

**BUSINESS OF THE PLANNING COMMISSION
OF THE CITY OF HALF MOON BAY**

AGENDA REPORT

For meeting of: **August 8, 2023**

TO: Honorable Chair and Planning Commissioners

FROM: Jill Ekas, Community Development Director
Scott Phillips, Senior Planner

TITLE: PDP-23-036 Use Permit and Parking Exception for the College of San Mateo
Coastside Education Center at 650 Mill Street

RECOMMENDATION

By resolution, approve the Use Permit and Parking Exception allowing the establishment of community college classroom space at 650 Mill Street for the “College of San Mateo Coastside Education Center” pursuant to the Findings in Exhibit A and Conditions of Approval in Exhibit B.

PROJECT BACKGROUND

In October 2020, the Planning Commission approved a Coastal Development Permit, Architectural Review, and Parking Exception to allow for a new mixed-use building on the site. Building permits were issued and the building is currently under construction. The ground floor of the new building includes two commercial tenant spaces and other ancillary and storage spaces. The two commercial tenant spaces were approved without specific tenants but as commercial shells for future tenants to improve. Five new dwelling units are located on the second floor, comprising 4 two-bedroom units and 1 one-bedroom unit. The new building was designed to be compatible with the existing historic single-family residence located at the southwestern corner of the property. Five off-street parking spaces are included on-site behind the historic house. Approved plans are included in Attachment 2, and the staff report and resolution from the Planning Commission’s review of the project in 2020 are included in Attachment 3.

The Planning Commission’s 2020 project approval included several reductions and/or modifications from the parking requirements as provided for by the Zoning Ordinance. The project would have otherwise required 17 spaces on site, where a total of 10 are provided (5 on-site and 5 off-site). The approved reductions and modifications include the following:

- Mixed-Use, Shared-Use Parking Reduction: A 20% reduction (3.4 spaces) in off-street parking spaces per Section 18.07.040 H 2 a. of the Zoning Code.

- Guest parking waiver: Guest parking waiver of 1.3 spaces attributed to the residential units per Section 18.07.040 H 2 b. of the Zoning Code.
- Off-Site Parking Allowance: 5 off-site parking spaces at 655 Miramontes Street (a property under the same ownership as 650 Mill Street where parking provisions in excess of code requirements are in place) dedicated to the new development at 650 Mill Street according to Section 18.07.045 E. of the Zoning Code.
- Parking Exception: An exception for the remaining 2.3 required parking spaces according to Section 18.07.045 E. of the Zoning Code.

Summary of Project	
File Number	PDP-23-036
Requested Permits/Approvals	Use Permit and Parking Exception
Site Location	650 Mill Street / APN: 056-164-050
Applicant/Property Owner	College of San Mateo / Professional Peninsula Properties LLC
Project Planner	Scott Phillips; (650) 726-8299; sphillips@hmbcity.com
Zoning District	C-D, Commercial - Downtown
Land Use Plan Designation	Commercial-General
Environmental Determination	Categorically Exempt from environmental review under the California Environmental Quality Act, pursuant to Class 1 exemption, Section 15301.
Story Poles	N/A
Heritage Trees	N/A
Right of Appeal	Appealable to the City Council

Neighboring Uses

The subject property is surrounded primarily by commercial uses, with several single-family homes along Purissima Street. A single-family residence exists on the site, which the new building has been designed to maintain.

Table 1: Surrounding Land Uses

	Use	Zoning
West	Mixed-use and Commercial buildings	C-D Commercial - Downtown
North	Commercial building	C-D Commercial - Downtown
East	Commercial building	C-R Commercial - Residential
South	Commercial building parking lot	C-D Commercial - Downtown

