

Architectural Review Board Staff Report (ID # 14743)

Report Type:	Action Items	Meeting Date: 10/20/2022
Summary Title:	3300 El Camino Real: New Office	e Building (2nd Formal)
Title:	PUBLIC HEARING / QUASI-JUI [21PLN-00028]: Recommendati Approval of a Major Archite Construction of a new two-Stor with 40% Surface Parking & 6 Proposal Includes 2,517 sf of Assessment: Pending IS/MND. Park). For More Information Garrett Sauls at Garrett.Sauls@0	DICIAL. 3300 El Camino Real on on Applicant's Request for ectural Review to Allow the y, 50,355 sf Office/R&D Project 50% Below-Grade Parking. The Amenity Space. Environmental Zoning District: RP (Research Contact the Project Planner 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 to the Director of Planning and Development Services based on the attached findings and 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 an evaluation of the project's compliance with city codes and policies; that report is available online: <u>bit.ly/3wZSZpa</u>.

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 was modified to reflect recent project changes.

Background

On April 7, 2022 the ARB reviewed the project. A video recording of the Board's meeting is available online: <u>https://midpenmedia.org/architectural-review-board-472022/</u>. The Board's comments and the applicant's response are summarized in the following table:

City of Palo Alto Planning & Development Services 250 Hamilton Avenue Palo Alto, CA 94301 (650) 329-2442 Incorporate an outdoor plaza near corner of property or corner of building to support the pedestrian experience on the property;

 The El Camino façade should be reconsidered for greater articulation of the building façade; consider treatment of interior wood "W" to bring outward or other means to articulate corner piece;

 Incorporate ventilation and operable windows into the building design; Instead of providing just one large plaza at the corner, the applicant's approach was to provide several new enhancements along El Camino Real to activate the entire frontage. The first proposed change is a larger plaza at the secondary building entrance. The applicant improved the primary building entrance and enhanced the intermediate street facing plaza increased corner plaza. This a safer and richer experience than having a much larger plaza & potential for more people congregating at the street corner.

The applicant studied this possible change and determined that it would detract from the building user's main entry wayfinding & entry experience if the architectural W columns were to be moved to be on the side of the building as well. However, they also realized that in the early morning and evening when the light levels are low on the outside the building's illuminated interior will give this desired W affect since it can be clearly seen from the outside. And during the day, the glass is opaquer due to the daylight so it will not interfere with the building entry experience intent. So, the applicant believes that the building as designed already can meet the desired intent and no change is needed.

The building was designed to encourage people to go outside and enjoy the secondfloor roof deck and garden. Also, at the first floor, several outdoor gathering areas with adjacent building access doors are provided for outdoor work & social activities. The applicant indicates that operable windows work against an efficient HVAC system because the units work harder trying to heat or cool spaces that lose conditioned air to the outside.

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 How the interior ceiling will be built should be discussed or made clearer. Given how transparent the building is, if there is exposed mechanical ducting, it will detract from the other elements of the building; 	The underside of the second floor and the roof will be exposed wood structure (no ceiling). New renderings are provided to show desired future lighting layout. For HVAC ducts, the design intent is to minimize any exposed ductwork: however, a solution is dependent on the Tenant's interior buildout program so the applicant requests this be deferred to the Tenant Improvement permit plan check. The Landlord will provide the Tenant's architect the design requirements to maintain this design intent.
 Explore adding retail at ground level (community benefit). 	The applicant noted that after careful consideration they are unable to provide this as a retail location, and provided explanation: "First, this location already has various restaurant/retail options nearby. Second, this project is designed with a single user in mind. Allocating a portion of the building to another tenant would detract from the single-user experience of this building and complicate the building operations. Furthermore, this use would also require a CUP and the owner is not interested in applying for and going through an additional process. Finally, there are dozens of vacant retail spaces up and down El Camino that have been vacant for months, if not years. Even University Ave, California Ave, and Town & Country Shopping Center, much stronger, traditional retail locations, have many vacancies that remain hard to fill. There is very little demand for this product right now." The applicant's proposed solution to provide the desired activation along El Camino is to bring the building's amenity space to the building corner adjacent to El Camino Real which will help activate the street and outdoor plaza experience.

Analysis¹

Staff finds the proposed project plans adequately address ARB and staff comments stated during the April 7th hearing. An analysis of the project with respect to the findings for approval is included in Attachment C.

Consistency with the Comprehensive Plan, Area Plans and Guidelines²

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. City staff uses its policies to regulate building and development and make recommendations on projects. Further, ARB Finding #1 requires development design 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 Research/Office Park, which encourages "Office, research and manufacturing establishments whose operations are buffered from adjacent residential uses. Stanford Research Park is an example. Other uses that may be included are educational institutions and child-care facilities. Compatible commercial service uses such as banks and restaurants and residential or mixed-uses that would benefit from the proximity to employment centers, will also be allowed. Additional uses, including retail services, commercial recreation, churches, and private clubs may also be located in Research/Office Park areas, but only if they are found to be compatible with the surrounding area through the conditional use permit process. In some locations, residential and mixed-use projects may also locate within this land use category. Maximum allowable FAR ranges from 0.3 to 0.5, depending on site conditions. Consistent with the Comprehensive Plan, multifamily housing may be allowed in specific locations. The proposed office use is in conformance with this designation.

On balance, the project is 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 provided in Attachment C.

Consistency with the Zoning Ordinance

The applicant proposes a gross floor area of 50,355 square feet (sf), which is the maximum square footage allowed. The project also incorporates a traffic mitigating amenity area of 2,517 sf which will serve to reduce trips during the day from the site. 40% of the site's parking requirements will be provided above ground and the remaining 60% will be provided in the below-ground parking structure underneath the building. A full comparison of the project's consistency with the Research Park zone district requirements is provided in Attachment D.

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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.

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

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. A Draft Initial Study and Mitigated Negative Declaration (IS/MND, Attachment G) were prepared pursuant to CEQA. The Draft IS/MND was published and circulated for public comments beginning September 26, 2022. The comment period ends October 26, 2022. Mitigation measures identified in the document have also been included in the Draft Conditions of Approval for the project.

The CEQA analysis was prepared by the City's consultant, David J. Powers & Associates, Inc. Overall, the City's consultant found the project would not cause significant impacts outside of standard expectations for biological, cultural, paleontological, geological, hazardous material, and transportation resources. The impacts identified in the document relate to the potential for nesting birds and the potential for the discovery of human or paleontological resources during construction. The City provided consultation with the Tamien Nation regarding the proposed project in accordance with AB 52. As a result, from that consultation, on-site monitoring will be provided during all ground-disturbing activities.

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 October 7, 2022, which is 13 days in advance of the meeting. Postcard mailing occurred on October 6, 2022, which is 14 days in advance of the meeting.

Public Comments

Following the April 7, 2022 hearing, staff received input from the Santa Clara Valley Water District (SCVWD) regarding the proposed development. SCVWD indicated that within the 50-foot landscape easement they also had an easement for an underground Reinforced Concrete Box (RCB) culvert pipe associated with the Matadero Creek. SCVWD provided the following comments:

- 1. Remove any proposed hardscape, above-ground improvements, and trees within the 50-foot landscape easement to maintain clearance and maintenance access to RCB culvert;
- Remove CA Bay Laurel trees, London Plane trees, 'Drake' cultivar of Chinese Elm tree, 'Giant Wildrye', and 'Grey Rush' from the plans and replace them with native, noninvasive/hybridizing species;
- 3. Include Design Guide 14 in the plans to ensure the underground parking garage will not impact the RCB culvert.

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The applicant has responded to each of these comments in the revised plans dated September 8. Within the plans, there are no more improvements shown within the 50-foot landscape easement, bay laurel trees have been removed from the plan set, and they have incorporated Design Guide 14 on page 51. They are also required to submit a permit to SCVWD for any grading and drainage within the SCVWD easement as well as for removing existing wells on site that are used for groundwater monitoring from the COE plume. As a result, staff believes that the applicant has adequately addressed concerns from outside departments.

Alternative Actions

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

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

Report Author & Contact Information	ARB ³ Liaison & Contact Information		
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garrett.sauls@cityofpaloalto.org	jodie.gerhardt@cityofpaloalto.org		

Attachments:

- Attachment A: Location Map (PDF)
- Attachment B: Applicant's Project Description (PDF)
- Attachment C: Draft ARB Findings (DOCX)
- Attachment D: Zoning Comparison Table (DOCX)
- Attachment E: South El Camino Design Guidelines Compliance (PDF)
- Attachment F: Draft Conditions of Approval (DOCX)
- Attachment G: Project Plans and Environmental Documents (DOCX)

³ Emails may be sent directly to the ARB using the following address: <u>arb@cityofpaloalto.org</u>



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3300 El Camino Real, Palo Alto

December 18, 2020 Updated March 18th,2022 Updated July 29th, 2022

Project Narrative - Formal ARB

- To: The City of Palo Alto Planning Division Garrett Sauls: Planner, and the Architectural Review Board
- From: Sand Hill Properties Applicant From4 Architecture, Robert Giannini & James Tefend, Architect
- Subject: 3300 El Camino Real, Palo Alto

Formal Architectural Review Board Review

Dear Garrett and Members of the ARB:

Thank you for your review this project located at the intersection of Hansen Way & El Camino. Our goals for the project are to design in compliance with all zoning ordinance requirements, to be mindful of our neighbors, to harmonize with the surrounding buildings and express sustainability in a gentle way.

Previous Review: (20PLN-00101)

In June 2020 a mixed use version of this project was prescreened by the City Council to provide informal comments regarding the applicant's request to rezone the subject property from Research Park (RP) to a "Planned Home Zoning (PHZ)". There was not strong support from the Council so the proposed project being submitted is fully compliant with RP zoning.

COMPLIANCE WITH ZONING & SOUTH EL CAMINO STREETSCAPE GUIDELINES

This project complies with its RP & RP-L zoning:

- FAR: 40% max
- Coverage : 30% max
- Height Limit: 35' max
- Parking 1/300 sf

- El Camino Setback: 20' minimum
- Hansen Way Setback: 50' minimum
- Internal Property Line: 20' minimum
- Rear Property Line: 50' (this is an RP-L zone)
- A major Palo Alto Electrical Easement cuts through the corner of the site as shown below:



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MINDFUL OF OUR NEIGHBORS

This project does not share a boundary with residential uses.

Our Neighbors:

- Hansen Way to the NW
- Existing Office/R&D Building to the SW
- Hotel to the SE (Creekside Inn)
- El Camino Real to the NE.



Do in part to the diagonal electric easement at the corner of the site, this master plan preserves views from El Camino to the existing Office/R&D Building to the southwest.

The composition also pushes the proposed building to the southeast adjacent to the hotel making for a less cluttered El Camino.



View of proposed project driving south on El Camino

Form4 Architecture, Inc. 120 2nd Street, 2nd floor, San Francisco, CA 9410 415 775-8748 fax 415 775-8752

HARMONIZE WITH SURROUNDING BUILDINGS

The images below illustrate the scale & texture of the project relative to its neighbors.





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Packet Pg. 27

3 3 0 0 E I C a m i n o R e a I, P a I o A I t o - Project Narrative - Formal ARB March 18, 2022 Upated July 29th, 2022

CONNECTING THE BUILDING TO THE LANDSCAPE

A programmatic goal is to maximize the area & height of the ground floor. To achieve this, the second floor is smaller than the first and pushed to the northeast corner. To gain height for the first floor the roof slopes up from the edge of the second floor. A green roof makes the slope feel natural (see image below).

The outdoor terrace faces south for optimum sun expose. The second floor shelters it from the noise of El Camino. The slope up blocks views to the neighbors to the south.

View of sloping second floor roof deck outside of second floor



EXPRESS WITH PROJECT'S GENTLE SUSTAINABILITY

Likely users of the project appreciate sustainability, and a goal of this project is to achieve sustainability in a passive, or gentle way. Large overhangs shade the glass in the summer. In the winter, when the sun is low, the large glass areas are beneficial.

The building will be all electric, it will feature a green roof as natural insulation and outdoor space, and PV panels for sustainable energy harvest.

The structural system is proposed as mass timber & steel hybrid; steel only when spans exceed what is reasonable in wood.







Form4 Architecture, Inc. 126 Post Street, 3rd floor, San Francisco, CA 94108 415 775-8748 fax 415 775-8752

SCVWD Comments

Per conversation with Garret Sauls, City of Palo Alto Planning, in June 2022, it is understood that there is a SCVWD underground bypass pipe withing the 50' landscape easement on the southern back of the property and that the water district does not want any paving, fencing or other hardscaping within this area. Previously submitted ARB drawings have been revised to eliminate new hardcape / fencing work within this area. In addition, the landscaping proposed in this area has also been changed to protect against cross pollination with other native riparian species nearby or downstream.

Development Standards	Standard	Proposed Project	Conforms
Lot Size	NA	125,888 sf (2.89 Acres)	Yes
Minimum Building Setback Front (NE, El Camino Real side) Side (SE, Creekside Inn side) Side (NW, Hansen Way side) Rear (SW, Rivian Building side)	20' 20 (50' Utility & Drainage Easement) 20' (10' Diagonal Electric Easement) 20' (10' Sewage Easement)	28'-0" 50'-0" 347'-6" 25'-0"	Yes Yes Yes Yes
Maximum Site Coverage	25,888 sf x .3= 77,664 sf (30%)	(35,947 sf + 261 sf) / 125,888 sf = 28.8% Office Building Area: Allowed: 50,355 sf + 2,517 sf (5% Amenity*) = 52,872 sf Proposed: 52,872 sf (= L1 35,947 + L2 16,664 + Trash Enclosure 261 sf)	Yes
Maximum Height Daylight Plane Floor Area Ratio (FAR)	35' N/A 0.4	35' N/A 50,355 sf / 125,888 sf = 0.4	Yes N/A Yes
Parking Required (Note that garage is below grade and does not count to- ward FAR or coverage) Surface Parking Garage Parking Total	50,355 sf Office @1/300 = 168 cars	173 cars 80 cars 93 cars 173 cars	Yes
Bicycle Parking	50,355 sf Office @ 1/3,000 = 17 Bicycles	17 Bicycles Bicycles Breakdown: LT bicycle parking : (80% of 17) - 14 ST bicylcle parking: (20% of 17) - 3	Yes
Building Area Breakdown			
Base Building FAR (used for parking calcs) Trash Enclosure		50,094 sf 261 sf	
Amenity* Allowance +/- 5% (not req's for parking count)		2,517 sf	
Total Gross Area		52,872 sf	

Note * Traffic Mitigating Amenity Space



Thanks very much for your attention and review of the various design aspects of this project!

Form4 Architecture

James Tefend

Architect, Principal

Form4 Architecture

Robert Giannini

Consulting Principal

Form4 Architecture, Inc. 120 2nd Street, 2nd floor, San Francisco, CA 9410 415 775-8748 fax 415 775-8752

ATTACHMENT C ARB FINDINGS FOR APPROVAL 3300 El Camino Real 21PLN-00028

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.

<u>Finding #1:</u> 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:

Comprehensive Plan Goal/Policy	Consistency	
Policy L-1.3: Infill development in the urban service area should be compatible with its surroundings and the overall scale and character of the city to ensure a compact, efficient development pattern.	The project proposes a two-story, 35-foot-tall office building. This type of development is consistent with similar buildings in the Research Park context. Additionally, the second floor is setback from the adjacent one- story restaurant and hotel by more than 150 feet which provides a significant relief from any potential massing impacts. The wood color palette is also compatible with the adjacent hotel design which uses a similar motif.	
Policy L-1.7: Use coordinated area plans to guide development, such as to create or enhance cohesive neighborhoods in areas of Palo Alto where significant change is foreseeable. Address both land use and transportation, define the desired character and urban design traits of the areas, identify opportunities for public open space, parks and recreational opportunities, address connectivity to and compatibility with adjacent residential areas; and include broad community involvement in the planning process.	The applicant has modified their original design to incorporate more pedestrian oriented elements such as benches and a gathering space at the corner of El Camino Real and Hansen Way. These elements are important goals of the South El Camino Design Guidelines.	

Comprehensive Plan Goal/Policy	Consistency		
Policy L-1.11: Hold new development to the	The design of the project is well ordered and		
highest development standards in order to	provides a coherent plan that is readily		
maintain Palo Alto's livability and achieve the	understood in the Stanford Research Park		
highest quality development with the least	context. The roof structure reflects the		
impacts.	influence of Biomimetic architecture in that it		
	is evocative of butterfly wings. This approach		
	is unique to most development in Palo Alto		
	and the Research Park and establishes a high-		
	quality design as the entry to the Research		
	Park from El Camino Real.		
Policy L-2.4.3: Allow housing on the El Camino	The project proposes a 50,000+ square foot		
Real frontage of the Stanford Research Park.	building on the Southern end of the property.		
Explore multifamily housing elsewhere in the	In reviewing the prescreening application		
Stanford Research Park and near Stanford	where housing was proposed [20PLN-00101],		
University Medical Center (SUMC).	the property was bisected between office on		
	the Southern side and multifamily use on the		
	Northern side. Under a future application,		
	nousing could still be proposed on-site with		
	minimal modifications made to the future		
	office building that would allow a significant		
Deliny L.C.2. Encourage hird friendly decign	The City's condition of approval #9 requires		
Policy L-0.5. Encourage bird-menuly design.	the applicant to incorporate bird safe glazing		
	the applicant to incorporate bird-sale glazing		
	nermanent stencils frosted glass exterior		
	screens and physical grids placed on the		
	exterior of glazing or LIV natterns visible to		
	hirds Given the substantial amount of glazing		
	present on the building, this is integral to the		
	long-term function of the building and safety		
	of birds travel near and around the site.		
Policy L-6.6 Design buildings to complement	The proposal incorporates additional street		
streets and public spaces; to promote	tree planting, public benches, and public art		
personal safety, public health and wellbeing;	along El Camino Real. This will bolster the		
and to enhance a sense of community safety.	public's experience when walking along the		
	site on El Camino Real and help to make it a		
	more pedestrian friendly environment.		
Policy L-7.15 Protect Palo Alto's	The City provided consultation with the		
archaeological resources, including natural	Tamien Nation tribe regarding their interests		
land formations, sacred sites, the historical	on monitoring grading activity during		
landscape, historic habitats and remains of	construction. As a result, the City will be		

Comprehensive Plan Goal/Policy	Consistency
settlements here before the founding of Palo	adopting the mitigation measures indicated
Alto in the 19th	by the City's Mitigated Negative Declaration
century.	(MM CUL-2.1, 2.2, 2.3, and 3.1) as conditions
Policy L-7.16 Continue to consult with tribes	of approval for the project. These mitigation
as required by California Government Code	measures provide guidance on how
Section 65352.3. In doing so, use appropriate	construction activities will occur to ensure
procedures to accommodate tribal concerns	preservation of any potential cultural
when a tribe has a religious prohibition against	resources found on site.
revealing precise information about the	
location or previous practice at a particular	
sacred site.	
Policy L-7.17 Assess the need for	
archaeological surveys and mitigation plans	
on a project-by-project basis, consistent with	
the California Environmental Quality Act and	
the National Historic Preservation Act.	
Policy L-7.18 Require project proponents to	
meet State codes and regulations regarding	
the identification and protection of	
archaeological and paleontological deposits,	
and unique geologic features.	
Policy L-8.5 Recognize public art and cultural	The applicant has proposed public art along
facilities as a community benefit. Encourage	the El Camino Real frontage for the property.
the development of new and the	This will help to foster an inviting pedestrian
enhancement of existing public and private art	space for the public and occupants of the
and cultural facilities throughout Palo Alto.	building that will enrich the community.
Ensure that such projects are compatible with	
the character and identity of the surrounding	
neighborhood.	
Policy L-9.2 Encourage development that	The project proposed to place a majority of
creatively integrates parking into the project,	the parking for the site underground. The
including by locating it behind buildings or	surface parking lot is located near a major City
underground wherever possible, or by	utility easement that prevents development
providing for shared use of parking areas.	from occurring within the area for
Encourage other alternatives to surface	maintenance purposes. To minimize the
parking lots that minimize the amount of land	visibility of the parking space, the applicant is
streets street trees a vibrant local economy	along Hanson Way and El Camino Roal as well
and sufficient parking to meet demand	along harisen way and Li camino hear as wen
and sufficient parking to meet demand.	as providing additional tree planting in the
	requirement for narking lots

Comprehensive Plan Goal/Policy	Consistency	
Policy T-1.2 Collaborate with Palo Alto	The applicant will be required to follow	
implement and expand comprehensive programs like the TMA to reduce single- occupant vehicle commute trips, including through incentives.	reduce trips by 30% in the Research Park. The applicant has also provided a TDM plan for the site that proposes to reduce vehicle trips by 35%, in keeping with the City's current trip	
Policy T-3.7 Encourage pedestrian-friendly design features such as sidewalks, street trees, on-street parking, gathering spaces, gardens, outdoor furniture, art and interesting architectural details.	reduction goals. The applicant has proposed to plant additional street trees along the El Camino Real and Hansen Way frontages, provide additional pedestrian benches on El Camino Real, and incorporate a pedestrian plaza at the corner of El Camino Real and Hansen Way. All these elements serve improve the pedestrian experience at the site from its avisting conditions	
Policy N-2.1 Recognize the importance of the urban forest as a vital part of the city's natural and green infrastructure network that contributes to public health, resiliency, habitat values, appreciation of natural systems and an attractive visual character which must be protected and enhanced.	The applicant has proposed to plant additional street trees along El Camino Real and Hansen Way to increase the City's urban forest. Additionally, the applicant proposes to plant 55 trees on site to provide shading over the surface parking lot and other recreational areas to be used by the tenants of the building. This will further the City's goal of achieving a 50% canopy coverage throughout the Palo Alto.	
Policy B-4.4 Recognize that Stanford Research Park contains a concentration of some of the City's largest employers, and seek to maintain a mix of office and research and development uses.	The proposed office building is consistent with allowed uses in the RP zoning district and is reflective of Stanford's approach to development in the Research Park. The proposed development is designed under the Research and Development parking and land use designations and is consistent with those requirements.	
Policy B-7.3 Encourage investment and activity along El Camino Real and within Stanford Research Park that complements the Research Park and adjacent neighborhoods and enhances their physical appearance.	The proposed design is of high aesthetic and innovative quality which is consistent with many contemporary designs for buildings in the Research Park. This building will serve as a inspiring architectural entry point to the Research Park for visitors.	

The project has been evaluated for consistency with the Zoning Code, and the project meets all applicable development standards. The Stanford Research Park does not have a coordinated area plan or specific design guidelines. The project has been evaluated against the South El Camino Real Design Guidelines which have been included as Attachment E to the staff report.

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,
- preserves, respects and integrates existing natural features that contribute positively to the site and the historic character including historic resources of the area when relevant,
- c. is consistent with the context-based design criteria of the applicable zone district,
- d. provides harmonious transitions in scale, mass and character to adjacent land uses and land use designations,
- e. enhances living conditions on the site (if it includes residential uses) and in adjacent residential areas.

The project is consistent with Finding #2 because:

The design of the project is well ordered and provides a coherent plan that is readily understood in the Stanford Research Park context. The site planning has been arranged to provide for a 20-foot street-side setback along the El Camino Real frontage, with existing and proposed landscaping providing a unifying relief element. The design creates an internal sense of order by providing a well-landscaped public realm along the El Camino Real frontage with the introduction of sidewalk benches and varying points across the site to create an inviting pedestrian amenity. 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 El Camino Real frontage serving as important elements that define the streetscape. The scale, mass and character of the building is appropriate for the Research Park context, which is surrounded by office/R&D buildings to the West and a Restaurant and Hotel to the South. Finding #2.c. is not applicable to the site, as the Municipal Code does not provide context-based design criteria for the Research Park (RP) zoning district.

<u>Finding #3</u>: 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 contemporary design of the building utilizes a variety of complimentary building materials, textures and colors that are appropriate to the setting and context of the Stanford Research Park. The use of winged forms and wood soffit material highlights the building entrances and introduces a sense of depth that enhances the appearance of the building. These entrance

features also provide a fitting contrast in appearance with the glass facade. 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 subterranean garage and providing a substantial landscape buffer from El Camino Real.

<u>Finding #4</u>: 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 existing open space along the Porter Drive frontage while relegating most of the parking improvements to the underground garage. The project presents a functional and accessible design for multiple modes of travel. Circulation from the street to the site would be improved by aligning the driveway with the main entry point to the garage on El Camino Real. Pedestrian access to the building entrances is significantly enhanced by the sidewalk improvements that are included with the project. Pedestrian seating is proposed in the form of benches along El Camino Real. Bicycle parking is convenient and located near building entrances. Adequate vehicle and accessible parking are located conveniently in the surface lot and in the subterranean parking garage. The amount and arrangement of open space is appropriate to the design and the function of the structures as it creates a significant landscape buffer between El Camino Real and adjacent properties.

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

The project is consistent with Finding #5 because:

The 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 London Plane along the El Camino Real street frontage, which provides a significant visual buffer between the street and the proposed building. The landscaping plan supplements the tree canopy with additional plantings, providing a majority of species as native and drought tolerant. As the site is in a developed portion of the Stanford Research Park, it is not considered prime habitat.

<u>Finding #6</u>: 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:

The project has incorporated many elements that indicate a sustainability focus. The building's use of glass along it's 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 and the building will be all electric. The site planning relegates most vehicle parking to a subterranean parking 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 D ZONING COMPARISON TABLE

3300 El Camino Real, 21PLN-00028

Table 1: COMPARISON WITH CHAPTER 18.20 (RP DISTRICT)					
Regulation	Required	Existing	Proposed		
Minimum Site Area, width and depth	1 acre, 100 feet, and 150 feet	2.89 acres	2.89 acres		
Minimum Front Yard	20 feet	Vacant	347 feet		
Rear Yard	20 feet	Vacant	50 feet		
Interior/Street Side Yard	20 feet	Vacant	25; 28 feet		
Special Setback	50 feet – see Chapter 20.08 & zoning maps	Vacant	347 feet		
Max. Site Coverage	30% (37,664 sf)	Vacant	29% (36,379 sf)		
Max. Total Floor Area Ratio	40% (50,355 sf)	Vacant	40% (50,355 sf + 2,517 sf amenity space not included in FAR; 52,872 sf)		
Max. Building Height 35 ft or 25 ft when located within 40 ft of residentially zoned property ^(4,5)		Vacant	35 ft (with additional 7 feet to rooftop mechanical enclosure, allowed per PAMC 18.40.090		
Daylight Plane	N/A	N/A	N/A		
Employee Showers 4 required for new square footage greater than 50,000 sf		Vacant	4 showers		

(4) See subsection 18.20.040(e) below for exceptions to height and floor area limitations in the ROLM and RP zoning districts.

(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 Profession/General Office Uses*						
Туре	Proposed					
Vehicle Parking	1/300 sf of gross floor area for a total of 168 parking spaces	Vacant	170			
Bicycle Parking	1/3,000 sf (80% long term and 20% short term) equals 17 spaces	Vacant	17 (14 long term, 3 short term)			
Loading Space	1 loading spaces for 10,000 – 99,999 sf	Vacant	1			

* On-site employee amenity space is exempted from the parking requirements

SOUTH EL CAMINO REAL DESIGN GUIDELINES

Address/File #: 3300 El Camino Real [21PLN-00028]

This checklist provides a summary of the South El Camino Real Design Guidelines in conjunction with the 1979 Council-adopted El Camino Real (ECR) Design Guidelines, and the

proposed p		posed pro	oject s consistency.	
	Guiding Principles	Propose	d Project	Comments
		is/has:	needs:	
1	Within a pedestrian node (California Av., Barron-Ventura or Triangle at El Camino Way)	N/A		Site is a corridor area
2	A 12' sidewalk (curb face to building) with trees, planters and	х		
2	Sed (ing Ruilt with the front wall (building face) located at the back of		v	The Persoarch Park street side setback on ECP is 20 feet. Unless a variance is approved
5	the sidewalk		^	huilding could not be closer
Λ	Outdoor soating and dining, where appropriate	v		
4 C	A minimum height of 25 feet (2 and 2 story building) to	~ ~		
5	reinforce the street's importance	^		
6	An entry or entries facing El Camino Real, so the building is	Х		Site does not have main entrance on El Camino Real, but has side entry on southern end
	oriented to the street			of building. At the previous hearing, the ARB supported this approach given the proposed
				use of the building.
7	On a street comer, incorporate special features to highlight		Х	An existing major underground City utility easement cuts parallel through the parcel
	building			making construction closer to the corner infeasible.
8	Facades that animate street: doors and windows, arcades,	Х		The ARB previously wanted the applicant to investigate adding a retail component to the
	awnings, balconies, stairs			project to encourage more pedestrian activity from El Camino Real. The applicant has
				added an entry along the southern end of the building, as well as a courtyard area with
				tables and seating closer to the corner of El Camino Real and Hansen Way.
9	Flat roofs and parapets to create cohesive streetscape	х		
10	Facades that have clearly expressed bases, bodies and roofs	Х		
	or parapets .			
11	Scale and presence proportional to the scale and importance	Х		
	of El Camino Real			
12	Adjacent to residential neighborhood, variations in scale,	Х		
	articulation, setbacks			
	Site Planning and Landscape Design Concepts	is/has:	needs:	
	Node Area projects:			
15	At least 75% of building face is at ECR setback line/build-to-	N/A		
	line			
16	On a corner, building occupies 50% of side street frontage		х	An existing major underground City utility easement cuts parallel through the parcel
				preventing construction closer to the corner
	Corridor Area projects (Cal Ventura, Hotel Area):			
18	At least 50% of building face is at ECR setback line/build-to-	Х		100% of building face is located along ECR street side setback of 20 feet.
10	line		Ň	
19	On a comer, building occupies 33% of side street frontage		×	An existing major underground City utility easement cuts parallel through the parcel
	Increased setbacks: (more than the build-to-line)			
21	An increased setback that does not exceed 20 feet of the	Х		
	property frontage length			
22	Public amenities (wider sidewalk, outdoor seating or dining)	Х		Public amenity provided at corner of El Camino Real and Hansen Way
	Curb cuts and parking lots			
24	A minimized curb cut width	Х		Only one curb cut is provided on ECR and Hansen Way
25	An extension of sidewalk material and width across	Х		
	driveways			
26	Sharing driveway with adjoining property	N/A		Site does not share a driveway with adjoining lots. Creating one would require the
				removal of a substantial amount of mature trees.
27	Using alley access or side street access to parking lot	N/A		Access is not provided to the site via an alley.
28	Parking lot no more than 50% of ECR frontage, no more than		Х	The parking lot is not more than 50% of the ECR frontage, however, it is 260 feet long
	120'			which is larger than the 120 recommendation. The ARB previously supported the
	Usable Open Space Amerities			approach given the significant landscape buffer provided along ECR.
20	Attractive and functional plazas, seating and activity areas	v		
30	Activities and runctional plazas, seating and activity areas	~		
31	Canopies and covered trellises		Х	Seating is provided at entry along ECR but not canopies or trellises. PAMC 18.40.060
				would not allow accessory structures to be located in the streetside setback for RP
				districts.

32	Careful treatment of property edges and spaces between	Y		
52	huildings	A		
	Landscane and Hardscane			
22	Editorcive planting and the use of other landscape amonities	v		
33	Extensive planting and the use of other landscape amenities	X		
	to create "outdoor rooms"			
	Site Lighting			
34	Emphasize pedestrian path and safety, minimize glare	Х		
35	Use variety of fixtures that are integrated into	Х		
	buliding/landscape design			
	Alleys			
37	Windows and doors oriented toward alley	N/A		
38	Service facilities screened with enclosures	N/A		
39	Durable, attractive garage doors, entry doors, windows	N/A		
40	lighting directed to not impact adjacent properties	N/A		
	Building Design Concents	is/has	noods	
12	An articulated base, body and roof/paranet	v	neeus.	
42	An articulated base, body and rool/parapet	X		
43	Expressed structural bays	X		
44	Facades parallel to right of ways	X		
45	Exceptions to front or side daylight plane requirements	N/A		
46	Design consistency on all facades	Х		
47	An articulated facade rather than a merely decorative or	Х		
	false front			
48	ADA features as an integral part of building design	Х		
49	Recessed entry arcades		Х	The expected use of the site would be an office where access would be limited. The ARB
				was previously open to creating pedestrian amenities, such as benches, rather than
				requiring other retail or retail-like uses on site to approve this application
	Awnings			
51	Spaces to gather or retreat	v		
52	Habitable space in front of parking	v		
52	Windows	~		
51	Inset/trimmed windows	v		
55	Display windows	~	v	The proposed use will be an office type use where display windows would not be utilized
55	Display windows		~	The APP was according of this given the zone district compared to other uses on ECP
50		V		
50	iransparent doors and windows along at least 75% of ground	X		
	TIOOR ECR facades			
57	I ransparent windows along at least 50% of upper level ECR	Х		
	facades			
	Rooflines			
59	Prominent cornices and rooflines	Х		
60	A flat roof and/or a roof form reflecting facade articulation	Х		
61	Parapet hides rooftop mechanical equipment	Х		
	Materials			
63	Durable, high quality materials to convey integrity.	Х		
	permanence and durability			
64	Materials integral to facade and structure not arbitrarily	х		
	applied	~		
	Signage	is/has:	needs	
66	Sign colors limited as set forth in 1979 El Camino Real Docign	N/A	neeus.	Signage will be proposed in a future application
00	Guidelines	11/71		
67	Sign area limited to 2/2 of the maximum sign area nor DANAC	NI / A		
07	Jight area infinited to 2/5 of the maximum sign area per PAINC	N/A		
68	Integrated into building façade	N/A		
69	Individually formed letters (no sign cabinets)	N/A		
70	Window sign coverage no greater than 20% maximum	N/A		
71	No new pole signs	N/A		
72	Monument signage only when no feasibility for wall signs on	N/A		
	building			
73	Wall wash lighting or halo lighting ("reverse pan channel	N/A		
	letters")/backlighting of signs			
74	letters")/backlighting of signs Colors that coordinate with building colors (no florescent or	N/A		
74	letters")/backlighting of signs Colors that coordinate with building colors (no florescent or very bright colors)	N/A		

ATTACHMENT F DRAFT CONDITIONS OF APPROVAL 3300 El Camino Real 21PLN-00028

PLANNING DIVISION

- CONFORMANCE WITH PLANS. Construction and development shall conform to the approved plans entitled, "3300 El Camion Real" dated September 8, 2022 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 approval included in this document.
- 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. The plans Project plans submitted for Building permits shall incorporate the following changes:
 - a. The proposed London Plane, *Plantanus 'Columbia'*, shall be removed from the plan set due to their ability to cause native CA Sycamore to produce hybrid seeds.
 - b. The 'Drake' cultivar of Chinese Elm is invasive and shall be removed from the plan set.
 - c. 'Giant wildrye' and 'Grey Rush' are invasive and shall be removed from the plan set.
 - d. Species listed under conditions 3(a) 3(c) shall be replaced with native species listed on the Santa Clara Valley Water District's Qualifying Plant List: <u>https://scvwd.dropletportal.com/public/pdf/plant_list/full/</u>.
- 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. TRAFFIC MITIGATING AMENITY SPACE. The approved 50,355 sf building shall include a minimum of 2,517 sf of amenity space to ensure conformance with the allowed FAR for the property. In accordance with the requirements for amenity spaces in PAMC 18.03.040(a)(65)(B)(v), these spaces shall be used solely by employees of the facility. The plans submitted for tenant improvement building permit shall include a floor plan describing the use of the 2,517 square feet of traffic mitigating amenity space. The space may include, but is not limited to, recreational facilities, credit unions, cafeterias, day care centers, automated teller machines, convenience stores, and onsite laundry facilities, subject to review and approval by the Director of Planning and Development Services.

- 7. MITIGATION MONITORING AND REPORTING PROGRAM. The Mitigation Monitoring and Reporting Program associated with the project and attached here as Exhibit A is incorporated by reference and all mitigation measures shall be implemented as described in such document.
- 8. 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.
- 9. TRANSPORTATION MANAGEMENT ASSOCIATION. Employers at the subject site shall participate in the Stanford Research Park Transportation Management Association or any successor Transportation Management Association that is designed to reduce employee commute trips to and from the Stanford Research Park. The property owner shall ensure this condition is included in all lease agreements in order to streamline implementation.
- 10. 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 the 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 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 structure and within the underground parking garage 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.
- 11. ESTIMATED IMPACT FEE: Development Impact Fees, currently estimated in the amount of **\$5,262,126.74** per PAMC 16.58, shall be paid prior to the issuance of the related building permit.
- 12. 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.

- 13. 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))
- 14. LIGHTING. Between the hours of 10:00pm-6:00am (normal cessation of business hours), lighting within the building or on the property shall be reduced to its minimum necessary to facilitate security, in order to minimize light glare at night.
- 15. 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.
- 16. 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.
- 17. 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 <u>Garrett.Sauls@CityofPaloalto.org</u> to schedule this inspection.

SANTA CLARA VALLEY WATER DISTRICT

- 18. A call out shall be shown on the building permit plan set stating no construction equipment shall be stored inside Valley Water's easement.
- 19. The applicant shall submit revised plans, including construction, grading, drainage, topography, utility and landscaping, in addition to a Valley Water encroachment permit to <u>CPRU@valleywater.org</u>, when available. Information on obtaining a Valley Water encroachment permit may be found at: <u>https://www.valleywater.org/contractors/doing-businesses-with-the-district/permits-working-district-land-or-easement</u>.

- 3.f
- 20. Valley Water records show 5 wells on the project site; however, it is always possible that a well exists that is not in Valley Water records. Abandoned or unused wells can provide a vertical conduit for contaminants to pollute groundwater. To avoid impacts to groundwater quality to any wells found on-site they must be properly destroyed in accordance with Ordinance 90-1, which requires issuance of a well destruction permit or registered with Valley Water and protected during construction. Property owners or their representatives shall call the Wells and Water Measurement Unit at (408) 630-2660 for more information regarding well permits and registration for the destruction of wells.

PUBLIC WORKS ENGINEERING

- 21. EXISTING EASEMENTS: Provide a copy of the approvals from entities who benefit from the-onsite easements to verify that the work within these easements would be permitted.
- 22. DEMOLITION PLAN: Place the following note adjacent to an affected tree on the Site Plan and Demolition Plan: "Excavation activities associated with the proposed scope of work shall occur no closer than 10-feet from the existing street tree, or as approved by the Urban Forestry Division contact 650-496-5953. Any changes shall be approved by the same".
- 23. SWPPP: The proposed development will disturb more than one acre of land. Accordingly, the applicant will be required to comply with the State of California's General Permit for Storm Water Discharges Associated with Construction Activity. This entails filing a Notice of Intent to Comply (NOI), paying a filing fee, and preparing and implementing a site-specific storm water pollution prevention plan (SWPPP) that addresses both construction-stage and post-construction BMP's for storm water quality protection.
- 24. EXCAVATION & GRADING PERMIT: An Excavation and Grading Permit shall be obtained per PAMC Chapter 16.28 prior to building permit approval. The permit application and all required documents shall be submitted to Public Works Engineering. The application can be obtained from a member of Public Works Engineering Services or at the following link: <u>https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits</u>
- 25. ROUGH GRADING: 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, elevator pit elevation, ground monitoring wells, limits of over excavation, stockpile area of material, overall earthwork volumes (cut and fill), temporary shoring for any existing facilities, ramps for access, crane locations (if any), tree protection measures, etc.
- 26. CONSTRUCTION SHORING: Provide a shoring plan as a part of the Excavation & Grading Permit and Building Permit. The plans shall address any impacts to existing utilities. If tiebacks are proposed they shall:
 - a. Clearly indicate the appropriate clearances from existing utilities (as determined by the City of Palo Alto Utilities) and
 - b. Not extend onto adjacent private property, existing easements, or into the City's right-ofway without having first obtained written permission from the private property ow Packet Pg. 44

and/or an encroachment permit from Public Works. Plot and label the tree protection measures on the shoring plans.

- 27. CONSTRUCTION DEWATERING: This project may require dewatering during construction due to the groundwater level relative to the excavation. Dewatering activities are closely monitored, and regulations are strictly enforced by Public Works Engineering. Refer to the following link and navigate to "Construction Dewatering Plan Design Guidelines" for more information: https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits
- 28. GROUNDWATER PLUME: Applicant shall be advised that the project is located within a contaminated groundwater plume. As a result, any dewatering operations shall require the use of a secant/cut-off wall prior to any excavation.
- 29. STREETWORK PERMIT: The applicant shall obtain a streetwork permit from Public Works Engineering for any construction in the public right-of-way. <u>https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits</u>
- 30. ENCROACHMENT PERMIT: The applicant shall obtain an encroachment permit from Public Works Engineering for work in the public right-of-way associated with the Logistic Plan. <u>https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits</u>
- 31. LOGISTICS PLAN: The applicant shall prepare a construction logistics plan for the work associated with the Excavation and Grading permit. Plan shall be submitted to Public Works Engineering and shall address 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, on-site staging and storage areas, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact. The plan shall be prepared and submitted along the Grading and Excavation Permit. It shall include notes as indicated on the approved Truck Route Map for construction traffic to and from the site. Plan shall also indicate if any bus stop(s) will need to be relocated. Refer to the Logistics Plan Preparation Guidelines document below: https://www.cityofpaloalto.org/files/assets/public/public-works/engineering-services/webpages/forms-andpermits/logistics-plan-preparation-guidelines-2021.pdf
- 32. C.3 THIRD PARTY CERTIFICATION: Applicant shall provide certification from a qualified third-party reviewer that the proposed permanent storm water pollution prevention measures comply with the requirements of Provision C.3 and Palo Alto Municipal Code Chapter 16.11. The third-party reviewer shall provide the following documents to Public Works prior to building permit approval:
 - a. Stamped and signed C.3 data form from SCVURPPP.
 - b. Final stamped and signed letter confirming which documents were reviewed and that the project complies with Provision C.3 and PAMC 16.11.

33. C.3 STORMWATER AGREEMENT: The applicant shall enter into a Stormwater Maintenance Agreement with the City to guarantee the ongoing maintenance of the permanent storm water pollution prevention measures. The agreement shall be signed and notarized by the applicant team prior to building permit approval.

Note that the City will hold onto the agreement and record with the County once it is verified that all stormwater pollution prevention measures have been installed per the agreement. Any revisions to the C.3 stormwater pollution prevention measures that are necessary to facilitate installation of said measures shall also require revision of the agreement.

- 34. C.3 FINAL THIRD PARTY CERTIFICATION PRIOR TO OCCUPANCY: 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, the third-party reviewer shall submit to the City a certification verifying that all the permanent storm water pollution prevention measures were installed in accordance with the approved plans.
- 35. PAVEMENT RESURFACING: Add the following note to the Site Plan adjacent to the public right-ofway on Hansen Way: "Applicant and contractor will be responsible for resurfacing by 3.5" grind and overlay to portions of Hansen Way based on the roadway surface condition after project completion and limits of trench work. At a minimum pavement resurfacing of the full width of the street along the project frontage may be required." Plot and label the area to be resurfaced as hatched on the site plan.
- 36. IMPERVIOUS SURFACE AREA WORKSHEET: The applicant shall fill out and include with the building permit submittal the Impervious Area Worksheet for Land Developments. The sheet can be obtained from a staff member of Public Works Engineering Services or at the following link under "Public Works Plan Review Documents": <u>https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits</u>
- 37. STORM WATER POLLUTION PREVENTION SHEET: The City's full-sized "Pollution Prevention It's Part of the Plan" sheet shall be included in the improvement plans. The sheet can be obtained from a staff member of Public Works Engineering Services or at the following link under "Public Works Plan Review Documents": <u>https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits</u>
- 38. PUBLIC WORKS STANDARD CONDITIONS SHEET: The Department of Public Work's full-sized "Standard Conditions" sheet shall be included in the improvement plans and the applicant shall comply with all conditions listed in the sheet. The sheet can be obtained from a staff member of Public Works Engineering Services or at the following link under "Public Works Plan Review Documents": <u>https://www.cityofpaloalto.org/Departments/Public-Works/Engineering-Services/Forms-and-Permits</u>

BUILDING DIVISION

39. A building permit is required to be submitted for the project.

STORM WATER/WATER QUALITY

The following conditions are required to be part of any Planning application approval and shall be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. as further described below.

PRIOR TO THE ISSUANCE OF ANY BUILDING PERMIT:

40. PAMC 16.09.055 Unpolluted Water

- a. Unpolluted water shall not be discharged through direct or indirect connection to the sanitary sewer system.
- b. And PAMC 16.09.175 (b) General prohibitions and practices
- c. Exterior (outdoor) drains may be connected to the sanitary sewer system only if the area in which the drain is located is covered or protected from rainwater run-on by berms and/or grading, and appropriate wastewater treatment approved by the Superintendent is provided. For additional information regarding loading docks, see section 16.09.175(k)

41. PAMC 16.09.180(b)(9) Covered Parking

a. If installed, parking garage floor drains on interior levels shall be connected to an oil/water separator prior to discharging to the sanitary sewer system. The oil/water separator shall be cleaned at a frequency of at least once every twelve months or more frequently if recommended by the manufacturer or the superintendent. Oil/water separators shall have a minimum capacity of 100 gallons.

42. PAMC 16.09.180(b)(14) Architectural Copper

- a. On and after January 1, 2003, copper metal roofing, copper metal gutters, copper metal down spouts, and copper granule containing asphalt shingles shall not be permitted for use on any residential, commercial or industrial building for which a building permit is required. Copper flashing for use under tiles or slates and small copper ornaments are exempt from this prohibition. Replacement roofing, gutters and downspouts on historic structures are exempt, provided that the roofing material used shall be prepatinated at the factory. For the purposes of this exemption, the definition of "historic" shall be limited to structures designated as Category 1 or Category 2 buildings in the current edition of the Palo Alto Historical and Architectural Resources Report and Inventory.
- 43. PAMC 16.09.180(b)(5) Condensate from HVAC
 - a. Condensate lines shall not be connected or allowed to drain to the storm drain system.
- 44. PAMC 16.09.180(b)(6) Copper Piping
 - a. Copper, copper alloys, lead and lead alloys, including brass, shall not be used in sewer lines, connectors, or seals coming in contact with sewage except for domestic waste sink traps and short lengths of associated connecting pipes where alternate materials are not practical. The plans must specify that copper piping will not be used for wastewater plumbing.

45. PAMC 16.09.180(12) Mercury Switches

a. Mercury switches shall not be installed in sewer or storm drain sumps.

46. Stormwater treatment measures

- a. All Bay Area Municipal Regional Stormwater Permit requirements shall be followed.
- b. Refer to the Santa Clara Valley Urban Runoff Pollution Prevention Program C.3 Handbook (download here: <u>http://scvurpppw2k.com/c3_handbook.shtml</u>) for details.
- c. For all C.3 features, vendor specifications regarding installation and maintenance should be followed and provided to city staff. Copies must be
- d. submitted to Pam Boyle Rodriguez at pamela.boylerodriguez@cityofpaloalto.org. Add this bullet as a note to the building plans.
- e. Staff from Stormwater Program (Watershed Protection Division) may be present during installation of stormwater treatment measures. Contact Pam Boyle Rodriguez, Stormwater Program Manager, at (650) 329-2421 before installation. Add this bullet as a note to building plans on Stormwater Treatment (C.3) Plan.

47. Bay-friendly Guidelines (rescapeca.org)

- a. 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: <u>http://www.stopwaste.org/resource/brochures/bay-friendly-landscape-guidelines-sustainablepractices-landscape-professional</u> for guidance. Add this bullet as a note to the building plans.
- b. Avoid compacting soil in areas that will be unpaved. Add this bullet as a note to the building plans.

48. Stormwater quality protection

- a. Temporary and permanent waste, compost and recycling containers shall be covered to prohibit fly-away trash and having rainwater enter the containers.
- b. Drain downspouts to landscaping (outward from building as needed).
- c. Drain HVAC fluids from roofs and other areas to landscaping.
- d. Offsite downgrade storm drain inlets shall also be identified on this plan set and protected. If City staff removes protection from an inlet in the ROW during a rain event, the contractor shall replace the inlet protection by the end of the following business day.

RECYCLING

As part of building permit review, the project shall comply with the following regulations:

49. PAMC 5.20.108 Internal/External Waste Stations.

The following comments below are part of the Palo Alto Municipality Code and cut-sheets for the color-coded internal and external containers, related color-coded millwork, and it's colored signage must be included in the building plans prior to receiving approval from Zero Waste.

Per Palo Alto Municipal Code 5.20.108 the site is required to have color-coded refuse containers, related color-coded millwork, and colored signage. The three refuse containers shall include recycle (blue container), compost (green container), and garbage (black container). Applicant shall present on the plan the locations and quantity of both (any) internal and external refuse containers, it's millwork, along with the signage. This requirement applies to any external or internal refuse containers located in common areas such entrances, coffee area, break room, mother's room, and etc. except for restrooms, copy area, and mother's room. Millwork to store the color-coded refuse containers must have a minimum of four inches in height, wrapping around the full width of the millwork. S

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must be color coded with photos or illustrations of commonly discarded items. Restrooms must have a green compost container for paper towels and an optional black landfill container if applicable. Copy area must have either a recycle bin only or all three refuse receptacles (green compost, blue recycle, and black landfill container). Mother's room must minimally have a green compost container and black landfill container. Please refer to PAMC 5.20.108 and the Internal Container Guide. Examples of appropriate signage can be found in the Managing Zero Waste at Your Business Guide. Electronic copies of these signage can be found on the Zero Waste Palo Alto's website, <u>https://bit.ly/3QvfmtM</u> and hard copies can be requested from the waste hauler, Greenwaste of Palo Alto, (650) 493-4894.

URBAN FORESTRY

- 50. 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 Technical Manual, Addendum in the Tree 11.
- 51. 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.
- 52. 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.
- 53. 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.
- 54. BUILDING PERMIT SUBMITTAL- PROJECT ARBORIST CERTIFICATION LETTER. Prior to submittal for staff review, attach a <u>Project Arborist Certification Letter</u> 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 <u>arranged with the contractor or owner</u> (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 <u>prior to approval</u> from City.
- 55. 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.

- 56. 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.
- 57. 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 (<u>Tree Protection-it's Part of the Plan!</u>), available on the Development Center website at <u>http://www.cityofpaloalto.org/civicax/filebank/documents/31783</u>. 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. <u>The Tree Preservation Report (TPR)</u>. 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. <u>Plans to show protective tree fencing.</u> 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

The final plans submitted for building permit shall include the following information:

- 58. The applicant shall comply with all the Electric Utility Engineering Department service requirements noted during plan review.
- 59. 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.
- 60. The applicant shall submit a request to disconnect all existing utility services and/or meters including a signed affidavit of vacancy, on the form provided by the Building Inspection Division. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued after all utility services and/or meters have been disconnected and removed.

THE FOLLOWING SHALL BE INCORPORATED IN SUBMITTALS FOR ELECTRIC SERVICE

- 61. A completed Electric Load Sheet and a full set of plans must be included with all applications involving electrical work. The load sheet must be included with the preliminary submittal.
- 62. 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.
- 63. Only one electric service lateral is permitted per parcel. Utilities Rule & Regulation #18.
- 64. If this project requires padmount transformers, the location of the transformers shall be shown on the site plan and approved by the Utilities Department and the Architectural Review Board. Utilities Rule & Regulations #3 & #16 (see detail comments below).
- 65. The developer/owner shall provide space for installing padmount equipment (i.e. transformers, switches, and interrupters) and associated substructure as required by the City.
- 66. 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.
- 67. Location of the electric panel/switchboard shall be shown on the site plan and approved by the Architectural Review Board and Utilities Department.
- 68. 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.
- 69. For services larger than 1600 amps, the customer will be required to provide a transition cabinet as the interconnection point between the utility's padmount transformer and the customer's main switchgear. The cabinet design drawings must be submitted to the Electric Utility Engineering Department for review and approval.
- 70. For underground services, no more than four (4) 750 MCM conductors per phase can be connected to the transformer secondary terminals; otherwise, bus duct must be used for connections to padmount transformers. If customer installs a bus duct directly between the transformer secondary terminals and the main switchgear, the installation of a transition cabinet will not be required.
- 71. The customer is responsible for sizing the service conductors and other required equipment according to the National Electric Code requirements and the City standards. Utilities Rule & Regulation #18.

- 72. 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.
- 73. For primary services, the standard service protection is a padmount fault interrupter owned an 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.
- 74. 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.
- 75. Projects that require the extension of high voltage primary distribution lines or reinforcement of offsite electric facilities will be at the customer's expense and must be coordinated with the Electric Utility.

DURING CONSTRUCTION

- 76. 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.
- 77. At least 48 hours prior to starting any excavation, the customer must call Underground Service Alert (USA) at 1-800-227-2600 to have existing underground utilities located and marked. The areas to be check by USA shall be delineated with white paint. All USA markings shall be removed by the customer or contractor when construction is complete.
- 78. The customer is responsible for installing all on-site substructures (conduits, boxes and pads) required for the electric service. No more than 270 degrees of bends are allowed in a secondary conduit run. All conduits must be sized according to National Electric Code requirements and no 1/2 inch size conduits are permitted. All off-site substructure work will be constructed by the City at the customer's expense. Where mutually agreed upon by the City and the Applicant, all or partof the off-site substructure work may be constructed by the Applicant.
- 79. 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.
- 80. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.
- 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 National 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.
- 84. Catalog cut sheets may not be substituted for factory drawing submittal.
- 85. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.
- AFTER CONSTRUCTION & PRIOR TO FINALIZATION
 - 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.

PRIOR TO ISSUANCE OF BUILDING OCCUPANCY PERMIT

- 87. The applicant shall secure a Public Utilities Easement for facilities installed on private property for City use.
- 88. All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.
- 89. All fees must be paid.
- 90. All Special Facilities contracts or other agreements need to be signed by the City and applicant.
- 91. The site plan drawing should show also include the location of conduit from the transformer to switchgear and from the switchgear to the offsite service point. CPAU can help with the conduit routing from the system to the transformer.
- 92. Customer shall provide a 10'x10' easement for Utilities equipment, in this case the transformer. A 5' wide easement for conduit to the offsite service connection as well as a 6' x 5' easement for a primary pull box that will be needed in front of the transformer.
- 93. The existing streetlights shall be replaced in kind or per Planning department's recommendation.
- 94. If you are interested in connecting to CPAU's dark fiber ring it is advantageous to start the investigation process now to see where the nearest service point would be available.

OFFICE OF TRANSPORTATION

The Office of Transportation has reviewed the TDM plan, for the new office building located at 3300 El Camino Real, and found the proposed measures in general conformance with the intent of the city's TDM program for private development projects of this size, use, and location. Based on the project conditions of approval, the TDM program must reduce weekday peak-hour motor vehicle trips by 30% compared to baseline trip generation projections shown in the project's Traffic Study. In addition to the requirements found within the TDM plan, the following standards and procedures apply:

- 95. Required measures shall remain in full force for the life of the project unless altered by the City.
- 96. Prior to conducting required reoccurring performance monitoring activities, the applicant shall engage a qualified third-party professional and follow the trip monitoring procedure proposed in the TDM plan. Monitoring reports shall be submitted to the Office of Transportation two years after building occupancy and again every year thereafter. (PAMC 18.52.050(d)(2))
- 97. If the required 30% reduction in motor vehicle trips is not achieved based on the results of the ongoing monitoring program, the director may require changes to the TDM program to meet required trip reduction targets or impose administrative penalties if identified deficiencies are not addressed within six months. (PAMC 18.52.050(d)(4)).

PUBLIC ART

- 98. The following conditions are required to be part of any Planning application approval and shall be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. as further described below:
 - a. If commissioning art on site, the applicant must complete their final review and receive approval from the Public Art Commission prior to the issuance of a building permit;
 - If the applicant chooses to pay a contribution into the Public Art fund in-lieu of commissioning art on site, the contribution must be made prior to the issuance of a building permit;
 - c. All information and application materials may be found at <u>www.cityofpaloalto.org/publicart</u> under "policies and documents" tab.

Attachment G

Project Plans and Environmental Documents

The project plans and environmental documents are only available to the public online. Hardcopies of the plans have been provided to Board members.

Directions to review Project plans online:

- 1. Go to: <u>bit.ly/PApendingprojects</u>
- 2. Scroll down to find "3300 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:

https://www.cityofpaloalto.org/News-Articles/Planning-and-Development-Services/3300-El-Camino-Real