



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, August 27, 2018

7:00 PM

Council Chambers

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- a. 2721 Martinez Drive, zoned R-1 - Application for Design Review and Hillside Area Construction Permit for a first and second story addition to an existing single family dwelling (Xie Guan, Xie Associates, Inc., applicant and architect; Lin Yun Ping, property owner) (69 noticed) Staff Contact: Ruben Hurin

*All Commissioners had visited the project site. There were no ex-parte communications to report.*

*Planning Manager Hurin provided an overview of the staff report.*

*Questions of staff:*

> *The staff report notes that the floor area would increase to 3,998 square feet where 4,305 square feet is the maximum allowed and that the project is 7 square feet below the maximum allowed floor area. Is this an error? (Hurin: Yes, the staff report will be corrected to show the correct number).*

*Acting Chair Kelly opened the public hearing.*

*Bill Guan, project architect, represented the applicant.*

*Commission Questions/Comments:*

> *New doors are shown at the entry to the house and accessory dwelling unit (ADU). Is this the intended design? (Guan: Yes, they are correctly shown.)*

> *Have combination of casement and sliding windows. Why were sliding windows selected for the new windows? (Guan: Existing house has a variety of window types, chose sliding windows because it fits in with existing house).*

> *Houses of that era in area were specified with sliding windows. However, if you look around the neighborhood, houses that have been improved over recent years have upgraded to casement or other types of windows. Can you consider using casement windows instead? Casement windows make the window panes in the same plane, are more attractive and shadow lines affects are improved. (Guan: Yes, can consider changing to casement, but feel that a fixed or sliding window would work just as well as a casement).*

> *Sliding windows are dated, have no scale or charm. Could probably achieve the same size, square footage of window opening if you went with smaller window units in a series, would give the house more scale and charm.*

> *Submit samples of proposed stone veneer for the next meeting. Concerned that the wrong stone choice would take the house out of character.*

> *Have you had a chance to review the plans with the adjacent neighbors? Concerned that the second floor deck, which is fairly large and located off the dining space and the adjacent living space, has the potential of looming over the downhill neighbor to the side. Encourage you to share the project with the neighbor and reduce the size of the deck. (Guan: No, don't think addition will have a negative impact on neighbors since it is more like a single story addition. Will look at increasing the side setback and reducing the size of the deck.)*

> *What will the balustrade be made of on the second floor deck? (Guan: Precast concrete is proposed, stone could also be an option.)*

> The door to the ADU is very shear in that wall, looks like a basement door, there is no cover over the door. Have you considered adding a canopy over that door? Give it some thought, would help to break up that wall and provide cover from the weather. Makes sense to think about the procession to that door because it has a high level function. (Guan: Yes, that is a good idea; can recess entry or add a cover.)

*Public Comments:*

*Jennifer Slaboda, 2704 Martinez Drive: Live downhill from the project, concerned that although the plans show that the roof ridge is not getting higher, the proposed extension towards the rear yard may still impact views. Concerned about impacts on views; would like to see story poles installed to have a clear understanding of what is being proposed.*

*Bruce Thompson, 1600 Granada Drive: Opposed to ADU. Zoning Code states that all ADUs are exempt from CEQA pursuant to sections 15301 and 15303. It appears that section 15301 pertains to this project because it is an existing facility; states that a project is exempt if a key consideration is whether the project involves negligible or no expansion of an existing use. Would argue that the addition of the ADU is not negligible and does expand the existing use from single family to multiple family and this exemption is inapplicable because the cumulative impact of successive projects of the same type in the same place is significant. The City is setting a precedent, more study is needed, perhaps environmental review is required. Think when the City approved the ordinance in 2011, times were different even though it wasn't that long ago. With homes in many neighborhoods in the 2 to 4 million dollar category, we are inviting second units to offset the purchase cost. Encourage Planning Commission to deny the project.*

