

**LOCAL AGENCY FORMATION COMMISSION**

455 COUNTY CENTER, 2ND FLOOR • REDWOOD CITY, CA 94063-1663 • PHONE (650) 363-4224 • FAX (650) 363-4849

May 12, 2003

To: Members, Formation Commission

From: Martha Poyatos, Executive Officer *Martha Poyatos*

Subject: LAFCo File No. 03-05---Request by the City of Burlingame to Extend Sewer and Water Service to Loma Vista Lane and Alberta Glen in Unincorporated Burlingame (Government Code Section 56133)

Summary

Pursuant to Government Code Section 56133, Commission approval is required for extension of service by local agencies to territory outside of the agency's boundaries and within its sphere of influence. This section requires that the public agency apply to LAFCo by resolution on behalf of the landowner. In this case, the City of Burlingame has applied for extension of sewer and water service to a proposed single family home and surrounding properties in unincorporated Burlingame near Skyline Boulevard. The project area is within the sphere of influence of the City of Burlingame and the City's water and sewer service area. Commission approval is recommended.

Staff Report and Recommendation:

The County of San Mateo Planning Division has approved a building permit for a single-family home located at 19 Alberta Glen in unincorporated Burlingame. Approval included a condition that the applicant receive LAFCo approval for sewer and water extension. The parcel is part of a subdivision that was approved by the County of San Mateo in 1986. At that time, San Mateo County Planning Commission adopted a negative declaration for the subdivision and environmental review included water and sewer extension to the subject parcels. Since that time,

new construction in the subdivision has been served by the City of Burlingame. Subsequently, Section 56133, which became law in 1994, requires that extension of water or sewer outside city boundaries be subject to LAFCo approval. The City of Burlingame has therefore applied to LAFCo to serve the proposed construction at 19 Alberta Glen and bring the balance of the subdivision into compliance with Section 56133. In extending water and sewer service, the City of Burlingame uses the attached Encroachment Permit.

The subject area is within the sphere of influence of the City of Burlingame and contiguous to the city boundary. Pursuant to the Commission Policies and Procedures for Extension of Service Outside Jurisdictional Boundaries, prior to processing the service extension application, staff first worked with the owner of 19 Alberta Glen and the City of Burlingame on potential annexation. In that process, it was determined that annexation was not feasible based on lack of interest by property owners and complications with bringing private roads to city standards.

Recommendation: The proposal is consistent with the City's sphere of influence and with water and sewer service already extended to the area by the City of Burlingame. It is therefore respectfully recommended that the Commission approve the proposed request for extension of service.

Recommended Commission Action, by motion:

Certify that the Commission has considered the negative declaration adopted by the County of San Mateo; approve LAFCo File No. 03-05-- Request by the City of Burlingame to Extend Water and Sewer Service to Loma Vista Lane and Alberta Glen in Unincorporated Burlingame and direct staff to transmit a letter of approval to the City.

cc: Marcia Raines, Director, Environmental Services Agency
Olivia Sun, Planner, SMC Planning & Building Division
Frank Erbacher, Asst. Public Works Director, City of Burlingame
Mr. Dale Schmidt, 19 Alberta Glen

RESOLUTION NO. 56-2003

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BURLINGAME APPROVING APPLICATION BY THE CITY OF BURLINGAME REQUESTING THAT THE SAN MATEO LOCAL AGENCY FORMATION COMMISSION (LAFCO) APPROVE SEWER AND WATER SERVICE OUTSIDE THE CITY BOUNDARIES

RESOLVED, by the City Council of Burlingame, County of San Mateo, State of California, that

WHEREAS, the City of Burlingame has been requested to provide water and sewer service to unincorporated lands on APN's 027-011-090, -100, -110, -110, -130, -150, and -170, generally located in the Loma Vista Lane and Alberta Glen areas of the County of San Mateo; and

WHEREAS, these properties are within the sphere of influence of the City of Burlingame but currently not eligible for annexation; and

WHEREAS, the County San Mateo has approved construction of single family residences that require sewer and water service from the City of Burlingame; and

