



STAFF REPORT

AGENDA NO: 9d

MEETING DATE: April 20, 2026

To: Honorable Mayor and City Council

Date: April 20, 2026

From: Neda Zayer, Community Development Director – (650) 558-7253

Subject: **Second Reading and Adoption of an Ordinance to Repeal and Replace Chapter 3.40 (Planning Commission) of Title 3 of the Burlingame Municipal Code, to Reduce the Number of Planning Commissioners, Select a Vice Chair, and Revise the Role of the Secretary**

RECOMMENDATION

Staff recommends that the City Council adopt an Ordinance of the City of Burlingame to repeal and replace in its entirety Chapter 3.40, "Planning Commission," of Title 3 of the Burlingame Municipal Code; CEQA Determination: Exempt Pursuant to State CEQA Guidelines 15378, 15061(b)(3).

Recommended Procedure and Order of Operations:

- A. Adopt the proposed ordinance.
- B. Direct the City Clerk to publish a summary of the ordinance within 15 days of adoption

BACKGROUND

On April 6, 2026, the City Council introduced and held a public hearing for the proposed ordinance to amend Chapter 3.40 (Planning Commission) of the Burlingame Municipal Code ([staff report](#)) to reduce the number of Planning Commissioners, select a Vice Chair, and revise the role of the Secretary. One public comment was received at the hearing, and no written public comments were provided. Following the public hearing and discussion of the ordinance, the City Council unanimously voted to adopt the first reading of the ordinance and bring the ordinance back for second reading without any changes.

FISCAL IMPACT

There are no fiscal impacts associated with the adoption of the Amendments to Chapter 3.40 (Planning Commission) of the Burlingame Municipal Code.

Exhibits:

- Ordinance for Chapter 3.40 (Planning Commission)