*Brendan O'Brien, neighbor: Represent parents who live at 1590 Granada Drive. Opposed to ADU. Understand that purpose of ordinance is to expand affordable housing to the community, however the area is zoned R-1 for single family homes, not for multiple units. Lot sizes in Mills Estates are significantly greater than other applicable districts in Burlingame and the flexibility to add these units for future use would effectively rezone the area from single family to multifamily. Would seek legal damages for any loss of property value. Concerned that the infrastructure of the streets can't support additional units. Intent of design review process is to preserve the original and unique patterns of the district, don't believe the original and unique patterns of the district allow more than a single family house. Don't believe there was proper notice given to the neighbors to understand the impact of a multi-unit project on property values. Would like to see story poles installed to review potential impacts on views.*

*Leo Redmond, 2711 Martinez Drive: Opposed to ADU. Think it would effectively rezone the area; that part of Burlingame has been single family homes. Have invested a great deal in improving our home and property; concerned with how ADU would affect property values. Also concerned about the proposed deck and potential loss of views. Encourage Planning Commission to deny project.*

*Commissioner Sargent requested that staff address the limits to the Commission's purview regarding ADUs. (Hurin: Applications being reviewed by the Planning Commission for this project only include Design Review and Hillside Area Construction Permit. Per State law, the State required that cities allow ADUs as a permitted use. The Commission is not being asked to approve the ADU, as it is a permitted use if it complies with all zoning requirements.) (Schaffner: Approval of an ADU is a ministerial act, one of the reasons why it is exempt from CEQA.)*

*Kevin O'Brien, 2812 Rivera Drive: Parents live two doors down. Would like to state opposition to the project as it relates to the ADU, it is not a negligible impact in so far as requiring an environmental impact review.*

*Tom Wallen, 1601 Granada Drive: Opposed to ADU, don't believe it fits in with the neighborhood, would open door for vast expansion of permit requests to increase square footage on properties to bring in separate units within buildings.*

*Christine Fanelli, 2739 Martinez Drive: Agree with previous speakers. Would like to get a better understanding of how long will project take to complete and how disruptive it will be to the neighborhood. Concern is that this street is a thoroughfare to Burlingame Intermediate and Franklin schools, traffic is already pretty bad and dangerous at times. Want to understand the construction activities and timing of construction.*

*There were no public comments.*

*Acting Chair Kelly closed the public hearing.*

*Commission Discussion:*

- > Request that before this project comes back for action, the staff report include language from State law explaining that every community within the State is required to allow for ADUs in R-1 districts, and that it doesn't constitute rezoning.*
- > House presents itself more than a single story, concerned with size of second floor roof deck that overlooks the neighboring property, is larger than typically allowed, usually limited to 100 square feet or so. Somewhat more permissive when deck is off more private spaces, like a master bedroom as opposed to this one which is off a dining room. Therefore, by extension off the adjacent living room it leads to potential indoor/outdoor, partying and noisy activities that overlooks the neighbor.*
- > Concerned with aesthetics of addition, seems out of character with the arched opening and the columns that appear to be more craftsman like. Concerned with what the appearance of the stone will be like with the new entry portico.*
- > Design of entry doors are out of character with style of house, appear to be more craftsman.*
- > Directed that story poles be installed because of the sloping site and context of the neighborhood.*
- > Project would benefit by going through the design review consultant process, in terms of character of the windows, details, and helping decide what architectural style and character it wants to be.*
- > Design appears confused, rear of house clashes with front of house.*
- > What was sent to the neighbors with regards to noticing? Neighbors may not be aware of the limitations of an ADU, thought it would help to communicate to the neighbors that it is a one bedroom ADU. (Hurin: Standard noticing requirements include a small blue postcard notice which describes the proposed addition and applications being requested, time of meeting, and invitation to review plans at the Planning Division; although not required an A-board sign was also posted in front yard which contains the proposed front elevation.)*
- > Encourage neighbors to review the plans at the Planning Division.*
- > Are plans available online if the applicant agrees to have them posted? (Hurin: Yes, building elevations are included on the agenda and may be reviewed online once the agenda is posted on the City's website.)*

**Commissioner Loftis made a motion, seconded by Commissioner Sargent, to refer the project to a design review consultant and that story poles be installed to show the extent of the addition. The motion carried by the following vote:**

**Aye:** 5 - Sargent, Loftis, Kelly, Terrones, and Tse

**Absent:** 2 - Comaroto, and Gaul

**Xie Associates**

501 Crescent way #5412  
San Francisco, Ca 94134  
Phone: 415-652-3047  
Email: bill@xiearchdesign.com

RECEIVED

JAN 17 2019

**Subject: 2721 Martinez Dr.**

CITY OF BURLINGAME  
CDD-PLANNING DIV.

Following are changes:

1. Removed proposed ADU at the first floor
2. Reduced roof deck area at the rear and provided landscape screen to address privacy issue to the neighbor at the north side
3. Changes front concrete railing to iron open railing
4. Change front cover porch style, simplify column to wood column and beams
5. Change rear roof deck from open guardrail to solid wood guardrail to address privacy issue to the neighbor at the north side
6. Change all windows from slider to casement windows
7. Change front entry door to single leaf with sidelights, style match existing
8. Remove proposed stone front wall and changes to stucco wall with brick steps, match neighborhood character

DESIGN REVIEW ANALYSIS  
CITY OF BURLINGAME

December 27, 2018

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

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DEC 27 2018

CITY OF BURLINGAME  
CDD-PLANNING DIV.

**Project Address:** 2721 Martinez Drive  
**Applicant and Architect:** Xie Guan, Xie Associates  
**Property Owners:** Lin Yun Ping  
**Planner:** Ruben Hurin

Dear Planning Commissioners,

I have received and reviewed the original plans submitted by Xie Guan, Xie Associates, to the Planning Commission for 2721 Martinez Drive. I listened to the Planning Commission's comments in the meeting video from the August 27, 2018, Study Session. I met with the Planner and Architect at City Hall to discuss the Planning Commission's comments in addition to providing feedback on subsequent iterations. The design submitted reflects the following changes in response to Planning Commission and neighbor feedback:

**REVISIONS TO ORIGINAL DESIGN**

- ADU removed from application (neighbor feedback only).
- Sliding windows replaced with casements.
- Stone veneer eliminated. Front stair treads and risers to be brick with exposed side profile capping the entry stucco wall as extension of the house. Balustrade changed to simple wrought iron railing with vertical pickets.
- Porch detailing simplified and scaled to rest of house. Single entry door with sidelites replaces the larger pair of entry doors.
- Aesthetics of addition revisited to make house more cohesive.
- Canopy added above side yard door to help break up the wall and provide functional cover from the weather.
- Rear deck usable area reduced\* by built-in features including planter, barbeque and seating elements. Tall hedge screening added facing shared side yard.

\*Deck originally proposed as 271 SF (17'-6" x 15'-6") now measures 129 SF (12'-2" x 10'-7") between built-in bench and kitchen wall. The remaining wrapping deck proposed is required for circulation and backyard access due to the slope of the lot. It is worth noting that the downhill neighbor has a similar pattern of connection from upper level to terraced garden.

## DESIGN GUIDELINES

### 1. **Compatibility of the architectural style with that of the existing character of the neighborhood**

This project is in the Mills Estates neighborhood, which is predominantly 1950s ranch homes. The majority of homes are a mix of stucco and siding with low-pitched roofs (4:12) as is this current and proposed residence.

### 2. **Respect for the parking and garage patterns in the neighborhood**

This neighborhood has primarily attached garages, as does this current and proposed residence. Due to the grade change along Martinez, the majority of garages are located on the downhill side below the main (split) level. No change is proposed to the existing driveway and curb cut location.

### 3. **Architectural style and mass and bulk of structure**

The ranch style was intended as a modest contemporary home when built. The proposed style is an update in the same spirit using simple trim and clean lines. The elemental porch is detailed with square, clad columns and king post at the open gable. The stucco siding, brick entry stairs and simplified wrought iron railing relate to similar houses in the neighborhood. Wood siding painted to match the stucco defines the rear addition and adds scale and texture to the flatter stucco elevations.

### 4. **Interface of the proposed structure with the structures on adjacent properties**

This residence is located on Martinez between Granada and Toledo in the Hillside Area. No significant impact on the neighbors is anticipated.

### 5. **Landscaping and its proportion to mass and bulk of structural components.**

Camellia Japonica is proposed as screening along the deck side yard. This 6'-12' tall shrub seems sufficient to block potential views between neighbors.

## SUMMARY

It is my opinion that the revised design meets the requirements of the design guidelines. Story poles will help resolve any outstanding questions about views and massing of the proposed addition. Given the lot slope, the elevated deck seems defensible. The reduced usable area and screening address previous concerns. However, if the Commission feels the usable deck area needs to be further reduced, the deck planting area could be correspondingly increased without affecting the overall design. It is suggested to add a condition of approval that deck planter irrigation and screening be installed and maintained as part of the deck approval.

Please feel free to contact me with any questions or clarifications.

Sincerely,

Jeanne Davis

# CITY OF BURLINGAME

City Hall – 501 Primrose Road  
Burlingame, California 94010-3997



## COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

PH: (650) 558-7250  
FAX: (650) 696-3790

Date: 1-11-19  
Project Address: 2721 MARTINEZ DR  
Assessor's Parcel No.: 025-023-046  
Owner's Name: LIN YUN PING

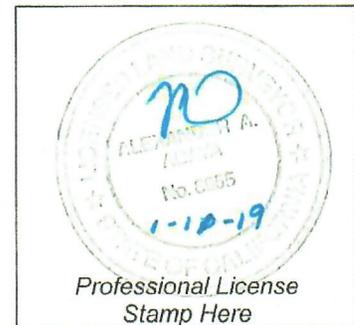
This is to certify that on 1-10-19 (date), the story poles located on the above-referenced site were installed or inspected by the undersigned, and found to be in conformance with the design, height, and location shown on the plans, elevations, and the attached story pole plan.

For additional information, please contact me at 510-887-4086 (phone no.)

  
Signature

ALEXANDER ABAYA  
Name (printed or typed)

SURVEY CONSTRUCTION MANAGER  
Title



Professional License  
Stamp Here





# APPLICATION TO THE PLANNING COMMISSION

**Type of application:**

- Design Review       Variance       Parcel #: 025-023-040  
 Conditional Use Permit       Special Permit       Zoning / Other: \_\_\_\_\_

**PROJECT ADDRESS:** 2721 MARTINEZ DR

**APPLICANT**

Name: XIE GUAN  
 Address: 501 CRESCENT WAY #5412  
 City/State/Zip: S.F, CA 9434  
 Phone: 415 652 3047  
 E-mail: Bill@XIEARCHDESIGN.COM

**PROPERTY OWNER**

Name: LI YUN PING  
 Address: 2721 MARTINEZ DR  
 City/State/Zip: BURLINGAME, CA  
 Phone: 415-706-8799  
 E-mail: \_\_\_\_\_

**ARCHITECT/DESIGNER**

SAME AS ABOVE

Name: XIE GUAN  
 Address: 501 CRESCENT WAY #5412  
 City/State/Zip: S.F, CA 9434  
 Phone: 415 652 3047  
 E-mail: Bill@XIEARCHDESIGN.COM  
 Burlingame Business License #: 30029

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JAN 12 2018

CITY OF BURLINGAME  
 CDD-PLANNING DIV.

**Authorization to Reproduce Project 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. XG (Initials of Architect/Designer)

**PROJECT DESCRIPTION:** ONE-STORY REAR ADDITION, INTERIOR REMODEL, AND NEW ADU @ FIRST FLOOR

**AFFIDAVIT/SIGNATURE:** I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: \_\_\_\_\_ Date: 01.12.18

I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Commission.

Property owner's signature: \_\_\_\_\_ Date: 1.12.18

Date submitted: 1/12/18

**Xie Associates**

501 Crescent way #5412  
San Francisco, Ca 94134  
Phone: 415-652-3047  
Email: bill@xiearchdesign.com

**Subject: 2721 Martinez Dr.**

RECEIVED

JAN 12 2018

CITY OF BURLINGAME  
CDD-PLANNING DIV.

