CITY OF SAN MATEO
PLANNING COMMISSION
MINUTES OF THE REGULAR MEETING
September 27, 2012 (Thursday)

Approved

The meeting convened at 7:30 p.m. in the City of San Mateo Council Chambers and was called to order by Chair Whitaker who led the Pledge of Allegiance.

Those present were Chair Whitaker, Commissioner Moran, Commissioner Bonilla, and Commissioner Hugg. Vice-Chair Massey (absent and excused),

A motion was made by Bonilla, second by Hugg to approve the minutes of the Regular meeting of August 28, 2012.

Vote – Passed 3 in favor, 1 abstention (Vice Chair Massey absent)

***** PUBLIC COMMENT**

Chair Whitaker opened the public comment period.

No other persons wishing to speak, the Chair closed the public comment period.

ITEM 1
+ STUDY SESSION

PA 12-026 THE CAREY SCHOOL, preliminary review of a proposal which includes first-story modifications and second-story additions (of approximately 6,000 square feet) to existing buildings on The Carey School campus. Negligible expansion of the existing footprint of the school campus is proposed. Also requested is ratification of the existing number of faculty and existing student enrollment.

The project site is approximately 96,040 square feet (APN 039-040-160/150). The Carey School is located at 2103 Alameda De Las Pulgas, also known as One Carey School Lane. The site is zoned R1-B.

Project Planner:	Christy Usher, AICP Associate Planner (650) 522-7215 cusher@cityofsanmateo.org
Applicant:	Duncan Lyon Head of School The Carey School One Carey School Lane San Mateo, CA 94403

(650) 345-8205
dlyon@careyschool.org

Ms. Usher gave the staff presentation which included a power point presentation.

The Planning Commission had the following questions for staff:

- Chronology of enrollment numbers, did student enrollment go up before the last approval in 2006? *Staff*: No. In 2006, the school requested an increase in enrollment of 44 students up from an existing enrollment of 180 students.
- Are there any other areas besides the number of students and teachers that are not in compliance? *Staff* : Student enrollment and staff numbers are only non compliance item from the 2006 Conditions of Approval.
- Clarify special use permit request? *Staff*: The requested entitlement will be for a modification of an existing special use permit.
- Two letters of public comment included in the Planning Commission packet reference a request to increase student enrollment please clarify. *Staff*: The applicant is not requesting an increase in student and staff from current numbers, instead a ratification of existing enrollment and staff is requested.

Duncan Lyon gave the applicant presentation, accompanied by Jason Shirriff, Architect, which included a video and power point slides.

The Planning Commission had the following questions for the applicant:

- Where would you be going in the future with long range plans? *Applicant*: The 2006 application indicated an additional project in 2012. The school doesn't have any other plans on the table for construction, expansion, or improvements. The existing enrollment number of 249 students and 47 faculty is our cap.
- Why add 6,000 sq ft when you aren't expecting new students? *Applicant*: The 1950's design is not useful – need group gathering space for special events.
- Please clarify the schools efforts to encourage bicycling and walking to school. *Applicant*: We have mapped out the location of school families and are sharing this information to encourage carpooling. We have met with kids and parents that want to bike to school at Beresford one day to encourage bicycling.
- Capacity relating to 2 new classrooms? *Applicant*: Project scope includes demolition of 5 classrooms and construction of 7 resulting in a net of 2 classrooms which will help us to better deliver on our existing curriculum.
- Do those additional rooms ease the current enrollment numbers for you to increase enrollment in the future? *Applicant*: We have no desire to expand our student enrollment figures beyond our existing enrollment of 249 students. The proposed improvements are to better serve the current student enrollment.

- Are you amenable to loading zone signage specifying hours, etc? *Applicant*: Yes, signage that should help direct parents since our current efforts our self policing.
- Give us details on the existing structure along Alameda. *Applicant*: The new architecture will match 2006 architecture.
- What about the older building at the other end? *Applicant*: No plans right now to improve that existing structure. It is adequate. This current project is what the school really needs, any other project or upgrades at this point would be simply "nice to have" while the proposed project is a necessity for our programming.
- Roofline on new multipurpose room seems to have little slope, what is material? *Applicant*: Standing seam metal roof material is proposed.
- Tell us about landscaping on the outside of the buildings and storm water runoff *Applicant:* We will have best practices in place and we are below the trigger number. Landscaping is a bit beyond budget right now but we will do more landscaping in near future. Playfields, interior courtyard, and sand areas are included but the space is very tight. We are limited in general by the existing property improvements.
- Is the school year, year-round or is there a summer break? *Applicant*: Our school year is Aug – June. During the school year we offer early and late childcare typically 7:30am - 6:00 pm. In the summer the school facility is used by a vender for summer camp programs on Monday thru Fridays.
- Parking and traffic plan is different for Pre-K, they have to park and walk in? *Applicant*: Yes, they parallel park on La Salle Drive and then walk their child in to the campus. Carey has 18 Pre-K students.
- Are older kids dropped off before 8:00 am also required to be signed in by a parent or guardian? *Applicant*: Yes.
- The School provides how many administrators for monitoring during drop off and pick up on Alameda & LaSalle? *Applicant*: The school provides one monitor for La Salle, one monitor for Alameda and has recently added a third monitor at 20th and La Salle.
- Are there bike parking facilities on campus? *Applicant*: Yes, there are bike racks with room for approximately 15 bikes.
- Describe the window condition for the new building space for Pre-K & Kindergarten. *Applicant*: The Pre-K & Kindergarten room starts 3' below grade and has large windows. The music room will be on the second floor right above.
- How long will the portable classrooms for use during construction be on campus? *Applicant*: Yes these will be located at lower level play area for about a year during construction only.

Chair Whitaker opened the public comment period for this item.

The following people spoke:

- John Somorjai, La Senda Road, Hillsborough
- Jason Cruz, La Salle Drive, San Mateo

Their comments included the following:

- My children attend and have graduated from Carey School and I've been active on the Carey School Board. The 2006 Conditions of Approval limitations on student enrollment had not been discussed with the School Board until we recently hired our new headmaster, Mr. Lyon.
- This project is a great addition to the community. Bad weather forces us into a very small room for meetings, performances and other gatherings; therefore, a multipurpose room is greatly needed.
- Parking is at the forefront of school notifications to the neighborhood. My family lives across the street and we find the school to be a good neighbor.
- We have reviewed the plans and walked the school site and find that the addition and improvements would serve the kids better and be more attractive. The project does not change the overall footprint of the campus.
- We have 3 children at the school and find that the new traffic controls during pick-up and drop-off have made a difference.
- The creek bed is in good shape with lots of native plants and the whole campus is well groomed.

(No other persons wishing to speak, the Chair closed the public comment period.)

The Planning Commission requested clarification on the following issues:

- Were these improvements specified in a Master plan from 2006? *Staff*: The school has no official master plan document; however, there is reference in the 2006 staff report to one capital improvement project slated for the future.
- Is it appropriate for the City to request that the school submit a formal Master Plan document so the decision makers can plan in advance rather than piece meal improvement projects? *Staff*: Generally, for a Special Use Permit application we don't typically request a formal Master Plan document to be approved when the development standards are called out for the zone district. For example, in this case the R1 development standards will apply.
- Do we jeopardize California Environmental Quality Act status by doing periodic reviews? *Staff*: No each planning application is reviewed under CEQA as separate submissions.
- La Salle is public street, can we stripe it to indicate traffic flow or loading zones? *Staff*: Possibly; however, all users in the area must be considered including the adjacent multifamily residential units, as well as, emergency response access.

The Planning Commission made the following comments:

- Observed circulation during drop off and pick up. Noted that one administrator had a bullhorn to help direct students to the appropriate vehicle for loading. Compared to other schools the drop off and pick up appeared well executed.
- Story poles seem to illustrate little to no view impacts on surrounding area.
- Additional rooms seem to be for comfort and breathing room, not future expansion.

- Appreciate creek bed with natural plants as noted by resident.
- Comfortable with design concept and the request to ratify existing enrollment numbers if we can write conditions that will have future reporting trigger to ensure compliance especially under a change of management at the school.
- Completed a site visit, was impressed with security, interesting architecture, well maintained grounds and building, creative use of a challenging site, good areas for exercise and play, story poles are well done in that they accurately represent the mass and height of the proposed improvements.
- Noted from the applicant's video that some cars do stop in red curb area, signage might help.
- City needs enrollment totals in writing.
- Recommend loading zone signs, and perhaps white curb on cul-de-sacs and red curbs further down at end of property.
- Have transportation consultant review traffic flow for the record considering safety issues in detail – specify effectiveness of carpool and bike commute and benchmark results to other schools we have on record.
- Write and submit key conditions of approval related to drop-off and pick-up with some flexibility along with any parking arrangements – as a record for future management of school.
- Storm water goes to the lagoon via the little creek – need to ensure highest quality effort to minimize damage or contamination from construction.

This being a study session, no formal action was taken by the Planning Commission.

COMMUNICATIONS/ANNOUNCEMENTS

1. Communications from Staff
    i. Meeting: field trip to Kaiser, Arbor Rose, Prospect Row and other sites on a Saturday in October or November.
    ii. Oct 1 City Council meeting regarding required retail frontage requirements.
    iii. Oct 9 next Planning Commission Meeting: Commercial Condo Conversion.
    iv. Oct 12 Boards & Commissions Dinner.
    v. Oct 23 Planning Commission meeting start at 5:30 with Cal Water study session, then regular meeting starting at 7:30.
    vi. Oct 30 Tuesday special Planning Commission meeting regarding 501 N San Mateo Drive. Chair Whitaker will be absent.
    vii. Two meetings in November, one in December. Noted that Commissioner Moran will be absent from the November 13 meeting.
2. Communications from the Commissioners
3. Does Planning Commission get all neighborhood meeting notices?
4. Other
    a. Special uses definition and Nonconforming use definition
    b. Q Zones

ADJOURNMENT

There being no further items before the Planning Commission, Chair Whitaker adjourned at 9:10 p.m. on Tuesday, September 27, 2012