



STAFF REPORT

AGENDA NO: 10a

MEETING DATE: December 1, 2025

To: Honorable Mayor and City Council

Date: December 1, 2025

From: Syed Murtuza, Director of Public Works – (650) 558-7230
Victor Voong, Associate Engineer – (650) 558-7230

Subject: Adoption of a Resolution Approving the Tentative and Final Parcel Maps (PM 24-05) for the Subdivision of Lots 3, 9, and a Portion of Lot 2, Block 3, Burlingame Hills Subdivision at 1385 Hillside Circle; CEQA Determination: Exempt Pursuant to State CEQA Guidelines 15303

RECOMMENDATION

Staff recommends that the City Council hold a public hearing and thereafter adopt the attached resolution approving the tentative and final parcel map (PM 24-05) for the subdivision of lots, 3, 9 and a portion of Lot 2, Block 3, Burlingame Hills Subdivision, subject to the conditions set forth by the Planning Commission. Burlingame Municipal Code section 26.24.060 provides that the final map shall be adopted where the tentative map aligns with the final map. Here, where the tentative and final maps are identical, the Council shall adopt the final map.

BACKGROUND

The project site ("Property") is currently one 36,955 square foot parcel that is a through lot, bounded by Hillside Circle to the north and Easton Drive to the south, with a steep downward slope toward Easton Drive. The Property appears on an antiquated 1913 recorded map that depicts two full lots and one partial lot, and an assessor's parcel map shows a similar configuration. However, the 1913 map pre-dates all state and local subdivision laws, including the Subdivision Map Act, and thus did not legally create any lots or otherwise subdivide the Property. Similarly, assessor maps are used for taxing purposes and cannot legally create lots or subdivide property. Accordingly, the Property is one legal parcel.

On November 10, 2025, the Planning Commission reviewed the application to subdivide the existing parcel into three individual lots and determined that the proposed subdivision complies with the Municipal Code and California Subdivision Map Act requirements. The three new parcels meet the required street frontage of 40 linear feet and minimum lot size of 10,000 square feet (Municipal Code Section 25.10.090). No on-site improvements are being proposed as part of the final parcel map.

During the November 10 meeting, the Planning Commission adopted a Resolution, included as an attachment to this staff report, recommending approval of the tentative and final parcel maps, pursuant to the following conditions, as recommended by the Public Works Director:

1. The final parcel map shall be submitted to the Public Works Department for recordation with the County of San Mateo within two years of the date of this approval.
2. The final parcel map shall be recorded with the County of San Mateo prior to issuance of a building permit for construction of any structures on the project site.
3. All sidewalk, driveway approach, curb, and gutter fronting the project site on Hillside Circle and Easton Drive shall be removed and replaced per City Standard Details.
4. No development is approved by this mapping action.
5. All property boundary corners shall be set in the field be permanent monuments and be shown on the recorded final parcel map.
6. The final parcel map submitted for recordation shall show any and all existing easements, the widths of the right-of-way for Hillside Circle and Easton Drive including the centerlines of the right-of-way, bearings and distances of centerline, and any existing monuments in the roadway.
7. Permanent stormwater treatment measures and maintenance agreements are required for each parcel. The agreements shall be submitted to the Public Works Department for review and approval and recorded with the County of San Mateo prior to the final sign off on any building permits for construction.
8. An Encroachment Permit is required for the operation, maintenance of the silva cells and appurtenant storm drain pipes located under the public sidewalk on Easton Drive. The Encroachment Permit shall be submitted to the Public Works Department for review and approval and recorded with the County of San Mateo prior to the final sign off of any building permits for construction.

The Burlingame Municipal Code provides that the City Council shall approve the final map if it conforms to the rulings made at the time of the approval of the tentative map. (Municipal Code section 26.24.050.) Here, as there have been no changes to either the tentative or final maps since the Planning Commission's recommendation, the City Council shall review and approve the final map.

Environmental Review

A Categorical Exemption Qualification memorandum was prepared by David J. Powers (attached) to evaluate and document whether any of the exceptions to the use of a categorical exemption that are listed in CEQA Guidelines Section 15300.2 apply to the proposed project and to assess the project's eligibility for a Class 3 Categorical Exemption from CEQA under Section 15303, New Construction or Conversion of Small Structures. Specific criteria must be met in order for a project to be found exempt, with six categories of exceptions to the use of categorical exemptions, including: Location, Cumulative Impact, Significant Effect, Scenic Highways, Hazardous Waste Sites, and Historical resources.

The analysis concluded that none of the exceptions contained in CEQA Guidelines Section 15300.2 apply, which allows the project to qualify for a CEQA exemption under 15303, Class 3. Class 3 Categorical Exemption allows three single-family residences to be constructed in an urbanized area. The project proposes demolishing the existing improvements on-site to construct three single-unit dwellings in an urbanized residential area. The project would be consistent with the General Plan designation and zoning district. Therefore, the proposed project qualifies for a Categorical Exemption under Class 3 of the CEQA Guidelines.

FISCAL IMPACT

None.

Exhibits:

- Proposed Resolution
- Final Parcel Map
- November 10, 2025 Planning Commission Resolution Recommending Approval
- November 10, 2025 Planning Commission Staff Report
- Unapproved November 10, 2025 Planning Commission Meeting Minutes