



CITY of BRISBANE

Planning Commission Meeting Agenda

Thursday, September 12, 2024 at 7:30 PM • City Hall 50 Park Place, Brisbane, CA 94005

The public may observe/participate in Planning Commission meetings using remote public comment options or attending in person. Planning Commissioners shall attend in person unless remote participation is permitted by law. The Commission may take action on any item listed on the agenda.

TO ADDRESS THE COMMISSION

In Person:

Location: 50 Park Place, Brisbane, CA 94005, Community Meeting Room

Masks are no longer required but are highly recommended in accordance with California Department of Health Guidelines. To maintain public health and safety, please do not attend in person if you are experiencing symptoms associated with COVID-19 or respiratory illness.

To address the Planning Commission on any item on or not on the posted agenda, fill out a Request of Speak Form located in the Community Meeting Room Lobby and submit it to the City staff.

Remote Participation:

Members of the public may observe/participate in the meeting by logging into the Zoom webinar listed below. Planning Commission Meetings may also be viewed live and/or on-demand via the City's YouTube channel at youtube.com/brisbaneca, or on Comcast Channel 27. Archived videos may be replayed on the City's website, brisbaneca.org/meetings. Please be advised that if there are technological difficulties, the meeting will nevertheless continue.

The agenda materials may be viewed online at brisbaneca.org/meetings at least 24 hours prior to Special Meetings, and at least 72 hours prior to a Regular Meeting.

Remote Public Comments:

Meeting participants are encouraged to submit public comments in writing in advance of the meeting. Aside from commenting while in the Zoom webinar the following email and text line will be also monitored during the meeting and public comments received will be noted for the record during Oral Communications or during an Item.

Email: jswiecki@brisbaneca.org or Text: 415-713-9266

Zoom Webinar: (please use the latest version: zoom.us/download)

brisbaneca.org/pc-zoom

Webinar ID: 970 0458 3387

Call In Number: +1 (669) 900-9128

SPECIAL ASSISTANCE

If you need special assistance to participate in this meeting, please contact the Community Development Department at (415) 508-2120 in advance of the meeting. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

WRITINGS THAT ARE RECEIVED AFTER THE AGENDA HAS BEEN POSTED

All written communications are provided to the Planning Commission. Any written communication that is received after the agenda has been posted but before 4 p.m. of the day of the meeting will be available for public inspection at the front lobby in City Hall and online at brisbaneca.org/meetings. Any writings that are received after the agenda has been posted but after 4 p.m. of the day of the meeting will be available on the internet at the start of the meeting (brisbaneca.org/meetings), at which time the materials will be distributed to the Planning Commission.

Commissioners: Funke, Gooding, Lau, Patel, and Sayasane

CALL TO ORDER

ROLL CALL

ADOPTION OF AGENDA

CONSENT CALENDAR

Please Note: Items listed here as Consent Calendar Items are considered routine and will be acted upon collectively by one motion adopting the Planning Department's recommendation unless a member of the public, the Commission, or its staff asks to remove an item to discuss it. Prior to the motion, the Chairperson will ask if anyone wishes to remove an item from the Consent Calendar.

- A. [Approval of draft meeting minutes of July 25, 2024](#)

ORAL COMMUNICATIONS (Limited to a total of 15 minutes)

WRITTEN COMMUNICATIONS

OLD BUSINESS

NEW BUSINESS

- B. [PUBLIC HEARING: General Plan Amendment 2024-GPA-1; Citywide; General Plan amendment to the Health and Safety Element to update the date of the most recently adopted Local Hazard Mitigation Plan; and finding that this project is categorically exempt from environment review under CEQA Guidelines Section 15061\(b\)\(3\).](#)
- C. [PUBLIC HEARING: 277 San Francisco Ave; Use Permit 2024-UP-2; NCRO-2 zoning district; Use Permit to allow for an approximately 1,838 square foot Montessori](#)

[preschool on the ground floor of the existing mixed-use building, at the corner of San Francisco Ave and San Bruno Ave; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Section 15301; Natalie Aguilar Picazo, applicant; 277 San Francisco LLC, owner.](#)

ITEMS INITIATED BY STAFF

ITEMS INITIATED BY THE COMMISSION

ADJOURNMENT

- D.** Adjournment to the regular meeting of September 26, 2024.

APPEALS PROCESS

Anyone may appeal the action of the Planning Commission to the City Council. Except where specified otherwise, appeals shall be filed with the City Clerk not later than 15 calendar days following the Planning Commission's decision. Exceptions to the 15 day filing period include the following: appeals shall be filed with the City Clerk within 6 calendar days of the Planning Commission's action for use permits and variances and 10 calendar days for tentative maps and advertising sign applications. An application form and fee is required to make a formal appeal. For additional information, please contact the City Clerk at 415-508-2110.

File Attachments for Item:

A. Approval of draft meeting minutes of July 25, 2024

DRAFT
BRISBANE PLANNING COMMISSION
Action Minutes of July 25, 2024
Hybrid Meeting

CALL TO ORDER

Director Swiecki called the meeting to order at 7:30 p.m, Noting the absence of the Chair and Vice Chair he requested the Commission take a vote to select an acting chair for the meeting.

A motion by Commissioner Gooding, seconded by Commissioner Patel to appoint Commissioner Funke acting chair. Motion approved 3-0.

ROLL CALL

Present: Commissioners Funke, Gooding, and Patel

Absent: Commissioners Lau and Sayasane

Staff Present: Director Swiecki, Principal Planner Ayres, Associate Planner Robbins

ADOPTION OF AGENDA

A motion by Commissioner Gooding, seconded by Commissioner Patel to adopt the agenda. Motion approved 3-0.

CONSENT CALENDAR

A motion by Commissioner Patel, seconded by Commissioner Gooding to adopt the consent calendar. Motion approved 3-0.

ORAL COMMUNICATIONS

There were none.

WRITTEN COMMUNICATIONS

Acting chairperson Funke acknowledged one written correspondence pertaining to an item not on the agenda.

NEW BUSINESS

- B. PUBLIC HEARING: Fence Height Exception 2024-FD-1, 100 Lake Street; R-1 Residential District; Fence Height Exception for a six-foot tall, 124 foot long fence to be constructed at street level above a 10 foot downslope retaining wall; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Section 15303(e).**

DRAFT
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Principal Planner Ayres presented staff's report to the Commission and answered questions about the height of the fence as well as the Commission's future role in similar requests to modify exceptions to development regulations.

Acting chairperson Funke opened the public hearing.

With no one wishing to address the Commission, a motion was made by Commissioner Patel and seconded by Commissioner Gooding to close the public hearing. The motion was approved 3-0.

After discussion, a motion was made by Commissioner Gooding, seconded by Commissioner Patel to approve the application via adoption of Resolution 2024-FD-1 was approved 3-0.

Acting chairperson Funke read the appeal procedure.

ITEMS INITIATED BY STAFF

Director Swiecki noted that the City Council at its [July 18, 2024 meeting](#) continued both zoning text amendments approved by the Planning Commission until the Fall and authorized the City Manager to negotiate a contract from Good City Co. for the Community Engagement and Planning Project of the former B of A site.

ITEMS INITIATED BY THE COMMISSION

There were none.

ADJOURNMENT

With a cancelation of the August 8, 2024, meeting, acting chairperson Funke declared the meeting adjourned to the next regular meeting of August 22, 2024, at approximately 7:45 p.m.

Attest:

John A. Swiecki, Community Development Director

NOTE: A full video record of this meeting can be found on the City's YouTube channel at www.youtube.com/BrisbaneCA, on the City's website at <http://www.brisbaneca.org/meetings>, or on DVD (by request only) at City Hall.

File Attachments for Item:

B. PUBLIC HEARING: General Plan Amendment 2024-GPA-1; Citywide; General Plan amendment to the Health and Safety Element to update the date of the most recently adopted Local Hazard Mitigation Plan; and finding that this project is categorically exempt from environment review under CEQA Guidelines Section 15061(b)(3).



PLANNING COMMISSION AGENDA REPORT

Meeting Date: September 12, 2024

From: Jeremiah Robbins, Associate Planner

Subject: **General Plan Amendment 2024-GPA-1;** Citywide; General Plan amendment to the Health and Safety Element to update the date of the most recently adopted Local Hazard Mitigation Plan; and finding that this project is categorically exempt from environment review under CEQA Guidelines Section 15061(b)(3).

REQUEST: That the Planning Commission adopt the attached resolution, updating the Community Health and Safety Element (Safety Element) of the General Plan to reflect the most recently adopted Local Hazard Mitigation Plan (LHMP) to comply with State Assembly Bill 2140.

RECOMMENDATION: Recommend that the City Council adopt the draft update of the Community Health and Safety Element, via adoption of Resolution 2024-GPA-1.

ENVIRONMENTAL DETERMINATION: Exempt by General Rule, per State CEQA Guidelines Section 15061(b)(3), in that CEQA applies only to projects which have the potential for causing a significant effect on the environment and this proposed action would have no possibility for such significant effect.

APPLICABLE CODE SECTIONS: State law contains requirements applicable to LHMPs and the link to safety elements, codified in Sections [8685.9](#) and [65302.6\(a\)](#) of the Government Code.

Background

The proposed action is tied to the federal Disaster Mitigation Act of 2000, which authorized the “President to establish a program of technical and financial assistance to states and local governments to assist in the implementation of pre-disaster hazard mitigation measures that are cost effective and are designed to reduce injuries, loss of life, and property damage and destruction...” Following that Act, the City participated in the preparation of a hazard mitigation plan. It was developed in partnership with the Association of Bay Area Governments (ABAG) and approved by the Federal Emergency Management Agency (FEMA) in 2005.

In 2006, the state adopted Assembly Bill (AB) 2140 which added provisions specifying what is to be included in a local hazard mitigation plan and required linkage between the local jurisdiction’s LHMP and the Safety Element of the General Plan for federal funding eligibility. AB 2140 requires the City to adopt a local hazard mitigation plan as part of the General Plan Safety Element in order to qualify for certain funding through the California Disaster Assistance Act.

In 2020, a coalition of San Mateo County cities and special districts embarked on an update of the 2016 version of the San Mateo County Hazard Mitigation Plan. It was completed and collectively approved by FEMA and the California Office of Emergency Services (CalOES) approved

2024-GPA-1
9/12/2024 Meeting

in October of 2021. Brisbane's City Council adopted that update to the LHMP on November 18, 2021 and the Council previously updated the Safety Element to reference the 2016 version of the LHMP in early 2019. Ongoing amendments to the LHMP are scheduled for 5 years intervals, although that may be accelerated if needed. The complete San Mateo County Hazard Mitigation Plan may be referenced from the City's website: <https://www.brisbaneca.org/cd/page/other-plans-and-documents#LHMP>.

In June of this year, the Local Hazard Mitigation Planning Unit of the Recovery, Hazard Mitigation Planning Branch of the California Governor's Office of Emergency Services informed the City it was not eligible for federal funding under AB 2140 since our General Plan was not updated to reflect the adopted, 2021 LHMP.

Discussion

This legislation requires local jurisdictions to either cross reference the LHMP in the Safety Element or include the LHMP language specific to AB 2140 as part of the Safety Element to be fully eligible for disaster relief funding. The City's Safety Element already includes a reference to the LHMP, as updated in 2019, but in order to maintain eligibility for federal funding authorized under AB 2140, the Safety Element must directly reference to the most recently adopted, 2021 LHMP.

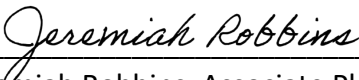
The following change is proposed under Section X.1 of the Safety Element:

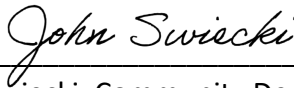
At the time of this writing, the latest Hazard Mitigation Plan was adopted in ~~2015~~ 2021 and it is scheduled for updates on a 5-year basis. This plan may also be referred to as the Local Hazard Mitigation Plan (LHMP), since, while it is a county-wide plan, it is also specific to the individual jurisdictions.

The footnotes referencing the LHMP, as well as the Emergency Management Plan, would be updated as well for clarity. An excerpt of the proposed redlines is included as Attachment B.

ATTACHMENTS

- A. Draft Resolution 2024-GPA-1 (including the Draft City Council Resolution – Exhibit A – and Draft Safety Element excerpt – Exhibit B)
- B. Redline Excerpt of Proposed Amendments to Brisbane's Safety Element
- C. Link to [Volume 2 of the Local Hazard Mitigation Plan, dated October 2021](#), including Brisbane's local annex (beginning on page 147 of the document).


Jeremiah Robbins, Associate Planner


John Swiecki, Community Development Director

**Draft
RESOLUTION 2024-GPA-1**

A RESOLUTION OF THE PLANNING COMMISSION OF BRISBANE
RECOMMENDING THAT THE CITY COUNCIL
AMEND THE COMMUNITY HEALTH AND SAFETY ELEMENT OF THE GENERAL PLAN
TO REFLECT THE MOST RECENTLY ADOPTED, 2021 LOCAL HAZARD MITIGATION PLAN

WHEREAS, Section X.1, Emergency Preparedness of the Safety Element, in the Community and Safety Element of the General Plan (Safety Element) currently makes reference to a 2016 Local Hazard Mitigation Plan (LHMP); and

WHEREAS, consistent with the federal Disaster Mitigation Act of 2000, State Assembly Bill (AB) 2140 requires cities to reference the most recently adopted LHMP into the Safety Element of the General Plan, by either cross reference or by integration of the two documents, in order to qualify for the maximum amount of disaster aid through the California Disaster Assistance Act; and

WHEREAS, in 2020, a coalition of San Mateo County cities and special districts, including the City of Brisbane, updated the county-wide Hazard Mitigation Plan, dated October 2021, with each member participating in the preparation and adopting their respective local sections; and

WHEREAS, the City of Brisbane adopted the 2021 LHMP on November 18, 2021, as part of the San Mateo County Hazard Mitigation Plan, dated October 2021, and was subsequently approved by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES); and

WHEREAS, the 2021 LHMP provides guidance and insight to the hazards that exist in the City of Brisbane and suggests possible mitigation measures; and

WHEREAS, the Planning Commission reviewed and considered the staff memorandum relating to said application, and the written and oral evidence presented to the Planning Commission; and

WHEREAS, the Planning Commission's recommended update to the Emergency Preparedness section of the Safety Element and the minutes of the Planning Commission meeting of September 12, 2024 are attached and incorporated by reference as part of this resolution; and

WHEREAS, the Planning Commission finds that the proposed amendment is exempt from the California Environmental Quality Act by General Rule, per State CEQA Guidelines Section 15061(b)(3), in that CEQA applies only to projects which have the potential for causing a significant effect on the environment and this proposed action would have no possibility for such significant effect; and

General Plan Safety Element Amendment
ATTACHMENT A

NOW, THEREFORE, BE IT RESOLVED, based upon the evidence presented, both written and oral, the Planning Commission of the City of Brisbane hereby RECOMMENDS that the City Council adopt the attached update to the Community Health and Safety Element of the General Plan, which would include reference to the adopted 2021 LHMP as part of the Safety Element.

I, the undersigned, hereby certify that the foregoing Resolution was duly and regularly adopted and passed by the Planning Commission of the City of Brisbane during the Regular Meeting of the Planning Commission on the twelfth day of September 2024, by the following vote:

AYES:

NOES:

ABSENT:

Alex Lau
Chairperson

ATTEST:

JOHN A SWIECKI, Community Development Director

General Plan Safety Element Amendment
EXHIBIT A to ATTACHMENT A

Draft
RESOLUTION _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE
AMENDING THE COMMUNITY HEALTH AND SAFETY ELEMENT OF THE GENERAL PLAN
TO INCORPORATE THE CITY OF BRISBANE'S 2021 LOCAL HAZARD MITIGATION PLAN
INTO THE ELEMENT

WHEREAS, Section X.1, Emergency Preparedness of the Safety Element, in the Community and Safety Element of the General Plan ("Safety Element") currently makes reference to a 2016 Local Hazard Mitigation Plan ("LHMP"); and

WHEREAS, consistent with the federal Disaster Mitigation Act of 2000, State Assembly Bill (AB) 2140 requires cities to reference the most recently adopted Local Hazard Mitigation Plan (LHMP) into the Safety Element, by either cross reference or by integration of the two documents, in order to qualify for the maximum amount of disaster aid through the California Disaster Assistance Act; and

WHEREAS, the City of Brisbane adopted the 2021 LHMP on November 18, 2021, as part of the San Mateo County Hazard Mitigation Plan, dated October 2021, and was subsequently approved by the Federal Emergency Management Agency (FEMA) and the California Office of Emergency Services (CalOES); and

WHEREAS, the 2021 LHMP provides guidance and insight to the hazards that exist in the City of Brisbane and suggests possible mitigation measures; and

WHEREAS, on September 12, 2024, the Planning Commission considered all pertinent testimony, written and oral, and adopted Planning Commission Resolution 2024-GPA-1, recommending that the City Council adopt an amendment to the Safety Element in General Plan, by amending Section X.1 Emergency Preparedness, which includes reference of the adopted 2021 LHMP as part of the Safety Element; and

WHEREAS, the City Council held a public hearing on the amendment to Safety Element on _____, 2024, and considered the testimony presented and reviewed the Planning Commission's recommendation and the Planning Commission's minutes of its meeting, which is incorporated herein by reference.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Brisbane finds as follows:
Section 1.

- A. The adoption of the amendment to the Safety Element is exempt from the California Environmental Quality Act by General Rule, per State CEQA Guidelines Section 15061(b)(3), in that CEQA applies only to projects which have the potential for causing a significant effect

**General Plan Safety Element Amendment
EXHIBIT A to ATTACHMENT A**

on the environment and this proposed action would have no possibility for such significant effect;

- B. The amendment to Section X.1, the Emergency Preparedness section of the Safety Element, as described above and as set forth on the attached Exhibit A, has been prepared consistent with State law;
- C. The amendment to the Emergency Preparedness section of the Safety Element does not make substantive changes to goals, policies, programs, standards, or maps of the Safety Element, but is to incorporate by reference, the City of Brisbane's 2021 LHMP.
- D. The amendment to the Emergency Preparedness section of the Safety Element supersedes that previously adopted section; and

Section 2. The General Plan of the City of Brisbane is amended by the amendment to X.1, Emergency Preparedness of the Safety Element as set forth on the attached Exhibit A.

Section 3. This resolution shall be effective immediately upon its adoption.

Terry O-Connell, Mayor
City of Brisbane

* * * *

I, the undersigned, hereby certify that the foregoing Resolution _____ was adopted at a regular meeting of the Brisbane City Council on _____, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Ingrid Padilla, City Clerk
City of Brisbane

Approved as to form:

Thomas R. McMorro, City Attorney

X.1 EMERGENCY PREPAREDNESS

Emergency preparedness is critical for the well-being of Brisbane. Even though it is a small city, Brisbane's location in the San Francisco Bay Area puts it at risk for potential disasters, such as airplane crashes, major fires and hazardous materials incidents, in addition to earthquakes, landslides and floods. With limited access points and the physical barriers created by the Bay and the Mountain, it is necessary for the City to think carefully and plan well for the safety of its citizens.

Brisbane has developed an Emergency Operations Plan, also referred to as an Emergency Management Plan⁽⁹⁾. That plan is updated regularly and provides procedures and establishes responsibilities for managing both manmade and natural disasters. It provides directions on evacuating the City, providing shelter and basic necessities, and on emergency communications and field responses. The Emergency Management Plan works in concert with a number of multi-agency mutual aid plans and with local volunteer efforts.

One such multi-agency effort is in the preparation of the [County-wide Hazard Mitigation Plan](#)⁽¹⁰⁾. That plan responds to the federal mandates for emergency readiness provided in the Disaster Mitigation Act of 2000. The Hazard Mitigation Plan was prepared through a coalition of San Mateo county cities and special districts, to pool resources and create a uniform and coordinated hazard mitigation strategy across the county. That coordinated effort also helps ensure eligibility for federal grant funding. Individual agencies are responsible for participation in the preparation and adoption of their respective sections by all the jurisdictional partners, the plan is then subject to approval by the California Office of Emergency Services (CalOES) and the Federal Emergency Management Agency (FEMA). The latest Hazard Mitigation Plan was adopted in 2021 and it is scheduled for updates on a 5-year basis. This plan may also be referred to as the Local Hazard Mitigation Plan (LHMP), since, while it is a county-wide plan, it is also specific to the individual jurisdictions.

An Emergency Operations Center (EOC) has been built into City Hall. Regular training sessions and drills are conducted at the EOC using the Emergency Operations Plan. Field exercises are also held to maintain a state of readiness. (Refer to Safety background report (SA-1) for more information.)

The following policies address Emergency Preparedness:

Policy 148 Maintain the Emergency Operations Plan and continue to participate in the maintenance of the County-wide Hazard Mitigation plan as the central planning and management tools for disaster preparedness, response and recovery.

Program 148a: Through continuing participation in the coalition of San Mateo County cities and special districts, maintain the Local Hazard Mitigation Plan (LHMP) consistent with State Assembly Bill 2140 and applicable subsequent state and/or federal legislation. The [LHMP](#) is included by reference as part of this General Plan element and should be consulted when addressing known hazards to ensure the general health and safety of people within Brisbane.

FOOTNOTES

2. SA-1, p. 12
3. In addition to debris flows mapped by the U.S. Geological Survey in 1983, local incidents during the winter of 1982 were identified at the following locations: behind the building at 180 West Hill Place; from Harold Road to McLain Road at San Bruno Avenue; from Costanos Canyon to 405 Sierra Point Road; above Kings Road at San Mateo Lane; Sierra Point Canyon above Kings Road; from the Glen Parkway tank down Firth Canyon and through Firth Park to San Bruno Avenue; down Old Quarry Road to San Francisco Avenue; and numerous other locations on the Mountain. Source: Vince Marsili, City of Brisbane Public Works Department, 1994.
4. GP-5
5. The background report on Water (UT-3) contains a detailed description of the water systems and water quality in the planning area.
6. UT-2, Figure 2
7. A detailed description and analysis of the planning area's sewer system is contained in the Sewer System Evaluation background report (UT-2).
8. The Storm Drain background report contains detailed descriptions and analysis of the watersheds and storm water systems in the planning area.
9. The Emergency Operations Plan (EOP) is available on the City's website.
10. The Local Hazard Mitigation Plan (LHMP) is a large regional and cross-jurisdictional effort to plan for the reduction of risk from natural and man-made disasters as well as other hazards. It assesses hazard vulnerabilities and identifies mitigation actions to reduce the level of injury, property damage, and community disruption that might otherwise result from such events.

The Department of Emergency Management led the LHMP update, in coordination with County departments, all twenty cities (including Brisbane), and regional special districts. Please visit the County of San Mateo's website for additional information and resources related to the LHMP. Volume One and Volume Two of the most recent LHMP are available from the City's website.

Redline Excerpt of Proposed Amendments to Brisbane's Safety Element

X.1 EMERGENCY PREPAREDNESS

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The following policies address Emergency Preparedness:

Policy 148 **Maintain the Emergency Operations Plan and continue to participate in the maintenance of the County-wide Hazard Mitigation plan as the central planning and management tools for disaster preparedness, response and recovery.**

General Plan Safety Element Amendment
ATTACHMENT B

Program 148a: Through continuing participation in the coalition of San Mateo County cities and special districts, maintain the Local Hazard Mitigation Plan (LHMP) consistent with State Assembly Bill 2140 and applicable subsequent state and/or federal legislation. The [LHMP](#) is included by reference as part of this General Plan element and should be consulted when addressing known hazards to ensure the general health and safety of people within Brisbane.

FOOTNOTES

- ~~1. SA-1, p. 11~~
2. SA-1, p. 12
3. In addition to debris flows mapped by the U.S. Geological Survey in 1983, local incidents during the winter of 1982 were identified at the following locations: behind the building at 180 West Hill Place; from Harold Road to McLain Road at San Bruno Avenue; from Costanos Canyon to 405 Sierra Point Road; above Kings Road at San Mateo Lane; Sierra Point Canyon above Kings Road; from the Glen Parkway tank down Firth Canyon and through Firth Park to San Bruno Avenue; down Old Quarry Road to San Francisco Avenue; and numerous other locations on the Mountain. Source: Vince Marsili, City of Brisbane Public Works Department, 1994.
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- ~~10. The Local Hazard Mitigation Plan (LHMP) is a large regional and cross-jurisdictional effort to plan for the reduction of risk from natural and man-made disasters as well as other hazards. It assesses hazard vulnerabilities and identifies mitigation actions to reduce the level of injury, property damage, and community disruption that might otherwise result from such events.~~

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File Attachments for Item:

C. PUBLIC HEARING: 277 San Francisco Ave; Use Permit 2024-UP-2; NCRO-2 zoning district; Use Permit to allow for an approximately 1,838 square foot Montessori preschool on the ground floor of the existing mixed-use building, at the corner of San Francisco Ave and San Bruno Ave; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Section 15301; Natalie Aguilar Picazo, applicant; 277 San Francisco LLC, owner.



PLANNING COMMISSION AGENDA REPORT

Meeting Date: September 12, 2024

From: Ken Johnson, Senior Planner

Subject: 277 San Francisco Ave; 2024-UP-2; NCRO-2 district; Use Permit to allow for a preschool in an approximately 1,838 square foot, vacant portion of the ground floor in the mixed-use building; and finding that this project is categorically exempt from environmental review under CEQA Guidelines Section 15301; Natalie Aguilar Picazo, applicant; 277 San Francisco LLC, owner.

REQUEST: The applicant requests approval of a Use Permit to allow for a preschool, Star City Montessori Preschool, for up to 36 children, with operating hours from 8 AM to 5 PM, Monday through Friday, in an approximately 1,838 square foot, vacant portion of the first floor of the mixed-use building at 277 San Francisco Ave. The use would also result in the division of the building's remaining vacant commercial space into an approximately 350 square foot retail/office flex space. Although the 350 square foot retail/office space is not subject to a use permit, since it is smaller than standard for this district, the incidental division of that space is discussed at the end of this report and addressed in the draft resolution.

RECOMMENDATION: Approve Permit application 2024-UP-2 via adoption of Resolution 2024-UP-2, containing the findings and conditions of approval (See Attachment A).

ENVIRONMENTAL DETERMINATION: The project is categorically exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15301 - this project falls within a class of projects which the State has determined not to have a significant effect on the environment. The exceptions to this categorical exemption referenced in Section 15300.2 of the CEQA Guidelines do not apply.

APPLICABLE CODE SECTIONS: Brisbane Municipal Code (BMC) Section 17.14.040.K allows for day care centers, which includes preschools. BMC Chapter 17.40, provides procedures, required findings and conditions for the approval for use permit applications.

BACKGROUND: In 2005, the Planning Commission granted design permit DP-3-02 and use permit UP-15-02 for the construction of a three-story mixed-use building at the corner of San Francisco Ave and San Bruno Ave, on the 14,900 square foot site. The building has the address designations of 1 San Bruno Ave for the residential units and 277 San Francisco Ave for the commercial portion of the building.

Consistent with the planning permits, building construction was completed in 2008, with 15 one and two-bedroom residential condominiums on the second and third floors and an approximately 3,700 square foot commercial space on the ground floor, plus a 30-space parking garage. The interior of the commercial space was not built out at the time of the initial building construction for a specific tenant. A total of 28 of the parking spaces were designated for the residences and 2 for the commercial space. The commercial space was constructed as a storefront, consistent with NCRO-2 district development regulations provided in BMC Section 17.14.060.H, which requires storefronts on the ground floor of Visitacion and/or San Bruno Avenues. In this case both the San Bruno Ave and San Francisco Ave sides of the building were designed as storefront, given the pie-shaped lot with double frontage. No off-street parking was required for commercial/storefront uses, since this site is within the NCRO-2 zoning district, per BMC Section 17.14.090.

The approved project allowed for future division of the commercial space to up to 3 units and given its accessibility from both San Francisco Ave and San Bruno Ave, the commercial space has direct pedestrian access from the front corner of the building, facing the intersection, and from the San Francisco Ave side. A separate shared access is provided on the San Bruno Ave side that also serves the residences above. In 2016, a tenant improvement was undertaken to establish an on-line beauty supply business within the eastern portion of the building, that is the back portion of the commercial space, adjacent to the parking garage. The use within that improved space now also includes a beauty salon. One of the off-street parking spaces is dedicated to that beauty supply/salon store. The remainder of the commercial space has been vacant since the building was completed in 2008 and would be occupied by the proposed preschool and the retail/office flex space, as further described in the next section.

The entitlement conditions of approval from 2005 included a couple key conditions that are applicable to this current application. One of these was concerning soil conditions at the site. Prior to construction of the building, the site served as the location of a gasoline service station and following its closure, circa 1990's, it was subject to environmental cleanup, as required by the San Mateo County Environmental Health Dept. Although subsurface environmental cleanup and testing was completed prior to construction of the building, given the proposed use of the ground floor of the building for a preschool, additional subsurface testing was done earlier this year (2024), per the requirements of the Environmental Health Dept. The Environmental Health Dept subsequently affirmed that the site meets environmental standards for a preschool use on the ground floor.

Also, in the granting of the entitlement permits, the Planning Commission included a condition of approval that commercial uses were not to exceed 105 vehicle trips/day/1,000 square feet of floor area, which would equate to 193 trips per day for the preschool.

DESCRIPTION OF THE SITE AND PROPOSED USE: The applicant (director of the proposed school) proposes to divide the remaining vacant commercial space into two use areas, one part would be an approximately 350 square foot retail/office flex space. The other would be the approximately 1,838 square foot preschool space, including four restrooms and a kitchen. Office and retail uses are permitted by right in this zoning district, whereas the preschool requires a use permit, per BMC 17.14.040.K.1. The applicant has indicated that the intent for that retail/office space would be for sales of educational materials and for an administrative office. The proposed preschool is intended to replace the applicant's existing home-based preschool.

Prior to occupancy, the vacant portion of the building would undergo a tenant improvement, through a building permit, to separate the preschool space from the retail/office space. The preschool would be improved with four restrooms, three for children and one for staff, and an open floorplan kitchen. An outdoor bike rack would be installed on the property on the southwest side of the building. A loading zone would also be constructed in the public right-of-way on the north side, per the City Engineer's request, to minimize potential impacts to on-street parking. There are no changes proposed to the exterior of the building. Students, parents and staff may enter from any one of two entrances, either the San Francisco Ave side or the front corner of the building. There's also an existing interior connection to the parking garage through the shared lobby within southwest corner of the building. Conditions of approval are provided in the draft resolution, Attachment A, and the building permit condition is included as Condition D. A vicinity map and floor plan are provided in Attachments B and C.

The preschool would have a maximum enrollment of 36 students, including up to 5 part-time. Students would be 3 to 5 years old. Staff would include 6 teachers, plus the director. It would operate Monday through Friday, from 8 AM to 5 PM, with student drop offs and pickups primarily between 8 to 9 AM and 4 to 5 PM. The loading zone hours would be during those drop off and pick up hours and would otherwise be open for parking. The loading zone would be manned by one to two teachers during those times, to escort the students to and from the school.

The applicant has indicated that the school will prioritize enrollment of children of Brisbane residents and of those employed in Brisbane. This is both to support the Brisbane community and to minimize vehicle trips. The bike rack is also intended to further minimize vehicle trips by encouraging biking to the school. Additionally, the site location is within ¼ mile of the SamTrans bus stop for Route 292 at Bayshore Blvd and approximately 100 feet from the shuttle stop along Old County Rd. The City's bike pedestrian routes plan is provided for reference in Attachment D.

The applicant has characterized Montessori curricula as quiet, activity-based learning, to be well suited to this mixed-use building. For student playtime outdoors, the applicant has requested daily access to a small portion of the lawn area of the Community Park, which is located directly across San Francisco Ave from this location. Note that state requirements for preschools includes access to outdoor space, which may be met with the park access, subject to state

approval. Certification by the state would be a condition of approval prior to occupancy of the building (Condition of Approval C).

Regarding the use of the Community Park, the application has been reviewed by the City Engineer/Public Works Director, Parks & Recreation Director, and City Attorney, who have indicated that the application may be approved including routine use of the park. This would be subject to the conditions of approval which include an administrative Park use agreement and waiver, as prescribed by the City's legal counsel, and evidence of the state's approval for the use of the Park to comply with for the required outdoor space prior to occupancy. For the ongoing operations, the school would file and maintain a Park use plan with the Director of Parks & Recreation, outlining the area and times of use and controls for student safety.

The play area within the park would be delineated by cones, and would typically be utilized in three groups, with a third of the students at the park at a time for a 20-minute period per group. The use area within the park would be on the lawn and the exact location at any given time may vary, depending on the City's needs for different areas of the park. Travel to and from the park and student activities within the park would be controlled by the teachers. Street crossings would be within the crosswalk across San Francisco Ave. Use of the Park's play structure is not included in the application, so the play structure would remain open for children who are not part of the school.

ANALYSIS AND FINDINGS: Use Permit findings provided in BMC Section 17.40.060 indicate that in granting a use permit, the Planning Commission:

- shall consider and give due regard to the nature and condition of all adjacent uses and structures, and to general and specific plans for the area in question. And
- shall determine whether or not the establishment, maintenance or operation of the use applied for will, under the circumstances of the particular case, be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, or whether it will be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.

The application would meet the required findings.

First, the zoning ordinance implements the general plan and allows for establishment of preschools in this district. There is no specific plan for this area of the City. The immediately adjacent use includes the beauty supply/salon use within the same building, as described above. Above the proposed preschool, on the second and third floors of this building, are residential condominium units. Adjacent to the site on the San Francisco Ave side is a single-family residence. On the San Bruno Ave side is a plumber's office. Across the street to the north is the Community Park and across the street to the southwest is the Brisbane Hardware store. The use would be consistent with the character of the neighborhood.

On the second finding, the use would not be detrimental to the health, safety, comfort or general welfare of persons residing or working in the neighborhood, nor would it be injurious or detrimental to property or improvements in the neighborhood or the general welfare of the City. This finding goes hand-in-hand with the first finding regarding the nature of adjacent uses. In considering this finding, there are a couple items to consider, one is noise during the operation of the school and other is potential traffic and parking impacts.

Noise: Potential noise impacts may be considered for two primary activity types, one being playtime and the other being during indoor learning activities. First, all routine preschool activities would be weekdays between 8 AM and 5 PM. These are normal working times for businesses in the district. Teacher preparation and parent-teacher meetings may occur outside these hours and days, but not after 10 PM to before 5 AM the next day, since those hours are subject to a night operations permit in this district.

The active playtime activities are proposed at the Community Park and it is not expected that the use would result in significant noise impacts to the adjacent neighbors, beyond that normally experienced from daily park activities.

Noise within the building during the hours of operation is also not expected to have a significant impact to the neighbors. Given that the playtimes will be outdoors, the indoor noise would be expected to be quieter learning activities, of similar noise levels to retail operations that are common to this district.

Parking and Traffic: In regards to parking and traffic, the NCRO-2 district does not require off-street parking for ground floor storefronts. Instead, on-street parking is recognized as meeting the parking requirement. BMC Section 17.02.746 broadly defines storefront as providing “goods and services at street level, encourages pedestrian access from the street, and typically, through plate glass windows or displays, provides visual access from the street to the goods or services offered within.” This building was designed and built with the ground floor as a storefront and the proposed use would not alter that character and the use is consistent in that it would provide the services of early childhood education on the ground floor. Thus, off-street parking is not required, although one space is provided in the garage, for the school director’s use. In brief, the use is compliant with the parking standards.

To further evaluate potential impacts to street parking, staff conducted parking counts on several days, totaling 12 count periods. Each count period was completed within an approximately short duration of approximately 5-minutes, to minimize vehicle turnover during the count. The parking counts were taken along San Francisco Ave between the intersections of San Bruno Ave and Plumas St and along San Bruno Ave between the intersections of San Francisco Ave and Mariposa St, the city block where the facility is located. ‘

A total of 38 parking on-street spaces were available on these two street segments. Results from the parking counts indicated the number of available spaces ranged from a high of 21 to a low of 7 spaces available. The highest availability was in the mornings and early afternoons and

the lowest was observed during the late afternoons on Thursdays, during the time when the Farmer's Market occupies the Park. The parking count results are provided in Attachment F.

For reference, an Institute of Transportation Engineers (ITE) trip generation average estimate yields 88 trips per day for a preschool use. Note that a trip is counted for each direction of travel to and from the school. This trip estimate appears consistent with what one might expect for the use, given its central location in Brisbane, local community serving nature and proximity to public transportation. It is also less than half of the 2005 Planning Commission imposed condition of approval of 193 trips per day.

Based on the hours of operation, most of the vehicle trips would be expected to occur during the student drop off and pickup times in the mornings and afternoons, as outlined above in the project description, and before and after those times for teachers. Generally, student drop offs and pick ups would be as short duration stops, especially those using the designated student loading zone. Brisbane's walkability, bike access and public transportation access, combined with a focus on serving local students, is also expected help to minimize vehicle trips and parking impacts.

As demonstrated by the history of use of the building following its construction in 2008, the building has gone underutilized. Specifically, to date, the portion of the building subject to the use permit has never been improved for tenant occupancy. The granting of this use permit would allow for improvement of the space and that combined with the proposed, allied retail/office flex space and the existing beauty supply and salon spaces would fully occupy this building and activate this central space within Brisbane's downtown core. The proposed use would help serve a community need for childcare and early childhood education, while activating and contributing to the life and vitality at the heart of Brisbane's downtown. Regarding the finding, this use would be a benefit to the general welfare of the City.

Division of Storefront Areas

In addition to the Use Permit findings provided above, BMC 17.14.060.H provides that storefront spaces are to be 600 square feet or more, except that, the Planning Commission may approve a lesser floor area if it finds that such lesser area is as large as possible for the intended storefront use, given the size, configuration, and physical constraints of the structure and the site. This BMC section was referenced in the 2005 Planning Commission's entitlement conditions with regards to future subdivision of the space.

In this case, the buildout of the commercial space would result in an approximately 350 square foot retail/office flex space and while the division is less than the 600 square foot normally called for in BMC Section 17.14.060.H for a storefront, the Planning Commission has the authority to approve lesser space. The retail/office flex space would allow for the applicant's intended sales of educational materials from the space and to use it as an administrative office.

The small size is reasonable for the proposed use and would allow for the larger preschool to be established in the adjacent, remaining space.

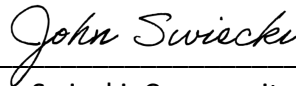
Finally, this application was provided to the North County Fire Authority, Dept of Public Works, Parks & Recreation Dept, Police Dept, Building Dept, County Health Dept, and City Attorney's office for review and comment. Comments have been resolved or are provided as recommended conditions of approval, as included in the draft resolution. Given the conditions of approval, none of the departments or agencies raised objections to the proposed use.

ATTACHMENTS:

- A. Draft Resolution 2024-UP-2
- B. Site Vicinity Map & Parking Spaces
- C. Proposed Floor Plan
- D. Bike & Pedestrian Route Plan
- E. Applicant's Project Description
- F. Planning Staff's Parking Counts



Ken Johnson, Senior Planner



John Swiecki, Community Development Director

ATTACHMENT A

Draft

RESOLUTION 2024-UP-2

A RESOLUTION OF THE PLANNING COMMISSION OF BRISBANE
CONDITIONALLY APPROVING USE PERMIT FOR
A PRESCHOOL, PERMIT 2024-UP-2
AT 277 SAN FRANCISCO AVE

WHEREAS, Natalie Aguilar Picazo, the applicant and Director of Star City Montessori Preschool, applied to the City of Brisbane for Conditional Use Permit 2024-UP-2 for a preschool within an approximately 1,838 square foot portion of the ground floor of the building at 277 San Francisco Ave, also utilizing the City's Community Park located across San Francisco Ave for the students' routine outdoor playtime; and

WHEREAS, this application would result in division of the ground floor commercial space into three spaces total, including the existing beauty supply store and salon, plus the proposed approximately 350 square foot retail/office space and the proposed 1,838 square foot preschool; and

WHEREAS, the Planning Commission's 2005 Condition of Approval UU, called for the commercial space tenancies to be not less than 600 square feet, referencing Brisbane Municipal Code (BMC) Section 17.14.060.H, BMC Section 17.14.060.H also allows for the Planning Commission to approve a lesser space; and

WHEREAS, on September 12, 2024, the Planning Commission conducted a public hearing on the application, publicly noticed in compliance with Brisbane Municipal Code Chapters 1.12 and 17.54, at which time any person interested in the matter was given an opportunity to be heard; and

WHEREAS, the Planning Commission reviewed and considered the staff memorandum relating to said application, the applicant's plans and supporting materials, and the written and oral evidence presented to the Planning Commission in support of and in opposition to the application; and

WHEREAS, the Planning Commission finds that the proposed project is categorically exempt from the provisions of the California Environmental Quality Act; pursuant to Section 15301 of the State CEQA Guidelines; and

WHEREAS, the Planning Commission of the City of Brisbane hereby makes the findings attached herein as Exhibit A in connection with the application.

NOW THEREFORE, based upon the findings set forth hereinabove, the Planning Commission of the City of Brisbane, at its meeting of September 12, 2024, did resolve as follows:

Use Permit 2024-UP-2 is approved, per the findings and conditions of approval contained in Exhibit A to this resolution.

ADOPTED this twelfth day of September, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ALEX LAU
Chairperson

ATTEST:

JOHN A SWIECKI, Community Development Director

ATTACHMENT A
continued

Draft
EXHIBIT A

Action Taken: Conditionally approve 2024-UP-2 per the staff memorandum with attachments, via adoption of Resolution 2024-UP-2.

Findings:

1. Per Brisbane Municipal Code (BMC) Section 17.40.060.A, the Planning Commission has considered and given due regard to the nature and condition of all adjacent uses and structures; and
2. The use is consistent with the City's General Plan, which is expressed through the NCRO-2 district zoning provided in BMC Chapter 17.14 allowing for preschools by use permit, and there is no specific plan for this area of Brisbane.
3. Per BMC Section 17.40.060.B, the establishment, maintenance and operation of the use applied for will not be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood of such proposed use, nor will it will be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city.
4. The buildout of the commercial space would result in an approximately 350 square foot retail/office flex space and the Planning Commission finds that it is as large as possible to allow for the intended storefront use, given the intended use, combined with the size, configuration and physical constraints of the structure; and to allow for establishment of preschool in the remaining space.
5. The proposed interim use is CEQA categorically exempt, as detailed in the agenda report and resolution, and the use will not create any significant unmitigated adverse environmental impacts.

CONDITIONS OF APPROVAL:

Prior to Building Permit

Park Use Agreements and Evidence of State Approval

- A. The applicant is to enter into a use agreement with the City, in a form prescribed by City's legal counsel, concerning the weekday use of the Community Park to meet the outdoor use requirements of the State Licensing Agency.

- B. Applicant shall agree to require that the parents/guardians of each student sign a Waiver/Release of Claims and Assumption of Risk, in a form approved by City's legal counsel, concerning the use of the Community Park while using the Park to meet the School's outdoor use requirements of the State Licensing Agency (see also Condition F).
- C. The applicant shall provide evidence to the satisfaction of the City that the State Licensing Agency has approved the use of the Community Park to satisfy its outdoor space requirements.

Prior to Occupancy

Building, Site and Off-site Improvements:

- D. The applicant, or applicant's agent, shall obtain building permit(s) and complete tenant improvement work as required by the City to allow for occupancy, to comply with the California Building Code (CBC) and any applicable local building codes. At a minimum, the building permit(s) shall address the following:
 - I. Separation of the existing vacant space to include a retail/office and preschool classroom with 4 restrooms (3 for students) and a kitchen.
 - II. Construction of a student loading zone along San Francisco Ave, to meet the location and design requirements of the City Engineer, and meeting ADA accessibility requirements (reference 2022 CBC Section 11B-209 and 11B-503, or as may be updated). Note that this work in the Public Right-of-Way is also subject to an Encroachment Permit through the Dept of Public Works.
 - III. Installation of a fixed bicycle rack on the property, to the southwest side of the building, to provide for parking of at least 2 bicycles. The design shall be subject to approval by the Planning Director, finding that it is of high-quality materials and is in keeping with the building design.
 - IV. Compliance with Fire Codes to the satisfaction of North County Fire Authority (NCFA), including, but not limited to, exiting requirements, modification of fire sprinkler and alarm system, Knox Box, location of fire extinguishers, illuminated exit signs.
 - V. Address signage shall meet the requirements of the NCFA.
 - VI. Confirm existing slab construction to the satisfaction of the Building Dept prior to cutting or trenching for plumbing.
 - VII. If the tenant improvement valuation meets the threshold provided in BMC Chapter 10.52 of \$500,000, the applicant shall also be subject to the City's Transportation Demand Management (TDM) ordinance.

Business License

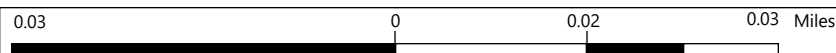
- E. Following compliance with conditions A through D, above, the operator's business license shall be obtained through the Finance Dept and maintained in good standing on an ongoing basis.

Operational Conditions

- F. Upon enrollment of any student, the school shall require the parents/guardians to sign the Waiver/Release of Claims and Assumption of Risk regarding the use of the Community Park (see Condition B).
- G. Typical hours of operation for the preschool are to be Monday through Friday from 8 AM to 5 PM for students' classroom/activity time. Teacher preparation and parent-teacher meetings may extend beyond these hours and days, except the use does not include night operations, between 10 PM and 5 AM the following day, as prescribed in BMC Section 17.14.080.
- H. The student loading zone shall be monitored by two teachers during the typical student arrival and departure times of 8 to 9 AM and 4 to 5 PM, to escort arriving and departing students to and from the school. Any adjustment to the hours shall be subject to written approval by the City Engineer.
- I. Activities within the building shall be conducted such that sounds shall not be loud or raucous, such that it would result in noise impacts to the adjacent neighbors, either above or beside, that would be out of character for the district.
- J. Student travel to and from the Community Park and activities within the Park shall be controlled by at least two teachers. The Park use activity area shall be delineated with cones. The students are generally to visit the park in three separate groups, with each group playing in the Park for approximately 20 minutes, or as approved by the Director of Parks & Recreation. A Park schedule/activity area plan shall be provided to the Director of Parks & Recreation for approval prior to using the Park and any changes to the plan shall be subject to approval by the Director.
- K. Park activity areas may be required to be moved from time-to-time, due to Park events or maintenance, upon request by the Director of Parks & Recreation.
- L. The building shall be maintained with a storefront appearance, in that the windows shall not be fully blocked. Openable/retractable shades may be provided, subject to approval by the Planning Director.
- M. The use shall comply with the performance standards provided in BMC Section 17.14.070.

Other Conditions

- N. Any advertising signage is subject to separate application and approval prior to installation, in accordance with BMC Chapter 17.36.
- O. Minor modifications may be approved by the Community Development Director in conformance with all requirements of the Municipal Code.
- P. The use permit shall be effective on the seventh (7th) day after Planning Commission approval, unless the action is appealed to City Council, in which case the permit shall not be effective until a final decision on the appeal has been made by the city council.
- Q. In accordance with BMC Section 17.48.010, the use permit shall be null and void one year from the effective date if the applicant has not yet applied for a building permit for the tenant improvement, unless an extension is granted by the Planning Director following a written request by the applicant. The Planning Director may refer an extension request to the Planning Commission.
- R. Material violation of any of the Conditions, including material deviations from the approved project description, may be cause for revocation of this permit and termination of all rights granted there under.
- S. This Use Permit is subject to the revocation procedures established in Brisbane Municipal Code Chapter 17.48 - Revocation of Use Permit or Variance.



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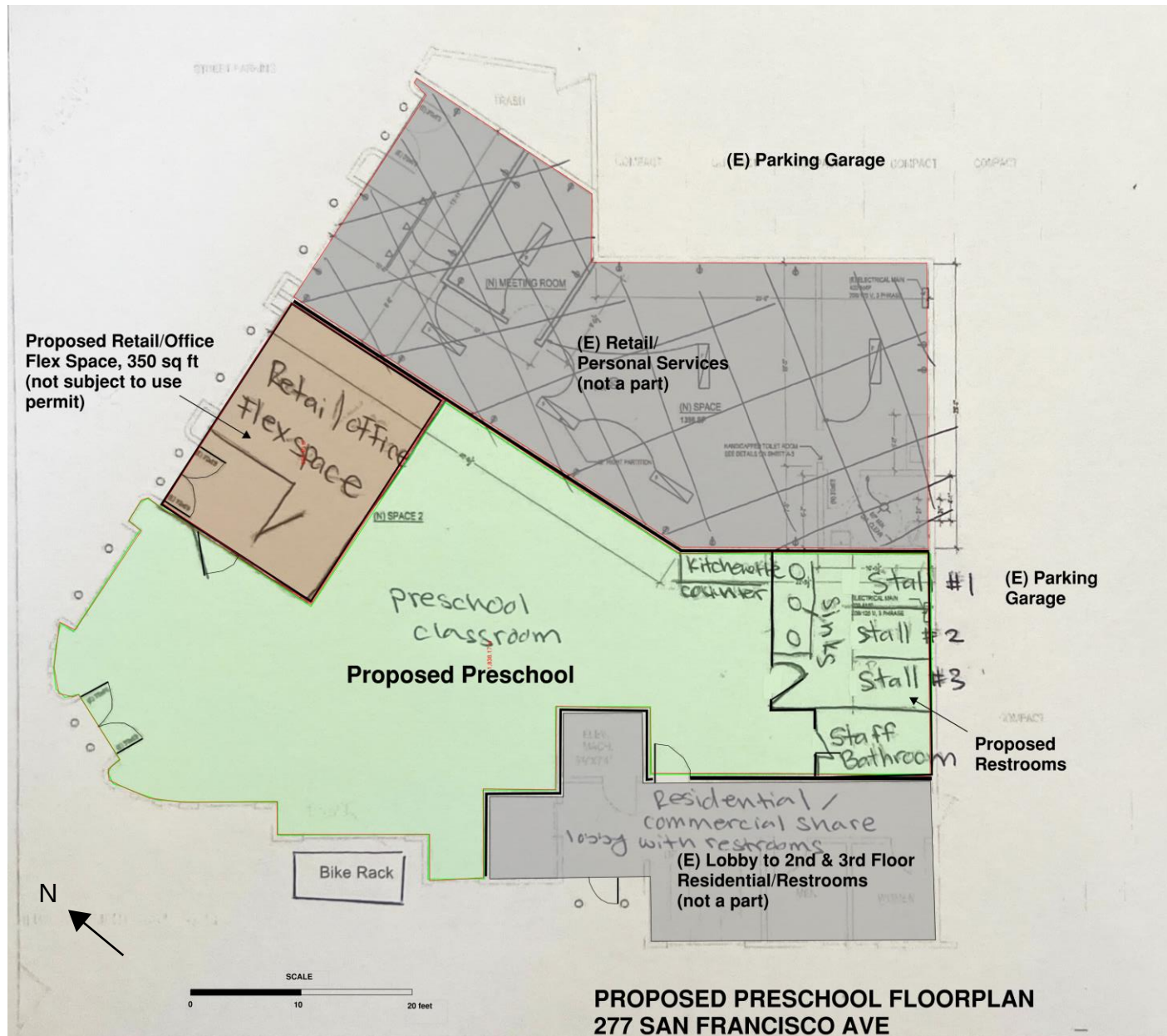
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THIS MAP IS NOT TO BE USED FOR NAVIGATION

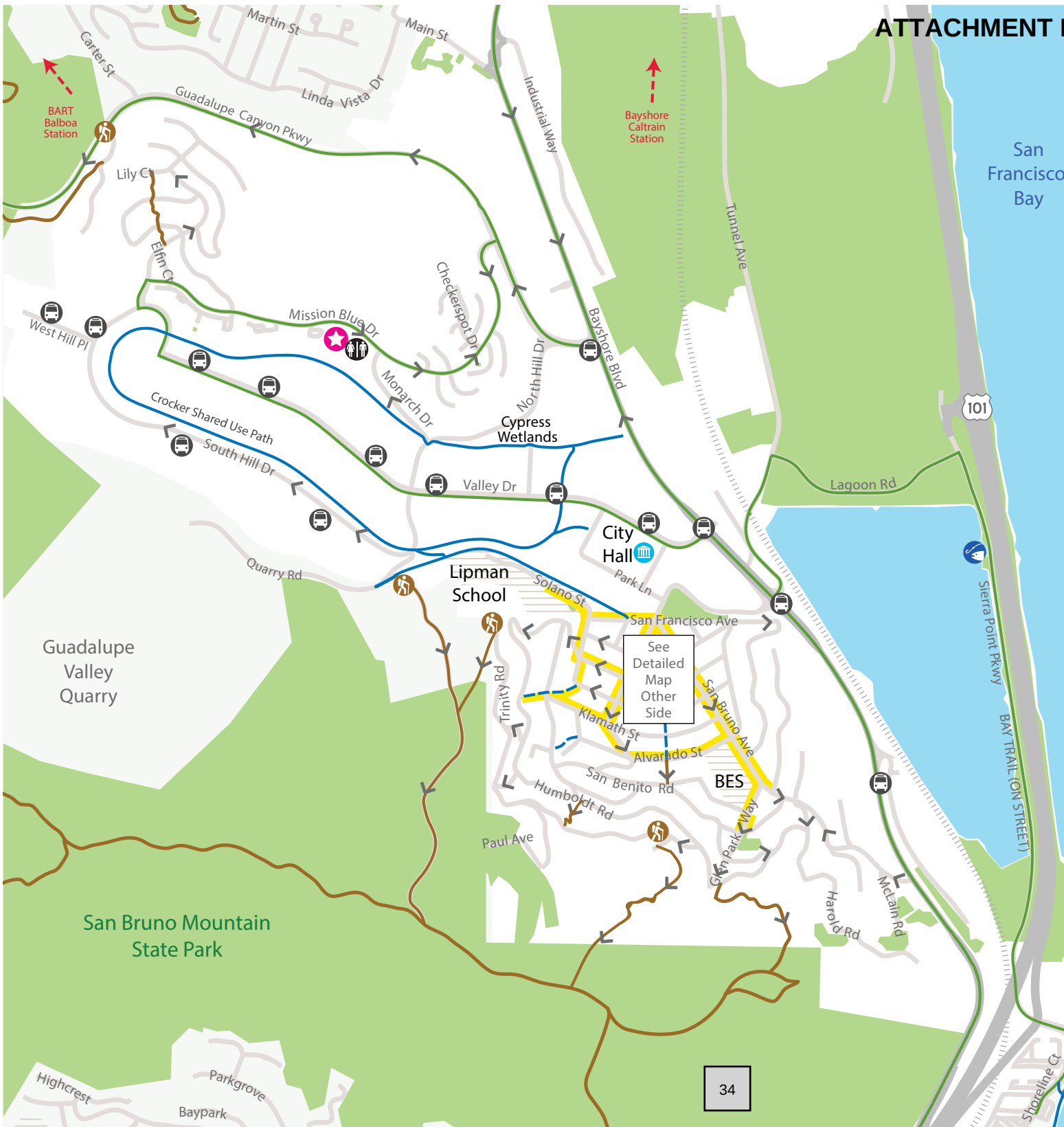


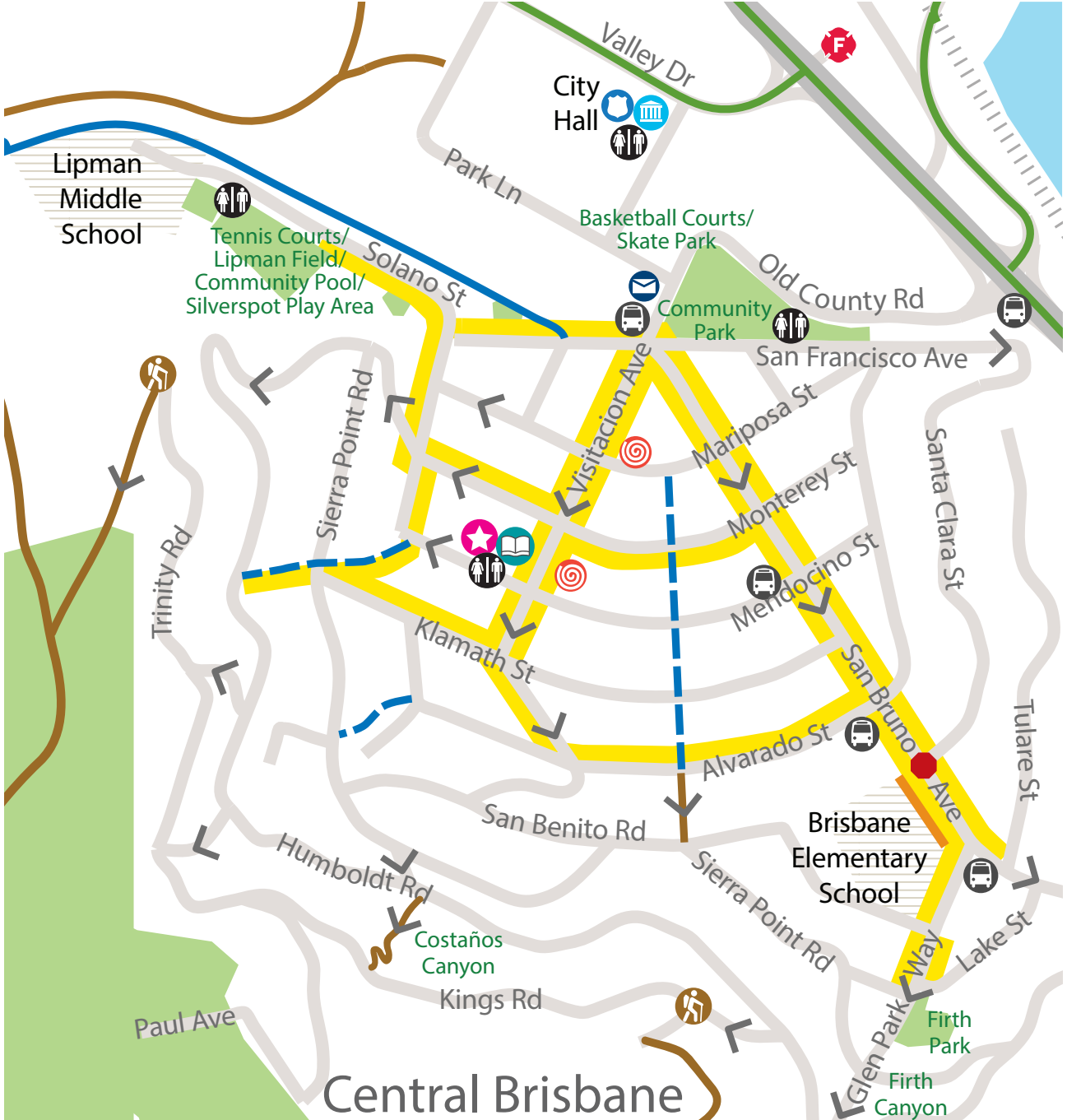


City of Brisbane Bicycle and Pedestrian Routes

September 2017

Brisbane City Hall
50 Park Place
Brisbane, CA 94005





Walk/Bike Facilities

- Safe Pedestrian Route to School (Sidewalk)
- Hiking Trail
- Walkway/Stairway
- Shared Use Path
- Bike Lane
- Crossing Guard
- School Drop-off Zone
- Steep Incline

Points of Interest

- Trailhead
- Government Building
- Library
- Transit/Shuttle Stop
- Police Station
- Fire Station
- Post Office
- Community Center
- Public Art
- Public Restroom
- Fishing Pier

Bicycling Safety Tips

Item C.

- Obey All Signs & Traffic Lights
- Use Hand Signals
- Avoid the Door Zone
- Go Slow On Sidewalks
- Pass Turning Vehicles On the Left
- See and Be Seen At Night
- Drivers - 3 Ft. When Passing

Bicycles are prohibited on all hiking trails leading to San Bruno Mountain State and County Park. For more information on trails and bicycle restrictions, see the San Bruno Mountain Park website: parks.smcgov.org/san-bruno-mountain-state-county-park.

Explore public artwork such as the mural across from the library and local painted art on fire hydrants throughout Central Brisbane.

For more information on public transit, see the following websites:
BART: bart.gov
Caltrain: caltrain.com
SamTrans: samtrans.com
Local Commuter Shuttle: commute.org



**Star City Montessori Preschool Business Proposal
for 277 San Francisco Ave, Unit B
Brisbane, CA 94005**

Proposed to:
Community Development Department
March 8, 2024

Organized by:
Natalie Aguilar-Picazo
Owner of Star City Montessori in Brisbane
www.starcitymontessori.com



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Executive Summary

Star City Montessori is a home-based preschool that accepts children between 3 and 5. The preschool follows a traditional Montessori philosophy of education. The Montessori method allows children to learn in a hands-on, child-centered setting and advance at their unique pace. With the guidance of an Early Childhood Credentialed Montessori teacher, children may work individually and in small or large groups in practical life, sensorial, language, math, geography, zoology, and botany. Our Montessori curriculum encourages creativity and curiosity and leads children to ask questions, explore, investigate, and think for themselves as they acquire skills.

The Montessori method aims to open children's minds toward academic development and help them reach their highest potential as individuals. The program integrates Spanish throughout the day in songs, visuals, stories, games, body movements, facial expressions, and daily activities. They also learn rhythms across all domains and movements to support and release stress from the body with a trained Montessori musician. Through the Kimochis curriculum, the children develop compassion and polite manners and learn to manage and regulate emotions using various calming tools for the mind.

Natalie Aguilar-Picazo, founder and educator, opened Star City Montessori in 2019. She attended Mills College, earning a Bachelor's Degree in Child Development and a Master's Degree in Education with an emphasis in Early Childhood Education. She also earned an (AMS) Early Childhood Montessori Credential from the Montessori Teacher Education Center (MTEC) in Sunnyvale, California. The program is open all year round, operates Monday to Friday from 8 a.m. to 5 p.m., and is licensed for 12 students between the ages of 3 and 5. It has been open for four years and has a 3-year waiting list, of which 95% of the families on the waiting list are from Brisbane. Given the limited capacity of 12 students at Star City Montessori, many Brisbane families interested in enrolling their child at this school are turned down due to limited capacity by licensing in a large family childcare home. As of 2022, the Child Care Needs Assessment results indicated that San Mateo County needs 6,897 childcare spaces for infants and preschoolers. This shortage of childcare spaces impacts children, families, and community well-being.

Therefore, expanding Star City Montessori at 277 San Francisco Ave, Unit B, will continue serving more Brisbane families. Brisbane is such a unique, beautiful city with a growing family population, and having a larger preschool to accommodate more families in town will help the families stay close to home, support local businesses, build community relationships, and ultimately help them from driving 15-20 minutes out of town to find a preschool for their children.



Project Background

Natalie Aguilar-Picazo will be the owner and director of Star City Montessori. She has over ten years of experience in early childhood education. She holds a Bachelor's Degree in Child Development and a Master's Degree in Education with an emphasis in Early Childhood Education. Natalie also has an (AMS) Early Childhood Montessori Credential.

Expanding Star City Montessori at 277 San Francisco Ave, Unit B, and given the space, the facility can enroll 36 students and employ six teachers to help the growing families in Brisbane with their child's preschool education. The small teacher-to-student ratio of 1:6 provides 1 to 1 attention to all the students, and teachers can create material that supports each child's academic, social, and emotional needs. Star City Montessori's hours of operation will be Monday through Friday from 8:00 a.m. to 5:00 p.m. It will be open all year round and has an open enrollment process throughout the year, pending availability. The program will provide Brisbane residents an early enrollment opportunity before being announced to non-Brisbane residents. Parents can choose part-time (8:00 a.m. to 3:00 p.m. - limited spaces) and full-time (8:00 a.m. to 5:00 p.m.) schedules. The program will offer Spanish, dance, music, yoga, art, and outdoor play twice a day for 20 minutes. Since the facility lacks an outdoor play area, the school will need to use Brisbane Park as its outdoor space twice daily for 1 hour (to accommodate 3 groups of 12 students). Natalie Picazo met with Noreen Leek, Randy Breault, Kenneth Johnson, and Micahel Roush on February 20, 2024, about using Brisbane Park for the student's outdoor space. On February 21, 2024, they all agreed to permit Natalie Picazo / Star City Montessori to use Brisbane Park for the students' outdoor play, considering that Star City Montessori follows the procedures and safety protocols discussed during the meeting (Please see attached document 1A for the letter approval and document 1B for further details about the Brisbane Park procedures and safety protocols discussed during the meeting and what will be enforced during this outdoor time.).

Furthermore, the Licensing Program Manager, Cindy Interiano from San Bruno California Childcare Licensing, can only give Natalie Picazo a general letter of using Brisbane Park as an outdoor space for a preschool center (Please see attached document 1C.). Once the use permit is approved for this location and the facility is renovated to meet the childcare center licensing requirements, Natalie Picazo can apply for the childcare center license, and once the center and Brisbane Park pass all the inspections by the Licensing Program Analyst (LPA), they will issue a waiver for the Brisbane Park which will be submitted to all the Brisbane Departments for records before utilizing Brisbane Park as the school's outdoor space.



Document 1A: Letter of approval for Star City Montessori to use Brisbane Park for outdoor play

Community Park use for Star City Montessori Preschool Inbox x



Leek, Noreen

to me, Michael, Randy, Kenneth ▾

Feb 21, 2024, 4:24 PM (4 days ago)



Natalie,

Thank you for meeting with me and other City staff to discuss your application to expand your preschool in Brisbane. We all agree the demand for high-quality childcare exists. Following our meeting with you, we discussed whether staff could support your use of the Community Park lawn area to satisfy the outdoor activity requirements of the State's childcare licensing agency. We have concluded that we could, subject of course to your satisfying a number of conditions, and most of which we discussed in our meeting. Because the Planning Commission will need to review and approve your use of the property at 277 San Bruno Avenue for a preschool, the Commission's approval would also include the terms and conditions for your use of the Community Park since its use is necessarily tied to the approval of the preschool. Although the fees that you submitted for your initial application were refunded to you, Ken will be reaching out to you to re-submit the application, along with the applicable fees, so that all City departments may review the application and provide comments on it. For now, and in general, the Parks and Recreation Department believes that the Community Park could be used for your purposes consistent with the City's rules and regulations concerning the use of City parks. That belief, of course, could change as the application is reviewed in more detail. If you have additional follow up questions for me, please let me know.

Kindly,

Noreen



NOREEN LEEK | She/Her

Parks & Recreation Director

Direct: (415) 508-2141 | Email: nleek@brisbaneca.org

City Hall Public Walk-in Hours: M – Th: 8:30 AM – 4:30 PM, F: 8:30 AM – 12:30 PM



Document 1B: Further details about the Brisbane Park procedures and safety protocols discussed during the meeting and what will be enforced during this outdoor time.

- **Natalie Picazo requests permission from the City Council of Brisbane to use Brisbane Park (only the grass area)** for her student's outdoor play with the general public Monday to Friday, twice a day, **morning** - 11:00 a.m. to 12:00* p.m. and **afternoon** - 3:30 p.m. to 4:30* p.m. (can be flexible with time if these times conflict with the park's landscaping schedule or any park event).
- The facility is estimated to have 36 students, but the students will be split into three* groups: 12 students for 20 minutes at a time during the schedule in the morning and afternoon. The required ratio for outside is one teacher to 6 students, but each of the three groups will have three teachers and 12 students.



- The extra teacher outside will serve as a safety guard to help the students and two teachers cross the street from the facility to the park using the crosswalk at the corner of the building (**please see image A below**) and back to the facility. The extra teacher will also take any child to the bathroom back to the facility. When the group of students crosses the street to Brisbane Park, one teacher will be in the front of the line and one teacher at the back of the line while each child holds onto each handle of the walking rope (**Please see image B**).

Image A: The school Facility is on the left side of Skin Body Zen.

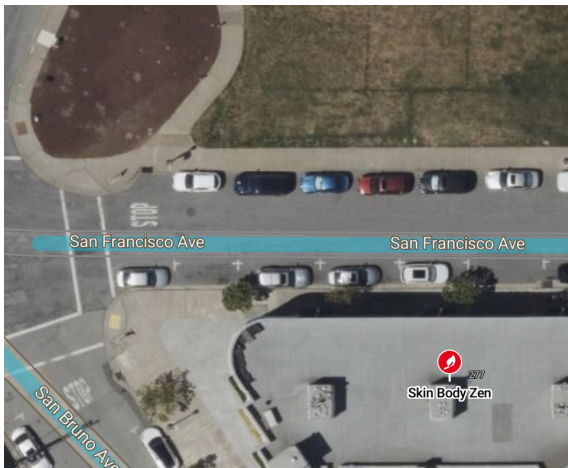


Photo taken from Google Maps on 3/6/24



Image B: Walking Rope - One teacher walks at the end, and one teacher is in front, with 12 students holding each handle.



*Areas with a star signify the information has changed from what was discussed in the meeting - Instead of 45 minutes of play twice a day and splitting the group of 36 students into two groups (i.e., 18 students and three teachers), Natalie Picazo is requesting the time change to one hour to split the group of 36 students into three groups (i.e., 12 students and three teachers) for 20 minutes at a time. Natalie Picazo believes the smaller ratio of students outside supports minimizing outdoor liability and meets the student-to-teacher ratio inside the classroom, which is one teacher to 12 students.



Examples of outdoor activities, but not limited to that children will engage in during their outside time at Brisbane Park:

 Parachute	 Blowing Bubbles	 Ring Toss game,	 Toss and catch ball set	 Hula hoops, or Ring hopscotch
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* The images above have been found in the public domain.

The safety protocols enforced during the outside time at Brisbane Park

- Before the teachers take the students to the designated grass area, one teacher will scan the grass area where the children will play for any obstructive unsafe objects. Then, once the area is cleared, a barrier will be placed to create a designated area, as seen in **image C**. This barrier will indicate where the students must stay and can't cross.
- There will be a student headcount before going outside and returning to the school.
- Students and staff **will always** wear their reflective vests to be identified amongst the public during outside time.
- The extra teacher outside will serve as a safety guard to help the students and two teachers cross the street from the facility to the park using the crosswalk at the corner of the building (**please see image A below**) and back to the facility. The extra teacher will also take any child to the bathroom back to the facility. When the group of students crosses the street to Brisbane Park, one teacher will be in the front of the line and one teacher at the back of the line while each child holds onto each handle of the walking rope (**Please see image B**).
- Ratio: three teachers and 12 students for each group for 20 minutes. A total of three groups of three teachers and 12 students during the morning and afternoon schedule.



- A first aid kit and children's water bottles will be brought outside.
- The children will remain indoors if the grass is wet from previous rain. If any maintenance occurs on the lawn area and requires that area to be closed, the children will remain indoors.
- **Only the grass area** will be used during the children's morning and afternoon outside time. The play structure, public bathrooms, and water fountain will be off-limits for the students at Star City Montessori. If a student needs to use the bathroom, the extra teacher will take that child back to the school.
- The students **will not** eat at the park during their outside time, so no trash will be disposed of there.
- Students **will not** be allowed to get released at the park during outdoor time and **will only** be released to their parents/guardians at the school facility.



Image C: A barrier similar to this image will be brought outside with a wagon to create a barrier to where the children must stay. Since our program is Montessori, the teachers **do not** play with the children outside and only observe all the children to ensure they remain in their designated area and play safely.



Document 1C: General letter of using Brisbane Park as an outdoor space for a preschool center



Interiano, Cindy@DSS <Cindy.Interiano@dss.ca.gov>
to Carol@DSS, me ▾

Thu, Feb 29, 10:27 AM (6 days ago)

Hi Natalie,

Thank you for reaching out to us and letting us know about your plans.

Once an application is submitted, your waiver request will be reviewed and considered on a case-by-case basis.

Good Luck!



Cindy Interiano

Regional Manager
San Bruno Child Care Licensing Office
Office#650.266.8800
Direct#650.266.8864
Fax#650.266.8847

School Liability Coverage:

- Parents enrolled at Star City Montessori will sign a waiver that their child will play at Brisbane Park during outdoor play.
- Parents will sign a form and agree that staff cannot release students at the park during outdoor time and can only be released at the school facility.
- The facility will have general liability insurance, and Brisbane will be added as an additional insured.
- **Only paid employees** will supervise the students at all times. Star City Montessori has worker's compensation insurance for all its employees.

Project Description for Use Permit

Natalie Picazo requests permission from the community development department to obtain a use permit for 277 San Francisco Ave, Unit B, to open a preschool center.

- Facility hours of operation: Monday to Friday / 8:00 a.m. to 5:00 p.m.
- Number of students: estimated 36 students
- Families will have the option for two schedules (i.e., part-time 8:00 a.m. to 3:00 p.m. and full-time 8:00 a.m. to 5:00 p.m.)
- Number of employees: 7 (includes Natalie Picazo)



To qualify for this school center business in Brisbane, Star City Montessori will require a use permit for this commercial space. As part of the use permit requirement in Brisbane, the facility will be required to utilize 600 square feet of the 2,400 square feet as retail space. The retail space will be available only for the families of Star City Montessori. The retail space will be separate from the preschool (i.e., a wall will be built in the building to separate the retail and preschool). The preschool will be called Star City Montessori, and the retail store will be called A Touch of Montessori, selling educational toys and materials for 0-8-year-olds that align with the Montessori philosophy. A Touch of Montessori will provide Star City Montessori families with the necessary tools to support children's academic interests, science, art, and calming tools for the mind. The retail store will be available only to Star City Montessori families.

- This facility will be a preschool center licensed by San Bruno Child Care licensing
- There will be 7 employees employed at this facility. Natalie Picazo will be the owner and director of the school full-time, 8:00 a.m. to 5:00 p.m., and will utilize one private parking spot granted by the landlord of the building.
- Four employees will be full-time from 8:00 a.m. to 5:00 p.m. and two employees will be part-time; one of which will be there from 9:00 a.m. to 2:00 p.m. and the other one from 12:00 p.m. to 5:00 p.m.
- There will be no noise/odor generators used in this facility
- The only chemical materials that will be stored and used in the facility are listed below:
 - Clorox wipes
 - Bathroom and kitchen disinfecting chemicals

Development Plans

Facility Improvements to meet childcare center requirements:

****A licensed architect will provide floor plans and design the following areas:**

- The Facility at **277 San Francisco Ave, Unit B**, is measured at 2,400 square feet, and 600 square feet will be utilized for retail space to meet the Brisbane use permit requirements.
- Build a wall to separate the preschool and retail business.
- Build three bathrooms for the children that include a sink and toilet for children ages 3-5
- Build an additional bathroom for staff
- Build a small office



- Build an area for a small kitchenette without a stove, but includes a dishwasher, refrigerator, counter, and cabinet shelves.
- Add HVAC and electrical

Floor plan

See separately



Parking Description

Natalie Picazo requests permission from the community development department to obtain a use permit for 277 San Francisco Ave, Unit B, to open a preschool center.

Drop off and pick up procedures on and off street parking

- Facility hours of operation: Monday to Friday / 8:00 a.m. to 5:00 p.m.
- Number of students: estimated 36 students
- Families will have the options for two schedules (i.e., part-time 8:00 a.m. to 3:00 p.m. and full-time 8:00 a.m. to 5:00 p.m.)
- Number of employees: 7 (includes Natalie Picazo)

To minimize traffic on San Francisco Ave during drop off and pick up time, Natalie Picazo would like to request for a loading zone near the sidewalk by the entrance of the school as seen in this image:

(Photo taken from Google Maps on 3/7/24)



The hours for the loading zone would be

- 1.) From 8:00 a.m. to 9:00 a.m. (drop-off)
- 2.) From 4:00 p.m. to 5:00 p.m. (pick-up)



During these times, one staff will receive the students and make sure parents sign them in so they don't need to get out of their vehicle (similar to Brisbane Elementary morning drop-off). The same procedure will be done for the pick-up time. One staff will bring the child to their parents and have them sign out. Students will not be allowed to get picked up at the park by their parents/guardians and will only be released from the school facility.

If there is a full enrollment of 36 students, it is estimated that 25 vehicle trips will occur between 8:00 to 9:00 a.m. and between 4:00 to 5:00 p.m. These vehicle trips will be a quick drop off and pick up using the loading zone area. With many families being from Brisbane, there is a likelihood that some families will walk to drop off and walk back to pick up their child at school. Therefore, it is estimated that 11 students will walk to school since most families from Brisbane enrolled at Star City Montessori walk to drop off and pick up their children.

The six teachers must park outside by San Francisco Ave from 8:00 a.m. to 5:00 p.m. The rental commercial place has one designated covered parking for the school's director, Natalie Picazo.

Recap on vehicle trips, the total number of students, and the total number of employees:

- Total number of employees at this location is seven employees
- Total number of students at this location is estimated at 36 students
- Total estimated vehicle trips for the preschool is 25 between 8-9 a.m. and 4-5 p.m. to drop off and pick up quickly using the loading zone.
- Total number of 11 estimated students could walk to school between 8-9 a.m. and 4-5 p.m.
- An estimated six employees will park on San Francisco Ave from 8:00 a.m. to 5:00 p.m., Monday to Friday.



Appendix

Brion, J. (2022, November 28). *San Mateo County 2022 child care needs assessment snapshot*. San Mateo County Childcare Needs Assessment 2022 and 2032: Supply and Demand Summary.

https://www.smcoe.org/assets/files/About_FIL/Child%20Care%20Partnership%20Council_FIL/Needs%20Assessment_FIL/SMC%202022%20Child%20Care%20Needs%20Assessment%20Snapshot-11.28.22.pdf

Reference letters of former and current parents and the music instructor from Star City Montessori

Pg. 15 - Nicolle Hamilton

Pg. 16 - Amelia and Blake Read

Pg. 17 - Stuti Gurtoo Vijayan Seshasayee

Pg. 18 - Elizabeth Hannan



Nicolle Hamilton/Recommendation letter: son attended Star City Montessori from 2020 to 2022
(Brisbane resident)

December 19, 2023

To the Community Development Department:

I am writing in support of Natalie Picazo's application for expanding her preschool, Star City Montessori, in Brisbane. I met Natalie in 2019 and enrolled my son in her preschool from early 2020 to when he graduated in 2022. Prior to that, he was enrolled at Gateway YMCA in South San Francisco.

Natalie and her school are nothing short of a treasure to our community. My son thrived under her care and teaching. He was 3 at the time, a pretty challenging age – and his behavior at home actually improved after the switch to Star City Montessori. All of the parents I have referred to her have been utterly thrilled with the experience of having their children under her care. She teaches them many practical skills, independence in learning, and emotional regulation – to this



day, my child thrives in school, is independent at home, and is incredibly emotionally astute, given how he learned to articulate his feelings while with Natalie. Star City Montessori is the kind of business we want in Brisbane – supporting families and building emotionally resilient, strong, independent little learners.

I have also watched as Natalie strived to make Star City a great place for her employees and diligently worked with neighbors so that the school fits well within the community. She and her husband, Alfonso, are pillars in our community and often go out of their way to help others.

I unequivocally support the expansion of Star City Montessori in Brisbane. Please let me know if there is any additional information I can provide.

Kind Regards,

Nicolle Hamilton, Ph.D.

Work: Partner, ZS Associates

Residence: 106 Butterweed Lane, Brisbane, CA

Amelia and Blake Read/Recommendation letter: son attended Star City Montessori from 2021 to 2023. Their daughter is currently enrolled since 2023 (Brisbane resident).



The Read Family

December 20, 2023

To whomever it may concern:

We are writing to voice our unwavering support for Natalie Picazo and her interest in expanding the capacity and facilities of Star City Montessori. We are both physicians and live in the Brisbane community, and we know from our own paths the immense value of superb education.



Natalie provides just that for our community's youngest and most impressionable youths. Our son, Owen, graduated from Star City Montessori after spending two years under Natalie's tutelage, and he emerged as a very capable, kind, thoughtful boy ready to contribute as a star student at Brisbane Elementary School. He was ready to think for himself, problem solve, treat others with kindness, and also complete his school assignments at a very high level compared to many of the other students entering his kindergarten class; undoubtedly, this is in large part due to the effort and support Natalie pours into her students. We had no hesitation at all in enrolling our 3-year-old daughter, Audrey, into Star City Montessori as soon as she was eligible, and she has had a similar enriching and wonderful experience as well. We are so hopeful that Natalie can achieve her dreams of teaching in an expanded facility, so there will be many more of our community's children nurtured, taught, and guided as Owen and Audrey have.

Sincerely yours,

Blake M. Read, MD and Amelia K. Read, MD

146 Elderberry Lane, Brisbane, CA 94005

Stuti Gurtoo (stutigurtoo@gmail.com) <https://www.linkedin.com/in/stutigurtoo> and
Vijayan Seshasayee (vijayan.seshasayee@gmail.com) <https://www.linkedin.com/in/vseshasayee>
 /Recommendation letter: son is currently enrolled in Star City Montessori since 2023 (Brisbane resident)/

December 17, 2023

"My son, 3, goes to Star City Montessori. The school has been wonderful for our son. There are many activities and materials (he comes back singing a new song or playing a new game every day). It is a Montessori-based school (which encourages independence in kids). We love the Montessori approach to learning, and this school is truly Montessori, where the younger kids learn from elder kids and the elder ones role model and help the younger ones. Our son felt so welcomed and supported by his older peers when he first joined.

Miss Natalie is an amazing teacher. She looks after the students better than most of us parents raise our own kids! She's very emotionally attuned to every kid's needs. She uses Kimochis to teach kids inclusion, patience, and kindness. Kids in her class are the most regulated and respectful kids I've ever seen. Each kid feels special and heard, and they also help each other out because their own cups are full.

We see so much pride and ownership in how Miss Natalie has set up the school and so much care and thoughtfulness in how she engages the kids and onboards parents. She sends out a monthly newsletter, and you will know what I mean if you just read a couple of them and see all the wonderful activities the kids have the opportunity to do (I'm jealous).



Miss Natalie also finds and trains other teachers very well, and they all have a genuine passion for childhood development and psychology. They have so much patience and presence to really be in the moment with the kids. We thought our son would take weeks to get adjusted, but by the morning of day three, he was sprinting into school.

The expansion of the school will allow access to so many more families in Brisbane who currently struggle to either find a good school or need to drive a fair distance (10-20 minutes at least) 4 times a day. Every few months, I see a note in the Moms Group of Brisbane asking for recommendations for a good preschool. Then, somebody creates or circulates a long Excel list comparing schools within a 20-minute radius. This takes a toll on the community over time for so many reasons -- parents need to visit and evaluate schools elsewhere, spend a lot of time ferrying their kids around, and socialize with parents outside our neighborhood.

Since my son started at Star City, our connections to the community have grown exponentially. We often stop by Midtown Market, the library, and the park on the way to or from school. I drop by at neighbors' houses for play dates and host birthday parties at the Brisbane park. Every Thursday, my son makes sure we stop at the Farmers Market to buy jalapeño cheese bread (for me), popcorn, and fruits (for him)! It's become a tradition now that we pass by it on the way home from school every Thursday.

I would be a huge fan of the school's ability to expand, allowing more families to avail of this wonderful experience for their kids and themselves. I've personally learned so much from watching how Miss Natalie raises the kids."

Elizabeth Hannan (Recommendation Letter from Star City Montessori Music Instructor since 2022)

Brisbane Community Development Department
50 Park Place
Brisbane, CA 94005

December 19, 2023

To Whom It May Concern:

"Children are the world's most valuable resource and its best hope for the future."

John F. Kennedy

Star City Montessori is an engaging, warm, and welcoming school established and directed by Natalie A. Picazo, M. Ed. I am fortunate to share music and movement at this amazing school each week. As a contracted music teacher, I have the opportunity to travel from school to school. Star City is a school that I give high ratings because of its focus on grace and courtesy and respecting the child, which is a key tenet of Maria Montessori's educational philosophy.



“A child who becomes a master of his acts through repeated exercises of grace and courtesy, and who has been encouraged by the pleasant and interesting activities in which he has been engaged, is a child filled with health and joy and remarkable for his calmness and discipline.” M. Montessori

I highly recommend the City of Brisbane support Natalie Picazo’s goal of expanding Star City so that more children in the community may enjoy and be enriched by the unique Montessori experience of Star City Montessori.

Sincerely,

Liz Hannan
Music & Moves & More

September and October 2023 Newsletters of Star City Montessori (These newsletters provide an insight into what the students learn in the classroom.)

September 2023 NEWSLETTER

September 2023 Curriculum

September 4 - 8: (No School on 9/4 - Labor Day)

Topic: Introducing Everyone

Kimochis Lesson: Meet the Kimochis Characters and Feelings

Sound of the week: Aa

Word of the week: Teamwork

September 11 - 15:

Topic: All About Me

Kimochis Lesson: Introduce Lovey Dove

Sound of the week: Cc

Word of the week: Cooperate

September 18 - 22:

Topic: How We are Similar and Different

Kimochis Lesson: How Feelings Work

Sound of the week: Ss

Word of the week: Peace

September 25 - 29

Topic: Tools that Calms Our Big Feelings



Kimochis Lesson: Meet Lovey Dove and Her Feelings

Sound of the week: Mm

Word of the week: Strive

Artist of the Month

Frida Kahlo (July 6, 1907 – July 13, 1954)



Frida Kahlo was a famous Mexican artist who painted many portraits, self-portraits, and her work was inspired by the nature and artifacts of Mexico. Her paintings often expressed her feelings and emotions.

The students will learn about Kahlo's self-portraits and portraits of other people. They will examine the portraits and discuss the possible feelings Kahlo could have felt when she painted that particular portrait.

For the art activity, the students will be given a mirror to look at themselves while attempting to create a self-portrait. The children will use a blank self-portrait sketch, choose the skin tone crayon that best matches their skin shade, and choose to draw their eyes, mouth, nose, or use objects such as buttons, yarn, googly eyes, etc., to express themselves. They will read the book, "I Like Myself," by Karen Beaumont, and be asked, "What do you like about yourself?" The students will present their self-portraits during our morning circle.

September 2023 NEWSLETTER

Unit of Study: All About Me

The new students who started in August have started to adjust and become more familiar with their

classmates, our school's routine, teachers, and tools that help their bodies feel calm. To continue the adjustment period for the few new students starting this month, I would like to start the school year with a unit that helps us get to know each other. This unit will



help everyone learn about each other's family (e.g., the number of siblings in their family, who is the oldest or youngest, etc.), find out if their classmates have a pet, what their favorite food, fruit, color, and activity to do at home.

As we begin our weekly Kimochis lessons (social-emotional development curriculum) this month, I would like the students to start exploring and learning about various tools in the classroom that can help them and their classmates calm down when exhibiting big emotions. I would also like the students to become familiar with our "calm down tools basket (i.e., squeezing a squishy ball, pulling apart and putting together some pieces to make a twisted object, or sitting on a textured mat)" and help them understand how these tools can help big feelings get smaller and make a person's body feel calm. It can be empowering and powerful when children begin to learn and recognize the tools that help them calm their big emotions.

For this unit of study, the students will also examine their physical differences, such as their hair color, hair texture, eye color, and skin tone. We will discuss how melanin is responsible for our unique eye, hair, and skin color) and explore differences and similarities in

the students' favorite things. Our class will use a bar graph to display the children's answers to their favorite things so they can see similarities and differences among their peers. Furthermore, the students will learn to recognize their name and practice how to write, trace, or poke the letters in their name.

The students will explore ways to be friendly and

This unit aims for the students to get to know their classmates, discover how similar and unique everyone is, and help them feel more comfortable and part of our school community.

Kimochis Curriculum:

The students will be introduced to all the Kimochis characters and the different feelings that they focus on. Each character has their own unique story, which will be read in class.

The students will learn the Kimochis character's favorite food, number, color, and unique temperament and personality. Furthermore, each Kimochis character has three plush feelings that help children build their emotional vocabulary, express themselves, and understand others.

The Kimochis curriculum aims for the children to develop positive ways to manage their big emotions and find tools to help them bring peace. When children learn about the temperaments and personalities of the Kimochis characters, they can begin to understand one another and develop kindness and tolerance for differences. Also, the awareness of knowing how to calm oneself encourages one to help others find peace within themselves.

Each month, we will focus on one character, and each week, we will start a new lesson to learn about different feelings and how to manage them. I will add keywords the children will be learning so you can practice with your child at home. Below is the introduction of Lovey Dove, which we will discuss this month.

Lovey Dove: Lovey Dove is sweet and nurturing and, like all doves, tries to keep the peace. Because she's a mom, she tends to worry. Lovey keeps her baby, Turtle Dove, tucked gently under her wing. Lovey is the Kimochis character who helps children become friendly, proud, and kind.

make new friends. The students will also explore ways to be kind and helpful towards others. And the students



will learn about being proud of their work and others. I will post small write-ups on Google Classroom of the discussion and what the children say during our morning circle.

Spanish Curriculum:

In Spanish, the students will learn the following:

- Letters and sounds
- Sing a welcome song and introduce themselves
- Colors
- Count 1-20
- Learn keywords about the weather, season, days of the week, and months of the year. ●
- Learn the feelings that we learn during our Kimochis lessons in Spanish.

Upcoming Events:

- **SAVE THE DAY: Picture Day for Fall 2023 is on Monday, September 25th at 9:30 a.m.** If you have a special outfit for your child for picture day, they can come dressed, and you can bring an extra change of clothes so we can change them after pictures.

Announcements:

- **Welcome our two new students: Remy**

October 2023 NEWSLETTER

Sound of the week: Tt

Word of the week: Leader

October 2023 Curriculum

October 2 - 6:

Topic: Food Pyramid and Eating a Balanced Meal

Kimochis Lesson: Lovey Dove's Proud and Kind Feelings

(Roman's younger sister) and Audrey (Owen's younger sister).

No School:

- **Monday, September 4th (Labor Day)**

September Birthdays:

- **None**

October 9 - 13:

Topic: Kitchen Safety and Introduction to Kitchen Tools

Kimochis Lesson: Lovey Dove is Friendly

Sound of the week: Ii

Word of the week: Kind



October 16 - 20:

Topic: Making Healthy Snacks / Smoothies

Kimochis Lesson: Meet Cloud

Sound of the week: Rr

Word of the week: Curious

October 23 - 27:

Topic: Making Healthy Desserts

Kimochis Lesson: Cloud's Happy and Sad

Feelings

Sound of the week: Ff

Word of the week: Courage

October 30 - November 3:

Topic: Cooking Healthy Meals

Kimochis Lesson: Cloud Calms Down Mad

Feelings

Sound of the week: Dd

Word of the week: initiative

Artist of the Month

Wassily Kandinsky

(December 16, 1866 - December 13, 1944)



This month, we will be studying Wassily Kandinsky, an artist who is considered as one of the founders of abstract art and became one of the most influential artists in the history of Western art. His use of color is extraordinary, and we will be making our version of his framed geometric paintings.

To do this class art activity, the children will use the following:

- Colorful construction paper cut into different sizes of triangles, circles, and half-circles
- Black marker
- Glue stick
- Ruler
- Paper to glue on

October 2023 NEWSLETTER

Unit of Study: Nutrition and Cooking

For this unit of study, there will be two parts. The first part will focus on Nutrition. The students will look at the food pyramid and learn the different types of food groups in each area and some unhealthy foods that are best eaten in small moderation. As children learn about some healthy foods in each area of the pyramid, they will learn about some of the vitamins and minerals (e.g., vitamin C, D, and K and minerals such as calcium, iron,

and magnesium) that these foods contain that help us grow and stay healthy. They will also learn where certain foods come from and how to make a balanced meal following the food pyramid food list. For instance, the children will be given an illustration of a plate with different color-coded areas designated for vegetables, fruits, grains, and protein. Then, they will be given various color-coded pictures of foods that belong in each



food group, and the children will have to create a well-balanced meal. Lastly, the children will learn about some food allergies that some children may have from dairy, wheat gluten, peanut, egg, shellfish, tree nut, and soy by listening to some children's stories about these allergies.

For the second part of this unit, students will learn how to prepare healthy meals by choosing some food items from the food groups in the food pyramid. First, they will learn how to be safe in the kitchen and learn the names of some commonly used cooking/baking tools and the purpose of each of these tools. Then, the children will be given some age-appropriate kitchen tools and explore healthy recipes to make a healthy smoothie, snack, meal, and dessert.

The aim of this unit is for the students to start learning about making healthier choices when eating and how these food choices can make an ever-lasting impact on their overall health. When children cook and prepare meals, they learn by touching, tasting, seeing, feeling, and listening. During this cooking, all of the senses are engaged; the multisensory engagement makes these experiences memorable. Also, children are more likely

to eat what they make. A recent study published in the Journal of the Academy of Nutrition and Dietetics found that children engaged in tactile experiences, such as handling foods, have less food neophobia (food fear) and greater acceptance of eating various foods. Also, when children help in the kitchen, cooking creates a sense of ownership of food.

Kimochis Curriculum:

The students will finish learning about Lovey Dove's proud, kind, and friendly feelings. Then, the students will meet Cloud. Cloud is the mood-regulating Kimochis character. He helps children learn to use a talking face, voice, and body and practice keeping a positive connection amid upset feelings. His communication challenge is that he does the wrong thing when he feels mad. He forgets that you can feel mad, but you can't be mean. Cloud teaches about happy, sad, and mad feelings. Cloud also teaches children how to choose a talking face, voice, and words instead of a fighting face, voice, and words.

October 2023 NEWSLETTER

Spanish Curriculum

In Spanish, the students will continue learning the following:

- Letters and sounds
- Sing a welcome song and introduce themselves
- Colors
- Count 1-20
- Learn keywords about the weather, season, days of the week, and months of the year.
- Learn the feelings that we learn during our Kimochis lessons in Spanish.

Upcoming Events:

- **Tuesday, October 31st: Halloween Event:**
Students are welcome to wear their Halloween costumes. If you plan to bring your child dressed in their Halloween costume, please bring them an extra change of clothes so we can change them afterward. On this day, they will choose a small pumpkin outside and



decorate them with Halloween stickers. They will also listen to fun Halloween stories, songs, and rhymes.

October 30th.

No School:

- **Monday, October 9th: (Indigenous Peoples’ Day)**
- **Friday, October 27th: (Personal Day Off)**

October Birthdays:

- **Happy 5th Birthday Mise! ~ (10/16)**
- **Happy 3rd Birthday Shail! ~ (10/30)**

Announcements:

- **Welcome our new student, Rishi, on Monday,**

Preschools and daycares outside of Brisbane Excel worksheet shared amongst the Mothers of Brisbane group on Facebook that helps families find a quality daycare and preschool since there aren’t available preschools or daycares with open spots for families in town.

Fall 2022 Findings										
Difference between daycare vs. preschool: 1. Preschools typically only have children 2.5 years to 5 years old, and										



most must be potty trained. Whereas daycares offer care from 6 weeks to 12 years.										
Name	contacted	daycare/preschool/both?	Cost	Hours of operation	Ratios	Pros	Cons	Contact Info		
Highlands Christian Schools		preschool				1. recommended by Landmark neighbors				
Bay Meadows KinderCare		both				1. website looks stunning 2. well-organized and nice environment				
Gateway in South City	YES	both	\$2,282		1:4, group size 12 for up to 24 months 1:8 group size 15 for 2-3 years old	1. recommended by Gary 2. really close and great facility				
Bright Horizon early education		preschool								
Glen park Montessori		preschool	only ages 2.8 and up			1. Montessori education				
Trinity School		preschool				1. really good school	it's in Menlo Park			



Happy Face family daycare	YES	daycare	\$200 0 for under 2 \$180 0 for over 2	7:30 am - 5:30 pm	1:3	1. closeby in South SF. 2. Chinese owner, speaks English, Mandarin, and Cantonese; 3. Nice and clean environment as a family daycare		HAPPYFACE FAMILY CC@GMAIL.COM (415) 260-1252		
Bright Horizon early education mission bay		daycare				Friends recommended				
Jen's Daycare	YES	daycare	2000 + \$100 annual fee	9-5 pm	1:6	Brisbane Mom FB page rec Very clean space close by Jen was an elementary school teacher	short hours and whole month of July is off (but no tuition) teacher / kid ratio since not all kids are full time, Raya won't be around a lot of kids all the time small space - playroom for 6 kids was size of Raya's bedroom	jenrader@gmail.com		
PalCare	YES	both	\$2,610 for 8 hours \$2,873 for 10 hours	7 am - 6 pm		Recommended by Teacher Maria Teachers are unionized	It's in Burlingame Need to put in 24 hours a month of volunteer time	tina@palcare.org (enrollment office)		
Teach Me Daycare,	YES	daycare	\$2,050	7 am - 5 pm	1:4,	Highly recommended by Shay Great facilities. Organic food.				



Peek a boo Daycare	YES	daycare				Recommended by Mika. Mia goes there		(650) 754-9188		
Three bears daycare	YES	both	\$150 per day = \$3,000 a month	8 - 6 pm	1:3	Great online recos organic food tight covid protocols	bit of a drive (30 min) more expensive than others	(415) 317-6060		
Bright Star Family Childcare	YES	daycare	\$2,000	8-5 pm	1:6 (toddlers only)	CiCi sends her kid there and loves it Great reviews on yelp Mandarin / cantonese immersion		(415) 816-0838		
Cindy's family daycare	NO					Good reviews on Yelp		(415) 203-0586		
Angela's family daycare	NO							(415) 467-5856		
House of Little Angels								248 Frankfort St Daly City, CA 94014		



Ositios Little Bears - Wonderschool	YES	daycare	2,000	7:30 am - 5 pm	1:4	Good reviews Only having 8 kids with two teachers big outdoor space	A bit of a drive Not too much room for big movements No set curriculum - more play based	(415) 360-9193 327 Alta Loma South San Francisco, CA 94080		
You and Me Child Care Center	YES	both	\$1780 to \$2100	8-5:30 pm	1:3 (infant room) 1:6 toddler room (18 months +)	Mandarin immersion Based off of 2nd GNE curriculum (co-owner was teacher there)	Super strict COVID policies Playground was lacking (old parking lot) Didn't like the ratio of the toddler room - felt very big	800 Grand Ave South San Francisco		
Happy World Daycare	YES	daycare	\$1,700		1:3	Bilingual				
Roseabella's Little Sunflowers	YES	daycare	2,000	6-5 pm		Bilingual				
My Little Sunshine Daycare	YES	daycare	1,800	8-5 pm		Bilingual				
retonos childcare	YES	both	2,200	8:30-5:30 pm		Bilingual		(415) 963-9831		



Chiquitos Wonderschool	YES	daycare	2000	8 am-5 pm	1:3	Bilingual 3 teachers for 8 kids (but other two assistants are mom and aunt so may be older) good curriculum good food program	no room for big movements			
Jen's Crayon Box	YES	daycare	2100	8-5:30 pm			Email reply gave two different costing structures - \$300 discount if paying in cash; something felt off with that so didn't even go tour			
Early Learning Academy	NO	preschool	1395	7 am - 6 pm						
Shining Star Montessori	YES	preschool	2,480	7:30 - 5 pm		Reco from MOB Bilingual (mandarin) Montessori				



Use Permit for Conditional Uses per District Regulations Application Checklist A

SUPPORTING STATEMENTS

1. How has the project been designed and operated in order to be compatible with the nature and condition of all adjacent uses and structures, and with general and specific plans for the area in question?

The proposed project at 277 San Francisco Ave. Unit B is a preschool center open Monday through Friday from 8:00 a.m. to 5:00 p.m. that provides childcare services to children ages 3 to 5. The facility is located on San Francisco Ave, a low-traffic area across Brisbane Park, adjacent to Skin Body Zen. This project will not require any external construction. The project will only require interior renovations.

2. How will the propose use be designed and operated in order to not be detrimental to the health, safety, comfort and general welfare of the persons residing or working in the neighborhood?

The preschool center will not be detrimental to the health, safety, comfort, and general welfare of the people residing or working in the neighborhood. The proposed project will help families in Brisbane by providing quality childcare for their children. The children will only use Brisbane Park twice daily: from 11:00 a.m. to 12:00 p.m. and from 3:30 to 4:30 p.m. The rest of the time, the children will remain indoors. The only times San Francisco Ave will experience more vehicles than usual will be from 8:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:00 p.m. Therefore, to minimize parking shortage and traffic on San Francisco Ave, Natalie Picazo requests a loading zone in front of the school for drop-off and pick-up time from 8:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:00 p.m. Parents will not be required to leave their vehicles during this time since one staff member will be outside receiving/escorting the children and ensuring the parents sign in / sign out.

3. How will the proposed use be designed and operated in order to not be injurious or detrimental to property and improvements in the neighborhood or the general welfare of the city?

The preschool center will not be injurious or detrimental to property and improvements in the neighborhood or the city's general welfare. As outlined in the business proposal, pg. 7, the preschool center will follow safety protocols and procedures when staff takes the children outside to Brisbane Park. Additionally, as outlined in the business proposal, pg. 12 -13, the



preschool center will follow safety protocols and procedures when staff receives or escorts a child to their parents/guardians during loading times from 8:00 a.m. to 9:00 a.m. and 4:00 p.m. to 5:00 p.m. The facility will also have safety features to keep the students safe indoors. For instance, the facility will have a camera by the entrance outside and a keypad lock for parents to enter a code and access their child indoors. Inside the facility, both exits will have a bell attached to the school doors (i.e., a signal that alerts everyone when someone is trying to open the door and leave the premises) to ensure no child escapes from the school.

Street Parking Counts
Portions of San Francisco Ave & San Bruno Ave

Road Segment	Total Street Spaces	Available Parking Spaces											
		3/11/24 9:42-9:48 AM	3/21/24 10:54-10:57 AM	4/17/24 11:19 - 11:25 AM	4/17/24 3:20- 3:36 PM	5/16/24 8:57- 9:00 PM	5/16/24 3:08 - 3:11 PM	7/11/24 11:20- 11:27 AM	7/25/24 3:58-4:02 PM	8/15/24 8:51-8:56 PM	8/15/24 1:20- 1:23 PM	8/15/24 4:50 -4:55 PM	8/29/24 1:24-1:31 PM
San Francisco Ave (north side, San Bruno Ave to Plumas St intersections)	10	6	7	4	7	7	3	9	3	8	6	4	7
San Francisco Ave (south side, San Bruno Ave to Plumas St intersections)	7	4	0	3	0	1	0	2	2	1	5	1	2
San Bruno Ave (east side, San Francisco Ave to Mariposa St intersections)	10	1	3	3	4	7	2	3	1	5	4	1	2
San Bruno Ave (west side, San Francisco Ave to Mariposa St intersections)	9	2	3	3	0	6	5	3	1	4	6	1	3
Totals	38	13	13	13	11	21	10	17	7	18	21	7	14

Notes: Parking counts observed by Planning staff.