



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, August 11, 2025

7:00 PM

Council Chambers/Zoom

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. Staff in attendance: Planning Manager Ruben Hurin, Senior Planner Erika Lewit, and Acting Assistant City Attorney Christie Crowl.

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 are no changes to the agenda.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments on non-agenda items.

6. CONSENT CALENDAR

a. Approval of June 23, 2025 Planning Commission Meeting Minutes

Attachments: [Draft June 23, 2025 Planning Commission Meeting Minutes](#)

Commissioner Schmid made a motion, seconded by Commissioner Lowenthal, to approve the June 23, 2025 meeting minutes. The motion carried by the following vote:

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

b. Approval of July 14, 2025 Planning Commission Meeting Minutes

Attachments: [Draft July 14, 2025 Planning Commission Meeting Minutes](#)

Commissioner Schmid made a motion, seconded by Commissioner Lowenthal, to approve the July 14, 2025 meeting minutes. The motion carried by the following vote:

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

7. ACTION ITEMS (PUBLIC HEARING)

a. 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.

Recommendation: That the Planning Commission, by resolution, approve the Major Design Review and Special Permits 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 Architect: Maria Barmina

Property Owner: Banjamin Zhu

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

[340 Dwight Rd - Area Map](#)

[340 Dwight Rd - Resolution](#)

[340 Dwight Rd - Proposed Plans](#)

[340 Dwight Rd - Previous Plans](#)

Commissioner Tse noted that she was not in attendance at the meeting when this project was first presented to the commission, however she has reviewed the staff reports and has watched the meeting video.

SPEAKERS:

Staff: Erika Lewit, Senior Planner

Applicant: Maria Barmina, Designer

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

In their discussion, the Commission noted the following with regard to allowing the front porch to increase in depth up to the minimum required front setback line (based on the block average):

- > Since the lot is irregularly shaped (the front lot line is skewed not parallel), only a small portion of the porch will extend beyond the current building setback of 20 feet.
- > The minimum required rear setback did not allow for the house to be set any further back on the lot.
- > The entire porch will still be located at a minimum required front setback (based on the block average).

Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to approve Planning Commission Resolution 2025-08.11-7A, as presented with the following added condition:

- > that the front porch shall be extended to the average front setback of 18'-0". No portion of

the front porch, other than the porch eave and gutter, shall be allowed to extend beyond the average front setback line.

The motion carried by the following vote:

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

b. 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.

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

CEQA Determination: This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15301(e)(2) of the CEQA Guidelines.

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 - Resolution](#)
[1633 Westmoor Rd - Proposed plans](#)
[1633 Westmoor Rd - Previous Plans](#)

Commissioner Tse noted that she was not in attendance at the meeting when this project was first presented to the commission, however she has reviewed the staff reports and has watched the meeting video.

SPEAKERS:

Staff: Erika Lewit, Senior Planner
Applicants: Ali Famhy, Architect
Eugene Sakai, Architect
Members of Public: None
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2025-08.11-7B, as presented and subject to the conditions. The motion carried by the following vote:

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

c. Major Design Review and Special Permits at 121 Pepper Avenue (Project No.

DSR25-0004)

Application for Major Design Review and Special Permits for plate height and attached garage for a new, one-story single-unit dwelling and attached garage 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 Architect: John Phillips, A&E Design
Property Owners: Colin Mistele and Katherine Rafanelli

Attachments: [121 Pepper Ave - Staff Report](#)
[121 Pepper Ave - Area Map](#)
[121 Pepper Ave - Public Comment Emails](#)
[121 Pepper Ave - Historic Resource Evaluation](#)
[121 Pepper Ave - Arborist Report](#)
[121 Pepper Ave - Resolution](#)
[121 Pepper Ave - Proposed Plans](#)
[121 Pepper Ave - Previous Plans](#)

Commissioners Shores was recused from this item for business reasons.

