

**COUNTY OF SAN MATEO
PLANNING AND BUILDING DEPARTMENT**

DATE: October 8, 2014

TO: Planning Commission

FROM: Planning Staff

SUBJECT: EXECUTIVE SUMMARY: Consideration of a Zoning Text Amendment to amend the Planned Unit Development (PUD) 136 Zoning District to permit a 20 space parking lot and community garden area rather than a 37 space parking lot for the Siena Youth Center located at 2625 Marlborough Avenue; the parking lot/garden area is to be located on the San Francisco Public Utility Commission (SFPUC) Hetch Hetchy right-of-way on the 2600 Block of Marlborough Avenue between Nottingham Avenue and Buckingham Avenue in the unincorporated North Fair Oaks area of San Mateo County.

County File Number: PLN 2010-00172 (SFPUC/St. Francis Center)

PROPOSAL

The applicant is proposing to amend the PUD-136 Zoning District, which was approved in 2011 and authorized construction of the Siena Youth Center. The existing regulations call for a minimum of 37 off-street parking spaces to be provided. The proposed change will allow a minimum of 20 off-street parking spaces, plus a raised box community garden area to be constructed on the nearby SFPUC right-of-way. The parking lot and garden area would be enclosed by a maximum 6-foot high chain-link fence, with security gates.

RECOMMENDATION

Recommend to the Board of Supervisors that they adopt an ordinance to amend the Planned Unit Development (PUD) 136 Zoning District regulations to authorize construction of a 20 space parking lot and community garden area in the SFPUC right-of-way.

SUMMARY

The Siena Youth Center was constructed and has been in operation since 2011. The Center provides a 9,577 sq. ft. gym/recreation center including a caretaker's living unit and a Sheriff's substation. Activities for youth at the Center include sports and classes in nutrition, cooking, CPR, digital storytelling; and a variety of other structured and fun activities. The approved PUD required that the facility maintain a minimum of 37 vehicle

off-street parking spaces. At the time, it was anticipated that the Center would obtain permission from the SFPUC to use part of their right-of-way to construct a parking lot. The SFPUC agreed to the concept, but construction of the lot could not proceed in 2011, since the proposed parking lot site was torn up and being used as a staging area for the SFPUC's pipeline replacement project. That project is now complete and the site is now available for construction of the Center's parking lot. However, rather than construct the 37 space parking lot as required by the approved PUD, the Center is proposing a 20 space lot, with space set aside for community gardens. The Community Development Director determined that this proposed change is not a "minor modification" to the approved project that could be approved administratively, but rather is a significant change that requires amendment of the PUD regulations prior to implementation.

The following information supports the proposal to reduce the number of parking spaces provided from 20 to 37, while adding additional community garden space:

1. Parking Plan/Impacts: The Siena Youth Center has been in operation for the past two plus years without any vehicle parking provided, since the SFPUC property was initially unavailable for parking lot construction. During that time, the County has received no direct complaints about Siena Youth Center patrons parking on neighborhood streets, although in response to outreach efforts, some residents who live near the Center expressed concern about the current parking situation. In response, the applicant surveyed Center participants, both youth and adults, and found that as expected, the majority of visitors either walk or bike to the site, take the bus, are dropped off/picked up by car, or they carpool. As such, it is expected that the addition of 20 parking spaces will actually improve the parking situation in the area, offering existing users of the Center convenient parking, freeing up on-street spaces for local residents and the public.
2. Community Garden/Compliance with North Fair Oaks (NFO) Community Plan: The St. Francis Center currently oversees a community garden located on another section of the SFPUC's Hetch Hetchy right-of-way, on the block between Buckingham Avenue and Devonshire Avenue, which is the only community "green space" in the neighborhood. The applicant reports that there is currently a waiting list of families who would like a raised bed garden box to grow their own fruits and vegetables. The North Fair Oaks Community Plan identifies the need for additional park and open space in the community, and includes a number of Land Use and Health and Wellness goals and policies that specifically support the use of the SFPUC land for community garden space.

As detailed further in the attached staff report, staff has determined that the findings required to amend the PUD regulations can be made. While the proposal will result in the construction of fewer parking spaces, it will provide a vital open space/recreational amenity for the neighborhood that will be in harmony with surrounding residential uses.

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PROPOSAL

The applicant is proposing to amend the PUD-136 Zoning District, which was approved in 2011 and authorized construction of the Siena Youth Center. The existing regulations call for a minimum of 37 off-street parking spaces to be provided (Attachment G). The proposed change will allow a minimum of 20 off-street parking spaces, plus a raised box community garden area to be constructed on the nearby SFPUC right-of-way. The parking lot and garden area would be enclosed by a maximum 6-foot high chain-link fence, with security gates (see Attachments B, C and D).

RECOMMENDATION

Recommend to the Board of Supervisors that they adopt an ordinance to amend the Planned Unit Development (PUD) 136 Zoning District regulations to authorize construction of a 20-space parking lot and community garden area in the SFPUC right-of-way.

BACKGROUND

Report Prepared By: Lisa Aozasa, Acting Deputy Director, Telephone 650/363-4852

Applicant: St. Francis Center/Sister Christina Heltsley

Owner: San Francisco Public Utilities Commission (SFPUC)

Location: SFPUC's Hetch Hetchy right-of-way located on the 2600 Block of Marlborough Avenue, between Nottingham Avenue and Buckingham Avenue, North Fair Oaks

APNs: Parking Lot/Garden: 093-530-010; Siena Youth Center: 054-262-310

Size: 10,770 sq. ft.

Existing Zoning: R-3/S-5 (Multiple-Family Residential/ 5,000 sq. ft. minimum parcel size)

General Plan Designation: Medium High Density Residential (8.8 – 17.4 dwelling units/acre)

Sphere-of-Influence: City of Redwood City

Existing Land Use: Undeveloped utility right-of-way

Water Supply: Redwood City Municipal Water Department (existing service)

Sewage Disposal: Fair Oaks Sewer District (existing service)

Flood Zone: Zone C (areas of minimal flooding), FEMA Panel No. 060311-0252B, Effective Date: July 5, 1984

Environmental Evaluation: An Initial Study and Mitigated Negative Declaration were certified when the PUD-136 Zoning District regulations were adopted. The proposed amendment to the regulations is exempt from the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15305, Class 5, related to minor alterations in land use limitations in areas of with an average slope of less than 20%, which do not result in any changes in land use or density.

Setting: The project site consists of a 10,770 sq. ft. property owned by the San Francisco Public Utility Commission. The property is currently undeveloped, with utility facilities running underground. The area in the vicinity of the project site is developed with both single-family and multiple-family residences. The parcel is located within a Multiple-Family Residential (R-3) Zoning District between El Camino Real and the Caltrain railroad right-of-way (Attachment C).

