

- > Landscape plan is sparse. There is a lot of existing concrete. Understands plan is to work on landscaping after the work on the house is completed? (Zinger: Correct.)
- > Has a landscape plan been prepared yet? (Zinger: No, focus has been on the house.)
- > The existing house has clipped corners on the gable end and on the new garage, but why not the additions. They would continue the style of the existing house matching up with the garage, would give it a different flavor compared to others on the block.
- > Vent over front window is architectural but also probably functional. Could include that over the new front Living Room window as well. (Zinger: Attic over Living Room has been reduced. Wants to have high ceiling over Living Room. Clipping gable would impact interior space.)
- > Apparently this house is at low portion of the block; there are problems with water collecting. Any mitigation to runoff? (Zinger: Has not had a civil engineer or professional to look at it. Will need to reconstruct sidewalk as part of the project, can level it better.)
- > Will applicant be coming back with landscape plan later? Shows some new landscaping on the plan. (Zinger: Minimal, related to garage and front walkway changes. Otherwise does not affect existing landscaping.) Would be preferable to consider landscaping now at same time as house.
- > Second story window in front seems too low. (Zinger: Rendering shows it raised, will be fixed.)

There were no further questions of the applicant.

Public comments: None.

Chair DeMartini closed the public hearing.

Commission discussion:

- > Should drainage issue be addressed to the Stormwater Division? (Barber: Will notify Engineering Division.)
- > Well-done addition, cleverly massed, captures upstairs space without adding a full second floor.
- > Well composed and asymmetrical, does not seem forced.
- > Right side gable element is very nicely composed.
- > Porch is better than existing but not sure variance can be supported.
- > Cannot support exacerbating condition that is already out of compliance.
- > Porch could be too close to the street.
- > Building could be better with porch moved back. Only needs to be pushed back 2 1/2 feet. Existing facade is nice because of the different planes.
- > Difference could be absorbed through rest of floorplan.
- > Porch at 19'-0" (block average) would not require a variance. Could reduce front porch, foyer, and maybe a bit of the bedroom.
- > Project should return but without the variance request.

Commissioner Gaul made a motion, seconded by Commissioner Loftis, to place the item on the Regular Action Calendar when plans have been revised as directed. The motion carried by the following vote:

Aye: 6 - DeMartini, Loftis, Gum, Terrones, Gaul, and Bandrapalli

Recused: 1 - Sargent

- d. 988 Howard Avenue, zoned MMU - Environmental scoping and Design Review for an application for Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback Variance and Parking Variance for a new 3-story commercial building (Dimitrios Sogas, applicant; Robert Lugliani, property owner; Toby Levy Design Partners, architect) (42 noticed) Staff Contact: Catherine Barber

All Commissioners had visited the project site.

Senior Planner Barber presented the staff report.

Questions of staff:

- > In the future if the retail space changed to office, the parking requirement would change. Could that happen and how would the requirements be adjusted? (Barber: Would be a problem since parking requirement for office use is higher than retail use. Would likely need to come back to the Planning Commission at that time. Could not be approved administratively.)
- > Is there a variance application for the parking reduction on file? (Barber: Left out of packet by mistake. Will obtain.)
- > Guidance on analyzing the methodology of the parking study? Are these generally accepted standards? (Barber: The study references the ITE manual, which is generally accepted as a reference tool. Has been reviewed by staff engineer and determined it is consistent with industry standards. Will be further peer reviewed by a third party in environmental review.)

Chair DeMartini opened the public hearing.

Franco Zaragoza, Toby Levy Design Partners and Demitrios Sogas, represented the applicant:

- > Site well connected to downtown and Caltrain, directly across the street.
- > Entry lobby off of Howard and East Lane to create pedestrian-friendly experience.
- > Wanted to define front yard on East Lane so that the Myrtle side could have a larger setback. Pedestrian plaza next to the retail space.
- > Parking tucked behind the lobby. Garage entrances off East Lane and Howard.
- > Upper floors with flexible layout to accommodate multiple tenants. Every floor would have exterior decks for connection to outside.
- > Roof terrace.
- > Height kept within 45-foot building height to parapet.
- > Needs 13-foot floor-to-floor for the office floors to have space for mechanical uses. Would get 9 feet clear typically.
- > Wood paneling system on exterior for sunscreens along all three elevations. Vertical and horizontal sunscreen system.
- > Metal panels with three different colors, and a fourth accent color.
- > Concrete and glass on ground floor.
- > Sun study has been prepared and no shading on adjacent properties except north neighbor.

Commission questions/comments:

- > Is the wood paneling real wood? (Zaragoza: It is a composite.)
- > Variance findings need to be made to justify reduction in parking. If it is only because it is next to Caltrain, that would apply to all properties in this area. Variance findings require unique circumstances. (Zaragoza: Ground floor elevation is tall to accommodate parking stackers. Could add another stacker for three additional spaces if uses change.)
- > Height concerns include how it fits into neighborhood. There are not a lot of buildings that height in this area - just an apartment building at Myrtle and Burlingame Avenue.
- > Suggestion for flipping setbacks makes sense. Better for transition to residential neighborhood.
- > Will there be soil studies? (Zaragoza: Yes. Has not found anything with initial soil borings. Expects it to be full removal of the tanks. Not expecting much.)(Sogas: Phase I and II have been completed. No case will be opened. Some soil needs to be removed.)
- > Who anticipates to be tenants? (Sogas: Has not marketed it yet until further along. Can be split multiple ways. Financial services, VC, tech. Lots of tenants want to be in this area in a Class A building.)
- > Encourages retail tenant that brings life to street.
- > Site and corner is important. Reference other corner buildings in town.
- > Will glazing be translucent? (Zaragoza: Yes.)

- > *What will gesture be for corner? (Zaragoza: Transparent corner.) Encourages stronger corner.*
- > *Three stories can be made to work if the architecture is right.*
- > *How many occupants? (Brett Barron, Capital Realty: Office market is very tight. Potential tenants want to take train, don't want to drive. Vacancy rate downtown is less than 3 percent for office. Numbers of people depends on how space is laid out. 10,000 sq ft floor plates.)*
- > *Shower accommodations? (Zaragoza: Yes.)*
- > *Would public access to the roof deck be provided? (Sogas: It would be accessible, but has not considered it. Physically accessible, depends how the building is leased.)*

Public comments: None.

Chair DeMartini closed the public hearing.

Senior Planner Barber noted letters were received from Mr. Wald (included in staff report) and Jennifer Pfaff (received after). Also noted that Phase I and II site assessments were submitted and will be included in the hazardous materials section of the CEQA document.

Commission comments - environmental scoping:

- > *Potential soils contaminants should be reviewed. (Barber: Will include County letters in the report.)*
- > *Parking needs to be considered, including current use. There is a parking issue in the neighborhood, wants to know about existing use on the site.*

Commission comments - design review:

- > *Good to see office space, and is a good site for it, but doesn't understand the architecture.*
- > *Design is frenetic when it needs to be calmer. There is a lot going on. Nice examples of small, elegant office buildings built in Palo Alto in recent years.*
- > *Consider going down two stories with parking. Frees up ground floor for other activities.*
- > *Close to downtown, will be an important building.*
- > *Great location for the use, and replacement of existing use. TellApart building next door has been a good precedent.*
- > *Likes the front facade, but not the Myrtle/Howard side.*
- > *Retail will be tricky but important.*
- > *Would be nice to have roof deck accessible to public, but single tenant may want it exclusively.*
- > *Parking is difficult currently. Some may be from existing auto use on site. Neighboring TellApart building had variance in configuration but not quantity. Hard to justify parking variance just because it is next to Caltrain.*
- > *TellApart example initially did not have many employees in building, but over time has had substantial increases. Layout of office spaces has changed quite a bit over the past few years, so 3 or 4 per 1000 sq ft may not be adequate; some are pushing 6 or 7 per 1000. Doesn't want to see a parking variance in this neighborhood.*
- > *Wants to see documents to justify plate heights.*
- > *Addition to former garden center building on Chapin Avenue is a good example of contemporary architecture. Calm, relaxed, not trying to do too much.*
- > *Pedestrian realm is good but building above is a heavy mass.*
- > *Hard to justify a variance with a brand new building. Argument is based on mitigation solutions, not exceptional circumstances of the project.*
- > *Patio on Myrtle will be a nice space.*
- > *Suggest adding some benches.*
- > *Office hoteling concept - rentable conference rooms.*
- > *Does not seem to provide a buffer between busy downtown and calm residential. Seems as busy as downtown. Needs something to create a buffer or blend, whether architectural or scale or mass.*
- > *Likes swap of front and rear setbacks.*
- > *Could step back upper floor, would reduce parking requirement.*
- > *Likes retail on ground floor, would like more. Could consider putting some parking on upper floor to*

allow more retail on ground floor.

> Not much glazing on ground floor vs. garage openings and parking walls. Not the right urban design move. It is a parking garage with planting against it, and two small windows into the building. Not a good extension of downtown or transition into the residential neighborhood.

> Would like to see an example of a 5-car stacker in this area.

Commissioner Gaul made a motion, seconded by Commissioner Bandrapalli, to continue the application to return for another Design Review Study meeting once the project has been revised as directed. The motion carried by the following vote:

Aye: 7 - DeMartini, Loftis, Gum, Sargent, Terrones, Gaul, and Bandrapalli

10. COMMISSIONER'S REPORTS

11. DIRECTOR REPORTS

- a. FYI: 1908 Easton Drive - Review of proposed changes to a previously approved Design Review project.

Accepted.

- b. FYI: 1901 Hillside Drive - Review of proposed changes to previously approved Design Review project.

Accepted.

12. ADJOURNMENT

Meeting adjourned 11:02 p.m.

Note: An action by the Planning Commission is appealable to the City Council within 10 days of the Planning Commission's action on June 8, 2015. If the Planning Commission's action has not been appealed or called up for review by the Council by 5:00 p.m. on June 18, 2015, the action becomes final. In order to be effective, appeals must be in writing to the City Clerk and must be accompanied by an appeal fee of \$465, which includes noticing costs.

Any writings or documents provided to a majority of the Planning Commission regarding any item on this agenda will be made available for public inspection during normal business hours at the Community Development/Planning counter, City Hall, 501 Primrose Road, Burlingame, California.

90 South Park
San Francisco CA 94107

415 777 0561 tel
415 777 5117 fax

ARCHITECTURE
LEVY DESIGN PARTNERS

DATE: 08/17/2015
TO: CITY OF BURLINGAME **CC:**
FROM: TOBY LEVY, FAIA
PROJECT: 988 Howard Ave. **SUBJECT:** Summarized Changes
APN # 029 214 220

COMMENTS:

On June 8th, the project at 988 Howard was presented to the Commission. From that hearing the project team heard several comments, which were reviewed and considered by the applicant and design team.

The following is the summary of changes that took place to satisfy the Commission's comments:

Summarized Changes:

Ground Floor Exposure and Building Frontage at the Sidewalk:

The project's frontage along the three streets (East Lane, Howard Avenue, and Myrtle Road), have been revised to accommodate as much possible transparent glazing/storefront both at the building's main lobby and at the ground floor commercial retail space. In addition to maximizing the glazing, the landscape design has also been adjusted to encourage the views into these spaces from the street and vice versa. Planters were re-arranged at the corner of East Lane and Howard, allowing for a more open entry at the corner, by offering more of a plaza type entrance into the building's main entry. At the retail space the façade is setback 5' from Howard, providing a deeper area at the frontage allowing for more active uses at this area. This will allow for more uses, including removable chairs/seating if desired by any future tenants for this space. At Myrtle, the landscape was adjusted to have a more visible corner and appearance from the street, providing a plaza type space with areas for movable chairs/seating as desired.

Architecture:

The overall building expression was re-visited to address the three frontages of the project site in a more holistic approach. Keeping in-line with the established vocabulary of the light/industrial vernacular of the existing neighborhood, the new architectural design incorporates a more consistent vocabulary throughout. The elevations on East Lane, and the corner of East Lane and Howard, have been revised to accommodate a more simplified vocabulary using architectural elements seen throughout the rest of the

90 South Park
San Francisco CA 94107

415 777 0561 tel
415 777 5117 fax

ARCHITECTURE
LEVY DESIGN PARTNERS

project, eliminating the “two faced” façade, mentioned as a comment from the Commission Hearing. The entry to the building on the corner of Howard and East Lane has also been adjusted by opening up the view lines from the street corner, allowing for a more connected pedestrian plaza entrance. Both at Myrtle Road and East Lane, we introduced the use of horizontal (composite) wood siding which connects the materials of the second floor recessed areas down to the street level for a more volumetric reading of form and scale. The use of the (composite) wood siding warms up the overall exterior palette of the building and provides a scale that recalls the wood siding of the surrounding neighborhood.

Parking:

The parking at the ground floor contains one puzzle stacker of 7 cars, and the ability of providing (4) more puzzle stackers of 5 cars, having a range of parking for the project to be 62-68 spaces.

Sincerely,

Toby Levy, FAIA #C-10527
President
Levy Design Partners Inc.



APPLICATION TO THE PLANNING COMMISSION

Type of application:

- Design Review
- Conditional Use Permit
- Variance
- Special Permit
- Parcel #: 029-214-220
- Other: _____

PROJECT ADDRESS: 988 HOWARD AVE.

APPLICANT

- project contact person
- Payor of DSR deposit/handling fee
- OK to send electronic copies of documents

Name: DIMITRIOS SOGAS
 Address: 1290 Howard Ave, #323
 City/State/Zip: Burlingame CA 94010
 Phone: 650 703 1042
 Fax: _____
 E-mail: dsogas@yahoo.com

PROPERTY OWNER

- project contact person
- Payor of DSR deposit/handling fee
- OK to send electronic copies of documents

Name: Robert Lughani
 Address: 988 Howard
 City/State/Zip: Burlingame CA 94010
 Phone: _____
 Fax: _____
 E-mail: rlughani@att.net

ARCHITECT/DESIGNER

- project contact person
- Payor of DSR deposit/handling fee
- OK to send electronic copies of documents

Name: Toby Levy of Levy Design Partners
 Address: 90 South Park
 City/State/Zip: S.F. Ca 94107
 Phone: 415-777-0561
 Fax: 415-777-5117
 E-mail: toby@levydesignpartners.com
 ★ Burlingame Business License #: 28317

RECEIVED

MAR - 9 2015

CITY OF BURLINGAME
CDD-PLANNING DIV.

CITY OF BURLINGAME
CDD-PLANNING DIV.

MAR - 9 2015

RECEIVED

PROJECT DESCRIPTION: See attached

AFFIDAVIT/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: [Signature] Date: 3/6/15

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: [Signature] Date: 3-5-15

Date submitted: 3-9-15

★ 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.



COMMUNITY DEVELOPMENT DEPARTMENT • 501 PRIMROSE ROAD • BURLINGAME, CA 94010
 p: 650.558.7250 • f: 650.696.3790 • www.burlingame.org

APPLICATION TO THE PLANNING COMMISSION

Type of application:

- Design Review Variance Parcel #: _____
 Conditional Use Permit Special Permit Zoning / Other: _____

PROJECT ADDRESS: 988 HOWARD

APPLICANT

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

PROPERTY OWNER

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

ARCHITECT/DESIGNER

Name: _____
 Address: _____
 City/State/Zip: _____
 Phone: _____
 E-mail: _____

Burlingame Business License #: _____

Authorization to Reproduce Project 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. [Signature] (Initials of Architect/Designer)

PROJECT DESCRIPTION: Commercial Bus @ 988 HOWARD ST

AFFIDAVIT/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: [Signature] Date: 12.28.2015

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: _____

Date submitted: _____

3/4/2015

•••

Dimitrios Sogas
Emporio Group Inc
1290 Howard Ave, Suite 323
Burlingame CA 94010

RECEIVED

MAR - 9 2015

CITY OF BURLINGAME
CDD-PLANNING DIV.

To whom it may concern

Sirs

My company is in the process of acquiring the parcel at 988 Howard Avenue in Burlingame, currently the Olde English Garage, owned by Robert Lugliani, for the purpose of developing a commercial building. We are currently in escrow with a ratified contract, and are scheduled to close on or about Sept 30, 2015. Therefore Mr Lugliani will be signing documents as the owner until the property changes ownership, with the understanding that Emporio Group (or a subsidiary) will be paying the fees and will be responsible for the execution of the project.

If you have any question about this, please feel free to contact me at dsogas@yahoo.com or 650-703-1042.



Dimitrios Sogas
President

Emporio Group Inc



Robert Lugliani
Current Owner
988 Howard Ave, Burlingame CA

PROJECT DESCRIPTION:

COMMERCIAL OFFICE BUILDING AT 988 HOWARD STREET; BURLINGAME

The site for the proposed 3 story, 22,225SF office building is bounded by 3 streets, East Lane, Howard and Myrtle Avenues. The site is a connections between Downtown Burlingame, Caltrain and the Lyon Hoag residential neighborhood.

East Lane is a essentially a service road alongside Caltrain, with surface parking along on one side and a low scale industrial structures, some of which have been converted to commercial uses. Myrtle Avenue has the other side of the commercial/industrial buildings that face East Lane and some low scale residential, with the other side 2 to 4 story residential structures. Our site on Howard Street, the connector to the other side of the tracks faces auto storage and sales yard.

The design proposes a first floor with a setback along all three streets, with the entry lobby on the corner of Howard and East and a small retail space at the corner of Howard and Myrtle Streets. Great care has been taken to create pedestrian friendly experience and response to the surrounding neighborhood. There is a public plaza adjacent to the retail space and another smaller one next to the entry. The massing of the structure also reflects the surrounding development uses. The parking is tucked behind the lobby and retail, with 2 smaller garage entries one off of East and the other off of Howard.

The two stories of office space above, will provide flexible layout accommodating either one or multiple tenants. The space will have multiple exterior spaces as well as a roof top open space.

We are asking for two variances. One to reduce the amount of required parking, given our proximity to Caltrain and the other to flip the official rear and yards.

A parking study by Nygard is being submitted along with our application. Based on their traffic study, we have provided 61 spaces instead of the required 82 spaces.

The other variance is for the relocation of the designation of the rear yard. Per code, the shortest side would be the front, locating it on Myrtle. However, the front set back is 10' and the rear is 20'. Our variance requests that we designate the front as East Lane, since that will permit us to have the greater set back along Myrtle Street, as a better transition to the Lyon Hoag residential neighborhood. Additionally the commercial entrance will be at the corner of East and Howard.

RECEIVED

MAR - 9 2015

CITY OF BURLINGAME
CDD-PLANNING DIV.



ENVIRONMENTAL INFORMATION FORM

(to be completed by applicant when Negative Declaration or Environmental Impact Report is required)

GENERAL INFORMATION

Project Address: 988 Howard Avenue

Assessor's Parcel Number: 029-214-220

Applicant Name: Dimitrios Sogas

Property Owner Name: Emporio Group Inc.

