



**BURLINGAME CITY COUNCIL  
Unapproved Minutes  
Regular City Council Meeting on May 5, 2025**

**1. CALL TO ORDER**

A duly noticed meeting of the Burlingame City Council was held on the above date in person and via Zoom at 7:04 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG**

The Pledge of Allegiance was led by CCFD Chief Pucci.

**3. ROLL CALL**

**MEMBERS PRESENT:** Brownrigg\*, Colson, Pappajohn, Stevenson, Thayer

**MEMBERS ABSENT:** None

*\* Vice Mayor Brownrigg appeared at the meeting remotely from Club Quarters Hotel White House, 839 17<sup>th</sup> Street NW, Washington, D.C. 20006.*

**4. REQUEST FOR AB 2249 REMOTE PARTICIPATION**

There was no request.

**5. REPORT OUT FROM CLOSED SESSION**

- a. **CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(1)**  
**ETZEL WILLIAMS, III ET AL. V. PENINSULA CORRIDOR JOINT POWERS AUTHORITY, AKA CALTRAIN, CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT CASE NO. 22-CIV-03763**

City Attorney Guina reported that direction was given, but no reportable action was taken.

- b. **CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PURSUANT TO GOVERNMENT CODE SECTION 54956.8**  
**PROPERTY: 255 EL CAMINO REAL, BURLINGAME, CA**

**AGENCY NEGOTIATORS: CITY MANAGER LISA K. GOLDMAN, CITY ATTORNEY MICHAEL GUINA**  
**NEGOTATING PARTIES: CITY OF BURLINGAME**  
**UNDER NEGOTIATIONS: PRICE AND TERMS OF PAYMENT**

City Attorney Guina reported that direction was given, but no reportable action was taken.

**6. UPCOMING EVENTS**

Mayor Stevenson reviewed upcoming events in the city.

**7. PRESENTATIONS**

There were no presentations.

**8. PUBLIC COMMENTS**

There were no public comments.

**9. APPROVAL OF CONSENT CALENDAR**

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. No items were pulled.

Councilmember Pappajohn made a motion to adopt the Consent Calendar; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

**a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE APRIL 21, 2025 REGULAR CITY COUNCIL MEETING**

City Clerk Hassel-Shearer requested Council approval of City Council meeting minutes April 21, 2025 Regular City Council Meeting.

**b. ADOPTION OF AN ORDINANCE RENEWING THE BURLINGAME MILITARY EQUIPMENT USE POLICY; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378, 15061(b)(3)**

City Attorney Guina requested Council adopt Ordinance 2038.

**c. ADOPTION OF RESOLUTIONS AWARDING A \$3,794,150 CONSTRUCTION CONTRACT TO WESTLAND CONTRACTORS INC. FOR THE CENTRAL BURLINGAME TERRACE SUBDIVISION WATER MAIN REPLACEMENT, CITY PROJECT NO. 86440, AND VALVE REPLACEMENT PROJECT PHASE 2, CITY PROJECT NO. 85260; AND APPROVING A \$458,005 PROFESSIONAL SERVICES AGREEMENT WITH**

**COSTLAND CIVIL ENGINEERING, LLP FOR CONSTRUCTION MANAGEMENT SERVICES RELATED TO THE PROJECT**

DPW Murtuza requested Council adopt Resolution Number 033-2025 and Resolution Number 034-2025.

- d. **ADOPTION OF RESOLUTIONS INITIATING PROCEEDINGS TO RENEW THE LEVY AND COLLECTION OF ASSESSMENTS FOR THE DOWNTOWN BURLINGAME AVENUE STREETScape IMPROVEMENT PROJECT FOR FISCAL YEAR 2025-26; APPROVING THE ANNUAL ENGINEER'S REPORT FOR FISCAL YEAR 2025-26; AND DECLARING THE INTENTION TO LEVY AND COLLECT ASSESSMENTS FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING ON MONDAY, MAY 19, 2025, AT 7:00 P.M. AT 501 PRIMROSE ROAD, BURLINGAME, CA 94010**

DPW Murtuza requested Council adopt Resolution Number 035-2025, Resolution Number 036-2025, and Resolution Number 037-2025.

- e. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER OR HER DESIGNEE TO DISPOSE OF SURPLUS FURNITURE**

City Librarian McCulley requested Council adopt Resolution Number 038-2025.

- f. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY LIBRARIAN TO ACCEPT DUNCAN TRUST FUNDS IN THE AMOUNT OF \$50,000**

City Librarian McCulley requested Council adopt Resolution Number 039-2025.

- g. **ADOPTION OF A RESOLUTION APPROVING CHANGES TO THE DEPARTMENT HEAD AND UNREPRESENTED EMPLOYEES COMPENSATION AND BENEFITS PLAN AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PLAN ON BEHALF OF THE CITY**

HR Director Saguisag-Sid requested Council adopt Resolution Number 040-2025.

- h. **ADOPTION OF A RESOLUTION AMENDING THE PART-TIME SALARY & BENEFITS PLAN**

HR Director Saguisag-Sid requested Council adopt Resolution Number 041-2025.

- i. **APPROVAL OF OUT-OF-STATE TRAVEL FOR THE PUBLIC WORKS STAFF TO ATTEND THE CITY THREAD SPONSORED ACCELERATED MOBILITY PLAYBOOK LEADERSHIP CONFERENCE IN SALT LAKE CITY, UTAH**

DPW Murtuza requested Council approve the out-of-state travel for the Public Works staff to attend the City Thread-sponsored Accelerated Mobility Playbook Leadership Conference in Salt Lake City, Utah.

j. **OPEN NOMINATION PERIOD TO FILL ONE VACANCY ON THE TRAFFIC, SAFETY & PARKING COMMISSION**

City Manager Goldman requested Council open the nomination period to fill one vacancy on the Traffic, Safety & Parking Commission.

10. **PUBLIC HEARINGS**

a. **PUBLIC HEARING AND ADOPTION OF BROADWAY AREA BUSINESS IMPROVEMENT ASSESSMENTS FOR FISCAL YEAR 2025-26**

Finance Director Yu-Scott stated that the City Council adopted a Resolution of Intention to set the FY 2025-26 Broadway Area BID assessments at the April 7, 2025 City Council meeting. She explained that notice of the public hearing was sent to owners of businesses within the district on April 11, 2025.

Finance Director Yu-Scott asked the City Clerk if she received any protests. City Clerk Hassel-Shearer replied in the negative.

Mayor Stevenson opened the public hearing. No one spoke.

Councilmember Colson stated that the Broadway Area BID did a great job creating a transparent budget. She thanked the BID for their report.

Vice Mayor Brownrigg stated that the decision not to proceed with the specific plan does not reflect a lack of interest from the City Council in continuing to keep Broadway the gem that it is.

Mayor Stevenson discussed the strong communication between the BID and the City.

Councilmember Colson made a motion to adopt Resolution Number 042-2025; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

b. **PUBLIC HEARING AND ADOPTION OF A RESOLUTION APPROVING THE CITY OF BURLINGAME MASTER FEE SCHEDULE FOR FISCAL YEAR 2025-26**

Finance Director Yu-Scott stated that the City Council reviewed the proposed fees for FY 2025-26 at the April 7, 2025, City Council meeting. She thanked Councilmember Colson for her feedback on the proposed Master Fee Schedule. She noted that staff incorporated these comments and the updated fee schedule from CCFD in the document before Council.

Mayor Stevenson opened the public hearing. No one spoke.

Councilmember Colson stated that she shared with PCE that the City would be consolidating fees around electrification and thought it was a good way to encourage people to electrify.

Councilmember Thayer thanked Finance Director Yu-Scott for making the document easy to read.

Councilmember Thayer made a motion to adopt Resolution Number 043-2025; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

**c. INTRODUCTION OF AN ORDINANCE ADOPTING LOCAL RESPONSIBILITY AREA (LRA) FIRE HAZARD SEVERITY ZONES AS DESIGNATED BY THE STATE FIRE MARSHAL, PURSUANT TO ASSEMBLY BILL 211; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTIONS 15378 AND 15061(b)(3)**

CCFD Deputy Chief Jonathan Cox explained that the Local Responsibility Area (“LRA”) Fire Hazard Severity Zone Maps were born out of the 1980’s Panorama Fire. He added that after the 1991 Oakland Hills Fire, the State Legislature passed the Bates Bill, which expanded the fire hazard severity zones to include LRAs. He explained that LRAs create areas where local agencies have financial responsibility for preventing and suppressing wildfires.

Deputy Chief Cox stated that on February 24, 2025, CCFD received updated maps from the State of California that included LRAs with Very High, High, and Moderate zones. He explained that the State uses the following five-module system to determine if there is an LRA and what level it rises to:

1. Delineate wildland zones
2. FHSZ classification based on flame length (worst conditions and burn probability)
3. Brand production and dispersal (wildland to non-wildland areas) accounting for wind speed and direction (energy release components above 90 percent)
4. Non-wildland FHSZ classification proximity buffer (brand load, slope, and tree cover)
5. Jurisdictional overlay and cleanup

He added that this all refers to fire hazard, not fire risk.

