



City of Burlingame PLANNING COMMISSION AGENDA

MONDAY, AUGUST 24, 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: 849 8349 4329

Passcode: 517430

To access the meeting by phone:

Dial 1-669-444-9171

Meeting ID: 849 8349 4329

Passcode: 517430

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 August 10, 2026 Planning Commission Meeting Minutes

Attachments: Supplemental Information Packet_Item 8b - 1437 Cabrillo Ave

7. ACTION ITEMS (PUBLIC HEARING)

a. Major Design Review at 8 Channing Road (Project No. DSR26-0008)

Application for Major Design Review and Special Permit to construct a 630 square-foot first floor and 652 square-foot second story addition to an existing 1,601 square-foot single-unit dwelling unit with detached garage on a 4,899 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 and Special Permit 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: Fazia Ali, Assistant Planner

Applicant and Designer: Kenneth Ung, XTeamDesign

Property Owner: Kevin Chow

b. Major Design Review at 1228 Capuchino Avenue (DSR26-0016)

Application for Major Design Review to construct a 3,012.5 square-foot two-story single-unit dwelling with detached garage on a 5,998 square-foot site in the R-1 (Low Density Residential) Zoning District.

c. Conditional Use Permit at 890 Cowan Road (CUP26-0003)

Application for Conditional Use Permit for expansion of an existing Commercial Recreation use within a 5,460 square-foot tenant space to an adjacent 3,640 square-foot tenant space in an existing 36,282 square-foot commercial building with 104 parking spaces on a 91,804 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: Brittany Xiao, Associate Planner

Applicant: West Coast Dance and Fitness, LLC

Architect: RSS Architecture, Inc

Property Owner: Airport Service Center

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 August 24, 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 September 3, 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.



CITY OF BURLINGAME PLANNING COMMISSION AGENDA

Supplemental Information Packet

Agenda Item #8b

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.

Meeting of January 26, 2026

Supplemental Packet Date: January 26, 2026

Supplemental Information:

Any agenda related public comment documents received and distributed to a majority of the Planning Commissioners after the Agenda Packet is published are included in Supplemental Packets. Supplemental Packets are produced as needed. The Supplemental Packet is available at the public hearing in Council Chambers, City Hall, 501 Primrose Road as well as the City's website - www.burlingame.org/planningcommission/agenda

Fw: Public Comment: 1437 Cabrillo Avenue

From PLG Comm-Chris Horan <choran@burlingame.org>
Date Mon 1/26/2026 1:06 PM
To Public Comment <publiccomment@burlingameorgnew.onmicrosoft.com>

Just forwarding this to the Public Comment email to follow the recommended process:

From: PLG Comm-Chris Horan
Sent: Monday, January 26, 2026 9:17 AM
To: CD/PLG-Ruben Hurin <RHurin@burlingame.org>; ATTY-Tamar Burke <tburke@burlingame.org>
Subject: Public Comment: 1437 Cabrillo Avenue

Dear Ruben and fellow Planning Commissioners:

I am recused from reviewing 1437 Cabrillo Avenue as the property is across the street diagonally from my residence.

As a close neighbor and member of the public, I do have comments for your consideration:

- I am concerned about the number of variances and special permits this single application is requesting, specifically:
 - The front and left side setback are existing non-conformities for the existing single-story residence (which I understand and support)
 - I do not support the front and left side setback variances for the second-floor addition as the resulting massing of the project will be out of keeping with the neighboring houses to the immediate left and right of the property. The proposed house will be a noticeable break to the rhythm of the block.
 - I do not support the Special Permit for the Declining Height Envelope along the left side nor the Special Permit for overall roof height due to the close proximity to and overwhelming scale relative to the neighbor on the left side.
- Design Feedback:
 - The left side should have a setback at the 2nd floor addition of at least 3' to provide some "breathing space" / relief between the two houses
 - A2.2 shows the left side setback is 3'9" whereas the staff report and other drawings indicate 3'11". Please clarify.
 - Elevation shown on A2.3 shows a 2nd floor bathroom window on the left side that would be directly opposite the neighbor's window. Due to the current proximity of the two structures this placement seems intrusive.
 - The front "porch" seems lost - it does not align to other architectural elements and is not deep enough (less than 5') to be used as a functional porch. I would prefer to see the porch extend to left edge of the house and be 5-6' in depth.
 - The tall gable addition above the garage also seems lost - not aligning to the garage below. In order to provide the setback relief to the left side, I suggest shifting the mass to the right which could help center the tall gable section above the garage.

- Because the house is so close to the front sidewalk, it will appear to loom over the neighborhood given the 5' additional height being requested. The house should relate to its neighbor on the left by lowering the roof height to 33'. This could be achieved, while adding architectural interest, by lowering the roof peak, maintaining the roof pitch, and changing the roof design to incorporate shed dormers for the windows.
- The 2nd floor front facade addition should be setback a minimum of 23' (front setback total) to reduce the perceived looming height of the house.

Thank you for considering these public comments.

Best Regards,

Chris Horan
1428 Cabrillo Avenue.

From: Violet Coturri Guerra <[REDACTED]>
Sent: Monday, January 26, 2026 2:10 PM
To: Public Comment <publiccomment@burlingameorgnew.onmicrosoft.com>
Subject: 1437 Cabrillo Avenue Project Variances & Special Permits

To the Burlingame Planning Commission:

We are writing as the homeowners residing at 1433 Cabrillo Avenue for over 46 years which is directly adjacent to the site of the proposed project located at 1437 Cabrillo Avenue. I understand that the applicant is seeking variances and special permits related to this development, and I would like to formally submit my concerns for the record.

Specifically, I am concerned about:

- We are concerned about the proximity to our house (left side set back) which impacts privacy, sunlight, (for both properties),etc. We are fine with the current space between the current single story home and our residence.
- We are concerned about the proximity of the proposed second story primary bathroom window which will look directly into one of our bedroom windows.
- We are concerned about the declining height envelope due to the proximity to our house.
- We are concerned about the Special Permit for overall roof height, as well as the overwhelming scale of the proposed project right next to our home. It should be more in keeping with the current homes on the block.

I respectfully request that the Commission carefully evaluate whether the requested variances and permits are necessary, appropriate, and consistent with existing zoning intent. I also ask that you consider the potential impacts on immediate neighbors, including my household, and explore alternatives that maintain the integrity of our residential environment.

Thank you for your time and consideration. I appreciate the Commission's commitment to thoughtful, community-centered planning.

Kind Regards,

Violet Coturri Guerra and William Mark Guerra

[REDACTED]