Address: 1290 Howard Avenue, Suite 323

Address: 1290 Howard Avenue, Suite 323

City/State/Zip: Burlingame, CA 94010

City/State/Zip: Burlingame, CA 94010

Phone: 1-650-703-1042

Phone: 1-650-703-1042

Permit applications required for this project (special permit, variance, subdivision map, parcel map, condominium permit, building permit, etc.): Conditional Use Permit for Building Height & Setback & Parking Variances

Related permits, applications and approvals required for this project by City, Regional, State and Federal Agencies: Environmental Review and Commercial Design Review

SITE INFORMATION

Site size: .352 Acres and 15,352 Square Feet Existing Zoning: MMU

Existing use(s) of property: Auto Garage

Total Number of Existing Parking Spaces¹: NA Number of Compact Spaces¹: NA

Number of Existing Structures and Total Square Footage of Each: 1 structure = 4,800 SF +/-

Will any structures be demolished for this project? Yes No

Size and use of structures to be demolished: 4,800 SF Structure, existing automobile garage

Number and size of existing trees on site²: (3) 4" trees, (2) 5" trees, (2) 6" trees, (1) 12" tree

Will any of the existing trees be removed? Yes No

If Yes, list number, size and type of trees to be removed: (3) 4" trees, (2) 5" trees, (2) 6" trees : (deciduous and species unknown), (1) 12" tree (Geijera Parviflora-Australian Willow)

Are there any natural or man-made water channels which run through or adjacent to the site?

Yes No If Yes, where? _____

¹ City of Burlingame minimum standard parking space size is 9'x20'. The minimum size for compact parking spaces is 8'x17'. Refer to City of Burlingame Zoning Ordinance C.S. 25.70 for parking requirements for particular uses.

² Refer to the City of Burlingame's Urban Reforestation and Tree Protection Ordinance (C.S. 11.06) for tree removal permit and tree planting requirements.

Describe in general the existing surrounding land uses to the:

North Auto Repair Shop

South Auto Dealership Parking Lot

East Retail Market / Convenience Store

West Caltrain & Rail Station

PROPOSED PROJECT

Project Description: Removal of existing structure and pavement; new construction of a 3-story building over basement; 2 stories of office/commercial above ground level of lobby, retail/café, parking

Residential Projects:

Number of Dwelling Units: 0

Size of Unit(s): NA

Household size (number of persons per unit) expected: NA

Commercial/Industrial Projects:

Type and square footage of each use: Office Use = 22,225sf; café/retail = 1,425sf

Estimated number of employees per shift: no specific user determined

Will the project involve the use, disposal or emission of potentially hazardous materials (including petroleum products)? Yes X No

If Yes, please describe: NA

Institutional Projects (public facilities, hospitals, schools):

Major function of facility: NA

Estimated number of employees per shift: NA

Estimated Occupancy: NA

For all Projects:

Flood Hazard: Is this site within a special flood hazard area? Yes X No

Land Use: If the project involves a conditional use permit, variance or rezoning application, please explain why the applications are required³: Conditional Use Permit Form Filed for Building Height & Variance Application for Setback & Parking Forms (Attached).

³ Please fill out and submit the appropriate application form (variance special permit, etc.)

Building gross square footage: Existing: 4,800 sf
Proposed: (Floors 1-3) 32,375sf + basement (14,575) = 46.950sf
Number of floors of construction: Existing: 1 story Proposed: 3+ basement

Traffic/Circulation: Standard and compact off-street parking spaces provided:

Existing: Standard <u>NA</u>	Proposed: Standard <u>60 commercial</u>
Compact _____	Compact _____
Total _____	Total <u>60 commercial</u>

Grading: Amount of dirt/fill material being moved (check one):

_____ 0-500 cubic yards _____ 5,000-20,000 cubic yards
X 500-5,000 cubic yards _____ Over 20,000 cubic yards(indicate amount) _____

Note: If fill is being placed over existing bay fill, provide engineering reports which show the effect of the new fill on the underlying bay mud.

Storm water runoff: Indicate area of site to be covered with impervious surfaces (parking lot paving, etc.): NA- Surfaces will be Permeable /And/ or plantings / Landscape. Roof run-off treated with bio-retention planters.

Is the area with impervious surfaces less than 200 feet away from a wetland, stream, lagoon or bay?
_____ Yes X No

Noise: Describe noise sources and timing of activity generated by your project during construction: _____
General construction during typical construction hours.

Noise sources generated during operation of facility: None by use.

Vibration: Will the proposal cause vibration that may affect adjacent properties? Describe any potential sources of vibration: NA

Exterior Lighting: Please describe any proposed exterior lighting of the facility⁴: Street level/ sidewalk level low lighting for building entrances

Water: Expected amount of water usage:
Domestic _____ gal/day Peak use _____ gal/min
Commercial _____ gal/day Peak use _____ gal/min
Expected fire flow demand _____ gal/min

As per the C.3 regulations set forth by the California Regional Water Quality Control Board, please respond to the following questions:

1. Would the proposed project result in an increase in pollutant discharges to receiving waters?
No.

⁴ Refer to City of Burlingame Exterior Illumination Ordinance (No. 1477) regarding requirements which limit exterior illumination in both residential and commercial zones.

2. Would the proposed project result in significant alteration of receiving water quality during or following construction? No.

3. Would the proposed project result in increased impervious surfaces and associated increased runoff? There will be a decrease in impervious area on the proposed project thus reducing the runoff from the site.

4. Would the proposed project create a significant adverse environmental impact to drainage patterns due to changes in runoff flow rates volumes? No significant adverse environmental impact to drainage. There will be a decreased in runoff flow rates volumes.

5. Would the proposed project result in increased erosion in its watershed? The project will not result an increased in erosion in its watershed.

6. Is the project tributary to an already impaired water body, as listed on the Clean Water Action Section 303(d) list? If so will it result in an increase in any pollutant for which the water body is already impaired? No.

7. Would the proposed project have a potential significant environmental impact on surface water quality, to marine, fresh, or wetland waters? No.

8. Would the proposed project have a potentially significant adverse impact on ground water quality?
NO.

9. Will the proposed project cause or contribute to an exceedance of applicable surface or groundwater receiving water quality objectives or degradation of beneficial uses? No.

10. Will the project impact aquatic, wetland, or riparian habitat?
No.

Sewer: Expected daily sewer discharge _____
Source of wastewater discharge on site (i.e. restrooms, restaurants, laboratory, material processing, etc.) _____

General:

Are the following items applicable to the project or its effects? Provide attachment to explain nature of all items checked 'yes'.

Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.

Yes	No
_____	_____X_____

Change in scenic views or vistas from existing residential areas or public lands or roads.

_____	_____X_____
-------	-------------

Change in pattern, scale or character of general area of project.

_____	_____X_____
-------	-------------

Significant amounts of solid waste or litter.

_____	_____X_____
-------	-------------

Change in dust, ash, smoke fumes or odors in vicinity.

_____	_____X_____
-------	-------------

Change in bay, lagoon, stream, channel or groundwater quality or quantity, or alteration of existing drainage patterns.

_____	_____X_____
-------	-------------

Substantial change in existing noise or vibration levels in the vicinity (during construction and/or during operation).

_____	_____X_____
-------	-------------

Site on filled land or on slope of 10 % or more.

_____	_____X_____
-------	-------------

Use or disposal of potentially hazardous materials, such as toxic substances, flammable materials or explosives.

_____	_____X_____
-------	-------------

Substantial change in demand for municipal services (police, fire water, sewage)

_____	_____X_____
-------	-------------

Substantial increase in fossil fuel consumption (oil, natural gas, etc.).

_____	_____X_____
-------	-------------

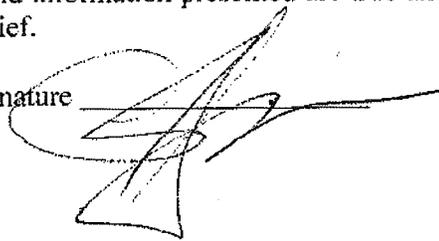
Relationship to a larger project or series of projects.

_____	_____X_____
-------	-------------

CERTIFICATION

I hereby certify that the statements furnished above and in the attached exhibits present the data and information required for this initial evaluation to the best of my ability, and that the facts, statements, and information presented are true and correct to the best of my knowledge and belief.

Date 5/8/15

Signature 



**CITY OF BURLINGAME
CONDITIONAL USE PERMIT APPLICATION**

RECEIVED

MAR - 9 2015

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 project will replace the current auto repair shop/ former gas station, with a new 22,000gsf commercial structure, with a small retail space facing Howard and Myrtle Aves. The project will remove 4 large curb cuts that interrupt the pedestrian flow, with 2 smaller curb cuts. It will remove the many cars that are often parked on the site, with a 3 story modern commercial building, which opens directly onto the street and is well planted. The office major entrance faces the exit of the CalTrain Station, while the smaller retail space has a plaza that addresses the smaller scale residential and commercial neighbors on Myrtle.

2. *How will the proposed use be located and conducted in accordance with the Burlingame*

The proposed building complies with the MMU zoning, Myrtle Rad Mixed Use District, which saw this area as a buffer from the railroad to the smaller scale residential district beyond. The active ground floor uses, will create a safe pedestrian street as well as continue the small scale commercial on Myrtle, which already exists. The new exterior planting and plaza spaces, makes the most of the required setbacks, in enhancing the neighborhood experience.

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 building is compatible with the many scales and varied characters around the site. The mass is broken down to pedestrian scale, with the expressed entry off the corner of Howard and East avenues. The solid vertical mass along East Avenue is in keeping the industrial buildings that face the railroad tracks (many of which have been converted to offices). The building becomes more horizontal as it faces Howard, with a deeper recess to provide a landscaped pedestrian buffer. The predominant feature along Myrtle is the plaza for the small retail, with the deep planted setback.



**CITY OF BURLINGAME
VARIANCE APPLICATION**

RECEIVED

MAR - 9 2015

CITY OF BURLINGAME
ODD-PLANNING DIV.

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.

The site is bordered by 3 streets; Myrtle, Howard and East. By strict reading of the code, the narrowest dimension determines the front yard, so technically that would designate Myrtle as our front yard, with the 10' set back and having a 20' set back along East Street.

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.

The variance would permit us to locate the greater open space along Myrtle, which is a mixed use residential and commercial block with greater set backs. The uses along East Street which face the Railroad tracks are commercial and industrial. Additionally if the high speed plan with elevated tracks goes ahead, our larger open space would open onto an industrial street, with an elevated train. We are still proposing a 10' set back along East street, with the building entry off of Howard and East. The Myrtle street side with the larger open space would provide a plaza for the retail use which would be more beneficial to the business and the neighborhood.

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.

The proposed relocation of the rear and front yard would yield more neighborhood and pedestrian compatible uses along the mixed use street of Myrtle that has the larger setbacks.

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?

The switch in location of the rear and front yard would create a well scaled transition from Howard Street into the mixed use neighborhood. The plaza and setback along Myrtle would greatly benefit the surrounding neighbors, while the diminished set back along East, would not be missed, since it primarily used by cars and parking.



RECEIVED

MAR - 9 2015

CITY OF BURLINGAME
CDD-PLANNING DIV.

MEMORANDUM

To: Dimitrios Sogas

From: Brian Canepa & Francesca Napolitan

Date: March 4, 2015

Subject: 988 Howard Vehicle Trip Generation and Parking Demand Analysis

INTRODUCTION

The Emporio Group Inc is proposing a mixed-use project at 988 Howard Avenue in Burlingame, CA. Currently, the project is envisioned as three-story building with 22,225 square feet of office space on the second and third floors with a small retail component of 1,420 gross square feet and a 480 square foot lobby on the ground floor. A total of 61 parking spaces will be provided. Of the 61 spaces, 48 will be standard parking spaces, 8 will be tandem spaces, and 5 spaces will be provided in parking stackers.

Under the current City of Burlingame zoning code for the Downtown district, 75 parking spaces would be required for the office component of the project and 4 spaces would be required for the retail component, for a total of 79 required parking spaces.¹ The Emporio Group is proposing to reduce the amount of parking provided on-site by 23% to 61 parking spaces.

TRIP GENERATION ANALYSIS OF THE PROGRAM

The proposed location is appropriate spot for office and retail, with easy access to the Burlingame Caltrain station. The project is located in Downtown Burlingame and is within walking distance to a number of restaurants and other amenities for office and retail workers. The location, density and mixed-use factors will have the largest impact on trip generation.

Nelson\Nygaard has used URBEMIS to calculate the trip reduction effects of the project's location. The URBEMIS mitigation component is a simple yet powerful tool; it employs standard traffic engineering methodologies, but provides the opportunity to adjust ITE average rates to quantify the impact of a development's location, physical characteristics and any demand management programs. In this way, it provides an opportunity to fairly evaluate developments that minimize their transportation impact, for example, through locating close to transit or providing high densities and a mix of uses.

¹ Per City of Burlingame Zoning Code for the Downtown Specific Plan area one space per 300 sq. ft. of office is required and one space per 400 sq. ft. of retail is required.

Figure 1 shows the inputs that have been used to complete the URBEMIS mitigation component, along with data sources. The number of trips generated by a development depends not only on the characteristics of the project itself, but also on the surrounding area. A project in an urban area, for example, will generate fewer trips than the same project located close to a freeway interchange and surrounded by low-density subdivisions or office parks. For this reason, URBEMIS requires data for the area within approximately a half-mile radius from the center of the project, or for the entire project area, whichever is larger. In effect, the smaller the development, the more important the development's context.

Figure 1 URBEMIS Data Input

Factor	Input Value	Source
Office space	22,225 sq. ft.	Project plan
Retail space	1,420 sq. ft.	Project plan
Number of housing units within ½ mile radius	4,562	American Community Survey 2006 - 2010
Number of jobs located within ½ mile radius	3,573	American Community Survey 2006 - 2010
Local serving retail within ½ mile radius	Yes	Site observation
Transit service	38 daily buses stop within ¼ mile (existing) 58 daily trains stop within ½ mile (existing)	Caltrain/Samtrans maps/schedules
Intersection density (1) within ½ mile radius	328 valences	Street plan
Sidewalk completeness within ½ mile radius	100% have sidewalk on both sides	Site observation
Bike lane completeness within ½ mile radius	25% direct parallel routes exist	Site observation

Notes: (1) Calculated from existing street network, based on the number line segment terminations, or each "valence". Intersections have a valence of 3 or higher - a valence of 3 is a "T" intersection, 4 is a four-way intersection, and so on.

Taking all of the factors identified above into consideration, the URBEMIS model results in a trip reduction of up to 16.2% when compared to standard ITE trip generation (Figure 2). There is currently a good mix of uses around the development and the site is close to retail services resulting in a 7.2% trip reduction compared to standard ITE trip generation rates. The Burlingame Caltrain station and Samtrans Route 292 yield another 2.2% trip reduction and pedestrian and bicycle friendliness will further reduce trip generation by 6.8%. As result of all of these inputs the total daily vehicle trips generated by the site will be 256 as compared to standard ITE trip generation rates, which result in 306 daily vehicle trips.

Figure 2 Mitigated Trip Generation with URBEMIS

Mitigation Step:	% Reduction in Daily Vehicle Trips	Number of Daily Trips Generated
0. Assuming Standard ITE Trip Generation	0%	306
1. Project Density, Mix of Uses, Locally Serving Retail	7.2%	284
2. Transit Service, including Step 1	9.4% (7.2%+2.2%)	277
3. Pedestrian/Bicycle Friendliness, including Steps 1 and 2	16.2% (7.2% + 2.2% +6.8%)	256

PARKING DEMAND GENERATION ANALYSIS OF THE PROGRAM

A parking demand analysis was undertaken in order to determine the potential parking impacts generated by the proposed project utilizing parking demand data from the Institute of Transportation Engineers Parking Generation Manual, 4th Edition.

Baseline Parking Demand Ratios

Appropriate baseline parking demand ratios were established for the project as a first step of the parking analysis. These ratios were informed by parking demand and occupancy information from the Institute of Transportation Engineers (ITE) Parking Generation Manual, 4th Edition, which is considered an industry standard. Figure 3 shows the downtown parking requirements as compared to ITE weekday and Saturday peak parking ratios used in the parking analysis. It should be noted that ITE does not currently have a land use code for small scale retail that is locally serving thus; the parking generation rates for retail are likely to be very conservative for this project.

Figure 3 Peak Period Parking Ratios

Land Use	Downtown Parking Requirements (spaces per KSF)	ITE Weekday Peak Parking Demand (spaces per KSF)	ITE Saturday Peak Parking Demand (spaces per KSF)
Office	3.33	2.47 ²	0.247
Retail	2.5	2.55 ³	2.87

Peak Parking Demand

The peak demand is calculated by applying the peak parking ratio for each land use to the total square footage for office and retail. The weekday peak parking demand is 59 parking spaces or

² ITE Land Use Code 701 Office (Urban)

³ ITE Land Use Code 820 Shopping Center

22% lower than the number of parking spaces required under the City of Burlingame’s zoning code. On Saturday the peak parking demand is 10 parking spaces (Figure 4).

Figure 4 Peak Parking Demand

Land Use	Weekday Peak Parking Demand Number of Spaces	Saturday Peak Parking Demand Number of Spaces	Parking Required per Code
Office	55	6	75
Retail	4	4	4
Total	59	10	79

CONCLUSION

A trip generation analysis was conducted to show how the location of the site, its proximity to transit services and locally serving retail, and adjacent pedestrian and bicycle infrastructure reduces the number of vehicle trips generated by the site by 16.2% when compared to standard ITE trip generation rates. While trip generation is not a direct proxy to parking demand it does suggest that this project is likely to produce less parking demand in this specific context.

In addition, a parking demand analysis was conducted using ITE’s Parking Generation Manual, 4th Edition to compare projected parking demand to parking requirements under the City of Burlingame’s zoning code. While the data ITE’s parking generation manual does not reflect the more urban nature of the project site, it still shows that the project is likely to generate demand for 59 parking spaces or 25% fewer spaces than is required under zoning code. Thus, the 61 parking spaces proposed under the current project plan should be sufficient to meet parking demand.



MEMORANDUM

To: Catherine Barber

From: Brian Canepa

Date: September 8, 2015

Subject: 988 Howard Trip Generation Analysis

The proposed location is appropriate spot for office and retail, with easy access to the Burlingame Caltrain station. The project is located in Downtown Burlingame and is within walking distance to a number of restaurants and other amenities for office and retail workers. The location, density and mixed-use factors will have the largest impact on trip generation.

Nelson\Nygaard has used URBEMIS to calculate the trip reduction effects of the project's location. The URBEMIS mitigation component is a simple yet powerful tool; it employs standard traffic engineering methodologies, but provides the opportunity to adjust ITE average rates to quantify the impact of a development's location, physical characteristics and any demand management programs. In this way, it provides an opportunity to fairly evaluate developments that minimize their transportation impact, for example, through locating close to transit or providing high densities and a mix of uses.

Figure 1 shows the inputs that have been used to complete the URBEMIS mitigation component, along with data sources. The number of trips generated by a development depends not only on the characteristics of the project itself, but also on the surrounding area. A project in an urban area, for example, will generate fewer trips than the same project located close to a freeway interchange and surrounded by low-density subdivisions or office parks. For this reason, URBEMIS requires data for the area within approximately a half-mile radius from the center of the project, or for the entire project area, whichever is larger. In effect, the smaller the development, the more important the development's context.

Figure 1 URBEMIS Data Input

Factor	Input Value	Source
Office space	22,225 sq. ft.	Project plan
Retail space	1,420 sq. ft.	Project plan
Number of housing units within ½ mile radius	4,562	American Community Survey 2006 - 2010
Number of jobs located within ½ mile radius	3,573	American Community Survey 2006 - 2010
Local serving retail within ½ mile radius	Yes	Site observation
Transit service	38 daily buses stop within ¼ mile (existing)	Caltrain/Samtrans

988 Howard Trip Generation Analysis

	58 daily trains stop within ½ mile (existing)	maps/schedules
Intersection density (1) within ½ mile radius	328 valences	Street plan
Sidewalk completeness within ½ mile radius	100% have sidewalk on both sides	Site observation
Bike lane completeness within ½ mile radius	25% direct parallel routes exist	Site observation

Notes: (1) Calculated from existing street network, based on the number line segment terminations, or each "valence". Intersections have a valence of 3 or higher - a valence of 3 is a "T" intersection, 4 is a four-way intersection, and so on.