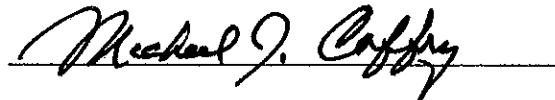
WHEREAS, the proposal is consistent with the sphere of influence of the City of Burlingame, and the City is willing to provide these services; and

WHEREAS, the County of San Mateo as lead agency adopted a negative declaration for construction of single family residences and extension of water and sewer service pursuant to the State California Environmental Quality Act Guidelines,

NOW, THEREFORE, IT IS ORDERED AS FOLLOWS:

1. The Local Agency Formation Commission of San Mateo County is hereby requested to take proceedings in the manner provided by the Section 56133 of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 to allow the City of Burlingame to provide sewer and water service to the properties with APN's of 027-011-090, -100, -110, -110, -130, -150, and -170, generally located in the Loma Vista Lane and Alberta Glen areas of the County of San Mateo.

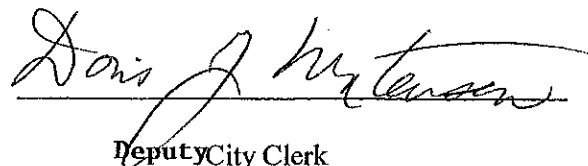
2. The City Manager and the Director of Public Works are directed to executed such documents and take such actions as necessary to provide sewer and water service to these properties, subject to payment of the required fees and charges.



Mayor

I, DORIS MORTENSEN, Deputy City Clerk of the City of Burlingame, do hereby certify that the foregoing resolution was introduced at a regular meeting of the City Council held on the 5th day of May, 2003, and was adopted thereafter by the following vote:

AYES: COUNCILMEMBERS: BAYLOCK, COFFEY, GALLIGAN, JANNEY, O'MAHONY
NOES: COUNCILMEMBERS: NONE
ABSENT: COUNCIL MEMBERS: NONE


Deputy City Clerk



**APPLICATION TO THE
SAN MATEO LOCAL AGENCY FORMATION COMMISSION
FOR APPROVAL OF EXTENSION OF SERVICE
OUTSIDE JURISDICTIONAL BOUNDARIES PURSUANT TO SECTION 56133**

A. GENERAL INFORMATION

1. Briefly describe the nature of the proposed change of organization or reorganization.

Request for extension of water and sewer service outside city boundaries pursuant to Government Code Section 56133 re: APNs 027-011-090, -100, -110, -120, -130, -150, -160, and -170 also known as 15, 16, 17, 25 and 35 Loma Vista Lane; and 19, 21 and 23 Alberta Glen; and as shown on the attached map;

2. An application for a change of organization or reorganization may be submitted by individuals in the form of a petition or by an affected public agency in the form of a certified resolution. This application is submitted by (check one):

- Landowners or registered voters, by petition
- An affected public agency, by resolution

(If this application is submitted by petition of landowners or registered voters in the affected territory, complete the petition form.)

3. What are the reasons for the proposal?

To provide sewer and water service to existing proposed single family residences outside City of Burlingame boundaries as approved by the County of San Mateo.

4. Does this application have 100% consent of landowners in the affected area?

Yes No

5. Estimated acreage: 6.671 acres Total(8 Lots)

B. SERVICES

1. List the name or names of all existing cities and special districts whose service area or service responsibility would be altered by the proposed change of organization or reorganization.

City of Burlingame

2. List all changes to the pattern of delivery of local services to the affected area. For each service affected by the proposed change(s) of organization, list the present source of service (state "none" if service is not now provided), the proposed source of service and the source of funding for construction of necessary facilities (if any) and operation. Example is given on the first two lines of the space provided for your response.

SERVICE	PRESENT	PROPOSED	FUNDING SOURCE	
	SOURCE	SOURCE	CONSTRUCTION	OPERATING
Water	None	City of Burlingame	Property Owner	Fees
Sewer	None	City of Burlingame.	Property Owner	Fees

C. PROJECT PROPOSAL INFORMATION

1. Please describe the general location of the territory which is the subject of this proposal. Refer to major highways, roads and topographical features.

Loma Vista Lane and Alberta Glen near Skyline Boulevard in unincorporated Burlingame

2. Describe the present land use(s) in the subject territory.

Residential

3. How are adjacent lands used?

North: Single Family Residence

South: Vacant

East: Skyline Boulevard

West: Single Family Residence

4. Will the proposed change of organization/action result in additional development? If so, how is the subject territory to be developed?

LAFCo approval of extension of service is a condition of approval of a building permit for one single family residence at 19 Alberta Glen. All existing residences already receive these services

5. What is the general plan designation of the subject territory?

Medium Low Density Residential (2.4 to 6 dwelling units per acre)

6. What is the existing zoning designation of the subject territory?

R-1/S-9 (Single Family Residential/25,000 sq. ft. minimum parcel size)

7. What rezoning, environmental review or development approvals have already been obtained for development in the subject territory?

County of San Mateo approval of construction of a single family residences

8. What additional approvals will be required to proceed?

None - LAFCo approval of water and sewer is a condition of the Building Permit for 19 Alberta Glen. Additional residences will need County building permit approvals.

9. Does any portion of the subject territory contain any of the following --agricultural preserves, sewer or other service moratorium or wetlands subject to the State Lands Commission jurisdiction?

No.

10. If no specific development projects are associated with this proposal, will the proposal increase the potential for development of the property? If so, how?

No. Existing lots already approved for development.

* * * * *

LAFCo will consider the person signing this application as the proponent of the proposed action(s). Notice and other communications regarding this application (including fee payment) will be directed to the proponent at:

NAME: City of Burlingame

ADDRESS: 501 Primrose Road

TELEPHONE: 650-558-7230

ATTN: Frank C. Erbacher, Assistant Director of Public Works

Signature of Proponent

D. AFFECTED PUBLIC AGENCIES

Please complete this section if this application is submitted by resolution of one or more affected public agencies. Certified copies of resolutions listed below must accompany this application.

- 1. The names and resolutions of agencies applying for the change of organization, reorganization or extension of service described above are as follows:

AFFECTED AGENCY	RESOLUTION NO.	DATE ADOPTED
City of Burlingame		

- 2. Does this application have 100% consent of landowners in the affected area?

Yes No

E. PLAN FOR PROVIDING SERVICES

- 1. Enumerate and describe the services to be extended to the affected territory.

Water and Sewer services to single family residences

- 2. Describe the level and range of those services.

Fire and Residential water; and sewer services only

- 3. Indicate when those services can feasibly be extended to the affected territory.

Upon approval by City of Burlingame of connections to existing mains and construction of those connections.

- 4. Indioate any improvements or upgrading of structures, roads, sewer or water faoilities, or other conditions to be imposed or required within the affected territory.

Property owners shall construct lines from sewer and water mains to house.

- 5. Describe financial arrangements for construction and operation of services extended to the affected territory. (Attach proposed operations budget if available) Will the territory be subject to any special taxes, charges or fees? (If so, please specify.)

Property owner shall be responsible for all costs related to sewer and water connection and subject to applicable sewer and water fees

- 6. In as much detail as required to give a clear explanation, explain why this proposal is necessary at this time.

Approval of water and sewer service outside city boundaries is subject to LAFCo approval pursuant to Government Code Section 56133. Water and sewer are requested to serve proposed single family residences as maybe approved by the County of San Mateo.

This section completed by _____
(Name)

Assistant Director of Public Works
(Title)

LAFCoApp.doc
(10/6/2000)

APR-22-2003 16:17

PLANNING & BUILDING

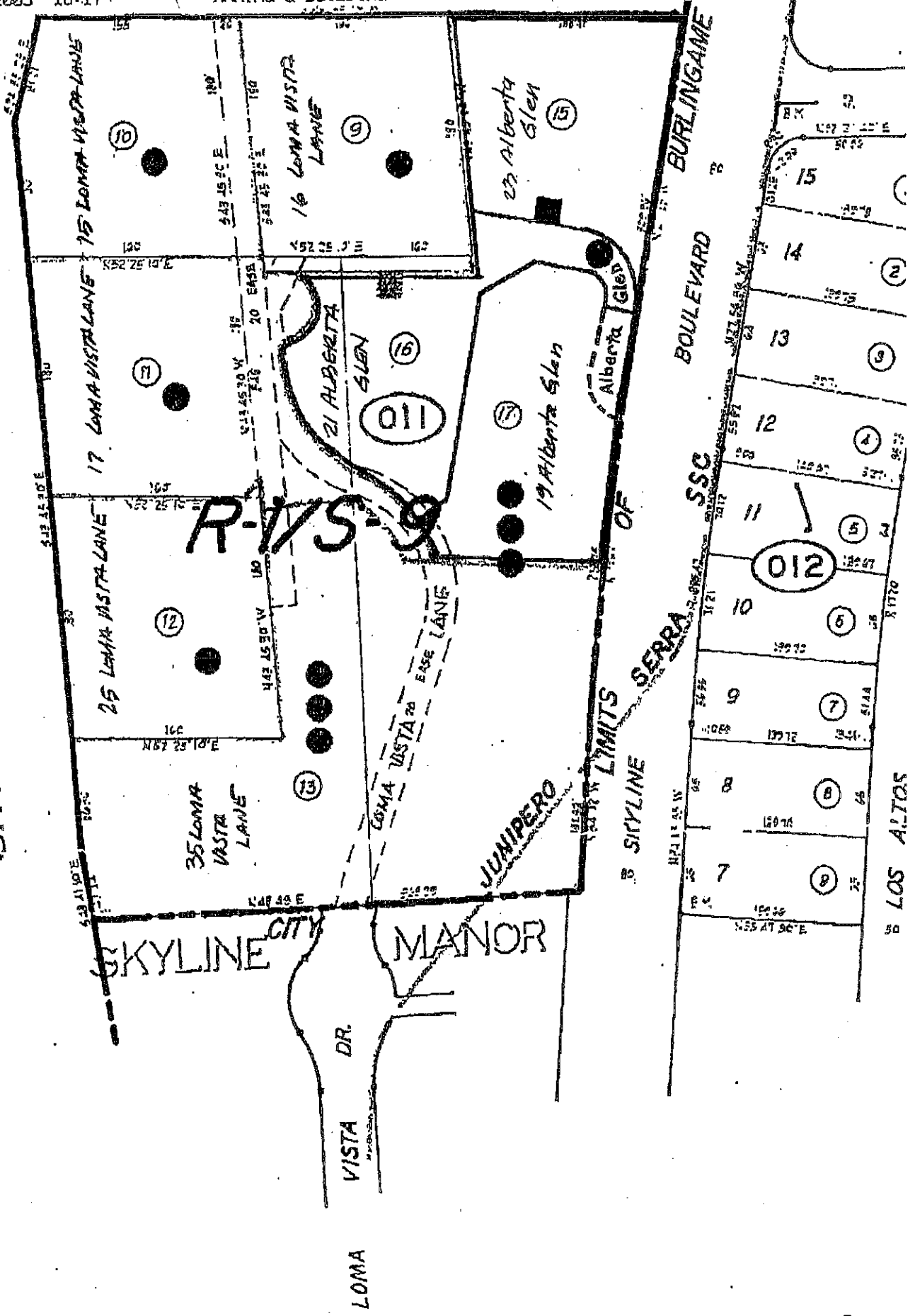
650 363 4849

P.02/02

WATERSHED

BK 93
5

S.F. C. & CO.



ASSESSOR'S MAP COUNTY OF SAN MATEO CALIF.

STREET AND PUBLIC RIGHT-OF-WAY ENCROACHMENT PERMIT

WORK LOCATION ADDRESS:

Skyline Blvd @ Alberta Glen (for 19 Alberta Glen - San Mateo CV)

OWNER'S NAME <i>Dale Schmidt.</i>	ADDRESS <i>1205 Bernal Ave</i>	CITY/STATE/ZIP <i>Burlingame, Calif</i>	PHONE <i>342-8005</i>
CONTRACTOR'S NAME	ADDRESS	CITY/STATE/ZIP	PHONE

CALIFORNIA CONTRACTOR LICENSE NO.:	CLASS:	BURLINGAME BUSINESS LICENSE NO.	U.S.A.(800-227-2600) REFERENCE NO.
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REFUND BOND TO: *X*

DESCRIPTION OF WORK TO BE DONE			
<input type="checkbox"/> CURB 558-7230	<input type="checkbox"/> FIRE LINE 558-7600	<input type="checkbox"/> STORM DRAIN 558-7670	
<input type="checkbox"/> CURB/GUTTER 558-7230	<input checked="" type="checkbox"/> SEWER 558-7670	<input type="checkbox"/> WATER SERVICE 558-7676	
<input type="checkbox"/> DRIVEWAY 558-7230	<input type="checkbox"/> SIDEWALK 558-7230	<input type="checkbox"/> OTHER	

① Connect to Existing Main by Installing New Wye and 4" lateral with cleanout located as Approved by City Inspector
② see attached Drawing for Sewer lateral location

ALL TRAFFIC LANE CLOSURES MUST BE APPROVED BY PUBLIC WORKS DEPT. PEAK HOUR RESTRICTION WILL APPLY TO MAJOR ROADWAYS. CONSULT WITH PARK DEPT. BEFORE CUTTING ROOTS OVER 2" IN DIAMETER. 650/558-7330. NO EXCAVATIONS OVER 5' WITHOUT OSHA PERMIT. WORK IN ACCORDANCE WITH STD DRAWING # BUILDING PLANS SPECIAL PERMIT PARKING STRIP PAVING PERMIT CITY BUSINESS LICENSE AND STATE LICENSE IS REQUIRED FOR ALL WORK DONE BY A CONTRACTOR. I AGREE THAT CONSTRUCTION WORK SHALL BE DONE IN ACCORDANCE WITH CURRENT BURLINGAME CITY STANDARDS, WITH 24 HOURS MINIMUM NOTICE TO THE CITY PRIOR TO START OF WORK AND 24 HOURS PRIOR TO EACH REQUIRED INSPECTION. FINAL SURFACE REPLACEMENT SHALL BE COMPLETED WITHIN 10 DAYS OF OPENING. REFUND OF DEPOSIT WILL BE MADE AFTER FINAL INSPECTION AND APPROVAL.

CALL 650/558-7230 IF DEPOSIT REFUND NOT RECEIVED IN 30 DAYS. PERMIT INVALID 30 DAYS AFTER EST. COMPLETION DATE.

SIGNATURE (OWNER/AGENT)	TITLE	EST. START DATE	EST. COMPLETION DATE
PRINT NAME AS WRITTEN	REPRESENTING		

DO NOT WRITE BELOW THIS LINE - FOR USE OF CITY STAFF ONLY

PERMIT FEE: <i>\$390.00</i>	<input checked="" type="checkbox"/> BOND IS REQUIRED	<input type="checkbox"/> BOND IS NOT REQUIRED	<i>REQUIRED: SEWER CONNECTION FEE - NEW S.F.D. = \$1105.00</i> <i>Inspection FUND 97</i> <i>of New Lateral @ 225.00</i> <i>FUND 97</i> <i>\$390.00</i> <i>X SEE ATTACHED.</i>
FUND & RECEIPT NO. <i>97</i>	<input type="checkbox"/> EXCAVATION IN UNIMPROVED STREET OR EASEMENT	<input type="checkbox"/> EXCAVATION IN IMPROVED STREET OR EASEMENT	
APPROVED BY:	REQUIRED RESTORATION	AREA OF EXCAVATION: LENGTH _____ X WIDTH _____ = _____	
DATE:	BOND AMOUNT: <i>\$1000</i> (REFUNDABLE) <i>\$1750</i>	FUND & RECEIPT NO. _____	

INSPECTIONS REQUIRED BY:

<input type="checkbox"/> ENGINEERING DEPT.	INSPECTED BY: _____	DATE _____
<input type="checkbox"/> STREET & SEWER DEPT.	INSPECTED BY: _____	DATE _____
<input type="checkbox"/> WATER DEPT.	INSPECTED BY: _____	DATE _____
<input type="checkbox"/>	INSPECTED BY: _____	DATE _____

BOND REFUNDED BY _____ AMOUNT _____ DATE _____ **PERMIT NO.** _____

THE CITY OF BURLINGAME

19 Alberta Glen

ENCROACHMENT FEE SCHEDULE
EFFECTIVE: APRIL 7, 2003

<u>TYPE OF APPLICATION</u>	<u>FEE</u>
1. SEWER LATERAL TEST	\$150 (NO BOND)
2. SEWER LATERAL REPLACEMENT (WITH SIDEWALK ADD NO. 6)	\$225
3. WATER SERVICE CONNECTION (WITH SIDEWALK ADD NO. 6)	\$300
4. FIRE SYSTEM CONNECTION (WITH SIDEWALK ADD NO. 6)	\$360
5. CURB DRAIN INSTALLATION WITHOUT SIDEWALK	\$150
6. SIDEWALK DRIVEWAY UP TO 200 S.F. (INCLUDES CURB DRAIN)	\$270 PLUS \$.25 FOR EACH SQUARE FOOT OVER 200
7. SIDEWALK CLOSURE/PEDESTRIAN PROTECTION	\$140
8. TRAFFIC CONTROL	\$160
9. BLOCK PARTY (INCLUDES UP TO SIX BARRICADES)	\$115 (PLUS \$5.00 FOR EACH ADDITIONAL BARRICADE)
10. PARKING PERMIT	\$70.00 (PLUS \$2/SPACE PER DAY FOR NON METERED SPACES AND \$4 PER DAY OR METER RATES FOR METERED SPACES)
11. DEMOLITION PERMIT FOR WORK IN PUBLIC ROW INCLUDES SEWER, WATER AND SIDEWALK REPLACEMENT ADD PG&E, FIRELINE, CURB DRAIN AND SIDEWALK CLOSURE	\$795.00 Add PG&E \$200 For → FIRELINE \$200 CURB DRAIN \$150 SIDEWALK CLOSURE \$140
12. ADDRESS CHANGE	\$250
13. TRANSPORTATION FEE (HAULING, TRUCK ROUTE, ETC.)	\$75
<u>REFUNDABLE BONDS</u>	
OPENINGS IN PUBLIC RIGHT-OF-WAY (NOT IN STREET)	\$150 MINIMUM (IN EASEMENT AREA) \$8/S.F. IN SIDEWALK, \$300 MINIMUM
STREET ROADWAY OPENING (A.C. PAVEMENT RESTORATION)	\$8/S.F.(IN PAVED AREA) \$750 MINIMUM INCLUDING CURB REPLACEMENT
WATER MAIN MODIFICATION	\$1,500 (ADD PER EACH CONNECTION)
SEWER MAIN & STORM DRAIN MODIFICATION	\$1,000 (ADD PER EACH CONNECTION)

1/2

**MASTER FEE SCHEDULE
SEWER**

SERVICE	FEE		Reference
Sewer Connection Fees ^v			
Single-family and Duplex	\$165/unit		Section 15.08.020
Multi-family	\$126/unit		Section 15.08.020
Commercial/Retail	\$263/thousand square feet (TSF)		Section 15.08.020
Office	\$57/TSF		Section 15.08.020
Warehouse	\$74/TSF		Section 15.08.020
Restaurant	\$651/TSF		Section 15.08.020
Hotel with Restaurant	\$416/room		Section 15.08.020
Hotel without Restaurant	\$257/room		Section 15.08.020
Industrial Waste Discharge Fees ^{*****}			
Light Discharger, Annual	\$485.00		Ord. No. 1632 (2000)
Moderate Discharger, Annual	\$1,325.00		Ord. No. 1632 (2000)
Heavy Discharger, Annual	\$1,855.00		Ord. No. 1632 (2000)
Non-Conventional Discharger, Annual	\$1,010.00		Ord. No. 1632 (2000)
Groundwater Discharger	Non-conventional Fee plus \$5.82 per 1000 gallons discharged		Ord. No. 1632 (2000)
Application Processing Fee	\$130.00		Ord. No. 1632 (2000)
Analytical Fees			Ord. No. 1632 (2000)
Contract Lab Testing	Cost plus 15%		Ord. No. 1632 (2000)

^vSet by Engineering News Record (ENR) Building Index for San Francisco over 1982 and adjusted every January 1. These rates are for year shown on schedule.

^{*****} Discharge fees are subject to increase by CPI according to Ordinance No. 1632 if no further action is taken before September 1, 2003.

**SERVICE REPORT
WATER DEPARTMENT
CITY OF BURLINGAME**

Tap No. _____

Meter No. _____

Route No. _____

Tap Size	Meter Size	Renewed Date	Meter No.
		NEW 1" Service	

Date _____ *

Address 19 Alberta Glen
(San Mateo County Area)

Lot _____ Block _____ Tract _____

Name (Owner) Dale Schmidt

Name (Contractor) _____ *

Mailing Address 1205 Bernal Ave, Burlingame

Phone No. 342-8005

Signature _____ *

Report of Service Man _____

TAP Approx. _____ Ft. from _____ Cor. of _____ On _____
LOCATED Actual _____ Ft. from _____ Cor. of _____ On _____

Meter Reading _____ Date _____

Signature _____

SEE ATTACHED FEE SCHEDULE

**MASTER FEE SCHEDULE
WATER**

SERVICE	FEE		Reference
Monthly Charge for Meters			
5/8" and 3/4" meter	\$9.18		Ord. No. 1676 (2002)
1" meter	\$15.34		Ord. No. 1676 (2002)
1 - 1/2" meter	\$24.52		Ord. No. 1676 (2002)
2" meter	\$36.74		Ord. No. 1676 (2002)
3" meter	\$64.29		Ord. No. 1676 (2002)
4" meter	\$91.85		Ord. No. 1676 (2002)
6" meter	\$153.11		Ord. No. 1676 (2002)
Water Consumption			
Within the City	\$3.05 per thousand gallons		Ord. No. 1676 (2002)
Outside the City	\$3.49 per thousand gallons		Ord. No. 1676 (2002)
Water Service Turn-on			
8 a.m. to 3:15 p.m., Monday thru Friday	No charge		Ord. No. 1676 (2002)
3:16 p.m. to 3:30 p.m., Monday thru Friday	\$20.00		
3:31 p.m. to 7:59 p.m., Monday thru Friday	\$60.00		
Saturday/Sunday/holiday.	\$60.00		
Renewal Fee			
Not paid within 30 days of billing	1 - 1/2 % penalty		Ord. No. 1676 (2002)
8 a.m. to 3:15 p.m., Monday thru Friday	\$35.00		
3:16 p.m. to 3:30 p.m., Monday thru Friday	\$45.00		
3:31 p.m. to 4:50 p.m., Monday thru Friday	\$60.00		

SERVICE	FEE		Reference
Maintenance of Water in Fire Protection System	\$1.00 per month per inch of pipe diameter, with \$2.00 minimum charge		Ord. No. 1676 (2002)
Flow Test 5/8" through 1" 1 - 1/2" and 2" Over 2"	\$50.00 \$80.00 \$100.00 minimum (if over \$100, cost of testing plus 15%)		Ord. No. 1676 (2002)
Temporary Water Service Meter charges (does not include water consumption)	\$750 deposit \$43.00 per month for 1-inch meter \$85.00 per month for three-inch meters		Ord. No. 1676 (2002)
Water Service Turn-on Deposit if Delinquent on City Water Account in Previous 12 months	\$50.00 or 2 months estimated consumption, whichever is greater		Ord. No. 1676 (2002)
Work on City Water System	\$60.00 permit \$1,500.00 bond or deposit		Ord. No. 1676 (2002)
Water Line Installation 5/8" bypass meter 3/4" service with meter 1" service with meter 1 - 1/2" service with meter 2" service with meter If larger than 2" or a length of more than 60 feet	\$325.00 \$2,275.00 \$2,300.00 \$3,000.00 \$3,200.00 Cost plus 15%		Ord. No. 1676 (2002)