



# CITY OF SAN MATEO

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## Agenda Report

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Agenda Number: 2

Section Name: PUBLIC HEARING

File ID: 19-1676

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**TO:** Planning Commission  
**FROM:** Ron Munekawa  
**PREPARED BY:** Community Development Department  
**MEETING DATE:** September 24, 2019

**SUBJECT:**  
526-528 N. Claremont St. Duplex Condominium Conversion (Tentative Parcel Map) (PA-2018-061)

### RECOMMENDATION:

That the Planning Commission approve PA-2018-061 526-528 N. Claremont St. Duplex Condominium Conversion (Tentative Parcel Map) by making the following motion:

- A. Approve the Tentative Parcel Map for the conversion of an existing duplex from single entity ownership to condominiums based on the Findings for Approval in Attachment 1 and subject to the Conditions of Approval in Attachment 2.

### BACKGROUND:

The property at 526 and 528 N. Claremont St. was originally developed as a single-family dwelling in 1917. In 2006, an additional dwelling unit was constructed resulting in the two-family, or duplex, development that exists currently. The current property owner (the applicant) has owned the property since 2004 and has used the property for rental purposes. To have the ability to sell each dwelling unit individually, the applicant is requesting conversion of the existing duplex from rental units into for-sale condominium units.

### Site Description

The project site, 526 and 528 N. Claremont St., is zoned R2 (Two-Family Dwellings) and has a total site area of 7,903 square feet. The existing use of the project site is a duplex owned by a single entity. The subject neighborhood consists of one and two-story single family and multiple family dwellings with a variety of architectural styles. A site location map showing the project site's vicinity is included as Attachment 3.

### Project Description

The project consists of a Tentative Parcel Map for the conversion of the existing duplex from single entity ownership into condominiums, which would allow each dwelling unit to be individually-owned. Neither a floor area expansion of the buildings nor changes to the number of dwelling units are proposed.

The front, one-story unit (526 N. Claremont St.) contains two bedrooms and two bathrooms. The rear, second unit (528 N. Claremont St.) is attached to the front unit and is two stories in height. The rear unit contains three bedrooms, two full bathrooms, and one half-bathroom. The existing architectural style is best characterized as Craftsman and is to remain unchanged. The identifying architectural features include front-gabled roofing, dominant porch entries, and tapered column supports. All off-street parking spaces are accessed through the existing driveway along the right side yard. Each unit is equipped with an existing one-car garage in addition to three uncovered parking spaces toward the rear of the project site.

The project plans are included as [Attachment 4](#).

### **Applicable Code and Policy Review**

#### General Plan

The General Plan Land Use map designates the project site as Low-Density Multi-Family. A list of applicable General Plan policies and a discussion of the project's compliance are contained in the Findings for Approval in [Attachment 1](#).

#### Zoning Code

The Zoning designation of the project site is R2 (Two Family Dwellings). While no physical improvements to the structures are proposed, the existing duplex is in conformance with all applicable Zoning Code development standards as shown in the Factual Data Sheet included in [Attachment 5](#).

#### Conversions to Condominiums (San Mateo Municipal Code Chapter 26.65)

The Subdivisions Code of the San Mateo Municipal Code permits the request for conversion of residential structures from single entity ownership into condominiums subject to subdivision map review and approval by the Planning Commission. An application for conversions into condominiums also requires that the property owner disclose the number of tenants in each unit and state the specific relocation assistance provided to existing tenants in the event they do not purchase their respective tenants. The applicant has met all tenant notification and tenant relocation requirements. A statement confirming the number of tenants their notification at least 90 days prior to filing is included in [Attachment 6](#), and a statement detailing the relocation assistance provided is included as [Attachment 7](#). It should be noted that tenant relocation assistance was provided to the tenant who held a rental contract.

An application for conversion also requires information detailing the physical condition of the existing building(s). A property report confirming the functional condition of the roof, foundation, mechanical, electrical, plumbing, and structural elements is included as [Attachment 8](#).

### **PUBLIC COMMENTS:**

A required preliminary informal neighborhood meeting was held at the project site on August 30, 2018 in which no community members attended and no public comments were shared. Staff has not received public comments regarding this application.

### **ENVIRONMENTAL DETERMINATION:**

This project is Categorically Exempt, pursuant to the California Environmental Quality Act Guidelines, Class 1 Section 15301 (k) Division of Existing Multiple Family or Single-Family Residences into Common-Interest Ownership, since the project represents a conversion of an existing duplex from single entity ownership into condominium units.

### **NOTICE PROVIDED**

In accordance with Government Code section 65090, notice of this item was published in the San Mateo Daily Journal newspaper at least ten days before this public hearing. In accordance with Government Code section 65091 and the City's Municipal Code noticing requirements, this hearing was noticed to the following parties ten days in advance of the Planning Commission meeting:

- Property owners, residential tenants and business tenants within 500 feet of the project site;
- The City's "900 List" which contains nearly 100 Homeowner Associations, Neighborhood Associations, local utilities, media, and other organizations interested in citywide planning projects;
- The City's Planning "Notify Me" email list; and,
- The interested parties list which includes interested individuals who contacted the City and requested to be added to the project notification list.

**ATTACHMENTS**

Att 1 – Findings for Approval  
Att 2 – Conditions of Approval  
Att 3 – Location Map  
Att 4 – Project Plans  
Att 5 – Factual Data Sheet  
Att 6 – Tenant Statement  
Att 7 – Relocation Assistance  
Att 8 – Property Report

**STAFF CONTACT**

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