Taking all of the factors identified above into consideration, the URBEMIS model results in a trip reduction of up to 16.2% when compared to standard ITE trip generation (

Figure 2). There is currently a good mix of uses around the development and the site is close to retail services resulting in a 7.2% trip reduction compared to standard ITE trip generation rates. The Burlingame Caltrain station and Samtrans Route 292 yield another 2.2% trip reduction and pedestrian and bicycle friendliness will further reduce trip generation by 6.8%. As result of all of these inputs the total daily vehicle trips generated by the site will be 256 as compared to standard ITE trip generation rates, which result in 306 daily vehicle trips. This number of trips is significantly less than those currently generated by the site's gas station (674 daily vehicle trips).

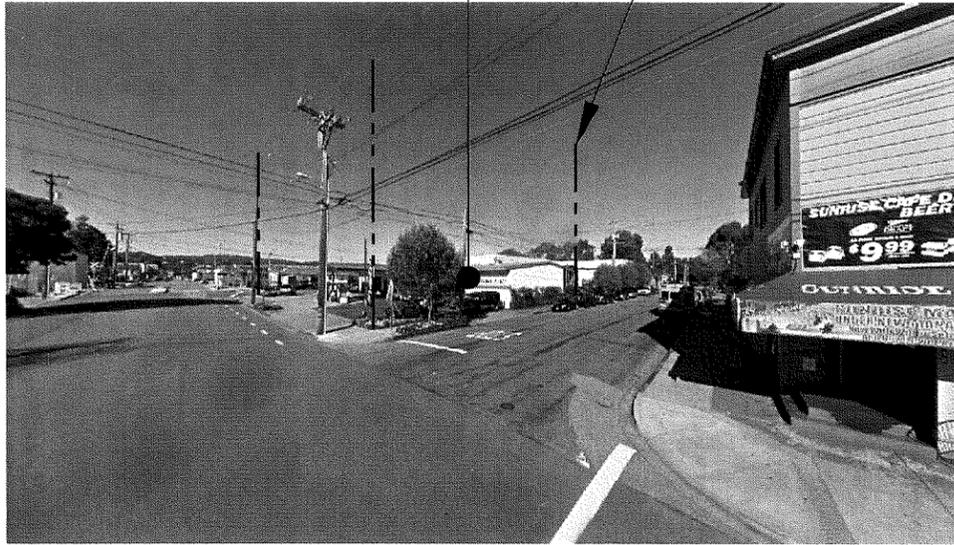
Figure 2 Mitigated Trip Generation with URBEMIS

Mitigation Step:	% Reduction in Daily Vehicle Trips	Number of Daily Trips Generated	Number of AM Peak Trips Generated	Number of PM Peak Trips Generated
0. Assuming Standard ITE Trip Generation ¹	0%	306	26	38
1. Project Density, Mix of Uses, Locally Serving Retail	7.2%	284	24	36
2. Transit Service, including Step 1	9.4% (7.2%+2.2%)	277	24	35
3. Pedestrian/Bicycle Friendliness, including Steps 1 and 2	16.2% (7.2% + 2.2% +6.8%)	256	22	32
4. Current Gas Station ²	-	674	49	55
5. Net New Trip Generation	-	(418)	(27)	(23)

¹ ITE Land Use General Office Building (710) and Shopping Center (820)

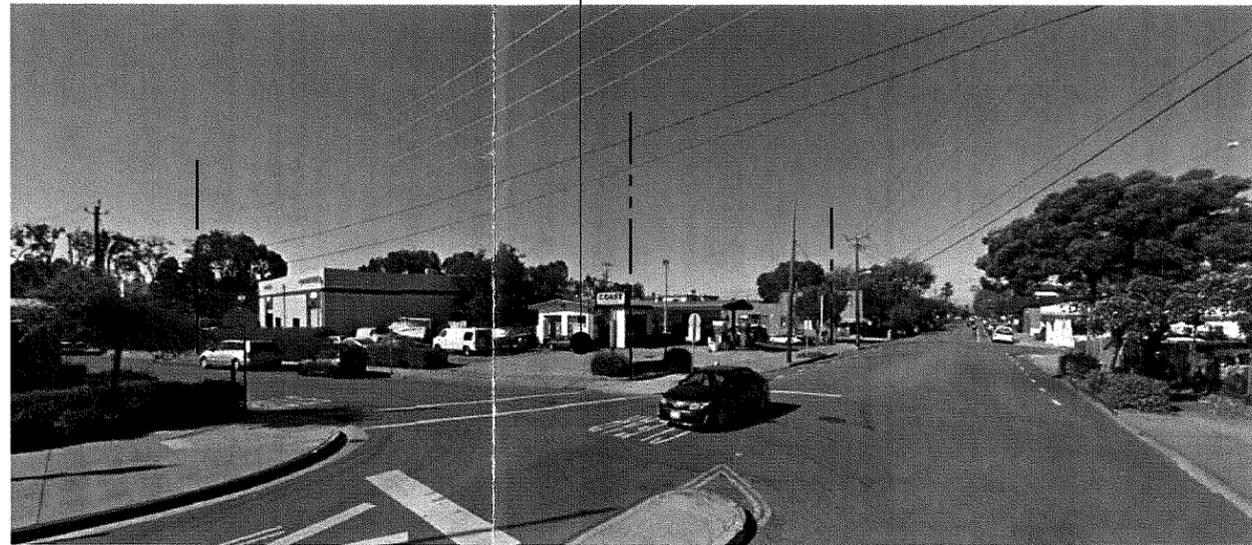
² ITE Land Use Gasoline/Service Station (944)

SITE BOUNDARY, TYP.
SITE



SITE - CORNER OF MYRTLE RD & HOWARD AVE.

SITE



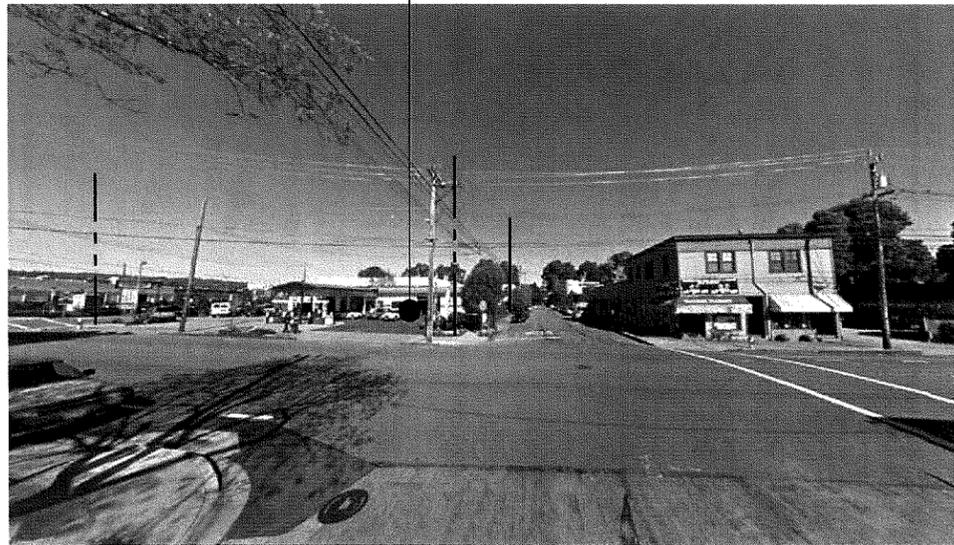
SITE - CORNER OF EAST LN. & HOWARD AVE.

RECEIVED

MAR - 9 2015

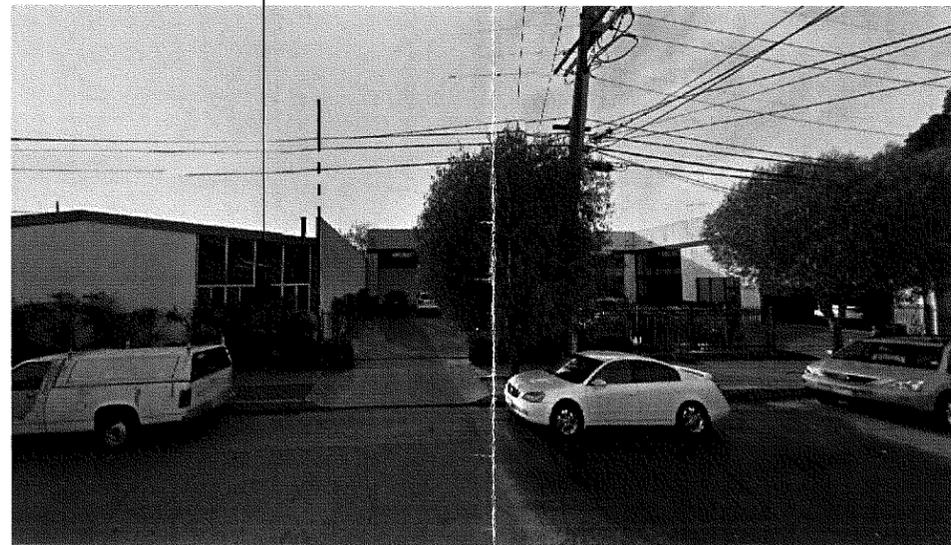
CITY OF BURLINGAME
CDD-PLANNING DIV.

SITE



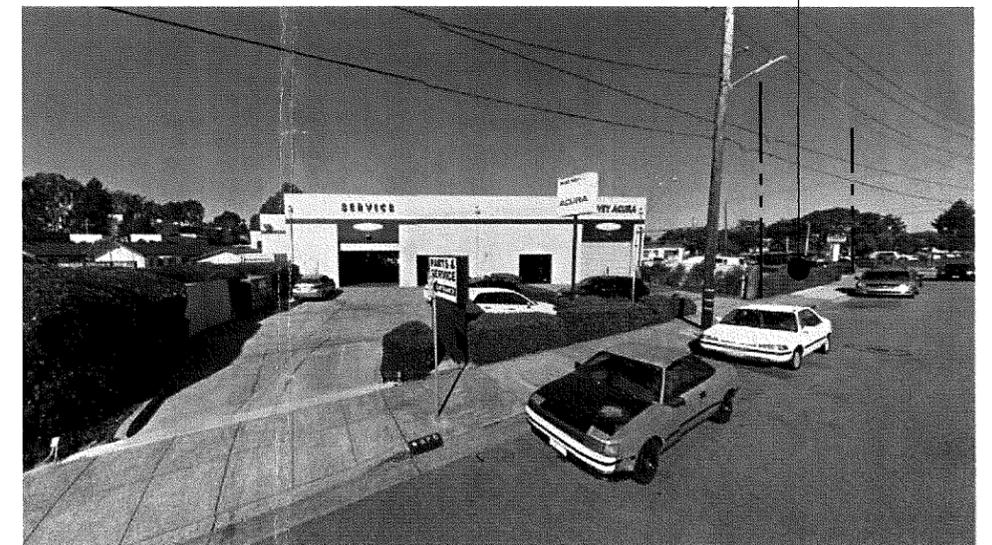
ADJACENT BUILDING ON HOWARD AVE.

SITE



ADJACENT BUILDING ON MYRTLE RD.

SITE



ADJACENT BUILDING ON EAST LN.

EXISTING SITE & CONDITIONS



988 HOWARD AVENUE BURLINGAME, CALIFORNIA

LEVY DESIGN PARTNERS INC
90 SOUTH PARK / SAN FRANCISCO / CA 94107 / T/ 415.777.0561 F / 415.777.5117

Project Comments

Date: April 13, 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 Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: April 13, 2015 – 2nd Submittal

1. No Further Comments- Water Conservation checklist and Irrigation Plan will be submitted for Building permit

Reviewed by: BD

Date: 5/19/15

Project Comments

Date: March 16, 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 Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: March 16, 2015

1. No existing tree over 48 inches in circumference at 54 inches form base of tree may be removed without a Protected Tree Permit from the Parks Division. (558-7330)
2. Landscape plan is required to meet "Water Conservation in Landscape Regulations" (attached). Irrigation Plan required for Building permit. Audit due for Final.
3. Provide separate irrigation (drip or bubbler) to new landscape Street Trees.

Reviewed by: BD

Date: 3/24/15

Project Comments

Date: April 13, 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
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: April 13, 2015 – 2nd Submittal

“Project proponent previously submitted a completed stormwater compliance “C.3 and C.6 Development Review Checklist.” Proponent submitted and proposed several site design measures to comply with the C.3. and C.6 requirements.” No additional comments.

Reviewed by: KJK

Date: 05/12/15.

Project Comments

Date: March 16, 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
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: March 16, 2015

1. This project may be required to comply with the C.3 and C.6 provisions of the San Francisco Bay Municipal Regional Stormwater NPDES Permit (MRP). If the project will create and/or replace 10,000 square feet or more of impervious surface and; the project will replace 50 percent or more of site impervious surface, then stormwater source control and treatment requirements shall apply to the entire project site. A summary of applicable requirements is attached. The project proponent must complete, sign and submit, to the City, the appropriate form for each applicable requirement.
 2. Please complete, sign and return the following attached forms:
 - A. C.3 and C.6 Development Review Checklist.
 - B. Special Projects Worksheet.
 - C. Rainwater Harvesting and Use Feasibility Worksheet.
- For additional information, including downloadable electronic files, please see the C.3 Stormwater Technical Guidance at www.flowstobay.org
3. 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>

4. Required Best Management Practices (BMPs) apply to all construction projects utilizing architectural copper. Please read attachment "Requirements for architectural Copper." A downloadable electronic file is available at:
<http://www.flowstobay.org/files/newdevelopment/flyersfactsheets/Architecturalcopper>

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

Reviewed by: KJK

Date: 03/17/15

C.3 and C.6 Development Review Checklist
Municipal Regional Stormwater Permit (MRP)
Stormwater Controls for Development Projects

Project Information

I.A Enter Project Data (For "C.3 Regulated Projects," data will be reported in the municipality's stormwater Annual Report.)

Project Name: 988 HOWARD AVENUE Case Number: _____
 Project Address & Cross St.: 988 HOWARD AVENUE, BURLINGAME CA (BETWEEN EAST LANE AND MYRTLE ROAD)
 Project APN: 029-214-220 Project Watershed: SAN MATEO
 Applicant Name: DIMITRIOS SOGAS
 Applicant Phone: (650) 703-1042 Applicant Email Address: dsogas@yahoo.com

- Development type: (check all that apply)
- Single Family Residential: A stand-alone home that is not part of a larger project.
 - Single Family Residential: Two or more lot residential development.¹
 - Multi-Family Residential
 - Commercial
 - Industrial, Manufacturing
 - Mixed-Use
 - Streets, Roads, etc.
 - 'Redevelopment' as defined by MRP: creating, adding and/or replacing exterior existing impervious surface on a site where past development has occurred.²
 - 'Special land use categories' as defined by MRP: (1) auto service facilities³, (2) retail gasoline outlets, (3) restaurants, (4) uncovered parking area (stand-alone or part of a larger project)
 - Institutions: schools, libraries, jails, etc.
 - Parks and trails, camp grounds, other recreational
 - Agricultural, wineries
 - Kennels, Ranches
 - Other, Please specify _____

Project Description⁴: PROPOSED 3-STORY COMMERCIAL OFFICE BUILDING WITH BASEMENT PARKING GARAGE.
 (Also note any past or future phases of the project.)

I.A.1 Total Area of Site: 0.352 acres
 I.A.2 Total Area of land disturbed during construction (include clearing, grading, excavating and stockpile area): 0.35 acres.

Certification:
 I certify that the information provided on this form is correct and acknowledge that, should the project exceed the amount of new and/or replaced impervious surface provided in this form, the as-built project may be subject to additional improvements.

Attach Preliminary Calculations Attach Final Calculations Attach copy of site plan showing areas

Name of person completing the form: VERGEL P. GALERA Title: DESIGN ENGINEER
 Signature: Vergel P. Galera Date: 05-05-15
 Phone number: (650) 593-8580 Email address: vgalera@macleodassociates.net

¹ Subdivisions or contiguous, commonly owned lots, for the construction of two or more homes developed within 1 year of each other are considered common plans of development and are subject to C.3 requirements.
² Roadway projects that replace existing impervious surface are subject to C.3 requirements only if one or more lanes of travel are added.
³ See Standard Industrial Classification (SIC) codes [here](#)
⁴ Project description examples: 5-story office building, industrial warehouse, residential with five 4-story buildings for 200 condominiums, etc.

1
Final Draft October 31, 2014

I.E. Is the project a "C.3 Regulated Project" per MRP Provision C.3.b?
 I.B.1 Enter the amount of impervious surface⁵ Retained, Replaced and/or Created by the project:

Table I.B.1 Impervious and Pervious Surfaces

Type of Impervious Surface	I.B.1.a	I.B.1.b	I.B.1.c	I.B.1.d	I.B.1.e
	Pre-Project Impervious Surface (sq.ft.)	Existing Impervious Surface to be Retained ⁵ (sq.ft.)	Existing Impervious Surface to be Replaced ⁶ (sq.ft.)	New Impervious Surface to be Created ⁶ (sq.ft.)	Post-Project Impervious Surface (sq.ft.) (=b+c+d)
Roof area(s)	4891	0	4891	5680	10,571
Impervious ⁵ sidewalks, patios, paths, driveways, streets	10,345	0	0	0	0
Impervious ⁵ uncovered parking ⁷					
Totals of Impervious Surfaces:	15,236	0	4891	5680	10,571
I.B.1.f - Total Impervious Surface Replaced and Created (sum of totals for columns I.B.1.c and I.B.1.d):					10,571
Type of Pervious Surface	Pre-Project Pervious Surface (sq.ft.)				Post-project Pervious Surface (sq.ft.)
Landscaping	116				2837
Pervious Paving	0				1944
Green Roof	0				0
Totals of Pervious Surfaces:	116				4781
Total Site Area (Total Impervious+Total Pervious=I.A.1)	15,352				15352

I.B.2 Please review and attach additional worksheets as required below using the Total Impervious Surface Replaced and Created in cell I.B.1.f from Table I.B.1 above and other factors:

	Check all that apply:	Check If Yes	Attach Worksheet
I.B.2.a	Does this project involve any earthwork?	<input checked="" type="checkbox"/>	A
I.B.2.b	Is I.B.1.f greater than or equal to 2,500 sq.ft? If YES, the Project is subject to Provision C.3.i.	<input checked="" type="checkbox"/>	B, C
I.B.2.c	Is the total Existing Impervious Surface to be Replaced (column I.B.1.c) 50 percent or more of the total Pre-Project Impervious Surface (column I.B.1.a)? If YES, site design, source control and treatment requirements apply to the whole site; if NO, these requirements apply only to the impervious surface created and/or replaced.	<input type="checkbox"/>	
I.B.2.d	Is this project one of the Special Land Use Categories (box checked in section I.A. above) and is I.B.1.f greater than or equal to 5,000 sq.ft? If YES, project is a C.3 Regulated Project.	<input type="checkbox"/>	D, D-1, D-2
I.B.2.e	Is I.B.1.f greater than or equal to 10,000 sq.ft? If YES, project is a C.3 Regulated Project.	<input checked="" type="checkbox"/>	D, D-1, D-2
I.B.2.f	Is I.B.1.f greater than or equal to 43,560 sq.ft. (1 acre)? If YES, project may be subject to Hydromodification Management requirements.	<input type="checkbox"/>	E
I.B.2.g	Is I.A.2 (pg. 1) greater than or equal to 1 acre? If YES, obtain coverage under the state's Construction General Permit and submit to the municipality a copy of your Notice of Intent. See: www.swrcb.ca.gov/water_issues/programs/stormwater/construction.shtml .	<input type="checkbox"/>	
I.B.2.h	Is this a Special Project or does it have the potential to be a Special Project?	<input type="checkbox"/>	F
I.B.2.i	Is this project a High Priority Site? (Determined by the Permitting Jurisdiction. High Priority Sites can include those located in or within 100 feet of a sensitive habitat, ASBS, or body of water, or on sites with slopes, and are subject to monthly inspections from Oct 1 to April 30.)	<input type="checkbox"/>	G
B.2.10	For Municipal Staff Use Only (Alternative Certification, O&M Submittals, Project Close Out)	<input type="checkbox"/>	G

⁵ Per the MRP, pavement that meets the following definition of pervious pavement is NOT an impervious surface. Pervious pavement is defined as pavement that stores and infiltrates rainfall at a rate equal to immediately surrounding unpaved, landscaped areas, or that stores and infiltrates the rainfall runoff volume described in Provision C.3.

⁶ "Retained" means to leave existing impervious surfaces in place, unchanged; "Replaced" means to install new impervious surface where existing impervious surface is removed anywhere on the same property; and "Created" means the amount of new impervious surface being proposed which exceeds the total existing amount of impervious surface at the property.

⁷ Uncovered parking includes the top level of a parking structure.

Worksheet A

C6 – Construction Stormwater BMPs

Identify Plan sheet showing the appropriate construction Best Management Practices (BMPs) used on this project:
(Applies to all projects with earthwork)

Yes	Plan Sheet	Best Management Practice (BMP)
<input checked="" type="checkbox"/>	CD PLANS	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, wash water or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.
<input checked="" type="checkbox"/>	"	Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
<input checked="" type="checkbox"/>	"	Do not clean, fuel, or maintain vehicles on-site, except in a designated area where wash water is contained and treated.
<input checked="" type="checkbox"/>	"	Train and provide instruction to all employees/subcontractors re: construction BMPs.
<input checked="" type="checkbox"/>	"	Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.
<input checked="" type="checkbox"/>	"	Limit construction access routes and stabilize designated access points.
<input checked="" type="checkbox"/>	"	Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
<input checked="" type="checkbox"/>	"	Use temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
<input type="checkbox"/>		Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
<input type="checkbox"/>		Provide notes, specifications, or attachments describing the following: <ul style="list-style-type: none"> ▪ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency; ▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material; ▪ Specifications for vegetative cover & mulch, include methods and schedules for planting and fertilization; ▪ Provisions for temporary and/or permanent irrigation.
<input type="checkbox"/>		Perform clearing and earth moving activities only during dry weather.
<input type="checkbox"/>		Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
<input type="checkbox"/>		Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
<input type="checkbox"/>		Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
<input checked="" type="checkbox"/>	CD PLANS	Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.

Worksheet B

C3 - Source Controls

Select appropriate source controls and identify the detail/plan sheet where these elements are shown.

Yes	Detail/Plan Sheet No.	Features that require source control measures	Source Control Measures (Refer to Local Source Control List for detailed requirements)
<input checked="" type="checkbox"/>	CD PLANS	Storm Drain	Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.
<input checked="" type="checkbox"/>	"	Floor Drains	Plumb interior floor drains to sanitary sewer ⁸ [or prohibit].
<input checked="" type="checkbox"/>	"	Parking garage	Plumb interior parking garage floor drains to sanitary sewer. ⁸
<input checked="" type="checkbox"/>	"	Landscaping	<ul style="list-style-type: none"> ▪ Retain existing vegetation as practicable. ▪ Select diverse species appropriate to the site. Include plants that are pest- and/or disease-resistant, drought-tolerant, and/or attract beneficial insects. ▪ Minimize use of pesticides and quick-release fertilizers. ▪ Use efficient irrigation system; design to minimize runoff.
<input type="checkbox"/>		Pool/Spa/Fountain	Provide connection to the sanitary sewer to facilitate draining. ⁸
<input type="checkbox"/>		Food Service Equipment (non-residential)	<p>Provide sink or other area for equipment cleaning, which is:</p> <ul style="list-style-type: none"> ▪ Connected to a grease interceptor prior to sanitary sewer discharge.⁸ ▪ Large enough for the largest mat or piece of equipment to be cleaned. ▪ Indoors or in an outdoor roofed area designed to prevent stormwater run-on and run-off, and signed to require equipment washing in this area.
<input type="checkbox"/>		Refuse Areas	<ul style="list-style-type: none"> ▪ Provide a roofed and enclosed area for dumpsters, recycling containers, etc., designed to prevent stormwater run-on and runoff. ▪ Connect any drains in or beneath dumpsters, compactors, and tallow bin areas serving food service facilities to the sanitary sewer.⁸
<input type="checkbox"/>		Outdoor Process Activities ⁹	Perform process activities either indoors or in roofed outdoor area, designed to prevent stormwater run-on and runoff, and to drain to the sanitary sewer. ⁸
<input type="checkbox"/>		Outdoor Equipment/ Materials Storage	<ul style="list-style-type: none"> ▪ Cover the area or design to avoid pollutant contact with stormwater runoff. ▪ Locate area only on paved and contained areas. ▪ Roof storage areas that will contain non-hazardous liquids, drain to sanitary sewer⁸, and contain by berms or similar.
<input type="checkbox"/>		Vehicle/ Equipment Cleaning	<ul style="list-style-type: none"> ▪ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer⁸, and sign as a designated wash area. ▪ Commercial car wash facilities shall discharge to the sanitary sewer.⁸
<input type="checkbox"/>		Vehicle/ Equipment Repair and Maintenance	<ul style="list-style-type: none"> ▪ Designate repair/maintenance area indoors, or an outdoors area designed to prevent stormwater run-on and runoff and provide secondary containment. Do not install drains in the secondary containment areas. ▪ No floor drains unless pretreated prior to discharge to the sanitary sewer.⁸ ▪ Connect containers or sinks used for parts cleaning to the sanitary sewer.⁸
<input type="checkbox"/>		Fuel Dispensing Areas	<ul style="list-style-type: none"> ▪ Fueling areas shall have impermeable surface that is a) minimally graded to prevent ponding and b) separated from the rest of the site by a grade break. ▪ Canopy shall extend at least 10 ft. in each direction from each pump and drain away from fueling area.
<input type="checkbox"/>		Loading Docks	<ul style="list-style-type: none"> ▪ Cover and/or grade to minimize run-on to and runoff from the loading area. ▪ Position downspouts to direct stormwater away from the loading area. ▪ Drain water from loading dock areas to the sanitary sewer.⁸ ▪ Install door skirts between the trailers and the building.
<input checked="" type="checkbox"/>	CD PLANS	Fire Sprinklers	Design for discharge of fire sprinkler test water to landscape or sanitary sewer. ⁸
<input type="checkbox"/>		Miscellaneous Drain or Wash Water	<ul style="list-style-type: none"> ▪ Drain condensate of air conditioning units to landscaping. Large air conditioning units may connect to the sanitary sewer.⁸ ▪ Roof drains from equipment drain to landscaped area where practicable. ▪ Drain boiler drain lines, roof top equipment, all wash water to sanitary sewer.⁸
<input type="checkbox"/>		Architectural Copper Rinse Water	Drain rinse water to landscaping, discharge to sanitary sewer ⁸ , or collect and dispose properly offsite. See flyer "Requirements for Architectural Copper."

⁸ Any connection to the sanitary sewer system is subject to sanitary district approval.

⁹ Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.

Worksheet C

Low Impact Development – Site Design Measures

Select Appropriate Site Design Measures (Required for C.3 Regulated Projects; all other projects are encouraged to implement site design measures, which may be required at municipality discretion.) Projects that create and/or replace 2,500 – 10,000 sq.ft. of impervious surface, and stand-alone single family homes that create/replace 2,500 sq.ft. or more of impervious surface, must include one of Site Design Measures a through f (Provision C.3.i requirements).¹⁰ Larger projects must also include applicable Site Design Measures g through i. Consult with municipal staff about requirements for your project.

Select appropriate site design measures and identify the Plan Sheet where these elements are shown.

Yes	Plan Sheet Number	
<input type="checkbox"/>		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
<input checked="" type="checkbox"/>	C-1	b. Direct roof runoff onto vegetated areas.
<input type="checkbox"/>		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input type="checkbox"/>		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input checked="" type="checkbox"/>	C-1 § L2.1	e. Construct sidewalks, walkways, and/or patios with pervious or permeable surfaces.
<input type="checkbox"/>		f. Construct bike lanes, driveways, and/or uncovered parking lots with pervious surfaces.
<input type="checkbox"/>		g. Limit disturbance of natural water bodies and drainage systems; minimize compaction of highly permeable soils; protect slopes and channels; and minimize impacts from stormwater and urban runoff on the biological integrity of natural drainage systems and water bodies;
<input type="checkbox"/>		h. Conserve natural areas, including existing trees, other vegetation and soils.
<input checked="" type="checkbox"/>	C-1 § L2.1	i. Minimize impervious surfaces.

Regulated Projects can also consider the following site design measures to reduce treatment system sizing:

Yes	Plan Sheet Number	
<input checked="" type="checkbox"/>	C-1 § L2.1	j. Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
<input type="checkbox"/>		k. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)
<input type="checkbox"/>		l. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance)

¹⁰ See MRP Provision C.3.a.i.(6) for non-C.3 Regulated Projects, C.3.c.i.(2)(a) for Regulated Projects, C.3.i for projects that create/replace 2,500 to 10,000 sq.ft. of impervious surface and stand-alone single family homes that create/replace 2,500 sq.ft. or more of impervious surface.

Worksheet D

C3 Regulated Project - Stormwater Treatment Measures

Check all applicable boxes and indicate the treatment measure(s) included in the project.

Yes <input type="checkbox"/>	<p>Attach Worksheet F and Calculations</p> <p>Is the project a Special Project?¹¹ If yes, consult with municipal staff about the need to evaluate the feasibility and infeasibility of 100% LID treatment. Indicate the type of non-LID treatment to be used, the hydraulic sizing method¹², and percentage of the amount of runoff specified in Provision C.3.d that is treated: (For the % not treated by non-LID measures, continue with Worksheet D-1)</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><u>Non-LID Treatment Measures:</u></td> <td style="width: 30%;"><u>Hydraulic sizing method¹²</u></td> <td style="width: 30%; text-align: right;"><u>% of C.3.d amount of runoff treated</u></td> </tr> <tr> <td><input type="checkbox"/> Media filter</td> <td><input type="checkbox"/>2.a <input type="checkbox"/>2.b <input type="checkbox"/>2.c</td> <td style="text-align: right;">____%</td> </tr> <tr> <td><input type="checkbox"/> Tree well filter</td> <td><input type="checkbox"/>2.a <input type="checkbox"/>2.b <input type="checkbox"/>2.c</td> <td style="text-align: right;">____%</td> </tr> </table>	<u>Non-LID Treatment Measures:</u>	<u>Hydraulic sizing method¹²</u>	<u>% of C.3.d amount of runoff treated</u>	<input type="checkbox"/> Media filter	<input type="checkbox"/> 2.a <input type="checkbox"/> 2.b <input type="checkbox"/> 2.c	____%	<input type="checkbox"/> Tree well filter	<input type="checkbox"/> 2.a <input type="checkbox"/> 2.b <input type="checkbox"/> 2.c	____%			
<u>Non-LID Treatment Measures:</u>	<u>Hydraulic sizing method¹²</u>	<u>% of C.3.d amount of runoff treated</u>											
<input type="checkbox"/> Media filter	<input type="checkbox"/> 2.a <input type="checkbox"/> 2.b <input type="checkbox"/> 2.c	____%											
<input type="checkbox"/> Tree well filter	<input type="checkbox"/> 2.a <input type="checkbox"/> 2.b <input type="checkbox"/> 2.c	____%											
<input checked="" type="checkbox"/>	<p>Attach Worksheet D-1 and Calculations</p> <p>It is feasible to treat the C.3.d amount of runoff using infiltration? Indicate the infiltration measures to be used, and hydraulic sizing method:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><u>Infiltration Measures:</u></td> <td style="width: 30%;"><u>Hydraulic sizing method¹²</u></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Bioinfiltration¹³</td> <td><input type="checkbox"/>1.a <input type="checkbox"/>1.b <input type="checkbox"/>2.c <input type="checkbox"/>3</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Infiltration trench</td> <td><input type="checkbox"/>1.a <input type="checkbox"/>1.b</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Other (specify):</td> <td colspan="2">INFILTRATION THROUGH PLANTER BOXES</td> </tr> </table>	<u>Infiltration Measures:</u>	<u>Hydraulic sizing method¹²</u>		<input type="checkbox"/> Bioinfiltration ¹³	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b <input type="checkbox"/> 2.c <input type="checkbox"/> 3		<input type="checkbox"/> Infiltration trench	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b		<input checked="" type="checkbox"/> Other (specify):	INFILTRATION THROUGH PLANTER BOXES	
<u>Infiltration Measures:</u>	<u>Hydraulic sizing method¹²</u>												
<input type="checkbox"/> Bioinfiltration ¹³	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b <input type="checkbox"/> 2.c <input type="checkbox"/> 3												
<input type="checkbox"/> Infiltration trench	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b												
<input checked="" type="checkbox"/> Other (specify):	INFILTRATION THROUGH PLANTER BOXES												
<input type="checkbox"/>	<p>Attach Plans showing system, connection to Recycled Water Line and/or Connection Approval Letter from Sanitary District</p> <p>Is the project installing and using a recycled water plumbing system for non-potable water use and the installation of a second non-potable water system for harvested rainwater is impractical, and considered infeasible due to cost considerations? If yes, check the box below and skip ahead to worksheet D-3 (There is no need for further evaluation of Rainwater harvesting/use.)</p> <p><u>Recycled Water Measure:</u></p> <p><input type="checkbox"/> Recycled Water System for non-potable water use will be installed and used.</p>												
<input type="checkbox"/>	<p>Attach worksheet D-2 and Calculations</p> <p>It is feasible to treat the C.3.d amount of runoff using rainwater harvesting/use?</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><u>Rainwater Harvesting/Use Measures:</u></td> <td style="width: 30%;"><u>Hydraulic sizing method¹²</u></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rainwater Harvesting for indoor non-potable water use</td> <td><input type="checkbox"/>1.a <input type="checkbox"/>1.b</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Rainwater Harvesting for landscape irrigation use</td> <td><input type="checkbox"/>1.a <input type="checkbox"/>1.b</td> <td></td> </tr> </table>	<u>Rainwater Harvesting/Use Measures:</u>	<u>Hydraulic sizing method¹²</u>		<input type="checkbox"/> Rainwater Harvesting for indoor non-potable water use	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b		<input type="checkbox"/> Rainwater Harvesting for landscape irrigation use	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b				
<u>Rainwater Harvesting/Use Measures:</u>	<u>Hydraulic sizing method¹²</u>												
<input type="checkbox"/> Rainwater Harvesting for indoor non-potable water use	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b												
<input type="checkbox"/> Rainwater Harvesting for landscape irrigation use	<input type="checkbox"/> 1.a <input type="checkbox"/> 1.b												
<input type="checkbox"/>	<p>Attach Worksheets D-1 and D-2 and Calculations</p> <p>It is infeasible to treat the C.3.d amount of runoff using either infiltration or rainwater harvesting/use? Indicate the biotreatment measures to be used, and the hydraulic sizing method:</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;"><u>Biotreatment Measures:</u></td> <td style="width: 30%;"><u>Hydraulic sizing method¹²</u></td> <td></td> </tr> <tr> <td><input type="checkbox"/> Bioretention area</td> <td><input type="checkbox"/>2.c <input type="checkbox"/>3</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Flow-through planter</td> <td><input type="checkbox"/>2.c <input type="checkbox"/>3</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Other (specify): _____</td> <td></td> <td></td> </tr> </table>	<u>Biotreatment Measures:</u>	<u>Hydraulic sizing method¹²</u>		<input type="checkbox"/> Bioretention area	<input type="checkbox"/> 2.c <input type="checkbox"/> 3		<input type="checkbox"/> Flow-through planter	<input type="checkbox"/> 2.c <input type="checkbox"/> 3		<input type="checkbox"/> Other (specify): _____		
<u>Biotreatment Measures:</u>	<u>Hydraulic sizing method¹²</u>												
<input type="checkbox"/> Bioretention area	<input type="checkbox"/> 2.c <input type="checkbox"/> 3												
<input type="checkbox"/> Flow-through planter	<input type="checkbox"/> 2.c <input type="checkbox"/> 3												
<input type="checkbox"/> Other (specify): _____													

A copy of the long term Operations and Maintenance (O&M) Agreement and Plan for this project will be required. Please contact the NPDES Representative of the applicable municipality for an agreement template and consult the C.3 Technical Guidance at www.flowstobay.org for maintenance plan templates for specific facility types.

¹¹ Special Projects are smart growth, high density, or transit-oriented developments with the criteria defined in Provision C.3.e.ii.(2), (3) or (4) (see Worksheet F).

¹² Indicate which of the following Provision C.3.d.i hydraulic sizing methods were used. Volume based approaches: 1(a) Urban Runoff Quality Management approach, or 1(b) 80% capture approach (recommended volume-based approach). Flow-based approaches: 2(a) 10% of 50-year peak flow approach, 2(b) 2 times the 85th percentile rainfall intensity approach, or 2(c) 0.2-Inch-per-hour intensity approach (recommended flow-based approach). Combination flow and volume-based approach: 3.

¹³ See Section 6.1 of the C.3 Technical Guidance for conditions in which bioretention areas provide bioinfiltration.

Worksheet D-1 Feasibility of Infiltration

	Yes	No
D-1.0 Infiltration Potential. Based on site-specific soil report ¹⁴ , do site soils either:		
a. Have a saturated hydraulic conductivity (Ksat) <u>less</u> than 1.6 inches/hour, OR, if the Ksat rate is not available:	<input checked="" type="checkbox"/>	<input type="checkbox"/>
b. Consist of Type C or D soils?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
> If Yes, infiltration is not feasible – skip to D-1.9 below.		
> If No, complete the Infiltration Feasibility checklist below:		
Evaluate infiltration feasibility:		
D-1.1 Would infiltration facilities ¹⁵ at this site conflict with the location of existing or proposed underground utilities or easements, or would the siting of infiltration facilities at this site result in their placement on top of underground utilities, or otherwise oriented to underground utilities, such that they would discharge to the utility trench, restrict access, or cause stability concerns? (If yes, attach evidence documenting this condition.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.2 Is there a documented concern that there is a potential on the site for soil or groundwater pollutants to be mobilized? (If yes, attach documentation of mobilization concerns.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.3 Are geotechnical hazards present, such as steep slopes, areas with landslide potential, soils subject to liquefaction, or would an infiltration facility ¹⁰ need to be built less than 10 feet from a building foundation or other improvements subject to undermining by saturated soils? (If yes, attach documentation of geotechnical hazard.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.4 Do local water district or other agency's policies or guidelines regarding the locations where infiltration may occur, the separation from seasonal high groundwater, or setbacks from potential sources of pollution, prevent infiltration devices ¹⁰ from being implemented at this site? (If yes, attach evidence documenting this condition.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.5 Would construction of an infiltration device ¹⁰ require that it be located less than 100 feet away from a septic tank, underground storage tank with hazardous materials, or other potential underground source of pollution? (If yes, attach evidence documenting this claim.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.6 Is there a seasonal high groundwater table or mounded groundwater that would be within 10 feet of the base of an infiltration device ¹⁰ constructed on the site? (If yes, attach documentation of high groundwater.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.7 Are there land uses that pose a high threat to water quality – including but not limited to industrial and light industrial activities, high vehicular traffic (i.e., 25,000 or greater average daily traffic on a main roadway or 15,000 or more average daily traffic on any intersecting roadway), automotive repair shops, car washes, fleet storage areas, or nurseries? (If yes, attach evidence documenting this claim.)	<input type="checkbox"/>	<input type="checkbox"/>
D-1.8 Is there a groundwater production well within 100 feet of the location where an infiltration device ¹⁰ would be constructed? (If yes, attach map showing the well.)	<input type="checkbox"/>	<input type="checkbox"/>
Results of Feasibility Determination		
D-1.9 Infiltration is Infeasible? (If any answer to questions D-1.1 thru D-1.8 is "Yes" then Infiltration is Infeasible.) Continue to Worksheet D-2.	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Infiltration is Feasible? Do not fill out worksheet D-2. Continue to Worksheet D-3.	<input type="checkbox"/>	<input type="checkbox"/>

¹⁴ If no site-specific soil report is available, refer to soil hydraulic conductivity maps in C.3 Technical Guidance Appendix I.

¹⁵ For more information on infiltration facilities and devices, see Appendix E of the SMCWPPP C3TG Handbook.

Worksheet D-2 Feasibility of Rainwater Harvesting and Use

D-2.1 Potential Rainwater Capture Area

- a. Enter the total square footage of impervious surface for this site from Table I.B.1 (Total Created and Replaced Impervious Surface from I.B.1.f) 10,571 Sq. ft.
- b. If the existing impervious surface to be replaced (total from Column I.B.1.c in Table I.B.1) is 50% or more of the pre-project impervious surface (total from Column I.B.1.a in Table I.B.1), then enter the post-project impervious surface (total from Column I.B.1.e in Table I.B.1) in D-2.1.b. If not, enter zero in D-2.1.b. 0 Sq. ft.
- c. Convert the larger of the amounts in Items D-2.1.a and D-2.1.b from square feet to acres (divide by 43,560). 0.24 Acres
This is the project's Potential Rainwater Capture Area, in acres.

D-2.2 Feasibility of Landscape Irrigation:

- a. Enter area of post-project onsite landscaping (see Column I.B.1.e in Table I.B.1) 0.06 Acres
- b. Multiply the Potential Rainwater Capture Area above (D-2.1.c) by times 3.2. 0.77 Acres
- c. Is the amount in D-2.2.a (onsite landscaping) LESS than the amount in D-2.2.b (the product of 3.2 times the size of the Potential Rainwater Capture Area)¹⁶? Yes No
- If Yes, continue to D-2.3.
 - If No, there are two options:
 1. It may be possible to meet the treatment requirements by directing runoff from impervious areas to self-retaining areas (see Section 4.3 of the C.3 Technical Guidance).
 2. It may be possible use the C.3.d amount of runoff for irrigation. Refer to Table 11 and the curves in Appendix F of the LID Feasibility Report to evaluate feasibility of harvesting and using the C.3.d amount of runoff for irrigation. Complete the calculations and attach to this worksheet. If feasible that completes Worksheet D-2 and you may move on to Worksheet D-3.

D-2.3 Feasibility Indoor Non-Potable Uses; (check the box for the applicable project type, then fill in the requested information and answer the question):¹⁷

- a. Residential Project
- i. Number of dwelling units (total post-project): _____ Units
 - ii. Divide the amount in (i) by Potential Rainwater Capture Area (D-2.1.c): _____ Du/ac
 - iii. Is the amount in (ii) LESS than 124? Yes No
- b. Commercial Project
- i. Floor area (total interior post-project square footage): 23,560 Sq.ft.
 - ii. Divide the amount in (i) by Potential Rainwater Capture Area (D-2.1.c): 98,167 Sq.ft./ac
 - iii. Is the amount in (ii) LESS than 84,000? Yes No
- c. School Project
- i. Floor area (total interior post-project square footage): _____ Sq.ft.
 - ii. Divide the amount in (i) by Potential Rainwater Capture Area (D-2.1.c): _____ Sq.ft./ac
 - iii. Is the amount in (ii) LESS than 27,000? Yes No

¹⁶ Landscape areas must be contiguous and within the same Drainage Management Area to irrigate with harvested rainwater via gravity flow.

¹⁷ Rainwater harvested for indoor use is typically used for toilet/urinal flushing, industrial processes, or other non-potable uses.

- d. Industrial Project
- i. Estimated demand for non-potable water (gallons/day): _____ Gal./day
- ii. Is the amount in (i) LESS than 2,900? Yes No

- e. Mixed-Use Residential/Commercial Project¹⁸
- | | <i>Residential</i> | <i>Commercial</i> |
|--|--------------------|-------------------|
| i. Number of residential dwelling units and commercial floor area: | _____ Units | _____ Sq.ft. |
| ii. Percentage of total interior post-project floor area serving each activity: | _____ % | _____ % |
| iii. Prorated Potential Rainwater Capture Area per activity (multiply amount in D-2.1.c by the percentages in [ii]): | _____ Acres | _____ Acres |
| iv. Prorated project demand per impervious area (divide the amounts in [i] by the amounts in [iii]): | _____ Du/ac | _____ Sq.ft/ac |
- v. Is the amount in (iv) in the residential column less than 124, AND is the amount in the commercial column less than 84,000? Yes No

- If you checked "Yes" for the above question for the applicable project type, rainwater harvesting for indoor use is considered infeasible for that building. If there is only one building on the site you are done with this worksheet. If there is more than one building on the site, for each that has an individual roof area of 10,000 sq. ft. or more, complete Sections D-2.2 and D-2.3 of this form for each building, Continue to D-2.4 if a "No" is checked for any building.
- If you checked "No" for the question applicable to the type of project, rainwater harvesting for indoor use may be feasible. Continue to D-2.4:

D-2.4 Project Information

*- See definitions in Glossary (Attachment 1)

- 4.1 Project Type: COMMERCIAL If residential or mixed use, enter # of dwelling units: _____
- 4.2 Enter square footage of non-residential interior floor area: 23,560
- 4.3 Total area being evaluated (entire project or individual roof with an area > 10,000 sq.ft.): 15,352 sq.ft.
- 4.4 If it is a **Special Project***, indicate the percentage of **LID treatment*** reduction: _____ percent
(Item 4.4 applies only to entire project evaluations, not individual roof area evaluations.)
- 4.5 Total area being evaluated, adjusted for Special Project LID treatment reduction credit: 15,352 sq.ft.
(This is the total area being evaluated that requires LID treatment.)

D-2.5 Calculate Area of Self-Treating Areas, Self-Retaining Areas, and Areas Contributing to Self-Retaining Areas.

- 5.1 Enter square footage of any **self-treating areas*** in the area that is being evaluated: 1944 sq.ft.
- 5.2 Enter square footage of any **self-retaining areas*** in the area that is being evaluated: _____ sq.ft.
- 5.3 Enter the square footage of areas contributing runoff to **self-retaining area***: _____ sq.ft.
- 5.4 TOTAL of Items 5.1, 5.2, and 5.3: 1944 sq.ft.

D-2.6 Subtract credit for self-treating/self-retaining areas from area requiring treatment.

- 6.1 Subtract the TOTAL in Item 5.4 from the area being evaluated (Item 4.5). This is the **potential rainwater capture area***. 13,408 sq.ft.
- 6.2 Convert the potential rainwater capture area (Item 6.1) from square feet to acres. 0.31 acres

D-2.7 Determine feasibility of use for toilet flushing based on demand

¹⁸ For a mixed-use project involving activities other than residential and commercial activities, follow the steps for residential/commercial mixed-use projects. Prorate the Potential Rainwater Capture Area for each activity based on the percentage of the project serving each activity.

- 7.1 Project's dwelling units per acre of potential rainwater capture area (Divide the number in 4.1 by the number in 6.2). dwelling units/acre
- 7.2 Non-residential interior floor area per acre of potential rain capture area (Divide the number in 4.2 by the number in 6.2). 76,000
int. non-res. floor area/acre
- Note: formulas in Items 7.1 and 7.2 are set up, respectively, for a residential or a non-residential project. Do not use these pre-set formulas for mixed use projects. For mixed use projects*, evaluate the residential toilet flushing demand based on the dwelling units per acre for the residential portion of the project (use a prorated acreage, based on the percentage of the project dedicated to residential use). Then evaluate the commercial toilet flushing demand per acre for the commercial portion of the project (use a prorated acreage, based on the percentage of the project dedicated to commercial use).*
- 7.3 Refer to the applicable countywide table in Attachment 2. Identify the number of dwelling units per impervious acre needed in your Rain Gauge Area to provide the toilet flushing demand required for rainwater harvest feasibility. 134,000
dwelling units/acre
- 7.4 Refer to the applicable countywide table in Attachment 2. Identify the square feet of non-residential interior floor area per impervious acre needed in your Rain Gauge Area to provide the toilet flushing demand required for rainwater harvest feasibility. int. non-res. floor area/acre

Check "Yes" or "No" to indicate whether the following conditions apply. If "Yes" is checked for any question, then rainwater harvesting and use is infeasible. As soon as you answer "Yes", you can skip to Item D-2.9. If "No" is checked for all items, then rainwater harvesting and use is feasible and you must harvest and use the C.3.d amount of stormwater, unless you infiltrate the C.3.d amount of stormwater*.

- 7.5 Is the project's number of dwelling units per acre of potential rainwater capture area (listed in Item 7.1) LESS than the number identified in Item 7.3? Yes No
- 7.6 Is the project's square footage of non-residential interior floor area per acre of potential rainwater capture area (listed in Item 7.2) LESS than the number identified in Item 7.4? Yes No

D-2.8 Determine feasibility of rainwater harvesting and use based on factors other than demand.

- 8.1 Does the requirement for rainwater harvesting and use at the project conflict with local, state, or federal ordinances or building codes? Yes No
- 8.2 Would the technical requirements cause the harvesting system to exceed 2% of the Total Project Cost*, or has the applicant documented economic hardship in relation to maintenance costs? (If so, attach an explanation.) Yes No
- 8.3 Do constraints, such as a slope above 10% or lack of available space at the site, make it infeasible to locate on the site a cistern of adequate size to harvest and use the C.3.d amount of water? (If so, attach an explanation.) Yes No
- 8.4 Are there geotechnical/stability concerns related to the surface (roof or ground) where a cistern would be located that make the use of rainwater harvesting infeasible? (If so, attach an explanation.) Yes No
- 8.5 Does the location of utilities, a septic system and/or Heritage Trees* limit the placement of a cistern on the site to the extent that rainwater harvesting is infeasible? (If so, attach an explanation.) Yes No

Note: It is assumed that projects with significant amounts of landscaping will either treat runoff with landscape dispersal (self-treating and self-retaining areas) or will evaluate the feasibility of harvesting and using rainwater for irrigation using the curves in Appendix F of the LID Feasibility Report.

*- See definitions in Glossary (Attachment 1)

D-2.9 Results of Feasibility Determination

Infeasible Feasible

- a. Based on the results of the feasibility analysis in Items 7.5, 7.6 and Section D-2.8, rainwater harvesting/use is (check one):



→ If "FEASIBLE" is indicated for Item D-2.9.a the amount of stormwater requiring treatment must be treated with harvesting/use, unless it is infiltrated into the soil.

→ If "INFEASIBLE" is checked for Item D-2.9.a, then the applicant may use appropriately designed **bioretention*** facilities (*see definitions in Glossary – Attachment 1) for compliance with C.3 treatment requirements. If $K_{sat} > 1.6$ in./hr., and infiltration is unimpeded by subsurface conditions, then the bioretention facilities are predicted to infiltrate 80% or more average annual runoff. If $K_{sat} < 1.6$, maximize infiltration of stormwater by using bioretention if site conditions allow, and remaining runoff will be discharged to storm drains via facility underdrains. If site conditions preclude infiltration, a lined bioretention area or flow-through planter may be used.

Worksheet E Hydromodification Management

E-1 Is the project a Hydromodification Management¹⁹ (HM) Project?

E-1.1 Is the total impervious area increased over the pre-project condition?

- Yes. Continue to E-1.2
 No. The project is NOT required to incorporate HM Measures.
 Go to Item E-1.4 and check "No."

E-1.2 Is the site located in an HM Control Area per the HM Control Areas map (Appendix H of the C.3 Technical Guidance)?

- Yes. Continue to E-1.3
 No. Attach map, indicating project location. The project is NOT required to incorporate HM Measures.
 Skip to Item E-1.4 and check "No."

E-1.3 Has an engineer or qualified environmental professional determined that runoff from the project flows only through a hardened channel or enclosed pipe along its entire length before emptying into a waterway in the exempt area?

- Yes. Attach map of facility. Go to Item E-1.4 and check "Yes."
 No. Attach map, indicating project location. The project is NOT required to incorporate HM Measures.
 Skip to Item E-1.4 and check "No."

E-1.4 Is the project a Hydromodification Management Project?

- Yes. The project is subject to HM requirements in Provision C.3.g of the Municipal Regional Stormwater Permit.
 No. The project is EXEMPT from HM requirements.

➤ If the project is subject to the HM requirements, incorporate in the project flow duration control measures designed such that post-project discharge rates and durations match pre-project discharge rates and durations.

➤ The Bay Area Hydrology Model (BAHM) has been developed to help size flow duration controls. See www.bayareahydrologymodel.org. Guidance is provided in Chapter 7 of the C.3 Technical Guidance.

E-2 Incorporate HM Controls (if required)

Are the applicable items provided with the Plans?

Yes	No	NA	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Site plans with pre- and post-project impervious surface areas, surface flow directions of entire site, locations of flow duration controls and site design measures per HM site design requirement
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soils report or other site-specific document showing soil type(s) on site
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project uses the Bay Area Hydrology Model (BAHM), a list of model inputs and outputs.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project uses custom modeling, a summary of the modeling calculations with corresponding graph showing curve matching (existing, post-project, and post-project with HM controls curves), goodness of fit, and (allowable) low flow rate.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If project uses the Impracticability Provision, a listing of all applicable costs and a brief description of the alternative HM project (name, location, date of start up, entity responsible for maintenance).
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	If the project uses alternatives to the default BAHM approach or settings, a written description and rationale.

¹⁹ Hydromodification is the change in a site's runoff hydrograph, including increases in flows and durations that results when land is developed (made more impervious). The effects of hydromodification include, but are not limited to, increased bed and bank erosion of receiving streams, loss of habitat, increased sediment transport and/or deposition, and increased flooding. Hydromodification control measures are designed to reduce these effects.

Worksheet F Special Projects

Complete this worksheet for projects that appear to meet the definition of "Special Project", per Provision C.3.e.ii of the Municipal Regional Stormwater Permit (MRP). The form assists in determining whether a project meets Special Project criteria, and the percentage of low impact development (LID) treatment reduction credit. Special Projects that implement less than 100% LID treatment must provide a narrative discussion of the feasibility or infeasibility of 100% LID treatment. See Appendix J of the C.3 Technical Guidance Handbook (download at www.flowstobay.org) for more information.

F.1 "Special Project" Determination (Check the boxes to determine if the project meets any of the following categories.)

Special Project Category "A"

Does the project have ALL of the following characteristics?

- Located in a municipality's designated central business district, downtown core area or downtown core zoning district, neighborhood business district or comparable pedestrian-oriented commercial district, or historic preservation site and/or district²⁰;
 - Creates and/or replaces 0.5 acres or less of impervious surface;
 - Includes no surface parking, except for incidental parking for emergency vehicle access, ADA access, and passenger or freight loading zones;
 - Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment.
- No (continue)
- Yes – Complete Section F.2 below

Special Project Category "B"

Does the project have ALL of the following characteristics?

- Located in a municipality's designated central business district, downtown core area or downtown core zoning district, neighborhood business district or comparable pedestrian-oriented commercial district, or historic preservation site and/or district²⁰;
 - Creates and/or replaces an area of impervious surface that is greater than 0.5 acres, and no more than 2.0 acres;
 - Includes no surface parking, except for incidental parking for emergency access, ADA access, and passenger or freight loading zones;
 - Has at least 85% coverage of the entire site by permanent structures. The remaining 15% portion of the site may be used for safety access, parking structure entrances, trash and recycling service, utility access, pedestrian connections, public uses, landscaping and stormwater treatment;
 - Minimum density of either 50 dwelling units per acre (for residential projects) or a Floor Area Ratio (FAR) of 2:1 (for commercial or mixed use projects)
- No (continue)
- Yes – Complete Section F-2 below

Special Project Category "C"

Does the project have ALL of the following characteristics?

- At least 50% of the project area is within 1/2 mile of an existing or planned transit hub²¹ or 100% within a planned Priority Development Area²²;
 - The project is characterized as a non-auto-related use²³; and
 - Minimum density of either 25 dwelling units per acre (for residential projects) or a Floor Area Ratio (FAR) of 2:1 (for commercial or mixed use projects)
- No (continue)
- Yes – Complete Section F-2 below

²⁰ And built as part of a municipality's stated objective to preserve/enhance a pedestrian-oriented type of urban design.

²¹ "Transit hub" is defined as a rail, light rail, or commuter rail station, ferry terminal, or bus transfer station served by three or more bus routes. (A bus stop with no supporting services does not qualify.)

²² A "planned Priority Development Area" is an infill development area formally designated by the Association of Bay Area Government's / Metropolitan Transportation Commission's FOCUS regional planning program.

²³ Category C specifically excludes stand-alone surface parking lots; car dealerships; auto and truck rental facilities with onsite surface storage; fast-food restaurants, banks or pharmacies with drive-through lanes; gas stations; car washes; auto repair and service facilities; or other auto-related project unrelated to the concept of transit oriented development.

F.2 LID Treatment Reduction Credit Calculation

(If more than one category applies, choose only one of the applicable categories and fill out the table for that category.)

Category	Impervious Area Created/Replaced (sq. ft.)	Site Coverage (%)	Project Density or FAR	Density/Criteria	Allowable Credit (%)	Applied Credit (%)
A			N.A.	N.A.	100%	
B				Res ≥ 50 DU/ac or FAR ≥ 2:1	50%	
				Res ≥ 75 DU/ac or FAR ≥ 3:1	75%	
				Res ≥ 100 DU/ac or FAR ≥ 4:1	100%	
C				Location credit (select one) ²⁴ :		
				Within ¼ mile of transit hub	50%	
				Within ½ mile of transit hub	25%	
				Within a planned PDA	25%	
				Density credit (select one):		
				Res ≥ 30 DU/ac or FAR ≥ 2:1	10%	
				Res ≥ 60 DU/ac or FAR ≥ 4:1	20%	
				Res ≥ 100 DU/ac or FAR ≥ 6:1	30%	
				Parking credit (select one):		
				≤ 10% at-grade surface parking ²⁵	10%	
No surface parking	20%					
TOTAL TOD CREDIT =						

F.3 Narrative Discussion of the Feasibility/Infeasibility of 100% LID Treatment:

If project will implement less than 100% LID, prepare a discussion of the feasibility or infeasibility of 100% LID treatment, as described in Appendix K of the C.3 Technical Guidance.

F.4 Select Certified Non-LID Treatment Measures:

If the project will include non-LID treatment measures, select a treatment measure certified for "Basic" General Use Level Designation (GULD) by the Washington State Department of Ecology's Technical Assessment Protocol – Ecology (TAPE). Guidance is provided in Appendix K of the C.3 Technical Guidance (download at www.flowstobay.org).²⁶

²⁴ To qualify for the location credit, at least 50% of the project's site must be located within the ¼ mile or ½ mile radius of an existing or planned transit hub, as defined on page 1, footnote 2. A planned transit hub is a station on the MTC's Regional Transit Expansion Program list, per MTC's Resolution 3434 (revised April 2006), which is a regional priority funding plan for future transit stations in the San Francisco Bay Area. To qualify for the PDA location credit, 100% of the project site must be located within a PDA, as defined on page 1, footnote 3.

²⁵ The at-grade surface parking must be treated with LID treatment measures.

²⁶ TAPE certification is used in order to satisfy Special Project's reporting requirements in the MRP.

Worksheet G (For municipal staff use only)

G-1 Alternative Certification: Were the treatment and/or HM control sizing and design reviewed by a qualified third-party professional that is not a member of the project team or agency staff?

Yes No Name of Reviewer _____

G-2 High Priority Site: High Priority Sites can include those located in or within 100 feet of a sensitive habitat, Area of Special Biological Significance (ASBS), body of water, or on sites with slopes (subject to monthly inspections from Oct 1 to April 30.)

Yes No If yes, then add site to Staff's Monthly Rainy Season Construction Site Inspection List

Operations and Maintenance (O&M) Submittals

G-3 Stormwater Treatment Measure and/HM Control Owner or Operator's Information:

Name: _____

Address: _____

Phone: _____ Email: _____

➤ Applicant must call for inspection and receive inspection within 45 days of installation of treatment measures and/or hydromodification management controls.

The following questions apply to C.3 Regulated Projects and Hydromodification Management Projects.

	Yes	No	N/A
G-3.1 Was maintenance plan submitted?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G-3.2 Was maintenance plan approved?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G-3.3 Was maintenance agreement submitted? (Date executed: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ Attach the executed maintenance agreement as an appendix to this checklist.

G-4 Annual Operations and Maintenance (O&M) Submittals (for municipal staff use only):

For C.3 Regulated Projects and Hydromodification Management Projects, indicate the dates on which the Applicant submitted annual reports for project O&M:

G-5 Comments (for municipal staff use only):

G-6 NOTES (for municipal staff use only):

Section I Notes: _____

Worksheet A Notes: _____

Worksheet B Notes: _____

Worksheet C Notes: _____

Worksheet D-1 Notes: _____

Worksheet D-2 Notes: _____

Worksheet E Notes: _____

Worksheet F Notes: _____

G-7 Project Close-Out (for municipal staff use only):

	Yes	No	NA
7.1 Were final Conditions of Approval met?	<input type="checkbox"/>	<input type="checkbox"/>	
7.2 Was initial inspection of the completed treatment/HM measure(s) conducted? (Date of inspection: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.3 Was maintenance plan submitted? (Date executed: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7.4 Was project information provided to staff responsible for O&M verification inspections? (Date provided to inspection staff: _____)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

G-8 Project Close-Out (Continued -- for municipal staff use only):

Name of staff confirming project is closed out: _____

Signature: _____ Date: _____

Name of O&M staff receiving information: _____

Signature: _____ Date: _____

Project Comments

Date: March 16, 2015

To:

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

From: Planning Staff

Subject: Request for Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: March 16, 2015

1. On the survey or site plan, please show where the stormwater runoff is currently being directed to. There is a CB on the survey and site plan but it does not show where it directs the runoff.
2. A sewer analysis report will be required for the development and proposed connection on Myrtle Road.
3. Please be aware that there is currently no parking along Howard Avenue. With the proposed design, there will be no room for public parking fronting the main entrance of the building.
4. Will the 5-car stacker be designated for public use or be assigned parking spaces for the commercial or retail tenants?
5. Verification of the number and size of the recycling/debris bins will be required by Recology. A letter from Recology will be sufficient stating the occupancy usage and ability to service the building.
6. Please provide a ramp profile. Please verify (and show) that line of sight is sufficient when exiting from the ramp onto the sidewalk with respect to the planter structures and proposed street trees.
7. Please dimension the sidewalk surrounding the property and include the typical dimensions of the planting area in the right-of-way.
8. Please provide a stormwater table showing the areas and totals for treatment. In addition, hatch the areas showing which planters are treating which areas.
9. Please show where the mailroom or mailboxes will be located.

Reviewed by: M. Quan

Date: 4/13/15

MACLEOD AND ASSOCIATES, INC.
CIVIL ENGINEERING • LAND SURVEYING

May 7, 2015

City of Burlingame
Building Department
501 Primrose Road
Burlingame, CA. 94010

Re: 988 Howard Avenue, Burlingame, CA
APN: 029-214-220

To Whom It May Concern:

Per review comments prepared by various departments of the City of Burlingame, I respond as follows:

ENGINEERING DIVISION (comments by Martin Quan, dated 03-16-2015):

1. See enclosed Pre-Development Hydrology Map. It shows where the stormwater runoff is currently directed. It is all sheet flow from the site and ultimately collected at the northerly corner of the property on Myrtle. The connection of the existing catch basin is unknown.
2. Per our discussion you would like us to submit a total fixture units calculations for the proposed project to determine if a sewer analysis report will be required. Please see enclosed calculations.
3. I understand that there is no public parking on Howard Avenue. The proposed design will have less driveway openings that will provide more public parking on Myrtle Road and East Lane.
4. The 5-car stacker will be assigned for the commercial tenants.
5. This comment will be addressed by the architect.
6. The ramp profile is now shown on sheet C-1. The line of sight when exiting from the ramp onto the sidewalk is now shown on sheet C-1. The proposed planters on both sides of the driveway are only 2 foot high and will not cause any obstruction to the line of sight.
7. Sidewalk dimensions and planting area dimensions surrounding the property are now shown on plan (sheet C-1).
8. See enclosed stormwater table calculations with the attached roof and treatment planters plan.
9. This item will be addressed by the architect.

STORMWATER DIVISION (comments by KJK, dated 03-16-2015):

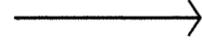
1. Enclosed is the completed C.3 and C.6 Development Review Checklist.

If you have any questions please don't hesitate to call.

Sincerely,

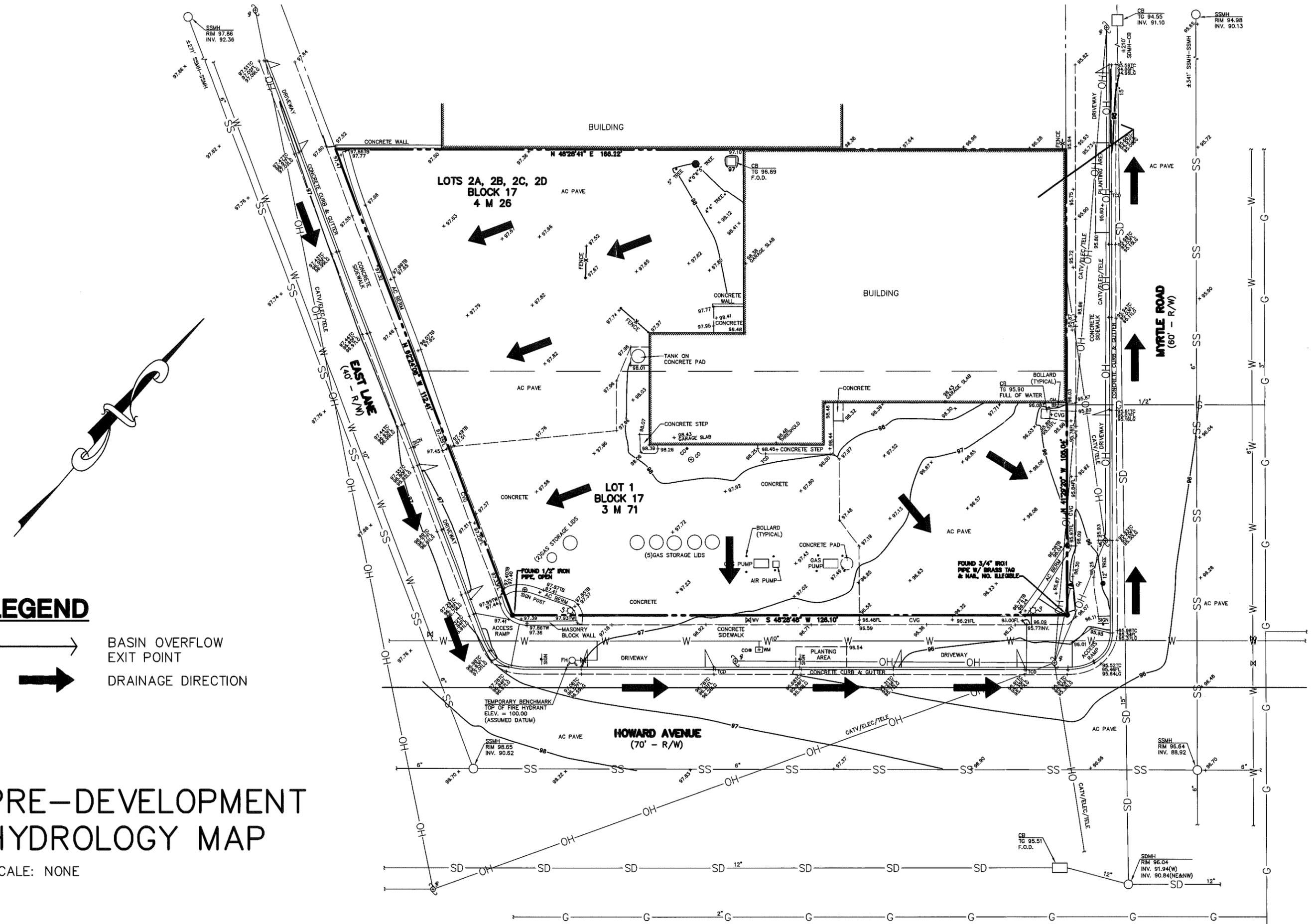

Vergel P. Galura

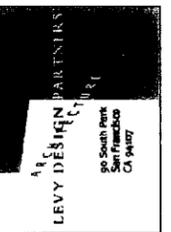
LEGEND

-  BASIN OVERFLOW EXIT POINT
-  DRAINAGE DIRECTION

**PRE-DEVELOPMENT
HYDROLOGY MAP**

SCALE: NONE





NOTICE:
These drawings and specifications are the property and copyright of Levy Design Partners Inc. and shall not be used except by written agreement with Levy Design Partners

988 HOWARD AVENUE
BURLINGAME, CA



988 HOWARD AVENUE
APN: 028 214 220
BURLINGAME, CA
PROJECT NO. 2014-21

DATE: 02-27-2015
SET ISSUE: PLANNING COMMISSION

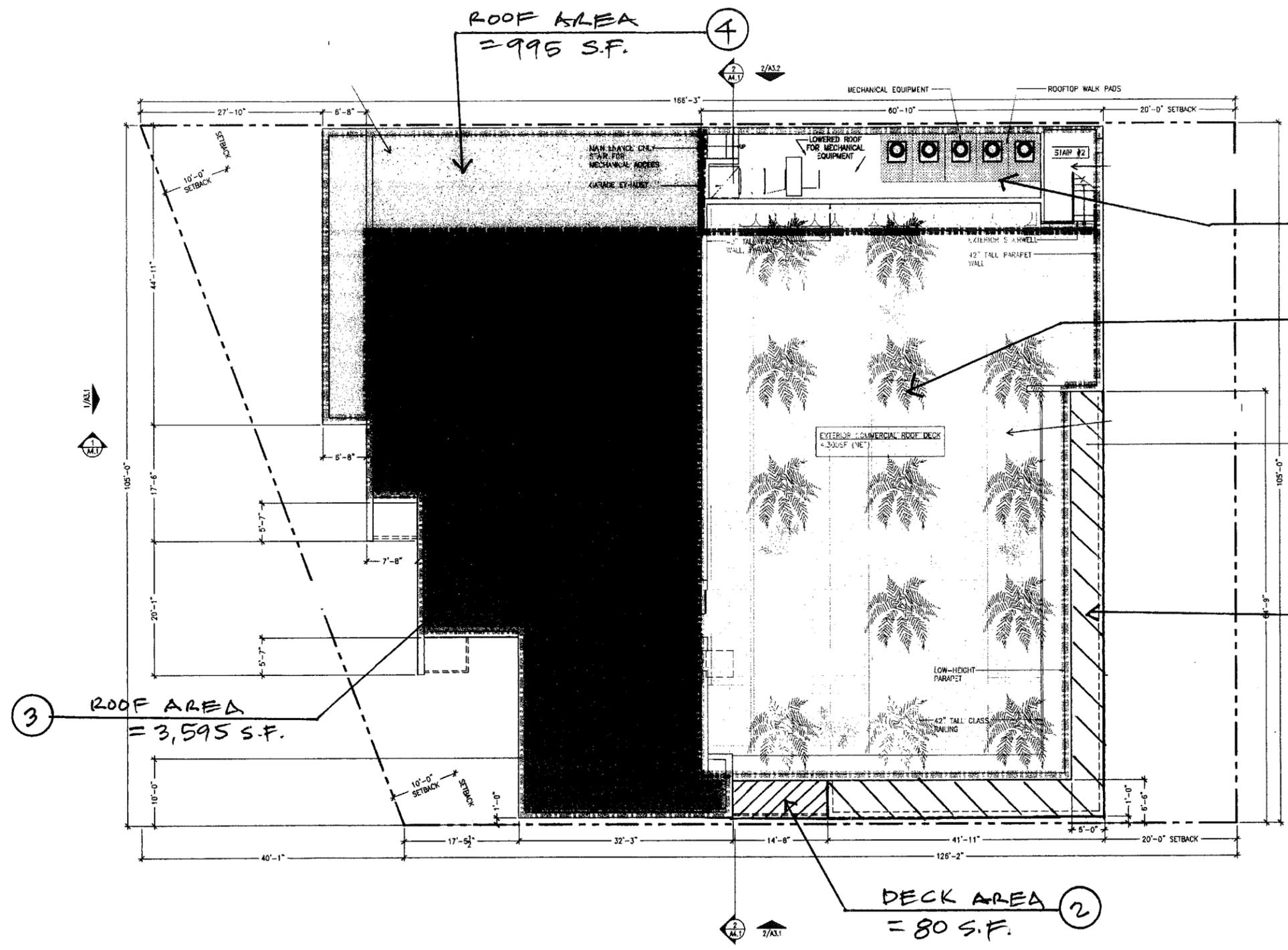
CONTACT: TOBY LEVY

(415) 777-0561 P
(415) 777-5117 F

SCALE: AS NOTED

FLOOR PLAN:
ROOF PLAN

- GENERAL NOTES**
1. ROOF TO COMPLY WITH "COOL ROOF" REQUIREMENTS OF THE 2010 CALIFORNIA ENERGY CODE SECTION 151.F.12.
 2. ALL ROOF AREAS TO BE CLASS "A" 4-PLY PER CBC TABLE 1505. ROOF TO SLOPE TO DRAIN AT 1/4" PER FOOT MIN.
 3. ROOF AND OVERFLOW DRAINS @ ROOF AND DECK AREAS SHALL CONNECT/FLOW TO PLANTERS TO CITY SEWER, S.C.D.
 4. BUILT-UP WITH RIGID ROOF INSULATION OVER STRUCTURAL SHEATHING, TYP.



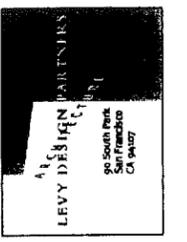
1 PLAN: ROOF PLAN
1/8"=1'-0"

PROJECT NORTH	TRUE NORTH

A2.4

PLANTER AREA 5
= 159 S.F.

- GENERAL NOTES**
- CONTRACTOR TO PROVIDE SOLID CONTINUOUS BACKING FOR ALL WALL MTD. FIXTURES, ACCESSORIES, MILLWORK, EQUIPMENT RACKS, SHELVING, ETC. ALL BLOCKING TO BE SAME DIMENSION AS ASSOCIATED FRAMING, SEE A0.5
 - AT ALL TOILET ROOMS PROVIDE THE FOLLOWING:
 - MIN. 30"x48" CLR. SPACE IN FRONT OF SINK
 - MIN. 30"x48" CLR. SPACE AT SIDE OF TUB
 - MIN. 36"x48" CLR. SPACE IN FRONT OF TOILET
 - SEE A0.5 FOR TYPICAL MOUNTING HEIGHTS IN BATHROOMS
 - ALL BATHROOMS MUST COMPLY WITH CBC SECTION 11A



NOTICE:
These drawings and specifications are the property and copyright of Levy Design Partners Inc. and shall not be used except by written agreement with Levy Design Partners

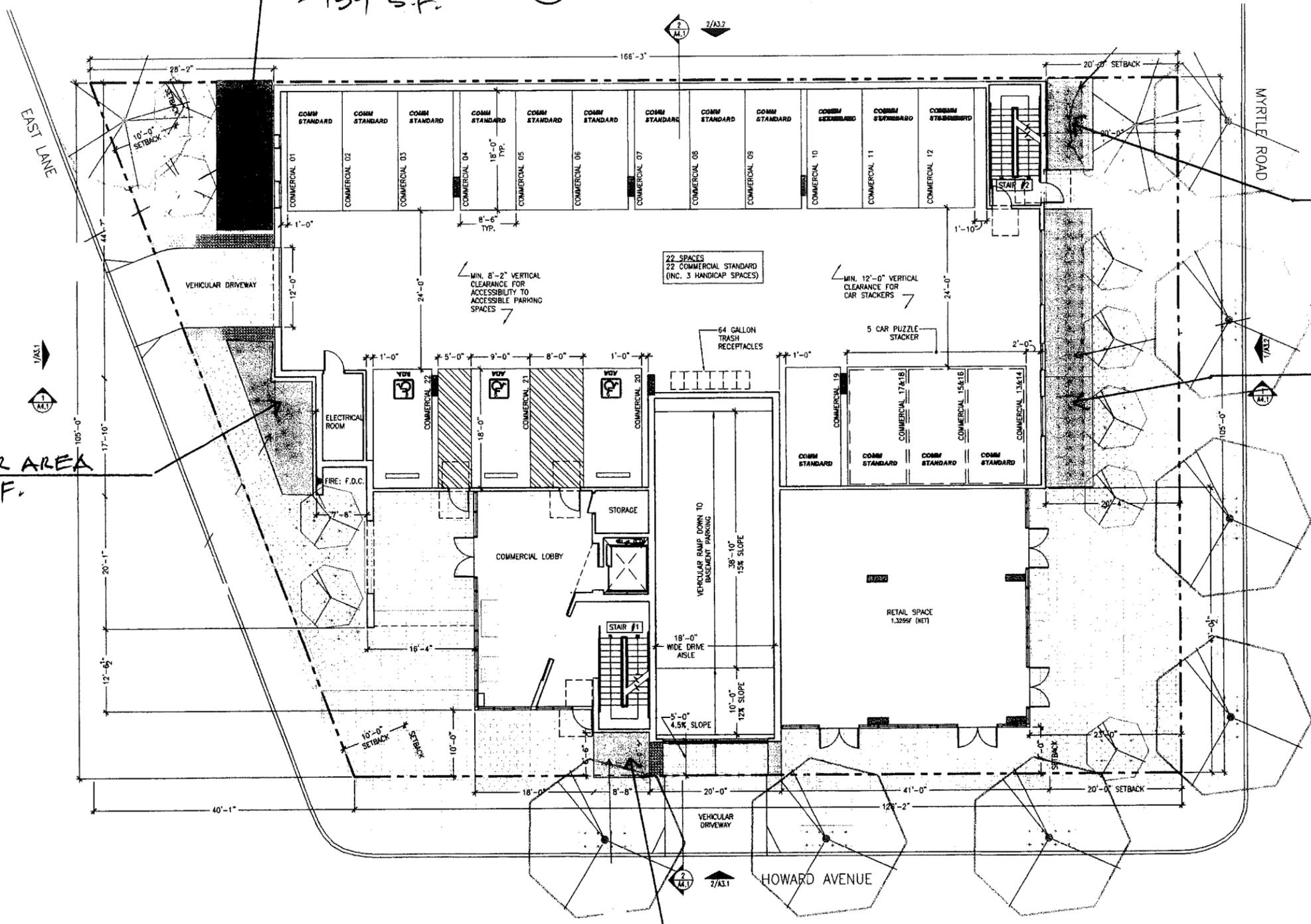
PLANTER AREA 1
= 74 S.F.

