

June, 2011

Proposed Findings and Conditions

Proposed Findings and Conditions for the St. Matthew's Master Plan, Site Plan and Architectural Review, (SPAR), Site Development Permit, Special Use Permit, and Negative Declaration of Environmental Impact.

Introduction

At the July 13, 2010 Planning Commission Study Session on the proposed St. Matthew's project, some members of the Planning Commission expressed concern that they would have difficulty making the findings necessary to approve the various entitlements for the proposed St. Matthew's School Gymnasium project. This was primarily, due to the issues of parking and traffic.

With those concerns in mind the project team has spent the last twelve months refining the project to address those issues by preparing a Transportation Demand Management plan to address the traffic and parking issues and have refined the architectural design to conform a bit more with the overall St. Matthew's campus and to provide a better façade on the El Camino Real elevation. Additional modifications have been made to the landscape plan and to the Master Plan and the Use Limitations documents to address the concern of Major and Minor Events and specifically funerals and weddings.

Additionally, some thought has gone into preparing suggestions for findings and conditions of approval that staff and the Planning Commission could potentially use as findings and conditions for the proposed project. We have included the following suggested Findings and Conditions:

- I. Findings for Approval of the Negative Declaration of Environmental Impact
- II. Findings for Approval of the Special Use Permit approving the Master Plan
- III. Findings of General Plan Conformity
- IV. Findings for Approval of the Site Plan and Architectural Review for the School Gymnasium and Parking Improvements
- V. Findings for Approval of the Site Development Permit for Major Vegetation
- VI. Conditions of Approval of the SPAR

Suggested Findings

Proposed

Findings for Approval
PA 10-001. St. Matthew Catholic Parish and School
1 Notre Dame Avenue,
(APN 034-232-340, -350, -370)

- I. RECOMMEND APPROVAL OF THE NEGATIVE DECLARATION AS ADEQUATE TO ASSESS ENVIRONMENTAL IMPACTS, FINDING THAT:
1. The Negative Declaration adequately assesses the environmental impacts of the proposed project. No potentially significant impacts have been identified therefore; there are no mitigation measures that have been identified.
 2. Approval of the Negative Declaration reflects the independent judgment of the approval authority of the City of San Mateo.
- II. RECOMMEND APPROVAL OF SPECIAL USE PERMIT APPROVING THE SAINT MATTHEW PARISH AND SCHOOL MASTER PLAN, FINDING THAT:
- The granting of the Special Use Permit (SUP) approving the Saint Matthew Parish and School Master Plan will not adversely affect the general health, safety and/or welfare of the community, nor will it cause injury or disturbance to adjacent property by traffic or excessive noise, smoke, odor, noxious gas, dust, glare, heat or fumes, or industrial waste because:
1. No potential significant environmental impacts have been identified in the Negative Declaration.
 2. The Special Use Permit places conditions of approval on the operation of St. Matthews School, which limits school and parish enrollment and activity with no future building expansion permitted. Therefore, in conjunction with the Master Plan, the Use Limitation document, the Parking and Traffic Management Plan (which includes the addition of 108 new on site parking spaces), and these conditions of the SUP, there will not be an increase in traffic, excessive noise, smoke, odor, dust, glare, noxious gas, heat, industrial waste, or fumes.

3. Parking and traffic improvements identified in the Parking and Traffic Management Plan (including the creation of 108 new on site parking spaces) and the Hexagon Traffic Report as mitigation for the proposed school gymnasium project will be constructed and be operational as the Phase I implementation of the St. Mathew's Master Plan and prior to issuance of any building permits for the school gymnasium.

The City's traffic consultant, Hexagon Transportation Consultants, will analyze and prepare a report on the completeness of the new parking and traffic improvements for submission to the City of San Mateo. As long as the parking and traffic improvements are determined to be mitigating the parking and traffic issues identified in the Hexagon Traffic Report for the St. Mathew's Parish and School campus, Phase II of the Master Plan will be implemented.

Phase II includes the construction of the school gymnasium according to the plans and specifications of the approved Site Plan and Architectural Review, (SPAR).

4. Future site improvements will be subject to the City of San Mateo Site Plan and Architectural Review (SPAR) public review process and the locations of the future improvements will be required to substantially conform to the site plan submitted as part of the planning application (PA xx-xxx). All improvements will conform to all building, fire, and security codes and standards as adopted by the City Council.

III. RECOMMEND APPROVAL OF THE PROPOSED PROJECT FINDING THAT THE PROJECT IS IN CONFORMANCE WITH THE CITY OF SAN MATEO GENERAL PLAN IN THAT THE FOLLOWING POLICIES ARE IMPLEMENTED:

A. The proposed project conforms to the following policies of the General Plan:

1. **LU 1.9 Single Family and Duplex Preservation.** Protect established predominantly single-family areas by limiting new development in such areas to single-family uses, and protect predominantly duplex areas by limiting new development to low-density residential uses as delineated on the Land Use Map. Consider redesignating multi-family areas to single family and low-density residential uses where such uses predominate and where the creation of additional legal non-conforming uses would be minimized.

The Zoning Code allows for uses other than single-family in the R1-B zoning designation with approval of an Overlay Zone to set standards for uses that are unique to a particular zoning district, a Special Use Permit to determine conditions of approval, and in accordance with the Master Plan and Use Limitations document adopted in conjunction with this proposal. Approval of the Special Use Permit sets forth conditions that help preserve the single family neighborhood, such as limitations on concurrent use of the Church, auditorium, and school gym, school enrollment, traffic and parking controls methods, and limitations on the hours of operation.

The development is also compatible with the above policy, because the community, the City, and St. Matthew's School and Parish would know the development parameters of future school and parish buildings with all parties having the same expectations for the site, in that:

- 1. The development parameters would be utilized through the City's Site Plan and Architectural Review process.*
 - 2. The parish and school would provide 108 new parking spaces on site to comply with Zoning Code standards.*
 - 3. The parish and school buildings comply with life safety codes.*
 - 4. The Special Use Permit, the Master Plan and the Use Limitations document ensures certain neighborhood safeguards such as parking, traffic and safety measures and reporting procedures.*
2. LU 1.18 Encourage the retention of major institutions and special facilities, such as Bay Meadows, County Fairgrounds, College of San Mateo, San Mateo County Hospital, Mills Hospital, and the Peninsula Golf and Country Club. Allow reuse or redevelopment of institutions and special facilities subject to the approval of a Specific Plan and/or Master Plan for the development in its entirety.

The proposed project is consistent with this policy in that the establishment of an overlay district on the site sets forth standards for uses that are unique to a particular zoning district and allows for development in accordance with the St. Matthew's School and Parish Master Plan. St. Matthew's has been a San Mateo institution for almost 150 years. The City does not have formal review procedures

for approval of a master plan to comply with Land Use Element Policy 1.18. However, the establishment of an overlay zoning district on the site will prescribe specific development standards for the future approval of individual site improvements in conformance with St. Matthew's Master Plan. The use of the overlay zone on the property that allows improvement in conformance with the Master Plan results in conformance to Land Use Policy LU 1.18.

3. C 1.1 Minimize Traffic Diversion. Discourage non-local and commercial traffic from using local and collector residential streets through land use restrictions and traffic control devices, where appropriate. Design existing arterial roadways to minimize the diversion of traffic onto local streets.

As part of the proposed project, a variety of strategies have been developed. These include:

- a. *Implementation of a Parking and Traffic Management Plan which provides traffic management and parking strategies to minimize impacts to local and collector streets. Strategies include: provision of 108 new on site parking spaces, use of parking monitors to assist in parking; methods to reduce vehicular traffic including: carpooling, transit use, walking and bicycling; use of persons to assist traffic and parking; use of traffic safety warning devices; procedures for control of traffic and parking at peak times including school drop-off and pick-up, Sunday morning mass, and Special Events.*
- b. *Provision of 108 new on site parking spaces.*
- c. *Implementation of all requirements and mitigations of the Hexagon Traffic Report.*
- d. *Implementation of all provisions of the St. Matthews Use Limitation document.*

4. C 1.2 Protect Local Streets. Do not permit new medium and high density residential and commercial projects to have primary access on local streets in single-family districts, except where no feasible alternative exists.

As part of the proposed project, physical improvements will be made to the parking lots and access points of St. Matthew's which will improve traffic and parking on adjacent residential streets. All primary access to the site

will continue to be from El Camino Real and Notre Dame Ave. Additionally, parking and traffic improvement programs will be initiated by the school and the parish which will control ingress and egress to the site during peak event times through the establishment of a Parking and Traffic Management Plan.

5. C 2.5: Traffic Studies. Require site-specific traffic studies for development projects where there may be a substantial impact on the local street system. Traffic impacts caused by a development project are considered to be unacceptable and warrant mitigation if the project traffic results in a cumulative intersection level of service exceeding the acceptable level established in Policy C-2.1; where there may be safety hazards created; or where there may be other substantial impacts on the circulation system.

