



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, September 8, 2025

7:00 PM

Council Chambers/Zoom

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### 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, and Assistant City Attorney Tamar Burke.

### 2. ROLL CALL

**Present** 4 - Horan, Lowenthal, Pfaff, and Shores

**Absent** 2 - Schmid, and Tse

### 3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

### 4. REVIEW OF AGENDA

Planning Manager Hurin that items 8a, 8b and 8c - 1385 Hillside Circle - Lots 1, 2 and 3, would not be reviewed this evening due to a lack of quorum. These projects have been continued to the meeting on Monday, September 22, 2025.

### 5. PUBLIC COMMENTS, NON-AGENDA

#### a. Public Comment, Non-Agenda Item

**Attachments:** [Public Comment](#)

Public Comment email for non-agenda items was received from Patricia Urbina.

### 6. CONSENT CALENDAR

#### a. Approval of August 25, 2025 Planning Commission Meeting Minutes

**Attachments:** [Draft August 25, 2025 Planning Commission Meeting Minutes](#)

Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve the August 25, 2025 meeting minutes. The motion carried by the following vote:

**Yes:** 4 - Horan, Lowenthal, Pfaff, and Shores

**Absent:** 2 - Schmid, and Tse

#### b. Major Design Review at 1341 Drake Avenue (Project No. DSR25-0011)

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 Major Design Review as conditioned.

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

Staff: Brittany Xiao, Associate Planner.

Applicant and Designer: Tim Raduenz, Form+One  
Property Owner: XLC, LLC

**Attachments:** [1341 Drake Ave - Staff Report](#)  
[1341 Drake Ave - Area Map](#)  
[1341 Drake Ave - Resolution](#)  
[1341 Drake Ave - Arborist Report](#)  
[1341 Drake Ave - Proposed Renderings](#)  
[1341 Drake Ave - Proposed Plans](#)  
[1341 Drake Ave - Previous Plans](#)

**Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve Planning Commission Resolution 2025-09.08-6B, as presented and subject to the conditions. The motion carried by the following vote:**

**Yes:** 4 - Horan, Lowenthal, Pfaff, and Shores

**Absent:** 2 - Schmid, and Tse

- c. Major Design Review, Condominium Permit, and Tentative Parcel Map at 1115 Paloma Avenue (Project No. DSR22-0050)

Application for Major Design Review, Condominium Permit, and Tentative Parcel Map for a new, three-story, three-unit residential condominium building.

Recommendation: That the Planning Commission, by resolution, approve Major Design Review and Condominium Permit as conditioned and recommend approval of the Tentative Parcel Map.

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

Staff: Ruben Hurin, Planning Manager

Applicant and Architect: Simon Kwan, Kwan Design Architects  
 Property Owner: Jeffery Chan

- Attachments:** [1115 Paloma Ave - Staff Report](#)  
[1115 Paloma Ave - Area Map](#)  
[1115 Paloma Ave - Arborist Report](#)  
[1115 Paloma Ave - Public Works Dept Memorandum](#)  
[1115 Paloma Ave - Resolution](#)  
[1115 Paloma Ave - Proposed Plans](#)  
[1115 Paloma Ave - Previous Plans](#)

Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve Planning Commission Resolution 2025-09.08-6C, as presented and subject to the conditions, which included a recommendation to approve the Tentative Parcel Map for condominium purposes. The motion carried by the following vote:

**Yes:** 4 - Horan, Lowenthal, Pfaff, and Shores

**Absent:** 2 - Schmid, and Tse

**7. ACTION ITEMS (PUBLIC HEARING)**

- a. Major Design Review and Hillside Area Construction Permit at 1812 Castenada Drive (Project No. DSR22-0006)

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: Erika Lewit, Senior Planner

Applicant: Yury Kogan  
 Property Owner: Marat Diner

- Attachments:** [1812 Castenada Dr - Staff Report](#)  
[1812 Castenada Dr - Area Map](#)  
[1812 Castenada Dr - Design Review Consultant Analysis](#)  
[1812 Castenada Dr - Resolution](#)  
[1812 Castenada Dr - Proposed Plans](#)  
[1812 Castenada Dr - Previous Plans](#)

**SPEAKERS:**

Staff: Catherine Keylon, Senior Planner

Applicant: Marat Diner, Property Owner

Yury Kogan, Designer

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 2025-09.08-7A, as presented and subject to the conditions. The motion carried by the following vote:**

**Yes:** 4 - Horan, Lowenthal, Pfaff, and Shores

**Absent:** 2 - Schmid, and Tse

- b.** 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.

Recommendation: That the Planning Commission, by resolution, approve Major Design Review and Special Permit as conditioned.

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

Staff: Brittany Xiao, Associate 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 Email](#)  
[728 Newhall Rd - Resolution](#)  
[728 Newhall Rd - Proposed Plans](#)  
[728 Newhall Rd - Previous Plans](#)

**SPEAKERS:**

Staff: Catherine Keylon, Senior Planner

Applicant: Behrooz Nemati, Designer

Members of Public: Property Owner, 724 Newhall Rd  
Emails: None  
Documents: PowerPoint by Staff  
Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2025-09.08-7B, as presented with the following added condition:

> that privacy landscape screening shall be installed along the entire length of the structure along the right side property line between 728 and 724 Newhall Road; the applicant shall work with the Parks Division to determine the appropriate evergreen species, size and spacing of the privacy landscape screening; the project plans submitted for a building permit shall include the privacy landscape screening on the landscape plans.

The motion carried by the following vote:

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

Absent: 2 - Schmid, and Tse

- c. 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.

Recommendation: That the Planning Commission, by resolution, approve Major Design Review and Special Permits as conditioned.

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

Staff: Ruben Hurin, Planning Manager

Applicant: Xiaowen Song  
Property Owner: Hongzhi Liang

- Attachments:** [229 Bancroft Rd - Staff Report](#)  
[229 Bancroft Rd - Area Map](#)  
[229 Bancroft Rd - Resolution](#)  
[229 Bancroft Rd - Proposed Plans](#)  
[229 Bancroft Rd - Previous Plans](#)

SPEAKERS:  
Staff: Catherine Keylon, Senior Planner  
Applicant: Xiaowen Song

Members of Public: None  
Emails: None  
Documents: PowerPoint by Staff  
Ex-Parte Communication: None

Vice-Chair Shores made a motion, seconded by Commissioner Lowenthal, to approve Planning Commission Resolution 2025-09.08-7C, as presented with the following added condition:

> that the project plans submitted for a building permit shall be revised to include base trim at the bottom of the two porch columns at the rear of the house.

The motion carried by the following vote:

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

Absent: 2 - Schmid, and Tse

## 8. STUDY SESSION (PUBLIC HEARING)

- a. Lot Subdivision, Major Design Review, Hillside Area Construction Permit and Special Permits at 1385 Hillside Circle - Lot 1 (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 for a new, two-story single-unit dwelling and attached garage in the R-1 (Low Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

Applicant and Designer: James Chu; Chu Design Associates, Inc.  
Property Owner: Sherman Chiu and Jen Ngo

Attachments: [1385 Hillside Cir - Lot 1 - Staff Report](#)  
[1385 Hillside Cir - Lot 1 - Area Map](#)  
[1385 Hillside Cir - Lot 1 - Arborist Report](#)  
[1385 Hillside Cir - Lot 1 - Public Comment Emails](#)  
[1385 Hillside Cir - Lot 1 - Proposed Plans](#)

Item 8a - 1385 Hillside Circle - Lot 1, will not be reviewed this evening due to a lack of quorum. This project has been continued to the meeting on Monday, September 22, 2025.

- b. Lot Subdivision, Major Design Review, Hillside Area Construction Permit and Special Permits at 1385 Hillside Circle - Lot 2 (Project No. DSR24-0024)

Application for Lot Subdivision, Major Design Review, Hillside Area Construction Permit, and Special Permits for declining height envelope and attached garage for a new, two-story single-unit dwelling and attached garage in the R-1 (Low Density Residential)

zoning district.

Staff: Catherine Keylon, Senior Planner

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

Property Owner: Sherman Chiu and Jen Ngo

**Attachments:** [1385 Hillside Cir - Lot 2 - Staff Report](#)

[1385 Hillside Cir - Lot 2 - Area Map](#)

[1385 Hillside Cir - Lot 2 - Arborist Report](#)

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

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

Item 8b - 1385 Hillside Circle - Lot 2, will not be reviewed this evening due to a lack of quorum. This project has been continued to the meeting on Monday, September 22, 2025.

- c. Lot Subdivision, Major Design Review, Hillside Area Construction Permit and Special Permits at 1385 Hillside Circle - Lot 3 (Project No. DSR24-0025)

Application for Lot Subdivision, Major Design Review, Hillside Area Construction Permit, and Special Permits for declining height envelope and attached garage for a new, two-story single-unit dwelling and attached garage in the R-1 (Low Density Residential) zoning district.

Staff: Catherine Keylon, Senior Planner

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

Property Owner: Sherman Chiu and Jen Ngo

**Attachments:** [1385 Hillside Cir - Lot 3 - Staff Report](#)

[1385 Hillside Cir - Lot 3 - Area Map](#)

[1385 Hillside Cir - Lot 3 - Arborist Report](#)

[1385 Hillside Cir - Lot 3 - Public Comment Emails](#)

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

Item 8c - 1385 Hillside Circle - Lot 3, will not be reviewed this evening due to a lack of quorum. This project has been continued to the meeting on Monday, September 22, 2025.

**9. STAFF/COMMISSION REPORTS**

There were no Staff/Commission reports.

**10. ADJOURNMENT**

The meeting was adjourned at 7:54 p.m.