



# 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*

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Monday, November 10, 2025

7:00 PM

Council Chambers/Zoom

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### 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** 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

### 3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

### 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 October 27, 2025 Planning Commission Meeting Minutes

Attachments: [Draft October 27, 2025 Planning Commission Meeting Minutes](#)

Commissioner Schmid made a motion, seconded by Commissioner Pfaff, to approve the October 27, 2025 meeting minutes. The motion carried by the following vote:

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

#### b. 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.

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

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

Staff: Brittany Xiao, Associate Planner

Applicant: Pastor Eglai DeAlmeida

Architect: Gary Diebel, Diebel and Company | Architects

Property Owner: Stephanie Messina

**Attachments:** [1525 Rollins Rd, Ste B - Staff Report](#)  
[1525 Rollins Rd, Ste B - Area Map](#)  
[1525 Rollins Rd, Ste B - Project Description](#)  
[1525 Rollins Rd, Ste B - Resolution](#)  
[1525 Rollins Rd, Ste B - Proposed Plans](#)

Commissioner Schmid made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 20251.10-6B, as presented and subject to the conditions. 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 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 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, recommend the City Council approve a Tentative and Final Parcel Map to subdivide the existing parcel into three lots and, by resolution, approve Major Design Review, Hillside Area Construction Permit and Special Permits to construct a two-story single-unit dwelling on each of the three newly created lots, 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: 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 - CEQA Memorandum](#)  
[1385 Hillside Cir - CEQA Appendices](#)  
[1385 Hillside Cir - Map Resolution](#)  
[1385 Hillside Cir - Proposed Tentative and Final Map](#)  
[1385 Hillside Cir - Entitlements Resolution](#)  
[1385 Hillside Cir - Renderings](#)  
[1385 Hillside Cir - Lot 1 - Previous Plans](#)  
[1385 Hillside Cir - Lot 1 - Proposed Plans](#)  
[1385 Hillside Cir - Lot 2 - Previous Plans](#)  
[1385 Hillside Cir - Lot 2 - Proposed Plans](#)  
[1385 Hillside Cir - Lot 3 - Previous Plans](#)  
[1385 Hillside Cir - Lot 3 - Proposed Plans](#)

Vice Chair Shores was recused from this item for business reasons.

**SPEAKERS:**

Staff: Catherine Keylon, Senior Planner

Applicant: Mark Haesloop

James Chu, Architect

Members of Public: Yoganathan Family, Summit Drive

Eagal Moradzadeh, 2109 Summit Drive

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Tse, to recommend the City Council approve the Tentative and Final Parcel Map to subdivide the existing parcel into three parcels, per Resolution 2025-11.10-7A-1.

The motion carried by the following vote:

Yes: 5 – Horan, Lowenthal, Pfaff, Schmid, and Tse

Recused: 1 - Shores

Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-11.10-7A-2 for Lot 1 and Lot 2, as presented with the following added condition:

> Prior to issuance of a building permit, the applicant shall coordinate with the Parks

Superintendent/City Arborist to revise the landscape plans to include taller and faster growing evergreen tree species at the rear of the property on Lot 1 and Lot 2, chosen from the Official Street Tree List for planting areas six feet wide and over or other tree species recommended by the Parks Superintendent/City Arborist.

The motion included placing the item for Lot 3 on the Consent Calendar with the following direction to the applicant:

> Coordinate with the Parks Superintendent/City Arborist to revise the landscape plans to include taller and faster growing evergreen tree species at the rear of the property.

> For Lot 3, incorporate a sloped roof across the width of the house on the Hillside Circle side; the sloped roof doesn't need to be over the entire house, just over approximately the first one-third, with a flat roof over the remainder of the house.

> For Lot 3, address the width of the stairs off Easton Drive and provide a solution for a gate across the stairs.

The motion carried by the following vote:

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

Recused: 1 - Shores

## 8. STUDY SESSION (PUBLIC HEARING)

### a. Major Design Review at 1406 Drake Avenue (Project No. DSR25-0015)

Application for Major Design Review for a new two-story, single-unit dwelling with an attached garage in the R-1 (Low Density Residential) zoning district.

Staff: Emma Goldsmith, Associate Planner

Applicant: Richard Sargent, Sargent Development  
Architect: James Chu, Chu Design Associates, Inc.  
Property Owners: Amitabh and Karuna Chibber

**Attachments:** [1406 Drake Ave - Staff Report](#)  
[1406 Drake Ave - Area Map](#)  
[1406 Drake Ave - Public Comment Email](#)  
[1406 Drake Ave - Arborist Report](#)  
[1406 Drake Ave - Renderings](#)  
[1406 Drake Ave - Proposed Plans](#)

Chair Horan was recused from this item because he lives within 500 feet of the subject property.

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Rich Sargent

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None.

Commissioner Lowenthal made a motion, seconded by Commissioner Schmid, to place the item on Action with the following direction to the applicant:

- > Consider a thicker transition or horizontal band in between the stucco and stone veneer facades.
- > Provide window details at stucco and stone veneer locations.
- > Consider adding attic vents in gables; if garage roof is changed from hip to gable, garage gable should have matching attic vent.

The motion carried by the following vote:

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

Recused: 1 - Horan

## 9. STAFF/COMMISSION REPORTS

Commissioner Pfaff noted that she attended the Caltrans El Camino Real Project Update presentation.

## 10. ADJOURNMENT

The meeting was adjourned at 7:54 p.m