

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

DATE: January 18, 2018

TO: Zoning Hearing Officer

FROM: Planning Staff

SUBJECT: Consideration of a Use Permit Renewal, pursuant to Section 6500 of the San Mateo County Zoning Regulations, to allow the continued use of a soccer field located at 3500 Middlefield Road in the unincorporated North Fair Oaks area of San Mateo County.

County File Number: PLN 2002-00309 (Saint Anthony's Church)

PROPOSAL

The applicant proposes to renew their Use Permit to allow the continued operation of the children's soccer field located at the rear of the church property. No changes are proposed with this use permit renewal.

RECOMMENDATION

Approve the Use Permit Renewal, County File Number PLN 2002-00309, by making the required findings and adopting the conditions of approval listed in Attachment A.

BACKGROUND

Report Prepared By: Helen Gannon, Project Planner, Telephone 650/363-1882

Applicant: Saint Anthony's Church, Spencer Henderson

Owner: Archdiocese of San Francisco

Location: 3500 Middlefield Road, Menlo Park

APN(s): 060-100-070 and 060-100-080

Parcel Size: 7.24 Acres

Existing Zoning: I/NFO (Institutional/North Fair Oaks)

General Plan Designation: Institutional

Sphere-of-Influence: Redwood City

Existing Land Use: Institutional, including religious, educational, charity uses, and soccer field

Water Supply: California Water Service Company

Sewage Disposal: County Fair Oaks Sewer Maintenance District

Flood Zone: FEMA Flood Zone Map indicates the project site is located in Zone X, area of minimal flooding per Community Panel No. 06081C0304E, effective October 16, 2012.

Environmental Evaluation: That the project is categorically exempt under provisions of Class 1, Section 15301 of the California Environmental Quality Act Guidelines regarding the continued operation of an existing use.

Setting: The project site is located off of Middlefield Road, on the southwest side of the unincorporated North Fair Oaks area of San Mateo County. Middlefield Road is a major arterial roadway that runs from Redwood City south through Menlo Park and into Santa Clara County. Access to the parcel is off of Middlefield Road, on the east side of the property. The parcel is bordered by residentially zoned parcels in the town of Atherton to the south; Garfield Elementary School is to the north; and the Caltrain rail road tracks border the parcel to the west. Currently located on the property is St. Anthony's Church, the rectory with administrative offices for the church, a multi-purpose building and three Head Start classrooms. The church parking lot has 225 spaces. The subject soccer field is in back of the church, extending westward to the Caltrain rail line.

The turf soccer field is used three times a week for youth soccer games or informal recreation activities organized by those who access St. Anthony's services. The youth on the teams range from 1st to 12th graders. Practices occur Monday through Thursday from 3:30 p.m. until 7:30 p.m. or dusk. Games are scheduled for Saturdays from 11:30 a.m. to 6:00 p.m. and Sunday from 2:00 p.m. until 6:00 p.m.

Church services are scheduled as follows: Saturday evening mass at 6:00 p.m. and Sunday masses at 8:00 a.m., 9:30 a.m., 11:00 a.m., 12:45 p.m. The maximum seating capacity for each service is 600 persons and a total of 3,000 persons attend mass at St. Anthony's Church each weekend. The church also offers religious classes in the evenings, during the week, and on weekends. The multi-purpose building, in addition to being used for religious classes, has a dining room that seats 500 people who receive a free meal from the church each weekday. The Head Start program, which has three buildings on the property, offers preschool instruction and parenting classes. These services are offered on weekdays, during normal business hours. Due to the opposing schedules of church and soccer activities and events, the on-site parking is adequate to handle the needs of both functions.

DISCUSSION

A. KEY ISSUES

COMPLIANCE WITH CONDITIONS OF THE LAST APPROVAL

All of the previous Use Permit's conditions of approval are assessed below with regard to compliance and if the conditions should be either retained or revised. During the Use Permit Renewal process, staff can recommend that some conditions be dropped in instances where the condition: (1) has been complied with, or (2) is no longer deemed feasible or necessary by the responsible department.

1. *This approval applies only to the proposal, documents and plans described in this report and submitted to and approved by the Zoning Hearing Officer on September 16, 2010. Minor revisions or modifications to the project may be approved by the Community Development Director if they are consistent with the intent of and in substantial conformance with this approval.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes, but modified to reflect the current date.

