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CITY OF PALO ALTO

Architectural Review Board

Staff Report

Agenda Date: September 19, 2013

To: Architectural Review Board

From: Clare Campbell, Planner

Department: Planning and Community Environment

Subject: 636 Waverley Street [13PLN-00262]: Request by Hayes Group Architects for a Major Architectural Review of the demolition of a one story, 1,406 sq. ft. office building and construction of a four-story, 10,278 sq. ft. mixed-use building with commercial uses on the first and second floors and two residential units on the third and fourth floors on a 5,278 sq. ft. site in the CD-C(P) zoning district. Environmental Assessment: Exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15303.

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

Previous Review

At the meeting on August 15, 2013, the ARB voted to continue the review of the project to a date certain to provide time for the applicant to address the ARB's comments. The primary concerns cited were related to building's substantial massing, lack of landscaping, needed refinement of the rear façade, spillover lighting, and the design of the gate for the garage. Additional project background information and discussion is included in the previous staff report, Attachment D.

Project Description

The project includes the demolition of the existing 1,406 sf structure and construction of a new four-story 10,278 sf mixed-use building with two floors, approximately 4,800 sf, of commercial use (office proposed), and one ≈1,700 sf two-bedroom and one ≈2,600 sf three-bedroom residential unit, each with large open terraces, including one on the roof. The required vehicle parking spaces are to be provided in a below grade parking facility, accessed through a proposed

controlled driveway on Waverley Street. The project utilizes parking lifts to meet the project's parking requirements.

Additional information is provided in the applicant's project description and plans, Attachments E and H, and in the previous staff report (Attachment D).

Modifications to Project

In response to the ARB's comments, and to further address the parking requirements, the project was modified in the following ways:

- The commercial floor area ratio (FAR) on the second floor has been reduced by 250 sf in order to address the parking layout issues in the garage; see parking discussion below for more details. The second floor area is pulled back from the rear property line and the terrace has been removed.
- The above mentioned change creates an increased ceiling height in the parking garage that provides access to all parking lift spaces at all times.
- Modifications made to address building mass: The front stair tower has been reduced three feet, and openings have been made in the roof overhang and terrace floor to draw light down into the deck areas.
- Refinement of rear elevation: The concrete zigzag lines that are on the front elevation have been carried over to the rear elevation, and windows facing the interior of the property have been added to the stair tower. The second floor terrace has been removed, simplifying the design of the rear elevation.
- Garage ramp gate: The gate has been eliminated and two retractable bollards have been added for traffic control purposes.
- Landscaping: Additional vines and planters have been added to the project.
- Lighting: The recessed LED down-lights have been changed to a wide lens to reduce light levels along Waverley frontage.

DISCUSSION

Parking

The required parking for this project, without any credits or exemptions, is 23 spaces; four for the residential units and 19 for the commercial space. The Zoning Code allows the Planning Director to approve a Shared Parking Facilities reduction, for up to 20% of the required spaces (PAMC 18.52.080), based on the impacts of the project. The City's Transportation Division reviewed a parking analysis (Attachment F) for this project, prepared by TJKM Transportation Consultants, which made the determination that the project requires 20 parking spaces, and staff concurred with this finding. Based on this analysis, a 13% reduction in the parking requirement would be supported. With this reduction applied to the project, the required parking would be a total of 20 spaces. The project provides these spaces in a below grade parking facility and utilizes parking lifts.

The ceiling height of garage has been raised to allow all lift spaces to be accessible at all times; the previous layout required the top lift space to be vacated in order to access the lowest space on each of the lifts. This garage modification reduced the commercial FAR on the second floor by

250 sf, which in turn eliminated the need for one vehicle space. The four lifts along the rear of the garage accommodate four spaces in each and the lift next to the accessible space has been reduced to a three-car lift.

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: ARB Staff Report without Attachments, 08/15/2013
Attachment E: Project Description*
Attachment F: Revised 636 Waverley Street Parking Evaluation, 05/21/2013*
Attachment G: Zoning Compliance Table
Attachment H: Development Plans (Board Members Only)*

* Prepared by Applicant; all other attachments prepared by Staff

COURTESY COPIES

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FINDINGS FOR APPROVAL

636 Waverley Street [13PLN-00262]

Architectural Review Findings (PAMC 8.76.020)

(1) *The design is consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.* This finding can be made in the affirmative in that the project incorporates quality design that recognizes the importance of the area as described in the Comprehensive Plan. The project is also consistent with the Palo Alto Comprehensive Plan policies related to business and economics. The Comprehensive Plan encourages owners to upgrade or replace existing commercial properties so that these commercial areas are more competitive and better serve the community. The additional housing units proposed are also encouraged by the Comprehensive Plan.

(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 in the higher intensity downtown area.

(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 can be made in the affirmative in that the project, located within commercial area of the downtown, maintains an appropriate scale for the area and uses, and complies with the applicable development standards for the CD-C zone district.

(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 nearby five-story apartment buildings.

(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.

(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.

(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 photovoltaic panels, high efficiency mechanical systems, and natural light; project is required to meet CalGreen Tier 2 requirements.

(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
636 Waverley Street [13PLN-00262]

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 bike rack is 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 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

finding can be made in the affirmative in that the project intends to utilize photovoltaic panels, high efficiency mechanical systems, and natural light; project is required to meet CalGreen Tier 2 requirements.

DRAFT
CONDITIONS OF APPROVAL
636 Waverley Street [13PLN-00262]

PLANNING & COMMUNITY ENVIRONMENT
The Architectural Review Board (September 19, 2013) recommended approval of the application referenced above, and the Director of Planning and Community Environment (Director) approved the project on xxx, 2013.

Project Planner: Clare Campbell

PLANNING DIVISION

1. The project shall be in substantial conformance with the approved plans and related documents received September 3, 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), 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. Development Impact Fees, estimated at $225,342 shall be paid prior to the issuance of the project's building permit.

6. The property owner shall be responsible for the regular maintenance and upkeep of the one non-standard bike racks placed within the city right of way.

7. All spaces using the proposed parking lifts shall accommodate large vehicles, such as minivans and sport utility vehicles. Transportation staff shall review and approve the proposed car lift prior to the building permit submittal.

8. All 20 parking spaces shall be available to both the residents and office tenants at any time (i.e. no reserved parking).

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

SITE SPECIFIC COMMENTS

1. The trench drain in the garage ramp shall be directed to the storm drain system and not

the sanitary sewer system.

2. The project shall provide the parking required by the parking assessment formula. Residential properties are not assessed, however, the commercial portions are and therefore shall be fully parked for assessment purposes to avoid paying parking impact or "in-lieu" fees. For parking assessment purposes I do not believe there can be a reduction or modification to the assessment formula.
3. The applicant shall clarify the note "Original right of way line of Waverley" shown on the plans.
4. Sheet A.2 – it appears that there are truncated domes being placed in the ROW sidewalk on either side of the proposed driveway. Please clarify.
5. A 'Tree Care Permit' shall be obtained from the Urban Forestry division prior to any work on any tree or the removal of any tree.
6. The applicant shall remove and replace all curb, gutter, and sidewalk along the length of the project's Waverley frontage. The applicant shall grind and overlay (min. 2") the width of Waverley along the project's frontage.

STANDARD CONDITIONS

PRIOR TO FINAL PLANNING/ARB REVIEW

1. **Conceptual grading, drainage and SWPPP plan:** To verify the project adequately addresses grading, drainage and surface water infiltration, the applicant is required to submit a conceptual site grading and drainage plan to Public Works Engineering (PWE) prior to the final ARB submittal. The plan must demonstrate that site runoff is conveyed to the nearest adequate municipal storm drain system and that drainage is not increased onto, nor blocked from, neighboring properties. The plan must also include a conceptual Storm Water Pollution Prevention Plan (SWPPP), including the permanent best management practices (BMP's) to protect storm water quality and control runoff, particularly if the "C.3" provisions of the City's Storm Water Pollution Ordinance apply (see C.3 below). Resources and handouts are available from PWE, including "Planning Your Land Development Project". The elements of the PWE-approved conceptual grading and drainage plan shall be incorporated into the building permit plans.

MAP REQUIREMENTS

2. **Parcel Map:** A Preliminary Parcel Map and a Parcel Map are required for the proposed development. The applicant shall submit an application for a minor subdivision with the Planning Division. Public Works' *Tentative Maps and Preliminary Parcel Maps* checklist must accompany the completed application. All existing and proposed dedications and easements must be shown on the submitted map. No grading or building permits will be issued until the Parcel Map is recorded with the County Recorder. A digital copy of the Parcel Map, in AutoCAD format, shall be submitted to Public Works Engineering and shall conform to North American Datum 1983 State Plane Zone 3 for horizontal survey controls and NGVD88 for vertical survey controls.

PRIOR TO SUBMITTAL OF MAP

3. **Developer's project manager:** The subdivision includes significant complexity involving coordination of infrastructure design and construction. Developer shall appoint a Project Manager to coordinate with Planning, Public Works and Utility Department staff. Public Works will have regular communication with the Project Manager in order to facilitate timely review and approval of design and construction.

INCLUDE IN SUBMITTAL FOR BUILDING PERMIT

4. **Grading & excavation permit:** A *Grading and Excavation Permit* is required for the project if the total quantity of cut and/or fill outside of the building(s) footprint exceeds 100 cubic yards or if the disturbed area is 10,000 sq.ft. or greater. A grading permit only authorizes grading and storm drain improvements, therefore, the following note shall be included on each grading permit plan sheet: "This grading permit will only authorize general grading and installation of the storm drain system. Other building and utility improvements are shown for reference information only and are subject to separate building permit approval." No utility infrastructure should be shown inside the building footprints.
5. **Survey datum:** Plans shall be prepared using North American Datum 1983 State Plane Zone 3 for horizontal survey controls and NGVD 1988 for vertical survey controls throughout the design process.
6. **Final grading & drainage plan:** The plans shall include a final grading and drainage plan prepared by a licensed professional. This plan shall show existing and proposed spot elevations or contours of the site and demonstrate the proper conveyance of storm water to the nearest adequate municipal storm drainage system. Existing drainage patterns, including accommodation of runoff from adjacent properties, shall be maintained. Downspouts and splashblocks should be shown on this plan. Public Works 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: www.cityofpaloalto.org/public-works/eng-documents.html.
7. **Impervious surface area:** The proposed development will result in a change in the impervious area of the property. The applicant shall provide calculations of the existing and proposed impervious surface areas with the building permit application. For non-residential properties, a Storm Drainage Fee adjustment on the applicant's monthly City utility bill will take place in the month following the final approval of the construction by the Building Inspection Division. The impervious area calculation sheets and instructions are available from Public Works Engineering at the Development Center and on the Division's website: www.cityofpaloalto.org/public-works/eng-documents.html.
8. **Stormwater sheet**: 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: www.cityofpaloalto.org/public-works/eng-documents.html.
9. **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 water to accumulate or stagnate. 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.

10. **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.
11. **Basement light/stairwells:** All exterior basement-level spaces, such as lightwells, patios or stairwells, are required to have a drainage system separate (up to the sump) from the basement wall/slab drainage system. Also, 8" of freeboard is required between the floors of the exterior basement-level spaces and any adjacent windowsills or doorsills.
12. **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 15th through October 31st 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.

    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.
13. **Work in the right-of-way:** The plans must clearly indicate any work that is to be conducted in the public right-of-way, such as sidewalk, driveway approach, curb, gutter or utility lateral work. The plans must include notes that the work must be done per Public Works' standards and that the contractor performing this work must first obtain a

Permit for Construction in the Public Street from Public Works at the Development Center.

14. **Street trees:** Show all street trees in the public right-of-way or state that there are none. Include street tree protection details in the plans. Any removal, relocation or planting of street trees; or excavation, trenching or pavement installation within 10 feet of a street tree, must be approved by Public Works' arborist.

PRIOR TO CONSTRUCTION

15. **Streetwork permit:** A *Permit for Construction in the Public Street* ("streetwork permit") is required from all contractors performing work in the public right-of-way. All construction within the right-of-way, easements or other property under City jurisdiction shall conform to the standard specifications and details of the Public Works and Utility Departments.
16. **Logistics plan:** A construction logistics plan shall be provided addressing all impacts to the public and including, at a minimum: work hours, noticing of affected businesses, construction signage, dust control, noise control, storm water pollution prevention, job trailer, contractors' parking, truck routes, staging, concrete pours, crane lifts, scaffolding, materials storage, pedestrian safety, and traffic control. All truck routes shall conform to the City of Palo Alto's Trucks and Truck Route Ordinance, Chapter 10.48, and the route map, which outlines truck routes available throughout the City of Palo Alto. A handout describing these and other requirements for a construction logistics plan is available from Public Works Engineering at the Development Center or online at: http://www.cityofpaloalto.org/public-works/documents/eng-LogisticsPlanPreparationGuidelines.pdf. Typically, the construction logistics plan is attached to an encroachment permit or a *Permit for Construction in the Public Street.*

DURING CONSTRUCTION

17. **Inspection:** The contractor must contact Public Works' Inspector at (650) 496-6929 prior to any work performed in the public right-of-way.

PRIOR TO PUBLIC WORKS ACCEPTANCE

18. **Storm drain logo:** The applicant is required to paint "No Dumping/Flows to San Francisquito Creek" in blue on a white background adjacent to all onsite storm drain inlets. The name of the creek to which the proposed development drains can be obtained from Public Works Engineering. Stencils of the logo are available from the Public Works Environmental Compliance Division, which may be contacted at (650) 329-2598. Include the instruction to paint the logos on the construction grading and drainage plan.
19. **Indefinite encroachment permit:** An approved indefinite encroachment permit will be required for private infrastructure constructed in the public right-of-way, easement or on property in which the City holds an interest, but that was not authorized by a building permit.

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

SOLID WASTE

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

General Comments:

- The size of the residential enclosure should accommodate a 64-gallon garbage cart, a 96-gallon recycling cart, and a 32-gallon green cart. The commercial enclosure can be reduced in size by replacing the 2-yard recycling bin with two 96-gallon recycling carts.
- Push service may be required to deliver bins and carts to the curb for pick up

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 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.

