TO: HONORABLE CITY COUNCIL

FROM: CITY MANAGER

DEPARTMENT: PLANNING AND COMMUNITY ENVIRONMENT

DATE: MAY 20, 2002

CMR:103:02

SUBJECT: 351 CHANNING AVENUE: FINAL SUBDIVISION MAP TO SUBDIVIDE A 1.00-ACRE PARCEL INTO TEN SINGLE FAMILY LOTS WITH DETACHED ACCESSORY STRUCTURES, 00-SUB-08

RECOMMENDATION
Staff recommends that the City Council approve the attached final subdivision map.

BACKGROUND
SummerHill Homes has submitted an application for a final map to subdivide an existing 1.00-acre parcel at 351 Channing Avenue into ten lots for single family homes with detached accessory units. The lots would be accessed from Waverley Street and the Mews on the front, and from a shared driveway in the rear.

On July 9, 2001, the City Council approved the application for a tentative map for the project. On August 16, 2001, the current final map application was submitted by the applicant to subdivide the existing 1.00-acre parcel at 351 Channing Avenue into ten single family lots. The final map has been reviewed and determined to be complete by City staff.

DISCUSSION
The tentative map was approved with 45 conditions, including preparation of a final map, design and installation of public improvements, and dedication of public utility easements. The applicant was also required to enter into a subdivision agreement with the City of Palo Alto, guaranteeing that all improvements for the subdivision will be installed through posting of a bond by the subdivider. This agreement has been prepared by the City Attorney’s Office and signed by the subdivider.

The subdivision agreement addresses conditions numbered 1-8 and 12-25. The subdivider shall comply with all conditions 26-45 with submittals for building and public works
permits. Also, the subdivider shall comply with all conditions of the ARB permit (00-ARB-113) as approved by the Council.

At the meeting of July 9, 2001, the City Council approved three conditions recommended by the Planning and Transportation Commission, including two to encourage the studio accessory units to be used as rental apartments. The three conditions include:

1. That the full range of studio apartment fixtures and amenities (including kitchen, bathroom, closets, and living/bedroom areas) be installed and maintained in each accessory unit.

2. That separate utilities be provided to each dwelling unit on the site, including the studios.

3. That a Homeowners Association be formed for the ten lots to maintain the cross-easement areas on the driveway.

These recommendations have been included as conditions #11c, 11d and 42 in Attachment A and included as requirements of the project CC&Rs.

All of the conditions imposed by the tentative map have been met. Both the State Subdivision Map Act and the Palo Alto Subdivision Ordinance require that a final subdivision map be approved prior to recordation of the subdivision. Staff recommends that the City Council approve the applicant’s request for a final subdivision map.

RESOURCE IMPACT
There is no fiscal impact to the City resulting from this application.

ENVIRONMENTAL REVIEW
The project is subject to environmental review under provisions of the California Environmental Quality Act (CEQA). An environmental impact report (EIR) was prepared for the South of Forest Area Coordinated Area Plan, including the project. The EIR was reviewed and certified by the City Council on March 27, 2000. The project, as currently proposed, has been reviewed in comparison with the project that was evaluated in the EIR. Staff has determined that the current project is consistent with that evaluated in the EIR and therefore, no subsequent environmental analysis is required. Copies of the EIR and the findings made by the City Council pursuant to CEQA (Resolution No. 7950) are available for public review in the Planning and Community Environment Department on the fifth floor of City Hall.

ATTACHMENTS
Attachment A: Final Conditions of Approval of Subdivision
Attachment B: Final Subdivision Map (Council Members only)
ATTACHMENT A

FINAL CONDITIONS FOR APPROVAL OF SUBDIVISION
(Approved by the City Council on July 9, 2001)

351 CHANNING AVENUE

CONDITIONS FOR SUBDIVISION

PRIOR TO SUBMITTAL OF FINAL MAP

Public Works Engineering

1. Subdivision Agreement is required to secure compliance with condition of approval and security of improvements onsite and offsite. No grading or building permits will be issued until Final or Parcel Map is recorded with County Recorder.

2. The applicant shall arrange a meeting with Public Works Engineering, Utilities Engineering, Planning, Fire, and Transportation Departments after approval of this map and prior to submitting the improvement plans. These improvement plans must be completed and approved by the City prior to submittal of a parcel or final map.

3. The project subdivision includes significant complexity involving, final map and coordination of infrastructure design and construction. Developer shall appoint a Project Manager to coordinate with City, Public Works and Utility, engineering staff. Public Works will conduct daily and longer term communication with appointed project manager in order to facilitate timely review and approval of design and construction matters.

4. All construction within the City right-of-way, easements or other property under City's jurisdiction shall conform to standard specifications of the Public Works and Utility Department.

Utilities

5. The subdivider shall coordinate with the Utilities Department to determine all utility design and capacity requirements including water, sewer, gas, electric, telephone and cable facilities. All new construction shall have underground utility, telephone and cable service. The project shall be limited to single service laterals for each lot for sewer. Each dwelling unit shall have separate metered service for water, gas and
electricity. All utility plans shall be approved by the Utilities Department before the Parcel map is recorded.

6. The subdivider shall submit improvement plans and specifications for all utility construction. The plans must show the proposed alignment of water, gas, and sewer mains and services within the development and in the public right-of-way.

7. The subdivider shall submit flow calculations which will show the off-site and on-site water and sewer mains will provide the domestic water, fire flows and sewer capacity needed to service the development and adjacent properties during anticipated peak flows.

PRIOR TO THE RECORDATION OF THE FINAL MAP

Planning

8. The subdivider shall enter into a subdivision agreement with the City of Palo Alto. The agreement shall be recorded with the approved final map at the office of the Santa Clara County Recorder and shall include the following agreements:

a) The subdivider shall be responsible for installing any required off-site improvements, including utilities, to the satisfaction of the Utilities, Public Works, and Planning Departments. These improvements shall be guaranteed by bond or other form of guarantee acceptable to the City Attorney.

b) The subdivider shall grant the necessary public utility easements to the City for the location and maintenance of required utilities. The required easements shall be shown on the face of the subdivision map.

c) The subdivider shall preserve all existing trees shown for preservation on the site plan and shall include all trees in the final landscape plans.

9. In compliance with Program 13 of the Housing Element of the Comprehensive Plan, the Development Agreement that was approved by the City Council in conjunction with the project stipulates that the dedication by PAMF of an option on .60 acres of land for affordable housing satisfies the project’s BMR obligations.

10. The final subdivision map shall be filed with the Planning Division within two years of the approval of the tentative subdivision map. The subdivider shall comply with all of the conditions of approval for 00-ARB-113 as finally approved by the City.
11. The subdivider shall establish a Homeowner’s Association (HOA) and record CC&Rs for the development. The CC&Rs shall provide that:

a) No structure shall be constructed within the driveway and parking areas on-site to ensure adequate automobile access, parking and turning movements.

b) All exterior building and landscape improvements shall be maintained as shown on the approved plans unless approved for revision by the City’s South of Forest Area Review Board.

c) The HOA shall maintain the cross-easement areas on the driveway.

d) The full range of studio apartment fixtures and amenities (including kitchen, bathroom, closets, and living/bedroom areas) shall be installed and maintained in each accessory unit.

e) The CC&Rs shall provide an adequate funding mechanism for maintenance and insurance of the cross-easement area.

f) Maintenance. The applicant shall include in the CC & Rs for the project that, for the life of the project, each property owner shall ensure that all landscaping be well-maintained, watered, fertilized, and pruned according to Nursery and American national Standards for Tree, Shrub and Other Woody Plant Maintenance- Standard Practices (ANSI A300-1995). Any vegetation that dies shall be replaced or failed automatic irrigation repaired by the current property owner within 30 days of discovery. The applicant shall include in the CC&Rs a requirement that no structure shall be constructed within the driveway and parking areas to ensure adequate auto access, parking and turning movements. The City shall approve the CC & Rs prior to occupancy of the buildings.

12. The rear alley between the two rows of homes shall be reserved for automobile and pedestrian circulation only and shall not be obstructed within a minimum 20 foot wide driveway area required for ingress, egress and on-site turning movements. No parking shall be allowed in this area.

13. The applicant shall provide use easements that allow for use of sideyards by neighboring owners and that effectively increase the amount of usable open space within the sideyards. The applicant shall include in these easements provisions for maintenance of shared areas and any retaining walls or other structures that cross property lines.
Public Works Engineering

14. An easement dedication as offered by the applicant as part of the ARB/HRB approval of the property is required as follows: Subdivider shall dedicate cross easements on the driveway portion of each lot to provide adequate automobile access for all ten lots to Channing Avenue.

15. The subdivider shall post a bond prior to the recording of the final subdivision map to guarantee the completion of the work within the adjacent public rights-of-way along Waverley Street and Channing Avenue and the cross-easement areas. The amount of the bond shall be determined by the Planning and Public Works Departments.

16. The subdivider shall submit to Public Works Engineering one (1) permanent mylar with reproducible set of "as built" drawings for the work in the City right-of-way.

17. The subdivider shall take all steps necessary to ensure that the impact of rainwater on the sunken patios of the proposed single family homes is minimized. These steps may include, but are not limited to, features such as permeable pavers, extension of the homes’ roofs, and depressed patio surface.

Utilities

18. All utility installations shall be in accordance with the City of Palo Alto Standard Specifications and the Utility department Standard Conditions.

19. The subdivider shall be responsible for installing and upgrading on-site and off-site water and sewer utilities as necessary to handle anticipated peak loads. This responsibility includes the cost of all associated utility installations/upgrades.

20. The subdivider shall pay all costs associated with the required improvements to off-site gas mains. All improvements to the gas system shall be installed by the City of Palo Alto.

21. The subdivider shall be responsible for identification and location of all utilities, both public and private, within the work area. Prior to any excavation work at the site, the Permittee shall contact Underground Service Alert at (800) 642-2444, at least 48 hours prior to beginning work.

22. All on-site and off-site improvements, including the relocation of any existing utilities to accommodate the project shall be done at the subdivider’s expense. The City will provide one electric service to the new merged parcel.
23. The subdivider shall submit a storm water pollution protection plan to be included in the improvement plan submittal.

24. The subdivider shall construct public curb, gutter, and sidewalk improvements along the entire frontage of Waverely Street and Channing Avenue. The improvements shall meet the City's standard requirements and shall be to the City's satisfaction.

25. The subdivider shall comply with all the conditions of approval for 00-ARB-113 as finally approved by the City.

PRIOR TO SUBMITTAL FOR THE BUILDING PERMIT

Public Works Engineering

26. A Grading and Excavation Permit issued by the CPA Building Inspection Division is required for the proposed project. Any grading permit issued in conjunction with a phased project implementation plan will only authorize grading and storm drain improvements. Other site utilities may be shown on the grading plan for reference only, and should be so noted. No utility infrastructure should be shown inside the building footprint. Installation of these other utilities will be approved as part of a subsequent Building Permit application.

27. The applicant shall submit a final grading and drainage plan to Public Works Engineering. This plan shall show spot elevations or contours of the site and demonstrate the proper conveyance of storm water to the nearest adequate municipal storm drainage system. Existing drainage patterns, including accommodation of runoff from adjacent properties, shall be maintained.

28. A construction logistics plan shall be provided, addressing at minimum parking, truck routes and staging, materials storage, and the provision of pedestrian and vehicular traffic adjacent to the construction site. All truck routes shall conform with the City of Palo Alto’s Trucks and Truck Route Ordinance, Chapter 10.48, and the route map which outlines truck routes available throughout the City of Palo Alto. A handout describing these and other requirements for a construction logistics plan is available from Public Works Engineering.

29. In addition to the standard preliminary grading, drainage, and storm water pollution plan (SWPPP) condition, the applicant shall meet with Public Works Engineering and Operations to discuss the use of materials such as permeable pavers, special sidewalk and street treatments, and other items proposed and required for this project.
30. The applicant shall provide utility service to the proposed parcels as required.

PRIOR TO ISSUANCE OF THE BUILDING PERMIT

Public Works Engineering

31. The applicant shall obtain a Street Work Permit from Public Works Engineering for pedestrian protection on the public sidewalk and or construction proposed in the City right-of-way. Sec. 12.08.010.

32. The applicant is required to paint the “No Dumping/Flows to San Francisquito Creek” logo in blue color on a white background, adjacent to all storm drain inlets. Stencils of the logo are available from the Public Works Environmental Compliance Division, which may be contacted at (650) 329-2598. A deposit may be required to secure the return of the stencil. Include the instruction to paint the logos on the construction grading and drainage plan. Include maintenance of these logos in the Hazardous Materials Management Plan, if such a plan is part of this project.

Utilities

33. The subdivider shall install all electric utilities in accordance with Palo Alto Standards, including underground utilities and street lights, to the satisfaction of the Utilities Department. Each residence shall have individual electrical service. A new padmount transformer is required to serve the subdivision. All electrical plans shall be approved by the Light and Power Division before the final map is approved.

DURING CONSTRUCTION

Public Works Engineering

34. All unused driveways shall be removed and replaced with curb and gutter according to Public Works Engineering standards.

35. The applicant shall slurry seal the full width of Channing Avenue, from Bryant to Waverley, as part of this development.

36. The contractor must contact the CPA Public Works Inspector at (650) 496-6929 prior to any work performed in the public right-of-way.

37. No storage of construction materials is permitted in the street or on the sidewalk without prior approval of Public Works Engineering.
38. The developer shall require its contractor to incorporate best management practices (BMP's) for stormwater pollution prevention in all construction operations, in conformance with the Storm Water Pollution Prevention Plan prepared for the project. It is unlawful to discharge any construction debris (soil, asphalt, sawcut slurry, paint, chemicals, etc.) or other waste materials into gutters or storm drains. (PAMC Chapter 16.09).

39. All construction within the City right-of-way, easements or other property under City jurisdiction shall conform to Standard Specifications of the Public Works and Utility Departments.

ONGOING (Throughout Processing and Construction)

40. City staff required time for implementing and monitoring a Mitigation Monitoring and Reporting Program (MMRP) shall be subject to cost recovery fees charged to the project applicant.

41. All of the above conditions that are applicable shall be included in the CC & Rs for the project. The City shall approve the CC & Rs prior to occupancy of the building.

42. Separate utilities shall be provided to each dwelling unit on the site, including the studios.

PRIOR TO FINALIZATION

43. All sidewalks and curb and gutters bordering the project shall be repaired and/or removed and replaced in compliance with Public Works approved standards.

44. The Public Works Inspector shall sign off the building permit prior to the finalization of this permit. All off-site improvements shall be finished prior to this sign-off. Similarly, all as-builts, on-site grading, drainage and post-developments BMP’s shall be completed prior to sign-off.

45. A curb ramp for the disabled will be required at the corner of Channing and Waverley.