



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

Date: July 14, 2026

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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:



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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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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:
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