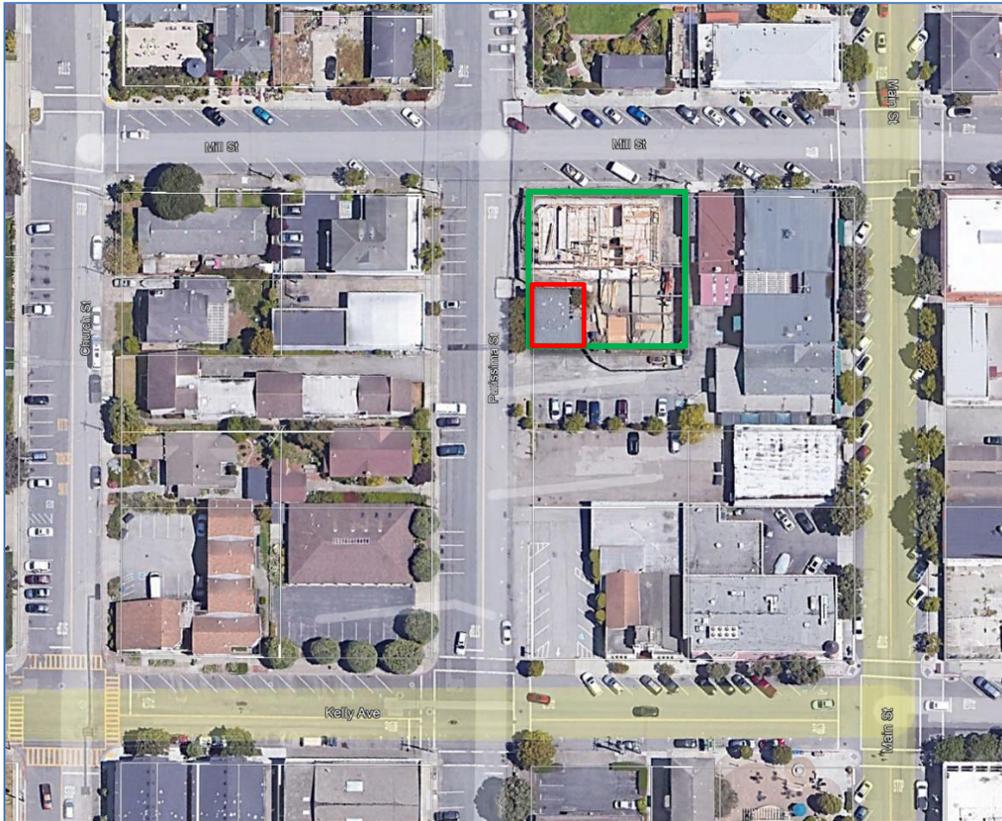


Figure 1: Site location in green, historic house on the site in red

Project Description

San Mateo County Community College District is seeking to establish a Coastside Education Center at 650 Mill Street (shown in green in Figure 1) in the ground floor commercial spaces of the building that is currently under construction. Commercial tenant space #1 at the corner of Purissima Street and Mill Street, which is the larger of the two spaces, would contain a small classroom/conference room and office space. Commercial tenant space #2 fronting Mill Street, would be dedicated to one classroom space. A maximum of 45 students, faculty, and staff in total could occupy the spaces when classes are in session. Additional students could attend classes virtually.

Use: The Community College District intends to operate the classroom space as an extension of the College of San Mateo (CSM). School uses within the Commercial - Downtown (C-D) Zoning District are conditional, requiring the issuance of a Use Permit by the Planning Commission. Therefore, the CSM has requested a Use Permit to allow the establishment of the new community college use. A letter from the applicant explaining the project is included as Attachment 4. Attachment 5 includes floor plans depicting the new educational use of the previously approved space.

Parking: Vehicle parking for faculty and staff would be provided on-site in the parking lot at 650 Mill Street (5 spaces shared with the residential units) and at 655 Miramontes Street, which is the location previously approved for 5 off-site parking spaces for this development.

Students would be directed to park on Church Street one block to the west of the subject property as part of the course registration process. Draft condition of approval A7 in Exhibit B of Attachment 1 would require students to park on Church Street when attending classes onsite. The increased demand for off-street parking spaces requires consideration of an additional Parking Exception.



Figure 2 Existing condition of the site as of 7/24/23

DISCUSSION

The following discussion briefly summarizes compliance with key policies and regulations.

Local Coastal Program Land Use Plan (LUP):

Land Use Compatibility: The property is located in the Commercial General land use designation. The two ground-floor tenant spaces would be occupied by CSM for the Coastside Education Center's classrooms and associated office space. LUP policies and the Downtown Specific Plan encourage a mix of uses, including public and quasi-public uses, throughout Heritage Downtown to support self-sufficient neighborhoods.

Zoning Code / Use Permit

Consistent with the C-G land use designation, the property is within the C-D zoning district. In order to establish a school or classroom space within the C-D zoning district, the City requires a Use Permit. No changes to the exterior of the mixed-use building or site are proposed compared to the approval granted by the Planning Commission for the mixed-use building under construction.

Pursuant to Section 18.22.190 B of the zoning code, specific findings must be made in order to approve a Use Permit for classroom space. These findings are addressed in Exhibit A of the attached Resolution. The findings generally determine that the new CSM extension classroom use would be compatible with the surrounding neighborhood and will not adversely affect neighboring properties. In this case, the number of students and faculty regularly attending CSM classes onsite would not exceed 45 people.

The applicant has provided the following information concerning proposed operations. Typically, CSM hours of operation would be Monday through Friday from 8:00 AM to 7:00 PM, and Saturday for community events from 8:00 AM to 5:00 PM. The College anticipates a maximum of 45 students and faculty in attendance, with additional students attending virtually. No outdoor seating or significant noise-generating activities are planned. Occasional indoor educational events may occur. The draft conditions of approval, Exhibit B to the Resolution, address and restrict hours of operation, noise, student parking, and outside uses to ensure that findings in support of Use Permit approval can be made.

Off-Street Parking Exception

Chapter 18.36 of the Municipal Code includes parking standards for off-street parking within the C-D zoning district. Specific uses for the new commercial spaces on the ground floor were not identified during the review of the new building by the Planning Commission in October 2020. Instead, either retail or office uses were used as anticipated commercial uses for off-street parking purposes, requiring 1 space per 300 square feet of commercial floor area. With the proposed college/university school use, the required off-street parking requirement increases compared to the parking demand anticipated during the October 2020 review. One off-street parking space per three students and one off-street parking space per faculty/staff member is required for this use. Table 2 below presents the updated parking requirements based on the proposed classroom and office use. This summary assumes that the previously approved parking reductions and the off-site parking provisions continue.

Table 2 Parking Requirements for the C-D Commercial - Downtown Zoning Requirements

Off-Street Parking Standards	Required Spaces	Proposed Spaces
6 Dwelling Units (5 New, 1 Existing)	10 Spaces	5 Spaces, on-site
Commercial (faculty and staff):	13 spaces	5 Spaces, off-site
Commercial (students):	5 Spaces	0 Spaces
Total:	28 Spaces	10 Spaces
Parking Reductions per approval on 10/13/20:		
<ul style="list-style-type: none"> • Mixed-Use Reduction • Guest Parking Waiver • Previous Parking Exception 	- 3.4 Spaces / 20% Max - 1.3 Spaces Max - 2.3 Spaces	
Total Reductions:	-10 Spaces	Difference: -8 spaces
Net Total Required	18 Spaces	Parking Exception Required for the remaining 8 spaces
Bicycle Parking	4 short-term spaces 1 long-term space	4 short-term spaces 2 long-term spaces

The property at 655 Miramontes Street includes a parking lot with 5 excess vehicle parking spaces, which are dedicated to employee parking for the commercial spaces at 650 Mill Street as part of the Planning Commission's approval of the Coastal Development Permit and Parking Exception in 2020. Even with the off-site parking provision, mixed-use reduction, guest parking waiver, and Parking Exception for 2.3 spaces previously granted by the Planning Commission, an additional Parking Exception must be considered for the proposed CSM use for the remaining eight (8) off-street parking spaces required for the project. In order to approve this project, the Planning Commission must make the required Parking Exception findings identified in Section 18.36.080 (B), as follows:

