



BURLINGAME CITY COUNCIL
Unapproved Minutes
Regular City Council Meeting on September 15, 2025

1. CALL TO ORDER

A duly noticed meeting of the Burlingame City Council was held on the above date in person and via Zoom at 7:01 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by former Mayor Terry Nagel.

3. ROLL CALL

MEMBERS PRESENT: Brownrigg, Colson*, Pappajohn, Stevenson, Thayer

MEMBERS ABSENT: None

** Councilmember Colson appeared at the meeting remotely from:*

The Pfiser Hotel

Business Center

424 East Wisconsin Avenue

Milwaukee, WI 53202

Her remote appearance was noted on the agenda.

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There were no requests.

5. REPORT OUT FROM CLOSED SESSION

There was no closed session.

6. UPCOMING EVENTS

Mayor Stevenson reviewed upcoming events in the city.

7. PRESENTATIONS

a. UPDATE FROM THE BURLINGAME NEIGHBORHOOD NETWORK (BNN)

Former Mayor Terry Nagel thanked the Council for supporting the Annual Emergency Drill on October 4 at 9:00 a.m. She noted that the Annual Emergency Drill is designed to teach neighbors emergency preparedness and community resilience. She added that typically over 300 people participate with support from Central County Fire Department, Burlingame Police Department, and Burlingame CERT.

The Burlingame Neighborhood Network (“BNN”) distributed neon vests to the Council for use during the drill.

The Council expressed their appreciation for the work that BNN does and emphasized the importance of neighborhood-level preparedness and collaboration.

Mayor Stevenson opened the item up for public comment. No one spoke.

8. PUBLIC COMMENTS

Grace criticized the Council for not lowering the flag for Charlie Kirk. She also raised Brown Act concerns regarding Councilmember Colson’s remote participation.

9. APPROVAL OF CONSENT CALENDAR

Mayor Stevenson asked the Councilmembers and the public if they wished to remove any item from the Consent Calendar. Vice Mayor Brownrigg pulled item 9h from the Consent Calendar.

Vice Mayor Brownrigg made a motion to adopt items 9a, 9b, 9c, 9d, 9e, 9f, and 9g from the Consent Calendar; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE SEPTEMBER 2, 2025 CLOSED SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the September 2, 2025 Closed Session.

b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE SEPTEMBER 2, 2025 STUDY SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the September 2, 2025 Study Session.

c. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE SEPTEMBER 2, 2025 REGULAR CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the September 2, 2025 Regular City Council Meeting.

- d. **ADOPTION OF RESOLUTIONS AUTHORIZING THE CITY MANAGER TO EXECUTE PROFESSIONAL SERVICES AGREEMENT WITH ESA, DAVID J. POWERS, INCF, AND M-GROUP FOR ON-CALL PLANNING SERVICES, EACH IN THE AMOUNT OF \$1,000,000 AND FOR A FIVE-YEAR TERM**

CDD Zayer requested Council adopt Resolution Number 097-2025, Resolution Number 098-2025, Resolution Number 099-2025, and Resolution Number 100-2025.

- e. **ADOPTION OF A RESOLUTION ACCEPTING THE POLICE DEPARTMENT ROOF REPLACEMENT PROJECT BY ALCAL SPECIALITY CONTRACTING, INC., CITY PROJECT NO. 86060, IN THE AMOUNT OF \$574,066**

DPW Murtuza requested Council adopt Resolution Number 101-2025.

- f. **ADOPTION OF RESOLUTIONS SUPPORTING THE SUBMISSION OF GRANT APPLICATIONS FOR THE OLD BAYSHORE HIGHWAY COMPLETE STREETS PROJECT AND THE PENINSULA CORRIDOR MULTIMODAL COMPLETE STREETS IMPROVEMENT PROJECT UNDER THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) MEASURE A & W HIGHWAY PROGRAM**

DPW Murtuza requested Council adopt Resolution Number 102-2025 and Resolution Number 103-2025.

- g. **ADOPTION OF A RESOLUTION AWARDING A \$443,645.80 CONSTRUCTION CONTRACT TO JJR CONSTRUCTION, INC. FOR THE OCCIDENTAL AVENUE BICYCLE AND PEDESTRIAN IMPROVEMENTS, CITY PROJECT NO. 86650, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONSTRUCTION CONTRACT**

DPW Murtuza requested Council adopt Resolution Number 104-2025.

- h. **ADOPTION OF A RESOLUTION AUTHORIZING AN AMENDMENT TO THE DIRECTOR OF PUBLIC WORKS JOB CLASSIFICATION**

Vice Mayor Brownrigg stated that the revised job description for the Director of Public Works should include qualities such as patience, courtesy, intelligence, and literacy. He noted that these are all qualities of Syed Murtuza and that it will be very hard to replace him.

