



Architectural Review Board

Staff Report

Agenda Date: December 5, 2013

To: Architectural Review Board

From: Clare Campbell, Planner

Department: Planning and
Community Environment

Subject: **500 University Avenue [13PLN-00391]**: Request by Thoits Brothers Inc. for Major Architectural Review to allow the construction of a new 26,806 sq. ft. three-story office and retail building in the CD-C (GF) (P) zone district replacing the one-story 15,899 sq. ft. commercial building. The project includes a Design Enhancement Exception (DEE) request to allow roof-top elements to exceed the 50 foot height limit by a maximum of 11 feet. Environmental Assessment: Exempt from the provisions of the California Environmental Quality Act (CEQA) per CEQA Guidelines Section 15332.

RECOMMENDATION

Staff recommends that the Architectural Review Board (ARB) recommend the Director of Planning and Community Environment approve the proposed project, based upon the required findings (Attachments A & B) and subject to the conditions of approval (Attachment C).

BACKGROUND

Site Information

The 16,606 square foot corner project site has an existing one-story retail building, built in the late 1950's. The site is located close to the northerly edge of the downtown Palo Alto commercial area and is within the Downtown Parking Assessment District. The buildings along University Avenue, moving away from downtown, are predominantly low one-story structures. On Cowper Street the site is separated from the neighboring three-story building by the access driveway to the five-story public parking garage (Webster Cowper Garage). Running along the back of the site, parallel to University, is a public walkway providing connections to the businesses and the garage. Across the streets, on the other three corners of the intersection, are taller buildings ranging from three to fifteen stories. The corner with the Hotel President, 488 University Ave, provides ground floor commercial use and six stories of residential apartments above; the remaining two corners have retail on the ground floor and office uses above. The existing

development does not provide on-site parking and was assessed for 64 spaces associated with the existing 15,899 sq. ft. building.

Project Description

The proposed project includes the demolition of the existing one-story building and the construction of a new three-story, 26,806 square foot commercial building with ground floor retail, two floors of office, roof-top terrace, and a below grade garage providing 42 65 parking spaces. The new building would have a reduced footprint, as compared to the existing condition, to provide new open space areas such as a new 20 foot wide pedestrian access alley from University Avenue to the public parking structure, wider sidewalks, and an open plaza space.

Parking figure
corrected
1/27/14

The “warm modern” design of the building predominantly uses stone, glass and metal in earth-tone colors as the finish materials for the project. Smooth stone is used on the columns around the building and on the north (University Avenue) and the south elevations. This stone is also used on the armature element that brings emphasis to the corner of the building. The project incorporates vertical glass shade fins and bronze metal sun shades for solar protection. On the ground floor, all sides of the building incorporate covered pedestrian walkways.

The new landscaping palette includes a variety of new plant material and includes 13 36-inch box Little Leaf Linden trees (for shade), three 36-inch box Southern Live Oaks, and one 60-inch box Coast Live Oak on the street-side of the plaza. The project removes seven existing street trees and retains the mature Sycamore trees at the street corner and on University Avenue. Outdoor seat walls are provided within the plaza and in the new pedestrian alley to support gathering places.

The plans show some additional elements such as the outdoor furniture and signage; these are for reference only and the final details of which will return for separate Architectural Review. The one sign element that is included for review and action is the 28 square foot “500” address number proposed at the primary corner of the building, as shown on Sheet SP2.1 of Attachment F.

Please refer to the applicant’s project description and plans for additional project details (Attachment D and F).

DISCUSSION

Zoning Compliance

The proposed project, with the approval of the Design Enhancement Exception, is in compliance with development standards for the Commercial Downtown Zone District (CD-C). A summary indicating the project’s conformance with the development standards is provided as Attachment E. The Floor Area Ratio (FAR) standard for development of a 100% commercial project in the CD-C zone district is a 1.0:1 FAR (16,606 sq. ft.). Additional floor area for commercial use is allowed with the use of Transferrable Development Rights (TDRs) up to an additional 10,000 sq. ft. and with the 200 sq. ft. bonus (which is not exempt from parking). The project’s proposed FAR (26,806 sq. ft.) would be the maximum allowed utilizing TDRs and the 200 sq. ft. bonus.

The project includes a few elements that exceed the 50 foot height limit for the CD-C zone district. The applicant is requesting consideration of a Design Enhancement Exception (DEE) in order to exceed the height limit; the DEE details are discussed below.

In addition, the applicant has interest in potentially providing ground-floor office space. Because this site is within the GF (Ground Floor) Overlay zoning, office use is restricted to a maximum of twenty-five percent of the ground floor area that is *not* fronting on a street. Sheet A2.1 of the project plans, Attachment F, indicates the area that could feasibly be used as office; it is not street facing and would be no larger than 25% of the ground floor area (1,575 sq. ft.). Staff has determined that this location for office space would be compliant with the GF requirements.

Pedestrian Shopping Combining District

The project is required to comply with the Pedestrian Shopping Combining District (P), which requires new construction and building alterations to include design features intended to create pedestrian or shopper interest, to provide weather protection for pedestrians, and to preclude inappropriate or inharmonious building design and siting. The required features include:

1. Display windows, or retail display areas;
2. Pedestrian arcades, recessed entryways, or covered recessed areas designed for pedestrian use with an area not less than the length of the adjoining frontage times 1.5 feet; and
3. Landscaping or architectural design features intended to preclude blank walls or building faces.

The project includes large windows for the majority of the ground floor elevations, meeting the retail/display window requirements. The project has 264 linear feet of street frontage, and is therefore required to provide 396 sq. ft. of covered recessed area for pedestrian use. The project exceeds this requirement and provides recessed arcades along all four sides of the building. The project also creates wider sidewalks, a plaza gathering space, and new landscaping throughout, all of which enhance the pedestrian friendly qualities of the project.

Context-Based Design Considerations and Findings

In addition to Zoning Compliance and Architectural Review approval findings, Context-Based Design Considerations and Findings found in PAMC Chapter 18.18 are applicable to projects in the downtown commercial zone district. The following findings appear relevant to this project are listed for discussion purposes:

1. Pedestrian and Bicycle Environment: The design of new projects shall promote pedestrian walkability, a bicycle friendly environment, and connectivity through design elements.
2. Street Building Facades: Street facades shall be designed to provide a strong relationship with the sidewalk and the street(s), to create an environment that supports and encourages pedestrian activity through design elements.
3. Massing and Setbacks: Buildings shall be designed to minimize massing and conform to proper setbacks.
4. Project Open Space: Private and public open space shall be provided so that it is usable for the residents, visitors, and/or employees of a site.

5. Sustainability and Green Building Design: Project design and materials to achieve sustainability and green building design should be incorporated into the project. Green building design considers the environment during design and construction.

The project has incorporated project elements that address the Context-Based Design requirements and the findings are discussed in Attachment B.

Downtown Urban Design Guide

The Downtown Urban Design Guide (Guide) provides direction to the applicant, staff and ARB regarding development and design in the downtown area. The Guide divides the downtown area into districts, each having a unique identity and design characteristics. The project site is in the Cowper Center District, which is centered around the intersection of Cowper Street and University Avenue. The Guide identifies the project site as one to be developed with “strong building volumes,” and the current proposal appears to be consistent with this goal. Development within the Cowper Center District should help define the eastern end of the downtown area and promote active destination points. The project’s building design, ground floor retail uses, and amenities (e.g. new walkway and plaza) are consistent with the Guide.

Design Enhancement Exception

The purpose of a Design Enhancement Exception (DEE) is to permit a minor exception to zoning regulations when doing so will enhance the design of a proposed project without altering the function or use of the site, or its impact on surrounding properties. A DEE may be requested for the following circumstances (PAMC Section 18.76.050(b)):

- (1) Design enhancement exceptions may be granted to the site development and parking and loading requirements otherwise applicable under Title 18, as part of the architectural review process, when such exceptions will enhance the appearance and design of commercial and multiple-family development and other development subject to architectural review.
- (2) Items for which design enhancement exceptions may be granted include, but are not limited to, dormers, eave lines, roof design, bay windows, cornices, parapets, columns, arcades, fountains, art, ornamentation, atriums, balconies, trellises, moldings, balustrades, stairs, entry features, and other minor architectural elements and design features.
- (3) Generally, design enhancement exceptions are limited to minor changes to the setback, daylight plane, height, lot coverage limitations, parking lot design and landscaping configuration, and additional flexibility in the required proportion between private and common open space.
- (4) No design enhancement exception shall be granted under this section that would increase floor area, decrease the number of required parking spaces, decrease the amount of required on-site landscaping, or decrease the required open space.

The proposed project requires a DEE for the following building elements that exceed the 50 foot height limit:

- Stone armature: exceeds the height limit by 4’-5”;
- Roof-top trellis: exceeds the height limit by 3’-6”;

- Elevator and overrun: exceeds the height limit by 10'-4"; and
- Two enclosed stairwells: exceeds the height limit 4'-0".

Please see Sheet A1.2 of the plans (Attachment F) for details on the DEE elements. The requested DEE to exceed the height limit is consistent with the types of allowable exceptions cited above. Staff supports the proposed DEE, and the findings for approval are provided in Attachment A.

Parking

The proposed project, with 26,806 sq. ft. of FAR, requires a total of 107 parking spaces, and with the inclusion of specific adjustments, the project qualifies for a reduction in the required on-site parking spaces. The on-site parking spaces required for this project is 23 and the proposed plan includes 42 spaces within the below grade garage, exceeding the code requirements for on-site parking. A detailed breakdown of the parking is provided below in Table 1.

Table 1. Parking Summary

Required spaces before adjustment	107 spaces
Credits	
Assessed spaces (based on 15,899 sf)	- 64 spaces
Transfer of Development Rights (based on 5,000 sf)	-20 spaces
Required spaces after credits	23 spaces
Spaces provided	42 65 spaces

Parking figure
corrected 1/27/14

ENVIRONMENTAL REVIEW

Pursuant to California Environmental Quality act (CEQA), this project is Categorically Exempt under CEQA Guidelines Section 15332 (In-fill Development Projects). This exemption is intended to promote infill development within urbanized areas and consists of environmentally benign projects which are consistent with local general plan and zoning requirements. The proposed project meets the following five thresholds for a project to qualify for this exemption: (1) The project is consistent with the applicable general plan designation and all applicable general plan policies as well as with applicable zoning designation and regulations; (2) The proposed development occurs within city limits on a project site of no more than five acres substantially surrounded by urban uses; (3) The project site has no value as habitat for endangered, rare or threatened species; (4) Approval of the project would not result in any significant effects relating to traffic, noise, air quality, or water quality; and (5) The site can be adequately served by all required utilities and public services.

ATTACHMENTS

- Attachment A: Draft ARB and DEE Findings
- Attachment B: Draft Context-Based Design Findings
- Attachment C: Draft Conditions of Approval
- Attachment D: Project Description*
- Attachment E: Zoning Compliance Table


Attachment F: Development Plans (Board Members Only)*


* Prepared by Applicant; all other attachments prepared by Staff

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FINDINGS FOR APPROVAL
500 University Avenue [13PLN-00391]

Architectural Review Findings (PAMC 8.76.020)

1. *The design is consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.*

This finding can be made in the affirmative in that the project incorporates quality design that recognizes the importance of the area as described in the Comprehensive Plan. The project is also consistent with The Palo Alto Comprehensive Plan policies related to business and economics. The Comprehensive Plan encourages owners to upgrade or replace existing commercial properties so that these commercial areas are more competitive and better serve the community. The proposed project is also consistent with the following Comprehensive Goals and Policies: Program L-11: Promote increased compatibility, interdependence, and support between commercial and mixed use centers and the surrounding residential neighborhoods; and Policy L-23: Maintain and enhance the University Avenue/Downtown area as the central business district of the City, with a mix of commercial, civic, cultural, recreational and residential uses; promote quality design that recognizes the regional and historical importance of the area and reinforces its pedestrian character.

2. *The design is compatible with the immediate environment of the site.*

This finding can be made in the affirmative in that the existing environment is comprised of multi-story commercial buildings with various building styles. The proposed design of the three story project is compatible with the urban context of the commercial development along University Avenue.

3. *The design is appropriate to the function of the project.*

This finding can be made in the affirmative in that the design of the new building is consistent with modern commercial buildings in the higher intensity downtown area and includes pedestrian arcades and open plaza feature that enhance the users' experience of the building.

4. *In areas considered by the board as having a unified design character or historical character, the design is compatible with such character.* This finding is not applicable.

5. *The design promotes harmonious transitions in scale and character in areas between different designated land uses.* This finding is not applicable; the site is surrounded by the Comprehensive Plan land use Community Commercial designation and is not between different land uses.

6. *The design is compatible with approved improvements both on and off the site.*

ATTACHMENT A

This finding can be made in the affirmative in that the project is compatible in terms of height, massing, and design with the neighboring buildings and the overall surrounding office and retail uses of the downtown commercial area.

7. *The planning and siting of the various functions and buildings on the site create an internal sense of order and provide a desirable environment for occupants, visitors and the general community.*

This finding can be made in the affirmative in that the building amenities (open space, entries, parking, etc.) are accessible and attractive to users.

8. *The amount and arrangement of open space are appropriate to the design and the function of the structures.*

This finding can be made in the affirmative in that the project provides open space areas by creating larger sidewalks, establishing a new landscaped pedestrian connection from University Avenue and installing a landscaped public plaza for all to use.

9. *Sufficient ancillary functions are provided to support the main functions of the project and the same are compatible with the project's design concept.*

This finding can be made in the affirmative in that the open space, parking, and refuse areas are compatible with the project's design.

10. *Access to the property and circulation thereon are safe and convenient for pedestrians, cyclists and vehicles.*

This finding can be made in the affirmative in that the building is easily approachable by all modes of transportation and the automobile circulation is safe and does not introduce any significant changes to the adjacent street and sidewalk system.

11. *Natural features are appropriately preserved and integrated with the project.*

This finding can be made in the affirmative in that the mature Sycamore street trees at the street corner and along University Avenue are being preserved.

12. *The materials, textures, colors and details of construction and plant material are appropriate expression to the design and function.*

This finding can be made in the affirmative in that the proposed design with the use of smooth stone, glazing, metal and glass solar shading, and earth-tone colors are compatible elements for a modern commercial development in the Downtown environment. Landscaping is discussed in Finding 13.

13. *The landscape design concept for the site, as shown by the relationship of plant masses, open space, scale, plant forms and foliage textures and colors create a desirable and functional environment.*

This finding can be made in the affirmative in that the project introduces a significant amount of new landscaping to the site and includes 13 36-inch box Little Leaf Linden trees (for shade), three 36-inch box Southern Live Oaks, and one 60-inch box Coast Live Oak on the street-side of the plaza. The project removes seven existing street trees and retains the mature Sycamore trees at the street corner and on University Avenue. Outdoor seat walls are provided within the plaza and in the new pedestrian alley to support gathering places. The design and placement of these outdoor features are complimentary to the project and enhance the site.

14. Plant material is suitable and adaptable to the site, capable of being properly maintained on the site, and is of a variety which would tend to be drought-resistant to reduce consumption of water in its installation and maintenance.

This finding can be made in the affirmative in that the selected landscaping is relatively low maintenance and drought tolerant.

15. The project exhibits green building and sustainable design that is energy efficient, water conserving, durable and nontoxic, with high-quality spaces and high recycled content materials.

This finding can be made in the affirmative. The project, for example, incorporates high efficiency glazing, low-flow plumbing fixtures, drought tolerant planting, bike parking and showering facilities, and a highly efficient VAV system.

16. The design is consistent and compatible with the purpose of architectural review as set forth in subsection 18.76.020(a).

This finding can be made in the affirmative in that the project design promotes visual environments that are of high aesthetic quality and variety.

Design Enhancement Exception Findings (PAMC 18.76.050)

The requested Design Enhancement Exception (DEE) is to allow the following building elements that exceed the 50 foot height limit:

- Stone armature: to exceed the height limit by 4'-5";
- Roof-top trellis: to exceed the height limit by 3'-6";
- Elevator and overrun: to exceed the height limit by 10'-4"; and
- Two enclosed stairwells: to exceed the height limit 4'-0".

1. There are exceptional or extraordinary circumstances or conditions applicable to the property or site improvements involved that do not apply generally to property in the same zone district.

This finding can be made in the affirmative in that the site is located on a prominent corner of the downtown core and development on this corner should have "strong building volumes" as indicated in the Downtown Urban Design Guide. The additional height requested brings

ATTACHMENT A

emphasis to the building and the eastern edge of the downtown area and implements the goals of the Downtown Urban Design Guide.

2. *The granting of the application will enhance the appearance of the site or structure, or improve the neighborhood character of the project and preserve an existing or proposed architectural style, in a manner which would not otherwise be accomplished through strict application of the minimum requirements of this title (Zoning) and the architectural review findings set forth in Section 18.76.020(d).*

This finding can be made in the affirmative in that the roof-top elements support the active use of the roof-top terrace and enhance the connection to the street. The elevator and stair access to the roof-top are code required elements that if not provided, would eliminate the use of the roof-top open space. The trellis and stone armature bring architectural interest to the building and enhance the overall design.

3. *The exception is related to a minor architectural feature or site improvement that will not be detrimental or injurious to property or improvements in the vicinity and will not be detrimental to the public health, safety, general welfare or convenience.*

This finding can be made in the affirmative in that the project will be constructed in accordance with all code requirements of the City of Palo Alto and will be neither detrimental nor injurious to surrounding properties, public health, safety, general welfare, or convenience. The proposed roof-top elements will enhance the use of the site and the overall building design and adds value to the site and immediate vicinity.

FINDINGS FOR APPROVAL
CONTEXT-BASED DESIGN CONSIDERATIONS AND FINDINGS
500 University Avenue [13PLN-00391]

Pursuant to PAMC 18.18.110(b), in addition to the findings for Architectural Review contained in PAMC 18.76.020(d), the following additional findings have been made in the affirmative:

- (1) **Pedestrian and Bicycle Environment.** *The design of new projects shall promote pedestrian walkability, a bicycle friendly environment, and connectivity through design elements.* This finding can be made in the affirmative in that the project provides pedestrian arcades, a pathway connection between University Avenue and the public parking garage, in addition to bike racks near the building entrances. The project also includes bike lockers and showering facilities in the garage to support the bicycle environment.
- (2) **Street Building Facades.** *Street facades shall be designed to provide a strong relationship with the sidewalk and the street(s), to create an environment that supports and encourages pedestrian activity through design elements.* This finding can be made in the affirmative in that the facade includes glazing and a pedestrian arcade around the building creating a visual connection to the sidewalk and street.
- (3) **Massing and Setbacks.** *Buildings shall be designed to minimize massing and conform to proper setbacks.* This finding can be made in the affirmative in that the project has incorporated articulation that facilitates the appearance of reducing the mass of the building.
- (4) **Low-Density Residential Transitions.** *Where new projects are built abutting existing lower scale residential development, care shall be taken to respect the scale and privacy of neighboring properties.* This finding does not apply.
- (5) **Project Open Space.** *Private and public open space shall be provided so that it is usable for residents, visitors, and/or employees of the site.* This finding can be made in the affirmative in that the project provides open space with wider sidewalks, a public plaza, balconies, and a roof-top terrace.
- (6) **Parking Design.** *Parking needs shall be accommodated but shall not be allowed to overwhelm the character of the project or detract from the pedestrian environment.* This finding does not apply. This finding can be made in the affirmative in that the project's parking is located within the below-grade garage and does not detract from the above grade development or conditions.
- (7) **Large (Multi-Acre) Sites.** *Large sites (over one acre) shall be designed so that street, block, and building patterns are consistent with those of the surrounding neighborhood.* This finding does not apply.

ATTACHMENT B

- (7) **Sustainability and Green Building Design.** *Project design and materials to achieve sustainability and green building design should be incorporated into the project.* This finding can be made in the affirmative. The project, for example, incorporates high efficiency glazing, low-flow plumbing fixtures, drought tolerant planting, bike parking and showering facilities, and a highly efficient VAV system.

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CONDITIONS OF APPROVAL
500 University Avenue [13PLN-00391]

PLANNING & COMMUNITY ENVIRONMENT

The Architectural Review Board (December 5, 2013) recommended approval of the application referenced above, and the Director of Planning and Community Environment (Director) approved the project on date.

Project Planner: Clare Campbell

PLANNING DIVISION

1. The project shall be in substantial conformance with the approved plans and related documents received November 19, 2013, except as modified to incorporate these conditions of approval.
2. The Conditions of Approval document shall be printed on all plans submitted for building permits related to this project.
3. The proposed project requires 10,000 square feet of Transfer of Development Rights (TDR). Prior to issuance of building permit for construction submittal, the applicant shall provide sufficient information so that the Director of Planning and Community Environment can issue written confirmation of the transfer, which identifies both the sender and receiver sites and the amount of TDRs which have been transferred. This confirmation shall be recorded in the office of the county recorder prior to the issuance of building permits and shall include the written consent or assignment by the owner(s) of the TDRs where such owner(s) are other than the applicant.
4. The current project is approved to use the one-time 200 square foot FAR bonus, as permitted per PAMC 18.18.070(a)(1), and cannot utilize this bonus again for any future development. This note shall be added to the Building Permit plan set along with the standard project data required.
5. New construction and alterations in the CD-C zoning district ground floor space shall be designed to accommodate retail use and shall comply with the provisions of the Pedestrian (P) combining district.
6. Development Impact Fees, estimated at \$283,682.09 shall be paid prior to the issuance of the project's building permit. These fees are adjusted annually in August. Fees shall be calculated at the rate in effect at the time of permit issuance.
7. The applicant shall be required to submit a Transportation Demand Management plan to be approved by the Director of Planning and Community Environment prior to the issuance of building permits for the site. The plan shall include provisions such as passes or subsidies

for all employees of the commercial space for using public transit, in addition to car sharing, bike facilities, transportation information kiosks, and the designation of a transportation demand coordinator for the building.

8. The current FAR proposed, 28,606 sq. ft., is the maximum size at which this site can be developed; no additional FAR can be introduced to the site without a Variance approval.
9. All future signage and outdoor furniture for this site shall be submitted for Architectural Review.
10. The project approval shall be valid for a period of one year from the original date of approval. In the event a building permit(s), if applicable, is not secured for the project within the time limit specified above, the ARB approval shall expire and be of no further force or effect. Application for extension of this entitlement may be made prior to the one year expiration.
11. Government Code Section 66020 provides that 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 TO 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.
12. This matter is subject to the Code of Civil Procedures (CCP) Section 1094.5, and the time by which judicial review must be sought is governed by CCP Section 1094.6.
13. 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 its actual attorney's 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.

PUBLIC WORKS ENGINEERING

1. The following items shall be provided PRIOR TO BUILDING OR GRADING AND EXCAVATION PERMIT SUBMITTAL ADJACENT NEIGHBORS: For any improvements that extend beyond the property lines such as tie-backs provide signed copies of the original agreements with the adjacent property owners. The agreements shall indicate that the adjacent property owners have reviewed and approved the proposed improvements (such as

soldier beams, tiebacks) that extend into their respective properties. Applicant is responsible for coordinating with the entities who have entitlements through easement, such as Pacific Bell or benefactor of trash enclosure. The access to these facilities shall not be interrupted during construction.

2. **PRELIMINARY GRADING AND EXCAVATION:** A preliminary Grading and Drainage Plan, prepared by a licensed engineer shall include the property boundary, existing grades, proposed ground elevations, daylight lines, foundation elevation, top and toe of banks, setback from adjacent properties, shoring for existing structures (if any) and public improvements to remain, earthwork quantities, existing grades along the conforms. Plan shall also indicate limit of work, grading is to be phased, staging and storage areas. Note staging and storage area shall be located not encroach into the public road right-of-way. *Refer to PAMC Section 16.28.110 Site Plan and Grading Plan.*
3. **FINAL GRADING AND EXCAVATION:** A Final Grading and Drainage Plan prepared by a licensed engineer shall include property boundary, existing and proposed spot elevations, high and low point elevations, contours. Plan shall not modify existing drainage patterns.
4. **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.
5. **STORM DRAIN:** The existing municipal storm drain system in the area is unable to convey the peak runoff from the project site. The applicant will be required to provide storm water detention on-site to lessen the project's impact on the City's storm drains. The applicant's engineer shall provide storm drain flow and detention calculations, including pre-project and post-project conditions. The calculations must be signed and stamped by a registered civil engineer.
6. **DEWATERING:** Add a note on the plans to indicate dewatering is only allowed between April and October. If the applicant intends to proceed with a grading permit that would extend beyond October 31, applicant shall provide a preliminary logistics plans to indicate how substantial grading will be completed.
7. **BUILDING FACE:** See sheet MP2.4 it appears that the building face encroaches into Public Right-of-Way. Building face shall be located within the project site.
8. **CLEAR SIGHT DISTANCE:** Applicant shall verify that the clear sight distance from the proposed driveway meets City standards.
9. **PEDESTRIAN & STREETSCAPE IMPROVEMENTS:** Streetscape design elements and amenities such as bike racks, trash cans, shall be placed in the public sidewalk.

10. FEMA FLOOD ZONE: Provide a note on plans to indicate site is located within Flood Zone X.
11. PAVEMENT RESTORATION: Applicant shall be responsible for resurfacing the Cowper Street, University Avenue and the adjacent alley along the project frontage. Limits of pavement resurfacing may vary based on utility laterals locations and deterioration of surface conditions caused by construction traffic or equipment.
12. STORM WATER POLLUTION PREVENTION: The City's full-sized "Pollution Prevention - It's Part of the Plan" sheet must be included in the plan set. Copies are available from Public Works at the Development Center or on our website.
13. STORM WATER TREATMENT: This project shall comply with the storm water regulations contained in provision C.3 of the NPDES municipal storm water discharge permit issued by the San Francisco Bay Regional Water Quality Control Board (and incorporated into Palo Alto Municipal Code Chapter 16.11). These regulations apply to land development projects that create or replace 10,000 square feet or more of impervious surface. In order to address the potential permanent impacts of the project on storm water quality, the applicant shall incorporate into the project a set of permanent site design measures, source controls, and treatment controls that serve to protect storm water quality, subject to the approval of the Public Works Department. The applicant shall identify, size, design and incorporate permanent storm water pollution prevention measures (preferably landscape-based treatment controls such as bioswales, filter strips, and permeable pavement rather than mechanical devices that require long-term maintenance) to treat the runoff from a "water quality storm" specified in PAMC Chapter 16.11 prior to discharge to the municipal storm drain system. **Effective February 10, 2011, regulated projects, must contract with a qualified third-party reviewer during the building permit review process to certify that the proposed permanent storm water pollution prevention measures comply with the requirements of Palo Alto Municipal Code Chapter 16.11.** The certification form, 2 copies of approved storm water treatment plan, and a description of Maintenance Task and Schedule must be received by the City from the third-party reviewer prior to approval of the building permit by the Public Works department. **Within 45 days of the installation of the required storm water treatment measures and prior to the issuance of an occupancy permit for the building, third-party reviewer shall also submit to the City a certification for approval that the project's permanent measures were constructed and installed in accordance to the approved permit drawings.**
14. 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 the first building occupancy sign-off.** The City will inspect the treatment measures yearly and charge an inspection fee. There is currently a \$350 C.3 plan check fee that will be collected upon submittal for a grading or building permit.

15. STORM DRAIN IMPROVEMENTS: Note that this project is required to comply with C3 and therefore shall retain or reduce the overall surface runoff. The City storm drain system was originally sized to handle the street runoff a direct connection from the roof downspouts is not allowed.
16. NO DUMPING/FLOWS TO: The applicant is required to paint the "No Dumping/Flows to San Francisquito Creek" logo in blue color on a white background, adjacent to all on-site storm drain inlets or a medallion for off-site storm drain inlet. Stencils of the logo are available from the Public Works Environmental Compliance Division, which may be contacted at (650) 329-2598. A deposit may be required to secure the return of the stencil. Include the instruction to paint the logos on the construction grading and drainage plan. Include maintenance of these logos in the Hazardous Materials Management Plan, if such a plan is part of this project.
17. 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. The site plan submitted with the building permit plan set must show the extent of the replacement work. The plan must note that any work in the right-of-way must be done per Public Works' standards by a licensed contractor who must first obtain a *Street Work Permit* from Public Works at the Development Center. The new ramp (s) shall include a detectable warning surface in compliance with City standards and State and Federal Requirements. Contractor shall contact the City to determine the color of the detectable warning surface prior to ordering the material.
18. LOGISTICS PLAN: The contractor must submit a logistics plan to the Public Works Department prior to commencing work that addresses all impacts to the City's right-of-way, including, but not limited to: provisions for pedestrian and bicyclist, traffic control, truck routes, material deliveries, contractor's parking, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact, noticing of affected businesses, and schedule of work. The plan will be attached to a street work permit. All truck routes shall conform to the City of Palo Alto's Trucks and Truck and Truck Route per PAMC 10.48. The following items shall be provided PRIOR TO FINAL OF BUILDING PERMIT INSPECTION
 1. Applicant shall contact Public Works' inspector at 650-496-6929 to arrange a site visit. The inspector can discuss the extent of replacement work along the Park Boulevard and Grant Avenue.

Additional comments and/or conditions may apply as the project is revised.

SOLID WASTE

The following issues must be addressed in building plans prior to final approval by this department:

General Comments:

- Service Levels: 3-yard garbage, a 4-yard recycling, and a 2-yard compost.

PAMC 18.23.020 Trash Disposal and Recycling

(A) Assure that development provides adequate and accessible interior areas or exterior enclosures for the storage of trash and recyclable materials in appropriate containers, and that trash disposal and recycling areas are located as far from abutting residences as is reasonably possible. (B) Requirements: (i) Trash disposal and recyclable areas shall be accessible to all residents or users of the property. (ii) Recycling facilities shall be located, sized, and designed to encourage and facilitate convenient use. (iii) Trash disposal and recyclable areas shall be screened from public view by masonry or other opaque and durable material, and shall be enclosed and covered. Gates or other controlled access shall be provided where feasible. Chain link enclosures are strongly discouraged. (iv) Trash disposal and recycling structures shall be architecturally compatible with the design of the project. (v) The design, construction and accessibility of recycling areas and enclosures shall be subject to approval by the architectural review board, in accordance with design guidelines adopted by that board and approved by the city council pursuant to Section 18.76.020.

PAMC 5.20.120 Recycling storage design requirements

The design of any new, substantially remodeled, or expanded building or other facility shall provide for proper storage, handling, and accessibility which will accommodate the solid waste and recyclable materials loading anticipated and which will allow for the efficient and safe collection. The design shall comply with the applicable provisions of Sections 18.22.100, 18.24.100, 18.26.100, 18.32.080, 18.37.080, 18.41.080, 18.43.080, 18.45.080, 18.49.140, 18.55.080, 18.60.080, and 18.68.170 of Title 18 of this code.

All Services:

1. Collection vehicle access (vertical clearance, street width and turnaround space) and street parking are common issues pertaining to new developments. Adequate space must be provided for vehicle access.
2. Weight limit for all drivable areas to be accessed by the solid waste vehicles (roads, driveways, pads) must be rated to 60,000 lbs. This includes areas where permeable pavement is used.
3. Containers must be within 25 feet of service area or charges will apply.
4. Carts and bins must be able to roll without obstacles or curbs to reach service areas "no jumping curbs"

Garbage, Recycling, and Yard Waste/Compostables cart/bin location and sizing

Office Building

The proposed commercial development must follow the requirements for recycling container space¹. Project plans must show the placement of recycling containers, for example, within the details of the solid waste enclosures. Collection space should be provided for built-in recycling containers/storage on each floor/office or alcoves for the placement of recycling containers.

¹ In accordance with the California Public Resources Code, Chapter 18, Articles 1 and 2

- Enclosure and access should be designed for equal access to all three waste streams – garbage, recycling, and compostables.
- Collection cannot be performed in underground. Underground bins locations require a minimum of 77” of vertical clearance. Pull out charges will apply. In instances where push services are not available (e.g., hauler driver cannot push containers up or down ramps), the property owner will be responsible for placing solid waste containers in an accessible location for collection.
- All service areas must have a clearance height of 20’ for bin service.
- New enclosures should consider rubber bumpers to reduce wear and tear on walls.

For questions regarding garbage, recycling, and compostables collection issues, contact Green Waste of Palo Alto (650) 493-4894.

PAMC 16.09.180(b)(10) Dumpsters for New and Remodeled Facilities

New buildings and residential developments providing centralized solid waste collection, except for single-family and duplex residences, shall provide a covered area for a bin/dumpster. The area shall be adequately sized for all waste streams (garbage, recycling, and yard waste/compostables) and designed with grading or a berm system to prevent water runoff and runoff from the area.

Covered Dumpsters, Recycling and Tallow Bin Areas PAMC, 16.09.075(q)(2)

1. Newly constructed and remodeled Food Service Establishments (FSEs) shall include a covered area for all dumpsters, bins, carts or container used for the collection of trash, recycling, food scraps and waste cooking fats, oils and grease (FOG) or tallow.
2. The area shall be designed and shown on plans to prevent water run-on to the area and runoff from the area.
3. Drains that are installed within the enclosure for recycle and waste bins, dumpsters and tallow bins serving FSEs are optional. Any such drain installed shall be connected to a Grease Control Device (GCD).
4. If tallow is to be stored outside then an adequately sized, segregated space for a tallow bin shall be included in the covered area.
5. These requirements shall apply to remodeled or converted facilities to the extent that the portion of the facility being remodeled is related to the subject of the requirement.

It is frequently to the FSE’s advantage to install the next size larger GCD to allow for more efficient grease discharge prevention and may allow for longer times between cleaning. There are many manufacturers of GCDs which are available in different shapes, sizes and materials (plastic, reinforced fiberglass, reinforced concrete and metal).

The requirements will assist FSEs with FOG discharge prevention to the sanitary sewer and storm drain pollution prevention. The FSE at all times shall comply with the Sewer Use Ordinance of the Palo Alto Municipal Code. The ordinances include requirements for GCDs, GCD maintenance, drainage fixtures, record keeping and construction projects.

PAMC 5.24.030 Construction and Demolition Debris (CDD)

Covered projects shall comply with construction and demolition debris diversion rates and other requirements established in Chapter 16.14 (California Green Building Code). In addition, all debris generated by a covered project must haul 100 percent of the debris not salvaged for reuse to an approved facility as set forth in this chapter.

Contact the City of Palo Alto's Green Building Coordinator for assistance on how to recycle construction and demolition debris from the project, including information on where to conveniently recycle the material.

ENVIRONMENTAL SERVICES

PAMC 16.09.170, 16.09.040 Discharge of Groundwater

Prior approval shall be obtained from the city engineer or designee to discharge water pumped from construction sites to the storm drain. The city engineer or designee may require gravity settling and filtration upon a determination that either or both would improve the water quality of the discharge. Contaminated ground water or water that exceeds state or federal requirements for discharge to navigable waters may not be discharged to the storm drain. Such water may be discharged to the sewer, provided that the discharge limits contained in Palo Alto Municipal Code (16.09.040(m)) are not exceeded and the approval of the superintendent is obtained prior to discharge. The City shall be compensated for any costs it incurs in authorizing such discharge, at the rate set forth in the Municipal Fee Schedule.

PAMC 16.09.055 Unpolluted Water

Unpolluted water shall not be discharged through direct or indirect connection to the sanitary sewer system (e.g. uncovered ramp to garage area).

PAMC 16.09.180(b)(9) Covered Parking

If installed, drain plumbing for parking garage floor drains must be connected to an oil/water separator with a minimum capacity of 100 gallons, and to the sanitary sewer system

PAMC 16.09.180(b)(10) Dumpsters for New and Remodeled Facilities

New buildings and residential developments providing centralized solid waste collection, except for single-family and duplex residences, shall provide a covered area for a dumpster. The area shall be adequately sized for all waste streams and designed with grading or a berm system to prevent water runoff and runoff from the area.

PAMC 16.09.180(b)(14) Architectural Copper

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.

PAMC 16.09.175(k) (2) Loading Docks

(i) Loading dock drains to the storm drain system may be allowed if equipped with a fail-safe valve or equivalent device that is kept closed during the non-rainy season and during periods of loading dock operation.

(ii) Where chemicals, hazardous materials, grease, oil, or waste products are handled or used within the loading dock area, a drain to the storm drain system shall not be allowed. A drain to the sanitary sewer system may be allowed if equipped with a fail-safe valve or equivalent device that is kept closed during the non-rainy season and during periods of loading dock operation. The area in which the drain is located shall be covered or protected from rainwater run-on by berms and/or grading. Appropriate wastewater treatment approved by the Superintendent shall be provided for all rainwater contacting the loading dock site.

PAMC 16.09.180(b)(5) Condensate from HVAC

Condensate lines shall not be connected or allowed to drain to the storm drain system.

16.09.215 Silver Processing (e.g. photoprocessing retail)

Facilities conducting silver processing (photographic or X-ray films) shall either submit a treatment application or waste hauler certification for all spent silver bearing solutions. 650-329-2421.

PAMC 16.09.180(b)(b) Copper Piping

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.

PAMC 16.09.220(c)(1) Dental Facilities That Remove or Place Amalgam Fillings

An ISO 11143 certified amalgam separator device shall be installed for each dental vacuum suction system. The installed device must be ISO 11143 certified as capable of removing a minimum of 95 percent of amalgam. The amalgam separator system shall be certified at flow rates comparable to the flow rate of the actual vacuum suction system operation. Neither the separator device nor the related plumbing shall include an automatic flow bypass. For facilities that require an amalgam separator that exceeds the practical capacity of ISO 11143 test methodology, a non-certified separator will be accepted, provided that smaller units from the same manufacturer and of the same technology are ISO-certified.

16.09.180(12) Mercury Switches

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

PAMC 16.09.205(a) Cooling Systems, Pools, Spas, Fountains, Boilers and Heat Exchangers

It shall be unlawful to discharge water from cooling systems, pools, spas, fountains boilers and heat exchangers to the storm drain system.

PAMC 16.09.165(h) Storm Drain Labeling

Storm drain inlets shall be clearly marked with the words "No dumping - Flows to Bay," or equivalent.

Undesignated Retail Space:

PAMC 16.09

Newly constructed or improved buildings with all or a portion of the space with undesignated tenants or future use will need to meet all requirements that would have been applicable during design and construction. If such undesignated retail space becomes a food service facility the following requirements must be met:

Designated Food Service Establishment (FSE) Project:

A. Grease Control Device (GCD) Requirements, PAMC Section 16.09.075 & cited Bldg/Plumbing Codes

6. The plans shall specify the manufacturer details and installation details of all proposed GCDs. (CBC 1009.2)
7. GCD(s) shall be sized in accordance with the 2007 California Plumbing Code.
8. GCD(s) shall be installed with a minimum capacity of 500 gallons.
9. GCD sizing calculations shall be included on the plans. See a sizing calculation example below.
10. The size of all GCDs installed shall be equal to or larger than what is specified on the plans.
11. GCDs larger than 50 gallons (100 pounds) shall not be installed in food preparation and storage areas. Santa Clara County Department of Environmental Health prefers GCDs to be installed outside. GCDs shall be installed such that all access points or manholes are readily accessible for inspection, cleaning and removal of all contents. GCDs located outdoors shall be installed in such a manner so as to exclude the entrance of surface and stormwater. (CPC 1009.5)
12. All large, in-ground interceptors shall have a minimum of three manholes to allow visibility of each inlet piping, baffle (divider) wall, baffle piping and outlet piping. The plans shall clearly indicate the number of proposed manholes on the GCD. The Environmental Compliance Division of Public Works Department may authorize variances which allow GCDs with less than three manholes due to manufacture available options or adequate visibility.
13. Sample boxes shall be installed downstream of all GCDs.
14. All GCDs shall be fitted with relief vent(s). (CPC 1002.2 & 1004)
15. GCD(s) installed in vehicle traffic areas shall be rated and indicated on plans.

B. Drainage Fixture Requirements, PAMC Section 16.09.075 & cited Bldg/Plumbing Codes

16. To ensure all FSE drainage fixtures are connected to the correct drain lines, each drainage fixture shall be clearly labeled on the plans. A list of all fixtures and their discharge connection, i.e. sanitary sewer or grease waste line, shall be included on the plans.
17. A list indicating all connections to each proposed GCD shall be included on the plans. This can be incorporated into the sizing calculation.

18. All grease generating drainage fixtures shall connect to a GCD. These include but are not limited to:
 - a. Pre-rinse (scullery) sinks
 - b. Three compartment sinks (pot sinks)
 - c. Drainage fixtures in dishwashing room except for dishwashers shall connect to a GCD
 - d. Examples: trough drains (small drains prior to entering a dishwasher), small drains on busing counters adjacent to pre-rinse sinks or silverware soaking sinks
 - e. Floor drains in dishwashing area and kitchens
 - f. Prep sinks
 - g. Mop (janitor) sinks
 - h. Outside areas designated for equipment washing shall be covered and any drains contained therein shall connect to a GCD.
 - i. Drains in trash/recycling enclosures
 - j. Wok stoves, rotisserie ovens/broilers or other grease generating cooking equipment with drip lines
 - k. Kettles and tilt/braising pans and associated floor drains/sinks
19. The connection of any high temperature discharge lines and non-grease generating drainage fixtures to a GCD is prohibited. The following shall not be connected to a GCD:
 - a. Dishwashers
 - b. Steamers
 - c. Pasta cookers
 - d. Hot lines from buffet counters and kitchens
 - e. Hand sinks
 - f. Ice machine drip lines
 - g. Soda machine drip lines
 - h. Drainage lines in bar areas
20. No garbage disposers (grinders) shall be installed in a FSE. (PAMC 16.09.075(d)).
21. Plumbing lines shall not be installed above any cooking, food preparation and storage areas.
22. Each drainage fixture discharging into a GCD shall be individually trapped and vented. (CPC 1014.5)

C. Covered Dumpsters, Recycling and Tallow Bin Areas PAMC, 16.09.075(q)(2)

23. Newly constructed and remodeled FSEs shall include a covered area for all dumpsters, bins, carts or container used for the collection of trash, recycling, food scraps and waste cooking fats, oils and grease (FOG) or tallow.
24. The area shall be designed and shown on plans to prevent water run-on to the area and runoff from the area.
25. Drains that are installed within the enclosure for recycle and waste bins, dumpsters and tallow bins serving FSEs are optional. Any such drain installed shall be connected to a GCD.
26. If tallow is to be stored outside then an adequately sized, segregated space for a tallow bin shall be included in the covered area.

27. These requirements shall apply to remodeled or converted facilities to the extent that the portion of the facility being remodeled is related to the subject of the requirement.

D. Large Item Cleaning Sink, PAMC 16.09.075(m)(2)(B)

28. FSEs shall have a sink or other area drain which is connected to a GCD and large enough for cleaning the largest kitchen equipment such as floor mats, containers, carts, etc.
Recommendation: Generally, sinks or cleaning areas larger than a typical mop/janitor sink are more useful.

E. GCD sizing criteria and an example of a GCD sizing calculation (2007 CPC)

Sizing Criteria:		GCD Sizing:	
Drain Fixtures	DFUs	Total DFUs	GCD Volume
(gallons)			
Pre-rinse sink	4	8	500
3 compartment sink	3	21	750
2 compartment sink	3	35	1,000
Prep sink	3	90	1,250
Mop/Janitorial sink	3	172	1,500
Floor drain	2	216	2,000
Floor sink	2		

**Example GCD
Sizing
Calculation:**

Quantity	Drainage Fixture & Item Number	DFUs	Total
1	Pre-rinse sink, Item 1	4	4
1	3 compartment sink, Item 2	3	3
2	Prep sinks, Item 3 & Floor sink, Item 4	3	6
1	Mop sink, Item 5	3	3
1	Floor trough, Item 6 & tilt skillet, Item 7	2	2
1	Floor trough, Item 6 & steam kettle, Item 8	2	2
1	Floor sink, Item 4 & wok stove, Item 9	2	2
4	Floor drains	2	8
1,000 gallon GCD minimum sized		Total:	30

Note:

- All resubmitted plans to Building Department which include FSE projects shall be resubmitted to Water Quality.
- It is frequently to the FSE's advantage to install the next size larger GCD to allow for more efficient grease discharge prevention and may allow for longer times between cleaning. There are many manufacturers of GCDs which are available in different shapes, sizes and materials (plastic, reinforced fiberglass, reinforced concrete and metal)
- The requirements will assist FSEs with FOG discharge prevention to the sanitary sewer and storm drain pollution prevention. The FSE at all times shall comply with the Sewer Use Ordinance of the Palo Alto Municipal Code. The ordinances include requirements for GCDs, GCD maintenance, drainage fixtures, record keeping and construction projects.

FIRE

1. Fire sprinklers, fire standpipe and fire alarm systems required in accordance with NFPA 13, NFPA14, NFPA 24, NFPA 72 and State and local standards. Sprinkler, standpipe, fire alarm and underground fire supply installations require separate submittal to the Fire Prevention Bureau.
2. Sprinkler main drain must be coordinated with plumbing design so that the 200 gpm can be flowed for annual main drain testing for 90 seconds without overflowing the collection sump, and the Utilities Department approved ejector pumps will be the maximum flow rate to sanitary sewer.
3. Applicant shall work with Utilities Department to provide acceptable backflow prevention configuration.
4. Low-E glass and underground parking areas can interfere with portable radios used by emergency responders. Please provide an RF Engineering analysis to determine if additional devices or equipment will be needed to maintain operability of emergency responder portable radios throughout 97% of the building in accordance with the Fire Code Appendix J as adopted by the City of Palo Alto. A written report to the Fire Marshal shall be provided prior to final inspection.
5. All floor levels must be served by an elevator capable of accommodating a 24 x 84 inch gurney without lifting or manipulating the gurney. Elevator configuration shown will not likely meet this requirement. This can be addressed during the Building Permit application process.

UTILITIES – ELECTRICAL ENGINEERING _____

GENERAL

1. The applicant shall comply with all the Electric Utility Engineering Department service requirements noted during plan review.
2. 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.
3. 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

1. 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.
2. 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.
3. Only one electric service lateral is permitted per parcel. Utilities Rule & Regulation #18.
4. 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).
5. The developer/owner shall provide space for installing padmount equipment (transformer) and associated substructure as required by the City.
6. 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.
7. Location of the electric panel/switchboard shall be shown on the site plan and approved by the Architectural Review Board and Utilities Department.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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

1. 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.
2. 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.
3. The customer is responsible for installing all on-site substructures (conduits, boxes and pads) required for the electric service. No more than 270 degrees of bends are allowed in a secondary conduit run. All conduits must be sized according to National Electric Code requirements and no 1/2 – inch size conduits are permitted. All off-site substructure work will be constructed by the City at the customer's expense. Where mutually agreed upon by the City and the Applicant, all or part of the off-site substructure work may be constructed by the Applicant.
4. 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.
5. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.
6. 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.

7. 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.
8. Shop/factory drawings for switchboards (400A and greater) and associated hardware must be submitted for review and approval prior to installing the switchgear to:

Gopal Jagannath, P.E.
Supervising Electric Project Engineer
Utilities Engineering (Electrical)
1007 Elwell Court
Palo Alto, CA 94303

9. Catalog cut sheets may not be substituted for factory drawing submittal.
10. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.
11. Electric/switchboard room shall be located at a convenient location that is easily accessible for the meter readers

AFTER CONSTRUCTION & PRIOR TO FINALIZATION

1. 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

1. The applicant shall secure a Public Utilities Easement for facilities installed on private property for City use.
2. All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.
3. All fees must be paid.
4. All Special Facilities contracts or other agreements need to be signed by the City and applicant.

WATER - GAS - WASTEWATER ENGINEERING

PRIOR TO ISSUANCE OF DEMOLITION PERMIT

1. The applicant shall submit a request to disconnect all utility services and/or meters including a signed affidavit of vacancy. Utilities will be disconnected or removed within 10 working days after receipt of request. The demolition permit will be issued by the building inspection division after all utility services and/or meters have been disconnected and

removed.

FOR BUILDING PERMIT

1 The applicant shall submit completed water-gas-wastewater service connection applications - load sheets for City of Palo Alto Utilities for each unit or place of business. The applicant must provide all the information requested for utility service demands (water in fixture units/g.p.m., gas in b.t.u.p.h, and sewer in fixture units/g.p.d.). The applicant shall provide the existing (prior) loads, the new loads, and the combined/total loads (the new loads plus any existing loads to remain).

2 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 wastewater laterals and mains need to include new wastewater pipe profiles showing existing potentially conflicting utilities especially storm drain pipes, electric and communication duct banks. **Existing duct banks need to be daylighted by potholing to the bottom of the ductbank to verify cross section prior to plan approval and starting lateral installation.** Plans for new storm drain mains and laterals need to include profiles showing existing potential conflicts with sewer, water and gas.

Water/Fire/Irrigation services are limited to 2", 4", and 6" (don't use 1 or 1-1/2" services). Water meters are limited to 5/8", 1", 1-1/2" and 2" (no 1/2" meters).

4. The applicant must show on the site plan the existence of any auxiliary water supply, (i.e. water well, gray water, recycled water, rain catchment, water storage tank, etc).
5. The applicant shall be responsible for installing and upgrading the existing utility mains and/or services as necessary to handle anticipated peak loads. This responsibility includes all costs associated with the design and construction for the installation/upgrade of the utility mains and/or services.
6. For contractor installed water and wastewater mains or services, the applicant shall submit to the WGW engineering section of the Utilities Department **four** copies of the installation of public water, gas and wastewater utilities improvement plans (the portion to be owned and maintained by the City) in accordance with the utilities department design criteria. All utility work within the public right-of-way shall be clearly shown on the plans that are prepared, signed and stamped by a registered civil engineer. The contractor shall also submit a complete schedule of work, method of construction and the manufacture's literature on the materials to be used for approval by the utilities engineering section. The applicant's contractor will not be allowed to begin work until the improvement plan and other submittals have been approved by the water, gas and wastewater engineering section. After the work is complete but prior to sign off, the applicant shall provide record drawings (as-builts) of the contractor installed water and wastewater mains and services per City of Palo Alto Utilities record drawing procedures (see last

condition). For projects that take more than one month to complete, the applicant shall provide progress record drawings of work completed on a monthly basis.

7. 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.**

8. An approved reduced pressure detector assembly is required for the existing or new water connection for the fire system to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive (a double detector assembly may be allowed for existing fire sprinkler systems upon the CPAU's approval). Reduced pressure detector assemblies shall be installed on the owner's property adjacent to the property line, within 5' of the property line. **Show the location of the reduced pressure detector assembly on the plans.**

9. All backflow preventer devices shall be approved by the WGW engineering division. Inspection by the utilities cross connection inspector is required for the supply pipe between the meter and the assembly.

10. Existing wastewater laterals that are not plastic (ABS, PVC, or PE) shall be replaced at the applicant's expense.

11. Existing water services (including fire services) that are not a currently standard material shall be replaced at the applicant's expense.

12. 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.

13. Each unit or place of business shall have its own water and gas meter shown on the plans. Each parcel shall have its own water service, gas service and sewer lateral connection shown on the plans.

14. A separate water meter and backflow preventer is required to irrigate the approved landscape for landscaping areas in excess of 1,500 SF (including tree canopies). Show the location of the irrigation meter on the plans. This meter shall be designated as an irrigation account and no other water service will be billed on the account. The irrigation and landscape plans submitted with the application for a grading or building permit shall conform to the City of Palo Alto water efficiency standards.

15. The gas meter location must meet the WGW Utility Standards. The City of Palo Alto normal service pressure is 7" WC (.25 PSI). Increased pressure must be requested in writing and is only provided if the houseline size calculates out at greater than 2" diameter for domestic (note: domestic can only be increased to 14" WC max.) and greater than 4" diameter for commercial at standard houseline pressure (7" WC) or the appliance requires increased pressure at the inlet.

Further, due to meter limitations there must a minimum of 800 CFH demand for pressures greater than 14" WC. The only available pressure increments above 7" WC are 14" WC (1/2 psi), 1#, 2# and 5# after approval. Pressures in excess of 14" WC, will require testing the house piping at not less than 60 psig for not less than 30 minutes per the California Plumbing Code section 1204.3.2, witnessed by Palo Alto Building Inspection. The City of Palo Alto will not provide increased pressure just to save contractor money on the houseline construction. Requests to increase the pressure will be evaluated with the following submittals: The manufacturer's literature for the equipment requiring increased pressure; the specific pressure you are requesting; the gas load; and the length of house gas piping from the gas meter to where the gas houseline starts branching off.

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

17. Flushing of the fire system to sanitary sewer shall not exceed 30 GPM. Higher flushing rates shall be diverted to a detention tank to achieve the 30 GPM flow to sewer.

18. Sewage ejector pumps shall meet the following conditions:

- The pump(s) shall be limited to a total 100 GPM capacity or
- The sewage line changes to a 4" gravity flow line at least 20' from the City clean out.
- The tank and float is set up such that the pump run time not exceed 20 seconds each cycle.

19. Utility vaults, transformers, utility cabinets, concrete bases, or other structures can not be placed over existing water, gas or wastewater mains/services. Maintain 1' horizontal clear separation from the vault/cabinet/concrete base to existing utilities as found in the field. If there is a conflict with existing utilities, Cabinets/vaults/bases shall be relocated from the plan location as needed to meet field conditions. Trees may not be planted within 10 feet of existing water, gas or wastewater mains/services or meters. New water, gas or wastewater services/meters may not be installed within 10' of existing trees. Maintain 10' between new trees and new water, gas and wastewater services/mains/meters.

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



**PROJECT NARRATIVE
500 UNIVERSITY AVENUE
Palo Alto**

*September 24, 2013
updated November 27, 2013*

To: City of Palo Alto Planning Division
Architectural Review Board Members

From: John R. Shenk, Thoits Bros., Inc., Owner, Applicant
Robert Giannini, Architect

Subject: 500-526 University Avenue, Palo Alto
Preliminary Architectural Review Board Review

We have benefited from two previous hearings before City's DRC and the ARB (a study session and a Preliminary hearing) on this project and are pleased to submit this application for your approval. We have listened to your valuable comments, worked with staff and our neighbors, and have modified the design and architecture in response. We are excited to take this meaningful step and have intentionally stayed within the City's guidelines (Zoning and Design Guidelines) for development of this property so as to respect the community and thereby smooth the process.

The Thoits family has been a part Palo Alto for over 130 years. We have been an integral part of the downtown fabric and strongly support all that makes it special. This redevelopment will anchor Downtown's northern gateway, significantly invigorate and enhance the University/Cowper neighborhood, and provide much needed first class retail and office spaces - all of which will activate the area.

The guiding objective for this project is to provide a meaningful benefit to the neighbors and to those who visit this part of Palo Alto. You will see that we have thoughtfully accomplished this goal through the land plan and building design. Importantly, our plan provides a new pedestrian alley directly between University Avenue and the City's largest public parking garage, substantial underground parking, and a plaza/gathering place is created to benefit all. The building design pays homage to the Thoits' history through its incorporation of stone and is emphasized through the stone armature that anchors the building to symbolize our longstanding and stability. The courtyard, landscaping, balconies, clear glass, high ceilings, first class signage, and retail arcade all make this building perfect for the powerful corners it addresses.

The plan meaningfully reduces the building footprint and lot coverage creating open spaces. By doing this we are able to free areas for valuable purposes. The new pedestrian alley between University Avenue and the Webster/Cowper garage will be a pleasant and efficient connection for the public supporting our local retailers. The site plan also allows us to create a wonderful gathering place. The space created on the backside of the building is south-facing and will be enhanced with a specimen tree to again anchor the building with substance. The landscaped courtyard is a great place to meet a colleague or friend or to just enjoy the outdoors.

The University facing ground floor retail has a strong corner, three sides of glass, meaningful signage opportunities, and ceiling heights to attract any type of retail establishment. The upper floors are accessed from all sides of the building with main access from Cowper.

We request the Board approve this class A project.

PROJECT INFORMATION:

BUILDING

Project Description	New three story building over a two level below grade parking garage.
APN:	120-03-030
Zoning:	CD-C (GF) (P)
Construction Type:	Type III
Building Codes:	2010 CBC, 2010 Green Building Standards
Fire Sprinklers:	Fully Sprinklered, Monitored
Area Calculations:	Existing Lot Coverage: 15,899 sf Proposed Lot Coverage: 6,975 sf Existing Floor Area: 15,899 sf Proposed Floor Area: 26,806 sf

	<u>ALLOWED AREA (SF)</u>	<u>PARKING REQUIRED</u>
Land Area:	16,606 sf	
Existing Building Area:	15,899 sf	*
Incremental Area Allowed to be 1:1 FAR	707 sf	3 spaces
TDR (per 18.18.080f(2)):	5,000 sf	**
TDR (per 18.18.080f(2)):	5,000 sf	20 spaces
One time 200 sf Bonus:	200 sf	***
Total Proposed Building Area:	26,806 sf	23 spaces

* Existing area is exempt from the parking requirement per Palo Alto Municipal Code Section 18.18.090(b)(4) since this property is a part of the Assessment District and has paid its assessments since inception.

** Per Palo Alto Municipal Code Section 18.18.080(g) the first 5,000 sf of floor area transferred to a receiver site shall be exempt from the parking requirements.

*** Per Palo Alto Municipal Code Section 18.18.070(a)(1) a minor bonus for buildings not eligible for historic or seismic bonuses of 200 sf is allowed.

FLOOR AREA RATIO:

Max. lot FAR 2:1	2.00
Proposed FAR:	1.61

PARKING:

Construction Type:	Type I
Occupancy:	S-2
Required On-Site Parking:	23 stalls (see previous analysis)
<u>Proposed On-Site Parking:</u>	<u>65 spaces</u>
parking level 1:	35 spaces
parking level 2:	30 spaces
Parking in Excess of Code Requirements:	42 spaces

BIKES:

Required:	<u>Per Palo Alto Zoning Ordinance</u> <i>Chapter 18.52.040 Table 1.</i> Retail: 2 spaces, Office: 8 spaces required. <i>Distribution short term / long term: Retail 20% long, 80% short; Office: 60% long term, 40% short term.</i> <i>Minimum City Requirement therefore:</i> 6 Long Term <u>4 Short Term</u> 10 Total
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Per CalGreen:

5% of total parking capacity short term
5% of total parking capacity long term

5% of 65 spaces provided = 4 spaces

Minimum CalGreen Requirement therefore:

4 Long Term
4 Short Term
8 Total

Provided:	6 - Long Term (located in garage) <u>10 - Racks on grade</u> 16 total
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Architectural Design Narrative

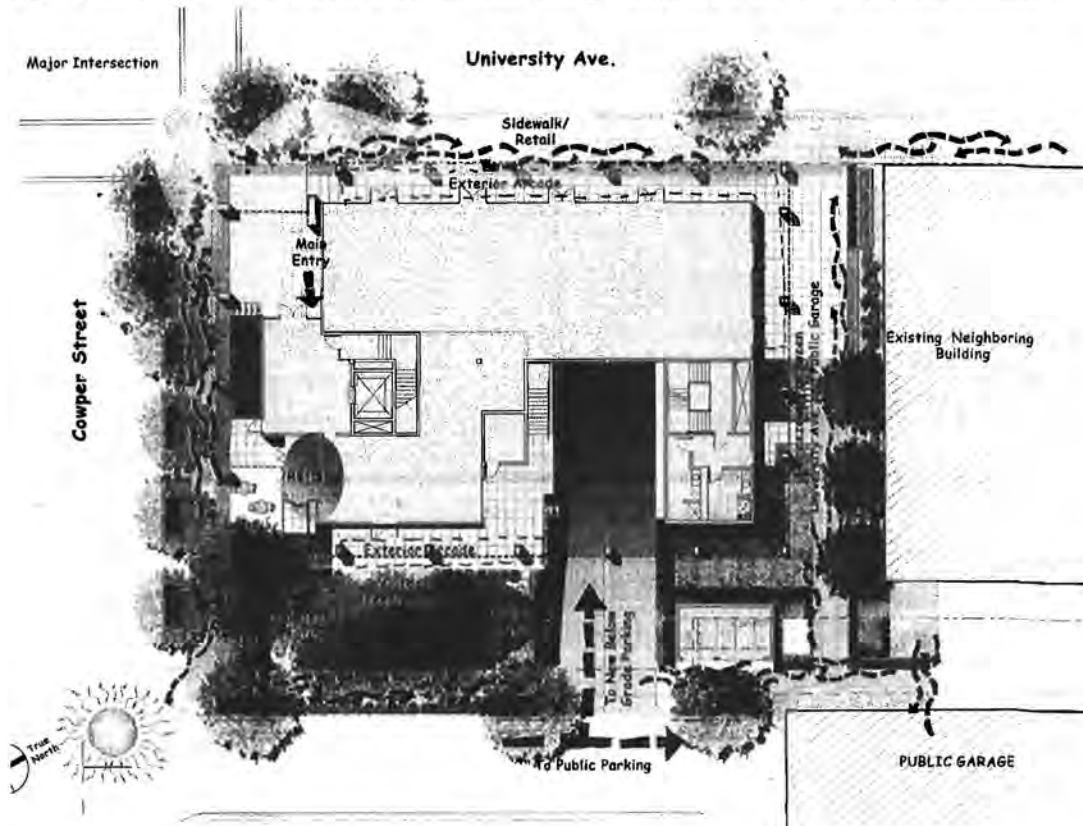
It is a pleasure to provide this design application for 500 University. The project has evolved from an abstracted historicist design into its present "warm modern" incarnation which we reviewed with the ARB at our August 15, 2013 Study Session. It was a stimulating assignment to blend the old world charm that appeals to so many in a building that is also true to its time. Thank you for that opportunity, and we appreciated your comments.

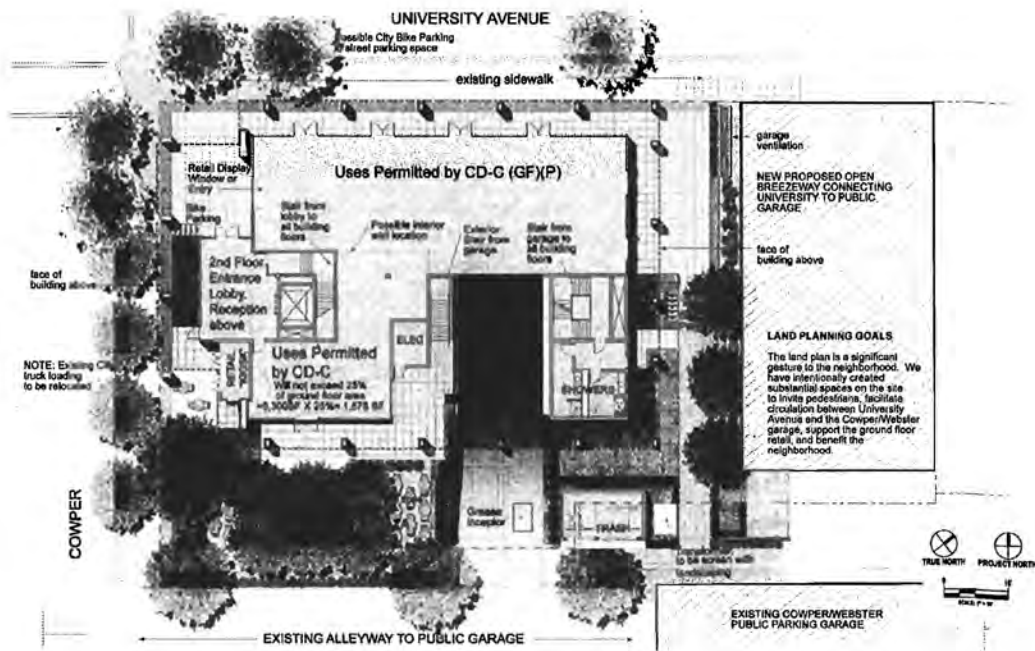
Several elements of the design were identified for further refinement and study, and the intention of this presentation is to demonstrate how we have addressed each item:

- a) Continue to develop the landscape design in a way that serves both building occupants and the public, celebrate bicycle parking, and adjust the landing of the armature so that it doesn't block the entry to the retail arcade;
- b) Develop the breezeway connection between University and the public garage;
- c) Proportions: Consider adjusting, and lowering, the floor to floor heights;
- d) Study the way the building turns the University / Cowper corner and continue to refine material transitions.
- e) Develop the proposed roof deck;
- f) Consider changing the proposed rustic stone of the armature to smooth;
- g) Refine the "tree brackets" on the end elevations so they appear "effortless;"
- h) Develop the basic sign program.

SITE PLAN:

The following two images show the master plan concept, and then the current design. Please also note that the project now proposes two levels of below grade parking - 42 spaces in excess of code requirements.





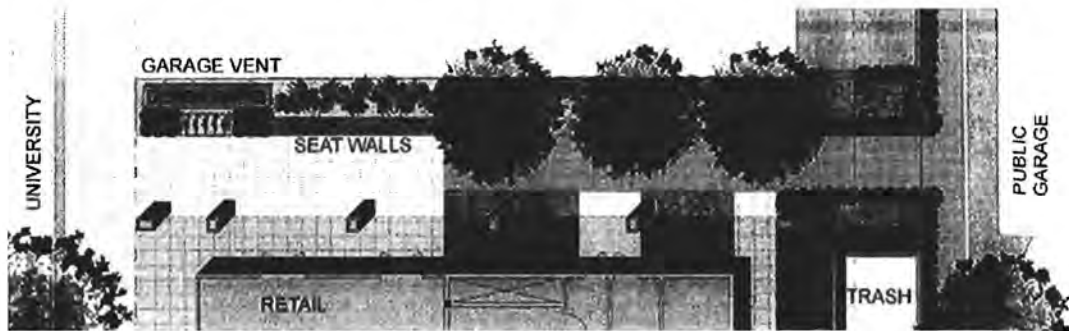
- a) The "armature" leg has been pulled back to open the retail arcade on both ends. There is 6' clear between the back of the column and face of retail glass. Please see Sheet A2.1.



- b) Retail Arcade: To ground the building, and make the retail arcade warm and inviting we propose transitioning the standard public sidewalk concrete with a dark grey band to land the columns, and then a medium grey paver in the arcade. This pallet of pavers is used throughout the project. The aluminum sunshade / light shelf is also the signage support. Please refer to sign program pages for those images.



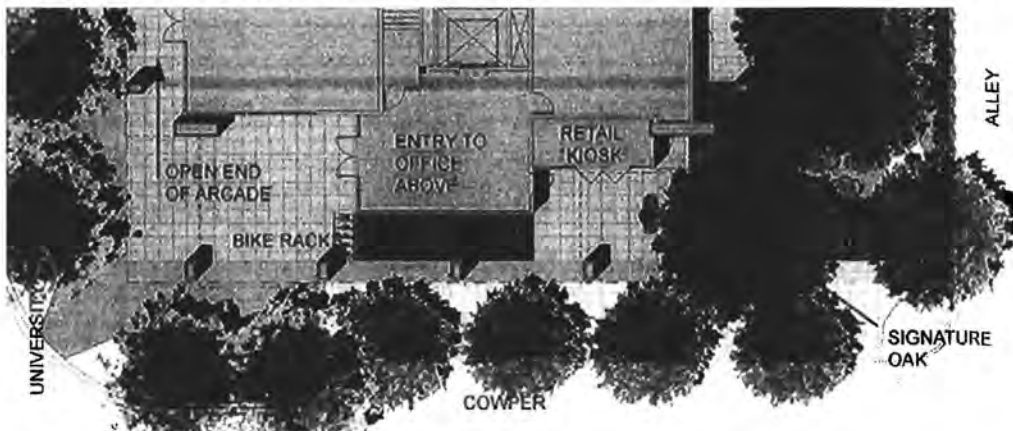
- c) Breezeway: The breezeway has been made wider (20' from property line at the upper levels as before, and now 28' at the ground level). It is divided into a retail zone at University, and a more landscaped zone as you make your way to the garage. This helps moderate the length of the connector into nicely scaled parts. Bike parking has been well distributed with racks on the surface, and "long term" located in the garage. The trash enclosure will be rebuilt, and remains generally in it's current location at the alley for easy trash pick up. It has been sized for this project and its neighbors.





The breezeway between University and the Cowper garage is generous, and is activated by retail shopfronts.

- d) Cowper: The office entry creates a demarcation between the University and alley sides of the project. University is a "hub of activity;" with the open retail arcade, lobby entry and bike racks. The outdoor space in front of the "kiosk" is more cozy, and will be contained by the lobby, armature leg and what is proposed as a signature oak tree.



- d) Alley: The landscape concept for the Alley side of the project is now more contained. A bosque of six trees centers on the building that faces the alley, and can be entered from both the building or alley. It is bounded by seating areas set in decomposed granite paving. The centerpiece is a rectangle of sculptural planting. A vertical "greenwall" closes down the space from the garage ramp. This arrangement of space will be able to accommodate a variety of uses as they change over the years.



PROPORTION, TRANSITION & DETAIL:

- During our Study Session it was noted that the floor to floor heights seemed tall. We have now reduced them to 16', 14' and 14'. Besides improving proportions, this dropped the overall building height by 3'.
- There was also concern that the proposed rustic stone on the armature seemed odd in this application. We now propose smooth stone for both the "armature," and what had formerly been the GFRC wall panels. Sample of proposed stone shown below.



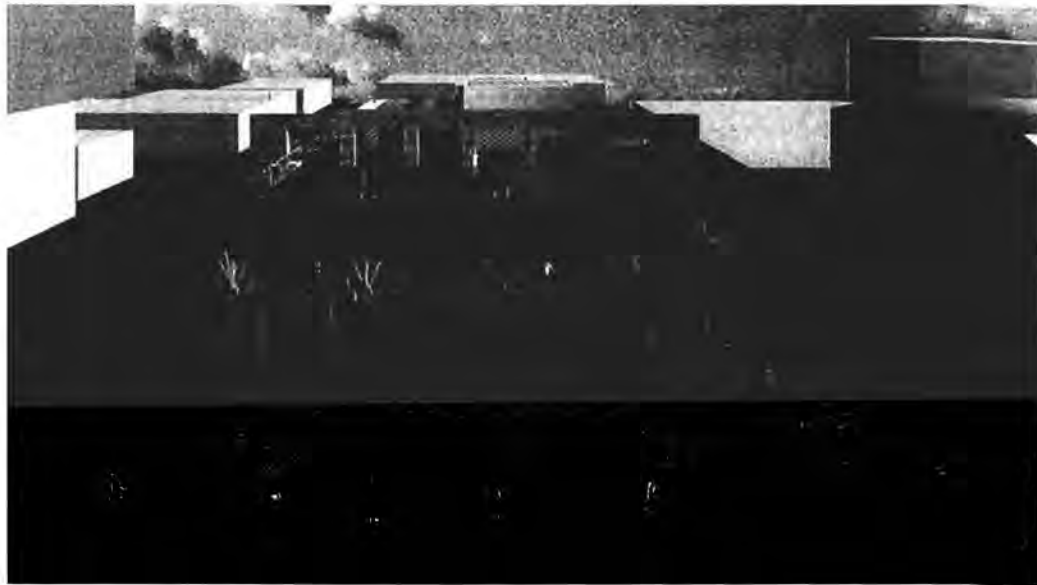
- c) We have resolved the way the building turns the corner in several ways. We changed the slightly vertical proportions of the University elevation to be more horizontal like Cowper. Balconies that carry the strong horizontal have been added on both the University and Alley sides. Several other details and lines in the buildings have been brought around.



- d) The tree brackets have changed significantly. They had been heavy, paired metal members trying to mimic wood. Now they are treated as steel and are lighter and more delicate, and have been recalled on the breezeway side of the building as well.



- e) The roof deck has been developed as shown in this view taken from a high vantage point on the President's Hotel across Cowper. The deck is zoned into an open area facing south, and a more sheltered zone through the armature's arcade and trellis.



SIGNAGE

- a) The sunshade / light shelf along University and been redesigned to integrate the building signage. We have also indicated proposed locations for office tenant signs in various location. Please refer to the full package for signage program detail.

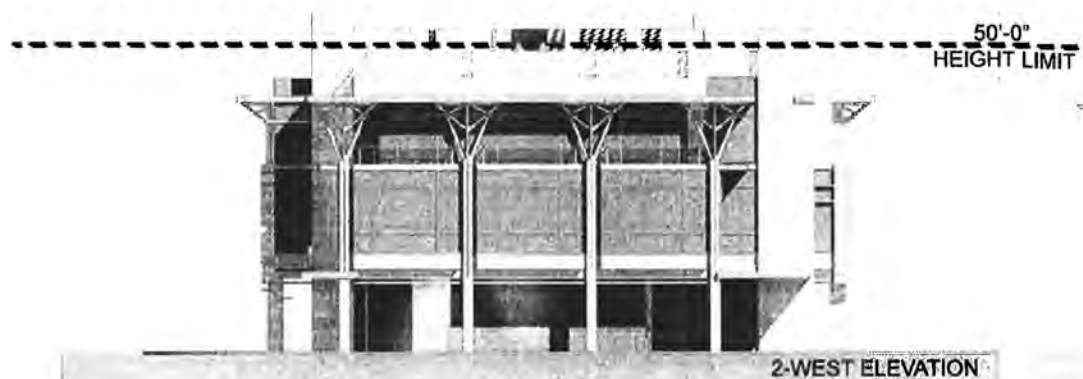
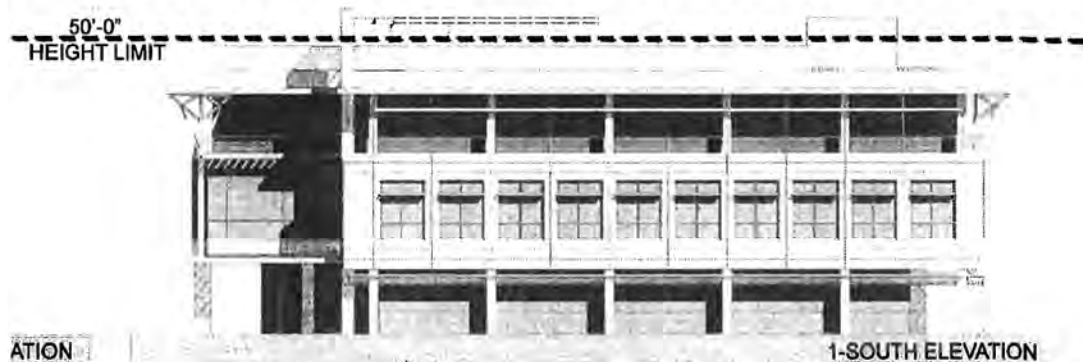


DESIGN ENHANCEMENT EXEMPTION

We are requesting a DEE for the stone armature, the elevator overrun, the stair enclosures that provide ADA access to the roof deck and roof trellis. Please note that the majority of elements extending above 50' are mechanical spaces not requiring a DEE.

The request is to extend the trellis to 54' - 6" and is needed for the following reasons:

- Roof decks are being recognized as a significant enhancement to Palo Alto's downtown buildings. To make those space delightful and sheltered they need some level of enclosure and verticality. This gives them people scale and helps ensure they will be used to their full potential.
- We have lowered the height of the building to what the market considers a minimum in order to make the added height needed for the armature/trellis as modest as possible.
- It is our goal for this building to have personality, character, and an interesting skyline. The stone armature is a primary asset in achieving that objective, and its proportions are important.



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

500 University

SUSTAINABILITY STRATEGY

The Building Envelope is arguably the most important part of the overall sustainability strategy. If done effectively the benefits to daylighting, and reduction in heat load leading to smaller mechanical systems is significant.

500 University implements window shading tuned to each elevation (see sample wall sections below). Going beyond LEED, window shading also enhances occupant comfort in that people can work in a glare-free environment without needing to pull blinds down.

In addition the proposed building includes:

High efficiency glazing (Solarban 70 or similar)

All low flow plumbing fixtures

Drought tolerant plants

Bike parking and shower facilities

Highly efficient VAV system with enhanced thermal comfort controls suggested for tenant fit out (thermafuser system)

Storm water all treated

Thermally broken skin elements

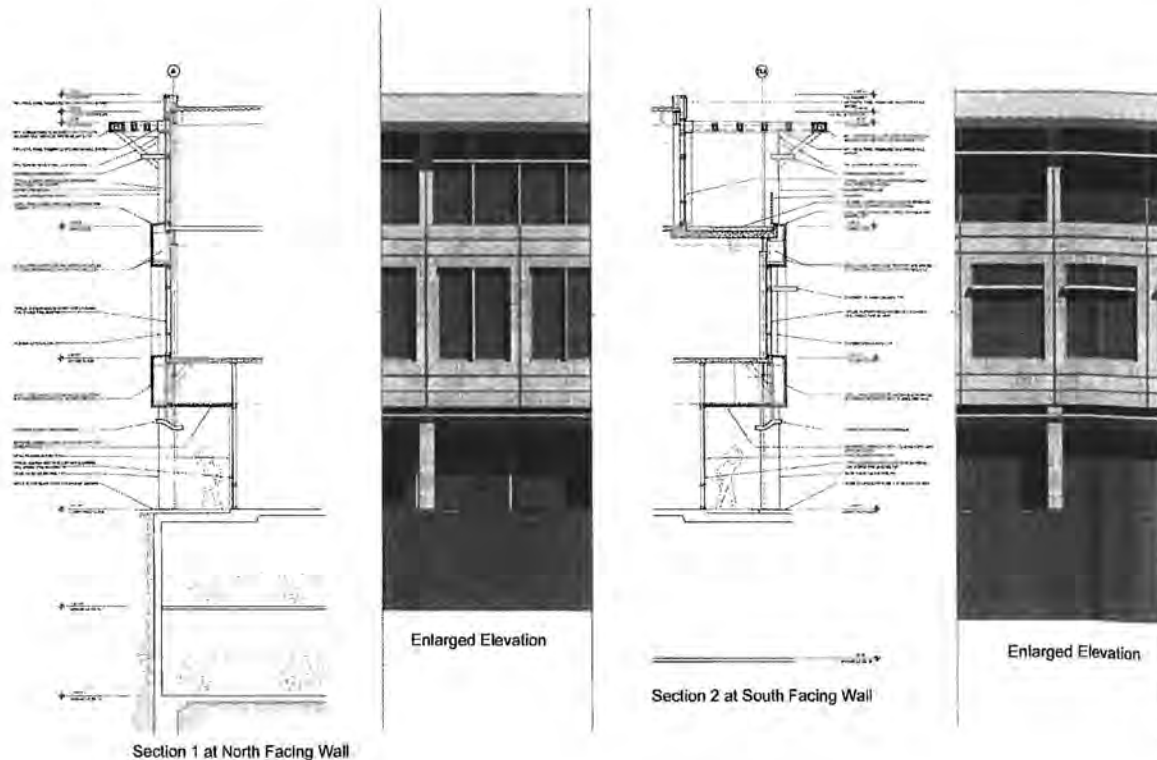
All parking is below grade to avoid surface parking and heat island effect.

Generous use of balconies and roof deck enhance indoor outdoor connection.

Received

NOV 06 2013

Department of Planning
& Community Environment



ZONING COMPLIANCE TABLE
 500 University Avenue / File No. 13PLN-00391
CD-C ZONE

DEVELOPMENT STANDARDS	STANDARD	PROPOSED PROJECT	CONFORMS
Lot Size		16,606 sf	
Minimum Building Setback			
Front (Cowper St)	None Required	None	Yes
Rear (walkway side)	None Required	± 20'	Yes
Interior Side (driveway side)	None Required	± 15'	Yes
Street Side (University Ave)	None Required	None	Yes
Maximum Site Coverage (building footprint)	None Required	11,014 sf / 66%	Yes
Maximum Height	50'	60' - 4"	Yes with DEE
Daylight Plane	Same as abutting residential zones	Not Applicable	Not Applicable
Floor Area Ratio (FAR)	16,606 sf (1:1)	26,806 sf	Yes using TDRs and 200 sf Bonus
Parking Requirement (within the Downtown Parking Assessment District)	107 spaces 1 space/250 sf commercial area	65 spaces	Yes*
Bicycle Parking	11 spaces 1 space/commercial 2,500 sf	Long Term: 10 Short Term: 10	Yes

*Parking summary:

Required spaces before adjustment	107 spaces
Credits	
Assessed spaces (based on 15,899 sf)	- 64 spaces
Transfer of Development Rights (based on 5,000 sf)	-20 spaces
Required Spaces after credits	23 spaces