



March 7, 2022

Sent via email only

Preston O'Connell
DTSM Donut Delite Ventures, LLC
180 Grand Avenue, Suite 1400
Oakland, CA 94610
(510) 466-1485
(Sent via Email: poconnell@harvestproperties.com)

Subject: PA-2021-082, 31 S. B Street (Pre-App)
31 – 57 S. B Street, APN 034-15-030

Dear Mr. O'Connell:

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 December 27, 2021. The comments from all reviewing departments are attached. The project can now proceed with a neighborhood meeting and a Planning Commission Study Session. Staff will follow-up with you separately to schedule the dates.

Please contact me at (650) 522-7216 or via email at jklein@cityofsanmateo.org for any questions about the comments in this letter and to discuss next steps in the Pre-App process.

Sincerely,

Julia Klein
Julia Klein
Principal Planner

cc: File
Property Owner/Applicant Representative (dfriend@harvestproperties.com,
tissadore@harvestproperties.com, jstone@prometheusreg.com)
Development Review Board

PA-2021-082, 31 S B Street Pre-App
PRE-APPLICATION COMMENTS
March 7, 2022

The following list includes high-level comments identified by staff during the review of the pre-application. Please note this is a short list of design issues and additional comments and/or Code requirements will be provided with the future formal application. Questions about the comments below can be directed to the reviewing Department/Division's contact person and with the project planner copied (Julia Klein jklein@cityofsanmateo.org).

Planning Division:

Please address the following comments prior to the formal planning application submittal.

- _____ 1. The conceptual plans include proposed change within the public right-of-way area that are not consistent with the City's adopted policies and plans. Please refer to comments below by Public Works Department for more detail.
- _____ 2. The project site is located within a portion of the Downtown that is subject to the Downtown Retail Core Design Guidelines. The conceptual plans do not appear to meet the minimum criteria for evaluating developments. Please see the Design Comments below for more detail.
- _____ 3. Provide the gross floor area of each level based on the definition of "floor area" in the Zoning Code as a separate exhibit. It should be noted that parking, loading and bicycle parking requirements are calculated based on gross floor area. These have the potential of impacting the Public Right-of-Way (ROW) and Downtown parking (aka the Central Parking Improvement District).
- _____ 4. Calculate the area of all proposed at-grade open space and provide as a separate exhibit.

Code and Policy Concerns

- _____ 1. The project design will be reviewed for conformance with the [General Plan](#) Policies and Elements, including [Land Use](#) and [Urban Design](#). The project must also meet the [required findings for a Site Plan and Architectural Review](#) planning application. Sample policies and findings can be reviewed in the links provided. Additional comments will be provided during the Study Session with the Planning Commission.
- _____ 2. The project will be reviewed for consistency with the goals and policies of the [Downtown Plan](#) including policies II.2 to IV.6 pertaining to the proposed uses, public right-of-way, building mass/bulk and design, and street trees and build to line (see figure 12).
- _____ 3. The project will be reviewed for conformance with the [San Mateo Municipal Code](#). Based on the conceptual plans, the following concerns have been identified:

- a. Building Height – Building height is measured from existing grade to top of plate. Please show building height on each Elevation. Also, indicate the height of the roof top elements and screens.
- b. Adjacent Buildings and ROW - On the Existing and Proposed Site Plans and Elevations, please show the adjacent buildings and public right-of-way and include dimensions, building height (as measured from existing grade to top of plate and the heights for elements extending above the roof).
- c. Parking - The proposed project is subject to the off-street parking requirements of SMMC 27.64.100 for projects located in the Central Parking Improvement District (CPID).
 - a. The project site is located within the CPID's Primary Benefit Zone (PBZ) and South B Street is designated as Limited Parking Zone (LPZ), the latter limits new vehicular access on South B Street. SMMC 27.64.100 (4, A) specifically states, "New vehicular access to loading facilities, parking lots or structures and buildings is prohibited along street frontages within the limited parking zone." Therefore, no new vehicular access can be provided on S. B Street.
 - b. The proposed project does not include on-site parking; however, SMMC 27.64.100 (4, D) enables the proposed project to pay a fee in-lieu of providing the required parking on-site. The proposed project may either: 1) pay Parking In-Lieu Fee for the number of required parking spaces as determined by the Parking Demand Study, or 2) pay the Parking In-Lieu Fee by calculating the required parking spaces using the parking ratios listed in SMMC 27.64.100.
- d. Loading Spaces – The requirement for loading spaces for private development is based on the gross floor area (which will need to be provided). Please provide the gross floor area, the number of required loading spaces and show how this requirement is proposed to be met.

Based on the Pre-Application plans, the project appears to require up to two on-site loading spaces (10'x25' each). Please indicate where the project's required loading spaces will be located. If it is proposed in the public right-of-way, please explain why it cannot be located on-site given that the site is being completely redeveloped and the existing back of house functions would continue to be accessible by the shared driveway; describe the conflicts/impacts to bus service, public parking, etc. and how the project proposes to address the impacts. Please be advised that: i) SMMC 27.64.100 (4, A) limits new vehicular access on South B Street and ii) there is an existing SamTrans bus stop along the First Avenue frontage. Please ensure early coordination with staff as you design the required loading zones

- e. Proposed Uses in the Public Right-of-Way – Proposed features such as transformers, utilities, loading zone, furniture, landscaping, lights, etc. should be located to ensure clear path of travel consistent with the adopted Pedestrian Master Plan. (Refer to Public Works Department’s comments below for additional detail.)
- f. Trash/Recycling/Composting - Indicate the proposed storage location for bins and staging area for pick-up.
- g. On-Street Parking – Show location and dimensions of existing parking on the adjacent streets. How many public parking spaces are proposed to be removed? It should be noted that loss of metered spaces will be require annual payments, pursuant to SMMC 27.64.100(a,9).
- h. Parcels - The project site and shared driveway appear to be two separate parcels. Please clarify whether the proposed project would include merging parcels. Additionally, please indicate whether the proposed project would include the creation of commercial condominiums.
- i. The property is currently zoned C1-2/R5 which allows a base Floor Area Ratio of up to 2.0 for commercial/non-residential use and up to 3.0 for mixed-use projects with residential. As proposed, the retail/office project appears to exceed the 2.0 FAR. In order to utilize the maximum allowable Floor Area Ratio of 3.0 associated with Central Business District (CBD), the request for rezoning would need to be approved first; or processed concurrently with the entitlement for this development project.

Design Comments

-
- 5. Downtown Retail Core Design Guidelines – The project site is subject to the Downtown Retail Core Design Guidelines. As stated in the guidelines, “The guidelines represent minimum criteria for acceptable development.” As presently designed, there are concerns as outlined below. Please describe how the proposed project is consistent with, or exceeds, each of the [Downtown Retail Core Design Guidelines](#).
 - a. Relate proposed building to existing development pattern in Downtown including:
 - i. Transitioning building heights in relation to nearby structures, use of architectural elements to acknowledge height of adjacent buildings. Refer to Guideline A.
 - ii. Vertical change in street fronting façade at 25 to 50 foot intervals or less. Refer to Guideline B.
 - iii. New building should incorporate dominant architectural elements common to nearby buildings. Refer to Guideline C.

- b. Proposed building should include more articulation and elements that add depth including:
 - a. Provide architectural detailing at the pedestrian level, creates three dimensional appearance (with recessed windows and doors, ornamentations, etc.) similar to surrounding buildings. Refer to Guideline D & E.
 - b. On upper floors use windows to define floor levels. Refer to Guideline F.
 - c. Provide awnings/canopies that add depth to storefronts, provide location for signage and shield pedestrians from sun/rain. Refer to Guideline G.
 - c. Proposed building (side facing the alley/driveway) should be architecturally attractive, safe and inviting for pedestrians in addition to accommodating the necessary service uses. Refer to Design Objectives in Guideline K.
 - d. Designing for all sides of a building - Consider architectural detailing on the North Elevation particularly the portion of the proposed building that will be above the height of the adjacent building.
- _____ 6. The Formal Planning Application may be reviewed by the City's design review consultant, Cannon Design Group, pending input from the Planning Commission.

Informational Items

- _____ 1. All applicable submittal items in the [Planning Application Guide](#).
- _____ 2. The application form needs to be signed by all property owners or the individuals legal authorized to sign on behalf of the company. Please provide the Power of Attorney, Article of Incorporation or other similar documentation attesting to the individual's authority including their names, titles and signatures.
- _____ 3. 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](#), [Downtown Area Plan](#) (Retail Core subarea), and Downtown Retail Core Design Guidelines.
- _____ 4. City of San Mateo's [Climate Action Plan](#) (CAP) Consistency Checklist forms to be completed (see Appendix 3). Greenhouse Gas (GHG) Emission Study is required and will be prepared by a City-managed consultant.
- _____ 5. All commercial development 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](#). Please note that a painting on the wall is typically not acceptable as Public Art in meeting the requirements of SMMC 23.60.

- _____ 6. All public utility service connections shall be located underground per SMMC 27.44.040(a). All other above grade utility equipment shall be screened from view and/or integrated into the building design.
- _____ 7. Letter from Adjacent Property Owner(s) confirming their agreement for the changes to the shared Alley/EVA lane and temporary limits on use during construction.
- _____ 8. Landscaping and Water Conservation - Provide information on how the project is proposed to comply with SMMC 27.72 Landscaping and SMMC 23.72 Water Conservation in Landscaping.
- _____ 9. Commercial Linkage Fee and Link to Other Project(s) – There are no adopted ordinances or approved policies that would allow this project to link with another one as it relates to the Commercial Linkage Fee or concurrent processing of two separate projects. There are no ordinance, policies or other similar mechanisms to enable this request. Please remove this from the Applicant’s Project Description Letter and anywhere else it is mentioned.
- _____ 10. Vector Control Plan – There is a known rodent problem in this part of Downtown, therefore, please submit a Vector Control Plan including pre-construction surveys with baits, construction monitoring and reporting, and post-construction monitoring and treatment measures.
- _____ 11. The proposed project is anticipated to require the following application types:
- a. General Plan Amendment to reclassify the property from C1-2/R5 to Central Business District (CBD), subject to review and a recommendation by the Planning Commission and City Council, and a
 - b. Site Plan and Architectural Review (SMMC 27.08.030) for a new building and site changes, subject to a Planning Commission decision, appealable to the City Council.
- It should be noted that additional application types may be required depending upon the formal planning application. Additionally, the rezoning may be taken separately to the Planning Commission and City Council prior to the planning application for the proposed development project.
- _____ 12. California Environmental Quality Act (CEQA) - For the purposes of evaluating the proposed project’s potential impact on the environment, additional special and technical studies may be required, depending upon the final project design and floor area, such as:
traffic/transportation/Vehicles Miles Travel analysis, Transportation Demand Management analysis, air quality/emissions, etc.

If you have any questions regarding any of the comments listed above, please contact Julia Klein, Principal Planner, at (650) 522-7216 or via e-mail at jklein@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. The following comments may need to be addressed on the plans submitted for the formal planning application:

- _____ 1. Codes and regulations:
For a building of new construction that is housing non-residential use, please note the following codes and regulations do not apply, and they need to be removed from list:
 - a. The California Residential Code; and
 - b. The California Existing Building Code.
- _____ 2. Allowable building area:
Detailed analysis for allowable building area for each floor level and the entire building in accordance with the provisions of Chapter 5 of the California Building Code.
- _____ 3. Plumbing fixtures:
Required plumbing fixtures for men and women where restroom compartments are required by Table 422.1 of the California Plumbing Code and privacy is required by Chapter 12 of the California Building Code, etc.
- _____ 4. Means of egress:
Detailed analysis of the means of egress system, especially for the required number of exits and direction of door swing for the occupants from the terraces on the 3rd and 4th level, etc.
- _____ 5. Accessibility:
Detailed plans for the accessible routes from the site arrival points to all entrances and ground floor exits as required by Chapter 11B of the California Building Code.
- _____ 6. Photovoltaic system:
Provide building elevations/sections to clarify the height of the PV panels above the roof in order to clarify that the PV panels will not be considered as an additional story where limited by the Type of Construction and Occupancy Groups housed by the proposed building per Chapter 5 of the California Building Code.

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.

San Mateo Consolidated (SMC) Fire:

The following item(s) should be considered for the formal application.

- _____ 1. Provide a detailed analysis of the proposed construction type including setbacks.

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

Public Works Engineering:

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

- _____ 1. 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.
- _____ 2. 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.
- _____ 3. 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).

Street Improvements

- _____ 4. Sheet C2.50, shows curb extensions at 1st Avenue / South B Street and 1st Street / Transit Center Way intersections. The City's Pedestrian Master Plan do not call for any Curb Extensions at these street corners. Please revise and remove the curb extension.
- _____ 5. Sheet C2.50, shows that curb line along S. B Street is relocated to accommodate wider sidewalk along that frontage. Narrowing of the street is not acceptable due to the proposed future bike facilities along the project frontage on B street and existing curb to curb street width should be maintained. Please revise.
- _____ 6. All curb ramps at the intersections adjacent to the project shall be removed and replaced. Project will be required to upgrade all ramps at 1st Avenue/S. B Street intersection.

- _____ 7. Project will be required to remove and replace curb, gutter and sidewalk along all frontages. Sidewalk widths and frontage improvements on all frontages is recommended to comply with the Pedestrian Master Plan.
- _____ 8. Pavement restoration shall include the curb-to-curb width of the roadways and entire intersections adjacent to the project.
- _____ 9. 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.
- _____ 10. Clearly show the proposed solid waste staging area and provide a solid waste handling plan.
- _____ 11. Project shall do a photometric study and provide adequate streetlights along all frontages. Photometric analysis information will be provided at the formal plan submittal.
- _____ 12. The applicant shall be responsible for updating the traffic signal at all intersections to the latest standards and requirements if needed.
- _____ 13. Project is recommended to comply with the City's Pedestrian Master Plan A.6. Sidewalk Standards for 1st Avenue and S. B Street frontages.
- _____ 14. Project is recommended to comply with the City's Bicycle Master Plan. City's Bicycle Mater plan requires separated bike lane along South B Street and Bike Lane along 1st Avenue frontage.
- _____ 15. 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 above regarding gross floor area for the purposes of calculating required loading spaces.

Utilities Improvements

- _____ 16. Show all existing and proposed utilities infrastructures. Show all main lines along the project frontages and laterals serving the site.
- _____ 17. Clearly identify new SD and SS lateral connections, and identify any existing laterals being abandoned/plugged. Water line should not be abandoned in place, all unused water laterals should be removed and capped at main.
- _____ 18. Project shall provide separate water and sewer service connection for each use.
- _____ 19. Project shall underground distribution lines serving the project per Municipal Code 26.32.020. Project should underground over-head utility lines along its property line on S. Claremont Street and 3rd Street frontages and remove related poles.
- _____ 20. Project shall provide preliminary sewer study to ensure adequate capacity on City facilities.
- _____ 21. 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.

- _____ 22. All new and project related utility boxes shall be located on-site within an adequate easement.

Storm-water Quality

- _____ 23. 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/>. Project need to strive to provide 100% LID treatment.

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. All storm run-off must be treated per section C3 of the Municipal Regional Permit.

- _____ 24. 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.

- _____ 25. 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.

- _____ 26. Storm Water Treatment Specific Comments: Project showing treatment area in 3rd and 4th floor. These likely treat some of the roof areas runoff and should be defined as separate Drainage Management Area (DMA). If the project is all Low Impact Development (LID) treatment, it needs to show treatment for the entire site. If non-LID measures are being utilized, please provide infeasibility memo as part of the formal submittal.

General Plan Submittal Requirements

- _____ 27. 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.

_____ 28. 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.

- _____ 29. 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.

Public Works Trash/Recycling:

The following items are required for formal planning application submittal:

- _____ 1. Scale and size of solid waste/recycling/organics receptacles.
- _____ 2. Approval letter from Recology, the City's franchise solid waste service provider stating they can safely service the proposed service location and the proposed services are sufficient for the needs of the project. The City's contact at Recology regarding all new development projects can be reached at 650-595-3900 or by email ymadera@recology.com

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

Police Department:

The following items are required for formal planning application submittal:

- _____ 1. Can the Architectural and Landscape sheets be coordinated to both show the proposed 36" tall fence at the corner of S B Street and 1st Avenue?

- _____ 2. No changes needed for the Pre-Application. At the formal Planning Application phase please consider additional art or green features along the Railroad – East Elevation to deter that face of the building from being targeted by graffiti.
- _____ 3. No changes needed for the Pre-Application. At the formal Planning Application phase please provide additional details for the proposed sidewalk seating noting that a standard Police Condition of Approval requires seating areas have intermediate arm rests or elevation changes at least every four feet to discourage an adult from laying down.

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

Private Development Arborist:

The following items are required for formal planning application submittal:

- _____ 1. Informational comment: This project is subject to SMMC 27.71, Landscape for Planning Applications, and SMMC 13.40, Protected Trees Ordinance.
- _____ 2. Informational comment: No on-site trees exist, so no trees over 6 inches in diameter need to be evaluated. No Protected Trees (as defined in SMMC 13.40) are to be preserved, so no Tree Protection Plan will be required. Only Street trees are to be removed for this project.
- _____ 3. Informational comment: A Tree Evaluation Schedule and Required Tree Planting Form will be required for the formal application documenting the Street trees to be removed and planted. Trees to be planted on the subject property are not to be included on the Required Tree Planting Form.
- _____ 4. Informational comment: The Street tree replacement species shall be *Eucalyptus spathulata* to be in compliance with the Street tree master plan, per the Parks and Recreation Department request. *Lagerstroemia* 'Muskogee' may be used if nursery availability issues.

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

Parks and Recreation:

No comments for Study Session. |
