



CITY OF BURLINGAME PLANNING COMMISSION STAFF REPORT

Agenda Item: 6b	Hearing Date: November 10, 2025
Project No.	CUP25-0002
Applicant	Pastor Eglai DeAlmeida
Designer	Gary Diebel, Diebel and Company Architects
Property Owner	Stephanie Anna Messina
Staff	Brittany Xiao, Associate Planner
Location	1525 Rollins Road, Suite B APN: 025-280-230
General Plan Designation	Innovation Industrial
Zoning	I-I (Innovation Industrial)
Lot Area	33,287 SF

PROJECT DESCRIPTION

Review of an application for Conditional Use Permit for a religious assembly use in an existing commercial building 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 to allow a religious assembly use (church) - House of Prayer, Word, and Family - in an existing commercial building located at 1525 Rollins Road, Suite B, 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 building contains three tenant spaces, Suites A, B, and C. Suites A and C will remain and are occupied by a paint store and a pharmaceutical office, respectively. The proposed church would be located in the third tenant space, Suite B, which measures approximately 6,831 SF. Previously, Suite B was occupied by a health insurance office. No exterior construction or major modifications to the building are required or proposed by the applicant. However, an interior tenant improvement project, including the construction of a sanctuary, is proposed to make the existing layout better suited to a religious assembly use.

The proposed church would hold worship service on Sundays from 9 am – 12 pm which would have an estimated attendance up to 50 people. In addition, the church would also host classes for children, women's and youth group meetings, and bible study. The proposed classes and groups would occur either after business hours or on weekends. At this time, no special events are anticipated to occur. However, any special events would occur inside the building and the applicant anticipates fewer than three special events per year. Table 1 on the following page outlines all the operational hours and services offered by the church.

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

Day	Service(s)	Hours of Operation	Estimated Attendees
Wednesday	Bible Study	7:30 PM – 9 PM	30 Attendees, 5 Children
	Classes	8 PM – 9 PM	
Friday	Youth Group	8 PM – 9:30 PM	15 Attendees
Saturday	Women's Group	10:30 AM – 12 PM (once per month)	20 Attendees
Sunday	Worship Service	9 AM – 12 PM	50 Attendees
	Classes	11 AM – 12 PM	15 Children (5 per class)

The applicant is requesting the following application:

- Conditional Use Permit for a religious assembly use in an existing commercial building (Code Section 25.12.020).

ANALYSIS

Pursuant to Burlingame Municipal Code (BMC) 25.12.020, a religious assembly use 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 exempt from providing off-street parking as set by the Zoning Code. Due to this property's proximity to high-quality transit (within one-half mile of the El Camino Real corridor), Assembly Bill (AB) 2097 applies, which removes the required parking minimums. However, a total of 40 parking spaces are provided on-site for use by the tenants in the building by way of an existing cross-access easement off Rollins Road.

The religious assembly 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 catering business and a packaging design and manufacturer, but also several local unions. Nearby recreational facilities, including a badminton court and a gymnastics training center, are similar indoor assembly uses to the proposed church. The church would operate outside of regular business hours and would only hold special events up to three times a year. These limitations will reduce potential land use conflicts and maintain consistency with the district's overall character. Staff does not have any suggested changes for the Planning Commission to consider.

October 27, 2025 Planning Commission Meeting

At the Planning Commission study meeting on October 27, 2025, the Commission had no comments/suggestions regarding this project and voted to place this item on Consent Agenda.

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Table 2: Project Information

	Previous Use	Proposed Use	Allowed/Req'd
<i>Use:</i>	vacant (previously a health insurance office) 6,831 SF	church (religious assembly) 6,831 SF	Religious Assembly allowed with a Conditional Use Permit (Code Section 25.12.020)
<i>Off-Street Parking:</i>	40 spaces provided	no change	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
Project Description
Resolution
Proposed Plans dated September 19, 2025