



ST. MATTHEW'S EPISCOPAL DAY SCHOOL

ST. MATTHEW'S EPISCOPAL CHURCH AND DAY SCHOOL PROJECT DESCRIPTION FOR THE PRE-APPLICATION PLANNING SUBMITTAL APRIL 27, 2012

INTRODUCTION AND EXISTING CONDITIONS:

The St. Matthew's Episcopal Church and Day School is located at 16 Baldwin Avenue in San Mateo, California. The School is located on a portion of a city block bounded by El Camino Real at its western boundary, Baldwin Avenue to the north, San Mateo Drive to the east, and Second Avenue to the south. St. Matthew's Episcopal Church has been located at the site since 1865, and the School has been at the site since 1953.

The School includes Preschool, Pre-K and Kindergarten enrollment of 50 children and a 1st grade through 8th grade population of 181, totaling 231 students. In addition there are approximately 41 staff, teachers and administrators. There are 37 parking spaces on the School's Baldwin Avenue site.

The Church, located near the center of the site is not being evaluated in this application because its use is not expected to change during the span of the School's Master Plan. Therefore, the Project Description focuses on the School structures and grounds.

The School would add the Charles House to its facilities. The Charles House is located at 15 Second Avenue at the southern quadrant of the block at 2nd Avenue and 500 feet south of the St. Matthew's main site on Baldwin Avenue. The Charles House was built as the church rectory in 1917 and continued in this function until 1956. It is currently operated by the Church and does not host regular academic activities. It supports the Church as it houses members of its staff.

The existing Charles House is two stories in height with a partial basement and an attic. The building includes a kitchen, dining room, sitting room, chapel and two upstairs apartments. There are 3 parking spaces on the property. In addition to the parking spaces is a large impervious concrete surface located behind the structure. This concrete surface acts as the staging area for Gatepath, a nonprofit gardening operation which is sponsored by Mills Hospital.

Adjacent and to the west of Charles House is an undeveloped 15,650 square foot parcel of land which is owned by Mills Hospital. This land, defined by Second Avenue, El Camino Real, San Mateo Creek and the Charles House is referred to as the "Corner Site". The site is included in the overall master plan as it will house outdoor activities for the School's preschool facility.

IMPERATIVE FOR THE PROJECT:

The School has developed a Master Plan for its site to manage increasing enrollment demand while improving the education it offers. The School proposes to construct on the Baldwin Avenue campus a new classroom building known as St. Matthew's Hall as described below.

Currently, the School operates with single sections (i.e., one classroom) of 22 students per grade level. With the new classroom space and the addition of Charles House to its facilities, the School would provide two sections of 16 to 18 students per grade level, accommodating up to 375 students in preschool through 8th grade, an increase of 144 students to the current School population.

The Preschool referred to as the Early Childhood Learning Center (ECLC), would be relocated from the existing school building known as the Nursery (on the campus' northeast corner at Baldwin Avenue) to Charles House. The ECLC would accommodate up to 45 students. The other 330 students would be located at the Baldwin Avenue site in the existing building known as the Classroom Building and the new classrooms to be developed at St. Matthew's Hall. There would be a gradual increase in enrollment between 2014 and 2019 that would stabilize at no more than 375 students in the year 2019. Preschool enrollment would increase by approximately 12 students in 2014, to a total of 45 students in grades Preschool and Pre-Kindergarten, all at the Charles House ECLC. At the Main Baldwin Avenue site, additional students would be enrolled each year into the key entry points in Kindergarten and 6th grade. Beginning in 2014 and to 2016, non-preschool student enrollment would increase by approximately 24 additional students per year. From 2017 to 2019, school enrollment would increase by approximately 12 additional students per year, when the kindergarten through 8th grade population would meet the enrollment target of 34 students per class.

PROPOSED PROJECT AND USES:

The School master plan consists of three phases:

- I. Addition to the Charles House for the Early Childhood Learning Center and development of an outdoor play space at the Mills Corner Site.
- II. Removal of the Nursery Building and its replacement with a new 4th grade through 8th grade classroom building including a below grade gymnasium. Phase II would also include the addition to and reconfiguration of the main parking area and landscaped entry court.
- III. Improvement of the Julia Beylard Hall's (JBH) multipurpose and theatre space and the addition of a rooftop play area.