SPEAKERS:

Staff: Erika Lewit, Senior Planner
Applicant: Justin Alexander, Architect
Members of Public: None
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-08.11-7C, as presented and subject to the conditions. The motion carried by the following vote:

Yes: 3 - Horan, Lowenthal, and Tse

No: 2 - Pfaff, and Schmid

Recused: 1 - Shores

- d. Amendment to previously approved entitlements at 777 Airport Boulevard (Project No. AMEND25-0002)

Application for an Amendment to previously approved entitlements for Commercial Design Review, and Special Permits for building height and Development under Tier 3/Community Benefits for a new, 13-story office/research and development building in the BFC (Bayfront Commercial) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Amendment as conditioned.

CEQA Determination: This project was reviewed pursuant to the California Environmental Quality Act (CEQA), per Section 15183 of the CEQA Guidelines.

Staff: Catherine Keylon, Senior Planner

Applicant and Property Owner: DL Burlingame Sub LLC
Architect: M. Arthur Gensler & Associates Inc.

Attachments: [777 Airport Blvd - Staff Report](#)

[777 Airport Blvd - Area Map](#)

[777 Airport Blvd - Resolution](#)

[777 Airport Blvd - Proposed Plans](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner

Applicants: Brandon Wang

Mark McMinn, Architect

Jacob Petersen, Landscape Architect

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-08.11-7D, as presented and subject to the conditions. The motion carried by the following vote:

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

8. STUDY SESSION (PUBLIC HEARING)

a. Major Design Review at 1341 Drake Avenue (Project No. DSR25-0011)

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

Staff: Brittany Xiao, Assistant Planner.

Applicant and Designer: Tim Raduenz, Form+One
Property Owner: XLC, LLC

Attachments: [1341 Drake Ave - Staff Report](#)
[1341 Drake Ave - Area Map](#)
[1341 Drake Ave - Arborist Report](#)
[1341 Drake Ave - Proposed Plans](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner

Applicants: Tim Raduenz, Designer

Members of Public: James Martin, 1340 Bernal Avenue
Candace Martin

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

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

- > revisit the front door design; currently as designed it looks like a sliding glass door; consider a door with a sidelite
- > grid profiles on first floor windows at the front of the house should be consistent with the rest of the house
- > tops of the stone fireplace stacks along the right side of the house need to be capped with an architectural element, look at a tudor-style element
- > need to account for the gutters and downspouts coming off the roof; work through that and show gutters and downspouts on building elevations
- > on rendering of front of house, trim around second floor window on the left side looks flat; should protrude some from the wall; fix rendering to show this or the trim shown on the building elevation
- > add window trim to the sides of the windows next to the stone fireplace stack
- > provide detail for decorative stucco recess on gable ends, design should match contemporary style of house; make it less like a void going straight into the attic

The motion carried by the following vote:

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

b. Major Design Review at 900 Peninsula Avenue (Project No. CDSR25-0001)

Application for Major Design Review for exterior facade changes to an existing commercial building in the MMU (Myrtle Mixed Use) zoning district.

Staff: Brittany Xiao, Assistant Planner.

Applicant and Designer: Alan Cross

Property Owner: Putnam Automotive Group

Attachments: [900 Peninsula Ave - Staff Report](#)
[900 Peninsula Ave - Area Map](#)
[900 Peninsula Ave - Proposed Plans](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner

Applicants: Alan Cross, Architect

Members of Public: None
Emails: None
Documents: PowerPoint by Staff
Ex-Parte Communication: None

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

> Address the following suggestions by staff included in the staff report:

- 1. The vehicle showroom area along the West Elevation (facing the railroad tracks) contains an etched glass curtain wall, creating a prominent blank wall along Peninsula Avenue (see proposed renderings). A design element should be considered to break up this wall.**
- 2. The pedestrian entrance to the building is not well-defined. A design element, such as a metal awning, should be considered to better identify the pedestrian entrance.**

The motion carried by the following vote:

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

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission reports.

10. ADJOURNMENT

The meeting was adjourned at 8:43 p.m.