Architectural Review Board
Staff Report (ID # 9995)

Report Type: Action Items  Meeting Date: 2/21/2019

Summary Title: 2342 Yale Street: Duplex with Detached Garage (1st Formal)

Title: PUBLIC HEARING / QUASI-JUDICIAL. 2342 Yale Street [18PLN-00233]: Recommendation on Applicant’s Request for Approval of a Minor Architectural Review to Allow the Demolition of Two Existing Residential Units and Construction of a new Two-Story Duplex Building and Detached Garage Building. Environmental Assessment: Exempt from the Provisions of the California Environmental Quality Act (CEQA) in Accordance With Guideline Section 15303 (New Construction). Zoning District: RMD (NP). For More Information Contact the Project Planner Emily Foley at efoley@m-group.us

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
Applicant proposes a two-story, duplex building with detached garage on Yale Street in the College Terrace Neighborhood. The project replaces two single-family units on the same lot, built circa 1900-04 and 1930-49, respectively. Neither structure is a historic resource. The property is zoned RMD (NP) and is therefore subject to Architectural Review Findings and Individual Review Guidelines. As designed, the project meets the applicable zoning requirements. Draft findings and conditions are included in Attachment B and C.

While staff recommends approval, the Board may continue the project or forward a recommendation to the Director based on the draft findings and conditions, or as modified by the Board.
**Background**

**Project Information**

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Owner</td>
<td>Abdel Ismail</td>
</tr>
<tr>
<td>Architect</td>
<td>Amer Ismail, Design Build Group</td>
</tr>
<tr>
<td>Representative</td>
<td>Amer Ismail, Design Build Group</td>
</tr>
<tr>
<td>Legal Counsel</td>
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</tr>
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**Property Information**

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
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<tbody>
<tr>
<td>Address</td>
<td>2342 Yale Street</td>
</tr>
<tr>
<td>Neighborhood</td>
<td>College Terrace</td>
</tr>
<tr>
<td>Lot Dimensions &amp; Area</td>
<td>50 x 125 feet, 6,250 square feet</td>
</tr>
<tr>
<td>Housing Inventory Site</td>
<td>No</td>
</tr>
<tr>
<td>Located w/in a Plume</td>
<td>No</td>
</tr>
<tr>
<td>Protected/Heritage Trees</td>
<td>One street tree</td>
</tr>
<tr>
<td>Historic Resource(s)</td>
<td>No, see analysis below</td>
</tr>
<tr>
<td>Existing Improvement(s)</td>
<td>Two residential buildings including a one-story built 1904, and a two-story built 1938.</td>
</tr>
<tr>
<td>Existing Land Use(s)</td>
<td>Two single-family units</td>
</tr>
<tr>
<td>Adjacent Land Uses &amp; Zoning</td>
<td>North: CN (two-story office building)</td>
</tr>
<tr>
<td></td>
<td>West: RMD (NP) (single- and two-family uses)</td>
</tr>
<tr>
<td></td>
<td>East: RMD (NP) (single- and two-family uses)</td>
</tr>
<tr>
<td></td>
<td>South: RMD (NP) (single- and two-family uses)</td>
</tr>
</tbody>
</table>

**Aerial View of Property:**
## Land Use Designation & Applicable Plans

<table>
<thead>
<tr>
<th>Designation</th>
<th>Applicable Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zoning Designation</td>
<td>RMD (NP)</td>
</tr>
<tr>
<td>Comp. Plan Designation</td>
<td>Multiple-Family Residential</td>
</tr>
<tr>
<td>Context-Based Design Criteria</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Downtown Urban Design Guide</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>South of Forest Avenue Coordinated Area Plan</td>
<td>Not Applicable</td>
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<tr>
<td>Baylands Master Plan</td>
<td>Not Applicable</td>
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<tr>
<td>Proximity to Residential Uses or Districts (150')</td>
<td>Not Applicable</td>
</tr>
<tr>
<td>Located w/in the Airport Influence Area</td>
<td>Not Applicable</td>
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</tbody>
</table>

## Prior City Reviews & Action

*Source: Google, January 9, 2019*
City of Palo Alto
Planning & Community Environment Department

City Council: None
PTC: None
HRB: None
ARB: None

Project Description
The proposed project includes demolition of two existing detached residential units and construction of a 2,899 square foot (sf) duplex building with 1,855 sf basement and detached 424 sf two-car garage building. The existing buildings were determined to have no historic significance, as further analyzed in the environmental section below. The proposed duplex building is two stories (22 feet one inch tall). The buildings are a contemporary style with stucco siding and asphalt shingle roof. Each unit has a minimum of 422 sf of ground-level lawn area open space, and two second-story decks (58.8 sf and a 99.2 sf). Unit one has a total of 643.36 sf of designated open space and unit two has 580.09 sf of open space. Access to the site is through a driveway along the right (west) property line, leading to the garage in the rear. There is one bike locker, with two individually accessible compartments for one bike each, available on-site for future tenants.

Requested Entitlements, Findings and Purview:
The following discretionary applications are being requested:

- Architectural Review – Minor (AR): The process for evaluating this type of application is set forth in PAMC 18.77.070. AR applications are reviewed by the ARB and recommendations are forwarded to the Planning & Community Environment Director for action within five business days of the Board’s recommendation. Action by the Director is appealable to the City Council if filed within 14 days of the decision. AR projects are evaluated against specific findings. All findings must be made in the affirmative to approve the project. Failure to make any one finding requires project redesign or denial. The findings to approve an AR application are provided in Attachment B.

Analysis
Neighborhood Setting and Character
The project is located in a neighborhood with an eclectic mix of uses including single- and multiple-family housing in a Neighborhood Preservation overlay district and two-story office buildings across the street. The proposed building would be located between a two-story single-family house and a one-story single-family house. These houses have a more traditional style with horizontal siding and street-facing gables. Across the street is a somewhat more

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 may reach a different conclusion from that presented in this report and may choose to make alternative findings. A change to the findings may result in a final action that is different from the staff recommended action in this report.
contemporary office building. The proposed building maintains a street-facing entrance to the front unit, which maintains the single-family character of the streetscape. The two-story building is closer to the two-story neighbor, built at the required minimum 6-foot setback, while the driveway creates a 14-foot buffer between the proposed building and the one-story neighbor. The one-story garage is not visible from the street and is located in the rear in keeping with the neighborhood character.

Consistency with the Comprehensive Plan, Area Plans and Guidelines\(^2\)
The Comprehensive Plan includes Goals, Policies, and Programs that guide the physical form of the City. The Comprehensive Plan provides the basis for the City’s development regulations and is used by City staff to regulate building and development and make recommendations on projects. Further, ARB Finding #1 requires that the design be consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.

The Comprehensive Plan land use designation for the project site is Multiple-Family Residential, which prescribes a density range of eight to 40 dwelling units per acre. The project has a density of 14.29 dwelling units per acre, which complies with the intended multiple-family residential density. On balance, the project is consistent with other policies in the Comprehensive Plan and therefore fulfills the goals of the Plan. Further review of the project’s consistency with the Comprehensive Plan is provided in Attachment B.

Zoning Compliance\(^3\)
A detailed review of the proposed project’s consistency with applicable zoning standards has been performed. A summary table is provided in Attachment D. The proposed project complies with all applicable codes, or will comply through Conditions of Approval, in a manner that is consistent with the Zoning Ordinance.

Individual Review Guidelines
As a two-family project adjacent to single-family houses, the project is subject to the Individual Review Guidelines. The Code goes on to state “The individual review criteria shall be applied only to the project’s effects on adjacent single-family and two-family uses.” (18.10.040(i)) Therefore, project was evaluated to meet Guidelines 1, 2, and 5, with Guidelines 3 and 4 being viewed as overlapping too closely with the Architectural Review Board Findings. Individual Review Guideline Comments are included as Attachment E.

Multi-Modal Access & Parking
Yale Street is a Safe Routes to School recommended walking path to Escondido Elementary. Per Condition #34, the project will repair or replace the sidewalk as needed. Public Works, through a construction logistics plan, will ensure a safe walking path around the construction zone. The project will have a similar number of vehicle trips from a single residential driveway as the

\(^2\) The Palo Alto Comprehensive Plan is available online: http://www.cityofpaloalto.org/gov/topics/projects/landuse/compplan.asp

\(^3\) The Palo Alto Zoning Code is available online: http://www.amlegal.com/codes/client/palo-alto_ca
existing use, though the driveway would be relocated to the opposite side of the property. The project will also provide two bike locker spaces.

Consistency with Application Findings
This project is consistent with the required findings, as demonstrated in Attachment B.

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 per Guideline Section 15303 (New Construction).

Historic Review
The existing units were evaluated under the California criteria for historic significance by Page & Turnbull. It was determined neither building had any significance under any of the criteria for designation. A copy of the report can be found on the project webpage along with the plan set.

Public Notification, Outreach & Comments
The Palo Alto Municipal Code requires notice of this public hearing be published in a local paper and mailed to owners and occupants of property within 600 feet of the subject property at least ten days in advance. Notice of a public hearing for this project was published in the Daily Post on February 8, 2018, which is 13 days in advance of the meeting. Postcard mailing occurred on February 11, 2019 which is 10 days 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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efoley@m-group.us

ARB Liaison & Contact Information
Jodie Gerhardt, AICP, Planning Manager
(650) 329-2575
jodie.gerhardt@cityofpaloalto.org

Attachments:
- Attachment A: Location Map (PDF)
- Attachment B: Draft ARB Findings (DOCX)

4 Emails may be sent directly to the ARB using the following address: arb@cityofpaloalto.org
- Attachment C: Draft Conditions  (DOCX)
- Attachment D: Zoning Comparison Table  (DOCX)
- Attachment E: Individual Review Guideline Analysis (DOCX)
- Attachment F: Project Plans  (DOCX)
Attachment A: 2342 Yale Street
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.

**Finding #1:** The design is consistent with applicable provisions of the Palo Alto Comprehensive Plan, Zoning Code, coordinated area plans (including compatibility requirements), and any relevant design guides.

The project is consistent with Finding #1 because:

The proposed project as conditioned complies with the zoning code and requires no exceptions to the development standards. The proposed project is generally consistent with the following Comprehensive Plan, below is an analysis of the applicable goals and policies:

<table>
<thead>
<tr>
<th>Comp Plan Goals and Policies</th>
<th>How project adheres or does not adhere to Comp Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Comprehensive Plan land use designation for the site is Multiple Family Residential (MF).</td>
<td>The project consists of two duplex units.</td>
</tr>
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</table>

**Land Use and Community Design**

**Policy L-1.3:** Infill development in the urban service area should be compatible with its surroundings and the overall scale and character of the city to ensure a compact, efficient development pattern.

The project is an urban infill development proposal in the urban service area of the city.

**Policy L-2.3** As a key component of a diverse, inclusive community, allow and encourage a mix of housing types and sizes, integrated into neighborhoods and designed for greater affordability, particularly smaller housing types, such as studios, co-housing, cottages, clustered housing, accessory dwelling units and senior housing.

The proposed project is a duplex building.

**Policy L-2.7:** Support efforts to retain housing that is more affordable in existing neighborhoods, including a range of smaller housing types.

The two existing single-family units are being replaced by two duplex units.
**Policy L-3.4:** Ensure that new multi-family buildings, entries and outdoor spaces are designed and arranged so that each development has a clear relationship to a public street.

One of the unit’s front door faces the street to interact similarly to a single-family home. The other unit has a covered entry that this perpendicular to the street and visible along the driveway.

**Policy L-6.2:** Use the Zoning Ordinance, design review process, design guidelines and Coordinated Area Plans to ensure high quality residential and commercial design and architectural compatibility.

The project is well-designed and maintains the residential streetscape and scale. The project is consistent with the City’s Zoning Ordinance because it maintains building setbacks, height, parking standards. Further, the project is subject to the City’s design review process, which ensures a high-quality appearance.

**Policy L-7.2:** If a proposed project would substantially affect the exterior of a potential historic resource that has not been evaluated for inclusion into the City’s Historic Resources Inventory, City staff shall consider whether it is eligible for inclusion in State or federal registers prior to the issuance of a demolition or alterations permit. Minor exterior improvements that do not affect the architectural integrity of potentially historic buildings shall be exempt from consideration. Examples of minor improvements may include repair or replacement of features in kind, or other changes that do not alter character-defining features of the building.

This property was reviewed by Page and Turnbull and determined to have no historic significance.

The project is not a part of an Area Plan. This project is in the Neighborhood Preservation Combining District (NP). It is subject to Design Review per PAMC 18.10.140 (b). It is not seeking any exceptions to Development Standards. This project is subject to the Individual Review Guidelines.

**Guideline 1:**
The driveway, garage and house shall be placed and configured to reinforce the neighborhood’s existing site patterns (i.e., building footprint configuration and location, setbacks, and yard areas) and the garage and driveway shall be subordinate to the house, landscaping and pedestrian entry as seen from the street.

The project proposes a duplex with one unit with street frontage. This is consistent with other unit configurations where one unit is on the street frontage and the other unit is in the rear. The garage is in the rear and generally not visible from the street. The site plan generally fits the neighborhood patterns, limits the impact of the garage and driveway, and adds landscape along the interior lot lines.
**Guideline 2:**
The scale (perceived size), mass (bulk or volume) and height (vertical profile) of a new house or upper story addition shall be consistent with the existing neighborhood pattern with special attention to adapting to the height and massing of adjacent homes.

The proposed scale is appropriate for a twodwelling building. The second floor has a separate roof form for each unit, which breaks up the horizontal massing. The overall height of 22 feet and one inch is appropriate, as there is a predominately 2-story context. The proposed height, mass, and scale of the duplex responds to conditions of directly adjacent homes, which includes a taller two-story house to the right and a moderately scale cottage/house to the right as well as the overall height, mass, and scale patterns along this street. The driveway is placed on the right side of the house to shift the mass of the house to the left side of the lot, which helps adapt height and massing to the cottage style house at 2330 Yale Street. The proposal also includes some first floor roof edges to soften any height transition to the 2330 Yale Street home.

**Guideline 3:**
The architectural form and massing shall be carefully crafted to reduce visual mass, and distinguish the house's architectural lines or style. Roof profiles shall enhance the form, scale and proportion of primary and secondary house volumes, while rendering garage and entry forms subordinate in mass and scale to principal building forms. Upper floor additions shall also be balanced and integrated with the existing building.

**Guideline 4:**
Publicly viewed facades shall be composed with a clear and cohesive architectural expression (i.e., the composition and articulation of walls, fenestrations and eave lines), and include visual focal point(s) and the supportive use of materials and detailing. Entries shall be consistent with the existing neighborhood pattern and integrated with the home in composition, scale and design character. The carport or garage and garage door design shall be consistent with the selected architectural style of the home.

**Guideline 5:**
The size, placement and orientation of second story windows and decks shall limit direct sight lines into windows and patios located at the rear and sides of adjacent properties in close proximity.

The sides of all outdoor decks contain 5 foot metal screens to limit privacy impacts.

The project has also been reviewed for conformance with the development standards in the zoning code and found to be in compliance with the intent and regulations contained therein. A comprehensive review of the project to applicable development standards is included in the administrative record.
Finding #2: The project has a unified and coherent design, that:
   a. creates an internal sense of order and desirable environment for occupants, visitors, and the general community,
   b. preserves, respects and integrates existing natural features that contribute positively to the site and the historic character including historic resources of the area when relevant,
   c. is consistent with the context-based design criteria of the applicable zone district,
   d. provides harmonious transitions in scale, mass and character to adjacent land uses and land use designations,
   e. enhances living conditions on the site (if it includes residential uses) and in adjacent residential areas.

The project is consistent with Finding #2 because:

The neighborhood area is comprised of various commercial and residential buildings one to two stories in height. The project proposes to construct a two story duplex building, similar in use to the existing. The building is easily accessed by pedestrians, bicyclists, and cars. The driveway and parking is arranged in the rear.

The proposed project is consistent with the findings to provide high quality materials and finishes in a neutral color palette. The building height and scale fits with the one and two story neighborhood. The shrub is being preserved while two other non-protected trees are being removed. Each unit has a minimum of 422 sf of ground-level lawn area open space, and two second-story decks (58.8 sf and a 99.2 sf). Unit one has 643.36 sf of designated open space and unit two has 580.09 sf of open space. This project is not subject to context-based design criteria.

Finding #3: The design is of high aesthetic quality, using high quality, integrated materials and appropriate construction techniques, and incorporating textures, colors, and other details that are compatible with and enhance the surrounding area.

The project is consistent with Finding #3 because:

The project proposes a contemporary style, which is different from the other residences in the area, but still a recognizable architectural style. The mix of residential and office uses allow for greater variety without looking out of place. The project uses quality materials including stucco siding, metal railings and screen walls, and an asphalt shingle roof. The windows have stone sills and are recessed three inches from the face of the wall. As conditioned, the stucco surfaces will be a smooth finish texture. The proposed colors are gray tones and are compatible with surrounding color schemes.

The project is subject to the Individual Review Guidelines. The proposal meets these guidelines as summarized under Finding #1.
Finding #4: The design is functional, allowing for ease and safety of pedestrian and bicycle traffic and providing for elements that support the building’s necessary operations (e.g. convenient vehicle access to property and utilities, appropriate arrangement and amount of open space and integrated signage, if applicable, etc.).

The project is consistent with Finding #4 because:

The project includes a detached two car garage and bike lockers as required by the Zoning Code. The entrance to the front unit is accessible from the street. The rear unit has its front door facing the side driveway and also has a rear sliding door. Each unit has at least 400 sf of ground level designated open space. The bike locker is located in a convenient and unobtrusive location.

Finding #5: The landscape design complements and enhances the building design and its surroundings, is appropriate to the site’s functions, and utilizes to the extent practical, regional indigenous drought resistant plant material capable of providing desirable habitat that can be appropriately maintained.

The project is consistent with Finding #5 because:

The project provides a variety of trees, shrubs, and groundcover. The majority of the landscaping is low water usage, and the species selected are typical for residential areas. There will be a row of ten Carolina laurel cherry trees providing privacy between the duplex and the single-family house to the right, and there is additional low planting between the driveway and the property line. The front yard open space is delineated by shrubs, similar to the existing front landscaping.

Finding #6: The project incorporates design principles that achieve sustainability in areas related to energy efficiency, water conservation, building materials, landscaping, and site planning.

The project is consistent with Finding #6 because:

In accordance with the City’s Green Building Regulations, the project will satisfy the requirements for CALGreen Mandatory + Tier 2. This is demonstrated on the GB sheets in the plan set.
ATTACHMENT B
CONDITIONS OF APPROVAL
2342 Yale Street
18PLN-00233

PLANNING DIVISION

1. CONFORMANCE WITH PLANS. Construction and development shall conform to the approved plans entitled, "2342 Yale St Duplex, 2342 Yale St. Palo Alto, CA" stamped as received by the City on January 16, 2019 on file with the Planning Department, 250 Hamilton Avenue, Palo Alto, California except as modified by these conditions of approval.

2. BUILDING PERMIT. Apply for a building permit and meet any and all conditions of the Planning, Fire, Public Works, and Building Departments.

3. BUILDING PERMIT PLAN SET. The Architectural Review (AR) approval letter including all Department conditions of approval for the project shall be printed on the plans submitted for building permit. Project plans submitted for Building permits shall incorporate the following changes:
   a. Driveway shall have 10 feet of clear space between the lightwells and the planting strip.
   b. Confirm the stucco will be smooth texture.

4. PROJECT MODIFICATIONS: All modifications to the approved project shall be submitted for review and approval prior to construction. If during the Building Permit review and construction phase, the project is modified by the applicant, it is the responsibility of the applicant to contact the Planning Division/project planner directly to obtain approval of the project modification. It is the applicant’s responsibility to highlight any proposed changes to the project and to bring it to the project planner’s attention.

5. PROJECT EXPIRATION. The project approval shall automatically expire after two years from the original date of approval, if within such two year period, the proposed use of the site or the construction of buildings has not commenced pursuant to and in accordance with the provisions of the permit or approval. Application for a one year extension of this entitlement may be made prior to the expiration. (PAMC 18.77.090(a))

6. REQUIRED PARKING: All residential units in the RMD zone shall be provided with a minimum of one covered parking space (10 foot by 20 foot interior dimensions) and one additional guest parking space for the project.

7. UTILITY LOCATIONS: In no case shall utilities be placed in a location that requires equipment and/or bollards to encroach into a required parking space. In no case shall a pipeline be placed within 10 feet of a proposed tree and/or tree designated to remain.
8. NOISE PRODUCING EQUIPMENT: All noise producing equipment shall be located outside of required setbacks, except they may project 6 feet into the required street side setbacks. In accordance with Section 9.10.030, No person shall produce, suffer or allow to be produced by any machine, animal or device, or any combination of same, on residential property, a noise level more than six dB above the local ambient at any point outside of the property plane.

9. DAYLIGHT PLANE: The daylight plane must clear the point where the wall plane intersects the top of the roof material.

10. REQUIRED LANDSCAPING/TREES. The following landscaping is required to ensure the project’s conformance with the City’s IR Guidelines and therefore must remain for the life of the structure. Required screening trees and shrubs shall be maintained at a height no less than the height required at the time of planting.
   a. The existing shrubs along the left property line shall be supplemented by new shrubs capable of screening the Unit 1 Bedroom 2 windows, such as Carolina Laurel Cherry trees.
   b. Carolina Laurel Cherry trees shall be planted and maintained along the right and left property lines as shown on the Landscape Plan.
   c. The Crepe Myrtle trees shall be planted and maintained in the rear yard as shown on the Landscape Plan.

11. LANDSCAPING. The thirteen (13) proposed Carolina Laurel Cherry trees shown on sheet L1 (landscape plan) along the right side lot line (10) and left side lot line (3) must be planted and measure at least 8 feet tall as shown on the plans prior to Planning Division signing-off the final inspection for the building permit.
   a. See the Green Building Section for water efficiency requirements.

12. PROJECT ARBORIST. The property owner shall hire a certified arborist to ensure the project conforms to all Planning and Urban Forestry conditions related to landscaping/trees.

13. TREE PROTECTION FENCING. Tree protection fencing shall be required for the front street tree.

14. FENCES. Fences and walls shall comply with the applicable provisions of Chapter 16.24, Fences, of the Palo Alto Municipal Code (PAMC). Heights of all new and existing fencing must be shown on the Building Permit plans.

15. LIGHT WELLS. Railings around light wells shall be screened from street view. Screening may consist of plant material or fencing.

16. BASEMENT WALLS: Basement retaining walls shall not extend beyond the exterior wall plane of the first floor of the house, excluding lightwells, below grade patios and approved extensions, to the satisfaction of the Director of Planning. Approved extensions included a maximum of two basement areas under a roofed entry to the unit that complete the square.
17. BASEMENT CONSTRUCTION WALLS: Any walls, temporary or otherwise, installed to facilitate construction of a basement shall be removed or constructed in such a way as to not significantly restrict the growth of required landscaping, to the satisfaction of the Director of Planning.

18. DECONSTRUCTION SURVEY: A Deconstruction Survey is required for demolition permit applications submitted on or after January 1, 2017. This survey submittal shall include a list of materials that are salvageable from the project as well as the values of such materials. At this time, the City's only approved vendor for this service is The ReUse People. Contact them to schedule this FREE service by phone (888)588-9490 or e-mail info@thereusepeople.org. More information can be found at www.TheReusePeople.org. Contact Scott McKay for questions or to be considered as an approved third-party vendor at scott.mckay@cityofpaloalto.org.

19. 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.

20. FINAL INSPECTION: A Planning Division Final inspection will be required to determine substantial compliance with the approved plans prior to the scheduling of a Building Division final. Any revisions during the building process must be approved by Planning, including but not limited to; materials, landscaping and hard surface locations. Contact your Project Planner, Emily Foley at efoley@m-group.us to schedule this inspection.

PUBLIC WORKS ENGINEERING
PRIOR TO ISSUANCE OF EXCAVATION AND GRADING PERMIT:

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

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

23. GRADING & DRAINAGE PLAN: The plan set must include a grading & drainage plan prepared by a licensed professional that includes existing and proposed spot elevations, earthwork volumes, finished floor elevations, area drain and bubbler locations, drainage flow arrows to demonstrate
proper drainage of the site. Adjacent grades must slope away from the house a minimum of 2% or 5% for 10-feet per 2013 CBC section 1804.3. Downspouts and splashblocks should be shown on this plan, as well as any site drainage features such as swales, area drains, bubblers, etc. Grading that increases drainage onto, or blocks existing drainage from neighboring properties, will not be allowed. Public Works generally does not allow rainwater to be collected and discharged into the street gutter, but encourages the developer to keep rainwater onsite as much as feasible by directing runoff to landscaped and other pervious areas of the site. See the Grading & Drainage Plan Guidelines for New Single Family Residences on the City’s website. http://www.cityofpaloalto.org/civicax/filebank/documents/2717

24. 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 and 3-feet from side an rear property lines, such as a bubbler box in a landscaped area, so that water can percolate into the soil and/or sheet flow across the site. Include these dimensions on the plan. 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.

25. BASEMENT SHORING: Shoring Plans prepared by a licensed professional are required for the Basement Excavation and shall be submitted with the Grading and Excavation Permit. Shoring for the basement excavation, including tiebacks, must not extend onto adjacent private property or into the City right-of-way without having first obtained written permission from the private property owners and/or an encroachment permit from Public Works.

26. The site drainage system that collects runoff from downspouts and landscape area shall be a separated from the pump system that discharges runoff from light wells. Plot and clearly label the two separate systems and including the separate outfalls for each system.

27. UTILITIES: Note that all above ground utilities, such as transformer, backflow preventer, gas meters, etc., shall be located within project site but accessible from the street. Any new or relocated utilities will correspond with approved locations from City Utilities Department.

28. GEOTECHNICAL REPORT: Shall clearly identify the highest projected groundwater level to be encountered in the area of the proposed basement in the future will be ______ feet below existing grade. 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.”
29. DEWATERING: Excavation may require dewatering during construction. Public Works only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is not allowed. Dewatering is only allowed from April through October due to inadequate capacity in our storm drain system. The geotechnical report for this site must list the highest anticipated groundwater level. We recommend that a piezometer be installed in the soil boring. The contractor shall determine the depth to groundwater immediately prior to excavation by using a piezometer or by drilling and exploratory hole. Based on the determined groundwater depth and season the contractor may be required to dewater the site or stop all grading and excavation work. In addition Public Works may require that all groundwater be tested for contaminants prior to initial discharge and at intervals during dewatering. If testing is required, the contractor must retain an independent testing firm to test the discharge water for contaminants Public Works specifies and submit the results to Public Works.

Public Works reviews and approves dewatering plans as part of a Grading 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 Grading Permit prior to dewatering. Alternatively, the applicant must include the above dewatering requirements in a note on the site plan. Public Works has dewatering guidelines available at the Development Center and on our website. See link below:
http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp

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

31. WORK IN THE RIGHT-OF-WAY: The plans must clearly indicate any work that is proposed in the public right-of-way, such as sidewalk replacement, driveway approach, or utility laterals. The plans must include notes that the work must be done per City standards and that the contractor performing this work must first obtain a Street Work Permit from Public Works at the Development Center. If a new driveway is in a different location than the existing driveway, then the sidewalk associated with the new driveway must be replaced with a thickened (6” thick instead of the standard 4” thick) section. Additionally, curb cuts and driveway approaches for abandoned driveways must be replaced with new curb, gutter and planter strip.

32. 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
33. Provide the following note on the Site Plan and Grading and Drainage Plan: “Contractor shall not stage, store, or stockpile any material or equipment within the public road right-of-way.” Construction phasing shall be coordinate to keep materials and equipment onsite.

34. 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. A scan copy of the Site Inspection Directive shall be included in the plan set. Site plan shall reference required work.

35. Any existing driveway to be abandoned shall be replaced with standard curb & gutter. This work must be included within a Permit for Construction in the Public Street from the Public Works Department. A note of this requirement shall be placed on the plans adjacent to the area on the Site Plan.

36. 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.


37. STORM WATER POLLUTION PREVENTION: The City's full-sized "Pollution Prevention - It's Part of the Plan" sheet must be included in the plan set. Copies are available from Public Works on our website http://www.cityofpaloalto.org/civicax/filebank/documents/2732

38. This project triggers the California Regional Water Quality Control Board’s revised provision C.3 for storm water regulations (incorporated into the Palo Alto Municipal Code, Section 16.11) that apply to residential land development projects that create or replace between 2,500 and 10,000 square feet of impervious surface area. The applicant must implement one or more of the following site design measures on the grading and drainage plan:
- Direct roof runoff into cisterns or rain barrels for reuse.
- Direct roof runoff onto vegetated areas.
- Direct runoff from sidewalks, walkways, and/or patios onto vegetated areas.
- Direct runoff from driveways and/or uncovered parking lots onto vegetated areas.
- Construct sidewalks, walkways, and/or patios with permeable surfaces.
- Construct driveways, and/or uncovered parking lots with permeable surfaces.
39. **LOGISTICS PLAN.** The applicant/property owner shall ensure there is sufficient walkway for this school route. Provide the following as a note on the Site Plan: “The contractor may be required to 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 surrounding properties, and schedule of work. The requirement to submit a logistics plan will be dependent on the number of applications Public Works Engineering receives within close proximity to help mitigate and control the impact to the public-right-of-way. If necessary, Public Works may require a Logistics Plan during construction.”

**PUBLIC WORKS URBAN FORESTRY SECTION**

**PRIOR TO DEMOLITION, BUILDING OR GRADING PERMIT ISSUANCE**

40. **TREE PROTECTION FENCING.** On drawing A1, please include the following two items:
   a. Outline of type 2 tree protection fencing around the 4" Crataegus.
   b. Outline of tree protection fencing around the 5" Crape myrtle at property line.”

41. **TREE PROTECTION COMPLIANCE:** On drawing A1, please include the following two items:
   Outline of type 2 tree protection fencing around the 4" Crataegus.
   Outline of tree protection fencing around the 5" Crape myrtle at property line.
   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.

42. **PLAN CHANGES.** Revisions and/or changes to plans before or during construction shall be reviewed and responded to by the (a) project site arborist, 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.

43. **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.

44. **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.

45. 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) affirm that ongoing Contractor/Project Arborist site monitoring inspections and reporting have been arranged with the contractor or owner (see Sheet T-1) and, (c) 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.

46. TREE PROTECTION VERIFICATION. Prior to any site work verification from the contractor that the required protective fencing is in place shall be submitted to the Urban Forestry Section. The fencing shall contain required warning sign and remain in place until final inspection of the project.

47. 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.

48. PLAN SET REQUIREMENTS. The final Plans submitted for building permit shall include the following information and notes on relevant plan sheets:
   a. SHEET T-1, BUILDING PERMIT. The building permit plan set will include the City’s full-sized, Sheet T-1 (Tree Protection-it’s Part of the Plan!), available on the Development Center website at http://www.cityofpaloalto.org/civicax/filebank/documents/31783. The Applicant shall complete and sign the Tree Disclosure Statement and recognize the Project Arborist Tree Activity Inspection Schedule. Monthly reporting to Urban Forestry/Contractor is mandatory. (Insp. #1: applies to all projects; with tree preservation report: Insp. #1-7 applies)
   b. The Tree Preservation Report (TPR). All sheets of the Applicant’s TPR approved by the City for full implementation by Contractor, shall be printed on numbered Sheet T-1 (T-2, T-3, etc) and added to the sheet index.
   c. Plans to show protective tree fencing. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show the correct configuration of Type I, Type II or Type III fencing around each Regulated Tree, using a bold dashed line enclosing the Tree Protection Zone (Standard Dwg. #605, Sheet T-1; City Tree Technical Manual, Section 6.35-Site Plans); or by using the Project Arborist’s unique diagram for each Tree Protection Zone enclosure.

UTILITIES – ELECTRICITY
GENERAL
49. The applicant shall comply with all the Electric Utility Engineering Department service requirements noted during plan review.

50. 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.

51. 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

52. 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.

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

54. 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.

55. Location of the electric panel/switchboard shall be shown on the site plan and approved by the Architectural Review Board and Utilities Department.

56. 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.

57. 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.

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.

58. 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

59. 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.

60. 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.

61. 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.

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

63. The customer is responsible for installing all underground electric service conductors and other required equipment. The installation shall meet the National Electric Code and the City Standards.

64. 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.

65. Shop/factory drawings for switchboards (400A and greater) and associated hardware must be submitted for review and approval prior to installing the switchgear to:
   Gregory McKernan, P.E.
   Power Engineer
   Utilities Engineering (Electrical)
   1007 Elwell Court
   Palo Alto, CA 94303

66. Catalog cut sheets may not be substituted for factory drawing submittal.

67. 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

68. 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
69. The applicant shall secure a Public Utilities Easement for facilities installed on private property for City use.

70. All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.

71. All fees must be paid.

72. All Special Facilities contracts or other agreements need to be signed by the City and applicant.

**UTILITIES - WATER, GAS, WASTEWATER**  
FOR BUILDING PERMIT (new duplex units)

73. 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).

74. 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.

75. 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).

76. 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.

77. 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.

78. 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.
79. All backflow preventer devices shall be approved by the WGW engineering division. Inspection by the utilities/building inspector is required for the supply pipe between the meter and the assembly.

80. Existing water services that are not a currently standard material shall be replaced at the applicant’s expense.

81. 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.

82. 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. (Duplexes shall have single (1) water service, gas service, and sewer lateral to the front property for multiple meters per WGW current standards).

83. A new water service line installation for fire system & domestic usage is required. Show the location of the new water service on the plans. The applicant shall provide to the engineering department a copy of the plans for fire system including all fire department's requirements.

84. A new gas service line installation is required. Show the new gas meter location on the plans. The gas meter location must conform with utilities standard details.

85. Show the location of the new sewer lateral on the plans if different than the existing sewer lateral location.

86. Where public mains are installed in private streets/PUEs for condominium and town home projects the CC&Rs and final map shall include the statement: “Public Utility Easements: If the City’s reasonable use of the Public Utility Easements, which are shown as P.U.E on the Map, results in any damage to the Common Area, then it shall be the responsibility of the Association, and not of the City, to Restore the affected portion(s) of the Common Area. This Section may not be amended without the prior written consent of the City”.

87. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGW utilities procedures.

88. 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’ or existing trees. Maintain 10’ between new trees and new water, gas and wastewater services/mains/meters.
89. 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.

90. All utility installations shall be in accordance with the City of Palo Alto utility standards for water, gas & wastewater.

**FIRE DEPARTMENT**

91. Install a NFPA 13-D fire sprinkler system in each building.

**GREEN BUILDING**

92. **GREEN BUILDING CONDITIONS OF APPROVAL**

a) The project is a new construction residential building of any size and therefore must meet the California Green Building Code mandatory requirements outlined in Chapter 4, (with local amendments) plus Tier 2 minimum pre-requisites and electives outlined in Appendix A4* (with local amendments). The project must hire a Green Building Special Inspector for a pre-permit third-party design review and a third-party green building inspection process. The project must select a Green Building Special Inspector from the City’s list of approved inspectors. PAMC 16.14.080 (Ord. 5393 § 1, 2016)

   (1) *Note: Projects subject to Tier 1 or Tier 2 shall not be required to fulfill any requirements outlined in Appendix A4.2 Energy Efficiency. All energy efficiency measures are found in the 2016 California Energy Code and the Palo Alto Energy Reach Code PAMC 16.17 & 16.18 as described in the Energy Reach Code section of this letter.

b) Model Water Efficient Landscape Ordinance (MWELO): The project is a residential new construction project with an aggregate landscape area of 500 square feet or more included in the project scope of work and therefore shall comply with the requirements of the Landscape Documentation Package (§492.3). Please see the Outdoor Water Efficiency Webpage for compliance documentation. (MWELO Title 23, Chapter 2.7)

c) The project is a residential construction project of any size and therefore must meet the enhanced construction waste reduction at Tier 2 (80% construction waste reduction). PAMC 16.14.260 (Ord. 5393 § 1 (part), 2016)

d) The project is a new detached single-family dwelling and therefore shall comply with the following requirements for electric vehicle supply equipment (EVSE):

   (a) The property owner shall provide as minimum a panel capable to accommodate a dedicated branch circuit and service capacity to install at least a 208/240V, 50 amperes grounded AC outlet (Level 2 EVSE). The raceway shall terminate in close proximity to the proposed location of the charging system into a listed cabinet, box, enclosure, or receptacle. The raceway shall be installed so that minimal removal of materials is necessary to complete the final installation. The raceway shall have capacity to accommodate a 100-ampere circuit.
(b) Design. The proposed location of a charging station may be internal or external to the dwelling, and shall be in close proximity to an on-site parking space. The proposed design must comply with all applicable design guidelines, setbacks and other code requirements. PAMC 16.14.420 (Ord. 5393 §2, 2016)

93. LOCAL ENERGY REACH CODE CONDITIONS OF APPROVAL

a) The project includes new residential construction of any size and therefore triggers the Local Energy Efficiency Reach Code. For all new single-family residential there are two compliance options and one all-electric exception.

i) Single-Family Residential Options:
   (1) OPTION 1: Performance: New single-family residential construction projects without a solar photovoltaic (PV) system, the performance approach specified within the 2016 California Energy Code shall be used to demonstrate that the TDV Energy of the proposed building is at least 10% less than the TDV Energy of the Standard Design, if the proposed building does not include a PV systems.
       (a) Solar Ready Infrastructure: A dedicated solar zone shall be located on the roof or overhang of the building and have a total area no less than 500 square feet. Install a conduit extending from the roofline and terminating at the electrical panel.
   (2) OPTION 2: Performance: New single-family residential construction projects with a solar photovoltaic (PV) system, the performance approach specified within the 2016 California Energy Code shall be used to demonstrate that the TDV Energy of proposed single-family residential construction is at least 20% less than the TDV Energy of the Standard Design, if the proposed building includes a photovoltaic system.
       (a) Solar Ready Infrastructure: A dedicated solar zone shall be located on the roof or overhang of the building and have a total area no less than 500 square feet. Install a conduit extending from the roofline and terminating at the electrical panel.

b) All Electric Exemption:
   i) All-Electric Exception to the Local Energy Reach Code: New single-family residential construction that is designed and built to be all-electric shall be exempt from the requirements of Section 100.3. Local Energy Efficiency Reach Code.

94. 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.
Table 1: COMPARISON WITH CHAPTER 18.10 (RMD DISTRICT)

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Required</th>
<th>Existing</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Minimum/Maximum Site Area, Width and Depth</td>
<td>5,000-9,999 sf area, 50 foot width, 100 foot depth</td>
<td>6,250 sf area, 50 foot width, 125 foot depth</td>
<td>6,250 sf area, 50 foot width, 125 foot depth</td>
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<td>Minimum Front Yard</td>
<td>20 feet</td>
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<td>Rear Yard</td>
<td>20 feet</td>
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<td>42 feet 2 inches, detached garage located in rear yard setback</td>
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<tr>
<td>Interior Side Yard</td>
<td>6 feet</td>
<td>0 feet right</td>
<td>6 feet left, 14 feet right</td>
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<td>Street Side Yard</td>
<td>16 feet</td>
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<td>N/A</td>
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<tr>
<td>Special Setback</td>
<td>30 feet or n/a – (Chapter 20.08 &amp; zoning maps)</td>
<td>N/A</td>
<td>N/A</td>
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<tr>
<td>Max. Building Height</td>
<td>35 feet as measured to the peak of the roof</td>
<td>Two-story</td>
<td>22 feet 1 inch</td>
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<td>Side Yard Daylight Plane</td>
<td>15 feet at interior side lot line then 45 degree angle</td>
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</tr>
<tr>
<td>Rear Yard Daylight Plane</td>
<td>15 feet at rear setback line then 45 degree angle</td>
<td>unknown</td>
<td>complies</td>
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<tr>
<td>Max. Site Coverage</td>
<td>40% (2,500 sf)</td>
<td>unknown</td>
<td>36.99% (2,312 sf)</td>
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<tr>
<td>Max. Total Floor Area Ratio</td>
<td>50% for first 5,000 sf lot size and 50% for lot size in excess of 5,000 sf + 200 sf additional area permitted for the covering of one parking space (3,325 sf)</td>
<td>unknown</td>
<td>53.17% (3,322.5 sf) 1449.4 sf per unit plus 423.67 sf shared garage</td>
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<td>Max. House Size</td>
<td>6,000 sf (5)</td>
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<td>Minimum Usable Open Space</td>
<td>450 sf per unit</td>
<td>N/A</td>
<td>643 and 580 sf, respectively</td>
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<tr>
<td>Residential Density, minimum site area permitting two units</td>
<td>5,000 sf</td>
<td>Complies at 6,250 sf</td>
<td>Complies at 6,250 sf</td>
</tr>
</tbody>
</table>

(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.

(5) **Maximum House Size:** This provision applies only to single-family residences, not to duplexes allowed in the R-2 and RMD districts.
Table 2: CONFORMANCE WITH SECTION 18.10.060 and CHAPTER 18.52 (Off-Street Parking) for Two-Family Residential

<table>
<thead>
<tr>
<th>Type</th>
<th>Required</th>
<th>Existing</th>
<th>Proposed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle Parking</td>
<td>1.5 spaces per unit, of which at least one space per unit must be covered. Tandem Parking Allowed, with one tandem space per unit, associated directly with another parking space for the same unit = 3 spaces</td>
<td>4 spaces (two in garage, two tandem to garage spaces)</td>
<td>3 spaces (two in garage, one uncovered)</td>
</tr>
<tr>
<td>Bicycle Parking</td>
<td>1 space per unit (100% long term) = 2 spaces</td>
<td>0 spaces</td>
<td>2 spaces (bike lockers)</td>
</tr>
</tbody>
</table>
INDIVIDUAL REVIEW GUIDELINES — GENERAL INFORMATION:

The Individual Review Guidelines are broadly intended to preserve the unique character of existing individual Palo Alto neighborhoods and maintain privacy between adjacent properties. There are five specific guidelines that must be met for a project to be approved. Each guideline has an approval criterion as well as “key points” that staff reviews the proposal against. Illustrations are also provided to provide visual clarification of intent and examples of situations, which would or would not meet the guideline.

The proposed project, however, is a two-unit development in the RMD zone and the property is bounded across interior side and rear lot lines by properties used for single or two-family dwellings. Therefore, per the zoning code, Individual Review Guidelines apply related to those properties. Planning Management has determined this to mean that Guidelines 1, 2, and 5 shall apply to this type of project and require staff level evaluation similar to single family homes in the R-1 district. Comments related to meeting Guideline 1, 2, and 5 are not intended to limit evaluation or comments from the Architectural Review Board on content related to these guidelines (site planning, height, mass, and scale, and privacy) nor related to other project content, such as building form and massing, façade design, materials, detailing, landscaping, etc.

For additional information about the goals and requirements of the guidelines, the property owner and designer are directed to review the updated Palo Alto Single-Family Individual Review Guidelines booklet dated June 10, 2005.

Additionally, the Individual Review Process allows for neighbor input on a proposed project. Please note that while staff is not aware of any neighbor comments at this time, neighbors may comment at any time during an open application.
Staff has reviewed the revised plans filed November 19, 2018 for the proposed project related to compliance with the Individual Review Guidelines 1, 2, and 5. Evaluation comments and related information are provided below.

**Site and Neighborhood Context**

The subject property is a 50’ wide by 125’ deep lot with two structures and a moderate amount of landscape in the form of a couple of trees and tall shrubs along the side lot lines and one street tree. The existing driveway is along the left side lot line with parking at the rear of the lot. The existing structures are non-conforming in that the front residence is located in both the front yard and right, side yard setbacks and that the rear residence is located in the rear yard setback. As these structures are to be removed, their nonconforming status would not have any impact on proposed development.

Properties along this side of Yale Street are mostly similar in size to the subject lot and contain one or two units per property. The buildings appear as one or two-story single-family homes as seen from the street with second homes place to the rear of some lots. Parking is set generally to the rear of the lots and minimally visible from the street as well as accessed from driveways along interior lot lines. Existing homes have traditional hip and gable roof forms with shingle roofing and are typically clad in horizontal siding. Most homes could be described as having a “cottage” aesthetic with the two-story home to lots to the right at 2130 Yale Street being Victorian in its architectural style. Properties across have Yale Street are two-story commercial and multi-family structures.

To the right of the subject lot is 2330/2324 Yale Street. At the front of this property is a one-story cottage like residence with a moderately steep gable facing the street and a wing with a lower roof ridge to the right of the gable. The house high ridge at the gable appears to be about 17 feet above grade but the ridge height is not shown on the survey. The first floor is set close to the grade as there are just 2 steps up from the walkway to the front door. The eave appears to be about 9.5 to 10 feet above grade as it faces the subject lot. The unique feature of this structure is that it is set directly adjacent the side lot line shared with the subject lot. Behind this cottage structure is a two-story detached residence. This residence is set about 7 feet off the side lot line and 20 back from the rear lot line with its second floor set another 8 to 10 feet back from the first floor as seen from the subject lot. Both units are access from a driveway along the right side of this lot.

To the left of the subject lot as seen from the street is a two-story house with a one-story detached garage with an address shown as 2346 Yale Street on the parcel map. The house is set in the rear portion of the lot shared with 610 California Avenue, which has a one-story home. These homes sit on one lot but are visually treated as two separate homes on small, almost square lots. The driveway and garage of the 2346 Yale Street home faces the subject lot. The house itself is set about 20 feet back from the side lot line shared with the subject lot and features a two-story narrow form with the rake side of a low pitch gable roof facing the street. Information is not provided on the survey for this home’s high ridge height the ridge at the gable appears to be about 22 to 24 feet above grade and the eave about 17 to 19 feet above grade as viewed from the street. The house has horizontal siding and generally traditional architectural façade treatment and detailing. It also has several side facing windows. The subject lot’s left side lot line also faces the rear yard and one-story structure along the rear lot line of
624 California Avenue. Further back towards the subject lot’s rear lot line on the left side is a two-story structure set near the rear lot line of the 642, 644 California Avenue property. Google overhead views show existing landscape that may be dense along the yard areas of these two properties that abut the subject lot’s side lot line. The project plans, however, do not document any of this landscaping.

To the rear of the subject lot there appears to be a split level one/two-story structure set about 8 feet back from the rear lot line on the 2343-2347 William’s Street property. The residence appears to have some windows facing the subject lot above landscape (at least on the second floor as seen on Google images). Information is provided on the survey about the footprint of this structure but not about windows or landscape.

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

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

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

*Comments:* The site plan generally fits the neighborhood patterns, limits the impact of the garage and driveway, and adds landscape along the interior lot lines. For these reasons staff generally finds major aspects of guideline one would be met by the proposal.

The general site plan configuration places both units within one building form with the front unit’s entry facing the street. The garage is set at the left-rear corner of the site and the rear yard is used as a parking court. This configuration would be responsive to development patterns on the adjacent lots.

The proposed driveway location to the right side of the house switches the entry point from the street from the left to the right side of the lot. Given that placing the driveway to the right side establishes as consistent pattern for this side of the block (i.e. house to left and driveway to right as seen from the street) and given the location of the house to the right abutting the shared lot line, the driveway location would appear to fit this guideline well.

The amount of paving has been reduced with the use of Hollywood strips at the portion of the driveway visible from the street, and there is landscape along the edge of the fence and house to soften its appearance.

To create landscaped open space between the proposed homes and adjacent structures a row of Carolina Laurel Cherry has been proposed along the right, side lot line. Additionally, to fill landscape gaps at the existing hedges along the left side lot line three Carolina Laurel Cherry trees have been
proposed. The garage and parking court limit landscape options at the far rear of the lot, but three Crepe Myrtle have been proposed behind the units.

G2 — Neighborhood Compatibility for Height, Mass, and Scale

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

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

Comments: The proposed height, mass, and scale of the duplex would respond to conditions of directly adjacent homes, which includes a taller two-story house to the left and a moderately scale cottage/house to the right. It would also fit with overall height, mass, and scale patterns of buildings along this street.

The driveway would be placed on the right side of the house to shift the mass of the house to the left side of the lot, which would help adapt height and massing to the cottage style house at 2330 Yale Street. The proposal also includes some first-floor roof edges to soften any height transition to the 2330 Yale Street home. For these reasons the proposal appears to be consistent with this guideline.

G3 — Resolution of Architectural Form, Massing, and Rooflines

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

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

Comments: Adjustments have been made to the initially proposed design, which improve the massing, however, comments are not provided in this evaluation given the zoning district.

G4 — Visual Character of Street Facing Facades and Entries

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

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

Comments: Adjustments to the design and clarifications to materials and detailing have been made from the initially proposed design, which improve the façade treatment, however, comments are not provided in this evaluation given the zoning district.

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

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

[Guideline Key Points: 1. Gather information on neighbors’ privacy sensitive windows, patios, yards; 2. Mitigate privacy impacts with obscure glazing, high sill windows, permanent architectural screens or by relocating/reorienting windows; 3. Avoid windowless/unarticulated building walls, especially where visible from the street; and 4. Limit upper story deck size and locate decks to result in minimal loss of privacy to side or rear facing property.]

Comments: The proposal would meet this guideline with some adjustments for obscure glazing at windows on the second floor, left building side as noted below.

The proposal includes upper floor decks between the units and at the building corners. Sideways views are screened by 5-foot tall perforated metal panels. The proposed landscape should also help screen views from these decks.

Along the rear property line on the 2345 Williams Street property there is existing tall landscape screening that appears to mostly block views to the one second floor window.

Along the right, side lot line there are few neighbor windows facing the subject lot from the two cottages at 2330 Yale Street. Carolina Laurel Cherry trees planted along the driveway side will also provide screening from views towards that property.

Along the left, side lot line, the existing landscape shrub grove within the left side yard and the landscape along the rear lot line on the 624 California Avenue property mostly provide some privacy
screening for the left side neighbors. There are a few possible gaps in the landscape that could allow views from second floor windows.

Bedroom 2 on the front unit, which has a private deck with a sliding glass door, has two 3' wide windows that appear to have views towards the second story bedroom windows at 2346 Yale Street at about 20 feet distance. Obscure glazing to at least 5 feet above finish floor level would be appropriate to limit casual viewing. Alternatively, the windows could be replaced with windows with sills at 5 feet above finish floor.

Bedroom 3 on the rear unit, which has windows facing the rear lot line and a deck with a glazed door facing the project site's driveway, also has two 3' wide windows, which face the rear yard of the 624 California Avenue house. While there is an existing tree that should screen some of the view into this neighbor's rear yard, there appears to be a view corridor over the 10 foot or so tall hedge into the rear yard/patio area of this house along with at least one large window on the rear wall of this house. Given that there would be potentially privacy sensitive areas of the neighbor's house exposed to casual viewing as well as that this bedroom has clear glazed windows/doors on two other walls, using obscured glazing on these windows appears appropriate to meet the privacy guideline. Alternatively, the windows could be replaced with windows with sills at 5 feet above finish floor.
Attachment F

Project Plans

Hardcopies of project plans are provided to Board members. These plans are available to the public online and/or by visiting the Planning and Community Environmental Department on the 5th floor of City Hall at 250 Hamilton Avenue.

Directions to review Project plans online:

1. Go to: bit.ly/PAdpendingprojects
2. Scroll down to find “2342 Yale Street” and click the address link
3. On this project specific webpage you will find a link to the project plans and other important information

Direct Link to Project Webpage: