



Architectural Review Board

Staff Report (ID # 7178)

Report Type: Action Items **Meeting Date:** 9/15/2016

Summary Title: 252 Ramona Street (Two residential units in the NP)

Title: 252 Ramona Street [13PLN-00431]: Request by Carrasco & Associates for Major Architectural Review of a proposal to demolish one existing single story residence and construct a new two story building with two residential units. This item was continued from the April 16, 2015 ARB Hearing. Environmental Assessment: Approval of an Exemption under Section 15303(b) of the California Environmental Quality Act. Zoning District: Two Unit Multiple-family Residential District and Neighborhood Preservation Combining District RMD(NP).

From: Jonathan Lait

Recommendation

It is recommended that the Architectural Review Board (ARB) take the following action(s):

1. Recommend approval of the proposed project to the Director of Planning and Community Development based on findings and subject to conditions of approval.

Report Summary

The subject project was previously reviewed by the ARB on two other occasions. The Municipal Code encourages the Director of Planning and Community Development make a decision on projects after three public hearings.

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

March 5, 2015: <https://www.cityofpaloalto.org/civicax/filebank/documents/46158>

April 16, 2015: <https://www.cityofpaloalto.org/civicax/filebank/documents/46823>

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

City of Palo Alto
Planning & Community Environment
250 Hamilton Avenue
Palo Alto, CA 94301
(650) 329-3221

The ARB is encouraged to make a final recommendation to approve, conditionally approve or deny the project.

Background

The ARB last considered this project on April 16, 2015. At which time, the Board expressed the following comments:

- Application of softer finishes on a building that remains severe in its appearance overall has yielded a stylistically incoherent building.
- A Board member expressed concern that the brick surface on the building does not match the proposed grey and white colors; another board member found the use of brick excessive, particularly on the chimneys on the southeastern façade. This Board member also commented that the brick clad sloping mass of the chimney feature lend to the severity of the façade.
- A Board member found the building to be unnecessarily and excessively tall, and out of scale with the houses in the Neighborhood Preservation (NP) district in which it is located, and found the height of the building as central to the severity of the building.
- The Board member expressed that the expectation is not to replicate the small houses within the applicable Neighborhood Preservation (NP) district but to draw elements from the buildings in the district so that the proposed building is compatible, contextually.
- The Board member also stated that while the organization of the units and spaces is appropriate, the project employs too many materials – permeable concrete, stamped concrete, stone porch/stone wall – as reflected in the site plan, that are excessive given the size of the site and the project.
- Two Board members requested additional information and detail with regard to the building height, colors, lighting, and railings.

The ARB also expressed concern regarding the adequacy of the three (3) parking spaces provided while acknowledging that the proposed parking meets the requirements of the PAMC. The ARB suggested setting back the garages in the building to align with the southeastern property line for increased turning space and maneuverability for cars backing out of the garages, while acknowledging that setting the garages further back is not a requirement. This would also serve to improve the southeastern elevation and reduce its severity. The ARB agreed with staff recommendation that window and door mullions painted white instead of a dark color would be a better fit in the context.

A video recording of the Board's meeting is available online: <https://www.youtube.com/watch?v=S9kVhZ2qky4&start=270&width=420&height=315>

In response to the above, the applicant proposes the following changes:

- Reduction in overall exterior height of the building by 4' 8 1/2" and a modified roof profile. The project proposes to reduce the overall height of the building from 29' 8

1/2" to 25', accomplished through the elimination of 'turrets' proposed in previous versions and an approximately one-foot reduction in the height of the building from grade to the top of the second story roof. Height from grade to the second story eave has also been lowered.

- The front porch has been lowered to 7" above grade from 1'9" above grade.
- Variation in the façade treatment on the southeast side of the building with the introduction of a cover 11 feet above the lightwells to break up the façade.
- Reintroduction of metal as a building material with a standing seam metal roof, metal railings, C-Channels steel beam for the projection over the front and the rear porches on the first floor and above below grade patios/sunken courts, tube steel section frames for the wood trellis above the second floor decks. These materials, proposed in the initial version reviewed by the ARB on March 5, 2015 were replaced in the second version, reviewed by the ARB on April 16, 2015, with a shingle roof and with wood painted a light color, respectively.
- Introduction of glass railings with dark painted metal guard rails instead of brick clad parapet wall for the second story roof decks.
- Elimination of 'craftsmen' style wood brackets for support for the projections over the first floor front and the rear porches.

In contrast to the earlier proposals, the current proposal also includes air conditioning and the AC units are located on the flat portion of the roof to the northwestern side, in a location that would not be visible from the street. Staff will take care at the Building permit stage to ensure these units meet the City's Code requirements for noise.

The plans include a colors and materials sheet (Sheet A0.3) which clarifies the color palette consisting of light to darker grey to black and brown tones, the combination of materials proposed, the style, color and material of the trellis above the second story decks and of the railings. A material board will also be available at the hearing. An image of the LED lighting fixture, which will be located above the garage doors on the northwestern elevation, is also provided. This lighting fixture would be the only exterior lighting fixture. It would not be visible from Ramona Street. Additionally, staff has included a condition of approval that requires that lighting on the property shall not exceed 0.5 foot-candle as measured at the abutting residential property line.

Sheet 6.2 shows the design progression from the initial submittal (Round 2) reviewed by the ARB, on March 5, 2015, the second submittal (Round 3), reviewed by the ARB on April 16, 2015, and the current proposal. The applicant has also included their analysis in support of the design under the project description text provided on Sheet A0.0 of the current plan set.

Analysis¹

¹ The information provided in this section is based on analysis prepared by the report author prior to the public hearing. The Architectural Review Board in its review of the administrative record and based on public testimony

Comprehensive Plan

The project is in conformance with the applicable Comprehensive Plan land use designation of Multiple Family Residential (MF), which permits the development of two dwelling units on the same site under single ownership. Additionally, the project is consistent with Comprehensive Plan Policies as further discussed in Attachment B.

Zoning Conformance

The zoning designation applicable to the subject site is Two Unit Multiple-Family Residential District with a Neighborhood Preservation Combining District (RMD(NP)). The project is in conformance with the RMD zoning, which is intended to allow a second dwelling unit under the same ownership as the initial dwelling unit in areas designated for multi-family use by the Palo Alto Comprehensive Plan. As outlined in Attachment D, the project is in conformance with the applicable requirements of the Palo Alto Municipal Code including setbacks, floor area ratio, lot coverage, daylight plane, useable open space, and parking.

Neighborhood Preservation Combining District (NP)

The (NP) neighborhood preservation combining district is intended to modify the regulations of the RMD district where it is deemed essential to maintain the visual character of existing neighborhoods. The combining district is intended to foster retention of existing single-family structures, to foster additions to existing properties without demolition of sound residential structures, and to assure compatibility of design of new residential units with existing structures on the same or surrounding properties.

The project site along with three other lots to the northwest of the site is located in a zone with a Neighborhood Preservation (NP) overlay. Buildings in this zone are varied in style with similarities in materials and use of colors. The building on the lot adjacent to the right of the project site in the (NP) zone is a craftsman style single story structure. The next building in the (NP) district is a single story modern structure with a flat roof followed by a two story building with a steeply sloping gable roof and a shed roof over the main entrance. These buildings are predominantly stucco painted a light color. The building immediately adjacent to the project features brick as well, around the foundation and posts for the porch.

Design review by the ARB is required for properties in the (NP) district on which two or more residential units are developed or modified. The purpose of design review of properties in an (NP) combining district is to achieve compatibility of scale, silhouette, façade articulation, and materials of new construction with existing structure on the same property or on surrounding properties within a combining district, as further described below:

Scale and Silhouette

may reach a different conclusion from that presented in this report and may choose to take an alternative action from the recommendation in this report.

In response to the ARB's comments, the scale and silhouette of the building has been modified with reduction in the height of the building, changes to the roof line, and lowering of the front porch to more closely relate to the single story building to the northwest of the project site. The modifications also allow for a transition between the two story apartment building to the southeast and the low one story building to the northwest of the site.

Material and Façade Articulation

The revised project introduces glass railings for the upper story decks on the northwestern side of the building that helps reduce the use of brick as viewed from the front and northwestern side of the building. The project introduces a cover over the lightwells on the southeastern side to break the façade and provide relief, although it maintains the chimney features clad entirely in brick. The project reintroduces standing seam metal roof and dark painted metal elements as described above.

Site Design

The project does not propose modification or simplification of the materials used on the site. As proposed in previous versions, the current proposal includes permeable concrete for driveway surface; stamped concrete defines a pedestrian pathway, adjacent to the driveway, which extends to the entrance of the rear unit. Additionally the project proposes a brick wall with wood gate facing the street, on the southeastern side of the building and stone porches. Drought resistant or artificial turf is proposed for the front yard.

Conclusion

The project as revised, addresses many of the ARB's concerns regarding the scale and excessive height of the building that the ARB found lend to the severity of the building. The roof profile and massing is also modified as a result of the elimination of the 'turrets' above the staircases.

The project has only partially addressed ARB concerns regarding façade articulation and materials used in site design. As earlier indicated, it reintroduces metal and dark colors in the design that the ARB found to be severe in the building's setting in their comments at the March 5, 2015 Hearing. The project minimally reduces the use of brick cladding in the building and maintains the sloping profile of the chimneys on the southeastern side. The project also does not propose any modifications to the materials palette used for landscaping the site.

In staff's assessment, the proposed modifications in the overall mass, scale and profile of the building could be seen to relate to its setting. However, softer materials painted a lighter color would be appropriate. Such a revision would draw upon the materials used in neighboring buildings for façade articulation to enhance contextual compatibility while maintaining internal architectural coherence with the elimination of 'craftsman' style elements, including the 'craftsman' style support brackets for the projections over porches and brick posts in the front porch railing.

The project employs a different strategy to break up the façade on the southeastern side with the introduction of covers over light wells as opposed to setting back the garages, which in staff opinion serves the purpose. Also while the reduction in the use of brick cladding is minimal, the brick clad elements serve to frame the building. Staff recommends that the project be approved with conditions related to materials and colors to ensure compatibility within the (NP) district and better conformance with ARB findings for approval.

Staff has included two unique conditions of approval for the project. Condition #4 requires replacement of C-Channels steel beam and tube steel section frames with wood members, painted the same color as the darker stucco. Condition # 5 requires the replacement of standing seam metal roof with a shingle roof.

Additionally, staff recommends that the ARB discuss and incorporate the following adjustments, as conditions of approval to allow better conformance with the purpose of design review of properties in an (NP) combining district and the ARB findings for approval.

- Incorporate white paint on the window and door mullions.
- Simplify the patterns proposed for the pervious concrete paving for the driveway and stamped concrete proposed for the adjacent pedestrian walkway.
- Replace the brick wall facing the street on the southeastern side of the building with a wood fence, consistent with the wood gate proposed in this wall.
- Extend the canopy over the front porch to span the length of the front façade for horizontal emphasis.

The ARB is encouraged to discuss and incorporate other adjustments, if deemed necessary, as conditions of approval for the project.

Environmental Review

The subject project has been assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the environmental regulations of the City. Specifically, the project is exempt from environmental review under provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303(b), Class 3. This section allows an exemption for apartments, duplexes and similar structures designed for not more than six dwellings in urbanized areas.

Public Notification, Outreach & Comments

The Palo Alto Municipal Code requires notice of this public hearing be published in a local paper and mailed to owners and occupants of property within 600 feet of the subject property at least ten day in advance. Notice of a public hearing for this project was published in the *Palo Alto Weekly* and postcards were mailed in advance of the meeting.

Public Comments

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

Alternative Actions

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

1. Approve the project with modified findings or conditions;
2. Continue the project to a date (un)certain; or
3. Recommend project denial based on revised findings.

Report Author & Contact Information

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ARB² Liaison & Contact Information

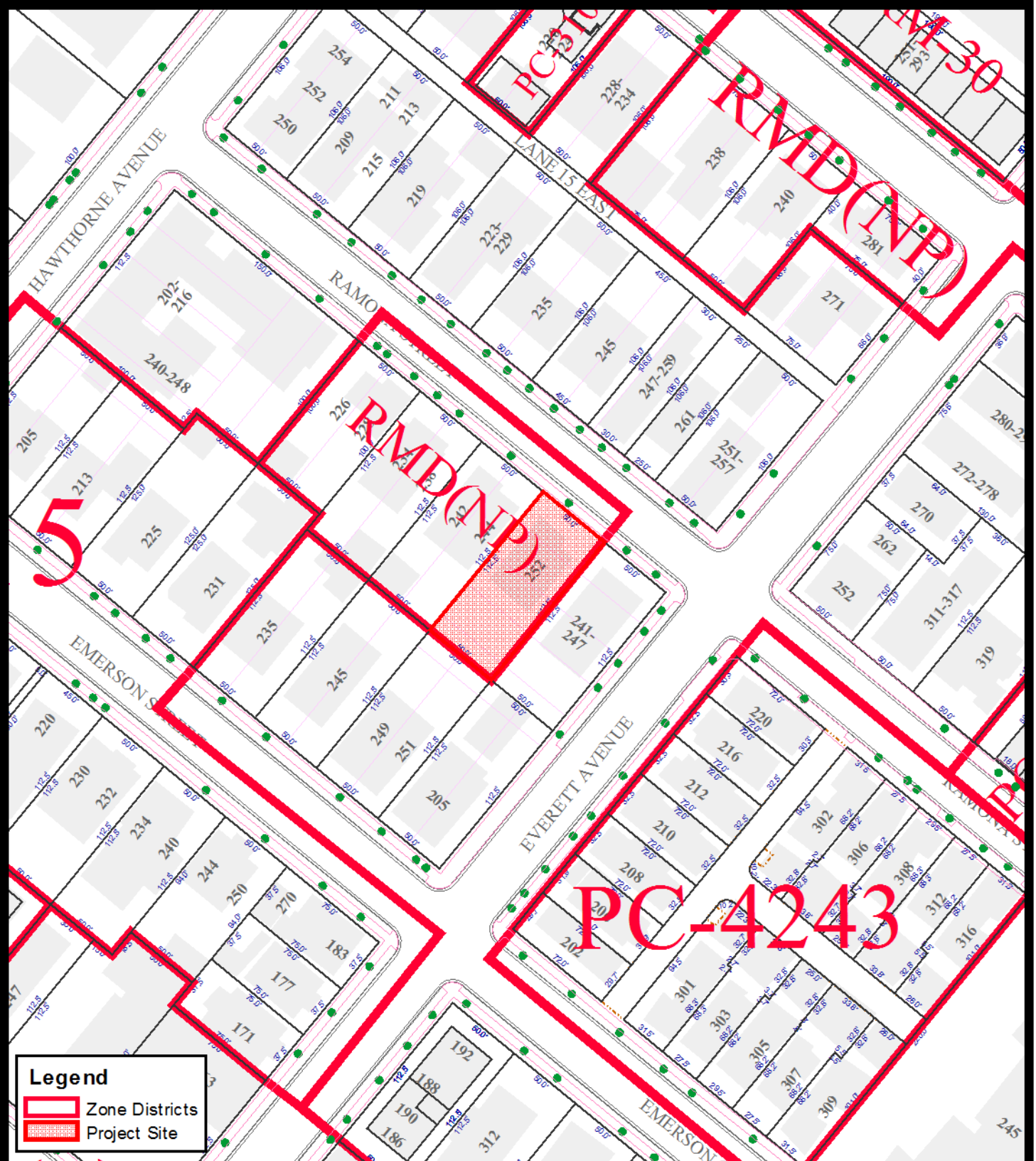
Jodie Gerhardt, AICP, Planning Manager
(650) 329-2575
jodie.gerhardt@cityofpaloalto.org

Attachments:

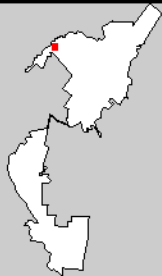
- Attachment A: Location Map(PDF)
- Attachment B: Draft Architectural Review Findings (DOCX)
- Attachment C: Draft Conditions of Approval(DOCX)
- Attachment D: Zoning Comparison Table (DOCX)
- Attachment E: March 5, 2015 ARB staff report w/o attachments (PDF)
- Attachment F: Project Plans (DOCX)

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

ATTACHMENT A



The City of
Palo Alto



252 Ramona Street

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



ATTACHMENT B
DRAFT ARB FINDINGS FOR APPROVAL
252 Ramona Street / File No. 13PLN-00431

The design and architecture of the proposed improvements, as conditioned, complies with the Findings for Architectural Review as required in Chapter 18.76 of the PAMC.

