



**PROJECT LOCATION**  
524 Oak Grove Avenue

# City of Burlingame

*Design Review and Front Setback Variance*

Item No. 9d  
Design Review Study

**Address:** 524 Oak Grove Avenue

**Meeting Date:** March 23, 2015

**Request:** Application for Design Review and Front Setback Variance to demolish the existing house at 524 Oak Grove Avenue and replace it with an existing house to be moved from 1128 Douglas Avenue; the project includes a first and second story addition to the house moved from Douglas Avenue and construction of a new detached garage.

**Applicant and Architect:** Dreiling Terrones Architecture, Inc.

**APN:** 029-083-010

**Property Owner:** Zers Douglas LLC

**Lot Area:** 8,788 SF

**General Plan:** Low Density Residential

**Zoning:** R-1

**Background:** The proposed project includes demolishing the existing house at 524 Oak Grove Avenue and replacing it with an existing house to be moved from 1128 Douglas Avenue. The proposal to move the house from 1128 Douglas Avenue is part of a concurrent application to build a new apartment building at 1128-1132 Douglas Avenue. This application for 524 Oak Grove Avenue includes a first and second story addition to the house moved from Douglas Avenue and construction of a new detached garage.

In 2008, the City of Burlingame engaged Carey & Co. to complete an inventory of historic resources for the Downtown Specific Plan Area. The purpose of this inventory was to identify properties that would qualify as historic resources for the City of Burlingame and appeared eligible for listing on the California Register of Historical Resources (CRHR) or the National Register of Historic Places (NRHP). Carey & Co. determined that 23 structures within the Plan Area appeared to be eligible for the CRHR or the NRHP. 1128 and 1132 Douglas Avenue are included on this list.

Historic Resource Evaluations (Evaluation) were prepared for 1128 & 1132 Douglas Avenue by Page & Turnbull, Inc., dated May 14, 2013. The results of the evaluation concluded that 1128 Douglas Avenue is eligible for individual listing on the California Register of Historical Resources under Criterion 1 (Events) for its association with early settlement patterns in the town of Burlingame. The Evaluation notes that "Because the property was one of the first residences constructed in Burlingame and exemplifies an important pattern of development in Burlingame, the property at 1128 Douglas Avenue appears to be individually significant for its association with early settlement, and is therefore eligible for listing in the California Register under Criterion 1 (Events)."

1128 Douglas Avenue is also eligible for individual listing on the California Register of Historical Resources under Criterion 2 (Persons) due to its association with James R. and Jessie N. Murphy. The Evaluation notes that "James R. Murphy was living in the Burlingame area by 1900 and serving as the town's station master. By 1910 he was county clerk, a position he retained through to his death in 1940. His contributions to Burlingame government and civic life were varied and well documented. Jessie Murphy was also active in Burlingame government and civic life, serving as park commissioner and acting as a lifelong advocate for trees, a subject integral to Burlingame's civic identity as the "City of Trees." Both James and Jessie Murphy lived the majority of their lives in their house in Burlingame and raised three children there. The Murphys' role in the development of Burlingame as well as their long association with the property meet the threshold for significance for listing in the listing in the California Register under Criterion 2 (Persons). The Historic Resource Study for 1128 Douglas Avenue is attached.

The results of the evaluation for 1132 Douglas Avenue concluded that it is not eligible for individual listing on the California Register of Historical Resources under any criteria.

The purpose of this design review study meeting is to provide initial comments on design elements as they relate to the project at 524 Oak Grove Avenue (compatibility of the architectural style with the neighborhood, architectural style and mass, parking and garage patterns, interface with structures on adjacent properties and landscaping). A separate environmental scoping meeting will be held once an environmental consultant is chosen.

**Project Description:** The subject property is located at the corner of Oak Grove Avenue and Marin Drive. For setback purposes, the shorter frontage along Marin Drive is considered to be the lot front. The proposed project includes demolishing the existing two-story house, attached garage and detached shed on the site located at 524 Oak Grove Avenue. Rather than building a new house on the property, the applicant is proposing to move the existing house currently located at 1128 Douglas Avenue onto this site as part of a concurrent application to build a new 29-unit apartment building at 1128-1132 Douglas Avenue. This application includes a first and second story addition to the house moved from Douglas Avenue and construction of a new detached garage at 524 Oak Grove Avenue. Planning staff would note that compliance with the R-1 District development regulations is based on a new house being proposed on the lot.

The existing two story house currently located at 1128 Douglas Avenue contains 2,676 SF of floor area (includes a 100 SF covered porch exemption). In conjunction with moving the house to 524 Oak Grove Avenue, the applicant is proposing a remodel and addition to the existing house, which includes demolishing approximately one-half of the rear of the house (669 SF of the first floor and 524 SF of the second floor) (see Demolition Floor Plan on sheet A2.1d). With the proposed first and second floor addition at the rear of the house and a new one-car detached garage, the floor area will increase to 4,013 SF (0.45 FAR) where the zoning code allows a maximum of 4,037 SF (0.46 FAR). The proposed project is 24 SF below the maximum allowed FAR.

Two parking spaces, one of which must be covered, are required on site for the proposed four bedroom house. The applicant is proposing to build a new detached one-car garage (12'-10" x 23'-5" clear interior dimensions); one uncovered parking space is provided in the driveway. The driveway and detached garage would be accessed off Marin Drive. The existing curb cut and driveway apron along Oak Grove Avenue will be removed. All other Zoning Code requirements have been met. The applicant is requesting the following applications:

- Design Review to demolish the existing house at 524 Oak Grove Avenue and replace it with an existing house to be moved from 1128 Douglas Avenue; the project includes a first and second story addition to the house moved from Douglas Avenue and construction of a new detached garage (C.S. 25.57.010 (a) (1)); and
- Front Setback Variance to the second floor of the house (18'-0" proposed where 20'-0" is the minimum required) (C.S. 25.26.072 (a) (b) (3)).

The subject property contains a total of ten existing trees, six of which are of protected size (measuring 20.9 to 52 inches in diameter). This application includes removing three of the protected size trees, including two Olive trees (17.8 and 19.3-inch diameter), an 18.5-inch diameter Spanish Fir Tree and four non-protected size trees. A Protected Tree Permit will be required from the Parks Division for removal of the protected size trees.

There are also several street trees in front of the subject property, including two Stone Pine trees along Marin Drive (60.4 and 54.3 inches in diameter) and an Olive tree along Oak Grove Avenue (14 inches in diameter). Both Stone Pine trees will remain; the Olive tree will be removed. In his memo dated June 19, 2014, the City Arborist notes that the existing Olive tree has poor structure and may be removed as part of this project.

An arborist report, dated August 11, 2014, was prepared by Mayne Tree Expert Company, which evaluates several trees on the site as well as the street trees located within the City's planter strip and provides tree protection specifications (see attached). The City Arborist/Park Supervisor reviewed and accepted the report, noting in his memo that "Tree Protection must be in place during all phases of construction" and that the applicant must "follow independent arborist report for care and maintenance of all trees on site."

*This space intentionally left blank.*

**524 Oak Grove Avenue**

Lot Area: 8,788 SF

Plans Date Stamped: December 22, 2014

	PROPOSED	ALLOWED/REQ'D
<b>SETBACKS</b>		
<b>Front (1<sup>st</sup> flr):</b>	18' to house (15' to overhang)	15'-0" <sup>1</sup>
<b>(2<sup>nd</sup> flr):</b>	18'-0" <sup>2</sup>	20'-0" <sup>1</sup>
<b>Side (interior):</b>	12'-7"	7'-0"
<b>(exterior – 1<sup>st</sup> flr):</b>	10'-0" to house (7'-6" to overhang)	7'-6"
<b>(exterior – 2<sup>nd</sup> flr):</b>	> 12'-0" average	12'-0" average
<b>Rear (1<sup>st</sup> flr):</b>	71'-0" to porch	15'-0"
<b>(2<sup>nd</sup> flr):</b>	77'-0"	20'-0"
<b>Lot Coverage:</b>	2448 SF 27.8%	3515 SF 40%
<b>FAR:</b>	4013 SF 0.45 FAR	4037 SF <sup>3</sup> 0.38 FAR
<b># of bedrooms:</b>	4	---
<b>Off-Street Parking:</b>	1 covered (12'-10" x 23'-5") 1 uncovered (9'-0" x 20'-0")	1 covered (10'-0" x 20'-0") 1 uncovered (10'-0" x 20'-0")
<b>Building Height:</b>	26'-8"	30'-0"
<b>DH Envelope:</b>	complies	CS 25.26.075

<sup>1</sup> Since the block average calculation excludes corner lots and the highest and lowest front setbacks, there are no parcels remaining on the block to serve as the basis for the block average. Therefore, the minimum required front setbacks to the first and second floors are 15'-0' and 20'-0", respectively.

<sup>2</sup> Front Setback Variance to the second floor of the house (18'-0" proposed where 20'-0" is the minimum required).

<sup>3</sup> (0.32 x 8788 SF) + 1100 SF + 324 SF = 4037 SF (0.46 FAR)

**Staff Comments:** See attached memos from the Building, Parks, Engineering, Fire and Stormwater Divisions.

**Design Review Criteria:** The criteria for design review as established in Ordinance No. 1591 adopted by the Council on April 20, 1998 are outlined as follows:

1. Compatibility of the architectural style with that of the existing character of the neighborhood;
2. Respect for the parking and garage patterns in the neighborhood;
3. Architectural style and mass and bulk of structure;
4. Interface of the proposed structure with the structures on adjacent properties; and
5. Landscaping and its proportion to mass and bulk of structural components.

**Required Findings for Variance:** In order to grant a variance the Planning Commission must find that the following conditions exist on the property (Code Section 25.54.020 a-d):

- (a) there are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to property in the same district;
- (b) the granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant, and to prevent unreasonable property loss or unnecessary hardship;
- (c) the granting of the application will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare or convenience; and
- (d) that the use of the property will be compatible with the aesthetics, mass, bulk and character of existing and potential uses of properties in the general vicinity.

Ruben Hurin  
Senior Planner

- c. Dreiling Terrones Architecture Inc., applicant and architect  
Zers Douglas LLC, property owner

Attachments:

Application to the Planning Commission  
Variance Application  
Arborist Report Prepared by Mayne Tree Expert Company, Inc., dated August 11, 2014  
Photographs of Neighborhood  
Staff Comments  
Notice of Public Hearing – Mailed March 13, 2015  
Aerial Photo

Separate Attachments:

Historical Resource Evaluation for 1128 Douglas Avenue, prepared by Page & Turnbull, Inc., dated May 14, 2013



## APPLICATION TO THE PLANNING COMMISSION

**Type of application:**

- Design Review     
  Variance     
  Parcel #: 029083010  
 Conditional Use Permit     
  Special Permit     
  Other: \_\_\_\_\_

**PROJECT ADDRESS:** 524 Oak Grove Ave.

**APPLICANT** project contact person   
 OK to send electronic copies of documents

Name: Jacob Furlong  
 Address: 1103 Juanita Ave  
 City/State/Zip: Burlingame, CA 94010  
 Phone: 650-696-1200  
 Fax: 650-343-9685  
 E-mail: jf@dtbarch.com

**PROPERTY OWNER** project contact person   
 OK to send electronic copies of documents

Name: Jianguang Zhang  
 Address: 8 Vista Lane  
 City/State/Zip: Burlingame, CA 94010  
 Phone: 510-709-5826  
 Fax: \_\_\_\_\_  
 E-mail: henryzhang0913@gmail.com

**ARCHITECT/DESIGNER** project contact person   
 OK to send electronic copies of documents

Name: Richard Terrones  
 Address: 1103 Juanita Ave  
 City/State/Zip: Burlingame, CA 94010  
 Phone: 650-696-1200  
 Fax: 650-343-9685  
 E-mail: rt@dtbarch.com

★ Burlingame Business License #: \_\_\_\_\_

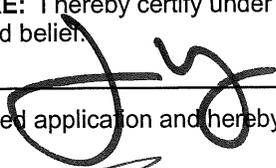
RECEIVED

JUN 13 2014

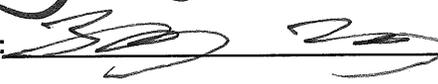
CITY OF BURLINGAME  
CDD-PLANNING DIV

**PROJECT DESCRIPTION:** Relocation of existing single family residence. Design review for placement of structure with addition  
and alteration.

**AFFADAVIT/SIGNATURE:** I hereby certify under penalty of perjury that the information given herein is true and correct to the best of my knowledge and belief.

Applicant's signature:  Date: 6/13/14

I am aware of the proposed application and hereby authorize the above applicant to submit this application to the Planning Commission.

Property owner's signature:  Date: 05/20/14

Date submitted: 6.13.14

★ Verification that the project architect/designer has a valid Burlingame business license will be required by the Finance Department at the time application fees are paid.



COMMUNITY DEVELOPMENT DEPARTMENT • 501 PRIMROSE ROAD • BURLINGAME, CA 94010  
p: 650.558.7250 • f: 650.696.3790 • www.burlingame.org

Second floor setback Variance

**CITY OF BURLINGAME  
VARIANCE APPLICATION**

RECEIVED

NOV 3 2014

CITY OF BURLINGAME  
CDD-PLANNING DIV.

The Planning Commission is required by law to make findings as defined by the City's Ordinance (Code Section 25.54.020 a-d). Your answers to the following questions can assist the Planning Commission in making the decision as to whether the findings can be made for your request. Please type or write neatly in ink. Refer to the back of this form for assistance with these questions.

- a. ***Describe the exceptional or extraordinary circumstances or conditions applicable to your property which do not apply to other properties in this area.***

See attached.

- b. ***Explain why the variance request is necessary for the preservation and enjoyment of a substantial property right and what unreasonable property loss or unnecessary hardship might result from the denial of the application.***

See attached.

- c. ***Explain why the proposed use at the proposed location will not be detrimental or injurious to property or improvements in the vicinity or to public health, safety, general welfare or convenience.***

See attached.

- d. ***How will the proposed project be compatible with the aesthetics, mass, bulk and character of the existing and potential uses on adjoining properties in the general vicinity?***

See attached.

City of Burlingame Variance Application

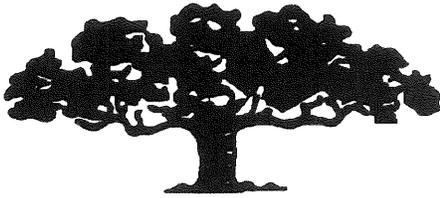
Second floor setback Variance  
524 Oak Grove Ave.

- a. The historic portion of the house that is being relocated from 1128 Douglas Ave. has a second floor that is stacked and aligned directly over the first floor. WE propose setting the relocated structure to meet the 1<sup>st</sup> floor (15') front setback due to extraordinary site constraints (triangular lot and protected-sized trees). We are therefore asking for relief from the 2<sup>nd</sup> floor (20') setback. The proposed house addition along the front façade is designed to harmonize with the historic structure. The addition is generally a first floor roof plate, with a gable sloping away from the front property line.
- b. The existing historic portion of the house that is being relocated is proportionally small relative to the overall property size (8,787 s.f.) In order to be marketable, the addition is proposed, but the proposed total F.A.R. is still 112 s.f. below the allowable maximum. Due to the unique property shape and protected trees, the variance is necessary to accommodate the proposed addition that other properties might enjoy with out special consideration.
- c. The proposed residence with the addition is consistent with the existing residential fabric of the neighborhood. The house, with its addition, will be surrounded by streets on three sides, and the proposed driveway on the fourth side. Therefore, there will be no detrimental impact on any specific neighbors or the neighborhood in general.
- d. The proposed addition is consistent with the aesthetics, mass, bulk and character of the existing structure being relocated, and consistent with the eclectic residential neighborhood in general.

RECEIVED

NOV - 3 2014

CITY OF BURLINGAME  
CDD-PLANNING DIV.



## Mayne Tree Expert Company, Inc.

ESTABLISHED 1931

STATE CONTRACTOR'S LICENSE NO. 276793

CERTIFIED FORESTER • CERTIFIED ARBORISTS • PEST CONTROL • ADVISORS AND OPERATORS

RICHARD L. HUNTINGTON  
PRESIDENT

JEROMEY INGALLS  
CONSULTANT/ESTIMATOR

535 BRAGATO ROAD, STE. A  
SAN CARLOS, CA 94070-6311

TELEPHONE: (650) 593-4400  
FACSIMILE: (650) 593-4443  
EMAIL: info@maynetree.com

August 11, 2014

Mr. Wayne Lin, LEED AP  
Dreiling Terrones Architecture, Inc.  
1105 Juanita Ave.  
Burlingame, CA 94010

Dear Mr. Wayne Lin,

RE: 524 OAK GROVE AVENUE, BURLINGAME

At your request, I visited the above site on Thursday, July 31, 2014. The purpose of my visit was to identify, inspect, and comment on the trees located on the site. Included in this report is a plan review and tree protection plan for the proposed construction project.

### Limitations of this report

This report is based on a visual-only inspection that took place at ground level. I accept no responsibility for any unknown or any unseen defects associated with the trees on this site.

### Method

Each tree on this report is given an identification number, which is scribed on to a metal foil tag and placed at eye level on the trunk of the tree. This number is also placed on the provided site map to show the approximate location of the trees on the property. The diameter for each tree was found by measuring the trunk of the tree at fifty-four inches off of the natural grade as described in the Burlingame Heritage Tree Ordinance. The height and canopy spread has been estimated for each tree to show their approximate dimensions. Each tree was given a condition rating; this rating is based on form and vitality and can be further defined by the following table:

0	–	29	Very Poor
30	–	49	Poor
50	–	69	Fair
70	–	89	Good
90	–	100	Excellent

Lastly, a comments section has been provided to give more individual detail about the trees.

## Tree Survey

Tree #	Species	Diameter (inches)	Condition (percent)	Height (feet)	Spread (feet)	Comments
1	Olive	13.1	35	15	21	Root crown covered by soil, ivy, and organic material; topped at 12 feet; canopy leans south; growing into the wires; lower trunk is hollow; roots lifting the curb and street.
2	Coast Live Oak	20.9	45	20	27	Codominant at 1 foot with included bark; root crown covered; pipe embedded in the lower trunk; ivy growing up the trunk into the upper canopy; abundance of interior deadwood; leans south; healthy canopy; measured below the codominant attachment.
3	Coast Live Oak	40.7	60	40	54	Partially covered root crown; girdling root at the base; codominant at 6 feet; most of the canopy growth is to the south; excess end weight on the lateral limbs; limbs touching the roof; large interior deadwood present; healthy canopy.
4	Monterey Pine	52.0 (est.)	50	90	63	Root crown covered by ivy and other organic material; ivy growing up the trunk; high-voltage lines going through the canopy; history of limbs failing over the street; excess end weight on the lateral limbs over the street; large deadwood present; abundance of pine cones; pitch moth present.
5	Olive	19.3	35	15	15	Partially covered root crown; codominant at 2 feet with included bark; interior deadwood present; measured below the codominant attachment; suppressed growth by tree #3.
6	Spanish Fir	18.5	55	70	21	Root crown covered; ivy growing up the trunk; abundance of interior deadwood; top leans northeast.
7	Olive	17.8	30	15	24	Root crown covered; codominant at 1 foot; measured below codominant attachment; top growing southeast; abundance of interior deadwood; poor form and vigor; ivy growing up the trunk.

Tree #	Species	Diameter (inches)	Condition (percent)	Height (feet)	Spread (feet)	Comments
8	Italian Stone Pine	60.4	55	40	63	Root crown covered with ivy; codominant at 5 feet with included bark; holly sapling growing out of main attachment; long heavy lateral limbs; codominant attachments in the upper canopy; large dead limb over the street; roots lifting the street.
9	Italian Stone Pine	54.3	60	35	69	Root crown covered; ivy growing up the trunk; codominant at 8 feet; heavy lateral limbs; roots lifting the curb, the gutter, and the street; several crossing limbs (some grafted together) in the upper canopy; excess end weight on the lateral limbs growing over the street.

### Observations

**Tree #1** is an Olive tree located within the planter strip along Oak Grove Avenue. Ivy, soil, and other organic material cover the root crown of this tree. Roots from this tree are lifting the curb and the street slightly. The upper canopy is routinely topped at 12 feet by PG&E to minimize growth into the high-voltage wires. Approximately 20 feet away from the base of the tree in the same planter strip, I found an active yellow jacket nest.

**Tree #2** is a Coast Live Oak located near the driveway behind a fence. Leaf litter, soil, and other organic material cover the root crown of this tree. There is a codominant attachment at 1 foot off of the natural grade with included bark between the two stems. The upper canopy leans south due to a competition for light with the adjacent Coast Live Oak canopy. A large square pipe is embedded in the lower trunk.

**Tree #3** is a large Coast Live Oak located in the rear of the home. I found several Pine roots girdling the lower buttress roots at the base of this Oak and a small amount of ivy growing up the lower trunk. There is a codominant attachment at 6 feet and an abundance of large interior deadwood. Most of the upper canopy leans to the south with excess end weight on many of the lateral limbs. Many of these lateral limbs are touching the roof of the existing home.

**Tree #4** is a large Monterey Pine located on the right side of the home, along the property line fence. A significant amount of ivy, pine needles, and other organic material cover the root crown of this tree. There are several stubbed off limbs in the lower canopy where the previous failures have occurred. Many of the lateral limbs have excess end weight and are in need of end weight reduction. High-voltage lines are going through the middle canopy of this tree and there are several large dead limbs in the interior of this canopy.

**Tree #5** is an Olive tree located along the rear of the property. This tree has a codominant attachment at 2 feet with included bark between the two stems. Tree #3 has suppressed the growth of this tree creating a competition for light and undesirable form of the upper canopy.

**Tree #6** is a Spanish Fir located on the left side of the home near the left corner property line. Ivy and other organic material cover the root crown of this tree. There is an abundance of interior deadwood in the upper canopy, which leans northeast slightly.

**Tree #7** is an Olive tree located on the left side of the property. This tree has a codominant attachment at 1 foot. The upper canopy is growing to the southeast toward the existing home. This tree has poor form and vigor and an abundance of interior deadwood.

**Tree #8** is an Italian Stone Pine located within the planter strip along Marin Drive. Ivy, soil, and other organic material cover the root crown of this tree. I noticed several large upwelling areas of the street near the base of the tree that appear to be from the tree's surface roots. There is a codominant attachment at 5 feet with included bark between the two stems. A small Holly sapling appears to be growing out of the included bark area of the codominant attachment. There is an abundance of lateral limbs with excess end weight growing over the street and several codominant attachments in the upper canopy. I identified one large dead limb located over the street.

**Tree #9** is an Italian Stone Pine located on the corner of Oak Grove Avenue and Marin Drive. Ivy, soil, and other organic material cover the root crown of this tree. I identified a codominant attachment at 8 feet and excess end weight on the lateral limbs. The roots of this tree appear to be lifting the curb, gutter, and portions of the street. There are several crossing branches grafted together in the upper canopy.

All of the trees on site appear to be in need of routine maintenance that should include significant end weight reduction, large deadwood removal, and reshaping of the canopies. Special attention should be focused on the canopies of trees #3, #4, #7, and #9. Tree #3 needs significant end weight reduction over the home to reduce the chance of future failures occurring. Trees #4, #8, and #9 all overhang the street. The lateral limbs of these trees have poor branch taper and an abundance of excess end weight. Due to vehicle and pedestrian traffic, there is a higher potential for significant injury or damage to occurring in the event of a failure.

I recommend the removal of trees #1, #5, and #7 as they all have poor form and vigor. All tree work performed as a result of this report should be completed by a qualified licensed tree care professional.

### **Plan Review**

On August 4, 2014, I reviewed the proposed construction plans for the above site. The plans call for the removal of the existing home and the new construction and partial reconstruction of a historical building from a different site. Pruning and the removal of several trees will be needed to accommodate the new home and driveway. Trees #2, #3, #8, and #9 will need end weight reduction and select limb removal to allow the construction project to continue unhindered. Trees #5, #6, and #7 will need to be removed.

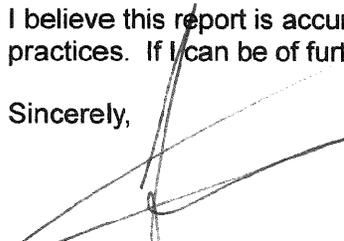
## TREE PROTECTION SPECIFICATIONS

1. A protective barrier of 6-foot chain link fencing shall be installed around the dripline of protected tree(s). The fencing can be moved within the dripline if authorized by the Project Arborist or the City Arborist, but not closer than 2 feet from the trunk of any tree. Fence posts shall be 1.5 inches in diameter and are to be driven 2 feet into the ground. The distance between posts shall not be more than 10 feet. This enclosed area is the Tree Protection Zone (TPZ). I have drawn in on the provided site plan the approximate location of the tree protection fencing.
2. Movable barriers of chain link fencing secured to cement blocks can be substituted for "fixed" fencing if the Project Arborist and City Arborist agree that the fencing will have to be moved to accommodate certain phases of construction. The builder may not move the fence without authorization from the Project Arborist or City Arborist.
3. **Avoid the following conditions.**  
**DO NOT:**
  - a. Allow runoff or spillage of damaging materials into the area below any tree canopy.
  - b. Store materials, stockpile soil, or park or drive vehicles within the TPZ.
  - c. Cut, break, skin, or bruise roots, branches, or trunks without first obtaining authorization from the City Arborist.
  - d. Allow fires under and adjacent to trees.
  - e. Discharge exhaust into foliage.
  - f. Secure cable, chain, or rope to trees or shrubs.
  - g. Trench, dig, or otherwise excavate within the dripline or TPZ of the tree(s) without first obtaining authorization from the City Arborist.
  - h. Apply soil sterilants under pavement near existing trees.
4. Only excavation by hand or compressed air shall be allowed within the driplines of trees. Machine trenching shall not be allowed.
5. Avoid injury to tree roots. When a ditching machine, which is being used outside of the dripline of trees, encounters roots smaller than 2 inches, the wall of the trench adjacent to the trees shall be hand trimmed, making clear, clean cuts through the roots. All damaged, torn, and cut roots shall be given a clean cut to remove ragged edges, which promote decay. Trenches shall be filled within 24 hours, but, where this is not possible, the side of the trench adjacent to the trees shall be kept shaded with four layers of dampened, untreated burlap, wetted as frequently as necessary to keep the burlap wet. Roots 2 inches or larger, when encountered, shall be reported immediately to the Project Arborist, who will decide whether the Contractor may cut the root as mentioned above or shall excavate by hand or with compressed air under the root. The root is to be protected with dampened burlap.

6. Route pipes outside of the area that is 10 times the diameter of a protected tree to avoid conflict with roots.
7. Where it is not possible to reroute pipes or trenches, the contractor shall bore beneath the dripline of the tree. The boring shall take place not less than 3 feet below the surface of the soil in order to avoid encountering "feeder" roots.
8. Any damage due to construction activities shall be reported to the Project Arborist or City Arborist within six hours so that remedial action can be taken.
9. Violation of any of the above provisions may result in sanctions or other disciplinary action.

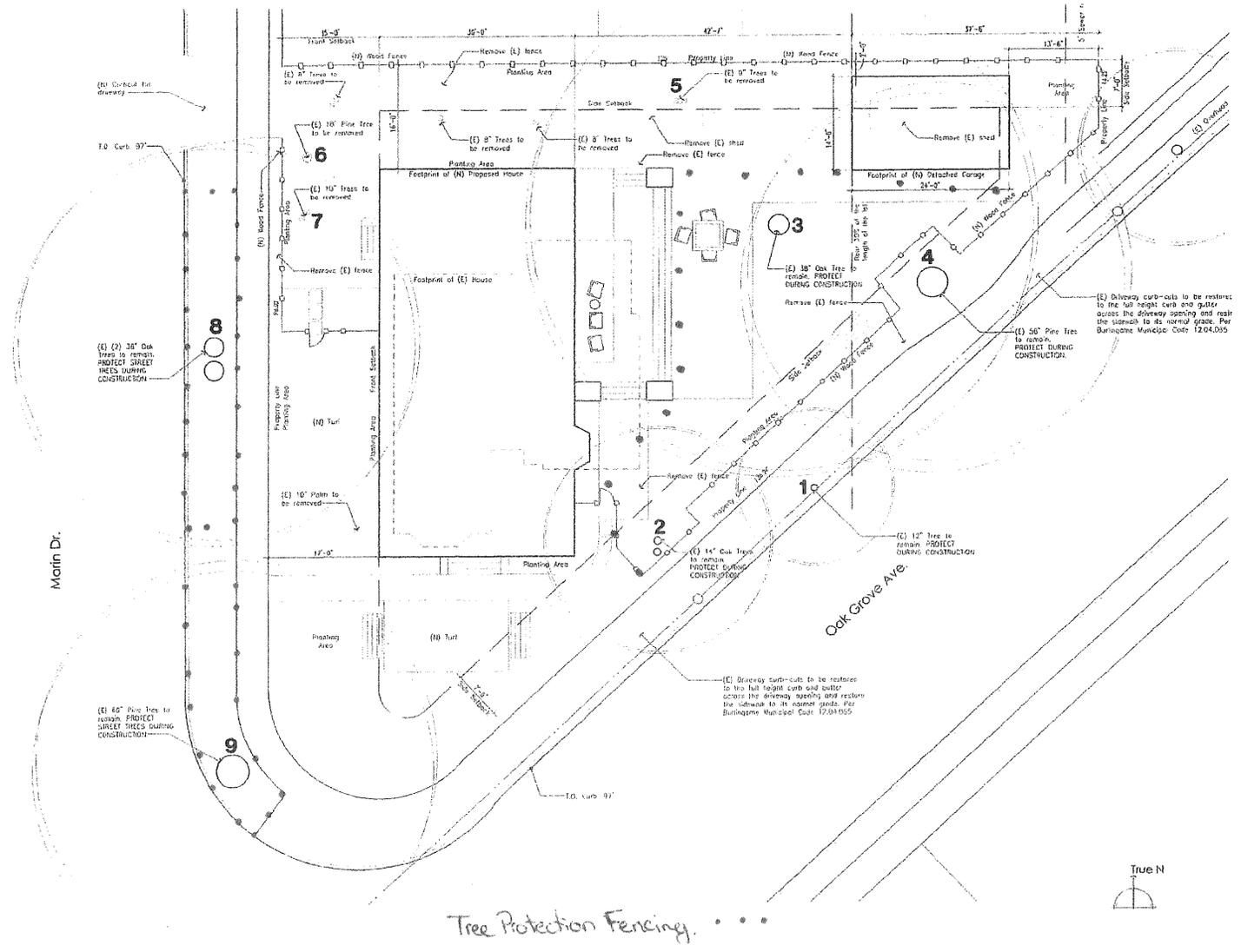
I believe this report is accurate and based on sound arboricultural principles and practices. If I can be of further assistance, please contact me at my office.

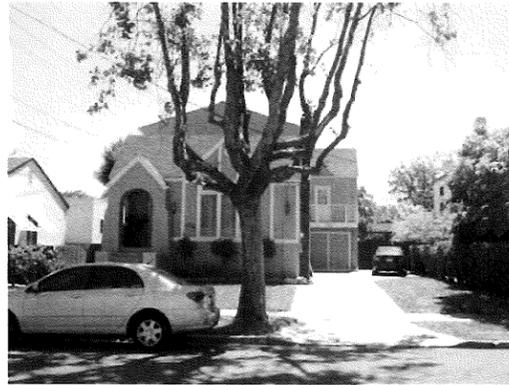
Sincerely,

  
Jeromey A. Ingalls  
Certified Arborist WE #7076A

JAI:pmd







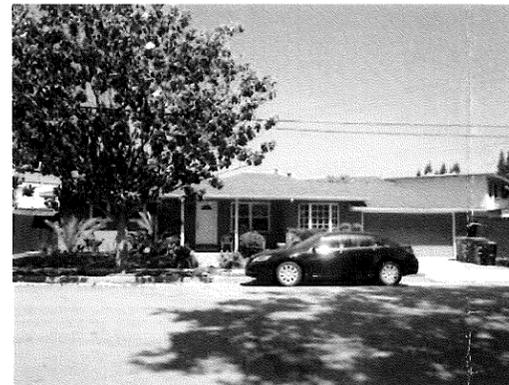
511 Marin Dr.



515 Marin Dr.



524 Oak Grove Ave.  
(subject property)



510 Oak Grove Ave.



2 Oak Grove Ave.

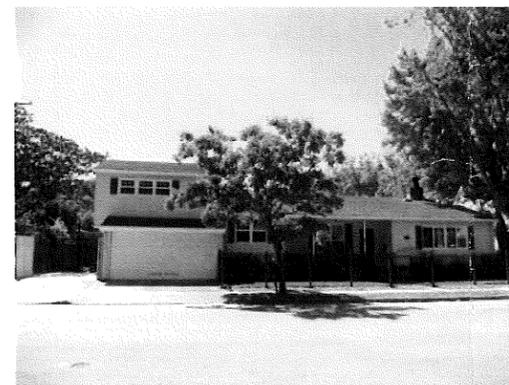
Subject Property side of the street



516 Marin Dr.



520 Marin Dr.



525 Oak Grove Ave.



521 Oak Grove Ave.

Opposite side of the street

RECEIVED

JUN 13 2014

CITY OF BURLINGAME  
ODD-PLANNING DIV.  
06.07.14

## Project Comments

**Date:** November 13, 2014

**To:**

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input checked="" type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

**From:** Planning Staff

**Subject:** Request for Design Review to demolish the existing house on-site, relocate an existing two-story house onto the subject property and build a new detached garage at **524 Oak Grove Avenue, zoned R-1, APN: 029-083-010**

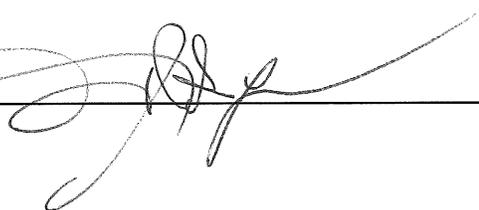
**Staff Review:**

No further comments.

All conditions of approval as stated in the review dated 6-20-2014 will apply to this project.

**Reviewed by:** \_\_\_\_\_

**Date:** 11-17-2014



## Project Comments

**Date:** June 16, 2014

**To:**

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input checked="" type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

**From:** Planning Staff

**Subject:** Request for Design Review to demolish the existing house on site and place an existing two-story historic house on the property and build a new detached garage at **524 Oak Grove Avenue, zoned R-1, APN: 029-083-010**

**Staff Review:** June 16, 2014

- 1) On the plans specify that this project will comply with the 2013 California Building Code, 2013 California Residential Code (where applicable), 2013 California Mechanical Code, 2013 California Electrical Code, and 2013 California Plumbing Code, including all amendments as adopted in Ordinance 1889. Note: If the Planning Commission has not approved the project prior to 5:00 p.m. on December 31, 2013 then this project must comply with the 2013 California Building Codes.
- ② As of January 1, 2014, SB 407 (2009) requires non-compliant plumbing fixtures to be replaced by water-conserving plumbing fixtures when a property is undergoing alterations or improvements. This law applies to all residential and commercial property built prior to January 1, 1994. Details can be found at [http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb\\_0401-0450/sb\\_407\\_bill\\_20091011\\_chaptered.html](http://www.leginfo.ca.gov/pub/09-10/bill/sen/sb_0401-0450/sb_407_bill_20091011_chaptered.html). **Revise the plans to show compliance with this requirement.**
- 3) Specify on the plans that this project will comply with the 2013 California Energy Efficiency Standards.  
Go to <http://www.energy.ca.gov/title24/2013standards/> for publications and details.
- 4) The GreenPoints Checklist will no longer be required beginning July 1, 2014. Compliance with the *Mandatory Measures* of the 2013 California Green Building Code (CAL Green) is required. Provide two completed copies of the attached *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 which indicates where each Measure can be found on the plans.

- 5) Place the following information on the first page of the plans:

**“Construction Hours”**

**Weekdays: 7:00 a.m. – 7:00 p.m.**

**Saturdays: 9:00 a.m. – 6:00 p.m.**

**Sundays and Holidays: 10:00 a.m. – 6:00 p.m.**

**(See City of Burlingame Municipal Code, Section 13.04.100 for details.)**

- 6) On the first page of the plans specify the following: “Any hidden conditions that require work to be performed beyond the scope of the building permit issued for these plans may require further City approvals including review by the Planning Commission.” The building owner, project designer, and/or contractor must submit a Revision to the City for any work not graphically illustrated on the Job Copy of the plans prior to performing the work.
- 7) Anyone who is doing business in the City must have a current City of Burlingame business license.
- 8) Provide a fully dimensioned site plan which shows the true property boundaries, the location of all structures on the property, existing driveways, and on-site parking.
- 9) This project will be considered a New Building because, according to the City of Burlingame Municipal code, “when additions, alterations or repairs within any twelve-month period exceed fifty percent of the current replacement value of an existing building or structure, as determined by the building official, such building or structure shall be made in its entirety to conform with the requirements for new buildings or structures.” This building must comply with the 2013 California Building Code for new structures. BMC 18.07.020

Note: Any revisions to the plans approved by the Building Division must be submitted to, and approved by, the Building Division *prior to the implementation of any work not specifically shown on the plans*. Significant delays can occur if changes made in the field, without City approval, necessitate further review by City departments or the Planning Commission. Inspections cannot be scheduled and will not be performed for work that is not shown on the Approved plans.

- 10) Due to the extensive nature of this construction project the Certificate of Occupancy will be rescinded once construction begins. A new Certificate of Occupancy will be issued after the project has been finalized. No occupancy of the building is to occur until a new Certificate of Occupancy has been issued.**
- 11) Provide a complete demolition plan that includes a legend and indicates existing walls and features to remain, existing walls and features to be demolished, and new walls and features.
- NOTE: A condition of this project approval is that the Demolition Permit will not be issued and, and no work can begin (including the removal of any building components), until a Building Permit has been issued for the project. The property owner is responsible for assuring that no work is authorized or performed.**

- 12) When you submit your plans to the Building Division for plan review provide a completed Supplemental Demolition Permit Application. **NOTE: The Demolition Permit will not be issued until a Building Permit is issued for the project.**
- 13) Show the distances from all exterior walls to property lines or to assumed property lines
- 14) Show the dimensions to adjacent structures.
- 15) Obtain a survey of the property lines.
- 16) On the plans specify that the roof eaves at the garage will not project within two feet of the property line.
- 17) Provide details on the plans which show that all roof projections which project beyond the point where fire-resistive construction would be required will be constructed of one-hour fire-resistance-rated construction per 2013 CBC §705.2.
- 18) Indicate on the plans that exterior bearing walls at the garage that are less than five feet from the property line will be built of one-hour fire-rated construction. (2013 CBC, Table 602)
- 19) Rooms that could be used for sleeping purposes must have at least one window or door that complies with the egress requirements. ***Specify the location and the net clear opening height and width of all required egress windows on the elevation drawings.*** 2013 California Residential Code (CRC) §R310.
- 20) Indicate on the plans that a Grading Permit, if required, will be obtained from the Department of Public Works.
- 21) Specify the following on the plans: *If, during the process of building relocation or reconstruction, the existing fireplace is demolished any new solid wood-burning device subsequently installed will meet all requirements as a U.S. EPA Phase II certified wood-burning device.*
- 22) Provide guardrails at all landings. NOTE: All landings more than 30" in height at any point are considered in calculating the allowable lot coverage. Consult the Planning Department for details if your project entails landings more than 30" in height.
- 23) Provide handrails at all stairs where there are four or more risers. 2013 CBC §1009.
- 24) Provide lighting at all exterior landings.

**NOTE: A written response to the items noted here and plans that specifically address items 2, 16, 17, 18, 19, 20 and 21 must be re-submitted before this project can move forward for Planning Commission action.**

Reviewed by: \_\_\_\_\_

Joe Cyr, CBO

650-558-7270

Date: 6-20-2014

## Project Comments

Date: December 23, 2014

To:  Engineering Division  
(650) 558-7230

Building Division  
(650) 558-7260

Parks Division  
(650) 558-7334

Fire Division  
(650) 558-7600

Stormwater Division  
(650) 342-3727

City Attorney  
(650) 558-7204

From: Planning Staff

Subject: Request for Design Review to demolish the existing house on-site, relocate an existing two-story house onto the subject property and build a new detached garage at 524 Oak Grove Avenue, zoned R-1, APN: 029-083-010

Staff Review:

1. No further comments

Reviewed by: BD

Date: 12/30/14

## Project Comments

Date: November 13, 2014

To:  Engineering Division (650) 558-7230  
 Building Division (650) 558-7260  
 Parks Division (650) 558-7334  
 Fire Division (650) 558-7600  
 Stormwater Division (650) 342-3727  
 City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review to demolish the existing house on-site, relocate an existing two-story house onto the subject property and build a new detached garage at 524 Oak Grove Avenue, zoned R-1, APN: 029-083-010

### Staff Review:

1. Tree Protection specification written by independent arborist must be included on Demolition Plan A2.1d.
2. Tree Protection must be in place during all phases of construction.
3. Follow independent arborist report for care and maintenance of all trees on site.
4. Water efficiency and irrigation plan ok.

Reviewed by: B Disco

Date: 11/25/14

## Project Comments

Date: June 16, 2014

To:  Engineering Division (650) 558-7230  
 Building Division (650) 558-7260  
 Parks Division (650) 558-7334  
 Fire Division (650) 558-7600  
 Stormwater Division (650) 342-3727  
 City Attorney (650) 558-7204

From: Planning Staff

Subject: Request for Design Review to demolish the existing house on site and place an existing two-story historic house on the property and build a new detached garage at **524 Oak Grove Avenue, zoned R-1, APN: 029-083-010**

Staff Review: June 16, 2014

1. Tree Protection plan required by independent arborist for City owned Stone Pines and private oaks on property. Specifically address any root issues that may occur during construction phase or landscape installation.
2. Oak trees need proper maintenance and trimming by a qualified tree professional before project begins to ensure limbs are not damaged during construction.
3. Monterey Pine Tree is diseased and in decline. Arborist report required to determine health and structure and determine possible hazards to public right-of-way now and in the future.
4. Olive tree in City planter strip has poor structure and may be removed as part of this project.
5. Proposed landscape plants are mostly drought tolerant sun loving species. These landscape plants may not be compatible with existing pines and oaks.
6. Existing City Street Tree may not be cut, trimmed or removed without permit from Parks Division (558-7330)
7. No existing tree over 48 inches in circumference at 54 inches from base of tree may be removed without a *Protected Tree Permit* from the Parks Division (558-7330).

B. Durco

6/19/14

8. Irrigation plan needs to include irrigation in turf area; and type of bubblers or heads for landscape plants.

9. Checklist incomplete without signature of applicant.

10. If Public Works requires sidewalk replacement, **Policy for Expanding Width of Planter Strip** needs to be implemented.

Reviewed by:



Date:



# OUTDOOR WATER USE EFFICIENCY CHECKLIST

**To Be Completed by Applicant** Page 1 of 2

I certify that the subject project meets the specified requirements of the Water Conservation in Landscaping Ordinance.

4/3/14
NOV - 3 2014

Signature Date

**Project Information**

Single Family 
  Multi-Family 
  Commercial 
  Institutional 
  Irrigation only 
  Industrial 
  Other:

Applicant Name (print): Contact Phone #:

Project Site Address: **524 OAK GROVE AVE** Agency Review

Project Area (sq.ft. or acre): **3626 SQ FT** # of Units: # of Meters:

of a single family project or single family development intended for this ordinance in residential developments or all other projects in the ordinance jurisdiction.	Total Landscape Area (sq.ft.):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>4,813</b>		
	Turf Irrigated Area (sq.ft.):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>689</b>		
	Non-Turf Irrigated Area (sq.ft.):	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>1891</b>		
	Special Landscape Area (SLA) (sq.ft.):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>N/A</b>		
	Water Feature Surface Area (sq.ft.):	<input type="checkbox"/> Yes <input type="checkbox"/> No	
	<b>N/A</b>		

**Landscaping Parameter Requirements Project Compliance**

Landscaping Parameter	Requirements	Project Compliance	
<b>Turf</b>	Less than 25% of the landscape area is turf	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	All turf areas are > 8 feet wide	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	All turf is planted on slopes < 25%	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Non-Turf</b>	At least 80% of non-turf area is native or low water use plants	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, See Water Budget	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Hydrozones</b>	Plants are grouped by Hydrozones	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Mulch</b>	At least 2-inches of mulch on exposed soil surfaces	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Irrigation System Efficiency</b>	70% ETo (100% ETo for SLAs)	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	No overspray or runoff	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Irrigation System Design</b>	System efficiency > 70%	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Automatic, self-adjusting irrigation controllers	<input type="checkbox"/> No, not required for Tier 1 <input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Moisture sensor/rain sensor shutoffs	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	No sprayheads in < 8-ft wide area	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Irrigation Time</b>	System only operates between 8 PM and 10 AM	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Metering</b>	Separate irrigation meter	<input checked="" type="checkbox"/> No, not required because < 5,000 sq.ft. <input type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Swimming Pools / Spas</b>	Cover highly recommended	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No, not required	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Water Features</b>	Recirculating	<input type="checkbox"/> Yes	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Less than 10% of landscape area	<input type="checkbox"/> Yes	<input type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Documentation</b>	Checklist	<input checked="" type="checkbox"/> Yes	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Landscape and Irrigation Design Plan	<input checked="" type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
	Water Budget (optional)	<input type="checkbox"/> Prepared by applicant <input type="checkbox"/> Prepared by professional	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)
<b>Audit</b>	Post-installation audit completed	<input checked="" type="checkbox"/> Completed by applicant <input type="checkbox"/> Completed by professional	<input checked="" type="checkbox"/> (Pass) <input type="checkbox"/> (Fail)

RECEIVED

JUN 13 2014

# OUTDOOR WATER USE EFFICIENCY CHECKLIST

## To Be Completed by Agency

**Auditor:**

**Materials Received and Reviewed:**

- Outdoor Water Use Efficiency Checklist
- Water Budget
- Landscape Plan
- Post-Installation Audit

**Date Reviewed:**

- Follow up required (explain):

**Date Resubmitted:**

**Date Approved:**

**Dedicated Irrigation Meter Required:**

**Meter sizing:**

**Material Distributed to Applicant**

- Water Conservation in Landscaping Ordinance
- Outdoor Water Use Efficiency Checklist
- Water Budget Calculation Worksheets
- Plant List
- Other:

**Measures Recommended to Applicant**

- Drip irrigation
- Self-adjusting Irrigation Controller
- Plant palate
- Three (3) inches of mulch
- Soil amendment (e.g., compost)
- Grading
- Pool and/or spa cover
- Dedicated irrigation meter
- Other:

**Comments:**

**Selected Definitions:**

Tier 1	New construction and rehabilitated landscapes with irrigated landscape areas between 1,000 and 2,500 square feet requiring a building or landscape permit, plan check or design review, or new or expanded water service.
Tier 2	New construction and rehabilitated landscapes with irrigated landscape areas greater than 2,500 square feet requiring a building or landscape permit, plan check or design review.
ETo	Reference evapotranspiration means the quantity of water evaporated from a large field of four- to seven-inch tall, cool-season grass that is well watered. Reference evapotranspiration is used as the basis of estimating water budgets so that regional differences in climate can be accommodated.
SLA	Special Landscaped Area. Includes edible plants, areas irrigated with recycled water, surface water features using recycled water and areas dedicated to active play such as parks, sports fields, golf courses, and where turf provides a playing surface.
Professional	Professional is a "certified professional" or "authorized professional" that is a certified irrigation designer, a certified landscape irrigation auditor, a licensed landscape architect, a licensed landscape contractor, a licensed professional engineer, or any other person authorized by the state to design a landscape, an irrigation system, or authorized to complete a water budget, irrigation survey or irrigation audit.
Water Feature	A design element where open water performs an aesthetic or recreational function. Water features include ponds, lakes, waterfalls, fountains, artificial streams, spas, and swimming pools (where water is artificially supplied).

## Project Comments

**Date:** June 16, 2014

**To:**

<input checked="" type="checkbox"/> Engineering Division (650) 558-7230	<input type="checkbox"/> Fire Division (650) 558-7600
<input type="checkbox"/> Building Division (650) 558-7260	<input type="checkbox"/> Stormwater Division (650) 342-3727
<input type="checkbox"/> Parks Division (650) 558-7334	<input type="checkbox"/> City Attorney (650) 558-7204

**From:** Planning Staff

**Subject:** Request for Design Review to demolish the existing house on site and place an existing two-story historic house on the property and build a new detached garage at **524 Oak Grove Avenue, zoned R-1, APN: 029-083-010**

**Staff Review:** June 16, 2014

1. See attached review comments #1, 2, 5, 14 and 20.
2. Sewer backwater protection certification is required. Contact Public Works – Engineering Division at (650) 558-7230 for additional information.
3. Applicant is advised to call City Arborist regarding potential relocation of sidewalk area for new street trees in the planter strip.

**Reviewed by:** V V

**Date:** 7/18/2014

# PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

## PLANNING REVIEW COMMENTS

Project Name: HISTORIC HOUSE  
RENOVATION

Project Address: 524 CALIFORNIA

The following requirements apply to the project

1.  A property boundary survey shall be performed by a licensed land surveyor. The survey shall show all property lines, property corners, easements, topographical features and utilities. (Required prior to the building permit issuance.) SURVEY MUST BE SKED BY THE LICENSED LAND SURVEYOR
2.  The site and roof drainage shall be shown on plans and should be made to drain towards the Frontage Street. (Required prior to the building permit issuance.)
3.  The applicant shall submit project grading and drainage plans for approval prior to the issuance of a Building permit.
4.  The project site is in a flood zone, the project shall comply with the City's flood zone requirements.
5.  A <sup>NEW</sup> sanitary sewer lateral <sup>TO THE MAIN</sup> is required for the project in accordance with the City's standards. ~~\_\_\_\_\_~~
6.  The project plans shall show the required Bayfront Bike/Pedestrian trail and necessary public access improvements as required by San Francisco Bay Conservation and Development Commission.
7.  Sanitary sewer analysis is required for the project. The sewer analysis shall identify the project's impact to the City's sewer system and any sewer pump stations and identify mitigation measures.
8.  Submit traffic trip generation analysis for the project.
9.  Submit a traffic impact study for the project. The traffic study should identify the project generated impacts and recommend mitigation measures to be adopted by the project to be approved by the City Engineer.
10.  The project shall file a parcel map with the Public Works Engineering Division. The parcel map shall show all existing property lines, easements, monuments, and new property and lot lines proposed by the map.

## PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

11. \_\_\_\_\_ A latest preliminary title report of the subject parcel of land shall be submitted to the Public Works Engineering Division with the parcel map for reviews.
12. \_\_\_\_\_ Map closure/lot closure calculations shall be submitted with the parcel map.
13. \_\_\_\_\_ The project shall submit a condominium map to the Engineering Divisions in accordance with the requirements of the Subdivision Map Act.
14.  \_\_\_\_\_ The project shall, at its own cost, design and construct frontage public improvements including curb, gutter, sidewalk and other necessary appurtenant work.
15. \_\_\_\_\_ The project shall, at its own cost, design and construct frontage streetscape improvements including sidewalk, curb, gutters, parking meters and poles, trees, and streetlights in accordance with streetscape master plan.
16. \_\_\_\_\_ By the preliminary review of plans, it appears that the project may cause adverse impacts during construction to vehicular traffic, pedestrian traffic and public on street parking. The project shall identify these impacts and provide mitigation measure acceptable to the City.
17. \_\_\_\_\_ The project shall submit hydrologic calculations from a registered civil engineer for the proposed creek enclosure. The hydraulic calculations must show that the proposed creek enclosure doesn't cause any adverse impact to both upstream and downstream properties. The hydrologic calculations shall accompany a site map showing the area of the 100-year flood and existing improvements with proposed improvements.
18. \_\_\_\_\_ Any work within the drainage area, creek, or creek banks requires a State Department of Fish and Game Permit and Army Corps of Engineers Permits.
19. \_\_\_\_\_ No construction debris shall be allowed into the creek.
20.  \_\_\_\_\_ The project shall comply with the City's NPDES permit requirement to prevent storm water pollution.
21. \_\_\_\_\_ The project does not show the dimensions of existing driveways, re-submit plans with driveway dimensions. Also clarify if the project is proposing to widen the driveway. Any widening of the driveway is subject to City Engineer's approval.
22. \_\_\_\_\_ The plans do not indicate the slope of the driveway, re-submit plans showing the driveway profile with elevations

## PUBLIC WORKS DEPARTMENT ENGINEERING DIVISION

23. \_\_\_\_\_ 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 storm water from the street into private property.
24. \_\_\_\_\_ For the takeout service, a garbage receptacle shall be placed in front. The sidewalk fronting the store shall be kept clean 20' from each side of the property.
25. \_\_\_\_\_ For commercial projects a designated garbage bin space and cleaning area shall be located inside the building. A drain connecting the garbage area to the Sanitary Sewer System is required.

## Project Comments

**Date:** June 16, 2014

**To:**

<input type="radio"/> Engineering Division (650) 558-7230	<input checked="" type="checkbox"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

**From:** Planning Staff

**Subject:** Request for Design Review to demolish the existing house on site and place an existing two-story historic house on the property and build a new detached garage at **524 Oak Grove Avenue, zoned R-1, APN: 029-083-010**

**Staff Review:** June 16, 2014

Provide a residential fire sprinkler throughout the residence.

1. Provide a minimum 1 inch water meter.
2. Provide backflow prevention device/double check valve assembly – **Schematic of water lateral line after meter shall be shown on Building Plans prior to approval indicating location of the device after the split between domestic and fire protection lines.**
3. All sprinkler drainage shall be placed into landscaping areas.
4. Drawings submitted to Building Department for review and approval shall clearly indicate **Fire Sprinklers shall be installed and shop drawings shall be approved by the Fire Department prior to installation.**

**Reviewed by:**



**Date:**

16 Jun 14

## Project Comments

**Date:** June 16, 2014

**To:**

<input type="radio"/> Engineering Division (650) 558-7230	<input type="radio"/> Fire Division (650) 558-7600
<input type="radio"/> Building Division (650) 558-7260	<input checked="" type="radio"/> Stormwater Division (650) 342-3727
<input type="radio"/> Parks Division (650) 558-7334	<input type="radio"/> City Attorney (650) 558-7204

**From:** Planning Staff

**Subject:** Request for Design Review to demolish the existing house on site and place an existing two-story historic house on the property and build a new detached garage at **524 Oak Grove Avenue, zoned R-1, APN: 029-083-010**

**Staff Review:** June 16, 2014

1) The Stormwater Requirements Checklist has been filled out and returned. It indicates that the project does trigger the new stormwater requirements. The Checklist indicates that the project proposes to satisfy the requirements by utilizing site design measures B.2.b,c,d,e, and h. Please provide instructions on building plans as to these design measures and details as appropriate, i.e. pervious paving.

2) Any construction project in the City, regardless of size, shall comply with the City's NPDES (stormwater) permit to prevent stormwater pollution from construction activities. Project proponent shall ensure all contractors implement appropriate and effective BMPs during all phases of construction, including demolition. When submitting plans for a building permit include a list of construction BMPs as project notes on a separate full size plan sheet, preferably 2' x 3' or larger. Project proponent may use the attached Construction BMPs plan sheet to comply with this requirement. Electronic file is available for download at:

<http://flowstobay.org/files/privatend/MRPsourcebk/Section5/ConstBMPPlanJun2012.pdf>

3) Best Management Practices (BMPs) requirements apply on any projects using architectural copper. To learn what these requirements are, see attached flyer "Requirements for Architectural Copper." Electronic file is available for download at:

<http://flowstobay.org/files/privatend/MRPsourcebk/Section8/ArchitecturalcopperBMPs.pdf>

For assistance please contact Stephen D. at 650-342-3727.

**Reviewed by:** SD *SD*

**Date:** 6/19/2014

# Stormwater Checklist for Small Projects

Municipal Regional Stormwater Permit (MRP)  
Order No. R2-2009-0074 ; Order No. R2-2011-0083  
NPDES No. CAS612008

**City of Burlingame - Office of  
Environmental Compliance**  
**1103 Airport Blvd**  
**Office: (650) 342-3727**  
**Fax: (650) 342-3712**

Complete this form for individual single family home projects of any size, other projects that create and/or replace less than 10,000 square feet of impervious surface, and projects in the following categories that create and/or replace less than 5,000 square feet of impervious surface: restaurants, retail gasoline outlets, auto service facilities<sup>1</sup>, and parking lots (stand-alone or part of another use).

RECEIVED

## A. Project Information

A.1 Project Name: Addition and Remodel, 524 Oak Grove Ave.

A.2 Project Address: 524 Oak Grove Ave, Burlingame, CA 94010

A.3 Project APN: 029-083-010

JUN 13 2014

CITY OF BURLINGAME  
CITY PLANNING DIV

## B. Select Appropriate Site Design Measures

B.1 Does the project create and/or replace 2,500 square feet or more of impervious surface<sup>2</sup>?  Yes  No

- If yes, and the project will receive final discretionary approval on or after December 1, 2012, the project must include one of Site Design Measures a through f.<sup>3</sup> Fact sheets regarding site design measures a through f may be downloaded at [http://www.flowstobay.org/bs\\_new\\_development.php#flyers](http://www.flowstobay.org/bs_new_development.php#flyers).
- If no, or the project will receive final discretionary approval before December 1, 2012, the project is encouraged to implement site design measures<sup>4</sup>, which may be required at municipality discretion. Consult with municipal staff about requirements for your project.

B.2 Is the site design measure included in the project plans?

Yes	No	Plan Sheet No.	
<input type="checkbox"/>	<input checked="" type="checkbox"/>		a. Direct roof runoff into cisterns or rain barrels and use rainwater for irrigation or other non-potable use.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		b. Direct roof runoff onto vegetated areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		c. Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		d. Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
<input checked="" type="checkbox"/>	<input type="checkbox"/>		e. Construct sidewalks, walkways, and/or patios with permeable surfaces.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	N/A	f. Construct bike lanes, driveways, and/or uncovered parking lots with permeable surfaces.
<input type="checkbox"/>	<input type="checkbox"/>	N/A	g. Minimize land disturbance and impervious surface (especially parking lots).
<input checked="" type="checkbox"/>	<input type="checkbox"/>		h. Maximize permeability by clustering development and preserving open space.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		i. Use micro-detention, including distributed landscape-based detention.
<input type="checkbox"/>	<input type="checkbox"/>	N/A	j. Protect sensitive areas, including wetland and riparian areas, and minimize changes to the natural topography.
<input type="checkbox"/>	<input checked="" type="checkbox"/>		k. Self-treating area (see Section 4.2 of the C.3 Technical Guidance)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		l. Self-retaining area (see Section 4.3 of the C.3 Technical Guidance)
<input type="checkbox"/>	<input checked="" type="checkbox"/>		m. Plant or preserve interceptor trees (Section 4.1, C.3 Technical Guidance)

<sup>1</sup> See Standard Industrial Classification (SIC) codes [here](#).

<sup>2</sup> Complete the C.3/C.6 Development Review Checklist if the project is not an individual single family home, and it creates and/or replaces 10,000 square feet or more of impervious surface; or if it is a restaurant, retail gasoline outlet, auto service facility, or parking lot project that creates and/or replaces 5,000 square feet or more of impervious surface.

<sup>3</sup> See MRP Provision C.3.i.

<sup>4</sup> See MRP Provision C.3.a.i.(6).

SD

**D. Implement construction Best Management Practices (BMPs) (Required for all projects.)**

Yes  No

D.1 Is the site a "High Priority Site"? (Municipal staff will make this determination; if the answer is yes, the project will be referred to construction site inspection staff for monthly stormwater inspections during the wet season, October 1 through April 30.)

- "High Priority Sites" are sites that require a grading permit, are adjacent to a creek, or are otherwise high priority for stormwater protection during construction per MRP Provision C.6.e.ii(2).

D.2 All projects require appropriate stormwater BMPs during construction, indicate which BMPs are included in the project, below.

Yes	No	Best Management Practice (BMP)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Attach the San Mateo Countywide Water Pollution Prevention Program's construction BMP plan sheet to project plans and require contractor to implement the applicable BMPs on the plan sheet.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Temporary erosion controls to stabilize all denuded areas until permanent erosion controls are established.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Delineate with field markers clearing limits, easements, setbacks, sensitive or critical areas, buffer zones, trees, and drainage courses.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Provide notes, specifications, or attachments describing the following: <ul style="list-style-type: none"> <li>▪ Construction, operation and maintenance of erosion and sediment controls, include inspection frequency;</li> <li>▪ Methods and schedule for grading, excavation, filling, clearing of vegetation, and storage and disposal of excavated or cleared material;</li> <li>▪ Specifications for vegetative cover &amp; mulch, include methods and schedules for planting and fertilization;</li> <li>▪ Provisions for temporary and/or permanent irrigation.</li> </ul>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Perform clearing and earth moving activities only during dry weather.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Use sediment controls or filtration to remove sediment when dewatering and obtain all necessary permits.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Protect all storm drain inlets in vicinity of site using sediment controls such as berms, fiber rolls, or filters.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Trap sediment on-site, using BMPs such as sediment basins or traps, earthen dikes or berms, silt fences, check dams, soil blankets or mats, covers for soil stock piles, etc.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Divert on-site runoff around exposed areas; divert off-site runoff around the site (e.g., swales and dikes).
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Protect adjacent properties and undisturbed areas from construction impacts using vegetative buffer strips, sediment barriers or filters, dikes, mulching, or other measures as appropriate.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Limit construction access routes and stabilize designated access points.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	No cleaning, fueling, or maintaining vehicles on-site, except in a designated area where washwater is contained and treated.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Store, handle, and dispose of construction materials/wastes properly to prevent contact with stormwater.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Contractor shall train and provide instruction to all employees/subcontractors re: construction BMPs.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Control and prevent the discharge of all potential pollutants, including pavement cutting wastes, paints, concrete, petroleum products, chemicals, washwater or sediments, rinse water from architectural copper, and non-stormwater discharges to storm drains and watercourses.

Name of applicant completing the form: Richard Terrones

Signature:  Date: 6/13/14

**E. Comments (for municipal staff use only):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**F. NOTES (for municipal staff use only):**

Section A Notes: \_\_\_\_\_

<sup>6</sup> Any connection to the sanitary sewer system is subject to sanitary district approval.

<sup>7</sup> Businesses that may have outdoor process activities/equipment include machine shops, auto repair, industries with pretreatment facilities.



SAN MATEO COUNTYWIDE

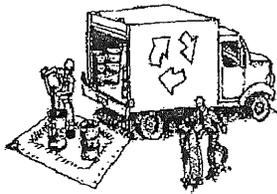
# Water Pollution Prevention Program

Clean Water. Healthy Community.

# Construction Best Management Practices (BMPs)

Construction projects are required to implement the stormwater best management practices (BMP) on this page, as they apply to your project, all year long.

## Materials & Waste Management



### Non-Hazardous Materials

- ❑ Berm and cover stockpiles of sand, dirt or other construction material with tarps when rain is forecast or if not actively being used within 14 days.
- ❑ Use (but don't overuse) reclaimed water for dust control.

### Hazardous Materials

- ❑ Label all hazardous materials and hazardous wastes (such as pesticides, paints, thinners, solvents, fuel, oil, and antifreeze) in accordance with city, county, state and federal regulations.
- ❑ Store hazardous materials and wastes in water tight containers, store in appropriate secondary containment, and cover them at the end of every work day or during wet weather or when rain is forecast.
- ❑ Follow manufacturer's application instructions for hazardous materials and be careful not to use more than necessary. Do not apply chemicals outdoors when rain is forecast within 24 hours.
- ❑ Arrange for appropriate disposal of all hazardous wastes.

### Waste Management

- ❑ Cover waste disposal containers securely with tarps at the end of every work day and during wet weather.
- ❑ Check waste disposal containers frequently for leaks and to make sure they are not overfilled. Never hose down a dumpster on the construction site.
- ❑ Clean or replace portable toilets, and inspect them frequently for leaks and spills.
- ❑ Dispose of all wastes and debris properly. Recycle materials and wastes that can be recycled (such as asphalt, concrete, aggregate base materials, wood, gypsum board, pipe, etc.)
- ❑ Dispose of liquid residues from paints, thinners, solvents, glues, and cleaning fluids as hazardous waste.

### Construction Entrances and Perimeter

- ❑ Establish and maintain effective perimeter controls and stabilize all construction entrances and exits to sufficiently control erosion and sediment discharges from site and tracking off site.
- ❑ Sweep or vacuum any street tracking immediately and secure sediment source to prevent further tracking. Never hose down streets to clean up tracking.

## Equipment Management & Spill Control



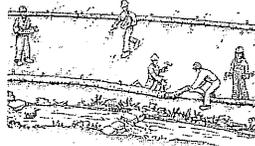
### Maintenance and Parking

- ❑ Designate an area, fitted with appropriate BMPs, for vehicle and equipment parking and storage.
- ❑ Perform major maintenance, repair jobs, and vehicle and equipment washing off site.
- ❑ If refueling or vehicle maintenance must be done onsite, work in a bermed area away from storm drains and over a drip pan big enough to collect fluids. Recycle or dispose of fluids as hazardous waste.
- ❑ If vehicle or equipment cleaning must be done onsite, clean with water only in a bermed area that will not allow rinse water to run into gutters, streets, storm drains, or surface waters.
- ❑ Do not clean vehicle or equipment onsite using soaps, solvents, degreasers, steam cleaning equipment, etc.

### Spill Prevention and Control

- ❑ Keep spill cleanup materials (rags, absorbents, etc.) available at the construction site at all times.
- ❑ Inspect vehicles and equipment frequently for and repair leaks promptly. Use drip pans to catch leaks until repairs are made.
- ❑ Clean up spills or leaks immediately and dispose of cleanup materials properly.
- ❑ Do not hose down surfaces where fluids have spilled. Use dry cleanup methods (absorbent materials, cat litter, and/or rags).
- ❑ Sweep up spilled dry materials immediately. Do not try to wash them away with water, or bury them.
- ❑ Clean up spills on dirt areas by digging up and properly disposing of contaminated soil.
- ❑ Report significant spills immediately. You are required by law to report all significant releases of hazardous materials, including oil. To report a spill: 1) Dial 911 or your local emergency response number. 2) Call the Governor's Office of Emergency Services Warning Center, (800) 852-7550 (24 hours).

## Earthwork & Contaminated Soils



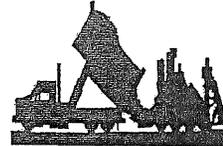
### Erosion Control

- ❑ Schedule grading and excavation work for dry weather only.
- ❑ Stabilize all denuded areas, install and maintain temporary erosion controls (such as erosion control fabric or bonded fiber matrix) until vegetation is established.
- ❑ Seed or plant vegetation for erosion control on slopes or where construction is not immediately planned.

### Sediment Control

- ❑ Protect storm drain inlets, gutters, ditches, and drainage courses with appropriate BMPs, such as gravel bags, fiber rolls, berms, etc.
- ❑ Prevent sediment from migrating offsite by installing and maintaining sediment controls, such as fiber rolls, silt fences, or sediment basins.
- ❑ Keep excavated soil on the site where it will not collect into the street.
- ❑ Transfer excavated materials to dump trucks on the site, not in the street.
- ❑ Contaminated Soils
- ❑ If any of the following conditions are observed, test for contamination and contact the Regional Water Quality Control Board:
  - Unusual soil conditions, discoloration, or odor.
  - Abandoned underground tanks.
  - Abandoned wells
  - Buried barrels, debris, or trash.

## Paving/Asphalt Work

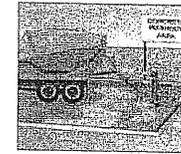


- ❑ Avoid paving and seal coating in wet weather, or when rain is forecast before fresh pavement will have time to cure.
- ❑ Cover storm drain inlets and manholes when applying seal coat, tack coat, slurry seal, fog seal, etc.
- ❑ Collect and recycle or appropriately dispose of excess abrasive gravel or sand. Do NOT sweep or wash it into gutters.
- ❑ Do not use water to wash down fresh asphalt concrete pavement.

### Sawcutting & Asphalt/Concrete Removal

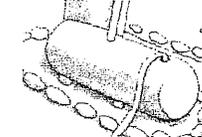
- ❑ Completely cover or barricade storm drain inlets when saw cutting. Use filter fabric, catch basin inlet filters, or gravel bags to keep slurry out of the storm drain system.
- ❑ Shovel, absorb, or vacuum saw-cut slurry and dispose of all waste as soon as you are finished in one location or at the end of each work day (whichever is sooner!).
- ❑ If sawcut slurry enters a catch basin, clean it up immediately.

## Concrete, Grout & Mortar Application



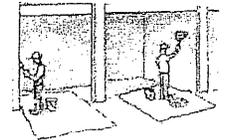
- ❑ Store concrete, grout and mortar under cover, on pallets and away from drainage areas. These materials must never reach a storm drain.
- ❑ Wash out concrete equipment/trucks offsite or in a contained area, so there is no discharge into the underlying soil or onto surrounding areas. Let concrete harden and dispose of as garbage.
- ❑ Collect the wash water from washing exposed aggregate concrete and remove it for appropriate disposal offsite.

## Dewatering



- ❑ Effectively manage all run-on, all runoff within the site, and all runoff that discharges from the site. Divert run-on water from offsite away from all disturbed areas or otherwise ensure compliance.
- ❑ When dewatering, notify and obtain approval from the local municipality before discharging water to a street gutter or storm drain. Filtration or diversion through a basin, tank, or sediment trap may be required.
- ❑ In areas of known contamination, testing is required prior to reuse or discharge of groundwater. Consult with the Engineer to determine whether testing is required and how to interpret results. Contaminated groundwater must be treated or hauled off-site for proper disposal.

## Painting & Paint Removal



### Painting cleanup

- ❑ Never clean brushes or rinse paint containers into a street, gutter, storm drain, or surface waters.
- ❑ For water-based paints, paint out brushes to the extent possible. Rinse to the sanitary sewer once you have gained permission from the local wastewater treatment authority. Never pour paint down a drain.
- ❑ For oil-based paints, paint out brushes to the extent possible and clean with thinner or solvent in a proper container. Filter and reuse thinners and solvents. Dispose of residue and unusable thinner/solvents as hazardous waste.

### Paint removal

- ❑ Chemical paint stripping residue and chips and dust from marine paints or paints containing lead or tributyltin must be disposed of as hazardous waste.
- ❑ Paint chips and dust from non-hazardous dry stripping and sand blasting may be swept up or collected in plastic drop cloths and disposed of as trash.

## Landscape Materials



- ❑ Contain stockpiled landscaping materials by storing them under tarps when they are not actively being used.
- ❑ Stack erodible landscape material on pallets. Cover or store these materials when they are not actively being used or applied.
- ❑ Discontinue application of any erodible landscape material within 2 days before a forecast rain event or during wet weather.

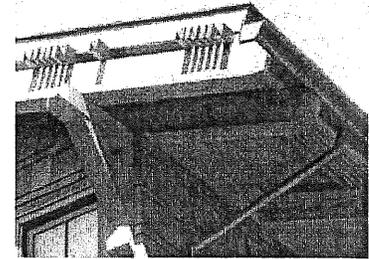
Storm drain polluters may be liable for fines of up to \$10,000 per day!

## Requirements for Architectural Copper

Protect water quality during installation, cleaning, treating, and washing!

### Copper from Buildings May Harm Aquatic Life

Copper can harm aquatic life in San Francisco Bay. Water that comes into contact with architectural copper may contribute to impacts, especially during installation, cleaning, treating, or washing. Patination solutions that are used to obtain the desired shade of green or brown typically contain acids. After treatment, when the copper is rinsed to remove these acids, the rinse water is a source of pollutants. Municipalities prohibit discharges to the storm drain of water used in the installation, cleaning, treating and washing of architectural copper.



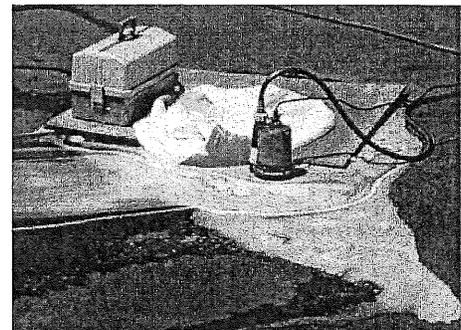
*Building with copper flashing, gutter and drainpipe.*

### Use Best Management Practices (BMPs)

The following Best Management Practices (BMPs) must be implemented to prevent prohibited discharges to storm drains.

#### *During Installation*

- If possible, purchase copper materials that have been pre-patinated at the factory.
- If patination is done on-site, implement one or more of the following BMPs:
  - Discharge the rinse water to landscaping. Ensure that the rinse water does not flow to the street or storm drain. Block off storm drain inlet if needed.
  - Collect rinse water in a tank and pump to the sanitary sewer. Contact your local sanitary sewer agency before discharging to the sanitary sewer.
  - Collect the rinse water in a tank and haul off-site for proper disposal.
- Consider coating the copper materials with an impervious coating that prevents further corrosion and runoff. This will also maintain the desired color for a longer time, requiring less maintenance.



*Storm drain inlet is blocked to prevent prohibited discharge. The water must be pumped and disposed of properly.*

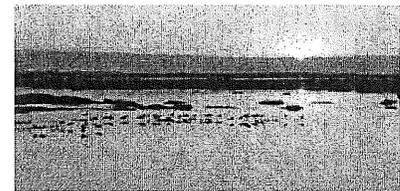
#### *During Maintenance*

Implement the following BMPs during routine maintenance activities, such as power washing the roof, re-patination or re-application of impervious coating:

- Block storm drain inlets as needed to prevent runoff from entering storm drains.
- Discharge the wash water to landscaping or to the sanitary sewer (with permission from the local sanitary sewer agency). If this is not an option, haul the wash water off-site for proper disposal.

### Protect the Bay/Ocean and yourself!

If you are responsible for a discharge to the storm drain of non-stormwater generated by installing, cleaning, treating or washing copper architectural features, you are in violation of the municipal stormwater ordinance and may be subject to a fine.



*Photo credit: Don Edwards National Wildlife Sanctuary*

### Contact Information

The San Mateo Countywide Water Pollution Prevention Program lists municipal stormwater contacts at [www.flowstobay.org](http://www.flowstobay.org) (click on "Business", then "New Development", then "local permitting agency").



CITY OF BURLINGAME  
COMMUNITY DEVELOPMENT DEPARTMENT  
501 PRIMROSE ROAD  
BURLINGAME, CA 94010  
PH: (650) 558-7250 • FAX: (650) 696-3790  
www.burlingame.org

**Site: 524 OAK GROVE AVENUE**

The City of Burlingame Planning Commission announces the following public hearing on **MONDAY, MARCH 23, 2015 at 7:00 P.M.** in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA:

Application for Design Review and Front Setback Variance to demolish the existing house at 524 Oak Grove Avenue and replace it with an existing house to be moved from 1128 Douglas Avenue; the project includes a first and second story addition to the house moved from Douglas Avenue and construction of a new detached garage at **524 OAK GROVE AVENUE** zoned R-1.

APN 029-083-010

Mailed: March 13, 2015

*(Please refer to other side)*

**PUBLIC HEARING  
NOTICE**

**City of Burlingame**

A copy of the application and plans for this project may be reviewed prior to the meeting at the Community Development Department at 501 Primrose Road, Burlingame, California.

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.

For additional information, please call (650) 558-7250. Thank you.

William Meeker  
Community Development Director

**PUBLIC HEARING NOTICE**

*(Please refer to other side)*

R-1

ROLLINS RD

MARIN DR

OAK GROVE AVE

CUMBER

MARIN DR

524 Oak Grove Avenue

N

