



City of Burlingame

BURLINGAME CITY HALL
501 PRIMROSE ROAD
BURLINGAME, CA 94010

Meeting Minutes Planning Commission

Monday, May 13, 2019

7:00 PM

Council Chambers

- e. 250 Anza Boulevard, zoned unclassified - Application for Environmental Review, Design Review and Conditional Use Permit for a new commercial recreation use (Topgolf) with associated restaurant and bar uses. (Topgolf, applicant; Aria Group/Arco Murray, architects-engineers; City of Burlingame, owner) (430 noticed) Staff contact: Catherine Keylon

All Commissioners had visited the project site. There were no ex-parte communications to report.

Senior Planner Keylon provided an overview of the staff report.

Chair Comaroto opened the public hearing.

Tanner Micheli, Topgolf, and Eric Uebelhor, Arco Murrery, represented the applicant.

Public Comments:

There were no public comments.

Chair Comaroto closed the public hearing.

Commission Comments/Direction:

- > *With regard to design of the facility, recommend taking into consideration the prevailing winds in this area, winds get up to 20-30 miles per hour, especially in the afternoons.*
- > *Confirmed that the environmental document will analyze impacts from lighting from the outdoor screens.*
- > *Provide details of park patio area when project comes back for action meeting.*
- > *Confirmed that secondary access road leading to Airport Boulevard is still under consideration, trying to get geometry correct with Public Works Division given the challenges with the topography.*
- > *Confirmed that target pods will be built above the refuse layers by using a foam fill in the outfield, would not add a lot of weight to the landfill itself.*
- > *Concerned with lighting impacts on neighboring hotel.*
- > *Great opportunity to improve area of site along second access road by adding trees for screening as viewed from Bayside Park.*
- > *Great partnership to revitalize the facility and area and to bring some additional opportunities for Burlingame residents to enjoy Bayfront area.*
- > *Important for environmental review to study lighting pollution to make sure we have a good analysis of that.*
- > *Good symbiotic relationship in terms of parking and traffic with the office buildings and hotels in area.*

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



**TOPGOLF BURLINGAME
PLANNING COMMISSION COMMENT RESPONSES**

We are in receipt of the minutes from the May 13, 2019 Planning Commission Meeting, and subsequent comments from the Commission. Please see below for the Project team's responses to those comments.

1. With regard to design of the facility, recommend taking into consideration the prevailing winds in this area, winds get up to 20-30 miles per hour, especially in the afternoons.

RESPONSE: *Noted. The current orientation of the project is the only feasible orientation. If winds become an issue for guests, Topgolf has the ability to add in partial walls in the hitting bays to improve the guest experience. Based on Operations on locations in other high wind locations, we do not anticipate this to be an issue.*

2. Confirm that the environmental document will analyze impacts from lighting from the outdoor screens.

RESPONSE: *Confirmed, the photometric study in the environmental document accounted for the HD screens.*

3. Confirmed that secondary access road leading to Airport Boulevard is still under consideration, trying to get geometry correct with Public Works Division given the challenges with the topography.

RESPONSE: *Confirmed, the geometry of the secondary access road leading to Airport Boulevard has been coordinated in detail with Public Works.*

4. Confirmed that target pods will be built above the refuse layers by using a foam fill in the outfield, would not add a lot of weight to the landfill itself.

RESPONSE: *Confirmed, the target solution will be required to avoid landfill cap penetration and not induce additional load/significant settlement.*

5. Concerned with lighting impacts on neighboring hotel.

RESPONSE: *No impacts from lighting plan have been determined through the environmental study. Several other Topgolf locations have a similar orientation towards hotels and have not received from hotels (Huntsville, AL; Greenville, SC; for examples).*

6. Great opportunity to improve area of site along second access road by adding trees for screening as viewed from Bayside Park.

RESPONSE: *New landscape screening/trees are proposed at the top of the slope within the project limits which will provide screening of the Topgolf site as visible from Bayside Park.*

7. Great partnership to revitalize the facility and area and to bring some additional opportunities for Burlingame residents to enjoy Bayfront area.

RESPONSE: *Thank you for the support.*

8. Important for environmental review to study lighting pollution to make sure we have a good analysis of that.



RESPONSE: *Confirmed that lighting was studied during the environmental review.*

9. Good symbiotic relationship in terms of parking and traffic with the office buildings and hotels in the area.

RESPONSE: *Thank you for the support.*



TopGolf USA Inc
8750 N. Central Expressway, Ste 1200
Dallas, TX 75231
P: 214.377.0663

August 7, 2018

Catherine Keylon
Senior Planner, Community Development Dept
City of Burlingame
850 Burlingame Avenue
Burlingame, CA 94010

Re: Topgolf Land Use Entitlement Applications

Dear Ms. Keylon:

It is Topgolf's pleasure to submit our plans to the City of Burlingame for our new recreation venue at 250 Anza Boulevard, the former Burlingame Landfill site. Our application is a result of the of the City Council's agreement with Topgolf that was approved in July 2017. Our application materials provide the comprehensive and detailed information to facilitate City review. This letter is intended supplement our application by providing a high-level overview of the proposal facilitating the community's understanding of our project. The detailed project description is attached for further reference.

Project Description: The project site, on the former Burlingame Landfill, closed in 2005, located east of Highway 101, is adjacent to San Francisco Bay wetlands, the City's waste water treatment plant and the DoubleTree Hotel. The site is freeway accessible from Highway 101 at the Anza Boulevard on/off ramps. The site is served by both Anza and Airport Boulevards, Anza being the entrance/exit. Topgolf is exploring a second access to Airport Boulevard to facilitate internal circulation within Topgolf's parking lots. The proposed project is 76,489 gross square feet and will provide 522 parking spaces. The proposed buildings will have three hitting bay levels and will be 52'-7" at the top of the highest parapet.

Project Highlights:

1. Public/Private Partnership—Topgolf's proposal presents a unique opportunity for the City to implement a long-term lease which will develop a positive revenue stream for the City to use to enhance local services.
2. Transportation Demand Management (TDM)—Because of the site's location near extensive SFO hospitality uses, effective TDM measures such as shuttles, car share services and carpooling can be immediately deployed to reduce overall vehicle trips.
3. Topgolf's experience is that the majority of its vehicle trips are generated during off-peak hours (evenings and weekends) further reducing impact on the existing street and highway systems.



4. **Biology and Bird Safety**—The project will utilize bird-safe netting recommended by a leading avian biologist. Topgolf has met with local environmental groups and will continue to consult with all stakeholders to identify and address potential concerns.
5. **Community Impact**—One of Topgolf's Core Values is that we are a Caring organization. Topgolf's national charity partners are Make-A-Wish, Folds of Honor and Bunkers in Baghdad. We are committed to being a good neighborhood partner. We invite high school golf teams and charities serving youth to practice at Topgolf for free with the Youth Play It Forward initiative. We offer a Heroes Discount for military, fire, police and EMS personnel. We host fundraisers for local and national charities. We provide charitable donations and volunteers to a wide variety of causes in the communities we serve. In addition, we create 500+ jobs at every venue we open and generate \$264.5 million in economic output over a 10-year period.

Topgolf is excited about the opportunity to significantly add to the quality of the City of Burlingame. We have an experienced track-record through developing and operating 41 (and growing) venues across the country, and we are continuing to evolve and improve our offering through technology, training, and executing on the guest experience. We are committed to delivering a community amenity and experience that the City of Burlingame will be proud of for years to come.

Very truly yours,

A handwritten signature in black ink, appearing to read "Devin Charhon".

Devin Charhon
Director of Real Estate, Topgolf

CC: Tanner Micheli, Topgolf

Attachments



TopGolf USA Inc
8750 N. Central Expressway, Ste 1200
Dallas, TX 75231
P: 214.377.0663

June 15, 2018

Margaret Glomstad
Parks and Recreation Director
City of Burlingame
850 Burlingame Avenue
Burlingame, CA 94010

Re: Topgolf Project Description

Dear Ms. Glomstad:

TopGolf USA Inc. ("Topgolf") is filing a Project Description and Due Diligence Needs Assessment in connection with the proposed development of a Topgolf golf and entertainment venue at the Burlingame Golf Center (the "Project"), located at 250 Anza Boulevard (the "Site") in Burlingame, California (the "City"). This letter is intended to supplement Topgolf's entitlements and Design Review filing and provides a description of the scope of the Project and an evaluation of the anticipated environmental review that will be required in connection with the City's approval of the Project.

I. Background

The Burlingame Landfill has been closed since 2002, with final notification of closure submitted to oversight agencies in 2005. Since closure, the closed landfill has been repurposed for a variety of recreational uses including a soccer field, clubhouse, off-street parking, and a driving range. The property is bordered to the north by Airport Boulevard, to the east by the DoubleTree Hotel, to the south by the Sanchez Marsh, and to the west by the City of Burlingame Waste Water Treatment Plant.

Topgolf is now exploring a unique opportunity to include a flagship facility within the closed landfill property limits. As described below, the existing driving range would be replaced with a new Topgolf facility that will provide an approximately 84,140 square-foot commercial recreation use.

II. About Topgolf

Topgolf is a premier golf entertainment complex with 38 operating locations nationwide. The proposed Topgolf facility features 120 climate-controlled hitting bays where players hit golf balls with embedded microchips into an outdoor outfield enclosed by perimeter netting. Each hitting bay can accommodate up to six players at a time but it's not unusual for one or two



players to occupy some bays. Hitting bays include golf clubs, comfortable seating and television screens to monitor sporting events and track Topgolf scoring. Topgolf facilities are energetic and upscale with high quality food and beverage offerings delivered restaurant-style to guests playing the game. Topgolf facilities feature a full sports bar atmosphere as well as an upscale, unique corporate entertainment experience.

Topgolf features a five-patent technology platform gaming system in which players hit golf balls embedded with a radio frequency identification tag in a 240-yard outfield that features eleven targets at various distances. Microchips in the balls track each player's shot in real time, giving points for accuracy or luck and making the driving range experience competitive and social. Different games are simulated, including a nine-hole golf course and other games designed to appeal to players of varying skill levels. The golf experience is a non-intimidating social environment that everyone can enjoy regardless of skill level.

Typical Topgolf customers include the serious and causal golfer, friends, families and groups. Approximately 60% of Topgolf's customers are categorized as non-golfers, meaning they play golf less than three times a year, if at all. Approximately 60% of customers are within the 18-34 age range and 75% of customers are within the 18-44 age range. The typical customer flow at Topgolf are retirees during weekday mornings, professionals midday for lunch, young people and golf teams in the afternoon, young professionals in the evening for ball striking and happy hour. Weekdays also attract social, civic and corporate events in the event meeting space. On weekends, the customer profile includes families, groups of friends and date nights.

Topgolf is a high-tech recreational experience. The building interior features a digital leader boards distributed through the facility, and over 200+ televisions with sports and Topgolf scoring. Topgolf has the ability to push event content (concerts, sporting events, charity event presentations, etc.), audio and video, to any or all televisions throughout the venue. It is common for the facility to be rented for corporate events because of the digital environment Topgolf offers. Topgolf also has extensive programming and community involvement initiatives such as the following:

Community Involvement

- **Grow the Game Initiatives:** Topgolf invites high school golf teams as well as charities supporting youth mentorship, leadership and empowerment to play at Topgolf for free as part of our Youth Play It Forward initiative.
- **Spirit Nights:** Topgolf hosts spirit nights for any public school PTO and PTA and provides donations based on the number of guests
- **Volunteering:** Topgolf actively engages in the communities we are in and spend more than 4,000 hours each year volunteering.
- **Heroes Discounts:** Topgolf proudly offers military (active duty and veterans), police, fire and EMS personnel a 20% discount on all monthly memberships as well as 10% off Topgolf play.



Topgolf Specific Programs:

- Topgolf U – Golf lessons redefined. Lessons are offered at all existing Topgolf locations by PGA professionals.
- KidZone – Topgolf's free program for children younger than 12. Free parties (Breakfast with Santa, Back to School, Easter Egg Hunt, etc.), discounts and offers just for kids.
- Summer Academy – Week-long summer golf instruction program for kids ages 6-12.
- Topgolf Championships – A summer tournament series where novices and avid golfers alike can compete in fun, lively competitions for the chance to win amazing prizes.
- Topgolf Leagues – Weekly social leagues featuring food and beverage specials and the opportunity to win prizes.

III. Project Description

The Project involves the replacement of the existing driving range with a Topgolf commercial recreation and sports complex situated on an approximately 13-acre area. The Project consists of a three-level, approximately 84,140 square-foot main building, outdoor patio, and an approximately 5-acre outdoor driving range outfield. As shown on the attached site plan, the facility has been located on the Site so that the tee line is facing northeast, away from the afternoon sun and residential properties opposite the adjacent Hwy 101/Bayshore Freeway.

Access to the Project is provided at two locations. Cross access will be provided to Anza Boulevard through the existing parking field that serves the soccer field and existing driving range. A second proposed access road connection to Airport Boulevard, which is conceptual in nature, is also depicted on the site plan. Extensive engineering analysis in terms of traffic circulation will be required to determine the appropriate location, alignment, and configuration of the driveway.

The proposed 84,140 square-foot building features 120 hitting bays including bays designated for golf instruction and team practice. The maximum capacity for this facility is 1,804 occupants including employees and guests. A breakdown of square footages for the key various use types within the building is provided below.

<u>Use</u>	<u>Area (SF)</u>
Hitting Bays & Seating	31,985
Restaurant	13,590
Outdoor Dining	6,063
Indoor Event Space	2,274
General/Professional Office	2,056
Circulation/Storage/Utility	28,172



In addition to the internal building areas, an external mini-golf activation is being proposed adjacent to the outdoor patio area. This ±20,000 SF outdoor activation will provide patrons with yet another activity to enjoy the prime bayfront environment that this location provides. In addition to the views, an activation such as this will provide a family-friendly activity for patrons during off-peak as well as peak times when there may be a wait for hitting bays within the venue.

The outfield is approximately five acres and 240 yards from the tee line to the net line. The outfield features illuminated round targets located 20 to 215 yards away from the tee line. The outfield perimeter is completely enclosed by a transparent netting approximately 190 feet high secured by steel poles. The net is roughly 93% transparent. Net poles range from 90 feet in height near the building and crest to 190 feet at the end of the outfield. The poles are made of high-grade steel painted to blend with the color of the sky. Netting specifications and samples can be provided to the City upon request. The poles on the corners of the outfield are secured by guy wires. Inside the nets, the surface of the outfield consists of synthetic grass surface. Outside the nets, the landscape consists of drought-resistant plant materials. Energy efficient field lights are attached to the main building and illuminate the outfield for night play. The field lights are directed downward to the driving range outfield and are designed to provide 0.0 foot-candles at the property boundaries.

The Project is located in the Unclassified zoning district. The proposed replacement of the driving range with a Topgolf facility at the closed Burlingame Landfill will provide a unique sports and entertainment experience that currently does not exist in the surrounding area. The addition of a Topgolf is expected to attract customers from surrounding service areas and draw more customers to the City's shoreline corridor.

Approximately 475 parking spaces are required for the Topgolf use and 523 parking spaces will be provided in two parking fields surrounding the main building and driving range. This is in addition to the existing parking field which is currently serving the existing driving range and soccer field. The parking fields will be lit with energy efficient fixtures. The proposed number of spaces exceeds code requirements and anticipated parking demand based on other Topgolf facilities.¹ Topgolf also proposes to offer valet parking for its customers. Access to the Topgolf is provided via shared access to Anza Boulevard as well as a proposed driveway connection to Airport Boulevard.

IV. Anticipated Entitlements

We anticipate that the following entitlements will be required for the Project.

- Modification to the Existing Entitlements to reflect the proposed changes to the site plan;

¹ The typical Topgolf facility provides approximately 475 parking spaces.



- Commercial Design Review;
- Any approvals necessary to permit the proposed building heights, net pole heights, etc. within the Unclassified zone;
- Any approvals necessary to permit a commercial recreation and sports complex in the Unclassified zone;
- Any approvals necessary to permit the on-site sale and consumption of alcoholic beverages;
- Sign permit;
- CEQA clearance; and
- Any additional permits or approvals deemed to be necessary by the City.

V. Environmental Review and CEQA Compliance

Since the the proposal is defined as a "Project" under the provisions of the California Quality Act (CEQA), TopGolf's proposal will be subject to environmental review. Section 15070 of CEQA provides that the project will be subject to the preparation of an Initial Study. CEQA Section 15070 (b)(1) further provides that a Mitigated Negative Declaration (MND) shall be prepared if the project results in no significant environmental impacts or results in impacts that can be reduced to less than significant by the implementation of mitigation measures. TopGolf anticipates that Project impacts will be less than significant or will be mitigated to less than significant and, therefore subject to the preparation of a Negative (or Mitigated) Declaration.

The Project shall provide detailed description of proposed number trips that will be generated by the Project. A traffic study, trip generation analysis, traffic congestion and circulation impacts will need to be identified as part of the environmental review, and mitigations identified to address those impacts. The project EIR consultant will coordinate with the Public Works Department to determine the roadways and intersections to be studied for traffic impacts for the Project. This coordination is underway with Topgolf having already engaged a traffic consultant to begin these studies.

Another anticipated area of concern for the Project is Topgolf's barrier netting and its effect on bird flight patterns. This subject has come up on past developments in various locations throughout the country. Golf barrier netting is installed in a safe rigid manner that helps to prevent birds from becoming entangled. By nature of the material itself, birds can easily see the netting and maneuver to avoid it or take landing on it. Birds that inadvertently fly into the netting generally bounce off and fly away. In fact, aviary specialty netting and golf barrier netting have very similar characteristics to the point that golf ball containment netting is often used in bird aviaries to protect and contain birds in a safe environment. This same netting is often installed in and around large architectural structures to prevent birds from becoming a nuisance



without causing them harm. Bats (that fly at night) do not depend on their vision to avoid objects. Bats use echolocation to navigate and find food in the dark. The sound waves bats produce can detect objects as thin as a human hair in complete darkness.

We hope that this letter is helpful in framing the key issues and assists Topgolf and the City in identifying the most efficient and effective path forward to bring a new Topgolf facility to the City of Burlingame. If you have any questions or would like to further discuss the contents herein, I would welcome the opportunity to meet with you and your team to further discuss. Otherwise, please feel free to contact me at (530) 520-0238.

Very truly yours,

Tanner Micheli
Director of Real Estate Development
Topgolf

Enclosures



COMMERCIAL APPLICATION

PLANNING COMMISSION APPLICATION SUPPLEMENTAL FORM

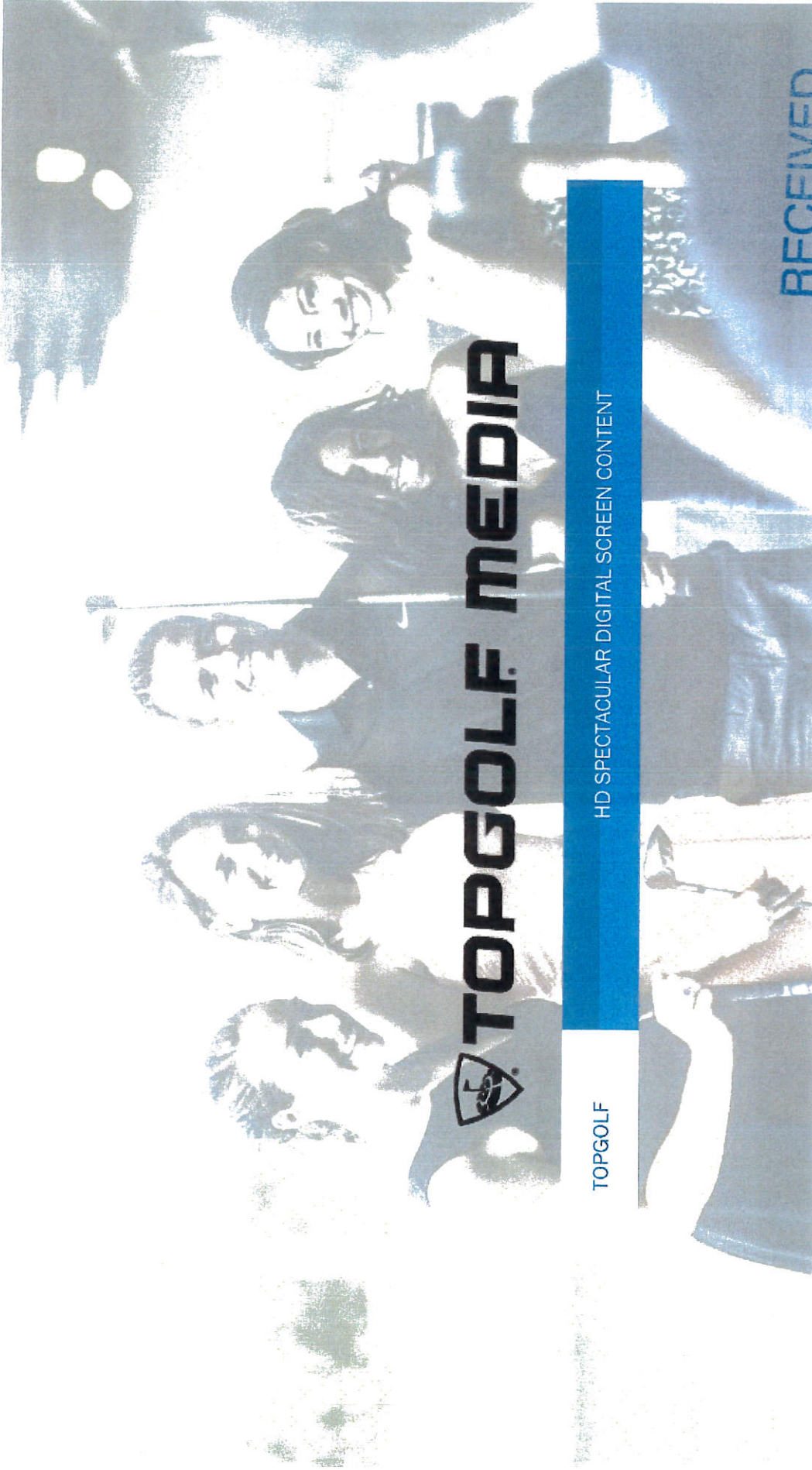
- Proposed use of the site Golf driving range, food and beverage service.
- Days and hours of operation Sunday-Thurs 9A-12A; Friday-Sat 9A-2A
- Number of trucks/service vehicles to be parked at site (by type) 1 or 2 pick-up Trucks
will be parked in designate service PARKING AREA
- Current and projected maximum number of employees (including owner) at this location:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm
Weekdays Full-time						
Part-time						
Weekends Full-time						
Part time						

- Current and projected maximum number of visitors/customers who may come to the site:

	At Opening/Existing		In 2 Years		In 5 Years	
Hours of Operation	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm	Before 5:00 pm	After 5:00 pm
Weekdays	1,313	1,014	1,194	922	1,230	950
Weekends	1,467	1,323	1,334	1,203	1,374	1,239

- What is the maximum number of people expected on site at any one time (include owner, employees and visitors/customers): 1,600
- Where do/will the owner and employees park? Employees will park on-site in designated areas
- Where do/will the customers/visitors park? Customer parking is provided on-site
- Present or most recent use of site Golf driving range
- List other tenants on property, their number of employees, hours of operation (attach a list if more room is needed) Top Golf is the single tenant



TOPGOLF MEDIA

TOPGOLF

HD SPECTACULAR DIGITAL SCREEN CONTENT

RECEIVED

FEB 26 2019

CITY OF BURLINGAME
CDD-PLANNING DIV

HD SPECTACULAR DIGITAL SCREENS

Topgolf will feature two HD screens at the back of the golf fairway.

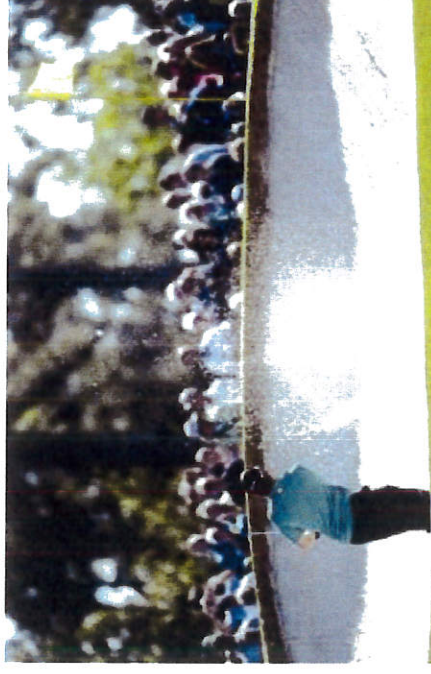
FEATURES

- Content can be animated or static
- Dimensions: 50'x30' (per screen)
- Aspect Ratio: 16:9
- Rotations: 2 minutes



HD SPECTACULAR SCREEN CONTENT

The HD Spectacular screens provide crucial, relevant messaging and information for Topgolf's in-venue guests. The main purposes of the HD Spectacular are to broadcast live sports content, alert players of game play objectives and connect game-integration messaging, provide space for partner brand messaging, and to promote Topgolf's internal programs and events



SCREEN CONTENT EXAMPLES



Game Play Messaging

Game play messaging alerts players to aim the ball at the back net target, such as "Hit the Ball Here."



Internal Programs

The screen promotes events and programs that interest the Topgolf guest demographic. Examples include Topgolf KidZone and Topgolf U.



Sports Content

The screen can broadcast live sports content.



Brand Messaging

The screen can display Partner brand messages



Game Milestone Messaging

When a player achieves a game milestone, such as a hole-in-one, a message will be portrayed to alert the player of his or her success.



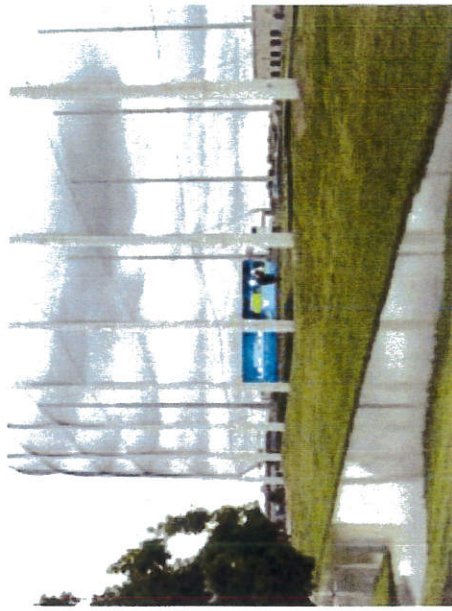
Game Integration

Screens can activate games to facilitate in-venue competition among guests.

TOPGOLF

FAIRWAY VIEW | HD SPEC





TOPGOLF

FAIRWAY VIEW | HD SPEC



From: D N
To: CD/PLG-Catherine Keylon
Subject: Top Golf
Date: Thursday, February 20, 2020 8:25:09 PM

Top Golf sounds great to me. We have lost fun things like Bowling alleys in Millbrae and Burlingame and this would be a nice thing to add to our town

David N,

Burlingame resident

----- Forwarded Message -----

From: Tisin P. <[redacted]@gmail.com>
To: D N <dn [redacted]@yahoo.com>
Sent: Thursday, February 20, 2020, 06:57:03 PM PST
Subject: Re: City Seeks Planning Commissioner

Very cool news! Thanks for sharing! I ll keep my fingers crossed.

Sent from my iPhone

On Feb 20, 2020, at 7:11 PM, D N <[redacted]@yahoo.com> wrote:

Tisin, Top Golf might be coming to Burlingame?

Dave



Project Comments – Planning Application

Project Address: **250 Anza Boulevard, zoned Unclassified, APN: 026-290-380**

Description: **Request for Conditional Use Permit for a new commercial recreation use (Topgolf), including associated restaurant and bar uses.**

From: Rick Caro III
Building Division

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

No comment at this time

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

- 1) Plans submitted for any commercial project must be designed, wet-stamped, and signed by a licensed architect. 1997 Uniform Administrative Code §302.2 and §302.3.
- 2) Provide a title block on the plans that includes the name of the owner(s) and the name, address, and phone number of the project designer.
- 3) On the plans specify that this project will comply with the 2016 California Building Code, 2016 California Residential Code (where applicable), 2016 California Mechanical Code, 2016 California Electrical Code, and 2016 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, 2016 then this project must comply with the 2016 California Building Codes.
- 4) 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

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

“Construction Hours”

Weekdays: 8:00 a.m. – 7:00 p.m.

Saturdays: 9:00 a.m. – 6:00 p.m.

Sundays and Holidays: No Work Allowed

(See City of Burlingame Municipal Code, Section 18.07.110 for details.)

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

Construction hours in the City Public right-of-way are limited to weekdays and non-City Holidays between 8:00 a.m. and 5:00 p.m.

Note: Construction hours for work in the public right of way must now be included on the plans.

- 7) Provide fully dimensioned plans.
- 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) Show the distances from all exterior walls to property lines or to assumed property lines
- 10) Show the dimensions to adjacent structures.
- 11) Provide the occupant load calculations for each area within the tenant space.
- 12) Acknowledge that, when plans are submitted for building code plan check, they will include a complete underground plumbing plan including complete details for the location of all required grease traps and city-required backwater prevention devices.
- 13) Illustrate compliance with the minimum plumbing fixture requirements described in the 2016 California Plumbing Code, Chapter 4, Table 422.1 Minimum Plumbing Facilities and Table A - Occupant Load Factor.
- 14) Provide details on the plans which show that the entire site complies with all accessibility standards.
- 15) Specify on the plans the location of all required accessible signage. Include references to separate sheets on the plans which provide details and graphically illustrates the accessible signage requirements.
- 16) Specify the accessible path of travel from the public right of way, through the main entrance, to the area of alteration. 2016 CBC §1009.2 , 11B-202.4, 11B-206.21108

- 17) Specify an accessible path of travel from all required exits to the public right of way.
- 18) Specify the path of travel from on-site parking, through the main entrance, to the area of alteration
- 19) Specify a level landing, slope, and cross slope on each side of the door at all required entrances and exits.
2016 CBC §11B-302, 11B-304.2, 11B-305.2
- 20) Specify accessible countertops where service counters are provided 2016 CBC §11B-227 & 11B-904
- 21) Provide complete dimensioned details for accessible bathrooms 2016 CBC §11B-213 11B-603, 11B-604, 11B-605, 11B-606, 11B-607, 11B-608, 11B-609, 11B-610
- 22) Specify the total number of parking spaces on site.
- 23) Provide complete, dimensioned details for accessible parking 2016 CBC §11B-208, 11B-502 & 11B-503
- 24) Provide details on the plans which show that the building elevator complies with all accessible standards.
2016 CBC §11B-407.
- 25) Provide the interior dimensions for the elevator. 2016 CBC § 11B-407.4.1 & Table 11B-407.4.1
- 26) Please Note: Architects are advised to specify construction dimensions for accessible features that are below the maximum and above the minimum dimension required as construction tolerances generally do not apply to accessible features. See the *California Access Compliance Manual – Interpretive Regulation 11B-8*.
- 27) Provide an exit plan showing the paths of travel
- 28) All NEW non-residential buildings must comply with the requirements of AB-2176 Sec. 42911 (c) [2003 – 2004 Montanez] as follows:
 - a. Space for recycling must be a part of the project design in new buildings.
 - b. A building permit will not be issued unless details are shown on the project plans incorporating adequate storage for collecting and loading recycled materials.
- 29) 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.
- 30) Sewer connection fees must be paid prior to issuing the building permit.
- 31) A copy of the plans, stamped “Approved” by San Mateo County Environmental Health Department, must be submitted to the Building Division prior to issuance of the building permit.
- 32) Provide a complete furniture / movable fixture plan for the tenant space.
- 33) A pre-construction meeting must be conducted prior to issuing the permit. After you are notified by the Building Division that your plans have been approved call 650-558-7270 to schedule the pre-construction meeting.

- 34) Acknowledge that anyone who is doing business in the City must have a current City of Burlingame business license.

Reviewed By: Rick Caro III
650 558-7270

Date: March 1, 2019



Project Comments – Planning Application

Project Address: **250 Anza Boulevard, zoned Unclassified, APN: 026-290-380**

Description: **Request for Conditional Use Permit for a new commercial recreation use (Topgolf), including associated restaurant and bar uses.**

From: Bob Disco
Parks Division

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

1. Irrigation Plan required for Building Permit
2. Nonresidential Outdoor Water Use Efficiency checklist required (attached)

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

Reviewed By: BD
bdisco@burlingame.org

Date: 3.4.19

Landscape plan ok



Project Comments – Planning Application

Project Address: 250 Anza Boulevard, zoned Unclassified, APN: 026-290-380

Description: Request for Conditional Use Permit for a new commercial recreation use (Topgolf), including associated restaurant and bar uses.

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. This project is required to comply with the Provision C.3 and C.6 of the San Francisco Bay Municipal Regional Stormwater NPDES Permit (MRP) since it will create and/or replace 10,000 square feet or more of impervious surface.

Please complete, sign and return the C.3 and C.6 Development Review Checklist and the following worksheets. Form is available at www.burlingame.org/stormwaterdevelopment

- a. Worksheet A, C.6 Construction Stormwater BMPs
 - b. Worksheet B, C.3 Source Controls
 - c. Worksheet C, Low Impact Development – Site Design Measures
 - d. Worksheet D, C.3 Regulated Project – Stormwater Treatment Measures
 - e. Worksheet E, Hydromodification Management
 - f. Worksheet F, Special Projects (if applicable)
2. 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.
 3. As part of the MRP, projects over 10,000 square feet must install post-construction treatment measures which 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.**

Reviewed By: Jennifer Lee
650-558-7381

Date: 8/21/2018
3/6/2019



Project Comments – Planning Application

Project Address: **250 Anza Boulevard, zoned Unclassified, APN: 026-290-380**

Description: **Request for Conditional Use Permit for a new commercial recreation use (Topgolf), including associated restaurant and bar uses.**

From:

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

- Ensure the fire apparatus access is does not exceed 16% in slope with beginning and ends of slopes not exceeding 5% for the first 15 feet.
- Ensure route along fire apparatus access turns/angles are within CCFD fire apparatus turning specifications.

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.

- Provide a fire sprinkler system throughout. At least two risers will be required for this project given the square footage.
- Fire department connections for each riser shall be co-located with proper signage identifying the riser and portion of building being covered. FDC shall be located away from the building by a distance of $2/3^{\text{rd}}$ the height of the building. Also, it should be located within 50 feet of a fire hydrant.
- Given the fire apparatus access exceeding 150 feet away from the furthest point of the building, provide a standpipe system to each stair enclosure within the building.
- Provide a fire alarm system
- Provide a fire protection underground shall be submitted under separate permit through the Burlingame Building Department.
- Fire Hydrants shall be specified and located on civil drawings for review and approval.
- Provide a hood & duct suppression system. Kitchen exhaust duct penetrating a habitable floor shall be protected by a shaft minimum 2 hours.
- Provide an Emergency responder radio system under separate permit.
- Provide 2-way communication for accessible means of egress.

Reviewed By: **R. Yballa**

Date: **3/25/19**



Project Comments – Planning Application

Project Address: 250 Anza Boulevard, zoned Unclassified, APN: 026-290-380

Description: Request for Conditional Use Permit for a new commercial recreation use (Topgolf), including associated restaurant and bar uses. **THIS REVIEW IS FOR SITE IMPROVEMENTS ONLY**

From: Christine Reed
Fire Dept.

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. Sheet C3.0 – Legend shows both pedestrian and vehicular concrete with the same design. Provide separate designs for both types of concrete.
2. Sheet C4.0 – Provide blue reflective dots on driveway at fire hydrant locations.

Reviewed By: Christine Reed
650-558-7617

Date: 10-27-19



The City of Burlingame

PUBLIC WORKS DEPARTMENT
TEL: (650) 558-7230
FAX: (650) 685-9310

CITY HALL - 501 PRIMROSE ROAD
BURLINGAME, CALIFORNIA 94010-3997
FAX: (650) 696-1598

CORPORATION YARD
(650) 558-7670

April 8, 2019

Catherine Keylon
Senior Planner
City of Burlingame

RE: Top Golf – Public Works Review Comments

Ms. Keylon,

Public Works Engineering and Corporation Yard have reviewed the plan resubmittal for the Top Golf site improvements dated February 5, 2019. Plan check comments from 8/23/18 that are not adequately addressed are copied below. Additional department comments have been added below under 4/8/19 comments.

8/23/18 comments

3. Please provide documentation on how the pole foundations will be anchored into the existing landfill and what permitting would be required to allow such penetrations.
4. Please verify if a new address will be assigned to the project as 250 Anza is the current address for the Burlingame Soccer Field, Golf Center, and Gabriel & Daniels Mexican Grill.
5. Will there be areas that will be excavated that will penetrate the geosynthetic clay layer (GCL)? If so, how will these area be addressed?
6. Have you reached out to the regulatory agencies that oversee the closed landfill (Water Board, CalRecycle, Air Resources Board) and obtain concurrence with the project scope?

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. A traffic, sewer, water, and storm study will be required for this project.
2. A photometric study will be required for the project.
3. A stormwater maintenance agreement shall be recorded with the County for all c3 treatment measures. This agreement must be recorded prior to building permit signoff.
4. Please provide a letter from Recology indicating that the proposed trash room size is sufficient to service the complex.

Public Works Engineering - General

1. Add the Right of Way lines for Airport Blvd and Anza Blvd to the plans. Show the parent property lines for the City property at 250 Anza Blvd on the drawings. Label the lease lines for the proposed project on the civil drawings as such.
2. Update plans and ALTA to show proposed or existing easements associated with the project. We understand the submitted ALTA dated 9-10-18 is preliminary, what information is outstanding on the ALTA?
3. Please provide a street light plan with details based on the photometric analysis for Airport Boulevard and the existing public parking lot.
4. Clarify if the proposed road into the property is a private road.
5. The landfill clay cap shall be protected in conformance with the requirements of the City's landfill consultant SCS Engineers. This includes all penetrations of the clay cap with piles and methane gas mitigation. Lease agreement should include language for maintaining the future integrity of the clay cap.
6. Earthwork plan shows a significant amount of cut into the landfill at 5.5'. Show the approximate location of the clay cap in the section views. Has the cut and fill map been coordinated with the recommendations of the landfill consultant?
7. Confirm and label if there is a roof over the trash enclosure area.

Storm

1. The access road has a side slope and single bioretention area which appears to overwhelm the system at the bottom of the access road. We recommend reducing the volume of drainage collecting at a single bioretention area by providing a crowned road, grade breaks, vertical curves, additional inlets and multiple bioretention areas for the drainage area.
2. Add valley gutter and/or curb and gutter to collect drainage near the front of the building.
3. Provide additional grades and inverts at the bio-retention areas to further define feasibility of the grading at bioretention areas.
4. CCTV existing storm drain mains to confirm existing pipes are in working condition before connecting new SD system.

Sewer

1. Sewer connection point as shown on C4.0 is not allowed. Connection to force mains will not be allowed.
2. Please provide a sewer design with point of connection that connects to a gravity connection within Anza or Airport Blvd.

Water

1. Provide calculations to confirm size of water mains and water meters for proposed water system.
2. Add fire hydrants as needed to meet the Fire Department requirements for spacing and number of hydrants.
3. The City is concerned about water quality issues with a large size (12") water main with no loop located in an existing landfill.
4. The department of drinking water does not allow new water mains to be installed within 100 horizontal feet of the nearest edge of any sanitary landfill. Any new water main shall be constructed in compliance with all regulations when located within a landfill. Optional layouts shall be discussed with the water department at a meeting.

Traffic

1. Show signalized intersection at Airport Blvd and locate the entrance of the new access road to come straight into Airport Blvd. Show pedestrian and bicycle improvements to show connectivity to the bay trail at the new signalized intersection.
2. Show pedestrian and bicycle improvements along the new access road.

3. Restrict left turns at Anza.
4. Show bicycle connectivity within the site and the ability to access the bike parking at the front of the building from both entrances.
5. Follow MTC complete streets checklist and provide improvements as required.
6. The City will provide additional comments on the Traffic Impact Analysis.

The City recommends a meeting with the Civil Engineer BKF and City staff to discuss solutions. Please contact me to set up a time and date to meet.

Thank you,

A handwritten signature in black ink, appearing to read 'Kevin Okada', written in a cursive style.

Kevin Okada
Senior Civil Engineer
(650) 558-7230

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURLINGAME
RECOMMENDING A FINDING THAT THERE IS NO SUBSTANTIAL EVIDENCE THAT
THE APPROVAL OF AN APPLICATION FOR NEW COMMERCIAL RECREATION USE
WITH ASSOCIATED RESTAURANT AND BAR AT 250 ANZA BOULEVARD WILL HAVE
A SIGNIFICANT EFFECT ON THE ENVIRONMENT UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO ARTICLE 6 OF THE
CEQA GUIDELINES**

THE PLANNING COMMISSION OF THE CITY OF BURLINGAME hereby finds as follows:

Section 1. On the basis of the Initial Study and the documents submitted and reviewed, and comments received and addressed by this commission, it is hereby found that there is no substantial evidence that the project set forth above will have a significant effect on the environment, and a Mitigated Negative Declaration, per Mitigated Negative Declaration ND-605-P, is hereby approved.

Section 2. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

Chairman

I, _____, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 11TH day of May, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Secretary

**RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF BURLINGAME
APPROVING AN APPLICATION FOR DESIGN REVIEW AND CONDITIONAL USE PERMIT
FOR A NEW COMMERCIAL RECREATION USE WITH ASSOCIATED RESTAURANT
AND BAR AT 250 ANZA BOULEVARD
(ASSESSOR PARCEL NO: 026-290-380)**

WHEREAS, on June 20, 2016, the City issued a Request for Proposals (RFP) for the lease management of the Golf Center site for the operation of golf or other recreational or entertainment activities that would be open to the public;

WHEREAS, on March 21, 2017, the City Council selected Topgolf International as the preferred operator of the site and on May 21, 2018 the City Council entered into an Exclusive Negotiation Agreement (ENA) with Topgolf which covers the terms of the environmental review and design review process to be completed at which time a Final Lease Agreement can be executed;

WHEREAS, on August 8, 2018 Topgolf filed an entitlement application the City of Burlingame Community Development Department- Planning Division requesting approval of the following requests:

- Design Review for construction of a new commercial building (C.S. 25.57.010(c)(1)); and
- Conditional Use Permit for a commercial recreation use with associated restaurant and bar on a property zoned "unclassified" (C.S. 25.12.041).

WHEREAS, on March 13, 2019 the Planning Commission conducted a duly noticed public hearing (environmental scoping session & design review study meeting) to review the proposed commercial recreation development project and to identify subjects to be analyzed in the project Initial Study/Mitigated Negative Declaration (IS/MND). At that time direction was provided to the applicant for revisions to the project design and comments were received from the Commission and public regarding issues to be addressed in the project IS/MND; and

WHEREAS, an IS/MND was prepared to analyze project impacts; said IS/MND was circulated for public review and comment commencing on February 12, 2020 and concluding on March 12, 2020 there were three public comments received on the IS/MND; and

Following consideration of all information contained in the May 11, 2020 staff report to the Planning Commission regarding the project, all written correspondence, and all public comments received at the public hearing, the Commission recommends approval of the proposed commercial recreation use with associated restaurant and bar uses based on the following findings regarding the project entitlements:

Design Review Findings:

- That the proposed commercial recreation facility will have a unique building design with an entire side of the building being open to accommodate the hitting bays facing the range, given that it is a driving range use. The front of the building will face west, and

while visible from Highway 101, the building will not block scenic vistas or views of San Francisco Airport or San Francisco Bay. The materials proposed for the exterior of the building include white stone, grey stone, metal panels, faux wood panels and glass panel windows, providing a modern and fresh façade that will complement the surrounding office and hotel buildings. The three story (approximately 46-foot) tall building will be compatible with the surrounding structures, including the 10-story hotel directly west of the site and the seven-story hotel directly to the east of the site. The proposed landscape plan with 142 new trees and a total of 186 trees on-site will enrich the Bayfront landscape and will provide a visual softening to the 27 net poles that will surround the range. The proposed building and site design are consistent with the purpose of the Anza Extension guidelines in the Bayfront Specific Plan in that the project will provide a recreational facility with parking, landscaping and an open space design that will complement the Bayfront. For the reasons above the project may be found to be compatible with the requirements of the City's six commercial design commercial design review criteria.

Conditional Use Permit Findings for Unclassified Zone:

- That the proposed project 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, in that the commercial recreation facility will provide a benefit to the immediate neighborhood consisting primarily of hotel uses; that the proposed use will be located and conducted in a manner in accordance with the Burlingame General Plan and the purposes of this title, in that it provides an recreational activity for both Burlingame residents, hotel guests as well as for people living the Bay Area at large. That the proposed use will replace an existing golf facility with an updated and modern facility that can support and compliment the surrounding hotels on the east side of Highway 101. For the reasons above the project may be found to be compatible with the requirements of the City's three Conditional Use Permit criteria.

WHEREAS, said matters were heard by the Planning Commission of the City of Burlingame on May 11, 2020, at which time it reviewed and considered the staff report and all other written materials and testimony presented at said hearing;

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

Section 1. Said application for Design Review and Conditional Use Permit for a new commercial recreation use at 250 Anza Boulevard is approved subject to the conditions set forth in Exhibit "A" attached hereto. Findings for such Design Review and Conditional Use Permit are set forth in the staff report, minutes, and recording of said meeting.

Section 2. It is further directed that a certified copy of this resolution be recorded in the official records of the County of San Mateo.

Chairperson

I, _____, Secretary of the Planning Commission of the City of Burlingame, do hereby certify that the foregoing resolution was introduced and adopted at a regular meeting of the Planning Commission held on the 11th day of May, 2020 by the following vote:

AYES:
NOES:
ABSENT:

Secretary

RESOLUTION NO.

EXHIBIT "A"

Conditions of Approval for Design Review and Conditional Use Permit.

250 Anza Boulevard

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1. that the project shall be built as shown on the plans submitted to the Planning Division date stamped February 26, 2019 sheets C0.0 through C6.0, sheets L-1.00 through L-3.00, sheets S1.1A and sheet S1.1B and revised sheets dated April 30, 2020, sheets A-000 through A-304, , sheet L-2.01, and sheet C2.0 (sheet 3 of 12);
2. that prior to issuance of a building permit for construction of the project, the project construction plans shall be modified to include a cover sheet listing all conditions of approval adopted by the City Council; which shall remain a part of all sets of approved plans throughout the construction process. Compliance with all conditions of approval is required; the conditions of approval shall not be modified or changed without the approval of the Planning Commission, or City Council on appeal;
3. that any changes to the size or envelope of the building, which would include expanding the footprint or floor area of the structure, replacing or relocating windows or changing the roof height or pitch, shall be subject to Planning Commission review (FYI or amendment to be determined by Planning staff);
4. that the on-site parking spaces shall be used only for the tenants and visitors of the approved commercial recreation facilities on this site and shall not be leased or rented for storage of automobiles or goods either by individuals or businesses not on this site or by other businesses for off-site parking;
5. that any damage to the lower parking lot (serves Murray Field) that provides access to the project site as a result of the construction of the proposed project shall be repaired at the applicant's cost, to the satisfaction of the Director of Parks and Recreation and the City Engineer;
6. that prior to scheduling the final inspection, the applicant shall pay the public facilities impact fee in the amount of \$143,988, made payable to the City of Burlingame and submitted to the Planning Division;
7. that prior to issuance of the building permit the applicant shall pay half of the Bayfront Development Fees in the amount of \$124,377.50, made payable to the City of Burlingame and submitted to the Planning Division and that prior to scheduling the final inspection, the second half of the Bayfront Development Fees shall be paid in the amount of \$124,377.50, made payable to the City of Burlingame and submitted to the Planning Division (for a total Bayfront Development fee of \$248,755);
8. that prior to the issuance of the building permit the Commercial Linkage Fee in the amount of \$355,370 shall be paid in full, payable to the City of Burlingame and submitted to the Planning Division;
9. that the conditions of the Building Division's March 1, 2019 memo, the Stormwater Division's March 6, 2019 memo, the Park's Division's March 4, 2019 memo, the Fire Department's March 25, 2019 and October 27, 2019 memos and the Public-Works Engineering Division's April 8, 2019 memo related to the building permit submittal shall be met;

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10. that prior to final inspection, the project applicant shall provide a letter of intent with a minimum of two (2) local crane operators to the City acknowledging that more than the crane operator has equipment that could, if needed, provide adequate lift to access birds in the nets at the Burlingame Topgolf facility should there be bird strikes that result in birds being trapped in the nets;
11. that following a three year time operational period after the formal opening of the Topgolf facility to the public, the applicant shall, at their cost, conduct a signal warrant analysis at the new intersection of the ingress/egress driveway and Airport Boulevard. The signal warrant analysis shall include all of the applicable MUTCD signal warrants and data collection necessary to conduct the analysis (8 hour, 4 hour, weekday AM peak, weekday PM peak on all approaches; accident data (provided by City of Burlingame)). The applicant should consult the City Engineer for direction regarding the appropriate time of when to collect the traffic data necessary for such analysis considering school sessions and events. Said analysis shall be submitted to the City Engineer upon completion for review and approval. In the event that the findings of the study shows that a traffic signal is warranted per the MUTCD and that the need for a signal is a direct result of only the Topgolf traffic, the applicant shall, at their cost, design and construct a traffic signal at the said intersection. In such event, engineering design should be completed by a licensed professional engineer within six months following the conclusion of the signal warrant study, and a traffic signal be constructed by properly licensed contractor within a year thereafter. No work shall be undertaken in the public right-of-way by the applicant without a written approval from the City. However, in an event if the study indicates there is no need for a traffic signal at that time, no further action shall be required
12. prior to issuance of a building permit, the project sponsor shall file Form 7460-1 with the FAA, and provide to the City of Burlingame an updated FAA determination of no hazard to air navigation;
13. that if the City determines that the structure interferes with City communications in the City, the property owner shall permit public safety communications equipment and a wireless access point for City communications to be located on the structure in a location to be agreed upon by the City and the property owner. The applicant shall provide an electrical supply source for use by the equipment. The applicant shall permit authorized representatives of the City to gain access to the equipment location for purposes of installation, maintenance, adjustment, and repair upon reasonable notice to the property owner or owner's successor in interest. This access and location agreement shall be recorded in terms that convey the intent and meaning of this condition;
14. that during construction, the applicant shall provide fencing (with a fabric screen or mesh) around the project site to ensure that all construction equipment, materials and debris is kept on site;
15. that storage of construction materials and equipment on the street or in the public right-of-way shall be prohibited;

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Conditions of Approval for Design Review and Conditional Use Permit.
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16. that the applicant shall prepare a construction staging and traffic control plan for the duration of construction for review and acceptance by the City Engineer prior to the issuance of a building permit; the construction staging plan shall include construction equipment parking, construction employee parking, timing and duration of various phases of construction and construction operations hours; the staging plan shall address public safety and shall ensure that worker's vehicles and construction equipment shall not be parked in public parking areas with exceptions for construction parking along the street frontages of the project site;
17. that the project applicant and its construction contractor(s) shall develop a construction management plan for review and approval by the City of Burlingame. The plan must include at least the following items and requirements to reduce, to the maximum extent feasible, traffic and parking congestion during construction:
 - a. A set of comprehensive traffic control measures, including scheduling of major truck trips and deliveries to avoid peak traffic hours, detour signs if required, lane closure procedures, signs, cones for drivers, and designated construction access routes;
 - b. Identification of haul routes for movement of construction vehicles that would minimize impacts on motor vehicular, bicycle and pedestrian traffic, circulation and safety, and specifically to minimize impacts to the greatest extent possible on streets in the project area;
 - c. Notification procedures for adjacent property owners and public safety personnel regarding when major deliveries, detours, and lane closures would occur;
 - d. Provisions for monitoring surface streets used for haul routes so that any damage and debris attributable to the haul trucks can be identified and corrected by the project applicant; and
 - e. Designation of a readily available contact person for construction activities who would be responsible for responding to any local complaints regarding traffic or parking. This coordinator would determine the cause of the complaint and, where necessary, would implement reasonable measures to correct the problem.
18. that if construction is done during the wet season (October 1 through April 30), that prior to October 1 the developer shall implement a winterization program to minimize the potential for erosion and polluted runoff by inspecting, maintaining and cleaning all soil erosion and sediment control prior to, during, and immediately after each storm even; stabilizing disturbed soils throughout temporary or permanent seeding, mulching matting, or tarping; rocking unpaved vehicle access to limit dispersion of mud onto public right-of-way; covering/tarping stored construction materials, fuels and other chemicals;
19. that trash enclosures and dumpster areas shall be covered and protected from roof and surface drainage and that if water cannot be diverted from these areas, a self-contained drainage system shall be provided that discharges to an interceptor;
20. that this project shall comply with the state-mandated water conservation program, and a complete Irrigation Water Management and Conservation Plan together with complete landscape and irrigation plans shall be provided at the time of building permit application;

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21. that all site catch basins and drainage inlets flowing to the bay shall be stenciled. All catch basins shall be protected during construction to prevent debris from entering;
22. that this proposal shall comply with all the requirements of the Tree Protection and Reforestation Ordinance adopted by the City of Burlingame in 1993 and enforced by the Parks Department; complete landscape and irrigation plans shall be submitted at the time of building permit application;
23. that a Protected Tree Removal Permit shall be required from the City of Burlingame Parks Division to remove any existing protected size trees on the subject property and that the project shall comply with the Tree Protection and Reforestation Ordinance adopted by the City of Burlingame and enforced by the Parks Department; complete landscape and irrigation plans shall be submitted at the time of building permit application and the street trees will be protected during construction as required by the City Arborist;
24. that the project shall comply with the Construction and Demolition Debris Recycling Ordinance which requires affected demolition, new construction and alteration projects to submit a Waste Reduction plan and meet recycling requirements; any partial or full demolition of a structure, interior or exterior, shall require a demolition permit;
25. that demolition or removal of the existing structures and any grading or earth moving on the site shall not occur until a building permit has been issued and such site work shall be required to comply with all the regulations of the Bay Area Air Quality Management District;
26. that the applicant shall comply with Ordinance 1503, the City of Burlingame Storm Water Management and Discharge Control Ordinance;
27. that the project shall meet all the requirements of the California Building and Uniform Fire Codes, as amended by the City of Burlingame;
28. that construction access routes shall be limited in order to prevent the tracking of dirt onto the public right-of-way, clean off-site paved areas and sidewalks using dry sweeping methods;

The following four (4) conditions shall be met during the Building Inspection process prior to the inspections noted in each condition:

29. that prior to scheduling the foundation inspection, a licensed surveyor shall locate the property corners, set the building footprint and certify the first floor elevation of the new structure(s) based on the elevation at the top of the form boards per the approved plans; this survey shall be accepted by the City Engineer;
30. that prior to scheduling the framing inspection the project architect, or another architect, shall provide an architectural certification that the architectural details shown in the approved design which should be evident at framing, such as window locations, are built as shown on the approved plans; architectural certification documenting framing compliance with approved

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design shall be submitted to the Building Division before the final framing inspection shall be scheduled;

31. that prior to scheduling framing and roof deck inspections, the top of each floor and roof parapet shall be surveyed by a licensed surveyor and approved by the City Engineer with certification of the following heights to the Building Division; as per the approved plans, dated April 30, 2, 2020, the maximum elevation at the top of the roof parapet shall not exceed elevation 146'-0", and that the ground floor finished floor shall be elevation 100'-0"; second floor finished floor shall be elevation 114'-0"; third floor finished floor shall be elevation 128'-0", and the roof level shall be elevation 142'-0";
32. that prior to final inspection, Planning Division staff will inspect and note compliance of the architectural details (trim materials, window type, etc.) to verify that the project has been built according to the approved Planning and Building plans;

Mitigation Measures from Initial Study/Mitigated Negative Declaration (in italics)

Air Quality

33. *All diesel-powered off-road equipment, larger than 25 horsepower, operating on the site for more than two days continuously shall, at a minimum, meet U.S. EPA particulate matter emissions standards for Tier 4 Interim engines or equivalent. When Tier 4 Interim engines are not available, it would be acceptable to use Tier 3 engines with CARB-certified Level 3 Diesel Particulate Filters. Alternatively, the use of equipment that includes electric or alternatively-fueled equipment (i.e., non-diesel) would meet this requirement.*
34. *The project shall implement the following standard BAAQMD dust control measures during all phases of construction on the project site:*
 - *All exposed surfaces (e.g., parking areas, staging areas, soil piles, graded areas, and unpaved access roads) shall be watered two times per day.*
 - *All haul trucks transporting soil, sand, or other loose material off-site shall be covered.*
 - *All visible mud or dirt track-out onto adjacent public roads shall be removed using wet power vacuum street sweepers at least once per day. The use of dry power sweeping is prohibited.*
 - *All vehicle speeds on unpaved roads shall be limited to 15 miles per hour (mph).*
 - *All roadways, driveways, and sidewalks to be paved shall be completed as soon as possible. Building pads shall be laid as soon as possible after grading unless seeding or soil binders are used.*
 - *Idling times shall be minimized either by shutting equipment off when not in use or reducing the maximum idling time to five minutes [as required by the California Airborne Toxics Control Measure Title 13, Section 2485 of California Code of Regulations (CCR)]. Clear signage shall be provided for construction workers at all access points.*
 - *All construction equipment shall be maintained and properly tuned in accordance with manufacturer's specifications. All equipment shall be checked by a certified mechanic and determined to be running in proper condition prior to operation.*
 - *A publicly visible sign shall be posted with the telephone number and person to contact at the City of Burlingame regarding dust complaints. This person shall respond and take*

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corrective action within 48 hours. The Bay Area Air Quality Management Air District's phone number shall also be visible to ensure compliance with applicable regulations.

Biological Resources

35. *The project applicant shall be responsible for conducting preconstruction surveys by a qualified biologist to ensure the absence of American peregrine falcon. The following measures shall be implemented for construction work during the nesting season (February 1 through August 31):*
- If construction or tree removal is proposed during the nesting season for migratory birds (typically February 1 through August 31), a qualified biologist shall conduct pre-construction surveys for American peregrine falcon and other nesting birds within the construction area, including a 300-foot survey buffer for raptors such as the American peregrine falcon and a 100-foot buffer for non-raptors. The survey will be conducted no more than three (3) days prior to the start of ground disturbing activities in the construction area.*
 - If an active nest is located during pre-construction surveys, construction activities shall be restricted as necessary to avoid disturbance of the nest until it is abandoned or a qualified biologist deems disturbance potential to be minimal. Restrictions may include establishment of exclusion zones (no ingress of personnel or equipment) around an active nest (typically 300-foot buffer for raptors and 100-foot for non-raptors) or alteration of the construction schedule.*
 - A qualified biologist shall delineate the buffer using nest buffer signs, Environmentally Sensitive Area (ESA) fencing, pin flags, and/or flagging tape. The buffer zone shall be maintained around the active nest site(s) until the young have fledged and are foraging independently.*
36. *Design Guidelines*
- A Tree Protection Zone (TPZ) is necessary to restrict or confine the following activities to help achieve a reasonable assurance of a tree's vigor, longevity and anchoring capacity: trenching, soil scraping, compaction, mass and finish-grading, over excavation, sub excavation, tilling, ripping, swales, bio swales, storm drains, dissipators, equipment cleaning, removal of underground utilities and vaults, altering existing water/drainage flows, stockpiling and dumping of materials, and equipment and vehicle operation. An ideal TPZ should have a linear distance from a trunk of 10 times its diameter (i.e. an 18-inch diameter tree would have a setback of 15 feet in all directions); for multi-trunk measurements, use the combined diameter. In the event an impact encroaches slightly within a setback, it can be reviewed on a case-by-case basis by the project arborist to determine whether measures can sufficiently mitigate the impacts to less-than-significant levels.*
 - All site-related plans should contain notes referencing the arborist report for tree protection measures.*
 - All final landscape plans and TPZs shall be reviewed by a qualified arborist.*
 - Where within 10 feet from a TPZ, confine grading (cut and fill), over excavation, sub excavation, trenching, compaction, and other ground disturbance to within 12 to 24 inches from any foundation, footing, curb, gutter, pavement, driveway or retaining wall.*

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- *Irrigation and lighting features (i.e. main line, lateral lines, valve boxes, wiring and controllers) should be established so that no trenching occurs within a TPZ. In the event this is not feasible, they may require being installed in a radial direction to a tree's trunk, and terminate a specific distance from a trunk (versus crossing past it).*
- *Tilling, ripping and compaction within TPZs should be avoided.*

Before Demolition, Grading and Construction

- *Where within a TPZ, the removal of plant material and groundcover must be manually performed versus using heavy equipment operating and traveling on unpaved ground. Additionally, the removal of stumps shall only be performed using a stump grinder (versus excavating into the ground and inadvertently damaging roots).*
- *Begin applying supplemental irrigation during the dry months of the year (i.e. May through October), at a rate of approximately 10 gallons per inch of trunk diameter every two to three weeks via flooding the inside of a 12-inch tall berm established around the canopy perimeters (or as close to the perimeters as possible). Alternatives include using soaker hoses or through deep-root injection. Note, ultimately, the methodology, amount and frequency of irrigation can be best outlined closer to construction commencing, and any applicable dewatering may require a more intensive supplemental watering program than otherwise needed.*
- *Install tree protection fencing prior to demolition or other site work for the purpose of restricting access into unpaved sections of ground within a TPZ. Fencing does not need to enclose any pavement remaining within a TPZ (in effect, the pavement allows access within a TPZ, while serving as a superior root zone buffer). Fencing should consist of five-to six-foot tall chain link mounted on two-inch diameter steel posts, which are driven into the ground for vertical alignment. Fencing shall remain in place throughout site development, and will need to be installed, as needed, in various phases. Removing hardscape within a TPZ may trigger fencing being modified to capture the newly exposed area.*

Cultural Resources

37. Undiscovered Archaeological Resources.

If evidence of an archaeological site or other suspected cultural resource as defined by CEQA Guideline Section 15064.5, including darkened soil representing past human activity ("midden"), that could conceal material remains (e.g., worked stone, worked bone, fired clay vessels, faunal bone, hearths, storage pits, or burials) is discovered during construction related earth-moving activities, all ground-disturbing activity within 100 feet of the resources shall be halted and the City's Community Development Director shall be notified. The project sponsor shall hire a qualified archaeologist to conduct a field investigation. The City's Community Development Director shall consult with the archaeologist to assess the significance of the find. Impacts to any significant resources shall be mitigated to a less-than-significant level through data recovery or other methods determined adequate by a qualified archaeologist and that are consistent with the Secretary of the Interior's Standards for Archaeological documentation. Any identified cultural resources shall be recorded on the appropriate DPR 523 (A-J) form and filed with the NWIC.

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38. *Report of Archaeological Resources.*

If archaeological resources are identified, a final report summarizing the discovery of cultural materials shall be submitted to the City's Community Development Director prior to issuance of building permits. This report shall contain a description of the mitigation program that was implemented and its results, including a description of the monitoring and testing program, a list of the resources found and conclusion, and a description of the disposition/curation of the resources.

39. *Human Remains.*

If human remains are discovered at any project construction site during any phase of construction, all ground-disturbing activity within 100 feet of the resources shall be halted and the City's Community Development Director and the San Mateo County Coroner shall be notified immediately, according to Section 5097.98 of the State Public Resources Code and Section 7050.5 of California's Health and Safety Code. If the remains are determined by the County coroner to be Native American, the Native American Heritage Commission (NAHC) shall be notified within 24 hours, and the guidelines of the NAHC shall be adhered to in the treatment and disposition of the remains. The project sponsor shall also retain a professional archaeologist with Native American burial experience to conduct a field investigation of the specific site and consult with the Most Likely Descendant, if any, identified by the NAHC. As necessary, the archaeologist may provide professional assistance to the Most Likely Descendant, including the excavation and removal of the human remains. The City of Burlingame shall be responsible for approval of recommended mitigation as it deems appropriate, taking account of the provisions of State law, as set forth in CEQA Guidelines section 15064.5(e) and Public Resources Code section 5097.98. The project sponsor shall implement approved mitigation, to be verified by the City of Burlingame, before the resumption of ground-disturbing activities within 100 feet of where the remains were discovered.

Geology and Soils

40. *Unique Paleontological and/or Geologic Features and Reporting.*

Should a unique paleontological resource or site or unique geological feature be identified at the project site during any phase of construction, all ground disturbing activities within 25 feet shall cease and the City's Community Development Director notified immediately. A qualified paleontologist shall evaluate the find and prescribe mitigation measures to reduce impacts to a less than significant level. Work may proceed on other parts of the project site while mitigation for paleontological resources or geologic features is implemented. Upon completion of the paleontological assessment, a report shall be submitted to the City and, if paleontological materials are recovered, a paleontological repository, such as the University of California Museum of Paleontology.

Hazards and Hazardous Materials

41. *In accordance with FAR Part 77, an aeronautical study shall be completed by the FAA for the proposed project which analyzes the final maximum height of the proposed net poles. The project shall obtain clearance from the FAA in the form of an issuance of Determination of No Hazard prior to the commencement of construction. Any conditions set forth in the FAA*

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Determination of No Hazard shall be incorporated into the project. The aeronautical study and Determination of No Hazard shall be submitted to the Community Development Director.

Noise

42. *The project shall implement a noise control plan including, but not limited to, the following measures:*
- *Noise-generating construction operations shall be limited to the hours between 8 a.m. and 7 p.m. Monday through Friday, and between 9 a.m. and 6 p.m. on Saturdays, with no construction on Sundays or holidays, per BMC 13.04.100.*
 - *All construction equipment and equipment staging areas shall be located as far as possible from nearby noise-sensitive land uses.*
 - *All construction equipment shall be properly maintained and equipped with noise-reduction intake and exhaust mufflers and engine shrouds, in accordance with manufacturers' recommendations. Equipment engine shrouds shall be closed during equipment operation.*
 - *All motorized construction equipment shall be shut down when not in use to prevent idling.*
 - *The primary contractor shall prepare and implement a construction noise management plan. This plan shall identify specific measures to ensure compliance with the noise control measures specified above. The noise control plan shall be submitted to the City of Burlingame before any noise-generating construction activity begins.*

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, May 11, 2020 at 7:00 P.M.

Project Location: 250 Anza Boulevard, zoned Unclassified (APN: 026-290-380)

Description: Application for Environmental Review, Design Review and Conditional Use Permit for a new commercial recreation use (Topgolf) with associated restaurant and bar uses.

To adhere to the San Mateo County Health Officer's Shelter-in-Place Order, the Planning Commission meeting will be held via teleconference (see below for details). However, if you do not have access to a computer, you may attend the meeting in the City Hall Council Chambers, 501 Primrose Road, Burlingame, CA. Based on the most recent San Mateo County Health Order, all members of the public must wear a face covering when entering City Hall.

To access the meeting by computer:

Go to www.zoom.us/join
Meeting ID: 816 1247 0759
Password: 273879

To access the meeting by phone:

Dial 1-669-900-6833
Meeting ID: 816 1247 0759
Password: 273879

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, May 7, 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, May 11, 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: May 1, 2020

