



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, August 22, 2016

7:00 PM

Council Chambers

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- f. 620 Airport Boulevard, zoned AA - Application for a Five Year Extension of a Conditional Use Permit for an existing airport parking interim use. (Boca Lake Office, Inc., applicant and property owner) (15 notices) Staff Contact: Kevin Gardiner

*All Commissioners had visited the property. There were no ex-parte communications to report.*

*Community Development Director Meeker provided an overview of the staff report.*

*Questions of staff:*

*There were no questions of staff.*

*Chair Loftis opened the public hearing.*

*Sharon Lai represented the applicant.*

*Commission questions/comments:*

*> Requested information regarding what is anticipated for use in the future by the applicant? Are they waiting for residential usage? (Lai - are currently evaluating options. Residential is an option being considered as is senior housing. Need to wait to see what the parameters will be before beginning design work. Meeker - clarified that the General Plan Update and Zoning Ordinance project will be completed by the end of 2017. A significant sized project can usually anticipate 18-months to go through the entitlement process.)*

*Public comments:*

*There were no public comments.*

*Chair Loftis closed the public hearing.*

*Commission discussion:*

*> Has expressed concerns about extension of the long-term airport parking uses in the past, though does understand that the the General Plan Update is a bit of a game changer. Can respect that fact that the property owner needs some time to determine how the property can be used. Need to give the property some leeway to determine what the property can be use for in the future. (Meeker - noted that the consultant will be working on the update of the zoning ordinance in tandem with the General Plan update, but the policy direction of the plan must be set first - the adoption of the zoning ordinance could lag behind the adoption of the General Plan somewhat.)*

*> Knows that the Council was working on the Enterprise car rental lot previously and indicated no further extensions. The zoning is in place for many other uses, but it still remains a parking use. Receives complaints from neighbors regarding Airport parking in the neighborhoods. Feels that the five years is excessive. The property owner can engage in the General Plan Update process. Would be more comfortable with a three year extension could grant a further extension once an application is submitted,*

*if necessary.*

> *Doesn't believe a five-year extension is unreasonable.*

> *Its not simple to force development to happen. The best you can do is provide the opportunity for a return on investment that makes sense to the developer - the General Plan Update provides this opportunity. Usually when discussing a project proposal, the Commission approves or denies what is requested, could a lesser timeframe be granted? (Meeker - since this is just an extension, a lesser time could be approved. Kane - if a lesser time is approved, the applicant could pursue further options, including appeal.)*

> *Feels a three-year extension is appropriate.*

**Commissioner DeMartini made a motion, seconded by Vice Chair Gum, to approve the extension for a period of three years.**

**Discussion:**

> **Feels the discussion is disingenuous - Burlingame Point hasn't been built yet because they couldn't find a tenant. Would have developed if there was another option. Trying to give them a stick to develop the property, but it seems that there is nothing out there.**

> **Disagrees completely, referenced the City Council's efforts to compel Enterprise to develop its property. Brokers have indicated that as long as the conditional use permit exists, nothing will be done.**

**Chair Loftis called a voice vote on the motion and it carried by the following vote:**

**Aye:** 4 - DeMartini, Loftis, Gum, and Terrones

**Nay:** 1 - Sargent

**Absent:** 2 - Bandrapalli, and Gaul



# CITY OF BURLINGAME PLANNING COMMISSION

## APPROVED MINUTES

Monday, August 22, 2011 – 7:00 p.m.  
City Council Chambers – 501 Primrose Road  
Burlingame, California

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### I. CALL TO ORDER

Chair Yie called the August 22, 2011, regular meeting of the Planning Commission to order at 7:00 p.m.

### II. ROLL CALL

Present: Commissioners Auran, Lindstrom, Terrones. Cauchi, Gaul and Yie

Absent: Commissioner Vistica

Staff Present: Community Development Director William Meeker; Associate Planner Erica Strohmeier; and City Attorney Gus Guinan

### III. MINUTES

*Commissioner Auran moved, seconded by Commissioner Terrones to approve the minutes of the July 11, 2011 and August 8, 2011 regular meetings of the Planning Commission, as submitted.*

*July 11, 2011 Minutes - motion passed 4-0-1-2 (Commissioner Vistica absent, Commissioners Cauchi and Lindstrom abstained).*

*August 8, 2011 Minutes – motion passed 4-0-1-2 (Commissioner Vistica absent, Commissioners Cauchi and Terrones abstained).*

### IV. APPROVAL OF AGENDA

There were no changes to the agenda.

### V. FROM THE FLOOR

No one spoke from the floor.

### VI. STUDY ITEMS

There were no study items for review.

### VII. ACTION ITEMS

**Consent Calendar** - *Items on the Consent Calendar are considered to be routine. They are acted upon simultaneously unless separate discussion and/or action is requested by the applicant, a member of the public or a Commissioner prior to the time the Commission votes on the motion to adopt.*

Chair Yie asked if anyone in the audience or on the Commission wished to call any item off the consent calendar. Item 1a (620 Airport Boulevard) was removed from the Consent Calendar by Commissioner Yie. There were no other remaining consent calendar items.

**VIII. REGULAR ACTION ITEMS****1a. 620 AIRPORT BOULEVARD, ZONED AA – APPLICATION TO RENEW CONDITIONAL USE PERMIT FOR LONG TERM AIRPORT PARKING AS AN INTERIM USE (PAUL SALISBURY, APPLICANT; DEMATTEI WONG ARCHITECTURE, ARCHITECT; AND BOCA LAKE OFFICE, INC., PROPERTY OWNER) STAFF CONTACT: RUBEN HURIN**

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Reference staff report dated August 22, 2011, with attachments. Community Development Director Meeker presented the report, reviewed criteria and staff comments. Twenty-one (21) conditions were suggested for consideration.

Questions of staff:

- Asked who is responsible for tracking the expiration dates of conditional use permits like this? (Meeker – noted that staff typically provides notice to the applicant that the term of the permit is approaching expiration, though the ultimate responsibility lies with the applicant to apply for an extension prior to the expiration date of the permit.)
- Are there any fees that the City would need to collect? (Meeker – noted that fees are usually collected for airport parking facilities – fees for this property would have continued to have been collected even though the expiration date of the permit has passed.)
- Are approvals for all airport parking lots limited to five years? (Meeker – yes, this is a restriction placed by the zoning ordinance upon such uses to ensure that they are “temporary” in nature.)
- Want to encourage development of the property, not the long-term use of the property as airport parking.
- Noted that the plans for the property date back to 2004-05 and that the use has not changed since then. There is nothing encouraging the property owner to do anything else with the property – the airport parking use may be extended by the City every five years.
- Asked if the term of the extension could be based upon the 2009 expiration date; essentially a term of three additional years from today? (Meeker – yes, this could be done.)
- The City needs to provide the property owner the opportunity to earn money on the property until the economy improves. The property owner may eventually build a hotel on the property when conditions improve and he can afford to do so.

Chair Yie opened the public hearing.

Paul Salisbury, 1555 Bayshore Highway; represented the applicant.

Commission comments:

- Clarified that the primary interest in removing the item from the consent calendar was to determine who is ultimately responsible for bringing the matter before the Planning Commission in advance of the expiration date.

Public comments:

- None.

There were no further comments and the public hearing was closed.

