



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, January 13, 2025

7:00 PM

Council Chambers/Online

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### 1. CALL TO ORDER

*The meeting was called to order at 7:00 p.m. Staff in attendance: Planning Manager Ruben Hurin, Assistant Planner Fazia Ali, and Acting Assistant City Attorney Christie Crowl.*

### 2. ROLL CALL

**Present** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

### 3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

*There were no requests.*

### 4. REVIEW OF AGENDA

*There were no changes to the agenda.*

### 5. PUBLIC COMMENTS, NON-AGENDA

*There were no public comments on non-agenda items.*

### 6. CONSENT CALENDAR

#### a. Approval of October 15, 2024 Planning Commission Meeting Minutes

**Attachments:** [Draft October 15, 2024 Planning Commission Meeting Minutes](#)

**Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to approve the October 15, 2024 meeting minutes. The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

#### b. Approval of December 9, 2024 Planning Commission Meeting Minutes

**Attachments:** [Draft December 9, 2024 Planning Commission Meeting Minutes](#)

**Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to approve the December 9, 2024 meeting minutes. The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

### 7. ACTION ITEMS

#### a. Design Review, Variance, and Special Permits at 2319 Easton Drive (Project No.

DSR24-0019)

Application for Design Review, Variances for front setback, and Special Permits for building height and declining height envelope for second and third story additions to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Recommendation: Approve with conditions.

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: Erika Lewit, Senior Planner

Applicant and Designer: Alex Voldarsky

Property Owner: Jacob Chudnovsky

**Attachments:** [2319 Easton Dr - Staff Report](#)  
[2319 Easton Dr - Attachments](#)  
[2319 Easton Dr - Proposed Plans](#)  
[2319 Easton Dr - Previous Plans](#)

**SPEAKERS:**

*Staff: Fazia Ali, Assistant Planner*

*Applicant: Alex Voldarsky*

*Members of Public: None*

*Emails: None*

*Documents: PowerPoint by Staff*

*Ex-Parte Communication: None*

**Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-01.13-7A, as presented and subject to the conditions. The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

**b. Hillside Area Construction Permit at 1551 Los Montes Drive (Project No. HACP24-0007)**

Application for Hillside Area Construction Permit for a new detached pergola at the rear of an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Recommendation: Deny

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: 'Amelia Kolokihakaufisi, Associate Planner

Applicant and Designer: Yaniv Shmelzer, Vision to Completion  
Property Owners: Shan and Craig Hou

**Attachments:** [1551 Los Montes Dr - Staff Report](#)  
[1551 Los Montes Dr - Attachments](#)  
[1551 Los Montes Dr - Proposed Plans](#)

**SPEAKERS:**

*Staff: Ruben Hurin, Planning Manager*

*Applicant: Kris Salguero*

*Members of Public: Yi Zhou*

*Emails: None*

*Documents: PowerPoint by Staff*

*Ex-Parte Communication: Commissioner Tse noted that she met with the homeowner and got a tour of the backyard. She also noted that she was able to meet the homeowner at 1542 Los Altos Drive and got to see the impact on their view. Commissioner Pfaff noted that she was not able to visit the project site and only reviewed the pictures in the staff report.*

Commissioner Schmid made a motion, seconded by Commissioner Tse, to continue Project No. HACP24-0007 with the requirement that the applicant come back in two months after (1) working with the neighbor to move over or lower the pergola to not impact the view; (2) erecting story poles; (3) developing a solution with the neighbor; (4) removing the horizontal frames. The motion carried by the following vote:

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

**c. Conditional Use Permit at 1241-1251 Whitehorn Way (Project No. CUP24-0004)**

Application for a Conditional Use Permit for wholesale auto sales in an existing warehouse building in the I-I (Innovation Industrial) zoning district.

Recommendation: Approve with conditions.

CEQA Determination: This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301 of the CEQA Guidelines.

