



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, January 12, 2026

7:00 PM

BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Staff in attendance: Community Development Director Neda Zayer, Planning Manager Ruben Hurin, Senior Planner Catherine Keylon, and Assistant City Attorney Tamar Burke.

2. ROLL CALL

Present 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores

Absent 1 - Tse

3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

4. REVIEW OF AGENDA

Staff requested that Study Session Agenda Item 8a - 233 Arundel Road be reviewed prior to the Action Items; the Chair agreed to move the item.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments for non-agenda items.

6. CONSENT CALENDAR

a. Approval of December 8, 2025 Planning Commission Meeting Minutes

Attachments: [Draft December 8, 2025 Planning Commission Meeting Minutes](#)

Vice-Chair Shores and Commissioner Lowenthal noted that they were not present at the December 8, 2025 Planning Commission meeting but were able to review the meeting minutes and watched the meeting video.

Commissioner Schmid made a motion, seconded by Commissioner Pfaff, to approve the December 8, 2025 meeting minutes. The motion carried by the following vote:

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

Absent: 1 - Tse

7. ACTION ITEMS (PUBLIC HEARING)

a. Major Design Review at 1406 Drake Avenue (Project No. DSR25-0015)

Application for Major Design Review to construct a 3,378 square foot, two-story single-unit dwelling with an attached garage on a 7,199 square foot site 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: Emma Goldsmith, Associate Planner

Applicant: Richard Sargent, Sargent Development

Architect: James Chu, Chu Design Associates, Inc.

Property Owners: Amitabh and Karuna Chibber

Attachments: [1406 Drake Ave - Staff Report](#)
[1406 Drake Ave - Area Map](#)
[1406 Drake Ave - Arborist Report](#)
[1406 Drake Ave - Resolution](#)
[1406 Drake Ave - Renderings](#)
[1406 Drake Ave - Proposed Plans](#)
[1406 Drake Ave - Previous Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Rich Sargent, Applicant

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Chair Horan was recused from this item as he lives within 500 feet of the subject property.

Commissioner Schmid made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2026-01.12-7A, as presented and subject to the conditions, including the following amended condition:

> that the project shall be built as shown on the plans submitted to the Planning Division and

date stamped November 21, 2025, sheets A.1 through A.7, N.1, AC, L-1 and L-2, except that the roofing material shall be composition shingles.

The motion carried by the following vote:

Yes: 4 - Lowenthal, Pfaff, Schmid, and Shores

Absent: 1 - Tse

Recused: 1 - Horan

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

Application for Major Design Review for exterior facade changes to an existing 67,566 square foot commercial building on a 0.96 acre site in the MMU (Myrtle Road Mixed-Use) 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 15301(a) of the CEQA Guidelines.

Staff: Brittany Xiao, Associate 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 - Photos](#)

[900 Peninsula Ave - Resolution](#)

[900 Peninsula Ave - Proposed Plans](#)

[900 Peninsula Ave - Previous Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Alan Cross, Applicant

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve Planning Commission Resolution 2026-01.12-7B, as presented and subject to the conditions. The motion carried by the following vote:

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

Absent: 1 - Tse

c. Conditional Use Permit at 1606 Rollins Road (Project No. CUP25-0003)

Application for a Conditional Use Permit for a religious assembly facility use within a 6,259 square foot tenant space in an existing 12,517 square foot commercial building with 23 parking spaces on a 29,760 square foot site in the I-I (Innovation Industrial) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Conditional Use Permit as conditioned.

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

Staff: Erika Lewit, Senior Planner

Applicant and Architect: Marie Barron, The Kastrop Group, Inc. Architects

Property Owner: Di Maio Living Trust

Attachments: [1606 Rollins Rd - Staff Report](#)

[1606 Rollins Rd - Area Map](#)

[1606 Rollins Rd - Resolution](#)

[1606 Rollins Rd - Proposed Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Marie Barron, Architect

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2026-01.12-7C, as presented and subject to the conditions. The motion carried by the following vote:

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

Absent: 1 - Tse

d. Amendment to Conditional Use Permit and Variance for Landscaping at 1722 Gilbreth Road (Project No. AMEND26-0001)

Application for an Amendment to a Conditional Use Permit and Variance for reduced landscaping to create an outdoor play area with a play structure and sports court for an existing religious assembly facility within an existing 9,890 square foot building with 62 parking spaces on a 0.85 acre site in the I-I (Innovation Industrial) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Amendment to Conditional Use Permit and Variance as conditioned.

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

Staff: Erika Lewit, Senior Planner

Applicant: Esam Hussain

Designer: Doug Gourley, Playground Design Inc.

Property Owner: North American Islamic Trust

Attachments: [1722 Gilbreth Rd - Staff Report](#)
[1722 Gilbreth Rd - Area Map](#)
[1722 Gilbreth Rd - Resolution](#)
[1722 Gilbreth Rd - Proposed Plans](#)
[1722 Gilbreth Rd - Parking Management Plan](#)
[1722 Gilbreth Rd - Activity Calendar](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Esam Hussain, Applicant

Kamal Fallaha, 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 continue the item with the following direction to the applicant:

> Add more landscaping to the site; opportunities include increasing the area of existing landscaping along the side of the building and adding landscaping within the parking area; ensure that the Parking Management Plan aligns with the changes proposed to the site landscaping.