Commissioner Auran moved to approve the application, by resolution, with the permit extension being from today's date, with the following conditions:

1. that the long-term airport parking facility use shall operate as shown on the plans submitted to the Planning Department and date stamped June 22, 2004, sheet Sk.1a and date stamped September 2, 2003, sheet Sk.2a and date stamped August 17, 2011, sheets A0.1, A1.1, L3 and L4;
2. that the conditions of the City Engineer's July 30, 2003, memo and the City Arborist's June 17, 2004, memo shall be met, which includes planting 5-gallon Frazer's Photinia spaced four feet apart, with proper irrigation, in front of the security fence along Airport Boulevard;
3. that drainage from paved surfaces, parking lot and driveways, shall be routed to catch basins that are equipped with fossil filters (sand/gravel filters) prior to discharge into the storm drain system; the property owners shall be responsible for inspecting and cleaning all filters twice each year as well as immediately prior to and once during the rainy season (October 15 – April 1) and shall submit to the City and have approved a plan for filter/drain maintenance;
4. that the long-term airport parking use shall be operated seven days a week, 24 hours a day with a maximum of 350 parking spaces, and no auto maintenance, auto repair, auto washing or enclosed van storage shall take place on site nor shall the use of any number of parking spaces be contracted to a single user or corporation without amendment of this use permit;
5. that the property owners agree to assume all responsibility for any on-site flooding or storm drainage problems and to hold the City harmless from any claims arising from such problems;
6. that the landscape plan shall be reviewed and approved by the City Arborist prior to issuing a building or grading permit for this project;
7. that the landscaping and irrigation system shall be maintained by the property owner including but not limited to weed control, pedestrian and vehicular clearance along the sidewalks and bike path, and replacement of plant material as necessary to maintain a visual barrier and the approved landscape design;
8. that this use permit for long term airport parking with the conditions listed herein is a temporary use and shall expire on ~~June 28, 2009~~ September 1, 2016 (5 years);
9. that the parking lot lighting shall be energy efficient to the extent feasible to provide adequate light for customer safety;
10. that the applicant shall work with the City to establish an agreement regarding how the parking tax is collected if the parking spaces are used in association with a park and fly hotel room or other promotion program in association with the adjacent hotel or any office, hotel or other use;
11. that prior to commencement of grading and/or construction activities, the project sponsor shall submit a dust abatement program for review and approval of the City's NPDES (National Pollution Discharge Elimination System) administrator; the project sponsor shall require the construction contractor to implement this dust abatement program;
12. that if archaeological remains are uncovered, work at the place of discovery should be halted immediately and a qualified archaeologist retained to evaluate the find; accidental discovery of

- archaeological deposits could require additional archaeological investigations to determine the significance of the find;
13. that if human remains are encountered during project construction, the San Mateo County Coroner's Office will be notified immediately. The coroner will determine if the remains are those of a Native American, and if they are, will notify the Native American Heritage Commission. The Native American Heritage Commission will make a determination regarding the individual's "most likely descendant" who will then make recommendations for the disposal of the remains. The Native American Heritage Commission will mediate conflicts between the project proponent and the most likely descendant. Accidental discovery of human remains could require additional investigations to determine if other graves are present;
  14. that a site-specific, design-level geotechnical investigation shall be prepared that assesses the impacts of proposed project modifications to the levee on levee stability and any fill on site. The geotechnical investigation shall be conducted by a California Certified Geotechnical Engineer or Civil Engineer, and shall include an analysis of expected ground motions along the San Andreas fault in accordance the 1997 Uniform Building Code (UBC) and the California Building Code (Title 24) additions. Expected ground motions determined by a registered geotechnical engineer shall be incorporated into the final design as part of the project. The final seismic considerations for the site shall be submitted to and approved by the City of Burlingame Structural and City Engineers before grading permits are issued;
  15. that the project storm drainage system shall be designed and constructed in accordance with the STOPPP NPDES permit, including all provisions to the C.3 requirements, to reduce long-term water quality impacts from potentially contaminated runoff. The project sponsor shall provide a plan for long-term operations and maintenance of the oil and sediment separator or absorbent filter systems including but not limited to the operating schedule, maintenance frequency, routine service schedule, specific maintenance activities, and the effectiveness of the water treatment systems. The performance of the filters shall be monitored regularly by the project applicant or a third party to determine the effectiveness of the water treatment and conclusions reported to the City. To further help minimize and prevent the amount of pollutants entering the storm drain system, the project sponsor shall implement Best Management Practices and source control measures that shall include, but are not necessarily limited to, regular street sweeping by mechanized equipment, proper clean-up of soil debris following landscape work or small scale construction, available trash receptacles, regular trash collection and the application of absorbent material on oil and fuel leaks from automobiles;
  16. that during operation of the project, the project sponsor shall implement a program for regularly collecting and properly disposing of litter and debris that may accumulate on the project site;
  17. that order to maintain the existing on-site well for potential use for any future long-term development on the project site, the well head elevation shall be modified if needed in accordance with proposed project grading and construction plans and a new well vault shall be installed in accordance with San Mateo County water well standards to prohibit infiltration of storm water contaminants and prevent potential damage to the well casing;
  18. that the applicant shall require the construction contractor to limit noisy construction activities to the least noise-sensitive times of the day and week (Monday through Friday, 7:00 a.m. to 6:00 p.m.; and Saturday, 10:00 a.m. to 5:00 p.m.; none on Sunday and holidays);

19. that the applicant shall require contractors to muffle all equipment used on the site and to maintain it in good operating condition. All internal combustion engine-driven equipment shall be fitted with intake and exhaust mufflers that are in good condition. This measure should result in all non-impact tools generating a maximum noise level of no more than 85dBA when measured at a distance of 50 feet;
20. that applicant shall require contractors to turn off powered construction equipment when not in use; and
21. that the use and any improvements for the use shall meet all California Building and Fire Codes, 2001 Edition as amended by the City of Burlingame.

*The motion was seconded by Commissioner Cauchi.*

*Discussion of motion:*

- *Noted that the larger discussion that needs to occur is the types of uses that should be permitted to the east of Highway 101 in order to encourage development.*

*Chair Yie called for a voice vote on the motion to approve. The motion passed 6-0-1-0 (Commissioner Vistica absent). Appeal procedures were advised. This item concluded at 7:19 p.m.*

**2. 1629 CORONADO WAY, ZONED R-1 – APPLICATION FOR DESIGN REVIEW AND PARKING VARIANCE FOR SUB-STANDARD COVERED PARKING SPACE LENGTH FOR A FIRST AND SECOND STORY ADDITION TO AN EXISTING SINGLE FAMILY DWELLING WITH AN ATTACHED GARAGE (BRIAN PRICE, DESIGNER; DAN PRICE, APPLICANT AND PROPERTY OWNER) STAFF CONTACT: ERICA STROHMEIER**

Reference staff report dated August 22, 2011, with attachments. Associate Planner Strohmeier presented the report, reviewed criteria and staff comments. Fifteen (15) conditions were suggested for consideration.

Questions of staff:

- Need to change this type of parking variance to a conditional use permit or special permit.

Chair Yie opened the public hearing.

Brian Price, 925 Church Street, San Francisco; represented the applicant.

Commission comments:

- Did the applicant consider extending the porch across the front? (Price – attempted to maintain everything “as-is” on the ground level as much as possible.) Noted that this is a prime opportunity to extend the porch and make it a more useable area. (Price – the applicant may have chosen not to do so in order to preserve Japanese maple trees in the front-yard area.)
- Noted that the entire front-yard is nicely landscaped; is torn on the desire to expand the porch.
- Still concerned regarding detailing – there is still a high brow area above the second level – there is an opportunity to install larger windows in the area above the play room; need to reconsider this element of the design – there is a lot of stucco present in this area.



# PLANNING APPLICATION

## COMMUNITY DEVELOPMENT DEPARTMENT—PLANNING DIVISION

501 PRIMROSE ROAD, 2ND FLOOR, BURLINGAME, CA 94010-3997

TEL: 650.558.7250 | FAX: 650.696.3790 | E-MAIL: [PLANNINGDEPT@BURLINGAME.ORG](mailto:PLANNINGDEPT@BURLINGAME.ORG)

PROJECT INFORMATION

620 Airport Boulevard

026-342-330 Lot # 4-8; Block 6

PROJECT ADDRESS

ASSESSOR'S PARCEL # (APN)

ZONING

PROJECT DESCRIPTION

Condition Use Permit extension request for the continued operation of an existing long-term parking lot. Previous CUP approval expires on September 1, 2019.

