



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, January 13, 2020

7:00 PM

Council Chambers

- a. 859 Cowan Road, zoned IB - Application for a Conditional Use Permit and Parking Variance for a church use in an existing building. (Andrew Chiu, applicant; The Church of Burlingame, property owner; David Fung AIA, architect) (39 noticed) Staff Contact: Catherine Keylon

Attachments: [859 Cowan Rd - Staff Report](#)

[859 Cowan Rd - Attachments](#)

[859 Cowan Rd - Plans](#)

All Commissioners had visited the project site. There were no ex-parte communications to report.

Senior Planner Keylon provided an overview of the staff report.

Questions of staff:

- > *Is there detail or information on the code enforcement complaint? The complaint was that cars were blocking parking aisle. (Keylon: The complaint came in December 2018 and it is believed it was from someone visiting the building. There had been cars stacked in a tandem configuration, but the Fire Department will not allow this parking.)*
- > *Was this occurring on a weekend or a weekday? (Keylon: Believes it was a weekend.)*

Chair Comaroto opened the public hearing.

David Fung represented the applicant, with Andrew Chiu of The Church in Burlingame.

Commission Questions/Comments:

- > *Was the complaint lodged on a weekend? (Fung: Not sure. It was shortly after purchasing the building. Since then, everyone has been informed that they should not park in the fire lane.)*
- > *Do the company vehicles parked on the site go away after work hours, or stay in the lot? (Chiu: They go away after the work hours.)*
- > *Is there a chance of overlap on the weekends? (Chiu: Unlikely. The meetings are only two hours.) (Fung: Even if all the members who drove overlapped between meetings, the total on average would only be 36 members. The 31 on site and 10 valet spaces would be adequate.)*
- > *Are the two bathrooms on each floor adequate for the occupancy? (Fung: There is a sufficient number of fixtures in the building in total, but how they are distributed between the floors is not compliant. The Building Division has addressed this in its comments.)*
- > *The area at the back with the AT&T equipment should be shown on the plan, as it could impact the parking and backup. (Fung: Will show it correctly on the plan.)*
- > *Expecting any growth in the congregation? (Chiu: With the limited room at the site does not expect expansion. Has leased out the other spaces in the building assuming it will not be needed for the church.)*

Public Comments:

- > There were no public comments.

Chair Comaroto closed the public hearing.

Commission Discussion/Direction:

- > Commission has been in support of symbiotic uses where the overlap allows greater use of the facility in the off-hours. Can see that logic. Needs to have the revisions in the plans to eliminate the valet parking on the side.
- > Variance application needs to be revisited. Does not show the exceptional circumstances. Needs to discuss the symbiotic relationship between the uses. Could be helpful for making the findings for the variance application.
- > Perhaps something in writing indicating that the other tenant vehicles will not stay on site on the weekends.
- > Conditions of approval for the variance will be important. If the use changes, it might not work. There is not a lot of street parking available, at least on weekdays.
- > If the congregation grows and tenants leave, could consider tying leases of the other spaces so that they do not all become assembly use.

As a Study Item, there is no action. The item will return at a later date on the Regular Action Calendar.

David Fung, A.I.A, Architect

1118 Nilda Avenue, Mountain View, California 94040, USA
p: 650 580 1077 f: 650 237 2171 email:dfungarch@sbcglobal.net

January 21, 2020

City of Burlingame
Planning Commission
501 Primrose Road
Burlingame, CA 94010

Atten: Planning Commission Members & Catherine Keylon

Re: Responses to Planning Commission Study Review comments to 859 Cowan Road
Application for a Parking Variance and Conditional Use Permit for a church assembly use

Comment No. / Comment Response

1. Verify that the number of bathrooms per is adequate for the proposed use under Building Code requirements

Response: Similar question was asked by Building Division during their plan check review of the 859 Cowan Existing Conditions / Use Plans requesting confirmation based on the Occupant Load Factor and Occupant Use - including 'Assembly Use' under the Conditional Use Permit - at each floor level the number of existing plumbing fixtures on respective floors meet the minimum plumbing fixture requirements in the 2016 CPC Table 422.1.

The number of existing plumbing fixtures on each floor level have been confirmed and noted accordingly on the respective floor level plans - First Floor Plan / A-2, Second Floor Plan / A-3 & Third Floor Plan / A-3 - meeting the minimum number of plumbing fixture requirements per 2016 CPC Table 422.1 for Occupant Load Factor for 'B/Office' Occupant Use.

Where 'Assembly Use' are proposed on the First Floor and Third Floor under the Conditional Use Permit, Building Division 'signed off' and accepted that Church Meetings / Assembly Use which occur on Sunday mornings only do not overlap with the 'B/Office' Occupant Use. On that basis, the number of existing plumbing fixtures at the respective first and third floor also meet the minimum number of plumbing fixture requirements for the Occupant Load Factor during 'Assembly Use' on Sunday mornings.

The one non-complying requirement is the 2016 CPC Table 422.1 require a urinal fixture at each Men's Toilet Room which none of the designated existing Men's Toilet Room include since they're single-occupancy use. Church in Burlingame will add a urinal at each Men's toilet Room where occurs.

2. Show the existing AT&T utility are in the parking lot on the site plan

Response: Added the existing AT&T utility equipment located against the 'backside' of 859 Cowan building - see Site Plan / A-1.

3. Remove the tandem parking shown on the site plan

Response: Removed the proposed valet parking locations along east side of 859 Cowan building - see Site Plan / A-1

4. What is the anticipated growth?

Response: Church in Burlingame have no plans to increase 'Assembly Use' meeting rooms beyond what is proposed under this Conditional Use Permit request. Church in Burlingame cannot afford to lose the income stream (to pay their monthly mortgage loan obligation the Church in Burlingame took on with the purchased of 859 Cowan

Road) generated by the commercial tenant leases at the current First Floor offices & warehouse and Second Floor offices. Current commercial leaseholders have 5 year leases which Church in Burlingame intend to renew to current or new tenants when leases expired. If and when church membership (does ever) grow beyond the current 'Assembly Use' capacity, Church in Burlingame recognize than the need to sell 859 Cowan Road (hopefully with a 'nice' appreciation in their original purchase price) to afford purchase of a larger facility that can accommodate such growth (not a given or a church goal).

5. Revise variance application for parking to provide more detailed explanation about the "exceptional / extraordinary circumstances that justify a variance".

Response: Revised variance application for parking shortfall with more detailed explanation about the "exceptional / extraordinary circumstances that justify a variance – see updated Variance Application requesting waiver of 23 on-site parking spaces.



COMMUNITY DEVELOPMENT DEPARTMENT • 501 PRIMROSE ROAD • BURLINGAME, CA 94010
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APPLICATION TO THE PLANNING COMMISSION

Type of application:

☐ Design Review ☐ Variance ☐ Parcel #: 024-401-510
☒ Conditional Use Permit ☐ Special Permit ☐ Other: _____

PROJECT ADDRESS: 859 Cowan Road

APPLICANT

project contact person ☒
OK to send electronic copies of documents ☐

Name: Andrew Chiu / Owner Rep
Address: 859 Cowan Road
City/State/Zip: Burlingame / CA / 94010
Phone: 650-288-2222
Fax: _____
E-mail: AMCHIU@GMAIL.COM

PROPERTY OWNER

project contact person ☐
OK to send electronic copies of documents ☐

Name: Church of Burlingame
Address: [REDACTED]
City/State/Zip: [REDACTED]
Phone: [REDACTED]
Fax: _____
E-mail: _____

ARCHITECT/DESIGNER

project contact person ☐
OK to send electronic copies of documents ☒

Name: David Fung, AIA, Architect
Address: 1118 Nilda Avenue
City/State/Zip: Mountain View / CA / 94040
Phone: 650-580-1077
Fax: _____
E-mail: DFUNGARCH@SBCGLOOBAL.NET

★ Burlingame Business License #: 33299

PROJECT DESCRIPTION: Submit existing conditions / use 850 Cowan Road Building Plans requesting approval for 'Assembly' use @ Building by Church In Burlingame by application for Conditional Use Permit

RECEIVED

JUN - 4 2019

CITY OF BURLINGAME
CDD-PLANNING DIV.

AFFIDAVIT/SIGNATURE: I, [REDACTED], do hereby certify that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: [REDACTED]

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

Property owner's signature: [REDACTED]

Date: 6/4/19

Date: 6/4/19

Date submitted: _____

★ 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.

David Fung, A.I.A, Architect

1118 Nilda Avenue, Mountain View, California 94040, USA
p: 650 580 1077 f: 650 237 2171 email:dfungarch@sbcglobal.net

September 15, 2019

City of Burlingame
Planning Division
501 Primrose Road
Burlingame, CA 94010

Atten: Catherine Keylon

Re: Responses to Planning Division comments to 859 Cowan Road Application for a Parking Variance and Conditional Use Permit for a church assembly use

Comment No. / Comment Response

1. Use (Code Section 25.43.030(e))

- a. Beyond the use of the two meeting rooms on the first and third floor for assembly use by Church in Burlingame, all existing offices/ & warehouse to remain 'B' / S-1 occupancy. Church in Burlingame have NO plans to change status of the existing conditions and use as indicated in the 859 Cowan Road Existing Conditions / Use Plans.

