



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda Planning Commission

Monday, November 25, 2024

7:00 PM

Council Chambers/Online

Consistent with Government Code Section 54953, this Planning Commission Meeting will be held in person and virtually via Zoom.

To maximize public safety while still maintaining transparency and public access, members of the public can observe the meeting virtually or attend the meeting in person. Below is information on how the public may observe and participate in the meeting.

To Attend the Meeting in Person:

Location: Council Chambers, 501 Primrose Road, Burlingame, California 94010

To Attend the Meeting via Zoom:

To access the meeting by computer:

Go to www.zoom.us/join

Meeting ID: 813 2063 5948

Passcode: 049704

To access the meeting by phone:

Dial 1-669-444-9171

Meeting ID: 813 2063 5948

Passcode: 049704

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 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 to be read aloud during the public comment period 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. The length of the comment should be commensurate with the three minutes customarily allowed for verbal comments which is approximately 250-300 words. To ensure that your comment is received and read to the Planning Commission for the appropriate agenda item, please submit your email no later than 5:00 p.m. on November 25, 2024. The City will make every effort to read emails received after that time but cannot guarantee such emails will be read into the record. Any emails received after the 5:00 p.m. deadline which are not read into the record will be provided to the Planning Commission after the meeting.

1. CALL TO ORDER - 7:00 p.m. - Council Chambers/Online**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. APPROVAL OF MINUTES**a. Draft October 15, 2024 Planning Commission Meeting Minutes**

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

b. Draft November 12, 2024 Planning Commission Meeting Minutes

Attachments: [Draft November 12, 2024 Planning Commission Meeting Minutes](#)

5. APPROVAL OF AGENDA**6. 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.

7. STUDY ITEMS

There are no Study Items.

8. CONSENT CALENDAR

There are no Consent Calendar Items.

9. REGULAR ACTION ITEMS

- a. Consideration of City of Burlingame Municipal Code Text Amendments to Title 25 (Zoning) Related to Accessory Dwelling Units Including Amendments to Chapter 25.40 (Parking Regulations), Chapter 25.48 (Standards for Specific Land Uses and Activities), Chapter 25.60 (General Provisions), Chapter 25.88 (Permit Implementation, Extensions, Modifications, and Revocations), Chapter 25.98 (Appeals and Calls for Review), and Chapter 25.100 (Public Hearings and Notice). The proposed amendments are Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15282 (h) of the CEQA Guidelines. Staff Contact: Ruben Hurin

Attachments: [Staff Report](#)
 [Amendments to Title 25 - clean version](#)
 [Amendments to Title 25 - redline version](#)
 [Resolution](#)

- b. Proposed Rules of Procedure of the Planning Commission

Attachments: [Staff Report](#)
 [Current Rules of Procedure](#)
 [Proposed Rules of Procedure](#)

10. DESIGN REVIEW STUDY ITEMS

There are no Design Review Study Items.

11. COMMISSIONER'S REPORTS

12. DIRECTOR REPORTS

- *Commission Communications*
- *City Council regular meeting of November 18, 2024*

13. FUTURE AGENDA ITEMS

14. 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, November 25, 2024 at 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 or by emailing the Planning Manager at 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 November 25, 2024. If the Planning Commission's action has not been appealed or called up for review by the Council by 5:00 p.m. on December 5, 2024, 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.