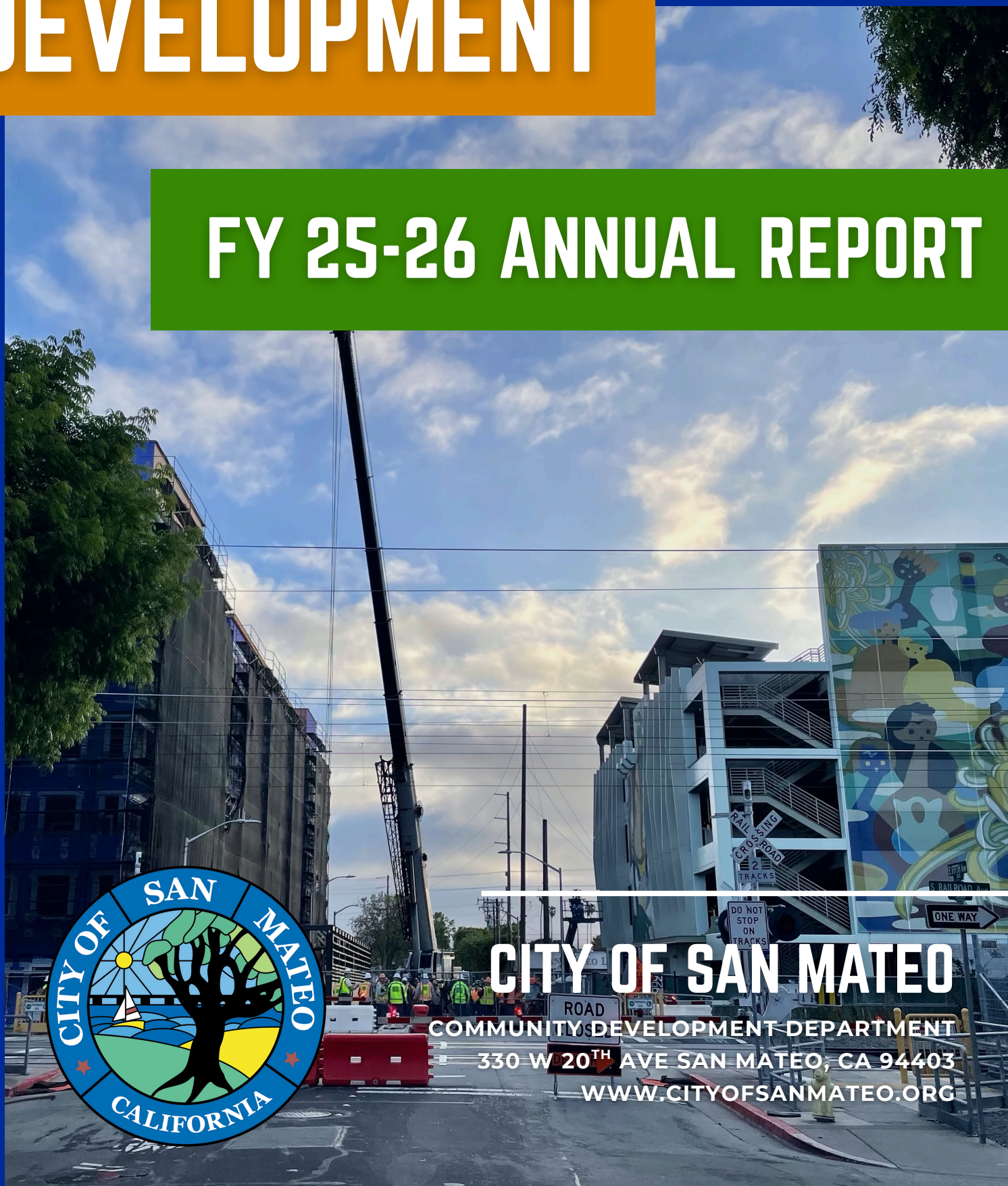
COMMUNITY DEVELOPMENT

FY 25-26 ANNUAL REPORT



CITY OF SAN MATEO

COMMUNITY DEVELOPMENT DEPARTMENT

330 W 20TH AVE SAN MATEO, CA 94403

WWW.CITYOFSANMATEO.ORG



MISSION & VALUES

JEN ROSAS
Business Manager

I grew up in San Mateo and it's an honor to be back in my community serving and contributing to all of the great things this community has to offer.

MISSION STATEMENT

- Ensure a high-quality built environment and healthy neighborhoods that support a strong economic base in the City of San Mateo.
- Remain responsive to and respected by the community.
- Provide outstanding customer service.

SERVICES AND STRUCTURE

The Community Development Department (CDD) has broad responsibilities, including long-range planning; reviewing applications for new development; administering the City's General Plan, Zoning Code, and California Building Code; implementing the City's housing programs; and administering grant and loan programs that promote safe and healthy neighborhoods. Five divisions work together to accomplish these goals: Building and Construction Services, Code Enforcement, Housing and Neighborhood Services, Current and Long-Range Planning, and Business and Admin Services. The department provides staff support and services to four standing commissions: the Planning Commission, Community Relations Commission, Civic Arts Commission and Historic Resources Commission; and works with numerous outside agencies, community groups, and homeowner associations.

WHAT'S INSIDE

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Report editing, design, and production by:
Suruchi Bhutani, Senior Management Analyst
Holeva Finau, Administrative Assistant

COMMUNITY DEVELOPMENT DEPARTMENT

Welcome to the Community Development Department (CDD), where we work to enhance the quality of life in San Mateo by guiding growth and supporting safe, vibrant, and inclusive neighborhoods. We collaborate with residents, businesses, and developers to shape a resilient and thriving community.

330 W 20th Avenue
San Mateo, CA 94403
(650) 522-7200
cityofsanmateo.org

MESSAGE FROM THE DIRECTOR



I am pleased to share the Community Development Department's Annual Report, highlighting our accomplishments and progress over the past fiscal year. From planning for San Mateo's future and supporting housing production to maintaining high-quality, well-built neighborhoods and providing responsive customer service, our work touches many aspects of daily life in our community.

This year, we advanced key City priorities, strengthened community engagement, improved access to information and services, and continued enhancing our internal processes and interdepartmental coordination. These accomplishments reflect our staff's dedication and professionalism, as well as the strong partnerships we have built with residents, businesses, community organizations, and departments across the City.

We are proud of what we have accomplished together and look forward to building on this momentum in the year ahead. Our Community Development team remains committed to serving San Mateo with a focus on innovation, collaboration, and responsive service while helping foster a vibrant, inclusive, and resilient community.

ZACHARY DAHL, AICP
COMMUNITY DEVELOPMENT DIRECTOR

CITY COUNCIL PRIORITIES

PRIORITY 1

Assess policy options and enforcement procedures for regulating mobile vendors and food trucks.

