Architectural Review Board
Staff Report (ID # 9943)

Report Type: Action Items **Meeting Date:** 1/17/2019

Summary Title: 4256 El Camino Real: New Hotel (2nd formal)

Title: PUBLIC HEARING / QUASI-JUDICIAL. 4256 El Camino Real (18PLN-00096): Recommendation on Applicant's Request for Approval of a Major Architectural Review for a new 51,861Square Foot Five-Story Hotel Including 100 Guest Rooms and Below-Grade Parking. Director's Adjustment Requested for a Reduction in Required On-site Parking (15%) and Loading Space Dimensions. Environmental Assessment: A Mitigated Negative Declaration was Prepared Pursuant to the California Environmental Quality Act (CEQA) and is Being Circulated for Public Comment Between January 7, 2018 and February 6, 2018. Zone District: CS (Service Commercial). For More Information Contact the Project Planner Samuel Gutierrez at samuel.gutierrez@cityofpaloalto.org.

From: Jonathan Lait

Recommendation
Staff recommends the Architectural Review Board (ARB) take the following action(s):

1. Recommend approval of the proposed project, with a requirement for subcommittee review, to the Director of Planning and Community Environment based on findings and subject to conditions of approval.

Report Summary
The subject project was previously reviewed by the ARB. An earlier staff report includes extensive background information, project analysis and evaluation to city codes and policies; that report is available online: https://www.cityofpaloalto.org/civicax/filebank/documents/67646. A copy of the report without prior attachments is available in Attachment I.

City of Palo Alto
Planning & Community Environment
250 Hamilton Avenue
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The purpose of this report is to restate the comments made by the Board and detail the applicant's response to those comments. The analysis section below builds upon the information contained in the earlier report and has been modified to reflect recent project changes.

Background

On November 15, 2018 the ARB reviewed the project. A video recording of the Board's meeting is available online: http://midpenmedia.org/architectural-review-board-74-11152018/ . The Board's comments and the applicant's response are summarized in the following table:

ARB Comments/Direction	Applicant Response
Provide better details for the adjacent buildings on the streetscape elevation	Updated streetscape elevation provided (A-2.1)
Revise the front façade to better integrate the two sides of the building.	On the fifth floor, windows, window trim, railings, and eaves have been revised to be more consistent. (Sheet A-4.0)
Better integrate the enclosure on the rear stairs with the rest of the building design.	The stair tower metal mesh has been changed to a dark bronze color which brings out the slotted design pattern (Sheet A-4.1), changes were also made to the roof form
Thicken roof edges, increase the fascia design	Roof and soffit thickness have been increased in the revised plan set (Sheet A-4.3)
Study the rear roof forms and make them more consistent	The rear roof forms have been revised, see analysis section below.
Provide a night view of the El Camino Real elevation	A night view rendering is provided in the revised plan set. (Sheet A-5.3)
Add pedestrian furniture (benches) along the street frontage	Public benches have been added on the planter area of the porte-cochere and the restaurant (Sheet A-5.4)
Provide more window details, including the recess depth	Windows detail provided in the revised plans (Sheet A-6.2)
Enhance the lobby doors of the hotel	The landscaping above the doors was removed
Ensure all four sides of the building employ the same high-quality materials and design details.	Materials and roof forms have been revised to provide better transitions and increased the quality of the design. The project still employs two different materials for the front and back of the building, including the roof, as further discussed below (Sheet A-7.0)
Provide clarification of the colors and	Additional material samples, larger scale

material changes on the building	material boards are provided, along with revised material plan sheets (Sheets A-7.0 and A-7.1)
Elevations and renderings should be consistent with physical sample boards	Plans and sample boards have been updated to better depict the proposed colors and materials
Provide details for the landscape lighting and other features	The landscape lighting has been revised and additional details are provided in the revised plans (Sheet L2.4)
Provide additional information regarding the native and non-native plants	The plant selection table has been revised to indicate native plants (Sheet L3.2)

Analysis[1]

Revised the front façade

The upper levels of each of the front elevations have been revised to create a more uniform design that better relates the two elements. This was achieved by mirroring the left side balcony design and applying it to the right side. Also, the window design of the left side element has been aligned to be more uniform and consistent with the rest of the front elevation window patterns.

Revised Submittal

[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 take an alternative action from the recommendation in this report.

Previous Submittal

North Stair Tower Design

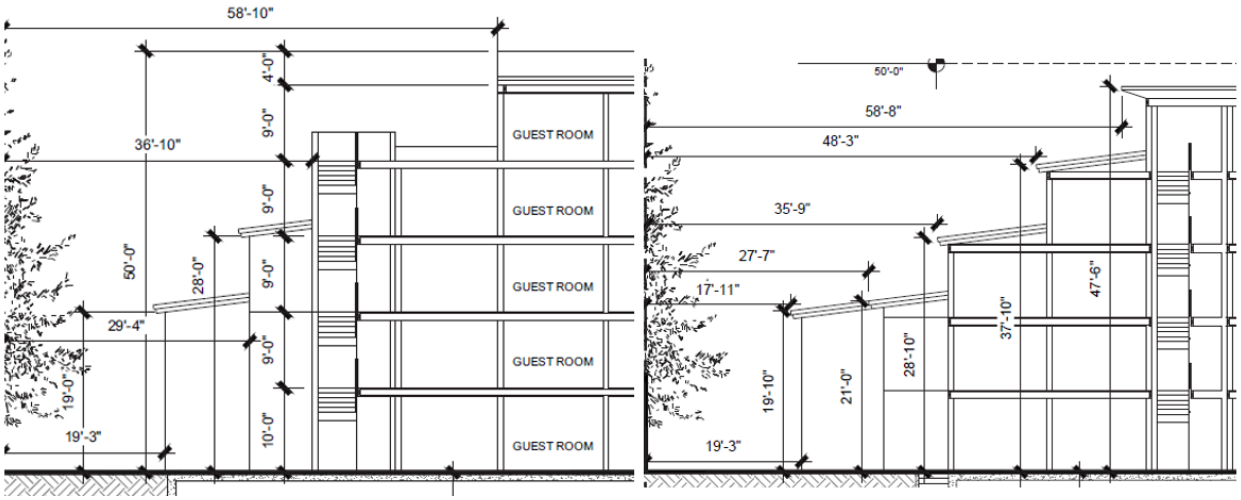
The stair tower located on the northern portion of the building was revised by the applicant, along with materials and color changes to the façade of the building. Additionally, the roof forms adjacent to the tower have been revised to better match the top of the stair tower with the building. The color and materials changes to the building façade frame the stair tower and visually identify it as a element of the overall building with a different function than those directly adjacent to it. Though this seems to be an improvement over the previous design, the ARB's feedback on this element and its compatibility with the building is desired.

Previous Design New Design

Roof Forms

As shown on Sheet A-3.5 and Sheet A-7.0, the roof is composed of two different materials. The front portion of the roof is standing seam metal, while the rear portion of the roof would be composite shingles. Staff would appreciate the ARB's comments on these materials choices.

As shown in the sections below (Sheet A-6.0), the upper levels of the proposed hotel have been moved away from the adjacent residential project to increase light and air for all uses.



Previous Design New Design

Pedestrian Seating

The revised plans include pedestrian seating along El Camino Real where there was previously only a planter box. Though the porte-cochere seating area does encroach slightly into the required 12 feet sidewalk along El Camino Real, the seating does seems to work well in this location. However, the seating near the restaurant/café would fully encroach into the required sidewalk area. Staff recommends that the seating near the café be removed to maintain the required sidewalk area along El Camino Real.

Material Variation Along All Four Sides of The Building

The materials and roof forms have been revised, clarification has been provided on the plans to better identify the materials that will be utilized on each side of the building. The previous submittal utilized "harde board siding", where the revised plans have replaced that material with an "oil-stained composite wood tone siding". The ARB's guidance on the new material selection is sought.

Changes to the project seem to address the ARB's overall comments and have resulted in a more refined and detailed design for this project. However, the changes proposed by the applicant to address the ARB's comments, have resulted in additional changes as further described below.

Floor Area (FAR)

The following minor changes in FAR have been made by the applicant. The floor area for the project has increase by 562 square feet due to the addition of an additional work room in the garage (B2 level, sheet A-3.7), along with small changes in square footage throughout the building to accommodate the relocation of the rear stairwell of the hotel further away from the rear property line. This adjustment involves the removal of one room from the third and fourth floors at the rear of the building, which resulted in relocated one room to the first floor above the garage ramp and one room to the fifth floor towards El Camino Real. The ground floor lobby space was also revised, in addition to the kitchen, restroom, and restaurant/cafe space. These changes are within the allowed FAR limits for the property.

Restaurant/Café

The restaurant/café area of the hotel was also changed in this iteration of the project. The conference rooms that were located on the first floor have been removed, and there is now only one small conference room. The kitchen and bathroom areas have increased in size along with the overall seating area for the restaurant/café, with a decrease in bar area size. The current seating total for this area is just above half of the room total (at 53 seats) of the project. This area is viewed as an amenity to the proposed hotel, as it would provide food service to hotel guests on site, reducing the need for guest to leave the site during their stay. This would also benefit the hotel staff as they would have an on-site option for dining. Furthermore, the restaurant/café would not be advertised as a separate entity nor would the design of the building call out this area as a stand-alone business.

Automobile Lift System/Parking Garage Changes

The applicant has changed the parking lift system manufacturer to KLAUS from CITYLIFTS, though the configuration of the parking lifts is the same, with two level parking lifts being utilized, there no longer is a pit for additional parking. The current proposal has the lower lift parking space accessible at grade with garage floor level. The parking layout has also changed slightly, with a reconfiguration of the second level of the garage to accommodate a new work room for hotel staff. Changes to the parking garage do not reduce the total number of parking spaces proposed from the project (i.e. 102 parking spaces via a mixture of valet aisle parking, parking lifts, and standard spaces).

Shadow Study

At the ARB's November 15, 2018 hearing, neighbors expressed concerns about shadows on their property and common space. A Shadow study is shown on Sheets A-8.0 to A-8.3. The City's environmental threshold for shadows is the creation of substantial shadows on a public open space (other than public streets and adjacent sidewalks) between 9:00 a.m. and 3:00 p.m. from September 21 to March 21. Given there are no public open space areas in the vicinity, the project was determined to have no significant impact. This is not to say there would be no impact on the adjacent neighbors, as shown in the Shadow Study, additional morning sun would be blocked. However, this project is in conformance with the required setbacks and daylight plane regulations that are in place to respond to this type of issue.

Signage

The signage for the project has been updated with additional details shown on pages A-3.9 and A-3.10. However, the signage plans still lacks sufficient information to determine if the signage would meet the material and design quality for approval. Additional information regarding the color, materials, lighting, and finish of the parking and traffic signs located in the porte-cochere area are needed to approve these signs through a sub-committee process or as a separate staff level signage application. Staff recommends that the "Parking" sign and "Hotel Name" sign font match and/or be compatible for a clean look across the building frontage. The ARB feedback on these features would be appreciated.

Landscape Lighting

Additional, details for the landscape lighting are provide on sheet L2.4 of the project plans. However, cut sheets and the location of each light fixture (lighting plan) are not provided within the plans. Materials, color and finish are not identified in the plan set. This prevents staff and the ARB from making a final determination on exterior lighting. A lighting plan with the missing information discussed in this section would also allow for the photometrics plan to be properly reviewed. Staff is recommending a sub-committee condition be applied to this project for lighting.

Consistency with the Comprehensive Plan, Area Plans and Guidelines[2]

[2] The Palo Alto Comprehensive Plan is available online: http://www.cityofpaloalto.org/gov/topics/projects/landuse/compplan.asp

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 (Attachment C) 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 Service Commercial, which provides citywide and regional services. This project is proposing a new hotel use with guest amenities common to hotels, such as a small restaurant which is consistent with the sites land use designation. Comprehensive plan policies and ARB findings are found in Attachment C of this report, where the project is shown to be consistent with the identified policies of the Comprehensive Plan.

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, an Initial Study Mitigated Negative Declaration (ISMND) was prepared pursuant to the California Environmental Quality Act (CEQA) and is being circulated for public comment between January 7, 2019 and February 6, 2019. Minor changes to the project, such as parking and FAR, noted in this staff report will be updated and reviewed prior to any Director's decision.

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 January 4, 2019, which is 13 days in advance of the meeting. Postcard mailing occurred on January 7, 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. Staff continues to work with the neighbors, keeping them informed on revised plans and environmental documents.

Alternative Actions

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

1. Recommend approval of 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.

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ARB[3] Liaison & Contact Information
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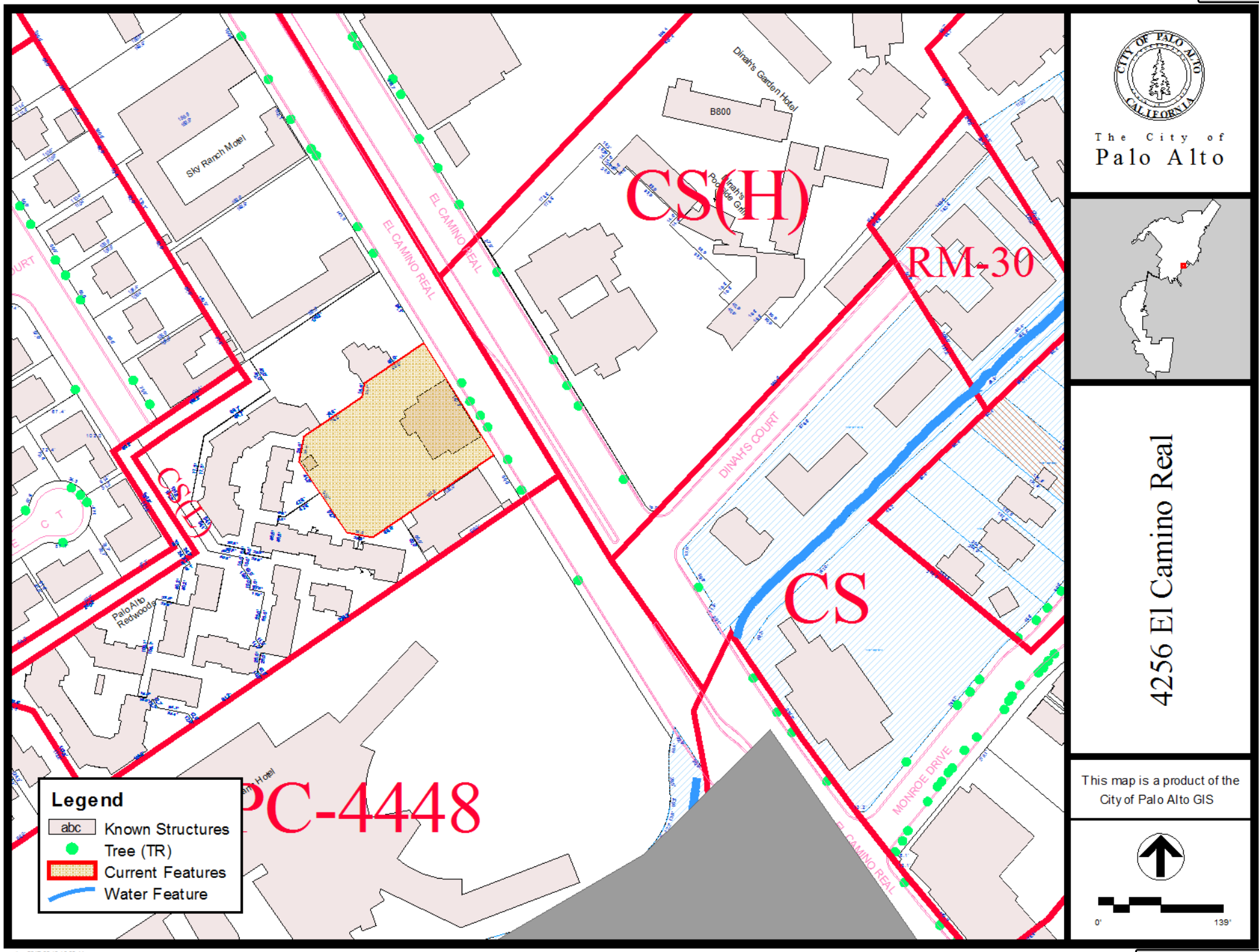
jodie.gerhardt@cityofpaloalto.org

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

Attachments:

- Attachment A: Location Map (PDF)
- Attachment B: Zoning Comparison Table (DOCX)
- Attachment C: ARB Findings (DOCX)
- Attachment D: Draft Conditions of Approval (DOCX)
- Attachment E: Applicant Revised Project Description (PDF)
- Attachment F: Arborist Assessment (PDF)
- Attachment G: Previously Submitted Neighborhood Comments (PDF)
- Attachment H: Project Plans and Mitigated Negative Declaration (DOCX)
- Attachment I: November 15, 2018 ARB Staff Report w/o Attachments (DOC)
- Attachment J: Hotel Operations (PDF)
- Attachment K: Applicant Response to ARB Comment (PDF)
- Attachment L: TDM Plan (PDF)



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ATTACHMENT B
ZONING COMPARISON TABLE
4256 EL Camino Real 18PLN-00096

Table 1: COMPARISON WITH CHAPTER 18.16 (CS DISTRICT)
Exclusively Non-residential Development Standards

Regulation	Required	Existing	Proposed
Minimum Site Area, width and depth	None	0.595 acres (25,960 sf)	0.595 acres (25,960 sf)
Minimum Front Yard	0-10 feet to create an 8-12 foot effective sidewalk width (1), (2), (8)	12'8"	12 foot sidewalk width
Rear Yard	None	110'-2"	19'-3"
Interior Side Yard	None	31'-3"	10' (narrowest points)
Street Side Yard	None	N/A	N/A
Min. yard for lot lines abutting or opposite residential districts or residential PC districts	10 feet (2)	N/A	N/A
Build-to-lines	50% of frontage built to setback on El Camino Real 33% of side street built to setback	Not Known	50%
Max. Site Coverage	None	12.69% (3,296 sf)	49.6% (12,801 sf)
Max. Building Height	50 ft or 35 ft within 150 ft. of a residential district (other than RM-40 or PC zone) abutting or located within 50 feet of the site	Not known	50 feet (12 ft additional height for mechanical screen)(9)
Max. Floor Area Ratio (FAR) per Code Section 18.18.060(d)	2.0:1 for hotels (51,920 sf)	3,296 sf	51,861 sf
Daylight Plane for lot lines abutting one or more residential zone districts other than an RM-40 or PC Zone	None (6)	N/A	N/A

(1) No parking or loading space, whether required or optional, shall be located in the first 10 feet adjoining the street property line of any required yard.
(2) Any minimum front, street side, or interior yard shall be planted and maintained as a landscaped screen excluding areas required for access to the site. A solid wall or fence between 5 and 8 feet in height shall be constructed along any common interior lot line..
(6) The initial height and slope shall be identical to those of the most restrictive residential zone abutting the site line in question.
(8) A 12 foot sidewalk width is required along El Camino Real frontage
(9) Height Exception for roof top equipment to exceed the height limit by 15 ft. PAMC 18.40.090

18.16.080 Performance Standards. All development in the CS district shall comply with the performance criteria outlined in Chapter 18.23 of the Zoning Ordinance, including all mixed use development

18.16.090 Context-Based Design Criteria. As further described in a separate attachment, development in a commercial district shall be responsible to its context and compatible with adjacent development, and shall promote the establishment of pedestrian oriented design.

Table 2: CONFORMANCE WITH CHAPTER 18.52 (Off-Street Parking and Loading) for Hotel use

Type	Required	Existing	Proposed
Vehicle Parking	1 space per guestroom; plus the applicable requirement for eating and drinking, banquet, assembly, commercial or other as required for such uses, less up to 75% of the spaces required for guestrooms, upon approval by the director based on a parking study of parking generated by the mix of uses. Parking Lifts PAMC 18.54.020(b)4 (Minimum of two spaces or 10% of the total number of parking spaces provided, whichever is greater, shall be provided as standard non-mechanical parking spaces. Accessible spaces shall not be counted as one of the standard spaces for this requirement)	46 spaces	85 spaces*; 28 Mechanical lifts, 51 Standard, 1 Shuttle Parking, 1 Valet, Parking Reduction of 15% via Directors Adjustment for an on-site TDM program. 13 Additional Valet Aisle Parking
Bicycle Parking	1 space per 10 guestrooms, plus requirements for accessory uses (drinking, banquet, assembly, commercial or other), (100% short-term required) (10 Required)	Not known	12 spaces; 6 long-term, 6 short-term
Loading Space	1 loading space for 10,000 - 99,999 sf	Not known	1 space**, Reduced size via Director's adjustment to minimum size of 10 ft wide by 30 ft long (SU-30 truck size)

***18.52.050 Adjustments by the Director** - Transportation and Parking Alternatives (up to 20% Reduction) Where effective alternatives to automobile access are provided, other than those listed above, parking requirements may be reduced to an extent commensurate with the permanence, effectiveness, and the demonstrated reduction of off-street parking demand effectuated by such alternative programs. Examples of such programs may include, but are not limited to, transportation demand management (TDM) programs or innovative parking pricing or design solutions.

****18.52.050 Adjustments by the Director** - Modification to Off-Street Loading Requirements (Maximum Reduction of one loading space) The director may modify the quantity or dimensions of off-street loading requirements for non-residential development based on existing or proposed site conditions; availability of alternative means to address loading and unloading activity; and, upon finding that: 1) the off-street loading requirement may conflict with Comprehensive Plan goals and policies related to site design planning, circulation and access, or urban design principles; and 2) the use of shared on-street loading would not conflict with Comprehensive Plan goals and policies related to site design planning, circulation and access or urban design principles; maximum reduction in one loading space.

ATTACHMENT C
ARB FINDINGS FOR APPROVAL
4256 El Camino Real
18PLN-00096

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.

On balance, the project can be found in conformance with the following Comprehensive Plan Goals and Policies.

Comp Plan Goals and Policies	***How project adheres or does not adhere to Comp Plan***
The Comprehensive Plan land use designation for the site is Regional Commercial.	The project continues the Regional Commercial land use.
Land Use and Community Design Element	
POLICY B-6: Maintain distinct neighborhood shopping areas that are attractive, accessible, and convenient to nearby residents. **POLICY B-1.7:** Encourage businesses of all kinds to advance Palo Alto's commitment to fiscal and environmental sustainability. **POLICY L-4.15:** Recognize El Camino Real as both a local serving and regional serving corridor, defined by a mix of commercial uses and housing **POLICY L-2.12:** Encourage new development and redevelopment to incorporate greenery and natural features such as green rooftops, pocket parks, plazas and rain gardens.	The proposed façade would be of high quality finishes and materials that will enhance the existing street scape along El Camino Real The proposal would result in a new business that serves both local and regional customers who seek lodging in Palo Alto while complying with current Green Building construction and operating standards. The proposal will redevelop an underutilized parcel along El Camino Real and will provide a local and regional serving business. The project involves new planting through the property including a large plaza in the interior of the property for hotel guest to utilize.
POLICY L-9.2 Encourage development that creatively integrates parking into the project, including by locating it behind buildings or underground wherever possible, or by providing	The project proposes a underground parking structure that utilizes parking lifts (puzzle lift systems), removing all surface parking from the site and allowing for a more engaging frontage.

for shared use of parking areas. Encourage other alternatives to surface parking lots that minimize the amount of land devoted to parking while still maintaining safe streets, street trees, a vibrant local economy and sufficient parking to meet demand.	Additionally, the project will provide new street trees in the public right of way that are more sustainable and suitable for the site.
POLICY L-9.7: Strengthen the identity of important community-wide gateways, including the entrances to the City at Highway 101, El Camino Real and Middlefield Road; the Caltrain stations; entries to commercial districts; Embarcadero Road at El Camino Real and between Palo Alto and Stanford.	The project proposes a new hotel near the south City boundary along El Camino Real, contributing to the South El Camino corridor visual and business identity.
PROGRAM L9.10.2: Encourage the use of compact and well-designed utility elements, such as transformers, switching devices, backflow preventers and telecommunications infrastructure. Place these elements in locations that will minimize their visual intrusion.	The project locates backflow preventers, gas meters, electric transformers and switch gears out of the view of the public by placing them along the interior of the building footprint and the edges of the building along the interior lot lines.

This application is also subject to the El Camino Real Design Guidelines. To conform with these Guidelines, the project will plant new street trees along the El Camino Real frontage of the site and a new 12 ft wide sidewalk will be provided. The site plan and building design provides all of the on-site parking below grade and will screen all of the mechanical equipment from public view. The projects trash enclosure is located out of public view. The buildings design provides all elevations with a integrated consistent design throughout, maintaining the overall architectural theme of the building. The design of the new building is softened with the use of wood panels that connect the building façade with the existing mature redwoods that surround the site. The site plan of the project is developed to minimize the impacts to the adjacent multi-family development by stepping down the building heights from five stories down to two stories as the building approaches the rear property line. In addition, the buildings' footprint on the site plan is oriented away from the adjacent residential developments' common open space area by the "C" shaped site plan of the project with the opening of the "C" shaped site plan facing the common open space area, minimizing the impact to light and air. Also the building design of the project places smaller windows facing towards the property lines and larger windows facing to the interior plaza area of the site to minimize privacy impact to the adjacent residential development while still providing natural light for hotel patrons.

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 proposing new building with a façade that will enhance the local environment for the community and patrons to the local businesses alike. The design of the new building is consistent with the context-based design criteria within the CS zone, as further described below. In addition, the project integrates the exterior façade of the hotel with wood paneling inspired by the surrounding redwoods, connecting the building with the existing character and streetscape along this portion of El Camino Real. The proposal will also conform to code required setbacks through the site and will provide a pedestrian friendly 12 foot sidewalk long the sites frontage.

Pursuant to PAMC 18.16.090(b), the following context-based design considerations and findings are applicable to this project. These context-based design criteria are intended to provide additional standards to be used in the design and evaluation of development in a commercial district. The purpose is to encourage development in a commercial district to be responsible to its context and compatibility with adjacent development as well as to promote the establishment of pedestrian-oriented design.

1. Pedestrian and Bicycle Environment	**Project Consistency**
The design of new projects shall promote pedestrian walkability, a bicycle-friendly environment, and connectivity through design elements	The project will enhance the pedestrian environment by providing a 12 ft sidewalk and a restaurant with patio seating near the street. The project also proposes an engaging colored glass wall feature in an organic seafoam color palette at the pedestrian level. The project will also provide 12 bicycle parking spaces on site, including long term and short term parking. The project has a large lobby with full length windows that connects to the interior plaza area of the site, promoting an open and inviting frontage. The project is proposing pedestrian seating along El Camino Real.
2. Street Building Facades	
Street facades shall be designed to provide a strong relationship with the sidewalk and the street (s), to create an environment that supports and encourages pedestrian activity through design elements	The proposed building includes a recessed entry and awning and cantilever features that will function as a shelter for pedestrians. The proposed building also will have large clear windows that connect the interior of the building to the sidewalk and street, in addition to a restaurant patio that promote pedestrian activity.
3. Massing and Setbacks	
Buildings shall be designed to minimize massing	The proposed project will substantially increase

and conform to proper setbacks	the existing massing while creating a new larger front setback (12 ft wide sidewalk) from the street. Interior side setbacks vary while maintaining at least a 10 ft setback along the interior lot lines and a minimum 19 ft 3 in rear setback. All of which conform to code required setbacks.
4. Low Density Residential Transitions	
Where new projects are built abutting existing lower scale residential development, care shall be taken to respect the scale and privacy of neighboring properties	This finding does not apply as the project site is adjacent to a commercial property and a dense multi-family residential development. However, the proposed design has taken the adjacent multi-family developments privacy into account and design the building in a manner where larger windows are oriented to the interior plaza of the development.
5. Project Open Space	
Private and public open space shall be provided so that it is usable for the residents and visitors of the site	The project provides a large open plaza area in the interior of the site that will be open for visitors of the site.
6. Parking Design	
Parking shall be accommodated but shall not be allowed to overwhelm the character of the project or detract from the pedestrian environment	The proposed project will remove existing on-site parking and replacing surface parking with underground parking and the use of parking lift systems. No parking will be visible from the street level and the character of the site promotes an engaging frontage from the street level.
7. Large Multi-Acre Sites	
Large sites (over one acre) shall be designed so that street, block, and building patterns are consistent with those of the surrounding neighborhood	This finding does not apply
8. Sustainability and Green Building Design	
Project design and materials to achieve sustainability and green building design should be incorporated into the project	The project will be constructed in accordance with current green building energy efficiency requirements and will utilize natural materials such as glass, wood, metal, concrete which are readily recyclable. The project will also incorporate a landscape plan that is water efficient and drought tolerant.

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 involves materials which are durable and of high-quality finishes. The new façade will have a mixture of materials with stained wood paneling inspired by the surrounding redwoods throughout the façade. Additional materials in such as dark finished metal provide contrast to the wood façade softening the frontage of the site and fitting of the character and enhancing the surrounding the area.

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 includes a porte-cochere laid out in a lower case "h" shape, allowing for passenger and service/delivery vehicles that support the day to day operation of the proposed hotel while providing easy access for arriving vehicles into the underground garage. The porte-cochere includes a two lane driveway (single direction) that can accommodate the service vehicles up to 30 feet in length. New utilities equipment and meters are easily accessible as they are placed on the edges of the building. Additionally, the project is proposed to have new vehicle directional signage and pedestrian/vehicle alert signs promoting safer site circulation.

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 meets the findings as it includes new planting throughout the site, with ten plants being California native plants within the interior plaza garden area of the site. Additionally, some of the plants in the plant palette attract wild life such as the *Arbutus Menziesii* (birds and bees), *Pittosporum tenuifolium* (birds), and the *Platanus x Acerifolia "Yardwood"* (birds).

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 will also comply with all applicable green building codes for energy efficient buildings such as the use of energy-efficient lighting and will utilize materials such as glass, wood, metal, concrete which are readily recyclable. The project also utilizes landscaping in the plant palette that is moderate to low water usage with nearly half of the selected plants being native to California.

ATTACHMENT D
DRAFT CONDITIONS OF APPROVAL
4256 El Camino Real
18PLN-00096

PLANNING DIVISION

1. CONFORMANCE WITH PLANS. Construction and development shall conform to the approved plans entitled, "The Caterina Hotel, 4256 El Camino Real," stamped as received by the City on January 8, 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 Architectural Review (AR) approval letter including all Department conditions of approval for the project shall be printed on the plans submitted for building permit.

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. STREET TREES. New three (3) street trees as noted on the approved plans, must be planted by the applicant and inspected by PW Urban Forestry prior to final inspection.

7. MECHANICAL LIFT PARKING SYSTEM. Up to 72 required parking spaces may be provided in a puzzle parking system. Valet parking services must be provided at all times on-site to ensure queuing of cars is kept to a minimum.

8. ARB SUBCOMMITTEE: Prior to the issuance of building permits, the applicant shall return to the ARB subcommittee for approval of the following items, to the satisfaction of the Director of Planning and Community Environment:

a. Signage for site to be reviewed and approved by the ARB subcommittee to determine the quality and compatibility of the porte-cochere signage with the building design.
b. Landscape lighting plan and photometric plan to be reviewed and approved by the ARB subcommittee to determine the quality and compatibility of light fixtures with design of the project and that the photometric plan is consistent with the lighting plan.

9. 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.

10. DEVELOPMENT IMPACT FEES: Estimated Development Impact Fees in the amount of $ 1232203.81 plus the applicable public art fee, per PAMC 16.61.040, shall be paid prior to the issuance of the related building permit.

11. **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.

12. 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 ENGINEERING

PRIOR TO ISSUANCE OF EXCAVATION AND GRADING PERMIT:

1. As the applicant is now proposing to extend the storm drain main on El Camino Real and connect the site's storm runoff into that extended main as opposed to discharging through thru-curb drains as previously approved, applicant will need to provide approval from Caltrans to do so as that is their right of way and their storm drain main. Caltrans approval of this work shall be provided prior to Grading or Building permit issuance.

2. A structure is proposed over an existing PUE. Applicant will need to provide documentation verifying easement has been abandoned (recorded document from the County) or obtain an encroachment permit for a structure within a PUE by submitting an encroachment permit application, insurance meeting PW requirements, and a plan that will be reviewed by both Utilities' groups and the storm drain division prior to grading or Building permit issuance.

3. STORM WATER TREATMENT: This project shall comply with the storm water regulations contained in provision C.3 of the NPDES municipal storm water discharge permit issued by the San Francisco Bay Regional Water Quality Control Board (and incorporated into Palo Alto Municipal Code Chapter 16.11). These regulations apply to land development projects that create or replace 10,000 square feet or more of impervious surface, and restaurants, retail gasoline outlets, auto service facilities, and uncovered parking lots that create and/or replace 5,000 square feet or more of impervious surface. In order to address the potential permanent impacts of the project on storm water quality, the applicant shall incorporate into the project a set of permanent site design measures, source controls, and treatment controls that serve to protect storm water quality, subject to the approval of the Public Works Department. The applicant shall identify, size, design and incorporate permanent storm water pollution prevention measures (preferably landscape-based treatment controls such as bioswales, filter strips, and permeable pavement rather than mechanical devices that require long-term maintenance) to treat the runoff from a "water quality storm" specified in PAMC Chapter 16.11 prior to discharge to the municipal storm drain system. **Effective February 10, 2011, regulated projects, must contract with a qualified third-party reviewer during the planning review process to certify that the proposed permanent storm water pollution prevention measures comply with the requirements of Palo Alto Municipal Code Chapter 16.11. Within 45 days of the installation of the required storm water treatment measures and prior to the issuance of an occupancy permit for the building, third-party reviewer shall also submit to the City a certification for approval that the project's permanent measures were constructed and installed in accordance to the approved permit drawings. Applicant provided preliminary third party approval of the project in entitlement.** Please provide this C.3 data form stamped and signed by the qualified third party reviewer, and a stamped and signed letter from the third party reviewer confirming plans are in compliance with MRP 2.0 Provision C.3 and PAMC 16.11. These must be provided prior to PWE approval of Grading or Building permits.

4. BASEMENT SHORING: Shoring for the basement excavation, including tiebacks, must not extend onto adjacent private property or into the City right-of-way without having first obtained written permission from the private property owners and/or an encroachment permit from Public Works. Please note, applicant will be required to obtain a permit from both Caltrans and the City for shoring to encroach onto El Camino Real frontage right of way. This will require approval from Caltrans and all applicable City utility departments and is not guaranteed to be approved.

5. Applicant will be required to offer a dedication for a public access easement for the additional dimension of sidewalk between the property line and back of walk and/or building edge that meets the El Camino Real Master Plan requirements. If no mapping is to be done for this project, the dedication will be required to be recorded in advance of permit issuance.

6. Applicant will be required to dedicate a Public Utility Easement at the location of the new proposed transformer. If no mapping is to be done for this project, the dedication will be required to be recorded in advance of permit issuance.

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

8. SIDEWALK, CURB & GUTTER: As part of this project, the applicant must replace all sidewalks, curbs, gutters and driveway approaches in the public right-of-way along the frontage of the property. 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.

9. STREET TREES: The applicant may be required to replace existing and/or add new street trees in the public right-of-way along the property's frontage(s). Call the Public Works' arborist at 650-496-5953 to arrange a site visit so he can determine what street tree work, if any, will be required for this project. The site plan submitted with the building permit plan set must show the street tree work that the arborist has determined, including the tree species, size, location, staking and irrigation requirements, or include a note that Public Works' arborist has determined no street tree work is required. The plan must note that in order to do street tree work, the applicant must first obtain a *Permit for Street Tree Work in the Public Right-of-Way* from Public Works' arborist (650-496-5953).

10. BASEMENT DRAINAGE: Due to high groundwater throughout much of the City and Public Works prohibiting the pumping and discharging of groundwater, perforated pipe drainage systems at the exterior of the basement walls or under the slab are not allowed for this site. A drainage system is, however, required for all exterior basement-level spaces, such as lightwells, patios or stairwells. This system consists of a sump, a sump pump, a backflow preventer, and a closed pipe from the pump to a dissipation device onsite at least 10 feet from the property line, such as a bubbler box in a landscaped area, so that water can percolate into the soil and/or sheet flow across the site. The device must not allow stagnant water that could become mosquito habitat. Additionally, the plans must show that

exterior basement-level spaces are at least 7-3/4” below any adjacent windowsills or doorsills to minimize the potential for flooding the basement. Public Works recommends a waterproofing consultant be retained to design and inspect the vapor barrier and waterproofing systems for the basement.

11. DEWATERING: Proposed underground garage excavation may require dewatering during construction. Public Works only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is disallowed. Dewatering is only allowed from April 1 through October 31 due to inadequate capacity in our storm drain system. The geotechnical report for this site must list the highest anticipated groundwater level; if the proposed project will encounter groundwater, the applicant must provide all required dewatering submittals for Public Works review and approval prior to grading permit issuance. Public Works has dewatering submittal requirements and guidelines available at the Development Center and on our website:

http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp

12. 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. An application and plans for a grading permit are submitted to Public Works separately from the building permit plan set. The application and guidelines are available at the Development Center and on our website.

13. 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

14. STREET TREES: Show all existing street trees in the public right-of-way. 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). This approval shall appear on the plans. Show construction protection of the trees per City requirements.

15. 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.

16. 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.

17. STORMWATER MAINTENANCE AGREEMENT: The applicant shall designate a party to maintain the control measures for the life of the improvements and must enter into a **maintenance agreement** with the City to guarantee the ongoing maintenance of the permanent C.3 storm water discharge compliance measures. **The maintenance agreement shall be executed prior to issuance of the Building and/or Grading permit**. The City will inspect the treatment measures yearly and charge an inspection fee.

18. SIDEWALK ENCROACHMENT: Add a note to the site plan that says, "The contractor using the city sidewalk to work on an adjacent private building must do so in a manner that is safe for pedestrians using the sidewalk. Pedestrian protection must be provided per the 2007 California Building Code Chapter 33 requirements. If the height of construction is 8 feet or less, the contractor must place construction railings sufficient to direct pedestrians around construction areas. If the height of construction is more than 8 feet, the contractor must obtain an encroachment permit from Public Works at the Development Center in order to provide a barrier and covered walkway or to close the sidewalk."

19. LOGISTICS PLAN: The contractor must submit a logistics plan to the Public Works Department prior to commencing work that addresses all impacts to the City's right-of-way, including, but not limited to: pedestrian control, traffic control, truck routes, material deliveries, contractor's parking, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact, noticing of affected businesses, and schedule of work. The plan will be attached to a street work permit.

20. CALTRANS: Caltrans review and approval of this project is required. Caltrans right-of-way across El Camino Real extends from back-of-walk to back-of walk. The City has a maintenance agreement with Caltrans that requires the City to maintain the sidewalk and to issue Street Work Permits for work done on the sidewalks by private contractors. Caltrans has retained the right to review and permit new ingress/egress driveways off El Camino Real as well as the installation of Traffic Control devices as part of this project.

21. Provide a Rough Grading Plan for the work proposed as part of the Grading and Excavation Permit application. The Rough Grading Plans shall including the following: pad elevation, basement elevation, elevator pit elevation, ground monitoring wells, shoring for the proposed basement, limits of over excavation, stockpile area of material, overall earthwork volumes (cut and fill), temporary shoring for any existing facilities, ramps for the basement access, crane locations (if any), etc. Plans submitted for the Grading and Excavation Permit, shall be stand-alone, and therefore the plans shall include any conditions from other divisions that pertain to items encountered during rough grading for example if contaminated groundwater is encountered and dewatering is expected, provide notes on the plans based Water Quality's conditions of approval. Provide a note on the plans to direct the contractor to the approve City of Palo Alto Truck Route Map, which is available on the City's website.

22. GRADING AND DRAINAGE PLAN: Provide a separate Grading and Drainage Plan prepared by a qualified licensed engineer, surveyor or architect. Plan shall be wet-stamped and signed by the same. Plan shall include the following: existing and proposed spot elevations, earthwork volumes (cut and fill

in CY), pad, finished floor, garage elevation, base flood elevation (if applicable) grades along the project conforms, property lines, or back of walk. See PAMC Section 16.28.110 for additional items. Projects that front directly into the public sidewalk, shall include grades at the doors or building entrances. Provide drainage flow arrows to demonstrate positive drainage away from building foundations at minimum of 2% or 5% for 10-feet per 2013 CBC Section 1804.3. Label the downspouts, splashblocks (2-feet long min) and any site drainage features such as swales, area drains, bubble-up locations. Include grate elevations, low points and grade breaks. Provide dimensions between the bubblers and property lines. In no case shall drainage across property lines exceed that which existed prior to grading per 2013 CBC Section J109.4. In particular, runoff from the new garage shall not drain into neighboring property. For additional grading and drainage detail design See Grading and Drainage Plan Guidelines for Residential Development. http://www.cityofpaloalto.org/civicax/filebank/documents/2717

23. Provide the following note on the Grading and Drainage Plan and/or Site Plan: "Contractor shall contact Public Works Engineering (PWE) Inspectors to inspect and approve the storm drain system (pipes, area drains, inlets, bubblers, dry wells, etc.) associated with the project prior to backfill. Contractor shall schedule an inspection, at a minimum 48-hours in advance by calling (650)496-6929".

24. Decorative streetlights shall be added to meet spacing guidelines of 35-feet to 40-feet per light. Existing "cobra head" lights shall be replaced by tall decorative lights and the remaining distance shall be met with pedestrian scale lights. Spec will be provided, however applicant shall use LED luminaire instead of incandescent or sodium vapor.

PUBLIC WORKS URBAN FORESTRY SECTION

25. Drain downspouts to landscaping or stormwater treatment area (outward from building as needed) as opposed to connecting to storm drain line or draining onto impervious surface (Sheet C-3.0 and Sheet C-3.1). Add this bullet as a note to the building plans.

26. Refer to PWE comments regarding the drainage management areas on sheet HYD-2. Confirm with PWE if DMA #6 is allowed to drain to the street instead of draining to stormwater treatment area or landscaping.

27. Sheet ER-1: Erosion Control Notes:

- It shall be the owner's contractor's responsibility to maintain control of the entire construction operation and to keep the entire site in compliance with the erosion control plan **and guidance from City inspectors.**
- Add text: **"Contractor is responsible for replacing storm drain inlet protection within one business day following a rain event if City staff removes inlet protection during a rain event. Offsite downgrade storm drain inlets also require inlet protection."** Add this bullet to the building plans.
- Sanitary facilities shall be maintained on the site at all times **according to either the latest revisions of the CASQA or Caltrans BMPs. Sanitary facilities shall include secondary containment.** Add this bullet to the building plans.

- All paved areas shall be kept clear of earth material and debris **on a daily basis throughout the life of the project…** Add this bullet to the building plans.
- All materials necessary for the approved erosion control measures shall be in place **throughout the life of the project.**
- Erosion control systems shall be installed and maintained **throughout the life of the project.**
- The contractor shall be responsible for checking and repairing erosion control systems after each storm. **The contractor is responsible for replacing storm drain inlet protection (including offsite downgrade SD inlets) within one business day following a rain event if City staff removes inlet protection during a rain event.**
- Measures shall be taken to collect or clean any accumulation or deposit of dirt, mud, sand, rocks, gravel, or debris on the surface of any street, alley, or public place or in any public storm drain systems **on a daily basis.** The removal of…
- Erosion control measures shall be onsite **throughout the life of the project.**
- All erosion control measures shall be installed and maintained throughout **the life of the project.**
- The contractor must install all erosion and sediment control measures prior to the inception of any work onsite and maintain the measures **throughout the life of the project.**
- Sediments and other materials shall not be tracked from the site by vehicle traffic. The contractor shall install a stabilized construction entrance **and exit** prior to the inspection of any work onsite and maintain it for the duration of the construction process… **Only the stabilized construction entrance(s) and exit(s) shall be utilized for vehicle traffic.**
- The contractor shall protect down slope drainage courses, streams, and storm drains with **gravel bags**, temporary swales, silt fences, and earth perms in conjunction of all landscaping.
- Excess or waste concrete must not be washed into the public right-of-way or any other drainage system. Provisions shall be made to retain concrete wastes on site until they can be disposed of as solid waste **according to BMPs**.
- Spills must be cleaned up immediately and disposed of in a proper manner **using dry cleanup methods**. **There shall also be a spill kit onsite.** Spills must not be washed…
- Silt fence(s) and/or fiber roll(s) shall be installed **throughout the life of the project.**

Erosion Control Measures:

- The facilities shown on this plan are designed to control erosion and sediment **throughout the life of the project.** Erosion control facilities shall be in place **throughout the life of the project…**
- Gravel bags shall be used in place of straw bales.
- Construction entrances **and exits** shall be installed prior to commencement of grading. All construction traffic entering onto the paved roads **or exiting** must cross the stabilized construction entrances **or exits.** Contractor shall maintain stabilized entrance **and exit** at each vehicle access point to **and from** existing paved streets. Any mud or debris tracked onto public streets shall be removed daily and as required by the governing agency.
- Inlet protection shall be installed at open inlets to prevent sediment from entering the storm drain system, **including offsite downgrade storm drain inlets…**

- This erosion and sediment control plan may not cover all the situations that may arise during construction due to unanticipated field conditions. Variations and additions may be made to this plan in the field. **Changes may be required by City Inspectors or other City staff…**

28. Sheet ER-2
○ Straw rolls shall be replaced with a different BMP according to the latest revision of either CASQA or Caltrans BMPs.

29. Drain HVAC fluids from roofs and other areas to landscaping. Add this bullet as a note to the building plans.

30. Storm drain/drop inlets ○ Ensure all drainage from inside parking garage. Note that the parking garage must drain to the sanitary sewer (per the City's Muni Code). Other parking areas may discharge to the City's stormwater system. These separators must be maintained on a regular frequency and will be inspected by City staff to ensure compliant.
○ Inlets should also be labeled with a 'Flows to Adobe Creek' message.

31. Stormwater treatment measures ○ Clear, detailed maintenance agreement for stormwater treatment must be drafted before occupancy approval.
○ Must meet all Bay Regional Municipal Regional Stormwater Permit requirements.
○ Refer to the Santa Clara Valley Urban Runoff Pollution Prevention Program C.3 Handbook (download here: http://scvurppp-w2k.com/c3_handbook.shtml) for details

32. Bay-friendly Guidelines (rescapeca.org)
○ Do not use chemicals fertilizers, pesticides, herbicides or commercial soil amendment. Use Organic Materials Review Institute (OMRI) materials and compost. Refer to the Bay-Friendly Landscape Guidelines: http://www.stopwaste.org/resource/brochures/bay-friendly-landscape-guidelines-sustainable-practices-landscape-professional for guidance.
○ Avoid compacting soil in areas that will be unpaved.

33. Stormwater quality protection: At a minimum, follow the construction BMP sheet that must be submitted with plans for entitlement. Add this bullet as a note to building plans on Stormwater Treatment (C.3) Plan.
○ Trash and recycling containers must be covered to prohibit fly-away trash and having rainwater enter the containers. Have clear maintenance plan for trash and recycling containers to not allow overflow.

PUBLIC WORKS URBAN FORESTRY SECTION
PRIOR TO DEMOLITION, BUILDING OR GRADING PERMIT ISSUANCE

37. BUILDING PERMIT SUBMITTAL- COMPLIANCE WITH TREE PROTECTION and PRESERVATION PLAN (ARBORIST CERTIFICATION LETTER). Prior to submittal for staff review, attach a Project Arborist Certification Letter that he/she has; certified that the building permit include the offsetting treatments, and propose tree protection measures identified in the Tree Protection and

Preservation Plan during construction of the project. Adjustments to the design combined with offsetting treatments and tree protection measures are anticipated to result in impacts that are less than significant and will allow trees to recover quickly. Trees on the neighboring properties have been inspected and will continue to be monitored throughout the construction process monthly and at milestone events by the City Urban Forester.

38. (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.

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

    a. Applicant/project arborist's final revised Tree Protection Report (TPR) with said design changes and corresponding mitigation measures. (e.g.: if Pier/grade beam=soils report w/ specs required by Bldg. Div.; if Standard foundation= mitigation for linear 24" cut to all roots in proximity)
    b. Palo Alto Tree Technical Manual Construction Standards, Section 2.00 and PAMC 8.10.080.
    c. Specialty items. Itemized list of any activity impact--quantified and mitigated, in the Tree Protection Zone (TPZ) for each tree.
    d. Oaks, if present. That landscape and irrigation plans are consistent with CPA Tree Technical Manual, Section 5.45 and Appendix L, Landscaping under Native Oaks and PAMC 18.40.130.

39. BUILDING PERMIT CORRECTIONS/REVISIONS--COVER LETTER. During plan check review, provide a separate cover letter with Correction List along with the revised drawings when resubmitting. State where the significant tree impacts notes occur (bubble) and indicate the sheet number and/or detail where the correction has been made. Provide: 1) corresponding revision number and 2) bubble or highlights for easy reference. Responses such as "see plans or report" or "plans comply" are not acceptable. Your response should be clear and complete to assist the re-check and approval process for your project.

40. TREE APPRAISAL & SECURITY DEPOSIT AGREEMENT. (Reference: CPA Tree Technical Manual, Section 6.25). Prior to the issuance of a grading or building permit, the applicant shall prepare and secure a tree appraisal and security deposit agreement stipulating the duration and monitoring program. The appraisal of the condition and replacement value of all trees to remain shall recognize the location of each tree in the proposed development. Listed separately, the appraisal may be part of the Tree Survey Report. For the purposes of a security deposit agreement, the monetary market or replacement value shall be determined using the most recent version of the "Guide for Plan Appraisal", in conjunction with the Species and Classification Guide for Northern

California. The appraisal shall be performed at the applicant's expense, and the appraiser shall be subject to the Director's approval.

a. SECURITY DEPOSIT AGREEMENT. Prior to grading or building permit issuance, as a condition of development approval, the applicant shall post a security deposit for the 150% of the appraised replacement value of the following 23 Designated Trees: (ID numbers to be determined), to be retained and protected.. The total amount for this project is: $__To Be Determined with Urban Forestry staff. The security may be a cash deposit, letter of credit, or surety bond and shall be filed with the Revenue Collections/Finance Department or in a form satisfactory to the City Attorney.

b. SECURITY DEPOSIT & MONITORING PROGRAM. The project sponsor shall provide to the City of Palo Alto an annual tree evaluation report prepared by the project arborist or other qualified certified arborist, assessing the condition and recommendations to correct potential tree decline for trees remain and trees planted as part of the mitigation program. The monitoring program shall end two years from date of final occupancy, unless extended due to tree mortality and replacement, in which case a new two year monitoring program and annual evaluation report for the replacement tree shall begin. Prior to occupancy, a final report and assessment shall be submitted for City review and approval. The final report shall summarize the Tree Resources program, documenting tree or site changes to the approved plans, update status of tree health and recommend specific tree care maintenance practices for the property owner(s). The owner or project sponsor shall call for a final inspection by the Planning Division Arborist.

c. SECURITY DEPOSIT DURATION. The security deposit duration period shall be two years (or five years if determined by the Director) from the date of final occupancy. Return of the security guarantee shall be subject to City approval of the final monitoring report. A tree shall be considered dead when the main leader has died back, 25% of the crown is dead or if major trunk or root damage is evident. A new tree of equal or greater appraised value shall be planted in the same area by the property owner. Landscape area and irrigation shall be readapted to provide optimum growing conditions for the replacement tree. The replacement tree that is planted shall be subject to a new two-year establishment and monitoring program. The project sponsor shall provide an annual tree evaluation report as originally required.

41. PLAN SET REQUIREMENTS. The final Plans submitted for building permit shall include

a. SHEET T-1, BUILDING PERMIT. The building permit plan set will include the City's full-sized, Sheet T-1 (Tree Protection-it's Part of the Plan!), available on the Development Center website at http://www.cityofpaloalto.org/civicax/filebank/documents/31783. The Applicant shall **complete and sign the Tree Disclosure Statement** and recognize the Project Arborist Tree Activity Inspection Schedule. Monthly reporting to Urban Forestry/Contractor is mandatory. (Insp. #1: applies to all projects; with tree preservation report: Insp. #2-6 applies; with landscape plan: Insp. #7 applies.)

b. The Tree Preservation Report (TPR). All sheets of the Applicant's TPR approved by the City for full implementation by Contractor, ArborResources, Inc., shall be printed on numbered Sheet T-1 (T-2, T-3, etc) and added to the sheet index.

42. PLANS--SHOW PROTECTIVE TREE FENCING. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show Type I or Type II fencing around each Regulated Trees, using a bold dashed line enclosing the Tree Protection Zone as shown on Standard Dwg. #605, Sheet T-1, and the City Tree Technical Manual, Section 6.35-Site Plans; **or using the Project Arborist's unique diagram for each Tree Protection Zone enclosure.**
43. SITE PLAN REQUIREMENTS: Plans with Public Trees shall show (a) Type II street tree fencing enclosing the entire parkway strip or, (b) Type I protection to the outer branch dripline (for rolled curb & sidewalk or no-sidewalk situations.)

    a. Add Site Plan Notes.)
        i. Note #1. Apply to the site plan stating, "*All tree protection and inspection schedule measures, design recommendations, watering and construction scheduling shall be implemented in full by owner and contractor, as stated on Sheet T-1, in the Tree Protection Report and the approved plans*".
        ii. Note #2. All civil plans, grading plans, irrigation plans, site plans and utility plans and relevant sheets shall add a note applying to the trees to be protected, including neighboring trees stating: "*Regulated Tree--before working in this area contact the Project Site Arborist at* 650-654-3351 *";*
        iii. Note #3. Utility (sanitary sewer/gas/water/backflow/electric/storm drain) plan sheets shall include the following note: "*Utility trenching shall not occur within the TPZ of the protected tree. Contractor shall be responsible for ensuring that no trenching occurs within the TPZ of the protected tree by contractors, City crews or final landscape workers. See sheet T-1 for instructions."*
        iv. Note #4. "*Basement or foundation plan. Soils Report and Excavation for basement construction within the TPZ of a protected tree shall specify a vertical cut (stitch piers may be necessary) in order to avoid over-excavating into the tree root zone. Any variance from this procedure requires Urban Forestry approval, please call (650) 496-5953.*"
        v. Note #5. "*Pruning Restrictions. No pruning or clearance cutting of branches is permitted on City trees. Contractor shall obtain a Public Tree Permit from Urban Forestry (650-496-5953) for any work on Public Trees*"

44. TREE REMOVAL—PROTECTED & RIGHT-OF-WAY TREES. Existing trees (Publicly-owned or Protected) to be removed, as shown accurately located on all site plans, require approval by the Urban Forestry Tree Care Permit prior to issuance of any building, demolition or grading permit. Must also be referenced in the required Street Work Permit from Public Works Engineering.
    a. Add plan note for each tree to be removed, "*Tree Removal. Contractor shall obtain a completed Urban Forestry Tree Care Permit #* _____ *(contractor to complete)*

separate from the Building or Street Work Permit. Permit notice hanger and conditions apply. Contact (650-496-5953)."

b. Copy the approval. The completed Tree Care Permit shall be printed on Sheet T-2, or specific approval communication from staff clearly copied directly on the relevant plan sheet. The same Form is used for public or private Protected tree removal requests available from the Urban Forestry webpage: http://www.cityofpaloalto.org/gov/depts/pwd/trees/default.asp

45. TREE PROTECTION VERIFICATION. Prior to demolition, grading or building permit issuance, a written verification from the contractor that the required protective fencing is in place shall be submitted to the Building Inspections Division. The fencing shall contain required warning sign and remain in place until final inspection of the project.

DURING CONSTRUCTION

46. 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.

47. PLAN CHANGES. Revisions and/or **changes to plans before or during construction** shall be reviewed and responded to by the City Urban Forester, before submitting the revision to the Building Department.

48. CONDITIONS. All Planning Department conditions of approval for the project shall be printed on the plans submitted for building permit.

49. 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.

50. 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.

51. GENERAL. The following general tree preservation measures apply to all trees to be retained: No storage of material, topsoil, vehicles or equipment shall be permitted within the tree enclosure area. The ground under and around the tree canopy area shall not be altered. Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.

PRIOR TO OCCUPANCY

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

53. LANDSCAPE CERTIFICATION LETTER. The Planning Department shall be in receipt of a verification letter that the Landscape Architect has inspected all trees, shrubs, planting and irrigation and that they are installed and functioning as specified in the approved plans.

54. PROJECT ARBORIST CERTIFICATION LETTER. Prior to written request for temporary or final occupancy, the contractor shall provide to the Planning Department and property owner a final inspection letter by the Project Arborist. The inspection shall evaluate the success or needs of Regulated tree protection, including new landscape trees, as indicated on the approved plans. The written acceptance of successful tree preservation shall include a photograph record and/or recommendations for the health, welfare, mitigation remedies for injuries (if any). The final report may be used to navigate any outstanding issues, concerns or security guarantee return process, when applicable.

55. PLANNING INSPECTION. Prior to final sign off, contractor or owner shall contact the city planner (650-329-2441) to inspect and verify Special Conditions relating to the conditions for structures, fixtures, colors and site plan accessories.

POST CONSTRUCTION

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

BUILDING DIVISION

57. A site-specific soils report will be required to be submitted for the building construction permit.

58. For the valet parking space in the basement garage, the access aisle serving them and a vehicular route from the entrance shall provide a vertical clearance of 114 inches minimum. (CBC 11B-503.5)

59. The review and approval of this project does not include any other items of construction other than those written in the ARB project review application included with the project plans and documents under this review. If the plans include items or elements of construction that are not included in

the written description, it or they may not have been known to have been a part of the intended review and have not, unless otherwise specifically called out in the approval, been reviewed.

GREEN BUILDING

60. **Green Building Requirements for Non-Residential Projects**. For design and construction of non-residential projects, the City requires compliance with the mandatory measures of Chapter 5, in addition to use of the Voluntary Tiers. (Ord. 5220 § 1 (part), 2013). The following are required for Building Approval:

61. **The project is a new nonresidential construction project greater than 1,000 square feet** and therefore must comply with California Green Building Standards Code Mandatory plus Tier 2 requirements, as applicable to the scope of work. PAMC 6.14.180 (Ord. 5220 § 1 (part), 2013). The project applicant shall indicate the requirements on the Permit Plans. The submittal requirements are outlined here: www.cityofpaloalto.org/gov/depts/ds/green_building/default.asp.

62. **The project is a new building over 10,000 square feet** and therefore must meet the commissioning requirements outlined in the California Energy Code section. The project team shall submit the Owner's Project Requirements (OPR), and Basis of Design (BOD), and Commissioning Plan in accordance with 5.410.2.3.

63. **The project is a nonresidential projects exceeding $100,000 valuation** and therefore must acquire an Energy STAR Portfolio Manager Rating and submit the rating to the City of Palo Alto once the project has been occupied after 12 months. PAMC 16.14.250 (Ord. 5220 § 1 (part), 2013). The Energy Star Project Profile shall be submitted to the Building Department prior to permit issuance. Submittal info can be found at: https://www.cityofpaloalto.org/gov/depts/utl/business/benchmarking_your_building.asp.

64. **The project is a nonresidential new construction projects with a landscape of any size included in the project scope** and therefore must comply with Potable water reduction Tier 2. Documentation is required to demonstrate that the Estimated Total Water Use (ETWU) falls within a Maximum Applied Water Allowance (MAWA) using the appropriate evapotranspiration adjustment factor (ETAF) designated by the prescribed potable water reduction tier. PAMC 16.14.220 (Ord. 5220 § 1 (part), 2013). The project applicant shall indicate the requirements on the Permit Plans. The submittal requirements are outlined on the following site: http://www.cityofpaloalto.org/gov/depts/utl/residents/resrebate/landscape.asp.

65. **The project is outside the boundaries of the recycled water project area and is greater than 1,000 square feet** and therefore must install recycled water infrastructure for irrigation systems. PAMC 16.14.230 (Ord. 5220 § 1 (part), 2013). The project applicant shall indicate the requirements on the Permit Plans.

66. **The project is either new construction or a rehabilitated landscape and is greater than 1,000 square feet and therefore must install** a dedicated irrigation meter related to the recycled water

infrastructure. PAMC 16.14.230 (Ord. 5220 § 1 (part), 2013). The project applicant shall indicate the requirements on the Permit Plans.

67. **The project includes a new or altered irrigation system** and therefore must be designed and installed to prevent water waste due to overspray, low head drainage, or other conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, parking lots, or structures. PA 16.14.300 (Ord. 5220 § 1 (part), 2013).

68. **The project includes a new or altered irrigation system** and therefore the irrigation must be scheduled between 8:00 p.m. and 10:00 a.m. unless weather conditions prevent it. Operation of the irrigation system outside the normal watering window is allowed for auditing and system maintenance. Total annual applied water shall be less than or equal to maximum applied water allowance (MAWA) as calculated per the potable water use reduction tier. PAMC 16.14.310 (Ord. 5220 § 1 (part), 2013).). The project applicant shall indicate the requirements on the Permit Plans.

69. **The project is a nonresidential new construction project and has a value exceeding $25,000** and therefore must meet Enhanced Construction Waste Reduction Tier 2. PAMC 16.14.240 (Ord. 5220 § 1 (part), 2013). The project shall use the Green Halo System to document the requirements.

70. **The project includes non-residential demolition** and therefore must meet the Enhanced Construction Waste Reduction - Tier 2. PAMC 16.14.270 (Ord. 5220 § 1 (part), 2013). The project shall use the Green Halo System to document the requirements.

71. **The project is a new non-residential structure** and therefore must comply with the City of Palo Alto Electric Vehicle Charging Ordinance 5263. The project shall provide Conduit Only, EVSE-Ready Outlet, or EVSE Installed for at least 25% of parking spaces, among which at least 5% (and no fewer than one) shall be EVSE Installed. The requirements shall be applied separately to accessible parking spaces. See Ordinance 5263 for EVSE definitions, minimum circuit capacity, and design detail requirements. PAMC 16.14.380 (Ord. 5263 § 1 (part), 2013) See https://www.cityofpaloalto.org/civicax/filebank/documents/43818 for additional details.

The following are required at Post-Construction after 12 months of occupancy.

72. **The project is a nonresidential projects exceeding $100,000 valuation** and therefore must acquire an Energy STAR Portfolio Manager Rating and submit the rating to the City of Palo Alto once the project has been occupied after 12 months. PAMC 16.14.250 (Ord. 5220 § 1 (part), 2013). Submittal info can be found at: https://www.cityofpaloalto.org/gov/depts/utl/business/benchmarking_your_building.asp.

The following are **optional to the project team**:

Optional Zero Net Energy Design Review:

73. **OPTIONAL: The project is a new construction or remodel of a commercial project** and therefore may elect to engage the City of Palo Alto consultant, BASE Energy Inc, free of charge. BASE will assist the project in targeting Zero Net Energy and exceeding the Title 24 Energy Code. Rebates may be available via working with Base. For more information, visit cityofpaloalto.org/commercial

program or call 650.329.2241. The applicant may also contact Ricardo Sfeir at BASE Energy at rsfeir@baseco.com to schedule a project kick-off.

Utilities Incentives & Rebates

74. **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/business/rebates/default.asp

Bird-Friendly Building Design

75. OPTIONAL: The project contains a glazed façade that covers a large area. Some fritted panels are specified. The project should consider bird-safe glazing treatment that typically includes fritting, netting, permanent stencils, frosted glass, exterior screens, physical grids placed on the exterior of glazing, or UV patterns visible to birds. Vertical elements of the window patterns should be at least 1/4 inch wide at a minimum spacing of 4 inches, or have horizontal elements at least 1/8 inch wide at a maximum spacing of 2 inches.

STUDIO
T SQUARE
1970 Broadway Ave, Ste 500
Oakland, CA 94612
(510) 451 - 2850

December 18, 2018

Planning and Community Environment Department
City of Palo Alto
250 Hamilton Avenue
Palo Alto, CA 94301

Re: Proposed Caterina Hotel
4256 El Camino Real

Subject: Project Description – ARB, Major Project

THE CATERINA HOTEL PROJECT DESCRIPTION

PROJECT DESCRIPTION

Applying the vision of Palo Alto's El Camino Real Hotel Area District, the proposed project seeks to replace an existing restaurant and surface parking lot located at 4256 El Camino Real with a new boutique hotel. Achieving an FAR under 2.0 and site coverage under 50% required by the property's CS zoning, the Caterina Hotel will take advantage of this underutilized site to provide a unique and charming environment through use of high end material and complementary aesthetics to the surrounding redwood grove.

The building program includes 100 guestrooms, double height lobby/lounge, conference rooms, fitness center, staff offices, a cafe and kitchen. 85 parking spaces are provided together with additional 17 valet aisle parking, total of 102 stalls are available for valet parking service. The hotel is Type III-A construction above two levels of subterranean Type I-A garage. Height ranges from 2 to 5 stories within a maximum height of 50', with exception of mechanical and elevator equipment that are permitted an additional 15' in height by city ordinance.

PEDESTRIAN & STREET EDGE DESIGN

The project is designed to enhance Palo Alto's El Camino Real Grand Boulevard Vision and to comply to South El Camino Real Design Guidelines with a welcoming and attractive urban character. A 12' sidewalk adjacent to street trees/planters and a covered outdoor lounge connected to an interior café provide a pleasant pedestrian-friendly experience.

The ground floor utilizes transparent double-high storefront and fully foldable glass door to connect activities between El Camino Real and interior functions, creating a series of semi-public spaces and enhancing the hospitable entry experience. A two story lobby with an elegantly curved-frame glass façade and grand staircase, serves as a transitional focal point

between the El Camino Real public realm and the tranquil interior courtyard. A flush curb porte-cochere allows the pedestrian activities to seamlessly spill into the lobby space before transitioning into the private courtyard.

BUILDING DESIGN

Challenges of a compact site and proximity of adjacent residential properties encouraged the massing to concentrate against office parcel and El Camino Real in an "L" shape, providing a strong street frontage presence while minimizing bulk towards the rear. The building massing steps down gradually to 2 story high toward rear yard, minimizing the visual and solar impact on the south adjacent redwood trees and neighborhood buildings.

Building elevations are articulated with height variations and plane changes to reduce the impact of massing. The upper levels facing El Camino contain larger transom windows, glass railings balconies, setback rooflines to provide a lighter transparent contrast to the wood-colored siding panels. The material composition also provides distinct base, middle, and top proportions per the South ECR design guidelines.

The project uses rich and substantial building material to express a high-end contemporary aesthetic. Exterior finishes including wood-colored siding panel, metal column cladding with light channels, aluminum storefront, lap siding, metal louvers, and smooth plaster finish.

The interior courtyard is lushly landscaped with native plant-life and bookended with the rest of the hotel massing. A distinct paving material mimicking the flow of streams continues on from the porte-cochere and lobby through the courtyard, wrapping around seating clusters and planters.

TRANSPORTATION CIRCULATION

A double height porte-cochere provides two distinct entries for drop-off/delivery and guest parking. Clear signage at all entries and exits will direct vehicles and pedestrians to their correct locations. Only temporary loading or Uber drop-offs are permitted at 25' wide porte-cochere to mitigate traffic congestion and facilitate vehicular flow. Guests seeking the garage will enter through the far entrance directly down to the underground parking where a 24/7 valet service will park or retrieve their cars. Hotel supplies are schedule to deliver at the basement level during off-peak hours.

Six short term bike racks are provided near the lobby entrance for guests. Six long term bike storage lockers are also provided towards the north of the courtyard adjacent to the stair for employees.

Only 31% of parking stalls are mechanical lifts, 69% are standard size non-lift parking. City transportation engineer, manager of planning and project planner visited a CityLifts mechanical lift installation in early 2018 to gauge the efficacy of an automated mechanical system and the feedback we received was positive.

NEIGHBOR INTERFACE

This building is designed to meet the business hotel function while maintaining the privacy of the neighboring residence. Most of the amenities such as Fitness Room, Conference Rooms, Business Center, and Lobby/Lounge are contained within the building envelope. Outdoor seating and passageways are carefully connected to the courtyard to avoid disturbance of neighbors. Non-active function and native plants are proposed along the south and west boulders for the purpose of landscape buffer. The project also uses wood colored siding with pitched roofs to reflect the texture of the neighboring PAR community.

Undulating roofline provides a softer edge towards adjacent properties and mechanical devices are located away from the neighbors and sufficiently screened with dark aluminum louvers. Building massing gradually steps down to 2 stories toward the south, greatly reduced visual impact to the Palo Alto Redwood community. An open courtyard facing the neighbor's amenity area minimizes shadow impact to neighboring buildings and pool. The significantly increased setback, step-down massing, and limited windows at the rear of the building collectively provide for a gentler interface with the community.

NEIGHBORHOOD OUTREACH

Ownership contacted PAR (Palo Alto Redwoods HOA) before any submission of any plans to the city and discussed our concept design, after which we adjusted according to feedback. We engaged the HOA starting May 2017, having 2 meetings with HOA and culminating with an all residents PAR meeting proposed by the hotel ownership on August 10th 2017 just after our first ARB on 8/3/17. At those meetings the architects and applicant were present and later the landscape architect was also invited. During preparation for the 2nd pre-ARB hearing on 10/10/17 ownership requested meeting with PAR HOA and it was turned down. Ownership received an email from PAR with comments very close to the 2nd ARB meeting. Comments from 1st and 2nd ARB from PAR were consistent and almost identical, pointing out to mostly environmental issues (trees, traffic) and emphasizing that PAR needed more education on the entitlement process which was provided at length by the city planning department.

Through 2018 to date PAR received hard copies of every plan updates, communication through the city planner including updated 3D Animation views of the building. Through 2018 to date PAR comments have been consistent with their 2017 comments, which have mostly been answered and clarified with the conclusion of ISMND report. Publication of all environmental reports done by city-hired neutral consultants due by the end of the year. PAR has received the latest set of plans (at every update) the same day of our submissions to the city in order to review properly. Additional hard copies of plans (11x17) have always been provided to PAR. Ownership is planning to notify all neighbors within 600 ft radius from the property for a public meeting that will take place on Oct. 22, 2018 prior to ARB hearing.

SUMMARY OF MAJOR URBAN DESIGN AND BUILDING DESIGN ELEMENTS:

1. 12' sidewalk setback at the entire frontage with public amenities such as open lounge and bar stools.
2. Prominent building façade to hold the street edge and promote Grand Boulevard character.
3. Significant El Camino Real front entry with tall glass storefront, integrated awning, and covered seating area.
4. Flush curb with bollards to enhance accessibility and pedestrian friendly street design.
5. Maximized ground level transparency for visual connectivity to courtyard.
6. Articulated roofline through use of upper level setback, habitable balconies, and angled roofs.
7. Varied building massing and roofline towards the El Camino Real streetscape
8. Accentuated contemporary interpretation of the essential Base-Body-Roof building proportions
9. Stepped down and pulled back bulk of building's rear massing to respect the privacy of existing residential properties.

ZONING:	CS (Service Commercial)
SITE AREA:	25,947 square feet
MATERIALS:	wood-colored siding panel, metal column cladding, aluminum storefront, lap siding, smooth plaster finish, and glass railings.

	Proposed	Required
SETBACKS:		
Front	4’	0'-10'
Side	10’	0’
Rear	16’	0’
Sidewalk at ECR	12’	12’
HEIGHT:	50'	50’
BIKE PARKING:	12	10
FAR:	1.99	2.0
Site Coverage:	50%	50%
PARKING:	85 spaces (15% reduction) +17 valet aisle spaces **=102 available valet parking spaces**	100 spaces

4265 El Camino Real Hotel Project

Tree Protection and Preservation Plan

prepared by

City of Palo Alto Planning and Community Environment Department
Mr. Samuel Gutierrez
250 Hamilton Avenue
Palo Alto, California 94301
Via email: Samuel.Gutierrez@CityofPaloAlto.gov

prepared with the assistance of

Rincon Consultants, Inc.
449 15th Street, Suite 303
Oakland, California 94612

October 2018

Rincon Consultants, Inc.
Environmental Scientists Planners Engineers
www.rinconconsultants.com

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1 Introduction

The City of Palo Alto Municipal Code (PAMC) Title 8 protects specific trees on public or private property from removal or disfigurement. The City has prepared the Tree Technical Manual (TTM) to establish procedures and standards for the preservation of trees. Per the PMAC and TTM, a Tree Protection and Preservation Plan (TPPP) must be prepared for a project with "Regulated Trees", which include:

1. Protected Trees: All coast live oak (*Quercus agrifolia*), valley oak (*Quercus lobata*), and coast redwood (*Sequoia sempervirens*) trees,
2. Street Trees: All trees growing within the publicly-owned street right-of-way, and
3. Designated Trees: All trees, when associated with a development project that are specifically designated by the City of Palo Alto to be saved and protected on a property that is subject to discretionary review.

This Tree Protection and Preservation Plan was prepared to outline the measures to protect and preserve trees for the 4265 El Camino Hotel Project. This report also documents the results of a tree health assessment survey and will serve to update the health and condition of trees assessed and inventoried in the initial arborist report, completed by Kielty Arborist Services on April 27, 2017. It also presents the results of a focused root mapping survey conducted in June of 2018.

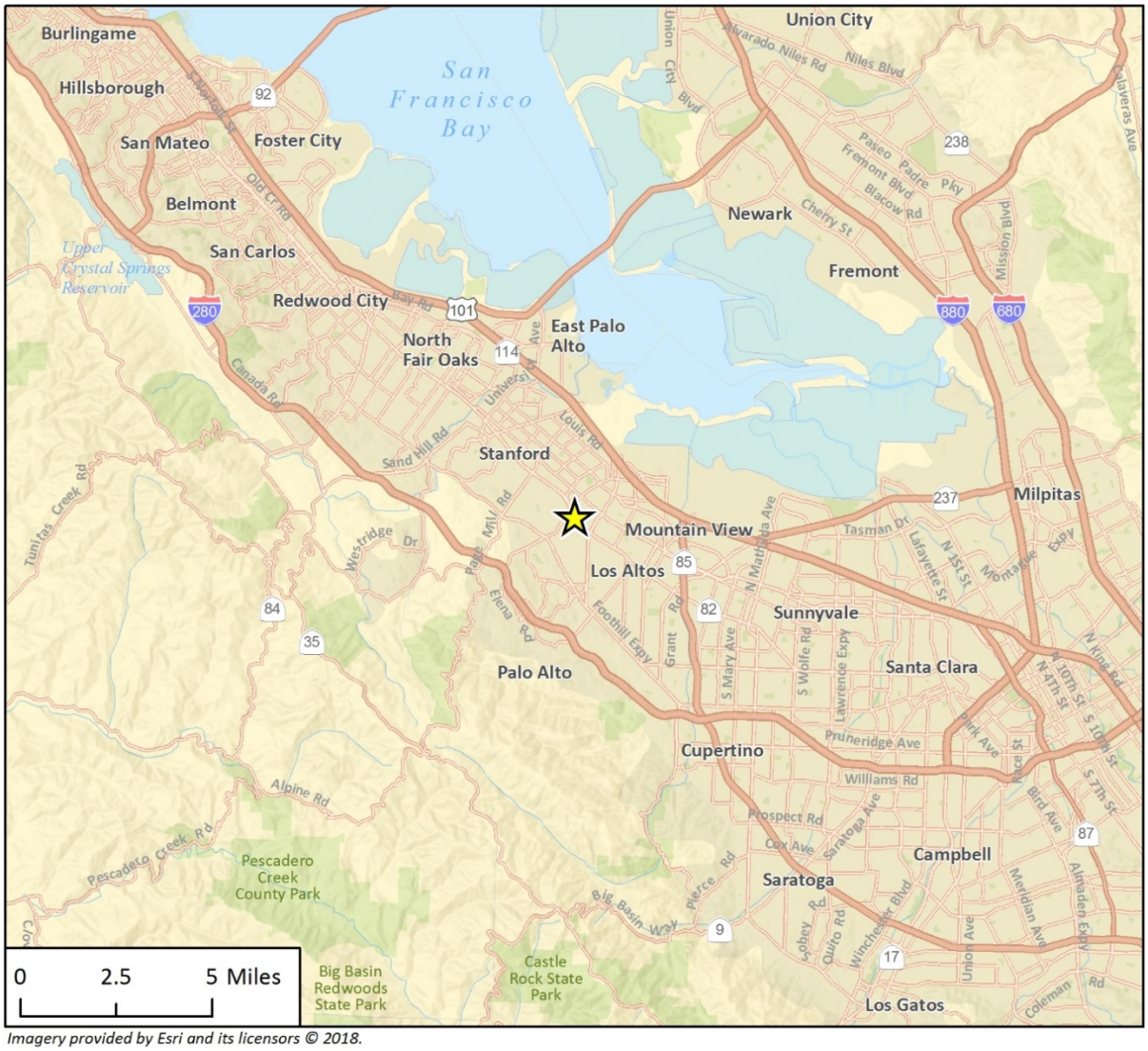
1.1 Project Location and Description

The project site is located at 4256 El Camino Real in the City of Palo Alto (City), in Santa Clara County, California. The project site encompasses 0.60 acre on one assessor's parcel (Assessor's Parcel Number 167-08-042). The site is located along El Camino Real, approximately 0.25 mile southeast of the intersection of El Camino Real, Arastradero Road, and West Charleston Road.

Figure 1 shows the regional location of the project site. Figure 2 shows an aerial view of the project site and immediate surroundings.

The proposed project would involve demolition of the existing restaurant building followed by construction of a five-story hotel building. The hotel would include 89 guest rooms, underground parking with mechanical lifts, and a large exterior courtyard. Amenities would include a fitness room, business center, restaurant/café, and bar. The total gross size of the project would be 51,491 square feet. The building roof height would be 50 feet, with a mechanical screen extending no more than 12 feet above the roof. The rear of the building would include an outdoor patio area with a pedestrian path, seating, a lounge area, and a gathering space with a fire pit for use by hotel guests. Parking would include 76 parking spaces located in a one-level subterranean garage, accessible via a driveway from El Camino Real. Project plans are presented in Appendix A.

Figure 1 - Regional Location



Project Location

N

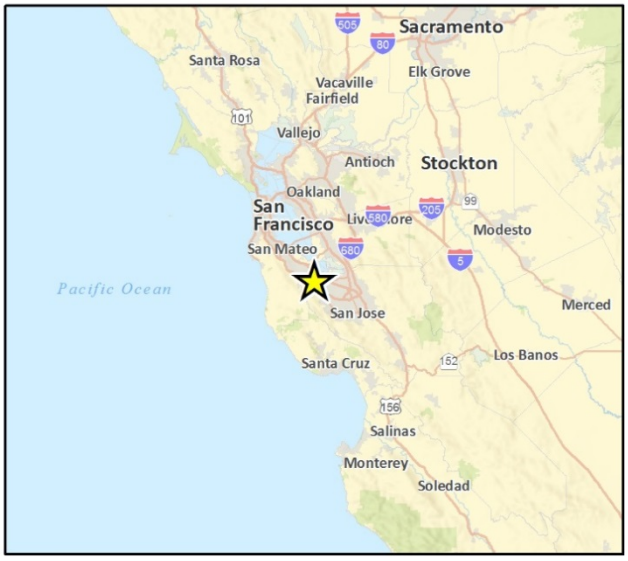


Figure 2 - Project Location

Imagery provided by Google and its licensors © 2018.

2 Methodology

2.1 Background/Initial Survey

An initial arborist survey was conducted for the project site on April 27, 2018 by Kielty Arborist Services for HXH Property LLC. The survey included an inspection of each tree to determine the diameter at breast height (dbh; measured at four and one-half feet above natural grade), the canopy spread, and height of each tree. The trees were also given a condition rating for form and vitality. The results of this survey were documented in an arborist report dated April 27, 2017 and subsequently revised October 9, 2017 and March 12, 2018 (Appendix B).

2.2 Follow-up Survey

To confirm the conditions from the initial arborist report, a follow-up tree inventory and health assessment survey was conducted for the project. The follow-up survey was conducted on June 25, 2018 by Rincon International Society of Arboriculture (ISA) Certified Arborist Kyle Weichert (WE-12113A). During the survey, all trees located within the project site were evaluated on an individual basis. The location and dripline of each tree within the project site was recorded using a Trimble Global Positioning System (GPS) unit with sub-meter accuracy. The location of trees outside the project site was recorded using the rangefinder function of the Trimble GPS unit to maximum extent feasible as well as the locations of any overhanging dripline.

For each tree in the project site, Mr. Weichert gathered the following information: scientific and common name, evaluation of the physical structure, dbh using an English unit diameter tape or caliper, updated the estimated tree height and canopy spread of each tree and assessed each tree for health and condition. The health and condition assessment considered evidence of disease, insect pests, structure, damage and vigor, with results incorporated into the overall health rating based on archetype trees of the same species with criteria described in Table 1 (Overall Condition Rating Criteria), below.

Table 1 Overall Condition Rating Criteria

Rating	Structure
Excellent	In addition to attributes of a 'good' rating, the tree exhibits a well-developed root flare and a balanced canopy. Provides shading or wildlife habitat and is aesthetically pleasing.
Good	Trunk is well developed with well attached limbs and branches; some flaws exist but are hardly visible. Good foliage cover and density, annual shoot growth above average. Provides shading or wildlife habitat and has minor aesthetic flaws.
Fair	Flaw in trunk, limb and branch development are minimal and are typical of this species and geographic region. Minimal visual damage from existing insect or disease, average foliage cover and annual growth.
Poor	Limbs or branches are poorly attached or developed. Canopy is not symmetrical. Trunk has lean. Branches or trunk have physical contact with the ground. May exhibit fire damage, responses to external encroachment/obstructions or existing insect/disease damage.
Dead	Trunk, limbs or branches have extensive visible decay or are broken. Canopy leaves are non-seasonally absent or uniformly brown throughout, with no evidence of new growth.

Previously mapped and numbered trees were given an identification number consistent with the March 2018 arborist report. Some additional ornamental species and additional trees were given a new unique tree identification number. Per recommendations from the City, the locations of trees on neighboring sites were estimated, and the measurements from the initial arborist report (Kielty Arborist Services, 2018) were used to determine the size of the trees on neighboring sites.

2.3 Focused Root Mapping Survey

A focused survey for below-ground roots was conducted on June 18, 2018 by Arborist OnSite, Horticultural Consulting, Inc. This survey utilized Ground-Penetrating Radar (GPR) to determine the location and depth of below-ground roots within separate 16 scans. The methodology and results of this survey are summarized in this report; for a detailed discussion and explanation of root mapping results see the attached ISA Certified Arborist Report (Arborist OnSite 2018; Appendix C).

3 Results and Impacts

3.1 Follow-up Survey Results

A total of 48 trees were assessed during the follow-up arborist survey. Of these, 25 are located within the project site, five are street trees along El Camino Real, and 18 are located on a neighboring property. The tree species include:

- 22 coast redwood (*Sequoia sempervirens*),
- 10 mulberry (*Morus* sp.),
- 6 tree of heaven (*Ailanthus altissima*),
- 5 London plane (*Platanus* x *acerifolia*),
- 2 deodar cedar (*Cedrus deodara*),
- 1 avocado (*Persea americana*),
- 1 stonefruit [peach] (*Prunus* sp.), and
- 1 podpocarpus (hedge) (*Podocarpus* sp.)

Generally, the trees in the project site are located within a landscape planter that runs the perimeter of the existing parking lot. Most of the trees onsite are ornamentals or fruit-bearing trees. Two large and prominent deodar cedars are located in a planter near the southern boundary of the project site. A podocarpus hedge borders the north face of the existing restaurant, and several tree of heaven individuals are located in a planter along the south face. Neighboring coast redwood trees overhang the project site along the south, west, and north boundaries.

Four of the coast redwood trees (trees #13, 14, 15, and 16) are located within the project site in the northwest and southwest corners. The five London plane trees (trees #1, 2, 3, 4, and 5) are City of Palo Alto street trees located along El Camino Real immediately east of the project site. Coast redwood trees and street trees are considered Protected by the City of Palo Alto and are subject to protective measures, outlined in the Section 4 below. Table 2 below provides the updated data collected for all trees. Figure 3 depicts the locations of the surveyed trees.

The results of the rooting mapping survey are presented in Appendix C.

3.2 Proposed Project Impacts

The proposed project would result in the removal of all trees located in the project site, with exception of the four protected coast redwood trees (Figure 4). Three London plane trees located immediately in front and north of the existing restaurant (trees #2, 3, and 4) are proposed for removal or relocation to an alternate location along the street along the eastern property boundary or removal entirely to accommodate ingress and egress for the proposed project. One additional London plane tree is proposed for removal (tree #5). One London plane tree located south of the project (tree #1) will be retained.

Table 2 Tree Inventory

Tree #	Species	Tree Location	Tree Height (feet)	Canopy Spread (feet)	DBH (inches)	TPZ (feet; if applicable)	Overall Health	Protected?	Project Impact	Notes
1	London Plane (*Platanus* x *acerifolia*)	Street	14	10	3	2.5	Fair	Yes		
2	London Plane (*Platanus* x *acerifolia*)	Street	35	36	11		Fair	Yes	Removal	
3	London Plane (*Platanus* x *acerifolia*)	Street	35	32	13.5		Fair	Yes	Removal	
4	London Plane (*Platanus* x *acerifolia*)	Street	35	40	13.5		Good	Yes	Removal	
5	London Plane (*Platanus* x *acerifolia*)	Street	30	25	11		Good	Yes	Removal	
6	Coast redwood (*Sequoia sempervirens*)	Neighboring	45*	30*	26.7*	22.25	Fair	-		
7	Coast redwood (*Sequoia sempervirens*)	Neighboring	35*	20*	14.3*	11.92	Fair	-		
8	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	30*	17.2*	14.33	Fair			
9	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	30*	20.2*	16.83	Fair			
10	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	25*	22.4*	18.67	Fair			
11	Deodar cedar (*Cedrus deodara*)	Project Site	40	38	22.5		Fair		Removal	
12	Deodar cedar (*Cedrus deodara*)	Project Site	36	30	19		Fair		Removal	
13	Coast redwood (*Sequoia sempervirens*)	Project Site	55	20	23.5	19.58	Fair	Yes		
14	Coast redwood (*Sequoia sempervirens*)	Project Site	60	25	24.5	20.42	Fair	Yes		
15	Coast redwood (*Sequoia sempervirens*)	Project Site	55	25	30.5	25.42	Fair	Yes		
16	Coast redwood (*Sequoia sempervirens*)	Project Site	55	28	29.5	24.58	Fair	Yes		
17	Coast redwood (*Sequoia sempervirens*)	Neighboring	45	20	16.5*	13.75	Fair			
18	Coast redwood (*Sequoia sempervirens*)	Neighboring	50	23	17.6*	14.67	Fair			
19	Coast redwood (*Sequoia sempervirens*)	Neighboring	40	15	9.3*	7.75	Fair			
20	Coast redwood (*Sequoia sempervirens*)	Neighboring	45	18	15.5*	12.92	Fair			
21	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	12.1*	10.08	Fair			
22	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	9.9*	8.25	Fair			

Tree #	Species	Tree Location	Tree Height (feet)	Canopy Spread (feet)	DBH (inches)	TPZ (feet; if applicable)	Overall Health	Protected?	Project Impact	Notes
23	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	17.1*	14.25	Fair			
24	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	14.1*	11.75	Fair			
25	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	15.8*	13.17	Fair			
26	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	18.3*	15.25	Fair			
27	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	18*	15.00	Fair			
28	Coast redwood (*Sequoia sempervirens*)	Neighboring	40*	20*	17.6*	14.67	Fair			
29	Coast redwood (*Sequoia sempervirens*)	Neighboring	38*	18*	15**	12.50	Fair			
30	Mulberry (*Morus* sp.)	Project Site	22	18	7		Good		Removal	
31	Mulberry (*Morus* sp.)	Project Site	25	35	10		Good		Removal	
32	Tree of heaven (*Ailanthus altissima*)	Project Site	8	3	1.5		Good		Removal	
33	Mulberry (*Morus* sp.)	Project Site	12	8	2.5, 2		Good		Removal	
34	Mulberry (*Morus* sp.)	Project Site	10	6	2.25		Good		Removal	
35	Mulberry (*Morus* sp.)	Project Site	10	6	2.25		Good		Removal	
36	Prunus sp.	Project Site	10	10	5		Good		Removal	
37	Avocado (*Persea americana*)	Project Site	14	10	2.5		Fair		Removal	
38	Mulberry (*Morus* sp.)	Project Site	18	30	7.5		Good		Removal	
39	Mulberry (*Morus* sp.)	Project Site	28	33	9		Good		Removal	
40	Mulberry (*Morus* sp.)	Project Site	24	35	7.5		Good		Removal	
41	Mulberry (*Morus* sp.)	Project Site	13	20	7.5		Fair		Removal	
42	Mulberry (*Morus* sp.)	Project Site	15	25	8		Good		Removal	
43	Tree of heaven (*Ailanthus altissima*)	Project Site	30	10	4		Fair		Removal	Small spindly sapling under deodar cedars
44	Tree of heaven (*Ailanthus altissima*)	Project Site	12	8	1, 1.5		Fair		Removal	Small spindly sapling along south face of restaurant

Tree #	Species	Tree Location	Tree Height (feet)	Canopy Spread (feet)	DBH (inches)	TPZ (feet; if applicable)	Overall Health	Protected?	Project Impact	Notes
45	Tree of heaven (*Ailanthus altissima*)	Project Site	12	5	2.5		Fair		Removal	Small spindly sapling along south face of restaurant
46	Tree of heaven (*Ailanthus altissima*)	Project Site	20	15	3, 4, 2, 0.5		Fair		Removal	Small spindly sapling along south face of restaurant
47	Tree of heaven (*Ailanthus altissima*)	Project Site	25	6	3, 3		Fair		Removal	Small spindly sapling along south face of restaurant
48	Podpocarpus (*Podocarpus* sp.)	Project Site	8	12	--		Fair		Removal	Hedge along north face of existing restaurant

* = from initial arborist report (Kielty Arborist Services, rev March 2018); locations estimated

** = estimated

Figure 3 - Tree Locations

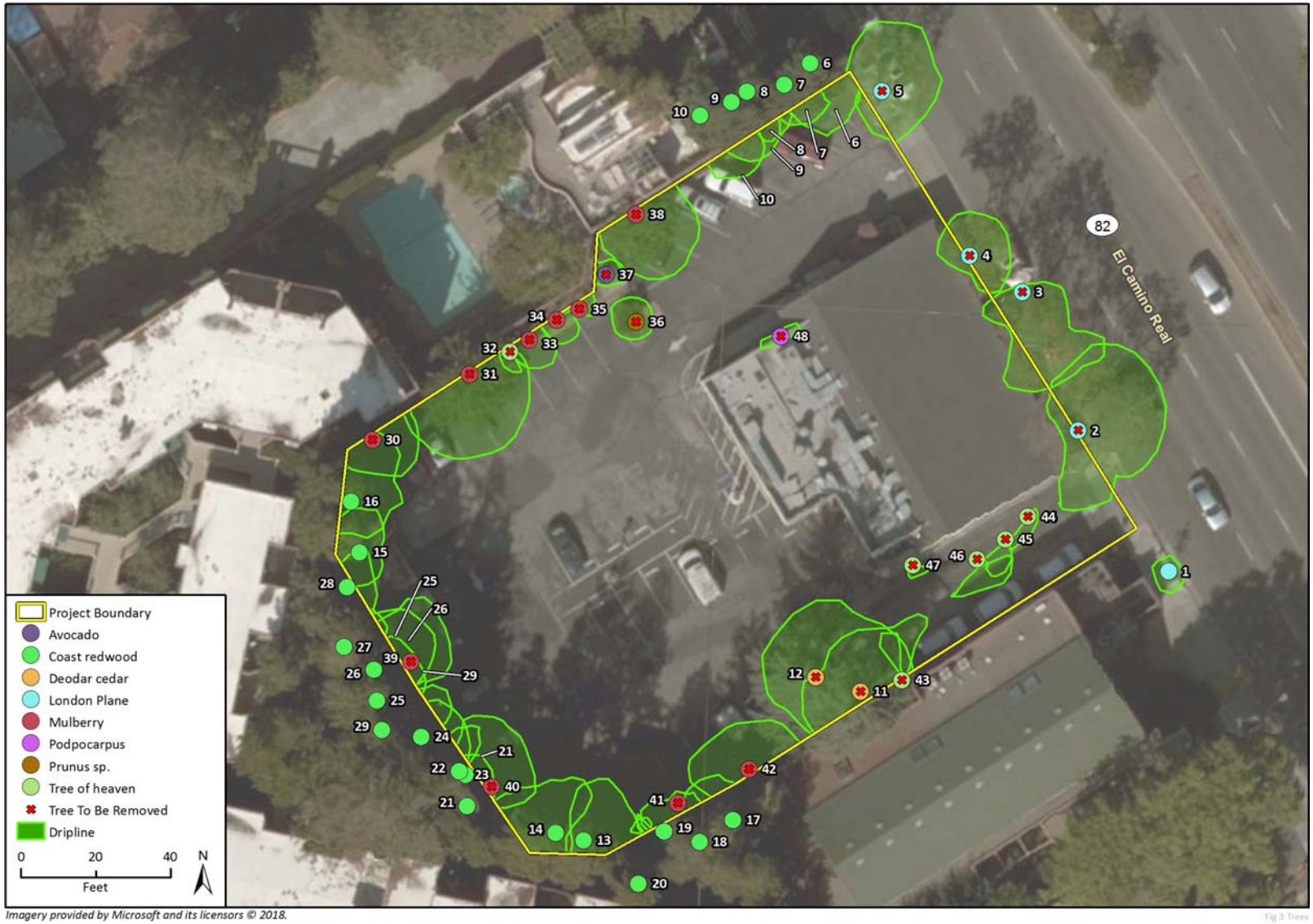


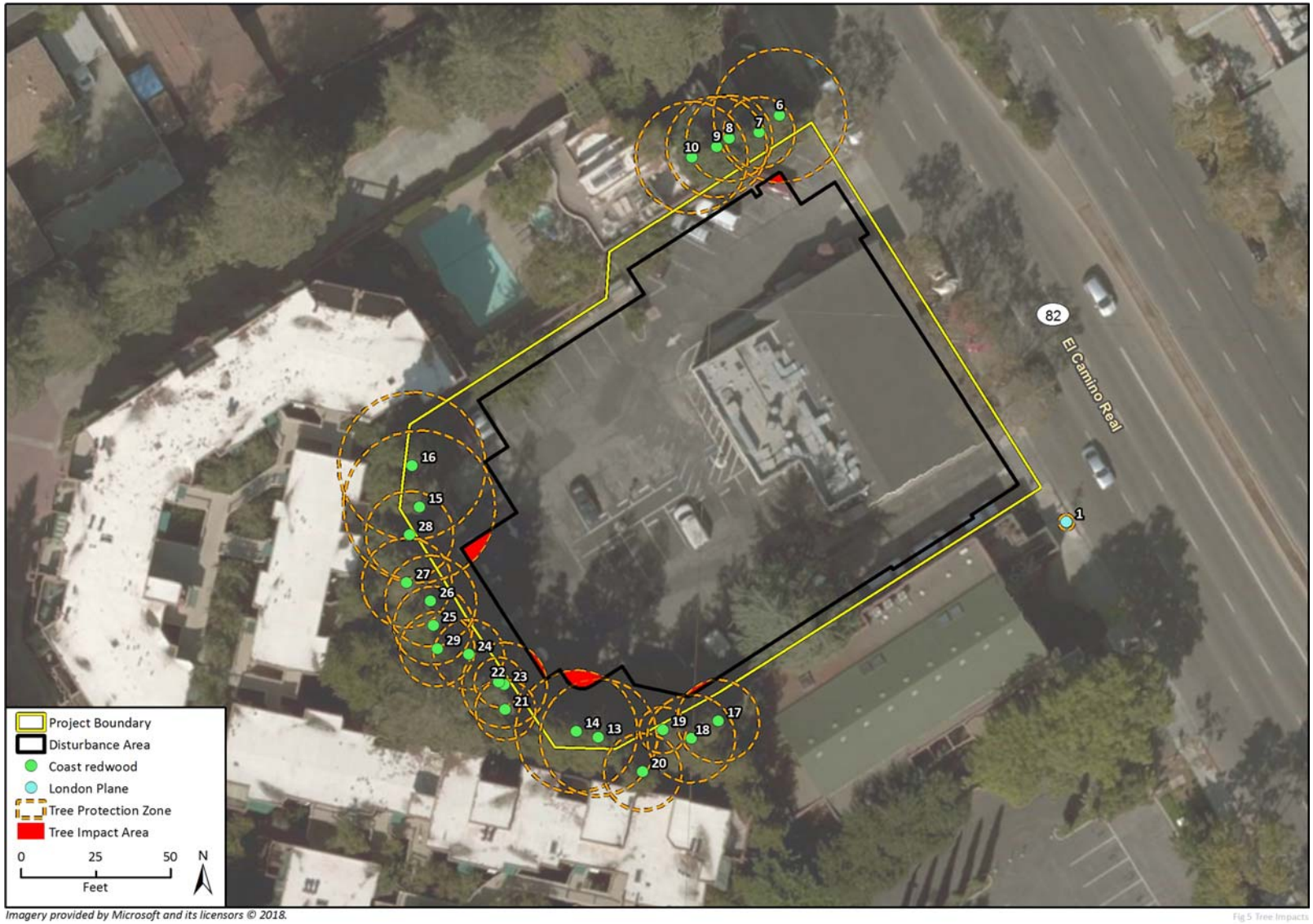
Figure 4 - Tree Protection Zones of Trees to be Protected

Based on the project plans dated June 26, 2018, three of the four protected coast redwood trees within the project area (trees #13, 14, and 15) and an additional four protected coast redwood trees on neighboring properties (trees #6, 17, 18, and 23) would be impacted by the proposed project. These trees have a portion of their Tree Protection Zones (TPZ; defined as a radius of ten times the trunk diameter at breast height, measured in feet) within the project Shoring/Disturbed Area Boundary (Figure 5). The percentage of the TPZ impacted ranges between 0.1 percent and 4.30 percent. Table 3 below summarizes these impacts. Project-related excavation is not expected to occur within ten feet of the protected coast redwood trees. As such, structural roots of four inches or greater are not expected to be impacted.

Table 3 Impacts to Tree Protection Zones

Tree #	TPZ Area (ac)	Impact Area within TPZ (ac)	Percentage of TPZ Impacted
23	0.02	0.0003	2.11%
17	0.01	0.0003	1.98%
18	0.02	0.00002	0.10%
6	0.04	0.0003	0.72%
13	0.03	0.0004	1.42%
14	0.03	0.0013	4.3%
15	0.05	0.0010	2.15%

Figure 5 – Impacts to Tree Protection Zones



4 Tree Protection and Preservation Plan

This TPPP has been prepared in accordance with the guidelines in the TTM and outlines the measures and conditions for the proposed project to reduce impacts to protected trees to a less than significant level. This plan also identifies construction guidelines to be followed through all phases of construction of the project.

4.1 Preconstruction Requirements

The following measures will be incorporated by the project as required in the TTM.

Site Plan - The trunk locations and driplines of all trees proposed to be preserved have been plotted on the attached site plan. Project improvement plans will display these locations on the plan. For protected and street trees, the plans will accurately show the trunk diameter, dripline, and tree protection zones as detailed in the City's Tree Technical Manual.

Protective Fencing - Fenced enclosures will be erected around trees to be protected (trees # 13, 14, 15, and 16). Fencing will consist of six-foot tall, metal chain-link material supported by metal poles two-inches in diameter or greater. The poles will be pounded into the ground to a depth of no less than two feet and spaced no more than ten feet apart. The fencing will be installed at the boundary of the TPZ.

Tree fencing will be erected before demolition, grading or construction begins and remain in place until final inspection of the project permit, except for work specifically required in the approved plans in which case the project arborist or City Arborist (in the case of street trees) will be consulted.

The protective fencing will include a warning sign prominently displayed on each fence. The sign will be a minimum of 8.5 x 11-inches and clearly state: "WARNING - Tree Protection Zone - This fence will not be removed until completion of project construction."

Verification of Tree Protection - Prior to commencement of construction, the project arborist or contractor will verify, in writing, that all preconstruction conditions have been met (tree fencing, erosion control, pruning, etc.) and are in place.

Preconstruction Meeting - The demolition, grading and underground contractors, construction superintendent and other pertinent personnel will meet with the project arborist at the site prior to beginning work to review procedures, tree protection measures and to establish haul routes, staging areas, contacts, watering, etc.

Areas Outside Protective Fencing - Several neighboring protected coast redwood trees have canopies/driplines that reach over the project boundary into the project site (trees # 6-10 and 17-28). Prior to construction, any areas under protected trees' driplines that occur outside the protective fencing area will be mulched with four to six inches of mulch and covered with plywood to reduce compaction. Mulch installation will leave the trunk clear to avoid excess moisture at the trunk. Mulch material will be two-inch unpainted, untreated wood chip or equivalent. The mulch may be removed to install landscaping.

Tree Removal - Protected trees will not be removed by the project, with exception of four London plane Street Trees. Removal of any trees that extend into the branches or roots of any trees to be protected will not be conducted by demolition or construction personnel, grading, or other heavy equipment. An arborist certified to the standard of the City or tree worker will remove the tree carefully in a manner that causes no damage above or below ground to trees that remain.

Removal of stumps with roots entangled with those of protected trees to remain will have their roots severed prior to extracting the stump to avoid disturbing roots of retained trees. For all other stumps, removal will include grinding of stump and roots to a minimum depth of 24 inches. In sidewalk or small planter areas to be replanted with a new tree, the entire stump will be removed and the planting pit dug to a depth of 30 inches. If dug below 30 inches, compact the backfill to prevent settling. Large surface roots three feet from the outside circumference will be removed, including the spoils and backfilled with City approved topsoil to grade, and the area tamped to settle the soil.

Suspended Pavement System for Street Trees – A suspended pavement system will be provided for street trees. Adequate rootable soil volume areas will be provided public trees. The volume of rootable soil to be provided per public tree will be based on the size of the tree at maturity as follows:

- 400 cubic feet of rootable soil volume will be available per small tree,
- 800 cubic feet per medium-sized tree and,
- 1200 cubic feet per large-sized tree.

4.2 During Construction Requirements

Compaction - To avoid soil compaction, all vehicles will remain on paved surfaces to the maximum extent feasible and all parking will occur on paved surfaces. Staging will occur on existing pavement. If vehicles must be operated in non-paved areas near trees, mulch and plywood would be installed as detailed above.

Activities Within Tree Protection Zones - No equipment, building materials, refuse, excavated soils, or poisonous materials will be stored, cleaned, or deposited within a TPZ. Protected trees will not be used as wench supports, anchorage, or sign posts. Tree roots within the TPZ will not be cut for utility trenching, foundation digging, placement of curbs and trenches, and other miscellaneous excavation without prior approval from the City Arborist.

If trenching, excavation, or boring is necessary within a TPZ, the contractor will notify the Applicant's project arborist a minimum of 24 hours in advance of the activity in the TPZ. Once excavation within the TPZ starts, roots that are encountered will be cut to sound wood and repaired. Roots two inches and greater will remain injury-free. Any approved excavation, demolition or extraction of material will be performed with equipment sitting outside the TPZ. All excavation within the TPZ will be done by hand digging, hydraulic or pneumatic air excavation technology. Excavation within the TPZ will not occur during hot, dry weather to the maximum extent feasible.

For excavation or trenching for drainage, utilities, irrigation lines, etc., construction will tunnel under any roots two inches in diameter and greater. Prior to excavation for foundation/footings/walls, grading or trenching within the TPZ, roots will first be severed cleanly one foot outside the TPZ and to the depth of the future excavation. The trench will then be hand dug and roots pruned with a saw, sawzall, narrow trencher with sharp blades, or other approved root pruning equipment.

Backhoes, steel-tread tractors, or any heavy vehicles will not be used within the TPZ without prior approval by the City Arborist. If allowed, a protective root buffer would be established, consisting of a base course of tree chips spread over the root area to a minimum six-inch depth, layered by 3/4-inch quarry gravel to stabilize, with 3/4-inch plywood on top. This buffer within the TPZ would be maintained throughout the entire construction process.

If injurious activity or interference with roots greater than two-inches will occur within the TPZ, plans will specify a design of special foundation, footing, walls, concrete slab or pavement designs subject to City Arborist approval. Discontinuous foundations such as concrete pier and structural grade beam will maintain natural grade to minimize root loss and allow the tree to use the existing soil. Basement excavations will be designed outside the TPZ of all protected and designated trees and will not be harmful to other mature or neighboring property trees.

Injury Mitigation - A mitigation program has not been prepared for the project as drought stress, dust accumulation, or soil compaction to protected trees is not expected.

Damage - Any inadvertent damage to protected trees will be reported to the Project Arborist and City within six hours. Any mechanical or chemical injury, as defined in the TTM, to branches, trunk, or roots over two inches in diameter will be reported in monthly inspection reports (see below). If injury to a protect tree occurs, the following mitigation and damage control measures will apply, as required by the TTM.

1. Root injury: If trenches are cut and tree roots 2 inches or larger are encountered, they must be cleanly cut back to a sound wood lateral root. The end of the root shall be covered with either a plastic bag and secured with tape or rubber band, or be coated with latex paint. All exposed root areas within the TPZ shall be backfilled or covered within one hour. Exposed roots may be kept from drying out by temporarily covering the roots and draping layered burlap or carpeting over the upper 3-feet of trench walls. The materials must be kept wet until backfilled to reduce evaporation from the trench walls.

2. Bark or trunk wounding: Current bark tracing and treatment methods shall be performed by a qualified tree care specialist within two days.

3. Scaffold branch or leaf canopy injury: Remove broken or torn branches back to an appropriate branch capable of resuming terminal growth within five days. If leaves are heat-scorched from equipment exhaust pipes, consult the project arborist within 6 hours.

Offsetting Root Impacts – If project excavation impacts roots of protected trees, the impacts will be documented using photographs and measurements with the consultation of the project arborist. If roots are impacted, offsetting treatments for root loss will be proposed based on the results of a soil test and may include adjustments to watering, soil nutrients, soil organic content, or other recommendations.

Inspections - The Project Arborist will conduct regular inspections of the trees within the project site at least once during the process of rough grading and monthly thereafter until project construction is complete, as directed in the TTM. After each inspection, the project arborist will submit a report to the City during the first week of each calendar month. The report will document the condition of the trees, the condition of the protective measures onsite. If there are any changes to the plans or protective measures, the Project Arborist will contact the City immediately.

The Project Arborist will also conduct an inspection on an as-needed basis if any special activity is planned and approved within the TPZ, or there are abrupt changes in tree health noted by construction staff.

Imported Soil - All imported soils will be tested and the results provided to the City for approval before import. Import soil shall be amended with compost per City standards in place of other soil amendments. Street trees require an automatic irrigation/bubbler system and may require tree grates. Tree well openings on El Camino Real frontage willll be 4’ x 8’’ minimum per ECR Master Plan, Tree Planting Practices Sec.5.4.2.

4.3 Maintenance

Maintenance of all protected trees within the project site will be conducted in general accordance with the TTM.

Irrigation - Normal irrigation will be maintained on the site at all times. During the warm season (April through November), additional irrigation may be applied up to twice per month as recommended by the project arborist. Adjustments to irrigation regime may made by the project arborist as needed.

5 References

Arborist OnSite – Horticultural Consulting, Inc. 2018. ISA Certified Arborist Report – Caterina Hotel 4256 El Camino Real, Palo Alto, California. June 25.

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City of Palo Alto Department of Planning and Community Environment. 2001. Tree Technical Manual. First Edition. June.

Kielty Arborist Service. 2017. Arborist Letter Report for 4256 El Camino Real, Palo Alto, California. Revised October 9, 2017, March 12, 2017.

Fite K., Smiley ET. 2008. Best Management Practices (BMP) - Managing Trees During Construction.

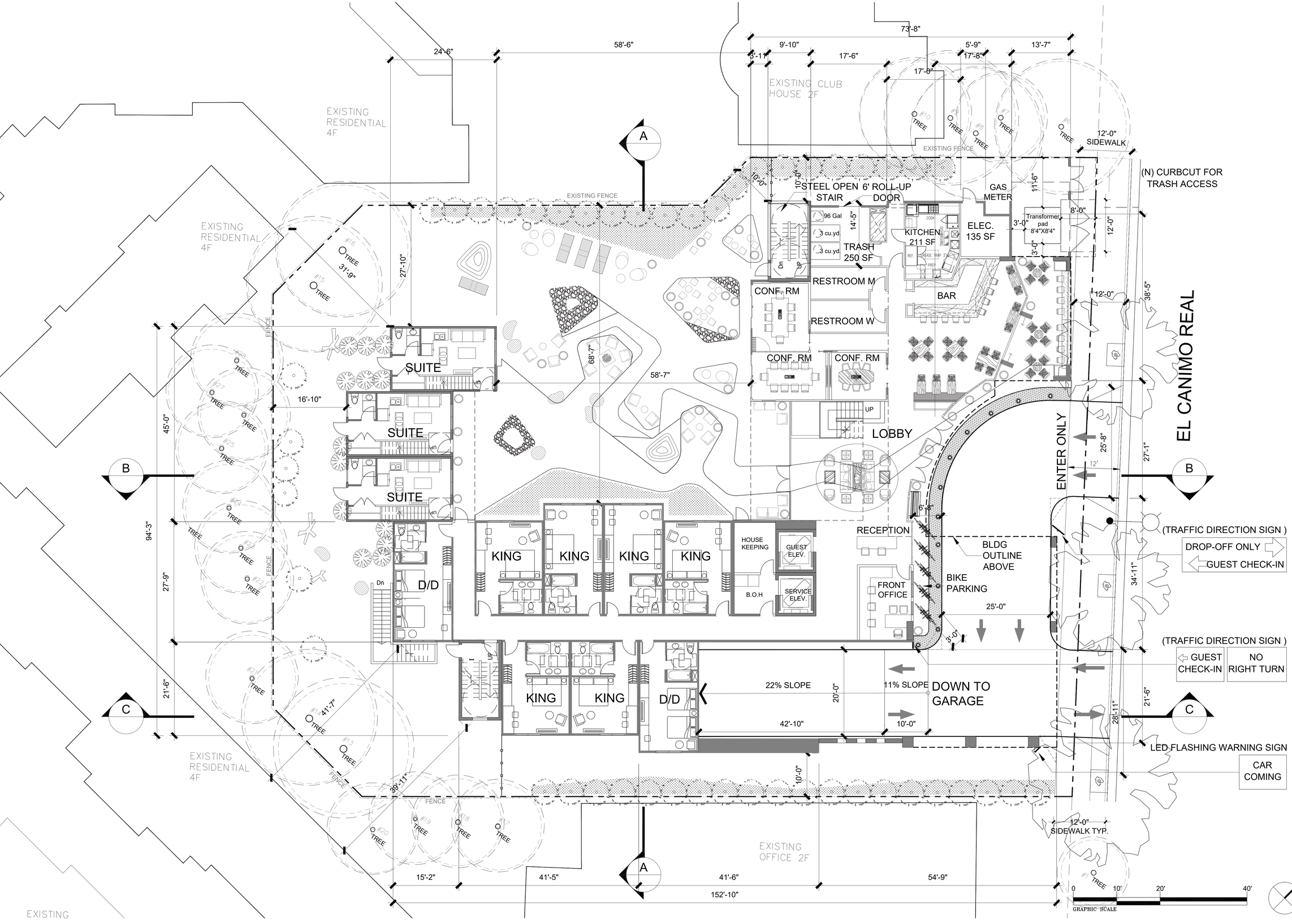
International Society of Arboricultural. 2010. Arborist Certification Study Guide.

Matheny and Clark. 1998. Trees and Development: A Technical Guide to Preservation of Trees During Land Development.

USDA Forest Service. 1990. Agricultural Handbook 654, Silvics of North America, Vol. 1, Conifers.

Appendix A

Project Plans



STUDIO T SQUARE

: Architecture
: Planning
: Urban Design

: 304 12th Street, Suite 2A
: Oakland, California 94607
: (510) 451 - 2850

The Caterina Hotel

4256 El Camino Real, Palo Alto, CA 94306

HXH Property LLC
2223 Bayshore Road, Suite 200
Palo Alto, CA 94303

Sheet Title:
Floor Plan - Site Plan

Job No. 17001
Date: 06/26/2018
Scale:
Drawn By:

Sheet No:
A-3.0

Appendix B

Arborist Report

Kielty Arborist Services
Certified Arborist WE#0476A
P.O. Box 6187
San Mateo, CA 94403
650-515-9783

April 27, 2017 revised October 9, 2017, March 12, 2018

Catherine Huang Huang,
HXH Property LLC
2225 E Bayshore Rd Ste 2000
Palo Alto, CA 94303

Site: 4256 El Camino Real, Palo Alto, CA

Dear Ms. Hauang,

As requested on Monday, April 24, 2017, I visited the above site to inspect and comment on the trees. New construction is planned for this site and your concern as to the future health and safety of the trees as well as the neighboring trees has prompted this visit. Civil plan C-3.0 dated December 21, 2018 was reviewed for the revision of this report.

Method:
All inspections were made from the ground; the trees were not climbed for this inspection. The trees in question were located on a site plan provided by you. The trees was then measured for diameter at 54 inches above ground level (DBH or diameter at breast height). The trees were given a condition rating for form and vitality. The trees' condition rating is based on 50 percent vitality and 50 percent form, using the following scale.

1 - 29 Very Poor
30 - 49 Poor
50 - 69 Fair
70 - 89 Good
90 - 100 Excellent

The height of the tree was measured using a Nikon Forestry 550 Hypsometer. The spread was paced off. Comments and recommendations for future maintenance are provided.

Survey:

Tree#	Species	DBH	CON	HT/SP	Comments
1	London plane *(Platanus acerifolia)*	2"	70	15/15	Good vigor, fair form, street tree.

2X	London plane *(Platanus acerifolia)*	13.2	75	30/35	Good vigor, fair form, street tree.
3X	London plane *(Platanus acerifolia)*	13.1	70	35/30	Good vigor, good form, poor live crown ratio.
4X	London plane *(Platanus acerifolia)*	10.6	55	35/30	Good vigor, poor-fair form, codominant at 12 feet.
5X	London plane *(Platanus acerifolia)*	10.7	65	30/35	Good vigor, fair form, codominant at 20
6*	Redwood *(Sequoia sempervirens)*	26.7	65	45/30	Fair vigor, fair form, one of five. (5.5 feet from property line.)
7*	Redwood *(Sequoia sempervirens)*	14.3	65	35/20	Fair vigor, fair form, one of five. (4.0 feet from property line.)
8*	Redwood *(Sequoia sempervirens)*	17.2	60	40/30	Fair vigor, fair form, one of five. (7.5 feet from property line.)
9*	Redwood *(Sequoia sempervirens)*	20.2	60	40/30	Fair vigor, fair form, one of five. (4.0 feet from property line.)
10*	Redwood *(Sequoia sempervirens)*	22.4	65	40/25	Fair vigor, fair form, one of five. (8 feet from property line.)
11X	Deodar cedar *(Cedrus deodara)*	21.8	55	45/40	Good vigor, fair form, heavy lateral limbs.
12X	Deodar cedar *(Cedrus deodara)*	18.3	55	45/40	Good vigor, fair form, heavy lateral limbs.
13	Redwood *(Sequoia sempervirens)*	23.1	60	55/30	Fair vigor, fair form, in south corner.
14	Redwood *(Sequoia sempervirens)*	24.1	60	55/30	Fair vigor, fair form, in south corner.

Tree#	Species	DBH	CON	HT/SP	Comments
15	Redwood *(Sequoia sempervirens)*	29.9	65	60/30	Fair vigor, fair form, in west corner.
16	Redwood *(Sequoia sempervirens)*	29.2	65	60/30	Fair vigor, fair form, in west corner.
17*	Redwood *(Sequoia sempervirens)*	16.5	55	40/20	Poor-fair vigor, fair form, water stressed. (5.5 feet from property line)
18*	Redwood *(Sequoia sempervirens)*	17.6	55	40/20	Poor-fair vigor, fair form, water stressed. (4.5 feet from property line)
19*	Redwood *(Sequoia sempervirens)*	9.3	50	40/20	Poor-fair vigor, fair form, water stressed. (4.0 feet from property line)
20*	Redwood *(Sequoia sempervirens)*	15.5	55	40/20	Poor-fair vigor, fair form, water stressed. (6.0 feet from property line)
21*	Redwood *(Sequoia sempervirens)*	12.1	55	40/20	Poor-fair vigor, fair form, water stressed. (4.0 feet from property line)
22*	Redwood *(Sequoia sempervirens)*	9.9	55	40/20	Poor-fair vigor, fair form, water stressed. (8.0 feet from property line)
23*	Redwood *(Sequoia sempervirens)*	17.1	55	40/20	Poor-fair vigor, fair form, water stressed. (5.0 feet from property line)
24*	Redwood *(Sequoia sempervirens)*	14.1	55	40/20	Poor-fair vigor, fair form, water stressed. (6.5 feet from property line)
25*	Redwood *(Sequoia sempervirens)*	15.8	55	40/20	Poor-fair vigor, fair form, water stressed. (9.0 feet from property line)
26*	Redwood *(Sequoia sempervirens)*	18.3	55	40/20	Poor-fair vigor, fair form, water stressed. (6.0 feet from property line)
27*	Redwood *(Sequoia sempervirens)*	18.0	55	40/20	Poor-fair vigor, fair form, water stressed. (7.0 feet from property line)
28*	Redwood *(Sequoia sempervirens)*	17.6	55	40/20	Poor-fair vigor, fair form, water stressed. (2.5 feet from property line)

*Indicates neighboring trees. X indicates tree to be removed.

Non-protected trees to be remo with canopy size:

Tree#	Species	DBH	CON	HT/SP	Square feet of canopy
11	Deodar cedar	21.8	55	45/40	1,256
12	Deodar cedar	18.3	55	45/40	1,256
A	Fruitless mulberry	6.9	50	15/15	176
B	Fruitless mulberry	8.2	55	20/20	314
C	Fruitless mulberry	3.1	60	15/10	78.5
D	Fruitless Mulberry	3.0	60	15/10	78.5
E	Fruitless mulberry	2.0	60	15/10	78.5
F	Avocado	3.1	55	15/10	78.5
G	Fruitless mulberry	7.2	50	20/20	314
H	Peach	4.8	55	15/15	176
I	Podocarpus	6x2"	50	10/20x4	80
J	Fruitless mulberry	8.3	50	15/20	314
K	Fruitless mulberry	7.7	40	15/10	78.5
L	Fruitless mulberry	7.8	40	15/15	176
J	Fruitless mulberry	8.8	50	15/15	176
				Total square feet of canopy	4,630.5

Summary:
The trees on site consist of five street trees, four redwoods and two cedars. The street trees are all London plane trees and will be removed.

The cedars are located in a landscape finger which protrudes into the property. The cedars will be removed to facilitate the construction.

The four redwoods are located in the rear corners of the site ideal for construction. The vertical shoring and excavation should be no closer than 10 feet from the trunks of the redwood trees. The redwoods will be protected with a modified type 1 tree protection.

The neighboring trees will be protected by property fencing and no negative impacts are expected. The following tree protection plan should be followed to help reduce impacts to the trees on and off site.

Tree Protection Plan:
Tree protection zones should be installed and maintained throughout the entire length of the project. Fencing for tree protection should be 6' tall, metal chain link material supported by metal 2" diameter poles, pounded into the ground to a depth of no less than 2'. The location for the protective fencing should be as close to the dripline of desired trees as possible, still allowing room for construction to safely continue (Type 1 Tree Protection). On this site type 3 tree protection will be used for tree #1, #2, #3, #4 and #5 as the curb and sidewalk will limit the fence-able area. The tree protection fence for the trees must be maintained throughout the entire project.

The following distances for tree protection should be maintained for the entire length of the project:

- Tree #1, #2, #3, #4 and #5, London Plane trees will be removed.
- Trees #13, #14, #15 and #16, redwoods tree protection will be at 10 feet (edge of vertical shoring) and extend to 10 x DBH where possible. (Type 1 tree protection).
- The neighbor's redwoods will be protected by property line fencing.

The above are the radius for tree protection and are the minimum distance the fencing should be installed at. The fencing should extend to the 10 times the DBH from the trunk where possible per Tree Technical Manual.

No equipment or materials shall be stored or cleaned inside the protection zones. Areas outside protection fence, but still beneath the tree's driplines, where foot traffic is expected to be heavy, should be mulched with 4-6" of chipper chips covered with plywood. The spreading of chips will help to reduce compaction and improve soil structure.

Demolition and Staging
Prior to the start of the demolition process, all tree protection measures must be in place. An inspection prior to the start of the demolition is required. A pre-demolition meeting with the site arborist will be required. The city of Palo Alto often times has their arborist attend this meeting. All vehicles must remain on paved surfaces if possible. Existing pavement should remain and should be used for staging. If vehicles are to stray from paved surfaces, 4 to 6 inches of chips shall be spread and plywood laid over the mulch layer. This type of landscape buffer will help reduce compaction of desired trees. Parking will not be allowed off the paved surfaces. The removal of foundation materials, when inside the driplines of protected trees, should be carried out with care. Hand excavation may be required in areas of heavy rooting. Exposed or damaged roots should be repaired and covered with native soil. Tree protection fencing may need to be moved after the demolition. The site arborist should be notified and the relocated fence should be inspected.

Root Cutting

Any roots to be cut shall be monitored and documented. Large roots (over 2" diameter) or large masses of roots to be cut must be inspected by the site arborist. The site arborist, at the time, may recommend irrigation or fertilization of the root zone. All roots needing to be cut should be cut clean with a saw or lopper. Roots to be left exposed for a period of time should be covered with layers of burlap and kept moist. The over dig for the foundation should be reduced as much as possible when roots are encountered. The site arborist will be on site for all excavation when within the dripline of the trees listed above.

Tree Trimming
Some minor trimming may be required to facilitate the building of the structure. No negative impacts are expected from the trimming.

Trenching
Trenching for irrigation, drainage, electrical or any other reason shall be done by hand when inside the dripline of a protected tree. Hand digging and the careful placement of pipes below or besides protected roots will significantly reduce root loss, thus reducing trauma to the tree. All trenches shall be backfilled with native materials and compacted to near its original level, as soon as possible. Trenches to be left open for a period of time (24 hours), will require the covering of all exposed roots with burlap and be kept moist. The trenches will also need to be covered with plywood to help protect the exposed roots.

Irrigation and Fertilization
Normal irrigation shall be maintained on this site at all times. During the warm season, April – November, I typically recommend some additional heavy irrigation, 2 times per month. During the winter months, it may be necessary to irrigate 1 additional time per month. Seasonal rainfall may reduce the need for additional irrigation. These trees need to be irrigated 2 times a month for the duration of the project. This type of irrigation should be started prior to any excavation. The irrigation will improve the vigor of the tree and the water content of the tree. The on-site arborist may make adjustments to the irrigation recommendations as needed.

Inspections
The City of Palo Alto requires monthly tree inspections on construction sites of this nature. An inspection of the tree protection measures is required prior to the start of demolition. The inspections must be carried out by the site arborist. The inspection letters will require the contactors contact information including the phone # of the site superintendent. These inspections must be documented with letters provided to the City Arborist, property owner, and contractor. Other visits will be on an "as needed" basis. The site arborist shall be on site during the excavation process.

Additional information on tree protection requirements may be accessed in the Tree Technical Manual, published by the City of Palo Alto. This publication is available at the city's planning offices or can be accessed on line.

The information included in this report is believed to be true and based on sound arboricultural principles and practices.

Sincerely,

Kevin R. Kielty
Certified Arborist WE#

Appendix C

Root Mapping Report

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Arborist OnSite®

Horticultural Consulting, Inc.

www.arboristonsite.com
Robert@arboristonsite.com

ISA Certified Arborist Report

Submitted To:

Rincon Consultants Inc.
449 15th Street, Suite 303
Oakland, California 94612

Project Location:

Caterina Hotel
4256 El Camino Real
Palo Alto, California

Submitted By:

Robert Booty, Registered Member # 487
ISA Qualified Tree Risk Assessor
The American Society of Consulting Arborists
ISA Certified Arborist WC-4286
June 25, 2018

Limits of Assignment

This assignment is limited to a parking lot, involving the neighboring Redwood trees bordering the proposed construction on the property. My investigation involves root locating to determine root density in the area of proposed excavation. Ground penetrating radar can not identify the presence of structural defects in roots located below ground, such as cracks or girdling roots that can be associated with tree failures. GPR can evaluate only depth, location and depending on the MHz of the antenna, targeting root size. Because trees continually change, this evaluation is valid only for the date of this inspection.

Disclaimer

Although studies have shown ground penetrating radar to have a high degree of accuracy[1] for below-ground root identification, these are not photographs but images of predicted root targets or changes in wood composition as in the case of trunk imaging . Arborist OnSite endeavors to use equipment that generates useful information to prepare reports that will reflect its best judgment in light of the facts as it knows them.

Assignment

I have been retained by Karly Kaufman who is the Senior Environmental Planner for Rincon Consultants Inc. A hotel is proposed for construction on this site that involves the excavation for an underground parking garage. Surrounding the proposed excavation site, on neighboring properties are numerous redwood trees. I have been requested to use ground penetrating radar to evaluate the root density of these trees at two different locations within the parking lot. This will be an effort to determine the optimal excavation distance possibilities for the below-ground garage.

[1] Nina Bassuk, “Ground-Penetrating Radar Accurately Locates Tree Roots in Two Soil Media Under Pavement” Arboriculture & Urban Forestry, International Society of Arboricultural 2011.

Observations

I visited the site June 18, 2018. I observed the redwood trees on the neighboring property. There are many, some are very large and others smaller, all are appearing to be in good health.

Identifying the Redwood Trees for our root study

Access to the neighboring redwood trees was not possible. A numbered metal tree tag was attached to the fence at the location each redwood tree. I only tagged the first row of redwoods closest to the fence for this report. Behind the tagged trees are many other redwood trees whose roots also have invaded the parking lot along with the ones identified in this report. This can explain the large amount of structural roots found in this root study.

Conclusions

Using a 400 MHz antenna I set the antenna to penetrate the soil to a depth of 4 feet. The 400 MHz antenna targets structural roots beginning at 1 inch in diameter and larger. Due to the configuration of the property line and the obstacles within it, some measurements were taken from the curb and not the fence to realistically continue to identify the proposed areas of excavation. These changes/areas are clearly marked on the scan results. The structural root mapping results identified roots to a depth of 44 inches with the majority being in the 34-38 inch depth range. Smaller absorbing roots are also present but not identified in this root study, they would be found in the upper 18 inches of the soil profile. As you are reviewing the structural root data refer to the site map on page 7 as a visual site reference.

Methodology

How does it work?

Ground-Penetrating Radar (GPR) is an established technology that has been used worldwide for over 30 years. Radar is an object-detection system that uses *electromagnetic waves* – specifically *radio waves* – to identify the range, altitude, direction, or speed of both moving and fixed objects. When an electromagnetic wave[2] emitted from a small surface transmit antenna / receiver encounters a boundary between objects with different electromagnetic properties, it will reflect, refract, and or diffract from the boundary in a predictable manner. Radar waves or signals are reflected especially well by materials of considerable *electrical conductivity*. The radar signals that are reflected back towards the antenna are the desirable ones that create the image and make radar work.

Its uses today seem endless. When you look at the weather report, you are looking at a Doppler weather radar scan; it will tell you where the heaviest amounts of rain will fall in your area. It works like this, the radar signal, as it passes through the clouds is reflected back to a transmit receiver antenna that measures the density of the moisture in them and the speed they are traveling. You can then determine approximately when it will start raining and how much rain will fall in a given area. Radar is used in aviation, automobiles, law enforcement and locating objects below ground.

[2] Daniels, D.J. 1996, Surface-Penetrating Radar. The Institute of Electrical Engineers, ISBN 0-85296-0.

Root Mapping

An Introduction to Below-Ground Tree Root Mapping using Ground – Penetrating Radar (GPR)

Ground-Penetrating Radar used as a method of mapping tree roots has several of the following advantages over other methods of root locating,

1. It is capable of scanning the root systems of multiple trees under field conditions in a short time.
2. It is completely non-invasive and does not disturb the soils or damage the trees being examined, and causes no harm to the environment.
3. Being non-invasive, it allows repeated measurements that reveal long-term root system development.
4. It allows observation of root distribution beneath hard surfaces (concrete, asphalt, and bricks) roads and buildings.

Its accuracy is sufficient to resolve structural roots with diameters from less than 1 cm (0.4 in.) to 3 cm (1.2 in.) or more. It can characterize roots at both the individual tree and stand levels, facilitating correlations with tree and stand level measurements of physiological processes in complex ecological studies.

This is how the radar looks at the existing roots, as the antenna is moved along the ground every 2/10ths of an inch a radar signal is released into the soil at a predetermined depth.

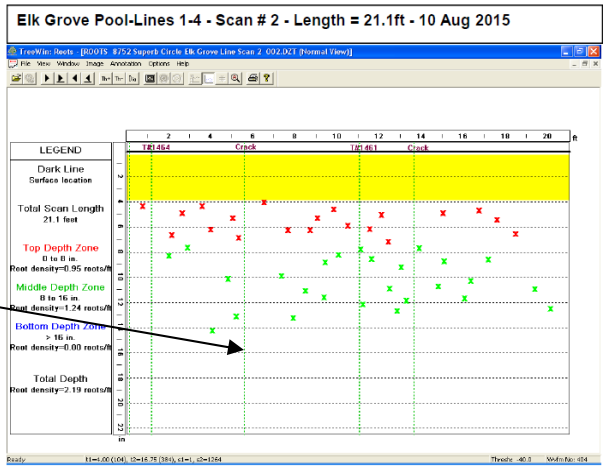
As this signal encounters a root it is reflected off its moisture and back to a receiver inside the antenna. This returned signal is displayed as an x in the final report indicating the presence of a root, the colored x indicates the depth of the root.

Secondly one can observe all roots within a given soil profile depth, on the following pages you will notice 3 color coded soil profiles depicted. When looking at the virtual trench view of maps keep in mind that each x marks the presence of a root. These roots are connected to the tree or root flare as they grow into the soil and then grow out ward in all directions, some have indicated roots that have no obstructions can travel laterally twice the height of the tree; this is what gives the tree stability.

The use of green markers

During the scan markers are placed on the field computer by the technician. These markers are used to identify points of interest along the scan line such as in this case, passing of object landmarks such as a numbered redwood tree. These manually placed markers show up in the final root analysis and can then be used to compare roots found below ground in relation to the physical tree in this case located above ground.

Green dotted lines are markers physically placed on the field computer by the technician during the scanning.



Virtual Trench View

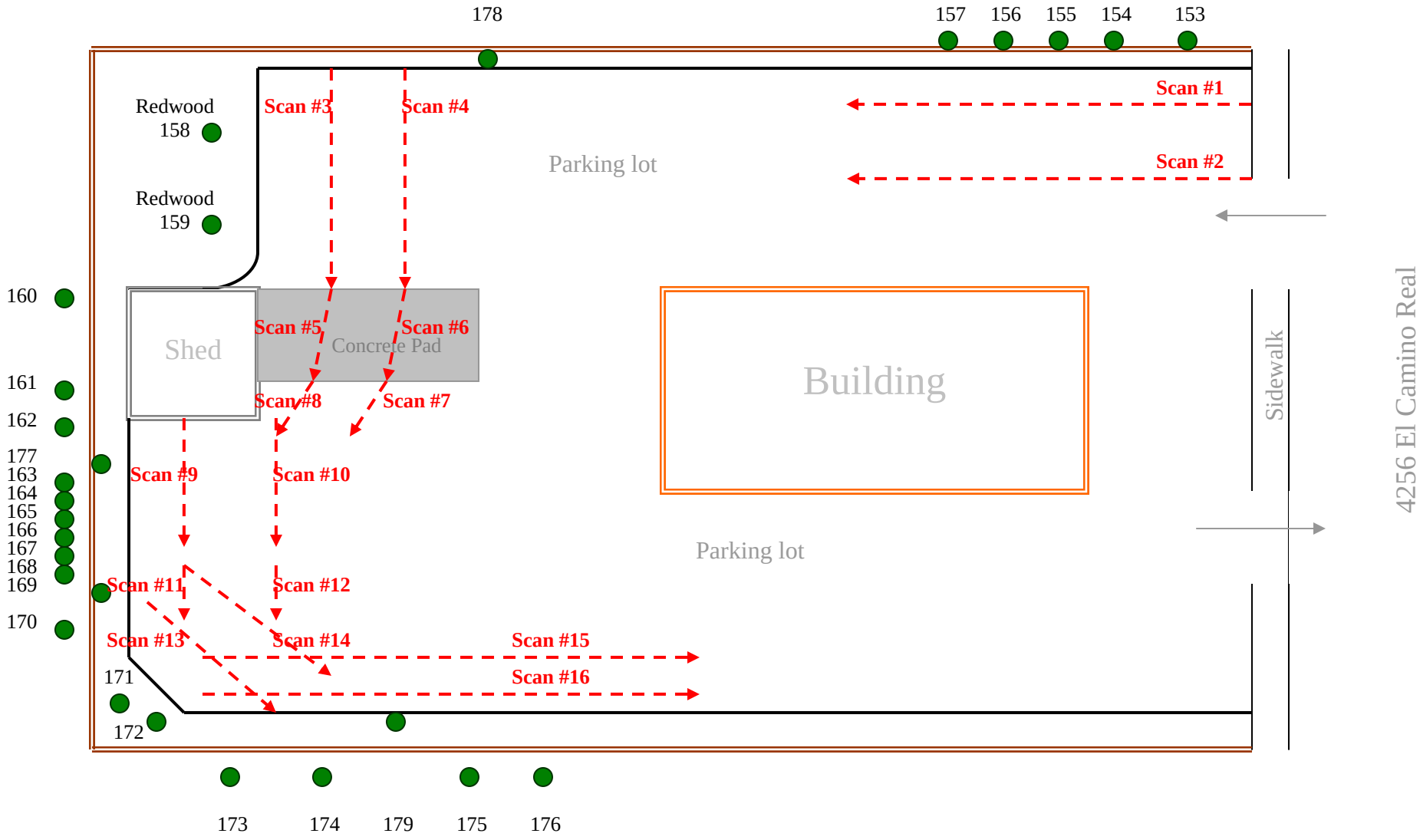
A way of viewing the root data is as a virtual trench. The following panels represent each of the sixteen individual radar line scans from the site as if they were the walls of a trench. Think of this as if you were excavating a deep trench with a back-hoe. As you dig, tree roots will be encountered at various levels or depths in the soil profile, after you have completed your trench you then are able to walk down and stand in the bottom.

Looking up at the earthen wall you are able to see the severed tree roots from your trenching protruding from the soil at the various depths of your trench. As you look at the following individual 16 virtual trench scans each x on the wall represents a severed root. Each colored x represents a different depth where the root is located.

One advantage of the trench view is that one can look at individual roots within their 3 represented depth zones and see the actual depth of each individual root.

Site Map

Not to scale



Robert Booty Registered Consulting Arborist 487
ISA Qualified Tree Risk Assessor

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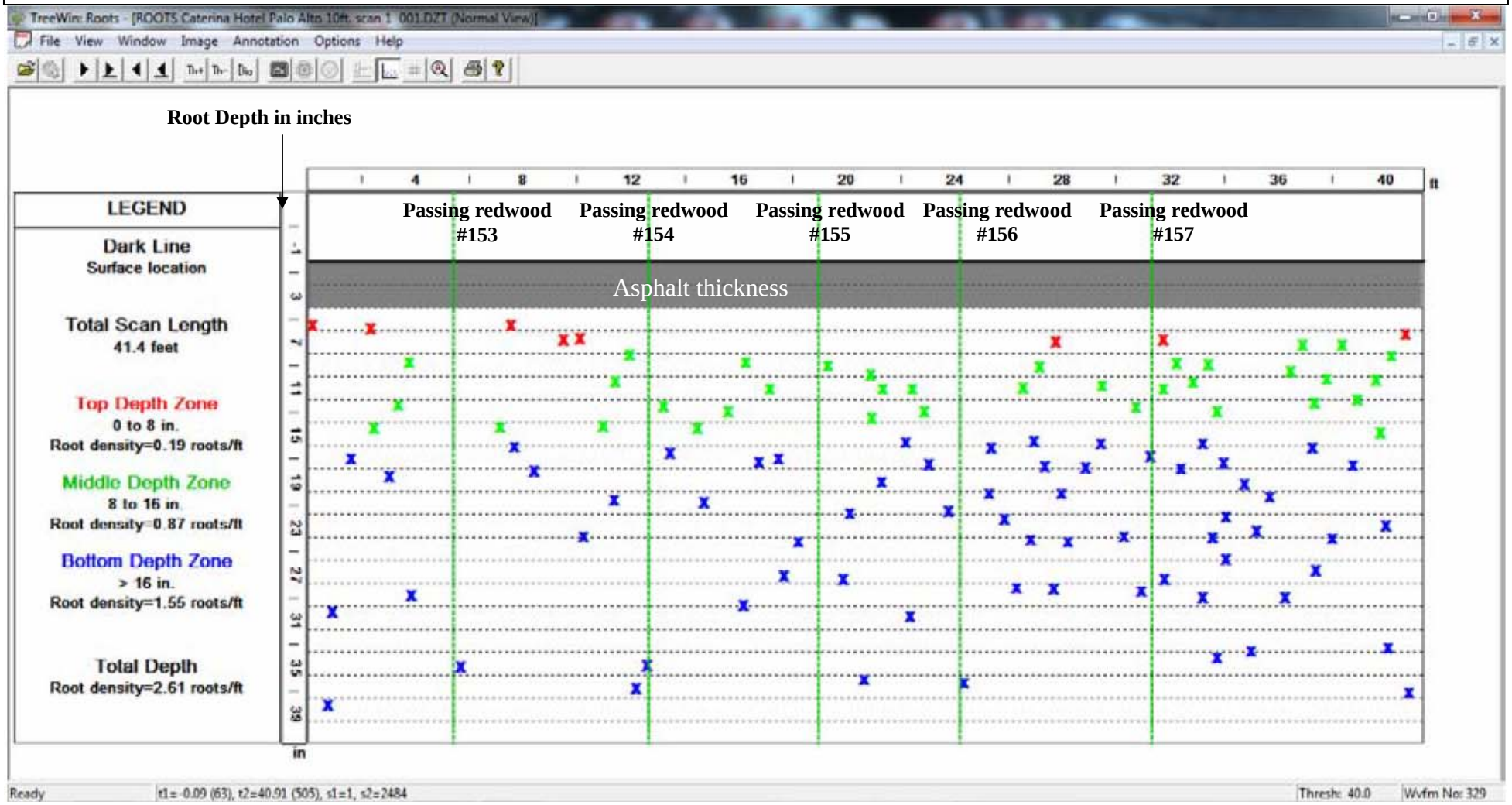
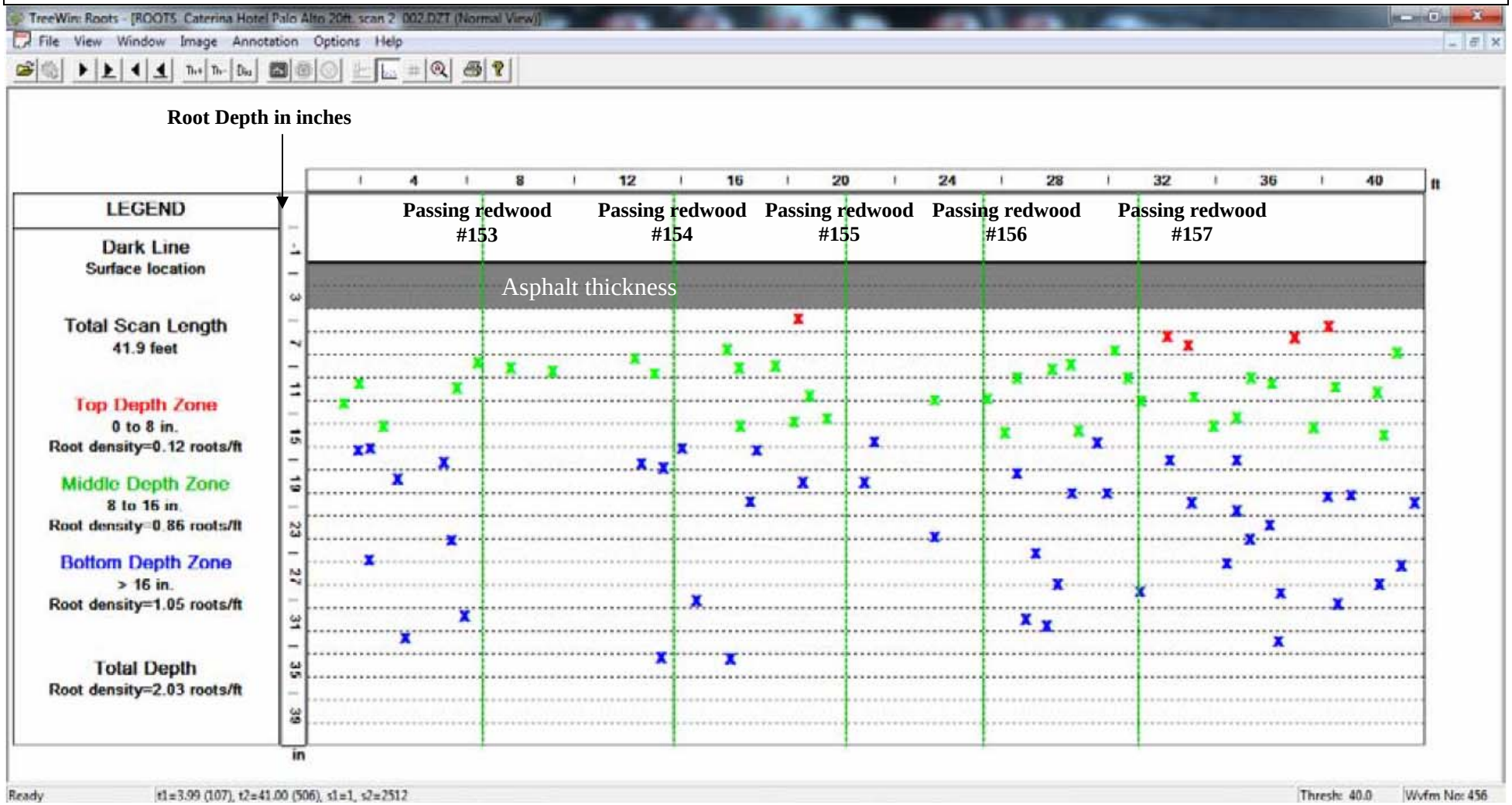
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #1 Ten feet from the property line.



Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #2 Twenty feet from the property line.



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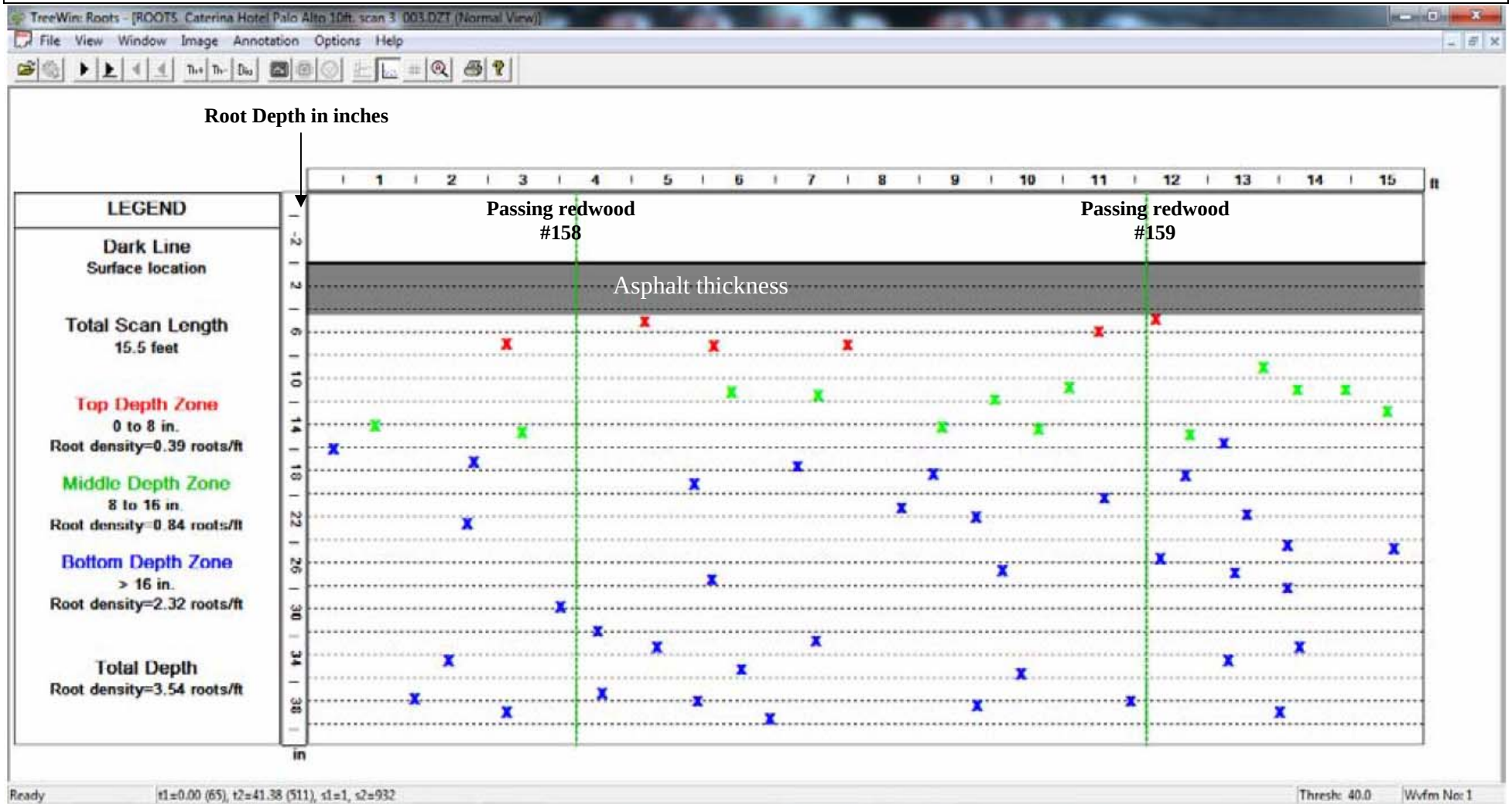
ISA Qualified Tree Risk Assessor

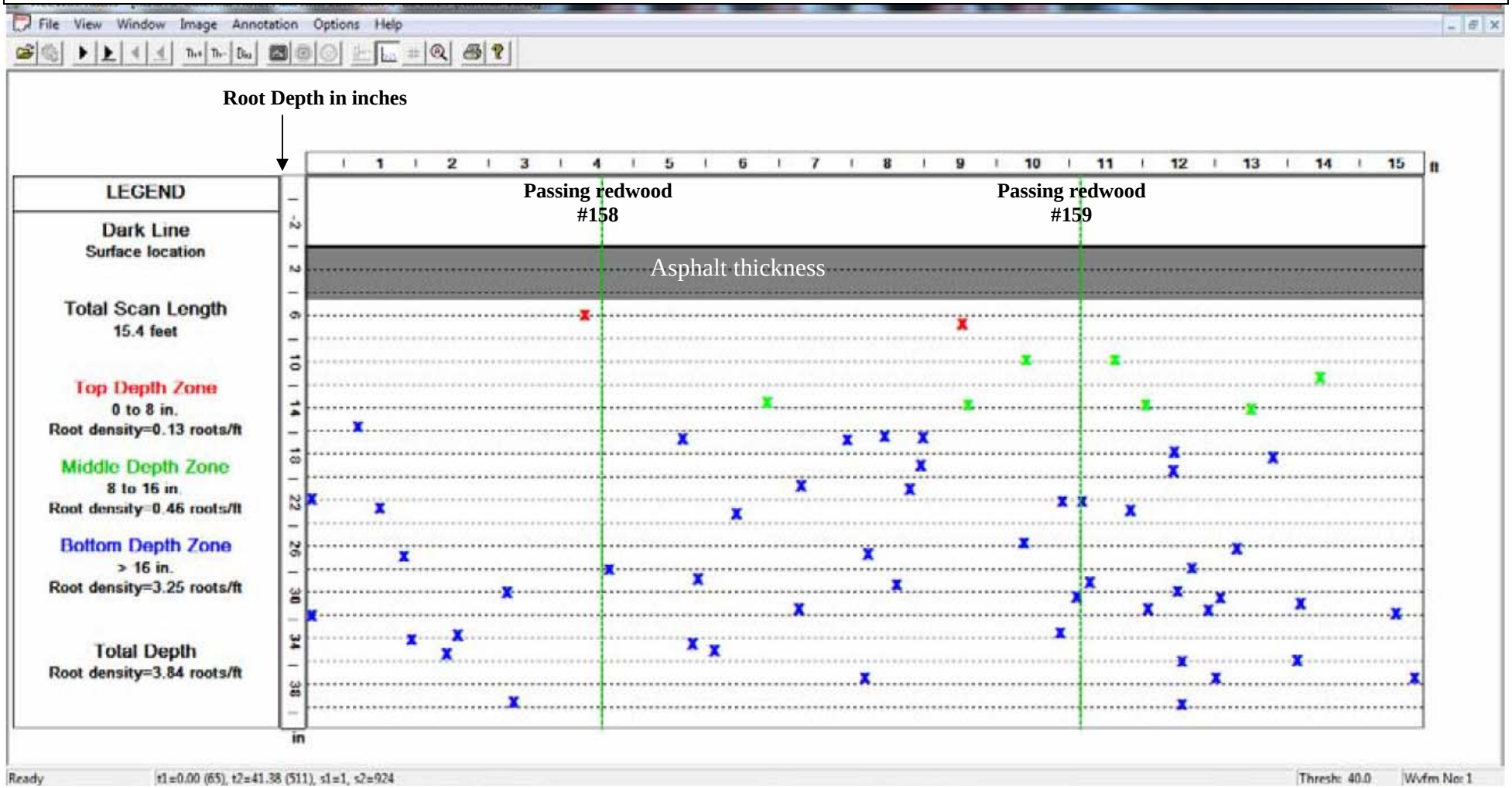
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #3 Ten feet from the parking lot curb.



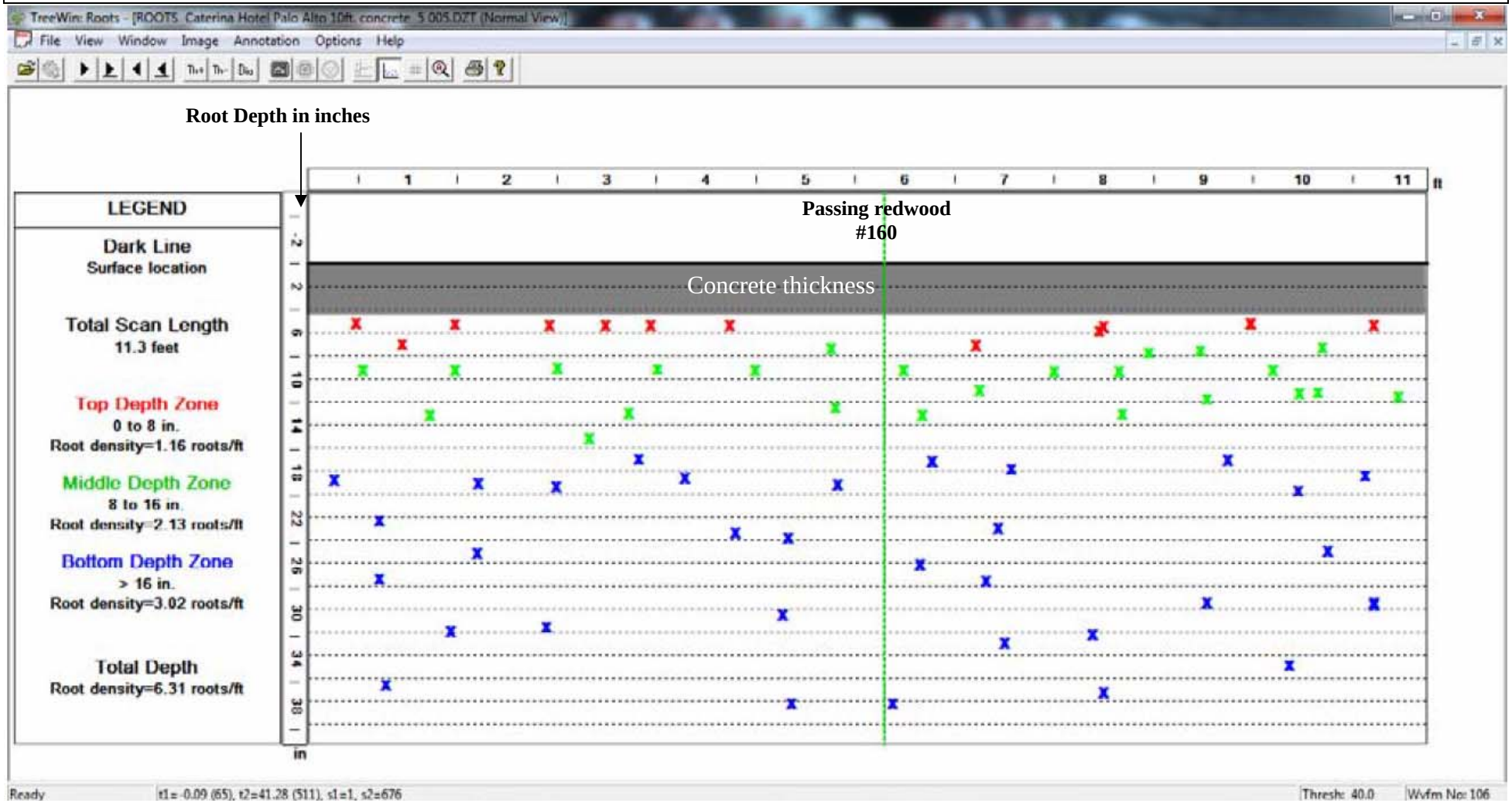
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #4 Twenty feet from parking the lot curb.



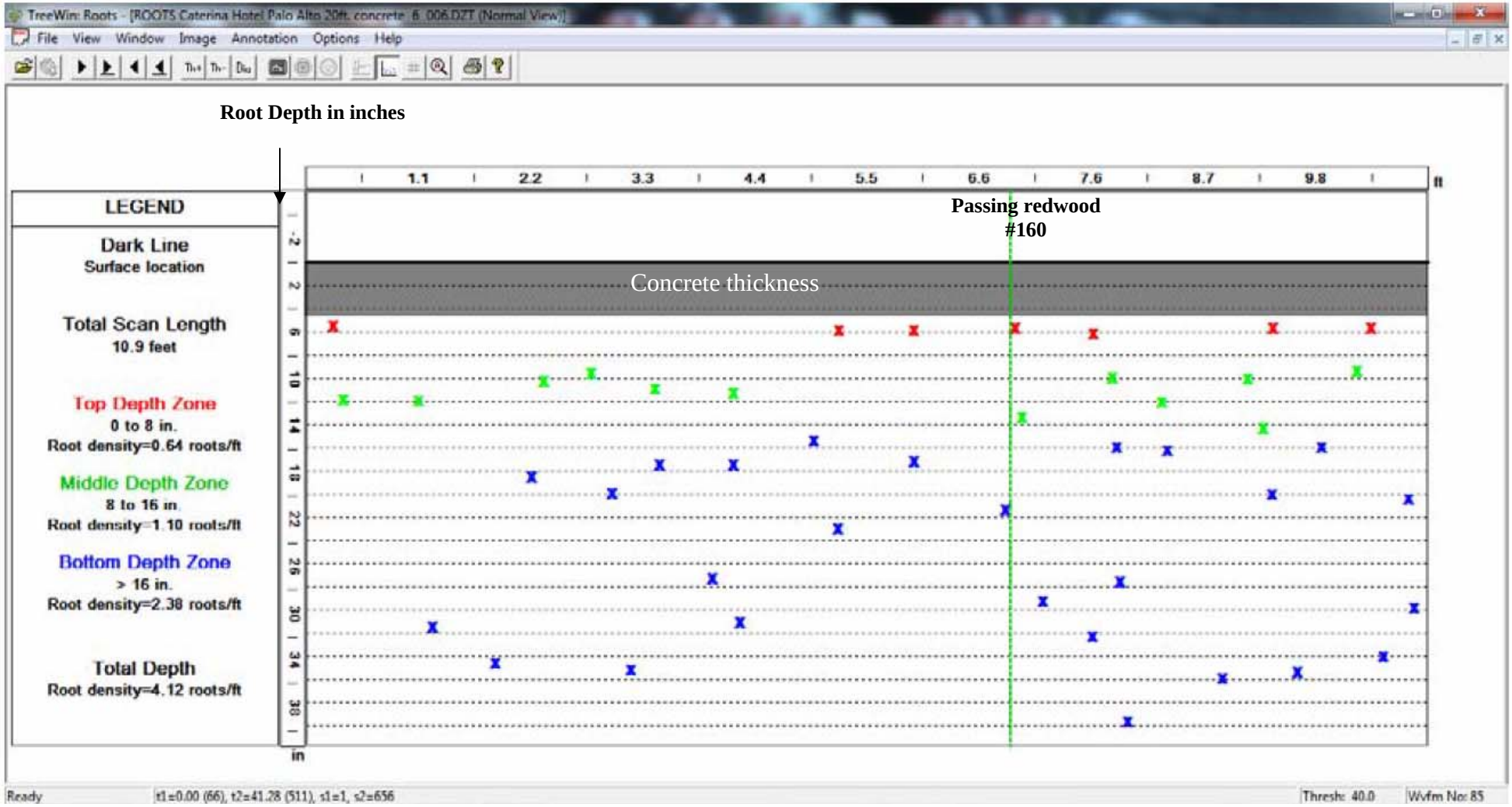
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #5 Over Concrete Pad Ten feet from the Shed.



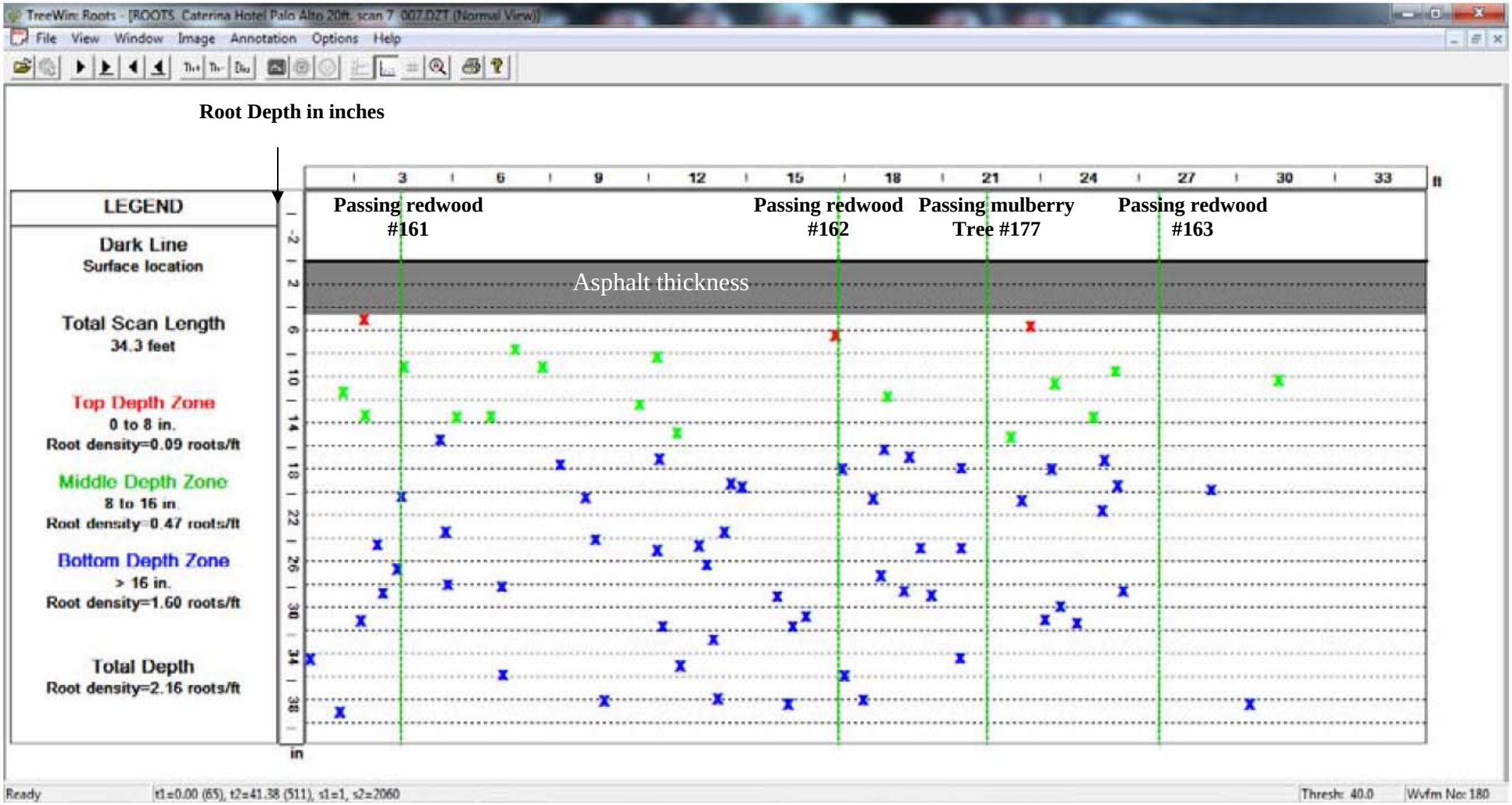
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #6 Over Concrete Pad Twenty feet from the Shed.



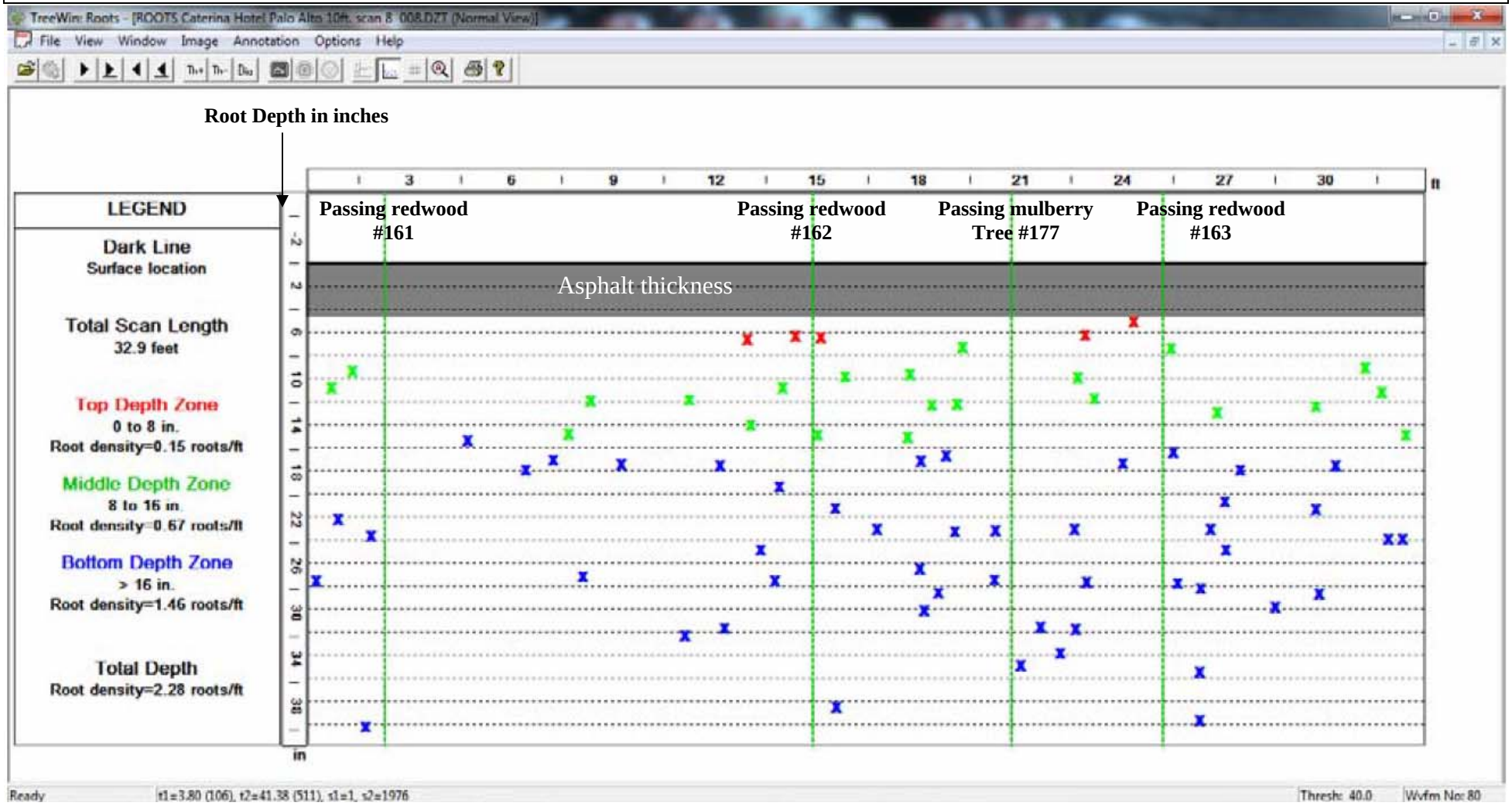
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #7 Twenty feet from the Shed.



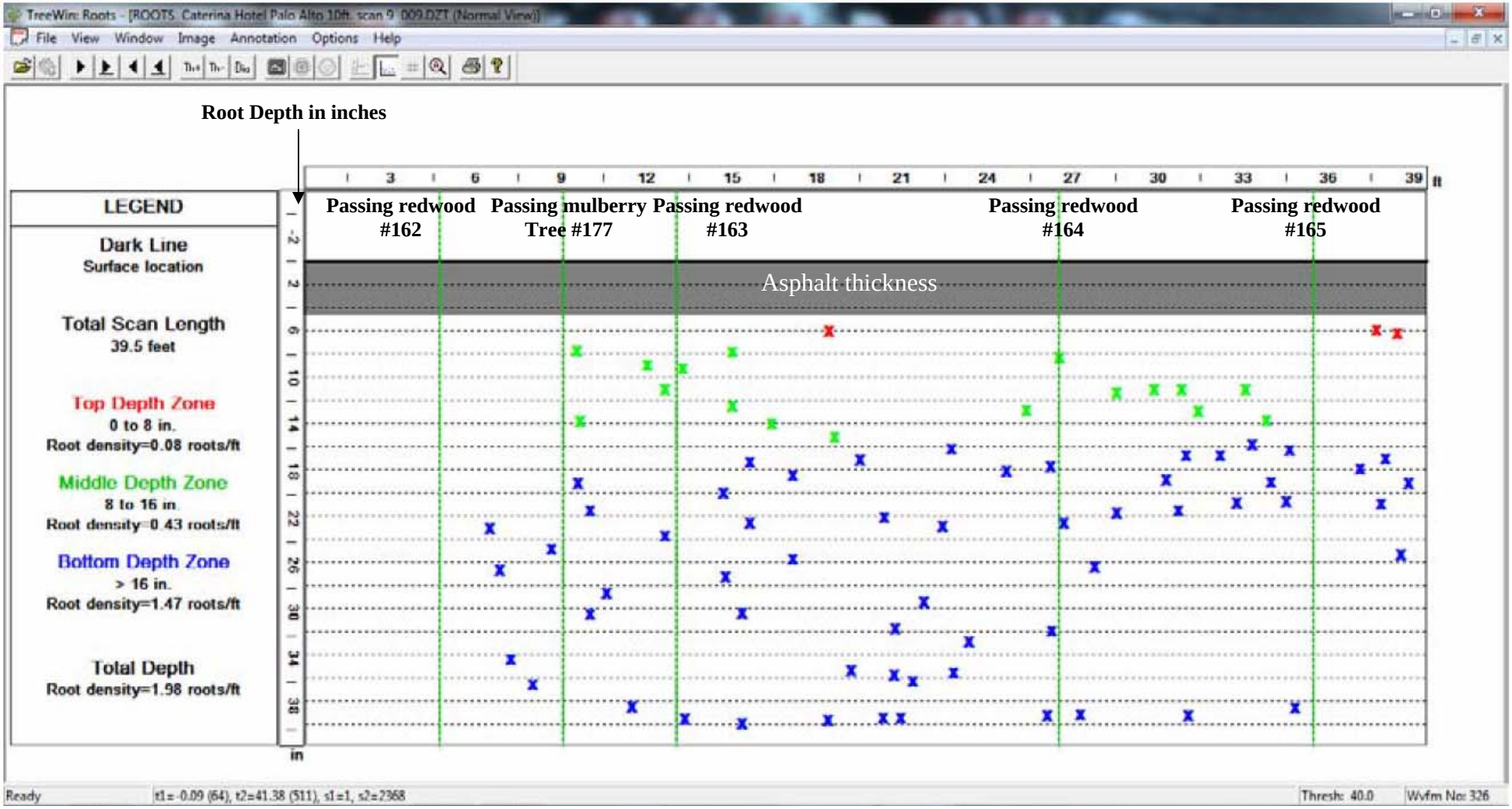
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #8 Ten feet from the Shed.



Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #9 Ten feet from the property line.



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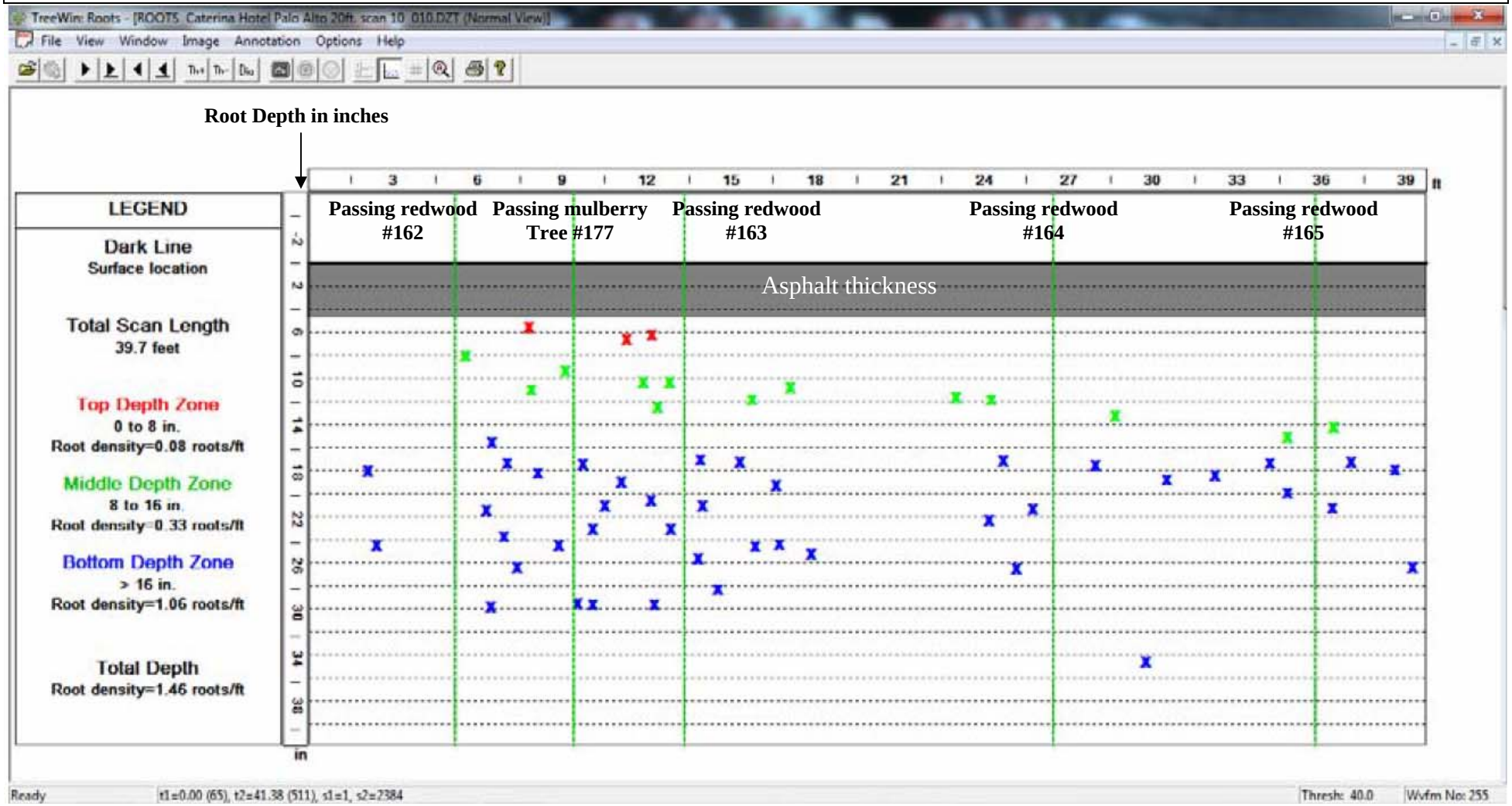
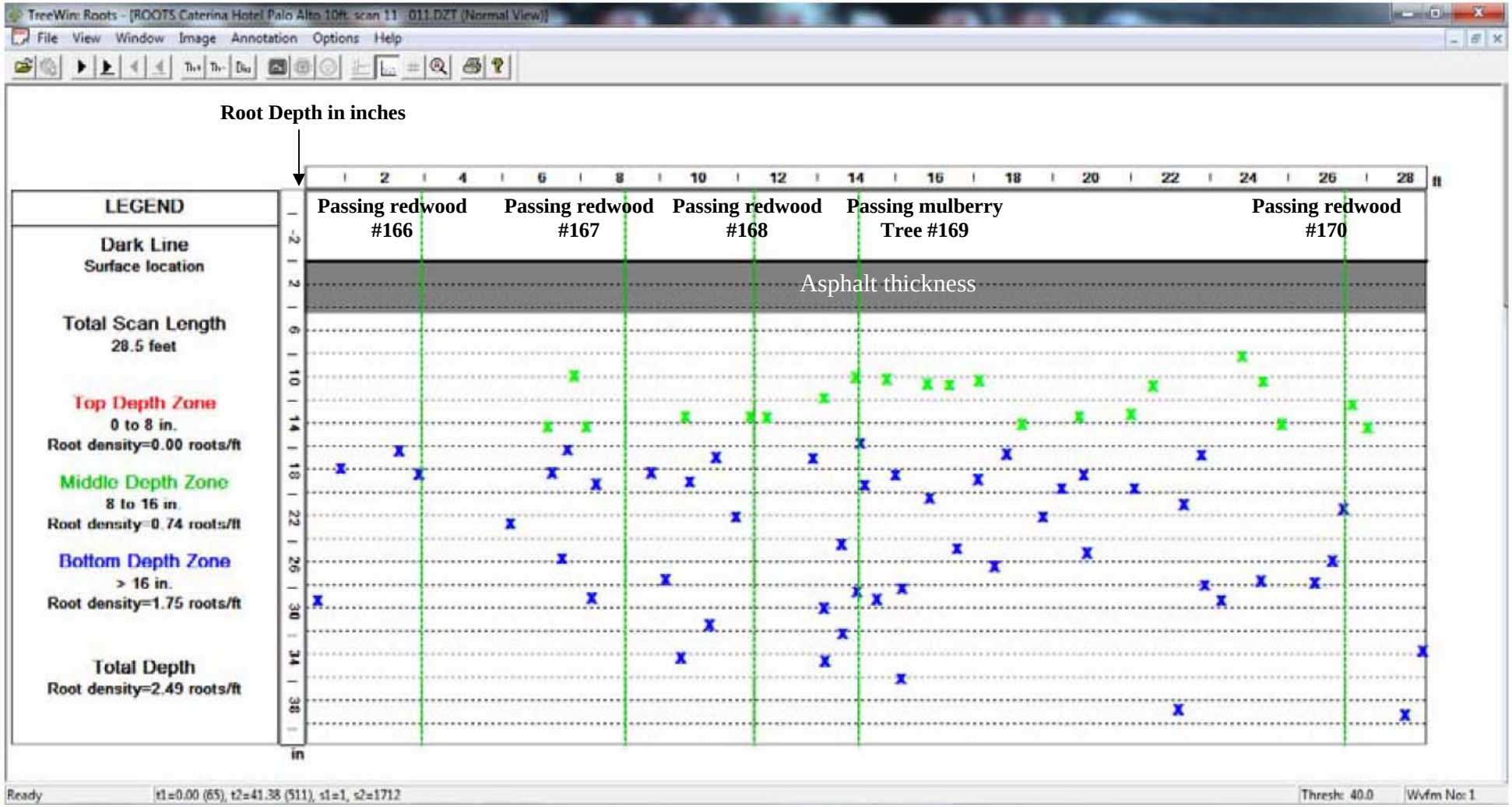
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #10 Twenty feet from the property line.



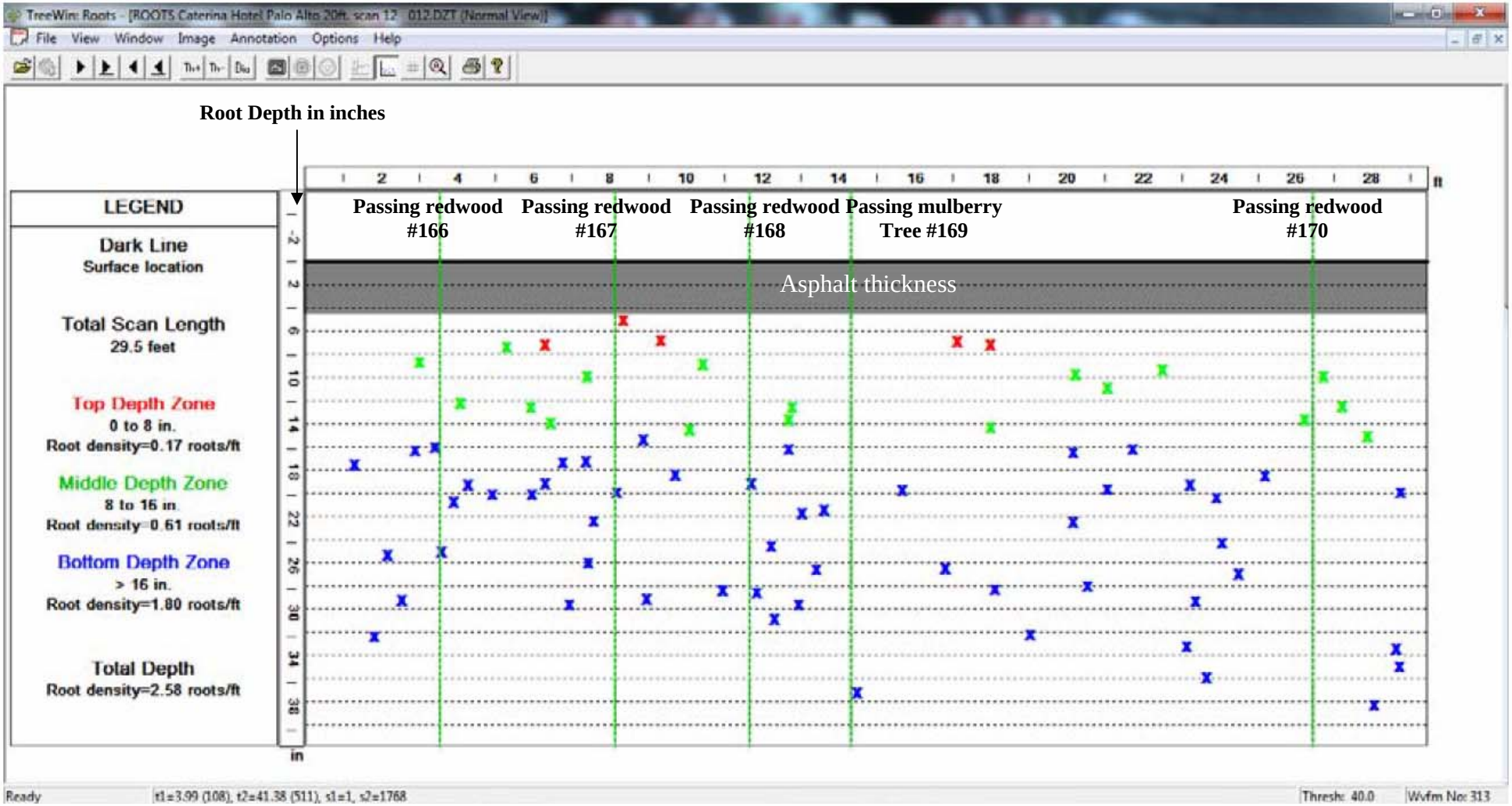
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #11 Ten feet from the property line.



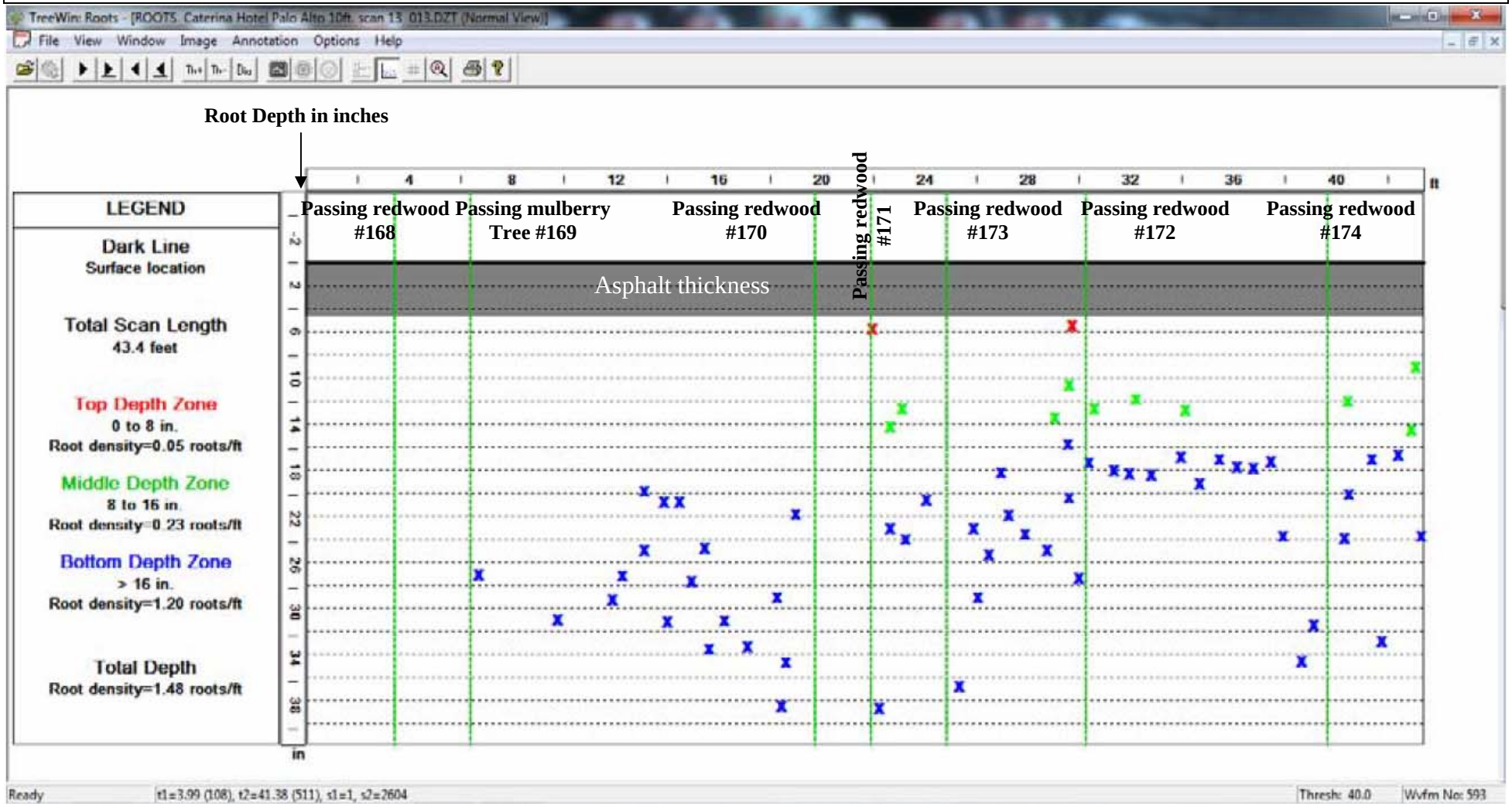
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #12 Twenty feet from the property line.



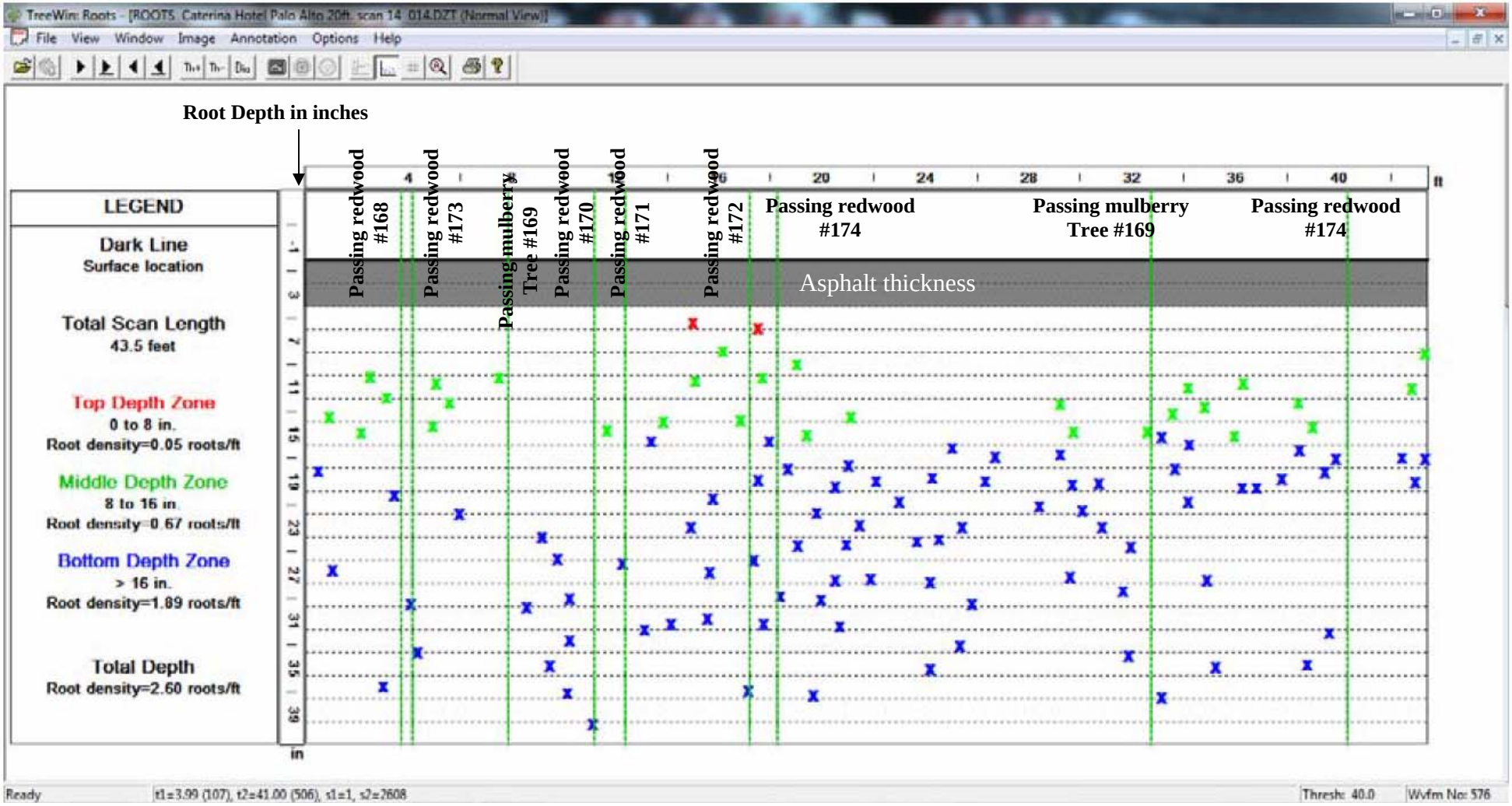
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #13 Ten feet from the parking lot curb.



Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #14 Ten feet from the parking lot curb.



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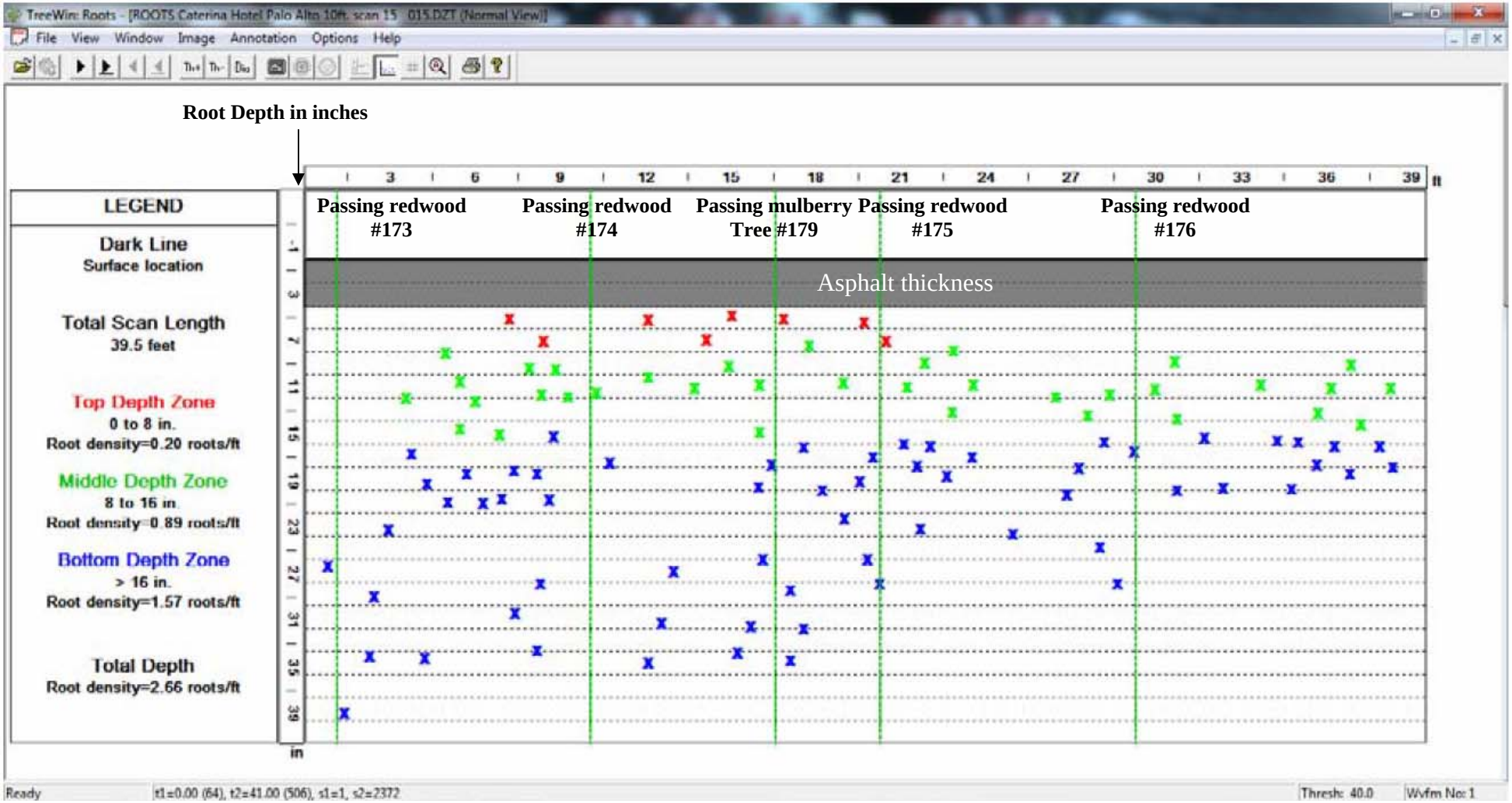
ISA Qualified Tree Risk Assessor

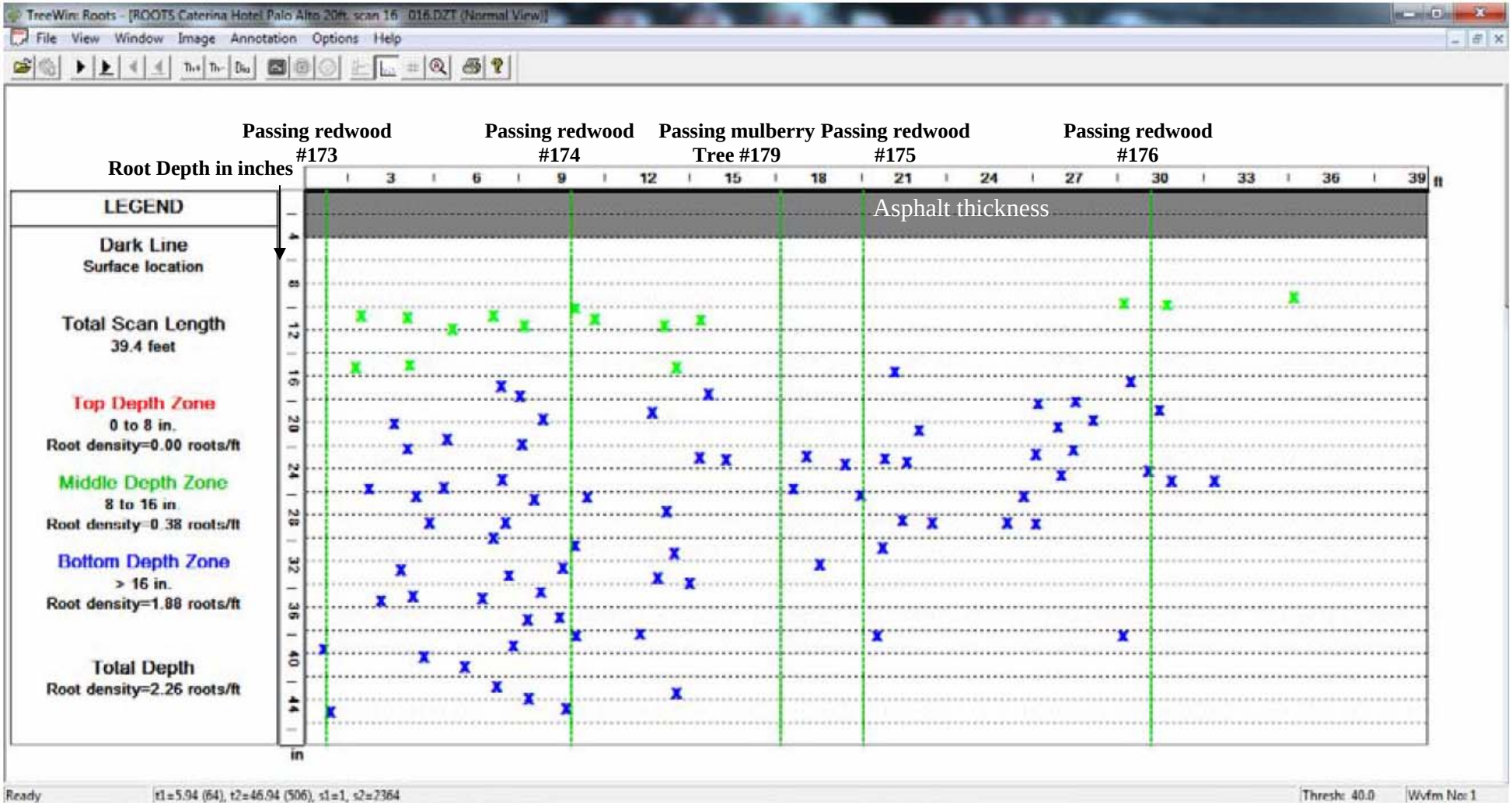
Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #15 Ten feet from the property line.



Caterina Hotel 4256 El Camino Real Palo Alto, Ca. June 18, 2018

Root Scan #16 Twenty feet from the property line.



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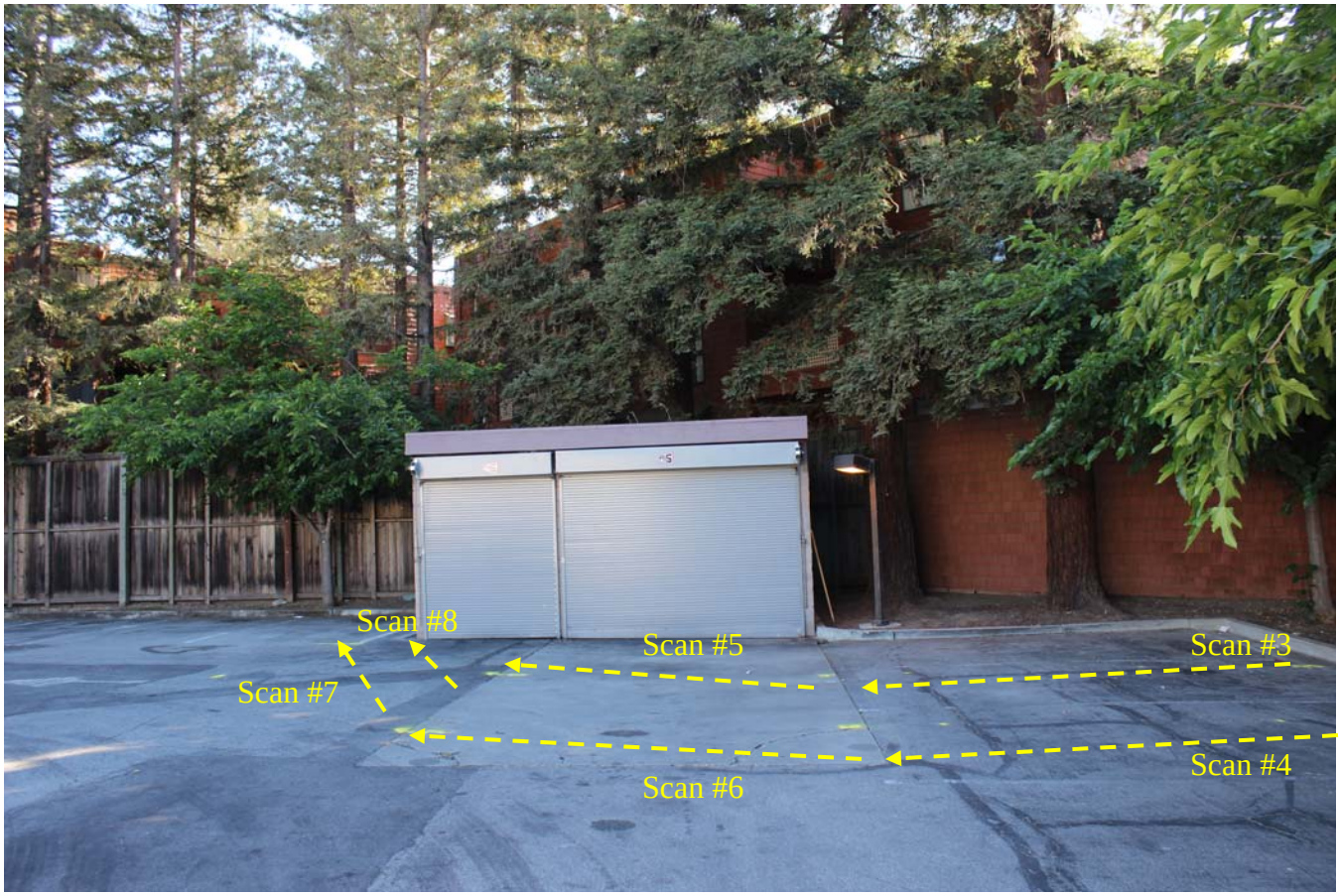
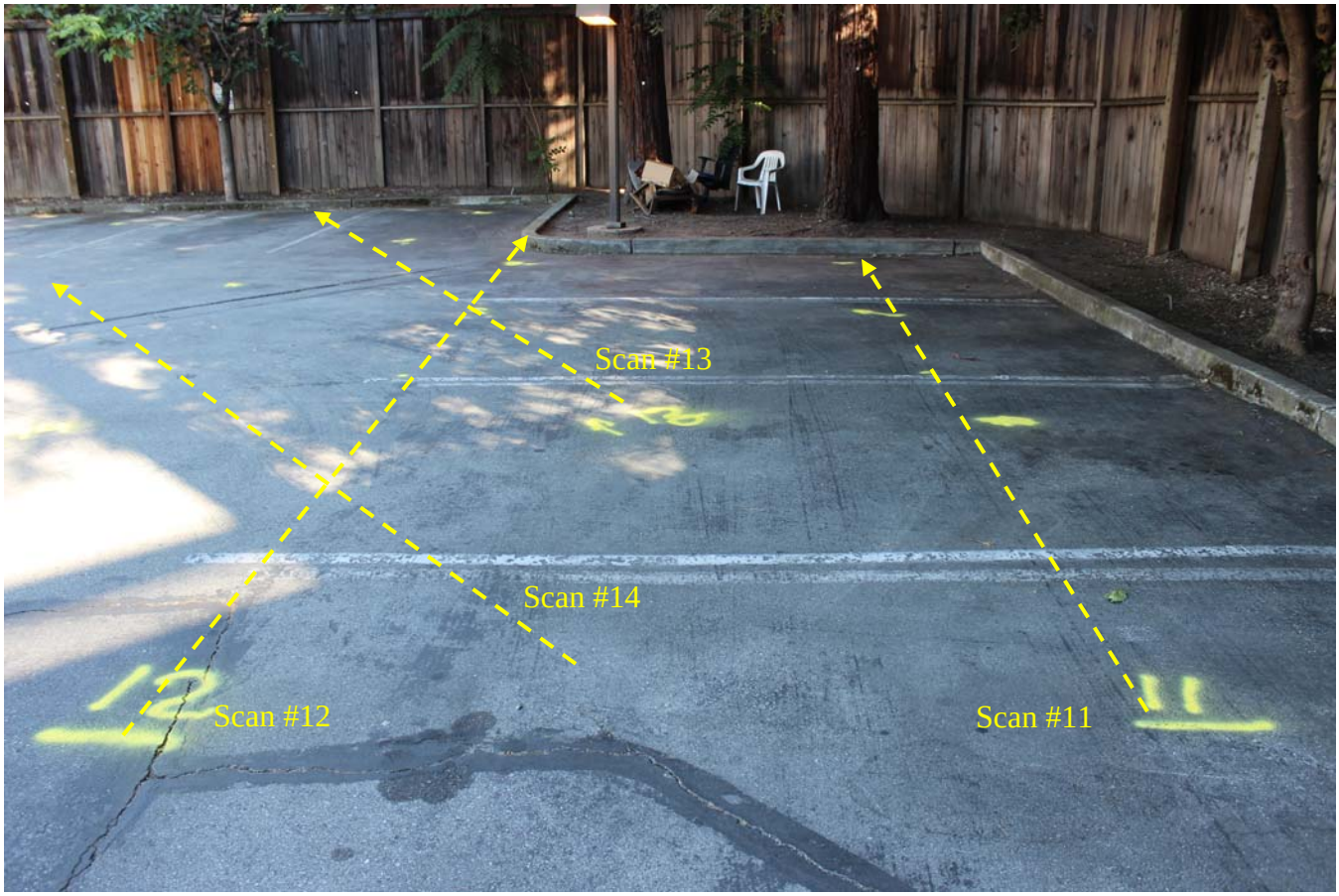




Arborist Disclosure / Performance of Services

1. Disclosure. Arborists are tree specialists who use their education, knowledge, training and experience to examine trees, recommend measures to enhance the beauty and health of the trees and attempt to reduce the risk of living near trees. Arborists cannot detect every condition that could possibly lead to the structural failure of a tree.

Since trees are living organisms, conditions are often hidden within the tree and below ground. Arborists cannot guarantee that a tree will be healthy or safe under all circumstances, or for a specific period of time. Likewise, remedial treatments cannot be guaranteed. Trees can be managed but they cannot be controlled. To live near trees is to accept some degree of risk and the only way to eliminate all risk associated with trees is to eliminate all trees.

2. Indemnification from current and future tree failures. Although radar imaging has no known harmful physical affects on trees the client agrees to indemnify, defend and hold Arborist OnSite Inc. and TreeRadar inc. harmless from and against any and all claims, liabilities, suite, demands, losses, costs and expenses, including, but not limited to, reasonable attorneys' fees and all legal expenses and fees incurred through appeal, and all interest thereon, accruing or resulting to any and all persons, firms or any other legal entities on account of any damages or losses to property or persons, including injuries or death, or economic losses, arising out of the Services and/or this Agreement, *except to the extent that said damages or losses are caused by Consultant's gross negligence or willful misconduct.* This indemnity, shall survive any expiration or termination of this Agreement with regard to any claims arising during, or related to, facts or circumstances that occurred during the term of this Agreement or any extension thereof.

No warranty, representation or guarantee, express or implied, is intended by this agreement. Consultant is not responsible for the completion or quality of work that is dependant upon or performed by Client or third parties not under the direct control of Consultant or for their acts or omissions or for any damages resulting there from.

3. **TreeRadar™ / Arborist OnSite® Disclaimer**

1. Use at Customer's Risk. TreeRadar™ and Arborist OnSite® endeavors to use equipment that generates useful information and, when provided, to prepare reports that will reflect its best judgment in light of the facts as it knows them, TreeRadar™ or Arborist OnSite® does not guarantee the outcome of its efforts or the structural integrity of any tree. Any report prepared by Arborist OnSite® or equipment and data analysis services provided by TreeRadar™ is used strictly at your sole risk

2. Disclaimer of Warranties. You expressly understand and agree that:

(a) Your use of TreeRadar™ equipment or Arborist OnSite's® use of ground penetrating radar technology services, are at your own risk. Such services are provided on an "as is and "as available" basis. TreeRadar™ and Arborist OnSite® expressly disclaims all warranties of any kind, expressed or implied, including but not limited to implied warranties of merchantability, fitness for a particular purpose and non-infringement. TreeRadar™ and Arborist OnSite® make no warranty that the equipment will be error-free or the data results obtained from the use of this equipment will be reliable.

Neither TreeRadar™ or Arborist OnSite® shall not be liable for any direct, indirect, incidental, special, consequential or exemplary damages, including but not limited to damages for goodwill, injury to body or property, death or other losses even if TreeRadar™ or Arborist OnSite® has been advised of the possibility of such damages resulting from the use or reliance TreeRadar™ equipment or Arborist OnSite's® use of ground penetrating radar technology.

4 General Conditions. Client acknowledges that it has read and agrees to the General Conditions contained in this document which are incorporated herein and made a part of this Agreement and report and shall apply to all services performed by Consultant. If this document is attached to another form of agreement whose terms and conditions conflict with this Agreement the General Conditions contained in this document shall prevail.

Assumptions and Limiting Conditions

1. Any legal description provided to the consultant is assumed to be correct. No responsibility is assumed for matters legal in character nor is any opinion rendered as to the quality of any title.
2. The consultant can neither guarantee nor be responsible for accuracy of information provided by others, information not provided or disclosed.
3. The consultant shall not be required to give testimony or to attend court by reason of this consultation/reports unless subsequent written arrangements are made, including payment of an additional fee for services.
4. Loss or removal of any part of this report invalidates the entire report/evaluation.
5. Possession of this report or a copy thereof does not imply right of publication or use for any purpose by any other than the persons(s) to whom it is addressed without written consent of this consultant.
6. This report represents the opinion of consultant, and the consultant's fee is in no way contingent upon the reporting upon any pre-determined findings.
7. Sketches, diagrams, graphs, photos, ect., in this report, being intended as visual aids, are not necessarily to scale and should not be construed as engineering reports or surveys.
8. This report has been made in conformity with acceptable evaluation/diagnostic reporting techniques and procedures, as recommended by the International Society of Arboriculture.
9. No tree described in this report was climbed, unless otherwise stated. Arborist OnSite® cannot assume responsibility for any defects which could only have been discovered by climbing. A full root collar or root crown inspection, consisting of excavating the soil around the tree to uncover hidden defects or disease involving the root collar and major buttress roots, was not performed, unless otherwise stated. Arborist OnSite® cannot accept responsibility for any root defects which could only have been discovered by such an inspection.

Certification of Performance

I, Robert Booty, certify:

- That I have personally inspected the tree(s) and/or the property referred to in this report, and have stated my findings accurately. The extent of the evaluation and or appraisal is stated in the attached report and the terms and conditions;

- That I have no current interest in the vegetation or the property that is the subject of this report, and I have no personal interest or bias with respect to the parties involved;

- That the analysis, opinions and conclusions stated herein are my own, and are based on current scientific procedures and facts;

- That my compensation is not contingent upon the reporting of a predetermined conclusion that favors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events;
- That my analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted arboricultural practices;

- That no one provided significant professional assistance to the consultant, except as indicated within the report.

I further certify that I am a Registered Member of the American Society of Consulting Arborists, and I am an International Society of Arboriculture Certified Arborist. I have been involved in the practice of arboriculture and the care and study of trees for over 49 years.

Signed: Robert Booty

Date: June 25, 2018

Gutierrez, Samuel

From: Sharlene Carlson <carlsonsharlene@gmail.com>
Sent: Wednesday, May 30, 2018 5:05 PM
To: Gutierrez, Samuel
Cc: Anne Mason; Julie Baskind; Gerhardt, Jodie
Subject: Re: 4256 El Camino Real Formal Submittal City Staff Comments
Attachments: Submission to PA ARB 120617 - FINAL.pdf

Hello Sam,

Thank you for keeping Palo Alto Redwoods updated on the application for the 4256 El Camino Real project - we really appreciate your efforts. We have reviewed the project plans and the City's comments on the plans. At this time, we do not have extensive additional comments on the project. The concerns we presented in our comments to the Architectural Review Board dated December 4, 2017 on the project remain. These comments are attached for your convenience.

We are especially concerned about impacts to the Redwood trees on our property and adverse project impacts on traffic, safety, and noise. We appreciate the City's diligence in requesting additional information to support analysis of these impact areas. We will provide more detailed comments on the CEQA environmental analysis of the project when it is available. In addition, we are also concerned about impacts related to privacy. As shown in plan sheet A-4.2 of the applicant's submittal showing the eastern elevation, the project design includes large windows that will look directly onto existing residences to the southeast. It is our hope that the City will consider the issue of homeowner privacy in your review of the project application.

Please continue to update us as this project progresses, including providing feedback from city departments and any documents submitted by the developer. It would be great to find a way that we can electronically access the large plans but also appreciate receiving several paper copies as changes are submitted.

Best regards,

Sharlene

On Tue, May 15, 2018 at 4:51 PM, Sharlene Carlson <carlsonsharlene@gmail.com> wrote:

> Hi Sam,
>
> Thank you for reaching out. We are still digesting the city input and the overall plans but will provide input as soon as possible.

It would really be helpful to get electronic copies of the full plans. Is that possible by zipping the file or possibly setting up an outside source like drop box to receive them? That would be extremely helpful in sharing with our homeowners.

Thanks,

Sharlene

On Mon, May 14, 2018 at 4:51 PM, Gutierrez, Samuel <Samuel.Gutierrez@cityofpaloalto.org> wrote:

Hello Sharlene,

I am checking in to see if there are anything I can assist you with in regards to the comments or the submittal in general.

Regards,

Samuel J. Gutierrez | MUP | Associate Planner | P&CE Department
250 Hamilton Ave. 5th Floor, Palo Alto CA 94301

Phone: (650) 329 - 2225

Please think of the environment before printing this email – Thank you!

Online Parcel Report | Palo Alto Municipal Code

Planning Forms & Handouts | Planning Applications Mapped

Permit Tracking – Public Access

From: Sharlene Carlson [mailto:carlsonsharlene@gmail.com]
Sent: Thursday, May 03, 2018 7:34 PM
To: Gutierrez, Samuel
Subject: Re: 4256 El Camino Real Formal Submittal City Staff Comments

Palo Alto Redwoods

PAR CONCERNS REMAIN

* *Density*
* *Height*
* *Tree Health*
* *Light Reduction*
* *Air Flow*
* *Traffic Safety*
* *Parking*
* *Hotel Saturation*
* *Environmental Impact*
* *Health and Safety*

December 4, 2017

City of Palo Alto Architectural Review Board
250 Hamilton Avenue
Palo Alto, CA 94301

RE: 4256 El Camino Real - Preliminary Architectural Review - 17PLN-00233
PAR Comments for Second Study Session, December 22, 2017

Dear Members of the Architectural Review Board,

Palo Alto Redwoods Homeowners Association (PAR) is submitting the following comments for your review for the second study session scheduled December 22, 2017 regarding the proposed development of the Su Hong Restaurant property by HXH, LLC. In PAR's written submission dated August 3, 2017 for the initial study session we raised a number of concerns. In addition we provided public comments at the August 17, 2017 hearing about these issues. Following the meeting, PAR provided a list of remaining concerns to the developer and had an in-person meeting to go over the developer's revised project design . Although the developer attempted to address some concerns raised by PAR and by the ARB, the measures incorporated into the revised project plan are inadequate.

Our remaining concerns include, but are not limited to the following:

- Impacts to Redwood trees;
- Adverse project impacts on traffic, safety, noise, air quality, etc. minimized and mitigated;
- Construction process managed to mitigate noise and construction impact;
- Bulk of buildings do not cast shadow upon PAR homes or pool area;
- Minimized massing respects privacy of PAR homes, reduces number and size of rear windows;
- Consistency with all provisions of zoning code, specifically height;
- Consistency with Comprehensive Plan;
- Assurance that noise from HVAC and outdoor spaces cannot be heard from PAR homes;
- Adequate drainage to avoid runoff or flooding of PAR;
- Consideration of converting project to mixed-use or housing.

Given that we have already submitted comments in our previous letter, we will not reiterate each of our concerns here. Instead we will detail some of our most significant concerns at this time. Any issues not addressed here remain concerns and our decision not to highlight them at this time does not indicate acceptance of changes to date. Thank you for carefully considering our request that the proposed development be significantly scaled back and include neighborhood benefits.

Tree Health

Redwood trees are one of the oldest living species on the planet. The residents of PAR consider ourselves caretakers of these valuable assets, which contribute greatly to our quality of life. We are proud to be residents of the City of Palo Alto, where its moniker is El Palo Alto in honor of Redwood trees.

PAR has well over 117 trees, mostly Redwoods, with a number of them eligible for heritage Northern California Redwoods status. PAR has utilized the services of Henry Ardalan of City Arborist for almost 20 years to maintain tree health. Given the proposed 50-foot high building proposed next door, we are concerned for the health and care of the 28 Redwood trees in the Area B grove and the 4 Redwood trees in our entry area near the property line that will be directly impacted.

PAR met with the developer's arborist, Kielty Arborist Services, to allow access to our property to measure tree diameter and distance from the common fence area. In his report, our trees were identified to be in fair or poor condition, although we have been diligent in taking care of them throughout all water conditions.

PAR then retained the services of a independent arborist, Moki Smith of Smith Tree Specialists, to provide us with an assessment of the condition of our trees, with the view of determining the potential impact of construction on the Redwood trees. Mr. Smith's initial report has identified our trees as being in good condition, showing evidence of consistent and appropriate care, including irrigation. This is the opposite of the assessment by the developer's arborist. (see Arborist Smith's attached report)

PAR trees located in Area B Grove

In order to acquire a deeper assessment of our trees condition, we expect the city to perform the following tests to assist with analysis of potential project impacts on PAR trees:

- soil tests to determine mechanical and chemical profile of the soil;
- water analysis to determine composition of irrigation water; and
- live tissue testing to determine nutrient status of the trees.

PAR has three main areas of concern related to potential impacts on trees:

1. Above ground

- Trees provide privacy screening, air quality, and quality of life for the homeowners and benefits to the overall aesthetics to the community. We are concerned that the amount of sunlight and wind, which is vital for healthy trees, will be severely compromised with a 50-foot high building.
- We consider the so-called shade study, as presented, to be inadequate, and request that the city perform an independent shade study showing all of the potentially impacted areas, including residential areas, pool/clubhouse area, and entry area that will be next to the massive 50 foot structure.
- Loss of sunlight would ultimately result in loss of lower limb structure in Redwoods, compromising the privacy screen, with tree growth limited to the very top, if at all. Homeowners would only have tree trunks outside their windows. The loss of light would leave PAR buildings susceptible to dry rot resulting in significant costs of repair over time.

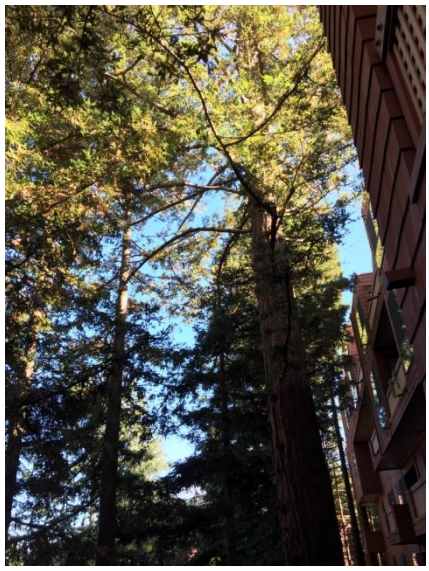
2. Below ground

- The impact of grading and excavating for a multilevel building so close to the drip line, and encroaching on the root base and anchorage of the trees, will severely impact the root system of the trees. Redwood trees have shallow lateral roots and are co-dependent on each other, as their roots are all intertwined.
- Trenching and foundation footings must be carefully considered to avoid uprooting and long-term tree damage. When the root structure is damaged in any significant way, not only does that tree begin to decline over time, but it also affects the other trees it is connected to.

3. Impact to trees and mitigation

- Impacts to the trees and the mitigation for those impacts cannot be fully identified until there is a final plan for development, including an engineer's grading plans. Only once those exist can an arborist give an accurate assessment of what mitigation is necessary.
- We are not opposed to welcoming a new neighbor, but we ask for the design to be reconsidered to address our concerns for our Redwood trees and the value they bring to the community as a whole.





With a 50 foot hotel as high as trees, sky views will be blocked and sunlight and airflow reduced.

Parking and Traffic Safety

The proposed hotel creates several unacceptable traffic and safety problems for our stretch of El Camino and raises more questions than it answers. Each of these safety concerns is described briefly below.

- **The proposed porte cochere design will result in backed up traffic onto El Camino**. What happens when multiple residents are bringing their vehicles out of the garage, the carport is full of rideshare drivers and passengers unloading, and cars are trying to enter the car port from El Camino? What happens when UPS and FedEx show up at the same time? Where is the garbage truck supposed to park when another delivery truck is already in the commercial loading area? Traffic will back up onto El Camino, blocking at least one of the three lanes. This will worsen traffic especially during peak hours. The proposed entrance is also immediately after the exit to PAR. Vehicles exiting PAR will encounter queued hotel traffic that is problematic and unsafe.

- **The proposed location provides insufficient distance for exiting cars to make the turn light**. Drivers who want to head north on El Camino after exiting the hotel will attempt to make it to the left turn light. There is not enough distance for drivers attempting to cut over to the left turn light at Dinah's Court, but they are going to attempt it anyway. This creates a safety hazard for passing cars. We already see this with cars exiting Su Hong, and it will be far worse with hotel traffic.

- **Experimental puzzle parking technology is unproven**. Puzzle parking requires excavating much deeper than for regular parking, which poses risks to PAR infrastructure. The more moving parts something has, the more likely it is to fail. If there's a malfunction retrieving one car, it renders the remaining cars inaccessible. What happens when there's a mechanical malfunction when multiple owners are retrieving their cars? How does this affect traffic in the car port? Will tiered puzzle parking work and be a desirable option over time?

- **Illegal and dangerous parking will occur in front of the hotel, despite no parking zones.** There is currently no proposed location for tour buses to park to unload passengers. As we see frequently at the Hilton Garden Inn, tour buses and Uber drivers WILL park illegally in front of the hotel despite signage and red curbs, and despite a similarly designed (and larger) car port there. This blocks visibility for drivers exiting the hotel as well as drivers passing the hotel. Since the hotel does not have responsibility for enforcing traffic laws, it has no reason to enforce the no parking zone. This is also a low priority for law enforcement. We only need to look at Edgewood Plaza, where this is an ongoing problem despite an established commercial delivery area. It would be naive to pretend that this won't occur at this site as well. This impact should be evaluated during the environmental review process.

These and other negative impacts related to parking, traffic, and congestion this proposal will exacerbate the unsafe traffic conditions that already exist on El Camino.

Hotel Saturation / Density in the Neighborhood

Our neighborhood was declared a “hotel corridor” in city plans some time ago, but it has been allowed to become “all string and no pearls”, as the PA Weekly put it, in part because hotel tax revenues will increase city coffers. The hotel burden should be more equitably shared throughout the city, particularly given traffic implications. Our neighborhood needs to be one that neighbors can easily navigate while enjoying amenities, but instead it is increasingly being defined by massive hotel facades. Our concerns include:

- PAR is a diverse multi-family residential neighborhood of 275 people enjoying outdoor walkways shaded by more than 100 trees, mostly Redwoods, and a number of oases of green spaces. We also have easy access to public transportation, good schools, work places, and community services. We are exactly the kind of housing that the new Comprehensive Plan wants to see more of, and that Palo Alto should protect.

- In 2008 an Economic Resource Associates report commissioned by the City said there were 1,865 hotel rooms in all of Palo Alto. Now, within walking distance of PAR, there are 19 hotels with 1,595 rooms on El Camino alone. One of these has already submitted plans to nearly triple from 36 to 97 rooms. That's over 1600 rooms in a stretch of less than 2.5 miles, just in the blocks of El Camino Real between 3200 and 4500. If we expand out to within five miles, including the massive Marriotts planned for San Antonio, there will be thousands of rooms.

- This particular dense hotel project, 80+ rooms with three time-share units, and a long stretch of 50' high walls, is unsuitable in the neighborhood.

- The bulk of the project as proposed remains out of scale with the adjacent neighborhood and would significantly affect daylight for many of our units (including all 12 BMR units facing the Area B grove).

- Despite some glass and landscaping, the building design takes the "defensive walled approach" and at five stories high for the full facade on El Camino, is another in a series of massive and unwelcoming buildings being built in South Palo Alto.

- We recognize that the property at 4256 El Camino is zoned for commercial services use. We have lived peaceably with both Denny's and Su Hong as next-door neighbors over decades. We would welcome a well-designed commercial enterprise or mixed use housing that serves the community, that is respectful of its neighbors both in its design and its uses, and that adds to the liveliness and spirit of the neighborhood rather than detracts from it. This project as proposed does none of these things, and offers nothing of benefit for those of us who live in South Palo Alto. The project's design fails to provide harmonious transitions in scale, mass and character to adjacent land uses, fails to enhance conditions in adjacent neighborhood, and fails to include pedestrian-centric amenities.

Environmental Impact

We have environmental concerns that we previously raised but the developer has not adequately addressed, including:

- Health impacts from air, sound and noise pollution, both during and after construction;

- Smoke impact - PAR is a non-smoking environment, and the proposed development must designate specific areas that will not impact PAR, or designate the entire project non-smoking;

- Loss of light - developer's shade study included in packet does not adequately address loss of light; an independent light study should be a requirement;

- Safety risks for children riding to school at peak commute times on bikes need to be addressed;

- Safety hazards as a result of illegal and dangerous double parking, including vision impairment and blocked right lane on El Camino need to be addressed;

- Loss of privacy - the revised proposal diminishes the privacy of all windows facing the development. Guests in 27 hotel units will look out directly into the living rooms, bedrooms, and balconies of 18 of our homes; this is unacceptable;

These are potentially significant impacts that should be thoroughly evaluated through the environmental review process. We hope the ARB will give serious consideration as to how this project will impact our residents and the neighborhood.

Required Findings

Finally, the ARB cannot make the necessary findings to grant the requested approvals. In order for the ARB to make a future recommendation of approval, the project must comply with the Findings for Architectural Review as required in Chapter 18.76.020 of the Palo Alto Municipal Code

As discussed in detail throughout this letter and the PAR letter dated August 3, 2017, the revised plan does NOT provide harmonious transitions in scale, mass and character to adjacent land uses, and it does NOT enhance living conditions in adjacent residential areas. Therefore, the project is inconsistent with required ARB Finding #2. Until the project is redesigned to reduce the scale and mass of the buildings and to integrate with the existing neighborhood, the required findings cannot be made.

Summary

PAR is a hidden gem that is similar to the kinds of residential neighborhoods called for in the revised Comprehensive Plan. The ARB should take definitive steps to protect our unique oasis as a model to be replicated, not one to be overshadowed and made unsafe for residents and drivers. Unresolved and undesirable issues remain - many which the ARB previously raised with the developer.

We will appreciate the ARB's support of our efforts to scale back this development proposal. As mentioned in August, we invite the Board to visit our complex anytime to understand our perspective and passion for our homes.

Sincerely,

Board of Directors, Palo Alto Redwoods Homeowners Association

Attachment H

Project Plans

Hardcopies of project plans are provided to ARB Members. 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 "**4256 El Camino Real**" 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:

http://www.cityofpaloalto.org/news/displaynews.asp?NewsID=4124&TargetID=319

(Shortened link): https://bit.ly/2CYWy3f

A Mitigated Negative Declaration was Prepared Pursuant to the California Environmental Quality Act (CEQA) and is Being Circulated for Public Comment Between January 7, 2018 and February 6, 2018.

Direct Link to MND:

https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=68079.19&BlobID=68287

(Shortened link): https://bit.ly/2RCy209

City of Palo Alto (ID # 9417)

Architectural Review Board Staff Report

Report Type: Action Items **Meeting Date: 11/15/2018**

Summary Title: 4256 El Camino Real: New Hotel (1st formal)

Title: PUBLIC HEARING / QUASI-JUDICIAL. 4256 El Camino Real (18PLN-00096): Consideration of a Major Architectural Review for a new 51,300 Square Foot Five-Story Hotel Including 100 Guest Rooms and Below-Grade Parking. Director's Adjustment Requested for a Reduction in Required On-site Parking (15%) and Loading Space Dimensions. Environmental Assessment: Pending. Zone District: CS (Service Commercial). For More Information Contact the Project Planner Samuel Gutierrez at samuel.gutierrez@cityofpaloalto.org.

From: City Manager

Lead Department: Planning and Community Environment

Recommendation

Staff recommends the Architectural Review Board (ARB) take the following action(s):

1. Conduct a public hearing and provide feedback on the project design to staff and applicant, then continue it to a date uncertain. No formal action is necessary at this time, as the project will need to be further evaluated by staff prior to the ARB's formal recommendation.

Report Summary

The subject application is a request for Major Architectural Review for a new hotel located at 4256 El Camino Real. The new hotel is proposed to be five-stories along the El Camino Real frontage. The project will be 51,300 square feet with 100 hotel rooms, a restaurant, guest amenities, and below grade parking (two levels) utilizing parking lifts and valet parking services. The applicant has requested two Director's adjustments. The first being a 15 percent reduction in on-site parking requirements and the second being dimensions of the required on-site loading area. Staff has performed a full review of the project for Zoning Code compliance, and found the project to be Code compliant. Additionally, reviewing Staff from other departments have performed a comprehensive review of the project and found the project to be mostly

Code compliant. The outstanding items to be resolved are minor in nature and will not impact the site plan or building design. This includes the location of EVSE chargers and the location of a trash compactor, all of which are internal to the building.

The project will need to be found in conformance with the Comprehensive Plan and other policy documents including design requirements such as the context-based design criteria, El Camino Design Guidelines, and the ARB findings. An Initial Study and Mitigated Negative Declaration (MND) are being prepared by a third-party consultant under the direction of City Staff and will be circulated for public comment prior to a second hearing of the ARB.

The purpose of this meeting is to provide the applicant with Board member comments on the overall design and concept of the project, which the applicant may respond to before a subsequent hearing. Board members may identify aspects of the project that are appropriate or need to be changed given the neighborhood context and consistent with City policies to meet the required ARB findings for approval. Community members are also encouraged to provide comments regarding the project.

Background

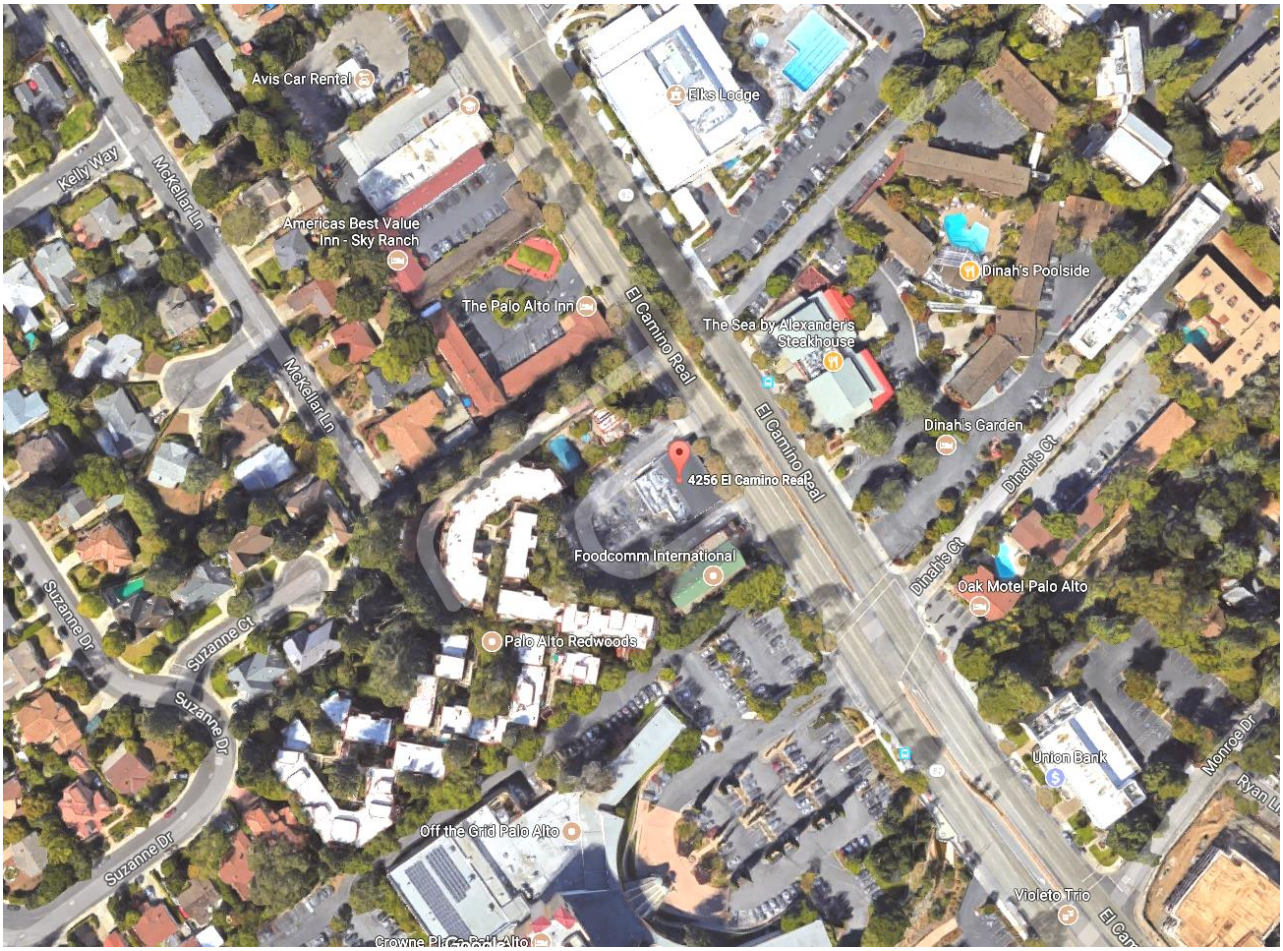
Project Information

Owner:	Catherine Huang Huang
Architect:	Studio T Square
Representative:	Mircea Voskerician

Property Information

Address:	4256 El Camino Real
Neighborhood:	Palo Alto Orchards
Lot Dimensions & Area:	163.5’ by 147.3’ to 95.2’; 25,960 sf
Housing Inventory Site:	Yes; maximum yield of 17 units, realistic yield of 12 units
Located w/in a Plume:	Not Applicable
Protected/Heritage Trees:	Yes, 5 Street Trees; 4 Redwoods; 2 Cedars
Historic Resource(s):	Not Applicable
Existing Improvement(s):	3,296 sf; Single Story; Built 1964
Existing Land Use(s):	Retail Use (Eating & Drinking Services; Su Hong Restaurant)
Adjacent Land Uses & Zoning:	North: CS (Residential Multi-Family) West: CS (Residential Multi-Family) East: CS(H) (The Sea Steak House & Dinah’s Poolside) South: CS (General Business Office)

Aerial View of Property:



Land Use Designation & Applicable Plans

Zoning Designation:	Service Commercial (CS)
Comp. Plan Designation:	Service Commercial
Context-Based Design Criteria:	Yes, see discussion below
Downtown Urban Design Guide:	Not Applicable
South of Forest Avenue Coordinated Area Plan:	Not Applicable
Baylands Master Plan:	Not Applicable
El Camino Real Design Guidelines (1976 / 2002):	Yes, see discussion below
Proximity to Residential Uses or Districts (150'):	Yes, see discussion below
Located w/in Airport Influence Area:	Not Applicable

Prior City Reviews & Action

City Council:	None
PTC:	None
HRB:	None
ARB:	Preliminary Review (August 17, 2017 Staff Report) Preliminary Review (December 21, 2017 Staff Report)

Project Description

The proposed project would demolish the existing the 3,296 sf single story building which is currently occupied by the Su Hong restaurant to construct a five-story 51,300 square foot (FAR of 2.0:1) hotel with 100 hotel rooms, a small restaurant, small conference room to serve as an amenity for guests, and below-grade parking. The new hotel is proposed to have a maximum height of 50 feet (mechanical equipment and screening are an additional 12 feet) along the El Camino Real frontage and will taper down to a height of 19 feet 7 inches at the rear portion of the building. The design also incorporates a driveway that features an oversized porte-cochere and on-site loading area for deliveries. All on-site parking is located within the two level below-grade garage. As shown on Sheets A-3.6 and A-3.7, the parking garage will utilize valet parking for the proposed 85 spaces (51 standard spaces, 28 spaces via 2 level parking lifts; 1 valet spaces; 4 accessible spaces, and 1 van shuttle space).

The proposed project has a contemporary architectural style and utilizes wood siding, stucco, finished metal beams in the design. The color palette for the project is dark stained wood paneling, dark brown, and medium grey shades. The El Camino Real Frontage features wood paneling on the exterior of the upper floors and decorative seafoam glass at the center of the porte-cochere and the outdoor dining area. The existing redwoods provide screening between the project and the adjacent multi-family residential development, while also framing the edges of the property with tree canopy. The project is designed in an A-symmetric layout where the northern section of the hotel is half the length of the southern section to help avoid shadows on the adjacent common open space. The design includes an expansive Japanese themed landscaping which runs throughout the development, beginning at the lobby and running along the rear of the property in a C-shape layout. The project's design also includes a 12-foot wide sidewalk along the El Camino Real frontage as required by the El Camino Design Guidelines.

Discussion

Major Architectural Review applications receive a detailed review from staff for compliance with Zoning regulations and consistency with the Comprehensive Plan and other applicable policy documents. This information was previously transmitted to the applicant. Changes to the project resulting from Board comments would require additional review by staff which may reveal other code or policy concerns not found in this submittal.

- Architectural Review – Major (AR): This project would be subject to the criteria found within PAMC 18.77.070. Architectural Review applications are reviewed by the Architectural Review Board whose recommendations are then forwarded to the Planning & Community Environment Director for action within five business days of the Board's recommendation. Actions by the Director are appealable to the City Council if filed within 14 days of the decision. Architectural Review projects are evaluated against specific findings which must be made in the affirmative to approve the project. Failure to make any single finding requires a project to be redesigned or to be denied.

At this point in project development, the ARB is encouraged to provide objective feedback to the applicant on the submitted plans. The Board may want to consider comments that relate to:

- Transitions in scale to adjacent properties
- Pedestrian-orientation and design
- Access to the site

- Consideration of any applicable policy documents
    - El Camino Real Design Guidelines
    - Context-Based Design Criteria
- Architectural design, theme, cohesiveness, and quality of materials
- Preservation of existing native or mature landscaping or features

Analysis[1]

Neighborhood Setting and Character

The project is located on the southern end of El Camino Real and surrounded by the Palo Alto Redwoods multi-family residential complex and a commercial office use. The existing development on-site is a single story (approximately 3,296 sf) restaurant known as Su Hong. The rear and side of the property are surrounded by large redwood trees that line the lots between the project site and the adjacent Palo Alto Redwoods complex, in addition to three medium size street trees along the El Camino Real frontage.

The area is defined by the large width of El Camino Real and the varying densities of the developments along South El Camino Real. Similarly, the heights and setbacks of the buildings along this portion of El Camino Real varying from zero setbacks (minimum sidewalk widths of 5 feet) and single-story buildings to seven stories with 200-foot setbacks at the nearby Crowne Plaza hotel. The project proposed a hotel that is five stories tall with an increased setback over the existing development to provide a 12-foot sidewalk along the El Camino Real frontage. The

[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.

scale and setback appear to fit within the varying character and setting of the area, but staff would appreciate ARB comments on this topic.

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 (Attachment A) 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 Service Commercial, which provides citywide and regional services. This project is proposing a new hotel use with guest amenities common to hotels, such as a small restaurant and conference rooms. A detailed review of the project's consistency will be provided at the next hearing.

Housing Element

The project site has been identified in the Housing Element of the City's Comprehensive Plan as a housing inventory site, with this property having a realistic yield of 12 housing units. In preparation for the latest Housing Element, the City anticipated some housing sites may be redeveloped for non-housing purposes. Additional housing sites, beyond the City's regional housing obligation have been identified in the Housing Element.

El Camino Design Guidelines (ECR 1976 and South ECR 2002)

The project will install new street trees along the El Camino Real Frontage of the site and a new 12 ft wide sidewalk will be provided. The site plan and building design of the project will provide all the on-site parking below grade and will screen the mechanical equipment from public view. The project's trash enclosure is located out of public view. The building's design provides all elevations with an integrated consistent design throughout, maintaining the overall architectural theme of the building. The design of the new building is softened with the use of wood panels that connect the building façade with the existing mature redwoods that surround the site. The site plan of the project is developed to minimize the impacts to the adjacent multi-family development by stepping down the building heights from five stories down to two stories as the building approaches the rear property line. In addition, the buildings' footprint on the site plan is oriented away from the adjacent residential developments' common open space area by the "C" shaped site plan of the project with the opening of the "C" shaped site plan facing the common open space area, minimizing the impact to light and air. Also the building design of the project places smaller windows facing towards the property lines and larger windows facing to the interior plaza area of the site to minimize privacy impact to the adjacent

[2] The Palo Alto Comprehensive Plan is available online: http://www.cityofpaloalto.org/gov/topics/projects/landuse/compplan.asp

residential development while still providing natural light for hotel patrons.

Zoning Compliance

Staff has reviewed the project for compliance with all applicable Codes and found it to be compliant. The project meets the site development standards for a hotel use within the CS zone. The results of this review can be found in Attachment B of this report. The applicant has requested two Director's adjustment for required parking and the loading area dimensions.

1. The loading zone proposed is short of the Code required length as such a length would causes conflicts with the site planning and the hotel operator has confirmed that the loading demands for the hotel use could be fulfilled by smaller vehicles (SU-30 size). The requested size reduction is for a 10 ft by 30 ft loading area placed within the porte-cochere. The required loading zone per Code consists of a 12 ft by 45 ft rectangular area with a vertical clearance of not less than 15 ft. The proposed reduced sized loading area does not conflict with vehicle access or circulation to the below-grade garage, as vehicles may pass the loading area via the second driveway aisle and exceeds the vertical clearance required.
2. The applicant has requested a parking reduction of 15%, for a total reduction of 15 required parking spaces. A TDM program has been submitted and reviewed by Staff to justify the requested parking reduction and the valet service would provide additional parking via the aisle ways of the garage.

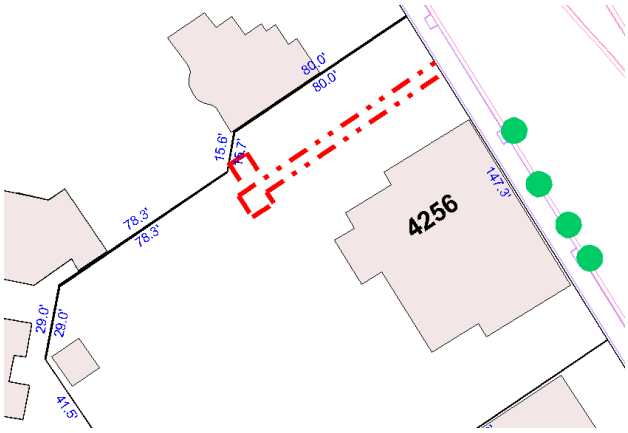
Based on a review of the project and supporting documents, Staff supports the applicant's reduction requests as they are found to be reasonable and meet the Code requirements for Director's adjustments. The reduction in the loading area has been found to be appropriate due to the size of service vehicles that will support the proposed hotel use and the data for hotel parking demands. To accomidate the parking reduction, the project will be required to utilize a parking lift system with two-level parking lifts and would be supported by a valet operator for hotel patrons and employees. The Municipal Code allows for the use of parking lift system(s) with the requirements outlined in PAMC Section 18.54.020(4)(G). Non-residential uses shall provide a minimum of two spaces or 10 percent of the total number of parking spaces provided, whichever is greater, in a standard non-mechanical configuration. The proposed project currently provides 57 such spaces, which meets required 10 percent threshold. Staff has thoroughly reviewed the parking lift systems proposed in this project and has conducted site visits of installed operational lift systems to determined their effectiveness and compliance with parking designed standards. The proposed parking lifts have been determined to meet all the requirements for all applicable codes relating to parking lifts and parking design standards.

Urban Forestry Arborist Report Analysis:

A significant number of redwood trees exist on the property and near the perimeter on neighboring properties. Excavation required for construction of the below-grade parking facilities may impact trees both on site and those directly adjacent to the property. There have been thorough reports from certified arborists to ascertain the severity of potential impacts, design offsetting treatments, and propose tree protection measures during construction of the project. Adjustments to the design, combined with offsetting treatments and tree protection measures, are anticipated to result in impacts that are less than significant and will allow the trees to recover quickly. Trees on the neighboring properties have been inspected and will continue to be monitored throughout the construction process monthly and at milestone events.

Utilities Analysis

The project requires a new transformer to be installed and said transformer must be located adjacent to a Public Utilities Easement on the site. The existing Utilities Easement is being relocated closer to the property line and out of the proposed footprint of the hotel (see diagram). The easement adjustment documentation has been submitted to City Staff and will be going to the City Council for approval. The new easement location process will be completed prior to approval of the project.



Environmental Review

The subject project is being 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. An Initial Study and Mitigated Negative Declaration (IS/MND) is being prepared by a third-party consultant for Staff review and public comment.

The following technical information is being prepared and will be included in the IS/MND released for public comment:

- Transportation/Circulation
- Noise
- Historic and Cultural/Tribal Resources
- Air Quality
- Arborist Assessment of All Trees on and Directly Adjacent to the Property

Given the importance of the adjacent redwood trees, staff ensured the Arborist Assessment was completed and sent to HOA representatives prior to this hearing (Attachment F). The IS/MND and related technical reports will be release for a public comment period prior to a second ARB hearing and any formal recommendation on the project.

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 November 2, 2018, which is 14 days in advance of the meeting. Postcard mailing occurred on November 5, 2018, which is 11 days in advance of the meeting.

Public Comment/Community Meeting

During the review of this project, one letter was submitted that reflects comments from many neighbors who live within the adjacent multifamily complex known as the Palo Alto Redwoods. The adjacent residents are concerned about the project's impacts on the mature redwood trees, traffic, noise from construction, privacy, the overall size of the project, and the projected shadows that would be cast by the project onto their property and common space. The applicant has been in contact with and held meetings with the Palo Alto Redwoods HOA Board to gather resident feedback on the proposal. Staff has also met with HOA representatives numerous time during the review process of this application, answering questions and responding to comments. Comments from the Palo Alto Redwoods residents can be found within Attachment G.

On October 22, 2018, the applicant held a community meeting on-site within the existing restaurant. Planning Staff also was in attendance to listen to the information provided and the community comments raised during the meeting. The developer led meeting covered several topics regarding the current design of the project including privacy, shadows, parking, and hotel operations. Staff addressed community comments regarding process and Code requirements.

Report Author & Contact Information
Samuel Gutierrez, Associate Planner
(650) 329-2225
samuel.gutierrexz@cityofpaloalto.org

ARB[3] Liaison & Contact Information
Jodie Gerhardt, AICP, Planning Manager
(650) 329-2575
jodie.gerhardt@cityofpaloalto.org

Attachments:

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

Attachment A: Location Map (PDF)
Attachment B: Zoning Comparison Table (DOCX)
Attachment C: ARB Draft Findings (DOCX)
Attachment D: Applicant Project Description (PDF)
Attachment E: Hotel Operations (PDF)
Attachment F: Arborist Assessment (PDF)
Attachment G: Neighborhood Comments (PDF)
Attachment H: Project Plans (DOCX)

October 18, 2018

Samuel J. Gutierrez
MUP | Associate Planner | P&CE Department
250 Hamilton Ave. 5th Floor, Palo Alto CA 94301
Phone: (650) 329 - 2225

Re: 4256 El Camino Real – Hotel Operation Hours, Delivery Hours, and Staffing Levels

Dear Mr. Gutierrez:

Hospitality Link International, Inc. and Severin Group, LLC, have been engaged by the developer of 4256 El Camino Real, Palo Alto, California, to provide a summary letter to the City of Palo Alto outlining the anticipated hotel hours of operation, delivery hours, and staffing levels required at the hotel.

This letter is intended only for use by the City of Palo Alto in connection with the plan review for the aforementioned proposed hotel development. We have inspected the site and analyzed the hostelry market conditions in the Palo Alto and greater Silicon Valley market areas and herewith submit our summary letter pertaining to the proposed hotel's hours of operation, delivery hours, and staffing levels.

The proposed hotel will be built to the high standards of an upscale boutique hotel and offer services comparable to the upscale hotels in Palo Alto. The hotel will contain 100 guestrooms, a fitness room, a business center, a courtyard with a reflecting water feature, valet parking service, two adjoining flexible space rooms totaling 800 square feet, one small private dining room that can be used for private events, and an intimate restaurant and bar serving upscale set menu and tapas style casual dining options. The hotel will be boutique in nature and provide slightly less amenities than a more standard full-service hotel; comparable hotels include the Westin Palo Alto, the Garden Court Hotel, and Park James in Menlo Park. Assuming this is a non-union hotel, we are of the opinion that the following hours of operation, delivery hours, and staffing levels are required.

I. Hours of Operation

Reception: 24 hours, 7 days a week. Regular business hours reception crew and a night shift receptionist, usually 1-2 person(s) to revolve in 24 hours.

Restaurant / Café (3 Meals): 6am – 10pm, 7 days a week. Serving upscale set menu and tapas style casual dining options. Room delivery service will be catered by the many stellar restaurants in Palo Alto upon request.

Bar: 12pm-10pm SU-Th / 12pm-1am F-S. The food and beverage operation will be more beverage-service oriented with light tapas style dishes.

Outdoor Courtyard: 7:30am-9pm, Sunday -Thursday and 7:30am-10pm Friday - Saturday. Tranquil setting with a reflecting water feature and seating areas. Exterior courtyard lighting after 10pm would also be reduced to minimum circulation requirements in efforts to reduce overall general lighting.

Fitness Room: 24 hours, 7 days a week. Fitness room with fully equipped state-of-the-art equipment.

Valet Parking: 6am to 10pm. After hour guests will be directed to an open space by the night shift receptionist, whom will act as valet for late check-in guests.

Business Center: 24 hours, 7 days a week. Open lounge space with several computer workstations.

Market Pantry: 24 hours, 7 days a week. Located in the reception area, guest can purchase snacks and drinks. Managed by receptionist.

Laundry / Dry-cleaning service: Items delivered to the reception by 9am returned within 24 hours. This would be our 3rd party service provider.

Business Meeting Rooms: 8am – 8pm. Can request management for extended hours beyond posted operational hours.

II. Delivery Times

Flexible delivery hours in sync with hotel operational hours are an integral part of a well-run hotel, which in turn increases staff productivity and guest satisfaction. The delivery and pick-up schedule for linen and terry, produce, beverages, liquor, and boxes and parcels, as well as waste pick-up must avoid peak check-in and check-out times and align with house cleaning service and the restaurant operation to ensure a sufficient stock of supplies is replenished daily.

Linen and terry service drop-off will occur daily in the morning, while pick-up will occur in the afternoon (after housekeeping completes their cycle) for the soiled linen to be washed and returned the next morning. Food and beverage related deliveries will occur in the mid-morning through early afternoon, at a time when most guest will be heading off to their offices or business meetings. Waste pick-up will occur in the early morning before breakfast service starts. Boxes and parcels are expected to be delivered throughout the day.

This delivery and pick-up schedule for the proposed hotel is better illustrated in the following comprehensive table showing the weekly frequency of vendor delivery and pick-up schedule. The second table illustrates peak hours at the hotel.

Porte Cochere Shipping and Receiving	M	T	W	TH	F	S	SU
Linen and Terry Delivery	7am - 7:15am	7am - 7:15am	7am - 7:15am	7am - 7:15am	7am - 7:15am	7am - 7:15am	7am - 7:15am
Purchasing Department (F&B) Delivery	11am - 2pm		11am - 2pm		11am - 2pm		
Linen and Terry Pick-Up	4pm - 4:15pm	4pm - 4:15pm	4pm - 4:15pm	4pm - 4:15pm	4pm - 4:15pm	4pm - 4:15pm	4pm - 4:15pm
Waste Management Service Pickup	6am - 6:15am	6am - 6:15am	6am - 6:15am	6am - 6:15am	6am - 6:15am	6am - 6:15am	6am - 6:15am
Delivery of Boxes and Parcels	6:30pm - 7pm	6:30pm - 7pm	6:30pm - 7pm	6:30pm - 7pm	6:30pm - 7pm	6:30pm - 7pm	

Hotel Operating Schedule							
Restaurant - Peak Time (Breakfast)	7am-9am	7am-9am	7am-9am	7am-9am	7am-9am	7am-9am	7am-9am
Peak Check-Out times	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am	8am-11am
House Cleaning Service	8am-3pm	8am-3pm	8am-3pm	8am-3pm	8am-3pm	8am-3pm	8am-3pm
Peak Check-In times	4pm-6pm	4pm-6pm	4pm-6pm	4pm-6pm	4pm-6pm	4pm-6pm	4pm-6pm
Restaurant - Peak Time (Afternoon)	6pm-9pm	6pm-9pm	6pm-9pm	6pm-9pm	6pm-9pm	6pm-9pm	6pm-9pm

III. Parking / Drop-off protocol

In efforts of keeping our entry drive aisle and foyer clear, the hotel will utilize a set five (5) minute waiting period per car before instructing the driver to move the car below grade to the valet receiving area. If a guest should take more than 5 minutes to exit the hotel to retrieve their car, they can proceed down the elevator to the garage level valet stand where their car will be waiting for them.

Guest arrivals are scattered throughout the day; however, we do anticipate a higher volume of cars from either rentals, or taxi/Uber during the morning and evening hours. Within this time frame, we estimate an approximate 1-2 minute per car resting period to unload or pick up guests, thereby avoiding any excessive line of cars that would surpass our entry drive aisle. As a secondary precaution the parking protocol of 5 minutes would effectively move cars to the lower garage level to maintain our clear ground level foyer.

With regards to our vendor deliveries, the hotel will make every effort possible with its vendors to secure vans or trucks or the proper scale, that can easily deliver to the garage level directly, avoiding any build up or vehicles on the foyer landing.

IV. Courtyard use

This Boutique hotel is positioned to be primarily an upscale 'business' hotel and will tailor it's amenities with this in mind. For this reason, the hotel due to its size of amenities and types of anticipated clientele, will not be hosting large events or loud festivities in the outdoor courtyard. This space is reserved for guests of the hotel or clients that have reserved the meeting rooms, thus will have access to the courtyard for leisure purposes.

The hotel will hold set hours of operations in efforts to reduce noise disturbance to the adjacent neighbors. Hotel staff will also be on site to manage this space to ensure sounds are kept to a comfortable conversational level, otherwise guests will be asked to move to the bar area to continue their conversations.

V. Staffing Levels and Required Parking

The following section illustrates the staffing levels required to operate an upscale, 100-room boutique hotel in Palo Alto. The hotel will be relatively small and boutique in nature and will provide less amenities than a more standard full-service hotel. We assume a non-union staff will operate the hotel; therefore, we are of the opinion that the following positions in the below schedule will be required to operate this hotel.

Front Office

- 1 Front Office Manager
- 1 Security Manager
- 1 Security Personnel per 8-hour shift. Total 3 People (May have 2 more people to make up for the 7 days to add to payroll or look at a 3rd party security services vendor).
- 2 Receptionist (8-hour shifts) + 1-night shift. Total 5 people + 3 Additional to make up for days off. Total receptionist payroll count is 8 people.
- 2 Valets (3rd Party)

Bell boys are unnecessary given the smaller business-oriented hotels in the area don't have them. Most business travelers travel lightly. Valet operation can be outsourced, and the night shift receptionist may act as valet for late check-ins.

Total: 15 People on payroll (7 people max per shift)

Administration Office

- 1 Finance Person (Accountant)
- 1 Sales Person
- 1 General Manager
- 1 Human Resources Manager
- 1 Housekeeping Manager (Will manage Housekeeping staff or 3rd Party team)
- 1 Head Engineer + 1 Technician

For the GM position, we recommend hiring someone with a strong marketing and/or HR background. Direct hotel reservations can be handled by the receptionists and sales office.

Total: 7 People on payroll

Housekeeping

Based on an average room count of 15-18 rooms per Housekeeper

- 5 Housekeepers per shift + 1 Overnight Housekeeper
- 2 Public Area Cleaners

This may be a 3rd party vendor, so the company may drop them off to reduce parking requirement.

Total: 7 People (7 max during one 8-hour shift during the day + 1 for overnight)

Restaurant Personnel

- 2 Cooks [Per Shift – (Breakfast & Lunch Shift) / (Dinner Shift)] Total of 3-4 Cooks per day
- 1 Dishwasher shift and 1 evening Bar Back shift
- 1 Bartender
- 2 Servers to cover 53 Covers (Per 8-hour shift) Total 4 Servers per day

No room service offered at this time. This amenity can be catered by the many stellar restaurants in Palo Alto that will provide room delivery upon request. Also, the F&B operation will be more beverage-service oriented with light tapas style dishes; therefore, the dinner shift may require only one cook. Assuming the overnight food consumption is light, then only one dishwasher shift per day will be required.

Total: 10 People on Payroll (5 People max per shift)

Landscaping

Landscaping is assumed to be performed by a 3rd party vendor.

Thank you for not smoking

This Hotel will be a smoke free property. It will not allow smoking of any kind on its premises. If guests wish to smoke they will have to wait till they are off the property completely.

In conclusion, the total employee count is 37 persons; however, not all employees will require parking during their respective shifts. The total Personnel Per Maximum Shift is 27 persons. This includes the 3rd party people, so if we remove the Housekeepers and Valets we are down to 17 people per shift that may require parking. Consider reducing the parking requirement by estimating the percentage of personnel driving vs. taking public transportation and arranging an employee parking agreement with a nearby parking lot. The Hotel is well situated to offer our staff and guests many of the public transportation's great opportunities along El Camino Real with a bus stop just steps away from the front door, and the close proximity to both California and San Antonio Road Cal Train.

The hotel is also providing both long term enclosed bike storage facilities as well as temporary open storage racks. We have finalized and submitted to the City our TDM package, which includes incentives we have provided to employees to utilize the existing public transportation options, as employee parking at the hotel will cost a daily rate that may not be as advantageous. An EV charging stall for electric cars will be provided on site, with additional stalls available to be installed as demand increases.

The hotel plans to operate a shuttle service within a 3-mile radius for guest and staff pick up / drop off to main public transit stations and corporate offices on fixed time schedules.

We appreciate the opportunity to submit this summary letter to the City of Palo Alto on behalf of the development team. Please let us know if you have any questions.

Attached to this letter you will find the credentials for the contributing Hotel Consultants.

Sincerely,

Jaime Law
Director
Hospitality Link International, Inc.

Holden Lim
President
Hospitality Link International, Inc.

Olivier A. Severin
Principal Owner
Severin Group, LLC

HOSPITALITY LINK INTERNATIONAL

HOSPITALITY LINK INTERNATIONAL

PROFESSIONAL PROFILE

Holden Lim
President

2004 New Brunswick Drive
San Mateo, California 94402
T: (415) 810-0833
holdenlim@hospitalitylink.net

Specialty

- Commercial Real Estate Investment Sales
- Finance and Advisory Services
- Hotel and Resort Properties

Select Clients

- Ashford Hospitality Trust
- Athens Group
- Canyon Equity
- Chartres Lodging Group
- Felcor Lodging Trust
- Franklin Croft
- Fremont Realty Capital
- HCV Pacific Partners
- JMI Realty
- Joie de Vivre Hospitality
- Kimpton Hotel & Restaurant Group
- Outrigger Enterprises
- Rockpoint Group
- The Hotel Group
- The Procaccianti Group
- Westbrook Partners

Professional Designations

- Licensed Real Estate Broker – State of California (#01328565)

Education

- MBA, Golden Gate University - Finance
- BBA, University of Hawaii - Travel Industry Management

Career Summary

Holden Lim is the President of Hospitality Link International, Inc. During the course of his 29-year career, Mr. Lim has completed over $4.0 billion in real estate transactions, representing a variety of structures that include dispositions, debt financings and equity recapitalizations. Mr. Lim has strong relationships with institutional investors, private equity funds, investment banks, REITs, high net worth investors, foreign investors and developers as well as insurance companies, domestic and foreign banks and debt funds.

Prior to Hospitality Link International, Inc., Mr. Lim was Managing Director in the San Francisco office of HFF, LP and was primarily responsible for institutional-grade hotel and resort property transactions throughout North America. Previously, Mr. Lim was Senior Director with Cushman & Wakefield Sonnenblick Goldman for 11 years. Some of the deals with which he was intimately involved include the sale of the Westin St. Francis, JW Marriott San Francisco and San Diego Hilton Gaslamp Quarter, the financing of the Ilikai Hotel (currently The Modern Honolulu Hotel), Montage Beverly Hills Hotel, Spa & Residences, AMANGANI, Beverly Hilton and Hilton Los Cabos Beach & Golf Resort, and the joint-venture equity raise and financing of the OHANA Waikiki Beachcomber. Mr. Lim also has hotel operations and consulting experience, including a variety of management positions at the Westin St. Francis and later as a consultant with HVS International in San Francisco.

Representative Transactions

PROPERTY	LOCATION	TYPE	VALUE
Beverly Hilton	Beverly Hills, CA	Financing	$300,000,000
Westin St. Francis	San Francisco, CA	Investment Sale	$243,000,000
Montage Hotel, Spa & Residences	Beverly Hills, CA	Financing	$200,000,000
Renaissance Ilikai (renamed The Modern)	Honolulu, HI	Financing	$114,900,000
Hyatt Regency Sacramento	Sacramento, CA	Financing	$100,000,000
Pan Pacific Hotel (renamed JW Marriott)	San Francisco, CA	Investment Sale	$95,000,000
Hilton San Diego Gaslamp Quarter	San Diego, CA	Investment Sale	$85,000,000
Wyland Waikiki Resort (now Courtyard Waikiki)	Honolulu, HI	Financing	$80,000,000
The Ritz-Carlton, Lake Tahoe	Truckee, CA	Investment Sale	$73,600,000
181 Fremont Street Land Site	San Francisco, CA	Investment Sale	$71,000,000
Phoenix Inns Portfolio	Various	Financing	$63,000,000
Hotel Palomar Philadelphia	Philadelphia, PA	Financing	$51,000,000
Embassy Suites Anaheim-Orange	Orange, CA	Investment Sale	$48,400,000
Huntington Hotel	San Francisco, CA	Investment Sale	$42,500,000
Courtyard Sunnyvale	Sunnyvale, CA	Financing	$40,600,000
AC Marriott	San Jose, CA	Construction	$29,400,000
Galleria Park Hotel	San Francisco, CA	Investment Sale	$25,000,000
Holiday Inn Santa Barbara-Goleta	Goleta, CA	Investment Sale	$24,000,000
La Playa Hotel & Cottages	Carmel-by-the-Sea, CA	Investment Sale	$23,650,000
Hotel Renew	Honolulu, HI	Investment Sale	$23,500,000
Residence Inn Coconut Grove	Coconut Grove, FL	Investment Sale	$21,820,000
Residence Inn Birmingham	Birmingham, AL	Investment Sale	$20,000,000
Hilton Ontario Airport	Ontario, CA	Investment Sale	$18,500,000
Naniloa Resort	Hilo, HI	Financing	$18,500,000
Tremont Plaza Hotel	Baltimore, MD	Financing	$18,000,000
AMANGANI Resort	Jackson Hole, WY	Financing	$16,360,000
Hampton Inn & Suites Camarillo	Camarillo, CA	Investment Sale	$15,700,000
Residence Inn Clearwater	Clearwater, FL	Investment Sale	$15,000,000
Holiday Inn Express & Suites Fort Worth	Fort Worth, TX	Financing	$13,900,000
Staybridge Suites Savannah	Savannah, GA	Investment Sale	$13,615,000
Laurel Inn	San Francisco, CA	Financing	$10,000,000
Hyatt Northstar Lodge	Truckee, CA	Investment Sale	$9,850,000
Holiday Inn Express Mission Bay	San Diego, CA	Investment Sale	$5,800,000
Dolphin Inn	Carmel-By-The-Sea, CA	Investment Sale	$4,700,000

HOSPITALITY LINK INTERNATIONAL

PROFESSIONAL PROFILE

Jaime Law
Director

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San Mateo, California 94402
T: (415) 613-0615
jlaw@hospitalitylink.net

Career Summary

Jaime Law is a Director at Hospitality Link International, Inc. Mr. Law is a seasoned hospitality real estate professional focusing on consulting and advisory, as well as brokerage services in the hospitality sector. Prior to joining Hospitality Link International, Inc., Mr. Law was Associate in the Marcus and Millichap Hospitality Group and Vice President at HVS Consulting and Valuation. In his role at HVS, for over a decade, he performed real estate due diligence, appraisals, consulting, advisory, and feasibility studies for corporate and institutional clients on hundreds of assignments exceeding $13 billion of hotel, resort, gaming, and golf course real estate for both existing and proposed properties. He previously held several hotel operations roles with Marriott and Fairmont Hotels including revenue management, accounting, and F&B. Mr. Law holds a BS in Hospitality Industry Management degree from the University of San Francisco.

Specialty

- Consulting and Advisory Services
- Commercial Real Estate Investment Sales
- Hotel and Resort Properties

Professional Designations

- Real Estate License – State of California (#01987412)

Education

- BS, University of San Francisco – Hospitality Industry Management

Select Clients

- Bank of the Orient
- City of San Jose
- EB5 Capital
- Huntington Hotel Group
- R.C. Hedreen Company
- Portman Holdings
- Stanford University
- Wells Fargo
- Thayer Lodging Group
- Westmont Hospitality Group
- The Procaccianti Group
- Unified Port of San Diego

Properties Evaluated

California
Ace Hotel, Proposed, Palm Springs
Setai San Diego Hotel, Proposed, San Diego
Taj Campton Place Hotel, San Francisco
Clift Hotel, San Francisco
Fairmont Hotel, San Francisco
Four Seasons Hotel, San Francisco
Hotel Monaco, San Francisco
Westin Saint Francis, San Francisco
Huntley Hotel, Santa Monica
Loews Hotel, Santa Monica
Fairmont Sonoma Mission Inn, Sonoma
Hyatt Regency La Jolla at Aventine, San Diego
Proposed Hotel, La Jolla
Grand Del Mar, San Diego
Claremont Resort & Spa, Berkeley
JW Marriott San Francisco, San Francisco
Lane Field Hotels, San Diego
Gaige House, Glen Ellen
Rancho Bernardo Inn, San Diego
La Costa Resort & Spa, Carlsbad
Ritz-Carlton, Half Moon Bay
Rosewood Sand Hill, Menlo Park
Manchester Grand Hyatt San Diego, San Diego
Proposed Infusion Beach and Hotel, Palm Springs
Carneros Inn, Napa Valley
Calistoga Ranch, Napa Valley

Hawaii
Marriott Wailea Beach Resort, Wailea
Grand Wailea A Waldorf Astoria Resort, Wailea
Sheraton Maui Resort & Spa, Lahaina
Moana Surfrider Westin Resort & Spa, Waikiki
Royal Hawaiian, Waikiki
Sheraton Waikiki Beach, Waikiki
Sheraton Princess Kaiulani, Waikiki
Proposed King Kalakahua Plaza, Waikiki
Proposed Makaha Vallery Resort
Hilton Waikoloa Village Resort, Waikoloa
Four Seasons Resort Maui, Wailea
Proposed Coco Palms Resort, Kauai
Doubletree Alana Waikiki, Waikiki
Hilton Hawaiian Village Waikiki Beach Resort, Waikiki

Washington
DoubleTree by Hilton Arctic Club Hotel, Seattle
Hotel 1000, Seattle
The Roosevelt Hotel, Seattle
Renaissance Madison, Seattle
W Hotel Seattle, Seattle
Proposed Seattle First Avenue Hotel, Seattle
Proposed Convention Hotel at Greyhound Site, Seattle

Arizona
JW Marriott Camelback Inn, Scottsdale
Westin La Paloma, Tucson
JW Marriott Starr Pass Resort and Spa, Tucson
Crowne Plaza Phoenix-Airport, Phoenix
Hyatt Place, Mesa

Massachusetts
Four Seasons, Boston
Fairmont Copley Plaza, Boston

Nevada
Rio All Suite Hotel & Casino, Las Vegas
Flamingo Las Vegas, Las Vegas
Paris Las Vegas, Las Vegas

International
Proposed Hard Rock Hotel and Casino Aruba
Renaissance Aruba Resort & Casino
Renaissance Curacao Resort & Casino
Proposed Casino Monticello, Santiago, Chile
Proposed Casino at Proposed Marina Papagayo Village, Guancaste, Costa Rica
Rip Jack Inn, Playa Grande, Costa Rica
Proposed Capella Pedregal, Cabo San Lucas
Four Seasons Mexico Distrito Federal
Four Seasons Punta Mita, Mexico
The Westin Grand Cayman Seven Mile Beach Resort & Spa

SEVERIN GROUP

Olivier A. Severin

Principal

San Mateo, CA | 650.504.3314 | oseverin@severingrp.com | Linkedin.com/in/olivier-severin

Partial List of Hotels:

Westin Tokyo, Japan

Raffles Hotel, Singapore

Marriott Nagoya, Japan

Swissotel Osaka, Japan

Raffles / Fairmont Makati, Philippines

Westin St. Francis, San Francisco

Wuxi Resort and Spa, China

Novotel Beijing, China

Nusa Dua Resort and Spa, Bali

Westin Surabaya, Indonesia

Sheraton Bahrain, UAE

San Carlos Hotel, Chandler AZ.

Raffles Hotel, Beijing China

Fairmont Hotel, Singapore

QUALIFICATIONS SUMMARY

A senior executive with repeated success in designing world-class hotels and mixed-use developments internationally and domestically. 15+ years of experience as a resourceful strategist focused on unique solutions that respond to current market trends. Collaborative manager with proven ability to lead from concept to development and ongoing operations.

- ✓ Oversees design/budget and operational process of numerous multifaceted projects and builds design standards to maximize efficiencies, streamline construction clash detection issues, and create a brand for unique user experiences.
- ✓ Brings a deep understanding and expertise in leading and coordinating a wide range of developments, working closely with all involved disciplines and ensuring projects remain on-time and under budget.
- ✓ Demonstrates ability to run teams (direct reports, interior designers, design firms, vendors, and project managers) spanning countries on a global-scale; familiar with a range of business ethics in multiple cultures.

KEY ACHIEVEMENTS

- Successfully completed $Billions in Hotel development projects globally with numerous developers and International Hotel Brands. (Bent Severin Design Inc.).
- Formed mutually-beneficial alliances with corporations and Governmental entities in Asia in order to pursue larger pipeline projects (Bent Severin Design Inc.).
- Collaborated with project managers to design new and renovated hospitality and mixed-use developments through construction phases (Bent Severin & Associates).
- Played a key role in completing $1.5B in new development as well as $150M in CAPEX renovations (Prometheus Real Estate Group).
- Reduced cost impact and delays of changing designs by working closely with design consultants in early OAC ‘clash detection’ meetings to ensure MEP/structural components were designed to maximize interior efficiency and space (Prometheus Real Estate Group).
- Advocated for operations department to ensure needs and consumers demands were met and exceeded in order to stay ahead of the curve and competition (Prometheus Real Estate Group).
- Managed BOH design standard requirements and designed initial space/occupancy plans for BOH and front-of-house spaces along with amenity spaces to ensure proper architectural layouts to maximize efficiency and aesthetics (Prometheus Real Estate Group).

EDUCATION

BA, Architecture | CALIFORNIA POLYTECHNIC STATE UNIVERSITY

DIS, Denmark International Studies Program | THE ROYAL ACADEMY OF ARCHITECTURE

ARB and Planning Comment Response Letter

Prepared by Studio T-SQ., 12.19.2018

4256 El Camino Real – ARB Meeting 11.15.2018

Building Materials

- Provide larger material samples - show color and variation accurately.
    - Larger material samples will be provided to the city along with supplemental package two weeks before ARB hearing.
- Materials shown on the elevations and renders should be consistent with and representative of the materials provided.
    - Building elevations and massing have been redesigned to emphasize logical material transition and elevation consistency. Renders and elevations on sheets A-1.0, A-2.1, A-3.9, A-4.0 - A-5.3, A-6.1, and A7.0 represent the chosen materials in a more consistent manner.
- Find a way to integrate the mesh material of the stair near neighboring pool in a more natural and consistent manner.
    - The color and perforation pattern of the stair tower's metal mesh and panel system have been changed from simple circular perforations to elongated slots and the color has been adjusted from to a dark bronze tone to be more consistent with the overall building's aesthetics.

Building Details

- Window detail/depth, need more info
    - Window section details with enhanced window depth at a variety of cladding conditions depicted on sheet A-6.2.
- Thicken roof edge and increase fascia, show detail
    - Roof and soffit thicknesses have been increased. Detail is included on sheet A-4.3.
- The two building wings against El Camino Real seem too distinct from each other due in part due to the differing glass railing conditions on either side. Find a way for both wings to share characteristics in order to unify the building.
    - Railing condition – window patterns, trim and eve conditions on both wings of the building have been adjusted to be consistent with each other. Railing detail provided on sheet A-4.2.
- Investigate possibility of adding benches/seating at the ECR frontage
    - Bench seating has been added on the central planter in front of the porte-cochere as a pedestrian amenity. See sheet A-3.0 and L-1.0.

Elevations and Massing

- Shift stair at rear corner to reflect reduced massing
    - Compared to the previous submittal the stair has been brought further away from the neighbor and unit massing has been reduced at the rear of the building.
- All four sides of the elevations should have smoother transitions from one another.

    - Material transitions have been smoothed out with logical massing transition of color matched fiber cement siding and rainscreen cladding system. All renders and elevations have been updated to reflect this change.
    - South façade: roof eave extends from front to back providing a unified roof form. Along with the material adjustments mentioned, the lighter stucco color at the top level extends from front to back to tie the front and rear of the building together. See sheet A-4.2.
    - North façade: rainscreen material now extends to the stair tower, creating a more natural junction for material change between the ECR façade and courtyard façade. Windows simplified and aesthetic matches the rest of the building. See sheet A-4.1.
- Simplify and make consistent for roof forms at rear
    - Roof forms at the rear of the building slope towards a unified direction. Roof and massing taper now more gentle and refined than previous submittal. See sheets A-4.3, and A-6.0 – A6.1.
- Left/Right wings of ECR elevation could be more consistent in detail
    - Railing detail has been unified for a more consistent aesthetic across the two wings. Window stagger has been eliminated from the left wing to match with the proportions of the right wing. Trim piece has also been added to the right wing to reflect the aesthetic division of the top level of the left wing. See sheet A-4.0.
- Show more context on either side on the street elevation.
    - Realistic context buildings have been added to either side of the street elevation. See sheet A-2.1.
- Provide night view rendering for ECR street view
    - Night view rendering will be provided with the supplemental package. Two weeks before the ARB hearing.

Parking

- Indicate valet aisle parking at B1 level for calculation of available parking
    - Valet parking at B2 level added visually to sheet A-3.6. Valet parking count updated on cover page A-1.0 and A-3.6 parking calculation tables.
- Bike Parking at the rear is not as desirable for public use.
    - 6 short term bike parking are provided at the front of the hotel adjacent to the porte-cochere and lobby. 6 more long term bike parking containers are provided at the interior courtyard adjacent to the stair for employees' commute. 12 total bike parking provided, 2 more spaces than code requirement. See sheet A-3.0 for bike parking locations.

Landscape

- Please indicate which plants in the landscape plan are native/non-native.
    - The Plant Palette list on the attached plan indicates 10 species which are native species, and 9 species which are adaptive non-native species. The street trees are London Plane Trees, (adaptive non-native) which follow the existing streetscape. All the adaptive non-native species will do well in this microclimate.
- Study/explain landscape lighting features and effect.

- The landscape lighting is a combination of non-imposing lighting located to avoid bright light shining into adjacent residential properties. The courtyard garden design is highlighted with in-ground lights, shown on Precedent Imagery, sheet L2.3. These special lights follow the paved stream bed design. The wood bollard lights shown on Precedent Imagery, sheet L2.4 follow the west perimeter walkway through the redwood forest and are located in the courtyard to highlight the sculpted islands. Small shrub/tree uplights will be added at a few locations in the courtyard for the personal touch to highlight specific plantings. Overhead string lights (café style) as shown on the Studio T Square Rear Perspective of the power point package (11 of 42), highlight outdoor seating at night. The front entry dropoff will have metal bollard lights shown on Precedent Imagery, sheet L2.4, and there will be overhead lamps above the dropoff, see power point package (10 of 46) Front Perspective Comparison – Current Concept. Also there are wall mount lights along El Camino Real to add character, while the streetscape is lit by the large cobra head street lights.

- Study landscaping above the lobby doors.
  - Landscape above the lobby doors was removed in the last ARB submittal due to water proofing concerns as well as lack of enough sunlight to maintain healthy landscaping.

TDM SPECIALISTS, INC.
A Transportation Demand Management Company

October 2.I

Updated: December 21, 2018

THE CATERINA HOTEL

PALO ALTO, CA

Transportation Demand Management Plan (Parking Reduction Plan)

Transportation Action Plan

THE CATERINA HOTEL
4256 El Camino Real

Parking & Transportation Demand Management Plan
A Trip Reduction Plan

Prepared for:

HXH Property LLC

Prepared by:

TDM SPECIALISTS, INC.
A Transportation Demand Management Company

(408) 420-2411

October 4, 2018
Updated: December 21, 2018

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ATTACHMENT

List of Nearby Amenities (personal services, restaurants, coffee, retail/sundry, banking, etc.)
Case Studies – Successful Hotel Projects that Reduce Vehicle Trips

APPENDIX A

Parking Study for the Proposed Comfort Inn Remodel at 3945 El Camino Real in Palo Alto

TDM SPECIALISTS, INC. QUALIFICATIONS

PTDM EXECUTIVE SUMMARY

According to the 2030 Palo Alto Comprehensive Plan, the proposed project, known as The Caterina Hotel, would be required to develop a comprehensive Transportation Demand Management (TDM) plan to reduce peak-hour vehicle trips by at least 30 percent, given that the project site is located within the El Camino Real Corridor at located at 4256 El Camino Real.

In addition to TDM planning, the project incorporated Parking Management and Parking Demand Assessments into the TDM plan. The project's Parking and Transportation Demand Management (PTDM) for its proposed Palo Alto hotel development is designed to meet commute-sustainable standards and supports a parking reduction. Outcomes from these TDM actions and activities will eliminate potential spill-over parking in the neighborhood and mitigate 30 percent of peak-hour vehicle trips.

This green development approach reduces parking demand, vehicle trips, air pollution and traffic congestion and contributes to successful carbon footprint and greenhouse gas reductions for long-term operations.

This PTDM Plan addresses alternatives to on-site parking needs as well as hotel employee commuter activities that reduce drive-alone commuter travel. This document provides supporting justification for a proposed parking reduction of 15 percent representing 15 parking spaces. Twenty-four-hour valet parking services reclaim 17 parking spaces which effectively means there is no deficit of parking. Also, this PTDM plan helps the alternative transportation mode-use goals that address both traffic and air quality concerns in the City of Palo Alto.

The measures and elements contained in this plan are consistent with well-performing employee TDM plans and commute programs in the City of Palo Alto, Stanford Research Park, and other locations in the San Francisco Bay Area. Case studies of other hotel projects with successful trip reduction programs is attached as an attachment. The Caterina Hotel project commits to meeting vehicle trip requirements using TDM strategies that are scaled to fit this hotel site.

Locational advantages make the 4256 El Camino Real project very well-suited use of mass transit travel options. It has access to transit resources that provide 309 daily trips connecting to the Palo Alto Caltrain Station. Other connections include daily trips to the Santa Clara Transit Center and the Eastridge Transit Center and access to transit serving resources for the neighborhood community. In addition, the hotel will provide on-demand and fixed route shuttle services for guests and employee commuters.

The project's trip reduction activities and hotel employee transportation mode-use rates will be monitored annually, with the first employee commute survey to be conducted two year after occupancy of the project. Driveway cordon traffic hoses will be deployed annually across both driveways to record actual peak-hour trip results. An alternative transportation mode-use

survey report will be submitted to the City's Principal Planner following the completion of the annual employee commute survey and will include the data from the cordon hose trip counts.

The City's draft Transportation Analysis dated August 17, 2018, prepared by Hexagon Transportation Consultants, reported that AM and PM peak-hour traffic operations (at the El Camino Real/Dinahs Court intersection, "did not reveal any significant traffic-related issues, and the study intersection operated adequately during both the AM and PM peak hours of traffic. Thus, the reported level of service analysis appears to accurately reflect actual existing traffic conditions."[1]

The Transportation Analysis report identified the existing occupied building's trip generation which can be credited against the proposed hotel development. The current trips generated by the existing occupied restaurant (Su Hong Eatery Restaurant) on the site was subtracted from the trip generation estimates for the hotel. After applying estimated ITE trip rates, appropriate trip reductions, and existing site trip credits, the project would generate 37 new trips occurring during the AM peak hour and 17 new trips occurring during the PM peak hour. Table 1 below shows the estimated trip generation and calculations for this hotel project.

Table 1 – Project Trip Generation Estimates

		Daily		AM Peak Hour				PM Peak Hour			
Land Use	**Size**	**Rates**	**Trips**	**Rate**	**In**	**Out**	**Total**	**Rate**	**In**	**Out**	**Total**
Proposed Land Use											
Boutique Hotel[1]	100 rooms	8.17	817	0.53	31	21	53	0.60	31	28	60
TDM Program (30%)			(245)		(9)	(6)	(16)		(9)	(8)	(18)
Subtotal			572		22	15	37		22	20	42
Existing Use											
Su Hong Eatery Restaurant[2]	3.30 ksf	89.95	(297)					7.49	(17)	(8)	(25)
New Project Trips			**275**		**22**	**15**	**37**		**5**	**12**	**17**

Notes:
KSF = 1,000 square feet
[1] Hotel (Land Use 310) average rates published in ITE's *Trip Generation Manual, 9th Edition, 2012.*
[2] Quality Restaurant (Land Use 931) average rates published in ITE's *Trip Generation Manual, 9th Edition, 2012.*
[3] In accordance with the *2030 Palo Alto Comprehensive Plan*, the project site is located within the El Camino Real Corridor, thus a comprehensive Transportation Demand Management (TDM) plan is required to reduce vehicle trips by at least 30 percent.

A recent hotel parking demand study was conducted for another Palo Alto hotel project that analyzed the peak parking demand at 13 similar hotels and motels in the area. The purpose was

[1] Draft Transportation Analysis for 4256 El Camino Real Hotel in Palo Alto, California, Hexagon Transportation Consultants, Inc., August 17, 2018

to determine the peak parking demand per occupied room. "The average parking demand at the thirteen locations was determined to be 0.66 occupied spaces per occupied room.

Hotel/motel occupancy at the time of the counts was between 90 and 100 percent at most sites. The trend of ride-sharing gaining in market share and a decline in the use of rental cars may partially explain why there is less than one vehicle parked per occupied room."[2] "The peak parking demand for the Comfort Inn was found to be 0.62 occupied spaces per occupied room, which is slightly less than the typical peak parking demand observed at other hotels/motels in the area."[3] The proposed parking ratio for The Caterina Hotel is 0.85 spaces.

The core TDM measures designed to mitigate 30 percent of peak-hour vehicle trips for the project include the following:

Hotel Employee TDM Infrastructure

- Preferential carpool and vanpool parking
- Motorcycle parking
- Pedestrian facilities
- Bicycle parking and shower facilities
- Employee commuter resource webpage
- Employee commute resource flier

Hotel Employee TDM Program

- Subsidized transit passes (Caltrain and VTA – at least $150 per month)
- Pre-tax transit payroll deduction option
- Automated monthly funding of transit pass/Clipper Card (e.g., CommuterCheckDirect.com or ClipperDirect.com)
- 100% subsidized vanpool program (at 85% seat occupancy - 6 of 7 seats)
- Cash allowances for carpooling, biking and walking to work (at $50 per month – taxable to employees)
- Ridematching resources
- Carpool/vanpool parking permits (and free parking for employees who carpool together)
- Commuter bike program (for employees)
- Guaranteed ride home program
- Employee commuter outreach, education, promotions and marketing
- Employee commute coordinator to manage programs and assist employees
- Annual 5-day employee commute survey
- Annual hotel driveway cordon hose count survey
- Annual commute survey and driveway trip count report

[2] Parking Study for the Proposed Comfort Inn Remodel at 3945 El Camino Real in Palo Alto, California

[3] Ibid

Guest TDM Programs

- Pre-loaded Clipper Cards for guest transit travel (available for purchase)
- Promote car-free travel packages (discounts)
- Trained reservation staff to provide transit information
- Hotel confirmation email to include how to reach the hotel without a vehicle
- Place a Getting Around Palo Alto brochure in each guest room
- Commuter guest shuttle providing on-demand and fixed route services (including to Caltrain station)

Guest & Employee (Dual) TDM Programs

- Hotel-operated fixed-route and on-demand shuttle services
- Paid on-site parking
- Valet attendant parking
- Passenger loading/unloading area
- On-site and nearby amenities (sundries, restaurant, laundry, exercise facilities, wireless access)
- Transportation/commuter kiosks (TransitScreen)
- Hotel bikeshare program

Optional TDM Benefits

- (Future) Hotel membership in Palo Alto TMA
- Bus shelter installation
- VTA Adopt-a-Stop
- Integrate with Palo Alto City Bike Share program
- Advocate for City to install a nearby public carshare resource (Zipcar)
- Hotel-funded carshare membership for employees
- Valet stacked parking to meet 100% parking requirements

1.0 INTRODUCTION AND PURPOSE

The comprehensive plan of commute transportation options and on-site measures (identified in this report) are essential to realizing the trip reduction benefits of the project as required by potential Conditions of Approval for the Use Permit and the 2030 Palo Alto Comprehensive Plan. These factors will provide the momentum to achieve desired trip reduction needs for this project.

The Caterina Hotel PTDM plan incorporates trip reduction strategies to meet the City's trip reduction goals and to reduce traffic impacts in the neighborhood and maximize mobility options for hotel employees. The applicant has included transit, bicycle, pedestrian, and rideshare incentives to promote alternative transportation uses.

The 2014 Santa Clara VTA Transportation Impact Analysis Guidelines (part of the CMP adopted March 2009) identify several trip reduction elements, including some that are part of this project. This project includes the following requirements that contribute to the on-site parking demand reduction efforts:

- Financial Incentives[4] (transit subsidies, or SmartPass) – up to 5 percent
- Employment Near a Major Bus Stop (via VTA routes/Caltrain shuttles) – 2 percent

Initiating a shuttle program will further support reductions in parking:

- Project-funded dedicated shuttle – 3 percent
- Partially-funded multi-site shuttle – 2 percent

The City of Palo Alto has the discretion to assess additional trip reduction assignments listed in this TDM Plan, such as carpool matching and parking, bicycle elements, commuter marketing features, and pedestrian elements.

2.0 TRANSPORTATION DEMAND MANAGEMENT DEFINITION

TDM is a combination of services, incentives, facilities, and actions that reduce single occupant vehicle (SOV) trips to help relieve traffic congestion, parking demand and air pollution problems. The following are fundamental goals that can be achieved through effective utilization of a trip reduction program with the use of TDM measures:

[4] Financial incentives must be offered on an ongoing basis and must be roughly equivalent to or higher than the monthly maximum pre-tax commuter benefit allowed under federal law at the time of TIA preparation in order for the project to receive full trip reduction.

- *Reduce parking demand by converting SOV trips to an alternate mode of transportation (e.g., transit, carpool or vanpool, bicycling or walking).*
- *Shift travel to less congested facilities by providing traveler information systems that warn motorists about delays or alternative routes.*
- *Support other technological solutions (e.g., compressed natural gas, electric/hybrid vehicles or other zero emission vehicles).*
- *Eliminate or shift trips from peak periods (e.g., flexible schedules, compressed work weeks or telecommuting).*

Current economics and limited resources affect the ability to build and maintain more roads or parking structures. This reality necessitates the better utilization of the existing transportation infrastructure (like adding a second shift at an existing manufacturing plant). To that end, TDM measures support the transition to greater use of existing alternative transportation options.

Rideshare and TDM Program Benefits

Commuters can experience stress and frustration long before their workday officially begins. The transportation choices afforded by the project will improve the commuter experience, and local communities and business environments by decreasing both traffic congestion and greenhouse gas emissions. A list of community, employer and employee-related commuter benefits derived from TDM planning are shown in Table 2 below.

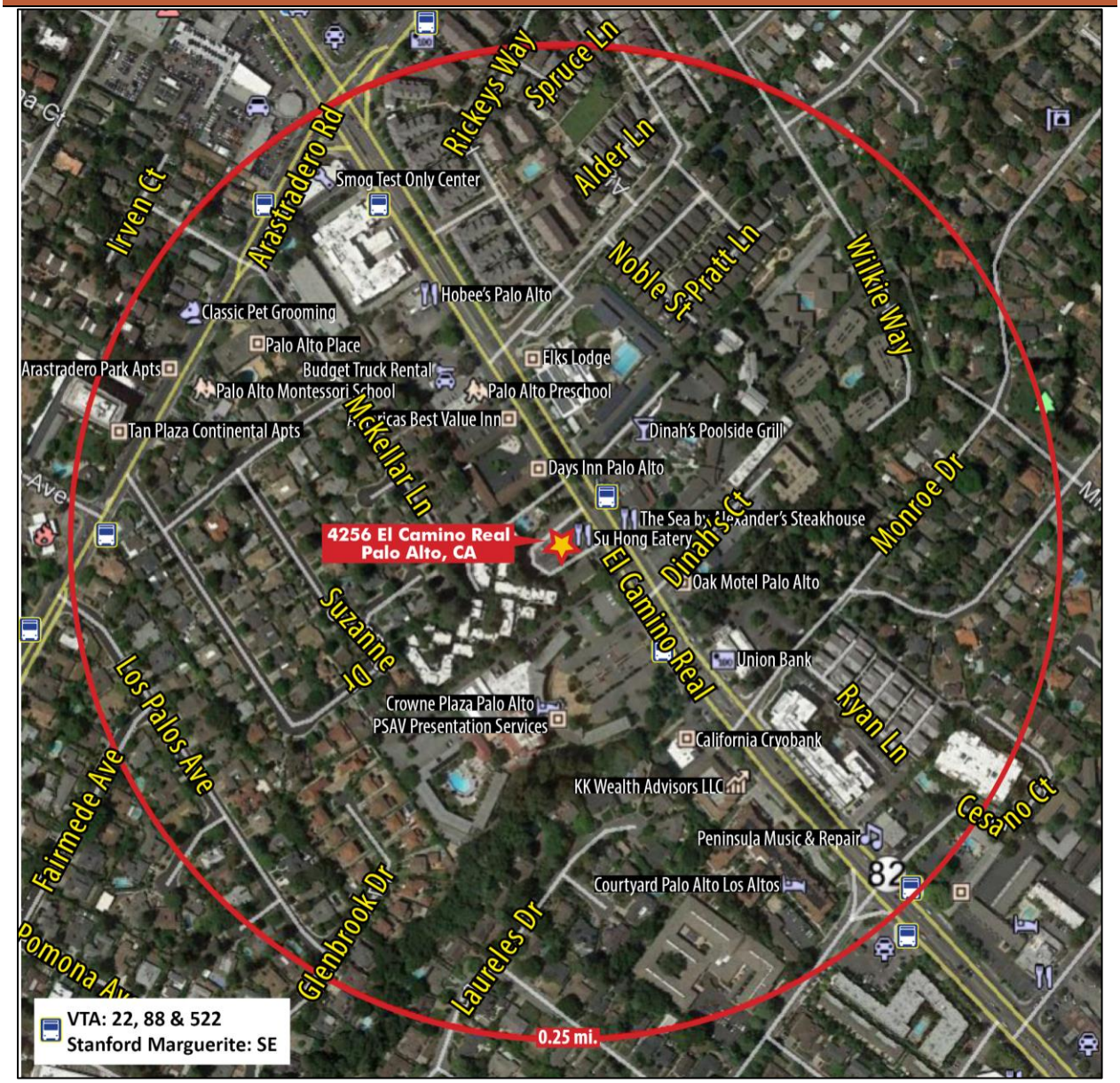
Table 2 – Summary of Community, Business and Commuter Benefits

COMMUNITY and BUSINESS Benefits	COMMUNITY and COMMUTER Benefits
Improve recruitment and retention rates	Freedom from traffic jams
Reduce the need/demand for parking	Ability to work or relax during commute time and reduce stress/improve quality of life
Enhance company commuter benefits package	Increased time in the day to read, talk with friends, or get ahead at work
Improve employee access to transit	Save hundreds of dollars a year in auto expenses (gas, insurance, wear/tear, maintenance, tolls)
Enhance community relations	Use pre-tax dollars to pay for public transportation expenses
Improve employee morale and productivity	Feel secure with free emergency ride home program
Alleviate employee stress and expense	Lower insurance premium on personal vehicle
No/low cost programs for employers	Get to work and get home on time regardless of the weather, traffic accidents, and breakdowns
Reduce traffic congestion	Help reduce environmental pollution and overcrowded roads/congestion
Access a larger employee base	Reduce greenhouse gas emissions

3.0 PROJECT DESCRIPTION

The proposed The Caterina Hotel site is located between street name and street name in Palo Alto. The project will include one hotel building with 100 rooms, underground parking garage, hotel amenities and additional site improvements. The project currently proposes 85 parking spaces (a rate of 0.85 spaces per guestroom). The City of Palo Alto Municipal Code Chapter 18.52 and 18.54 requires on parking space per room. Thus, the project would provide 15 spaces fewer than the code. However, valet parking service can accommodate an additional 17 vehicles using a stacked parking arrangement. A project location map is shown below.

4256 El Camino Real Hotel Location Map



The quarter-mile radius map shows the proximity of nearby transit facilities, retail, personal services and restaurants that are near the project site.

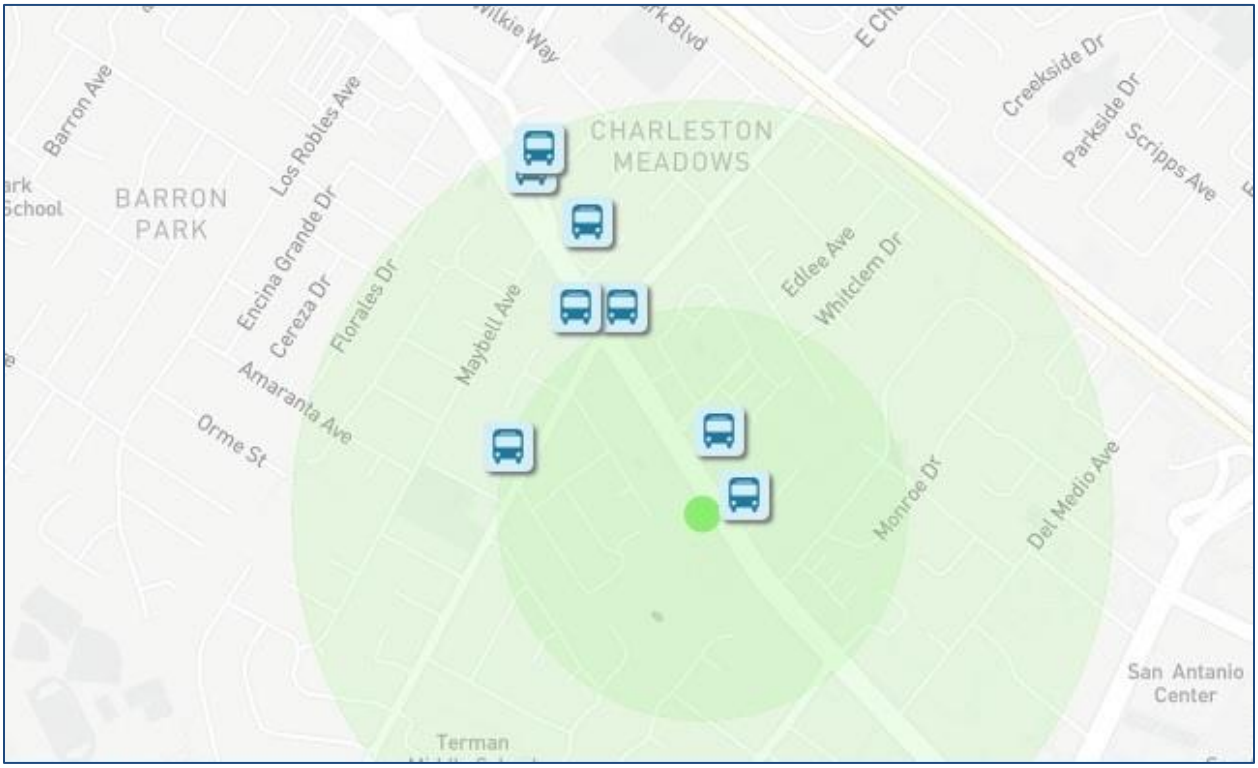
This TDM Plan is designed to address employee trips associated with a hotel project, parking management and assess parking demand. A description of alternative transportation mode-use strategies is included in the following six sections:

I. Existing Transit and Bicycle Facilities
II. Hotel TDM Infrastructure
III. Guest TDM Programs
IV. Employee TDM Program
V. Guest and Employee (Dual) TDM Programs
VI. Public TDM Benefits

SECTION I – EXISTING TRANSIT AND BICYCLE FACILITIES

4.0 TRANSIT PROXIMITY

The Caterina Hotel will be located within 0.10 and 0.20-mile walking distance near (measured from a main building entrance) two existing commuter VTA bus stop. The image below shows the location of transit bus routes and their relationship to the hotel site.



Transit Access

Transit services, within a quarter mile distance, total more than 309 trips per day providing superior transit connectivity for future hotel employees at the worksite. A transit access table, shown below, identifies the number of transit trips provided for employees who will occupy this project. A VTA transit map is provided on page 7.

The Caterina Hotel Transit Resources

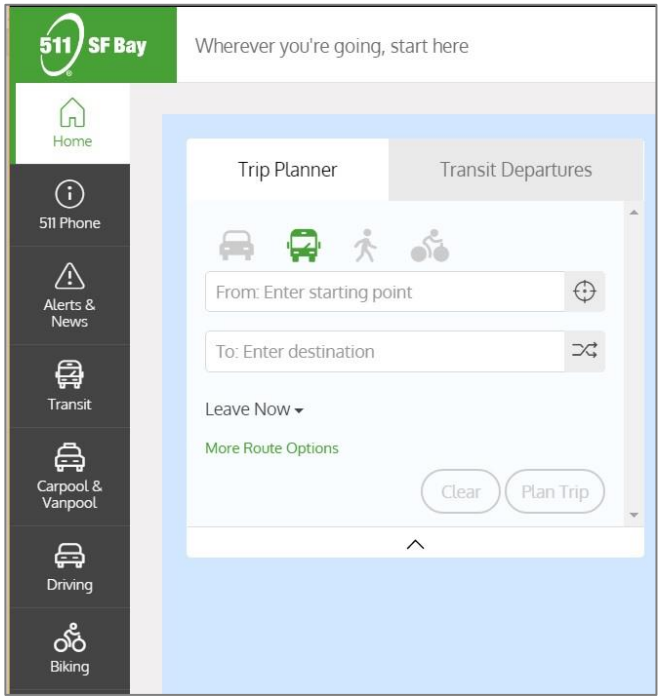
Route	Span of Service	Trips per Weekday	Communities Served
22 VTA	7 Days/Week 3:41 a.m. - 3:33 a.m.	150	Palo Alto Transit Center, El Camino Real & California, **El Camino Real & Tamarack**, El Camino Real & Showers, El Camino Real & Castro, El Camino Real & Hollenbeck, El Camino Real & Wolfe, El Camino Real & Kiely, Santa Clara Transit Center, The Alameda & Naglee, Santa Clara & 1st, King & Alum Rock, King & Story, and Eastridge Transit Center
522 VTA	7 Days/Week 5:40 a.m. - 10:52 p.m.	159	Palo Alto Transit Center, El Camino Real & California, **El Camino Real & Arastradero**, El Camino Real & Showers, El Camino Real & Castro, El Camino Real & Hollenbeck, El Camino Real & Wolfe, El Camino Real & Kiely, Santa Clara Transit Center, The Alameda & Naglee, Santa Clara & 1st, Alum Rock & King, Alum Rock Transit Center, and Eastridge Transit Center
Total VTA Bus Trips/Weekday		**309**	

* All buses and trains are lift equipped for handicapped, elderly, or those in need.

Transit Trip Planning

Online transit trip planning services are a useful tool for planning public transit trips. Regionally, 511.org services the greater San Francisco Bay Area. 511.org is a useful tool for planning public transit trips. It can build an itinerary that suits the need of the transit user.

The itinerary identifies the fastest commute with the least amount of transfers or the cheapest fares. The 511 trip planner, by default, will generate the quickest itinerary between the origin and destination. This free service can be found online at http://511.org/.



Google has also collaborated with select regional transit agencies to provide a public transit planner for riders of VTA, SamTrans, AC Transit and BART. This free service can be found online at www.google.com/transit.

Santa Clara VTA Transit Map

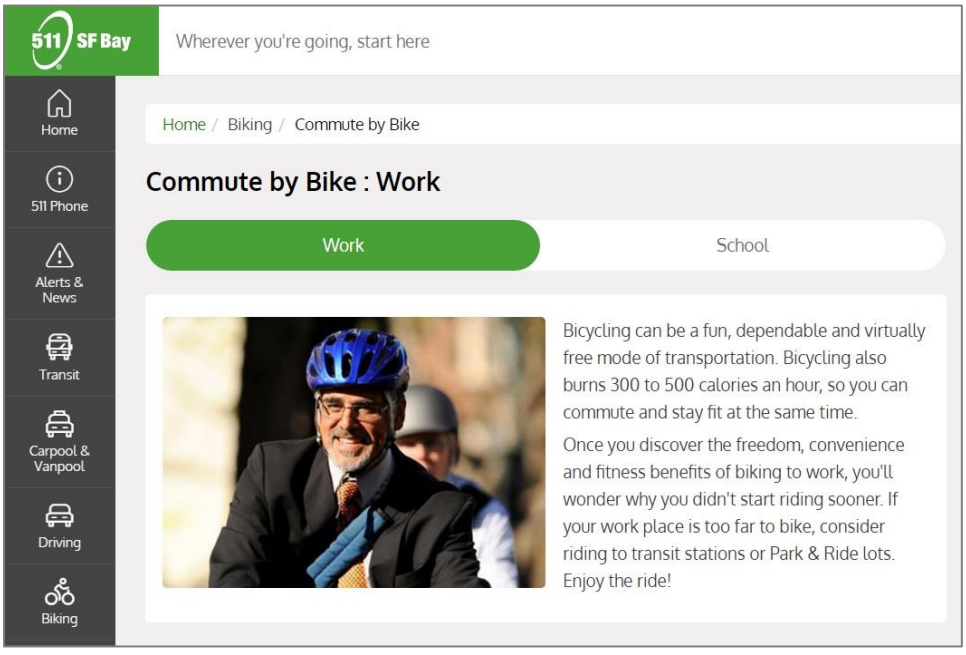
5.0 BICYCLE FACILITIES

The project is surrounded by pedestrian and bicycle connections. The Caterina Hotel site can be accessed from Class II bike lanes along West Charleston Road. A copy of the VTA Bikeways Map is provided on page 9. A Bicycle Map of Palo Alto is provided on page 10.

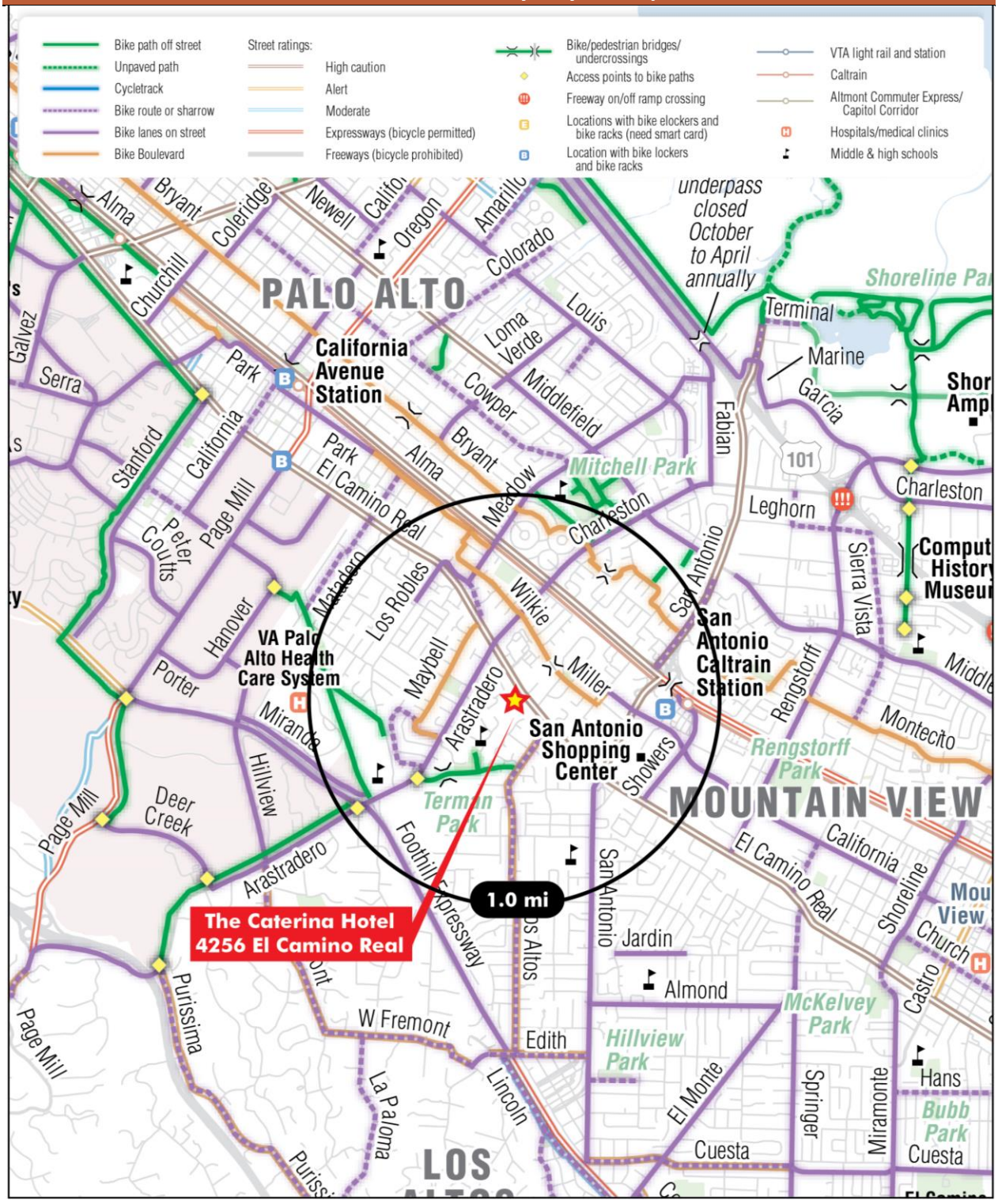
Bicycle Resources

Bicycle commuters looking for bike route trip planning or to find a riding partner can log on to bicycling.511.org for more information. The 511 system provides significant resources for bicycle commuters including:

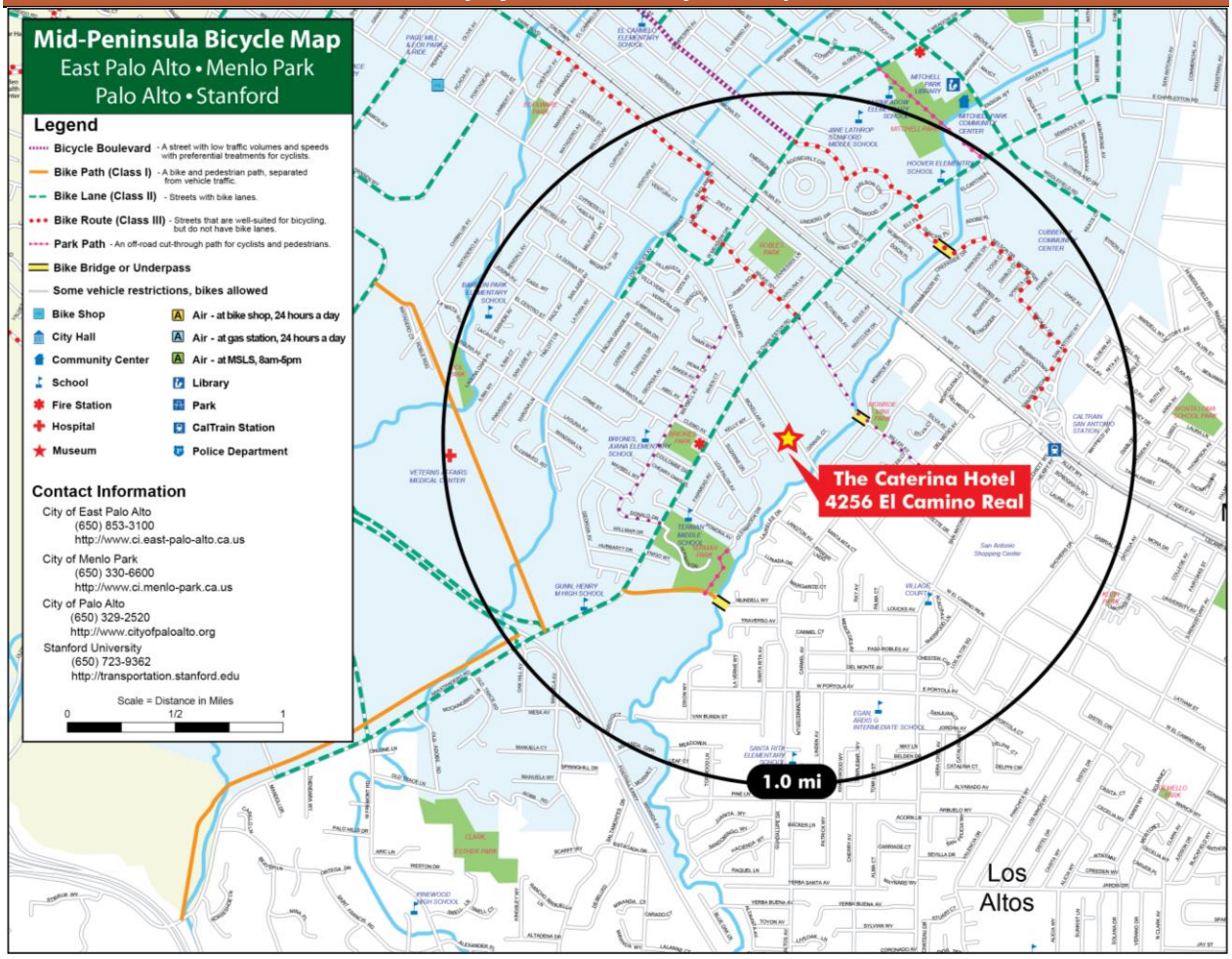
- Free Bike Buddy matching
- Bicycle maps
- Location of lockers
- How to take your bike on public transit
- How to take your bike across Bay Area toll bridges
- How to ride safely in traffic
- Tips on commuting
- Tips for bike selection
- Links to bicycle organizations
- Bike to Work Day



Santa Clara County Bicycle Map



City of Palo Alto Bicycle Map



6.0 COMMUNITY CONNECTIVITY

The Caterina Hotel will become a pedestrian-friendly and transit-oriented hotel-use project that embraces the best of Palo Alto's goals and policies. Some of the pedestrian and transit-oriented design features include connecting last-mile shuttle service, tying into adjacent bicycle and pedestrian circulation facilities, providing hotel bicycles, and a transportation kiosk.

SECTION II – HOTEL EMPLOYEE TDM INFRASTRUCTURE

The following physical infrastructure measures are designed to support alternative transportation commuters.

7.0 PARKING MANAGEMENT

The willingness and actual level of employee ridesharing is directly linked to parking convenience, availability and parking cost. The following section identifies typical off-street parking management and operations activities, such as the purpose and use of the valet, the operation of the mechanical lifts, preferential carpool and motorcycle parking, and passenger loading.

Valet Parking Operations

The hotel valet parking operator will operate 24/7. Employees and hotel guests who arrive with vehicles will be required to check-in for registration with the hotel. This 24/7 valet operation will allow the valet operator to institute expanded parking beyond the available on-site marked spaces (up to 17 additional spaces) by using methods such as "stack parking" in drive aisles of the parking garage. More details about the valet parking program are provided on page 29.

Mechanical Lift Management

Mechanical lift parking equipment will be used by valet operators to help them distribute vehicles that are anticipating long-term versus short-term parking demands.

Carpool and Vanpool Designations

One effective means of encouraging hotel employees to carpool and/or use a clean-fuel vehicle is to reserve the preferred parking spaces (premium, convenient locations close to buildings in the shade or within 100 feet of a building entrance) for the exclusive use of carpools and vanpools.

Preferential parking spaces are an excellent incentive that sends a clear visual message to employees that alternative transportation is important. The Caterina Hotel project will be responsible for striping the parking space pavement and providing appropriate signage for preferential parking.

Motorcycle Parking

The project will designate special, small parking spaces for motorcycles and electric scooters in a covered location. Electric scooters will be encouraged for employee consideration to highlight their contribution to reducing vehicle congestion and parking.

8.0 PARKING DEMAND

The Caterina Hotel is seeking to reduce parking by 15 percent which would reflect a parking ratio of 0.85 spaces per hotel room. A parking occupancy survey of similar sized projects indicated typical off-street parking demand during peak periods for hotels were 0.66 spaces per hotel room.

A parking occupancy survey of 3945 El Camino Real immediately adjacent to the project documented the existing off-street parking demand of the community. According to the October 2017 Parking Study for the Proposed Comfort Inn Remodel at 3945 El Camino Real, prepared by Hexagon Transportation Consultants, provided an analysis of the peak parking demand at similar hotels and motels in the area. Surveyed parking ratios at area hotels were used to estimate the number of parking spaces necessary to serve the Comfort Inn project. Below is an excerpt from this study summarizing the peak parking demand for Palo Alto hotels which indicates the average parking demand at 13 locations was determined to be 0.66 occupied spaces per occupied room. The Caterina Hotel is proposing a parking ratio of 0.85. A copy of this parking study is provided in Appendix A.

> Hexagon conducted peak parking counts at thirteen comparable hotels and motels in Palo Alto and nearby cities to determine the peak parking demand per occupied room. The number of vehicles parked at each hotel and motel were counted at midnight on two to three typical days. The hotel management were contacted to determine the number of rooms occupied on each survey date. These lodgings were chosen because they are similar in location to the Comfort Inn and serve primarily business travelers.
>
> Based on the peak parking counts conducted at the surveyed hotels/motels, parking demand was consistently found to be below the City's code requirement of one space per room. The average parking demand at the thirteen locations was determined to be 0.66 occupied spaces per occupied room. Hotel/motel occupancy at the time of the counts was between 90 and 100 percent at most sites. The trend of ride-sharing gaining in market share and a decline in the use of rental cars may partially explain why there is less than one vehicle parked per occupied room.

Results from the hotel parking demand surveys are reflected in the table below.

Hotel/Motel Peak Parking Demands

Hotel	City	Rooms	Count 1 Hotel Occ.[1]	Count 1 Pkg Spaces Occ.	Count 1 Spaces per Occ. Room	Count 2 Hotel Occ.[1]	Count 2 Pkg Spaces Occ.	Count 2 Spaces per Occ. Room	Count 3 Hotel Occ.[1]	Count 3 Pkg Spaces Occ.	Count 3 Spaces per Occ. Room	Avg. Spaces per Occ. Room	Dining Options
Los Prados [2]	San Mateo	116	92%	55	0.52	95%	52	0.47	91%	58	0.55	0.51	Complementary Breakfast
Bay Landing [3]	Burlingame	130	95%	76	0.62	96%	72	0.58	95%	78	0.63	0.61	Complementary Breakfast
Hilton Garden Inn [3]	San Mateo	157	99%	64	0.41	98%	68	0.44	99%	67	0.43	0.43	**The Garden Grille & Bar, Pavilion Pantry**
Hilton Garden Inn [3]	Burlingame	132	94%	46	0.37	96%	44	0.35	79%	49	0.47	0.40	**Great American Grill, Pavilion Pantry**
Holiday Inn [4]	Belmont	82	79%	39	0.60	83%	55	0.81	n/a	n/a	n/a	0.71	Complementary Breakfast
Fairfield Inn & Suites [5]	San Carlos	120	68%	66	0.80	58%	88	1.28	n/a	n/a	n/a	1.04	Complementary Breakfast
Hilton Garden Inn [6]	Mt View	160	97%	115	0.74	98%	125	0.80	n/a	n/a	n/a	0.77	**The Garden Grille & Bar, Pavilion Pantry**
Sheraton Inn [6]	Sunnyvale	173	72%	88	0.70	95%	146	0.89	n/a	n/a	n/a	0.80	**Faz Restaurant & Lounge**
Courtyard Marriott [6]	Sunnyvale	145	57%	55	0.67	99%	107	0.74	n/a	n/a	n/a	0.71	**The Bistro**
Aloft Hotel [7]	Cupertino	123	100%	76	0.62	98%	67	0.55	n/a	n/a	n/a	0.59	**Restaurant, Café, & Lounge**
Super 8 [8]	Palo Alto	36	100%	24	0.67	100%	22	0.61	100%	21	0.58	0.62	Complementary Breakfast
Quality Inn [8]	Palo Alto	50	100%	36	0.72	100%	35	0.70	100%	43	0.86	0.76	Complementary Breakfast
Zen Hotel [8]	Palo Alto	37	95%	23	0.66	100%	28	0.76	100%	24	0.65	0.69	Complementary Breakfast
							Average Rate for All Comparable Hotels:					**0.66**	
Comfort Inn [9]	Palo Alto	69	100%	43	0.62	100%	46	0.67	97%	39	0.58	0.62	Complementary Breakfast

Notes
1. Hotel Occupancy represents the percentage of rooms occupied at the time of the count
2. Data from counts conducted by Hexagon on 3/7-9/2017
3. Data from counts conducted by Hexagon on 5/16-18/2017
4. Data from counts conducted by Hexagon on 3/30/2016 and 4/2/2016.
5. Data from counts conducted by Hexagon on 4/7/2016 and 4/9/2016.
6. Data from counts conducted by Hexagon on 4/30/2016 and 5/2/2016.
7. Data from counts conducted by Hexagon on 6/11/2014 and 6/14/2014.
8. Data from counts conducted by Hexagon on 8/26-28/2013
9. Data from counts conducted by Hexagon on 9/26-28/2017. Not included in the calculation of average parking rates for all comparable hotels.

Source: Parking Study for the Proposed Comfort Inn Remodel at 3945 El Camino Real in Palo Alto, California

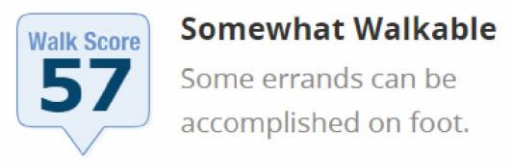
9.0 PEDESTRIAN AMENITIES

The creation of a pedestrian-oriented environment ensures access between public areas and private development while strengthening pedestrian and bicycle connections. Pedestrian-friendly ground floor facades, entrances, and pathways that will encourage pedestrian and bicycle movement. Safe, convenient and well-lit pedestrian paths will be provided, utilizing the most direct route to the nearest shuttle or transit stop from the project.


PEDESTRIAN SCALE POLE LIGHTS

Lighting, landscaping and building orientation will be designed to enhance pedestrian safety, and patio spaces/widened sidewalk areas will be provided at the building. Pedestrian spaces can be used for

recreation, eating or other outdoor activities. According to WalkScore.com, the The Caterina hotel site has a "somewhat walkable" site, scoring of 57 out of 100.



The Caterina Hotel will enhance pedestrian and bicycle connections by widening the sidewalks along El Camino Real to meet City standards. The project will provide widened sidewalks greater than the minimum standards.

Pedestrian continuity will also be created by:

- Disguising surface parking by placing it under and behind the building.
- Recessing door and window features of the building to increase the walkable area of the sidewalks along El Camino Real.
- Planting sidewalk trees that will enhance the entryway of the project.
- Incorporating a plaza and landscaped area to serve visitors and passersby at the entry to the building. There will also be in-ground and potted plantings and sidewalk landscaping.

10.0 BICYCLE AMENITIES

Free Class I (long-term) and Class II (short-term) secure bicycle parking facilities will be provided on-site for bicycle commuters.

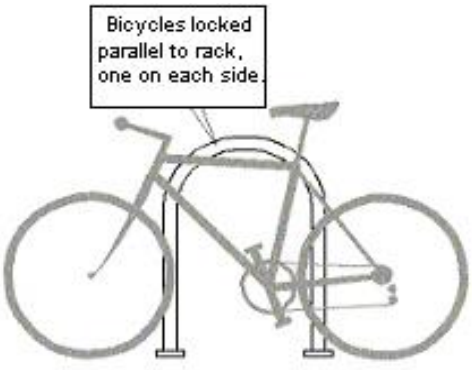
Long-Term Bicycle Parking

A total of six Class I secure and covered bicycle parking will be provided. These parking facilities may include individual bicycle lockers or a bicycle cage/room in the garage. Sample photos of Class I bicycle parking options are shown below.

Short-Term Bicycle Parking

Three Class II (short-term) bicycle rack will be installed at the hotel project. Examples of Class II racks are shown below. Class II secure bicycle racks will be "U racks," or equivalent, and must secure the frame and both wheels. Racks will be located near building entrances within

constant visual range, unless it is demonstrated that they create a public hazard or locating them there is otherwise infeasible. If space is unavailable near building entrances, the racks must be designed so that the lock is protected from physical assault. Three bike racks can accommodate six bicycles.



Showers and Clothes Lockers

Showers and clothes lockers will be installed for use by employees who walk or bicycle to work, or those who wish to change clothes after commuting via an alternative mode of transportation. Shower and changing facilities will be provided free of charge for all employees.

Hotel Resources Webpage

The hotel project will incorporate transportation information links in their website to provide easy access to trip planning resources. Website links will include Caltrain.com, 511.com, and the Silicon Valley Bicycle Coalition, VTA.org and bicycle maps. A sample webpage is shown below.

Employee Commuter Resource Flier

All employees will be provided with an employee commuter flier. This flier will include (but is not limited to) information about free carpool parking, transit subsidies, shuttle and transit opportunities, bicycle routes and on-site amenities and resources. Fliers will be made available at the commute resources kiosks and integrated with employer information. The hotel can also use these fliers with their new employee orientation packets. A sample flier is provided below.

THE CATERINA HOTEL COMMUTER RESOURCES

COMMUTER SUPPORT – Find transportation and commuter information below.

Transit and Shuttle Services

Employee Transit Subsidies (employer provided)

Caltrain

Palo Alto Caltrain Real Time Mobile Tracking

Transit Connections to/from Caltrain

Free Trial Transit Passes

Transit Trip Planner

511 Transit Trip Tracker

Carpool, Vanpool, and Ride-Matching Services

Scoop Carpool matching app

First Scoop ride free or driver bonus

Waze Carpool Matching app

First Waze ride free or driver bonus - **promo code SAARIZahef**

Commute.org Carpool matching site

511.org Carpool matching site

Other Regional Carpool Matching apps

Commute.org $50 Carpool Incentive

511.org Carpool Rewards

Bicycle Parking and Facilities

Secure Bicycle Parking (registration form)

San Mateo County Bike Map

Santa Clara County Bikeways Map

Regional City Bike Maps

Find a Bike Buddy to share the ride

511.org BikeMapper 3.1 BETA

Silicon Valley Bicycle Coalition

Bicycle Resource Guide

Commuter Incentives and Services

Guaranteed Ride Home Program – commuters who experience a midday emergency get a free ride home. Register here.

Commuter Services at my.commute.org

Commute.org Commuter Rewards

511.org Commuter Rewards

Bay Area Spare the Air Alert Notices

San Carlos Commuter Assistance

Wi-Fi Access

As a hotel-complex-wide resource, free wireless service allows guest and staff to access online and real-time information. This may include apps that track transit schedules and travel alerts. Although wireless service is commonplace in today's workplace and hospitality environments, it should be noted that it contributes as a supporting feature for successful commuter programs.

On-site Exercise Facilities

Typically, exercise facilities are offered at hotels for use by guests. As an added TDM feature, hotel employees will also be provided access to onsite exercise facilities. The more resources and services that can be provide to employees at their place of work, the less reason there is to drive a vehicle and make separate trips. This means that using transit is more viable since there will not be a need to drive to the gym after or before work.

SECTION III – HOTEL EMPLOYEE TDM PROGRAM

11.0 TRANSIT AND VANPOOL SUBSIDIES

Transit and vanpools subsidies will be provided to hotel staff and workers. Subsidies help reduce the number of single-occupant vehicles (SOV) on the road by encouraging employees to use an alternative method for getting to work, which can also save them money. The proposed hotel last-mile shuttle will provide connectivity with local VTA bus routes and Caltrain at the various Palo Alto transit stations.

Subsidized Transit Passes

The Caterina Hotel project will offer all employees (regular, part-time, and contract) a transit subsidy (up to $150 per month) or transit pass for commuting to the project site. A transit subsidy program may include participation in the VTA SmartPass program, Commuter Check Direct, pre-paid Clipper Cards, or a comparable cash transit subsidy.

100% Subsidized Vanpool Program

Vanpools provide an alternative to driving alone and riding public transit. This option offers increased employee carrying capacity (than carpooling) and significantly reduced costs while still providing flexibility and convenience to the users. Programs usually involve commuters traveling in a passenger van with one member of the group acting as the driver and person responsible for the vehicle.

The Caterina Hotel project will fully fund vanpools for hotel staff who organize vanpool groups. Funding will include the monthly lease, fuel, and FasTrak (if needed). In order to be sustainable, subsidized vanpools must maintain 85% employee seat occupancy which is approximately six seats in a seven-passenger minivan.

12.0 COMMUTER ALLOWANCES FOR CARPOOLERS, PEDISTRIANS AND CYCLISTS

Hotel employees that regularly carpool, bicycle, or walk to work shall be subsidized a minimum of $50 per month to defray commute costs. Allowance will help to off-set costs, such as clothing, shoes, bike tires or lights, helmets, etc. Cash commuter allowances may be a taxable benefit for employees.

It should be noted that hotel employees tend to work in specified shifts and carpools and vanpools can be more difficult to coordinate and flexible hours are can be uncertain since they are direct customer service based.

13.0 CARPOOL AND VANPOOL PROGRAMS

Ridematching

Carpooling and vanpooling will be encouraged at the project. The 511 Rideshare program provides individuals with a computerized list of other commuters near their employment and residential ZIP code, along with the closest cross street, phone number, and hours they are available to commute to and from work. Individuals are then able to select and contact others with whom they wish to commute. The prospective carpooler will also be given a list of existing carpools and vanpools from their residential area that they may be able to join should vacancies exist. 511 is working with private ride-matching companies to provide commuters the best carpool. A list of carpool apps is shown on page 20. The online 511 service will be promoted to hotel employees.

The hotel management can also independently research employee ZIP code data from internal records and offer to match employees who live near one another.

Carpool Parking Permits/Reserved Parking

As carpools and vanpools are formed, the carpool parking spaces may require policy development, employee registration and permits. As needed, the Hotel Employee Commute Program will be responsible for monitoring the appropriate use of these designated parking spaces via registration and/or permitting. Structuring a carpool permit program with designated “reserved” parking will create a high-value reward for those who carpool.

Scoop — takescoop.com

App Store

Google Play

- Provides guaranteed ride home.
- Best for work trips during regular commute hours - Scoop currently matches carpoolers who work in various locations from home locations throughout the Bay Area.
  See "More" below.
- Enter your trip information by 9 p.m. the night before your morning commute, and 3:30 p.m. for your afternoon commute. Scoop automatically provides you with your match and trip itinerary.
- Register with Promo Code **SCOOPME05** for a free first trip.

Take Scoop to BART and get guaranteed parking at the Concord, Dublin/Pleasanton, Millbrae, Orinda, Pleasant Hill, Rockridge, San Bruno, and Union City stations. Find out more here!

More >

Waze Carpool

App Store

Google Play

Waze Carpool makes it easy and fun for Wazers to commute together, saving time and money while reducing the strain on the roads and the environment.

3 Steps to Carpool:

1. **See who's on your route:** With Waze Carpool, YOU CHOOSE who you carpool with based on detailed profiles, star ratings, and connections — shared interests, same workplace, and more — as well as price and distance off route.
2. **Offer/request a ride:** Found someone? Simply offer a ride (drivers) or request a ride (riders), and wait for a reply. You're notified as soon as the ride is confirmed.
3. **Enjoy your commute!** Drivers are guided by Waze on the fastest route, while riders can follow their progress on the map in real-time. When the ride is over, payment is transferred from rider to driver automatically.

Use code **511WAZE** for a free ride! Learn more at waze.com/carpool.

511 RideMatch Service

Register

Log In

- An interactive system that helps you find carpools, vanpools or bicycle partners.
- Over 60,000 Bay Area commuters available for matching.
- Track your trips in the 511 Trip Diary and be eligible to win prizes. Watch this video explanation of how the Trip Diary works.
- Discounts on tolls and nifty rewards from 511 and local county agencies all just for doing what you already do!
- Live staff available by phone to help you find a match.

Commuter Employee Bike Program

The hotel will provide employees with a bicycle program. Bicycles may be provided on-site for employee use for travel to meetings, exercise, and used for commuting purposes.

This employer-sponsored bicycle program will provide a selection of safe and bicycles and appropriate accessories (e.g., helmets, reflective wear, locks pant protectors, etc.).

These bikes will be regular cruiser type cycles. Registration in this program will allow the employee to identify their commute travel distance from the hotel and intent to use the bicycle for commuting. Should the employee leave employment with the hotel, the bicycle will be provided to another employee.

Hotel bikes for employees will be maintained regularly and kept in good working condition. All public transit resources have bicycle racks so that trips can be linked for longer distances.

14.0 GUARANTEED RIDE HOME PROGRAM

The hotel shall implement a Guaranteed Ride Home (GRH) program for employees who use alternative forms of transportation. Employees who commute to work using transit, bicycle, or carpool or vanpool will be guaranteed a free ride home in the case of a personal emergency, or when they unexpectedly have to work late thereby missing the last bus or their normal carpool home. The GRH program has proven very successful as it removes one of the major objections employees have to giving up their private automobile, especially those with young families. A sample GRH taxi cab voucher is shown below. In the event the project participates in the VTA SmartPass program, a free GRH program is included for employees who use transit for commuting.

YELLOW CHECKER CAB CO., INC.
YELLOW CAB / CHECKER CAB
SANTA CLARA CAB
1880 S. 7th Street
San Jose, CA 95112-6005
Business Office: (408) 286-3400

Charge To: The Caterina Hotel
c/o Human Resources
4256 El Camino Real
Palo Alto, CA 94306

Account # XXXX

DATE:

ISSUED BY:

TRANSPORTATION FOR:

Company Name:

Employee Name:

Employee Phone Number:

Manager Name:

My Normal Commute Mode:	My Commute Today Was:
☐ Transit	☐ Transit
☐ Carpool	☐ Carpool
☐ Bicycle	☐ Bicycle
☐ Walk	☐ Walk
☐ Vanpool	☐ Vanpool
☐ Drive alone	☐ Drive alone

I, _____
attest that I am an alternative commuter registered with my employer and need an emergency ride home.

Employee Signature

Please describe the nature of your emergency.

WHITE - Cab Driver YELLOW - Employee PINK - Human Resources

15.0 MISCELLANEOUS TDM MEASURES

Commuter Rewards

Each month or quarter, the hotel project will provide a limited number of rewards to employees who are participating in transit, bike, walk, or carpool options for their commute choice. Rewards can be fuel cards, movie tickets, or gift cards (Starbucks), or any other desired item that reflect appreciation to employees.

Employee Overnight Accommodations

In the event that an employee is scheduled to work a late evening shift followed by an early morning shift (or vis versa), they will be provided with free overnight accommodations at the hotel (subject to room availability). This will eliminate the need for the employee to drive themselves to and from work to accommodate a busy schedule.

16.0 EMPLOYEE COMMUTER OUTREACH, EDUCATION, AND PROMOTIONS

An active Commute Coordinator, cooperative building management and involved employers will generate positive impacts toward the success of the TDM goals and elements that are implemented. TDM commute programs and benefits must be presented to the employees in a comprehensive and proactive manner along with other employee programs. This can be done via participation in and support of employee orientation forums or transportation fairs, transportation kiosk posting, employee newsletters, management bulletins, e-mails, etcetera. A summary of employer commute features that can be applied to hotel employee programs is provided in the Appendix.

Grand Opening Commuter Kick-off Campaign

At or before the grand opening of the hotel, the project will host a commute alternative kick-off event/celebration or employee marketing campaign. Transportation service providers, such as Caltrain, VTA, 511, and bicycle programs, will be presented to employees. The hotel or building management will advertise and market the campaign for at least two weeks.

Employer Commute Coordinator

The hotel ownership shall provide an employee commute coordinator (ECC) to manage and monitor the commute alternative programs. The ECC's primary responsibility will be implementing many of the programs and features described in The Caterina Hotel TDM Plan. The ECC will be responsible for providing ongoing commute assistance to employees, producing on-site transportation fairs and promotional campaigns, collaborating with VTA to promote the Eco Pass program (if implemented), 511 to maximize rideshare resources, and conducting the annual survey.

The ECC will provide the following services:

- Promote trip reduction and air quality strategies to employees at the project site;
- Conduct new hotel employee commuter orientation training and assistance.
- Maintain membership in the TMA (if required);
- Be the main point of contact for employees who wish to commute using an alternative transportation mode;
- Work with local agencies such as the Palo Alto TMA, Caltrain, VTA, 511 Rideshare, the Stanford Marguerite Shuttle, and the Bay Area Air Quality Management District (BAAQMD);
- Develop and manage employee transportation and commute information webpage. The webpage will contain transportation information, resources, and links, promotions, incentives, prizes or awards, spare the air notices, transit links, 511 ridematching, and other related information.

- Post informational materials on the employee Commuter Website, transportation kiosks and disperse alternative program information to employees, posters, fliers, banners, e-newsletters, new employee orientation, etcetera;
- Participate in the BAAQMD Spare the Air program to encourage employees not to drive to work alone;
- Coordinate various aspects of the program that require periodic updating or monitoring, management of the guaranteed ERH program, monthly rewards, car and vanpool registration, parking enforcement, and locker assignment.

Alternate transportation programs will be presented to commuters in a comprehensive and proactive manner just like any other employee program. This can be done via participation in, and support of, transportation kiosk postings, employee newsletters, management bulletins, emails, and other methods.

An Employee Commute Program should be viewed as a big picture process. This includes explaining the area's air quality problems and describing how fighting air pollution is part of being a good corporate citizen. It is important that the employees recognize the benefits on a personal and community level to see how they themselves gain from better air quality: less traffic congestion on the highways and the surrounding neighborhoods, fewer parking hassles, and cost savings for employees, among other benefits. The ECC will work with to build employee participation in the commute programs.

Employee Outreach

Throughout the year, the project ECC will maintain employee awareness by hosting transportation promotions that highlight transit subsidies and trip-planning services, rideshare matching and other commute opportunities at the site.

Periodic rideshare articles will be written by the project ECC for internal employee newsletters with ongoing highlights of alternative commuters and their successes. Internal company notices and incentive promotions should attract the attention of commuters, generate excitement about the use of commute alternatives and reward those who rideshare. These promotions are often sponsored in conjunction with the Regional Rideshare Program or the BAAQMD.

The ECC will register with the BAAQMD for the Spare the Air program in order to receive regional air quality forecast bulletins about poor and unhealthy air quality days. These direct e-mail updates will be forwarded to all employees to encourage the use of alternative transit modes during peak advisory periods.

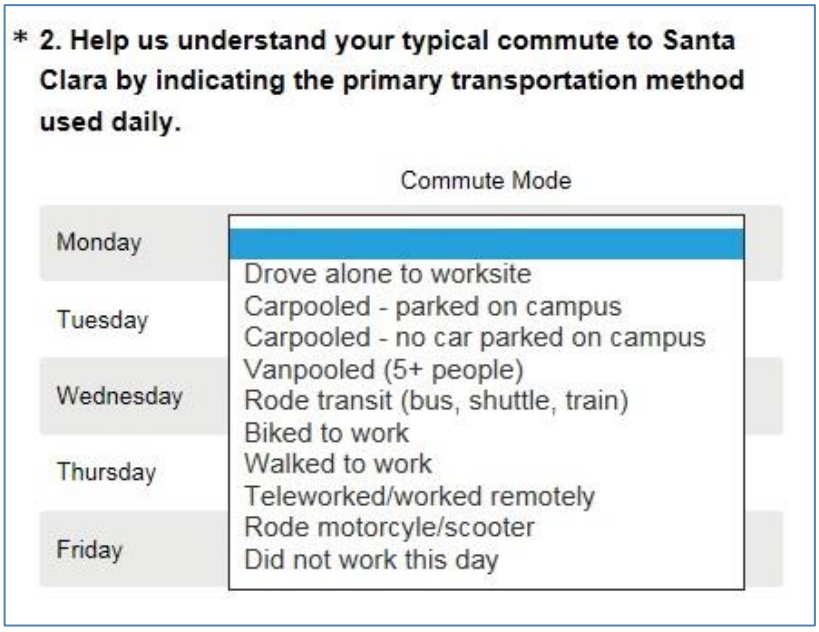
17.0 MONITORING AND REPORTING

The intent of The Caterina Hotel TDM Plan is to reduce SOV trips and, in so doing, lessen the resulting parking issues, traffic congestion and mobile source-related air pollution. It is important to ensure TDM measures are actually implemented and effective; therefore, a monitoring program is necessary. Because the TDM Program is performance based and designed to reduce vehicle trips, an annual five-day survey commute program evaluation will allow the hotel and the City to assess the effectiveness of the unique program designed for their project, and adjust, as necessary, to consistently meet or exceed the goals.

Annual Five-day Employee Commute Survey

A five-day commute survey will be a critical part of the monitoring process to evaluate and ensure the success of TDM measures. Employees who do not participate in the commute survey will be counted as drive-alone or SOV commuters by default. This default mechanism will result in conservative results. The applicant will strongly encourage, support and participate in the promotion and marketing of the annual employee survey.

Survey data may then be used to focus TDM marketing and the efforts of the ECC to maintain the project's 30 percent alternative commute mode-use rate and commitment at the site. At that point, the TDM program could be re-tooled, if necessary, to maintain the project's alternative commute mode-use promotions and trip reduction commitment at the site.



Annual Commute Summary Report

Each year, the hotel and CC, via employee survey data, will prepare an annual TDM summary report to be submitted to the City to document the effectiveness of the TDM Plan in achieving the goals of alternative mode-use and 30 percent trip reduction by employees. The TDM summary report will include a determination of historical employee commute methods provided by information obtained from a survey of all employees working in the buildings. The summarized results from the employee survey will provide both quantitative data (e.g., mode split) and qualitative data (e.g., employee perception of the alternative transportation programs).

If the trip reduction rates have not been achieved, the report will explain how and why the goal was not reached and specify additional measures and activities that will be implemented in the coming year to improve the mode-use rate.

The initial annual employee survey (and subsequent surveys) will be conducted in the fourth quarter of each year. The table below shows a *sample* summary matrix of an employee commute survey. Actual results will be determined once an actual survey is conducted.

Employee Commuter Mode	Percent
Carpooler	13.67%
Transit rider	7.29%
Bicycle	2.98%
Walk/pedestrian	0.80%
Telecommuter	0.23%
Motorcycle/scooter	0.56%
Compressed workweek (9/8/80)	2.58%
Vanpooler	1.67%
Total Commuter Rate	**29.78%**

SECTION IV – GUEST TDM PROGRAMS

18.0 GUEST TRANSPORTATION

Pre-loaded Clipper Cards

The hotel will purchase pre-loaded Clipper Cards with various monetary values to be made available for purchase by guests who need transit travel cards. This convenience feature will allow transit riders to easily access any of the region's transit services without having to learn the various and different fare media options for individual agencies.

Promote Car-Free Travel Packages

The Caterina Hotel will offer a Car Free Package featuring discounts and car free activities. Visitors can arrive by taxi/Uber/Lyft, train, plane, bike, boat, van, walk, bus, shuttle and enjoy discounts on hotel stays and car-free activities. As a special early bonus, visitors can receive a Caltrain pass for each night of their stay. (Restrictions apply.)

By mentioning the "The Caterina Car-Free Vacation Package" when making a reservation, visitors will receive significant discounts of 10-50% off regular room rates (some restrictions apply, rooms subject to availability). Then, upon hotel check-in, guests will receive a CAR FREE-bies gift envelope with maps, luggage tags and a list of special activity discounts for the bikeshare program, Zipcar use, tours, bay cruises, bike trips, trolley sightseeing tours, catamaran cruises, rollerblade or scooter rentals, and wine country excursions.

Trained Reservation Staff

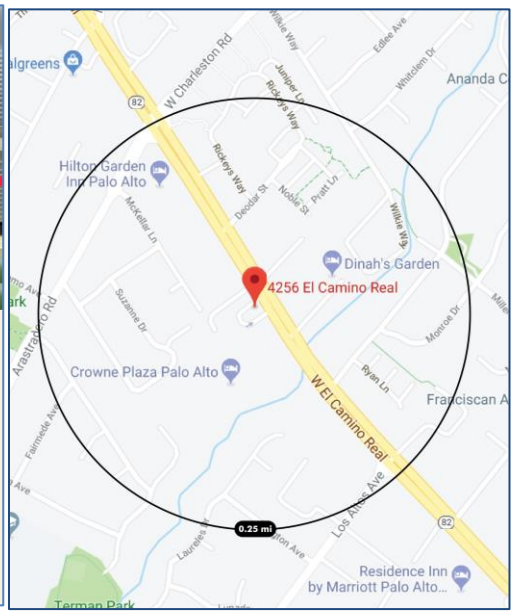
The hotel will provide training for reservation staff, so they are familiar and knowledgeable to guests about transit options, local train or bus schedules and routes, and on-road bicycle facilities. Reservation staff, in addition to any concierge, can act at local transportation/travel agents for hotel guest.

Hotel Confirmation Email

As part of the booking confirmation process, the hotel will include information about how to reach the hotel if guests will not be using a vehicle during their stay. This information will provide transportation resources links for trip planning and transit schedules as well as the hotel shuttle(s) services.

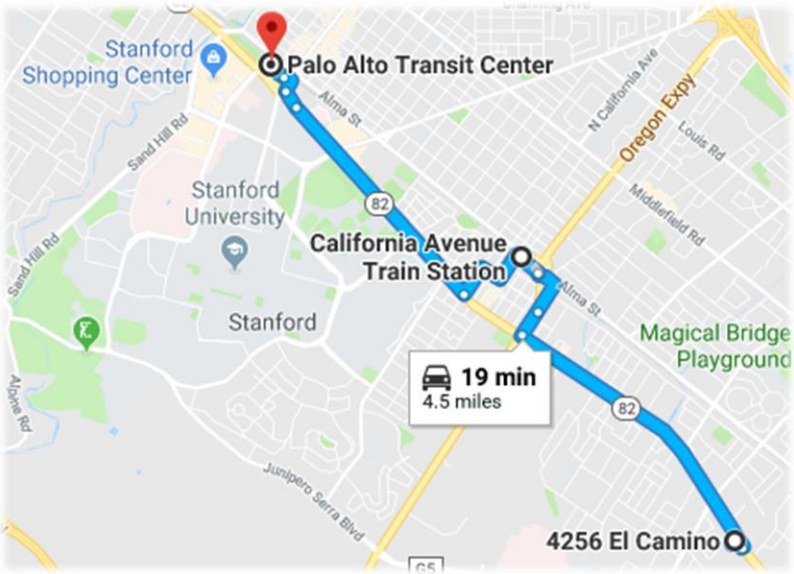
Getting Around Palo Alto Brochure

Each guest room will include a brochure and map that shows how to navigate the local area by transit, bike or carshare. These brochures will layout various transportation options to engage and encourage guests to choose a non-driving option.



Employee Commuter and Guest Shuttle

The hotel will operate a peak-hour commuter shuttle for guests to nearby employment areas in Palo Alto and the Stanford Research Park. This shuttle will provide access to nearby business and various Caltrain station. This guest and commuter shuttle will offer viable connections to off-site working demands with greater guest convenience and as last-mile service for hotel employees.



SECTION V – GUEST AND EMPLOYEE (DUAL) TDM PROGRAMS

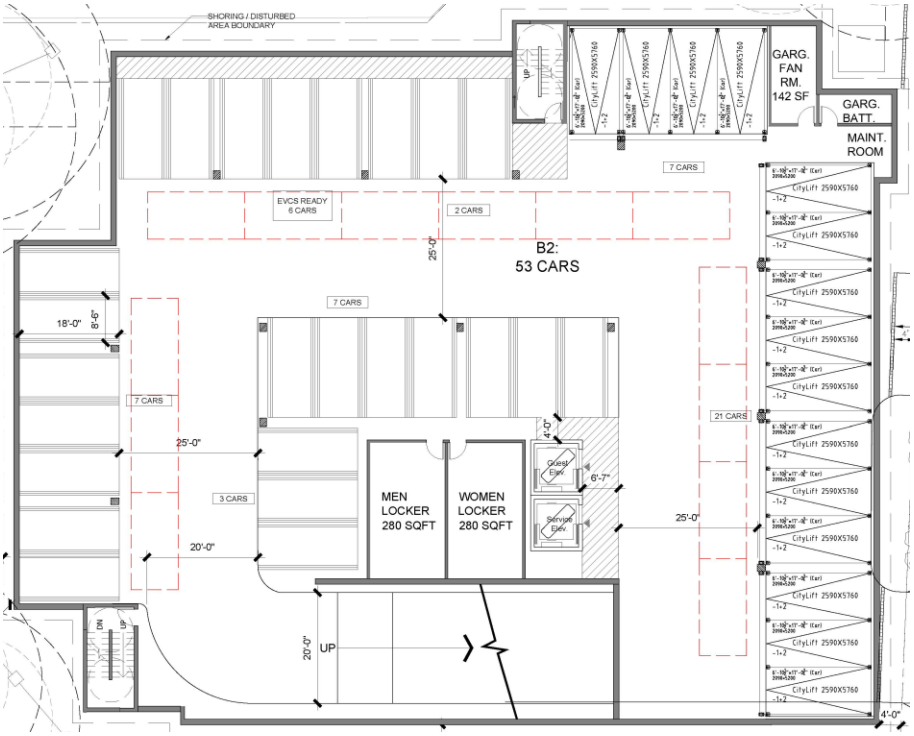
19.0 GUEST AND EMPLOYEE (DUAL) TDM PROGRAMS

Paid Parking

To encourage alternative transportation mode usage, the hotel project will implement a guest and employee paid parking program. The project may charge hotel guests $10-15 per day, per parking space. Employees who carpool and vanpool to work will receive free parking. Hotel employee staff will be charged a monthly fee for parking or a discounted daily fee of 25 percent of the guest rate. Hotel management will have assigned on-site parking (at no cost). Research has repeatedly shown that one of the biggest factors in selecting a mode of transportation is the cost of parking.

Valet Attendant Parking

As a component of the project, 24/7 valet attendant parking will address hotel vheicle parking management and increase additional parking needs via their stacked parking methods. The hotel will traffic flow in and around the garage and ease parking constraint with the help of valet and their equipment (cones, radios, etc.). Valet parking will help the hotel stay efficient even during normal peak-hour periods. Valet parking also expands the capacity of a typical parking lot to serve more patrons. Stacked parking plans indicate that The Caterina Hotel expects to recapture 17 additional parking spaces by using valet services. The image below shows who the parking arrangements would be accomodated.



Passenger Loading/Unloading Zone

In order to facilitate disembarking and embarking guests and rideshare passengers, passenger loading/ unloading areas will be provided. A passenger loading zone will be located near a centralized location for easy access by the hotel guests, shuttle riders, and staff. The project will construct a passenger loading zone and provide the appropriate signage for this facility.

20.0 ON-SITE AND NEARBY AMENITIES

Amenities provide employees with a full-service work environment. Eliminating or reducing the need for an automobile to make midday trips increases non-drive-alone rates. Many times, employees perceive their dependence upon the drive-alone mode because of errands and activities that must be carried out in different locations. By reducing this dependence through the provision of services and facilities at the work site, an increase in alternative mode usage for commute-based trips should be realized. A list of on-site amenities for The Caterina Hotel includes:

On-site Amenities

- Showers and changing facilities
- Bicycle racks and lockers (or cage)
- Carpool/vanpool parking
- Electric vehicle charging facilities
- Transportation and commute kiosk
- Exercise/fitness room
- Wireless access
- Transportation resource Web links
- Vending food and beverages

Employer-Driven Amenities (required)

- Transit subsidies and vanpool subsidies (up to $150 per month or equivalent)
- 100% funded vanpool program
- Emergency Ride Home (ERH) program
- $50 monthly allowances or bike, walk, and carpool commuters
- Employee Commute Coordinator
- Promotional commuter campaigns (transit, carpool, bike and pedestrian)
- Carpool matching services and incentives
- Bicycle route mapping resources
- Transit trip planning resources
- Commuter bicycles for employees

Employer-Driven Amenities (strongly encouraged)

- Pre-tax transit or vanpool payroll deduction option
- VTA SmartPass program
- Annual carshare membership
- Annual bike share membership

On-Site and Nearby Amenities

- Restaurants, cafes/delis, coffee
- Daycare and preschool
- Retail, grocery, personal services, shipping, and gifts
- Entertainment and health/beauty
- Banks and ATMs

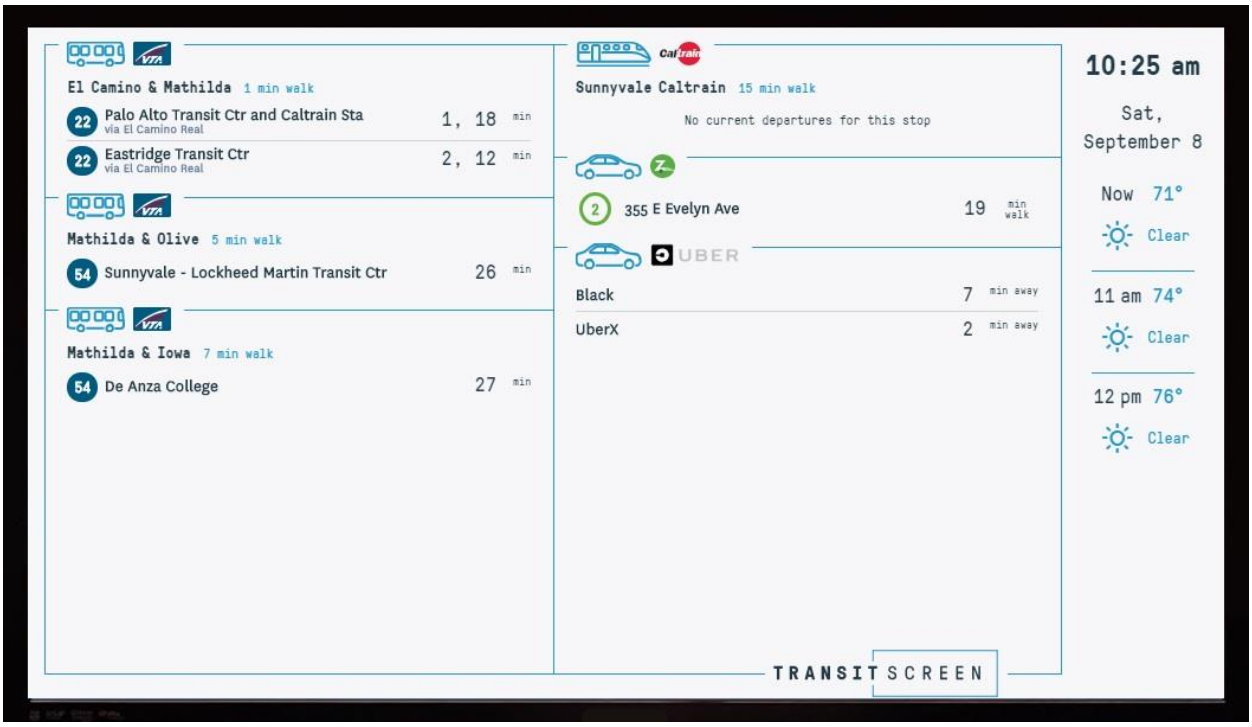
A more detailed list of nearby amenities and personal services within a ¼-mile walk from the project site is provided as an attachment.

Transportation/Commute Kiosks (TransitScreen)

Easily accessible transportation information will be a key component for commuter outreach and education and hotel guest services. The applicant will provide two options for users to obtain commuter materials.

1. Real-time Transportation Monitor in lobby
   An interactive real-time monitor will show where and when transit is located and expected to depart and arrive from a station or bus stop. A sample TransitScreen is shown below.

2. Commute Kiosk
   A commute kiosk will be in a common gathering area (e.g., lobby employee entrance, break or lunch room). The kiosk will contain transportation information, such as transit schedules, VTA, Caltrain, bike maps and 511 ridematching. Information will be updated periodically by the Employee Commute Coordinator. The kiosk may be wall-mounted or freestanding.



Hotel Bicycle Program

The hotel project may implement a hotel bicycle program that allows guests and staff to use hotel-branded bicycles. These bikes can be used for errands, site-seeing trips, or for business purposes.

SECTION VI – OPTIONAL TDM BENEFITS

21.0 OPTIONAL TDM BENEFITS

Membership in Palo Alto TMA

Although the project is not located in the downtown Palo Alto center, if future opportunities allow, it may join the Palo Alto Transportation Management Association as an affiliate member. This will show community engagement and provide support for the TMA as it develops to serve residents and commuters.

Bus Shelter Installation

The applicant may pay for the construction of one transit passenger shelter on El Camino Real. The transit shelter placement and construction will be coordinated with VTA. Pad construction may include encroachment permits and approvals, as well as installation of power, lighting and water sources.

The purpose of a transit passenger shelter is to provide a structure that affords protection from the weather for persons who are waiting to board a public or franchised transit vehicle. An attractive bus shelter encourages more transit ridership. A structure also provides opportunity to promote The Catalina Hotel as a transit-friend place.

VTA Transit Shelter Adopt-a-Stop

Outreach efforts of the applicant may include participation in the VTA Adopt-a-Stop Program. This program partners with volunteers to clean their designated bus stop on a regular basis. This will involve picking up litter, reporting damage and or graffiti and generally keeping the area around the stop free of debris and unsightly clutter.

VTA may install an adoption sign at the stop recognizing the application as a program participant. Once the project is under construction, the applicant will sign up in this VTA Adopt-a-Stop program to maintain the bus stop nearest the site on El Camino Real.

City of Palo Alto Bike Share Program

If desired and feasible, the project will integrate with the Palo Alto Bike Share program (if available) by establishing a bike share station at or near the hotel.

A bike sharing system usually consists of a fleet of specially designed, heavy-duty, very durable bikes that are locked into a network of docking stations located throughout a region. Some fleets may be dock-less.

Bikes can be rented from and returned to any station in the system, creating an efficient network with many possible combinations of start and end points.

Carshare Program

A Carshare program expands mobility options for guests, visitors, and employees. Those who use transit, shuttles, vanpool/carpool or bikes would have access to a self-service hourly car rental program offering short-term access to a vehicle(s) for personal use. In the event the City wishes to pursue a public Zipcar resources near the Hotel project, the applicant will support this effort.

Zipcar provides a shared neighborhood community or business vehicle(s) program. Zipcar users sign up to become members with a nominal annual fee and application fee. The vehicle is then reserved online and accessed via a cardkey pass system. Fuel and insurance is included in the cost for the Zipcar. Mileage is typically allocated at 180 miles per day.

<u>Benefits – guests and employees</u>

- Provides travel/transportation options for those without vehicles
- Saves customers additional mobility costs for occasional travel needs (taxi/Uber)
- Provides a convenient on-site resource
- Offers flexible, self-serve, online registration process with advanced registration
- Carshare membership may also provide access to off-site carshare resources

<u>Benefits – hotel</u>

- Reduces on-site vehicle parking demand
- Reduces greenhouse gas emissions
- Satisfies customer's needs for short-term, weekday travel option
- Enhances overall trip reduction goals, integrates with existing resources
- Vendor Carshare programs are all inclusive (maintenance, cleaning, insurance and fuel)
- May offer opportunity to brand vehicles with hotel graphics

Hotel-funded Annual Carshare Membership

Access to occasional transportation may be a barrier for employees when considering a transit commute. Employees who have a mid-shift doctor appointment or teacher conference may need the ability to drive themselves. The hotel will provide paid memberships for employees who want to participate in the hotel carshare program. Membership will allow employees to participate in the carshare program, but they will pay for the cost of driving the vehicle for their trip.

Proposed Palo Alto City West Shuttle

The applicant may provide an annual contribution to the Palo Alto Shuttle program for the future West Shuttle route to the project creating a public benefit for the community. Below is a map of proposed Palo Alto community shuttle routes.

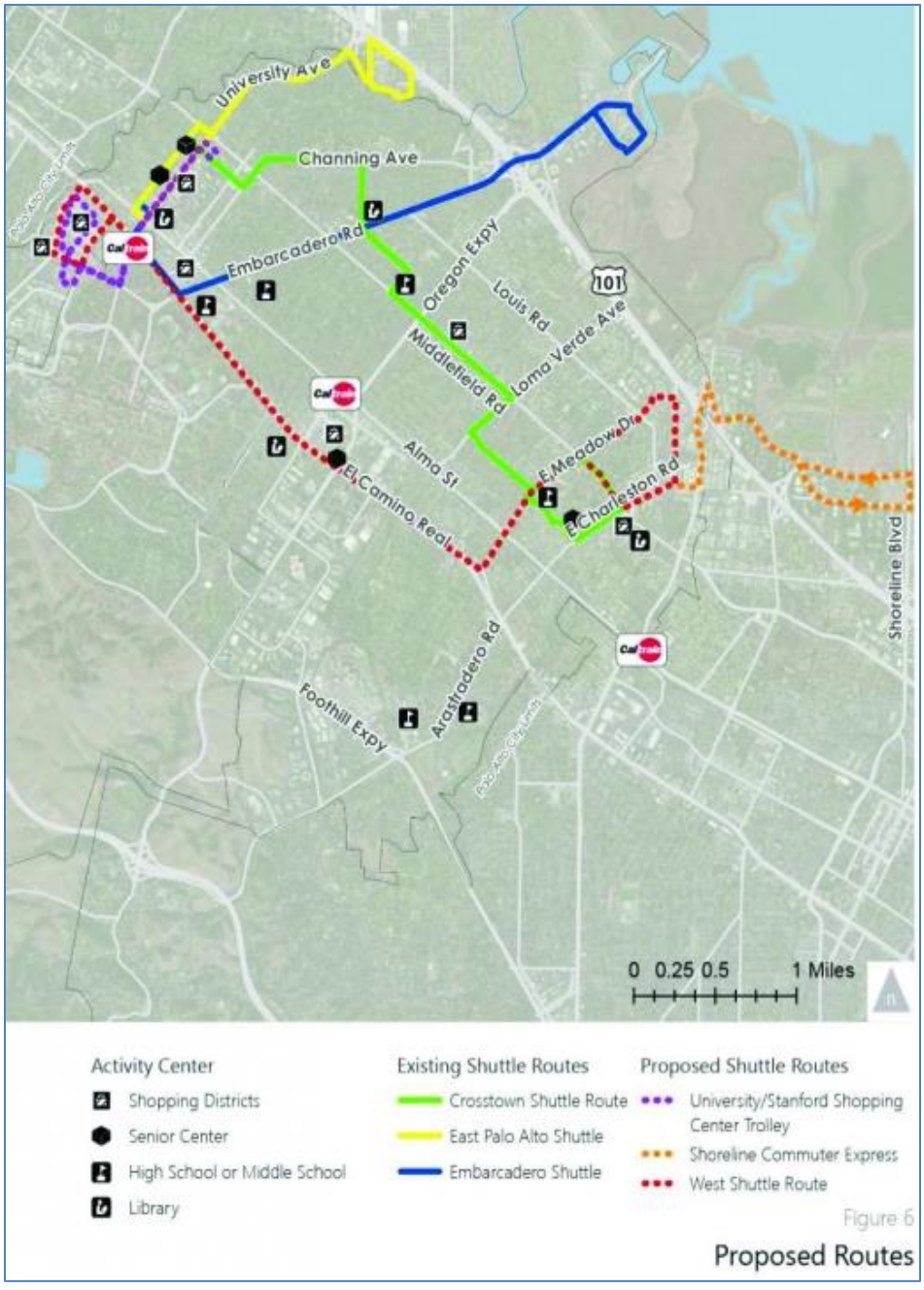


Figure 6
Proposed Routes

22.0 CONCLUSION

The Caterina Hotel TDM Plan was developed to meet the specific needs of the project, considering logistical resources and opportunities at the site. From conception, the applicant was committed to an integrated project design that enhanced pedestrian and community opportunities.

This TDM Plan provides specific elements, measures and actions that commit the applicant to implementation. The orientation of TDM features for this project will increase opportunities for pedestrian, bicycle, carpool, transit and shuttle uses.

The TDM Plan is performance-based and directs the applicant and hotel to incorporate programs and employee benefits that create a formal commute program. Commute program marketing, ongoing promotions, annual survey and reporting and a Transportation Coordinator will provide the synergism needed to create an effective and successful program for future project employees. Vehicle trips during peak-hours will be reduced by 30 percent and 17 additional parking spaces will be available via valet services.

The language included in this TDM Plan provides very specific directions for the applicant to use for implementation and development of commuter programs. It outlines the steps necessary (infrastructure, outreach and promotions) to incorporate employee transportation benefits and programs. Annual monitoring via surveys will provide the data needed to demonstrate effectiveness and goal attainment and requires the applicant to identify additional TDM measures and programs they would implement if the goal is not achieved.

The applicant is committed to encouraging employee ridership and use of alternative transportation modes. This TDM Plan provides the details of the applicant's commitment to the City of Palo Alto and designates responsibility for implementation.

The Caterina Hotel supports the City of Palo Alto's policy of focusing clustered development along major transportation corridors, as well as reinforces the City of Palo Alto's Green goals and practices. By balancing air quality with economic growth, The Caterina Hotel will help Palo Alto thrive as a community. It is projects like these that will contribute to the City of Palo Alto's future livelihood.

ATTACHMENT

List of Nearby Amenities
(Personal services, restaurants, coffee, retail/sundry, banking, etc.)

Case Studies – Successful Hotel Projects that Reduce Vehicle Trips

List of Nearby List of Nearby/Offsite Amenities Located 0.30 or Less Miles Caterina Hotel (4256 El Camino Real, Palo Alto)

Restaurants, Cafes/Delis, Coffee, and Bakeries	Phone #	Distance Away
Su Hong 4256 El Camino Real, Palo Alto, CA	650-493-4664	0
Hobee's Palo Alto 4224 El Camino Real, Palo Alto, CA	650-856-6124	0.10 mile
Dinah's Poolside Restaurant 4261 El Camino Real, Palo Alto, CA	650-798-1314	0.10 mile
The Sea by Alexander's Steakhouse 4269 El Camino Real, Palo Alto, CA	650-213-1111	0.10 mile
Retail	**Phone #**	**Distance Away**
Peninsula Piano Brokers 4333 El Camino Real, Palo Alto, CA	650-492-4220	0.20 mile
Health, Beauty & Fitness	**Phone #**	**Distance Away**
New York Nail & Spa 4222 El Camino Real, Palo Alto, CA	650-384-6878	0.10 mile
Massage Envy 4335 El Camino Real, Palo Alto, CA	650-305-3464	0.30 mile
Forever Young Salon 1184 Los Altos Avenue, Palo Alto, CA	650-948-0153	0.30 mile
Services	**Phone #**	**Distance Away**
Spotless Dry Cleaning 1176 Los Altos Avenue, Palo Alto, CA	650-949-0832	0.30 mile
Transportation, Gas, Shipping & Storage	**Phone #**	**Distance Away**
Avis Car Rental 4230 El Camino Real, Palo Alto, CA	650-493-8888	0.10 mile
America's Tire 4200 El Camino Real, Palo Alto, CA	650-382-5193	0.20 mile
Banks & ATM	**Phone #**	**Distance Away**
Union Bank 4201 El Camino Real, Palo Alto, CA	650-941-2000	0.30 mile
AFFA, Inc (ATM) 4290 El Camino Real, Palo Alto, CA		351 ft.
Daycare/Preschool	**Phone #**	**Distance Away**
Palo Alto Preschool 4232 El Camino Real, Palo Alto, CA	650-739-0137	492 ft.
Edgewood House Preschool 493 W Charleston Road, Palo Alto, CA		0.30 mile

Case Studies – Successful Hotel Projects that Reduce Vehicle Trips

Grand Hyatt New York has met the Standard of Excellence and is designated a Best Workplace for Commuters by offering a significant Pre-Tax Transit Benefit program to employees. Grand Hyatt provides employees with a diverse package of Commuter Benefits that improve quality of life and help support work-life challenges. **Over 30% of employees at Grand Hyatt New York take advantage of their tax saving transit program.**

Grand Hyatt New York has been providing Green Commuter Benefits for seven years. Recently, they rolled-out a Bike-to-Work program with funding through CommuterLink/NY Rideshare's NYCCE (New York City Commute Enhancement) Grant. They purchased and installed a bike rack and security gate and encouraged cyclists to ride in with a gift card prize to purchase equipment. Employees were able to enjoy riding to work during the warmer months and park their bike securely.

Working to encourage improved air quality and green initiatives, Grand Hyatt takes pride in consistently providing employees with opportunities to participate in positive earth-friendly events, such as the American Lung Association's Fight For Air Climb being held this November.

Source: https://www.bestworkplaces.org/list-of-bwc-workplaces/grand-hyatt-new-york/

Hilton Garden Inn Arlington, Shirlington, VA

Christopher Ng is the General Manager of the Hilton Garden Inn, a select service hotel in the trendy Village of Shirlington in South Arlington County, VA and he shares proudly, "We were the first LEED Certified hotel in Arlington County when we opened in December 2009." The commuter benefits program started at once when the hotel was opened. During the hiring process, commuter benefits are highlighted as the most economical and environmentally friendly way to get to and from work. Christopher reports that, currently, 33 team members (out of 48 total) take advantage of the commuter benefits offered.

On tips to get more employees to participate, Christopher added, "Team members are always going to be receptive to practices that save them money. Throw in the fact that they are going to eco-friendly and there's no reason why they wouldn't participate in your commuter benefits program."

Source: https://www.bestworkplaces.org/bwc-employer-spotlight/bwc-spotlight-hilton-garden-inn-arlington-shirlington-va/

From: Lydia F. Shackelford <lfshackelford@wellsandassociates.com>
Sent: Monday, September 10, 2018 5:38 AM
To: Elizabeth Hughes <elizabeth.hughes@TDMSPECIALISTS.COM>
Subject: RE: [Transp-tdm] Seeking Successful Hotel TDM Case Studies

I wanted to reach out and let you know about a few things we do for some of the hotels we work with in Fairfax County. They are a little larger than your 80-100 room request below, but not by much.

The first hotel we work with is a Hyatt House in Mosaic. It has a somewhat of an extended stay vibe, since they have a lot of people who come for conferences or even months at a time when they are here on assignment for work. However, they also operate on a nightly rate basis as well. The hotel is part of our Mosaic Green Commute program (www.mosaicgreencommute.com), and we extend our services to their employees (who take part of our annual commute survey for the property) as well as their guests.

For employees, we provide them with an Access Guide and one-on-one commute assistance whenever they need it. The Access Guide reviews all of the commute options to Mosaic and gives them information about regional commute assistance programs, like the Guaranteed Ride Home Program, so they are fully aware of all of their choices. We also gather information from them annually with our survey to see what their current commute looks like and match them to as many alternative commutes as possible (if they are currently driving alone). If they are currently using a non-SOV mode of transportation to get to work, we make sure we include them in our “regular user” marketing campaigns to encourage them to continue using their non-SOV commute of choice. We do this through our automated marketing tool, Compass and one-on-one (non-automated) marketing as well.

For guests, they also have an Access Guide to the entire Mosaic property, letting them know about the many amenities the immediate area provides them with, so they can enjoy that during their stay. The hotel provides them with the access choices to the hotel ahead of time at booking, meaning once they book, they’re provided with the various ways they can get to and from the hotel from the nearby airports, train stations, etc. The hotel also offers a complimentary shuttle for its guests to help them get around without the need of a rental car during their stay.

Mosaic has a goal of 5% non-SOV mode split, and that site is just under a mile from its closest transit station.

At the Hyatt Regency Tysons Corner Center, we do not focus on their guests as much, but we do extend our Access Tysons (www.accesstysons.com) program to the hotel employees. We do the same marketing noted above with the Access Guides and one-on-one marketing that we do at Mosaic, and we also attend their monthly new hire orientations to extend our services and assistance to their employees. We offered to do this for the Mosaic employees as well, but they have less frequent orientations, and they are often not at their hotel.

Tysons Corner Center has a goal of a 25% non-SOV mode split, and that site is directly on top of Metro/is a TOD.

Both locations have a mode-split goal associated with their proffered requirements, meaning their proffers note that a certain percentage of the employees of these hotels should be using a non-SOV mode of transportation to get to work in order to meet their goal. We gather this information with our

annual surveys and report on it annually to the county. We have never missed their goals in the years we have implemented these programs and provided these services at these sites.

I hope this helps! Please let me know if you have any questions.

Best,
Lydia

Lydia F. Shackelford | Senior Associate
WELLS + ASSOCIATES
1420 Spring Hill Road, Suite 610 | Tysons, VA 22102
D: 703.676.3629 | M: 203.417.6179 | O: 703.917.6620
Web | Blog | LinkedIn | Twitter | Facebook
An employee-owned company for over 25 years.

APPENDIX A

Parking Study for the Proposed
Comfort Inn Remodel at 3945 El Camino Real in Palo Alto

HEXAGON TRANSPORTATION CONSULTANTS, INC.

Memorandum

Date: October 16, 2017

To: Mr. Rajen Shah, Comfort Inn Palo Alto

From: Michelle Hunt
Ricky Williams

Subject: Parking Study for the Proposed Comfort Inn Remodel at 3945 El Camino Real in Palo Alto, California

Hexagon Transportation Consultants, Inc. has completed a parking study for the proposed Comfort Inn remodel at 3945 El Camino Real in Palo Alto, California. The project site is located on the east side of El Camino Real, midblock between Ventura Avenue and El Camino Way. Currently, the hotel has 69 rooms and 60 parking spaces, including 57 standard spaces and 3 accessible spaces. The remodeling project would increase the size of the existing lobby by removing two rooms. The remodel would not change the number of parking spaces on site but would modify the parking layout to include 22 compact spaces, 35 standard spaces, and 3 accessible spaces. Thus, the proposed project would result in 67 rooms and 60 parking spaces. Both the existing and proposed on-site parking do not meet the City of Palo Alto's parking requirement of one space per guestroom (Palo Alto Municipal Code Section 18.52.040).

The purpose of this memo is to determine the adequacy of the proposed on-site parking lot to serve the hotel's parking demand. This memo provides an analysis of the peak parking demand at the existing Comfort Inn and the peak parking demand observed at similar hotels and motels in the area. These surveyed parking ratios at area hotels were used to estimate the number of parking spaces necessary to serve the project.

Peak Parking Demand

Hexagon conducted peak parking counts at thirteen comparable hotels and motels in Palo Alto and nearby cities to determine the peak parking demand per occupied room. The number of vehicles parked at each hotel and motel were counted at midnight on two to three typical days. The hotel management were contacted to determine the number of rooms occupied on each survey date. These lodgings were chosen because they are similar in location to the Comfort Inn and serve primarily business travelers.

Based on the peak parking counts conducted at the surveyed hotels/motels, parking demand was consistently found to be below the City's code requirement of one space per room (see Table 1). The average parking demand at the thirteen locations was determined to be 0.66 occupied spaces per occupied room. Hotel/motel occupancy at the time of the counts was between 90 and 100 percent at most sites. The trend of ride-sharing gaining in market share and a decline in the use of rental cars may partially explain why there is less than one vehicle parked per occupied room.

Hexagon conducted a count of the number of vehicles parked at the existing Comfort Inn at midnight during three typical weekdays (September 26-28, 2017). The count data is attached. The hotel owner also provided data on the number of rooms occupied on the date of the counts (see

Table 1). The peak parking demand for the Comfort Inn was found to be 0.62 occupied spaces per occupied room, which is slightly less than the typical peak parking demand observed at other hotels/motels in the area.

Proposed Parking Supply

The proposed project would have 67 rooms and 60 parking spaces on site following the remodel for a parking ratio of 0.90 spaces per room. Based on the City's parking standards, the remodeled Comfort Inn would be required to provide 67 parking spaces (one space per guestroom). The proposed project would be seven spaces short of this requirement.

Although the on-site parking would not meet the City's code requirement, parking occupancy counts at the existing Comfort Inn and other comparable hotels in the area indicate that the proposed parking would meet the projected parking demand. The average parking ratio observed at comparable hotels/motels (0.66 occupied spaces per occupied room) was used to estimate the proposed project's peak parking demand. This is a conservative assumption since the parking counts at the existing Comfort Inn revealed that it experiences a slightly lower parking ratio (averaging 0.62 occupied spaces per occupied room). Assuming 100 percent occupancy of 67 rooms, the project is expected to experience a peak parking demand of 45 vehicles after the remodel. As proposed, the project would provide 15 more parking spaces than the projected peak parking demand. Therefore, the 60 parking spaces provided is expected to be more than adequate to serve the site.

Transportation Demand Management

In an effort to further reduce the peak parking demand on site and to support a lower parking ratio, the project would implement various transportation demand management (TDM) strategies. These strategies would reduce the need for employees to park on site as well as allow travelers to get from the hotel to various destinations without requiring a vehicle of their own. These strategies are described below:

Transit Subsidy. The project would provide monthly bus passes to employees who wish to commute using public transportation. VTA bus stops are located immediately adjacent to the project's El Camino Real frontage, providing transit services via Local Route 22. This route provides northbound and southbound service between the Palo Alto Transit Center and Eastridge Transit Center on 15-minute headways during both the AM and PM peak hours.

Taxi or Ride-Share Subsidy. The project would provide guests with a $5 subsidy for rides using a local taxi service or Uber ride-shares. The project already has a working relationship with a local taxi service to support this subsidy.

Bicycle Parking. The project will provide 9 bicycle racks, which will provide 18 Class II bicycle parking spaces to encourage employees to bike to work. Employees also may use bicycling as a last-mile connection between the project site and the California Avenue or San Antonio Caltrain stations, which are approximately 1.5 and 2 miles from the project site, respectively.

The TDM strategies listed above and additional measures the hotel will take to reduce parking demand on-site are described in further detail in the projects Transportation Demand Management Plan, produced by Hexagon and dated 10/12/2017.

Conclusions

Based on parking counts from similar hotels and motels, and the existing parking occupancy observed at the Comfort Inn, the proposed project would be adequately served by the parking provided on site. After remodel, full occupancy of 67 rooms is estimated to result in a peak parking demand of 45 vehicles, which would be well served by the 60 spaces provided on site. In addition, the project will implement TDM strategies that would discourage the use of a personal automobile.

Table 1
Hotel/Motel Peak Parking Demands

Hotel	City	Rooms	Count 1			Count 2			Count 3			Avg. Spaces per Occ. Room	Dining Options
			Hotel Occ.[1]	Pkg Spaces Occ.	Spaces per Occ. Room	Hotel Occ.[1]	Pkg Spaces Occ.	Spaces per Occ. Room	Hotel Occ.[1]	Pkg Spaces Occ.	Spaces per Occ. Room		
Los Prados [2]	San Mateo	116	92%	55	0.52	95%	52	0.47	91%	58	0.55	0.51	Complementary Breakfast
Bay Landing [3]	Burlingame	130	95%	76	0.62	96%	72	0.58	95%	78	0.63	0.61	Complementary Breakfast
Hilton Garden Inn [3]	San Mateo	157	99%	64	0.41	98%	68	0.44	99%	67	0.43	0.43	**The Garden Grille & Bar, Pavilion Pantry**
Hilton Garden Inn [3]	Burlingame	132	94%	46	0.37	96%	44	0.35	79%	49	0.47	0.40	**Great American Grill, Pavilion Pantry**
Holiday Inn [4]	Belmont	82	79%	39	0.60	83%	55	0.81	n/a	n/a	n/a	0.71	Complementary Breakfast
Fairfield Inn & Suites [5]	San Carlos	120	68%	66	0.80	58%	88	1.28	n/a	n/a	n/a	1.04	Complementary Breakfast
Hilton Garden Inn [6]	Mt View	160	97%	115	0.74	98%	125	0.80	n/a	n/a	n/a	0.77	**The Garden Grille & Bar, Pavilion Pantry**
Sheraton Inn [6]	Sunnyvale	173	72%	88	0.70	95%	146	0.89	n/a	n/a	n/a	0.80	**Faz Restaurant & Lounge**
Courtyard Marriott [6]	Sunnyvale	145	57%	55	0.67	99%	107	0.74	n/a	n/a	n/a	0.71	**The Bistro**
Aloft Hotel [7]	Cupertino	123	100%	76	0.62	98%	67	0.55	n/a	n/a	n/a	0.59	**Restaurant, Café, & Lounge**
Super 8 [8]	Palo Alto	36	100%	24	0.67	100%	22	0.61	100%	21	0.58	0.62	Complementary Breakfast
Quality Inn [8]	Palo Alto	50	100%	36	0.72	100%	35	0.70	100%	43	0.86	0.76	Complementary Breakfast
Zen Hotel [8]	Palo Alto	37	95%	23	0.66	100%	28	0.76	100%	24	0.65	0.69	Complementary Breakfast
							Average Rate for All Comparable Hotels:				**0.66**	
Comfort Inn [9]	Palo Alto	69	100%	43	0.62	100%	46	0.67	97%	39	0.58	0.62	Complementary Breakfast

Notes

1. Hotel Occupancy represents the percentage of rooms occupied at the time of the count
2. Data from counts conducted by Hexagon on 3/7-9/2017
3. Data from counts conducted by Hexagon on 5/16-18/2017
4. Data from counts conducted by Hexagon on 3/30/2016 and 4/2/2016.
5. Data from counts conducted by Hexagon on 4/7/2016 and 4/9/2016.
6. Data from counts conducted by Hexagon on 4/30/2016 and 5/2/2016.
7. Data from counts conducted by Hexagon on 6/11/2014 and 6/14/2014.
8. Data from counts conducted by Hexagon on 8/26-28/2013
9. Data from counts conducted by Hexagon on 9/26-28/2017. Not included in the calculation of average parking rates for all comparable hotels.

Auto-Census

Counter: Matt Tyrell

Location - Comfort Inn 3945 ECR Palo Alto

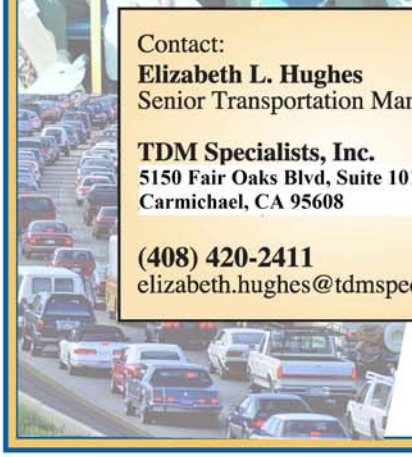
Dates: September 26-28, 2017

	Parking Occupancy
26-Sep	43
27-Sep	46
28-Sep	39

TDM SPECIALISTS, INC. QUALIFICATIONS

TDM SPECIALISTS, INC.

A Transportation Demand Management Company



We are planners and technical experts *focused on development projects and improving employee mobility options. Our Transportation Demand Management (TDM) planning solutions reduce vehicle traffic, parking demand, greenhouse gases, and air pollution impacts. We work successfully with developers, employers, and government agencies to get TDM Plans approved and projects entitled. We also implement and manage on-site commuter programs and achieve required TDM goals.*

"We have finished the review of the Draft TDM. First let me say, that was the best TDM I have ever seen! The best by a large margin...a fantastic TDM Plan. Thank you so much."

Steve Lynch, AICP, Senior Planner, City of Santa Clara, California

Our TDM practitioners provide full-service commute and traffic mitigation, sustainable LEED planning, and air quality conformity. Serving as an extension of client staff, we provide a broad range of services to get the job done efficiently while meeting the unique needs of the client and specific jurisdiction.

Transportation Demand Management

TDM Specialists develop Transportation Demand Management plans, traffic mitigation plans, and sustainable programs that address green commuting, mobility, and constrained parking issues. The purpose of TDM is to promote more efficient utilization of existing transportation facilities, reduce traffic congestion and mobile source emissions, and ensure that projects are designed in ways to maximize the potential for alternative transportation use.

Commute Program Implementation

We have a proven track record of getting employees out of their cars. As projects are built and occupied, TDM Specialists can develop the structure, outreach and promotions necessary to implement and manage employee Commute Programs. The initial start-up, implementation, and ongoing management of the Commute Program are designed to meet TDM or trip reduction objectives and requirements. The overarching goal of a Commute Program is to enhance the quality of life and reduce commute trips for project employees.

Quality of life improvements can enhance employee recruitment, morale and retention, and increase productivity that create positive benefits for businesses.

Sustainable Air Quality and Greenhouse Gas (GHG) Solutions

TDM Specialists successfully implements trip reduction programs tailored to fit the project, and can typically reduce employee trips to the site by 30 percent. This results in reduced drive-alone trips and complies with requirements to reduce project GHG impacts. We coordinate the mechanisms to calculate and report these results to appropriate agencies.

Contact:
Elizabeth L. Hughes
Senior Transportation Manager

TDM Specialists, Inc.
5150 Fair Oaks Blvd, Suite 101-264
Carmichael, CA 95608

(408) 420-2411
elizabeth.hughes@tdmspecialists.com

TDM SPECIALISTS, INC.

A Transportation Demand Management Company

Areas of Expertise

Traffic Mitigation

TDM/TSM Mitigation Plans
TDM Employer Training
Commute Program Development
Commute Program Management
Commute Program Audits
Commuter Surveys
Transportation Fairs and Events
Car Management Strategies
Shuttle Programs
TMA Management

Parking Mitigation

Parking Demand Reduction
Parking Management Strategies
Parking Constraints Solutions

Entitlement

Project Support
Strategic Counsel
Critical Response Support
Environmental (EIR) Mitigation
(Air Quality and Transportation)

Sustainability

Greenhouse Gas Emission Reductions
Supporting LEED Components
Air Quality Mitigation Plans

TDM Applications

- Office or R&D buildings
- Corporate Headquarters/Campus
- Master Plan projects
- Specific Plans
- Business Parks
- Hospitals/Medical Offices
- Retail/Shopping Centers
- Residential (multi family, single family, hi-rise, etc.)
- Special Events
- Recreation
- Universities and Colleges
- Warehouse and Manufacturing
- Airports and Transit Stations

Development, Property Management and Employer Projects

- Facebook
- Genentech
- NVIDIA
- SAP Labs
- Intel Folsom
- Intel Santa Clara
- Nokia
- Yahoo! Inc.
- NetApp
- VMware
- McClellan Business Park
- Juniper Networks
- Sunnyvale City Center
- Marvell
- Access/Palm Source
- Alexandria Real Estate Equities
- Oyster Point Business Park
- Metro Air Park
- Raley Field
- Moffett Park Business and Transportation Association
- Intuitive Surgical
- The Allen Group
- Spieker Properties
- HCP, Inc.
- Granite Regional Park
- Hyatt Place Hotel – So. San Francisco
- So. San Francisco Business Center
- Masonic Homes of California
- Fairview River Landing
- Donahue Schriber
- BioMed Realty Trust
- Panattoni Development
- Taylor Properties Development Co.
- SKS Investments, LLC
- Shorenstein
- LBA Realty
- Jones Lang LaSalle
- California Farm Bureau
- California Highway Patrol
- Separovich • Domich
- Newell Real Estate Advisors
- Linkedin
- Menlo Equities, LLC
- TMG Partners
- The Minkoff Group
- Arnell Enterprises, Inc.
- The Pollock Financial Group
- Wolff Enterprises

Municipal & Agency Locations

- Sacramento Area Council of Governments
- California Highway Patrol
- County of Sacramento, Dept. of Human Services
- City of South San Francisco
- City of Mountain View
- City of Santa Clara
- City of Sunnyvale
- State of California, Dept. of General Services
- San Mateo City/County Association of Governments
- City of Union City
- Cal PERS
- Cal STRS
- Ogden City, UT
- City of Brisbane
- Grand Rapids Interurban Transit, MI
- City of Citrus Heights
- University of California San Diego West Campus
- Sacramento County International Airport

Biotech, Pharmaceutical and Hospital Projects

- Genentech
- Amgen
- Rigel
- Takeda
- Onyx Pharmaceutical
- University of California San Diego, East Campus Medical Center
- Sutter Medical Center, Sacramento
- Mercy General Hospital
- Mercy San Juan Medical Center
- Enloe Medical Center
- Intuitive Surgical
- Blood Source
- Eclipsys, MA
- Counsyl, Inc.
- Theravance, Inc.