



**BURLINGAME CITY COUNCIL
Unapproved Minutes
Regular City Council Meeting on July 7, 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 7:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG

The Pledge of Allegiance was led by Economic Development and Housing Specialist Joe Sanfilippo.

3. ROLL CALL

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

MEMBERS ABSENT: None

4. REQUEST FOR AB 2249 REMOTE PARTICIPATION

There were no requests.

5. REPORT OUT FROM CLOSED SESSION

a. CONFERENCE WITH REAL PROPERTY NEGOTIATORS, PURSUANT TO GOVERNMENT CODE SECTION 54958.6

PROPERTY: 255 EL CAMINO REAL, BURLINGAME, CA

AGENCY NEGOTIATORS: CITY MANAGER LISA K. GOLDMAN, CITY ATTORNEY MICHAEL GUINA

NEGOTIATING PARTIES: CITY OF BURLINGAME

UNDER NEGOTIATIONS: PRICE AND TERMS OF PAYMENT

City Attorney Guina reported that direction was given, but no reportable action was taken.

- b. CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION, PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(2)**
- 1.1 MICHAEL MITCHELL, ET AL. V. CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 22-CIV-01964
 - 1.2 CHENGGUO, DONG, ET AL. V. CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 21-CIV-05900
 - 1.3 ETZEL WILLIAMS, III ET AL. V. PENINSULA CORRIDOR JOINT POWERS AUTHORITY, AKA CALTRAIN, CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 22-CIV-03763
 - 1.4 IBTESAM SAMARA V. CITY OF BURLINGAME, SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 23-CIV-03787
 - 1.5 BOURI V. CITY OF BOURLINGAME, SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 24-CIV-06602
 - 1.6 BRIAN PATRICK WYNN V. CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 25-CIV-01144
 - 1.7 SCOTT RHODES V. CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 23-CIV-02850
 - 1.8 KUONG LE. V. CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 24-CIV-07931
 - 1.9 NATALIE MAZZANTI V. CITY OF BURLINGAME, ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 24-CIV-08137
 - 1.10 PAPERS & PETALS V. CITY OF BURLINGAME, SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 24-CIV-08273
 - 1.11 JOHN CHISM V. CITY OF BURLINGAME, SAN MATEO COUNTY SUPERIOR COURT, CASE NO. 24-CIV-06705
 - 1.12 DOMINICK J. CRISAFI, ET AL. V. JAMES P. SARGEN, CITY OF BURLINGAME ET AL., SAN MATEO COUNTY SUPERIOR COURT, CASE NOS. 355462, 341895

City Attorney Guina reported that direction was given, but no reportable action was taken.

- c. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION, PURSUANT TO GOVERNMENT CODE SECTION 54956.9(d)(2)**
- 2.1 CLAIM OF RAYMOND WU – BU-1437
 - 2.2 CLAIM OF RAYMOND WU AS SUCCESSOR IN INTEREST TO THE ESTATE OF BENA CHIWA NG- BU-1437b
 - 2.3 CLAIM OF RAYMOND WU AS SURVIVING SPOUSE OF DECEDENT BENA CHIWA NG- BU-1437c
 - 2.4 CLAIM OF WOO KWAN NG AS SURVIVING FATHER OF DECEDENT BENA CHIWA NG- BU-1437d
 - 2.5 CLAIM OF LAI CHU NG AS SURVIVING MOTHER OF DECEDENT BENA CHIWA NG – BU-1437e

- 2.6 CLAIM OF THOMAS CHI YAN NG AS SURVIVING BROTHER OF DECEDENT BENA CHIWA NG – BU 1437(f)
- 2.7 CLAIM OF CHAI SAEPHAN – BU-1437g
- 2.8 CLAIM OF WILSON CHUN, DOUGLAS HWA, VICKI LEE, JUSTIN SEETO, OLIVER WONG, KELLY ZHEN, NICHOLAS ZHEN AND CLINTON ZHEN-BU1437h
- 2.9 CLAIM OF BALFOUR BEATTY INFRASTRUCTURE, INC. – BU-1611
- 2.10 CLAIM OF LEXINGTON INSURANCE COMPANY – BU-1612
- 2.11 CLAIM OF GRACE ALEXANDER BU-1635
- 2.12 CLAIM OF HITOSHI TERUI BU-1637
- 2.13 CLAIM OF ANA ALVAREZ DEBARAHONA BU-1638
- 2.14 CLAIM OF JULIE BUCKMASTER BU-1626
- 2.15 CLAIM OF JOSE ZARAGOZA BU-1630
- 2.16 CLAIM OF STEPHEN NEVILLE BU-1631
- 2.17 CLAIM OF BERNADETTE NEVILLE BU-1629
- 2.18 CLAIM OF CHRISTOPHER WRIGHT BU-1625
- 2.19 CLAIM OF MARGARET PEGGY RYAN BU-1633

City Attorney Guina reported that direction was given, but no reportable action was taken.

6. UPCOMING EVENTS

Mayor Stevenson reviewed upcoming events in the city.

7. PRESENTATIONS

There were no presentations.

8. PUBLIC COMMENTS

Mark Lucchesi thanked Councilmember Colson for her assistance with housing a senior member of the community.

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 items 9g and 9h.

Vice Mayor Brownrigg made a motion to adopt items 9a, 9b, 9c, 9d, 9e, 9f, 9i, 9j, 9k, 9l, 9m, 9n, and 9o; seconded by Councilmember Pappajohn. The motion passed unanimously by roll call vote, 5-0.

a. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JUNE 16, 2025 STUDY SESSION

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the June 16, 2025 Study Session.

b. APPROVAL OF CITY COUNCIL MEETING MINUTES FOR THE JUNE 16, 2025 REGULAR CITY COUNCIL MEETING

City Clerk Hassel-Shearer requested Council approve the City Council Meeting Minutes for the June 16, 2025 Regular City Council Meeting.

c. ADOPTION OF A RESOLUTION ACCEPTING THE MILLS CANYON LANDSLIDE REPAIR, PROJECT NO. 86870, IN THE AMOUNT OF \$1,358,252.29

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 069-2025.

d. ADOPTION OF A RESOLUTION ACCEPTING THE LAGUNA PLAYGROUND RENOVATION PROJECT NO. 86490 IN THE AMOUNT OF \$534,659.46

Parks and Recreation Director Glomstad requested Council adopt Resolution Number 070-2025.

e. ADOPTION OF A RESOLUTION ACCEPTING THE 2024 STREET RESURFACING PROJECT BY INTERSTATE GRADING AND PAVING, INC., CITY PROJECT NO. 86720, IN THE AMOUNT OF \$2,123,552.88

DPW Murtuza requested Council adopt Resolution Number 071-2025.

f. ADOPTION OF A RESOLUTION AUTHORIZING NEW JOB CLASSIFICATIONS AND APPROVING THE CITY OF BURLINGAME PAY RATES AND RANGES (SALARY SCHEDULE)

HR Director Saguisag-Sid requested Council adopt Resolution Number 072-2025.

g. ADOPTION OF A RESOLUTION APPROVING THE UPDATED THEMED BLOCK TREE SPECIES LIST

Vice Mayor Brownrigg thanked City Arborist Holtz for amending the themed block tree species list to give homeowners flexibility when they live under a powerline.

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

Councilmember Thayer made a motion to adopt Resolution Number 073-2025; seconded by Vice Mayor Brownrigg. The motion passed unanimously by roll call vote, 5-0.

h. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE A \$110,000 PROFESSIONAL SERVICES AGREEMENT WITH FEHR AND PEERS TO DEVELOP A CITYWIDE TRANSPORTATION DEMAND MANAGEMENT (TDM) STRATEGIC PLAN

Vice Mayor Brownrigg asked that this project be made more accessible to the community by using laymen's terms. He explained that he didn't think many people understood what a Transportation Demand Management Strategic Plan is, but he thought if it was boiled down for widespread consumption, the City would obtain a lot of public input. CDD Zayer replied in the affirmative.

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

Councilmember Colson made a motion to adopt Resolution Number 074-2025; seconded by Mayor Stevenson. The motion passed unanimously by roll call vote, 5-0.

i. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE SIDE LETTER AGREEMENTS TO THE MEMORANDA OF UNDERSTANDING WITH THE AFSCME LOCAL 829 ADMINISTRATIVE UNIT AND AFSCME LOCAL 829 MAINTENANCE UNIT

HR Director Saguisag-Sid requested Council adopt Resolution Number 075-2025.

j. ADOPTION OF A RESOLUTION AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A FIRST AMENDMENT TO THE LEASE AGREEMENT WITH 1440 CHAPIN OWNER LLC FOR 1440 CHAPIN AVENUE

City Manager Goldman requested Council adopt Resolution Number 076-2025.

k. ADOPTION OF A RESOLUTION AWARDING A \$450,000 AGREEMENT TO BEAR ELECTRICAL SOLUTIONS TO PROVIDE ANNUAL ON-CALL TRAFFIC SIGNAL MAINTENANCE SERVICES FOR A THREE-YEAR PERIOD AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT

DPW Murtuza requested Council adopt Resolution Number 077-2025.

l. ADOPTION OF RESOLUTIONS AWARDING A \$1,783,783 CONSTRUCTION CONTRACT TO G. BORTOLOTTI & COMPANY, INC., FOR THE 2025 STREET RESURFACING PROGRAM, CITY PROJECT NO. 86970; AND APPROVING A COST SHARING AGREEMENT WITH THE CITY OF SAN MATEO FOR NORTH HUMBOLDT STREET RESURFACING

DPW Murtuza requested Council adopt Resolution Number 078-2025 and Resolution Number 079-2025.

m. ADOPTION OF A RESOLUTION AWARDING A \$357,200 AGREEMENT FOR PUBLIC IMPROVEMENT TO B AND D EXCAVATION AND CONSTRUCTION FOR THE EASTON CREEK BERM IMPROVEMENTS AND EL PORTAL CHANNEL REHABILITATION, CITY PROJECT NO. 86730, AUTHORIZING THE CITY

**MANAGER TO EXECUTE THE AGREEMENT, AND AUTHORIZING A 25% CONSTRUCTION
CONTINGENCY IN THE AMOUNT OF \$89,300**

DPW Murtuza requested Council adopt Resolution Number 080-2025.

- n. **ADOPTION OF A RESOLUTION DECLARING ONE OR BOTH PARCELS COMPOSING PARKING LOT H AS SURPLUS LAND PURSUANT TO THE SURPLUS LAND ACT AND AUTHORIZING THE CITY MANAGER TO PREPARE, PUBLISH, AND DISTRIBUTE A NOTICE OF AVAILABILITY FOR ONE OR BOTH PARCELS**

City Manager Goldman requested Council adopt Resolution Number 081-2025.

- o. **ADOPTION OF A RESOLUTION APPROVING THE CITY MANAGER TO EXERCISE THE OPTION TO EXTEND THE AGREEMENT WITH CAINE COMPUTER CONSULTING, LLC, TO PROVIDE INFORMATION TECHNOLOGY SERVICES TO THE POLICE DEPARTMENT FOR FISCAL YEARS 2025-26 AND 2026-27 FOR A TOTAL OF \$269,794**

Interim Police Chief Boll requested Council adopt Resolution Number 082-2025.

10. PUBLIC HEARINGS

There were no public hearings.

11. STAFF REPORTS AND COMMUNICATIONS

- a. **CONSIDERATION OF APPOINTMENT TO THE TRAFFIC, SAFETY & PARKING COMMISSION**

City Manager Goldman stated that the vacancy on the Traffic, Safety & Parking Commission is due to the resignation of Commissioner Arleen Cauchi. She noted that the Council interviewed the following candidates on June 25, 2025: Irene French, Jay Kershner, Jim Evans, Grace Zuereb, and Lesley Beatty. She added that the individual appointed will fill the remainder of Commissioner Cauchi's term ending on November 6, 2026.

Mayor Stevenson opened the item for public comment.

Jeff Londers spoke in support of appointing Lesley Beatty.

Mayor Stevenson closed public comment.

City Clerk Hassel-Shearer collected and read the ballots of the City Council. None of the candidates received a majority of the votes.

The City Council discussed the candidates prior to a second vote.

City Clerk Hassel-Shearer collected and read the second round of ballots of the City Council.

Congratulations to Irene French on her appointment to the Traffic, Safety & Parking Commission.

b. CONSIDERATION OF TWO APPOINTMENTS TO THE LIBRARY BOARD OF TRUSTEES

The impending two vacancies on the Library Board of Trustees are due to the expiring terms of Trustees Danielle Roces Garcia and Elizabeth Ostrow. The City Council interviewed the following candidates on June 25, 2025: Kerry Bitner, Uma Krishnan, Maxwell Titsworth, Alex Ferguson, and Lisa Smith. The two individuals appointed will serve three year terms, ending on June 30, 2028.

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

City Clerk Hassel-Shearer collected and read the ballots of the City Council.

Congratulations to Kerry Bitner and Uma Krishnan on their appointments to the Library Board of Trustees.

c. ADOPTION OF A RESOLUTION ESTABLISHING AFFORDABLE HOUSING FUND GOALS AND PRIORITIES AND AUTHORIZING THE CITY MANAGER TO ESTABLISH AND ADMINISTER A NOTICE OF FUNDING AVAILABILITY (NOFA) FOR DISBURSEMENT OF THE AFFORDABLE HOUSING FUND

CDD Zayer explained that the Affordable Housing Fund is funded by two impact fees that the City collects: commercial linkage fees and residential impact fees. She noted that currently the fund has \$14.3 million. She stated that the Hope Community Advisory Committee was formed in 2023 and held four public meetings to determine recommendations on the types of projects to fund with the Affordable Housing Fund.

CDD Zayer reviewed the goals and priorities that came out of the public meetings:

1. Purchase existing multi-unit residential properties
2. Develop City-owned or public agency owned land
3. Fund mixed-income, multi-unit residential projects

CDD Zayer discussed the proposed Notice of Funding Availability (NOFA) Criteria:

Category	Max Points
Organizational Capacity and Relevant Experience	20
Nonprofit Organizations	10
Project Need	10
Project Design and Readiness	20
Budget and Financial Management	15
Percentage and Depth of Affordability	15
Percentage of Matching Funds:	10

No match: 0 points 100% to 199% match: 5 points 200% to 299% match: 10 points 300% match or more: 15 points	
TOTAL	100

CDD Zayer reviewed the NOFA process:

- Post the NOFA is open for applications
- Applicants submit applications
- Application is reviewed by staff
 - First-come, first-served basis
 - Based on the scoring criteria
- Staff schedules the application for City Council discussion
- If funded, staff prepares a loan/funding agreement for Council adoption

She noted that the City's proposed NOFA process is a rolling NOFA so that there is no deadline for submissions or program end date once it is released.

CDD Zayer reviewed staff's recommendations:

- Establish Affordable Housing Fund goals and priorities
- Authorize the City Manager to establish and administer a Notice of Funding Availability (NOFA) for disbursement of accrued funds in the Affordable Housing Fund

She noted that if more substantive edits or changes are desired, the item can be continued, and staff will make the necessary edits for Council's consideration at a future meeting.

Councilmember Colson discussed how under the proposed NOFA criteria, a non-profit organization would receive ten points. She explained that the City previously used a for-profit developer to build the Village at Burlingame. She noted that she thought non-profit versus for-profit was a more nuanced discussion. CDD Zayer replied that the City could go into a more granular level on types of non-profits for scoring purposes.

Councilmember Colson voiced concern about the cumbersome nature of the process. She explained that in a low-interest rate and hot real estate market, the City won't be able to deploy the funds fast enough under the NOFA process. She discussed creating an ad hoc subcommittee that would allow the Council to provide faster feedback to the developers. City Attorney Guina replied that only the Council is allowed to authorize the expenditure of the Affordable Housing Fund. He added that the ad hoc subcommittee could make recommendations, but they couldn't authorize expenditures. He noted that the ad hoc subcommittee would need to be standing subcommittee as the proposed NOFA process has no end date.

Councilmember Colson asked if the Council could state how much of the Affordable Housing Fund is to be allocated towards production versus preservation. CDD Zayer replied in that affirmative.

Vice Mayor Brownrigg asked if authorizing expenditures from the Affordable Housing Fund requires a NOFA. City Attorney Guina replied in the negative.

Vice Mayor Brownrigg discussed the funding the City used for the Eucalyptus Grove affordable housing project. He added that there is nothing stopping the City from receiving an application tomorrow and deciding to utilize funding for it. He added that the main message he received at the Hope Committee meetings was that things needed to be done immediately.

Vice Mayor Brownrigg discussed putting \$5 million towards housing production and reserving \$9 million for preservation.

Councilmember Thayer stated that the NOFA criteria scoring adds up to more than 100 points. She asked if this was done to allow for some flexibility. CDD Zayer replied in the affirmative. She noted that it was done to give extra weight to the projects that have matching funds.

Councilmember Thayer stated that under the description for new construction, there's a few places where it says up to 49% affordable units. She asked where this number came from. City Attorney Guina replied that Article 34 of the California Constitution states that affordable housing projects over 49% require voter approval for public ownership.

Councilmember Pappajohn asked based on what was discussed at the Hope Committee meetings, what is the best way to fund affordable housing projects. CDD Zayer discussed how a NOFA is best practice. She explained that it helps alert organizations to potential funding.

Councilmember Pappajohn asked how long it typically takes when an organization applies for NOFA funding. CDD Zayer replied that should be able to review and prepare an application for Council's review in a two-week time period.

Councilmember Colson stated that Vice Mayor Brownrigg is a board member of the Housing Endowment and Regional Trust (HEART). She asked him about the types of work and projects that HEART undertakes.

Vice Mayor Brownrigg replied that HEART is composed of elected officials and community members with expertise in housing, development, etc. He noted that HEART has invested \$27 million in the county to create/protect 1,632 affordable homes.

Vice Mayor Brownrigg discussed the importance of preservation of naturally occurring affordable housing stock. He explained that HEART is working on purchasing existing buildings to preserve the affordable housing stock in the county. He stated that the public subsidy needed for preserving affordable housing versus creating affordable housing is less than half. He added that the problem with preservation is that the units are not on the market for long. Therefore, he voiced concern about the amount of time that would be required under the NOFA process to assist in preserving housing.

CDD Zayer explained that HEART helped the City develop its proposed NOFA.

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

Councilmember Colson asked how much funding the staff needs to run these programs. CDD Zayer replied that her recommendation would be to leave \$3 million for administering the program.

Councilmember Colson reviewed different ways to divide the Affordable Housing Fund including:

- \$2 to \$3 million for staff to run the programs
- \$3 to \$5 million for longer-term seed projects
- \$8 million for preservation with organizations like HEART

Vice Mayor Brownrigg stated that the more money that is put into preservation, the more units that will remain affordable. He explained that preservation helps more people and keeps an asset on the City's balance sheet.

City Attorney Guina stated that usually when the City is allocating funds, it is through an RFP process. He explained that this allows the City to understand the universe of qualified bidders and then decide which is the best applicant.

CDD Zayer suggested that Council approve the NOFA with the following breakdown: \$2.3 million for programs, \$3 million for production, and \$9 million for preservation. She noted that in the meantime, she would work with City Attorney Guina on how best to approach an RFP for preservation.

Vice Mayor Brownrigg made a motion to adopt Resolution Number 083-2025 with the above breakdown from CDD Zayer; seconded by Councilmember Thayer. The motion passed unanimously by roll call vote, 5-0.

d. DISCUSSION OF THE METROPOLITAN TRANSPORTATION COMMISSION'S TRANSIT-ORIENTED COMMUNITIES POLICY

CDD Zayer began by reviewing staff's objectives:

- Provide an overview of the Metropolitan Transportation Commission's (MTC) Transit Oriented Communities (TOC) Policy and a proposed path to compliance
- Receive direction on whether to pursue MTC TOC Policy compliance, and whether the proposed path is supported

CDD Zayer stated that MTC is the transportation planning, financing, and coordinating agency for the San Francisco Bay Area. She explained that in 2021, MTC and the Association of Bay Area Governments (ABAG) adopted Plan Bay Area 2050, the region's long-range plan for transportation, housing, economy, and the environment.

CDD Zayer stated that the Federal Highway Administration (FHWA) provides funding to MTC for investments in roads, highways, public transit, bicycle, and pedestrian projects. She noted that MTC's program to guide distribution of the region's share of FHWA funding is through One Bay Area Grant (OBAG).

