



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Chris Horan, Chair
Walker Shores, Vice-Chair
Sean Lowenthal
Jennifer Pfaff
John Schmid
Audrey Tse

Monday, March 9, 2026

7:00 PM

BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. Staff in attendance: Community Development Director Neda Zayer, Associate Planner Brittany Xiao, and Assistant City Attorney Tamar Burke.

2. ROLL CALL

Present 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

3. REPORT OF REMOTE PARTICIPATION

There were no Commissioners participating remotely.

4. REVIEW OF AGENDA

There were no changes to the agenda.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments for non-agenda items.

6. CONSENT CALENDAR

a. Approval of February 23, 2026 Planning Commission Meeting Minutes

Attachments: [Draft February 23, 2026 Planning Commission Meeting Minutes](#)

Commissioner Schmid made a motion, seconded by Commissioner Lowenthal, to approve the February 23, 2026 meeting minutes. The motion carried by the following vote:

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

b. Major Design Review and Hillside Area Construction Permit at 2674 Summit Drive (DSR25-0020)

Recommendation: Staff recommends the Planning Commission, by resolution, approve

the Major Design Review and Hillside Area Construction Permit applications as conditioned.

Application for Major Design Review and Hillside Area Construction Permit to construct a 764 square-foot first and second story addition to an existing 2,572 square-foot single-unit dwelling and 1,500 square-feet of new decking on a 17,061 square-foot site in the R-1 (Low Density Residential) zoning district.

CEQA Determination: This project is Categorically Exempt from review pursuant to the California Environmental Quality Act (CEQA), per Section 15303(e)(1) of the CEQA Guidelines.

Staff: Brittany Xiao, Associate Planner

Applicant and Architect: Ryan Morris, Morris Architecture LLC
Property Owner: David Matsuo

Attachments: [2674 Summit Dr - Staff Report](#)
[2674 Summit Dr - Area Map](#)
[2674 Summit Dr - Resolution](#)
[2674 Summit Dr - Renderings](#)
[2674 Summit Dr - Proposed Plans](#)
[2674 Summit Dr - Previous Plans](#)

Item 6b was pulled of the Consent Calendar for further discussion by Commissioner Pfaff.

Commissioner Pfaff made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2026-03.09-6B, as presented and subject to the conditions. The motion carried by the following vote:

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

7. ACTION ITEMS (PUBLIC HEARING)

There were no Action Items for review.

8. STUDY SESSION (PUBLIC HEARING)

- a. Major Design Review, Variances, and Special Permit at 1505 Drake Avenue (DSR25-0019)

Application for Major Design Review, Special Permit for a second floor balcony, and Variances for first and second floor front setbacks and left side setback to construct a 3,010 square-foot, two-story single-unit dwelling on a 6,000 square-foot site in the R-1 (Low Density Residential) zoning District.

Staff: Emma Goldsmith, Associate Planner

Applicant and Designer: Tim Raduenz, Form + One Design
Property Owners: Suchi Suchitra and Tarun Desikan

Attachments: [1505 Drake Ave - Staff Report](#)
[1505 Drake Ave - Area Map](#)
[1505 Drake Ave - Public Comments](#)
[1505 Drake Ave - Renderings](#)
[1505 Drake Ave - Proposed Plans](#)

SPEAKERS:

Staff: Brittany Xiao, Associate Planner

Applicant: Tarun Desikan and Suchi Suchitra, Property Owners
Tim Raduenz, Designer

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: Commissioner Pfaff noted that she had communicated with staff.

Commissioner Schmid made a motion, seconded by Commissioner Pfaff to place the item on Action with the following direction to the applicant:

- > **Look at pushing back the second floor at the front of the house so it is set back at least 20 feet from the front property line.**
- > **Carefully study the width and depth of the entry door to create more of a recess.**
- > **Study the articulation at the front of the house; look for opportunities to better differentiate between the front entry door and front patio, including the design of the low wall.**
- > **Make sure that the rendering is an accurate representation of the design intent, especially relative to the neighbors; proposed finishes need to be accurately represented.**

The motion carried by the following vote:

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

9. STAFF/COMMISSION REPORTS

There were no Commission reports.

Staff shared that the City Council adopted the Zoning Code Amendments at its last meeting and will go into effect on April 1, 2026. From that date forward, you will see that the organization of the Agenda changes slightly. We are not going to see projects as Study Items, but rather they will be presented as Action Items for the Commission to review. As previously discussed, the Commission will still have the ability to discuss, condition or approve projects at that meeting, which we have not been able to do previously.

On the March 16, 2026 City Council meeting, the Community Development Director will be providing a presentation regarding SB 79, a new State law in relation to transit-oriented development around our transit areas; one of them being the Burlingame Caltrain Station. The regulations of SB79 will be impactful to downtown. Staff encouraged

the Planning Commission to watch the meeting as it would be informative. Based on the direction the Council provides, it may result in Zoning Code Amendments which would be brought back to Council for review.

10. ADJOURNMENT

The meeting was adjourned at 8:05 p.m.