



**BURLINGAME CITY COUNCIL  
Unapproved Meeting Minutes  
Regular City Council Meeting on February 17, 2026**

**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 7:00 p.m.

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

The Pledge of Allegiance was led by the representatives from Unitedly.

**3. ROLL CALL**

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

**MEMBERS ABSENT:** None

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

There were no requests.

**5. REPORT OUT FROM CLOSED SESSION**

**a. CONFERENCE WITH REAL PROPERTY NEGOTIATIONS, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54956.8**

**PROPERTY: COMMENCING AT THE INTERSECTION OF THE CENTERLINE OF MITTEN ROAD, AND THE CENTERLINE OF GILBRETH ROAD AS SHOWN THAT CERTAIN MAP "EAST MILLSDALE INDUSTRIAL PARK NO. 1" (RSM 50/24-25) AND MARKED BY A STANDARD CITY STREET MONUMENT, THENCE S 30°46'55" E 144.92 FEET TO THE TRUE POINT OF BEGINNING;  
THENCE S 25°26'56" E 18.71 FEET;  
THENCE S 60°50'07" W 9.77 FEET;  
THENCE N 52°18'17" W 21.58 FEET;  
THENCE N 64°17'32" E 19.50 FEET**

**PROPERTY NEGOTIATOR: LISA K. GOLDMAN, CITY MANAGER; MICHAEL GUINA, CITY ATTORNEY**

**NEGOTIATING PARTIES: CITY OF BURLINGAME; THE UNITED STATES DEPARTMENT OF  
TRANSPORTATION FEDERAL AVIATION ADMINISTRATION**

**UNDER NEGOTIATIONS: PRICE AND TERMS**

City Attorney Guina reported that there was no reportable action taken.

**6. UPCOMING EVENTS**

Mayor Brownrigg reviewed upcoming events in the city.

**7. PRESENTATIONS**

**a. PROCLAMATION RECOGNIZING BLACK HISTORY MONTH**

Mayor Brownrigg read a proclamation recognizing Black History Month and celebrating its 100<sup>th</sup> anniversary. He asked each of his colleagues to reflect on what Black History Month means to them.

Councilmember Stevenson discussed his high school experience when Ravenswood High School was closed, and students were transferred into five or six different high schools. He noted that this markedly increased diversity in his school and changed the way he looked at things. He stated that diversity is the fabric of who we are as a country.

Vice Mayor Pappajohn discussed growing up in a very small homogeneous town in the Midwest. She noted that she chose to move to the Bay Area specifically because of its diversity. She noted that Black History Month offers a chance for us to acknowledge and uplift Black voices.

Councilmember Colson discussed the work of Brent Leggs, the Executive Director/CEO of the African American Cultural Heritage Action Fund. She noted that this fund had a plan to raise \$25 million in five years but far exceeded this with \$250 million, making it the most successful campaign in the National Trust's 75-year history. She encouraged the public to visit [savingplaces.org](http://savingplaces.org) to learn about Black history sites.

Councilmember Thayer stated that Black history is foundational to American history and integral to understanding the nation's complex past, present, and potential future. She explained that Black History Month reminds her to support Black communities year-round, engage in meaningful conversations about Black culture, and foster awareness.

Mayor Brownrigg emphasized his belief that America's greatness derives from its diversity and described the United States as unique in drawing strength from people from all over the world.

NAACP San Mateo Branch member Alexis Lewis expressed her gratitude for the City's enduring partnership and support of the branch. She discussed her family's heritage and stated that she is the great great granddaughter of an enslaved person. Her family members have become religious leaders, educators, and public servants.

NAACP representative Catherine Hasbrouck discussed her experiences as a VA nurse, being raised in Oklahoma at the first school in the state to integrate, and her NAACP activism.

Mayor Brownrigg opened the item up for public comment. No one spoke.

**b. PROCLAMATION RECOGNIZING LUNAR NEW YEAR**

Mayor Brownrigg read the proclamation recognizing the 2026 Lunar New Year – Year of the Fire Horse.

Councilmember Thayer thanked Sahana Chibber for drafting the proclamation recognizing Lunar New Year. She noted that Lunar New Year is an opportunity to celebrate diverse traditions.

Councilmember Colson thanked the AAPI community for graciously sharing the Lunar New Year holiday.

Vice Mayor Pappajohn thanked the participants for coming and wished everyone a Happy New Year.

