City of Palo Alto (ID # 6664)

Architectural Review Board ARB Staff Report

Report Type: Preliminary ARB **Meeting Date: 4/7/2016**

Summary Title: 3251 Hanover Street - Preliminary Review for R&D Building

Title: 3251 Hanover Street [16PLN-00014]: Request by Form 4 Architecture on behalf of the Leland Stanford Jr University Board of Trustees for Preliminary Review of a new 110,000 square foot research and development building and site improvements that would replace existing buildings with the same square footage. Environmental Assessment: Preliminary Projects are not a project subject to CEQA. Zoning District: Research Park with Landscape Combining District (RP (L))

From: Jonathan Lait

Lead Department: Planning and Community Environment

RECOMMENDATION

Staff recommends that the Architectural Review Board (ARB) conduct a preliminary review of the proposed conceptual development plans, and provide comments on the design to staff and the applicant. No formal action may be taken at the preliminary review public hearing. Comments made at the preliminary architectural review public hearing are neither binding on the City nor on the applicant.

EXECUTIVE SUMMARY

The applicant proposes to demolish existing buildings and improvements totaling 110,384 square feet (sf) and construct a two-story 110,000 sf building with surface and underground parking. The applicant also requests a Design Enhancement Exception to exceed the maximum height limit to allow shade/photovoltaic structures over the roof deck.

SITE INFORMATION

The project site (site) consists of a single 10.17-acre lease area. The site is located on the southwest side of Hanover Street (see location map, Attachment A). Two existing single-story buildings totaling 110,384 sf are occupied by Lockheed Martin for professional offices and research and development. The existing architecture of the buildings is characteristic of mid-century concrete tilt-up buildings. The site includes 192 onsite surface parking. The site is designated Research Park with Landscape Combining (RP (L)) zoning district. The (L) overlay is located at the rear of the property for a distance of 50'-0" parallel from the rear property line.

Surrounding Sites

Properties to the west (across Hanover Street), to the south and to the north have the same zoning designation as the subject site. To the east of the site, properties are zoned Residential Estate District (RE). Properties along Hanover have similar development characteristics that include two-story contemporary-designed office/R&D buildings surrounded by surface parking lots. The residential neighborhood to the east (rear) is characterized by large lots with single-family residences. The Bol Park bike path is located along the north parcel line and provides connection to the citywide bicycle network. There is no direct connection from the bike path to the property.

Comprehensive Plan Designation

The Comprehensive Plan designation for the site is Research/Office Park. This land use is described as Office, research, and manufacturing establishments whose operations are buffered from adjacent residential uses. Stanford Research Park is an example. Maximum allowable floor area ratio ranges from 0.3 to 0.5, depending on site conditions.

Zoning Designation

The site is zoned Research Park with Landscape Combining district (RP (L)). The RP research park district provides for a limited group of research and manufacturing uses that may have unusual requirements for space, light, and air, and desire sites in a research park environment. Premium research and development facilities should be encouraged in the RP district. Support office uses should be limited and should exist primarily to serve the primary research and manufacturing uses. The RP district is intended for application to land designated for research and office park use in the Palo Alto Comprehensive Plan on sites that are west of El Camino Real and held in large parcels, which may or may not also be subject to ground leases. The maximum Floor Area Ratio (FAR) for the site is 0.4:1.

The landscape combining district is intended to provide regulations to ensure the provision of landscaped open space as a physical and visual separation between residential districts and intensive commercial or industrial uses, and in selected locations where landscaped buffers are desirable.

PROJECT DESCRIPTION

The applicant proposes to demolish the existing buildings at 3251 Hanover Street and associated site improvements. Subsequently, the applicant would construct a new two-story office building with the same square footage, thus having a zero net increase in office square footage for the site. In addition, the project includes surface and two levels of underground parking. Table 1 below summarizes the project.

Table 1
Proposed Project Summary

Development Info	Proposed Project
Lot size	10.17 acres (443,005 sf)
Existing buildings to be demolished	110,384 sf
Proposed building sf	Total gross: 115,500 sf Amenity: 5,500 sf (not counted towards FAR)* Total net: 110,000 sf
FAR	0.25:1 or 110,000 sf
Lot coverage	12%
Maximum height	42'-6"
Parking	Surface: 79 1st basement level: 144 2nd basement level: 144
Bicycle parking	Short term: 7 Long term: 30

*PAMC Section 18.04.030 (65)(B)(v)

Site and Architectural Design

The proposed project concept includes a contemporary design and site plan based on the applicant's design narrative ([1] providing one building in a location that can be expanded in the future (70,000 square feet); [2] being sensitive to the neighbors; [3] exploring ways for the design to enhance sustainability and functionality for the user; and [4] creating architecture that reinforces the natural site features). The applicant's narrative is included in full as Attachment B. This is achieved in part by locating the building on the plateau where the existing buildings are sited. The proposed basement garage is located under the existing plateau. According to the applicant, the design is also sensitive to neighbors providing a large setback to the rear and rotating the rear portion of the building 45 degrees so that neighbors would not have a direct elevation of the building. In addition, the building uses little aluminum and uses mostly glass with etched sunshades. The undersides of the roof include wood material.

The applicant proposes to activate the roof by including a roof deck with shade structures. While all of the sloped roof elements and guardrails would be at or below the 35'-0" RP zoning height limit, the proposed transparent photovoltaic shade structures would exceed the zoning height limit by 7'-6". Therefore, the applicant will be requesting a Design Enhancement Exception (DEE) as part of their formal application.

DISCUSSION

Comprehensive Plan Conformance

The Comprehensive Plan includes Goals, Policies and Programs that guide the physical form of the City. The Comprehensive Plan provides the basis for the City's development regulations and is used by City staff to regulate building and development and make recommendations on

projects. Further, ARB finding #1 requires that the design be consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.

The Comprehensive Plan land use designation for the project site is Research/Office Park. This land use encourages office, research, and manufacturing establishments whose operations are buffered from adjacent residential uses. Relevant Comprehensive Plan goals and policies can be found in Attachment C

Zoning Compliance

The site is zoned Research Park with Landscape Combining district (RP (L)). The RP research park district provides for a limited group of research and manufacturing uses that may have unusual requirements for space, light, and air, and desire sites in a research park environment.

The landscape combining district is intended to provide regulations to ensure the provision of landscaped open space as a physical and visual separation between residential districts and intensive commercial or industrial uses, and in selected locations where landscaped buffers are desirable.

Proposed Use

The proposed office/R&D uses of the building would replace similar uses and are consistent with Palo Alto Municipal Code (PAMC) Chapter 18.20.

Building Height & Mass

The PAMC allows up to 35 feet in height and while the roof and the guardrails of the roof deck are at or below the height limit, the proposal includes shade structures that exceed the height limit by 7'-6".

Based on the lot size, and the allowable FAR, the maximum gross floor area for the site is 177,202 square feet. The project is below that threshold. The project proposes 5,500 square feet of amenity space that would be exempted from total gross floor area in accordance with PAMC 18.04.030(65)(B)(v), where such areas are designed and used solely for on-site employee amenities that would facilitate the reduction of employee vehicle use. The exact use of the area has not been designed in this concept, however, it is expected that with the formal submittal that level of detail would be evaluated and confirmed. The project site is approximately one mile from California Avenue.

Architectural Review

The purpose of this preliminary Architectural Review public hearing is to introduce the proposed project to the ARB and to give the applicant feedback early in the design process. The project qualifies as a "major review" where the ARB will make a recommendation to the Planning Director. At this stage, staff requests that the ARB discuss how the building would fit into the existing street context and whether the proposed DEE request is warranted.

Parking and Circulation

Vehicular Parking
In accordance with PAMC Section 18.52.040, the project requires 367 spaces (1 space per 300 sf). The project provides 367 spaces and therefore complies. In addition, the site includes a landscape reserve area where if demand exists, additional 58 parking spaces could be developed.

Bicycle Parking
Based on the square footage proposed, the project requires a total of 37 bike parking spaces (1 space per 3,000 sf). A research and development user would be required to provide 80% long-term bicycle spaces (30 spaces) and 20% short-term bicycle spaces (7 spaces). The project would provide thirty-seven (37) spaces overall and would distribute the spaces in compliance with the PAMC.

The Bol Park bike path is located along the north end of the parcel, which is a part of the larger citywide bicycle path network. There is currently no direct connection between the path and the subject property. The intent is to maintain the path, however, evaluate the potential of integrating the path the site or improving the existing connection at Hanover Street.

Other Development Standards
Zoning compliance is summarized in Attachment D. The concept plans submitted do not provide sufficient detail to analyze all of the requirements of the PAMC and in particular Section 18.23, Performance Criteria for Manufacturing Districts. It is expected that with the formal submittal those aspects can be evaluated and presented.

OTHER CITY DEPARTMENTS' REVIEWS
The applicant has received comments from other City departments and those comments from the Department Review Committee (DRC) are included as Attachment E.
An

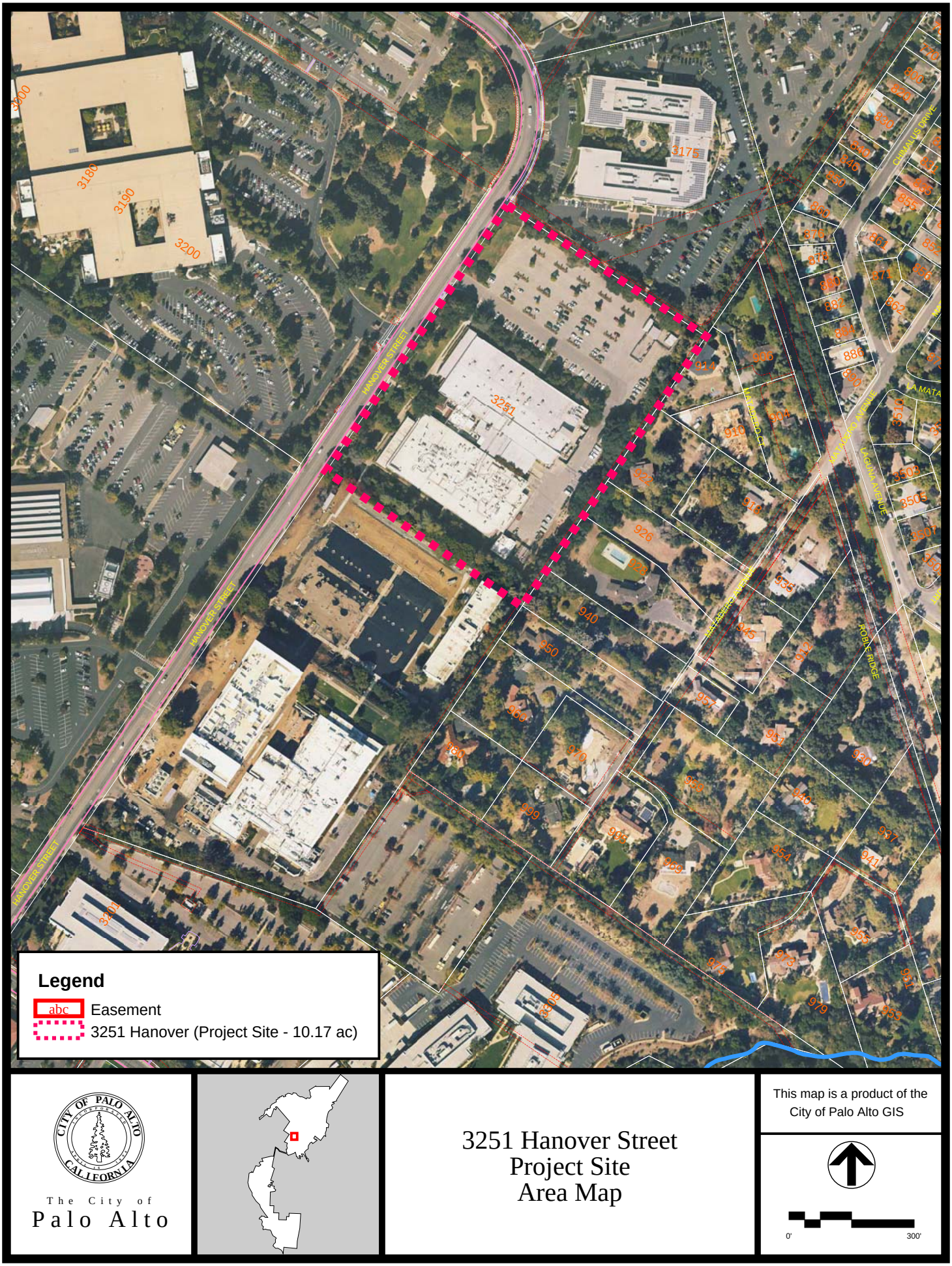
ENVIRONMENTAL REVIEW
No environmental review is required for this preliminary architectural review application, as it is not considered a project under CEQA. An environmental assessment will be conducted as part of the formal application.

PUBLIC OUTREACH
Notice of this public hearing was provided by publication of the agenda in a local newspaper of general circulation. In addition, property owners and utility customers within 600 feet of the project site were mailed a notice card.

Staff has received an inquiry regarding the proposal seeking general information about the project and citing potential concern regarding the rear interface of the site with the residential neighborhood.
Attachments:

- Attachment A: Location Map (PDF)
- Attachment B: Applicant's Project Description (PDF)
- Attachment C: Comprehensive Plan Consistency (PDF)
- Attachment D: Zoning Compliance (PDF)
- Attachment E: DRC Comments (PDF)
- Attachment F: Prelim Project Plans (PDF)

Attachment A



The City of Palo Alto

3251 Hanover Street
Project Site
Area Map

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

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3251 Hanvover, Palo Alto
Project Narrative - Prelim ARB Review

January 11, 2016

To: City of Palo Alto Planning Division
Architectural Review Board Members

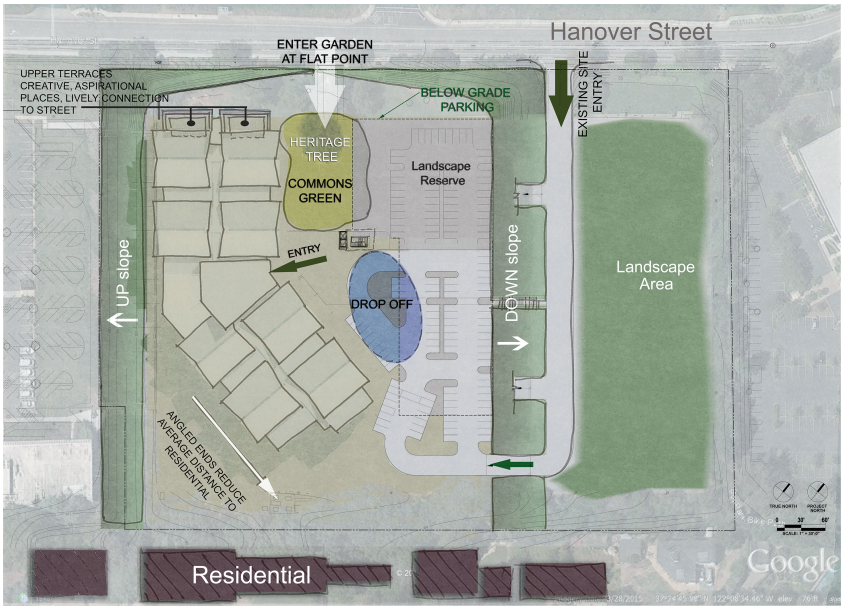
From: From4 Architecture - Applicant
Robert Giannini, Architect

Subject: **3251 Hanover, Palo Alto**
Preliminary Architectural Review Board Review

Thank you for your preliminary review of this proposed project located on Hanover Street in Palo Alto on a site currently occupied by Lockheed.

