



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, February 12, 2024

7:00 PM

Council Chambers/Online

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- b. 124 Occidental Avenue, zoned R-1- Application for Design Review for a new, two-story single-unit dwelling and detached garage. (James Chu, Chu Design Associates Inc., designer; Jacob and Ellen Christie, property owners) Staff Contact: Brittany Xiao (64 noticed)

**Attachments:** [124 Occidental Ave - Staff Report](#)  
[124 Occidental Ave - Attachments](#)  
[124 Occidental Ave - Historic Resource Evaluation](#)  
[124 Occidental Ave - Plans](#)

*All Commissioners have visited the project site. Commissioner Shores was recused from this item due to business reasons. Associate Planner Kolokihakaufisi provided an overview of the staff report.*

*Chair Pfaff opened the public hearing.*

*James Chu, designer, represented the applicant and answered questions regarding the application.*

*Public Comments:*

> *There were no public comments.*

*Chair Pfaff closed the public hearing.*

*Commission Discussion/Direction:*

- > *I really like the project. The rendering made it look even better. The drawings are clear; everything I wanted to see is there. I appreciate the effort being put into the submittal. I'd love to see it go forward.*  
> *It is a beautiful home. I agree that the colored rendering gave more justice to the design. I see this one going straight to the Consent Calendar.*  
> *It is very lovely; nice job.*

**Commissioner Tse made a motion, seconded by Commissioner Schmid, to place the item on the Consent Calendar. The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse



# 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

124 Occidental Ave

PROJECT ADDRESS

028-316-210

ASSESSOR'S PARCEL # (APN)

R-1

ZONING

### PROJECT DESCRIPTION

Demo existing single story family dwelling, rebuild new two story single family, detached garage and ADU.

New landscaping for entire lot with motor gate.

APPLICANT INFORMATION

Jacob & Ellen Christie

PROPERTY OWNER NAME ☐ APPLICANT?

PHONE

CHU DESIGN ASSOCIATES, INC.

ARCHITECT/DESIGNER ☐ APPLICANT?

650-400-8933

PHONE

22684

BURLINGAME BUSINESS LICENSE #

ADDRESS

E-MAIL

210 INDUSTRIAL RD, #205 SAN CARLOS, CA 94070

ADDRESS

james@chudesign.com

E-MAIL

\*FOR PROJECT REFUNDS\* - Please provide an address to which all refund checks will be mailed to:

PROPERTY OWNER'S SIGNATURE

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY

9/26/2023

DATE

I AM AWARE OF THE PROPOSED APPLICATION AND HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE

9/26/2023

DATE

### AUTHORIZATION TO REPRODUCE PLANS

I HEREBY GRANT THE CITY OF BURLINGAME THE AUTHORITY TO REPRODUCE UPON REQUEST AND/OR 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 JC (INITIALS OF ARCHITECT/DESIGNER)

STAFF USE ONLY

### APPLICATION TYPE

- ☒ ACCESSORY DWELLING UNIT (ADU) ☐ VARIANCE (VAR)  
☐ CONDITIONAL USE PERMIT (CUP) ☐ WIRELESS  
☒ DESIGN REVIEW (DSR) ☐ FENCE EXCEPTION  
☐ HILLSIDE AREA CONSTRUCTION PERMIT ☐ OTHER: \_\_\_\_\_  
☐ MINOR MODIFICATION  
☐ SPECIAL PERMIT (SP)

DATE RECEIVED:

**RECEIVED**

NOV 14 2023

CITY OF BURLINGAME  
CDD-PLANNING DIVISION

STAFF USE ONLY

## RESOLUTION APPROVING CATEGORICAL EXEMPTION AND DESIGN REVIEW

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 for a new, two-story single-unit dwelling and detached garage at 124 Occidental Avenue, zoned R-1, Jacob and Ellen Christie, property owners, APN: 028-316-210;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on March 11, 2024, 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 is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review 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.

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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 11th day of March, 2024 by the following vote:

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Secretary

## **EXHIBIT "A"**

Conditions of Approval for Categorical Exemption and Design Review

**124 Occidental Avenue**

Effective **March 21, 2024**

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1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped January 31, 2024, sheets A.1 through A.7, sheet N.1, sheet AC, sheet L.1, and site survey;
2. that the proposed detached garage has a minimum right side setback of 0'-18";
3. 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;
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 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;
11. 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

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**124 Occidental Avenue**

Effective **March 21, 2024**

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;

12. 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
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.



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: 124 Occidental Avenue, zoned R-1**

The City of Burlingame Planning Commission announces the following public hearing **on Monday, March 11, 2024 at 7:00 P.M.** You may attend the meeting in person at City Hall (501 Primrose Rd) or virtually via Zoom at [www.zoom.us/join](https://www.zoom.us/join) or by dialing 1-669-444-9171 For Zoom meeting access information, visit [www.burlingame.org/pcmeetings](http://www.burlingame.org/pcmeetings).

**Description:** Application for Design Review for a new, two-story single-unit dwelling and detached garage.

Members of the public may speak in person at the meeting or provide comments by email to [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org).

Mailed: March 1, 2024

*(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)*



124 Occidental Avenue  
300' noticing  
APN: 028-316-210

