



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, August 26, 2019

7:00 PM

Council Chambers

- c. 2345 Poppy Drive, zoned R-1 - Application for Design Review for an addition to existing attic space above the second story of an existing single family dwelling. (Charles Holman, Charles Holman Design, applicant and designer; Michelle and Bryan Dow, property owners) (137 noticed) Staff Contact: 'Amelia Kolokihakaufisi

All Commissioners had visited the property. There were no ex-parte communications to report.

Planning Manager Hurin provided an overview of the staff report.

There were no questions of staff.

Chair Comaroto opened the public hearing.

Charles Holman, Charles Holman Design, represented the applicant.

Commission Questions/Comments:

> What is the depth of the garage? Didn't see it called out on the plans. (Holman: I think it's 20 feet, will double-check plans.)

Public Comments:

There were no public comments.

Chair Comaroto closed the public hearing.

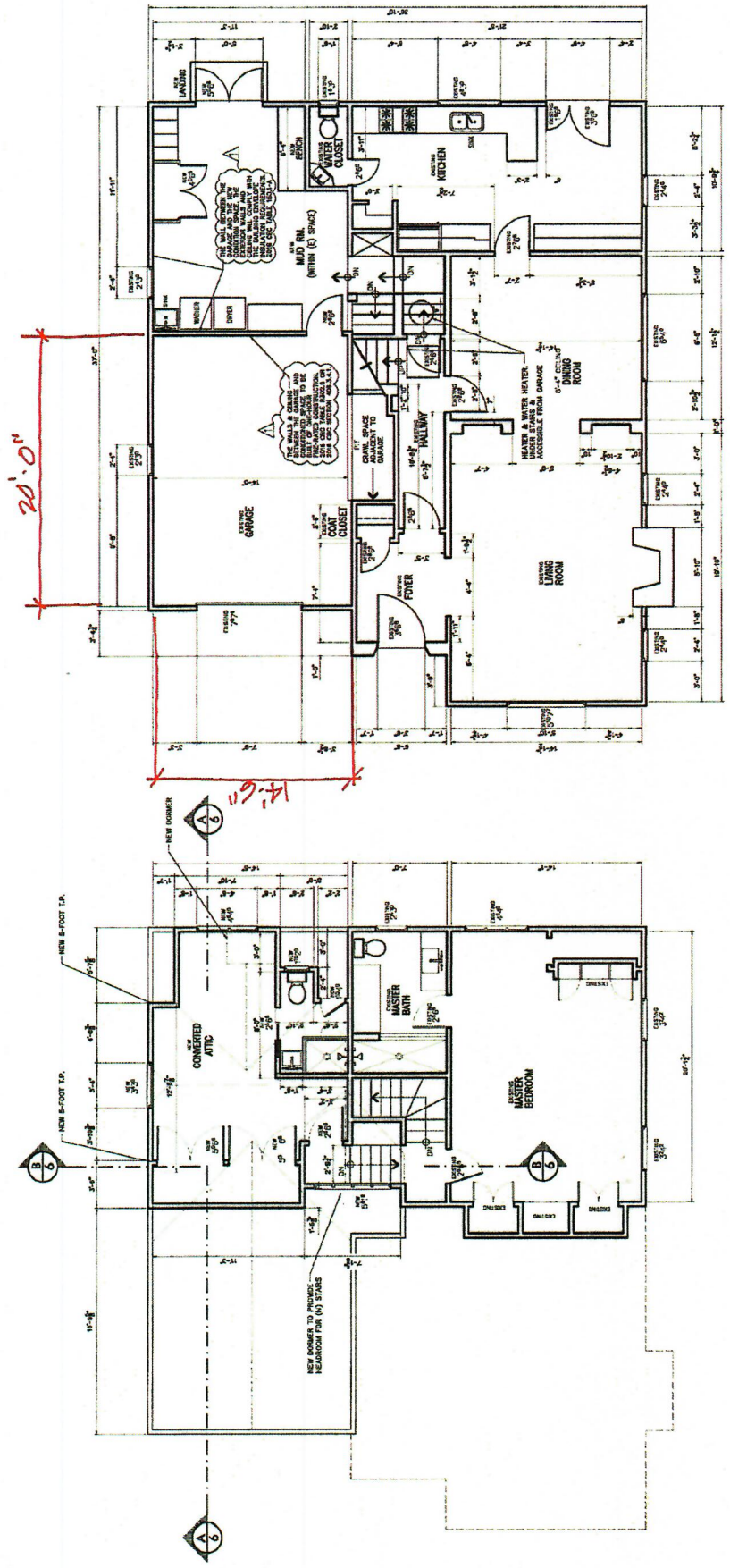
Commission Discussion/Direction:

- > This is a relatively simple application; roof form where new dormer is being added is set back far from the front of the house, fits in nicely, provides the headroom necessary to get into new living area.*
- > Applicant make a good argument that the floor space is already existing within the attic area, and therefore not adding a lot of mass and bulk to the house.*
- > New dormer at rear of house helps with that elevation.*
- > Proposed project fits in well with the neighborhood.*

