



APPLICATION TO THE PLANNING COMMISSION

Type of application:

- Design Review Variance Parcel #: 028-141-230
 Conditional Use Permit Special Permit Other: _____

PROJECT ADDRESS: 1523 WILLOW AVE.

APPLICANT project contact person
 OK to send electronic copies of documents

Name: PETER SUEN
 Address: 1177 ALABAMA ST.
 City/State/Zip: SAN FRANCISCO, CA 94110
 Phone: (415) 513-6110
 Fax: _____
 E-mail: _____

PROPERTY OWNER project contact person
 OK to send electronic copies of documents

Name: KEVIN LANGE / BETTY CHEN
 Address: 1523 WILLOW AVE.
 City/State/Zip: BURLINGAME, CA 94010
 Phone: (512) 567-6145
 Fax: _____
 E-mail: jklange@gmail.com / bettychen11@gmail.com

ARCHITECT/DESIGNER project contact person
 OK to send electronic copies of documents

Name: PETER SUEN
 Address: 1177 ALABAMA ST
 City/State/Zip: SAN FRANCISCO, CA 94110
 Phone: (415) 513-6110
 Fax: _____
 E-mail: petersuen77@gmail.com
 ★ Burlingame Business License #: 30123

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MAR - 5 2015

CITY OF BURLINGAME
 CDD-PLANNING DIV.

PROJECT DESCRIPTION: 2-STORY ADDITION TO EXISTING SINGLE-STORY HOUSE.

AFFADAVIT/SIGNATURE: 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: _____ Date: 3/5/15

I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Commission.

Property owner's signature: _____ Date: 3/5/2015

Date submitted: 3-5-15

★ Verification that the project architect/designer has a valid Burlingame business license will be required by the Finance Department at the time application fees are paid.

March 31, 2015

Re: 1523 Willow Avenue

Dear Burlingame Planning Department,

We are a group of neighbors who live immediately adjacent to the property at 1523 Willow Avenue in Burlingame. The purpose of this letter is to let the planning department know of our support for the proposed project. We have been shown the proposed design and feel that the proposed change is appropriate for our neighborhood in terms of style and size. Additionally, we feel the new structure will be suitably positioned relative to the other houses that surround it.

For all the reasons stated above, we would encourage you to approve the project.

Regards,

Name

ROB LAWSON



Address

1521 WILLOW AVE, BURLINGAME

Name

LORISA MAY LILLY (SALLY VITELLO)

Address

776 WALNUT AVE, BURLINGAME

Name

CHRIS ZWINGLP

Address

774 WALNUT BURLINGAME

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CDD-PLANNING DIV.



**CITY OF BURLINGAME
SPECIAL PERMIT APPLICATION**

Declining Height Envelope

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.50). 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 blend of mass, scale and dominant structural characteristics of the new construction or addition are consistent with the existing structure's design and with the existing street and neighborhood.*

SEE ATTACHED.

2. *Explain how the variety of roof line, facade, exterior finish materials and elevations of the proposed new structure or addition are consistent with the existing structure, street and neighborhood.*

SEE ATTACHED.

3. *How will the proposed project be consistent with the residential design guidelines adopted by the city (C.S. 25.57)?*

SEE ATTACHED.

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CITY OF BURLINGAME
CDD-PLANNING DIV.

4. *Explain how the removal of any trees located within the footprint of any new structure or addition is necessary and is consistent with the city's reforestation requirements. What mitigation is proposed for the removal of any trees? Explain why this mitigation is appropriate.*

SEE ATTACHED.

1. The proposed addition has positive impacts on neighbors. For instance, the proposed deck is surrounded by planting, including a new deciduous tree, strategically placed to enhance a sense of separation. A portion of the deck is also tucked behind the extension of the house, helping to separate it from the neighboring yard. Similarly, the new front gate is built from wood slats and permits light and view to pass through.

The impact on sunlight is also minimal. Because the adjacent neighbor façade is north facing, the proposed addition would only block sunlight in the morning hours in summer. The windows on the neighbor-facing façade have also been designed with privacy in mind. Specifically, they are all narrow in shape (either vertically or horizontally oriented), and are placed such that they do not look directly into the neighboring windows.

In terms of mass, the proposed addition creates a complex new footprint. The new addition extends beyond the garage slightly, but is also recessed towards the middle. These articulations form a mass that appears less massive.

The design also includes several human scale elements. For example, a soffit above the front door breaks the two-story elevation and helps maintain a human scale of entry. The windows also have been articulated to include smaller components that are easier to operate. The landscape also varies from smaller/lower to taller/larger plantings. This gradual change enhances the human scale at the landscape level.

The proposed addition appears to be similar in bulk and mass when compared to the neighboring properties. The neighbor on the left has a similar second-level addition currently under construction. The neighbor behind is also a new two-story property. Across the street, our house looks out on a mid-rise apartment complex.

2. The proposed addition seeks to match the existing house. The new roof, like the existing, is hipped with the same slopes and eaves. The addition is also scaled such that the new roof planes are of similar size with both the existing and neighboring houses. The addition will also use an exterior stucco finish, which is the same as the existing house.

We feel our addition would complement the character of our block. For example, several of the houses on our block have front porches. Our project also includes a new front entry porch, which adds a human element and is consistent with the neighborhood feel. At the same time, our design also includes some contemporary elements, which complement the new constructions in the area and the contemporary, mid-rise buildings across the street.

3. Our addition seeks to follow the residential design review criteria in many ways. In terms of architectural style, the addition maintains the same roof and ranch-style elements of the original house. Stucco and other exterior materials will match the existing.

The garage and parking patterns have not been modified, and the addition has positive impacts on its direct neighbors. Thoughtful landscaping has been incorporated, along with an entry porch and other human elements.

Despite being a second-level addition, the design has sought to stay consistent with the neighborhood in terms of mass and bulk. Articulation in the front façade results in a complex footprint. All of these elements, combined with varied landscaping, help the new addition to blend in with the existing neighborhood fabric.

4. No trees will be removed.



**CITY OF BURLINGAME
VARIANCE APPLICATION**

Side Setback

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.54.020 a-d). 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.

- a. ***Describe the exceptional or extraordinary circumstances or conditions applicable to your property which do not apply to other properties in this area.***

SEE ATTACHED.

- b. ***Explain why the variance request is necessary for the preservation and enjoyment of a substantial property right and what unreasonable property loss or unnecessary hardship might result from the denial of the application.***

SEE ATTACHED.

- c. ***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.***

SEE ATTACHED.

- d. ***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?***

SEE ATTACHED.

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CITY OF BURLINGAME
CDD-PLANNING DIV.

- a. There are two unique conditions to our property which result in the minor side-yard setback encroachment in question. First, my property is adjacent to an extremely large tree in the rear. In order to avoid being completely in this tree's shade, the existing house was built as far from this tree as possible; thus, the existing house hugs the right side-yard setback.

Second, presumably to center the existing house within the side property lines, the existing house was built with an approximately 1 deg. angle between the right side of the house and the right property line. This slight skew, combined with the fact that the existing house is directly on the right side-yard setback, creates the special conditions in question.

Specifically, when the skew is extended to the front of the property where the proposed addition is, it creates a maximally 5-1/16" encroachment to the side setback requirement.

- b. Without the variance, we would be forced to make an abnormal and irregular jog at the corner where the existing house meets the proposed new addition. This would, in turn, affect the roofline, foundation and side yard grading/landscaping. Furthermore, the distance of the jog would likely have to be increased to accommodate actual construction. These limitations, which result from existing conditions out of our control, would result in unreasonable hardships in the development of our property.
- c. Allowing the variance would not be detrimental to the general welfare or convenience of the adjacent neighbor. First, the encroachment is extremely minor. At the widest point, it extends less than 6" beyond the required side setback. The entire encroachment is less than 8 sq. ft.

The affected neighbor's view would not be affected, as it would still be a view of our property. There would be no difference in sunlight/shading because the proposed roof eave would not be implicated. Furthermore, there would be no effect on privacy, as the side yard fence at that location would remain unmodified.

- d. Allowing the variance would benefit both the aesthetics and the character of the proposed development. Most importantly, the variance would allow the addition to be in-plane with the existing house, allowing the new to blend in with the old. Otherwise, the jog required to accommodate these unique conditions would immediately indicate the seam between the existing house and new addition. Looking at the other surrounding properties, we have not seen any other projects which have such seam at the side setback. Thus, allowing the variance would be consistent with the existing uses in the vicinity.



**CITY OF BURLINGAME
VARIANCE APPLICATION**

Parking

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.54.020 a-d). 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.

- a. ***Describe the exceptional or extraordinary circumstances or conditions applicable to your property which do not apply to other properties in this area.***

SEE ATTACHED.

- b. ***Explain why the variance request is necessary for the preservation and enjoyment of a substantial property right and what unreasonable property loss or unnecessary hardship might result from the denial of the application.***

SEE ATTACHED.

- c. ***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.***

SEE ATTACHED.

- d. ***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?***

SEE ATTACHED.

- a. Our current existing garage is 17'-6" wide and is only 6" short of the 18' requirement for 2-car garages. Despite being slightly under the 18' requirement, it is easily capable of parking two cars (please see attached photograph of two parked cars). As such, we feel that it would be appropriate to consider this a 2-car garage.
- b. We believe this garage was built and intended to be a 2-car garage. When we purchased the house, we did so with the understanding that this would be a 2-car garage. Without the variance, we would be denied the real and actual benefit of owning a 2-car garage.
- c. Allowing the variance would not be detrimental to the general welfare or convenience of our neighbors. We have used the garage as a 2-car garage and it has not inconvenienced any families in our neighborhood.
- d. Allowing the variance would benefit both the aesthetics and the character of the proposed development. The current addition has a massing and scale that is appropriate for a 2-car garage. The driveway is wide and sized for a 2-car garage. Thus, all proportions of this house indicate that the garage is intended for two cars.



1523 WILLOW AVE - OFF-STREET PARKING VARIANCE
2-CAR ATTACHED GARAGE

PHOTOS OF NEIGHBORHOOD

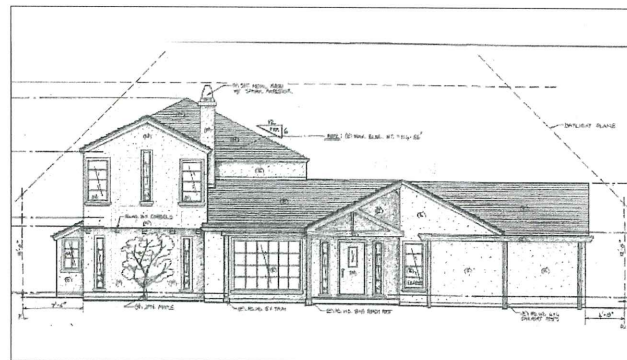
PROPERTY: 1523 Willow Ave.



1513 Willow Ave.



1521 Willow Ave.



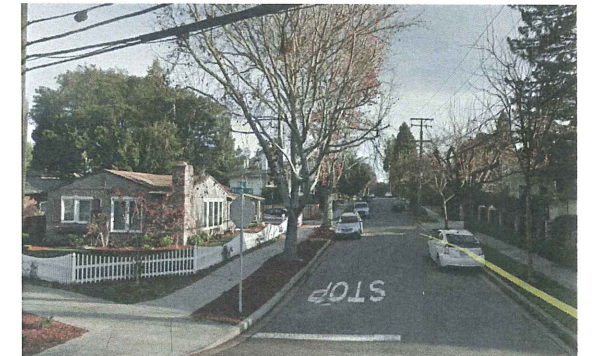
CURRENTLY UNDER
CONSTRUCTION



SUBJECT PROPERTY:
1523 Willow Ave.



776 Walnut Ave.
(corner house)



Walnut Ave.
(no house)

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CITY OF BURLINGAME
CDD-PLANNING DIV.

Project Comments

Date: April 15, 2015

To: Engineering Division
(650) 558-7230

Building Division
(650) 558-7260

Parks Division
(650) 558-7334

Fire Division
(650) 558-7600

Stormwater Division
(650) 342-3727

City Attorney
(650) 558-7204

From: Planning Staff

Subject: Request for Design Review for first and second story additions to an existing single family dwelling, Special Permit for declining height envelope, and a side Setback Variance at **1523 Willow Rd., zoned R-1, APN: 028-141-230**

Staff Review:

No further comments.

All conditions of approval as stated in the review dated 3-13-2015 will apply to this project.

Reviewed by: _____

Date: 4-15-2015

Project Comments

Date: March 9, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input checked="" type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review for first and second story additions to an existing single family dwelling, Special Permit for declining height envelope, and a side Setback Variance at **1523 Willow Rd., zoned R-1, APN: 028-141-230**

Staff Review: March 9, 2015

1) On the plans specify that this project will comply with the 2013 California Building Code, 2013 California Residential Code (where applicable), 2013 California Mechanical Code, 2013 California Electrical Code, and 2013 California Plumbing Code, including all amendments as adopted in Ordinance 1889. Note: If the Planning Commission has not approved the project prior to 5:00 p.m. on December 31, 2013 then this project must comply with the 2013 California Building Codes.

2) As of January 1, 2014, SB 407 (2009) requires non-compliant plumbing fixtures to be replaced by water-conserving plumbing fixtures when a property is undergoing alterations or improvements. This law applies to all residential and commercial property built prior to January 1, 1994. Details can be found at http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_0401-0450/sb_407_bill_20091011_chaptered.html. **Revise the plans to show compliance with this requirement.**

3) Specify on the plans that this project will comply with the 2013 California Energy Efficiency Standards.

Go to <http://www.energy.ca.gov/title24/2013standards/> for publications and details.

4) Provide two completed copies of the attached *Mandatory Measures* with the submittal of your plans for Building Code compliance plan check. In addition, replicate this completed document on the plans. Note: On the Checklist you must provide a reference that indicates the page of the plans on which each Measure can be found.

5) Place the following information on the first page of the plans:

“Construction Hours”

Weekdays: 7:00 a.m. – 7:00 p.m.

Saturdays: 9:00 a.m. – 6:00 p.m.

Sundays and Holidays: 10:00 a.m. – 6:00 p.m.

(See City of Burlingame Municipal Code, Section 13.04.100 for details.)

Construction hours in the City Public right-of-way are limited to weekdays and non-City Holidays between 8:00 a.m. and 5:00 p.m.

Note: Construction hours for work in the public right of way must now be included on the plans.

- 6) On the first page of the plans specify the following: “Any hidden conditions that require work to be performed beyond the scope of the building permit issued for these plans may require further City approvals including review by the Planning Commission.” The building owner, project designer, and/or contractor must submit a Revision to the City for any work not graphically illustrated on the Job Copy of the plans prior to performing the work.
- 7) Anyone who is doing business in the City must have a current City of Burlingame business license.
- 8) Provide a fully dimensioned site plan which shows the true property boundaries, the location of all structures on the property, existing driveways, and on-site parking.
- 9) Provide existing and proposed elevations.
- 10) This project will be considered a New Building because, according to the City of Burlingame Municipal code, “when additions, alterations or repairs within any twelve-month period exceed fifty percent of the current replacement value of an existing building or structure, as determined by the building official, such building or structure shall be made in its entirety to conform with the requirements for new buildings or structures.” This building must comply with the 2013 California Building Code for new structures. BMC 18.07.020

Note: Any revisions to the plans approved by the Building Division must be submitted to, and approved by, the Building Division *prior to the implementation of any work not specifically shown on the plans*. Significant delays can occur if changes made in the field, without City approval, necessitate further review by City departments or the Planning Commission. Inspections cannot be scheduled and will not be performed for work that is not shown on the Approved plans.

- 11) **Due to the extensive nature of this construction project the Certificate of Occupancy will be rescinded once construction begins. A new Certificate of Occupancy will be issued after the project has been finalized. No occupancy of the building is to occur until a new Certificate of Occupancy has been issued.**
- 12) Provide a complete demolition plan that includes a legend and indicates existing walls and features to remain, existing walls and features to be demolished, and new walls and features.

NOTE: A condition of this project approval is that the Demolition Permit will not be issued and, and no work can begin (including the removal of any building components), until a Building Permit has been issued for the project. The property owner is responsible for assuring that no work is authorized or performed.

13) Show the distances from all exterior walls to property lines or to assumed property lines

14) Show the dimensions to adjacent structures.

15) Indicate on the plans that exterior bearing walls less than five feet from the property line will be built of one-hour fire-rated construction. (2013 CBC, Table 602)

16) Rooms that could be used for sleeping purposes must have at least one window or door that complies with the egress requirements. **On the elevation drawings specify the location and the net clear opening height and width of all required egress windows.** 2013 California Residential Code (CRC) §R310.

Note: The area labeled "Rec Room" is a room that can be used for sleeping purposes and, as such, must comply with this requirement.

17) Indicate on the plans that a Grading Permit, if required, will be obtained from the Department of Public Works.

18) Provide guardrails at all landings. NOTE: All landings more than 30" in height at any point are considered in calculating the allowable lot coverage. Consult the Planning Department for details if your project entails landings more than 30" in height.

19) Provide handrails at all stairs where there are four or more risers. 2013 CBC §1009.

20) Provide lighting at all exterior landings.

21) Revise the plans to show that the fireplace chimney will terminate at least two feet higher than any portion of the building within ten feet or will be retrofit with a fireplace insert (not a log lighter.) 2013 CRC §1003.9.

NOTE: A written response to the items noted here and plans that specifically address items 2, 3, 5, 6, 15, 16, 17, and 21 must be re-submitted before this project can move forward for Planning Commission action. The written response must include clear direction regarding where the requested information can be found on the plans.

Reviewed by:


Joe Cyr, CBO

650-558-7270

Date: 3-13-2015

Project Comments

Date: April 15, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input checked="" type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review for first and second story additions to an existing single family dwelling, Special Permit for declining height envelope, and a side Setback Variance at **1523 Willow Rd., zoned R-1, APN: 028-141-230**

Staff Review:

1. Checklist and irrigation plan submitted and approved.
2. Two new Gingko trees proposed for replacement of birch trees in City planter strip
3. No further comments.

Reviewed by: BD

Date: 4/22/15

OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Applicant Page 1 of 2

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

Signature: _____ Date: 4/14/05

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Project Information APR 14 2005

Single Family Multi-Family Commercial Institutional Irrigation only Industrial Other: CITY OF BURLINGAME

Applicant Name (print): **PETER SUEN** Contact Phone #: **415-513-6110** CDD-PLANNING DIV.

Project Site Address: **1523 WILLOW AVE, BURLINGAME**

Project Area (sq.ft. or acre): **~600 SF** # of Units: **1** # of Meters: **1** **Agency Review**

For a single-family project, or a single-family development project, enter this information on an average, per unit basis. For all other projects, input an aggregate value for the entire project.	Total Landscape Area (sq.ft.): ~500 SF <input type="checkbox"/> Tier 1 (1,000 - 2,500 sq.ft.) <input checked="" type="checkbox"/> Tier 2 (> 2,500 sq.ft.)	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Turf Irrigated Area (sq.ft.): 0	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Non-Turf Irrigated Area (sq.ft.): ~500 SF	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Special Landscape Area (SLA) (sq.ft.): N/A	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Water Feature Surface Area (sq.ft.): N/A	

Landscape Parameter	Requirements	Project Compliance	
Turf	Less than 25% of the landscape area is turf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	All turf areas are > 8 feet wide	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	All turf is planted on slopes < 25%	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Non-Turf	At least 80% of non-turf area is native or low water use plants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Hydrozones	Plants are grouped by Hydrozones	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Mulch	At least 2-inches of mulch on exposed soil surfaces	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Irrigation System Efficiency	70% ETo (100% ETo for SLAs)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	No overspray or runoff	<input type="checkbox"/> Yes	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Irrigation System Design	System efficiency > 70%	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Automatic, self-adjusting irrigation controllers	<input checked="" type="checkbox"/> No, not required for Tier 1 <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Moisture sensor/rain sensor shutoffs	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	No sprayheads in < 8-ft wide area	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Irrigation Time	System only operates between 8 PM and 10 AM	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Metering	Separate irrigation meter	<input checked="" type="checkbox"/> No, not required because < 5,000 sq.ft. <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Swimming Pools / Spas	Cover highly recommended	<input type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Water Features	Recirculating	<input type="checkbox"/> Yes	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Less than 10% of landscape area	<input type="checkbox"/> Yes	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Documentation	Checklist	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Landscape and Irrigation Design Plan	<input type="checkbox"/> Prepared by applicant <input checked="" type="checkbox"/> Prepared by professional	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Water Budget (optional)	<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
Audit	Post-installation audit completed	<input type="checkbox"/> Completed by applicant <input type="checkbox"/> Completed by professional	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)

OUTDOOR WATER USE EFFICIENCY CHECKLIST

To Be Completed by Agency		Page 2 of 2												
<p>Auditor:</p> <p>Materials Received and Reviewed:</p> <p><input checked="" type="checkbox"/> Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Water Budget</p> <p><input checked="" type="checkbox"/> Landscape Plan</p> <p><input type="checkbox"/> Post-Installation Audit</p> <p>Date Reviewed:</p> <p><input type="checkbox"/> Follow up required (explain):</p> <p>Date Resubmitted:</p> <p>Date Approved:</p> <p>Dedicated Irrigation Meter Required:</p> <p>Meter sizing:</p>	<p style="text-align: center; background-color: #cccccc; margin-bottom: 5px;">Material Distributed to Applicant</p> <p><input checked="" type="checkbox"/> Water Conservation in Landscaping Ordinance</p> <p><input checked="" type="checkbox"/> Outdoor Water Use Efficiency Checklist</p> <p><input type="checkbox"/> Water Budget Calculation Worksheets</p> <p><input type="checkbox"/> Plant List</p> <p><input type="checkbox"/> Other:</p> <p style="text-align: center; background-color: #cccccc; margin-top: 5px;">Measures Recommended to Applicant</p> <p><input type="checkbox"/> Drip irrigation</p> <p><input type="checkbox"/> Self-adjusting Irrigation Controller</p> <p><input type="checkbox"/> Plant palate</p> <p><input type="checkbox"/> Three (3) inches of mulch</p> <p><input type="checkbox"/> Soil amendment (e.g., compost)</p> <p><input type="checkbox"/> Grading</p> <p><input type="checkbox"/> Pool and/or spa cover</p> <p><input type="checkbox"/> Dedicated irrigation meter</p> <p><input type="checkbox"/> Other:</p>													
<p>Comments:</p> 														
<p>Selected Definitions:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;">Tier 1</td> <td>New construction and rehabilitated landscapes with irrigated landscape areas between 1,000 and 2,500 square feet requiring a building or landscape permit, plan check or design review, or new or expanded water service.</td> </tr> <tr> <td style="vertical-align: top;">Tier 2</td> <td>New construction and rehabilitated landscapes with irrigated landscape areas greater than 2,500 square feet requiring a building or landscape permit, plan check or design review.</td> </tr> <tr> <td style="vertical-align: top;">ET_o</td> <td>Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.</td> </tr> <tr> <td style="vertical-align: top;">SLA</td> <td>Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.</td> </tr> <tr> <td style="vertical-align: top;">Professional</td> <td>Professional is a "certified professional" or "authorized professional" that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit.</td> </tr> <tr> <td style="vertical-align: top;">Water Feature</td> <td>A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).</td> </tr> </table>			Tier 1	New construction and rehabilitated landscapes with irrigated landscape areas between 1,000 and 2,500 square feet requiring a building or landscape permit, plan check or design review, or new or expanded water service.	Tier 2	New construction and rehabilitated landscapes with irrigated landscape areas greater than 2,500 square feet requiring a building or landscape permit, plan check or design review.	ET _o	Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.	SLA	Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.	Professional	Professional is a "certified professional" or "authorized professional" that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit.	Water Feature	A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).
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Project Comments

Date: March 9, 2015

To: Engineering Division
(650) 558-7230

Fire Division
(650) 558-7600

Building Division
(650) 558-7260

Stormwater Division
(650) 342-3727

Parks Division
(650) 558-7334

City Attorney
(650) 558-7204

From: Planning Staff

Subject: Request for Design Review for first and second story additions to an existing single family dwelling, Special Permit for declining height envelope, and a side Setback Variance at **1523 Willow Rd., zoned R-1, APN: 028-141-230**

Staff Review: **March 9, 2015**

1. Birch trees in City planter strip are not on appropriate street trees. Remove both trees and replace with two new trees from the Official Street tree list (Contact Parks Div. 558-7330)
2. Rehabilitated landscape must comply with the Water Conservation in Landscape Ordinance (attached) Irrigation plan due for Building Permit.

Reviewed by: **BD**

Date: **3/17/15**

Project Comments

Date: March 9, 2015

To:

<input checked="" type="checkbox"/> Engineering Division (650) 558-7230	<input type="checkbox"/> Fire Division (650) 558-7600
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Staff Review: **March 9, 2015**

1. On the site plan, please show where all the existing downspouts are located and where the runoff is directed.
2. Sewer backwater protection certification is required for the installation of any new sewer fixture per Ordinance No. 1710
3. On the site plan, please show where all the existing utilities are located (PG&E, telecom, water, sewer, etc). Show if there are any overhead wires as well.

Reviewed by: V V

Date: 3/17/2015

Project Comments

Date: March 9, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input checked="" type="radio"/> Fire Division (650) 558-7600
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Staff Review: **March 9, 2015**

Provide a residential fire sprinkler system throughout the residence:

1. Provide a minimum 1-inch water meter.
2. Provide a backflow prevention device/double check valve assembly – A schematic of water lateral line after meter shall be shown on Building Plans prior to approval indicating location of the device after the split between domestic and fire protection lines.
3. Drawings submitted to Building Department for review and approval shall clearly indicate fire sprinklers shall be installed under a separate deferred fire permit, approved by the Fire Department prior to installation.

Reviewed by: Christine Reed

Date: 3-9-15

Project Comments

Date: March 9, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input checked="" type="radio"/> Stormwater Division (650) 342-3727
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Staff Review: March 9, 2015

Any construction project in the City, regardless of size, shall comply with the city's stormwater NPDES permit to prevent construction activity stormwater pollution. Project proponents shall ensure that all contractors implement appropriate and effective Best Management Practices (BMPs) during all phases of construction, including demolition. When submitting plans for a building permit, please include a list of construction BMPs as project notes, preferably, on a separate full size (2'x 3' or larger), plan sheet. A downloadable electronic file is available at:
<http://www.flowstobay.org/Construction>

Please contact Kiley Kinnon, NPDES Stormwater Coordinator, for assistance at (650) 342-3727

Reviewed by: KJK

Date: 03/10/15



Construction Best Management Practices (BMPs)

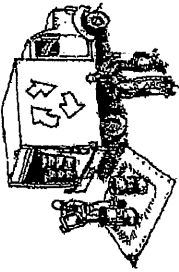
SAN MATEO COUNTYWIDE

Water Pollution Prevention Program

Clean Water. Healthy Community.

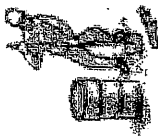
Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

Materials & Waste Management



- Non-Hazardous Materials**
 - Barn and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
 - Use (but don't overuse) reclaimed water for dust control.
- Hazardous Materials**
 - Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, grease) in accordance with city, county, state and federal regulations.
 - Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
 - Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
 - Arrange for appropriate disposal of oil hazardous wastes.

Equipment Management & Spill Control



- Maintenance and Parking**
 - Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
 - Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
 - If refueling or vehicle maintenance must be done onsite, work in a barned area away from storm drains and over a drip pan big enough to collect fluids.
 - Recycle or dispose of fluids as hazardous waste.
 - If vehicle or equipment-cleaning must be done onsite, clean with water only in a barned area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
 - Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, steam cleaning equipment, etc.
- Spill Prevention and Control**
 - Keep spill cleanup materials (rags, absorbents, etc.) available at the construction site at all times.
 - Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
 - Clean up spills or leaks immediately and dispose of cleanup materials properly.
 - Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
 - Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
 - Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
 - Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number, 2) Call the Governor's Office of Emergency Services/Wasting Center, (800) 852-7530 (24-hours).

Earthwork & Contaminated Soils



- Erosion Control**
 - Schedule grading and excavation work for dry weather only.
 - Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or banded fiber matrix) until vegetation is established.
 - Seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.
- Sediment Control**
 - Protect storm drain inlets, gutters, ditches, drainage courses with appropriate BMPs, such as gravel-bags, fiber rolls, berms, etc.
 - Prevent sediment from migrating offsite by installing and maintaining sediment controls, such as filter rolls, silt fences, or sediment basins.
 - Keep excavated soil on the site where it will not collect into the street.
 - Transfer excavated materials to dump trucks on the site, not in the street.
 - Contaminated Soils
 - If any of the following conditions are observed, test for contaminants and contact the Regional Water Quality Control Board:
 - Unusual soil conditions, discoloration, or odor.
 - Abandoned underground tanks.
 - Abandoned wells
 - Buried barrels, debris, or trash.

Paving/Asphalt Work



- Avoid paving and seal coating in wet weather, or when rain is forecast before fresh pavement will have time to cure.
- Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- Do not use water to wash down fresh asphalt concrete pavement.
- Sawcutting & Asphalt/Concrete Removal**
 - Completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
 - Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner).
 - If sawcut slurry enters a catch basin, clean it up immediately.

Concrete, Grout & Mortar Application



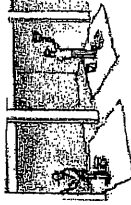
- Store concrete, grout and mortar under cover, on pallets and away from drainage areas. These materials must never reach a storm drain.
- Wash out concrete equipment/drucks offsite or in a contained area, so there is no discharge into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- Collect the wash water from washing exposed aggregate concrete and remove it for appropriate disposal offsite.

Dewatering



- Effectively manage all run-on, all runoff within the site, and all runoff that discharges from the site. Divert run-on water from offsite away from all disturbed areas or otherwise ensure compliance.
- When dewatering, notify and obtain approval from the local municipality before discharging into a street gutter or storm drain. Filtration and sediment trap may be required.
- In areas of known contamination, testing is required prior to reuse or discharge of groundwater. Hire a geologist or engineer to determine whether testing is required and how to interpret results. Contaminated groundwater must be treated or hauled off-site for proper disposal.

Painting & Paint Removal



- Painting cleanup**
 - Never clean brushes or rinse paint containers into a street, gutter, storm drain, or surface waters.
 - For water-based paints, paint out brushes to the extent possible. Rinse to the sanitary sewer once you have gained permission from the local wastewater treatment authority. Never pour paint down a drain.
 - For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of residue and unstable thinners/solvents as hazardous waste.
- Paint removal**
 - Chemical paint stripping residue and chips and dust from mastic paints or paints containing lead or tributyltin must be disposed of as hazardous waste.
 - Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.

Landscape Materials



- Contain stockpiled landscaping materials by storing them under tarps when they are not actively being used.
- Stock erodible landscape material on pallets. Cover or store these materials when they are not actively being used or applied.
- Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

Storm drain polluters may be liable for fines of up to \$10,000 per day!



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

Site: 1523 WILLOW AVENUE

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, MAY 11, 2015 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for Design Review, Special Permit for declining height envelope and Variances for side setback and parking for a first and second story addition to an existing single family at **1523 WILLOW AVENUE** zoned R-1. APN 028-141-230

Mailed: May 1, 2015

(Please refer to other side)

**PUBLIC HEARING
NOTICE**

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.

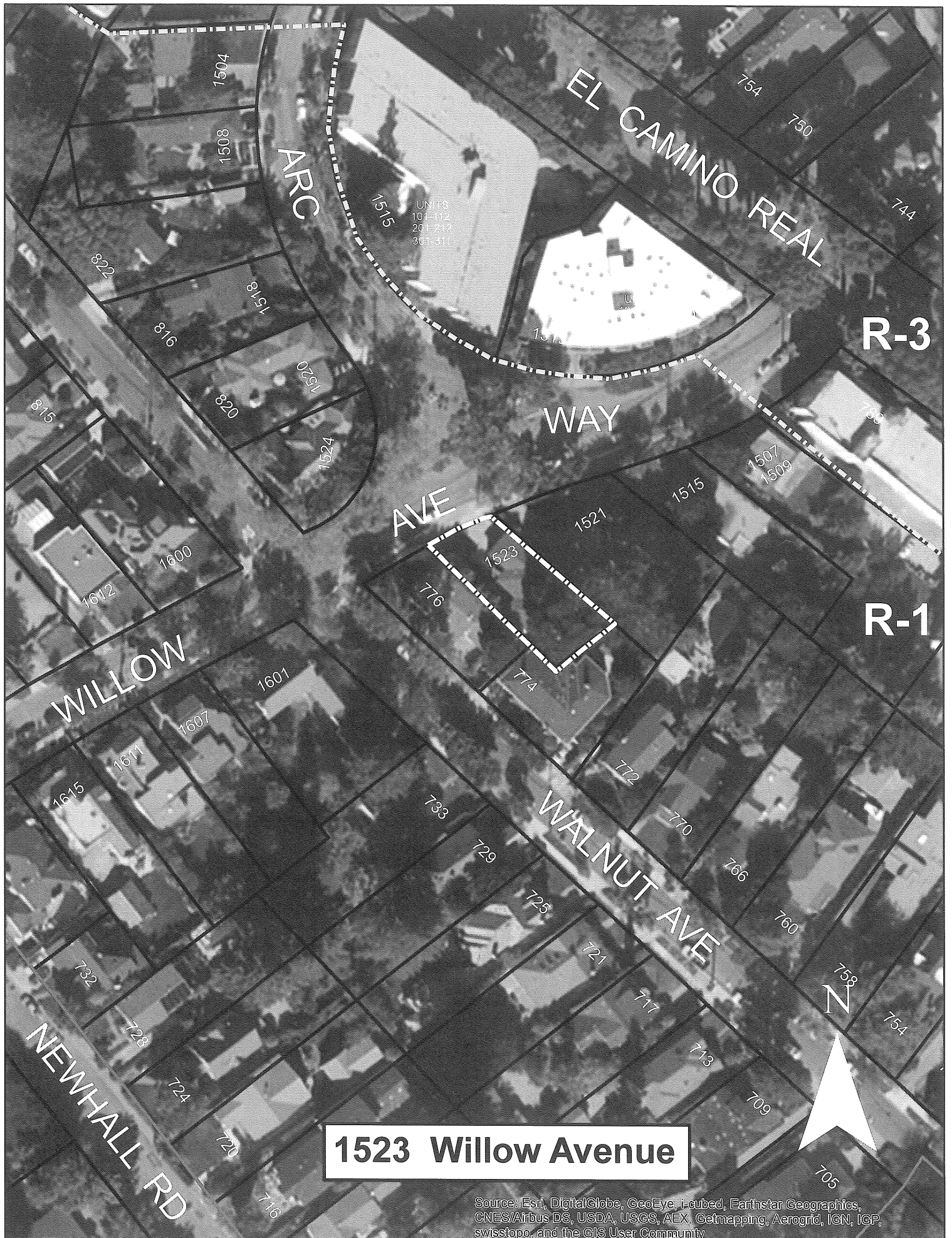
Property owners who receive this notice are responsible for informing their tenants about this notice.

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

William Meeker
Community Development Director

PUBLIC HEARING NOTICE

(Please refer to other side)



1523 Willow Avenue

Source: Esri, DigitalGlobe, GeoEye, i-cubed, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community