The St. Francis Center is a non-profit organization that provides non-perishable foods, vouchers, clothing and education to the economically disadvantaged residents of Redwood City and East Menlo Park. The St. Francis Center's main campus is located one block from the proposed project site. The main campus provides a number of social service programs, maintains a community garden and provides 27 units of low-income housing through the main campus and the adjacent St. Clare Apartments.

The associated Siena Youth Center was constructed and has been in operation since 2011. The Center provides a 9,577 sq. ft. gym/recreation center including a caretaker's

living unit and a Sheriff's substation. Activities for youth at the Center include sports such as volleyball, basketball, soccer; classes in nutrition, cooking, CPR, digital storytelling; and a variety of other structured and fun activities.

With regard to parking, as required by the prior approval of the PUD regulations, the Center has secured a shared parking arrangement with the nearby Regency Shopping Center (Target) to allow off-site parking at the Regency Shopping Center when the Siena Youth Center hosts the four special events that are allowed annually, and the proposed amendment to the PUD clarifies that this agreement should be maintained (Attachment F). The approved PUD also required that the facility maintain a minimum of 37 vehicle off-street parking spaces. At the time, it was anticipated that the Center would obtain permission from the SFPUC to use part of their right-of-way to construct a parking lot. The SFPUC agreed to the concept, but construction of the lot could not proceed in 2011, since the proposed parking lot site was torn up and being used as a staging area for the SFPUC's pipeline replacement project. That project is now complete and the site is now available for construction of the Center's parking lot. However, rather than construct the 37 space parking lot as required by the approved PUD, the Center is proposing a 20 space lot, with space set aside for community gardens.

DISCUSSION

A. KEY ISSUES

1. Conformity with General Plan

Staff has reviewed the project for conformity with the General Plan and has determined that the project is in conformity with the General Plan's Park and Recreation Resources Policies, which are the components of the plan relevant to this project. The policies applicable to this project include the following:

Policy 6.1 (*Equitable and Balanced System of Facilities*) calls for a balanced and equitable system of park and recreation facilities. The North Fair Oaks Community Plan adopted in 2011 found that the area is deficient in neighborhood and community parks and playgrounds in comparison to the surrounding cities of Redwood City and Menlo Park. The proposed amendment will provide both parking and much needed garden/recreation space for residents of the surrounding community.

Policy 6.5 (*Access to Park and Recreation Facilities*) calls for the provision of appropriate access and conveniences for all people in park and recreation facilities while encouraging access to these facilities by transportation means other than private automobiles. The Center's experience over the last few years is that it does, as anticipated, serve the youth of the immediately adjacent community, and a substantial number of the users of the facility either bike or walk to the facility. The applicant's proposal to maximize the overall space available for recreational uses by

adding community garden space and eliminating some of the parking spaces required by the PUD regulations is consistent with this policy.

Policy 6.9 (*Locate Suitable Park and Recreation Facilities in Urban Areas*) calls for park providers to locate active park and recreation facilities in urban areas, taking advantage of existing service infrastructure systems and maximizing the recreational use of limited available land. Given the high density of development in the area and limited availability of land, there are very few opportunities for the provision of park and recreation facilities in the North Fair Oaks area. In the Dumbarton Oaks portion of North Fair Oaks, the residents do not have convenient access to existing recreational sites other than the Siena Youth Center due to physical barriers to mobility such as the Caltrain railroad right-of-way and surrounding busy roadways. Therefore, the placement of the additional recreational space on the SFPUC right-of-way in this location both maximizes the use of the limited amount of undeveloped land for recreation and serves a community that is significantly lacking in access to recreational opportunities.

Policy 6.14 (*Site Planning for Public and Private Facilities*) encourages providers to design sites that can accommodate a variety recreation uses while minimizing the adverse effects on the natural environment and adjoining privately owned properties. The proposed site will accommodate parking for the Siena Youth Center, which will help to reduce the impacts of on-street parking in the area and add much needed recreational space.

2. Conformity with North Fair Oaks Community Plan

The St. Francis Center currently oversees a community garden located on another section of the SFPUC's Hetch Hetchy right-of-way, on the block between Buckingham Avenue and Devonshire Avenue. As a current aerial photograph of the area shows (see Attachment C), this is the only community "green space" in the neighborhood. The applicant reports that there is currently a waiting list of families who would like a raised bed garden box to grow their own fruits and vegetables. The North Fair Oaks Community Plan identifies the need for additional park and open space in the community, and includes the following statements and specific goals and policies that support the use of the SFPUC land for community garden space:

Land Use Goal 2.2/Policy 2D, page 31: Consider the use of centrally located vacant or underutilized parcels in residential neighborhoods for parks, play lots, community gardens and/or residential parking lots.

Health and Wellness Finding 1, page 89: North Fair Oaks has a few neighborhood parks, but there is high need for additional parks, play areas, and open space areas throughout the neighborhood.

Health and Wellness Goal 5.1, page 93: Provide safe neighborhood parks, playgrounds or greenways within a half mile actual walking distance of all homes in North Fair Oaks.

Health and Wellness Goal 5.1/Policy 1D, page 93: Develop additional parks, open space, or greenways along the Hetch Hetchy right-of-way.

Health and Wellness Goal 5.4/Policy 4T, page 96: Collaborate with residents and community groups to build new community gardens on vacant public parcels in neighborhoods, school yards, church yards and potentially as part of private development projects.

In addition to the above goals and policies, Health and Wellness Goal 5.5 and Policies 5A through 5G on page 97 (see Attachment E) all directly support the proposal to establish additional community garden space at this location.

3. Conformity with Zoning Regulations

The proposed parking lot and community garden facility comply with all aspects of the PUD-136 Zoning District regulations, except with regard to the number of parking spaces provided; Section 10 of the PUD-136 regulations calls for the project to provide a minimum of 37 vehicle off-street parking spaces, while only 20 spaces are currently proposed (Attachments F and G). However, the Siena Youth Center has been in operation for the past two plus years without any vehicle parking provided, since the SFPUC property was initially unavailable for parking lot construction. During that time, the County has received no direct complaints about Siena Youth Center patrons parking on neighborhood streets, although in response to outreach efforts, some residents who live near the Center expressed concern about the current parking situation. In response, the applicant surveyed Center participants, both youth and adults, and found that as expected, the majority of visitors either walk or bike to the site, take the bus, are dropped off/picked up by car, or they carpool. Very few drive and park single-occupant vehicles at the Center. As such, it is expected that the addition of 20 parking spaces will actually improve the parking situation in the area, offering existing users of the Center convenient parking, freeing up on-street spaces for local residents and the public. The parking facility will not be a large expanse of asphalt, but will be surfaced with crushed gravel, giving it a more natural appearance that will blend in with the surrounding residential properties. The facility will be secured with perimeter fencing and signage limiting the parking for the use of the Siena Youth Center.