CDD Zayer explained that there have been three rounds of OBAG funding thus far, and the City received close to \$6 million from this source. She discussed the City's previous projects that received transportation funding including:

Previous Projects

- Hoover School area sidewalk improvements along Summit Drive - \$700,000
- Broadway priority development area business district lighting improvement project - \$720,000
- Carolan Avenue roadway and bike improvements - \$986,000
- Chapin Avenue pedestrian improvement project - \$200,000
- North Rollins Road improvements (upcoming) - \$3,100,000

Future Projects

- Bay Trail gap closure at Airport and Beach (design) - \$400,000
- Transit Station bike and pedestrian improvements (design) - \$300,000
- California Drive bike improvements from Oak Grove to Burlingame Station (design) - \$100,000

CDD Zayer stated that in 2023, MTC adopted a revised TOC Policy. The TOC Policy is an implementation policy of Plan Bay Area 2050, with the goal to "make it easier for people in the Bay Area to live a car-free or car-light lifestyle," by increasing the density of housing, jobs, and activities near stations, and improving connections around and between station areas. She noted that while compliance with MTC's TOC Policy is voluntary, jurisdictions applying for future OBAG funding will be evaluated on a point system based on their compliance with the TOC Policy.

CDD Zayer stated that the TOC Policy is grouped into the following four categories:

- Land Use Density and Intensity (Station Areas)
- Affordable Housing and Anti-Displacement (Citywide)
- Parking Management (Station Areas)
- Transit Station Access and Circulation (Station Areas)

She noted that policies are intended to either apply citywide or within the station areas. She added that Burlingame has two station areas: Burlingame Station, which is Tier 3, and Millbrae Station, which is Tier 2.

CDD Zayer reviewed TOC Policy scoring:

- Scoring
 - 25 points each category, for a total of 100 points
 - (0-39 points) – not compliant

- (40-84 points) – partially compliant
- (85+ points) – fully compliant
- Select policies that
 - Align with existing City policies
 - Align with Housing Element Implementation Programs (HEIP)
 - Align with other goals and policies Council has expressed interest in pursuing
 - Require the lowest funding or resource commitments over time

CDD Zayer discussed the TOC Policy category of **Land Use Density and Intensity**:

- Average minimum and maximum residential density (du/ac) and commercial office intensity (FAR) within Station Areas.
- Recommend achieving as much compliance as possible without modifying regulations.

		Minimum Residential Density	Minimum Commercial Density	Maximum Residential Density	Maximum Commercial Density
Burlingame Station Tier 3					
	TOC Required	50 du/ac	2.0 FAR	75 du/ac	4.0 FAR
	Current Regulations	None	None	None	None
	TOC Calculation	---	---	TBD	1.7 FAR average
Millbrae Station Tier 2					
	TOC Required	75 du/ac	3.0 FAR	100 du/ac	6.0 FAR
	Current Regulations	None	None	NBMU – 140 du/ac RRMU – 70 du/ac	NBMU – 2.0 RRMU – 1.0
	TOC Calculation	---	---	99 du/ac average	1.4 FAR average
		Not Compliant	Not Complaint	Partially Compliant	Not Compliant

CDD Zayer discussed the TOC Policy category of **Affordable Housing and Anti-Displacement**. She explained that this category has four subcategories and that the City must adopt options under each subcategory:

- Production – adopt 2 of the 7 options
- Preservation – adopt 2 of the 8 options
- Protection – adopt 2 of the 11 options
- Commercial Stabilization – adopt 1 of the 4 options

CDD Zayer reviewed the options under the **Production subcategory**:

TOC Policy	Requirement
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Inclusionary Housing	Fulfills HEIP (C-4) to update the residential impact fee in-lieu option to require a greater percentage of affordable units and/or deeper levels of affordability
Affordable Housing Fund	\$3 million funding commitment
Affordable Housing Overlay	Provide incentives beyond State law
Public Land for Affordable Housing	Fulfills HEIP (A-2) to offer Lot H (1500 Ralston Avenue) for housing development
Ministerial Approval	Ministerial approval for 15% affordable projects and include maximum parking of 0.5 spaces per unit
Public/Community Land Trusts	\$3 million funding commitment
Development Certainty and Streamlined Entitlement Process	Codify SB 330 streamlining requirements without sunset date

She noted that staff proposes that the City adopt the following two options: (1) Inclusionary Housing and (2) Public Land for Affordable Housing.

CDD Zayer reviewed the options under the **Preservation subcategory**:

Policy	Requirement
Funding to Preserve Unsubsidized Affordable Housing	<ul style="list-style-type: none"> \$900,000 funding commitment Fulfills HEIP (E-3) to encourage use of housing funds to assist non—profits in acquiring/managing existing apartment units for long-term affordability
Tenant/Community Opportunity to Purchase	
Condominium Conversion Restrictions	Fulfills HEIP (E-2) to maintain large-scale condominium conversions
Public/Community Land Trusts	\$900,000 funding commitment
Funding to Support Preservation Capacity	\$900,000 funding commitment
Preventing Displacement from Substandard Conditions and Associated Code Enforcement Activities	Helps advance HEIP (E-1)

She noted that staff proposes that the City adopt the following two options: (1) Funding to Preserve Unsubsidized Affordable Housing and (2) Condominium Conversion Restrictions.

CDD Zayer reviewed the options under the **Protection subcategory**:

Policy	Requirement
Just Cause Eviction Protection	Helps advance HEIP (B-5)
No Net Loss and Right to Return to Demolished Homes	Fulfills HEIP (A-4) to adopt existing SB 330 requirements without sunset date
Legal Assistance for Tenants	\$300,000 funding commitment
Foreclosure Assistance	\$300,000 funding commitment
Rental Assistance Program	\$300,000 funding commitment
Rent Stabilization	Measure T prevents the City from adopting this without a ballot initiative

Preventing Displacement from Substandard Conditions and Associated Code Enforcement Activities	Helps advance HEIP (E-1)
Tenant Relocation Assistance	Helps advance HEIP (B-5)
Fair Housing Enforcement	\$300,000 funding commitment
Tenant Anti-Harassment Protections	Helps advance HEIP (B-5)

She noted that staff proposes that the City adopt the following option: No Net Loss and Right to Return to Demolished Homes.

Councilmember Colson asked if the \$300,000 funding commitment for a Rental Assistance Program was per year or over the course of a certain amount of time. CDD Zayer replied that it is over the course of the four-year OBAG funding cycle.

Councilmember Colson suggested that the City funding of Samaritan House, HIP Housing, and other organizations might bring the City into compliance with the Rental Assistance Program option. CDD Zayer replied that staff could evaluate this option further.

Councilmember Thayer asked about the option of Tenant Anti-Harassment Protections. She noted that this is something that other cities in the Bay Area have put into place. CDD Zayer replied that this is something that staff will be working on in the future.

CDD Zayer reviewed the options under the **Commercial Stabilization subcategory**:

Policy	Requirement
Small Business and Non-Profit Overlay	One of the following: operating subsidy, eviction protections, or relocation requirements
Small Business and Non-Profit Preference Policy	Requires new commercial spaces to give preference to small business (first offer)
Small Business and Non-Profit Financial Assistance Program	Minimum funding commitment
Small Business Advocate Office	City already employs an Economic Development and Housing Specialist

She noted that the City already fulfills the option of having a Small Business Advocate Office by having an Economic Development and Housing Specialist.

CDD Zayer discussed the two parts of the TOC Policy category **Parking Management**: Parking Standards and Parking Management Policies. She explained that Parking Standards requires minimum and maximum parking standards within a Station Area. She recommended achieving compliance with the minimums but not the maximums. She reviewed the requirements:

		Minimum Residential Parking	Minimum Commercial/Office Parking	Maximum Residential Parking	Maximum Commercial/Office Parking
Burlingame Station Tier 3					
	TOC Required	None	None	1 space/unit	2.5 space/1,000 sf

	Current Regulations	1 – 0/1 bed 1.5 -2 bed 2-3+ bed 0.75 -micro	1 space/400 sf	None	None
	AB 2097	None	None	---	---
Millbrae Station Tier 2					
	TOC Required	None	None	0.5 space/unit	1.6 space/1,000 sf
	Current Regulations	1-0/1 bed 1.5-2 bed 2-3+ bed 0.75 -micro	1 space/ 400 sf	None	None
	AB 2097	None	None	---	---
		Compliant	Compliant	Not Compliant	Not Compliant

