



Architectural Review Board

Staff Report (ID # 11115)

Report Type:	Action Items	Meeting Date: 5/7/2020
Summary Title:	3215 Porter Drive: New Office/R&D Building (2nd Hearing)	
Title:	PUBLIC HEARING / QUASI-JUDICIAL. 3215 Porter Drive [19PLN-00237]: Recommendation on Applicant's Request for Approval of a Major Architectural Review to Allow Construction of a new 22,029 Square Foot Office/ R&D Building. Environmental Assessment: An Initial Study/Mitigated Negative Declaration was Circulated for Public Comment From April 10, 2020 to May 11, 2020. Zoning District: RP (Research Park). For More Information Contact the Project Planner Garrett Sauls at garrett.sauls@cityofpaloalto.org.	
From:	Jonathan Lait	

Recommendation

Staff recommends the Architectural Review Board (ARB) take the following action(s):

1. Recommend approval of the proposed project to the Director of Planning and Development Services (PDS) based on findings and subject to conditions of approval.

Report Summary

The ARB previously reviewed the subject project on January 16, 2020. An earlier staff report includes extensive background information, project analysis and evaluation to city codes and policies; that report is available online: <https://bit.ly/35hsUDa>.

The purpose of this report is to restate the ARB's comments and describe the applicant's response to those comments. The analysis section below builds upon the information contained in the earlier report and notes the recent project changes.

Background

On January 16, 2020 the ARB reviewed the project. A video recording of the ARB's meeting is available online: <https://midpenmedia.org/architectural-review-board-74-1162020/>. There

were no speakers addressing the ARB for the item. The ARB's comments and the applicant's responses are summarized in the following table:

ARB Comments/Direction	Applicant Response
Landscape – Include the proposed potted trees, as shown on the rendering, throughout the plan set. The Oak tree located along the front, left-hand side may be better located along the righthand side of the new driveway to provide visual scale between sites and continuity of tree streetscape along Porter Drive. Clematis lasiantha species can look dead during certain periods of the year and doesn't work well on green screens/mesh panel – recommend a different species. Valley Oak and trees along rear garage ramp does not appear to have enough soil volume to thrive. Ground level planter pots along rear side of building could get trampled and should be changed/removed.	• Potted plants are now shown on landscape and site plans as well as on renderings. • The applicant studied tree relocation, but wants to keep the northern frontage open, to provide a welcoming and prominent relationship with the intersection. Additional trees are proposed along the driveway at front to provide an additional buffer to the substation side of site. • Clematis lasiantha has been removed. • Sheet L1.15 includes a detail and documentation of soil volumes for trees planted above/near garage and curb alignment adjustment provides more room for trees. • Ground level planter pots have been replaced with a raised planter to prevent trampling.
Architectural Details/Elements – Need additional details for the entry canopy, louver attachments, bike channel, and standing seam metal to show that corners properly hide interior workings of siding. Consider using different siding on the ground floor to highlight/accentuate top floor. Rear stair is not of high quality and does not connect to building materials as well as other elements of building. Ground floor stair near front of building should be relocated/integrated better with design. Transformer should be screened with enclosure.	• Additional details on sheets A2.13 & A2.14 show the requested information. • Incorporated use of a gray accent metal at the lower level to create banding, break up silver corrugated panels, and emphasize the 12-foot datum running around the building to delineate upper and lower levels. • Rear balcony has glass guardrail to match front balcony and create more cohesion in design. • The applicant would prefer to leave the front staircase in its current location. If moved, the other corner would become too congested and create unnecessary pinch points

Opening/Windows – Windows/doorframes should go all the way up to the soffits on ground floor.

Lighting – Too much lighting on site and should reduce the number of pedestrian pole lights (14-foot height). There should not be lighting around the planter bed wall along the garage. Consider use of step lighting.

First Floor structure – Ensure no significant changes will be needed on the first-floor front facade to meet structural requirements.

Organization of Uses – The café and bike repair store should be in closer proximity to each other.

with the bike racks and building. The original location provides more space around the staircase, building, and landscaping that better facilitates movement.

- All elevation drawings and renderings have been updated to show metal and glass door frames extending to the soffits above.
- Overall, the use of taller light fixtures has been reduced throughout the site. The applicant does not wish to include up-lighting or step lighting due to long term maintenance costs.
- Applicant has worked closely with structural engineers on the design to ensure last minute changes are not necessary to support the proposal. The lateral resistive elements are moment frames (no shear walls or diagonal brace frames are proposed).
- The location of the café has shifted from the southwest corner to the southeast corner to be closer to the more active uses on the property including the bike shop and outdoor gathering space.

Analysis¹

Staff finds the proposed project plans adequately address ARB and staff comments stated during the January 16th hearing. An analysis of the project with respect to the findings for approval is included in Attachment C.

Consistency with the Comprehensive Plan, Area Plans and Guidelines²

¹ The information provided in this section is based on analysis prepared by the report author prior to the public hearing. The Architectural Review Board in its review of the administrative record and based on public testimony may reach a different conclusion from that presented in this report and may choose to take an alternative action from the recommendation in this report.

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

The Comprehensive Plan includes Goals, Policies, and Programs that guide the physical form of the City. The Comprehensive Plan provides the basis for the City's development regulations. City staff uses its policies to regulate building and development and make recommendations on projects. Further, ARB Finding #1 requires development design to be consistent and compatible with applicable elements of the Palo Alto Comprehensive Plan.

The Comprehensive Plan land use designation for the project site is Research/Office Park, with a maximum Floor Area Ratio (FAR) range of 0.3 to 0.5, depending on site conditions. The project gross floor area (GFA) is 22,029 square feet, where a maximum 29,098 square feet of GFA is allowed. The proposed GFA on this 1.7 acre site complies with the intended research park FAR of 0.3:1 for the project site.

On balance, the project is consistent with the policies in the Comprehensive Plan and therefore fulfills the goals of the Plan as well. A detailed review of the project's consistency with the Comprehensive Plan is provided in Attachment C.

Zoning Compliance³

A detailed review of the proposed project's consistency with applicable zoning standards is provided in the Attachment E table. The proposed project complies with all applicable codes in a manner that is consistent with the Zoning Ordinance.

Environmental Review

The subject project was assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the City's environmental regulations. A Draft Initial Study and Mitigated Negative Declaration (IS/MND, Attachment F) were prepared pursuant to CEQA. The Draft IS/MND was published and circulated for public comments beginning April 10, 2020. The comment period ends May 11, 2020. Mitigation measures identified in the document have also been included in the Draft Conditions of Approval for the project.

The CEQA analysis was prepared by the City's consultant, David J. Powers & Associates, Inc. Overall, the City's consultant found the project would not cause significant impacts outside of standard expectations for biological, cultural and paleontological resources. The impacts identified in the document relate to the potential for nesting birds and potential for the discovery of human or paleontological resources during construction.

Transportation / Traffic

The transportation analysis, prepared by Fehr and Peers Transportation Consultants, describes the existing and generated traffic volumes and reviews the existing and proposed site ingress/egress and multi-modal access. The project does not trigger the need for street

³ The Palo Alto Zoning Code is available online: http://www.amlegal.com/codes/client/palo-alto_ca

improvements. As described in the project description (Attachment B), the applicant proposes to participate in the Stanford Research Park TMA program.

Hazards / Contaminated Groundwater

Additionally, the IS/MND discusses the potential for impacts from hazardous material handling and disposal of impacted soil, soil vapor, and groundwater. The site is on the Cortese list due to the site's contaminated groundwater from trichloroethylene or TCE, primarily. The soil and the water aquifer at the site had been contaminated from HP's past use of volatile organic compounds (VOCs) at the site (@HP Building 15). Involvement by California Department of Toxic Substances Control (DTSC), the state agency responsible for oversight, is cited in Mitigation Measure HAZ-1.1. The measure requires the applicant to prepare and submit to the PDS Director and DTSC a site management plan and health safety plan before grading activity, to address the VOCs. The DTSC oversight of ongoing operation and maintenance includes activities such as continued groundwater extraction and treatment, groundwater monitoring and reporting. The measure also addresses protection or proper removal of the monitoring wells, referencing the Santa Clara County Water District's permitting authority.

Attachment D (draft approval conditions) addresses the Implementation of five mitigation measures and identify which party is responsible for oversight (see Exhibit A). Condition of Approval #12 is a standard condition addressing vapor intrusion requiring engineering solutions and coordination with various agencies.

Public Notification, Outreach & Comments

The Palo Alto Municipal Code requires notice of this public hearing be published in a local paper and mailed to owners and occupants of property within 600 feet of the subject property at least ten days in advance. Notice of a public hearing for this project was published in the *Daily Post* on April 24, which is 13 days in advance of the meeting. Postcard mailing occurred on April 23, which is 14 in advance of the meeting.

Public Comments

As of the writing of this report, no project-related, public comments were received.

Alternative Actions

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

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

Report Author & Contact Information
Garrett Sauls, Associate Planner

ARB⁴ Liaison & Contact Information
Jodie Gerhardt, AICP, Planning Manager

⁴ Emails may be sent directly to the ARB using the following address: arb@cityofpaloalto.org

(650) 329-2471

Garrett.Sauls@CityofPaloAlto.org

(650) 329-2575

jodie.gerhardt@cityofpaloalto.org

Attachments:

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

PROJECT DESCRIPTION

3215 Porter Drive, Stanford Research Park Major Architectural Review Submittal

July 15, 2019

The proposed development at 3215 Porter Drive (“*Site*”) will entail the construction of a 21,933 gsf office building (“*Project*”) on a vacant parcel at the intersection of Porter Drive, Hillview Avenue and Hanover Street in Stanford Research Park (“*SRP*”). The Project at 3215 Porter serves Stanford Research Park’s mission by converting an underutilized site into the headquarters for the Stanford Research Park Transportation Management Association (“*SRP TMA*”) and office space for small start-ups and office users.

STANFORD RESEARCH PARK MISSION

Stanford Research Park is committed to supporting innovative companies in their research and development pursuits by providing modern facilities in a naturally landscaped setting, offering customized transportation and amenity programs, and fostering a sense of community for people who invent solutions to real-world challenges.

OFFERING CUSTOMIZED TRANSPORTATION PROGRAMS

To effectively fulfill its mission, Stanford University formed the Stanford Research Park Transportation Management Association, a consortium of SRP employers working together to privately fund and offer transportation programs tailored to the needs of 140 companies, employing approx. 29,000 employees working within the SRP. Together, we are addressing the challenges of reducing commute times and traffic congestion through a myriad of commuter-focused transportation programs, which we call “*SRPGO*.” For information about how SRP employees take advantage of SRPGO transportation programs, please refer to <https://stanfordresearchpark.com/transportation>.

We believe it is important to share some background information on how transportation demand management (“*TDM*”) programming has evolved within the Stanford Research Park over the past few years. For more information about the SRP TMA and its achievements and progress to date, please refer to Exhibit 1.

Alleviating congestion through TDM is a challenge that necessitates reducing employees’ reliance on single-occupancy vehicles (“*SOV*”). Behavioral change is especially difficult given the suburban location and 1950s auto-dominated land use pattern of Stanford Research Park. We are motivated to experiment with new programs and infrastructure investments in order to see our efforts produce results in reducing the SOV rate in SRP. Offering employees a convenient, cost-effective means to get to and from work in SRP requires a creative, nimble and adaptable strategy. Stanford has a unique opportunity to enhance its many TDM efforts with a creative programmatic approach at the 3215 Porter Drive Project.

PROJECT DESCRIPTION

SRP TMA HEADQUARTERS & SMALL OFFICE SPACES FOR START-UPS

The 3215 Porter Drive Project entails the construction of a 21,933 gsf office building on an unimproved lot that is located at the intersection of Hillview Avenue, Hanover Street and Porter Drive in Stanford Research Park. The intended program for the building is two-fold: a portion of the office building will serve as the headquarters for the Stanford Research Park Transportation Management Association, and a portion will offer office space for the small start-ups we desire – those focused on inventing solutions to real-world challenges – which otherwise struggle to find suitable space in SRP.

The SRP TMA headquarters would be located in the heart of the Research Park along key transit, shuttle and bike routes and within walking distance of 8,000 employees. The Project is a logical location for the TMA office, as the Site is currently served by 5 public transit routes that serve Union City, Fremont, San Jose, Cupertino and Milpitas, plus 2 SRPGO-operated routes that serve San Francisco, Colma, San Jose and Santa Clara. The Site is also well served by 3 last-mile shuttle routes that provide connections between Caltrain (or nearby Caltrain stations) and worksites throughout SRP.

With this unique Project, Stanford has the opportunity to design the building to serve as a physical focal point for services and programs that increase the convenience and appeal of transportation options in SRP. The building will house free bike maintenance and repair services, as well as do-it-yourself repair facilities, real-time transit information displays, and concierge service desk for personalized commute assistance.

While a small portion of the office building will be utilized for the day-to-day operations of the SRP TMA, of equal importance is the goal to improve the Site in a way that attracts desirable start-up tenants and realizes the full potential of the property. Maximum flexibility is highly desired for small-scale start-ups and incubator businesses. Both the TMA and the small-scale office tenants at the Project align well with the Palo Alto Comprehensive Plan (refer to **Exhibit 2**). If the TMA were ever to relocate from the building, its space would be occupied by small-scale office tenants.

PROJECT METRICS

The Project will entail the new construction of a stand-alone 21,933 gsf building on the Site, which comprises 1.671 acre (72,790 sf). The building will include 20,833 gsf (gross floor area) and 1,100 sf of traffic-mitigating amenity space that does not represent gross floor area. This new building reflects a floor area ratio of 0.29:1.0, which is 8,283 gsf less than the 29,116 gsf allowable (0.4:1.0) on the Site under the “RP” zoning. The new building will be configured as two stories above grade with a one-level parking garage below-grade, a necessity due to the small size of the parcel.

EXISTING CONDITIONS

The Site is located within the “RP” zone and is a relatively flat site at the intersection of Porter Drive, Hanover, and Hillview. The Site slopes very gradually up from Porter Drive toward the back of the site and adjacent property of 3181 Porter Drive. To the northeast side (Project north) of the Site is the City of Palo Alto Utilities Hanover Substation. At the west end of the Site, a ground water extraction treatment (“**GWET**”) facility is on the property and will remain.

SITE PLAN

Careful placement of the new building on the Site provides for a rational transition in scale, massing and visual experience in the context of the adjacent buildings and structures along Porter Drive. This infill development is compatible with its office/R&D surroundings by virtue of its site plan, setbacks and scale. The building is set at the 50’ setback of the Porter Drive side of the Site to engage pedestrians in a welcoming way on Porter Drive and at the intersection. A small landscape plaza with stormwater treatment areas is proposed as a buffer to the street and a gateway to pedestrian access. By situating the new building close to the entrance drive on the north side, the plan creates generous plaza and landscaping areas along the south and west sides of the building. On all sides other than the Porter Drive frontage, the above-grade portion of the building is set back well beyond the minimum setbacks for the RP district. The building’s small footprint achieves maximum functionality from the small-scale site while buffering the building from the adjacent Hanover substation and the GWET, both features that challenge and compromise the Site.

SITE ACCESS, CIRCULATION AND PARKING

The key goals of Site access and circulation include maximizing safety and convenience for pedestrians and bicyclists, providing rational and safe access for vehicles, and creating clear wayfinding to the main lobby and secondary entrances.

The Site’s vehicular entrance aligns with Hillview Avenue across the intersection. The Site access was designed in order to provide safe and efficient vehicle circulation that minimizes potential conflicts between buses, shuttles, personal vehicles, bicyclists and pedestrians. With this same goal in mind, the Project will include intersection improvements to maintain smooth operation of the Hanover and Hillview intersection. The intersection will be improved to provide crosswalks on all legs, and an on-site pedestrian path will be provided on the north side of the site connecting to the intersection. A pedestrian path is also provided along the north edge of the site. This path runs west from the Porter/Hillview/Hanover intersection, then turns south adjacent to the GWET facility to connect with the walkway on the 3181 Porter site.

Visitor parking and garage access is situated toward the rear of the site and allows for periodic operational access required for the GWET. Vehicle parking is provided on the Site at the code-required ratio of 1:300, totaling 70 spaces for the new building, plus 4 spaces in landscape reserve. Of the 70 spaces, 38 will be located in the below-grade garage. The remaining 32 spaces will be provided in surface parking. A total of 8 electric vehicle charging spaces are provided, including 4 EV charging spaces in the underground parking garage and 4 in the visitor parking area at grade. Generously scaled plaza areas, extensive pedestrian walking paths, and natural and planned landscape areas are made possible by placing a significant portion of the parking in a below-grade garage.

A total of 50 bicycle parking spaces are provided, including short-term surface parking for 40 bicycles and 10 long-term bike parking spaces in garage lockers.

TDM & INTERSECTION OPERATIONS

All tenants of the Project will be required to participate in Stanford's TMA, which provides TDM programs for the entire SRP. In addition, as noted above, the Site is particularly well served by transit. Therefore, even if the TMA headquarters and services were not to be located on the Site, the Project would be able to meet the Comprehensive Plan goal of a 30% reduction in peak hour vehicle trips compared to ITE rates. Accordingly, although the Project is not required to submit a TDM plan to the City under PAMC § 18.52.030(i), Stanford is willing to commit to this 30% reduction and to monitor and report to the City regarding its results. Because ITE rates would indicate 48 AM peak hour and 27 PM peak hour trips, the Project would commit to achieving no more than 70% of that – 34 AM peak and 19 PM peak vehicle trips. Stanford is committed to reducing SOV trips in SRP and to making it easier and more convenient not to drive.

An Intersection Operations Evaluation is being submitted with the Project application to address the Porter Drive/Hanover Street - Hillview Avenue intersection. Because this evaluation is intended to ensure that the intersection will continue to operate at an acceptable level of service with the Project, it uses highly conservative assumptions: ITE vehicle trip generation rates along with generous assumed bicycle and pedestrian activity at the intersection, which tends to slow vehicle traffic. The evaluation shows that the intersection would continue to operate at an acceptable level even without the TDM-based vehicle trip reduction effects described above.

BUILDING DESIGN

The key goals of the Project are to utilize scale and design elements that offer the Stanford Research Park community a welcoming building that is sophisticated and modern in its materials and details, as well as appropriate to the mission of Stanford Research Park. A contemporary gabled standing seam roof form gives the building a distinctive, open identity, which is the primary goal given this building will function as the TMA headquarters and office space for small start-ups. The profile also provides an appropriate scale, responding to the heights and position of nearby buildings along Porter Drive. The building further provides floor plates that allow for flexible office uses and configurations over time. The building reflects a high quality design due to its array of textures, colors and diverse material palette, including metal panels and wood soffits.

Ample glazing invites participation and connection of the building's users to the outdoors. The building optimizes daylight to the interior while minimizing the direct sunlight into the space. Southern, eastern and western window openings are protected with deep roof overhangs and horizontal sunshading elements.

The design integrates high quality materials and rich textures that are compatible with the surrounding area. The building is primarily clad in metal panel rain screen cladding, high performance glazing systems, and horizontal sunshades and canopies. The glazing system serves to optimize natural lighting while maintaining an average 40% glazing ratio overall. The mechanical equipment and screens have been positioned to reduce their visual impact and preserve the south-facing portion of the roof for photovoltaic panels.

SUSTAINABILITY STRATEGY

The Project design incorporates sustainability in areas related to energy efficiency, water conservation, building materials, landscaping, and site planning. The Project further reflects a design for a 50+ year lifespan with a timeless architectural expression and flexible floor plan that allows for multiple tenants and use configurations.

The Project meets or exceeds Palo Alto Tier 2 and CalGreen standards. The building skin has been designed to exceed current energy codes by allowing for smart daylighting and passive solar shading to reduce solar heat gain. EV charging stations are provided. The Project extends sustainability beyond the building, incorporating several strategies to reduce motor vehicle traffic, including secure bicycle parking, showers and changing facilities, EV and carpool spaces, and convenient adjacency to public transportation and long-distance shuttle drop off.

Additional sustainable features include:

- Fenestration is protected against direct sun with deep roof overhangs, exterior shade canopies, and horizontal sunshades on the aluminum curtain wall system at the south and east faces of building.
- High performance, low-emissivity glazing is specified throughout. Thermally broken curtainwall and window systems are specified to reduce thermal bridging.
- High performance envelope design includes rigid “outsulation,” cool roof, and roof insulation beyond code minimum (R-36, typ).
- High efficiency LED lighting is used throughout architectural and site lighting.
- Low-flow plumbing and shower fixtures are used throughout.
- Over half of the required parking is located in below-grade garage allowing for increased landscape areas and stormwater treatment areas.
- Around the building are several attractive bio-retention basins. These basins create a highly visible presence while performing the vital function of capturing, retaining and treating stormwater that falls onto impervious surfaces on the property.
- Drought tolerant and native species planting is specified to reduce irrigation water usage on site while providing shading and usable outdoor spaces.
- Fenestration is designed to optimize views and daylight for the comfort of the building occupants.
- Rooftop PV is provided for the southfacing slope of the roof providing for a large percentage of the building’s anticipated energy use.
- Tenant(s) will participate in the Stanford Research Park Transportation Management Association and participate in its plethora of TDM programs.

LANDSCAPE DESIGN

The key goals of the landscape design are to create a welcoming pedestrian experience and integrate the modern building into its context through a native, drought resistant plant palette. The pedestrian-oriented outdoor spaces enhance walking links within Stanford Research Park and encourage wellness and enjoyment for the occupants. Planting design for the Site provides a natural transition from the welcoming Porter Drive frontage into the Site, where larger scale planting is used to frame plaza spaces and create shade.

The pedestrian entrance to the Site from Porter Drive is highlighted by a wide stairway that leads to an entry plaza area with built-in seatwalls and convenient bike parking. This stairway includes a bike channel so bicyclists can roll (not ride) their bikes up and down the stairs instead of taking the much longer ramp.

The plaza wraps around the south and west sides of the building and provides opportunities for indoor-outdoor extension of the building programming and activities. Seating and gathering spaces at a variety of scales allow for flexible use of this outdoor space, with the ability to accommodate individuals or small groups on typical days, or occasional larger programmed activities. Shaded outdoor areas offer semi-private group collaboration spaces, and built-in terraced seatwalls integrate the plaza into the topography. Flow-through stormwater treatment planters frame the entrance plaza, showcasing the Site’s commitment to sustainability.

The landscape palette offers a combination of drought tolerant native and adapted shrubs, trees, and groundcovers, which will provide seasonal color and textural composition. New plantings will be properly maintained and are drought-resistant to reduce water consumption. Sustainable features are incorporated throughout the Site plan, giving the Project ample opportunity to prioritize water conservation in the landscape material and irrigation systems specifications.

EXHIBIT 1

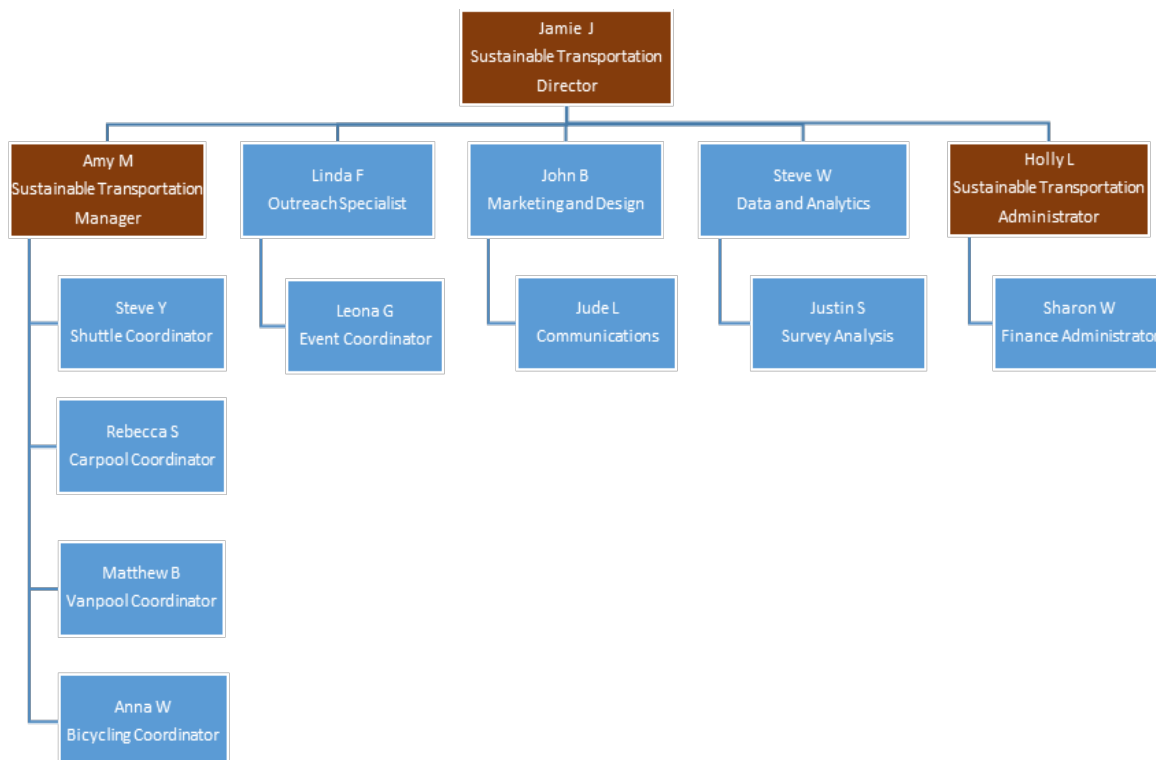
STANFORD RESEARCH PARK TRANSPORTATION MANAGEMENT ASSOCIATION

Stanford University and Stanford Research Park employers are working together to offer valuable services that make employee trips to Stanford Research Park easier, more convenient, more cost effective and better for the environment. The transportation programs offered through the SRP TMA complement the in-house programs offered by larger employers, while engaging and providing the smaller employers with transportation programs and resources they would otherwise not be able to offer. Thus, both large and small employers benefit from the scale and partnerships afforded to them by working with the SRP TMA on transportation programs for their employees. Together, we implement programs, monitor the results and improve and adapt as needed in order to make continued progress. We value and need the flexibility to innovate and adapt.

The SRP TMA offers customized solutions focused on our unique population and geography. The core principles that steer the SRP TMA's efforts are encouraging ridership of local and regional public transit options, while supplementing with private solutions where public transit routes do not exist. We offer subsidized private vanpool and carpool programs and long-distance commute shuttles. We desire to improving bicycle and pedestrian access throughout the SRP and embrace other land use strategies to support the use of commute alternatives. Through maintaining the flexibility to experiment and evolve programs as needed, and the ability to customize programs for our unique population and circumstances, the SRP TMA has reduced the SOV rate 10 percentage points since 2016.

The SRP TMA has hired the necessary resources and expanded our staff to achieve consistent progress (see the SRP TMA organizational chart below). As a result, Stanford University has grown the SRP TMA management team from a single part-time employee to 3 full time staff (in red) comprised of team members who oversee:

- Shuttle bus operations
- Customer service
- Customer acquisition, marketing and outreach
- Bicycle programs and other events
- Procurement, finance and program administration



SRP TDM PROGRAM EVOLUTION AND PROGRESS

PROGRAMS AND PARTNERSHIPS (2016)

In 2016, the SRP TMA Director, Jamie Jarvis, organized the SRP TMA, then consisting of the 12 largest employers, and together, the TMA piloted the following programs:

- Purchased discounted VTA Smart Passes that provide free fare on all VTA and Dumbarton Express buses
- Free Caltrain shuttle service
- Enhanced Guaranteed Ride Programs
- Creation of the Bicycle Champions Advisory Group to advise on where and how to enhance bicycle routes and safety

OUTREACH AND MARKETING (2017)

Our 2017 efforts focused on increasing participation in existing SRPGO programs, as well as expanding the membership of the TMA, which increased to 18 of the largest employers, plus 43 of the smallest employers in SRP. That year, new programs focused on direct customer service, marketing and outreach to commuters, necessitating a direct outreach coordinator to provide concierge services. The TMA enhanced its program offerings with:

- San Francisco commuter bus
- Scoop carpool planning service and subsidies
- Free virtual concierge and custom transportation planning service for all SRP employees
- A series of bicycle advocacy events and services
- Free Smart Passes to employers with fewer than 100 employees
- Zipcar carshare vehicles, free registration and \$25 use credit
- Vanpool formation assistance and a \$300 rider subsidy
- New Caltrain last mile connections
- Enhanced frequency of bicycling programs, including on-site bicycling clinics and free tune-ups. Monthly commuter prize drawings and Spare the Air Day rewards.

ADDING OPTIONS AND CUSTOMER ACQUISITION (2018)

The SRP TMA continued to add staff, and another 7 new SRP companies and tenants voluntarily joined the SRP TMA, increasing membership to over 65 employers, representing 80% of the SRP by square footage occupied. Stanford Research Park was awarded one of the “Best Workplaces for Commuters 2018” by the National Center for Transit Research and a platinum level “Bicycle Friendly Business” by the League of American Cyclists. New transportation services launched in 2018 included:

- Adding a South Bay commuter bus, providing two daily trips between San Jose and the SRP. The route, stops and schedule were carefully planned to provide service to a densely populated area of the South Bay (Santana Row) not served by VTA bus service.
- Adding three new vanpools that serve Dublin, San Ramon and West San Jose, plus two vanpools that provide connecting service to the ACE train station at Great America.
- Adding last-mile shuttles between the California Avenue Caltrain station and various stops throughout SRP during commute hours. Now, over half (52%) of Caltrain riders travelling to or from SRP during commute hours utilize the California Avenue station despite the fact that this station offers significantly less train service than the University Avenue Caltrain station.
- Adding midday shuttle service between SRP and California Avenue, which provides additional lunch options for employees in SRP and reduces peak period parking demand near California Avenue businesses.

INVESTING IN INFRASTRUCTURE (2019)

Establishing effective transportation programs requires flexibility, experimentation, and a constant focus on improving SRP commuter offerings. Mayor Filseth, who attended an SRP TMA meeting in February 2019, referred to the SRP as “Palo Alto’s incubator” for experimenting with new, innovative transportation solutions across a variety of commute modes. This year, we are focused on continuing our progress with reducing SOV, improving our marketing and customer acquisition efforts, and investing in infrastructure improvements as opportunities arise. We have proposed to the City a new modern, sustainable bus shelter in SRP, completing pedestrian sidewalks gaps, improving bicyclist access, and of course, this Project.

SRP TMA PROGRESS TO DATE

- Reduced solo driving by 10 percentage points in 3 years
- Increased transit ridership from 6% to 12% in 3 years

Mode	SRP 2019	SRP 2018	SRP 2017	SRP 2016	County
Drive Alone	63 %	66 %	68 %	73 %	77 %
Carpool/Vanpool	14 %	11 %	10 %	8 %	10 %
Transit	12 %	11 %	9 %	6 %	4 %
Bicycle	3 %	4 %	3 %	3 %	2 %
Walk	<1 %	< 1 %	< 1 %	< 1 %	2 %
Telecommute	8 %	8 %	9 %	7 %	4 %
Other	<1 %	< 1 %	1 %	3 %	1 %

EXHIBIT 2**PROJECT ALIGNMENT WITH PALO ALTO COMPREHENSIVE PLAN**

By providing a headquarters location for the SRP TMA, and small-scale office space, the building will align well with several goals outlined in the Comprehensive Plan (Transportation Element and Business & Economics Element):

Policy T-1.1: Take a comprehensive approach to reducing single-occupant vehicle trips by involving those who live, work and shop in Palo Alto in developing strategies that make it easier and more convenient not to drive.

Program T1.2.1: Create a long-term education program to change the travel habits of residents, visitors, shoppers and workers by informing them about transportation alternatives, incentives and impacts.

Program T1.11.2: In collaboration with Caltrain and Stanford Research Park, pursue expansion of service to the California Avenue Caltrain Station and creation of an enhanced transit center at the Station, including connections to VTA bus service, the Palo Alto Free Shuttle, the Marguerite and other private shuttles serving the Research Park.

Program T1.12.2: Work with VTA to expand VTA express bus service routes to service the Stanford Research Park, California Avenue, Stanford University and Downtown.

Policy T-1.13: Encourage services that complement and enhance the transportation options available to help Palo Alto residents and employees make first/last mile connections and travel within the city for daily needs without using a single-occupancy vehicle, including shuttle, taxi and ridesharing services.

Policy T-1.15: Encourage employers to develop shared shuttle services to connect employment areas with the multi-modal transit stations and City amenities, and to offer employees education and information on shuttles.

Policy T-2.2: As part of the effort to reduce traffic congestion, engage employers to operate and expand TMAs to address transportation and parking issues as appropriate in the employment districts.

Policy B-4.3: Promote the growth of small businesses and start-ups.

Policy B-4.4: Recognize that Stanford Research Park contains a concentration of some of the City's largest employers, and seek to maintain a mix of office and research and development uses.

Policy B-7.5: Encourage incubator businesses in Stanford Research Park.

Environmental Assessment Worksheet (EAW)

Item 42

Letter from Dr. Alan Launer, Assoc. Director of Conservation Planning



20 February 2019

Ms. Lisa Lu
Stanford University
3160 Porter Drive, Suite
200 Palo Alto, CA 94304

Subject: Biological Assessment of 3215 Porter Drive, Palo Alto, California.

Dear Ms. Lu;

The parcel 3215 Porter Drive (Palo Alto) was surveyed by a Stanford biologist on 15 February 2019. This site was previously surveyed as part of an earlier biological evaluation on 31 May 2016. The 2016 survey concluded that the site was a highly disturbed and managed landscape, and that it did not support a meaningful level of native biodiversity. The same conclusion, that the site does not support a meaningful level of native biodiversity, was also reached after the recent 2019 survey.

Since 2016, the site has been further modified and is dominated by a large planting of ornamental lavender (*Lavandula* species or hybrid cultivar). There is a row of ornamental shrubs and trees along the northeast side of the parcel, and a few landscape trees in the interior. None of these ornamental shrubs or trees are native to the area.

As was similarly concluded during the previous biological evaluation of the site, the site supports little native biodiversity. No federal or state-protected species were observed on site and considering the condition of the parcel, none are expected to be even temporarily present on site. A number of native birds were observed foraging in the ornamental vegetation or simply flying over the site, but no nesting bird activity was observed at the site during the visit (which was likely too early in the season for birds to have started nesting). Note, however, if construction is scheduled during the late winter to early summer local bird nesting season, then preconstruction surveys for nesting birds will need to be conducted in order to be in compliance

with the federal Migratory Bird Treaty Act and California Department of Fish and Wildlife Code. No evidence of bat roosts was observed during the site visit. Given the recent plantings of many lavenders, it is expected that insects will visit the site during periods of appropriately good weather. Likewise, hummingbirds will likely be attracted to the lavender flowers.

It is expected that the site is at least occasionally and temporarily occupied by some of the more common native species, those which are tolerant of human activities, including Sierran treefrog, western toad, arboreal salamander, slender salamander, western fence lizard, southern alligator lizard, pocket gopher, striped skunk, raccoon, and opossum. Coyotes, ground squirrels, and moles could conceivably visit the site on occasion, but given the level of active management, including pest control, these species are not resident at the site. Common non-native species, including eastern grey squirrel, house mouse, Norway rat, and black rat, are expected to be at the site. Native vegetation is almost entirely lacking from the site and the majority of trees and shrubs at the site are non-native ornamental species, planted as part of landscaping efforts.

Additionally, this site is included in the Stanford Habitat Conservation Plan (HCP). This plan is associated with Stanford's federal Endangered Species Act incidental take permit (ITP). In 2016, the HCP and ITP were accepted by the California Department of Fish and Wildlife to satisfy the requirements of the California Endangered Species Act. In the federal and state-approved HCP, 3215 Porter Drive is designated as Zone 4 land – land that is considered to be of little or no value to the protected species which are the focus of the HCP.

In summary, the site— 3215 Porter Drive —does not currently support a meaningful level of native biodiversity. If construction or modification of infrastructure is started in late winter to early summer, surveys for nesting birds and roosting bats will need to be conducted.



Alan Launer, Ph.D.
Associate Director, Conservation Planning
LBRE
Stanford University

**ATTACHMENT C
ARB FINDINGS FOR APPROVAL**

3215 Porter Drive
19PLN-00237

The design and architecture of the proposed improvements, as conditioned, complies with the Findings for Architectural Review as required in Chapter 18.76 of the PAMC.

Finding #1: The design is consistent with applicable provisions of the Palo Alto Comprehensive Plan, Zoning Code, coordinated area plans (including compatibility requirements), and any relevant design guides.

The project is consistent with Finding #1 because:

The project is in conformance with the following Comprehensive Plan Goals and Policies:

- ***Policy L-44:*** *Develop the Stanford Research Park as a compact employment center served by a variety of transportation modes.*

The site is well served by public bus transportation on Porter Drive, Hanover Street, and Hillview Avenue (PHH intersection). The three nearest bus stops in the project vicinity are within half a mile walking distance to the site. Bicyclists and pedestrians would be able to access the site via a connection to the Class II bicycle path along the Hanover/Porter roadway, as well as new walkways connecting the site to the new PHH intersection. The proposed bike canal along the premier staircase on Porter Drive has been widened and flattened slightly to encourage bike usage. The project has included a bike path and repair store on the site as well as a strong pedestrian scale/presence to the design of the building. Within the parking garage, this bicycle/pedestrian connection continues to additional long-term bike parking facilities which link directly to the stair/elevator pavilion.

- ***Policy L-48:*** *Promote high quality, creative design and site planning that is compatible with surrounding development and public spaces.*

The building's architectural design is well composed and creative. While the site planning establishes a parallel orientation to the street which could exaggerate the scale of the building to the street, this is not felt by the design as the deep recesses and variation to the building's material frontage break this massing up. The residential feeling that the building perpetuates celebrates a unique and creative design approach to office development within the Research Park that is not commonly displayed elsewhere in the City. It fosters a fluid public/private space to interact with others. The site planning also provides connection to the adjacent bicycle path and would be compatible with surrounding development in the Research Park.

Movable planter pots are proposed along the northern boundary of the site, which abuts the City of Palo Alto's electric substation. This landscaping would help to screen views of the substation

for occupants and visitors alike that would otherwise detract visually from the new building and landscaping. Provided these design mitigations, staff believes the site is appropriately screened from the abutting substation and will be compatible with the adjacent buildings.

- **Policy T-1:** *Make land use decisions that encourage walking, bicycling, and public transit use*

The design of the building has a strong connection to the pedestrian environment. Its location in close proximity to an active bike path and multiple bus stops provides great opportunity for use of multi-modal forms of transportation to get to the site. While the project does not necessarily trigger a TDM plan for the site, the facility will participate in the Stanford Research Park TMA program to reduce trips to the site. The design of the building heavily emphasizes the pedestrian scale and pedestrian activity through the combination of uses for the building and streetscape elements.

- **Goal B-1:** *A thriving business environment that is compatible with Palo Alto's residential character and natural environment.*

The project proposes to redevelop a vacant site with a new building and would be compatible with the surrounding natural environment. The design of the building is similar to that of an Eichler style building, made larger. The inclusion of the bike repair shop and café help to register a more pedestrian scale to the building than an isolated commercial building that may not encourage community use. The design of the landscaping and front entrance to the building establishes a stronger 'welcoming feeling' at first glance. This design aesthetic celebrates that choice and ingrains a sense of inviting pedestrians to walk up and explore the site.

The project has been evaluated for consistency with the Zoning Code, and the project meets all applicable development standards. The Stanford Research Park does not have a coordinated area plan or specific design guidelines.

Finding #2: The project has a unified and coherent design, that:

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

The project is consistent with Finding #2 because:

The design of the project is well ordered and provides a coherent plan that is readily understood in the Stanford Research Park context. The site planning has been arranged to provide for a large street setback along the Porter Drive frontage, with existing landscaping

providing a unifying design element. The design creates an internal sense of order by providing a well-landscaped public realm along the Porter Drive frontage with the introduction of the sidewalk, while integrating the more actively used outdoor areas throughout the site. This integration provides a desirable environment for cyclists and pedestrians that would be crossing the site, as well as building occupants and visitors. Natural features are appropriately integrated with the project and the proposed landscaping along the Porter Drive frontage serving as important elements that define the streetscape. The scale, mass and character of the building is appropriate for the Research Park context, which is surrounded by other two-story office / R&D buildings and associated site improvements. Finding #2.c. is not applicable to the site, as the Municipal Code does not provide context-based design criteria for the Research Park (RP) zoning district.

Finding #3: The design is of high aesthetic quality, using high quality, integrated materials and appropriate construction techniques, and incorporating textures, colors, and other details that are compatible with and enhance the surrounding area.

The project is consistent with Finding #3 because:

The contemporary design of the building utilizes a variety of complimentary building materials, textures and colors that are appropriate to the setting and context of the Stanford Research Park. The use of arched forms and wood soffit material highlights the building entrances and introduces a sense of depth that enhances the appearance of the building. These entrance features also provide a fitting contrast in texture and color with the primary exterior cladding materials of ribbed-corrugated metal panel. Overall, the selection and use of materials yields a building of high aesthetic quality, which would be further enhanced through the proposed landscaping. In addition to introducing a high-quality structure, the project would enhance the appearance of the surrounding area by relegating much of the parking to a subterranean garage and locating the small surface lot at the rear of the site.

Finding #4: The design is functional, allowing for ease and safety of pedestrian and bicycle traffic and providing for elements that support the building's necessary operations (e.g. convenient vehicle access to property and utilities, appropriate arrangement and amount of open space and integrated signage, if applicable, etc.).

The project is consistent with Finding #4 because:

The design is appropriate to the function of the project in that the placement of the two-story building emphasizes existing open space along the Porter Drive frontage while relegating parking improvements to the rear of the site. The project presents a functional and accessible design for multiple modes of travel. Circulation from the street to the site would be improved by reducing the number of drive aisle cuts along Porter Drive, and providing a single, logical location for the main vehicle entrance. Pedestrian access to the building entrances is

significantly enhanced by the sidewalk improvements that are included with the project. Pedestrian seating is proposed in the form of benches integrated with raised planters in the courtyard, as well as benches and seat walls in the landscape area along the Porter Drive frontage. Bicycle parking is convenient and located near building entrances and within the subterranean parking garage. Adequate vehicle and accessible parking are located conveniently in the surface lot and in the subterranean parking garage. The amount and arrangement of open space is appropriate to the design and the function of the structures due to the 50' special setback along Porter Drive, which will contain a new Coast Live Oak and a few Hungarian Oak trees and landscaping.

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

The project is consistent with Finding #5 because:

Plant material is suitable and adaptable to the site, capable of being properly maintained, and is of a variety that would tend to be drought-resistant and to reduce consumption of water in its installation and maintenance. The landscape plan highlights the surrounding area's use oaks along the Porter Drive street frontage, which provide a visual buffer between the street and the proposed building. The landscaping plan for the Porter Drive street frontage removes the existing vegetation and supplement the tree canopy with additional plantings, including drought-tolerant native groundcovers such as coffeeberry and manzanita. As the site is in a developed portion of the Stanford Research Park, it is not considered prime habitat. However, the project would maintain and enhance the main open space areas on the site in the 50' setback along Porter Drive, which would be the most likely location to support desirable habitat.

Finding #6: The project incorporates design principles that achieve sustainability in areas related to energy efficiency, water conservation, building materials, landscaping, and site planning.

The project is consistent with Finding #6 because:

The project has incorporated many elements that indicate a sustainability focus. The building's use of glass along its westward facing side provides natural light during the early morning hours during much of the year. The applicant has supplied a preliminary Cal Green Checklist to ensure conformance with applicable requirements regarding green building techniques. The site planning relegates vehicle parking to the rear of the site and proposes to locate most of the the required parking spaces in a subterranean parking structure. This design element, in addition to the proposed parking lot tree shading, reduces the "heat island effect" associated with surface parking. New groundcover plantings would consist of a variety of low water use and drought tolerant species.

**ATTACHMENT B
CONDITIONS OF APPROVAL**

3215 Porter Drive
19PLN-00237

PLANNING DIVISION

1. **CONFORMANCE WITH PLANS.** Construction and development shall conform to the approved plans entitled, "3215 Porter Drive" dated March 4, 2020 on file with the Planning Department, 250 Hamilton Avenue, Palo Alto, California except as modified by these conditions of approval.
2. **BUILDING PERMIT.** Apply for a building permit and meet any and all conditions of the Planning, Fire, Public Works, and Building Departments.
3. **BUILDING PERMIT PLAN SET.** The ARB approval letter including all Department conditions of approval for the project shall be printed on the plans submitted for building permit.
4. **PROJECT MODIFICATIONS:** All modifications to the approved project shall be submitted for review and approval prior to construction. If during the Building Permit review and construction phase, the project is modified by the applicant, it is the responsibility of the applicant to contact the Planning Division/project planner directly to obtain approval of the project modification. It is the applicant's responsibility to highlight any proposed changes to the project and to bring it to the project planner's attention.
5. **PEDESTRIAN PATHWAY.** In order to facilitate access between 3181 and 3215 Porter Drive, the pedestrian pathway shown on the site plan on sheet A1.7 shall be maintained by either Stanford or the Lessees of both properties for the life of the buildings at both properties.
6. **LANDSCAPE MAINTENANCE.** All landscape material shall be well maintained and replaced if the plant material dies or if the irrigation equipment fails. Planters shall not drain onto sidewalk, ground, or public right of ways.
7. **MOVABLE PLANTERS.** The potted planters located along the shared boundary of 3215 Porter Drive and 3350 Hanover Street are allowed to be located adjacent/along the utility lines provided that the planters are moved in the event the City needs to access those lines for maintenance or emergencies. Stanford will be responsible to work with the tenant of the building to ensure that the planters are moved out of the way prior to the City needing to access the utility lines. When moved, the planters should not be placed in a manner that would obstruct vehicle, bicycle, or pedestrian movement through the site and shall be returned once utility work is complete.
8. **TRAFFIC MITIGATING AMENITY SPACE.** The approved 22,029 sf building shall include a minimum of 1,100 sf of amenity space to ensure conformance with the allowed FAR for the property. The plans submitted for tenant improvement building permit shall include a floor plan describing the use of the 1,100 square feet of traffic mitigating amenity space. The space may include, but is not limited to, recreational facilities, credit unions, cafeterias, day care centers, automated teller machines, convenience stores, and onsite laundry facilities, subject to review and approval

the Director of Planning and Development Services.

9. **MITIGATION MONITORING AND REPORTING PROGRAM.** The Mitigation Monitoring and Reporting Program associated with the project and attached here as Exhibit A is incorporated by reference and all mitigation measures shall be implemented as described in such document.
10. **BIRD FRIENDLY BUILDING DESIGN.** The project shall incorporate bird-safe glazing treatment that may include fritting, netting, permanent stencils, frosted glass, exterior screens, and physical grids placed on the exterior of glazing or UV patterns visible to birds. In some cases, bird-friendly treatment is invisible to humans. Vertical elements of the window patterns should be at least 1/4-inch-wide at a minimum spacing of 4 inches or have horizontal elements at least 1/8 inch wide at a maximum spacing of 2 inches. The applicant should reference the San Francisco Guidelines for Bird-Safe Buildings: <http://www.sf-planning.org/index.aspx?page=2506>.
11. **TRANSPORTATION MANAGEMENT ASSOCIATION.** Employers at the subject site shall participate in the Stanford Research Park Transportation Management Association or any successor Transportation Management Association that is designed to reduce employee commute trips to and from the Stanford Research Park. The property owner shall ensure this condition is included in all lease agreements in order to streamline implementation.
12. **VAPOR INTRUSION PREVENTION.** Prior to issuance of building permits, the applicant shall submit for City of Palo Alto review the design of engineering controls, and sufficient information about construction and operation parameters as are determined by City and/or County of Santa Clara Department of Environmental Health, Regional Water Quality Control Board, or the State of California Environmental Protection Agency Department of Toxic Substances Control to be needed to assure that the future occupants would not be impacted by current or future soil vapor intrusion. Common engineering controls that could be installed beneath the proposed structures and within the underground parking garage to prevent soil vapor intrusion into the structures include soil vapor barriers placed beneath the proposed structure and installation of an exhaust ventilation system in the parking garage, engineered to ventilate VOCs in addition to vehicle exhaust. The engineering controls shall be routinely inspected per equipment specifications to ensure proper functioning and that the system components have not degraded. The system shall include a monitoring device or alarm to alert the facility manager if the system fails.
13. **ESTIMATED IMPACT FEE:** Development Impact Fees, currently estimated in the amount of \$1,186,934.23, per PAMC 16.58, shall be paid prior to the issuance of the related building permit.
14. **IMPACT FEE 90-DAY PROTEST PERIOD.** California Government Code Section 66020 provides that a project applicant who desires to protest the fees, dedications, reservations, or other exactions imposed on a development project must initiate the protest at the time the development project is approved or conditionally approved or within ninety (90) days after the date that fees, dedications, reservations or exactions are imposed on the Project. Additionally, procedural requirements for protesting these development fees, dedications, reservations and exactions are set forth in Government Code Section 66020. IF YOU FAIL TO INITIATE A PROTEST WITHIN THE 90-DAY PERIOD OR FOLLOW THE PROTEST PROCEDURES DESCRIBED IN GOVERNMENT CODE SECTION 66020, YOU WILL BE BARRED FROM CHALLENGING THE VALIDITY OR REASONABLENESS

OF THE FEES, DEDICATIONS, RESERVATIONS, AND EXACTIONS. If these requirements constitute fees, taxes, assessments, dedications, reservations, or other exactions as specified in Government Code Sections 66020(a) or 66021, this is to provide notification that, as of the date of this notice, the 90-day period has begun in which you may protest these requirements. This matter is subject to the California Code of Civil Procedures (CCP) Section 1094.5; the time by which judicial review must be sought is governed by CCP Section 1094.6.

15. **PROJECT EXPIRATION.** The project approval shall automatically expire after two years from the original date of approval if, within such two year period, the proposed use of the site or the construction of buildings has not commenced pursuant to and in accordance with the provisions of the permit or approval. Application for a one year extension of this entitlement may be made prior to the expiration. (PAMC 18.77.090(a))
16. **LIGHTING.** Between the hours of 10:00pm-6:00am (normal cessation of business hours), lighting within the building or on the property should be reduced to its minimum necessary to facilitate employee security in order to minimize light glare at night.
17. **NUISANCES AND NOISE.** The outdoor space shall not be operated in a manner to produce excessive noise, odors, lighting or other nuisances from any sources. Noise levels emanating from the outdoor space shall not exceed the maximum level established in the PAMC Chapter 9.10. Amplified sound equipment is not included in this approval, and any such equipment proposed for this site shall be submitted for review by the Planning Department.
18. **INDEMNITY:** To the extent permitted by law, the Applicant shall indemnify and hold harmless the City, its City Council, its officers, employees and agents (the "indemnified parties") from and against any claim, action, or proceeding brought by a third party against the indemnified parties and the applicant to attack, set aside or void, any permit or approval authorized hereby for the Project, including (without limitation) reimbursing the City for its actual attorneys' fees and costs incurred in defense of the litigation. The City may, in its sole discretion, elect to defend any such action with attorneys of its own choice.
19. **FINAL INSPECTION:** A Planning Division Final inspection will be required to determine substantial compliance with the approved plans prior to the scheduling of a Building Division final. Any revisions during the building process must be approved by Planning, including but not limited to; materials, landscaping and hard surface locations. Contact your Project Planner, Garrett Sauls at Garrett.Sauls@CityofPaloAlto.org to schedule this inspection.

PUBLIC WORKS ENGINEERING

20. **STORM WATER TREATMENT:** This project shall comply with the storm water regulations contained in provision C.3 of the NPDES municipal storm water discharge permit issued by the San Francisco Bay Regional Water Quality Control Board (and incorporated into Palo Alto Municipal Code Chapter 16.11). These regulations apply to land development projects that create or replace 10,000 square feet or more of impervious surface, and restaurants, retail gasoline outlets, auto service facilities, and uncovered parking lots that create and/or replace 5,000 square feet or more of impervious surface. In order to address the potential permanent impacts of the project on storm water quality, the applicant shall incorporate into the project a set of permanent site design measures, source controls, and treatment controls that serve to protect storm water quality, subject to

approval of the Public Works Department. The applicant shall identify, size, design and incorporate permanent storm water pollution prevention measures (preferably landscape-based treatment controls such as bioswales, filter strips, and permeable pavement rather than mechanical devices that require long-term maintenance) to treat the runoff from a “water quality storm” specified in PAMC Chapter 16.11 prior to discharge to the municipal storm drain system. Effective February 10, 2011, regulated projects, must contract with a qualified third-party reviewer during the planning phase to certify that the proposed permanent storm water pollution prevention measures comply with the requirements of Palo Alto Municipal Code Chapter 16.11.

The following documents must be provided prior to PWE approval of the building permit application:

- a. Final stamped and signed C.3 data form <https://scvurppp.org/2019/09/24/provision-c-3-data-form/>
- b. Final stamped and signed letter from the third-party reviewer confirming which documents they reviewed and that the project complies with Provision C.3 and PAMC 16.11.

21. **SIDEWALK, CURB & GUTTER:** As part of this project, the applicant must replace those portions of the existing sidewalks, curbs, gutters or driveway approaches in the public right-of-way along the frontage(s) of the property that are broken, badly cracked, displaced, or non-standard, and must remove any unpermitted pavement in the planter strip. Contact Public Works’ inspector at 650-496-6929 to arrange a site visit so the inspector can determine the extent of replacement work. The site plan submitted with the building permit plan set must show the extent of the replacement work or include a note that Public Works’ inspector has determined no work is required. The plan must note that any work in the right-of-way must be done per Public Works’ standards by a licensed contractor who must first obtain a Street Work Permit from Public Works at the Development Center.
22. **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.
23. **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.
24. **DEWATERING:** Proposed underground garage excavation 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 1 through October 31 due to inadequate capacity in our storm drain system. The geotechnical report for this site must

list the highest anticipated groundwater level; if the proposed project will encounter groundwater, the applicant must provide all required dewatering submittals for Public Works review and approval prior to grading permit issuance. Public Works has dewatering submittal requirements and guidelines available at the Development Center and on our website:
http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp

25. **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.
26. **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. The sheet is available here:
<http://www.cityofpaloalto.org/civicax/filebank/documents/2732>
27. **SWPPP:** The proposed development will disturb more than one acre of land. Accordingly, the applicant will be required to comply with the State of California's General Permit for Storm Water Discharges Associated with Construction Activity. This entails filing a Notice of Intent to Comply (NOI), paying a filing fee, and preparing and implementing a site specific storm water pollution prevention plan (SWPPP) that addresses both construction-stage and post-construction BMP's for storm water quality protection.
28. **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.
29. **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 grading or building permit issuance. The City will inspect the treatment measures yearly and charge an inspection fee.
30. **LOGISTICS PLAN:** The contractor must submit a logistics plan to the Public Works Department prior to commencing work that addresses all impacts to the City's right-of-way, including, but not limited to: 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.
31. **STORM WATER HYDRAULICS AND HYDROLOGY:** Plans provided do not show if the existing site drainage has a direct discharge into the existing system. Provide an analysis that compares the existing and proposed site runoff from the project site. Runoff shall be based on City of Palo Alto Drainage Design Standards for 10 year storm event with HGL's 0.5 foot below inlet grates elevations and 100-year storm with HGL not exceeding the street right-of-way. As described on the City of Palo Alto Drainage Design Standards. Please provide the tabulated calculations directly on the conceptual grading and drainage plan. This project may be required to replace and upsize the existing storm drain system to handle the added flows and/or depending on the current pipe

condition. The IDF tables and Precipitation Map for Palo Alto is available County of Santa Clara County Drainage Manual dated October 2007. The proposed project shall not increase runoff to the public storm drain system.

32. Plans for proposed development show the entire site's storm water runoff directed into the City's storm system. Applicant will be required to provide Public Works Storm Drain Division a video of the storm drain line from the single point of connection to the next downstream manhole. If any of that storm drain main line needs to be repaired or replaced, this project must complete that work as part of its offsite improvements.
33. Based on the City's GIS there may be plume monitoring wells within the project site. Typically these wells are maintained by Santa Clara Valley Water District (SCVWD). The proposed work shall not destroy any of the monitoring well or affect the function and use of these. Contact SCVWD to verify the well location. Plot and label them on the plans and provide notes to protect wells as required by the district.
34. If the existing groundwater treatment system is to remain, all C.3 devices need to remain clear of that system.
35. Provide a Rough Grading Plan for the work proposed as part of the Grading and Excavation Permit application. The Rough Grading Plans shall including the following: pad elevation, basement elevation, elevator pit elevation, ground monitoring wells, shoring for the proposed basement, limits of over excavation, stockpile area of material, overall earthwork volumes (cut and fill), temporary shoring for any existing facilities, ramps for the basement access, crane locations (if any), etc. Plans submitted for the Grading and Excavation Permit, shall be stand-alone, and therefore the plans shall include any conditions from other divisions that pertain to items encountered during rough grading for example if contaminated groundwater is encountered and dewatering is expected, provide notes on the plans based Water Quality's conditions of approval. Provide a note on the plans to direct the contractor to the approve City of Palo Alto Truck Route Map, which is available on the City's website.
36. STORM DRAIN LOGO: The applicant is required to paint the "No Dumping/Flows to Matadero Creek" logo in blue color on a white background, adjacent to all onsite 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 directions 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. For any new public catch basins in the public road right-of-way, applicant shall place medallions next to the inlets. Medallions are also available from Environmental Compliance Division.
37. Civil plans submitted in the Building permit stage shall include detail sections at all locations where C.3 treatment devices are within 10' of the property line.
38. Porter Dr was recently resurfaced and this street is under a moratorium. Applicant will be required to grind and overlay the full width (from curb to curb) of Porter Dr over the full project frontage

per Public Works standards.

39. PUBLIC WORKS STANDARD CONDITIONS: The City's full-sized "Public Works Engineering Services Standard Conditions" sheet must be included in the plan set. The sheet is available on the Public Works website:

<https://www.cityofpaloalto.org/civicax/filebank/blobdload.aspx?t=67175.06&BlobID=66261>

BUILDING DIVISION

40. A building permit is required to be submitted for the project. Building applications submitted after 12/31/19 will be based on the 2019 building codes as amended by City of Palo Alto. Contact the building division for submittal requirements.

RECYCLING

41. PAMC 5.20.108 Internal Waste Stations.

Internal waste stations are required for common areas such as conference rooms, coffee stations, fitness room, laundry room, office, restroom, club house, community room, and front entrances. The three waste station containers shall be black for landfill waste, blue for recycling, and green for compostable. The green compostable container, if bags are used, shall use green compostable bags. The waste station containers must also have color coded signs. If site uses paper towels in the restrooms there must be a green compost container within the restroom to collect paper towels. A small garbage container may be added for personal hygiene waste or diapers. To determine the number of waste station locations or obtain signage please contact GreenWaste of Palo Alto (650) 493-4894 or email pacustomerservice@greenwaste.com.

42. PAMC 5.20.108 External Waste Stations.

External waste stations are required for common areas such as pool, mailboxes, courtyard, playground area, and front entrances. If the site chooses to have external refuse containers they will need to be installed at convenient and appropriately selected locations. The three waste station containers shall be black for landfill waste, blue for recycling, and green for compostable. The green compostable container, if bags are used, shall use green compostable bags. Waste station containers must also have color coded signs. To determine the number of waste station locations or obtain signage please contact GreenWaste of Palo Alto (650) 493-4894 or email pacustomerservice@greenwaste.com.

URBAN FORESTRY

43. TREE PROTECTION COMPLIANCE. The owner and contractor shall implement all protection and inspection schedule measures, design recommendations and construction scheduling as stated in the TPR & Sheet T-1, and is subject to code compliance action pursuant to PAMC 8.10.080. The required protective fencing shall remain in place until final landscaping and inspection of the project. Project arborist approval must be obtained and documented in the monthly activity report sent to the City. The mandatory Contractor and Arborist Monthly Tree Activity Report shall be sent monthly to the City (pwps@cityofpaloalto.org) beginning with the initial verification approval, using the template in the Tree Technical Manual, Addendum 11.

44. PLAN CHANGES. Revisions and/or **changes to plans before or during construction** shall be reviewed and responded to by the (a) project site arborist, or (b) landscape architect with written letter of acceptance before submitting the revision to the Building Department for review by Planning, PW or Urban Forestry.
45. TREE DAMAGE. Tree Damage, Injury Mitigation and Inspections apply to Contractor. Reporting, injury mitigation measures and arborist inspection schedule (1-5) apply pursuant to TTM, Section 2.202.30. Contractor shall be responsible for the repair or replacement of any publicly owned or protected trees that are damaged during the course of construction, pursuant to Title 8 of the Palo Alto Municipal Code, and city Tree Technical Manual, Section 2.25.
46. GENERAL. The following general tree preservation measures apply to all trees to be retained: No storage of material, topsoil, vehicles or equipment shall be permitted within the tree enclosure area. The ground under and around the tree canopy area shall not be altered. Trees to be retained shall be irrigated, aerated and maintained as necessary to ensure survival.
47. BUILDING PERMIT SUBMITTAL- PROJECT ARBORIST CERTIFICATION LETTER. Prior to submittal for staff review, attach a Project Arborist Certification Letter that he/she has; (a) reviewed the entire building permit plan set submittal and, (b) affirm that ongoing Contractor/Project Arborist site monitoring inspections and reporting have been arranged with the contractor or owner (see Sheet T-1) and, (c) understands that design revisions (site or plan changes) within a TPZ will be routed to Project Arborist/Contractor for review prior to approval from City.
48. TREE PROTECTION VERIFICATION. Prior to any site work verification from the contractor that the required protective fencing is in place shall be submitted to the Urban Forestry Section. The fencing shall contain required warning sign and remain in place until final inspection of the project.
49. EXCAVATION RESTRICTIONS APPLY (TTM, Sec. 2.20 C & D). Any approved grading, digging or trenching beneath a tree canopy shall be performed using 'air-spade' method as a preference, with manual hand shovel as a backup. For utility trenching, including sewer line, roots exposed with diameter of 1.5 inches and greater shall remain intact and not be damaged. If directional boring method is used to tunnel beneath roots, then Table 2-1, Trenching and Tunneling Distance, shall be printed on the final plans to be implemented by Contractor.
50. PLAN SET REQUIREMENTS. The final Plans submitted for building permit shall include the following information and notes on relevant plan sheets:
- a. SHEET T-1, BUILDING PERMIT. The building permit plan set will include the City's full-sized, Sheet T-1 ([Tree Protection-it's Part of the Plan!](http://www.cityofpaloalto.org/civicax/filebank/documents/31783)), available on the Development Center website at <http://www.cityofpaloalto.org/civicax/filebank/documents/31783>. The Applicant shall **complete and sign the Tree Disclosure Statement** and recognize the Project Arborist Tree Activity Inspection Schedule. Monthly reporting to Urban Forestry/Contractor is mandatory. (Insp. #1: applies to all projects; with tree preservation report: Insp. #1-7 applies)

- b. The Tree Preservation Report (TPR). All sheets of the Applicant's TPR approved by the City for full implementation by Contractor, shall be printed on numbered Sheet T-1 (T-2, T-3, etc.) and added to the sheet index.
- c. Plans to show protective tree fencing. The Plan Set (esp. site, demolition, grading & drainage, foundation, irrigation, tree disposition, utility sheets, etc.) must delineate/show the correct configuration of Type I, Type II or Type III fencing around each Regulated Tree, using a bold dashed line enclosing the Tree Protection Zone (Standard Dwg. #605, Sheet T-1; City Tree Technical Manual, Section 6.35-Site Plans); **or by using the Project Arborist's unique diagram for each Tree Protection Zone enclosure.**

ELECTRICAL ENGINEERING

- 51. Existing electrical boxes shall be moved away from sewer main to provide at least 1ft clearance.
- 52. 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.
- 53. A completed Utility Service Application and a full set of plans must be included with all applications involving electrical work. The Application must be included with the preliminary submittal.
- 54. 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.
- 55. 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.
- 56. 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.
- 57. 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 checked for underground facility marking shall be delineated with white paint. All USA markings shall be removed by the customer or contractor when construction is complete.
- 58. 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 California 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.

59. 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.
60. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.
61. For services larger than 1600 amps, a transition cabinet as the interconnection point between the utility's padmount transformer and the customer's main switchgear may be required. See City of Palo Alto Utilities Standard Drawing SR-XF-E-1020. The cabinet design drawings must be submitted to the Electric Utility Engineering Division for review and approval.
62. For underground services, no more than four (4) 750 MCM conductors per phase can be connected to the transformer secondary terminals; otherwise, bus duct or x-flex cable 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.
63. The customer is responsible for installing all underground electric service conductors, bus duct, transition cabinets, and other required equipment. The installation shall meet the California Electric Code and the City Standards.
64. 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.
65. 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

66. For 400A switchboards only, catalog cut sheets may be substituted in place of factory drawings.
67. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing.
68. 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.
69. The follow must be completed before Utilities will make the connection to the utility system and energize the service:
 - All fees must be paid.

- All required inspections have been completed and approved by both the Building Inspection Division and the Electrical Underground Inspector.
- All Special Facilities contracts or other agreements need to be signed by the City and applicant.
- Easement documents must be completed.

WATER, GAS, WASTEWATER

70. Revise plans to relocation vaults above existing CPAU sewer main per previous redlines.
71. Revise plans to remove proposed extensive planting above CPAU sewer main per previous redline.
72. Include profile and sectional of manhole rim elevation change proposed, onsite private lateral connection to onsite sewer main, and all gravity crossing of CPAU sewer main.
73. Update plans per WGW site plan red-lines.
74. The applicant shall submit a completed water-gas-wastewater service connection application - loadsheets per unit for City of Palo Alto Utilities. The applicant must provide all the information requested for utility service demands (water in fixture units/g.p.m., gas in b.t.u.p.h, and sewer in fixture units/g.p.d.). The applicant shall provide the new total loads
75. 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.
76. 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 lateral need to include new wastewater pipe profiles showing existing potentially conflicting utilities especially storm drain pipes electric and communication duct banks. Existing duct banks need to be daylighted by potholing to the bottom of the ductbank to verify cross section prior to plan approval and starting lateral installation. Plans for new storm drain mains and laterals need to include profiles showing existing potential conflicts with sewer, water and gas.
77. The applicant shall be responsible for 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.
78. The gas service, meters, and meter location must meet WGW standards and requirements
79. 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.

80. An approved reduced pressure detector assembly is required for the 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.
81. 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.
82. 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.
83. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGW utilities procedures.
84. Utility vaults, transformers, utility cabinets, concrete bases, or other structures cannot 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.
85. All utility installations shall be in accordance with the City of Palo Alto current utility standards for water, gas & wastewater.

OFFICE OF TRANSPORTATION

86. PARKING FACILITY DESIGN: Drive aisle in the garage is 20 feet wide which is non-conforming with the PAMC 18.54. Provide drive aisle width at least 23 feet wide to comply with PAMC 18.54.070 Table-3.
87. TDM PROGRAM AND ANNUAL REPORTING REQUIREMENT: The applicant voluntarily proposes a TDM program with monitoring. The applicant shall abide by the Final Transportation Demand Management (TDM) plan, entitled "Stanford Transportation Management Association Program", to the satisfaction of the Director of Planning and Community Environment. The TDM plan includes measures and programs to achieve a reduction in single-occupancy vehicle trips to the site by a minimum of 30%, in conformance with the City's Comprehensive Plan. The TDM plan includes an annual monitoring plan to document mode split and trips to the project site. The TDM annual report shall be submitted to the Chief Transportation Official. Monitoring and reporting requirements may be revised in the future if the minimum reduction is not achieved through the measures and programs initially implemented. Projects that do not achieve the required

reduction may be subject to daily penalties as set forth in the City's fee schedule.

PUBLIC ART

88. The applicant must pay a contribution into the Public Art fund in-lieu of commissioning art on site, in the total amount of \$47,235.00 or amount equivalent to 1% of actual cost of construction, whichever is greater. This actual amount to be paid shall be determined during building permit submittal and be paid prior to building permit issuance.

FIRE

89. Install a NFPA 13 fire sprinkler, NFPA 14 standpipe (garage & roof level), NFPA 24 underground fire service, NFPA 72 fire alarm, two-way call box and emergency responder radio system.

90. Confirm the onsite access roadway will support a 75,000 lbs fire apparatus.

91. Roof access ladder, as simulated, may not be functional for Fire department use. Please contact Karl Schneider w/ PAFD 650-329-2194 to discuss ladder access to roof.

92. Install a Knox disconnect switch for main electrical disconnect, secondary electrical disconnect (if provided), 100% garage exhaust and garage level security barrier (if provided).

EXHIBIT A:
MITIGATION MONITORING AND REPORTING PROGRAM



Mitigation Monitoring + Reporting Program

PROJECT NAME	3215 Porter Drive	Application Number	19PLN-00237
Applicant/Owner	The Board of Trustees of the Leland Stanford Junior University	Date	[4/27/2020]

The Mitigated Negative Declaration (MND) for the 3215 Porter Drive project identifies the mitigation measures that will be implemented to reduce the impacts associated with the project. The California Environmental Quality Act (CEQA) was amended in 1989 to add Section 21081.6, which requires a public agency to adopt a monitoring and reporting program for assessing and ensuring compliance with any required mitigation measures applied to proposed development. As stated in section 21081.6(a)(1) of the Public Resources Code:

... the public agency shall adopt a reporting or monitoring program for the changes made to the project or conditions of project approval, adopted in order to mitigate or avoid significant effects on the environment.

Section 21081.6 also provides general guidelines for implementing mitigation monitoring programs and indicates that specific reporting and/or monitoring requirements, to be enforced during project implementation, shall be defined as part of adopting an EIR.

The mitigation monitoring table lists those mitigation measures that would be included as conditions of approval for the project. To ensure that the mitigation measures are properly implemented, a monitoring program has been devised which identifies the timing and responsibility for monitoring each measure.

Environmental Impact	Mitigation Measure	Responsible for Implementation	Timing of Compliance	Oversight of Implementation
BIOLOGICAL RESOURCES				
MM BIO-1.1 Nesting Bird Protection	Nesting Birds Survey and Avoidance. The project owner or designee shall schedule demolition and construction activities to avoid the nesting season. The nesting season for most birds, including most raptors in the San Francisco Bay area extends from February 1st through August 31st. If it is not possible to schedule demolition and construction between September 1st and January 31st to avoid the nesting season, pre-construction surveys for nesting raptors and other migratory nesting birds shall be conducted by a qualified ornithologist, as approved by the City of Palo Alto, to identify active nests that may be disturbed during project implementation on-site and within 250 feet of the site. Projects that commence demolition and/or construction activities between February 1st and August 31st shall conduct a pre-construction survey for nesting birds no more than 14 days prior to initiation of construction, demolition activities, or tree removal.	Applicant or designee/Construction contractor	Prior to and during construction	CPA Planning Department

Environmental Impact	Mitigation Measure	Responsible for Implementation	Timing of Compliance	Oversight of Implementation
	If an active nest is found in or close enough to the project area to be disturbed by construction activities, a qualified ornithologist shall determine the extent of a construction-free buffer zone (typically 250 feet for raptors and 100 feet for other birds) around the nest, to ensure that raptor or migratory bird nests would not be disturbed during ground disturbing activities. California Department of Fish and Wildlife will be notified, as appropriate. The construction-free buffer zones shall be maintained until after the nesting season has ended and/or the ornithologist has determined that the nest is no longer active. The ornithologist shall submit a report indicating the results of the survey and any designated buffer zones to the satisfaction of the City of Palo Alto prior to any grading, demolition, and/or building permit.			
CULTURAL RESOURCES				
MM CUL-1.1 Resource Recovery Procedures	Resource Recovery Procedures. In the event any significant cultural materials are encountered during construction grading or	Applicant or designee/Construction contractor	During Construction	CPA Planning Department

Environmental Impact	Mitigation Measure	Responsible for Implementation	Timing of Compliance	Oversight of Implementation
	excavation, construction within a radius of 50 feet of the find would be halted, the Director of Planning shall be notified, and a qualified archaeologist shall examine the find and make appropriate recommendations regarding the significance of the find and the appropriate treatment of the resource. Recommendations could include collection, recordation, and analysis of any significant cultural materials. A report of findings documenting any data recovered during monitoring shall be submitted to the Director of Planning.			
MM CUL-1.2 Human Remains Recovery Procedures	Human Remains Recovery Procedure. Pursuant to Section 7050.5 of the Health and Safety Code, and Section 5097.94 of the Public Resources Code of the State of California in the event of the discovery of human remains during construction, there shall be no further excavation or disturbance of the site or any nearby area reasonably suspected to overlie adjacent remains. The Santa Clara County Coroner shall be notified and shall make a determination as to whether the remains are Native American. If the Coroner determines that the remains are not subject to his authority, he shall notify the Native American	Applicant or designee/Construction contractor	During Construction	CPA Planning Department

Environmental Impact	Mitigation Measure	Responsible for Implementation	Timing of Compliance	Oversight of Implementation
	Heritage Commission (NAHC) who shall attempt to identify descendants of the deceased Native American. If no satisfactory agreement can be reached as to the disposition of the remains pursuant to this state law, then the landowner shall reinter the human remains, and items associated with Native American burials on the property in a location not subject to further subsurface disturbance. If the Director of Planning finds that the archaeological find is not a significant resource, work would resume only after the submittal of a preliminary archaeological report and after provisions for reburial and ongoing monitoring are accepted.			
GEOLOGY/SOILS				
MM GEO-1.1 Paleontological Remains Recovery Procedure	Paleontological Remains Recovery Procedure. Should a unique paleontological resource or site or unique geological feature be identified at the project site during any phase of construction, all ground disturbing activities within 25 feet shall cease and the City's Planning Director notified immediately. A qualified paleontologist shall evaluate the find and prescribe mitigation measures to reduce impacts to a less than significant level. Work may proceed on other parts of the project site while mitigation for	Applicant or designee/Construction contractor	During Construction	CPA Planning Department

Environmental Impact	Mitigation Measure	Responsible for Implementation	Timing of Compliance	Oversight of Implementation
	paleontological resources or geologic features is implemented. Upon completion of the paleontological assessment, a report shall be submitted to the City and, if paleontological materials are recovered, a paleontological repository, such as the University of California Museum of Paleontology.			
HAZARDS & HAZARDOUS MATERIALS				
MM HAZ-1.1	Prior to conducting earthwork activities at the Site, a Site Management Plan (SMP) and Health and Safety Plan (HSP) shall be prepared. The purpose of these documents will be to establish appropriate management practices for handling and disposal of impacted soil, soil vapor and groundwater that may be encountered during construction activities. Based on the history of the site, areas of impacted soil, soil vapor and/or groundwater likely will be encountered during construction activities, which may require special monitoring, handling and/or disposal. The SMP shall also outline the specific plan for the on-site groundwater treatment system, including monitoring wells and associated conveyance piping. These features shall be	Applicant or designee/Construction contractor	Prior to and during construction	CPA Planning Department, DTSC, and SCVWD

Environmental Impact	Mitigation Measure	Responsible for Implementation	Timing of Compliance	Oversight of Implementation
	protected during project activities or properly removed with a permit from the Santa Clara Valley Water District. The SMP and HSP shall be submitted to the Planning Director and DTSC for review. DTSC approval shall be obtained prior to commencing ground disturbing activities at the site.			

ATTACHMENT C
ZONING COMPARISON TABLE
 3215 Porter Drive, 19PLN-00237

Table 1: COMPARISON WITH CHAPTER 18.20 (RP DISTRICT)

Regulation	Required	Existing	Proposed
Minimum Site Area, width and depth	1 acre, 100 feet, and 150 feet	1.67 acres	1.67 acres
Minimum Front Yard	20 feet	0	50 feet
Rear Yard	20 feet	0	20
Interior Side Yard	20 feet	0	20
Street Side Yard	20 feet	N/A	N/A
Min. yard for site lines abutting or opposite residential districts	20 feet	N/A	N/A
Special Setback	50 feet – see Chapter 20.08 & zoning maps	0	50
Max. Site Coverage	30% (21,837sf)	0% (Vacant)	16.9% (12,315 sf)
Max. Total Floor Area Ratio	40% (29,116sf)	0% (Vacant)	28.6% (20,929sf + 1,100 sf amenity space not included in FAR)
Max. Building Height	35 ft or 25 ft when located within 40 ft of residentially zoned property ^(4,5)	None	35 ft (40 ft measured to rooftop mechanical enclosure per PAMC 18.20.040(e)(2))
Daylight Plane	N/A	N/A	N/A
Employee Showers	List use and requirement with sf range.	0	2 required for new square footage between 20,000-49,999

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

(5) Residential zones include R-1, R-2, RE, RMD, RM-15, RM-30, RM-40 and residential Planned Community (PC) zones.

**Table 2: CONFORMANCE WITH CHAPTER 18.52 (Off-Street Parking and Loading)
for Profession/General Office Uses***

Type	Required	Existing	Proposed
Vehicle Parking	1/300 sf of gross floor area for a total of 70 parking spaces	0	70
Bicycle Parking	1/3,000 sf (80% long term and 20% short term) equals 7 spaces	0	52 (18 long term, 34 short term)
Loading Space	1 loading spaces for 10,000 – 99,999 sf	0	1

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

Attachment E

Project Plans and Environmental Documents

Hardcopies of project plans and environmental documents are provided to Board members.

These documents are available to the public online and/or by visiting the Planning and Community Environmental Department on the 5th floor of City Hall at 250 Hamilton Avenue.

Directions to review Project plans online:

1. Go to: bit.ly/PApendingprojects
2. Scroll down to find “3215 Porter Drive” and click the address link
3. On this project specific webpage you will find a link to the project plans and other important information

Direct Link to Project Webpage:

<https://www.cityofpaloalto.org/news/displaynews.asp?NewsID=4766&TargetID=319>