Traffic and Parking studies were conducted by the City's traffic consultant producing the final Hexagon Traffic Analysis Report dated XXXX, 2011 and the applicant's traffic consultant Parisi Associates preparing a Parking and Traffic Management Plan dated December 7, 2010. The recommendations and mitigations included within those reports have been incorporated into the proposed Master Plan for St. Matthews significantly minimizing traffic and parking impacts on the adjacent residential streets. No intersection levels of service were exceeded, no safety hazards were created, and no other substantial impacts on the circulation system were created. Additionally, as part of the Master Plan and future development, modifications to the existing parking areas will add 108 new on site parking spaces.

6. C Goal 5: Provide an adequate parking supply for new development.

Parking is generally judged to be adequate if it meets or exceeds the City's requirements and does not generate demand for the limited supply of on-street spaces. The proposed project provides 108 new on site parking spaces in new parking areas and through modifications to the existing parking areas. These improvements, in conjunction with the Use Limitations document and conditions of the Master Plan, can reasonably be expected to decrease the demand for on street parking spaces on the residential streets in the vicinity of the project site.

7. N 2.2 Minimize Noise Impact. Protect all “noise sensitive” land uses (such as the single family homes surrounding the project site) from adverse impacts caused by noise generated on site by new developments. Incorporate necessary mitigation measures into development design to minimize noise impacts. Prohibit long-term exposure increases of 3 db (LDN) or above at the common property line, or new uses that generate noise levels of 60 db (LDN) or above at the property line, excluding ambient noise levels.

A noise analysis prepared by Charles Salter and Associates included with the Initial Study/Mitigated Negative Declaration found that with the proposed mitigation measures incorporated into the project, the activities of the school gym are in compliance with the General Plan requirements. The General Plan prohibits long term noise exposure increases of 3 db or above. The noise report found that noise level increases will be less than 3db DNL. The City’s General Plan states that a 3 decibel change in noise level is barely perceptible to the human ear.

8. Urban Design Element – Goal 2 – Make El Camino Real (SR 82) a livable residential and successful commercial street that displays a positive image of San Mateo.

The St. Matthews Master Plan includes landscape improvements for the El Camino frontage consistent with this goal of the Urban Design Element. Additionally, the El Camino Real elevation of the new gymnasium has been lowered and has a reduced mass creating a more pedestrian scale.

IV. RECOMMEND APPROVAL OF THE SITE PLAN AND ARCHITECTURAL REVIEW (SPAR) FOR THE CONSTRUCTION OF A SCHOOL GYMNASIUM AND ASSOCIATED PARKING LOT IMPROVEMENTS, (MUNICIPAL CODE SEC. 27.08.030) FINDING THAT:

1. The structures, site plan, and landscaping are in scale and harmonious with the character of the St. Matthews campus, the El Camino Real commercial corridor and the surrounding residential neighborhood in that: the height, bulk and materials of the gymnasium have been designed to be compatible with the other buildings on the St. Matthews campus; the development

provides on-site landscaping, open space; and adequate parking improvements to meet the parking requirements for the St. Matthews campus. The project is consistent with the St. Matthew Parish and School Master Plan, (the Master Plan) and is permitted as designed with the approval of the proposed Master Plan.

Furthermore, the City's independent design review consultant, Larry Cannon of the Cannon Design Group (CDG) provided design review comments to staff throughout the review process and now has no further concerns or recommendations, as evidenced in CDG's letter dated March 16, 2011.

2. The gymnasium and associated parking lot improvements will not be detrimental to the harmonious and orderly growth of the City, in that the project is in compliance with the Overlay Zone which sets forth standards for uses that are unique to the R1-B zoning district, in compliance with the Master Plan for St. Matthews Parish and School approved by the City Council on XXX, 2011, and in compliance with the Use Limitations document which calls for specific time and use limitations of the various buildings on campus, and includes parking lot improvements which will be constructed and operational as Phase I of the Master Plan and prior to construction of the school gymnasium, which provide a total of 306 total parking spaces on site, (including 108 new on site parking spaces) which together provide adequate parking for the proposed facility, and includes conditions of approval limiting enrollment and staffing of the parish school and therefore limits the need for any additional new buildings.

The proposed project includes the provision of a Parking and Traffic Management Plan which includes strategies for parking management and methods to reduce or control vehicular traffic.

The design review report concluded that the project is very well designed with a style that is compatible with the existing architectural style of the St. Matthew's campus. All of the design review issues identified in the design review report were addressed.

The project is consistent with General Plan policies and the intent of the Master Plan. No significant environmental impacts were identified in the Initial Study and therefore, a Negative Declaration was issued for the project.