Phase I, the Early Childhood Center at Charles House:

As described above, the existing Early Childhood Center which operates in the Nursery Building on Baldwin Avenue would be relocated to the Charles House site.

The existing Charles House is a 7,612 square foot wood frame structure. The structure would be expanded at the rear (to the north) with a single story 3,014 square foot wood frame flat roofed structure. The total building area when completed would be 10,626 square feet of space (including an existing 1,185 square foot basement area and 684 square foot attic).

The addition would be subdivided into either two or three classroom spaces including new restrooms and storage areas. Portions of the rear (north side) of the Charles House including the existing kitchen would be integrated into the preschool space while the remainder of the Charles House would remain largely unimproved and dedicated to the use of the Church. The two apartments on the second floor are to remain and would continue to house members of the Church staff.

The placement of the addition would be built at the northern side of the Charles House within and over the area that is currently covered with a concrete drive surface. The building would be set back adequately from the top of the San Mateo Creek bank and from the riparian edge.

Parking for 11 cars would be provided on-site. Three of the vehicles would be parked at the existing curb cut and driveway and eight vehicles will be parked at the new driveway and parking area which would be accessed by the new curb cut to the west of the existing curb cut.

Landscape elements surrounding the Charles House would be substantially improved with the removal of large concrete surfaces and their replacement with new parking and soft scape elements.

Adjacent to the Charles House is the Mills Hospital Corner Site which is defined by El Camino Real, Second Avenue, the Charles House, and the San Mateo Creek. The Church and School are currently working on a lease with Mills Hospital to establish the right to use the Corner Site for outdoor play area and to locate several parking spaces at the Corner Site's southeast corner. The unimproved landscape at the Corner Site would be improved with a new play area which would include hard and soft scape landscape elements.

The perimeter stucco, iron and concrete fence surrounding the southern and western edges of the Corner Site would remain intact except for a new opening required for the driveway entry at Second Avenue.

Phase II, St. Matthew's Hall and Site Improvements:

St. Matthew's Hall would be a new 29,000 +/- square foot, three story concrete or steel classroom structure with a 5,200 square foot subterranean gym facility. The new structure would contain a library, two classrooms (each) for grades 4, 5, 6, 7 and 8, administrative areas and church focused classroom spaces for Sunday school.

St. Matthew's Hall would be located on the site where the Nursery Building and kindergarten play spaces currently reside. The project would involve the removal of the Nursery Building. The new structure would be attached to the adjacent Julia Beylard Hall's Fireplace Room which is located at the northern side of the Julia Beylard Hall as described below.

The stone wall adjacent to the sidewalk at Baldwin Avenue and the Nursery Building would be removed during construction and reinstalled at the end of construction.

Phase II would also include the reconfiguration and improvement to the parking lot and paved play area and open space that is defined by El Camino Real, Mills Hospital, the Classroom Building and the St. Matthew's sanctuary. The design of the this outdoor space and parking area would result in a new curb cut at El Camino Real (an encroachment permit is to be negotiated with Caltrans) and the abandonment of the existing curb cut as a vehicular access point in lieu of a pedestrian access point; the placement of the reconfigured parking area within the existing basketball and parking area located at the western side of the property for 39 vehicles; and the reclamation of open space defined by the southern side of the sanctuary to the western end of the Classroom Building with a newly landscaped garden court.

Phase III, Julia Beylard Hall Improvements and Rooftop Play Area:

Phase III includes the preservation, renovation, and expansion of the existing JBH located at the southeast corner of the main campus for use as an improved theatre and Church and School community space.

The JBH would be expanded into the "L" shaped open space at the building's east and southern edges to contain a large open hall that would function as a theatre and community hall. Improvements would include a new stage, new seating area, and new audio visual components. The expansion would involve the removal and replacement of the eastern façade and the replacement of the roof structure.

The JBH renovation would retain and preserve its western façade as well as the interior of the western façade. The roof elements of the JBH as viewed from the school's courtyard would be retained. A

portion of the roof of the JBH would be developed to include an open air play area that would be contained within a fence.

The Krebs Fireplace Room, the kitchen, the entry foyer, library at the mezzanine level, the courtyard and the Classroom building and colonnade would remain intact.