



# Architectural Review Board

## Staff Report (ID # 11707)

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**Report Type:** Action Items **Meeting Date:** 12/3/2020

**Summary Title:** 3241 Park Boulevard: New Commercial Building (1st Formal)

**Title:** PUBLIC HEARING / QUASI-JUDICIAL. 3241 Park Boulevard [20PLN-00032]: Recommendation on a Major Architectural Review to allow for the demolition of a portion of the existing 4,500 square foot building and addition, resulting in a proposed floor area of 7,861 square feet. Environmental Assessment: Pending. Zoning District: GM. For More Information Contact the Project Planner Garrett Sauls at [Garrett.Sauls@CityofPaloAlto.org](mailto:Garrett.Sauls@CityofPaloAlto.org).

**From:** Jonathan Lait

### Recommendation

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

1. Consider the CEQA Categorical Exemption Documents; and
2. Recommend approval of the proposed project to the Director of Planning and Development Services based on findings and subject to conditions of approval.

### Report Summary

The application is a request for architectural review of a new 7,861 square foot (sf) two-story office and Research and Development (R&D) building. The project includes a three-level parking lift garage (two levels above ground and one level below ground) and associated site improvements. The subject property is a 20,442 sf parcel currently developed with a 4,501 sf building previously occupied by Akins Body Shop. Roughly 2,200 sf of the existing building will be demolished, and 5,558 sf of floor area will be added to the first and second floors. The net increase is 3,358 sf of gross floor area (GFA). The project site has 149 feet of street frontage along Park Boulevard (24 feet to the building wall) and has a Comprehensive Plan land use designation of Light Industrial (LI). The property is within the General Manufacturing (GM) Zone District. The proposed building features a smooth troweled, gray cement plaster exterior finish and metal panels/steel, painted bronze.

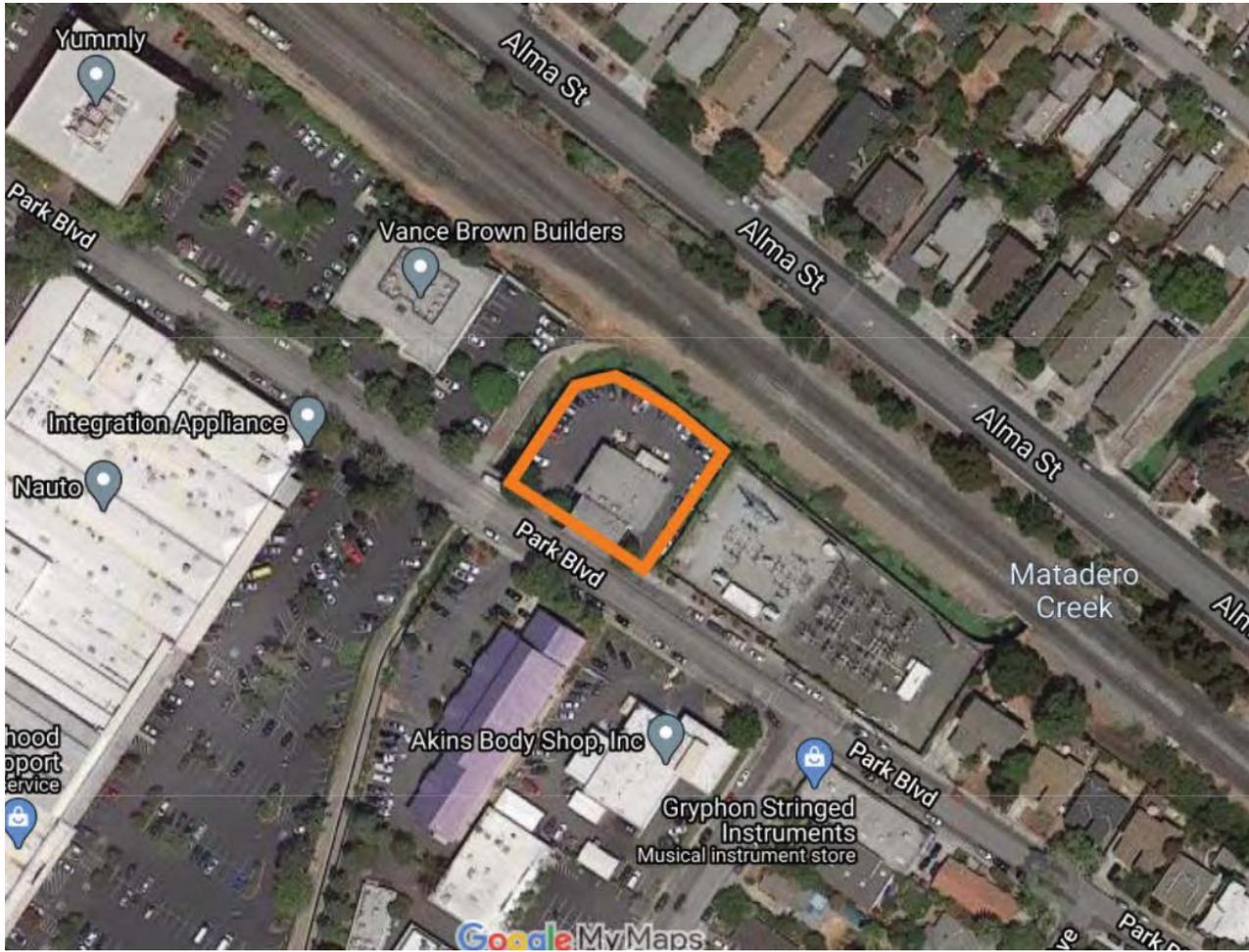
## Background

### Project Information

Owner:	Dan Cunningham: 3241 Park Boulevard LLC
Architect:	Ken Hayes
Representative:	Mason Hayes; Jeff Galbraith
Legal Counsel:	N/A

### Property Information

Address:	3241 Park Boulevard
Neighborhood:	North Ventura
Lot Dimensions & Area:	149.81 feet wide (West PL), 134.24 feet long (South PL); 103.55 feet wide (East PL); 100.97 feet long (North PL); 67.25 feet long (North-East rounded corner)
Housing Inventory Site:	N/A
Located w/in a Plume:	California Olive Emerson Plume
Protected/Heritage Trees:	Designated Trees
Historic Resource(s):	Commercial Building older than 45 years; determined ineligible for the California Register of Historical Resources by City consultant M-Group in May 2020. Evaluated by Page & Turnbull to not be significant. See report at: <a href="https://bit.ly/2TsMHu0">https://bit.ly/2TsMHu0</a> .
Existing Improvement(s):	4,501 square feet; 1-story; 21 feet and five inches tall; built in 1970.
Existing Land Use(s):	Automobile Service
Adjacent Land Uses & Zoning:	North: GM (Office) West: RM-30 (Retail; Professional Office; Auto Service) East: Zoning (land uses) South: PF (Palo Alto Substation)
Aerial View of Property:	



Source: Google Maps

Land Use Designation & Applicable Plans

Zoning Designation:	GM
Comp. Plan Designation:	LI
Context-Based Design Criteria:	Not Applicable
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):	Not Applicable
Proximity to Residential Uses or Districts (150'):	Yes; 340 Portage zoned RM-30 (formerly Fry's Electronics Site) is located across the street
Located w/in the Airport Influence Area:	Not Applicable

Prior City Reviews & Action

City Council:	None
PTC:	None
HRB:	None
ARB:	14PLN-00366; Minor Architectural Review of Sign

## Project Description

The proposed building would constitute a total of 7,861 square feet of gross floor area. A building tenant has not been selected at this time, but the applicant has indicated that the space would likely be occupied by an office tenant – hence the parking ratio of 1 space for every 250 square feet. The building would consist of two stories and would be 29 feet and eight inches in height to the top of the roof and 32 feet and six inches to the top of the mechanical screen on the roof.

### Requested Entitlements, Findings and Purview:

The following discretionary applications are being requested:

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

## Analysis<sup>1</sup>

### Neighborhood Setting and Character

The subject site is surrounded by office, retail, auto service, and public utility buildings, as well as the Matadero Creek channel along the north and east boundaries of the property. The City of Palo Alto’s substation is located directly south of the site. The proposed landscaping would be installed along the Park Boulevard frontage and north side property line of the site. The intent is a visually cohesive landscape with the area, using native California Sycamore trees and several native species to frame the streetscape. Designated trees currently occupying space along the front of the property would be removed to accommodate the new building and site improvements; the tree replacement proposal is discussed below.

The placement and massing of the building is representative of the Park Boulevard context of one to two-story buildings with a more industrial appearance. The building follows an L-shaped

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<sup>1</sup> 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.

plan, with the longest façade facing Park Boulevard and the southern property line. The placement of the building in the South, Southeast corner is intentionally designed to block the substation from view from the tenants and draw more attention toward the proposed landscape and ground floor elements of the building.

Exterior cladding materials would consist of painted cement plaster, exposed structural steel, painted metal sheet fascia, and a wood slat cladding shade structure. Large windows and the exposed metal beams would cut across the building's façade to help reduce the vertical scale of the building. The mixture of materials presents a distinctive style that is appropriate for the setting and vicinity. While the selection of architectural materials distinguishes the proposed building from the varying styles of the surrounding buildings, the proposed building would be compatible with its surroundings. The use of grey along the entire building creates a muted color scheme that could use more refinement along the front-southern, two-story wall behind the transformer enclosure.

Staff circulated the project plans to the Santa Clara Valley Water District (SCVWD) for feedback on the design because the site is next to the Matadero Creek channel. In focusing on the potential impacts to the creek wall, SCVWD staff provided direction and requirements to the applicant. These requirements address the need for the proposed trees to have root barriers on the sides facing the creek. Additionally, SCVWD staff recommends a certain support wall depth for the parking lift. SCVWD staff provided suggested conditions for project approval requiring the applicant to request SCVWD permits. The plans must be formally reviewed by the SCVWD Geotechnical and Structural Engineering team to confirm there would not be impacts to the District's creek wall.

#### *Landscape Plan/Tree Replacement*

The applicant proposes to remove three Designated Trees and proposes 20 replacement trees on the project site. In addition to the replacement trees, a majority of the proposed native plants are low-water intensity species. As noted on sheets T.03, the proposed landscaping plan will provide:

- more than 50% shade coverage over the parking lot within the next 15 years, and
- over 6,000 square feet of new canopy coverage.

The project includes a five-foot wide landscape buffer next to the parking lift. In accordance with Code Section 18.54.040(a), a landscape buffer is required for unenclosed parking facilities, but does not apply to an enclosed parking lift system.

#### Consistency with the Comprehensive Plan, Area Plans and Guidelines<sup>2</sup>

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

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

is used by City staff to regulate building and development and make recommendations on projects. Further, ARB Finding #1 requires designs to be consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.

The Comprehensive Plan land use designation for the project site is Light Industrial, which allows for wholesale and storage warehouses and the manufacturing, processing, repairing and packaging of goods. While not entirely consistent with the uses demarcated in the Comprehensive Plan, the proposed land uses are consistent with allowable uses in the zone district. Additionally, the North Ventura Coordinated Area Plan recognizes Park Boulevard as a mixed-use sector; this project would have office/R&D uses that would be consistent with the surrounding uses. The proposed 7,861 square foot office building would comply with the intended commercial office uses noted in Comprehensive Plan.

Based on staff's analysis, the project appears to be consistent with the policies in the Comprehensive Plan and therefore fulfills the goals of the Plan as well. A detailed review of the project's consistency with the Comprehensive Plan is shown in Attachment D.

#### NVCAP

The City Council initiated the North Ventura Coordinated Area Plan (NVCAP) process in November 2017. The NVCAP is a direct outcome of the Comprehensive Plan Update Program L4.10.1. The purpose of the NVCAP is to capture the City's vision for this neighborhood into a regulatory document that will guide future development and will include land use policies, development standards, and design guidelines. The City Council appointed a fourteen member Working Group to assist staff to draft the plan.

The NVCAP project area is approximately 60-acre site roughly bounded by Page Mill Road, El Camino Real, Lambert Avenue, and the Caltrain tracks. The existing plan area has a mix of small and large businesses and single-family residences. The site represents a rare opportunity within the city to plan proactively for a transit-oriented, mixed-use neighborhood. The project area includes one of the largest housing opportunity sites in Palo Alto, at 340 Portage Avenue (previously occupied by Fry's Electronics).

Three draft plan alternatives have been proposed for the plan area based on input community input, Working Group goals and aspirations for the area and staff input. Each of the draft alternatives address topics such as future housing and office space requirement and location, maximum building heights, preferred locations of taller buildings, housing density, building typologies, open space, site connectivity and traffic improvements etc. in varying ranges with Alternative 1 with least development potential or change to Alternative 3 proposing the maximum development. These three alternatives remain under development. At present, the staff alternative recommends this area along Park Boulevard remain zoned for GM uses, to serve as a buffer for future residences from the adjacent railroad noise.

The discussion with the Working Group on proposed draft alternatives have been completed in November 2020. Next staff plans to present these draft alternatives to the Planning and

Transportation Commission (PTC) on December 9th, 2020. The PTC will discuss the alternatives and forward their recommendation to the City Council. Staff will then bring the alternatives, including the PTC recommendation, to the City Council for selection of the preferred alternative.

After the City Council selects a preferred alternative and provides direction for refinement of the alternative, the City will direct the consultant team to undertake further study and refinement of the preferred alternative. Staff will return to the City Council for review of the revised alternative and with the additional data and information. After consideration by the City Council and affirmation of or direction to further refine the preferred alternative, the environmental review process of the preferred alternative will begin along with development of the final plan documents—including design standards. The environmental review and draft plan documents will return for City Council consideration. Once adopted, the plan will be finalized.

### Zoning Compliance<sup>3</sup>

Staff performed a detailed review of the proposed project's consistency with applicable zoning standards, reflected in the summary table, Attachment C. The proposed project complies with all applicable codes in a manner that is consistent with the Zoning Ordinance.

### *Annual Office Limit*

Section 18.40.210 limits office development to areas within the City to a total of 50,000 square feet when projects are located within the Downtown, California Avenue, and El Camino Real areas. As this area is located within the California Avenue area, it would be subject to the 50,000 square foot limit – however, the City does not currently have projects approved in Fiscal Year 2020-2021. As this may be the first office project approved in these areas, it will be the only one contributing to the limit, which will leave 42,139 square feet of office to be developed. This is not considering the fact that whatever square footage that is left over from the previous year is allowed to be carried over. FY 19-20 saw only 7,214 sf of office development within these areas leaving a remainder of 42,786 sf carried over to FY 20-21. The total remaining annual office limit space is 84,925sf. This project is well below the threshold for needing Council approval identified in 18.40.210.

### Multi-Modal Access & Parking

The site plan includes an enlarged pedestrian frontage along the west edge of the property which faces Park Boulevard compared to existing conditions. This will help to establish a greater pedestrian aspect to the building and create the opportunity for a more active streetscape.

As the site is roughly within a half-mile distance to the California Avenue Caltrain station, this provides a greater opportunity for multi-modal forms of transit to and from the site. Additionally, the project includes four long-term bicycle parking spaces, located at the southeastern edge of the building near the parking garage. The number of short term and long-

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<sup>3</sup> The Palo Alto Zoning Code is available online: [http://www.amlegal.com/codes/client/palo-alto\\_ca](http://www.amlegal.com/codes/client/palo-alto_ca)

term spaces proposed on the site exceeds the code requirement. The long-term spaces have been suitably placed for protection of the bicycles as they are out of the way and less visible.

The plans include the required 31 vehicle parking stalls, including 21 stalls located in the above/below ground parking lift garage. At-grade surface parking would be located along the north and west sides of the property, which would be located to the side the building when facing it. The proposed landscaping and use of a parking lift should help to soften the appearance of a vehicle centric facility. The surface parking and drive aisles would be shared with trees, which at maturity would provide over 50% shade cover.

#### Hazards / Contaminated Groundwater

CEQA does not require analysis of impacts of the environment on the project site; therefore, impacts on future tenants are evaluated as part of the planning entitlement process. Specifically, for any project within the plume, applicants are required to coordinate with the Regional Water Quality Control Board to prepare and obtain approval of a remediation plan. This plan ensures that the project will meet the state screening level requirements for any contaminants found on the site.

The environmental documents under Attachment F discusses the potential for impacts from hazardous material handling and disposal of impacted groundwater/soil. The site is not on the Cortese list but analysis of the soil at the site has found that there may be volatile organic compounds (VOCs) found in the soil that could affect workers during construction. This was a result of the site being used as an automobile repair service over the years. Although any VOCs released during construction activities dissipate quickly and would not affect the surrounding environment, construction workers participating in active earthmoving work could come into contact with VOCs. Involvement by the Regional Water Quality Control Board is required, given the COE plume and below grade construction. The applicant will need to prepare and submit to the PDS Director and RWQCB staff a site management plan and health safety plan before grading activity, to address the VOCs. The construction contractor and their employees are required to comply with OSHA standards during construction; compliance with existing regulation, e.g. the use of personal protective equipment, would ensure that workers are protected during construction. The oversight of ongoing operation and maintenance includes activities such as continued groundwater/soil extraction and treatment, groundwater/soil monitoring and reporting.

#### Consistency with Application Findings

Staff has prepared a detailed review of the proposed project's consistency with the Findings for approval. The draft findings, tailored to the project, are provided in Attachment D. The proposed project appears to meet all applicable findings for Architectural Review approval.

### **Environmental Review**

The subject project was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the City's

environmental regulations. As noted earlier in this report, the City's consultant, M-Group evaluated the existing building and found it ineligible for the CRHR. A Categorical Exemption (Attachment F) was prepared pursuant to CEQA. The Categorical Exemption is available for review on the project webpage at <https://bit.ly/2TsMHu0>. Overall, the City's consultant found the project would not cause significant impacts to the environment and qualified as a Class 3 (New Small Structures) and 32 (In-Fill Development Projects) Exemption.

### 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 20, which is 13 days in advance of the meeting. Postcard mailing occurred on November 19, which is 14 days in advance of the meeting.

#### Public Comments

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

### Alternative Actions

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

1. Approve the project with modified findings or conditions;
2. Continue the project to a date (un)certain; or

#### **Report Author & Contact Information**

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 (650) 329-2471

[Garrett.Sauls@CityofPaloAlto.org](mailto:Garrett.Sauls@CityofPaloAlto.org)

#### **ARB<sup>4</sup> Liaison & Contact Information**

Jodie Gerhardt, Planning Manager  
 (650) 329-2575

[jodie.gerhardt@cityofpaloalto.org](mailto:jodie.gerhardt@cityofpaloalto.org)

#### **Attachments:**

- Attachment A: Location Map (PDF)
- Attachment B: Applicant's Project Description (PDF)
- Attachment C: Zoning Comparison Table (DOCX)
- Attachment D: Draft ARB Findings (DOCX)
- Attachment E: Draft Conditions of Approval (DOCX)
- Attachment F: Project Plans and Environmental Review (DOCX)

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<sup>4</sup> Emails may be sent directly to the ARB using the following address: [arb@cityofpaloalto.org](mailto:arb@cityofpaloalto.org)



June 17, 2020

City of Palo Alto  
 Department of Planning & Community Environment  
 250 Hamilton Avenue, 5<sup>th</sup> floor  
 Palo Alto, CA 94303



**Re: 3241 Park Blvd.**

To Planning Staff and ARB Members:

Attached is Hayes Group Architects' submittal package for 3241 Park Blvd. for Major ARB review. The project applicant is Hayes Group Architects on behalf of our client, Mr. Dan Cunningham, managing member of 3241 Park Boulevard LLC.

The site is a 20,442 SF lot located in the GM zone along the eastern frontage of Park Blvd, south of California Ave, wrapped on 2 sides by the Matadero Creek, and sitting immediately adjacent to an electrical substation to the southeast. The site was previously home to Park Avenue Motors, a Mercedes-Benz service center, and is currently overflow space for Aikin's Collision Repair. The site is subject to the Stream Corridor Protection of PAMC 18.40.140; however, there is no native riparian vegetation or natural bank since Matadero Creek has been controlled by concrete walls and culvert in this area. With the exception of three trees towards the front of the property, the entire existing site is covered with asphalt paving or building.

A Preliminary ARB hearing was held on September 6, 2018, where we presented a new, two-story building constructed above at-grade parking that would replace the existing building. Since the hearing, the project has changed considerably and includes a partial demolition of the existing building and a new two-story addition to the existing high-bay portion of the building. The project is described below and in the drawings provided with this submission.

## **1. PROPOSED PROJECT**

The proposed project consists of the partial demolition and refurbishment of the existing high-bay building and construction of a new, two-story addition alongside it.

The added two-story volume is composed of two primary parts: an opaque core which houses service and circulation elements, and shields the site from its substation neighbor to the southeast; and a glassy open-plan envelope cradled against the core. At the interstice between the existing building and new addition is the entry, allowing users to traverse the site in depth and enter from both the front and rear.

Where the two-story portion of the existing building is demolished, a new terrace is proposed to provide active social space outside of the building, fronting the street. A trellis extends from the building to provide shading on this harsh solar exposure: by wood or wood-like slats horizontally and suspended vines vertically. An expansive folding or sliding door opens the interior of the building to the terrace so that users can easily access the courtyard amenity.

A more meditative landscaped garden, or refuge, has been introduced at the first floor between the new two-story addition and the street. This space is inscribed by a metal plate screen and punctuated by a lone flowering tree, providing sanctuary and visual stimulation for the occupants within.

At the second floor a terrace has been introduced atop the existing high-bay building. Here a ring of planters, a shade structure, and suspended vines comprise a comfortable outdoor space for tenants protected from the sun.

The massing is aligned to create an active street edge and provide screening of the substation site. The substation edge is mostly closed, with no openings or overhang, whereas the other edges are fully glazed floor-to-ceiling, with deep overhangs and sun-shading screens.

The primary building materials exposed to public view are smooth-troweled, integrally-colored, cement plaster, dark-painted metalwork including structural steel building trim, steel plate screens, and steel trellis structure. Dark-finished aluminum glazing frames with high performance, clear glass protected from the sun by exterior woven fabric solar shades complete the window composition. A wood or wood-like soffit sheathes the underside of the roof projections, bringing a warmth to the building. A low, board formed concrete landscape wall defines the edge of the front patio space.

The total floor area is 7,861 SF, considerably less than the previous proposal of 10,117 SF and less than the permitted floor area of 10,210 SF. The proposed building is 32'-6" tall to the top of the roof screen and conforms to the height limit of 35'-0".

## **2. PARKING & BICYCLE SPACES**

Parking for the project is provided at grade and in puzzler lifts accessed from Park Blvd. by a single, two-way driveway. A total of 31 spaces are required and provided for the project. 22 spaces are being provided in puzzler lifts along the northeastern side of the property and within the new two-story addition at the ground floor.

Long-term bicycle parking is provided at the rear, northeastern corner of the site. One short-term bicycle parking space is provided at the primary sidewalk entry to the site from Park Blvd.

## **3. TRASH/RECYCLING**

A covered trash enclosure is proposed at the northwestern side of the site. Wheeled carts and containers herein can be moved for convenient pick up on collection days by the building operations personnel if necessary.

## **4. UTILITIES**

A pad-mounted electrical transformer is required by Palo Alto utilities for the project. The transformer is proposed at the front yard of the building, between a screened garden and the existing wall/fence at the adjacent CPA substation property. A removable portion of metal screen is proposed around the transformer so as to render the transformer imperceptible from the street. Other utilities enter underground from the remote southwestern corner of the site; associated aboveground equipment is screened by new plantings.

## **5. GREEN BUILDING STANDARD**

In accordance with the city's Green Building Ordinance, the building will satisfy requirements for Cal Green Non-Residential Tier 2.

We look forward to the ARB hearing so that we can proceed with the development of this project. Please call me at (650) 365-0600 x15 if you have any questions.

Sincerely,



Ken Hayes, AIA  
Principal

cc: Mr. Dan Cunningham

**ATTACHMENT C**  
**ZONING COMPARISON TABLE**  
 3241 Park Boulevard, 20PLN-00032

**Table 1: COMPARISON WITH CHAPTER 18.20 (GM DISTRICT)**

Regulation	Required	Existing	Proposed
Minimum Site Area	1 acre	20,442 square feet	20,442 square feet
Minimum Setbacks	(1)	11	24
Min. yard for site lines abutting or opposite residential districts	10 feet	N/A as property is not abutting residential district	N/A as property is not abutting residential district
Special Setback	N/A on Park Boulevard	N/A on Park Boulevard	N/A on Park Boulevard
Max. Site Coverage	none	16% (3,358 sf)	33% (6,808 sf)
Max. Total Floor Area Ratio	50% (10,221 sf)	22% (4,501 sf)	38% (7,861 sf)
Max. Building Height	50 ft or 35 ft when located within 150 ft of residential zone (5)	21'-5"	32'-6"
Daylight Plane for site lines having any part abutting one or more residential districts.	Initial Height 10 feet then sloped at 1:2	N/A as site does not abut residential district	N/A as site does not abut residential district
Employee Showers	0-9,999 sf (0 showers)	0	0

(1) For any property designated GM and fronting on East Bayshore Road a minimum setback of 20 feet along that frontage is established.

(5) Residential zones include R-1, R-2, RE, RMD, RM-15, RM-30, RM-40 and residential Planned Community (PC) zones.

**Table 2: CONFORMANCE WITH CHAPTER 18.52 (Off-Street Parking and Loading)**  
**for Research & Development uses**

Type	Required	Existing	Proposed
Vehicle Parking	1/250 sf of gross floor area for a total of 31 parking spaces	31 spaces	31 spaces
Bicycle Parking	1/2,500 sf (80% long term and 20% short term) equals 3 spaces	0 spaces	5 spaces total (4 long term, 1 short term)
Loading Space	0 loading spaces for 0sf to 9,999 sf	0	0

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**ATTACHMENT D**  
**ARB FINDINGS FOR APPROVAL**  
 3241 Park Boulevard  
 20PLN-00032

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

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

*The project is consistent with Finding #1 because:*

The project is in conformance with the following Comprehensive Plan Goals and Policies:

- ***Policy L-2.9: Facilitate reuse of existing buildings.***

The proposed building seeks to reuse roughly 2,000+ square feet of the existing building. The remainder of the project will include additions to the site. By reusing a portion of the existing building, the project seeks to reduce the total waste created by the project. This helps to reduce the overall environmental impact of the project in terms of waste materials removed from the site and emissions produced for the work needed to be done to construct the project.

- ***Policy L-9.11.2: 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 includes the placement of a transformer along the front-right side of the property; however it is screened with a metal panel fence. This design choice serves a dual purpose of having the transformer located close to the street for Utilities to access while hiding the structure from view. The use of the protective bollards detracts slightly from the screening intent but painting the bollards the same color as the metal panel will help to provide the necessary protection for the facility while maintain the screening measures.

Additionally, the backflow preventer, fire department connection (FDC), and valve for sprinklers located along the front-left side of the property will be screened from view using a landscape hedge. This landscaping will be grown to three feet tall to screen the equipment from view so that it does not detract from the visual aesthetics of the site.

- ***Policy L-48: Promote high quality, creative design and site planning that is compatible with surrounding development and public spaces.***

The building's architectural design is well composed and creative. While the site planning establishes a parallel orientation to the street which could exaggerate the scale of the building

to the street, this is not felt by the design as the deep recesses and variation to the building's material frontage break this massing up resulting in a more pedestrian oriented design. It encourages a pedestrian environment along Park Boulevard.

The design of the building serves to shield the City of Palo Alto's electric substation and re-focuses attention toward the Matadero Creek and proposed landscape elements of the site. This design would help to screen views of the substation for occupants and visitors alike that would otherwise detract visually from the new building and landscaping. Provided these design mitigations, staff believes the site is appropriately screened from the abutting substation and will be compatible with the adjacent buildings.

- **Policy T-1:** *Make land use decisions that encourage walking, bicycling, and public transit use*  
The design of the building has a strong connection to the pedestrian environment. Its location in close proximity to the California Avenue Caltrain station provides great opportunity for use of multi-modal forms of transportation to get to the site. The design of the building emphasizes the pedestrian scale and pedestrian activity through the combination of uses for the building and streetscape elements.

- **Goal B-1:** *A thriving business environment that is compatible with Palo Alto's residential character and natural environment.*

The project proposes to redevelop the site with a new building and would be compatible with the surrounding natural environment. The design of the building maintains a modern and industrial style that is similar to surrounding buildings. The design of the landscaping and front entrance to the building establishes a stronger 'welcoming feeling' at first glance. This design aesthetic softens the visual impact that a standard commercial building may have in this context.

The project has been evaluated for consistency with the Zoning Code, and the project meets all applicable development standards. Park Boulevard does not have a coordinated area plan or specific design guidelines, however, the proposed use would be compatible with the policies of the North Ventura Coordinated Area Plan once adopted.

**Finding #2: The project has a unified and coherent design, that:**

- creates an internal sense of order and desirable environment for occupants, visitors, and the general community,**
- 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,**
- is consistent with the context-based design criteria of the applicable zone district,**
- provides harmonious transitions in scale, mass and character to adjacent land uses and land use designations,**
- enhances living conditions on the site (if it includes residential uses) and in adjacent residential areas.**

*The project is consistent with Finding #2 because:*

The design of the project is well ordered and provides a coherent plan that is readily understood in the surrounding context. The site planning has been arranged to provide for a 24 foot setback along the Park Boulevard frontage, with existing landscaping providing a unifying design element. The design creates an internal sense of order by providing a well-landscaped public realm along the Park Boulevard frontage with the introduction of the sidewalk, while integrating the outdoor areas at the ground level. This integration provides a desirable environment for cyclists and pedestrians that would be crossing the site, as well as building occupants and visitors. Natural features are appropriately integrated with the project and the proposed landscaping along the Park Boulevard frontage serving as important elements that define the streetscape. The scale, mass and character of the building is appropriate for the Park Boulevard context, which is surrounded by other one to two-story office industrial buildings. Finding #2.c. is not applicable to the site, as the Municipal Code does not provide context-based design criteria in the GM zoning district.

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

*The project is consistent with Finding #3 because:*

The modern design of the building utilizes a variety of complimentary building materials, textures and colors that are appropriate to the setting and context of other buildings along Park Boulevard. The use of exposed metal and smooth concrete plaster breaks up the taller portions of the building and provides sense of depth that enhances the appearance of the building. These features also provide a fitting contrast in texture and color. Overall, the selection and use of materials yields a building of high aesthetic quality, which would be further enhanced through the proposed landscaping. In addition to introducing a high-quality structure, the project would enhance the appearance of the surrounding area by relegating much of the parking to a rear placed garage lift and locating the small surface lot around proposed landscaping.

**Finding #4: The design is functional, allowing for ease and safety of pedestrian and bicycle traffic and providing for elements that support the building's necessary operations (e.g. convenient vehicle access to property and utilities, appropriate arrangement and amount of open space and integrated signage, if applicable, etc.).**

*The project is consistent with Finding #4 because:*

The design is appropriate to the function of the project in that the placement of the two-story building emphasizes proposed open space along the Park Boulevard frontage while relegating parking improvements to the rear of the site. The project presents a functional and accessible design for multiple modes of travel due to its proximity to a Caltrain station. Circulation from the street to the site would be improved by reducing the number of drive aisle cuts along Park

Boulevard, and providing a single, logical location for the main vehicle entrance. Pedestrian access to the building entrances is significantly enhanced by the sidewalk improvements that are included with the project. Adequate vehicle and accessible parking are located conveniently in the surface lot and in the parking lift garage. The amount and arrangement of open space is appropriate to the design and the function of the structures due to the presence of City's adjacent substation.

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

*The project is consistent with Finding #5 because:*

Plant material is suitable and adaptable to the site, capable of being properly maintained, and is of a variety that would tend to be drought-resistant and to reduce consumption of water in its installation and maintenance. The landscape plan highlights the surrounding area's use shade trees along Park Boulevard, which provide a visual buffer between the street and the proposed building. The landscaping plan for the Park Boulevard street frontage removes the existing vegetation and supplements the tree canopy with additional plantings, including drought-tolerant native groundcovers. As the site is in a developed portion of the City, it is not considered prime habitat. However, the project would maintain and enhance the main open space areas on the site with the landscaping proposed, which would be the most likely location to support desirable habitat.

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

*The project is consistent with Finding #6 because:*

In accordance with the City's Green Building Regulations, the building will satisfy the requirements for CALGreen Mandatory + Tier 2. A summary of the project's compliance is on sheet GB-1 of the plans. The project has incorporated many elements that indicate a sustainability focus. The building's use of glass along its north and westward facing side provides natural light during the early morning hours during much of the year. The applicant has supplied a preliminary Cal Green Checklist to ensure conformance with applicable requirements regarding green building techniques. The site planning relegates vehicle parking to the rear of the site and proposes to locate most of the required parking spaces in a parking lift structure. This design element, in addition to the proposed parking lot tree shading, reduces the "heat island effect" associated with surface parking. New groundcover plantings would consist of a variety of low water use and drought tolerant species.

**ATTACHMENT B**  
**CONDITIONS OF APPROVAL**

3241 Park Boulevard  
20PLN-00032

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**PLANNING DIVISION**

1. CONFORMANCE WITH PLANS. Construction and development shall conform to the approved plans entitled, "3241 Park Boulevard" dated September 30, 2020 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 all conditions of the departments listed in this letter.
3. BUILDING PERMIT PLAN SET. The ARB approval letter including all Department conditions of approval for the project shall be printed on the plans submitted for building permit. Project plans submitted for Building permits shall incorporate the following changes:
  - a. Update sheet A0.7 under "LOT COVERAGE" to reflect the net lot area as 20,442 square feet and adjust the corresponding information in the box to be consistent.
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. LANDSCAPE MAINTENANCE. All landscape material shall be well maintained and replaced if the plant material dies or if the irrigation equipment fails. Planters shall not drain onto sidewalk, ground, or public right of ways.
6. BIRD FRIENDLY BUILDING DESIGN. The project shall incorporate bird-safe glazing treatment that may include fritting, netting, permanent stencils, frosted glass, exterior screens, and physical grids placed on the exterior of glazing or UV patterns visible to birds. In some cases, bird-friendly treatment is invisible to humans. 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. The applicant should reference the San Francisco Guidelines for Bird-Safe Buildings: <http://www.sf-planning.org/index.aspx?page=2506>.
7. VAPOR INTRUSION PREVENTION. Prior to issuance of building permits, the applicant shall submit for City of Palo Alto review the design of engineering controls, and sufficient information about construction and operation parameters as are determined by City and/or County of Santa Clara Department of Environmental Health, Regional Water Quality Control Board, or the State of California Environmental Protection Agency Department of Toxic Substances Control to be needed to

assure that the future occupants would not be impacted by current or future soil vapor intrusion. Common engineering controls that could be installed beneath the proposed structures and within the parking lift to prevent soil vapor intrusion into the structures include soil vapor barriers placed beneath the proposed structure and installation of an exhaust ventilation system in the parking garage, engineered to ventilate VOCs in addition to vehicle exhaust. The engineering controls shall be routinely inspected per equipment specifications to ensure proper functioning and that the system components have not degraded. The system shall include a monitoring device or alarm to alert the facility manager if the system fails.

8. ESTIMATED IMPACT FEE: Development Impact Fees, currently estimated in the amount of \$247,658.92, per PAMC 16.58, shall be paid prior to the issuance of the related building permit.
9. 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.
10. 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))
11. LIGHTING. Between the hours of 10:00pm-6:00am (normal cessation of business hours), lighting within the building or on the property should be reduced to its minimum necessary to facilitate employee security in order to minimize light glare at night.
  - a. All lighting shall be directed away from any riparian areas.
12. NUISANCES AND NOISE. The outdoor space shall not be operated in a manner to produce excessive noise, odors, lighting or other nuisances from any sources. Noise levels emanating from the outdoor space shall not exceed the maximum level established in the PAMC Chapter 9.10. Amplified sound equipment is not included in this approval, and any such equipment proposed for this site shall be submitted for review by the Planning Department.

13. 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.
14. 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, Garrett Sauls at [Garrett.Sauls@CityofPaloAlto.org](mailto:Garrett.Sauls@CityofPaloAlto.org) to schedule this inspection.

### **PUBLIC WORKS ENGINEERING**

15. SIDEWALK, CURB & GUTTER: As part of this project, the applicant must replace those portions of the existing sidewalks, curbs, gutters or driveway approaches in the public right-of-way along the frontage(s) of the property that are broken, badly cracked, displaced, or non-standard, and must remove any unpermitted pavement in the planter strip. Contact Public Works’ inspector at 650-496-6929 to arrange a site visit so the inspector can determine the extent of replacement work. The site plan submitted with the building permit plan set must show the extent of the replacement work or include a note that Public Works’ inspector has determined no work is required. 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.
16. EXCAVATION & GRADING PERMIT: The site plan must include an earthworks table showing cut and fill volumes. If the total is more than 100 cubic yards, a grading permit will be required. Applicant shall prepare and submit an excavation and grading permit to Public Works separately from the building permit set and prior to building permit issuance. The permit application and instructions are available at the Development Center and on our website.  
[https://cityofpaloalto.org/gov/depts/pwd/forms\\_and\\_permits/default.asp#ExcavationandGrading](https://cityofpaloalto.org/gov/depts/pwd/forms_and_permits/default.asp#ExcavationandGrading)
17. Excavation may require dewatering during construction. Temporary construction-related groundwater dewatering may be conducted using 1) groundwater exclusionary techniques (e.g., secant or cut-off walls), or 2) controlled groundwater pumping, also known as drawdown well dewatering. The City’s Public Works Department does not allow open pit dewatering of groundwater during construction. If the proposed project will encounter groundwater, the applicant must provide all required dewatering submittals for Public Works review and approval prior to Excavation & Grading Permit issuance. Public Works has dewatering submittal requirements and guidelines available at the Development Center and on our website:  
<https://www.cityofpaloalto.org/civicax/filebank/documents/64867>.

18. 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>
19. PUBLIC WORKS STANDARD CONDITIONS: The City's full-sized "Public Works Engineering Services Standard Conditions" sheet must be included in the plan set. The sheet is available on the Public Works website:  
<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=67175.06&BlobID=66261>
20. 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.  
<http://cityofpaloalto.org/civicax/filebank/documents/2718>
21. 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 grading or building permit issuance. The City will inspect the treatment measures yearly and charge an inspection fee.
22. LOGISTICS PLAN: The contractor must submit a logistics plan to the Public Works Department 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. Here is a link to Public Works' Logistics Plan Preparation Guidelines: <http://cityofpaloalto.org/civicax/filebank/documents/2719>
23. 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.
24. Plans for proposed development show the entire site's storm water runoff directed into the City's storm system. Applicant will be required to provide Public Works Storm Drain Division a video of the storm drain line from the single point of connection to the next downstream manhole. If any of that storm drain main line needs to be repaired or replaced, this project must complete that work as part of its offsite improvements.

25. Civil plans submitted in the Building permit stage shall include detail sections at all locations where C.3 treatment devices are within 10' of the property line.
26. STREET LIGHT: The project is required to replace any street lights along its frontage to match Public Works Special Street Lighting Style Placement Guide.
27. 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).
28. 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."

### **BUILDING DIVISION**

29. Plans shall comply with the 2019 CA Building Standard Codes as amended by the City.
30. Please obtain a J # from BAAQMD for the proposed demo shown.
31. Submit complete MEP, structural, T24, & Green Building Plans.
32. Green Building - complete GB1 Tier 2 – for each required (YES column) green measure; please explain how each item is implemented for this project.
33. Submit structural calculations in addition to the building - rooftop mechanical unit, cloud ceiling, soffits, metal fence, glazed interior partition walls, switchgear, new trash enclosure, etc.
34. Submit a soil report per current codes.
35. Amend plans and show assumed property line between buildings on the same lot. CBC section 503.1.2.
36. Submit electrical engineering plans – include specifications as part of plans for generator, transformers, switchgear, etc.

37. Submit plumbing fixture count calculation to confirm the bathroom fixture counts provided per CPC 422 prior to occupancy. Urinal is required per CPC T422 even meeting exception 3 per section 422.2, CPC.
38. Proposed floor plan shows mixed use/occupancy subjected to Section 508, CBC. If fire-rated occupancy wall is required please include wall details and UL assembly as part of plans.
39. Stair 2 exit discharge shall comply with CBC section 1028.
40. Submit an exiting plan showing room-to-room exiting system. Intervening room shall include the accumulative exiting loads until the exit/exit discharge is reached with proper sizing of doors, stairways, hallways, corridors, etc. CBC Chapter 10.
41. Contact Building Department for complete submittal requirements and technical code questions.
42. Wall and wall opening at property line shall be protected and fire-rated as required by Chapter 6 and 7, CBC. Parapet is required unless meeting the exceptions – illustrate at building permit.

## **RECYCLING**

### **43. PAMC 5.20.108 Internal Waste Stations.**

Internal waste stations are required for common areas such as conference rooms, coffee stations, fitness room, laundry room, office, restroom, club house, community room, and front entrances. The three waste station containers shall be black for landfill waste, blue for recycling, and green for compostable. The green compostable container, if bags are used, shall use green compostable bags. The waste station containers must also have color coded signs. If site uses paper towels in the restrooms there must be a green compost container within the restroom to collect paper towels. A small garbage container may be added for personal hygiene waste or diapers. To determine the number of waste station locations or obtain signage please contact GreenWaste of Palo Alto (650) 493-4894 or email [pacustomerservice@greenwste.com](mailto:pacustomerservice@greenwste.com).

### **44. PAMC 5.20.108 External Waste Stations.**

External waste stations are required for common areas such as pool, mailboxes, courtyard, playground area, and front entrances. If the site chooses to have external refuse containers they will need to be installed at convenient and appropriately selected locations. The three waste station containers shall be black for landfill waste, blue for recycling, and green for compostable. The green compostable container, if bags are used, shall use green compostable bags. Waste station containers must also have color coded signs. To determine the number of waste station locations or obtain signage please contact GreenWaste of Palo Alto (650) 493-4894 or email [pacustomerservice@greenwste.com](mailto:pacustomerservice@greenwste.com).

## URBAN FORESTRY

45. WATER USAGE AND MWELO REQUIREMENTS- In accordance with California state ordinance, applicants are required to provide information pertaining to estimated total water usage (ETWU) and maximum allowed water usage (MAWA) on existing and new development projects. <https://www.cityofpaloalto.org/civicax/filebank/documents/56074>. Based on square footage of the landscaped area, applicant's whose project triggers the water efficient landscape ordinance are to follow the efficient landscape requirements by determining the ETWU and MAWA of their site. For plant factor information and calculations go to: [https://ucanr.edu/sites/WUCOLS/Plant\\_Search/](https://ucanr.edu/sites/WUCOLS/Plant_Search/). This information is to be included in the plan set prior to building permit approval.
46. 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](mailto:pwps@cityofpaloalto.org)) beginning with the initial verification approval, using the template in the Tree Technical Manual, Addendum 11.
47. PLAN CHANGES. Revisions and/or **changes to plans before or during construction** shall be reviewed and responded to by the (a) project site arborist, or (b) landscape architect with written letter of acceptance before submitting the revision to the Building Department for review by Planning, PW or Urban Forestry.
48. 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 2.202.30. 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.
49. 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.
50. BUILDING PERMIT SUBMITTAL- PROJECT ARBORIST CERTIFICATION LETTER. Prior to submittal for staff review, attach a Project Arborist Certification Letter that he/she has; (a) reviewed the entire building permit plan set submittal and, (b) affirm that ongoing Contractor/Project Arborist site monitoring inspections and reporting have been arranged with the contractor or owner (see Sheet T-1) and, (c) understands that design revisions (site or plan changes) within a TPZ will be routed to Project Arborist/Contractor for review prior to approval from City.

51. TREE PROTECTION VERIFICATION. Prior to any site work verification from the contractor that the required protective fencing is in place shall be submitted to the Urban Forestry Section. The fencing shall contain required warning sign and remain in place until final inspection of the project.
52. 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.
53. PLAN SET REQUIREMENTS. The final Plans submitted for building permit shall include the following information and notes on relevant plan sheets:
- a. SHEET T-1, BUILDING PERMIT. The building permit plan set will include the City's full-sized, Sheet T-1 ([Tree Protection-it's Part of the Plan!](#)), available on the Development Center website at <http://www.cityofpaloalto.org/civicax/filebank/documents/31783>. The Applicant shall **complete and sign the Tree Disclosure Statement** and recognize the Project Arborist Tree Activity Inspection Schedule. Monthly reporting to Urban Forestry/Contractor is mandatory. (Insp. #1: applies to all projects; with tree preservation report: Insp. #1-7 applies)
  - b. The Tree Preservation Report (TPR). All sheets of the Applicant's TPR approved by the City for full implementation by Contractor, shall be printed on numbered Sheet T-1 (T-2, T-3, etc.) and added to the sheet index.
  - c. Plans to show protective tree fencing. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show the correct configuration of Type I, Type II or Type III fencing around each Regulated Tree, using a bold dashed line enclosing the Tree Protection Zone (Standard Dwg. #605, Sheet T-1; City Tree Technical Manual, Section 6.35-Site Plans); **or by using the Project Arborist's unique diagram for each Tree Protection Zone enclosure.**

### ELECTRICAL ENGINEERING

54. Applicant shall apply to retire the existing easement and propose the new easement at the same time. The new easement is for the transformer and the primary pull box (should it be located on site). The new easement shall be a minimum of 10'x10' depending on the required size of transformer. Typical building this size shall be 300-500kVA which requires pad size of 74"x88". This easement is required to be final and signed prior to Utilities releasing the design for construction. Applicant shall coordinate with CPAU to remove the transformer and its live high voltage underground cables.
55. Existing pull box 3467 shall be relocated prior to the shoring wall installation.

56. The proposed building electric meter shall be accessible through not more than one door to the outside.
57. Applicant shall put all the applicable standard on the drawing set. All current CPAU Electric standards can be found here: [www.CityofPaloAlto.org/ElectricServiceRequirements](http://www.CityofPaloAlto.org/ElectricServiceRequirements)
58. To avoid digging up the sidewalk in the future, Utilities recommends the installation of 2-24"x36" boxes on the sidewalk, one at each side of the property. Also install 2-4" conduits between these boxes and connect them to the existing CPAU's dark fiber.
59. The applicant shall comply with all the Electric Utility Engineering Department service requirements noted during plan review.
60. The applicant shall be responsible for identification and location of all utilities, both public and private, within the work area. Prior to any excavation work at the site, the applicant shall contact Underground Service Alert (USA) at 1-800-227-2600, at least 48 hours prior to beginning work.
61. Only one electric service lateral is permitted per parcel. Utilities Rule & Regulation #18.
62. The developer/owner shall provide space for installing padmount equipment (i.e. transformers, switches, and interrupters) and associated substructure as required by the City.
63. The customer shall install all electrical substructures (conduits, boxes and pads) required from the service point to the customer's switchgear. The design and installation shall be according to the City standards and shown on plans. Utilities Rule & Regulations #16 & #18.
64. The customer is responsible for sizing the service conductors and other required equipment according to the California Electric Code requirements and City standards.
65. If the customer's total load exceeds 2500 kVA, service shall be provided at the primary voltage of 12,470 volts and the customer shall provide the high voltage switchgear and transformers.
66. For primary services, the standard service protection is a padmount fault interrupter owned and maintained by the City, installed at the customer's expense. The customer must provide and install the pad and associated substructure required for the fault interrupter.
67. Any additional facilities and services requested by the Applicant that are beyond what the utility deems standard facilities will be subject to Special Facilities charges. The Special Facilities charges include the cost of installing the additional facilities as well as the cost of ownership. Utilities Rule & Regulation #20.
68. Projects that require the extension of high voltage primary distribution lines or reinforcement of offsite electric facilities will be at the customer's expense and must be coordinated with the Electric Utility.

69. The applicant shall secure a Public Utilities Easement for facilities installed on private property for City use.
70. Industrial and large commercial customers must allow sufficient lead-time for Electric Utility Engineering and Operations (typically 8-12 weeks after advance engineering fees have been paid) to design and construct the electric service requested.
71. A completed Utility Service Application and a full set of plans must be included with all applications involving electrical work. The Application must be included with the preliminary submittal.
72. The applicant shall submit a request to disconnect all existing utility services and/or meters including a signed affidavit of vacancy, on the form provided by the Building Inspection Division. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued after all utility services and/or meters have been disconnected and removed.
73. All utility meters, lines, transformers, backflow preventers, and any other required equipment shall be shown on the landscape and irrigation plans and shall show that no conflict will occur between the utilities and landscape materials. In addition, all aboveground equipment shall be screened in a manner that is consistent with the building design and setback requirements.
74. Contractors and developers shall obtain permit from the Department of Public Works before digging in the street right-of-way. This includes sidewalks, driveways and planter strips.
75. At least 48 hours prior to starting any excavation, the customer must call Underground Service Alert (USA) at 1-800-227-2600 to have existing underground utilities located and marked. The areas to be checked for underground facility marking shall be delineated with white paint. All USA markings shall be removed by the customer or contractor when construction is complete.
76. The customer is responsible for installing all on-site substructures (conduits, boxes and pads) required for the electric service. No more than 270 degrees of bends are allowed in a secondary conduit run. All conduits must be sized according to California Electric Code requirements and no 1/2 – inch size conduits are permitted. All off-site substructure work will be constructed by the City at the customer’s expense. Where mutually agreed upon by the City and the Applicant, all or part of the off-site substructure work may be constructed by the Applicant.
77. All primary electric conduits shall be concrete encased with the top of the encasement at the depth of 30 inches. No more than 180 degrees of bends are allowed in a primary conduit run. Conduit runs over 500 feet in length require additional pull boxes.
78. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.
79. For services larger than 1600 amps, a transition cabinet as the interconnection point between the utility’s padmount transformer and the customer’s main switchgear may be required. See City of Palo Alto Utilities Standard Drawing SR-XF-E-1020. The cabinet design drawings must be submitted to the Electric Utility Engineering Division for review and approval.

80. For underground services, no more than four (4) 750 MCM conductors per phase can be connected to the transformer secondary terminals; otherwise, bus duct or x-flex cable must be used for connections to padmount transformers. If customer installs a bus duct directly between the transformer secondary terminals and the main switchgear, the installation of a transition cabinet will not be required.
81. The customer is responsible for installing all underground electric service conductors, bus duct, transition cabinets, and other required equipment. The installation shall meet the California Electric Code and the City Standards.
82. Meter and switchboard requirements shall be in accordance with Electric Utility Service Equipment Requirements Committee (EUSERC) drawings accepted by Utility and CPA standards for meter installations.
83. Shop/factory drawings for switchboards (400A and greater) and associated hardware must be submitted for review and approval prior to installing the switchgear to:  
Henry Nguyen, P.E.  
Senior Electric Engineer  
Utilities Engineering (Electrical)  
1007 Elwell Court  
Palo Alto, CA 94303
84. For 400A switchboards only, catalog cut sheets may be substituted in place of factory drawings.
85. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.
86. The customer shall provide as-built drawings showing the location of all switchboards, conduits (number and size), conductors (number and size), splice boxes, vaults and switch/transformer pads.
87. The follow must be completed before Utilities will make the connection to the utility system and energize the service:
- a. All fees must be paid.
  - b. All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.
  - c. All Special Facilities contracts or other agreements need to be signed by the City and applicant.
  - d. Easement documents must be completed.

### **WATER, GAS, WASTEWATER**

88. The applicant shall submit a completed water-gas-wastewater service connection application - load sheet per unit for City of Palo Alto Utilities. The applicant must provide all the information requested for utility service demands (water in fixture units/g.p.m. and sewer in fixture units/g.p.d.). The

applicant shall provide the new total loads

89. The applicant shall submit improvement plans for utility construction. The plans must show the size and location of all underground utilities within the development and the public right of way.
90. The applicant shall submit improvement plans for utility construction. The plans must show the size and location of all underground utilities within the development and the public right of way including meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities. Plans for new storm drain mains and laterals need to include profiles showing existing potential conflicts with sewer, water and gas.
91. The applicant shall be responsible for upgrading the existing utility mains and/or services as necessary to handle anticipated peak loads. This responsibility includes all costs associated with the design and construction for the installation/upgrade of the utility mains and/or services.
92. An approved reduced pressure principle assembly (RPPA backflow preventer device) is required for all existing and new water connections from Palo Alto Utilities to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive. The RPPA shall be installed on the owner's property and directly behind the water meter within 5 feet of the property line. RPPA's for domestic service shall be lead free. Show the location of the RPPA on the plans per WGWS Standards.
93. An approved reduced pressure detector assembly (RPDA backflow preventer device) is required for the new water connection for the fire system to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive. Reduced pressure detector assemblies shall be installed on the owner's property adjacent to the property line, within 5' of the property line. Show the location of the reduced pressure detector assembly on the plans per WGWS Standards.
94. The applicant shall pay the capacity fees and connection fees associated with new utility service/s or added demand on existing services. The approved relocation of services, meters, hydrants, or other facilities will be performed at the cost of the person/entity requesting the relocation.
95. Each unit or place of business shall have its own water and gas meter shown on the plans. Each parcel shall have its own water service—and sewer lateral connection shown on the plans.
96. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGWS utilities procedures.
97. Utility vaults, transformers, utility cabinets, concrete bases, or other structures cannot be placed over existing water, gas or wastewater mains/services. Maintain 2' horizontal clear separation from the vault/cabinet/concrete base to existing utilities as found in the field. If there is a conflict with existing utilities, Cabinets/vaults/bases shall be relocated from the plan location as needed to meet field conditions. Trees may not be planted within 10 feet of existing water, gas or wastewater mains/services or meters. New water, gas or wastewater services/meters may not be installed

within 10' of existing trees. Maintain 10' between new trees and new water, gas and wastewater services/mains/meters.

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

### **SANTA CLARA VALLEY WATER DISTRICT**

99. The underground parking garage adjacent to Matadero Creek, as shown on Sheet A5.2, Detail 2, must be designed such that the bottom of excavation and bottom of the structural concrete slab is at elevation 18.81 feet (NAVD88 datum), not elevation 20.5 feet.

100. Applicant must apply for and obtain a Valley Water encroachment permit prior to issuance of grading and building permits for excavation and construction within Valley Water right of way for the underground parking structures and buildings.

101. Prior to obtaining grading and building permits, applicant must obtain Valley Water written approval for construction of buildings within 20 feet of Valley Water right of way to demonstrate buildings foundations are designed and constructed in accordance with geotechnical and structural report recommendations for the protection of the Matadero Creek concrete u-frame channel.

102. Applicant plans must include property line markers along the entire mutual property line with Valley Water prior to issuance of building permits.

### **PUBLIC ART**

103. The project is subject to the public art in private development ordinance requiring that 1% of the estimated construction valuation is used to either commission public art on site or pay the equivalent contribution to the public art fund, whichever is greater. If the applicant chooses to commission art on site, then they must complete both initial and final reviews and receive approval from the Public Art Commission prior to the issuance of a building permit. This actual amount to be paid shall be determined during building permit submittal and be paid prior to building permit issuance.

### **FIRE**

104. Install a NFPA 13 fire sprinkler, NFPA 24 underground fire service, NFPA 72 fire alarm, two-way call box system and an emergency responder radio system.

105. Upgrade public fire hydrant located on Park Blvd adjacent to Matadero Creek to a Clow model 76.

106. Apply for a closure permit with the Palo Alto Fire Department Hazardous Material Division.

107. Elevator car to be sized for a gurney and two attending medical personnel.

### **Project Plans**

During Shelter-in-Place, project plans are only available online.

#### **Directions to review Project plans online:**

1. Go to: [bit.ly/PApendingprojects](https://bit.ly/PApendingprojects)
2. Scroll down to find “3241 Park Boulevard” and click the address link
3. On this project specific webpage you will find a link to the project plans and other important information

#### **Direct Link to Project Webpage:**

<https://www.cityofpaloalto.org/news/displaynews.asp?NewsID=4965&TargetID=319>