PLANTER AREA 2
= 251 S.F.

PLANTER AREA 4
= 147 S.F.

PLANTER AREA 3
= 38 S.F.

1 PLAN: GROUND FLOOR
1/8"=1'-0"



988 HOWARD AVENUE
BURLINGAME, CA



988 HOWARD AVENUE
APN: 029 214 220
BURLINGAME, CA
PROJECT NO. 2014-21

- ACCESSIBILITY NOTES**
- PUBLIC DOORS: 60"
 - INTERIOR DOORS: 18"
 - EXTERIOR PUBLIC DOORS: 24"
 - NOTE: SEE A0.5 FOR ADDITIONAL DOOR ACCESSIBILITY CLEARANCE DETAILS

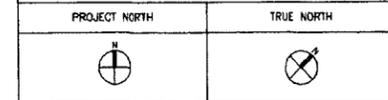
DATE: 02-27-2015
SET ISSUE: PLANNING COMMISSION

CONTACT: TOBY LEVY

(415) 777-0561 P
(415) 777-5117 F

SCALE: AS NOTED

FLOOR PLAN:
GROUND FLOOR



A2.1

Project Comments

Date: March 16, 2015

To:

<input type="radio"/> Engineering Division (650) 558-7230	<input checked="" type="radio"/> Fire Division (650) 558-7600
<input 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 Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: March 16, 2015

1. The building shall be equipped with an approved NFPA 13 Sprinkler System throughout. Sprinkler drawings shall be submitted and approved by the Central County Fire Department prior to installation. The system shall be electronically monitored by an approved central receiving station.
2. The applicant shall ensure proper drainage in accordance with the City of Burlingame Engineering Standards is available for the fire sprinkler main drain and inspector test on the building plumbing drawings. These items may drain directly to landscape or in the sewer with an air gap.
3. The fire protection underground water line shall be submitted and approved by the Burlingame Building Department prior to installation.
4. Minimum fire flow shall meet requirements of California Fire Code Appendix B, no less than 1,500 gallons per minute. Contact Burlingame Engineering Dept.
5. The building shall be equipped with an approved Class I NFPA 14 Standpipe System. The standpipe system shall be submitted and approved by the Central County Fire Department prior to installation.
6. The fire sprinkler system and fire standpipe system will not be approved by the Central County Fire Department until the fire protection underground has been submitted and approved by the Burlingame Building Department.
7. A manual and automatic fire alarm system shall be installed throughout the building.
8. Provide elevator recall for use by emergency responders.
9. Elevator machine room(s) shall be constructed with the minimum fire rating as the elevator hoistway, including all openings. Fire sprinkler coverage shall not be provided in room. Do not install elevator shunt trip.
10. Evacuation signs required throughout the building per California Code of Regulations, Title 19, §3.09.
11. Ground floor of Stair #1 shall be extended to the exterior of the building with an exit passageway.

Reviewed by: Christine Reed 

Date: 3-26-15

Project Comments

Date: April 13, 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 Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: April 13, 2015 – 2nd Submittal

No further comments.

All conditions of approval as stated in all previous reviews of the project will apply to this project.

Reviewed by: _____

Date: 5-14-2015

Project Comments

Date: March 16, 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 Environmental Review, Commercial Design Review, Conditional Use Permit for building height, and Setback and Parking Variances for construction of a new 3-story commercial building with a roof deck at **988 Howard Avenue, zoned MMU, APN: 029-214-220**

Staff Review: March 16, 2015

- 1) Plans submitted for any commercial project must be designed, wet-stamped, and signed by a licensed architect. 1997 Uniform Administrative Code §302.2 and §302.3.
- 2) 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.
- 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) 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.
- 10) **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.**
- 11) 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.
- 12) When you submit your plans to the Building Division for plan review provide a completed Supplemental Demolition Permit Application. **NOTE: The Demolition Permit will not be issued until a Building Permit is issued for the project.**
- 13) Show the distances from all exterior walls to property lines or to assumed property lines
- 14) Show the dimensions to adjacent structures.
- 15) Obtain a survey of the property lines.
- 16) The plans show that the _____ side of this structure is less than three feet from the property line. Revise the plans to show that there are no openings on this side of the building and that gable end venting and attic ventilation will be achieved through other means. 2013 CBC §705.8.1 and Table 705.8

- 17) The plans show that the structure is three feet from the property line. To comply with the opening protection required in 2013 CBC, Table 705.8 the building face must be more than three feet from the property line or the gable end venting must be eliminated and attic ventilation must be achieved through other means.
 - 18) On the plans specify that the roof eaves will not project within two feet of the property line.
 - 19) Provide details on the plans which show that all roof projections which project beyond the point where fire-resistive construction would be required will be constructed of one-hour fire-resistance-rated construction per 2013 CBC §705.2.
 - 20) 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)
 - 21) On the plans show that all openings in exterior walls, both protected and unprotected, will comply with 2013 CBC, Table 705.8. Provide a table or chart that specifies 1) the openings allowed and; 2) the size and percentage of the openings proposed.
 - 22) Indicate on the plans that, at the time of Building Permit application, plans and engineering will be submitted for shoring as required by 2013 CBC, Chapter 31 regarding the protection of adjacent property and as required by OSHA. On the plans, indicate that the following will be addressed:
 - a. The walls of the proposed basement shall be properly shored, prior to construction activity. This excavation may need temporary shoring. A competent contractor shall be consulted for recommendations and design of shoring scheme for the excavation. The recommended design type of shoring shall be approved by the engineer of record or soils engineer prior to usage.
 - b. All appropriate guidelines of OSHA shall be incorporated into the shoring design by the contractor. Where space permits, temporary construction slopes may be utilized in lieu of shoring. Maximum allowable vertical cut for the subject project will be five (5) feet. Beyond that horizontal benches of 5 feet wide will be required. Temporary shores shall not exceed 1 to 1 (horizontal to vertical). In some areas due to high moisture content / water table, flatter slopes will be required which will be recommended by the soils engineer in the field.
 - c. If shoring is required, specify on the plans the licensed design professional that has sole responsibility to design and provide adequate shoring, bracing, formwork, etc. as required for the protection of life and property during construction of the building.
 - d. Shoring and bracing shall remain in place until floors, roof, and wall sheathing have been entirely constructed.
 - e. Shoring plans shall be wet-stamped and signed by the engineer-of-record and submitted to the city for review prior to construction. If applicable, include surcharge loads from adjacent structures that are within the zone of influence (45 degree wedge up the slope from the base of the retaining wall) and / or driveway surcharge loads.
 - 23) Indicate on the plans that an OSHA permit will be obtained for the shoring* at the excavation in the basement per CAL / OSHA requirements. See the Cal / OSHA handbook at: http://www.ca-osh.com/pdfpubs/osh_a_userguide.pdf
- * Construction Safety Orders : Chapter 4, Subchapter 4, Article 6 , Section 1541.1.

- 24) Indicate on the plans that a Grading Permit, if required, will be obtained from the Department of Public Works.
- 25) 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.
- 26) Provide handrails at all stairs where there are four or more risers. 2013 CBC §1009.
- 27) Provide lighting at all exterior landings.
- 28) On your plans provide a table that includes the following:
 - a. Occupancy group for each area of the building
 - b. Type of construction
 - c. Allowable area
 - d. Proposed area
 - e. Allowable height
 - f. Proposed height
 - g. Proposed fire separation distances
 - h. Exterior wall and opening protection
 - i. Allowable
 - ii. Proposed
 - i. Indicate sprinklered or non-sprinklered
- 29) Acknowledge that, when plans are submitted for building code plan check, they will include a complete underground plumbing plan including complete details for the location of all required grease traps and city-required backwater prevention devices.
- 30) Illustrate compliance with the minimum plumbing fixture requirements described in the 2013 California Plumbing Code, Chapter 4, Table 422.1 Minimum Plumbing Facilities and Table A - Occupant Load Factor.
- 31) In the commercial space shown on sheet A2.1 provide details that show a minimum of one accessible Uni-sex restroom in the tenant space.
- 32) Provide details on the plans which show that the entire site complies with all accessibility standards. NOTE: If full accessible compliance cannot be achieved complete the attached *Request for Unreasonable Hardship*.
- 33) Specify on the plans the location of all required accessible signage. Include references to separate sheets on the plans which provide details and graphically illustrates the accessible signage requirements.
- 34) Specify the accessible path of travel from the public right of way, through the main entrance, to the area of alteration.
- 35) Specify an accessible path of travel from all required exits to the public right of way.
- 36) Specify the path of travel from on-site parking, through the main entrance, to the area of alteration
- 37) Specify a level landing, slope, and cross slope on each side of the door at all required entrances and exits.
- 38) Specify accessible countertops where service counters are provided
- 39) Provide complete dimensioned details for accessible bathrooms

- 40) Provide complete, dimensioned details for accessible parking
- 41) Provide details on the plans which show that the building elevator complies with all accessible standards. 2013 CBC §11B-407.
- 42) On the first page of the plans clearly state that all paths of travel and common use spaces will be accessible and all living units will be adaptable.
- 43) Please Note: Architects are advised to specify construction dimensions for accessible features that are below the maximum and above the minimum dimension required as construction tolerances generally do not apply to accessible features. See the *California Access Compliance Manual – Interpretive Regulation 11B-8*.
- 44) Remove all references to the ADA (see the accessible parking on sheet A2.1) as this project must comply with the 2015 CBC, Chapter 11B not the ADA.
- 45) Provide an exit plan showing the paths of travel
- 46) Specify the total number of parking spaces on site.
- 47) Sewer connection fees must be paid prior to issuing the building permit.

NOTE: A written response to the items noted here and plans that specifically address items 31 and 44 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:  Date: 3-20-2015

CD/PLG-Barber, Catherine

From: James Wald <[redacted].com>
Sent: Monday, June 01, 2015 6:39 PM
To: CD/PLG-Barber, Catherine
Subject: 988 Howard Ave

Hello Catherine,

I received a post card from the Community Development Department regarding 988 Howard Ave construction. If this isn't your realm of expertise, then please pardon my error and forward this email to the correct department.

I live at [redacted] Anita Rd where I own a duplex (formerly a house built in 1922) which I absolutely adore. My main concern is that the potential 3 story building will block the setting sun and invade my privacy with its roof top deck. I live in a one story home so I'm a little uneasy with the height of this building. Overall, I support the revitalization of Howard Ave and believe there is an opportunity there to offer restaurants and shops. It's a much wider street than Burlingame Ave so it can definitely support the overflow from it's more popular sister street. Another issue, will anything that close to the railroad tracks be in danger of being taken over through eminent domain by the high speed rail cabal?

Thank you for reading my email and like I stated earlier, just forward to those that should be aware of my concerns. I'm not much of a political person but this possible building has me worried.

With sincerity,

Jim Wald
Anita Rd

Burlingame Planning Commission
Burlingame City Hall
501 Primrose Rd.
Burlingame, CA 94010

June 6, 2015

RECEIVED

JUN - 8 2015

Honorable Chair DeMartini and fellow Planning Commissioners:

CITY OF BURLINGAME
ODD-PLANNING DIV.

Thank you for the opportunity to comment on the office building proposal for 988 Howard. This is the first significant project to take place in the area under the guidelines and zoning established in the DSAP in 2010.

As such, it is also a critically important project, as it will set the bar for all future project proposals in the area. Furthermore, Howard Avenue is the central entrance into the Lyon and Hoag neighborhood, and a structure in this specific location, with three exposed sides, will carry with it a certain stature, by default.

As background, the Lyon & Hoag subdivision derives its character from a number of sources. Dating back to the pioneer family of W.D.M. Howard, by 1896, dairy cows and large-scale flower production dominated the landscape until after the Great Quake of 1906 when refugees started building scattered modest cottages in the area.

Being in close proximity to the railroad with frequent freight transport, as well as the subsequent growth of adjacent auto row uses by the 1920s and 30s meant the inevitable intermingling of light industrial enterprises, with bungalows and gracious Spanish-revival garden style apartments.

In the Myrtle Mixed use area, it is this delicate mix of character that defines the project area and should be celebrated rather than camouflaged.

GENERAL:

This project has an industrial edge and character that successfully reflects the area's light industrial roots. With some tweaking that will tailor it more to its immediate surroundings, it has the potential to become a real gem that is not only an asset to my neighborhood, but also to this city.

Note: It is my understanding that a traffic study will be conducted on this project, so I won't waste time or space addressing this topic.

SCALE:

Whereas the project's use of industrial-like building materials in this setting is an asset that meshes with the area's character, the overall scale is more of a detriment. With the exception of Atria Senior Living at the Burlingame



RECEIVED

JUN - 8 2015

Avenue end of Myrtle that is approximately 47 ft. tall and built with huge front and side setbacks containing extensive landscaping and an enormous terrace all under a canopy of 100 ft. + eucalyptus trees, most all properties within the immediate two block area eastward are less than 25ft. tall, if that.

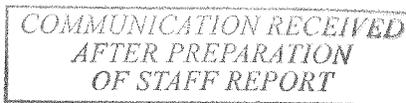
I do not see justification for the 13ft. second and third office floors, nor the extra (four?) feet to facilitate a private roof garden. Taller buildings may have their place in our city, but here, marking the primary entrance to a neighborhood that quickly transitions into an established low-rise single family residential district as it reaches Anita Rd. risks creating a visual boundary from both directions that repels rather than welcomes. Furthermore, the additional height requested will most certainly be pointed to as a benchmark setting precedent for much larger and impactful combined parcel projects in this immediate area.

Some deference needs to be paid to the humble, yet proud workshops and the wood clapboard corner market and cafe that have characterized and defined the entrance to this neighborhood since 1906. Stan Vistica, a proud eastsider, longterm planning commissioner and fellow DSAP advisor and I would talk endlessly about the gritty charm (and respectful potential) of this small node, and I hate to see that lost. I am concerned about what is likely going to be a significant shadow cast on the Howard end of Myrtle, and in particular, on the precious corner market. I think the neighborhood character provided by the charm of the corner market should not be sacrificed for extra height on the new building. Will the corner market always be there? Probably not, but even if it is one day gone, the character and scale embedded from these humble structures should remain.

Were shadow studies done on this project?

Additionally, even when viewed in isolation, without due consideration for its neighbors, I do not think the extended height for each of the upper stories does this building any favors. In my opinion, the upper floors seem to visually overwhelm the ground floor--essentially a glass-walled podium. The glassy ground floor, however, DOES need its stated 14ft height, as it already looks overpowered from above.

The two upper stories appear to me to be very "clunky" and top-heavy, though that surely was not the intent. This is most evident on Pg. A3.3 of the renderings #2 and #3, that show the very large cube-like structure with heavy dark colored protrusion (accommodating two deep and wide decks) that further makes the entrance below it look somewhat lost, perhaps recessed into shadow at certain times. Note that rendering #1 only poorly indicates what #2 and #3 show. See pages A 2.3 and A 2.2 (Decks 3 and 4) to see what is actually



RECEIVED

JUN - 8 2015

CITY OF BURLINGAME
CDD-PLANNING DIV.

happening there: because of the deck construction, the setback on Howard becomes very minimal--just 1 ft. for the length of 32 feet toward the upper end of the structure. For the prominence already afforded by this corner simply by virtue of its location on Howard, the extra large deck appendage appears even more top heavy, perhaps, than it would have been elsewhere. A similar, albeit more refined structure along Myrtle is more successful, and even attractive, made more interesting by the clever stairwell enclosure and smaller window treatment at the far end along Myrtle, closest to the adjacent Honda garage.

MATERIALS:

There was only limited information provided with regard to the palette of materials; perhaps these will be shown during the hearing. This project depends heavily on the use of composites as well as refined use of color, the choice thereof could make, or break the result. How warm (or cool) are these, and how enduring, both aesthetically and physically will these be? I think in particular, there needs to be sufficient use of the warmly colored components to offset the heavy charcoal grays.

GLASS TREATMENT:

PLEASE make sure that at least the base, ground floor podium of glass panes are CLEAR and unobstructed. This is the primary walkable link to and from downtown Burlingame from the eastside, and the ground floor interior/exterior visual interplay is essential. With the proliferation of ground-floor office space in the Burlingame downtown business district, there has been an unfortunate trend where traditional clear storefront glass has been altered to obscure the view, presumably for privacy. The businesses at 333 (formerly Trio Salon) and 350 Lorton (JumpStart) show the negative impacts of killing off visual interplay. In my mind the use of obscured glass or film on the ground floor is contrary to the intent of our commercial guidelines. Though these are not technically retail spaces, they should follow rules for ground floors meant to encourage the pedestrian experience. These businesses now look abandoned, and people no longer find it interesting to "finish the block" on foot, without a specific destination in mind. This is artificially limiting the foot traffic and is a detriment to the block as a whole. For privacy, there are so many creative, attractive blinds available today that can be added, and unlike obscured glass or films, these are not permanent and can change position during the day, adding interest.

SIGNAGE:

The renderings (Page A 3.3 #1) show a huge font used for the address number. This may or may not be in the purview of the Planning Dept., but I think it unfortunately cheapens what is going to be a beautiful building. Since this is

Received After
06.08.15 PC Meeting
Item 9d
988 Howard Avenue
page 4 of 4

COMMUNICATION RECEIVED
AFTER PREPARATION
OF STAFF REPORT

RECEIVED

JUN - 8 2015

CITY OF BURLINGAME
CDD-PLANNING DIV.

the only structure on this block of Howard and certainly cannot be confused with any other, the enormous font seems to be overkill. I am sure that a more subtle treatment worthy of this building can be substituted.

TREES:

I am a big ginkgo fan, and very much appreciate the use of this tree that has beautiful, dramatic form all year, and striking yellow leaves that will warm up the cool tones in structure, particularly on Myrtle and Howard. However, there is only one ginkgo provided on East Lane, at the far end. I think it would look more balanced and also help to obscure the garage crevice with the addition of a second ginkgo on East Lane, even if it should replace the planter box area or small tree(s). Though attractive, the lesser plantings will get visually lost whereas the ginkgo will be more of a balance to the mass.

Thank you for your patience in reading my long letter and for your kind consideration of my comments and suggestions.

Sincerely,

Jennifer Pfaff
615 Bayswater Avenue
(proud Eastsider since 1988)

cc: Catherine Barber, Kevin Gardiner

RE: 988 Howard Avenue

Sept. 3, 2015

Honorable Chair DeMartini and fellow Planning Commissioners:

I have looked carefully through the plans for the office complex at 988 Howard that will be revisited for a Design Review Study Session on Sept. 14th, and was sadly underwhelmed. The previous plans shown at the June meeting (I thought) reflected the eclectic and industrial feel of the Myrtle Triangle of Lyon & Hoag, whereas the new iteration has lost that "magic".

The purpose of the Downtown Plan, among other things, was to quantify distinctive characteristics of defined areas in and near the downtown, and to encourage applicants to use those guidelines in their developments so the new structures "fit" into the respective settings. In this case, beyond the excessive height issue (that has not been addressed) I found that the previous plans possessed an edgy kind of industrial flair that is now lacking.

One of my favorite commissioners, William Loftis, used the word "frenetic" to describe the project in June. At first I was disappointed, but then I realized he had something, there.

"Frenetic": wild, frenzied, delirious, overwrought, fanatical, excited, crazy.

Yes! The original building design was all these things, but so is Lyon & Hoag. The dominant neighbor in this section of town is the railroad with its incessant noise and vibrations. All around are workshops, replete with paint, metal, rubber, leather, vinyl, weeds--all mixed with an attitude. It is a neighborhood full of creative people of all types and backgrounds who have a mind of their own. I can tell you after living here for almost 30 years, it is anything but calm and homogeneous, so why try to make it that way?!

I've sat with both the old- and new renderings in front of me for three days, thinking that when I come to my senses, I'll like the "updated", restrained version, better. But I don't. In an effort to "calm" it down, it's been neutered on the drafting table. Where fins on East Lane looked light and airy before, now the East Lane elevation looks fundamentally dark and clunky, with all too-regular massing. The lack of interest in the massing and proportion is obvious when comparing the basic line drawings on the East Lane elevation (old and new) side by side. The "monotony" of the newer elevation on East Lane gets worse when rendered in 3-D, and the addition of two other colored metal composites on those surfaces looks like a half hearted effort to bring some interest into the less-than-exciting elevation.

The new renderings seem to indicate a few more trees, but the actual plans show that we've actually lost some. There is also a discrepancy on page A3.3, where the Howard/Myrtle renderings and their corresponding plans also appear to be different. The rendering shows a (too thin) strip of horizontally stacked wood composite running vertically down the side of the second floor windows above the podium, looking quite "striped," but actual drawings showing dark metal on all the window sections on the middle floor as was the design suggested in original version. There is also a change in the addition of wood composite in the stairwell area on Myrtle that helps lighten things, the area being large enough that the wood-look actually has an impact. I think that part is an improvement on the Myrtle side, but haven't decided if I like the capped roof piece on parapet or not, but at this point, that is minutia; the larger issue is the overall design.

As far as a good "fit" for the spirit of the neighborhood, I find version One is spot-on.

Thank you for your consideration,
Jennifer Pfaff, Bayswater Ave. Burlingame

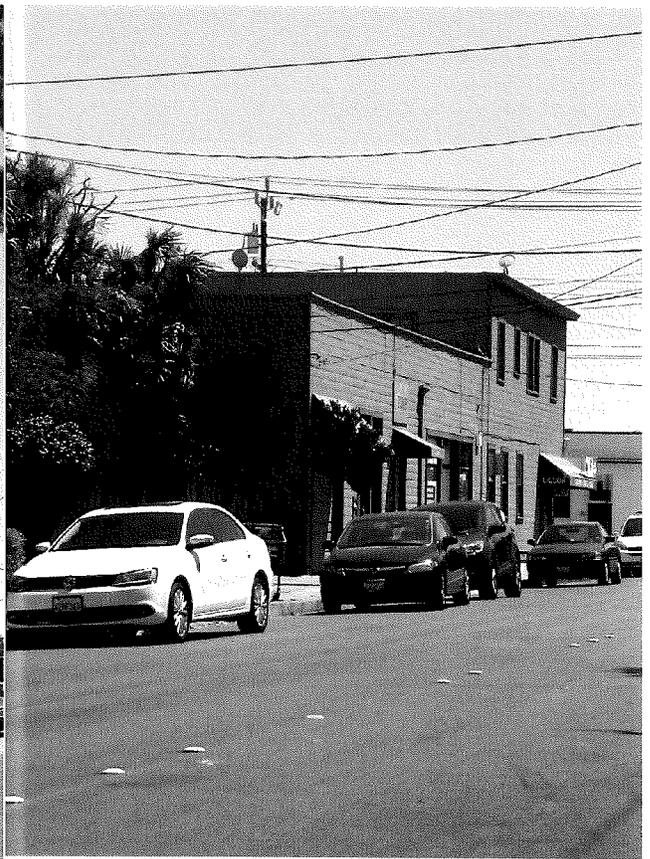
Attachments: 4 photo montages of the Myrtle Triangle neighborhood of Lyon & Hoag

RECEIVED

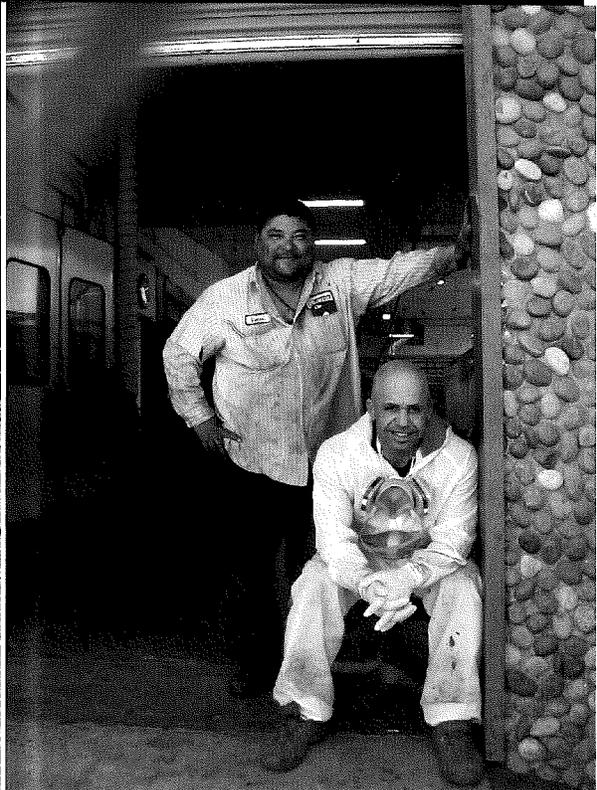
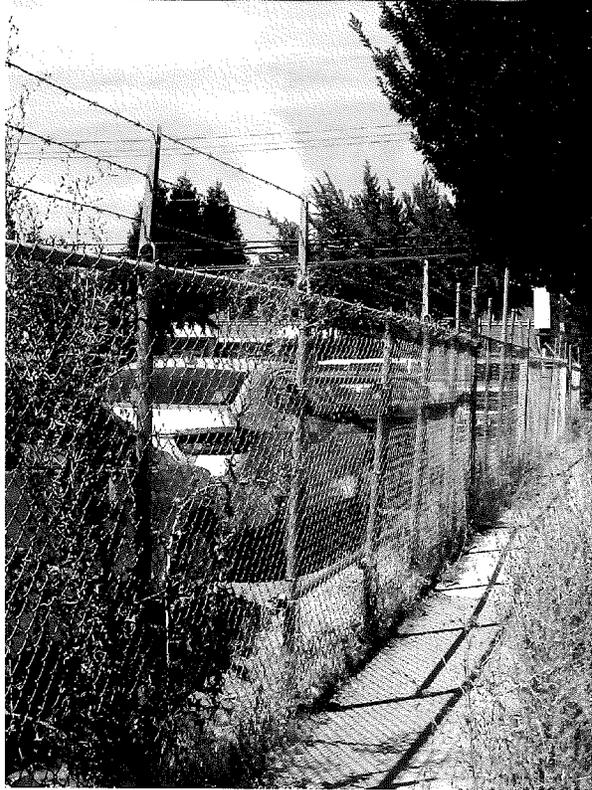
AUG 31 2015

CITY OF BURLINGAME
300 PLANNING DIV









ENVIRONMENTAL CHECKLIST FROM APPENDIX G OF THE CEQA GUIDELINES

AESTHETICS. Would the project:

- Have a substantial adverse effect on a scenic vista?
- Substantially damage scenic resources, including, but not limited to, trees, rock outcroppings, and historic buildings within a state scenic highway?
- Substantially degrade the existing visual character or quality of the site and its surroundings?
- Create a new source of substantial light or glare which would adversely affect day or nighttime views in the area?

AGRICULTURAL RESOURCES. In determining whether impacts to agricultural resources are significant environmental effects, lead agencies may refer to the California Agricultural Land Evaluation and Site Assessment Model (1997) prepared by the California Department of Conservation as an optional model to use in assessing impacts on agriculture and farmland. Would the project:

- Convert Prime Farmland, Unique Farmland or Farmland of Statewide Importance (Farmland), as shown on the maps prepared pursuant to the Farmland Mapping and Monitoring Program of the California Resources Agency, to non-agricultural use?
- Conflict with existing zoning for agricultural use, or a Williamson Act contract?
- Involve other changes in the existing environment which, due to their location or nature, could result in conversion of Farmland, to non-agricultural use?

AIR QUALITY. Where available, the significance criteria established by the applicable air quality management or air pollution control district may be relied upon to make the following determinations. Would the project:

- Conflict with or obstruct implementation of the applicable air quality plan?
- Violate any air quality standard or contribute to an existing or projected air quality violation?
- Result in a cumulatively considerable net increase of any criteria pollutant for which the project region is non-attainment under an applicable federal or state ambient air quality standard (including releasing emissions which exceed quantitative thresholds for ozone precursors)?
- Expose sensitive receptors to substantial pollutant concentrations?
- Create objectionable odors affecting a substantial number of people?

BIOLOGICAL RESOURCES. Would the project:

- Have a substantial adverse effect, either directly or through habitat modifications, on any species identified as a candidate, sensitive, or special status species in local or regional plans, policies, or regulations, or by the California Department of Fish and Game or U.S. Fish and Wildlife Service?
- Have a substantial or adverse effect on any riparian habitat or other sensitive natural community identified in local or regional plans, policies, regulations or by the California Department of Fish and Game or US Fish and Wildlife Service?
- Have a substantial adverse effect on federally protected wetlands as defined by Section 404 of the Clean Water Act (including, but not limited to, marsh, vernal pool, coastal, etc.) through direct removal, filling, hydrological interruption, or other means?
- Interfere substantially with the movement of any native or resident or migratory fish or wildlife species or with established native resident or migratory wildlife corridors, or impede the use of native wildlife nursery sites?
- Conflict with any local policies or ordinances protecting biological resources, such as a tree preservation policy or ordinance?
- Conflict with the provisions of an adopted Habitat Conservation Plan, Natural Community Conservation Plan, or other approved local, regional, or state habitat conservation plan?

CULTURAL RESOURCES. Would the project:

- Cause a substantial adverse change in the significance of an historical resource as defined in '15064.5?
- Cause a substantial adverse change in the significance of an archaeological resource pursuant to '15064.5?
- Directly or indirectly destroy a unique paleontological resource or site or unique geological feature?
- Disturb any human remains, including those interred outside of formal cemeteries?

GEOLOGY AND SOILS. Would the project:

- Expose people or structures to potential substantial adverse effects, including the risk of loss, injury, or death involving:
 - a) Rupture of a known earthquake fault, as delineated on the most recent Alquist-Priolo Earthquake Fault Zoning Map issued by the State Geologist for the area or based on other substantial evidence of a known fault? Refer to Division of Mines and Geology Special Publication 42.
 - b) Strong seismic ground shaking?
 - c) Seismic-related ground failure, including liquefaction?
 - d) Landslides?
- Result in substantial soil erosion or loss of topsoil?
- Be located on a geologic unit or soil that is unstable, or that would become unstable as a result of the project, and potentially result in on- or off-site landslide, lateral spreading, subsidence, liquefaction or collapse?
- Be located on expansive soil, as defined in Table 18-1-B of the Uniform Building Code (2001), creating substantial risks to life or property?
- Have soils incapable of adequately supporting the use of septic tanks or alternative waste water disposal systems where sewers are not available for the disposal of waste water?

GREENHOUSE GAS EMISSIONS

- Generate greenhouse gas emissions, either directly or indirectly, that may have a significant impact on the environment?
- Conflict with an applicable plan, policy or regulation adopted for the purpose of reducing the emissions of greenhouse gases?

HAZARDS AND HAZARDOUS MATERIALS. Would the project:

- Create a significant hazard to the public or the environment through the routine transport, use, or disposal of hazardous materials?
- Create a significant hazard to the public or the environment through reasonably foreseeable upset and accident conditions involving the release of hazardous materials into the environment?
- Emit hazardous emissions or handle hazardous or acutely hazardous materials, substances, or waste within one-quarter mile of an existing or proposed school?
- Be located on a site which is included on a list of hazardous materials sites compiled pursuant to Government Code Section 65962.5 and, as a result, would it create a significant hazard to the public or the environment?
- For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project result in a safety hazard for people residing or working in the project area?
- For a project within the vicinity of a private airstrip, would the project result in a safety hazard for people residing or working in the project area?
- Impair implementation of, or physically interfere with, an adopted emergency response plan or emergency evacuation plan?
- Expose people or structures to a significant risk of loss, injury or death involving wildland fires, including where wildlands are adjacent to urbanized areas or where residences are intermixed with wildlands?

HYDROLOGY AND WATER QUALITY. Would the project:

- Violate any water quality standards or waste discharge requirements?
- Substantially deplete groundwater supplies or interfere substantially with groundwater recharge such that there would be a net deficit in aquifer volume or a lowering of the local groundwater table (e.g., the production rate of pre-existing nearby wells would drop to a level which would not support existing land uses or planned uses for which permits have been granted)?
- Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, in a manner which would result in substantial erosion or siltation on- or off-site?

- Substantially alter the existing drainage pattern of the site or area, including through the alteration of the course of a stream or river, or substantially increase the rate or amount of surface runoff in a manner which would result in flooding on- or off-site?
- Create or contribute runoff water which would exceed the capacity of existing or planned stormwater drainage systems or provide substantial additional sources of polluted runoff?
- Otherwise substantially degrade water quality?
- Place housing within a 100-year flood hazard area as mapped on a federal Flood Hazard Boundary or Flood Insurance Rate Map or other flood hazard delineation map?
- Place within a 100-year flood hazard area structures which would impede or redirect flood flows?
- Expose people or structures to a significant risk of loss, injury or death involving flooding, including flooding as a result of the failure of a levee or dam?
- Inundation by seiche, tsunami, or mudflow?

LAND USE AND PLANNING. Would the project:

- Physically divide an established community?
- Conflict with any applicable land use plan, policy, or regulation of an agency with jurisdiction over the project (including, but not limited to the general plan, specific plan, local coastal program or zoning ordinance) adopted for the purpose of avoiding or mitigating an environmental effect?
- Conflict with any applicable habitat conservation plan or natural community conservation plan?

MINERAL RESOURCES. Would the project:

- Result in the loss of availability of a known mineral resource that would be of value to the region and the residents of the state?
- 2b) Result in the loss of availability of a locally important mineral resource recovery site delineated on a local general plan, specific plan or other land use plan?

NOISE. Would the project result in:

- Exposure of persons to or generation of noise levels in excess of standards established in the local general plan or noise ordinance, or applicable standards of other agencies?
- Exposure of persons to or generation of excessive groundborne vibration or groundborne noise levels?
- A substantial permanent increase in ambient noise levels in the project vicinity above levels existing without the project?
- A substantial temporary or periodic increase in ambient noise levels in the project vicinity above levels existing without the project?
- For a project located within an airport land use plan or, where such a plan has not been adopted, within two miles of a public airport or public use airport, would the project expose people residing or working in the project area to excessive noise levels?
- For a project within the vicinity of a private airstrip, would the project expose people residing or working in the project area to excessive noise levels?

POPULATION AND HOUSING. Would the project:

- Induce substantial population growth in an area, either directly (for example, by proposing new homes and businesses) or indirectly (for example, through extension of roads or other infrastructure)?
- Displace substantial numbers of existing housing, necessitating the construction of replacement housing elsewhere?
- Displace substantial numbers of people, necessitating the construction of replacement housing elsewhere?

PUBLIC SERVICES. Would the project:

- Result in substantial adverse physical impacts associated with the provision of new or physically altered governmental facilities, need for new or physically altered government facilities, the construction of which could cause significant environmental impacts, in order to maintain acceptable service ratios, response times or other performance objectives for any of the public services:
 - a) Fire protection?
 - b) Police protection?
 - c) Schools?
 - d) Parks?
 - e) Other public facilities?

RECREATION.

- Would the project increase the use of existing neighborhood and regional parks or other recreational facilities such that substantial physical deterioration of the facility would occur or be accelerated?
- Does the project include recreational facilities or require the construction or expansion of recreational facilities which might have an adverse physical effect on the environment?

TRANSPORTATION/TRAFFIC. Would the project:

- Cause an increase in traffic which is substantial in relation to the existing traffic load and capacity of the street system (i.e., result in a substantial increase in either the number of vehicle trips, the volume to capacity ratio on roads, or congestion at intersections)?
- Exceed, either individually or cumulatively, a level of service standard established by the county congestion management agency for designated roads or highways?
- Result in a change in air traffic patterns, including either an increase in traffic levels or a change in location that results in substantial safety risks?
- Substantially increase hazards due to a design feature (e.g. sharp curves or dangerous intersections) or incompatible uses (e.g., farm equipment)?
- Result in inadequate emergency access?
- Result in inadequate parking capacity?
- Conflict with adopted policies, plans, or programs supporting alternative transportation (e.g., bus turnouts, bicycle racks)?

UTILITIES AND SERVICE SYSTEMS. Would the project:

- Exceed wastewater treatment requirements of the applicable Regional Water Quality Control Board?
- Require or result in the construction of new water or wastewater treatment facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?
- Require or result in the construction of new storm water drainage facilities or expansion of existing facilities, the construction of which could cause significant environmental effects?
- Have sufficient water supplies available to serve the project from existing entitlements and resources, or are new or expanded entitlements needed?
- Result in a determination by the wastewater treatment provider which serves or may serve the project that it has adequate capacity to serve the project's projected demand in addition to the provider's existing commitments?
- Be served by a landfill with sufficient permitted capacity to accommodate the project's solid waste disposal needs?
- Comply with federal, state, and local statutes and regulations related to solid waste?

MANDATORY FINDINGS OF SIGNIFICANCE.

- Does the project have the potential to degrade the quality of the environment, substantially reduce the habitat of a fish or wildlife species, cause a fish or wildlife population to drop below self-sustaining levels, threaten to eliminate a plant or animal community, reduce the number or restrict the range of a rare or endangered plant or animal or eliminate important examples of the major periods of California history or prehistory?

Environmental Checklist from Appendix G of the CEQA Guidelines

- Does the project have impacts that are individually limited, but cumulatively considerable? ("Cumulatively considerable" means that the incremental effects of a project are considerable when viewed in connection with the effects of past projects, the effects of other current projects, and the effects of probable future projects)?
- Does the project have environmental effects which will cause substantial adverse effects on human beings, either directly or indirectly?



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

Site: 988 HOWARD AVENUE

The City of Burlingame Planning Commission announces the following public hearing **MONDAY, SEPTEMBER 14, 2015 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Design Review for an application for Environmental Review, Commercial Design Review, Conditional Use Permit for building height, Rear Setback Variance and Parking Variance for a new 3-story commercial building at **988 HOWARD AVENUE** zoned MMU. APN 029-214-220

Mailed: September 4, 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)

MMU

EAST LN

HOWARD AVE

MYRTLE RD

Caltrain

CALIFORNIA AVE

988 Howard Avenue

N

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