Added clarifications on the 859 Cowan Road Existing Conditions / Use Plans the current tenant space occupants / status and existing space use.

- b. 859 Cowan Road current tenant space occupants / status and existing space use as follows:

Existing First Floor Status: First Floor offices are occupied by CDSCA Inc.; First Floor warehouse space have been leased to Ranker AMG; First Floor Meeting Room is occupied by Church in Burlingame as assembly use

Existing Second Floor Status: Second Floor office space have been leased to Ranker AMG.

Existing Third Floor Status: Third Floor office space is occupied by Church in Burlingame and will remain office use; Third Floor Meeting Room is occupied by Church in Burlingame as assembly use.

- c. First Floor warehouse space and Second Floor office space have been leased to Ranker AMG, another contractor whom will occupy / use the warehouse and office spaces similar to Rodan Builders.

Church in Burlingame have NO intention / plans to occupy the entire building. Church in Burlingame occupy First Floor and Third Floor Meeting Rooms as assembly use and Third Floor office space

Church in Burlingame's use of the Third Floor offices is strictly for local church administrative functions staff by local church 'volunteer' members. There are no full time or paid church staff.

Church in Burlingame have NO intention / plans to utilize the First Floor warehouse space for assembly use.

- d. 859 Cowan Road will remain / be used 'as is'. Church in Burlingame have no plans for either new interior or exterior building improvements.

2 Design Review (Code Section 25.43.0520)

859 Cowan Road will be used 'as is'. Church in Burlingame have no plans for either new interior or exterior building improvements.

Added clarification notes on the 859 Cowan Road Existing Conditions / Use Plans plan conditions indicated are existing and there are no interior or exterior building improvements

3. Off-Street Parking (Code Section 25.70.030)

- a. Variance Application have been updated requesting waiver of the 23 on-site parking space shortfall that cannot be accommodated at 859 Cowan Road.
- b. Removed reference to the 10 on-site parking spaces the Church of Burlingame have leased from the owner of the nearby 1818 Gilbreath to meet on-site parking shortfall. The 10 leased on-site parking space will be used by Church in Burlingame for valet parking only during Sunday morning 'Assembly' meetings
- c. As described in the Variance Application requesting waiver of the 23 on-site parking space shortfalls, when on-site parking is full, valet parking service is provided by Church of Burlingame.

The Church of Burlingame hold three Assembly 'Meeting' sessions every Sunday morning at 9:30 am, 10:15 am & 11:00 am – members attending 'Meetings' do NOT all show up at once. On average 44 families driving vehicles to 859 Cowan to attend Sunday morning Assembly 'Meeting' sessions with the first two sessions being the most popular averaging 21 and 15 families respectively requiring a total of 36 parking spaces. Accounting for the overlapping meeting sessions with some members leaving later and some arriving early - the 31 on-site spaces do all get filled. Once full Church in Burlingame provide valet parking both on -site and at the nearby 1818 Gilbreath.

Valet service is self-operated by church 'volunteer' members; Vehicles are valeted on-site (6 spaces – see A-1) and at 10 leased parking spaces at nearby 1818 Gilbreath site. The 46 combined parking spaces - 31 on-site parking spaces + 16 valet parking – is more than the total 36 families driving vehicles attending the first two sessions (even if they all choose to stay for stay during of meeting sessions 1 & 2 – which is never the situation).

See attached Church in Burlingame Parking Tabulation Summary with breakdown for church members driving vehicles to attend the three Sunday morning Assembly 'Meeting' sessions.

4. Commercial Application completed



**CITY OF BURLINGAME
CONDITIONAL USE PERMIT APPLICATION**

RECEIVED
OCT 24 2019
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.

Church in Burlingame is requesting a Conditional Use Permit for 'Assembly' use @ 859 Cowan Road, an office building & warehouse located in the 'IB' Zoning District on Sunday mornings to hold church member's gatherings / meetings and conduct seminars will not be detrimental or injurious to adjacent / said property or to public health, safety, general welfare or inconvenience to surrounding neighbors. Church gatherings are not boisterous and are generally very low key / quiet affairs. Members arriving by cars will all be accommodated with on-site parking and valet parking services. Church 'Assembly' meetings occurring on Sunday mornings will contribute minimally to traffic congestion in the area. Church gatherings at 859 Cowan Road, a fully sprinklered building with fire alarm system will not jeopardize public safety. With fully accessible toilet facilities public health will not be compromised or result in unsanitary conditions.

