



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, January 8, 2018

7:00 PM

Council Chambers

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- a. 624 Lexington Way, zoned R- 1 - Application for Design Review and Special Permit for Declining Height Envelope for a major renovation and first and second story addition to an existing single family dwelling. The project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301 (e)(2). (Robert Wehmeyer, Wehmeyer Design, applicant and designer; Dave and Kelsey Armstrong, property owners) (67 noticed) Staff contact: Catherine Keylon

Attachments: [624 Lexington Way - Staff Report](#)  
[624 Lexington Way - Attachments](#)  
[624 Lexington Revised Front Rendering](#)  
[624 Lexington Way - revised plans - 01.08.18](#)

Chair Gum made a motion, seconded by Commissioner Loftis, to approve the Consent Calendar. Chair Gum asked for a voice vote, and the motion carried by the following vote:

Aye: 9 - Gum, Gum, Gaul, Gaul, Terrones, Sargent, Loftis, Kelly, and Comaroto



# 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

624 Lexington

PROJECT ADDRESS

029-181-170

ASSESSOR'S PARCEL # (APN)

R1

ZONING

## PROJECT DESCRIPTION

Amendment to a previously approved project with changes made to the exterior.

APPLICANT INFORMATION

Kelsey & Dave Armstrong

APPLICANT?

PHONE

Wehmeyer Design

ARCHITECT/DESIGNER ☒ APPLICANT?

(650) 340-1055

PHONE

29217

BURLINGAME BUSINESS LICENSE #

E-MAIL

1204 Burlingame Ave. Suite 3

ADDRESS

permits@rcwehmeyer.com

E-MAIL

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

NAME

ADDRESS

AFFIDAVIT OF OWNERSHIP

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

TY OWNER)

7/21/2020

DATE

HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE

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 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

☐ 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:

STAFF USE ONLY

July 24<sup>th</sup>, 2020

City of Burlingame Planning Department

RE: Armstrong Residence

Project Address: 624 Lexington Way  
Permit Number: B18-0033  
Description: Interior remodel and addition to first and second floor to an existing single-story residence with attached garage.  
Date of Plans: January 26<sup>th</sup>, 2018 Revised: July 24<sup>th</sup>, 2020

RECEIVED

JUL 24 2020

CITY OF BURLINGAME  
CDD-PLANNING DIV.

#### PLANNING AMENDMENT

During the process of construction for our project at 624 Lexington, made some minor changes to the design that require approval from the Planning Commission in the form of an amendment. We have prepared drawings showing the existing, proposed and revised exterior elevations and have included a letter of explanation for changes below. I have itemized the changes by sheet for your reference.

#### A3.0: EXISTING, PROPOSED, AND REVISED SOUTH (FRONT) ELEVATIONS

1. We have revised the proposed exterior material from the proposed painted wood siding with 6 inch exposure and mitered corners to painted cementous siding with 6 inch exposure and 2x4 corner boards. Additionally, we have noted that the corner boards are painted to match the color of the siding. This is intended to reduce the contrast of the corner boards and maintain the integrity of the design
2. We have removed the proposed gable vents in the dormers and the gabled roof over the porch.
3. We have added an additional decorative header on all the windows that was only previously proposed on exterior doors and some windows on the first floor. This detail is more in keeping with the cape cod design and adds interest on all elevations.
4. We have changed the proposed garage door from painted wood and glass with simulated true divided lites to a steel door with glass and simulated true divided lites. This change was made for safety and upkeep purposes. The client has two boys who play basketball in the driveway so the garage door is constantly being hit and abused. A steel door will last longer and looks no different than a wood door when painted with the same paint finish that we would use on a wood door.
5. We have changed the proposed stone on the front elevation to brick and added brick to the front of the garage.



6. We have added more detailed trim to the front porch columns. This enhances the human-scale of the front porch and emphasizes the traditional cape-cod design.
7. We have included decorative exterior sconces that were not included in the original drawings but have been installed and add interest to the design.
8. Please note that all the proposed shutters on the front elevation are included and have operable hardware. The client chose to use a high-quality shutter to enhance the cape-cod style of the house.
9. Additionally, the front porch has a tongue and groove ceiling that cannot be seen in the elevation. All of the eaves were also done with tongue and groove because we believe this adds to the detail that is typical of the traditional style of the house.

