

Meeting Date: June 12, 2012

Agenda Item 1

TO: Planning Commission

DATE: June 1, 2012

SUBMITTED BY: Stephen Scott, Principal Planner
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AUTHORIZED BY: Ronald Munekawa, Chief of Planning

SUBJECT: PA 10-060, St. Matthew Catholic Parish and School, 1 Notre Dame Ave
(APN 034-232-340, -350, -370)

RECOMMENDATION:

That the Planning Commission recommend to the City Council approval of the project by making the following motions:

1. Recommend certification of the Mitigated Negative Declaration to assess environmental impacts, subject to the findings contained in Exhibit A.
2. Recommend approval of Planning Commission Resolution No. 2012 - 3 recommending to the City Council adoption of the ordinance to establish a Qualified (Q7) Overlay zone and for a zoning Reclassification from R1-C (One Family Dwellings) to R1-B/Q7 (One Family Dwellings, Qualified Overlay District 7) contained in Exhibit D;
3. Recommend approval of the Special Use Permit for a master plan to regulate existing and proposed church, school and day care uses located within a residential district, subject to the Findings contained in Exhibit A and the Special Use Permit Conditions contained in Exhibit B;
4. Recommend approval of the Site Plan and Architectural Review (SPAR) for the construction of a new gymnasium and associated parking lot improvements, subject to the Findings and Conditions contained in Exhibits A and C; and
5. Recommend approval of a Site Development Permit (SDP) for removal of major vegetation, subject to the Findings and Conditions contained in Exhibits A and C.

BACKGROUND:

Previous Project

On June 9, 2009, the Planning Commission denied a proposal by St. Matthew Parish and School to construct a new 13,061 square foot Parish community center building on the St. Matthew

Parish and school grounds. The proposed building included a gymnasium/multiple purpose room, meeting rooms, offices, and restroom facilities to serve as a facility for school athletic practice and games, group meetings, and other activities. The major issue was that the new community center required an additional 273 parking spaces on the site, while the applicant was proposing 56 new on-site spaces. St. Matthew's requested a variance for the remaining 217 spaces required for the new building. The Planning Commission found that the lack of on-site parking would intensify parking problems in the neighborhood, and that a variance to reduce required parking would not mitigate the impact of a lack of parking on the site, particularly given the fact there was no proposed parking management plan. Discussion by the Planning Commission also included comments urging the preparation of a master plan to address parking issues and regulate uses on the site, and the creation of an overlay zone to regulate floor area and eliminate the need for a floor area ratio variance.

The applicant did not appeal the Planning Commission's denial but rather revised the scope of the project to address Commission and neighborhood concerns and submitted a pre-application for the revised project. On July 13, 2010, the Planning Commission held a pre-application study session on the revised project (PA10-001). Attachment 1 contains the Administrative Report and minutes for the July 13, 2010 Planning Commission study session.

Current Project

Subsequently on December 10, 2010, the applicant submitted a formal application (PA 10-060) and an environmental review (Negative Declaration) was prepared and circulated for public comment during a review period from July 27, 2011 to August 26, 2011. Planning Commission held a study session to take comment on the Negative Declaration on August 23, 2011. Attachment 2 contains the Administrative Report, minutes for the August 23, 2011 Planning Commission study session, and the original responses to comments on the original Negative Declaration.

The comments on the Negative Declaration resulted in the need to re-circulate the environmental document to address several factual items and add a mitigation measure related to potential impact on raptor nesting from the proposed removal of trees. The resulting Mitigated Negative Declaration (MND) was circulated for public review from February 13, 2012 to March 14, 2012. Responses to comments on the MND were prepared and posted on the City's web site on May 14, 2012, and the MND and response to comments are included as Attachment 3.

SITE DESCRIPTION:

The project area consists of a 7.12 acre (310,400 square foot) site located west of El Camino Real between Notre Dame Avenue and Aragon Boulevard. The property is used as a private school and church, including a Rectory with 5 one-bedroom units. Surrounding uses include residential uses, offices and commercial uses, and the City's Central Park is located northeast of the project site. The property is zoned R1-C (One-Family Dwellings).

The St. Matthew grounds comprise three parcels and several buildings totaling approximately 85,841 square feet of floor area. The last building to be constructed on site is the current church building, which was added in 1966. The proposed location for the new building is currently a

landscaped area, generally bounded by the existing auditorium/gym building on the south and west sides, the central walkway to the St Matthew Church on the north side, and South El Camino Real on the east side. Currently, there are approximately 198 parking spaces on-site, located in 3 lots that are accessible from Notre Dame Ave, El Camino Real and Aragon Blvd.

PROJECT DESCRIPTION:

The project applicant submitted a bound information packet (previously distributed to the Commission, Main Library, and posted online). That packet has been updated to reflect new information and provide responses to issues that were raised during the Commission's prior study session and is included as Attachment 5. The updated packet contains a complete description of the project, including the following items:

- Project description and introductory memorandum
- Comparison of the prior application (PA 06-009) to the current application (PA 10-060)
- Responses to June 2009 Staff Report and August 2011 Study Session Comments
- Historic evaluation of the St. Mathew School Auditorium
- Master Plan proposal
- Proposed Use Limitations
- Facility Descriptions and Uses
- Arborist Report and Landscape Unit Value Calculation (subsequently revised)
- Soils Report
- Acoustical Report (subsequently revised)
- Drainage Report
- Traffic and Parking Management Program
- LEED Checklist

The applicant's project description is summarized below.

Proposed Master Plan

St. Matthew Parish and School proposes construction of a new gymnasium and associated parking lot improvements. A Master Plan has been developed to allow for the construction of the gym and to establish use limitations for activities that occur on the property. The proposal includes a phasing plan that would require completion of the parking improvements prior to obtaining building permits for the new gymnasium. The Plan also states that the gym will be for the use of the students of the school and not rented out or used by the community at large. Use limitations in the Plan prohibit concurrent use of either the new gym or the existing auditorium within 30 minutes of Church services on Saturday evenings and Sundays until 1:30pm. In addition, the Master Plan prohibits use of either the gym or auditorium during the 11 major non-regularly scheduled masses that occur during the year (see Tab 3 of the applicant's information book).

The Master Plan would also allow for up to six (6) "major" events per year that are defined as events that may result in more than 275 vehicles to the site. The applicant is proposing that these major events would be established through a special community event/temporary use permit application process filed with the Special Community Event Committee. The special event/temporary use process would include submittal of a parking and traffic management plan, and the potential for parking enforcement as needed for these events. In addition, St Matthew is

proposing to maintain a calendar of events that will describe activities on the property which will be available for public view (see Tab 3 of the applicant's information book). The only current major event is the annual carnival; the master plan would enable St. Matthews to apply for up to six major events per year. The Carnival event has been reviewed by the Special Community Events Committee for the past number of years and has evolved to a standard set of procedures for the set-up, take-down, and general operation of the event throughout the weekend. The St. Matthew representatives receive a list of conditions regarding their responsibilities for the event, which have traditionally included paying for additional Parking Enforcement Representatives (PERs) to patrol the neighborhood during the Carnival weekend.

Proposed Gymnasium Building and Parking Lot Improvements

The proposed new gymnasium contains approximately 12,000 square feet of floor area with a building height of 24 feet to the highest plate line and 32 feet to the top of the roof (Plan submittal dated 11-01-11), which meets the City's height designation for R1 zoning districts. The proposed building has a "barrel-vaulted" roof, to both meet the City's height designations and the interior height dimensions required for basketball and volleyball. The exterior is a stucco finish.

The proposal includes the redesign and enlargement of the existing 198-space parking lot, which will result in 108 additional parking spaces for a total of 306 spaces on the property. The additional spaces include 12 new spaces that would back out on to Notre Dame (see discussion below). The proposed lot will have improved internal circulation and the spaces and aisles are designed to meet City dimensional requirements. Sixty percent of the spaces will be standard sized and forty percent compact sized, which meets the Zoning Code standard.

In addition to the parking improvements, additional night-time security lighting is proposed, which has been designed to meet the City's Security Ordinance. The new lighting will be located to provide lit walkways from the new building to the various parking areas. The lighting plan has been reviewed and accepted by the Police Department.

Construction of the gym and parking areas will necessitate the removal of 26 trees of the 85 trees on the site. The trees being removed have a "landscape unit (LU) value" of 289. The applicant is proposing 93 replacement trees with an LU value of 194, therefore the applicant will make up the balance of that value (96 LUs) through an in-lieu payment to the City street tree planting fund.

Overlay Zone

Overlay Zone Designation

The applicant is proposing a "Qualified" (Q) overlay zoning designation for the property to establish appropriate development standards for the site. The Q overlay designation has been used in the City to provide development criteria for uses that are unique to a particular zoning district. Since the use of the property for a church and school is not typical in the R1-C (single family) district, and the existing buildings exceed the maximum allowable floor area ratio (FAR), the overlay would be used to establish permitted uses and activities, and building floor area for the site which would allow construction of the gym without the requirement for a floor

area ratio variance. The Q overlay would also permit 12 new on-site parking spaces that would back out onto Notre Dame Avenue, as the zoning code does not allow parking that backs out onto a public right-of-way.

Floor Area Ratio

The allowable FAR in an R1-C zone is 0.5 for the first 6,000 sq. ft. of parcel area plus 0.2 for the increment above 6,000 sq. ft. In this instance, the allowable floor area for the approximately 310,400 sq. ft. St. Matthew site is 63,880 sq. ft. (FAR of 0.21) The existing floor area on the site is approximately 85,841 sq. ft. and so exceeds the allowable floor area and results in an FAR of 0.28. The proposed project would add 11,683 sq. ft., resulting in approximately 97,524 sq. ft. and an FAR of 0.31.

Parking Design (Backing Out)

The reconfiguration of the parking lot to accommodate additional parking results in 12 new spaces that would back out on to Notre Dame Avenue. This is in addition to the 21 *existing* spaces that back out onto Notre Dame Avenue. The zoning code does not permit parking to back out onto the public right-of-way (except for single family uses). However, the Public Works, Police and Planning staff, and the City's Traffic Consultant, have reviewed this condition and support the proposal, which could be authorized under approval of the Q Zone. The reasons include: it is the most efficient layout of the expanded Notre Dame parking lot, there is a curb "bulb out" to protect the spaces from Notre Dame traffic, the narrowness of Notre Dame results in natural "traffic calming", and the fact that Notre Dame is a one-way street with 21 existing parking spaces that back out onto Notre Dame. The proposed Q overlay zone would allow this "back-out" parking condition.

Proposed Project and Code Compliance

The General Plan Land Use Plan designates the project site as Single Family Residential, which allows development of church and private educational uses subject to a Special Use Permit and conformance with applicable code requirements.

As stated above, the property is zoned R1-C (One Family Dwelling). The existing and proposed structures on the site conform with the set-back and height regulations for the zone. As noted above, the existing and proposed floor area would exceed the maximum allowable area. The proposal also includes 12 parking spaces that would back out onto Notre Dame Avenue, which is not permitted by the parking section of the Zoning Code. Those two zoning code inconsistencies are the reason for the proposed Qualified (Q) Zone overlay, which would authorize the non-conforming floor area and parking.

ISSUES:

Parking and Traffic

The City's traffic consultant, Hexagon Transportation Engineering Consultants (Hexagon), reviewed the proposal for the gymnasium building and on-site parking, as well as the applicant's master plan and use restrictions for potential impacts on traffic and parking. In consideration of

neighborhood comments from the previous project, Hexagon was directed to also study traffic and parking conditions on streets in the neighborhood. The Parking and Traffic Report (Attachment 7) is summarized in the following paragraphs.

Project Traffic

The Report states that the proposed project traffic and parking generation were determined on the basis of the increases in existing activities that are projected to occur as a result of construction of the new school gymnasium. Although these are not new functions to the St. Matthew's campus, the project could result in an increase in the size or frequency of these functions. In addition, the project also may result in an increase in traffic during certain hours because it would allow the activities to occur simultaneously with performances, drama club meetings, and music and arts programs held at the existing auditorium. The project could add up to 40 additional PM peak hour trips (20 in and 20 out) above the traffic generated by the current sports practices, and typical recurring uses in the old auditorium would generate up to 50 additional trips (25 in and 25 out) during the weekday PM peak hour. Overall the project equates to an additional 90 hourly vehicle trips (45 inbound and 45 outbound) during the weekday PM peak hour.

The Report analyzed the level of service to local intersections as a result of the project trips. Results show that the signalized study intersections would continue to operate at Level of Service (LOS) A. At the unsignalized intersections of El Camino Real at Aragon Boulevard and El Camino Real at Mission Drive the left turns would continue to operate at LOS F during each of the weekday AM and PM peak hours. This condition reflects side street traffic attempting to make left turns onto El Camino Real. The City does not have a level of service standard for unsignalized intersections. However, when observations indicate that intersections do not operate at a reasonable level of service, the City will perform a signal warrant analysis. Hexagon conducted a signal warrant analysis for the intersections operating at LOS F. The analysis indicates that traffic signals are not warranted at these intersections of Aragon and Mission at El Camino because the peak-hour volume of those side streets at those intersections does not trigger the threshold established in the warrant analysis formula used to justify installation of a signal.

Parking

The site currently contains approximately 198 parking spaces. The project will add 108 new parking spaces for a total of 306 parking spaces on site. (This number includes an adjustment in spaces from the applicant's proposal based on modifications to some parking spaces and for circulation improvements in the parking lot to meet code requirements.) If all the buildings on the site were constructed today (with the parking calculated individually for each building and under the assumption all buildings were being used at the same time), the parking requirement for all uses on the site would be 410 spaces. However, the new gymnasium is for use only by the school; the elementary/junior high school parking requirement is based on the number of employees, since students of that age do not drive. Since the school is not expanding enrollment or employees as part of this Master Plan, additional parking is not required. Section 27.64.160(5)(c) requires elementary and junior high schools to provide the following parking spaces: "1 for each employee. Plus a designated area on-site for loading and unloading passengers. Plus adequate on-site access and loading for buses."

Parking Requirement IF all Uses Constructed Today			
Use	Size	San Mateo Zoning Code Requirements	Spaces Rqrd.
School	63 employees	1 space per employee	63
Church	1,651 linear feet of pew	1 space for each 5 fixed seats 18 linear inches equals 1 seat	220
Rectory	5 one bedroom units	1.8 spaces per unit	9
	2 guest/visitor rooms	0.2 spaces per unit	1
Auditorium	4,384 square feet	1 space per 35 square feet	125
		Required parking spaces	418
		Existing parking spaces	198
		Existing parking (Deficit)	(220)
		Proposed new parking spaces	108
		Total parking spaces	306
		Proposed parking (Deficit)	(112)

The existing parking supply for the project site is at a deficit of 220 spaces, again, if all the buildings on the site were constructed today, and the parking was calculated for individual buildings, assuming all buildings were being used at the same time (e.g. no “shared” parking). With the proposed reconfiguration to add 108 additional parking spaces, the site still would not meet the City’s parking code requirements; however, the deficit would be reduced to 112 spaces, roughly half of the deficit that exists without the proposed project. Even though a deficit would remain, the project improves parking conditions by adding on-site spaces without increasing demand.

Hexagon analyzed the demand for parking at various times and days of the week. On weekdays, the morning drop off and afternoon pick up of children results in a high level of activity that is organized and traffic flows smoothly. Although there is ample parking on site, some parents use Aragon Boulevard to pick up and drop off children. Outside of these drop off and pick up times, the weekday peak parking demand is estimated at 95 vehicles, which can be accommodated on-site.

Weekend parking demand is based on site observations conducted by Hexagon on Saturdays and Sundays in 2006, 2009, and 2010. The observations show that Sunday masses at St. Matthew generate more parking demand than can be accommodated by the existing on-site supply. The most recent Sunday field observation (May 16, 2010) found a peak parking demand of 346 vehicles, which exceeds the number of existing (198) and proposed (306) parking spaces. Approximately 233 vehicles were observed parking on site. Vehicles park on site wherever they possibly can, creating their own spaces. Parishioners double park, park in red zones, park on one side of the church driveways, move cones and park illegally at the end of the aisle along the back fence near the Notre Dame driveway and move cones to enter via the Aragon driveway despite it being blocked off. Other vehicles were parked on Notre Dame Avenue, on El Camino Real, and on surrounding neighborhood streets. In addition, parishioners were parked in the Pacific

Western Bank Parking lot across El Camino where the church has an agreement with the Bank to use parking spaces on Sundays. The Hexagon report states that the off-site demand could be met by parking along Notre Dame (20 spaces), on El Camino Real (25 spaces), and in the Pacific Western Bank Parking lot (40 spaces), which together would provide an additional 85 spaces. The total these off-site spaces and the 306 on-site spaces totals 391 spaces, which exceeds the peak demand of 346 spaces.

Hexagon also analyzed potential parking impacts for the special events that occur during the year. The draft report states that most of the special events do not draw the attendance of a typical Sunday Mass, nor do they occur more than a few times each year, and that there would be adequate parking on-site. However, the Carnival is a very large event, drawing as many attendees as a Sunday Mass, and the Carnival occupies some of the surface parking lot on site, thus reducing the available on-site parking. Therefore, this event exhibits similar parking demand (and traffic circulation around the site) as Sunday Mass, except that the supply of parking on site is minimal. It is estimated that the Carnival would generate a parking demand of about 340 vehicles that would need to be accommodated off-site. The draft report makes a recommendation for a traffic management plan, including a recommendation to secure off-site parking, to reduce parking impacts on the neighborhood (see recommendation 4 below). Because no other “major events” have been requested or otherwise identified, these recommendations address just the Carnival. However, each requested major event would be evaluated for what measures would best address the potential impacts and conditions imposed as part of the Special Community events/Temporary Use Permit review.

It should be noted that there is now a formal lease for the off-site spaces on the Pacific Western Bank site across El Camino Real from St. Matthew. While these spaces have never been formally counted toward meeting the parking for St. Matthew, they have been informally recognized as an overflow lot. The Planning Commission requested that the applicant seek a lease with the property owner that provided more substance than the informal agreement that had been in place. A copy of the lease is included as an attachment to the response to comments document, which is Attachment 4 of this report.

Recommendations

St. Matthew is proposing to improve the on-site parking supply and to address an existing neighborhood parking spill-over impact that is primarily caused by Sunday Masses, and to some extent pick-up/drop-off circulation issues caused by school parents. The existing parking spill-over situation would not be affected by a new school gymnasium as the use of that facility would be specifically prohibited during Masses, nor would it be used during any other times of high parking demand.

Although the construction of the new gymnasium does not require additional parking spaces per the zoning code (although the applicant is proposing an additional 108 spaces), Hexagon has made some recommendations to minimize potential impacts related to actual demand for parking based on St. Matthew activities. The Hexagon Report makes the following recommendations for the formal planning application phase of the project, as described in the Executive Summary of the Traffic Report (Attachment 4):

Recommendation #1: Install pedestrian countdown signal heads at the El Camino Real & Ninth Avenue intersection to facilitate pedestrian crossings of El Camino Real and use of the Pacific Western Bank overflow parking lot (this has been incorporated into the applicant's parking management plan).

Recommendation #2: Provide a bike parking area for Sunday Masses (this has been incorporated into the applicant's parking management plan).

Recommendation #3: In conjunction with the parking lot reconstruction, St. Matthew should discourage parishioners from parking in the neighborhood through implementation of the following measures:

- A. Establish a parking committee to oversee parking functions*
- B. Publish a parking guide for parishioners*
- C. Establish a parking patrol during Sunday Mass to discourage neighborhood parking*

Recommendation #4: Implement a Parking and Traffic Management Plan during the annual Carnival event. The plan could include a combination of the following:

- A. Lease and secure several hundred parking spaces (e.g. 300-400 spaces) at off-site locations.*
 - B. Lease shuttle buses and hire shuttle drivers.*
 - C. Develop a logistical plan for shuttling visitors to and from the Carnival.*
 - D. Develop and implement a thorough directional signage plan to ensure that cars are directed to the proper parking areas.*
 - E. Provide advance notice of parking and shuttle arrangements for the event such as:
 - 1. Issuing informational flyers to parishioners, staff, volunteers, event participants, and vendors;*
 - 2. Provide information in newsletters;*
 - 3. Post information on St. Matthew's website; and*
 - 4. Provide information through other means of advertising for the event.**
 - F. Use traffic control personnel to direct traffic to off-site parking areas and prevent cars from parking on adjacent neighborhood streets.*
 - G. Hire traffic enforcement officers to monitor parking on adjacent residential streets.*
- The above measures A through G should be implemented through the annual City approval process.*

Parking Conclusions Summary

The project meets the Zoning Code parking requirement for an elementary and junior high school. Since the proposed new gym will be used solely for school purposes, the gym building will not result in the requirement for additional parking spaces. The Master Plan requirement to not use either the gym or auditorium during Saturday and Sunday Mass, along with the provision of 108 new parking spaces on-site, will reduce existing parking impacts. The supply of 306 on-site parking spaces will be adequate to accommodate demand during most on-site activities, except for the 8:45 Sunday Mass, eleven (11) identified pre-planned religious and school events, and the annual Carnival. Implementation of the Hexagon recommendations to provide additional parking off-site for those events, plus a private parking management company hired to assist with on-site parking, should further reduce parking impacts.

The Hexagon recommendations included two measures (one under *Recommendation 3* and one under *Recommendation 4*), which called for St. Matthew to pay the San Mateo Police Department for additional parking enforcement during Sunday Masses and the Carnival. This was proposed as part of the St. Matthew Master Plan. While the extra enforcement has been made a condition of approval for the Carnival, the Police Department has concluded that there is

not an existing problem that warrants any special treatment of St. Matthew during regular Sunday Masses. A Police Department analysis of this parking issue is included as Attachment 9. The Carnival event (and perhaps other “major events”) will continue to require additional enforcement paid for by St. Matthew. Therefore, recommendation # 3 (D) as contained in the Hexagon Parking and Traffic Analysis Report, regarding paying for a police officer during Sunday Mass has been removed from the staff recommendation.

Additional Parking Management

Beyond the Hexagon recommendations, St. Matthew has hired a private parking management company to assist in providing more efficient utilization of parking lot space during the heaviest-attended (8:45 a.m.) Sunday Mass. Given that the 8:45 a.m. Mass will continue to generate more parking demand than would be available with the 108 new spaces (demand for 356 spaces and 306 available on-site spaces), staff is recommending a continuation of the private parking management for *all* Sunday 8:45 a.m. Masses as well as *any other* religious or school event with a parking demand exceeding (or subsequently shown to exceed) the on-site capacity of 306 spaces. (See Exhibit B – Special Use Permit Conditions of Approval - #12 Parking Management Services.)

Design Review

The existing buildings were constructed at different times, beginning in 1937 through 1965, and differ in architectural style. The proposed design utilizes some of the materials and colors found on existing buildings but also sets itself apart with a barrel-vaulted roof design needed to meet the City’s height standard and the interior height required for basketball and volleyball.

The design of the proposed gymnasium is actually a return to an earlier iteration of design from the prior application (PA 06-009). Cannon Design Group, the City’s design review consultant reviewed both designs and his letters are included as Attachment 8. There were several recommendation in his review of the prior design that are still relevant to the present design. These recommendations are summarized below:

1. A new transformer is shown near the SE corner of the building, which will require carefully screening considerations. The applicant’s architect agrees and has provided a response.
2. The existing garden wall along El Camino is not very attractive; could it be refinished with stucco or provide vine landscaping to cover the wall? The applicant’ architect proposes to pressure wash or sand blast the wall to clean it and then plant flowering bushes on the El Camino side.
3. There is an unattractive chain link gate located where the garden wall meets the auditorium; could it be eliminated or replaced with a more attractive gate? The applicant’s architect agrees and is proposing a replacement gate.

In summary, the consultant stated that the building is well designed and fits in its proposed location (see letter dated November 11, 2011 in Attachment 8). His recommendations will be included as conditions of approval.

Major Events

The proposed master plan would permit up to six “major” events per year. A major event is one that would be expected to generate demand for more than 275 parking spaces *but is distinct from the pre-planned religious and school events identified and handled separately in the master Plan*. The master plan proposes that a “major event” would be subject to the City’s Special Community Events/Temporary Use Permit approval process. As an example, the site plan, parking provisions, and event details for the St. Matthew annual carnival are currently reviewed by the City’s Special Events Committee prior to authorizing the event. Review of special community event/temporary use applications is administrative in nature, reviewed by affected City departments, and requires no formal hearing. For recurring events, the Committee takes into account comments received from the public from events that occurred in the prior year. The types of events typically reviewed by the committee include those located in the public right-of-way (e.g., street closures, farmer’s markets, charity walks and rides), parks (e.g., fairs, exhibitions, chili cook-off), and several events on private property that have may require extra attention from Public Works , Police and/or Fire (e.g., school carnivals).

It should also be noted that the city will be revising the special community event/temporary use permit review and approval process. The successor process would then be utilized for review of the six major events.

PUBLIC INPUT and PLANNING COMMISSION STUDY SESSION:

The applicant held a neighborhood meeting as part of their pre-application on June 23, 2010 at the project site. Approximately 50 members of the public attended the meeting. The major issues raised by the public at the meeting are summarized below by topic.

Parking

- There was concern about the existing parking problems on Aragon Blvd and other nearby residential streets and that overall parking for the church and school is not adequate.
- The applicant should provide all required parking (410 spaces) on the site.
- Construct a parking structure to provide code required parking.
- Visitors to the site will not use the parking lot if street parking is more convenient.
- People are parking in “no parking” areas and are not given parking tickets.
- St. Matthew should work with police to get enforcement going now.
- Additional parking should be provided for the gym building. Additional activities will occur in the gym that requires parking.
- The church and school has made some parking improvements.
- Establish parking permit program for the neighborhood.

Master Plan

- The master plan proposes self monitoring for non-concurrent uses on the site. Neighbors will end up monitoring parking problems. St. Matthew should provide police officers for all major and special events to ticket parking violators.
- Problems at the site have been going on for many years. How will they be fixed now?
- St. Matthew can not control non-concurrent uses on the site. What happens if a basketball game is scheduled and a funeral needs to take place on the same day?

- Need to guarantee that parking monitors will be available during school drop off and pick up.
- The parking committee proposed for St. Matthew should also include neighbors.

Traffic and Circulation

- There are narrow streets in the neighborhood and it's difficult to maneuver with street parking and high volume of vehicles.
- Take some traffic off of residential street. It's difficult to back out of driveway during drop off and pick up times.

Other Issues

- The buildings on the site are currently over the maximum allowed floor area. Don't need an additional building.
- There are public access walkways into the Capistrano neighborhood to the north. These walkways should be closed to prohibit people from parking in the neighborhood and walking to the site.

These issues have been discussed and addressed either within this administrative report, the responses to comments on the Negative Declaration circulated for public review in July 2011 (see Attachment 2), and the responses to comments on the Mitigated Negative Declaration circulated for public review in February 2012 (see Attachment 4).

ENVIRONMENTAL REVIEW:

An Initial Study and Negative Declaration were prepared and circulated for a 30-day public review period starting on July 27, 2011 (included within Attachment 2). The public review period ended on August 26, 2011. A Planning Commission study session was held August 23, 2011 to take public and Planning Commission comments on the environmental document. Staff has responded to those comments, which are also included in Attachment 2.

Subsequent to the Commission's study session and in response to several comments, the environmental document was revised and recirculated during the period February 13, 2012 to March 14, 2012. The Revised Initial Study/Mitigated Negative Declaration responds to a Fish and Game comment related to potential impacts on raptor nesting sites in the trees to be removed. A mitigation measure has been included to address the issue. Four additional comments were received on the revised environmental document and responses to those comments are included as Attachment 4.

In summary, the Revised Initial Study reviewed a number of potential environmental impacts from the project and found there to be no "significant" environmental impacts. The potentially significant Fish and Game "raptor" issue has been addressed with a mitigation measure. The other principal issues were traffic and parking, which are discussed above. A number of potential impacts have been addressed through inclusion into the project or through standard conditions of approval that are based on existing municipal code requirements.

EXHIBITS:

- A. Findings for Approval
- B. Special Use Permit Condition of Approval
- C. Project Conditions of Approval
- D. Planning Commission Resolution No. 2012 – 3

ATTACHMENTS:

- 1. Administrative Report and Minutes for the July 13, 2010 Planning Commission study session
- 2. Administrative Report and Minutes for the August 23, 2011 Planning Commission study session; Responses to Comments on the July 2011 Negative Declaration.
- 3. Mitigated Negative Declaration (February 2012)
- 4. Comments and Responses on the February 2012 Mitigated Negative Declaration
- 5. Applicant's Project Information and Master Plan Packet (separately attached)
- 6. Project Plans (separately attached)
- 7. Traffic and Parking Report
- 8. Cannon Design Review Letters and Project Architect's Response
- 9. Police Department Memo and Data - Parking Enforcement Needs Analysis
- 10. Public Comments and Communication

CC:

Lisa Grote, Community Development Director
Ronald Munekawa, Chief of Planning
Gabrielle Whelan, Assistant City Attorney
Gary Heap, Senior Engineer
Ken Pacini, Associate Engineer
Gary Black, Hexagon Transportation Consultants
Brian Swartz, Project Representative
Rory Walsh, Project Representative
Jim Walsh, Applicant