90 South Park
San Francisco CA 94107

415 777 0561 tel
415 777 5117 fax

LEVY DESIGN PARTNERS
ARCHITECTURE

DATE: 03/04/2016

TO: CITY OF BURLINGAME **CC:**

FROM: TOBY LEVY,FAIA

PROJECT: **988 Howard Avenue**
APN # 029-214-220

SUBJECT: Summary of Changes

OVERALL SUMMARY:

This is a summary of design changes for the proposed project at 988 Howard Street, Burlingame CA. The proposed building is a new construction of a 3-story building over basement level parking; with a lobby, retail, and parking at the ground floor, commercial at the second and third floors, and a roof deck level at the roof. The following addresses concerns and comments that were shared when we met last with the Planning Commission.

Summary of Changes:

1. *On the Myrtle Elevation, we have reduced the parapet by 42" by reducing the size and location of the roof deck.*
2. *This allowed us to bring down the horizontal sun shade projection to the top of the upper floor windows;*
    a. *These two gestures will make the building feel about 7' shorter.*
3. *We have changed the scale of the solid material on each side of the building, with a horizontal module along Myrtle to be 6", on Howard to be 12", and on East Lane to a 2 ft. module. The 6" on Myrtle will have a more residential scale similar to the clapboard siding.*
    a. *We have also updated the colors of the cladding to align closer to the current texture and feel of the area.*
4. *We have also changed the trees so that their height within 10 years will be between 20-30 feet; their mature height is 40-55' or more, depending on the growing conditions.*

Sincerely,

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

d. 988 Howard Avenue, zoned MMU - Application for Mitigated Negative Declaration, Commercial Design Review, Conditional Use Permit for building height, Rear Setback Variance and Parking Variance for a new 3-story commercial building (Dimitrios Sogas, applicant; Robert Lugliani, property owner; Toby Levy Design Partners, architect) (130 noticed) Staff Contact: Catherine Barber

This item was moved to the end of the agenda at the request of the applicant.

All Commissioners had visited the property. Commissioner DeMartini had met with the applicant previously.

Planning Manager Gardiner provided an overview of the staff report. There were no questions of staff.

> Can conditions of approval require retail on ground floor to remain retail and not convert to office? Parking count is based on assumption of retail space on ground floor. (Gardiner: If calculations are based on retail use and the application is presented with retail use, a condition could be considered.)

Chair DeMartini opened the public hearing.

Toby Levy and Franco Zaragoza, Levy Design Partners, represented the application with applicant Dimitrios Sogas.

Commission questions/comments:

> Design looks almost the same as the previous design, but wings are missing. Other than swapping colors what changes were made? (Zaragoza: Square mass as starting point, then the influence of the site having the building step back. The louver system was simplified because it had become too busy and did not feel inviting. Simplified so screen and louver system is more cohesive on all sides of the building.)
> What glass will be used? (Zaragoza: Storefront will be fully transparent. There may be head transoms for ventilation, and recessed lighting for a well-lit streetscape at night.)
> Have revised plans been shared with the community? (Sogas: Had a site meeting but not with the most recent design.)
> What is driving the height of the building? Would it not "pencil" with an extra floor? (Zaragoza: No it would not.)(Levy: Height is driven by the economics but also the desire to have a commercial level. Didn't want the office to be the presence.)

Public comments:

There were no public comments.

Chair DeMartini closed the public hearing.

Commission discussion:

> Does not like what the project does at the ground level. There are two drives into two different

garages which takes up a lot of the ground floor space. The drive that splits the lobby from the retail is undesirable. Retail is on the wrong side. If building was lower would not need as much parking. If could be solved with one parking access that did not split the ground floor spaces would be more desirable.

> Building has not changed much from earlier versions.

> Thinks retail is in right location. Seeing confluence at corner of Myrtle of retail space and adjacent courtyard space, coupled with commercial spaces across the street as adding urban vibrancy. If retail is on East Lane loses opportunity for retail to contribute to the neighborhood.

> Likes simplicity of Myrtle elevation: glass cube as anchor, with band of solid. East Lane elevation has fin walls reintroduced. It is hanging together as a building.

> Would prefer to see less parking on ground floor but building needs to work. Offices have been lifted up and retail put below to create some life on the street.

> Surrounding buildings are shorter. The market across the street is about 26 feet, as is building to north. Could drop top floor, just have parking underground and have the ground floor be retail and/or office.

> Architectural design is supportable. Has been responsive to design suggestions. Commission has not provided clear direction to redesign ground floor. There are buildings within a 1- or 2-block radius that are similar height.

> Small streets and varied commercial/residential of Myrtle Road area suggests building that is not as massive and high as this one. Likes architecture but not sure this is the right building for this location.

> If retail was on East Lane it would not be successful. Should support neighborhood. Will allow neighbor to walk there without crossing railroad tracks.

> Heights are acceptable - needs taller plate heights for office.

> Front elevation has not changed much. Was expecting to see something different, more like first design.

> Would like more landscaping, more trees.

> Issue is not with height, it is with trying to solve the ground floor problem.

Commissioner Terrones made a motion, seconded by Commissioner Sargent, to approve the application for Commercial Design Review, Conditional Use Permit, Variance, and environmental review. The motion failed by the following vote:

Aye: 3 - Sargent, Terrones, and Bandrapalli
Nay: 4 - DeMartini, Loftis, Gum, and Gaul

Project is deemed Denied Without Prejudice.

Commission discussion:

> Process has resulted in design by committee.

> Concern with ground floor glazing, and garage entrances. Has not seen evidence of looking at alternative parking scenarios.

> Commission needs to give guidance for why application was denied. Architecture, layout and flow, height?

Commissioner Terrones made a motion, seconded by Commissioner Bandrapalli, to approve the Mitigated Negative Declaration.

Commission discussion:

> What would approval of the environmental review do in absence of a project approval?

> Is concern with the ground floor an environmental issue or design review?

Commissioner Terrones withdrew the motion.

Commissioner Terrones made a motion, seconded by Commissioner Bandrapalli, to approve the application for Conditional Use Permit for building height.

Aye: 5 - Sargent, Terrones, DeMartini, Loftis, and Bandrapalli
Nay: 2 - Gum and Gaul

Commissioner Terrones made a motion, seconded by Commissioner Sargent, to approve the application for Rear Setback Variance.

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

Commissioner Terrones made a motion, seconded by Commissioner Bandrapalli, to approve the Mitigated Negative Declaration.

Commission discussion:

> Concern with relation to traffic patterns with ground floor parking garage. If design changes would that impact Mitigated Negative Declaration? (Gardiner: Less productive to approve a Mitigated Negative Declaration if there is uncertainty what the form of the project will be.)

Commissioner Terrones withdrew the motion.

Commissioner Terrones made a motion, seconded by Commissioner Bandrapalli, to approve the application for Commercial Design Review. The motion failed by the following vote:

Aye: 3 - Sargent, Terrones, and Bandrapalli
Nay: 4 - DeMartini, Loftis, Gum, and Gaul

Commissioner discussion:

> Liked East Lane elevation on first design, didn't like second. Became too blocky. Expected street elevation to be closer to the original design.
> Height and mass too big for gateway location. Is on the edge a residential area. If height was brought down would rectify some of the parking problems. Would like to see more happening on ground floor other than parking.
> Massing and size not compatible with neighborhood.
> Likes vibrancy with retail on ground floor.
> Larger trees.

City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes
Planning Commission

Monday, September 14, 2015 **7:00 PM** **Council Chambers**

b. 988 Howard Avenue, zoned MMU - 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 (Dimitrios Sogas, applicant; Robert Lugliani, property owner; Toby Levy Design Partners, architect) (113 noticed) Staff Contact: Catherine Barber

Attachments: 988 Howard Ave - Staff Report
988 Howard Ave - Attachments
988 Howard Ave - plans 08.24.15

All Commissioners had visited the property. Commissioner DeMartini met with the applicant. There were no other ex parte communications.

Senior Planner Barber provided an overview of the project.

Questions of staff:

None.

Chair DeMartini opened the public hearing.

Dimitrios Sogas represented the applicant.

> *Need for Class A office space near transit and the airport.*
> *Had neighborhood meeting in July.*
> *Adding back more on-street parking on street by closing existing curb cuts.*
> *Parking puzzle stacker parking solution - integrated system, does not utilize pits.*
> *Burlingame has "eclectic" architecture, not homogeneous.*
> *Has a presence on the street.*

Commissioner questions/comments:

> *Why so many colors? (Sogas: Architect will provide more information.)*

Toby Levy, Toby Levy Design Partners, represented the architect:

> *Retail is neighborhood-serving. Three parking spaces would be assigned to retail by code.*
> *Parking for day-to-day users, not many visitors.*
> *Burlingame allows a 10% reduction for car share. Would reduce to 63 spaces.*
> *Water table is 16 feet, so would be hard to go further below ground. Would be expensive, would probably make project infeasible.*
> *Could eliminate parking to provide all required parking but considers this less desirable.*
> *Plaza has been redesigned to be more accessible.*
> *Wants building to fit in but be distinctive for this era.*
> *Three colors: white, warm champagne, and wooden.*

> *13 feet floor-to-floor, 45-foot height total. 9-foot ceiling height for offices, not excessive.*

Brian Canepa, Nelson\Nygaard, represented the parking and transportation for the application.

Commissioner questons/comments:

> *Parking in new submittal has 38 stalls in basement including 4 tandem stalls, 30 stalls on the ground level including the stackers. Are tandem stalls allowed? (Barber: Yes, if they are within the boundaries of the Downtown Specific Plan.)*
> *Where does notch on North facade manifest on East Lane facade? (Levy: Will be squared off, was left over from previous design.)*
> *Myrtle Road corner has wood, but turns corner and is stucco. Would there be a transition? (Levy: Should wrap around.) Metal paneling should wrap around on East Lane side. Corners should be anchored in three dimensions.*
> *Are there fewer plants compared to last design? (Levy: Neighborhood wanted to incorporate more trees and larger-scale planting onto the east elevation.)*
> *Is carshare being contemplated? (Levy: Being discussed. Would like to build to 63 spaces.)(Canepa: Van share programs exist as another option.)*
> *What will retail be? (Sogas: Targeted to be a service for the building such as a sandwich shop or coffee shop. Also adding parking spaces on the street.)*
> *Is there a logic to the variation in materials? (Levy: Breaks down the scale, then steps it up around corner, addresses the other side of tracks. Didn't want it to be so "button-down," wanted to be a bit "soft-shoe" with interplay and more friendly.*

Public comments:

Kevin Cullinan spoke on this item:

> *Has a property at 1420 Burlingame Avenue with 30 spaces for 18,000 sq ft office. Works out. Many of the employees ride bikes or take train.*
> *Based on proximity to train there will be less need for parking here.*

Brett Barron, Capital Realty Group:

> *Tenants in downtown offices ride their bikes from the train station.*
> *People are not getting in their cars as much now.*

Alan Durr spoke on this item:

> *Has lived in neighborhood since 1953. Lives on Anita Road.*
> *Beautiful building.*
> *Surprised with variances. Believes building belongs on the other side of Bayshore.*
> *Sees lots of people driving to work.*
> *Being near transit does not decrease amount of parking, it increases it. At 8:30 am there is no parking in front of his house.*
> *No time limits to parking. If bringing in more people will need to address parking in neighborhood, whether it be 2-hour parking limit, 4-hour, etc.*
> *Did not get notice for outreach meeting until day later.*

Chair DeMartini closed the public hearing.

Commission discussion:

> *(Kane: Car share is under the discretion of the Community Development Director. Commission may provide input.)*
> *(Gardiner: The car share aspect of the project is a relatively recent addition and the details are still*

being put together. If it is pursued, then details will be included in the Conditions of Approval.)

> "Old school" paradigm of driving to work, vs new with trains, bikes and ride share. Fearful of combining all issues together into one project - car share, parking stackers, etc.

> Setback variance can be supported.

> Concerned with height. 35 feet is the standard preferred height. Taller requires a Conditional Use Permit. This is 45 feet to parapet, plus another 10 feet to mechanical.

> Parking is close. 1 space per 300 square feet of office space.

> Height should be a buffer to the residential district to the east. Could cut back or step down on east side, soften the building a bit.

> Street parking in neighborhood gets taken up. Lots of auto-related uses.

> Neighborhood is not all 2-story buildings. There is a 4-5 story building nearby, and some others. Will not be the tallest in the area.

> Have supported parking variances in other applications when supported by a well-done parking study.

> Car share seems like a good opportunity, so applicant should put it into the proposal so it can be formally considered.

> Variance unusual to ask for reduction in parking count only.

> Not convinced retail does not need parking, particularly if use has not been determined.

> Not big enough building for a commuter van program.

> Liked first design better. This still looks boxy, and is busy for a building that is not very big.

> Was hoping to retain the wings on front elevation and instead change blocky mass on back. Wings made the bulk and mass go away a bit.

> Has one too many steps on the East Lane facade. One too many materials. Wants to see a building, not an idea. Needs to resolve change of materials at corners.

> Concern with potential noise of parking stackers.

> Carshare supportable.

> Would like more landscaping.

> Retail space would be a benefit.

> Office use is good for the location. OK with height - provides a buffer to the railroad tracks.

> There are some elements of the new design that work well such as wood area on upper floor at Howard/Myrtle corner, and roof on that section rather than vertical elements that disappear into the sky.

> Vertical fins added some interest, slenderness. However needs a roof or some kind of termination.

> Concern with parking variance within the Downtown Specific Plan. The Specific Plan already allows for special parking considerations.

> More continuity around building. Wings and fins could be continued on other sides.

This item will return on the Regular Action Calendar for action on the environmental review and project applications.

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

Attachments: 988 Howard Ave - Staff Report
988 Howard Ave - Attachments
988 Howard Ave - Plans

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

90 South Park
San Francisco CA 94107

415 777 0561 tel
415 777 5117 fax

LEVY DESIGN PARTNERS
ARCHITECTURE

DATE: 08/17/2015

TO: CITY OF BURLINGAME **CC:**

FROM: TOBY LEVY,FAIA

PROJECT: **988 Howard Ave.**
APN # 029 214 220

SUBJECT: Summarized Changes

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 comer, 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

LEVY DESIGN PARTNERS
ARCHITECTURE

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.

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 #: 029-214-220
☐ Conditional Use Permit ☐ Special Permit ☐ 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 Av, #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 Lugliani
Address: 988 Howard
City/State/Zip: Burlingame CA 94010
Phone:
Fax:
E-mail:

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
COMM. DEV. PLANNING DIV

PROJECT DESCRIPTION: See attached

AFFADAVIT/SIGNATURE: I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature: Date: 3/6/15

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:** 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. _____ (Initials of Architect/Designer)

PROJECT DESCRIPTION: Commercial Bldg @ 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:_____ **Date:** 5 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

3-5-15

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.

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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
Address: 1290 Howard Avenue, Suite 323
City/State/Zip: Burlingame, CA 94010
Phone: 1-650-703-1042

Property Owner Name: Emporio Group Inc.
Address: 1290 Howard Avenue, Suite 323
City/State/Zip: Burlingame, CA 94010
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 Spaces[1]: NA Number of Compact Spaces[1]: NA
Number of Existing Structures and Total Square Footage of Each: 1 structure = 4,800 SF +/-

Will any structures be demolished for this project? X Yes _____ No
Size and use of structures to be demolished: 4,800 SF Structure, existing automobile garage

Number and size of existing trees on site[2]: (3) 4" trees, (2) 5" trees, (2) 6" trees, (1)12" tree
Will any of the existing tress be removed? X 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 unkown), (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 X 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 required[3]: 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 9variance 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 NA
Compact _____
Total _____

Proposed: Standard 60 commercial
Compact _____
Total 60 commercial

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

_____ 0-500 cubic yards
X 500-5,000 cubic yards
_____ 5,000-20,000 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 facility[4]: 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'.

	Yes	No
Change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours.		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

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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.

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CITY OF BURLINGAME VARIANCE APPLICATION

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.

NELSON
NYGAARD

MEMORANDUM

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CITY OF BURLINGAME
CDD-PLANNING DIV.

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.

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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.

NELSON
NYGAARD

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
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	58 daily trains stop within ½ mile (existing)	maps/schedules
Intersection density (1) within ½ mile radius	328 valences	Street plan
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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)

Project Comments

Date: April 13, 2015

To:

0 Engineering Division
(650) 558-7230

0 Building Division
(650) 558-7260

X Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

0 Stormwater Division
(650) 342-3727

0 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:

0 Engineering Division
(650) 558-7230

0 Building Division
(650) 558-7260

X Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

0 Stormwater Division
(650) 342-3727

0 City Attorney
(650) 558-7204

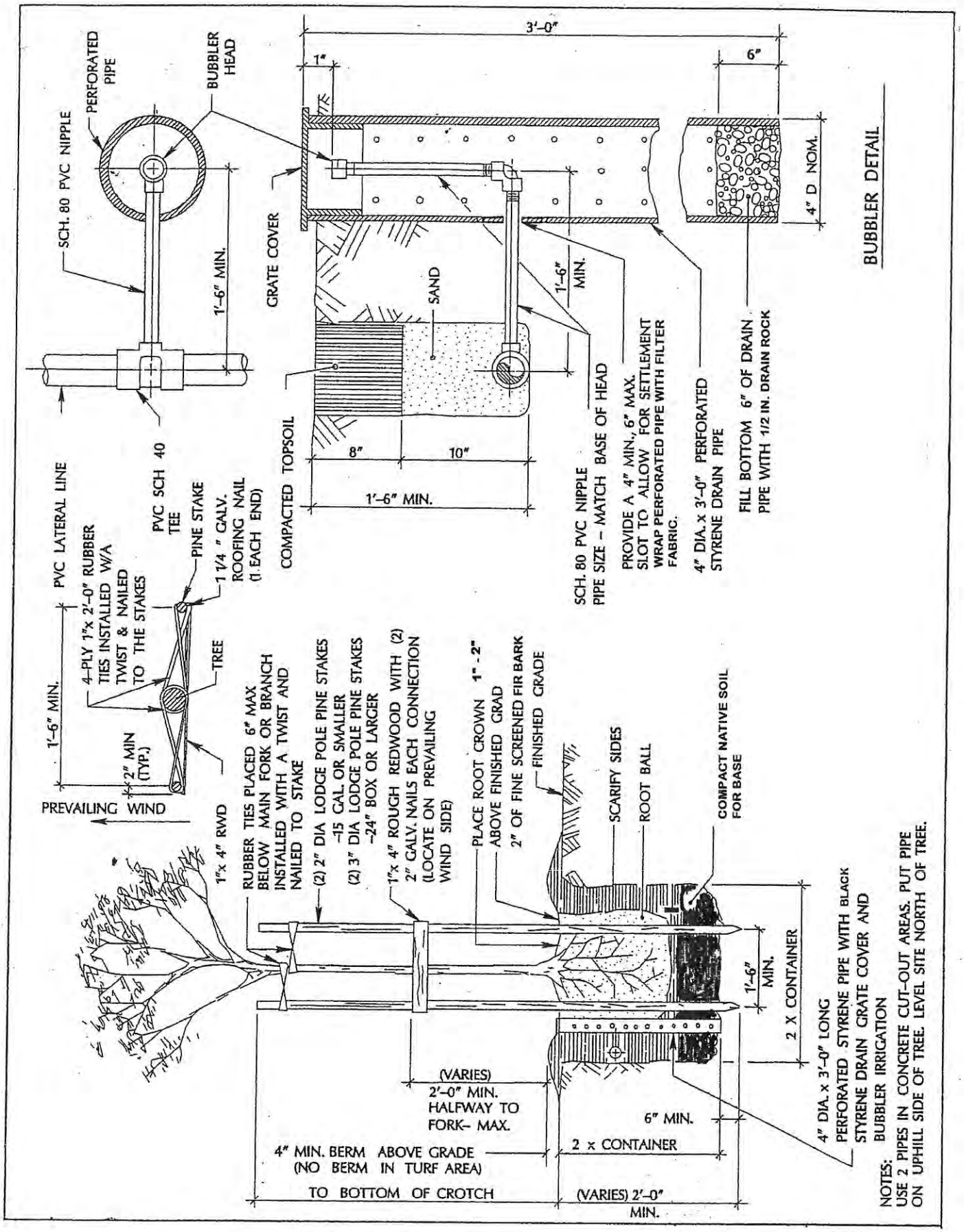
From: Planning Staff

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**



TREE PLANTING WITH BUBBLER IRRIGATION

Project Comments

Date: April 13, 2015

To:

0 Engineering Division
(650) 558-7230

0 Building Division
(650) 558-7260

0 Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

X Stormwater Division
(650) 342-3727

0 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:

0 Engineering Division
(650) 558-7230

0 Building Division
(650) 558-7260

0 Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

X Stormwater Division
(650) 342-3727

0 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**

SAN MATEO COUNTYWIDE
Water Pollution
Prevention Program

C.3 and C.6 Development Review Checklist

Municipal Regional Stormwater Permit (MRP)
Stormwater Controls for Development Projects

City of Burlingame
NPDES Coordinator
1103 Airport Blvd
Burlingame, Ca 94011
Office: (650) 342-3727
Fax: (650) 342-3712

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: dsogar@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 facilities[3], (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 Description[4]: (Also note any past or future phases of the project.) PROPOSED 3-STORY COMMERCIAL OFFICE BUILDING WITH BASEMENT PARKING GARAGE.

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. GALURA Title: DESIGN ENGINEER

Signature: Vergel P. Galura Date: 05-05-15

Phone number: (650) 593-8580 Email address: vgalura@macleodassociates.net

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[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.

I.E.1 Is the project a "C.3 Regulated Project" per MRP Provision C.3.b?

I.B.1 Enter the amount of impervious surface[5] Retained, Replaced and/or Created by the project:

Table I.B.1 Impervious and Pervious Surfaces

Type of Impervious Surface	I.B.1.a Pre-Project Impervious Surface (sq.ft.)	I.B.1.b Existing Impervious Surface to be Retained[6] (sq.ft.)	I.B.1.c Existing Impervious Surface to be Replaced[6] (sq.ft.)	I.B.1.d New Impervious Surface to be Created[6] (sq.ft.)	I.B.1.e 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?	☒	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.*	☒	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.*	☐	
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.*	☐	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.*	☒	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.*	☐	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.*	☐	
I.B.2.h	Is this a Special Project or does it have the potential to be a Special Project?	☐	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.)	☐	G
B.2.10	For Municipal Staff Use Only (Alternative Certification, O&M Submittals, Project Close Out)	☐	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)
☒	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.
☒	"	Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
☒	"	Do not clean, fuel, or maintain vehicles on-site, except in a designated area where wash water is contained and treated.
☒	"	Train and provide instruction to all employees/subcontractors re: construction BMPs.
☒	"	Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.
☒	"	Limit construction access routes and stabilize designated access points.
☒	"	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.
☒	"	Use temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
☐		Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
☐		Provide notes, specifications, or attachments describing the following: ▪ 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.
☐		Perform clearing and earth moving activities only during dry weather.
☐		Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
☐		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.
☐		Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
☒	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)
☒	CD PLANS	Storm Drain	Mark on-site inlets with the words "No Dumping! Flows to Bay" or equivalent.
☒	"	Floor Drains	Plumb interior floor drains to sanitary sewer[8] [or prohibit].
☒	"	Parking garage	Plumb interior parking garage floor drains to sanitary sewer.[8]
☒	"	Landscaping	▪ 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.
☐		Pool/Spa/Fountain	Provide connection to the sanitary sewer to facilitate draining.[8]
☐		Food Service Equipment (non-residential)	Provide sink or other area for equipment cleaning, which is: ▪ 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.
☐		Refuse Areas	▪ 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]
☐		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]
☐		Outdoor Equipment/ Materials Storage	▪ 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 sewer[8], and contain by berms or similar.
☐		Vehicle/ Equipment Cleaning	▪ Roofed, pave and berm wash area to prevent stormwater run-on and runoff, plumb to the sanitary sewer[8], and sign as a designated wash area. ▪ Commercial car wash facilities shall discharge to the sanitary sewer.[8]
☐		Vehicle/ Equipment Repair and Maintenance	▪ 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]
☐		Fuel Dispensing Areas	▪ 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.
☐		Loading Docks	▪ 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.
☒	CD PLANS	Fire Sprinklers	Design for discharge of fire sprinkler test water to landscape or sanitary sewer.[8]
☐		Miscellaneous Drain or Wash Water	▪ 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]
☐		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	
☐		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
☒	C-1	b. Direct roof runoff onto vegetated areas.
☐		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
☐		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
☒	C-1 & L2.1	e. Construct sidewalks, walkways, and/or patios with pervious or permeable surfaces.
☐		f. Construct bike lanes, driveways, and/or uncovered parking lots with pervious surfaces.
☐		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;
☐		h. Conserve natural areas, including existing trees, other vegetation and soils.
☒	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	
☒	C-1 & L2.1	j. Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
☐		k. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)
☐		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	
☐ Attach Worksheet F and Calculations	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 method[12], 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) Non-LID Treatment Measures: / Hydraulic sizing method[12] / % of C.3.d amount of runoff treated ☐ Media filter ☐2.a ☐2.b ☐2.c ____% ☐ Tree well filter ☐2.a ☐2.b ☐2.c ____%
☒ Attach Worksheet D-1 and Calculations	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: Infiltration Measures: / Hydraulic sizing method[12] ☐ Bioinfiltration[13] ☐1.a ☐1.b ☐2.c ☐3 ☐ Infiltration trench ☐1.a ☐1.b ☒ Other (specify): INFILTRATION THROUGH PLANTER BOXES
☐ Attach Plans showing system, connection to Recycled Water Line and/or Connection Approval Letter from Sanitary District ☐ Attach worksheet D-2 and Calculations	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.) Recycled Water Measure: ☐ Recycled Water System for non-potable water use will be installed and used. It is **feasible** to treat the C.3.d amount of runoff using rainwater harvesting/use? Rainwater Harvesting/Use Measures: / Hydraulic sizing method[12] ☐ Rainwater Harvesting for indoor non-potable water use ☐1.a ☐1.b ☐ Rainwater Harvesting for landscape irrigation use ☐1.a ☐1.b
☐ Attach Worksheets D-1 and D-2 and Calculations	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: Biotreatment Measures: / Hydraulic sizing method[12] ☐ Bioretention area ☐2.c ☐3 ☐ Flow-through planter ☐2.c ☐3 ☐ 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) less than 1.6 inches/hour), OR, if the Ksat rate is not available:	☒	☐
	b. Consist of Type C or D soils?	☒	☐
	➢ *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.)	☐	☐
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.)	☐	☐
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.)	☐	☐
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.)	☐	☐
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.)	☐	☐
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.)	☐	☐
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.)	☐	☐
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.)	☐	☐
	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.	☒	☐
	Infiltration is **Feasible?** Do not fill out worksheet D-2. Continue to Worksheet D-3.	☐	☐

[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). This is the project's Potential Rainwater Capture Area, in acres. — 0.24 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

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[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 Project[18]

	Residential	*Commercial*
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: ~3,560

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 Ksat > 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 Ksat < 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 Management[19] (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	
☐	☐	☐	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
☐	☐	☐	Soils report or other site-specific document showing soil type(s) on site
☐	☐	☐	If project uses the Bay Area Hydrology Model (BAHM), a list of model inputs and outputs.
☐	☐	☐	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.
☐	☐	☐	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).
☐	☐	☐	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 district[20];
- ☐ 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 district[20];
- ☐ 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 hub[21] or 100% within a planned Priority Development Area[22];
- ☐ The project is characterized as a non-auto-related use[23]; 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?	☐	☐	☐
G-3.2	Was maintenance plan approved?	☐	☐	☐
G-3.3	Was maintenance agreement submitted? (Date executed: _____)	☐	☐	☐

- *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?	☐	☐	
7.2	Was initial inspection of the completed treatment/HM measure(s) conducted? (Date of inspection:_____)	☐	☐	☐
7.3	Was maintenance plan submitted? (Date executed:_____)	☐	☐	☐
7.4	Was project information provided to staff responsible for O&M verification inspections? (Date provided to inspection staff:_____)	☐	☐	☐

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:

0 Engineering Division
(650) 558-7230

0 Building Division
(650) 558-7260

0 Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

0 Stormwater Division
(650) 342-3727

0 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

Vergel P. Galura

965 CENTER STREET • SAN CARLOS, CA 94070 • (650) 593-8580 • FAX (650) 593-8675

Project Comments

Date: March 16, 2015

To:

0 Engineering Division
(650) 558-7230

X Fire Division
(650) 558-7600

0 Building Division
(650) 558-7260

0 Stormwater Division
(650) 342-3727

0 Parks Division
(650) 558-7334

0 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 CReed **Date: 3-26-15**

Project Comments

Date: April 13, 2015

To:

0 Engineering Division
(650) 558-7230

X Building Division
(650) 558-7260

0 Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

0 Stormwater Division
(650) 342-3727

0 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:

0 Engineering Division
(650) 558-7230

X Building Division
(650) 558-7260

0 Parks Division
(650) 558-7334

0 Fire Division
(650) 558-7600

0 Stormwater Division
(650) 342-3727

0 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 finaled. No occupancy of the building is to occur until a new Certificate of Occupancy has been issued.**
11) Provide a complete demolition plan <u>that includes a legend</u> 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 <u>any</u> 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-osha.com/pdfpubs/osha_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. <u>The written response must include clear direction regarding where the requested information can be found on the plans.</u>

Reviewed by:_____ **Date:** 3-20-2015

CD/PLG-Barber, Catherine

From: James Wald · .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 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 imminent 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

Received After
06.08.15 PC Meeting
Item 9d
988 Howard Avenue
page 1 of 4

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

June 6, 2015

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JUN - 8 2015
CITY OF BURLINGAME
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Honorable Chair DeMartini and fellow Planning Commissioners:

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

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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

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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

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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 gingko 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 gingko 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 gingko 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 gingko 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/Mrytle renderings and their corresponding plans also appear to be different. The rendering shows a (too thin) strip of horizonally 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 Mrytle 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

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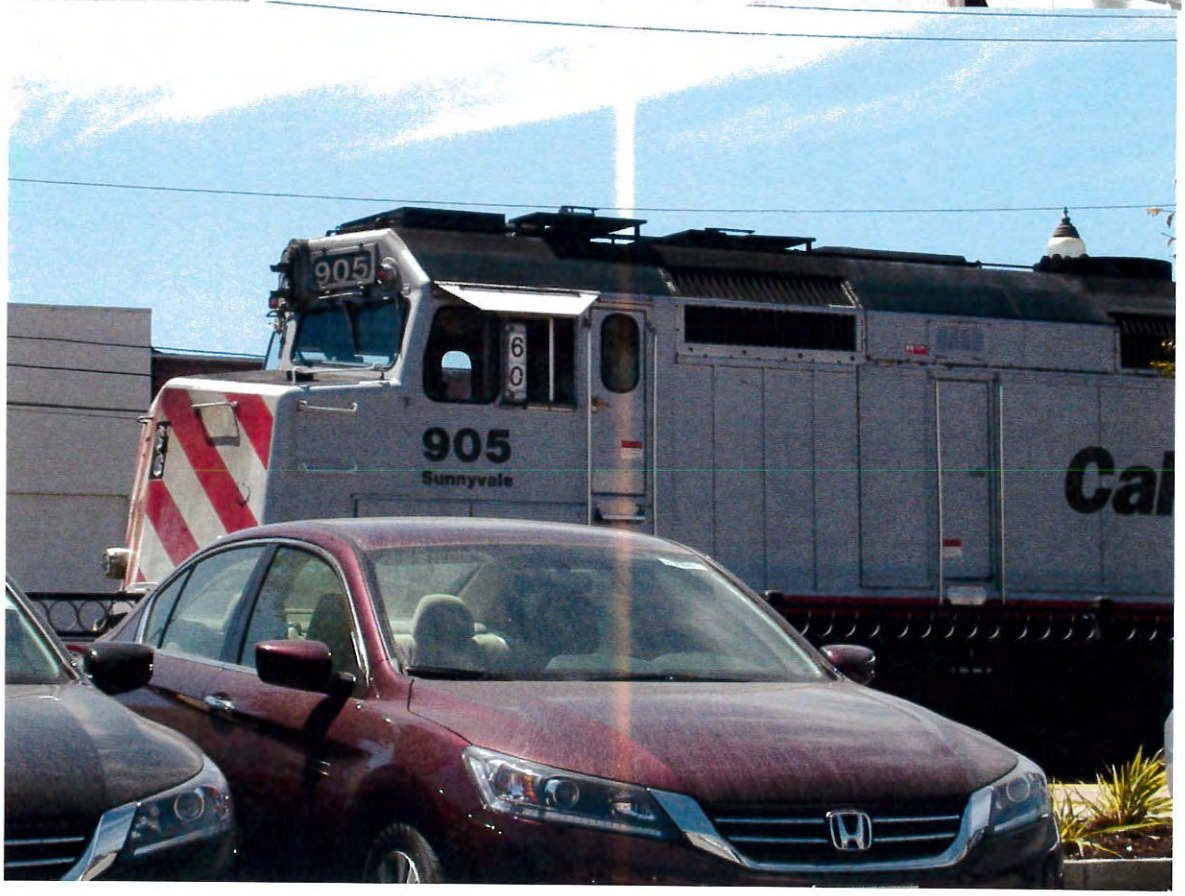
Attachments: 4 photo montages of the Myrtle Triangle neighborhood of Lyon & Hoag

572

COAST
GASOLINE
GALLONS
9 9/10
UNLEADED PLUS
449 9/10
SUPER UNLEADED
459 9/10
GASOLINE
DIESEL FUEL
RAIL CROSSING
2 TRACKS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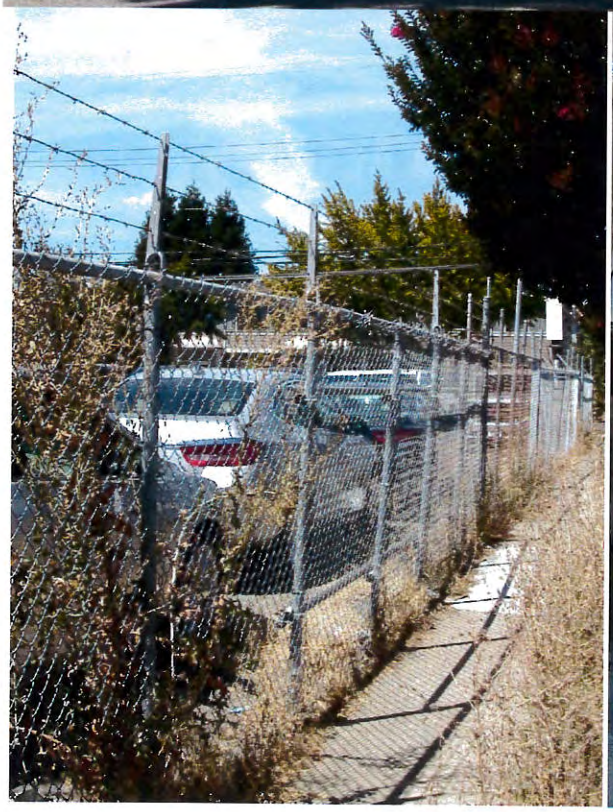

01.11.16 PC Meeting
Item #8d
988 Howard Avenue
Page 1 of 1

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RECEIVED
JAN 11 2016
CITY OF BURLINGAME
CDD – PLANNING DIV.

-----Original Message-----
From: Jennifer Pfaff [mailto:----------]
Sent: Saturday, January 09, 2016 4:33 PM
To: GRP-Planning Commissioners
Cc: CD/PLG-Keylon, Catherine; CD/PLG-Gardiner, Kevin
Subject: 988 Howard

Dear honorable Planning Commissioners:

I think the revisions to this proposal made over the past several months have helped the disparate materials, shapes (and colors) become more cohesive looking, seen as a unit from all three sides. This includes the decision to break up the huge plates of glass into smaller units, that may work to better integrate the massing of this large building with the smaller-scaled, largely residential structures that typify the residential neighborhood immediately to the east. I worry, however, about what kind of materials will make up the portions that were previously clear glass. Will this material be etched glass, or yet another opaque composite? There needs to be enough clear glass included, particularly at ground level, to engage the pedestrians, rather than more of the obscured look that now prevails in many offices (including former retail spaces) in our downtowns. Also, it appears from the revisions that more wood-like siding material has been added to the whole structure, rather than just token striping here, and there; I think this helps the structure to blend better with its charming, wood-siding flanked, corner grocery store across the street. On a related issue, I wonder if any information is available on the historical longevity (weathering) of manufactured wood and other composites outdoors, since this design concept is largely dependent on their use. Being a resident of the area, I can attest to the extreme temperatures and weather that will effect the East lane and Howard Avenue sides.

Regarding the landscape plans, the renderings and actual drawings of the East Lane facing side do not appear to match (or perhaps I am not interpreting them properly). I've mentioned this in other correspondence, but I think there is still a discrepancy that hasn't been explained: On Pages A 0.0 and page A 3.3, the color renderings show three gingkos along the East Lane side. However, the actual landscape plan on Page L.2.1 shows only 1 gingko and three smaller type trees. One solo planted gingko on East Lane will end up looking like the lone tree survivor on that block, since there is not one single tree planted on the west- facing side of East Lane for 1000 feet or so, until the corner of Burlingame Avenue, where the eucalyptus grove begins. I think it will look more "complete" to at least try to incorporate a second gingko, either on the property or the sidewalk, even if replaces one or two of the small trees that are shown. As mentioned before, this is a very large project that I think would benefit from larger scaled trees adorning it (like the gingko) to be in proper scale and to help integrate it with its neighbors.

Thank you for your kind consideration-
Jennifer Pfaff

01.11.16 PC Meeting
Item #8d
988 Howard Avenue
Page 1 of 2

COMMUNICATION RECEIVED AFTER PREPARATION OF STAFF REPORT

RECEIVED
JAN 11 2016
CITY OF BURLINGAME
CDD – PLANNING DIV.

Cathy Baylock
Newlands Avenue
Burlingame, CA 94010

January 9, 2016

Burlingame Planning Commission
c/o The City of Burlingame
501 Primrose Road
Burlingame, CA 94010

SUBJECT : 988 Howard Avenue, Environmental Scoping and Design Review

Dear Commissioners,

I have reviewed the plans for the proposed commercial building at 988 Howard Avenue replacing the existing service station and have several grave concerns about the architecture of the proposed design. Since this project falls within the parameters of the DSAP, it is subjected to its strong design criteria. In my opinion, the design scheme shown in the staff report fails to meet the design criteria for the Downtown as well as the criteria for the transitional zone leading in the residential area of Burlingables/Lyon Hoag subdivisions.

A little history: At the outset of the Downtown General Plan process, then commissioner, Tim Auran, had suggested that we enlarge the study area to include a triangular shaped swath which included the east side of the railroad tracks bordered by Burlingame Avenue to the north, Anita Road to the east and Peninsula Avenue to the south. The argument he used was that this area was in transition from auto/industrial use to office/residential and it was a key "transition zone" to the adjacent R-2 and R-1 neighborhoods and the gateway to both the Burlingables and Lyon Hoag residential subdivisions. The City Council subsequently agreed.

Heights were limited in this zone and the emphasis was on building structures with a pedestrian and residential feel. The new multi-family development at the corner of Bayswater and Anita (Bo Thorenfeldt's project) was subjected to intense design scrutiny by the Planning Commission and, after a complete schematic redesign from condo building to townhouses, a beautiful design was proposed which was embraced by the direct neighbors and the neighborhood as a whole. This particular project is an excellent example of a project that engages the street in a pedestrian friendly, residential design language while still allowing adequate density.

988 Howard is particularly important for a number of reasons: 1) It is the gateway to the R-2 and R-1 areas of Burlingables/Lyon Hoag 2) It directly faces and interacts with our 1894 Mission Revival Train Station which is a National Register listed building. 3) It anchors the southern corner of East Lane while the northern anchor is the Candy Store building, a beautiful 1920's brick structure designed by Burlingame's most prolific architect, Colonel Norberg (designer of the Burlingame Public Library, Washington School, the Lions Club and Candy Store buildings among many others). 4) It is one of the four corners of Burlingame Square and it is vital that the building balance the buildings on the other side of the square located between Howard Avenue and Burlingame Avenue i.e. The Candy Store, the Bank of Burlingame building and the Salma building.

I request that the Planning Commission use its design authority as delineated in the Burlingame Downtown Specific Plan and direct the applicant to re-design the architecture of the project that reflects the prominent historic structures surrounding Burlingame Square. Design direction should be given from these structures: The Mission Revival Train Station, the brick Candy Store building (AKA the Packard Dealership building), the Sullivanesque Bank of Burlingame building (currently the Straits Restaurant), The Salma Family Building (housing Kabul restaurant), the

former Photo Play theatre building (today's Basecamp Fitness) or the former Greyhound Bus station (currently Sam's Sandwiches).

I will leave it up to your fine expertise to decide which sort of architectural direction to guide the applicants and trust that you will provide strong correction to a building that will be on this corner for the next 50 to 100 years and will surely be the touchstone for other buildings to come.

Thank you for taking the time to consider my comments.

Sincerely,

Cathy Baylock
Cc: Burlingame City Council

RESOLUTION NO. _____

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURLINGAME FINDING THAT THERE IS NO SUBSTANTIAL EVIDENCE THAT THE APPROVAL OF A REQUEST FOR COMMERCIAL DESIGN REVIEW, CONDITIONAL USE PERMIT FOR BUILDING HEIGHT AND REAR SETBACK VARIANCE A 3-STORY COMMERCIAL BUILDING LOCATED AT 988 HOWARD AVENUE WILL HAVE A SIGNIFICANT EFFECT ON THE ENVIRONMENT UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE 6 OF THE CEQA GUIDELINES

THE PLANNING COMMISSION OF THE CITY OF BURLINGAME hereby finds as follows:

Section 1. On the basis of the Initial Study and the documents submitted and reviewed, and comments received and addressed by this commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and a Mitigated Negative Declaration, per Mitigated Negative Declaration ND-587-P, is hereby approved.

Section 2. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

_____
Chairman

I, _____, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 14th day of March, 2016 by the following vote:

_____
Secretary

RESOLUTION NO.

RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURLINGAME, APPROVING A REQUEST FOR COMMERCIAL DESIGN REVIEW, CONDITIONAL USE PERMIT FOR BUILDING HEIGHT AND REAR SETBACK VARIANCE FOR A NEW THREE-STORY COMMERCIAL BUILDING AT 988 HOWARD AVENUE, ON PROPERT SITUATED WITHIN THE MYRTLE MIXED USE (MMU) ZONE

RESOLVED, BY THE PLANNING COMMISSION OF THE CITY OF BURLINGAME THAT:

WHEREAS, an application has been made for Commercial Design Review, Conditional Use Permit for Building Height, and Rear Setback Variance for construction of a new 3-story commercial building at 988 Howard Avenue, zoned MMU, Robert Lugliani, 988 Howard Avenue, Burlingame, CA, 94010 property owner, APN: 029-214-220;

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on March 14, 2016, at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

NOW, THEREFORE, IT IS RESOLVED AND DETERMINED BY THIS PLANNING COMMISSION THAT:

Section 1. Said Commercial Design Review, Conditional Use Permit for Building Height, and Rear Setback Variance are approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Commercial Design Review, Conditional Use Permit for Building Height, and Rear Setback Variance are set forth in the staff report, minutes, and recording of said meeting.

Section 2. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

_____

Chairman

I, _____, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 14th day of March, 2016 by the following vote:

_____

Secretary

EXHIBIT "A"

Conditions of approval for Commercial Design Review, Conditional Use Permit for Building Height, and Rear Setback Variance.

988 Howard Avenue
Effective **March 25, 2016**

1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped February 23, 2016, sheets A0.0 through A4.1, C-1, L-1.1 through L-2.2;

2. that prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the Planning Commission, or City Council on appeal; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;

3. that any changes to the size or envelope of building, which would include changing or adding exterior walls or parapet walls, shall require an amendment to this permit;

4. that any changes to building materials, exterior finishes, windows, architectural features, roof height or pitch, and amount or type of hardscape materials shall be subject to Planning Division or Planning Commission review (FYI or amendment to be determined by Planning staff);

5. that the maximum elevation at the top of the roof parapet shall not exceed elevation 141.56' for a maximum height of 45'-0", and that the top of each floor and final roof ridge shall be surveyed and approved by the City Engineer as the framing proceeds and prior to final framing and roofing inspections. The ground floor finished floor shall be elevation 97.78'; second floor finished floor shall be elevation 111.78'; third floor finished floor shall be elevation 124.78', and the roof level shall be elevation 137.78'. Should any framing exceed the stated elevation at any point it shall be removed or adjusted so that the final height of the structure with roof shall not exceed the maximum height shown on the approved plans;

6. that the project shall include at least one dedicated off-street, car share parking space with the following requirements:

   a. the car share space shall be maintained in perpetuity and cannot be modified without the City's consent;

   b. the car share space shall be clearly labeled both with painted in-ground signage as well as eye-level signage;

   c. the car share space shall be accessible to tenants of the building and at the discretion of the building owner may also be available to non-tenant subscribers from outside the building;

   d. the dimensions of the car share space shall be in accordance with requirements set forth in the Zoning Code for off-street parking spaces.

7. that the 66 on-site parking spaces (excluding the car share space) shall be used only for the tenants and visitors of the commercial/retail and office facilities on this site and shall not be leased or rented for storage of automobiles or goods either by individuals or businesses not on this site or by other businesses for off-site parking;

8. that the conditions of the Building Division's March 20, 2015 and May 14, 2015 memos, the Park's Division's March 16, 2015 and May 19, 2015 memos, the Engineering Division's April 13, 2015 memo, the Stormwater Division's March 17, 2015 and May 12, 2015 memos, and the Fire Division's March 26, 2015 and May 14, 2015 memos shall be met;

9. that prior to issuance of a building permit for the project, the applicant shall pay the first half of the public facilities impact fee in the amount of $101,219.00, made payable to the City of Burlingame and submitted to the Planning Division;

10. that prior to scheduling the final framing inspection, the applicant shall pay the second half of the public facilities impact fee in the amount of $101,220.97., made payable to the City of Burlingame and submitted to the Planning Division;

11. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit;

12. that demolition or removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;

13. that during construction, the applicant shall provide fencing (with a fabric screen or mesh) around the project site to ensure that all construction equipment, materials and debris is kept on site;

14. that storage of construction materials and equipment on the street or in the public right-of-way shall be prohibited;

15. that the applicant shall comply with Ordinance 1503, the City of Burlingame Storm Water Management and Discharge Control Ordinance;

16. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, 2013 Edition, as amended by the City of Burlingame;

The following five (5) conditions shall be met during the Building Inspection process prior to the inspections noted in each condition:

17. that prior to scheduling the foundation inspection a licensed surveyor shall locate the property corners, set the building envelope;

18. that prior to the underfloor frame inspection the surveyor shall certify the first floor elevation of the new structure;

19. that prior to scheduling the framing inspection, the project architect, engineer or other licensed professional shall provide architectural certification that the architectural details such as window locations and bays are built as shown on the approved plans; if there is no licensed professional involved in the project, the property owner or contractor shall provide the certification under penalty of perjury. Certifications shall be submitted to the Building

Division;

20. that prior to scheduling the roof deck inspection, a licensed surveyor shall shoot the height of the roof parapet and provide certification of that height to the Building Division;

21. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans;

Mitigation Measures from Initial Study

Aesthetics

22. The project developer shall install low-profile, low-intensity lighting directed downward to minimize light and glare. Exterior lighting shall be low mounted, downward casting, and shielded. In general, the light footprint shall not extend beyond the periphery of each property. Implementation of exterior lighting fixtures on all buildings shall also comply with the standard California Building Code (Title 24, Building Energy Efficiency Standards) to reduce the lateral spreading of light to surrounding uses, consistent with Burlingame Municipal Code Section 18.16.030 that requires that all new exterior lighting for commercial developments be designed and located so that the cone of light and/or glare from the light element is kept entirely on the property or below the top of any fence, edge or wall.

Air Quality

23. The contractor shall implement the following best management practices:

    a. All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.

    b. All haul trucks transporting soil, sand, or other loose material off-site shall be covered.

    c. All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.

    d. All vehicle speeds on unpaved roads shall be limited to 15 miles per hour.

    e. All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.

    f. Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes (as required by the California airborne toxics control measure Title 13, Section 2485 of California Code of Regulations [CCR]). Clear signage shall be provided for construction workers at all access points.

g. All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.

h. Post a publicly visible sign with the telephone number and person to contact at the City of Burlingame regarding dust complaints. This person shall respond and take corrective action within 48 hours. Bay Area Air Quality Management District (BAAQMD) phone number shall also be visible to ensure compliance with applicable regulations.

24. The contractor shall select specific equipment during construction in order to minimize emissions. The equipment selection would include the regulation that all diesel-powered equipment larger than 50 horsepower and operating on the site for more than two days continuously shall, at a minimum, meet the U.S. EPA particulate matter standards for Tier 2 engines or equivalent.

Biological Resources

25. If construction activities would commence anytime during the nesting/breeding season of native bird species potentially nesting near the site (typically February through August in the project region), a pre-construction survey for nesting birds would be conducted by a qualified biologist within two weeks of the commencement of construction activities. The pre-construction survey would encompass the project site and surrounding area, within 150 feet, so as to account for construction-related noise.

Cultural Resources

26. In the event archaeological resources are encountered during construction, work will be halted within 100 feet of the discovered materials and workers will avoid altering the materials and their context until a qualified professional archaeologist has evaluated the situation and provided appropriate recommendations.

27. A discovery of a paleontological specimen during any phase of the project shall result in a work stoppage in the vicinity of the find until it can be evaluated by a professional paleontologist. Should loss or damage be detected, additional protective measures or further action (e.g., resource removal), as determined by a professional paleontologist, shall be implemented to mitigate the impact.

28. In the event that human remains are discovered during project construction, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent human remains. The county coroner shall be informed to evaluate the nature of the remains. If the remains are determined to be of Native American origin, the Lead Agency shall work with the Native American Heritage Commission and the applicant to develop an agreement for treating or disposing of the human remains.

Geology and Soils

29. Project design and construction shall adhere to Title 18, Chapter 18 of the Burlingame Municipal Code, and demonstrate adherence to the latest seismic design parameters as

required by the California Building Code including, but not limited to, anchorage, load combinations, and structure integrity.

Hazards and Hazardous Materials

30. The contractor shall comply with Title 8, California Code of Regulations/Occupational Safety and Health (OSHA) requirements that cover construction work where an employee may be exposed to lead. This includes the proper removal and disposal of peeling paint, and appropriate sampling of painted building surfaces for lead prior to disturbance of the paint and disposal of the paint or painted materials.

31. The applicant shall contract a Certified Asbestos Consultant to conduct an asbestos survey prior to disturbing potential asbestos containing building materials and shall implement the Consultant's recommendations for proper handling and disposal.

32. The applicant shall prepare, and submit, a Soils Management Plan (SMP) to the San Mateo County Health Department for approval, prior to the issuance of a building permit. The SMP will address the possibility of encountering subsurface contaminants, including groundwater, during construction activities, and the measures for identifying, handling, and disposing of subsurface contaminants. The SMP shall be submitted to the City prior to issuance of a building permit.

33. The contractor shall ensure the appropriate handling, storing, and sampling of any soil to be removed from the subject property, as per the SMP, so as to eliminate potential health and safety risks to the public, including construction workers.

34. In the event that groundwater, or other subsurface contaminants, are encountered during excavation, grading, or any other demolition/construction activities at the project site, the contractor shall ensure that the procedure for evaluating, handling, storing, testing, and disposing of contaminated groundwater is implemented, as per the SMP.

35. Workers handling demolition and renovation activities at the project site shall be trained in the safe handling and disposal of residual chemicals, solvents, heavy metals, motor and transmission oils, lubes, greases, antifreeze, Freon, solvents, and lead-acid batteries etc. associated with the former gas station and auto repair maintenance shop.

Noise

36. The contractor shall ensure that the interior noise levels are maintained at or below 50 dBA Leq (1-hr). Treatments would include, but are not limited to, sound-rated wall and window constructions, acoustical caulking, protected ventilation openings, etc. The specific determination of what noise insulation treatments are necessary shall be conducted on a room-by-room basis during final design of the project. Results of the analysis, including the description of the necessary noise control treatments, shall be submitted to the City, along with the building plans and approved design, prior to issuance of a building permit.

37. The contractor shall install forced-air mechanical ventilation, as determined by the local building official, for all exterior-facing rooms of the office building so that windows can be kept closed at the occupant's discretion to control interior noise and achieve the interior noise standards.

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

PUBLIC HEARING NOTICE

The City of Burlingame Planning Commission announces the following public hearing **MONDAY, MARCH 14, 2016 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

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

Mailed: March 4, 2016

(Please refer to other side)

City of Burlingame

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

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

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

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

William Meeker
Community Development Director

PUBLIC HEARING NOTICE

(Please refer to other side)

MMU
HOWARD AVE
EAST LN
MYRTLE RD
Caltrain
CALIFORNIA AVE
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988 Howard Avenue
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