



**BURLINGAME CITY COUNCIL  
Unapproved Minutes  
Regular City Council Meeting on November 4, 2024**

**1. CALL TO ORDER**

A duly noticed meeting of the Burlingame City Council was held on the above date in person and via Zoom at 7:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The pledge of allegiance was led by Mayor for the Day Julia Morrice.

**3. ROLL CALL**

**MEMBERS PRESENT:** Brownrigg, Colson, Lee, Pappajohn, Stevenson

**MEMBERS ABSENT:** None

**4. REQUEST FOR AB 2249 REMOTE PARTICIPATION**

There was no request.

**5. REPORT OUT FROM CLOSED SESSION**

**a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS PURSUANT TO GOVERNMENT CODE SECTION 54958.8**

**PROPERTY: APNS 029204250; 029121440; 029121470; 026363590; 029204260; 029112400; 028285250; 028285290**

**AGENCY NEGOTIATORS: CITY MANAGER LISA K. GOLDMAN, CITY ATTORNEY MICHAEL GUINA**

**NEGOTIATING PARTIES: CITY OF BURLINGAME; GREEN BANKER REALTY; GEORGIA NOVO; PCCP, JP MORGAN CHASE, DOSTART DEVELOPMENT**

City Attorney Guina reported that direction was given, but no reportable action was taken.

**6. UPCOMING EVENTS**

Mayor Colson reviewed upcoming events in the city.

**7. PRESENTATIONS**

**a. PRESENTATION OF THE VETERANS DAY CERTIFICATES**

This item was rescheduled for November 18.

**b. PROCLAMATION RECOGNIZING CALL PRIMROSE**

Mayor Colson read a proclamation honoring CALL Primrose for their work in the community over the past 40 years.

CALL Primrose Executive Director Terri Boesch thanked the Council for their support.

**c. CITY HALL SEARCH UPDATE**

Assistant to the City Manager Jeremy Kirshner gave the Council an update on the City Hall search. He began by recapping the operations and maintenance conditions of the current City Hall:

- 26,000 square feet with wasted space
- A conservative estimate of staff growth is 20%, which would require 32,400 to 40,500 square feet of space
- City Hall is almost 55 years old, and an earthquake could cause substantial structural damage and moderate risk to life
- Annual maintenance costs of \$313,000
- Structural, electrical, HVAC, and plumbing repairs and upgrades are required to keep the building running
  - \$16,000,000 in the next five years
  - \$35,000,000 in the next ten years
  - These repairs do not get the City any additional staff and community meeting space or new facilities

Mr. Kirshner reviewed Council's feedback after his last update:

- Cost of repairs is extremely high
- Repairs will not address the fact that City Hall is too small
- Staff should explore the following:
  - Build a new City Hall, or
  - Lease pre-existing office space to serve as a new City Hall

Mr. Kirshner explained that the City hired Group 4 Architecture to explore whether certain parking lots that the City owns in Downtown Burlingame could serve as the site for a new City Hall. He stated that with Group 4's assistance, the City Hall Ad-Hoc Subcommittee reviewed the feasibility of building a new City Hall on the following lots:

- Lot J
- Lot W
- Existing City Hall site

He noted that other parking lots were deemed not feasible.

Mr. Kirshner discussed the potential of using Lot J as a future site for City Hall:

- 46,600 square feet plus 22 parking spaces if City Hall and parking are only on Lot J
- Lot J does not have enough space for a parking garage
- Cost would be \$73.8 million
- Building a parking garage on Lot W to supplement Lot J would increase the cost to \$94.8 million

Mr. Kirshner discussed the potential of using Lot W as a future site for City Hall:

- 42,000 square feet plus 42 parking spaces
- Underground parking on Lot W is extremely expensive, and Lot J does not allow for an efficient parking garage to supplement a City Hall on Lot W
- Cost would be \$73.4 million

Mr. Kirshner discussed the potential of using the existing City Hall site:

- 43,600 square feet plus 114 parking spaces
- Need to relocate staff temporarily, which increases cost
- Cost would be \$90 million
- There may be additional costs associated with demolition of existing City Hall

Mr. Kirshner reviewed the challenges with building a new City Hall

- Costs range from \$73.4 million to \$90 million
- At the low end of the price range, there will not be enough parking for residents and staff
- Does not include any office space or residential units that the City can lease out

He explained that as a result of these challenges, the City pivoted to reviewing existing commercial real estate with the help of CBRE as a broker.

