specify one):
  - Clay tile cant strip 3" x 16" x 3/4".
  - 1" x 2" wood cant strip.
  - or none (delete paragraph).
- Double eave—A 6" long booster tile shall be used under each cover (14") starter tile along eaves.
- Hip and ridge tile to be same as field tile.
- Cement Mortar: The mortar used under the hip, ridge and gable tile shall to Type M by proportions per U.B.C. Table 21A. This mix is basically (by volume) 1 part Type I cement (or masonry cement) to 3 parts damp plaster sand.

### B. COLOR shall be (specify one):

- Kiln-run No. 8 Mix.
- Blended Red.
- Monterey Blend.
- Franciscan Blend.
- Spanish Bay Blend.

### C. UNDERLAY

The underlayments described are very conventional and in accordance with many building code requirements including I.C.B.O. Uniform Building Code and the City of Los Angeles Building Code. Sweep roof surface broom clean. Cover knot holes with tin. Specify desired weight of underlay as follows:

For Pitches of less than 4/12:

- Lay two layers of 30# felt at right angles to roof surface, nail to secure in place as code requires. Mop solidly 25# per square between layers and on top of layers with hop asphalt.

### For Pitches of 4/12 and greater:

- Lay one layer of 30# or 40# felt. Lay with 4" head lap and a 6" side lap. Nail to secure in place as code requires.

### D. TILE FASTENERS—Tile shall be fastened by:

(specify one of the following)

- Nails—Noncorrosive. Sufficient length shall give 3/4" penetration (Consult manufacturer of special roof deck materials for additional nailing specifications.)
- Fasteners—To be installed per project specifications using applicable 300 series Stainless Steel or Galvanized Tyle Tye Systems, as manufactured by Newport Fasteners, per I.C.B.O. 3362 and provided by Gladding, McBean. Consult factory regarding applicable deck attachment and accessories.

### E. METHOD OF APPLICATION:

- Lay clay roofing tile by spacing pan rows 10 3/4" on centers. Cover tile and pan tile shall not exceed 14" exposure.
- Nailing Strips:
  - 2" stringer of necessary height for hip and/or ridge (height varies with roof pitch).
  - 2" x 3" nailing strip required under first row of cover tile after gable roll with adjacent 2" x 2" nailing strip along rake side.
- All hip, ridge, gable and first row of cover tile after gable roll shall be set in cement mortar and fastened with noncorrosive nails. Refer to "Clay Roof Tile Specifications and Suggested Installation Details" showing desired construction of hips, ridges and gable rakes.
- All tile in contact with cement mortar shall be immersed in water for at least 2 minutes before laying to avoid drying out the mortar before setting and curing.

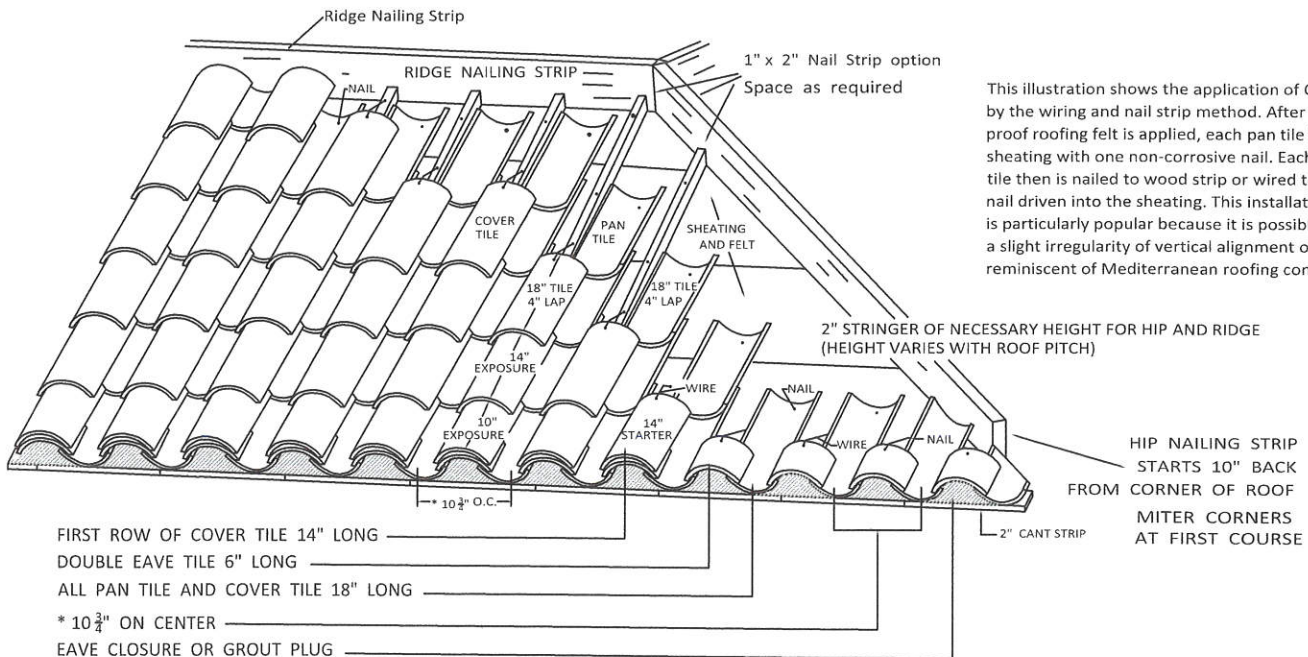
Shade Blending: After 75 to 100 tiles are installed, examine the application at a distance from ground level for straight, true lines and good color blend. This should be done at regular intervals during installation to insure an attractive and acceptable roof. Blending of shade is particularly important to avoid streaks or "hot spots". Acceptable blending cannot be done at the factory or on the ground; it can only be done as the tile is applied.

\*166 piece system pans are set with 11 1/2" centers and head lap is 3".

G108a 5,000 CP 05/12/04

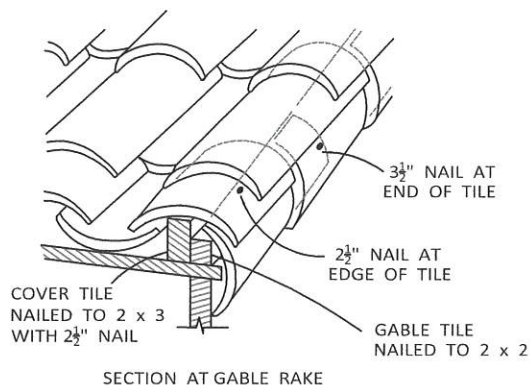


# CORDOVA CLAY TILE CONSTRUCTION DETAILS



This illustration shows the application of Cordova tile by the wiring and nail strip method. After the water proof roofing felt is applied, each pan tile is nailed to sheathing with one non-corrosive nail. Each cover tile then is nailed to wood strip or wired to another nail driven into the sheathing. This installation method is particularly popular because it is possible to create a slight irregularity of vertical alignment of the tiles reminiscent of Mediterranean roofing construction.

\* 166 piece system pans are set with  $11\frac{1}{2}$ " centers and head lap is 3"



The ridges and hips are built with the same 18" tile that is used for the field of the roof and each tile is nailed with one non-corrosive nail to the wood nailing strips.

The double eave tile is used on nearly all residential work as it enhances the appearance by giving an added thickness of tile along the edge. However, it can be omitted if desired as is sometimes done on commercial or formal buildings.

If the double eave is not used, then it is necessary to nail a 1" x 16" clay cant strip along the lower edge of the sheathing to give the necessary tilt to the starting pan tile. It's use is optional when double eave tiles are used.



**GLADDING, McBEAN**  
a division of PABCO  
building products, LLC

601 7th Street / P.O. Box 97, Lincoln, CA 95648  
(800) 964-2529 Ext. 204 (916) 645-3341 Ext. 204  
Fax (916) 645-1723  
[www.gladdingmcbean.com](http://www.gladdingmcbean.com)





GLADDING McBEAN & CO.  
**CLAY ROOF TILES**

Made in the USA







## OUR HISTORY SPEAKS FOR ITSELF

In continuous operation since 1875, our history and the thousands of projects contained within it speaks for itself. We have created works of art for buildings and homes throughout the world. Historical landmarks such as Stanford university and the Ronald Regan Presidential library, proudly display fine examples of our roof tile.

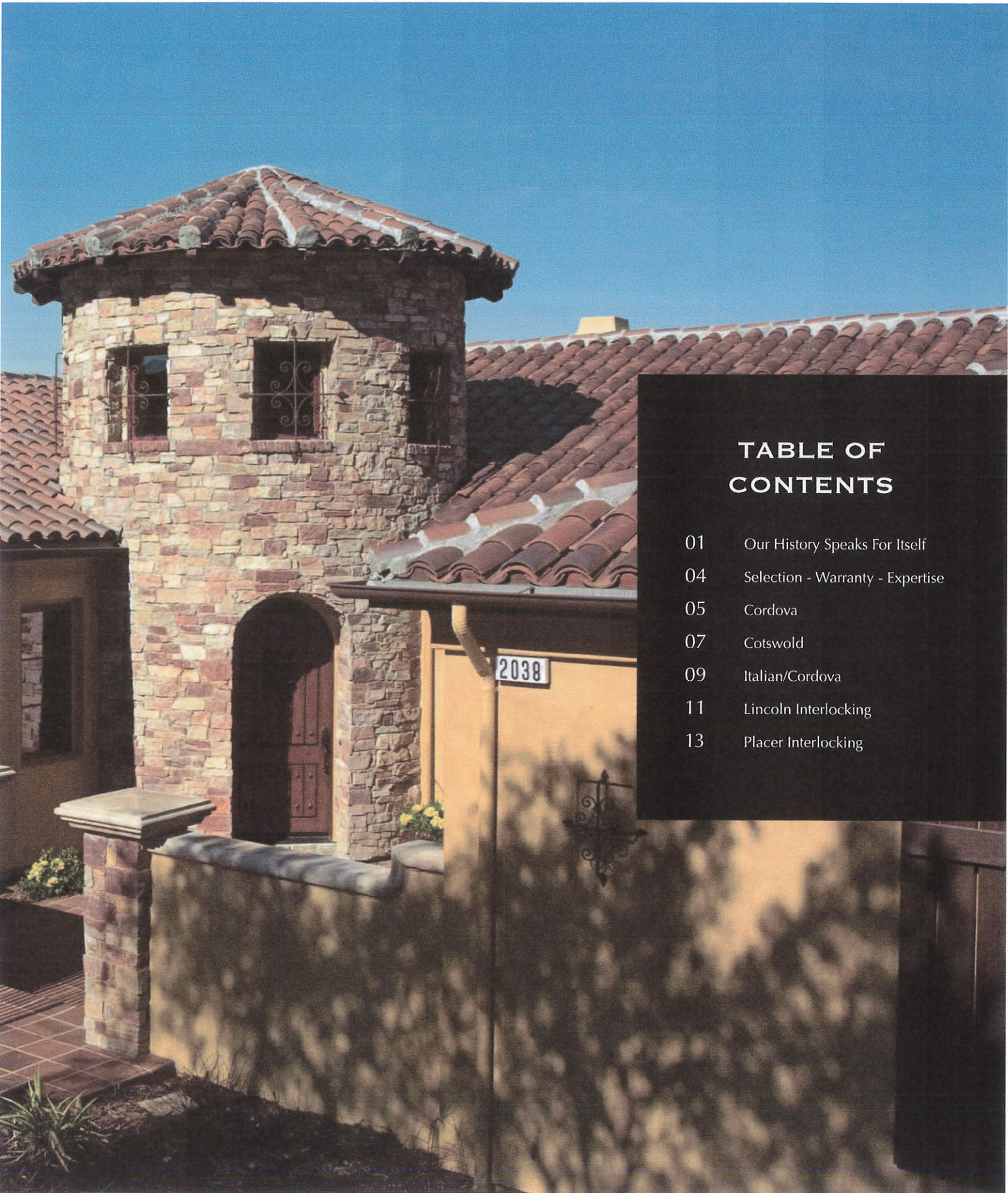
Our Clay roof tiles are manufactured using carefully selected clays and shale's from our company owned rich clay reserve located in Lincoln, California. Using today's technology and time-honored production methods the clay is then extruded, dried, and kiln-fired, resulting in a tile that looks as if it were hand made, reminiscent of a bye-gone era.

In addition to our clay roof tile, we also offer a floor tile collection that is available in a variety of complementary colors, shapes and sizes.

Right photo: Cordova in Presidio Blend







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- 04 Selection - Warranty - Expertise
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- 13 Placer Interlocking

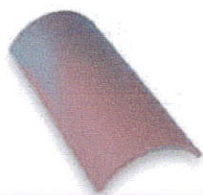




## CORDOVA

Inspired by Spanish and Italian architecture, the traditional barrel Cordova tile reflects an elegant Mediterranean feel. Color shown: Fransican Blend.

For standard dies, spec details and installation instructions please visit [www.gladdingmcbear.com/cordova.html](http://www.gladdingmcbear.com/cordova.html)



### SPECIFICATIONS

Head Lap: 3" \ 4"  
Exposure: 15" \ 14"  
Dimensions: 8" W x 2-5/8" H x 18" L

Weight/Square: 1030 lbs. \ 1175 lbs.  
Pieces/100 Sq.ft.: 166 \ 190  
Per Pallet: 570





Franciscan Blend



Kiln Run #8 Mix



Franciscan Blend  
(Vintage Texture)



Spanish Bay Blend



Blended Red



Monterey Blend



Bautista Blend



Cabrillo Blend



Presidio Blend



## CLAY ROOF TILES

Our Clay roof tiles are manufactured using carefully selected clays and shale's from our company owned rich clay reserve located in Lincoln, California. Using today's technology and time-honored production methods the clay is then extruded, dried, and kiln-fired, resulting in a tile that looks as if it were hand made, reminiscent of a bye-gone era. To find a dealer near you, please visit us online at [www.gladdingmcbear.com](http://www.gladdingmcbear.com) or call 1-800-964-2529. Cover photo: Cordova in Fransican Blend.



**GLADDING, McBEAN**

Clay Tiles • Terra Cotta • Pottery • Pipe

601 7th street | Lincoln, CA 95648 | 800-964-2529

[www.gladdingmcbear.com](http://www.gladdingmcbear.com)





# PLANNING APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT—PLANNING DIVISION

501 PRIMROSE ROAD, 2ND FLOOR, BURLINGAME, CA 94010-3997

TEL: 650.558.7250 | FAX: 650.696.3790 | E-MAIL: [PLANNINGDEPT@BURLINGAME.ORG](mailto:PLANNINGDEPT@BURLINGAME.ORG)

PROJECT INFORMATION

2312 Hillside Drive <u>PROJECT ADDRESS</u>	027-166-120 <u>ASSESSOR'S PARCEL # (APN)</u>	R1 <u>ZONING</u>
<u>PROJECT DESCRIPTION</u> DSR and ADU for a new two-story house with attached ADU and a detached garage.		

APPLICANT INFORMATION

Susan Shao and Wei Zhu <u>PROPERTY OWNER NAME</u> <input type="checkbox"/> <u>APPLICANT?</u>	2312 Hillside Drive, Burlingame CA 94010 <u>ADDRESS</u>
[REDACTED] <u>PHONE</u>	[REDACTED] <u>E-MAIL</u>
Diebel and Company   Architects <u>ARCHITECT/DESIGNER</u> <input checked="" type="checkbox"/> <u>APPLICANT?</u>	gary@diebelstudio.com (Gary Diebel, AIA) <u>ADDRESS</u>
650-558-8885 <u>PHONE</u>	PO Box 1044, Burlingame, CA 94011 <u>E-MAIL</u>
18146 <u>BURLINGAME BUSINESS LICENSE #</u>	
<u>*FOR PROJECT REFUNDS*</u> Please provide an address to which to all refund checks will be mailed to: [REDACTED]	

AFFIDAVIT OF OWNERSHIP

[REDACTED]	I HEREBY CERTIFY OF PERJURY THAT THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
[REDACTED]	8/9/2021 <u>DATE</u>
[REDACTED]	<u>SIGNATURE OF PROPERTY OWNER</u>
[REDACTED]	I HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE CITY OF BURLINGAME.
[REDACTED]	8/9/2021 <u>DATE</u>

## AUTHORIZATION TO REPRODUCE PLANS

I HEREBY GRANT THE CITY OF BURLINGAME THE RIGHT TO REPRODUCE UPON REQUEST AND/OR POST PLANS SUBMITTED WITH THIS APPLICATION ON THE CITY'S WEBSITE FOR THE PERMITTING AND APPROVAL PROCESS AND WAIVE ANY CLAIMS AGAINST THE CITY ARISING OUT OF OR RELATED TO SUCH ACTION.

SIGNATURE OF ARCHITECT/DESIGNER

STAFF USE ONLY

### APPLICATION TYPE

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> ACCESSORY DWELLING UNIT (ADU) | <input type="checkbox"/> VARIANCE (VAR)  |
| <input type="checkbox"/> CONDITIONAL USE PERMIT (CUP)             | <input type="checkbox"/> WIRELESS        |
| <input checked="" type="checkbox"/> DESIGN REVIEW (DSR)           | <input type="checkbox"/> FENCE EXCEPTION |
| <input type="checkbox"/> HILLSIDE AREA CONSTRUCTION PERMIT        | <input type="checkbox"/> OTHER: _____    |
| <input type="checkbox"/> MINOR MODIFICATION                       |  |
| <input checked="" type="checkbox"/> SPECIAL PERMIT (SP)           |  |

# RECEIVED

AUG 11 2021

CITY OF BURLINGAME  
CDD-PLANNING DIV.

DATE RECEIVED:

STAFF USE ONLY

30 July 2021

Planning Commission  
City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010

Re: New House at 2312 Hillside Drive

Dear Commissioners,

Thank you for reviewing the proposed new house design for 2312 Hillside Drive.

The homeowners were attracted to the neighborhood and drawn to the Spanish character of the existing house. They love Burlingame and the Easton neighborhood. However, the original house, constructed in 1926, is impractical for the family. The home's appearance improved cosmetically from painting last year, but it has significant termite damage, tiny rooms defined by bearing walls, and multiple floor levels.

The new home proposed has a consistent architectural style fitting with the original house defined by *A Field Guide to American Houses* as Spanish Eclectic. The proposal is for a two-story home with an attached ADU on the right side facing the driveway and a detached garage at the back corner.

The garage's length exceeds 28' feet, and the house's left side is inappreciably beyond the Declining Height Envelope requiring Special Permits.

We look forward to discussing the project. Thank you for your time and consideration.

Sincerely,  
Diebel and Company | Architects

Gary Diebel, AIA, Architect  
C-25284

po box 1044

burlingame, california

94011-1044

t.) 650.558.8885

e.) gdiebel@diebelstudio.com



**CITY OF BURLINGAME  
SPECIAL PERMIT APPLICATION****RECEIVED**  
AUG 11 2021  
CITY OF BURLINGAME  
CDD-PLANNING DIV.

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.50). 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. Please type or write neatly in ink. Refer to the back 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.***

See Exhibit A

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.***
3. ***How will the proposed project be consistent with the residential design guidelines adopted by the city (C.S. 25.57)?***
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.***

## Exhibit A

City of Burlingame  
Special Permit Application  
2312 Hillside Drive

This Special Permit Application is for encroaching on the Declining Height Envelope on the left side of the house.

**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 new house design is consistent with the original Spanish house, and its scale fits with the surrounding neighborhood. The house meshes with the fabric of the neighboring ones on the street and in the community.

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

The house meets the original neighborhood pattern of the 1920s-30s eclectic houses. Roofs, materials, and other exterior elements give appropriate scale to the elevations in a unified way. The exterior design fits with other nearby structures.

**3. How will the proposed project be consistent with residential design guidelines adopted by the city (C.S. 25.57)?**

1. The architectural style is compatible with the existing house and the original 1920s-1930s neighborhood character.
2. Rear garages are predominant in the neighborhood.
3. The proposal's character is compatible with the surrounding street and neighborhood. Its style is fitting with the eclectic architectural styles of the 1920s and 30s.
4. The proposed house has the same approximate setbacks as adjacent houses, including lower front massing stepping up to the two-story portion. Structures on adjacent properties are two-story.
5. Landscape architects have skillfully designed the site development. The design softens surrounding structures and creates more valuable and enjoyable outdoor areas.

**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.**

The proposal has does not require tree removal within the footprint of the structures.

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## CITY OF BURLINGAME SPECIAL PERMIT APPLICATION

RECEIVED  
AUG 11 2021  
CITY OF BURLINGAME  
CDD-PLANNING DIV.

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.50). 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. Please type or write neatly in ink. Refer to the back 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.***

See Exhibit B

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.***
3. ***How will the proposed project be consistent with the residential design guidelines adopted by the city (C.S. 25.57)?***
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.***



## Exhibit B

City of Burlingame  
Special Permit Application  
2312 Hillside Drive

This Special Permit Application is for the detached garage's depth exceeding 28'.

**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 new detached garage design is consistent with the eclectic Spanish house, and its scale fits with others in the neighborhood. Its rear corner location is compatible with the neighborhood pattern.

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

Roofs, materials, and other exterior elements give appropriate scale fitting with Spanish architecture in the vicinity. The exterior design fits with other nearby structures.

**3. How will the proposed project be consistent with residential design guidelines adopted by the city (C.S. 25.57)?**

1. The architectural style is compatible with both the original house and with the neighborhood character.
2. Detached rear garages are predominant in the neighborhood.
3. The single-car width keeps an appropriate scale, and the structure is subordinate to the house.
4. The proposed garage has the same approximate setbacks and scale as adjacent ones.
5. The back deck and plantings form outdoor areas integrating the house with the garage.

**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.**

The proposal has does not require tree removal within the footprint of the structures.

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**RESOLUTION APPROVING CATEGORICAL EXEMPTION, DESIGN REVIEW,  
& 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 declining height envelope and detached garage length for a new, two-story single family dwelling and detached garage at 2312 Hillside Drive, Zoned R-1, Susan Shao and Wei Zhu, property owners, APN: 027-166-120;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on October 25, 2021, 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 CEQA 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 may be constructed or converted under this exception, is hereby approved.
2. Said Design Review and Special Permits 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 25th day of October, 2021 by the following vote:

---

Secretary



## EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review, and Special Permits

**2312 Hillside Drive**

Effective **November 4, 2021**

Page 1

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped October 15, 2021, sheets A0.1 through A5.1, L1.0-L6.0, and survey sheet C.0;
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, 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; that demolition or 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;
5. 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;
6. 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;
7. 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;
8. 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;
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;



## **EXHIBIT "A"**

Conditions of Approval for Categorical Exemption, Design Review, and Special Permits  
**2312 Hillside Drive**  
Effective **November 4, 2021**  
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### **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 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](http://www.burlingame.org)

**Project Site: 2312 Hillside Drive, zoned R-1**

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom on **Monday, October 25, 2021 at 7:00 P.M.** You may access the meeting online at [www.zoom.us/join](https://www.zoom.us/join) or by phone at (346) 248-7799:

Meeting ID: 852 6209 7866	Passcode: 872338
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**Description:** Application for Design Review and Special Permits for declining height envelope and detached garage length for a new, two-story single family dwelling and detached garage.

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

Mailed: October 15, 2021

**PUBLIC HEARING  
NOTICE**

*(Please refer to other side)*

**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)*



