

**CITY OF BURLINGAME**

**PLANNING COMMISSION RESOLUTION 2026-\_\_\_  
APPROVING MAJOR DESIGN REVIEW FOR EXTERIOR FACADE CHANGES AND TO  
CONSTRUCT A 395 SQUARE-FOOT ADDITION TO AN EXISTING 6,089 SQUARE-FOOT  
COMMERCIAL BUILDING LOCATED AT 218-222 LORTON AVENUE  
PROJECT NO. CDSR25-0003**

**WHEREAS**, an application has been made by Robert MacPhee, Property Owner, for Major Design Review for exterior facade changes and to construct a 395 square-foot addition to an existing 6,089 square-foot commercial building on a 7,000 square-foot site in the BAC (Burlingame Avenue Commercial) zoning district, APN: 026-211-180; and

**WHEREAS**, on April 13, 2026, the Planning Commission of the City of Burlingame held a duly noticed public hearing at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing; and

**WHEREAS**, on April 13, 2026, the Planning Commission of the City of Burlingame reviewed and considered a Categorical Exemption under Section 15301(e) for the Project; and

**NOW, THEREFORE**, the Planning Commission of the City of Burlingame does here by resolve, find, determine and order as follows:

**SECTION 1:** The project is Categorically Exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15301(e) of the CEQA Guidelines, which states which states that additions to existing structures that do not result in an increase of more than 50 percent of the floor area of the structure before the addition, or 2,500 square feet, whichever is less, are exempt from environmental review.

**SECTION 2:** City of Burlingame Municipal Code (BMC) authorizes the Planning Commission to grant Major Design Review upon making certain findings. The Planning Commission finds the following:

**MAJOR DESIGN REVIEW FINDINGS (BMC SECTION 25.68.060.H.)**

1. *The project is consistent with the General Plan and is in compliance with all applicable provisions of Title 25, all applicable design guidelines, all other City ordinances and regulations, and the standards established in BMC Section 25.68.060 (C).*

The proposed exterior façade improvements are consistent with the General Plan and are in compliance with all applicable provisions of Title 25 (Zoning), the Commercial Design Guidebook, the standards established in Chapter 5 (Design & Character) of the Downtown Specific Plan, the criteria for Major Design Review for Commercial, Industrial, and Mixed-Use Zoning Districts (Municipal Code Section 25.68.060.E), and all other City ordinances and regulations.

The building frontage clearly identifies tenant spaces and breaks up each space appropriately. The total façade is less than 50 feet in width and is articulated with a mix of materials and entry doors and windows that are generously inset from the primary building façade, providing a variation of both positive space (massing) and negative space (inset doorways and windows). The size of the doors, windows, and details are pedestrian scale and in proportion with the surrounding building storefronts. Each tenant space is visually divided by the two coffered elements above the awnings, which also function to break up the upper wall plane. The

recessed entry to the space at the rear of the building also provides variation in the wall plane and further emphasizes the primary commercial tenant spaces. In addition, the proposed elevations also identify future locations for proposed signage. The proposed exterior façade changes create a complete and articulated storefront, meeting design guideline 5.2.3.1 - Facade Design of the Downtown Specific Plan.

The proposed awning and staggered entries create the visual impression of a recessed window plane and provide shade and shadow detail. The storefront windows and accordion-style doors with inset glazing are designed to enliven the street and provide pedestrian views into the interior of the storefront. The proposed aluminum clad doors and windows are of high-quality that contribute to the richness and detail of the façade. The size and height of the entry doors and windows are of a pedestrian scale because they do not extend all the way to the bottom of the awning. Therefore, the proposed façade changes meet design guideline 5.2.3.2 - Windows of the Downtown Specific Plan.

Lastly, the proposed project uses varied materials, colors, and treatments to provide visual interest. The main structure is finished with a white plaster but creates contrast with the dark aluminum window trim and awnings. In addition, the structure utilizes the manufactured concrete stone trim and cladding to create finished appearance in accordance with design guideline 5.2.3.3 – Materials of the Downtown Specific Plan.

2. *The project will be constructed on a parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development.*

The project will be constructed on a 7,000 square-foot parcel that is adequate in shape, size, topography, and other circumstances to accommodate the proposed development as shown on the proposed plans.

3. *The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property.*

The project is designed and arranged to provide adequate consideration to ensure the public health, safety, and general welfare, and to prevent adverse effects on neighboring property because the project complies with all zoning district development standards and there are no requested exceptions to the Zoning Code.

**SECTION 3:** The Planning Commission of the City of Burlingame after conducting the public hearing **HEREBY APPROVES** CDSR25-0003 subject to the following conditions:

#### **CONDITIONS OF APPROVAL**

1. that the project shall be built as shown on the plans submitted to the Planning Division and date stamped March 20, 2026, sheets A.0 through A.11;
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;
3. that any changes to the size or envelope of the building, which would include changing or adding exterior walls or parapet walls, shall require an amendment to this permit;

4. that demolition for 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 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;
7. that the applicant shall comply with Ordinance 1503, the City of Burlingame Storm Water Management and Discharge Control Ordinance;
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; and

**THE FOLLOWING CONDITIONS SHALL BE MET DURING THE BUILDING INSPECTION PROCESS PRIOR TO THE INSPECTIONS NOTED IN EACH CONDITION:**

9. 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.

**SECTION 4:** The Major Design Review approval shall be subject to revocation if the applicant fails to comply with the conditions listed herein at any time. If, at any time, the Community Development Director or Planning Commission determines that there has been or may be a violation of the findings or conditions of this approval, or of the Zoning Code, a public hearing may be held before the Planning Commission to review this approval pursuant to Burlingame Municipal Chapter 25.88. At said hearing, the Planning Commission may add conditions, or recommend enforcement actions, or revoke the approval entirely, as necessary to ensure compliance with the Zoning Regulations, and to provide for the health, safety, and general welfare of the community.

**PASSED AND ADOPTED** this 13th day of April 2026.

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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 13<sup>th</sup> day of April 2026 by the following vote:

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Secretary

Exhibits:  
Exhibit A - Project Plans dated March 20, 2026