



APPLICATION TO THE PLANNING COMMISSION

Type of application:

- Design Review Variance Parcel #: _____
 Conditional Use Permit Special Permit Other: _____

AMENDMENT 1248 BALBOA AVE, BURLINGAME, CA 94010 - AMENDMENT
 PROJECT ADDRESS: 1505 SHERMAN AVE., BURLINGAME, CA 94010 - ORIGINAL

APPLICANT project contact person
 OK to send electronic copies of documents

Name: REV. JEFFREY L. SCHUFREIDER
 Address: 1245 EL CAMINO REAL
 City/State/Zip: BURLINGAME, CA 94010
 Phone: (650) 347-6661
 Fax: _____
 E-mail: SCHUFREIDER @ GMAIL.COM

PROPERTY OWNER project contact person
 OK to send electronic copies of documents

Name: TRINITY LUTHERAN CHURCH
 Address: 1245 EL CAMINO REAL
 City/State/Zip: BURLINGAME, CA 94010
 Phone: (650) 347-6661
 Fax: _____
 E-mail: SCHUFREIDER @ GMAIL.COM

ARCHITECT/DESIGNER project contact person
 OK to send electronic copies of documents

Name: DIAP
 Address: 1611 BOREL PLACE, # 230
 City/State/Zip: SAN MATEO, CA 94402
 Phone: (650) 570-6681
 Fax: _____
 E-mail: DIONES @ DIAP.COM
 ★ Burlingame Business License #: _____

RECEIVED

SEP 28 2018

CITY OF BURLINGAME
CDD-PLANNING DIV.

PROJECT DESCRIPTION: CUP AMENDMENT -

AFFADAVIT/SIGNATURE: I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: _____ Date: 9-28-18

I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Commission.

Property owner's signature: _____ Date: _____

Date submitted: 9/28/18

★ Verification that the project architect/designer has a valid Burlingame business license will be required by the Finance Department at the time application fees are paid.



TRINITY LUTHERAN CHURCH

1245 El Camino Real • Burlingame, CA 94010 • CA 94010 • Phone: (650) 347 – 4100

office@trinityburlingame.org ~ www.trinityburlingame.org

RECEIVED

SEP 28 2018

August 6, 2018

CITY OF BURLINGAME
CDD-PLANNING DIV.

To the City of Burlingame, California

There is a shortage of preschool care facilities in our County. We estimate that there are at least 18,000 children that need daycare and are going without it. We would like to be part of the solution in our county by opening an extension of our preschool in another space on our property.

Currently we have a license for a preschool at 1505 Sherman Ave. We wish to have our Youth House at 1248 Balboa considered also as a space for our preschool ministry as well.

We are expecting to have at least twelve children in this building.

Thank you for your consideration.

Rev. Jeffrey L. Schufreider

Rev. Jeffrey L. Schufreider, Pastor
Trinity Lutheran Church



**CITY OF BURLINGAME
CONDITIONAL USE PERMIT APPLICATION**

RECEIVED
SEP 28 2018

CITY OF BURLINGAME
CDD-PLANNING DIV.

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.52.020). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Please type or write neatly in ink. Refer to the back of this form for assistance with these questions.

1. **Explain why the proposed use at the proposed location will not be detrimental or injurious to property or improvements in the vicinity or to public health, safety, general welfare or convenience.**

PUBLIC HEALTH: THE EXISTING BUILDING AT 1248 BALBOA AVE. HAS 1. KITCHEN AND 2 BATHROOMS, WITH WATER SUPPLY AND DRAINAGE SYSTEMS OPERATIONAL
PUBLIC SAFETY: THE OCCUPANCY LOAD IS UNDER 50 PERSONS, WITH (E) SMOKE DETECTORS, REQUIRED NUMBER OF EXITS THAT ARE IDENTIFIED BY APPROVED EXIT SIGNS.
GENERAL WELFARE: THE EXTENSION OF THE PRESCHOOL IS MEETING A NEED FOR THE COMMUNITY.
CONVENIENCE - THE BUILDING IS LOCATED ON THE GROUNDS OF THE (E) PRESCHOOL

2. **How will the proposed use be located and conducted in accordance with the Burlingame General Plan and Zoning Ordinance?**

THERE IS AN ALREADY CUP FOR A PRESCHOOL / DAY CARE FOR 28 CHILDREN. - THE TRINITY LUTHERAN CHURCH IS REQUESTING APPROVAL TO EXPAND THE PRESCHOOL DAY CARE CENTER'S CUP TO 40 CHILDREN.

3. **How will the proposed project be compatible with the aesthetics, mass, bulk and character of the existing and potential uses on adjoining properties in the general vicinity?**

THE BUILDING AT 1248 BALBOA AVE., IS TO REMAIN AS IS.



COMMERCIAL APPLICATION

PLANNING COMMISSION APPLICATION SUPPLEMENTAL FORM

1. Proposed use of the site Existing and proposed Church and day care
2. Days and hours of operation 5 days/week M-F 7 Am-6 pm
3. Number of trucks/service vehicles to be parked at site (by type) none

4. Current and projected maximum number of employees (including owner) at this location:

	At Opening/Existing		Proposed In 2 Years		In 5 Years	
	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm
Hours of Operation						
Weekdays Full-time	5	0	7	0	N/C	N/C
Part-time	0	0	0	0	N/C	N/C
Weekends Full-time	0	0	0	0	N/C	N/C
Part time	0	0	0	0	N/C	N/C

5. Current and projected maximum number of visitors/customers who may come to the site:

	At Opening/Existing		Proposed In 2 Years		In 5 Years	
	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm
Hours of Operation						
Weekdays	28	0	40	0	N/C	N/C
Weekends	0	0	0	0	N/C	N/C

6. What is the maximum number of people expected on site at any one time (include owner, employees and visitors/customers): 40 students, 7 staff

7. Where do/will the owner and employees park? on site, street, or Presbyterian church

8. Where do/will the customers/visitors park? on site

9. Present or most recent use of site 1248 Balboa used for Sunday School and bible school

10. List other tenants on property, their number of employees, hours of operation (attach a list if more room is needed) none



TRINITY LUTHERAN CHURCH

1245 EL. CAMINO REAL • BURLINGAME, CALIFORNIA 94010 • TELEPHONE (650) 347-4100
office@trinityburlingame.org ~ www.trinityburlingame.org

January 20, 2019

Dear Neighbors,

Trinity Lutheran Church will be celebrating our 70th birthday next year! Though we are a small congregation we are mission-minded and seek to help people with the Gospel ministry where and when we can.

Did you know there is a shortage of classrooms for preschool children in our county? Authorities estimate that 18,000 children are not able to be in preschool because there are not enough schools and the costs are too high.

One of our properties is our "Youth House". This property is on Balboa Street directly behind our church parking lot. We have been using this building for years as a Sunday School building, choir rehearsal area, and Summer Vacation Bible School. Never have we used this building for everyday use.

We would like to extend our preschool to this building, thereby helping meet the needs of young families today in our neighborhood. We anticipate that we will only have twelve students in the building. Surely the capacity would be greater than that, but we run a quality program and want the best for our staff and children.

To hear more about this proposal in the neighborhood, please join us for a community meeting on Saturday, February 2 at 10 am in the church library. If you will not be able to attend the meeting but would like more information, please call the church office and we will share more information.

Sincerely,

Peter H. Roepke

The Church Council
Trinity Lutheran Church



February 1, 2019

Trinity Lutheran Church of Burlingame
1245 El Camino Real, Burlingame, CA 94010

Dear Trinity Lutheran,

The First Presbyterian Church of Burlingame owns a parking lot at the corner of Easton Drive and El Camino Real. We grant you permission to use this parking lot as an "overflow" lot to for your preschool during the hours of 8-9am and 4-6pm Mondays through Fridays.

We understand that you have rarely experienced a need for overflow parking, however, in order to comply with City of Burlingame neighborhood regulations, you are asking this permission as necessary. You may share this letter of permission with authorities as needed. This agreement is in effect for one year, for renewal annually.

Sincerely,

A handwritten signature in cursive script that reads "Joan Cleary".

Joan Cleary
Managing Director
BurlPres Church
(650) 342-0875



Project Comments – Planning Application

Project Address: 1505 Sherman Avenue, zoned R-3, APN: 026-154-220

Description: Request for Conditional Use Permit Amendment to expand an existing school/class use.

From: Andrew Wong
Public Works Engineering

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

We were able to observe the circulation of last night's pick-up at Trinity Lutheran and did not see any queuing or congestion issues.

Based on this and BPD's lack of complaints from the neighborhood we're fine with the applicant not submitting a traffic study for the increase in student enrollment at this time.

However, as a condition of foregoing a full traffic study, we like to maintain the ability to work with Trinity Lutheran in the situation where the increased enrollment causes neighborhood impacts. This could be working with them to incorporate staggered drop-offs and pick-ups, providing additional on-site parking for parents, etc.

Andrew Wong

Senior Civil Engineer
City of Burlingame
Public Works - Engineering Division
501 Primrose Road | Burlingame, CA 94010
Tel. (650) 558-7237 | Fax (650) 685-9310
awong@ Burlingame.org

Date: 01/23/19

RESOLUTION APPROVING CATEGORICAL EXEMPTION AND AMENDMENT TO CONDITIONAL USE PERMIT

RESOLVED, by the Planning Commission of the City of Burlingame that:

WHEREAS, a Categorical Exemption has been prepared and application has been made for Amendment to a Conditional Use Permit for an existing preschool to expand at 1505 Sherman Avenue and 1248 Balboa Avenue, Zoned R-1 and R-3, Trinity Lutheran Church of Burlingame, property owner, APN: 026-154-200, -210, and -220;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on February 25, 2019 at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

