



# CITY OF SAN MATEO

City Hall  
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[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

## Agenda Report

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Agenda Number: 4

Section Name: {{section.name}}

File ID: {{item.tracking\_number}}

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**TO:** City Council  
**FROM:** Drew Corbett, City Manager  
**PREPARED BY:** Parks and Recreation Department  
**MEETING DATE:** September 21, 2020  
**SUBJECT:**  
Borel Park Improvements – Informal Pre-Application Process Exemption

**RECOMMENDATION:**

Adopt a Resolution to exempt the Borel Park improvements site development planning application from the informal pre-application process.

**BACKGROUND:**

The Parks and Recreation Department will be submitting a planning application for a site development planning application for site grading that is needed to construct the Borel Park Master Plan improvements. Under City Council Resolution 98-2008, the planning application is subject to the informal pre-application process, which requires that a project applicant hold a neighborhood meeting within 60 days prior to consideration by the Zoning Administrator.

As part of the process for developing and finalizing the Borel Park Master Plan, a total of six neighborhood and public hearings were conducted to solicit public input on the desired amenities within the park. Those public comments and input received informed the final Borel Park Master Plan, which was approved by the City Council on January 22, 2019. Subsequent to the Master Plan adoption, the Parks and Recreation Commission held another public hearing in September 2019 to review more refined plans that focused on the playground design, shade structures, park lighting, and choice of landscape materials. Since then, David Volz Design has been working on preparing construction drawings consistent with the approved plan.

Given that public input was gathered at the time of developing Master Plan alternatives, as well as the ability to comment both to the Park and Recreation Commission and the City Council during the approval phase, it appears redundant to schedule another public meeting only to meet the requirements of the informal pre-application process, given where we are in the schedule.

**BUDGET IMPACT:**

By exempting the project from the informal pre-application process, the City will not incur expenses related to the printing and mailing of neighborhood notices, as well as staff and design consultant time needed to host the meeting.

**ENVIRONMENTAL DETERMINATION:**

This project is not subject to CEQA as exempting the Planning Application from the informal pre-application process is a general policy activity that will not result in direct or indirect physical changes in the environment. (CEQA Guidelines Section 15378(b)(2)).

**NOTICE PROVIDED**

All meeting noticing requirements were met.

**ATTACHMENTS**

Att 1 – Proposed Resolution

**STAFF CONTACT**

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