#### A3.1: EXISTING, PROPOSED, AND REVISED EAST ELEVATIONS

1. We have revised the exterior material as in the front elevation.
2. We have removed the gable vents as in the front elevation.
3. We have added an additional decorative header to all windows as in the front elevation.
4. We have reduced the size of one of the second story windows on the east elevation.
5. We have removed the proposed stone veneer at the base of the house along the east elevation because, due to the close proximity of the neighboring house, the brick would not be visible from the front of the house.
6. We have removed painted wood decorative window shutters from the east elevation.

#### A3.2: EXISTING, PROPOSED, AND REVISED NORTH (REAR) ELEVATIONS

1. We have revised the exterior material as in the front elevation.
2. We have removed the gable vents as in the front elevation.
3. We have added an additional decorative header to all windows as in the front elevation.
4. We have removed the proposed stone veneer at the base of the house along the rear elevation.
5. We have removed painted wood decorative window shutters from the rear elevation.
6. We have added an additional belly band at the second floor.
7. We have added a painted wood and glass door with simulated divided true divided lites to the rear of the garage.
8. We have included decorative exterior sconces that were not included in the original drawings but have been installed and add interest to the design.

#### A3.3: EXISTING, PROPOSED, AND REVISED WEST ELEVATIONS

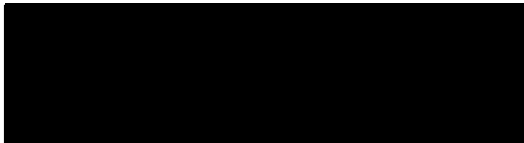
1. We have revised the exterior material as in the front elevation.
2. We have removed the gable vents as in the front elevation.
3. We have added an additional decorative header to all windows as in the front elevation.
4. We have removed the proposed stone veneer at the base of the house along the west elevation.

RC Wehmeyer | Design | Build  
1204 Burlingame Avenue Suite 3  
Burlingame, CA 94010

5. We have removed painted wood decorative window shutters from the west elevation except for at the porch door.
6. We have removed a window from the second story on the west elevation.
7. We have reduced the size of a window at the second story on the west elevation.
8. We have removed the garage door from the west elevation and relocated it to the rear of the garage.

Upon your review, feel free to contact me directly with any questions that you may have. I am looking forward to getting a building permit finalized as soon as possible so if there is anything additionally you may need please do not hesitate to ask.

Best Regards,



Robert C. Wehmeyer, PBD AIBD  
Wehmeyer Design

**RESOLUTION APPROVING CATEGORICAL EXEMPTION  
AND AMENDMENT TO 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 Amendment to Design Review for changes to a previously approved major renovation for a first and second story addition to a single family dwelling at 624 Lexington Way, zoned R-1, Dave and Kelsey Armstrong, property owners, APN: 029-181-170;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on September 14, 2020, 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 15301 (e)(2), 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 Amendment to Design Review is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review is 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.

\_\_\_\_\_  
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 14th day of September, 2020 by the following vote:

\_\_\_\_\_  
Secretary

## **EXHIBIT "A"**

Conditions of Approval for Amendment to Design Review

**624 Lexington Way**

Effective **September 24, 2020**

Page 1

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped November 21, 2017, sheets A0.1 through A9.0 (except sheets A3.0 to A3.3) and L1.1, and revised sheet A0.0 date stamped December 22, 2017 and revised sheets A3.0 to A3.3 date stamped July 24, 2020;
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;

## **EXHIBIT "A"**

Conditions of Approval for Amendment to Design Review

**624 Lexington Way**

Effective **September 24, 2020**

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 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: 624 Lexington Way, zoned R-1**

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom on **Monday, September 14, 2020 at 7:00 P.M.** You may access the meeting online at [www.zoom.us/join](http://www.zoom.us/join) or by phone at (669) 900-6833:

Meeting ID: 891 0251 6360

Passcode: 071683

**Description:** Application for Design Review Amendment for changes to a previously approved first and second story addition to an existing single family dwelling.

Members of the public may provide written comments by email to: [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org).

Mailed: September 4, 2020

**PUBLIC HEARING  
NOTICE**

*(Please refer to other side)*

**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)*

624 Lexington Way  
300' noticing  
APN #: 029-181-170

