



Architectural Review Board

Staff Report (ID # 6963)

Report Type: Action Items **Meeting Date:** 5/19/2016

Summary Title: 1700 Embarcadero Road (Mercedes Benz)

Title: 1700 Embarcadero Road [15PLN-00394]: Request by Deeg Snyder, on behalf of Jones Palo Alto Real Property, LLC for a Major Architectural Review and Site and Design Review to demolish the existing approximately 18,000 square feet building and construct a new approximately 62,000 square feet building for an automobile dealership. The application includes Design Enhancement Exception requests to allow deviation from the 10 feet build-to-line from Embarcadero Road and Bayshore Road. A request to apply the Automobile Dealership (AD) zoning overlay is also being considered separately by the Planning and Transportation Commission. Environmental Assessment: Mitigated Negative Declaration. Zoning District: Service Commercial and Site Design Review Combining District CS (D).

From: Hillary Gitelman

Lead Department: Planning and Community Environment

Recommendation

It is recommended that the Architectural Review make a recommendation to the City Council to:

- 1. Adopt the Mitigated Negative Declaration**
- 2. Approve the Design Enhancement Exception**
- 3. Approve the Architectural Review application**

Report Summary

The subject project was previously reviewed by the Architectural Review Board (ARB) on three other occasions. The Municipal Code encourages the Director of Planning and Community Development to make a decision on projects after three public hearings. However, the Director has requested this application return to the ARB for limited review of items that were not resolved at the previous May 5th hearing. These items are 1) lighting

details and photometric study, 2) revised landscape plan that includes larger native trees that screen the building, and 3) a darker color for the stair tower at the front of the building.

Earlier staff reports include background information, project analysis and evaluation to City codes and policies; these reports are available online; a copy of the first report without prior attachments is available in Attachment G. Below are links to the subsequent reports:

November 19, 2015 - <https://www.cityofpaloalto.org/civicax/filebank/documents/49848>

February 18, 2016 - <https://www.cityofpaloalto.org/civicax/filebank/documents/51101>

May 5, 2016 - <https://www.cityofpaloalto.org/civicax/filebank/documents/52196>

The purpose of this report is to restate the three main comments made by the Board and detail the applicant's response to those comments. The analysis section below builds upon the information contained in earlier reports and modified to reflect recent project changes.

Planning staff supports the project and recommends the Board forward a recommendation of approval to the City Council based on the draft findings and conditions, or as modified by the Board.

Project Description

Applicant proposes a three-story automobile dealership project on Embarcadero Road in the Bayshore Employment Center. The project replaces a single-story restaurant building built in 1968; the structure is not a historic resource. The project is subject to architectural review findings, context-based design criteria and compliance review with the Baylands Master Plan Site and Assessment Design Guidelines. Implementing the project requires a rezone to include the Automobile Dealership (AD) combining district. As designed, the project meets the applicable zoning requirements with the exception of a "build-to" setback requirement along Embarcadero Road. This necessitates approval of a Design Enhancement Exception (DEE). Since the site includes the Site and Design Review (D) combining district, and the applicant has requested a rezoning, the project will also be reviewed by the Planning & Transportation (PTC).

The ARB last considered this project on May 5, 2016. A video recording of the Board's meeting is available online: <http://midpenmedia.org/architectural-review-board-43/> At the May 5th hearing, the applicant presented a color scheme for the building that was changed to be consistent with the Baylands Master Plan by including the 'sandy hook grey' color prescribed by the plan, as well as the elimination of height exception request and elimination of a canopy adjacent to the car wash facility.

With the changes, the applicant proposes an overall Floor Area Ratio (FAR) of 0.56:1 (0.6:1 permitted on sites with an Automobile Dealership combining district [proposing 0.4:1 for the dealership and 0.16:1 for the showroom bonus]). Site coverage proposed is 25.5 percent, whereas within the CS zone, there is no maximum site coverage standard. On the ground level,

the project includes a car wash facility, landscaping, a surface parking facility to support 43 customer parking spaces, vehicle display area, and provision of solid waste and recycling enclosures. Additional parking facilities would be available within the building; however, customers' vehicles would be parked via a valet service. Customer parking spaces are exempted from gross floor area inclusions. New car inventory parking spaces would be provided both on-site and off-site (the details of the inventory parking for off-site have not been finalized).

Draft findings and conditions are included with this report, including DEE findings related to the setback deviation request.

Requested Entitlements, Findings and Purview:

The following discretionary applications are being requested:

- **Architectural Review – Major (AR):** The process for evaluating this type of application is set forth in PAMC 18.77.070. AR applications are reviewed by the ARB and recommendations are typically forwarded to the Planning & Community Development Director for action within five business days of the Board's recommendation. Action by the Director is appealable to the City Council if filed within 14 days of the decision. However, since this project includes other actions that require approval by the City Council, the Board will make their recommendation to the City Council. AR projects are evaluated against specific findings. All findings must be made in the affirmative to approve the project. Failure to make any one finding requires project redesign or denial. The findings to approve an AR application are provided in Attachment B.
- **Design Enhancement Exception (DEE):** This is to deviate from the "build-to-line" (percentage of building along the front setback) requirement within the CS district. The process for evaluating this type of application is set forth in PAMC 18.76.050. DEE applications are reviewed by the ARB and recommendations are typically forwarded to the Planning & Community Environment Director for action within five business days of the Board's recommendation. Action by the Director is appealable to the City Council if filed within 14 days of the decision. As with the AR, the Board will make its recommendation on the DEE to the City Council. DEE projects are evaluated against specific findings. All findings must be made in the affirmative to approve the project. Failure to make any one finding requires project redesign or denial. The findings to approve a DEE application are provided in Attachment B.
- **Site and Design Review:** The process for evaluating this type of application is set forth in PAMC 18.30(G).060. These applications are reviewed by the Planning & Transportation Commission (PTC) and recommendations are forwarded to the City Council. Site and Design Review projects are evaluated against specific findings. All findings must be made in the affirmative to approve the project.
- **Amendment to Zoning Map:** This is a request to add the Automobile Dealership (AD) combining district. The process for evaluating this type of application is set forth in PAMC 18.80. Rezone applications are reviewed by the PTC and recommendations are forwarded to the City Council.

Analysis¹

During the ARB's deliberation at its last meeting, a majority of the Board expressed comments indicating its support for the project, subject to conditions. However, as the dialogue continued there were three unresolved issues that the Board concluded required further refinement.

The intent of this meeting is to focus on those three issues enumerated below:

1. Lighting details and photometric study.

The Board requested that the applicant provide details on the types of light fixtures, locations, photometric plan, and overall description of how the site lighting will operate. In response, the applicant provided the specific light fixture information and manufacturer's specifications. The project would include overhead, wall-mounted, ground-mounted, and bollard lighting. The designs are contemporary and are grey and black in color.

Based on the photometric plan, the highest levels of site lighting are along Bayshore Road and the roof deck, which includes parking. The lighting however, is located at the center of the roof (8'-6" tall above roof deck or 4'-6" above the parapet) or along the parapets, which shield the lighting from spilling over the edge. There is no exhibit that demonstrates from what distance these two light standards would be visible if at all.

The applicant states that the lighting will be controlled by a central lighting system and that the roof deck and car wash area lighting will turn off after close of business. The Bayshore Road elevation, the balcony facing Bayshore Road lighting would be reduced by 50 percent at a pre-defined time (Currently, the condition of approval is 10:00pm for this action).

2. Revised landscape plan with larger native trees to screen the building along the street.

Along Embarcadero Road, the applicant proposes Red Oak (newly proposed) along with London Plane trees. The Red Oaks would reach 50'-0" in height with a canopy of 45'-0". The London Planes would reach 50'-0" in height and a 30'-0" canopy. The Red Oaks are native to northeastern US. The London Plane is a hybrid of the American Sycamore typically found in urban environments because of its hardiness. Along the building, three Afghan Pines (60'-0" tall and 20'-0" wide) are newly proposed to be located in landscaped islands, which are also not native to California.

¹ The information provided in this section is based on analysis prepared by the report author prior to the public hearing. The Architectural Review Board in its review of the administrative record and based on public testimony may reach a different conclusion from that presented in this report and may choose to make alternative findings. A change to the findings may result in a final action that is different from the staff recommended action in this report.

Along Bayshore Road, the existing Evergreen Elm street trees would remain accented by the proposed London Planes near the electrical transmission tower. Closer to the building Holmford Pears (40'-0" tall and 15'-0" wide) would be planted in landscaped islands. The crape myrtle trees are not proposed. Along the west and south property lines Brisbane Box (30'-0" tall and 25'-0" wide) are proposed along with London Planes as occasional accents.

3. Darker color for the stair tower at the front of the building.

The building includes concrete, stucco, and metal paneling. The concrete is a natural gray color; the stucco is either "sandy hook grey" or "wrought iron" depending on the location; and the metal paneling is either silver, gray, or black depending on the location. Specifically, as proposed, the material and color for the front stair tower is a natural gray concrete with color pigment added. The applicant has responded to the Board's comments by adding a darker gray color pigment to the concrete, thereby using color to visually reduce the prominence of this building element. The applicant will provide a sample of this at the meeting.

Prior staff reports have detailed the project compliance with applicable zoning regulations and required application findings. A link to those reports is provided in the background section.

Environmental Review

The Mitigated Negative Declaration indicates that with implementation of the project there could be potential significant environmental impacts to Biological resources and Transportation systems. Mitigation measures are proposed to reduce these impacts to less than significant through surveys for nesting birds and avoidance; and reduction of light sources after 10:00pm.

Regarding transportation, the project may impact the level of service at the Embarcadero/East Bayshore intersection. Mitigation is proposed to reduce this impact to less than significant by reconfiguring the lanes and providing a change in the traffic signal timing. See Attachment H for the Initial Study/Mitigated Negative Declaration.

Public Notification, Outreach & Comments

The Palo Alto Municipal Code requires notice of this public hearing be published in a local paper and mailed to owners and occupants of property within 600 feet of the subject property at least ten day in advance. Notice of a public hearing for the May 5, 2016 ARB hearing was published in the Daily Post on April 19th and the *Palo Alto Weekly* on April 29th. Postcard mailing occurred on April 20th. At that hearing, the Board continued the item to a date certain.

Public Comments

As of the writing of this report, no project-related, public comments were received.

Alternative Actions

In addition to the recommended action, the Architectural Review Board may:

- 1. Recommend approval of the project with modified findings or conditions; or**
- 2. Recommend project denial based on revised findings.**

Report Author & Contact Information

Sheldon S. Ah Sing, Consultant Planner
(650) 938-1111
sahsing@m-group.us

ARB² Liaison & Contact Information

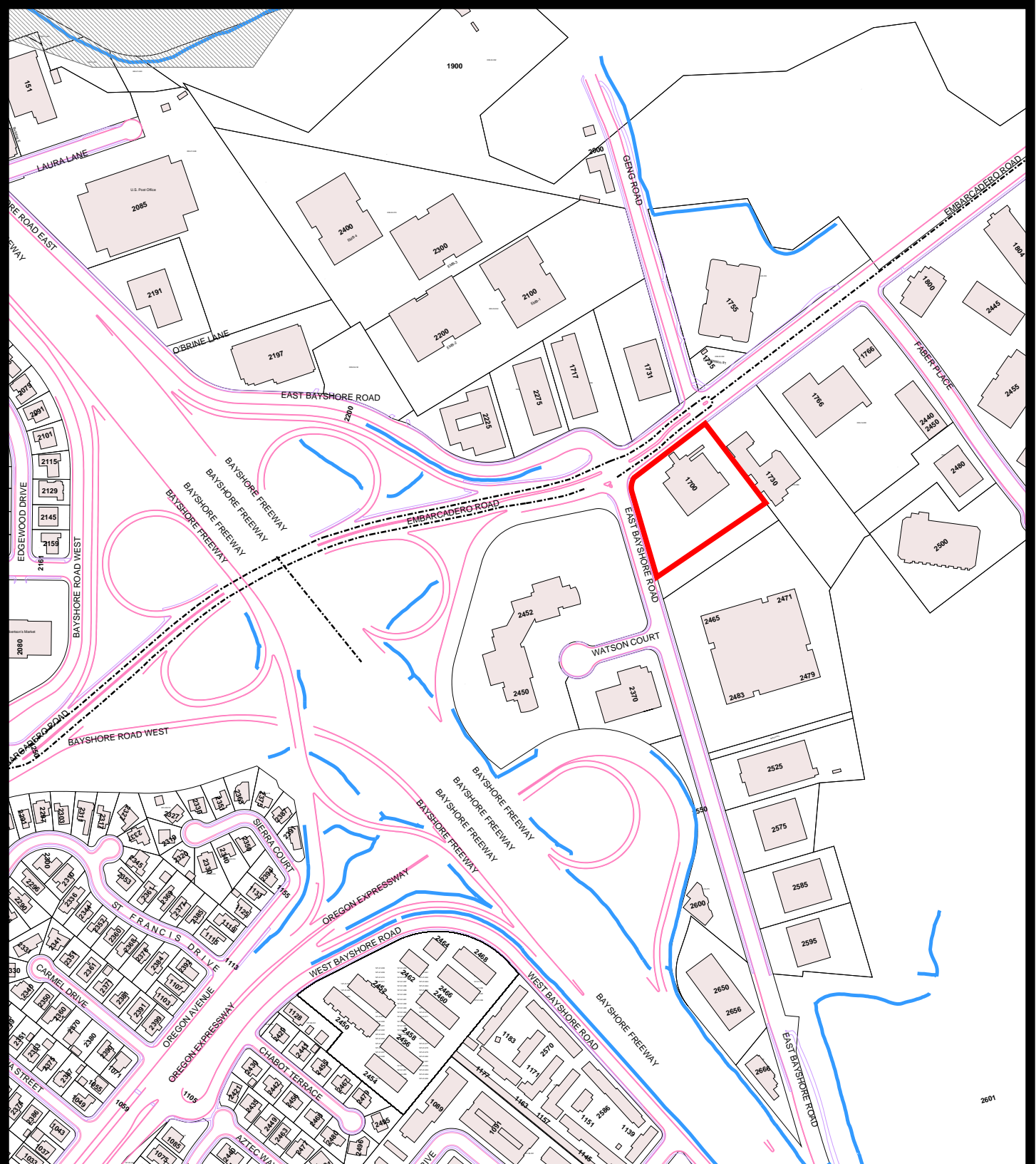
Jodie Gerhardt, AICP, Planning Manager
(650) 329-2575
jodie.gerhardt@cityofpaloalto.org

Attachments:

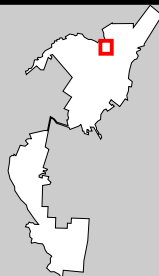
- Attachment A: Project Location Map (PDF)
- Attachment B: Findings (DOCX)
- Attachment C: Conditions of Approval (DOCX)
- Attachment D: Zoning Compliance (DOCX)
- Attachment E: Comp Plan and Baylands Consistency (DOCX)
- Attachment F: Site Photographs (PDF)
- Attachment G: ARB Report 11-19-2015 (PDF)
- Attachment H: Initial Study/Mitigated Negative Declaration (PDF)
- Attachment I: Project Plans (Lighting Plan & Revised Plans)(PDF)

² Emails may be sent directly to the ARB using the following address: arb@cityofpaloalto.org

Attachment A



The City of
Palo Alto



Project Location Map

This map is a product of the
City of Palo Alto GIS



ATTACHMENT B
EXHIBIT A DRAFT ARB FINDINGS and
CONTEXT-BASED DESIGN CRITERIA FOR
APPROVAL
1700 Embarcadero Road / File No. 15PLN-
00394

ARCHITECTURAL REVIEW BOARD STANDARDS FOR REVIEW

The design and architecture of the proposed improvements, as conditioned, complies with the Findings for Architectural Review findings as required in Chapter 18.76.020 of the PAMC.

Comprehensive Plan and Purpose of ARB:

Finding #1: The design is consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.

Finding #16: The design is consistent and compatible with the purpose of architectural review, which is to:

- Promote orderly and harmonious development in the city;
- Enhance the desirability of residence or investment in the city;
- Encourage the attainment of the most desirable use of land and improvements;
- Enhance the desirability of living conditions upon the immediate site or in adjacent areas; and
- Promote visual environments which are of high aesthetic quality and variety and which, at the same time, are considerate of each other.

The project is consistent with Findings #1 and #16 because:

The project is consistent with Policies L-5, L-42, L-43, L-46, and L-50.

- The project is an automobile dealership, which is automobile serving use. It is not expected that there be a lot of pedestrian activity associated with the use. As such it is typical to have a building surrounded by parking and vehicle circulation. Landscaping will provide visual screening from the adjacent roadways.
- As proposed, the project exceeds the number of required bicycle parking spaces. The project also proposes a bicycle amenity area catering to those visiting the Baylands area.
- The project proposes a bicycle amenity area that complements the City's bicycle transportation network.
- The project is an automobile dealership, which is consistent with the Commercial Service types of intensity and uses.
- The proposed building would be clad in metal panels and cement plaster system with light grey and Sandy Hook grey trim. Glass would be high performance, insulated, low-e glazing. The proposed dealership with an integrated sales, service and inventory building is efficient and innovative. The typical negative aspects of an automobile dealership such as a lot of merchandise parked cars and service bays have been internalized in the building or on the roof deck, which will not be seen by those passing by the site.
- The proposed signs are appropriate for the use and scale of the building and site.
- As conditioned the site and building lighting will not affect the Baylands preserve area.

Compatibility and Character:

Finding #2: The design is compatible with the immediate environment of the site.

Finding #4: In areas considered by the board as having a unified design character or historical character, the design is compatible with such character;

Finding #5: The design promotes harmonious transitions in scale and character in areas between different designated land uses.

Finding #6: The design is compatible with approved improvements both on and off the site.

The project is consistent with Findings #2, #4, #5, and #6 because:

The buildings in the immediate environment have a variety of heights, sizes and styles. It is important to note that the site is the only site with the CS zoning designation and will also be the only automobile dealership with the AD combining district. These designations allow for greater massing and height. The building is situated on a corner lot that would serve to anchor the intersection of Bayshore Road and Embarcadero Road. The site includes an easement that would preclude development within 80'-0" of Bayshore Road, which would provide some buffer from the street for the building. The proposed building would provide some visual interest with change in materials and articulations of the facades. The general design would not be out of character of the design of adjacent buildings and sites and strengthens the on-site theme of being recognized as an automobile dealership.

The project seeks relieve from a "build-to" setback, which would be consistent with adjacent properties. The site has substantial setbacks from adjacent and nearby properties including from the Baylands, which the property is visible from to facilitate transition in scale and character.

Functionality and Open Space:

Finding #3: The design is appropriate to the function of the project.

Finding #7: The planning and siting of the building on the site creates an internal sense of order and provides a desirable environment for occupants, visitors and the general community.

Finding #8: The amount and arrangement of open space are appropriate to the design and the function of the structures.

The project is consistent with Finding #3, #7, and #8, because:

The project proposes an integrated automobile dealership with sales, service, customer parking and inventory in a building. As mentioned previously, the design allows for the internalization of certain negative aspects that typical with automobile dealerships. This design allows for better use of the property and compatibility with its surroundings. This allows for the site to include a bicycle amenity area, landscaping to buffer adjacent uses and the project also includes a balcony on the second level as an amenity to employees.

Circulation and Traffic:

Finding #9: Sufficient ancillary functions are provided to support the main functions of the project and the same are compatible with the project's design concept.

Finding #10: Access to the property and circulation thereon are safe and convenient for pedestrians, cyclists and vehicles.

The project is consistent with Finding #9 and #10 because:

The project includes an integrated automobile dealership that uses a multi-functional building and on-site facilities to support the use. The site has access from two streets and includes on-site circulation around the building. The design would reduce potential noise and as conditioned would reduce light pollution at night.

Landscaping and Plant Materials:

Finding #11: Natural features are appropriately preserved and integrated with the project.

Finding #12: The materials, textures and colors and details of construction and plant material are an appropriate expression to the design and function and compatible with the adjacent and neighboring structures, landscape elements and functions.

Finding #13: The landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors create a desirable and functional environment on the site and the landscape concept depicts an appropriate unit with the various buildings on the site.

Finding #14: Plant material is suitable and adaptable to the site, capable of being properly maintained on the site, and is of a variety that would tend to be drought-resistant and to reduce consumption of water in its installation and maintenance.

The project is consistent with Finding #11, #12, #13, #14 because:

The project would protect a number of trees that are located immediately off-site. The proposed plant materials are suitable and adaptable in creating a desirable environment for the proposed use.

Sustainability:

Finding #15: The design is energy efficient and incorporates renewable energy design elements including, but not limited to:

- a. Careful building orientation to optimize daylight to interiors
- b. High performance, low-emissivity glazing
- c. Cool roof and roof insulation beyond Code minimum
- d. Solar ready roof
- e. Use of energy efficient LED lighting
- f. Low-flow plumbing and shower fixtures
- g. Below grade parking to allow for increased landscape and stormwater treatment areas

The project is consistent with Finding #15 because:

The project will incorporate sustainable materials, high efficiency glazing systems to meet the Green Building standards. The project includes onsite storm water management measures through landscaping.

CONTEXT-BASED DESIGN CONSIDERATIONS AND FINDINGS

In addition to the Architectural Review approval findings, the project is subject to the Context Based Design Criteria found in the PAMC Section 18.16.090, the following additional findings have been made in the affirmative:

- (1) **Pedestrian and Bicycle Environment.** *The design of new projects shall promote pedestrian walkability, a bicycle friendly environment, and connectivity through design elements.* This finding can be made in the affirmative because the project includes more than the minimum amount of

bicycle parking and provides a bicycle amenity area.

- (2) **Street Building Facades.** *Street facades shall be designed to provide a strong relationship with the sidewalk and the street(s), to create an environment that supports and encourages pedestrian activity through design elements.* This finding can be made in the affirmative because while the proposed use is considered automobile-serving, the project proposes linkages from the adjacent sidewalk to the site and building. The building is setback sufficiently as not to impose significant mass on the adjacent streets.
- (3) **Massing and Setbacks.** *Buildings shall be designed to minimize massing and conform to proper setbacks.* This finding can be made in the affirmative because the project is setback from the streets and provides perimeter landscaping to buffer the use from the adjacent roadways and properties. The building's elements, including fenestration and articulation are horizontally oriented with exception of the elevator shafts, which if located centrally would reduce the efficiency of the building negating other positive aspects of the building design.
- (4) **Low-Density Residential Transitions.** *Where new projects are built abutting existing lower scale residential development, care shall be taken to respect the scale and privacy of neighboring properties.* This finding is not applicable.
- (5) **Project Open Space.** *Private and public open space shall be provided so that it is usable for residents, visitors, and/or employees of the site.* This finding can be made in the affirmative because since the project provides a bicycle amenity area for pass-by users and provides a second floor balcony for employees.
- (6) **Parking Design.** *Parking needs shall be accommodated but shall not be allowed to overwhelm the character of the project or detract from the pedestrian environment.* This finding can be made in the affirmative because the project includes parking within the building and not entirely as surface parking.
- (7) **Large (Multi-Acre) Sites.** *Large sites (over one acre) shall be designed so that street, block, and building patterns are consistent with those of the surrounding neighborhood.* This finding can be made in the affirmative in that the design of the facades, landscaping, signage is consistent with the surrounding development.
- (8) **Sustainability and Green Building Design.** *Project design and materials to achieve sustainability and green building design should be incorporated into the project.* As conditioned, the project will comply with the City's Green Building and Energy Reach ordinances.

ATTACHMENT A
EXHIBIT 'B' DRAFT FINDINGS FOR
APPROVAL
Design Enhancement Exception
1700 Embarcadero Road / File No. 15PLN-
00394

The findings have been made to support the Design Enhancement Exception requests for:

(A): Deviation from “build-to” 10’-0” setback along Embarcadero Road; and

(1) *There are exceptional or extraordinary circumstances or conditions applicable to the property involved that do not apply generally to property in the same district.*

(A) This finding can be made in the affirmative in that the subject property is a corner lot and the proposal contemplates an integrated automobile dealership and service facility in a vertical model, which is atypical for this type of use. Implementing the proposal provides for an efficient use of the property and do to its operation keeps unnecessary vehicle trips associated with the business on-site as circulation around the building can be accommodated with the deviation from the setback.

(2) *The granting of the application is necessary for the preservation and enjoyment of a substantial property right of the applicant and to prevent unreasonable property loss or unnecessary hardships.*

(A) This finding can be made in the affirmative in that the proposal facilitates the efficient operation of the automobile dealership/service facility. Customer vehicles, inventory, sold inventory can be moved on-site without restrictions of using the adjacent Bayshore Road or Embarcadero Road.

(3) *The granting of the application will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare or convenience.*

(A) The requested design enhancement exception will not be detrimental or injurious to property or improvements in the vicinity. The project site is not expected to have substantial pedestrian activity that works well with “build-to” setback requirements. Other adjacent properties do not have similar setbacks.

ATTACHMENT C
DRAFT CONDITIONS OF APPROVAL
1700 Embarcadero Road / File No.
15PLN-00394

Planning Division

1. **SUBSTANTIAL CONFORMANCE.** The plans submitted for a Building Permit shall be in substantial conformance with plans last revised on April 13, 2016, except as modified to incorporate the following conditions of approval and any additional conditions placed on the project by the Planning Commission or City Council.

2. **CONDITIONS OF APPROVAL.** The following conditions of approval shall be printed on the sheets of the plan set submitted with the Building Permit application.

3. **BUILDING MATERIALS AND COLOR SCHEME.** The approved building materials and color scheme shall be shown on the building permit drawings for all buildings, structures, and other features.

4. **NOISE PRODUCING EQUIPMENT.** All noise producing equipment shall be fully enclosed to reduce noise levels and shall not exceed the allowances specified in Section 9.10 Noise of the Palo Alto Municipal Code.

5. **PROJECT ARBORIST.** The property owner shall retain a certified arborist to ensure the project conforms to all Planning and Urban Forestry conditions related to landscaping/trees, as shown in the approved plan set.

6. **TREE PROTECTION FENCING.** Tree protection fencing shall be required to protect trees that are to remain during construction.

7. **PLANNING FINAL INSPECTION.** A Planning Division Final inspection will be required to determine substantial compliance with the approved plans prior to the scheduling of a Building Division final. Any revisions during the building process must be approved by Planning, including but not limited to; materials, fenestration and hard surface locations. Contact your Project Planner.

8. **LANDSCAPING PLAN.** A landscaping plan shall be included with the plans submitted for the building permit. The plan shall include species type, size and quantities to be planted. The irrigation plan shall be included showing any mechanical irrigation systems.

9. **LANDSCAPE MAINTENANCE.** All landscape material shall be well maintained and replaced if necessary, to the satisfaction of the Urban Forester and Director of Planning.

10. SIGN PLANS. All signs shall comply with the City's sign code or the applicant may apply for a separate sign adjustment for review before the Architectural Review Board for signs not meeting specific requirements.

11. GREEN BUILDING PROGRAM. Upon submittal of an application for a building permit, the project is required to comply with the City's Green Building Ordinance.

12. MITIGATION MEASURE (BIOLOGICAL). BIO-1 Exterior Lighting. All exterior lighting shall be shielded, directed downward, and designed to minimize light spillage beyond the property line. All exterior lighting shall also be reduced to security level lighting between the hours of 10:00 PM and 7:00 AM. Any proposal to change these specifications or hours must be accompanied by biological resources reports, to the satisfaction of the City of Palo Alto.

13. MITIGATION MEASURE (BIOLOGICAL). BIO-2 Nesting Bird Protection. To avoid disturbance of nesting and special-status birds, activities related to the project, including, but not limited to, tree removal, ground disturbance, and construction and demolition shall occur outside of the bird breeding season (typically February through August in the project region). If construction must begin within the breeding season, then a pre-construction nesting bird survey shall be conducted no more than 3 days prior to initiation of ground disturbance and vegetation removal activities. The nesting bird pre-construction survey shall be conducted within the Project Boundary, including a 300-foot buffer (500-foot for raptors), on foot, and within inaccessible areas (i.e., private lands) afar using binoculars to the extent practical. The survey shall be conducted by a biologist familiar with the identification of avian species known to occur in the area. If nests are found, an avoidance buffer (which is dependent upon the species, the proposed work activity, and existing disturbances associated with land uses outside of the site) shall be determined and demarcated by the biologist with bright orange construction fencing, flagging, construction lathe, or other means to mark the boundary. All construction personnel shall be notified as to the existence of the buffer zone and to avoid entering the buffer zone during the nesting season. No ground disturbing activities shall occur within this buffer until the avian biologist has confirmed that breeding/nesting is completed and the young have fledged the nest. Encroachment into the buffer shall occur only at the discretion of the qualified biologist.

14. MITIGATION MEASURE (TRANSPORTATION). T-1 East Bayshore Road and Embarcadero Road. The project applicant shall construct the following improvements and enter into a reimbursement agreement with the City for payment less their fair share of the improvement costs:

- Revise the eastbound leg on Embarcadero Road to include two left-turn pockets, a through lane, and a shared through/right-turn lane. This improvement shall also include changing the east-west phasing from split phase timing to protected left turn phasing.
- Restripe the northbound approach to have one left turn lane and one

shared left-through-right lane. This would likely require modifying the median island and relocating the signal equipment on the west leg of the intersection.

15. INDEMNITY: To the extent permitted by law, the Applicant shall indemnify and hold harmless the City, its City Council, its officers, employees and agents (the “indemnified parties”) from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the City for its actual attorneys’ fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.

16. IMPACT FEES. Prior to issuance of a building permit, a payment of Development Impact Fees shall be made.

17. NINETY (90)-DAY PROTEST PERIOD: California Government Code Section 66020 provides that a project applicant who desires to protest the fees, dedications, reservations, or other exactions imposed on a development project must initiate the protest at the time the development project is approved or conditionally approved or within ninety (90) days after the date that fees, dedications, reservations or exactions are imposed on the Project. Additionally, procedural requirements for protesting these development fees, dedications, reservations and exactions are set forth in Government Code Section 66020. IF YOU FAIL TO INITIATE A PROTEST WITHIN THE 90-DAY PERIOD OR FOLLOW THE PROTEST PROCEDURES DESCRIBED IN GOVERNMENT CODE SECTION 66020, YOU WILL BE BARRED FROM CHALLENGING THE VALIDITY OR REASONABLENESS OF THE FEES, DEDICATIONS, RESERVATIONS, AND EXACTIONS.

If these requirements constitute fees, **taxes, assessments**, dedications, reservations, or other exactions as specified in Government Code Sections 66020(a) **or 66021**, this is to provide notification that, as of the date of this notice, the 90-day period has begun in which you may protest these requirements.

Public Works Engineering

18. As discussed with the project Civil Engineer, two direct connections to the City’s storm drain line are acceptable. Revise the plans to eliminate connection 796. Also provide manholes at all the bends (796, 813, 797)

19. As describe on the response letter this project will require approximately 4 months of dewatering. See attached Notice to Owners/Applicants planning to Dewater and Construction basements in Palo Alto. Please review this letter, City Council adopted these requirements on February 1, 2016, there will be additional dewatering requirements for the applicants to submit with the Building Permit application. Applicant shall be ready to submit the dewatering plan with all of the items on this letter addressed.

20. C3 REQUIREMENTS: As of January 1, 2016, projects still under the Planning Entitlements phase are required to provide the third party certification prior to Planning entitlement approval. Once the proposed bio-retention areas are revised to be outside of the easement and not over the City's storm drain line. Provide the stamped and signed C3 certification data forms and plans.

21. EXISTING EASEMENTS: Provide a copy of the approvals from entities who benefit from the on-site easements to verify that the work within these easement would be permitted.

22. Provide the following note on the Site Plan and Structural plans to indicate, "The proposed project is a Substantial Improvement and shall comply with Palo Alto Municipal Code Chapter 16.52 Flood Hazard Regulations and FEMA's requirements."

23. FLOOD ZONE: Add a note on the plans shall indicate that the Assessor's Parcel 008-03-065 is located within FEMA's Special Flood Hazard Area Zone AE where the base flood elevation (BFE) was determined to be 10.5 as shown on the FIRM Panel Number 06085C0030H dated May 18, 2009.

24. FLOOD ZONE CONSTRUCTION MATERIALS AND METHODS: Add a note on the Structural, Architectural and Mechanical plans to indicate that all new construction and substantial improved structures shall be constructed with flood-resistant materials and utility equipment shall be resistant to flood damage as specified in FEMA's technical bulletins and Palo Alto Municipal Code Section 16.52.130. b

25. FLOOD ZONE CERTIFICATION: An Elevation Certification shall be provided for all structure(s) and shall be prepared by a registered professional engineer or surveyor, and verified by a community official to be properly elevated. Such certification and verification shall be provided to the floodplain administrator based on PAMC section 16.52.130, and shall be prepared at 3 stages of construction: with the construction documents, during construction, and prior to building permit final. The elevation certificate prepared based on the existing structure and the proposed construction, shall be scanned and attached with the building permit construction documents. Certificates shall be prepared on the NAVD

26. The "Survey Requirements for Construction in the Special Flood Hazard Area" shall be added to the plan set. A pdf copy of the documents titled *Plan Insert for Elevation Certification Requirements*) is available on the City's website http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp under Flood Zone Issues.

27. FLOOD ZONE VENTS: All new construction and substantially improved structures, with fully enclosed areas below the lowest floor are useable solely for the parking of

vehicles, building access or storage, and which are subject to flooding shall be designed to automatically equalize hydrostatic flood forces on exterior walls by allowing for the entry and exit of floodwaters. This requirement shall comply with the guidelines set on FEMA's technical bulletins, including but not limited to TB1-08, TB6-93 and TB7-93. See PAMC 16.52.130.c.3 for minimum criteria. Plot and label the vent openings on the structural details. There must be at least two openings for each enclosed area with 1 sq in of opening for each 1 sq ft of enclosed area. These openings must be placed no more than 12 inches above lowest adjacent grade. Provide on the drawings the following:

- a. a schedule showing the areas enclosed;
- b. the area of each opening;
- c. the number of openings required;
- d. a detail showing the location of the vent relative to adjacent grade;
- e. and the location of the openings on the foundation plan.

These should also be incorporated into the structural drawings, since flood openings in the foundation affect the structural engineer's design. Guidelines for flood openings can be found in FEMA Technical Bulletin 1-08, "Openings in Foundation Walls."

28. DEMOLITION PLAN: Place the following note adjacent to an affected tree on the Site Plan and Demolition Plan: "Excavation activities associated with the proposed scope of work shall occur no closer than 10-feet from the existing street tree, or as approved by the Urban Forestry Division contact 650-496-5953. Any changes shall be approved by the same".

29. GRADING PERMIT: The site plan must include a table that shows the earthwork (cut and fill) volumes. If the total is more than 100 cubic yards, a grading permit will be required. An application and plans including Rough Grading and Shoring Plans are submitted to Public Works separately from the building permit plan set. The application and guidelines are available on our Public Works website. http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp

30. ROUGH GRADING: provide a Rough Grading Plan for the work proposed as part of the Grading and Excavation Permit application. The Rough Grading Plans shall including the following: pad elevation, elevator pit elevation, ground monitoring wells, limits of over excavation, stockpile area of material, overall earthwork volumes (cut and fill), temporary shoring for any existing facilities, ramps for access, crane locations (if any), tree protection measures, etc.

31. LOGISTICS PLAN: The applicant and contractor shall prepare a construction logistics plan for the work associated with the Excavation and Grading permit. Plan shall be submitted to Public Works Engineering and shall address all impacts to the City's right-of-way, including, but not limited to: pedestrian control, traffic control, truck routes, material deliveries, contractor's parking, on-site staging and storage areas, concrete pours, crane lifts,

work hours, noise control, dust control, storm water pollution prevention, contractor's contact. The plan shall be prepared and submitted along the Grading and Excavation Permit. It shall include notes as indicated on the approved Truck Route Map for construction traffic to and from the site. Plan shall also indicate if the bus stop will need to be relocated.

32. SHORING PLAN: Provide a shoring plan for the existing utilities (if needed), to clearly indicate how the new structures will be constructed while protecting the existing utilities. If tiebacks are proposed they shall not extend onto adjacent private property, existing easements or into the City's right-of-way without having first obtained written permission from the private property owners and/or an encroachment permit from Public Works. Plot and label the tree protection measures on the shoring plans.

33. GEOTECHNICAL REPORT: Shall clearly identify the highest projected groundwater level to be encountered will be _____ feet below existing grade.

34. DEWATERING: Basement excavation may require dewatering during construction. Public Works only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is not allowed. Dewatering is only allowed from April through October due to inadequate capacity in our storm drain system. The geotechnical report for this site must list the highest anticipated groundwater level. We recommend that a piezometer be installed in the soil boring. The contractor shall determine the depth to groundwater immediately prior to excavation by using a piezometer or by drilling an exploratory hole if the deepest excavation will be within 3 feet of the highest anticipated groundwater level. If groundwater is found within 2 feet of the deepest excavation, a drawdown well dewatering system must be used, or alternatively, the contractor can excavate for the basement and hope not to hit groundwater, but if he does, he must immediately stop all work and install a drawdown well system before he continues to excavate. Based on the determined groundwater depth and season the contractor may be required to dewater the site or stop all grading and excavation work. In addition Public Works may require that all groundwater be tested for contaminants prior to initial discharge and at intervals during dewatering. If testing is required, the contractor must retain an independent testing firm to test the discharge water for contaminants Public Works specifies and submit the results to Public Works.

Public Works reviews and approves dewatering plans as part of a *Street Work Permit*. The applicant can include a dewatering plan in the building permit plan set in order to obtain approval of the plan during the building permit review, but the contractor will still be required to obtain a street work permit prior to dewatering. Alternatively, the applicant must include the above dewatering requirements in a note on the site plan. **The street work permit to dewater must be obtained in June to allow ample to time to dewater and complete the dewatering phase by October 31st.** Please note that due to proximity to the bay this site may need to obtain the dewatering permit and commence dewatering in July to meet the October 31st deadline. Public Works has a sample dewatering plan sheet and dewatering guidelines available _____ on _____ our

website. [http://www.cityofpaloalto.org/gov/depts/pwd/forms and permits.asp](http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp)

35. WATER FILLING STATION: Due to the California drought, applicant shall install a water station for the non-potable reuse of the dewatering water. This water station shall be constructed within private property, next to the right-of-way, (typically, behind the sidewalk). The station shall be accessible 24 hours a day for the filling of water carrying vehicles (i.e. street sweepers, etc.). The water station may also be used for onsite dust control. Before a discharge permit can be issued, the water supply station shall be installed, ready for operational and inspected by Public Works. The groundwater will also need to be tested for contaminants and chemical properties for the non-potable use. The discharge permit cannot be issued until the test results are received. Additional information regarding the station will be made available on the City's website under Public Works.

36. GROUNDWATER USE PLAN: A Groundwater Use Plan (GWUP) shall be submitted for review for any project which requires dewatering. The GWUP, a narrative that shall be included in or accompany the Dewatering Plan, must demonstrate the highest beneficial use practicable of the pumped groundwater. The GWUP shall also state that all onsite, non-potable water needs such as dust control shall be met by using the pumped groundwater. Delays in submitting the GWUP can result in delays in the issuance of your discharge permit as Public Works requires sufficient review time which shall be expected by the applicant.

37. See attached Notice to Owners/Applicants planning to Dewater and Construction basements in Palo Alto. Please review this letter, City Council adopted these requirements on February 1, 2016, there will be additional dewatering requirements for the applicants to submit with the Building Permit application.

38. GRADING AND DRAINAGE PLAN: The plan set must include a grading & drainage plan prepared by a licensed professional that includes existing and proposed spot elevations, earthwork volumes, finished floor elevations, pad elevation, area drain and bubbler locations, drainage flow arrows to demonstrate proper drainage of the site. See Palo Alto Municipal Code Section 16.28 and *Grading & Drainage Guidelines for Residential Development* form for guidelines. <http://www.cityofpaloalto.org/civicax/filebank/documents/2717>

39. The Grading and Drainage Plan sheet GR03.00 is difficult to read, please use another CTB file when printing or modify the pen light weights to make this sheet more legible. As described on previous comment letter, it's difficult to determine if any retaining wall are required along the project perimeter or to calculate the drive aisle slopes needed to raise the structure above the BFE. Note that the proposed parking slopes may exceed the allowed slope.

40. **As shown on the plans applicant shall relocate the City's existing 21-inch RCP storm drain line away for the proposed building foundations. The conceptual utility**

plan is to place a new 21-inch storm drain line in the drive aisle. The proposed storm drain line shall be design to drain by gravity and shall include manholes at the bends. The site drainage shall not be directly connected to the City's line. No building structures shall be located over the new storm drain line and City easements. As part of the building permit application, applicant shall submit a schedule that includes the storm drain line replacement.

Prior to building permit final, applicant shall record a new easement for the new storm drain line. The portion of the City's existing line that is near the new building foundation shall be removed completely.

41. UTILITES AND BIO-RETENTION AREAS: Due to maintenance and inspection requirements associated with the bioretention areas, utilities that are not associated with the bio-retention design, shall not be installed within the bio-retention areas. It's not clear if there are any existing or proposed utilities within the bio-retention areas. Plot and label any existing lines to determine if these lines should be relocated or relocate the treatment areas if necessary. Identify any lines to be relocated.

42. STORM WATER TREATMENT: This project shall comply with the storm water regulations contained in provision C.3 of the NPDES municipal storm water discharge permit issued by the San Francisco Bay Regional Water Quality Control Board (and incorporated into Palo Alto Municipal Code Chapter 16.11). These regulations apply to land development projects that create or replace 10,000 square feet or more of impervious surface, and restaurants, retail gasoline outlets, auto service facilities, and uncovered parking lots that create and/or replace 5,000 square feet or more of impervious surface. In order to address the potential permanent impacts of the project on storm water quality, the applicant shall incorporate into the project a set of permanent site design measures, source controls, and treatment controls that serve to protect storm water quality, subject to the approval of the Public Works Department. The applicant shall identify, size, design and incorporate permanent storm water pollution prevention measures (preferably landscape-based treatment controls such as bioswales, filter strips, and permeable pavement rather than mechanical devices that require long-term maintenance) to treat the runoff from a "water quality storm" specified in PAMC Chapter 16.11 prior to discharge to the municipal storm drain system. **Effective February 10, 2011, regulated projects, must contract with a qualified third-party reviewer during the building permit review process to certify that the proposed permanent storm water pollution prevention measures comply with the requirements of Palo Alto Municipal Code Chapter 16.11.** The certification form, 2 copies of approved storm water treatment plan, and a description of Maintenance Task and Schedule must be received by the City from the third-party reviewer prior to approval of the building permit by the Public Works department. **Within 45 days of the installation of the required storm water treatment measures and prior to the issuance of an occupancy permit for the building, third-party reviewer shall also submit to the City a certification for approval**

If pumps are required, plot and label where the pumps will be located, storm water runoff from
Page 8 of 26

pumped system shall daylight onto onsite landscaped areas and be allowed to infiltrate and flow by gravity to the public storm drain line. Storm water runoff that is pumped shall not be directly piped into the public storm drain line.

43. Bioretention swales shall be designed to use the full swale length for treatment, place the bubbler (outlet) and catch basin (inlet) at the ends of the swale.

44. Applicant shall be aware that the project may trigger water line and meter upgrades or relocation, if upgrades or relocation are required, the building permit plan set shall plot and label utility changes. If a backflow preventer is required, it shall be located within private property and plotted on the plans. Similarly if a transformer upgrade or a grease interceptor is required it shall also be located within the private property. Plot and label these on the Utility plan.

45. The following note shall be shown on the plans adjacent to the area on the *Site Plan*:

“Any construction within the city right-of-way must have an approved Permit for Construction in the Public Street prior to commencement of this work. THE PERFORMANCE OF THIS WORK IS NOT AUTHORIZED BY THE BUILDING PERMIT ISSUANCE BUT SHOWN ON THE BUILDING PERMIT FOR INFORMATION ONLY.”

46. SIDEWALK, CURB & GUTTER: As part of this project, the applicant shall replace those portions of the existing sidewalks, curbs, gutters or driveway approaches in the public right-of-way along the frontage(s) of the property. Contact Public Works’ inspector at 650-496-6929 to arrange a site visit so that the inspector can discuss the extent of replacement work along the public road. The site plan submitted with the building permit plan set must show the extent of the replacement work. At minimum the curb and gutter and sidewalk along the project frontage shall be shown to be replaced.

47. PAVEMENT: East Bayshore is scheduled to be resurfaced in 2015. Any cutting into the pavement will trigger additional pavement requirements. Add the following note to the Site Plan adjacent to the public right-of-way: “Applicant and contractor will be responsible for resurfacing portions of Embarcadero Road and East Bayshore based the roadway surface condition after project completion and limits of trench work. At a minimum pavement resurfacing of the full width of the street along the project frontage may be required.” Plot and label the area to be resurfaced as hatched on the site plan.

48. Provide the following note on the Site Plan and Grading and Drainage Plan: “Contractor shall not stage, store, or stockpile any material or equipment within the public road right-of-way.” Construction phasing shall be coordinate to keep materials and equipment onsite or within private property.

49. IMPERVIOUS SURFACE AREA: The project will be creating or replacing 500 square feet or more of impervious surface. Accordingly, the applicant shall provide calculations of the existing and proposed impervious surface areas with the building permit application. The *Impervious Area Worksheet for Land Developments* form and instructions are available at the Development Center or on our website. To determine the impervious surface area that is being disturbed, provide the quantity on the site plan.

50. STORMWATER POLLUTION PREVENTION – The plan set shall include the “Pollution Prevention – It’s Part of the Plan” An electronic copy of this plan is available on the City’s website. <http://www.cityofpaloalto.org/civicax/filebank/documents/2732>

PRIOR TO BUILDING PERMIT FINAL

51. STORM DRAIN EASEMENT: The new easement shall be recorded and the existing easement shall be abandoned.

52. STORMWATER MAINTENANCE AGREEMENT: The applicant shall designate a party to maintain the control measures for the life of the improvements and must enter into a maintenance agreement with the City to guarantee the ongoing maintenance of the permanent C.3 storm water discharge compliance measures. The maintenance agreement shall be executed prior to the first building occupancy sign-off. The City will inspect the treatment measures yearly and charge an inspection fee. There is currently a \$381 (FY 2015) C.3 plan check fee that will be collected upon submittal for a grading or building permit.

Utilities Electrical Engineering

53. Industrial and large commercial customers must allow sufficient lead-time for Electric Utility Engineering and Operations (typically 8-12 weeks after advance engineering fees have been paid) to design and construct the electric service requested.

54. A completed Utility Service Application and a full set of plans must be included with all applications involving electrical work. The Application must be included with the preliminary submittal.

55. The applicant shall submit a request to disconnect all existing utility services and/or meters including a signed affidavit of vacancy, on the form provided by the Building Inspection Division. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued after all utility services and/or meters have been disconnected and removed.

56. All utility meters, lines, transformers, backflow preventers, and any other required equipment shall be shown on the landscape and irrigation plans and shall show that

no conflict will occur between the utilities and landscape materials. In addition, all aboveground equipment shall be screened in a manner that is consistent with the building design and setback requirements.

57. Contractors and developers shall obtain permit from the Department of Public Works before digging in the street right-of-way. This includes sidewalks, driveways and planter strips.

58. At least 48 hours prior to starting any excavation, the customer must call Underground Service Alert (USA) at 1-800-227-2600 to have existing underground utilities located and marked. The areas to be checked for underground facility marking shall be delineated with white paint. All USA markings shall be removed by the customer or contractor when construction is complete.

59. The customer is responsible for installing all on-site substructures (conduits, boxes and pads) required for the electric service. No more than 270 degrees of bends are allowed in a secondary conduit run. All conduits must be sized according to California Electric Code requirements and no 1/2 – inch size conduits are permitted. All off-site substructure work will be constructed by the City at the customer's expense. Where mutually agreed upon by the City and the Applicant, all or part of the off-site substructure work may be constructed by the Applicant.

60. All primary electric conduits shall be concrete encased with the top of the encasement at the depth of 30 inches. No more than 180 degrees of bends are allowed in a primary conduit run. Conduit runs over 500 feet in length require additional pull boxes.

61. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.

62. For services larger than 1600 amps, a transition cabinet as the interconnection point between the utility's padmount transformer and the customer's main switchgear may be required. See City of Palo Alto Utilities Standard Drawing SR-XF-E-1020. The cabinet design drawings must be submitted to the Electric Utility Engineering Division for review and approval.

63. For underground services, no more than four (4) 750 MCM conductors per phase can be connected to the transformer secondary terminals; otherwise, bus duct or x-flex cable must be used for connections to padmount transformers. If customer installs a bus duct directly between the transformer secondary terminals and the main switchgear, the installation of a transition cabinet will not be required.

64. The customer is responsible for installing all underground electric service conductors, bus duct, transition cabinets, and other required equipment. The installation shall meet the California Electric Code and the City Standards.

65. Meter and switchboard requirements shall be in accordance with Electric Utility Service Equipment Requirements Committee (EUSERC) drawings accepted by Utility and CPA standards for meter installations.

66. Shop/factory drawings for switchboards (400A and greater) and associated hardware must be submitted for review and approval prior to installing the switchgear to:

Ibrahim Peek
Assistant Electrical Engineer
Utilities Engineering (Electrical)
1007 Elwell Court
Palo Alto, CA 94303

67. For 400A switchboards only, catalog cut sheets may be substituted in place of factory drawings.

68. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.

69. The customer shall provide as-built drawings showing the location of all switchboards, conduits (number and size), conductors (number and size), splice boxes, vaults and switch/transformer pads.

70. The follow must be completed before Utilities will make the connection to the utility system and energize the service:

- All fees must be paid.
- All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.
- All Special Facilities contracts or other agreements need to be signed by the City and applicant.
- Easement documents must be completed.

PRIOR TO DEMOLITION, BUILDING OR GRADING PERMIT ISSUANCE

71. BUILDING PERMIT SUBMITTAL- PROJECT ARBORIST CERTIFICATION LETTER. Prior to submittal for staff review, attach a Project Arborist Certification Letter that he/she has; (a) reviewed the entire building permit plan set submittal and, (b)* verified all his/her updated TPR mitigation measures and changes are incorporated in the plan set, (c) affirm that ongoing Contractor/Project Arborist site monitoring inspections and reporting have been arranged with the contractor or owner (see Sheet T-1) and, (d) understands that design revisions (site or plan changes) within a TPZ will be routed to Project Arborist/Contractor for review prior to approval from City.

* (b above) other information. The Building Permit submittal set shall be accompanied by the project site arborist's certification letter that the plans have incorporated said design changes and are consistent with City Tree Technical Manual Standards, Regulations and information:

- a. Provide a project arborist's Updated Tree Protection Report (TPR) with building permit level mitigation measures, (e.g., resolve grading proximity issues with Public tree #2 and neighbor trees #3 and 5; exact TPZ scaled in feet). Provide plan revision directions to minimize root cutting conflicts that are obvious in the civil, basement, sidewalk improvement sheets. See TPR below.
- b. Palo Alto Tree Technical Manual Construction Standards, Section 2.00 and PAMC 8.10.080.

72. PLAN SET REQUIREMENTS. The final Plans submitted for building permit shall include the following information and notes on relevant plan sheets:

- a. SHEET T-1, BUILDING PERMIT. The building permit plan set will include the City's fullsized, Sheet T-1 (Tree Protection-it's Part of the Plan!), available on the Development Center website at <http://www.cityofpaloalto.org/civicax/filebank/documents/31783>. The Applicant shall **complete and sign the Tree Disclosure Statement** and recognize the Project Arborist Tree Activity Inspection Schedule. Monthly reporting to Urban Forestry/Contractor is mandatory. (Insp. #1: applies to all projects; with tree preservation report: Insp. #1-7 applies)
- b. The Tree Preservation Report (TPR). All sheets of the Applicant's construction level TPR approved by the City for full implementation by Contractor, Arbor Resources final report shall be printed on numbered Sheet T-1 (T-2, T-3, etc) and added to the sheet index.
- c. Plans to show protective tree fencing. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show the correct configuration of Type I, Type II or Type III fencing around each Regulated Tree, using a bold dashed line enclosing the Tree Protection Zone (Standard Dwg. #605, Sheet T-1; City Tree Technical Manual, Section 6.35-Site Plans); **or**

by using the Project Arborist's unique diagram for each Tree Protection Zone enclosure.

73. SITE PLAN REQUIREMENTS: In addition to showing TPZ fencing, add the following Notes on the specified Plan Sheets.

- a. Note #1. Apply to the site plan stating, *"All tree protection and inspection schedule measures, design recommendations, watering and construction scheduling shall be implemented in full by owner and contractor, as stated on Sheet T-1, in the Tree Protection Report and the approved plans"*.
- b. Note #2. All civil plans, grading plans, irrigation plans, site plans and utility plans and relevant sheets shall add a note applying to the trees to be protected, including neighboring trees stating: *"Regulated Tree--before working in this area contact the Project Site Arborist at 650-321-0202";*
- c. Note #3. Utility (sanitary sewer/gas/water/backflow/electric/storm drain) plan sheets shall include the following note: *"Utility trenching shall not occur within the TPZ of the protected tree. Contractor shall be responsible for ensuring that no trenching occurs within the TPZ of the protected tree by contractors, City crews or final landscape workers. See sheet T-1 for instructions."*
- d. Note #4. *"Basement or foundation plan. Soils Report and Excavation for basement construction within the TPZ of a protected tree shall specify a vertical cut (stitch piers may be necessary) in order to avoid over-excavating into the tree root zone. Any variance from this procedure requires Urban Forestry approval, please call (650) 496-5953."*
- e. Note #5. *"Pruning Restrictions. No pruning or clearance cutting of branches is permitted on City trees. Contractor shall obtain a Public Tree Permit from Urban Forestry (650-496-5953) for any work on Public Trees"*

74. TREE REMOVAL—PROTECTED & RIGHT-OF-WAY TREES. Existing trees (Publicly-owned or Protected) to be removed, as shown accurately located on all site plans, require approval by the Urban Forestry Tree Care Permit prior to issuance of any building, demolition or grading permit. Must also be referenced in the required Street Work Permit from Public Works Engineering.

- a. Add plan note for each tree to be removed, *"Tree Removal. Contractor shall obtain a completed Urban Forestry Tree Care Permit # _____ (contractor to complete) separate from the Building or Street Work Permit. Permit notice hanger and conditions apply. Contact (650-496-5953)."*
- b. Copy the approval. The completed Tree Care Permit shall be printed on Sheet T-2, or specific approval communication from staff clearly copied directly on the relevant plan sheet. The same Form is used for public or private Protected tree

removal requests available from the Urban Forestry webpage:
<http://www.cityofpaloalto.org/gov/depts/pwd/trees/default.asp>

75. NEW RIGHT-OF-WAY TREES--PLAN REQUIREMENTS. New trees shall be shown on all relevant plans: site, utility, irrigation, landscape, etc. in a location 10' clear radius from any (new or existing) underground utility or curb cut (see Note #4 above).

- a. Add note on the Planting Plan that states, "*Tree Planting. Prior to in-ground installation, Urban Forestry inspection/approval is required for tree stock, planting conditions and irrigation adequacy. Contact (650-496-5953).*"
- b. Landscape Plans shall state the Urban Forestry approved species, size and include relevant Standard Planting Dwg. #603, #603a or #604 (reference which), and shall note the tree pit dug at least twice the diameter of the root ball.
- c. Landscape plan shall include planting preparation details for trees specifying digging the soil to at least 30-inches deep, backfilled with a quality topsoil and dressing with 2-inches of wood or bark mulch on top of the root ball keeping clear of the trunk by 1-inch.
- d. Add note on the Planting & Irrigation Plan that states, "Irrigation and tree planting in the right-of-way requires a street work permit per CPA Public Works standards."
- e. Automatic irrigation shall be provided for each tree. Standard Dwg. #513 shall be included on the irrigation plans and show two bubbler heads mounted on flexible tubing placed at the edge of the root ball. Bubblers mounted inside an aeration tube are prohibited. The tree irrigation system shall be connected to a separate valve from other shrubbery and ground cover, pursuant to the City's Landscape Water Efficiency Standards.

76. NEW TREES—SOIL VOLUME. Unless otherwise approved, new right-of-way trees each new tree shall be provided with 800 cubic feet of rootable soil area, utilizing Standard Dwg. #604/513. Rootable soil shall mean compaction less than 90% over the area, not including sidewalk base areas except when mitigated. Sidewalk or asphalt base underlayment [in lieu of compacted base rock] shall use an *Alternative Base Material* method such as structural grid (Silva Cell). Design and manufacturer details shall be added to relevant civil and landscape sheets. Each parking lot tree in small islands and all public trees shall be provided adequate rootable soil commensurate to mature tree size. Note: this expectation requires coordination with the engineer, arborist and landscape architect.

- a. Minimum soil volume for tree size growth performance (in cubic feet): Large: 1,200 cu.ft. Medium: 800 cu.ft. Small: 400 cu.ft.
- b. Landscape Plan. When qualifying for parking area shade ordinance compliance (PAMC 18.40.130) trees shall be labeled (as S, M or L).
- c. Engineered Soil Mix (ESM). When approved, Engineered Soil Mix base material shall be utilized in specified areas, such as a sidewalk base or channeling to a landscape area, to achieve expected shade tree rooting potential and maximum service life of the sidewalk, curb, parking surfaces and compacted areas. Plans and Civil Drawings shall use CPA Public Works Engineering ESM Specifications, Section 30 and Standard Dwg. #603a. Designated areas will be identified by cross-hatch or other symbol, and specify a minimum of 24" depth. The technology may be counted toward any credits awarded for LEED or Sustainable Sites certification ratings.

77. LANDSCAPE PLANS

- a. Include all changes recommended from civil engineer, architect and staff, including planting specifications if called for by the project arborist,
- b. Provide a detailed landscape and irrigation plan encompassing on-and off-site plantable areas out to the curb as approved by the Architectural Review Board. A Landscape Water Use statement, water use calculations and a statement of design intent shall be submitted for the project. A licensed landscape architect and qualified irrigation consultant will prepare these plans, to include:
 - i. All existing trees identified both to be retained and removed including street trees.
 - ii. Complete plant list indicating tree and plant species, quantity, size, and locations.
 - iii. Irrigation schedule and plan.
 - iv. Fence locations.
 - v. Lighting plan with photometric data.
 - vi. Landscape Plan shall ensure the backflow device is adequately obscured with the appropriate screening to minimize visibility (planted shrubbery is preferred, painted dark green, decorative boulder covering acceptable; wire cages are discouraged).
 - vii. All new trees planted within the public right-of-way shall be installed per Public Works (PW) Standard Planting Diagram #603 or 604 (include on plans), and shall have a tree pit dug at least twice the diameter of the root ball.
 - viii. Landscape plan shall include planting preparation details for trees specifying digging the soil to at least 30-inches deep, backfilled with a quality topsoil and dressing with 2-inches of wood or bark mulch on top of the root ball keeping clear of the trunk by 1-inch.

- ix. Automatic irrigation shall be provided to all trees. For trees, Standard Dwg. #513 shall be included on the irrigation plans and show two bubbler heads mounted on flexible tubing placed at the edge of the root ball. Bubblers shall not be mounted inside an aeration tube. The tree irrigation system shall be connected to a separate valve from other shrubbery and ground cover, pursuant to the City's Landscape Water Efficiency Standards. Irrigation in the right-of-way requires a street work permit per CPA Public Works standards.
- c. Add Planting notes to include the following mandatory criteria:
 - i. *Prior to any planting, all plantable areas shall be tilled to 12" depth, and all construction rubble and stones over 1" or larger shall be removed from the site.*
 - ii. *A turf-free zone around trees 36" diameter (18" radius) required for best tree performance.*
- d. Add note: *"Mandatory Landscape Architect (LA) Inspections and Verification to the City. The LA shall verify the performance measurements are achieved with a letter of verification to City Planning staff, in addition to owner's representative for the following:*
 - i. *All the above landscape plan and tree requirements are in the Building Permit set of plans.*
 - ii. *Percolation & drainage checks have been performed and are acceptable.*
 - iii. *Fine grading inspection of all plantable areas has been personally inspected for tilling depth, rubble removal, soil test amendments are mixed and irrigation trenching will not cut through any tree roots.*
 - iv. *Tree and Shrub Planting Specifications, including delivered stock, meets Standards in the CPA Tree Technical Manual, Section 3.30-3.50. Girdling roots and previously topped trees are subject to rejection.*

DURING CONSTRUCTION

78. TREE PROTECTION VERIFICATION. Prior to any site work a written verification from the contractor that the required protective fencing is in place shall be submitted to the Urban Forestry Section (derek.sproat@cityofpaloalto.org). The fencing shall contain required warning sign and remain in place until final inspection of the project.

79. EXCAVATION RESTRICTIONS APPLY (TTM, Sec. 2.20 C & D). Any approved grading, digging or trenching beneath a tree canopy shall be performed using 'air-spade' method as a preference, with manual hand shovel as a backup. For utility trenching, including sewer line, roots exposed with diameter of 1.5 inches and greater shall remain intact and not be damaged. If directional boring method is used to tunnel beneath roots, then Table 2-1, Trenching and Tunneling Distance, shall be printed on the final plans to be implemented by Contractor.

80. PLAN CHANGES. Revisions and/or **changes to plans before or during construction** shall be reviewed and responded to by the (a) project site arborist, Skender Construction, Bay Area Tree Specialists Richard Smith, 408-836-9147, or (b) landscape architect with written letter of acceptance before submitting the revision to the Building Department for review by Planning, PW or Urban Forestry.

81. TREE PROTECTION COMPLIANCE. The owner and contractor shall implement all protection and inspection schedule measures, design recommendations and construction scheduling as stated in the TPR & Sheet T-1, and is subject to code compliance action pursuant to PAMC 8.10.080. The required protective fencing shall remain in place until final landscaping and inspection of the project. Project arborist approval must be obtained and documented in the monthly activity report sent to the City. The mandatory Contractor and Arborist Monthly Tree Activity Report shall be sent monthly to the City (pwps@cityofpaloalto.org) beginning with the initial verification approval, using the template in the Tree Technical Manual, Addendum 11.

82. TREE PROTECTION. Tree protection fencing is not required for this minor project. However, the owner and contractor shall, as needed, protect and preserve all trees to remain on the site, subject to code compliance action pursuant to PAMC 8.10.080 and Construction Requirements of the City Tree Technical Manual, Section 2.00.

83. TREE DAMAGE. Tree Damage, Injury Mitigation and Inspections apply to Contractor. Reporting, injury mitigation measures and arborist inspection schedule (1-5) apply pursuant to TTM, Section 2.20-2.30. Contractor shall be responsible for the repair or replacement of any publicly owned or protected trees that are damaged during the course of construction, pursuant to Title 8 of the Palo Alto Municipal Code, and city Tree Technical Manual, Section 2.25.

84. GENERAL. The following general tree preservation measures apply to all trees to be retained: No storage of material, topsoil, vehicles or equipment shall be permitted within the tree enclosure area. The ground under and around the tree canopy area shall not be altered. Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.

PRIOR TO OCCUPANCY

85. URBAN FORESTRY DIGITAL FILE & INSPECTION. The applicant or architect shall provide a digital file of the landscape plan, including new off-site trees in the publicly owned right-of-way. A USB Flash Drive, with CAD or other files that show species, size and exact scaled location of each tree on public property, shall be delivered to Urban Forestry at a tree and landscape inspection scheduled by Urban Forestry (650-496-5953).

86. LANDSCAPE CERTIFICATION LETTER. The Planning Department shall be in receipt of a verification letter that the Landscape Architect has inspected all trees, shrubs, planting and irrigation and that they are installed and functioning as specified in the approved plans.

87. PROJECT ARBORIST CERTIFICATION LETTER. Prior to written request for temporary or final occupancy, the contractor shall provide to the Planning Department and property owner a final inspection letter by the Project Arborist. The inspection shall evaluate the success or needs of Regulated tree protection, including new landscape trees, as indicated on the approved plans. The written acceptance of successful tree preservation shall include a photograph record and/or recommendations for the health, welfare, mitigation remedies for injuries (if any). The final report may be used to navigate any outstanding issues, concerns or security guarantee return process, when applicable.

88. PLANNING INSPECTION. Prior to final sign off, contractor or owner shall contact the city planner (650-329-2441) to inspect and verify Special Conditions relating to the conditions for structures, fixtures, colors and site plan accessories.

POST CONSTRUCTION

89. MAINTENANCE. All landscape and trees shall be maintained, watered, fertilized, and pruned according to Best Management Practices-Pruning (ANSI A300-2008 or current version) and the City [Tree Technical Manual](#), Section 5.00. Any vegetation that dies shall be replaced or failed automatic irrigation repaired by the current property owner within 30 days of discovery.

Utilities Water-Gas-Wastewater Engineering

PRIOR TO ISSUANCE OF DEMOLITION PERMIT

90. Prior to demolition, the applicant shall submit the existing water/wastewater fixture unit loads (and building as-built plans to verify the existing loads) to determine the capacity fee credit for the existing load. If the applicant does not submit loads and plans they may not receive credit for the existing water/wastewater fixtures.

91. The applicant shall submit a request to disconnect all utility services and/or meters including a signed affidavit of vacancy. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued by the building inspection division after all utility services and/or meters have been disconnected and removed.

FOR BUILDING PERMIT

92. The applicant shall submit a completed water-gas-wastewater service connection application - load sheet for City of Palo Alto Utilities. The applicant must provide all the information requested for utility service demands (water in fixture units/g.p.m., gas in b.t.u.p.h, and sewer in fixture units/g.p.d.). The applicant shall provide the existing (prior) loads, the new loads, and the combined/total loads (the new loads plus any existing loads to remain).

93. The applicant shall submit improvement plans for utility construction. The plans must show the size and location of all underground utilities within the development and the public right of way including meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities.

94. The applicant must show on the site plan the existence of any auxiliary water supply, (i.e. water well, gray water, recycled water, rain catchment, water storage tank, etc).

95. The applicant shall be responsible for installing and upgrading the existing utility mains and/or services as necessary to handle anticipated peak loads. This responsibility includes all costs associated with the design and construction for the installation/upgrade of the utility mains and/or services.

96. The applicant's engineer shall submit flow calculations and system capacity study showing that the on-site and off-site water and sanitary sewer mains and services will provide the domestic, irrigation, fire flows, and wastewater capacity needed to service the development and adjacent properties during anticipated peak flow demands. Field testing may be required to determine current flows and water pressures on existing water main. Calculations must be signed and stamped by a registered civil engineer. The applicant is required to perform, at his/her expense, a flow monitoring study of the existing sewer main to determine the remaining capacity. The report must include existing peak flows or depth of flow based on a minimum monitoring period of seven continuous days or as determined by the senior wastewater engineer. The study shall meet the requirements and the approval of the WGW engineering section. No downstream overloading of existing sewer main will be permitted.

97. An approved reduced pressure principle assembly (RPPA backflow preventer device) is required for all existing and new water connections from Palo Alto Utilities to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive. The RPPA shall be installed on the owner's property and directly behind the water meter within 5 feet of the property line. RPPA's for domestic service shall be lead free.
Show the location of the RPPA on the plans.

98. An approved reduced pressure detector assembly is required for the existing or new water connection for the fire system to comply with requirements of California

administrative code, title 17, sections 7583 through 7605 inclusive (a double detector assembly may be allowed for existing fire sprinkler systems upon the CPAU's approval). reduced pressure detector assemblies shall be installed on the owner's property adjacent to the property line, within 5' of the property line. **Show the location of the reduced pressure detector assembly on the plans.**

99. All backflow preventer devices shall be approved by the WGW engineering division. Inspection by the utilities cross connection inspector is required for the supply pipe between the meter and the assembly.

100. Existing wastewater laterals that are not plastic (ABS, PVC, or PE) shall be replaced at the applicant's expense.

101. Existing water services that are not a currently standard material shall be replaced at the applicant's expense.

102. The applicant shall pay the capacity fees and connection fees associated with new utility service/s or added demand on existing services. The approved relocation of services, meters, hydrants, or other facilities will be performed at the cost of the person/entity requesting the relocation.

103. Each unit or place of business shall have its own water and gas meter shown on the plans. Each parcel shall have its own water service, gas service and sewer lateral connection shown on the plans.

104. A separate water meter and backflow preventer is required to irrigate the approved landscape plan. Show the location of the irrigation meter on the plans. This meter shall be designated as an irrigation account and no other water service will be billed on the account. The irrigation and landscape plans submitted with the application for a grading or building permit shall conform to the City of Palo Alto water efficiency standards.

105. A new water service line installation for domestic usage is required. For service connections of 4-inch through 8-inch sizes, the applicant's contractor must provide and install a concrete vault with meter reading lid covers for water meter and other required control equipment in accordance with the utilities standard detail. Show the location of the new water service and meter on the plans.

106. A new water service line installation for irrigation usage is required. Show the location of the new water service and meter on the plans.

107. A new water service line installation for fire system usage is required. Show the location of the new water service on the plans. The applicant shall provide to the engineering department a copy of the plans for fire system including all fire department's

requirements.

108. A new gas service line installation is required. Show the new gas meter location on the plans. The gas meter location must conform with utilities standard details.

109. A new sewer lateral installation per lot is required. Show the location of the new sewer lateral on the plans.

110. Where public mains are installed in private streets/PUEs for condominium and town home projects the CC&Rs and final map shall include the statement: *"Public Utility Easements: If the City's reasonable use of the Public Utility Easements, which are shown as P.U.E on the Map, results in any damage to the Common Area, then it shall be the responsibility of the Association, and not of the City, to Restore the affected portion(s) of the Common Area. This Section may not be amended without the prior written consent of the City".*

111. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGW utilities procedures.

112. Utility vaults, transformers, utility cabinets, concrete bases, or other structures cannot be placed over existing water, gas or wastewater mains/services. Maintain 1' horizontal clear separation from the vault/cabinet/concrete base to existing utilities as found in the field. If there is a conflict with existing utilities, Cabinets/vaults/bases shall be relocated from the plan location as needed to meet field conditions. Trees may not be planted within 10 feet of existing water, gas or wastewater mains/services or meters. New water, gas or wastewater services/meters may not be installed within 10' of existing trees. Maintain 10' between new trees and new water, gas and wastewater services/mains/meters.

113. To install new gas service by directional boring, the applicant is required to have a sewer cleanout at the front of the building. This cleanout is required so the sewer lateral can be videoed for verification of no damage after the gas service is installed by directional boring.

114. All utility installations shall be in accordance with the City of Palo Alto utility standards for water, gas & wastewater.

Public Art

115. If the applicant chooses to pay in-lieu of commissioning art on site, the funds must be paid prior to the issuance of a building permit.

116. If the applicant chooses to commission art on site, then they must complete both initial and final reviews and receive approval from the Public Art Commission prior to the issuance of a permit.

Building Department

117. Plans shall include an analysis of the occupancies separations.

118. Plans shall include an analysis of the exit (egress) system.

119. Plans shall include the location(s) of the accessible path(s) that include the public right-of-way.

120. All parking areas shall include accessible parking spaces as required by 2013 CBC 11B.

Fire Department

121. Install a NFPA 13 fire sprinkler, NFPA 14 standpipe, NFPA 24 underground fire service and NFPA 72 fire alarm system under separate permit.

122. Install two (2) on-site fire hydrants. Install one (1) public fire hydrant on Embarcadero Road.

123. This facility shall meet the requirements of the 2013 CA Fire Code section 510 RE: Emergency Responders Radio System.

124. Fire Department access roadways shall meet the requirements of the 2013 CA Fire Code Section 503 and Appendix D including section D105.

Green Building

Local Energy Reach Code for Non-Residential Projects

The following conditions apply to the project:

125. **The project includes new construction and therefore triggers the Local Energy Efficiency Reach Code.** For all new non-residential construction: The performance approach specified within the 2013 California Energy Code shall be used to demonstrate that the TDV Energy of the proposed building is at least 15% less than the TDV Energy of the Standard Design. (Ord. 5326 § 1 (part), 2015)

Green Building Requirements for Non-Residential Projects

The following conditions apply to the project:

126. **The project is a new nonresidential construction project greater than 1,000 square feet** and therefore must comply with California Green Building Standards Code Mandatory plus Tier 2 requirements, as applicable to the scope of work. PAMC 16.14.080 (Ord. 5324 § 1 (part), 2015). The project applicant shall indicate the requirements on the Permit Plans. The submittal requirements are outlined here: www.cityofpaloalto.org/gov/depts/ds/green_building/default.asp.

127. **The project is a new building over 10,000 square feet** and therefore must meet the commissioning requirements outlined in the California Building Code section 5.410.2 for Planning Approval. The project team shall re-submit the Owner's Project Requirements (OPR) in accordance with section 5.410.2.1 with an updated Basis of Design (BOD) in accordance with 5.410.2.2 that reflects the design elements finalized between Planning Approval and Permit Submittal. The project shall also submit a Commissioning Plan in accordance with 5.410.2.3 and the GB-3 and GB-4 requirements listed on the green building section of the Development Services webpage.

128. **The project is a nonresidential projects exceeding \$100,000 valuation** and therefore must acquire an Energy STAR Portfolio Manager Rating and submit the rating to the City of Palo Alto once the project has been occupied after 12 months. PAMC 16.14.380 (Ord. 5324 § 1 (part), 2015). The Energy Star Project Profile shall be submitted to the Building Department prior to permit issuance. Submittal info can be found at: https://www.cityofpaloalto.org/gov/depts/utl/business/benchmarking_your_building.asp.

129. **EMERGENCY DROUGHT REGULATIONS: The project is a non-residential new construction project with a landscape of any size included in the project scope** and therefore must comply with Potable water reduction Tier 2 in accordance with the Emergency Drought Regulations effective June 1st, 2015. Documentation is required to demonstrate that the Estimated Total Water Use (ETWU) falls within a Maximum Applied Water Allowance (MAWA) using the ET adjustment factor (ETAF) of 0.55 for landscaped areas. Special Landscape Areas (SLA) will be given an allowance of 0.45. The resulting ETAF for SLA shall be 1.0. (PAMC 16.14 (Ord. 5324 § 1 (part), 2015) and the Emergency Drought Regulations link below:

<http://www.documents.dgs.ca.gov/bsc/2015TriCycle/BSC-Meetings/Emergency-Regs/HCDEF-01-15-ET-Pt11.pdf>

130. The project applicant shall update sheet L-6 to reflect the landscape calculations and information above on the Permit Plans.

131. **The project includes a new or altered irrigation system** and therefore must be designed and installed to prevent water waste due to overspray, low head drainage, or

other conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures. PA 16.14.300 (Ord. 5324 § 1 (part), 2015).

132. **The project includes a new or altered irrigation system** and therefore the irrigation must be scheduled between 8:00 p.m. and 10:00 a.m. unless weather conditions prevent it. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance. Total annual applied water shall be less than or equal to maximum applied water allowance (MAWA) as calculated per the potable water use reduction tier. PAMC 16.14.310 (Ord. 5324 § 1 (part), 2015).). The project applicant shall indicate the requirements on the Permit Plans.

133. **The project is outside the boundaries of the recycled water project area and is greater than 1,000 square feet** and therefore must install recycled water infrastructure for irrigation systems. PAMC 16.14.230 (Ord. 5324 § 1 (part), 2015). The project applicant shall indicate the requirements on the Permit Plans.

134. **The project is either new construction or a rehabilitated landscape and is greater than 1,000 square feet and therefore must install** a dedicated irrigation meter related to the recycled water infrastructure. PAMC 16.14.230 (Ord. 5324 § 1 (part), 2015). The project applicant shall indicate the requirements on the Permit Plans.

135. **The project is a nonresidential new construction or renovation project and has a value exceeding \$25,000** and therefore must meet Enhanced Construction Waste Reduction Tier 2. PAMC 16.14.240 (Ord. 5324 § 1 (part), 2015). The project shall use the Green Halo System to document the requirements.

136. **The project includes non-residential demolition** and therefore must meet the Enhanced Construction Waste Reduction - Tier 2. PAMC 16.14.270 (Ord. 5324 § 1 (part), 2015). The project shall use the Green Halo System to document the requirements.

137. **The project is a new non-residential structure** and therefore must comply with the City of Palo Alto Electric Vehicle Charging Ordinance 5324. The project shall provide Conduit Only, EVSE-Ready Outlet, or EVSE Installed for at least 25% of parking spaces, among which at least 5% (and no fewer than one) shall be EVSE Installed. The requirements shall be applied separately to accessible parking spaces. See Ordinance 5324 for EVSE definitions, minimum circuit capacity, and design detail requirements. PAMC 16.14.380 (Ord. 5263 § 1 (part), 2013)

See <https://www.cityofpaloalto.org/civica/x/filebank/documents/43818> for additional details.

138. **The project has indicated the locations of the EVSE infrastructure on sheet A0.3.** The following are required at Post-Construction after 12 months of occupancy.

139. **The project is a nonresidential projects exceeding \$100,000 valuation**

and therefore must acquire an Energy STAR Portfolio Manager Rating and submit the rating to the City of Palo Alto once the project has been occupied after 12 months. PAMC 16.14.250 (Ord. 5324 § 1 (part), 2015). Submittal info can be found at:

https://www.cityofpaloalto.org/gov/depts/utl/business/benchmarking_your_building.asp.

The following are **optional to the project team**:

Optional Zero Net Energy Design Review:

140. **OPTIONAL: The project is a new construction or remodel of a commercial project** and therefore may elect to engage the City of Palo Alto consultant, BASE Energy Inc, free of charge. BASE will assist the project in targeting Zero Net Energy and exceeding the Title 24 Energy Code. Rebates may be available via working with Base. For more information, visit cityofpaloalto.org/commercial program or call 650.329.2241. The applicant may also contact Ricardo Sfeir at BASE Energy at rsfeir@baseco.com to schedule a project kick-off.

Utilities Incentives & Rebates

141. **OPTIONAL:** The project may be eligible for several rebates offered through the City of Palo Alto Utilities Department. These rebates are most successfully obtained when planned into the project early in design. For the incentives available for the project, please see the information provided on the Utilities website: <http://www.cityofpaloalto.org/gov/depts/utl/business/rebates/default.asp>

Bird-Friendly Building Design

142. **OPTIONAL: The project contains a glazed façade that covers a large area.** The project should consider bird-safe glazing treatment that typically includes fritting, netting, permanent stencils, frosted glass, exterior screens, and physical grids placed on the exterior of glazing or UV patterns visible to birds. In some cases, bird-friendly treatment is invisible to humans. Vertical elements of the window patterns should be at least 1/4 inch wide at a minimum spacing of 4 inches, or have horizontal elements at least 1/8 inch wide at a maximum spacing of 2 inches. The applicant should reference the San Francisco Guidelines for Bird-Safe Buildings: <http://www.sf-planning.org/index.aspx?page=2506>.

ATTACHMENT D
Project's Conformance with Zoning Code Regulations
1700 Embarcadero Road / File No. 15PLN-00394

Table 1: CONFORMANCE WITH CHAPTER 18.16 & 18.30(F) (CS DISTRICT & AD COMBINING DISTRICT)			
Regulation	Required	Proposed	Conformance
Minimum Building Setbacks			
Front Setback	0-10 ft to create an 8-12 ft effective sidewalk	40 feet	Project Conforms with DEE approval
Interior Side Yard	None	56 ft	Project Conforms
Street Side Setback	None	80 ft	Project Conforms
Rear Setback	None	50 ft to main building 5 ft to car wash building	Project Conforms
Floor Area Ratio (max)	66,384 s.f. (0.6:1) 0.4:1 (44,256 sf) 0.2:1 (22,123 sf) bonus	0.56:1 (61,510 sf) 0.39:1 (43,786 sf) 0.16:1 (17,724 sf)	Project Conforms
Lot Coverage	None	28,213 s.f. (25.5%)	Project Conforms
Building Height	50 feet	50 ft	Project Conforms

Table 2: CONFORMANCE WITH CHAPTER 18.52 (Off-Street Parking and Loading Requirements)			
Parking Spaces	Required	Proposed	Conformance
Customer/Employee	Vehicle outdoor display: 1:500 s.f. (2,551/500 = 5) Showroom/Sales: 1:400 sf (30,475/400 = 76) Car Wash/Service Repair: 1:350 sf (19,756/350 = 56) 139 spaces*	Surface: 43 2 nd Floor: 66 3 rd Floor: 30 Total: 139	Project Conforms
Bicycles	1: 10 employees 7 spaces	8 spaces	Project Conforms

*Rounding

ATTACHMENT E
COMPREHENSIVE PLAN & BAYLANDS MASTER PLAN CONSISTENCY
1700 Embarcadero Road
15PLN-00394

Table 1: CONFORMANCE WITH COMPREHENSIVE PLAN POLICIES	
Policy	Conformity Finding
L-5: Maintain the scale and character of the City. Avoid land uses that are overwhelming and unacceptable due to their size and scale.	The project is an automobile dealership, which is automobile serving use. It is not expected that there be a lot of pedestrian activity associated with the use. As such it is typical to have a building surrounded by parking and vehicle circulation. Landscaping will provide visual screening from the adjacent roadways.
L-42: Encourage Employment Districts to develop in a way that encourages transit, pedestrian and bicycle travel and reduces the number of auto trips for daily errands.	As proposed, the project exceeds the number of required bicycle parking spaces. The project also proposes a bicycle amenity area catering to those visiting the Baylands area.
L-43: Provide sidewalks, pedestrian paths, and connections to the citywide bikeway system within Employment Districts. Pursue opportunities to build sidewalks and paths in renovation and expansion projects.	The project proposes a bicycle amenity area that complements the City's bicycle transportation network.
L-46: Maintain the East Bayshore and San Antonio Road/Bayshore Corridor areas as diverse business and light industrial districts.	The project is an automobile dealership, which is consistent with the Commercial Service types of intensity and uses.
L-48: Promote high quality, creative design and site planning that is compatible with surrounding development and public spaces.	The proposed building would be clad in metal panels and cement plaster system with light grey and sandy hook grey trim. Glass would be high performance, insulated, low-e glazing. The proposed dealership with an integrated sales, service and inventory building is efficient and innovative. The typical negative aspects of an automobile dealership such as a lot of merchandise parked cars and service bays have been internalized in the building or on the roof deck, which will not be seen by those passing by the site.

Table 1: CONFORMANCE WITH COMPREHENSIVE PLAN POLICIES	
Policy	Conformity Finding
L-50: Encourage high quality signage that is attractive, appropriate for the location and balances visibility needs with aesthetic needs.	The proposed signs are appropriate for the use and scale of the building and site.

Table 2: CONFORMANCE WITH BAYLANDS MASTER PLAN	
Policy	Conformity Finding
Use only muted, natural colors. Choose materials and finishes that will weather without degrading.	The proposed building would be clad in metal panels and cement plaster system with light grey and sandy hook grey trim. Glass would be high performance, insulated, low-e glazing.
Preserve the horizon line with low and horizontal elements.	The building would be 50'-0" in height for the parapets. The building's mass is articulated and appears to have a horizontal orientation, with the exception of the elevator shaft, which is vertical.
Mount fences, enclosures, and identity signs low to the ground.	The project includes details on wall signs, however, no application for a sign permit has been submitted. When a sign application is submitted, staff will ensure the any approved signs are low lying, and that all wall signs are located below the roof line so as not to puncture the horizon line.
Reduce the size and mounting heights of regulatory signs.	The project's freestanding signs are consistent with PAMC Section 16.20.120 and are below 5'-0" in height.
Design for practicality.	The proposed dealership with an integrated sales, service and inventory building is efficient and innovative.

SITE PHOTOGRAPHS



On Site Looking North



On Site Looking Northeast



Existing Building



Looking North from Site



Looking Northwest from Site



Looking Northwest from Site



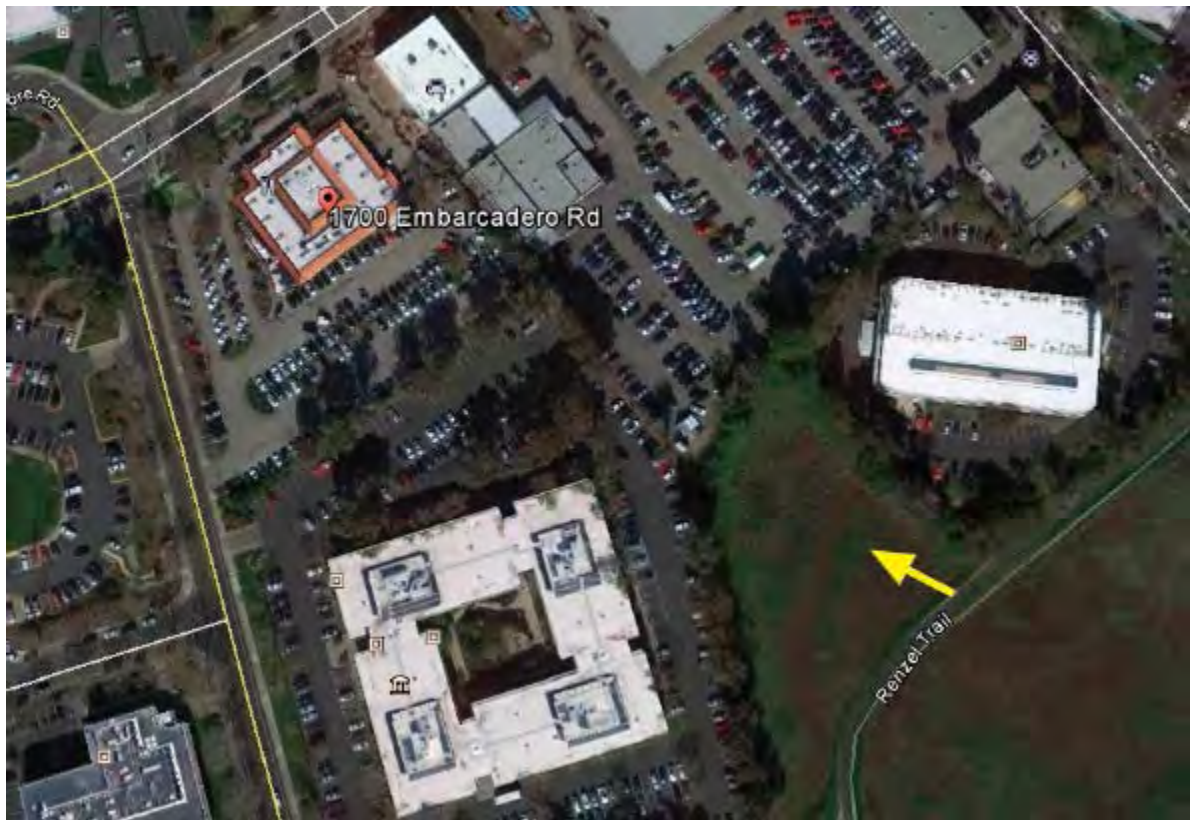
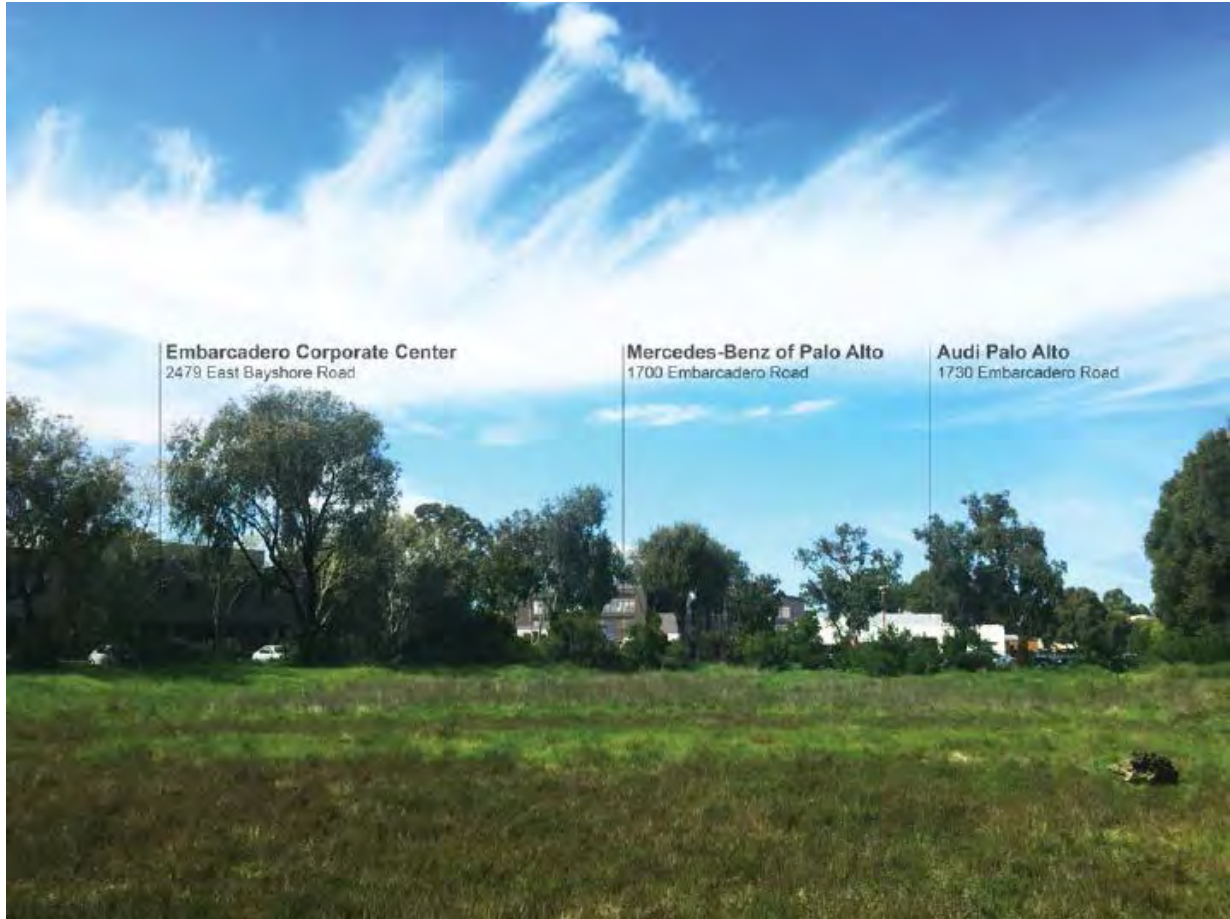
Looking at Site from South



Looking at Site from Baylands Trail (Southeast)



Byers Institute (2452 Watson Ct.) Example of Baylands Inspired Theme



**City of Palo Alto**

(ID # 6269)

Architectural Review Board ARB Staff Report

Report Type: New Business**Meeting Date: 11/19/2015****Summary Title: 1700 Embarcadero Road**

Title: Request by Deeg Snyder, on behalf of Jones Palo Alto Real Property, LLC. for a Major Architectural Review to demolish the existing approximately 18,000 square feet building and to construct a new approximately 62,000 square feet building for an automobile dealership in the CS (D) Service Commercial and Site Design Review Combining District. The application includes a Design Enhancement Exception request to allow deviation from the 10 feet build-to-line from Embarcadero Road and a request to allow zoning change for the Automobile Dealership (AD) overlay.

From: Jonathan Lait**Lead Department: Architectural Review Board****RECOMMENDATION**

Staff recommends the Architectural Review Board (ARB) conduct a public hearing and provide feedback on the project design to staff and applicant, then continue it to a date uncertain. No formal action is necessary at this time, since the project will need to be further evaluated by staff and the Planning and Transportation Commission prior to ARB's formal recommendation.

EXECUTIVE SUMMARY

At the applicant's request, the first formal hearing for this Site and Design project has been scheduled prior to completion of staff's zoning compliance and environmental review. The hearing is designed to give the applicant early notification of any design changes that may be necessary prior to future hearings and a final decision by the City Council.

The applicant, Mercedes Benz, is proposing to demolish the former Ming's Restaurant building and construct a three-story automobile dealership with roof deck parking and a detached car wash facility. The property is within the Site and Design Review (D) combining district and adjacent to the Baylands, which requires heightened review due to the sensitive environment. The applicant is also requesting a zoning change for the addition of the Automobile Dealership Combining (AD) District and a Design Enhancement Exception (DEE) to deviate from the "build-to-line" requirement.

BACKGROUND

The site was a Planned Community zone until the Council approved a rezoning of the site, in conjunction with a hotel project, to the CS(D) zone in 2009 and was later extended by Council in 2013. The hotel project entitlement has since expired and new development on the site must meet the development standards for the CS(D) district.

The most recent proposal was the subject of an ARB study session on May 7, 2015 (meeting video: <https://www.youtube.com/watch?v=6KAKgKC7Po4&start=108&width=420&height=315>) and a preliminary ARB hearing on August 27, 2015 (Meeting video: <https://www.youtube.com/watch?v=Qp1FdZWSols&start=3395&width=420&height=315> and meeting packet: <https://www.cityofpaloalto.org/civicax/filebank/documents/48697>). Feedback on the concepts were provided to staff and the applicant and discussed later in this report.

SITE INFORMATION

The project site (site) consists of a single parcel of 2.54 acres (110,642 square feet). The site is located on the southeast corner of Embarcadero Road and East Bayshore Road (see location map, Attachment A). The site is zoned CS(D): Commercial Service (CS) with a Site and Design Review combining district (D). The site's Comprehensive Plan Land Use designation is Service Commercial. The site is included within the City's Baylands Master Plan (Privately Owned Lands) and the City's Comprehensive Plan identifies the site within the "East Bayshore Employment District". See Attachment D for photographs of the site and surroundings.

The site is developed with a single-story commercial building with 17,942 square feet (sf) of floor area built in 1968, formerly the Ming's Restaurant. The site also includes a large surface parking lot that served the restaurant. The existing architecture of the building is characteristic of mid-century modern architecture with some roof elements reminiscent of an Asian style, the cuisine of the former restaurant.

The site includes an approximate 80'-0" wide easement to accommodate overhead high voltage electric transmission lines parallel to East Bayshore Road, and a sub-surface storm drain line. Surface improvements such as landscaping, driveways and parking, are allowed within the easement.

Comprehensive Plan Designation

The site has a Comprehensive Plan Land use designation of Service Commercial. The Service Commercial land use designation allows facilities providing citywide and regional services and relying on customers arriving by car. Typical uses include auto services and dealerships, motels, lumberyards, appliance stores, and restaurants, and the designation allows for non-residential floor area ratios up to 0.4:1.

The Comprehensive Plan also identifies the site within the "East Bayshore Employment District". Palo Alto's four Employment Districts represent a development pattern not found in other parts of the City. The Districts are characterized by large one- and two-story buildings

separated by large parking lots and landscaped areas. They are accessed primarily by automobile and are typically self-contained, with limited connections to other parts of the City. Meeting daily needs such as child care, errands, and even eating usually requires a trip by car. As redevelopment occurs, design changes should shift these areas away from complete reliance on automobiles and promote pedestrian and bicycle connections to the rest of the City. Staff will evaluate the project's consistency with these policies and seeks ARB comments.

Zoning Designation

The subject property has a zoning designation of CS(D) Service Commercial zone with Site and Design Review Combining District. The CS Service Commercial district is intended to create and maintain areas accommodating citywide and regional services that may be inappropriate in neighborhood or pedestrian-oriented shopping areas, and which generally require automotive access for customer convenience, servicing of vehicles or equipment, loading or unloading, or parking of commercial service vehicles.

The Site and Design Review (D) combining district is intended to provide a process for review and approval of development in environmentally and ecologically sensitive areas, including established community areas which may be sensitive to negative aesthetic factors, excessive noise, increased traffic or other disruptions, in order to assure that use and development will be harmonious with other uses in the general vicinity, will be compatible with environmental and ecological objectives, and will be in accord with the Palo Alto Comprehensive Plan.

Baylands Master Plan

Stewardship of the Baylands is a high priority for Palo Alto and decisions that affect the Baylands are given much attention. The Master Plan has been updated several times, most recently in 2007, and has evolved to its current state. The site is within the Baylands Master Plan and referred to under the "Private Lands" sub-area. The Baylands Master Plan advocates a unification of the Baylands; in addition to the following two policies that are specific to the Privately Owned Lands, activities in this area must also comply with policies stated in the "Overall", "Flood Control", and "Access & Circulation" chapters as well as policies stated for the surrounding areas. The site is visible from the Baylands bicycle/pedestrian trail to the southwest of the site. The two specific policies related to "Private Lands", include:

1. Be sure any future development is consistent with the Comprehensive Plan and continues to receive extensive design review utilizing the Site and Design Review Process and the Site Assessment and Design Guidelines Palo Alto Nature Preserve.
2. Provide screen planting along the southerly urbanized edge of the property facing the former ITT property.

The subject application is seeking the appropriate entitlements as required by the Baylands Master Plan. The subject property is located near, but not adjacent to the former ITT property. Staff will evaluate the need for screening from the southerly urbanized edge and welcomes boardmember comments.

Surrounding Sites

Properties to the north of the site (across Embarcadero Road)—include (Merrill Corporation) offices. To the south (professional offices) and west (across East Bayshore Road—medical offices), the sites are zoned Research, Office and Limited Manufacturing (ROLM) District. Planned Community District (PC-4846) is the Audi automobile dealership to the east; the dealership was recently expanded with the addition of a new showroom. The Audi property owner is currently in discussion with staff regarding future development of a multi-story, parking and service building behind the existing building; no application has been filed to date.

PROJECT DESCRIPTION

The applicant proposes to demolish the existing restaurant building and site improvements and construct a three-story automobile dealership with roof deck parking and a detached car wash facility. The building would integrate sales and administrative offices, customer parking, vehicle merchandise storage, and vehicle service/repair areas on multiple floors. On-site improvements would include a car wash facility, customer parking, vehicle merchandise display, solid waste/recycling facilities and landscaping.

Automobile Dealership Overlay

The applicant proposes to rezone the site to include the Automobile Dealership (AD) overlay. The AD combining district is intended to modify the regulations of the service commercial (CS) and general manufacturing (GM or GM[B]) districts to create and maintain areas accommodating automobile dealerships primarily engaged in new and used automobile sales and service on a citywide and regional basis. Such uses generally require special parking, access, and outdoor display provisions for customer convenience, servicing of vehicles or equipment, loading or unloading, or parking of commercial service vehicles.

The Automobile Dealership combining district allows additional Floor Area Ratio (FAR) to a total FAR of 0.6:1, where the CS zone allows FAR of only 0.4:1. The inclusion of the AD combining district would be necessary to implement the applicant’s proposed project.

Floor Area Ratio and Parking

Table 1 includes a summary of the floors, expressed as square footage by use and floor area that counts towards gross floor area (GFA), to calculate the site’s Floor Area Ratio (FAR) as set forth in the Palo Alto Municipal Code (PAMC). According to PAMC Section 18.04.030 (65)(B)(i), parking facilities accessory to a permitted or conditionally permitted use are excluded from GFA calculations within the CS zone, which includes covered drive aisles for customer service parking and valet parking as well as some interior space dedicated to customer parking.

**Table 1
Proposed Project Summary**

Floor	Areas	Square Footage	Total (Square feet)
Ground Floor	Showroom	18,545	29,348
	Offices, Shafts & Car Wash	10,803	

Floor	Areas	Square Footage	Total (Square feet)
2 nd Floor	Showroom, offices & Shafts	10,635	10,635
	Customer parking (service)	Not Applicable	0
3 rd Floor	Vehicle Service/Repair & Shafts	22,329	22,329
	Customer parking	Not Applicable	0
Roof	Customer parking	Not Applicable	0
Total			62,312

The applicant proposes a FAR of 0.56:1 (0.6:1 permitted on sites with an Automobile Dealership combining district) and site coverage of 26.1 percent; within the CS zone, there is no maximum site coverage standard. On the ground level, the project includes a car wash facility, landscaping, a surface parking facility to support 45 customer parking spaces, vehicle display area, and provision of solid waste and recycling enclosures. Additional parking facilities would be available within the building; however, customers' vehicles would be parked via a valet service. New car inventory parking spaces would be provided both on-site and off-site; the details of the inventory parking have not been finalized.

The PAMC Section 18.52.040 (c) Table 1, state that one (1) automobile space per 400 square feet of sales, service and office administration area, and one (1) such space per 500 square feet of exterior sales or display area, excluding automobile storage (not on display) shall be required for automobile dealerships. In addition, according to PAMC Section 18.52.040 (c) Table 3, requires that Automobile uses between 30,000 and 69,999 square feet require two loading spaces. Table 2 summarizes the parking spaces required and provided for the project, as depicted on the concept plans.

**Table 2
Parking Summary**

Floor	Use	Parking Required	Parking Provided
Site	Outdoor vehicle display	1,620/500 SF = 3 spaces	65 spaces
Ground Floor	Showroom, offices/other areas and car wash	29,348/400 SF = 73 spaces	0
2 nd Floor	Showroom, offices/other areas Customer parking	10,635/400 SF = 27 spaces	0
3 rd Floor	Vehicle service/repair	15,000/400 SF = 38 spaces	36 spaces
	Other spaces Customer parking	7,329/400 SF = 18 spaces	
Roof	Customer parking		78 spaces
Total		Display = 3 Service = 38 <u>Sales/Other = 118</u> 159 spaces	179 spaces

The buildings would be sited to provide a 46'-8" front setback (Embarcadero Road), a 60'-0" rear setback to the primary building (and five feet for the detached vehicle wash building), a 56'-0" interior side setback, and an 80'-0" street side setback (East Bayshore Road) accommodating the utility easement (to be retained for PG&E lines and tower, and other utilities as noted earlier in this report). The height of the building would not exceed 50'-0". Elevator shafts would not exceed 65'-0".

The project also includes site lighting. The focus of the lighting would be along Bayshore Road and to a lesser extent Embarcadero Road. No rooftop lighting would extend beyond the parapet.

At the corner of the property (Embarcadero Road and Bayshore Road), the applicant proposes "Baylands" inspired landscaping and bicyclist amenities to meet the City's bike parking requirement of one (1) bike parking space per 10 employees. This includes a decomposed granite loop, bicycle repair/air/water station, bollards, benches and signage announcing the Baylands or similar identification.

Summary of Land Use Action

Actions Necessary to Implement the Project

Based on the project description, the following outlines the requests by the project applicant and the process to complete those requests:

- Site and Design Review (PAMC 18.30(G)), which begins with review and recommendation of an environmental document and the development project by the Planning and Transportation Commission (PTC), followed by review and recommendation by the ARB (with findings set forth in Palo Alto Municipal Code [PAMC] Section 18.76.020), followed by Council action;
- A Zone Change (PAMC Section 18.90.030) for the addition of the Automobile Dealership Combining (AD) District, to allow the use and the additional FAR and other development standards for automobile dealerships for the site (reviewed and recommended by the PTC prior to Council action); and
- A Design Enhancement Exception (DEE), as set forth in PAMC Section 18.76.050, for the proposed deviation from the "build-to-line" (percentage of building along the front setback) requirement within the CS district; this regulation is currently awaiting modifications pending scheduling before Council, to eliminate the build-to line requirement on CS zoned sites not located on El Camino Real. The ARB purview includes input on the DEE findings, whereas the PTC purview does not.

Discussion

The project was submitted on September 29, 2015 and is pending a complete evaluation for compliance with the City's Comprehensive Plan, Zoning Ordinance and Baylands Master Plan. In addition, the environmental document has not been completed to date.

Response to Preliminary ARB Review

The project completed Preliminary Architectural Review on August 27, 2015. At that meeting, the following comments were made. The formal submittal provided responses to these comments.

- Include neighborhood context in simulation
 - Sheet PR00.05 provides context photographs
- Car wash building needed cladding
 - Sheet PR00.07 provides details on car wash building
- Provide detail on landscape and lighting
 - The submitted plans include landscaping details and materials list
- Too much cladding and metal for Baylands
 - The proposed elevations appear to be similar to the preliminary submittal. The plans and the applicant's project description (Attachment B) describe the design theme and elements of the project.
- Show power lines in simulations
 - Sheet PR00.15 shows simulation with power lines
- Reinforce approach to Baylands
 - Sheet PR00.15 and the landscape plans provide details on the how the project attempts to achieve this
- Water capture facility for car wash
 - The applicant's project description states that the facility will use an effective recycled water recapture system.

The ARB is requested to provide feedback on the applicant's formal proposal.

Design Enhancement Exception

The project requires approval of a Design Enhancement Exception (DEE) for a deviation from the "build-to-line" along Embarcadero Road. The applicant requests deviation from the "build to" requirement, which would otherwise result in a minimum 10'-0" setback. The applicant proposes a 46'-8" setback along Embarcadero Road and an 80'-0" setback along Bayshore Road. The applicant details their request for the DEE in Attachment C.

In summary, the request cites having an undesirable impact of the building mass appearing to encroach on the street; the proposal would provide a more efficient internal circulation; and while there is adequate fire protection from the street, the proposed internal driveway would allow for better access.

The ARB is requested to comment on the DEE proposal.

Baylands Master Plan

Private Lands Policies

The following are policies that affect the site:

1. Be sure any future development is consistent with the Comprehensive Plan and continues to receive extensive design review utilizing the Site and Design Review Process and the Site Assessment and Design Guidelines Palo Alto Nature Preserve.
2. Provide screen planting along the southerly urbanized edge of the private property facing the former ITT property.

Site Assessment and Design Guidelines

The Site Assessment and Design Guidelines, Palo Alto Baylands Nature Preserve, developed in 2005, are intended to be used when designing or reviewing projects located in any part of the Baylands—including projects on privately-owned land. Conformance with these Guidelines will help to ensure compatibility with the special aesthetic qualities and environmental conditions unique to the Baylands.

General Design Principals

The following design principles are suggested to reflect and preserve the Baylands' unique landscape character and have been used to review this application.

- Use only muted, natural colors. Choose materials and finishes that will weather without degrading: The proposed building would be clad in metal panels and cement plaster system with light grey and black trim. Glass would be high performance, insulated, low-e glazing.
- Preserve the horizon line with low and horizontal elements: The building would be 50'-0" in height. The building's mass is articulated and appears to have a horizontal orientation.
- Mount fences, enclosures, and identity signs low to the ground: The project includes details on wall signs, however, no application for a sign permit has been submitted. When a sign application is submitted, staff will ensure the any approved signs are low lying, and that all wall signs are located below the roof line so as not to puncture the horizon line.
- Reduce the size and mounting heights of regulatory signs: Directional signs are not proposed at this time, but will be kept to a minimum.
- Design for practicality: The proposed dealership with an integrated sales, service and inventory building is efficient and innovative.

The ARB is requested to provide feedback on the project's relationship with the Baylands Master Plan.

Public Outreach

Staff received no inquiries regarding this project. Hearing notices were mailed to all property owners and residents within the 600 foot mailing radius.

Environmental Review

Environmental review pursuant to the California Environmental Quality Act (CEQA) is under way and expected to result in a Mitigated Negative Declaration (MND) that would include feasible mitigation measures. The MND will be circulated for public review in accordance with CEQA when complete and prior to a decision on the project.

Next Steps

As of the writing of this report, the project is still under review for completeness and compliance with the City's Comprehensive Plan, Zoning Ordinance and Baylands Master Plan. Staff will complete the review of the project and the environmental document. After that, the project will go to the PTC with a recommendation and back to the ARB with the Record of Land Use Action after the recommendation from the PTC. With both recommendations, the request will be heard by the City Council.

Prepared by: Sheldon S. Ah Sing, AICP, Consulting Planner

Reviewed by: Jodie Gerhardt, AICP, Current Planning Manager
Jonathan Lait, AICP, Assistant Director
Cara Silver, Senior Assistant City Attorney

Attachments:

- Attachment A: Project Location Map (PDF)
- Attachment B: Applicant's Project Description (PDF)
- Attachment C: Design Enhancement Exception Request (PDF)
- Attachment D: Site Photographs (PDF)
- Attachment E: Project Plans (ARB Members Only) (DOCX)

Attachment H

Initial Study and Mitigated Negative Declaration

This document is available for viewing online at:

<http://www.cityofpaloalto.org/civicax/filebank/documents/52117>

Hard copies of IS/MND is available at City Hall, 5th Floor, Planning and Community Environment Department.

Attachment I

Architectural Drawings

Hard copies of the architectural drawings were provided to the Commission and are available for viewing at City Hall, 5th Floor, Planning and Community Environment Department.

The plans may also be viewed at the following website:

<http://www.cityofpaloalto.org/news/displaynews.asp?NewsID=2281&TargetID=319>