



# City of Burlingame PLANNING COMMISSION AGENDA

---

**MONDAY, JANUARY 12, 2026 AT 7:00 PM**  
**BURLINGAME CITY HALL**  
**501 PRIMROSE ROAD**  
**OR ZOOM MEETING**

**PLANNING COMMISSIONERS:**

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

**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](https://www.zoom.us/join)

Meeting ID: 867 9336 1471

Passcode: 166065

To access the meeting by phone:

Dial 1-669-444-9171

Meeting ID: 867 9336 1471

Passcode: 166065

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](mailto: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](mailto: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. REQUEST FOR AB 2449 REMOTE PARTICIPATION**

Announcements/consideration and approval of requests by Planning Commissioners to participate remotely pursuant to AB 2449 (Government Code Section 54943(f)).

## **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 December 8, 2025 Planning Commission Meeting Minutes

Attachments: [Draft December 8, 2025 Planning Commission Meeting Minutes](#)

## **7. ACTION ITEMS (PUBLIC HEARING)**

- a. Major Design Review at 1406 Drake Avenue (Project No. DSR25-0015)

Application for Major Design Review to construct a 3,378 square foot, two-story single-unit dwelling with an attached garage on a 7,199 square foot site in the R-1 (Low Density Residential) zoning district.

Recommendation: That 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 15303 (a) of the CEQA Guidelines.

Staff: Emma Goldsmith, Associate Planner

Applicant: Richard Sargent, Sargent Development  
Architect: James Chu, Chu Design Associates, Inc.  
Property Owners: Amitabh and Karuna Chibber

Attachments: [1406 Drake Ave - Staff Report](#)  
[1406 Drake Ave - Area Map](#)  
[1406 Drake Ave - Arborist Report](#)  
[1406 Drake Ave - Resolution](#)  
[1406 Drake Ave - Renderings](#)  
[1406 Drake Ave - Proposed Plans](#)  
[1406 Drake Ave - Previous Plans](#)

**b. Major Design Review at 900 Peninsula Avenue (Project No. CDSR25-0001)**

Application for Major Design Review for exterior facade changes to an existing 67,566 square foot commercial building on a 0.96 acre site in the MMU (Myrtle Road Mixed-Use) Zoning District.

Recommendation: That 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(a) of the CEQA Guidelines.

Staff: Brittany Xiao, Associate Planner.

Applicant and Designer: Alan Cross  
Property Owner: Putnam Automotive Group

Attachments: [900 Peninsula Ave - Staff Report](#)  
[900 Peninsula Ave - Area Map](#)  
[900 Peninsula Ave - Photos](#)  
[900 Peninsula Ave - Resolution](#)  
[900 Peninsula Ave - Proposed Plans](#)  
[900 Peninsula Ave - Previous Plans](#)

**c. Conditional Use Permit at 1606 Rollins Road (Project No. CUP25-0003)**

Application for a Conditional Use Permit for a religious assembly facility use within a 6,259 square foot tenant space in an existing 12,517 square foot commercial building with 23 parking spaces on a 29,760 square foot site in the I-I (Innovation Industrial) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Conditional Use Permit as conditioned.

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

Staff: Erika Lewit, Senior Planner

Applicant and Architect: Marie Barron, The Kastrop Group, Inc. Architects

Property Owner: Di Maio Living Trust

Attachments:     [1606 Rollins Rd - Staff Report](#)  
                          [1606 Rollins Rd - Area Map](#)  
                          [1606 Rollins Rd - Resolution](#)  
                          [1606 Rollins Rd - Proposed Plans](#)

- d. Amendment to Conditional Use Permit and Variance for Landscaping at 1722 Gilbreth Road (Project No. AMEND26-0001)

Application for an Amendment to a Conditional Use Permit and Variance for reduced landscaping to create an outdoor play area with a play structure and sports court for an existing religious assembly facility within an existing 9,890 square foot building with 62 parking spaces on a 0.85 acre site in the I-I (Innovation Industrial) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Amendment to Conditional Use Permit and Variance as conditioned.

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

Staff: Erika Lewit, Senior Planner

Applicant: Esam Hussain

Designer: Doug Gourley, Playground Design Inc.

Property Owner: North American Islamic Trust

Attachments:     [1722 Gilbreth Rd - Staff Report](#)  
                          [1722 Gilbreth Rd - Area Map](#)  
                          [1722 Gilbreth Rd - Resolution](#)  
                          [1722 Gilbreth Rd - Proposed Plans](#)  
                          [1722 Gilbreth Rd - Parking Management Plan](#)  
                          [1722 Gilbreth Rd - Activity Calendar](#)

**e. Municipal Code Text Amendments (Project No. ZOA25-0001)**

Consideration of Text Amendments to Title 25 (Zoning) and Chapter 26.32 (Condominium Conversion Permits) of the Burlingame Municipal Code to correct references and typographic errors, update definitions, streamline procedures and development review, implement Housing Element policies, implement State Law for Accessory Dwelling Units, and implement Metropolitan Transportation Commission Transit Oriented Communities policies.

Recommendation: That the Planning Commission, by resolution, recommend the City Council amend Title 25 (Zoning) of the Burlingame Municipal Code excluding Chapters 25.35, 25.36, 25.41, 25.42, 25.43, 25.44, 25.76, 25.84, 25.102, And 25.103; and repeal and replace Chapter 26.32 (Condominium Conversion Permits) of Title 26 (Subdivisions) of the Burlingame Municipal Code.

CEQA Determination: Exempt Pursuant to State CEQA Guidelines 15378, 15061(b)(3).

Staff: Neda Zayer, Community Development Director  
Catherine Keylon, Senior Planner  
Joseph Sanfilippo, Economic Development and Housing Specialist  
Brittany Xiao, Associate Planner

**Attachments:**      [Staff Report](#)  
                              [Resolution - Amendments to Title 25](#)  
                              [Article 1 - General Provisions](#)  
                              [Article 2 - Zoning Districts, Allowable uses, and Development Standards](#)  
                              [Article 3 - Regulations and Standards Applicable to all Zoning Districts](#)  
                              [Article 4 - Regulations for Specific Land Uses and Activities](#)  
                              [Article 5 - Nonconformities](#)  
                              [Article 6 - Permit Processing Procedures](#)  
                              [Article 7 - Zoning Code Administration](#)  
                              [Article 8 - Definitions](#)  
                              [Resolution - Title 26](#)  
                              [Title 26 - Chapter 26.32](#)  
                              [Supplemental Informational Packet 01.12.26](#)  
                              [Supplemental Informational Packet 2 01.12.26](#)

## **8. STUDY SESSION (PUBLIC HEARING)**

**a. Major Design Review at 233 Arundel Road (Project No. DSR25-0014)**

Application for Major Design Review for an approximately 500 square foot first and second story addition to an existing 2,412 square foot single-unit dwelling on a 7,500 square foot site in the R-1 (Low Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

Applicant and Designer: Elaine Lee, Elaine Lee Design

Property Owners: Erin and Adam Echter

Attachments:     [233 Arundel Rd - Staff Report](#)  
                          [233 Arundel Rd - Area Map](#)  
                          [233 Arundel Rd - Proposed Plans](#)  
                          [233 Arundel Rd - Rendering](#)

## **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](mailto: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](http://www.burlingame.org/planningcommission/agenda) or by contacting the Planning Division at [planningdept@burlingame.org](mailto: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 January 12, 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 January 22, 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.