Mr. Kirshner reviewed the existing commercial real estate in the City:

- There is existing office space throughout Burlingame that could serve as the new City Hall
- The commercial real estate market is depressed (20% to 40% below historic averages)
- This could present a unique opportunity to support a struggling industry, while meeting the City's needs
  - Saves significant taxpayer money compared to building a new City Hall
- Potential drawbacks:
  - Location (need to move where there is availability)
  - Existing real estate may not immediately look like "City Hall"

Mr. Kirshner reviewed the factors the ad-hoc subcommittee needed to consider for a new City Hall:

- The City does not have cash on hand to purchase outright, so looking for leases with ability to purchase later (similar to SamTrans new headquarters)
- The City is considering factors such as:
  - Cost
  - Location
  - Accessibility to the public
  - Public meeting spaces
  - Condition of building
  - Room to accommodate staff growth
  - Potential for revenue

Mr. Kirshner stated that as CBRE reviews available properties, staff will continue to update the City Hall Ad-hoc Subcommittee and the City Council. He noted that any decision to lease and/or purchase a building must be approved by the City Council at a public meeting.

Councilmember Brownrigg asked if the City considered locations other than downtown to build a new City Hall. City Manager Goldman replied that the City owns property in the downtown area, which is why this was considered. She added that if the City purchased property in another location, they would most likely need to tear down the existing structure, which would add to the cost.

Mayor Colson opened the item up for public comment.

Tony Paul discussed adding stories to the current City Hall.

City Manager Goldman stated that while that gets the City more space, it doesn't solve all the other challenges that the current building has, which would drastically increase the cost.

Mayor Colson closed public comment.

Mayor Colson thanked staff for the continued update.

## **8. PUBLIC COMMENTS**

JoAnneh Nagler spoke about the importance of voting and participating in elections.

## **9. APPROVAL OF CONSENT CALENDAR**

Mayor Colson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Brownrigg pulled 9b.

Councilmember Lee made a motion to approve items 9a, 9c, 9d, 9e, 9f, and 9g; seconded by Vice Mayor Stevenson. The motion passed unanimously by roll call vote, 5-0.

- a. **ADOPTION OF AN ORDINANCE REPEALING AND REPLACING CHAPTER 18.30 OF TITLE 18 OF THE BURLINGAME MUNICIPAL CODE TO ADOPT LOCAL AMENDMENTS TO PART 11 OF THE STATE BUILDING CODE AND CREATING A NEW CHAPTER 18.31 OF TITLE 18 OF THE BURLINGAME MUNICIPAL CODE TO ADOPT LOCAL AMENDMENTS TO PART 6 OF THE STATE ENERGY CODE (CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378, 15061(b)(3))**

Sustainability Program Manager requested Council adopt Ordinance Number 2032.

- b. **ADOPTION OF RESOLUTIONS APPROVING PROFESSIONAL SERVICES AGREEMENTS WITH CSG CONSULTANTS, INC. AND GHIRARDELLI ASSOCIATES FOR CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR PRIVATE DEVELOPMENT PROJECTS IN THE AMOUNT OF \$1,000,000 FOR EACH FIRM**

Councilmember Brownrigg stated that he noticed that some of the developers chose the more discounted impact fee, which requires the developers to make certain commitments to labor and wage rates. He discussed the importance of ensuring that those developers comply with their commitment. DPW Murtuza replied in the affirmative and stated that he would work with the Community Development Department to ensure compliance.

Mayor Colson stated that the project at 1766 El Camino Real is not 60 units of housing as described but rather 311 units of housing.

Mayor Colson opened the item up for public comment. No one spoke.

Councilmember Brownrigg made a motion to adopt Resolution Number 131-2024 and Resolution Number 132-2024; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

- c. **ADOPTION OF A RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING WITH THE SAN MATEO COUNTY FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT (ONESHORELINE) FOR THE BURLINGAME SHORELINE PROTECTION PROJECT SCOPING FUNDED BY THE FY 20 BUILDING RESILIENT INFRASTRUCTURE AND COMMUNITIES GRANT PROGRAM AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE MOU**

DPW Murtuza requested Council adopt Resolution Number 133-2024.

- d. **ADOPTION OF RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH WATER RESOURCES ENGINEERING, INC., IN THE AMOUNT OF \$860,910, FOR THE RECYCLED WATER AND TREATED WASTEWATER DISCHARGE REDUCTION PROJECT, CITY PROJECT NO. 87050, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

DPW Murtuza requested Council adopt Resolution Number 134-2024.

