



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

Tuesday, October 14, 2025

7:00 PM

BURLINGAME CITY HALL OR ZOOM MEETING

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Staff in attendance: Planning Manager Ruben Hurin, Senior Planner Erika Lewit, and Assistant City Attorney Tamar Burke.

2. ROLL CALL

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

Absent 1 - Schmid

3. REQUEST FOR AB 2449 REMOTE PARTICIPATION

There were no requests.

4. REVIEW OF AGENDA

There were no changes to the agenda.

5. PUBLIC COMMENTS, NON-AGENDA

There were no public comments for non-agenda items.

6. CONSENT CALENDAR

a. Draft September 22, 2025 Planning Commission Meeting Minutes

Attachments: [Draft September 22, 2025 Planning Commission Meeting Minutes](#)

Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve the September 22, 2025 meeting minutes. The motion carried by the following vote:

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

Absent: 1 - Schmid

b. 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.

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: 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 - Resolution](#)
[739 Laurel Ave - Proposed Plans](#)

Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve Planning Commission Resolution 2025-10.22-6B, as presented and subject to the conditions. The motion carried by the following vote:

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

Absent: 1 - Schmid

7. ACTION ITEMS (PUBLIC HEARING)

- a. Amendment to Major Design Review at 1033 Cortez Avenue (Project No. AMEND25-0005)

Application for Amendment to Major Design Review for changes to a previously approved new, two-story single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Amendment to 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: Erika Lewit, Senior Planner

Applicant and Architect: Elaine Lee

Property Owner: VS Investments LLC

Attachments: [1033 Cortez Ave - Staff Report](#)
[1033 Cortez Ave - Area Map](#)
[1033 Cortez Ave - Resolution](#)
[1033 Cortez Ave - Proposed Plans](#)
[1033 Cortez Ave - Previously Approved Plans](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner

Applicant: Elaine Lee, Architect

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Tse made a motion, seconded by Commissioner Pfaff, to approve Planning Commission Resolution 2025-10.14-7A, as presented and subject to the conditions. The motion carried by the following vote:

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

Absent: 1 - Schmid

8. STUDY SESSION (PUBLIC HEARING)

- a. Conditional Use Permit for a large-scale commercial recreation use at 50 Broderick Road (Project No. CUP25-0001).

Application for Conditional Use Permit for a large-scale commercial recreation use (indoor ski instruction and training) in an existing commercial building in the RRMU (North Rollins Road Mixed-Use) zoning district.

Staff: Erika Lewit, Senior Planner

Architect: Eric Price

Applicant: Meng Yang, Metro Slopes LLC

Property Owner: MM50Brod LP

Attachments: [50 Broderick Rd - Staff Report](#)
[50 Broderick Rd - Area Map](#)
[50 Broderick Rd - Commercial Application](#)
[50 Broderick Rd - Proposed Plans](#)

SPEAKERS:

Staff: Erika Lewit, Senior Planner

Applicant: None

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Commissioner Tse, to place the item on Action with the following direction to the applicant:

- > Provide clarification regarding the shared driveway and loading dock on the adjacent property to address possible safety concerns.
- > Is there a plan to provide food and beverage service considering the size of the commercial recreation facility?

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

Absent: 1 - Schmid

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission reports.

10. ADJOURNMENT

The meeting was adjourned at 7:22 p.m