

City of South San Francisco

P.O. Box 711 (City Hall, 400 Grand Avenue)
South San Francisco, CA



Regular Meeting Agenda

Thursday, February 19, 2026

7:00 PM

**Library Parks & Recreation Building, Council Chambers
901 Civic Campus Way, South San Francisco, CA**

Planning Commission

**SARAH FUNES, Chairperson
AYSHA PAMUKCU, Vice Chairperson
JOHN BAKER, Commissioner
MICHELE EVANS, Commissioner
NORMAN FARIA, Commissioner
SAM SHIHADEH, Commissioner
ALEX TZANG, Commissioner**

How to observe the Meeting (no public comment):

- 1) Local cable channel: Astound, Channel 26, Comcast, Channel 27, or AT&T, Channel 99
- 2) <https://www.ssf.net/Government/Video-Streaming-City-and-Council-Meetings/Planning-Commission>
- 3) <https://www.youtube.com/@CityofSouthSanFrancisco/streams>

How to Submit written Public Comment before the meeting: Email: PCcomments@ssf.net

Members of the public are encouraged to submit public comments in writing in advance of the meeting. The email will be monitored during the meeting. The City encourages the submission of comments by 6:00pm on the date of the Public Hearing to facilitate inclusion in the meeting record. Written comments received prior to 6:00pm on the day of the meeting will be included as part of the meeting record, but will not be read aloud at the meeting.

How to provide Public Comment during the meeting:**COMMENTS ARE LIMITED TO THREE (3) MINUTES PER SPEAKER**

During a meeting, comments can only be made in person: Complete a Speaker Card located at the entrance to the Council Chambers. Be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. When your name is called, please come to the podium, state your name and address (optional) for the Minutes.

American Disability Act:

The City Clerk will provide materials in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk Rosa Govea Acosta at 400 Grand Avenue, South San Francisco, CA 94080, or email at all-cc@ssf.net. Include your name, address, phone number, a brief description of the requested materials, and preferred alternative format service at least 72-hours before the meeting.

Accommodations: Individuals who require special assistance or a disability-related modification or accommodation to participate in the meeting, including Interpretation Services, should contact the Office of the City Clerk by email at all-cc@ssf.net, 72-hours before the meeting.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

AGENDA REVIEW

ANNOUNCEMENTS FROM STAFF

PUBLIC COMMENT

Members of the public may speak on any item not listed on the Agenda, and on any items listed under the Consent Calendar. Pursuant to the provisions of the Brown Act, no action may be taken on a matter unless it is written on the agenda, or unless certain emergency or special circumstances exist. Written comments received prior to 6:00 pm on the day of the meeting will be included as part of the meeting record, but will not be read aloud.

DISCLOSURE OF EX-PARTE COMMUNICATIONS

This portion of the meeting is reserved for Planning Commissioners to disclose any communications, including site visits, they have had on current agenda items, or any conflict of interest regarding current agenda items.

CONSENT CALENDAR

1. Consideration and approval of minutes from the November 20, 2025 Planning Commission meeting.

Attachments: [11-20-25 PC Draft Minutes](#)

PUBLIC HEARING

2. Report regarding an application for Design Review for the Westborough Preschool Expansion Project including the construction and operation of an approximately 7,000 square foot child day care center at 2360 Galway Drive at Westborough Park in the Parks and Recreation Zoning District in accordance with Title 20 of the South San Francisco Municipal Code (SSFMC) and determination that the project is consistent with the 2040 General Plan Environmental Impact Report and that no new environmental document is needed per California Environmental Quality Act (CEQA) Guidelines Section 15162, 15168, and 15183. (Christy Usher, Senior Planner)

2a. Resolution making findings and a determination that the environmental effects of the Westborough Preschool Expansion Project located at 2360 Galway Drive were sufficiently analyzed under the 2040 General Plan Environmental Impact Report and no new environmental document is needed per California Environmental Quality Act (CEQA) Guidelines Sections 15162, 15168, and 15183.

Attachments: [Exhibit A - Westborough Preschool Expansion Checklist with A1](#)
[Exhibit B - 2040 GPU EIR and Appendices](#)

2b. Resolution making findings approving the application for the construction of the Westborough Preschool Expansion Project (P25-0064) and the Design Review application for the Project (DR25-0013) located at 2360 Galway Drive in the Park and Recreation (PR) zone district.

Attachments: [Exhibit A - Conditions of Approval](#)
[Exhibit B - Project Plans, dated December 12, 2025](#)
[Exhibit C - Applicant's Project Description](#)
[Exhibit D - Trip Generation VMT analysis, dated December 17, 2025](#)
[Exhibit E - Tree Removal and Replacement Memo, dated November 17, 2025](#)
[Exhibit F - Design Review Board Letter, dated November 17, 2025](#)
[Exhibit G - Applicant's Response to the Design Review Board Request](#)
[Exhibit H - Letters in Support of the Project](#)

ADMINISTRATIVE BUSINESS

3. Annual Reorganization of the Chair and Vice Chair of the South San Francisco Planning Commission (Adena Friedman, Chief Planner)

The Commission has adopted a policy that applicants and their representatives have a maximum time limit of 20 minutes to make a presentation on their project. Non-applicants may speak a maximum of 3 minutes on any agenda item. Questions from Commissioners to applicants or non-applicants may be answered by using additional time.

ITEMS FROM THE COMMISSION

ADJOURNMENT

**Any interested party will have 15 calendar days from the date of an action or decision taken by the Planning Commission to appeal that action or decision to the City Council by filing a written appeal with the City Clerk as provided under Chapter 20.570 of the South San Francisco Municipal Code. In the event an appeal period ends on a Saturday, Sunday, or any other day the City is closed, the appeal period shall end at the close of business on the next consecutive business day. The cost to appeal for applicants, residents, and all others is as set forth in the City's Master Fee Schedule.