



City of Burlingame PLANNING COMMISSION AGENDA

MONDAY, JULY 13, 2026 AT 7:00 PM
BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

PLANNING COMMISSIONERS:

Walker Shores, Chair
John Schmid, Vice Chair
Chris Horan
Sean Lowenthal
Jennifer Pfaff

To Attend the Meeting in Person:

Council Chambers, City Hall, 501 Primrose Road, Burlingame, California 94010

To Attend the Meeting via Zoom:

Consistent with Government Code Section 54953, this Planning Commission Meeting will be held in person and virtually via Zoom.

Please use the following link to attend the hearing virtually using Zoom:

Go to www.zoom.us/join

Meeting ID: 880 9548 9415

Passcode: 555174

To access the meeting by phone:

Dial 1-669-444-9171

Meeting ID: 880 9548 9415

Passcode: 555174

Please note that the public may not make public comments via Zoom during Planning Commission meetings. The public may either attend the meeting in person to comment or send an email to publiccomment@burlingame.org (see below).

To Provide Public Comment in Person:

Members of the public wishing to speak will be asked to fill out a "Request to Speak" card located on the table by the door and then hand it to staff. The provisions of a name, address, or other identifying information is optional. Speakers are limited to three minutes each, however, the Chair may adjust the time limit in light of the number of anticipated speakers.

To Provide Public Comment via Email:

Members of the public may provide written comments by email to publiccomment@burlingame.org for an agenda item. Emailed comments should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the Consent Calendar.

To ensure the Planning Commission receives your comment, please submit your email no later than 4:00 p.m. on the day of the meeting. Any emails received after 4:00 p.m. will not be sent to the Planning Commission prior to the meeting.

1. CALL TO ORDER

2. ROLL CALL

3. REPORT OF REMOTE PARTICIPATION

Announcement of remote participation and basis for remote appearance by a Planning Commissioner pursuant to Government Code Section 54953.8 and Government Code Section 54953.8.3.

4. REVIEW OF AGENDA

5. PUBLIC COMMENTS, NON-AGENDA

Members of the public may speak on any item not on the agenda. Public comments for scheduled agenda items should wait until that item is heard by the Planning Commission. Speakers desiring answers to questions should direct them to the Planning Commission and, if relevant, the Commission may direct them to the appropriate staff member. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the Planning Commission from acting on any matter that is not on the agenda.

6. CONSENT CALENDAR

Items on the consent calendar are acted on simultaneously unless separate discussion and/or action is requested by the applicant, a member of the public or a commissioner prior to the time the Commission votes on the motion to adopt.

- a. Approval of June 8, 2026 Planning Commission Meeting Minutes

Attachments: [Draft June 8, 2026 Planning Commission Meeting Minutes](#)

7. ACTION ITEMS (PUBLIC HEARING)

- a. Major Design Review at 1454 Balboa Avenue (Project No. DSR26-0014)

Application for Major Design Review to construct a 3,254 square-foot two-story single-unit dwelling with detached garage on a 7,001 square-foot site in the R-1 (Low Density Residential) Zoning District.

Recommendation: Staff recommends the Planning Commission, by resolution, approve the Major Design Review as conditioned.

CEQA Determination: This project is Categorical Exempt from review pursuant to the California Environmental Quality Act (CEQA), per section 15303 (a) of the CEQA

Guidelines.

Staff: Brittany Xiao, Associate Planner

Applicant and Designer: James Chu, Chu Design & Associates, Inc.

Property Owner: 1454 Balboa LLC

Attachments: [1454 Balboa Ave - Staff Report](#)
[1454 Balboa Ave - Area Map](#)
[1454 Balboa Ave - Resolution](#)
[1454 Balboa Ave - Proposed Plans](#)
[1454 Balboa Ave - Renderings](#)

b. Major Design Review and Special Permit at 1611 Willow Avenue (Project No. DSR25-0022)

Application for 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 unit with attached garage on a 7,850 square-foot site in the R-1 (Low Density Residential) Zoning District.

Recommendation: Staff recommends the Planning Commission, by resolution, approve the Major Design Review as conditioned.

CEQA Determination: This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per section 15301 (e)(1) of the CEQA Guidelines.

Staff: Brittany Xiao, Associate Planner

Applicant: Ivan Matzumilla, Apparatus Architecture

Architect: Stuart Hills, Apparatus Architecture

Property Owners: Venna Dubal and J Ryan Gilfoil

Attachments: [1611 Willow Ave - Staff Report](#)
[1611 Willow Ave - Area Map](#)
[1611 Willow Ave - Resolution](#)
[1611 Willow Ave - Proposed Plans](#)

8. STUDY SESSION (PUBLIC HEARING)

There are no Study Session Items.

9. STAFF/COMMISSION REPORTS

10. ADJOURNMENT

Notice: Any individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact the Planning Division at planningdept@burlingame.org or (650) 558-7250, by 10:00 a.m. on Monday of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda will be made available via www.burlingame.org/planningcommission/agenda or by contacting the Planning Division at planningdept@burlingame.org or (650) 558-7250 If you are unable to obtain information via the City's website or through email.

An action by the Planning Commission is appealable to the City Council within 10 days of the Planning Commission's action on July 13, 2026. If the Planning Commission's action has not been appealed or called up for review by the Council by 5:00 p.m. on July 23, 2026, the action becomes final. In order to be effective, appeals must be in writing to the City Clerk and must be accompanied by the applicable appeal fees.