



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Walker Shores, Chair
John Schmid, Vice Chair
Chris Horan
Sean Lowenthal
Jennifer Pfaff

Monday, July 13, 2026

7:00 PM

BURLINGAME CITY HALL
501 PRIMROSE ROAD
OR ZOOM MEETING

1. CALL TO ORDER

The meeting was called to order at 7:01 p.m. Staff in attendance: Community Development Director Neda Zayer, Interim Planning Manager Emmanuel Ursu, Associate Planner Brittany Xiao, and Assistant City Attorney Tamar Burke.

2. ROLL CALL

Present 4 - Horan, Lowenthal, Pfaff, and Shores

Absent 1 - Schmid

3. REPORT OF REMOTE PARTICIPATION

There were no Commissioners participating remotely.

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. Approval of June 8, 2026 Planning Commission Meeting Minutes

Attachments: [Draft June 8, 2026 Planning Commission Meeting Minutes](#)

Commissioner Chair Horan made a motion, seconded by Commissioner Lowenthal, to approve the June 8, 2026 meeting minutes.

The motion carried by the following vote:

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

Absent: 1 - Schmid

7. ACTION ITEMS (PUBLIC HEARING)

a. Major Design Review at 1454 Balboa Avenue (Project No. DSR26-0014)

Application for Major Design Review to construct a 3,254 square-foot two-story single-unit dwelling with detached garage on a 7,001 square-foot site in the R-1 (Low Density Residential) Zoning District.

Recommendation: Staff recommends the Planning Commission, by resolution, approve the 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: James Chu, Chu Design & Associates, Inc.

Property Owner: 1454 Balboa LLC

Attachments: [1454 Balboa Ave - Staff Report](#)
[1454 Balboa Ave - Area Map](#)
[1454 Balboa Ave - Resolution](#)
[1454 Balboa Ave - Proposed Plans](#)
[1454 Balboa Ave - Renderings](#)

SPEAKERS:

Staff: Brittany Xiao, Associate Planner

Applicant: James Chu, Architect

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Pfaff made a motion, seconded by Commissioner Lowenthal, to approve Planning Commission Resolution 2026-07.13-7A, as presented and subject to the conditions.

The motion carried by the following vote:

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

Absent: 1 - Schmid

b. Major Design Review and Special Permit at 1611 Willow Avenue (Project No. DSR25-0022)

Application for Major Design Review and Special Permit to construct a 602 square-foot

first and second story rear addition and second floor balcony to an existing 3,007 square-foot single-unit dwelling unit with attached garage on a 7,850 square-foot site in the R-1 (Low Density Residential) Zoning District.

Recommendation: Staff recommends 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 15301(e)(1) of the CEQA Guidelines.

Staff: Brittany Xiao, Associate Planner

Applicant: Ivan Matzumilla, Apparatus Architecture

Architect: Stuart Hills, Apparatus Architecture

Property Owners: Venna Dubal and J Ryan Gilfoil

Attachments: [1611 Willow Ave - Staff Report](#)
[1611 Willow Ave - Area Map](#)
[1611 Willow Ave - Resolution](#)
[1611 Willow Ave - Proposed Plans](#)

SPEAKERS:

Staff: Brittany Xiao, Associate Planner

Applicant: Stuart Hills, Architect

Members of Public: None

Emails: None

Documents: PowerPoint by Staff

Ex-Parte Communication: None

Commissioner Lowenthal made a motion, seconded by Chair Horan, to approve Planning Commission Resolution 2026-07.13-7B, as presented and subject to the conditions, including the following added conditions:

> that the applicant revise the proposed awning over the second floor balcony to incorporate Spanish-style architectural elements, including a clay tile roof, and the proposed parapet on the addition to incorporate Spanish-style architectural elements.

The motion carried by the following vote:

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

Absent: 1 - Schmid

8. STUDY SESSION (PUBLIC HEARING)

There were no Study Session items for review.

9. STAFF/COMMISSION REPORTS

Community Development Director Zayer noted that the City of Burlingame's Draft Healthy People and Healthy Places Element Update, serves as the Environmental Justice Element of the General plan, is available in the city website for review. The Planning Commission is encouraged to review and comment.

The Commission is advised that the next Planning Commission meeting will be on August 10, 2026.

10. ADJOURNMENT

The meeting was adjourned at 7:39 p.m.