APPLICANT INFORMATION

Boca Lake Office, Inc.

433 California Street, 7th Floor, San Francisco, CA 94104

PROPERTY OWNER NAME  APPLICANT?

ADDRESS

415-982-7777

slai@stanfordhotels.com

PHONE

E-MAIL

N/A

ARCHITECT/DESIGNER  APPLICANT?

ADDRESS

PHONE

E-MAIL

BURLINGAME BUSINESS LICENSE #

\*FOR PROJECT REFUNDS\* - Please provide an address to which to all refund checks will be mailed to:

NAME

ADDRESS

AFFIDAVIT OF OWNERSHIP

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.

APPLICANT'S SIGNATURE (IF DIFFERENT FROM PROPERTY OWNER)

7/29/2019

DATE

I AM AWARE OF THE PROPOSED APPLICATION AND HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE PLANNING COMMISSION/DIVISION.

PROPERTY OWNER'S SIGNATURE

7/29/2019

DATE

### AUTHORIZATION TO REPRODUCE PLANS

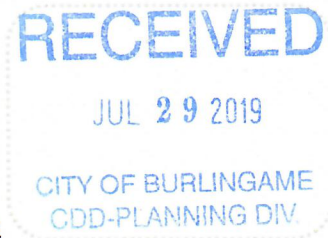
I HEREBY GRANT THE CITY OF BURLINGAME THE AUTHORITY TO REPRODUCE UPON REQUEST AND/OR POST PLANS SUBMITTED WITH THIS APPLICATION ON THE CITY'S WEBSITE AS PART OF THE PLANNING APPROVAL PROCESS AND WAIVE ANY CLAIMS AGAINST THE CITY ARISING OUT OF OR RELATED TO SUCH ACTION     *SL*     (INITIALS OF ARCHITECT/DESIGNER)

STAFF USE ONLY

#### APPLICATION TYPE

- ACCESSORY DWELLING UNIT (ADU)
- CONDITIONAL USE PERMIT (CUP)
- DESIGN REVIEW (DSR)
- HILLSIDE AREA CONSTRUCTION PERMIT
- MINOR MODIFICATION
- SPECIAL PERMIT (SP)
- VARIANCE (VAR)
- WIRELESS
- FENCE EXCEPTION
- OTHER: \_\_\_\_\_

DATE RECEIVED:



STAFF USE ONLY





Boca Lake Office, Inc.

RECEIVED

July 29, 2019  
Burlingame Planning Department  
501 Primrose Road, Burlingame, CA 94010

JUL 29 2019

CITY OF BURLINGAME  
CDD-PLANNING DIV.

RE: Conditional Use Permit Application for 620 Airport Boulevard Parcel No. 026-342-330 Lot No. 4-8; block 6

Dear Planning Commission and Planning Department,

Enclosed please find a Conditional Use Permit application for the request to extend the interim long-term airport parking lot use for a period of five years with an active reporting mechanism to the Planning Commission starting from the fourth anniversary year.

We previously discussed with Mr. Kevin Gardiner possible development scenarios and initial concepts for the subject site under the zoning limitations and the anticipated zoning code amendments. The request for the use extension period is intended to provide sufficient time to explore various potential development options, which would require a minimum of two years and also consider the projected timeline of the pending zoning code update around the middle of 2020. We are committed to explore transitioning the existing parking lot to other developed uses that would be more compatible with our adjacent Hilton Hotel and the intended plans of the Bayfront area. We respectfully request the Planning Commission to grant a conditional use extension for the existing long-term parking lot use.

Sharon Lai  
Director of Development

Encl:                                  Application Fee  
    Application to the Planning Commission  
    Conditional Use Permit Application  
    Commercial Application  
    Exhibit A – Entry/Exit Report

# Exhibit A

## ENTRY/EXIT TIME REPORT

From: 04/01/2019 00:00

To: 06/30/2019 23:59

Opus Express Parc

Printed on 07/16/2019 17:17

### CUMULATIVE ACTIVITY

Available Spaces: 2,000

Spaces Occupied at Start: 228

RECEIVED

JUL 29 2019

CITY OF BURLINGAME  
CDD-PLANNING DIV.

<u>Time Interval</u>	<u>Entry Vehicles</u>	<u>%</u>	<u>Exit Vehicles</u>	<u>%</u>
0:00 -0:59	162	1.14%	511	3.37%
1:00 -1:59	89	0.63%	292	1.93%
2:00 -2:59	45	0.32%	128	0.85%
3:00 -3:59	145	1.02%	75	0.50%
4:00 -4:59	377	2.65%	173	1.14%
5:00 -5:59	558	3.92%	211	1.39%
6:00 -6:59	965	6.79%	452	2.98%
7:00 -7:59	1,778	12.50%	737	4.87%
8:00 -8:59	885	6.22%	878	5.80%
9:00 -9:59	489	3.44%	870	5.74%
10:00 -10:59	346	2.43%	859	5.67%
11:00 -11:59	363	2.55%	735	4.85%
12:00 -12:59	394	2.77%	649	4.29%
13:00 -13:59	572	4.02%	612	4.04%
14:00 -14:59	772	5.43%	792	5.23%
15:00 -15:59	948	6.67%	907	5.99%
16:00 -16:59	717	5.04%	2,190	14.46%
17:00 -17:59	706	4.96%	981	6.48%
18:00 -18:59	694	4.88%	719	4.75%
19:00 -19:59	679	4.77%	610	4.03%
20:00 -20:59	714	5.02%	435	2.87%
21:00 -21:59	840	5.91%	448	2.96%
22:00 -22:59	654	4.60%	405	2.67%
23:00 -23:59	330	2.32%	475	3.14%
<b>Totals</b>	<b>14,222</b>	<b>100.00%</b>	<b>15,144</b>	<b>100.00%</b>

**ENTRY/EXIT TIME REPORT**

From: 04/01/2019 00:00

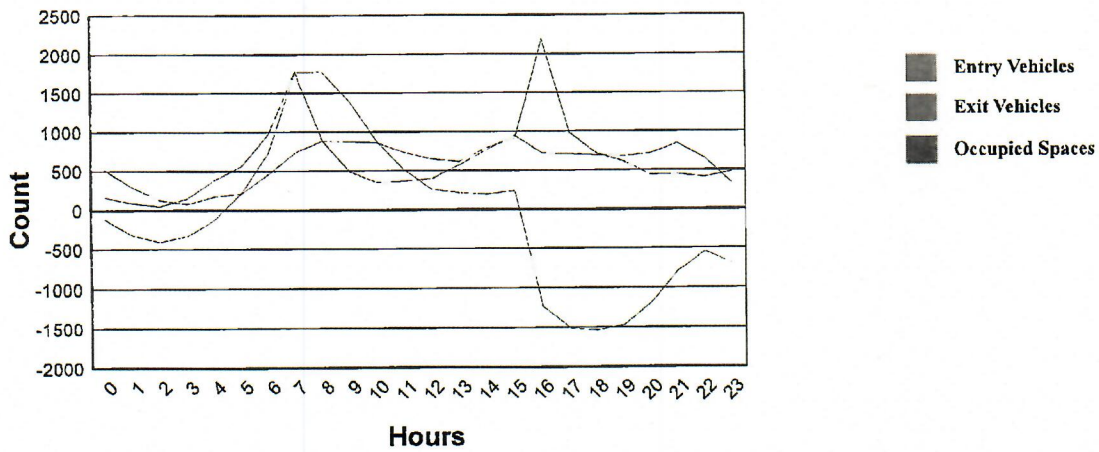
To: 06/30/2019 23:59

Opus Express Parc

Printed on 07/16/2019 17:17

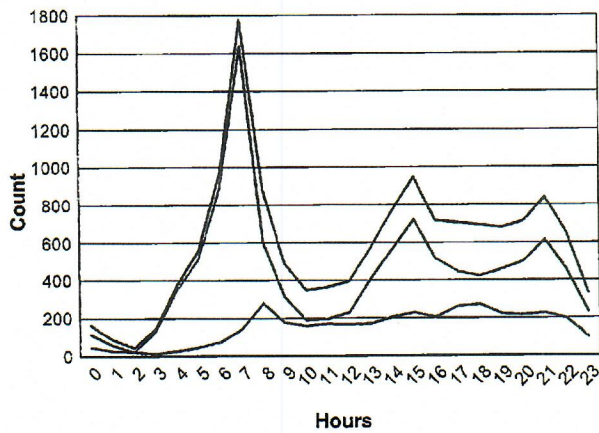
**CUMULATIVE ACTIVITY**

**Cumulative Entry/Exit Graph**



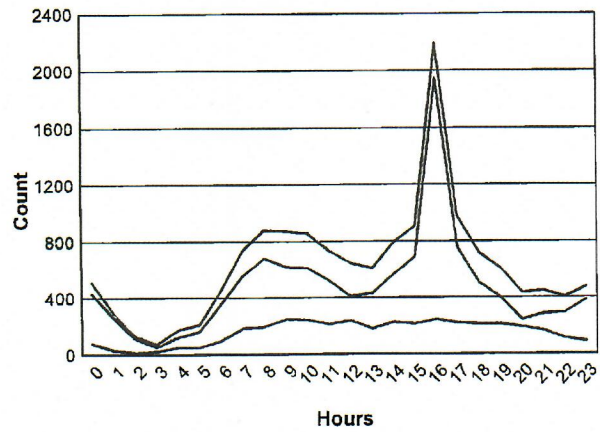
**Entry Graph**

Transient, contract and cumulative counts



**Exit Graph**

Transient, contract and cumulative counts



- Transient Count
- Contract Count
- Cumulative Count



**Boca Lake Office, Inc.**

August 21, 2019  
Burlingame Planning Department  
501 Primrose Road, Burlingame, CA 94010

RE: UPDATED Conditional Use Permit Application for 620 Airport Boulevard Parcel  
No. 026342-330 Lot No. 4-8; block 6

Dear Planning Commission and Planning Department,

Further to our initial Conditional Use application request materials dated July 29, 2019, please see the proposed anticipated development timeline for the subject site in Exhibit A for your reference.

We understand from discussions with City staff the desire to have clarity on the potential redevelopment timeline in conjunction with the current request for a five year use extension for the existing long-term parking lot, with presentations to the Planning Commission beginning in the fourth anniversary year. The request for the use extension period as proposed and the projected timeline is intended to provide sufficient time to explore various potential development options, site diligence, team selection, initial design concept development, and time for entitlement approvals.

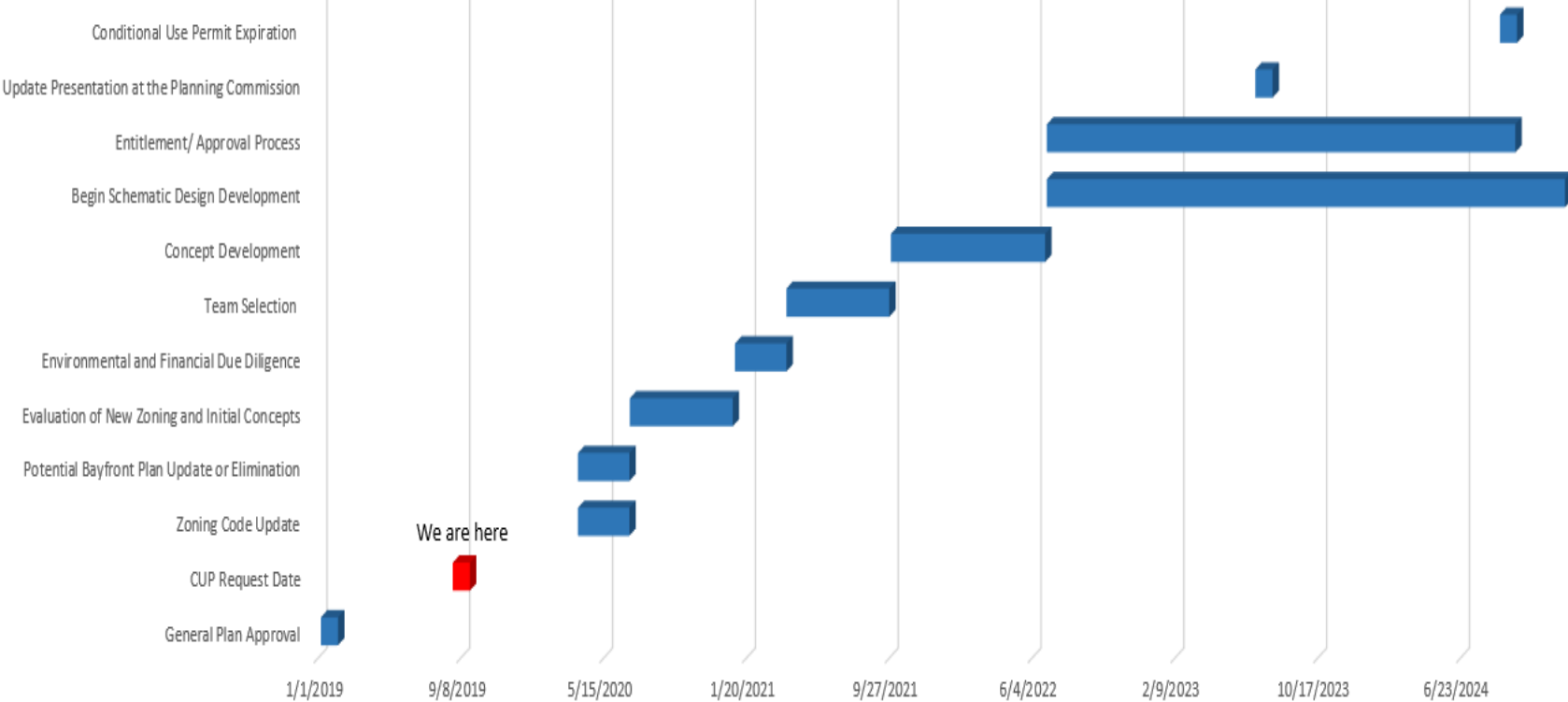
We are committed to explore transitioning the existing parking lot to other developed uses that would be more desirable to the City while compatible with adjacent use, and the intended plans of the Bayfront area. We respectfully request the Planning Commission to grant a conditional use extension for the existing long-term parking lot use for five years.

Sincerely,

Sharon Lai  
Director of Development

Encl:                   Exhibit A – CUP Request Timeline

# Exhibit A



	General Plan Approval	CUP Request Date	Zoning Code Update	Potential Bayfront Plan Update or Elimination	Evaluation of New Zoning and Initial Concepts	Environmental and Financial Due Diligence	Team Selection	Concept Development	Begin Schematic Design Development	Entitlement/Approval Process	Update Presentation at the Planning Commission	Conditional Use Permit Expiration
Date/ Target Range	1/7/2019	8/26/2019	Q2 2020	Q2 2020	Q3 2020 - Q1 2021	Q1 2021 - Q2 2021	Q2 2021 - Q4 2021	Q4 2021 - Q3 2022	Q3 2020 +	Q3 2022 - 2024	Q3 2023	9/1/2024
Days to complete	Completed	In Progress	In Progress	In Progress	90 -180	90	180	270	TBD	TBD	TBD	TBD



**CITY OF BURLINGAME  
CONDITIONAL USE PERMIT APPLICATION**

RECEIVED

JUL 29 2019

CITY OF BURLINGAME  
CDD-PLANNING DIV.

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.52.020). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Please type or write neatly in ink. Refer to the back of this form for assistance with these questions.

- 1. Explain why the proposed use at the proposed location will not be detrimental or injurious to property or improvements in the vicinity or to public health, safety, general welfare or convenience.***

The proposed continuation of an existing long-term parking lot will not be detrimental or injurious to the vicinity or to the public as no new physical improvements or changes to the operation are proposed. The existing parking lot has been in operation since 2006 without any notable issues and is under consistent management by the adjacent Hilton hotel.

- 2. How will the proposed use be located and conducted in accordance with the Burlingame General Plan and Zoning Ordinance?***

The proposed long-term airport parking use is an approved interim use in the Burlingame Bayfront Specific Area Plan per Resolution 24-90, and complies with the criteria as set forth under Zoning Code Section 25.47.025(k).

The existing long-term airport parking operation offers free shuttle services to and from SFO, which is consistent with General Plan Principle-3 in providing connectivity and access to all modes of travel. The continuation of the use will also support General Plan CC5.3 in maintaining the Bayfront's airport support functions.

- 3. How will the proposed project be compatible with the aesthetics, mass, bulk and character of the existing and potential uses on adjoining properties in the general vicinity?***

The proposed long-term airport parking lot use extension does not involve any physical improvements and will therefore not affect the existing character of the area. Other parking lots are currently present within the immediate vicinity. Additionally, existing dense, vegetative landscaping continues to be well-maintained along the Airport Boulevard frontage to help screen and buffer the parking activities.



# COMMERCIAL APPLICATION

## PLANNING COMMISSION APPLICATION SUPPLEMENTAL FORM

RECEIVED

1. Proposed use of the site Long-term parking lot
2. Days and hours of operation 24 hours, 7 days a week
3. Number of trucks/service vehicles to be parked at site (by type) None

JUL 29 2019

CITY OF BURLINGAME  
CDD PLANNING DIV.

4. Current and projected maximum number of employees (including owner) at this location:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm
Weekdays Full-time						
Part-time	SEE ATTACHED EXHIBIT A					
Weekends Full-time						
Part time						

5. Current and projected maximum number of visitors/customers who may come to the site:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm
Weekdays						
Weekends						

6. What is the maximum number of people expected on site at any one time (include owner, employees and visitors/customers): Self-service parking lot , anticipated to have up to several people on -site at a time

7. Where do/will the owner and employees park? Adjacent Hilton Hotel

8. Where do/will the customers/visitors park? This lot is intended for paid public parking

9. Present or most recent use of site Long-term airport parking

10. List other tenants on property, their number of employees, hours of operation (attach a list if more room is needed) N/A





LAGOON

LAGOON

B.C.D.C. SHORELINE  
(MEAN HIGH TIDE)

EXISTING WALKWAY

100' B.C.D.C. SHORELINE SETBACK

PROPERTY LINE

(E) SECURITY FENCE

LANDSCAPING - SEE  
LANDSCAPE PNGS

30 STALLS # 9'-0" x 200'-0"

ROUTE OF FIRE  
VEHICLE  
CIRCULATION (TYP)

4" WIDE PAINT STRIPE  
(TYP)

AC PAVING - SEE CIVIL

(E) FENCE TO REMAIN

(E) EXIT BOOTH  
& LIFT-ARM

REMOVE (E) FENCE  
AS REQ'D FOR  
DRIVEWAY

(E) SECURITY FENCE

(E) PARKING  
ENTRY  
EQUIPMENT  
(O.P.E.)

(E) TRANS  
PAD  
150' x 10'

(E) FENCE

(E) SIDEWALK

DEMOLITION AND  
REMOVE (E) FENCE

(E) 8'-0" HIGH TRANSPARENT  
SECURITY FENCE

REPLACE DAMAGED CURB &  
SIDEWALK SECTIONS AS  
REQUIRED

PROPERTY LINE

NO SITE LIGHTING  
FIXTURE  
(TYP OF (E)  
SEE ELECT

(E) OR (E) STORM DRAINS  
(TYP) - SEE CIVIL

40 STALLS # 9'-0" x 260'-0" (TYP FOR 6 ROWS)

45 STALLS # 9'-0" x 405'-0"

ALIGN

ALIGN

22' x 9'-0" x 98'-0"

20'-0"

24'-0"

20'-0"

20'-0"

20'-0"

20'-0"

20'-0"

20'-0"

20'-0"

20'-0"

20'-0"

20'-0"

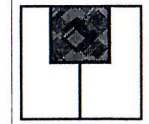
SITE PLAN



1" = 20'-0"

RECEIVED

AUG 17 2011



BLUNK DEMATTEI  
ASSOCIATES  
ARCHITECTS AIA  
1555 BAYSHORE HWY #300  
BURLINGAME - CA - 94002  
TEL (650) 692-0991  
FAX (650) 692-0381

NO. REVISION DATE

1. FOR THE RESPONSIBILITY OF  
THE CONTRACTOR TO VERIFY ALL  
FIELD CONDITIONS AND COMPARE  
THEM WITH THE CONSTRUCTION  
DOCUMENTS BEFORE COMMENCING  
ACTUAL CONSTRUCTION. ANY  
OMISSIONS OR OTHER INCONSISTENCIES  
OR DISCREPANCIES SHOULD  
BE REPORTED TO THE ARCHITECT

PROPOSED INTERIM USE LONG-TERM PARKING at  
620 AIRPORT BOULEVARD  
BURLINGAME, CA 94010

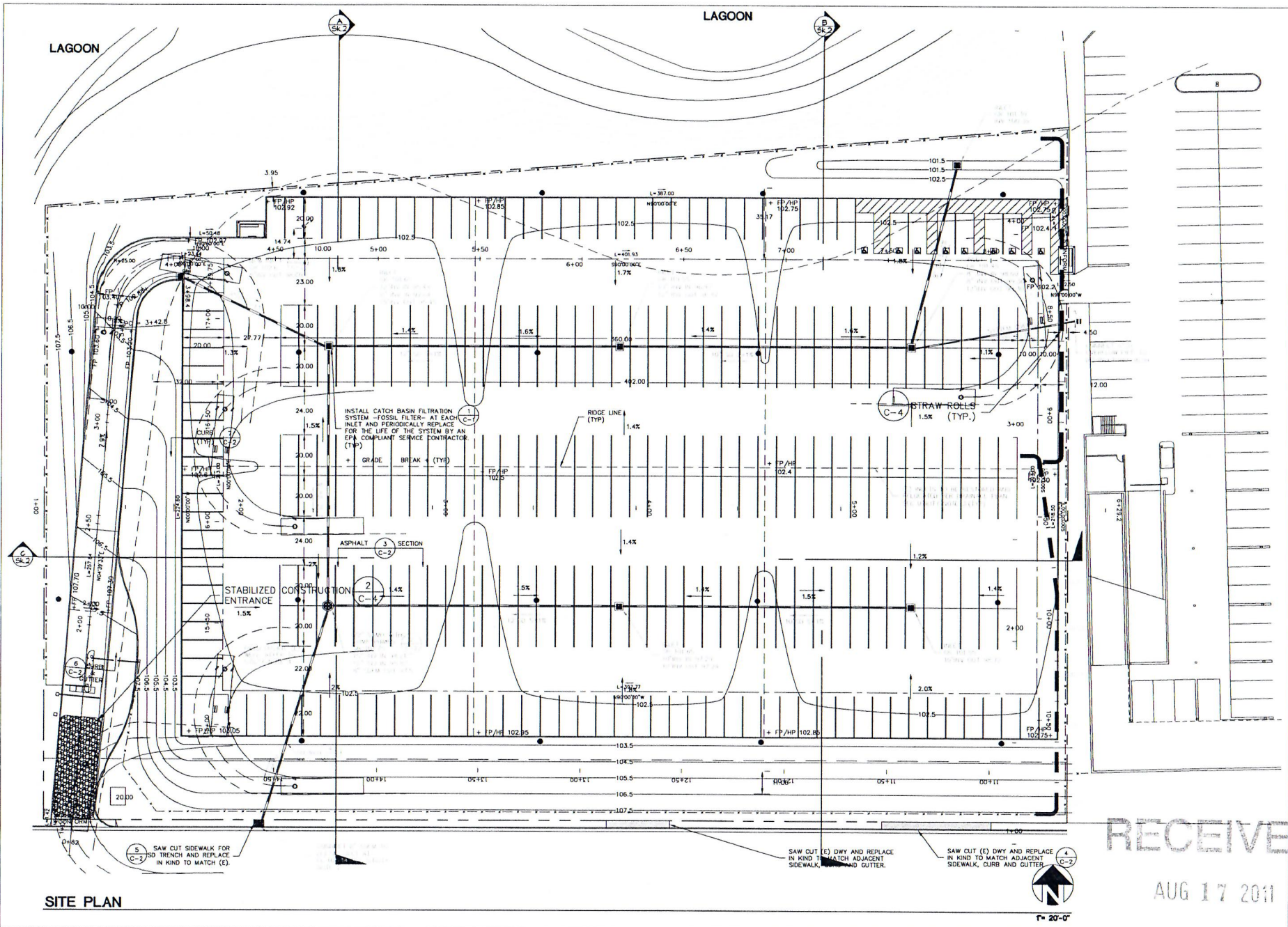
SITE PLAN

DATE 8/26/04 JOB NO 20317

A.11

SHEET OF

CITY OF BURLINGAME  
CDD-PLANNING DIV.



SITE PLAN

**BLUNK DEMATTEE ASSOCIATES ARCHITECTS AIA**  
 1515 BAYSHORE HWY #300  
 BURLINGAME - CA - 94010  
 TEL: (650) 692-9951  
 FAX: (650) 692-0181

NO.	REVISION	DATE

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL FIELD CONDITIONS AND COMPARE THEM WITH THE CONSTRUCTION DOCUMENTS BEFORE COMMENCING THE WORK. ERRORS, OMISSIONS OR ANY OTHER INCONSISTENCIES INCURRED SHALL IMMEDIATELY BE REPORTED TO THE ARCHITECT.

PROPOSED INTERIM USE LONG-TERM PARKING at  
**620 AIRPORT BOULEVARD**  
 BURLINGAME, CA 94010

**SITE PLAN**

DATE: 9/2/03 JOB NO: 20317

A11

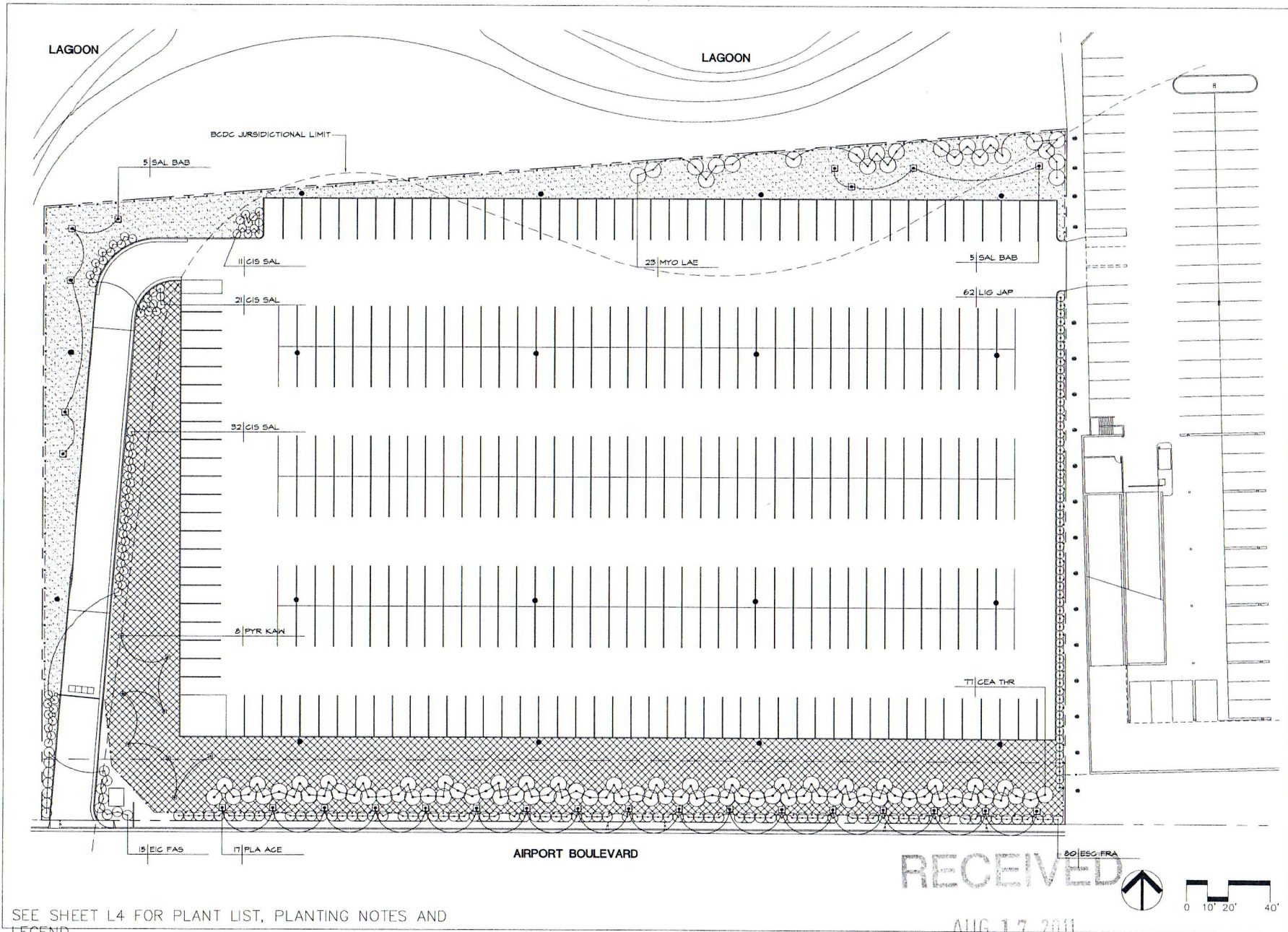
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AUG 17 2011

CITY OF BURLINGAME  
 CDD-PLANNING DIV.

SHEET 09

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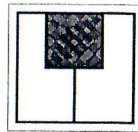


SEE SHEET L4 FOR PLANT LIST, PLANTING NOTES AND LEGEND

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AUG 17 2011

CITY OF BURLINGAME  
CDD-PLANNING DIV



**BLUNK DEMATTEI  
ASSOCIATES  
ARCHITECTS AIA**  
1555 BAYSIDE HWY #300  
BURLINGAME, CA 94010  
TEL (650) 692-9911  
FAX (650) 692-0981



**Callander Associates**  
Landscape Architecture  
311 Seventh Ave.  
San Mateo, CA 94401  
F 850.344.3290  
Ca. Lic. #1308  
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Callander Associates  
Landscape Architecture, Inc.  
Project No. 0022



NO.	REVISION	DATE

IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL FIELD CONDITIONS AND COMPARE THEM WITH THE CONSTRUCTION DRAWINGS. ERRORS, OMISSIONS OR ANY OTHER INCONSISTENCIES DISCOVERED SHALL IMMEDIATELY BE REPORTED TO THE ARCHITECT.

PROPOSED INTERM USE LONG-TERM PARKING at  
**620 AIRPORT BOULEVARD**  
BURLINGAME, CA 94010

PLANTING PLAN

SCALE: AS SHOWN

DATE	JOB NO.
7/30/04	20317
<b>L3</b>	
SHEET OF	

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
**PLANTING NOTES**

- MULCH:** INSTALL A UNIFORM TWO INCH COVERING OF SMALL DECORATIVE MULCH, 2 INCH MAXIMUM PARTICLE SIZE, IN ALL PLANTING AREAS. DECORATIVE MULCH SHALL BE RECYCLED MULCH CHIP MADE FROM KILN DRIED LUMBER AND BE COLOR ENHANCED WITH MINERAL PIGMENTS THAT HAVE A DEMONSTRATED COLOR LONGEVITY OF 1 YEAR. MATERIAL AVAILABLE FROM BFI ORGANICS, (408)945-2844.
- EXISTING PLANT MATERIAL:** PROTECT ALL EXISTING PLANT MATERIAL TO REMAIN. REPAIR ANY DAMAGES INCURRED AS A DIRECT RESULT OF THIS CONTRACT TO THE OWNER'S SATISFACTION AT NO ADDITIONAL COST.
- GROUND COVER:** PROVIDE GROUND COVER AT INDICATED ON-CENTER SPACING THROUGHOUT ALL PLANTING AREAS. GROUND COVER SHALL BE PROVIDED UP TO THE WATERING BASIN OF ALL TREES AND SHRUBS.
- QUANTITIES:** THE QUANTITIES SHOWN ON THE LABELS ARE NOT TO BE CONSTRUED AS THE COMPLETE AND ACCURATE LIMITS OF THE CONTRACT. FURNISH AND INSTALL ALL PLANTS SHOWN SCHEMATICALLY ON THE DRAWINGS.
- TOPSOIL:** ALL PLANTING AREAS TO RECEIVE A SIX INCH LAYER OF NATIVE TOPSOIL PER SPECIFICATIONS.
- SOILS TESTING:** SEE SPECIFICATIONS FOR TESTING OF TOPSOIL AND AMENDMENTS. IN ADDITION, CONTRACTOR SHALL SUBMIT A FIVE GALLON SAMPLE OF NATIVE TOPSOIL FROM ANY AREAS PREVIOUSLY COVERED BY PAVING, TO SOIL AND PLANT LABORATORY, INC. OF SANTA CLARA, (408) 721-0250, FOR CONTAMINATION TESTING. TESTING REQUIRES FOUR TO FIVE WEEKS. CONTRACTOR SHALL ALLOW SUFFICIENT TIME FOR TESTING PRIOR TO CONSTRUCTION.


**PLANT LIST**

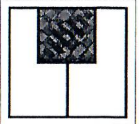
ABBREV	BOTANICAL NAME	COMMON NAME	SIZE	SPACING
<b>TREES</b>				
PLA ACE	PLATANUS ACERIFOLIA 'YARHOOD'	LONDON PLANE TREE	15 GALLON	25'-0"
SAL BAB	SALIX BABYLONICA	KEEPING WILLOW	15 GALLON	AS SHOWN
PYR KAH	PYRUS KAWAKAMI	ORNAMENTAL PEAR	24" BOX	AS SHOWN
<b>SHRUBS</b>				
CEA THR	CEANOTHUS THRYSIIFLORUS	CALIFORNIA LILAC	5 GALLON	8'-0"
LIG JAP	LIGUSTRUM JAPONICUM 'TEXANUM'	MAX LEAF PRIVET	5 GALLON	8'-0"
MYO LAE	MYOPORUM LAETUM	MYOPORUM	5 GALLON	8'-0"
ESC FRA	ESCALLONIA 'TRADESH'	TRADES ESCALLONIA	1 GALLON	5'-0"
ECH FAS	ECHIUM FASTUOSUM	PRIDE OF MADEIRA	5 GALLON	5'-0"
GIS SAL	GISTUS SALVIFOLIUS	SAGELEAF ROCKROSE	1 GALLON	4'-0"

**GROUND COVER**

	GROUND COVER, ACACIA REDOLENS	PROSTRATE ACACIA	1 GALLON	8'-0"
	HYDROSEED, PER SPECS			

**PLANT LEGEND**

- ⊙ EXISTING TREE TO REMAIN
- ⊗ EXISTING TREE TO BE REMOVED
- ⊗→⊙ EXISTING TREE TO BE RELOCATED
- ⊙ TREE, 15 GALLON SIZE
- ⊠ TREE, 24" BOX SIZE
-  SHRUB MASS



**BLUNK DEMATTEI ASSOCIATES ARCHITECTS AIA**  
 1555 RAYBURN RD #300  
 BURLINGAME, CA 94010  
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 FAX (650) 492-0861



**Callander Associates**  
 Landscape Architecture  
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 F 650.375.2550  
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 Project No. 0602



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 CDD-PLANNING DIV.

NO.	REVISION	DATE

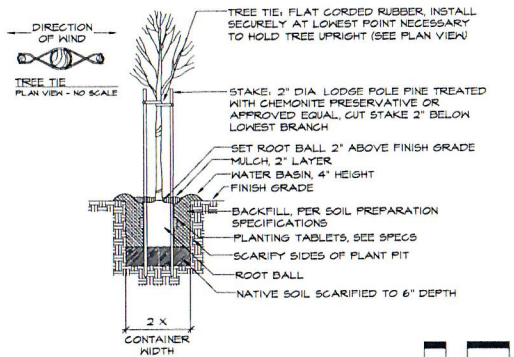
IT IS THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL FIELD CONDITIONS AND COMPARE THEM WITH THE CONSTRUCTION REQUIREMENTS BEFORE COMMENCING ANY FIELD OR CONSTRUCTION ACTIVITIES. ANY DISCREPANCIES DISCOVERED SHALL IMMEDIATELY BE REPORTED TO THE ARCHITECT.

SCALE: AS SHOWN

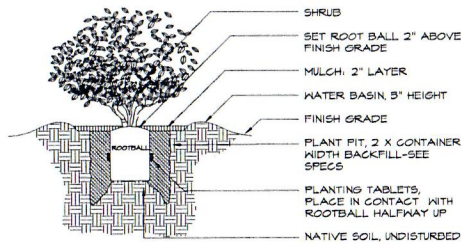
PROPOSED INTERIM USE LONG-TERM PARKING at  
**620 AIRPORT BOULEVARD**  
 BURLINGAME, CA 94010  
**PLANTING PLAN**

DATE: 7/30/04  
 JOB NO: 20317

SHEET L4 OF

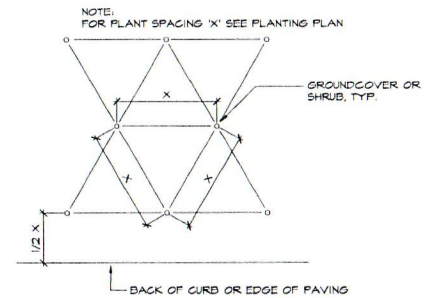


1 TREE PLANTING  
 L4



2 SHRUB PLANTING  
 L4

N.T.S.  
 02452ah.dwg



3 SHRUB SPACING  
 L4

N.T.S.  
 02451ga2.dwg

**RESOLUTION APPROVING CATEGORICAL EXEMPTION  
AND CONDITIONAL USE PERMIT**

RESOLVED, by the Planning Commission of the City of Burlingame that:

WHEREAS, a categorical exemption has been proposed and application has been made to renew a Conditional Use Permit to continue operation of an existing long term airport parking facility at 620 Airport Boulevard, zoned AA, Boca Lake Office, Inc., 433 California Street, 7<sup>th</sup> Floor, San Francisco, CA, 94104, property owner, APN: 026-342-330;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on August 26, 2019, at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

NOW, THEREFORE, it is RESOLVED and DETERMINED by this Planning Commission that:

1. On the basis of the Initial Study and the documents submitted and reviewed, and comments received and addressed by this commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and categorical exemption, per CEQA Article 19, Section: 15301, which states that existing facilities, consisting of the operation, repair, maintenance, permitting, leasing, licensing or minor alteration of existing public or private structures, facilities, mechanical equipment or topographical features, involving negligible or no expansion of use beyond that existing at the time of the lead agency's determination are exempt from environmental review, is hereby approved.
2. Said Conditional Use Permit is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Conditional Use Permit are set forth in the staff report, minutes, and recording of said meeting.
3. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