4. Conformity with Planned Unit Development (PUD) Findings

Section 6191 of the Zoning Regulations requires the following findings be made before a PUD is adopted or amended:

- a. The Planning Commission reviewed *a precise plan of the subject area and its environs, and found that the proposed zoning of the area would be in harmony with said plan, and would not be in conflict with the County Master Plan (i.e., 1986 General Plan), or with any current land use plan for a sub-area of the County previously adopted by the Commission.*

As discussed under sections A.1 and A.2 above, the proposed amendment to the PUD is consistent with the General Plan, as it will provide the community with an identified recreational resource. Furthermore, the proposed project is consistent with the North Fair Oaks Community Plan, which states that the project area is in need of not only recreation space, but also resources in general for the large number of youth located in this area. The plan also encourages creative ways of providing these resources as the traditional municipal means of providing these services are not feasible due to a lack of available land and funding.

- b. The additional required findings for the specific PUD are listed below (*italicized*), followed by staff's response, and stipulate that the specific PUD District amendment:

- (1) *Is a desirable guide for the future growth of the subject area of the County.*

Studies recently conducted for the update to the North Fair Oaks Community Plan found that where the adjacent incorporated cities (Redwood City, Menlo Park, and Palo Alto) provide approximately 3 acres of active parks per thousand people (130,680 sq. ft./1,000 people), that ratio in North Fair Oaks is 0.03 acres per thousand people (3,390 sq. ft./1,000 people). Therefore, while the proposed PUD amendment would result in the construction of a reduced number of parking spaces, it will provide a vital open space/recreational service to the community and serves as a desirable guide for future growth of the area.

- (2) *Will not be detrimental to the character, social and economic stability of the subject area and its environs, and will assure the orderly and beneficial development of such areas.*

As discussed previously, this proposed use has been identified as a needed resource for the subject area. Use of the parking and garden areas will be exclusively for patrons associated with the Siena Youth Center; security fencing and active monitoring as defined by the PUD and conditions of approval 2 through 10 will ensure that the project/PUD amendment has limited impact on surrounding residential uses.

- (3) *Will be in harmony with the zoning in adjoining unincorporated areas.*

The adjoining unincorporated area is zoned for Multi-Family Residential Development (R-3/S-5). The PUD-136 Zoning District, which allows the Siena Youth Center community recreation facility, is compatible with the surrounding residential neighborhood. The proposed amendment to allow a parking lot/community garden facility is also in harmony with adjoining zoning since other sections of the SFPUC right-of-way, regardless of current zoning designation, are currently used in a similar fashion for parking and community garden space.

- (4) *Will obviate the menace to the public safety resulting from land uses proposed adjacent to highways in the County, and will not cause undue interference with existing or prospective traffic movements on said highways.*

The project site is located within an urbanized area with an established network of roadways. While the nearby roadways of CA 82 (El Camino Real) and CA 84 (Woodside Road) are part of the California State Highway System and run in close proximity to the project, there is an expected negligible impact on the carrying capacity of either of these roadways based on the expected usage of the facility primarily by the youth population and their parent who live close by.

- (5) *Will provide adequate light, air, privacy and convenience of access to the subject property and further, that said property shall not be made subject to unusual or undue risk from fire, inundation, or other dangers.*

The proposed parking lot and community garden area will not substantially change the open space character of the SFPUC right-of-way, since no permanent structures will be constructed. Access to the facility will be from Nottingham Avenue and Marlborough Avenue and it will be enclosed with fencing, gates, and signage to restrict access to Siena Youth Center authorized users, which will reduce impacts on the surrounding neighborhood.

- (6) *Will not result in overcrowding of the land or undue congestion of population.*

The proposed amendment of the PUD regulations is intended to allow parking and community garden space for the existing patrons of the Siena Youth Center and any increase in use of

the Center due to the availability of these additional facilities is likely to be negligible.

B. REVIEW BY THE NORTH FAIR OAKS COMMUNITY COUNCIL

On September 25, 2014, the North Fair Oaks Community Council reviewed the proposed amendment to the PUD. Although the Council did not have a quorum for this item, those Council members present discussed the item and expressed their general support.

C. ENVIRONMENTAL REVIEW

An Initial Study and Mitigated Negative Declaration were certified when the PUD-136 Zoning District regulations were adopted. The mitigation measures controlling construction impacts have been applied as requirements to be completed as part of the building permit process for the construction of the parking/community garden facility. The proposed amendment to the regulations is exempt from CEQA pursuant to CEQA Guidelines Section 15305, Class 5, related to minor alterations in land use limitations in areas of with an average slope of less than 20%, which do not result in any changes in land use or density.

D. REVIEWING AGENCIES

Building Inspection Section
Department of Public Works
Menlo Park Fire Protection District
North Fair Oaks Community Council

FISCAL IMPACT

No fiscal impact.

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Applicant's Proposal Statement
- C. Vicinity Map/Aerial Photo
- D. Project Plan
- E. NFO Community Plan Health and Wellness Goals/Policies
- F. Proposed PUD Zoning Text Amendment Ordinance
- G. Ordinance No. 04544 Enacting PUD-136

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County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2010-00172 Hearing Date: October 8, 2014

Prepared By: Lisa Aozasa For Adoption By: Planning Commission
Acting Deputy Director

RECOMMENDED FINDINGS

Recommend to the Board of Supervisors:

Regarding the Environmental Review, Find:

1. That the proposed amendment to the Planned Unit Development 136 Zoning District regulations is exempt from the California Environmental Quality Act (CEQA), pursuant to CEQA Guidelines Section 15305, Class 5, related to minor alterations in land use limitations in areas with an average slope of less than 20%, which do not result in any changes in land use or density.

Regarding the Planned Unit Development (PUD) 136 Amendment, Find:

2. That the proposed amendment to the zoning of the area would be in harmony with the North Fair Oaks Community Plan, and would not be in conflict with the County Master Plan (i.e., 1986 General Plan), or with any current land use plan for a sub-area of the County previously adopted by the Planning Commission, and that the specific PUD District amendment under consideration provides a much needed parking and community garden resource to the North Fair Oaks community as identified by the North Fair Oaks Community Plan.
3. That it is a desirable guide for the future growth of the subject area of the County, as the proposed use of the undeveloped San Francisco Public Utility Commission (SFPUC) right-of-way land for both parking and for community gardens meets the need for two identified resources that are in short supply in the immediate area, providing a vital service to the community.
4. That it will not be detrimental to the character, social and economic stability of the subject area and its environs, and will assure the orderly and beneficial development of such areas, as use of the parking and garden areas will be exclusively for patrons associated with the Siena Youth Center; security fencing and active monitoring as defined by the PUD will ensure that the project has limited impact on surrounding residential areas.