NOW, THEREFORE, it is RESOLVED and DETERMINED by this Planning Commission that:

1. On the basis of the Initial Study and the documents submitted and reviewed, and comments received and addressed by this Commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and categorical exemption, per CEQA Section 15301, which states that existing facilities, consisting of the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination are exempt from environmental review, is hereby approved.
2. Said Amendment to Conditional Use Permit is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Amendment to Conditional Use Permit are set forth in the staff report, minutes, and recording of said meeting.
3. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

Chairman

I, _____, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 25th day of February, 2019 by the following vote:

Secretary

EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Amendment to Conditional Use Permit
1505 Sherman Avenue and 1248 Balboa Avenue
Effective **March 7, 2019**

Page 1

1. that the preschool operations shall be limited to the buildings at 1505 Sherman Avenue and 1248 Balboa Avenue, and to the adjacent fenced play yard of Trinity Lutheran Church at 1505 Sherman Avenue, to the play structure at the rear of 1519 Sherman area, and to the paved area behind 1248 Balboa Avenue, used as a play area during stipulated hours, as shown on the plans submitted to the Planning Department and date stamped September 28, 2018; and as shown on the previously approved drop-off and pick-up plans, dated March 27, 2012;
2. that the Conditional Use Permit shall apply only to a preschool and shall become void if the preschool is replaced by a permitted use, is expanded into other buildings or play areas, or is demolished or destroyed by catastrophe or natural disaster;
3. that in accordance with the Public Works - Engineering Division memo dated January 23, 2019, based upon complaint the traffic and circulation plan for the preschool shall be subject to inspection, review, and possible revisions; in the event of documented congestion or queuing of vehicles, or other neighborhood parking or traffic impacts, the preschool administration shall work with the Public Works- Engineering Division to incorporate changes to the traffic plan and that these revisions may require an amendment to the Conditional Use Permit for the preschool;
4. that the preschool may be open Monday through Friday, from 7:00 a.m. to 6:00 p.m., with a maximum of 40 students and 7 staff persons on site at one time;
5. that a preschool staff member will escort all children to and from their vehicles to the building during the drop-off hours designated in the parking plan between 7:00 a.m.- 9:00 a.m. and between 4:00 p.m. - 6:00 p.m.;
6. that the paved parking area striped for four (4) parking spaces, located behind 1248 Balboa Avenue, shall be gated and used as a play area for the children only outside of drop-off and pick-up hours for the preschool, during the times between 11:00 a.m. -11:45 a.m. and 3:00 p.m -4:00 p.m.
7. that any changes to the floor area, use, hours of operation, number of employees, or the number of students which exceeds the maximums as stated in these conditions shall require an amendment to this Conditional Use Permit;
8. that drop-off and pick-up of children for the preschool shall occur on-site in the driveway space located at the rear of the Baden Hall building, that vehicles associated with the preschool use shall access the site only through the entry points on Balboa Avenue and on El Camino Real, and that vehicles shall exit the site only through the driveway on Sherman Avenue;
9. that any Trinity Lutheran Church preschool staff that cannot regularly park on site shall park in available parking at BurlPres Church at 1500 Easton Drive, per the parking agreement dated February 1, 2019;

EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Amendment to Conditional Use Permit
1505 Sherman Avenue and 1248 Balboa Avenue
Effective **March 7, 2019**

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10. that any interior demolition or removal of the existing structures on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;
11. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit; and
12. that any improvements for the use shall meet the requirements of the California Building and Fire Codes, in effect at the time of building permit submittal, as amended by the City of Burlingame.



CITY OF BURLINGAME
COMMUNITY DEVELOPMENT DEPARTMENT
501 PRIMROSE ROAD
BURLINGAME, CA 94010
PH: (650) 558-7250 • FAX: (650) 696-3790
www.burlingame.org

Site: 1505 SHERMAN AVENUE

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, FEBRUARY 25, 2019 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for an amendment to add twelve additional students to an existing Conditional Use Permit for a pre-school use at a church at **1505 SHERMAN AVENUE** zoned R-1 and R-3. APNs 026-154-200, -210 and -220

Mailed: February 15, 2019

**PUBLIC HEARING
NOTICE**

(Please refer to other side)

City of Burlingame

A copy of the application and plans for this project may be reviewed prior to the meeting at the Community Development Department at 501 Primrose Road, Burlingame, California.

If you challenge the subject application(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing, described in the notice or in written correspondence delivered to the city at or prior to the public hearing.

Property owners who receive this notice are responsible for informing their tenants about this notice.

For additional information, please call (650) 558-7250. Thank you.

Kevin Gardiner, AICP
Community Development Director

PUBLIC HEARING NOTICE

(Please refer to other side)

1505 Sherman Avenue
300' Radius
APN #026.154.200 (1245), 026.154.210 (1519), 026.154.220 (1248)