Councilmember Stevenson stated that he was excited about the Year of the Fire Horse because of its themes of boldness, energy, and transformation.

Mayor Brownrigg noted that he served as a U.S. diplomat in Hong Kong, and his first child was born there. He stated that he learned to appreciate Lunar New Year in Hong Kong and compared the holiday to Thanksgiving, a time to be with family and focus on one another.

Unitedly students Brandon Chu, Koji Suzuki, Dexter, and Dylan Lo shared with the Council how their families celebrate Lunar New Year and the different programs that Unitedly offers.

Mayor Brownrigg opened the item up for public comment. No one spoke.

**c. PRESENTATION FROM SAFETY4THEBAY**

Safety4theBay representative Sharan Dhanoa explained that a regional workgroup was created in 2014 to prepare for the 2016 Super Bowl. She noted that the group is now working on preparing for March Madness and the World Cup. She stated that sporting events don't cause human trafficking, but economics drive exploitation. She explained that large events increase demand across industries including hospitality and illicit businesses.

Ms. Dhanoa stated that previously, law enforcement agencies have used online sex advertisements as an imperfect proxy for trafficking-related activity. She noted that there is a steep increase in online ads selling sex around large events.

Ms. Dhanoa discussed labor trafficking and stated that there is very limited research on labor exploitation during these large events. She explained that the major exception is the Qatar 2022 World Cup, where multiple labor trafficking cases and worker deaths drew worldwide attention. She added that as a result, FIFA requires host cities to develop human rights strategies. She noted that Safety4theBay uses a broad human rights framework in order to encompass housing, fair labor, and safety as potential human rights violations.

Ms. Dhanoa reviewed the work that Safety4theBay is undertaking:

- Educating elected officials and the public to ensure consistent messaging and an understanding that trafficking is a year-round problem
- Partnering with hotels and transit agencies
- Partnering with law enforcement agencies to provide assistance
- Ensuring the 24/7 availability of an advocate during major events to respond to law enforcement calls or survivors seeking help
- Updated website
- Conducting an outreach campaign including new posters, window clings for public bathrooms, and stickers

Mayor Brownrigg asked what the public can do to help. Ms. Dhanoa replied that the public should educate themselves on the signs of trafficking. She added that it is also important to be more active consumers. For example, if a pedicure is cheap, ask yourself why.

Councilmember Stevenson asked how other communities are going beyond ordinance-only approaches to assist. Ms. Dhanoa replied that when available, communities are utilizing funding to make an impact. She also encouraged cities to foster culturally responsive, multi-lingual services to assist their communities.

Councilmember Thayer discussed that San Mateo County launched a county-wide initiative on trafficking led by the District Attorney's office. She asked how Safety4theBay coordinates with the County. Ms. Dhanoa replied that they work with each county to ensure that there is local capacity for non-law enforcement services related to trafficking.

Councilmember Stevenson asked about the role of healthcare entities in their efforts. Ms. Dhanoa explained that a recent State law requires emergency rooms to post information and have a basic referral system for trafficking victims.

Councilmember Colson thanked Ms. Dhanoa for presenting to the Chamber of Commerce and other organizations.

Mayor Brownrigg opened the item up for public comment. No one spoke.

**d. EL CAMINO REAL PROJECT TRAFFIC IMPACTS**

DPW Lamm stated that the City, Caltrans, and contractors have been holding weekly coordination meetings to ensure the success of the project. He noted that these weekly meetings have helped to adjust detours based on resident concerns, observed congestion, and emergency access needs.

DPW Lamm discussed the detour planning principles for the project:

- Use wider collector/arterial streets as detour routes
- Keep narrow residential streets clear of official detour traffic as much as possible
- Acknowledge some unavoidable cut-through traffic, but avoid designing detours that direct heavy volumes onto small neighborhood streets

DPW Lamm stated that based on the early stages of the El Camino Real project, the City introduced a number of modifications, including:

- Adding flaggers at key turning points and intersections
- Caltrans is contracting with the Burlingame Police Department for off-duty officers to manage critical intersections during peak closures
- Adjusting red curbs and signage to improve sight lines and reduce bottlenecks
- Temporarily modifying speed cushions on Carmelita to allow large vehicles to navigate revised routes

DPW Lamm discussed start time adjustments. He noted that the start time of the detours was putting a lot of strain on residents trying to get to work or drop their kids off at school. He explained that after persistent advocacy, Caltrans agreed that when closures impact school access, work will now begin at 9:00 a.m. instead of earlier.

DPW Lamm reviewed the tree removal work. He stated that the current work of the project is focused on removing trees in short segments. While this work was originally scheduled to end in early April, rain delays will likely push tree removal into late April. He added that this year's phase is largely on the east side of El Camino Real. However, he noted that next year, there will be a second round of tree removals on the west side of El Camino Real.

Mayor Brownrigg asked about the Carmelita speed cushions and if they would be reinstalled. DPW Lamm replied in the affirmative. He added that re-installation would probably occur within a month, after completion of this round of tree removals.

Councilmember Colson asked if parking removal is as complex to manage as one-way configurations. DPW Lamm replied that parking removal is more straightforward and is utilized for detour routes. He noted his reluctance to remove parking along non-detour streets as it would incentivize more cut-through traffic.

Councilmember Thayer noted that many of the detours impact her district and neighborhood. She expressed appreciation for signage designating side streets as local traffic only, and for the temporary speed cushion removal on Carmelita to accommodate the ECR bus rerouting.

Councilmember Thayer suggested further coordination with SamTrans regarding bus stop locations.

Mayor Brownrigg opened the item up for public comment. No one spoke.

**8. PUBLIC COMMENTS**

There were none.

**9. APPROVAL OF CONSENT CALENDAR**

Mayor Brownrigg asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Councilmember Stevenson pulled item 9f.

Councilmember Stevenson made a motion to adopt the following items from the Consent Calendar: 9a, 9b, 9c, 9d, 9e, 9g, 9h, and 9i; seconded by Vice Mayor Pappajohn. The motion passed unanimously by roll call vote, 5-0.

**a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JANUARY 26, 2026 STORM DRAIN CITIZENS' OVERSIGHT COMMITTEE INTERVIEWS**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the January 26, 2026 Storm Drain Citizens' Oversight Committee Interviews.

**b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE FEBRUARY 2, 2026 STUDY SESSION**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the February 2, 2026 Study Session.

**c. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE FEBRUARY 2, 2026 REGULAR CITY COUNCIL MEETING**

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the February 2, 2026 Regular City Council Meeting.

**d. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AMENDMENT NO. 1 TO THE PROFESSIONAL SERVICES AGREEMENT WITH KRAMER WORKPLACE INVESTIGATIONS TO INCREASE THE MAXIMUM COMPENSATION AMOUNT FROM \$20,000 TO \$50,000 AND EXTEND**

**THE TERM; AND INCREASING THE HUMAN RESOURCES DEPARTMENT GENERAL FUND BUDGET BY \$50,000**

HR Director Saguisag-Sid requested Council adopt Resolution Number 011-2026.

- e. **ADOPTION OF A RESOLUTION AUTHORIZING THE CITY'S PARTICIPATION IN THE PENINSULA HEALTH CARE DISTRICT'S BLUE ZONES WORK**

City Manager Goldman requested Council adopt Resolution Number 012-2026.

- f. **ADOPTION OF A RESOLUTION APPROVING A \$230,960 PROFESSIONAL SERVICES AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR THE BAY TRAIL GAP CLOSURE, CITY PROJECT NO. 87000, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**

Councilmember Stevenson asked if the Bay Trail Gap Closure Project might conflict or overlap with the upcoming Bayfront Specific Plan. DPW Lamm replied that the Bay Trail Gap Closure Project is relatively small in scope, primarily covering a few hundred feet to connect the southern end of the Burlingame Bay Trail to the Coyote Point area. He added that he believed the risk of conflict would be minimal.

Mayor Brownrigg opened the item up for public comment. No one spoke.

Councilmember Stevenson made a motion to adopt Resolution Number 013-2026; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

- g. **ADOPTION OF A RESOLUTION ACCEPTING THE DONNELLY PARKING GARAGE ELEVATOR MODERNIZATION, CITY PROJECT NO. 86430, BY THE TK ELEVATOR CORPORATION, IN THE AMOUNT OF \$313,614.54**

DPW Lamm requested Council adopt Resolution Number 014-2026.

- h. **ADOPTION OF A RESOLUTION AWARDING A \$239,700 CONSTRUCTION CONTRACT TO SO CAL PACIFIC CONSTRUCTION CORP DBA NATIONAL COATING AND LINING FOR THE DONNELLY AND ALCAZAR TANKS REHABILITATION, CITY PROJECT NO. 87120, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT**

DPW Lamm requested Council adopt Resolution Number 015-2026.

