



September 26, 2023

Evan Sockalosky
ARC TEC, Inc.
1731 Technology Dr., Suite 750
San Jose, CA 95110
Sent Via Email: evans@arctecinc.com

Subject: PA-2023-054, 2 W. 3rd Ave., Pre Application
2 W. 3rd Ave., APN 034-093-050

Dear Evan:

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 August 30, 2023. The comments from all reviewing departments are attached. The project can now proceed with a neighborhood meeting and a Planning Commission Study Session, which are tentatively scheduled for November 13, 2023 and December 12, 2023 respectively.

Please contact me at (650) 522-7211 or via email at 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: Alex Mortazavi, 230 El Camino, LLC (habitat8@pacbell.net)

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.

Planning Division:

Code and Policy Comments

The following items would need to be addressed in the formal planning application submittal.

- _____ 1. Downtown Plan Policy II.10 Mixed Use Commercial-Residential – Staff recommends the provision of multifamily dwelling uses at this site as part of a mixed-use development in accordance with this policy. The site also contains a residential overlay designation of /R5, which further supports provision of residential uses.

- _____ 2. Based on comments and safety concerns from San Mateo Consolidated Fire Department and Public Works Engineering below, staff recommends relocating the trash, fire control, and electrical rooms from Arroyo Court to the interior lot line and/or W. 3rd Avenue. Relocation of these facilities along W. 3rd Avenue shall not detract from a pedestrian oriented building design along W. 3rd Avenue.

- _____ 3. Provide the appropriate required setback along the interior property line (along Gridline 1) at the third level. The third floor plan shows a 25'-6" setback but it is not measured from the outermost face of the wall. In addition, the building appears to implement San Mateo Municipal Code (SMMC) 27.04.080 with respect to setback requirements as a result of different building heights, which allows a stepback of 25% of the width of the structure at the points that meet the ground. In addition, 25% of the overall building width is noted as 26'-3". The existing stepback at the third level does not comply with this minimum setback.

- _____ 4. Please verify the total proposed floor area. Sheet A0.21 cites a total floor area of 18,744 sq. ft. while the plans cite 19,989 sq. ft. elsewhere. Please also provide a detailed floor area diagram that further details the floor area calculation.

- _____ 5. Minimum open space calculates to 1,146 sq. ft., not 115 sq. ft. as shown in the plans. Please note that open space shall also contain landscaping and/or decorative outdoor landscape elements, water features, paved or decorated surfaces of rock, stone, brick or other similar material

(excluding driveways, parking, loading, or storage areas), and sculptural elements.

- _____ 6. Please provide elevations for all proposed fencing and retaining walls, noting their material(s) and height(s), which shall conform to SMMC 27.64.262. The site plan includes a call-out to bioretention areas for long-term bicycle parking, which would not conform to the standards in SMMC 27.64.262(d)(1)(A), which requires spaces be within a locker or rack within a locked enclosure or room.
- _____ 7. Please identify all long-term and short-term bicycle parking and show compliance with SMMC 27.64.
- _____ 8. Please identify the equipment shown along the interior lot line. Utility equipment must be located underground or be within the building. If equipment must be located exterior to the building, the equipment would have to be screened with fencing and/or landscaping.

Design Review

- _____ 1. Staff anticipates that the formal Planning Application (PA) will be reviewed by a third-party design review consultant for consistency with the General Plan and Downtown Area Plan. At this time, staff has evaluated the building design and has provided the comments below for consideration in the formal PA.
- _____ 2. General Plan Policy UD 1.3; Downtown Plan Policy I.3 Entryways – This Downtown Plan Policy identifies the intersection of 3rd Ave. and El Camino Real as an opportunity for identifiable entry features that help define the gateways to downtown, in support of General Plan Policy UD 1.3. This policy also requires new developments to develop an entry feature and/or incorporate an architectural statement. Staff recommends refining the building design at the corner of 3rd Ave. and El Camino Real by incorporating a more detailed entry design, entry plaza, public art, and other methods.
- _____ 3. Downtown Policy IV.4 Downtown Historic Character – Staff recommends integrating the architectural character of existing structures within the downtown. In particular, please integrate design revisions that are responsive to the other adjacent buildings at 212 S. El Camino Real (Casa Baywood Apartments) and 300 S. El Camino Real (Bank of America). Identifiable features of both buildings are a traditional, revival character; prominent entries through arched openings; and open plazas along S. El Camino Real.
- _____ 4. Staff recommends including privacy screening at the third floor patio to reduce privacy impacts to and from the adjacent residential uses.

Informational Items

The following items are required for formal planning application submittal.

- _____ 1. All applicable submittal items in the [Planning Application Guide](#).
- _____ 2. The proposed project will be reviewed for compliance with all applicable objective City standards, including the [Zoning Code](#), [General Plan](#), [Pedestrian Master Plan](#), [Bicycle Master Plan](#), and [Downtown Area Plan](#).
- _____ 3. 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.
- _____ 4. All commercial 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](#).
- _____ 5. 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.
- _____ 6. Please provide sidewalk section drawings to evaluate consistency with the Pedestrian Master Plan.
- _____ 7. This project is anticipated to require the following application types, subject to review by the Planning Commission
 - a. Site Plan and Architectural Review (SMMC 27.08.030) for a new commercial building of more than 10,000 square-feet of floor area.
 - b. Site Development Planning Application (SMMC 23.40) for removal of any major vegetation.
 - c. Lot Merger (SMMC 26.57) to merge multiple lots into one lot.
- _____ 8. The Formal Planning Application will require additional special and technical studies for California Environmental Quality Act (CEQA) clearance. More specifically, the applicant shall submit cleanup status information of the former gas station.
- _____ 9. Please include formal documentation confirming individuals who have signature authority on behalf of the ownership entity listed in the Title Report.

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

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.

- _____ 1. 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 application.
- a. Occupancy classification of the building is intending to formal designation of the primary purpose of the building, structure, or portion thereof. Information needs be submitted to clarify how the building use is classified as A-2 since floor plan show otherwise.
 - b. Exits shall discharge directly to the exterior of the building. Information on proposed floor plans shall be submitted to clarify how the Exit Discharge for the stairs and lobby comply with the California Building Code Chapter 10.

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

San Mateo Consolidated (SMC) Fire:

- _____ 1. Arroyo Court is not optimal for Fire access or the Fire Control Room. This existing road is narrow and does not meet current standards for use as an Emergency Vehicle Access roadway. Staff recommends relocating the Fire Control Room to be accessible from W. 3rd Ave.

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.

Public Works Engineering:

- _____ 1. Provide a geotech report and any soil mitigation study during the PA.
- _____ 2. The project will be conditioned to merge the three lots prior to Building Permit issuance. Indicate that via a callout on the plans.

- _____ 3. The City will require the sidewalks, curbs, and gutters along the full project frontages to be replaced and any existing driveways to be replaced with standard sidewalk and curbs. The Pre-App plans indicate this already; so, no action required on this comment.
- _____ 4. The project will be conditioned to dedicate a public access easement along the El Camino Real (ECR) and Arroyo frontages as shown on the plans.
- _____ 5. Sheet A1.01, there is a long-term bike storage callout pointed to the bioretention area TCM2. This conflict should be clarified on the PA submittal.
- _____ 6. Clarify if the alley/walkway on the west side of the site is intended for the public to use as a pass-through. If so, a Public Access Easement will be required.
- _____ 7. Regarding the proposed bulbout at the northwest corner of 3rd and ECR, the PA design should provide information to confirm that the gutter flowline will have appropriate slope across the proposed bulbout (from TMC4 to TCM5) as indicated by the DMA boundaries. Bulbouts typically present slope issues due to the street crown.
- _____ 8. Regarding the proposed curb ramp at 3rd and ECR, the PA submittal should revise this from one to two ramps. The two ramps should be parallel to their corresponding crosswalks and located within the crosswalk width. If grading or geometrics are an issue, San Mateo is generally flexible with the ramp designs as long as they comply with ADA requirements.
- _____ 9. Confirm what the two above grade utility cabinets/boxes are along Arroyo. Clarify if the project will underground these.
- _____ 10. The plans show existing parking Ts along W 3rd; however, those are almost entirely faded out. The project would be required to restripe any existing parking Ts up to the FH red curb to the west since part of that stall is along the project frontage. Note, parallel parking shall conform to CA MUTCD Chapter 3, Figure 3B-21. Parking stalls are 24-ft when interior and 20-ft when at the ends of a series of parallel stalls.
- _____ 11. The project would be required to restripe existing red curb along ECR and as necessary for other locations along the project frontage. The PA submittal should include this on the striping plan.

- _____ 12. The 2020 Bicycle Master Plan Identified West 3rd Ave for a Class II bike lane. The project design shall not prohibit a future install of a Class II bike lane along W 3rd. An exhibit showing either the street section or plan view of how a future Class II bike lane would work with the project's proposed design should suffice for the PA level. The current Pre-App design is not expected to cause any conflict.
- _____ 13. Consider combining the loading zone and the trash staging area. The plans show the -trash room along Arroyo where regular parking; however, this is in the Residential Parking Permit (RPP) zone and already in high demand.
- _____ 14. Provide a waste/recycling plan that shows the proposed trash staging as well as the pickup frequencies.
- _____ 15. A utility survey is required prior to the PA submittal to provide accurate information to review the feasibility of the gravity utility design.
- _____ 16. Existing sewer laterals that will not be used for the proposed building shall be properly cut and abandoned. There is an existing lateral along Arroyo that should be addressed.
- _____ 17. Provide a storm drainage study with the PA. The study should confirm that the site is not increasing the peak runoff either by reducing the overall runoff coefficient of the site or by providing detention to control the peak flow. The study should also address any ramifications of altering the site drainage pattern. For instance, based on the grading sheet, it appears that approximately half of the existing site and ROW flow to Arroyo and West 3rd; however, the post-development conditions represented as the DMA boundaries show all of the site and ROW flowing toward Arroyo through the piping and discharge of the treatment areas.
- _____ 18. Regarding the proposed stormwater treatment design, a similar layout for the silva cells treating the street level DMAs was presented on another project in San Mateo, and the City was uncertain if the design would be feasible. Since this is not a typical C.3 layout, we recommend that details of the bioretention and silva cells be provided with the formal PA. Also, please include a callout of any lift or pump stations as well as surface flow arrows on the Stormwater Control Plan for quick reference. Silva cells should be accurately represented on the Legend. Lastly, the plan and TCM table do not present any proposed pervious pavement; so, that should be removed from the legend.

If you have any questions regarding any of the Public Works comments, please contact Jason Hallare, Senior Engineer, at (650) 522-7316 or via e-mail at jhallare@cityofsanmateo.org

Public Works Trash/Recycling:

- _____ 1. Approval letter from Recology, the City’s franchise waste hauler, required.

- _____ 2. Recology San Mateo County’s Enclosure & New Development Approval Letter is one requirement of the City of San Mateo’s New Development Plan review. 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.

If you have any questions regarding any of the comments listed above, please contact Siliva Pa’uli, Solid Waste and Recycling Program Coordinator, at (650) 522-7297.

Police Department:

- _____ 1. None at this time.

If you have any questions, please contact Sergeant Brendan Bartholomew, Police Department at (650) 522-7743 or via email at bbartholomew@cityofsanmateo.org.

Private Development Arborist:

This Project is subject to SMMC [27.71](#), and [13.40](#). Therefore, the following information is required to be provided during the formal Planning Application for revision. Please note that this is a short list of major issues and additional comments and/or Code requirements will be provided with the formal application.

- _____ 1. Please revise the project plans to show all existing plant material to remain and to be removed identifying Existing trees/Major Vegetation (as defined in [SMMC 27.71](#) and [23.40](#)), and all Protected Trees with accurate location, tree species, and trunk diameter measured at 54” above grade. All trees must be tagged with a number consistent with the Arborist report tree survey.

- _____ 2. Please submit an Arborist report from an ISA Certified arborist that includes all Existing trees on-site and Protected trees on adjacent parcels, and the public right of way. The Arborist report must contain tree protection measures for all trees to be retained as required by [SMMC 13.40.180](#).

- _____ 3. Please submit a Tree Evaluation Schedule as specified in [Section 27.71.150 Preservation of Existing Trees](#) and determined by an ISA Certified Arborist.

- _____ 4. Please show all proposed new trees as part of the landscaping improvements, including one tree per 400 square feet of required landscaped area, one tree for each 3 parking spaces, and trees planted along public streets in accordance with the [City Street Tree Master Plan](#).

- _____ 5. Please submit a [Required Tree Planting](#) form that includes the LU value of trees to be removed or preserved and also Replacement Trees if applicable. In-lieu fees if applicable must be specified based in the [Comprehensive Fee Schedule](#). The Required Tree Planting form can be found on page 31 of the Planning Application Guide.

If you have any questions regarding any of these comments, please contact Andres Solis, Development Review Arborist, at asolismolina@cityofsanmateo.org.