5. That it will be in harmony with the zoning in adjoining unincorporated areas, since other sections of the SFPUC right-of-way, regardless of current zoning designation, are currently used in a similar fashion for parking and community garden space.
6. That it will obviate the menace to the public safety resulting from land uses proposed adjacent to highways in the County, and will not cause undue interference with existing or prospective traffic movements on said highways as the proposed project, while located adjacent to roadways identified as part of the State of California's Highway System, is also located in an area of established roadways. The expected usage of the facility primarily by the youth population and their parents who live close by will not significantly impact the traffic movements or carrying capacity of these roadways.
7. That it will provide adequate light, air, privacy and convenience of access to the subject property and further, that said property shall not be made subject to unusual or undue risk from fire, inundation, or other dangers as the project will provide parking and community garden space for the Siena Youth Center which serves the immediate neighborhood.
8. That it will not result in overcrowding of the land or undue congestion of population since the amendment of the PUD is intended to allow parking and community garden space for the existing patrons of the Siena Youth Center, and any increase in use of the Center due to the availability of these additional facilities is likely to be negligible.

RECOMMENDED CONDITIONS TO BE COMPLETED AS PART OF THE BUILDING PERMIT PROCESS

Current Planning Section

1. The approval applies only to the proposal as described in this report and materials submitted for review and approval by the Planning Commission on October 8, 2014, and subsequently by the Board of Supervisors. Any changes or revisions to the approved plans shall be submitted for review by the Community Development Director to determine if they are consistent with the intent of and in substantial conformance with this approval.
2. The applicant shall submit a copy of the agreement with SFPUC for use and development of the subject site, prior to issuance of a building permit.
3. Prior to the issuance of a building permit, the applicant shall submit to the Planning Department for review and approval an erosion and sediment control plan that shows how the transport and discharge of soil and pollutants from and within the project site shall be minimized during construction. The plan shall be designed to minimize potential sources of sediment, control the amount of runoff and its ability to carry sediment by diverting incoming flows and impeding

internally generated flows, and retain sediment that is picked up on the project site through the use of sediment-capturing devices. The plan shall also limit application, generation, and migration of toxic substances, ensure the proper storage and disposal of toxic materials, and apply nutrients at rates necessary to establish and maintain vegetation without causing significant nutrient runoff to surface waters. Said plan shall adhere to the San Mateo Countywide Stormwater Pollution Prevention Program "General Construction and Site Supervision Guidelines," including:

- a. Sequence construction to install sediment-capturing devices first, followed by runoff control measures and runoff conveyances. No construction activities shall begin until after all proposed measures are in place.
- b. Minimize the area of bare soil exposed at one time (phased grading).
- c. Clear only areas essential for construction.
- d. Within five days of clearing or inactivity in construction, stabilize bare soils through either non-vegetative Best Management Practices (BMPs), such as mulching, or vegetative erosion control methods such as seeding. Vegetative erosion control shall be established within two weeks of seeding/planting.
- e. Construction entrances shall be stabilized immediately after grading and frequently maintained to prevent erosion and control dust.
- f. Control wind-born dust through the installation of wind barriers such as hay bales and/or sprinkling.
- g. Soil and/or other construction-related material stockpiled on-site shall be placed a minimum of 200 feet from all wetlands and drain courses. Stockpiled soils shall be covered with tarps at all times of the year.
- h. Intercept runoff above disturbed slopes and convey it to a permanent channel or storm drains by using earth dikes, perimeter dikes or swales, or diversions. Use check dams where appropriate.
- i. Provide protection for runoff conveyance outlets by reducing flow velocity and dissipating flow energy.
- j. Install storm drain inlet protection that traps sediment before it enters any adjacent storm sewer systems. This barrier shall consist of filter fabric, straw bales, gravel, or sand bags.
- k. Install sediment traps/basins at outlets of diversions, channels, slope drains, or other runoff conveyances that discharge sediment-laden water. Sediment traps/basins shall be cleaned out when 50% full (by volume).

p.m. on Saturday. Construction activities will be prohibited on Sunday and any nationally observed holiday. Noise levels produced by construction activities shall not exceed the 80-dBA level at any one moment.

6. The applicant shall submit an on-site drainage plan, as prepared by a civil engineer, showing all permanent, post-construction stormwater controls and drainage mechanisms at the time of the submitted building permit application. The required drainage plan shall show, in all respective cases, the mechanisms necessary to contain all water runoff generated by on-site impervious surfaces, and to reduce the amount of off-site runoff through the use of on-site percolation facilities. The drainage plan shall also include facilities to minimize the amount of pollutants in stormwater runoff through on-site retention and filtering facilities.

The on-site drainage plan shall be submitted to the Current Planning Section for review and approval by the Community Development Director prior to the issuance of building permits. The plan shall be included as part of the project's final building permit application and construction plans. The County Building Inspection Section shall ensure that the approved plan is implemented prior to the project's final building and/or grading inspection approval.

7. Prior to building permit issuance, the project sponsor shall incorporate via a note on the first page of the construction plans that, should cultural resources be encountered during site grading or other site work, such work shall immediately be halted in the area of discovery and the project sponsor shall immediately notify the Community Development Director of the discovery. The applicant shall be required to retain the services of a qualified archaeologist for the purpose of recording, protecting, or curating the discovery as appropriate. The cost of the qualified archaeologist and of any recording, protecting, or curating shall be borne solely by the project sponsor. The archaeologist shall be required to submit to the Community Development Director for review and approval a report of the findings and methods of curation or protection of the resources. No further grading or site work within the area of discovery shall be allowed until the preceding has occurred. Disposition of Native American remains shall comply with CEQA Guidelines Section 15064.5(e). The note on the plans shall be subject to review and approval of the Current Planning Section.
8. The applicant shall apply for a building permit and shall adhere to all requirements from the Building Inspection Section, the Department of Public Works and the respective Fire Authority.
9. No site disturbance shall occur, including any grading, until a building permit has been issued. If any trees are required to be removed, a separate tree removal permit and process are required and then only those trees approved for removal shall be removed.
10. To reduce the impact of construction activities on neighboring properties, comply with the following:

- a. All debris shall be contained on-site; a dumpster or trash bin shall be provided on-site during construction to prevent debris from blowing onto adjacent properties. The applicant shall monitor the site to ensure that trash is picked up and appropriately disposed of daily.
- b. The applicant shall remove all construction equipment from the site upon completion of the use and/or need of each piece of equipment which shall include but not be limited to tractors, back hoes, cement mixers, etc.
- c. The applicant shall ensure that no construction-related vehicles shall impede through traffic along the right-of-way on Marlborough Avenue or Nottingham Avenue. All construction vehicles shall be parked on-site outside the public right-of-way or in locations which do not impede safe access on Marlborough Avenue or Nottingham Avenue. There shall be no storage of construction vehicles in the public right-of-way.

Building Inspection Section

11. The applicant shall comply with all requirements of the Building Inspection Section.
12. A site drainage plan will be required. This plan must demonstrate how roof drainage and site runoff will be directed to an approved disposal area.
13. Sediment and erosion control measures must be installed prior to beginning any site work and maintained throughout the term of the permit. Failure to install or maintain these measures will result in stoppage of construction until the corrections have been made and fees paid for staff enforcement time.
14. All drawings must be drawn to scale and clearly define the whole project including its scope in its entirety.

Menlo Park Fire Protection District

15. Prior to the issuance of a building permit, submit two full sets of building plans to the Menlo Park Fire Protection District for review and approval.

Department of Public Works

16. No proposed construction work within the County right-of-way shall begin until County requirements for the issuance of an encroachment permit, including review of the plans, have been met and an encroachment permit issued.
17. The applicant shall submit a permanent stormwater management plan in compliance with the County's Drainage Policy and National Pollution Discharge Elimination System (NPDES) requirements for review and approval by the Department of Public Works.

18. The applicant shall have prepared, by a registered civil engineer, a drainage analysis of the proposed parcel merger and submit it to the Department of Public Works for review and approval. The drainage analysis shall consist of a written narrative and a plan. The flow of the stormwater onto, over, and off the property being merged shall be detailed on the plan and shall include adjacent lands as appropriate to clearly depict the pattern of flow. The analysis shall detail the measures necessary to certify adequate drainage. Post-development flows and velocities shall not exceed those that existed in the pre-developed state. Recommended measures shall be designed and included in the street improvement plans and submitted to the Department of Public Works for review and approval.
19. The applicant shall record documents, which address future maintenance responsibilities of any private drainage facilities which may be constructed. Prior to recording these documents, they shall be submitted to the Department of Public Works for review.
20. The applicant shall comply with all requirements of the Department of Public Works.

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**SAINT FRANCIS
CENTER**
151 Buckingham Ave
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Compassion Not Judgment

Thank you so much Lisa for meeting with me yesterday as regards what is needed to move this forward. I REALLY appreciate it. The very best to you and so hope you are not overwhelmed as you transition into a new position at Building and Planning! Sister C

June 19th, 2014

Lisa Aozasa, Planning Services Manager
San Mateo County Planning & Building Department
455 County Center, Redwood City, CA. 9406

- In November of 2011, after a long process, the St. Francis Center had a ribbon-cutting ceremony to inaugurate the new Siena Youth Center. In truth, the benefits of the Siena Youth Center in this community cannot be over-estimated. It has become a beacon of hope and is providing so much of what was lacking, yet needed, for the youth of this portion of North Fair Oaks. Were you to enter the building during the after-school hours, you would witness young people actively and positively engaged in volleyball, basketball, soccer, mixed martial arts, circuit training, dodge-ball, flag football, nutrition and cooking classes, digital storytelling and film classes, Girls for Change classes, completing their homework assignments, CPR for kids classes, aviation classes, and a host of other structured and fun activities. You would also see young people who have, since joining, lost 12 + pounds and have gone from the category of obese or over-weight into the "Healthy Fitness Zone." You would observe youth folks with stamina and pride and this would all be witnessed in a place that is safe and happy.
- As planned, the youth who participate at the Siena Youth Center all live very locally. Many live about 138 feet from the youth center, some a few blocks and only one member lives 8 miles away. None of the youth drive, most walk or bike and a few are dropped off at and picked up from the Center. The students that come from Selby Lane Elementary School are bused here and staff members meet the City bus and accompany the youth into the building. My point is, that it was always our contention that the Siena Youth Center would not create a need for extra parking. This has proven to be true; in fact, what the construction of the Center replaced (six units of apartments housed in two dilapidated structures) has actually generated less on-street parking than what was previously needed to accommodate the residents of the housing units.
- During the process for approval of the Siena Youth Center, a PUD was written to allow the youth center to exist in a residential area. The structure was planned so that it looks more like an attractive apartment building verses a building that contains a gym floor. In fact, in many ways, the structure of the building, as well as programming, have been planned around respecting our neighbors while bringing something amazing to this community.
- In the PUD, (Page 7, Number 10) one of the conditions for approval states that, "The applicant shall explore a shared parking agreement with the nearby

commercial development located at 2525 El Camino Real to supply parking for the site. The applicant shall provide a copy of all correspondence between the two parties prior to the building permit approval by Planning. If an agreement can be reached, the applicant shall provide and maintain a current copy of said agreement to the Current Planning Section....". Thankfully, the Regency Shopping Center (where Marshall's and Target are located) have graciously allowed us (by agreement) to use their parking area four times each year. We need to give them the dates prior to using their parking. In our PUD, we are allowed to have four special events that might generate a need for off-site parking. Last December and again this December, we did ask for dates so that the participants in our Holiday Toy Give-Away program would not use the available street parking and irritate the local neighbors. We anticipate that our agreement with Regency Center will continue but that rarely we would host four special annual events that would require off-site parking.

- During the public hearings for Siena Youth Center, we told the Board of Supervisors that we had also obtained permission to use a piece of the PUC water right-of-way for any parking that the youth center generated. During the build of Siena, the piece of the PUC that we were told we could use was completely torn up, water pipes were replaced and that area was used as a "staging area" for the pipe replacement project. Two and a half years after the opening of Siena Youth Center, the PUC is now in a position to release that piece of land to the St. Francis Center. We can now get a permit to use the land for off-street parking for Siena Youth Center.
- At first we were anxious that it was taking so long for the PUC to complete its contract with the construction company in charge of the pipeline replacement project, and specifically because we were waiting for the parcel to be released to us to use for off-site parking. However, the two and a half year wait clearly demonstrated that we have no need for the PUC land for parking and that the Siena Youth Center has not generated a need for parking.
- Therefore, we come to you today to propose an alternate use of the PUC land that we know would be approved by the PUC and would be a WAY better use of the land for this community. Further, it aligns perfectly with the approved North Fair Oaks Plan. As you know, there is little green space in North Fair Oaks and fewer community gardens. A source of shame and pride is the fact that the only green space now present in this piece of North Fair Oaks is the Community Garden the St. Francis Center has constructed (12 years ago and then reconstructed after the pipeline renewal project). It is a source of pride, because it is beautiful, productive, therapeutic, and an amazing source of herbicide and pesticide-free produce and vegetables. It is a shame, because in this very young and very densely populated area, it is the only green space. Using some of the Hetch-Hetchy Parcel, now ready to be turned over to us, would help diminish the negative effects of having so few green or garden areas and would improve the overall quality of life in North Fair Oaks.
- We propose a change in the PUD that would allow for a hybrid use of the Hetch-Hetchy Right of Way. Instead of using the parcel for 35 parking spaces, we would instead use it to accommodate 20 parking spaces and approximately 10 raised community garden boxes. We feel that this proposal helps to answer two competing needs/values. That is, the need for green space (we have a waiting list of families who want a raised bed garden box in which to grow food) and some off street parking for Siena.

Please see below the some of the many references from the recently approved North Fair Oaks Community Plan that support our request to use the Hetch-Hetchy Parcels for our hybrid

plan. Some relevant quotes from the Plan that highlight the need for what we are proposing include:

- “The Plan prioritizes creation of open space and community amenities throughout North Fair Oaks as development occurs, to allow space for pocket parks, community gardens, plazas, and other community gathering spaces in every part of the community. Among other locations, the Framework identifies segments of the existing Hetch-Hetchy right-of-way ... Community-oriented facilities, such as community gardens, parks, plazas, and open space, provide significant benefit to the community, and North Fair Oaks is underserved by such facilities. One way to support the provision of publicly owned or publicly accessible community facilities is to incentivize developers of new projects to contribute to the creation of such facilities, in whole or in part, in exchange for certain specified exceptions from normal development regulations. In this way, developers are encouraged to provide community-oriented facilities while the community gains valuable assets that mitigate the impacts of new development, and benefit the community as a whole. For example, incentive-based tools of the kind described below permit developers to increase the building square footage or number of dwelling units on a property (through a density bonus) to a specified extent beyond the normal maximum, allow developers to build a taller building than what is allowed by right, or provide less parking than otherwise required, in exchange or provision of community-oriented facilities beyond those normally required. Such incentives are designed to encourage the collaboration of public and private interests to develop innovative solutions for achieving community goals, and allow for reduced parking requirements in exchange or additional community-oriented facilities. The amount of parking reduction allowed in exchange or provision of community benefit will be determined during creation of the program, and will be consistent with the policies incorporated...
- A community’s physical form can impact health and wellness in myriad ways: safe streets for walking and biking; green space for play and recreation; places to buy and grow healthy food; public spaces that promote social gathering and personal safety; and complete neighborhoods that allow residents to walk and bike to daily goods, services, and other amenities can all improve the health of the community and contribute to higher quality of life. This Community Plan incorporates planning for health as an integral component of a comprehensive plan for North Fair Oaks. It considers the area’s physical design, as well as its amenities and facilities, to determine how they affect the health and wellness of residents and how they can be improved to better meet the community’s needs.
- North Fair Oaks residents also have limited access to farmers’ markets and community gardens, which can provide additional sources of fresh, locally produced fruits, vegetables and other food products. Access to these foods may help residents meet the recommended daily servings of healthy foods such as fruits and vegetables and, in the case of gardens, may increase physical activity and provide opportunities for social interaction and cohesion. Locally produced food also has secondary benefits, such as sustaining the local economy and reducing long-distance shipping, thereby decreasing vehicle emissions, which are associated with chronic diseases and global warming.
- Goal 5.1: Provide safe neighborhood parks, playgrounds or greenways within a half-mile actual walking distance of all homes in North Fair Oaks.
- Policy 1D: Develop additional parks, open space, or greenways along the Hetch-Hetchy

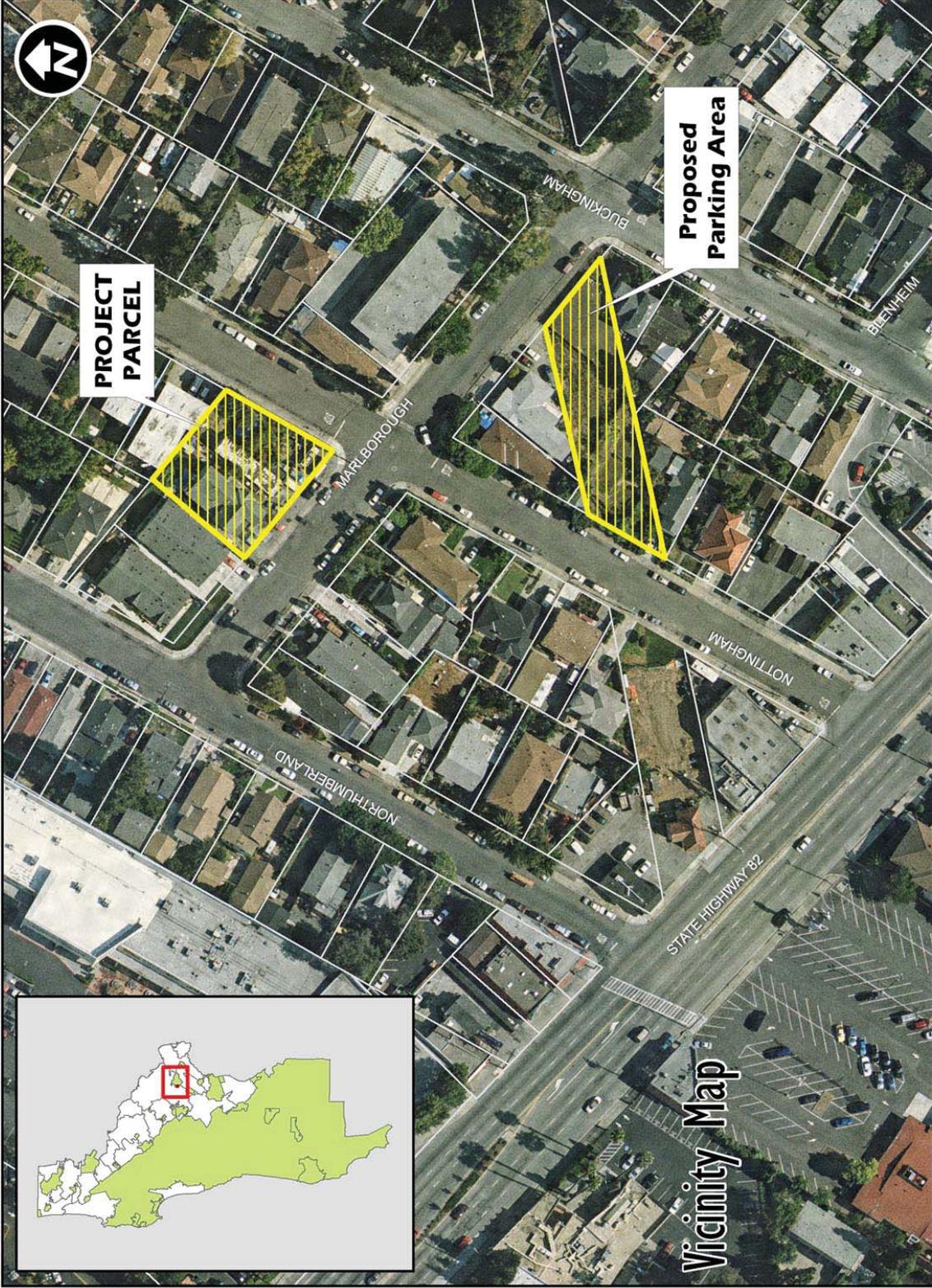
right-of- way.”

Our proposed hybrid use of the PUC parcel would avoid having that parcel from being used as a dumping ground. It would allow for parking AND would be a space of beauty with the ability to grow healthful and local produce.

With gratitude,

Sister Christina Heltsley, O.P.

