



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, August 26, 2019

7:00 PM

Council Chambers

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- b. 1515 Los Altos 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. (Ryan Morris, Morris Architecture, applicant and architect, Peter Wise and Stephanie Wen, property owners) (96 noticed) Staff Contact: Michelle Markiewicz

Attachments: [1515 Los Altos Dr - Staff Report](#)  
[1515 Los Altos Dr - Attachments](#)  
[1515 Los Altos Dr - Plans](#)

*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.*

*Ryan Morris, Morris Architecture, represented the applicant.*

*Commission Questions/Comments:*

- > *Is there a reason why you're not trying to add a front porch? Up to 200 square feet of front porch area may be exempt from floor area. (Morris: Limited by average front setback requirement. Have a roof overhang, but can't extend out any further. Also constrained by the location of the new staircase.)*
- > *What is the character of the front entry? Flat roof above entry gives a sense of a contemporary design. (Morris: Looked at hip and gable roof options, but it didn't really fit with the rest of the house. Second floor is maxed out in building height because of the sloped lot, couldn't make roof any steeper than it already is.)*
- > *How many of the windows are being replaced? (Morris: Most of the windows are proposed to be replaced with aluminum clad wood windows as shown on the plans.)*
- > *It appears that the house is several feet under the maximum allowed building height, should consider increasing the roof pitch to 5:12, and would improve profile of the house. May also provide an opportunity to work something into the front porch, concerned about how flat roof at front porch fits in with the rest of the house. (Morris: Will consider it since most of the roof is being replaced.)*
- > *Sliding glass doors in living room and master bedroom are aligned on floor plan, but not on rear building elevation, should be corrected so that they are the same width and vertical orientation. (Morris: Will look into it, makes sense.)*
- > *Consider have three equal panels on sliding door in Bedroom #4, may want to also make the opening wider. (Morris: Will look into it.)*
- > *Consider adding a window in the living room for added light and ventilation, also would break up blank wall along left side of house. (Morris: That will be the t.v. wall, but there may be an opportunity to add windows on either side of the t.v. area.)*
- > *Is wood siding intended to be painted or stained? Should consider adding wood siding on other parts of the house. (Morris: Called out as stained wood. Intent is to break up two-story wall.)*

- > Consider changing the garage door design and material to bring more cohesion into the contemporary design, perhaps a stained wood garage door to match siding on house. A metal door with frosted glass may also work. (Morris: Note on plans is incorrect, should be a metal garage door.)
- > Would be helpful to have a perspective drawing to give a sense of the design.
- > Look at eliminating sidelite and increasing width of front door or adding another sidelite to make it more symmetrical. (Morris: As proposed door is 4' x 8', so it is already a large door. Don't have room for two sidelites, but will look at other options.)
- > There may be an opportunity to add second floor window above front entry.

*Public Comments:*

There were no public comments.

Chair Comaroto closed the public hearing.

*Commission Discussion/Direction:*

- > Appreciate comments from Commission, but think that project should be referred to a design review consultant. There is no clarity in the design, evidenced by the number suggestions to make changes. See problems with the scale of windows, variety of windows sizes, and don't understand why building is not taking advantage of the addition allowed height.
- > Has elements of a ranch house and a modern house, but design is not clear.
- > Proposed sliding doors are seen in a traditional home, but a modern house would have doors with thinner rails and stiles.
- > Proposed windows are located in what you would see in traditional homes; in a modern home typically you would find butt glazing at the corners, tall and narrow windows, etc.

**Commissioner Loftis made a motion, seconded by Commissioner Sargent, to refer the application to a design review consultant.**

- > There needs to be a consistency of character in terms of the direction the architecture wants to take. It's an eclectic mix in the neighborhood, but all of the houses have a consistency within themselves as to what kind of architecture they are.
- > Horizontal siding can be extended to second floor, would take it more towards a modern look and help to define the architecture.

**The motion carried by the following vote:**

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

**Absent:** 1 - Kelly



**PLAN CHECK COMMENT RESPONSE**

**Project Address:** 1515 Los Altos Drive

**Permit No.:**

**Date:** 11.07.19

This single family home has been updated with a more cohesive contemporary design per Planning Commission suggestions, and following architectural peer review meeting on 9/9/19.

