



City of Burlingame PLANNING COMMISSION AGENDA

**MONDAY, NOVEMBER 10, 2025 AT 7:00 PM
COUNCIL CHAMBERS/ZOOM**

PLANNING COMMISSIONERS:

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

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: 895 6234 8654

Passcode: 029827

To access the meeting by phone:

Dial 1-669-444-9171

Meeting ID: 895 6234 8654

Passcode: 029827

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. REQUEST FOR AB 2449 REMOTE PARTICIPATION

Announcements/consideration and approval of requests by Planning Commissioners to participate remotely pursuant to AB 2449 (Government Code Section 54943(f)).

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 October 27, 2025 Planning Commission Meeting Minutes

Attachments: [Draft October 27, 2025 Planning Commission Meeting Minutes](#)

b. Conditional Use Permit at 1525 Rollins Road, Suite B (Project No. CUP25-0002)

Application for Conditional Use Permit for a religious assembly facility use in an existing commercial building 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: Pastor Eglai DeAlmeida
Architect: Gary Diebel, Diebel and Company | Architects
Property Owner: Stephanie Messina

Attachments: [1525 Rollins Rd, Ste B - Staff Report](#)
 [1525 Rollins Rd, Ste B - Area Map](#)
 [1525 Rollins Rd, Ste B - Project Description](#)
 [1525 Rollins Rd, Ste B - Resolution](#)
 [1525 Rollins Rd, Ste B - Proposed Plans](#)

7. ACTION ITEMS (PUBLIC HEARING)

- 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](#)

8. STUDY SESSION (PUBLIC HEARING)

a. Major Design Review at 1406 Drake Avenue (Project No. DSR25-0015)

Application for Major Design Review for a new two-story, single-unit dwelling with an attached garage in the R-1 (Low Density Residential) zoning district.

Staff: Emma Goldsmith, Associate Planner

Applicant: Richard Sargent, Sargent Development
Architect: James Chu, Chu Design Associates, Inc.
Property Owners: Amitabh and Karuna Chibber

Attachments: [1406 Drake Ave - Staff Report](#)
 [1406 Drake Ave - Area Map](#)
 [1406 Drake Ave - Public Comment Email](#)
 [1406 Drake Ave - Arborist Report](#)
 [1406 Drake Ave - Renderings](#)
 [1406 Drake Ave - Proposed Plans](#)

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 November 10, 2025. If the Planning Commission's action has not been appealed or called up for review by the Council by 5:00 p.m. on November 20, 2025, 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.