

MEMO TO: PLANNING COMMISSION

FROM: PUBLIC WORKS DEPARTMENT – CITY ENGINEER

DATE: NOVEMBER 5, 2025

**SUBJECT: EXAMINATION OF AND RECOMMENDATION TO APPROVE
MAP: TENTATIVE AND FINAL PARCEL MAP – RESUBDIVISION
OF LOTS 3, 9 AND PORTION OF LOT 2, BLOCK 3, BURLINGAME
HILLS SUBDIVISION AT 1385 HILLSIDE CIRCLE, PM 24-05**

Site Information:

Zoning:	R-1
Existing Lot Size:	36,955 Square Feet
Proposed Lot Size:	Parcel 1 = 13,226 Square Feet Street Frontage = 65.78 Feet Parcel 2 = 13,184 Square Feet Street Frontage = 66.18 Feet Parcel 3 = 10,545 Square Feet Street Frontage = 89.30 Feet
Required Lot Size:	10,000 Square Feet
Required Street Frontage:	40 Linear Feet

Background:

This parcel map application proposes to subdivide the existing parcel into three new parcels for single-unit dwellings at 1385 Hillside Circle. The three new parcels meet the required street frontage of 40 linear feet and minimum lot size of 10,000 square feet (Municipal Code Section 25.10.090).

I, City Engineer, have examined the map application and make the following recommendations:

1. The existing structure must be demolished before the map can be approved.

2. A final parcel map for the resubdivision must be submitted to the Public Works Department for review and recordation within the two-year time period as allowed by the Subdivision Map Act and the City's Subdivision Ordinance.
3. All sidewalk, driveway approach, curb, and gutter fronting the project site on Hillside Circle and Easton Drive shall be removed and replaced per City Standard Details.
4. No developmental approvals are part of this mapping action.
5. All property corners shall be set in the field and be shown on the map.
6. The final map shall show all existing easements, the widths of the right-of-way for Hillside Circle and Easton Drive including the centerlines of right-of-way, bearings and distances of centerline and any existing monuments in the roadway. This examination and recommendation is based on the fact that the application does not include any proposed easements.
7. Permanent stormwater treatment measures and maintenance agreements are required for each parcel. Agreements shall be recorded with the County prior to building permit sign-off.
8. A special encroachment permit will be required for the operation/maintenance of the Silva cells and appurtenant storm drain pipes under the public sidewalk on Easton Drive. The permit shall be recorded with the County prior to building permit sign-off.
9. The proposed lots are properly located to facilitate construction with the intent to reduce the amount of grading and alterations to the existing environment.
10. The proposed lots are of the width and area prescribed by this code. The three new parcels meet the required street frontage of 40 linear feet and minimum lot size of 10,000 square feet (Municipal Code Section 25.10.090).
11. The proposed lots do not require easements for sanitary sewage, drainage, or other public utility purposes.

This parcel map meets the requirements in Section 26.24.020 of the Municipal Code. I recommend Planning Commission forward this parcel map to City Council for approval.

This mapping action should be considered as a Tentative and Final Parcel Map for the resubdivision to facilitate processing. Staff will see that the Final Map is properly prepared.