



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

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

Monday, January 26, 2026

7:00 PM

BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Staff in attendance: Planning Manager Ruben Hurin, Senior Planner Erika Lewit, and Assistant City Attorney Tamar Burke.

2. ROLL CALL

Present 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

4. REVIEW OF AGENDA

Item 8c - 1822 Sebastian Drive was continued at the request of the Applicant. Public hearing notices will be mailed when that application is scheduled on a future agenda.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments for non-agenda items.

6. CONSENT CALENDAR

a. Approval of January 12, 2026 Planning Commission Meeting Minutes

Attachments: [Draft January 12, 2026 Planning Commission Meeting Minutes](#)

Commissioner Tse made a motion, seconded by Commissioner Pfaff, to approve the January 12, 2026 meeting minutes. The motion carried by the following vote:

Yes: 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

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

Application for Major Design Review for a 522 square-foot first and second story addition to an existing 2,799 square-foot single-unit dwelling on a 7,500 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 15301(e)(1) of the CEQA Guidelines.

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 - Public Comment Emails](#)
[233 Arundel Rd - Resolution](#)
[233 Arundel Rd - Proposed Rendering](#)
[233 Arundel Rd - Proposed Plans](#)
[233 Arundel Rd - Previous Rendering](#)
[233 Arundel Rd - Previous Plans](#)

Commissioner Tse made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2026-01.26-6B, as presented and subject to the conditions. The motion carried by the following vote:

Yes: 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

7. ACTION ITEMS (PUBLIC HEARING)

8. STUDY SESSION (PUBLIC HEARING)

- a. Major Design Review and Special Permits at 1150 Vancouver Avenue (Project No. DSR25-0010)

Application for Major Design Review and Special Permits for a second floor balcony and attached garage to construct a 2,998 square-foot, two-story single-unit dwelling on a 6,000 square-foot site in the R-1 (Low Density Residential) zoning district.

Staff: Erika Lewit, Senior Planner

Applicant and Designer: Theo Tao, Team Metric Inc.

Property Owner: Rarefund Project 11 LLC

Attachments: [1150 Vancouver Ave - Staff Report](#)
[1150 Vancouver Ave - Area Map](#)
[1150 Vancouver Ave - Arborist Report](#)
[1150 Vancouver Ave - Proposed Plans](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner
Applicant: Jason Wu, Owner's Representative
Members of Public: None
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

Chair Horan made a motion, seconded by Commissioner Lowenthal, to place the item on Action with the following direction to the applicant:

- > There are too many windows and they are large; concerned with second floor windows being larger than first floor windows. Take a close look at the second floor windows, placement and size of windows, and consistency of window dimensions.
- > Concerned about the side yard courtyard adjacent to the dining room; worried about noise pollution and privacy to neighbor.
- > The left elevation seems too busy, while the right elevation is too plain. Should look at revising the roof configurations along these elevations.
- > Reconsider the second floor balcony at the front of the house, it is not a practical necessity.
- > Concerned with the proposed tree species and planting locations. Leave one Golden Rain tree in rear yard and move the Myrtle tree from the front to the rear yard. Consider planting an Oak species in the front yard (refer to City's tree list for trees allowed in a 6-foot planter strip).
- > Provide symmetry and consistency on the roof overhangs between the gable and the eaves.
- > Have a structural review of the proposed spans involved over the bi-fold doors proposed on the left and rear of the house.
- > Have a civil engineer review the slab on grade and how drainage will be handled with this design.
- > Make sure the renderings are an accurate representation of the elevations.
- > Consider a different material for the columns at the rear of the house; may be difficult to wrap columns in shiplap siding. Rear columns may need more structural support.

The motion carried by the following vote:

Yes: 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

b. Major Design Review, Special Permits, and Variances at 1437 Cabrillo Avenue (Project No. DSR25-0017)

Application for Major Design Review, Special Permits for Declining Height Envelope and Height, and Variances for first and second floor front setbacks and left side setback for a 1,145 square-foot first and second story addition to an existing 1,613 square-foot single-unit dwelling on a 6,000 square-foot site in the R-1 (Low Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

Applicant and Architect: Mark Brand, Mark Brand Architecture
 Property Owner: Kieran J. Woods

- Attachments:** [1437 Cabrillo Ave - Staff Report](#)
[1437 Cabrillo Ave - Area Map](#)
[1437 Cabrillo Ave - Arborist Report](#)
[1437 Cabrillo Ave - Proposed Plans](#)
[1437 Cabrillo Ave - Public Comment Emails](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner
 Applicant: Mark Brand, Architect
 Members of Public: None
 Emails: None
 Documents: PowerPoint by Staff
 Ex-Parte Communication: Chair Horan was recused from this item as he lives within 500 feet from the proposed project.

Chair Horan was recused from this item as he lives within 500 feet of the subject property.

Commissioner Schmid made a motion, seconded by Commissioner Tse, to place the item on Action with the following direction to the applicant:

- > Concerned with the overall height; consider bringing down the peak.
- > Concerned with the two story vertical form at the front of the house, should set it back or articulate it in a different way to minimize it's verticality.
- > Address the porch area; either widen it to the right side or bring it forward.
- > Consider adding an awning or roof over the door at the rear of the house for rain protection that may also provide articulation at the rear elevation.
- > Come back with a project that addresses the various Variance requests.

The motion carried by the following vote:

Yes: 5 - Lowenthal, Pfaff, Schmid, Shores, and Tse

Recused: 1 - Horan

c. Major Design Review and Hillside Area Construction Permit at 1822 Sebastian Drive (DSR25-0018)

Application for Major Design Review and Hillside Area Construction Permit to construct a 3,702 square-foot, two-story single-unit dwelling and attached garage on an 8,756 square-foot site in the R-1 (Low Density Residential) zoning district.

Staff: Brittany Xiao, Associate Planner

Applicant and Designer: James Chu, Chu Design Associates, Inc.
 Property Owner: Jimmy Shen

Attachments: [1822 Sebastian Dr - Staff Report](#)
[1822 Sebastian Dr - Area Map](#)
[1822 Sebastian Dr - Renderings](#)
[1822 Sebastian Dr - Proposed Plans](#)

Item 8c - 1822 Sebastian Drive was continued at the request of the Applicant.

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission reports.

10. ADJOURNMENT

The meeting was adjourned at 8:16 p.m.