Project Description: Rear 1 -story horizontal addition, alternation to a existing one-story single family dwelling and new ADU at the ground level.

The house is located in quiet neighborhood and zone as single family dwelling. Freeway 280 is just few blocks away. The parcel occupies approximate ten thousand square feet.

Currently, the house is built on a slope land. At the 2nd floor, it included a kitchen, living, dining, and the lower 1st floor has family and two-car garage. The family is out grown the existing building. The owner needed a couple more bedrooms, more space, so he and his family can live comfortable. With the green concept in mind, the owner is going to extend the building further to lower yard. The new home will include non-toxic material, reuse and recycle all the building debris during construction.

The proposed addition does comply to required setback, building high, daylight envelope, lot coverage, and FAR. The one-story addition is located the center and rear of the building and over look the San Francisco bay.

The proposed building will be finish with stucco for all floor. The front entry is remain recessed. The new proposed cover porch has similar configuration as the existing roof line. The new building does not block neighbor's view or access to natural light and air. The proposed building fits into the neighborhood setting. The modify entry with stone paved steps, it is elegant, fit the site and bring the building back to earth.

The additional ADU dwelling will provide affordable home to a small family. It help the city to provide additional living space to the people.

Our goal is to make the building a sustainable home. It is design for health living. The result is to build a home that is not only great looking and highly livable but also less toxic to live in, and cheaper to operate. It improves the neighborhood environment, and increase value to the property and its adjacent properties. The addition is a good improvement to the property. It has the support of the community. Please take your time to review this application and consider our effort and approve this project.

**RESOLUTION APPROVING CATEGORICAL EXEMPTION, DESIGN REVIEW AND HILLSIDE AREA CONSTRUCTION PERMIT**

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 Hillside Area Construction Permit for a first and second story addition to an existing single family dwelling at 2721 Martinez Drive, Zoned R-1, Lin Yun Ping, property owner, APN: 025-023-040;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on January 28, 2019, 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 15301 (e)(1) 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 50% of the floor area of the structures before the addition, is hereby approved.
2. Said Design Review and Hillside Area Construction Permit approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review and Hillside Area Construction Permit 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.

\_\_\_\_\_  
Chairman

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 28<sup>th</sup> day of January, 2019 by the following vote:

\_\_\_\_\_  
Secretary

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review and Hillside Area Construction Permit.

**2721 Martinez Drive**

Effective **February 7, 2019**

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1. that the project shall be built as shown on the revised plans submitted to the Planning Division date stamped January 7, 2019, sheets A1.0 through A4.0;
2. that the wood bench, built-in planter, landscape screening and irrigation on the deck off the dining room shall be installed and maintained as shown on the Landscape Plan and Proposed Second Floor Plan;
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 (FYI or amendment to be determined by Planning staff);
4. 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;
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 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;
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, 2016 Edition, as amended by the City of Burlingame;

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review and Hillside Area Construction Permit.

**2721 Martinez Drive**

Effective **February 7, 2019**

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### **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 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;
12. 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;
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 • FAX: (650) 696-3790  
www.burlingame.org

**Site: 2721 MARTINEZ DRIVE**

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, JANUARY 28, 2019 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for Design Review and Hillside Area Construction Permit for a first and second story addition to an existing single family dwelling (accessory dwelling unit has been eliminated) at **2721 MARTINEZ DRIVE** zoned R-1.  
APN 025-023-040

**Mailed: January 18, 2019**

*(Please refer to other side)*

**PUBLIC HEARING  
NOTICE**

**City of Burlingame**

A copy of the application and plans for this project may be reviewed prior to the meeting at the Community Development Department at 501 Primrose Road, Burlingame, California.

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.

For additional information, please call (650) 558-7250. Thank you.

Kevin Gardiner, AICP  
Community Development Director

**PUBLIC HEARING NOTICE**

*(Please refer to other side)*

2721 MARTINEZ DRIVE  
025.023.040  
300' noticing

