City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes
Planning Commission

Chris Horan, Chair
Walker Shores, Vice-Chair
Sean Lowenthal
Jennifer Pfaff
John Schmid
Audrey Tse

Monday, October 27, 2025 | **7:00 PM** | **Council Chambers/Zoom**

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Staff in attendance: Planning Manager Ruben Hurin, Senior Planner Erika Lewit, and Assistant City Attorney Tamar Burke.

2. ROLL CALL

Present 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

4. REVIEW OF AGENDA

Planning Manager Hurin noted that agenda Item 7a - 1385 Hillside Circle - Lots 1, 2 and 3 will be continued to the November 10, 2025 Planning Commission meeting.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments for non-agenda items.

6. CONSENT CALENDAR

a. Approval of October 14, 2025 Planning Commission Meeting Minutes

Attachments: Draft October 14, 2025 Planning Commission Meeting Minutes

Commissioner Schmid noted that he was absent during the October 14, 2025 meeting but was able to watch the video and reviewed the materials.

Commissioner Lowenthal made a motion, seconded by Commissioner Schmid, to approve the October 14, 2025 meeting minutes. The motion carried by the following vote:

Yes: 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

7. ACTION ITEMS (PUBLIC HEARING)

a. Tentative and Final Parcel Map for Lot Merger and Subdivision, Major Design Review,

Hillside Area Construction Permit and Special Permits at 1385 Hillside Circle - Lots 1, 2 and 3 (Project No. DSR24-0023, DSR24-0024, and DSR24-0025)

Application for Tentative and Final Parcel Map for Lot Merger and Subdivision, Major Design Review, Hillside Area Construction Permit, and Special Permits for declining height envelope and attached garage to construct one new single-unit dwelling and attached garage on each of the three newly created lots in the R-1 (Low Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Major Design Review, Hillside Area Construction Permit and Special Permits for Lot 1, Lot 2 and Lot 3 as conditioned, and recommend approval of the Tentative and Final Parcel Map for Lot Merger and Subdivision.

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 Designer: James Chu; Chu Design Associates, Inc.
Property Owners: Sherman Chiu and Jen Ngo

Attachments:
- 1385 Hillside Cir - Staff Report
- 1385 Hillside Cir - Area Map
- 1385 Hillside Cir - Arborist Report
- 1385 Hillside Cir - Public Works Dept Memorandum
- 1385 Hillside Cir - Public Comment Emails
- 1385 Hillside Cir - Public Comment Emails 2
- 1385 Hillside Cir - Resolution
- 1385 Hillside Cir - CEQA Memorandum
- 1385 Hillside Cir - CEQA Appendices
- 1385 Hillside Cir - Renderings
- 1385 Hillside Cir - Lot 1 - Proposed Plans
- 1385 Hillside Cir - Lot 1 - Previous Plans
- 1385 Hillside Cir - Lot 2 - Proposed Plans
- 1385 Hillside Cir - Lot 2 - Previous Plans
- 1385 Hillside Cir - Lot 3 - Proposed Plans
- 1385 Hillside Cir - Lot 3 - Previous Plans

Agenda Item 7a - 1385 Hillside Circle - Lots 1, 2 and 3 was continued to the November 10, 2025 Planning Commission meeting.

b. Conditional Use Permit 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.

CEQA Determination: This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301, Class 1(a) of the CEQA Guidelines.

Recommendation: That the Planning Commission, by resolution, approve the Conditional Use Permit as conditioned.

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 - Resolution
50 Broderick Rd - Proposed Plans

SPEAKERS:
Staff: Erika Lewit, Senior Planner
Applicant: None
Members of Public: None
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2025-10.27-7B, as presented and subject to the conditions. The motion carried by the following vote:

Yes: 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

8. STUDY SESSION (PUBLIC HEARING)

a. Conditional Use Permit at 1525 Rollins Road, Suite B (Project No. CUP25-0002)

Application for Conditional Use Permit for a religious assembly facility use in an existing commercial building in the I-I (Innovation Industrial) zoning district.

Staff: Brittany Xiao, Associate Planner

Applicant: Pastor Eglai DeAlmeida

Architect: Gary Diebel, Diebel and Company | Architects
Property Owner: Stephanie Messina

Attachments: 1525 Rollins Rd, Suite B - Staff Report
1525 Rollins Rd, Suite B - Area Map
1525 Rollins Rd, Suite B - Proposed Plans

SPEAKERS:
Staff: Erika Lewit, Senior Planner
Applicant: Eglai DeAlmeida
Members of Public: None
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

There were no comments/suggestions for the applicant.

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

Yes: 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission reports.

10. ADJOURNMENT

The meeting was adjourned at 7:15 p.m