



Planning & Building Department

455 County Center, 2nd Floor
Redwood City, California 94063
650/363-4161 Fax: 650/363-4849

Mail Drop PLN122
plngbldg@smcgov.org
www.co.sanmateo.ca.us/planning

PLANNING PERMIT APPLICATION REFERRAL

Page 1 of 3

Date: July 14, 2026

MWSD Projects Only:

Urban / Rural

(E) Well: Y / N Year: _____

2nd Unit Project: Y / N

TO:

- ☒ Airport Land Use Commission
- ☒ CA Department of Fish and Game
- ☒ California Coastal Commission
- ☒ CalTrans
- ☒ Department of Public Works
- ☒ Drainage Review
- ☒ Fire Department Coastside Fire Protection District
- ☒ Geotechnical Department
- ☒ Midcoast Community Council
- ☒ Parks Department
- ☒ Sewer Districts - Multiple Granada Sanitary District
- ☒ Water Districts - Multiple

FROM: Camille Leung, Project Planner
CLeung@smcgov.org
(650) 363-1826

INSTRUCTIONS:

Please review this form and the attached planning permit application materials with regard to your area of responsibility. For additional information, or to discuss the project, please feel free to contact me. Please notify me immediately if you require additional plans, specifications, reports or other application materials. Then complete your review and return this form only by 07/28/2026 to avoid delay in permit processing. Thank you for your cooperation.

APPLICATION INFORMATION:

<u>Planning Case Number</u>	<u>Property Owner</u>	<u>Project Applicant</u>
PLN2026-00225	GRANADA COMMUNITY SERVICES DISTRICT 650-726-7093	TOM CONROY

Assessor's Parcel Number
047251110

PROJECT LOCATION: 480 AVENUE ALHAMBRA, EL GRANADA, CA 94019-0000

PROJECT DESCRIPTION:



PLANNING PERMIT APPLICATION REFERRAL

Page 2 of 3

Date: July 14, 2026

Coastal development Permit (hearing-level; appealable to CA Coastal Commission), Use Permit, Grading Permit, Design Review Permit, and Merger for the development the Granada Community Park and Recreation Center, including 1560 cy of cut 3450 cy of fill. No significant trees proposed for removal. Initial Study and Mitigated Negative Declaration released in May of 2024 (Public and agency comments are included as appendices in the final IS/MND, approved by the District board in March 2025).

Project components:

Intermittent (Portola) Drainage/Dirt Lot/Burnham Creek Riparian Zone (dirt lot):

No change proposed including the current informal day-use parking use.

Active Recreation Zone:

- Accessible park restroom, a $\pm$ 2,500 sf all-ages skateboard and scooter area, a group and family picnic area, and age-appropriate play structures. Area will be accessed by pedestrians via a new crosswalk at Avenue Portola and Obispo Road, and by vehicles at a new parking area along Obispo Road. All parking is fully contained within the property limits.
- A 10'-12' wide bridge will span the ephemeral drainage
- A dog park with separate areas for small and large dogs and a half-court basketball area.
- A total of sixteen (16) new parking spaces will be created in this area, including ADA stalls.

Community Recreation Center & Passive Recreation Zone:

- Remodel and maintain existing size of 2,815 sf Community Recreation Center (former child care center)
- New 3000 sf Community Room, containing two classroom spaces, a fitness classroom and an activity room for multi-purpose uses, available for use by local clubs and organizations
- Expanded existing parking lot to provide twenty (20) parking spaces, including ADA stalls and EV stalls, to serve the remodeled Community Recreation Center building, with all vehicular traffic coming from Avenue Alhambra.
- A combined total of thirty-six (36) new parking spaces are proposed to be developed to accommodate the Granada Community Park & Recreation Center, significantly more than the 22 spaces required based on the 110% ITE average rate (see Appendix H, Traffic Impact Analysis).
- "Library Outpost", a self-service kiosk managed and operated by the San Mateo County Libraries.

PRE2025-00033: Pre-application public workshop completed.

PLN2026-00032: Recorded COC Type A for the legalization of APNs 047-251-100 and 047-262-010 for the Granada Community Park and Recreation Center.



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Date: July 14, 2026

DECISION MAKER:

☐ Staff ☐ Zoning Hearing Officer ☐ Planning Commission
☐ Board of Supervisors ☐ Design Review Committee/Officer

COMMENTS ON PROPOSAL:

State any comments, concerns or recommendations you have with regard to this project. Please be specific in project references. Attach additional sheets as necessary.

☐ No Comments ☐ Refer to Permit Plan for Comments
☐ Other Comments: _____

RECOMMENDED CONDITIONS OF APPROVAL (AGENCIES ONLY):

List any conditions which you would recommend be imposed if the project is approved. Again, please be specific, use exact working and indicate any adopted plans, policies or ordinances upon which your recommendations are based. Attach additional sheets as necessary.

☐ No Recommended Conditions ☐ Refer to Permit Plan for Comments
☐ Refer to Attached Material for Conditions
☐ Other Conditions: _____

Name of Person Completing this Form (Print): _____ Date: _____

Phone: _____ Email: _____

RETURN THIS FORM TO:
Camille Leung
Planning and Building Department
455 County Center, 2nd Floor
Mail Drop PLN122
Redwood City, CA 94063

Planning Permit Application Form

455 County Center, 2nd Floor ▪ Redwood City CA 94063
Mail Drop: PLN 122 ▪ TEL (650) 363-4161 ▪ FAX (650) 363-4849
www.co.sanmateo.ca.us/planning

PLN: _____

BLD: _____

Applicant/Owner Information

Applicant: Tom Conroy

Mailing Address: KCRH Landscape Architecture
730 Mill Street, Half Moon Bay, CA
Zip: 94019

Phone, W: 6507143547 H: 3507267100

E-mail Address: tconroy@kcrhla.com FAX: _____

Name of Owner (1): Granada Community Services District
Mailing Address: PO Box 335
El Granada, CA
Zip: 94018
Phone, W: 6507267093
H: _____
E-mail Address: hatmore@granada.ca.gov

Name of Owner (2): _____
Mailing Address: _____
Zip: _____
Phone, W: _____
H: _____
E-mail Address: _____

Project Information

Project Location (address):
Burnham Strip

Zoning: EG/DR/CD

Assessor's Parcel Numbers: 047 — 251 — 100
047 — 251 — 110 , 047 — 262 — 010
— —
Parcel/lot size: varies SF (Square Feet)

List all elements of proposed project: (e.g. access, size and location, primary and accessory structures, well, septic, tank)

See Project Narrative

Describe Existing Site Conditions/Features (e.g. topography, water bodies, vegetation):

See Project Narrative

Describe Existing Structures and/or Development:

Signatures

We hereby certify that the information stated above and on forms, plans and other materials submitted herewith in support of the application is true and correct to the best of our knowledge. It is our responsibility to inform the County of San Mateo through our assigned project planner of any changes to information represented in these submittals.

Owner's signature: _____

Owner's signature: _____

Applicant's signature: _____

Planning and Building Department

Application for a Coastal Development Permit

455 County Center, 2nd Floor • Redwood City, CA 94063
Mail Drop: PLN 122 • TEL (650) 363-4161 • FAX (650) 363-4849

Companion Page

Applicant's Name: Tom Conroy/Granada CSD

Primary Permit #: _____

1. Instructions

Please fill out the general Planning Permit Application Form and this form when applying for a Coastal Development Permit. You must also submit all items indicated on the checklist found on the reverse side of the Planning Permit Application Form.

2. Basic Information

Does the owner or applicant own any adjacent property not listed?

☐ Yes ☒ No

If yes, list Assessor's Parcel Number(s):

Have you or anyone else previously applied to either the County of San Mateo or the California Coastal Commission for a Coastal Development Permit for this or a similar project at this location?

☐ Yes ☒ No

If yes, explain (include date and application file numbers).

3. Materials and Finish of Proposed Buildings or Structures

Note: By completing this section you do not need to file a separate application for Design Review Approval.

Fill in Blanks:	Material	Color/Finish	Check if matches existing
a. Exterior Walls	_____	_____	☐
b. Trim	_____	_____	☐
c. Roof	_____	_____	☐
d. Chimneys	_____	_____	☐
e. Accessory Buildings	_____	_____	☐
f. Decks/Stairs	_____	_____	☐
g. Retaining Walls	<u>gabion</u>	<u>unfinishe</u>	☐
h. Fences	<u>split rail</u>	<u>natural</u>	☐
i. Storage Tanks	_____	_____	☐

4. Project Information

Does this project, the parcel on which it is located or the immediate vicinity involve or include:

	Yes	No
a. Demolition of existing housing units? (If yes, give value of owner-occupied units or current monthly rent of rental units in explanation below.)	☐	☒
b. Creeks, streams, lakes or ponds?	☒	☐
c. Wetlands (marshes, swamps, mudflats)?	☒	☐
d. Beaches?	☐	☒
e. Sand Dunes?	☐	☒
f. Sea cliff, coastal bluffs or blufftops?	☐	☒
g. Ridgetops?	☐	☒
h. Pampas Grass, invasive brooms or Weedy Thistle?	☐	☒
i. Removal of trees or vegetation?	☒	☐
j. Grading or alteration of landforms?	☒	☐
k. Landscaping?	☒	☐
l. Signs?	☒	☐
m. Phone or utility line extensions or connections, either above or below ground (explain which)?	☐	☒
n. Areas subject to flooding?	☐	☒
o. Development on slopes 30% or steeper?	☐	☒

p. Between the sea and the nearest public road?	☐	☒
q. Existing or proposed provisions for public access to the shoreline?	☐	☒
r. Public or commercial recreation facilities?	☒	☐
s. Visitor-serving facilities?	☐	☒
t. Existing or proposed public trail easements?	☐	☒

Explain all Yes answers below. Indicate whether the item applies to the project itself, the parcel on which it is located, or the immediate vicinity (attach additional sheets if necessary):

See project narrative & project plans

5. Staff Use Only

California Coastal Commission Jurisdiction

A. Does the Proposed Project Involve:

1. A subdivision, Certificate of Compliance Type B, Use Permit, or Planned Agricultural District Permit?
☐ Yes ☒ No
2. Construction or grading within 100 feet of a stream or wetland?
☒ Yes ☐ No
3. A parcel located between the sea and the first public through road paralleling the sea; 300 feet from the inland extent of any beach or mean high tide line if there is no beach; or within 300 feet of the top of the seaward face of a coastal bluff?
☐ Yes ☒ No

Yes to any one of the above means that the Coastal Development Permit is appealable to the Coastal

Commission; a public hearing is always required.

B. Does the proposed project involve lands below the mean high tide line and lands where the public trust may exist? (See "Post CCP Certification Permit and Appeal Jurisdiction Map).

☐ Yes ☒ No

Yes to above means that the California Coastal Commission retains permit jurisdiction over all or part of the proposed project. A Coastal Development Permit from that agency is required.

Reviewed by:

Planning and Building Division

455 County Center, 2nd Floor Redwood City • CA • 94063
Mail Drop PLN 122 • Phone: 650 • 363 • 4161 Fax: 650 • 363 • 4849

Application for a Use Permit

Companion Page

(None-telecommunications Only)

Applicant's Name : Tom Conroy / Granada CSD

Primary Permit #: _____

1. Instructions

Please fill out the general Planning Permit Application Form and this form when applying for a Use Permit. You must also submit all items indicated on the checklist found on the reverse side of the Planning Permit Application Form.

2. Project Information

This application is for: ☒ Initial Use Permit

☐ Renewal or Administrative Review of Existing Use Permit
Original Permit #: _____

☐ Amendment to an Existing Use Permit
Original Permit #: _____

☐ Initial New / Renewal Cell Site

If an initial permit, please describe specifics of proposed operation (ie. hours of business, number of employees, activities, etc.).
If an amendment to an existing permit, please describe the specific proposed changes in the operation.

Existing building currently used as a preschool to be renovated into a community recreation center;

existing undeveloped open space to be converted into an active and passive recreational space.

See project narrative and project plans.

3. Required Finding (Submit response to the Finding on separate attached page)

To approve this application, the County must determine that this project complies with all applicable regulations including the following specifically required finding:

That the establishment, maintenance and/or conducting of the use will not, under the circumstances of the particular case, be detrimental to the public welfare or injurious to property or improvements in the neighborhood.

Write a brief statement in which you present evidence to support the required finding.

See Project Narrative

Write a brief statement to the following finding if the proposed project is a cell site.

That the proposed project is necessary for the public health, safety, convenience or welfare, since it will continue to provide the clarity, range and service of the existing cellular communications network in the area for the public.

4. Submittal Plan Requirements

The plans, 24"x36" shall contain the following:

- (1) One set of plan reductions
- (2) Boundary lines of the site.
- (3) The location of any existing buildings, structures, easements or underground utilities on the property where the work is to be performed.
- (4) Accurate contours showing the topography of the existing ground extending at least 10 feet outside all boundary lines of the project site.
- (5) Elevations, locations, extent and slope of all proposed final grading shown by contours.
- (6) Specifications, cross-sections, profiles, elevations,

dimensions and construction details based on accurate field data.

(7) General location and character of vegetation covering the site, including all trees proposed to be removed and all trees 12" dbh within 20 feet of the area to be disturbed.

(8) Amount s of grading cubic yards, cut and fill

(9) Name and registration number of the registered California civil engineer under whose direction the plan is prepared.

(10) RF report to include individual and cumulative impacts.

(11) If no other cell facilities exist on subject parcel, carrier must submit a letter explaining reasons for a chose location.

Environmental Information Disclosure Form

Planning and Building Department

PLN _____

BLD _____

Project Address: Burnham Strip, El Granada

Name of Owner: Granada Community Services District

Address: PO Box 335 El Granada, CA 94018

Phone: 6507267093

Assessor's Parcel No.:

047-251-100

047-251-110

047-262-010

Name of Applicant: Tom Conroy/Kankel Conroy Rose & Hill

Address:

Landscape Architecture
730 Mill Street, Half Moon Bay, CA 94019
650-726-7100

Zoning District: EG/DR/CD

Existing Site Conditions

Parcel size: _____

Describe the extent and type of all existing development and uses on the project parcel, including the existence and purpose of any easements on the parcel, and a description of any natural features on the project parcel (i.e. steep terrain, creeks, vegetation). Existing building to be converted to community recreation center; remainder of site is undeveloped passive

Existing building to be converted to community recreation center; remainder of site is undeveloped passive

open space; multiple easements exist, as to drainages. See project plans.

Environmental Review Checklist

1. California Environmental Quality Act (CEQA) Review

Yes	No	Will this project involve:
☐	☒	a. Addition to an existing structure > 50% of the existing area OR > 2,500 sq. ft?
☐	☒	b. Construction of a new multi-family residential structure having 5 or more units?
☒	☐	c. Construction of a commercial structure > 2,500 sq.ft?
☐	☒	d. Removal of mature tree(s) (≥ 6" d.b.h. in Emerald Lake Hills area or ≥ 12" d.b.h. in any residential zoning district)? If yes, how many trees to be removed? _____
☒	☐	e. Land clearing or grading? If yes, please state amount in cubic yards (c.y.): Excavation : <u>1560</u> c.y. Fill: <u>3450</u> c.y.
☐	☒	f. Subdivision of land into 5 or more parcels?
☒	☐	g. Construction within a State or County scenic corridor?
☐	☒	h. Construction within a sensitive habitat?
☐	☒	i. Construction within a hazard area (i.e. seismic fault, landslide, flood)?
☐	☒	j. Construction on a hazardous waste site (check with Co. Env. Health Division)?

Please explain all "Yes" answers:

New Community Center Community Room structure

Grading for park features

Signature required on reverse →

2. National Marine Fisheries Rule 4(d) Review

Yes	No	Will the project involve:
☐	☒	a. Construction outside of the footprint of an existing, legal structure?
☐	☒	b. Exterior construction within 100-feet of a stream?
☐	☒	c. Construction, maintenance or use of a road, bridge, or trail on a stream bank or unstable hill slope?
☐	☒	d. Land-use within a riparian area?
☐	☒	e. Timber harvesting, mining, grazing or grading?
☒	☐	f. Any work inside of a stream, riparian corridor, or shoreline?
☐	☒	g. Release or capture of fish or commerce dealing with fish?

Please explain any "Yes" answers:

Bridge over ephemeral drainage

3. National Pollutant Discharge Elimination System (NPDES) Review

Yes	No	Will the project involve:
☒	☐	a. <u>A subdivision or Commercial / Industrial Development that will result in the addition or replacement of 10,000 sq. ft. or more of impervious surface?</u> If yes, Property Owner may be required to implement appropriate source control and site design measures and to design and implement stormwater treatment measures, to reduce the discharge of stormwater pollutants. Please consult the Current Planning Section for necessary forms and both construction and post-construction requirements.
☒	☐	b. <u>Land disturbance of 1 acre or more of area?</u> If yes, Property Owner must file a Notice of Intent (NOI) to be covered under the statewide General Construction Activities Storm Water Permit (General Permit) prior to the commencement of construction activity. Proof of coverage under State permit must be demonstrated prior to the issuance of a building permit.

Certification

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and the facts, statements and information presented are true and correct to the best of my knowledge and belief. **If any of the facts represented here change, it is my responsibility to inform the County.**

Signed:



(Applicant may sign)

Date:

6/18/2026