Staff: Catherine Keylon, Senior Planner

Applicant: Sailesh Mehra c/o Larry Solomon

Architect: Michael Nilmeyer, Nilmeyer/Nilmeyer

Property Owner: Paul Dumesnil

**Attachments:** [1241-1251 Whitehorn Way - Staff Report](#)  
[1241-1251 Whitehorn Way - Attachments](#)  
[1241-1251 Whitehorn Way - Proposed Plans](#)

**SPEAKERS:**

*Staff: Fazia Ali, Assistant Planner*

*Applicant: Sailesh Mehrah*

*Members of Public: None*

*Emails: None*

*Documents: PowerPoint by Staff*

*Ex-Parte Communication: None*

**Commissioner Schmid made a motion, seconded by Commissioner Comaroto, to approve Planning Commission Resolution 2025-01.13-7C with the following added condition:**

**6. that the Conditional Use Permit shall apply only to wholesale auto sales with a maximum of twelve (12) vehicles per year.**

**The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

**d. Master Sign Program at 1855-1881 Rollins Road (Project No. MSP24-0002)**

Application for Master Sign Program for a new projecting sign above the first story on a mixed-use residential building in the RRMU (North Rollins Road Mixed-Use) zoning district.

Recommendation: Approve with conditions.

CEQA Determination: This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15311(a) of the CEQA Guidelines.

Staff: Erika Lewit, Senior Planner

Applicant, Designer and Property Owner: Robert Eaves, The Hanover Company

**Attachments:** [1855-1881 Rollins Rd - Staff Report](#)

[1855-1881 Rollins Rd - Attachments](#)

[1855-1881 Rollins Rd - Proposed Plans](#)

**SPEAKERS:**

*Staff: Fazia Ali, Assistant Planner*

*Applicant: Kyle Staley*

*Members of Public: None*

*Emails: None*

*Documents: PowerPoint by Staff*

*Ex-Parte Communication: None*

**Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-01.13-7D as presented and subject to the conditions. The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

## **8. STUDY SESSION**

**a. Design Review, Variance, and Special Permit at 1661 Westmoor Road (Project No. DSR24-0017)**

Application for Design Review, Variance for front setback, and Special Permit for plate height for a new, single-unit dwelling and attached garage in the R-1 (Low Density Residential) zoning district.

Staff: Fazia Ali, Assistant Planner

Applicant and Architect: Wing Lee

Property Owner: Jeff Lue

**Attachments:** [1661 Westmoor Rd - Staff Report](#)  
[1661 Westmoor Rd - Attachments](#)  
[1661 Westmoor Rd - Proposed Plans](#)

**SPEAKERS:**

*Staff: Fazia Ali, Assistant Planner*

*Applicant: Wing Lee*

*Members of Public: Jeff Lue and Sydney Lue*

*Emails: None*

*Documents: PowerPoint by Staff*

*Ex-Parte Communication: None*

**Commissioner Schmid made a motion, seconded by Vice Chair Horan, to place the item on the Action Calendar when plans have been revised as follows:**

1. window at the front bedroom in regard to shape and size
2. house lacks detail and charm
3. concerned about siding design and material
4. concerned with lack of roof eaves
5. needs more detail to be consistent with neighborhood
6. concerned with verticality
7. concerned with tall forehead above garage door and front bedroom
8. add design aesthetic to improve curb appeal
9. garage is low and entry door is high, so take a look at that
10. concerned with massing at the front of the house
11. take a look at the roof above the front door
12. front door does not work with the style of house
13. add window openings
14. reduce plate height at the front of the house to 9 feet to comply
15. bring roof above the front bedroom down to align with the roof above front entry
16. add articulation above the garage door
17. consider larger fascia boards
18. look at landscaping at the front of house to reduce verticality
19. include skylights on building elevations
20. include details for windows and window trim
21. add exterior lighting and gutters and exterior details
22. consider a modern stucco finish
23. concerned about bringing siding down to the ground level

**The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

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

Application for 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.

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 - Attachments](#)

[723 Acacia Dr - Proposed Plans](#)

**SPEAKERS:**

Staff: Fazia Ali, Assistant Planner

Architect: Eric Nyhus

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

**Commissioner Schmid made a motion, seconded by Commissioner Tse, to place the item on the Consent Calendar. The motion carried by the following vote:**

**Aye:** 7 - Comaroto, Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

**9. STAFF/COMMISSION REPORTS**

*Planning Manager Hurin noted that at their meeting on December 16, 2024, the City Council adopted the ADU Ordinance Update and Tree Ordinance Update.*

**10. ADJOURNMENT**

*The meeting was adjourned at 9:11 p.m.*