

CITY OF BURLINGAME

PLANNING COMMISSION RESOLUTION 2026-07.13- APPROVING MAJOR DESIGN REVIEW AND SPECIAL PERMIT TO CONSTRUCT A 602 SQUARE-FOOT FIRST AND SECOND STORY REAR ADDITION AND SECOND FLOOR BALCONY TO AN EXISTING 3,007 SQUARE FOOT SINGLE-UNIT DWELLING WITH ATTACHED GARAGE LOCATED AT 1611 WILLOW AVENUE PROJECT NO. DSR25-0022

WHEREAS, an application has been made by Ivan Matzumilla, Apparatus Design, on behalf of Property Owners, Veena Dubal and J Ryan Gilfoil, for Major Design Review and Special Permit to construct a 602 square-foot first and second story rear addition and a second floor balcony to an existing 3,007 square-foot single-unit dwelling with attached garage on a 7,850 square-foot site in the R-1 (Low Density Residential) zoning district, APN: 028-142-350; and

WHEREAS, on July 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 July 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 that additions to existing structures provided that the addition will not result in an increase of more than 50 percent of the floor area of the structures before the addition, or 2,500 square feet, whichever is less.

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

MAJOR DESIGN REVIEW FINDINGS (BMC SECTION 25.68.050.G.)

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 first and second story addition to the existing single-unit dwelling is consistent with the Low Density Residential land use designation as it is still maintaining a single-unit dwelling on the project site which is intended land use. The project also complies with all applicable provisions of Title 25 (Zoning) including the development standards found in the R-1 (Low Density Residential) zoning district including setback, height, parking, lot coverage, and floor area ratio requirements (BMC Chapter 25.10).

The proposed addition is compatible with the architectural character of the existing split-level Spanish-style residence, incorporating design elements such as a stucco exterior finish, arched divided-lite windows, decorative tile accents, and metal balcony railings. While the existing dwelling features a traditional Spanish clay tile roof, the proposed rear addition utilizes a flat roof design. Although this represents a departure from the existing roof form, the addition's location at the rear of the property, combined with the home's split-level configuration, ensures

that its roofline and massing will not be visible from the public street, thereby maintaining the property's existing streetscape appearance.

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 subject parcel is a 7,850-square-foot rectangular lot of sufficient size and dimensions to accommodate the proposed two-story rear addition. The parcel contains a slight slope upward from the street frontage before it plateaus in front of the existing dwelling; however, it is otherwise generally level and presents no unusual topographic or site constraints that would preclude the proposed addition. The parcel is adequately served by existing public infrastructure and utilities.

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 complies with the applicable setback and declining height envelope requirements of the BMC Chapter 25.10 - Residential Zoning Districts providing adequate separation from adjacent residences for light, air, and access. The proposed addition is located at the rear of the existing dwelling, which minimizes its visual presence from the street and maintains the established front yard pattern of the neighborhood. The project will comply with applicable local and state requirements to provide building and fire safety, address stormwater runoff, and implement safe construction practices. The project will not be detrimental to public health, safety, or general welfare, nor result in adverse effects on neighboring properties.

SPECIAL PERMIT FINDINGS FOR SECOND FLOOR BALCONY (BMC SECTION 25.78.020.B)

1. *The blend of mass, scale, and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the well-defined character of the street and neighborhood.*

The proposed second-floor balcony is consistent with the existing residence and the established character of the street and surrounding neighborhood in terms of its mass, scale, and features. Located at the rear of the residence, the balcony remains subordinate to the primary structure and is minimally visible from the public street. It is thoughtfully integrated into the design of the dwelling with the scale and size of the balcony not dominating the façade and with the use of iron railings and awning overhang to match the architectural style of the dwelling.

2. *The variety of roof line, façade, exterior finish materials, and elevations of the proposed new structure or addition are consistent with the existing structure, street, and neighborhood.*

The design of the proposed second-floor balcony is consistent with the existing structure, street, and neighborhood in that the balcony incorporates iron railings that are characteristic of Spanish style architecture and is keeping in scale and massing to the structure.

3. *The proposed project is consistent with the residential design guidelines adopted by the City.*

The proposed project is consistent with the Residential Design Guidelines adopted by the City in that the second-floor balcony is integrated into the existing residence and located at the rear of the structure, minimizing visibility from the public street. The balcony incorporates decorative iron railings that are consistent with the existing Spanish-style architecture of the residence,

thereby maintaining compatibility with the established architectural character of the residence and surrounding neighborhood.

4. *Removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the City's reforestation requirements, and that the mitigation for the removal that is proposed is consistent with established City policies and practices.*

No existing trees are proposed to be removed, and six of the existing trees on-site are considered landscape trees. Therefore, the project complies with reforestation requirements.

SECTION 3: The Planning Commission of the City of Burlingame after conducting the public hearing **HEREBY APPROVES** DSR25-0022 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 June 25, 2026, sheets 0.0 through A5.1;
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 basement, 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 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;
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 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;
11. that 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.

SECTION 4: The Major Design Review and Special Permit 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 July 2026.

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 13th day of July 2026 by the following vote:

Secretary

Exhibit A - Project Plans dated June 25, 2026

AYES:

NOES:

RECUSED:
ABSENT: