



DEPARTMENT OF COMMUNITY DEVELOPMENT

330 West 20th Avenue
San Mateo, CA 94403-1388
Web Site: www.cityofsanmateo.org

April 23, 2015

Michael Stoner
88 Kearney St, Suite 1818
San Francisco, CA 94108

Subject: PA #15-030, Bridgepointe Master Plan Amendment & SPAR
2200 Bridgepointe Parkway, APN 035-466-010

Dear Mr. Stoner:

This letter is a follow up to your Planning Application submittal of March 31, 2015. The City's Development Review Board has reviewed your application and found that there are a number of issues that must be addressed. At this time your application is incomplete. Prior to continuing the processing of your application, the information on the attached list must be provided. It is always difficult to identify all issues at this stage of your application, and there may be additional information requested by the Development Review Board, Planning Commission, or City Council during the review process.

If we do not receive the referenced material within 120 days of this letter, the San Mateo Zoning Code authorizes the Zoning Administrator to close out your file. Should your file be closed out, you may at any time re-apply, subject to all City codes, policies, and fees that are in effect at the time you submit a new planning application.

Should you have any further questions regarding your project, please contact me at (650) 522-7208 or via email at dhogan@cityofsanmateo.org.

Sincerely,

David Hogan
Project Planner

cc: File
City Manager
Community Development Director
Chief of Planning
Zoning Administrator
Development Review Board

PA #15-030, Bridgepointe Master Plan Amendment & SPAR
PLANNING APPLICATION INCOMPLETE LIST
April 23, 2015

The City's Development Review Board has reviewed your application and found that there are a number of issues that must be addressed. At this time your application is incomplete. Prior to continuing the processing of your application, the information on the attached list must be provided. The following list indicates which parts of the application are incomplete and the specific information you need to submit to complete your planning application. This information has been divided into department issues for your convenience. Any questions should be directed to the department contact person requesting the information. **Please note that new plans or revisions to project plans that were previously submitted require the re-submittal of ten (10) copies of new/revise plans as well as a pdf of the revised plan set.**

Planning Comments:
Please indicate page on which comment has been addressed.

Review based upon plans received on 3/31/15*

(* In the interest of maintaining a timely review schedule, comments on the additional pages submitted on April 14, 2015 have not been included here.)

1. General Comments.

- The Site Address does not match the information provided on the application form. Please use a correct single address for all future submittals.
- Please remove references to the "Payment of a recreation fee" from the Master Plan Amendment. There is nothing in either the master or specific plan that requires payment of a recreation fee. Incorporating the recreation fee in the cover letter, as part of SPI's request, is the appropriate location for such an offer.
- Sheet G0.01: Please adjust the vicinity map so that "Project North" (i.e. Bridgepointe Parkway), is "up" and provide a north arrow for the vicinity map. Also the cross-hatched shape of the building is also noticeably offset, please move it closer to the actual location of the building.
- Sheet AS1.02: Along the east elevation this plan sheet shows a utility room that does not appear to on the colored east elevation (Sheet R2.02. Please clarify the existence or non-existence of this feature and modify the plans accordingly.
- According to the initial project application submittal, site changes are proposed on the adjacent parcel, please confirm that the adjacent parcel is under also under identical ownership.
- Other than removing some of the landscaping along the south elevation, are any changes to the site landscaping being proposed? Some of the existing on-site landscaping is either dead or appears to have not received regular care. This is an opportunity to modify the landscape planting and reduce the amount of turf area. Please provide a landscape plan to update the site landscaping.

2. City of San Mateo Planning Application Form Submittal Requirements.

- Hazardous Materials and Air Quality Checklist (Non-Residential only)
- PDFs of plans PDF file of the entire plan set meeting the following requirements:
 1. Pages should be a maximum size of 11 x 17.

2. Pages should be "flattened," no layers.
3. Resolution should be 72ppi.
4. Color pages are fine.
5. Pages should be saved as PDF.
6. Project plans must be no bigger than 5MB in size, for each file.
7. Project plans should be in groups:
 - a. Elevations
 - b. Site plans
 - c. Floor plans
 - d. Roof plans
 - e. Landscape plans

3. Special Studies. These additional studies/project evaluations will be conducted for the City.

- Traffic Impact Analysis [Prepared by Hexagon]. See Comment 6 below.
- Greenhouse Gas Analysis [Prepared by City-approved Consultant]. Please note that the Planning Division is still evaluating the need for this analysis.
- Design Review [Prepared by Larry Cannon]. We will forward these comments to you when they are available.

4. Plan Set Requirements.

Cover Sheet

- Summary calculations of lot size and the square footage (consistent with Zoning Code Section 27.04.200 Floor Area Definition) and Floor Area Ratio of existing development, structures to be demolished and new construction.
- Sheet AS1.02: Please provide additional information for the area around the new loading dock as it is proposed. The initial plan submittal is not clear about the future layout of this area. Also, please put the truck turning movements on a separate sheet. The exiting of a delivery truck from the proposed loading dock also needs to be described and evaluated.

A. Site Plan

Drawn to scale and showing all existing and proposed structures on the property and the following additional information:

- All property lines.
- Lot dimensions.
- Location, identification and dimensions of items of obstruction on sidewalks and curbs, such as fire hydrants, utility meters, and utility poles.
- Location, dimensions, and types of easements.
- Landscaped areas.
- Location and diameters of existing trees and note whether they are to be removed or retained.
- Location of staging area for trash/recycling (staging on public streets is not permitted).
- Location of short term and long term bicycle parking, with a detail showing dimensions of bicycle parking spaces, distance between racks and distance to other obstructions, including walls, curbs and landscaping.
- Loading Zone
- Include the size(s) of the typical parking spaces.

- Sheet AS1.01: The existing site plan does not show the site correctly. The most noticeable area of incorrect information is near the southeast corner of the building, though other areas are also incorrectly depicted. Please revise the plan to correctly reflect the existing conditions.
- Sheet AS1.02: The shape of the parcel does not match the information provided by the County Assessor and the City's GIS system. Please incorporate the correct boundary location and shape on all future resubmittals.
- On the east elevation, the Sheet A1.03 shows the two existing doors to remain. However the Site Plan (Sheet A1.02) seems to show that area differently. Please make sure the information on the plans is consistent.
- Sheet A1. 03: The square foot total of the building printed within the building ("51,536") does not match the total square footage in table on the same page ("50,917"). Please make sure the information on the plans is consistent and correct.

B. Floor Plans

- Overall exterior dimensions.
- All doors and windows.
- All areas, walls, structures to be removed.
- The site plan and building elevation do not appear to match to the west of the proposed trash enclosure. The building floor plan (and south elevation) makes it appear that 426 sf is being added to the building in that area; the site plan does not appear to show the same thing. Please make sure the information on the plans is consistent.

C. Building Elevations

- Sheets A2.01 and A2.02: Add a dashed line depicting the elevation of the roof surface behind the parapet wall for all four elevations. The size and shape of any roof mounted equipment should also be depicted and fully screened with a new parapet wall or roof screen.

D. Building Section

Drawn to scale and showing all existing and proposed floors, ceilings, roof areas, garages, and mechanical equipment rooms or equipment. Indicate height of each finished floor, top of final story plate line from finished grade, top of roof ridge and any roof equipment.

- Add a Roof Layout Plan showing the location of all proposed roof-mounted equipment.
- Sheet A3.01: Add a "Proposed" building section to accompany the "Existing" building section.

E. Parking Plans

- The project appears to propose the removal of several parking spaces. Please provide a table documenting that the shopping center will still have an adequate number of parking spaces per the zoning code requirements.

F. Landscape/Fencing/Hardscape Plans

Please identify the amount of landscaping (in square feet) for both the existing and proposed landscaping. If over 1,000 square feet of new or modified planting areas is proposed, a detail landscape plan must be prepared or reviewed and signed by a licensed landscape architect

registered with the State of California. The plans shall be drawn to a scale adequate to indicate all landscaping improvements, and shall include, but not be limited to, the following:

- The name, address and telephone number of the person or firm responsible for the preparation of the plans and other required information.
- The name, address and telephone number of the reviewing landscape architect (if different from above).
- All existing and proposed buildings and other structures including fences, paved areas, and planted areas.
- All existing plant material to remain and to be removed.
- Planting schedule listing the species, sizes, and drought tolerance of all proposed plant material. Provide photographs for the predominant species.
- Square footage of all planted areas.
- Provide a lighting plan showing fixture locations and styles, including a fixture schedule with a fixture photograph, manufacturer, color, and size. If no changes are proposed as part of this project please indicate that information on the resubmitted plans.
- Provide a site furnishings and hardscape plan with locations and styles, including a schedule with furnishings/hardscape photograph, manufacturer, color, and size. Furnishings include but are not limited to bike racks, benches, planters, and other outdoor amenities.

5. City of San Mateo Planning Application Guide Requirements - Additional Requirements for Selected Applications.

- Color and Materials sample board
- Sign information. On the site plan and elevation drawings include location, dimensions, colors, and materials of all proposed signs and dimensions and locations of all existing signs to remain.
- Please indicate if any of the on-site trees are proposed for removal.

6. Environmental Checklist.

- Please provide a copy of the original traffic study that was used to evaluate the effects of the proposed change of land use from recreational to retail.

7. Economic Analysis. The City has retained the services of an outside consultant, Economic & Planning Systems, Inc. (based in Berkeley, California) to conduct an independent evaluation of the information provided with the March 31, 2015 submittal and to evaluate all future submittals or conduct additional analyses as necessary. It is the goal of the City that the analysis used to identify an appropriate mitigation impact payment be consistent valuation methodologies suggested under the Ehrlich v. Culver City.

Based upon EPS's initial evaluation of the March 24, 2015 Economic Study, please provide the following information to assess the accuracy and reasonableness of the economic analysis that was submitted with the application.

- A. Provide copies of the backup/supporting information used to support the estimated square foot rents for recreational spaces.

- B. Provide copies of the backup/supporting information used to support the estimated square foot rents for retail spaces.
- C. Finally, the initial analysis limits the "recreational" area to only the ice surface. This interpretation of the recreational area does not include all of the areas associated with recreational use (e.g. walkway around the ice rink, locker and changing areas, service counter, office areas, other recreational spaces, etc.). Please recalculate the recreation area to include all of the recreational and recreation-related areas.

8. Additional Comments. *While the following items are not planning application "incomplete" items, the following design items have been identified as concerns and staff recommends these items be addressed now as part of the plan revision process.*

- _____ A. The western side of the building will be exposed to direct afternoon sun. It is recommended that some form of architectural shade element be added over the store fronts in this area. In addition, the architectural design of the west elevation needs to be more unified. Specifically, the areas for the smaller tenant spaces should be incorporated into a single element (rather than the two proposed).
- _____ B. The southern corner of the building consists of two, essentially blank wall plans, staff suggests that you consider the installation of an additional architectural treatment or feature in the area.

If you have any questions regarding any of the comments listed above, please contact David Hogan, Contract Planner, at (650) 522-7208 or via e-mail at dhogan@cityofsanmateo.org

Building Comments:
Please indicate page on
which comment has
been addressed.

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- _____ 1. Please specify the codes and regulations, such as the 2013 edition of the California codes, that may govern the design of this building upon the filing for a building permit application.
- _____ 2. Please specify the existing Use(s) and Occupancy Group(s) of the building on the plan.
- _____ 3. Please specify the proposed Use(s) and Occupancy Group(s) of the building on the plan. For the proposed retail use, please clarify the specific type(s) of retail use as different or more stringent requirements may apply per the San Mateo Municipal Code, such as waste storage.
- _____ 4. Please specify the Type of Construction on the plan.
- _____ 5. Please specify whether or not the building has an existing fire sprinkler system.

- _____ 6. Please provide calculation to verify that the proposed building area complies with the allowable building area per Chapter 5 of the California Building Code.
- _____ 7. Please specify the accessible paths of travel to the area of work on the plan.

Please note that additional comments may be added to those above depending upon the completeness of the subsequent submittals.

If you have any questions regarding any of the comments listed above, please contact Isaac Hau, S.E., Plan Check Engineer, at (650) 522-7185 or via e-mail at hau@cityofsanmateo.org

Fire Comments:

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Please indicate page on which comment has been addressed.

- _____ 1. No Comments at this time.

If you have any questions regarding any of the comments listed above, please contact Bill Euchner, Deputy Fire Marshal, at (650) 522-7940 or via e-mail at euchner@cityofsanmateo.org

Public Works Engineering Comments:

Review based upon plans received on 3/31/15

Please indicate page on which comment has been addressed.

- _____ 1. No comments at this time.

If you have any questions regarding any of the Public Works comments, please call Ken Pacini, at (650) 522-7333.

Public Works Trash/Recycling Comments: Review based upon plans received on 3/31/15
Please indicate page on
which comment has
been addressed.

- _____ 1. Note to scale the size of all solid waste (recycling, compost, garbage) collection containers.

If you have any questions regarding any of these comments, please call Roxanne Murray, the Solid Waste and Recycling Program Coordinator at (650) 522-7346.

Police Comments: Review based upon plans received on 3/31/15
Please indicate page on
which comment has
been addressed.

- _____ 1. The Planning Application plans shall provide details of light fixtures in compliance with the following conditions of approval that will be imposed:

EXTERIOR SITE LIGHTING STANDARDS - The applicant shall submit a photometric plan in compliance with the Building Security Code "Exterior Security Lighting" (San Mateo Municipal Code Section 23.54.060). The plan shall comply with the requirement of an average of 1 foot-candle with a 4:1 minimum to average ratio and a minimum lighting of 0.3 foot-candle. This lighting standard is applicable to all publicly-accessibly parking lots, driveways, circulation areas, aisles, passageways, recesses, and publicly-accessible grounds contiguous to all buildings. Private, interior courtyards not accessible to the public are not required to meet this standard. The lighting system shall be so designed as to limit light spill beyond property lines and to shield the light source from view from off site. The photometric plan shall be approved by the Chief of Police or their designee prior to the issuance of the first building permit for the project. Any subsequent building permits that include any site lighting shall also meet these requirements. (POLICE)

BUILDING SECURITY CODE COMPLIANCE - The project plans shall comply with the City's Building Security Code (San Mateo Municipal Code Chapter 23.54). (POLICE)

Please resubmit plans for Police Department Review.

If you have any questions regarding any of these proposed conditions of approval or the City's Building Security Code requirements, please call Sgt. Rick Decker, Police Department at (650)522-7626.