



**BURLINGAME CITY COUNCIL
Unapproved Meeting Minutes
Regular City Council Meeting on February 2, 2026**

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 Jen Faber.

3. ROLL CALL

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

MEMBERS ABSENT: None

**Councilmember Stevenson appeared at the meeting remotely from Chalet Tacito House Niseko, Abuta District, Hokkaido 048-1511. The location was posted on the agenda.*

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There were no requests.

5. REPORT OUT FROM CLOSED SESSION

There was no closed session.

6. UPCOMING EVENTS

Mayor Brownrigg reviewed upcoming events in the city.

7. PRESENTATIONS

a. FUTURE VOTER AND I VOTED STICKER CONTEST ANNOUNCEMENT

City Clerk Hassel-Shearer introduced her administrative assistant, Isabelle Huang, to give the City Council an update on the City's "I Voted" sticker contest.

Ms. Huang stated that this year, the City is hosting an "I Voted" sticker contest and a "Future Voter" sticker contest. She noted that the "I Voted" contest is open to individuals 18 and under who live in Burlingame or Hillsborough. The "Future Voter" contest is open to individuals 19 and older who live in Burlingame or Hillsborough. She explained that Burlingame was the first city in the County to host an "I Voted" sticker contest but that there is a growing momentum of cities that have followed.

Ms. Huang stated that the goal of these contests is to get young people excited about voting and to encourage adults to think about how to inspire future voters.

Councilmember Colson thanked Ms. Huang for her hard work on this initiative and expressed excitement about the contests.

Councilmember Stevenson thanked Ms. Huang and praised the project's goal of reinvigorating civics and democracy among the youth. He suggested working with the Youth Advisory Committee.

Councilmember Thayer thanked Ms. Huang and asked for some flyers so that she could post about the contests on Broadway.

Mayor Brownrigg discussed his love of the "I Voted" sticker contests from the past and suggested working with the library to promote the contests.

Mayor Brownrigg opened public comment. No one spoke.

8. PUBLIC COMMENTS

There were none.

9. APPROVAL OF CONSENT CALENDAR

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

Councilmember Stevenson made a motion to adopt items 9a, 9b, 9d, 9e, 9f, 9g, 9h, and 9i from the Consent Calendar; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

a. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JANUARY 20, 2026 CLOSED SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the January 20, 2026 Closed Session.

b. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JANUARY 20, 2026 STUDY SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the January 20, 2026 Study Session.

c. **APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JANUARY 20, 2026 REGULAR CITY COUNCIL MEETING**

Councilmember Thayer noted that a remark on page four about the City's Age-Friendly Plan was attributed to her but was actually made by Councilmember Colson. City Clerk Hassel-Shearer replied that she would correct that and her mistake of referring to the Mayor as Mayor Stevenson and not Mayor Brownrigg.

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

Vice Mayor Pappajohn made a motion to approve the City Council Meeting Minutes for the January 20, 2026 Regular City Council Meeting; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

d. **SECOND READING AND ADOPTION OF AN ORDINANCE AMENDING CHAPTER 6.54 "BURLINGAME AVENUE AREA BUSINESS IMPROVEMENT DISTRICT" TO ADJUST THE FISCAL YEAR OF THE BURLINGAME AVENUE AREA BUSINESS IMPROVEMENT DISTRICT FROM OCTOBER 1 – SEPTEMBER 30 TO JULY 1 – JUNE 30; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378, 15601(b)(3)**

Finance Director Yu-Scott requested Council adopt Ordinance Number 2045.

e. **ADOPTION OF A RESOLUTION ACCEPTING THE SISTERS OF MERCY PUMP STATION REPLACEMENT PROJECT, CITY PROJECT NO. 86290, BY PUMP REPAIR SERVICE COMPANY, INC. IN THE AMOUNT OF \$318,016**

DPW Lamm requested Council adopt Resolution Number 006-2026.

f. **ADOPTION OF A RESOLUTION AWARDED A \$402,262.26 CONSTRUCTION CONTRACT FOR TK ELEVATOR CORPORATION FOR THE LIBRARY PUBLIC ELEVATOR MODERNIZATION PROJECT, CITY PROJECT NO. 87290, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT**

DPW Lamm requested Council adopt Resolution Number 007-2026.

- g. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH GROUP 4 ARCHITECTURE TO PROVIDE ARCHITECTURAL AND RELATED SERVICES FOR THE CONCEPTUAL DESIGN OF PLANNED UTILITIES AND THE SCHEMATIC DESIGN FOR PHASE 1 IMPROVEMENTS FOR THE PARKS DIVISION CORPORATION YARD FOR \$397,800, CITY PROJECT NO. 85340; TRANSFERRING \$140,000 FROM THE GENERAL FUND UNASSIGNED FUND BALANCE TO THE CAPITAL IMPROVEMENT FUND; AND APPROPRIATING \$140,000 WITHIN THE CAPITAL IMPROVEMENT FOR CITY PROJECT 85340**

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 008-2026.

- h. ADOPTION OF A RESOLUTION SELECTING SWINERTON BUILDERS, WITH A BASE BID OF \$3,714,000 AND ADD ALTERNATE OF \$985,055, AS THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER FOR THE BURLINGAME CITY HALL TENANT IMPROVEMENT PROJECT AT 1440 CHAPIN AVENUE**

City Manager Goldman requested Council adopt Resolution Number 009-2026.

