



# City of Burlingame

BURLINGAME CITY HALL  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010

## Meeting Minutes Planning Commission

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Monday, April 27, 2020

7:00 PM

Online

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- c. 30 Ingold Road, zoned RRMU - Application for Environmental Scoping, Design Review, Density Bonus, Approval of Community Benefit Bonuses, and Vesting Tentative Parcel Map for a new seven-story, 298-unit mixed-use development. (SummerHill Apartment Communities, Elaine Breeze, applicant and property owner; Studio T Square, Inc., Chris Lee, architect) (89 noticed) Staff Contact: 'Amelia Kolokihakaufisi

**Attachments:** [30 Ingold Rd - Staff Report](#)  
[30 Ingold Rd - Attachments](#)  
[30 Ingold Rd - Plans](#)

*All Commissioners have visited the project site. Commissioners Loftis, Sargent, Comaroto and Terrones noted that they each separately had a virtual meeting with the applicant. Commissioner Gaul noted that he had met with the applicant on site.*

*Associate Planner Kolokihakaufisi, provided an overview of the staff report.*

*Questions of staff:*

- > *Our packet shows the allowable use is for a mixed-use development. When we talk about live-work, do we have any standard for how much space should be allotted for livable space and for work or commercial or retail space? (Kolokihakaufisi: This development isn't live-work, it's a multi-family residential.) Even more specifically, we're saying mixed-use, so how much of a mix do we need? (Hurin: There is no minimum requirement. Stand alone multi-family residential is allowed and the reason we're saying it is mixed-use is because there's a commercial component on the ground floor that is part of the project which measures approximately 4,000 square feet.)*
- > *On page 5 of the staff report, where it talks about the permitting of the total number of units for the application of a density bonus, the number of calculations comes out to 223.72 units, does that roundup to 224 units or you have to round down because it's less than a whole? (Kolokihakaufisi: It rounds down.)*
- > *What schools would residents in this building is zoned for? (Hurin: We would have to check with the school district to see where the district boundaries are. We don't have that information tonight.)*
- > *With the increased number of potential pedestrians walking from the Millbrae BART station and Caltrain station towards this property, is there any requirement on the City side or any agency to increase the lighting and safety measures along Rollins Road? (Hurin: Yes, the Public Works Division has lighting requirements. The applicant may already be working Public Works on that and perhaps they can provide some additional information. There may be some lighting requirements and lighting may need to be upgraded in this area for this project.)*

*Chair Comaroto opened the public hearing.*

*Chek Tang and Elaine Breeze represented the applicant.*

*Commission Questions/Comments:*

- > *(Breeze: I want to address the question about the street lighting. At the request of Public Works, we*

are doing a street light study right now from the project site to the Burlingame - Millbrae border, on the western side of Rollins Road, to identify if there are low levels. We'll be working with Public Works to see if there are any upgrades that need to be done.)

> Appreciate the architecture, as mentioned before during the preview, it has a certain dignity, calmness to it and is well organized. You might want to take a look at the entry to the garage along Ingold Road, to visually narrow that 35 foot wide gap down on the pedestrian area. It would be helpful to maybe reduce the scale of the garage. Similarly, on the Rollins Road side garage, there is a 28 foot opening toward the garage portion with an 8 foot portion for the pedestrian to come out of that garage. If you can revisit that to see how the garage opening can be visually minimized with some architectural detail and on a pedestrian scale, even if it's a visual.

> When this project comes back for review, would like to request if we can discuss the redwood plaza further and make sure we make that a good amenity along Ingold Road for the neighbors, as well as the residents to enjoy because that is one of the community benefits.

> There is seating being planned around the grove of trees at the redwood plaza area. Is that seating intended to face the street or face the building? (Tang: It will be facing the street. Some of the seating is up against the building but facing the street.) (Breeze: You probably noticed this at the site, but the redwood trees are elevated in their existing conditions, so we're going to put in a new sidewalk so they'll be a low retaining wall that will act as a seatwall that will provide a planter for the redwood trees, it goes around both stands of trees. It's a retaining wall doubling as a seatwall as well. So there's going to be a seatwall around each cluster of trees and in addition, there will be both tables and chairs. We'll bring this back with some more exhibits, but also modular seating, like hangout seating; this is consistent with the code. There will be bike racks, trash receptacles and proper lighting, so there will be an indoor/outdoor relationship between the community spaces and the redwood trees, which I think will be a unique setting. And there's resident access at that point. We'll do an elevation and provide more detail. That's the vision right now.)

> Next to the Wi-Fi lounge is bike storage, is that correct? One of the two bike storage areas? (Breeze: Correct.) Is that bike storage accessed from the redwood plaza or from inside the building? (Tang: It's secure inside the building. It's easily accessible from the outside to the lobby.) Then the secondary one is nearby as well, close to the park? (Tang: Correct.) Again, access to that is on the corner in that orange corridor? (Tang: Yes.) Was there any thought or study about locating at least one of the bike storage areas closer to the northeast portion of the site so that you can get closer to the multi-modal station or closer to Rollins Road? (Breeze: There was definitely thought of it. We are constrained, working the trash logistics did dominate how that far northeast corner navigated.) (Tang: It's a balance of different things and we tried to group a lot of the service stuff right there in that corner, that way it keeps the rest of the urban edges clean.) (Breeze: That is because they didn't want trash pickup on Ingold Road.) What are those gray spaces just north of the commercial space? (Tang: They are electrical/utility rooms. There are two transformers in front of it, so we had a pretty sizable electrical room there.) (Breeze: We could probably look at a smaller component. We might be able to fit a few bikes over there. I'm happy to look at a small component.) (Tang: Looking at the plans right now, at the second floor of the garage there's a storage area right by the elevator. We can look for an opportunity to get some bike racks up above.)

> Looking at the fitness area, which has that great corner view, I'm worried about safety with expensive fitness equipment being exposed behind big, tall glass walls like that of a store advertising, waiting for someone to break in and steal. Maybe that should be on another level too, not just on the ground floor level for better safety and protection. (Tang: Actually there's a second level. There's a little level above the ground floor. You can see a set of stairs that goes up the mezzanine level that's accessible on the second floor. But I think we actually do quite a bit of these workout rooms to activate the street because people do workout all hours of the day and night. It's a good way to activate the ground floor.) In terms of seeing activity inside the building? (Tang: Correct.) Can't help but think about the safety issues. This is a different site than Adrian Court site. On Adrian Court, the other side has sidewalks; it's mostly one story office spaces, whereas this street has no sidewalks on the other side with lots of warehouse, very industrial type spaces. Again, it feels dangerous at night, like lots of quiet, dark spaces that people could hide in and such, not sure if you can do anything about that. I'm sure you'll have lighting at least on your side of the street. Just worried about the park at night when it is dark and there are places for people to hide. (Breeze: Good question. So that area of the street we have studied and we are adding street lights

and it will light the entire street, it's not just our side of the street. So the lighting levels along Ingold Road will be increased and the City has criteria for park lighting that we would implement as well. Those have been taken into account in the project design. The sidewalk on the other side is somebody else's property, but we're going to improve the crosswalk if you're going from the project, south towards Broadway. We're going to be reconstructing the ADA ramps and putting in a piano key crosswalk which would tie in to the site across the street. Where we can, we're identifying and trying to help those aspects.)

> Are you making the sidewalk wider along Rollins Road? (Breeze: Yes, in both cases. So the existing sidewalk on both streets is five feet wide. There's going to be a five-foot planter on Rollins Road and a 10-foot sidewalk after that. That public ramp is 15 feet. On Ingold Road, we have a four-foot planter strip and a six-foot sidewalk. The street trees get planted in between the sidewalk and the curb.)

> You have 30 or 40 EV (electrical vehicle) parking spaces in the garage. (Tang: Yes, at 10% we have 35 stalls. So it's split between the first level and the second level.) Is there a way to expand on that as more and more cars go electric? (Breeze: The 10% is where Cal Green is right now. We can look at it. We're always balancing electric loads and demand. It's something we can look at and come back on with additional thoughts.) Is the intention right now is that you would park there temporarily until you're charged and you go into your assigned space so those approximately 30 spaces are open? They're not like overnight parking where someone would be stuck without a charge? (Breeze: No. They would be assigned to a resident. We'll have a managed parking program so everyone is assigned one spot at a minimum. The property management team would identify who has electric cars and those would be the people assigned those spots. We really haven't seen demand for close to 10% yet. But we would be able to accommodate 10% of the spaces with EV charging.) It would be a good idea to have that ability for someone who just happens to have rented an electric car or borrowing a friend's car that's electric and needing to charge and there's space not being assigned to them. (Tang: We do have three slots in the commercial spaces open to the public. It's probably short-term even though a lot of people take up those spaces.) Thinking more for the residents that they might need to charge and then move into their parking space. So is that accessible to the residents? (Breeze: That's something we can look at.)

> Sharing your belief that the success of architecture like this depends on the urban design situation that you either find yourself or create yourself. One thing you have done really well is you have created this fantastic urban design using the architecture that makes the architecture work. So what's really interesting is to make this architecture work in an urban situation in a place like this, you have to create your own urban design, your own location for this stuff to make this happen, which you've done a really good job at.

> The other thing to note in this area is that green space is in short supply. The landscaping you've brought to the situation is really nice. Is there a way to bring the presence of the green space, the redwood plaza and then the City park in the back, all the way up to the front at Rollins Road by enhancing the green at the corner right at the leasing plaza? Is it possible to bulb out that corner and create some additional green space that will give Ingold Road a thicker and more robust green edge all the way to the park in the back? Like the fact that you have gone out of your way to plant trees in the front, you planted the edge and you created a big sidewalk, and all of that is just fantastic as a self-created situation for this building to sit. But the weak spot to me is that corner at the leasing plaza. (Tang: I think that's where the derivation of that mid-block plaza because it's a very busy corner. Without some protection or some setback, you feel like it's not very comfortable sitting on that corner. So from an urban design point of view, it comes back to us to have a building occupy that corner and having a mid-block plaza where the activities can filter into a more protected plaza area.) I can see that argument. It feels more like taking advantage of an existing situation. You had redwood trees and you're not going to chop them down despite the fact that redwood trees have no reason being in this part of the country, they belong in coastal highlands where it's foggy. You leave the redwood trees and create a plaza. It feels weak at the corner. (Breeze: We can look at that on the bulb-out, the truck maneuvering going in and out of there with the existing uses on the south side of Ingold Road would be problematic. They barely make that curve as it is right now, but we can work with the landscape architect and check, and at least look at what's happening on the ground. We'll provide a detail of that area so we have a better idea.) The bulb out was reaching for more green space. It doesn't look like you can shove the building back there and make it work. Love the fact that you've got the industrial corner there, and it would be really fantastic if somehow that corner can be greened, and if not habitable, at least representative of the stuff that's happening in the back because that's a public park, right? (Tang: Right. It's a public park, absolutely. We'll take a look at that.)

*Public Comments:*

- > *There were no public comments.*

*Chair Comaroto closed the public hearing.*

*Commission Discussion/Direction:*

- > *It is a nicely thought out, well organized project that creates its own place in a very, very sophisticated way that's not trying too hard. You set yourself up with the urban design. The permeability of the building and the green space flows very nicely together. It feels like the kind of a project that could have a huge impact on the area and on the future development of the area. It's big enough. Would be disappointed and frankly shocked if in a few years there wasn't something else out there that tied into this, and it's set up nicely for that to happen. Big thumbs up.*
- > *Another aspect of the project sort of creating its own place is it's going to create a certain energy in that location that is going to add the eyes on the street. It's going to have the life that's going to happen. Really like the idea of that fitness center base. There are countless numbers of fitness centers in developments like this that are in the peninsula where you see that life happening after hours. You see the residents occupying that space in a fitness center taking advantage of that amenity, which then creates its own energy and life that suddenly enlivens this portion of Rollins Road as well as Ingold Road that's not there now. Similarly, could see residents taking advantage of the Wi-Fi lounge on occasion and the amenity space that is to be determined, but occupying those spaces at various different hours including nighttime and evenings to enliven that redwood plaza as a community benefit, and even take advantage of the park on occasion. Like the project and it should move forward into the environmental analysis. Other than the usual issues of traffic, access and the fact that you're going to have very interested neighbors in terms of their truck access and maintaining the needs for what they need to get to, sure that will be borne out in the traffic engineering.*
- > *This design is really incredible and very thoughtful. Love all the positive/negative spaces and the peeling back as the architect was explaining to us in the design. Like how you even pointed out during the previous online meeting that the northeast corner is nicely developed as well. It would be nice to see a rendering from that perspective maybe next time so we can see how that's looking. The richness of colors in your palette and the materials add life to the complex as well. Had to keep double checking, is this a condo complex or an apartment complex? It has so many nice amenities for one to enjoy. Like the fact that so many of the units have a private terrace or balcony space to get some fresh air and view to the other spaces. Love how you have thought through, just where the sun patterns are and where the swimming pool is located, that it's actually going to get good sun exposure even despite the tower to the south of it and where the green park is ideally located as well for maximum sunshine in the afternoon. It's going to really be interesting to see what develops along Rollins Road after this complex goes up as well as the one over on Adrian Court. It's very exciting for this part of the City and you've done a wonderful job.*
- > *It's a very attractive project. The documents are well thought out. Everything was really clear and easy to go through. Appreciate that and it's going to be a great addition to our community.*
- > *Applicant answered a lot of the questions and thought through the materials. Would love to see a materials board at some point but like what you've done, so thank you for all your hard work.*

**There is no motion for this item. The application will return for action once the environmental review has been completed.**



September 30, 2020

Planning Commission  
City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010

Re: 30 Ingold Road Mixed Use Project – Applicant’s Statement to Planning Commission

Dear Chair Tse and Members of the Planning Commission,

On behalf of SummerHill Apartment Communities (SummerHill), we respectfully request your approval of our 30 Ingold Road Mixed Use project and its associated Design Review application and environmental review to transform an existing industrial building into a vibrant tree-lined pedestrian, bicycle, and transit-oriented mixed use apartment community and City of Burlingame park consistent with the vision of the 2040 General Plan, the North Rollins Road Mixed Use Zone - Interim Standards, Parks Master Plan, Climate Action Plan, City Density Bonus Ordinance, and State Density Bonus Law. In addition to these items, the application includes a Vesting Tentative Parcel Map to create a second parcel to be deeded to the City on which SummerHill will construct the City park, with final action of the Map by the City Council.

**April 27, 2020 Planning Commission Design Review Study**

We appreciated the feedback received during the Design Review Study in April. The following outlines changes made to the project in response to the Commission’s comments:

**Northeast Rollins Road Entrance**

In response to comments from the Commission, we have reduced the width of the northeast entrance’s driveway to Rollins Road by 2 feet. The lobby adjacent to the driveway has also been made larger, with additional storefront glass added to it. The bike room fronting the Redwood Plaza has been moved to this entrance as well, located immediately adjacent to the elevator lobby with access from the garage entrance for more direct access to the Millbrae Multi-Modal Station. The driveway material has also been clarified as concrete, providing a continuous sidewalk along Rollins Road. An additional perspective of this area of the building has been added as requested by the Commission which depicts these changes.

**Driveway Entrance at Ingold Road**

In response to the comments at the Design Review Study Session, the driveway entrance gap has been reduced by 4 feet and the landscape strips have been widened on both sides of the vehicular driveway. An entry canopy has been added above the entrance and the driveway material has been clarified as concrete, providing a continuous sidewalk along Ingold Road. The entrance to the stairs west of the driveway has also been moved further west and now opens onto the Redwood Plaza, further strengthening the building’s connection to the Plaza.

### **Green Space at Ingold and Rollins Roads**

The project has addressed the Commission's comment to add additional greenery at the corner of Rollins and Ingold Roads by extending the planting strips that run parallel to each road toward the corner while also enlarging the planters at the corner stair. The corner of the building below the third floor has also been recessed approximately 1 additional foot from the street.

### **Redwood Plaza**

As requested, additional perspectives have been provided to more clearly show the improvements available to the public at the Redwood Plaza. These improvements include a planter surrounding the Coast Redwood trees to be preserved that incorporates a seat-wall as well as tables, chairs, modular seating, bike racks, and refuse containers. The perspectives also show the enhanced concrete pavers and widened sidewalks.

### **Electric Vehicle (EV) Parking**

To address the comments at the last hearing, we have increased the number of EV capable parking stalls by 50% for a total of 54.

### **New Offsite Street Lighting**

In addition to the project installing new street lights at several locations along the public sidewalk fronting the project, the project is also replacing off-site streetlight heads on the existing poles on both sides of Rollins Road from the project to the Millbrae border. The new LED streetlight heads will bring the lighting on the sidewalk on the project's side of the Rollins Road up to current City Standards.

### **Exterior Colors & Materials**

We have submitted materials board that City staff will make available for Planning Commission review prior to the project hearing.

### **May 21, 2020 Parks & Recreation Commission**

At the Parks and Recreation Commission on May 21, 2020, the Commission reviewed the proposed City park's programming and SummerHill's offer of park dedication. The staff report discussed the coordination between SummerHill and staff regarding the City park's programming and that the City Council will be the body to act upon the offer of park dedication. The Commission responded favorably to the park's proposed programming (described in more detail below) as well as the City owning and maintaining the public portion of the park upon completion by SummerHill.

### **Project Benefits & Features:**

Consistent with the 2040 General Plan and the North Rollins Road Mixed Use Zone Interim Standards, the project will provide the following benefits and features:

- **298 new apartment homes**, including 217 1-bedroom units (73%), and 81 2-bedroom units (27%).
- **43 new affordable apartment homes**, 14.4% of the project, for those making 80% of the San Mateo County Area Median Income, deed restricted for 55 years.
- **4,060 SF of new Commercial/Office space** with its own onsite parking in the garage.
- **A new 0.4-acre City of Burlingame park** constructed by SummerHill to be dedicated to the City that includes:
  - **Preservation of 6 existing mature Coast Redwood trees**
  - **A 5-Station Fitness Circuit**

- A **Picnic Area**
- An **Entertaining Area** with trellis, catenary lighting, and built-in table seating
- A **Turf Area featuring** oversized lounge seating
- **Games** including **ping-pong** and **cornhole**
- A **new 3,470 SF publicly accessible, privately maintained Redwood Plaza** designed as a gathering place for residents, visitors, and the public located mid-block on Ingold Road, including:
  - **Preservation of 8 existing mature Coast Redwood trees** in planters that utilize a seat-wall to maintain the existing grade around the trees and provide additional outdoor seating
  - **Public seating** including outdoor tables with chairs and modular benches
  - **Decorative pavers and architectural lighting**
- **Encased garage** with 358 parking stalls for residents and visitors, including:
  - **329 secured parking stalls** for residents plus **15 for residential visitors** in the unsecured portion of the garage
  - **15% of the parking stalls are EV capable, 50% more than required** by the CALGreen Code
  - **14 Commercial/Office parking stalls, two of which are EVC**
- **Public Street Frontage Design & Improvements** consistent with or exceeding the RRMU District's standards to encourage walking including:
  - A **15-foot wide pedestrian realm on Rollins Road** including a **10-foot wide separated sidewalk** with a **5-foot planting strip** containing street trees and plantings between it and the street
  - A **10-foot wide pedestrian realm on Ingold Road** including a **6-foot wide separated sidewalk** and **4-foot wide planting strip** with street trees and other plantings between it and the street
  - **48" box size street trees** with additional landscaping provided between the new sidewalk and building
  - A **new crosswalk with handicap ramps** across Ingold Road at Rollins Road
  - **Visitor bicycle racks**
- **Resident community amenities** including:
  - A **Club Room** with indoor/outdoor space suitable for resident gatherings and entertaining guests
  - A **Fitness Studio, Lobby, and Leasing Center** to serve current and future residents
  - **High Speed Fiber Internet and Wi-Fi Lounge** to facilitate working from home
  - A **Rooftop Deck and Lounge** with fire pit, game area, trellis, and green roof planting
  - A **main Courtyard** including;
    - A **resort-style pool, spa, cabanas, sun lounging areas, a fireplace and a fountain**
    - An **outdoor kitchen/dining area with trellis and bistro style string lights**
    - A **lounge area** with views of the City park and the hills beyond it.
  - **Two additional podium level courtyards** for smaller gatherings or working from home
  - **Two Secured Bike Rooms** for 149 bicycles, a bike repair station and electric bike charging outlets.
- A **robust Transportation Demand Management (TDM) program** to reduce the number of vehicle trips by 114 total trips over the peak hours, including bicycle parking, onsite programming, monitoring, and reporting consistent with the City's Climate Action Plan
- **Enhanced street lighting** along the project frontage on Ingold Road as well as offsite on Rollins Road to Millbrae

We appreciate the opportunity to continue working in Burlingame and request your approval of a project that we hope will be a catalyst for this new Live Work transit-rich area and an asset to this gateway location. Please contact me at [ebreeze@shapartments.com](mailto:ebreeze@shapartments.com) or (650) 842-2404 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read 'Elaine Breeze', with a stylized flourish at the end.

Elaine Breeze  
Senior Vice President of Development

Cc: City of Burlingame Community Development Department

## **30 Ingold Road Mixed-Use Project Description**

30 Ingold Road  
(APN 025-280-480)

SummerHill Apartment Communities proposes to develop a vibrant, mixed-use apartment community within the 2019 Burlingame General Plan's Live/Work area and the North Rollins Road Mixed Use Zoning District in the City of Burlingame (City). The project is located within a short walk of the multi-modal Millbrae Transit Center where future residents will be able to access job centers in San Francisco, the Peninsula, and beyond. With distinctive amenities, public spaces, and timeless architecture designed to complement the neighborhood now and in the future, the project will be an exceptional addition to the City and the region as a whole.

### **Location & Setting**

The project site is located at 30 Ingold Road on a 3.196-acre parcel. The site is located at the northwestern corner of the intersection of Ingold and Rollins Roads. Surrounding uses include Riggs Distributing to the northwest, Garratt-Callahan to the southwest, and the Rollins Road Commercial Center and LSG Sky Chef across Ingold Road to the southeast. Prime Time Athletic Club is across Rollins Road northeast of the site.

The project site is approximately one-half mile from the Millbrae Transit Center, which is served by Caltrain, BART, SamTrans, and "last mile" shuttles. Robust transit service includes the Caltrain Baby Bullet, 15-minute weekday headways on BART, the SamTrans Route ECR line, and commute.org shuttles. Private employer shuttles (Facebook, Google, Genentech) also operate at the Transit Center.

30 Ingold Road's approximately 65,250 square foot existing building is actually a consolidation of two buildings from the 1960's that were combined by a remodel in the 1990's. The building is occupied by Vector Laboratories. The site is generally flat with approximately 79% being impervious surface comprised of buildings or paved surface parking. Chain link fencing topped with barbed wire currently separates the site from adjacent properties.

There are 88 existing trees onsite, including 25 non-native code protected trees. Of these, the application is designed to preserve 14 Coast Redwoods that are located in four clusters, 8 of which are code protected. Two of the clusters are located in the City Park, while the other two clusters create a focal point for the pedestrian oriented Redwood Plaza.

### **Design Approach**

30 Ingold Road will be a new 298-unit residential mixed-use community in the North Rollins Road Mixed Use District. The architectural vernacular for this project is primarily influenced by the adjacent neighborhood with the objective of both complimenting, and co-existing with its predominantly

## **Project Description**

### **SummerHill Apartment Communities – 30 Ingold Road**

industrial character. Another important goal is to establish a new, modern mixed-use precedent for the district, emphasizing place-making and street activation.

The site is broken down into distinct, and appropriately scaled building forms to fit into the surrounding existing scale and texture with each building form defined with unique façade articulation, fenestration pattern, and color/material palette. Durable and refined building materials are used extensively at the pedestrian level street frontages (including large scale, porcelain tile veneer, metal panels and siding, and storefront windows). These materials make the building approachable, highlight building entries, and reinforce the architectural composition. The diverse palette of materials and colors is used to give each building form its own identity as well as tie the overall site composition together as a whole.

On the eastern edge of the main courtyard is the glass bridge which is composed of a series of windows flanking both sides. This bridge connects the entire west side of the building allowing convenient access to amenities and elevator lobbies activating the street level below.

This bridge is also a transparent element allowing views to and from Rollins Road into the landscaped courtyard. It will be an iconic architectural element visually bridging the two primary building forms on Rollins Road and highlighting the pedestrian connection below.

Parking for the project is located in an “encased” two level parking garage that is wrapped with active pedestrian-oriented ground-level uses facing the streets to almost entirely screen the garage from view. Vehicle entrances to the garage are located on both Rollins and Ingold Roads.

## **Project Summary**

### **Apartments**

- The apartment buildings will contain a total of 298 units including 217 1-bedroom units (73%), and 81 2-bedroom units (27%). Unit sizes range from 661 to 927 square feet for the 1-bedroom units and between 960 and 1307 for the 2-bedroom units. The average unit size across all units is approximately 834 square feet.
- Resident community amenities include a Club Room programmed for resident gatherings and entertaining guests, a fully-equipped Fitness Studio, Wi-Fi Lounge, Rooftop Deck and Lounge, Dog Park, and Leasing Center to serve current and future residents.
- The main courtyard is located at the podium level between the north and south buildings. The easternmost portion of the courtyard includes a resort-style pool, spa, cabanas, sun lounging areas, fountain, and dining areas.

The central portion of the courtyard includes a trellis with bistro style string lights, an outdoor kitchen, fireplace, dining, lounging, and gathering areas.

The western portion is separated into smaller spaces where residents and their guests can enjoy quieter gatherings. It includes a lounge area at its western edge where the courtyard opens to views of the Public Park and the hills beyond it.

- The two smaller podium level courtyards are programmed for smaller gatherings or working from home.

## **Project Description**

### **SummerHill Apartment Communities – 30 Ingold Road**

- The Rooftop terrace features a fire pit, game area, trellis, green roof planting, and other amenities to complement its location.
- 329 parking stalls are located in a secured garage area for residents and an additional 15 stalls for residential visitors are located in an unsecured portion of the garage. Included in the 329 stalls in the secured parking garage are 25 tandem parking stalls assigned to individual units. 15% of the parking stalls include facilities for charging electric vehicles. The garage is accessed from both Rollins or Ingold Roads.
- 149 secured bicycle parking spaces in two ground-level secured bicycle rooms and 15 outdoor bicycle parking spaces around the building.
- All units will include high quality, Class A interiors. All units will be equipped with in-unit washers and dryers, and almost every unit will have a private patio or deck. Contemporary finishes will include quartz stone countertops, European-style cabinets, stainless steel appliances, and individually controlled HVAC in each unit.

### ***Commercial/Office***

- The commercial/office space consists of approximately 4,060 square feet of two-story volume space designed to complement the adjacent commercial uses on Rollins Road and accommodate an office or commercial use.
- 14 designated parking stalls in garage with direct vehicular access to the garage via both Rollins and Ingold Roads.
- Utilities separately metered from residential uses.

### ***Public Open Space***

Consistent with the 2019 Burlingame General Plan, 30 Ingold Road will provide several publicly accessible open spaces, including a City Park, Redwood Plaza, and smaller plazas at the commercial and leasing areas, as described below:

- A City Park with over 0.4 acre of space accessible to the public will be offered for dedication to the City. Included in the City Park are a fitness circuit, an expansive lawn area, picnic area, built-in ping-pong tables and cornhole set, trellis structure with catenary lighting and built-in table seating, and a lounging area on the perimeter of the lawn. In addition, six of the site's existing Coast Redwoods are to be preserved within the park.
- The Redwood Plaza is mid-block along Ingold Road and focused around eight of the site's existing Coast Redwood Trees being preserved in two groves by the project. It includes retaining walls around the two groves of trees that act both as a seat wall and maintain the existing grade level of the soil around the trees to better preserve them. The 3,470 square foot Redwood Plaza also includes seating and partially sheltered under the building, bicycle parking, and lighting.
- Plazas located at the Leasing Office and Commercial space are landscaped with pavers, unique seating, and planters.

## **Project Description**

### **SummerHill Apartment Communities – 30 Ingold Road**

#### ***Public Street Frontage Design & Improvements***

30 Ingold Road will provide attractive, welcoming, and interactive spaces along its Ingold and Rollins Road frontages consistent with the RRMU District utilizing large amenity/planter zones, abundant bicycle parking, and large sidewalks to encourage walking and bicycle riding. These improvements will include the following:

- A 15-foot wide pedestrian realm on Rollins Road including 10-foot wide separated sidewalk with a 5-foot planting strip containing street trees and plantings between it and the street
- A 10-foot wide pedestrian realm on Ingold Road including a 6-foot wide separated sidewalk and 4-foot wide planting strip with street trees and other plantings between it and the street
- 48' box size street trees with additional landscaping provided between the new sidewalk and the building
- A new crosswalk with handicap ramps across Ingold Road at Rollins Road
- Installation of street lights and replacement of street light heads along the project frontage in addition to the replacement of the off-site street light heads between the project and the Millbrae border on Rollins Road
- Visitor bicycle racks

Public access easements will be offered to implement these improvements.

#### ***Pedestrian Access & Circulation***

The project will provide multiple entry points for residents and guests along Rollins Road, Ingold Road, the Redwood Plaza, Public Park, and 5-foot wide all-weather private pedestrian path that circumvents the project. The main points of pedestrian access to the community will be at Leasing Office Lobby at the corner of Ingold and Rollins Roads as well as the lobby located near the community's northeast corner, conveniently located for residents walking or bicycling to and from Millbrae Station.

Residents of the ground level units will have direct access to the City Park steps outside their front doors. Users of the commercial/office space will have pedestrian access to Rollins Road at the Commercial Plaza and parking assigned to them in the unsecured portion of the garage.

Users of the Redwood Plaza and Public Park will access those portions of the project from the improved sidewalks along Ingold Road.

#### ***Vehicular Access & Parking***

Vehicular access into the community will be provided from both Rollins and Ingold Roads. The project is served by a 2-story at-grade 358-space garage that includes 54 stalls with electric vehicle charging capabilities. Residents will have access to 329 resident parking spaces via secured entrances on both Rollins and Ingold Roads. Residents and their guests will have access to 15 additional spaces in the ground level garage. 25 of the parking spaces in the residential garage will be tandem spaces assigned to individual units. Every unit will have at least one parking stall in the secured garage assigned to it. Users of the Commercial/Office space will gain access to 14 garage stalls, two of which include EV charging, serving their space via entrances on both Rollins and Ingold Roads. The project's proposed parking is consistent with the RRMU Zoning.

## **Project Description**

### **SummerHill Apartment Communities – 30 Ingold Road**

Resident bicycle users will gain access to the 149 bicycle parking spaces contained in the project's two ground floor access-controlled Bicycle Rooms fronting the Rollins Road entrance and the Public Park. Visitors and users of the Office/Commercial space will be able to park their bicycles in any of the 15 bicycle parking spaces provided around the project.

#### ***Tree Preservation & New Planting***

Fourteen existing Coast Redwood trees will be preserved within the project's City Park and Redwood Plaza. In addition, 82 new trees will be planted as street trees in planter strips, in the public park, on the resident podium and rooftop decks, and other landscaped areas, for a total of 96 trees on the project. The majority of trees planted at grade will be 48-inch box size.

#### ***Sustainability & Environmental Design***

The project will provide a range of forward-thinking benefits to residents and the Burlingame community. SummerHill plans to include a number of features that support the City's environmental goals, such as the project including a Transportation Demand Management Plan (TDM Plan) consistent with the City's new Climate Action Plan, solar panels on the roof, 36 electric vehicle charging stations, 18 parking stalls that are EV capable, electric bicycle charging stations, convenient bicycle parking and amenities, an on-site Wi-Fi Lounge to support telecommuting, water-conserving landscaping and irrigation systems, and MERV rated air filters on the HVAC system. In addition, the project is located within convenient walking distance of the Millbrae Transit Center, shopping, restaurants, and the new City park that is being offered for dedication to the City.

The plant palette is primarily native and drought tolerant. Turf areas in the current design are limited to the City park's lawn. Planted areas will be watered with a "smart" irrigation controller designed to make efficient use of water based on current conditions. SummerHill will also install "purple" irrigation lines to connect to recycled water should public recycled water service become available in the future.

The project will be constructed in compliance with the new 2019 California Green Building Standards Code (Title 24).

Residential windows, wall and flooring assemblies will meet STC requirements outlined in the new Burlingame General Plan.

Any impacts to indoor air quality generated by traffic emissions and other sources will be mitigated by incorporating mechanical ventilation and air filtration systems (MERV filters) for fresh air supply as necessary to comply with the applicable laws, regulations, and policies. These would be installed either in centralized units at the roof levels or in individual units.

The building foundation system will include a mat or spread footing design supported on improved soil. Ground improvement will be achieved utilizing drilled displacement sand-cement (DDSC) columns as recommended based on the preliminary geotechnical investigation of the project site. This design approach will address existing geologic and geotechnical conditions on site including the bay mud, fill, and shallow groundwater underlying the site.

Phase 1 and 2 Environmental Site Assessments were conducted for the project site. Based on soil vapor analytical results, SummerHill plans on installing a vapor barrier under occupied ground floor spaces and will continue to coordinate with the San Mateo County Department of Environmental Health to ensure

## **Project Description**

### **SummerHill Apartment Communities – 30 Ingold Road**

compliance with their requirements. A Soil Management Plan will be created prior to construction and all necessary permits will be obtained.

#### ***Utilities, Storm Water Quality Management & Fire Protection***

All proposed public utilities, grading, drainage and site improvements will be designed and constructed in accordance with the City's standards. The following public utility connections and improvements are proposed as part of the project:

- Storm water will be retained and treated on site as required to meet municipal stormwater permit requirements (NPDES Municipal Stormwater Permit Section C.3). SummerHill proposes to treat 100% of the storm water runoff with low impact development (LID) treatment measures. Currently, approximately 21% of the site is pervious surface and its stormwater runoff is not treated on site. SummerHill proposes to increase the amount of pervious surface on site to approximately 24%, and to treat 100% of the run-off on-site.
- Electric service for the project will connect to an existing overhead line on the south side of Ingold Road. An underground connection from this line will be installed across Ingold Road to the project.
- Gas service for the building will connect to the existing four-inch gas line on Rollins Road.
- Domestic water and the fire service will connect to an existing 10-inch water main in Rollins Road while irrigation water will connect to the 8-inch line in Ingold Road. There are currently two fire hydrants on Rollins Road and two on Ingold Road that serve the project.
- The project proposes to connect to the existing 6-inch sanitary sewer pipe within Ingold Road and the 8-inch sanitary sewer pipe in Rollins Road.
- Though a portion of the site is currently located within an area with a 1% annual chance of flooding as determined by FEMA, the building has been designed to elevate the finished floor above this zone.
- In addition to the work proposed to street lighting along the project's frontage, the project also proposes to replace the street light heads on Rollins Road between the project and the border with the City of Millbrae as shown in the plans. Doing so will increase the lighting for the sidewalk on the west side of Rollins Road to City standards.

#### ***Recycling & Garbage***

Garbage and recycling will be picked-up by Recology at the staging area at the northeast corner of the project on Rollins Road. Each apartment building will be equipped with dual chutes at each level for refuse and single-stream recycling. Provisions will be made for cardboard box recycling as well.

#### ***Property Management***

The apartments will be professionally managed and maintained. The project will have property management on-site along with a leasing and maintenance staff.

#### ***Affordable Housing***

Approximately 14% of the project (43 apartment units) will be provided for rent at rates affordable to Low Income Households making 80% of area median income as defined by San Mateo County for a

## **Project Description**

### **SummerHill Apartment Communities – 30 Ingold Road**

period of fifty-five years, exceeding the thirty years required by the City's ordinance. The project will utilize the City Density Bonus Ordinance and State Density Bonus Law.

#### **Entitlements**

30 Ingold Road is consistent with both the City's 2019 General Plan and the North Rollins Road Mixed Use (RRMU) District Interim Zoning District Standards. As described in SummerHill's January 21, 2020 letter, the Project also intends to invoke the RRMU District Tier 3 Development Standards, the City's Density Bonus Ordinance, and the State Density Bonus Law (including a concession to allow the 25 tandem parking stalls). SummerHill's plan to satisfy the RRMU Zone – Interim Standards' requirements for a Tier 3 Project pursuant to §25.39.030(C)(3) of the Municipal Code and the City's Density Bonus Ordinance requirements to allow an increase in the density of a project is outlined in the aforementioned letter.

For the 30 Ingold Road project, SummerHill seeks the following approvals from the City:

- Design Review
- Approval of Tier 3 Community Benefits
- Utilization of Density Bonus
- Environmental Review
- Vesting Tentative Parcel Map subject to acceptance of the offer of Park Dedication
- Protected Tree Removal Permits to allow the removal of 14 trees

## 8. Transportation Demand Management

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This chapter describes the Transportation Demand Management (TDM) measures that Hexagon recommends the project provide. TDM measures include design features, programs, and services that promote sustainable modes of transportation. The goal of Transportation Demand Management is to reduce the number of single-occupant vehicle trips generated by the project.

The TDM plan presented in this chapter focuses on measures that are geared towards the residential tenants of the project. Table 11 presents a summary of the measures proposed in the TDM plan. An indication of who would have primary responsibility for implementing each measure is also shown on the table.

In the City of Burlingame's General Plan, Goal M-5 is to implement TDM strategies that reduce overall vehicle trips and encourage the use of transportation modes that reduce VMT and greenhouse gas emissions.

The City/County Association of Governments of San Mateo County (C/CAG) requires new development projects that generate more than 100 peak hour trips to limit their impact on regional roadway facilities. To accomplish this, C/CAG provides a list of potential TDM measures that developments may use to reduce their net peak hour trip generation.

### TDM Administration and Promotion

#### Transportation Coordinator

Experience with other TDM programs indicates that having a Transportation Coordinator who focuses on transportation issues and is responsible for implementing and managing the TDM program is key to its success. The building owner or management should appoint an individual as the Transportation Coordinator or TDM contact person, and that person's name and contact information will be provided to the City.

The Transportation Coordinator's responsibilities should include organizing and implementing the promotional programs, updating information on the online information board/kiosk, and providing trip planning assistance and/or ride-matching assistance to residents who are considering an alternative mode for their commute. The Transportation Coordinator should maintain a supply of up-to-date transit schedules and route maps for Caltrain, BART, SamTrans buses and Shuttles and be knowledgeable enough to answer residents' TDM program-related questions.

**Table 12**  
**Proposed TDM Measures**

<b>TDM Measure</b>	<b>Implementation Responsibility</b>
<b>Transit Elements</b>	
Resources (schedules, route maps & other info)	Transportation Coordinator
<b>Bicycle Facilities</b>	
Secure Bicycle Storage	Building Developer
Bike Repair Station	Transportation Coordinator
Electric Bicycle Charging Station	Building Developer
Resources (maps & info)	Transportation Coordinator
<b>Pedestrian Facilities</b>	
Sidewalk Improvements along Rollins Road and Ingold Road	Building Developer
New Crosswalk and ADA Ramps on Rollins Road at Ingold Road	Building Developer
Recreation Facilities (including city park and pedestrian plaza)	Building Developer
<b>Information and Promotion</b>	
"Online Kiosk" Website with Info	Building Developer <sup>1</sup>
Info Packets for New Residents	Transportation Coordinator
Commute Assistance Center	Building Developer <sup>1</sup>
<b>Carpool and Vanpool Programs</b>	
On-Site Ridematching Assistance	Transportation Coordinator
511 Ridematching Assistance	Available to the Public
Carpool/Vanpool Incentives for New Users	Available to the Public
<b>Internet and Telecommuting</b>	
Fiber Optic Wiring to Facilitate Telecommuting	Building Developer
<b>On-Site Amenities</b>	
Residential Fitness Center	Building Developer
Wifi Lounge	Building Developer
Electric Vehicle Charging Stations	Building Developer
<b>Program Administration, Monitoring, and Reporting</b>	
Transportation Coordinator	Building Developer
Event Promotions & Publications	Transportation Coordinator
<b>Notes:</b>	
1 The building developer will have initial responsibility for creating an online kiosk. After the building is occupied, the Transportation Coordinator will have ongoing responsibility for the online kiosk and various program elements.	

## Promotional Programs

The Transportation Coordinator should undertake additional marketing activities to encourage residents to try an alternative mode to get to work. Although some marketing, such as the online kiosk and distributing information welcome packets to new residents, should be conducted immediately, additional promotional activities might include email blasts of flyers, brochures or host/arrange workshops on commute alternatives, ridesharing incentive programs, and transit benefits. Samtrans.com and 511.org can help provide some useful marketing materials.

## Marketing Program for Alternative Travel Modes

### “Online Kiosk”: An Online Information Center

Most TDM plans have traditionally included a requirement for a kiosk or bulletin board to be created for posting information related to alternative travel modes. Experience often shows, however, that few residents look at these kiosks after an initial period of interest. This TDM Plan recommends an “online kiosk” with similar information that a resident could access from their home, their workplace, or anywhere else.

A key element of this TDM plan is to set up an attractive, up-to-date “online kiosk” with all of the site-specific information about the transportation resources available to residents. We envision a website which could include information about all the measures, services, and facilities discussed in this plan, including:

- A summary of SamTrans, BART and Caltrain services and links to further information about their routes and schedules.
- A list of nearby restaurants and entertainment uses to help encourage hotel guests/employees to walk to their destinations.
- A local bikeways map, information about the bike lockers/secure bike storage areas on site and those nearby.
- Information about the ridematching service for project tenants and other public ridematching services (e.g., 511.org).
- A link to the many other resources available in the Bay Area, such as Dadnab, the 511 Carpool Calculator, the 511 Transit Trip Planner, real-time traffic conditions, etc.



The building developer should have the responsibility to appoint the Transportation Coordinator. The Transportation Coordinator will have responsibility for contracting with someone to initially create the website so that it is up and running as soon as residents move in. The Transportation Coordinator should add new information to the website (or providing it to the website designer) so that the “online kiosk” remains current and informative.

### Information Packet for Residents

In addition to the online information center, the Transportation Coordinator should provide “hard copy” information packets to all residents when they first move into the building. Because all information will be available online, this packet need not be a comprehensive stack of paper about all services available, which residents tend to disregard anyway. Instead, the Welcome Packet should provide a quick easy-to-read announcement of the most important features of the TDM program for residents to know about immediately.

In addition, the packets should include a message to residents that their building manager and/or owner values alternative modes of transportation and takes their commitment to supporting alternative transportation options seriously. For example, it would include a flyer announcing the “online kiosk”, information about the transit subsidies, subsidies related to other TDM programs, and a ride-matching application.

## **Commute Assistance Center**

The leasing center at the proposed development should include assistance for residents with questions about alternative transportation methods. Staff working at the leasing center should be trained to provide information regarding alternative transportation and/or trip planning.

## **Design Features**

### **Pedestrian Friendliness**

The proposed sidewalks around the project frontage and a new crosswalk and ADA ramps at the Rollins Road/Ingold Road intersection would make the area around the project site more pedestrian friendly. It would connect pedestrians with safe routes to nearby surrounding land uses, including the Millbrae Station. Additionally, the project proposes to construct streetlights on its frontage along Ingold Road. Streetlights will improve pedestrian visibility and safety during the early morning and evening hours.

### **Bicycle Parking**

Providing secure bicycle parking encourages bicycle commuting and reduces daily vehicle trips. According to the site plan, the project is proposing a total of 165 bicycle parking spaces for residents and visitors. 149 bicycle parking spaces would be provided for residents in secure rooms located on the ground floor. 16 bicycle spaces would be provided for guests located around the building.

### **Bicycle Resources**

The project should provide a bicycle repair station at the project site. This would encourage bicycle ownership by residents, as they have amenities to maintain and repair their bicycles without having to go elsewhere.

As part of the information available in the transportation kiosks, resources to cyclists should be included. For example, the local bikeways map should be posted for easy reference. A map showing the safe routes to the public elementary school, middle school, and high school that would serve the site's families should also be posted.

The following resources are available to bicycle commuters through 511.org. These resources should be noted on the project's online information center, in order to make tenants aware of them.

- Free Bike Buddy matching
- Bicycle maps
- Bicycle safety tips
- Information about taking bikes on public transit
- Location and use of bike parking at transit stations
- Information on Bike to Work Day
- Tips on selecting a bike, commute gear, and clothing
- Links to bicycle organizations



## Other Amenities

The project also proposes a fitness center located on the ground floor and a public park. Recreational facilities can lower the number of trips residents will take because they do not need to travel elsewhere for these facilities. The project would also provide a Wi-Fi lounge and outdoor workspaces for residents' recreational/work use. Furthermore, the building would be developed with fiber optic wiring, allowing for residents to have access to high speed internet if they wish to work from home.

## Carpool and Vanpool Programs

### On-Site Ride Matching Assistance

The project should provide a community web portal that will facilitate on-site resident carpooling. The web portal should match residents who live in the building who may be able to carpool or vanpool together. Some residents who may be reluctant to reach out to find carpool partners via the 511 RideMatch service may be more likely to find a carpool buddy within the project. The community web portal should be administered by the Transportation Coordinator.

### 511 Ride Matching Assistance

The 511 RideMatch service provides an interactive, on-demand system that helps commuters find carpools, vanpools or bicycle partners. This program should be promoted through the information kiosk and in New Resident Information packets.

This free car and vanpool ride-matching service helps commuters find others with similar routes and travel patterns with whom they may share a ride. Registered users are provided with a list of other commuters near their employment or residential Zip code along with the closest cross street, email, phone number, and hours they are available to commute to and from work. Participants are then able to select and contact others with whom they wish to commute.

The service also provides a list of existing carpools and vanpools in their residential area that may have vacancies.

### Carpool/Vanpool Incentives for New Users

The 511 Regional Rideshare Program offers a number of incentive programs to encourage people to try carpooling and vanpooling. Most of these programs are designed to reward someone for forming or trying a carpool or vanpool, and provide an award or subsidy after the first three or six months of use.

- **Vanpool Formation Incentive:** The 511 Regional Rideshare Program provides up to \$500 in gas cards to new vanpools that meet certain eligibility requirements and complete three to six consecutive months of operation. The gas cards are awarded on a first-come, first-served basis, until funds are exhausted.
- **Vanpool Seat Subsidy:** The 511 Regional Rideshare Program also offers a vanpool seat subsidy in the form of gas cards. The seat subsidy will provide \$100 per month, with a limit of three months per van during the program year, to help cover the fare of a lost participant. The gas cards will be offered to eligible vans on a first-come, first-served basis until the funds are exhausted.
- **Discounted Tolls:** The 511 Regional Rideshare Program offers free toll passage on seven of the Bay Area's bridges for vanpools with 11-15 people who register with 511. Additionally, the program also offers toll discounts to carpools with three or more people (two people in a two-seat vehicle) on eight of the Bay Area's bridges during peak commute hours. The discounts vary

per bridge, but typically are half of the standard toll price. For example, the San Mateo – Hayward Bridge has a standard toll of \$6, but for a carpool of three people (two people in a two-seat vehicle) the toll is only \$2.50 Monday through Friday between 5-10 AM and 3-7 PM.

## **Burlingame Bayside Shuttle**

The proposed development should coordinate with the City of Burlingame to add a stop on their Burlingame Bayside Route shuttle line, as feasible. The existing shuttle passes the project frontage on Rollins Road, but currently has no stop. The closest stop is on Rollins Road, approximately 750 feet north of the project site. The shuttle carries commuters from Millbrae Station to various Burlingame businesses along Rollins Road, Bayshore Highway, and Airport Boulevard. Residents of the project could use the shuttle to access those areas or to access the Millbrae Station. Although the shuttle is currently geared towards commuters, the North Rollins Road area has recently been designated a mixed-use area allowing for residential developments. Therefore, the shuttle would be beneficial to future developments to reduce automobile trips.

## **Estimated C/CAG Trip Reductions**

C/CAG requires developments that are estimated to generate more than 100 peak hour trips to implement a TDM program that provides trip credits equal to the project's peak hour trip generation. Trip credits are applied to each TDM measure proposed, in accordance with the C/CAG checklist. The proposed project would generate approximately 1,371 daily trips, including 76 AM and 107 PM peak hour trips. Based on the 107 PM peak hour trips (higher of the peak hour trips), Table 12 provides a summary of the measures in the proposed development TDM program for which the project can receive credit on the C/CAG checklist. The table shows that the measures proposed by the development could provide up to 114 peak hour trip credits, which meets the C/CAG requirement.

**Table 13**  
**Summary of C/CAG Trip Credits**

TDM Measure	Trip Credit Rate	Provided	Trips Credited
Secure bicycle storage	1 trip/3 bike locker or rack	165	55
Operation of a commute assistance center staffed with a live person to assist building tenants with trip planning - Transit information brochure rack - Provide Computer connected to Internet* (to access online kiosk) - Desk and chairs (for personalized trip planning) - Quarterly educational programs to support commute alternatives	1 trip/feature plus 1 trip/staffed hour	3 (6)	9
Survey employees to examine use and best practices.	3 trips/survey conducted twice yearly	1	3
Installation of video conferencing centers that are available for use by the tenants of the facility.	5 trips/center	1	5
Provision of on-site amenities that encourage people to stay on site during the workday (exercise facilities, clothes cleaning)	5 trips/feature	2	10
Make roads and streets more pedestrian and bicycle friendly (sidewalk improvements and a pedestrian plaza)	5 trips/facility	2	10
Install/maintain alternative transportation kiosks	5 trips/kiosk	1	5
Install/maintain safety and security systems for pedestrians and bicyclists (enhanced crosswalk, ADA ramps, and streetlights)	5 trips/facility	3	15
Encourage infill development	2 percent of all peak hour trips	2	2
		<b>Total:</b>	<b>114</b>

\* No credit taken for feature. Five trip credits were taken for providing an online kiosk.



# PLANNING APPLICATION

COMMUNITY DEVELOPMENT DEPARTMENT—PLANNING DIVISION

501 PRIMROSE ROAD, 2ND FLOOR, BURLINGAME, CA 94010-3997

TEL: 650.558.7250 | FAX: 650.696.3790 | E-MAIL: [PLANNINGDEPT@BURLINGAME.ORG](mailto:PLANNINGDEPT@BURLINGAME.ORG)

PROJECT INFORMATION

30 Ingold Road  
PROJECT ADDRESS

025-280-480  
ASSESSOR'S PARCEL # (APN)

RRMU  
ZONING

PROJECT DESCRIPTION

An application for Design Review and Environmental Review of a mixed-use building consisting of 298 units of housing, approximately 4,000 square feet of office/commercial, and City Park.

APPLICANT INFORMATION

SummerHill Apartment Communities, C/O Elaine Breeze

PROPERTY OWNER NAME  APPLICANT?  
[Redacted]

ADDRESS  
[Redacted]

PHONE  
Studio T SQ., Inc/ Chris Lee

E-MAIL  
1970 Broadway, Suite 500, Oakland, CA 94612

ARCHITECT/DESIGNER  APPLICANT?  
(510) 451-2850

ADDRESS  
Clee@studiot-sq.com

PHONE  
33484

E-MAIL

BURLINGAME BUSINESS LICENSE #

FOR PROJECT REFUNDS: Please provide an address to which to all refund checks will be mailed to:

[Redacted]

NAME

ADDRESS

AFFIDAVIT OF OWNERSHIP

I HEREBY CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION GIVEN HEREIN IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

APPLICANT SIGNATURE (IF DIFFERENT FROM PROPERTY OWNER)

1/21/2020  
DATE

I AM AWARE OF THE PROPOSED APPLICATION AND HEREBY AUTHORIZE THE ABOVE APPLICANT TO SUBMIT THIS APPLICATION TO THE PLANNING COMMISSION/DIVISION.

PROPERTY OWNER'S SIGNATURE

DATE

### AUTHORIZATION TO REPRODUCE PLANS

I HEREBY GRANT THE CITY OF BURLINGAME THE AUTHORITY TO REPRODUCE UPON REQUEST AND/OR POST PLANS SUBMITTED WITH THIS APPLICATION ON THE CITY'S WEBSITE DURING THE PLANNING APPROVAL PROCESS AND WAIVE ANY CLAIMS AGAINST THE CITY ARISING OUT OF OR RELATED TO SUCH ACTION.

SIGNATURE OF ARCHITECT/DESIGNER

STAFF USE ONLY

APPLICATION TYPE

- ACCESSORY DWELLING UNIT (ADU)
- VARIANCE (VAR)
- CONDITIONAL USE PERMIT (CUP)
- WIRELESS
- DESIGN REVIEW (DSR)
- FENCE EXCEPTION
- HILLSIDE AREA CONSTRUCTION PERMIT
- OTHER: \_\_\_\_\_
- MINOR MODIFICATION
- SPECIAL PERMIT (SP)

DATE RECEIVED:

STAFF USE ONLY

January 21, 2020

Ruben Hurin  
Planning Manager  
City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010

**Re: 30 Ingold Road – Mixed Use Residential Project Application**

Dear Mr. Hurin:

On behalf of SummerHill Apartment Communities, enclosed please find an application for a new mixed-use residential community on an approximately 3.2-acre site within the City's General Plan Live/Work land use area (Project). The Project is within easy walking distance of the Millbrae multimodal transit station and designed to implement the City's recently adopted vision to transform the north portion of the Rollins Road corridor to a new pedestrian-friendly, mixed use neighborhood including public open space. The Project is consistent with both the City's 2019 General Plan and the North Rollins Road Mixed Use (RRMU) Interim Zoning District Standards.

The Project also intends to invoke the RRMU District Tier 3 Development Standards, the City's Density Bonus Ordinance, and the State Density Bonus Law. This letter outlines SummerHill's plan to satisfy the RRMU Zone – Interim Standards' requirements for a Tier 3 Project pursuant to §25.39.030(C)(3) of the RRMU Interim Zoning District Standards and the City's Density Bonus Ordinance requirements to allow an increase in the density of a project, and proposal to dedicate a park to the City of Burlingame as part of the Project.

**Rollins Road Mixed Use Zone - Tier 3 Community Benefits**

SummerHill proposes to develop a new 298-unit, mixed-use apartment project at 30 Ingold Road within the RRMU Zoning District. The RRMU Zoning allows a "Tier 3" density of 70 dwelling units per acre, subject to the provision of three community benefits, one of which must be the satisfaction of an affordable or workforce housing objective as described in the interim standards. SummerHill meets this community benefit requirement for Tier 3 projects through the provision of three of the listed benefits, consisting of:

- Affordable Housing – Section 4.1.a - The Project qualifies for and intends to utilize a density bonus in compliance with the City's affordable housing incentives by including 43 below-market rate units, 14.4% of the total project. These units will be for affordable Low Income Households (80% of San Mateo County's Area Median Income (AMI)) for 55 years.

- Public Plaza Beyond Minimum – Section 4.c - The Project includes an approximately 3,470 square foot publically accessible plaza, well in excess of the 2,250 square foot minimum. The plaza's focal point will be the site's existing Coastal Redwood trees, which will be preserved in planters with integrated seating surrounding the trees. Additional seating and other amenities will be provided to meet or exceed the Zoning District's requirements for Public Plazas.
- Publically Accessible Park Space - Section 4.j – The Project includes an approximately 22,000 square foot publically accessible park. The park features outdoor fitness, lawn, dining, gathering, and game areas as well as two clusters of existing Coastal Redwood trees to be preserved along the site's western boundary. SummerHill proposes to dedicate this as public parkland as part of the 30 Ingold Project (See Park Dedication below).

### **Density Bonus Ordinance – Affordable Housing Program**

Consistent with the State Density Bonus Law and the City's Density Bonus ordinance, SummerHill proposes to provide forty-three (43) below-market rate units for Low Income households making 80% of San Mateo County's AMI in order to obtain a density bonus of 33.63%, or 75 additional units, over the density permitted for Tier 3 developments. The calculation of the density bonus is as follows:

- The total lot size of the Project is 3.196 acres. As a Tier 3 project, the RRMU allows for a maximum density of 70 DU/acre, which would permit a total of 223.72 units prior to the application of a density bonus.
  - $3.196 \text{ acres} \times 70 \text{ du/ac} = 223.72 \text{ units}$
- SummerHill seeks a density bonus of 33.63% to allow for a total of 298 units.
  - $223 \text{ units} + 75 \text{ units} = 298 \text{ units}$
  - $75 \text{ units} \div 223 \text{ units} = 33.63\%$
- According to City of Burlingame Density Bonus Code Section 25.63.020 (a)(1), the City shall grant a twenty (20) percent density bonus when an applicant for a development of five (5) or more dwelling units seeks and agrees to construct at least ten (10) percent of the total dwelling units of the development as restricted affordable units affordable to Lower Income Households. For each one (1) percent increase in the percentage of restricted lower income units, a development will receive an additional one and one-half (1.5) percent density bonus up to thirty-five (35) percent of the maximum residential density. To qualify for a density bonus of 33.63%, SummerHill will designate 19.28% of the units (43-units) as below-market rate units for Low Income Households making 80% of San Mateo County's AMI.
  - Percentage of Low Income Units:  $43 \text{ units} \div 223 \text{ units} = 19.28\%$
  - Percentage of Low Income Units greater than 10%:  $19.28\% - 10\% = 9.28\%$
  - Density Bonus Units Permitted:  $20\% + (9.28\% \times 1.5) = 33.92\%$

Whereas the City's Density Bonus ordinance requires restricting units for 30 years, SummerHill voluntarily agrees to restrict these units for 55 years. We are requesting a concession to allow portion of the required parking to be provided in the projects 28 tandem spaces.

Public Park Dedication

As part of the 30 Ingold Project, SummerHill proposes to dedicate parkland to the City of Burlingame to own and maintain as a public park. SummerHill would construct the park and deed it to the City upon the completion of the Project. The park's size, design, proximity to a public street, and location within the Rollins Road Mixed Use District make it an appropriate Cluster Park as described in the City of Burlingame Parks Master Plan – Final Draft ("Plan"). The park would be consistent with the Plan's goals and recommendations for the North Rollins Road Area and Future Park Cluster. SummerHill would submit an application to subdivide the existing parcel into two parcels via a Vesting Tentative Parcel Map in order to effect this dedication. The ultimate park parcel configuration and size would need to meet zoning, building code, utility, easement, and other development requirements. SummerHill would anticipate impact fee credit as provided under the Municipal Code where applicable.

We are very excited to have the opportunity to work in Burlingame again and help fulfil the City's vision to this new area of Burlingame. Please let me know if have any questions or need any additional information in order to conduct your review. I can be reached by phone at (650) 842-2404 and by email at [EBreeze@SHApartments.com](mailto:EBreeze@SHApartments.com).



Elaine Breeze  
Vice President of Development

Ruben Hurin  
January 21, 2020  
Attachment

**Application for Density Bonus for Residential Apartment Project  
30 Ingold Road, Burlingame, CA 94010 (025-280-480)**

**Density Bonus Summary Table**

	<b>RRMU Tier 3 Permitted</b>	<b>Requested With Density Bonus</b>
Residential Density	70 DU/Acre	93.24 DU/Acre
Total Residential Units	223	298
Total BMR Units	43	43

Percentage of BMR Units Provided	19.28%
Density Bonus Generated by BMR Units Provided	33.92%

March 11, 2020

415.774.3143 direct  
jrenk@sheppardmullin.com

File Number: 41TJ-306591

**VIA ELECTRONIC MAIL ONLY**

Amelia Kolokihakaufisi  
Associate Planner  
City of Burlingame  
501 Primrose Road  
Burlingame, CA 94010  
E-Mail: [ameliak@burlingame.org](mailto:ameliak@burlingame.org)

**Re: SummerHill Apartment Communities—30 Ingold Road Mixed-Use Project**

Dear 'Amelia:

As you know, SummerHill Apartment Communities ("SummerHill") submitted an application on January 21, 2020 for its 298-unit mixed-use development ("Project") located at 30 Ingold Road in Burlingame, CA ("City"). On behalf of SummerHill, we want to inform the City that the Project seeks vesting rights pursuant to Senate Bill 330, the Housing Crisis Act of 2019 that went into effect on January 1, 2020. SummerHill has applied for a residential project that complies with the new checklist requirements of Section 65941.1 (see attached) and, therefore, should be deemed complete for the purposes of SB 330.

Thank you, as always, for your partnership.

Sincerely,

  
Jennifer E. Renk  
for SHEPPARD, MULLIN, RICHTER & HAMPTON LLP

SMRH:4838-3583-3526.3

cc: Elaine Breeze, Vice President of Development  
Kathleen Kane, City Attorney  
Ruben Hurin, Planning Manager

**65941.1.**

(a) An applicant for a housing development project, as defined in paragraph (2) of subdivision (h) of Section 65589.5, shall be deemed to have submitted a preliminary application upon providing all of the following information about the proposed project to the city, county, or city and county from which approval for the project is being sought and upon payment of the permit processing fee:

- (1) The specific location, including parcel numbers, a legal description, and site address, if applicable.
- (2) The existing uses on the project site and identification of major physical alterations to the property on which the project is to be located.
- (3) A site plan showing the location on the property, elevations showing design, color, and material, and the massing, height, and approximate square footage, of each building that is to be occupied.
- (4) The proposed land uses by number of units and square feet of residential and nonresidential development using the categories in the applicable zoning ordinance.
- (5) The proposed number of parking spaces.
- (6) Any proposed point sources of air or water pollutants.
- (7) Any species of special concern known to occur on the property.
- (8) Whether a portion of the property is located within any of the following:
  - (A) A very high fire hazard severity zone, as determined by the Department of Forestry and Fire Protection pursuant to Section 51178.
  - (B) Wetlands, as defined in the United States Fish and Wildlife Service Manual, Part 660 FW 2 (June 21, 1993).
  - (C) A hazardous waste site that is listed pursuant to Section 65962.5 or a hazardous waste site designated by the Department of Toxic Substances Control pursuant to Section 25356 of the Health and Safety Code.
  - (D) A special flood hazard area subject to inundation by the 1 percent annual chance flood (100-year flood) as determined by the Federal Emergency Management Agency in any official maps published by the Federal Emergency Management Agency.
  - (E) A delineated earthquake fault zone as determined by the State Geologist in any official maps published by the State Geologist, unless the development complies with applicable seismic protection building code standards adopted by the California Building Standards Commission under the California Building Standards Law (Part 2.5 (commencing with Section 18901) of Division 13 of the Health and Safety Code), and by any local building department under Chapter 12.2 (commencing with Section 8875) of Division 1 of Title 2.
  - (F) A stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code.
- (9) Any historic or cultural resources known to exist on the property.
- (10) The number of proposed below market rate units and their affordability levels.
- (11) The number of bonus units and any incentives, concessions, waivers, or parking reductions requested pursuant to Section 65915.
- (12) Whether any approvals under the Subdivision Map Act, including, but not limited to, a parcel map, a tentative map, or a condominium map, are being requested.
- (13) The applicant's contact information and, if the applicant does not own the property, consent from the property owner to submit the application.
- (14) For a housing development project proposed to be located within the coastal zone, whether any portion of the property contains any of the following:
  - (A) Wetlands, as defined in subdivision (b) of Section 13577 of Title 14 of the California Code of Regulations.
  - (B) Environmentally sensitive habitat areas, as defined in Section 30240 of the Public Resources Code.
  - (C) A tsunami run-up zone.
  - (D) Use of the site for public access to or along the coast.
- (15) The number of existing residential units on the project site that will be demolished and whether each existing unit is occupied or unoccupied.
- (16) A site map showing a stream or other resource that may be subject to a streambed alteration agreement pursuant to Chapter 6 (commencing with Section 1600) of Division 2 of the Fish and Game Code and an aerial site photograph showing existing site conditions of environmental site features that would be subject to regulations by a public agency, including creeks and wetlands.
- (17) The location of any recorded public easement, such as easements for storm drains, water lines, and other public rights of way.

November 7, 2019

Re: Informational Neighborhood Meeting for Mixed Use Development Proposal  
30 Ingold Road, Burlingame

Dear Neighbor:

SummerHill Apartment Communities is a local developer who specializes in building high quality residential and mixed use communities. Please join us to learn about SummerHill's proposed plan to develop a new mixed use apartment community at 30 Ingold Road. The site is located within the City of Burlingame's General Plan Live Work Area and Rollins Road Mixed Use Zoning District. SummerHill is sponsoring a neighborhood meeting:

**Tuesday, November 19, 2019**  
**6:00 p.m. to 7:30 p.m.**  
**Burlingame Recreation Center**  
**Social Hall**  
**850 Burlingame Avenue, Burlingame**

The purpose of the meeting is to provide an overview of our conceptual project, obtain feedback, and to address any questions you might have. SummerHill has not yet submitted a formal application to the City of Burlingame Planning Division. This meeting will be an open house format. Feel free to drop by any time during the evening between 6:00 p.m. and 7:30 p.m. to review the materials and provide your input.

All property owners within 500 feet of the proposed project site have been mailed this notice. You will receive another notice from the City prior to the public hearing on this project.

Please feel free to contact me at (650) 842-2404 or [ebreeze@shapartments.com](mailto:ebreeze@shapartments.com) if you have any questions. I am also happy to meet with you at another time at your convenience.

Very truly yours,



Elaine Breeze  
Vice President of Development

Cc: Ruben Hurin, City of Burlingame Planning Division



**SummerHill Apartment Communities**

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**Tree Report**  
**30 Ingold Road**

**Prepared for:**  
SummerHill Apartment Communities  
777 California Avenue  
Palo Alto CA 94304

**Prepared by:**  
HortScience | Bartlett Consulting  
325 Ray Street  
Pleasanton, CA 94566

**December 5, 2019**



**HORT SCIENCE**

**BARTLETT CONSULTING**

Divisions of The F.A. Bartlett Tree Expert Company

# **Tree Report**

30 Ingold Road  
Burlingame CA

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## **Attachments**

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***Tree Assessment Form***

***Tree Assessment Map***

# Tree Report

30 Ingold Road  
Burlingame CA

## ***Introduction and Overview***

SummerHill Apartment Communities is planning to re-develop the property at 30 Ingold Road in Burlingame CA. Current site use consists of office and warehouse buildings, paved parking and landscape plantings. SummerHill Apartment Communities requested that HortScience | Bartlett Consulting, Divisions of the F.A. Bartlett Tree Expert Co., assess the health and structural condition of trees, review proposed project plans, and provide preliminary recommendations for tree preservation.

This report presents the following information:

1. Evaluate tree health and structural condition.
2. Evaluate impacts to trees from the proposed project.
3. Recommend action based on impacts to trees.

## ***Assessment Methods***

Trees were assessed in October 2019. The assessment procedure consisted of a visual inspection from the ground and included the following steps:

1. Identifying the tree as to species.
2. Attaching a numerically coded metal tag on the trunk of each tree.
3. Recording the tree's location on a map.
4. Measuring the trunk diameter at a point 54-inches above grade.
5. Evaluating the health and structural condition using a scale of 0 – 5:
  - 5** - A healthy, vigorous tree, reasonably free of signs and symptoms of disease, with good structure and form typical of the species.
  - 4** - Tree with slight decline in vigor, small amount of twig dieback, or minor structural defects that could be corrected.
  - 3** - Tree with moderate vigor, moderate twig and small branch dieback, thinning of crown, poor leaf color, moderate structural defects that might be mitigated with regular care.
  - 2** - Tree in decline, epicormic growth, extensive dieback of medium to large branches, significant structural defects that cannot be abated.
  - 1** - Tree in severe decline, dieback of scaffold branches and/or trunk; most of foliage from epicormic shoots (secondary shoots that arise along the trunk and branches); extensive structural defects that cannot be abated.
  - 0** – Tree is dead.
6. Describing defects in structure, insects or diseases and other aspects of development.
7. Assessing tree suitability for preservation as high, moderate or low.

**Description of Trees**

Eighty-eight (88) trees were located within the site boundaries, representing nine species (Table 1). All trees had been planted as part of landscape development. No species were native to the Burlingame area and no trees appeared to be indigenous to the site.

**Table 1. Tree condition and frequency of occurrence. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

Common name	Scientific name	Condition				No. of Trees	
		Poor (1,2)	Fair (3)	Good (4)	Excell. (5)	Protected	Total
Euro. birch	<i>Betula pendula</i>	10	3	--	--	--	13
Silver dollar gum	<i>Eucalyptus polyanthemos</i>	--	--	1	1	2	2
Sweetgum	<i>Liquidambar styraciflua</i>	12	4	--	--	4	16
Southern magnolia	<i>Magnolia grandiflora</i>	1	5	--	--	--	6
Calif. wax myrtle	<i>Myrica californica</i>	--	--	1	--	--	1
Canary Island pine	<i>Pinus canariensis</i>	--	3	6	--	5	9
Purpleleaf plum	<i>Prunus cerasifera</i> 'Atropurpurea'	4	--	1	--	--	5
Coast redwood	<i>Sequoia sempervirens</i>	--	12	8	--	14	20
Water gum	<i>Tristaniopsis laurina</i>	--	8	7	1	--	16
<b>Total, all trees assessed</b>		<b>27</b>	<b>35</b>	<b>24</b>	<b>2</b>	<b>25</b>	<b>88</b>

Coast redwood was the most frequently occurring species with 20 trees (Photo 1). Redwoods were located in groups of three or four on the periphery of the site, between Ingold and Rollins Roads and the parking lot. Trunk diameters ranged from 13- to 22-inches.

**Photo 1.** Coast redwoods #30 – 33 formed a small group at the site entry off Ingold Road.



Tree condition was either fair (12 trees) or good (8). The primary factor influencing tree condition was canopy density. Redwoods appeared to have been stressed during several years of drought. Some trees along Rollins Road had been topped. Recovery has been variable.

Sixteen (16) sweetgums were also located on the project periphery (Photo 2). Trunk diameters ranged from 6- to 20-inches. The largest sweetgums were on the Rollins Road side of the project. Tree condition was either poor (12 trees) or fair (4). Most sweetgums had been topped. Tree crowns had been reduced more severely on the Ingold Road side. Condition was also influenced by the presence of codominant attachments (often with included bark), branch failure, and twig and branch dieback.



**Photo 2.** Sweetgums along the Ingold Road frontage had been topped.

Sixteen (16) water gums were concentrated near the project entry, both off Ingold Road and near the main building entrance. Trunk diameters ranged from 5- to 11-inches. Trees generally had the rounded form that is typical of the species. Most trees were in either fair (8 trees) or good (7) condition. Water gum #71 was excellent.

Thirteen (13) European birches were concentrated close to the existing building (Photo 3). Trunk diameters ranged from 5- to 13-inches. Tree condition was poor (10 trees) with birches #56, 69 and 81 in fair condition. Most trees had been installed too close to the building. Trees leaned to the south, had codominant trunks, and had been topped. Dieback of twig and branches in the upper canopy was common.



**Photo 3.** Typical European birches were in poor condition, located close to the building.

Nine Canary Island pines were located along the Rollins Road side of the site (Photo 4). Trees formed a long row, having been planted 4- to 5- from the building. Canopies had been raised and thinned out. Trunk diameters ranged from 8- to 20-inches. Three pines were in fair condition while six were good.



**Photo 4.** Looking across Rollins Road at Canary Island pines. Pines were behind sweetgum trees.

Six southern magnolias were present, ranging from 7- to 14-inches in diameter. Five trees were in fair condition while #84 was poor. Trees had thin canopies of foliage and twig dieback, indications of water stress.

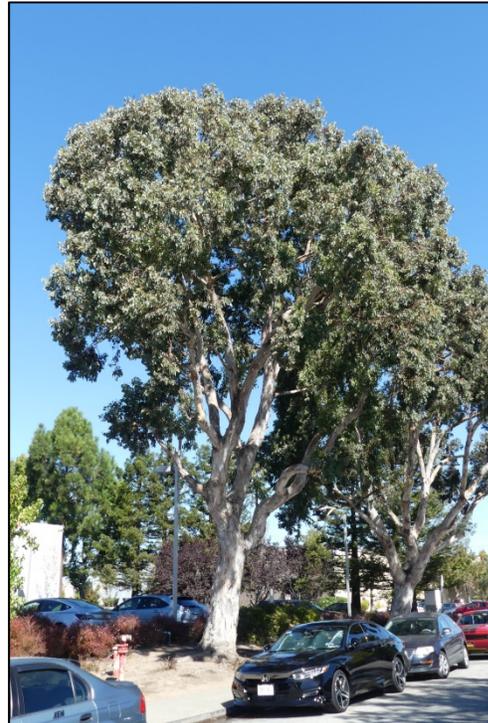
No other species was represented by more than five trees. Included in this group were:

- Calif. myrtle #88 was a large shrub in the northwest corner of the site. Condition was good.
- Five purpleleaf plums were present. Trees were mature in development with trunk diameters between 5- and 9-inches. Condition was poor for trees #20, 21, 51 and 52 but good for #19.
- Silver dollar gums #25 and 26 were adjacent to one another in the planting strip between Ingold Road and the parking lot (Photo 5). Both were mature in development. Trunk diameters were 28- and 27-inches respectively. Tree condition was excellent for #26 and good for #25.

**Photo 5.** Looking east at silver dollar gum #26.

The City of Burlingame municipal code (Chapter 11.06. Urban Reforestation and Tree Protection) defines a protected trees as having a circumference of 48-inches or greater (15.3-inches in diameter). By this criterion, 25 of the 88 trees assessed had protected status.

Descriptions of individual trees are included in the **Tree Assessment Form**. Tree trunk locations are found on the **Tree Assessment Map**.



### ***Suitability for Preservation***

Trees that are preserved on development sites must be carefully selected to make sure that they may survive development impacts, adapt to a new environment and perform well in the landscape. Our goal is to identify trees that have the potential for long-term health, structural stability and longevity. Evaluation of suitability for preservation considers several factors:

- **Tree health**  
Healthy, vigorous trees are better able to tolerate impacts such as root injury, demolition of existing structures, changes in soil grade and moisture, and soil compaction than are non-vigorous trees.
- **Structural integrity**  
Trees with significant amounts of wood decay and other structural defects that cannot be corrected are likely to fail. Such trees should not be preserved in areas where damage to people or property is likely.

- **Species response**  
There is a wide variation in the response of individual species to construction impacts and changes in the environment. Silver dollar gum, European birch and sweetgum are sensitive to change while coast redwood is tolerant.
- **Tree age and longevity**  
Old trees, while having significant emotional and aesthetic appeal, have limited physiological capacity to adjust to an altered environment. Young trees are better able to generate new tissue and respond to change.
- **Species invasiveness**  
Species which spread across a site and displace desired vegetation are not always appropriate for retention. This is particularly true when indigenous species are displaced. The California Invasive Plant Inventory Database ([www.cal-ipc.org](http://www.cal-ipc.org)) lists species identified as having being invasive. Burlingame is part of the Central West Floristic Province. Purpleleaf plum is listed as invasive.

Each tree was rated for suitability for preservation based upon its age, health, structural condition and ability to safely coexist within a development environment (Table 2).

**Table 2. Tree suitability for preservation. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

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<b>High</b>	Trees with good health and structural stability that have the potential for longevity at the site. Silver dollar gum #26 and water gum #71 were rated as having high suitability for preservation.
<b>Moderate</b>	Trees in fair health and/or possessing structural defects that may be abated with treatment. Trees in this category require more intense management and monitoring, and may have shorter life-spans than those in the "high" category. Forty (40) trees were rated as having moderate suitability for preservation: 20 coast redwoods; water gum #36, 37, 74, 78, 79, 80, 85, 86; Canary Island pine #2, 3, 7, 10, 13, 14; southern magnolia #61, 82, 83; Calif. wax myrtle #88, purpleleaf plum #19, and silver dollar gum #25.
<b>Low</b>	Trees in poor health or possessing significant defects in structure that cannot be abated with treatment. These trees can be expected to decline regardless of management. The species or individual tree may possess either characteristics that are undesirable in landscape settings or be unsuited for use areas. Forty-six (46) trees were rated as having poor suitability for preservation including 16 sweetgum; 13 Euro. birch; 7 water gum; Canary Island pine #4, 6, 9; purpleleaf plum #20, 21, 51, 52; and southern magnolia #59, 60, 84.

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We consider trees with high suitability for preservation to be the best candidates for preservation. We do not recommend normally retention of trees with low suitability for preservation in areas where people or property will be present. Retention of trees with moderate suitability for preservation depends upon the intensity of proposed site changes.

### ***Evaluation of Impacts and Recommendations for Action***

Appropriate tree retention develops a practical match between the location and intensity of construction activities and the quality and health of trees. The **Tree Assessment** was the reference point for tree condition and quality. Potential impacts from the proposed project were assessed using the site plan prepared by BkF (project engineers), utility plan prepared by Giacalone Design Services, and landscape plan prepared by Studio T Square. Plans were conceptual. Representative tree canopies were included in the landscape plan. No grading plans were reviewed.

The entire site would be re-developed. The existing structure and associated parking lot would be demolished. The site will be regraded and new utilities installed. A ground floor parking structure would extend over most of the site.

Based on my assessment and review of plans, I recommend removal of 74 trees (17 Protected) and preservation of 14 trees (8 Protected) (Table 3, page 9). Among trees recommended for removal, 46 have low suitability for preservation. Trees recommended for preservation include the following:

- Coast redwood #30 – 33 and #38 – 41. Located on both sides of the proposed project entry, these trees will be retained in a newly constructed above-ground planter.
- Coast redwood #48 – 50 and #53 – 55 are located on the west side of the site.

### ***Tree Preservation Guidelines***

The following are recommendations for design and construction phases that will assist in successful tree preservation.

#### **Design recommendations**

1. Locate the horizontal and vertical elevations of all trees to be preserved. Include locations and tree tag numbers on all plans.
2. Establish a **TREE PROTECTION ZONE** around all trees to be preserved. No grading, excavation, construction or storage of materials shall occur within the **TREE PROTECTION ZONE** without permission of the Project Superintendent. As a preliminary recommendation, guidelines for the **TREE PROTECTION ZONE** are:
  - Coast redwood #30 – 33 and #38 – 41. Edge of grading and/or back of the new planter shall be at least 4' from the trunk in all directions.
  - Coast redwood #48 – 50 and #53 – 55. The existing property line on the west; 15' from the trunk in all other directions.
3. Allow the Consulting Arborist to review all future project submittals including grading, utility, drainage, irrigation, and landscape plans.

4. Route underground services including utilities, sub-drains, water or sewer around the **TREE PROTECTION ZONE**. Where encroachment cannot be avoided, special construction techniques such as hand digging may be needed where necessary to minimize root injury.
5. Use only herbicides safe for use around trees and labeled for that use, even below pavement.
6. Design irrigation systems so that minimal trenching will occur within the **TREE PROTECTION ZONE**.
7. Design grassy mounds near coast redwoods #48 – 50 and #53 – 55 so that no grading or landscape treatment occurs within 2-feet of the trunk.

#### **Pre-construction and demolition treatments and recommendations**

1. Install fencing at the edge of the **TREE PROTECTION ZONE**. Fences are to remain until all site work has been completed. Fences may not be relocated or removed without permission of the Project Superintendent.
2. All trees shall be irrigated on a schedule to be determined by the Consulting Arborist. A temporary irrigation system may be required. Each irrigation shall wet the soil within the **TREE PROTECTION ZONE** to a depth of 30-inches.
3. Apply 4 to 6-inches of wood chips beneath the canopy of trees to be preserved. Leave the base of the trunk clear of chips.
4. (optional). Remove existing shrubs and groundcovers beneath the canopy of the trees to be preserved.

#### **Tree protection during construction**

1. Trees to be preserved must be irrigated on a regular basis.
2. Any grading, construction, demolition or other work that is expected to encounter roots of trees to be preserved should be monitored by the Consulting Arborist.
3. If injury occurs to any tree during construction, it should be evaluated as soon as possible by the Consulting Arborist so that appropriate treatments can be applied.
4. Fences are to remain until all site work has been completed. Fences may not be relocated or removed without permission of the project superintendent.
5. Construction trailers, traffic and storage areas must remain outside fenced areas at all times.
6. No materials, equipment, soil, waste or wash-out water may be deposited, stored, or parked within the **TREE PROTECTION ZONE** (fenced area).
7. Any roots damaged during grading or construction shall be exposed to sound tissue and cut cleanly with a saw.

### **Summary**

Eighty-eight (88) trees were assessed at 30 Ingold Road. Among the nine species were 20 coast redwoods, 16 sweetgums, 16 water gums, and 13 European birch. None of the species present are native to the Burlingame area. Tree condition varied by species and was impacted by a period of extended drought. Twenty-seven (27) trees were in poor condition, 35 were fair, 24 were good, and two were excellent. Among the 88 trees were 25 that met the City of Burlingame's criteria as Protected.

The proposed project would redevelop the entire site. Seventy-four (74) trees are recommended for removal. Fourteen (14) coast redwoods are recommended for preservation. The keys to their retention are: 1) maintaining the **TREE PROTECTION ZONE** and 2) providing irrigation before, during and following construction.

### **HortScience | Bartlett Consulting**



James R. Clark, Ph.D.  
Certified Arborist WE-0846

**Table 3. Proposed action. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

<b>Tree No.</b>	<b>Species</b>	<b>Trunk Diameter (in.)</b>	<b>Protected ?</b>	<b>Condition 1=poor 5=excell.</b>	<b>Proposed Action</b>	<b>Notes</b>
1	Sweetgum	20	Yes	2	Remove	Impacts from project; low suitability
2	Canary Island pine	12	No	4	Remove	Impacts from project
3	Canary Island pine	17	Yes	4	Remove	Impacts from project
4	Canary Island pine	12	No	3	Remove	Impacts from project; low suitability
5	Sweetgum	17	Yes	2	Remove	Impacts from project; low suitability
6	Canary Island pine	17	Yes	3	Remove	Impacts from project; low suitability
7	Canary Island pine	20	Yes	4	Remove	Impacts from project
8	Sweetgum	8	No	3	Remove	Impacts from project; low suitability
9	Canary Island pine	14	No	3	Remove	Impacts from project; low suitability
10	Canary Island pine	17	Yes	4	Remove	Impacts from project
11	Sweetgum	13	No	2	Remove	Impacts from project; low suitability
12	Sweetgum	17	Yes	2	Remove	Impacts from project; low suitability
13	Canary Island pine	8	No	4	Remove	Impacts from project
14	Canary Island pine	17	Yes	4	Remove	Impacts from project

**Table 3, continued. Proposed action. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

<b>Tree No.</b>	<b>Species</b>	<b>Trunk Diameter (in.)</b>	<b>Protected ?</b>	<b>Condition 1=poor 5=excell.</b>	<b>Proposed Action</b>	<b>Notes</b>
15	Sweetgum	13	No	3	Remove	Impacts from project; low suitability
16	Coast redwood	20	Yes	3	Remove	Impacts from project
17	Coast redwood	18	Yes	3	Remove	Impacts from project
18	Coast redwood	22	Yes	3	Remove	Impacts from project
19	Purpleleaf plum	8	No	4	Remove	Impacts from project
20	Purpleleaf plum	9	No	2	Remove	Impacts from project; low suitability
21	Purpleleaf plum	5	No	2	Remove	Impacts from project; low suitability
22	Coast redwood	22	Yes	3	Remove	Impacts from project
23	Coast redwood	22	Yes	3	Remove	Impacts from project
24	Coast redwood	20	Yes	3	Remove	Impacts from project
25	Silver dollar gum	28	Yes	4	Remove	Impacts from project
26	Silver dollar gum	27	Yes	5	Remove	Impacts from project
27	Sweetgum	6	No	3	Remove	Impacts from project; low suitability
28	Sweetgum	7	No	2	Remove	Impacts from project; low suitability
29	Sweetgum	6	No	2	Remove	Impacts from project; low suitability

**Table 3, continued. Proposed action. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

<b>Tree No.</b>	<b>Species</b>	<b>Trunk Diameter (in.)</b>	<b>Protected ?</b>	<b>Condition 1=poor 5=excell.</b>	<b>Proposed Action</b>	<b>Notes</b>
30	Coast redwood	16	Yes	4	Preserve	
31	Coast redwood	13	No	4	Preserve	
32	Coast redwood	15	Yes	4	Preserve	
33	Coast redwood	16	Yes	4	Preserve	
34	Water gum	6	No	3	Remove	Impacts from project; low suitability
35	Water gum	5	No	3	Remove	Impacts from project; low suitability
36	Water gum	6	No	3	Remove	Impacts from project
37	Water gum	5	No	4	Remove	Impacts from project
38	Coast redwood	14	No	4	Preserve	
39	Coast redwood	13	No	4	Preserve	
40	Coast redwood	13	No	4	Preserve	
41	Coast redwood	13	No	4	Preserve	
42	Sweetgum	8	No	2	Remove	Impacts from project; low suitability
43	Sweetgum	14	No	2	Remove	Impacts from project; low suitability
44	Sweetgum	9	No	2	Remove	Impacts from project; low suitability
45	Sweetgum	11	No	2	Remove	Impacts from project; low suitability
46	Sweetgum	15	Yes	2	Remove	Impacts from project; low suitability
47	Sweetgum	7	No	2	Remove	Impacts from project; low suitability

**Table 3, continued. Proposed action. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

<b>Tree No.</b>	<b>Species</b>	<b>Trunk Diameter (in.)</b>	<b>Protected ?</b>	<b>Condition 1=poor 5=excell.</b>	<b>Proposed Action</b>	<b>Notes</b>
48	Coast redwood	15	Yes	3	Preserve	Impacts from project
49	Coast redwood	14	No	3	Preserve	Impacts from project
50	Coast redwood	15	Yes	3	Preserve	Impacts from project
51	Purpleleaf plum	6	No	1	Remove	Impacts from project; low suitability
52	Purpleleaf plum	7	No	2	Remove	Impacts from project; low suitability
53	Coast redwood	15	Yes	3	Preserve	Impacts from project
54	Coast redwood	18	Yes	3	Preserve	Impacts from project
55	Coast redwood	18	Yes	3	Preserve	Impacts from project
56	Euro. birch	5	No	3	Remove	Impacts from project; low suitability
57	Euro. birch	8	No	1	Remove	Impacts from project; low suitability
58	Euro. birch	10	No	2	Remove	Impacts from project; low suitability
59	Southern magnolia	7	No	3	Remove	Impacts from project; low suitability
60	Southern magnolia	7	No	3	Remove	Impacts from project; low suitability
61	Southern magnolia	8	No	3	Remove	Impacts from project

**Table 3, continued. Proposed action. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

<b>Tree No.</b>	<b>Species</b>	<b>Trunk Diameter (in.)</b>	<b>Protected ?</b>	<b>Condition 1=poor 5=excell.</b>	<b>Proposed Action</b>	<b>Notes</b>
62	Euro. birch	9	No	2	Remove	Impacts from project; low suitability
63	Euro. birch	6	No	2	Remove	Impacts from project; low suitability
64	Euro. birch	7	No	2	Remove	Impacts from project; low suitability
65	Euro. birch	8	No	1	Remove	Impacts from project; low suitability
66	Euro. birch	5	No	1	Remove	Impacts from project; low suitability
67	Euro. birch	6	No	2	Remove	Impacts from project; low suitability
68	Euro. birch	10	No	2	Remove	Impacts from project; low suitability
69	Euro. birch	5	No	3	Remove	Impacts from project; low suitability
70	Euro. birch	5	No	1	Remove	Impacts from project; low suitability
71	Water gum	9	No	5	Remove	Impacts from project
72	Water gum	6	No	3	Remove	Impacts from project; low suitability
73	Water gum	7	No	3	Remove	Impacts from project; low suitability
74	Water gum	7	No	4	Remove	Impacts from project

**Table 3, continued. Proposed action. 30 Ingold Road. SummerHill Apartment Communities. Burlingame CA.**

<b>Tree No.</b>	<b>Species</b>	<b>Trunk Diameter (in.)</b>	<b>Protected ?</b>	<b>Condition 1=poor 5=excell.</b>	<b>Proposed Action</b>	<b>Notes</b>
75	Water gum	5	No	3	Remove	Impacts from project; low suitability
76	Water gum	6	No	3	Remove	Impacts from project; low suitability
77	Water gum	7	No	3	Remove	Impacts from project; low suitability
78	Water gum	8	No	4	Remove	Impacts from project
79	Water gum	8	No	4	Remove	Impacts from project
80	Water gum	8	No	4	Remove	Impacts from project
81	Euro. birch	5	No	3	Remove	Impacts from project; low suitability
82	Southern magnolia	12	No	3	Remove	Impacts from project
83	Southern magnolia	13	No	3	Remove	Impacts from project
84	Southern magnolia	14	No	1	Remove	Impacts from project; low suitability
85	Water gum	10	No	4	Remove	Impacts from project
86	Water gum	11	No	4	Remove	Impacts from project
87	Sweetgum	5,5	No	3	Remove	Impacts from project; low suitability
88	Calif. wax myrtle	4,4,3,3,2	No	4	Remove	Impacts from project

## **ATTACHMENTS**

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Tree Assessment Form

Tree Assessment Map

# Tree Assessment Form

30 Ingold Road  
Burlingame CA  
October 2019



TREE No.	SPECIES	TRUNK DIAMETER (in.)	PROTECTED ?	CONDITION 1=poor 5=excell.	SUITABILITY for PRESERVATION	COMMENTS
1	Sweetgum	20	Yes	2	Low	Codominant trunks @ 5' with included bark; poor attachment but mostly upright; lower stem x'd; surface roots; tipped back.
2	Canary Island pine	12	No	4	Moderate	5' from bldg.; typical form & structure; narrow crown; crown lifted.
3	Canary Island pine	17	Yes	4	Moderate	5' from bldg.; typical form & structure; narrow crown; crown lifted.
4	Canary Island pine	12	No	3	Low	4' from bldg.; sinuous trunk; typical form & structure; crown lifted; girdling root?
5	Sweetgum	17	Yes	2	Low	Codominant trunks @ 3' with included bark; mostly upright; surface roots; tipped back; branch failure; topped.
6	Canary Island pine	17	Yes	3	Low	5' from bldg.; typical form & structure; crown lifted & thinned out.
7	Canary Island pine	20	Yes	4	Moderate	5' from bldg.; typical form & structure; crown lifted & thinned out.
8	Sweetgum	8	No	3	Low	No basal flare; bowed E.; codominant trunks @ 8'; tipped back.
9	Canary Island pine	14	No	3	Low	5' from bldg.; typical form & structure; crown lifted & thinned out.
10	Canary Island pine	17	Yes	4	Moderate	5' from bldg.; slight bow S.; typical form & structure; crown lifted.
11	Sweetgum	13	No	2	Low	Codominant trunks @ 6' with included bark; cracking apart; one-sided to E.; tipped back.
12	Sweetgum	17	Yes	2	Low	Lost central leader; gap in center of very rangy crown; surface roots; tipped back.

# Tree Assessment Form

30 Ingold Road  
Burlingame CA  
October 2019



TREE No.	SPECIES	TRUNK DIAMETER (in.)	PROTECTED ?	CONDITION 1=poor 5=excell.	SUITABILITY for PRESERVATION	COMMENTS
13	Canary Island pine	8	No	4	Moderate	5' from bldg.; typical form & structure; narrow crown; crown lifted.
14	Canary Island pine	17	Yes	4	Moderate	5' from bldg.; typical form & structure; narrow crown; crown lifted.
15	Sweetgum	13	No	3	Low	Low branched with broad sweep; lost central leader; tipped back.
16	Coast redwood	20	Yes	3	Moderate	Typical form & structure but topped; now sprouting; thin canopy; one-sided to N.
17	Coast redwood	18	Yes	3	Moderate	Typical form & structure but topped; now sprouting; thin canopy; crown a wedge to W.
18	Coast redwood	22	Yes	3	Moderate	Typical form & structure but topped; now sprouting; thin canopy; one-sided to S.
19	Purpleleaf plum	8	No	4	Moderate	Typical form & structure; multiple attachments @ 4'.
20	Purpleleaf plum	9	No	2	Low	Failing @ base to SE.; multiple attachments @ 3'.
21	Purpleleaf plum	5	No	2	Low	Typical form & structure; small thin canopy; crowded.
22	Coast redwood	22	Yes	3	Moderate	Typical form & structure; thin canopy; one-sided to N.
23	Coast redwood	22	Yes	3	Moderate	Typical form & structure; thin canopy.
24	Coast redwood	20	Yes	3	Moderate	Typical form & structure; thin canopy.
25	Silver dollar gum	28	Yes	4	Moderate	New sidewalk; wide broad crown; multiple attachments @ 7'; leans E.; thinned out.
26	Silver dollar gum	27	Yes	5	High	Broad crown; thinned out.
27	Sweetgum	6	No	3	Low	Poor form & structure lost central leader.
28	Sweetgum	7	No	2	Low	Just poor; topped @ 4'.
29	Sweetgum	6	No	2	Low	Just poor; main stem topped @ 6'; other stems @ 10'.
30	Coast redwood	16	Yes	4	Moderate	Typical form & structure; recovering; one-sided to SE.
31	Coast redwood	13	No	4	Moderate	Typical form & structure; recovering; interior.
32	Coast redwood	15	Yes	4	Moderate	Typical form & structure; recovering; interior.

# Tree Assessment Form

30 Ingold Road  
Burlingame CA  
October 2019



TREE No.	SPECIES	TRUNK DIAMETER (in.)	PROTECTED ?	CONDITION 1=poor 5=excell.	SUITABILITY for PRESERVATION	COMMENTS
33	Coast redwood	16	Yes	4	Moderate	Typical form & structure; recovering; one-sided to W.
34	Water gum	6	No	3	Low	5' planter; typical form & structure; thin canopy; twig dieback.
35	Water gum	5	No	3	Low	5' planter; typical form & structure; thin canopy; twig dieback; one-sided to N.
36	Water gum	6	No	3	Moderate	5' planter; typical form & structure; multiple attachments @ 6'.
37	Water gum	5	No	4	Moderate	5' planter; typical form & structure.
38	Coast redwood	14	No	4	Moderate	Typical form & structure; recovering; borderline good.
39	Coast redwood	13	No	4	Moderate	Typical form & structure; recovering; borderline good; interior.
40	Coast redwood	13	No	4	Moderate	Typical form & structure; recovering; borderline good; interior.
41	Coast redwood	13	No	4	Moderate	Typical form & structure; recovering; borderline good.
42	Sweetgum	8	No	2	Low	Just poor; topped @ 4'; laterals sweep upright.
43	Sweetgum	14	No	2	Low	Large surface roots; topped for overhead lines; laterals sweep upright; tipped back.
44	Sweetgum	9	No	2	Low	Topped @ 14'; main stem & laterals.
45	Sweetgum	11	No	2	Low	Lost central leader; laterals sweep upright; topped @ 20'.
46	Sweetgum	15	Yes	2	Low	Multiple attachments @ 3'; lost central leader; laterals sweep upright; topped @ 20'.
47	Sweetgum	7	No	2	Low	Lost central leader; laterals sweep upright; topped @ 20'; large surface roots.
48	Coast redwood	15	Yes	3	Moderate	Typical form & structure; recovering; topped; one-sided to S.

# Tree Assessment Form

30 Ingold Road  
Burlingame CA  
October 2019



TREE No.	SPECIES	TRUNK DIAMETER (in.)	PROTECTED ?	CONDITION 1=poor 5=excell.	SUITABILITY for PRESERVATION	COMMENTS
49	Coast redwood	14	No	3	Moderate	Typical form & structure; recovering; topped; but resprouting.
50	Coast redwood	15	Yes	3	Moderate	Typical form & structure; recovering; topped; one-sided to N.
51	Purpleleaf plum	6	No	1	Low	Just poor.
52	Purpleleaf plum	7	No	2	Low	Leans SE.; crown reduced.
53	Coast redwood	15	Yes	3	Moderate	Typical form & structure; recovering; topped but resprouting; one-sided to SW.
54	Coast redwood	18	Yes	3	Moderate	Typical form & structure; recovering; topped but resprouting; one-sided to E.
55	Coast redwood	18	Yes	3	Moderate	Typical form & structure; recovering; topped but resprouting; one-sided to N.
56	Euro. birch	5	No	3	Low	Tipped back.
57	Euro. birch	8	No	1	Low	Leans S.; topped @ 6'; crown reduced; lacks vigor.
58	Euro. birch	10	No	2	Low	Leans S.; topped; lacks vigor.
59	Southern magnolia	7	No	3	Low	Typical form & structure; lost central leader; thin canopy; twig dieback.
60	Southern magnolia	7	No	3	Low	Typical form & structure; lost central leader; thin canopy; twig dieback; girdling roots; better than #59.
61	Southern magnolia	8	No	3	Moderate	Typical form & structure; lost central leader; twig dieback; better than #60.
62	Euro. birch	9	No	2	Low	Partly corrected lean S.; codominant trunks @ 4'; topped.
63	Euro. birch	6	No	2	Low	Sharp lean SE.; codominant trunks @ 4'; tipped back.
64	Euro. birch	7	No	2	Low	Codominant trunks @ 5'; leans S.; tipped back; upper crown thin with twig dieback.
65	Euro. birch	8	No	1	Low	Failing @ base to S.; twig dieback; just poor.

# Tree Assessment Form

30 Ingold Road  
Burlingame CA  
October 2019



TREE No.	SPECIES	TRUNK DIAMETER (in.)	PROTECTED ?	CONDITION 1=poor 5=excell.	SUITABILITY for PRESERVATION	COMMENTS
66	Euro. birch	5	No	1	Low	Just poor.
67	Euro. birch	6	No	2	Low	Small reduced crown.
68	Euro. birch	10	No	2	Low	One-sided to SW.; topped.
69	Euro. birch	5	No	3	Low	Typical form & structure; twig dieback.
70	Euro. birch	5	No	1	Low	Failing @ base to E.; just poor.
71	Water gum	9	No	5	High	Typical form & structure; large surface root.
72	Water gum	6	No	3	Low	Interior; codominant trunks @ 7'.
73	Water gum	7	No	3	Low	One-sided to E.; codominant trunks @ 7'.
74	Water gum	7	No	4	Moderate	5' planter; typical form & structure; large surface root.
75	Water gum	5	No	3	Low	5' planter; typical form & structure; thin canopy.
76	Water gum	6	No	3	Low	5' planter; typical form & structure; thin canopy.
77	Water gum	7	No	3	Low	Small triangular planter; typical form & structure; codominant trunks @ 6'; thin canopy.
78	Water gum	8	No	4	Moderate	Typical form & structure; one-sided to W.
79	Water gum	8	No	4	Moderate	Typical form & structure; crowded.
80	Water gum	8	No	4	Moderate	Typical form & structure; codominant trunks @ 7'; one-sided to E.
81	Euro. birch	5	No	3	Low	Typical form & structure; tipped back.
82	Southern magnolia	12	No	3	Moderate	Typical form & structure; lost central leader; twig dieback in upper crown.
83	Southern magnolia	13	No	3	Moderate	Typical form & structure; lost central leader; twig dieback in upper crown.
84	Southern magnolia	14	No	1	Low	Typical form & structure; dying; ext. twig & branch dieback.
85	Water gum	10	No	4	Moderate	One-sided to S.; surface roots; codominant trunks @ 7'.

# Tree Assessment Form

30 Ingold Road  
 Burlingame CA  
 October 2019



TREE No.	SPECIES	TRUNK DIAMETER (in.)	PROTECTED ?	CONDITION 1=poor 5=excell.	SUITABILITY for PRESERVATION	COMMENTS
86	Water gum	11	No	4	Moderate	One-sided to N.; surface roots; multiple attachments @ 7'.
87	Sweetgum	5,5	No	3	Low	Codominant trunks @ 1'; vertical.
88	Calif. wax myrtle	4,4,3,3,2	No	4	Moderate	Big shrub.

# Tree Assessment Plan

30 Ingold Road  
Burligame, CA

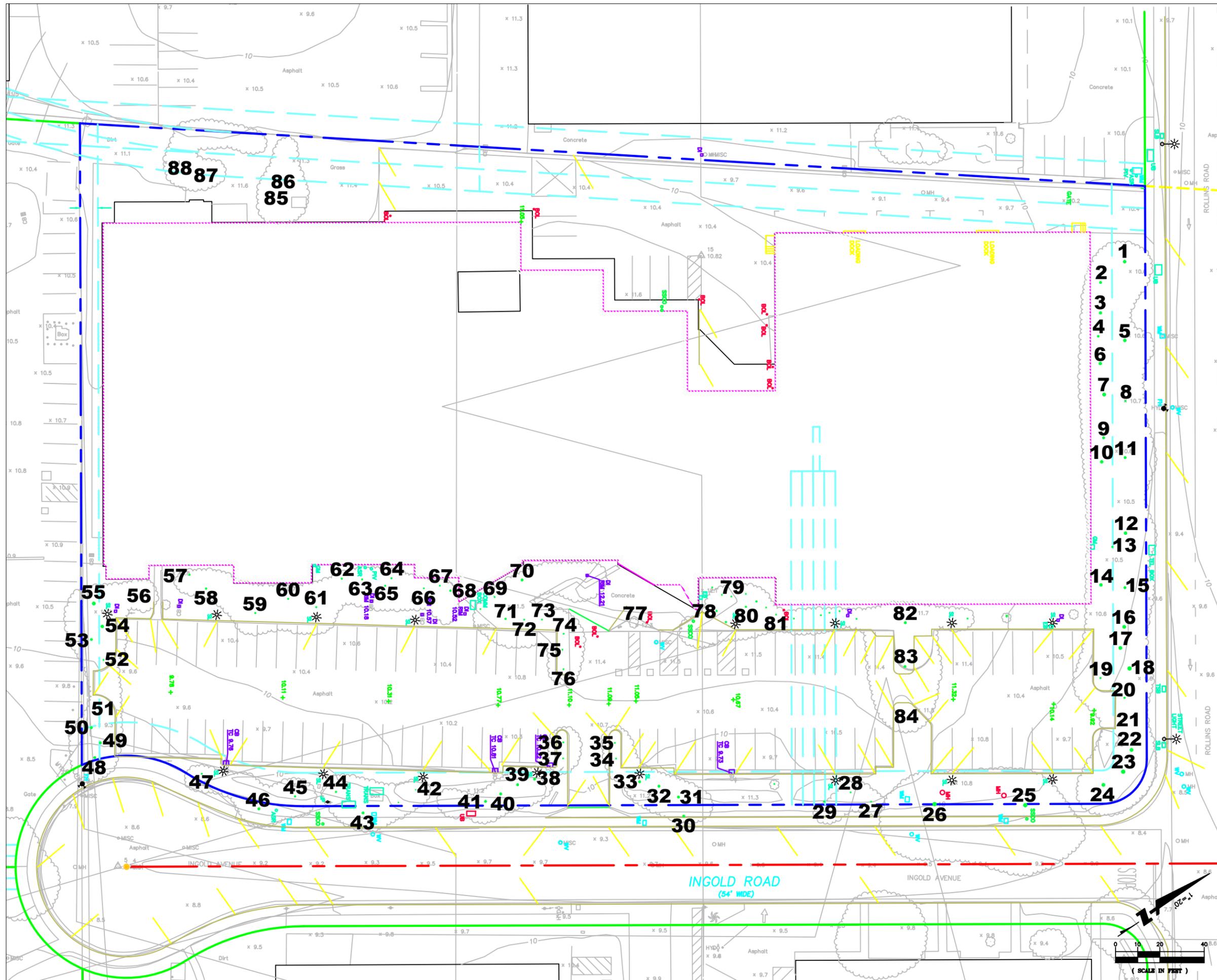
Prepared for:  
SummerHill Apartment Communities  
Palo Alto, CA

October 2019

No Scale

Notes:  
Base map provided by:  
BKF  
San Jose, CA

Numbered tree locations with no survey point were  
approximately located in the field.



325 Ray Street  
Pleasanton, CA 94566  
Phone 925.484.0211  
Fax 925.484.0596  
www.hortscience.com



# Central County Fire Department

*Serving the communities of Burlingame, Hillsborough and Millbrae*

December 19, 2019

RECEIVED

JAN 21 2020

CITY OF BURLINGAME  
CDD-PLANNING DIV.

Mr. Richard Norris  
SummerHill Apartment Communities  
777 California Ave.  
Palo Alto, CA 94304

**Subject: Alternate Means of Protection Request Application Approval – 30 Ingold Rd., Burlingame**

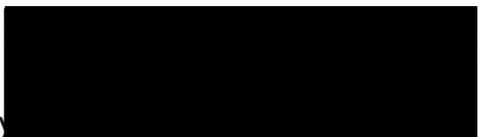
Dear Mr. Norris,

I have reviewed your Alternate Means of Protection request application submitted to the Central County Fire Department on December 2, 2019. After evaluation of the project scope and with consideration of CCFD's operational capabilities, your request is approved with the proposed mitigations within your request application.

To confirm you agree to the conditions listed in the application, please sign the bottom of this letter and return. An application review fee of \$229.00 is required prior to final approval. The original approved request application (including proposal packet) and this signed letter shall be integrated into the project plans resubmitted to the City of Burlingame. Approval of this Alternate Means of Protection is specific to this project and is not intended to set a precedent for other projects.



Christine Reed  
Battalion Chief/Fire Marshal



Accepted by

Richard Norris, applicant

Date: 1/8/2020



## ***Project Comments – Planning Application***

Project Address: **30 Ingold Road, zoned RRMU, APN: 025-280-480**

Description: **Request for Design Review, Density Bonus, Approval of Community Benefit Bonuses, and Vesting Tentative Parcel Map for a new 7-story, 298-unit mixed-use development.**

From: Rick Caro III  
Building Division

---

**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

No comment at this time.

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.**

- 20) Provide details on the plans which show that the entire site complies with all accessibility standards.
- 21) Specify on the plans the location of all required accessible signage. Include references to separate sheets on the plans which provide details and graphically illustrates the accessible signage requirements.
- 22) Provide details which show that the maneuvering clearances for the bathrooms in each unit are accessible 2016 CBC § 1127A2.2 #1. (The space under the lavatory can be used but the maneuvering clearance and are allowed to encroach into the knee and toe clearances.)
- 23) Provide details which show that the water closet in each unit complies with 2016 CBC § 1134A.7 #1;
- 24) Specify that there will be a clear maneuvering space adjacent to each tub that is at least 30" X 48" measured from the drain end of the tub. 2016 CBC § 1134A.5
- 25) Provide the interior dimensions for the elevator. 2016 CBC § 11B-407.4.1 & Table 11B-407.4.1
- 26) Illustrate compliance with the minimum plumbing fixture requirements described in the 2016 California Plumbing Code, Chapter 4, Table 422.1 Minimum Plumbing Facilities and Table A - Occupant Load Factor.

- 27) Separate toilet facilities are required for each sex, except:
  - a. Residential occupancies
  - b. Occupancies serving ten or fewer people may have a toilet facility for use by more than one person at a time, shall be permitted for use by both sexes. 2016 CPC §422.2 #2.
  - c. Business and Mercantile occupancies with a total occupant load of 50 or less, including customers and employees, one toilet facility, designed for use by no more than one person at time, shall be permitted for use by both sexes. 2016 CPC §422.2 #3.
  
- 32) All NEW non-residential buildings must comply with the requirements of AB-2176 Sec. 42911 (c) [2003 – 2004 Montanez] as follows:
  - d. Space for recycling must be a part of the project design in new buildings.
  - e. A building permit will not be issued unless details are shown on the project plans incorporating adequate storage for collecting and loading recycled materials.
  
- 33) Provide two completed copies of the *Mandatory Measures* with the submittal of your plans for Building Code compliance plan check. In addition, replicate this completed document on the plans. Note: On the Checklist you must provide a reference that indicates the page of the plans on which each Measure can be found. BMC 18.30.040, 18.30.045 & 18.30.050
  
- 34) Include with your Building Division plan check submittal a complete underground fire sprinkler plan. Contact the Burlingame Water Division at 650-558-7660 for details regarding the water system or Central County Fire for sprinkler details.
  
- 35) Sewer connection fees must be paid prior to issuing the building permit.
  
- 36) A pre-construction meeting must be conducted prior to issuing the permit. After you are notified by the Building Division that your plans have been approved call 650-558-7270 to schedule the pre-construction meeting.
  
- 37) Provide a complete furniture / movable fixture plan for the tenant space.
  
- 38) Indicate on the plans that, at the time of Building Permit application, plans and engineering will be submitted for shoring as required by 2016 CBC, Chapter 31 regarding the protection of adjacent property and as required by OSHA. On the plans, indicate that the following will be addressed:
  - a. The walls of the proposed basement shall be properly shored, prior to construction activity. This excavation may need temporary shoring. A competent contractor shall be consulted for recommendations and design of shoring scheme for the excavation. The recommended design type of shoring shall be approved by the engineer of record or soils engineer prior to usage.
  - b. All appropriate guidelines of OSHA shall be incorporated into the shoring design by the contractor. Where space permits, temporary construction slopes may be utilized in lieu of shoring. Maximum allowable vertical cut for the subject project will be five (5) feet. Beyond that horizontal benches of 5 feet wide will be required. Temporary shores shall not exceed 1 to 1 (horizontal to vertical). In some areas due to high moisture content / water table, flatter slopes will be required which will be recommended by the soils engineer in the field.

- c. If shoring is required, specify on the plans the licensed design professional that has sole responsibility to design and provide adequate shoring, bracing, formwork, etc. as required for the protection of life and property during construction of the building.
- d. Shoring and bracing shall remain in place until floors, roof, and wall sheathing have been entirely constructed.
- e. Shoring plans shall be wet-stamped and signed by the engineer-of-record and submitted to the city for review prior to construction. If applicable, include surcharge loads from adjacent structures that are within the zone of influence (45 degree wedge up the slope from the base of the retaining wall) and / or driveway surcharge loads.

39) Indicate on the plans that an OSHA permit will be obtained per CAL / OSHA requirements. See the Cal / OSHA handbook at: [http://www.ca-osha.com/pdfpubs/osha\\_userguide.pdf](http://www.ca-osha.com/pdfpubs/osha_userguide.pdf)

\* Construction Safety Orders : Chapter 4, Subchapter 4, Article 6 , Section 1541.1.

40) Indicate on the plans that a Grading Permit, if required, will be obtained from the Department of Public Works.

**Reviewed By:** Rick Caro III  
650 558-7270

**Date:** June 21, 2020



## Project Comments – Planning Application

Project Address: 30 Ingold Road, zoned RRMU, APN: 025-280-480

Description: Request for Design Review, Density Bonus, Approval of Community Benefit Bonuses, and Vesting Tentative Parcel Map for a new 7-story, 298-unit mixed-use development.

From: Martin Quan  
Public Works Engineering

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

- ~~1. Per the latest park exhibit dated 2-24-20 (not part of the submittal plans), please include with the next submittal a tentative parcel map. Too be consistent with the discussion, please relocate the 12" private storm drain line along the north east side of the park to be on private property and not part of the dedicated park. In addition, please show pedestrian access easements.~~
- ~~2. Please confirm that all stormwater treatment measures for the project will be within the property limits of the project site.~~
- ~~3. Please show the proposed park electrical meter location and that the proposed lights will meet the minimum requirement of 0.5fc.~~
- ~~4. Please show that the proposed street lighting along the property frontage meets the 0.4fc.~~
- ~~5. Please provide lighting details for the proposed open space and pathways.~~
- ~~6. Can you explain the design for five (5) sanitary sewer laterals for the project? The preference is to only have no more than one, two max laterals per development.~~
- ~~7. Please show at least a 7' sidewalk along Ingold Road.~~
- ~~8. Please verify line of sight distance is met at the driveways. Please show the proposed tree and reevaluate the triangle of visibility between the driveways along Rollins Road and show red curbing (~10') between them.~~
- ~~9. Please provide a copy of the Recology letter acknowledging that the trash room and staging/loading area is sufficient to service the development.~~
- ~~10. Please include the proposed street light improvements along Rollins Road to make this project site accessible to pedestrians to access public transit. Credit for the North Burlingame/Rollins Road Development Fee is subject to the scope of improvements and cost for the additional lighting.~~
- ~~11. PG&E transformer(s) must be placed on private property, including the pad mount. Please show compliance. Sheet C-3.0 still shows the transformer pads over the property line along Ingold Road.~~
- ~~12. Please provide me links to view the preliminary title report documents.~~
- ~~13. Please provide garage ramp profile. Please confirm that comment #3 below can be achieved.~~
- ~~14. Please explain the reason for the proposed "no parking zone" at the turn-around on Ingold as this will impact the number of existing public parking spaces.~~
- ~~15. Please call out the removal and replacement of all sidewalk curb/gutter/ramp fronting the project site.~~
- ~~16. Are bollards required for the EVA hammerhead? Specially, the three proposed in the right-of-way?~~
- ~~17. The 10" PUE at the rear of the property along the proposed dog park must be free and clear of any obstructions. Please revise the landscape in order to permit access for City vehicles.~~
- ~~18. Please relocate any proposed trees outside of the existing 8' Drainage Easement.~~
- ~~19. Please clarify the 15" PUE along the frontage of Ingold Road on sheet INT2 as well as update the description on INT1 referencing a basement level parking garage.~~

- ~~20. Please reduce the loading zone length and remove it from the triangle of visibility.~~
- ~~21. Please show parking T's along Ingold Road.~~
- ~~22. This property is located in special flood hazard area. Please show compliance or acknowledge that the property will be constructed at or above the base flood elevation with the submittal of a FEMA CLOMR-F application.~~
23. No further comments at this time.

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

1. Based on the scope of work, this is a "Type IV" project that requires a Stormwater Construction Pollution Prevention Permit. This permit is required prior to issuance of a Building Permit. An initial field inspection is required prior to the start of any construction (on private property or in the public right-of-way).
2. A stormwater maintenance agreement shall be recorded with the County for all c3 treatment measures. This agreement must be recorded prior to building permit signoff.
3. The back of the driveway/sidewalk approach shall be at least 12" above the flow line of the frontage curb in the street to prevent overflow of stormwater from the street into private property.
4. Please submit an erosion control plan. This plan shall include, but not limited to, delineation of area of work, show primary and secondary erosion control measures, protection of creek or storm drain inlets, perimeter controls, protections for construction access points, and sediment control measures.
5. A parcel map will be required to show the dedication of the public park and easements created.
6. All nonstandard sidewalk details that are constructed in the public right-of-way will require a maintenance agreement with the City as responsibility will be borne to the property owner.
7. A traffic, sewer, water, storm, and photometric study will be required for this project. Any impacts generated as the result of the project will be required to upsize or contribute its prorated share of the impact to upgrade the existing infrastructure.
8. An address assignment application will be required from Public Works for review and approval, prior to Building Permit plan review.
9. As this project site is within the Flood Zone, please show compliance or submit a FEMA CLOMR-F application to remove the parcel out of the SFHA.
10. In addition to encroachment permit fees, this project will require a separate inspection account. The fee is based on the duration of the project construction.
11. Property corner markers will be required to be maintained and protected throughout the construction project to prevent construction from being build outside of the property lines.
12. As the project moves through entitlements, Public Works Conditions of Approval, such as permit requirements, project construction restrictions, inspection fees, will be established at the building permit phase.
13. Prior to building permit signoff by Public Works, approval by FEMA showing the property has been removed from the special flood hazard area will be required.
14. The project will be required to resurface Ingold from curb to curb to the intersection of Rollins Road and Ingold, including the concrete valley gutter. Rollins Road limits of improvements will be based on the damages resulting from the project construction.

**Reviewed By:** Martin Quan  
650-558-7245

**Date:** 6/15/2020



## ***Project Comments – Planning Application***

**Project Address:** 30 Ingold Road, zoned RRMU, APN: 025-280-480

**Description:** Request for Design Review, Density Bonus, Approval of Community Benefit Bonuses, and Vesting Tentative Parcel Map for a new 7-story, 298-unit mixed-use development.

**From:** Christine Reed  
Fire Dept.

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

Plan submittal detailing additional modifications, City stamp-dated May 29, 2020 – no comments at this time.

**The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal. Comments include but are not limited to:**

**Reviewed By:** Christine Reed

**Date:** 6-20-20

650-558-7617



## ***Project Comments – Planning Application***

Project Address: 30 Ingold Road, zoned RRMU, APN: 025-280-480

Description: Request for Design Review, Density Bonus, Approval of Community Benefit Bonuses, and Vesting Tentative Parcel Map for a new 7-story, 298-unit mixed-use development.

From: Bob Disco  
Parks Division

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal.**

No further comments at this time

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

**Reviewed By:** BD  
650.558.7333

**Date:** 6.22.2020

Private Protected Tree Permit applied for and approved  
WELO required for Building Permit



## Project Comments – Planning Application

Project Address: 30 Ingold Road, zoned RRMU, APN: 025-280-480

Description: Request for Design Review, Density Bonus, Approval of Community Benefit Bonuses, and Vesting Tentative Parcel Map for a new 7-story, 298-unit mixed-use development.

From: Jennifer Lee  
Stormwater

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**Please address the following comments at this time; provide a written response and revised plans with your resubmittal:**

No comments at this time.

The following comments do not need to be addressed now, but you should be aware of them as they will need to be addressed at time of building permit submittal.

1. Any construction project in the City, regardless of size, shall comply with the city's stormwater NPDES permit to prevent stormwater pollution from construction-related activities. Project proponents shall ensure that all contractors implement appropriate and effective Best Management Practices (BMPs) during all phases of construction, including demolition. **When submitting plans for a building permit**, please include the **Construction BMP plan sheet**. An electronic file is available at: [www.burlingame.org/stormwaterdevelopment](http://www.burlingame.org/stormwaterdevelopment).
2. Starting June 5, 2019 all projects that involve demolition of a building will need to ensure that polychlorinated biphenyls do not enter the storm drains per Municipal Code 15.15 Managing PCBs during Building Demolition Ordinance. **Project applicants must complete, sign, and return the PCBs Screening Assessment Form before issuance of the building permit**, the form is available at [www.burlingame.org/stormwaterdevelopment](http://www.burlingame.org/stormwaterdevelopment). For assistance with completing the form, please review the PCBs in Priority Building Materials Applicant Package, which is also available at the website referenced above.
3. The project must obtain coverage under the Construction General Permit from the State Water Resources Control Board. When submitting plans for a building permit, please include the following: (a) A copy of the **Notice of Intent (NOI) for Construction General Permit** coverage and (b) a copy of the **Stormwater Pollution Prevention Plan (SWPPP)** prepared by a certified Qualified SWPPP Developer (QSD).
4. Post-construction treatment measures must be designed, installed, and hydraulically-sized to treat a specified amount of runoff. The project plan submittals shall identify the owner and maintenance party responsible for the ongoing inspection and maintenance of the post-construction stormwater treatment measures in perpetuity. **A completed, notarized Stormwater Treatment Measure Maintenance Agreement must be submitted to the City prior to the issuance of a final construction inspection.**
5. DMA 10 of the Proposed Stormwater Management Plan is undersized. Please increase size of treatment area to meet C.3 requirements.

Reviewed By: Jennifer Lee  
650-558-7381

Date: 1/24/20

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURLINGAME  
APPROVING AN APPLICATION FOR CATEGORICAL EXEMPTION, DESIGN REVIEW,  
DENSITY BONUS, COMMUNITY BENEFIT BONUSES, AND RECOMMENDING APPROVAL  
OF A VESTING TENTATIVE PARCEL MAP FOR LOT SPLIT FOR CONSTRUCTION OF A  
NEW 298-UNIT MIXED-USE DEVELOPMENT AT 30 INGOLD ROAD**

WHEREAS, on January 21, 2020, SummerHill Apartment Communities filed an application with the City of Burlingame Community Development Department – Planning Division requesting approval of the following requests:

- Design Review for construction of a new 7-story, 298-unit mixed use residential development (298 residential units and 4,060 square feet of commercial/office space on ground floor) with at-grade parking on the first two floors (C.S. 25.39.060);
- Density Bonus to allow 75 additional units over the density permitted for Tier 3 developments (C.S. 25.63.020 (a)(1));
- Density Bonus to allow a development incentive/concession to facilitate the provision of affordable housing; request for incentive is to allow 25 parking spaces in tandem configuration (C.S. 25.63.040 (b));
- Approval of community benefits bonuses for Tier 3 projects. The Planning Commission may approve Tier 3 projects if it determines that a project includes at least three community benefits. (Code Section 25.39.030); and
- Vesting Tentative Parcel Map for a Lot Split of portion of Lot A, Book 68 of Parcel Maps, Pages 5-6, for a park offered for dedication to the City.

WHEREAS, on April 27, 2020 the Planning Commission conducted a duly noticed public hearing (design review study) to review a 298-unit mixed-use development project; and

Following consideration of all information contained in the October 13, 2020 staff report to the Planning Commission regarding the project, all written correspondence, and all public comments received at the public hearing, the Planning Commission grants approval of the 298-unit mixed-use development project based on the following findings regarding the project entitlements:

Design Review Findings:

- That the project supports the pattern of diverse architectural styles that characterize the city's industrial area with articulated massing, an articulated aluminum storefront and awnings on the ground floor, and articulated walls and repetitive fenestration on the upper floors; the project contains a blend of commercial and residential design features with an overall modern, industrial design theme, and embraces the street and the pedestrian realm;
- That the project respects and promotes pedestrian activity by placing the commercial space on the ground floor and fronting Rollins Road to maximize commercial use of the street frontage and placing the publicly accessible pedestrian plaza adjacent to the street frontage along Ingold Road; that the parking for the project does not dominate the street frontage because the garage is located behind the ground floor building façade;

- That on this visually prominent site, the building is characterized by a single modern, industrial architectural style and its design fits the site and is compatible with the surrounding development by exhibiting thoughtful well-articulated massing, character and pedestrian scale;
- That the building is compatible with the mass, bulk, scale, and existing materials of existing development in that the exterior building materials include a mix of stucco, porcelain tile, painted metal panel siding, perforated metal, wire mesh metal panel, and glass railings, and metal siding with a wood grain finish.; and
- That site features such as fencing, landscaping, and pedestrian circulation to be provided in the publicly accessible pedestrian plaza, paseo and park will enrich the existing opportunities of the neighborhood.

Vesting Tentative Parcel Map Findings:

- That the proposed vesting tentative parcel map, together with the provisions for its design and improvement, is consistent with the Burlingame General Plan and consistent with the provisions of the Subdivision Map Act, and that the site is physically suited for the proposed type and density of development in that it provides a mixed-use development in an area identified as suitable for such use in the Zoning Code and General Plan, provides vehicular and pedestrian circulation to serve the project, and is consistent with required development standards.

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on October 13, 2020, at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

NOW, THEREFORE, IT IS RESOLVED AND DETERMINED BY THIS PLANNING COMMISSION THAT:

Section 1. On the basis of the documents submitted and reviewed, and comments received and addressed by this Commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and categorical exemption, per CEQA Section 15332, In-Fill Development Projects, is hereby approved.

Section 2. Said Design Review, Density Bonus, Community Benefits Bonuses, and Vesting Tentative Parcel Map are approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review, Density Bonus, Community Benefits Bonuses, and Vesting Tentative Parcel Map are set forth in the staff report, minutes, and recording of said meeting.

Section 3. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

\_\_\_\_\_  
Chairperson

I, \_\_\_\_\_, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 13th day of October, 2020, by the following vote:

\_\_\_\_\_  
Secretary

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review, Density Bonus and Community Benefits Bonuses.

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1. that the project shall be built as shown on the plans submitted to the Planning Division dated May 27, 2020 and date stamped September 30, 2020, sheets A0.0 through A6.5, L1 through L7, C1.0 through C7.0, VTM 1.0 through VTM 3.0, INT1 and INT2, SL1 through SL3, PM1 and PM2;
2. that the project shall include forty-three (43) affordable units to households of "Low Income" category, as defined as earning a maximum of 80% of the San Mateo County Area Median Income; the City Manager shall be authorized to execute an agreement with the applicant and the applicant shall enter into an agreement for the administration of the renting or leasing of the affordable units at least 120 days before the final inspection;
3. that the required affordable dwelling units shall be constructed concurrently with market-rate units;
4. that the forty-three (43) low income restricted affordable units shall remain restricted and affordable to the designated income group for a minimum period of fifty-five (55) years (or a longer period of time if required by the construction or mortgage financing assistance program, mortgage insurance program, or rental subsidy program);
5. that the forty-three (43) restricted affordable units shall be built on-site and be dispersed within the development. The number of bedrooms of the restricted affordable units shall be equivalent to the bedroom mix and average sizes of the non-restricted units in the development; except that the applicant may include a higher proportion of restricted affordable units with more bedrooms. The design and construction of the affordable dwelling units shall be consistent with the design, unit layout, and construction of the total project development in terms of appearance, exterior construction materials, and unit layout;
6. that the applicant shall enter into a regulatory agreement with the City; the terms of this agreement shall be approved as to form by the City Attorney's Office, and reviewed and revised as appropriate by the reviewing City official; this agreement will be a form provided by the City, and will include the following terms:
  - (a) The affordability of very low, lower, and moderate income housing shall be assured in a manner consistent with Government Code Section 65915(c)(1);
  - (b) An equity sharing agreement pursuant to Government Code Section 65915(c)(2);
  - (c) The location, dwelling unit sizes, rental cost, and number of bedrooms of the affordable units;
  - (d) A description of any bonuses and incentives, if any, provided by the City; and
  - (e) Any other terms as required to ensure implementation and compliance with this section, and the applicable sections of the density bonus law;
7. that the above noted regulatory agreement regarding the forty-three (43) restricted affordable units shall be binding on all future owners and successors in interest; the agreement required by this Zoning Code Section 25.63.080 is hereby a condition of all

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Conditions of Approval for Categorical Exemption, Design Review, Density Bonus, and Community Benefits Bonuses.

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- development approvals and shall be fully executed and recorded prior to the issuance of any building or construction permit for the proposed project;
8. the project shall include the Transportation Demand Management Measures as proposed in the Transportation Impact Analysis, prepared by Hexagon Transportation Consultants, Inc., dated April 9, 2020;
  9. that the Public Park, as depicted on Sheets A0.4, L1, L2, C-3.0, and VTM-3.0, shall be built by the applicant and shall be dedicated to the City of Burlingame; the Public Park shall be maintained by the City of Burlingame;
  10. that the applicant shall enter into an agreement(s) with the City as may be necessary to effect the dedication of the Public Park to the City and for the applicant's construction of the Public Park as depicted on Sheets A0.4, L1, L2, C-3.0, and VTM-3.0; the terms of this agreement shall be approved as to form by the City Attorney's Office, and reviewed and revised as appropriate by the City Manager;
  11. that the residents of new live/work, mixed-use, and stand-alone residential development projects, whether owners or tenants, shall be notified in writing before taking up residence that they will be living in an urban-type environment, that the noise levels may be higher than in a strictly residential area, and that there may be odors associated with commercial and industrial uses. The covenants, conditions, and restrictions of any development with a residential use shall require that prospective residents acknowledge the receipt of the written noise notification. Such written noise notification shall be provided in residential leases. Signatures shall confirm receipt and understanding of this information;
  12. that the public plaza shall be owned, operated, and maintained by the developer or property manager in accordance with an approved maintenance plan to be reviewed and approved by the Community Development Director;
  13. that the public plaza shall be open to the public, without charge, each day of the year, except for temporary closures for necessary maintenance or public safety;
  14. that prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the Planning Commission, or City Council on appeal; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;
  15. that any changes to the size or envelope of the building, building materials, exterior finishes, windows, architectural features, roof height or pitch, and amount or type of hardscape materials shall be subject to Planning Division or Planning Commission review (FYI or amendment to be determined by Planning staff);

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Conditions of Approval for Categorical Exemption, Design Review, Density Bonus, and Community Benefits Bonuses.

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16. that the maximum elevation at the top of the roof ridge shall not exceed elevation 88.74' as measured from the average elevation at the top of the curb (9.53'), and that the top of each floor and final roof ridge shall be surveyed by a licensed surveyor and approved by the City Engineer as the framing proceeds and prior to final framing and roofing inspections. Should any framing exceed the stated elevation it shall be removed or adjusted so that the final height of the structure with roof shall not exceed the maximum height shown on the approved plans;
17. that the project shall be constructed in accordance with the December 19, 2019 "Request for Alternate Materials or Methods of Construction" agreement between SummerHill Apartment Communities and Central County Fire Department;
18. that the conditions of the Building Division's June 21, 2020 memo, the Public Works-Engineering Division's June 15, 2020 memo, the Fire Division's June 20, 2020 memo, the Parks Division's June 22, 2020 memo, and the Stormwater Division's January 24, 2020 memo related to building permit submittal shall be met;
19. that prior to issuance of a building permit, the applicant shall prepare and submit to the Department of Public Works – Engineering Division a sanitary sewer analysis that assesses the impact of this project to determine if the additional sewage flows can be accommodated by the existing sewer line. If the analysis results in a determination that the existing sewer line requires upgrading, the applicant shall perform the necessary upgrades as determined by the Engineering Division;
20. that prior to issuance of a building permit for the project, the project applicant shall pay the first half of the North Burlingame/Rollins Road Development Fee in the amount of \$107,337.82, made payable to the City of Burlingame and submitted to the Planning Division;
21. that prior to scheduling the final framing inspection, the project applicant shall pay the second half of the North Burlingame/Rollins Road Development Fee in the amount of \$107,337.82, made payable to the City of Burlingame and submitted to the Planning Division;
22. that prior to issuance of the final inspection of the project, the applicant shall pay the public facilities impact fee in the amount of \$1,169,546.00, made payable to the City of Burlingame and submitted to the Planning Division;
23. that if the City determines that the structure interferes with City communications in the City, the property owner shall permit public safety communications equipment and a wireless access point for City communications to be located on the structure in a location to be agreed upon by the City and the property owner. The applicant shall provide an electrical supply source for use by the equipment. The applicant shall permit authorized representatives of the City to gain access to the equipment location for purposes of installation, maintenance, adjustment, and repair upon reasonable notice to the property

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owner or owner's successor in interest. This access and location agreement shall be recorded in terms that convey the intent and meaning of this condition, prior to installation of any public safety communications equipment, if it is deemed necessary;

24. that the project shall comply with the SFO Comprehensive Airport Land Use Compatibility Plan (ALUCP), specifically in accordance with Safety Compatibility Policy SP-2 pertaining to land uses; and that any future tenants of the commercial and office space comply with the Safety Compatibility Criteria for Safety Zone 3 as contained in Table IV-2 of the SFO ALUCP; this table defines uses to avoid and uses that are incompatible, summarized as follows:

Incompatible Uses - Use is not compatible in the indicated zones and cannot be permitted:

1. Biosafety Level 3 and 4 facilities – which include medical and biological research facilities involving the storage and processing of extremely toxic or infectious agents. See Policy SP-3 of the SFO ALUCP for additional detail
- b. Children's schools - Public and private schools serving preschool through grade 12, excluding commercial services
- c. Large child day care centers - Commercial facilities defined in accordance with Health and Safety Code, Section 1596.70, et seq., and licensed to serve 15 or more children. Family day care homes and noncommercial employer-sponsored facilities ancillary to place of business are allowed.
- d. Hospitals, nursing homes
- e. Stadiums, arenas

Avoidable Uses – Uses that are not fully compatible and should not be permitted unless no feasible alternative is available as follows:

- Biosafety Level 3 and 4 facilities – Hazardous use other than Biosafety Level 3 and 4 facilities – which include medical and biological research facilities involving the storage and processing of extremely toxic or infectious agents. See Policy SP-3 of the SFO ALUCP for additional detail.
- Critical public utilities - Facilities that, if disabled by an aircraft accident, could lead to public safety or health emergencies. They include the following: electrical power generation plants, electrical substations, wastewater treatment plants, and public water treatment facilities.

25. that the applicant shall be required to comply with the real estate disclosure requirements of State law and General Plan as outlined in Policy IP-1 of the SFO ALUCP and that the following statement must be included in the notice of intention to offer the property for sale or lease:

**"Notice of Airport in Vicinity**

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This property is presently located in the vicinity of an airport, within what is known as an airport influence area. For that reason, the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations (for example: noise, vibration, or odors). Individual sensitivities to those annoyances can vary from person to person. You may wish to consider what airport annoyances, if any, are associated with the property before you complete your purchase or lease and determine whether they are acceptable to you.”;

26. that the project applicant shall be required to evaluate potential airport noise impacts if the project is located within the 65 CNEL contour line of San Francisco International Airport (as mapped in the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport). All projects shall be required to mitigate impacts to comply with the interior and exterior noise standards established by the Airport Land Use Compatibility Plan;
27. that any action that would either permit or result in the development or construction of a land use considered to be conditionally compatible with aircraft noise of CNEL 65 dB or greater (as mapped in the Airport Land Use Compatibility Plan) shall include the grant of an avigation easement to the City and County of San Francisco prior to issuance of a building permit(s) for any proposed buildings or structures, consistent with Airport Land Use Compatibility Plan Policy NP-3 Grant of Avigation Easement;
28. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit;
29. that demolition or removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District unless applicant produces evidence, to the satisfaction of the Community Development Director, that special circumstances exist that warrant early demolition, in accordance with the provisions of the Burlingame Municipal Code Chapter 18.07.065;
30. that during construction, the applicant shall provide fencing (with a fabric screen or mesh) around the project site to ensure that all construction equipment, materials and debris is kept on site;
31. that storage of construction materials and equipment on the street or in the public right-of-way shall be prohibited;
32. that if construction is done during the wet season (October 1 through April 30), that prior to October 1 the developer shall implement a winterization program to minimize the potential for erosion and polluted runoff by inspecting, maintaining and cleaning all soil erosion and sediment control prior to, during, and immediately after each storm even;

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- stabilizing disturbed soils throughout temporary or permanent seeding, mulching matting, or tarping; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; covering/tarping stored construction materials, fuels and other chemicals;
33. that the applicant shall prepare a construction staging and traffic control plan for the duration of construction for review and acceptance by the City Engineer prior to the issuance of a building permit; the construction staging plan shall include construction equipment parking, construction employee parking, timing and duration of various phases of construction and construction operations hours; the staging plan shall address public safety and shall ensure that worker's vehicles and construction equipment shall not be parked in public parking areas with exceptions for construction parking along street frontages;
  34. that the project applicant and its construction contractor(s) shall develop a construction management plan for review and approval by the City of Burlingame. The plan must include at least the following items and requirements to reduce, to the maximum extent feasible, traffic and parking congestion during construction:
    - a. A set of comprehensive traffic control measures, including scheduling of major truck trips and deliveries to avoid peak traffic hours, detour signs if required, lane closure procedures, signs, cones for drivers, and designated construction access routes;
    - b. Identification of haul routes for movement of construction vehicles that would minimize impacts on motor vehicular, bicycle and pedestrian traffic, circulation and safety, and specifically to minimize impacts to the greatest extent possible on streets in the project area;
    - c. Notification procedures for adjacent property owners and public safety personnel regarding when major deliveries, detours, and lane closures would occur;
    - d. Provisions for monitoring surface streets used for haul routes so that any damage and debris attributable to the haul trucks can be identified and corrected by the project applicant; and
    - e. Designation of a readily available contact person for construction activities who would be responsible for responding to any local complaints regarding traffic or parking. This coordinator would determine the cause of the complaint and, where necessary, would implement reasonable measures to correct the problem.

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35. that the applicant shall submit a Construction Noise Control Plan. This plan would include measures such as:
  - Using smaller equipment with lower horsepower or reducing the hourly utilization rate of equipment used on the site to reduce noise levels at 50 feet to the allowable level.
  - Locating construction equipment as far as feasible from noise-sensitive uses.
  - Requiring that all construction equipment powered by gasoline or diesel engines have sound control devices that are at least as effective as those originally provided by the manufacturer and that all equipment be operated and maintained to minimize noise generation.
  - Prohibiting gasoline or diesel engines from having unmuffled exhaust systems.
  - Not idling inactive construction equipment for prolonged periods (i.e., more than 5 minutes).
  - Using "quiet" gasoline-powered compressors or electrically powered compressors and electric rather than gasoline- or diesel-powered forklifts for small lifting.
36. that the applicant shall submit an erosion and sedimentation control plan describing BMPs (Best Management Practices) to be used to prevent soil, dirt and debris from entering the storm drain system; the plan shall include a site plan showing the property lines, existing and proposed topography and slope; areas to be disturbed, locations of cut/fill and soil storage/disposal areas; areas with existing vegetation to be protected; existing and proposed drainage patterns and structures; watercourse or sensitive areas on-site or immediately downstream of a project; and designated construction access routes, staging areas and washout areas;
37. that construction access routes shall be limited in order to prevent the tracking of dirt onto the public right-of-way, clean off-site paved areas and sidewalks using dry sweeping methods;
38. that all runoff created during construction and future discharge from the site shall be required to meet National Pollution Discharge Elimination System (NPDES) standards;
39. that trash enclosures and dumpster areas shall be covered and protected from roof and surface drainage and that if water cannot be diverted from these areas, a self-contained drainage system shall be provided that discharges to an interceptor;
40. that this project shall comply with the state-mandated water conservation program, and a complete Irrigation Water Management and Conservation Plan together with complete landscape and irrigation plans shall be provided at the time of building permit application;
41. that the applicant shall comply with Ordinance 1503, the City of Burlingame Storm Water Management and Discharge Control Ordinance;

## EXHIBIT "A"

Conditions of Approval for Categorical Exemption, Design Review, Density Bonus, and Community Benefits Bonuses.

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42. that a Protected Tree Removal Permit shall be required from the City of Burlingame Parks Division to remove any existing protected size trees and that the project shall comply with the Tree Protection and Reforestation Ordinance adopted by the City of Burlingame and enforced by the Parks Department; complete landscape and irrigation plans shall be submitted at the time of building permit application;
43. that if there are any existing trees on adjacent properties abutting the project site that are determined to remain, the applicant shall have an arborist's report prepared which documents how the trees should be protected during construction; this report shall be reviewed and approved by the City Arborist and the contractor shall call for the City Arborist to inspect the protection measures installed before a building permit shall be issued;
44. that the applicant shall coordinate with the City of Burlingame Parks Division regarding the installation of the street trees along Ingold Road and Rollins Road;
45. that this project shall comply with Ordinance No. 1477, Exterior Illumination Ordinance;
46. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, in effect at the time of building permit submittal, as amended by the City of Burlingame;

***The following conditions shall be met during the Building Inspection process prior to the inspections noted in each condition:***

47. that prior to scheduling the foundation inspection a licensed surveyor shall locate the property corners, set the building envelope;
48. that prior to scheduling the framing inspection, the project architect, engineer or other licensed professional shall provide architectural certification that the architectural details such as window locations and bays are built as shown on the approved plans; if there is no licensed professional involved in the project, the property owner or contractor shall provide the certification under penalty of perjury. Certifications shall be submitted to the Building Division;
49. that prior to scheduling the roof deck inspection, a licensed surveyor shall shoot the height of the roof ridge and provide certification of that height to the Building Division;
50. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans;

***The following conditions of approval are from applicable policies of the 2040 General Plan or the Environmental Impact Report prepared for the 2040 General Plan:***

51. **HP-3.12.** The Project sponsor shall ensure implementation of the following BMPs during

## EXHIBIT "A"

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Project construction, in accordance with the BAAQMD's standard requirements:

- All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, unpaved access roads) shall be watered two times per day.
  - All haul trucks transporting soil, sand, or other loose material offsite shall be covered.
  - All visible mud or dirt track-out onto adjacent public roads shall be removed using wet-power vacuum street sweepers at least once per day. The use of dry-power sweeping shall be prohibited.
  - All vehicle speeds on unpaved roads shall be limited to 15 mph.
  - All roadways, driveways, and sidewalks that are to be paved shall be paved as soon as possible. Building pads shall be laid as soon as possible after grading, unless seeding or soil binders are used.
  - Idling times shall be minimized, either by shutting equipment off when not in use or reducing the maximum idling time to 5 minutes (as required by the California Airborne Toxics Control Measure, Title 13, Section 2485 of California Code of Regulations). Clear signage shall be provided for construction workers at all access points.
  - All construction equipment shall be maintained and properly tuned, in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.
  - A publicly visible sign with the name and telephone number of the person to contact at the lead agency regarding dust complaints shall be posted. This person shall respond and take corrective action within 48 hours. The BAAQMD's phone number shall also be visible to ensure compliance with applicable regulations.
52. **CS-4.7: Airport and Heliport Noise.** Monitor noise impacts from aircraft operations at San Francisco International Airport and Mills-Peninsula Medical Center, and implement applicable noise abatement policies and procedures as outlined in the Airport Noise Ordinance and Airport Land Use Compatibility Plan;
53. **CS-4.8: Airport Noise Evaluation and Mitigation.** Require project applicants to evaluate potential airport noise impacts if the project is located within the 60 CNEL contour line of San Francisco International Airport (as mapped in the Airport Land Use Compatibility Plan). All projects shall be required to mitigate impacts to comply with the interior and exterior noise standards established by the Airport Land Use Compatibility Plan;
54. **CS-4.9: Airport Disclosure Notices.** Require that all new development comply with real estate disclosure requirements of State law, which requires that the presence of all existing and planned airports within two miles to be disclosed in any sale or lease of property;
55. **HP-5.2: Migratory Birds.** Identify and protect habitats that contribute to the healthy propagation of migratory birds, including trees and natural corridors that serve as stopovers and nesting places. Avoid construction activities that involve tree removal

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Conditions of Approval for Categorical Exemption, Design Review, Density Bonus, and Community Benefits Bonuses.

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between March and June, unless a bird survey has been conducted to determine that the tree is unused during the breeding season by avian species protected under California Fish and Game Codes 3503, 3503.5, and 3511;

56. **HP-5.5: Protection and Expansion of Tree Resources.** Continue to preserve and protect valuable native trees and introduce species that contribute to the urban forest but allow for the gradual replacement of trees for ongoing natural renewal. Consider replacement with native species. Use zoning and building requirements to ensure that existing trees are integrated into new developments;
57. **HP-5.6: Tree Preservation Ordinance.** Continue to adhere to the Burlingame Tree Preservation Ordinance (Burlingame Municipal Code Title 11); ensure the preservation of protected trees, as designated by the ordinance; and continue to be acknowledged by the Arbor Day Foundation as a Tree City USA;
58. **HP-5.7: Urban Forest Management Plan.** Continue to update and use the Burlingame Urban Forest Management Plan, which integrates environmental, economic, political, historical, and social values for the community for guidance on BMPs related to tree planting, removal, and maintenance, including onsite protection of extant trees and street trees during projects;
59. **HP-5.14: Compliance with Environmental Laws.** Ensure that all projects affecting resources of regional concern satisfy regional, state, and federal laws; and
60. **Paleontological Assessment.** In areas containing middle to late Pleistocene-era sediments where it is unknown if paleontological resources exist, prior to grading an assessment shall be made by a qualified paleontological professional to establish the need for paleontological monitoring. Should paleontological monitoring be required after recommendation by the professional paleontologist and approval by the Community Development Director, paleontological monitoring shall be implemented.

**Paleontological Monitoring.** A project that requires grading plans and is located in an area of known fossil occurrence or that has been demonstrated to have fossils present in a paleontological field survey or other appropriate assessment shall have all grading monitored by trained paleontological crews working under the direction of a qualified professional, so that fossils exposed during grading can be recovered and preserved.

Should any potentially unique fossils be encountered during development activities, work shall be halted immediately within 50 feet of the discovery, the City of Burlingame Planning Department shall be immediately notified, and a qualified paleontologist shall be retained to determine the significance of the discovery.

**Paleontological Recovery, Identification, and Curation.** The City and a project applicant shall consider the mitigation recommendations of the qualified paleontologist for any unanticipated discoveries. The City and the project applicant shall consult and

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agree upon implementation of measures that the City and project applicant deem feasible and appropriate. Such measures may include avoidance, preservation in place, excavation, documentation, curation, data recovery, or other appropriate measures. The project applicant shall be required to implement any mitigation necessary for the protection of paleontological resources.

**Paleontological Findings.** Qualified paleontological personnel shall prepare a report of findings (with an itemized appendix of specimens) subsequent to implementation of paleontological recovery, identification, and curation. A preliminary report shall be submitted, subject to approval by the Community Development Director before granting of building permits, and a final report shall be submitted, subject to approval by the Community Development Director before granting of occupancy permits.



CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010  
PH: (650) 558-7250  
[www.burlingame.org](http://www.burlingame.org)

**Project Site: 30 Ingold Road, zoned RRMU**

The City of Burlingame Planning Commission announces the following virtual public hearing via Zoom on **Tuesday, October 13, 2020 at 7:00 P.M.** You may access the meeting online at [www.zoom.us/join](http://www.zoom.us/join) or by phone at (669) 900-6833:

Meeting ID: 867 4017 6160      Passcode: 700630

**Description:** Application for Environmental Review, Design Review, Density Bonus, Approval of Community Bonuses, and Vesting Tentative Parcel Map for a new 7-story, 298-unit mixed use residential development.

Members of the public may provide written comments by email to: [publiccomment@burlingame.org](mailto:publiccomment@burlingame.org).

Mailed: October 2, 2020

*(Please refer to other side)*

**PUBLIC HEARING  
NOTICE**

**City of Burlingame - Public Hearing Notice**

If you have any questions about this application or would like to schedule an appointment to view a hard copy of the application and plans, please send an email to [planningdept@burlingame.org](mailto:planningdept@burlingame.org) or call (650) 558-7250.

Individuals who require special assistance or a disability-related modification or accommodation to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed, should contact the Planning Division at [planningdept@burlingame.org](mailto:planningdept@burlingame.org) or (650) 558-7250 by 10 am on the day of the meeting.

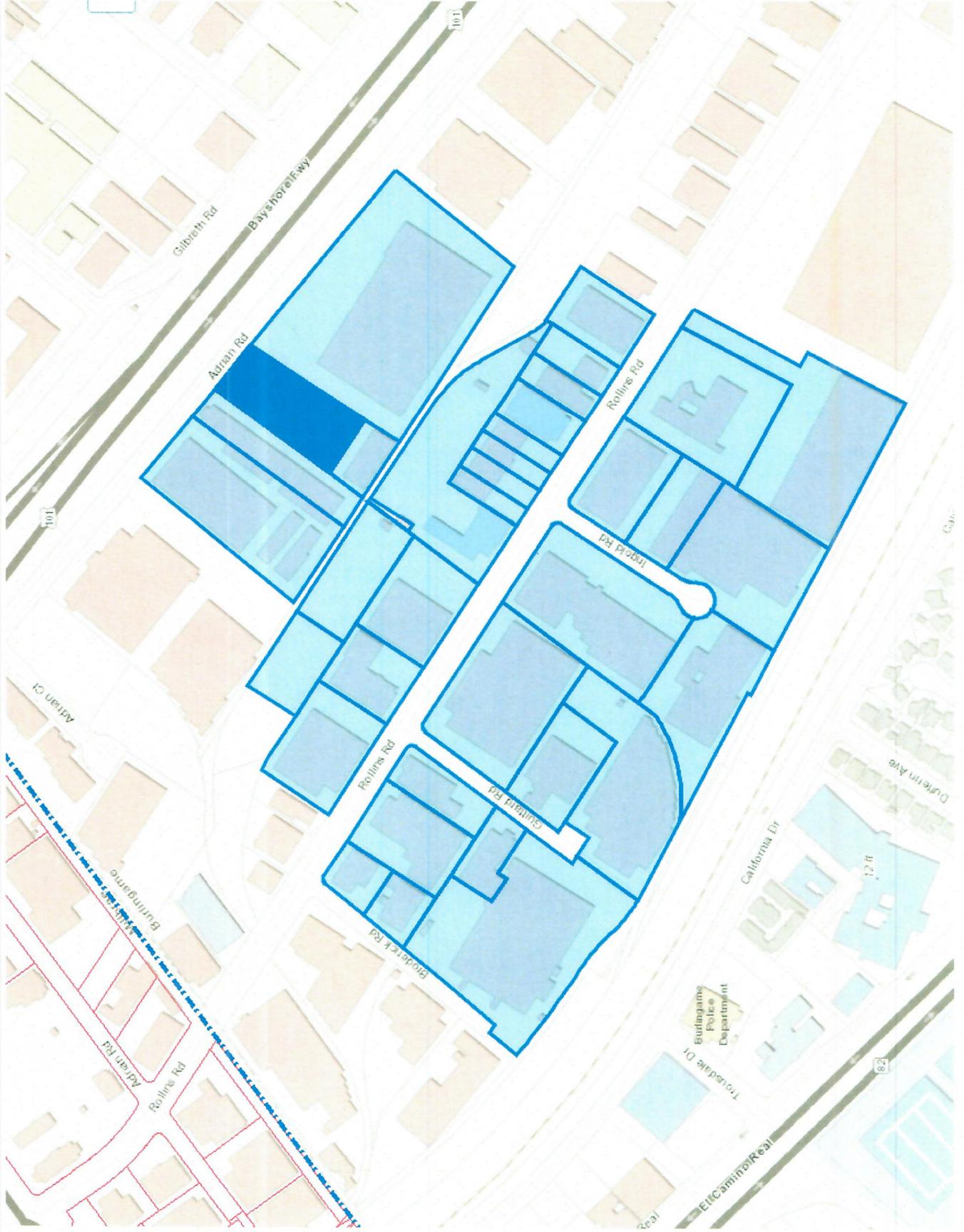
If you challenge the subject application(s) in court, you may be limited to raising only those issues you or someone else raised at the public hearing, described in the notice or in written correspondence delivered to the city at or prior to the public hearing.

Property owners who receive this notice are responsible for informing their tenants about this notice.

Kevin Gardiner, AICP  
Community Development Director

*(Please refer to other side)*

30 Ingold Road  
500' noticing  
APN #: 025.280.480



MEMO TO : PLANNING COMMISSION  
FROM: PUBLIC WORKS DEPARTMENT - ENGINEERING DIVISION  
DATE: SEPTEMBER 30, 2020  
SUBJECT: VESTING TENTATIVE MAP FOR A LOT SPLIT OF PORTION OF  
PARCEL A, BOOK 68 OF PARCEL MAPS, PAGES 5-6, OFFICE OF  
SAN MATEO COUNTY RECORDER AT 30 INGOLD ROAD

Site Information:

Zoning: North Rollins Road Mixed Use District  
Existing Lot Size: 139,196 Square Feet (3.20 Acres)  
Proposed Lot Size: Parcel A = 121,411 Square Feet (2.79 Acres)  
Street Frontage = 649 Feet  
Parcel B = 17,785 Square Feet (0.41 Acres)  
Street Frontage = 104 Feet  
Required Lot Size: 10,000 Square Feet  
Required Street Frontage: 100 Linear Feet

Background:

This parcel map application proposes to subdivide an existing parcel into two parcels. Both Parcels A and B meet the required street frontage of 100 linear feet and lot size of 10,000 square feet. Parcel A will be the site of the mixed-use development with 298 housing units and 4,060 square feet of commercial/office space. Parcel B will be the site of public park to be dedicated to the City.

The Engineering Department has reviewed the map application and has the following comments:

1. The existing structure must be demolished before the map can be approved.

2. A final parcel map for the lot split must be filed by the applicant within the two-year time period as allowed by the Subdivision Map Act and the City's Subdivision Ordinance.
3. All sidewalk, driveway approach, curb, and gutter fronting the project site on Ingold Road and Rollins Road shall be removed and replaced per City Standard Details.
4. The developer will be required to grind and pave Ingold Road from curb to curb, from the curb return at the T-intersection of Rollins Road to the end of Ingold Road as shown on the building permit plans under the Civil drawings.
5. No developmental approvals are part of this mapping action.
6. All property corners shall be set in the field and be shown on the map.
7. The final map shall show all proposed and existing easements, the widths of the right-of-way for Ingold Road and Rollins Road including the centerlines of right-of-way, bearings and distances of centerline and any existing monuments in the roadway.
8. Permanent stormwater treatment measures and maintenance agreements are required for each parcel. Agreements shall be recorded with the County prior to building permit sign-off.

This mapping action should be considered as a Tentative and Final Parcel Map for the lot split to facilitate processing. Staff will see that the Final Map is properly prepared.

Attachments: Assessor's Map, Tentative Map

S:\A Public Works Directory\SUBDIVISION MAP ACT\Parcel Maps (Less Than 5 Lots)\PM 20-01 Ingold 30\PlanningMemo.doc