PRIORITY 2

Make progress toward implementing General Plan 2040 policies and actions.

PRIORITY 3

Implement the City's Housing Element policy and program commitments.

PRIORITY 4

Update the City's Historic Preservation Ordinance and develop a citywide Historic Context Statement.

BOARDS AND COMMISSIONS



JENNIFER MORA
Housing Specialist I

The most fulfilling aspect of my work is ensuring and helping community members have a safe stable home where they can grow in and grow their family in.

Community Development Department provides staff support to the following City Commissions:

PLANNING COMMISSION

This Commission was established in 1921 and operates as a decision-making body for certain planning and development entitlements and as an advisory board to the City Council on land use and policy matters. They focus on Development Review and Land Subdivisions and makes recommendations to the City Council on legislative, land use, and development actions, including General Plan and Zoning Code amendments.

COMMUNITY RELATIONS COMMISSION

The Community Relations Commission was established in 1968 to address a broad spectrum of social issues and related policies and to function as an appeals body. Currently, the Commission provides oversight for federal and state grant programs that fund public services, housing programs, and nonprofit organizations, such as Community Development Block Grants and the Permanent Local Housing Allocation Program. The Commission also provides input on City housing-related policies, including Affirmatively Furthering Fair Housing, as well as Diversity, Equity, and Inclusion initiatives.

CIVIC ARTS COMMISSION

The Civic Arts Committee was established in 2008 as an advisory board to the City Council to implement the Art in Public Places program. It was formally established as a standing Commission in 2025 and is tasked with reviewing proposed art installations for new developments and publicly funded art projects. It will also support other City art initiatives in the coming years.

HISTORIC RESOURCES COMMISSION

The Historic Resources Commission is a new advisory body established as part of the adoption of the City's updated historic codes and policies in May 2026. The Commission will be seated in Fall 2026 and is responsible for administering the City's updated Historic Preservation Ordinance, providing recommendations on historic landmark and district designations, and supporting the development of a historic plaque program.



WHO ARE WE?

BUILDING AND CONSTRUCTION SERVICES

The Building and Construction Services Division administers programs and services related to the review and issuance of building permits and the inspection of buildings and structures to protect public health, safety, welfare and promote an accessible and sustainable community. The Division is responsible for enforcing applicable local and state laws governing building construction, maintenance, occupancy, repair, and habitation, including adopted building codes, health and safety regulations, and related standards.

The Building Team includes three work groups: the Permit Center (virtual services and City Hall public counter), Plan Review, and Building Inspection. Together, these teams provide technical code review, permit processing and issuance, historical property information, and field inspection services to residents, businesses, and development partners.

The Division is committed to delivering high-quality customer service and public education to enhance awareness of building codes and to promote the safety and resilience of both new and existing structures. In the event of an emergency or disaster, the Division is responsible for conducting structural damage assessments to help protect public safety and support community recovery efforts.

CODE ENFORCEMENT

The Code Enforcement Division works to promote and maintain a safe and desirable living and working environment on all private property around the City. Code Enforcement accomplishes this by enforcing the City's Municipal Codes, including property maintenance, nuisance, Building, and Zoning Codes. Additionally, Code Enforcement works in partnership with other divisions, departments, and outside agencies to support code compliance and assisting property owners, businesses and tenants in understanding City rules and regulations.

DID YOU KNOW?

Detached sheds under 120 square feet don't require a permit — however any plumbing or electrical work within a shed does require a permit.

CURRENT AND LONG-RANGE PLANNING

The Current and Long-Range Planning Division plans for the physical, social, and economic development of the City and ensures compliance with the City's adopted plans and policies, as well as state law. The Division has two primary functions:

The Long-Range Planning Team prepares long-range plans and policy documents to guide the physical development of the City and achieve the community's goals for health, prosperity, equity, resilience, and quality of life. This includes administering and maintaining General Plan 2040, the Housing Element, specific plans, the Zoning Code, and other policy documents to reflect community needs and desires and ensure compliance with state law.

The Current Planning Team reviews and processes private development projects in coordination with the Building and Construction Services Division, other City departments, and outside agencies to achieve a high-quality built environment and long-term economic growth. Current Planning provides public information about City codes and requirements and ensures that development is consistent with long-range plans, community needs, and state and local laws, including the California Environmental Quality Act (CEQA).

The Planning Division staffs the Planning Commission and the Historic Resources Commission.

HOUSING AND NEIGHBORHOOD SERVICES

The Housing and Neighborhood Services Division manages programs and policies that address the full spectrum of housing and basic needs: preventing and responding to homelessness; creating and preserving affordable rental and ownership housing; supporting local agencies that provide key services to low-income households; and providing financial assistance for home repairs and rehabilitation. Housing works with the Current and Long-Range Planning Division to implement the City's Housing Element and Below Market Rate Housing Program, which requires a percentage of affordable units to be included in all new residential developments. Housing also manages the City's Community Funding Program, which is funded by grants from the federal Community Development Block Grant (CDBG) program and the state Permanent Local Housing Allocation (PLHA) fund. The division monitors the City's 1,770 (and growing) rental and for-sale affordable housing units in its BMR Program and manages the City's First Time Homebuyer and rehab loan portfolio. The Housing and Neighborhood Services Division staffs the Community Relations Commission and co-manages the HOME Investment Partnership Program through the San Mateo County HOME Consortium.

BUSINESS AND ADMINISTRATIVE SERVICES

The Business and Administrative Services Division manages the department's internal financial operations and annual budget, provides administrative support to the other four divisions, administers the department's business and enterprise systems, serves as the clerk for all department's Commissions and Committees, processes Public Records Act (PRA) requests, supports department's community outreach and engagement activities, and provides human resources support. In addition, the Division administers the City's Child Care Facilities Loan program and Art in Public Places program, and staffs the Civic Arts Commission.

Code Enforcement has to collect their own evidence—photos or videos from residents do not work, but thank you for offering!



COMMUNITY DEVELOPMENT

STAFFING LEVELS

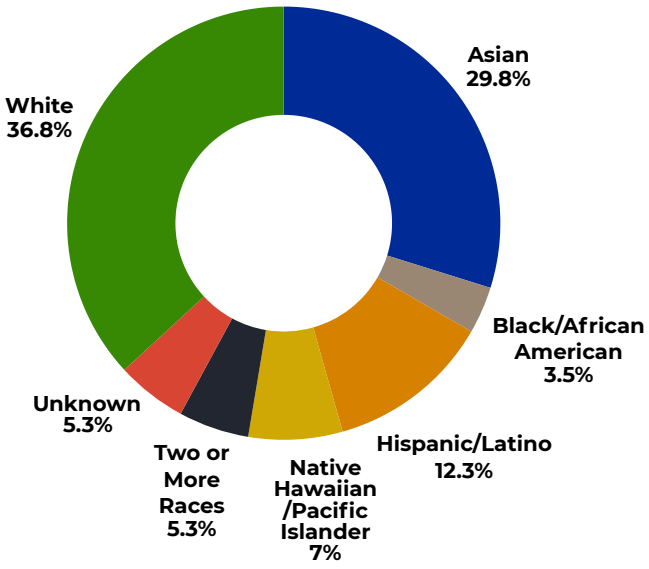
> *Sue has worked for the City of San Mateo for 1 year.*



SUE VUNA
Administrative Assistant

Serving the community means showing up with intention, kindness & respect in everything I do. This is important because I believe meaningful service starts with listening, building genuine connections & treating everyone with respect.

ETHNICITY



BUDGETED POSITIONS

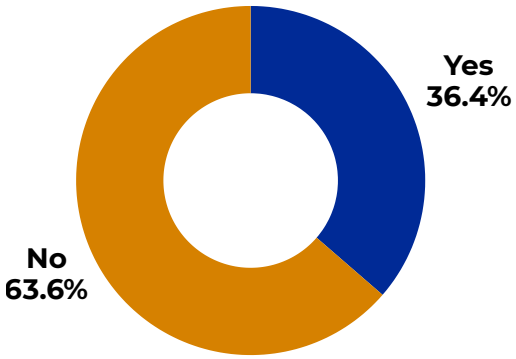
Full Time Merit Employees	Per-Diem Employees (Part Time)
57	2

GENDER

Male	Female
23	32

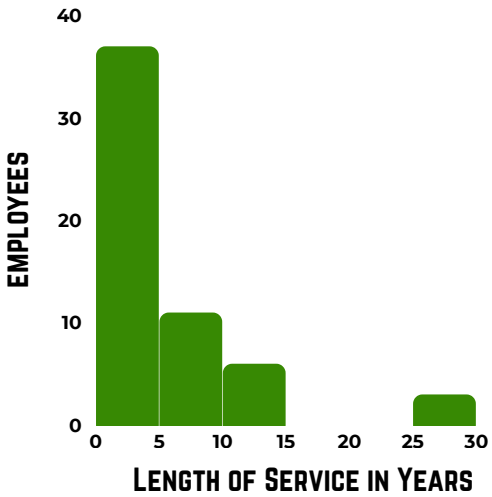
Non Binary
1

LIVE IN SAN MATEO COUNTY



More than five CDD employees are San Mateo natives.

YEARS OF SERVICE



> *Stacey has worked for the City of San Mateo over 25 years.*



STACEY JOHNSON
Office Assistant II

People come to me for accurate answers about the city without being passed from person to person. I distinguish the City from the County and connect them with the right contact when needed.

DID YOU KNOW? When a property owner corrects a violation quickly, Code Enforcement sends them a thank-you card.

LEADERSHIP & DIVISION MANAGERS



ZACHARY DAHL, AICP

Community Development Director

Zachary joined the City as Deputy Director in 2021, and was promoted to Director in 2024. He brings 25 years of planning experience from the public and private sectors. Prior to joining the City of San Mateo, he served as Planning and Building Director with the Town of Los Altos Hills, and as Planning Services Manager with the City of Los Altos. He holds a degree in City and Regional Planning from Cal Poly San Luis Obispo, and is certified by the American Institute of Certified Planners (AICP).



MIKE TITSWORTH, CBO

Deputy Community Development Director / Building Official

Mike joined the City in 2014 after decades of experience working in the construction industry as a former union carpenter, licensed general contractor, and engineering inspector. He has served as Building Inspector, Senior Inspector and Inspection Supervisor, before becoming the City's Building Official in 2020 and most recently, was promoted to Deputy Director in 2025.



SUNG H. KWON, MCRP MBA AICP

Deputy Community Development Director - Planning and Policy

Sung joined the City in 2025. He has over two decades of experience in current planning, long-range planning, housing, urban design, and CEQA. In addition, he has degrees in Architecture, City Planning, and Business Administration. He has won both professional and student awards related to planning, technology and marketing. His private and public sector experience spans across the San Francisco Bay Area, Central Coast and Central Valley.



JENNIFER ROSAS

Business Manager



JOANNA WINTER

Planning Manager



EUGENE ALPER

Code Enforcement Manager



RACHEL HORST

Housing and Neighborhood Services Manager



MARY EUSEBIO

Deputy Building Official

ORGANIZATIONAL CHART



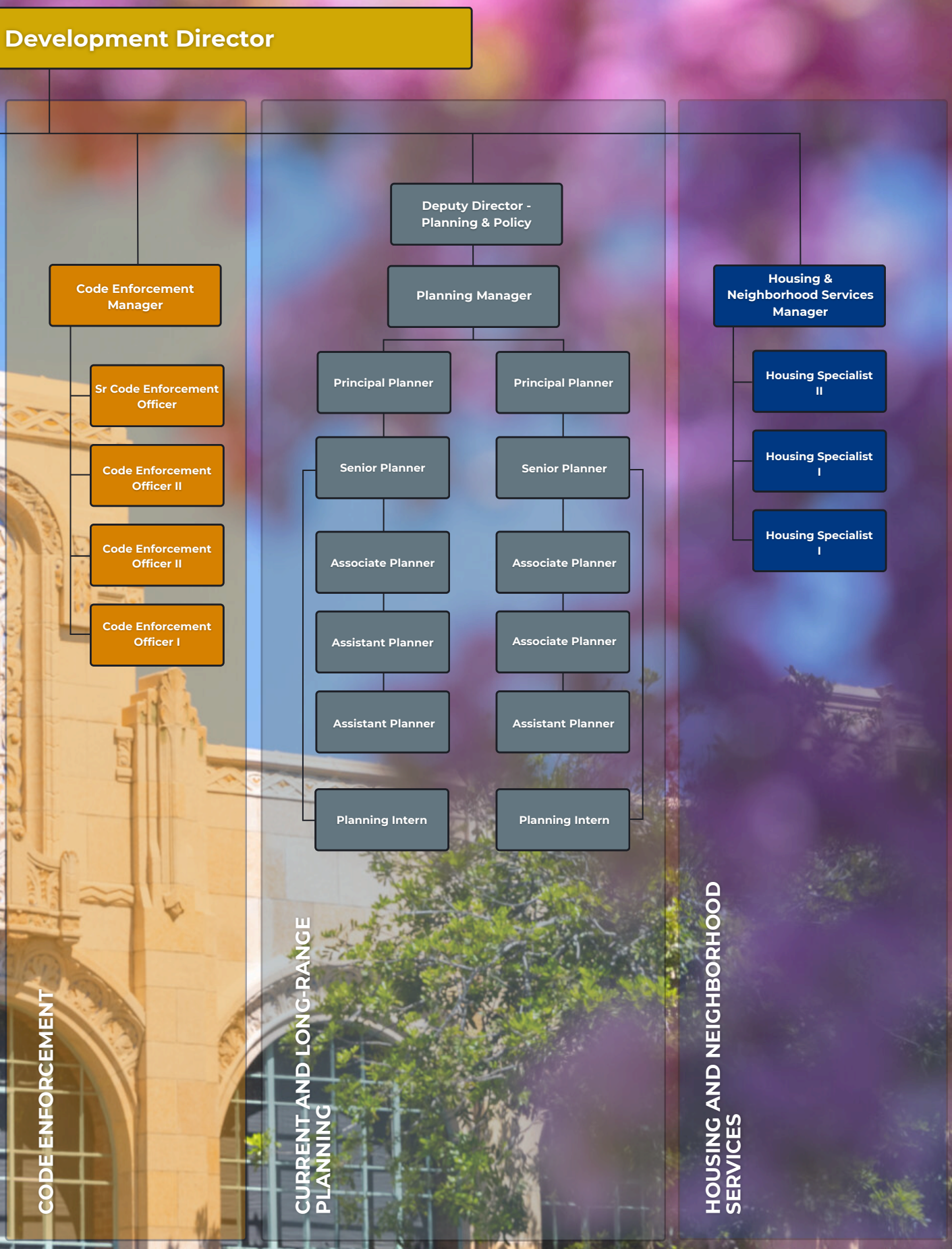
Community

BUSINESS AND ADMINISTRATIVE SERVICES

- Business Manager
  - Senior Management Analyst
  - Administrative Technician
  - Administrative Assistant
  - Administrative Assistant
  - Administrative Assistant
  - Administrative Assistant

BUILDING AND CONSTRUCTION SERVICES

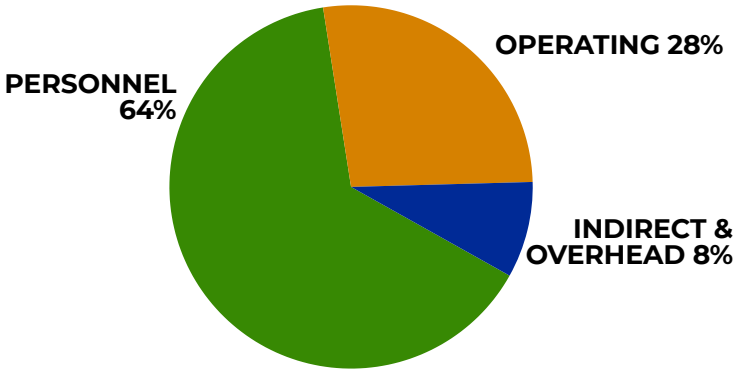
- Deputy Director/ Building Official
  - Deputy Building Official
    - Managing Arborist
    - Permit Center Supervisor
      - Sr Development Review Technician
      - Sr Development Review Technician
      - Development Review Technician II
      - Development Review Technician II
      - Development Review Technician II
      - Development Review Technician I
      - Office Assistant II
      - Office Assistant II
  - Inspection Supervisor
    - Building Inspector II
    - Building Inspector II
    - Building Inspector II
    - Building Inspector I
    - Building Inspector I
    - Building Inspector I
    - Building Inspector I
  - Plan Check Supervisor
    - Plan Check Engineer
    - Plan Checker II
    - Plan Checker II
    - Plan Checker I
    - Plan Checker I


Development Director
Code Enforcement Manager
Sr Code Enforcement Officer
Code Enforcement Officer II
Code Enforcement Officer II
Code Enforcement Officer I
Deputy Director - Planning & Policy
Planning Manager
Principal Planner
Principal Planner
Senior Planner
Senior Planner
Associate Planner
Associate Planner
Assistant Planner
Associate Planner
Assistant Planner
Assistant Planner
Planning Intern
Planning Intern
Housing & Neighborhood Services Manager
Housing Specialist II
Housing Specialist I
Housing Specialist I
CODE ENFORCEMENT
CURRENT AND LONG-RANGE PLANNING
HOUSING AND NEIGHBORHOOD SERVICES

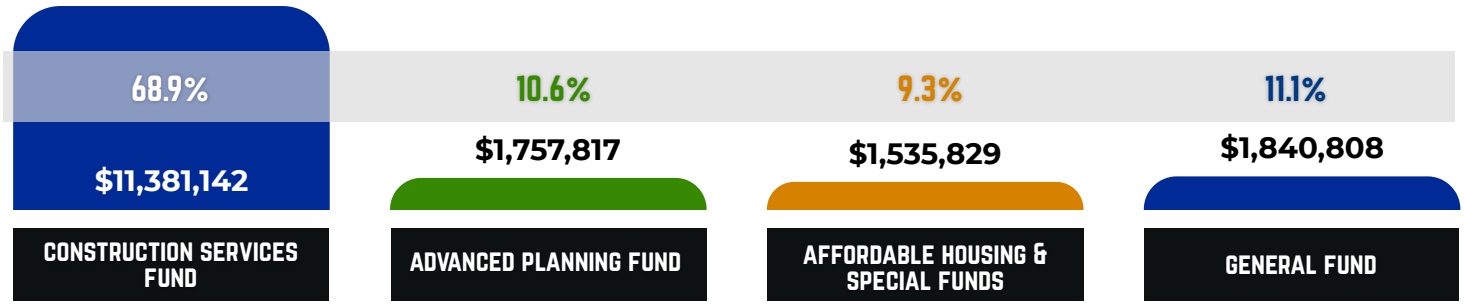
OPERATING BUDGET

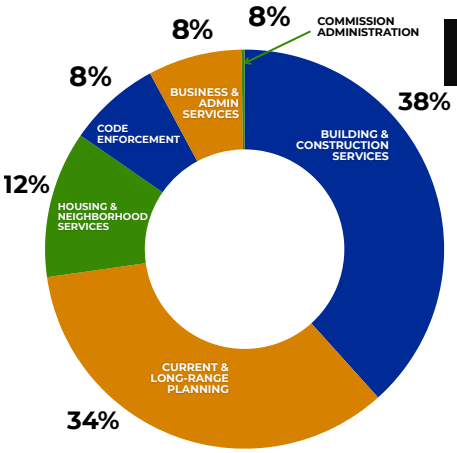
FY 2025-26 ADOPTED BUDGET

Personnel	$11,365,964
Operating	$4,937,415
Indirect & Overhead	$1,509,793
TOTAL EXPENDITURES	**$17,813,173**

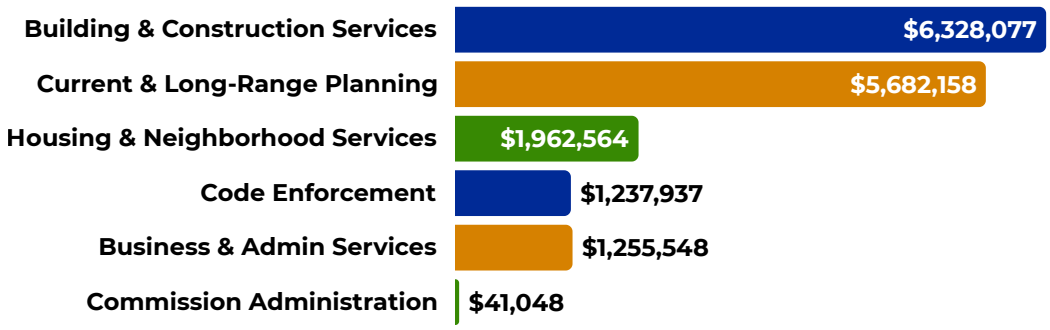


FUNDING SOURCES





EXPENDITURES BY DIVISION



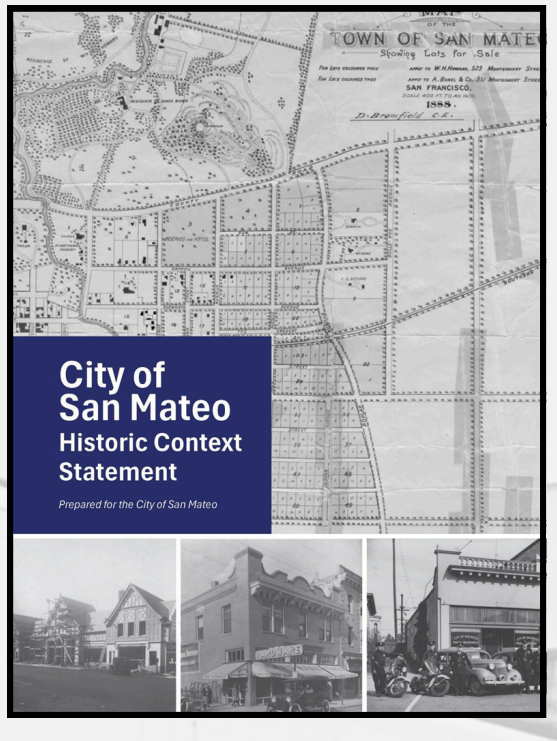
Community Development's primary responsibilities include development review, building permit administration, long-range planning, and housing policy. As a "fee-for-service" department, approximately 88 percent of our funding comes from non-General Fund sources.

The Department's primary revenue source, the Construction Services Fund, is supported by planning application and building permit fees, and funds the processing, review, and inspection of construction and new development. The Advanced Planning Fund is supported by the City's General Plan maintenance fee and funds long-range planning and policy work, which includes activities like the General Plan Update and Housing Element administration. The City's Housing Funds come from a variety of revenue sources and support eligible housing and neighborhood service programs, such as the production of new affordable housing units. The General Fund supports Community Development activities that are not funded through these dedicated revenue sources, and includes Permit Center customer service, Code Enforcement activities unrelated to construction, and housing and neighborhood service programs that do not qualify for Housing Funds.

DID YOU KNOW?

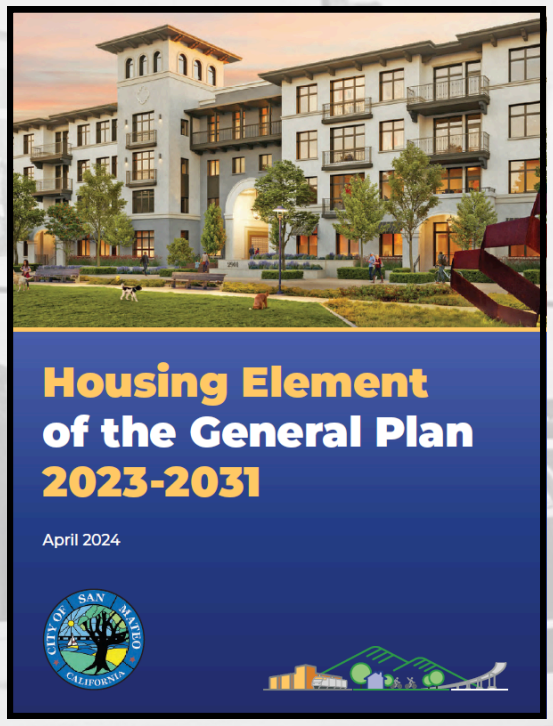
San Mateo maintains a diverse loan portfolio with over $50 million in active loans, including First-Time Homebuyer loans, home rehab loans, and loans for construction and rehab of affordable housing developments.

NOTABLE ACHIEVEMENTS



FY 25-26 ACCOMPLISHMENTS

- Completion of the Historic Policy Update Effort with a new Ordinance and Citywide Historic Context Statement adopted in May 2026.
- Significant progress on development of the Comprehensive Zoning Code Update.
- Completed an assessment of the Planning Application process to simplify and streamline review requirements.
- Significant progress on implementation of the 150 programs and actions in the Housing Element.



FY 26-27 GOALS

- Complete the Comprehensive Zoning Code Update.
- Complete a Fee Study to update all development related user fees and impact fees.
- Review the single-family permitting process, with a goal to simplify and streamline requirements.
- Complete an Emergency Services Study to ensure that City service levels are maintained as the community grows.
- Continue to implement key Housing Element goals, policies and programs.
- Start work on an update to the Downtown Area Plan.

> "
>
> **LATCHEZAR RADEV**
> **Plan Check Supervisor**
>
> 
>
> A memorable experience, we assisted an elderly homeowner who was confused about code regulations for her project. I explained the safety issues and the importance of hiring an engineer, and she was very thankful for the clarity.
>
> "

San Mateo has three designated historic districts: The Downtown San Mateo Historic District and Glazenwood Historic District are designated locally and the Yoshiko Yamanouchi Historic District is listed on the National Register.

DID YOU KNOW?



CDD'S IMPACT TO THE COMMUNITY

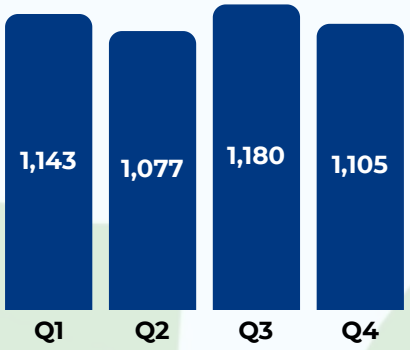
CUSTOMER SERVICE

Customer service is at the heart of everything the Community Development Department (CDD) does.

During the past year, more than 4,500 customers were served at the City Hall Permit Center; CDD staff responded to more than 5,000 phone calls and emails; and the Code Enforcement Team responded to more than 1,200 inquiries. Our team supports six public phone lines and maintains the Department's website, which includes more than 100 separate pages, with more than 99% content accuracy, ensuring that residents have access to timely and reliable information. Our multilingual staff can communicate with customers in more than eight languages.

Across every division, CDD is committed to delivering responsive, accessible, and customer-focused service that helps residents, businesses, and property owners navigate City services with confidence.

FY 25-26 IN-PERSON PERMIT CENTER CUSTOMERS SERVED



Scan the QR Code to visit the CDD Website.

CONSTRUCTION COORDINATION

The Community Development Department, in partnership with Public Works and other City departments, is developing a comprehensive approach to managing construction impacts as larger projects are developed throughout the City, particularly in and around downtown.

Building Better - Working Smarter - Disrupting Less

As San Mateo's development pipeline grows, with increased construction activity anticipated to begin in 2027, the City's Construction Management program is evolving to meet this need. This year, staff advanced the Citywide Active Livability Management Plan (CALM), establishing proactive tools, interagency coordination, and public transparency infrastructure to manage concurrent impacts citywide. This elevates oversight from project-by-project management to a unified, transparent, community-centered program that ensures growth and livability advance together. Scan the QR code above to visit CDD's website to learn more.

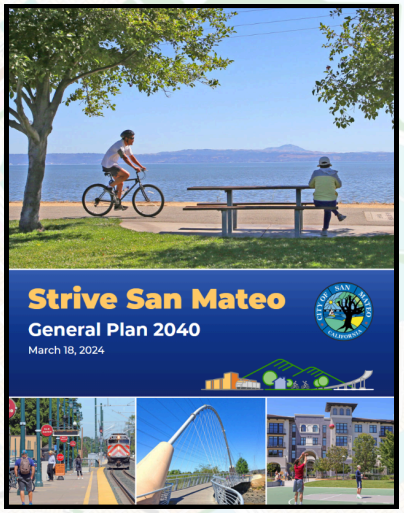
DID YOU KNOW? **Our Customer Self-Service Portal provides convenient online access to permit applications, inspections, payments, and permit searches, streamlining the entire process from submission to issuance.**

GENERAL PLAN 2040

Strive San Mateo General Plan 2040 functions as the City's constitution, setting the vision, values and policies for how San Mateo will look, feel and change over the next 20 years. Adopted in 2024, and fully implemented with the passage of Measure T, it envisions San Mateo as a vibrant, livable, diverse, and healthy community that respects the quality of its neighborhoods, fosters a flourishing economy, is committed to equity, and is a leader in environmental sustainability.

CDD administers the General Plan and works toward making its goals a reality by supporting all City departments as they implement its policies and actions. From reviewing development to ensure new buildings are consistent with plan goals to preserving the community through code enforcement and overhauling San Mateo's Zoning Code to make sure we get the kind of businesses and housing the community wants, we hold our work accountable to the Plan's values of diversity, balance, inclusivity, prosperity and resiliency.

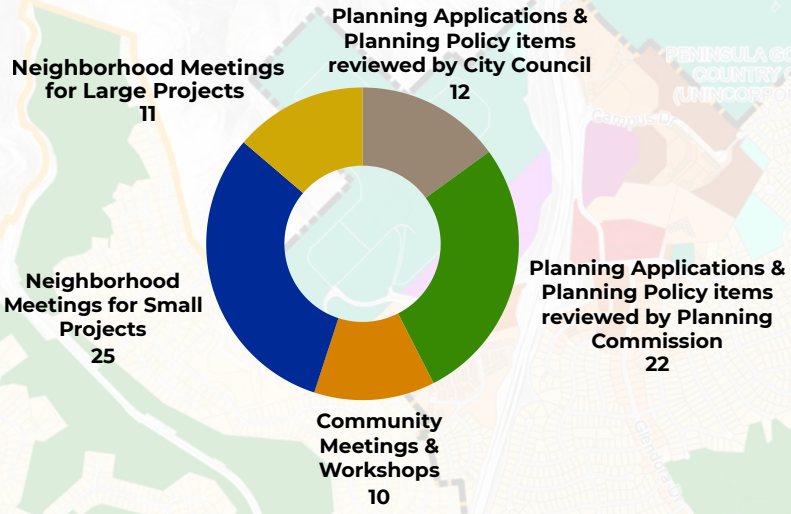
STRIVE SAN MATEO
GENERAL PLAN 2040



COMMUNITY OUTREACH AND ENGAGEMENT

Community outreach and engagement is at the core of the work that CDD does. We hold neighborhood meetings to keep the community aware of proposed new development, workshops to receive input on new policy and study sessions to assess how to best meet community goals and expectations are a key part of successful planning and policy efforts. Over this past year, CDD facilitated 36 neighborhood meetings and hosted 10 community meetings and workshops.

CDD also developed a Community Outreach Framework to provide a consistent, inclusive, and equitable approach to community engagement across the department. Grounded in the City's Diversity, Equity, and Inclusion (DEI) principles, the framework provides practical tools to identify and reach diverse and underserved communities, reduce barriers to participation, select appropriate outreach methods, and evaluate engagement efforts.



"



JOHN FREITAS
Code Enforcement Officer II

Whenever a customer needs service, we want to make sure that their request is fulfilled to the fullest and to our ability. If we cannot serve that request and it's outside our service qualities we do inform them exactly where they can get that help.

"

Code Enforcement has a dedicated Spanish-language phone line, and our staff serve customers in English, Spanish, Cantonese, and Russian.

DID YOU KNOW?

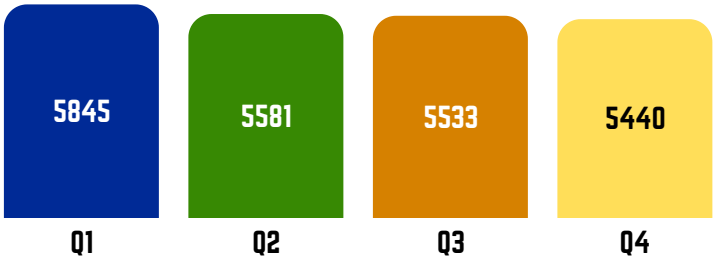


BUILDING AND CONSTRUCTION SERVICES

BUILDING INSPECTIONS

Building Inspection safeguards San Mateo by verifying that construction meets safety codes and standards. By performing more than 22,000 inspections during this fiscal year, our inspection team ensures that homes and businesses are structurally sound, properly wired, and safely built. This vigilance protects lives and property, maintains housing quality, and gives residents confidence that their community is built to last.

FY 25-26 PERMIT INSPECTIONS COMPLETED

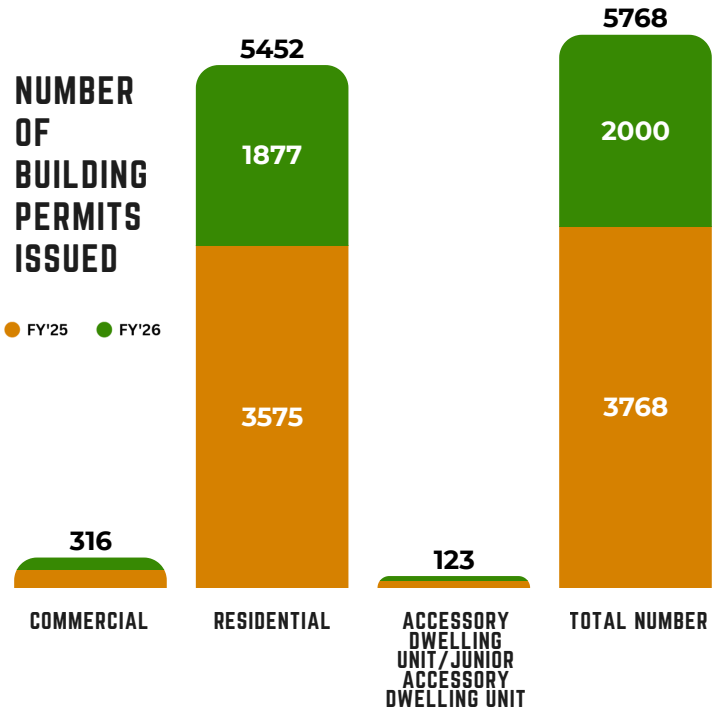


TREE PROTECTION AND TREE REMOVAL PERMITS

San Mateo's Tree Ordinance protects the urban forest by regulating Heritage Trees, Street Trees, and protected trees during construction. Removing or significantly pruning protected trees requires an approved permit, and construction near a protected tree requires a Tree Protection Plan prepared by an ISA Certified Arborist. Since taking over this work from Parks and Recreation last year, CDD has processed over 100 private property tree removal permits. Replanting or contributions to the tree planting fund is required for each tree proposed for removal.

BUILDING PERMITS

The Building Division protects San Mateo's residents and the built environment through comprehensive services that ensure safe, code-compliant construction. During this fiscal year, over 4,000 permits, including over 2,500 express over-the-counter permits, were processed and over 3,000 plan reviews were completed, verifying that projects meet building, electrical, plumbing, mechanical and energy codes before construction begins. At the City Hall Permit Center, our team provides expert guidance to property owners, contractors, and developers navigating the permitting process. Combined with field inspections, these services safeguard lives and property, maintain housing quality and give residents confidence that every project from kitchen remodels to new buildings is built safely and to code.



DID YOU KNOW? Smoke and CO alarms typically don't require permits, but every residential unit must have them — working smoke alarms cut the risk of fatality in a home fire by 60%.



CURRENT AND LONG-RANGE PLANNING

POLICY INITIATIVES

The Planning Division is actively pursuing several long-range planning initiatives across a range of policy and regulatory topics, including:

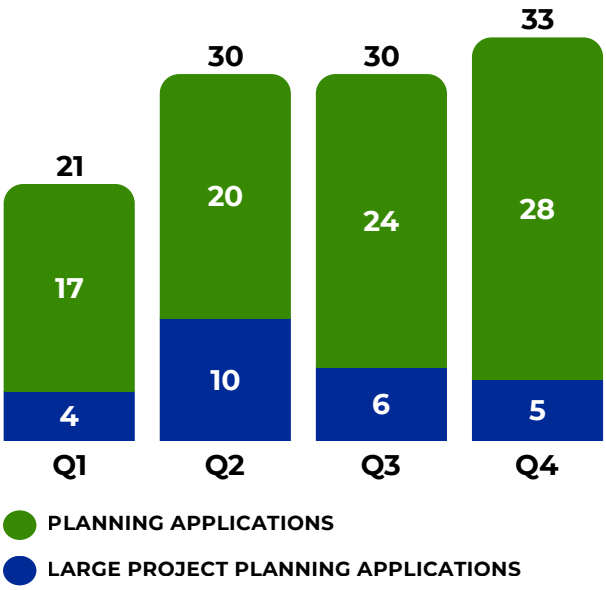
- Comprehensive Zoning Code Update
- Accessory Dwelling Unit Code Update
- Historic Preservation Ordinance
- High-Density Mixed-Use and Residential Districts
- Senate Bill 79 and other State Law tracking

CURRENT DEVELOPMENT

The Planning Division is currently processing more than 20 large-scale development projects across a wide range of land-use categories, including the following:

- Hillsdale Mall Redevelopment | Mixed- Use Development
- 640-690 Concar Dr | Mixed-Use Development
- 1700 El Camino Real | Multi-Family Development
- 1919 O' Farell St | Residential Development
- 1655 S El Camino Real | Mixed-Use Development
- 445 S. B St (Bespoke) | Mixed-Use with 100% Affordable Residential
- 1 E. 4th Ave | Mixed-Use Development

FY 25-26 PLANNING APPLICATIONS SUBMITTED INCLUDING LARGE PROJECTS



Scan the QR Code to visit the City of San Mateo's Current Development Projects Webpage.

HOW THE PROJECT REVIEW PROCESS WORKS
Scan the QR Code to view the Planning Application Guide.

PROJECT STEPS



CDD is a contributor to the San Mateo County ADU Resource Center, which helps residents learn how to design, finance, permit and build Accessory Dwelling Units.

DID YOU KNOW?

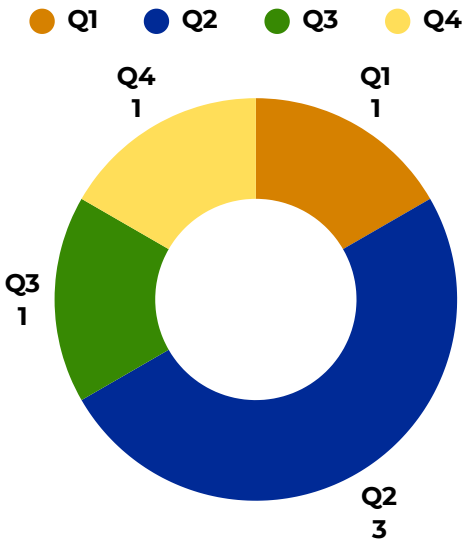


HOUSING & NEIGHBORHOOD SERVICES

HOUSING PRODUCTION

The City's Housing Element sets the framework for adding over 7,000 new housing units in San Mateo by 2031, including over 2,900 affordable units. To achieve this goal, Housing is working alongside the Planning Division to efficiently review development applications and to strategically deploy local Housing funds to support affordable housing development, such as the Bespoke project that will be built on City owned property.

