



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

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

Monday, April 27, 2026

7:00 PM

BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

1. CALL TO ORDER

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

2. ROLL CALL

Present 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

a. Rotation of Officers

Vice Chair Shores will begin serving as Chair and Commissioner Schmid will begin serving as Vice Chair for a one-year term.

3. REPORT OF REMOTE PARTICIPATION

There were no Commissioners participating remotely.

4. REVIEW OF AGENDA

There were no changes to the agenda.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments for non-agenda items.

6. CONSENT CALENDAR

a. Approval of April 13, 2026 Planning Commission Meeting Minutes

Attachments: [Draft April 13, 2026 Planning Commission Meeting Minutes](#)

Commissioner Horan noted the following correction to the April 13, 2026 meeting minutes:

> Item 7c, 1431 Laguna Avenue, first bullet, change "second floor" to "second floor window".

Commissioner Schmid made a motion, seconded by Commissioner Pfaff, to approve the April 13, 2026 meeting minutes. The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

- b. Review of and action on updates to the Planning Commission Procedures to align with amendments made to Burlingame Municipal Code Chapter 3.40 (Planning Commission).

Attachments: [Staff Report](#)
[Draft PC Procedures](#)

Commissioner Horan made a motion, seconded by Commissioner Lowenthal, to approve updates to the Planning Commission Procedures. The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

7. ACTION ITEMS (PUBLIC HEARING)

- a. Major Design Review and Special Permit at 1150 Vancouver Avenue (Project No. DSR25-0010)

Application for Major Design Review and Special Permit for attached garage to construct a 3,014 square-foot, two-story single-unit dwelling and an attached garage on a 6,000 square-foot site in the R-1 (Low Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Major Design Review and Special Permit as conditioned.

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: Erika Lewit, Senior Planner

Applicant and Designer: Theo Tao, Team Metric Inc.
Property Owner: Rarefund Project 9 LLC

Attachments: [1150 Vancouver Ave - Staff Report](#)
[1150 Vancouver Ave - Area Map](#)
[1150 Vancouver Ave - Arborist Report](#)
[1150 Vancouver Ave - Public Comment](#)
[1150 Vancouver Ave - Resolution](#)
[1150 Vancouver Ave - Proposed Plans](#)
[1150 Vancouver Ave - Previous Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner
Applicant: Jasen Guo, Property Owner

Members of Public: Mitchell Wong, neighbor
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

Vice Chair Schmid made a motion, seconded by Commissioner Pfaff, to continue Item with the following direction to the applicant:

- > Concerned with the proposed steel front entry door; address the front door material.
- > Provide clarification on how the stair landing interacts with the adjacent windows.
- > Provide clarity on the rear pop-out windows and how they will be supported.
- > Clarify closet locations on plans; "X" marks on plans do not identify design intent.
- > Identify shower in the primary bathroom on the second floor.
- > Address access to bedrooms #2 and 3; as proposed will be difficult to get furniture into bedroom #3.
- > Review window location and sizes; ensure they match on the floor plans and building elevations.
- > Clarify the material under the rear porch overhang.
- > Look into simplifying the roof forms and understand how the framing will work.
- > Look into how the window over the family room, window #10, can be installed considering the framing needed for the roof.
- > The operable window in the kitchen needs to be reviewed for being a slider versus a casement.
- > Address the venting for the range in the kitchen.
- > Add foundation vents for the crawl space.
- > Look into the roof venting as the calculations do not appear to work.
- > Provide samples of the whole palette of materials.

The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

b. Major Design Review at 153 Occidental Avenue (Project No. DSR25-0024)

Application for Major Design Review to construct a new 3,820 square-foot, two-story single-unit dwelling on a 7,250 square-foot site in the R-1 (Low Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Major Design Review as conditioned.

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: Fazia Ali, Assistant Planner

Applicant and Designer: Larry Cheung
Property Owner: Larry Cheung

- Attachments:** [153 Occidental Ave - Staff Report](#)
[153 Occidental Ave - Public Comment](#)
[153 Occidental Ave - Historic Resource Evaluation](#)
[153 Occidental Ave - Resolution](#)
[153 Occidental Ave - Renderings](#)
[153 Occidental Ave - Proposed Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner
 Applicant: Larry Cheung, Designer
 Members of Public: None
 Emails: None
 Documents: PowerPoint by Staff
 Ex-Parte Communication: None

Chair Shores made a motion, seconded by Commissioner Horan, to approve Planning Commission Resolution 2026-04.27-7B, as presented and subject to the conditions, including the following added conditions:

- > that wood shutters shall be added on the North Elevation; the locations shall be reviewed and approved by the Planning Division prior to building permit submittal.
- > that wood stucco moulding shall be added along the clipped gable roofline edges on the East and South Elevations.

The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

c. General Plan Amendment to Update the Community Safety Element and Infrastructure Element (Project No. GPA26-0001)

Consideration of a General Plan Amendment to update Chapter VII. Infrastructure Element and Chapter VIII. Community Safety Element of the Burlingame General Plan.

Recommendation: That the Planning Commission, by resolution, recommend the City Council adopt a General Plan Amendment to update Chapter VII. Infrastructure Element and Chapter VIII. Community Safety Element of the Burlingame General Plan and adopt an Addendum to the General Plan Environmental Impact Report Pursuant to State CEQA Guidelines 15164.

CEQA Determination: Addendum to General Plan Environmental Impact Report Pursuant to State CEQA Guidelines 15164

Staff: Neda Zayer, Community Development Director
 Ruben Hurin, Planning Manager
 Brittany Xiao, Associate Planner

Attachments: [Staff Report](#)
[Resolution - General Plan](#)
[Chapter VII. Infrastructure Element](#)
[Chapter VIII. Community Safety Element](#)
[Background Report](#)
[Vulnerability Assessment](#)
[Resolution - CEQA](#)
[Addendum to General Plan EIR](#)

SPEAKERS:

Staff: Ruben Hurin, Planning Manager

Consultant: Aaron Pfannenstiel

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Vice Chair Schmid made a motion, seconded by Commissioner Pfaff, to recommend that the City Council adopt a General Plan Amendment to update Chapter VII. Infrastructure Element and Chapter VIII. Community Safety Element of the Burlingame General Plan, per Resolution 2026-04.27-7C.1.

The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

Vice Chair Schmid made a motion, seconded by Commissioner Lowenthal, to recommend that the City Council adopt an Addendum to the General Plan Environmental Impact Report Pursuant to State CEQA Guidelines 15164, per Resolution 2026-04.27-7C.2.

The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

8. STUDY SESSION (PUBLIC HEARING)

There were no Study Session items for review.

9. STAFF/COMMISSION REPORTS

Commissioner Horan reported that he is on the Bayfront Specific Plan Community Advisory Committee.

Planning Manager Hurin noted that due to lack of agenda items, the May 11, 2026 Planning Commission meeting has been cancelled. The next Planning Commission meeting will be held on Tuesday, May 26, 2026.

10. ADJOURNMENT

The meeting was adjourned at 9:02 p.m.

