



May 31, 2023

Chris Giotinis  
SC Properties  
311 S. Ellsworth Ave.  
San Mateo, CA 94401  
Sent Via Email: [cgiotinis@scpropsm.com](mailto:cgiotinis@scpropsm.com)

Subject: PA-2023-026, 1218 Monte Diablo Ave., Pre-Application  
1218 Monte Diablo Avenue, APN 033-171-060, -180

Dear Chris:

This letter summarizes initial comments from the City's Development Review Board and the Planning Division relating to the above referenced Preliminary Application "Pre-App" submittal from April 25, 2023. The comments from all reviewing departments are attached. Unless you request a second review to adjust the project based on staff's preliminary comments, the project can proceed with a neighborhood meeting and a Planning Commission Study Session, tentatively scheduled for June 29, 2023, and August 8, 2023 respectively.

Please contact me at (650) 522-7211 or via email at [rbustos@cityofsanmateo.org](mailto:rbustos@cityofsanmateo.org) for any questions about the comments in this letter and to discuss next steps in the Pre-App process.

Sincerely,

Rendell Bustos  
Senior Planner

cc: Justin Huang, Studio T-SQ., Inc ([jhuang@studiot-sq.com](mailto:jhuang@studiot-sq.com))

The following list includes comments identified by staff during the review of the pre-application. Questions about the comments below can be directed to Rendell Bustos (rbustos@cityofsanmateo.org) and the reviewing Department/Division's contact person.

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**Planning Division:**

Code and Policy Concerns

***The comments below shall be addressed in the Formal Planning Application.***

- \_\_\_\_\_ 1. Please submit a revised Density Bonus Request Letter and [Density Bonus & BMR Unit Information Request Form](#) based on the following information:
- a. The project density and/or Below Market Rate (BMR) income level(s) shall be revised:
    - i. The Request Letter incorrectly states that up to a 50% Density Bonus is allowed. Provision of 15.68% at the Low Income Category affords up to 27.5% Density Bonus. Provision of 7.84% at the Very Low Income Category affords up to 25% Density Bonus.
    - ii. Government Code (Gov Code) Section 65915 subdivision (b)(1) provides that the City shall grant one Density Bonus. In addition, subdivision (b)(2) provides that, for the purpose of calculating Density Bonus, an applicant shall elect whether the bonus shall be awarded based on one income category.
    - iii. To afford up to a 50% Density Bonus, the project could be revised to include 24% at the Low Income Category and/or 15% at the Very Low Income Category, either of which satisfy the City's minimum BMR requirement for rental units.
    - iv. Please note that all BMR unit types/sizes shall be proportionate in number with market-rate unit types/sizes and spread throughout the project (including the townhomes) to the satisfaction of the Housing Manager.
  - b. Please cite the Gov Code section that allows a by-right increase in floor area ratio. Alternatively, request the exceedance in floor area as a concession or a waiver, justified through the density bonus request.
  - c. Gov Code Section 65915(d) provides that only one incentive or concession is permitted, based on the percentage devoted to the Low Income or Very Low Income Categories. The Request Letter incorrectly cites that three incentives/concessions are afforded.

- d. Gov Code Section 65915(p)(5) requires the developer to request the parking ratios in subdivision (p). This section also allows the developer to request an incentive/concession to reduce these ratios (not waivers). Lastly, subdivision (o)(2) defines "development standard" to include a parking ratio "that applies to a residential development pursuant to any ordinance, general plan element, specific plan, charter, or other local condition, law, policy, resolution, or regulation." The Request Letter, however, requests a waiver to reduce the parking ratio required in State Density Bonus Law, which is not permitted.

\_\_\_\_\_ 2. Please revise the Site Plan to include the following minimum information:

- a. Please show the minimum required setbacks. In addition, please revise the Site Plan and Density Bonus Request Letter to cite the minimum required front yard setback. San Mateo Municipal Code (SMMC) 27.22.070(a) provides that the multi-family parcels that abut R1- or R2-zoned parcels have a minimum front yard setback equal to the building height, or 15-feet, whichever is greater. The Request Letter incorrectly states that the front yard setback is equal to one-half the building height.
- b. All required on-site loading berths, which staff calculates a minimum of one (1) berth at 10 ft. by 25 ft. each.
- c. Please show the locations of all short-term racks, their clear dimensions, and the number of bicycles served in accordance with SMMC 27.64.262(d)(3).
- d. Please show all existing and proposed street trees in accordance with SMMC 27.71.120, City Standard Drawings, and the Street Tree Master Plan.

\_\_\_\_\_ 3. Please revise the building elevations and sections to demonstrate that the building plateline height is measured from existing grade in accordance with SMMC 27.04.080.

\_\_\_\_\_ 4. Please revise the parking calculations in the plans and Density Bonus Request Letter. Staff calculates a total of 87 parking spaces, not 81, as the minimum required based on the ratios provided in Gov Code Section 65915(p).

\_\_\_\_\_ 5. Please provide a breakdown showing unit sizes for all units, not just the average size for each unit type, to confirm conformance with SMMC 27.22.110.

\_\_\_\_\_ 6. Please provide sidewalk section drawings to evaluate consistency with the Pedestrian Master Plan.

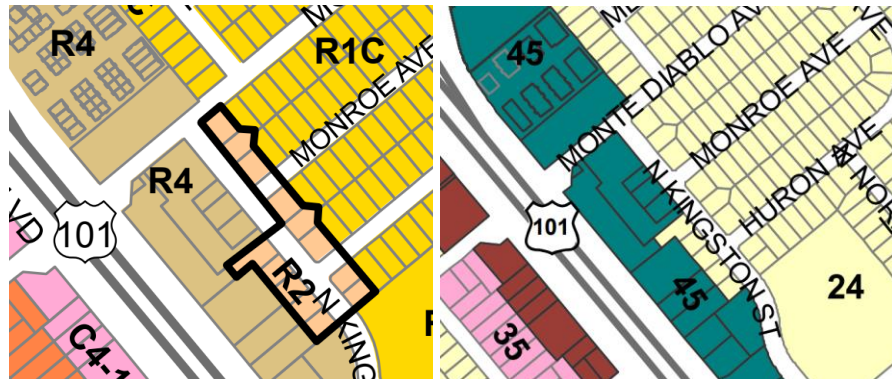
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7. Staff anticipates that the Formal Planning Application will be reviewed by a third-party design review consultant for consistency with the General Plan and [Multi Family Design Guidelines](#) (Design Guidelines). In addition, Objective Design Standards may be adopted prior to or during the review of the Formal Planning Application. At this time, staff has evaluated the building design and has provided the comments below for consideration in the Formal Planning Application.

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8. *Design Guideline A.* provides that a transition or step in height is necessary when height varies by more than one story between buildings. The difference in height between the proposed project and the low-density residences at 139 and 143 N. Kingston St. is three stories but does not provide an adequate transition to these lower height buildings. Staff recommends incorporating the townhome use and/or lowering the height of the building on each side of the 139 and 143 N. Kingston St. lots.

The Urban Design Element of the General Plan also provides that the scale of a neighborhood can be compromised as large-scale development with higher densities with larger, merged parcels are created. Staff recommends refining the building massing by providing greater step-backs, cut-outs, and changes in the roof line and height as the buildings approach lower density areas zoned R2 west of the site. Please see Urban Design Policy UD 2.2 and UD 2.7, as well as extracts of the Zoning Map (left) and Building Height Map (right) below delineating zoning and height boundaries in the site's vicinity.



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9. *Design Guideline B.* recommends front doors that face the street for each living unit or small group of units. The project appears inconsistent with this guideline in that it locates common areas (leasing, trash, lounge) and a townhome side-façade along the frontages.

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10. *Design Guideline D.* recommends that projects acknowledge the style and materials of the neighborhood's dominant architectural style. The architectural character of the project appears contemporary through its massing, flat roofs, and use of materials to express various volumes. The

dominant character of the surrounding neighborhood, however, appears traditional in its dominant massing, pitched roofing, and detailing such as wood siding, shingle roofing, and window shutters.

- \_\_\_\_\_ 11. *Design Guideline G.* provides that, while there is no specified square footage of minimum open space in the R4 zone, all developments should include open space usable by residents and that is visually appealing. Please refine the open space provision to provide a mixture of open space (balconies, walkable, planted open space) and refine the open space design based on these guidelines.
- \_\_\_\_\_ 12. The project locates utility equipment along the N. Kingston St. frontage. *Design Guideline H.* discourages locating equipment in noticeable locations from the street. Staff recommends that this equipment be located toward the rear of the site to limit street visibility.
- \_\_\_\_\_ 13. Staff recommends the applicant consider acquisition of the adjacent parcels at 139 and 143 N. Kingston St. to allow for increased density, affordable units, as well as a more unified site plan and building design.

#### Informational Items for Formal Planning Application

- \_\_\_\_\_ 14. Submit all applicable submittal items in the [Planning Application Guide](#).
- \_\_\_\_\_ 15. The proposed project will be reviewed for compliance with all applicable objective City standards, including the [Zoning Code](#), [General Plan](#), [Pedestrian Master Plan](#), and [Bicycle Master Plan](#).
- \_\_\_\_\_ 16. Please submit information required for tenant relocation (SMMC 27.02.180) and replacement housing of existing affordable units for Density Bonus projects (Gov Code 65915).
- \_\_\_\_\_ 17. City of San Mateo's [Climate Action Plan](#) (CAP) Consistency Checklist forms to be completed (see Appendix 3). A Green House Gas (GHG) Emission Study is required and will be prepared by a City-managed consultant.
- \_\_\_\_\_ 18. All multi-family projects with a building permit valuation of three million dollars or more shall be subject to Public Art per SMMC 23.60. Please provide the location(s) of the proposed public artwork on the plan. For more information, please visit the [Civic Arts Committee website](#).
- \_\_\_\_\_ 19. Staff recommends consideration of whether off-site construction staging and/or construction parking will be necessary. Use of another site for off-site construction staging/parking requires approval of a Temporary Use Permit (valid for up to seven months) or a Special Use Permit (valid for greater than seven months) subject to approval by the Planning Commission.

- \_\_\_\_\_ 20. This project is anticipated to require the following application types, subject to review by the City Council:
- a. Site Plan and Architectural Review (SMMC 27.08.030) for a new mixed-use building at a height greater than 55-feet.
  - b. Site Development Planning Application (SMMC 23.40) for grading an area of 5,000 square feet and 5,000 cubic feet (185 cubic yards); and/or grading that will exceed a volume of 550 cubic yards; and/or removal of any major vegetation.
  - c. Lot Merger (SMMC 26.57) to merge multiple lots into one lot.
- \_\_\_\_\_ 21. The Formal Planning Application will require additional special and technical studies for California Environmental Quality Act (CEQA) clearance.

If you have any questions regarding any of the comments listed above, please contact Rendell Bustos, Senior Planner, at (650) 522-7211 or via e-mail at [rbustos@cityofsanmateo.org](mailto:rbustos@cityofsanmateo.org)

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**Building Division:**

***Please note the review of this Pre-App is a cursory review only. The applicable edition of codes and regulations of Title 24 of the California Codes and Regulations for building permit application shall be based on the FILING DATE OF THE BUILDING PERMIT APPLICATION per the California Building Standards Commission.***

***Review based on submittal of 04/25/2023:***

- \_\_\_\_\_ 1. The property is located and identified as flood hazards area within the City of San Mateo. The City has adopted specialized development standards to ensure an adequate level of public health, safety and general welfare per Chapter 23.33 of the San Mateo Municipal Code (SMMC). A formal review will need to address the flood zone requirements and additional comments may arise under Planning Application and Building review stage to provide elevation certificate and demonstrate compliance with the ordinance.
- \_\_\_\_\_ 2. Provide a detailed analysis for the means of egress from each level, Accessible routes from the public way to the ground floor entrances and exits; Accessible routes and circulation paths in the building, especially to the accessible parking and Electric Vehicle Charging Station (EVCS); Provide egress plan and calculations per California Building Code Chapter 10.
- \_\_\_\_\_ 3. Provide analysis for the allowable building areas and height in accordance with provisions of Chapter 5 of the California Building Code.

- \_\_\_\_\_ 4. Provide breakdown/diagram/table to determine  $I_f$  for perimeter/frontage increase.
- \_\_\_\_\_ 5. Please provide a geotechnical report to verify where the geotechnical engineer tests the site for liquefaction potential and provides recommendations in the geotechnical report for foundations design to resist liquefaction. The geotechnical engineer is required to provide a liquefaction report per 2022 CBC Chapter 18 for seismic design category.
- \_\_\_\_\_ 6. For the number of parking spaces provided, provide a schedule with detailed breakdown for the following parking spaces, EVCS, and clean air vehicles, etc.:
- a. Total number of parking spaces provided;
  - b. Total of EVCS required per the City of San Mateo Municipal Code;
  - c. Of the number of total EVCS provided, list the required van accessible, standard accessible, and ambulatory EVCS per Table 11B-228.3.2.1 of the California Building Code;
  - d. Total number of clean air vehicles per the California Green Building Standards Code, unless these are marked as EVCS, etc.
  - e. The remaining number of non-EVCS and non-clean air vehicles that are used to determine the number of van accessible and standard parking stalls, etc.

If you have any questions regarding any of the comments listed above, please contact Vivian Seto, Plan Checker I, at (650) 522-7192 or via e-mail at [vseto@cityofsanmateo.org](mailto:vseto@cityofsanmateo.org)

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**San Mateo Consolidated (SMC) Fire:**

- \_\_\_\_\_ 1. Provide a diagram showing Fire Department access to within 150 feet of each portion of the building.

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

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**Public Works Engineering:**

**Pre-Application Discussion Items:**

- \_\_\_\_\_ 1. How is the proposed apartment access and potential conflicts with bicyclists and pedestrians accessing bike/ped bridge being addressed.

- \_\_\_\_\_ 2. How is project planning to provide sanitary sewer services to the properties affected by the proposed development including but not limited to properties along North Bayshore Boulevard and North Kingston Street.

***The following item(s) should be considered for the formal application. Below is a list of initial high-level observations of the plans with respect to specific Code requirements and/or design issues. Please note this is a short list of major issues and additional comments and/or Code requirements will be provided with the formal planning application.***

General

- \_\_\_\_\_ 3. This project will need to provide a preliminary construction logistic plan to show the impact of the construction to the surrounding area, indicate how the groundwater discharge will be handled. Plans should indicate any ground water baker tanks and discharging location.
- \_\_\_\_\_ 4. This project will require the payment of several impact fees, including but not limited to: Wastewater Treatment Expansions Fee, Transportation Improvement Fee, Parking In-Lieu Fee, and Sanitary Sewer Connection Fee.
- \_\_\_\_\_ 5. This project will require several agreements and permits to be in place prior to the first Building Permit, including but not limited to: Encroachment Permit, Subdivision Improvement Agreement, Stormwater O&M Agreement (for C.3 and GI).

Parking

- \_\_\_\_\_ 6. Plans need to provide dimensions (length, width and vertical clearance), backup and aisle widths for all parking stalls, including mechanical parking stalls per Parking Standard Drawings. In addition, plans shall provide turning diagram for site access and on-site circulation within the garage, per Parking Standard Drawings.
- \_\_\_\_\_ 7. A transportation analysis managed by the City shall address on-site circulation. Provide a parking operation plan, turning template and address vehicular access for residents and solid waste/emergency services.
- \_\_\_\_\_ 8. The project shall show and indicate on the plan the number of off-site parking being provided or removed as part of the proposed development.

Street Improvements

- \_\_\_\_\_ 9. The project will be required to remove and replace curb, gutter and sidewalk along all frontages.



- \_\_\_\_\_ 10. Sidewalk widths and frontage improvements on all frontages is recommended to comply with the Pedestrian Master Plan Sidewalk Standard A.5.
- \_\_\_\_\_ 11. Pavement restoration shall include the curb-to-curb width of the roadways and entire intersections adjacent to the project.
- \_\_\_\_\_ 12. Provide a table on the plan showing the number of bike racks provided, indicating off-site and on-site, and short-term and long-term. Per SMMC 27.64.262(i), short-term bike racks need to be moved closer to the main entrance.
- \_\_\_\_\_ 13. Clearly show the proposed solid waste staging area and provide a solid waste handling plan.
- \_\_\_\_\_ 14. The project shall conduct a photometric study and provide adequate streetlights along all frontages. Photometric analysis information will be provided at the formal plan submittal.
- \_\_\_\_\_ 15. The project is recommended to comply with the City's Bicycle Master Plan, which would include construction of bicycle boulevard facilities along both the Monte Diablo Avenue and N. Kingston Street frontages.
- \_\_\_\_\_ 16. The loading zone is required to be on site per SMMC 27.64.310. Loading zone dimensions shall comply with SMMC 27.64.320. Please refer to Planning comment regarding gross floor area for the purposes of calculating required loading spaces.

#### Utility Improvements

- \_\_\_\_\_ 17. Show all existing and proposed utilities infrastructures. Show all main lines along the project frontages and laterals serving the site.
- \_\_\_\_\_ 18. The project shall clearly show how the sanitary sewer services to the adjacent properties will be provided.
- \_\_\_\_\_ 19. Clearly identify new SD and SS lateral connections, and identify any existing laterals being abandoned/plugged.
- \_\_\_\_\_ 20. Water line should not be abandoned in place, all unused water laterals should be removed and capped at main.
- \_\_\_\_\_ 21. The project shall provide separate water and sewer service connection for each use.
- \_\_\_\_\_ 22. The project shall underground distribution lines serving the project per Municipal Code 26.32.020.

- \_\_\_\_\_ 23. The project will be required to underground over-head utility lines along its property frontage on Monte Diablo Avenue and remove related poles.
- \_\_\_\_\_ 24. The project will be required to underground the existing utility boxes on Monte Diablo Avenue frontage.
- \_\_\_\_\_ 25. The project shall provide preliminary sewer study to ensure adequate capacity on City facilities.
- \_\_\_\_\_ 26. Storm Drain - Project shall 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 HGL within the City pipe and 100-year flow below the street curb elevation. Plans need to clearly show how stormwater runoff from the roof drains, area drains, and site flow will be captured, treated within their respective DMA (or off-site), and discharged to the city main. Plans need to show all storm drain infrastructures, including but not limited to piping, drains, catch-basins, manholes, pumping systems and dissipators.
- \_\_\_\_\_ 27. All new and existing project related utility boxes shall be located on-site within an adequate easement.

#### Storm-water Quality

- \_\_\_\_\_ 28. Projects shall provide San Mateo Countywide C3 and C6 checklist and certification as part of plan submittal for City record; which can be found under the Forms & Checklist at the following link:  
<https://www.flowstobay.org/preventing-stormwater-pollution/with-new-redevelopment/c-3-regulated-projects/>  
  
All storm run-offs must be treated per section C3 of the Municipal Regional Permit. Project needs to strive to provide 100% LID treatment.
- \_\_\_\_\_ 29. In accordance with San Mateo Municipal Code Chapter 7.39, the applicant shall install and maintain Green Infrastructure (GI) improvements along project frontages. The improvements shall be in accordance with the guidance and specifications provided by San Mateo Countywide Water Pollution Prevention Program or City of San Mateo GI Plan design and shall be approved by the Director of Public Works or designee or designee.
- \_\_\_\_\_ 30. Show locations of trash capture devices consistent with the State Water Resources Control Board's definition of Full Capture System. Trash capture device(s) are required, at minimum, at the last private storm appurtenances before connecting to the City System.

#### Mapping

- \_\_\_\_\_ 31. The project will require a lot merger which will be processed in accordance with SMMC 26.57.
- \_\_\_\_\_ 32. If a project is proposing a Condominium Map or creating more than 4 lots a Tentative Tract (final) Map needs to be submitted for review and approval.

#### General Plan Submittal Requirements

- \_\_\_\_\_ 33. Submit the following applicable items with the Formal Planning Application Submittal:
- A. Provide a copy of any recorded map and/or deed for all existing easements.
  - B. A complete entitlement plan set (see comment below)
  - C. Water Quality - Storm Water Control Plan (see comment below)
  - D. Reports – Submit copies of all applicable preliminary reports and studies for the project, including but not limited to, environmental, geo-tech, drainage, water, sewer.
- \_\_\_\_\_ 34. The entitlement plan set shall include the following sheets:
- A. Title sheet shall include the following information:
    - i. Owner's name and address
    - ii. Name and address of all consultants (Civil Engineer, Land Surveyor, Geotechnical Engineer, Architect)
    - iii. Flood Zone (state if project is within the Special Flood Hazard Area)
  - B. Existing Site Plan: A site plan showing existing conditions. The plan should show existing utilities, easements, rights-of-way, streets, sections, adjacent property owners, APN, structures, and other topographic information. Label facilities to be removed or altered.
  - C. Proposed Site Plan: The proposed site plan should show all new improvements including street rights-of-way, sidewalk, trees, lights, walls, and other structures. Cross-section should be provided across each boundary and across the site. Grading and drainage information may be shown if space allows, otherwise include on a separate sheet. All proposed streets and improvements shall meet City's requirement and standard.
  - D. Proposed Utility Plan: Show all proposed utilities for the project. Identify points of connection to existing systems, and ownership of all utilities. Identify size and material of wet utilities. Label any easements associated with any utility shown.
  - E. Grading and Drainage Plan: Show general topography, contour lines, existing and proposed elevations for structures and site.

Show TC grades at all BC, EC and angle points within the proposed site area. Include drainage facilities, size, slope, rim and invert elevation. Clearly demonstrate how the flow will be captured and conveyed off- site.

- F. Circulation Plan: Provide a circulation plan for emergency vehicles and solid waste collection vehicles with turning templates and showing truck turning movements.
- G. Solid Waste handling Plan: Provide an exhibit showing the enclosure location and detail, the solid waste truck success, staging area, and generation calc. Project need to demonstrate how each will have separate bin.
- H. Storm Water Control Plan: Add a plan sheet for Storm Water Control. Show and label all drainage areas, treatment measures, drainage flow lines, high points, and low points. Each treatment measure shall have an independent drainage area which shall be designated. Provide sections and details for grading, drainage, and treatment measures. Add a table correlating the drainage areas to the treatment measures and summarizing the treatment provided.

\_\_\_\_\_ 35. Storm Water Treatment: Submit a Storm Water Control Plan (SWCP) in compliance with Municipal Regional Permit (MRP) to verify sufficient treatment. The submitted SWCP shall include the following:

- A. C.3 and C.6 data collection form
- B. Hydromodification Management Worksheet
- C. Infiltration/Harvesting infeasibility worksheet
- D. Special Project worksheet (only if Special Project status is desired)
- E. Project Applicant Checklist of Stormwater Requirements for Development Projects
- F. Numeric Sizing Criteria used for stormwater treatment (Calculations).
- G. Operations and Maintenance (O&M) plan

If you have any questions regarding any of the Public Works comments, please contact Babak Kaderi, Contract PW 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:**

- \_\_\_\_\_ 1. Approval letter from Recology, the City's franchise waste hauler is required. Recology San Mateo County's Approval Letter does not assure final approval by the City of San Mateo. The City of San Mateo's Solid Waste Plan is subject to additional City review, conditions, and requirements.

- \_\_\_\_\_ 2. Clearly show the proposed solid waste staging area and provide a solid waste handling plan.

If you have any questions regarding any of the comments listed above, please contact Siliva Pa'uli, Solid Waste & Recycling Programs Coordinator, at (650) 522-7297 or via e-mail at [spauli@cityofsanmateo.org](mailto:spauli@cityofsanmateo.org)

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**Police Department:**

- \_\_\_\_\_ 1. Please clarify if there will be any amenities on-site that will be open to the surrounding public.

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) 522-7743 or via email at [bbartholomew@cityofsanmateo.org](mailto:bbartholomew@cityofsanmateo.org).

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**Private Development Arborist:**

- \_\_\_\_\_ 1. The submitted site plan does not show or describe any existing or Protected trees on-site or adjacent to the project site. Please verify and provide a site plan with all trees over 6" in trunk size accurately located (if existent). Protected trees on adjacent properties and/or the public right of way shall be disclosed as well per SMMC 13.40.080 requirements and any protected tree would be subject to the comments below.
- \_\_\_\_\_ 2. This project will require an approved Tree Protection Plan (TPP) before issuance. Submit an Arborist Report that includes protection measures consistent with the following Code requirements (SMMC 13.40.080):
- a. The Tree Protection Zone (TPZ) shall have a radius equal to 10 times the diameter of the trunk measured at 54" above grade, otherwise specified by a Project Arborist and approved by the City Arborist.
  - b. Soil Compaction and disturbance from vehicles, storage of materials, structures, paving, excavation, grading, soil deposit, drainage, leveling, etc., shall be avoided within the TPZ.
  - c. Trenching or excavation for irrigation, utility lines, services, pipe, drainage, or other improvements below grade shall be located outside of the TPZ.
  - d. Disposal or depositing of oil, gasoline, chemicals, paints, solvents, or other materials within the TPZ or in drainage channels, swales, or areas that may lead to the TPZ shall be avoided.
  - e. Pruning and Removal of Protected Trees shall be avoided. Otherwise pruning specifications must be made in the TPP. A separate permit shall be required when pruning more than 25% of existing foliage or cutting roots closer than six (6) times the trunk diameter of a Protected tree.

- f. All tree protection measures shall be installed before starting any construction activities. A six-foot tall chain link fence shall be installed to enclose the entire TPZ of the tree(s). When fencing the TPZ area is not feasible, Trunk wraps in combination with Root & Soil buffers as specified in the Administrative Guidelines shall be installed within the TPZ to protect the trunk, roots, and branches from injury and avoid soil compaction.
- g. Periodic monitoring for Protected trees by the Project Arborist is required on a regular basis and whenever activities occur within the TPZ.
- h. Protected trees that shall be included in the Arborist report are 1) all Heritage trees on-site, 2) any Heritage trees on adjacent parcels that construction activities will encroach its TPZ, and, 3) all trees of any size located in the public right of way (Street trees). The TPP shall be prepared only by an ISA Certified Arborist and shall contain the signature of the property owner and permit applicant. For detailed information, visit the Administrative Guidelines, section Tree Protection Specifications, and the Municipal Code 13.40.

- \_\_\_\_\_ 3. Provide a Tree Evaluation Schedule as specified in [Section 27.71.150 Preservation of Existing Trees](#) for all trees with 6 inches and greater in diameter located on-site and trees in the right of way.
- \_\_\_\_\_ 4. Fill out the [Required Tree Planting](#) form that includes the LU value of trees to be removed or preserved and also Replacement Trees if applicable. Specify the in-lieu fees to be paid to the City. The Required Tree Planting form can be found on page 31 of the Planning Application Guide.
- \_\_\_\_\_ 5. Provide a full-size scaled sheet called Tree Protection Plan, showing all Protected trees numbered as per the Arborist report. Draw their protection zone (TPZ) in relation to construction activities and show the location of the proposed protection measures specified in the TPP, including but not limited to fencing, trunk wrap, soil & root buffers, and areas of excavation by hand, air, or water. Trees proposed to be removed shall be marked with an "X".
- \_\_\_\_\_ 6. Insert the Arborist Report and TPP on one or more full-size sheets and include them in the Plan Set properly indexed, making sure the report is still readable and important details will not be missed. Provide a separate copy of the Arborist Report in a PDF format.
- \_\_\_\_\_ 7. INFORMATIONAL COMMENT - This Project is subject to SMMC [13.40](#), and [27.71](#). Therefore, the report shall include all existing trees with 6" in trunk diameter and over on-site, any Heritage trees on adjacent parcels that construction activities will encroach its Tree Protection Zone (10 times the trunk diameter), and all trees of any size located in the public

right of way (Street trees if existing). An ISA Certified Arborist shall prepare the report. The requirements for the Arborist report can be found in the [Administrative Guidelines](#), section Tree Protection Specifications, and the Municipal Code 13.40. Additional specific code requirements may be requested when more information is provided.

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).

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#### **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 74 Multi Family 5+ units (75 proposed units less 1 existing unit to be demolished). Therefore, based on Fiscal Year 2022/23 fee information the total current fee for the project is calculated to be \$1,515,224.00. 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.
- \_\_\_\_\_ 2. In reviewing the plan set submitted for the initial pre-application review in April 2023, sheet A1.1 includes a fitness room, an adjacent restroom/locker room and a lounge. This combination of rooms, subject to further design review may be considered for credit off the park in-lieu/impact fee under the category of Recreation Building/Room. However, per SMMC code section 26/64.030 (b) (8), at least three (3) park and recreational space credit facility types must be provided for your project in order to meet the minimum threshold before credits can be given. Please note that I did not see any plans for that identify types of features that are included in the outdoor areas such as outdoor seating areas or an outdoor eating area which if provided might qualify for the additional credit that is needed for your project to meet the minimum threshold to receive credit off the fee. Attached is the Private Park and Recreation Space Credit Listing which describes parameters for

the various types of park and recreation facilities in order to qualify for credit.

### 3. PRIVATE PARK AND RECREATION SPACE CREDIT LISTING

Facility Type	Minimum Size	Other Requirements and Parameters
<b>PER RESOLUTION 53 (2008)</b>		
Park Like Setting	10,000 SF or 3 x area of other facilities qualifying for credit whichever is greater.	Must include more than one park like setting space within a project but each must be a minimum of 10,000 square feet of contiguous space and at least one of the spaces must be twice the size of all other park like setting spaces. At least one of the spaces shall include a minimum of half of all the other major facility types receiving credit, except for those facilities (i.e. Rec Room or Swimming Pool) that are located within a building containing residential units. At least 33% of each space shall be in contiguous open lawn of a minimum dimension of 30 feet on slopes of less than 5% and useable for informal activity and at least 33% of the area shall be in other planted landscaped areas consisting of lawn and/or groundcover and shrub areas planted with trees. At Least 10% of each space or 500 SF, whichever is greater, must consist of other amenities such as a picnic/BBQ area, area with approved outdoor exercise equipment, garden plots, or small court games (i.e. shuffleboard, bocce court). At least a 6foot buffer of planting consisting of trees and shrubs shall be provided between the limits of the park like setting space and other recreational facilities and amenities receiving credit. Must include destination pathways to recreational facilities and amenities. The space shall also include other park amenities such as benches, trash containers, and pathway lighting.
Swimming Pool Area	2000 SF	Totally fenced. Includes deck/spa space at no more than 2 x the water surface area. Actual pool water dimension shall not be less than 15' in smallest horizontal dimension.
Recreation Building / Room	1000 SF	Minimum size includes non-activity space such as lobby, office, hallways, storage, locker or restroom facilities that serve no other use that recreation purposes that take place within the room at no more than .5 x actual activity space. Activity space should not be less than 20' in smallest dimension and at least 25% or 250 square feet of this space whichever is greater shall be provided with approved exercise equipment.
Children's Play Area	500 SF	Must comply with recognized playground accessibility and safety standards. Play equipment must occupy at least one fifth of play area space. If play area is more than 2000 SF, must have separate areas for tot and elementary age children.
Court Games	2500 SF	Includes tennis courts, basketball courts, half basketball courts, and other sports courts. Dimension shall include entire surface area beyond the play lines for safety (i.e. 5' feet on side and 8' at ends for basketball courts) and must comply with standards of recognized organizations approved by the City. Tennis courts must have a 12' high perimeter fence around the facility with approved entry gates. Other sports courts shall be reviewed on a case by case basis and are subject to City approval.
Field Sports	4,000 SF	Minimum length: 80'. Minimum width: 50' Above dimension includes entire surface area beyond play lines for safety (5 feet beyond side lines and 8 feet beyond end lines),



		Width shall not be less than half the length.
Loop Trail	8000 SF	Minimum length: 1,300 feet: Minimum width: 6 feet. Must meet accessibility requirements. Must be designed for hiking and/or jogging. Except at pathway intersections, the entire trail must pass thorough areas of scenic value such as a park like setting, natural open space areas and landscaped areas with at least 6 feet of planting on each side of the pathway.
<b>OTHER PARK AND REDREATION SPACE TO BE CONSIDERED FOR CREDIT BY PARK AND RECREATION DIRECTOR OR DESIGNEE ON SITE SPECIFIC BASIS</b>		
Fitness station Area(s)	250 SF	Maximum credit shall not exceed 10 sf per residential unit. The credited area shall: 1. Include outdoor fitness equipment by recognized manufacturers approved by the City. 2. Include the useable space required by the fitness equipment including the area which it occupies, other approved support features such as signage, drinking fountains etc. plus the needed pedestrian circulation area to access such features (within 3' of such features) within the space excluding adjacent pedestrian circulation space (i.e adjacent pathways).
Useable Turf Area	1600 SF;	A rectangular turf area, not exceeding 2% slope, and at least 30' x 50' in size, plus additional areas as required below. Maximum credit shall not exceed the 13 SF per residential unit or the minimum size whichever is greater. For projects less than 50 units, the credit shall be reduced by the amount of proposed units / 50 units. The area: 1. Must be designed to accommodate the setup of at least three recognized outdoor games at the same time or at different times if the size is limited ( i.e. badminton, croquet, and corn hole) meeting the minimum size standards for each game including needed playable out of bounds area. The equipment for each game shall be provided and stored in a protected storage area within the space. Such storage area shall be included in the calculation of the space. 2. Must be provided with night lighting evening play up to 10 pm with provisions for maximum light cut off and glare protection onto adjacent units based on approved information.
Dog Park /Run Area	1300 SF and a minimum width of 15'.	Applicable only to developments which allow dogs. Maximum size shall not exceed 10% of the total parkland dedication requirement size of dog runs or minimum size, whichever is greater. For projects less than 50 units, the credit shall be reduced by the amount of proposed units / 50 units. Dog run / park areas shall: 1. Have a 4' high perimeter fence and be gated. 2. Not be located on slopes greater than 4:1. 3. Be free from drainage from outside areas. 4. Have a surface such as decomposed granite or as approved by the City. 5. Be provided with sitting area for dog owners to sit and dogs to rest that is protected from the shade via trees or shade structure. 6. Include trash and recycling receptacles, drinking fountain for humans and dogs, pet bag dispenser and signage with rules.
Outdoor Eating Area	Projects 5 units or less: 230 SF. Projects greater	Maximum credit shall be limited to 4 SF x the total quantity of residential units or the required minimum size whichever is greater. The area be designed to meet the following parameters:

	than 5 units: 50% of maximum allowable SF limit based on unit count or 230 sf whichever is greater.	<p>1. Shall consist of eating tables and seating, grilling area of at least 1 square foot plus 1 sf per 10 eating table seats, trash and recycling containers and potable water for each area. If grilling area requires coals a coal bin shall be provided for each area. All features must be fixed in place.</p> <p>2. Tables shall be within 50' of grilling area &amp; not separated by gates and at least 50% of the eating tables and shall be designed to include provisions for sun protection (trees, other approved shade elements) for at least 3 hours during the hours between 11 am and 5 pm during summer solstice.</p> <p>3. Area to be counted for credit shall consist of area which eating tables including seats, grills, potable water and trash/recycling features occupy plus the needed pedestrian circulation area to access such features (within 2' of such features) within the space excluding adjacent pedestrian circulation space (i.e adjacent pathways).</p>
Outdoor seating areas	23 SF	<p>Maximum credit shall be limited to 7 SF per the total quantity of residential units. Excludes seating areas that are included in other facility type areas being given credit and elements within seating area that are not fixed in place. At least 50% of that space must be protected from the sun between 11am and 3pm.</p> <p>The area to be counted shall:</p> <ol style="list-style-type: none"> <li>1. Include seating areas such as benches located along pathways within landscaped areas and areas that contain picnic tables that do not qualify for outdoor eating areas.</li> <li>2. Include trash / recycling containers if picnic tables are provided.</li> <li>3. Consist of the area which benches, picnic tables, trash/recycling containers and other approved features occupy the space plus the needed pedestrian circulation area to access such features (within 2' of such features) within the space excluding adjacent pedestrian circulation space (adjacent pathways).</li> </ol>
Garden Plots	300 SF or 11 SF per residential unit whichever is greater.	<p>Maximum credit shall be limited to 15 SF per the total quantity of residential units.</p> <p>The area to be counted shall:</p> <ol style="list-style-type: none"> <li>1. Consist of: <ol style="list-style-type: none"> <li>a. 12" minimum height raised and retained planting beds with import topsoil screened free of rocks.</li> <li>b. Work bench: Minimum 5' long x 2.5' wide. 1 per 200 sf of raised beds.</li> <li>c. Tool locker: 6' tall x 1' deep x 3' wide. 1 per 500 sf of raised beds or as approved.</li> <li>d. Mulch bin/area: 4' x 5'. 1 per 500 sf of raised beds or as approved.</li> <li>e. Trash/recycling containers: 1 per 500 sf of raised beds or as approved.</li> <li>f. Hose bib(s) located such that a max length 25' hose can be used to water the garden planting areas without the hose encroaching into the raised beds.</li> <li>g. Pedestrian circulation to access above areas separate from adjacent pedestrian circulation space (adjacent pathways). Layout subject to approval.</li> </ol> </li> <li>2. The raised planting bed soil plot area shall be the same size and for all beds to control equitable usage among interested parties and shall be at least 1.5' wide and 3' long up to a maximum of 2.5'</li> </ol>

		<p>x 5' long.</p> <p>3. The garden plots shall be located such that they will receive a minimum of 3 hours of full sun during the hours of 9 am to 5pm at the March Equinox and September Equinox based on an approved study.</p>
Outdoor Table Tennis	187 SF playable space (11' x 17')	<p>Table Tennis with regulation size table measuring 5' wide and 9' long and required unimpeded playable space of between 11' to 13' wide and 17' to 28' feet long without encroaching onto other spaces such as pedestrian circulation. Maximum credit shall be limited to a total 1 table per up to 25 units; 2 tables per up to 50 residential units; 3 tables up to 100 units; 5 tables up to 500 units, 7 tables up to 1,000 units. For project greater than 1000 units the maximum shall be 7 tables plus 1 table for each additional 1000 units.</p>

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

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