CITY OF PALO ALTO

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Architectural Review Board

Staff Report

Agenda Date: April 18, 2013

To: Architectural Review Board

From: Clare Campbell, Planner

Department: Planning and Community Environment

Subject: 537 Hamilton Ave [13PLN-00087]: Request by Korth Sunseri Hagey Architects, on behalf of Smith Equities III LLC, for Architectural Review for a new 14,567 square foot two-story commercial office building with below grade garage. Zone: CD-C(P). 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 8,925 square foot project site has an existing one-story, commercially used building. The site is located in Downtown Palo Alto within the Downtown Parking Assessment District. The site is bordered by a two-story commercial building on the left (west side) and a three-story office building on the right, and backs up to the Webster Cowper garage, a five-story public parking garage. A public access alley is on the right side of the building and provides a pedestrian connection to the parking garage from Hamilton Avenue. The existing development does not provide on-site parking spaces and was assessed for 18 spaces that were not provided on site, in association with the existing 4,588 square foot (sf) building. The site is zoned Downtown Commercial Community with Pedestrian Shopping Combining District.

Project Description

The applicant proposes the demolition of the existing one-story 4,588 square foot structure and the construction of a new two-story 14,567 square foot office building with one floor of below grade parking for 19 spaces, utilizing vehicle lifts for 10 spaces. The project would also provide an open space area with a roof-top terrace.

The street-facing façade would include a three-story tower element painted red (viewed inside the building for the first two floors) emphasizing the primary entrance on the right front corner of the building. The entrance to the below grade parking garage is shown located on the opposite side of the façade to maintain a balanced ground floor design. The front façade would be comprised of textured beige colored stone and clear glass with dot frit coating for the for the ground floor base. Above the ground floor, glazing would extend across the full elevation and would include two glass sunshades providing screening for the second floor occupants.

The rear and alley side of the building would have similar aesthetic treatments with many tall inset windows. These two painted (white) cement plaster elevations would include clear glass, aluminum panels at each window base, and textured stone at the corners to provider interest. The west elevation would have a simple treatment with the cement plaster wall painted white would employ a clear anodized fixed grille treatment.

The project includes a 3,580 sf roof deck with a row of planters separating the mechanical enclosure from the usable area. The roof deck includes pavers, outdoor furniture, and possibly a sun shade element. In addition to the roof-top planters, the project includes new landscaping along the front of the building. The project includes the removal of seven existing non-regulated trees within the site, and the two London Plane street trees would remain.

The below grade garage would provide 19 parking spaces, with 10 of them utilizing car lifts. In addition to vehicle parking and long term bike storage, some mechanical uses, including a new transformer, would be placed within unusable (for vehicle parking) areas of the garage. To accommodate the new driveway curb-cut to the garage, it appears that two to three on-street parking spaces would be eliminated.

Please refer to the applicant's project description and plans for additional clarification (Attachments D and F).

DISCUSSION

Previous Review

The ARB reviewed an earlier project concept on December 20, 2012 in a Preliminary Review. A repeated comment that was conveyed to the applicant was that the façade needed more articulation and further development. Other comments made at the meeting were regarding: (1) relocatiing the transformer to a less intrusive location; (2) making the landscape area usable for people and not just ornamental; and (3) keeping the roof terrace as a desirable amenity for the project. Overall the project was well received by the ARB.

Zoning Compliance

A summary indicating the project's conformance with the Development Standards of the Commercial Downtown Zone District is provided as Attachment E. The standard for development of a 100% commercial project in the CD-C zone district is limited to a maximum of 1:1 (8,925 sf) for the floor area ratio (FAR). Additional floor area for commercial use is allowed with the use of Transferrable Development Rights (TDR's). The project's proposed FAR (14,567 sf) complies

with the CD-C development standards, given the benefit of TDRs that could allow a total building floor area of 17,850 square feet (2:1).

Due to the proximity of a residential zone (RM-40), the project is limited to a 40 foot height limit, instead of the standard 50 foot limit in the CD-C zone district. This height limit impacts the originally proposed roof-top shade structure. The applicant may choose to remove this completely or place a shade structure outside the 150 foot distance from the RM-40 residential zoning. This 150 foot boundary falls roughly down the middle of the building, leaving enough room to still have a shading element on the unaffected area of the roof.

Parking

The proposed project, with 14,567 sf of FAR, requires a total of 58 parking spaces, and with the inclusion of specific credits, the project qualifies for a reduction in the required on-site parking spaces. The on-site parking spaces required for this project is based on 4,779 sf and is equal to 19 spaces. The proposed plan includes the required 19 spaces within the below grade garage and complies with the on-site parking requirements.

Required Spaces before credits	58 spaces
Credits	
Assessed Spaces (based on 4,588 sf)	18 spaces
Transfer of Development Rights (based on 5,000 sf)	20 spaces
One-time 200 sf bonus	1 space
Required Spaces after credits	19 spaces

With the recent concerns regarding parking in the downtown, staff also reviews the loss of on-street parking due to new development. For this project, it appears that two to three on-street spaces would be lost due to the new driveway curb-cut for the garage. To mitigate this loss, the applicant would be required to pay parking in-lieu fees for the number of spaces lost.

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 provide 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. For the primary street frontage, the one large window is separated from the sidewalk by the new landscaping and includes a partial dot frit treatment on the lower portion of the glazing. The project has 85 feet of street frontage, and therefore is

required to provide 128 sf of covered recessed area for pedestrian use. The project includes a four foot overhang along the front elevation, providing 340 sf of covered area, meeting the area requirement. Staff requests feedback from the ARB on the project's compliance with the pedestrian friendly elements described.

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 Hamilton Avenue District (Hamilton Avenue), which extends from Alma Street to Middlefield Road. The Guide recommends promoting this area as "an active mixed use district which comfortably accommodates larger scale commercial office, civic, and institutional buildings" while maintaining the "tree-lined pedestrian environment with complementary outdoor amenities to offset the urban intensity." The proposed commercial office project is consistent with the Guide and with the open glass design would create a new energy for the street. The new roof-top terrace and landscaping will also enhance and enliven the site and immediate vicinity.

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 applicable findings are provided in Attachment B, Draft Context Based Design Findings.

ENVIRONMENTAL REVIEW

Pursuant to California Environmental Quality act (CEQA), this project is Categorically Exempt under CEQA Guidelines Section 15332 (In-fill Development Projects). The proposed project would not result in any new significant effects relating to traffic, noise, air quality or water quality.

ATTACHMENTS

Attachment A: Draft ARB 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

COURTESY COPIES

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Manager Review: Amy French, Chief Planning Official

FINDINGS FOR APPROVAL
537 Hamilton Avenue / File No. 13PLN-00087

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.

(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 buildings of various height, including 2-5 stories (parking garage and adjacent commercial buildings) and the proposed building, with its scale, massing, and architectural style, fits within this context.

(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 and creates an attractive new building for the site.

(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 can be made in the affirmative in that the project is generally consistent with the Downtown Urban Design Guide.

(5) *The design promotes harmonious transitions in scale and character in areas between different designated land uses.* This finding is not applicable to this project.

(6) *The design is compatible with approved improvements both on and off the site.* This finding can be made in the affirmative in that the project is compatible with the 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, parking, entry, 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 an open space area with a roof-top terrace for visitors and tenants that is functional and desirable.

(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 is 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 circulation is safe.

(11) *Natural features are appropriately preserved and integrated with the project.* This finding can be made in the affirmative in that the proposed tree removals are supported by the city staff and are not considered significant as to require retention. The new landscape plan for the street frontage will create a new natural area that would be desirable and attractive.

(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, see Findings 2, 3, 4 and 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 includes a landscaped street frontage and provides planters on the roof-top terrace to enhance the building.

(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 (planters and frontage area) 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 in that the project intends to utilize low-e glazing, sunshades, low-flow toilets, highly efficient mechanical systems, drought tolerant plantings, and other construction materials with recycled content.

(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.

ATTACHMENT B

FINDINGS FOR APPROVAL
CONTEXT-BASED DESIGN CONSIDERATIONS AND FINDINGS
537 Hamilton Avenue / File No. 13PLN-00087

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 a covered walkway for pedestrians is provided along the street frontage and bike racks are provided near the building entrance. The project also includes bike lockers 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 covered area along the street frontage creating a 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 the roof-top for tenants and visitors that is functional and desirable.

(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.

(8) **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 in that the project intends to utilize low-e glazing, sunshades, low-flow toilets, highly efficient mechanical systems, drought tolerant plantings, and other construction materials with recycled content.

DRAFT
CONDITIONS OF APPROVAL
135 Hamilton Avenue / File No. 11PLN-00463

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

Project Planner: Clare Campbell

PLANNING DIVISION

1. The project shall be in substantial conformance with the approved plans and related documents received April 8, 2013 (and revised sheets received April 10, 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 roof-top sunshade exceeds the 40 foot height limit and is not approved as part of this project. The applicant shall submit a revised plan for the sunshade, if still desired, to staff for review and approval.

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.

5. New construction and alterations in the CD-C zoning district shall be required to design ground floor space to accommodate retail use and shall comply with the provisions of the Pedestrian (P) combining district.

6. The proposed project requires 5,000 square feet of Transfer of Development Rights (TDR). Prior to building permit 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

7. Development Impact Fees, estimated at $279,461.42, shall be paid prior to the issuance of the project's building permit.

8. For any on-street parking spaces that are removed to accommodate the project's driveway curb-cut, the applicant shall be required to pay parking in-lieu fees for the number of spaces lost. This fee shall be due to the City prior to the issuance of the project's building permit.

9. 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.

10. All future signage for this site shall be submitted for Architectural Review.

11. 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.

12. 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.

13. 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.

14. 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

15. OFFSITE IMPROVEMENTS: As part of this project, the applicant, at minimum, will be required to repave (2-inch grind and pave) the full width of Hamilton Avenue and install all new sidewalk, curb, gutter, driveway approach and alleyway pavements in the public right-of-way along the project boundaries per Public Works' latest standards and/or as instructed by the Public Works Inspector. 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 *Permit for Construction in the Public Right-of-Way ("Street Work Permit")* from Public Works at the Development Center.

16. STREET TREES: The applicant may be required to replace existing and/or add new street trees in the public right-of-way along the property's frontage. Call City Public Works' arborist at 650-496-5953 to arrange a site visit so he can determine what street tree work will be required for this project. The site or tree plan must show street tree work that the arborist has determined including the tree species, size, location, staking and irrigation requirements. Any removal, relocation or planting of street trees; or excavation, trenching or pavement within 10 feet of street trees must be approved by the Public Works' arborist. The plan must note that in order to do street tree work, the applicant must first obtain a Permit for Street Tree Work in the Public Right-of-Way ("Street Tree Permit") from Public Works' Urban Forestry.

17. STORM WATER RUNOFF SYNOPSIS: Provide a synopsis of pre and post-development storm water runoff flows and drainage systems. Summarize existing storm water drainage patterns such as where the existing site runoff drains to. Explain the increase in the site storm water runoff flow for post-development. Show justification that the existing City storm water drainage system has the capacity to handle the increase in the flow.

18. DRAINS FOR PARKING STRUCTURE: Any drains within the covered parking area shall be connected to an oil separator then to sanitary sewer lines. Storm water runoff from any exposed surface without canopies need to be connected to a storm drain system.

19. STORM WATER TREATMENT: The City recommends that storm water runoff from the site be treated before discharging to the City storm drain system using treatment measures comparable to low impact development methods such as biotreatment - filtering storm water through vegetation and soils before discharging to the storm drain system.

The following comments are provided to assist the applicant at the building permit phase. You can obtain various plan set details, forms and guidelines from Public Works at the City's Development Center (285 Hamilton Avenue) or on Public Works' website: http://www.cityofpaloalto.org/depts/pwd/forms_permits.asp

Include in plans submitted for a building permit:

20. GRADING & EXCAVATION PERMIT: For excavation of the below grade parking structure, a Grading and Excavation Permit needs to be obtained from PWE at the

Development Center before the building permit can be issued. Refer to the Public Works' website for "Excavation and Grading Permit Instructions." For the Grading and Excavation Permit application, various documents are required including a grading and drainage plan, soils report, Interim and Final erosion and sediment control, storm water pollution prevention plan (SWPPP), engineer-stamped and signed shoring plan, and a copy of the Division of Occupational Safety and Health (DOSH) excavation permit. Refer to our website for "Grading and Excavation Permit Application" and guidelines. Except for the soils report and the DOSH permit, include the required documents and drawings in the building permit set drawings. Indicate the amount of soil to be cut and filled for the project. http://www.cityofpaloalto.org/civicax/filebank/documents/11695

21. GRADING AND DRAINAGE PLAN: The plan set must include a grading and drainage plan prepared by a licensed professional that includes existing and proposed spot elevations and showing drainage flows to demonstrate proper drainage of the site. Other site utilities may be shown on the grading plan for reference only, and should be so noted. No utility infrastructure should be shown inside the building footprint. Installation of these other utilities will be approved as part of a subsequent Building Permit application.

22. Site grading, excavation, and other site improvements that disturb large soil areas may only be performed during the regular construction season (from April 16 through October 15th) of each year the permit is active. The site must be stabilized to prevent soil erosion during the wet season. The wet season is defined as the period from October 15 to April 15. Methods of stabilization are to be identified within the Civil sheets of the improvement plans for approval.

23. SOILS REPORT: A detailed site-specific soil report prepared by a licensed soils or geo-technical engineer must be submitted which includes information on water table and sub-grade construction issues. Measures must be undertaken to render the basement waterproof and able to withstand all projected hydrostatic and soil pressures. No pumping of groundwater is allowed. In general, PWE recommends that structures be constructed in such a way that they do not penetrate existing or projected ground water levels.

24. DEWATERING: Excavation for sub-grade structures may require dewatering. PWE only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is not allowed. If dewatering is required, the dewatering plan must be submitted to Public Works at Development Center as part of a Permit for Construction in the Public Right-of-Way. Dewatering is only allowed from April through October due to inadequate capacity in our storm drain system. The geotechnical report for this site must list the highest anticipated groundwater level. If the deepest excavation is expected to be within 3 feet of the highest anticipated groundwater level, the contractor can determine the actual groundwater depth immediately prior to excavation by installing piezometers or by drilling exploratory holes. Alternatively, the contractor can excavate and hope not to hit groundwater, but if he does, he must immediately stop excavation and submit a dewatering plan to PWE for approval and install a drawdown well system before he continues to excavate. Public Works may require the water to be tested for contaminants prior to initial discharge and at intervals

during dewatering. If testing is required, the contractor must retain an independent testing firm to test the discharge water for the contaminants as specified by Public Works.

25. BASEMENT DRAINAGE: Due to high groundwater throughout much of the City, PWE prohibiting the pumping and discharging of groundwater. Sub-grade drainage systems such as perforated pipe drainage systems at the exterior of the basement walls or under the slabs are not allowed. PWE recommends that a waterproofing consultant be retained to design and inspect the vapor barrier and waterproofing systems for the basement.

26. BASEMENT SHORING: Shoring for the basement excavation, including tiebacks, must not extend onto adjacent private property or into the County right-of-way without having first obtained written permission from the private property owners and/or an Encroachment Permit from the County.

27. BEST MANAGEMENT PRACTICES (BMP's): The applicant is required to submit a conceptual site grading and drainage plan that conveys site runoff to the nearest adequate municipal storm drainage system. In order to address potential storm water quality impacts, the plan shall identify BMP's to be incorporated into the Storm Water Pollution Prevention Plan (SWPPP) that will be required for the project. The SWPPP shall include permanent BMP's to be incorporated into the project to protect storm water quality. (Resources and handouts are available from PWE. Specific reference is made to Palo Alto's companion document to "Start at the Source", entitled "Planning Your Land Development Project"). The elements of the PWE-approved conceptual grading and drainage plan shall be incorporated into the building permit plans.

28. The developer shall require its contractor to incorporate BMP's for storm water pollution prevention in all construction operations, in conformance with the SWPPP prepared for the project. It is unlawful to discharge any construction debris (soil, asphalt, sawcut slurry, paint, chemicals, etc.) or other waste materials into gutters or storm drains. (PAMC Chapter 16.09).

29. 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 storm drain inlets. 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.

30. 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 Development Center or on our website. Also, the applicant must provide a site-specific storm water pollution control plan sheet in the plan set.
http://www.cityofpaloalto.org/civicax/filebank/documents/2732

31. IMPERVIOUS SURFACE AREA: Since the project will be creating or replacing 500 square feet or more of impervious surface, the applicant shall provide calculations of the existing and proposed impervious surface areas. The calculations need to be filled out in the Impervious Area Worksheet for Land Developments form which is available at the Development Center or on our website, then submitted with the building permit application.
http://www.cityofpaloalto.org/civicax/filebank/documents/2718

32. WORK IN THE RIGHT-OF-WAY - If any work is proposed in the public right-of-way, such as sidewalk replacement, driveway approach, curb inlet, storm water connections or utility laterals, the following note shall be included on the Site Plan next to the proposed work:

    "Any construction within the city right-of-way must have an approved Permit for Construction in the Public Street prior to commencement of this work. THE PERFORMANCE OF THIS WORK IS NOT AUTHORIZED BY THE BUILDING PERMIT ISSUANCE BUT SHOWN ON THE BUILDING PERMIT FOR INFORMATION ONLY."

33. LOGISTICS PLAN: The contractor must submit a logistics plan to PWE prior to commencing work that addresses all impacts to the City's right-of-way, including, but not limited to: pedestrian control, traffic control, truck routes, material deliveries, contractor's parking, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact, noticing of affected businesses, and schedule of work. The plan will be part of the building permit submittal.
http://www.cityofpaloalto.org/civicax/filebank/documents/2719

34. FINALIZATION OF BUILDING PERMIT: The Public Works Inspector shall sign off the building permit prior to the finalization of this permit. All off-site improvements shall be finished prior to this sign-off. Similarly, all as-builts, on-site grading, drainage and post-developments BMP's shall be completed prior to sign-off.

SOLID WASTE

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

General Comments:

- Push service may be required to deliver bins and carts to the curb for pick up
- Service Levels: Garbage – 1-yard bin, Recycling – 2-yard bin, Compostables – 96-gallon cart.

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 space[1]. 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.

- 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

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

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 ware 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 runon 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.

URBAN FORESTRY

Retain and protect street trees as described in the arborist report. All measures identified in the Tree Protection Report on Sheet T-1 and the approved plans shall be implemented, including inspections and required watering of trees.

ENVIRONMENTAL SERVICES

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

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 16.09.180(b)(9) Covered Parking
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 runon 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.

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.

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.

UTILITIES – ELECTRICAL ENGINEERING

The Utilities will require space on the private property for installing a pad mounted transformer to serve the proposed building at the above location. Pad mounted transformer location must be shown on the plans. Utilities will require a minimum clearance of 8' in the front and 3' around the transformer. Public Utility Easements shall be granted as required by the City. Any extension of the power distribution lines/relocation of existing utilities or offsite modification that needs to be done for providing electric service to the building will be at applicant's expense. Any non standard installation requested by the applicant shall be treated as a "Special Facilities" and in that case special facility charges will become applicable. Applicant shall provide preliminary electric load calculations for sizing the transformer. Transformer procurement lead time is 6-8 months. Utilities will provide detailed comments and cost estimates when plans are submitted to the Building Department for review and approval.

WATER - GAS - WASTEWATER ENGINEERING

PRIOR TO ISSUANCE OF DEMOLITION PERMIT

1. Prior to demolition, the applicant shall submit the existing water/wastewater fixture unit

loads (and building as-built plans to verify the existing loads) to determine the capacity fee credit for the existing load. If the applicant does not submit loads and plans they may not receive credit for the existing water/wastewater fixtures.

2. 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

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

4. 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 new utilities, meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations, utilities to be abandoned, and any other required utilities structures. Trees and other obstructions must also be shown on the plans.

5. 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).

6. 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.

7. The applicant's engineer shall submit flow calculations and system capacity study showing that the on-site and off-site water and sanitary sewer mains and services will provide the domestic, irrigation, fire flows, and wastewater capacity needed to service the development and adjacent properties during anticipated peak flow demands. Field testing may be required to determined current flows and water pressures on existing water main. Calculations must be signed and stamped by a registered civil engineer.

8. For contractor installed or abandoned 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 water and wastewater utilities off-site improvement plans 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. For contractor installed services the contractor shall install 3M marker balls at each water or wastewater service tap to the main and at the City clean out for wastewater laterals.

9. 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**.

10. 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**.

11. 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.

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

13. Existing water services that are not a currently standard material shall be replaced at the applicant's expense.

14. 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.

15. 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.

16. A separate water meter and backflow preventer is required to irrigate the approved landscape plan. Show the location of the irrigation meter on the plans. This meter shall be designated as an irrigation account an 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.

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

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

19. To install new gas service by directional boring, the applicant is required to have a sewer cleanout at the front of the building. This cleanout is required so the sewer lateral can be videoed for verification of no damage after the gas service is installed by directional boring.

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

KORTH SUNSERI HAGEY ARCHITECTS

537 Hamilton Avenue

April 8, 2013

Project Description

The proposed project is a 14,567 square foot office building with parking below the building.

The site is bounded by two public right of ways which provides a unique opportunity to design a mid-block building with windows on three sides. A 10 foot setback is provided on Hamilton Avenue.

Parking is proposed 1/2 level below-grade, providing parking for 18 cars, with two office floors beginning 1/2 level above grade.

The proposed building design presents a layered building elevation facing Hamilton Avenue. The elevation is composed of a textured stone plane with a projecting glass volume expressed at the second floor. This south facing elevation provides a unique opportunity to create a very transparent building skin, shaded by cable supported glass sunshades. The glass system is composed of very high quality components, including clear low e vision glass, opaque spandrel glass, patterned glass with a ceramic frit, and features spider fittings to anchor the glass. The cable supported sunshades are translucent laminated glass. The glass volume extends upward to create a transparent parapet, allowing views to and from a garden terrace. The solid layer of the Hamilton elevation is clad with textured stone panels, offering a distinct contrast to the glass system. The north and east elevations are composed of plaster with a window system consisting of clear low e glass, spandrel glass and painted aluminum panels. The expansive window line will create an inspiring work space with abundant natural light.

The northeast corner of the building features vertical panels of the same textured stone installed on the Hamilton elevation, marking this mid-block pedestrian intersection.

The parking entrance is located at grade on the west side of the site, the lobby entrance is also at grade on the east side of the site, with a central bay with office space located 1/2 level above-grade at the center of the site on Hamilton Avenue. A large opening is proposed at the exterior wall on the western property line adjacent to the parking entrance to provide natural light to the first floor office space and to the adjacent property. Vertical circulation elements including an elevator, stair and landings at each floor are expressed as a cubic volume extending through all levels of the building at the southeast corner, rendered in red. Featuring this taller vertical element at this corner of the site emphasizes the building entrance and vertical circulation, while providing a scale reference to the taller building directly to the east of the site.

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The landscape design on the ground level will incorporate a modern planting aesthetic sensitive to storm water treatment, water efficiency, and sustainable biodiversity and increase the available bike parking for the project.

The roof deck will provide quality outdoor open space for tenants in the building. The roof deck will also feature modular outdoor seating for flexible event programming and employee respite, precast planters to screen the unoccupied area of the roof, and rich accent paving to compliment the featured materials of the building facades. A tensile shade structure will offer cover and shade for roof occupants.

Sustainable features include high performance glazing, sunshades, highly efficient mechanical systems, low flow toilet fixtures and drought tolerant planting featured at the center of the site adjacent to Hamilton Avenue.

Campbell, Clare

From: Amanda Borden <aborden@ksha.com>
Sent: Friday, March 01, 2013 11:50 AM
To: Campbell, Clare
Cc: 'Lund Smith'; Boyd Smith; tkorth@ksha.com
Subject: 537 Hamilton - Greenbuilding Design
Attachments: PaloAltoGB_CALGreen_537 Hamilton.xls

Clare,
Please see below for a summary of the greenbuilding design elements as well as the attached preliminary Cal green spreadsheet for 537 Hamilton.

Building Materials
The exterior skin of the office building will feature high-performance low-e glazing (both clear & with solid & dot frit coatings) on three sides in addition to glass sunshades at the south elevation to control light transmittance. The building's structure will be supported by steel & concrete – both having the opportunity for recycled content.

Building Components
Bicycle parking (both a secured room/lockers & racks) is provided at the ground floor and within the parking garage below grade. Stormwater treatment occurs at grade at the front of the building. A rooftop garden is proposed above the second floor of office. The roof deck will provide quality outdoor open space for tenants in the building as well as feature modular outdoor seating for flexible event programming and employee respite, precast planters to screen the unoccupied area of the roof, and rich accent paving to compliment the featured materials of the building facades. A tensile shade structure will offer cover and shade for roof occupants. Additional sustainable features include highly efficient mechanical systems, low flow toilet fixtures, drought tolerant planting.

Thank you,

Amanda Borden
Korth Sunseri Hagey Architects
650 California Street, Fourth Floor
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ZONING COMPLIANCE TABLE
537 Hamilton Avenue / File No. 13PLN-00087
CD-C ZONE

DEVELOPMENT STANDARDS	STANDARD	PROPOSED PROJECT	CONFORMS
Minimum Building Setback			
Front Yard	7' Hamilton Ave Special Setback	10'	Yes
Rear Yard	None Required	none	Yes
Interior Side Yard	None Required	none	Yes
Maximum Site Coverage (building footprint)	None Required	8,075 sf / 90%	Yes
Maximum Height	40'	35'-6"	Yes
Daylight Plane	Same as abutting residential zones	Not Applicable	Yes
Floor Area Ratio (FAR)	8,925 sf (standard 1:1 allowance) 17,850 sf (with TDR's)	14,567 sf	No
Parking Requirement (within the Downtown Parking Assessment District)	58 spaces 1 space/250 sf commercial area	19 spaces	Yes*
Bicycle Parking	6 spaces 1 space/commercial 2,500 sf	Long Term: 4 Short Term: 3	Yes

*Parking summary:

Required Spaces before credits	58 spaces
Credits	
Assessed Spaces (based on 4,588 sf)	18 spaces
Transfer of Development Rights (based on 5,000 sf)	20 spaces
One-time 200 sf bonus	1 space
Required Spaces after credits	19 spaces