Mayor Stevenson opened the item up for public comment. No one spoke.

Councilmember Thayer made a motion to adopt Resolution Number 105-2025; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

10. PUBLIC HEARINGS

a. PUBLIC HEARING AND ADOPTION OF A RESOLUTION APPROVING AND LEVYING THE DOWNTOWN BURLINGAME AVENUE BUSINESS IMPROVEMENT DISTRICT ASSESSMENTS FOR FISCAL YEAR 2025-26

Finance Director Yu-Scott explained that the City Council adopted Resolution Number 091-2025 to set the FY 2025-26 Downtown Burlingame Avenue BID assessments at the August 18, 2025 meeting. She asked the City Clerk if her office received any protests from businesses.

City Clerk Hassel-Shearer replied in the negative.

Finance Director Yu-Scott stated that because the City had not received protests that represented a majority of the value of the assessments, staff's recommendation was for the Council to adopt the resolution approving and levying the Downtown Burlingame Avenue Business Improvement District assessments for FY 2025-26.

Mayor Stevenson opened the public hearing. No one spoke.

Councilmember Pappajohn made a motion to adopt Resolution Number 106-2025; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

b. ADOPTION OF A RESOLUTION ADOPTING AN AMENDED AND RESTATED CONDITIONAL USE PERMIT FOR ENTERPRISE RENT-A-CAR COMPANY FOR A CAR RENTAL, STORAGE, AND REPAIR FACILITY LOCATED AT 778 BURLWAY ROAD; CEQA DETERMINATION: EXEMPT PURSUANT TO STATE CEQA GUIDELINES SECTION 15301 (CLASS 1 – EXISTING FACILITIES);

ADOPTION OF A RESOLUTION APPROVING AN AGREEMENT BETWEEN THE CITY OF BURLINGAME AND ENTERPRISE RENT-A-CAR COMPANY FOR DEVELOPMENT OF THE PROPERTY AT 778 BURLWAY ROAD, AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

CDD Zayer explained the need for the amended and restated Conditional Use Permit ("CUP"). She stated that the property at 778 Burlway Road has operated under a CUP since 2005. She noted that the property is primarily used for vehicle storage supporting rentals at San Francisco Airport, with most rental transactions occurring at the airport itself. She added that the site has remained in substantial compliance with its CUP and operational requirements.

CDD Zayer explained that the current CUP included triggers related to redevelopment of the site, with the latest trigger set to expire in October 2025. She stated that Enterprise approached the City to amend the CUP, seeking to change the timing and financial triggers. She noted that staff recommends separating the operational requirements from the redevelopment and financial terms. She explained that the amended

CUP would focus solely on operational aspects, while the new agreement would address redevelopment timing and financial obligations.

City Attorney Guina detailed the terms of the new agreement. He stated that Enterprise would make annual payments to the City, starting at \$500,000 in year one with a 5% increase each year for the next four years. The five-year term is intended to allow Enterprise time to redevelop the site, secure partners, and obtain necessary permits. He explained that the new agreement includes the following details:

- If Enterprise obtains a building permit for vertical construction, the payments would stop
- If the project is not completed within five years of pulling the permit, payments would resume at a 10% annual increase
- Rental fee provision starting July 1 where Enterprise pays the City \$36,500 per year, or 1% of gross car rental revenues if that amount is higher. This fee is paused upon the issuance of a building permit and resumes if the project is not completed within five years.

Vice Mayor Brownrigg stated that he served on the subcommittee for this negotiation. He noted that the use of the site for car rental storage is incompatible with the City's long-term Bayside plan, which envisions different uses for the area. He added that the negotiations were collaborative with both parties acting in good faith.

Councilmember Colson stated that the subcommittee worked through the details with Enterprise and she was comfortable with the agreement.

Mayor Stevenson discussed the collaborative nature of the process and the importance of moving forward with the redevelopment.

Mayor Stevenson opened the public hearing. No one spoke.

Vice Mayor Brownrigg made a motion to adopt Resolution Number 107-2025; seconded by Councilmember Colson. The motion passed unanimously by roll call vote, 5-0.

Councilmember Pappajohn made a motion to adopt Resolution Number 108-2025; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

11. STAFF REPORTS AND COMMUNICATIONS

There were no staff reports.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

There were none.

13. FUTURE AGENDA ITEMS

There were none.

14. ACKNOWLEDGMENTS

The agendas, packets, and meeting minutes for the Planning Commission, Traffic, Safety & Parking Commission, Beautification Commission, Parks & Recreation Commission, and Library Board of Trustees are available online at www.burlingame.org.

15. ADJOURNMENT

Mayor Stevenson adjourned the meeting at 7:50 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk