

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

**DATE:** March 15, 2018

**TO:** Zoning Hearing Officer

**FROM:** Planning Staff

**SUBJECT:** Consideration of a Use Permit Renewal and Amendment, pursuant to Section 6500 of the San Mateo County Zoning Regulations, to allow the continued operation of an elementary school facility and the closure of a pre-school program located at 750 Avenue Alhambra in the unincorporated El Granada area of San Mateo County.

County File Number: PLN 1999-00561 (Wilkinson School)

**PROPOSAL**

The applicant is proposing to continue the operation of an elementary school for children in Kindergarten through 8th Grade located at 750 Avenue Alhambra. School operations were originally split between the subject site and a site across the street at 130 Santa Ana Avenue. The applicant has consolidated the sites to the 750 Avenue Alhambra location and no longer operates out of the 130 Santa Ana Avenue location. The applicant is also proposing to amend their Use Permit to reflect the fact that they have ceased their preschool program.

**RECOMMENDATION**

That the Zoning Hearing Officer approve the Use Permit Renewal and Amendment, County File Number PLN 1999-00561, by making the required findings for approval and adopting to the conditions of approval listed in Attachment A.

**BACKGROUND**

Report Prepared By: Laura Richstone, Project Planner, 650/363-1829

Applicant: Stephanie Weber

Owner: Mortgage Investors X, LLC.

Location: 750 Avenue Alhambra

APN: 047-330-040

Size: 0.8 acres

Existing Zoning: RM-CZ/DR/CD (Resource Management/Coastal Zone/Design Review/Coastal Development)

General Plan Designation: General Open Space

Local Coastal Plan Designation: Open Space

Sphere-of-Influence: Half Moon Bay

Existing Land Use: Institutional

Water Supply: Coastside County Water District (existing service)

Sewage Disposal: Granada Sanitary District (existing service)

Flood Zone: FEMA Zone X (area of minimal flooding); Community Panel No. 06081C0140E, effective date October 16, 2012

Environmental Evaluation: Categorically exempt pursuant to Section 15301, Class 1, related to the continued operation of an existing facility.

Setting: The existing school is located at the edge of a residentially zoned area and open space between the established area of El Granada and Cabrillo Highway.

Chronology:

<u>Date</u>	<u>Action</u>
August 5, 1977	- Use Permit 15-77 conditionally approved for a private school up to 15 students at 130 Santa Ana Avenue.
February 20, 1986	- Use Permit 14-78 conditionally approved for renewal and amendments, and variance for a private school up to 42 students, the Alhambra site is added.
October 15, 1989	- Use Permit 14-78, Coastal Development Permit 89-43 and Resource Management Permit 89-7 approved for a private school at 130 Santa Ana (47 students) and 750 Avenue Alhambra (30 students).
November 9, 1994	- Use Permit 14-78, Coastal Development Permit 94-0031 and Off-Street Parking Exception 94-005 approved for a private school at 130 Santa Ana (46 students) and 750 Avenue Alhambra (80 students).



- November 22, 1994 - County appeal filed.
- February 7, 1995 - The Planning Commission denied the appeal and approved Use Permit 14-78 and Off-Street Parking Exception 94-005.
- February 1995 - Coastal Commission appeal filed.
- April 13, 1995 - Use Permit Renewal and Amendment approved by California Coastal Commission (after subsequent appeals to the Planning Commission and Board of Supervisors) for the private school at both the 130 Santa Ana Avenue site and the Alhambra site.
- September 10, 2003 - A Planning Commission hearing was held to receive an update of the school's operation due to complaints and unmet conditions of approval. The Planning Commission considered a report by staff regarding the status, and issued a modified approval letter with additional conditions with a Use Permit expiration date of March 27, 2007.
- September 3, 2009 - Use Permit Renewal and Amendment to designate the Alhambra site as sole location and construct an addition to the school building approved with modified conditions by the Zoning Hearing Officer.
- October 28, 2013 - Minor modification to reduce the rear addition by approximately 60 sq. ft.
- March 26, 2014 - Use Permit renewal for the continued operation of the Alhambra site initiated.
- December 18, 2017 - Application deemed complete.
- March 15, 2018 - Zoning Hearing Officer public hearing.

**DISCUSSION**

A. **KEY ISSUES**

1. **Compliance with Conditions of the Last Approval**

The conditions from the last approval by the Zoning Hearing Officer on September 3, 2009 are assessed below on their compliance and if the conditions should be retained or revised. Staff recommends that some conditions, as indicated, be removed in instances where the condition:

(1) has been complied with, or (2) is no longer deemed feasible or necessary.

- a. Approval of this Use Permit Renewal and Amendment is only valid for the subject parcel (APN 047-330-040) located at 750 Avenue Alhambra, El Granada and no other parcels. The 130 Santa Ana Avenue location has reverted to residential use and is subject to all R 1/S-17/DR/CD Zoning Regulations. Any re-establishment of school related operations at this, or any other site, will require a Use Permit Amendment.

Compliance with Condition? Yes.

Recommend to Retain Condition? Yes.

- b. 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 3, 2009. Minor adjustments to the project in the course of applying for building permits 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 new hearing date and remove the language pertaining to the building permit because the previously approved addition has been built, finalized, and no new modifications are a part of the current proposal.

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 March 15, 2018. Additional improvements, minor modifications, or intensifications beyond the terms of this approval shall require an amendment of the Use Permit, PLN 1999-00561.

- c. This Use Permit shall be valid for five (5) years following the date of final approval. The applicant shall file for a renewal of this permit six months prior to expiration with the County Planning and Building Department if continuation of the use is desired.

Compliance with Condition? Partial. The Use Permit expired September 3, 2014. The applicant submitted an application for renewal on March 26, 2014; however, the project was never deemed complete and the Use Permit Renewal process was never completed.

Recommended to Retain Condition? Yes, but modified to reflect the new Use Permit terms and dates as follows:

This Use Permit shall be valid for seven (7) years following the date of final approval, valid through March 15, 2025. The applicant shall file for a renewal of this permit six months (September 15, 2024) prior to expiration with the County Planning and Building Department if continuation of the use is desired.

- d. Any changes in use or intensity shall require an amendment to the Use Permit. Amendment to this Use Permit requires an application for amendment, payment of applicable fees, and consideration at a public hearing prior to any changes to this facility.

Compliance with Condition? No. In 2010 Wilkinson School ceased its preschool operations. Such a change constituted a change in intensity. However, Wilkinson School did not apply for an amendment to their Use Permit when this change happened. This change is now included in this Use Permit Amendment and Renewal application.

Recommended to Retain Condition? Yes.

- e. The maximum number of students present at any one time (exclusive of teachers, staff, and aides) shall be determined and approved by the State Community Care Licensing Service, reflective of current conditions as well as maximum capacity allowed by the Fire Marshal. Any future modifications to the school's operation of facilities may require changes in licensing from the State Community Care Licensing Service, which may change total enrollment numbers. This information shall be submitted to the Current Planning Section to confirm maximum allowed enrollments. The current and past attendance shall be made available for viewing to the Community Development Director on demand.

Compliance with Condition? Partial. Per Section 101157 (*Operation without a License*) and Section 101158 (*Exemption from License*) of the State of California Health and Human Services Agency's Child Care Center Licensing Requirements, Wilkinson School no longer needs a license from the State Community Care Licensing Service because they have ceased their preschool operations.

Recommended to Retain Condition? No. Due to the cessation of its pre-school program, Wilkinson School no longer requires a license from the State's Community Care Licensing Service.

- f. The Use Permit is subject to administrative reviews after approval of this Use Permit in August 2010 and August 2012. If the Community Development Director determines that either facility is substantially in violation with the terms of this permit, he/she may bring this permit to a public hearing.

Compliance with Condition? Partial. A minor modification to the previous Use Permit was approved in 2010. The required administrative review was included within the minor modification. However, no subsequent administrative review occurred in August 2012.

Recommended to Retain Condition? Yes but modified to reflect the new administrative reviews as follows:

The Use Permit is subject to one (1) administrative review in February 2021. If the Community Development Director determines that this facility is in substantial violation of the terms of this permit, he/she may bring this permit to a public hearing.

- g. The County may conduct unscheduled inspections of the school facilities and operation for conformance with all applicable County policies, ordinance and permit conditions.

Compliance with Condition? Yes.

Recommended to Retain Condition? Yes.

- h. The hours of operation of the school shall be limited to 7:00 a.m. to 6:00 p.m., Monday through Friday. The applicant shall post on points of access to the school facility signage indicating "School hours are limited to 7:00 a.m. to 6:00 p.m., Monday through Friday" and "School Children are not allowed on the school playgrounds before or after school operating hours, excluding parent/student/teacher meetings." Faculty and staff may have necessary preparation and cleanup time before and after operating hours. Late pick-ups are discouraged by policy, but in some cases are unavoidable due to accidents, emergencies, etc. All late pick-ups are to be documented within attendance records discussed in Condition No. 5.

Compliance with Condition? Yes.

Recommended to Retain Condition? Yes, but modified to reflect the recommended removal of Condition No. 5.

The hours of operation of the school shall be limited to 7:00 a.m. to 6:00 p.m., Monday through Friday. The applicant shall post on points of access to the school facility signage indicating "School hours are limited to 7:00 a.m. to 6:00 p.m., Monday through Friday" and "School Children are not allowed on the school playgrounds before or after school operating hours, excluding parent/student/teacher meetings." Faculty and staff may have necessary preparation and cleanup time before and after operating hours. Late pick-ups are discouraged by policy, but in some cases are unavoidable due to accidents, emergencies, etc. All late pick-ups shall be documented and available upon request for review by the Community Development Director.

- i. The number of parent meetings is limited to 12 meetings per year exclusive of parent/teacher conferences consisting of five people or fewer to consist of the school principal, a teacher, two parents and a child. No parent or student activities on Saturday, Sunday or holidays are permitted except parent workdays may be substituted for evening meetings, one per month, to a maximum of four per year. Notices shall be posted on-site and distributed to all neighbors at least 5 days before such evening meetings or parent workdays. All evening meetings shall conclude by 8:30 p.m.

Compliance with Condition? Yes.

Recommended to Retain Condition? Yes.

- j. No student play activity shall be conducted within any road right-of-way, or on any private property without the permission of the property owner. At all times student play activity shall be supervised by a qualified adult per the requirements of the State's Community Licensing Regulations.

Compliance with Condition? Yes.

Recommended to Retain Condition? Yes, but modified to reflect that Wilkinson School no longer requires a license from the State's Community Care Licensing Services as follows:

No student play activity shall be conducted within any road right-of-way, or on any private property without the permission of the property owner.

- k. The playground areas shall meet State criteria of 75 sq. ft. minimum area per child of safe and safely accessible outdoor activity space to the satisfaction of the State Community Care Licensing Service. This

is to include both the 'flagpole' pre-school playground and main playground.

Compliance with Condition? Yes.

Recommended to Retain Condition? No.

Wilkinson School no longer requires a license from the State's Community Care Licensing Service.

- I. School facilities shall adhere to all San Mateo County Environmental Health regulations.

Compliance with Condition? Yes.

Recommended to Retain Condition? Yes.

- m. All playground facilities and equipment shall be maintained in safe condition at all times to the satisfaction of the State Community Care Licensing Service.

Compliance with Condition? Yes.

Recommended to Retain Condition? No.

Wilkinson School no longer requires a license from the State's Community Care Licensing Service.

- n. This facility is required to be licensed by the State's Community Care Licensing Service.

Compliance with Condition? Yes.

Recommended to Retain Condition? No.

This facility no longer requires licensing from the State Community Care Licensing Service because Wilkinson School has ceased its pre-school program.

- o. The applicant/owners shall notify the County Planning and Building Department of any new additions to the school, whether temporary or permanent, so a proper evaluation may be made prior to the changes occurring. The Planning Department shall be notified a minimum of ten (10) working days prior to any modifications so that staff can assess how the proposed changes may or may not be in compliance with the established conditions of approval.

Compliance with Condition? Yes.

Recommended to Retain Condition? Yes.

- p. The new addition area must match both colors and materials of existing structures on the subject parcel. Paint color(s) shall comply with RM-CZ Zoning Regulation requirements.

Compliance with Condition? Yes.

Recommended to Retain Condition? No. The condition has been fulfilled.

- q. The applicant shall submit an erosion and sediment control plan prepared by an erosion control professional, landscape architect or civil engineer for the project stipulating all such measures to be implemented in the event of a storm during construction throughout the winter season (effective October 15 through April 15). The plan shall be submitted to the current Planning Section for review and approval by the Community Development Director prior to the issuance of the building permit. The Planning Department shall confirm that the approved plan is in place and ready to be implemented (in case of an impending or actual storm) prior to the start of any grading or construction activities at the site. The plan shall be activated during the period of grading activity in the event that any rainstorms occur, and its effectiveness shall be reported on by the applicant's civil engineer. Any revision to the plan shall be prepared and signed by the project engineer and reviewed by the Current Planning Section.

Compliance with Condition? Yes.

Recommended to Retain Condition? No. The condition has been fulfilled.

- r. During project construction, the applicant shall, pursuant to Section 5022 of the San Mateo County Ordinance Code, minimize the transport and discharge of stormwater runoff from the construction site into storm drain systems and water bodies by:
- (1) Using filtration materials on storm drain covers to remove sediment from dewatering effluent.
  - (2) Stabilizing all denuded areas and maintaining erosion control measures continuously between October 15 and April 15.

- (3) Removing spoils promptly and avoiding stockpiling of fill materials, when rain is forecast. If rain threatens, stockpiled soils and other materials shall be covered with a tarp or other waterproof material.
- (4) Storing, handling, and disposing of construction materials and wastes so as to avoid their entry to the storm drain system or water body.
- (5) Avoiding cleaning, fueling, or maintain vehicle on-site exception in an area designed to contain and treat runoff.
- (6) Limiting and timing applications of pesticides and fertilizers to avoid polluting runoff.

Compliance with Condition? Yes.

Recommended to Retain Condition? No. The condition has been fulfilled.

Additional Recommended Conditions: To reflect the maximum allowed student enrollment established by the Planning Commission in 1995 and in response to concerns received from a neighbor regarding parking (discussed in Section B below) staff recommends the following conditions of approval:

- (a) The maximum number of students present at any one time (exclusive of teachers, staff, and aides) shall be reflective of current conditions as well as maximum capacity allowed by the Fire Marshal and shall not exceed 80 students. Current and past enrollment records shall be submitted upon Use Permit Renewal and/or Amendment to the Planning Department to confirm compliance with maximum allowed student enrollment. This information shall also be made available for viewing by the Community Development Director upon demand.
- (b) Wilkinson School shall submit a copy of their most recent Parking Etiquette Plan upon every Use Permit Renewal and/or Amendment.
- (c) Wilkinson School shall enforce all Parking Etiquette Plan rules and policies. The County shall forward any future parking issues to Wilkinson School. If complaints are received, Wilkinson School shall document how those complaints were addressed. This document may be subject to review and



consideration by the Planning Department upon Use Permit Renewal and/or Amendment.

2. Conformance with the County General Plan

Staff has reviewed the project for conformity with all applicable General Plan Policies including the following:

a. Visual Quality Policies

Wilkinson School is an existing K-8 elementary school located on a parcel that is situated between Highway 1 and Avenue Alhambra and sits within a County Scenic Corridor and a Design Review District.

General Plan Policy 4.22 (*Scenic Corridors*) seeks to protect and enhance the visual quality of scenic corridors by managing the location and appearance of development and Policy 4.36 (*Urban Area Design Concept*) seeks to maintain the visual character of development in urban areas and ensure that new development is designed and constructed to contribute to the orderly and harmonious development of the locality.

Though no new construction is proposed with this Use Permit Renewal, the existing single story school house and play area match the character of the surrounding community. The school was designed and built with a pitched roof and horizontal siding which is painted light blue with a white trim. The construction of the school house - and all past additions – adhere to the design review standards stipulated in Chapter 28.1 of the San Mateo County Zoning Regulations. These regulations require structures to be designed and situated so as to retain and blend with the surrounding environment, landforms, and neighborhood and to allow adequate light and air for the property and adjacent properties. All past Wilkinson School construction has been held to these standards and has been reviewed and approved by the Planning Commission.

As noted above, Wilkinson School is situated within the Highway 1 County Scenic Corridor. When operating within a scenic corridor, public view from and within the corridor should be protected and development is not be allowed to obscure or detract from scenic views. While Wilkinson School is visible from Highway 1, the majority of the main play area is screened from view from both Highway 1 and Avenue Alhambra by existing landscaping. Landscaped areas also screen the main play field and the school itself to further reduce any visual impact Wilkinson School may have on the adjacent residential neighborhood.

b. Urban Land Use Policies

Urban Land Use Policy 8.13 (*Appropriate Land Use Areas*) designates this portion of unincorporated El Granada with a General Plan Land Use Designation of Open Space Urban. When the first Use Permit for Wilkinson School's Avenue Alhambra site was originally granted in 1978, the Avenue Alhambra site had a General Plan Land Use Designation of Institutional which allowed the operation of a school by right. Since then, the Avenue Alhambra site's General Land Use Designation has changed from Institutional to Open Space Urban. While Institutional school uses are not explicitly identified as a compatible use associated with the Open Space Urban designation (as identified in table 7.1P of the San Mateo County General Plan) the use of the site as a school closely resembles the other compatible uses identified in table 7.1P and is allowed by the RM-CZ Zoning District with the issuance of a Use Permit.

3. Conformance with the Local Coastal Program (LCP)

Staff has reviewed the project for conformity with all applicable Local Coastal Program Policies including the following:

a. Visual Qualities Policies

Policy 8.32 (*Regulation of Scenic Corridors in Urban Areas*) seeks to apply the Design Review regulations, the design criteria specified in the Community Design Manual, and the Special Design Guidelines listed in Policy 8.13 (a) of the LCP to control the look and feel of development within the County Scenic Corridor.

Though zoned RM-CZ, Wilkinson School sits within the urban area of El Granada. Policy 1.3 (*Definition of Urban Areas*) states that in order to make a logical urban/rural boundary, some land has been included within the Urban Boundary which should be restricted to open space uses and not developed at relatively high densities. Policy 1.5 (*Land Uses and Development Densities in Urban Areas*) permits urban area land uses designated on the Land Use Plan Map and conditional uses at densities specified in Tables 1.2 and 1.3 of the LCP. Wilkinson School's intensity of use is controlled by the County's density credit regulations. Density credit regulations, which include measuring the amount of projected water use, apply to all RM-CZ zoned parcels within urban and rural areas. Past evaluations by the Planning Commission have assessed Wilkinson School's water consumption and intensity of use. See Section 4.a below for detailed discussion of how density credits are applied to Wilkinson School.

4. Conformance with Zoning Regulations

a. RM-CZ (Resource Management-Coastal Zone) District Regulations

The purpose of the Resource Management Coastal Zone District is to meet the County's objective for open space and conservation.

Located in the RM-CZ, Wilkinson School's density and intensity of use is regulated by the density credit system. As a legal parcel, this site is entitled to one density credit. One density credit equates to one single-family residence or the equivalent intensity of a non-residential use.

Intensity of use for residential development is calculated on the basis of water consumption, at the rate of 315 gallons of water per day per credit for non-commercial recreational uses. Water use is the best available method to measure non-residential density in the RM-CZ Zoning District, and is the only substantive criteria for measuring density in this area. Thus, this site could accommodate a school which is roughly equivalent to a single-family residence and is projected to consume no more than 315 gallons of water per day. Past decisions by the Planning Commission have determined that 80 students would consume 315 gallons of water per day (or less) and thus Wilkinson School is capped at 80 students. With a current enrollment of 74 students, Wilkinson Schools falls under their allowed maximum of 80 students and only consumes the one density credit allotted to their parcel.

Though not a principally permitted use in the RM-CZ Zoning District, schools are allowed upon the issuance of a Use Permit. The Use Permit procedures provide the County latitude in setting conditions which will assure that the proposed use is not detrimental to the immediate neighborhood and the community at large. The impacts associated with the school's operation and the conditions required to mitigate them are discussed below.

b. Development Standards

Wilkinson School and all past additions have been reviewed by the Planning Department to ensure that all development standards are adhered to. Wilkinson School meets all development standards for height, FAR (floor area ratio) and front, rear, and right yard setbacks (see table below) for the RM-CZ/DR/CD Zoning District. As an existing legal non-conforming structure Wilkinson School has a substandard right side yard setback of 17.2 feet where 20 feet is required. Legal non-conforming structures are defined as any legal

building or structure that does not conform to the development standards currently in effect including, but not limited to density, setbacks, height, floor area, daylight plane, and lot coverage requirements. Per Section 6130 of the Zoning Regulations, non-conforming structures are permitted to persist as long as new development is minor, meets current regulations, and does not increase the non-conformity. As such, Wilkinson School adheres to all current development standards.

<b>Development Requirements</b>	<b>Required</b>	<b>Existing</b>
Height	36 foot maximum	21 feet
Floor Area Ratio (FAR)	6,200 sq. ft. maximum	4,080 sq. ft.
Front Setback	50 foot minimum	51 feet
Rear Setback	20 foot minimum	150 feet plus
Right Side Yard Setback	20 foot minimum	17.2 feet
Left Side Yard Setback	20 foot minimum	21.3 feet

c. Development Review Criteria

The proposed Use Permit and Amendment for Wilkinson School to continue the operation of an existing K-8th grade elementary school is consistent with Chapter 36A.2 (*Development Review Criteria*) of the San Mateo Zoning Regulations. The intent of this Chapter is to assess the environmental impacts of a proposed project and to protect natural resources. Adherence to the Development Review Criteria reduces the environmental impacts of proposed development and promotes public safety by limiting development in special hazard areas located within the RM-CZ Zoning District.

Wilkinson School is located in the urbanized mid-coast area of El Granada. Due to its location between Highway 1 and urbanized El Granada, the project site has no identified vegetative, agricultural, water, habitat, or wildlife resources. Though Wilkinson School sits within the Highway 1 scenic corridor, it has been designed and situated on the parcel to lessen its impact on scenic corridor viewsheds through adherence to the Design Review Regulations (discussed above) and the use of vegetative screens. Though located on the coast, the project parcel sits outside of the tsunami inundation area, is not situated on a fault or within a fault zone, and is located in an area of minimal flooding. The continued operation of this facility is consistent with Chapter 36A.2 of the Zoning Regulations and will not impact any identified natural resources or pose a hazard to public safety.

d. Parking Requirements

Wilkinson School was originally granted a parking exception to allow seven (7) parking spaces where eleven (11) were required. Currently, Wilkinson School's parking lot provides a total of 12 parking spaces - including one (1) required handicapped parking space - and is compliant with the conditions of the original parking exception. Any future additions to the existing structure or expansion to Wilkinson School's operation will be reviewed for conformance with the parking regulations and may require Wilkinson School to provide additional off-street parking spaces.

5. Conformance with Use Permit Findings

Under the provisions of Section 6500 of the Zoning Regulations, schools are permitted in the RM-CZ Zoning District subject to the issuance of a Use Permit. In order to approve the Use Permit for the school's continued operation and amend the Use Permit to reflect the closure of the preschool program the Zoning Hearing Officer must find that:

- a. **The establishment, maintenance and/or conducting of the proposed 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 determined that the proposed conditions of approval, as well as the applicable conditions from the previous Use Permit approval, will ensure that these potential impacts are reduced to less than significant levels and will not be detrimental to the public welfare or neighboring parcels. No changes to the hours of operations are proposed and the current enrollment of 74 students is below Wilkinson School's maximum allowed enrollment of 80 students. The number of vehicular trips will not increase, and is expected to lessen from what was originally analyzed in the issuance of the original Use Permit.

B. NEIGHBORHOOD CONCERNS

A number of complaints have been received by Planning Staff from a concerned neighbor. This neighbor stated that there is lack of adherence Wilkinson School's parking and circulation plan and that particular vehicles have been parking outside of the designated pick-up and drop-off areas identified on the parking and circulation plan (see Attachment E for the parking plan). Upon receipt of the complaint (and a detailed description of the vehicles in question), Planning Staff informed Wilkinson School about the neighbor's concerns. Wilkinson School stated that they were not familiar with this vehicle and suggested that it might be

a parent associated with El Granada Elementary School. The concerned neighbor stated that he has personally witnessed the parent and two children exit the vehicle and walk across the street and enter Wilkinson School. Enforcement of the etiquette plan falls upon Wilkinson School and their Board. The County has encouraged the concerned neighbor to contact Wilkinson School's Business and Operations Manager to work cooperatively to resolve this issue. Though Wilkinson School's etiquette plan prohibits parking outside of specified areas, the County cannot prohibit public parking within the public right-of-way. As such, the County cannot force Wilkinson School to comply with their parking etiquette plan. Recommended Condition of No. 14 has been added to address future parking and circulation issues. As of the date of this report, the parking issue between the neighbor and Wilkinson School has not been resolved.

C. ENVIRONMENTAL REVIEW

The project is categorically exempt pursuant to Section 15301, Class 1 of the California Environmental Quality Act (CEQA) related to the continued operation of an existing facility.

D. REVIEWING AGENCIES

Building Inspection Section  
Department of Public Works  
Coastside Fire Protection District  
Midcoast Community Council

**ATTACHMENTS**

- A. Recommended Findings and Conditions of Approval
- B. Vicinity Map
- C. Site Plans
- D. Existing Floor Plans
- E. Elevations
- F. Public Correspondence
- G. Traffic Etiquette Plan/Handout
- H. Photos

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County of San Mateo  
Planning and Building Department

**RECOMMENDED FINDINGS AND CONDITIONS OF APPROVAL**

Permit or Project File Number: PLN 1999-00561

Hearing Date: March 15, 2018

Prepared By: Laura Richstone  
Project Planner

For Adoption By: Zoning Hearing Officer

**RECOMMENDED FINDINGS**

For the Environmental Review, Find:

1. That the proposed renewal is categorically exempt from environmental review pursuant to the California Environmental Quality Act (CEQA), Section 1501, Class 1, Continued Operation of an Existing Facility.

Regarding the Use Permit Renewal Find:

2. That the establishment maintenance, and/or conducting of the proposed 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 conditions of approval will ensure that the potential impacts are reduced and will not be detrimental to the public welfare or neighboring parcels. No operation changes are proposed at this time that would increase the intensity of the use.

**RECOMMENDED CONDITIONS OF APPROVAL**

Current Planning Section

1. Approval of this Use Permit Renewal and Amendment is only valid for the subject parcel (APN 047-330-040) located at 750 Avenue Alhambra, El Granada and no other parcels. The 130 Santa Ana Avenue location has reverted to residential use and is subject to all R-1/S-17/DR/CD Zoning Regulations. Any re-establishment of school related operations at this, or any other site, will require a Use Permit Amendment.
2. 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 March 15, 2018. Additional improvements or intensification beyond the terms of this approval shall require an amendment of the Use Permit, PLN 1999-00561.

3. This Use Permit shall be valid for seven (7) years following the date of final approval, valid through March 15, 2025. The applicant shall file for a renewal of this permit six months (September 15, 2024) prior to expiration with the County Planning and Building Department if continuation of the use is desired.
4. Any changes in use or intensity shall require an amendment to the Use Permit. Amendment to this Use Permit requires an application for amendment, payment of applicable fees, and consideration at a public hearing prior to any changes to this facility.
5. This Use Permit is subject to one (1) administrative review in February 2021. If the Community Development Director determines that this facility is in substantial violation of the terms of this permit, he/she may bring this permit to a public hearing.
6. The County may conduct unscheduled inspections of the school facilities and operation for conformance with all applicable County policies, ordinance and permit conditions.
7. The hours of operation of the school shall be limited to 7:00 a.m. to 6:00 p.m., Monday through Friday. The applicant shall post on points of access to the school facility signage indicating "School hours are limited to 7:00 a.m. to 6:00 p.m., Monday through Friday" and "School Children are not allowed on the school playgrounds before or after school operating hours, excluding parent/student/teacher meetings." Faculty and staff may have necessary preparation and cleanup time before and after operating hours. Late pick-ups are discouraged by policy, but in some cases are unavoidable due to accidents, emergencies, etc. All late pick-ups shall be documented and available upon request for review by the Community Development Director.
8. The number of parent meetings is limited to 12 meetings per year exclusive of parent/teacher conferences consisting of five people or fewer to consist of the school principal, a teacher, two parents and a child. No parent or student activities on Saturday, Sunday or holidays are permitted except parent workdays may be substituted for evening meetings, one per month, to a maximum of four per year. Notices shall be posted on-site and disturbed to all neighbors at least 5 days before such evening meetings or parent workdays. All evening meetings shall conclude by 8:30 p.m.
9. No student play activity shall be conducted within any road right-of-way, or on any private property without the permission of the property owner.
10. School facilities shall adhere to all San Mateo County Environmental Health regulations.



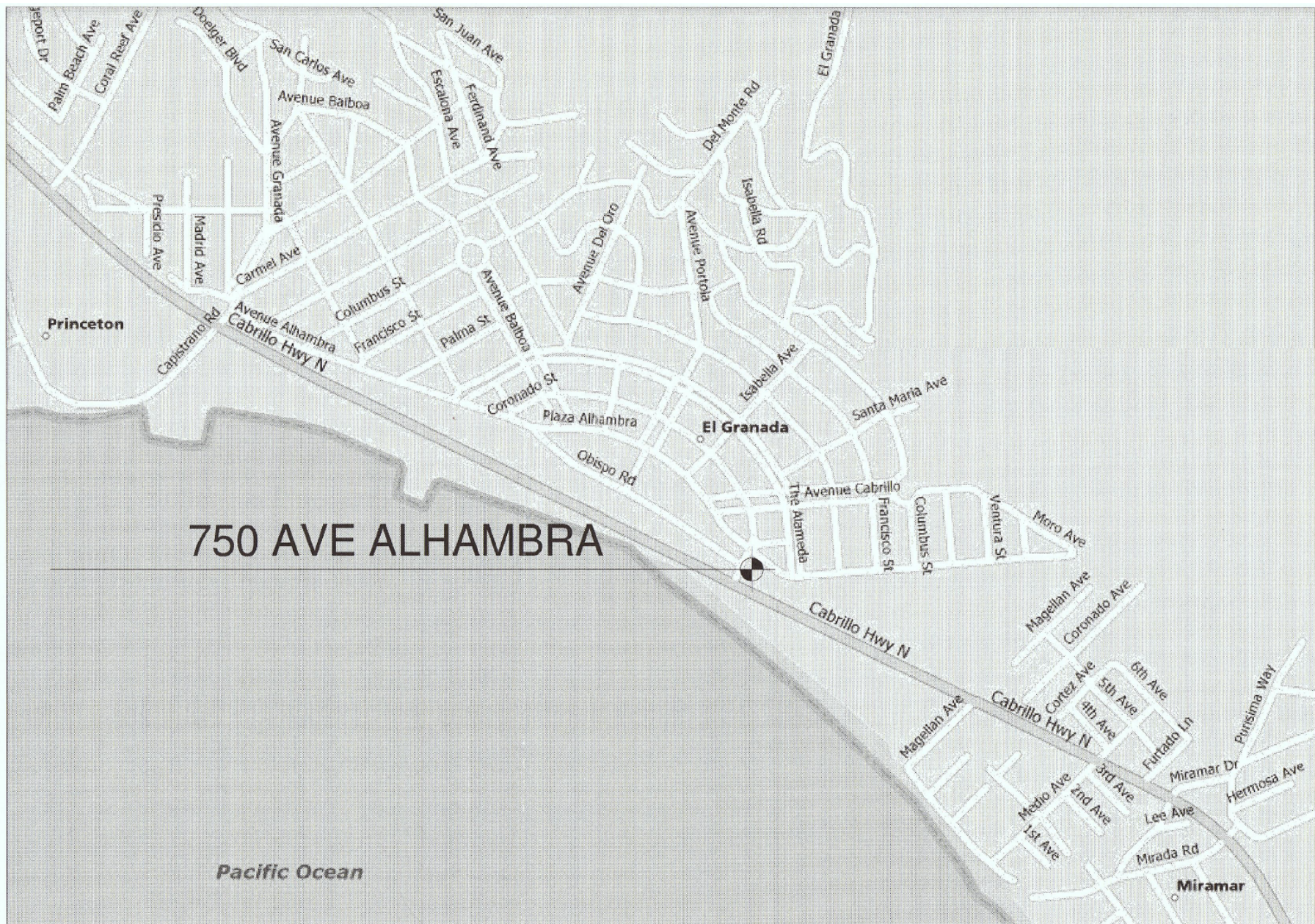
11. The applicant/owners shall notify the County Planning and Building Department of any new additions to the school, whether temporary or permanent, so a proper evaluation may be made prior to the changes occurring. The Planning Department shall be notified a minimum of ten (10) working days prior to any modifications so that staff can assess how the proposed changes may or may not be in compliance with the established conditions of approval.
12. The maximum number of students present at any one time (exclusive of teachers, staff, and aides) shall be reflective of current conditions as well as maximum capacity allowed by the Fire Marshal and shall not exceed 80 students. Current and past enrollment records shall be submitted upon Use Permit Renewal and/or Amendment to the Current Planning Section to confirm compliance with maximum allowed student enrollment. This information shall also be made available for viewing by the Community Development Director upon demand.
13. Wilkinson School shall submit a copy of their most recent Parking Etiquette Plan upon every Use Permit Renewal.
14. Wilkinson School shall enforce all Parking Etiquette Plan rules and policies. The County shall forward any future parking issues to Wilkinson School. If complaints are received, Wilkinson School shall document how those complaints were addressed. This document may be subject to review and consideration by the Planning Department upon Use Permit Renewal and/or Amendment.

#### Coastside Fire Protection District

15. Emergency Building Access: The proposed project will require the installation of "Knox Boxes". These emergency key boxes are required when access to or within a structure or an area is unduly difficult because of secured openings or where immediate access is necessary for life saving or fire-fighting purposes. The Chief will determine the location for the key box and provide an authorized order form. All security gate systems controlling vehicular access shall be equipped with a "Knox," key operated emergency entry device. Applicant shall contact the Fire Prevention Bureau for specifications and approvals prior to installation.
16. Address Numbers: Building identification shall be conspicuously posted and visible from the street. (TEMPORARY ADDRESS NUMBERS SHALL BE POSTED PRIOR TO COMBUSTIBLES BEING PLACED ON SITE.) The letters/numerals for permanent address numbers shall be of 6-inch height with a minimum 3/4-inch stroke and of a color, which is contrasting with the background. Such letter/numerals shall be illuminated and facing the direction of access.
17. Fire Extinguishers: There must be at least one 2A10BC fire extinguisher for each 3,000 square feet, travel distance not to exceed 75 feet with at least one extinguisher per floor per Title 19, California Code of Regulations.

MAR:LAR:aow – LARBB0765\_WAU.DOCX





## San Mateo County Zoning Hearing Officer Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_

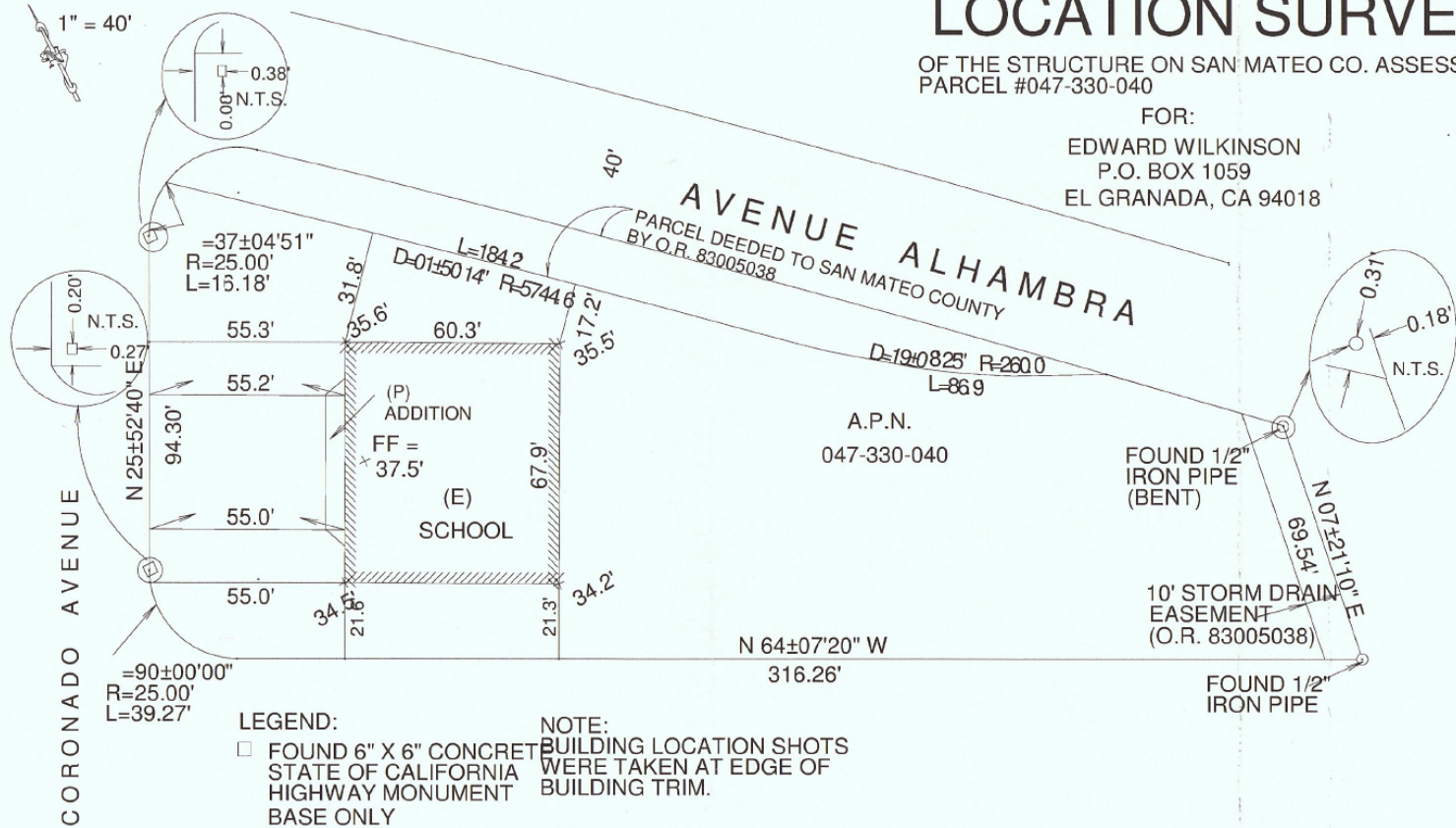


# LOCATION SURVEY

OF THE STRUCTURE ON SAN MATEO CO. ASSESSOR'S  
PARCEL #047-330-040

FOR:

EDWARD WILKINSON  
P.O. BOX 1059  
EL GRANADA, CA 94018



**LEGEND:**

- FOUND 6" X 6" CONCRETE STATE OF CALIFORNIA HIGHWAY MONUMENT BASE ONLY

**NOTE:**

BUILDING LOCATION SHOTS WERE TAKEN AT EDGE OF BUILDING TRIM.

## CABRILLO HIGHWAY

180' RIGHT OF WAY

**T.B.M.**

TOP OF BOLT ON TOP OF FIRE HYDRANT ON THE NORTHERLY SIDE OF SANTIAGO AVENUE AT THE ALAMEDA. ELEV. 43.77 ASSUMED.

**COASTSIDE LAND SURVEYING**

799 MAIN STREET #E  
HALF MOON BAY, CA 94019  
650 726-1715

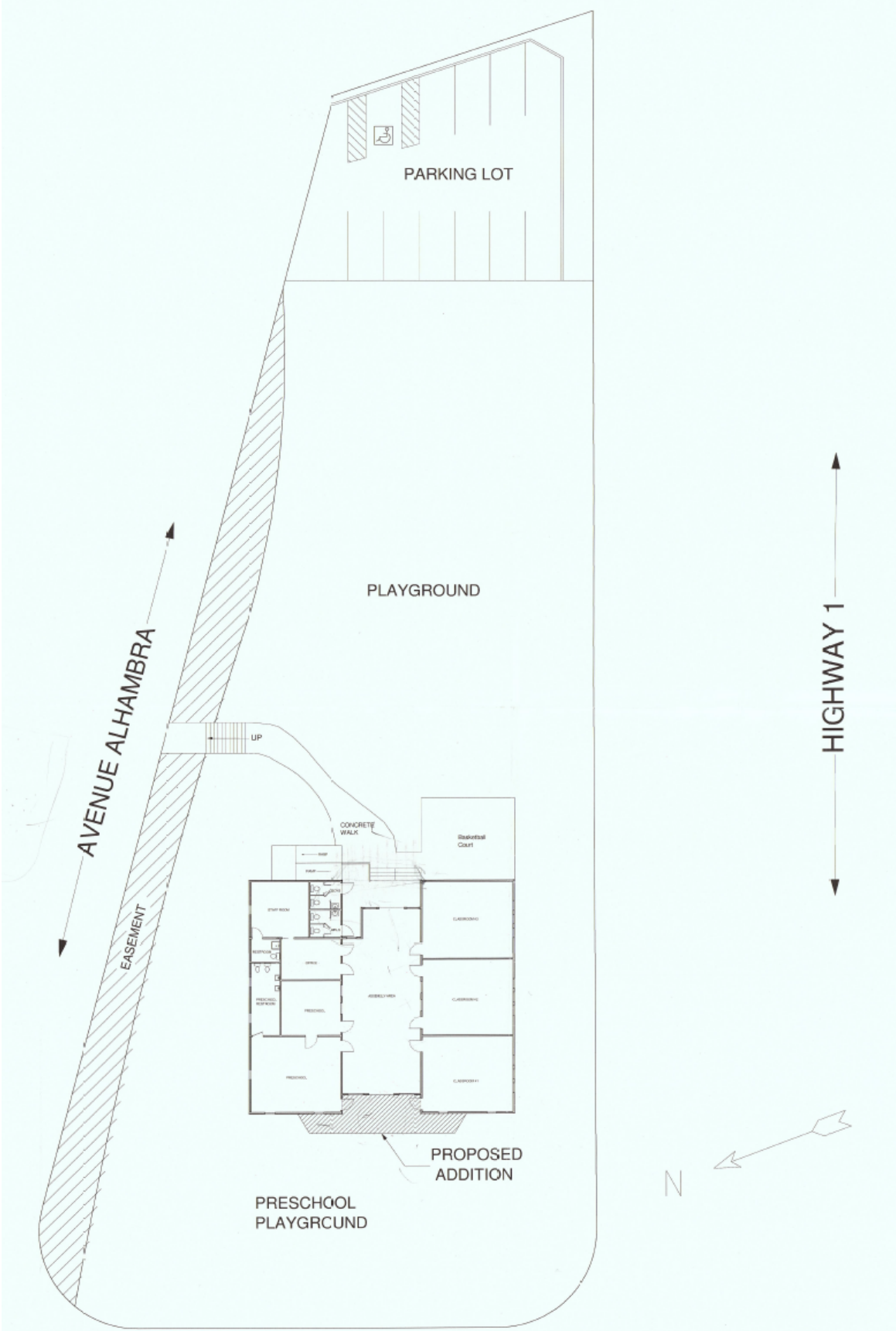
OCTOBER 2007  
WO #21-07 21-07DWG.PCS

### San Mateo County Zoning Hearing Officer Meeting

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



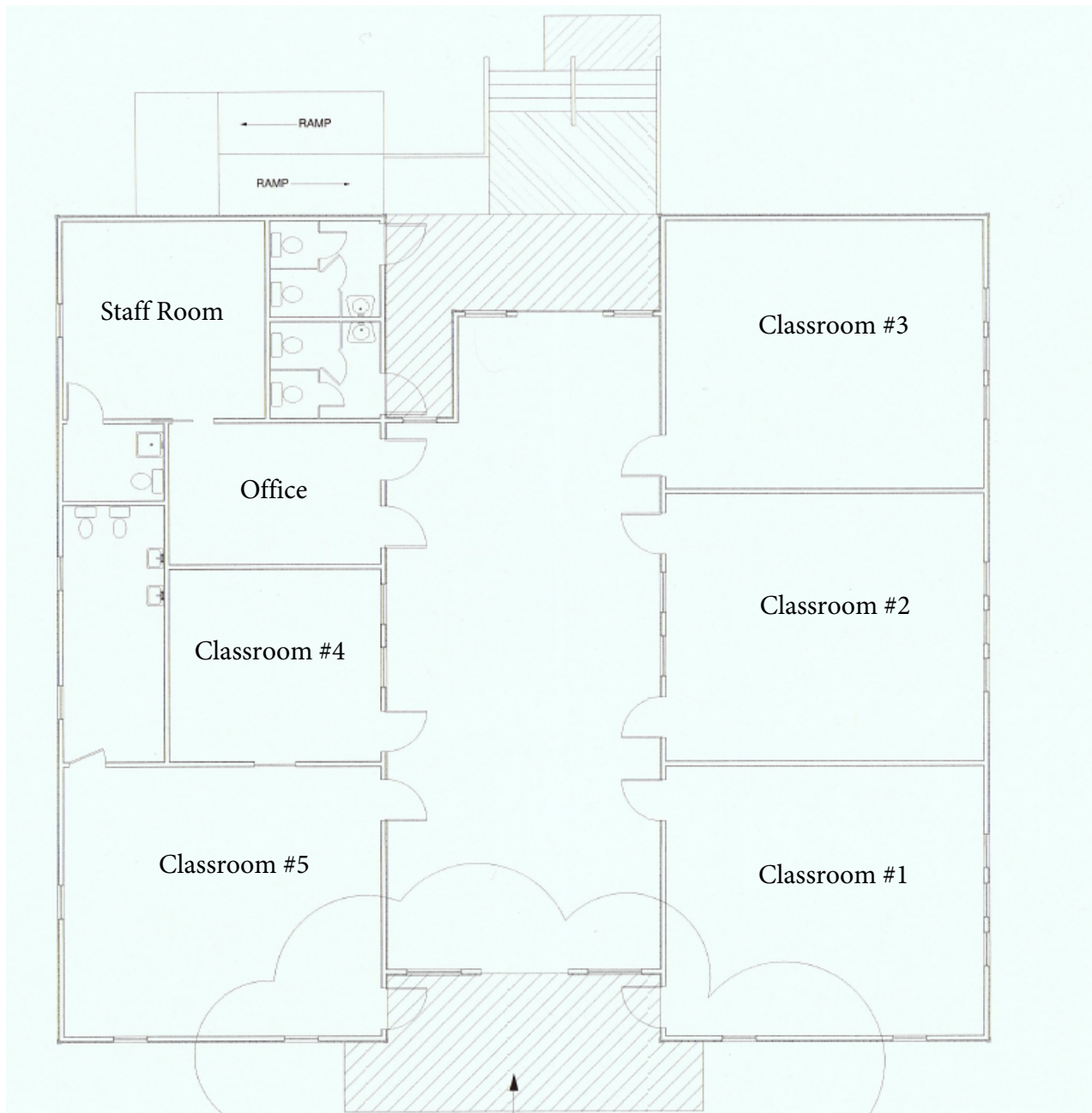
**SITE PLAN** 1/16" = 1'-0"

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant:

Attachment:

File Numbers:

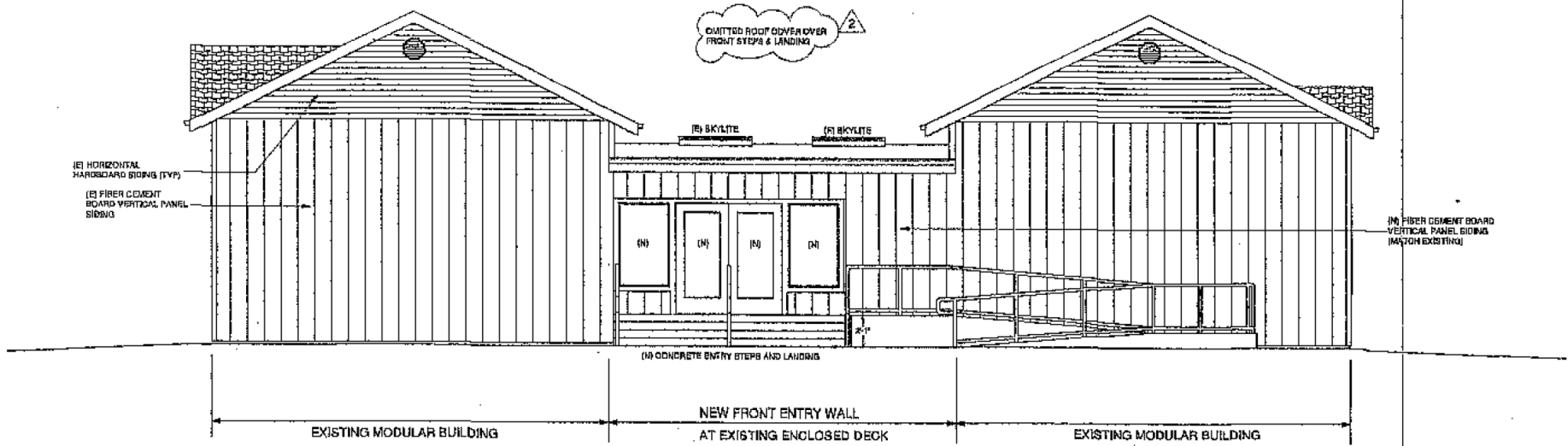


**San Mateo County Zoning Hearing Officer Meeting**

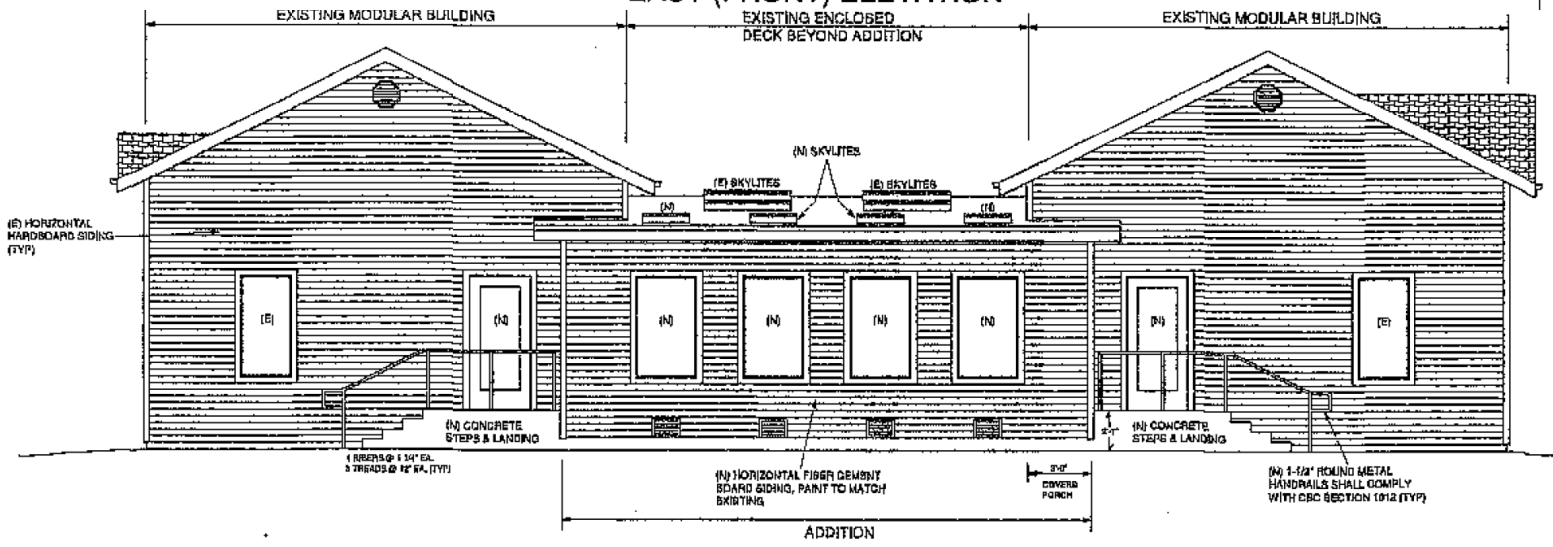
Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



**EAST (FRONT) ELEVATION**



**WEST (REAR) ELEVATION**

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_





**Laura Richstone**

---

**From:** Peter Logan <lifemoving@hotmail.com>  
**Sent:** Wednesday, November 15, 2017 10:05 AM  
**To:** Laura Richstone  
**Subject:** Re: Wilkinson School Parking  
**Attachments:** IMG\_0658.JPG; IMG\_0657.JPG

Hi Laura,

The reason the Wilkinson School denies this car with two children is one of theirs is because it parks outside our window, not the drop off lane designated in their PARKING GUIDELINES (pic). I observed the dad and two children walk around the corner, cross the street, and enter the gate to the Wilkinson School, not El Granada Elementary. The dad is about 5'10", thick brown- gray hair, wears glasses. Vehicle is a red VW diesel wagon, plate i.d. [REDACTED]

As this has been his practice for years now, we would really appreciate your help to stop this disturbance.

Thank you.

Peter Logan

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**From:** Laura Richstone <LRichstone@smcgov.org>  
**Sent:** Friday, October 27, 2017 12:32 AM  
**To:** lifemoving@hotmail.com  
**Subject:** Wilkinson School Parking

Hi Peter,

I spoke to Wilkinson School and provided them with the description of the red VW wagon. Wilkinson School said that they are familiar with the cars that drop off students and that this car is not one of them. They believe that this car is most likely associated with parents dropping off their children at El Granada Elementary School. Are you sure that the children associated with the VW wagon attend Wilkinson School and not El Granada Elementary? If yes, can you provide a description of the parent(s) and/or children so that Wilkinson School can identify these individuals and resolve this issue?

Thank you,

**Laura Richstone**  
Planner I  
[LRichstone@smcgov.org](mailto:LRichstone@smcgov.org)

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



**From:** Laura Richstone  
**Sent:** Wednesday, October 11, 2017 12:30 PM  
**To:** 'lifemoving@hotmail.com' <[lifemoving@hotmail.com](mailto:lifemoving@hotmail.com)>  
**Subject:** Wilkinson School Parking

Hi Peter,

As James has said, I am the Planner managing Wilkinson School's Use Permit Renewal. I am aware of your complaints and I am working with the School directly to address them. I will keep you abreast of what will be done to correct this issue etc. Please email/call me directly if you have any more complaints and/or questions.

Thank you,

**Laura Richstone**

Planner I

[lrichstone@smcgov.org](mailto:lrichstone@smcgov.org)



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

Planning and Building Department

455 County Center, 2nd Floor

Redwood City, CA 94063

(650) 363-1829 T

## ***San Mateo County Zoning Hearing Officer Meeting***

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_

**Laura Richstone**

---

**From:** Laura Richstone  
**Sent:** Thursday, October 26, 2017 5:30 PM  
**To:** livemoving@hotmail.com  
**Subject:** RE: Wilkinson School Parking

Hi Peter,

I spoke to Wilkinson School and provided them with the description of the red VW wagon. Wilkinson School said that they are familiar with the cars that drop off students and that this car is not one of them. They believe that this car is most likely associated with parents dropping off their children at El Granada Elementary School. Are you sure that the children associated with the VW wagon attend Wilkinson School and not El Granada Elementary? If yes, can you provide a description of the parent(s) and/or children so that Wilkinson School can identify these individuals and resolve this issue?

Thank you,

**Laura Richstone**  
Planner I  
[lrichstone@smcgov.org](mailto:lrichstone@smcgov.org)



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

Planning and Building Department  
455 County Center, 2nd Floor  
Redwood City, CA 94063  
(650) 363-1829 T

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**From:** Laura Richstone  
**Sent:** Wednesday, October 11, 2017 12:30 PM  
**To:** 'livemoving@hotmail.com' <livemoving@hotmail.com>  
**Subject:** Wilkinson School Parking

Hi Peter,

As James has said, I am the Planner managing Wilkinson School's Use Permit Renewal. I am aware of your complaints and I am working with the School directly to address them. I will keep you abreast of what will be done to correct this issue etc. Please email/call me directly if you have any more complaints and/or questions.

Thank you,

**Laura Richstone**  
Planner I  
[lrichstone@smcgov.org](mailto:lrichstone@smcgov.org)

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant:

Attachment:

File Numbers:

**Laura Richstone**

---

**From:** James Castaneda  
**Sent:** Tuesday, October 10, 2017 11:20 AM  
**To:** Peter Logan  
**Cc:** Laura Richstone  
**Subject:** Re: Wilkinson School

Peter, I'm no longer working on this project. I believe Laura Richstone is now assigned this project. As I've suggested in the past, you should also work with Code Enforcement if you believe they're in violation.

Regards,  
James

**James A. Castañeda, AICP**  
Planner III  
Program Coordinator – SFO Airport/Community Roundtable

San Mateo County Planning and Building Department  
455 County Center, 2nd Floor | Redwood City, CA 94063 | 650-363-1853  
[sforoundtable.org](http://sforoundtable.org)

---

**From:** "lifemoving@hotmail.com" <lifemoving@hotmail.com>  
**Date:** Tuesday, October 10, 2017 at 10:16 AM  
**To:** James Castaneda <jcastaneda@smcgov.org>  
**Subject:** Fw: Wilkinson School

James:

Did not receive a reply. Same as before, same vehicle, same disturbance to our mornings.

Peter

---

**From:** Peter Logan <lifemoving@hotmail.com>  
**Sent:** Friday, September 29, 2017 8:10 PM  
**To:** Laura A. Richstone  
**Cc:** James Castaneda  
**Subject:** Re: Wilkinson School

Thank you James for responding to our complaint of traffic circulation and parking outside our home. Once again, in its own PARKING GUIDELINES, which states "In order to lessen the impact of our school on the neighborhood, we require parents to park only on Ave Alhambra". As you know, this is a private school and the parking guidelines represent its own policy.

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant:

Attachment:

File Numbers:

**Laura Richstone**

---

**From:** Peter Logan <lifemoving@hotmail.com>  
**Sent:** Friday, September 29, 2017 1:11 PM  
**To:** Laura Richstone  
**Cc:** James Castaneda  
**Subject:** Re: Wilkinson School

Thank you James for responding to our complaint of traffic circulation and parking outside our home. Once again, in its own PARKING GUIDELINES, which states "In order to lessen the impact of our school on the neighborhood, we require parents to park only on Ave Alhambra". As you know, this is a private school and the parking guidelines represent its own policy.

One parent in particular with two children consistently parks right outside the window of the room where I sleep while I am recovering from major surgery. Our windows are always open a bit. Yesterday, he parked on Coronado St. Our home is on the corner of Coronado St. and Santa Anna.

Out of curiosity, I walked over to Ave Alhambra where I observed several open parking spaces, which is where parents are required to park. If he parked where he is required, he would not startle my wife and me from our morning routine.

His vehicle i.d. is license THW179 red VW diesel wagon. We believe that he considers himself an exception to the rule as he has consistently parked outside of our home or directly across the street for years.

We would greatly appreciate your help.

Peter Logan

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**From:** James Castaneda <jcastaneda@smcgov.org>  
**Sent:** Tuesday, April 25, 2017 7:20 PM  
**To:** Peter Logan  
**Cc:** Laura A. Richstone  
**Subject:** RE: Wilkinson School

Peter. I'm forwarding this over to the project planner this has been reassigned to. Ill also forward it over to the school to make them aware of situation to reach out to the individual to correct the issue.

James

---

**From:** Peter Logan [mailto:lifemoving@hotmail.com]  
**Sent:** Tuesday, April 25, 2017 11:55

**San Mateo County Zoning Hearing Officer Meeting**

Owner/Applicant:

Attachment:

File Numbers:

**Laura Richstone**

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**From:** James Castaneda  
**Sent:** Tuesday, April 25, 2017 12:21 PM  
**To:** Peter Logan  
**Cc:** Laura Richstone  
**Subject:** RE: Wilkinson School

Peter. I'm forwarding this over to the project planner this has been reassigned to. Ill also forward it over to the school to make them aware of situation to reach out to the individual to correct the issue.

James

---

**From:** Peter Logan [mailto:lifemoving@hotmail.com]  
**Sent:** Tuesday, April 25, 2017 11:55  
**To:** James Castaneda  
**Subject:** Wilkinson School

Dear Mr. Castaneda,

This is yet another complaint regarding the traffic circulation and parking plan not being adhered to. For example, we know that the same family with two children attending the private school are brought to the school in either one of the parent's vehicles at around 0815 (red VW wagon, white Toyota minivan). This morning, one minute later, a black utility van backed up to the front of the Toyota. The aforementioned family has parked there since September.

In it's own PARKING GUIDELINES, it states "In order to lessen the impact of our school on the neighborhood, we require parents to park only on Ave Alhambra". Contained in the same GUIDELINE, a street map indicates NO parking on Coronado and NO parking on Santa Anna.

We would appreciate your help in this matter.

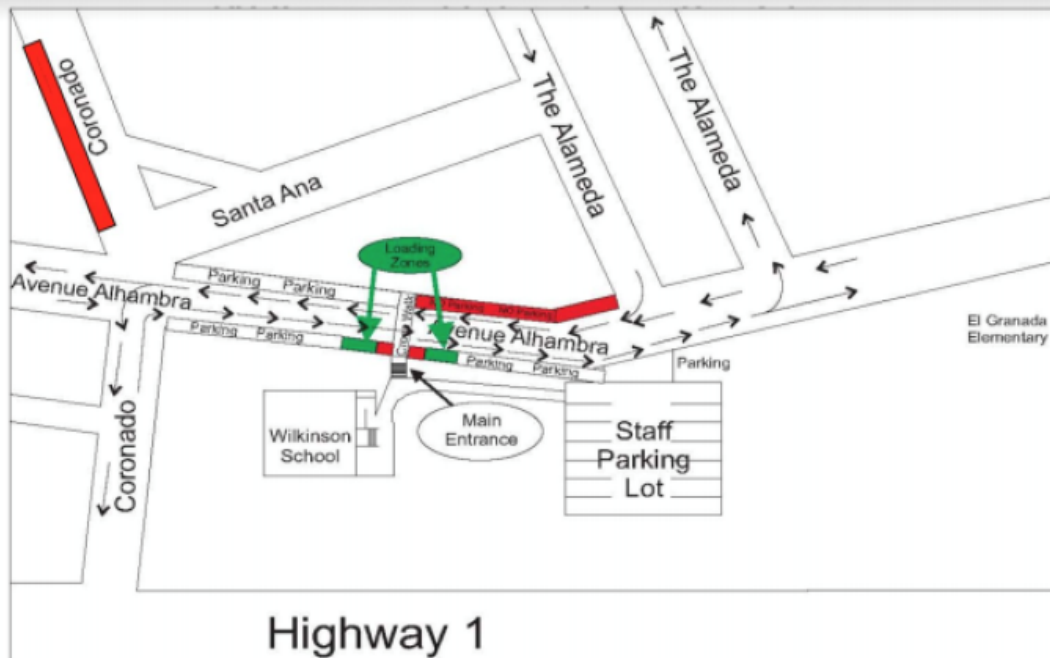
Peter Logan

***San Mateo County Zoning Hearing Officer Meeting***

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_



### Drop off and Pick Up

- All persons dropping off or picking up children are asked to be **sensitive to our neighbors**.
- Students under 4th grade cannot be released to walk home alone without prior permission from the parents/guardian.
- The spaces closest to the crosswalks are a fire zone and parking is not allowed in these areas. If you park here, you risk a ticket and you risk the safety of the kids and the school if an emergency was to occur.
- The space before and after the crosswalk is the loading zone for picking up and dropping off children (marked green on the map above). Kindly use this area only to drop off your children. While this is marked 5-minute parking, please do not park in this area if you have to come into the school during the morning drop off or afternoon pick up time frame.
- Please observe traffic regulations, such as avoiding parking in red zones, areas marked by cones, and observing stop signs.
- Do not impede traffic by stopping in the street.
- Do not make U-turns in school areas.
- School drop offs should be made on the east or west side of Avenue Alhambra. If you would like to come into the school with your child, please park in an appropriate, legal space as indicated on the map above. Avoid parking in the adjacent residential areas.
- A bike rack is provided in the parking lot. Those that can are encouraged to walk or ride their bike to school.
- Please make sure anyone else picking up your child/children is familiar with these guidelines.

## San Mateo County Zoning Hearing Officer Meeting

Owner/Applicant:

Attachment:

File Numbers:





Right Side of School

***San Mateo County Zoning Hearing Officer Meeting***

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_





Front of School- Screened by Landscaping

***San Mateo County Zoning Hearing Officer Meeting***

Owner/Applicant:

Attachment:

File Numbers:





## Left Front Yard

### ***San Mateo County Zoning Hearing Officer Meeting***

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_





# Parking Lot

## *San Mateo County Zoning Hearing Officer Meeting*

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_





## Left Yard, Main Play Area

### *San Mateo County Zoning Hearing Officer Meeting*

Owner/Applicant: \_\_\_\_\_

Attachment: \_\_\_\_\_

File Numbers: \_\_\_\_\_





# Avenue Alhambra

## *San Mateo County Zoning Hearing Officer Meeting*

Owner/Applicant:

Attachment:

File Numbers: