



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Tuesday, May 27, 2025

7:00 PM

Council Chambers/Online

1. CALL TO ORDER

The meeting was called to order at 7:00 p.m. Staff in attendance: Planning Manager Ruben Hurin, Associate Planner 'Amelia Kolokihakaufis, Senior Planner Catherine Keylon, and Acting Assistant City Attorney Alexandra Barnhill.

2. ROLL CALL

Present 6 - Horan, Lowenthal, Pfaff, Schmid, Shores, and Tse

a. Rotation of Officers

Rotation of Officers was confirmed as follows:

Commissioner Horan - Chair
Commissioner Shores - Vice Chair
Commissioner Tse - Secretary

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 on non-agenda items.

6. CONSENT CALENDAR

a. Approval of May 12, 2025 Planning Commission Meeting Minutes

Attachments: [Draft May 12, 2025 Planning Commission Meeting Minutes](#)

Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve the May 12, 2025 meeting minutes. The motion carried by the following vote:

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

b. Hillside Area Construction Permit and Variance at 19 El Quanito Way (Project No. HACP25-0001)

Application for Hillside Area Construction Permit and Variance for front setbacks for a single-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 Hillside Area Construction 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(e)(1) of the CEQA Guidelines.

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant and Designer: Tim Raduenz, Form+ One Design
Property Owners: Angelique and Chris Rypinski

Attachments: [19 El Quanito Way - Staff Report](#)
[19 El Quanito Way - Resolution](#)
[19 El Quanito Way - Area Map](#)
[19 El Quanito Way - Proposed Plans](#)

Commissioner Schmid made a motion, seconded by Commissioner Tse, to approve Planning Commission Resolution 2025-05.27-6B, as presented and subject to the conditions. The motion carried by the following vote:

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

7. ACTION ITEMS

a. Hillside Area Construction Permit at 1551 Los Montes Drive (Project No. HACP24-0007)

Application for Hillside Area Construction Permit for a new detached pergola at the rear of an existing single-unit dwelling.

Recommendation: That the Planning Commission, by resolution, deny the Hillside Area Construction Permit.

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

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant: Yaniv Shmelzer

Property Owners: Shan and Craig Hou

Attachments: [1551 Los Montes Dr - Staff Report](#)
[1551 Los Montes Dr - Area Map](#)
[1551 Los Montes Dr - Attachments](#)
[1551 Los Montes Dr - Resolution](#)
[1551 Los Montes Dr - Proposed Plans](#)
[1551 Los Montes Dr - Previous Plans](#)

SPEAKERS:

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicants: Kris Salguero and Shan Hou

Members of Public: 1542 Los Altos Drive Property Owners

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Pfaff made a motion, seconded by Commissioner Schmid, to deny the application as presented. The motion carried by the following vote:

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

- b.** Amendment to Previously Approved Project Entitlements at 1868-1870 Ogden Drive (Project No. DSRA24-0009)

Application for Amendment to a previously approved application for Environmental Impact Report (EIR) including Statement of Overriding Considerations, Major Design Review, Conditional Use Permit, Condominium Permit and Tentative Condominium Map for a new Residential Condominium Building in the North Burlingame Mixed-Use (NBMU) zoning district.

Recommendation: That the Planning Commission, by resolution, approve the Amendment as conditioned.

CEQA Determination: The conclusions reached in the Environmental Impact Report (EIR) remain valid, and the modified Project was adequately assessed under the previous EIR pursuant to CEQA Guidelines Section 15161, thereby exempting it from further review under CEQA.

Staff: Catherine Keylon, Senior Planner

Applicant and Property Owner: CHS Development Group

Architect: LPD Architecture

Attachments: [1868-1870 Ogden Dr - Staff Report](#)
[1868-1870 Ogden Dr - Area Map](#)
[1868-1870 Ogden Dr - Narrative of Design Changes](#)
[1868-1870 Ogden Dr - Supplemental Environmental Analysis](#)
[1868-1870 Ogden Dr - Resolution](#)
[1868-1870 Ogden Dr - Comparison Rendering and Elevations](#)
[1868-1870 Ogden Dr - Proposed Plans](#)

SPEAKERS:

Staff: Catherine Keylon, Senior Planner

Applicants: Mark Haesloop and Toby Levy

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 2025-05.27-7B, as presented and subject to the conditions. The motion carried by the following vote:

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

8. STUDY SESSION

a. Major Design Review at 1508 Vancouver Avenue (Project No. DSR25-0006)

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.

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant and Designer: Song Gao

Property Owner: Tan Tseng

Attachments: [1508 Vancouver Ave - Staff Report](#)
[1508 Vancouver Ave - Area Map](#)
[1508 Vancouver Ave - Proposed Plans](#)

SPEAKERS:

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant: Song Gao, Designer

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioners Lowenthal and Schmid were recused from this item as each lives within 500 feet from this property.

Commissioner Tse made a motion, seconded by Vice Chair Shores, to place the item on the

Consent Calendar when plans have been revised as follows:

- > Add horizontal mullions to the windows throughout the house.
- > Add the same gable end details on the house to the north face of the garage.
- > Consult with the City Arborist for the addition of a second street tree in the public right-of-way.

The motion carried by the following vote:

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

Recused: 2 - Lowenthal, and Schmid

b. Major Design Review and Hillside Area Construction Permit at 2649 Martinez Drive (Project No. DSR24-0008)

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.

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant: Ayesha Sikandar, MA Dimensions, Inc.

Property Owner: Kenneth Wei

Attachments: [2649 Martinez Dr - Staff Report](#)
[2649 Martinez Dr - Area Map](#)
[2649 Martinez Dr - Proposed Plans](#)

SPEAKERS:

Staff: 'Amelia Kolokihakaufisi, Associate Planner

Applicant: Ayesha Sikandar, Designer

Members of Public: Hsin Chao and Ravi Rao

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Lowenthal, to place the item on the Action Calendar when plans have been revised as follows:

- > Include detail of proposed windows.
- > Show exterior lighting on building elevations.
- > Replace narrow entry door and sidelite with wider door.

The motion carried by the following vote:

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

c. Major Design Review and Special Permit at 709 Howard Avenue (Project No. DSR25-0001)

Application for Major Design Review and Special Permit for attached garage for a

single-story addition to an existing single-unit dwelling in the R-1 (Low Density Residential) zoning district.

Staff: Brittany Xiao, Assistant Planner

Applicant and Designer: Cynthia Muñoz, Stoecker & Northway Architects, Inc.

Property Owner: Beverly Young

Attachments: [709 Howard Ave - Staff Report](#)
[709 Howard Ave - Area Map](#)
[709 Howard Ave - Proposed Plans](#)

SPEAKERS:

Staff: Amelia Kolokihakaufisi, Associate Planner

Applicant: Cynthia Munoz and Anabel Garcia

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Schmid made a motion, seconded by Commissioner Tse, to place the item on the Consent Calendar with no requested changes to the project. The motion carried by the following vote:

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

9. STAFF/COMMISSION REPORTS

There were no Staff/Commission Reports.

10. ADJOURNMENT

The meeting was adjourned at 8:40 p.m