FY 25-26 Number of BMR and First-Time Buyer Units Sold



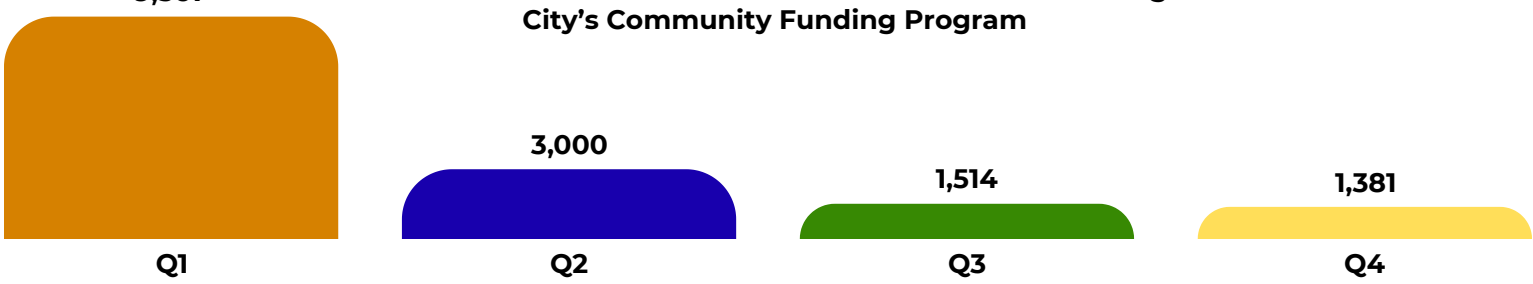
HOUSING POLICY

The Housing Team has led efforts to adopt tenant protections and anti-displacement measures, make key updates to the City's affordable housing ordinance, and develop a funding strategy to support affordable housing production, preservation, and protections with the City's portfolio of special Housing funds.

NEIGHBORHOOD SERVICES

The Housing Team oversees the allocation of over $1,000,000 of Community Development Block Grant, Permanent Local Housing Allocation, and other grant funds annually to support the work of a range of local organizations, from homelessness response to food banks to microenterprise development. Housing is responsible for the day-to-day management, planning, and reporting of these programs, working in lockstep with the City's grantees, the Community Relations Commission, and the City Council.

FY 25-26 San Mateo Residents Who Received Services Through the City's Community Funding Program



DID YOU KNOW?

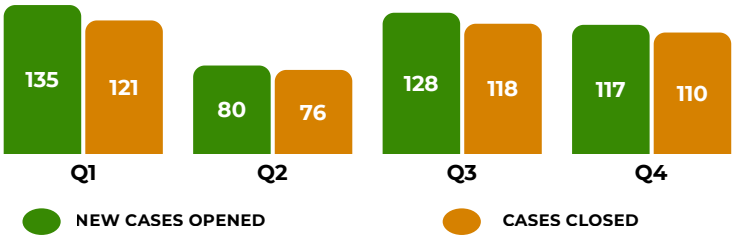
San Mateo has 1,770 affordable units (and counting), with 1,484 rental units and 286 ownership units.



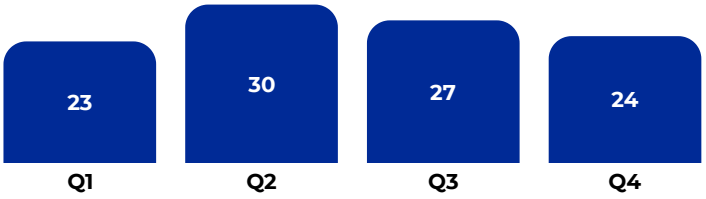
CODE ENFORCEMENT

Code Enforcement staff strive to provide excellent customer service on every call. We have a dedicated Spanish-language phone line, and our staff serve customers in English, Spanish, Cantonese, and Russian. Although we cannot resolve every problem that people call us about, our expertise in enforcing municipal and state laws allows us to provide sound advice and a realistic assessment of their options. We treat all customers, including tenants, property owners, and business operators, with dignity and respect. Even violators receive professional treatment as we guide them toward compliance. We look forward to speaking with you by phone, at the City counter, or in the field.

FY 25-26 CODE CASE ACTIVITY



FY 25-26 UNPERMITTED CONSTRUCTION CASES

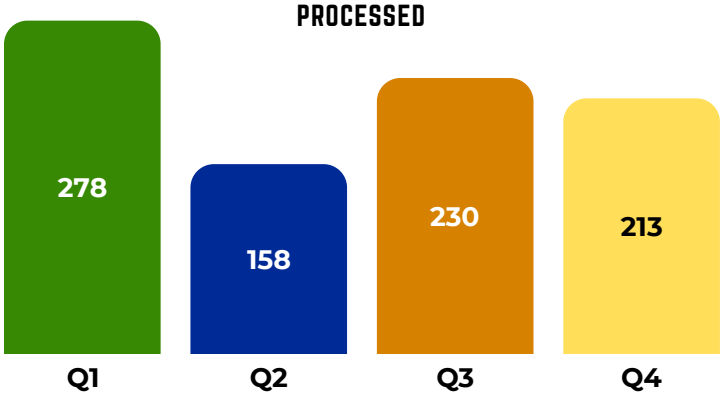




BUSINESS AND ADMINISTRATIVE SERVICES

The Business Admin team is comprised of seven staff: four Administrative Assistants, one Administrative Technician, and one Senior Management Analyst, all supervised by the CDD Business Manager. Together, this team supports a wide variety of operations handling all internal finances for the department, supporting as the clerks for all of the department's commissions and committees, management of all PRA's, website management, office optimization needs, implementation of new business systems, and outreach/community engagement efforts.

FY 25-26 TOTAL NUMBER OF PUBLIC RECORDS ACTS REQUESTS PROCESSED



CDD lead all City Depts with 800 PRA requests over the past year.

DID YOU KNOW?

CONTACT CDD

COMMUNITY DEVELOPMENT

PHONE NUMBER
(650) 522-7200

EMAIL
communitydevelopment@cityofsanmateo.org

BUILDING AND CONSTRUCTION SERVICES

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CURRENT AND LONG-RANGE PLANNING

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(650) 522-7212

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HOUSING & NEIGHBORHOOD SERVICES

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(650) 522-7220

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CODE ENFORCEMENT

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(650) 522-7150

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Español
(650) 522-7166

PERMIT CENTER HOURS

MONDAY	**8:00 AM - 12:00 PM | 1:00 PM - 4:30 PM**
TUESDAY	**8:00 AM - 12:00 PM | CLOSED IN AFTERNOON**
WEDNESDAY	**8:00 AM - 12:00 PM | 1:00 PM - 4:30 PM**
THURSDAY	**8:00 AM - 12:00 PM | 1:00 PM - 4:30 PM**
FRIDAY	**8:00 AM - 12:00 PM | AFTERNOON BY APPOINTMENT ONLY**

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