Sister Christina Heltsley, O.P.
Executive Director



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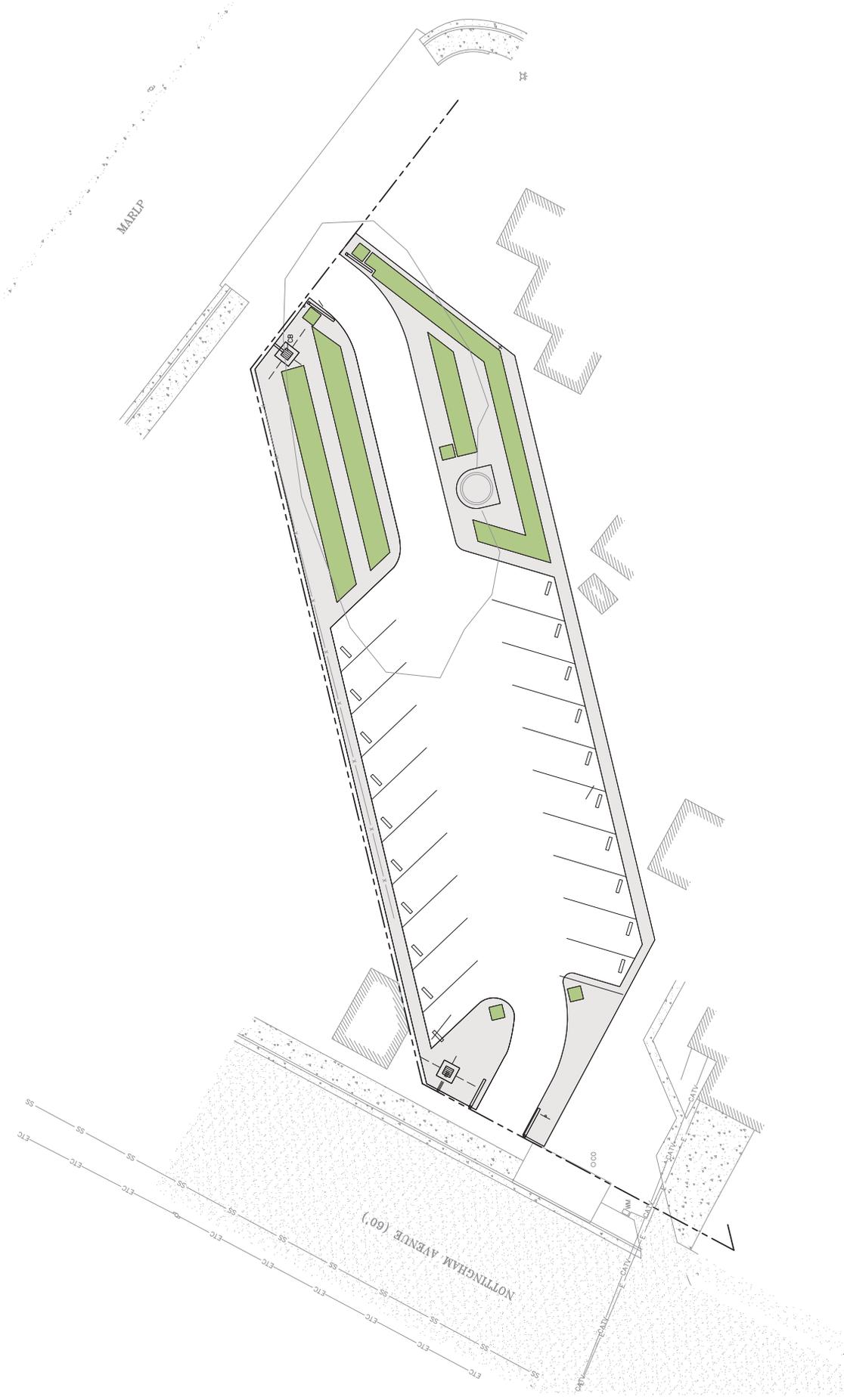
San Mateo County Planning Commission Meeting

Owner/Applicant: SIENA CENTER

File Numbers: PLN2010-00172

Attachment: C

Proposed Parking Lot and Community Garden



San Mateo County Planning Commission Meeting

Owner/Applicant: SIENA CENTER

Attachment: D

File Numbers: PLN2010-00172

Goal 5.5: Expand opportunities for residents to grow food in North Fair Oaks.

Policy 5A: Collaborate with residents and community groups to build new community gardens and urban farms on vacant public parcels in neighborhoods, in schoolyards, in church yards, and potentially as part of private development projects. Explore these opportunities within the existing right-of-way of neighborhood streets as well as the Hetch-Hetchy right-of-way.

Policy 5B: Consider community gardens as an interim and potentially permanent use of vacant/underutilized land.

Policy 5C: Reduce or eliminate barriers in the zoning code to creation of community gardens, and consider allowing community gardens "by right" in parts of North Fair Oaks.

Policy 5D: Encourage the Redwood City School District to develop and maintain school gardens on K-8 school campuses in North Fair Oaks. Provide educational programs for children, through Redwood City Schools or other forums, to demonstrate how the produce they grow can be used by their families, in their community, and in their school cafeterias.

Policy 5E: Include community garden components in the development of new parks or play areas in North Fair Oaks.

Policy 5F: Create an educational program to encourage backyard gardening in North Fair Oaks. Encourage and adopt appropriate policies to allow the sale and trade of specified produce from backyard gardens.

Policy 5G: Provide support for community groups to develop lease agreements with owners of vacant lots to establish short-term gardens to mitigate blight.



Vegetables, fruits and flowers grown in small residential gardens



San Mateo County Planning Commission Meeting

Owner/Applicant: SIENA CENTER

Attachment: E

File Numbers: PLN2010-00172

**ORDINANCE NO. _____
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA**

* * * * *

**AN ORDINANCE AMENDING DIVISION VI OF THE SAN MATEO COUNTY
ORDINANCE CODE (ZONING ANNEX) TO REVISE THE ZONING TEXT, APPENDIX
A (PLANNED UNIT DEVELOPMENTS), TO AMEND THE PLANNED UNIT
DEVELOPMENT NO. 136 (PUD-136) ZONING DISTRICT REGULATIONS FOR A
SINGLE PROPERTY IN THE UNINCORPORATED NORTH FAIR OAKS AREA**

The Board of Supervisors of the County of San Mateo, State of California,

ORDAINS as follows:

SECTION 1. The San Mateo County Ordinance, Division VI, Part One, Zoning Maps, Appendix A (Special Districts and Planned Unit Developments) is hereby amended to amend Section 10 of the Planned Unit Development No. 136 (PUD-136) to read as follows:

SECTION 10. MAINTENANCE OF MINIMUM PARKING PROVISIONS. The facility located on the premises that is subject of this PUD shall maintain a minimum of 24 on-site bike parking spaces and a minimum of 20 vehicle off-street parking spaces, as shown on the approved plans. The internal backup area and access driveway shall be kept free of any permanently parked vehicles, and shall be reserved for vehicle circulation. Any area not required for parking shall be used for community garden space, as shown on the approved plans.

Planning Commission Meeting	
PLN2010-00172	
Case	
F	
Attachment	

The facility operator shall maintain a shared parking agreement with the nearby commercial development located at 2525 El Camino Real to supply parking for the four yearly special events at the facility, as defined in Section 3.

SECTION 2. This ordinance shall be in full force and effect thirty (30) days after its passage.

* * * * *

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ORDINANCE NO. 04544
BOARD OF SUPERVISORS, COUNTY OF SAN MATEO,
STATE OF CALIFORNIA

* * * * *

AN ORDINANCE AMENDING DIVISION VI OF THE SAN MATEO COUNTY
ORDINANCE CODE (ZONING ANNEX) TO REVISE THE ZONING TEXT,
APPENDIX A (PLANNED UNIT DEVELOPMENTS), TO ENACT THE PLANNED UNIT
DEVELOPMENT NO. 136 (PUD-136) ZONING DISTRICT REGULATIONS ON
A SINGLE PROPERTY IN THE UNINCORPORATED NORTH FAIR OAKS AREA

The Board of Supervisors of the County of San Mateo, State of California,

ORDAINS as follows:

SECTION 1. The San Mateo County Ordinance, Division VI, Part One, Zoning Maps, Appendix A (Special Districts and Planned Unit Developments) is hereby amended to establish and enact the Planned Unit Development No. 136 (PUD-136) to read as follows:

PUD-136. PLANNED UNIT DEVELOPMENT SECTIONS

1. PURPOSE
2. DEVELOPMENT PLAN
3. RESTRICTION TO PERMITTED USES
4. HEIGHT
5. SETBACKS
6. LOT COVERAGE
7. FLOOR AREA
8. MAINTENANCE OF LANDSCAPING

9. RESTRICTION OF OUTDOOR LIGHTING
10. MAINTENANCE OF MINIMUM PARKING PROVISIONS
11. RESTRICTION ON HOURS OF OPERATION
12. OPERATING PROCEDURES

SECTION 1. PURPOSE. The following PUD-136 regulations shall govern the land use and development (described below) on an 11,185 sq. ft. property (Assessor's Parcel Number 054-262-310) located at 2625 Marlborough Avenue in the unincorporated North Fair Oaks area of San Mateo County. To the extent that the regulations contained herein conflict with other provisions of Part One, Division VI (Zoning) of the San Mateo County Ordinance Code, the regulations contained herein shall govern.

SECTION 2. DEVELOPMENT PLAN. All development shall conform to the development plans (County File Number PLN 2010-00172) for the subject property as conditioned and approved by the Planning Commission on February 9, 2011, and by the Board of Supervisors on March 15, 2011, and on file in the County Planning and Building Department. Those plans include the following specific elements: (a) construction of 9,624 sq. ft. building for a gymnasium/ recreation center, a two-bedroom caretaker apartment, and office space for a Sheriff's substation; (b) the provision and maintenance of all new and approved landscaping and surface materials; (c) and provision and maintenance of all parking area surface materials and drainage elements. No enlargements to this building shall be allowed and no building or site design

modifications shall be allowed unless determined to be minor and approved by the Community Development Director. The Community Development Director shall make any necessary determination of conformity with the plan.

SECTION 3. RESTRICTION TO PERMITTED USES. This PUD shall be for the limited operation of a gym/recreation facility, Sheriff's substation, with one residential caretaker apartment. The facilities located on the property that is the subject of this PUD shall not be used as a residence or allow for sleep anywhere in the building except the designated caretaker's unit/apartment. The kitchen located on the first floor shall not be upgraded to commercial standards and shall not be used in the regular service of food to the public. The gymnasium/recreation center that is located on the property that is the subject of this PUD shall be limited to conducting no more than four (4) special events per year. For purposes of this Section 3, "special event" means a public activity held for the purpose of amusement, education, or entertainment of the participants or the public to publicize or aid an organization or commemorate an event or occasion. These events would include, for example, a volunteer appreciation dinner, holiday toy drive, etc., each will have a scheduled time and duration that may impact the normal operation of the adjacent areas.

SECTION 4. HEIGHT. Heights of all the buildings shall conform to those shown in the approved plans as adopted by the Board of Supervisors.

SECTION 5. SETBACKS. The minimum setbacks of all the buildings shall conform to those shown in the approved plans or as modified by conditions of approval as adopted by the Board of Supervisors.

SECTION 6. LOT COVERAGE. The maximum lot coverage for all buildings shall comply with that shown on the approved plans or as modified by conditions of approval as adopted by the Board of Supervisors.

SECTION 7. FLOOR AREA. The maximum floor area for all floors of all buildings shall comply with that shown on the approved plans or as modified by conditions of approval as adopted by the Board of Supervisors.

SECTION 8. MAINTENANCE OF LANDSCAPING. All landscaping (i.e., trees, shrubs, flowers, groundcover) as required by the conditions of approval for this project shall be maintained in a healthy condition. Any dead or dying landscaping elements shall be replaced in perpetuity by that of a like kind immediately. The Community Development Director should determine when landscaping is considered of "like kind."

SECTION 9. RESTRICTION OF OUTDOOR LIGHTING. All outdoor lighting glare shall be contained on the subject parcel and shall not project onto or at any adjacent residential use.

SECTION 10. MAINTENANCE OF MINIMUM PARKING PROVISIONS.

The facility located on the premises that is subject of this PUD shall maintain a minimum of 24 on-site bike parking spaces and a minimum of 37 vehicle off-street parking spaces, as shown on the approved plans. The internal backup area and access driveway shall be kept free of any permanently parked vehicles, and shall be reserved for vehicle circulation.

SECTION 11. RESTRICTION ON HOURS OF OPERATION. Administrative staff and the San Mateo County Sheriff's staff at the Siena Youth Center may be on-site at any time. The hours of operation for members/clients visiting the Siena Youth Center shall be from 9:00 a.m. to 9:00 p.m., Sunday through Thursday, and from 9:00 a.m. to 10:00 p.m., Friday and Saturday. The operator of the Center shall ensure that the facility is promptly closed and all members/clients shall disperse from the site within one-half hour of closure.

SECTION 12. OPERATING PROCEDURES.

- a. In regard to the four yearly special events, as defined in Section 3, the operator shall notice Current Planning Staff and all adjacent neighbors/property owners within a 300' radius of said special events. The applicant shall include in the notice a description of the event, date, and duration of the event, at minimum 14 days prior to the event.
- b. The facility operator or an appointed, identified, responsible adult representative shall be present and remain at all events to ensure that all

applicable conditions of the PUD are met. This person shall be present at all special events and/or organized games and shall regularly walk the surrounding area to ensure that proper parking etiquette is observed, bringing violations to the attention of the attendees.

- c. The operator shall supply to the Current Planning Section a monthly schedule of events that provides a daily breakdown of uses and hours. This calendar shall also be posted in a conspicuous location at the exterior of the building.
- d. All associated calendars, fliers, event notifications, etc., shall include the following language in Spanish and English: Due to the limited amount of parking availability in the area we encourage visitors to either bicycle, carpool, or walk to activities at this facility, where possible.

SECTION 2. This Ordinance shall be in full force and effect thirty (30) days after its passage.