Furthermore, the proposed project is being developed in a sustainable manner in that it is being designed to a rating of LEED Silver. The project's complete LEED checklist is included in the plan set.

3. The project will not impair the desirability of investment or occupation in the vicinity and is otherwise in the best interest of the public health, safety, and welfare in that the project enhances educational facilities for youth, would not result in a significant impacts regarding public health, safety, or welfare as discussed in the Mitigated Negative Declaration, and because the project complies with the requirements of the Master Plan and the Use Limitation document.
4. The development meets all applicable standards as adopted by the City Council when they approved the Master Plan on XXX, 2011, conforms to the General Plan, and will comply with the California Building Code and other municipal codes that exist for the site. Adequate parking including 108 new on site parking spaces will be provided as Phase I implementation of the Master Plan in accordance with the Municipal Code and in conjunction with the Use Limitations identified in the Master Plan.
5. The development will not adversely affect matters regarding police protection, crime prevention, and security in that the City Council approved the Special Use Permit which sets forth additional security measures during special events. The project does not create unsafe situations and the development will comply with the City's security ordinance through conditions of approval.

V. RECOMMEND APPROVAL OF THE SITE DEVELOPMENT PERMIT FOR REMOVAL OF MAJOR VEGETATION (MUNICIPAL CODE SEC. 23.40) FINDING THAT:

The construction of the gymnasium and parking areas will require the removal of 26 trees including nine trees considered major vegetation. The proposed improvements include the replacing of 9 heritage trees, per the City's Municipal Code. Any street trees that need replacement will be replaced with the same species.

Proposed Conditions

Proposed

PA 10 – 001 St. Matthew Catholic Parish and School
1 Notre Dame Avenue
(APN 034-232-340,-350,-370)

THE FOLLOWING CONDITIONS SHALL BE ADHERED TO AT ALL TIMES THAT THE PRIVATE PARISH, SCHOOL, AND GYMNASIUM USE IS IN EXISTENCE AT THIS SITE.

1. Private Parish, School, and Gymnasium Uses- This private Parish, Elementary and Junior High School, and School Gymnasium known as St. Matthews is allowed those uses and activities associated with a typical private Catholic Parish and Catholic Elementary and Junior High School, and as indicated in the St. Matthew Parish and Catholic School Master Plan and Use Limitation document as approved by the City Council on XXXX, 2011. This would include, but not be limited to, the following:
 - 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 thru Saturday 6:00 am – 9:00 am. 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, administration, curriculum based events, before and after school child care and any other use related to an Elementary and Junior High School use, as determined by the Zoning Administrator.
 - b. Rectory Buildings - A maximum of five residential units and two guest units including the kitchen to be used only as housing for Parish staff.
 - c. Church – The Church shall remain open at all times for religious practice. Religious practice shall include but not limited to: 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 related Church use.

- d. Administration Building – The uses within this building shall solely be those relating to the administration, operations and programs of the school and the parish.
 - e. Auditorium – The uses within the stage and open seating area of the auditorium shall be limited to Elementary and Junior High School and Parish activities. Usage will include practice for the St. Matthews athletic teams and excludes any competitive games. The kitchen shall be used solely for food preparation for school and parish gatherings. The Ward Hall portion of the Auditorium shall be used for small group meetings and in conjunction with auditorium events. The Auditorium shall not be rented out for any non St. Matthew uses nor used for any non St. Matthew events of activities. The Auditorium will be open for use from 7:00 am to 10:00 pm, Mondays thru Thursday, from 7:00 am to 11:30 pm, on Fridays, from 7:00 am to 5:00 pm and 8:30 pm to 11:30 pm on Saturdays and from 1:30 pm to 10:00 pm on Sundays.
 - f. School Gymnasium – The School Gymnasium will be used for Elementary and Junior High School athletic uses and specifically, will not be used for any outside athletic programs. The School Gymnasium will also have a room 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 3:00 pm and 10:00 pm for team practices for no more than two basketball and/or volleyball teams at any one time. Only games of the Catholic PPS League will be allowed within the School Gymnasium. On weekends and after school the School Gymnasium may be used for only 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 St. Matthew uses nor used for any non St. Matthews’s events or activities. The School Gymnasium will be available for adult evening basketball for St. Matthew’s parishioners and staff. Vacation related summer, winter, and spring camps that are primarily for St. Matthew’s students will also occur in the School Gymnasium. The gymnasium will be open the same hours as the Auditorium on Saturdays and Sundays.
2. Enrollment – This private Catholic Parish and Elementary and Junior High School shall be limited to a maximum of 625 full time students.
 3. Staffing – The private Catholic Parish and Elementary and Junior High School shall be limited to a maximum of 63 personnel.
 4. Non Concurrent Use of Buildings - The various buildings, (described above in Condition 1) on this private Catholic Parish and Elementary and Junior High School campus shall have the following limitations on the concurrent hours of use:

