



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, November 10, 2025

7:00 PM

Council Chambers/Zoom

- a. Tentative and Final Parcel Map for Lot Subdivision, Major Design Review, Hillside Area Construction Permit and Special Permits at 1385 Hillside Circle - Lots 1, 2 and 3 (Project No. DSR24-0023, DSR24-0024, and DSR24-0025)

Application for Tentative and Final Parcel Map for Lot Subdivision, Major Design Review, Hillside Area Construction Permit, and Special Permits for declining height envelope and attached garage to construct one new single-unit dwelling and attached garage on each of the three newly created lots in the R-1 (Low Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, recommend the City Council approve a Tentative and Final Parcel Map to subdivide the existing parcel into three lots and, by resolution, approve Major Design Review, Hillside Area Construction Permit and Special Permits to construct a two-story single-unit dwelling on each of the three newly created lots, 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: Catherine Keylon, Senior Planner

Applicant and Designer: James Chu; Chu Design Associates, Inc.
Property Owners: Sherman Chiu and Jen Ngo

Attachments: [1385 Hillside Cir - Staff Report](#)
[1385 Hillside Cir - Area Map](#)
[1385 Hillside Cir - Arborist Report](#)
[1385 Hillside Cir - Public Works Dept Memorandum](#)
[1385 Hillside Cir - Public Comment Emails](#)
[1385 Hillside Cir - CEQA Memorandum](#)
[1385 Hillside Cir - CEQA Appendices](#)
[1385 Hillside Cir - Map Resolution](#)
[1385 Hillside Cir - Proposed Tentative and Final Map](#)
[1385 Hillside Cir - Entitlements Resolution](#)
[1385 Hillside Cir - Renderings](#)
[1385 Hillside Cir - Lot 1 - Previous Plans](#)
[1385 Hillside Cir - Lot 1 - Proposed Plans](#)
[1385 Hillside Cir - Lot 2 - Previous Plans](#)
[1385 Hillside Cir - Lot 2 - Proposed Plans](#)
[1385 Hillside Cir - Lot 3 - Previous Plans](#)
[1385 Hillside Cir - Lot 3 - Proposed Plans](#)

Vice Chair Shores was recused from this item for business reasons.

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Mark Haesloop

James Chu, Architect

Members of Public: Yoganathan Family, Summit Drive

Eagal Moradzadeh, 2109 Summit Drive

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Tse, to recommend the City Council approve the Tentative and Final Parcel Map to subdivide the existing parcel into three parcels, per Resolution 2025-11.10-7A-1.

The motion carried by the following vote:

Yes: 5 – Horan, Lowenthal, Pfaff, Schmid, and Tse

Recused: 1 - Shores

Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-11.10-7A-2 for Lot 1 and Lot 2, as presented with the following added condition:

> Prior to issuance of a building permit, the applicant shall coordinate with the Parks Superintendent/City Arborist to revise the landscape plans to include taller and faster growing

evergreen tree species at the rear of the property on Lot 1 and Lot 2, chosen from the Official Street Tree List for planting areas six feet wide and over or other tree species recommended by the Parks Superintendent/City Arborist.

The motion included placing the item for Lot 3 on the Consent Calendar with the following direction to the applicant:

- > Coordinate with the Parks Superintendent/City Arborist to revise the landscape plans to include taller and faster growing evergreen tree species at the rear of the property.
- > For Lot 3, incorporate a sloped roof across the width of the house on the Hillside Circle side; the sloped roof doesn't need to be over the entire house, just over approximately the first one-third, with a flat roof over the remainder of the house.
- > For Lot 3, address the width of the stairs off Easton Drive and provide a solution for a gate across the stairs.

The motion carried by the following vote:

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

Recused: 1 - Shores