- i. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT WITH GODBE RESEARCH TO CONDUCT A TRANSIENT OCCUPANCY TAX BALLOT MEASURE FEASIBILITY POLL**

City Manager Goldman requested Council adopt Resolution Number 010-2026.

10. PUBLIC HEARINGS

There were no public hearings.

11. STAFF REPORTS AND COMMUNICATIONS

- a. CONSIDERATION OF TWO APPOINTMENTS TO THE STORM DRAIN CITIZENS' OVERSIGHT COMMITTEE**

City Manager Goldman stated that there are two vacancies on the Storm Drain Citizens' Oversight Committee due to the expiring terms of Committee members Michael Barber and Eric Klein. She explained that the vacancies were publicized, and the City received three applications as of the extended deadline of Friday, December 19, 2025. The City Council interviewed Michael Barber, John Kendall, and John Allan.

Councilmember Colson asked how many members serve on the committee and how many more years will this committee exist. DPW Lamm stated that there are three members on the committee and that the committee will be disbanded in accordance with the City ordinance in 2038.

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

The Councilmembers filled out their ballots and City Clerk Hassel-Shearer read the results.

Congratulations to Michael Barber and John Allen.

b. DISCUSSION OF SELECTION PROCESS FOR THE BAYFRONT SPECIFIC PLAN COMMUNITY ADVISORY COMMITTEE

CDD Zayer stated that at the December 1, 2025, City Council Meeting, the Council approved a professional services agreement with Raimi & Associates to serve as the lead consultant for the Bayfront Specific Plan. She explained that the Bayfront Specific Plan will establish a long-term vision for the next ten to 20 years for the area and guide future development. She added that it will provide more precise direction than a general plan by establishing regulations, development standards, and requirements for land use, infrastructure, and public improvements.

CDD Zayer stated that the process of preparing the Bayfront Specific Plan is structured into four key phases with community engagement integrated at major milestones throughout the process. The four phases are:

1. Background and Existing Conditions Analysis: This phase has begun and will result in a series of reports covering existing conditions and analysis of opportunities and weaknesses in the Plan area to be used to develop materials to help guide discussions.
2. Alternatives and Analysis: This phase of work will explore the goals and long-term vision of the project in collaboration with the community, stakeholders, and decision makers. This phase will be where the majority of the community discussions will occur, and key topics and issues will be resolved.
3. Plan Preparation: This phase of work will begin with summarizing the direction from the City Council into an outline of the preferred plan elements. Following confirmation of the plan elements, the team will develop the Bayfront Specific Plan.
4. Environmental Analysis (CEQA): An Environmental Impact Report (“EIR”) is anticipated for this project that will tier from the 2019 General Plan EIR. An EIR can take between nine to 12 months to prepare, which accounts for a significant part of the project schedule, and begins after the Alternatives and Analysis phase is complete.

CDD Zayer explained that the next step is to create a Community Advisory Committee composed of key stakeholders, property owners, and community members that will meet to discuss key topics and be a sounding board for ideas and input with staff and the consultant team. She stated that staff is looking for each Councilmember to nominate up to six people from which staff would propose a ten to 15 member committee.

CDD Zayer requested that within each Councilmember's nominees are a Planning Commissioner, Traffic, Safety and Parking Commissioner, and a Parks and Recreation Commission. She asked that Council send her their nominees by February 9.

Councilmember Colson discussed her concerns about selecting Commissioners and having the Councilmembers reach out to different members. She suggested a more centralized process by delegating the responsibility of choosing Commissioners for the committee to the Mayor and Vice Mayor.

The Council voiced support for Councilmember Colson's suggestion.

Mayor Brownrigg asked about the timeline for the Bayfront Specific Plan. CDD Zayer replied that it would take approximately two to three years.

Mayor Brownrigg stated that previously the thought of housing on the Bayfront was taboo. However, he stated that opinions had softened. He noted that any decision to allow housing on the Bayfront would have significant consequences including school impacts and infrastructure demands. He stated that he thought the project schedule should target a decision on whether to allow or disallow residential uses by mid-next year, so that the second half of the year can focus on analyzing and planning for the implications.

Mayor Brownrigg opened the item up for public comment.

Jen Faber suggested that the Community Advisory Committee include representation from the school districts.

CDD Zayer stated that staff anticipates key stakeholder meetings with entities such as the school districts to discuss impacts such as enrollment, potential new schools, and service needs. She added that school representatives will be engaged as technical stakeholders at appropriate points in the process.

Mayor Brownrigg closed public comment.

Councilmember Stevenson asked whether discussions about school and district capacity should occur within the technical track. CDD Zayer replied in the affirmative.

The Council further discussed the nominee process.

Mayor Brownrigg stated that the Council had reached a consensus to each nominate three to five individuals and send the names directly to CDD Zayer.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers reported on their various committees and activities.

13. FUTURE AGENDA ITEMS

There were none.

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.

15. ADJOURNMENT

Mayor Brownrigg adjourned the meeting at 7:52 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk