



COMMUNITY DEVELOPMENT DEPARTMENT

330 West 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)

October 28, 2021

Nicolas Courtot  
1011 Merner Road  
Hillsborough, CA 94010  
[lenickcourtot@gmail.com](mailto:lenickcourtot@gmail.com)

Subject: PA-2021-062, 2164 Palm Ave., Pre App  
2164 Palm Ave., APN 039-073-510

Dear Mr. Courtot,

This letter is a follow up to your Preliminary Application "Pre-App" submittal of September 29, 2021. The plans were routed to the Planning and Building Divisions, and the Fire, Parks and Recreation, Police, and Public Works Departments. Their comments are enclosed for your review. Please be aware that these are comments on the preliminary application plans only. It is very difficult to identify all issues for a preliminary application. Many of the comments provided are divided into issues related to the preliminary application and issues or items related to the future, formal planning application. Upon your formal Planning Application submittal, a more complete planning application review will occur, and there may be additional information requested by the Development Review Board, Planning Commission, or City Council during the formal planning application review process.

Should you have any further questions regarding your project, please contact me at (650) 522-7205 or via email at [LRichstone@cityofsanmateo.org](mailto:LRichstone@cityofsanmateo.org).

Sincerely,

Laura Richstone  
Associate Planner

cc: File  
Applicant (George Miers, Swatt Miers Architects [gmiers@swattmiers.com](mailto:gmiers@swattmiers.com))

The following list includes comments identified by staff during the review of the formal pre-application. This information has been divided into division and 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:

### Pre-Application- Required for Planning Commission Study Session

- \_\_\_\_\_ 1. ZONING DESIGNATION. Revise the indication of the zoning district on the cover sheet to "C4-1".
- \_\_\_\_\_ 2. PROPERTY LINES. As noted in the Public Works comments below, please verify the front property line. Please adjust the site plan as necessary.
- \_\_\_\_\_ 3. SITE PLAN. Include a site plan noting all existing structures and landscaping. Please note which items are to remain and to be demolished.
- \_\_\_\_\_ 4. FENCE. Please provide a fence elevation for the proposed entry fence and gate that illustrates compliance with fence height limitations near driveway intersections per SMMC [Section 27.84.010\(b\)\(2\)](#).
- \_\_\_\_\_ 5. PARKING LOT. Please show a backup/turnaround area in conformance with SMMC [Section 27.64.130](#) and dimension the length and width of the parking spaces provided in conformance with City [parking standards](#) as outlined in the Public Works comments below. Please note that compliance with Building and Public Work comments related to accessible path of travel, backup area, and conformance with the master pedestrian and bicycle plans may require a reconfiguration of the parking lot.
- \_\_\_\_\_ 6. RESUBMITTED PLANS. Note that a complete set of plans will be required upon resubmittal. Please provide one (1) full sized set of plans (preferred no larger than 24" by 36"), one (1) set of half size plans (11" x 17") and one (1) set of 8.5" x 11" plans.

## Formal Planning 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 application.

- \_\_\_\_\_ 1. FORMAL APPLICATION. The Formal Planning Application submittal shall include all applicable items listed in the [Planning Application Guide](#). Anticipated entitlements include a Special Use Permit (SUP) and Site Plan and Architectural Review (SPAR) subject to the approval by the Planning Commission.
- \_\_\_\_\_ 2. TECHNICAL STUDIES. Staff will also conduct various technical studies such as Transportation, Noise, Air Quality, and Design Review as part of the Formal Planning Application. These studies are typically prepared by City consultants and funded by the applicant.
- \_\_\_\_\_ 3. PUBLIC ART. Note that all commercial development projects with a building permit valuation of \$3 million or more shall provide City approved public art on site or be subject to in-lieu fee as specified in SMMC [Section 23.60](#).

If you have any questions regarding any of the comments listed above, please contact Laura Richstone, Associate Planner at (650) 522-7205 or via e-mail at [LRichstone@cityofsanmateo.org](mailto:LRichstone@cityofsanmateo.org)

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#### **Building Comments:**

***Please note the review of the planning application 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.***

#### **Pre-Application- Required for Planning Commission Study Session Review based on submittal of 09/29/2021;**

- \_\_\_\_\_ 1. CODES AND REGULATIONS. Please specify the applicable codes and regulations governing the design and construction for the proposed scope of work on the plans for review.
- \_\_\_\_\_ 2. BUILDING DATA. For the assembly occupancy, please specify the sub-occupancy group for the indoor tennis court on the plans for review.
- \_\_\_\_\_ 3. MEANS OF EGRESS: Please provide the analysis for the means of egress on the plans for the following for review:
  - a. The number of occupants from each space and each floor;
  - b. The number of required exits (or exit access to exits) from each space on each floor;

- \_\_\_\_\_ 4. PLUMBING FIXTURES. Please provide calculations for determining the number of plumbing fixtures based on the occupant loads per Table 422.1 of the CPC on the plans for review.
- \_\_\_\_\_ 5. ACCESSIBILITY. Please specify the following:
- a. The accessible route from the site arrival points, including the public way, to the accessible entrance and exits of the building on the plans for review;
  - b. The circulation path from the accessible facilities, such as the parking stalls, to the accessible entrance of the building on the plans for review; and
  - c. The accessible vertical access to the second floor on the plans for review, etc.

Please note additional comment may be added to those above depending upon the completeness of the subsequent submittals. Additionally, if the above comments are to be addressed during the formal application, please state such intent on the plans/response letter for review.

### **Formal Planning 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 application.

- \_\_\_\_\_ 1. No further comments at this time.

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

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### **Fire Comments:**

### **Pre-Application- Required for Planning Commission Study Session**

- \_\_\_\_\_ 1. FLOOR PLANS. Please provide more detailed floor plans. Show mechanical, electrical and fire control rooms.
- \_\_\_\_\_ 2. OCCUPANCY LOADS. Please provide exiting diagrams and proposed occupancy loads.

### **Formal Planning Application**

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1. FIRE SPRINKLER SYSTEM. This project will require an NFPA 13 Fire Sprinkler system. Please add this note to the cover sheet.

If you have any questions regarding any of the comments listed above, please contact Melinda Martin, Fire Inspector at (650) 522-7940 or via e-mail at [mmartin@smcfire.org](mailto:mmartin@smcfire.org).

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### Public Works Engineering Comments:

#### Pre-Application- Required for Planning Commission Study Session

1. EASEMENTS. Show all easements on the plans as specified in the parcel's Title Report. Verify no conflicts with easements.
2. PEDESTRIAN MASTER PLAN. Show compliance with the Pedestrian Master Plan: A.8 Retail/Commercial Type C New Development. Replace driveway approach such that the sidewalk is accessible.
3. LOT DIMENSIONS. On Sheet 3, provide lot dimensions per Record Maps.
4. BACK OF CURB DIMENSIONS. On Sheet 3, dimension the distance from the face of curb of the public sidewalk to the front property line. Based on our records, the property line may be further behind the back of sidewalk. Make all adjustments as necessary.
5. DRIVEWAY SIGHT TRIANGLES. On Sheet 3, per Municipal Code 27.84.010(b)(2), the gate and landscaping shall be less than 3' within the 10-foot sight triangles. Show the 10-foot sight triangles and compliance with maximum heights.
6. PARKING CIRCULATION AND STALLS. Dimension parking stalls per Parking Standard Drawing 3-1-190 and 3-1-191. Dimension required 3' buffer per Parking Standard Drawing 3-1-192. Accessible and EV stalls shall meet Building Code Standards. For the stalls closest to Palm Avenue, per Municipal Code 27.64.125(e) & 27.64.130, circulation requiring use of the street or public right-of-way is prohibited, back out in the public right-of-way is prohibited.

#### Formal Planning Application

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7. BICYCLE MASTER PLAN. Site plan shall not preclude the build out of improvements identified in the Bicycle Master Plan.

- \_\_\_\_\_ 8. CIVIL PLANS – Please provide civil plans to include Utility Plans, Grading & Drainage Plans, and Off-Site Improvements Plans.
- \_\_\_\_\_ 9. UTILITY VAULTS. All project related utility vaults shall be within private property and not the Public Right-of-Way.
- \_\_\_\_\_ 10. SEWER ANALYSIS AND CALCULATIONS. Applicant shall submit a Sewer Analysis and Calculations indicating flows into the City Sewer Main. Main may need to be upsized based on the Sewer Analysis.
- \_\_\_\_\_ 11. SEWER LATERAL CONNECTIONS. Applicant shall submit Civil Drawings that verify sewer lateral connections are at an acceptable grade into the Sewer Main. Rim elevation at the last cleanout shall be 1' higher than the rim elevation of the City Sewer Manhole or backflow prevention shall be provided. Refer to MC 7.38.095.
- \_\_\_\_\_ 12. STORM CULVERT. Storm map indicates a shallow City Storm Culvert on Palm Avenue adjacent to the site. Applicant shall field verify location prior to any off-site improvements.
- \_\_\_\_\_ 13. DRAINAGE CALCULATIONS. Applicant shall submit Drainage Calculations/a Hydrology report. The preliminary Hydrology report shall demonstrate no increase on the flow (10-year storm, 6 hour duration at 90% capacity, with the City's rainfall intensity curve) and show a 10-year flow HGL within the City pipe and 100-year flow below the street curb elevation.
- \_\_\_\_\_ 14. GRADING AND DRAINAGE. Project to show TC (top of curb) elevations at all BC (back of curve), EC (end of curve) and angle points within the proposed site area, show direction of flow, and provide proposed structures rim and invert elevation information, and show overland release.
- \_\_\_\_\_ 15. C.3/C.6 CHECKLIST Applicant shall provide San Mateo Countywide C3 and C6 checklist to verify if project is C3 regulated. Project to strive to provide 100% LID treatment. If C3 regulated, plans to clearly show how stormwater runoff from roof drains, area drains, and site flow will be captured, treated within their respective DMA, and discharged to the City Main. All storm runoff must be treated per section C3 of the Municipal Regional Permit. Plans need to show all storm drain infrastructures, including but not limited to piping, drains, catch-basins, manholes, pumping systems and dissipators.
- \_\_\_\_\_ 16. GREEN INFRASTRUCTURE. In accordance with San Mateo Municipal Code Chapter 7.39, applicant to install green infrastructure (GI) improvements to the maximum extent possible. Green infrastructure to be maintained by the private property owner. 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.

- \_\_\_\_\_ 17. TRASH CAPTURE. Trash capture devices are required on site consistent with the State Water Resources Control Board definition of Full Capture System. Provide trash capture. (Municipal Code 7.39.210).
- \_\_\_\_\_ 18. PHOTOMETRIC ANALYSIS. A photometric analysis per City Standards is required during the Formal Planning Application.
- \_\_\_\_\_ 19. WATER BACKFLOW DEVICES. Show the location of water backflow devices (if required). Backflow devices should be located as close as possible to the point of connection/water meter. Provide proof of correspondence with California Water Service for the backflow device locations.
- \_\_\_\_\_ 20. TRASH AND RECYCLING. Show trash and recycling pick-up logistics and staging details together with circulation of ingress/egress into the site.
- \_\_\_\_\_ 21. IMPACT FEES. This project will require the payment of several impact fees, including but not limited to: Wastewater Treatment Expansions Fee, Transportation Improvement Fee, Sanitary Sewer Connection Fee, and South Trunk Sewer Improvement Fee. Fees are subject to change based on Fiscal Year.

If you have any questions regarding any of the Public Works comments, please contact Karen Magallanes, at (650) 522-7576 or via e-mail at [kmagallanes@cityofsanmateo.org](mailto:kmagallanes@cityofsanmateo.org).

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

#### **Pre-Application- Required for Planning Commission Study Session**

- \_\_\_\_\_ 1. Note solid waste service location.
- \_\_\_\_\_ 2. Note to scale solid waste collection container storage area

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- \_\_\_\_\_ 3. A letter may be required from Recology, the City's franchise hauler stating they can safely service the location.

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 Comments:**

#### **Pre-Application- Required for Planning Commission Study Session**

- \_\_\_\_\_ 1. PROJECT DESCRIPTION. The project description is unclear with respect to who will be using the new facility, mentioning that the facility will be private but benefit the "tennis community." Will this be a private facility for the owner and guests only, or a facility intended to be available to the public?

#### **Formal Planning Application**

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- \_\_\_\_\_ 2. Formal planning application plans must demonstrate compliance with the City's Security Ordinance.

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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#### **Development Review Arborist Comments:**

#### **Pre-Application- Required for Planning Commission Study Session**

- \_\_\_\_\_ 1. No information or corrections are required at this time.

#### **Formal Planning 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 application.

- \_\_\_\_\_ 2. TREE INFORMATION. This project may be subject to San Mateo Municipal Code 27.71 and 13.40 , please provide the following information:
- i. Disclose if there are trees on-site and street trees in the right of way and what are the plans associated with those trees



- ii. Disclose if there are \*Protected trees on the adjacent properties located within 30 ft from the project.

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- 3. INFORMATIONAL ONLY. Protected trees are all Street trees, Trees with a trunk diameter of 15 inches or more and, Oak trees with a trunk diameter of 10 inches or more. Trunk diameter shall be measured at 54 inches above natural grade.

<https://sanmateo.ca.us.open.law/us/ca/cities/san-mateo/code/13.40> .

A Tree Protection Plan (TPP) is required whenever any Construction Activity is to be performed within a radius measured from the trunk equal to ten times the diameter of the tree trunk measured at 54" above grade for any Protected Tree(s). This includes trees on the subject property, neighboring properties, and the public right-of-way. The TPP shall be prepared by an ISA Certified Arborist (Project Arborist) who provides consulting services and is familiar with the Municipal Code and the industry best practices. Visit the Municipal Code and, Tree Protection Specifications for detailed information

<https://www.cityofsanmateo.org/DocumentCenter/View/85506/Protected-Trees-Administrative-Guidelines>.

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). Or at 6505227191. |

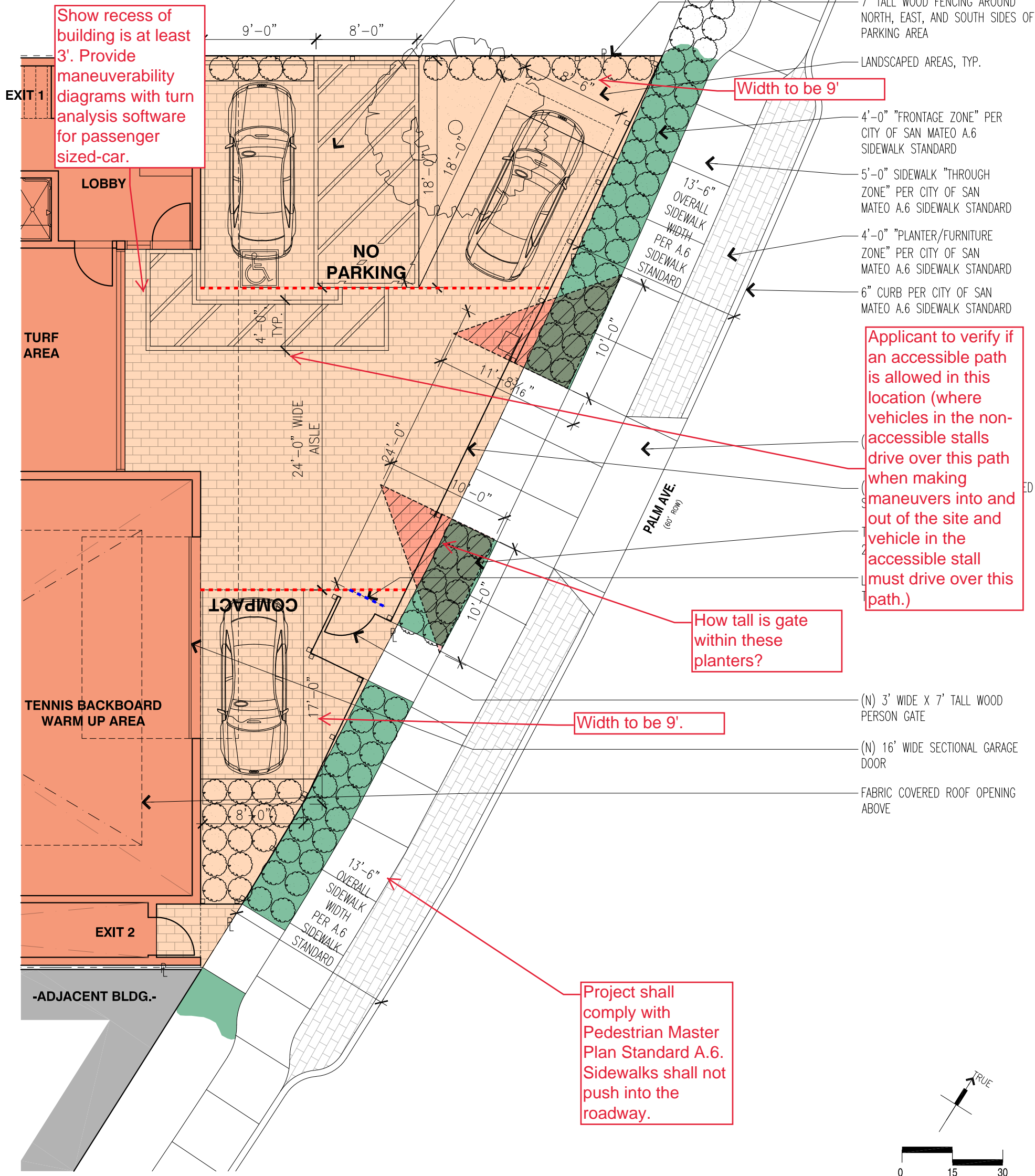
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## Public Works Comments

- Vehicles must be able to maneuver on-site such that they are able to:

(b) Exit the site driving forwards after having executed no more than a two-point turn.

- Number of parking stalls and layout dependent on Parking Study in Formal Planning Application.



site

enclosed space

## Le Court Rouge - Enlarged Partial Ground Floor Plan - A.6 Sidewalk Standard

2164 Palm Ave, San Mateo CA  
scale: 1/8"=1'-0"  
Swatt | Miers Architects  
11/30/21