



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, July 14, 2025

7:00 PM

Council Chambers/Zoom/
60 East 55th St, Apt. 35B, New York, NY

Planning Commissioner Horan attended the meeting via Zoom from the following location:

60 East 55th Street, Apt 35B
New York, New York

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. Staff in attendance: Planning Manager Ruben Hurin, Senior Planner Catherine Keylon, Assistant Planner Fazia Ali, 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. Major Design Review at 1508 Vancouver Avenue (Project No. DSR25-0006)

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.

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 15303 (a) of the CEQA Guidelines.

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant and Designer: Song Gao

Property Owner: Tan Tseng

Attachments: [1508 Vancouver Ave - Staff Report](#)

[1508 Vancouver Ave - Area Map](#)

[1508 Vancouver Ave - Resolution](#)

[1508 Vancouver Ave - Proposed Plans](#)

[1508 Vancouver Ave - Previous Plans](#)

Commissioner Pfaff pulled this item off the Consent Calendar for clarification question regarding the possibility of adding a second street tree.

Commissioners Schmid and Lowenthal were recused from this item as they live within 500 feet from the subject property.

SPEAKERS:

Staff: Ruben Hurin, Planning Manager

Applicants: None

Members of Public: None

Emails: None

Documents: None

Ex-Parte Communication: None

Vice Chair Shores made a motion, seconded by Commissioner Tse to approve Planning Commission Resolution 2025-07.14-6A, as presented and subject to the conditions. The motion carried by the following vote:

Yes: 4 - Horan, Pfaff, Shores, and Tse

Recused: 2 - Lowenthal, and Schmid

7. ACTION ITEMS (PUBLIC HEARING)

- a.** Major Design Review and Hillside Area Construction Permit at 1556 Bernal Avenue (Project No. DSR25-0005)

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: Catherine Keylon, Senior Planner

Applicant and Architect: Team Metric Inc.

Property Owner: Rarefund Project

Attachments: [1556 Bernal Ave - Staff Report](#)
[1556 Bernal Ave - Area Map](#)
[1556 Bernal Ave - Resolution](#)
[1556 Bernal Ave - Proposed Plans](#)
[1556 Bernal Ave - Previous Plans](#)

Commissioners Schmid was recused from this item as he lives within 500 feet from the subject property.

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicants: Thomas, Owner Representative

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Vice Chair Shores made a motion, seconded by Commissioner Tse to approve Planning Commission Resolution 2025-07.14-7A, as presented with the following added condition:

> that the plans shall be revised to include 24-inch roof eaves throughout the house, with the exception of the roof eave over the second floor balcony on the east elevation, which shall be 4-feet in depth.

The motion carried by the following vote:

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

Recused: 1 - Schmid

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

Application for Major Design Review, Special Permit, 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, Special Permit, 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

Attachments: [2649 Martinez Dr - Staff Report](#)
[2649 Martinez Dr - Area Map](#)
[2649 Martinez Dr - Resolution](#)
[2649 Martinez Dr - Proposed Plans](#)
[2649 Martinez Dr - Previous Plans](#)
[2649 Martinez Dr - Public Comment](#)

SPEAKERS:

Staff: Fazia Ali, Assistant Planner

Applicants: Ayesha Sikandar

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Tse made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2025-07.14-7B, 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 Permit at 1548 Hoover Avenue (Project No. DSR24-0020)

Application for Major Design Review and Special Permit for second floor balcony for a new, two-story single-unit dwelling and detached 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: Brittany Xiao, Assistant Planner

Applicant and Designer: Azadeh Masrour

Property Owner: Farideh Zamani

Attachments: [1548 Hoover Ave - Staff Report](#)
[1548 Hoover Ave - Area Map](#)
[1548 Hoover Ave - Design Review Consultant Analysis](#)
[1548 Hoover Ave - Arborist Report](#)
[1548 Hoover Ave - Resolution](#)
[1548 Hoover Ave - Proposed Plans](#)
[1548 Hoover Ave - Previous Plans](#)

Commissioners Schmid and Lowenthal were recused from this item as they live within 500 feet from the subject property.

SPEAKERS:

Staff: Fazia Ali, Assistant Planner

Applicants: Azadeh Masrour

Members of Public: Lynn Israelit

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Vice Chair Shores made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-07.14-7C, as presented and subject to the conditions. The motion carried by the following vote:

Yes: 4 - Horan, Pfaff, Shores, and Tse

Recused: 2 - Lowenthal, and Schmid

8. STUDY SESSION (PUBLIC HEARING)

- a. Major Design Review and Special Permit at 728 Newhall Road (Project No. DSR25-0009)

Application for Major Design Review and Special Permit for plate height 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: Behrooz Nemati

Property Owner: 728 Newhall Road LLC

Attachments: [728 Newhall Rd - Staff Report](#)
[728 Newhall Rd - Area Map](#)
[728 Newhall Rd - Arborist Report](#)
[728 Newhall Rd - Public Comment](#)
[728 Newhall Rd - Proposed Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicants: Behrooz Nemati

Members of Public: Jen Hoogeveen, neighbor

Christine Kentworthy, neighbor

Anonymous neighbor

Eric Hoogeveen, neighbor

Matthew Izaddoust, 728 Newhall Road property owner

Mansour Moussavian, real estate agent

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Tse made a motion, seconded by Vice Chair Shores to place the item on Action when plans have been revised as follows:

- > **Address the second story massing over the first floor.**
- > **Address window articulation and alignment throughout the house.**
- > **Minimize the extensive glazing over the stairwell.**
- > **Address the rear eave element that connects to the single-story portion at the rear of the house.**
- > **Consider utilizing the available front setback to shift the house forward in order to retain one of the trees in the rear yard.**
- > **Provide more attention to materials and detailing on the rear elevation to reflect the design of the other three sides of the house.**

The motion carried by the following vote:

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

b. Major Design Review and Special Permits at 229 Bancroft Road (Project No. DSR25-0008)

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

Staff: Fazia Ali, Associate Planner

Applicant: Xiaowen Song

Property Owner: Hongzhi Liang

Attachments: [229 Bancroft Rd - Staff Report](#)

[229 Bancroft Rd - Area Map](#)

[229 Bancroft Rd - Proposed Plans](#)

SPEAKERS:

Staff: Fazia Ali, Assistant Planner

Applicants: Hongzhi Liang, Property Owner

Xiaowen Song, Designer

Members of Public: Charles Drechsler, neighbor

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

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

- > **Provide extra attention to the design and material of the garage door.**
- > **Consider adding to the materials that are currently being used.**
- > **Provide better detailing of the bay windows on the front elevation.**
- > **Needs to provide a landscape plan.**
- > **Second floor window above front porch should be centered.**
- > **Address the wedding cake look of the design and improve the articulation on the second floor.**

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 9:03 p.m.