---

Chairman

I, \_\_\_\_\_, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 26<sup>th</sup> day of August, 2019 by the following vote:

---

Secretary

## EXHIBIT "A"

Conditions of approval for Categorical Exemption and Conditional Use Permit

**620 Airport Boulevard**

Effective **September 5, 2019**

Page 1

1. that the long-term airport parking facility use shall operate as shown on the plans submitted to the Planning Department and date stamped June 22, 2004, sheet Sk.1a and date stamped September 2, 2003, sheet Sk.2a and date stamped August 17, 2011, sheets A0.1, A1.1, L3 and L4;
2. that on the fourth anniversary of the renewal (September 2023), the applicant shall provide a written update and an in-person report at a Planning Commission meeting regarding the progress of the development of the site;
3. that the conditions of the City Engineer's July 30, 2003, memo and the City Arborist's June 17, 2004, memo shall be met, which includes planting 5-gallon Frazer's Photinia spaced four feet apart, with proper irrigation, in front of the security fence along Airport Boulevard;
4. that drainage from paved surfaces, parking lot and driveways, shall be routed to catch basins that are equipped with fossil filters (sand/gravel filters) prior to discharge into the storm drain system; the property owners shall be responsible for inspecting and cleaning all filters twice each year as well as immediately prior to and once during the rainy season (October 15 – April 1) and shall submit to the City and have approved a plan for filter/drain maintenance;
5. that the long-term airport parking use shall be operated seven days a week, 24 hours a day with a maximum of 346 parking spaces, and no auto maintenance, auto repair, auto washing or enclosed van storage shall take place on site nor shall the use of any number of parking spaces be contracted to a single user or corporation without amendment of this use permit;
6. that the property owners agree to assume all responsibility for any on-site flooding or storm drainage problems and to hold the City harmless from any claims arising from such problems;
7. that the landscape plan shall be reviewed and approved by the City Arborist prior to issuing a building or grading permit for this project;
8. that the landscaping and irrigation system shall be maintained by the property owner including but not limited to weed control, pedestrian and vehicular clearance along the sidewalks and bike path, and replacement of plant material as necessary to maintain a visual barrier and the approved landscape design;
9. that this use permit for long term airport parking with the conditions listed herein is a temporary use and shall expire on September 1, 2024 (5 years);
10. that the parking lot lighting shall be energy efficient to the extent feasible to provide adequate light for customer safety;

## EXHIBIT "A"

Conditions of approval for Categorical Exemption and Conditional Use Permit

**620 Airport Boulevard**

Effective **September 5, 2019**

Page 2

11. that the applicant shall work with the City to establish an agreement regarding how the parking tax is collected if the parking spaces are used in association with a park and fly hotel room or other promotion program in association with the adjacent hotel or any office, hotel or other use;
12. that prior to commencement of grading and/or construction activities, the project sponsor shall submit a dust abatement program for review and approval of the City's NPDES (National Pollution Discharge Elimination System) administrator; the project sponsor shall require the construction contractor to implement this dust abatement program;
13. that if archaeological remains are uncovered, work at the place of discovery should be halted immediately and a qualified archaeologist retained to evaluate the find; accidental discovery of archaeological deposits could require additional archaeological investigations to determine the significance of the find;
14. that if human remains are encountered during project construction, the San Mateo County Coroner's Office will be notified immediately. The coroner will determine if the remains are those of a Native American, and if they are, will notify the Native American Heritage Commission. The Native American Heritage Commission will make a determination regarding the individual's "most likely descendant" who will then make recommendations for the disposal of the remains. The Native American Heritage Commission will mediate conflicts between the project proponent and the most likely descendant. Accidental discovery of human remains could require additional investigations to determine if other graves are present;
15. that a site-specific, design-level geotechnical investigation shall be prepared that assesses the impacts of proposed project modifications to the levee on levee stability and any fill on site. The geotechnical investigation shall be conducted by a California Certified Geotechnical Engineer or Civil Engineer, and shall include an analysis of expected ground motions along the San Andreas fault in accordance the 1997 Uniform Building Code (UBC) and the California Building Code (Title 24) additions. Expected ground motions determined by a registered geotechnical engineer shall be incorporated into the final design as part of the project. The final seismic considerations for the site shall be submitted to and approved by the City of Burlingame Structural and City Engineers before grading permits are issued;
16. that the project storm drainage system shall be designed and constructed in accordance with the STOPPP NPDES permit, including all provisions to the C.3 requirements, to reduce long-term water quality impacts from potentially contaminated runoff. The project sponsor shall provide a plan for long-term operations and maintenance of the oil and sediment separator or absorbent filter systems including but not limited to the operating schedule, maintenance frequency, routine service schedule, specific maintenance activities, and the effectiveness of the water treatment systems. The performance of the filters shall be monitored regularly by the project applicant or a third party to determine the effectiveness of the water treatment and conclusions reported to the City. To further

## EXHIBIT "A"

Conditions of approval for Categorical Exemption and Conditional Use Permit

**620 Airport Boulevard**

Effective **September 5, 2019**

Page 3

- help minimize and prevent the amount of pollutants entering the storm drain system, the project sponsor shall implement Best Management Practices and source control measures that shall include, but are not necessarily limited to, regular street sweeping by mechanized equipment, proper clean-up of soil debris following landscape work or small scale construction, available trash receptacles, regular trash collection and the application of absorbent material on oil and fuel leaks from automobiles;
17. that during operation of the project, the project sponsor shall implement a program for regularly collecting and properly disposing of litter and debris that may accumulate on the project site;
  18. that order to maintain the existing on-site well for potential use for any future long-term development on the project site, the well head elevation shall be modified if needed in accordance with proposed project grading and construction plans and a new well vault shall be installed in accordance with San Mateo County water well standards to prohibit infiltration of storm water contaminants and prevent potential damage to the well casing;
  19. that the applicant shall require the construction contractor to limit noisy construction activities to the least noise-sensitive times of the day and week (Monday through Friday, 7:00 a.m. to 6:00 p.m.; and Saturday, 10:00 a.m. to 5:00 p.m.; none on Sunday and holidays);
  20. that the applicant shall require contractors to muffle all equipment used on the site and to maintain it in good operating condition. All internal combustion engine-driven equipment shall be fitted with intake and exhaust mufflers that are in good condition. This measure should result in all non-impact tools generating a maximum noise level of no more than 85dBA when measured at a distance of 50 feet;
  21. that applicant shall require contractors to turn off powered construction equipment when not in use; and
  22. that the use and any improvements for the use shall meet all California Building and Fire Codes, 2001 Edition as amended by the City of Burlingame.





CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010  
PH: (650) 558-7250 • FAX: (650) 696-3790  
www.burlingame.org

**Site: 620 AIRPORT BOULEVARD**

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, AUGUST 26, 2019 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for a Five Year Extension of a Conditional Use Permit for an existing airport parking interim use at **620 AIRPORT BOULEVARD** zoned AA. APN 026.342.330

**Mailed: August 16, 2019**

**PUBLIC HEARING  
NOTICE**

*(Please refer to other side)*

**City of Burlingame**

A copy of the application and plans for this project may be reviewed prior to the meeting at the Community Development Department at 501 Primrose Road, Burlingame, California.

If you challenge the subject application(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing, described in the notice or in written correspondence delivered to the city at or prior to the public hearing.

Property owners who receive this notice are responsible for informing their tenants about this notice.

For additional information, please call (650) 558-7250. Thank you.

Kevin Gardiner, AICP  
Community Development Director

*(Please refer to other side)*

**PUBLIC HEARING NOTICE**

620 Airport Boulevard  
300' noticing  
APN #: 026.342.330

