

PROJECT DESCRIPTION - WESTBOROUGH PRESCHOOL

TO: City of South San Francisco Planning Commission

FROM: Mary Peterson
Dorman Associates Inc.
229 Flamingo Road
Mill Valley, CA 94941
mp@dormanassociates.com

DATE: December 17, 2025

PROJECT: Westborough Preschool
2360 Galway Dr.
South San Francisco

*Project Address has been updated to reflect new address assignment. Original address was 2350 Galway Dr.

1.1 Project Location

The 0.47-acre project site, located on Assessor's Parcel Number (APN) 091-150-080, is situated within Westborough Park at **2350 Galway Drive**, South San Francisco, California. Although located on the same parcel, the new preschool has been assigned a distinct address: **2360 Galway Drive**.

Westborough Park is bounded by Westborough Boulevard and single-family homes to the south, Westborough Middle School to the west, medium-density residences to the north, and Galway Drive and medium-density residences to the east. Within the larger park context, the project site is bounded by Galway Drive and residences to the east, Westborough Park facilities (tennis court, picnic shelter, picnic areas, lawn, and parking lot) to the south and west and the Westborough Fire Station and medium-density residences to the north.

1.2 Existing Conditions

The project site is in the northeastern corner of Westborough Park where a public restroom building, maintenance yard, as well as a portion of the existing lawn and maintenance road currently exist. The project site has both the General Plan designation and is zoned Parks and Recreation. The ground surface across the project site slopes from northwest to southeast, with elevations varying from about 420 to 411 feet above mean sea level.

Westborough Park includes a community center, picnic shelter, a small, uncovered picnic area, baseball field, walking trails, tennis courts, playgrounds, park restrooms, basketball courts and an informal lawn area. The ballfield is not presently used for games and practices, only informal play.

The picnic areas are rentable to the public on the weekends from March through October. The Alice Peña Bulos Community Center is available to the public Monday – Saturday, 9am to 5pm, with limited community programs and is also available as a rental facility when not in use for other programs -- typically Saturdays and Sundays. It currently houses one preschool classroom, with two additional classrooms in modular buildings directly adjacent. The relocating of the preschool component may allow for increased community programming within the community center.

The City of South San Francisco Parks & Recreation Department offers childcare through its Preschool Early Learning Program, serving children ages 2.5 years to 5 years of age. The existing program at the Alice Peña Bulos Community Center located at 2380 Galway Dr., at the southeastern corner of Westborough Park, has a student enrollment of 59 children distributed among three classrooms referenced above, and as many as 8 staff members on-site during preschool hours. These classrooms currently use a play area that is also available for public use outside of school hours. The preschool operates Monday-Friday, 7:30am-6pm.

While the disposition of the existing portable preschool classrooms is unknown, relocating of the preschool component may allow for increased community programming within the community center. Recent discussions have included the possibility that it be used for youth classes offered by the City or rented out to a private or non-profit provider for childcare programs. The existing preschool classroom in the building can be incorporated as a regular classroom for youth, teen and adult programs. This determination will be determined by public outreach via the Parks and Recreation Master Plan, available budget, and direction from the City Council.

The existing parking lot provides parking for the preschool staff as well as three regular parking spaces for pick-up/drop-off. Children are dropped off between 7:30 am and 9:30 am and picked up between 4:00 pm and 6:00 pm.

The project site is served by existing utilities. Lines for water, sanitary sewer, and storm drains cross the park in the vicinity of the project site.

1.3 Proposed Design

The existing preschool at the Alice Peña Bulos Community Center has a 3-to-4-year waiting list, and the need for childcare in the community has led to the desire to increase enrollment capacity at the Westborough Preschool location.

The proposed project includes demolition of an existing public restroom building, tree removal, relocation of existing bicycle racks, and the construction of a new preschool facility and public restroom. The new preschool facilities would include a new building with five indoor classrooms, one covered outdoor classroom, and administrative office space, with a total area of 7,135 s.f. There will also be a 2,022 s.f. covered outdoor walkway connecting the administrative area to the classrooms that is integrated into the play area. A new, separate restroom building will also be constructed with (2) single-user restrooms and an electrical room with a new main switch board serving both the preschool and the park.

The project would also include the following elements:

- Construction of an outdoor play area including trike path, climbing structures and natural play areas
- Construction of an Americans With Disabilities Act (ADA)-compliant ramp to access existing tennis courts
- Alterations to the existing parking lot including accessibility upgrades to the entry drive, restriping to include converting (3) standard parking spaces to compact spaces to maintain the current number of parking spaces while also incorporating a new van-accessible parking space and access aisle at the new preschool building. EV & EV-ready parking spaces are also included in the modifications.
- Realignment and construction of a new section of maintenance road to connect with existing park maintenance roads;
- New curb cut, cattle gate & realignment of maintenance road off of Westborough Blvd.
- Construction of new retaining walls on the north and west sides of the new preschool building. Retaining wall heights range from 6" to 6'-0".
- Construction of new fencing and retaining wall;
 - All fencing is 6'-0" high
 - Retaining wall at north side of preschool ranges from 6" to 36" in height.
 - Retaining wall at west side of preschool ranges from 36" to 76" in height. Height includes additional 12" of height beyond TW shown on civil plans, per structural engineer.
- Installation of new landscaping and irrigation facilities, including 16 trees and native and low-water plants;
- Installation of new stormwater bioretention and treatment facilities;
- Installation of new fire hydrant and transformer to serve the preschool.

1.4 Preschool Expansion

The new preschool facilities will be located at the northwest corner of Westborough Park at the location of the existing maintenance building. It will have 5 indoor classrooms, 1 outdoor classroom, and administrative space, which will increase student capacity to 100 children and require up to 15 staff on site. The proposed exterior materials for the preschool building will be a combination of stucco, high-density fiber cement siding, composite shiplap siding, standing seam metal roofing and exposed stained wood elements and will be surrounded with wood and metal fencing. Buildings will

be one story. No new monument sign proposed for the preschool. The owner group may add signage to the main entry glazing at a later date.

The community center will continue to function as a preschool until construction is complete; preschool operations will move to the new preschool facilities immediately following completion.

The project will remove six trees on-site in the areas of the new preschool and new public restroom building, one of which is a protected tree. It would plant approximately 16 trees, along with low-water shrubs, perennials and grasses. Landscaping would include drought tolerant and native species with new efficient drip irrigation that meets state Water Efficient Landscape Ordinance (WELO) requirements.

1.5 Site Access, Vehicle Circulation, and Parking

Access to the site would be from the existing Westborough Park parking lot off Galway Drive. Circulation within the parking lot would not be altered. The existing parking lot provides an entry/exit drive at the north end of the lot off Galway Dr., and a one-way, two-lane exit drive at the south end of the lot off Galway Dr. and closest to the intersection at Westborough Blvd. The single entry point creates a one-way loop for pick up and drop off. Traffic circulation on Galway Drive and for fire station access would not be altered.

The project will maintain 59 parking spaces. It will convert 6 regular stalls adjacent to the new preschool to pick/up drop off spaces; 3 of which would be ADA-compliant, 1 will be van-accessible, and 1 will be an EV stall. It would also convert 3 stalls, which are currently pickup/drop-off for the existing preschool at the south end of the parking lot to regular stalls and will convert 3 regular stalls to compact stalls. Additionally, (4) standard stalls would be EV-ready. The proposed parking plan maintains a total of 59 stalls – increases pickup/drop-off stalls by 3 and moves them to the north end of the parking lot, increases handicapped stalls by 1, converts 3 regular stalls to compact stalls, and decreases the number of regular stalls from 56 to 50. The pickup/drop-off stalls will be restricted to preschool use during pickup and drop-off hours but will be available to the public and staff outside those designated hours.

Please refer to the Technical Memorandum from Kittleson & Assoc., which includes Parking Management Plan with additional information regarding traffic circulation, number of trips and drop-off & pick-up schedules and process.