



**Saint Matthews Parish & School –
Proposed Use Limitations (12/10)**

The Master Plan and the Use Limitations contained herein will be codified, as part of an Overlay Zone per the City of San Mateo’s Municipal Code 27.60.

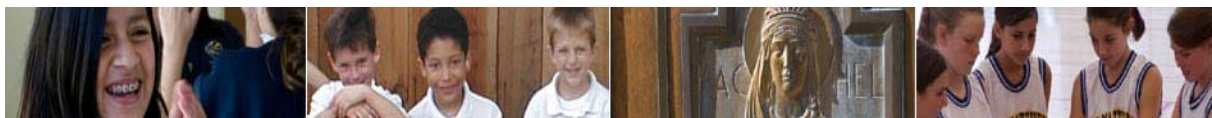
1. Mitigation Measures. Mitigation measures identified in the CEQA Negative Declaration, including all parking and traffic related items, shall be incorporated into the Conditions of Approval.
2. Use of the Parish Buildings. The Parish property includes School Classroom Buildings, Rectory Building, Church Building, Parish and School Administration Building, an Auditorium Building and the proposed School Gymnasium with a room for the existing after school child care program. The allowed uses within each of these building will be as follows and as determined by the Zoning Administrator. The usage of the below buildings is further detailed in this Application – Section 3 and 4.
 - a. School Classroom Buildings – An Elementary and Junior High School (Kindergarten through Eighth Grade) is allowed to operate within these buildings. Enrollment shall not exceed 625 students. The hours of operation for the School shall be Monday through Saturday from 6:30am – 10:00pm. School activities shall be defined as those uses and activities typically associated with an Elementary and Junior High School, including but not limited to: academic studies, religious education, administration, curriculum based events, before and after school child care and any other use related to an Elementary and Junior High School use.
 - b. Rectory Buildings – The residential portion of the Rectory will be for a maximum of five residential units and two guest units including the kitchen to be used only as housing for Parish staff. The former administrative area of the Rectory will be available to be used as meeting space.
 - c. Church – The Church shall remain open for religious practice at all times. Religious practice shall include; Mass, organized worship, prayer groups, Baptisms, choir practice, confession, catechesis, marriage preparation and encounters, wedding rehearsals and ceremonies, scripture class, Bible class, funerals, memorial services, confirmation, first communion, devotional groups, minister’s retreats and any other use related to a Church. Concurrent use with other buildings shall be limited as described below in Items 3, 4 & 5 of these Use Limitations.





Weddings and funerals shall be addressed as detailed in the Traffic and Parking Management Plan.

- d. Parish Center/Administration Building – The uses within this building shall solely be those relating to the administration, operations and programs of the school and parish. The total number of Parish and school staff shall not exceed 63 full time employees during the life of the Master Plan.
- e. Auditorium – The uses within the Stage and Open Seating Area of this building shall be limited to Elementary School and Parish activities, as detailed in this Application, Section 3 and 4. Usage will include practice for the Saint Matthews athletic teams yet excludes any competitive games. The Kitchen shall be used solely for food preparation for School and Parish gatherings. Ward Hall shall be used for Saint Matthew’s small group meetings and in conjunction with auditorium events. The Auditorium shall not be rented out for any non-Saint Matthew’s uses nor used for any non-Saint Matthews events or activities. Saint Matthews shall not use the School Gymnasium nor the Auditorium one half hour before or after its regularly scheduled church masses on Saturday evenings except in preparation for or in conjunction with the masses, therefore they may only be open and used from 7:00 am to 5:00 pm and 8:30 – 11:30 pm on Saturdays. Saint Matthews shall not use the School Gymnasium nor the Auditorium on Sundays before 1:30 pm except in preparation for or in conjunction with the masses, therefore they may only be open from 1:30 to 10:00 pm on Sundays.
- f. Proposed School Gymnasium – The School Gymnasium will be used for Saint Matthew Elementary and Junior High School athletic uses and will not be used for any outside athletic programs. The School Gymnasium will also have a room in it for the existing before and after school care program. The School Gymnasium will be used as needed during school hours for PE classes and between 3:00pm and 10:00 pm for team practices. This includes provisions prohibiting any competitive games outside the school’s existing athletic programs and prohibiting the rental of the School Gymnasium or Auditorium to outside organizations. On weekends and after school the School Gymnasium may be used for one game at a time. Neither the side courts nor the half courts will be used for simultaneous games; only the full-length court may be used for actual games. The School Gymnasium shall not be rented out for any non-Saint Matthews uses nor used for any non-Saint Matthews events or activities. The School Gymnasium will also be available for adult evening basketball for Saint Matthew’s parishioners and staff. Vacation related summer, winter and spring camps that are primarily for Saint Matthew’s students will also occur in the School Gymnasium. Same hours and restrictions as stated in Auditorium.





The following use limitations shall be applied to the above buildings as follows:

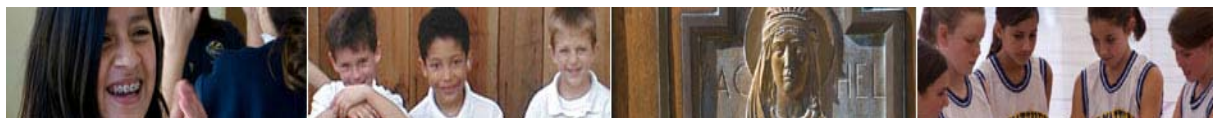
3. Saint Matthews shall not use the School Gymnasium or Auditorium one half hour before or after its regularly scheduled Church masses on Saturday evenings or on Sundays after 1:30 pm, except in preparation for or in conjunction with the masses.
4. St. Matthews holds pre-planned events throughout the year. These include 11 “typical religious and school gatherings” that generate demand for more than 275 parking spaces and could require parking use outside of St. Matthew’s planned 306-space on-site parking lot (St. Matthews has monitored event attendance over time and has determined which events typically generate demand for more or less than 275 parking spaces).

St. Matthews also hosts “major events” such as the Carnival that also requires off-site parking. St. Matthews shall be allowed to hold up to six such “major events” as discussed below. St. Matthews holds “minor events” defined as those that generate demand for fewer than 275 parking spaces. A listing of typical “minor events” is shown in the middle of page 4 of the Master Plan and include such events as the Crab Bash, Kindergarten Graduation, and Someone Special Day. St. Matthews shall post a schedule of all “typical religious and school gatherings”, “major events” and “minor events” on the St. Matthews’ school and church websites at least six months prior to each gathering or event. St. Matthews shall distribute a calendar listing all “typical religious and school gatherings”, “major events” and “minor events” to neighborhood residents at least once a year. St. Matthews also provides funeral services. Almost all of the funeral services, which obviously cannot be pre-planned more than a few days or a week in advance, generate demand for less than 40 parking spaces. Wedding services also typically generate demand for less than 40 parking spaces.

Typical Religious and School Gatherings

St. Matthews’ 11 “typical religious and school gatherings”, which exclude the Carnival, are:

- Ash Wednesday
- Good Friday
- Palm Sunday
- Easter
- First Holy Communion
- Hispanic First Communion
- Confirmation
- 8th Grade School Graduation





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- Lady of Guadalupe
- Christmas Eve
- Christmas Day

For all of the “typical religious and school gatherings”, St. Matthews shall implement six traffic and parking personnel, consistent with the requirements for Sunday 8:45 a.m. Masses.

Major Events

St. Matthews shall not be allowed to have any more than six “major events”, one of them being the Carnival until such time that it is canceled, that generate expected demand for more than 275 parking spaces. St. Matthews shall submit a Special Community Event Application to the City for any “major event”; which is the same review process that has been adhered to in the past by St. Matthews for the Carnival. St. Matthews shall be responsible for all applicable fees based upon the City’s fee schedule and shall be responsible for ensuring compliance with all conditions imposed by the City. For all of the “major events”,

St. Matthews shall implement six traffic and parking personnel, consistent with the requirements for Sunday 8:45 a.m. Masses.

Minor Events

“Minor events” are defined as those that generate demand for fewer than 275 parking spaces.

“Minor events” include such events as:

- Crab Bash
- Chinese New Year
- Drama Presentation
- Kindergarten Graduation
- Back-to-School Night
- Blessing of Animals
- Family Pancake Breakfast
- Halloween Parade
- Someone Special Day
- Kids Breakfast with Santa
- Prospective Student Event/Open House





For all of the “minor events”, St. Matthews shall implement three traffic and parking personnel, as needed, consistent with the requirements for Sunday Masses (except the 8:45 a.m. Mass) as described with Traffic & Parking Management Plan.

Funerals and Weddings

Funeral services and weddings at St. Matthews historically have not generated parking demand for more than 40 parking spaces. Occasionally, e.g., once every few years, a funeral will generate parking demands in excess of 150 parking spaces. In those instances when St. Matthews projects that high parking demands would result due to a funeral service or a wedding, St. Matthews shall relocate any conflicting event to an off-site location, reschedule the pre-planned activity, or cancel the event altogether. St. Matthews has not historically held wedding receptions and will not have any in the future.

Saint Matthews tracks the number of funerals and weddings annually. It is published in the annual “St. Matthew Parish Family Spirituality and Financial Report” that is completed after every fiscal year end on June 30 each year. During the past five fiscal years (12 months ending June 30 of each year 2006-2010), St. Matthews average approximately 20 weddings and 55 funerals per year. All of the weddings occurred on Saturdays.

St. Matthews has not kept a log of cars in attendance for the weddings, but we cannot recall any wedding that attracted more than 150 cars. The typical wedding generates 50 cars or less. Weddings must be planned at least 6 months in advance to reserve the church time, and are not scheduled if there are any other significant events planned on campus during that time. Therefore, we do not anticipate any changes necessary to the typical wedding planning process or rescheduling of other activities as this has not been a historical issue.

The building of a new school gymnasium which will include the hosting of volleyball or basketball games on Saturday afternoons, will not change significantly from the current practice of hosting games in the current auditorium, will not generate more than 50 cars and therefore St. Matthews should have plenty of parking available for an afternoon children’s game and a wedding occurring at the same time. It should be noted that the Master Plan states that wedding receptions will be prohibited at St. Matthews.

Funerals can occur any day of the week except Sundays. St. Matthews has not kept a log of cars in attendance for funerals historically, but we can only recall 2 funerals that attracted more than 100 cars, (one for Mr. Gary Yates, the former San Mateo Mayor and one in 2008 for Eric Hackett, a St. Matthews 6th grade student who died in an accident.

There are only 2 funeral scenarios that will present a parking challenge are 1) when a funeral is held while school is in session that generates more than 40 cars, and 2) a very large funeral for a dignitary, a tragic death, etc. occurs that may generate several hundred cars. In recent history there have only been there have only two funerals that fit this second description.





For the first scenario in which more than 40 cars are expected for a funeral during school in session hours (ie: between 8 am and 3:30 pm), St. Matthews would plan to open up its back parking lot for funeral parking to allow adequate parking on site. This would mean that the school children's PE classes and lunch recess session would be moved in-doors to the new gym before, during, and after the funeral. This is the same thing the school currently does on rainy days in which it is not feasible for the children to play outside on the parking lot. The school only needs one day advance notice to amend its recess and PE schedule.

For the second scenario, which as noted happens very rarely, St. Matthews would plan to cancel all other activities or events on campus that would generate cars 30 minutes before, during, and 30 minutes after the funeral. Additionally, St. Matthews will, as needed, hire an outside parking service company to assist in parking management before, during, and after the funeral.