**ARCHITECTURAL REVISIONS**

Several comments were received which related to the style and character of the house. Areas mentioned in particular were the front entry, roof pitch, alignment and proportion of windows and doors, adding wood siding to other parts of house for consistency, garage door style,

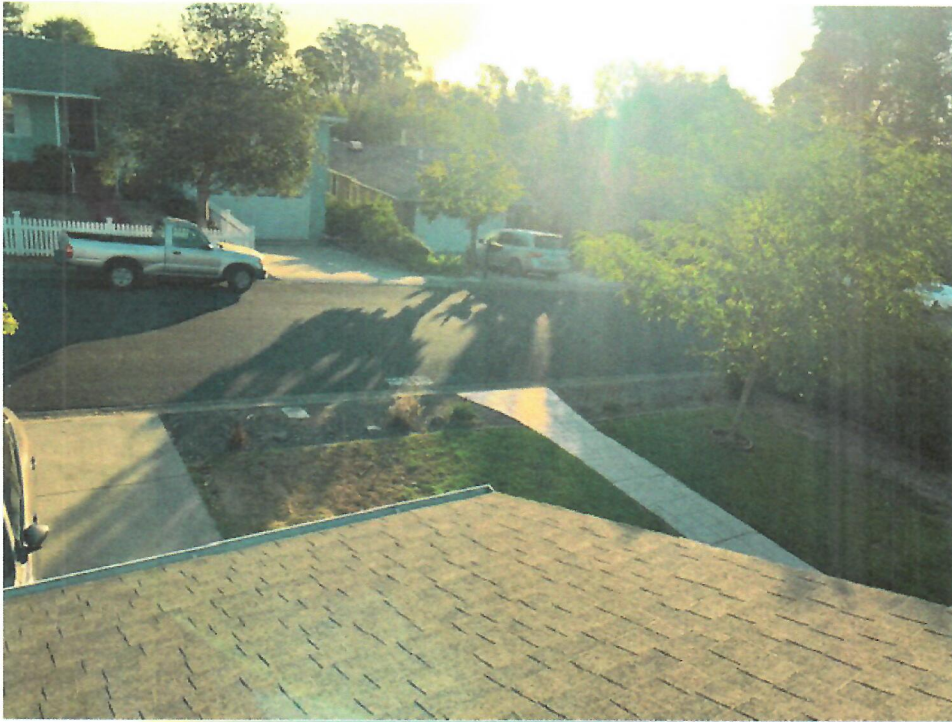
The following design changes have been made to address the Commission's comments:

- Roof changed to flat roof with different plate heights. We studied several options with sloped roofs and hipped roofs but ended up liking the flat roof option the best. With a variety of roof framing sizes and trusses, we believe we can keep the existing walls in tact and build on top, without reframing the entire 2<sup>nd</sup> floor.
- Windows changed to consistent size and pattern around the entire house. Window alignments adjusted where possible, and mullions added for articulation.
- Exterior siding materials updated and distributed throughout all 4 sides of the house.
- After adjustments made to front elevation and roof shapes, we felt that a new roof deck over the garage would be a great feature to take advantage of the bay views, balance the front elevation, and add value to the house. The owners spoke with the neighbor to the north at 1519, who had no objections, as the deck would be adjacent to the garage and not look into any private windows. The neighbors across the street are set back from the street and the front yards are public and would seem to have minimal privacy concerns. Pictures of the sight lines from the roof over the garage are attached below –
- New 'pop-out' feature bay window added at staircase.
- New exterior railings changed to painted metal railings.









## **Design Review Comments City of Burlingame**

**Property Owner:** Stephanie Wen and Peter Wise

**Applicant Name:** Ryan Morris

**Designer:** Ryan Morris, Morris Architects

**Project Address:** 1515 Los Altos Drive

**Planner:** Michelle Markiewicz

**Date of Review:** 7 October 2019

### **Design Guidelines:**

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

There is a variety of home styles in this area. Over the years the original 1950-60's single story, stucco exterior residences have been remodeled into a combination of single and two story home. Although many have retained the stucco exterior, there are now shingled, horizontal wood siding and a few more contemporary homes.

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

Most of the original homes have retained their attached garages at the front of the structure. A few of the newer homes have opted to detach the garage in the rear of the yard. This residence will retain the location of its garage at the front right of the structure.

**3. Architectural style and consistency of mass and bulk of structures, including accessory structures.**

There are no accessory structures at this site. The footprint of the new addition will remain similar on all the sides of the house, except the front elevation will be moved forward to expand the floor plan at the front elevation.

