



Agenda Date: August 1, 2013

To: Architectural Review Board

From: Clare Campbell, Planner **Department:** Planning and
Community Environment

Subject: 611 Cowper Street [13PLN-00259]: Request by Ken Hayes of The Hayes Group for Architectural Review to allow the construction of one 34,703 square foot four-story mixed used building (three floors commercial and one floor residential) with below grade parking. Zone District: 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 project site, located in Downtown Palo Alto, is zoned Commercial Downtown – Community with Pedestrian Combining District (CD-C(P)), but is located outside the Parking Assessment District. The site is on the north side of Cowper Street between Hamilton and Forest Avenues. It is bordered on the west by CD-C(P) zoned properties containing one-story commercial buildings, including 609 Cowper, which has zero building setback from the property line shared with 611-619 Cowper. Abutting the rear of the project site is a ten foot wide alley, Lane 39, which abuts the side property line of the new three-story mixed use building site at 524 Hamilton, located opposite the rear property line of 611-619 Cowper. Also behind the site and abutting Lane 39 is the parking structure serving residents of The Marc Palo Alto, located adjacent to 451-487 Cowper. The Marc, a Planned Community (PC-2130) formerly known as Forest Towers (a building reaching a height of 152 feet), is located at 501 Forest Avenue and has a 45-foot building setback from Cowper Street. The zoning of the parcels on the south site of Cowper Street is also CD-C(P).

The project site has a single curb cut on Cowper Street to access the existing one-way driveway serving diagonal, surface parking spaces on the two parcels. Lane 39 is currently used for egress from the site. The site is 13,992 square feet (sf) in area, comprised of two parcels of land: 611 - 619 Cowper Street (APN 120-04-036) and 651-687 Cowper Street (APN 120-04-035). Each parcel has 6,996 sf of site area.

611-619 Cowper Street

The structure at 611-619 Cowper was approved in 1989 via the ARB and Variance processes as two, one-story buildings, separated by a small courtyard, comprising a total of 2,208 sf of floor area with nine (9) associated parking spaces as required (8.8 spaces for office use at a ratio of one space per 250 square feet of office space) so that no deficit of parking was included in approved plans. The Variance was issued to allow a ten-foot front setback where a 45 foot setback was required based upon the 45-foot setback of the nearby Forest Towers PC.

651-687 Cowper Street

A two-story building was constructed in 1953 at 651 Cowper Street, prior to the establishment of the ARB. In 1980, a second floor 1,270 sf, one-bedroom residential unit (687 Cowper), was approved via the ARB process. The residential unit was constructed in 1981 above and adjacent to the existing first and second floor office space, and was later converted to office space (date unknown). The applicant has stated that the existing building was developed with 6,053 sf of total floor area, which includes the converted residential unit. There are eight existing parking spaces associated with the uses on this site.

Project Description

The proposed project would demolish the existing structures on the two parcels, transfer floor area to each parcel using the Transferrable Development Rights (TDR) code provisions, and merge the lots to develop a four-story mixed use building with below grade parking. The 50-foot tall building provides three floors of commercial space, totaling 28,165 sf, and a 6,538 sf residential unit on the top floor. The two-level below grade parking garage is accessed from the rear alley, Lane 39, and includes several parking lifts to meet the parking requirements for the project. The garage has 60 vehicle spaces, which is possible through the use of parking 'lifts', five long-term bike parking spaces, two showering facilities, and the residential refuse area.

The modern design of the building incorporates glazing for the majority of the front façade and, to a lesser extent, on the remaining three elevations. A tan colored sandblasted concrete is proposed on all sides of the building and on the prominent stair tower on the front left side of the building. The other significant treatment that is proposed on all elevations is a terra cotta cladding ("Adobe" finish) that assists in breaking up the mass of building. The building frontage includes a two-story, terra cotta sunshade screen that would add visual interest to the project and provides a privacy screen for the office use on the second floor.

The project includes outdoor patio and balcony elements on three of the four floors facing the street that would enhance the street connection; the second floor has a corner rear-facing balcony. The project includes landscaping elements along the front and rear elevations, as well as within the balcony/terrace areas of the building. The new landscaping includes hedges, shrubs, bamboo,

small trees and new street trees. Along with new street trees, four new bike racks would be added in the sidewalk. Additional details are provided on Sheets L.00-L.05 of Attachment F.

DISCUSSION

Previous Review

The ARB reviewed an earlier project concept on March 21, 2013 in a Preliminary Review. A repeated comment conveyed to the applicant was that the building had a lot of blank walls and needed more articulation and further development. Other comments were regarding wrapping the front screen element around the corner at the entrance, and adding more perforations and detail to the front stair tower. The submitted plans incorporate these modifications to the project.

Zoning Compliance

For this project, there are two parcels involved, and since the existing buildings on these parcels are not historic, each parcel is considered an eligible receiver site to receive TDR floor area. Because the parcels are outside the Downtown Parking Assessment District, the TDR area transferred cannot result in buildings (or a building on the combined site) with a greater Floor Area Ratio (FAR) than 2.5:1. The combined site is 13,992 sf; a 2.0:1 FAR would be 27,984 sf, and a 2.5:1 FAR would be 34,980 sf (2.5:1). The project proposes the use of TDR's to develop a 34,703 sf project, with an FAR of 2.48:1.

In addition to the TDR's, a "minor bonus floor area" may be available for any CD zoned building that is not listed as a Category 1 or 2 Historic resource on the City's inventory, nor in one of three seismic categories. If approved, the 200 square foot increase in floor area, as "bonus floor area", would not count toward the maximum FAR. This 200 sf "bonus floor area" may be approved for each parcel (a 400 sf bonus area for the combined parcels); such bonus area is considered exempt from the requirement of additional parking spaces on site.

A table indicating the project's conformance with the Development Standards of the Commercial Downtown is provided as Attachment E.

Parking

The proposed project, with 28,165 sf of commercial FAR and one residential unit, requires a total of 115 parking spaces, and with the inclusion of specific credits and grandfathered conditions, the project qualifies for a reduction in the required on-site parking spaces. With these credits, the proposed project requires 62 on-site spaces and the plan provides for 60. The project will be required, through the conditions of approval, to either include two additional parking spaces (to be satisfied via the use of additional lifts), or reduce the FAR by 500 square feet to reduce the parking requirements by two spaces. The parking summary is provided in Attachment E.

"Grandfathered" Facilities

PAMC Chapter 18.18 describes grandfathered uses and facilities as those existing on August 28, 1986, and which, when conducted or built were a complying facility. These facilities can remodel, improve or replace site improvements as long as the improvements do not result in increased floor area, shifting of the building footprint, increase of the building envelope, height, length or other increase in degree of noncompliance.

Regarding 651-687 Cowper, uses, building floor area and facilities on this parcel may be considered “grandfathered” since they were constructed prior to 1986. The existing building, with the commercial area and converted residential unit, once had 10 parking spaces associated with it (two for the residential unit and eight for the commercial area). The two residential spaces were removed from the site to an off-site location and then deleted within the “grandfathered” period. The recognized commercial FAR is 4,783 sf; today, this would require 19 on-site parking spaces, using the one space/250 sf floor area calculation; the site only has eight on-site parking spaces associated with the existing commercial floor area, and therefore the deficiency is 11 parking spaces. This deficit of 11 spaces is allowed to be grandfathered and brought forward for the replacement building.

Regarding 611-619 Cowper, it was built after 1989 as a complying building and parking facility, with nine parking spaces provided for 2,208 sf of office space (where 8.8 spaces were required). This facility is not considered “grandfathered” as set forth in PAMC Chapter 18.18.

Pedestrian Shopping Combining District

The project site is within 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 concept plans include a glass front for the majority of the ground floor elevations, meeting the retail/display window requirements. The project site has 100 feet of street frontage, and therefore is required to provide 150 sf of covered recessed area for pedestrian use. The project includes a covered patio, storefront windows, and landscaping, but the area is setback and is not accessible to the public. Staff requests feedback from the ARB with regard to this requirement.

Downtown Urban Design Guide

This project falls outside the boundaries of where The Downtown Urban Design Guide (Guide) is applicable. This Guide provides direction to the applicant, staff and ARB regarding development and design in the downtown area, and divides the downtown area into districts, each having a unique identity and design characteristics. The project site is half a block away from the Hamilton Avenue District, 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.” Although the project does not fall within the Hamilton Avenue District boundaries, it does include new street trees and landscaping elements that are consistent with the Guide.

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

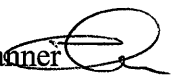
Pursuant to California Environmental Quality act (CEQA), this project is Categorical Exempt under CEQA Guidelines Section 15332 (In-fill Development Projects). The proposed project would not result in any new significant effects relating to traffic, noise, air quality or water quality.


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
611 Cowper Street [13PLN-00259]

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 heights, 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.* Due to the location of the site, this finding is not applicable, but 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 can be made in the affirmative in that the project, located on the periphery of the commercial area of the downtown, maintains an appropriate scale for this transition area.
- (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 and the adjacent high-rise apartment building.
- (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 open space areas with patios and balconies for visitors and tenants that are functional and desirable.

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- (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 balconies 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 concrete structure with recycled product such as fly ash; terra cotta sun shade fins; terra cotta rain screen system; on-site storm water treatment planters, aluminum wall panels ; and compliance with CalGreen Tier 2.
- (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.

FINDINGS FOR APPROVAL
CONTEXT-BASED DESIGN CONSIDERATIONS AND FINDINGS
611 Cowper Street [13PLN-00259]

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 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 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 patios and balconies 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

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finding can be made in the affirmative in that the project intends to utilize concrete structure with recycled product such as fly ash; terra cotta sun shade fins; terra cotta rain screen system; on-site storm water treatment planters, aluminum wall panels ; and compliance with CalGreen Tier 2.

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CONDITIONS OF APPROVAL
611 Cowper Street [13PLN-00259]

PLANNING & COMMUNITY ENVIRONMENT

The Architectural Review Board (August 1, 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 July 8, 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 current project is approved to use the one-time 200 square foot FAR bonus, as permitted per PAMC 18.18.070(a)(1), for each recognized parcel prior to the lot merger for a total of 400 square feet, 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.
4. 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.
5. The proposed project requires 10,000 square feet of Transfer of Development Rights (TDR). Prior to 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.
6. Development Impact Fees, estimated at \$893,264.45, shall be paid prior to the issuance of the project's building permit.
7. The project, as proposed, requires two additional parking spaces. These spaces shall be added to the project or the FAR shall be reduced by 500 square feet to bring the project into compliance.

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8. All spaces using the proposed parking lifts shall accommodate large vehicles, such as minivans and sport utility vehicles. Transportation shall review and approve the proposed car lift prior to the building permit submittal.
9. The applicant shall provide a Lift Parking Management Plan that details standard operating procedures for the lift parking system including training elements, vehicle height/weight limitations, and emergency response procedures that include first-responder and operations contact information. This plan shall be submitted to and reviewed by the Director of Planning & Community Environment prior to the occupancy of the new building.
10. 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.
11. All future signage for this site shall be submitted for Architectural Review.
12. 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.
13. 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.
14. 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.
15. 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. **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 Cowper Street and install all new sidewalk, curb, gutter, and driveway approach in the public right-of-way along the property frontage 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.
2. **STREET TREES:** The applicant may be required to replace existing and/or add new street trees in the public right-of-way along the property's frontage(s). Call the Public Works' arborist at 650-496-5953 to arrange a site visit so he can determine what street tree work, if any, will be required for this project. The site plan submitted with the building permit plan set must show the street tree work that the arborist has determined, including the tree species, size, location, staking and irrigation requirements, or include a note that Public Works' arborist has determined no street tree work is required. The plan must note that in order to do street tree work, the applicant must first obtain a *Permit for Street Tree Work in the Public Right-of-Way* from Public Works' arborist (650-496-5953).
3. **SUBDIVISION:** A parcel/condo map will be required if there are any units that are proposed "for sale". This map shall also be used for the merger of the two parcels and any creation or abandonment of easements. The developer will be required to provide a preliminary parcel map and a parcel map for city review and approval. The Grading/Excavation and Building permits will not be issued until the parcel map is recorded.
4. 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: www.cityofpaloalto.org/depts/pwd/forms_permits.
5. Include in plans submitted for a building permit:
6. **BASEMENT DRAINAGE:** Due to high groundwater throughout much of the City and Public Works prohibiting the pumping and discharging of groundwater, perforated pipe drainage systems at the exterior of the basement walls or under the slab are not allowed for this site. A drainage system is, however, required for all exterior basement-level spaces, such as lightwells, patios or stairwells. This system consists of a sump, a sump pump, a backflow preventer, and a closed pipe from the pump to a dissipation device onsite at least 10 feet from the property line, such as a bubbler box in a landscaped area, so that water can percolate into the soil and/or sheet flow across the site. The device must not allow stagnant water that could become mosquito habitat. Additionally, the plans must show that exterior basement-level spaces are at least 7-3/4" below any adjacent windowsills or doorsills to minimize the potential for flooding the basement. Public Works recommends a waterproofing consultant be retained to design and inspect the vapor barrier and waterproofing systems for the basement.

7. **GARAGE/BASEMENT SHORING:** Shoring for the basement excavation, including tiebacks, must not extend onto adjacent private property or into the City right-of-way without having first obtained written permission from the private property owners and/or an encroachment permit from Public Works.
8. **DEWATERING:** Basement excavations may require dewatering during construction. Public Works only allows groundwater drawdown well dewatering. Open pit groundwater dewatering is disallowed. Dewatering is only allowed from April through October due to inadequate capacity in our storm drain system. The geotechnical report for this site must list the highest anticipated groundwater level. We recommend a piezometer to be installed in the soil boring. The contractor must determine the depth to groundwater immediately prior to excavation by using the piezometer or by drilling an exploratory hole if the deepest excavation will be within 3 feet of the highest anticipated groundwater level. If groundwater is found within 2 feet of the deepest excavation, a drawdown well dewatering system must be used, or alternatively, the contractor can excavate for the basement and hope not to hit groundwater, but if he does, he must immediately stop all work 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 Public Works specifies and submit the results to Public Works.
9. Public Works reviews and approves dewatering plans as part of a *Street Work Permit*. The applicant can include a dewatering plan in the building permit plan set in order to obtain approval of the plan during the building permit review, but the contractor will still be required to obtain a street work permit prior to dewatering. Alternatively, the applicant must include the above dewatering requirements in a note on the site plan. Public Works has a sample dewatering plan sheet and dewatering guidelines available at the Development Center and on our website.
10. **GRADING & DRAINAGE PLAN:** The plan set must include a grading & drainage plan prepared by a licensed professional that includes existing and proposed spot elevations and drainage flow arrows to demonstrate proper drainage of the site. Adjacent grades must slope away from the house a minimum of 2%. Downspouts and splashblocks should be shown on this plan, as well as any site drainage features such as swales. Grading will not be allowed that increases drainage onto, or blocks existing drainage from, neighboring properties. Public Works generally does not allow rainwater to be collected and discharged into the street gutter, but encourages the developer to keep rainwater onsite as much as feasible by directing runoff to landscaped and other pervious areas of the site. See the Grading & Drainage Plan Guidelines for New Single Family Residences on our website.
11. **GRADING & EXCAVATION PERMIT:** An application for a grading & excavation permit must be submitted to Public Works when applying for a building permit. The application and guidelines are available at the Development Center and on our website.
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. **STREET TREES:** Show all existing street trees in the public right-of-way. Any removal, relocation or planting of street trees; or excavation, trenching or pavement within 10

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feet of street trees must be approved by Public Works' arborist (phone: 650-496-5953). This approval shall appear on the plans. Show construction protection of the trees per City requirements.

14. **WORK IN THE RIGHT-OF-WAY:** The plans must clearly indicate any work that is proposed in the public right-of-way, such as sidewalk replacement, driveway approach, or utility laterals. The plans must include notes that the work must be done per City standards and that the contractor performing this work must first obtain a *Street Work Permit* from Public Works at the Development Center. If a new driveway is in a different location than the existing driveway, then the sidewalk associated with the new driveway must be replaced with a thickened (6" thick instead of the standard 4" thick) section. Additionally, curb cuts and driveway approaches for abandoned driveways must be replaced with new curb, gutter and planter strip.
15. **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.
16. **SIDEWALK ENCROACHMENT:** Add a note to the site plan that says, "The contractor using the city sidewalk to work on an adjacent private building must do so in a manner that is safe for pedestrians using the sidewalk. Pedestrian protection must be provided per the 2010 California Building Code Chapter 33 requirements. If the height of construction is 8 feet or less, the contractor must place construction railings sufficient to direct pedestrians around construction areas. If the height of construction is more than 8 feet, the contractor must obtain an encroachment permit from Public Works at the Development Center in order to provide a barrier and covered walkway or to close the sidewalk."
17. **STREET LIGHTS:** The applicant is encouraged to investigate and incorporate the use of LED streetlights along the frontages of the proposed.
18. **OIL/WATER SEPARATOR:** Parking garage floor drains on interior levels shall be connected to an oil/water separator prior to discharging to the sanitary sewer system.
19. **STORM DRAIN:** 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.
20. **STORM WATER TREATMENT:** This project may trigger the California Regional Water Quality Control Board's revised provision C.3 for storm water regulations (incorporated into the Palo Alto Municipal Code, Section 16.11) that apply to land development projects that create or replace 10,000 square feet or more of impervious surface. The applicant shall provide a calculation of the amount of impervious surface area being created or replaced. If 10,000 sf of impervious surface area is created or replaced, then the City's regulations require that the project incorporate a set of permanent site design measures, source controls, and treatment controls that serve to protect storm water quality. The applicant shall identify, size, design and incorporate permanent low impact

development storm water pollution prevention measures to treat the runoff from a "water quality storm" specified in PAMC Chapter 16.11 prior to discharge to the municipal storm drain system. **In addition, 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 prior to the first building occupancy sign-off.** The City will inspect the treatment measures yearly and charge an inspection fee. **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 feasibility, certification form, 2 copies of approved stormwater 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.** For more information regarding these requirements, visit the Santa Clara Valley Urban Runoff Pollution Prevention Program website at <http://www.scvurppp-w2k.com/Default.htm>.

- 21. 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.**
22. 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.
23. LOGISTICS PLAN: The contractor must submit a logistics plan to the Public Works Department prior to commencing work, including demolition of the structure, that addresses all impacts to the City's right-of-way, including, but not limited to: pedestrian control, traffic control, truck routes, material deliveries, contractor's parking, concrete pours, crane lifts, work hours, noise control, dust control, storm water pollution prevention, contractor's contact, noticing of affected businesses, and schedule of work. The plan will be attached to a street work permit.

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 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

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 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.

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.

BUILDING

1. The entire project (including residential) to be designed based on CBC.
2. The entire building to be sprinklered per Section 903.3.1.1 of CBC.
3. Non-Residential: The shell and the tenant improvement to comply with CalGreen Mandatory and Tier 2, per CPA Ordinance number 5107 (unless the developer chooses LEED Certification).
4. Residential: to comply with Build It Green requirements, per CPA Ordinance number 5107 (unless the developer chooses LEED Certification).
5. Sheet A2.1: Openings parallel to the property line and between gridlines A and B and 5 and 7, to comply with Section 705.8 of CBC 2010.
6. Sheet A2.1: Openings along the rear wall to comply with Section 705.8 of CBC 2010. Use center line of Lane 39 to determine fire separation distance.
7. Sheet A2.2: See Note 3 above.
8. Sheet A2.2: See Note 4 above.
9. Sheet A2.2: Openings along the North wall (along grid line G) to comply with Section 705.8 of CBC 2010.

10. Sheet A2.3: Openings along the North wall (along grid line G) to comply with Section 705.8 of CBC 2010.
11. Sheet A2.3: See Note 4 above.
12. Sheet A2.4: See Note 4 above.
13. Sheet A2.6: Maintain 8'-2" vertical clearance from the entrance of the garage to the disable parking stalls. No plumbing works or appendages to be hanging below this height.

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. This project requires a padmount transformers, the location of the transformers shall be shown on the site plan and approved by the Utilities Department and the Architectural Review Board. Utilities Rule & Regulations #3 & #16 (see detail comments below).
5. The developer/owner shall provide space for installing padmount equipment (i.e. transformers, switches, and interrupters) 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.

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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. If the customer's total load exceeds 2500 kVA, service shall be provided at the primary voltage of 12,470 volts and the customer shall provide the high voltage switchgear and transformers.
13. For primary services, the standard service protection is a padmount fault interrupter owned and maintained by the City, installed at the customer's expense. The customer must provide and install the pad and associated substructure required for the fault interrupter.
14. 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.
15. 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

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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.

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.

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. 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 City of Palo Alto Utilities (a separate application is required for each unit). 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 meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities.
5. **The wastewater main in Cowper St is only a 5.5" wastewater main so only a 4" wastewater lateral to this main can be allowed.**
6. **No new manholes on the Cowper St main are allowed.**
7. 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).
8. 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.
9. 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 determine current flows and water pressures on existing water main. Calculations must be signed and stamped by a registered civil engineer. The applicant is required to perform, at his/her expense, a flow monitoring study of the existing sewer main to determine the remaining capacity. The report must include existing peak flows or depth of flow based on a minimum monitoring period of seven continuous days or as determined by the senior wastewater engineer. The study shall meet

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the requirements and the approval of the WGW engineering section. No downstream overloading of existing sewer main will be permitted.

10. 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 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.
11. 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.**
12. 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. 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.**
13. 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.
14. Existing wastewater laterals that are not plastic (ABS, PVC, or PE) shall be replaced at the applicant's expense.
15. Existing water services that are not a currently standard material shall be replaced at the applicant's expense.
16. 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.
17. 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.
18. A new gas service line installation is required. Show the new gas meter location on the plans. The gas meter location must conform with utilities standard details.

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19. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGW utilities procedures.
20. 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.
21. 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.
22. All utility installations shall be in accordance with the City of Palo Alto utility standards for water, gas & wastewater.



May 16th, 2013

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

Re: 611-651 Cowper Street ARB Major Review Project Description

To Planning Staff and ARB Members:

Attached is Hayes Group Architect's submittal package for 611-651 Cowper Street for ARB major review. The project applicant is Hayes Group Architects on behalf of the owner, R&M Properties. This package includes 12 sets of half size drawings and two full size drawings including the site survey, contextual photos, the proposed site plan, floor plans, elevations, sections, details, 3D views, civil and landscape drawings. Color rendering will be provided for the ARB major hearing. An ARB preliminary package was submitted on January 22nd 2013. The conceptual project was generally supported by the ARB members during a hearing on March 21st 2013 with comments. Changes have been made since the hearing that are explained below to address these comments.

1. EXISTING CONDITIONS

The site is located at mid-block on the north side of Cowper Street between Hamilton and Forest Avenues. At the north side of the site is an alley, Lane 39. The project includes two rectangular parcels, 611 Cowper and 651 Cowper. Each parcel has a commercial building. The existing building at 611 Cowper is a one-story office building and is approximately 2,408 SF. This building is currently used as office and personal service space. The existing building at 651 Cowper is a two-story office building and is approximately 6,053 SF. A portion of the 651 Cowper building had a residential unit with an area of 1,270 SF according to city records. The commercial portion is 4,783 SF. The combined commercial area for the two existing buildings is 7,191 SF.

The site is surrounded by commercial buildings. Four one-story commercial buildings are located to the west of the site. At the north side is a three-story mixed-use commercial / residential building. At the south side of the site is a multi-story residential complex, the Marc, and parking structure.

2. PROPOSED PROJECT

We propose to demolish the two existing buildings and build a new 34,951 SF, four-story, commercial / residential mixed use condominium building with two levels of underground parking. The first, second and third floor will be entirely commercial. The entire fourth floor will be residential. The site will receive 14,000 SF of Transfer Development Rights floor area to achieve this area, in which 4,000 SF is parked on site. The letter, dated September 21, 2009, from Amy French, Chief Planning Official, attached to this application, confirms the site is eligible to receive Transfer-Development-Rights exempt floor area under Palo Alto Municipal Code Section 18.18.080 (e) paragraphs 1 and 2.

The design focuses on creating an open space fronting Cowper Street. This open space includes an outdoor space as a transition to the building entry as well as a terrace for the first floor commercial office tenant along the main façade. Large windows open the interior space to Cowper Street and engage the pedestrian environment within downtown Palo Alto. Upper commercial floors open onto large rooftop terrace with green roof planters. The top floor is perched above the commercial space and appears to float as an independent form.

Materials include terra cotta sunshade and rain screen, cement plaster walls, exposed concrete, and metal panels. Clear dual-glazed painted aluminum storefront windows fill the openings. Structural storefront glass is used to enclose the ground floor lobby and other commercial spaces.

The two parcels, 611 Cowper and 651 Cowper, will be merged with this application.

3. PARKING & BICYCLE SPACES

The existing parcels are not within parking assessment district. Currently the site has 20 parking spaces, serving the existing building. In accordance to today's standards, one parking space is required for 250 SF of office space, one space is required for 200 SF of personal service space and 2 spaces for the former residential unit. For the existing buildings, 31.868 parking spaces are needed. This results in a parking deficit of 12 spaces. This parking deficit is grandfathered pursuant to **PAMC 18.52.030 (c) and (d)**. The 14,000 SF TDR increase exempts

10,000 SF from parking per **PAMC 18.18.080(f)(1)**. 4,000 SF TDR will require 16 parking spaces. See area and parking summary on the cover page of the drawings.

Parking requirements per **PAMC 18.52.040** require parking for the entire 34,951 SF area:

- 28.76 spaces for existing 7,191 SF area
- No space is needed for one time 400 SF bonus (**18.18.070(a)(1)**), 200 SF for 611 Cowper, 200 SF for 651 Cowper
- No space is needed for 10,000 SF TDR area
- 16 spaces required for 4,000 SF TDR area at 1/250
- 26.42 spaces required for 6,606 SF new floor area
- Two spaces required for the residence
- 12 spaces parking deficit grandfathered
- 0.78 spaces deducted from trash and recycling enclosure

60 total parking spaces are required for this project. Per **PAMC 18.52.050 table 4**, a 2.8% parking reduction is requested (where 20% maximum reduction is allowed). The proposed parking for the project is 58 spaces.

For bike parking, seven long-term and four short-term parking are required for commercial and one long-term is required for residential. 13 bike parking spaces are proposed.

4. TRASH/RECYCLING

A new, covered trash and recycling facility will be constructed at the back of the site, and serviced from the alley.

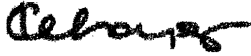
5. GREEN BUILDING STANDARD

In accordance with the city's Green Building Ordinance, the building will satisfy requirements for project Type 1, requiring LEED Silver rating. The project will comply with the stricter Tier 2 requirements. The residential portion shall comply with Build-it-Green requirements.

We look forward to a staff review and scheduling of an ARB hearing so that we can proceed with the development of this project.

Please call me at (650)365-0600x15 if you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Hayes".

Ken Hayes, AIA
Principal

cc: Stephen Reller, R&M Properties

ZONING COMPLIANCE TABLE
 611 Cowper Street [13PLN-00259]
CD-C ZONE

DEVELOPMENT STANDARDS	STANDARD	PROPOSED PROJECT	CONFORMS
Minimum Building Setback			
Front Yard	None Required	none	Yes
Rear Yard	None Required 10' for Residential Portion	Commercial: 7'-6" Residential: 10'-3"	Yes
Interior Side Yard	None Required	6"	Yes
Maximum Site Coverage (building footprint)	None Required	11,461 sf (82%)	Yes
Maximum Height	50'	50'	Yes
Daylight Plane	Same as abutting residential zones	Not Applicable	Yes
Floor Area Ratio (FAR)	27,984 sf (2:1 standard) 34,980 sf (2.5: 1 with TDR's)	34,703 sf (2.48:1) Commercial: 28,165 sf Residential: 6,538 sf	Yes
Parking Requirement	115 spaces 113 for 28,165 sf non-res 2 spaces for res unit	60 spaces*	Yes, with COA to add 2 more spaces for 62 total.
Bicycle Parking	12 spaces 1 space/commercial 2,500 sf 1 space/res unit	13 (8 short term; 5 long term)	Yes

*Parking summary:

Required spaces before adjustments	115 spaces
Grandfathered Parking Deficit Condition (4,783 sf would require 19 spaces, but only 8 provided)	-11 spaces
Transfer of Development Rights (based on 5,000 sf x 2)	-40 spaces
One-time 200 sf bonus [18.18.070(a)(1)] x 2	-2 spaces
Required spaces after adjustments	62 spaces