



City of Burlingame PLANNING COMMISSION AGENDA

**TUESDAY, OCTOBER 14, 2025 AT 7:00 PM
BURLINGAME CITY HALL OR ZOOM MEETING**

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: 865 4956 4782

Passcode: 858343

To access the meeting by phone:

Dial 1-669-444-9171

Meeting ID: 865 4956 4782

Passcode: 858343

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. Draft September 22, 2025 Planning Commission Meeting Minutes

Attachments: [Draft September 22, 2025 Planning Commission Meeting Minutes](#)

b. Major Design Review at 739 Laurel Avenue (Project No. DSR25-0013)

Application for Major Design Review for a new, two-story single-unit dwelling and detached garage in the R-2 (Medium Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Major Design Review 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 Architect: Dreiling Terrones Architecture, Richard Terrones
Property Owner: Emily Christensen

Attachments: [739 Laurel Ave - Staff Report](#)
[739 Laurel Ave - Area Map](#)
[739 Laurel Ave - Arborist Report](#)
[739 Laurel Ave - Resolution](#)
[739 Laurel Ave - Proposed Plans](#)

7. ACTION ITEMS (PUBLIC HEARING)

- a. Amendment to Major Design Review at 1033 Cortez Avenue (Project No. AMEND25-0005)

Application for Amendment to Major Design Review for changes to a previously approved new, two-story single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Amendment to Major Design Review 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: Erika Lewit, Senior Planner

Applicant and Architect: Elaine Lee
Property Owner: VS Investments LLC

Attachments: [1033 Cortez Ave - Staff Report](#)
[1033 Cortez Ave - Area Map](#)
[1033 Cortez Ave - Resolution](#)
[1033 Cortez Ave - Proposed Plans](#)
[1033 Cortez Ave - Previously Approved Plans](#)

8. STUDY SESSION (PUBLIC HEARING)

- a. Conditional Use Permit for a large-scale commercial recreation use at 50 Broderick Road (Project No. CUP25-0001).

Application for Conditional Use Permit for a large-scale commercial recreation use (indoor ski instruction and training) in an existing commercial building in the RRMU (North Rollins Road Mixed-Use) zoning district.

Staff: Erika Lewit, Senior Planner

Architect: Eric Price

Applicant: Meng Yang, Metro Slopes LLC

Property Owner: MM50Brod LP

Attachments: [50 Broderick Rd - Staff Report](#)
 [50 Broderick Rd - Area Map](#)
 [50 Broderick Rd - Commercial Application](#)
 [50 Broderick Rd - 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 Tuesday, October 14, 2025. 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 October 14, 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 October 24, 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.