



Director's Hearing Regular Meeting Agenda: October 6, 2022

Council Conference Room & Zoom
3:00 PM

<https://zoom.us/join> Meeting ID: 991 2250 8272 Phone number: 1 669 900 6833

Pursuant to [AB 361](#) Palo Alto public hearing meetings will be held as “hybrid” meetings with the option to attend by teleconference/video conference or in person. To maximize public safety while still maintaining transparency and public access, members of the public can choose to participate in the meeting from home or attend the meeting in person. Information on how the public may observe and participate in the meeting is located at the end of the agenda or [online here](#). Masks are encouraged if attending in person.

Members of the public may comment by sending an email to pdsdirector@CityofPaloAlto.org or by attending the meeting in person or via Zoom virtual meeting to give live comments. Instructions for the Zoom meeting can be found on the last page of this agenda.

Call to Order

Oral Communications

The public may speak to any item not on the agenda. Three (3) minutes per speaker.^{1,2}

Agenda Changes, Additions, and Deletions

The hearing officer may modify the agenda order to improve meeting management.

Action Items

Public Comment is Permitted. Applicants/Appellant Teams: Ten (10) minutes, plus five (5) minutes rebuttal. All others: Three (3) minutes per speaker.^{1,3}

1. PUBLIC HEARING / QUASI-JUDICIAL. 601 Bryson Avenue [21PLN-00018]: Request for a Hearing on the Director’s Tentative Approval of an Individual Review Application for Demolition of an Existing One-Story Home and Construction of a Two-Story Approximately 2,187.3 Square Foot Home With Detached Garage and an Attached ADU. Environmental Assessment: Exempt From CEQA in Accordance With Guideline Section 15303 (New Construction). Zoning District: R-1 (Single Family Residential). For More Information Contact the Project Planner Kristina Paulauskaite at kristina.paulauskaite@cityofpaloalto.org

Adjournment

1. Spokespersons that are representing a group of five or more people who are identified as present at the meeting at the time of the spokesperson’s presentation will be allowed up to fifteen (15) minutes at the discretion of the Hearing Officer, provided that the non-speaking members agree not to speak individually.
2. The Hearing Officer may limit Oral Communications to 30 minutes for all combined speakers.
3. The Hearing Officer may reduce the allowed time to speak to two minutes or less to accommodate a larger number of speakers.

Director's Hearings

Director's hearings may be requested for certain applications that the director, or his/her designee, has issued a tentative decision, such as Individual Review applications. A director's hearing is required for Parcel Map applications.

A decision is not rendered at the public hearing. Rather, the director or designee will consider evidence for and against the application or its modification and prepare a written decision approving, approving with conditions, or denying the project application within fourteen days of the hearing.

Notice of the decision will be mailed to the project applicant, the owners and occupants of all adjacent properties, and any person requesting notice of the decision.

The director's decision shall become final fourteen days after the date notice is mailed unless an appeal is filed. The director may, for good cause, specify in writing a longer period for filing an appeal at the time he or she issues the proposed decision.

The applicant or the owner or occupier of an adjacent property may file an appeal of the director's decision by filing a written request with the City Clerk before the date the director's decision becomes final. The written request shall be accompanied by a fee, as set forth in the municipal fee schedule.

Americans with Disability Act (ADA)

It is the policy of the City of Palo Alto to offer its public programs, services and meetings in a manner that is readily accessible to all. Persons with disabilities who require materials in an appropriate alternative format or who require auxiliary aids to access City meetings, programs, or services may contact the City's ADA Coordinator at (650) 329-2550 (voice) or by emailing ada@cityofpaloalto.org. Requests for assistance or accommodations must be submitted at least 24 hours in advance of the meeting, program, or service.

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Public Comment Instructions

Members of the Public may provide public comments to teleconference meetings via email, teleconference, or by phone.

1. **Written public comments** may be submitted by email to the project planner.
2. **Spoken public comments using a computer** will be accepted through the teleconference meeting. Please read the following instructions carefully.
 - You may download the Zoom client or connect to the meeting in-browser. If using your browser, make sure you are using a current, up-to-date browser.
 - You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
 - When you wish to speak on an agenda item, click on “raise hand”. The moderator will activate and unmute attendees in turn. Speakers will be notified shortly before they are called to speak. The Zoom application will prompt you to unmute your microphone when it is your turn to speak.
 - When called, please limit your remarks to the time limit allotted.
 - A timer will be shown on the computer to help keep track of your comments.
3. **Spoken public comments using a smart phone** will be accepted through the teleconference meeting. Download the Zoom application onto your phone from the Apple App Store or Google Play Store and enter the Meeting ID below.
4. **Spoken public comments using a phone** use the telephone number listed below. When you wish to speak on an agenda item hit *9 on your phone so we know that you wish to speak. When called please limit your remarks to the agenda item and time limit allotted.

<https://zoom.us/join>

Meeting ID: 991 2250 8272

Phone number: 1 669 900 6833

(you may need to exclude the initial “1” depending on your phone service)

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CITY OF
**PALO
ALTO**

Director's Hearing Agenda

Staff Report (ID # 14612)

Report Type: Action Items **Meeting Date:** 10/6/2022

Summary Title: 601 Bryson Ave: Director's Hearing for IR project

Title: PUBLIC HEARING / QUASI-JUDICIAL. 601 Bryson Avenue [21PLN-00018]: Request for a Hearing on the Director's Tentative Approval of an Individual Review Application for Demolition of an Existing One-Story Home and Construction of a Two-Story Approximately 2,187.3 Square Foot Home With Detached Garage and an Attached ADU. Environmental Assessment: Exempt From CEQA in Accordance With Guideline Section 15303 (New Construction). Zoning District: R-1 (Single Family Residential). For More Information Contact the Project Planner Kristina Paulauskaite at kristina.paulauskaite@cityofpaloalto.org

From: Jonathan Lait

Recommendation

Staff recommends that the Director take the following action(s):

1. Conduct a public hearing, receive testimony, and render a decision within 14 days consistent with Palo Alto Municipal Code Section 18.77.075 (f).

Background

Project Information

Owner:	Nho Hyunwoo and Jwa Anita S
Architect:	Jessica Resmini/ ADU Collective
Representative:	Jessica Resmini

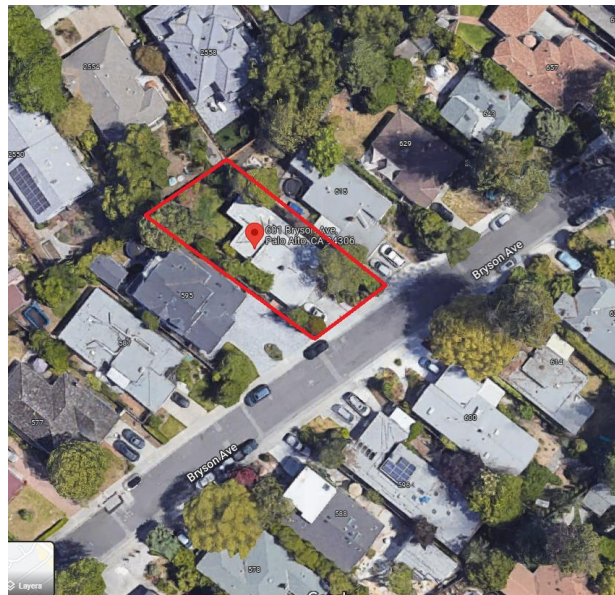
Property Information

Address:	601 Bryson Avenue
Neighborhood:	Midtown
Lot Dimensions & Area:	The property is a parallelogram 50.5' in dimension at the front and rear lot lines by 117.4' at the side lot lines

City of Palo Alto
Planning & Development Services
250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2442

Housing Inventory Site:	Not Applicable
Protected/Heritage Trees:	Not Applicable
Historic Resource(s):	Not Applicable
Existing Improvement(s):	One-story 1,166 sf dwelling unit, 220 sf attached garage, and 80 sf detached accessory structure; built 1950
Existing Land Use(s):	Single-family residential, R-1
Adjacent Land Uses & Zoning:	North: Single-family residential, R-1 West: Single-family residential, R-1 East: Single-family residential, R-1 South: Single-family residential, R-1

Aerial View of Property:



Source: Google Maps

Project Description

The Individual Review Application proposes to demolish an existing one-story dwelling unit and a detached accessory structure. These would be replaced with a two-story 2,187.3 square foot (sf) single-family residence with an attached one car garage and an attached 800.3 sf Accessory Dwelling unit (ADU). There are seven (7) non-regulated trees of which three (3) are proposed to be removed. The remaining four (4) non-regulated trees are proposed to remain for the life of the structure. A location map is included in Attachment A.

Zoning Compliance¹

The project was evaluated for compliance with the applicable provisions and development standards of the Zoning Code (Title 18 of the Palo Alto Municipal Code) and the City's Single-

¹ The Palo Alto Zoning Code is available online: http://www.amlegal.com/codes/client/palo-alto_ca

² The Palo Alto Individual Review Guidelines are available online: <https://www.cityofpaloalto.org/files/assets/public/planning-amp-development-services/file-migration/current-planning/forms-and-guidelines/individual-review-ir-guidelines.pdf>

Family Individual Review Guidelines (Attachment F). A detailed review of the proposed project's consistency with applicable zoning standards has been prepared and is included in Attachment B. The analysis shows that the proposed project complies with all applicable codes in a manner that is consistent with the Zoning Ordinance.

Prior Staff Determination

The application for Individual Review was submitted on January 14, 2021 and was tentatively approved with conditions on June 28, 2022 after three rounds of review. The letter of tentative approval along with the Conditions of Approval is included as Attachment C. A link to the tentatively approved plans is included as Attachment D.

Request for Hearing

On July 5, 2022, the adjacent neighbors at the rear (2554 Webster Street) requested a Director's Hearing (Attachment E). The neighbor expressed concerns regarding the project's impact on the privacy of 2554 Webster Street. Specifically, the neighbors noted that the proposed second-story deck at 601 Bryson Avenue would provide broad views across the rear lot line directly into their master bedroom and into the living room, where they spend the majority of their time. The requesting neighbors also noted that if the size of the second-floor balcony is desired to be preserved, a privacy screen along the rear side of the deck would alleviate their concerns as it would decrease visibility across the rear lot line.

On September 13, 2022, the project architect prepared a revised Renderings (Attachment H) which incorporated second floor deck screening solutions. The revised Renderings were emailed to both neighbors at 2554 Webster Street and the project planner.

On September 20, 2022, the adjacent neighbors at 2554 Webster Street withdrew their Director's Hearing Request (Attachment G).

The neighbor's Request to Withdraw the Director's Hearing was received after the Public Notices went out on September 2, 2022.

Staff Analysis

Per PAMC 18.12.110 the Single-Family Individual Review process and the applicability of Design Guidelines² were established to preserve the character of Palo Alto neighborhoods by placing specific requirements related to the streetscape, massing, and privacy for new two-story homes and upper-story additions. For approval, a proposal needs to be consistent with all five guidelines.

Per the Palo Alto Individual Design Guideline Five, Placement of Second Story Windows and Decks for Privacy, second story decks are permitted as long as decks limit direct sight lines into windows and patios located at the rear and sides of adjacent properties in close proximity. Complete privacy is not a realistic expectation. Designs should reduce opportunities for individuals to be casually observed by others and minimize intrusions upon pre-existing privacy situations, such as the main outdoor living area or primary patio.

The Tentatively Approved Plans (Attachment D) were reviewed by the City of Palo Alto consulting architect Arnold Mammarella. Arnold has concluded that proposed new landscaping along the rear lot would need to be carefully selected to be planted along the rear lot line with adequate height and density at or near the time of planting. If landscape is used it would require specification on the plans and would be inspected that it meets specifications prior to signing off on a Planning Final inspection.

To further ensure privacy, the Director may wish to require a smaller deck or approve a more robust privacy screen at the rear side of the deck, which is the neighbors' compromise. Both solutions would further limit views toward the rear lot line.

Environmental Review

The subject project has been assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the environmental regulations of the City. Specifically, the project is categorically exempt from the provisions of CEQA per Section 15303 (New Construction or Conversion of Small Structures).

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 days in advance. Notice of a public hearing for this project was published in the *Daily Post* on September 21, 2022, which is 15 days in advance of the meeting. Postcard mailing occurred on September 21, 2022 which is 15 days in advance of the meeting.

Report Author & Contact Information

Kristina Paulauskaite, Project Planner
 (650) 496-6945

kristina.paulauskaite@cityofpaloalto.org

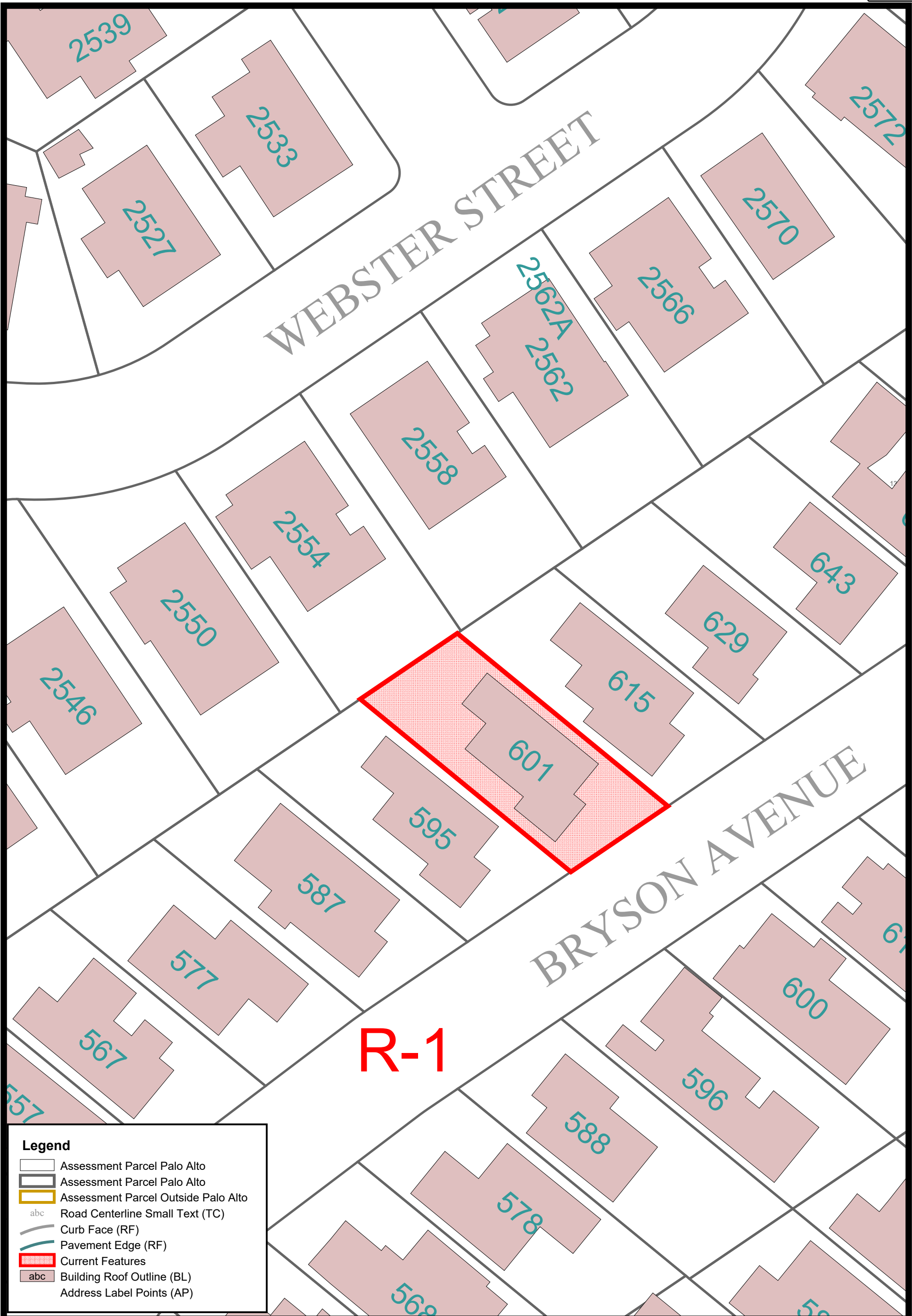
Program Manager Contact Information

Jodie Gerhardt, AICP, Planning Manager
 (650) 329-2575

jodie.gerhardt@cityofpaloalto.org










Attachments:

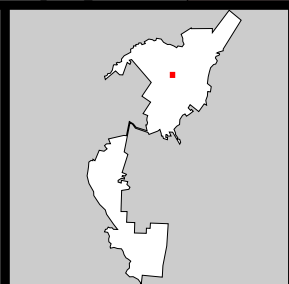
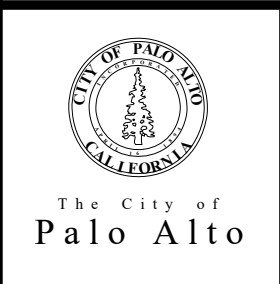
- Attachment A: Location Map (PDF)
- Attachment B: Zoning Comparison Tables (DOCX)
- Attachment C: Tentative Approval Letter (PDF)
- Attachment D: Approved Plans Received 06-22-2022 (DOCX)
- Attachment E: Director's Hearing Request (PDF)
- Attachment F: IR Evaluation (PDF)
- Attachment G: Director's Hearing Withdrawal Request (PDF)
- Attachment H: Proposed Deck Privacy Screen, submitted 09-21-22 (PDF)
- Attachment I: Draft Revised Approval Letter (DOCX)



R-1

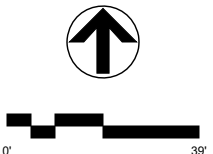
Legend

-  Assessment Parcel Palo Alto
-  Assessment Parcel Palo Alto
-  Assessment Parcel Outside Palo Alto
-  Road Centerline Small Text (TC)
-  Curb Face (RF)
-  Pavement Edge (RF)
-  Current Features
-  Building Roof Outline (BL)
-  Address Label Points (AP)



Attachment A
Location Map

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



ATTACHMENT B
ZONING COMPARISON TABLE
601 Bryson Ave, 21PLN-00018

Table 1: COMPARISON WITH CHAPTER 18.12 (R-1 DISTRICT)

Regulation	Required	Existing	Proposed
Minimum/Maximum Site Area, Width and Depth	6,000-9,999 sf area, 60 foot width, 100 foot depth	5,685 sf	5,685 sf
Minimum/Contextual Front Yard	20 feet or the average setback (18.12.040(e))	17.5 feet	20 feet
Rear Yard	20 feet	23.2 feet	22.6 feet
Interior Side Yard	6 feet	6 feet and 8.5 feet	6 feet and 9 feet
Street Side Yard	Not Applicable	Not Applicable	Not Applicable
Special Setback	None	None	None
Max. Building Height	30 feet or 33 feet for a roof pitch of 12:12 or greater ⁽³⁾	11 feet	21.3 feet
Side Yard Daylight Plane	10 feet at interior side lot line then 45 degree angle ⁽⁶⁾	10 feet	Conforms
Rear Yard Daylight Plane	16 feet at rear setback line then 60 degree angle ⁽⁶⁾	16 feet	Conforms
Max. Site Coverage	35% (1,989.75 sf) with an additional 5% (284.25 sf) for covered patio/overhangs Total 2,274 sf not including 800 sf ADU	25.8 % (1,466 sf)	33% (1,855.35 sf) house 5% (284.25 sf) patio Total of 2,139.3 sf not including 800 sf ADU
Max. Total Floor Area Ratio	45% for first 5,000 sf lot size and 30% for lot size in excess of 5,000 sf (2,455.5 sf)	26 % (1,466 sf)	43.2% (2,455.1 sf) not including 800 sf ADU
Max. House Size	6,000 sf	1,386 sf	2,187 sf
Residential Density	One unit, except as provided in 18.12.070	One unit	Two units

(3) R-1 Floodzone Heights: Provided, in a special flood hazard area as defined in [Chapter 16.52](#), the maximum heights are increased by one-half of the increase in elevation required to reach base flood elevation, up to a maximum building height of 33 feet.

(6) R-1 Floodzone Daylight Plane: Provided, if the site is in a special flood hazard area and is entitled to an increase in the maximum height, the heights for the daylight planes shall be adjusted by the same amount.

**Table 2: CONFORMANCE WITH SECTION 18.12.060 and CHAPTER 18.52 (Off-Street Parking)
for Single Family Residential Uses**

Type	Required	Existing	Proposed
Vehicle Parking	2 parking spaces per unit, of which one must be covered No parking is required for the ADU	2 spaces	2 spaces, including one covered space



PLANNING & DEVELOPMENT SERVICES

CITY OF
**PALO
ALTO** 250 Hamilton Avenue, 5th Floor
Palo Alto, CA 94301
(650) 329-2441

June 28, 2022

Jessica Resmini
2285 Saint Francis Dr
Palo Alto, CA 94303

SUBJECT: 601 Bryson Avenue (21PLN-00018) Individual Review

The Director of Planning and Development Services has conditionally approved your Single Family Individual Review application to allow demolition of an existing single story residence and construction of a new two-story single-family residence with an attached one-car garage and an attached Accessory Dwelling Unit (ADU) in the R-1 zoning district. This approval was granted pursuant to the Palo Alto Municipal Code Sections 18.12.110 and 18.77.075. The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) in accordance with Guideline Section 15303 (New Construction). As conditioned, the project meets all five of the *Palo Alto Single Family Individual Review Guidelines* and complies with the R-1 Zone District development regulations.

This approval will become effective 14 days from the postmark date of this letter, unless the Planning Department receives a written request for a Director's Hearing prior to the end of the business day 14 calendar-days after the postmark date. Only an applicant, or the owner or tenant of an *adjacent property* may request a hearing. As the plans may have been revised since the original submittal, interested parties may wish to review the tentatively approved plans online at the City's Planning webpage bit.ly/PABuildingEye.

This letter and attached conditions and findings shall be printed onto building permit plans relating to this approval. **If the building permit has not been issued and construction commenced within two years from the effective approval date, this approval will expire.** A written request for an extension may be submitted prior to the expiration date. The Director may grant a one-year extension of this approval.

Should you have any questions regarding this approval or need help reviewing the plan set, please do not hesitate to call Kristina Paulauskaite, Project Planner, at 408.340.5642 ext. 113 or e-mail at kpaulauskaite@m-group.us.

Sincerely,

DocuSigned by:
Jodie Gerhardt
94A2CB00C4C1464...

Jodie Gerhardt, AICP
Manager of Current Planning

cc: Neighbor notification list
Property Owner

Attachment: Conditions of Approval

601 Bryson Ave Approval

Individual Review 21PLN-00018

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PLANNING DIVISION CONDITIONS:

1. **CONFORMANCE WITH PLANS.** Construction and development shall conform to the approved plans entitled, "Bryson Residence, APN 132-02-036, 601 Bryson Ave, Palo Alto, CA 94306, Individual Review Submittal" uploaded to the Palo Alto Online Permitting Services Citizen Portal on June 22, 2022, as modified by these conditions of approval.
2. **BUILDING PERMIT.** Apply for a building permit and meet any and all conditions of the Planning, Fire, Public Works, and Building Departments.
3. **BUILDING PERMIT PLAN SET.** A copy of this cover letter and conditions of approval shall be printed on the second page of the plans submitted for building permit. Project plans submitted for Building permits shall incorporate the following changes:
 - a. Please add the Data Table back on the Title Sheet A0.01.
 - b. New ADU kitchen layout shall be revised on the Site Plan drawing sheet A1.01 and A2.04 to match Sheet A2.01.
 - a. On Sheet A3.01 and A3.02 elevation drawings the privacy screen shall be 5'-6" tall for privacy screening but given the thickness of the wall we are approving it at 5'-2".
 - b. Note all materials on the provided permeable paver detail on Sheet A8.01.
4. **PROJECT MODIFICATIONS:** All modifications to the approved project shall be submitted for review and approval prior to construction. If during the Building Permit review and construction phase, the project is modified by the applicant, it is the responsibility of the applicant to contact the Planning Division/project planner directly to obtain approval of the project modification. It is the applicant's responsibility to highlight any proposed changes to the project and to bring it to the project planner's attention.
5. **OBSCURED/TRANSLUCENT GLAZING.** All obscure glazing, as shown on the plan set, shall be permanent in nature and shall remain for the life of the structure. Obscure glazing is either decorative glazing that does not allow views through placed into the window frame or acid etched or similar permanent alteration of the glass. Films or like additions to clear glass are not permitted where obscure glazing is shown. Obscure glazing shall not be altered in the future and shall be replaced with like materials if damaged. If operable, these windows shall open towards the public right-of-way.
6. **PRIVACY SCREENING.** All screening, as shown on the plan set, shall be permanent in nature and shall remain for the life of the structure. Screening shall be a maximum of 15 percent open. Screening shall not be altered and shall be replaced with like materials if damaged.
7. **REQUIRED PARKING:** All single family homes shall be provided with a minimum of one covered parking space (10 foot by 20 foot interior dimensions) and one uncovered parking space (8.5 feet by 17.5 feet).

601 Bryson Ave Approval

Individual Review 21PLN-00018

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8. **UTILITY LOCATIONS:** In no case shall utilities be placed in a location that requires equipment and/or bollards to encroach into a required parking space. In no case shall a pipeline be placed within 10 feet of a proposed tree and/or tree designated to remain.
9. **NOISE PRODUCING EQUIPMENT:** All noise producing equipment shall be located outside of required setbacks, except they may project 6 feet into the required street side setbacks. In accordance with Section 9.10.030, No person shall produce, suffer or allow to be produced by any machine, animal or device, or any combination of same, on residential property, a noise level more than six dB above the local ambient at any point outside of the property plane.
10. **DAYLIGHT PLANE:** The daylight plane must clear the point where the wall plane intersects the top of the roof material.
11. **IMPERVIOUS SURFACE:** A minimum of 60 % of the required front yard shall have a permeable surface that permits water absorption directly into the soil (Section 18.12.040 (h)). The building permit plan set shall include a diagram demonstrating compliance.
12. **REQUIRED IR LANDSCAPING/TREES.** The following landscaping is required to ensure the project's conformance with the City's IR Guidelines and therefore must remain for the life of the structure. Required screening trees and shrubs shall be a minimum size of 24 inch box and measure at least eight (8) feet tall.
 - a. Twelve (12) new screening trees shall be planted along the right, rear and the left side property line.
 - b. All existing trees shall be protected by construction fencing and maintained as shown on the site plan drawing sheet A1.01.
13. **NO NET LOSS OF CANOPY.** The twelve (12) proposed screening trees shown on sheet A1.01 (site plan) shall be a minimum size of 24 inch box and measure at least 8 feet tall as shown on the plans prior to Planning Division signing off the final inspection for the building permit.
14. **TREE PROTECTION FENCING.** Tree protection fencing shall be required for trees #1-7 proposed to be maintained.
15. **FENCES.** Fences and walls shall comply with the applicable provisions of Chapter 16.24, Fences, of the Palo Alto Municipal Code (PAMC). Heights of all new and existing fencing must be shown on the Building Permit plans.
 - a. Where the existing fence is located off the subject property and/or where the existing fence is failing, a new Code compliant fence shall be constructed.
16. **ESTIMATED IMPACT FEE:** Given the proposed ADU is 800.3 sq. ft. large, development Impact Fees, currently estimated in the amount of \$21,893.84 plus the applicable public art fee, per PAMC 16.61.040, shall be paid prior to the issuance of the related building permit.

601 Bryson Ave Approval

Individual Review 21PLN-00018

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17. **IMPACT FEE 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. This matter is subject to the California Code of Civil Procedures (CCP) Section 1094.5; the time by which judicial review must be sought is governed by CCP Section 1094.6.
18. **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 at the number below to schedule this inspection.
19. **PERMIT EXPIRATION.** The project approval shall be valid for a period of **two years** from the original date of approval. Application for a one year extension of this entitlement may be made prior to expiration, by emailing the Current Planning Support Staff (Alicia Spotwood - Alicia.Spotwood@CityofPaloAlto.org). If a timely extension is not received, or the project has already received an extension and the applicant still wishes to pursue this project, they must first file for a new Planning application and pay the associated fees. This new application will be reviewed for conformance with the regulations in place at that time.
20. **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.

ZERO WASTE

21. **REQUIRED DECONSTRUCTION.** In conformance with PAMC 5.24, deconstruction and source separation is required for all residential and commercial projects where structures are being completely removed, formerly known as demolition. The requirements are applicable to building

601 Bryson Ave Approval

Individual Review 21PLN-00018

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permit applications submitted on or after July 1, 2020. For more information, refer to the Deconstruction Permit Application Checklist or visit www.cityofpaloalto.org/deconstruction.

22. SALVAGE SURVEY FOR REUSE. A Salvage Survey is required for deconstruction permit applications. The survey submittal shall include an itemized list of materials that are salvageable for reuse from the project. The applicant shall source separate and deliver materials for reuse. Certification is required indicating that all materials identified in the survey are properly salvaged. At this time, the City's only approved vendor for this service is The ReUse People. Contact them to schedule this FREE survey by phone (888) 588-9490 or e-mail info@thereusepeople.org. More information can be found at www.TheReusePeople.org.
23. SOURCE SEPARATION FOR RECYCLING. The applicant shall source separate deconstruction materials into specific categories for recycling. Additional staging area for source separated materials will need to be considered. All materials shall be delivered to one of the City approved materials recovery facilities listed in Green Halo. More information can be found at www.greenhalosystems.com.
24. HAULING REQUIREMENT. All construction projects are required to utilize Green Waste of Palo Alto for the collection of all materials if using containers (bins or debris boxes) at project sites. Contractors may continue to self-haul material by using trucks, but must still deliver materials to one of the City approved processing facilities listed in Green Halo. Note that if one selects to self-haul, it is important to ensure that the weight tags from the recycling/waste facility specify the correct city of origin. Tags with the incorrect city of origin will not be accepted. To request containers, contact Green Waste of Palo.

GREEN BUILDING & ENERGY REACH CODE REQUIREMENTS:

NOTICE FOR PERMIT APPLICATIONS SUBMITTED ON OR AFTER 1/1/20: Please be advised that the Palo Alto City Council has approved Energy Ordinance 5485 and Green Building Ordinance 5481 for all new permit applications. The Green Building Ordinance has an effective date of January 1st, 2020 and the Energy Reach Code Ordinance has an effective date of April 1, 2020. To review the upcoming changes, visit the [Development Services webpage](#). On the left-hand side under "EXPLORE", hover over "Green Building" and select "Compliance." You may also email Green Building at GreenBuilding@cityofpaloalto.org for specific questions about your project.

25. GREEN BUILDING CONDITIONS OF APPROVAL

- a) The project is a new construction residential building of any size** and therefore must meet the California Green Building Code mandatory requirements outlined in Chapter 4, (with local amendments) plus Tier 2 minimum pre-requisites and electives outlined in Appendix A4* (with local amendments). The project must hire a Green Building Special Inspector for a pre-permit third-party design review and a third-party green building inspection process. The project must select a Green Building Special Inspector from the City's list of approved inspectors. PAMC 16.14.080 (Ord. 5481 § 1, 2019)
- (1) *Note: Projects subject to Tier 1 or Tier 2 shall not be required to fulfill any requirements outlined in Appendix A4.2 Energy Efficiency. All energy efficiency measures are found in the 2019 California Energy Code and the Palo Alto Energy Reach Code PAMC 16.17 & 16.18 as described in the Energy Reach Code section of this letter.

601 Bryson Ave Approval

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- (2) ****Accessory Dwelling Unit (Detached) Exception:**
- (a) Free standing detached Accessory Dwelling Units of new construction shall meet the following:
 - (i) California Green Building Standards Code Mandatory plus Tier 2 prerequisite requirements.
 - (ii) No Planning and Design electives.
 - (iii) Two (2) Water Efficiency and Conservation electives.
 - (iv) Two (2) Material Conservation and Resource Efficiency electives.
 - (v) One (1) Environmental Quality elective.
 - b) The project includes a residential alteration or addition that is not considered a repair or maintenance and therefore the building permit applicant shall replace all noncompliant plumbing fixtures within the building with water conserving plumbing fixtures in compliance with California Senate Bill 407. (SB 407/California Civil Code Sections 1101.1 through 1101.8, 2019 CGBC Section 301)
 - c) The project is a residential construction project of any size with a given valuation of \$25,000 or more and therefore must meet the enhanced construction waste reduction at Tier 2 (80% construction waste reduction). PAMC 16.14.260 (Ord. 5481 § 1 (part), 2019)
 - d) The project is a new detached single-family, dwelling and therefore shall comply with the following requirements for electric vehicle supply equipment (EVSE):
 - (a) In general. The property owner shall provide Conduit Only, EVSE-Ready Outlet, or EVSE Installed for each residence. The property owner shall provide as minimum a panel capable to accommodate a dedicated branch circuit and service capacity to install at least a 208/240V, 50 amperes grounded AC outlet (Level 2 EVSE). The raceway shall terminate in close proximity to the proposed location of the charging system into a listed cabinet, box, enclosure, or receptacle. The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation. The raceway shall have capacity to accommodate a 100-ampere circuit.
 - (b) Design. The proposed location of a charging station may be internal or external to the dwelling, and shall be in close proximity to an on-site parking space. The proposed design must comply with all applicable design guidelines, setbacks and other code requirements. PAMC 16.14.420 (Ord. 5481 §1, 2019)

26. LOCAL ENERGY REACH CODE CONDITIONS OF APPROVAL – Effective 4/1/20

- a. The project includes new residential construction of any size and is submitted for building permit on or after April 1, 2020 and therefore triggers the Local Energy Efficiency Reach Code. All new residential construction projects of any size submitted after January 1, 2020 until March 31, 2020 shall comply with statewide mandatory energy standards as outlined in the 2019 California Energy Code, Title 24, Part 6.
 - i. Single-Family Residential Options:
 - 1. New single-family residential construction projects shall be designed to be all-electric.
 - 2. The installation of fireplaces, space-conditioning equipment, water heating system, clothes drying and cooking appliances shall be electric and not fueled by natural gas.

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- a. An All-Electric Building complies with the performance standard if both the Total Energy Design Rating and the Energy Efficiency Design Rating for the Proposed Building are no greater than the corresponding Energy Design Ratings for the Standard Design Building.
- b. The Energy Budget for newly constructed buildings is expressed in terms of the Energy Design Rating, which is based on TDV energy. The Energy Design Rating (EDR) has two components, the Energy Efficiency Design Rating, and the Solar Electric Generation and Demand Flexibility Design Rating. The Solar Electric Generation and Demand Flexibility Design Rating shall be subtracted from the Energy Efficiency Design Rating to determine the Total Energy Design Rating. The Proposed Building shall separately comply with the Energy Efficiency Design Rating and the Total Energy Design Rating.
 - i. Compliance demonstration requirements for performance standards: Certificate of Compliance. The Certificate of Compliance is prepared and signed by a Certified Energy Analyst and the Total Energy Design Rating of the Proposed Design shall be no greater than the Standard Design Building. (Ord. 5485 §1, 2019)

b. Mandatory Photovoltaic (PV) Requirements:

- i. All new low-rise residential buildings shall have a photovoltaic (PV) system meeting the minimum qualification requirements as specified in Joint Appendix JA11, with annual electrical output equal to or greater than the dwelling's annual electrical usage. (CEC §150.1, 2019)

27. Additional Green Building and Energy Reach Code information, ordinances and applications can be found at http://www.cityofpaloalto.org/gov/depts/ds/green_building/default.asp. If you have any questions regarding Green Building requirements please call the Green Building Consultant at (650) 329-2179 or send an email to GreenBuilding@CityofPaloAlto.org.

URBAN FORESTRY REQUIREMENTS:

- 28. 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.
- 29. 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.
- 30. 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

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boring method is used to tunnel beneath roots, Trenching and Tunneling Distance, shall be printed on the final plans to be implemented by Contractor.

31. 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 full-sized, 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 TPR approved by the City for full implementation by Contractor, 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.

PUBLIC WORKS REQUIREMENTS:

The following shall be addressed prior to issuance of a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit and/or Encroachment Permit but after the Planning entitlement approval.

32. PUBLIC WORKS STANDARD CONDITIONS: The City's full-sized Standard Conditions sheet must be included in the plan set. The conditions noted on the sheet shall be adhered to for the full project duration until completion. Copies are available from the Public Works on our website.

*****Please note: Inspection Directive marked with an asterisk on this insert is required for this project. Scan a copy of the Directive onto the building plan set*****

<https://www.cityofpaloalto.org/civicaX/filebank/blobload.aspx?t=67175.06&BlobID=66261>

33. Grading Permit: Separate Excavation and Grading Permit will be required for grading activities on private property that fill, excavate, store or dispose of 100 cubic yards or more based on PAMC Section 16.28.060. Applicant shall prepare and submit an excavation and grading permit to Public Works separately from the building permit set. The permit application and instructions are available at the Development Center and on our website. Permit is issued concurrently with Building Permit. http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp

34. Grading & 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, area drain and bubbler locations, drainage flow arrows to demonstrate

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proper drainage of the site. Adjacent grades must slope away from the house a minimum of 2% or 5% for 10-feet per 2013 CBC section 1804.3. Downspouts and splash blocks should be shown on this plan, as well as any site drainage features such as swales, area drains, bubblers, etc. Grading that increases drainage onto, or blocks existing drainage from neighboring properties, will not be allowed. Public Works generally does not allow rainwater to be collected and discharged into the street gutter, but encourages the developer to keep rainwater onsite as much as feasible by directing runoff to landscape and other pervious areas of the site. See the Grading & Drainage Plan Guidelines for New Single Family Residences on the City's website.

<http://www.cityofpaloalto.org/civicax/filebank/documents/2717>

35. **Work in the Right-Of-Way:** The plans must clearly indicate any work that is proposed in the public right-of-way, such as sidewalk replacement, driveway approach, or utility laterals. The plans must include notes that the work must be done per City standards and that the contractor performing this work must first obtain a Street Work Permit from Public Works at the Development Center. If a new driveway is in a different location than the existing driveway, then the sidewalk associated with the new driveway must be replaced with a thickened (6" thick instead of the standard 4" thick) section. Additionally, curb cuts and driveway approaches for abandoned driveways must be replaced with new curb, gutter and planter strip.
36. **Pavers:** If pervious pavers are used, include a detail for the proposed pervious pavers. Refer to Interlocking Concrete Paver Institute design guidelines regarding proper pervious paver section designs to ensure pervious pavers will be pervious. ICPI – <https://www.icpi.org/paving-systems/permeable-pavers>. There may be other online resources detailing permeable paver sections as well.
37. **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. <https://www.cityofpaloalto.org/civicax/filebank/documents/2718>
38. **Storm Water Pollution Prevention:** The City's full-sized "Pollution Prevention - It's Part of the Plan" sheet must be included in the plan set. Copies are available from Public Works on our website <http://www.cityofpaloalto.org/civicax/filebank/documents/2732>
39. This project triggers the California Regional Water Quality Control Board's revised provision C.3 for storm water regulations (incorporated into the Palo Alto Municipal Code, Section 16.11) that apply to residential land development projects that create or replace between 2,500 and 10,000 square feet of impervious surface area. The applicant must implement one or more of the following site design measures on the grading and drainage plan:
 - Direct roof runoff into cisterns or rain barrels for reuse.
 - Direct roof runoff onto vegetated areas.
 - Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
 - Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
 - Construct sidewalks, walkways, and/or patios with permeable surfaces.
 - Construct driveways, and/or uncovered parking lots with permeable surfaces

Attachment D

Project Plans

In order to reduce paper consumption plans are available to the public, at all hours of the day, via the following online resources.

Directions to review Project plans online:

1. Go to: <https://pal Alto.buildingeye.com/planning>
2. Search for planning application "601 Bryson Ave" and open record by clicking on the blue dot
3. Review the record details on the left side and open the "more details" option
4. Use the "Records Info" drop down menu and select "Attachments"
5. Open the attachment named "Project Plans Approved" uploaded 06/24/22 to review the tentatively approved plan set.

Paulauskaite, Kristina

From: Bernice Kwong <bernice.kwong@gmail.com>
Sent: Thursday, July 14, 2022 1:13 PM
To: Lait, Jonathan; Paulauskaite, Kristina; Gerhardt, Jodie; Raybould, Claire
Cc: chris Kwong
Subject: Fwd: Written Request for 601 Bryson Avenue plans

Follow Up Flag: Follow up
Flag Status: Flagged

Some people who received this message don't often get email from bernice.kwong@gmail.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

Thank you so much, Claire, here is the original email. Please let me know if it doesnt come through and we can figure out how to send again

Appreciate all your help
 Bernice and Chris Kwong
 2554 Webster

----- Forwarded message -----

From: Bernice Kwong <bernice.kwong@gmail.com>
Date: Tue, Jul 5, 2022 at 6:25 PM
Subject: Written Request for 601 Bryson Avenue plans
To: <Jonathan.Lait@cityofpaloalto.org>
Cc: chris Kwong <kwong.chris@gmail.com>

Dear Mr. Lait,

Thank you for the opportunity to review the proposed development project at 601 Bryson Ave (#21PLN-00018) adjacent to our property (2554 Webster Street). We are writing a written request for a Director's hearing regarding the proposed second story balcony/deck at 601 Bryson Ave.

The back of our home includes two large windows/sliding doors that serve our master bedroom and living room. The proposed second story balcony/deck at 601 Bryson would provide broad views across the rear lot line directly into our master bedroom and into the living room, where we and our children spend the majority of our time.

If the size of the outdoor space/deck is desired to be preserved, we would like to request a wall/privacy screen along the rear side of the deck or around the entirety of the deck) to decrease visibility across the rear lot line. A privacy wall/screen would allow maintenance of this outdoor deck space, but would help to limit the views into our first floor master bedroom and living room windows to preserve our privacy inside the home.

Thank you so much for your time. Please let us know if we need to bring this in writing to the Planning Department, or if this email is adequate.

Sincerely,
 Bernice and Chris Kwong
 2554 Webster Street Palo Alto, CA



Development Review - Department Comments

City Department: Planning

Staff Contact: Arnold Mammarella (Consulting Architect)

Date: 4/14/2022

Project Address/File #: 601 Bryson Avenue; 21PLN-00018

Individual Review Guidelines General Information:

The Single-Family Individual Review process and the applicability of these guidelines were established by PAMC 18.12.110 to preserve the character of Palo Alto neighborhoods by placing specific requirements related to streetscape, massing, and privacy for new two-story homes and upper story additions.

There are five Individual Review Guidelines: *1. Site planning for driveway, garage and house, 2. Neighborhood compatibility for height, mass, and scale, 3. Resolution of architectural form, massing, and rooflines, 4. Visual character of street facing facades and entries, and 5. Privacy from second floor windows and decks.*

For approval, a proposal needs to be consistent with all five guidelines. The review considers the proposal's response to each guideline's approval criterion statement including whether the "key points" associated with each guideline have been followed. Guideline illustrations are also used to inform determinations in the evaluation. Please see the City's illustrated guideline booklet for more information about these regulations.

Individual Review Evaluation:

Review determinations and comments refer to revised plans filed March 14, 2022. November 18, 2021 for a new two-story house with an attached garage. There is also an attached ADU proposed.

Initial plans were filed on January 14, 2021 and reviewed on February 25, 2021 for compliance with the IR guidelines. Revised plans were filed on November 18, 2021 and reviewed on December 28, 2021. Some review information or comments may carry over from previous reviews.

Site and Neighborhood Information:

The property is a parallelogram 50.5' in dimension at the front and rear lot lines by 117.4' at the lot side lot lines. There is an existing one-story house on the lot. The existing house like nearby homes is set with walls parallel and perpendicular to the side lot lines resulting in wedge shaped front yards. There are two large trees on the lot, one of which will be retained—the pine tree in the rear yard. There are also a few smaller trees to be removed and two small trees to be retained.

The house to the right at 615 Bryson Avenue is one-story patio style home with exterior yard space facing the subject lot's side lot line. There is some landscape along this shared lot line, but it would be mostly removed with the proposed plans. The house on the property to the left at 595 Bryson Avenue is a newer two-story home with traditional rooflines. To the rear of the subject lot are the rear yards at 2554 Webster Street (directly abutting the rear yard) and 2558 Webster Street (at the rear yard corner). There does not appear to be much landscape along the rear lot line on either the subject lot or these lots. Two small trees are located on the subject lot in a planter near the rear lot line, but these are not shown on the plans, and it is assumed at this time that these trees are intended for removal. The house at 2554 Webster Street appears to have had an addition in 2020 with a new structure or an extension of the structure close to the rear lot line (see photo #6 on sheet A0.02) with windows facing the subject lot's rear lot line. Most nearby homes on this street are one-story, but there are some two-story homes.

Note: There were no neighbor comments at the time of this review.

G1 — Site Planning: Placement of Driveway, Garage, and House

Approval Criterion: The driveway, garage, and house shall be placed and configured to reinforce the neighborhood's existing site patterns (i.e. Building footprint, configuration and location, setbacks, and yard areas) and the garage and driveway shall be subordinate to the house, landscaping and pedestrian entry as seen from the street.

[Guideline Key Points: 1. Minimize the driveway's presence and paving; 2. Locate the garage to be subordinate to the house; 3. Configure the house footprint to fit the neighborhood pattern; 4. Create landscaped open spaces between homes; 5. Locate the upper floor back from the front facade and/or away from side lot lines when next to one-story homes; and 6. Do not place the second floor so that it emphasizes the garage.]

Comments: Site planning shown on revised plans would be consistent with this guideline, subject to having adequate landscape in each side yard between the front and the back wall of the house. Please see condition of approval.

G2 — Neighborhood Compatibility for Height, Mass, and Scale

Approval Criterion: The scale (perceived size), mass (bulk or volume) and height (vertical profile) of a new house or upper story addition shall be consistent with the existing neighborhood pattern with special attention to adapting to the height and massing of adjacent homes.

[Guideline Key Points: 1. Do not overwhelm an adjacent one-story home; 2. Do not accentuate mass and scale with high first floor level relative to grade, tall wall planes, etc.; 3. Minimize height offsets to adjacent neighbors' roof edges, including adjacent one-story roof edges; 4. Place floor area within roof forms to mitigate mass and scale; 5. Locate smaller forms forward of larger forms to manage perceived height; and 6. Use roof volume rather than wall plate height to achieve interior volume.]

Comments: The height of the house would not be overly tall for the predominantly one-story context and wall offsets help mask the building's height and mass. The stepped forms also help mitigate overall mass and building scale as do the mix of materials and colors. This guideline also looks that the height of facing one-story building corners or wall planes per key point 3 and the revised garage height and massing improves the proposal meeting this aspect of the guideline.

Overall, the home's proposed height, mass, and scale would be consistent with this guideline.

G3 — Resolution of Architectural Form, Massing, and Rooflines

Approval Criterion: The architectural form and massing shall be carefully crafted to reduce visual mass and distinguish the house's architectural lines or style. Roof profiles shall enhance the form, scale, and proportion of primary and secondary house volumes, while rendering garage and entry forms subordinate in mass and scale to principal building forms. Upper floor additions shall also be balanced and integrated with the existing building.

[Guideline Key Points: 1. Adjust floor plans to work for building form; 2. Use the vocabulary of a particular style to compose forms and rooflines; 3. Avoid awkwardly placed additions; 4. Use a few well-proportioned masses to avoid a cluttered appearance of too many elements; and 5. Adjust roof layouts, ridge orientations, eave lines, etc. to reduce mass and enhance form.]

Comments: The forms and massing would be generally well composed with stepped flat roof forms of varied height and material along with use of one-story forms and canopies used to accentuate massing and control scale. The garage and entry would be subordinate to the main house form.

Overall, the home's form, massing, and rooflines would be consistent with this guideline.

G4 — Visual Character of Street Facing Facades and Entries

Approval Criterion: Publicly viewed facades shall be composed with a clear and cohesive architectural expression (i.e., The composition and articulation of walls, fenestration, and eave lines), and include visual focal point(s) and supportive use of materials and detailing. Entries shall be consistent with the existing neighborhood pattern and integrated with the home in composition, scale and design character. The carport or garage and garage door shall be consistent with the selected architectural style of the home.

[Guideline Key Points: 1. Compose facades to have a unified/cohesive character; 2. Use stylistically consistent windows and proportion and adequate spacing between focal points; 3. Add visual character with architecturally distinctive eaves, window patterns and materials; 4. Do not use monumental entries/ relate entry type and scale to neighborhood patterns; and 5. Design garage openings and door panels to be modest in scale and architecturally consistent with the home.]

Comments: The front and side elevations and building corners are well composed with ample glazing and interesting modulation of building forms. Detailing at the roof parapets, overhangs, and windows support the design aesthetic well as would the proposed smooth texture integral color stucco. The garage door panel pattern and color relate well to the fenestration.

Overall, the home's façade composition, material usage and detailing would be consistent with this guideline.

G5 — Placement of Second-Story Windows and Decks for Privacy

Approval Criterion: The size, placement and orientation of second story windows and decks shall limit direct sight lines into windows and patios located at the rear and sides of adjacent properties in close proximity.

[Guideline Key Points: 1. Gather information on neighbors' privacy sensitive windows, patios, yards; 2. Mitigate privacy impacts with obscure glazing, high sill windows, permanent architectural screens or by relocating/reorienting windows; 3. Avoid windowless/unarticulated building walls, especially where

visible from the street; and 4. Limit upper story deck size and locate decks to result in minimal loss of privacy to side or rear facing property.]

Comments: Second floor windows on the right side of the houses at bedrooms face the neighbor's property at the middle bedroom but use obscure glazing for mitigation.

The rear deck has a side privacy wall 5'-2" tall. This height would screen views as an occupant cannot approach the wall given the storage area.

The deck's size has been reduced in size about a third from the initial design but is still on the large size at 10 by 10 feet relative to most approved decks and would have views across the rear lot line, where it the neighbor at 2554 Webster Street has a house with rear wall glazed with large windows (see the photograph in the plan set).

New landscaping is proposed along the rear lot line to screen views from the second-floor balcony as follows: four Podocarpus Gracilior, 24-inch box planting size and minimum 8 feet tall at installation. Podocarpus Gracilior generally make effective privacy screens.

Overall, the home's privacy impact would be modest and within limits set by this guideline The rear deck privacy is dependent on new landscape that would have to allowed to grow to at least 20 feet in height and maintained in the future.

IR Review Summary Finding:

The proposal would generally meet the Individual Review Guidelines if constructed and landscaped as shown on plans filed March 14, 2022, with the following plan revisions which may be made as approval conditions:

1. To meet guidelines one, revise the site plan to add at least one evergreen medium sized screening tree in the right, side yard between the front and rear corners of the house (e.g., adjacent to the entry landing of the ADU). Indicate a tree by botanical name that will typically grow to at least 25 feet. The tree shall be planted at 24-inch box size with 8-foot minimum installation height.
2. To meet guideline five, the proposed four Podocarpus Gracilior screening trees would need to be at least 8 feet tall at time of planting, allowed to grow to at least 20 feet, and maintained in the future as a privacy screen from the second-floor balcony.

From: [chris Kwong](#)
To: [Jessica Resmini](#)
Cc: [Paulauskaite, Kristina](#); [JaWen Hernandez](#); [Anita Jwa](#); [Henry Nho](#); [Bernice Kwong](#)
Subject: Re: Bryson - Director's Hearing notices
Date: Tuesday, September 20, 2022 4:33:49 PM
Attachments: [Screen Shot 2022-09-20 at 4.26.08 PM.png](#)
[Screen Shot 2022-09-20 at 4.26.08 PM.png](#)

Yes we can confirm.
 Thank you Kristina in particular for coordinating all of this.
 We signed the letter and appreciate that our privacy concerns will be respected.
 Chris and Bernice Kwong

On Tue, Sep 20, 2022, 4:29 PM Jessica Resmini <jessica@aducollective.com> wrote:
 Kristina,

Please find a screen shot attached of the text thread where Chris shared the signed letter from Chris's phone number at 203-668-3393. Please call him if you need to hear that it's his phone number. My understanding is that they are both doctors, seeing patients all day and have children and are very, very busy. I went to their house last night, delivered a physical copy of the exhibit and draft letter for them.

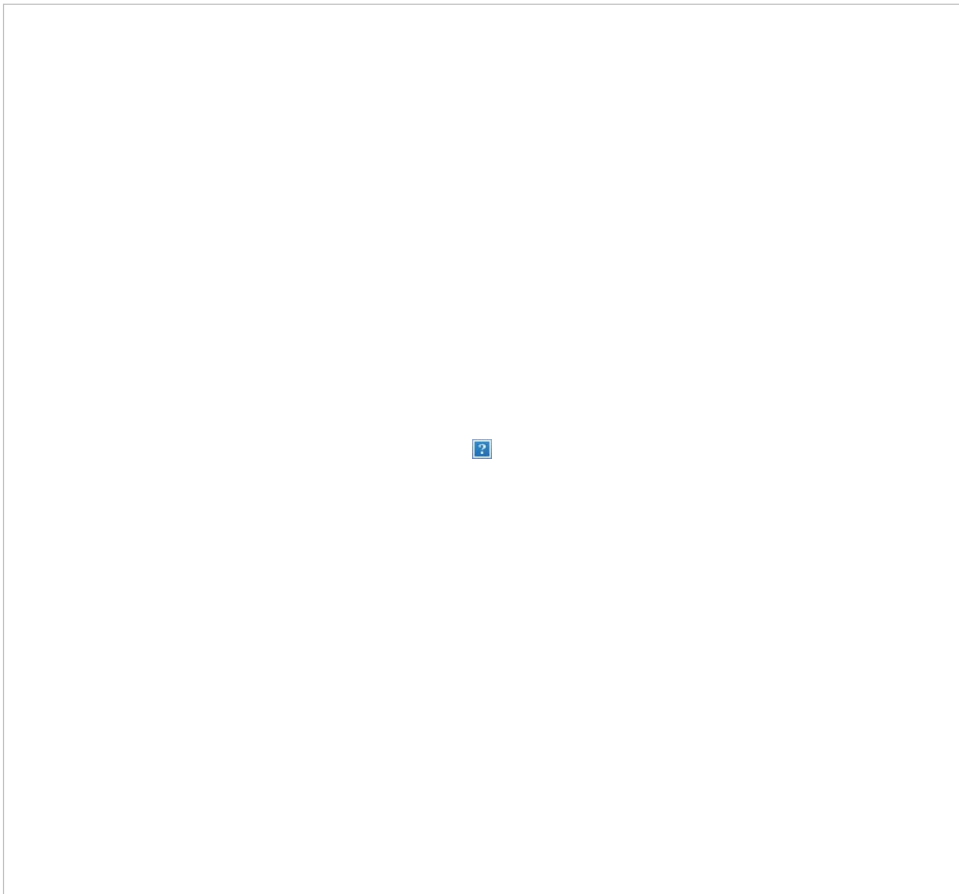
Please consider the letter attached via email from me as a formal withdrawal. They will confirm via email when they can, but do not send letters out.

Thank you for your understanding and patience with this matter.

Jess

ADU|Collective
Build smart for flexible living.

Jessica Resmini
 Architect & LEED AP
 Mobile +1 415 823 3213
www.aducollective.com



On Sep 20, 2022, at 4:25 PM, Paulauskaite, Kristina <Kristina.Paulauskaite@CityofPaloAlto.org> wrote:

Can Bernice or Chris confirm by responding to this email, please?

<image001.png> **Kristina Paulauskaite**
 Associate Planner
 Planning and Development Services Department
 (650) 496-6945 | kristina.paulauskaite@cityofpaloalto.org

www.cityofpaloalto.org

[<image002.png>](#) [<image003.jpg>](#) [<image004.png>](#) [<image005.png>](#) [<image011.png>](#) [<image008.png>](#)

From: Jessica Resmini <jessica@aducollective.com>

Sent: Tuesday, September 20, 2022 4:21 PM

To: Paulauskaite, Kristina <Kristina.Paulauskaite@CityofPaloAlto.org>

Cc: JaWen Hernandez <jawen@aducollective.com>; Anita Jwa <anniejwa@gmail.com>; Henry Nho <gohenry@gmail.com>; chris Kwong <kwong_chris@gmail.com>; Bernice Kwong <bernice.kwong@gmail.com>

Subject: Re: Bryson - Director's Hearing notices

Kristina,

Thank you for your continued patience. Chris and Bernice are both very busy, but have been able to sign a formal Directors Hearing Withdrawal. Please find forma letter attached and signed by Chris Kwong

I'm very thankful we were able to collaborate and find a solution! Thank you everyone!

Cheers,
Jess

ADU|Collective

Build smart for flexible living.

Jessica Resmini
Architect & LEED AP
Mobile +1 415 823 3213
www.aducollective.com

<image009.jpg><image010.jpg>

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On Sep 20, 2022, at 4:04 PM, Paulauskaite, Kristina <Kristina.Paulauskaite@CityofPaloAlto.org> wrote:

Hi JaWen,

We will go trough your proposal and Director will have the final say. The date is October 6th at 3pm.

<image001.png> **Kristina Paulauskaite**
Associate Planner
Planning and Development Services Department
(650) 496-6945 | kristina.paulauskaite@cityofpaloalto.org
www.cityofpaloalto.org

[<image002.png>](#) [<image003.jpg>](#) [<image004.png>](#) [<image005.png>](#) [<image011.png>](#) [<image008.png>](#)

From: JaWen Hernandez <jawen@aducollective.com>

Sent: Tuesday, September 20, 2022 2:20 PM

To: Paulauskaite, Kristina <Kristina.Paulauskaite@CityofPaloAlto.org>

Cc: Jessica Resmini <jessica@aducollective.com>

Subject: Re: Bryson - Director's Hearing notices

Hi Kristina,

Thank you for your quick response. So we will still do the addendum but will go through the hearing formality, is this correct? What date is the hearing scheduled?

Thanks,
JaWen

On Tue, Sep 20, 2022 at 2:15 PM Paulauskaite, Kristina <Kristina.Paulauskaite@cityofpaloalto.org> wrote:

Hi JaWen,

Jodie asked the admin person to send notices to printshop today. If the neighbor is happy by the time of the hearing, then it will be a 5 minute hearing, but we cannot delay this any further.

Thank you for understanding.

Kind regards,

<image001.png> **Kristina Paulauskaite**
Associate Planner
Planning and Development Services Department
(650) 496-6945 | kristina.paulauskaite@cityofpaloalto.org
www.cityofpaloalto.org

<image002.png> <image003.jpg> <image004.png> <image005.png> <image012.png> <image008.png>

From: JaWen Hernandez <jawen@aducollective.com>
Sent: Tuesday, September 20, 2022 2:10 PM
To: Paulauskaite, Kristina <Kristina.Paulauskaite@CityofPaloAlto.org>
Subject: Bryson - Director's Hearing notices

CAUTION: This email originated from outside of the organization. Be cautious of opening attachments and clicking on links.

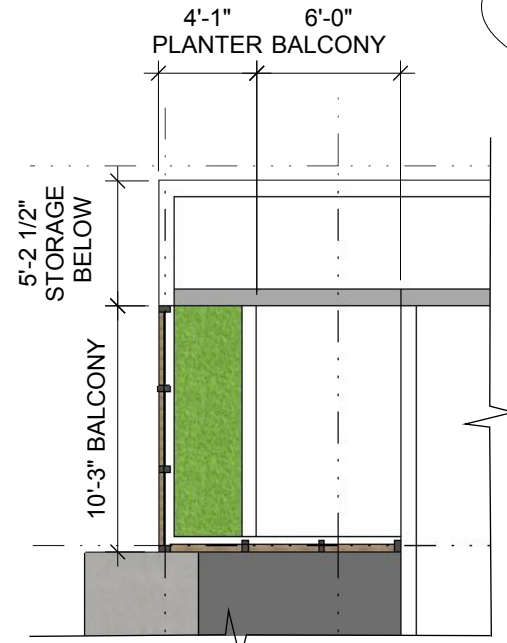
Hi Kristina,

Jessica personally made a house call to Bernice and Chris's house yesterday and hand delivered a hard copy of our drawing. Bernice promised to send the formal withdrawal for the hearing as soon as she is able but they truly seemed overwhelmed with the busy-ness of life. It is definitely their intention to withdraw their Director's Hearing request, they just need a little more time to get it done formally. When do you plan to send the neighborhood notices? Can you please hold off one more day for them?

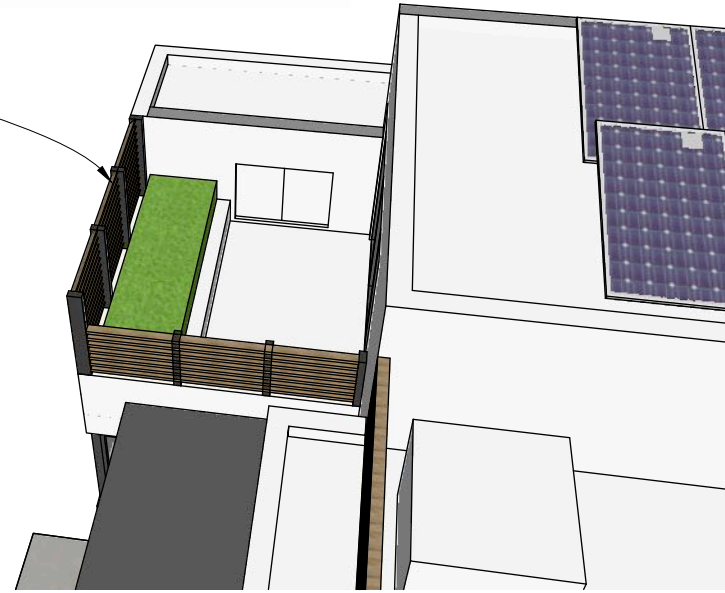
I really appreciate your help with this every step of the way; we are so close!! Please give us some more time.

Thank you so much!
JaWen

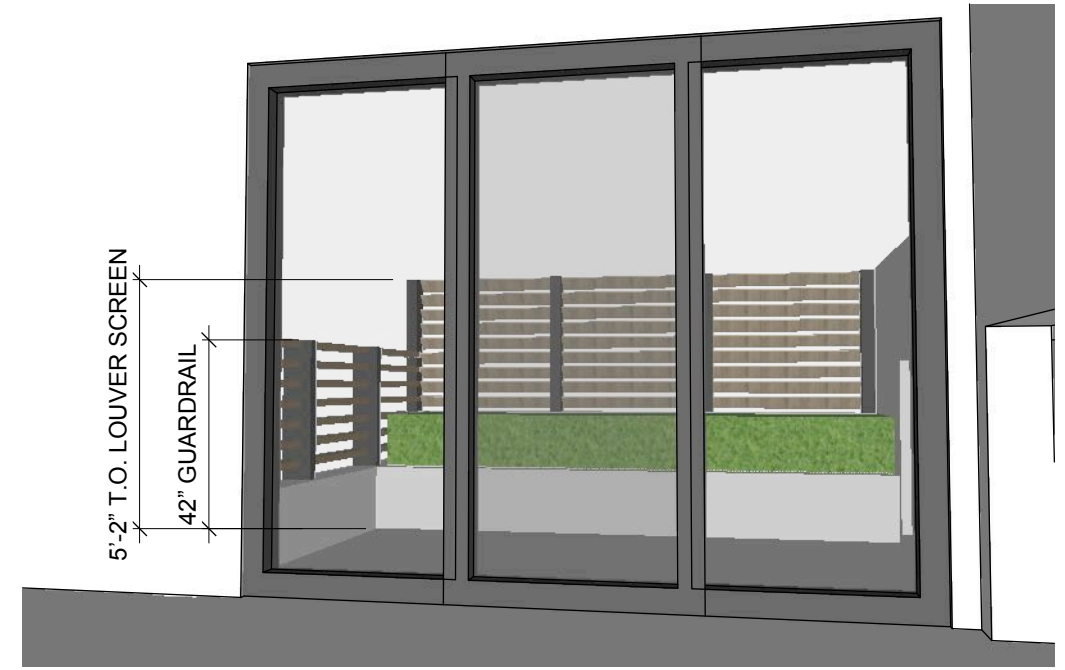
ADJUST LOUVER ANGLE TO ASSURE THAT NO VIEWS OF REAR NEIGHBOR'S BACKYARD, MASTER BEDROOM NOR LIVING ROOM WINDOWS ARE VIEWABLE FROM THE BALCONY.



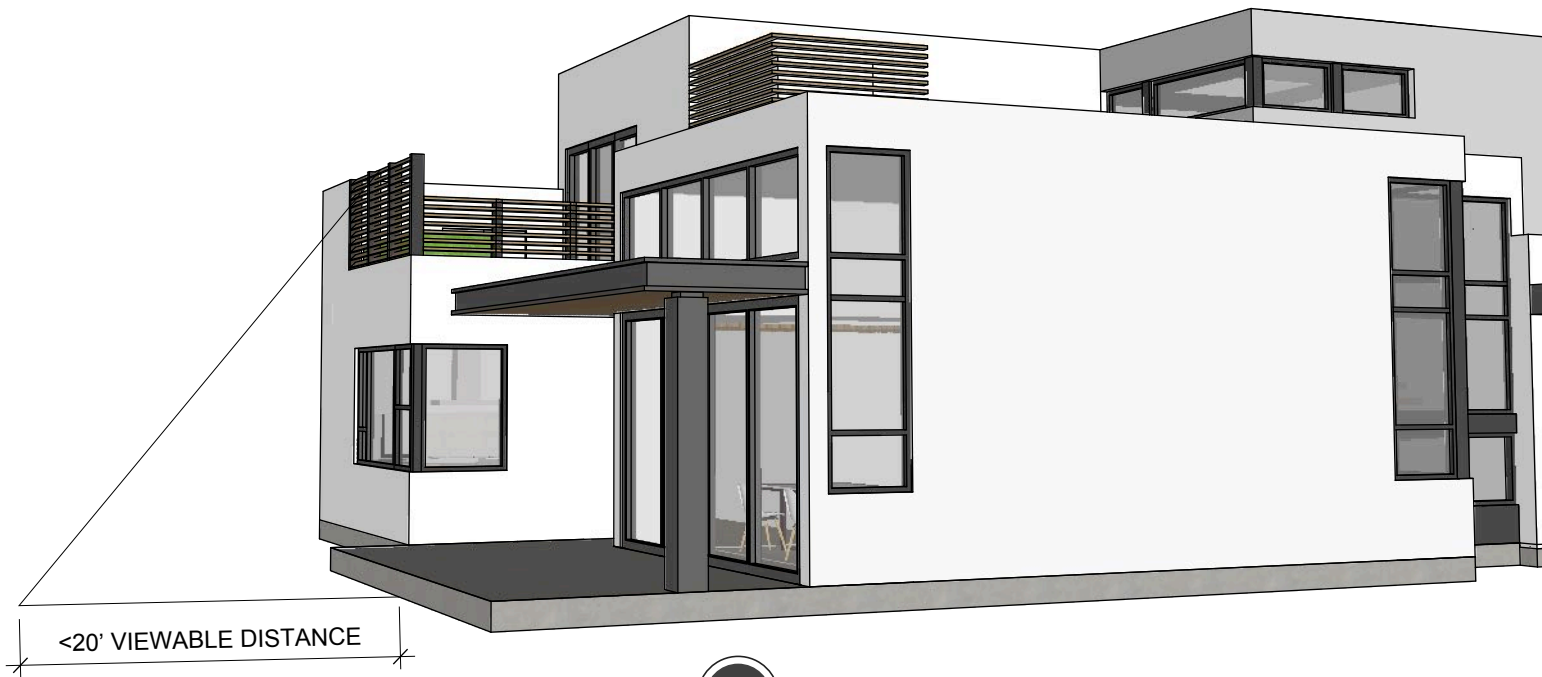
3 BALCONY PARTIAL PLAN



2 AERIAL VIEW OF BALCONY



1 INTERIOR VIEW OF BALCONY FROM BEDROOM



5 SIDE VIEW OF BALCONY



4 REAR VIEW OF BALCONY



PLANNING & DEVELOPMENT SERVICES

CITY OF
**PALO
 ALTO** 250 Hamilton Avenue, 5th Floor
 Palo Alto, CA 94301
 (650) 329-2441

October , 2022

Jessica Resmini
 2285 Saint Francis Dr
 Palo Alto, CA 94303

**SUBJECT: 601 Bryson Avenue (21PLN-00018) Individual Review
 Director's Hearing Approval**

The Director of Planning and Development Services has conditionally approved your Single Family Individual Review application to allow demolition of an existing single story residence and construction of a new two-story single-family residence with an attached one-car garage and an attached Accessory Dwelling Unit (ADU) in the R-1 zoning district. This approval was granted pursuant to the Palo Alto Municipal Code Sections 18.12.110 and 18.77.075. The proposed project is exempt from the provisions of the California Environmental Quality Act (CEQA) in accordance with Guideline Section 15303 (New Construction).

Prior to the approval becoming effective, a timely request for Director's Hearing was received and a Director's Hearing was held on October 6, 2022. On October , 2022, the Director of Planning and Development Services **upheld the conditionally approved project with the addition of privacy conditions.**

DIRECTOR'S HEARING SUMMARY

The hearing was requested by...

DECISION AND FINDINGS

The Director of Planning and Development Services finds that the project...

This approval will become effective 14 calendar days from the postmark date of this letter, unless an appeal is filed, as provided by Chapter 18.77.075 of the PAMC. An appeal may be filed by written request with the City Clerk before the date the Director's decision becomes final. The written request shall be accompanied by a fee, as set forth in the municipal fee schedule. Only an applicant, or the owner or tenant of an *adjacent property* may appeal. As the plans may have been revised since the original submittal, interested parties may wish to review the tentatively approved plans online at the City's Planning webpage <https://palocalto.buildingeye.com/planning>. If you need assistance reviewing the plans, you may visit the City's Development Center at 285 Hamilton Avenue.

cc: Neighbor notification list
 Property Owner

Attachment: Conditions of Approval

This letter and attached conditions and findings shall be printed onto building permit plans relating to this approval. **If the building permit has not been issued and construction commenced within two years from the effective approval date, this approval will expire.** A written request for an extension may be submitted prior to the expiration date. The Director may grant a one-year extension of this approval.

Should you have any questions regarding this approval, please do not hesitate to call Kristina Paulauskaite, Project Planner, at (650) 496-6945 or kristina.paulauskaite@cityofpaloalto.org.

Sincerely,

Kristina Paulauskaite
Associate Planner

PLANNING DIVISION CONDITIONS:

1. CONFORMANCE WITH PLANS. Construction and development shall conform to the approved plans entitled, "Bryson Residence, APN 132-02-036, 601 Bryson Ave, Palo Alto, CA 94306, Individual Review Submittal" uploaded to the Palo Alto Online Permitting Services Citizen Portal on **October ____, 2022**, as modified by these conditions of approval.
2. BUILDING PERMIT. Apply for a building permit and meet any and all conditions of the Planning, Fire, Public Works, and Building Departments.
3. BUILDING PERMIT PLAN SET. A copy of this cover letter and conditions of approval shall be printed on the second page of the plans submitted for building permit. Project plans submitted for Building permits shall incorporate the following changes:
 - a. Please add the Data Table back on the Title Sheet A0.01.
 - b. New ADU kitchen layout shall be revised on the Site Plan drawing sheet A1.01 and A2.04 to match Sheet A2.01.
 - c. On Sheet A3.01 and A3.02 elevation drawings the privacy screen shall be 5'-6" tall for privacy screening but given the thickness of the wall we are approving it at 5'-2".
 - d. Note all materials on the provided permeable paver detail on Sheet A8.01.

The applicant is volunteering to include the following items, per the neighbor's request:

 - e. **A new second floor deck screen shall be installed and maintained as shown on the approved plan set.**

4. **PROJECT MODIFICATIONS:** All modifications to the approved project shall be submitted for review and approval prior to construction. If during the Building Permit review and construction phase, the project is modified by the applicant, it is the responsibility of the applicant to contact the Planning Division/project planner directly to obtain approval of the project modification. It is the applicant's responsibility to highlight any proposed changes to the project and to bring it to the project planner's attention.
5. **OBSCURED/TRANSLUCENT GLAZING.** All obscure glazing, as shown on the plan set, shall be permanent in nature and shall remain for the life of the structure. Obscure glazing is either decorative glazing that does not allow views through placed into the window frame or acid etched or similar permanent alteration of the glass. Films or like additions to clear glass are not permitted where obscure glazing is shown. Obscure glazing shall not be altered in the future and shall be replaced with like materials if damaged. If operable, these windows shall open towards the public right-of-way.
6. **PRIVACY SCREENING.** All screening, as shown on the plan set, shall be permanent in nature and shall remain for the life of the structure. Screening shall be a maximum of 15 percent open. Screening shall not be altered and shall be replaced with like materials if damaged.
7. **REQUIRED PARKING:** All single family homes shall be provided with a minimum of one covered parking space (10 foot by 20 foot interior dimensions) and one uncovered parking space (8.5 feet by 17.5 feet).
8. **UTILITY LOCATIONS:** In no case shall utilities be placed in a location that requires equipment and/or bollards to encroach into a required parking space. In no case shall a pipeline be placed within 10 feet of a proposed tree and/or tree designated to remain.
9. **NOISE PRODUCING EQUIPMENT:** All noise producing equipment shall be located outside of required setbacks, except they may project 6 feet into the required street side setbacks. In accordance with Section 9.10.030, No person shall produce, suffer or allow to be produced by any machine, animal or device, or any combination of same, on residential property, a noise level more than six dB above the local ambient at any point outside of the property plane.
10. **DAYLIGHT PLANE:** The daylight plane must clear the point where the wall plane intersects the top of the roof material.
11. **IMPERVIOUS SURFACE:** A minimum of 60 % of the required front yard shall have a permeable surface that permits water absorption directly into the soil (Section 18.12.040 (h)). The building permit plan set shall include a diagram demonstrating compliance.
12. **REQUIRED IR LANDSCAPING/TREES.** The following landscaping is required to ensure the project's conformance with the City's IR Guidelines and therefore must remain for the life of the structure. Required screening trees and shrubs shall be a minimum size of 24 inch box and measure at least eight (8) feet tall.

- a. Twelve (12) new screening trees shall be planted along the right, rear and the left side property line.
 - b. All existing trees shall be protected by construction fencing and maintained as shown on the site plan drawing sheet A1.01.
13. NO NET LOSS OF CANOPY. The twelve (12) proposed screening trees shown on sheet A1.01 (site plan) shall be a minimum size of 24 inch box and measure at least 8 feet tall as shown on the plans prior to Planning Division signing off the final inspection for the building permit.
14. TREE PROTECTION FENCING. Tree protection fencing shall be required for trees #1-7 proposed to be maintained.
15. FENCES. Fences and walls shall comply with the applicable provisions of Chapter 16.24, Fences, of the Palo Alto Municipal Code (PAMC). Heights of all new and existing fencing must be shown on the Building Permit plans.
 - a. Where the existing fence is located off the subject property and/or where the existing fence is failing, a new Code compliant fence shall be constructed.
16. ESTIMATED IMPACT FEE: Given the proposed ADU is 800.3 sq. ft. large, development Impact Fees, currently estimated in the amount of \$21,893.84 plus the applicable public art fee, per PAMC 16.61.040, shall be paid prior to the issuance of the related building permit.
17. IMPACT FEE 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. This matter is subject to the California Code of Civil Procedures (CCP) Section 1094.5; the time by which judicial review must be sought is governed by CCP Section 1094.6.
18. 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 at the number below to schedule this inspection.

19. PERMIT EXPIRATION. The project approval shall be valid for a period of **two years** from the original date of approval. Application for a one year extension of this entitlement may be made prior to expiration, by emailing the Current Planning Support Staff (Alicia Spotwood - Alicia.Spotwood@CityofPaloAlto.org). If a timely extension is not received, or the project has already received an extension and the applicant still wishes to pursue this project, they must first file for a new Planning application and pay the associated fees. This new application will be reviewed for conformance with the regulations in place at that time.
20. 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.

ZERO WASTE

21. REQUIRED DECONSTRUCTION. In conformance with PAMC 5.24, deconstruction and source separation is required for all residential and commercial projects where structures are being completely removed, formerly known as demolition. The requirements are applicable to building permit applications submitted on or after July 1, 2020. For more information, refer to the Deconstruction Permit Application Checklist or visit www.cityofpaloalto.org/deconstruction.
22. SALVAGE SURVEY FOR REUSE. A Salvage Survey is required for deconstruction permit applications. The survey submittal shall include an itemized list of materials that are salvageable for reuse from the project. The applicant shall source separate and deliver materials for reuse. Certification is required indicating that all materials identified in the survey are properly salvaged. At this time, the City’s only approved vendor for this service is The ReUse People. Contact them to schedule this FREE survey by phone (888) 588-9490 or e-mail info@thereusepeople.org. More information can be found at www.TheReusePeople.org.
23. SOURCE SEPARATION FOR RECYCLING. The applicant shall source separate deconstruction materials into specific categories for recycling. Additional staging area for source separated materials will need to be considered. All materials shall be delivered to one of the City approved materials recovery facilities listed in Green Halo. More information can be found at www.greenhalosystems.com.
24. HAULING REQUIREMENT. All construction projects are required to utilize Green Waste of Palo Alto for the collection of all materials if using containers (bins or debris boxes) at project sites. Contractors may continue to self-haul material by using trucks, but must still deliver materials to one of the City approved processing facilities listed in Green Halo. Note that if one selects to self-

haul, it is important to ensure that the weight tags from the recycling/waste facility specify the correct city of origin. Tags with the incorrect city of origin will not be accepted. To request containers, contact Green Waste of Palo.

GREEN BUILDING & ENERGY REACH CODE REQUIREMENTS:

NOTICE FOR PERMIT APPLICATIONS SUBMITTED ON OR AFTER 1/1/20: Please be advised that the Palo Alto City Council has approved Energy Ordinance 5485 and Green Building Ordinance 5481 for all new permit applications. The Green Building Ordinance has an effective date of January 1st, 2020 and the Energy Reach Code Ordinance has an effective date of April 1, 2020. To review the upcoming changes, visit the [Development Services webpage](#). On the left-hand side under "EXPLORE", hover over "Green Building" and select "Compliance." You may also email Green Building at GreenBuilding@cityofpaloalto.org for specific questions about your project.

25. GREEN BUILDING CONDITIONS OF APPROVAL

- a) The project is a new construction residential building of any size** and therefore must meet the California Green Building Code mandatory requirements outlined in Chapter 4, (with local amendments) plus Tier 2 minimum pre-requisites and electives outlined in Appendix A4* (with local amendments). The project must hire a Green Building Special Inspector for a pre-permit third-party design review and a third-party green building inspection process. The project must select a Green Building Special Inspector from the City's list of approved inspectors. PAMC 16.14.080 (Ord. 5481 § 1, 2019)
 - (1) *Note: Projects subject to Tier 1 or Tier 2 shall not be required to fulfill any requirements outlined in Appendix A4.2 Energy Efficiency. All energy efficiency measures are found in the 2019 California Energy Code and the Palo Alto Energy Reach Code PAMC 16.17 & 16.18 as described in the Energy Reach Code section of this letter.
 - (2) **Accessory Dwelling Unit (Detached) Exception:
 - (a) Free standing detached Accessory Dwelling Units of new construction shall meet the following:
 - (i) California Green Building Standards Code Mandatory plus Tier 2 prerequisite requirements.
 - (ii) No Planning and Design electives.
 - (iii) Two (2) Water Efficiency and Conservation electives.
 - (iv) Two (2) Material Conservation and Resource Efficiency electives.
 - (v) One (1) Environmental Quality elective.
- b) The project includes a residential alteration or addition that is not considered a repair or maintenance and therefore the building permit applicant shall replace all noncompliant plumbing fixtures within the building with water conserving plumbing fixtures in compliance with California Senate Bill 407. (SB 407/California Civil Code Sections 1101.1 through 1101.8, 2019 CGBC Section 301)
- c) The project is a residential construction project of any size with a given valuation of \$25,000 or more and therefore must meet the enhanced construction waste reduction at Tier 2 (80% construction waste reduction). PAMC 16.14.260 (Ord. 5481 § 1 (part), 2019)
- d) The project is a new detached single-family, dwelling and therefore shall comply with the following requirements for electric vehicle supply equipment (EVSE):

- (a) In general. The property owner shall provide Conduit Only, EVSE-Ready Outlet, or EVSE Installed for each residence. The property owner shall provide as minimum a panel capable to accommodate a dedicated branch circuit and service capacity to install at least a 208/240V, 50 amperes grounded AC outlet (Level 2 EVSE). The raceway shall terminate in close proximity to the proposed location of the charging system into a listed cabinet, box, enclosure, or receptacle. The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation. The raceway shall have capacity to accommodate a 100-ampere circuit.
- (b) Design. The proposed location of a charging station may be internal or external to the dwelling, and shall be in close proximity to an on-site parking space. The proposed design must comply with all applicable design guidelines, setbacks and other code requirements. PAMC 16.14.420 (Ord. 5481 §1, 2019)

26. LOCAL ENERGY REACH CODE CONDITIONS OF APPROVAL – Effective 4/1/20

- a. The project includes new residential construction of any size and is submitted for building permit on or after April 1, 2020 and therefore triggers the Local Energy Efficiency Reach Code. All new residential construction projects of any size submitted after January 1, 2020 until March 31, 2020 shall comply with statewide mandatory energy standards as outlined in the 2019 California Energy Code, Title 24, Part 6.
 - i. Single-Family Residential Options:
 - 1. New single-family residential construction projects shall be designed to be all-electric.
 - 2. The installation of fireplaces, space-conditioning equipment, water heating system, clothes drying and cooking appliances shall be electric and not fueled by natural gas.
 - a. An All-Electric Building complies with the performance standard if both the Total Energy Design Rating and the Energy Efficiency Design Rating for the Proposed Building are no greater than the corresponding Energy Design Ratings for the Standard Design Building.
 - b. The Energy Budget for newly constructed buildings is expressed in terms of the Energy Design Rating, which is based on TDV energy. The Energy Design Rating (EDR) has two components, the Energy Efficiency Design Rating, and the Solar Electric Generation and Demand Flexibility Design Rating. The Solar Electric Generation and Demand Flexibility Design Rating shall be subtracted from the Energy Efficiency Design Rating to determine the Total Energy Design Rating. The Proposed Building shall separately comply with the Energy Efficiency Design Rating and the Total Energy Design Rating.
 - i. Compliance demonstration requirements for performance standards: Certificate of Compliance. The Certificate of Compliance is prepared and signed by a Certified Energy Analyst and the Total Energy Design Rating of the Proposed Design shall be no greater than the Standard Design Building. (Ord. 5485 §1, 2019)
- b. Mandatory Photovoltaic (PV) Requirements:
 - i. All new low-rise residential buildings shall have a photovoltaic (PV) system meeting the minimum qualification requirements as specified in Joint Appendix JA11, with annual

electrical output equal to or greater than the dwelling's annual electrical usage. (CEC §150.1, 2019)

27. Additional Green Building and Energy Reach Code information, ordinances and applications can be found at http://www.cityofpaloalto.org/gov/depts/ds/green_building/default.asp. If you have any questions regarding Green Building requirements please call the Green Building Consultant at (650) 329-2179 or send an email to GreenBuilding@CityofPaloAlto.org.

URBAN FORESTRY REQUIREMENTS:

28. 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.
29. 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.
30. 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, Trenching and Tunneling Distance, shall be printed on the final plans to be implemented by Contractor.
31. 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 full-sized, 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 TPR approved by the City for full implementation by Contractor, 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.

PUBLIC WORKS REQUIREMENTS:

The following shall be addressed prior to issuance of a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit and/or Encroachment Permit but after the Planning entitlement approval.

32. **PUBLIC WORKS STANDARD CONDITIONS:** The City's full-sized Standard Conditions sheet must be included in the plan set. The conditions noted on the sheet shall be adhered to for the full project duration until completion. Copies are available from the Public Works on our website.
*****Please note: Inspection Directive marked with an asterisk on this insert is required for this project. Scan a copy of the Directive onto the building plan set*****
<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=67175.06&BlobID=66261>
33. **Grading Permit:** Separate Excavation and Grading Permit will be required for grading activities on private property that fill, excavate, store or dispose of 100 cubic yards or more based on PAMC Section 16.28.060. Applicant shall prepare and submit an excavation and grading permit to Public Works separately from the building permit set. The permit application and instructions are available at the Development Center and on our website. Permit is issued concurrently with Building Permit. http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp
34. **Grading & 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, area drain and bubbler locations, drainage flow arrows to demonstrate proper drainage of the site. Adjacent grades must slope away from the house a minimum of 2% or 5% for 10-feet per 2013 CBC section 1804.3. Downspouts and splash blocks should be shown on this plan, as well as any site drainage features such as swales, area drains, bubblers, etc. Grading that increases drainage onto, or blocks existing drainage from neighboring properties, will not be allowed. Public Works generally does not allow rainwater to be collected and discharged into the street gutter, but encourages the developer to keep rainwater onsite as much as feasible by directing runoff to landscape and other pervious areas of the site. See the Grading & Drainage Plan Guidelines for New Single Family Residences on the City's website.
<http://www.cityofpaloalto.org/civicax/filebank/documents/2717>
35. **Work in the Right-Of-Way:** The plans must clearly indicate any work that is proposed in the public right-of-way, such as sidewalk replacement, driveway approach, or utility laterals. The plans must include notes that the work must be done per City standards and that the contractor performing this work must first obtain a Street Work Permit from Public Works at the Development Center. If a new driveway is in a different location than the existing driveway, then the sidewalk associated with the new driveway must be replaced with a thickened (6" thick instead of the standard 4" thick) section. Additionally, curb cuts and driveway approaches for abandoned driveways must be replaced with new curb, gutter and planter strip.

36. Pavers: If pervious pavers are used, include a detail for the proposed pervious pavers. Refer to Interlocking Concrete Paver Institute design guidelines regarding proper pervious paver section designs to ensure pervious pavers will be pervious. ICPI – <https://www.icpi.org/paving-systems/permeable-pavers>. There may be other online resources detailing permeable paver sections as well.
37. 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. <https://www.cityofpaloalto.org/civicax/filebank/documents/2718>
38. Storm Water Pollution Prevention: The City's full-sized "Pollution Prevention - It's Part of the Plan" sheet must be included in the plan set. Copies are available from Public Works on our website <http://www.cityofpaloalto.org/civicax/filebank/documents/2732>
39. This project triggers the California Regional Water Quality Control Board's revised provision C.3 for storm water regulations (incorporated into the Palo Alto Municipal Code, Section 16.11) that apply to residential land development projects that create or replace between 2,500 and 10,000 square feet of impervious surface area. The applicant must implement one or more of the following site design measures on the grading and drainage plan:
- Direct roof runoff into cisterns or rain barrels for reuse.
 - Direct roof runoff onto vegetated areas.
 - Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
 - Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
 - Construct sidewalks, walkways, and/or patios with permeable surfaces.
 - Construct driveways, and/or uncovered parking lots with permeable surfaces