



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Agenda Planning Commission

---

Monday, January 27, 2025

7:00 PM

Council Chambers/Online

---

### **To Attend the Meeting in Person:**

*Location: 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](http://www.zoom.us/join)*

*Meeting ID: 835 2750 5047*

*Passcode: 461850*

*To access the meeting by phone:*

*Dial 1-669-444-9171*

*Meeting ID: 835 2750 5047*

*Passcode: 461850*

*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](mailto: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 provision 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](mailto: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

*The public is permitted to speak on items that are listed under the Consent Calendar, Commissioner's Reports, Director Reports, Requests for Future Agenda Items, new items, or items not on the agenda. Public comments for scheduled agenda items should wait until that item is heard by the Planning Commission.*

*Persons are required to limit their remarks to three (3) minutes unless an extension of time is granted by the Chair. 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 considered to be routine. They 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 January 13, 2025 Planning Commission Meeting Minutes

Attachments: [Draft January 13, 2025 Planning Commission Meeting Minutes](#)

#### b. Major Design Review and Special Permit at 723 Acacia Drive (Project No. DSR23-0028)

Application for Major Design Review and Special Permit for height for a second story addition to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Recommendation: That 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: Catherine Keylon, Senior Planner

Applicants and Property Owners: Alex and Andrea Zider  
Architect: Nyhus Design Group, Eric Nyhus

Attachments: [723 Acacia Dr - Staff Report](#)  
[723 Acacia Dr - Area Map](#)  
[723 Acacia Dr - Arborist Report](#)  
[723 Acacia Dr - Resolution](#)  
[723 Acacia Dr - Proposed Plans](#)

## 7. ACTION ITEMS

a. Conditional Use Permit at 1210 Donnelly Avenue (Project No. CUP24-0003)

Application for Conditional Use Permit for a commercial recreation (small scale) use in an existing commercial building in the DAC (Donnelly Avenue Commercial) 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, Assistant Planner

Applicant: Lorene Pescareta

Property Owner: Brett Barron (Authorized Agent)

Attachments: [1210 Donnelly Ave - Staff Report](#)  
[1210 Donnelly Ave - Area Map](#)  
[1210 Donnelly Ave - Resolution](#)  
[1210 Donnelly Ave - Proposed Plans](#)

## 8. STUDY SESSION

a. Major Design Review, Variances, and Special Permits at 628 Vernon Way (Project No. DSR24-0016)

Application for Major Design Review, Variances for front and side setbacks, and Special Permits for plate height for a first and second story addition to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant and Architect: Mike Ma, MArch Design

Property Owner: Jason Ni

Attachments: [628 Vernon Way - Staff Report](#)  
[628 Vernon Way - Area Map](#)  
[628 Vernon Way - Proposed Plans](#)  
[628 Vernon Way - Renderings](#)  
[628 Vernon Way - Public Comments](#)

## 9. STAFF/COMMISSION REPORTS

*- Staff/Commission Communications*

## 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 Ruben Hurin, Planning Manager, by 10:00 a.m. on Monday, January 27, 2025 at [rhurin@burlingame.org](mailto:rhurin@burlingame.org) or 650-558-7256. 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 for inspection via [www.burlingame.org/planningcommission/agenda](http://www.burlingame.org/planningcommission/agenda) or by emailing the Planning Manager at [rhurin@burlingame.org](mailto:rhurin@burlingame.org). If you are unable to obtain information via the City's website or through email, contact the Planning Manager at 650-558-7256.*

*An action by the Planning Commission is appealable to the City Council within 10 days of the Planning Commission's action on January 27, 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 February 6, 2025, the action becomes final. In order to be effective, appeals must be in writing to the City Clerk and must be accompanied by an appeal fee of \$900.00, which includes noticing costs.*