CDD Zayer reviewed the second part of the TOC Policy category **Parking Management: Parking Management Policies:**

- Additional parking policies required for TOC compliance

Policy	Staff Analysis
Allow Shared Parking Between Different Land Uses	City regulations currently comply
Bicycle Parking Requirements	<ul style="list-style-type: none"> • 1 space/unit and 1 space/5,000 sf • City regulations currently comply
Allow Unbundled Parking	<ul style="list-style-type: none"> • Separate the cost of a parking space from rental/sales price of residential unit • May require amendment to Municipal Code
Adoption of One Parking Management Strategy for the Station Areas	City regulations currently comply with the Transportation Demand Management (TDM) Policy for new development.

CDD Zayer reviewed the TOC Policy category of **Transit Station Access and Circulation**. She noted that the City has policies and planning work consistent with the requirements, listed below, of this category:

Requirement	Status
Adopt a jurisdiction-wide Complete Streets Policy	Bicycle/Pedestrian Master Plan is consistent with OBAG 2 policies. The City has an adopted Complete Streets Policy that may need amendments.
Prioritize implementation of active transportation projects in TOC area(s)	Implementation steps of Bicycle/Pedestrian Master Plan are consistent with this goal. Some specific projects are listed in the Capital Improvement Project budget for FY 2025-26.

Complete an access gap analysis and capital improvement program for station access	Consistent, Bicycle/Pedestrian Master Plan include access gap analysis.
Identify Mobility Hub planning and implementation opportunities in TOC area(s)	Bicycle/Pedestrian Master Plan goals appear to be consistent; Burlingame has an existing Mobility Hub.

CDD Zayer discussed the City's TOC Policy compliance. She estimated that the City could conservatively qualify for 56 points, which would place Burlingame in the partially compliant category eligible for funding:

1. Land Use Density and Intensity

- Minimum Density – zero out of eight points
- Minimum FAR – zero out of four points
- Maximum Density – six out of eight points
- Maximum FAR – zero out of five points
- **Total points – six out of 25 points**

2. Affordable Housing Anti-Displacement

- Production – four out of eight points
- Preservation – four out of eight points
- Protection – four out of eight points
- Commercial Stabilization – one out of one point
- **Total points – 13 out of 25 points**

3. Parking Management

- Minimum Residential – two out of two points
- Minimum Commercial – two out of two points
- Maximum Residential – zero out of six points
- Maximum Commercial – zero out of six points
- Bicycle – six out of six points
- Unbundled Parking - zero out of one point
- Shared Parking – one out of one point
- Parking Management – one out of one point
- **Total points – 12 out of 25 points**

4. Station Access and Circulation

- Complete Streets – three out of three points
- Active Transport – seven out of seven points
- Access Gap – eight out of eight points
- Mobility Hub – seven out of seven points
- **Total points – 25 out of 25 points**

CDD Zayer discussed staff's reasoning for creating a TOC Policy:

- Required for future funding – compliance with MTC TOC Policy required for future OBAG funding eligibility (does not guarantee funding)
- Potential projects – variety of transportation projects anticipated for the OBAG 4 funding cycle
- Policy alignment – most policies are fairly aligned with City policies, Housing Element commitments, or other State law
- Limited staff capacity – compliance by January 2026 is achievable but may require delaying other initiatives

Vice Mayor Brownrigg asked if the City had capacity to ensure compliance with the TOC policy in order to obtain funding. CDD Zayer replied in the affirmative.

Mayor Stevenson asked if CDD Zayer thought that with the partial compliance, the City would obtain more than the \$6 million it had received from MTC in the last round of funding. CDD Zayer replied that the allocations are based on project submissions.

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

Council thanked CDD Zayer for her presentation and work.

12. COUNCIL COMMITTEE AND ACTIVITIES REPORTS AND ANNOUNCEMENTS

There were none.

13. FUTURE AGENDA ITEMS

Councilmember Colson asked staff to put together information for the public on a yearly basis on the work that the City performed. City Manager Goldman replied that staff would look into how best to do this.

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 9:19 p.m.

Respectfully submitted,

Meaghan Hassel-Shearer
City Clerk