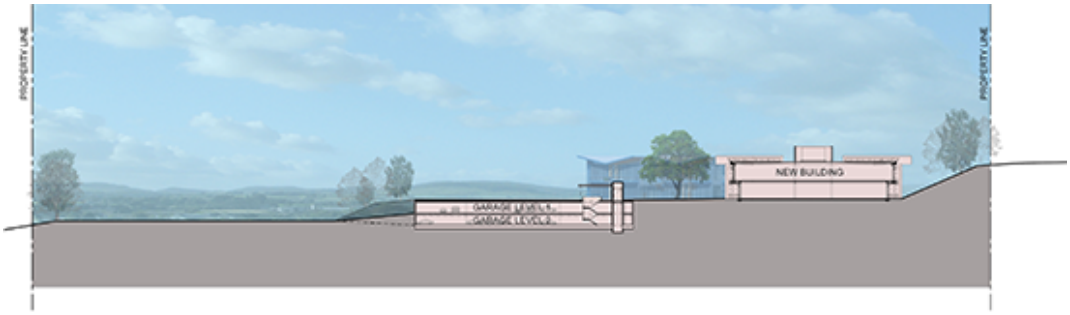
Building FAR: Currently there are two occupied office/R&D buildings on the site with an FAR of +/- 110,000 sf. This is well below the allowable 0.4 FAR of 177,202 sf per the existing RP zone. This application seeks a stand-alone approval for one new office/R&D building of 110,000 sf floor area to replace the existing buildings. This will be a one for one replacement on the same size and same use of buildings. At some time in the future, we plan on designing and submitting an application for a second building of approximately 70,000 sf floor area to achieve the full 0.4 FAR allowed on the site.

Parking: Currently the site is under-parked and this proposal will bring it to current City standards. The site is unusual, however, in that there is a lower terrace where most of the existing parking is located, and then a slope up to the terrace where the buildings are currently cited. To improve the user experience we propose to construct a new below grade garage located in such a way that the building occupants will arrive proximate, and at the same level as the buildings on the plateau. Please see master planing concept sketch below:



So as not to over-park the site due to the proposed new garage, this application removes active parking from the lower terrace at this time. Again it is our intention to turn it back into parking in the future when we apply for a second building.

Form4 Architecture, Inc.
126 Post Street, 3rd floor, San Francisco, CA 94108 415 775-8748 fax 415 775-8752



PROJECT DATA

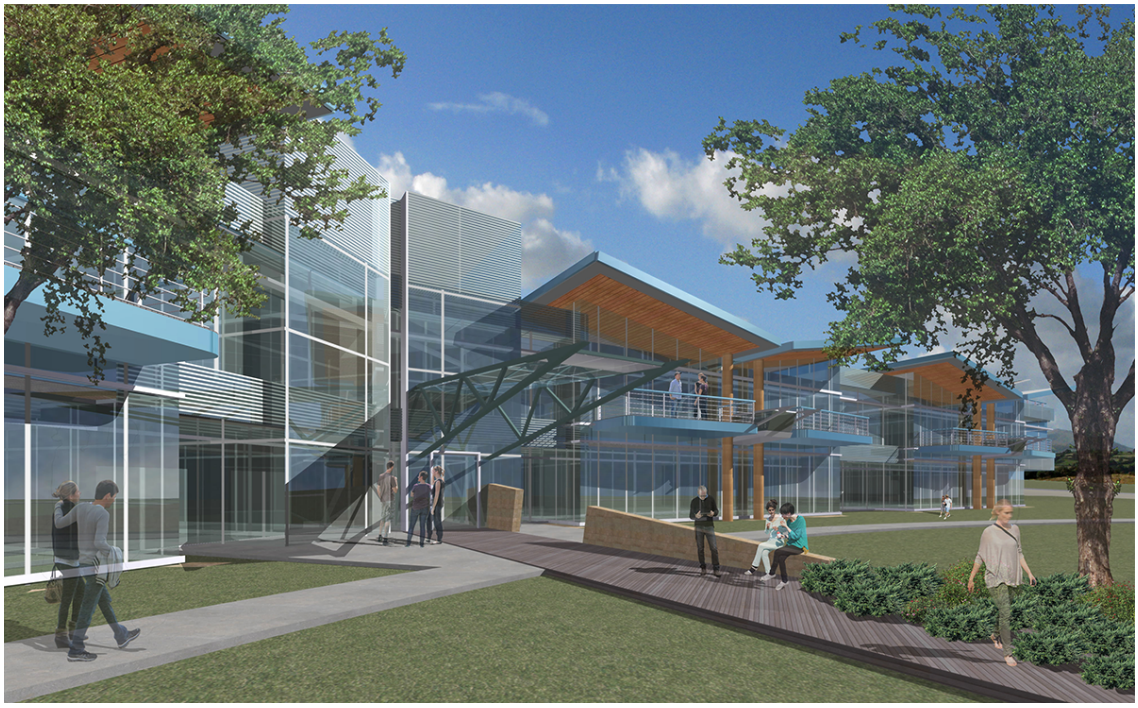
Development Standards	Standard		Proposed Project		Conforms
Lot Size	none		443,005	10.17 acres	yes
Min Bldg Setback:					
Front - Hanover (west)	50'		50'		yes
Side Yard (south)	20'		approx 73'		yes
Side Yard (north)	20'		aprox 450'		yes
Rear Yard (east)	20'		approx 92'		yes
Max Site Coverage	132,902	30%	55,000	12%	yes
Max Height *	35'				see note
Daylight Plane	NA		NA		yes
Floor Area Ratio (FAR)	177,202	40%	110,000	25%	yes

Parking Required	366.67	1/300sf			
Parking Provided					
Note that garage is below grade and does not count toward FAR or Coverage					
Surface Parking			79		
Lower Garage Level			144		
Mid Garage Level			144		
			367		yes
Parking Reserve **			58		
			425		
Bicycle Parking (minimum), 18.52.040	37	1/3000 sf	see below:		yes
Short Term	7	20%	7		yes
Long Term	30	80%	30		yes
Building Area Breakdown:					
Base Building (used for parking calc)			110,000		
Ammenity Allowance (not req'd to be parked)			5,500	5%	
Total Gross Area			**115,500**		

* **Max Height & DEE Request**
The maximum height of the building and roof deck handrail is 35'
The trellis element of the proposed roof deck extends to 45'.
A DEE is requested to allow the roof deck trellis.

** **Landscape Reserve for Parking**
Landscape area has been set aside on the site that may be converted into parking spaces if required by on-site traffic demands in the future, and at the discretion of the Building Owner. Room for an extra 58 spaces has been reserved. This would bring the potential total parking on the site from the required 367 spaces to 425 spaces if conditions warrant.

For Reference Only:	
Potential Future FAR Allowed per Zoning:	
Total Site Coverage Allowed (30%):	132,902
Total Site FAR Allowed (40%):	177,202
Coverage Proposed this application:	55,000
FAR Proposed this application:	110,000
Potential Additional Coverage Zoning allows:	77,902
Potential Additional FAR Zoning allows:	67,202



Architectural Design Narrative

Project Goals:

1. Provide a one building, stand alone design for a potential Stanford Research Park user that lends itself to be expanded to a two building (maximum of 40% FAR) design in the future.
2. Be sensitive to the neighbors.
3. Explore ways the building can enhance natural daylighting, sustainability, and functionality for a modern tech user.
4. Create an imagery that reinforces the unique nature of the site.

Master Planning & Architecture

Goal 1 - Basic Master Planning Concept: Currently the existing buildings occupy the plateau level of the site with surface parking on the lower level. The two buildings together have the advantage of creating easy communication between buildings. They also take advantage of a grade level sidewalk connection for pedestrians on Hanover because the slope of the road matches the height of the plateau at its midpoint. At the same time, however, the existing buildings are only one story so they occupy most of the site leaving very little usable outdoor space.

The proposed design locates the building on the same plateau, and anticipates a possible second building in the future. The space created between proposed and possible future building will provide an appropriately sized outdoor area with an existing oak in its center. By relocating the parking in a garage below the plateau, employees can emerge in the center of activity.

The garage takes advantage of the natural grades of the site by digging into the hill. Landscape design is not presented in this application, however visitors by car will make their way up naturally from the lower driveway to a drop at the building lobby. On the way up one has the option to pull into either the lower level of the garage when closer to Hanover, or the upper level further along the drive up, thereby avoiding the need for a space intensive internal ramp.

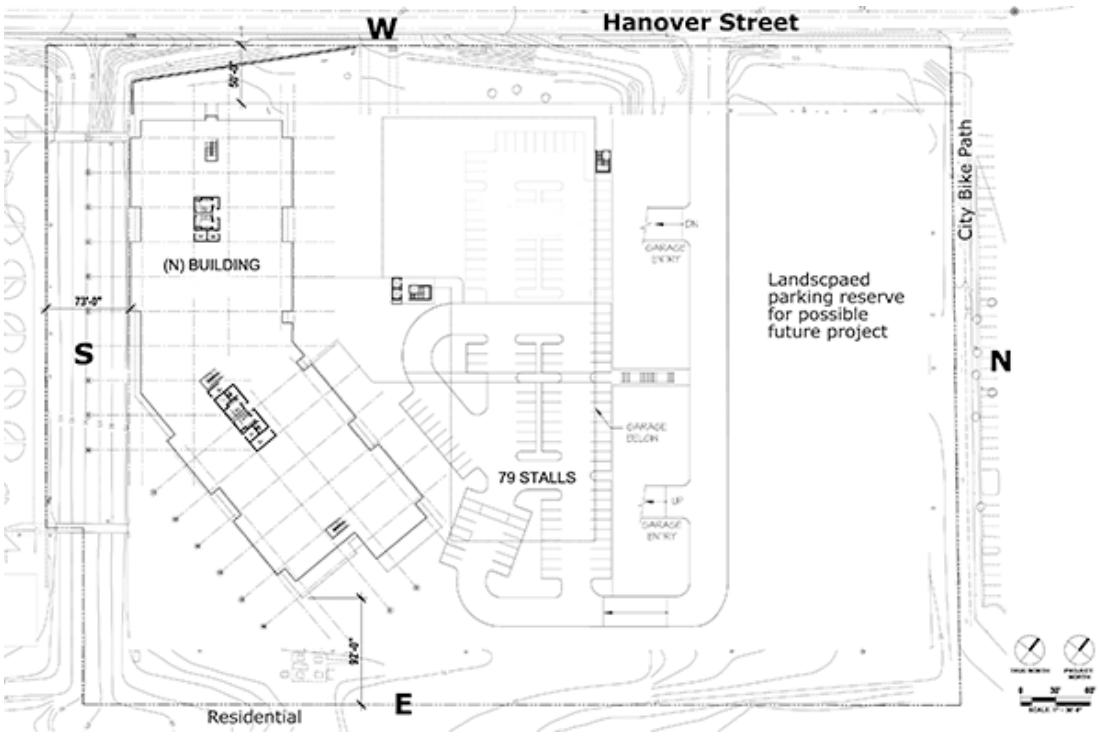
Goal 2 - Sensitivity to Neighbors: The site has a public street to the west, and a residential area to the east. Both can be enhanced through the master plan.

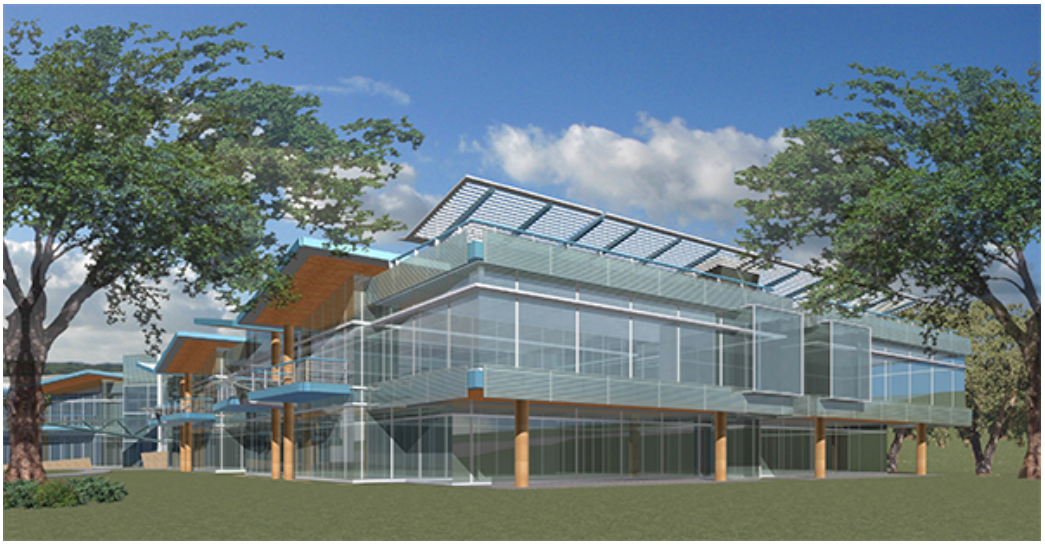
On the east side facing residential, the nearest point of the building has been set back 92'. In addition the building geometry was rotated 45 degrees so it never faces the residences broadside. The area will be landscaped to prevent unnecessary light spillover.

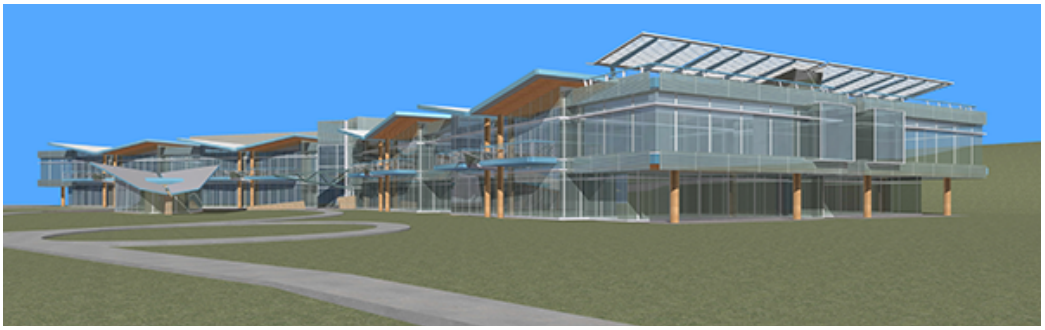
On the west side facing Hanover we propose not only the pedestrian entry from the sidewalk, but also a roof deck to create activity on the street - both the building and the street benefit and become a active part of the neighborhood.

A +/- 30' slope buffers the building from its neighbor up the hill to the south.

The +/- 20' slope down from the plateau, together with the parking-reserve landscape on the lower terrace buffer our downhill neighbors to the north. Note there is an existing bike path along the north property line just beyond our property line.







***Goal 3 - Daylighting, Sustainability & Functionality**: The roofs are one of the most distinctive features of the design and they were created to allow well-balanced natural daylight through clearstories. We prefer clearstory lighting to skylights because you can see the sky as you look up. The imagery also harkens back to some of the sawtooth roof designs that were common through the park in early daylit buildings. Other sustainability strategies will be developed as the design progresses, however sunshades and projecting balconies all help to shade the building envelope.*

Goal 4 - Imagery: The site feels unique to us in that it is on a relatively quiet street, there is a lot of topography and many beautiful mature trees. The sloped roofs started to take on the form a swarm of butterflies landing on the hill. We believe this can be developed further as we progress the design and the landscape.

Material: The building is conceived with very little aluminum. Rather is is mostly glass, with etched glass sunshades standing out from the building creating two layers. The underside of roof forms and overhangs will be wood to add warmth.

DEE Request: All of the sloped roofs, the roof deck rail are at or below the 35' height limit. The canopy structure for the roof deck does extend above and wee request consideration of a DEE for it. We do not ask for this exception lightly; the goal of the space would be to be useful and a shade structure is important for that functionality. We also intend to use it for translucent PV panels as we have done at 1400 Page Mill nearby. We feel the design is better with it because it aids in the butterfly imagery of the design, and helps activate the building at the public street.

Thanks very much for your review of the various design aspects of this project!

ATTACHMENT C
COMPREHENSIVE PLAN TABLE
3251 Hanover Street / File No. 16PLN-00014

Land Use and Community Design Element	
The Comprehensive Plan land use designation for the site is Research/Office Park.	The project continues the Research/Office Park land use.
Goal L-1: A well-designed, compact city, providing residents and visitors with attractive neighborhoods, work places, shopping district, public facilities and open spaces.	The project does not net office space.
Policy L-8: Maintain a limit of 3,257,900 square feet of new non-residential development for the nine planning areas evaluated in the 1989 Citywide Land Use and Transportation Study, with the understanding that the City Council may make modifications for specific properties that allow modest additional growth. Such additional growth will count towards the 3,257,900 maximum.	
Goal L-5: High Quality Employment Districts, each with their own distinctive character and each contributing to the character of the City as a whole.	The project includes amenity space to reduce daily errands by employees.
Policy L-42: Encourage Employment Districts to develop in a way that encourages transit, pedestrian and bicycle travel and reduces the number of auto trips for daily errands.	
Policy L-43: Provide sidewalks, pedestrian paths, and connections to the citywide bikeway system within Employment Districts. Pursue opportunities to build sidewalks and paths in renovation and expansion projects.	
Goal L-6: Well-designed buildings that create coherent development patterns and enhance city streets and public spaces.	The project proposes building orientation that respects the adjacent residential uses.
Policy L-48: Promote high quality, creative design and site planning that is compatible with surrounding development and public spaces.	

Policy L-77: Encourage alternatives to surface parking lots to minimize the amount of land that must be devoted to parking, provided that economic and traffic safety goals can still be achieved.	
Business & Economics Element	
Goal B-1: A thriving business environment that is compatible with Palo Alto's residential character and natural environment.	The project proposes a renovation to an older office building.
Policy B-1: Use a variety of planning and regulatory tools, including growth limits, to ensure that business change is compatible with the needs of Palo Alto neighborhoods.	
Natural Environment Element	
Goal N-4: Water Resources that are Prudently Managed to Sustain Plant and Animal Life, Support Urban Activities, and Protect Public Health and Safety.	The project will be consistent with storm-water pollution control regulations.
Policy N-21: Reduce non-point source pollution in urban runoff from residential, commercial, industrial, municipal, and transportation land uses and activities.	

ATTACHMENT D
ZONING COMPARISON TABLE
3251 Hanover Street, 16PLN-00014

Table 1: COMPARISON WITH CHAPTER 18.20 (RP DISTRICT)			
Regulation	**Required**	**Existing**	**Proposed**
Minimum Site Area, width and depth	1 acre, 100 feet, and 150 feet	10.17 acres	10.17 acres
Minimum Front Yard	20 feet	86 feet	50 feet
Rear Yard	20 feet (RP District) 50 feet (L District)	129 feet	93 feet
Interior Side Yard	20 feet	90 feet (south) 300 feet (north)	73 feet (south) 450 feet (north)
Street Side Yard	20 feet	N/A	N/A
Min. yard for site lines abutting or opposite residential districts	20 feet	129 feet	93 feet
Special Setback	50 feet – see Chapter 20.08 & zoning maps	129 feet	93 feet
Max. Site Coverage	30% (132,902 sf)	24.9% (110,384 sf)	12% (55,000 sf)
Max. Total Floor Area Ratio	40% (177,201 sf)	24.9% (110,384 sf)	26.07% (110,000 sf + 5,500 sf amenity space not included in FAR)
Max. Building Height	35 ft or 25 ft when located within 40 ft of residentially zoned property [4,5]		42’-6”
Daylight Plane	n/a		

(4) See subsection 18.20.040(e) below for exceptions to height and floor area limitations in the ROLM and RP zoning districts.
(5) Residential zones include R-1, R-2, RE, RMD, RM-15, RM-30, RM-40 and residential Planned Community (PC) zones.

Table 1: CONFORMANCE WITH CHAPTER 18.52 (Off-Street Parking and Loading)			
Use	**Required**	**Existing**	**Proposed**
Admin Offices, Research and Development*	1/300 sf of gross floor area for a total of 367 required parking spaces		367 spaces, with additional 58 spaces in landscape reserve
	1/3,000 sf (80% long term and 20% short term bike parking) 95 spaces		37 spaces (30 long term, 7 short term)
	2 loading spaces for 100,000 – 199,999 sf		

* On-site employee amenity space is exempted from the parking requirements

Attachment E

PLANNING & COMMUNITY ENVIRONMENT
CITY OF PALO ALTO
250 Hamilton Avenue, 5th Floor
Palo Alto, CA 94301
650.329.2441

February 8, 2016

Robert Giannini
Form4 Architecture
126 Post Street
San Francisco, CA 94108

Subject: 3251 Hanover Street – Application #16PLN-00014: Preliminary Architectural Review Board (ARB)

Dear Mr. Giannini:

Thank you for your submittal. I hope you find that the Preliminary ARB process will help you with your formal application to the ARB.

City staff completed an initial review of your Preliminary Project application received on February 11, 2016. The application involves a proposal to demolish existing buildings and a construct new 110,000 sf R&D building and site improvements that would replace the existing buildings with the same square footage. The proposed FAR would be 0.25:1. The application seeks comments on the site planning, architecture and proposal to deviate from the height for rooftop trellis.

The project is within the Research Park with Landscape Combining (RP L) zoning district. The request also includes a Design Enhancement Exception (DEE). The preliminary application requires review by the City's Architectural Review Board (ARB), which would provide feedback on the conceptual submittal. A formal submittal would require review by the ARB and Director.

Your application was evaluated to identify submittal issues early in the process to assist you in your formal application submittal.

Development Review Committee (DRC)
The DRC held a meeting on February 3, 2016 to discuss comments regarding the project. Attached are comments from all relevant departments.

Next Steps
A meeting with the ARB will be scheduled (March 17, 2016), where the project will be introduced and discussion will provide additional comments on the proposed project, including how the project is consistent with the City's Zoning Code and Comprehensive Plan.

Please contact me at (650) 938-1111 x109 or sheldon@mplaninggroup.com if you have any questions.

Sincerely,

Sheldon S. Ah Sing, AICP
Consultant Planner

Attachments:
Department Comments

Development Review - Department Comments

City Department:	Development Services - Building
Staff Contact:	Martin Redmond, Senior Combination Inspector (contract) Plan check supervisor 650-329-2245 Martin.Redmond@CityofPaloAlto.org
Date:	1/28/2016
Project Address/File #:	16PLN-00014 – 3251 Hanover St

A. The following comments are required to be addressed prior to Planning entitlement approval:

- None

B. The following comments are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. These comments are provided as a courtesy and are not required to be addressed prior to the Planning entitlement approval:

- A demolition permit shall be required for the removal of the existing building on site.
- Demolition of entire structures shall include the termination of utilities in an approved manner, in approved locations on the site.
- Provisions shall be made to provide a means on the site for control of dust during demolition and construction work.
- Separate submittals and permits are required for the following systems and components if utilized: EVSE, P.V., and Solar Hot Water systems.

The review and approval of this project does not include any other items of construction other than those written in the ARB project review application included with the project plans and documents under this review. If the plans include items or elements of construction that are not included in the written description, it or they may not have been known to have been a part of the intended review and have not, unless otherwise specifically called out in the approval, been reviewed.

End Comments

Development Review - Department Comments

City Department:	Fire Department
Staff Contact:	Karl Schneider 650-329-2194 Karl.schneider@cityofpaloalto.org
Date:	2/8/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. Contact Karl Schneider w/ PAFD 650-329-2194 to discuss Fire Department access to this proposed development.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

- None at this time

Development Review - Department Comments

City Department:	Planning - Historic Preservation
Staff Contact:	Matthew Weintraub 650-329-2247 matthew.weintraub@cityofpaloalto.org
Date:	1/13/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. According to the Assessor's Office, the existing building proposed to be demolished was built in 1956, which makes it more than 45 years old. The Department's policy for reviewing potential impacts to historical resources per the California Environmental Quality Act includes evaluation of commercial properties that are 45 years old or more according to the California Register of Historical Resources criteria and standards. This is consistent with the recommendations of the State Office of Historic Preservation. Please submit a Historic Resource Evaluation report prepared by a qualified architectural historian for review and approval by Department staff.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

- None at this time

Development Review - Department Comments

City Department:	Planning Division
Staff Contact:	Sheldon S. Ah Sing, Contract Planner (650) 938-1111 sheldon@mplanninggroup.com
Date:	2/8/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. The formal submittal will need to follow the submittal requirements for a Major ARB project.

2. The property has a (L) Landscape Overlay at the rear that equates to 50'-0". The project plans will need to identify this.

3. Sheet A3.1: Indicate the height of screens/enclosures and trellis. Sheet 5.1 does provide additional detail.

4. Provide technical reports that would support conclusions on California Environmental Quality Act document (Phase I, Noise, etc.).

5. Project narrative should include that there is a Lot size standard, however, there is no change or if there is a change, then the project is consistent with that requirement.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

- None at this time.

Development Review - Department Comments

City Department:	Public Arts Program
Staff Contact:	Elise DeMarzo, Public Art Director 650.617.3517 Elise.demarzo@cityofpaloalto.org
Date:	2/2/2016
Project Address/File #:	16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

- The project appears to trigger the public art requirement.
- The applicant should meet with Public Art staff to understand the ordinance and the options available for either the commission of art on site or payment in-lieu. This meeting must take place prior to being calendared for Architectural Review.
- If the applicant chooses to commission art on site, beginning the process early is essential so that site and type of artwork and the associated lighting or circulation concerns may be reviewed as part of the Architectural review process.
- Application information and documents can be found at www.cityofpaloalto.org/publicart under the "policies and documents" tab.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

- If the applicant chooses to commission art on site, the final review with the Public Art Commission must be completed and the project artist and artwork approved prior to the issuance of a building permit.
- If the applicant chooses to pay to the public art fund in – lieu of commissioning art on site, the funds must be received prior to the issuance of a building permit.

Development Review - Department Comments

City Department:	Public Works Engineering
Staff Contact:	Michel Jeremias (650)329-2446 Email: Michel.Jeremias@cityofpaloalto.org
Date:	2/3/16
Project Address/File #:	3251 Hanover Street / 16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. Based on the City information the site dimensions are 570-ft by 1,805-ft, however the ALTA provided shows that site may have been subdivided into leased parcels. As discussed at DRC this subdivision is underway. Please provide a copy of the recorded map that created the lease lines.

2. Plot and label all the existing and proposed easements. The site may need a new public utility easement for a transformer. Identify if the existing transformer will continue to serve the site or if the transformer will need to be installed.

3. Provide a conceptual grading and drainage plan. Include the existing storm drain system, if any, identify if the existing system is to be removed or remain to serve the site. Public Works generally does not allow rainwater to be collected and discharged into the street gutter or connect directly to the City's infrastructure, but encourages the developer to keep rainwater onsite as much as feasible by directing runoff to landscaped and other pervious areas of the site.

4. STORM WATER HYDRAULICS AND HYDROLOGY: Plans provided do not show if the existing site drainage has a direct discharge into the existing system. Provide an analysis that compared the existing and proposed site runoff from the project site. Runoff shall be based on City of Palo Alto Drainage Design Standards for 10 year storm event with HGL's 0.5 foot below inlet grates elevations and 100-year storm with HGL not exceeding the street right-of-way. Please provide the tabulated calculations directly on the conceptual grading and drainage plan. This project may be required to replace and upsize the existing storm drain system to handle the added flows and/or depending on the current pipe condition. The IDF tables and Precipitation Map for Palo Alto is available County of Santa Clara County Drainage Manual dated October 2007. The proposed project shall not increase runoff to the public storm drain system.

5. STORM WATER TREATMENT: This project shall comply with the storm water regulations contained in provision C.3 of the NPDES municipal storm water discharge permit issued by the San Francisco Bay Regional Water Quality Control Board (and incorporated into Palo Alto Municipal Code Chapter 16.11). These regulations apply to land development projects that

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

If pumps are required, plot and label where the pumps will be located, storm water runoff from pumped system shall daylight onto onsite landscaped areas and be allowed to infiltrate and flow by gravity to the public storm drain line. Storm water runoff that is pumped shall not be directly piped into the public storm drain line.

6. Provide the storm water treatment plan that shows the drainage areas and C3 treatment areas. Include the table analysis for the pervious and impervious areas. Plan shall be stamped and certified by the third party reviewer.

7. Bioretention swales shall be designed to use the full swale length for treatment, place the bubbler (outlet) and catch basin (inlet) at the ends of the swale. Other utilities shall not be installed within the bioretention areas.

8. See attached Notice to Owners/Applicants planning to Dewater and Construction basements in Palo Alto. Please review this letter, if dewatering is required the applicant shall submit the items listed on this Notice. Alternatively provide a note on the plans to show the depth of where groundwater was found and the depth of the exacavation for the proposed 2 story basement.

B. The following comments are provided as a courtesy and shall be addressed prior to any other permit application submittal. This includes Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit and Encroachment Permit but after the Planning entitlement approval.

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

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

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

12. LOGISTICS PLAN: The applicant and contractor shall prepare a construction logistics plan for the work associated with the Excavation and Grading permit. Plan shall be submitted to Public Works Engineering and shall address all impacts to the City's right-of-way, including, but not limited to: pedestrian control, traffic control, truck routes, material deliveries, contractor's parking, on-site staging and storage areas, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact. The plan shall be prepared and submitted along the Grading and Excavation Permit. It shall include notes as indicated on the approved Truck Route Map for construction traffic to and from the site. Plan shall also indicate if the bus stop will need to be relocated.

13. BASEMENT SHORING: Shoring Plans prepared by a licensed professional are required the Basement Excavation and shall be submitted with the Grading and Excavation Permit. Shoring for the basement excavation, including tiebacks, must not extend onto adjacent private property or into the City right-of-way without having first obtained written permission from the private property owners and/or an encroachment permit from Public Works. Since the existing storm drain line is to remain, plot and label the line on the shoring plans.

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

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

testing is required, the contractor must retain an independent testing firm to test the discharge water for contaminants Public Works specifies and submit the results to Public Works.

Public Works reviews and approves dewatering plans as part of a S*treet Work Permit*. The applicant can include a dewatering plan in the building permit plan set in order to obtain approval of the plan during the building permit review, but the contractor will still be required to obtain a street work permit prior to dewatering. Alternatively, the applicant must include the above dewatering requirements in a note on the site plan. **The street work permit to dewater must be obtained in July to allow ample to time to dewater and complete the dewatering phase by October 31st.** Public Works has a sample dewatering plan sheet and dewatering guidelines available on our website. http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp

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

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

18. See attached Notice to Owners/Applicants planning to Dewater and Construction basements in Palo Alto. Please review this letter, if dewatering is required the applicant shall submit the items listed on this Notice.

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

20. NOTICE OF INTENT: If the proposed development disturbs more than one acre of land, the applicant will be required to comply with the State of California's General Permit for Storm Water Discharges Associated with Construction Activity. This entails filing a Notice of Intent to Comply (NOI), paying a filing fee, and preparing and implementing a site specific storm water pollution prevention plan (SWPPP) that addresses both construction-stage and post

construction Best Management Practices (BMP) for storm water quality protection. Provide the WDID # directly on the Grading and Drainage Plan.

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

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

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

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

    As discussed at DRC, the applicant may be required to relocate the sidewalk behind the planter strip along the project frontage, however this will need to be coordinate with the existing trees in the area.

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

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

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

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

PRIOR TO BUILDING PERMIT FINAL

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

Development Review - Department Comments

City Department:	Public Works Solid Waste
Staff Contact:	Matthew Krupp
	Matthew.krupp@cityofpaloalto.org
Date:	1/14/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

None.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

1. PAMC 5.20.120 Recycling storage design requirements

The design of any new, substantially remodeled, or expanded building or other facility shall provide for proper storage, handling, and accessibility which will accommodate the solid waste and recyclable materials loading anticipated and which will allow for the efficient and safe collection. The design shall comply with the applicable provisions of Sections 18.22.100, 18.24.100, 18.26.100, 18.32.080, 18.37.080, 18.41.080, 18.43.080, 18.45.080, 18.49.140, 18.55.080, 18.60.080, and 18.68.170 of Title 18 of this code.

1. All solid waste bins (dumpsters) must be located in a trash enclosure

2. A trash enclosure must be included in the plans

3. Service must be provided for garbage, recycling, and compost

The proposed commercial development must follow the requirements for recycling and compost container space. Project plans must show the placement of recycling and compost containers, for example, within the details of the solid waste enclosures. Collection space should be provided for built-in recycling containers/storage on each floor/office or alcoves for the placement of recycling and compost containers.

• Enclosure and access should be designed for equal access to all three waste streams – garbage, recycling, and compostables.

• Collection cannot be performed in underground. Underground bins locations require a minimum of 77” of vertical clearance. Pull out charges will apply. In instances where push services are not available (e.g., hauler driver cannot push containers up or down ramps), the property owner will be responsible for placing solid waste containers in an accessible location for collection.

• All service areas must have a clearance height of 20’ for bin service.

• New enclosures should consider rubber bumpers to reduce wear and tear on walls.

Development Review - Department Comments

City Department:	Public Works Urban Forestry
Staff Contact:	Dave Dockter Dave.dockter@cityofpalo.org
Date:	2/3/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. Submit a tree inventory.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

- None at this time

Development Review - Department Comments

City Department:	Transportation Division
Staff Contact:	Rafael Rius Rafael.rius@cityofpalo.org
Date:	2/3/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. Submit traffic memo confirming trip generation based on use breakdown.

2. Keep connection and bicycle path—possible replacement in kind.

3. Consider bicycle parking reserve.

B. The following comments are provided as a courtesy and must be complied with at the Building Permit phase of this project (after the Planning entitlement approval):

- None at this time

Development Review - Department Comments

City Department:	Utilities Electric Engineering
Staff Contact:	Jim Bujtor, Senior EE 650-566-4543 Jim.bujtor@cityofpaloalto.org
Date:	1/19/2016
Project Address/File #:	3251 Hanover/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

A 1. The applicant shall comply with all the Electric Utility Engineering Department service requirements noted during plan review.

A 2. The applicant 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 applicant shall contact Underground Service Alert (USA) at 1-800-227-2600, at least 48 hours prior to beginning work.

A 3. Only one electric service lateral is permitted per parcel. Utilities Rule & Regulation #18.

A 4. If this project requires padmount transformers, the location of the transformers shall be shown on the site plan and approved by the Utilities Department and the Architectural Review Board. Utilities Rule & Regulations #3 & #16 (see detail comments below).

A 5. The developer/owner shall provide space for installing padmount equipment (i.e. transformers, switches, and interrupters) and associated substructure as required by the City.

A 6. The location of the electric panel/switchboard shall be shown on the site plan and approved by the Architectural Review Board and Utilities Department.

A 7. The customer shall install all electrical substructures (conduits, boxes and pads) required from the service point to the customer's switchgear. The design and installation shall be according to the City standards and shown on plans. Utilities Rule & Regulations #16 & #18.

A 8. The customer is responsible for sizing the service conductors and other required equipment according to the California Electric Code requirements and City standards.

A 9. If the customer's total load exceeds 2500 kVA, service shall be provided at the primary voltage of 12,470 volts and the customer shall provide the high voltage switchgear and transformers.

A 10. For primary services, the standard service protection is a padmount fault interrupter owned and maintained by the City, installed at the customer's expense. The customer must provide and install the pad and associated substructure required for the fault interrupter.

A 11. Any additional facilities and services requested by the Applicant that are beyond what the utility deems standard facilities will be subject to Special Facilities charges. The Special Facilities charges include the cost of installing the additional facilities as well as the cost of ownership. Utilities Rule & Regulation #20.

A 12. Projects that require the extension of high voltage primary distribution lines or reinforcement of offsite electric facilities will be at the customer's expense and must be coordinated with the Electric Utility.

A 13. The applicant shall secure a Public Utilities Easement for facilities installed on private property for City use.

SUBDIVISION PROJECTS

A 14. There may be other conditions applicable to your project that can be found in previous sections of this document.

A 15. Only one electric service lateral is permitted per parcel.

A 16. The developer/owner shall provide space for installing padmount equipment (i.e. transformers, switches, and interrupters) and associated substructure as required by the City. In addition, the owner shall grant a Public Utilities Easement for facilities installed within the subdivision as required by the City. Consideration should be made for possible future electric load growth.

A 17. The civil drawings must show all existing and proposed electric facilities (i.e. conduits, boxes, pads, services, and streetlights) as well as other utilities.

A 18. The developer/owner is responsible for all substructure installations (conduits, boxes, pads, streetlights system, etc.) on the subdivision parcel map. The design and installation shall be according to the City standards and all work must be inspected and approved by the Electrical Underground Inspector.

A 19. The developer/owner is responsible for all underground services (conduits and conductors) to single-family homes within the subdivision. All work requires inspection and approval from both the Building Department and the Electrical Underground Inspector.

A 20. The tentative parcel map shall show all required easements as requested by the City.

B. The following comments are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance,

Street Work Permit, Encroachment Permit, etc. These comments are provided as a courtesy and are <u>not</u> required to be addressed prior to the Planning entitlement approval:

B 1. Industrial and large commercial customers must allow sufficient lead-time for Electric Utility Engineering and Operations (typically 8-12 weeks after advance engineering fees have been paid) to design and construct the electric service requested.

B 2. A completed Utility Service Application and a full set of plans must be included with all applications involving electrical work. The Application must be included with the preliminary submittal.

B 3. The applicant shall submit a request to disconnect all existing utility services and/or meters including a signed affidavit of vacancy, on the form provided by the Building Inspection Division. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued after all utility services and/or meters have been disconnected and removed.

B 4. All utility meters, lines, transformers, backflow preventers, and any other required equipment shall be shown on the landscape and irrigation plans and shall show that no conflict will occur between the utilities and landscape materials. In addition, all aboveground equipment shall be screened in a manner that is consistent with the building design and setback requirements.

B 5. Contractors and developers shall obtain permit from the Department of Public Works before digging in the street right-of-way. This includes sidewalks, driveways and planter strips.

B 6. At least 48 hours prior to starting any excavation, the customer must call Underground Service Alert (USA) at 1-800-227-2600 to have existing underground utilities located and marked. The areas to be checked for underground facility marking shall be delineated with white paint. All USA markings shall be removed by the customer or contractor when construction is complete.

B 7. The customer is responsible for installing all on-site substructures (conduits, boxes and pads) required for the electric service. No more than 270 degrees of bends are allowed in a secondary conduit run. All conduits must be sized according to California Electric Code requirements and no 1/2 – inch size conduits are permitted. All off-site substructure work will be constructed by the City at the customer's expense. Where mutually agreed upon by the City and the Applicant, all or part of the off-site substructure work may be constructed by the Applicant.

B 8. All primary electric conduits shall be concrete encased with the top of the encasement at the depth of 30 inches. No more than 180 degrees of bends are allowed in a primary conduit run. Conduit runs over 500 feet in length require additional pull boxes.

B 9. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.

B 10. For services larger than 1600 amps, a transition cabinet as the interconnection point between the utility's padmount transformer and the customer's main switchgear may be required. See City of Palo Alto Utilities Standard Drawing SR-XF-E-1020. The cabinet design drawings must be submitted to the Electric Utility Engineering Division for review and approval.

B 11. For underground services, no more than four (4) 750 MCM conductors per phase can be connected to the transformer secondary terminals; otherwise, bus duct or x-flex cable must be used for connections to padmount transformers. If customer installs a bus duct directly between the transformer secondary terminals and the main switchgear, the installation of a transition cabinet will not be required.

B 12. The customer is responsible for installing all underground electric service conductors, bus duct, transition cabinets, and other required equipment. The installation shall meet the California Electric Code and the City Standards.

B 13. Meter and switchboard requirements shall be in accordance with Electric Utility Service Equipment Requirements Committee (EUSERC) drawings accepted by Utility and CPA standards for meter installations.

B 14. Shop/factory drawings for switchboards (400A and greater) and associated hardware must be submitted for review and approval prior to installing the switchgear to:

Gopal Jagannath, P.E.
Supervising Electric Project Engineer
Utilities Engineering (Electrical)
1007 Elwell Court
Palo Alto, CA 94303

B 15. For 400A switchboards only, catalog cut sheets may be substituted in place of factory drawings.

B 16. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.

B 17. The customer shall provide as-built drawings showing the location of all switchboards, conduits (number and size), conductors (number and size), splice boxes, vaults and switch/transformer pads.

B 18. The follow must be completed before Utilities will make the connection to the utility system and energize the service:

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

Development Review - Department Comments

City Department:	Public Works Watershed Protection
Staff Contact:	Margaret Zittle, Inspector 650-329-2514 Margaret.Zittle@cityofpaloalto.org
Date:	1/19/2016
Project Address/File #:	3251 Hanover Street/16PLN-00014

A. The following comments are required to be addressed prior to Planning entitlement approval:

1. **PAMC 16.09.180(b)(10) Dumpsters for New and Remodeled Facilities**
   New buildings and residential developments providing centralized solid waste collection, except for single-family and duplex residences, shall provide a covered area for a dumpster. The area shall be adequately sized for all waste streams and designed with grading or a berm system to prevent water runon and runoff from the area.

B. The following comments are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. These comments are provided as a courtesy and are <u>not</u> required to be addressed prior to the Planning entitlement approval:

1. **PAMC 16.09.170, 16.09.040 Discharge of Groundwater**
   The project is located in an area of suspected or known groundwater contamination with Volatile Organic Compounds (VOCs). If groundwater is encountered then the plans must include the following procedure for construction dewatering:

   Prior to discharge of any water from construction dewatering, the water shall be tested for volatile organic compounds (VOCs) using EPA Method 601/602 or Method 624. The analytical results of the VOC testing shall be transmitted to the Regional Water Quality Control Plant (RWQCP) 650-329-2598. Contaminated ground water that exceeds state or federal requirements for discharge to navigable waters may not be discharged to the storm drain system or creeks. If the concentrations of pollutants exceed the applicable limits for discharge to the storm drain system then an Exceptional Discharge Permit must be obtained from the RWQCP prior to discharge to the sanitary sewer system. If the VOC concentrations exceed the toxic organics discharge limits contained in the Palo Alto Municipal Code (16.09.040(m)) a treatment system for removal of VOCs will also be required prior to discharge to the sanitary sewer. Additionally, any water discharged to the sanitary sewer system or storm drain system must be free of sediment.

2. **PAMC 16.09.055 Unpolluted Water**
   Unpolluted water shall not be discharged through direct or indirect connection to the sanitary sewer system. Unpolluted water shall include storm water from roofs, yards, foundation or under-drainage.

3. **PAMC 16.09.180(b)(5) Condensate from HVAC**
   Condensate lines shall not be connected or allowed to drain to the storm drain system.

4. **PAMC 16.09.180(b)(9) Covered Parking**
   Drain plumbing for parking garage floor drains must be connected to an oil/water separator with a minimum capacity of 100 gallons, and to the sanitary sewer system

5. **PAMC 16.09.180(b)(b) Copper Piping**
   Copper, copper alloys, lead and lead alloys, including brass, shall not be used in sewer lines, connectors, or seals coming in contact with sewage except for domestic waste sink traps and short lengths of associated connecting pipes where alternate materials are not practical. The plans must specify that copper piping will not be used for wastewater plumbing.

6. **16.09.180(12) Mercury Switches**
   Mercury switches shall not be installed in sewer or storm drain sumps.

7. **PAMC 16.09.205(a) Cooling Systems, Pools, Spas, Fountains, Boilers and Heat Exchangers**
   It shall be unlawful to discharge water from cooling systems, pools, spas, fountains boilers and heat exchangers to the storm drain system.

8. **PAMC 16.09.165(h) Storm Drain Labeling**
   Storm drain inlets shall be clearly marked with the words "No dumping - Flows to Bay," or equivalent.

ATTACHMENT F

Hardcopies to Architectural Review Board Members and Libraries only.

Project plans can be reviewed at

http://www.cityofpaloalto.org/news/displaynews.asp?NewsID=3522