Comprehensive Plan and Purpose of ARB:

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

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

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

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

The project site has a Multiple Family Residential Land Use designation, and the proposed project which includes two new dwelling units under common ownership consistent with the uses of said designation. Additionally, the project complies with the policies of the Comprehensive plan as follows:

Policy L-5: Maintain the scale and character of the City. Avoid land uses that are overwhelming and unacceptable due to their size and scale: The proposed structure is compatible with the surrounding structures in that there are other structures in the neighborhood of similar scale and density.

Policy N-15: Require new commercial, multi-unit, and single family housing projects to provide street trees and related irrigation systems: The proposed project would provide a street tree of a native species (*Chitalpa tashkentensis*).

Policy N-17: Preserve and protect heritage trees, including native oaks and other significant trees, on public and private property: The project proposes to protect and preserve the two coast live oaks on the property.

The project design maintains the scale of the area while adding an additional unit in close proximity to the Palo Alto downtown. The proposed project incorporates feedback made by the ARB to better respect the character found in adjacent buildings and the neighborhood.

Compatibility and Character:

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

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

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

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

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

The built environ of the site is characterized by a mix of modern and traditional buildings of varying styles, although the traditional buildings are more defining of the character of the street. The project site along with three other lots to the northwest of the site is located in a zone with a Neighborhood Preservation (NP) overlay. Buildings in this zone are varied in style with similarities in materials and use of colors. The building on the lot adjacent to the right of the project site in the (NP) zone is a craftsman style single story structure. The next building in the (NP) district is a single story modern structure with a flat roof followed by a two story building with a steeply sloping gable roof over the building and a shed roof over the main entrance. These buildings are predominantly stucco painted a light color. The building immediately adjacent to the project features brick as well around the foundation and posts for the porch.

As PAMC 18.10.140 states, “the purpose of design review of properties in an (NP) combining district is to achieve compatibility, scale, silhouette, façade articulation, and materials of new construction with existing structures on the same property or on surrounding properties within a combining district.”

The proposed project is consistent with these design review requirements in its scale and massing, which relate to the low scale adjacent buildings in the (NP) district. The project uses design features such as the size of the windows and brick cladding that draw upon the characteristic design features found in surrounding buildings. The proposed building could potentially minimize the use of metal and dark colors to better respond to the context where the use of metal and dark colors is minimal.

Staff has included conditions of approval to address the colors and materials used in the building. As conditioned, the proposed two story building would be consistent with its immediate environments and the larger context of the street, which contains both single and two story buildings.

The organization of the building on the site takes advantage of the available site area while staying within the limitations of the zoning development standard with regard to setbacks, floor area ratio, and lot coverage. Finding #5 is not applicable to this project as the designated land use in the area of the proposed project is Multi Family. The project would have adequate site access and the proposed parking spaces are in accordance with the requirements of the Palo Alto Municipal Code (PAMC) Section 18.52.040, Off-Street Parking, Loading and Bicycle Facility Requirements.

Functionality and Open Space:

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

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

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

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

The building is sited to allow for two units permitted in the RMD two unit multiple family residence district. The building includes a front porch with a dedicated pedestrian walkway to the porch from Ramona Street that would encourage pedestrian activity. The proposed building would adequately serve the residents with open space areas as required by the applicable Section 18.10.040, Development Standards of the PAMC. The amount of proposed open space is more than that required by applicable development standards.

Circulation and Traffic:

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

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

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

No special ancillary functions are required to support the proposed two-unit development. The project provides trash and recycling areas in side facing recessed patios shielded from public view. The project will provide a pedestrian walkway from Ramona Street to the unit fronting on this street. The second unit is located to the rear and is accessed through a pathway on the site leading to it from the street. This pathway is located adjacent to the driveway differentiated from it through a different paving type. The space for turnout from the garage for the rear unit is somewhat restricted, although it is workable and the project provides car and bicycle parking consistent with the requirements of PAMC 18.10.060.

Landscaping and Plant Materials:

Finding #11: Natural features are appropriately preserved and integrated with the project. Finding #12: The materials, textures and colors and details of construction and plant material are an appropriate expression to the design and function and compatible with the adjacent and neighboring structures, landscape elements and functions.

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

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

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

The project preserves protected trees, including two coast live oak trees, on site. The project includes a combination of landscape and hardscape throughout the site. New landscape materials, include a Chitalpa tree in the front yard and permeable paving that are used to screen and soften the appearance of the building. The project proposes drought resistant or artificial turf and a drought resistant Chitalpa tree that would reduce consumption of water in its installation and maintenance.

Sustainability:

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

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

The project is consistent with Finding #15 because:

The project would comply with the City's green building ordinance. The project design proposes a grey roof to reflect heat energy to reduce energy consumption, permeable pavers and energy efficient lighting. The only exterior light will be a LED down light. Eighty percent (80%) of the interior light fixtures will be LED or energy efficient equivalent. The roof facing southwest is designed for solar collection.

ATTACHMENT C
DRAFT CONDITIONS OF APPROVAL
252 Ramona Street
File No. 13PLN-00431

PLANNING DIVISION

1. The plans submitted for Building Permit shall be in substantial conformance with plans received and date stamped August 31, 2016 except as modified to incorporate these conditions of approval.
2. The ARB approval letter including all Department conditions of approval for the project shall be printed on the plans submitted for building permit.
3. Lighting: Lighting on the property shall not exceed 0.5 foot-candle as measured at the abutting residential property line. A photometric plan demonstrating the same is required prior to the issuance of the building permit.
4. Colors and Materials: The C-Channels steel beam for the projection over the porches on the first floor and above sunken courts/ below grade patios, and tube steel section frames for the wood trellis above the second floor decks shall be replaced with wood members, painted the same color as the darker stucco.
5. Roof Material: The standing seam metal roof shall be replaced with a shingle roof.
6. Indemnity: To the extent permitted by law, the Applicant shall indemnify and hold harmless the City, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the City for its actual attorneys' fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.
7. Impact Fees: Prior to issuance of a building permit, the owner or designee shall pay impact fees in effect at the time. The applicable impact fees would be calculated based upon the fee structure in place at the time of the building permit issuance. The estimated amount is \$ 8,855.00.
8. 90-day Protest Period. California Government Code Section 66020 provides that a project applicant who desires to protest the fees, dedications, reservations, or other exactions imposed on a development project must initiate the protest at the time the development

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

9. Logistics Plan: The applicant shall work with the Public Works Department to create a logistics plan to manage construction activities, prior to building permit issuance.

PUBLIC WORKS ENGINEERING

PRIOR TO BUILDING PERMIT SUBMITTAL

1. MAPPING: The current project site is located within one parcel. Since the plans indicate two detached dwelling units are proposed, two parcels may be created. Applicant shall address the following questions: once constructed will the project be owned by a single individual or multiple owners? If the portions of the project are intended to be sold then a Parcel Map may be required. Note that a map would trigger further requirements from Public Works and it shall be recorded prior to issuance of building permit.
2. UNDERLYING LOT LINES: The assessor's parcel map shows that there are four underlying lot lines within this parcel. These lines shall be plotted and labelled on the Preliminary Parcel Map and Parcel Map and shown to be removed. If Parcel Map is not anticipated, applicant shall eliminate all of the underlying lot lines with a Certificate of Compliance or Parcel Map
3. EXCAVATION AND GRADING PERMIT is required for grading activities on private property that fill, excavate, store or dispose of 100 cubic yards or more based on PAMC Section 16.28.060. Applicant shall prepare and submit an excavation and grading permit to Public Works separately from the building permit set. The permit application and instructions are available at the Development Center and on our website. http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp
4. 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, basement elevation, ground monitoring wells, shoring for the proposed basement, limits of over excavation, stockpile area of material, overall earthwork volumes (cut and fill), temporary shoring for any existing facilities, ramps for the basement access, crane locations (if any), etc. Provide a note on the plans to direct the contractor to the approve City of Palo Alto Truck Route Map, which is available on the City's website.
5. BASEMENT DRAINAGE: Due to high groundwater throughout much of the City and Public Works prohibiting the pumping and discharging of groundwater, perforated pipe drainage systems at

the exterior of the basement walls or under the slab are not allowed for this site. A drainage system is, however, required for all exterior basement-level spaces, such as lightwells, patios or stairwells. This system consists of a sump, a sump pump, a backflow preventer, and a closed pipe from the pump to a dissipation device onsite at least 10 feet from the property line, such as a bubbler box in a landscaped area, so that water can percolate into the soil and/or sheet flow across the site. The device must not allow stagnant water that could become mosquito habitat. Additionally, the plans must show that exterior basement-level spaces are at least 7-3/4" below any adjacent windowsills or doorsills to minimize the potential for flooding the basement. Public Works recommends a waterproofing consultant be retained to design and inspect the vapor barrier and waterproofing systems for the basement.

6. **BASEMENT SHORING:** 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. Clarify if this project proposes to use tiebacks for the basement and if so, they shall not extend beyond the property line.

7. **DEWATERING:** Basement excavations may require dewatering during construction. Public Works only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is disallowed. 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 a piezometer to be installed in the soil boring. The contractor must determine the depth to groundwater immediately prior to excavation by using the 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. Public Works may require the water to 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 the contaminants Public Works specifies and submit the results to Public Works.

Public Works reviews and approves dewatering plans as part of a Street Work Permit. The applicant can include a dewatering plan in the building permit plan set in order to obtain approval of the plan during the building permit review, but the contractor will still be required to obtain a street work permit prior to dewatering. Alternatively, the applicant must include the above dewatering requirements in a note on the site plan. Public Works has a sample dewatering plan sheet and dewatering guidelines available at the Development Center and on our website: http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp.

Please review the Public Works Dewatering Policy on the attached link.

<http://www.cityofpaloalto.org/civicax/filebank/documents/30978> City Council adopted these

requirements on February 1, 2016; there will be additional dewatering requirements for the applicants to submit with the Grading and Excavation Permit application.

8. WATER SUPPLY STATION: Applicant shall install a water station for the 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. Applicant shall meet with Public Works - Engineering Services to coordinate the design details and location of the station prior to applying for a dewatering permit.
9. GRADING & DRAINAGE PLAN: The plan set must include a grading & drainage plan prepared by a licensed professional that includes existing and proposed spot elevations and drainage flow arrows to demonstrate proper drainage of the site. Provide existing grades at the project conforms to verify that surface drainage will not be directed towards the neighboring properties. Grading will not be allowed that increases drainage onto, or blocks existing drainage from, neighboring properties. Grades outside the proposed foundation must slope away from the house at a minimum of 2%. Downspouts and splashblocks should be shown on this plan, as well as any site drainage features such as swales and separate drainage system for the lightwells. Public Works generally does not allow rainwater to be collected and discharged into the street gutter, but encourages the developer to keep rainwater onsite as much as feasible by directing runoff to landscaped and other pervious areas of the site. See the Grading & Drainage Plan Guidelines for New Single Family Residences for additional details available on the City's website. Note that the site plan shows "under grade lvl gravel pit" this shall be located at a minimum 10-feet from the property line.
10. Provide the following note on the Final Grading Plans. *"In my professional judgement, the highest projected groundwater level to be encountered in the area of the proposed basement in the future will be _____ feet below existing grade. As a result, the proposed drainage system for the basement retaining wall will not encounter and pump groundwater during the life of this wall."*
11. 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.
12. RESIDENTIAL STORM WATER TREATMENT: This project may trigger the California Regional Water Quality Control Board's revised provision C.3 for storm water regulations (incorporated into the Palo Alto Municipal Code, Section 16.11) that apply to residential land development projects that create or replace between 2,500 and 10,000 square feet of impervious surface area. The applicant must implement one or more of the following site design measures for each of the structures:

- Direct roof runoff into cisterns or rain barrels for reuse.
 - Direct roof runoff onto vegetated areas.
 - Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
 - Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
 - Construct sidewalks, walkways, and/or patios with permeable surfaces.
 - Construct driveways, and/or uncovered parking lots with permeable surfaces.
13. **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. The plan must note that any work in the right-of-way must be done per Public Works' standards by a licensed contractor who must first obtain a Street Work Permit from Public Works at the Development Center.
 14. **PAVEMENT:** Full pavement width grind and overlay will be required along the project frontage.
 15. **PAVERS:** Plans show pavers extending to the back of the sidewalk, for future maintenance of the City's sidewalk, pavers shall not extend directly to the back of sidewalk. Provide a concrete band between pavers and the back of walk.
 16. Any above grade structure such as private signs, backflow preventers, transformers, utility cabinets, irrigation equipment, charge stations, etc. or below ground grease interceptors that serve the private development shall all be located completely within private property. Plot and clearly label these structures on the Site Plan and Utility Plan.
 17. Provide the following note on the Site Plan and adjacent to the work within the Public road right-of-way. "Any construction within the city's public road right-of-way shall 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."
 18. Add the following note on the Site Plan and Grading and Drainage Plan "Excavation activities shall not occur closer than 10-feet from the existing street tree, as approved by the Urban Forestry Division. Any changes shall be approved by the same, contact urban forestry at 650-496-5953."
 19. 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 phase shall be coordinate to keep materials and equipment onsite.

20. The City's full-sized "Pollution Prevention - It's Part of the Plan" sheet must be included in the plan set. Copies are available from Public Works at the Development Center or on our website under <http://www.cityofpaloalto.org/civicax/filebank/documents/2732>
21. LOGISTICS PLAN: The contractor must submit a logistics plan to the Public Works Department prior to commencing work that addresses 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, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact, noticing of affected businesses, and schedule of work. The plan will be attached to a street work permit.

PRIOR TO ISSUANCE OF AN EXCAVATION OR BUILDING PERMIT

22. A parcel map or a certificate of compliance shall be recorded.

PUBLIC WORKS – URBAN FORESTRY

PRIOR TO DEMOLITION, BUILDING OR GRADING PERMIT ISSUANCE

1. Retention, protection and ongoing maintenance of two coast live oaks of ordinance size is required for consistency with the Palo Alto Comprehensive Plan, City tree ordinance and Urban Forest Master Plan.
2. Removal of one publicly owned tree is granted because of declining health, and shall either (a) be replaced on the north property line right-of-way area or (b) replaced according to the Tree Technical Manual, Value Replacement Standard (minimum two 24"-size trees). Plans shall reflect this condition per below notes.
3. In addition to the Tree Protection Report measures, the following measures shall be considered mandatory for the two protected oak trees #1 & 2:
 - a. A supervised root collar excavation shall be implemented, and final surface treatment (fine grading & material) recommendations applied. Site plan shall include final landscape recommendations under the dripline of the oaks.
 - b. Prior to demolition, the trees shall be professionally pruned under the supervision of the project site arborist, with scope of work to include: crown raising over sidewalk to a minimum of nine feet and structurally prune both oaks #1 & 2 as a single canopy.
 - c. Any sidewalk replacement shall be supervised by the project site arborist.
4. BUILDING PERMIT SUBMITTAL- PROJECT ARBORIST CERTIFICATION LETTER. Prior to submittal for staff review, attach a Project Arborist Certification Letter that he/she has; (a) reviewed the entire building permit plan set submittal and, (b)* verified all his/her updated (Construction Level) TPR mitigation measures and changes are incorporated in the plan set, (c) affirm that ongoing Contractor/Project Arborist site monitoring inspections and reporting have been

arranged with the contractor or owner (see Sheet T-1) and, (d) understands that design revisions (site or plan changes) within a TPZ will be routed to Project Arborist/Contractor for review prior to approval from City.

* (b above) Other information. The Building Permit submittal set shall be accompanied by the project site arborist's typed certification letter that the plans have incorporated said design changes for consistency with City Standards, Regulations and information:

- a. Applicant/project arborist's final revised Tree Protection Report (TPR) with said design changes and corresponding mitigation measures. (e.g.: if Pier/grade beam=soils report w/ specs required by Bldg. Div.; if Standard foundation= mitigation for linear 24" cut to all roots in proximity)
 - b. Palo Alto Tree Technical Manual Standards, Section 2.00 and PAMC 8.10.080.
 - c. Specialty items. Itemized list of any activity impact--quantified and mitigated, in the Tree Protection Zone (TPZ) for each tree.
 - d. Oaks, if present. That landscape and irrigation plans are consistent with CPA Tree Technical Manual, Section 5.45 and Appendix L, Landscaping under Native Oaks and PAMC 18.40.130.
5. BUILDING PERMIT CORRECTIONS/REVISIONS--COVER LETTER. During plan check review, provide a separate cover letter with Correction List along with the revised drawings when resubmitting. State where the significant tree impacts notes occur (bubble) and indicate the sheet number and/or detail where the correction has been made. Provide: 1) corresponding revision number and 2) bubble or highlights for easy reference. Responses such as "see plans or report" or "plans comply" are not acceptable. Your response should be clear and complete to assist the re-check and approval process for your project.
6. PLAN SET REQUIREMENTS. The final Plans submitted for building permit shall include the following information and notes on relevant plan sheets:
- a. SHEET T-1, BUILDING PERMIT. The building permit plan set will include the City's full-sized, Sheet T-1 (Tree Protection-it's Part of the Plan!), available on the Development Center website at <http://www.cityofpaloalto.org/civicax/filebank/documents/31783>. The Applicant shall complete and sign the Tree Disclosure Statement and recognize the Project Arborist Tree Activity Inspection Schedule. Monthly reporting to Urban Forestry/Contractor is mandatory. (Insp. #1: applies to all projects; with tree preservation report: Insp. #2-6 applies; with landscape plan: Insp. #7 applies.)
 - b. The Tree Preservation Report (TPR). All sheets of the Applicant's TPR approved by the City for full implementation by Contractor, FUJIITREES CONSULTING, dated October 23, 2014 shall be printed on numbered Sheet T-1 (T-2, T-3, etc.) and added to the sheet index.

7. PLANS--SHOW PROTECTIVE TREE FENCING. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show Type I or Type II fencing around each Regulated Trees, using a bold dashed line enclosing the Tree Protection Zone as shown on Standard Dwg. #605, Sheet T-1, and the City Tree Technical Manual, Section 6.35-Site Plans; or using the Project Arborist's unique diagram for each Tree Protection Zone enclosure.

8. SITE PLAN REQUIREMENTS: Plans with Public Trees shall show (a) Type II street tree fencing enclosing the entire parkway strip or, (b) Type I protection to the outer branch dripline (for rolled curb & sidewalk or no-sidewalk situations.)
 - a. Add Site Plan Notes.
 - i. Note #1. Apply to the site plan stating, "All tree protection and inspection schedule measures, design recommendations, watering and construction scheduling shall be implemented in full by owner and contractor, as stated on Sheet T-1, in the Tree Protection Report and the approved plans".
 - ii. Note #2. All civil plans, grading plans, irrigation plans, site plans and utility plans and relevant sheets shall add a note applying to the trees to be protected, including neighboring trees stating: "Regulated Tree--before working in this area contact the Project Site Arborist at FUJITREES CONSULTING 415-699-6269";
 - iii. Note #3. Utility (sanitary sewer/gas/water/backflow/electric/storm drain) plan sheets shall include the following note: "Utility trenching shall not occur within the TPZ of the protected tree. Contractor shall be responsible for ensuring that no trenching occurs within the TPZ of the protected tree by contractors, City crews or final landscape workers. See sheet T-1 for instructions."
 - iv. Note #4. "Basement or foundation plan. Soils Report and Excavation for basement construction within the TPZ of a protected tree shall specify a vertical cut (stitch piers may be necessary) in order to avoid over-excavating into the tree root zone. Any variance from this procedure requires Urban Forestry approval, please call (650) 496-5953."

9. TREE REMOVAL—PROTECTED & RIGHT-OF-WAY TREES. Existing trees (Publicly-owned or Protected) to be removed, as shown accurately located on all site plans, require approval by the Urban Forestry Tree Care Permit prior to issuance of any building, demolition or grading permit. Must also be referenced in the required Street Work Permit from Public Works Engineering.
 - a. Add plan note for each tree to be removed, "Tree Removal. Contractor shall obtain a completed Urban Forestry Tree Care Permit # _____ (contractor to complete) separate from the Building or Street Work Permit. Permit notice hanger and conditions apply. Contact (650-496-5953)."
 - b. Copy the approval. The completed Tree Care Permit shall be printed on Sheet T-2, or specific approval communication from staff clearly copied directly on the relevant plan

sheet. The same Form is used for public or private Protected tree removal requests available from the Urban Forestry webpage: <http://www.cityofpaloalto.org/gov/depts/pwd/trees/default.asp>

10. NEW RIGHT-OF-WAY TREES--PLAN REQUIREMENTS. New trees shall be shown on all relevant plans: site, utility, irrigation, landscape, etc. in a location 10' clear radius from any (new or existing) underground utility or curb cut (see Note #4 above).
 - a. Add note on the Planting Plan that states, "Tree Planting. Prior to in-ground installation, Urban Forestry inspection/approval required for tree stock, planting conditions and irrigation adequacy. Contact (650-496-5953)."
 - b. Plans shall state the Urban Forestry approved species, size (Pink Dawn Chitalpa, Chitalpa tashkentinsis, 24"-box), include relevant Standard Planting Dwg. #603, #603a or #604 (reference which), and shall note the tree pit dug at least twice the diameter of the root ball.
 - c. Landscape/Site plan shall include planting preparation details for trees specifying digging the soil to at least 30-inches deep, backfilled with a quality topsoil and dressing with 2-inches of wood or bark mulch on top of the root ball keeping clear of the trunk by 1-inch.
 - e. Add note on the Planting & Irrigation Plan that states, "Irrigation and tree planting in the right-of-way requires a street work permit per CPA Public Works standards."
 - f. Automatic irrigation shall be provided for each tree. Standard Dwg. #513 shall be included on the irrigation plans and show two bubbler heads mounted on flexible tubing placed at the edge of the root ball. Bubblers mounted inside an aeration tube are prohibited. The tree irrigation system shall be connected to a separate valve from other shrubbery and ground cover, pursuant to the City's Landscape Water Efficiency Standards.
11. TREE PROTECTION VERIFICATION. Prior to demolition, grading or building permit issuance, a written verification from the contractor that the required protective fencing is in place shall be submitted to the Building Inspections Division. The fencing shall contain required warning sign and remain in place until final inspection of the project.

DURING CONSTRUCTION

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

Trenching and Tunneling Distance, shall be printed on the final plans to be implemented by Contractor.

13. PLAN CHANGES. Revisions and/or changes to plans before or during construction shall be reviewed and responded to by the (a) project site arborist, (name of certified arborist of record and phone #), or (b) landscape architect with written letter of acceptance before submitting the revision to the Building Department for review by Planning, PW or Urban Forestry.
14. CONDITIONS. All Planning Department conditions of approval for the project shall be printed on the plans submitted for building permit.
15. TREE PROTECTION COMPLIANCE. The owner and contractor shall implement all protection and inspection schedule measures, design recommendations and construction scheduling as stated in the TPR & Sheet T-1, and is subject to code compliance action pursuant to PAMC 8.10.080. The required protective fencing shall remain in place until final landscaping and inspection of the project. Project arborist approval must be obtained and documented in the monthly activity report sent to the City. The mandatory Contractor and Arborist Monthly Tree Activity Report shall be sent monthly to the City (pwps@cityofpaloalto.org) beginning with the initial verification approval, using the template in the Tree Technical Manual, Addendum 11.
16. TREE DAMAGE. Tree Damage, Injury Mitigation and Inspections apply to Contractor. Reporting, injury mitigation measures and arborist inspection schedule (1-5) apply pursuant to TTM, Section 2.20-2.30. Contractor shall be responsible for the repair or replacement of any publicly owned or protected trees that are damaged during the course of construction, pursuant to Title 8 of the Palo Alto Municipal Code, and city Tree Technical Manual, Section 2.25.
17. GENERAL. The following general tree preservation measures apply to all trees to be retained: No storage of material, topsoil, vehicles or equipment shall be permitted within the tree enclosure area. The ground under and around the tree canopy area shall not be altered. Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.

PRIOR TO OCCUPANCY

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

19. PROJECT ARBORIST CERTIFICATION LETTER. Prior to written request for temporary or final occupancy, the contractor shall provide to the Planning Department and property owner a final inspection letter by the Project Arborist. The inspection shall evaluate the success or needs of Regulated tree protection, including new landscape trees, as indicated on the approved plans. The written acceptance of successful tree preservation shall include a photograph record and/or recommendations for the health, welfare, mitigation remedies for injuries (if any). The final report may be used to navigate any outstanding issues, concerns or security guarantee return process, when applicable.
20. PLANNING INSPECTION. Prior to final sign off, contractor or owner shall contact the city planner (650-329-2441) to inspect and verify Special Conditions relating to the conditions for structures, fixtures, colors and site plan accessories.

POST CONSTRUCTION

21. MAINTENANCE. The ordinance size coast live oaks shall be maintained, watered, fertilized, and pruned according to Best Management Practices-Pruning (ANSI A300-2008 or current version) and the City Tree Technical Manual, Section 5.00. Any vegetation that dies shall be replaced or failed automatic irrigation repaired by the current property owner within 30 days of discovery.

UTILITIES/ELECTRICAL ENGINEERING

GENERAL

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

THE FOLLOWING SHALL BE INCORPORATED IN SUBMITTALS FOR ELECTRIC SERVICE

4. A completed Electric Load Sheet and a full set of plans must be included with all applications involving electrical work. The load sheet must be included with the preliminary submittal.

5. 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.
6. Only one electric service lateral is permitted per parcel. Utilities Rule & Regulation #18.
7. 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). Padmount transformer will be required if combined panel size exceeds 400 amps.
8. Underground service is required if combined panel size exceeds 400 amps.
9. 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.
10. Location of the electric panel/switchboard shall be shown on the site plan and approved by the Architectural Review Board and Utilities Department.
11. 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.
12. For services larger than 1600 amps, the customer will be required to provide a transition cabinet as the interconnection point between the utility's padmount transformer and the customer's main switchgear. The cabinet design drawings must be submitted to the Electric Utility Engineering Department for review and approval.
13. For underground services, no more than four (4) 750 MCM conductors per phase can be connected to the transformer secondary terminals; otherwise, bus duct 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.
14. The customer is responsible for sizing the service conductors and other required equipment according to the National Electric Code requirements and the City standards. Utilities Rule & Regulation #18.

15. 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.
16. 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.
17. 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.
18. 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.

DURING CONSTRUCTION

19. 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.
20. 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 check by USA shall be delineated with white paint. All USA markings shall be removed by the customer or contractor when construction is complete.
21. 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 National 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.
22. 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.
23. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.

24. The customer is responsible for installing all underground electric service conductors, bus duct, transition cabinets, and other required equipment. The installation shall meet the National Electric Code and the City Standards.
25. 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.
26. 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
Catalog cut sheets may not be substituted for factory drawing submittal.
27. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.

AFTER CONSTRUCTION & PRIOR TO FINALIZATION

28. 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.

PRIOR TO ISSUANCE OF BUILDING OCCUPANCY PERMIT

29. The applicant shall secure a Public Utilities Easement for facilities installed on private property for City use.
30. All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.
31. All fees must be paid.
32. All Special Facilities contracts or other agreements need to be signed by the City and applicant.

UTILITIES ENGINEERING (WGW) DEPARTMENT

PRIOR TO ISSUANCE OF DEMOLITION PERMIT

1. Prior to demolition, the applicant shall submit the existing water/wastewater fixture unit loads (and building as-built plans to verify the existing loads) to determine the capacity fee credit for the existing load. If the applicant does not submit loads and plans they may not receive credit for the existing water/wastewater fixtures.
2. The applicant shall submit a request to disconnect all utility services and/or meters including a signed affidavit of vacancy. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued by the building inspection division after all utility services and/or meters have been disconnected and removed.

PRIOR TO SUBMITTAL FOR BUILDING PERMIT

3. The applicant shall submit a completed water-gas-wastewater service connection application - load sheet for City of Palo Alto Utilities. The applicant must provide all the information requested for utility service demands (water in fixture units/g.p.m., gas in b.t.u.p.h, and sewer in fixture units/g.p.d.). The applicant shall provide the existing (prior) loads, the new loads, and the combined/total loads (the new loads plus any existing loads to remain).
4. The applicant shall submit improvement plans for utility construction. The plans must show the size and location of all underground utilities within the development and the public right of way including meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities.
5. The applicant must show on the site plan the existence of any auxiliary water supply, (i.e. water well, gray water, recycled water, rain catchment, water storage tank, etc.).
6. The applicant must show on the site plan the existence of any auxiliary water supply, (i.e. water well, gray water, recycled water, rain catchment, water storage tank, etc.).
7. The applicant shall be responsible for installing and upgrading the existing utility mains and/or services as necessary to handle anticipated peak loads. This responsibility includes all costs associated with the design and construction for the installation/upgrade of the utility mains and/or services.
8. An approved reduced pressure principle assembly (RPPA backflow preventer device) is required for all existing and new water connections from Palo Alto Utilities to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive. The RPPA shall be installed on the owner's property and directly behind the water meter within 5 feet of the property line. RPPA's for domestic service shall be lead free. Show the location of the RPPA on the plans.

9. An approved reduced pressure detector assembly is required for the existing or new water connection for the fire system to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive (a double detector assembly may be allowed for existing fire sprinkler systems upon the CPAU's approval). Reduced pressure detector assemblies shall be installed on the owner's property adjacent to the property line, within 5' of the property line. Show the location of the reduced pressure detector assembly on the plans.
10. All backflow preventer devices shall be approved by the WGW engineering division. Inspection by the utilities cross connection inspector is required for the supply pipe between the meter and the assembly.
11. Existing wastewater laterals that are not plastic (ABS, PVC, or PE) shall be replaced at the applicant's expense.
12. Existing water services that are not a currently standard material shall be replaced at the applicant's expense.
13. The applicant shall pay the capacity fees and connection fees associated with new utility service/s or added demand on existing services. The approved relocation of services, meters, hydrants, or other facilities will be performed at the cost of the person/entity requesting the relocation.
14. Each unit or place of business shall have its own water and gas meter shown on the plans. Each parcel shall have its own water service, gas service and sewer lateral connection shown on the plans.
15. A new water service line installation for domestic usage is required. For service connections of 4-inch through 8-inch sizes, the applicant's contractor must provide and install a concrete vault with meter reading lid covers for water meter and other required control equipment in accordance with the utilities standard detail. Show the location of the new water service and meter on the plans.
16. A new gas service line installation is required. Show the new gas meter location on the plans. The gas meter/s location must conform to utilities standard details. Gas meter set assemblies must be installed by C.P.A.U. in a location closest to the gas main and readily accessible to city personnel. If gas meter is installed within 3' of a driveway or parking, bollards will be required and additional fees will apply.
17. A new sewer lateral installation per lot is required. Show the location of the new sewer lateral on the plans.
18. The applicant shall secure a public utilities easement for facilities installed in private property. The applicant's engineer shall obtain, prepare, record with the county of Santa

Clara, and provide the utilities engineering section with copies of the public utilities easement across the adjacent parcels as is necessary to serve the development.

19. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGW utilities procedures.
20. Utility vaults, transformers, utility cabinets, concrete bases, or other structures cannot be placed over existing water, gas or wastewater mains/services. Maintain 1' horizontal clear separation from the vault/cabinet/concrete base to existing utilities as found in the field. If there is a conflict with existing utilities, Cabinets/vaults/bases shall be relocated from the plan location as needed to meet field conditions. Trees may not be planted within 10 feet of existing water, gas or wastewater mains/services or meters. New water, gas or wastewater services/meters may not be installed within 10' of existing trees. Maintain 10' between new trees and new water, gas and wastewater services/mains/meters. Unless no other options exists, WGW utilities are not to be installed on property driveway
21. To install new gas service by directional boring, the applicant is required to have a sewer cleanout at the front of the building. This cleanout is required so the sewer lateral can be videoed for verification of no damage after the gas service is installed by directional boring.
22. All utility installations shall be in accordance with the City of Palo Alto utility standards for water, gas & wastewater.

GREEN BUILDING

1. The project is a new construction residential building of any size and therefore must meet the California Green Building Code mandatory requirements outlined in Chapter 4, (with local amendments) plus Tier 2 minimum pre-requisites and electives outlined in Appendix A4* (with local amendments). The project must hire a Green Building Special Inspector for a pre-permit third-party design review and a third-party green building inspection process. The project must select a Green Building Special Inspector from the City's list of approved inspectors. PAMC 16.14.080 (Ord. 5324 § 1 (part), 2015)
*Note: Projects subject to Tier 1 or Tier 2 shall not be required to fulfill any requirements outlined in Appendix A4.2 Energy Efficiency. All energy efficiency measures are found in the 2013 California Energy Code and the Palo Alto Energy Reach Code PAMC 16.17 & 16.18 as described in the Energy Reach Code section below.
2. EMERGENCY DROUGHT REGULATIONS: The project is a residential new construction project with a landscape of any size included in the project scope and therefore must comply with Potable water reduction Tier 2 in accordance with the Emergency Drought Regulations effective June 1st, 2015. Documentation is required to demonstrate that the Estimated Total Water Use (ETWU) falls within a Maximum Applied Water Allowance (MAWA) using

the ET adjustment factor (ETAF) of 0.55 for landscaped areas. Vegetable gardens and other areas that qualify as Special Landscape Areas (SLA) will be given an ETAF of 1.0. (PAMC 16.14 (Ord. 5324 § 1 (part), 2015) and the Emergency Drought Regulations link below. The project applicant shall indicate the requirements on the Permit Plans. <http://www.documents.dgs.ca.gov/bsc/2015TriCycle/BSC-Meetings/Emergency-Regs/HCD-EF-01-15-ET-Pt11.pdf>

3. The project is a residential construction project of any size and therefore must meet the enhanced construction waste reduction at tier 2 (75% construction waste reduction). PAMC 16.14.160 (Ord. 5324 § 1 (part), 2015)

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

ATTACHMENT D
ZONING COMPARISON TABLE
252 Ramona Street, 13PLN-00431

Table 1: COMPARISON WITH CHAPTER 18.10 (RMD DISTRICT)			
Regulation	Required	Existing	Proposed
Minimum/Maximum Site Area, Width and Depth	5,000 sf area, 50 foot width, 100 foot depth	5,625 sf	5,625 sf
Minimum/Contextual Front Yard	20 feet or the average setback (18.12.040(e))	21 feet	20 feet 4 1/8 inch
Rear Yard	20 feet	48 feet	26 feet 8 1/8 inches.
Interior Side Yard	6 feet	10 feet	6 feet 9 ½ inches/9 feet
Street Side Yard	16 feet	N/A	N/A
Special Setback	N/A	N/A	N/A
Max. Building Height	35 feet	16 feet (app.)	25 feet
Side Yard Daylight Plane	15 feet at interior side lot line then 45 degree angle.	Conforms	Conforms
Rear Yard Daylight Plane	15 feet at rear setback line then 60 degree angle	Conforms	Conforms
Max. Site Coverage	40% (2,250 sf)	28.21 % (1,660 sf)	28.21% (1,587 sf)
Max. Total Floor Area Ratio	0.50% of lot area (2,812.5 sf) plus 200 sf for one required covered parking ⁽⁴⁾	28.21% (1,660 sf)	49.99% (2,810 sf) plus 200 sf additional
Max. House Size	6,000 sf	1,120 sf	3,010 sf
Residential Density	Two family units under one ownership	Single Family	Two-family units under one ownership

(4) Exemption from Floor Area for Covered Parking Required for Two-Family Uses: In the R-2 and RMD districts, for two-family uses, floor area limits may be exceeded by a maximum of two hundred square feet, for purposes of providing one required covered parking space.

Table 2: CONFORMANCE WITH SECTION 18.10.060 and CHAPTER 18.52 (Off-Street Parking) for Two Family Uses			
Type	Required	Existing	Proposed
Vehicle Parking	3 spaces total, of which at least two must be covered	2 spaces	3 spaces, two of which are covered
Bicycle Parking	At least 1 bicycle space	N/A	2 spaces



City of Palo Alto

(ID # 5555)

Architectural Review Board ARB Staff Report

Report Type: New Business**Meeting Date: 3/5/2015****Summary Title: 252 Ramona Street [13PLN-000431]**

Title: 252 Ramona Street [13PLN-00431]: Request by Tony Carrasco for Major Architectural Review of a proposal to demolish an existing single story residence and construct a new two story building with two residential units in the RMD(NP) zoning district. The project includes a request for Design Enhancement Exception for the location of the proposed driveway closer to the property line than allowable. Environmental Assessment: Exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Section 15303(b)

From: Amy French**Lead Department: Architectural Review Board**

RECOMMENDATION

Staff recommends that the Architectural Review Board (ARB) review this formal application for Architectural Review and Design Enhancement Exception (DEE), receive any public testimony, provide direction to the applicant and staff, and continue the project to a date certain.

EXECUTIVE SUMMARY

The proposal is to demolish the existing one-story building and garage on the property, and to construct a new two story building with two residential units under single ownership, one in the front and the other to the rear of the site. The driveway along the northwestern property boundary would provide vehicular access to the two units and the applicant requests a Design Enhancement Exception (DEE) from the development standards set forth in Section 18.54.070, Figure 4 of the Palo Alto Municipal Code (PAMC), to allow the proposed driveway/curb cut to be located closer than five feet relative to the property line. Staff is not supportive of the DEE request as discussed in this report and the code required DEE findings are provided as Attachment B. Concerns regarding whether the project will meet Architectural Review Findings 1, 2, 4 and 16 are discussed in this report, and Attachment A contains the other relevant ARB findings the project meets; staff is seeking the ARB's input on the project architecture and DEE request.

BACKGROUND

Site information

The project site is located on the south side of Ramona Street in the Two Unit Multiple-Family Residence District [RMD] with the Neighborhood Preservation Combining District (NP), in the block between Everett Avenue and Hawthorne Avenue. The 5,625 square foot (sf) site is developed with a single-story, single-family residence and a detached garage. The property is flanked by a four-unit, two-story apartment building to the southeast and a single-story residence to the northwest.

The subject site has frontage on Ramona Street. Currently, the site contains a single-story residence with a detached garage at the rear of the property, accessed through a driveway from Ramona Street. The environs of the building include a mix of somewhat modern and traditional buildings of varying styles, although the traditional buildings are more defining of the character of the street. Of the buildings immediately adjacent to the site, the two-story apartment building is boxy and the single-story residence has a low profile with elements of craftsman style architecture, such as porch with a gable roof supported by columns, wood braces under gables and wood windows and trim.

Project Description

The proposal is to demolish the existing one-story building and garage on the property, and to construct a new two story building with two residential units, one in the front and the other to the rear of the site. The proposed above grade floor area is 3,011 sf, plus 1,644 sf in basement area, and a one-car garage for each unit. Unit 1 would front on Ramona Street and Unit 2 would be located at the rear and accessed through the driveway along the site's northwestern side, as shown on Sheet A1.0, Site Plan.

Unit 1 would be 1,495 sf with an 845 sf basement. Unit 2 would be 1,516 sf with a 799 sf basement. The plans of the two units are nearly identical. Each unit would contain a master bedroom and study, a second bedroom and two bathrooms on the second floor, a living room, kitchen, dining, and a powder room on the first floor; the basement of each unit would include a game room, family room, bedroom and a bathroom. Each unit would include a one car garage; uncovered parking for a third car would be in the driveway to the building. Both residential units would be under a single ownership.

The applicant requests a Design Enhancement Exception (DEE) from the development standards set forth in Section 18.54.070, Figure 4 of the Palo Alto Municipal Code (PAMC), to allow the proposed driveway/curb cut to be located closer than five feet relative to the property line.

The site contains several trees, two of which are protected trees (two coast live oaks, where each tree trunk is 19 inches in diameter at a height of 4.5 feet above grade). The applicant proposes to preserve these two trees. Other non-protected trees on the site are proposed for removal.

The proposed building is characterized by vertical lines and massing, with low pitched standing seam metal hip roofs over most of the structure and a flat roof over a portion of the building, as shown in Sheet A2.3, Roof Plan. The building would feature a variety of materials and surface treatments including smooth stucco in two colors, stone tile with wood cladding, and aluminum windows. The building would include metal beams for projections over the front and the rear porch and metal guard rails along the front porch, covered decks on the upper floor, and sunken courts accessible from the basement of the building. The color palette for the buildings would include very light grey to darker grey to black tones, in contrast to the surrounding buildings. The applicant proposes one external light fixture above the garage, which would be an LED down light and not visible from Ramona Street.

DISCUSSION

Comprehensive Plan Conformance and Architectural Review Findings

ARB finding #1 requires that the design be consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan. The site has a Comprehensive Plan land use designation of Multiple Family Residential (MF). This land use designation permits the development of two dwelling units on the same site under single ownership. However, the project does not appear to conform to Policy L-12 of the City of Palo Alto Comprehensive Plan. Policy L-12 of the Comprehensive Plan states “*Preserve the character of residential neighborhoods by encouraging new or remodeled structures to be compatible with the neighborhood and adjacent structures.*”

In staff’s assessment, the project design does not establish a smooth transition between the scale of the adjacent buildings and the proposed building does not blend well with its environs due to its use of dark grey stone tiles and metal awnings.

In addition to providing feedback on the proposal with respect to neighborhood compatibility and Architectural Review Finding #1, staff is requesting feedback regarding Architectural Review (AR) Findings 2, 4, 12, and 16, discussed below. Attachment A contains the other applicable AR findings, against which staff has assessed the project.

Required AR Finding 2: The design is compatible with the immediate environment of the site. Staff is requesting ARB input on the compatibility of the design with the site’s immediate environment, particularly with regard to scale, materials and color palette.

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

The project site is located in a zone with a (NP) overlay. As PAMC 18.10.140 states, “the purpose of design review of properties in an (NP) combining district is to achieve compatibility, scale, silhouette, façade articulation, and materials of new construction with existing structures on the same property or on surrounding properties within a combining district.” Staff is seeking

ARB input on project design for a determination on the project's consistency with these compatibility requirements.

Required AR Finding 12: The materials, textures, colors and details of construction and plant material are appropriate expression to the design and function.

Staff is requesting ARB input on the compatibility of the materials and color palette with the surrounding buildings.

Required AR Finding 16: The design is consistent and compatible with the purpose of Architectural Review as set forth in subsection 18.76.020(a).

Staff is requesting ARB input on the compatibility of the proposed architecture for a determination on this finding. The purpose of Architectural Review is to:

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

Zoning Compliance

The site is located in the RMD (NP) zoning district. The RMD zoning district is intended to allow a second dwelling unit under the same ownership as the initial dwelling unit on appropriate sites in areas designated for multiple-family use by the Palo Alto Comprehensive Plan.

The FAR requirement for the site is 0.5:1 plus 200 sf for one covered parking space, which based on the site area (5,625 sf) would allow for a 3,012.5 sf of floor area for the project. The applicant proposes a building with two covered decks on the upper level on the northwestern façade of the building. These decks were not included in the plan set summary of building floor area; pursuant to PAMC Section 18.04.030 (a)(65)(C)(vi), the deck areas count as floor area, so the proposed building would exceed the maximum FAR for the project site.

PAMC Section 10.04.030(a)(65)(C) speaks to the Low Density Residential Inclusions and Conditions for floor area and states: "*All roofed porches, arcades, balconies, porticos, breezeways or similar features when located above the ground floor and more than 50% covered by a roof or more than 50% enclosed shall be included in the calculation.*"

Ensuring compliance with the FAR requirements would require revisions to the project that could impact the final design. Accordingly, staff recommends this compliance issue be resolved and the project returned to the ARB.

The (NP) neighborhood preservation combining district is intended to modify the regulations of the RMD two unit multiple-family residential district areas where it is deemed essential to

maintain the visual character of existing neighborhoods. The combining district is intended to foster retention of existing single-family structures, to foster additions to existing properties without demolition of sound residential structures, and to assure compatibility of design of new residential units with existing structures on the same or surrounding properties.

Design review by the Architectural Review Board is required for properties on which two or more residential units are developed or modified. The purpose of design review of properties in an (NP) combining district is to achieve compatibility of scale, silhouette, façade articulation, and materials of new construction with existing structure on the same property or on surrounding properties within a combining district. As noted, staff is of the opinion the proposed building would not achieve compatibility with the adjacent properties within the Neighborhood Preservation (NP) combining district.

Trees and Landscaping

The City of Palo Alto regulates specific types of trees on public and private property for the purpose of avoiding their removal or disfigurement without first being reviewed and permitted by the City. Three categories within the status of regulated trees include protected trees, street trees, and designated trees.

According to the lot survey, the site includes seven trees, two of which are coast live oaks that are protected trees. As documented in the Tree Assessment Report prepared for the site by Fujitrees consulting (October, 2014), the coast live oaks on site are in fair condition and determined to be highly suitable for preservation. The applicant proposes to preserve these trees.

The other trees on the site are proposed for removal. A street tree in front of the property is also proposed for removal. Removal of this publicly owned tree can be granted by Urban Forestry because of the tree's declining health. A large pine tree is located to the rear, near the northwestern property line on the neighbor's property to that side. This tree is also proposed for removal by the neighbor during the demolition of the existing building on the project site. A correspondence to the effect from the neighbor, Mr. Harold Justman, is included as Attachment G. As this tree is not regulated, it may be removed at any time without a City permit and is not subject to tree protection in any development plans. However, the presence of the tree may help to address the proposed building mass.

The applicant proposes to replace the street tree on the Ramona Street right of way with a California native, Chitalpa (Pink Dawn Chitalpa/Chitalpa tashkentensis) tree. Other proposed new landscaping with the project includes artificial turf, a Chitalpa tree in the front yard associated with Unit 1, and permeable concrete pavers for the driveway and pedestrian walkway to Unit 1. The project does not propose new landscaping (plantings) in the rear to provide screening between the rear yard of the property neighboring to the northwest and the second floor deck of the rear unit (Unit 2).

Design Enhancement Exception (DEE)

As stated previously, the project application includes a request for a Design Enhancement Exception (DEE) for the project driveway. According to the Transportation Division staff, the development standards of PAMC Section 18.54.070, Figure 4 require the driveway to this site to be set back at least five feet from the property line. The applicant proposes a new driveway in the location of the existing driveway/curb cut that is 1'6" from the northwestern property line, instead of the required five feet. The reason given is to facilitate the provision of a pathway for pedestrian circulation to the rear unit in the project design.

The DEE findings are discussed below. Attachment B contains the code required DEE findings.

Required DEE Finding #1: There are exceptional or extraordinary circumstances or conditions applicable to the property or site improvements involved that do not apply generally to property in the same zone district. The existing driveway/curb cut to the property is in the same location. The project driveway would simply maintain the existing curb cut and driveway location. However, the fact the driveway exists is not a hardship, and because the existing structures are proposed to be demolished, compliance of the new construction with the zoning code development standards seems feasible.

Required DEE Finding #2: The granting of the application will enhance the appearance of the site or structure, or improve the neighborhood character of the project and preserve an existing or proposed architectural style, in a manner which would not otherwise be accomplished through strict application of the minimum requirements of this title (Zoning) and the architectural review findings set forth in Section 18.76.020(d). The requested exception could improve the neighborhood character in that it would prevent the elimination of much needed street parking. However, it would not necessarily enhance the appearance of the site, nor preserve an existing architectural style.

Required DEE Finding #3: The exception is related to a minor architectural feature or site improvement that will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare or convenience. The requested DEE is relatively minor in this context. It would enhance the development of the site in that it would facilitate the provision of a pathway for pedestrian circulation to the rear unit in the project design.

ENVIRONMENTAL REVIEW

This project is exempt from environmental review under provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15303(b), Class 3. This section allows an exemption for apartments, duplexes and similar structures designed for not more than six dwellings in urbanized areas.

The existing building on the site is more than 50 years old and was deemed potentially eligible for the CRHR in 1998. A subsequent determination by the Department of Planning and

Community Environment found that the property is not of significant historic value, and is not known to be potentially eligible for any historic register at this time.

Prepared by: Ranu Aggarwal, AICP, Consulting Planner

Reviewed by: Amy French, AICP, Chief Planning Official
Jonathan Lait, Assistant Director
Cara Silver, Assistant Senior City Attorney

Attachments:

- Attachment A: Draft Architectural Review Findings (DOCX)
- Attachment B: Required DEE findings (DOCX)
- Attachment C: Site Location Map (PDF)
- Attachment D: Zoning Compliance Table (DOCX)
- Attachment E: Applicant's Project Description* (PDF)
- Attachment F: Sustainability and Green building program* (PDF)
- Attachment G: Correspondence from Neighbors* (TXT)
- Attachment G: Development Plans (Board Members Only)* (PDF)

Attachment F

Hardcopies of Project plans to ARB Board Members

Project plans may be reviewed online at:

<https://palalto.buildingeye.com/planning>

Directions to review Project plans online:

Go to: <https://palalto.buildingeye.com/planning>

Search for “252 Ramona” and open the record by clicking on the green dot

Review the record details and open the “more details” option

Use the “Records Info” drop down menu and select “Attachments”

Open the attachment named “**252 Ramona ARB Project Plans**”