Commissioner Sargent made a motion, seconded by Commissioner Tse, to place the item on the Consent Calendar when revisions have been made as directed. The motion carried by the following vote:

Aye: 6 - Sargent, Comaroto, Terrones, Tse, Gaul, and Loftis

Absent: 1 - Kelly



1st LEVEL FLOOR PLAN (PROPOSED)
RECEIVED
 AUG 29 2019



3rd LEVEL FLOOR PLAN (EXISTING MASTER BEDROOM)
 & NEW CONVERTED ATTIC SPACE

CITY OF BURLINGAME
 CDD-PLANNING DIV



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

PROJECT INFORMATION

2345 POPPY DRIVE
PROJECT ADDRESS

271-630-090
ASSESSOR'S PARCEL # (APN)

R-1
ZONING

PROJECT DESCRIPTION

1: CONVERT (E) ATTIC SPACE TO NEW BEDROOM & BATH AND ADD TWO NEW PARTNERS TO (E) ROOF TO CREATE ADDITIONAL HEADROOM IN (N) BEDROOM. 2: CREATE NEW SPACE FOR LAUNDRY / MUD RM. @ REAR OF (E) GARAGE. FINISHED PROPOSED HOME TO HAVE FOUR BEDROOMS & 3 1/2 BATHS.

APPLICANT INFORMATION

BRYAN & MICHELLE DOKI
PROPERTY OWNER NAME ☐ APPLICANT?

PHONE

CHARLES HOLMAN

ARCHITECT/DESIGNER ☒ APPLICANT?

510-449-8475

PHONE

33400

BURLINGAME BUSINESS LICENSE #

2345 POPPY DRIVE, BURLINGAME, CA 94010
ADDRESS

E-MAIL

P.O. BOX 63, SAN ANTONIO, CA. 78204

ADDRESS

charlie@charlesholman.com

E-MAIL

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

AFFIDAVIT OF OWNERSHIP

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

APPLICANT'S SIGNATURE (PRINT NAME)

DATE

6/18/19

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

PR

DATE

6/18/19

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

(INITIALS OF ARCHITECT/DESIGNER)

STAFF USE ONLY

APPLICATION TYPE

- | | |
|---|--|
| <input 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) <u>T.B.D.</u> | |

DATE RECEIVED:

RECEIVED

JUN 20 2019

CITY OF BURLINGAME
CDD-PLANNING DIV

STAFF USE ONLY

Charles Holman
P.O Box 63
San Gregorio, ca. 94074
charlie@charlesholman.com
650-747-0769

June 18, 2019

City of Burlingame
Community Development Department

Re: Letter of Explanation for addition/remodel at Dow Residence, 2345 Poppy Drive

Planning Staff-

The existing three bed room 2 ½ bath home is a pre WW2 stucco variation on the popular Tudor style. The 12:12 roof slope for the main wing of the home now contains an un-used and roomy attic space. We propose to utilize this space to create a new bedroom and small bath. Two new dormers will be added at the existing roof plane in the same area, one in the rear for added light/egress and another in the front for added light and to provide headroom for the access stairs headroom.

Both dormers will match the existing architectural style of the home and enhance the overall look. There will be minimal change to the mass and bulk of the structure and no ill effect to adjacent next door or rear facing neighbors. A new window will be added to the North end of the home and it will not align with or infringe on the neighbor's privacy. The new window will be situated to the rear of the neighbor's existing second story and simply overlook their roof.

On Poppy Drive the immediate neighbors to each side and through out the streetscape are of similar style and the home's proposed dormer features will be consistent with architectural details of other homes on the block.

In addition to the attic conversion, we propose to convert the rear of the existing garage to a new laundry/mud room. This will have no affect on the exterior of the home other that a new set of French doors facing the back yard.

There will be no change to existing landscaping and no trees will be affected in any way.

We hope the staff can support the above improvements to the home.

Charles Holman
Holman Design Associates

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 an addition to existing attic space above the second story of an existing single family dwelling at 2345 Poppy Drive, Zoned R-1, Michelle and Bryan Dow, property owners, APN: 027-163-090;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on September 9 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 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.

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 9th day of September, 2019, by the following vote:

Secretary

EXHIBIT "A"

Conditions of Approval for Categorical Exemption & Design Review

2345 Poppy Drive

Effective September 19, 2019

Page 1

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped August 14, 2019, sheets A1.0 through A8.0;
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;
5. 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;
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 the 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 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. 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;

EXHIBIT "A"

Conditions of Approval for Categorical Exemption & Design Review

2345 Poppy Drive

Effective **September 19, 2019**

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 • FAX: (650) 696-3790
www.burlingame.org

Site: 2345 POPPY DRIVE

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, SEPTEMBER 9, 2019 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for Design Review for an addition to existing attic space above the second story of an existing single family dwelling at **2345 POPPY DRIVE** zoned R-1. APN 027.163.090

**PUBLIC HEARING
NOTICE**

Mailed: August 30, 2019

(Please refer to other side)

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)

2345 Poppy Drive
300' noticing
APN #: 027.163.090