2. *The Use Permit shall be valid for seven years from the date of this approval. In year three, starting from the date of this approval, the Use Permit shall undergo an administrative review, with the payment of applicable fees. If the applicant wishes to renew this Use Permit, an application for renewal must be submitted to the Planning and Building Department and shall be accompanied by the renewal application and fee applicable at the time six months prior to this expiration.*

Compliance with Condition? Yes, administrative reviews were completed in 2003, 2004, and 2013 and an application for renewal was submitted.

Recommend to Retain Condition? Yes. Staff recommends the removal of the administrative reviews since each of the administrative reviews conducted were compliant with the conditions of approval and no complaints or violations have been received. Staff recommends the following language:

The Use Permit shall be valid for seven years from January 18, 2018. The applicant shall apply for renewal of the Use Permit and pay applicable renewal fees at least six months prior to the permit's expiration.

3. *Any complaints regarding non-compliance with these conditions of approval, received by the Planning Department, shall be conveyed to the applicant*

immediately and remedied as soon as possible to the satisfaction of the Community Development Director. Should the applicant receive any complaints directly, it shall be the responsibility of the applicant to notify the Planning Department that a complaint has been received and the applicant shall immediately rectify the situation causing concern. It shall be the responsibility of the Planning Department staff to keep a record of all complaints received in the Department's computer system, under the applicable case number, for review during use permit renewal.

Compliance with Condition? Yes. However, no complaints have been received, thus there have been no complaints to process.

Recommend to Retain Condition? Yes, but modified to:

Any complaints regarding non-compliance with these conditions of approval, received by the Planning Department, shall be conveyed to the applicant immediately and remedied as soon as possible to the satisfaction of the Community Development Director. Should the applicant receive any complaints directly, it shall be the responsibility of the applicant to notify the Planning Department that a complaint has been received and the applicant shall immediately rectify the situation causing concern. It shall be the responsibility of the Planning Department staff to keep a record of all complaints received in the Department's computer system, under the applicable case number, for review during use permit renewal.

4. *This field shall be used for the youth soccer games or informal recreation activities organized by those who access St. Anthony's services. The youth on the teams may range from 1st to 12th graders, with no exceptions to this rule. No adult league games will be allowed at any time, for any reason. No youth games may be played without supervision of at least one adult.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

5. *The applicant shall be solely responsible for scheduling the youth league soccer games. No other institution or agency may take responsibility for scheduling soccer games. The applicant or the designee of the applicant must be available on the premises of St. Anthony's Church during the entirety of each game to ensure no conditions of this approval are violated by the participants or spectators.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

6. *The hours of operation for the field shall be as follows: The field shall be closed from Mid-October to Mid-April. The field will be open from mid-April to mid-October. The field will rest on Fridays. Practices will occur Monday through Thursday from 3:30 p.m. until 7:30 p.m. or dusk, whichever arrives first. Games will be scheduled for Saturdays from 11:30 a.m. to 6:00 p.m. and Sunday from 2:00 p.m. until 6:00 p.m. No activities on the field shall be permitted during the same time as religious services, nor may any activities begin on the field less than one half (1/2) hour after the end of any religious activity on St. Anthony's property.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

7. *Youth league games will be further restricted, when school is in session, such that times of soccer games shall be limited to the hours of 3:00 p.m. to 6:00 p.m. The hours available for youth league games are also limited by all other restrictions on the general hours of operation of the field.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

8. *Prior to the beginning of each game, the applicant must unlock the bathrooms in the multi-purpose building adjacent to the soccer field. The bathrooms shall remain open during the entire game and overtime, if applicable.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

9. *The use of loud speakers, microphones and megaphones at the soccer field, for any reason, is strictly prohibited.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

10. *The applicant shall be responsible for ensuring that all trash, litter and debris generated by the use of the soccer field are picked up and deposited to and contained within the trash receptacles on a daily basis. It is further the responsibility of the applicant to ensure that the trash receptacles are emptied in a timely fashion, so as to prevent overflow of garbage out of the receptacles.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

11. *The applicant shall secure the field no more than one half (1/2) hour after the end of the final game for the day or 8:00 p.m., whichever arrives first. No persons should be present on the field after this time. No loitering shall be permitted on the field for any purpose. The field shall be controlled by a locked gate, which remains locked at all times, other than during general hours of operation.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

12. *All activities associated with the soccer field use shall be contained to the premises. Additionally, all participants and spectators shall park on-site.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

13. *The Knox Box provided by Menlo Park Fire for access to the soccer field, between the multi-purpose room and the Head Start classrooms, will be attached to the gate at all times.*

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

B. COMPLIANCE WITH USE PERMIT FINDINGS

In order to continue the operation of this facility the following Use Permit finding is necessary:

The establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood.

Staff has reviewed the project file, conducted a site inspection, reviewed previous conditions of approval and finds no letters in the project file concerning non-compliance or complaints; therefore, this finding can be made. Staff has also made the determination that this project will continue to meet the needs of the North Fair Oaks community as expressed in the Youth Master Plan publication of the Community Alliance to Revitalize our Neighborhood (CARON) established

by District Four Supervisor Rose Jacobs Gibson and Former Sheriff Don Horsley. Therefore, this finding can be made.

C. ENVIRONMENTAL REVIEW

This project is categorically exempt under provisions of Class 1, Section 15301 of the California Environmental Quality Act Guidelines regarding the continued operation of an existing use.

D. REVIEWING AGENCIES

Building Inspection Section
Environmental Health
Department of Public Works
Menlo Park Fire Protection District

ATTACHMENTS

- A. Recommended Findings and Conditions of Approval
- B. Location Map

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County of San Mateo
Planning and Building Department

RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL

Permit or Project File Number: PLN 2002-00309 Hearing Date: January 18, 2018

Prepared By: Helen Gannon
Project Planner

For Adoption By: Zoning Hearing Officer

RECOMMENDED FINDINGS

For the Environmental Review, Find:

1. That the project is categorically exempt under provisions of Class 1, Section 15301 of the California Environmental Quality Act Guidelines regarding the continued operation of an existing use.

For the Use Permit, Find:

2. The establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, result in a significant adverse impact to coastal resources, or be detrimental to the public welfare or injurious to property or improvements in said neighborhood. The establishment has met all previously approved conditions and there are no proposed changes to this Use Permit.

RECOMMENDED CONDITIONS OF APPROVAL

Current Planning Section

1. This approval applies only to the proposal, documents and plans described in this report and submitted to and approved by the Zoning Hearing Officer on January 18, 2018. Minor revisions or modifications to the project may be approved by the Community Development Director if they are consistent with the intent of and in substantial conformance with this approval.
2. The Use Permit shall be valid for seven years from January 18, 2018. The applicant shall apply for renewal of the Use Permit and pay applicable renewal fees at least six months prior to the permit's expiration.
3. Any complaints regarding non-compliance with these conditions of approval, received by the Planning Department, shall be conveyed to the applicant

immediately and remedied as soon as possible to the satisfaction of the Community Development Director. Should the applicant receive any complaints directly, it shall be the responsibility of the applicant to notify the Planning Department that a complaint has been received and the applicant shall immediately rectify the situation causing concern. It shall be the responsibility of Planning Department staff to keep a record of all complaints received in the Department's computer system, under the applicable case number, for review during use permit renewal.

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5. The applicant shall be solely responsible for scheduling the youth league soccer games. No other institution or agency may take responsibility for scheduling soccer games. The applicant or the designee of the applicant must be available on the premises of St. Anthony's church during the entirety of each game to ensure that no conditions of this approval are violated by the participants or spectators.
6. The hours of operation for the field shall be as follows: The field shall be closed from mid-October to mid-April. The field will be open from mid-April to mid-October. The field will rest on Fridays. Practices will occur Monday through Thursday from 3:30 p.m. until 7:30 p.m. or dusk, whichever arrives first. Games will be scheduled for Saturdays from 11:30 a.m. to 6:00 p.m. and Sunday from 2:00 p.m. until 6:00 p.m. No activities on the field shall be permitted during the same time as religious services, nor may any activities begin on the field less than one half (1/2) hour after the end of any religious activity on St. Anthony's property.
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8. Prior to the beginning of each game, the applicant must unlock the bathrooms in the multi-purpose building adjacent to the soccer field. The bathrooms shall remain open during the entire game and overtime, if applicable.
9. The use of loud speakers, microphones and megaphones at the soccer field, for any reason, is strictly prohibited.
10. The applicant shall be responsible for ensuring that all trash, litter and debris generated by the use of the soccer field are picked up and deposited to and contained within the trash receptacles on a daily basis. It is further the

responsibility of the applicant to ensure that the trash receptacles are emptied in a timely fashion, so as to prevent overflow of garbage out of the receptacles.

11. The applicant shall secure the field no more than one half (1/2) hour after the end of the final game for the day or 8:00 p.m., whichever arrives first. No persons should be present on the field after this time. No loitering shall be permitted on the field for any purpose. The field shall be controlled by a locked gate, which remains locked at all times, other than during general hours of operation.
12. All activities associated with the soccer field use shall be contained to the premises. Additionally, all participants and spectators shall park on-site.

Menlo Park Fire Protection District

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