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

Church in Burlingame is requesting a Conditional Use Permit for 'Assembly' use @ 859 Cowan Road, located in the 'IB' Zoning District under City of Burlingame Zoning Section 25.43.030 Conditional uses to complement the current offices and warehouse use under City of Burlingame Zoning Section 25.43.020 Permitted use

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?

Church in Burlingame is using 859 Cowan Road, an existing 3-story office + warehouse as is (see accompanying 859 Cowan Road Existing Conditions - Use Plans submitted with the PC Application for Condition Use permit). There is no renovation or change to the current building exterior appearance.



REVISED

**CITY OF BURLINGAME
VARIANCE APPLICATION**

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.54.020 a-d). 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.

a. Describe the exceptional or extraordinary circumstances or conditions applicable to your property which do not apply to other properties in this area.

The predominate use of other nearby properties are commercial office and warehouse use typical of the IB District. 859 Cowan Road is use no different with tenants having leased out majority of the building offices and warehouse operating Monday through Friday with occasional Saturday use. Otherwise said property is 'vacant' on weekends. Church in Burlingame, Owner of 859 Cowan Road, is requesting via their Conditional Use Permit application limited Church Meetings / Assembly Use at property on Sunday mornings. Holding Church Meetings / Assembly Use on Sunday mornings is an exceptional condition to the normal weekday business hours of the building tenants and other nearby property usages. Conducting Church Meetings on Sunday mornings have the added extraordinary circumstances of not aggravating on-site parking since building is 'vacant' and not contribute to local street congestion since traffic is light.

b. Explain why the variance request is necessary for the preservation and enjoyment of a substantial property right and what unreasonable property loss or unnecessary hardship might result from the denial of the application.

The variance application request waiving the 23 on-site parking space shortfall otherwise Church in Burlingame cannot hold Church Meeting/Assembly Use on Sunday mornings at 859 Cowan Road. The 23 on-site parking shortfall exist on 'paper' only given the 25 on-site parking spaces required for the non-church commercial tenants of the leased building offices and warehouse NEVER overlap with the 29 on-site parking spaces required for Church in Burlingame assembly/office (weekends/weeknights only). With different operating hours, BOTH respective parking requirements are met by the 31 on-site parking spaces (supplemented by valet parking service provided by Church in Burlingame during their Sunday Church Meetings / Assembly Use if and when church members arrive early and/or 'overstay' their specific meeting attendance). Approving the variance application is recognition of the symbiotic/harmonious use of the existing on-site parking and AVOID adding unnecessary parking to satisfy 'paper' parking requirements under Burlingame Zoning Chapter 25.70.

c. 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.

The proposed 'Assembly' use by Church in Burlingame will not pose any public safety concerns with increased vehicle traffic and caused potential congestion in the 'IB' Zoning District areas surrounding 859 Cowan Road since church 'meetings' occur on Sunday mornings when pedestrian and vehicle traffic in the area is light. When church members driving to attend Sunday 'meetings' exceed the 31 on-site parking available, Church in Burlingame have staff monitoring the on-site parking status, when full will offer valet parking service to alleviate any on-site parking shortfall. Valet parking service is operated by church 'volunteer' officials. Based on the most recent tally of attendance to Sunday 'meetings', parking requirements are averaging 44 families driving vehicles spread over three Church Meeting / Assembly Use sessions.

d. 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 proposed Church Meeting / Assembly Use on Sunday mornings will not required any alterations of the exterior of the 859 Cowan Road building, therefore will not change the existing building aesthetics, mass, bulk and character.

Church Members Driving Vehicles to Attend Sunday Morning Assembly 'Meetings' Summary					
Vehicle #	Household #	Family Attendees	Meeting 1	Meeting 2	Meeting 3
1	Family 1	4	X		
2	Family 2	5		X	
3	Family 3	3		X	
4	Family 4	4			X
5	Family 5	2	X		
6	Family 6	3	X		
7	Family 7	1	X		
8	Family 8	1			X
9	Family 9	1		X	
10	Family 10	1		X	
11	Family 11	4		X	
12	Family 12	3		X	
13	Family 13	4	X		
14	Family 14	4		X	
15	Family 15	2			X
16	Family 16	1		X	
17	Family 17	1	X		
18	Family 18	1	X		
19	Family 19	1	X		
20	Family 20	4			X
21	Family 21	1		X	
22	Family 22	2	X		
23	Family 23	2	X		
24	Family 24	4	X		
25	Family 25	1	X		
26	Family 26	2		X	
27	Family 27	1	X		
28	Family 28	1	X		
29	Family 29	2	X		
30	Family 30	3		X	
31	Family 31	1	X		
32	Family 32	2	X		
33	Family 33	2			X
34	Family 34	3	X		
35	Family 35	3			X
36	Family 36	4	X		
37	Family 37	2		X	
38	Family 38	1		X	
39	Family 39	4		X	
40	Family 40	1			X
41	Family 41	2	X		
42	Family 42	1	X		
43	Family 43	2		X	
44	Family 44	1			X
Total:		98	21 Vehicles	15 Vehicles	8 Vehicles

39
people

38
people

18
people

Names of Families not given for privacy reasons but are available for viewing & validating by Church in Burlingame if required

Church Members Driving Vehicles to Attend Sunday Morning Assembly 'Meetings' Summary					
Vehicle #	Household #	Family Attendees	Meeting 1	Meeting 2	Meeting 3
1	Family 1	4	X		
2	Family 2	5		X	
3	Family 3	3		X	
4	Family 4	4			X
5	Family 5	2	X		
6	Family 6	3	X		
7	Family 7	1	X		
8	Family 8	1			X
9	Family 9	1		X	
10	Family 10	1		X	
11	Family 11	4		X	
12	Family 12	3		X	
13	Family 13	4	X		
14	Family 14	4		X	
15	Family 15	2			X
16	Family 16	1		X	
17	Family 17	1	X		
18	Family 18	1	X		
19	Family 19	1	X		
20	Family 20	4			X
21	Family 21	1		X	
22	Family 22	2	X		
23	Family 23	2	X		
24	Family 24	4	X		
25	Family 25	1	X		
26	Family 26	2		X	
27	Family 27	1	X		
28	Family 28	1	X		
29	Family 29	2	X		
30	Family 30	3		X	
31	Family 31	1	X		
32	Family 32	2	X		
33	Family 33	2			X
34	Family 34	3	X		
35	Family 35	3			X
36	Family 36	4	X		
37	Family 37	2		X	
38	Family 38	1		X	
39	Family 39	4		X	
40	Family 40	1			X
41	Family 41	2	X		
42	Family 42	1	X		
43	Family 43	2		X	
44	Family 44	1			X
Total:		98	21 Vehicles	15 Vehicles	8 Vehicles

Names of Families not given for privacy reasons but are available for viewing & validating by Church in Burlingame if required

OCT 24 2019



COMMERCIAL APPLICATION

PLANNING COMMISSION APPLICATION SUPPLEMENTAL FORM

CITY OF BURLINGAME
CDD-PLANNING DIV.

- Proposed use of the site Church in Burlingame is requesting a Conditional Use Permit for 'Assembly' use @ 859 Cowan I
(zoned for office and warehouse use under 'IB' Zoning District)
- Days and hours of operation Church Assembly 'Meeting' sessions are held Sunday mornings from 9am - Noon
- Number of trucks/service vehicles to be parked at site (by type) _____
See attached average church member attendance with vehicles / there no heavy trucks
- Current and projected maximum number of employees (including owner) at this location:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	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 Full-time						
Part-time						
Weekends Full-time	Church in Burlingame have no full time staff / operations are all staff by church volunteer members whom mainly come on weekends					
Part time						

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

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	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						
Weekends	See attached average church member attendance attending Church Assembly 'Meeting' sessions on Sunday mornings					

- What is the maximum number of people expected on site at any one time (include owner, employees and visitors/customers): See attached average church member attendance
Church members park on-site and/or are valet
- Where do/will the owner and employees park? parked when on-site parking is full
Church members park on-site and/or are valet
- Where do/will the customers/visitors park? parked when on-site parking is full
- Present or most recent use of site 859 Cowan Rd is used as offices & warehouse per 'IB' Zoning
- List other tenants on property, their number of employees, hours of operation (attach a list if more room is needed) CDSCA, Inc have 5 employees; Ranker AMG may have up to 15 employees; operation on weekdays 7am - 6pm



Project Comments – Planning Application

Project Address: **859 Cowan Road, zoned IB, APN: 024-401-510**

Description: **Request for Conditional Use Permit for a church use and Variance for parking.**

From: **Christine Reed**
Fire Dept.

Please address the following comments at this time; provide a written response and revised plans with your resubmittal:

Six spaces on left side of building are blocking a required fire access lane to the rear of the building- remove from proposal.

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.

1. Assembly uses must comply with California Building Code exiting requirements from assembly rooms to the public way, including construction, components and distance requirements. Confirmation of requirements will be reviewed during building permit plan review.
2. Define type of use and/or storage for the warehouse. Additional requirements may apply depending on use/storage.
3. Fire sprinkler system must have current 5-year certification inspection by time of occupancy.

Reviewed By: Christine Reed
650-558-7617

Date: 6-22-19



Project Comments – Planning Application

Project Address: **859 Cowan Road, zoned IB, APN: 024-401-510**

Description: **Request for Conditional Use Permit for a church use and Variance for parking.**

From: Martin Quan
Public Works Engineering

Please address the following comments at this time; provide a written response and revised plans with your resubmittal:

1. ~~Will the church be utilizing the entire building for its use? What are the hours of operation?~~
2. ~~Please show the path of travel from the proposed church location to the auxiliary parking lot at 1818 Gilbreath Road. The pathway must be ADA compliant.~~
3. ~~Will there be tenant improvements for the building?~~
4. No further comments at this time.

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.

5. Any work in the City right-of-way, such as placement of debris bin in street, work in sidewalk area, public easements, and utility easements, is required to obtain an Encroachment Permit prior to starting work. Porta potty's are not allowed to be placed in the City right-of-way.
6. Construction hours in the City Public right-of-way are limited to weekdays and non-City Holidays between 8:00 a.m. and 5:00 p.m. for all activities (including hauling).

Reviewed By: Martin Quan
650-558-7245

Date: 10/29/19

**RESOLUTION APPROVING CATEGORICAL EXEMPTION, CONDITIONAL USE PERMIT
AND PARKING VARIANCE**

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 and Parking Variance for a church use in an existing building at 859 Cowan Road, Zoned IB (Inner Bayshore), The Church in Burlingame, property owner, APN: 024-401-510;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on February 10, 2020, 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 - 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 and Parking Variance are approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Condominium Permit and Parking Variance 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.

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 10th day of February, 2020 by the following vote:

Secretary

EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Conditional Use Permit and Parking Variance

859 Cowan Road

Effective **February 20, 2020**

Page 1

1. that the church use at 859 Cowan Road shall be limited to a total of 1,320 SF of assembly area with 382 SF on the first floor (meeting room) and 938 SF on the third floor (meeting room) as shown on the plans submitted to the Planning Division and date stamped January 27, 2020;
2. that any expansion of the assembly use beyond 1,320 SF within the building at 859 Cowan Road, as shown on the plans submitted to the Planning Division and date stamped January 27, 2020, shall require that the applicant first apply for an amendment to the existing Conditional Use Permit;
3. that the 31 on-site parking spaces as shown on the plans date stamped January 27, 2020 shall be utilized to meet the parking demand of the church use prior to utilizing on-street; sheet A-1 on the plans date stamped January 27, 2020, note that 10 additional parking spaces may be provided off-site on a separate nearby property, however this agreement is not recognized by the City of Burlingame and these 10 spaces are not counted toward meeting the parking requirement;
4. that the Conditional Use Permit shall apply only to a church use and shall become void if the church use is replaced by a permitted use, or is ever demolished or destroyed by catastrophe or natural disaster or for replacement;
5. that all activities associated with the church use shall occur indoors only and that no portion of the on-site parking areas shall be used for activities other than parking;
6. that any changes to the floor area, use, or hours of operation, maximum occupancy, or number of vehicles generated which exceeds the maximums as stated in the application materials and conditions shall require an amendment to this Conditional Use Permit;
7. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, in effect at the time of building permit submittal, as amended by the City of Burlingame;
8. that all signage shall require a separate permit from the Planning, Public Works and Building Divisions; and
9. that the conditions of the Building Division's October 28, 2019 memo, the Fire Division's June 22, 2019 memo, and the Public Works Division's October 29, 2019 memo shall be met.



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

Site: 859 COWAN ROAD

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, FEBRUARY 10, 2020 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

**PUBLIC HEARING
NOTICE**

Application for a Conditional Use Permit and Parking Variance
for a church use in an existing building at
859 COWAN ROAD zoned IB. APN 024.401.510

Mailed: January 31, 2020

(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)

859 Cowan Road
300' noticing
APN #: 024.401.510