1. That there are exceptional or extraordinary circumstances or conditions applying to the land, building or use referred to in the application, which circumstances or conditions do not apply generally to the land, buildings and/or uses in the same district;
2. That the granting of the application is necessary for the preservation and enjoyment of substantial property rights of the petitioner;
3. That the granting of such application will not, under the circumstances of the particular case, materially affect adversely the health or safety of persons residing or working in the neighborhood of the property of the applicant, and will not, under the circumstances of the particular case, be materially detrimental to the public welfare or injurious to property or improvements in the neighborhood;
4. That the establishment, maintenance and/or conducting of the off-street parking facilities as proposed are as nearly in conformance with the requirements of the Half Moon Bay zoning code as are reasonably possible.

Staff believes that the requested Parking Exception findings can be made for the reduced amount of required off-street vehicle parking for students attending classes. The submittal includes an explanation of the parking program proposed (Attachment 4) for the Planning Commission's consideration. Plans included in Attachment 5 also contain a map on the cover sheet showing the location of the proposed student parking in relation to the subject property. Previously, as part of the coastal development permit review of this project, a Historic Resource Evaluation was prepared, which concluded that the single-family home at 415 Purissima Street is historically significant. The new mixed-use building was therefore designed to be compatible with and contribute to the historically significant residence on the site, including the commercial tenant spaces on the ground floor. Given the constraints involved with the preservation of the site, the granting of the Parking Exception would maintain flexible use of the new mixed-use building. Furthermore, parking demand surveys of the area from before COVID indicate that there is adequate parking on Church Street during peak weekday school hours. The surveys are provided in Attachment 6.

Because the subject property is within the C-D Zoning District, the Planning Commission is required to make the additional findings of fact in order to grant the requested Parking Exception. The Parking Exception findings specific to the C-D Zoning District are identified in Section 18.07.045 (E) of the Zoning Code.

1. That the proposed exception to the parking provisions will not be detrimental to the public welfare or injurious to property or improvements in the vicinity based on supporting evidence such as from a parking demand evaluation of anticipated parking requirements as presented in Section 18.36.040 or other assessment at the discretion of the planning commission; or
2. That approval of the Parking Exception will ensure that an historic resource is retained or otherwise preserved or protected.

The applicant's statement of justifications presents that options were explored to provide the required amount of parking for the proposed use (Attachment 5). Staff prepared findings in support of the parking exception, which are provided in Exhibit A of the resolution. Faculty and staff parking for the Coastside Education Center will be able to utilize the shared-use parking onsite, which would be off-peak for the residential units. Five off-street parking spaces at 655 Miramontes Street are also available for faculty and staff. Regarding student parking, the Downtown Parking Demand Study (Attachment 6) shows low demand for on-street parking along Church Street during the week when classes are normally held. The Planning Commission has encouraged Downtown uses that will increase foot traffic, provide opportunities for residents, and make use of Downtown infrastructure appreciating that flexibility will be needed to do so, including with respect to parking.

Environmental Review

The Project is Categorically exempt from environmental review under the California Environmental Quality Act, pursuant to Class 1 exemption, Section 15301, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination.

Comments / Noticing

Notice of this hearing was published in the Half Moon Bay Review in the July 26, 2023 edition, notices were also mailed to neighbors within 300 feet of the property, and a notice was posted on the site. To date, one comment email has been received, noting concerns with student parking.

Conclusion

Staff recommends approval of the Use Permit, subject to conditions, allowing the CSM satellite community college classrooms and offices. Staff also recommends granting of the Parking Exception noting that with the parking program included with the proposal and the number of students anticipated, the classroom use would be compatible with the surrounding neighborhood. Allowing the establishment of the classroom use at the subject property,

especially as conditioned, would marginally increase the nature or intensity of use, when compared to the retail or office uses initially contemplated with the development.

ATTACHMENTS

1. Resolution
2. 650 Mill Street Approved Plans for the Mixed-Use Building
3. 2020 Staff Reports and Resolutions
4. Description of project from applicant
5. Project Plans for Classroom Tenant Improvement
6. Downtown Parking Demand Study, September 2019
7. Comments received