

CITY OF BURLINGAME

**PLANNING COMMISSION RESOLUTION 2025-__
RECOMMENDING CITY COUNCIL APPROVAL OF A TENTATIVE AND FINAL PARCEL MAP
FOR LOT SUBDIVISION AT 1385 HILLSIDE CIRCLE
PROJECT NOS. DSR24-0023, DSR24-0024, AND DSR24-0025**

WHEREAS, an application has been made by Westover Surveying on behalf of Property Owner, Sherman Chiu, for a Tentative and Final Parcel Map for a Lot Subdivision of one lot into three newly created lots in the R-1 (Low Density Residential) zoning district APN: 027-282-050; and

WHEREAS, on September 18, 2024, the applicant filed a parcel map with the City of Burlingame, Public Works Department, to subdivide 1385 Hillside Circle, APN: 027-282-050, into three individual parcels which meet the minimum lot frontage and lot size as required by Title 25 (the "Subdivision") and to develop those parcels with three single family homes in accordance with all required Design Review and Special Permits (collectively with the Subdivision, the "Project"); and

WHEREAS, on November 10, 2025, 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 November 10, 2025, the Planning Commission of the City of Burlingame reviewed the proposed tentative and final parcel map for the Subdivision, including consideration of the factors listed in Burlingame Municipal Code Section 26.24.050; and

WHEREAS, the Planning Commission found that the proposed Subdivision complies with the City's General Plan and considerations listed in Burlingame Municipal Code section 26.24.050; and

WHEREAS, the Planning Commission also found that the proposed subdivision does not require dedication of easements or the construction of any public work; and

WHEREAS, on November 10, 2025, the Planning Commission of the City of Burlingame reviewed and considered a Categorical Exemption under Section 15303(a) (Class 3, New Construction or Conversion of Small Structures) for the Project.

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 15303(a) (Class 3, New Construction or Conversion of Small Structures) of the CEQA Guidelines, which states construction of a limited number of new, small facilities or structures including one single family residence, or a second dwelling unit in a residential zone is exempt from environmental review. In urbanized areas, up to three single-family residences may be constructed or converted under this exemption, and this Project includes three such single-family residences. The Categorical Exemption Qualification memorandum prepared by David J. Powers for this Project contains substantial evidence supporting this exemption determination and is incorporated herein by reference.

SECTION 2: City of Burlingame Municipal Code (BMC) authorizes the Planning Commission to recommend approval of the Tentative and Final Parcel Map for the Subdivision. The Planning Commission makes the following findings pursuant to BMC section 26.24.050:

1. *Recommendations of the city engineer;*

The Public Works Department has provided a memorandum recommending approval of the proposed Subdivision which is hereby incorporated by reference.

2. *Compatibility of proposed lots to pattern of existing lots in the neighborhood; reverse corner lots or key lots shall not be introduced into a neighborhood where such lots do not now exist;*

The Subdivision does not create a reverse corner or key lot. The map action includes subdividing the existing lot into three through lots, fronting on Hillside Circle and backing up to Easton Drive, as the current lot functions. The three new parcels meet the minimum required street frontage for a curved lot, 40-feet, and the minimum lot size of 10,000 square feet with proposed Parcel 1 (lot 3 on architectural plans) at 13,226 SF with a 65.78' street frontage, proposed Parcel 2 (lot 2 on architectural plans) at 13,184 SF with a 66.18' street frontage, and proposed Parcel 3 (lot 1 on architectural plans) 10,545 SF with a 89.30' street frontage.

3. *Accessibility to safety services. The commission may consider grade of access roads or easements and require that such grade is not excessive or beyond the capacity to traverse by safety equipment;*

The average slope of the lot is greater than 20%, with the lot sloping towards the rear (Easton Drive side). The homes on the proposed lots have been designed to front along Hillside Circle where the lot is less steep, with the rear of each home stepping down the hillside to reduce the amount of grading required for construction of the homes. Hillside Circle has a 40 foot right of way, with no parking permitted on the south side of the street. Central County Fire Department and the City of Burlingame Public Works department have determined that the proposed subdivision, with three lots fronting Hillside, provides sufficient roadway for safety services. There are currently three curb cuts serving the existing property, and with the proposed map action and development there would continue to be three curb cuts.

4. *Proposed grading and contours of the finished sites. The commission may require as a condition that the finished contour of the building site or sites reasonably conform with the neighborhood pattern where such pattern exists;*

The extent of grading required due to the slope is not unusual for the area; the applicant estimates that the cut/fill for this project would be less than 500 CY (cubic yards) total. The reason for the minimal cut/fill is primarily due to the existing three-story structure they plan to demolish. Additionally, the applicant has designed the lower levels of the new houses to step down the hill to further reduce grading impacts. Staff has included conditions of approval with the entitlements regarding drainage and compliance with stormwater requirements.

5. *Compliance with creek lot requirements set forth in Section [26.08.075](#).*

The subject property does not contain a creek and is not located immediately adjacent to a creek, therefore Section 26.08.075 does not apply in this case.

SECTION 3: Based on the entire record of proceedings including staff reports and all public hearing testimony, the Planning Commission of the City of Burlingame **HEREBY** recommends City Council approval of the Tentative and Final Parcel Map subject to the following conditions:

CONDITIONS OF APPROVAL

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 with this mapping action.
5. All property boundary corners shall be set in the field by 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 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.

PASSED AND ADOPTED this 10th day of November 2025.

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 10th day of November 2025 by the following vote:

Secretary

Exhibit A – Tentative Map dated July 12, 2021