

MEMO TO : PLANNING COMMISSION

FROM: PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION

DATE: OCTOBER 15, 2025

SUBJECT: TENTATIVE AND FINAL PARCEL MAP – LOT MERGER AND
SUBDIVISION 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 = 138 Feet Parcel 2 = 13,184 Square Feet Street Frontage = 163 Feet Parcel 3 = 10,545 Square Feet Street Frontage = 191 Feet
Required Lot Size:	10,000 Square Feet
Required Street Frontage:	60 Linear Feet

Background:

This parcel map application proposes to combine the existing parcels and subdivide into three new parcels for single family dwellings at 1385 Hillside Circle. The three new parcels meet the required street frontage of 60 linear feet and lot size of 10,000 square feet.

The Engineering Division has reviewed the map application and has the following comments:

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

2. A final parcel map for the lot merger and subdivision must be filed by the applicant 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 proposed and 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.
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.

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