



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, June 23, 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: Community Development Director Neda Zayer, Assistant Planner Brittany Xlao, and Acting Assistant City Attorney Christie Crowl.

2. ROLL CALL

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

Absent 1 - Tse

3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

4. REVIEW OF AGENDA

Item 7a - 2649 Martinez Drive has been continued to a future meeting.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments on non-agenda items.

6. CONSENT CALENDAR

a. Approval of June 9, 2025 Planning Commission Meeting Minutes

Attachments: [Draft June 9, 2025 Planning Commission Meeting Minutes](#)

Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to approve the June 9, 2025 meeting minutes. The motion carried by the following vote:

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

Absent: 1 - Tse

b. Major Design Review at 1113 Cambridge Road (Project No. DSR24-0031)

Application for Major Design Review for a first and second story addition to an existing single-unit dwelling 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 15301(e)(1) of the CEQA Guidelines.

Staff: Brittany Xiao, Assistant Planner

Applicant and Designer: Amanda Wollman, Martinkovic Milford Architects

Property Owners: Matthew and Natalie Morrone

Attachments: [1113 Cambridge Rd - Staff Report](#)
[1113 Cambridge Rd - Area Map](#)
[1113 Cambridge Rd - Resolution](#)
[1113 Cambridge Rd - Proposed Plans](#)
[1113 Cambridge Rd - Previous Plans](#)

Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to approve Planning Commission Resolution 2025-06.23-6B, as presented and subject to the conditions. The motion carried by the following vote:

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

Absent: 1 - Tse

c. Major Design Review at 1315 Burlingame Avenue (Project No. CDSR25-0002)

Application for Major Design Review for exterior facade changes to an existing commercial building in the BAC (Burlingame Avenue Commercial) 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 15301(a) of the CEQA Guidelines.

Staff: Fazia Ali, Assistant Planner

Applicant and Architect: Rachel Johnson and Erik Mathews

Property Owners: Varooj Manuelian and Anahid Manuelian

Attachments: [1315 Burlingame Ave - Staff Report](#)
[1315 Burlingame Ave - Area Map](#)
[1315 Burlingame Ave - Resolution](#)
[1315 Burlingame Ave - Proposed Plans](#)
[1315 Burlingame Ave - Previous Plans](#)

Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to approve Planning Commission Resolution 2025-06.23-6C, as presented and subject to the conditions. The motion

carried by the following vote:

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

Absent: 1 - Tse

7. ACTION ITEMS (PUBLIC HEARING)

- a. Major Design Review and Hillside Area Construction Permit at 2649 Martinez Drive (Project No. DSR24-0008)

--- This item has been continued to a future meeting ---

Application for Major Design Review and Hillside Area Construction Permit for a first and second story addition to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

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

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

Staff: Erika Lewit, Senior Planner

Applicant: Ayesha Sikandar, MA Dimensions, Inc.

Property Owner: Kenneth Wei

This item was continued to a future meeting.

8. STUDY SESSION (PUBLIC HEARING)

- a. Major Design Review and Special Permits at 1633 Westmoor Road (Project No. DSR25-0003)

Application for Major Design Review and Special Permits for a second floor balcony and plate height for a first and second story addition to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Staff: Fazia Ali, Assistant Planner

Applicant and Architect: Ali Famhy, Studio S-Squared Architecture, Inc.

Property Owners: Shruti and Satyashil Awadhare

Attachments: [1633 Westmoor Rd - Staff Report](#)
[1633 Westmoor Rd - Area Map](#)
[1633 Westmoor Rd - Proposed Plans](#)

SPEAKERS:

Staff: Brittany Xiao, Assistant Planner

Applicants: Shruti Awadhare, Property Owner

Ali Famhy, Designer

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 when plans have been revised as follows:

- > **Reduce plate heights to comply with zoning code requirements.**
- > **Revisit the massing of the second floor addition and consider moving it forward.**
- > **Consult industry experts regarding the roof assembly.**
- > **Add consistent window trim, mullions, and details on windows throughout the house. Windows should be added to the second story blank wall along the Left Elevation.**

The motion carried by the following vote:

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

Absent: 1 - Tse

b. Major Design Review and Special Permits at 340 Dwight Road (Project No. DSR25-0032)

Application for Major Design Review and Special Permits for second floor balcony and plate height for a new, two-story single-unit dwelling and attached garage in the R-1 (Low Density Residential) zoning district.

Staff: Fazia Ali, Assistant Planner

Applicant and Architect: Maria Barmina

Property Owner: Benjamin Zhu

Attachments: [340 Dwight Rd - Staff Report](#)

[340 Dwight Rd - Area Map](#)

[340 Dwight Rd - Proposed Plans](#)

SPEAKERS:

Staff: Brittany Xiao, Assistant Planner

Applicants: Maria Barmina, Designer

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Lowenthal to place the item on Action when plans have been revised as follows:

- > **Address the front porch design by recessing the front door to create more depth.**
- > **Consider redesigning the front door to better fit the architectural style.**

The motion carried by the following vote:

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

Absent: 1 - Tse

- c. Major Design Review and Condominium Permit at 1115 Paloma Avenue (Project No. DSR22-0050)

Application for Major Design Review and Condominium Permit for a new, three-story, 3-unit residential condominium building.

Staff: Fazia Ali, Assistant Planner

Applicant and Architect: Simon Kwan, Kwan Design Architects
Property Owner: Jeffery Chan

Attachments: [1115 Paloma Ave - Staff Report](#)
[1115 Paloma Ave - Area Map](#)
[1115 Paloma Ave - Proposed Plans](#)

SPEAKERS:

Staff: Brittany Xiao, Assistant Planner

Applicants: Simon Kwan, Architect

Members of Public: Richard Jalilie & Michael Jalilie, neighbors

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Schmid to place the item on the Consent Calendar when plans have been revised as follows:

> Consider improving the street-facing façade, it should be more welcoming and pedestrian friendly.

> Consider adding a clerestory window on the ground floor on the front elevation, similar to what is proposed on the rear elevation.

The motion carried by the following vote:

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

Absent: 1 - Tse

- d. Discussion of Proposed Upcoming Zoning Code Text Amendments

Staff: Neda Zayer, Community Development Director

SPEAKERS:

Staff: Neda Zayer, Community Development Department Director

Applicants: None

Members of Public: None

Emails: None

Documents: PowerPoint by Staff
Ex-Parte Communication: None

Neda Zayer, Community Development Director, provided a high level overview of proposed Zoning code text amendments related to minor code clean up items, Housing Element implementation items, State Law updates, and proposed staff amendments related to single family design streamlining and other modifications. The Planning Commission asked clarifying questions. Director Zayer indicated the Zoning Code amendments will be brought before Planning Commission some time in fall, most likely November, for recommendation from the Planning Commission to the City Council.

9. STAFF/COMMISSION REPORTS

Community Development Director introduced the new Assistant City Attorney, Tamar Burke.

10. ADJOURNMENT

The meeting was adjourned at 8:57 p.m.