

Climate Action Plan (CAP) Consistency Checklist



CAP Consistency Checklist Submittal Application

This checklist helps determine whether new development is consistent with the City of Burlingame’s 2030 Climate Action Plan Update (CAP) and may provide a streamlined review process for projects undergoing CEQA review.

Projects that are consistent with the CAP by implementing all applicable CAP measures (as demonstrated using this Checklist) may rely on the CAP for the impact analysis of GHG emissions, as allowable under CEQA. Projects not consistent with the CAP should prepare a project-specific GHG analysis, including a qualitative/quantitative analysis of project GHG emissions and identification appropriate mitigation measures.

The Checklist applies to projects 10,000 sq. ft. and higher and/or ten units or more. To be consistent with Burlingame’s CAP, projects must be consistent with the City’s General Plan and must address each of the CAP measures listed below as feasible and appropriate for the project.

Burlingame Climate Action Plan, <https://www.burlingame.org/departments/sustainability/>

Burlingame General Plan, <https://www.burlingame.org/departments/planning/>

Project Information

Project Name: 220 Park Road

Property Address: 220 Park Rd, Burlingame, CA 94010

Applicant Name: 220 Park – Burlingame, LLC (c/o Andrew Turco) Applicant Company: [REDACTED]

Applicant Phone: [REDACTED] Email: [REDACTED]

If a consultant was used to complete this checklist complete the following:

Consultant Name: _____ Consultant Company: _____

Consultant Phone: _____ Email: _____

Briefly describe the proposed project: Approximately 140,000 SF of new office space above approximately 12,000 SF of retail space, including new and repurposed existing buildings. The project will include 280 parking spaces in 2-levels of underground garages and an at-grade garage. The project also includes the preservation of portions of the historic Burlingame Post Office.

Project size (sq. ft. or acres): 1.26 ac

Identify all applicable proposed land uses:

- Single-family Residential (# of units): _____
- Multi-family Residential (# of multi-family units): _____
- Commercial (total square footage): 179,187 SF
- Industrial (total square footage): _____
- Other (describe): _____

CAP Consistency

<p>Consistency with General Plan: Project’s inconsistent with the General Plan’s land use and zoning designations cannot use this Checklist to streamline the project’s GHG analysis under CEQA and will have to conduct a project-specific GHG analysis during CEQA review and incorporate the CAP measures listed below into the project as applicable.</p>	<p>1. Is the proposed project consistent with the General Plan’s land use and zoning designations?</p> <p>X <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. If no, please explain:</p>
--	---

--	--

CAP Measures

<p>Mixed Use Development and Transit-Oriented Infill Development, and Transit Supportive Land Use: The City shall facilitate and encourage mixed-use and high-density residential development near major transit nodes.</p>	<ol style="list-style-type: none"> 1. Is the project within a half mile of BART, Caltrain or other major transit station? X <input type="checkbox"/> Yes <input type="checkbox"/> No 2. List which stations: Burlingame Caltrain Station 3. What is the project’s walkscore (www.walkscore.com)? 99
<p>Transportation Demand Management (TDM): The City shall require new multi-unit residential developments of 10 units or more and commercial developments of 10,000 sq. ft. or more to incorporate TDM strategies that reduce vehicle miles traveled (VMT) by 20%. TDM measures may include but are not limited to: shuttles, carpool, transit incentives, and car and/or bike share programs. Residential projects of 100 units or more and commercial projects of 100,000 sq. ft. or more shall have a designated TDM coordinator and provide a report to city staff annually on the effectiveness of the TDM plan.</p> <ul style="list-style-type: none"> ▪ GreenTRIP: http://www.transformca.org/landing-page/greentrip ▪ City/County Association of Governments of San Mateo County, http://ccag.ca.gov/programs/transportation-programs/transportation-demand-management/ ▪ City of San Francisco TDM Tool, https://sfplanning.org/resource/transportation-demand-management-tdm-tool 	<ol style="list-style-type: none"> 1. Will the project have a TDM program that meets the 20% reduction in VMT when compared to standard ITE trip generation rates? X <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Briefly describe the project’s TDM Plan: Proposed TDM Plan is being developed.
<p>Complete Streets: The City shall develop a well-connected network of Complete Streets that can move all modes safely, efficiently, and comfortably to promote efficient circulation, public health, and safety. Complete Street infrastructure improvements include, but are not limited to: bike lanes, traffic calming measures, signal timers, and street narrowing.</p>	<ol style="list-style-type: none"> 1. Will the project include pedestrian, transit, or cycling improvements to streets, such as, sidewalk improvements, traffic calming, bike lanes, or shuttle stops? X <input type="checkbox"/> Yes <input type="checkbox"/> No 2. If yes, describe the project’s Complete Streets measures or why such measures are not included: Upgraded and widened sidewalks along the property frontage on Park Rd and Lorton Ave. A pedestrian-friendly paseo that creates a more comfortable mid-block crossing between Burlingame Ave and Howard Ave. Additionally, some funds will go towards a portion of the Town Square construction, which will provide a new pedestrian gathering space in the middle of downtown Burlingame.
<p>Electric Vehicle Infrastructure and Initiatives: The City shall support the electric vehicle network by incentivizing use of electric vehicles and installations of charging stations. The City requires the following EV infrastructure in new developments:</p> <ul style="list-style-type: none"> ▪ Residential 1-3 stories: (1) Level 2 outlet and (1) Level 1 outlet ▪ Multifamily < 20 units: (1) Level 2 outlet/dwelling 	<ol style="list-style-type: none"> 1. Will the project comply with the City’s EV charging station requirements? X <input type="checkbox"/> Yes <input type="checkbox"/> No 2. Is the project utilizing any EV charging grant opportunities (e.g., from PCE or the BAAQMD)?

<ul style="list-style-type: none"> ▪ Multifamily > 20 units: 25% Level 2 outlet/dwelling; 75% Level 1 outlet/dwelling ▪ Office: 10% Level 2 stations; 10% Level 1 outlet; 30% Level 2 outlets or capable ▪ Commercial: 6% Level 2 stations; 5% Level 1 outlet; (1) fast charger per 100 spaces 	<p><input type="checkbox"/> Yes <input type="checkbox"/> No None yet identified, but may explore.</p> <p>3. List the number of EV stations and details on grants received: 17 EV chargers and 23 EV stalls.</p>
<p>Parking Pricing, Parking Requirements, and Creative Parking Approaches: The City shall require all new non-residential developments to reduce parking spaces by 20% below the ITE or other reputable parking source requirements. The City shall promote and support creative approaches to parking including, but not limited to, parking lifts, shared parking, and unbundling of parking to encourage alternative transportation and less driving.</p>	<p>1. Will the project include strategies to reduce parking demand?</p> <p>X<input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Describe the project’s parking strategies: TDM Plan that promotes walking, cycling, and transit use.</p>
<p>Burlingame Shuttle Service: The City shall Increase the use of available shuttles in Burlingame by improving signage, outreach, and coordination.</p> <ul style="list-style-type: none"> ▪ Shuttle map: https://www.burlingame.org/departments/sustainability/shuttles.php 	<p>1. Is the project located near a shuttle station?</p> <p>X<input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. If yes, how will shuttle information be distributed to occupants? Information will be provided to office tenants.</p>
<p>Electrification of Yard and Garden Equipment: The City shall support the use of electric yard and garden equipment and move away from gasoline powered landscape equipment.</p> <ul style="list-style-type: none"> ▪ Zero-emission landscaping equipment: https://ww2.arb.ca.gov/our-work/programs/zero-emission-landscaping-equipment 	<p>1. Will the project be using electric landscape equipment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No To be determined.</p> <p>2. If yes, describe the landscape equipment that will be used:</p>
<p>Construction Best Management Practices: The City shall require construction projects to implement the Bay Area Air Quality Management District’s Best Practices for Construction (BAAQMD BMPs) to reduce dust and exhaust pollution; and encourage projects to use available electrically-powered construction equipment.</p>	<p>1. Will the project comply with the BAAQMD BMPs?</p> <p>X<input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. Will the project utilize any electric construction equipment?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>3. If yes, describe what electric equipment will be used: Will confirm with contracting team.</p>
<p>Green Building Practices and Standards: The City shall encourage new developments to comply with voluntary CALGreen measures that reach beyond the current state code requirements, such as Tier 1 and Tier 2 energy efficiency provisions.</p>	<p>1. Will the project meet CALGreen voluntary tiers or other green building elements that reach beyond CALGreen requirements?</p> <p>X<input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>2. If yes, describe the green building elements beyond CALGreen: Minimum of LEED Gold rating.</p>

<p>Energy Efficiency: The City shall encourage major remodel projects to comply with voluntary CALGreen measures that reach beyond the current state code requirements.</p>	<ol style="list-style-type: none"> 1. Is the project a remodeling project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 2. If yes, will it include green building elements beyond CALGreen? <input type="checkbox"/> Yes <input type="checkbox"/> No 3. If yes, describe the green building elements beyond CALGreen:
<p>Peninsula Clean Energy ECO100: The City shall encourage community members to enroll in ECO100 to support GHG free renewable energy.</p> <ul style="list-style-type: none"> ▪ https://www.peninsulacleanenergy.com/opt-up/ 	<ol style="list-style-type: none"> 1. Will the project enroll in ECO100? <input type="checkbox"/> Yes <input type="checkbox"/> No We are exploring...will follow up accordingly. 2. If no, describe how the project will encourage occupants to enroll in ECO100?
<p>Residential Solar Power: The City shall encourage homeowners (and commercial developments) to install solar power systems.</p>	<ol style="list-style-type: none"> 1. Does the project include a solar power system? <input type="checkbox"/> Yes <input type="checkbox"/> No We are currently exploring this. 2. If yes, describe the project's solar power system; and if no, explain why not:
<p>Alternatively-Powered Residential Water Heaters: The City shall support the use of solar or electrically powered water heaters in place of traditional gas powered heaters in residential developments.</p>	<ol style="list-style-type: none"> 1. Does the project include alternatively-powered water heaters? <input type="checkbox"/> Yes <input type="checkbox"/> No We are currently exploring this. 2. If yes, describe the project's heater; and if no, explain why not:
<p>Water Conservation for New Residential Developments: The City shall require new residential developments to use Energy Star rated dishwashers and clothes washers; use low-flow faucets, shower heads, and toilets; and encourages the use of grey water systems for outdoor use. The City shall encourage all developments to include water conservation elements that reach beyond CALGreen requirements, such as efficient landscaping and drip irrigation.</p>	<ol style="list-style-type: none"> 1. Will the project comply with the City's water conservation requirements for new residential developments? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No 2. Describe any water conservation elements beyond CALGreen:
<p>Zero Waste: The City shall reduce the amount of organic and recyclable materials going to the landfill and increase the City's waste diversion rate. Zero Waste Resources:</p> <ul style="list-style-type: none"> ▪ SF Environment Zero Waste Toolkit for Households and Tenants, https://sfenvironment.org/article/residential- 	<ol style="list-style-type: none"> 1. Will the project include facilities for recycling and composting? <input type="checkbox"/> Yes <input type="checkbox"/> No Project will include recycling facilities. Will confirm inclusion of compost when we complete the trash management assessment that's underway.

recycling-and-composting/zero-waste-toolkit-for-households-and-tenants	2. Describe the project's composting and recycling strategies:
Increase the Public Tree Population: The City shall increase the number of trees in Burlingame.	1. Will the project remove any trees? X <input type="checkbox"/> Yes <input type="checkbox"/> No 2. List the number of trees planted and/or removed: 11-14 trees to be removed. 5-8 new street trees to be planted. Additional on-site trees to be planted.

Historic Preservation Covenant Language

PRESERVATION COVENANT

220 Park Road, Burlingame, CA **PRESERVATION COVENANT LANGUAGE**

In consideration of the conveyance of certain real property, located at 220 Park Road in the City of Burlingame, the County of San Mateo, State of California.

- (1) The grantee hereby covenants on behalf of itself, its heirs, successors and assigns at all times to restore, maintain, preserve or rehabilitate the historic character defining features of this property as described in Paragraph 2 in accordance with the recommended approaches of the "Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings" (National Park Service, 1995), in order to preserve those qualities that make the property eligible for listing on the National Register of Historic Places.
- (2) No construction, alteration or rehabilitation shall be undertaken or permitted to be undertaken that would affect the historic features of the property without prior consultation with, and the express permission of the California Office of Historic Preservation, Department of Parks and Recreation ("SHPO") or a fully authorized representative of the City of Burlingame ("City"). For purposes of this section, the "main" façade of the Post Office building shall be that portion of the building exterior that faces Park Road, including the exterior stair massing, building entry elements and the non-public, administrative wing that extends southerly along the frontage of the property on Park Road. "Secondary" façade shall mean that portion of the building exterior that faces Lorton Avenue, including the exterior stair massing, building entry elements and the non-public administrative wing that extends southerly along the frontage of the property on Lorton Avenue. The historic exterior features of the property are determined to be the following: overall mass and plan of the main (Park Road) façade of the post office; poured concrete exterior siding and smooth stucco wall cladding; original metal frame windows; original bronze doors; red clay tile roof; cast stone Art Deco relief sculptures over the main entrances and under the windows; and bronze relief of a woman over the entrance doors. Though the same exterior features on the main façade exist on the secondary (Lorton Avenue) façade, the historic primary entry to the building is from Park Road. For this reason, proposals for construction, alteration or rehabilitation of the property that affect the historic features of the Park Road façade are to be viewed with a more critical eye (pursuant to the Secretary of Interior Standards). There may be greater latitude for modifications to the Lorton Avenue façade that still retain the essence of the historic exterior features (e.g. modification of spatial relationships among identified character defining features or relative to the street frontage, relocation of features, replication, or similar design approaches that are consistent with the Secretary of Interior Standards). The historic character defining interior features of the property are determined to be the following: original hanging ceiling light fixtures; marble

wainscoting, including marble on vestibule walls; metal trim used throughout the interior: including metal grill work on the northwesterly wall of the lobby near the tall tables used by post office patrons (but not including non-metallic grillwork above the service windows); original tall tables used for post office patrons; original service windows; original bronze bulletin board; Federal star motifs; terrazzo flooring; original windows and doors to and within lobby; cantilevered service desks; original post office boxes; and original built-in lobby furniture, such as tables. Historic character defining interior features shall not include: the plasterboard "carousel" located near the Lorton Avenue entry, across from the post office boxes; the acoustic tiles placed in areas above the wainscoting and in the ceiling area of the public lobby area; the plaster finish applied to the ceiling within the public lobby area; fluorescent light fixtures installed above the tall tables used by post office patrons; interior finishes and detailing within non-public areas of the building interior (i.e. sorting area, administrative office area and other "back-of-house" functions of the post office.

- (3) Authorized representatives of the SHPO and the City shall be permitted at all reasonable times to inspect the property in order to ascertain if the above conditions are being met.
- (4) In the event of a violation of this covenant, and in addition to any remedy now or hereafter provided by law, the SHPO and/or the City or any resident of the City of Burlingame having an interest in the historic character defining features of the property identified in Paragraph 2 above may, following reasonable notice to the grantee, institute suit against the property owner and/or developer to enjoin said violation or to require the restoration of the property. Such suit must be instituted within any applicable statute of limitations for the action or approval being challenged.
- (5) This covenant is binding on the grantee, its heirs, successors and assigns in perpetuity. All stipulations and covenants contained herein shall be inserted by the grantee verbatim or by express reference in any deed or other legal instrument by which the grantee divests itself of any interest in the property or any part thereof.
- (6) The failure of any person or entity permitted by the terms hereof to exercise any right or remedy granted under this instrument shall not have the effect of waiving or limiting the exercise of any other right or remedy or use of such right or remedy at any other time.
- (7) This covenant shall be a binding servitude upon the property and shall be deemed to run with the land. Execution of this covenant shall constitute conclusive evidence that the grantee agrees to be bound by the foregoing conditions and restrictions and to perform to obligations herein set forth.
- (8) The SHPO or the City may, for good cause, and following notice to the public, modify or cancel any or all of the foregoing restrictions upon application of the grantee, its heirs, successors or assigns.

220 Park Road – Staff Report Attachments

**Historic Memorandum, prepared by Page & Turnbull,
dated June 30, 2020**

MEMORANDUM

DATE June 30, 2020 PROJECT NO. 19091

TO 220 Park Road – Burlingame LLC PROJECT 220 Park Road, Burlingame, CA – Proposed Project Memorandum

Ruth Todd, Principal, Page & Turnbull

CC Hannah Simonson, Project Manager, Page & Turnbull FROM Barrett Reiter, Architectural Historian, Page & Turnbull

VIA Email

REGARDING: **220 Park Road, Burlingame, CA – Proposed Project Memorandum**

INTRODUCTION

This Proposed Project Memorandum has been prepared by Page & Turnbull at the request of 220 Park – Burlingame, LLC. In anticipation of a proposed project on the subject property, this memorandum discusses the historic context of the development of the WPA-era Burlingame Post Office and the design analysis undertaken in relating new construction to the historic resource. The memorandum also describes the proposed project as it affects the historic resource and provides a preliminary opinion regarding the preservation covenant that applies to the building and its interplay with the *Secretary of the Interior's Standards for Rehabilitation* (the Standards).

Methodology

Page & Turnbull staff conducted a site visit on January 10, 2020, and the following documents were reviewed in the preparation of this memorandum:

- Korth Sunseri Hagey Architects (KSH), Proposed Project for 220 Park Road. Proposed Project renderings. Dated June 10, 2020.
- Korth Sunseri Hagey Architects (KSH), Proposed Project for 220 Park Road. Plan set. Dated June 18, 2020.
- TetraTech, "United States Postal Service Postal Historic Structure Report Developmental History for Burlingame Main Post Office, 220 Park Road," February 2013.
- Carey & Co. *Draft Inventory of Historic Resources: Downtown Specific Plan* (February 19, 2008).
- United States Postal Service. "220 Park Road, Burlingame, CA: Preservation Covenant Language."
- Interior diagrams of proposed project. Provided to Page & Turnbull via email, February 2020.
- "Burlingame Post Office Competition material, 1940-1942." National Archives and Records Administration, College Park, Maryland. Record Group 121-BS.

ARCHITECTURE
PLANNING & RESEARCH
PRESERVATION TECHNOLOGY

HISTORIC CONTEXT

The Burlingame Main Post Office was constructed in 1941 as part of the nation-wide WPA-era post office construction program (**Figure 1**). The design, which was selected from a competition, was completed by Ulysses Floyd Ribble in a Spanish Eclectic style with Art Deco elements. The sculptural panels over the public entrances were also selected by competition. The two identical panels, called “The Letter,” were designed by a Los Angeles sculptor, James Hanson. The building served as the Burlingame Main Post Office until it was sold in 2014. Its divestment was part of a larger trend of property divestment by the United States Post Office (USPS), particularly in regard to WPA-era post office facilities in downtown locations throughout the country.

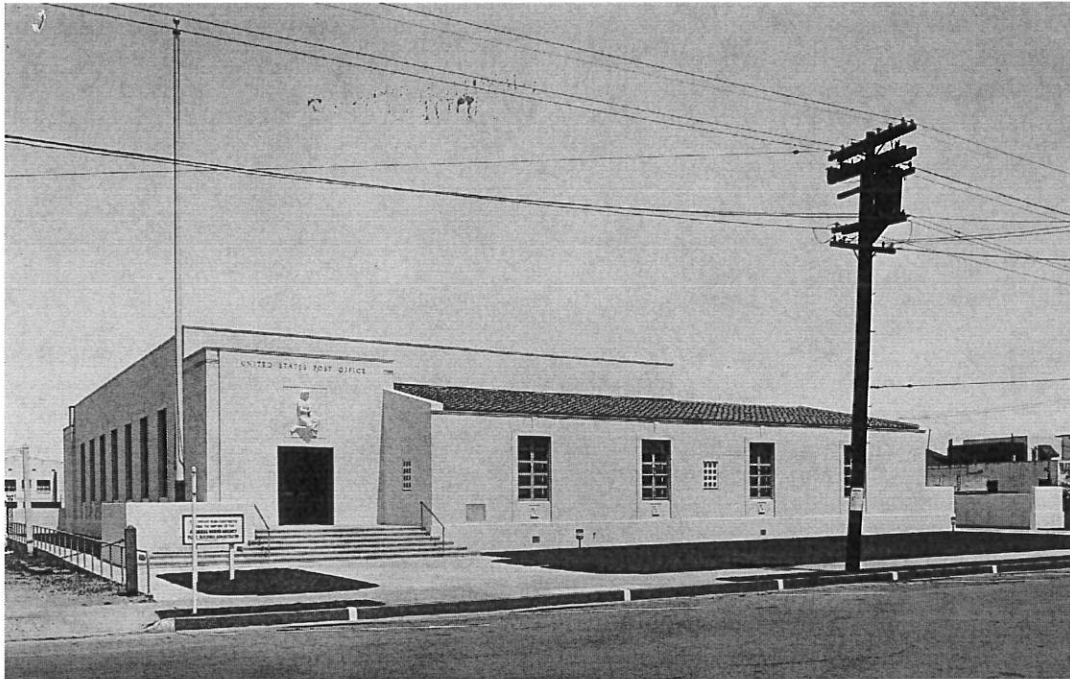


Figure 1: Finished Burlingame Main Post Office, showing primary Park Road façade, May 1942.
Source: National Archives, College Park, MD. Record Group 121-BS.

The Burlingame Main Post Office at 220 Park Road has been found eligible for the National Register of Historic Places (National Register) for Criterion A (Events) and Criteria C (Architecture) and is a listed historic resource in the City of Burlingame’s Historic Register. As such, the property is an eligible historic resource for the purposes of the California Environmental Quality Act (CEQA). To meet local requirements for the protection of historic resources under Burlingame’s Historic Preservation Ordinance, alterations to the historic resource will be overseen by the Burlingame Planning Commission.

Additionally, as part of the USPS divestment procedure, a preservation covenant was attached to the property to ensure that the building and the features that communicate its historic significance will be maintained and/or restored. This Preservation Covenant names the City of Burlingame or the State Office of Historic Preservation (SHPO) as the primary parties to oversee future alterations to the property. The preservation covenant is discussed below.

USPS Divestment and the Burlingame Preservation Covenant

With the divestment of the Burlingame Main Post Office building from the USPS' property portfolio, a historic preservation covenant (Preservation Covenant), to be overseen by the City of Burlingame or the SHPO, was attached to the property. The purpose of the Preservation Covenant for the former post office at 220 Park Road is to bind the grantee to restoring, maintaining, preserving, or rehabilitating the historic character-defining features listed below (see Character-Defining Features) in accordance with the recommended approaches of the Secretary of the Interior's Standards.

The key text of the Preservation Covenant reads:

The Grantee hereby covenants on behalf of itself, its heirs, successors and assigns at all times to restore, maintain, preserve or rehabilitate the historic character of this property as described in Paragraph 2 in accordance with the recommended approaches of the "Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings" (National Park Service, 1995), *in order to preserve those qualities that make the property eligible for listing on the National Register of Historic Places.* [emphasis added]¹

The Preservation Covenant outlines the historic exterior and interior features that are character-defining and should be retained or sensitively treated to meet the requirements of the covenant. The covenant specifies that the Park Road façade is the primary and most significant façade and suggests that there may be more flexibility on the Lorton Avenue façade; specifically:

Though the same exterior features on the main façade exist on the secondary (Lorton Avenue) façade, the historic primary entry to the building is from Park Road. For this reason, proposals for construction, alteration or rehabilitation of the property that affect the historic features of the Park Road façade are to be viewed with a more critical eye (pursuant to the Secretary of the Interior Standards). There may be greater latitude for modifications to the Lorton Avenue façade that still retain the essence of the historic exterior features (e.g. modification of spatial relationships among identified character defining features or relative to the street frontage, relocation of features, replication, or similar design approaches that are consistent with the Secretary of [the] Interior[']s Standards.²

This language provides some guidance on the interpretation of the Standards for this building and is thus considered the guiding document regarding the application of the Standards to the Burlingame Main Post Office.

Burlingame Municipal Code: Preservation Incentives

The proposed project plans to use preservation incentives included within the Burlingame Municipal Code as outlined in Title 21 Historic Resource Preservation, Chapter 04, Section 120.³ In order to be eligible for Burlingame's preservation incentives, the property must be listed on a formal register of historic resources, such as the National Register, the California Register, or a local register.

As the Burlingame Historic Resources Register and its procedures and criteria have not been formally established by the City of Burlingame at this time, listing on the National Register or the California Register

¹ United States Postal Service. "220 Park Road, Burlingame, CA: Preservation Covenant Language," 1.

² Ibid.

³ Burlingame Municipal Code, Title 21 Historic Resource Preservation, Chapter 21.04 Historic resource Preservation

would be more appropriate for this project. Page & Turnbull recommends that the property be listed on the National Register – and thus will be automatically listed on the California Register – as the development context and history of 220 Park Road as a federally funded WPA-era post office building is more appropriately placed within its national context. Additionally, the WPA-era post office is a typology that is already documented on the National Register through a series of individual listings, as well as Multiple Property Listings for post office buildings within some states, including California. Therefore, the resource's larger context is well documented at the level of the National Register and it is most fitting to pursue formal listing on the National Register.

Character-Defining Features

Exterior features of the building as defined by the Preservation Covenant include:

- The overall mass and plan of the main (Park Road) façade;
- The poured concrete exterior siding and smooth stucco wall cladding;
- Original metal frame windows;
- Original bronze doors;
- Red clay tile roof;
- Cast stone Art Deco relief sculptures over the main entrances and under the windows; and
- Bronze relief of a woman over the entrance doors.⁴

Interior features of the building as defined by the Preservation Covenant include:

- Original hanging ceiling light fixtures;
- Marble wainscoting, including marble on vestibule walls;
- Metal trim used throughout the interior: including metal grill work on the northwesterly wall of the lobby near the tall tables used by post office patrons (but not including non-metallic grillwork above the service windows);
- Original tall tables used for post office patrons;
- Original service windows;
- Original bronze bulletin board;
- Federal star motifs;
- Terrazzo flooring;
- Original windows and doors to and within lobby (**Figure 5 and Figure 6**);
- Cantilevered service desks (**Figure 4**);
- Original post office boxes; and
- Original built-in lobby furniture, such as tables.

⁴ While documents reference bronze relief sculptures, "The Letter" is cast stone.



Figure 2: Lobby, looking towards the Park Road entrance.



Figure 3: Lobby, looking towards the Lorton Avenue entrance.



Figure 4: Cantilevered desks between lobby windows.



Figure 5: Vestibule doors to lobby.

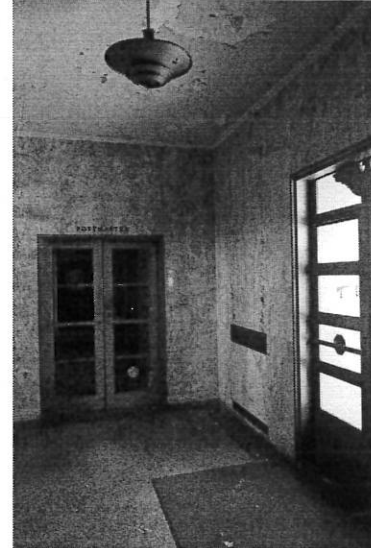


Figure 6: Doors to office wing from at left and entrance doors from Park Road at right.

Historic Context Informs Basis of Design

In order to better inform the proposed rehabilitation and adaptive reuse project, Page & Turnbull presented 220 Park – Burlingame, LLC, the project sponsor, and KSH, the project architect, with materials that demonstrated the historic design context of the Burlingame Main Post Office. This included original competition materials for the building and a collection of images of contemporary WPA-era federal buildings to provide design context.

The original competition materials outlined the programmatic needs of the post office and highlighted the role of sculpture and a proposed – but never completed – interior mural, as elements of the post office

building program. The competition materials also included contextual photographs of Burlingame’s low-density business district and preference for Spanish Colonial Revival style architecture.⁵

Examples of larger WPA-era Federal buildings with a similar Art Deco style design aesthetic were supplied to the project team to demonstrate how a similar stylistic approach and articulation of volume was utilized for larger-scale buildings in the period (**Figure 7 and Figure 8**). These images, and a dialogue around the former Post Office’s contemporary suburban downtown context, were intended to help guide the massing and articulation of a larger structure that would be able to complement the historic resource. Federal buildings of the New Deal period featured modular and stepped volumes with a stress on verticality. Verticality of design was often accomplished through recessing windows and spandrel panels as a single unit. Façade surfaces were also largely planar, with building cladding expressed as a smooth exterior envelope.



Figure 7: Federal Building and Post Office, constructed 1937, Galveston, Texas. Source: National Archives, College Park, MD. Record Group 121-BS.

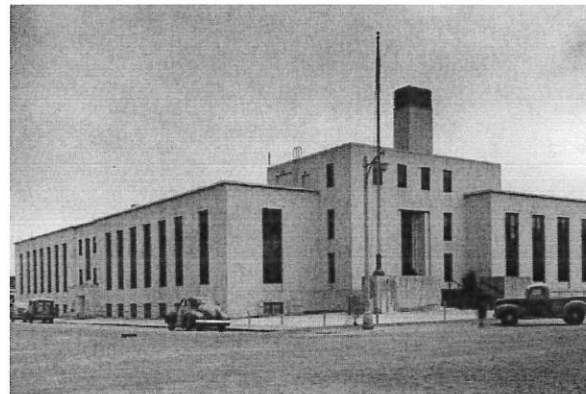


Figure 8: Federal Building and Post Office, constructed 1940, Anchorage, Alaska. Source: National Archives, College Park, MD. Record Group 121-BS.

PROJECT DESCRIPTION

The proposed project will append a six-story building to the northeast and southeast facades of the subject building and will be located primarily within the large setback on the Lorton Avenue side of the parcel. The new addition will contain nearly three-hundred parking spaces (two levels of below grade and ground-floor parking), ground-floor retail along Lorton Avenue, and five floors of office space. This requires the demolition of the Lorton Avenue façade – which contains character-defining features identical to the primary Park Road façade, but is considered within the Preservation Covenant to be an area more open to flexibility and the possible relocation of design features – and the demolition of the rear mailroom and loading areas of the historic post office building, which were not found to be character-defining features within the Preservation Covenant and through previous documentation.⁶

Along the primary Park Road façade and the southwest façade that holds the historic post office lobby, the historic resource is retained with little change to the materials, design, feeling, or massing of the building. In order to protect the historic resource from potential damage due to vibration during the excavation and

⁵ Federal Works Agency, Works Progress Administration, “Program of Competition for a Design for a Post Office Building at Burlingame, California.” National Archives and Records Administration, College Park, Record Group 121.

⁶ See: United States Postal Service. “220 Park Road, Burlingame, CA: Preservation Covenant Language,” 1; TetraTech, “United States Postal Service Postal Historic Structure Report Developmental History for Burlingame Main Post Office, 220 Park Road,” February 2013.

construction of the below-grade garage levels, the former post office building will be temporarily moved to an adjacent site. The building will be returned to its historic location and orientation, following the completion of this phase of construction.

Exterior Façades

The primary façade will be retained in its entirety. At the far right of the primary façade, a new office lobby will be constructed. This lobby, as proposed, is set back approximately 31 feet from the front façade of the historic building. The placement of the lobby, set back along what was previously a driveway for mail trucks, retains the free-standing quality of the Park Road façade. Additionally, the lobby is clearly differentiated from the historic building through its use of a contemporary style with a glazed façade. Along this façade the upper stories of the proposed addition are set back significantly, approximately one and a half structural bays.

The northwest façade of the building, which contains the historic lobby, will be largely retained. The Lorton Avenue entrance vestibule will be demolished, and the new addition will meet the historic building at this point; however, the full length of the historic lobby will be retained with its seven bays of fenestration. A new terrace will be constructed along the northwest façade and three of the openings for the existing windows will be expanded down to meet the floor in order to insert doors between the historic lobby and new terrace; this is intended to activate the building's relationship to a new public park that is being planned for the adjacent parcel. The existing, non-original ADA ramp at the southwest corner will be replaced with a new code-compliant ramp with solid sidewalks.

Along this façade, the upper stories of the new addition will be set back from Park Road, creating a second-story terrace. Additional setbacks along the Park Road and Lorton Avenue façades create a number of terraces and a variable stacked volume that complements the Art Deco features of the post office building and its historic context. The new addition is designed in a contemporary style to remain differentiated from the historic structure, while complementing the historic resource through a reference to Art Deco massings and the treatment of windows and spandrel panels that are slightly recessed and vertically grouped. As currently proposed, the southwest-facing ground floor of the addition features a solid stucco wall at its right end (closest to the historic building) with fenestration limited to the left end, in order to provide additional visual distinction between the new structure and the old, while being compatible through the use of the same material. The new wall space may be used to solicit a public art piece, which would be in keeping with the history of public art intended for the property and would complement the historic post office typology.

Portions of the historic building along Lorton Avenue that will be demolished, including character-defining features, will be salvaged and reinstalled at other locations on the project site. These features are identical to those found on the Park Road façade. As specified in the Preservation Covenant, alterations to features on the secondary Lorton Avenue façade are given more leniency, while the primary Park Road façade is considered more significant. Historic features of the Lorton Avenue façade that will be salvaged and reinstalled at new locations within the addition include the sculptural panel (The Letter), the fully glazed metal frame double-leaf doors with decorative eagle transom and pressed metal door surround, and the small sculptural eagle tiles under each window. The locations where these items will be displayed have not yet been established but may include the public parking entrance of the addition along its northwest side.

Interior: Historic Lobby and Offices

Within the Burlingame Main Post Office, the interior lobby and Park Road vestibule will be preserved with few changes to the historic materials, spaces, or features. The Park Road vestibule will retain its marble wainscoting, interior multi-lite double doors and multi-lite flanking side panels, historic light fixture, and historic glass-panel double doors that lead to the historic office wing along Park Road.

The historic lobby is the most significant space in the building. As such, almost all character-defining features are planned to be retained, including historic pendant light fixtures (including those with federal star motifs), terrazzo flooring, original wall-mounted tables, original service windows, original mounted metal vitrines, and original post office boxes. The vestibule doors and their matching side-lites that lead to both the Park Road and Lorton Avenue entrances will be retained. Two additional openings are proposed along the southeast wall of the lobby to provide access between the lobby and service spaces via a hallway behind the southeast lobby wall. These openings will be placed to minimally impact the lobby's historic marble wainscoting, service windows, and PO boxes. Any original material that must be removed will be salvaged to repair or replace other historic material.

Features that are largely being retained but may be salvaged in select locations include the lobby's marble wainscoting and historic metal grilles, to be removed under the center three windows along the northwest wall; and portions of the three center metal sash windows, which will be altered, allowing doorways to be inserted that provide access to the proposed exterior terrace and park. Features that are not historically significant and will be removed include the plasterboard carousel near the Lorton Avenue entrance, the acoustical tile on the walls and ceiling, the plaster finish on the ceiling, and the fluorescent light fixtures over the wall-mounted tables.⁷

The Lorton Avenue entrance vestibule will be partially demolished for the erection of the addition. As mentioned above, the original main entrance door assembly will be relocated, while the original door assembly between the Lorton Avenue vestibule and the lobby will be retained. As the rest of the vestibule will be demolished, historic materials that may be salvaged include the marble wainscoting, terrazzo flooring, and the pendant Art Deco light fixture.

Non-public areas housed within the office wing parallel to Park Road include historic offices and two vaults. The double doors leading to the office wing from the Park Avenue vestibule will be retained along with the metal "Postmaster" lettering mounted over the doorway. The interior walls of this office wing will be demolished, and the space will be converted to retail use. While these historically non-public areas have not been found to contain character-defining features, the project as proposed will salvage some features and materials for reuse including the existing vault door assemblies within the offices and sorting room, and the original marble panels in the men's restroom at the south corner, as well as the marble panels in the women's bathroom at the east corner of the Lorton Avenue side of the building.

Key Considerations for Secretary of the Interior's Standards Conformance

As stated previously, the property is an eligible historic resource for the purposes of the California Environmental Quality Act (CEQA) and must substantially meet the *Secretary of the Interior's Standards for the Treatment of Historic Properties* (the Standards) in order to avoid significant adverse impacts to the historic resource.⁸ The Standards provide guidance for reviewing proposed work on historic properties and are a useful analytic tool for understanding and describing the potential impacts of substantial changes to historic resources. Conformance with the Standards does not determine whether a project would cause a substantial adverse change in the significance of a historic resource. Rather, projects that comply with the Standards benefit from a regulatory presumption that they would have a less-than-significant adverse impact on a historic resource. Projects that do not comply with the Standards may or may not cause a substantial adverse change in the significance of an historic resource.

⁷ These features were determined to not be character-defining features as described in the Preservation Covenant.

⁸ Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, (U.S. Department of the Interior National Park Service Technical Preservation Services, Washington, D.C.: 2017), accessed June 23, 2020, <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>.

The Secretary of the Interior offers four sets of standards to guide the treatment of historic properties: Preservation, Rehabilitation, Restoration, and Reconstruction. For the purposes of the proposed project at 220 Park Road the Standards for Rehabilitation, which “acknowledge the need to alter or add to a historic building to meet continuing or new uses while retaining the building’s historic character,” would be the appropriate Standards for the project’s scope.⁹

The Standards for Rehabilitation are:

1. A property will be used as it was historically or be given a new use that requires minimal change to its distinctive materials, features, spaces and spatial relationships.
2. The historic character of a property will be retained and preserved. The removal of distinctive materials or alteration of features, spaces and spatial relationships that characterize a property will be avoided.
3. Each property will be recognized as a physical record of its time, place and use. Changes that create a false sense of historical development, such as adding conjectural features or elements from other historic properties, will not be undertaken.
4. Changes to a property that have acquired historic significance in their own right will be retained and preserved.
5. Distinctive materials, features, finishes and construction techniques or examples of craftsmanship that characterize a property will be preserved.
6. Deteriorated historic features will be repaired rather than replaced. Where the severity of deterioration requires replacement of a distinctive feature, the new feature will match the old in design, color, texture and, where possible, materials. Replacement of missing features will be substantiated by documentary and physical evidence.
7. Chemical or physical treatments, if appropriate, will be undertaken using the gentlest means possible. Treatments that cause damage to historic materials will not be used.
8. Archeological resources will be protected and preserved in place. If such resources must be disturbed, mitigation measures will be undertaken.
9. New additions, exterior alterations or related new construction will not destroy historic materials, features and spatial relationships that characterize the property. The new work will be differentiated from the old and will be compatible with the historic materials, features, size, scale and proportion, and massing to protect the integrity of the property and its environment.
10. New additions and adjacent or related new construction will be undertaken in such a manner that, if removed in the future, the essential form and integrity of the historic property and its environment would be unimpaired.¹⁰

A full analysis of the project’s conformance with the Standards for Rehabilitation will be completed as the project develops; however, for initial consideration of the project’s conformance with the Standards a few

⁹ Ibid.

¹⁰ National Park Service, U.S. Department of the Interior, “Technical Preservation Services: Rehabilitation as a Treatment,” accessed April 25, 2018, <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>.

points benefit from an initial discussion, including the resource’s historic character, the treatment of historic material, and the proposed massing and treatment of the addition as it relates to the historic resource.

Retaining the Historic Character of the Resource

The proposed project seeks to leave the primary façade and the west (lobby) façade of the historic resource largely unaltered, thereby retaining the historic character of the primary façade and retaining the historic use pattern of the building, allowing the public to approach the building from Park Road, enter the main doors under The Letter, travel through the Park Road vestibule and into the historic lobby of the former post office building. By placing the proposed addition’s mass and footprint away from Park Road, the project allows the primary façade and its character-defining features to remain intact, thereby retaining the overall historic character of this former civic structure.

Treatment of Historic Material

The careful treatment, rehabilitation and salvage of historic materials supports the retention of the former post office’s historic character. While a portion of the original building will be demolished along Lorton Avenue and along the rear service and sorting areas, the most public and historic portions of the building – including its historic lobby – will be retained and rehabilitated. The former post office retains a high level of integrity and a significant amount of its original materials and design features remain. These original features – particularly its character-defining features – will be retained. At areas of intervention, such as along the Lorton Avenue façade and in specific locations within the historic lobby, where selective demolition will occur, materials and features will be salvaged to be used in alternate locations, to replace damaged historic material, or as decorative artifacts in locations within the addition. Features that are not original and detract from the original design of the post office will be removed.

Massing and Treatment of the Proposed Addition

Standards 9 and 10 specifically address new construction and its relationship to the historic resource. As currently proposed, the addition is suitably differentiated in design, style, and materials from the historic resource, ensuring that there is no false sense of historic development. Areas where the historic resource and the addition meet are articulated through a change in material, such as at the new office lobby entrance location which features a modern glazed façade. Additionally, the design of the addition is compatible to the historic resource in that, while it employs modern materials and design, it references a mid-twentieth century articulation of fenestration through the use of slightly recessed spandrel panels and places more emphasis on vertical façade elements.

The proposed massing of the addition features setbacks along Park Road that help to visually separate the historic resource from the attached new commercial and office building. These setbacks – along the second and fifth floors – help to provide space to the historic resource so that it can retain its historic context and character. The bulk of the addition’s massing is located as far towards the northeast corner of the property as possible, while still balancing City of Burlingame urban design requirements along Lorton Avenue. As currently proposed, the overall massing of the addition appears to meet the Standards, however, any design changes that would bring the massing of the building closer to Park Road may significantly impact the ability of the historic resource to remain visually distinct from the addition.

CONCLUSION

The proposed project for the historic Burlingame Main Post Office retains nearly all of the interior and exterior character-defining features of the historic resource and will provide continued public access to the interior character-defining features at the historic post office lobby.

The primary façade will be retained in its entirety, while the proposed six-story building addition will be inserted behind the historic office wing and lobby and will extend to Lorton Avenue. Along both of these façades, the addition will have substantial setbacks, including a new Park Road lobby to be located at the south corner of the post office building. These setbacks are intended to allow for the massing and shape of the historic primary façade to be retained to a high degree and to retain the oblique view of the building from the west – showing the lobby wing and primary façade.

Significant changes to the Lorton Avenue façade, including the use of the existing lawn for the main mass of the addition, will occur in order to provide the square footage to support the proposed setbacks along Park Road. This approach is supported by the Preservation Covenant and prioritizes retaining the Park Road façade in full. The new addition has been designed in a contemporary style and with contemporary materials to clearly differentiate the new structure from the historic resource. However, in massing, setback, and articulation of the building's surface materials, the new addition aims to follow historical precedent to complement the design and historical context of the former Burlingame Main Post Office.

As the proposed project retains the majority of the building's historic features, materials, and design elements, it appears that the project would meet the requirements of the Preservation Covenant and its historic preservation intentions.

REFERENCES

Published Works

California Office of Historic Preservation, *Technical Assistance Series No. 7: How to Nominate a Resource to the California Register of Historical Resources* (Sacramento: California Office of State Publishing, 4 September 2001).

California Office of Historic Preservation. *Technical Assistance Bulletin No. 8: User's Guide to the California Historical Resource Status Codes & Historic Resources Inventory Directory*. Sacramento: California Office of State Publishing. November 2004. Accessed October 22, 2018, <http://ohp.parks.ca.gov/pages/1069/files/tab8.pdf>.

California Office of Historic Preservation, "What is the California Register and What Does it Have to do with CEQA?", https://ohp.parks.ca.gov/?page_id=21724CEQA Guidelines. Accessed May 10, 2018. <http://resources.ca.gov/ceqa/guidelines/>.

Anne E. Grimmer, *The Secretary of the Interior's Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring and Reconstructing Historic Buildings*, (U.S. Department of the Interior National Park Service Technical Preservation Services, Washington, D.C.: 2017), accessed June 23, 2020, <https://www.nps.gov/tps/standards/treatment-guidelines-2017.pdf>

National Park Service, U.S. Department of the Interior, *National Register Bulletin 15: How to Apply the National Register Criteria of Evaluation*, U.S. Department of the Interior, revised 1997, 4.

National Park Service, U.S. Department of the Interior, *National Register Bulletin 16A: How to Complete the National Register Nomination Form*, U.S. Department of the Interior, 1997, 1.

National Park Service, U.S. Department of the Interior, "Technical Preservation Services: Rehabilitation as a Treatment," accessed June 23, 2020, <https://www.nps.gov/tps/standards/four-treatments/treatment-rehabilitation.htm>.

Reports

TetraTech, "United States Postal Service Postal Historic Structure Report Developmental History for Burlingame Main Post Office, 220 Park Road," February 2013.

Carey & Co. Draft Inventory of Historic Resources: Downtown Specific Plan (February 19, 2008).

United States Postal Service. "220 Park Road, Burlingame, CA: Preservation Covenant Language."

Archival Material

"Burlingame Post Office Competition material, 1940-1942." National Archives and Records Administration, College Park, Maryland. Record Group 121-BS.

Internet Sources

Sanborn Map Company Fire Insurance Maps, available online at the San Francisco Public Library History Center. <http://sanborn.umi.com.ezproxy.sfpl.org/splash.html>

Staff Comments



Project Comments – Planning Application

Project Address: 220 Park Road, zoned HMU, APN: 029-204-250

Description: Request for Application for Environmental Review, Commercial Design Review, Variance for Height (Title 21-historic), and Variance for reduction to parking requirement for the restoration of portions of the historic post office building and the construction of a new 6-story (approx.. 102') building with 11,915 SF of retail uses on the ground floor, and 140,000 SF of office on the floors above with 280 on-site parking spaces located in two levels of below grade parking, with parking to be shared/available for public use on evenings and weekends..

From: Martin Quan
Public Works Engineering

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

- ~~1. On the utility plan, please show how the adjacent sidewalk outside the project limits will integrate with the proposed sidewalk alignment and widths.~~
2. Please be aware that all proposed nonstandard sidewalk pavers within the public right-of-way will require a maintenance agreement with the property owner for any future repairs.
- ~~3. Please redesign the projects storm drain pipes to discharge from within the property limits to either Lorton Avenue or Park Road. Project utilities are not allowed to cross property lines.~~
- ~~4. Please remove all proposed trees within the storm drain easement.~~
5. Please explain the legal and construction process to construct the subsurface garage over property lines. Will the City maintain ownership of the land or lease/sell a portion of the lot to the developer.
- ~~6. Please number all parking spaces and dimension the drive aisles.~~
- ~~7. For the below grade parking level 1 and 2 plansheets, please dimension and show the storm drain pit limits (Park Road Pits) with respect to the edge of the dashed line and wall for the subsurface garage.~~
8. Please be aware that shoring construction of the subsurface garage walls along the storm drain easement will have to be constructed with internal bracing, no construction tie-backs will be permitted.
- ~~9. Please label the refuse/recycling area/room for the project. Please be aware that Recology must be able to retrieve bins/carts from within the project site. No staging of bins/carts in the right-of-way.~~
- ~~10. If the plaza design is not part of this project, please show what screening will be proposed between the public parking lot and the project site.~~
- ~~11. Please show the location of the transformer for the project.~~

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. Comments will be forthcoming after review/comments are provided by the Planning and/or Council.

Reviewed By: Martin Quan
650-558-7245

Date: 6/29/2020



Project Comments – Planning Application

Project Address: 220 Park Road, zoned HMU, APN: 029-204-250

Description: Request for Application for Environmental Review, Commercial Design Review, Variance for Height (Title 21-historic), and Variance for reduction to parking requirement for the restoration of portions of the historic post office building and the construction of a new 6-story (approx.. 102') building with 11,915 SF of retail uses on the ground floor, and 140,000 SF of office on the floors above with 280 on-site parking spaces located in two levels of below grade parking, with parking to be shared/available for public use on evenings and weekends..

From: Rick Caro III
Building Division

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

- 8) On your plans **provide a table** that includes the following:
- a. ~~Occupancy group for each area of the building~~
 - b. Type of construction
 - c. ~~Allowable area~~
 - d. ~~Proposed area~~
 - e. Allowable height
 - f. Proposed height
 - g. ~~Proposed fire separation distances~~
 - h. ~~Exterior wall and opening protection~~
 - i. ~~Allowable~~
 - ii. Proposed
 - i. ~~Indicate sprinklered or non-sprinklered~~

NOTE: A written response to the items noted here and plans that specifically address items 8 must be re-submitted before this project can move forward for Planning Commission action. The written response must include clear direction regarding where the requested information can be found on the plans.

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.

- 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.

Reviewed By: Rick Caro III
650 558-7270

Date: April 17, 2020



Project Comments – Planning Application

Project Address: 220 Park Road, zoned HMU, APN: 029-204-250

Description: Request for Application for Environmental Review, Commercial Design Review, Variance for Height (Title 21-historic), and Variance for reduction to parking requirement for the restoration of portions of the historic post office building and the construction of a new 6-story (approx.. 102') building with 11,915 SF of retail uses on the ground floor, and 140,000 SF of office on the floors above with 280 on-site parking spaces located in two levels of below grade parking, with parking to be shared/available for public use on evenings and weekends..

From: Bob Disco
Park Division

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

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. Submit WELO and Irrigation Plan for building permit.

Reviewed By: BD
650.558.7333

Date: 7.7.2020

*Landscape ok
Tree wells ok
Protected Tree Removal Permit will be applied for through Parks Div.*



Project Comments – Planning Application

Project Address: 220 Park Road, zoned HMU, APN: 029-204-250

Description: Request for Application for Environmental Review, Commercial Design Review, Variance for Height (Title 21-historic), and Variance for reduction to parking requirement for the restoration of portions of the historic post office building and the construction of a new 6-story (approx.. 102') building with 11,915 SF of retail uses on the ground floor, and 140,000 SF of office on the floors above with 280 on-site parking spaces located in two levels of below grade parking, with parking to be shared/available for public use on evenings and weekends..

From: Jennifer Lee
Stormwater

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. Please complete, sign and return the "C.3/C.6 Development Review Checklist", which is available at www.burlingame.org/stormwaterdevelopment. For additional information, please see the **C.3 Regulated Projects Guide** (February 2020) at www.flowstobay.org/newdevelopment.
2. Per the Municipal Stormwater Permit, projects on lands greater than 10,000 sf that are plumbed directly to the City's storm drain system must be equipped with full trash capture systems or are managed with trash discharge control actions equivalent to or better than full trash capture systems. Please show how you are complying with this requirement on the plans.
3. 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. 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.
4. Please ensure that all stormwater treatment areas outlined in the civil plans are also shown consistently on the landscape plans.
5. The building permit application plans shall show the marking of the words "No Dumping! Flows to Bay" or equivalent on all storm drain inlets surrounding and within the project site consistent with the San Mateo Countywide Water Pollution Prevention Program's C.3 Technical Guidance.

6. Trash storage areas (including recyclables and compostables or similar areas), wash areas, loading docks, repair/maintenance bays, and equipment or material storage areas shall be completely covered and bermed to ensure that no stormwater enters the covered area. Covered areas shall be graded so that spills and washwater flow to area drains connected to the sanitary sewer system, subject to the local sanitary sewer agency's authority and standards.
7. Interior level parking garage floor drains, and any other interior floor drains, shall be connected to the sanitary sewer system.
8. Fire sprinkler test water shall discharge to onsite vegetated areas, or alternatively shall be discharged to the sanitary sewer system.
9. Boiler drain lines, roof top equipment with drain lines, and/or equipment for washing and/or steam cleaning activities shall be connected to the sanitary sewer system.
10. Air conditioning condensate shall drain to landscaping, or alternatively may be connected to the sanitary sewer system.
11. 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.
12. 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.
13. Since the project will disturb one (1) or more acres of soil, 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).

Reviewed By: Jennifer Lee
650-558-7381

Date: 4/13/2020



Project Comments – Planning Application

Project Address: 220 Park Road, zoned HMU, APN: 029-204-250

Description: Request for Application for Environmental Review, Commercial Design Review, Variance for Height (Title 21-historic), and Variance for reduction to parking requirement for the restoration of portions of the historic post office building and the construction of a new 6-story (approx.. 102') building with 11,915 SF of retail uses on the ground floor, and 140,000 SF of office on the floors above with 280 on-site parking spaces located in two levels of below grade parking, with parking to be shared/available for public use on evenings and weekends..

From: Christine Reed
Fire Dept.

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

1. Please detail the type of building construction. Additional requirements may apply depending on construction type.
2. As this is a Park Rd. address, the fire department connection needs to be facing this street front. and it cannot be inside of the building. It may recessed into the exterior wall per City of Burlingame standard.
3. Fire department access is not provided around entire building. Provide access or submit an Alternate Means of Protection request application with proposed mitigation measures in lieu of fire access.
4. Exit paths from interior stairwells to exit discharge must be within 2-hour rated exit enclosures.
5. Confirm from which street the height of the building is measured. Must be measured from the lowest point of fire department access.
6. Per BMC 18.16.020, building's main electrical shut off is required at an exterior location or provide a shunt trip at the exterior.

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. The building shall be equipped with an approved NFPA 13 sprinkler system throughout. Sprinkler drawings shall be submitted and approved by the Central County Fire Department prior to installation.
2. The fire sprinkler system shall be electronically monitored by an approved central receiving station.
3. The applicant shall ensure proper drainage in accordance with the City of Burlingame Engineering Standards is available for the fire sprinkler main drain and inspector test on the building plumbing drawings. These items may drain directly to landscape or in the sewer with an air gap.

4. The fire protection underground water line shall be submitted and approved through the Burlingame Building Department prior to approval of aboveground fire sprinkler permit.
5. The building shall be equipped with an approved Class I NFPA 14 Standpipe System. The standpipe system shall be submitted and approved by the Central County Fire Department prior to installation. The system shall be installed and operable prior to construction of the fourth story of the structure.
6. Phase I & II elevator recall for firefighter emergency operation required.
7. Elevator shunt trip (causing loss of power) is not allowed. Sprinkler head at top of elevator shaft and in machine room not allowed. Elevator machine room must be constructed of the same rating as the elevator shaft.
8. Roof screen shall have at least 2 access doors, one near Lorton and one near Park Rd.

Reviewed By: Christine Reed
650-558-7617

Date: 5-5-20

DRAFT



Request for Alternate Means of Protection or Methods of Construction

Date Submitted: 7/8/2020

Building Permit: _____

In accordance with section §2.02, Title 19 California Code of Regulations, the undersigned requests approval of alternate means of protection for:

Project Name: 220 Park Road

Project Address: 220 Park Road, Burlingame, CA

Subject of Alternative (separate forms must be completed for each different item):

Separation distance between the buildings exterior walls and fire apparatus access roads

Code Requirement Requesting Mitigation (specify code edition and section):

2019 California Fire Code Section 503.1

Justification (attach copies of pertinent information):

Please see attached package by The Fire Consultants. The design proposes to provide additional protection to facilitate fire department operations in the building to allow an increase in the distance between the exterior walls and the fire access roads.

Alternate Requested By: Andrew Turco

Print Name

Andrew Turco Digitally signed by Andrew Turco
Date: 2020.07.08 12:35:25 -0700

Signature

Requestor Address: _____

Requestor Phone: _____

For Staff Use Only

Date Reviewed: _____

Findings: _____

Approved []

Denied []

Fire Marshal: _____

REQUEST FOR ALTERNATE MEANS OF PROTECTION
FIRE DEPARTMENT ACCESS

220 Park Road
Burlingame, CA

Date: June 24, 2020

Project Description: The project consists of a new Type I-B mixed use building at 220 Park Road. The building is being designed based on the 2019 California Building Code (CBC) and California Fire Code (CFC). The building includes two below grade levels housing primarily enclosed parking. Level 1 includes parking areas, retail spaces, building service spaces, and the main entry lobby space. Levels 2 – 6 consist of open office spaces. The building does not include an occupied roof. The overall height measured between the lowest level of fire department access and the highest occupied floor will be less than 75 feet, such that the building is not required to be designed as a high-rise per CBC Section 403. The building will be sprinkler protected throughout.

Code Section: 2019 California Fire Code (CFC) Section 503.1.1.

Code Requirement: CFC Section 503.1.1 requires that fire apparatus access roads be provided around building sites that so that all portions of the first story of buildings are located within 150 feet of fire apparatus access roads. The exception to Section 503.1.1 permits this distance to be increased where approved by the fire code official in sprinkler protected buildings where necessitated by site conditions.

Code Intent: CFC Section 503.1.1 requires fire apparatus access roads within 150 feet of the exterior walls of buildings to allow for fire department operations, and to limit the maximum length of hose needed to reach any point along the exterior of a building.

Request: The proposed building is located on a congested site. The east side of the building fronts onto Lorton Avenue, and the west side of the building fronts onto Park Road. The building is located adjacent to the property line on the south side of the site,

DRAFT

adjacent to existing buildings and parking areas on the adjacent site. The north side of the building fronts onto an existing parking area that extends between Lorton Avenue and Park Road. This parking area may be converted to a public plaza space with no vehicular paths in the future, such that it may not include fire apparatus access roads in the future. This will result in portions of the north and south facades being located more than 150 feet from the fire apparatus access roads. The design proposes to increase the distance between the north and south exterior walls to fire apparatus access roads to up to 200 feet, based on these proposed construction and protection features:

1. The building will be of Type I-B construction and will be constructed of 2-hour fire-resistive rated structural frame and bearing walls and 2-hour rated floors. The construction will be non-combustible throughout.
2. The building will be sprinkler protected throughout.
3. The entry doors into the exit stairs serving the above and below grade buildings and the interior areas on the first floor will be located less than 150 feet from a fire apparatus access road.
4. The south wall is located less than 3 feet from the property line, and will consist of a 1-hour rated wall with no openings to separate the interior of the 220 Park Road building from the adjacent properties.
5. The new building will include a minimum 96 square foot fire command center adjacent to the office lobby space on the west side of the project site, to provide a central fire department response point. The room will be enclosed in 2-hour fire barriers. The fire command center will house the fire alarm panel, the control and monitoring panel for the emergency responder radio communication system, two-way communication equipment, an annunciator panel indicating the location of the elevators, and status indicators for fire protection and firefighting related equipment (including a fire pump if provided).
6. The design includes three exit stairs serving each above grade story. The code requires one stair to the unoccupied roof level. The design proposes to extend two stairs to the

DRAFT

roof level, with the roof access provided through a penthouse directly from the 2-hour rated stair enclosures.

Justification:

The site configuration allows for fire department access along the east and west sides of the building. However, the building is located adjacent to the property line on the south side of the site, and the future redevelopment of existing parking into a potential plaza on the north side of the development may limit the fire department access in this area, such that the design proposes to increase the distance between the exterior walls and the fire apparatus access roads up to 200 feet as permitted by exception to Section 503.1.1. The entry doors into the building and the exit stair enclosures will be located in the portions of the exterior walls that are within 150 feet of the fire apparatus access roads. This is illustrated on the attached ground floor plan.

The building will be of non-combustible, fire-resistive rated construction. The exterior walls are non-combustible, and the south exterior wall is 1-hour rated with no openings. At the upper levels, the design may include glazed openings for some of the wall, but will include a 1-hour rated wall immediately to the interior side of the openings along the south façade. This will limit the potential exposure hazard along this façade, protecting the adjacent buildings from a fire in the 220 Park Road building and protecting the new building from a potential fire on the adjacent buildings. The non-combustible construction and sprinkler protection provided will limit the potential fire hazard associated with the north façade.

The building will include additional protective features to facilitate fire department access to the above and below grade building interior. The entry doors to the first floor spaces and exit stairs are located within 150 feet of the fire apparatus access roads. The design includes a dedicated fire command center that can be accessed from the exterior on the west side of the building. The fire command center is located adjacent to the main entry lobby space. This is illustrated on the attached ground floor plan. This provides a main response point for the building, which will house the fire protection related control and monitoring equipment. The fire command center will be enclosed in 2-hour rated fire barriers to match the survivability requirements for the monitoring equipment included therein.

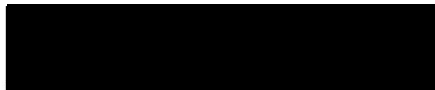
DRAFT

The design includes three exit stairs. To facilitate access to the building roof in an emergency, two of the stairs will extend up to the roof, with full 44-inch wide stair paths leading to penthouse elements with doors to the roof. The design will include standpipe outlets within the stair enclosures at the uppermost landing at the roof level. The stairs to the roof include the southeast stair exiting directly to Lorton Avenue and the southwest stair located off of the main lobby area on the Park Road side of the project. This stair discharges through the lobby space near the proposed fire command center, providing a clear route to all levels and the roof from the proposed main fire department response location. The doors to the stairs leading to the roof level are located less than 150 feet from fire apparatus access roads.

Conclusion: This alternate means of protection request outlines a proposed approach to provide alternate fire apparatus access to the new mid-rise office and parking garage building at 220 Park. The design limits the distance to the building openings to the limits outlined in CBC Section 503.1.1, and includes additional protective features to facilitate fire department operations within the structure.

Prepared by:

THE FIRE CONSULTANTS, INC



Brian Gagnon, P.E.

June 24, 2020

Date

BDG/JRS:bg

12-1568/220 Park/RQ 220 Park Road FD Access_Rev2

220 Park Road – Staff Report Attachments

Notice of Public Hearing – Mailed July 2, 2020

CITY OF BURLINGAME

City Hall – 501 Primrose Road
Burlingame, California 94010-3997



COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division
PH: (650) 558-7250
FAX: (650) 696-3790

PUBLIC HEARING NOTICE

The City of Burlingame Planning Commission announces the following public hearing on
Monday, July 13, 2020 at 7:00 P.M.

Project Location: 220 Park Road (Post Office), zoned HMU (APN: 029-204-250) and below grade portion of City Parking Lot E (APN: 029-204-230)

Description: Application for Environmental Review, Commercial Design Review, Historic Variance for Height (Title 21) and Parking, and Request for a Parking Easement (below grade under Lot E) for the redevelopment and restoration of portions of the existing Post Office building and construction of a New 6-story Office Project with Ground Floor Retail and two Levels of Underground Parking.

Pursuant to the CDC's social distancing guidelines which discourage large public gatherings, the Planning Commission meeting will be held via Zoom, a teleconference platform (see below for access details). The Council Chambers will not be open to the public for the July 13, 2020 Burlingame Planning Commission meeting.

To access the meeting by computer:

Go to www.zoom.us/join
Meeting ID: 846 2316 9257
Password: 116435

To access the meeting by phone:

Dial 1-669-900-6833
Meeting ID: 846 2316 9257
Password: 116435

Members of the public may provide written comments by email to publiccomment@burlingame.org. Comments submitted during the meeting will be read aloud by staff for the record.

Questions/Comments

If you have any questions about the proposed project or would like to schedule an appointment to view a hard copy of the application and plans, please contact Catherine Keylon, staff planner for the project, at ckeylon@burlingame.org or (650) 558-7252. Written comments on the project may also be emailed to the staff planner prior to the public hearing. We encourage you to review the proposed plans for this project online now at www.burlingame.org/planningcommission/agenda.

Agenda and Staff Reports

The City of Burlingame will publish the meeting agenda at 5 p.m. on Thursday, July 9, 2020. The agenda will be available online at www.burlingame.org/planningcommission/agenda and will contain the staff report, related documents, and proposed plans for this application. The agenda will also be posted at City Hall, 501 Primrose Road, Burlingame, CA. A hardcopy of the staff report and related documents may be obtained upon request to the staff planner (see contact information above).

(please refer to other side)

PUBLIC HEARING NOTICE

Accessibility

In compliance with the Americans with Disabilities Act, 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 at the meeting, should contact the Planning Division at planningdept@burlingame.org or (650) 558-7250, by 10:00 a.m. on Monday, July 13, 2020. Notification in advance of the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting, the materials related to it, and your ability to comment.

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 the notice.

Kevin Gardiner, AICP
Community Development Director

Mailed: July 2, 2020

Area Map

220 Park Road
500' noticing
APN #: 029.204.250 and 029.204.230

