COMMUNITY DEVELOPMENT DEPARTMENT • 501 PRIMROSE ROAD • BURLINGAME, CA 94010
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# APPLICATION TO THE PLANNING COMMISSION

**Type of application:**

☒ Design Review ☐ Variance ☐ Parcel #: 029-224-270
☐ Conditional Use Permit ☐ Special Permit ☐ Zoning / Other:

**PROJECT ADDRESS:** *150 Park Rd (Lot F)*

**APPLICANT**

Name: Chris Grant
Address: 430 E State Street #100
City/State/Zip: Eagle, Idaho 83616
Phone: 208.577.2768
E-mail: ChrisG@tpchousing.com

**PROPERTY OWNER**

Name: City of Burlingame, A Municipal Corporation
Address:
City/State/Zip:
Phone:
E-mail:

**ARCHITECT/DESIGNER**

Name: DG Group Architecture PLLC
Address: 430 E State Street #100
City/State/Zip: Eagle, Idaho 83616
Phone: 208.461.0022
E-mail: Douglasg@tpchousing.com
Burlingame Business License #: 31877

**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. DG (Initials of Architect/Designer)**

**PROJECT DESCRIPTION:** Commercial/Retail and Workforce Housing project partnering with the city. Housing units include affordable housing and senior housing with roughly 132 units. Parking will be below grade.

**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:** 7/19/2017

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:** 7/19/2017

RECEIVED
**Date submitted:**
JUL 20 2017



CITY OF BURLINGAME
CDD-PLANNING DIV.

**CD/PLG-Ruben Hurin**

**From:** Jennifer Pfaff <jjpf@pacbell.net>
**Sent:** Tuesday, February 20, 2018 4:02 PM
**To:** CD/PLG-Ruben Hurin
**Subject:** The "Village" on Parking Lot F

Dear Commissioner Gum and fellow Planning Commissioners:

Thank you for all the hard work you do to try and keep our city beautiful, enduring and engaging. I wanted to attend and speak at this meeting, but am unable, as I am a participant in the ECR Task Force Study Session with Council, at the same time.

## My written comments are related to the housing project proposed for Lot F.

Ironically this project is called "*The Village at Burlingame",* yet there is absolutely nothing "village-like" about it. Depending on one's point of view, the purpose of the project may be well intended, but that should not change nor influence its integral role as a part of the Downtown Specific Plan.

By default, as related to its intended purpose, this project is completely maxed out. You all have a very, very tall order, as this project will no-doubt be the first- and perhaps last of its kind unless it can be substantially improved. *The Village* needs to live up to its name, worthy of its purpose in all ways, or it will just be viewed as a big mistake for decades to come.

ZONING: It appears that side setback variances have been requested, and the DSAP requirement that the ground floor be enlivened with pedestrian scale (retail) spaces, has been watered down, instead containing just 2100 sq. feet of "communal space" reserved for the residents, not the general public. Though retail in that location could admittedly be tough, there is a fair chance that the limited space will devolve into a dead, seldom used space, visible from the street and possibly very unappealing— certainly not the original intent of the downtown plan.

The very back of the current parking lot F contains a nice, substantial tree that somehow has disappeared in the Village plans, (marked as Removed). It appears to actually belong to the parcel of the apartment house at 137 Lorton Avenue. Since a pocket park is envisioned adjacent to the space, that mature tree is a real gift and has value as contributory to the minimal landscaping of the pocket park. Though the project zoning has no rear setback requirement, the plans could and should be pulled back enough in the area of the tree's drip line to protect the roots and canopy. The tree should remain in place where it can embellish the scant landscaping of the adjacent pocket park, and improve the quality of life of the neighboring residents.

Further on the topic of the pocket-park, short of a completely rethought design, it seems inevitable that the space(the *panhandle* area off of Lorton) may end

up in the shadows cast by the 60ft. tall complex, as the afternoon progresses.

Regarding the complex itself, I have concerns about the design, and quality of its construction. During a recent Study Session of Council, an analysis was done by Keyser-Marston, a firm hired by Burlingame to independently evaluate the project pro-forma. On the line-item related to the architecture-engineering budget, some of the Council members expressed concern that these costs seemed to be on the low end— a point confirmed by Keyser-Marston during the hearing.

In response, the project applicant retorted that the company's design services are done" in-house" in order to keep their costs down. Though that may be true, it doesn't mean that the proposed design and materials would meet Burlingame's standards, and what shall happen if that is discovered after the project is underway.

In closing, here is a thought: If a successful retail storefront area may be considered unrealistic in this location, and the developer has been thinking of "workaround" solutions in an attempt to (just barely) satisfy the "activated street-storefont" requirement, maybe there is a better solution.

How about calling this project "uniformly residential" rather than "mixed-use with ground floor retail"? In that case, no need for a zero "to-build" line, in fact, a landscaped front setback (say 10-12 ft.) would be in order. Along those lines, rather than constructing a 2100 sq. ft. of communal space of unclear use or virtue, why not instead consider using the same amount of space and devote it to providing some much needed breathing room to frame the project This could be done via a landscaped setback along Park Road, perhaps in the form of an undulating 200 ft strip of landscape that "connects" visually with the substantial landscaping of the adjacent condo structure at the corner of Park Road and Bayswater—maybe with benches and some artwork to beautify and add a human factor to an otherwise rather sterile street.

This building plan as proposed is enormous; it is begging for some warmth and character to define it. A linear landscaped park would do wonders for the public realm while helping to mitigate the structure's substantial size. There could even be some door-stoop or garden style type entrances along the Park Road elevation, perhaps with little yards and garden spaces on the street level, (think birds and wildlife— :))

Please Commissioners, please do what you can to make sure the Village at Burlingame, is not in name, only, and becomes a Burlingame-worthy project—one that this community can be proud of for generations to come.

Sincerely,

Jennifer Pfaff

# Village at Burlingame
# Frequently Asked Questions (FAQ)

February 20, 2018

## A: INTRODUCTION/CONTEXT: What are key changes in our region's housing and traffic conditions? How has that affected who lives and works in Burlingame?

For years, housing development in Burlingame and San Mateo County has not kept up with the thousands of new jobs added, and the problem has gotten worse in recent years. Between 2010 and 2016 San Mateo County added 79,000 new jobs, but only 4,941 new homes of all types. The resulting jobs-housing gap ratio was 16. In other words, only one new housing unit was built for every 16 new jobs created. Very limited growth in housing relative to fast growth in jobs is sometimes called the "jobs-housing gap." These conditions drive up the cost of housing for homebuyers and renters alike, produces congestion and long commutes for workers, and forces friends and family members to move away because they can no longer afford to live here.

Past surveys have told us that Burlingame residents are concerned about their family members, co-workers and fellow residents who can no longer afford to live in the community. People are also concerned about local businesses, schools and service providers that are struggling to hire and retain people. As we face this difficult situation that impacts our entire region as well as our city, we also know that our community has innovators and problem solvers. Together, we can make meaningful progress.

How are communities in San Mateo County responding? Most are encouraging development of new housing near public transit, updating downtown planning policies and exploring new sources of funding. In Burlingame we have a unique opportunity to utilize two city-owned downtown parking lots (F&N) to create new affordable housing as well as a new parking structure. The housing part of this development is called the "Village at Burlingame."

# B: DOWNTOWN: What is the City's vision for the Downtown?

## 1. Why is the city developing the parking lots?

In 2010 the Burlingame City Council adopted the Burlingame Downtown Specific Plan. The culmination of a multi-year community planning process, the Plan provides a framework for sustaining the existing success of the downtown and accommodating new opportunities.

One aspect of the Downtown Specific Plan is a focus on better use of parking facilities downtown, particularly the twenty City-owned surface parking lots. The plan encourages parking lots to be converted to different uses over time, such as housing, open space, and additional parking. Choices about uses are guided by what will most benefit the downtown area.

Consistent with the Downtown Specific Plan, the City Council has expressed a keen interest in expanding the housing options available in Burlingame, including the provision of more affordable housing options, a category of housing that is minimally represented amongst the existing housing stock within the community. Extremely high property values and rental rates for housing within the Bay Area Region and particularly on the San Francisco Peninsula have escalated dramatically in recent years, forcing many who have enjoyed the quality of life in Burlingame to leave due to the ever-increasing costs of housing in the community.

Likewise, as parking is important to Downtown businesses and residents alike, the City Council has been evaluating options for improving parking in the downtown area. This includes accommodating demand by using the land more efficiently with decked or structured parking.

The proposed development of Parking Lots F and N is intended to respond to these objectives with:

- new housing units to support the community, including housing for seniors and for people working in the community;
- additional, conveniently-located parking for use by downtown businesses and residents alike;
- additional open space to be enjoyed by both current and new residents.


Location of Parking Lots F and N

# C: MIX OF HOUSING CHOICES: What types of housing are available to enhance Burlingame's overall quality of life (relative to longtime residents, newer residents, economic vitality, etc.?)

## 1. What is the official government definition of Affordable Housing? And how do federal, state and local governments help support making housing more affordable to more people?

When people talk about "affordable housing, they may be referring to housing that fits a person's or family's budget. In conversation, it is common to hear, "we need more affordable housing" or "I wish I could find affordable housing in the Bay Area."

The term "affordable housing" also has an official technical definition when referred to by local, state and federal governments. In this case, the commonly used definition of affordable rental housing, created by the federal government, is that a household's housing is affordable if that household pays no more than 30 percent of its income towards rent and utilities. "Household income" refers to the combined incomes of all of the residents of a single house or apartment, whether related by family or not.

In expensive areas of the country such as the Bay Area, housing costs for low-income and moderate-income families regularly exceed the accepted definition of affordable housing. In order to create more affordable conditions in high-cost areas, housing may receive some type of subsidy to reduce the cost to the renter.

Subsidies can occur in two ways – directly to the renter through such programs as the Housing Choice Voucher Program (Section 8) or indirectly to the building owner who then agrees to use the subsidy to charge below-market rate rents. Owner subsidies are accomplished in many ways such as, land donations (reducing the cost of development), tax credit financing (federal and state), direct government payments (San Mateo County's Affordable Housing Fund), low interest loans or zoning incentives.

## 2. What does "workforce" housing mean?

Workforce housing is a term that is increasingly used by governments, planners and organizations concerned with housing policy or advocacy. The term does not have a

well- recognized definition, but is often used to describe a portion of the population that is seen as earning too much to qualify for subsidized housing and earning too little to be able to afford rents in a region.

In the Bay Area, the term is frequently used to describe households earning between 80% - 120% of Area Median Income (AMI). Some planners reduce the lower end to 60% of AMI because housing subsidies are not available to households earning above this level.

## 3. How does eligibility for "affordable housing" work?

Every housing subsidy program uses a central statistic — the area median income, or AMI — to determine whether families are eligible for the program and at what level. The area median income (AMI) is the household income for the median — or middle — household in a region.

Each year, the Department of Housing and Urban Development (HUD) calculates the median income for every metropolitan region in the country. HUD focuses on the region — rather than just a city — because families searching for housing are likely to look beyond the city itself to find a place to live. In San Mateo County, the HUD-defined "Unadjusted Area Median Income" (AMI) for a family of four currently is $115,300.

## 4. What is the meaning of low, very low, moderate, etc. income?

By government definition, "Moderate-Income" means a household with an income that is 120% of the "Area Median Income" (AMI), "Low-income" means a household with an income that is 80% of AMI, "Very-Low Income" means a household with an income that is 50% of AMI, and "Extremely-Low Income" means a household with an income at 30% of AMI.

The chart below lists these income definitions and the amount of rent a family in San Mateo County can "afford" (i.e., that is no more than 30% of their household income).

| **U.S. Department of Housing & Urban Development (HUD) Defined Income Levels** | Percent of "Area **Median Income" (AMI)** | **Household Income** (for a 4-person family in **San Mateo County**) | **Rent for a 2-Bedroom Unit** that equals 30% of the Household Income |
|---|---|---|---|
| "Moderate Income" | 120% of AMI | $ 138,350 | $ 3,459 * |
| "Low Income" | 80% of AMI | $ 92,250 | $ 2,306 * |
| "Very Low Income" | 50% of AMI | $ 57,650 | $ 1,481 ** |
| "Extremely-Low Income" | 30% of AMI | $ 34,600 | $ 888 ** |

### 5. What ages qualify for Senior Housing?

Depending on the project and circumstances, possible answers can be 55+ or 62. At the Village at Burlingame the age qualification will be 55+.

## D: ABOUT THE VILLAGE: Project Overview and City's role

### 1. What are the number of units in the building?

The current proposal for the Village at Burlingame, which will evolve over time, is designed to be an intergenerational complex with approximately 132 units over all, 78 for workforce and 54 for seniors. The proposal envisions a mix of one and two bedroom units.

### 2. How tall will the project be?

In the current proposal, the height is proposed to be 55 feet to the top of the roof parapet (in other words, the top of the outer wall). Enclosures for the elevators and stairwells will extend an additional 10 feet to contain mechanical equipment and to allow emergency access to the rooftop.

### 3. Who will rent these units?

The broad intent is for the units to be rented by people working in Burlingame, and Burlingame seniors. Prospective residents must fall within the income limits and pass typical tenant background checks. To the full degree allowed by fair housing regulations, Burlingame residents and/or workers will receive preference for selection.

It is intended that the proposed project has a mix of families and ages. The program design is still under review, but in general is intended to give a preference for public agency employees as well as persons living or working in Burlingame.

### 4. What are the requirements to rent here?

The workforce units are intended for people who work in the local area, so all units will have income requirements. The income requirements will vary depending on the designated income level assigned to each unit, ranging from 50% of area median income up to 120% of area median income.

The senior units are intended for seniors with incomes ranging from 50% of area median income, up to market rate. The income requirements will vary depending on the designated income level assigned to each unit.

## 5. How many people will be occupying each unit? Is this limited?

The units have either one or two bedrooms. While too soon to adopt occupancy standards, the City will insist that best industry practices be followed by the owner/operator.

## 6. How close to the property line will the building be?

The front of the building is designed to be built up to the sidewalk with no setback, in the manner of traditional downtown buildings. The sides are proposed to vary from 3'-4" to 10 feet, depending on the portion of the building. The rear is proposed to be 5 feet from the property line.

## 7. Can my friends or family get on the wait list for these units?

A process, including any local preferences, will be established when completion is closer and that outreach will be especially intensive within Burlingame.

## 8. When will the construction start?

Building Permits are estimated to take approximately 5-6 months after the project is approved by the City Council. Preliminary grading and excavation may begin prior to full permits depending on time of year. Obtaining funding commitments from the state and, if needed, from the county are variables that may add to the timeline. Depending on the timing of the City approval and finalizing the funding commitments, a possible timeframe could be in 2019 or 2020 for all permits to be issued and construction of the structures to be underway.

## 9. How long will construction last?

Both the housing and the parking structure are anticipated to be completed within 24-28 months of start of construction. The duration of construction will depend on the time of year excavation can begin and the final requirements imposed through the project review process.

## 10. What is the rent charged?

By rent is determined by income category and household size. Generally rents are set to be no more than 30% of their household income for each income category. The

income categories and rents are adjusted each year based on the area median income of San Mateo County.

### 11. Will this be "Section 8" housing?

Families with vouchers may not qualify for this housing depending upon the target income requirements of the development. In general, because the building is anticipated to be built with other housing subsidies, vouchers would not be appropriate.

The Housing Choice Voucher (HCV) Program, commonly known as Section 8, is a federal program of rental subsidies that is administered by local housing authorities. It is not an entitlement program and the amount available for subsidies each year depends upon federal budget allocation.

In general, a qualifying family's income may not exceed 50% of the median income for the county or metropolitan area in which the family chooses to live.

A family that is issued a housing voucher is responsible for finding a suitable housing unit that meets program maximum rental limits as well as health and safety requirements. A housing subsidy is paid to the landlord directly by the housing authority on behalf of the participating family. The family then pays the difference between the actual rent charged by the landlord and the amount subsidized by the program.

## E: ABOUT PARKING AND LOCAL TRAFFIC FLOW

### 1. What will parking be like with the new apartments?

Parking will be provided at the same ratio as other downtown apartment projects. There will be 1 space for each 1-bedroom unit, and 1.5 spaces for each 2-bedroom unit. In practice, the residents of some two bedroom units will need two spaces, whereas others will only need one space, so the 1.5 space ratio is an average. The City has found these parking ratios are suitable for downtown residential apartment developments, given the proximity to transit and services.

### 2. Where will the cars park that used to park in the lot?

As a part of the overall project, the developer is required to replace the 97 public parking spaces displaced by the construction of the apartment development on parking Lot F. These spaces will be replaced via construction of a five-level public parking

structure on parking Lot N that would aggregate the public parking spaces on Lots F (97 spaces) and N (109 spaces) for a total of replacement 206 spaces.

## 3. Where will guests visiting the apartments park?

Guests would most likely park in Parking Lot G, across Park Road from the apartments, or parking structure at Lot N, through the park and across Lorton Avenue.

## 4. Who is building the parking garage?

The parking garage would be built by the housing developer, Pacific West Communities. However the City of Burlingame would ultimately own the structure.

## 5. How tall is the parking garage and how many stalls will there be?

The parking structure would have five parking levels. The fifth parking level would be on the roof, so the structure would more closely resemble a four-story building. The total height would be 46'-6".

## 6. How many parking stalls will be in the new garage, and how many more is that compared to the current, surface lots?

The proposed garage would have a total of 388 spaces. This includes 182 new, additional spaces that will be provided beyond those in the existing lots. The additional spaces are intended to serve the downtown area and its surrounding neighborhoods as public parking.

## 7. Where will the drop off and pick up of the school happen since many parents use the city lot for this purpose?

Public Parking Lot G, across Park Road and adjacent to St Catherine of Siena School, will remain a public parking lot and continue to be available.

### Did you find this document useful?

If you have suggestions for other information we should include, please contact Kevin Gardiner, Planning Manager, by phone at 650-558-7253 or by email at kgardiner@burlingame.org.

# 5.0 Design & Character

*This chapter contains design guidelines and development standards that will guide and define the character of new development in the Downtown Specific Plan area. The design guidelines are intended to implement the vision and goals of the Specific Plan, as presented in the other chapters. The design guidelines are not directive, but are intended to establish the guiding principles for ensuring good design that effectively implement the goals and policies, as well as land use decisions, of the Downtown Specific Plan.*


The Design Guidelines are crafted to:

- Provide property owners and developers with a clear vision of the type and quality of development the city desires and expects in Downtown.
- Serve as a set of guiding design principles for public officials, developers, designers and the community to use, which are sensitive to the conditions of each subarea of the planning area.
- Give the City of Burlingame tools to evaluate and guide project design.
- Supplement the Commercial Design Guidebook with guidelines and standards specific to Downtown.

The guidelines and standards that have been developed for the Downtown Specific Plan area are based on the land uses and character of each Downtown subarea. The Subareas are described in the Land Use Chapter (Chapter 3) of this plan.

Within the Specific Plan area, any actions proposing substantial physical changes to any parcel of land or existing structure, or the proposed construction of new structures, shall be subject to Design Review as outlined in Section 25.57 of the Burlingame Municipal Code. Applications shall be reviewed for consistency with all applicable Downtown Specific Plan and General Plan provisions, and applicable City ordinances and standards. Design guidelines and standards in both the *Downtown Specific Plan* and the *Commercial Design Guidebook* apply to all downtown projects and provide the basis for design review.

## 5.1 DOWNTOWN ARCHITECTURAL SETTING

Downtown Burlingame was the focal point of the City during its early development, and over the years it has continued to be the symbolic center of the community. It continues to be a defined, identifiable place with distinct boundaries and a unique urban scale. A range of architectural styles and periods are represented within Downtown and serve to create a distinctive character for the area, one that is highly valued by the City's residents and that leaves a lasting, positive impression upon visitors. New buildings and rehabilitation projects should draw from and build upon this character.

**FIGURE 5-1: The core commercial areas centered on Burlingame and Howard Avenues features a range of architectural styles and periods.**

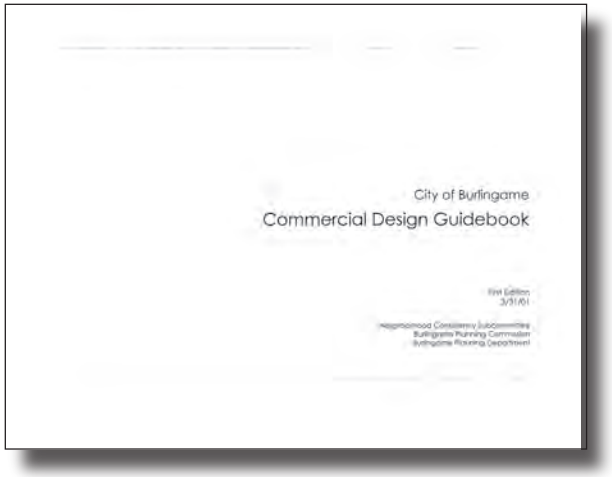



**FIGURE 5-2: Commercial and mixed use development projects in the Downtown Specific Plan area are subject to the City of Burlingame's *Commercial Design Guidebook*.**

In the commercial areas, there is a consistency and cohesion of architectural styles. Many buildings utilize classical proportions, and are enriched with detailing such as pilasters, wood detailing, and embossed relief. There are also some fine modern buildings, which overall are compatible in scale and detail with more historical examples. The "core" area centered around Burlingame and Howard Avenues functions as a defined retail center.

In the residential neighborhoods, styles are more varied. Cohesion is achieved by compatibility in building scale and massing, along with consistently lush landscaping.

All buildings within each area of Downtown should contribute to the area's identity as a part of Downtown Burlingame. The core commercial areas centered on Burlingame and Howard Avenues should have a lively mix of buildings at different heights and styles. Ground floor retail should relate to Downtown's traditional storefronts by using large display windows, kickplates, and clerestory and transom windows. In the California Drive commercial areas, development may be lower in intensity but should continue to build on the Downtown core's classic, restrained styling. In the residential areas, new projects should reinforce the fine-grained scale and quiet amenity that exists.

The variety of architectural styles is an asset to Downtown, and both historically inspired and modern styles should be accommodated. Regardless of architectural style and approach, new buildings should exhibit fine-grained, pedestrian-friendly scale and details.

## 5.2 DESIGN STANDARDS FOR COMMERCIAL AND MIXED USE AREAS

The commercial areas of Downtown Burlingame have historically been the most active, public places in the community. New commercial and mixed use buildings should contribute to the existing "Main Street" character. They should enhance the pedestrian nature of Downtown, defining the street as a public place, with active storefronts, windows,

and doors at ground level. Architecture should include the type of well-crafted architectural details that are common to Burlingame, and convey that architectural heritage in terms of material, color, proportion, window type, and overall composition.

Commercial and mixed use development projects in the Downtown Specific Plan area are subject to the City of Burlingame's *Commercial Design Guidebook*. In addition, the following recommendations apply specifically to Downtown development:

## 5.2.1 PEDESTRIAN USE AND CHARACTER

### 5.2.1.1 Entrances

Commercial entrances should be recessed from the façade, creating a small alcove. This establishes a more definitive sense of entry and affords an alternative view of merchandise in the display windows. Existing recessed entries should be retained.

The doors of a commercial storefront typically contain large glass panels with vertical proportions that present a visual connection to the streetscape. Storefronts should continue to exhibit this pattern, whether a new project or the re-use of an existing space.

### 5.2.1.2 Ground-Level Corner Uses

High activity-generating uses are especially encouraged at the Burlingame Avenue and Howard Avenue intersections with side streets. Store façades along side streets should be designed to help entice pedestrians onto the side streets. To achieve this, the façades should include windows and continuation of the architectural details from the main storefront extending across the sidestreet façade. Entries to elevator lobbies should not be located at these intersections where they would serve to diminish pedestrian activity at these highly visible locations.

**FIGURE 5-3: Commercial entrances should be recessed from the facade, creating a small alcove.**

**FIGURE 5-4: Corner parcels are encouraged to incorporate special features such as rounded or cut corners, special corner entrances, display windows, corner roof features, etc. but should avoid monumentally-scaled elements such as towers.**

**FIGURE 5-5: Particular attention should be given to craftsmanship and detailing within the pedestrian's range of touch and view.**


**FIGURE 5-6: Downtown Burlingame is characterized by relatively narrow building increments, predominantly 15 to 50 feet in width.**

### 5.2.1.3 Ground Level Treatment

The unique community character created by the mixture of building ages and architectural styles should be maintained. All street-frontage establishments should provide primary access directly to the street.

Particular attention should be given to craftsmanship and detailing within the pedestrian's range of touch and view. For instance, the use of special storefront detailing and façade ornamentation such as planters, flower boxes, and special materials can reinforce the pedestrian nature of the street.

To ensure ease in caring for landscaping, major remodels and new projects should provide outdoor water spigots and electric sockets. When businesses have access to water, they can more easily care for their plants and trees, and keep the streets cleaned as well.

### 5.2.1.4 Site Access

Curb cuts are prohibited on Burlingame Avenue and should be avoided to the extent feasible on Howard Avenue and California Drive. Any on-site parking garage should be accessed in a safe, attractive manner and should not significantly detract from pedestrian flow, nor interfere with the orderly flow of traffic on public streets and within parking lots. Where possible, parking garage access should be from the side streets or alleys. In some cases, access to on-site parking could be provided from city-owned parking lots.

## 5.2.2 ARCHITECTURAL COMPATIBILITY

### 5.2.2.1 Building Scale

Table 3-2 in Chapter 3 specifies basic building standards such as setbacks and height. Beyond conforming to the basic building mass, new development should preserve the rhythm and fine-grained pedestrian scale of existing buildings within the commercial districts by respecting the relatively narrow building increments, which typically range from 15 feet to no more than 50 feet in width. To be consistent with the existing character of Downtown Burlingame, to provide a welcoming retail environment, and to accommodate a range of potential uses over the lifetime of the building, first floors should have a floor to finished ceiling height of at least 15 feet.

New development should also be sensitive to the human scale of Downtown with sensitivity to building height. Buildings should not overwhelm the pedestrian experience on the street and should account for the relationship between building height and street width. Where building mass and height might overwhelm the pedestrian experience on the street, design strategies such as upper floor setbacks and articulated building mass should be considered to ensure comfortable human scale.

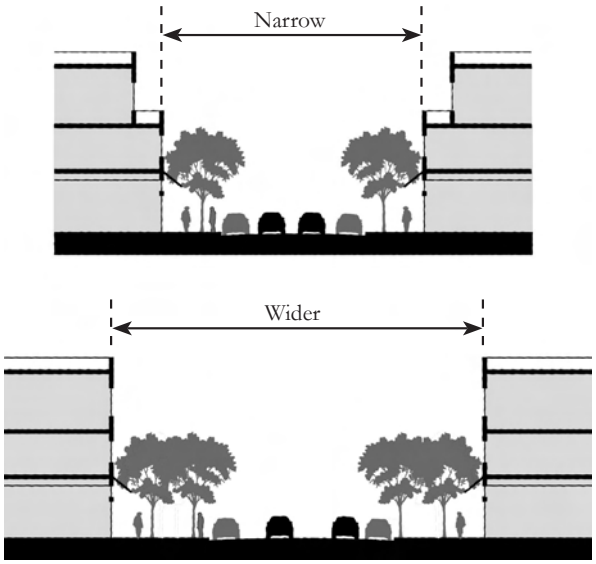



**FIGURE 5-7: Buildings should not overwhelm the pedestrian experience on the street and should account for the relationship between building height and street width.**

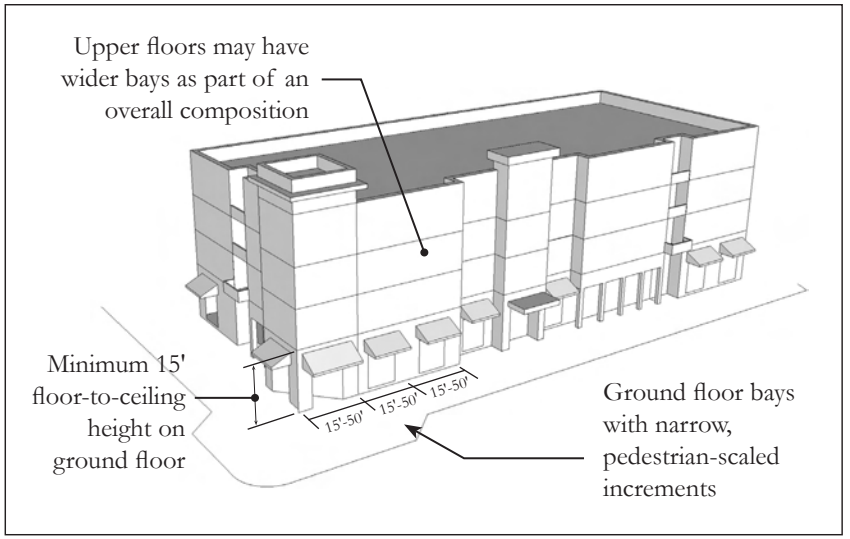


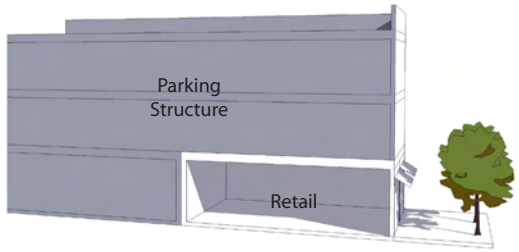

**FIGURE 5-8: Building scale should preserve he rhythm and fine-grained pedestrian character of downtown, particularly at the pedestrian level.**

## FIGURE 5-9: ON-SITE STRUCTURED PARKING IN COMMERCIAL AND MIXED USE AREAS

**A. Wrapped on Ground Level**

An above-ground parking structure where non-parking uses such as retail spaces are integrated into the ground level of the building along the street frontage of the parcel. The parking structure may be exposed to the building street frontage on upper levels, with appropriate design and screening.

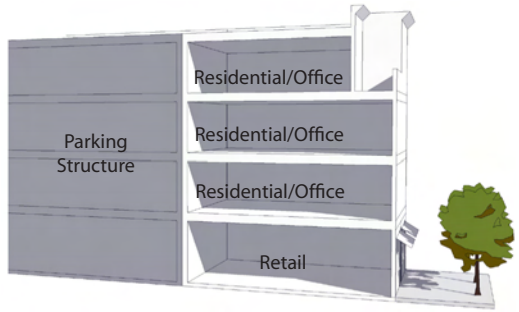
**Application:** Municipal parking structure.




**B. Wrapped on All Levels**

An above-ground parking structure where non-parking uses are integrated into the building along the entire street frontage of the parcel on all levels of the building. The parking structure is totally hidden behind a "liner building" of non-parking uses.

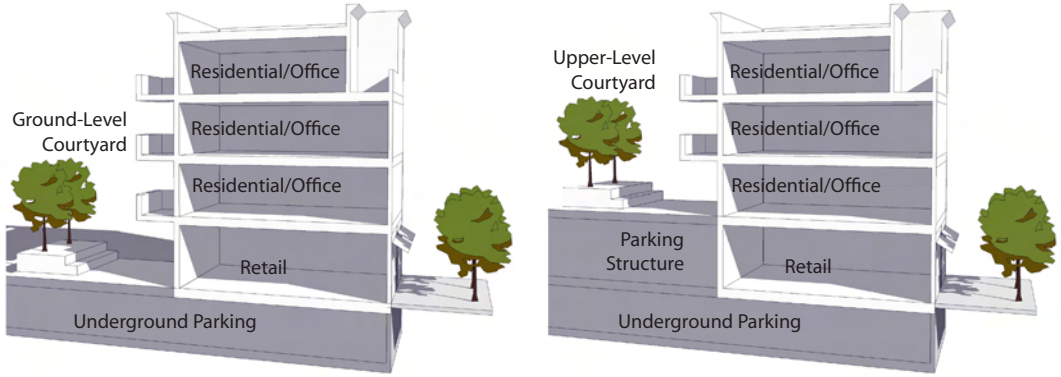
**Application:** Projects with relatively large amount of parking provided on-site. Typically requires a relatively large site to accommodate the parking structure and liner building.




**C. Underground**

A parking structure that is fully submerged underground and is not visible from the street. Depending on amount of parking provided, may also include a level of at-grade parking hidden behind non-parking uses such as retail.

**Application:** Can be suitable for projects on relatively small sites, as well as larger sites. Could also be combined with in-lieu arrangement, where some parking is provided on-site (such as for residential uses) and other parking is provided off-site in a municipal facility through in-lieu fees.



#### 5.2.2.2 On-Site Structured Parking

Given the density and premium land values Downtown, new projects will likely provide on-site parking in enclosed garage structures or underground. However, the parking should not overwhelm the character of the project or detract from the pedestrian environment. Ground level enclosed parking should be fronted or wrapped with actively occupied spaces such as storefronts and lobbies. Access to parking shall be designed so that it is not prominent and ties into the adjacent architectural style.

#### 5.2.2.3 Upper-Story Setbacks – Burlingame Avenue Frontages

While the height limit allowed by conditional use permit is 55 feet on Burlingame Avenue, many existing buildings and in particular, many buildings with historic character, have façades of a smaller scale. New buildings and building additions should reinforce the historic pattern with heights and setbacks oriented to the many two- and three-story buildings. Where neighboring buildings are three stories or lower in height, newer taller buildings should consider matching lower façades to those of adjoining lower buildings and setting upper floors back at least 10 feet from the lower façade.

#### 5.2.2.4 Myrtle Road Mixed Use Area

The unique mix of residential and commercial uses in the Myrtle Road Mixed Use area offers an opportunity to create a niche district with its own style distinct from other parts of downtown. Recognizing the varied auto-related commercial character of the area, new development and redevelopment projects within the Myrtle Road Mixed Use Area should be encouraged to feature a blend of both commercial and residential design features. Design features could include corrugated metal roofs and sidings, simple multi-paned metal rimmed windows, and recycled "green" building materials. Buildings may even draw inspiration from the style of utilitarian buildings found in such mixed use districts such as sheds and quonset huts. The creation of this commercial, live/work identity for the Myrtle Road area will allow it to be a unique subarea of Downtown Burlingame that accommodates infill while respecting existing uses.

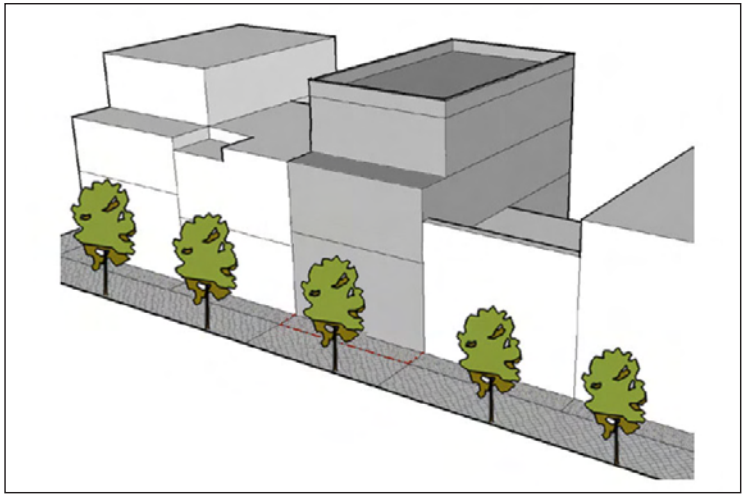


**FIGURE 5-10: Where neighboring buildings are three stories or lower in height, newer taller buildings should consider matching lower facades to those of adjoining lower buildings with upper floors set back.**

**FIGURE 5-11: Design features such as corrugated metal roofs and sidings, simple multi-paned metal rimmed windows, and recycled "green" building materials can maintain the existing varied character of the Myrtle Road Mixed Use Area.**


**FIGURE 5-12: Facades on both new and rehabilitated buildings should include the elements that make up a complete storefront including doors, display windows, bulkheads, signage areas and awnings.**

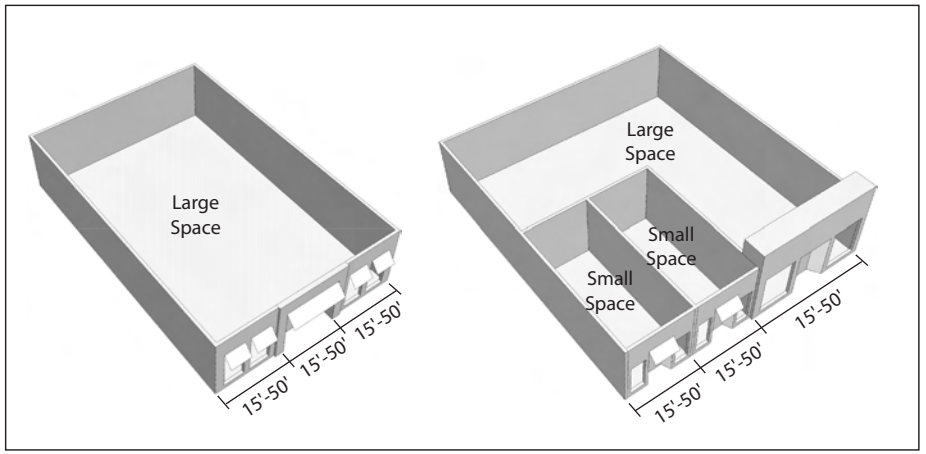



**FIGURE 5-13: Even if separate businesses function within the same building, the overall design of the façade should be consistent. Individual businesses should not break the basic lines, material and concept of the facade.**

## 5.2.3 ARCHITECTURAL DESIGN CONSISTENCY

### 5.2.3.1 Facade Design

To maintain the present scale and character of buildings in Downtown, large uninterrupted expanses of horizontal and vertical wall surface should be avoided. Building façades should respond to the relatively narrow increments of development (15 to 50 feet) with variation in fenestration, building materials and/or building planes. Facades should have generous reveals such as inset doorways and windows. Doors, windows, and details should be in keeping with pedestrian scale, as opposed to a monumental scale that is out of proportion to the surrounding context. Design details should be authentic and have purpose, rather than being applied or strictly decorative. Facades should have a variation of both positive space (massing) and negative space (plazas, inset doorways and windows).

Facades on both new and rehabilitated buildings should include the elements that make up a complete storefront including doors, display windows, bulkheads, signage areas and awnings. New buildings need not mimic an "historic" architectural style (and in fact should avoid imitation that results in caricatures) but should include a level of architectural detailing and quality of materials that complements existing buildings. Where older exiting buildings are renovated, preservation of existing architectural details and materials is encouraged.

Even if separate businesses function within the same building, the overall design of the façade should be consistent. Individual businesses should not break the basic lines, material and concept of the façade. Storefronts can be demarcated from each other within the same building by subtle variations in the color or pattern of surfaces of doors, tiling, signage or entries. Corner parcels are encouraged to incorporate features such as rounded or cut corners, corner entrances, display windows, corner roof features, wrap-around awnings/overhangs, blade signs, etc.

### 5.2.3.2 Windows

*General*

Windows are important for providing "eyes on the street" and enlivening streetscapes. Building walls should be punctuated by well-proportioned openings that provide relief, detail and variation on the façade. Windows should be inset from the building wall to create shade and shadow detail. The use of high-quality window products that contribute to the richness and detail of the façade is encouraged. Reflective glass is considered an undesirable material because of its tendency to create uncomfortable glare conditions and a forbidding appearance. The use of materials that are reflected in the historic architecture present in the Downtown area is encouraged.

*Display Windows*

Display windows should be designed to enliven the street and provide pedestrian views into the interior of the storefront. Size, division and shape of display windows should maintain the established rhythm of the streetscape. Glass used in the display windows should be clear so it is possible to see inside, and display cases that block views into stores are strongly discouraged. Noticably tinted glazing is discouraged and mirrored/reflective glass is not permitted.

### 5.2.3.3 Awnings

Awnings should be designed to be decorative, complimentary to the overall facade design, and provide effective weather and sun protection. The placement of awnings should relate to the major architectural elements of the facade, avoiding covering any transom windows or architectural elements such as belt courses, decorative trim and similar features. The position of awnings should also relate to the pedestrian and provide a sense of shelter, with awnings situated to correspond to the tops of doorways and scale of pedestrians rather than high up on the facade with a monumental scale. Separate awnings should be used over individual storefront bays as defined by the columns or pilasters rather than placing a continuous awning across the


**FIGURE 5-14: Size, division and shape of display windows should maintain the established rhythm of the streetscape**

**FIGURE 5-15: Awnings should be designed to be decorative, complimentary to the overall facade design, and provide effective weather and sun protection.**


**FIGURE 5-16: Rear and side facades that are visible from the public realm should exhibit sophisticated levels of design and materials of a quality similar to front facades. Buildings facing public parking lots are strongly encouraged to have rear entrances in addition to their principal street entrances.**

**FIGURE 5-17: Service facilities such as trash enclosures and mechanical equipment should be screened with enclosures and devices consistent with the building architecture in form, material and detail.**

building frontage. Backlit awnings that visually appear as large light sources will not be permitted.

#### 5.2.3.3 Materials

Building materials should be richly detailed to provide visual interest; reference should be made to materials used in notable examples of historic Downtown architecture. Metal siding and large expanses of stucco or wood siding are also to be avoided, except in the Myrtle Mixed Use area. Roofing materials and accenting features such as canopies, cornices, and tile accents should also offer color variation.

Character and richness in Downtown can be enhanced from the incorporation of details and ornamentation into the design of the buildings. These elements can include elements that have been traditionally used such as cornices, brackets or moldings.

#### 5.2.3.4 Rear and Side Facades

Because the side streets and alleys in Downtown are highly visible and are used for both pedestrian access and vehicular access, rear and side façades that are visible from the public realm should exhibit sophisticated levels of design and materials. Rear and side façades of existing buildings should be improved with design features and quality materials where possible. Buildings should have windows and doors oriented to the alleys and side streets. Entry doors, garage doors and windows should be attractive and durable. Where buildings abut public parking lots, they are strongly encouraged to have rear entrances in addition to their principal street entrances. Rear facades may look like the back of a building, but still be pleasant and inviting.

Service facilities such as trash enclosures and mechanical equipment should be screened with enclosures and devices consistent with the building architecture in form, material and detail. Roofs and trellises are recommended for screening views from above. Whenever possible, trash and recycling enclosures should be consolidated and designed to serve several adjacent businesses provided they do not become over-

sized or too ungainly. Care should be taken to ensure refuse areas do not become noxious or smelly.

Where security devices are desired or warranted, designs should be artful with decorative grillwork that enhances the overall building design. Alley areas should be well lit but should be designed so they are attractive and do not adversely impact adjacent properties and detract from the ambiance of Downtown.

### 5.2.4 SITE DESIGN AND AMENITIES

#### 5.2.4.1 Building Coverage

In order to create well-defined street spaces consistent with the scale of Downtown Burlingame, side yards are generally discouraged in favor of contiguous building façades along the street. However, narrow mid-block pedestrian passages that encourage through-block pedestrian circulation and/or arcaded spaces that create wider sidewalk areas for cafés, etc. are encouraged.

#### 5.2.4.2 Open Space

Private open space within Downtown is not intended to provide recreational or large landscaped areas, since this is a more urban environment. However, open space is an important element and should be used to articulate building forms, promote access to light and fresh air, and maintain privacy for Downtown residents.

In residential mixed-use developments, most open space should be used to provide attractive amenities for residents, including interior courtyards and perimeter landscaping. Balconies and rooftop terraces are encouraged. Commercial development should typically have less open space in order to maintain a direct pedestrian relationship and continuous storefront streetscape. Entry alcoves, courtyards, and employee open space are examples. Open space for nonresidential projects should provide a visual amenity for the development and an attractive buffer to adjacent residential uses where applicable.


**FIGURE 5-18: Open spaces such as retail plazas and outdoor seating areas should be located at building entries, or along or near well-traveled pedestrian routes to encourage frequent and spontaneous use.**

**FIGURE 5-19: In residential mixed-use developments, most open space should be used to provide attractive amenities for residents, including interior courtyards and perimeter landscaping.**

**FIGURE 5-20: To reinforce the Downtown commercial character of Downtown Burlingame, mixed-use buildings with a residential component shall conform to the setback standards for commercial projects.**

Open spaces such as retail plazas and outdoor seating areas should be located at building entries, or along or near well-traveled pedestrian routes to encourage frequent and spontaneous use. Amenities should be functional as well as visually appealing, with seating, tables, canopies and covering trellises. Plazas and open spaces should be generously landscaped with trees, planters and vines. Permeable paving and/or creative site planning elements such as rain gardens are encouraged to alleviate the impacts of paved areas on drainage.

Low walls may be used to screen service and mechanical areas, create spatial definition and to provide seating. Low walls should be designed of quality materials that are complementary to the architecture of the primary structure(s) on the property.

### 5.2.5 RESIDENTIAL MIXED-USE DEVELOPMENTS WITHIN COMMERCIAL AREAS

#### 5.2.5.1 Setbacks

To reinforce the Downtown commercial character of Downtown Burlingame, mixed-use buildings with a residential component shall conform to the setback standards for commercial projects (outlined in Table 3-1 in Chapter 3). The Community Development Director may allow increased side and rear setbacks to enhance the residential portion of a mixed-use project provided the setbacks do not detract from the commercial storefront character of the Downtown district. Setbacks and overall building form should maintain the human scale of Downtown and be in keeping with the character of the surroundings, with emphasis on mainintaining an active street edge and sidewalk boundary.

#### 5.2.5.2 Noise and Ground Vibrations

Projects with a residential component on California Drive should be designed to minimize noise impacts on residents from the Caltrain

line. A noise analysis prepared by a qualified acoustical engineer shall be required for all residential projects fronting California Drive. The acoustical engineer's report shall identify any noise impacts and measures to reduce these impacts to acceptable levels.

#### 5.2.5.3 Parking Design

Parking for residential uses shall be provided on-site per Downtown Specific Plan and zoning code requirements. Parking garage access should be integrated into the overall design of the building façade, should minimize disruptions along the street frontage, and impact should be softened with choice of materials and design details. Wherever possible, access should be provided from rear alleyways, or the least conspicuous location. Conveniently located and accessed bicycle parking is encouraged.

#### 5.2.5.4 Service Areas

Design of service areas shall be consistent with the general guidelines for rears of buildings in the commercial districts. On-site trash and recycling receptacles should be consolidated in an enclosure that is easily accessible for garbage pickup from a street or alley, and should be designed to serve multiple buildings whenever possible.

#### 5.2.5.5 Ground-Level Treatment

Commercial frontages should meet the general guidelines for ground-level treatment in the commercial districts. Commercial spaces should have a depth of at least 40 feet to ensure viability for a range of potential commercial tenants. Residential and commercial entrances should be separate and distinct. Common residential entries shall be designed in a manner to minimize their appearance at street level, so as not to adversely impact pedestrian character at street level. Stoops for residential units may also be appropriate in some instances.

**FIGURE 5-21: Parking garage access should be integrated into the overall design of the building façade and should minimize disruptions along the street frontage.**

**FIGURE 5-22: New residential development on larger parcels should echo the narrow parcel increments that characterize Downtown, with sensitivity to the traditional building size and storefronts.**

### 5.2.5.6 Development Massing

Mixed use buildings will typically be taller than many of the existing buildings in Downtown. This additional height requires particular attention to the massing of the buildings to ensure an appropriate transition with the surrounding development. New residential development on larger parcels should echo the narrow parcel increments that characterize Downtown, with sensitivity to the traditional building size and storefronts.

### 5.2.5.7 Facade Treatment

To maintain the scale and character of the Downtown district, large, uninterrupted expanses of horizontal and vertical wall surface should be avoided. Building façades should respond to the relatively narrow patterns of development (15 to 50 feet) with variation in fenestration, building materials and/or building planes. Stoops and balconies can enliven façades and allow "eyes on the street."

Corner parcels are encouraged to incorporate special features such as rounded or cut corners, special corner entrances, display windows, corner roof features, etc. but should avoid monumentally-scaled elements such as towers. Mixed use buildings should continue architectural treatments from the front around to exposed side and rear façades, and should include windows on any exposed wall.

### 5.2.5.8 Roof Treatment

Mixed-use buildings with a residential component should exhibit rooflines and architectural character consistent with the Downtown commercial character. Rooftop equipment shall be concealed from view and/or integrated within the architecture of the building and screened for noise. Roof terraces are encouraged for enjoyment by residents, and green roofs and cool/white roofs are encouraged to mitigate heat transmission.

### 5.2.5.9 Lighting

Exterior lighting features shall be of an intensity and design to maintain the small town ambiance of Downtown. Exterior lighting shall be designed and located so that the cone of light and/or glare from the lighting element is kept entirely on the property or below the top of any fence, edge or wall.

### 5.2.5.10 Open Space

Open Space in mixed use projects falls into three categories: public-oriented open space, semi-public open space, and private open space. Design and landscaping should respond to the particular use and nature of each type of open space:

- *Public-oriented open space* designed to be accessed by the general public, such as entry plazas. Public-oriented open space should be welcoming and include pedestrian-scaled amenities that invite social interaction such as benches and planters.

- *Semi-public open space* such as outdoor dining areas and residential courtyards. These spaces have a more limited access, defined by elements such as low walls, landscaping elements, and decorative gates. For mixed use projects with a residential component, open space should include evergreen trees for screening, specimen trees for visual color, and attractive shrubs and ground cover. Low walls and planters may be used to provide privacy between open space areas and residences. Semi-public open spaces should also be designed with pedestrian-scaled amenities that invite informal social interaction such as seating areas, clustered mailboxes, and inset doorways.

- *Private open space* such as balconies, patios, and stoops. Private open space can be defined with elements such as railings, low walls, but should be encouraged to maintain views and provide interaction with the street and other more publicly-oriented open spaces to provide "eyes on the street."

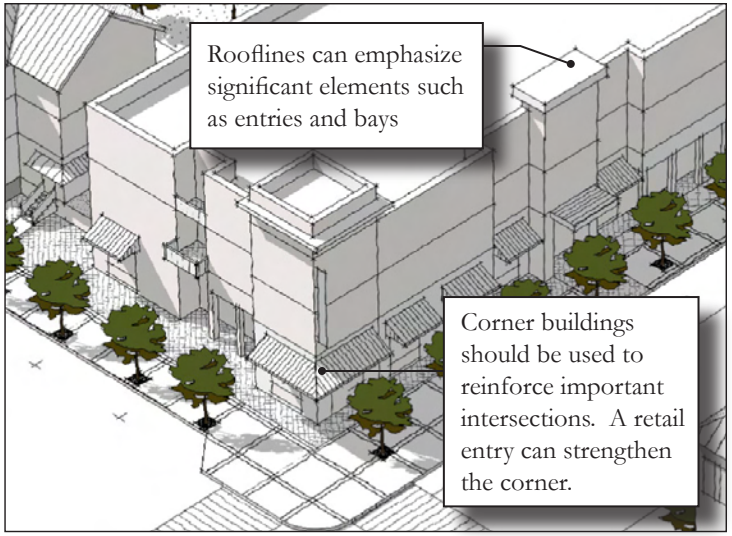



**FIGURE 5-23: Corner parcels are encouraged to incorporate special features such as rounded or cut corners, special corner entrances, display windows, corner roof features**

**FIGURE 5-24: Mixed-use buildings with a residential component should exhibit an architectural character consistent with the Downtown commercial character.**

**FIGURE 5-25: An above-grade parking structure may be considered when it can be located on the rear of the lot, with appropriate commercial uses along the front and sides.**

**FIGURE 5-26: Passageways connecting the parking lot development with nearby commercial streets should be carefully detailed to enhance the pedestrian experience by leading pedestrians to the active shopping areas.**

### 5.2.6 MIXED-USE DEVELOPMENT ON PUBLIC PARKING LOTS

For infill development on City-owned public parking lots, all development regulations and guidelines for the respective district apply. In addition, all required parking for the new development as well as parking to replace all existing spaces shall be provided on-site in a parking structure, ideally with access from an alley and one of the adjacent side or cross-streets. Where possible, parking structures should be provided underground. An above-grade parking structure may be considered when it can be located on the rear of the lot, with appropriate commercial uses along the front and sides. Rooftop parking may also be possible in certain situations.

Infill buildings should be carefully designed and detailed so that scale and massing responds to the traditional small Downtown parcel scale and provides a sensitive transition to adjacent residential neighborhoods.

Passageways connecting the parking lot development with nearby commercial streets should be carefully detailed to enhance the pedestrian experience by leading pedestrians to the active shopping areas. Passageways should include windows and doors from the adjacent building, seating, planting and attractive lighting. Where the passageway meets the new building, a carefully designed transition such as a plaza open space should occur and a continuation of the passageway to the side street should be considered. Bicycle parking should be incorporated into the passageway design whenever possible.

## 5.3 DESIGN STANDARDS FOR RESIDENTIAL AREAS

Residential buildings in Downtown Burlingame offer higher density development than elsewhere in the City, providing a lifestyle for those who want to live within walking distance of the Downtown commercial areas and transit opportunities. New buildings will mediate this density with thoughtful design and details that create attractive, livable residential environments. Buildings should contribute to an appealing neighborhood character and should employ recognizable residential design details such as visible residential entries, porches, bay windows and roof overhangs, and balconies and small outdoor areas.

Below are recommendations for the architectural treatment and organization of buildings and open space, and the suggested criteria for reviewing projects during the design review process.

### 5.3.1 ARCHITECTURAL DIVERSITY

Residential projects should respect the diversity of building types and styles in the residential areas Downtown and seek to support it by applying the following principles:

- Design buildings to maintain general compatibility with the neighborhood.
- Respect the mass and fine scale of adjacent buildings even when using differing architectural styles.
- Maintains the tradition of architectural diversity, but with human scale regardless of the architectural style used.
- Create buildings with quality materials and thoughtful design to last into the future.

### 5.3.2 PEDESTRIAN USE AND CHARACTER

#### 5.3.2.1 Entrances

Primary pedestrian access to all ground-level uses should be from the sidewalk along the public street. Entries should be clearly defined features of front façades. Common entrances for multiple units are

**FIGURE 5-27: Buildings should contribute to an appealing neighborhood character and should employ recognizable residential design details such as visible residential entries, porches, bay windows and roof overhangs, and balconies and small outdoor areas.**


**FIGURE 5-28: Entries should be clearly defined features of front façades, and are encouraged to have appropriately-scaled, usable gathering spaces that invite informal social interaction with neighbors.**

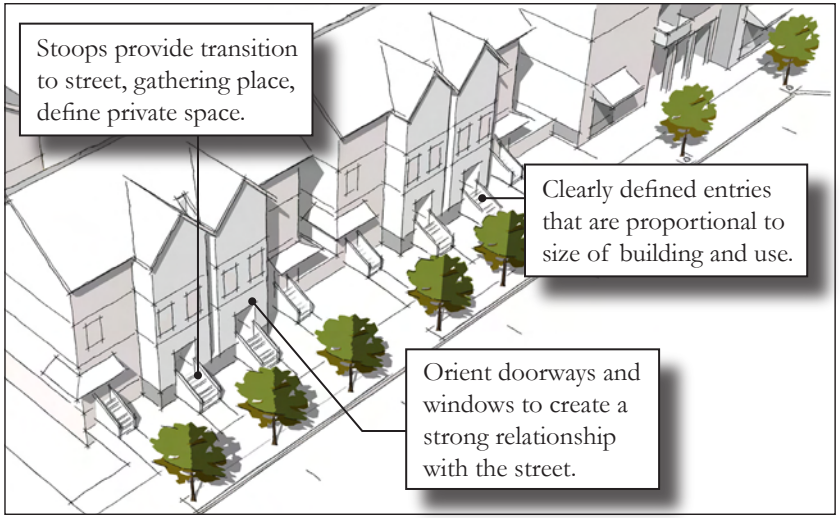



**FIGURE 5-29: The street-level frontage should be visually interesting with frequent unit entrances and strong orientation to the street.**

**FIGURE 5-30: Articulation, setbacks, and materials should minimize massing, break down the scale of buildings, and provide visual interest.**

encouraged to have appropriately-scaled, usable gathering spaces at or adjacent to entrances that invite informal social interaction with neighbors.

#### 5.3.2.2 Ground Level Treatment

Residential development may have a finished floor elevation up to 5 feet above sidewalk level to provide more interior privacy for residents. Entry porches or stoops along the street are encouraged to bridge this change in elevation and connect these units to the sidewalk to minimize any physical separation from the street level. The street-level frontage should be visually interesting with frequent unit entrances and clear orientation to the street.

#### 5.3.2.3 Site Access

Curb cuts should be minimized to promote traffic and pedestrian safety and create cohesive landscaping and building façades. A maximum of two curb cuts should be provided for projects requiring 30 parking spaces or more; for projects with less than 30 spaces, only one curb cut should be provided. One-way driveways should have curb cuts with a fully depressed width no greater than 12 feet; two-way curb cuts should be no greater than 22 feet. On-site bicycle parking for residents is encouraged.

### 5.3.3 ARCHITECTURAL COMPATIBILITY

#### 5.3.3.1 Development Massing

The residential areas within Downtown Burlingame have a range of building heights, and so particular attention must be paid to the massing of new buildings to ensure an appropriate transition with surrounding development. Massing and street façades shall be designed to create a residential scale in keeping with Burlingame neighborhoods.

Articulation, setbacks, and materials should minimize massing, break down the scale of buildings, and provide visual interest.

#### 5.3.3.2 On-Site Structured Parking

Given the density and premium land values Downtown, new projects will likely provide on-site parking in enclosed garage structures, underground, or in "semi-depressed" garages that are partially underground and partially above ground.

Parking should not be allowed to dominate the character of the project. Where enclosed parking is at ground level, it should be fronted or wrapped with habitable uses when possible. If it is not possible to fully wrap the parking, it should be incorporated into the design of the facade. Semi-depressed parking (partly below ground and partly exposed above ground) should be screened with architectural elements that enhance the streetscape such as stoops, porches, or balcony overhangs.

#### 5.3.3.3 Roof Treatment

Interesting and varied roof forms are encouraged. Rooflines should emphasize and accentuate significant elements of the building such as entries, bays, and balconies. Rooftop equipment shall be concealed from view and/or integrated within the architecture of the building.

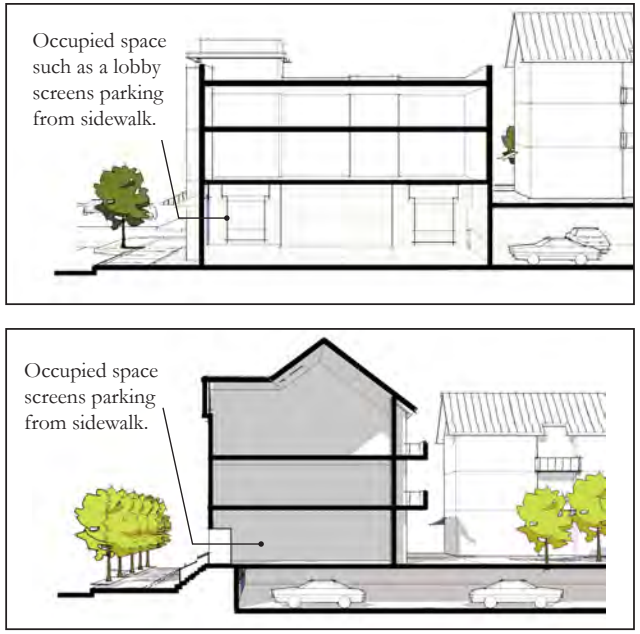



**FIGURE 5-31: Where enclosed parking is at ground level, it should be fronted or wrapped with uses that can be occupied such as lobbies and living space when possible.**

## 5.3.4 ARCHITECTURAL DESIGN CONSISTENCY

#### 5.3.4.1 Facade Design

Facades should include projecting eaves and overhangs, porches, and other architectural elements that provide human scale and help break up building mass. All exposed sides of a building should be designed with the same level of care and integrity. Facades should have a variation of both positive space (massing) and negative space (plazas, inset doorways and windows).

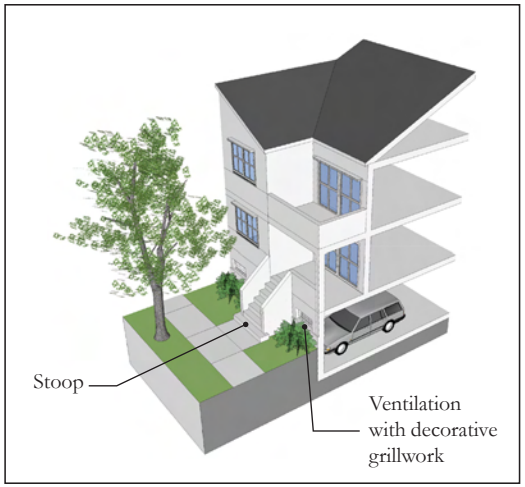



**FIGURE 5-32: Semi-depressed parking should be screened with architectural elements that enhance the streetscape such as stoops, porches, or balcony overhangs.**

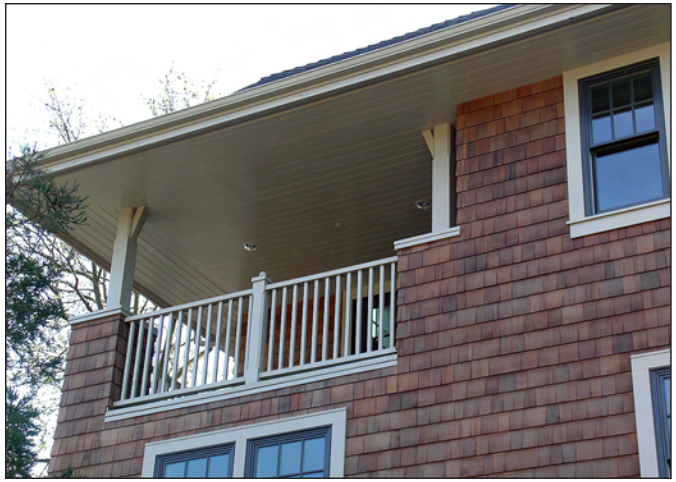


**FIGURE 5-33: Residential facades should include projecting eaves and overhangs, porches, and other architectural elements that provide human scale and help break up building mass.**

**FIGURE 5-34: Windows should be inset generously from the building wall to create shade and shadow detail.**

Elements such as entrances, stairs, porches, bays and balconies should be visible to people on the street. Corner parcels are encouraged to incorporate features such as corner entrances, bay windows, and corner roof features, but should avoid monumentally-scaled elements such as towers.

#### 5.3.4.2 Windows

Building walls should be accented by well-proportioned openings that provide relief, detail and variation on the façade. Windows should be inset generously from the building wall to create shade and shadow detail. The use of high-quality window products that contribute to the richness, detail, and depth of the façade is encouraged. Windows with mullions should have individual window lights, rather than applied "snap-in" mullions that lack depth and are not integral to the window structure. Reflective glass is undesirable because of its tendency to create uncomfortable glare conditions and a visual barrier. Where residential uses are adjacent to each other, windows should be placed with regard to any open spaces or windows on neighboring buildings so as to protect the privacy of residents.

#### 5.3.4.3 Materials

Building materials should be richly detailed to provide visual interest. The use of materials that are reflected in the historic architecture present in the neighborhood is encouraged. Metal siding and large expanses of stucco or wood siding are also to be avoided. Roofing materials and accenting features such as canopies, cornices, tile accents, etc. should also offer color variation. Residential building materials should include quality details such as wrought iron, wood-framed windows, wood brackets and tile roofs.

### 5.3.5 SITE AMENITIES

#### 5.3.5.1 Setbacks

Table 3-2 in Chapter 3 specifies basic building standards such as setbacks and height. Building setbacks are intended to create

a transition between the hardscape, urban environment of the commercial areas and the suburban setting in the surrounding neighborhoods. Setbacks have multiple purposes, including providing sunlight, places for landscaping, and areas for activity and recreation.

Building setbacks should be appropriately landscaped to provide screening and introduce trees and plantings in this area. Landscaped setback areas should be integrated with buildings by providing openings in the building walls that connect the perimeter landscaping with interior courtyards and landscape pathways. Landscaping should be planned in relation to surrounding vegetative types with special consideration being given to native species where possible. Pathways and courtyards should be made of pervious materials to allow groundwater absorption.

### 5.3.5.2 Open Space

Private on-site open space within the Downtown area is not intended to provide recreational space or large landscaped areas, since this is a more urban environment. However, open space is an important element for residential buildings and should be used to effectively articulate building forms, promote access to light and fresh air, and maintain privacy for Downtown residents. In residential development, most open space should be used to provide attractive amenities for residents, including interior courtyards, outdoor seating options and perimeter landscaping. Balconies and rooftop terraces are encouraged.

Where open space is situated over a structural slab, podium or rooftop it should have a combination of landscaping and high quality paving materials, including elements such as planters, medium-sized trees, and use of textured and/or colored paved surfaces. Planters may be designed to not only accommodate colorful ornamental landscaping, but could also accommodate garden plots for "urban agriculture." Trees should be selected from the City's tree list.

**FIGURE 5-35: Where open space is situated over a structural slab, podium or rooftop it should have a combination of landscaping and high quality paving materials, including elements such as planters, mature trees, and urban agriculture.**


**FIGURE 5-36: Transitions of development intensity from higher density development building types to lower can be done though building types or treatments that are compatible with the lower intensity surrounding uses. Boundaries can be established by providing pedestrian paseos and mews to create separation, rather than walls or fences.**

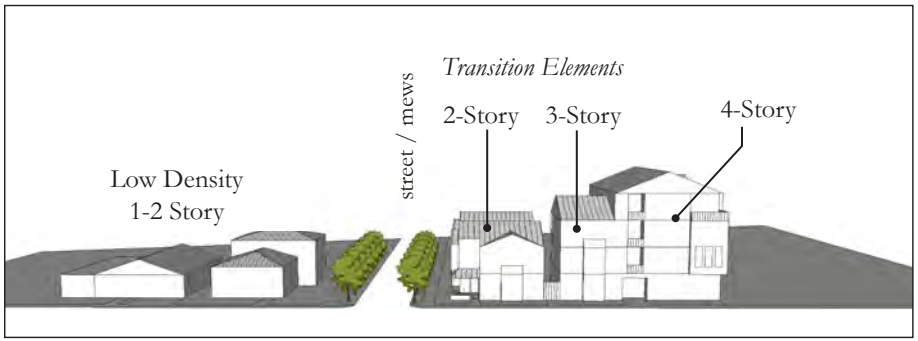



**FIGURE 5-37: Transitions can also be made by stepping massing down within a project, with lower building elements providing a buffer between taller elements and adjacent lower-density development.**

## 5.4 ADDITIONAL DESIGN STANDARDS FOR ALL AREAS OF DOWNTOWN

### 5.4.1 LAND USE TRANSITIONS

Where appropriate, when new projects are built adjacent to existing lower-scale residential development, care shall be taken to respect the scale and privacy of adjacent properties.

#### 5.4.1.1 Massing and Scale Transitions

Transitions of development intensity from higher density development building types to lower can be done through different building sizes or massing treatments that are compatible with the lower intensity surrounding uses. Massing and orientation of new buildings should respect the massing of neighboring structures by varying the massing within a project, stepping back upper stories, reducing mass by composition of solids and voids, and varying sizes of elements to transition to smaller scale buildings.

#### 5.4.1.2 Privacy

Privacy of neighboring structures should be maintained with windows and upper floor balconies positioned so they minimize views into neighboring properties, minimizing sight lines into and from neighboring properties, and limiting sun and shade impacts on abutting properties.

#### 5.4.1.3 Boundaries

Where appropriate, when different land uses or building scales are adjacent, boundaries should be established by providing pedestrian paseos and mews to create separation, rather than walls or fences.

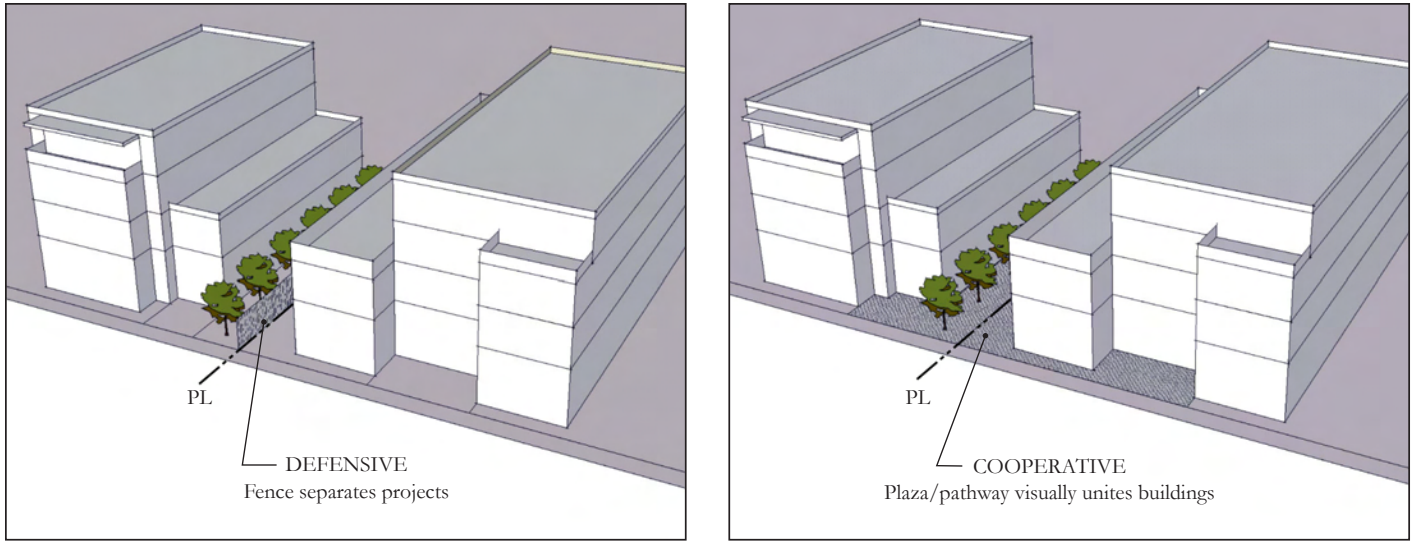



**FIGURE 5-38: Following a cooperative, rather than defensive design approach for the spaces between buildings results in a more coherent downtown feel, as opposed to a collection of unrelated projects.**

**FIGURE 5-39: Example of two different land use intensities joined with a common paseo pathway.**

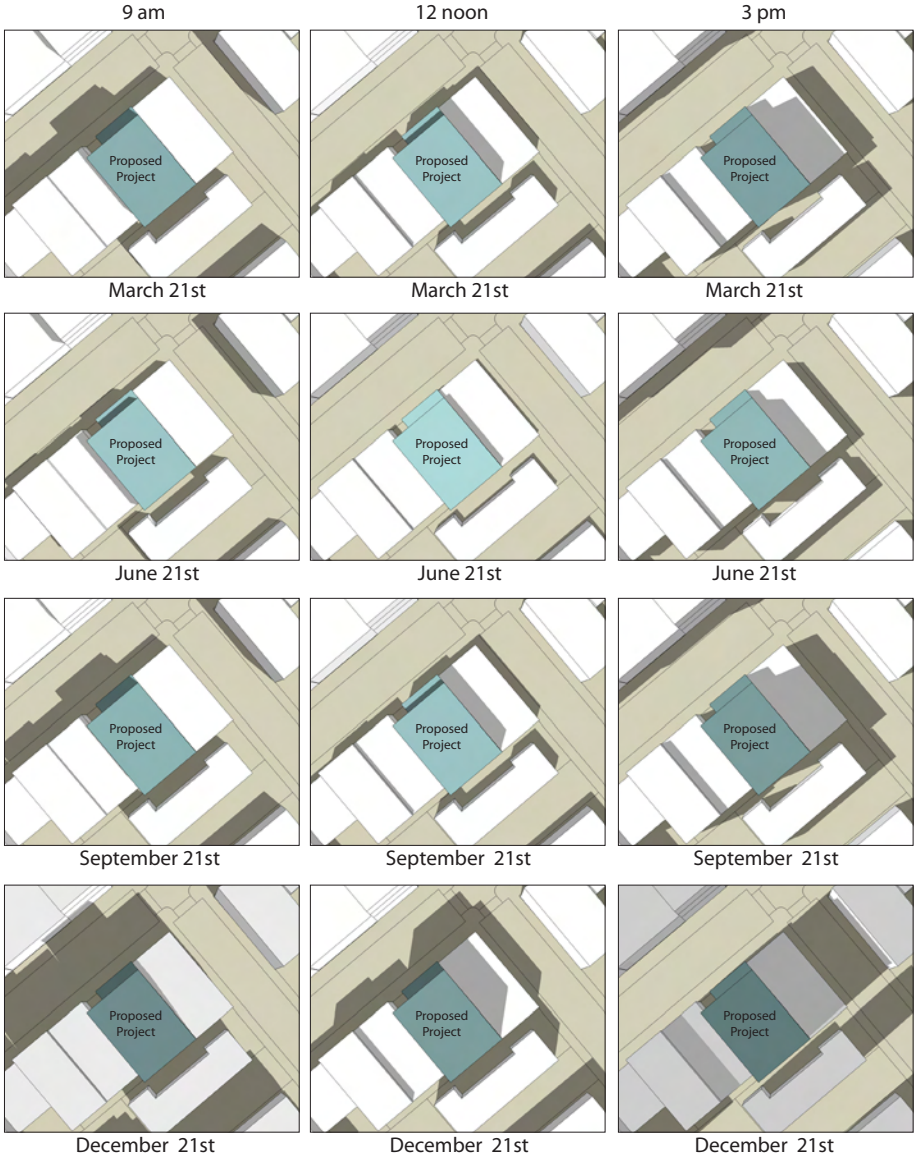



**FIGURE 5-40: Sample shadow analysis shows the range of shading conditions through the year.**

## 5.4.2 SHADOW IMPACTS

Every building invariably casts some shadows on adjoining parcels, public streets, and/or open spaces. However, as the design of a project is developed, consideration should be given to the potential shading impacts on surroundings. Site plans, massing, and building design should respond to potential shading issues, minimizing shading impacts where they would be undesirable, or conversely maximizing shading where it is desired.

As part of the design review process, development in the Specific Plan Area that is proposed to be taller than existing surrounding structures should be evaluated for potential to create new shadows/shade on public and/or quasi-public open spaces and major pedestrian routes. At a minimum, shadow diagrams should be prepared for 9 AM, 12 noon, and 3 PM on March 21st, June 21st, September 21st, and December 21st (approximately corresponding to the solstices and equinoxes) to identify extreme conditions and trends. If warranted, diagrams could also be prepared for key dates or times of day — for example, whether a sidewalk or public space would be shaded at lunchtime during warmer months.

### 5.4.3 SUSTAINABILITY AND GREEN BUILDING DESIGN

Project design and materials to achieve sustainability and green building design should be incorporated into projects. Green building design considers the environment during design and construction and aims for compatibility with the local environment: to protect, respect and benefit from it. In general, sustainable buildings are energy efficient, water conserving, durable and nontoxic, with high-quality spaces and high recycled content materials. The following considerations should be included in site and building design:

- Resilient, durable, sustainable materials and finishes.
- Flexibility over time, to allow for re-use and adaptation.
- Optimize building orientation for heat gain, shading, daylighting, and natural ventilation.
- Design landscaping to create comfortable micro-climates and reduce heat island effects.
- Design for easy pedestrian, bicycle, and transit access, and provide on-site bicycle parking.
- Maximize on-site stormwater management through landscaping and permeable pavement.
- On flat roofs, utilize cool/white roofs to minimize heat gain.
- Design lighting, plumbing, and equipment for efficient energy use.
- Create healthy indoor environments.
- Pursue adaptive re-use of an existing building or portion of a building as an alternative to demolition and rebuilding.
- Use creativity and innovation to build more sustainable environments. One example is establishing gardens with edible fruits, vegetables or other plants as part of project open space, or providing garden plots to residents for urban agriculture.

To reduce carbon footprint, new projects are encouraged to follow the standards and guidelines of the Leadership in Energy and Environmental Design (LEED) Green Building Rating System, developed by the U.S. Green Building Council (USGBC), and pursue LEED certification if appropriate.

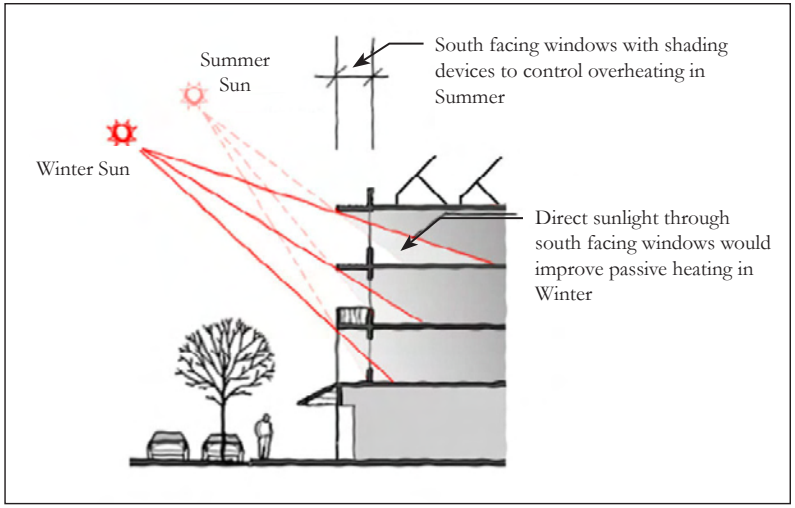



**FIGURE 5-41: Use of shading devices to control solar loads in summer and gain passive heat in winter.**

**FIGURE 5-42: Minimize stormwater runoff to impermeable areas with landscaping, green roofs, and rain gardens when possible.**

**FIGURE 5-43: Consistent with Burlingame's status as "Tree City USA," new projects are required to incorporate trees into landscape and private open space plans.**

### 5.4.4 LANDSCAPE TREES

The City of Burlingame has a long history of proactive tree planting and proper tree care. From the late 1800's when trees were planted along El Camino Real and Easton Drive to the current day, Burlingame has enjoyed the many benefits trees provide to an urban area. Burlingame's longtime commitment to trees is evidenced by recognition as a "Tree City USA" for 30 consecutive years. This is the longest streak in the County, 5th longest in the State and one of the longest in the Country for receiving this award.

In Downtown Burlingame, trees include street trees lining sidewalks and roadways (typically within the public right-of-way), as well as trees on private property in settings such as landscaped setback areas, courtyards, and roof gardens.

Chapter 4: Streetscapes & Open Space) provides guidance for street trees within the public right-of-way. Landscape trees on private property have equal importance as part of the "urban forest," in contributing environmental and aesthetic benefits to downtown. Trees are important for their beauty, shade and coolness, economic benefits, and role in reducing energy use, pollution, and noise.

The City of Burlingame has an Urban Forest Management Plan that includes policies and management practices for both city and private trees. Maintaining existing trees is a priority, and large trees on private property are protected by City Ordinance. Any tree with a circumference of 48 inches or more when measured 54 inches above the ground is a "Protected Tree." A permit is required to remove or heavily prune a protected tree.

Consistent with Burlingame's status as "Tree City USA," new projects are required to incorporate trees into landscape and private open space plans. Property owners should consult the Burlingame Urban Forest Management Plan for design considerations, planting techniques, and maintenance guidance.

### 5.4.5 PRESERVATION OF HISTORIC BUILDINGS

Downtown Burlingame is the symbolic and historic center of the City. The vision for Downtown is to preserve the mix of buildings, the pedestrian-scaled environment and the carefully designed public spaces that contribute to its special community character. Downtown's flexible and timeless late 19th and early 20th Century buildings contribute historic character and distinctiveness to this desirable pattern and mix of buildings. New buildings should be sensitive to the historic scale and architecture of Downtown.

Historic preservation and adaptive re-use is encouraged both to maintain the unique ambience of Downtown Burlingame but also for ecological benefits. Preservation maximizes the use of existing materials and infrastructure, reduces waste, and preserves historic character. Historic buildings were often traditionally designed with many sustainable features that responded to climate and site, and when effectively restored and reused, these features can bring about substantial energy savings.

The guidelines in this chapter, together with the *Commercial Design Guidebook* for commercial and mixed use developments and the *Inventory of Historic Resources* are intended to ensure that both new development and improvements to existing properties are compatible with the historical character of Downtown and will be the basis of design review.

Where a building is described in the *Inventory of Historic Resources*, the inventory should be consulted as part of the design review. Building characteristics described in the inventory should be a consideration in project design and review, together with other design considerations described in this chapter and in the *Commercial Design Guidebook*.


**FIGURE 5-44: Downtown's late 19th and early 20th Century buildings contribute historic character and distinctiveness to this desirable pattern and mix of buildings.**

# *Project Comments – Planning Application*

Project Address: **150 Park Road (Lot F), zoned HMU and R-4, APN: 029-224-270**

Description: **Request for Environmental Review and Design Review for a New 132-Unit Affordable Workforce and Senior Apartment Development**

From: **Rick Caro III - Building Division**

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:** No comment

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.**

10) On the plans show that all openings in exterior walls, both protected and unprotected, will comply with 2016 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.

11) RESIDENTIAL: Rooms that could be used for sleeping purposes must have at least one window or door that complies with the egress requirements. ***On the elevation drawings specify the location and the net clear opening height and width of all required egress windows.*** 2016 CBC §1030.

20) Provide a complete furniture / movable fixture plan for the community / retail space.

22) Illustrate compliance with the minimum plumbing fixture requirements described in the 2016 California Plumbing Code, Chapter 4, Table 422.1 Minimum Plumbing Facilities and Table A - Occupant Load Factor.

23) Separate toilet facilities are required for each sex, except:
   a. Residential occupancies
   b. Occupancies serving ten or fewer people may have a toilet facility for use by more than one person at a time, shall be permitted for use by both sexes. 2016 CPC §422.2 #2.
   c. Business and Mercantile occupancies with a total occupant load of 50 or less, including customers and employees, one toilet facility, designed for use by no more than one person at time, shall be permitted for use by both sexes. 2016 CPC §422.2 #3.

Provide details on the plans which show that the entire site complies with all accessibility standards. Provide a ramp on the drawings to comply with the accessibility requirements from the podium level to the lower playground / landscape area. See sheet A1.4 and A6.1 for noncompliance. We cannot have someone with disabilities going all the way around the building to access that area when someone without disabilities can take a shorter route by taking the stairs.

24) 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.

27) Specify a level landing, slope, and cross slope on each side of the door at all required entrances and exits. 2016 CBC 1126A.2

28) Provide complete dimensioned details for accessible bathrooms 2016 CBC §11B-213 11B-603, 11B-604, 11B-605, 11B-606, 11B-607, 11B-608, 11B-609, 11B-610 and 1134A.1

29) Provide complete, dimensioned details for accessible parking 2016 CBC §11B-208, 11B-502, 11B-503, 1108A and 1109A

30) Provide details on the plans which show that the building elevator complies with all accessible standards. 2016 CBC §11B-407 & 1124A.

32) Provide details which show that the maneuvering clearances for the bathrooms in each unit are accessible 2016 CBC § 1127A2.2 #1. (The space under the lavatory can be used but the maneuvering clearance and are allowed to encroach into the knee and toe clearances.)

33) Provide details which show that the water closet in each unit complies with 2016 CBC § 1134A.7 #1;

34) Specify whether 2016 CBC §1134A.2 option #1 or option #2 will be used for the bathrooms.

35) Specify that there will be a clear maneuvering space adjacent to each tub that is at least 30" X 48" measured from the drain end of the tub. 2016 CBC § 1134A.5

36) Specify on the plans that all dwelling unit interior doors will comply with CBC 1132A5.2. Note: Many doors within the unit appear to have only 12" of strike side clearance.

40) In the community / retail space indicate the location of the "Office" or area where bookkeeping and financial reconciliation will take place. 2016 CBC §11B-203.9

43) Specify on the plans that the second egress from the second floor is at least 1/3 the diagonal distance from the other exit on that floor. This distance is measure between the two exit doors or exit access doorways. (2016 CBC §1007.1.1 Ex. #2)

44) Exterior exit balconies, stairways, and ramps shall be located at least ten (10) feet from adjacent lot lines and from other buildings on the same lot unless adjacent building exterior walls and openings are protected in accordance with Section 705 based on fire separation distance. 2016 CBC §1027.5 #3

46) The accessible parking shown in the basement must comply with the accessibility requirements of the 2016 CBC. Specifically:
   a. All entrances to and vertical clearances within the parking structure must have a minimum vertical clearance of 8' 2" where required for accessibility to accessible parking spaces.
   b. At least one of these spaces must comply with the accessible parking requirements including loading / unloading access aisle and signage. See 2016 CBC §1109A.5 – Unassigned and Visitor Parking Spaces.

47) 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.

48) Provide handrails at all stairs where there are four or more risers.2016 CBC §1011.11

49) Provide lighting at all exterior landings.

51) Prior to applying for a Building Permit the applicant must either confirm that the address is 1005 Park Place or obtain a change of address from the Engineering Department. Note: The correct address must be referenced on all pages of the plans.

52) Include with your Building Division plan check submittal a complete underground fire sprinkler plan. Contact the Burlingame Water Division at 650-558-7660 for details regarding the water system or Central County Fire for sprinkler details.

53) Sewer connection fees must be paid prior to issuing the building permit.

54) A pre-construction meeting must be conducted prior to issuing the permit. After you are notified by the Building Division that your plans have been approved call 650-558-7270 to schedule the pre-construction meeting.

55) Specify and show on the plan that all of the required exits from the building terminate directly to the public right of way.

**Reviewed By:** Rick Caro III
650 558-7270

**Date:** January 24, 2018

# Project Comments – Planning Application

Project Address: **150 Park Road (Lot F), zoned HMU and R-4, APN: 029-224-270**

Description: **Request for Environmental Review and Design Review for a New 132-Unit Affordable Workforce and Senior Apartment Development**

From: **Rick Caro III - Building Division**

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

10) On the plans show that all openings in exterior walls, both protected and unprotected, will comply with 2016 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.

11) RESIDENTIAL: Rooms that could be used for sleeping purposes must have at least one window or door that complies with the egress requirements. ***On the elevation drawings specify the location and the net clear opening height and width of all required egress windows.*** 2016 CBC §1030.

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

22) Illustrate compliance with the minimum plumbing fixture requirements described in the 2016 California Plumbing Code, Chapter 4, Table 422.1 Minimum Plumbing Facilities and Table A - Occupant Load Factor.

23) Separate toilet facilities are required for each sex, except:
   a. Residential occupancies
   b. Occupancies serving ten or fewer people may have a toilet facility for use by more than one person at a time, shall be permitted for use by both sexes. 2016 CPC §422.2 #2.
   c. Business and Mercantile occupancies with a total occupant load of 50 or less, including customers and employees, one toilet facility, designed for use by no more than one person at time, shall be permitted for use by both sexes. 2016 CPC §422.2 #3.

24) Provide details on the plans which show that the entire site complies with all accessibility standards.

25) 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.

27) Specify a level landing, slope, and cross slope on each side of the door at all required entrances and exits. 2016 CBC 1126A.2

28) Provide complete dimensioned details for accessible bathrooms 2016 CBC §11B-213 11B-603, 11B-604, 11B-605, 11B-606, 11B-607, 11B-608, 11B-609, 11B-610 and 1134A.1

29) Provide complete, dimensioned details for accessible parking 2016 CBC §11B-208, 11B-502, 11B-503, 1108A and 1109A

30) Provide details on the plans which show that the building elevator complies with all accessible standards. 2016 CBC §11B-407 & 1124A.

32) Provide details which show that the maneuvering clearances for the bathrooms in each unit are accessible 2016 CBC § 1127A2.2 #1. (The space under the lavatory can be used but the maneuvering clearance and are allowed to encroach into the knee and toe clearances.)

33) Provide details which show that the water closet in each unit complies with 2016 CBC § 1134A.7 #1;

34) Specify whether 2016 CBC §1134A.2 option #1 or option #2 will be used for the bathrooms.

35) Specify that there will be a clear maneuvering space adjacent to each tub that is at least 30" X 48" measured from the drain end of the tub. 2016 CBC § 1134A.5

36) Specify on the plans that all dwelling unit interior doors will comply with CBC 1132A5.2. Note: Many doors within the unit appear to have only 12" of strike side clearance.

40) In the community / retail space indicate the location of the "Office" or area where bookkeeping and financial reconciliation will take place. 2016 CBC §11B-203.9

43) Specify on the plans that the second egress from the second floor is at least 1/3 the diagonal distance from the other exit on that floor. This distance is measure between the two exit doors or exit access doorways. (2016 CBC §1007.1.1 Ex. #2)

44) Exterior exit balconies, stairways, and ramps shall be located at least ten (10) feet from adjacent lot lines and from other buildings on the same lot unless adjacent building exterior walls and openings are protected in accordance with Section 705 based on fire separation distance. 2016 CBC §1027.5 #3

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.**

20) Provide a complete furniture / movable fixture plan for the community / retail space.

46) The accessible parking shown in the basement must comply with the accessibility requirements of the 2016 CBC. Specifically:
   a. All entrances to and vertical clearances within the parking structure must have a minimum vertical clearance of 8' 2" where required for accessibility to accessible parking spaces.
   b. At least one of these spaces must comply with the accessible parking requirements including loading / unloading access aisle and signage. See 2016 CBC §1109A.5 – Unassigned and Visitor Parking Spaces.

47) 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.

48) Provide handrails at all stairs where there are four or more risers.2016 CBC §1011.11

49) Provide lighting at all exterior landings.

51) Prior to applying for a Building Permit the applicant must either confirm that the address is 1005 Park Place or obtain a change of address from the Engineering Department. Note: The correct address must be referenced on all pages of the plans.

52) Include with your Building Division plan check submittal a complete underground fire sprinkler plan. Contact the Burlingame Water Division at 650-558-7660 for details regarding the water system or Central County Fire for sprinkler details.

53) Sewer connection fees must be paid prior to issuing the building permit.

54) A pre-construction meeting must be conducted prior to issuing the permit. After you are notified by the Building Division that your plans have been approved call 650-558-7270 to schedule the pre-construction meeting.

55) Specify and show on the plan that all of the required exits from the building terminate directly to the public right of way.

**Reviewed By:** Rick Caro III
650 558-7270

**Date:** October 2, 2017

# *Project Comments – Planning Application*

Project Address: **150 Park Road (Lot F), zoned HMU and R-4, APN: 029-224-270**

Description: **Request for Environmental Review and Design Review for a New 132-Unit Affordable Workforce and Senior Apartment Development**

From: **Christine Reed – Fire Division**

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

1. Pedestrian (firefighter) access required around the exterior of the buildings.
   a. **10/4/17** – Pedestrian access shall accommodate a 4' wide path for 4-firefighter flat ladder carry with 14' long ladder. Current width and corner turning radius too narrow for this operation. **10/4/17** - Pedestrian access around the building must be within 150' of fire apparatus access road (street or fire lane). Currently there is no pedestrian access from the fire lane to the rear of the building.
2. Residential building – Detail how combined property lots will be approved and recorded as required. **Acknowledged.**
3. Park area lot – 1) fire lane shall be at least 20' wide & 13'6" clear height, landscaping/trees shall not extend into fire lane and turning radius from street; 2) fire lane pavers shall support minimum 65,000lbs for fire apparatus; 3) obtain fire apparatus turning specifications from Fire Dept. for fire lane design.
   a. **10/4/17** – Add note on plan that fire lane pavers shall support a minimum of 65,000 lbs.
   b. **10/4/17** – fire lane shall meet identification requirements of the California Fire Code.

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.**

1. The building shall be equipped with an approved NFPA 13 sprinkler system in the commercial spaces and NFPA 13R in the residential spaces. Sprinkler drawings shall be submitted and approved by the Central County Fire Department prior to installation.
2. The fire sprinkler system shall be electronically monitored by an approved central receiving station.
3. Fire department connection shall be located within 5 feet of the sidewalk and not within city right-of-way.
4. 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.
5. The fire protection underground water line shall be submitted and approved through the Burlingame Building Department prior to approval of aboveground fire sprinkler permit.
6. 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. The system shall be installed and operable prior to construction of the fourth story of the structure.
7. 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.

8. A manual and automatic fire alarm system shall be installed throughout the building.
9. Phase I & II elevator recall for firefighter emergency operation required.
10. Elevator shunt trip (causing loss of power) is not allowed. Sprinkler head at top of elevator shaft and in machine room not allowed. Elevator machine room must be constructed of the same rating as the elevator shaft.
11. Approved emergency radio communication capability is required throughout the building. If building construction/layout cannot accommodate required radio communication strength, an Emergency Responder Radio System is required throughout. Permit required to be obtained through the Central County Fire Dept. prior to installation.

**Reviewed By:** **Christine Reed**
650-558-7617

**Date: 10/4/17**

# *Project Comments – Planning Application*

Project Address: **Lot N, zoned HMU, APN 029-231-240, 029-231-060**
Description: **Municipal Parking Structure – Pre-application (DSR17-0045)**

From: Martin Quan
Public Works Engineering

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**Please address the following comments <u>at this time</u>; provide a written response and revised plans with your resubmittal:**

1. ~~On the site plan, please recess all 1st floor doors as they are not allowed to encroach beyond the property line. Please remove all existing driveway approaches and show proposed improvements in the public right-of-way.~~
2. ~~Driveway ramps are not allowed to exceed an 18% slope.~~
3. ~~Please dimension all sidewalks surrounding the property and show clearances between proposed trees, parking meters, signs, etc.~~
4. ~~Please provide a separate site survey plan.~~
5. ~~Civil site plan should only show proposed improvements, please remove existing parking lot layer.~~
6. ~~It is in the best interest for the developer and City to eliminate the proposed storm drain line that runs the entire length of the building. Stormwater treatment that is directed to the park should be directed to Lorton Avenue~~.
7. Please provide link to title report in order to review the map links. (please send me an email link to title report in order to review maps that should be attached to it).
8. The garage aisle widths must be a minimum of 22' wide with a backup distance of 24' minimum.
9. What is the anticipated flow rate for the stormline that will outfall to Lorton Avenue.
10. Please show compliance or intent to underground electrical wires fronting the property.

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

1. Based on the scope of work, this is a "Type III" project that requires a Stormwater Construction Pollution Prevention Permit. This permit is required prior to issuance of a Building Permit. An initial field inspection is required prior to the start of any construction (on private property or in the public right-of-way).
2. Any work in the City right-of-way, such as placement of debris bin in street, work in sidewalk area, public easements, and utility easements, is required to obtain an Encroachment Permit prior to starting work.
3. 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. for all activities (including hauling).
4. The project shall comply with the City's NPDES permit requirements to prevent storm water pollution.
5. All water lines connections to city water mains for services or fire line protection are to be installed per city standard procedures and material specifications. Contact the city Water department for connection fees. If required, all fire services and services 2" and over will be installed by builder. All underground fire service connections shall be submitted as separate Underground Fire Service permit for review and approval.
6. Sewer Backwater Protection Certification is required for the installation of any new sewer fixture per Ordinance No. 1710. The Sewer Backwater Protection Certificate is required prior to the issuance of Building Permit.
7. The sanitary sewer lateral (building sewer) shall be tested per ordinance code chapter 15.12. Testing information is available at the Building department counter. A Sewer Lateral Test encroachment permit is required.
8. Insert the 'Best Management Practices', updated June 2014, construction sheet into the plans set. A copy can be found at http://www.flowstobay.org/sites/default/files/Countywide%20Program%20BMP%20Plan%20Sheet-June%202014%20Update.pdf#overlay-context=brochures or http://www.flowstobay.org/brochures then click "construction bmp plan sheet"

**Reviewed By:** Martin Quan
650-558-7245

**Date:** 1/26/18

# *Project Comments – Planning Application*

Project Address: **150 Park Road (Lot F), zoned HMU and R-4, APN: 029-224-270**

Description: **Request for Environmental Review and Design Review for a New 132-Unit Affordable Workforce and Senior Apartment Development**

From: **Martin Quan - Public Works Engineering**

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

1. ~~On the site plan, please recess all 1st floor doors as they are not allowed to encroach beyond the property line. Please remove all existing driveway approaches and show proposed improvements in the public right-of-way.~~
2. ~~Driveway ramps are not allowed to exceed an 18% slope.~~
3. ~~Please dimension all sidewalks surrounding the property and show clearances between proposed trees, parking meters, signs, etc.~~
4. ~~Please provide a separate site survey plan.~~
5. ~~Civil site plan should only show proposed improvements, please remove existing parking lot layer.~~
6. It is in the best interest for the developer and City to eliminate the proposed storm drain line that runs the entire length of the building. Stormwater treatment that is directed to the park should be directed to Lorton Avenue.
7. Please provide link to title report in order to review the map links.

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

1. Based on the scope of work, this is a "Type III" project that requires a Stormwater Construction Pollution Prevention Permit. This permit is required prior to issuance of a Building Permit. An initial field inspection is required prior to the start of any construction (on private property or in the public right-of-way).
2. Any work in the City right-of-way, such as placement of debris bin in street, work in sidewalk area, public easements, and utility easements, is required to obtain an Encroachment Permit prior to starting work.
3. 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. for all activities (including hauling).
4. The project shall comply with the City's NPDES permit requirements to prevent storm water pollution.
5. All water lines connections to city water mains for services or fire line protection are to be installed per city standard procedures and material specifications. Contact the city Water department for connection fees. If required, all fire services and services 2" and over will be installed by builder. All underground fire service connections shall be submitted as separate Underground Fire Service permit for review and approval.
6. Sewer Backwater Protection Certification is required for the installation of any new sewer fixture per Ordinance No. 1710. The Sewer Backwater Protection Certificate is required prior to the issuance of Building Permit.
7. The sanitary sewer lateral (building sewer) shall be tested per ordinance code chapter 15.12. Testing information is available at the Building department counter. A Sewer Lateral Test encroachment permit is required.
8. Insert the 'Best Management Practices', updated June 2014, construction sheet into the plans set. A copy can be found at http://www.flowstobay.org/sites/default/files/Countywide%20Program%20BMP%20Plan%20Sheet-June%202014%20Update.pdf#overlay-context=brochures or http://www.flowstobay.org/brochures then click "construction bmp plan sheet"

**Reviewed By:** Martin Quan
650-558-7245

**Date:** 10/4/17

# *Project Comments – Planning Application*

Project Address: **Public Parking Lots F & N, zoned R-4 and HMU**

Description: **Request for Preliminary Plan Review for a new 128-unit, 5-story affordable/senior housing development on Parking Lot F and a new Parking Garage on Lot N.**

From: Bob Disco
Parks Division

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**Please address the following comments <u>at this time</u>; provide a written response and revised plans with your resubmittal:**

1. L5 not included for review of irrigation plan

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

WELO submitted and approved

**Reviewed By:** BD
558.7333
bdisco@burlingame.org

**Date:** 2.14.18

# *Project Comments – Planning Application*

Project Address: **150 Park Road (Lot F), zoned HMU and R-4, APN: 029-224-270**

Description: **Request for Environmental Review and Design Review for a New 132-Unit Affordable Workforce and Senior Apartment Development**

From: **Bob Disco - Parks Division**

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

1. Irrigation Plan not included for review
2. WELO not included for review
3. Street tree's not included on Park Rd.

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.**

**Reviewed By:** BD
558.7333
bdisco@burlingame.org

**Date:** 10.4.17

# *Project Comments – Planning Application*

Project Address: **150 Park Road (Lot F), zoned HMU and R-4, APN: 029-224-270**

Description: **Request for Environmental Review and Design Review for a New 132-Unit Affordable Workforce and Senior Apartment Development**

From: **Carolyn Critz - Stormwater**

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

1. This project is 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 at **http://flowstobay.org/newdevelopment**. 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 forms, available at the link above:
   a. **C.3 and C.6 Development Review Checklist. – submitted 9/22/17**
   b. **Worksheet F, Special Projects (if applicable). – submitted 9/22/17**
   c. **Any other worksheets that apply to your project. – submitted 9/22/17**

For additional information, including downloadable electronic files, please see the C.3 Stormwater Technical Guidance at **http://www.flowstobay.org/sites/default/files/SMCWPPP_C3_Handbook_2016.pdf**

**Nothing further needed at this time**

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.**

1. 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**
2. Label all **pervious** and **impervious** surfaces and site design measures for stormwater.
3. Post-construction treatment measures must be designed, installed, and hydraulically sized to treat a specified amount of runoff. The project plan submittals shall identify the owner and maintenance party responsible for the ongoing inspection and maintenance of the post-construction stormwater treatment measures in perpetuity. **A maintenance agreement or other maintenance assurance must be submitted and approved by the City prior to the issuance of a final construction inspection**.

**Reviewed By:** Carolyn Critz
(650) 342 3727, ext. 118
cc: Martin Quan, City Hall

**Date:** ~~August 7, 2017~~ **October 4, 2017**

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

**Site: 150 PARK ROAD (LOT F)**

# PUBLIC HEARING NOTICE

The City of Burlingame Planning Commission announces the following public hearing **on MONDAY, FEBRUARY 26, 2018 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for Design Review and Density Bonus Incentives for construction of a new 132-unit affordable workforce and senior apartment development at **150 PARK ROAD (PUBLIC PARKING LOT F),** zoned HMU & R-4.
APN 029-224-270

**Mailed: February 16, 2018**

*(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)*


**150 Park Road (Lot F), zoned HMU and R-4 Incentive District;**
**160 Lorton Avenue (Lot N), zoned R-4 Incentive District**