



CITY OF BURLINGAME
Community Development Department
MEMORANDUM

DATE:	June 14, 2021	Director's Report
TO:	Planning Commission	Meeting Date: June 14, 2021
FROM:	Catherine Keylon, Senior Planner	
SUBJECT:	FYI – REVIEW OF REQUESTED CHANGES TO A PREVIOUSLY APPROVED DESIGN REVIEW PROJECT AT 1548 BALBOA AVENUE, ZONED R-1.	

Summary: An application for Design Review for a first and second story addition to an existing single family dwelling was originally approved by the Planning Commission on November 27, 2017 (see attached November 27, 2017 Planning Commission Minutes). The Planning Commission approved an FYI on January 8, 2018 for additional front porch columns, which was a condition of approval from the original November 27, 2017 approval.

A building permit was submitted on February 14, 2018 and was ready for issuance, however the planning entitlements expired during this time. The applicant then re-applied in 2019 for approval of the same project approved in 2017; there were no changes from the original approval. The second application for Design Review for a first and second story addition to an existing single-story single family dwelling at 1548 Balboa Avenue, zoned R-1, was approved as a Consent Calendar Item on June 10, 2019 (see attached June 10, 2019 Planning Commission Meeting Minutes). The building permit was then issued for the project on July 8, 2019.

During the final Planning Division inspection staff noted several changes that were not within the limits of what staff is authorized to approve in the field. The applicant is requesting approval of the following as-built changes which are summarized below:

Front Elevation:

- Garage door is shown on approved plans as a wood garage door with glass only on the top panel. The installed garage door is an entirely glass panel door;
- Original brick chimney at the front was to be retained, but the brick on chimney has been removed and replaced with stucco;
- Original approval did not include a front porch railing, however a horizontal iron railing has been added to the front porch; and
- Front door was approved as a solid wood door with sidelights and what has been installed is primarily a glass door (different style than what was approved).

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Rear (East) Elevation and Right (South) Elevation:

- Deck at the rear and right (south) sides of the house was originally approved without a railing, however a horizontal iron railing was constructed (matches the front porch railing).

Please refer to the project architect's letter of explanation and plans, date stamped May 24, 2021. The plans provided show the approved and as-built elevations, side by side. If the Commission feels there is a need for more study, this item may be placed on an action calendar for a second review and/or public hearing with direction to the applicant.

Catherine Keylon
Senior Planner

Attachments:

Explanation Letter submitted by the project architect, dated stamped May 24, 2021

November 17, 2017 and June 10, 2019 Planning Commission Minutes

Originally approved and as-built elevations (floor plans and site plan included for reference), date stamped May 24, 2021