

May 8, 2015

David Hogan
City of San Mateo
330 W. 20th Avenue
San Mateo CA 94403-1388

Subject: PA #15-030, Bridgepointe Master Plan Amendment & SPAR
2202 Bridgepointe Parkway, APN 035-466-010

Dear Mr. Hogan:

Enclosed is our response the comments provided on April 23, 2015 and additional information as referenced in these comments.

If there are any questions, please let me know.

Sincerely,

David Blair
Project Architect

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

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.
 - **Response: Building address to be 2202 Bridgepointe Parkway**
- 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.
 - **Response: See attached revised Master Plan.**
- 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.
 - **Response: Sheet G0.01 updated as requested.**
- 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.
 - **Response: The utility room is existing under the curved canopy and will remain. The east elevation is modified to more accurately depict the room.**
- 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.
 - **Response: The adjacent parcel is under the same ownership. Please refer to title report.**
- 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.
 - **Response: Please refer to Sheet L0.0, Preliminary Landscape Plan for proposed plantings.**

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

- Hazardous Materials and Air Quality Checklist (Non-Residential only)
 - **Response: As confirmed by David Hogan, this was included in the original application**
- 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
 - **Response:** PDF files will be provided as requested. Revised PDFs for the updated plans are included.

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

- Traffic Impact Analysis [Prepared by Hexagon]. See Comment 6 below.
 - **Response:** Revised CEQA checklist and stand-alone traffic letter were submitted under separate cover to David Hogan on 4/30/2015 and are attached for reference.
- Greenhouse Gas Analysis [Prepared by City-approved Consultant]. Please note that the Planning Division is still evaluating the need for this analysis.

Response:

 - **Response:** Revised CEQA checklist addresses submitted on 4/30/2015 to David Hogan address this in more detail to help with the analysis.
- Design Review [Prepared by Larry Cannon]. We will forward these comments to you when they are available.
 - **Response:** See revised elevations and MCG response to Larry Cannon's comments.

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.
 - **Response:** Calculations and summary provided on Cover Sheet.
- 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.
 - **Response:** See updated sheet AS1.02, A1.03 for loading dock and new sheet AS1.02A for truck turning movement.

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.
 - **Response: See sheet AS1.02 for updated information for the comments above.**
- Landscaped areas.
- Location and diameters of existing trees and note whether they are to be removed or retained.
 - **Response: See sheet L0.0 for the two comments above.**
- 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.
 - **Response: See sheet AS1.02 for updated information for the comments above.**
- 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.
 - **Response: See updated sheet AS1.01.**
- 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.
 - **Response: Sheet AS1.02 revised to match parcel shape.**
- 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.
 - **Response: Sheets A1.02 and A1.03 updated to be 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.
 - **Response: Proposed building square footage updated on A1.03 and G0.01.**

- **B. Floor Plans**
- Overall exterior dimensions.
- All doors and windows.
- All areas, walls, structures to be removed
 - **Response: See sheets A1.01 and A1.02 for walls 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.
 - **Response: Other than noted above, see Sheet A1.03 for updated floor plan information.**

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.
 - **Response: See sheets A2.01 and 2.02 for existing roof line. Because no particular tenant demising is proposed at this time, there are no roof-mounted equipment locations determined. Future phases for tenant improvements will address roof equipment and will be fully screened.**

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.
 - **Response: See note above for roof equipment.**
- Sheet A3.01: Add a "Proposed" building section to accompany the "Existing" building section.
 - **Response: See sheet A3.01 for proposed building sections.**

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.
 - **Response: See cover sheet, G0.01 for parking calculations.**

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.
 - **Response: See sheet L0.0 for comments addressed above.**

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

- Color and Materials sample board
 - **Response: As discussed, preliminary color and material board submitted in original application is acceptable for now. Prior to hearings a color and materials sample board to be provided.**
- 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.
 - **Response: Proposed tenant signage to be under separate permit during tenant improvements.**
- Please indicate if any of the on-site trees are proposed for removal.
 - **Response: See sheet L0.0 for on-site trees.**

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.
 - **Response: Revised CEQA checklist and stand-alone traffic letter were submitted under separate cover to David Hogan on 4/30/2015 and are attached for reference.**

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.

- Provide copies of the backup/supporting information used to support the estimated square foot rents for recreational spaces.
 - **Response: See redacted letters of intent and brokerage firm letters.**
- Provide copies of the backup/supporting information used to support the estimated square foot rents for retail spaces.
 - **Response: See redacted letters of intent and brokerage firm letters.**
- 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.
 - **Response: See supporting documentation**

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).
 - **Response: See revised elevations and MCG's response to Larry Cannon's comments.**
- _____ 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. MCG to review and make recommendations
 - **Response: See revised elevations and MCG's response to Larry Cannon's comments.**

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

Review based on plans received on 3/31/15

- _____ 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.
- Response: See sheet G0.0
- _____ 2. Please specify the existing Use(s) and Occupancy Group(s) of the building on the plan.
- Response: See sheet G0.0
- _____ 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.
- Response: See sheet G0.0
- _____ 4. Please specify the Type of Construction on the plan.
- Response: See sheet G0.0
- _____ 5. Please specify whether or not the building has an existing fire sprinkler system.
- Response: See sheet G0.0
- _____ 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.
- Response: See sheet G0.0
- _____ 7. Please specify the accessible paths of travel to the area of work on the plan.
- Response: See sheet AS1.02

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

Review based upon plans received on 3/31/15

_____ 1. No Comments at this time.

Public Works Engineering Comments:
Please indicate page on
which comment has
been addressed.

Review based upon plans received on 3/31/15

_____ 1. No comments at this time.

Public Works Trash/Recycling Comments:
Please indicate page on
which comment has
been addressed.

Review based upon plans received on 3/31/15

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

o Response: See sheet A1.03

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

Review based upon plans received on 3/31/15

_____ 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)

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- **Response: The existing site lighting is to remain. There are no fixtures to be removed or relocated. Site lighting fixtures are shown on sheet AS1.02.**
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BUILDING SECURITY CODE COMPLIANCE - The project plans shall comply with the City's Building Security Code (San Mateo Municipal Code Chapter 23.54). (POLICE)

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- **Response: Construction permit drawings for all tenant improvements will comply with all appropriate sections of the San Mateo Building Security Code.**
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Please resubmit plans for Police Department Review.

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- **Response: Plans will be resubmitted during the building permit phase for Police Department review.**
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