



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, June 13, 2022

7:00 PM

Online

- a. 1430 Palm Drive, zoned R-1 and R-3 - Application for Conditional Use Permit for a preschool use in an existing church building. (Rita Enright, applicant; Alan William Coon, architect; New Life Community Church of Burlingame, property owner) (210 noticed) Staff Contact: 'Amelia Kolokihakaufisi

Attachments: [1430 Palm Dr - Staff Report](#)

[1430 Palm Dr - Attachments](#)

[1430 Palm Dr - Plans](#)

All Commissioners have visited the project site. Planning Manager Hurin provided an overview of the staff report.

Chair Gaul opened the public hearing.

Rita Enright represented the applicant and answered questions regarding the project.

Public Comments:

> Public comment sent via email: Can the small lawn accommodate 45 children? (Enright: We can actually have one classroom at a time, which is a group of 20 children. The requirement is 25 square feet per child so we can have at least 20 to 25 children on that lawn area at one time.) (Hurin: Sounds like the play time might be staggered then. (Enright: Yes, we can rotate the play time.) (Hurin: You're restricted by State regulations like you said, 75-square feet per children? (Enright: Yes.)

Chair Gaul closed the public hearing.

Commission Discussion/Direction:

> This is a good alternative use to the location during different hours. It's a great cause and I don't see anything with the program itself that is of concern.

> This is great use for the facility during the week when there are no church services so I don't see any reason to hold this up.

Chair Gaul made a motion, seconded by Commissioner Schmid, to place the item on the Consent Calendar. The motion carried by the following vote:

Aye: 7 - Comaroto, Gaul, Horan, Lowenthal, Pfaff, Schmid, and Tse



Project Application - Planning Division

Type of Application: Accessory Dwelling Unit Conditional Use/Minor Use Permit
 Design Review Hillside Area Construction Permit Minor Modification
 Special Permit Variance Other

Project Address: 1430 Palm Dr. **Assessor's Parcel #:** 029-014-010 **Zoning:**

Project Description:
 To use the existing inside space to set up a Montessori Classroom (in the social hall)

Applicant Name: Rita Farahat
 [Redacted]

Property Owner Name: New Life Community Church of Burlingame
Address: 1430 Palm Dr
 Burlingame, CA 94010

Name: Alan Cohn
Address: 535 Sylvan Ave
 San Bruno, CA 94066
Phone: 650-219-7717
E-mail:

Authorization to Reproduce Project Plans:
 I hereby grant the City of Burlingame the authority to post plans submitted with this application on the City's website as part of the Planning approval process and waive any claims against the City arising out of or related to such action.
 _____ (Initials of Architect/Designer)

Burlingame Business License #: CA License C18920 *** Architect/Designer must have a valid Burlingame Business License.** exp 10/31/23

Applicant: I hereby certify that the information given herein is true and correct to the best of my knowledge and belief.
Applicant's signature: [Redacted]

Date: 5/16/22

Property Owner: I am authorizing the above applicant to submit this application to the Planning Division.
Property owner's signature: [Redacted]

Date: 4/26/22

Date Application Received (staff only): _____

MAY 13 2022

May 16, 2022

Letter of Explanation

Dear City of Burlingame Building & Planning Departments and Public Works

I have submitted an application for a Conditional Use Permit at 1430 Palm Drive in Burlingame. This property is owned by New Life Community Church who has agreed to lease me their 1500 sq foot social hall and a nursery room for the purpose of setting up a preschool classroom.

There would no overlap in the use of the space. The social hall is used by the church at weekends and would be used by the preschool on weekdays, Monday-Friday, 8-6 pm. The space would be set up with age-appropriate child-size shelves, tables and chairs that can be covered when the church needs the space. There is ample storage, restrooms, and parking spaces (1 parking space for every 4 families). The loading and unloading area for children is available directly outside the entrance.

I currently own and operate a home-base Montessori preschool, One Love Montessori, out of my home in San Mateo and am looking to expand. I believe my school would be a great asset to the Burlingame community, particularly to working families. Currently there are only two Montessori schools in Burlingame, one that closes at 1pm and the other at 3pm. Additionally, I have extensive experience in school management and in the early childhood field, having managed a 45-student preschool center in Foster City for over 20 years.

I greatly appreciate you considering my application. Please do not hesitate to contact me with any questions.

Sincerely,

Rita Enright

One Love Montessori





City of Burlingame Conditional Use Permit Application

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.66.060). 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. Refer to the end of this form for assistance with these questions.

A. How will the proposed use be consistent with the General Plan, Zoning Ordinance, and any applicable Specific Plan?

It is an allowed use with the conditional use permit and is compatible with surrounding residential and church properties. There is also a daycare/preschool across the street.

B. How will the design, location, size, and operating characteristics of the proposed activity be compatible with the existing and future land uses in the vicinity?

It is completely compatible as we are using interior classroom space in the existing building. We are not constructing any new building space. Very low to minimal impact on surrounding area.

- C. Explain how the type, density, and intensity of use being proposed will not adversely affect the public convenience, health, interest, safety, or general welfare, constitute a nuisance, or be materially injurious to the improvements, persons, property, or uses in the vicinity and zoning district in which the property is located.**

The proposed preschool won't affect any of the above as we are using an existing space for a preschool classroom. The outdoor play area is away from the main building, will be used periodically, and not cause a disturbance. We will be providing a much needed service for young children and their families in the community.

- D. Explain how the site is physically suitable in terms of:**

- 1. Its design, location, shape, and size to accommodate the use, and all fences, landscaping, loading, parking, spaces, walls, yards, and other features required to adjust the use with the land and uses in the neighborhood;**
- 2. Streets and highways adequate in width and pavement type to accommodate public and emergency vehicle (e.g., fire and medical) access;**
- 3. Public protection services (e.g., fire protection, police protection, etc.); and**
- 4. The provision of utilities (e.g., potable water, schools, solid waste collection and disposal, storm drainage, wastewater collection, treatment, and disposal, etc.).**

The site is physically suitable and does not require any alterations to its design, location, shape and size. It has ample square footage, bathrooms, exits, and existing parking space (both street parking and parking lot available). It is close to street and highway access (off Broadway). There is ample parking space directly outside for public protection services and a clear access to the building. It has existing utility amenities for the preschool use including water, gas, waste disposal collection.



City of Burlingame Commercial Application

1. Proposed use of the site: Montessori Preschool - Pre-K
2. Days and hours of operation: M-f 8-6
3. Number of trucks/service vehicles to be parked at site (by type): 0

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

Hours of Operation	At Opening/Existing		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
Weekdays	<u>2-3</u>	<u>2</u>	<u>3-6</u>	<u>3</u>	<u>3-6</u>	<u>3</u>
Weekends	<u>\</u>	<u>\</u>	<u>\</u>	<u>\</u>	<u>\</u>	<u>\</u>

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

Hours of Operation	At Opening/Existing		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
Weekdays	<u>45 kids</u>	<u>24 kids</u>				
Weekends						

6. What is the maximum number of people expected on site at any one time (include owner, employees and visitors/customers): 45-50 kids, staff 3-6 including owner
7. Where do/will the owner and employees park? Parking lot
8. Where do/will the customers/visitors park? Parking lot or street parking
9. Present or most recent use of site: church
10. List other tenants on property, their number of employees, hours of operation (attach a list if more room is needed): _____



NEW LIFE COMMUNITY CHURCH

May 31, 2022

To: Burlingame Planning Commission

Re: The Application of One Love Montessori School to Operate at 1430 Palm Drive

I am writing in support of the application of One Love Montessori School to operate at the New Life Community Church in Burlingame.

High quality childcare and early education is of vital importance in any community. In Burlingame (as in much of the Bayarea) one of the challenges is affordable, accessible space. New Life Community Church will be delighted to be part of the solution to that community challenge if allowed.

New Life has a long history in Burlingame as a good community member.

In 1908, First Baptist Church of Burlingame, currently New Life Community Church, was the first church founded in Burlingame. In 1930, the church located to 1430 Palm Drive and has been a positive presence there ever since.

For 92 years the location at 1430 Palm Drive has been used for all sorts of activities. Sunday worship services. Weekday programming for women's groups, men's groups and, of course, children and youth activities.

As a church, we have always made our facility available for needs in and around Burlingame. Before the pandemic we were actively providing space for 14 weekly 12 step meetings, a daily Afterschool enrichment program, music lessons for a variety of ages and a music and movement class meeting Monday - Friday for pre-k ages.

The building, location and mission of our church are all in perfect alignment to help One Love Montessori provide quality early education for families in Burlingame.

We have a convenient, safe location right along El Camino Real with more than adequate parking.

So please pass this Conditional Use Permit application with haste so that the school can open in for the fall term. If anyone on the commission has any questions feel free to contact me at

Regards

Rev. Dr. [REDACTED]
New Life Community Church, pastor

RESOLUTION APPROVING CATEGORICAL EXEMPTION AND 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 Conditional Use Permit for a preschool use in an existing church building at 1430 Palm Drive, Zoned R-1 and R-3, New Life Community Church of Burlingame, property owner, APN: 029-012-220;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on August 8, 2022, 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, pursuant to the California Environmental Quality Act (CEQA), per Section 15301 - Existing facilities, Class 1(a) of the CEQA Guidelines, which states that interior or exterior alterations involving such things as interior partitions, plumbing, and electrical conveyances are exempt from environmental review, is hereby approved.
2. Said Conditional Use Permit is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Conditional Use Permit is 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.

Chairperson

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 8th day of August, 2022 by the following vote:

Secretary

EXHIBIT "A"

Conditions of Approval for Categorical Exemption and Conditional Use Permit

1430 Palm Drive

Effective **August 19, 2022**

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1. that the preschool be limited to operating on the first floor of the building and within the designated areas shown on the plans date stamped May 13, 2022, sheets A-1 and A-2;
2. that any changes in operation, floor area, use, number of employees, or number of students shall require an amendment to this use permit; and
3. that the Conditional Use Permit shall apply only to a preschool use and shall become void if the preschool changes the uses provided on-site or ceases, is replaced by a permitted use, is ever expanded, demolished or destroyed by catastrophe or natural disaster or for replacement.



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

Project Site: 1430 Palm Drive, zoned R-1 & R-3

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom **on Monday, August 8, 2022 at 7:00 P.M.** You may access the meeting online at www.zoom.us/join or by phone at (346) 248-7799:

Meeting ID: 816 4833 5880

Passcode: 062429

Description: Application for Conditional Use Permit for a preschool use in an existing church building.

Members of the public may provide written comments by email to: publiccomment@burlingame.org.

Mailed: July 29, 2022

(Please refer to other side)

**PUBLIC HEARING
NOTICE**

City of Burlingame - Public Hearing Notice

If you have any questions about this application or would like to schedule an appointment to view a hard copy of the application and plans, please send an email to planningdept@burlingame.org or call (650) 558-7250.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed, should contact the Planning Division at planningdept@burlingame.org or (650) 558-7250 by 10 am on the day of the meeting.

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.

Kevin Gardiner, AICP
Community Development Director

(Please refer to other side)

