



February 2, 2023

Mike Field  
530 Emerson Street, Suite 150  
Palo Alto, California, 94301  
Sent Via Email: [mike@windyhillpv.com](mailto:mike@windyhillpv.com)

Subject: PA-2022-099 1855 S. Norfolk St., SUP + SPAR + SDPA  
1885 S. Norfolk St., APN 035-383-200

Dear Mr. Field:

This letter is a follow up to your Planning Application submittal of January 3, 2022. 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.

Upon submittal of the requested information, your application will be considered complete and scheduled for a review by the Planning Commission and City Council.

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) 522-7214 or via email at [ssmith@cityofsanmateo.org](mailto:ssmith@cityofsanmateo.org).

Sincerely,

A handwritten signature in black ink, appearing to read "Somer Smith".

Somer Smith, AICP  
Associate Planner

cc: File  
Property Owner ([tom@duckettwilson.com](mailto:tom@duckettwilson.com))

Encl: Exhibit A - [PW REDLINE, dated 01-31-2023](#) (Linked)  
Exhibit B - Credited Facility Types for the Park In-Lieu/Impact Fee

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. To resubmit the application online, please upload materials to the Online Permit Center ([www.cityofsanmateo.org/onlinepermitcenter](http://www.cityofsanmateo.org/onlinepermitcenter)) and use the [How-To Guide](#) for resubmittals.

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**Planning Comments:****1. Planning Application Guide Submittal Requirements**

- Plans:** Please see the following pages for the information requested in the revised plans, which shall be uploaded to the Online Permit Center as a complete PDF with a file size no greater than 10 MB.
- Written Description:** Please update the project description on the cover sheet to reflect the current scope of work.
- Photos of the property:** Please copy the photos of the site and surrounding area from the Phase I Environmental Site Assessment and submit them as a separate document. Interior photos and photos of storage equipment/areas can be excluded from the document.
- Materials Board** showing proposed color, roofing material, other exterior materials (clear photos or manufacturer's brochures may suffice.) Material samples may be requested.
- Completed [Tree Disclosure Statement Form](#)** disclosing whether Protected Trees exist on the property or on any property within 30 feet of the proposed construction activity.
- Arborist Report:** Please provide a copy in PDF and reproduce the Arborist Report within the project plans and see additional comments in the *Plan Set Requirements* and *Private Development Arborist* comments in the following pages.
- Completed [Water Conservation in Landscaping Screening Form](#).**
- Completed [Density Bonus & BMR Unit Information Request Form](#)** and written justification for developments consisting of 5 or more residential units, or projects seeking the State Density Bonus program.
- Historic Resources Evaluation** by the City's Historic Review Consultant evaluating the existing structure(s) whether they qualify as an historic resource. An Historic Resources Evaluation by the City's Historic Review Consultant is required for projects that substantially demolish an existing structure that is 50 years or older.
  - To be completed by the City's Historic Consultant and sent to applicant once finalized. The report will follow this letter.
- Public Hearing Materials (Informational).** If your project will be reviewed by the Planning Commission or City Council, once the application is deemed complete the project planner will request additional items as needed, including up to 12 Half Size (11" by 17" or 12" by 18") high resolution plan sets.

#### Additional Forms As Required

- [Density Bonus & BMR Unit Information Request Form](#) required for developments consisting of 5 or more residential units, and/or projects seeking the State Density Bonus program per Gov Code 65915.
- Stormwater Treatment Forms: <http://www.flowsstobay.org/newdevelopment>
  - Project Applicant Checklist for NPDES Permit Requirements
  - NPDES Permit Impervious Surface Data Collection Worksheet (if required)
  - Operation and Maintenance Information for Stormwater Treatment Measures (if required)
- [Address Assignment Application](#) if new/change of addresses are proposed.

Additional items may be determined necessary by the planner during the Planning Application review.

## **2. Plan Set Requirements**

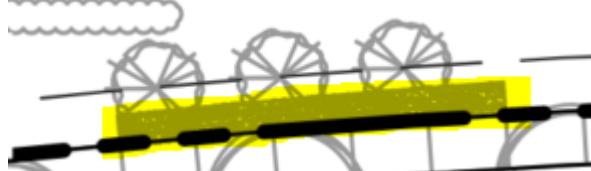
<input type="checkbox"/>	<b>COVER SHEET.</b> Please include the following Data Information on the first plan sheet:	
<b>DEVELOPMENT PROJECT DATA INFORMATION</b>		
Lot Size (Sq. Ft.):	Please verify with a survey.	
Maximum Permitted Floor Area (Sq. Ft.):	Update maximum permitted floor area based on the survey, if required.	
	<i>Existing:</i>	<i>Proposed:</i>
<i>Floor Area (Sq. Ft.):<sup>1</sup></i>		
Main Structure(s):		
Exemptions: <sup>2</sup>		
1. Please add a note on sheet AP0.03 stating that, "vertical circulation includes the stairs and elevators, which are only counted once on the ground floor." 2. Please also note that bike parking is not included in the floor area.		
<b>Total Floor Area:</b>		
List of All Trees on Site including Species and Size:	On the cover sheet, please provide the number of all trees on site (including heritage trees) and the number of trees (including heritage trees) to be removed.  Please the values as such:  39 trees incl. 10 heritage trees/ 38 trees incl. 9 heritage trees removed	
Total area of new and rehabilitated landscape area (Sq. Ft.):	Please add a line to the coversheet for total open space.	
Cubic Yards of Soil Disturbance: <i>(required in order to determine if a Stormwater Pollution Prevention Construction Permit is required)</i>	Please provide this number based on the grading plan.	
1. See Zoning Code Section 27.04.200 (b) (1) for full Floor Area definition. 2. See Zoning Code Section 27.04.200 (b) (2) for full list of Floor Area exclusions.		

3. See Zoning Code Section 27.04.200 (d) for full list of Parking Floor Area exclusions (does not apply to general office, retail stores, food stores, drug stores, and shopping center uses)

<input type="checkbox"/>	<p><b>SITE PLAN.</b> (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:</p> <ul style="list-style-type: none"> <li>• All dimensioned property lines consistent with County Assessor's Parcel Map or Site Survey.</li> <li>• Adjacent streets drawn and dimensioned to the centerline of the street, showing sidewalks or curb line. Label the distance between the back of the sidewalk or curb and the property line. <ul style="list-style-type: none"> <li>○ Please label the distance between the back of the sidewalk or curb and the property line on all street frontages.</li> <li>○ Please update the arrows provided for the 4.5ft. landscape strip and the 5ft. sidewalk shown along S. Norfolk St. and Susan Ct. Currently it is not clear where each begins and ends since the arrows seem to overlap.</li> </ul> </li> </ul>
	 <ul style="list-style-type: none"> <li>• The sidewalk along the property frontages must meet the A.10 Mixed Use Type B sidewalk standard dimensions shown in Appendix A of the <a href="#">City of San Mateo Pedestrian Master Plan</a>.</li> <li>• Location and identification of items of obstruction on sidewalks and curbs, such as fire hydrants, utility meters, utility poles and streetlights. <ul style="list-style-type: none"> <li>○ Please provide a legend for these symbols.</li> </ul> </li> <li>• Existing and/or proposed driveways and walkways with width of all paved areas. <ul style="list-style-type: none"> <li>○ Please confirm that there is a 6.5-foot sidewalk and a separate 5-foot walkway along the project's Fashion Island Blvd. frontage.</li> <li>○ Please label and dimension the paved walkways on each side of the driveway.</li> <li>○ See the <i>Other Concerns</i> section below regarding pedestrian access from the two walkways.</li> </ul> </li> <li>• Footprint and overhangs or projections (eaves/bay windows) for all structures located on the site. Include all accessory structures, covered patios, covered porches, carports, outdoor mechanical equipment, and any structures with walls and/or a roof on the property. <ul style="list-style-type: none"> <li>○ Please dimension the overhangs and projections on the site plan.</li> </ul> </li> <li>• All required covered and uncovered parking stalls (see Zoning Code § 27.18.110). <ul style="list-style-type: none"> <li>○ The site plan and proposed first floor plan do not consistently show location and sizes of the uncovered parking spaces. Additionally, the parking spaces must be striped and dimensioned on the site plan.</li> </ul> </li> <li>• Location, dimension and type of easements. <ul style="list-style-type: none"> <li>○ Please show and dimension the public access easements necessary for the public to access and use the open space along Seal Slough. See the <i>Other Concerns</i> section for more information.</li> </ul> </li> <li>• Outline of structures on adjacent properties. <ul style="list-style-type: none"> <li>○ Please show and dimension the driveways in Parkside Plaza along S. Norfolk St.</li> </ul> </li> <li>• Topographic elevation of the first floor level and spot elevations of existing and finished grade around property to determine daylight plane compliance and adjacent to building footprint for height measurement.</li> </ul>

- Existing and proposed transformers, underground vaults, PG&E gas meters, Fire BFDs, and other above-ground and below ground utility equipment. It is the City's policy that all utility equipment, including vaults and meters be located on private property and must be screened with a fence/wall or landscaping.
  - Additional comments may follow after the addition of the utility legend.

- All existing and proposed fencing or retaining walls including height and location (see Zoning Code § 27.84.010). Elevations and sections are required for some fencing.
  - Please dimension and label all proposed fencing and retaining walls on the site plan. Please also provide elevations and sections for each type of fence/wall.
  - Please indicate what the highlighted box represents.

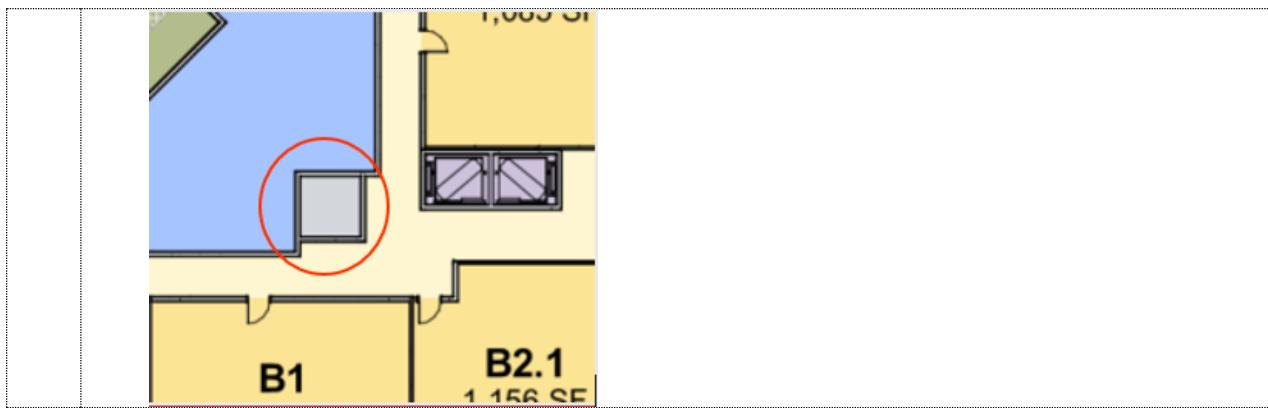


- Location, species and size (diameter when measured at 54" above grade) of all existing trees and note whether they are to be removed.
  - Please provide the information above on sheet on sheet L-7.1.
- Location of staging area for trash/recycling (staging on public streets is not permitted)
- Location and dimensions of on-site loading zones, if required.
  - Please see *Density Bonus* section below for additional comments.
- 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.
  - Please provide a detail showing dimensions of the short-term bicycle parking spaces, distance between racks and distance to other obstructions, including walls, curbs and landscaping.
  - Please see *Zoning Code Compliance* section below for additional comments.
- Preliminary location of proposed public art as required by San Mateo Municipal Code Section 23.60.080.
  - See the *Design Concerns* section below for additional information.
- Please identify the proposed scope of work for the existing and proposed dock.

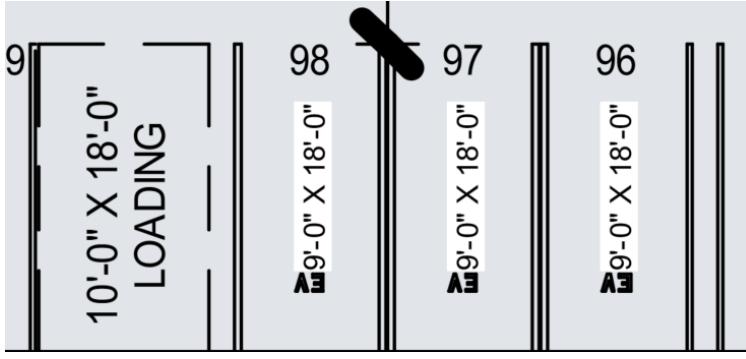


**FLOOR PLANS (1/4" scale preferred). Drawn to scale and showing the following:**

- Proposed floor plans.
  - Please provide a legend that corresponds to the colors on the floor plans to identify the proposed use for each space.
- Overall exterior dimensions and individual room dimensions for all levels and stories.
  - Please provide overall exterior dimensions of all floors.
  - Please provide enlarged unit plans for each plan type.
- On sheet AP0.03, please provide a breakdown of units by floor for each building.
- Location of all doors and windows, including window sizes.
  - Please show and dimension all window and door openings on the floor plans.
  - Please see the *Design Comments* section for information of natural light in the residential corridors.
- Please identify the proposed use(s) that occur on the roof deck. In particular, there is an unlabeled room on the roof deck. Unless exempted by SMMC 27.02.060, rooftop uses such as storage or toilet rooms increase the plateline of the building.
- Please label all rooms on the floor plan of the North Building. Please see image below.



<input type="checkbox"/>	<b>ELEVATIONS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• The proposed structure(s)           <ul style="list-style-type: none"> <li>○ The roof over the garage access shown on Elevation – North Building – Norfolk St. 1, Building is different than the roof shown on Elevation – North Building – Garage Access 2. Please update the elevations as necessary.</li> <li>○ Please clarify in the elevations the area of the North Building identified as “unoccupied roof”.</li> </ul> </li> <li>• Building plate height measured from existing grade to top of building plate line. This height is measured from existing grade at any point along the perimeter of a building, to the highest plate line of the structure directly above that point, regardless of whether that point is on the same plane as the building where it touches the ground (see Zoning Code § 27.04.080).           <ul style="list-style-type: none"> <li>○ For all elevations, please place this measurement on both sides of the building.</li> </ul> </li> <li>• Building total height measured from existing grade to top of building roof peak.           <ul style="list-style-type: none"> <li>○ For all elevations, please place this measurement on both sides on the building.</li> </ul> </li> <li>• Types and colors of exterior materials for siding, roof, trim, railings, eaves, other architectural detailing, and windows for both existing and new. Show window grid patterns, window operation types, and any obscured glazing. Note roof pitch(es).           <ul style="list-style-type: none"> <li>○ Please provide a materials board for building materials.</li> <li>○ Please confirm if all balconies, excluding the top floor balconies, will be covered.</li> <li>○ Please see the <i>Design Review</i> section below of additional comments on the elevations.</li> </ul> </li> </ul>
<input type="checkbox"/>	<b>BUILDING SECTIONS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• Please provide a longitudinal and cross section for each building.</li> <li>• Building total height measured from existing grade to top of building roof peak.</li> <li>• Finished floors and interior heights for all levels.</li> </ul>
<input type="checkbox"/>	<b>PARKING LOT OR GARAGE PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:
	<ul style="list-style-type: none"> <li>• Summary calculations of parking required versus proposed and breakdown of type of spaces (standard, compact, accessible) per Zoning Code requirements.           <ul style="list-style-type: none"> <li>• Please see Building Division comments #2-3 for information regarding the required EV stalls</li> </ul> </li> </ul>

<input type="checkbox"/>	<p><b>PARKING LOT OR GARAGE PLANS</b> (1/4" scale preferred). Drawn to scale and showing the following:</p> <ul style="list-style-type: none"> <li>• Please provide a calculation table for the required retail/cafe parking on sheet AP0.03. Clarify on the plans if any other areas (workspace, boat storage) are public - this may require more parking.</li> <li>• Dimensions of all parking spaces, aisles, driveways, and turning radii of all driveways. <ul style="list-style-type: none"> <li>○ Please see <i>Density Bonus</i> sections below for information on the loading spaces.</li> <li>○ Please show and dimension the three-foot area required at the end of dead end stalls #47 and #75.</li> <li>○ Additional comments may follow once information of the columns and support structures of the garage are provided.</li> </ul> </li> <li>• Designation of all parking spaces (compact, standard, accessible, visitor, tenant). <ul style="list-style-type: none"> <li>○ Please label the four uncovered spaces and whether the spaces are designated for residential visitors or retail/café patrons.</li> </ul> </li> <li>• All structural elements (curbs, columns, walls, or structures) which confine sides of parking stalls. <ul style="list-style-type: none"> <li>○ Please label or provide a legend for each type of line/striping/wall depicted in the garage. Parking stall dimension may need to be modified if any structural elements are located between stalls. Please see below for an example.</li> </ul> </li> </ul>
	 <ul style="list-style-type: none"> <li>• Dimensions of structural elements.</li> <li>• For residential uses, indicate location of security fence separating visitor from tenant parking. <ul style="list-style-type: none"> <li>○ How will visitors and customers be able to access the covered parking in the North Building, given that the garage is enclosed with a garage door?</li> </ul> </li> <li>• Please indicate which interior garage doors will be accessible by retail customers, if any.</li> <li>• Parking lot landscaping if required <ul style="list-style-type: none"> <li>○ Please see <i>Zoning Code Compliance</i> section below for more information.</li> </ul> </li> <li>• Location and dimensions of loading zones, if required. <ul style="list-style-type: none"> <li>○ Please see <i>Density Bonus</i> sections below for information on the loading spaces.</li> </ul> </li> </ul>
<input type="checkbox"/>	<p><b>LANDSCAPE- LIGHTING- SITE FURNISHING PLANS.</b> (No smaller than 1/8" scale or 10' scale). Drawn to scale and showing the following:</p> <p><i>The landscaping plans and accompanying documents for projects with over 1,000 square feet of new or modified planting areas must be prepared or reviewed and signed by a licensed landscape architect registered with the State of California.</i></p> <ul style="list-style-type: none"> <li>• Please provide higher resolution landscape plans</li> <li>• All existing and proposed buildings and other structures including fences, paved areas, and planted areas. <ul style="list-style-type: none"> <li>○ Please clearly show all fencing/gates on sheet L-1.2.</li> </ul> </li> </ul>

- Species, sizes, and location of all proposed plant material.
  - Please provide this information for all trees and the second floor and roof top open space .
- Square footage of all planted areas, which shall be consistent throughout the plans. For example, sheet L-7.1 calls out a landscaped area of 33,216 sq. ft. but sheet AP0.30 identifies a landscaped area of 44,118 sq. ft.
- Please provide a calculation table for the required open space, including the number of residents anticipated for the site.
- Lighting plan showing fixture locations and styles, including a fixture schedule with a fixture photograph, manufacturer, color, and size. Photometric levels are required to be shown both on the site and on adjacent properties in compliance with the City Building Security Code "Exterior Security Lighting" (SMMC 23.54.060).
- 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. The City-recommended Short Term Bike Racks are the Bike Parking Welle Circular Rack, In ground, Stainless Steel Finish.
- Details for fencing and gates- elevations and sections with colors (including manufacturer& color name) and finishes.
  - Please add the fences/gates/garage doors to the Site Landscape Materials Schedule on sheet L-4.2.

<input type="checkbox"/>	<b>FLOOR AREA CALCULATIONS OVERLAID ON PROPOSED FLOOR PLANS.</b> (scale same as floorplan.)
	Provide a single plan sheet showing the floor area calculations with blocked-out areas and calculations for each block to the tenth decimal point
<input type="checkbox"/>	<p><b>FULL SITE SURVEY.</b></p> <p>Please provide site survey that is stamped and signed by a Land Surveyor licensed by the State of California.</p> <p>The survey is required to illustrate the legal boundaries, dimensions of all property lines, easements, right-of-way, creeks, public utilities and utility poles, location of all existing improvements/structures, setback of existing improvements/ structures, tree trunks, tree species (if possible) and accurate depiction of tree canopies/drip line along with spot elevations across the site, including designated spot elevations from where the building height and daylight planes will be measured.</p> <p>If located within a Special Flood Hazard Area, the survey must show the Base Flood Elevation (BFE) and the elevation of the lowest floor of the proposed structure.</p> <p>If the project is located adjacent to a creek or waterway, the survey must illustrate the top of bank, centerline of the creek and easement line (if any).</p>

<input type="checkbox"/>	<b>SOME SELECTED APPLICATIONS WILL REQUIRE ONE OR MORE OF THE FOLLOWING:</b>
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>

	<ul style="list-style-type: none"> <li>• Full-sized Color Elevations and Perspective Drawings &amp; Model. Required for residential projects of six or more units and for non-residential projects of 10,000 square feet or more.           <ul style="list-style-type: none"> <li>○ Please note that there are discrepancies between the site plan, elevations, and renderings. Please ensure that all renderings are updated as the building design and site plan are revised.</li> </ul> </li> </ul>
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<input type="checkbox"/>	<b>SPECIAL USE PERMIT FOR A RESIDENTIAL PLANNED DEVELOPMENT</b>
	Written description or letter identifying any standards the project requests relief from in accordance with San Mateo Municipal Code (SMMC) 27.62.060 and 27.62.080 as well as the justification for the request(s).

<input type="checkbox"/>	<b>ARBORIST REPORT, TREE PROTECTION PLAN, TREE EVALUATION SCHEDULE, AND SITE DEVELOPMENT PLANNING APPLICATION (FOR TREE REMOVAL)</b>
	<ul style="list-style-type: none"> <li>• Arborist Report by a certified arborist for any work near and/or removal of a Heritage Tree as defined by SMMC 27.71.040 and Major Vegetation as defined by SMMC 23.40.020. Please provide the Arborist Report in PDF and reproduce the Arborist Report within the project plans.</li> <li>• Tree Protection Plan by a certified arborist consistent with SMMC 27.71.150 "Preservation of Existing Trees."           <ul style="list-style-type: none"> <li>○ Tree Protection Measures shall be shown on the site plan.</li> </ul> </li> <li>• Tree Evaluation Schedule with Landscape Unit Values is required for all trees with a diameter of 6 inches or more proposed for removal. This Inventory must be prepared by an Arborist consistent with SMMC 27.71.150 "Preservation of Existing Trees." See the Planning Application Guide for required forms.           <ul style="list-style-type: none"> <li>○ Landscape unit values for trees under six inches are not calculated. Tree #38 is 4.8 inches and can be subtracted from the total landscape unit value</li> </ul> </li> <li>• (Informational) Any major pruning (defined by 13.40.030) requires submittal of a Protected Tree Work Application to the City's Parks and Recreation Department and a copy of the approved permit shall be submitted to the Planning Division prior to decision on the Planning Application.</li> <li>• (Informational) Removal of any Heritage Tree or Major Vegetation requires a Site Development Planning Application in accordance with SMMC 23.40.</li> </ul>

<input type="checkbox"/>	<b>SPECIAL STUDIES.</b>
	<p><i>Prepared by Applicant-Hired Consultants:</i></p> <ul style="list-style-type: none"> <li>• Lead Survey &amp; Asbestos Survey Report- with Mitigation Measures if present</li> <li>• Shadow</li> <li>• View Study</li> <li>• Sewage Study</li> </ul> <p><i>Prepared by City-Hired and Managed Consultants:</i></p> <ul style="list-style-type: none"> <li>• Traffic Impact Analysis</li> <li>• Noise Report- with Construction Related Noise Mitigation Measures [see General Plan Noise Element]</li> <li>• Historic Resource Evaluation and/or Evaluation of Compliance with Secretary of the Interior Standards for the Treatment of Historic Properties</li> <li>• Greenhouse Gas Emissions Analysis</li> <li>• Independent Design Review</li> <li>• Air Quality Technical Report/Community Health Risk Assessment</li> </ul>

- Archaeological Report (if a project with subterranean excavation in the High Sensitivity Area of the City Archaeological Map)

Note other reports may be required for the environmental review document preparation. The City will typically contract the preparation of the required environmental assessment document to a City-hired CEQA consultant.

#### *Zoning Code Compliance*

1. Please label and dimension the bike racks to demonstrate that they meet the standards for required short-term bicycle parking found in SMMC 27.64.262(d). Please note that [SMMC 27.64.262\(d\)\(2\)](#) states that short-term parking spaces shall be 2.5 feet in width and shall be located with at least 30 inches clearance in all directions from any obstruction, including walls.
2. SMMC 27.71.130(c) requires that all open parking areas be effectively screened along all street frontages. Screening along street frontages shall be at least two and one-half feet in height for at least 80% of its length. Please screen the four uncovered stalls along S. Norfolk St. Consideration should be given to using densely planted shrubs.
3. SMMC 27.62.080(4) requires open space in Planned Developments to consist of at least 50% usable open space and no more than 50% natural area landscaping. Sheet AP0.30 identifies over 44,000 sq. ft. of natural area landscaping, which is more than 50% of the total open space.
4. In compliance with the City's [Below Market Rate \(BMR\) Guidelines](#), please label the units on the floor plans that will be dedicated BMR units. They must be dispersed through the project and not concentrated in any one area. Please also provide an analysis demonstrating that the unit mix (# of bedrooms per unit) of the BMR units is proportionate to the unit mix of the market rate units. Please also provide BMR unit information on sheet AP0.03.

#### *Density Bonus*

1. Please modified the first paragraph of the density bonus letter to state that the project is mixed-use.
2. Concessions 1 &2- Increase in Building Height and Maximum Floor Area. Please elaborate on the construction costs of the affordable units, which shall be greater than the identifiable and actual cost reductions associated with the Concession requests.
3. Waiver 2 – Decrease in the Size of the Loading Berths.

The Zoning Code only requires one 10'x25' loading berth. Please elaborate on the need for this waiver, given that two 10'x18' loading berths encompasses a larger area than the one required 10'x25' loading berth. Please see Public Work's Comment #7 for health and safety concerns associated with providing inadequate loading zones.

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4. Waiver 3 – Reduction in Private Open Space

Please remove “private” from “private open space.” The zoning code requirement of six acres per 1,000 residents applies to common open space, including residential common open space and natural area landscaping. Please also make sure the required landscape area in the Density Bonus Letter is consistent with the landscape area shown in the plans.

Note that since the application is for a Special Use Permit for a Planned Development, there are specific findings associated with provision of open space as a health and safety concern. Staff would highly encourage you to consider providing the minimum amount of open space required under these provisions.

*Other Concerns*

1. For consistency, please use “1855 S. Norfolk St.” as the site address on all plans and documents associated with this project.
2. Since the pre-application, the site plan has been modified to provide a walkway on each side of the S. Norfolk St. entrance to the site. Because the walkways have an extended width and are constructed with specialized pavers that extend from the public right-of-way to Seal Slough, they appear to provide pedestrian access to the public open space. To encourage pedestrian access and activity along the waterfront, these walkways should be dedicated as public access easements.
3. Because the project now consists of two buildings, only 28 parking spaces, including one ADA space, are provided in the North Building. Since there is no internal connection between the buildings, additional spaces, specifically ADA spaces, should be provided in the North Building’s garage. Please see Building Department Comment #5 for additional information on ADA parking.
4. Staff recommends consideration of whether off-site construction staging and/or construction worker parking will be necessary for this project. Note that the City currently allows off-site construction staging/parking through a Temporary Use Permit (valid for up to seven months) or a Special Use Permit (valid for greater than seven months).

*Design Concerns*

*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.*

*Please note that additional comments will follow in Cannon Design Group’s design review letter.*

- \_\_\_\_\_ 1. In addition to providing pedestrian access easements, consideration should be given to installing public art along S. Norfolk St., in close proximity to the lobby plaza.
- \_\_\_\_\_ 2. The lower building height along Susan Ct. creates an improved transition to the single story residential uses and the Marina Library to the north. To improve the transition from the five-story South Building to the four-story North Building, consider lowering the northern section of the South Building to four-stories.
- \_\_\_\_\_ 3. Consider switching the Café/Coffee Shop with the Bike and Watersport area to increase proximity to the retail parking and associated ADA stalls. In addition, please consider a secondary entrance to the café from the interior of the garage.
- \_\_\_\_\_ 4. Consider including some of the elements from the pre-application design into the current design. Examples include:
  - a. Accent colors that relate to the surrounding area and provide visual interest;
  - b. Projecting cement plaster columns used to provide vertical articulation throughout the middle of the building.
  - c. Alternating recessed or projected wall sections to provide horizontal articulation. Additional articulation on the waterfront façade to give the appearance that each building consists of several smaller buildings;
  - d. Additional gable and hipped roof forms.
  - e. Reduced bulk and mass of the front gable on the northern end of the South Building, along both the S. Norfolk St. and waterfront facades.
- \_\_\_\_\_ 5. The proposed project now consists of two buildings, instead of one long building. Please incorporate some elements of the pre application design so that the project maintains a unified design among both buildings. Some suggestions include reducing the number of roof forms, utilizing a vibrant color on both buildings, and a consistent design on the sections of both buildings that are closest to each other and act as the edges to the central plaza.
- \_\_\_\_\_ 6. Consider enlarging the middle windows in the image below, so there is less white space, which will give the appearance of elongated columns and provide additional articulation.



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7. Consider widening the windows in the residential hallways to allow additional natural light into the building.

If you have any questions regarding any of the comments listed above, please contact Somer Smith AICP, Associate Planner, at (650) 522-7412 or via e-mail at [ssmith@cityofsanmateo.org](mailto:ssmith@cityofsanmateo.org).

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**Building Division Comments:**

1. Update project description to reflect current scope of work, project description on originally submitted plans do not reference the 2 separate buildings, café, bike & watersport space, etc.
2. Provide separate analysis/calculations for each building for parking and building area, sheet AP0.03 appears to only provide analysis for southern building with no calculation for northern building.
  - a. Provide parking analysis/calculations for northern building, clearly distinguish between parking provided for residential and commercial uses to determine number of required EVCS, EV Ready, Accessible, and Accessible EVCS parking spaces for residential and commercial uses for each building. Revise parking layout to reflect the proposed number & type of parking spaces accordingly.
3. Per 2023 City of San Mateo Reach Codes, for northern and southern buildings 15% of the provided residential parking stalls must be Level 2 EVCS and 85% of provided residential stalls must be Level 2 EV ready; per City of San Mateo Reach codes minimum 10% of commercial parking must be Level 2 EVCS and minimum 10% of commercial parking must be Level 2 EV Ready. Revise parking layout to reflect the proposed number & type of parking spaces accordingly.
4. Specify number of required Accessible parking spaces for commercial use per CBC 2022 T11B-208.2 for northern building.
5. For the residential uses, specify on plans the number of stalls to be “assigned” parking and “unassigned/guest” parking, Accessible parking shall be provided at a rate of 2% of assigned spaces (2022 CBC 1109A.4) and 5% for the unassigned spaces (2022 CBC 1109A.5). Provide separate calculation for number of Accessible stalls for each building, Accessible

spaces must be located on the shortest possible Accessible route per 2022 CBC 1109A.7 for each building.

6. Van Accessible parking spaces must have access aisle on passenger side of vehicle, northern building shows access aisle on driver side of vehicle.
7. Identify portion of roof dedicated to solar zone per 2022 Energy Code Section 110.10(b)1B, solar area must be at least 15% of total roof area of each building.
8. Clarify if bike & watersport space is for commercial use (renting/selling bikes or water vehicles) or for use by residents for storage of bikes/watersport equipment.
9. Specify wall, floor, & roof ratings as required by Type of Construction for both buildings per CBC T601.
10. Provide calculation for grade plane for both buildings and show height measurement from grade plane to average of height of the highest roof surface to verify height limitations per CBC T504.3.
11. Clarify if rooftop deck on southern building will be providing patio cover/shade cover and/or trellis as shown on sheets AP2.06, L1.4, & L3.1. If patio/shade cover/trellis is provided, it shall be considered as an additional story above grade plane and bring the total number of stories above grade plane to 6 and exceed the allowable number of stories of 5 for R2 occupancy, Type III-A construction with NFPA-13 sprinklers utilizing no area increase.
12. Clearly identify portions of building and floor areas dedicated to each specific use/occupancy to verify allowable area per CBC 506.
  - a. Northern Building
    - i. Northern building allowable area calculations do not identify other occupancies present in building (A3 for fitness area, A2 or B for coffee shop, B or M for bike & watersport shop).
    - ii. Fitness area on 2<sup>nd</sup> floor cannot be considered as Accessory Use to R2 Occupancy per CBC 508, exceeds 10% of floor area of story per CBC 508.2.3.
    - iii. No residential area included in 1<sup>st</sup> floor of northern building floor area calculation, clarify.
    - iv. Pursuing “podium provisions” per CBC 510.2? 1<sup>st</sup> floor may be Type I-A construction, but not specified in allowable area tables.
  - b. Southern Building
    - i. For “FC-S4”, building cannot utilize both height increase and area increase due to NFPA-13 sprinklers, clarify which bonus is used.
13. Provide breakdown/diagram/table to determine  $l_f$  for perimeter/frontage increase, no analysis provided on submitted plans.

\_\_\_\_\_

14. Fire Wall at parking entrance of southern building, must have vertical continuity per Section 706.6 or have protected openings in accordance with 706.8 & 716 not exceeding 25% of fire wall area and 156 sq. ft. (156 sq. ft. limitation not applicable if both “buildings” are sprinklered in accordance with 903.3.1.1).

\_\_\_\_\_

15. Identify Fire Separation Distance on site plan to verify number of allowable openings per T705.8 for proposed windows, doors, etc. Fire separation is measured perpendicular to the walls to the interior lot line, center of public right of way, or imaginary line between buildings.

\_\_\_\_\_

16. Call-out 1 hr. rated fire partitions at walls separating dwelling units and corridors/common areas per CBC 420.2 & 708.1 on floor plans. Call-out 1 hr. fire rated horizontal ceiling/floor assembly between floors & ceilings of dwelling units in accordance with CBC Section 711.

\_\_\_\_\_

17. Provide egress plan and calculations per CBC Chapter 10

- Provide calculation for occupant load for each space in both buildings to determine number of required exits and sizing of required exits.
  - Occupied roof deck for southern building has occupant load of  $\approx$  720 occupants ( $\approx$ 10,790 sf / 15 occ load factor), 3 exits would be required (CBC T1006.3.3).
- Clearly identify locations of proposed horizontal exits per CBC 1026.
  - Where 2 or more exits are required, horizontal exits cannot serve as the only provided exits.
  - Provide calculation and location for refuge area.
- In spaces where occupant load exceeds limits specified in CBC T1006.3.4(1) & CBC T1006.3.4(2) for single exits, identify separation between exits to be separated by at least 1/3 the greatest diagonal of the space.
  - For measurement of 1/3 diagonal, measurement of diagonal must be made from the overall building dimensions (e.g., For occupied roof deck on southern building,  $\approx$ 154'-1" based on floors below for southern building).
- Show exit access travel distance does not exceed 250 ft for R2 occupancy per 2022 CBC Section T1017.
- Show dead end corridors in both buildings do not exceed 50 ft per 2022 CBC 1020.5
- Identify emergency escape and rescue windows on northern building per 2022 CBC 1031.

\_\_\_\_\_ 20. Please provide WELO Screening Fillable Form with the resubmittal which can found at:

<https://www.cityofsanmateo.org/3366/Checklists-Guidelines-Forms>

Note that full compliance with WELO requirements will be reviewed with building permit application.

\_\_\_\_\_ 21. **Information Only:** Please see our new 2023-2025 Reach Code which can be found at: <https://www.cityofsanmateo.org/3363/Reach-Codes>

If you have any questions regarding any of the comments listed above, please contact Lamar Davis, Plan Checker II, at (650) 522-7193 or via email at [ldavis@cityofsanmateo.org](mailto:ldavis@cityofsanmateo.org).

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**Fire Department Comments:**

\_\_\_\_\_ 1. Provide location of Fire Control Rooms for both buildings.  
\_\_\_\_\_ 2. Provide a Civil sheet which shows Fire Access. Please include hydrants.

If you have any questions regarding any of the comments listed above, please contact Melinda Martin, Plan Checker, at (650) 522-7947 or via e-mail at [mmartin@smcfire.org](mailto:mmartin@smcfire.org).

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**Public Works Engineering Comments:**

**General**

\_\_\_\_\_ 1. Please investigate underlying fee ownership of the Parcel B, shown as 20-foot access way (13PM39). Provide document D.N. 87067500 indicated on sheet C1.0.  
Any work on the City easement or parcel will require City approval and encroachment agreement for future maintenance of the improvements.

\_\_\_\_\_ 2. Any work on the Seal Slough will require Permit from other Agencies. The Applicant is encouraged to research permits that may be required by other agencies. Permits may include, but are not limited to:

- Army Corp Of Engineers for a Section 404 permit of the Clean Water Act (CWA).
- Regional Water Quality Control Board for a Section 401 of the CWA water quality certification.
- Calif. Dept of Fish and Wildlife for a Streambed Alteration Agreement (SAA).
- Bay Conservation and Development Commission (BCDC)

\_\_\_\_\_ 3. Sheet C4.0 of the submitted plan shows an existing Storm Drain line draining S. Norfolk Street flow into the lagoon that will be under the future residential building on the east. Please indicate whether this line will be relocated or not. If not, please indicate how will it be maintained?

\_\_\_\_\_ 4. Address all redline comments and concerns indicated on the "PW REDLINE, dated 01-31-2023", enclosed as Exhibit A.

### **Streets/Sidewalks/Parking**

\_\_\_\_\_ 5. The sidewalk in the public right-of-way along the entire project frontage shall meet the A.10 Mixed Use sidewalk standard dimensions as required by the City of San Mateo Pedestrian Master Plan.

\_\_\_\_\_ 6. Applicant must enter into an agreement with the City for future maintenance of the proposed Silva Cells within the public right of way.

\_\_\_\_\_ 7. The loading zone is required to be on site per SMMC 27.64.310. Loading zone dimensions shall comply with SMMC 27.64.320. Proposed two 10X18 Stalls do not provide adequate area for truck loading/unloading.

Where will loading for larger deliveries, such as furniture, and Café take place? The proposed 10' x 18' loading stalls will not hold a typical delivery truck. Such trucks also typically load using a ramp at the back which will stick out into the drive aisles, which is unsafe.

\_\_\_\_\_ 8. The project shall be in compliance with City's 2020 Bicycle Master Plan. Plan shows Bike Lane along Norfolk frontage.

\_\_\_\_\_ 9. A 45' sight triangle is required at all intersections adjacent to the project per SMMC 27.84.050. **A 10' site triangle is required on either side of the driveway from the back of the sidewalk.** Show sight triangles on plans and remove/reduce all obstructions over 3' tall, including trees and shrubs.

### **Street Improvements**

\_\_\_\_\_ 10. Project is required to remove and replace curb, gutter and sidewalk along all frontages. Sidewalk widths and frontage improvements on all frontages shall comply with the Pedestrian Master Plan A.10.

\_\_\_\_\_ 11. Pavement restoration shall include the curb-to-curb width of the roadways and entire intersections adjacent to the project. Either show the grind and overlay limits on the plans or add a note to that affect.

\_\_\_\_\_ 12. Photometric analysis needed to determine placement of streetlights. S. Norfolk Street frontage shall include pedestrian scale lighting as recommended by the Pedestrian Master Plan (PMP). City will provide additional information about analysis method and existing lights. Analysis shall be prepared for Susan Court and S. Norfolk Street frontages, including the intersections of S. Norfolk Street with Susan Court and with Fashion Island Boulevard.

PMP also recommends pedestrian scale lighting along the Fashion Island Blvd frontage. Developer will not be expected to implement due to bridge.

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- 13. Dimension all parking, drive aisles and indicate type of space (Compact, Standard, EV, Disabled, Confined, etc.). All parking space dimensions shall meet City Standards 3-1-190, 191, and 192. Project need to show typical stall widths and demonstrate compliance with confined/restricted stall standard requirements.
- 14. Project must provide an on-site circulation and parking operation memo. Provide maneuverability diagram for the parking areas, ramps, and stalls protection.

### **Utilities Improvements**

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- 15. Project needs to provide preliminary Hydrology report, demonstrating no increase on the flow (10-year storm, 6-hour duration at 90% capacity, with the City's rainfall intensity curve) and showing that 10-year flow Hydraulics Grade Line (HGL) within the City pipe and 100-year flow below the street curb elevation.
- 16. All new and project related utility boxes shall be located on-site within an adequate easement. Show all utility boxes being removed or relocated.

### **Storm-water Quality**

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- 17. In the pre-application incomplete letter dated June 22, 2022, PW comment 18 stated that several agencies needed to be contacted because it is likely that one or more agencies will require a permit for the proposed development. The response was inaccurate:

*“The project civil engineer has coordinated with the division of Public Works responsible for dock permits and has concluded that the only permits required for work in the Lagoon are City permits and no outside agency permits are required.”*

The proposed project surpasses the authority given for constructing a dock. A dock permit will be required for the dock construction. Other work along the waterfront is expected to require additional permits from these agencies, some of which require lengthy lead times for application reviews. The City recommends Windy Hill contact the agencies to determine project needs and obtain permits from these agencies or a letter stating no permit is required.

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- 18. Typically, a DMA is treated by an associated bioretention area (1:1) so the treatment square footage can be compared with the appropriate area of treatment. DMA-1 and DMA-2 have multiple treatment areas for each (2 for DMA1 and 7 for DMA-2). Please separate the sub-areas of each DMA so that each treatment area is matched with one DMA.
- 19. Besides adding 7 additional DMAs to the summary table on drawing C5.0, please include the 3 groups of Silva Cells and the area treated. Specify the

amount of onsite “private property” runoff and runoff from the PROW will be treated. Provide Deeproot reference and assumptions in calculating the number of Silva Cells required for treatment. Show utilities that may lie within/pass through each group and potential conflicts.

- \_\_\_\_\_ 20. Specify full trash capture devices (approved by the Water Board) prior to each outfall to the lagoon. If Storm Drain piping connects with storm main pipe at S. Norfolk St., provide trash capture device prior to POC (last manhole). Trash capture devices and Silva Cells will be the responsibility of the private property owner or his designee to maintain and should be reflected in the language for the Stormwater Operation and Maintenance Agreement post-construction.
- \_\_\_\_\_ 21. Project will be required to enter into an agreement for maintenance of the proposed Silva Cells within the public right of way and any future realignment of the streets that may affect the proposed treatment facilities.

#### **Transportation / Traffic**

- \_\_\_\_\_ 22. (Informational) The TIA will be scoped to evaluate the proposed project driveway, and to recommend design and operational characteristics, including restriction of left turns into and out of the driveway.
- \_\_\_\_\_ 23. Corner of Fashion Island Boulevard and S. Norfolk Street is expected to be modified to remove the right turn slip lane from Fashion Island Blvd. Timetable for change is unknown. Staff suggests removal of all non-standard design elements.
- \_\_\_\_\_ 24. Remove decorative concrete from the Public Right-of-Way. Use City Standard concrete within the Public Right-of-Way.
- \_\_\_\_\_ 25. Provide vehicle turning diagrams to demonstrate delivery vehicles and refuse collection vehicles can maneuver to designated usage areas. For deliveries use an AASHTO SU-30 design vehicle. For refuse collection, data for the vehicle(s) expected to service the site should be obtained from the service provider.
- \_\_\_\_\_ 26. On S. Norfolk Street, the project is required to replace all existing striping since they are repaving the roadway. The plans do not currently show the existing bike sharrows on the street between Fashion Island Blvd to project’s driveway.
- \_\_\_\_\_ 27. The plans do not show the existing utility box next to the sidewalk between project driveway and mid-block crosswalk.

#### **Solid Waste**

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- \_\_\_\_\_ 28. Submit a Solid Waste Handling Plan. Provide an exhibit showing the enclosure location and detail, the solid waste truck access (maneuverability diagram for solid waste vehicle), staging area, and generation calc. Project needs to demonstrate how each type of trash (waste, mixed recycling, and compost) will be handled.
  
- \_\_\_\_\_ 29. Provide Solid Waste service provider approval.

If you have any questions regarding any of the comments listed above, please contact BABAK KADERI, PW Contract Engineer, at (650) 522-2588 or via e-mail at [bkaderi@cityofsanmateo.org](mailto:bkaderi@cityofsanmateo.org)

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#### **Public Works Trash/Recycling Comments:**

- \_\_\_\_\_ 30. Approval letter from Recology, the City's franchise waste hauler, is required.

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

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#### **Police Department Comments:**

- \_\_\_\_\_ 1. Please provide a preliminary lighting plan including the location of proposed fixture types especially for the waterfront path/rest areas and dock.
  
- \_\_\_\_\_ 2. Please provide additional details for the proposed separation from the pool/spa area from the adjacent patch.
  
- \_\_\_\_\_ 3. Please provide proposed regulations for public access to the site especially the dock and waterfront path.
  
- \_\_\_\_\_ 4. Suggest proposing addition plantings or barriers where the new path meets the waterfront and Fashion Island Boulevard bridge to deter using the new path to access the space under the bridge.
  
- \_\_\_\_\_ 5. Please clarify how retail customers parking in the designated retail garage space will access the café/coffee shop without passing through spaces reserved for residents.

If you have any questions regarding any of the comments listed above or the City's Building Security Code requirements, please contact Sergeant Brendan Bartholomew, Police Department at (650) 522-7522 x 5111 or via email at [bbartholomew@cityofsanmateo.org](mailto:bbartholomew@cityofsanmateo.org).

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#### **Private Development Arborist:**

- \_\_\_\_\_ 1. Please determine with the Landscape architect, Project arborist, and other team members whether existing trees can be retained and included in the

Project. Some trees, especially those located on the perimeter seem to overlap with the proposed landscaped areas. Well-established trees, including medium to large sizes, are more valuable than new ones because they provide more benefits. Per the Municipal Code, the Project shall make a reasonable effort to protect existing trees rather than propose the removal of trees only to "facilitate" the work activities. If all existing trees are still proposed to be removed then the Arborist report shall provide all information that supports this decision, including the satisfied criterion for removal as listed in section 13.40.100#(b)(4) of the municipal code.

- \_\_\_\_\_ 2. Update Sheet L-7.1 to show trees to be retained and protected. All protective measures shall be shown graphically and accurately labeled. Note that some features seem to extend out of the property boundaries, please correct accordingly.
- \_\_\_\_\_ 3. Update the Required Tree Planting form to include trees to be retained and protected. Do not include trees located outside of the property boundaries and/or decks containers (trees above ground level). Some species like bamboo and Western Redbud trees may not qualify as trees per the Code definition and shall not be included as well (see SMMC 27.71.040#(l)). Verify also that none of the trees are located in the right of way, note that street trees' replacement values are calculated differently from on-site trees.
- \_\_\_\_\_ 4. INFORMATIONAL COMMENT – This project is subject to SMMC 27.71 and 13.40. Additional specific code requirements may be requested when more information is provided. Find more information about Protected trees in the Administrative Guidelines and Code section 13.40. (<https://sanmateo.ca.us.open.law/us/ca/cities/san-mateo/code/13.40>).

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If you have any questions regarding any of these comments, please contact Andres Solis, Development Review Arborist, at [asolismolina@cityofsanmateo.org](mailto:asolismolina@cityofsanmateo.org).

#### **Parks and Recreation:**

- \_\_\_\_\_ 1. This project is subject to the Park In-Lieu/Impact Fee (SMMC 26.64.010 & 13.05.070). Based on the City Council approval of the fees for Fiscal Year 2022/23 which took effect on July 1, 2022, the fee per dwelling unit (which is valid until June 30, 2023) for projects of this type (Multi-family 5+ units) is \$20,476.00 per unit. From this set of plans, this project will have a net increase of 260 Multi Family 5+ units. Therefore, based on Fiscal Year 2021/22 fee information the total current fee for the project is calculated to be \$5,323,760.00 (which is valid until June 30, 2023). This fee is subject to change each fiscal year starting July 1st based on an updated fee per unit included in the City's Comprehensive Fee Schedule for the Fiscal Year the payment is made. The fee is due prior to the issuance of the first

building permit. Just prior to the time of payment, contact the Department of Parks and Recreation to obtain the actual amount of the fee due. Please note that the Building Department typically calculates a Park and Recreation Tax for your project. However, you are only required to pay the greater amount between the Park In-Lieu / Impact Fee and the Park and Recreation Tax. The Park In-Lieu fee is typically greater than the Park and Recreation Tax so in that case no Park and Recreation Tax should be charged if the Park In-Lieu Fee is paid first.

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2. In reviewing the plan set submitted for the formal application review dated 1/19/2023, sheet AP2.02 - Floor (showing a fitness lounge), sheet 2-1.2 - Site Landscape Plan (showing Pool/Spa area with outdoor eating area), sheet L-1.3 - Podium Building A Area (showing seating and outdoor eating) and sheet L-1.4 - Roof B Landscape Plan (showing seating, outdoor eating, fitness station and dog run) include features that may qualify for credit off the Park In-Lieu/Impact if the proposed features meet the criteria stated in the attached Private Park and Recreation Space Credit Listing. In regard to the required improvements of the shoreline area, since this would be a requirement such improvement may not qualify for credits. Ultimately, the specific credit information along with a Covenant Agreement per Section 26.64.030 of the Municipal Code must be submitted, reviewed and approved by the Department of Parks and Recreation and City Attorney prior to the issuance of the Building Permit.

Please see Exhibit B, enclosed with this letter, for a list of Credited Facility Types for the Park In-Lieu/Impact Fee.

If you have any questions regarding any of these comments, please contact Dennis Frank, Park Planning Administrator, at (650) 522-7544 / cell 415.629.2758 or via e-mail at [dfrank@cityofsanmateo.org](mailto:dfrank@cityofsanmateo.org)