Carnival

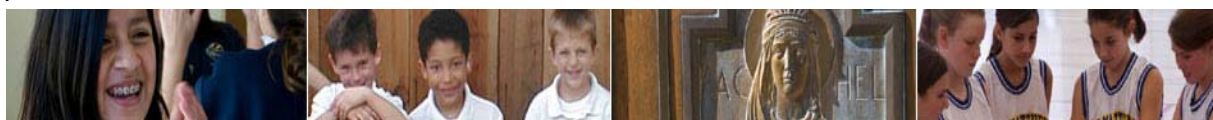
One of the six events that will require submittal of a Special Community Event Application is the Carnival. The Carnival is a three-day event that draws the highest level of parking demands outside of Sunday Masses. However, since some of the on-site parking is unavailable for use as the Carnival event occupies this space, special provisions are required to accommodate Carnival-related parking demands. For Carnival events, St. Matthews shall:

- Provide advance notice of transportation options and parking arrangements for the event, including informational fliers to parishioners, staff, volunteers, participants and vendors; information in newsletters; and information on St. Matthews' school and church websites
- Purchase SamTrans transit passes and offer them free-of-charge to Carnival attendees for the days of the event
- Lease and secure at least 140 off-site and non-public street parking spaces (e.g., 40 spaces at Pacific Western Bank building parking lot, 100 spaces at 520 El Camino Real)
- Identify additional off-site parking spaces within walking distance of St. Matthews (e.g., City of San Mateo parking facilities, Central Park Garage at 50 5th Avenue)
- Develop a signage plan to direct motorists to the off-site parking lots, including use a variable message sign/traffic message board
- Deploy traffic and parking patrols to direct traffic to off-site parking areas and to prevent cars from parking on adjacent neighborhood streets





- Hire a City of San Mateo Parking Enforcement Regulations (PER) Officer to enforce legal parking.
 - Provide notification of the event to the local neighborhood and provide phone numbers for the PER Officer and the St. Matthews contact person in case to respond to neighborhood issues
5. Facility Use Master Calendar - The Property Owner shall maintain a Facilities Use Master Calendar (the “Master Calendar”) that will describe all the various facilities and list all activities/events being held at the Parish property. The calendar will serve as the Master Calendar for all activities on the property. The calendar will be kept current and available on-line at all times including the specifics of the Parking and Traffic Management Plan.
- a. The Master Calendar shall be designed to allow the monitoring and management of Saint Matthew’s activities and events and the corresponding attendance, and potential traffic circulation and parking impacts, including any cumulative parking impacts.
 - b. The Master Calendar shall be posted and kept current on the Parish and School website(s) and shall be available for public access via the internet and at the Parish Administrative Office during its posted business hours.
 - c. The Master Calendar shall describe the type of activity/event, the hours of each activity/event’s duration, the estimated attendance, the estimated parking demand, relevant specifics of the Parking and Traffic Master Plan and the name and telephone number of the contact person for the activity/event. The designated Parish contact person shall be available during the event to respond to inquiries about the event.
 - d. The Traffic & Parking Management Plan includes a mechanism for monitoring on-site activities/events such that the cumulative parking demand for all on-site activities/events shall not exceed on site capacity at any given time.
6. Parking and Traffic Advisory Committee (“PTAC”). Saint Matthews shall maintain a permanent Parking and Traffic Advisory Committee (“PTAC”). It shall operate as prescribed for within the Traffic and Parking Management Plan.
7. Noticing. When any of the above conditions in this Special Use Permit require a mailed notice, or for any required public meetings or hearings, the City’s noticing procedure for Planning Commission public hearings shall apply to all notices. Notices shall be sent to the surrounding Homeowner Associations. A copy of all notices shall be mailed to the Zoning Administrator.
8. St. Matthew shall pay for a City parking enforcement officer to patrol the area around Saint Matthews as deemed necessary by the Zoning Administrator to determine potential violations of conditions of the parking and traffic requirements of any Special Use Permit; to





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report such violations, if any, to the Zoning Administrator; and to enforce the City's parking and traffic code on neighboring streets.

9. All of the above conditions will be enforceable by the Zoning Administrator and any of the below penalties will be at the discretion of the Zoning Administrator per the City's authority for Special Uses within the Municipal Code.

- Impose fines in accordance with the City of San Mateo's administrative fee schedule as determined by the Zoning Administrator, for code or condition violations in accordance with the City's Municipal Code.
- Rescind or reduce Saint Matthews allowed uses as described herein in accordance with the City's Municipal Code.