Deputy Chief Cox reviewed the details of the updated maps:

- Updated burn probabilities for wildland areas (inclusive of 2020 fires)
- Updated fire environment footprints (urban/developed)
- Updated vegetation density for urban areas
- Inclusion of slope in the urban zoning model
- Localized fire weather including wind
- Never firebrand production and transport model using discrete local wind vector distributions

Deputy Chief Cox discussed the City’s LRA Map:

- Posted on City and CCFD websites
- Very High, High, and Moderate zone designations
- City may expand Very High zones with substantial scientific findings

- City may expand High and Moderate zones
- City may not reduce fire hazard severity zone
- Must adopt zones by resolution within 120 days
- Must submit to the CA Board of Forestry

Deputy Chief Cox reviewed the changes between the 2008 LRA Fire Hazard Severity Zones versus the current 2025 zones. He explained how many parcels are within each of the three zones in Burlingame:

- Very High – 312 parcels
- High – 379 parcels
- Moderate – 154 parcels

Deputy Chief Cox stated that there were implications to the fire code, building code, defensible space, and real estate transactions for parcels in the Very High Zone.

Councilmember Colson discussed hearing from community members that are outside of these zones that their fire insurance doubled or tripled. She asked if these maps played a role in that. Deputy Chief Cox stated that the maps are intended for local planning decisions. He added that the State Insurance Commissioner put a letter out with these maps that stated that these are intended only for land use-based decisions.

Councilmember Pappajohn asked if she was correct that the proposed ordinance was adopting the three zones as outlined by the State. Deputy Chief Cox replied in the affirmative.

Councilmember Pappajohn asked about who enforces the requirements that are triggered by the new zones. Deputy Chief Cox replied that it would be the responsibility of the individual departments.

Vice Mayor Brownrigg asked why cities would want to move parcels into the Very High Zone. Deputy Chief Cox replied that local jurisdictions have increased knowledge about potential local risks.

Councilmember Thayer asked about the need for defensible space inspections for parcels in the Very High Zone. Deputy Chief Cox replied that the three-year cycle that is currently underway is a good way to not overwhelm individuals.

Councilmember Colson asked if the City should consider looking at zoning regulations in the Very High and High Zones to require non-combustible materials. She also suggested that the Planning Commission may need to be educated on defensible space and these zones. Deputy Chief Cox replied that the Very High and High Zones will trigger Chapter 7a, which is the non-combustible materials. He explained that construction in these zones would have to meet the Class A requirements in the fire code for roofing, siding, and windows.

Councilmember Colson asked if these requirements would apply to a remodel. Deputy Chief Cox replied he doesn't know the trigger point for a remodel and would need to get back to Council with that information.

Mayor Stevenson opened the public hearing. No one spoke.

Councilmember Pappajohn asked if she was correct that individuals across the street from one another might be in different zones and therefore have different requirements. Deputy Chief Cox replied in the affirmative.

Councilmember Colson made a motion to bring the ordinance back for a second reading and proposed adoption; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

## **11. STAFF REPORTS AND COMMUNICATIONS**

### **a. CONSIDERATION OF UP TO TWO APPOINTMENTS TO THE PLANNING COMMISSION**

City Manager Goldman stated that the Council is being asked to consider up to two appointments to the Planning Commission. She explained that the City received five applications as of the extended deadline of March 28, 2025, but one applicant withdrew from the process. She noted that an additional applicant did not attend his interview. The City Council interviewed John Schmid, Rick McMurray, and Grace Xuereb on April 23, 2025.

City Manager Goldman stated that there has been discussion about appointing fewer than the two vacancies because the Planning Commission has seven seats rather than five seats like the Council. She added that the Planning Commission is not an advisory committee and therefore it is important that the individuals who serve are capable, confident, and available.

City Attorney Guina stated that the City's Municipal Code currently provides that the Planning Commission is made up of seven members. He explained that if the Council decided to decrease the number of members, the City's Municipal Code would need to be amended.

Councilmember Colson stated that if the Council decides to decrease the size of the Planning Commission, it could be done as individuals decide not to seek reappointment. She asked about how decreasing the size prior to amending the City's Municipal Code would affect quorum requirements. City Attorney Guina replied that until the City's Municipal Code is amended, the quorum requirements would be based on the total membership of seven.

Vice Mayor Brownrigg voiced support for decreasing the size of the Planning Commission to five through attrition. He suggested that it should be required that at least four people attend the meeting if the Planning Commission is reduced to five.

Mayor Stevenson opened the item for public comment. No one spoke.

Mayor Stevenson directed his colleagues to vote.

City Clerk Hassel-Shearer collected and tallied the votes.

Congratulations to John Schmid on his reappointment.

**12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS**

There were none.

**13. FUTURE AGENDA ITEMS**

Mayor Stevenson asked to agendize a discussion on the zoning implications of the LRAs. The Council agreed.

**14. ACKNOWLEDGMENTS**

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks & Recreation Commission, and Library Board of Trustees are available online at [www.burlingame.org](http://www.burlingame.org).

**15. ADJOURNMENT**

Mayor Stevenson adjourned the meeting at 7:59 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk