



Architectural Review Board

Staff Report (ID # 9726)

Report Type: Action Items **Meeting Date:** 12/20/2018

Summary Title: 2321 Wellesley Street: Two New Units & Zone Change from R-1 to RMD(NP)

Title: PUBLIC HEARING / QUASI-JUDICIAL. 2321 Wellesley Street [18PLN-00178]: Request for Architectural Review of a Two-Family Residential Project. This Application Will Also be Heard by the PTC on December 12, 2018 for a Zoning Map Amendment to Change the Subject Property From R-1 to RMD(NP). Environmental Assessment: Exempt from the provisions of CEQA per Section 15303 (New Construction). Zoning District: R-1 (Single-Family Residential). For More Information Contact the Project Planner Samuel Gutierrez (samuel.gutierrez@cityofpaloalto.org)

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 City Council based on findings and subject to conditions of approval.

Background

Project Information

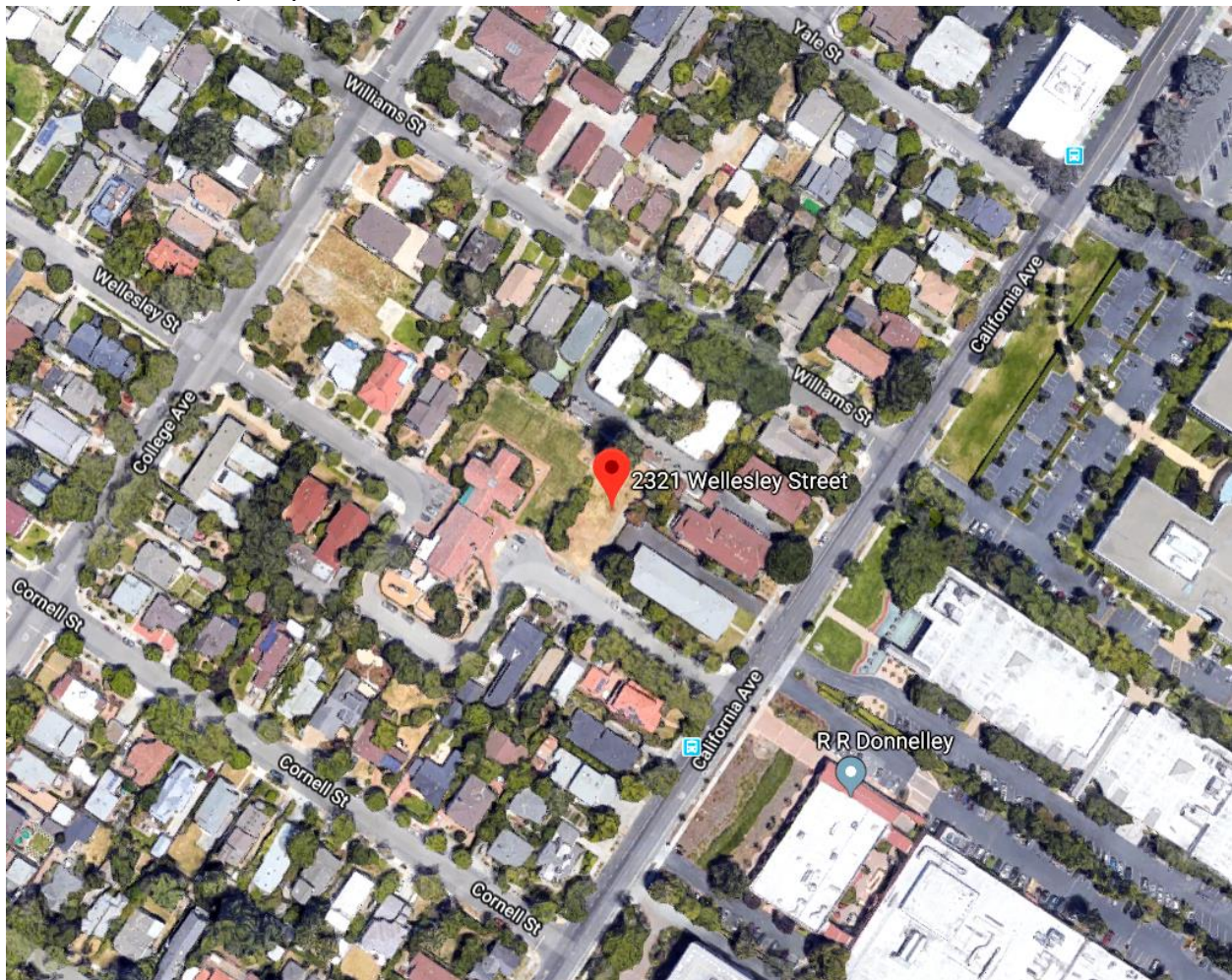
Owner:	Jack Culpepper
Architect:	Jarvis Architects
Representative:	Not Specified
Legal Counsel:	Not Specified

Property Information

Address:	2321 Wellesley St
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City of Palo Alto
 Planning & Community Environment
 250 Hamilton Avenue
 Palo Alto, CA 94301
 (650) 329-2442

Neighborhood:	College Terrace
Lot Dimensions & Area:	50' x 125'; 6,250 sf
Housing Inventory Site:	Not Applicable
Located w/in a Plume:	Not Applicable
Protected/Heritage Trees:	One (1) Street Tree
Historic Resource(s):	Not Applicable
Existing Improvement(s):	Vacant Lot
Existing Land Use(s):	Vacant Lot
Adjacent Land Uses & Zoning:	North: RMD (NP) (Multi-Family Residential) West: PF (College Terrace Library) East: RMD (NP) (Multi-Family Residential) South: R-1 (Single-Family Residential)
Special Setbacks:	Not Applicable
Aerial View of Property:	



Source: Google Maps

Land Use Designation & Applicable Plans/Guidelines

Zoning Designation:	R-1 Single Family Residential District
Comp. Plan Designation:	Single Family (SF)
Context-Based Design:	Not Applicable
Downtown Urban Design:	Not Applicable
SOFA II CAP:	Not Applicable
Baylands Master Plan:	Not Applicable
ECR Guidelines ('76 / '02):	Not Applicable
Proximity to Residential Uses or Districts (150'):	Not Applicable
Located w/in AIA (Airport Influence Area):	Not Applicable

Prior City Reviews & Action

City Council:	Prescreening
PTC:	The proposed Zone Change was heard by the PTC on December 12, 2018, Staff Report https://www.cityofpaloalto.org/civicax/filebank/documents/68094
HRB:	Not Applicable
ARB:	Not Applicable

Project Description

A request for Major Architectural Review and Zone Change to change the zoning district from R-1 to RMD(NP) and allow the construction of a new attached duplex comprised of an approximately 2,915 square foot, two-story single family home with an attached 1,126 square foot second unit in the basement.

Requested Entitlements, Findings and Purview:

The following discretionary applications are being requested:

- Architectural Review – Major (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.
- Zone Change: The process for evaluating this type of application is set forth in PAMC 18.80. This Code Section is intended to provide a review process for changes in district boundaries, or by changing the regulations applicable within one or more districts,

whenever the public interest or general welfare may so require. The PTC's recommendation will be forwarded to the City Council for final action.

Analysis¹

Neighborhood Setting and Character

The subject parcel is approximately 6,250 square feet and is currently zoned R-1 and has historically been used as a single-family residence. However, the 1931 dwelling was demolished in the early 1990s and the parcel has remained vacant. The subject parcel is located directly adjacent to a Public Facility zone (College Terrace Children's Center, College Terrace Library and Mayfield Park) and is surrounded by multi-family and duplex dwellings in the RMD (NP) zone to the north and to the east. The relationship of the subject parcel relative to the surrounding zoning can be viewed on Attachment A. The subject property is the only R-1 zoned property on the north side of Wellesley Street on this block. The subject parcel is surrounded by a mixture of one-story and two-story residences, and multi-family complexes located at 2226 Wellesley Street, 811 College Avenue, and 2345 Wellesley Street.



Subject Parcel

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.



Adjacent Apartment Building



Single Family Homes Across From The Subject Parcel

The existing R-1 zoning of the subject parcel allows for the construction of a new single-family residence as well as construction of an accessory dwelling unit. While the Residential Multiple-Family Residential District (RMD) would permit a single-family dwelling with a second dwelling unit under the same ownership as the initial dwelling unit. Though both the R-1 and RMD zone would allow for two dwelling units on the subject parcel under common ownership, the R-1 zone would achieve the second dwelling unit by way of adding an accessory dwelling unit (ADU), which is limited to 600 square feet in area. (900 square feet, if detached). The RMD zone allows for two, single-family homes without the same floor area limitation for the second unit. Recently effective ADU code changes to allow an additional (bonus) 220 square feet of floor area would not be applicable to this project as the bonus floor area would be for homes that were existing on January 1, 2017.

The requested zone change to RMD also involves the Neighborhood Preservation Combining District (NP), which modifies the RMD two unit multiple-family residential district areas, and requires the preservation of the visual and historic character of such designated neighborhoods. The (NP) combining district requires formal review by the Architectural Review Board (ARB) to ensure quality design and compatibility with surrounding properties. As discussed, the neighborhood has a mixture of housing densities and an eclectic mix of architectural styles, Staff seeks the ARB's input on the proposed design of the two-family dwelling (duplex) in relation to the ARB findings and the neighborhood context as required by

the NP combining district. The proposed craftsmen style, utilizing wood siding, appears to be consistent with the varied styles in the neighborhood. Additionally, staff seeks the ARBs guidance regarding the submitted landscape plan.

Consistency with the Comprehensive Plan²

On balance, the requested zone change and the intention to develop two dwelling units on the subject parcel is consistent with the Comprehensive Plans as it would provide two net new housing units to the City housing supply. In addition, the (NP) combining district requires any new development on the subject site to be compatible with the surrounding neighborhood which is consistent with Policy L-3.1 which seeks to *“Ensure that new or remodeled structures are compatible with the neighborhood and adjacent structures”*. Furthermore, the requested zone change would be consistent with the Comprehensive Plans Land-Use Map as the RMD(NP) zone district is designated Multi-family Residential, and is not associated with spot zoning.

Zoning Compliance³

Rezoning the property from R-1 to RMD (NP) modifies the development potential of the site and increases allowances for lot coverage, height, and floor area. 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 is seeking through the requested permits permission to deviate from certain code standards, in a manner that is consistent with the Zoning Ordinance.

Multi-Modal Access & Parking

The project has proposed a carport with two parking spaces, in addition to the driveway area that would have capacity for additional parking on site. This proposal meets the Code requirement. The RMD zone allows for the maximum FAR to be exceeded by 200 sf in order to accommodate the required second covered parking space (PAMC 18.10.060). This project is utilizing the FAR exemption for the second covered parking space.

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 CEQA per Guideline Section 15303(b) (New Construction or Conversion of Small Structures). This application falls under this exemption as it involves a proposed duplex residential structure that totals no more than six dwelling units in an urbanized area.

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

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

ten days in advance. Notice of a public hearing for this project was published in the *Daily Post* on December 7, 2018, which is 13 days in advance of the meeting. Postcard mailing occurred on December 10, 2018, 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 pertaining to the design or massing the project. Comments from the public were received regarding the zone change process and what the requested change would mean for development standards.

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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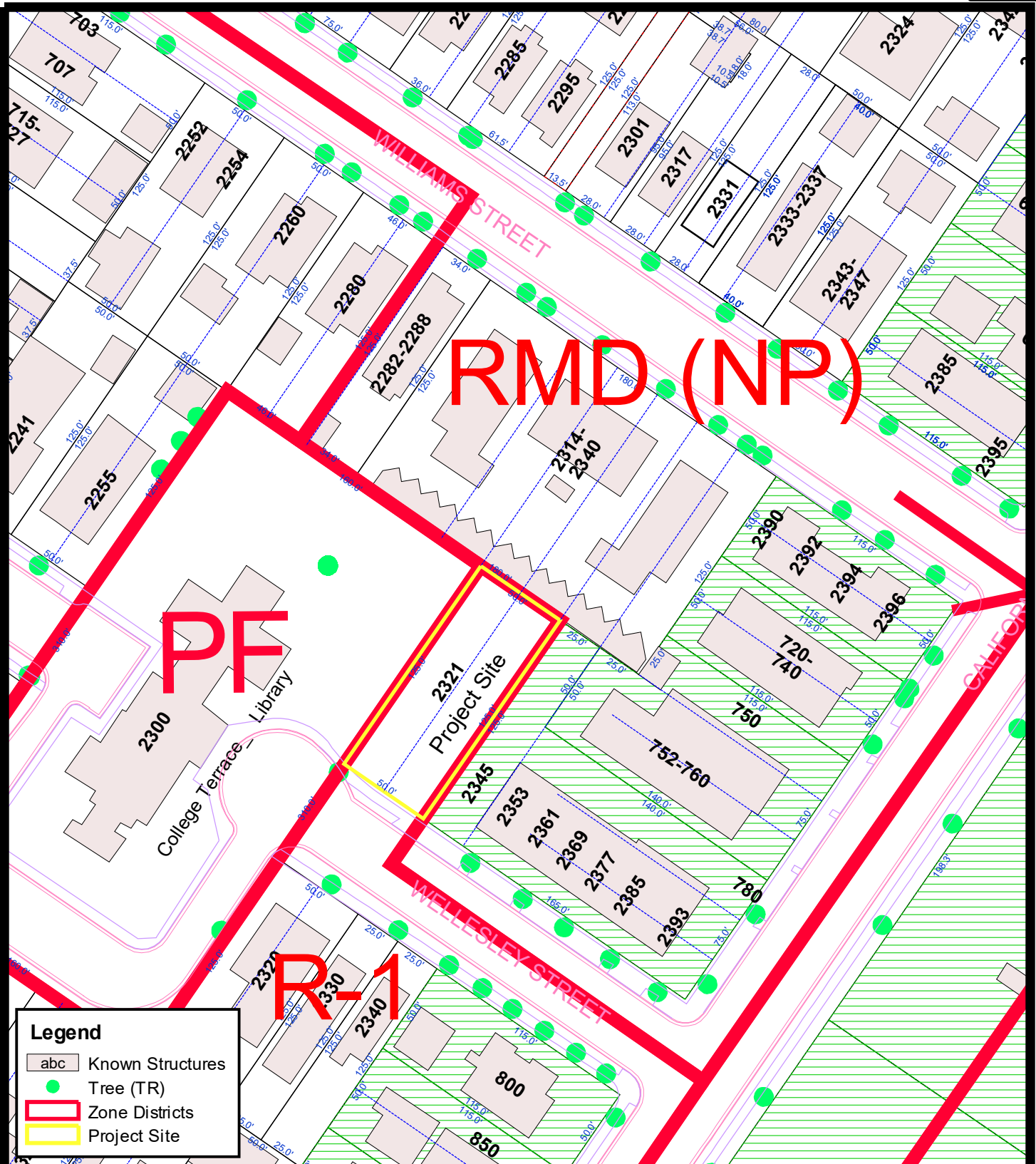
ARB⁴ Liaison & Contact Information

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

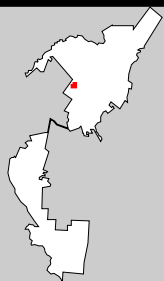
Attachments:

- Attachment A: Location Map (PDF)
- Attachment B: Draft ARB Findings (DOCX)
- Attachment C: Draft Conditions of Approval (DOCX)
- Attachment D: Zoning Comparison Table (DOCX)
- Attachment E: Applicant Request Letter (PDF)
- Attachment F: Project Plans (DOCX)

⁴ Emails may be sent directly to the ARB using the following address: arb@cityofpaloalto.org



The City of
Palo Alto



2321 Well esley St

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



ATTACHMENT B
ARB FINDINGS FOR APPROVAL
 2321 Wellesley
 18PLN-00174

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 complies with the RMD zoning code and requires no exceptions to the development standards. The project is subject to the Neighborhood Preservation Combining District (NP) Design Guidelines. 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. The proposed project is generally consistent with the Comprehensive Plan, below is an analysis of the applicable goals and policies:

<i>Comp Plan Goals and Policies</i>	<i>How project adheres or does not adhere to Comp Plan</i>
The Comprehensive Plan land use designation for the site is Single Family (SF) Residential which applies to residential neighborhoods primarily characterized by detached single-family homes. Accessory dwelling units or duplexes are allowed subject to certain size limitations and other development standards and duplexes may be allowed in select, limited areas where they would be compatible with neighborhood character and do not create traffic and parking problems.	The project consists of a two family residential development (duplex), which is consistent with the Comp Plan land use designation.
<i>Land Use and Community Design</i>	
GOAL L-1: A compact and resilient city providing residents and visitors with attractive neighborhoods, work places, shopping districts, public facilities and open spaces.	This is an infill project that would develop an existing vacant lot with low density residential uses. The project proposes a duplex with an architectural style and massing that fits within the character of the neighborhood.
Goal L-2 An enhanced sense of “community” with development designed to foster public	The design of the project fits into the character of the neighborhood and provides

life, meet citywide needs and embrace the principles of sustainability	two new units of housing in the City.
Policy L-3.1 Ensure that new or remodeled structures are compatible with the neighborhood and adjacent structures.	The design of the two family dwelling with its two story craftsmen style is compatible with the adjacent multiple family developments and the single family developments in the area as it would be an intermediary between the massing of the adjacent single family residential and multi-family residential developments in the neighborhood.
Goal L-3 Safe, attractive residential neighborhoods, each with its own distinct character and within walking distance of shopping, services, schools and/or other public gathering places.	The project will develop a vacant parcel within a residential neighborhood, directly adjacent to a public facility (College Terrace Library) with a craftsman styled two family dwelling that is consistent in scale with the surrounding neighborhood character.

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 is comprised of various residential buildings one to two stories in height. The project proposes to construct a building that is taller than the single family homes across the street, although the proposed height of 28 feet tall is consistent with the adjacent RMD zoned properties with multifamily buildings. Though the project proposed two dwelling units, the second (smaller) dwelling unit is proposed in the basement and is accessed via lightwells on each side of the proposed residence, allowing the proposed building to be consistent with the single family homes in the area, while providing larger residences within walking distance of City amenities. The context-based design criteria are not applicable to the RMD(NP) zoning district.

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 new duplex with a classic craftsmen inspired two story style with appropriate architectural features such as exposed rafters and wood shingle siding. This would allow the new building to blend in with the existing homes, the College Terrace Library, and a neighborhood that has an eclectic collection of architectural styles.

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 design of the new buildings will provide sufficient parking on site that is accessible to both dwellings within the proposed duplex. The project also provides sufficient open space for each unit in both private and common areas on-site.

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 low to moderate water usage plants. Some of the plantings that are selected in the landscape plan are California native plants such as the Hearst's Ceanothus, Pacific Wax Myrtle, and the Western Columbine. In addition, the plant selection includes some species that attract pollinators such as Dwarf English Lavender, Citrus limon 'Meyer Improved', Hearst's Ceanothus, Star Jasmine, and the Cecil Brunner Climbing Rose when they flower.

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. In addition, as shown on sheet 1 of the submitted plans, the project includes solar panels on the roof.

**ATTACHMENT C
CONDITIONS OF APPROVAL**

2321 Wellesley
18PLN-00174

PLANNING DIVISION

1. **CONFORMANCE WITH PLANS.** Construction and development shall conform to the approved plans entitled, "2321 & 2323 Wellesley Street" stamped as received by the City on December 11th, 2018 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 ARB 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:
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. **REQUIRED PARKING:** All RMD zoned two family residential developments shall be provided with a minimum of two covered parking space (10 foot by 20 foot interior dimensions) and one uncovered parking space (8.5 feet by 17.5 feet).
6. **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.
7. **BAY WINDOWS:** The proposed bay windows shall have an interior base at least 18 inches above the floor joists, have no exterior skirt wall, projecting no more than two feet, and with more than 50% window surface. Bay windows that do not meet this definition will be counted towards the homes floor area ratio (FAR), which may cause the home to be out of compliance with required Zoning standards. Any changes to proposed bay windows must first be reviewed and approved by the Director of Planning and Community Environment.
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. **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.
10. **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.
11. **PROJECT EXPIRATION.** The project approval shall be valid for a period of two years from the original date of approval. In the event a building permit(s), if applicable, is not secured for the project within the time limit specified above, the ARB approval shall expire and be of no further force or effect. Application for extension of this entitlement may be made prior to the one year expiration.
12. **ESTIMATED IMPACT FEE:** Estimated Development Impact Fees in the amount of \$_____ plus the applicable public art fee, per PAMC 16.61.040, shall be paid prior to the issuance of the related building permit.
13. **IMPACT FEE 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. If these requirements constitute fees, taxes, assessments, dedications, reservations, or other exactions as specified in Government Code Sections 66020(a) or 66021, this is to provide notification that, as of the date of this notice, the 90-day period has begun in which you may protest these requirements. This matter is subject to the California Code of Civil Procedures (CCP) Section 1094.5; the time by which judicial review must be sought is governed by CCP Section 1094.6.
14. **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.
15. **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, Samuel Gutierrez at samuel.gutierrez@cityofpaloalto.org to schedule this inspection.

PUBLIC WORKS URBAN FORESTRY

16. NEW TREES—PERFORMANCE MEASURES. 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.
 - 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. Landscape Plan tree planting shall state the Urban Forestry approved species, size and using Standard Planting Dwg. #604 for street trees or those planted in a parking median, and shall note the tree pit dug at least twice the diameter of the root ball. Wooden cross-brace is prohibited.
 - c. 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."*
 - d. Landscape 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. Automatic irrigation bubblers 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. 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. Bubblers mounted inside an aeration tube are prohibited.
17. 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.
18. 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.
19. 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.

20. 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.
21. 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 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.
22. 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.
23. 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.
24. OBLIGATION TO MONITOR AND PROTECT NEIGHBORING TREES. Project site arborist will protect and monitor neighboring trees/protected redwood/protected oak during construction and share information with the tree owner. All work shall be done in conformance with State regulations so as to ensure the long term health of the tree. Project site arborist will request access to the tree on the neighboring property as necessary to measure an exact diameter, assess condition, and/or perform treatment. If access is not granted, monitoring and any necessary treatment will be performed from the project site.

PUBLIC WORKS ENGINEERING

25. EXCAVATION & GRADING PERMIT: The site plan must include an earthworks table showing cut and fill volumes. If the total is more than 100 cubic yards, a grading permit will be required. Applicant shall prepare and submit an excavation and grading permit to Public Works separately from the building permit set and prior to building permit issuance. 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.

26. 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 and 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.
27. The site drainage system that collects runoff from downspouts and landscape area shall be separated from the pump system that discharges runoff from light wells. Plot and clearly label the two separate systems and include the separate outfalls for each system.
28. 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.
29. DEWATERING: **Contact Public Works as soon as possible to set up a meeting to discuss new dewatering regulations.** Excavation may require dewatering during construction. Public Works only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is not allowed. **Dewatering is only allowed from April through October** due to inadequate capacity in our storm drain system. The geotechnical report for this site must list the highest anticipated groundwater level. We recommend that a piezometer be installed in the soil boring. The contractor shall determine the depth to groundwater immediately prior to excavation by using a piezometer or by drilling an exploratory hole. 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.
30. 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. Adjacent grades must slope away from the house a minimum of 5% or 2% 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.

31. 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. The sheet is available here:
<http://www.cityofpaloalto.org/civicax/filebank/documents/2732>
32. IMPERVIOUS SURFACE AREA: This project creates or replaces 500 square feet or more of impervious area, the applicant needs to fill out the impervious area worksheet and submit it 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.
<http://cityofpaloalto.org/civicax/filebank/documents/2718>
33. RESIDENTIAL&SMALL PROJECTS STORMWATER TREATMENT: This project may trigger the California Regional WaterQuality Control Board's revised provision C.3 for stormwater regulations(incorporated into the Palo Alto Municipal Code, Section16.11) 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:
- 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.
34. Provide the following note on the Site Plan and/or 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 coordinated to keep materials and equipment on-site.
35. 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.
36. 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."*
37. STREET TREES: Show all existing street trees in the public right-of-way. Provide a note adjacent to street trees: *"Any removal, relocation or planting of street trees; or excavation, trenching or pavement within 10 feet of street trees must be approved by Public Works' arborist (phone: 650-496-5953)."* Show construction protection of the trees per City requirements.

38. SIDEWALK, CURB & GUTTER: As part of this project, the applicant must 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 that are broken, badly cracked, displaced, or non-standard, and must remove any unpermitted pavement in the planter strip. Contact the Public Works' Inspector at 650-496-6929 to arrange a site visit so the inspector can determine the extent of replacement work. Include a scan copy of the Site Inspection Directive from the PW Inspector in the plan set whether replacement work is required or not. If replacement work is required, 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.
39. 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, stormwater 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."

UTILITIES WGW

40. Any water service, gas service, or wastewater lateral not in use must be disconnected and abandoned.
41. The City's gas and sewer main only reach half way of the property on Wellesley St. (owner to contact CPAU for water & gas meter and sewer clean out locations).
42. Each unit shall have its own water and gas meter. Each parcel shall have its own water service, gas service, and wastewater lateral connection. (all WGW utility services/meters/lateral per CPAU latest standards)
43. 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.
44. The contractor/applicant shall not disconnect any part of the existing water, gas, or wastewater mains except by expressed permission of the WGW utilities inspector and shall submit a schedule of the estimated shutdown time to obtain said permission.
45. If the existing utility service/s will cross one property to serve another property after the property line is moved, the utility service/s has to be relocated or the applicant will need a PUE across the impacted property.
46. Only City Staff can work on the City gas distribution system.

GREEN BUILDING

This section contains general information to assist the applicant team in understanding the requirements that will be applicable to the project at plan check, inspection, and post-occupancy. Requirements are subject to change. You may also email Melanie Jacobson or Kelsey Anderson at greenbuilding@CityofPaloAlto.org for specific questions about your project. Please also visit the Green Building Compliance page for more details: http://www.cityofpaloalto.org/gov/depts/ds/green_building/default.asp

Local Energy Reach Code for Residential Projects

There are two options for compliance with the local Energy Reach Code:

1. **Energy Efficiency Option 1: No Photovoltaic System. If the project includes new construction, then the project triggers the Local Energy Efficiency Reach Code.** For all new single-family residential and multi-family residential, non-residential construction, the performance approach specified within the 2016 California Energy Code shall be used to demonstrate that the TDV Energy of the proposed new-single family residential or multi-family construction is at least: 10 percent less than the TDV Energy of the Standard Design if the proposed building does not include a photovoltaic system. (Ord. 5383 § 1 (part), 2016)
2. **Energy Efficiency Option 2: With a Photovoltaic System. If the project includes new construction, then the project triggers the Local Energy Efficiency Reach Code.** For all new single-family residential and multi-family residential, the performance approach specified within the 2016 California Energy Code shall be used to demonstrate that the TDV Energy of the proposed new-single family residential or multi-family construction is at least: 20 percent less than TDV Energy of the Standard Design if proposed building includes a photovoltaic system. (Ord. 5383 § 1 (part), 2016)

Green Building Requirements for Residential Projects

The following conditions apply to the project:

3. **CALGreen Checklist: If the project is a new construction residential building,** then the project 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 from the City's list of approved inspectors found on the Green Building Compliance Webpage. PAMC 16.14.080 (Ord. 5393 § 1 (part), 2016)

*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.

4. **Model Water Efficient Landscape Ordinance: If the rehabilitated project has an aggregate (combined) landscape area of greater than 2,500 square feet,** the project is subject to the Model Water Efficient Landscape Ordinance (MWELO) and the project will require an separate permit for Outdoor Water Efficiency. See Outdoor Water Efficiency Submittal Guidelines and permit instructions at the following link.
http://www.cityofpaloalto.org/gov/depts/ds/green_building/outdoor_water_efficiency_.asp

5. **Recycled Water Infrastructure for Landscape: If the project is either a new construction or a rehabilitated landscape and is greater than 1,000 square feet,** then the project must install a dedicated irrigation meter related to the recycled water infrastructure. PAMC 16.14.230 (Ord. 5393 § 1 (part), 2016). The project applicant shall indicate the requirements on the Permit Plans.
6. **Recycled Water Infrastructure for Landscape: If the project is outside the boundaries of the recycled water project area and is greater than 1,000 square feet,** then the project must install recycled water infrastructure for irrigation systems. PAMC 16.14.230 (Ord. 5393 § 1 (part), 2016). The project applicant shall indicate the requirements on the Permit Plans.
7. **Construction & Demolition: For residential construction projects subject to Tier 1 or Tier 2 requirements,** the project must meet the enhanced construction waste reduction at 80% construction waste reduction. PAMC 16.14.260 (Ord. 5393 § 1 (part), 2016) The project shall use the Green Halo System to document the requirements. <https://www.greenhalosystems.com>
8. **Deconstruction Survey: If the project is a single-family residential dwellings of any size applying for a demolition permit,** a deconstruction survey is required. PAMC 16.14.135 (Ord. 5393 § 1 (part), 2016) Projects shall comply with the instructions found on the following page:
http://www.cityofpaloalto.org/gov/depts/ds/green_building/cnd_debris_diversion_program.asp
9. **EVSE: If the project is a new detached single-family dwelling,** then the project shall comply with the following requirements for electric vehicle supply equipment (EVSE) as shown in:
 - 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)
10. **OPTIONAL:** The project may be eligible for several rebates offered through the City of Palo Alto Utilities Department. These rebates are most successfully obtained when planned into the project early in design. For the incentives available for the project, please see the information provided on the Utilities website: <http://www.cityofpaloalto.org/gov/depts/utl/residents/resrebate>

ATTACHMENT D
ZONING COMPARISON TABLE
 2321 Wellesley, 18PLN-00174

Table 1: COMPARISON WITH CHAPTER 18.10 (RMD DISTRICT)

Regulation	Required	Existing	Proposed
Minimum/Maximum Site Area, Width and Depth	5,000-9,999 sf area, 50 foot width, 100 foot depth	6,251 sf	No change
Minimum/Contextual Front Yard	20 feet	-	20 feet
Rear Yard	20 feet	-	20 feet
Interior Side Yard	6 feet	-	6 feet
Street Side Yard	16 feet	-	-
Special Setback	None	-	-
Max. Building Height	35 feet	-	28 feet
Side Yard Daylight Plane	15 feet at interior side lot line then 45 degree angle	-	Conforms
Front and Rear Yard Daylight Plane	15 feet at rear setback line then 45 degree angle		Conforms
Max. Site Coverage	40% for single story, 40% for multi-story	-	33.7% (2,094 sf)
Max. Total Floor Area Ratio	50% for first 5,000 sf lot size and 50% for lot size in excess of 5,000 sf (2,915 sf) and additional 200 sf for one covered parking space ⁽¹⁾	-	100% of allowed FAR + 200 sf parking (3,115 sf)
Minimum Usable Open Space (sf)	450 sf per dwelling unit (900 sf)		174 sf Main unit, 192 sf second unit, 1400 sf common yard space (total of 1,766 sf)
Max. House Size	6,000 sf ⁽²⁾		2,915 sf Main unit, 1,126 sf for basement unit (basement FAR exempted) ⁽³⁾
Minimum site area permitting two-family use	5,000 sf		6,251 sf

(1) **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.

(2) **Maximum House Size:** The gross floor area of attached garages and attached accessory dwelling units and junior accessory dwelling units are included in the calculation of maximum house size. If there is no garage attached to the house, then the square footage of one detached covered parking space shall be included in the calculation. This provision applies only to single-family residences, not to duplexes allowed in the R-2 and RMD districts.

(3) **Basement Inclusion as Gross Floor Area:** Basements shall not be included in the calculation of gross floor area, provided that: basement area is not deemed to be habitable space, such as a crawlspace; or basement area is deemed to be habitable space but the finished level of the first floor is no more than three feet above the grade around the perimeter of the building foundation. Grade is measured at the lowest point of adjacent ground elevation prior to grading or fill, or finished grade, whichever is lower; or basement area is associated with a historic property as described in Section 18.04.030(a)(65)(D)(vii)

**Table 2: CONFORMANCE WITH SECTION 18.10.060 and CHAPTER 18.52 (Off-Street Parking)
for Single Family Residential Uses**

Type	Required	Existing	Proposed
Vehicle Parking	3 spaces total, of which at least two must be covered	Not Applicable	2 covered parking spaces (Carport), one uncovered

I am applying to change the zone of 2321 Wellesley Street from R-1 to match the adjacent RMD-NP, and intend to build a single family, two story, traditional Craftsman shingle style home with an affordable apartment in the basement. The design will be historically authentic -- not a modern interpretation -- and draw upon elements established by and exemplified in the work of Bernard Maybeck, Julia Morgan, John Hudson Thomas, and the Greene brothers. With its wide, overhung eaves and exposed rafters, detailed shingling patterns, and evidence of strength in the foundation, the Guy Chick House, designed by Bernard Maybeck and built in 1913, is an example of the style and quality of design I believe we can achieve. It will be a passive solar design with net zero energy requirements.

To put my request in context, consider the current zoning of the neighboring properties (see attached page 8 from the current City zone map, and the attached City GIS map showing building footprints). Adjacent to the east is 2345 Wellesley, seven midcentury style apartments on a 13,625 square foot lot, non-conforming to the current RMD-NP zoning, with the building about 25' from the common property line. The 25' open space is an asphalt driveway and dumpster storage. Behind, to the north, is 2314-2340 Williams Street, a 22,500 square foot lot, with 14 midcentury apartments that also exceed the current RMD-NP zoning. The adjacent use is a line of garages or carports, with the wall facing Wellesley Street needing maintenance. To the west is the College Terrace Library and Mayfield Park that has a hedge row next to the common property line for separation and privacy. The library is approximately 50' away from the property line. Across the street are houses in the R-1 zone. Directly across the street, 2320 Wellesley Street sits on two 25' wide lots, like 2321. However, neighboring 2330 and 2340 Wellesley Street are single family homes on the original 25' wide lots. That is, across the street are two single family houses in an area equivalent to 2321 Wellesley Street, where I am proposing to build something where you cannot even tell there is a second unit.

There are some noteworthy differences between R-1 and RMD-NP. RMD-NP allows a second unit, requires one extra covered parking space, and allows slightly more FAR (~20%, though it would be hard to see because it would represent 10' more building depth). RMD-NP requires a more detailed design review process, which gives more assurance that it will be a quality project. The RMD-NP zone has a 5' higher daylight plane limitation, which could improve the efficacy of solar collectors on the roof, and cannot harm adjacent properties due to the aforementioned separations.

Allow me to frame this request in the historical context of zoning in the neighborhood. In 1922, the City's first zoning code was established to service the notion that different land uses are incompatible and ought to be separated from each other [1]. In 1931, a single family home was built at 2321 Wellesley Street. The 1951 update to the City zoning code gave further definition to the surrounding area, designating it R-3 ("neighborhood apartment district"). This designation presumably included 2321 Wellesley Street, and certainly surrounded it, as evidenced by a number of multi-unit buildings that were built subsequent to 1951 -- see the table and map below for the locations of nine nearby apartment buildings. In the 1980s, City Council recognized that the 1951 update had detrimental side effects to College Terrace: historical homes had been demolished and replaced by apartment buildings, without careful scrutiny of their design. In 1983, ordinances 3446 and 3447 were passed, introducing the RMD-NP zoning that significantly reduces the allowed density in the area surrounding 2321 Wellesley Street. Oddly, 2321 Wellesley Street was excluded from either the R-3 zone in 1951, or subsequent RMD-NP zone in 1983. (By avoiding RMD-NP, the previous owner was

able to demolish his 1931 house, leaving 2321 Wellesley Street in its current, blank state; perhaps this explains what looks like spot zoning.) The result is an odd little finger of R-1 zoning projecting into what is otherwise RMD-NP, and surrounded on two sides by large apartment buildings that exceed the density of the current zoning; in fact, the surrounding neighborhood is blighted by large apartment buildings for a block in every direction. Unfortunately, 2321 Wellesley Street is an example of how mixing incompatible land uses can be detrimental: it would likely have been built upon long ago, were it not for the large apartment buildings next it, which reduce the desirability of this location for a single family home.

The best zone for the block is RMD-NP. My request represents an opportunity to correct a minor mistake in the zone map, and a chance for the neighborhood to be complemented by a thoughtfully designed single family home and affordable basement apartment that will exemplify the City's land usage intent. I am trying to build something consistent with the buildings that were torn down to build the adjacent unsightly apartments, that creates an affordable unit, and that is worth preserving in perpetuity.

[1] "Brief History of the City of Palo Alto Zoning Ordinance." City of Palo Alto web site. Published December 10, 2007. Retrieved December 4, 2016.

Table 1: Multi-unit buildings in the surrounding area that were built subsequent to the 1951 zoning update.

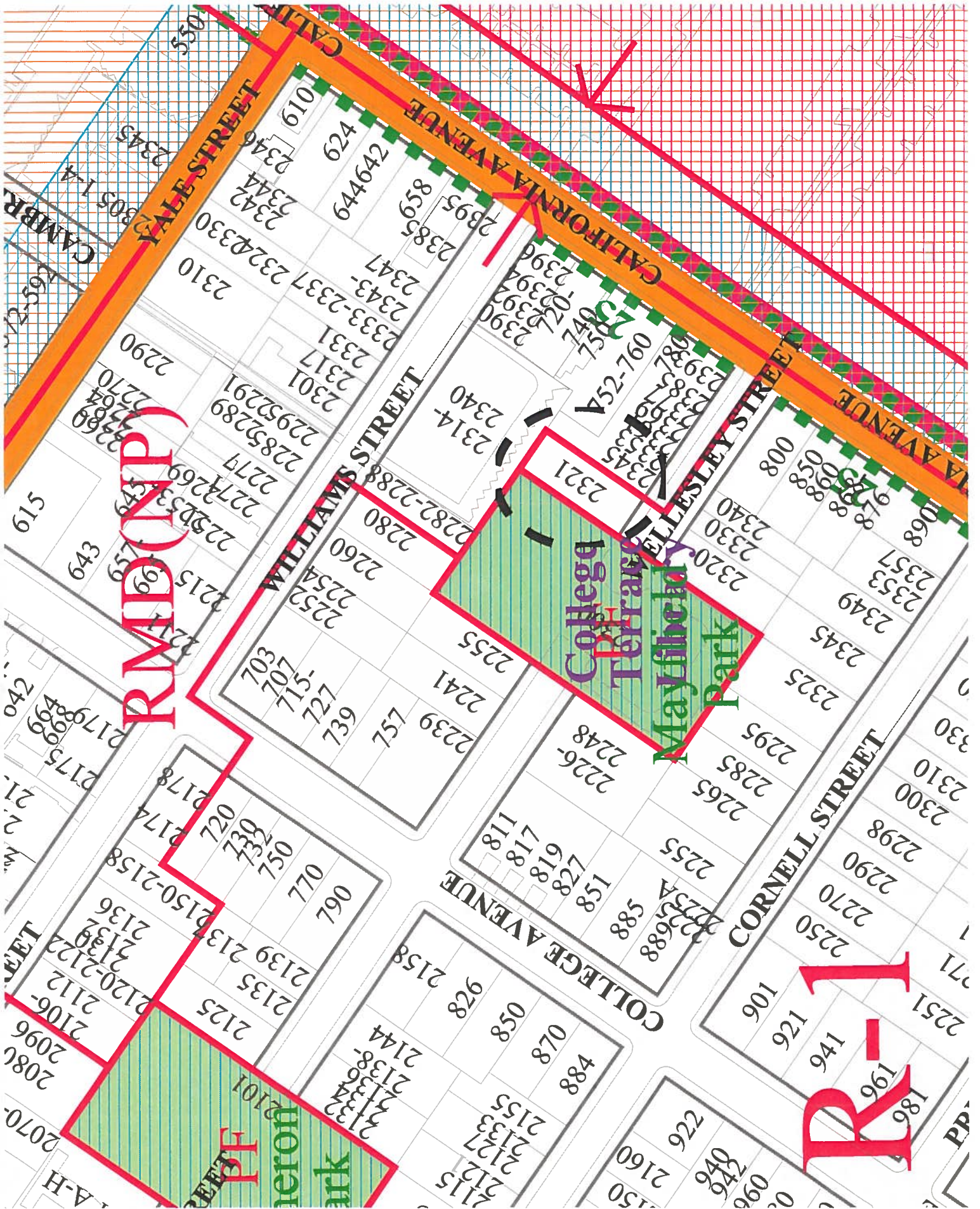
Address	Current zone	Date of construction	Number of units
2345-2393 Wellesley St	RMD-NP	1956	7
2314-2340 Williams St	RMD-NP	1963	14
2930 Williams St	RMD-NP	1947	6
2226-2248 Wellesley St	R-1	1957	8
811-827 College Ave	R-1	1956	4
720-740 California Ave	RMD-NP	1971	4
750-760 California Ave	RMD-NP	1964	6
850-860 California Ave	R-1	1955	2
868-876 California Ave	R-1	1955	4



Figure 1: Locations of the multi-unit buildings in the surrounding area, relative to 2321 Wellesley Street (dotted black outline).



Figure 2: Example of Craftsman shingle style.



Attachment D

Project Plans

Hardcopies of project plans are provided to the PTC. These plans are available to the public online and 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/PApendingprojects
2. Scroll to find “2321 Wellesley 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:

<https://www.cityofpaloalto.org/news/displaynews.asp?NewsID=4411&TargetID=319>