The existing home is currently two stories with a 5:12 roof slope. The proposed home will be a more Contemporary style. The roofs will be flat all the way around the structure, adding variations in heights. The double hung windows will be replaced with tall narrow windows; either stationary or casement windows and French doors.

There is a variety of exterior finished combining stucco, horizontal wood siding and some large format engineered stone.



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

As the current residence is two stories, there is not a large difference in scale, in fact the proposed roof is lower than the existing roofline.

The neighbor to the left, 1509 Los Altos is a two story house adjacent to the said house, there should be no impact there.

The neighbor to the North, 1519 is a single story structure. As there is a proposed second story deck proposed at the corner of the house, the property owners have discussed the deck with their neighbor. The Garage @ 1519 adjacent to 1515 has no windows at the elevation facing 1515 Los Altos. Therefore, they should not be impacted by the remodel.

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

There is little landscaping at the front or sides of the houses as there isn't much space for foliage. The rear of the yard is heavily planted and shelters the structure from Skyline Road. The proposed addition is similar in mass to the existing home's massing, so there should be little or no impact in the neighborhood.

**6. In the case of an addition, compatibility with the architectural style and character of the existing structure as remodeled.**

The proposed style of the residence is very different from the existing style of the house. The existing structure blends in so well, that it has little personality of its own. This a perfect location for a Contemporary home, which will stand out well, while still blending into the neighborhood.



Catherine J.M. Nilmeyer



## APPLICATION TO THE PLANNING COMMISSION

### Type of application:

☒ Design Review ☐ Variance ☐ Parcel #: 027-043-030  
☐ Conditional Use Permit ☐ Special Permit ☐ Other: \_\_\_\_\_

PROJECT ADDRESS: 1515 Los Altos Drive

### APPLICANT

project contact person ☒  
OK to send electronic copies of documents ☒

Name: Morris Architecture

Address: 12 Cozzolino Ct

City/State/Zip: Millbrae, CA 94030

Phone: 650 995 1360

Fax: \_\_\_\_\_

E-mail: ryan@morris-arch.com

### PROPERTY OWNER

project contact person ☐  
OK to send electronic copies of documents ☒

Name: Peter Wise & Stefanie Wen

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

### ARCHITECT/DESIGNER

project contact person ☒  
OK to send electronic copies of documents ☐

Name: above

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

★ Burlingame Business License #: \_\_\_\_\_

PROJECT DESCRIPTION: 1ST & 2ND STORY ADDITION ADD NEW ENTRY, STAIR, ENLARGED KITCHEN, DEN, 2 BEDROOMS, 1 BATH, REPLACE (E) 1/2 BATH. REMODEL KITCHEN, HALL, MASTER BATH & CLOSET, BEDROOM, HALL, REPLACE DOORS & WDWS

AFFADAVIT/SIGNATURE: I declare 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: 7/23/19

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

Property owner's signature: \_\_\_\_\_ Date: 3/7/19

Date submitted: \_\_\_\_\_

★ Verification that the project architect/designer has a valid Burlingame business license will be required by the Finance Department at the time application fees are paid.



**RESOLUTION APPROVING CATEGORICAL EXEMPTION, DESIGN REVIEW, &  
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 for a first and second story addition to an existing single-family dwelling at 1515 Los Altos Drive, Zoned R-1, Stefanie Wen and Peter Wise, property owners, APN: 027-043-030;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on November 12, 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 15303 (a) 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 10,000 SF in areas where all public services and facilities are available and the area in which the project is located is not environmentally sensitive, 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.

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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 12<sup>th</sup> day of November, 2019, by the following vote:

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Secretary

## **EXHIBIT "A"**

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

**1515 Los Altos Drive**

Effective **November 22, 2019**

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1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped October 30, 2019, sheets A0.2 through A3.5;
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; 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;
5. 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;
6. 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;
7. 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;
8. 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:**

9. 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



## EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review, and  
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Effective **November 22, 2019**

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- professional, that demonstrates that the project falls at or below the maximum approved floor area ratio for the property;
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. 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 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 build according to the approved Planning and Building plans.



CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010  
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www.burlingame.org

**Site: 1515 LOS ALTOS DRIVE**

The City of Burlingame Planning Commission announces the following public hearing on **TUESDAY, NOVEMBER 12, 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 at **1515 LOS ALTOS DRIVE** zoned R-1. APN 027.043.030

**Mailed: November 1, 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)*