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

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 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.

BUILDING

1. Sheet A2.1 (dated 7-17-2013): The exit passageway (Stair #3) along Grid Line(GL) A is currently opening at a location slightly passed GL 4. This is still being in the garage which is

exit access component of means of egress. The exit passageway needs to continue further and open at exit discharge (GL 2).

2. Sheets A2.1, A2.3, A2.4 (dated 7-17-2013): Openings along GL G have only 5 feet fire separation distance. The need to be addressed in accordance with Section 705 of CBC.
3. Sheets A2.1, A2.2, A2.3, A2.4 (dated 7-17-2013): Openings along GL A and GL B need to be addressed in accordance with Section 705 of CBC.
4. Sheet L 1.0 (Roof plan): It is not clear who will have access to this roof. If this will be available to office staff on the second floor, then it may be treated as assembly area. Currently Stair # 2 is giving that access to all the levels below.
5. Sheet A2.3: Bedroom located on the corner of GL G and GL 6 is located somehow that is not complying with Section 1029
6. Sheets A2.1 through A2.4: Exterior wall openings facing GL 7 need to be addressed in accordance with Section 705 of CBC.

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 transformer. The location of the transformer 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.

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 an maintained by the City, installed at the customer's expense. The customer

must provide and install the pad and associated substructure required for the fault interrupter.

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 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.

4. All Special Facilities contracts or other agreements need to be signed by the City and applicant.

WATER - GAS - WASTEWATER ENGINEERING

PRIOR TO ISSUANCE OF DEMOLITION PERMIT

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

FOR BUILDING PERMIT

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

2 The applicant shall submit improvement plans for utility construction. The plans must show the size and location of all underground utilities within the development and the public right of way including meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities. Plans for new wastewater laterals and mains need to include new wastewater pipe profiles showing existing potentially conflicting utilities especially storm drain pipes, electric and communication duct banks. **Existing duct banks need to be daylighted by potholing <u>to the bottom</u> of the ductbank to verify cross section prior to plan approval and starting lateral. installation**. Plans for new storm drain mains and laterals need to include profiles showing existing potential conflicts with sewer, water and gas.

Water/Fire/Irrigation services are limited to 2", 4", and 6" (don't use 1 or 1-1/2" services). Water meters are limited to 5/8", 1", 1-1/2" and 2" (no ½" meters).

4. The applicant must show on the site plan the existence of any auxiliary water supply, (i.e. water well, gray water, recycled water, rain catchment, water storage tank, etc).

5. The applicant shall be responsible for installing and upgrading the existing utility mains and/or services as necessary to handle anticipated peak loads. This responsibility includes all costs associated with the design and construction for the installation/upgrade of the utility mains and/or services.

6. For contractor installed water and wastewater mains or services, the applicant shall submit to the WGW engineering section of the Utilities Department **four** copies of the installation of public water, gas and wastewater utilities improvement plans (the portion to be owned and maintained by the City) in accordance with the utilities department design criteria. All utility work within the public right-of-way shall be clearly shown on the plans that are prepared, signed and stamped by a registered civil engineer. The contractor shall also submit a complete schedule of work, method of construction and the manufacture's literature on the materials to be used for approval by the utilities engineering section. The applicant's contractor will not be allowed to begin work until the improvement plan and other submittals have been approved by the water, gas and wastewater engineering section. After the work is complete but prior to sign off, the applicant shall provide record drawings (as-builts) of the contractor installed water and wastewater mains and services per City of Palo Alto Utilities record drawing procedures (see last condition). For projects that take more than one month to complete, the applicant shall provide progress record drawings of work completed on a monthly basis.

7. An approved reduced pressure principle assembly (RPPA backflow preventer device) is

required for all existing and new water connections from Palo Alto Utilities to comply with requirements of California administrative code, title 17, sections 7583 through 7605 inclusive. The RPPA shall be installed on the owner's property and directly behind the water meter within 5 feet of the property line. RPPA's for domestic service shall be lead free. **Show the location of the RPPA on the plans**.

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

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

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

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

12. The applicant shall pay the capacity fees and connection fees associated with new utility service/s or added demand on existing services. The approved relocation of services, meters, hydrants, or other facilities will be performed at the cost of the person/entity requesting the relocation.

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

14. A separate water meter and backflow preventer is required to irrigate the approved landscape for landscaping areas in excess of 1,500 SF (including tree canopies). Show the location of the irrigation meter on the plans. This meter shall be designated as an irrigation account 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.

15. The gas meter location must meet the WGW Utility Standards. The City of Palo Alto normal service pressure is 7" WC (.25 PSI). Increased pressure must be requested in writing and is only provided if the houseline size calculates out at greater than 2" diameter for domestic (note: domestic can only be increased to 14" WC max.) and greater than 4" diameter for commercial at standard houseline pressure (7" WC) or the appliance requires increased pressure at the inlet. Further, due to meter limitations there must a minimum of 800 CFH demand for pressures greater than 14" WC. The only available pressure increments above 7" WC are 14" WC (1/2 psi), 1#, 2# and 5# after approval. Pressures in excess of 14" WC, will require testing the house

piping at not less than 60 psig for not less than 30 minutes per the California Plumbing Code section 1204.3.2, witnessed by Palo Alto Building Inspection. The City of Palo Alto will not provide increased pressure just to save contractor money on the houseline construction. Requests to increase the pressure will be evaluated with the following submittals: The manufacturer's literature for the equipment requiring increased pressure; the specific pressure you are requesting; the gas load; and the length of house gas piping from the gas meter to where the gas houseline starts branching off.

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

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

18. Sewage ejector pumps shall meet the following conditions:

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

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

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

CITY OF PALO ALTO

Architectural Review Board

Staff Report

Agenda Date:	**August 15, 2013**
To:	**Architectural Review Board**
From:	**Clare Campbell, Planner** **Department: Planning and Community Environment**
Subject:	**636 Waverley Street [13PLN-00262]**: Request by Hayes Group Architects for a Major Architectural Review of the demolition of a one story, 1,406 sq. ft. office building and construction of a four-story, 10,528 sq. ft. mixed-use building with commercial uses on the first and second floors and two residential units on the third and fourth floors on a 5,278 sq. ft. site in the CD-C(P) zoning district. Environmental Assessment: Exempt from the provisions of the California Environmental Quality Act (CEQA) per Section 15303.

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 5,278 square foot (sf) project site has an existing one-story, 1,406 sf commercially used building (originally developed as a residence) located in Downtown Palo Alto within the Downtown Parking Assessment District. The site is bordered by a one-story commercial building on the left and a two-story apartment building on the right (14 units), and backs up to a public parking lot, as shown in Attachment G. At the end of the block, fronting Forest Avenue, the two corner parcels are developed with residential and mixed-use buildings that are five stories tall, and greater than five stories. The project site is approximately one and a half blocks away from University Avenue and provides five vehicle spaces at the rear of the lot, though the site was never assessed as having parking spaces. There is one existing city street tree along the frontage; a Gingko tree.

Project Description

The project includes the demolition of the existing 1,406 sf structure and construction of a new four-story, 10,528 sf mixed-use building with two floors of commercial use (office proposed), approximately 5,050 sf, and two three-bedroom residential units (3,021 sf and 2,123 sf) with large open terraces above, including one on the roof. The required vehicle parking spaces are to be provided in a below grade parking facility, accessed through a proposed gate-controlled driveway on Waverley Street. The project utilizes parking lifts to meet the project's parking requirements.

The design of the building, as described in the applicant's letter, "creates a dramatic modern form" with "vertical and horizontal zigzags of the concrete structural frame." The project features a fully glazed front façade and the prominent use of glazing on the remaining three elevations. The proposed materials include grey-toned, smooth integral color concrete, structural glazed window systems with aluminum frames; the glazing would be clear, insulated low-e glass. Grey corrugated metal panels are proposed for the roof screen element.

The outdoor treatments include concrete pavers for the garage ramp and the side walkway, one non-standard bike rack in front of the building, and landscaping elements, including a new 24-inch box Ginkgo street tree; the existing Ginkgo street tree will be removed due to the new driveway placement. The roof-top terrace would be furnished with landscape planters and outdoor seating. For each above-grade level, substantial open space is provided with outdoor terraces.

Additional information is provided in the applicant's project description and plans, Attachments D and G.

DISCUSSION

Zoning Compliance

A table indicating the project's conformance with the Development Standards of the Commercial Downtown is provided as Attachment F. The standard for development of a mixed-use project in the CD-C zone district is limited to a maximum of 2:1 for the floor area ratio (FAR), limited to 1:1 FAR for commercial and 1:1 FAR for residential. The project generally complies with the CD-C development standards.

Open Space Requirements

Mixed-use development in the CD-C zone is required to provide 20% Landscape Open Space (1,055 sf) in addition to 200 sf of Usable Open Space per residential unit. "Usable" open space can be private or common, but must have a minimum dimension of six feet to be considered usable. The project provides private balconies for each of the residential units providing more area than the required usable open space area. The project includes landscaping at grade and on the roof-top terrace.

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 project includes a glass front for the ground floor elevation, meeting the retail/display window requirements. The project has 50 feet of street frontage, and therefore is required to provide 75 sf of covered recessed area for pedestrian use. The plans indicate a 100 sf covered area along the building front to comply with this requirement.

Parking

The required parking for this project, without any credits or exemptions, is 24 spaces; four for the residential units and 21 for the commercial space. The Zoning Code does allow the Planning Director to approve a Shared Parking Facilities reduction, for up to 20% of the required spaces (PAMC 18.52.080), based on the impacts of the project. The City's Transportation Division reviewed a parking analysis (Attachment E) for this project, prepared by TJKM Transportation Consultants, which made the determination that the project requires 21 parking spaces, and staff concurred with this finding. Based on this analysis, an 11% reduction in the parking requirements would be supported. With this reduction applied to the project, the required parking would be a total of 21 spaces. The project provides these spaces in a below grade parking facility and utilizes five four-stacker parking lifts.

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 project implements the goal stated in the Guide about massing along Hamilton Avenue, since the Guide indicates a preference for two to four story buildings "to complement the existing streetscape and enhance the building wall of Hamilton Avenue." The ARB is requested to provide comments on additional options for ground floor pedestrian amenities for the project.

Context-Based Design Considerations and Findings

In addition to Zoning Compliance and Architectural Review approval findings, Context-Based Design Considerations and Findings found in PAMC Chapter 18.18 are applicable to projects in the downtown commercial zone district. The applicable findings are provided in Attachment B, Draft Context Based Design Findings.

(1) **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.

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: 636 Waverley Street Parking Evaluation, 05/21/13
Attachment F: Zoning Compliance Table
Attachment G: Development Plans (Board Members Only)*

* Prepared by Applicant; all other attachments prepared by Staff

COURTESY COPIES

David Kleiman [dkleiman@d2realty.com]
Ken Hayes [khayes@thehayesgroup.com]

Prepared By: Clare Campbell, Planner

Manager Review: Amy French, Chief Planning Official

Attachment E

HAYES GROUP ARCHITECTS

August 30th, 2013

Clare Campbell
Planning Department
City of Palo Alto

Re: **Major ARB Submission**
636 Waverley Street
13PLN-00261

Ms. Campbell,

An itemized list of responses to the August 15th ARB comments and the August 22nd 'Parking Requirements' memo is below. All changes to the drawings have been clouded and marked 'Delta 3'.

If you have any questions or comments, please contact the Hayes Group.

Regards,

Ken Hayes
Hayes Group Architects

08.15.13 ARB Presentation	
Comment # Sheet Ref.	Comment / Response
1	Modify the Waverley Street elevation to reduce the apparent height and bulk of the structure.
A3.1, A4.1	The height of the stair tower has been reduced by 3'-0". Openings have been cut into the roof overhang and into the fourth floor deck to bring light to areas below and reduce the bulk of these elements.
2	Develop the design of the rear elevation to incorporate the delicate elements present in the Waverley Street elevation.
A3.2, A4.1	The design of the rear elevation has been refined. Thin concrete slabs define the edges of the third and fourth floors. A narrow window breaks down the bulk of the stair tower. The change to the parking lifts (see comment below) resulted in removing the second floor terrace, which simplifies the rear elevation and puts focus on the residential floors.
3	Remove the swinging gate at the top of the garage ramp. Replace with retractable bollards.
A2.1, A3.1	The swinging gate has been replaced with retractable bollards.
4	Provide additional landscaping on the residential balconies and at the street level.
L1.0, L1.1	The landscape drawings show increased plant material in the planter at the Waverley entry, and added trellis with vines on the eastern side of driveway entry. Concrete planters are added to 3rd and 4th floor terrace decks. North facing terraces include shade tolerant planting. New shade tolerant plants species added to project: Liriope muscari 'Majestic'.
5	Revise the lighting design so that the street level at Waverley St., as shown on the photometric diagram, does not have 'hot spots' of 25 foot candles.
A2.6	Diffuse wide-spread optics have been added to the down-lights, reducing the light levels at Waverley Street so there are no more 'hot spots'.

HAYES GROUP ARCHITECTS

08.22.13 'Parking Requirements' Memo	
1	The proposed lift operation can not be supported by Palo Alto planning department staff, as the top spaces must be vacated in order to access the lowest space in the lift. Access to these five parking spaces is required.
A0.1, A2.1, A3.3	To address the staff comments, the following changes have been made: The head height above the four 'quad lifts' at the rear of the site (between gridline 6 and 7) has been increased to allow 24'-0" clear from garage floor to structure above. This allows the top car of the four-car rack to remain while the lowest car is accessed. This clear height projects above the second floor level, resulting in the loss of the second floor terrace and second floor commercial space. An intermediate concrete platform roofs over the parking rack, transferring lateral load to the shear wall at the rear property line and keeping rain out of the garage. As noted above, 250 square feet of second floor commercial space is removed by increasing the clearance of the garage parking racks. This reduces the required parking count for the project by one. See the edited traffic analysis included. The one space reduction allows the final parking lift (between gridlines 4 and 5) to change from a four-space to a three-space lift. This size lift will allow the top car to remain while the lowest car is accessed.
	END

HAYES GROUP ARCHITECTS

July 26th, 2013

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

Re: 636 Waverley Street ARB Major Review Project Description
06.29.13 Permit Resubmittal

To Planning Staff and ARB Members:

Attached is Hayes Group Architect's submittal package for 636 Waverley Street for ARB major review. The project applicant is Hayes Group Architects on behalf of the owner, Waverley Residential LLC. 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. A color rendering will be provided for the ARB major hearing. An ARB preliminary package was submitted on November 7th, 2012. ARB members generally supported the conceptual project during a hearing on November 15th 2012 with comments. Changes made since the hearing to address these comments are explained below.

1. EXISTING CONDITIONS

The site is located at mid-block on the southwest side of Waverley Street between Hamilton and Forest Avenues. The existing building at 636 Waverley is a one-story office building and is approximately 1,406 SF. This building is currently used as office and personal service space.

The site is surrounded by commercial and residential buildings. A one-story commercial building is to the south of the site. At the north side is a two-story residential building. To the west side of the site is city owned parking lot.

2. PROPOSED PROJECT

We propose to demolish the existing building and build a new 10,528 SF, four-story, commercial / residential mixed-use building with tuck-under parking. The first and second floor will be entirely commercial. The entire third and fourth floors will be residential.

The design creates a dramatic, modern form expressing the program and circulation elements of the building. The building's program is expressed by the vertical and horizontal zigzag of the concrete structural frame as it rises to the roof. Within the structure on the first and second floors, large structural glazed windows open the interior commercial space to Cowper Street and engage the pedestrian environment. As the form continues to draw one's attention higher, the large, third and fourth floor residential roof terraces are defined by the concrete structural frame. Finally, at the roof, the structural frame is revealed as a floating horizontal plane providing protection for the roof terrace below.

The entrance to the ground floor lobby is shaped by another concrete structural frame that rises to the roof to enclose the vertical circulation. Clear glass within the frame of the structure reveals the stair inside.

The roof is covered with photovoltaic panels and a roof garden for the upper residential unit.

Materials include smooth exposed concrete, structural glazed window systems with anodized aluminum frames, and clear glass guardrails with stainless steel rails. All glazing is clear insulated low-e glass.

3. PARKING & BICYCLE SPACES

The parcel is within the downtown parking assessment district. Currently the site has five parking spaces serving the existing 1,406 SF building. In accordance with the assessment district requirements, one parking space is required for 250 SF of new commercial area and 2 spaces for each residential unit. A total of 21 parking spaces are being provided in parking lifts in a partially underground garage. Pursuant to PAMC 18.52.050 table 4, we are using a mixed-use parking reduction allowed by the director of 1.6 spaces for our parking analysis. Pursuant to the director's request, we have included another parking analysis by TJKM Transportation Consultants to confirm the requested reduction. Their letter also calculates 21 parking spaces required for the mixed-use project. See the Area and Parking Calculations on the cover page of the drawings and the letter from TJKM Transportation Consultants.

Bicycle parking is provided for both the residential and commercial areas and consists of two long-term and one short-term spaces for the residential units and one long-term and one short-term spaces for the commercial portion.

4. TRASH/RECYCLING

A new, covered trash and recycling facility will be constructed within the tuck-under parking garage, accessed from the Waverley Street driveway ramp.

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 II requirements. The residential portion shall comply with multi family Build-it-Green requirements.

Key elements of the building include photovoltaic panels, a large area of planted green roof, a high efficiency mechanical system, and extensive natural light through all interior spaces. The owner also plans to reuse a substantial portion of the redwood from the existing building into the new residential units.

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,

Ken Hayes, AIA
Principal

cc: David Kleiman, Waverly Residential LLC

TJKM

Vision That Moves Your Community

Transportation Consultants

May 21, 2013

Note: Edits made in response to building revisions shown on 08.30.13 ARB set.

Mr. David Kleiman, Manager
Waverley Residential LLC
333 High Street
Palo Alto, CA 94301
Email: dkleiman@d2realty.com (sent through email only)

Subject: 636 Waverley Street Parking Evaluation

Dear David,

The purpose of the letter report is to present the findings of a parking evaluation for the proposed 636 Waverley Street project in Palo Alto. The proposed project would replace the existing building with 5,050 square feet of office space and two residential dwelling units.

Parking Analysis

Based on conversation with City staff,[1] TJKM has completed the estimate of peak parking generation for the proposed site based on the Palo Alto's Municipal Code with time of day information from the *Parking Generation, Fourth Edition*, published by the Institute of Transportation Engineers (ITE). According to the City code, office use should provide one parking space per 250 square feet and residential units (3 bedroom units) should provide 2 spaces per unit. This would mean parking requirement for the proposed office is ~~20.5~~ spaces (~~5,050~~ sf/250sf) and four spaces for the two residential. 19.20 4,800

However, it was noted in ITE that office and residential land use peak at different times of the day. The ITE information showed that office use peak at 10 a.m. which also showed that the residential land use at that time with parking occupancy of 32 percent. The different peak parking demand for the two land uses provide opportunities for shared parking. The resulting parking demand is approximately ~~21~~ 20 aces as shown in Table 1. Note that use of shared parking concept generally precludes reservation of parking spaces for residential land use. The ITE parking time of day information are contained in Appendix A.

Table 1 – Estimated Parking Generation

Land Use Types	Proposed 4,800	Units	Parking Rates	Total Parking Required	
Office	~~5,050~~	square feet	250	~~20.20~~	19.20
Dwelling Units	2	dwelling unit	0.64	1.28	
Total				~~21.48~~	20.48

In addition, due to its close proximity to transit and the Caltrain Station, there is some opportunity for trip reductions. The Valley Transportation Authority (VTA) Transportation Impact Analyses guideline states opportunity for up to nine percent trip reduction.

Conclusion

20

Since the project proposes to provide ~~21~~ parking spaces, the projected parking demand would be accommodated adequately.

[1] *Rius, Rafael May 16, 2013*

Land Use: 224
Rental Townhouse

Description

Rental townhouses are townhouse developments with rented rather than owned units and a minimum of two attached units per building structure. Units are not stacked on top of one another.

Database Description

- Average parking supply ratio: 1.7 parking spaces per dwelling unit (three study sites).

For one of the study sites, parking demand was compiled for 24 consecutive hours on a weekday, Saturday and Sunday. The following table presents the time-of-day distribution of parking demand at the site.

Based on Vehicles per Dwelling Unit	*Weekday*		*Saturday*		*Sunday*	
Hour Beginning	Percent of Peak Period	Number of Data Points*	Percent of Peak Period	Number of Data Points*	Percent of Peak Period	Number of Data Points*
12:00–4:00 a.m.	98	1	95	1	93	1
5:00 a.m.	100	1	100	1	99	1
6:00 a.m.	84	1	98	1	98	1
7:00 a.m.	62	1	94	1	96	1
8:00 a.m.	41	1	89	1	94	1
9:00 a.m.	34	1	59	1	89	1
10:00 a.m.	32	1	71	1	85	1
11:00 a.m.	31	1	67	1	78	1
12:00 p.m.	30	1	66	1	72	1
1:00 p.m.	31	1	64	1	73	1
2:00 p.m.	33	1	64	1	72	1
3:00 p.m.	37	1	69	1	73	1
4:00 p.m.	45	1	73	1	75	1
5:00 p.m.	61	1	78	1	83	1
6:00 p.m.	69	1	80	1	89	1
7:00 p.m.	72	1	83	1	93	1
8:00 p.m.	80	1	84	1	95	1
9:00 p.m.	89	1	87	1	100	1
10:00 p.m.	92	1	89	1	98	1
11:00 p.m.	94	1	95	1	100	1

* Subset of database

Study Sites/Years

Canada:
Brooks, AB (1998)

United States:
Howard County, MD (1989); Middletown, NJ (2001); New Brunswick, NJ (2001)

4th Edition Source Number

1114

ATTACHMENT G

ZONING COMPLIANCE TABLE
636 Waverley Street [13PLN-00262]
CD-C ZONE

DEVELOPMENT STANDARDS	STANDARD	PROPOSED PROJECT	CONFORMS
Lot Size	None	5,278 sf	Yes
Minimum Building Setback			
Front Yard	None Required	None	Yes
Rear Yard	10' for residential portion	10'-1"	Yes
Interior Side Yards	None Required	6"	Yes
Maximum Site Coverage (building footprint)	None Required	4,752 sf (90%)	Yes
Maximum Height	50'	50'	Yes
Daylight Plane	Same as abutting residential zones	Not Applicable	Yes
Floor Area Ratio (FAR)	2.0:1 = 10,556 sf	Residential: 5,478 sf Commercial: 4,800 sf 1.9:1	Yes
Landscape Open Space	20% 1,055 sf	> 1,055 sf	Yes
Usable Open Space	200 sf/living unit	> 200 sf/unit	Yes
Parking Requirement (within the Downtown Parking Assessment District)	23 spaces 1 space/250 sf commercial area 2 spaces/living unit	21 spaces	Yes*
Bicycle Parking	4 spaces 1 space/commercial 2,500 sf = 2 1 space/living unit = 2	Long Term: 4 Short Term: 2	Yes

*Parking summary:

Required spaces before adjustments	**23 spaces**
Shared Parking Facilities Reduction 13% **	-2.99
Required spaces after adjustments	**20 spaces**

** Allowed adjustment based upon TJKM Parking Evaluation, 05/21/2013