- a. The School Gymnasium and the Auditorium shall not be used for any event or activity one half hour before or after the regularly scheduled Masses on Saturday evening or on Sunday afternoon until 1:30 pm.
 - b. The School Gymnasium or Auditorium shall not be used for any event or activity during the following Masses:
 - 1) Ash Wednesday
 - 2) Good Friday
 - 3) Palm Sunday
 - 4) Easter
 - 5) First Holy Communion
 - 6) Hispanic First Communion
 - 7) Confirmation
 - 8) 8th Grade School Graduation
 - 9) Lady of Guadalupe
 - 10) Christmas Eve
 - 11) Christmas Day
5. Special Event Activities – In addition to the above 11 “major events”, St. Matthews shall not be allowed to have any more that six other 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 for any “major events” besides those listed above; 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.
 6. Circulation and Parking – The private Catholic Parish and Elementary and Junior High School shall implement the traffic and parking recommendations of the final Hexagon Traffic Analysis Report, dated June 8, 2010, and updated XXX, 2011 prepared for St. Matthews, and the recommendations of the Parking and Traffic Management Plan, prepared by Parisi Associates, dated December 7, 2010, prepared for St. Matthews. Both of these studies were submitted with the planning application and were further refined in the City Council approved Initial Study /Environmental Assessment. These recommendations shall be in effect or shall be completed as part of Phase I of the Master Plan prior to any future construction of proposed new buildings and shall be incorporated as appropriate in the Conditions of Approval of any Site Plan and Architectural Review.
 7. Parking and Traffic Advisory Committee – (PTAC) – The private Catholic Parish and Elementary and Junior High School shall maintain a permanent Parking and Traffic Advisory Committee consisting of Parish administrators, School administrators, parishioners and /or school parents. The PTAC’s liaison’s name, phone number,

Parish mailing address and email address shall be posted on the parish website and on all mailed notices, Parish publications, flyers, etc. as the contact person responsible for parish parking and traffic circulation issues. All PTAC meetings will provide for comments and questions from members of the surrounding neighborhood. The PTAC shall schedule and host bi-annual neighborhood meetings, which will occur no later than March 1st and September 1st of each year.

8. Future Traffic and Parking Analysis – As the private Catholic Parish and Elementary and Junior High School proceed with their proposed development over the years, the City may require a revised Traffic and Parking Analysis as circulation and traffic circumstances change in the area. Any revised Traffic and Parking analysis recommendations may be incorporated into any as yet unbuilt development.
9. Parking Utilization – The private Catholic Parish and Elementary and Junior High School shall continuously monitor parking utilization to maximize the use of on-site parking spaces.
10. Facility Use Master Calendar - The private Catholic Parish and Elementary and Junior High School 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 be kept current and available on-line at all times including the specifics of the Parking and Traffic Management Plan. The Master Plan shall be posted and kept current on the Parish and School website and shall be available to public access via the internet and at the Parish Administrative office during business hours. The Master Calendar shall describe the type of activity/event, the hours of each activity/event’s duration, the estimated attendance, and the estimated parking demand, relevant specifics of the Parking and Traffic Master Plan and the name and telephone number of the designated parish contact person for the activity/event. The designated parish contact person shall be available during the event to respond to inquiries about the event.
11. Annual Reporting procedures – The private Catholic Parish and Elementary and Junior High School shall provide to the City Planning Division on an annual basis (by the start of the first week of school each year): 1) evidence of such enrollment compliance, and 2) evidence of compliance with staffing levels, and 3) evidence of compliance with the Special Use Permit conditions. Such documentation shall include but not be limited to, enrollment and staffing figures, the Master Calendar for the year, and results of Special Events traffic control compliance. The City shall make this documentation available to the public and the Parish shall also hold a public meeting with the surrounding neighbors.
12. Noticing – When any of the above conditions of the Special Use Permit require a mailed notice, or for any required public meetings or hearing, the City’s noticing procedure for Planning Commission public hearings shall apply to all notices. Notices shall be sent to the surrounding Homeowner’s Associations. A copy of all notices shall be mailed to the Zoning Administrator.

13. Prior to issuance of any Building Permit, these conditions shall be recorded on the property with the San Mateo County Clerk-Recorder. Such recorded document shall be as approved to form by the City Attorney.

Revised 12/10, 5/11, 7/11