



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, September 22, 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, Associate Planner Brittany Xiao, and Assistant City Attorney Tamar Burke.

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

SPEAKERS:

Public: Diane Haggerty - Concerned about the safety of pedestrians on Easton Drive and Summit Drive due to speeding motorists. Suggests placing speed limit signs, school signs, and have road lane divisions.

6. CONSENT CALENDAR

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

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

Commissioner Lowenthal made a motion, seconded by Commissioner Pfaff, to approve the September 8, 2025 meeting minutes. 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 at 739 Laurel Avenue (Project No. DSR25-0013)

Application for Major Design Review for a new, two-story single-unit dwelling and detached garage in the R-2 (Medium Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

Applicant and Architect: Dreiling Terrones Architecture, Richard Terrones

Property Owner: Emily Christensen

Attachments: [739 Laurel Ave - Staff Report](#)
[739 Laurel Ave - Area Map](#)
[739 Laurel Ave - Arborist Report](#)
[739 Laurel Ave - Proposed Plans](#)

SPEAKERS:

Staff: Brittany Xiao, Associate Planner

Applicant: Richard Terrones, Architect

Members of Public: None

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 with no suggested changes. The motion carried by the following vote:

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

b. Major Design Review and Variance at 2110 Poppy Drive (Project No. DSR25-0012)

Application for Major Design Review and Variance for side setback for a first and second story addition to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Staff: Brittany Xiao, Associate Planner

Applicant and Designer: Tim Raduenz, Form+One

Property Owners: Tamar and Jessica Phillips

Attachments: [2110 Poppy Dr - Staff Report](#)
[2110 Poppy Dr - Area Map](#)
[2110 Poppy Dr - Arborist Report](#)
[2110 Poppy Dr - Renderings](#)
[2110 Poppy Dr - Proposed Plans](#)
[2110 Poppy Dr - Public Comment Email](#)

SPEAKERS:

Staff: Brittany Xiao, Associate Planner

Applicant: Tim Raduenz, Designer

Jessica Phillips, Property Owner

Members of Public: Cathy Guglielmi

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: Commissioner Schmid noted that he had conversations with one of the neighbors. Chair Horan noted that he saw the applicant at a function where they noted that they would be presenting their project this evening.

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

- > Revisit the right side setback Variance request and come back with a solution which could include removing the garage entirely, proposing a new garage that fits within the side setback requirement without a Variance, or building a detached garage.
- > Consider simplifying the forms and materials of the two shed dormers proposed at the front of the house.

The motion carried by the following vote:

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

c. Lot Subdivision, Major Design Review, Hillside Area Construction Permit and Special Permits at 1385 Hillside Circle - Lots 1, 2 and 3 (Project No. DSR24-0023)

Application for Lot Subdivision, Major Design Review, Hillside Area Construction Permit, and Special Permits for declining height envelope and attached garage to subdivide one lot into three lots and construct one new single-unit dwelling and attached garage on each of the three newly created lots in the R-1 (Low Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

Applicant and Designer: James Chu; Chu Design Associates, Inc.

Property Owners: Sherman Chiu and Jen Ngo

Attachments: [1385 Hillside Cir - Staff Report](#)

[1385 Hillside Cir - Area Map](#)

[1385 Hillside Cir - Arborist Report](#)

[1385 Hillside Cir - Public Comment Emails](#)

[1385 Hillside Cir - Public Comment Emails 2](#)

[1385 Hillside Cir - Proposed Renderings](#)

[1385 Hillside Cir - Lot 1 - Proposed Plans](#)

[1385 Hillside Cir - Lot 2 - Proposed Plans](#)

[1385 Hillside Cir - Lot 3 - Proposed Plans](#)

Commissioners Shores was recused from this item for business reasons.

SPEAKERS:

Staff: Brittany Xiao, Associate Planner

Applicant: Mark Haesloop, Applicant Representative

James Chu, Architect

Members of Public: Andrew Cotton, 1404 Hillside Circle

Yoganathan Family, 2225 Summit Drive

Diane Haggerty, 2265 Summit Drive

Teri Felix, 1381 Hillside Circle

Roy Mayer and Sharon Mayer, 1387 Hillside Circle

Jim Locke and Nancy Locke, 1384 Hillside Circle

Emails: Included as attachments to staff report

Documents: PowerPoint by Staff

Ex-Parte Communication: None.

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

- > Provide a detailed landscape plan specifically showing the number, species, and mature height of trees throughout each of the sites.
- > Provide a rendering from the Easton Drive vantage point showing landscape elements, including property fences and trees indicated on the landscape plan.
- > Lot 1 - Consider redesigning the stucco fascia above the main entry door and window at front of house so that it's not so heavy.
- > Lot 2 - Headers at entrance door, French doors, windows, and garage doors at front of house should all be at the same height.
- > Lot 3 - Soften the modern aesthetic; encourage designer to explore ways to mitigate the boxy and over-modern design look of the facade as it relates to the neighborhood. One potential idea could be using a low-pitched roof used in Eichler homes.
- > Lots 1, 2 & 3 - Add weather protection (roof) over the side garage door entrances.
- > Lots 2 & 3 - Reduce the size of the stairway windows.

The motion carried by the following vote:

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

Recused: 1 - Shores

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission reports.

10. ADJOURNMENT

The meeting was adjourned at 9:39 p.m.