



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda Planning Commission

Monday, July 13, 2020

7:00 PM

Online

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the statewide Shelter-in-Place Order issued by the Governor in Executive Order N-33-20 on March 19, 2020, and the CDC's social distancing guidelines which discourage large public gatherings, the Council Chambers will not be open to the public for the July 13, 2020 Burlingame Planning Commission meeting.

Members of the public may view the meeting by logging on to the Zoom meeting listed on the next page. 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 July 13, 2020. 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.

Agenda continued on next page.

CLOSED SESSION - 6:30 p.m. - Online

Confidential attorney-client conference; members of the public may attend only for the public comment agenda item.

To Join Closed Session:**To access by computer:**

Go to www.zoom.us/join

Meeting ID: 873 4997 1214

Password: 152301

To access by phone:

Dial 1-669-900-6833

Meeting ID: 873 4997 1214

Password: 152301

- a. Public Comment (open session) – Members of the public may address the Planning Commission regarding the closed session agenda.
- b. Conference with Legal Counsel (closed session) – Planning Commission, Commission staff, and counsel only
Significant exposure to litigation pursuant to Government Code s. 54956.9(b): one case

1. CALL TO ORDER - 7:00 p.m. - Online**To Join the Zoom Meeting:****To access by computer:**

Go to www.zoom.us/join

Meeting ID: 846 2316 9257

Password: 116435

To access by phone:

Dial 1-669-900-6833

Meeting ID: 846 2316 9257

Password: 116435

2. ROLL CALL**3. APPROVAL OF MINUTES**

- a. Draft June 8, 2020 Planning Commission Meeting Minutes

Attachments: [Draft June 8, 2020 Planning Commission Meeting Minutes](#)

b. Draft June 22, 2020 Planning Commission Meeting Minutes

Attachments: [Draft June 22, 2020 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 asked to fill out a "request to speak" card located on the table by the door and hand it to staff, although the provision of a name, address or other identifying information is optional. 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

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.

8. REGULAR ACTION ITEMS

a. 1536 Howard Avenue, zoned R-1 - Application for Design Review for a new, two-story single family dwelling and detached garage. This project is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15303 (a)). (Jack Chu, Chu Design Associates Inc., applicant and designer; Michael Glynn, property owner) (109 noticed) Staff Contact: Michelle Markiewicz

Attachments: [1536 Howard Ave - Staff Report](#)
[1536 Howard Ave - Attachments](#)
[1536 Howard Ave - Historic Resource Evaluation](#)
[1536 Howard Ave - Plans](#)

- b. 128 Lorton Avenue, zoned R-4 Incentive District Subarea - Application for Design Review, Condominium Permit and Density Bonus Concessions and Waivers/Modifications for a new 5-story, 19-unit residential condominium building with at-grade parking. The project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15332 of the CEQA Guidelines (Infill Exemption). (Chris Grant, The Pacific Companies, applicant; WHA Architects, Inc., architect; Thomas Cady, property owner) (202 noticed) Staff Contact: Ruben Hurin

Attachments: [128 Lorton Ave - Staff Report](#)
 [128 Lorton Ave - Attachments](#)
 [128 Lorton Ave - CEQA Class 32 Infill Exemption](#)
 [128 Lorton Ave - CEQA Class 32 Infill Exemption - Appendices](#)
 [128 Lorton Ave - Plans](#)

9. DESIGN REVIEW STUDY

- a. 912 Park Avenue, zoned R-1 - Application for Design Review and Special Permit for declining height envelope for a first and second story addition to an existing single family dwelling. (Elaine Lee, applicant and architect; Erik Chi Hein Chan, property owner) (120 noticed) Staff Contact: Michelle Markiewicz

Attachments: [912 Park Ave - Staff Report](#)
 [912 Park Ave - Attachments](#)
 [912 Park Ave - Plans](#)

- b. 100 Costa Rica Avenue, zoned R-1 - Application for Design Review for a first and second story addition to an existing single family dwelling and Conditional Use Permits for a new accessory structure. (Gleason & Gleason Design Partners, applicant and designer; Kristine Furrer, property owner) (114 noticed) Staff Contact: 'Amelia Kolokihakaufisi

Attachments: [100 Costa Rica Ave - Staff Report](#)
 [100 Costa Rica Ave - Attachments](#)
 [100 Costa Rica Ave - Historic Resource Evaluation](#)
 [100 Costa Rica Ave - Plans](#)

- c. 10 Bancroft Road, zoned R-1 - Application for Design Review for a new, two-story single family dwelling and detached garage. (James Chu, Chu Design Associates, applicant and designer; GTI Properties LLC, property owner) (1,998) noticed) Staff Contact: Michelle Markiewicz

Attachments: [10 Bancroft Rd - Staff Report](#)
 [10 Bancroft Rd - Attachments](#)
 [10 Bancroft Rd - Plans](#)

- d. 220 Park Road (Post Office) and below grade portion of City Parking Lot E, zoned HMU - Application for Environmental Review, Commercial Design Review, Historic Variance for Height (Title 21) and Parking, and Request for a Parking Easement (below grade under Lot E) for the redevelopment and restoration of portions of the existing Post Office building and construction of a New 6-story Office Project with Ground Floor Retail and two Levels of Underground Parking. (220 Park - Burlingame LLC, applicant; KSH Architects, architect; Burlingame Park Square LLC, property owners) (222 noticed) Staff Contact: Catherine Keylon

Attachments: [220 Park Rd - Staff Report](#)
 [220 Park Rd - Attachments - Part 1](#)
 [220 Park Rd - Attachments - Part 2](#)
 [220 Park Rd - Plans](#)

10. COMMISSIONER'S REPORTS

11. DIRECTOR REPORTS

- *Commission Communications*
- *City Council regular meeting of July 6, 2020*

- a. 1509 Bernal Avenue - FYI for review of requested changes to a previously approved Design Review project.

Attachments: [1509 Bernal Ave - Memorandum and Attachments](#)
 [1509 Bernal Ave - Plans](#)

- b. 21 Park Road - FYI for review of requested changes to a previously approved Design Review project.

Attachments: [21 Park Rd - Memorandum and Attachments](#)
 [21 Park Rd - 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, July 13, 2020 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 July 13, 2020. If the Planning Commission's action has not been appealed or called up for review by the Council by 5:00 p.m. on July 23, 2020, 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 \$1,075.00, which includes noticing costs.