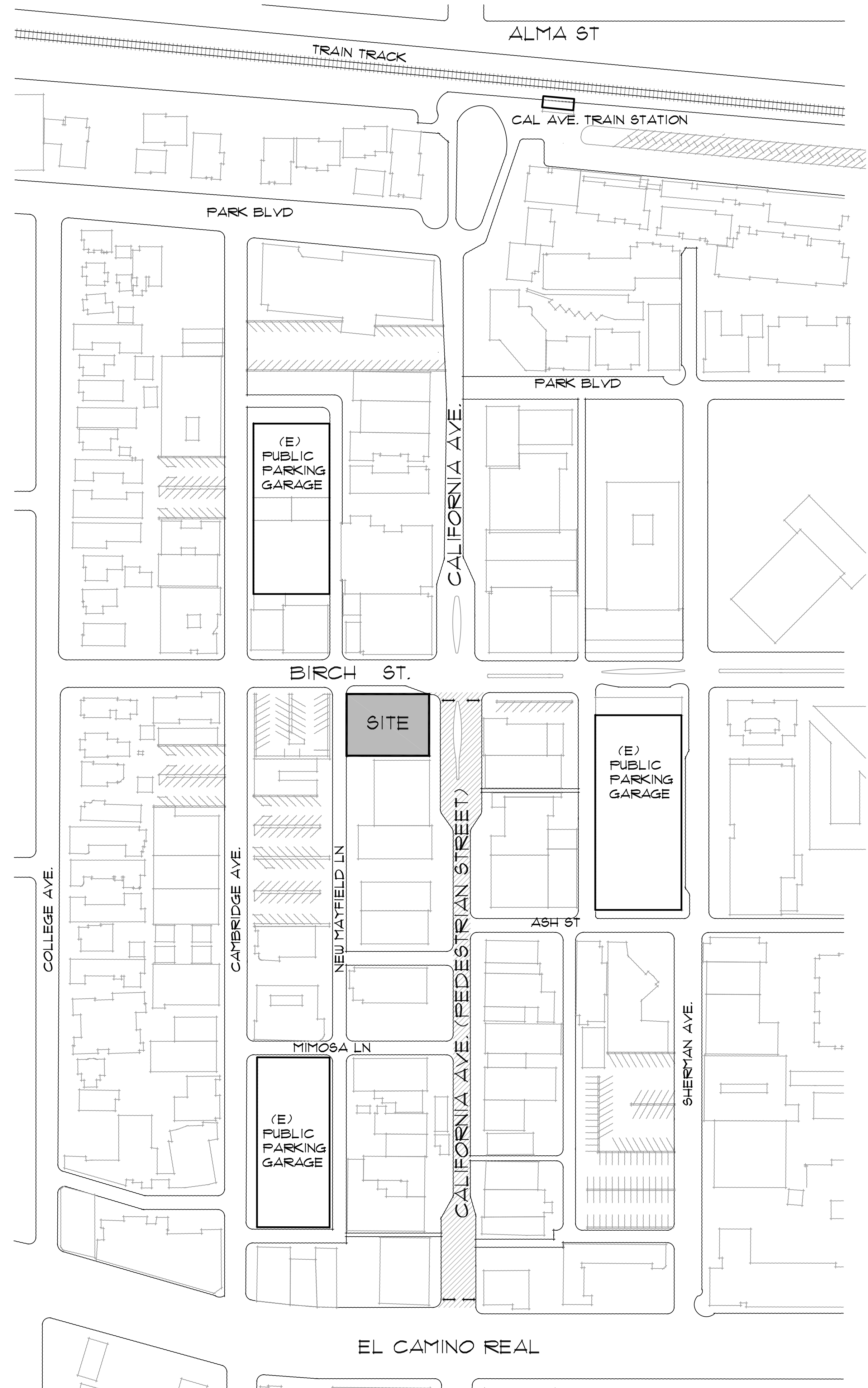


310-320 CALIFORNIA AVENUE CONDITIONAL USE PERMIT PALO ALTO FIT & CAFE

CALIFORNIA AVE. PEDESTRIAN STREET LOCATION MAP



PROJECT DATA

GENERAL INFORMATION

APN: 124-32-034
 ADDRESS: 310-320 CALIFORNIA AVENUE
 PALO ALTO, CA 94306
 ZONING DISTRICT: CC (2) (R) (P)
 FLOOD ZONE: NONE
 HISTORIC CATEGORY: NONE

EXISTING USE: 310 CALIFORNIA AVE.:
 COMMERCIAL RECREATION
 320 CALIFORNIA AVE.:
 EATING AND DRINKING SERVICES

PROPOSED USE: NO CHANGE

CONSTRUCTION TYPE: V-B

OCCUPANCY GROUP: PALO ALTO FIT: A-3
 CAFE: A-2

SPRINKLER: (E) NONE

LOT SIZE: 12,000 SF. (± 0.2755 ACRES)

BUILDING AREA:	EXISTING	PROPOSED
310 CALIFORNIA AVE.		
1ST FLOOR	5366 SF	7936 SF
2ND FLOOR	774 SF	2894 SF
TOTAL:	6140 SF	10830 SF

BUILDING AREA:	EXISTING	PROPOSED
320 CALIFORNIA AVE.		
ENCLOSED OUTDOOR SEATING	400 SF	400 SF
1ST FLOOR	4434 SF	2404 SF
2ND FLOOR	970 SF	N/A
TOTAL:	5804 SF	2804 SF

TOTAL BUILDING FLOOR AREA	EXISTING	PROPOSED
1ST FLOOR	10800 SF	10800 SF
2ND FLOOR	1744 SF	2894 SF
TOTAL:	12544 SF	13694 SF

ADDITIONAL BUILDING FLOOR AREA: 1150 SF

TOTAL OFFICE AREA:	EXISTING	PROPOSED
	3088 SF	2983 SF

FAR: 1.14 (2.0:1 MAX ALLOWED)

SET BACKS:
 FRONT SET BACK: REQUIRED: 0'-10' TO CREATE AN 8'-12' EFFECTIVE SIDEWALK WIDTH

INTERIOR SIDE YARD: NOT REQUIRED
 STREET SIDE YARD: NOT REQUIRED
 REAR SIDE YARD: NOT REQUIRED

FRONT SET BACK: PROVIDED: ±12" (NO CHANGE)
 INTERIOR SIDE YARD: PROVIDED: ±6'-2" (NO CHANGE)
 STREET SIDE YARD: PROVIDED: ±2" (NO CHANGE)
 REAR SIDE YARD: PROVIDED: ±4'-0" (NO CHANGE)

BUILDING HEIGHT: REQUIRED: 37 FT MAX
 PROVIDED: 25 FT (NO CHANGE)

NUMBER OF STORY: 2

PARKING CALCULATION:	EXISTING	PROPOSED
COMMERCIAL RECREATION	123 OCCUPANTS	185 OCCUPANTS
	31 REQUIRED	47 REQUIRED
EATING AND DRINKING	69 REQUIRED	30 REQUIRED
TOTAL:	100 REQUIRED	77 REQUIRED

PLUMBING CALCULATION:							
310 CALIFORNIA AVE. - FIRST LEVEL							
WATER CLOSET	URINAL		LAVA-TORY		SHOWER		DRINKING FOUNTAIN
	M	F	M	F	M	F	
TOTAL REQUIRED	1	3	1	1	-	-	1
TOTAL PROVIDED	2	3	1	2	2	2	1
310 CALIFORNIA AVE. - SECOND LEVEL							
WATER CLOSET	URINAL		LAVA-TORY		SHOWER		DRINKING FOUNTAIN
	M	F	M	F	M	F	
TOTAL REQUIRED	1	1	-	1	-	-	1
ALL GENDER PROVIDED	2	-	2	2	2	-	1

320 CALIFORNIA AVE.						
WATER CLOSET	URINAL		LAVA-TORY		SHOWER	
	M	F	M	F	M	F
TOTAL REQUIRED	1	1	1	1	1	1
TOTAL PROVIDED	1	1	1	1	1	1
ALL GENDER PROVIDED	1	1	-	-	-	-

PROJECT DESCRIPTION

THE PROJECT SCOPE CONSISTS OF A TENANT IMPROVEMENT FOR 310 CALIFORNIA AVE. FOR PALO ALTO FIT, A ONE-ON-ONE PERSONAL TRAINING SERVICE BUSINESS WITH NEW RESTROOMS, SHOWERS AND STAFF ROOMS. THE PROJECT PROPOSAL ADDS 1,150 SQ. FT. TO THE 2ND FLOOR OF THIS TENANT.

OPERATING STATEMENT:
 PALO ALTO FIT (PAF) IS A PERSONAL TRAINING AND NUTRITION CONSULTING BOUTIQUE. OUR BUSINESS HOURS ARE FROM 6:00 AM TO 8:00 PM. ALL OUR SERVICES ARE APPOINTMENT-BASED, ENSURING A PERSONALIZED EXPERIENCE FOR OUR CLIENTS. THE SPACE WILL BE PRIMARILY USED FOR FUNCTIONAL MOVEMENTS, MOBILITY EXERCISES, AND RESISTANCE TRAINING.

THE PROJECT ALSO INCLUDES A TENANT IMPROVEMENT FOR 320 CALIFORNIA AVE., RETAINING ITS CURRENT USE AS A CAFÉ/WINE BAR WITH NEW PUBLIC RESTROOMS.

NEITHER THERE ARE CHANGES PROPOSED TO THE BUILDING FOOTPRINT NOR TO THE BUILDING EXTERIOR.

THE PROJECT INTENDS TO KEEP THE THE EXISTING MURALS ON THE EAST AND SOUTH ELEVATIONS.

SHEET INDEX

- ARCHITECTURAL:**
- AS0.0 TITLE SHEET
 - AS0.1 AREA CALCULATION AND CODE ANALYSIS
 - AS1.0 SITE PLAN
 - AS1.1 PHOTOS
 - AS2.0.1 EXISTING & DEMOLITION FIRST FLOOR PLAN
 - AS2.0.2 EXISTING & DEMOLITION SECOND FLOOR PLAN
 - AS2.1 PROPOSED 1ST FLOOR PLAN
 - AS2.2 PROPOSED 2ND FLOOR PLAN
 - AS2.3 ROOF PLAN
 - AS5.1 ELEVATIONS
 - AS6.0 EXISTING SECTIONS
 - AS6.1 PROPOSED SECTIONS
 - T-1 SPECIAL TREE PROTECTION INSTRUCTION SHEET

PROJECT TEAM

OWNER
 MIRCO HORST & NINA NGUYEN Phone: (408) 412-2661
 3261 ASH STREET, SUITE A Contact: MIRCO HORST & NINA NGUYEN
 PALO ALTO, CA 94306 Email: mircohorst@ms.com
 nina@paloaltofit.com

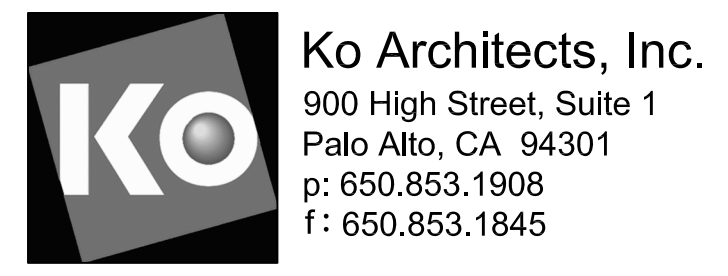
ARCHITECT
 KO ARCHITECTS, INC. Phone: (650) 853-1908
 900 HIGH STREET, STE. 1 Contact: PETER KO, AIA
 PALO ALTO, CA 94301 Email: design@koarch.com

VICINITY MAP



310-320 CALIFORNIA AVE. INTERIOR TENANT IMPROVEMENT

310-320 CALIFORNIA AVE.,
PALO ALTO, CA 94306



REVISION	
CUP SUBMITTAL	11.02.2023
CUP 1ST RESUBMITTAL	01.19.2024

PROJECT NO.	23-310
DATE	AUG 2023
DRAWN BY	LCR
SCALE	AS NOTED

TITLE SHEET

SHEET

AS0.0

310-320 CALIFORNIA AVE. INTERIOR TENANT IMPROVEMENT

310-320 CALIFORNIA AVE., PALO ALTO, CA 94306

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AREA CALCULATION & CODE ANALYSIS SHEET **AS0.1**

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CONSTRUCTION TYPE: V-B
SPRINKLER: (E) NONE

	ALLOWABLE BUILDING HEIGHT ABOVE GRADE PLANE PER CBC TABLE 504.3	ALLOWABLE NUMBER OF STORES ABOVE GRADE PLANE TABLE 504.4	ALLOWABLE AREA FACTOR PER TABLE 506.2
TRAINING AREA	A-3	40 FT	1
CAFE	A-2	40 FT	1
OFFICE	B	40 FT	1

MOST RESTRICTIVE: A-3 4 A-2, 1 STORY, 6000 SF
FRONTAGE INCREASE FACTOR PER TABLE 506.3.3 WITH 50-75 PERCENT OF BUILDING PERIMETER HAVING 25-30 FEET OPEN SPACE, THE AREA INCREASE FACTOR IS 0.42.

MAXIMUM ALLOWABLE AREA WITH FRONTAGE AREA INCREASE
A-3/A-2: (6000 + 6000 x 0.42) = 8520 SF
B: (3000 + 3000 x 0.42) = 4200 SF

USING SEPARATED OCCUPANCY METHOD BETWEEN 310 AND 320 CALIFORNIA

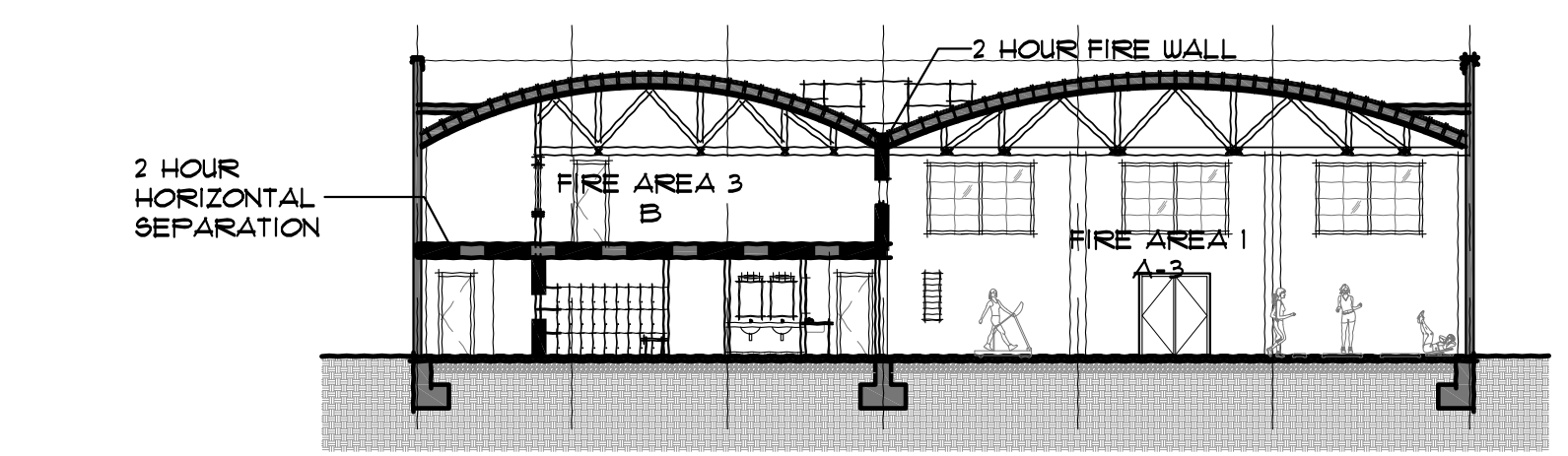
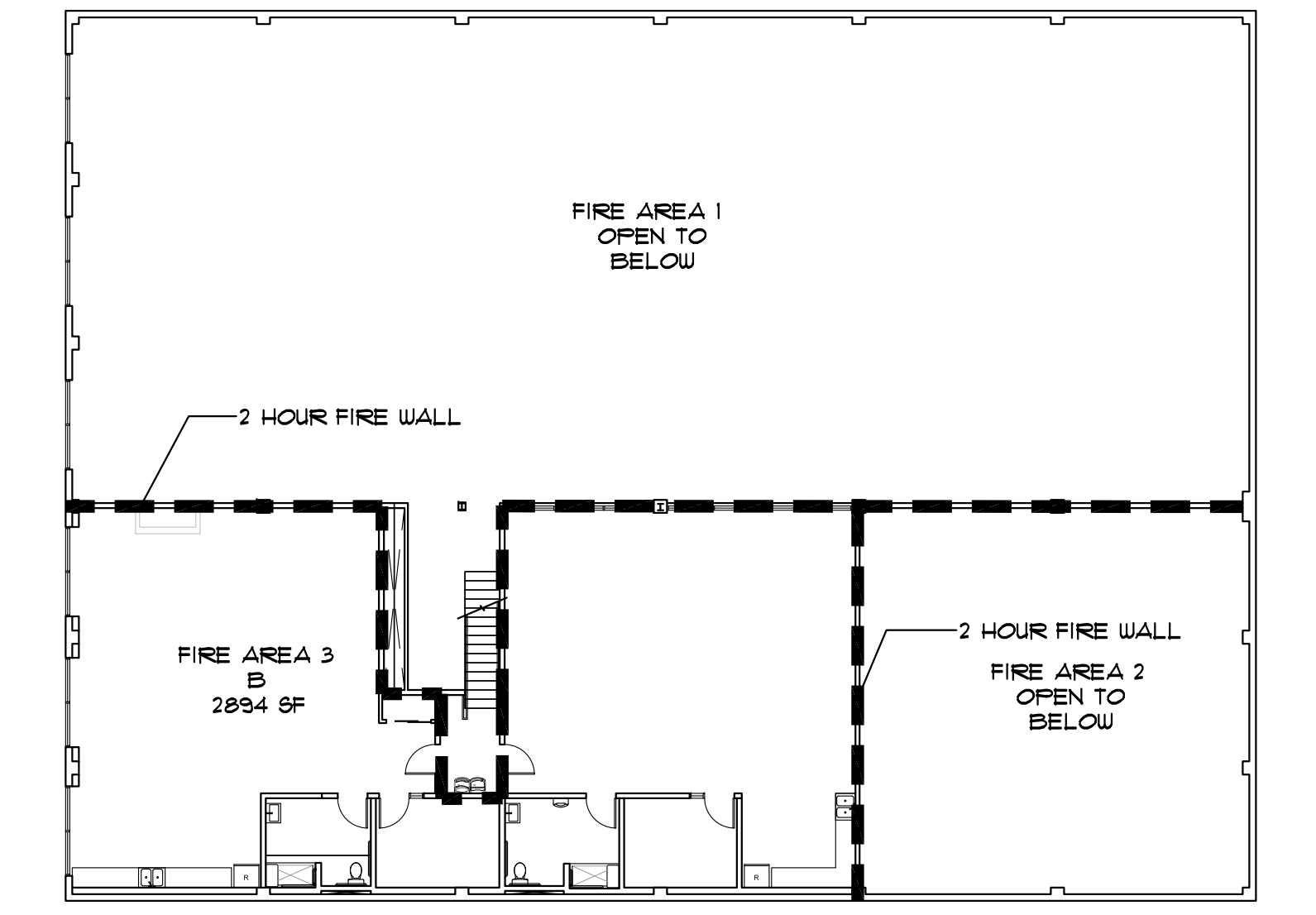
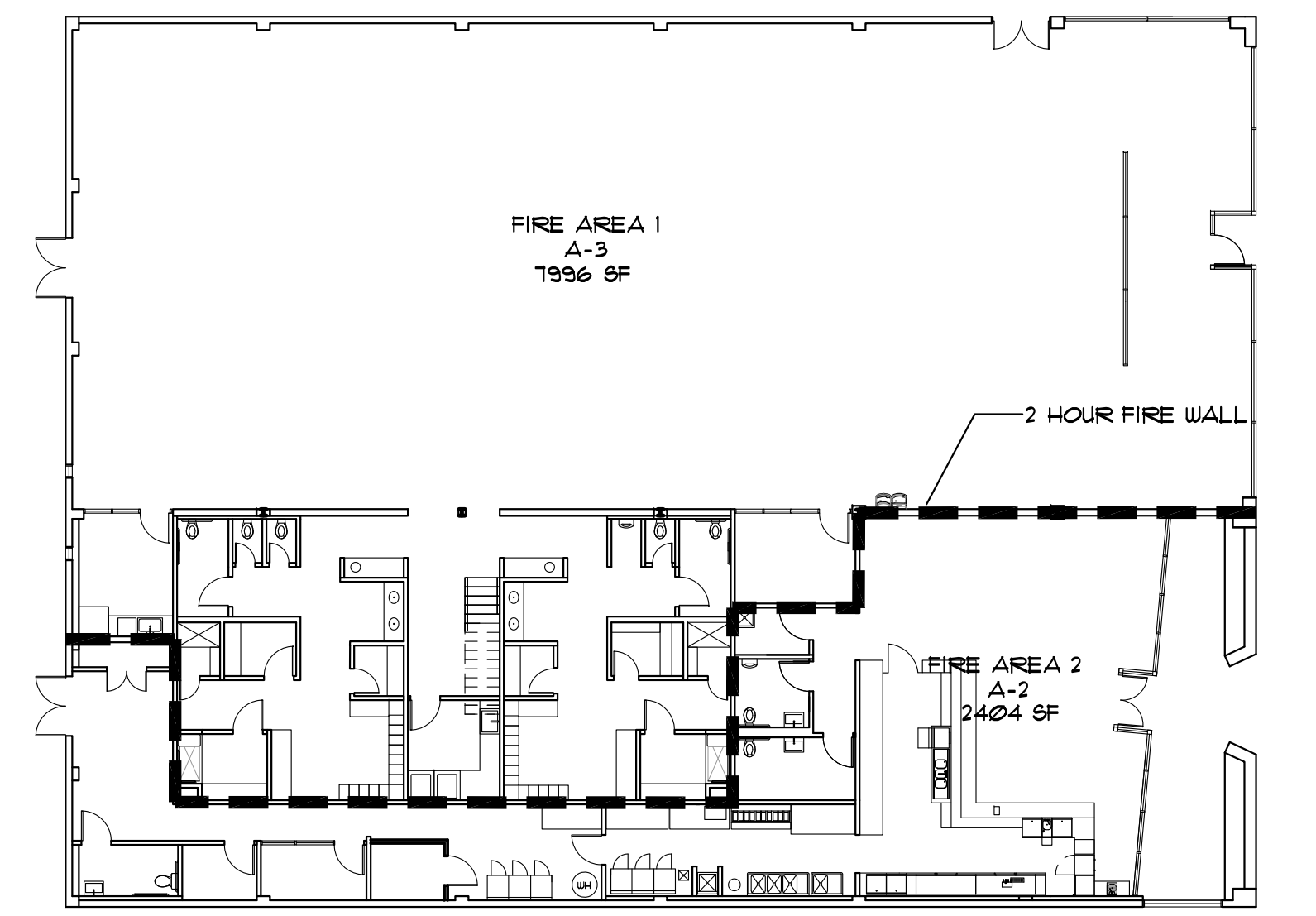
310 CALIFORNIA: PROPOSED AREAS (PER FLOOR)
1ST STORY: A-3 = 1936 SF
2ND STORY: B = 2894 SF

320 CALIFORNIA: PROPOSED AREAS (PER FLOOR)
1ST STORY: A-2 = 2404 SF

RATIO CHECK (PER FLOOR)
1ST FLOOR: 1936/8520 = 0.23 < 1
2ND FLOOR: 2894/4200 = 0.23 < 1

OCCUPANCY SEPARATION PER TABLE 508.4 BETWEEN OCCUPANCY A AND B: 2 HOUR SEPARATION REQUIRED

FIRE WALL RATING PER TABLE 106.4 FOR OCCUPANCY IN A AND B IN TYPE V: 2 HOUR SEPARATION REQUIRED



310 CALIFORNIA AVE FIRST FLOOR

ROOM NAME	AREA	OCC. TYPE	OCC. LOAD FACTOR	OCC. LOAD
TRAINING AREA	5986 SF	A-3	50	120
WOMEN'S ROOM	678 SF	A-3	50	14
MEN'S ROOM	678 SF	A-3	50	14
OFFICE	118 SF	B	150	1
OFFICE	140 SF	B	150	1
LAUNDRY	101 SF	S-2	300	1
CIRCULATION	295 SF			
TOTAL:	7936 SF			151

320 CALIFORNIA AVE

ROOM NAME	AREA	OCC. TYPE	OCC. LOAD FACTOR	OCC. LOAD
(E) CAFE DINING	522 SF	A-2	15	35
CIRCULATION	174 SF			
CAFE/WINE BAR	421 SF	A-2	200	3
(E) KITCHEN	271 SF	A-2	200	2
(E) KITCHEN	199 SF	A-2	200	1
WOMEN'S	85 SF	A-2	50	2
MEN'S	62 SF	A-2	50	2
CORRIDOR	61 SF			
(E) COOLER	51 SF	S-2	200	1
OFFICE	83 SF	B	150	1
UTILITY	51 SF	S-2	300	1
RESTROOM	75 SF	A-2	50	2
CORRIDOR	80 SF			
UTILITY	33 SF	S-2	300	1
CIRCULATION	236 SF			
OUTDOOR SEATING	400 SF			
TOTAL:	2804 SF			51

PROPOSED FIRST FLOOR PLAN 3/32"=1' 1 PROPOSED FIRST FLOOR AREA & OCC. CALCULATION - -

310 CALIFORNIA AVE SECOND FLOOR

ROOM NAME	AREA	OCC. TYPE	OCC. LOAD FACTOR	OCC. LOAD
OFFICE	1243 SF	B	150	9
OFFICE	1163 SF	B	50	21
RESTROOM	126 SF	B	150	1
RESTROOM	126 SF	B	150	1
OFFICE	118 SF	B	150	1
OFFICE	118 SF	B	150	1
TOTAL:	2894 SF			34

PROPOSED SECOND FLOOR AREA & OCC. CALCULATION - -

310 CALIFORNIA AVE.		PROPOSED
1ST FLOOR	7936 SF	
2ND FLOOR	2894 SF	
TOTAL:	10830 SF	

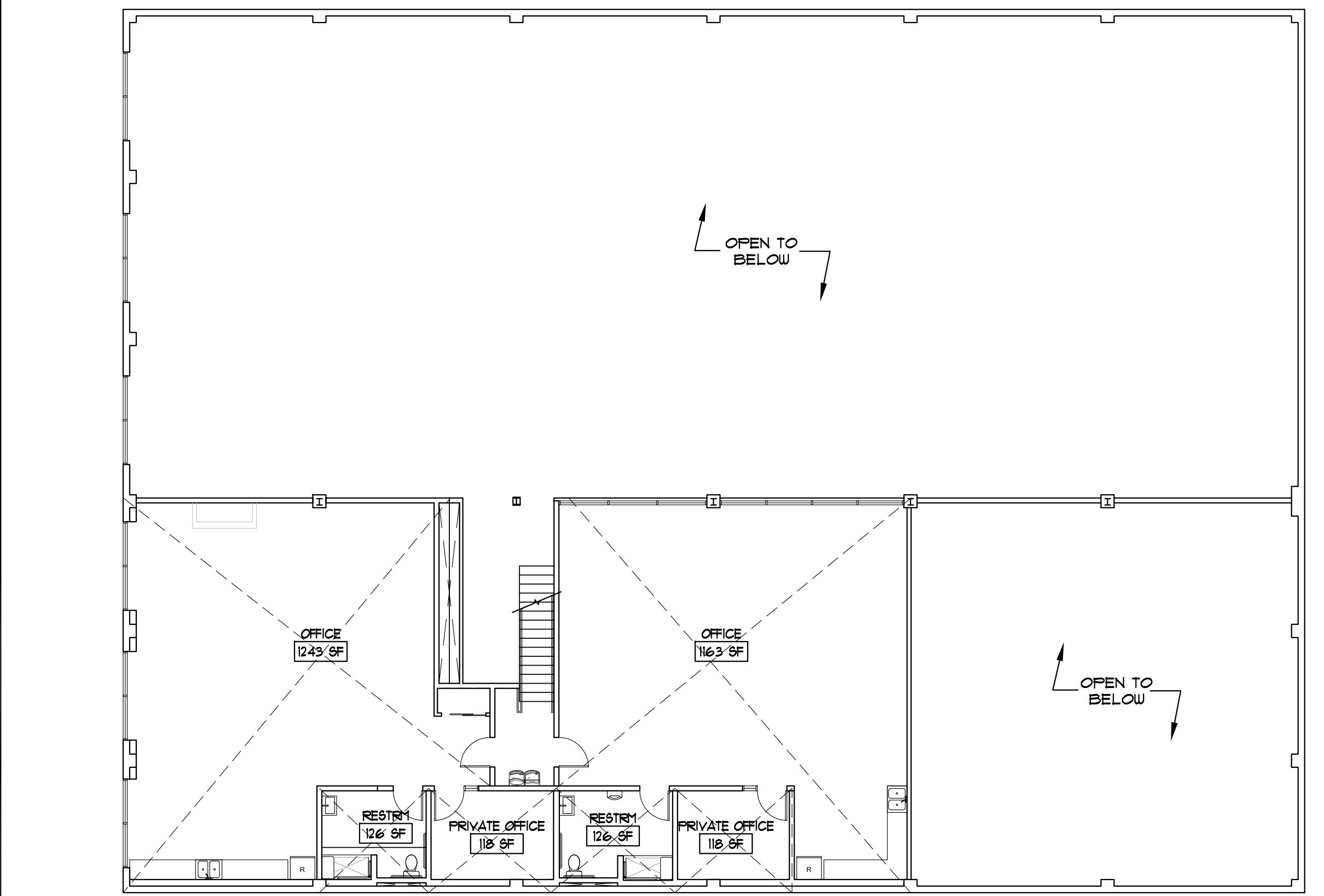
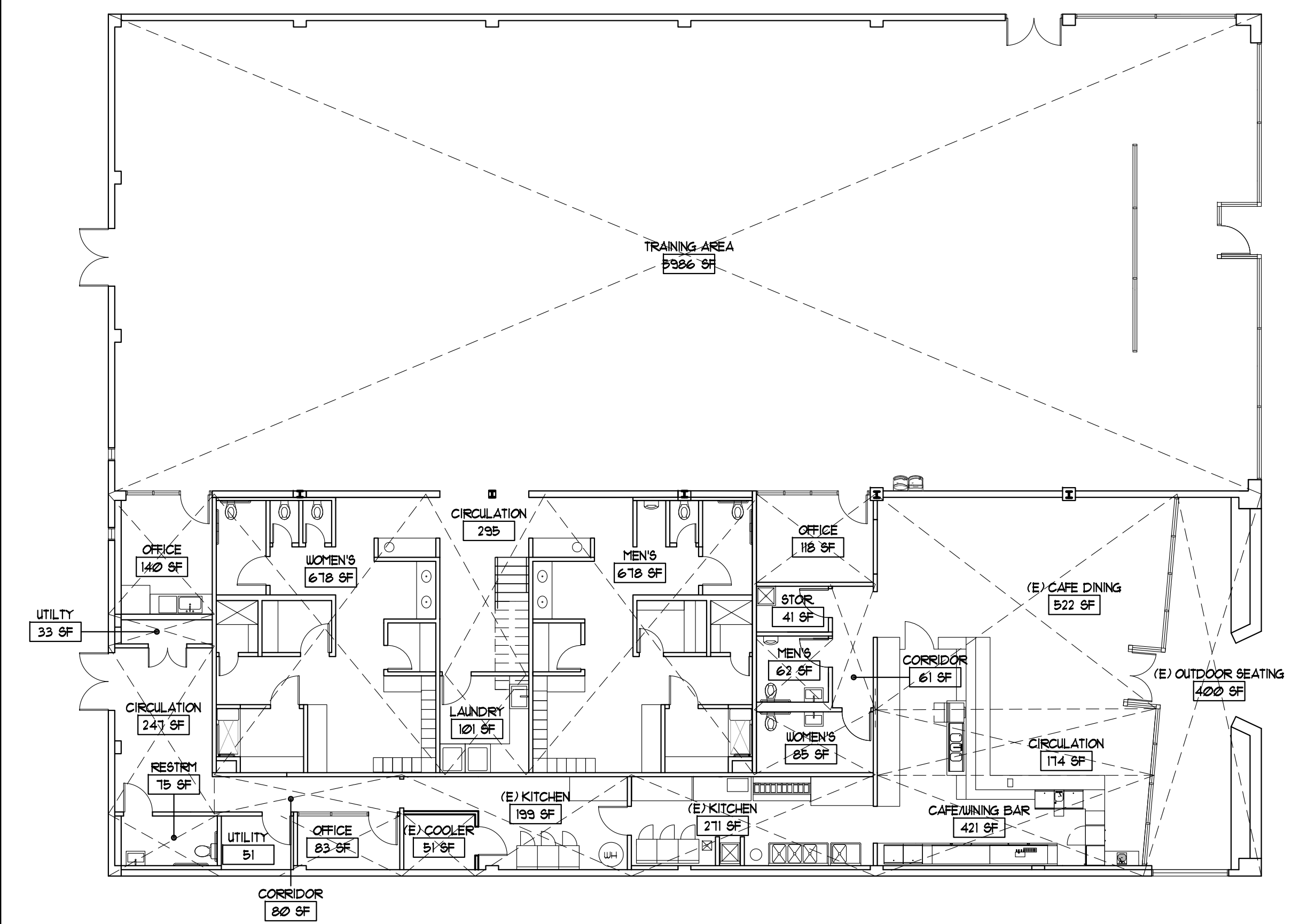
320 CALIFORNIA AVE.		PROPOSED
ENCLOSED OUTDOOR SEATING	400 SF	
1ST FLOOR	2404 SF	
2ND FLOOR	N/A	
TOTAL:	2804 SF	

TOTAL BUILDING FLOOR AREA		PROPOSED
1ST FLOOR	10800 SF	
2ND FLOOR	2894 SF	
TOTAL:	13694 SF	

PROPOSED FAR: 13694 SF / 12000 SF = 1.14

	OFFICE AREA	
	EXISTING	PROPOSED
310 CALIFORNIA AVE.	1740 SF	2900 SF
320 CALIFORNIA AVE.	1348 SF	83 SF
TOTAL:	3088 SF	2983 SF

AREA SUMMARY - -



PROPOSED SECOND FLOOR PLAN 3/32"=1' 2

CODE ANALYSIS - -

310-320
CALIFORNIA AVE.
INTERIOR TENANT
IMPROVEMENT

310-320 CALIFORNIA AVE.,
PALO ALTO, CA 94306

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REVISION	
CUP SUBMITTAL	11/02/2023
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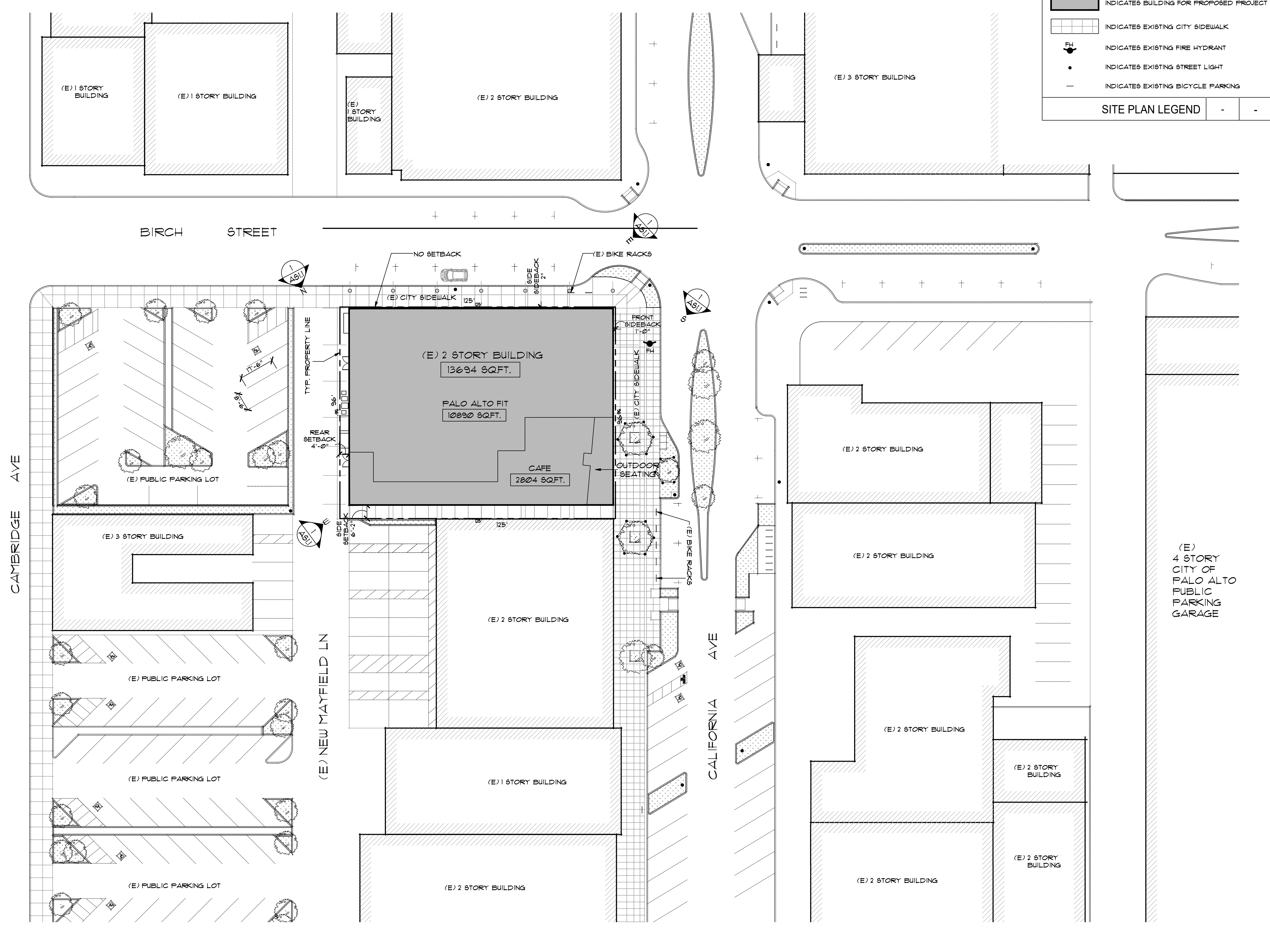
EXISTING
SITE PLAN

SHEET

AS1.0

--- INDICATES PROPERTY LINE
 [Hatched Box] INDICATES BUILDING FOR PROPOSED PROJECT
 [Grid Box] INDICATES EXISTING CITY SIDEWALK
 FH INDICATES EXISTING FIRE HYDRANT
 • INDICATES EXISTING STREET LIGHT
 - INDICATES EXISTING BICYCLE PARKING

SITE PLAN LEGEND



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A SOUTH ELEVATION



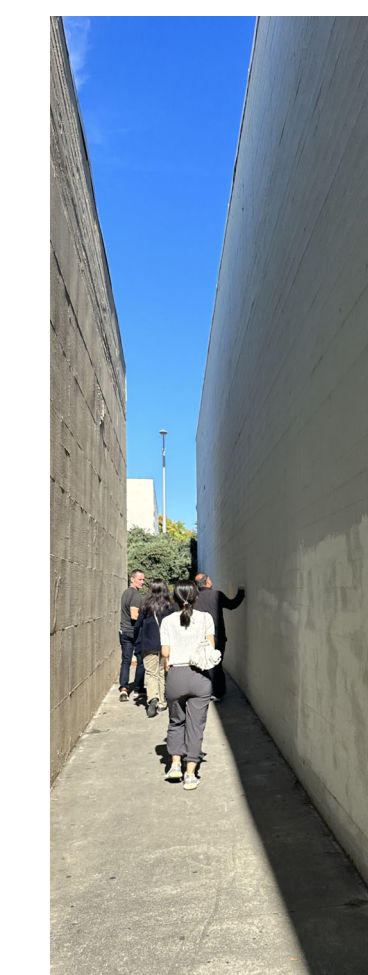
B EAST ELEVATION AND MURAL



C NORTH ELEVATION



D WEST ELEVATION- VIEW FROM REAR PARKING LOT



E WEST ELEVATION- VIEW FROM CALIFORNIA AVE.

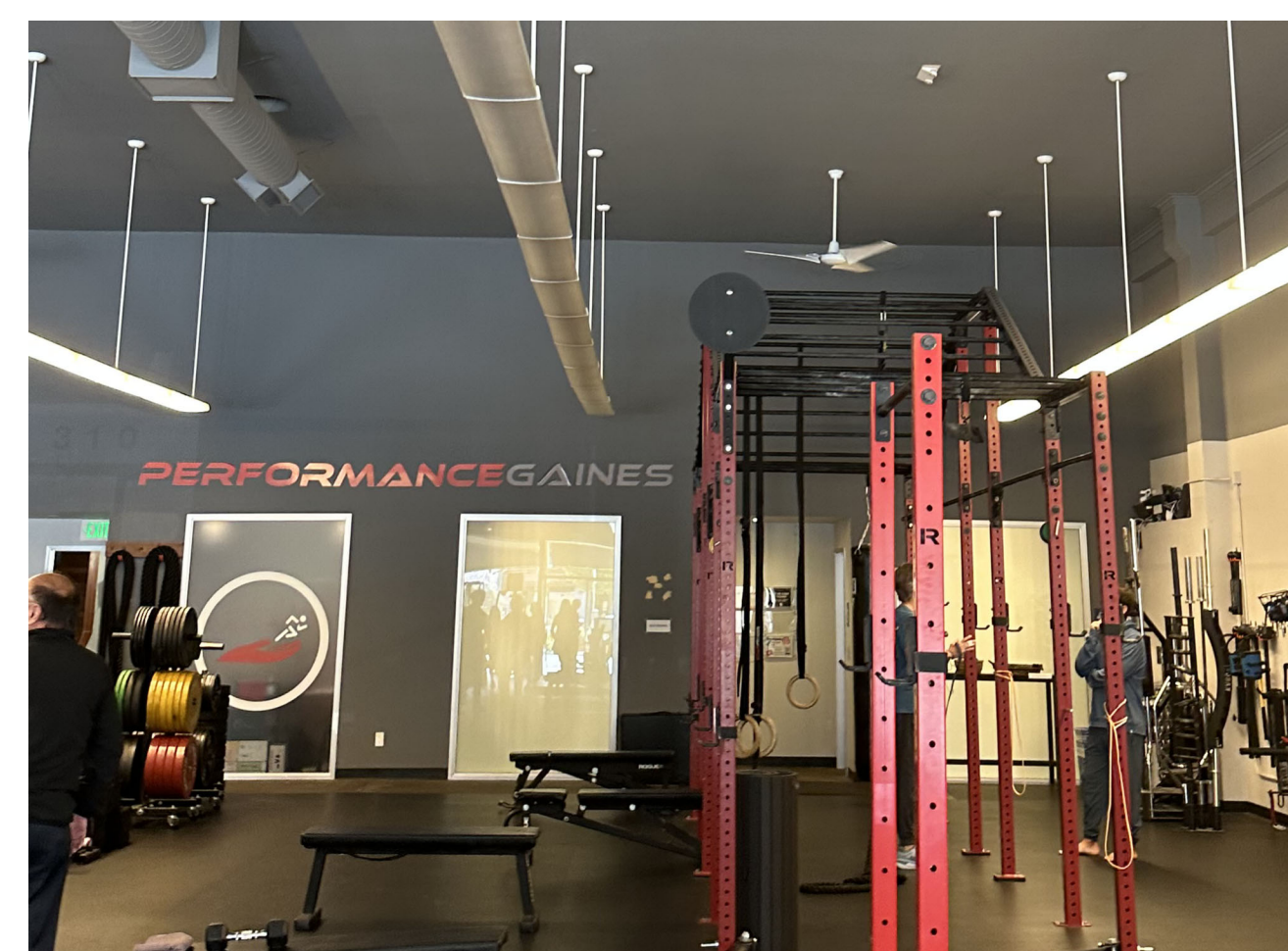
EXISTING EXTERIOR ELEVATIONS - 1



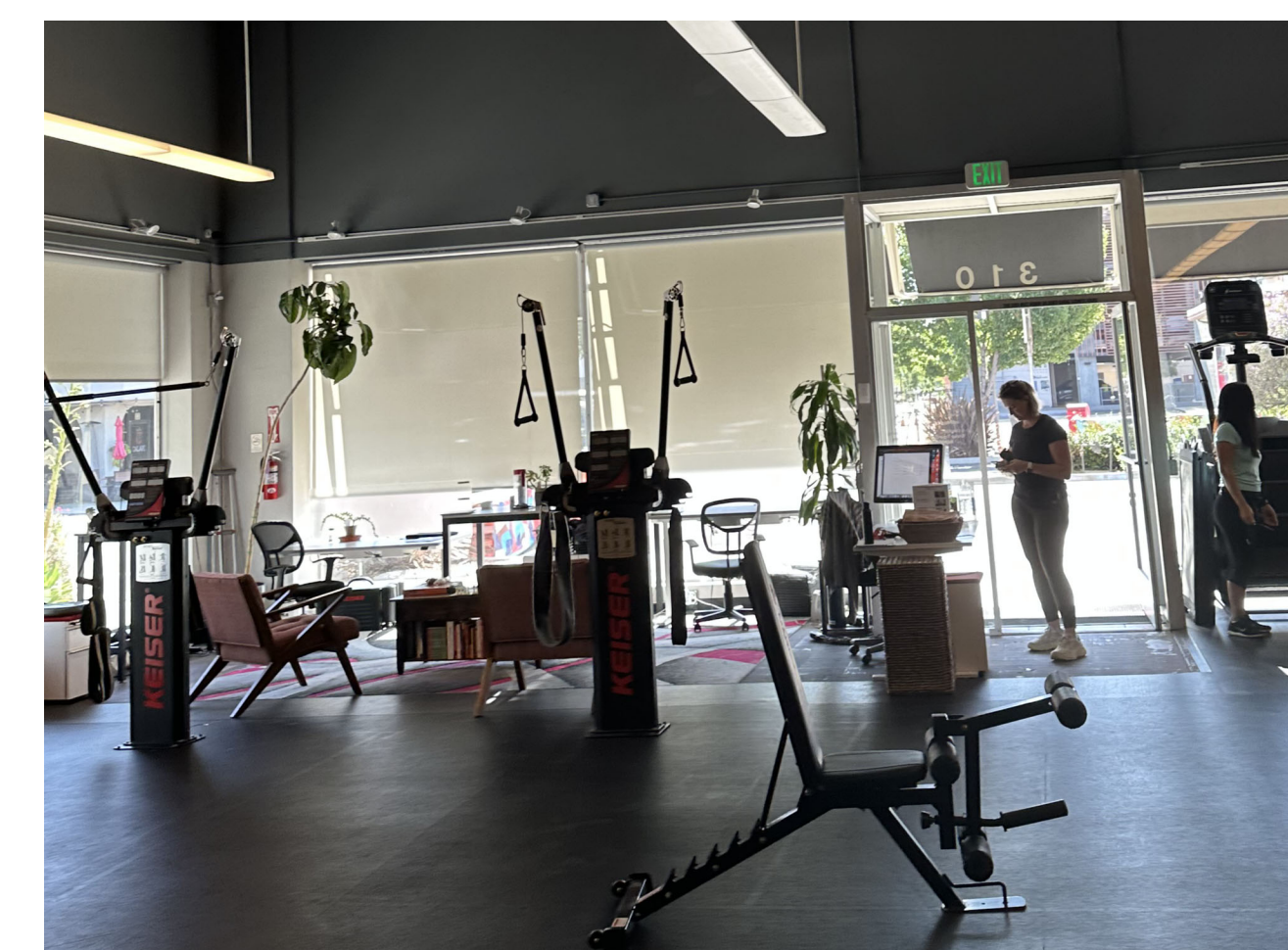
F TRAINING SPACE



G RECEPTION



H TRAINING SPACE



I ENTRANCE

EXISTING TENANT 1 - 310 CALIFORNIA AVE. - 2



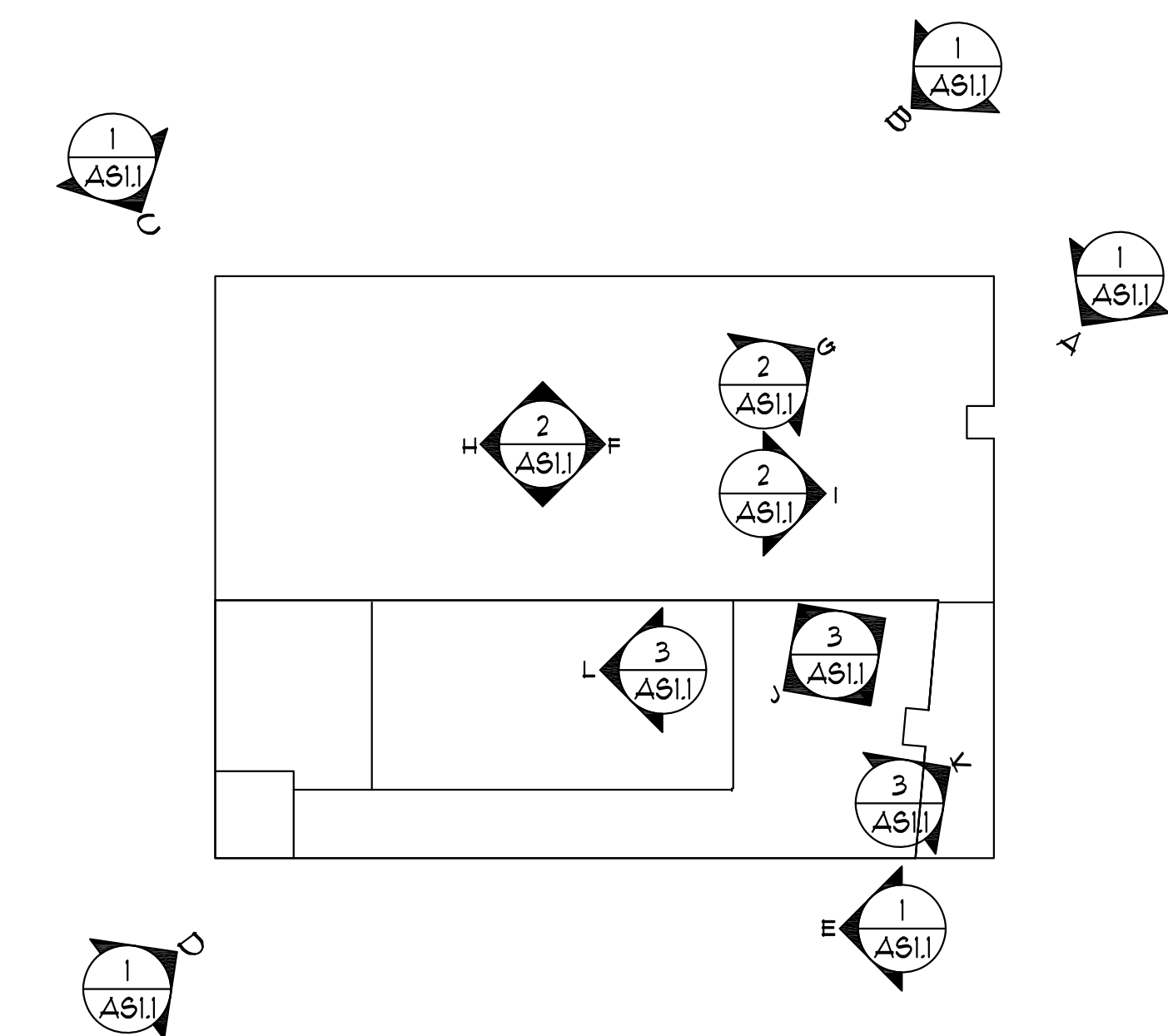
J CAFE



K CAFE MURAL



L ART GALLERY



EXISTING TENANT 2 - 320 CALIFORNIA AVE. - 3



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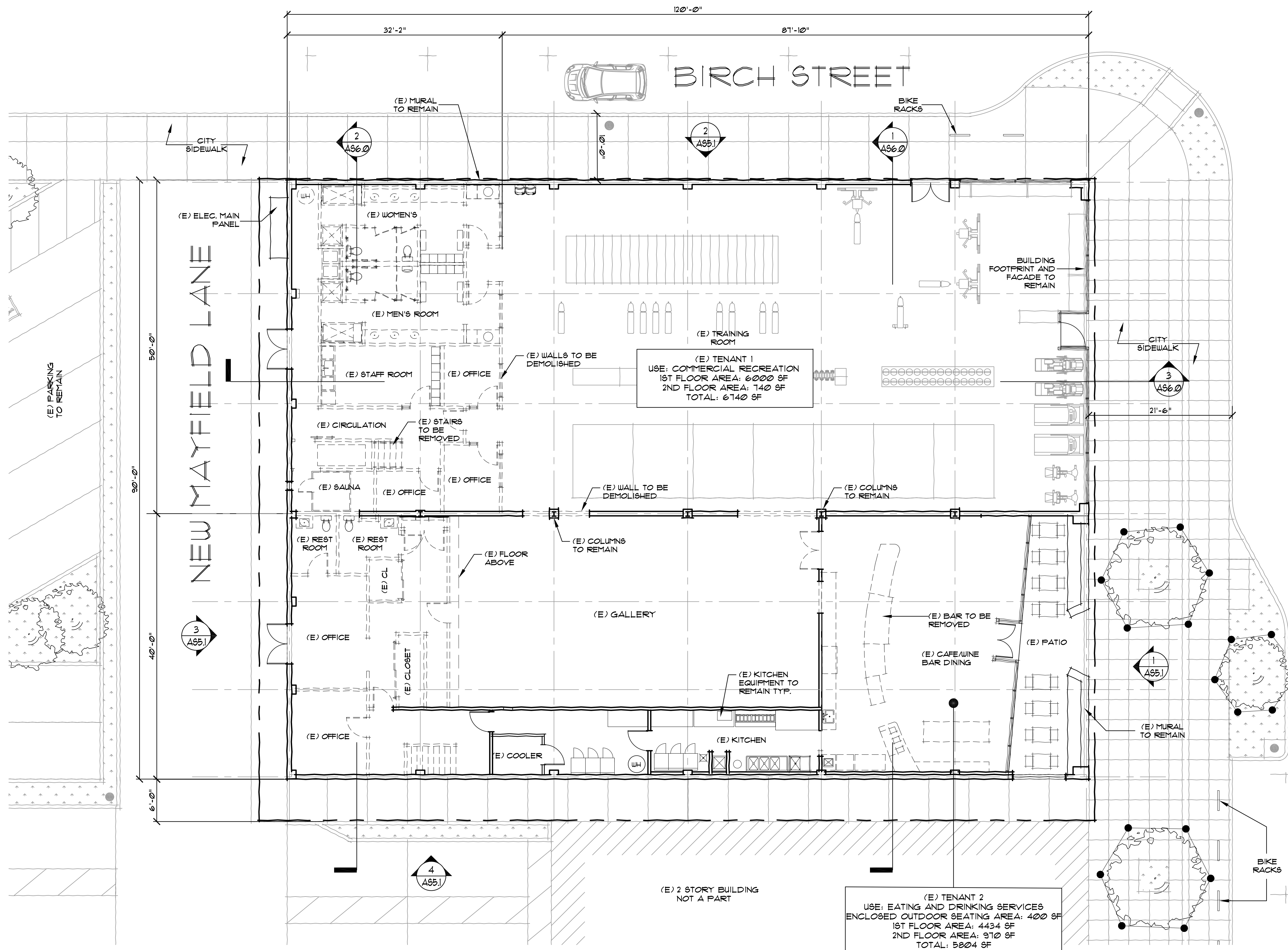
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EXISTING BUILDING PHOTOS SHEET
AS1.1

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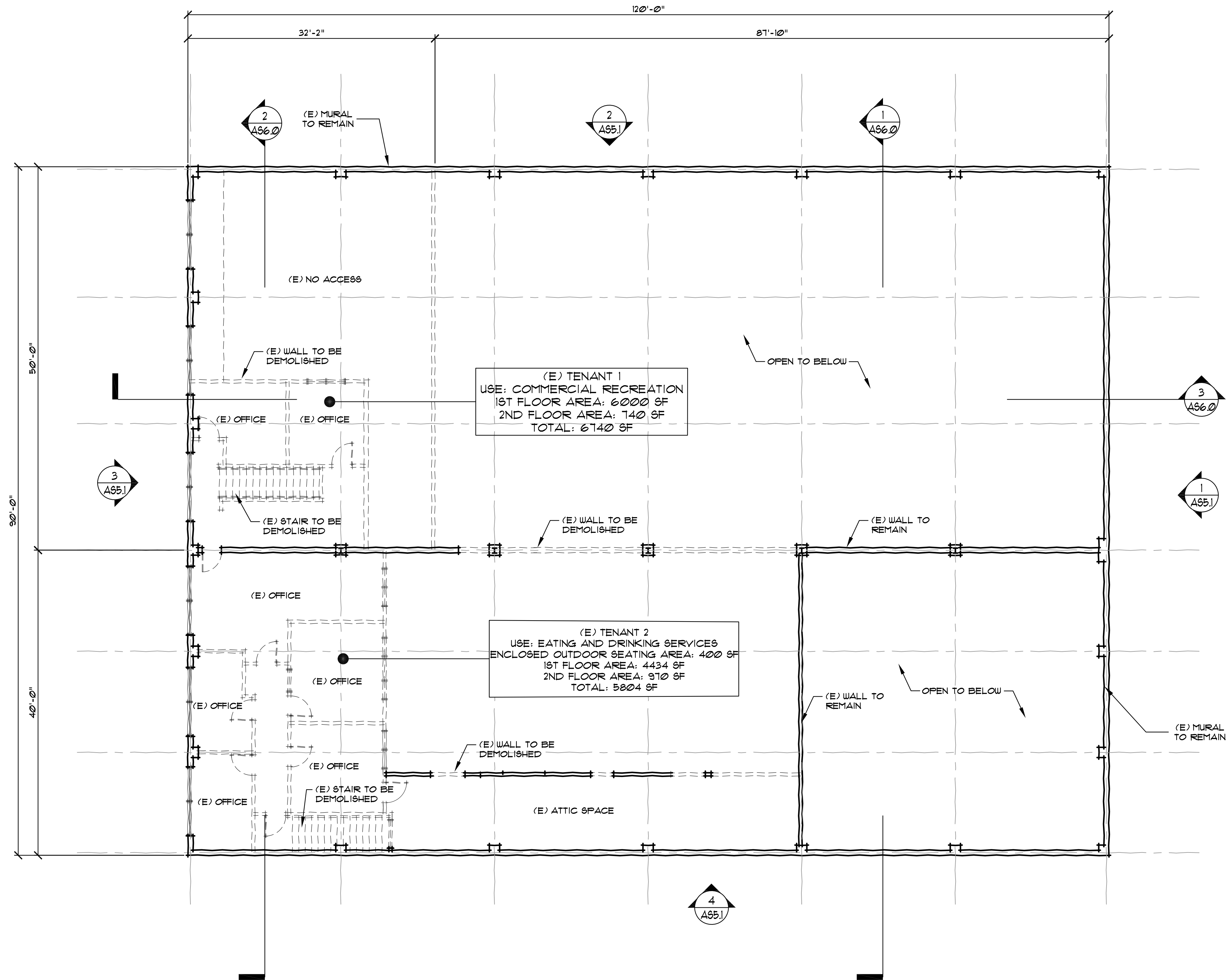
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EXISTING AND DEMOLITION FIRST FLOOR PLAN SHEET
AS2.0.1

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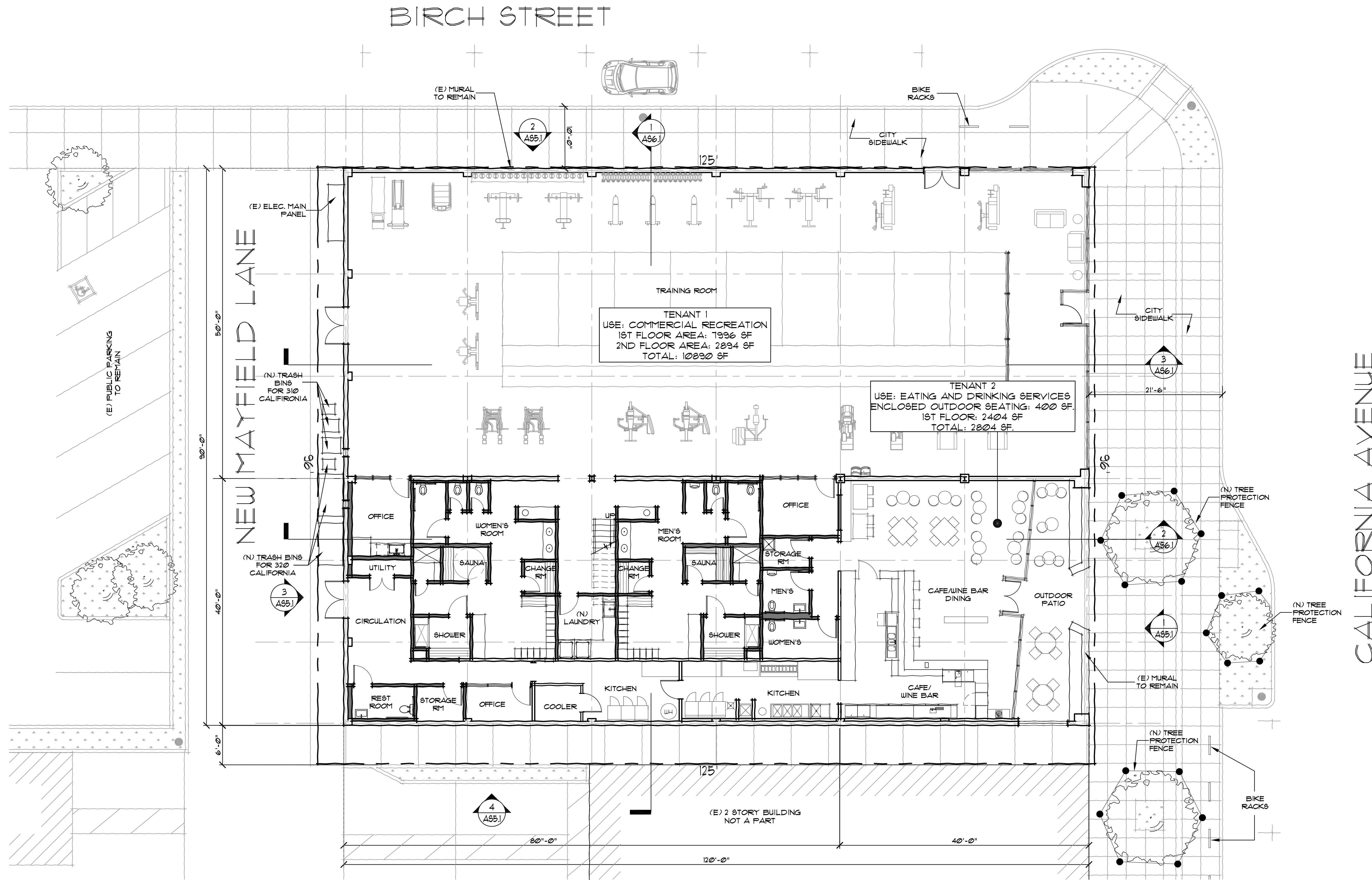
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EXISTING AND DEMOLITION SECOND FLOOR PLAN SHEET
AS2.0.2

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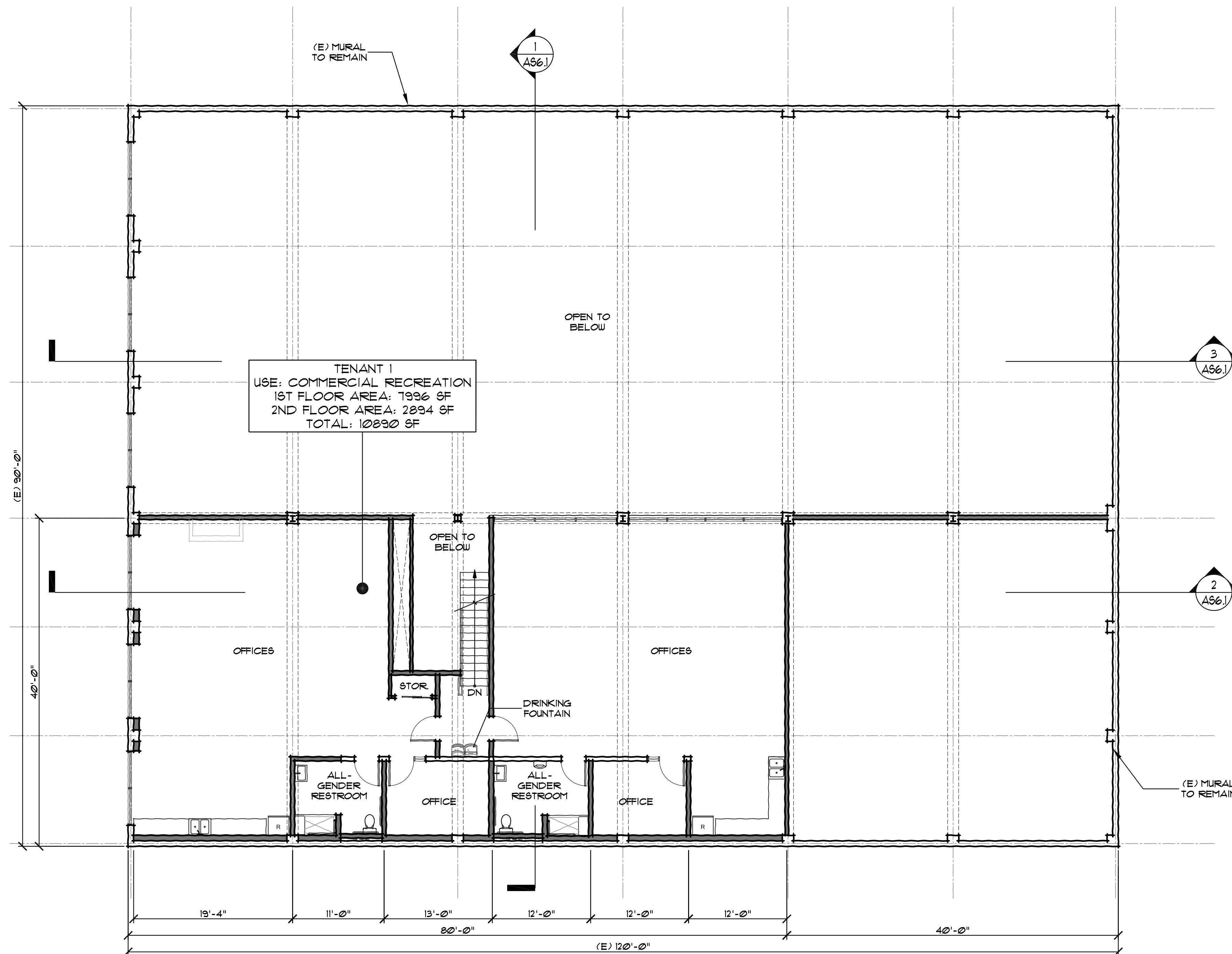
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PROPOSED SHEET
FIRST FLOOR PLAN **AS2.1**

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CALIFORNIA AVE.
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IMPROVEMENT

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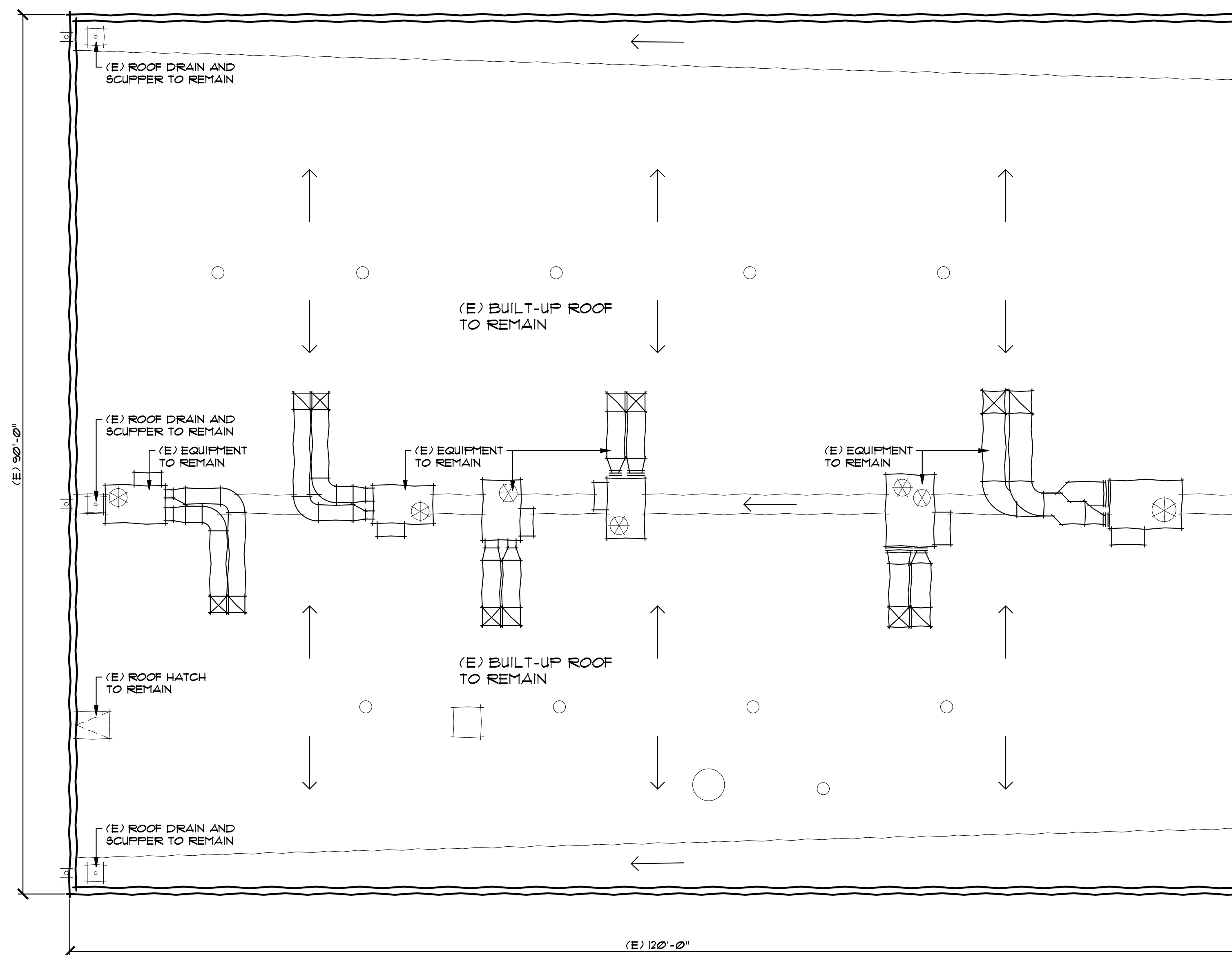
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PROPOSED SHEET
SECOND
FLOOR PLAN **AS2.2**

310-320
CALIFORNIA AVE.
INTERIOR TENANT
IMPROVEMENT

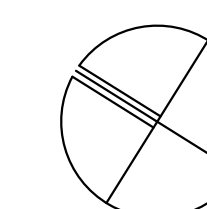
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SHEET

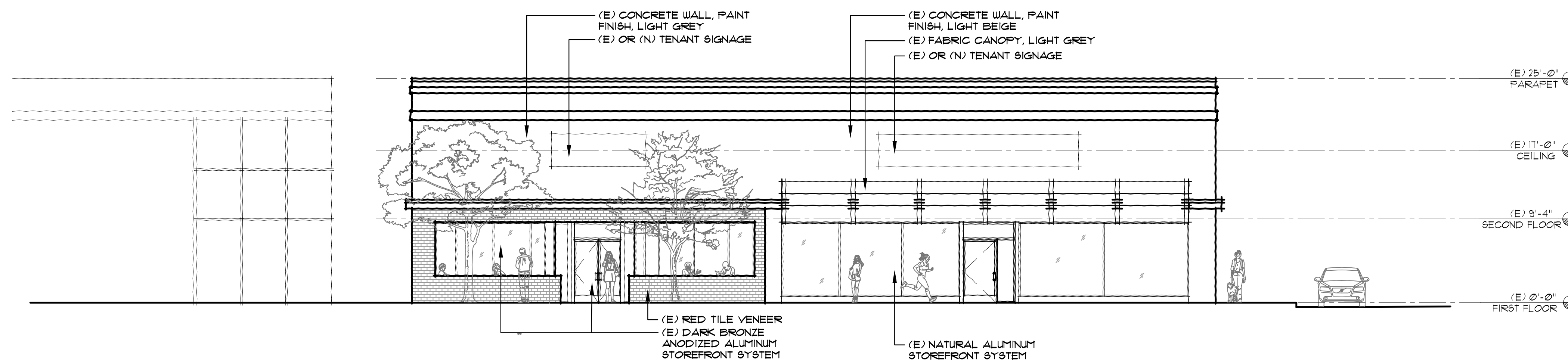
ROOF
PLAN

AS2.3

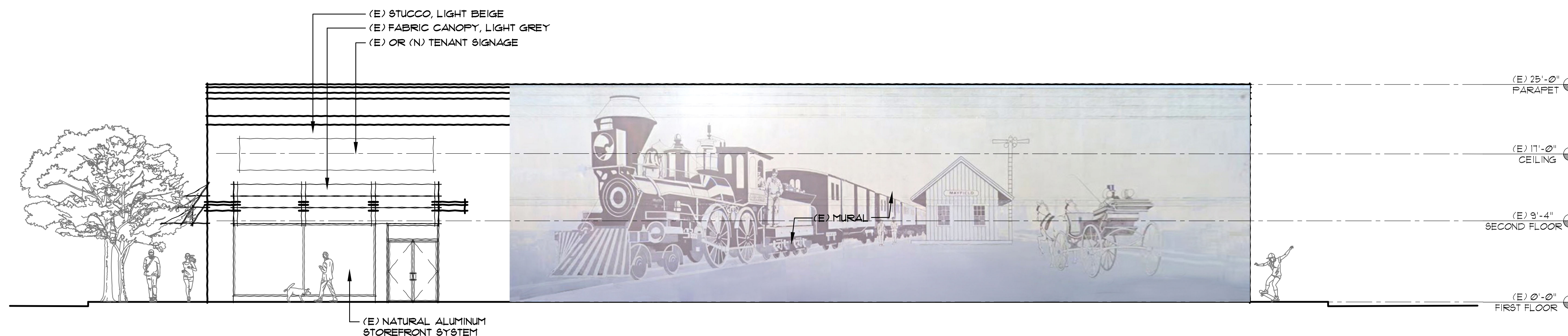
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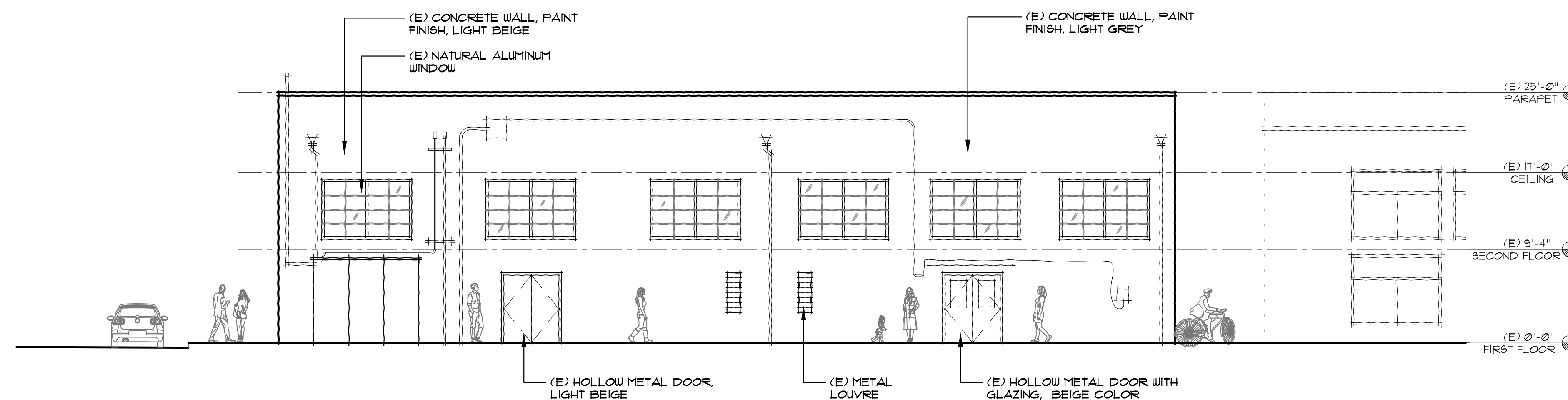
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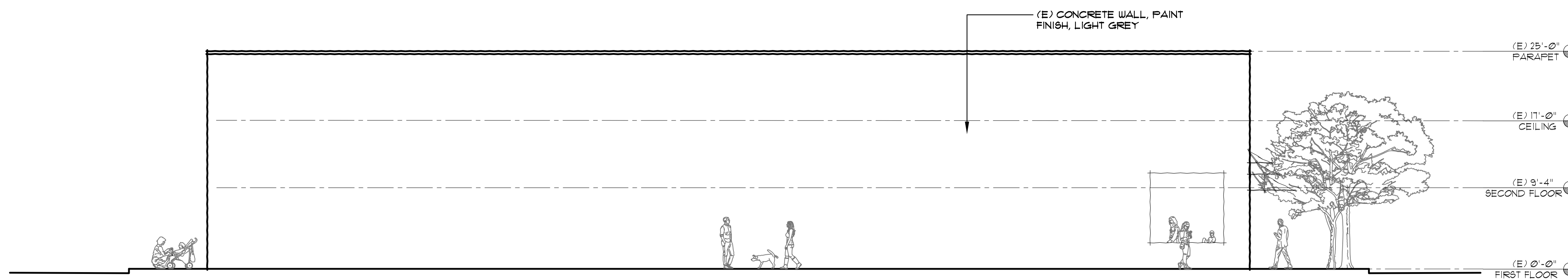
EXISTING SOUTH ELEVATION ALONG CALIFORNIA AVE. (NO CHANGE) 1/8" 1



EXISTING EAST ELEVATION ALONG BIRCH STREET (NO CHANGE) 1/8" 2



EXISTING NORTH ELEVATION ALONG NEW MAYFIELD LANE (NO CHANGE) 1/8" 3



EXISTING WEST ELEVATION (NO CHANGE) 1/8" 4



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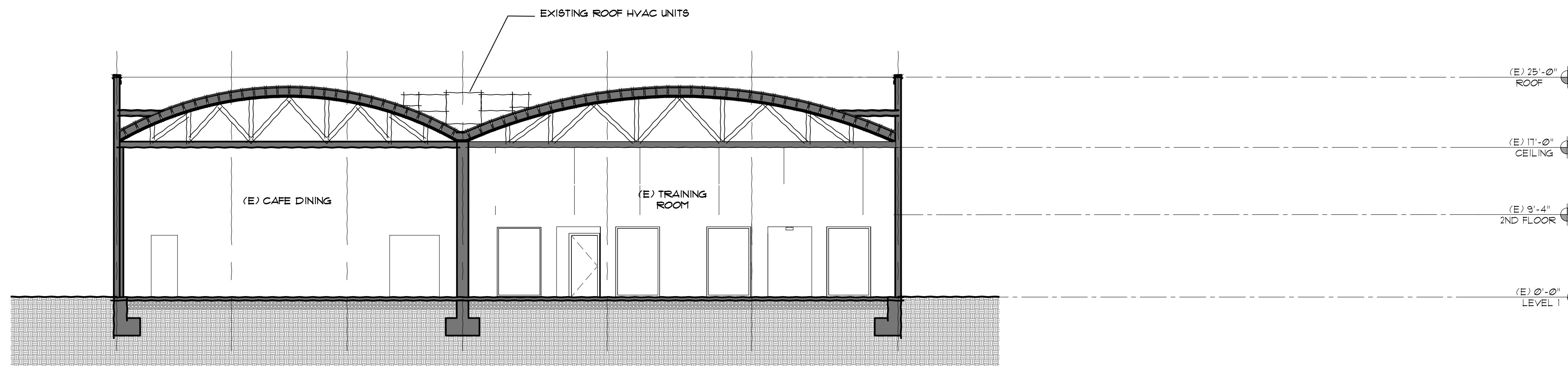
EXISTING
EXTERIOR
ELEVATIONS

SHEET
AS5.1

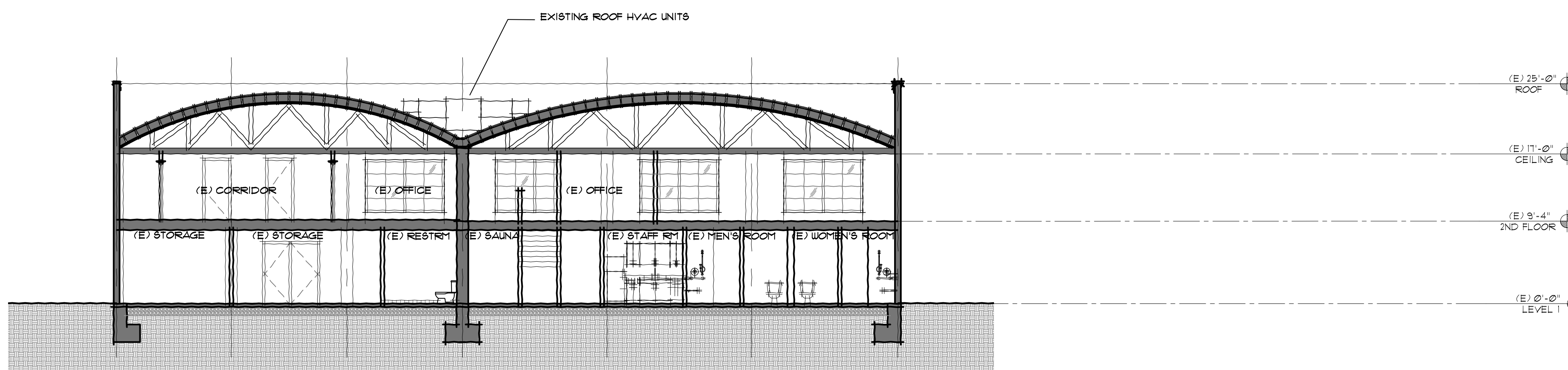
310-320
CALIFORNIA AVE.
INTERIOR TENANT
IMPROVEMENT

310-320 CALIFORNIA AVE.,
PALO ALTO, CA 94306

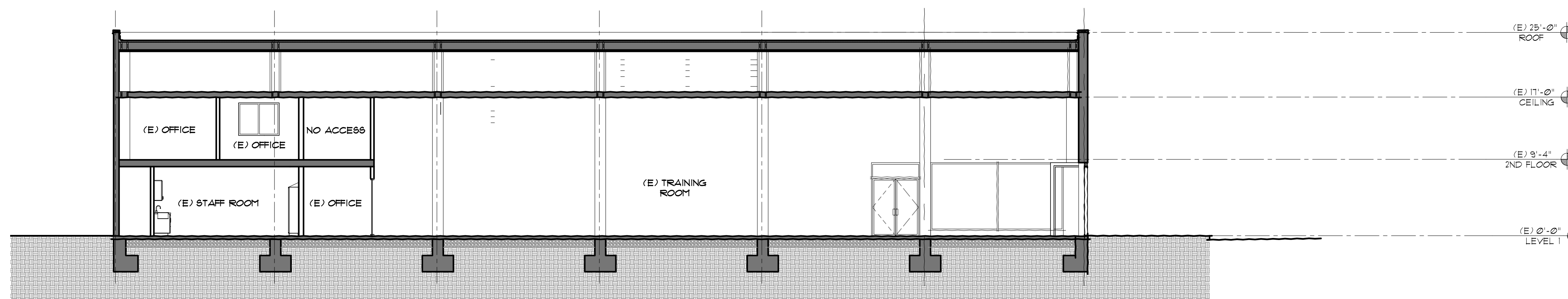
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PROPOSED SECTION 1 1/8" 1



PROPOSED SECTION 2 1/8" 2



PROPOSED SECTION 3 1/8" 3



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SHEET

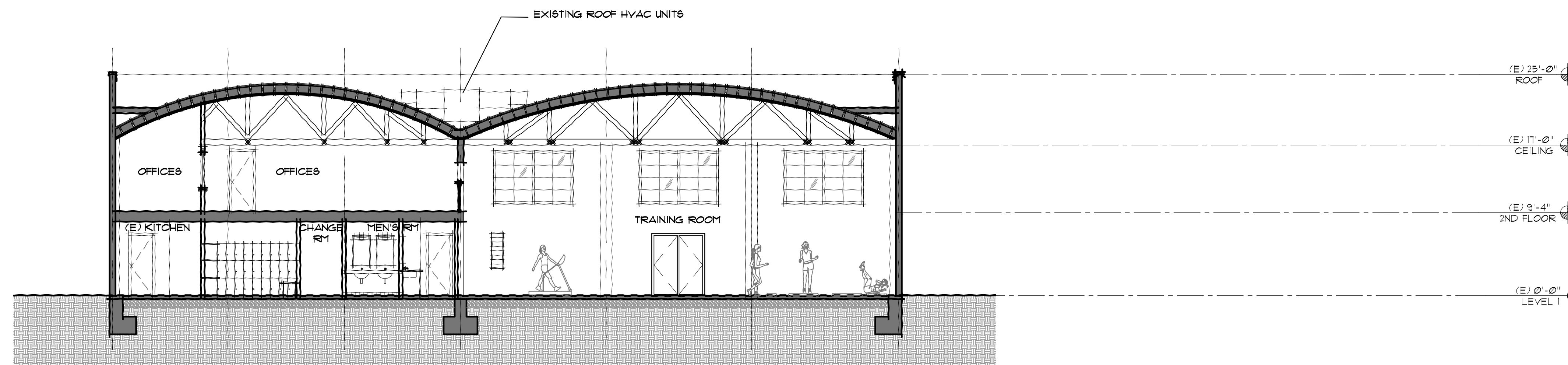
EXISTING
SECTIONS

AS6.0

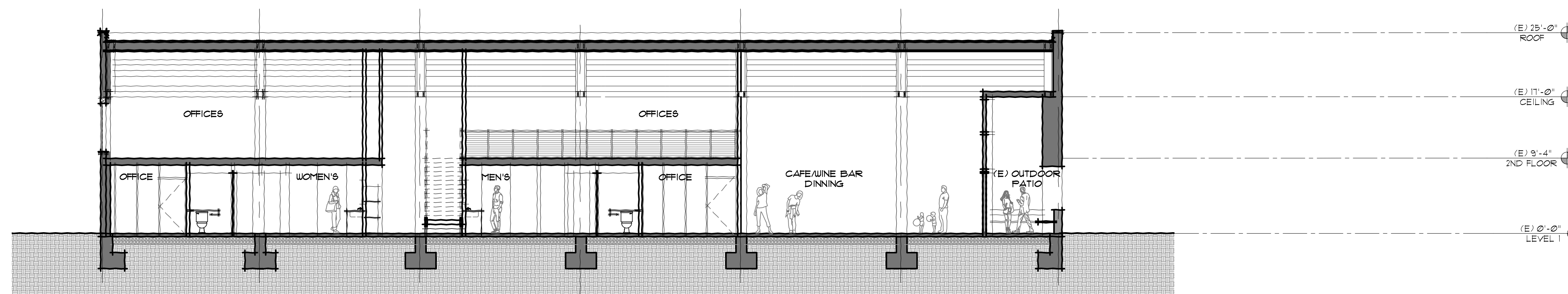
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310-320 CALIFORNIA AVE.,
PALO ALTO, CA 94306

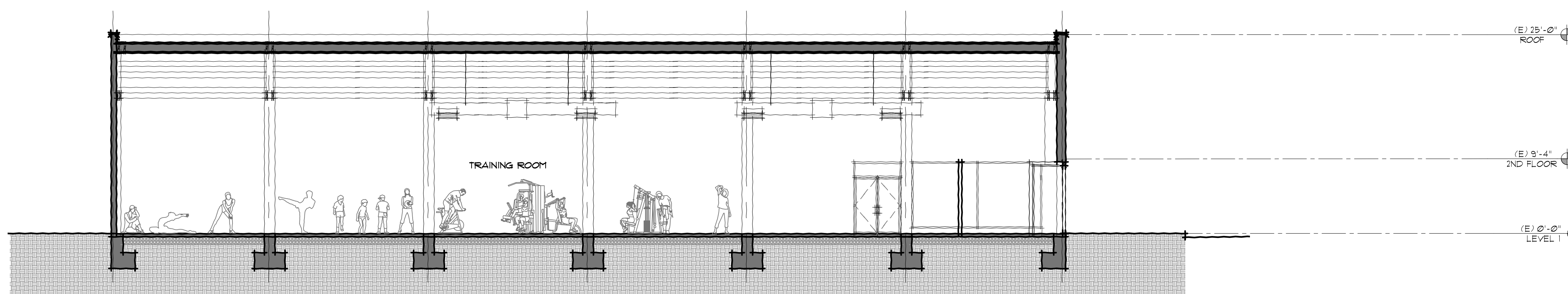
Ko Architects, Inc.
900 High Street, Suite 1
Palo Alto, CA 94301
p: 650.853.1908
f: 650.853.1845



SECTION 1 1/8" 1



SECTION 2 1/8" 2



SECTION 3 1/8" 3



REVISION	
CUP SUBMITTAL	11.02.2023
CUP 1ST RESUBMITTAL	01.19.2024

PROJECT NO.	23-310
DATE	AUG 2023
DRAWN BY	RR
SCALE	AS NOTED

**PROPOSED
BUILDING
SECTIONS**

**SHEET
AS6.1**

City of Palo Alto Tree Protection - It's Part of the Plan!

Make sure your crews and subs do the job right!

Fenced enclosures around trees are essential to protect them by keeping the foliage canopy and branching structure clear from contact by equipment, materials and activities, preserving roots and soil conditions in an intact and non-compacted state, and identifying the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted, unless otherwise approved. **An approved tree protection report must be added to this sheet when project activity occurs within the TPZ of a regulated tree.**

For detailed information on Palo Alto's regulated trees and protection during development, review the **City Tree Technical Manual (TTM)** found at www.cityofpaloalto.org/trees/.

TREE DISCLOSURE STATEMENT

CITY OF PALO ALTO
Planning Division, 250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-2441
<http://www.cityofpaloalto.org>

Palo Alto Municipal Code, Chapter 8.10.040, requires disclosure and protection of certain trees located on private and public property, and that they be shown on approved site plans. A completed disclosure statement must accompany all building permit applications that include exterior work, all demolition or grading permit applications, or other development activity.

PROPERTY ADDRESS: 310-320 CALIFORNIA AVE., PALO ALTO, CA 94306

Are there Regulated trees on or adjacent to the property? YES NO (If no, proceed to Section 4)

[Sections 1-4 MUST be completed by the applicant. Please circle and/or check where applicable.]

1. Where are the trees? Check those that apply. (Plans must be submitted showing over 4" diameter trees)

On the property
 On adjacent property overhanging the project site
 In the City planter strip or right-of-way easement within 30' of property line (Street Trees)*

*Street trees require special protection by a fenced enclosure, per the attached instructions. Prior to receiving any permit, you must provide an authorized Street Tree Protection Verification form by calling Public Works Operations at 493-5953 for inspection of required type I, II or III fencing (see attached Detail #605).

2. Are there any Protected or Designated Trees? YES (Check where applicable) NO

Protected Tree (s)
 Designated Tree (s)
 On or overhanging the property

3. Is there activity or grading within the dripline? (radius 10 times the trunk diameter) of these trees? YES NO
If Yes, a Tree Preservation Report must be prepared by an ISA certified arborist and submitted for staff review (see TTM, Section 6.25). Attach this report to Street T-1, Tree Protection, in Part of the Plan, per Site Plan Requirements.

4. Are the Site Plan Requirements** completed? YES NO

**Protection of Regulated trees during development require the following: (1) Plans must show the measured trunk diameter and canopy dripline; (2) Plans must denote, as a bold dashed line, a fenced enclosure area to the dripline, per Sheet T-1 and Detail #605 - <http://www.cityofpaloalto.org/trees/forms.htm> (See also TTM, Section 2.15 for area to be fenced)

I, the undersigned, agree to the conditions of this disclosure. I understand that knowingly or negligently providing false or misleading information in response to this disclosure requirement constitutes a violation of the Palo Alto Municipal Code Section 8.10.040, which can lead to criminal and/or civil legal action.

Signature: Mirco Horst Print: Mirco Horst Date: 01/18/2024
(Prop. Owner or Agent)

FOR STAFF USE:

Protective Fencing
Sections 5-6 must be completed by staff for the issuance of any development permit (demolition, grading or building permit).

5. Protected Trees. The specified tree fencing is in place. A written statement is attached verifying that protective fencing is correctly in place around protected and/or designated trees. (N/A if there are no protected trees, check here) YES NO

6. Street Trees. A signed Public Works Street Tree Protection Verification form is attached. (N/A if there are no street trees, check here) YES NO

Regulated Trees - a) Street trees - trees on public property; b) Protected trees - Coast Live Oaks or Valley Oaks which are 11.5" in diameter or larger, Coast Redwoods which are 18" in diameter or larger, when measured 54" above natural grade; and Heritage trees as trees designated by City Council; and c) Designated Trees - commercial or non-residential property trees, which are part of an approved landscape plan.
Palo Alto Tree Technical Manual (TTM) contains instructions for all requirements on this form, available at <http://www.cityofpaloalto.org/planning-community/tree-technical-manual.html>

S:\Plan\Plan\Arbors\Tree Protection Info\Tree Disclosure Statement Revised 08/06

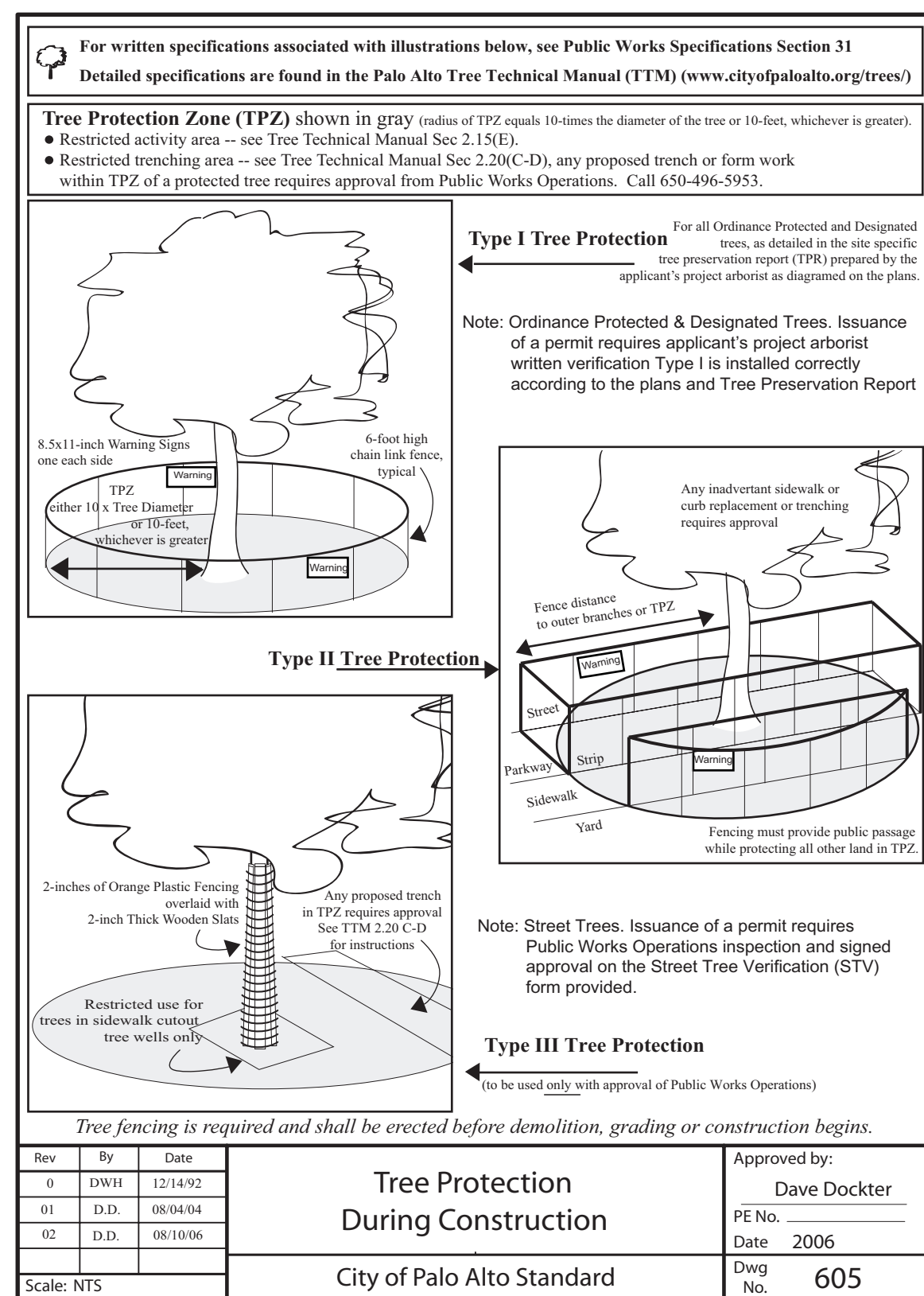


Table 2-2 Palo Alto Tree Technical Manual

CONTRACTOR & ARBORIST INSPECTION SCHEDULE

Reference: the Palo Alto Tree Technical Manual is available at www.cityofpaloalto.org/environment/

ALL CHECKED ITEMS APPLY TO THIS PROJECT:

- Inspection of Protective Tree Fencing.** For Public Trees, the Street Tree Verification Form shall be signed by the City Arborist. For Protected Trees, the project site arborist shall provide an initial Monthly Tree Activity Report form with a photograph verifying that he has conducted a field inspection of the trees and that the correct type of protective fencing is in place around the designated tree protection zone (TPZ) prior to issuance of a demolition, grading, or building permit. (See TTM, Verification of Tree Protection, Section 1.39).
- Pre-Construction Meeting.** Prior to commencement of construction, the applicant or contractor shall conduct a pre-construction meeting to discuss tree protection with the job site superintendent, grading operators, project site arborist, City Arborist, and, if a city maintained irrigation system is involved, the Parks Manager (Contact 650-496-6962).
- Inspection of Rough Grading or Trenching.** Contractor shall ensure the project site arborist performs an inspection during the course of rough grading or trenching adjacent to or within the TPZ to ensure trees will not be injured by compaction, cut or fill, drainage and trenching, and if required, inspect aeration systems, tree wells, drains and special paving. The contractor shall provide the project arborist at least 24 hours advance notice of such activity.
- Monthly Tree Activity Report Inspections.** The project site arborist shall perform a minimum monthly activity inspection to monitor and advise on conditions, tree health and retention or, immediately if there are any revisions to the approved plans or protection measures. The Tree Technical Manual Monthly Tree Activity Report form shall be used and sent to the Planning Dept. landscape review staff no later than 14 days after issuance of building permit date. Fax to (650) 329-2154. (See TTM, Monthly Tree Activity Inspection Report, Addendum 11 & section 1.17).
- Special activity within the Tree Protection Zone.** Work in the TPZ area (see also #7 below) requires the direct onsite supervision of the project arborist (see TTM, Trenching, Excavation & Equipment, Section 2.20 C).
- Landscape Architect Inspection.** For discretionary development projects, prior to temporary or final occupancy the applicant or contractor shall arrange for the Landscape Architect to perform an on site inspection of all plant stock, quality of the materials and planting (see TTM, Planting Quality, Section 5.20.1 A) and that the irrigation is functioning consistent with the approved construction plan. The Planning Dept. landscape review staff shall be in receipt of written verification of Landscape Architect approval prior to scheduling the final inspection, unless otherwise approved.
- List Other** (please describe as called out in the site Tree Preservation Report, Sheet T-1, T-2, etc.)

City of Palo Alto Tree Technical Manual ADDENDUM 11
RCA/ISA Certified Arborist #WE-000
Contract #____

Arborist Firm Data Here

Monthly Tree Activity Report- Construction Site

Inspection Date:	Site address:	Contractor- Main Site Contact Information	#1: Job site superintendent
Inspection # _____	Palo Alto, CA	Also present: _____	Company: _____ Job site: _____ Office: _____ Cell: _____ Mail: _____
Distribution:	1. City of Palo Alto 2. Others _____	Attn: Dave Dockter	Dave.dockter@cityofpaloalto.org 650-329-2440

Provide the requested minimum information with each report, customize as necessary. To be completed by project site arborist. Send monthly to city arborist at above address until project completion. Use additional sheets as needed.

- Assignment Activity (Demolition/grading/sewer/trenching/foundation list relevant visits)
 - Pre-construction meeting requirement with sub-contractors
 - Inspect to verify that tree protection measures are in place
 - Determine if field adjustments, watering or plan revisions may be needed
- Field Observations (general site-wide and list by individual tree number)
 - Tree Protection Fences (TPF) are ...
 - Trenching has/will occur ...
- Action Items (list site-wide, by tree number and date to be satisfied) and Date Due
 - Tree Protection Fence (TPF) needs adjusting (tree # x, x, x)
 - Root zone buffer material (wood chips) can be installed next
 - Schedule sewer trench, foundation dig with ...
- Photographs (use often)
- Tree Location Map (mandatory 8.5 x 11 sheet)
- Recommendations, notes or monitor items for project/staff/schedule
- Past visits (list carry-over items satisfied/still outstanding)

Respectfully submitted,

Project site arborist
Consultant contact information (Include email, cell#, and mailing)
Cc: _____

Enter Date: _____ CPA Monthly Tree Activity Report: Type site address here Page #1 of 1

City of Palo Alto
250 Hamilton Avenue, Palo Alto, CA 94301

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Tree Technical Manual

To purchase the Tree Technical Manual

June, 2001 First Edition

View by section:

- Table of Contents (PDF, 67KB)
- Intent and Purpose (PDF, 1.05MB)
- Introduction - Use of Manual (PDF, 1.05MB)
- Section 1.0 - Definitions (PDF, 96KB)
- Section 2.0 - Protection of Trees During Construction (PDF, 259KB)
- Section 3.0 - Removal, Replacement & Planting of Trees (PDF, 117KB)
- Section 4.0 - Hazardous Trees (PDF, 165KB)
- Section 5.0 - Tree Maintenance Guidelines (PDF, 110KB)
- Section 6.0 - Tree Reports (PDF, 84KB)

View ALL sections:

- Tree Technical Manual - Full (PDF, 1.84MB)

APPENDICES

A: Palo Alto Municipal Code Chapter 8.10 - Tree Preservation & Management Regulations
B: Tree City - USA
C: ISA Hazard Evaluation Form
D: List of Inherent Failure Patterns for Selected Species (Reference source)
E: ISA Tree Pruning Guidelines (PDF, 1.89MB)
F: Tree Care Safety Standards, ANSI Z133.1-1994 (Reference source)
G: Pruning Performance Standards, ANSI A300-1995 (Reference source)
H: Tree Planting Details, Diagram 504 & 505
I: Tree Disclosure Statement
J: Palo Alto Standard Tree Protection Instructions

PALO ALTO STREET TREE PROTECTION INSTRUCTIONS -SECTION 31-

31-1 General

a. Tree protection has three primary functions: 1) to keep the foliage canopy and branching structure clear from contact by equipment, materials and activities; 2) to preserve root and soil conditions in an intact and non-compacted state and 3) to identify the Tree Protection Zone (TPZ) in which no soil disturbance is permitted and activities are restricted, unless otherwise approved.

b. The Tree Protection Zone (TPZ) is a restricted area around the base of the tree with a radius of ten-times the diameter of the tree's trunk or ten feet, whichever is greater, enclosed by fencing.

31-2 Reference Documents

a. Detail #65 - Illustration of situations described below.

b. Tree Technical Manual (TTM) Forms (<http://www.cityofpaloalto.org/trees/>)

- Trenching Restriction Zones (TTM, Section 2.20(C))
- Arborist Reporting Protocol (TTM, Section 6.23)
- Site Plan Requirements (TTM, Section 6.2)
- Tree Disclosure Statement (TTM, Appendix J)

c. Street Tree Verification (STV) Form (<http://www.cityofpaloalto.org/trees/forms/>)

31-3 Execution

a. **Type I Tree Protection:** The fence shall enclose the entire TPZ of the tree(s) to be protected throughout the life of the construction project. In some parking areas, if fencing is located on paving or concrete that will not be demolished, then the posts may be supported by an appropriate grade level concrete base, if approved by Public Works Operations.

b. **Type II Tree Protection:** For trees situated within a planting strip, only the planting strip and yard side of the TPZ shall be enclosed with the required chain link protective fencing in order to keep the sidewalk and street open for public use.

c. **Type III Tree Protection:** To be used only with approval of Public Works Operations. Trees situated in a tree well or sidewalk planter pit, shall be wrapped with 2-inches of orange plastic fencing from the ground to the first branch and overlaid with 2-inch thick wooden slats bound securely (slats shall not be allowed to dig into the bark). During installation of the plastic fencing, caution shall be used to avoid damaging any branches. Major limbs may also require plastic fencing as directed by the City Arborist.

d. **Size, type and area to be fenced.** All trees to be preserved shall be protected with six (6) foot high chain link fences. Fences are to be mounted on two-inch diameter galvanized iron posts, driven into the ground to a depth of at least 2-feet at no more than 10-foot spacing. Fencing shall extend to the outer branching, unless specifically approved on the STV Form.

e. **Warning signs.** A warning sign shall be weather proof and prominently displayed on each fence at 20-foot intervals. The sign shall be minimum 8.5-inches x 11-inches and clearly state in half inch tall letters: "WARNING - Tree Protection Zone - This fence shall not be removed and is subject to a fine according to PAMC Section 8.10.110."

f. **Duration.** Tree fencing shall be erected before demolition, grading or construction begins and remain in place until final inspection of the project, except for work specifically allowed in the TPZ. Work or soil disturbance in the TPZ requires approval by the project arborist or City Arborist (in the case of work around Street Trees). Excavations within the public right of way require a Street Work Permit from Public Works.

g. During construction

- All neighbors' trees that overhang the project site shall be protected from impact of any kind.
- The applicant shall be responsible for the repair or replacement plus penalty of any publicly owned trees that are damaged during the course of construction, pursuant to Section 8.04.070 of the Palo Alto Municipal Code.
- The following tree preservation measures apply to all trees to be retained:
 - No storage of material, topsoil, vehicles or equipment shall be permitted within the TPZ.
 - 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.

END OF SECTION
City of Palo Alto 2004 Standard Drawings and Specifications
Street Tree Verification of Protection, PWE, Section 31
Revised 08/06

City of Palo Alto
Tree Department
Public Works Operations
PO Box 10250 Palo Alto, CA 94303
650-496-5953 FAX: 650/852-9289
treeprotection@cityofpaloalto.org

Verification of Street Tree Protection

Applicant Instructions: Complete upper portion of this form. Mail or FAX this form along with signed Tree Disclosure Statement to Public Works Dept. Public Works Tree Staff will inspect and notify applicant.

APPLICATION DATE: 10/20/2023

ADDRESS/LOCATION OF STREET TREES TO BE PROTECTED: 310-320 CALIFORNIA AVE., PALO ALTO, CA 94306

APPLICANT'S NAME: Palo Alto FIT

APPLICANT'S ADDRESS: 425 Portage Ave, Palo Alto, CA 94306

APPLICANT'S TELEPHONE & FAX NUMBERS: 650-441-0347

This section to be filled out by City Tree Staff

1. The Street Trees at the above address(es) are adequately protected. The type of protection used is: YES NO
* If NO, go to #2 below

Inspected by: _____
Date of inspection: _____

2. The Street Trees at the above address are NOT adequately protected. The following modifications are required: _____

Indicate how the required modifications were communicated to the applicant: _____

Subsequent Inspection

Street trees at above address were found to be adequately protected: YES NO
* If NO, indicate in "Notes" below the disposition of case.

Inspected by: _____
Date of inspection: _____

Notes: List City street trees by species, size, condition and type of tree protection installed. Also note if pictures were taken. Use back of sheet if necessary.

Return approved sheet to Applicant for demolition or building permit issuance.

S:\PWD\Ops\Tree\DS\TreeProtect 5/17/06

---WARNING---

Tree Protection Zone

This fencing shall not be removed without City Arborist approval (650-496-5953)

Removal without permission is subject to a \$500 fine per day*

*Palo Alto Municipal Code Section 8.10.110

City of Palo Alto Tree Protection Instructions are located at <http://www.city.palo-alto.ca.us/trees/technical-manual.html>

SPECIAL INSPECTIONS

PLANNING DEPARTMENT
TREE PROTECTION INSPECTIONS MANDATORY

PAMC 8.10 PROTECTED TREES: CONTRACTOR SHALL ENSURE PROJECT SITE ARBORIST IS PERFORMING REQUIRED TREE INSPECTION AND SITE MONITORING. PROVIDE WRITTEN MONTHLY TREE ACTIVITY REPORTS TO THE PLANNING DEPARTMENT LANDSCAPE REVIEW STAFF BEGINNING 14 DAYS AFTER BUILDING PERMIT ISSUANCE.

BUILDING PERMIT DATE: _____

DATE OF 1ST TREE ACTIVITY REPORT: _____

CITY STAFF: _____

REPORTING DETAILS OF THE MONTHLY TREE ACTIVITY REPORT SHALL CONFORM TO SHEET T-1 FORMAT. VERIFY THAT ALL TREE PROTECTION MEASURES ARE IMPLEMENTED AND WILL INCLUDE ALL CONTRACTOR ACTIVITY, SCHEDULED OR UNSCHEDULED, WITHIN A TREE PROTECTION ROOT ZONE. NON-COMPLIANCE IS SUBJECT TO VIOLATION OF PAMC 8.10.080. REFERENCE: PALO ALTO TREE TECHNICAL MANUAL, SECTION 2.00 AND ADDENDUM 11.

Apply Tree Protection Report on sheet(s) T-2

Use additional "T" sheets as needed

Project Data
310 CALIFORNIA AVE. INTERIOR TENANT IMPROVEMENT

T-1



All other tree-related reports shall be added to the space provided on this sheet (adding as needed) Include this sheet(s) on Project Sheet Index or Legend Page.
A copy of T-1 can be downloaded at <http://www.cityofpaloalto.org/civica/filebank/blobload.asp?BlobID=6460>

Special Tree Protection Instruction Sheet
City of Palo Alto



T-1