- i. **ADOPTION OF A RESOLUTION AUTHORIZING THE MAYOR TO SEND A LETTER TO STATE LEGISLATORS IN SUPPORT OF AB 1708, THE HOMELESS, HOUSING ASSISTANCE, AND PREVENTION PROGRAM (HHAP) PATHWAY FOR CITIES ACT**

City Manager Goldman requested Council adopt Resolution Number 016-2026.

10. **PUBLIC HEARINGS**

a. **INTRODUCTION AND FIRST READING OF ORDINANCES TO:**

**AMEND TITLE 25 (ZONING) OF THE BURLINGAME MUNICIPAL CODE, EXCLUDING CHAPTERS 25.22, 25.35, 25.36, 25.41, 25.42, 25.43, 25.44, 25.76, 25.84, 25.102, AND 25.103; AND AUTHORIZING THE CITY MANAGER TO INCORPORATE ADDITIONAL AMENDMENTS TO TITLE 25 (ZONING) AS REQUIRED BY APPLICABLE GOVERNMENTAL AGENCIES; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES 15378, 15061(b)(3);**

**REPEAL AND REPLACE CHAPTER 26.32 (CONDOMINIUM CONVERSION PERMITS) OF TITLE 26 (SUBDIVISIONS) OF THE BURLINGAME MUNICIPAL CODE; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES 15378, 15061(b)(3)**

CDD Zayer presented a comprehensive set of Zoning code amendments including:

- Code clarifications (primarily Title 25 – Zoning)
- Housing Element implementation (sixth cycle programs)
- Permitting and process improvements (streamlining)
- Transit-Oriented Communities (“TOC”) policy alignment
- New State ADU law updates (effective January 1, 2026)

CDD Zayer stated that the Planning Commission held a study session on December 8, 2025, to discuss proposed amendments that focused on key issues. She explained that on January 12, the Planning Commission held a public hearing and voted to recommend approval of the ordinances to the City Council. The Planning Commission’s recommended minor language changes have been incorporated in the items before the Council.

CDD Zayer reviewed the following Housing Element programs that are implemented through the proposed Zoning Code amendments:

- **Program H(A-4) – Zero Net loss of Housing Units**

She explained that this will ensure that the municipal code aligns with State law requiring one-for-one replacement of any demolished or converted housing units.

- **Program H (A-5) – Missing Middle Housing Units**

She explained that these amendments expand SB 9 to the R-2 zoning districts. She noted that in the R-1 districts, SB 9 allows for lot splits and up to two primary units per lot (four total with ADUs).

- **Program H (A-7) – Lot Consolidation**

She explained that these amendments recognize that small lots, even those zoned for high density, may be too small individually to feasibly produce those units. She added that this aims to incentivize lot

consolidation to create larger and therefore more developable parcels for housing. She noted that these amendments also allow for two incentives:

1. Allowing projects consolidating lots to increase maximum building height by up to ten feet
2. Allowing reduced parking (down to one parking space per unit)

- **Program H (B-4) Zoning Code Streamlining for Residential Development**

She explained that under this program the City is tasked with reviewing and revising lot coverage standards in R-3 and R-4 zones to remove potential governmental constraints to housing production. Under the proposed amendments, R-3 and R-4 zoning district lot coverage standards are amended from 50% to 60% for interior lots and 60% to 70% for corner lots.

- **Program H (C-2) Incentives for Additional Affordable Units**

She explained that under this program, the City is tasked with providing incentives for developers to include affordable units in new residential projects. She stated that the proposed amendments add incentives for developers who voluntarily provide more affordable units than the minimum required. She noted that this section uses the same incentive menu that is proposed for lot consolidation. She added that the proposed amendments also:

- modify the residential impact fee from 55 years to in perpetuity for rental projects
- increase required on-site affordability from 10% moderate-income to 10% low-income and 5% very low income (total 15%)

- **Program H (D-2) Improve Livability of Housing Units for Persons with Disabilities**

She explained that to implement this program, the following proposed amendments are included:

1. Updated definition for “Family”
2. Added definition for “Group Homes”
3. Supportive and transitional housing added as a permitted use
4. Amended to note absence of parking requirements within 0.5 miles of transit

- **Program H (D-3) Add Affordable Housing Units for Larger Households**

She explained that the proposed amendments add incentives to exceed maximum limits or reduce parking for developments providing larger units.

- **Program H (D-5) Provide Local Share of Support for Countywide Programs**

She explained that the proposed amendments do the following:

1. Change distance requirements between emergency shelters from 0.5 miles to 300 feet
2. Update definition for “Emergency Shelters”

Councilmember Colson asked what qualifies as an “all-affordable” project in the context of parking waivers. CDD Zayer replied that there is no minimum parking requirement within 0.5 miles of major transit and that this isn’t restricted to affordable projects.

Councilmember Colson asked how “no net loss” applies to condominium conversions. CDD Zayer replied that the updated Chapter 26.32 addresses condominium conversions. She stated that a project originally entitled as a condominium can be rented as apartments and later “condominiumized” without triggering the one-for-one replacement.

Vice Mayor Pappajohn asked about setbacks under Program H (A-7). CDD Zayer replied that the City selected height and parking as incentives and that setback reductions are not included in the incentive menu.

Councilmember Stevenson asked if the lot coverage increases in R-3 and R-4 zones are mandated. CDD Zayer replied that HCD flagged those zones as over-constrained compared to mixed-use zones that allow residential. She added that in the Housing Element, the City committed to increasing lot coverage in R-3 and R-4 zones to remove governmental constraints. She noted that not doing so could put the City’s compliance with the Housing Element at risk, exposing the City to the builder’s remedy and other enforcement actions.

Mayor Brownrigg asked whether R-1 zoning is being changed. CDD Zayer replied in the negative.

Councilmember Colson and Mayor Brownrigg discussed tying affordable rents to AMI and how this allows for rents to climb quickly as high-income earners raise AMI. The Council expressed a desire to explore capping rent growth on affordable units beyond AMI indexing in the future.

Next, CDD Zayer discussed permitting and processing amendments in the Zoning Code update. She highlighted three main process improvements:

**1. Eliminating Mandatory Study Sessions for all Major Design Review Projects**

CDD Zayer stated that currently, major projects must go to the Planning Commission for a study session and then return for formal action. She explained that in practice, many projects arrive with well-developed designs and could be approved at a first hearing.

CDD Zayer stated that the proposed amendment will do the following:

- Allow projects to go directly to an action hearing
- Planning Commission can approve or continue the item if more work is needed
- Streamlines approval and reduces delays for applicants

**2. Removing the Design Review Consultant Requirement**

CDD Zayer stated that the code allows the Commission to engage third-party design review consultants at hearings. She noted that over time, this tool has been used less frequently because:

- Local architects understand Burlingame’s design standards
- The Commission provides detailed comments

She explained that removing the requirement simplifies the process and avoids unnecessary costs and delays.

### **3. Shifting Certain Minor Applications to Administrative Review**

CDD Zayer explained that several minor planning applications rarely generate Commission-level concern or public controversy. She noted that under the proposed amendments, these will be shifted to director-level administrative review. She added that the Planning Commission supports this change and prefers to focus on more substantive issues.

CDD Zayer also discussed proposed updates to the single unit dwelling requirements including:

- Existing nonconforming setbacks can remain/be reconstructed in the same location and up to the same dimensions even if substantial construction
- Plate height for the first floor is increased from 9 feet to 9'6" and for the upper floors is increased from 8 feet to 8'6"
- Previously, parking was tied to the number of bedrooms; the proposal is to standardize the requirement to two parking spaces per single-unit dwelling

Councilmember Colson and Councilmember Stevenson thanked staff for addressing these small but impactful issues.

CDD Zayer next addressed transit-oriented communities ("TOC") policies. She explained that there are three main proposals to comply with the TOC policies:

#### **1. No Net Loss**

CDD Zayer stated that this overlaps with the Housing Element Program H (A-4) that was discussed earlier. She explained that the requirement is for a one-for-one replacement of housing units in TOC areas. She noted that this provides tenants with a right of return to comparable units and ensures application process and eligibility criteria are defined.