The motion carried by the following vote:

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

Absent: 1 - Tse

e. Municipal Code Text Amendments (Project No. ZOA25-0001)

Consideration of Text Amendments to Title 25 (Zoning) and Chapter 26.32 (Condominium Conversion Permits) of the Burlingame Municipal Code to correct references and typographic errors, update definitions, streamline procedures and development review, implement Housing Element policies, implement State Law for

Accessory Dwelling Units, and implement Metropolitan Transportation Commission Transit Oriented Communities policies.

Recommendation: That the Planning Commission, by resolution, recommend the City Council amend Title 25 (Zoning) of the Burlingame Municipal Code excluding Chapters 25.35, 25.36, 25.41, 25.42, 25.43, 25.44, 25.76, 25.84, 25.102, And 25.103; and repeal and replace Chapter 26.32 (Condominium Conversion Permits) of Title 26 (Subdivisions) of the Burlingame Municipal Code.

CEQA Determination: Exempt Pursuant to State CEQA Guidelines 15378, 15061(b)(3).

Staff: Neda Zayer, Community Development Director
Catherine Keylon, Senior Planner
Joseph Sanfilippo, Economic Development and Housing Specialist
Brittany Xiao, Associate Planner

Attachments: [Staff Report](#)

[Resolution - Amendments to Title 25](#)

[Article 1 - General Provisions](#)

[Article 2 - Zoning Districts, Allowable uses, and Development Standards](#)

[Article 3 - Regulations and Standards Applicable to all Zoning Districts](#)

[Article 4 - Regulations for Specific Land Uses and Activities](#)

[Article 5 - Nonconformities](#)

[Article 6 - Permit Processing Procedures](#)

[Article 7 - Zoning Code Administration](#)

[Article 8 - Definitions](#)

[Resolution - Title 26](#)

[Title 26 - Chapter 26.32](#)

[Supplemental Informational Packet 01.12.26](#)

[Supplemental Informational Packet 2 01.12.26](#)

SPEAKERS:

Staff: Neda Zayer, Community Development Director

Applicant: None

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Pfaff made a motion, seconded by Vice-Chair Shores, to recommend the City Council repeal and replace in its entirety Chapter 26.32 (Condominium Conversion Permits) of Title 26 (Subdivisions) of the Burlingame Municipal Code, per Resolution 2026-01.12-7E.1:

The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores
Absent: 1 - Tse

Commissioner Schmid made a motion, seconded by Commissioner Lowenthal, to recommend the City Council adopt Amendments to Title 25 (Zoning) of the City of Burlingame Municipal Code, excluding Chapters 25.35, 25.36, 25.41, 25.42, 25.43, 25.44, 25.76, 25.84, 25.102, and 25.103, per the Resolution included in the Supplemental Information Packet posted on January 12, 2026 (Resolution 2026-01.12-7E.2), with the following amendments for consideration by the City Council:

- > Revise Section 25.48.030.E.10. to read: Statewide Exemption ADUs. If an ADU or JADU does not exist or is not proposed pursuant to subsection E.8 or E.9 above, any of the following will be ministerially permitted on a parcel and is not subject to subsection F. and H. below.
 - > Revise Section 25.33.030.C.1. to read: Reduced Parking: The parking requirement shall be one parking space per unit.
 - > Revise 25.20.040.B. to read: View Preservation. Hillside development shall be designed to preserve existing distant views. View preservation shall be limited to obstruction of distant views to San Francisco Bay, the San Francisco Airport, and Mills Canyon from primary indoor living areas excluding kitchens, bathrooms, dens, stairwells, entryways and bedrooms.

The motion carried by the following vote:

Yes: 5 - Horan, Lowenthal, Pfaff, Schmid, and Shores
Absent: 1 - Tse

8. STUDY SESSION (PUBLIC HEARING)

a. Major Design Review at 233 Arundel Road (Project No. DSR25-0014)

Application for Major Design Review for an approximately 500 square foot first and second story addition to an existing 2,412 square foot single-unit dwelling on a 7,500 square foot site in the R-1 (Low Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

Applicant and Designer: Elaine Lee, Elaine Lee Design

Property Owners: Erin and Adam Echter

Attachments: [233 Arundel Rd - Staff Report](#)

[233 Arundel Rd - Area Map](#)

[233 Arundel Rd - Proposed Plans](#)

[233 Arundel Rd - Rendering](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicant: Elaine Lee, Architect

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Schmid, to place the item on the Consent Calendar as presented. The motion carried by the following vote:

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

Absent: 1 - Tse

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission reports.

- > Chair Horan suggested having a discussion regarding approved Design Review projects that have been built but have had changes made to them during construction.
- > Commissioner Schmid suggested having a discussion regarding built non-permitted work and the possibility of strengthening the code to address this issue or imposing penalties.

10. ADJOURNMENT

The meeting was adjourned at 9:28 p.m.