



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Agenda City Council

Sunday, July 13, 2025

7:00 PM

Applebees informal

TEST MEETING AMERICA

Note: Public comment is permitted on all action items as noted on the agenda below and in the non-agenda public comment provided for in item 7.

Speakers are asked to fill out a "request to speak" card located on the table by the door and hand it to staff, although the provision of a name, address or other identifying information is optional. Speakers are limited to three minutes each; the Mayor may adjust the time limit in light of the number of anticipated speakers.

All votes are unanimous unless separately noted for the record.

1. CALL TO ORDER - 7:00 p.m. - Council Chambers

2. PLEDGE OF ALLEGIANCE TO THE FLAG

Celebration of 4th of July

Moment of Silence

3. ROLL CALL

4. REPORT OUT FROM CLOSED SESSION

5. UPCOMING EVENTS

6. PRESENTATIONS

7. PUBLIC COMMENTS, NON-AGENDA

Members of the public may speak about any item not on the agenda. Members of the public wishing to suggest an item for a future Council agenda may do so during this public comment period. The Ralph M. Brown Act (the State local agency open meeting law) prohibits the City Council from acting on any matter that is not on the agenda.

8. APPROVAL OF CONSENT CALENDAR

Consent calendar items are usually approved in a single motion, unless pulled for separate discussion. Any member of the public wishing to comment on an item listed here may do so by submitting a speaker slip for that item in advance of the Council's consideration of the consent calendar.

- a. Approval of Minutes from the May 12 meeting

Attachments: [Capuchino 1236 - 3.31.23 - Letter](#)

- b. Resolution to approve building a new city hall building with robots and AI.

Attachments: [Staff Report Burlingame Example](#)

9. PUBLIC HEARINGS (Public Comment)

10. STAFF REPORTS AND COMMUNICATIONS (Public Comment)

11. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

Councilmembers report on committees and activities and make announcements.

12. FUTURE AGENDA ITEMS

13. ACKNOWLEDGMENTS

The agendas, packets, and meeting minutes for the Planning Commission, Traffic Safety and Parking Commission, Beautification Commission, Parks and Recreation Commission, and the Library Board of Trustees are available online at www.burlingame.org.

14. ADJOURNMENT

Notice: Any attendees who require assistance, a disability related modification, or language assistance in order to participate in the meeting should contact Meaghan Hassel-Shearer, City Clerk by 10:00 a.m. on [DATE] at (650) 558-7203 or at mhasselshearer@burlingame.org. Any individual who wishes to request an alternate format for the agenda, meeting notice, or other writings that are distributed at the meeting should contact Meaghan Hassel-Shearer, City Clerk, by 10:00 a.m. on [DATE] at (650) 558-7203 or at mhasselshearer@burlingame.org.

Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to the meeting, the materials related to it, and your ability to comment.

NEXT CITY COUNCIL MEETING
Regular City Council Meeting on [DATE]
VIEW REGULAR COUNCIL MEETING ONLINE
www.burlingame.org/video

Any writings or documents provided to a majority of the City Council regarding any item on this agenda will be made available for public inspection via www.burlingame.org or by emailing City Clerk Meaghan Hassel-Shearer at mhasselshearer@burlingame.org. If you are unable to obtain information via the City's website or through email contact the City Clerk at (650) 558-7203.



City of Burlingame

Parks & Recreation Department

850 Burlingame Ave., Burlingame, CA 94010
phone: (650) 558-7330 • parksadmin@burlingame.org



March 31, 2023

Jay Cabrera
1236 Capuchino Ave
Burlingame, CA 94010

RE: Private Tree Removal Application – 1236 Capuchino Ave

The application for the removal of the (3) Acacia groups has been reviewed. These trees are poorly located on a property line. They are damaging a fence and are touching neighboring roof lines despite pruning efforts. Evidence of topping exists. Many are multi-stem and show evidence of decay.

Therefore, I am approving removal of these trees based on the criteria in Chapter 11.06 of the Municipal Code, Urban Reforestation and Tree Protection Ordinance, section 11.06.060 which allows removal for the following reasons: (d) (1) the condition of the tree with respect to the proximity to existing or proposed structures, yards, driveway and other trees... and, (d)(7) the economic consequences and obligations of requiring a tree to remain.

Replacement with ONE 24-inch box standard size single stem landscape trees (no fruit, nut, Japanese Maple, or cypress) will be required to be planted anywhere on the private property as defined in Section 11.06.090. Replacement trees must have a mature height of over 15 feet.

Adjacent property owner(s) within 100 feet of the property listed above are also receiving notification of this decision. Appeals to this decision or any of its conditions or findings, must be filed in writing to our office by, **April 14, 2023** as provided in Section 11.06.080 of the *Urban Reforestation and Tree Protection Ordinance (Burlingame Municipal Code Chapter 11.06)*. The permit will be issued at the end of the workday on **April 14, 2023**, if no appeal has been received by that date.

Sincerely,

Richard Holtz (vf)

Richard Holtz
Park Supervisor
Certified Arborist WE-8393AM
RH/vf

CC: Adjacent Property Owners



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Parks & Recreation Department



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NOT OUR TREE...

TREES IN PRIVATE EASEMENT & ALLEYWAYS

Easements are defined as a recorded right or interest in the land that belongs to someone else and which entitles the holder to some use, privilege, or benefit out of or over said land (25.108.060).

Have you ever wondered who takes care of the trees in the easement areas in the City?

City policy identifies trees in City easements as private trees. Although City staff and public utility companies may access such easements to service existing utilities and for safety reasons, the trees in alleyways and easements between properties were not planted by the City and are not maintained or removed by the City. Property owners on either side of the alleyway or easement are generally responsible for the maintenance and/or removal of easement trees.

What if the private tree in the easement is of protected size?

Any easement or alleyway tree situated on privately owned property (as determined by the property deed) that has a trunk circumference of 48" or more, when measured 54" above the natural grade, is a "protected" tree. That means it needs a Protected Tree Removal Permit to remove and is subject to the provisions in Chapter 11.06 of the Burlingame Municipal Code, Urban Reforestation and Tree Protection Ordinance. You can find the permit on the City website at <https://burweblink.burlingame.org/Forms/treep permit>. If the tree is not of protected size, the property owner can remove the tree without a permit.

Did you know?

Public Works hires a contractor once a year to clean out the easements and remove debris, typically in May or June per the Municipal Code 11.08.010 Weed and Rubbish Deemed a Nuisance. The contractor removes trash and cuts the weeds and grass to clear the utilities and have a safe access path.

Who should I call if I have a question about easement trees or debris?

Questions regarding easement trees please contact the Parks Division at 650-558-7330 and If it is an easement debris-related question, contact Public Works at 650-558-7670.