



CITY OF BURLINGAME
Community Development Department
MEMORANDUM

DATE: April 2, 2019 **Study Session**

TO: Planning Commission **Meeting Date:** April 8, 2019

FROM: Planning Division Staff

SUBJECT: **Discussion of Planning Commission Procedural Issues and Architectural Elements**

Planning Division staff wishes to bring the following items to the Planning Commission for discussion and direction.

Timing of Staff Report Deliveries: Currently staff reports, attachments and plans are delivered to the Planning Commission on the Thursday evening prior to the Planning Commission meeting, providing the Commission up to four days to review the materials. Recently, we received inquiries about the possibility of delivering packets one day earlier (on Wednesday).

Planning staff has always provided exceptional customer service by giving applicants enough time to submit required information so that projects can be processed in a streamlined manner. Although it is the difference of only one day, how that day lands on the calendar impacts timelines for application resubmittals. Shortening the time period to submit information may require some projects to be postponed to a later agenda, which as a result would lengthen the processing time. In addition, given the current workload in the division, it may be a challenge for staff to deliver packets on Wednesdays.

However, staff can consider including electronic copies of the plans along with the Draft Agendas, which are emailed to the Commission ten days in advance of the meeting. We welcome any other ideas for discussion.

Possibility of Canceling a Planning Commission Meeting in the Summer: During the summer of 2018, several Commissioners had planned to be absent and as a result, the second meeting in July was canceled due to a lack of quorum. Please provide us with your anticipated absences during the summer. If there are enough absences planned for a particular meeting during the summer, staff would like to discuss canceling a meeting with the City Manager. This will also help staff plan accordingly with project applicants. Similarly, if it would be helpful for commissioners to anticipate a scheduled canceled meeting in the summer (similar to the City Council meetings that are canceled in the summer, and the second Planning Commission meeting in December), this could be incorporated into the annual Planning Commission calendar.

Architectural Elements – Metal Roofs: In recent months, the Planning Commission has reviewed several applications for additions and new homes which included metal roofs. In reviewing these applications, the Commission has expressed varying thoughts on if and when metal roofs are appropriate. The Commission expressed a desire to have a more in-depth discussion regarding this issue.

Below are comments from meeting minutes from various projects reviewed within the last year:

- *Don't believe standing seam metal roofs are appropriate for Burlingame. This is not a seaside, farming or rural community.*
- *Concerned that we're seeing metal roofs in more projects.*
- *Think it is an appropriate look for this architecture and it's something we've approved before. Think it fits in the neighborhood.*
- *Not about what we like and don't like, but determining whether it fits the guidelines and pattern of the community. Don't think they belong in Burlingame.*
- *Concern is whether or not the project starts to look too commercial. When we've approved metal roofs or have reviewed any other materials, it's based on whether or not the application is done in an appropriately residential fashion. Think the application is consistent with the residential application.*
- *City Council has debated, on behalf of community and for us, where it's appropriate to have more contemporary designs.*
- *Architecture previously approved fits this neighborhood. Metal roof for this particular project fits the architecture and therefore is supportable.*
- *Like metal roofs, have had plenty of discussions about metal roofs in different neighborhoods. Have seen metal roofs scattered throughout several neighborhoods.*
- *Concerned that once we start approving them, when do we say one project be approved with metal roof and another one can't.*
- *Feel that Burlingame Hills is an area that can support modern architecture.*
- *When assessing appropriateness of metal roofs to the house, style of house had a lot to do with it.*
- *Preponderance of composition shingle and clay tile roofs in neighborhood made me question whether or not it is appropriate, even though the design warrants it.*
- *Because house is located uphill rather than looking down on an entire roof, helps solidify decision that this is the right roofing material.*
- *There are cases where a metal roof may not be approved where it's been allowed elsewhere. It's not a matter of preference, but whether or not it fits a given context of a project. That is the criteria we use throughout the design guidelines.*
- *Worried that there will be metal roofs everywhere, it would significantly change character of the City.*
- *Appreciates the restraint on the standing-seam metal roof, that it is not used across the entire house.*
- *Proposed standing seam metal roof helps to add texture to the front facade.*
- *Not concerned with metal roofing because there is not much of it on this house.*
- *Don't typically review color because it can be changed. However, on a metal roof the color will remain for a long time. When project returns, provide something that is more definitive on metal roof color, want to avoid bright color.*
- *Concern with potential colors of metal roofs in general. Unlike other exterior materials such as walls and windows which may change over time, roof colors will be long lasting particularly for standing seam metal roofs.*
- *Good mix of materials. The metal roof complements the house, works well in this application.*
- *Metal roofs seems akin to the consensus to not allow vinyl windows. Does not believe metal roofs fit in Burlingame. This one feels gratuitous.*
- *The steeper the roof, the more prominent the metal roof becomes.*
- *Struggling with the "extreme farmhouse" style; not sure it fits with the neighborhood. The standing seam metal roof pushes the design over the top. Worried about this type of roof taking over in Burlingame.*

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Although the Neighborhood Design Guidelines do not specifically discuss roofing materials, attached you will find the Roof Design Component for reference.

The Neighborhood Consistency Subcommittee will be taking up this matter in the future. However staff thought it would be productive for the full commission to provide general input on this issue beforehand, and then allow the Neighborhood Consistency Subcommittee to develop a specific recommendation to bring back to the full commission for consideration.

Attachments:

Neighborhood Design Guidelines – Roof Design Component