- e. **ADOPTION OF A RESOLUTION ACCEPTING GRANT FUNDS FROM THE CALIFORNIA DEPARTMENT OF JUSTICE'S TOBACCO GRANT PROGRAM AND AMENDING THE POLICE DEPARTMENT'S STATE GRANT FUND BUDGET FOR FISCAL YEAR 2024-25 BY \$86,639**

Police Chief Matteucci requested Council adopt Resolution Number 135-2024.

- f. **AUTHORIZATION TO APPLY FOR CITY THREAD'S ACCELERATED MOBILITY PLAYBOOK TECHNICAL ASSISTANCE GRANT**

City Manager Goldman requested Council authorization to apply for City Thread's Accelerated Mobility Playbook Technical Assistance Grant.

- g. **APPROVAL OF OUT-OF-STATE TRAVEL FOR A PARKS AND RECREATION COORDINATOR TO ATTEND THE AMERICAN CAMP ASSOCIATION ANNUAL CONFERENCE**

Parks and Recreation Director Glomstad requested Council approval of out-of-state travel for a Parks and Recreation Coordinator to attend the American Camp Association Annual Conference.

## 10. **PUBLIC HEARINGS**

- a. **INTRODUCTION OF AN ORDINANCE AMENDING CHAPTER 13.36.040 OF THE BURLINGAME MUNICIPAL CODE TO ESTABLISH A TWO-HOUR PARKING RESTRICTION ON THE EAST SIDE OF CALIFORNIA DRIVE BETWEEN CARMELITA AVENUE AND 300 FEET SOUTH OF CARMELITA AVENUE; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378, 15061(b)(3)**

Senior Engineer Andrew Wong stated that the proposed ordinance focuses on the east side of California Drive between Carmelita Avenue and Sanchez Drive. He explained that this stretch includes a total of 18 parking spaces.

Mr. Wong stated that businesses expressed an interest in creating short-term parking along this stretch. Therefore, staff held a Special Meeting of the Traffic, Safety and Parking Commission on September 26 to obtain community feedback. He noted that at this meeting, staff presented four options to the Commission and public:

- 2-hour parking restriction
- 4-hour parking restriction
- No change
- Hybrid option with a combination of 2-hour parking and all-day parking

Mr. Wong stated that TSPC recommended the hybrid option, with ten 2-hour spaces and the remaining eight spaces being all-day parking spaces.

Mayor Colson opened the public hearing.

Mark Hudak voiced his support for the proposed ordinance.

Mike voiced concern that 2-hour parking restrictions might negatively affect some of the merchants in the area. He asked that the Council instead approve 4-hour parking restrictions.

Mayor Colson closed the public hearing.

Councilmember Lee thanked staff for outreaching to all the businesses in the area and conducting a survey. She explained that as a result of the survey, she felt comfortable with the recommendation.

Councilmember Brownrigg thanked TSPC for reviewing this item.

Councilmember Pappajohn made a motion to bring back the proposed ordinance for a second reading and adoption; seconded by Councilmember Lee. The motion passed unanimously by roll call vote, 5-0.

**b. INTRODUCTION OF AN ORDINANCE AMENDING SECTION 8.18.040 OF TITLE 8 OF THE BURLINGAME MUNICIPAL CODE TO MAKE PERMANENT A PREVIOUSLY TEMPORARY BAN ON SMOKING IN THE BROADWAY AND DOWNTOWN BURLINGAME PEDESTRIAN RETAIL DISTRICTS (CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTION 15378 AND 15061(b)(3))**

City Attorney Guina explained that in 2023, the City Council adopted temporary smoking bans in the Burlingame Avenue Business District and in the Broadway Business District. He stated that the proposed ordinance would make these bans permanent.

Mayor Colson opened the public hearing.

John Kevranian voiced his support for the permanent ban. (Comment submitted via [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org)).

Tricia Barr voiced her support for the permanent ban. (Comment submitted via [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org)).

Mayor Colson closed the public hearing.

Councilmember Brownrigg made a motion to bring back the proposed ordinance for a second reading and adoption; seconded by Vice Mayor Stevenson. The motion passed unanimously by roll call vote, 5-0.

**11. STAFF REPORTS AND COMMUNICATIONS**

There were no staff reports.

**12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS**

Council reviewed their committee appointments.

**13. FUTURE AGENDA ITEMS**

There were no future agenda items.

**14. ACKNOWLEDGMENTS**

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks & Recreation Commission, and Library Board of Trustees are available online at [www.burlingame.org](http://www.burlingame.org).

**15. ADJOURNMENT**

Mayor Colson adjourned the meeting at 8:17 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk