



December 7, 2021

GORDON WONG  
710 EAST MCGLINCEY LANE, SUITE 109  
CAMPBELL, CA, 95008

PROJECT NO: **PLN21-358**  
PROJECT NAME: 733 HARBOUR WAY SOUTH WAREHOUSE ADDITION  
FILING DATE: 10/20/2021  
LOCATION: 733 HARBOUR WAY  
APN(s): 560-231-013, 560-231-004, 560-231-012, 560-231-015, 560-231-003

RE: NOTICE OF REQUESTED MATERIALS AND RECOMMENDATIONS

Dear GORDON WONG:

The above referenced application was reviewed and determined to need the following requested materials as well as the list of recommendations from the Planning Division for the applicant to take. Please provide the requested items listed below for staff analysis for the design review permit and parcel merger.

**Requested Materials**

1. **PLANNING APPLICATION FORM** – 2<sup>nd</sup> page Disclosure Statement for Limited Liability Companies is missing. This can be found on our [website](#).
2. **SIGN PLANS (1'-0" = 1/8" min. scale)** - Provide sign plans drawn at an appropriate scale. Include dimensions, total sign area, colors, materials, sign copy, font styles, sign returns, sign type, illumination method, method of installation, and any other details for all signs. Show dimensioned location and mounting details of signs on building elevations and include a site plan referencing all sign locations. Provide a colored rendering of all signs.
3. **DEVELOPMENT STANDARDS** – Fill out the attached document with the accurate data in the cells that states 'Information not found.' Analysis cannot be done by staff without this information clearly provided by applicant.
4. **TITLE REPORT** - Provide a preliminary or final title report prepared by a title company *within the last three months*.
  - a. The title report provided was over a year old dated 2/21/2020.
5. **LIGHTING AND PHOTOMETRIC PLAN (1'-0" = 1/8" min. scale)** - Provide a lighting and photometric plan showing the location and type of all outdoor lighting including but not limited to exterior building lighting (both fixed and freestanding), any and all lights for circulation, security, landscaping, and building accent.
6. **PRELIMINARY UTILITY PLAN (1'-0" = 1/8" min. scale)** - Show the location and dimensions of existing and proposed utilities including water supply system, sanitary sewers and laterals, drainage facilities/storm drainage system, septic tanks, underground and overhead electrical lines, above ground utility vaults and meters, transformers, underground drainage lines, backflow prevention and reduced pressure devices, electroliers, lighting fixtures, street lights, traffic signal poles, traffic signal pull boxes, signal cabinets, etc.
  - a. Please note, this is required if there are any additional proposed utilities based off the document sent by the Project Planner from Public Works current state of the utility plan surrounding the properties.

7. **PROJECT DESCRIPTION** - Provide a project description and state the reasons for the lot line adjustment or parcel merger. Describe the proposed uses as well as the current uses and conditions of the site.
8. **LEGAL DESCRIPTION** - Provide a legal description the area to be traded, or new legal descriptions of each lot. All legal descriptions must be prepared by a licensed land surveyor or a registered civil engineer.
9. **CLOSURE CALCULATIONS** - Provide lot closure calculations prepared and stamped by a licensed land surveyor or qualified engineer. Closure calculations must be per "closed-traverse method," using the metes and bounds from the legal description. Include closure error data.
10. **SUBMIT MAP FOR PARCEL MERGER** – Provide a map prepared by a licensed civil engineer or land surveyor and include the following:
  - a. 1 full-sized set of plans at 30" by 42" (maximum dimension)
  - b. 1 reduced-sized set of plans at 11" by 17" or 8.5" by 11"
  - c. Date, north arrow, scale, and reference to City of Richmond datum.
  - d. Name and addresses of the record owner and the civil engineer or land surveyor preparing the map.
  - e. Title "Lot Line Adjustment Map" or "Parcel Merger Map."
  - f. Vicinity map showing the location of the properties involved.
  - g. Existing lot lines, their dimension and bearing, based on survey data, calculated data, or information of record.
  - h. Proposed lot lines, their dimension, and bearing. Dash the lot lines to be adjusted, draw solid the lot lines in their proposed location, and indicate the distance between them.
  - i. Footprints, height, and setbacks of all existing structures, including their entrances, exits, and walkways.
  - j. Location of all improvements including but not limited to driveways, parking areas, fencing, trash enclosures, drainage facilities, utilities, dedications, and rights-of-way.
  - k. Topographic contours for lots exceeding 15% slope. Contours must extend 50 feet beyond the property boundaries at intervals of 5 feet for slopes over 5% and show outline of structures on adjacent lots.
  - l. Location, purpose, and width of all existing and proposed easements.
  - m. Location of all utilities including but not limited to sewers, drainage ditches and other drainage facilities.
  - n. Location of all watercourses.
  - o. Location of all trees and tree masses, twelve feet or more in height.
  - p. Area calculations, in square feet, of affected lots before and after the lot line adjustment.
  - q. Reference to prior parcel maps or prior lot line adjustments on the subject property
11. **LANDSCAPE PLANS** – add missing materials
  - a. Method of irrigation
  - b. Add in 7 trees in order to meet the minimum tree requirements based off proposed parking spaces and zoning district:
    - i. *Industrial Zoning Districts*. One tree for every 5,000 square feet of lot area. (see Code of Ordinances, Article 15.04.613.050):
      1.  $17,450 \text{ SF} / 500 \text{ SF} = 3.49 \text{ trees} \sim$  must be rounded to 4 trees)
    - ii. 15.04.607.060 - Design Standards for Parking Lots and Structures.
      1. *Trees. Number Required*. One for each five parking spaces.
        - a. 13 parking lots proposed, must be rounded up to 3 trees.
      2. *Distribution*. Trees shall be distributed relatively evenly throughout the parking area.
      3. *Species*. Tree species shall be selected from a list maintained by the Parks Division.
      4. *Size*. All trees shall be a minimum 15-gallon size with a one-inch diameter at 48 inches above natural grade.
      5. *Minimum Planter Size*. Any planting area for a tree must have a minimum interior horizontal dimension of five feet. Additional space may be required for some tree species.

12. **EXTERIOR LIGHTING BOARD** - Provide listings and catalog pictures for each type of light fixture to be used. Identify the manufacturer, product, identification numbers and other pertinent information on the exterior lighting board. Exterior lighting board should be no larger than 11" by 17."
13. **TREE SURVEY** (1'-0" = 1/8" min. scale) - Provide a tree survey prepared by an ISA Certified Arborist drawn at an appropriate scale. Show all existing trees on the site and adjacent to the site with a trunk diameter of 4" or greater (measured at 4.5' above grade). For each tree, specify the species, size (circumference or diameter), and base elevation and clearly indicate if it is to be preserved or to be removed.
14. **Change Lighting Fixture** – Change light to be a fixed (non-adjustable in order to reduce glare for safety reasons), LED light with no more than 3000K color temperature, warm light and update in submittal documents.
15. **Apply for a Street Vacation** – For any street vacation, please apply through Engineering and email Robin Chee at [robin\\_chee@ci.richmond.ca.us](mailto:robin_chee@ci.richmond.ca.us) to learn more information on the application process.
  - a. Based off the Engineering/Public Works initial analysis there are three street vacations needed. Ellis St, the alley that runs between the properties, plus there is another former road ROW on the west side of the property where it seems people park, and there is a gate across it, implying that it is not publicly accessible.

**Recommendations for Applicant:**

1. We also recommend contacting the Marina Bay Neighborhood Council to share your plans and request a letter of support. You may find their contact information here: [Neighborhood Council Contact Information](#)
2. If a fence will be added to the entrance or any other part in phase I or II, we recommend a *Black Rot Iron Fence* to help strengthen your design review application.
3. **SOILS AND GEOLOGICAL REPORT** (*note, this report is REQUIRED before a permit can be issued by the Building Division, but we recommend beginning to work on it sooner*) - Provide a soils and geological report prepared by a registered civil engineer specializing and recognized in soil mechanics and foundation engineering, and based upon adequate test borings. The report must contain adequate data as well as the following:
  - a. Description of subsurface conditions substantiated by adequate test borings
  - b. Analysis of areas immediately adjacent to the proposed subdivision that might have an adverse effect upon it or, conversely, might be affected by the subdivision soil conditions
  - c. General indication of both surface and subsurface drainage facilities necessary to secure stability of native soil or compacted fill
  - d. Statement as to the location of areas within the subdivision boundaries which the subdivider can feasibly and safely develop or intends to develop for building sites
  - e. Statement of guidelines to be used to adequately and properly develop and maintain the area under consideration, such as the desirable heights of cuts and fills, desirable steepness of slopes, necessary corrective measures, etc.
4. Prior to going in front of the full Design Review Board, we recommend presenting this project to the DRB Subcommittee in order to get feedback and recommendations to help strengthen your project prior to going before the decision-making full board.

This summarizes our requests at this time. Additional requests may follow our review of the items submitted in response to this letter. Please submit all of the requested items through your eTRAKiT application online and no later than **January 3, 2022** in order to be able to qualify to go in front of the Design Review Board for the January 26, 2022 meeting. Please email me once the documents are submitted in eTRAKiT. I look forward to working with you on your project. If you have any questions, please reach out to Lydia Elias at 510-620-5558.

Sincerely,

*Lydia Elias*

Lydia Elias  
Planner I