



CITY OF BURLINGAME

PLANNING COMMISSION STAFF REPORT

Agenda Item: 7c	Hearing Date: January 12, 2026
Project No.	CUP25-0003
Applicant and Architect	Marie Barron, The Kastrop Group Inc., Architects
Property Owner	Di Maio Family Trust
Staff	Erika Lewit, Senior Planner
Location	1606 Rollins Road APN: 025-252-480
General Plan Designation	Innovation Industrial
Zoning	I-I (Innovation Industrial)
Lot Area	29,760 SF

PROJECT DESCRIPTION

Review of an application for a Conditional Use Permit for a religious assembly facility use within a 6,259 square foot tenant space in an existing 12,517 square foot commercial building with 23 parking spaces on a 29,760 square foot site in the I-I (Innovation Industrial) zoning district.

RECOMMENDATION

Staff recommends the Planning Commission, by resolution, approve the Conditional Use Permit as conditioned.

BACKGROUND

The applicant is requesting a Conditional Use Permit, as required by Municipal Code Section 25.12.020, to allow a religious assembly facility (church), the Catedral da Familia, in an existing commercial building located at 1606 Rollins Road, zoned I-I (Innovation Industrial). Religious assembly facilities, which consist of gathering for the purpose of worship or other religious practices, require a Conditional Use Permit in the I-I zoning district.

The existing single-story commercial building contains two tenant spaces, 1606 and 1610 Rollins Road. Each space measures 6,259 square feet and there are 17 shared parking spaces at the rear of the building. The tenant space at 1610 Rollins Road is currently occupied by a pool service company.

The tenant space at 1606 Rollins Road was previously occupied by an office use (a call center). In April 2025, the City discovered that improvements to the building were being made without the benefit of a building permit and that the applicant was instructed to cease work and operations and to submit the required Conditional Use Permit application.

The tenant improvements include adding fixed seating in the main assembly room and adding a new exterior entrance at the rear of the building (replacing an existing roll-up door with a double-door pedestrian entry and stairs). The proposed exterior improvements are not subject to Major Design Review since they do not affect more than 50 percent of the building façade. The conditions of approval include the requirement that the applicant obtain a building permit for these improvements.

The proposed church would hold worship services on Sundays from 10:30 a.m. – 12 p.m., with an estimated maximum attendance of 60 people. In addition to regular Sunday services, the church proposes having two regular evening meetings on Mondays and Wednesdays from 7:30 – 9:00 p.m.

for a total of 30 persons. The church anticipates having two lunchtime events yearly, on Thanksgiving and New Year's Day.

Table 1: Proposed Service, Hours of Operation, and Attendance

Day	Service(s)	Hours of Operation	Estimated Attendees
Monday	Group meeting	7:30 PM – 9 PM	30 attendees
Wednesday	Group meeting	7:30 PM – 9 PM	30 attendees
Sunday	Worship service	10:30 AM – 12 PM	60 attendees
Accessory Events	Holiday lunches - Thanksgiving and New Years Day	10 AM – 3 PM	60 attendees

ANALYSIS

Pursuant to Burlingame Municipal Code (BMC) 25.12.020, a religious assembly facility within the I-I zoning district requires a Conditional Use Permit. The intent of a Conditional Use Permit is to determine if the proposed use is not only compliant with the City's Zoning Code but also compatible with surrounding uses or if it can be made to be compatible with the surrounding uses.

The project is considered an intensification of the previous on-site use. For this type of use, the Municipal Code would ordinarily require an additional nine (9) on-site parking spaces (17 spaces existing, 26 spaces required). However, due to this property's proximity to high-quality transit (within one-half mile of the El Camino Real corridor), Assembly Bill (AB) 2097 (Government Code section 65863.2) applies, and removes the required parking minimums. While the additional parking is not required, the applicant is proposing to re-stripe the existing parking area, resulting in an increase of six (6) additional parking spaces, including two accessible spaces (17 spaces existing, 23 spaces proposed).

The church use is compatible with the intent of the I-I zoning district and the existing surrounding uses. The intent of the I-I zoning district is to encourage light industrial, research, and creative business uses. Adjacent properties are developed with light industrial uses, including a combination of manufacturing, wholesale, and distribution businesses. Nearby recreational facilities, including sports clubs and gyms, are similar indoor assembly uses to the proposed church. The church use is also compatible and supports the approved multi-unit residential uses nearby at 1881 Rollins Road and 30 Ingold Road. The church would operate outside of regular business hours and would only hold special events, also outside business hours, twice a year. These limitations will reduce potential land use conflicts and maintain consistency with the I-I-district's overall character. Staff does not have any suggested changes for the Planning Commission to consider.

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Table 2: Project Information

	Previous Use	Proposed Use	Allowed/ Required
Use:	pool service (1610 Rollins Road) office call center (1606 Rollins Road) 6,259 SF	no change church (religious assembly) 6,259 SF	Religious assembly facility allowed with a Conditional Use Permit (Code Section 25.12.020)
Off-Street Parking:	17 spaces provided	23 spaces provided	exempt from providing off-street parking

Environmental Review

The project is Categorically Exempt from review 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.

Attachments:

Area Map
Resolution
Proposed Plans dated November 20, 2025