

PREV. # _____ ISSUED: _____ LAST REV.: _____ AUTH.: 12/10/87 Council Minute Order	CITY OF SAN MATEO, CALIFORNIA POLICY AND PROCEDURES MANUAL SUBJECT PLANNING APPLICATION PROCESS TO INVOLVE P&R COMMISSION	NUMBER I.B.1 PAGE 1 OF 1
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PURPOSE

To establish a policy and procedure to involve the Park and Recreation Commission in the planning review process and to specify which planning projects will be reviewed by the Commission.

POLICY

1. The Park and Recreation Commission will review planning applications (1) which impact the acquisition, development, beautification, or maintenance of public parks, landscape resources, or public recreation facilities, and (2) which are appealed to or receive final approval from the Planning Commission or City Council.
2. The Park and Recreation Commission will not review planning applications that are final with the Development Review Board.
3. Projects which will be reviewed include those adjacent to public park or recreation facilities or those adjacent to San Mateo Creeks or Marina Lagoon.

PROCEDURE

1. The Park and Recreation Commission regularly meets once a month. To fulfill this policy the Commission may be required to meet within a two-week period. If a situation develops where in order for the Park and Recreation Commission to review an application it must do so prior to a regularly scheduled meeting, then reasonable attempts will be made to schedule a special meeting to review the application. However, if the Commission is unable to obtain a quorum prior to the action of either the Planning Commission or the City Council, whichever has final authority on the application, the Commission accepts that the application process time constraints may necessitate a decision on the application without a review by the Park and Recreation Commission.
2. Comments and actions of the Park and Recreation Commission will be provided to the Planning Commission or City Council, whichever body has final authority to review the planning application.


 RICHARD B. DeLONG
 CITY MANAGER