



---

## CITY OF BURLINGAME PLANNING COMMISSION STAFF REPORT

---

|                          |                                                |
|--------------------------|------------------------------------------------|
| <b>Agenda Item: 8a</b>   | <b>Hearing Date: October 27, 2025</b>          |
| 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<br>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.

### BACKGROUND

The applicant is requesting a Conditional Use Permit to allow a church (religious assembly use), the House of Prayer, Word, and Family, in an existing commercial building located at 1525 Rollins Road, Suite B, zoned as Innovation Industrial (I-I). 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 and is located on the right side of the building, facing Rollins Road. 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 at a frequency less than twice a year. On the following page is a table outlining all the operational hours and services offered by the church.

*This space intentionally left blank.*

**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,<br>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<br>(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 proposed project complies with all applicable provisions of the zoning code for development standards and off-street parking. As no exterior alterations are proposed at this time, no additional requirements would be triggered as it relates to the existing building. In addition, 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 along El Camino Real, it qualifies for Assembly Bill (AB) 2097 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 a 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, a badminton court and a gymnastics training center, are similar indoor gathering uses to the proposed church. The church would operate outside of regular business hours and would only hold special events up to twice a year. These limitations will reduce potential land use conflicts and maintain consistency with the district's overall character.

*This space intentionally left blank.*

**Table 2: Project Information**

|                                   | <b>Previous Use</b>                                          | <b>Proposed Use</b>                        | <b>Allowed/Req'd</b>                                                                          |
|-----------------------------------|--------------------------------------------------------------|--------------------------------------------|-----------------------------------------------------------------------------------------------|
| <b><i>Use:</i></b>                | vacant<br>(previously a health insurance office)<br>6,831 SF | Church<br>(Religious Assembly)<br>6,831 SF | Religious Assembly<br>allowed with a<br>Conditional Use<br>Permit (Code Section<br>25.12.020) |
| <b><i>Off-Street Parking:</i></b> | 40 spaces provided                                           | No change                                  | exempt from<br>providing off-street<br>parking                                                |

**Attachments:**

Area Map  
Proposed Plans dated September 19, 2025