#### **2. Condominium Conversion**

CDD Zayer stated that the proposed ordinance repeals and replaces Chapter 26.32 of the Code. She reviewed key provisions of the proposed ordinance:

- Prohibits condominium conversions of buildings with fewer than 20 units to preserve small-scale rental stock
- Establishes detailed processes and requirements including tenant right of first refusal to purchase, tenant relocation assistance plans, and replacement requirements to avoid loss of rental housing in aggregate
- Recognizes that apartment to condominium conversion triggers separate building and fire code upgrades, which can be cost-prohibitive

#### **3. Parking Policy Adjustments**

CDD Zayer stated that the proposed ordinance codifies certain TOC based parking policies including:

- Clarification of no-parking minimum zones that are within a half mile of transit
- Detailed requirements for long-term bicycle parking

CDD Zayer next discussed several new ADU-related State law changes that are incorporated into the proposed ordinance:

- Junior ADUs (“JADUs”) are no longer prohibited from being used as short-term rentals
- The owner occupancy requirement for JADUs is only triggered when the ADU shares a bathroom with the primary residence
- Applicants are able to appeal staff decisions to the Planning Commission
- ADU and JADU size standards are now based on interior livable space
- ADUs and JADUs that are less than 500 square feet are exempt from school district fees

Councilmember Stevenson asked whether there has been any analysis of how waiving school district fees might affect school districts. CDD Zayer replied that the impact is expected to be relatively small due to the limited size of such units.

Mayor Brownrigg asked whether the City requires a separate street address for ADUs and whether that requirement could be relaxed. CDD Zayer replied that for standalone ADUs, the City requires a separate address for mail delivery and emergency response coordination. She noted that she would get back to Council about JADUs.

Mayor Brownrigg opened the item up for public comment.

Amy Chung encouraged the Council to consider long-term management rules for larger affordable units so that as children grow up and households change, the City does not end up with situations where a single widow occupies a four-bedroom unit.

Mayor Brownrigg closed public comment.

Councilmember Colson made a motion to bring back the proposed ordinance amending Title 25 for a second reading; seconded by Councilmember Stevenson. The motion passed unanimously by roll call vote, 5-0.

Vice Mayor Pappajohn made a motion to bring back the proposed ordinance repealing and replacing Chapter 26.32 for a second reading; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

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

### **a. CONSIDERATION OF APPOINTMENTS TO THE BAYFRONT SPECIFIC PLAN COMMUNITY ADVISORY COMMITTEE**

CDD Zayer stated that at the previous Council meeting, the City Council established the Bayfront Specific Plan Community Advisory Committee. She explained that at that meeting, the Council determined the selection parameters for the advisory committee including representation from property owners, hoteliers, business interests, residents, and City Commissions. She added that the idea was to ensure a diversity of perspective.

CDD Zayer stated that after receiving the nominees from the Council she identified six who were nominated by multiple councilmembers. Then she reviewed the entire list to ensure there was a diverse representation across:

- Property type and interest
- Demographics and sector

Lastly, she ensured that each Councilmember had at least two nominees on the final list.

CDD Zayer reviewed the list of eight nominees that arose after this process: David Hopkins, Jeff Holzman, Lisa Kershner, Brian Beswick, Amy Chung, Jeremy Lui, Dave Pine, and Mike McCord. She noted that there would be three additional members representing the Planning Commission, Traffic, Safety and Parking Commission, and Parks and Recreation Commission.

Councilmember Colson stated that after reviewing the selected individuals, she noticed that the committee was missing a renter's perspective. She explained that she was proposing that Renzo Castillo be added to the committee.

The Council agreed to the addition.

Mayor Brownrigg stated that he and the Vice Mayor would send their list of recommendations for the Commission members.

Mayor Brownrigg opened the item up for public comment.

Amy Chung thanked the Council for selecting her to be on the advisory committee.

Mayor Brownrigg closed public comment.

Mayor Brownrigg asked if there was any conflict of interest in having Ms. Chung serve due to the nature of her job. City Attorney Guina replied that conflicts of interest are fact specific. He added that this is an advisory committee and not a decision making body.

Councilmember Stevenson made a motion to appoint the eight named nominees; add Renzo Castillo; and approve the three representatives as selected by Vice Mayor Pappajohn and Mayor Brownrigg from the Planning Commission, Traffic, Safety and Parking Commission, and Parks and Recreation Commission; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

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

Councilmembers reported on their various committees and activities.

**13. FUTURE AGENDA ITEMS**

There were none.

**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 Brownrigg adjourned the meeting at 9:54 pm. In memory of the Reverend Jesse Jackson.

Respectfully submitted,

Meaghan Hassel-Shearer  
City Clerk