

**CITY OF SAN MATEO  
RESOLUTION NO. 69 (2020)**

**EXEMPTING APPLICATIONS FOR MODIFICATIONS TO PREVIOUSLY-APPROVED PLANNING APPLICATIONS FROM  
THE FORMAL PRE-APPLICATION PROCESS**

WHEREAS, the City Council of the City of San Mateo has adopted Resolution No. 98 (2008), which establishes pre-application procedures for planning applications; and

WHEREAS, with limited exceptions, the City's current pre-application procedures require a neighborhood meeting and study session for planning applications; and

WHEREAS, there is occasionally a need for applicants to seek modifications to approved planning applications subsequent to project approval; and

WHEREAS, most applications for modifications are subject to the City's pre-application procedures; and

WHEREAS, the City wishes to eliminate the requirement for a neighborhood meeting and study session for applications for modifications to approved planning applications and instead provide that requests for modifications proceed directly to the decision-making body; and

WHEREAS, the City Council previously adopted resolutions amending the City's pre-application procedures to exempt requested modifications to the City's approved Wastewater Treatment Plant planning application and projects for which the one-year limitation on re-submittals has been waived; and

WHEREAS, this proposed exemption will cover any application to modify a previously-approved planning application; and

WHEREAS, the proposed Pre-Application Procedures attached as Exhibit A to this Resolution have been amended to memorialize all previous amendments; and

WHEREAS, the City Council finds that amending the City's pre-application procedures is a general policy and procedure-making activity and not a project as defined by the California Environmental Quality Act, in accordance with CEQA Guidelines section 15378(b)(2);

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN MATEO, CALIFORNIA, HEREBY RESOLVES that:

1. The City's Pre-Application Procedures are amended to remove the requirement for neighborhood meetings and study sessions for applications to modify approved planning applications.
2. Revised Pre-Application Procedures, as shown in Exhibit A to this Resolution, are adopted to replace the City's current Pre-Application Procedures.
3. This Resolution shall take effect upon adoption.

## Exhibit A

### PRE -APPLICATION PLANNING PROCESS

1. Except for planning applications covered in Section 2 below, the following pre-application processes shall be followed:
  - a. Formal Pre-application Process
    - i. Applicability. The Formal Pre-application Process shall apply to the following projects:
      1. New residential projects over 20 units in size;
      2. New nonresidential projects or additions over 10,000 sq. ft. or subject to a negative declaration or EIR;
      3. Projects involving a zoning reclassification, planned development or general plan amendments; and
      4. Projects where the applicant has requested the formal pre-application process.
    - ii. Timing. Formal Pre-application Process shall occur prior to submittal of a planning application, except in case when a meeting is determined to be necessary by the Chief of Planning or designee.
    - iii. Noticing. Notice shall be provided to all owners and tenants of property within 1,000 feet of the subject property and to neighborhood association(s) which include the area of the project site and the United Homeowners Association. Email notice shall be sent to all homeowner's associations. Notice shall be given a minimum of ten calendar days prior to the neighborhood meeting and a minimum of ten calendar days prior to the Planning Commission study session. Placard(s) shall be posted on the project site a minimum of ten calendar days prior to the Planning Commission study session. The placard(s) shall include the Planning Commission meeting date, location and purpose, permits requested by the applicant, a brief description of the project, and any other information as required by the Chief of Planning or designee. The placard(s) shall be at least 18 inches by 24 inches, and shall be posted on a highly visible portion of the project site.
    - iv. Neighborhood Meeting.
      1. Meeting Conduct. A neighborhood meeting shall be held and conducted by the project applicant. A member of the City of San Mateo Planning Staff will attend this meeting as an observer.

2. Meeting Day, Time and Location. Meetings should normally be held on a weeknight, during the early evening hours and should be held at the project site or in a public venue ideally located within the project vicinity. Meeting dates, times, and locations should not conflict with City meetings (such as City Council or Planning Commission meetings).
- v. Planning Commission Study Session. Following the neighborhood meeting, a Planning Commission Study Session will be held. Noticing and conduct of that meeting shall be done in accordance with applicable City of San Mateo Municipal Code and Planning Commission adopted by laws and procedures.
- b. Informal Pre-application Meeting Process
  - i. Applicability. The Informal Pre-application Process shall apply to all planning applications, other than projects involving a single family dwelling, and those projects listed in I., a. above under Formal Pre-application Meeting Process. *Cellular Telephone Antennae and Public Convenience and Necessity planning applications shall be exempt from the Informal Pre-Application Meeting process unless otherwise required by the Zoning Administrator due to the potential environmental impacts.*
  - ii. Timing. The Informal Pre-application Process shall occur prior to submittal of a planning application, except in a case when a meeting is determined to be necessary by the Chief of Planning or designee.
  - iii. Noticing. Notice shall be provided to all owners and tenants of property within 500 feet of the subject property and to neighborhood association(s) which include the area of the project site and the United Homeowners Association. Notice shall be given a minimum of ten calendar days prior to the neighborhood meeting.
  - iv. Neighborhood Meeting.
    1. Meeting Conduct. A neighborhood meeting shall be held and conducted by the project applicant
    2. Meeting Day, Time and Location. Meetings should normally be held on a weeknight, during the early evening hours and should be held at the project site, in City or School District facilities, or similar public venue ideally located within the project vicinity. Meeting dates, times, and locations should not conflict with City meetings (such as City Council or Planning Commission meetings).
  - v. City Involvement. City staff will not normally be present at the neighborhood meeting. No Planning Commission study session is required.

- c. Pre-Application Process for Single Family Dwelling Planning Applications
  - i. Applicability. This pre-application process shall apply to all projects in R zones requiring planning applications, including:
    - 1. Second floor additions greater than 50 square feet
    - 2. Substantial demolition of single-family dwellings
    - 3. Secondary units
    - 4. Variances
    - 5. Fence Exceptions
  - ii. Timing. This pre-application process shall occur prior to submittal of a planning application.
  - iii. Noticing. Notice shall be provided to all owners and tenants of property within 500 feet of the subject property and to neighborhood association(s) which include the area of the project site and the United Homeowners Association. Notice shall be given a minimum of ten calendar days prior to the neighborhood meeting.
  - iv. Neighborhood Meeting.
    - 1. Meeting Conduct. A neighborhood meeting shall be held and conducted by the project applicant.
    - 2. Meeting Day, Time and Location. The meeting should be held at a convenient location to the neighborhood. The meeting may be an open house at the project site or an alternative site located near the area. The meeting must be held during convenient hours to encourage attendance by surrounding residents. The meeting should be held in the early evening hours on weekdays or late morning or afternoon hours on weekends.
    - 3. City Involvement. City staff will not normally be present at the neighborhood meeting. No Planning Commission study session is required.
  - v. City Involvement. City staff will not normally be present at the neighborhood meeting. No Planning Commission study session is required.
- 2. Exceptions. The City's pre-application procedures shall not apply to the following:
  - a. Applications for modifications to approved planning applications; and
  - b. Projects for which the one-year limitation on re-submittals has been waived in accordance with San Mateo Municipal Code Section 27.08.060(b).

RESOLUTION NO. 69 (2020) adopted by the City Council of the City of San Mateo, California, at a regular meeting held on June 29, 2020, by the following vote of the City Council:


AYES: Council Members Goethals, Rodriguez, Bonilla, Lee and Papan

NOES: None

ABSENT: None

ATTEST:

  
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Patrice M. Olds, City Clerk

  
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Joe Goethals, Mayor