



# Architectural Review Board

## Staff Report (ID # 11181)

**Report Type:** Action Items **Meeting Date:** 11/5/2020

**Summary Title:** 3rd ARB meeting Castilleja School Project

**Title:** PUBLIC HEARING/QUASI-JUDICIAL: 1310 Bryant Street Castilleja School Project Third ARB Hearing [19PLN-00116]: Recommendation to the City Council Regarding Architectural Review of Castilleja School's Phased Campus Redevelopment Proposal. Zone District: R-1(10,000). Environmental Review: A Final Environmental Impact Report (EIR) was Published July 29 and 30, 2020. For More Information Contact Amy French, Chief Planning Official, at amy.french@cityofpaloalto.org

**From:** Jonathan Lait

### Recommendation

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

1. Reopen the public hearing to receive the applicant presentation and public comments on the revised plans, updated findings and draft conditions;
2. Provide direction to staff to continue the hearing or make a recommendation on the project to the City Council that includes consideration of the Final Environmental Impact Report and based on the attached findings and conditions, modified as appropriate to reflect the Board's recommendation (Attachments A and B).

### Report Summary

Updated project plans that respond to prior ARB comments were transmitted to Board members and posted on the City's website on October 23, 2020.<sup>1</sup> Where prior plan sets include information representing components of the original project and one of the alternatives, the new plan sets consolidate all relevant information into one complete set that reflects the applicant's request for approval of Alternative 4.

<sup>1</sup> Due to the size of the file, project plans are available in two parts:

Part 1: <https://www.cityofpaloalto.org/civicax/filebank/documents/78908>

Part 2: <https://www.cityofpaloalto.org/civicax/filebank/documents/78909>

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This report summarizes the ARB's prior comments and the applicant's response. Included with this report are updated ARB findings that reflect some minor changes to the project design. Also, introduced for the first time are draft approval conditions. Staff encourages the ARB to review these documents and provide direction to staff as appropriate where modification is needed. The findings and conditions would ultimately be incorporated into a final record of land use action that the City Council will consider when conducting its public hearing on the project.

## Background

The ARB reviewed the subject application on two prior occasions, August 26 and October 1. Links to those staff reports and draft minutes are available online.<sup>2</sup> This report relies on the information in those prior reports for background information and summarizes the more recent ARB comments and the applicant's responses. After the last ARB meeting, staff received clarifying design-related comments from Boardmember Hirsch. Most of the comments were previously expressed during the public meeting but there were some new comments too. Staff transmitted those comments to the applicant team for its consideration as the architect prepared updated plans. Mr. Hirsch's comments are included in this report as Attachment C.

### Planning and Transportation Commission (PTC)

The PTC held a public hearing on October 28<sup>th</sup>. The staff report is available online.<sup>3</sup> The PTC received a presentation from the applicant and began receiving public testimony. The hearing and public comment period was continued to November 4<sup>th</sup>. The PTC had previously directed staff to prepare draft findings and conditions of approval based on the Alternative 4 project alternative. The Commission's deliberation is expected to resume on November 4 and staff will provide a verbal update at the ARB meeting.

## Analysis<sup>4</sup>

Below is a summary of the project-related refinements included in the updated plans. The applicant has provided a response to some specific changes, which are reflected in the table. In some instances, the applicant has not made certain changes. Where this occurs, the applicant provides an explanation (see below table, the 'Applicant's Response to Three Considerations').

<sup>2</sup> August 20 ARB Staff Report: <https://www.cityofpaloalto.org/civicax/filebank/documents/78021>

August 20 ARB Minutes: <https://www.cityofpaloalto.org/civicax/filebank/documents/78325>

August 20 ARB Video Presentation: <https://midpenmedia.org/architectural-review-board-74-8202020/>




October 1 ARB Staff Report: <https://www.cityofpaloalto.org/civicax/filebank/documents/78570>




October 1 ARB Draft Minutes: <https://www.cityofpaloalto.org/civicax/filebank/documents/78774>

October 1 ARB Video Presentation: <https://midpenmedia.org/architectural-review-board-74-1012020/>



<sup>3</sup> PTC Staff Report dated October 28, 2020: <https://www.cityofpaloalto.org/civicax/filebank/documents/78919>

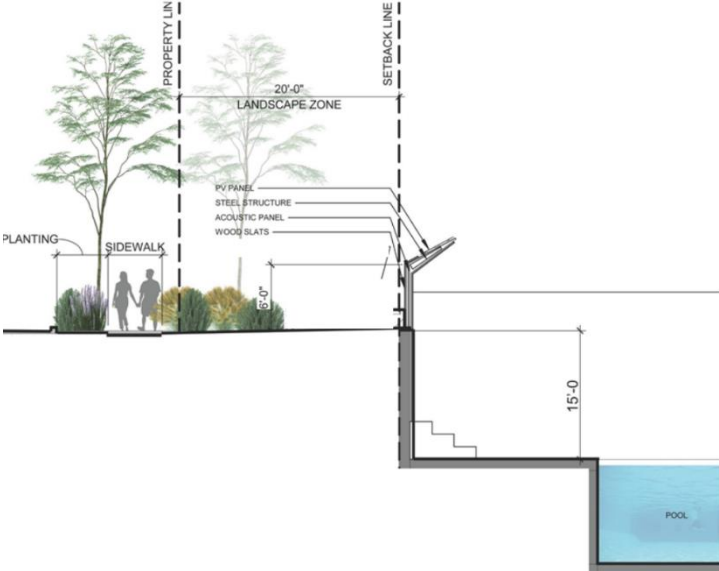

<sup>4</sup> The information provided in this section is based on analysis prepared by the report author prior to the public hearing. The Architectural Review Board in its review of the administrative record and based on public testimony may reach a different conclusion from that presented in this report and may choose to take an alternative action from the recommendation in this report.


ARB COMMENTS	APPLICANT RESPONSES
<p><b>1. Kellogg Façade break</b> - Consider treatment to further break up massing and create more visual interest. Not necessarily a physical break but a visual break, such as an accent wall or a material change. Consider modified overhang or fascia for varied interest.</p>	<p>The revised plans now show a second massing break along the Kellogg façade; the second break is 150 feet from the break the ARB reviewed October 1<sup>st</sup>.</p>  <p>The Kellogg side is now comprised of three massed elements, at a cadence of approximately 138', 150' and 111', with balconies, and extended "drawers". The revised plans show a dimensional shift in the main eave, to add more texture and interest to this condition as it meets the sky. This is intended to break up the experience of the building while keeping the overall massing low. The window frames and eave detail match – a warm, champagne color is now proposed; the details at the eave and paneling provide shadow pattern differentiation between the first and second levels.</p>
<p><b>2. Kellogg Façade materials</b> - Consider further use of green tile (<i>i.e. further toward Emerson or on the upper level</i>)</p> <p>The ARB also requested specifics about material deployment</p>	<p>To increase interest, the architect added 1) more color and material variety, 2) more dimensional variety at wood paneling areas and 3) clarity on the Okawood material.</p> <ul style="list-style-type: none"> <li><b>Added color/material:</b> The green tile replaced the originally shown zinc paneling, providing material interest and referencing the historic Gunn building colors. Two additional green tile locations are proposed at the Kellogg elevation - one at level 1 by the new entrance and the other at level 2 on the south corner of the Kellogg elevation</li> </ul>   <p>Tile @ Kellogg Entrance</p> <p>Tile @ Emerson &amp; Kellogg (Upper School Terrace)</p> <ul style="list-style-type: none"> <li><b>Wood paneling:</b> To address 'unvaried massing and material' concerns, more detail and variety in the wood paneling along Kellogg is proposed, with a denser cadence on levels 2 that harkens back to the historic Gunn building, which has a differentiation in materials above and below the band. A varied <u>staggering of wood battens</u> help provide interest to the palette of shingles, wood, and tile.</li> </ul>

	<p><b>Battens @ 1' O.C.</b></p>  <p><b>Battens @ Random Pattern</b></p>   <p>(Rumsey precedent - staggered battens)</p> <ul style="list-style-type: none"> <li>Okawood is proposed along a few key moments at Kellogg/Emerson to provide privacy. The October 22<sup>nd</sup> set shows Okawood locations on the exterior elevations.</li> </ul>
<p><b>3. Kellogg Façade art</b> - Consider public art for visual interest and to possibly add additional noise screening</p>	<p>The project team will work closely with the City's Public Art staff to incorporate art at key areas, including the Kellogg side. Placement of art near the Kellogg drop off and pick up zone, is under consideration, to provide interest in the landscaped area between the cars and the sidewalk. Concepts for the art noted in the plans will be discussed with the ARB during the presentation. This topic is discussed further below this table.</p>



<p><b>4. Kellogg Façade - noise</b> Confirm no negative noise impacts</p>	<p>The acoustics report (Attachment D) prepared in response to ARB comments is provided with this report. The applicant's acoustical consultant will be available at hearing to answer questions. The pool acoustic wall is shown on plan sheet AB.100.</p>
<p><b>5. Emerson Side of Campus - landscaping</b> Further articulation of landscape plan and fencing. Consider vertical fencing and/or varied fencing.</p>	<p>The plan set provides complete landscape plans, including more detail of the landscape design strategy along Emerson to respond to interest in variation; see enlarged planting plan along this edge. The modified fence designs reflect a more vertical expression. The revised wooden fence along Emerson and Kellogg is vertical boards with a batten at 4-0" on center to relate to the ground level wood paneling of the new building.</p>  <p><b>Emerson Fence View without trees</b></p>  <p><b>Emerson Fence View with trees shown</b></p>
<p><b>6. Emerson Side of Campus – sound wall -</b> Sound wall function/look</p>	<p>The fence has vertical articulation with vertical wood boards and battens that relate to the patterning on the new building. The design of the sound wall was based on the direction of the acoustician. Per Salter's March 18, 2018 report on the master plan:</p> <ul style="list-style-type: none"> <li>○ The new pool will be recessed approximately 15' below grade and include a solid barrier that extends upward approximately 6' above grade and will include an angled element on top facing in towards the pool</li> </ul>

	<p>The acoustic wall is a solid wood 6'-0" fence with angled top.</p> 
<p><b>7. Photovoltaic Screening</b> – show how it will look</p>	<p>The revision intent to improve elevations was to be less impactful, with consideration as to how the roof edge meets the sky by reducing vertical elements, and consideration of the efficiency of the PVs. Two strategies have worked well in past projects.</p> <ol style="list-style-type: none"> <li>1) One option is to keep the PVs flat so that they sit lighting above the roof and their thin edges blend into the skyline read.</li> </ol>  <ol style="list-style-type: none"> <li>2) A second option, which helps with efficiency, is to slightly cant them.</li> </ol>

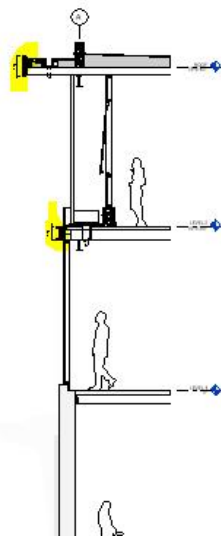
	 <p>Both options do not have added vertical roof screening, as that screening often makes greater visual impact. It is important to note that the viewing angle of the pedestrian at the sidewalk will be closer than the views we are showing of past project examples – which means, in perspective, the passersby will not see the PVs.</p>	
<b>8. Planted balconies details</b>	<p>The plans include additional information on how the balconies are envisioned and planted.</p>	
<b>9. Landscaping</b> - Include final landscape and fencing plans for project and show (1) locations of mitigation trees (2) landscaping treatment along sidewalks, (3) turf above parking garage	<p>The October 22<sup>nd</sup> set includes a tree mitigation plan based on the October 5<sup>th</sup> site walk with the City's Urban Forester and Project Landscape Architect. The location of mitigation trees is shown on the Tree Mitigation Plan, with more specificity of type shown in updated documents.</p> <p>The conformed set includes a more cohesive landscape plan including enlarged planting plans of Emerson and Kellogg in response to the ARB's request for more detail about suggested species and distribution of types.</p> <p>The landscape plans clarify that the playing field above the parking garage will be replanted after the phase 1 construction of the garage is complete.</p> <p><u>Campus Frontage Plantings:</u> The intended landscaping for the planter strips along the campus frontages are included on plan sheets L2.1-L2.9, to address the ARB's comments. Landscaping Planting plans and enlarged details are shown as well on these plan sheets.</p>	

The following additional topic item discussions and plan sheet references are intended to assist reviewers to locate and focus on the applicant's responses in the complete, revised, conformed plan sheets; some topics below provide additional discussion related to the above topics.

- **Enlarged Elevations:** Enlarged sections and elevations are found in sheets AB.801 – AB.806. The conformed set includes the Kellogg entry enlarged elevation and perspective on Sheet AB.307. Bryant entry enlarged elevation and perspective are on Sheet AB.308. The set includes:
  - Overall elevations and enlarged elevations to accompany the wall sections as shown in the last ARB presentation.



- All exterior elevations, and elevations are keyed to plans.
  - Courtyard drawings with as much detail as possible
  - General learning spaces coded on both floor plans and building sections and color coded by general use as understood currently, similar to the 'complete' original plan set – floor plans show high school, middle school, faculty, and service spaces.
  - Explanation of the general allocation can be discussed at the hearing, though the ARB purview does not include redesigning the School's floor plan.
- Fascia Width: The Academic Building fascia widths vary; wall sections in the plan set indicate fascia dimensions. This approach addresses the ARB's comments.



② 3D WALL SECTION - KELLOGG AVE

- Photovoltaic Screen (see above table item #7 for precedent images):
  - The PVs are shown in the wall section in the set; there is also a dimension to show the distance from the edge of the roof to the PVs.
  - The presentation on November 5<sup>th</sup> will include a view of the PVs, to address the ARB's comments. Plans sheet AB103 shows a roof plan with solar structures, and a line of sight diagram to the rooftop solar structures.



- Art on Kellogg Driveway: A member of the public submitted suggestions for public art along Kellogg Avenue. The applicant explored adding an artistic wall along the Kellogg frontage, and obtained a noise study, which indicated such a wall would not offer acoustic mitigation. The site plan and landscape plan in the new set highlight the Kellogg drive area as a potential public art location. The final design must be presented to the Public Art Commission once an artist is selected. The art will need to be evaluated to ensure adequate sight distance for safety. The presentation to the ARB will include art precedents so the public and ARB can get an idea of art approaches.
- Kellogg Avenue Renderings and Elevations: The plans show perspective views with trees on and off (plan sheets AB.304-AB.306) and 'before/after' renderings, as shown in earlier ARB presentations, to address the ARB's comments. Plan sheet AB.304 shows the Kellogg views.
- Glazing Systems and Materials: The conformed set shows there are two exterior glazing types, clear high-performance glazing and Okawood. The Okawood is used in just a few key locations to provide additional privacy. These locations are noted on the exterior elevations in the conformed set. The design strategy of the glazing locations can be discussed in more detail at the hearing if needed. The conformed set shows enlarged wall sections and plan details that relay materiality and alignment, as well as building sections and roof plan showing PVs and screening. Building sections and enlarged wall sections. Materials are shown on sheet G.020 photo of materials board, which notes siding and window frame materials; Sheet AB.301 shows exterior systems on Kellogg side of the Academic Building.
- Stairway Sections: The conformed set shows staircase details. The Gunn Building staircase is not in the set for ARB review – the HRB subcommittee will review the final details as provided as required per a draft condition of approval. Plan sheets AB.400 - AB403 and light well Sheet AB.804 provide clarification.
- Mechanical System Operations: The conformed set includes descriptions of mechanical systems, and reasons for location and the effect on building height, as developed to date. The applicant will provide additional clarity about the general systems at the ARB hearing, verbally, while discussing the site plan; the applicant had previously described the below grade equipment in an ARB hearing; an ARB subcommittee may be interested in reviewing the final rooftop equipment locations. A condition of approval can include this as a requirement prior to building permit plans review.
- Dimensions/Daylighting: The conformed set shows:
  - Locations and dimensions of clerestory windows on Kellogg in elevation and the context. These are also shown in the walls section.
  - Walkable skylights in plan view, as well as in wall sections.
- Additional Breaks and Details at Kellogg Elevation: The conformed plans show an additional break in the massing and roof line (to add to the previous one the ARB reviewed October

1st). This makes two new breaks in the massing from the Original submission. Sheet AB.201 shows the second-floor plan. The architect also revised the eave and batten patterns to add more variety and visual interest.

- Further Gross Floor Area Reduction: While the original project proposed 84,124 sf of GFA, the October 22<sup>nd</sup> conformed set proposes 81,942 sf of GFA for a total current reduction of 2,228 sf of GFA. The 2,228 sf GFA reduction was a result of various changes, including suggested Kellogg elevation and massing changes. The changes and associated square footage reductions are as follows:
  - First Massing/Elevation Break on Kellogg: reduced 583 sf
  - Second Massing/Elevation Break on Kellogg: reduced 645 sf
  - Bryant elevation with added porch resulted in additional sf changes, but the internal open-air Garden level garden (footprint previously accounted for with the 3,713 basement SF with no building above) was corrected and now removed: reduced 200 sf
  - At Kellogg elevation/site along building, the walkable skylight width is reduced to three feet, and therefore, by the code, it is no longer counted in GFA: reduced 800 sf
- Site Lighting: The conformed set includes lighting plans (sheets LTB.003, LTB-100- LTC.104).

#### *Applicant's Responses to Three Considerations*

- Building Height Consideration: The applicant's first architect had studied and submitted a concept for a taller building. However, the zoning code only allows a 33' height for buildings with a pitched roof of 12:12 or greater (PAMC 18.12 Table 2 below); therefore, increased building height above the maximum of 30 feet was not pursued.

Maximum Height (as measured to the peak of the roof) (ft.)		18.04.030(a)
Standard	30 (3)	(67)
Maximum Height for buildings with a roof pitch of 12:12 or greater	33 (3)	18.12.050

- Tunnel Extension: The School would like the students to get to the above grade campus as soon as possible. An extended tunnel would require further excavation and require students remain underground for a longer route, which the School does not prefer. The images presented to the ARB on October 1<sup>st</sup> included images of the proposed tunnel. Plan sheets AA3.0 – AA7.03 include the garage stairs and railings.
- Courtyard (Circle): The applicant's first architect proposed a concept for lowering the circle. The current architect studied this and determined lowering the circle infeasible. It would present grading and drainage challenges to maintain connection to the existing buildings.

The conformed set includes courtyard landscaping plans to address the ARB's request. Plan sheet L2.1 indicates courtyard (circle area) planting.

Staff recommends that ARB consider the above changes and review the revised plans to ensure plan sheets meet the ARB's expectations for completeness for this planning review process. The ARB is requested to provide direction to staff as appropriate, including any minor design items that may return to a subcommittee of ARB members. A draft condition of approval anticipates the potential for subcommittee review, though staff has not identified specific review items for a subcommittee, other than the Gunn Building exterior stair final design for HRB subcommittee review for compliance with the Secretary of the Interior's Standards for historic building rehabilitation.

#### ***Further Analysis: Tree #102 and Garage Stair, Easement for Exit Ramp***

- Garage Stair and Tree #102: Attachment E  
The second garage exit staircase was erroneously shown in the conformed set located on the Lockey House parcel, which would have impacted oak tree #102. The revised staircase location shown in Attachment E is on the campus parcel; therefore tree #102 is likely to be retained. Conditions of approval numbers 2 and 69 addresses tree protection and plan revisions. The applicant's images showing the stair relocation and tree #102 are also viewable at this link: <https://www.cityofpaloalto.org/civicax/filebank/documents/79010>
- Easement for Exit Ramp  
Condition of approval 70 is to address the potential easement required for the garage exit ramp. The Lockey House parcel is oversized and an easement across the parcel to benefit the School's garage exit would not adversely impact the conformance of the parcel sizes for either the Lockey House parcel or the campus parcel.

#### **Environmental Review**

The Final EIR was published July 30, 2020. The subject project has been assessed in accordance with the authority and criteria contained in the California Environmental Quality Act (CEQA), the State CEQA Guidelines, and the environmental regulations of the City. All CEQA documents for the project are viewable here: <https://www.cityofpaloalto.org/news/displaynews.asp?NewsID=4823&TargetID=319>

#### **Public Notification, Outreach & Comments**

The Palo Alto Municipal Code requires publication of the notice in a local newspaper and notice mailings 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 October 23, 2020, which is 13 days in advance of the meeting. Postcard mailing occurred on October 22, 2020, which is 14 in advance of the meeting.

### Public Comments

Public comments received after 8 am October 1 through October 9 6 pm are viewable here: <https://www.cityofpaloalto.org/civicax/filebank/documents/78757>. Public comments received October 9<sup>th</sup> 6 pm through October 30<sup>th</sup> 6 pm are viewable here: [https://www.cityofpaloalto.org/gov/topics/castilleja\\_school/public\\_comments.asp](https://www.cityofpaloalto.org/gov/topics/castilleja_school/public_comments.asp).

### **Alternative Actions**

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

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

#### **Report Author & Contact Information**

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#### **ARB<sup>5</sup> Liaison & Contact Information**

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### **Attachments:**

- Attachment A: Draft ARB Findings (DOC)
- Attachment B: Draft AR Conditions of Approval (DOCX)
- Attachment C: ARB member Hirsch comments (DOCX)
- Attachment D: 2020-10-16 Kellogg and Pool Noise Follow-Up 16-0590 Castilleja (PDF)
- Attachment E: Garage Stair Relocation and Tree 102 Sheet 1 (PDF)

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<sup>5</sup> Emails may be sent directly to the ARB using the following address: [arb@cityofpaloalto.org](mailto:arb@cityofpaloalto.org)



**CASTILLEJA SCHOOL  
1310 BRYANT STREET  
ARCHITECTURAL REVIEW 19PLN-00116**

**Architectural Review Findings.** The design and architecture of the proposed project, as conditioned, complies with the Findings for Architectural Review as required in PAMC Chapter 18.76. The design and architecture of the proposed public parking garage complies with the Six Findings for Architectural Review set forth in Palo Alto Municipal Code Chapter 18.76 Section 18.76.020 effective as of January 12, 2017.

**Finding #1: The design is consistent with applicable provisions of the Palo Alto Comprehensive Plan and Zoning Code.**

The **Project Alternative** conforms to the following Comprehensive Plan Goals and Policies.

<b>Comp Plan Goals and Policies</b>	<b>How project adheres or does not adhere to Comp Plan</b>
The Comprehensive Plan land use designation for the site is Single Family Residential	<i>Castilleja School has existed at this site since 1910 and has co-existed since 1960 via CUP with the surrounding Single-Family Residential uses</i>
<b>Land Use and Community Design Element</b>	
<b>Policy L-1.1:</b> Maintain and prioritize Palo Alto's varied residential neighborhoods while sustaining the vitality of its commercial areas and public facilities.	<i>The school's functionality will be enhanced for increased safety, sustainability, and programmatic space to better serve its student population. Project features are intended to minimize existing school-related disruptions on the surrounding neighborhood: below grade pool with sound-wall, and all but 26 parking spaces are hidden below grade, the distributed drop off to avoid TIRE impact on Emerson; preservation of mature trees that are of value to the community.</i>
<b>Policy L-1.5:</b> Regulate land uses in Palo Alto according to the land use definition in this Element and Map L-6.	<i>Schools are conditionally permitted uses in areas designated as Single-Family Residential. This is not a 'grandfathered use'. No change to the land use designation is proposed.</i>
<b>Policy L-1.6:</b> Encourage land uses that address the needs of the community and manage change and development to benefit the community.	<i>Existing school land use is single-gender, non-sectarian school. Schools are an important community need. Project expands enrollment gradually with as facilities are redeveloped for increased safety, sustainability, and programmatic space with enhanced TDM.</i>
<b>Policy L-1.11:</b> Hold new development to the highest development standards to maintain Palo Alto's livability and achieve the highest quality development with the least impacts.	<i>New building design utilizes high quality materials, results in net reduction of campus gross floor area (and thus, FAR). While the original project proposed 84,124 sf of GFA, the October 22<sup>nd</sup> conformed set proposes 81,942 sf of GFA for a total current reduction = - 2,228 square feet. The building replaces over-height limit buildings with a building meeting the 30-foot height limit. Temporary changes in campus-wide visual character will occur, via demolition, construction and associated tree removal. Overall, project would improve the site's visual character its compatibility with the surrounding residential neighborhood compared to existing conditions by reducing the perceived building scale and massing.</i>
<b>Policy L-2.11:</b> Encourage new development and redevelopment to incorporate greenery and	<i>The site plan includes greater open space area (3,766 sf). This new open space was reduced from 6,904 sf additional open space for Project Alternative noted in EIR (Existing open space at 140,390 sf; 147,294 sf in Alternative #4). New porch at 3,513 sf reduces the increase in open space to 164 sf; however, the porch has 1,954 sf green roof. Circle to be smaller but retained.</i>

natural features such as green rooftops, pocket parks, plazas and rain gardens.	<i>Project incorporates new planter areas, preserves most trees around the site's perimeter, provides additional landscaping with trees, shrubs, grasses, vines, and groundcover, gardens adjacent to buildings, bioretention areas, and a green roof above subterranean parking facility.</i>
<b>Policy L-2.8:</b> When considering infill redevelopment, work to minimize displacement of existing residents.	<i>The houses on Emerson Street are retained under Project Alternative #4. One house is used as a rental housing unit. Both of these R-1 properties are developable with second dwelling units to increase housing supply.</i>
<b>Policy L-3.1:</b> Ensure that new or remodeled structures are compatible with the neighborhood and adjacent structures.	<i>The new academic building complies with the R-1 height limit and the revised Kellogg elevation shows the roofline/mass at second floor level broken to help the proposed building's scale and massing to be more compatible with neighboring residences. Buildings would be slightly smaller in scale and mass than the existing buildings. Building design incorporates articulation and variety in material and colors to further break up the massing. Architectural features, fences and walls similar to those found in residential, rather than institutional, neighborhoods; examples: large roof overhangs with exposed wood beams, trellised patios, outdoor covered areas, use of exterior materials that are predominant in the neighborhood.</i>
<b>Program L4.9.1:</b> While preserving adequate parking to meet demand, identify strategies to reuse surface parking lots.	<i>The existing surface parking lot next to the gym is to be reused as below-grade pool location; the size of the parking lot at Emerson/Kellogg is reduced and tandem spaces eliminated.</i>
<p><b>Goal L-6:</b> Well-designed Buildings that Create Coherent Development Patterns and Enhance City Streets and Public Spaces.</p> <p><b>Policy L-6.1:</b> Promote high-quality design and site planning that is compatible with surrounding development and public spaces.</p> <p><b>Policy L-6.7:</b> Where possible, avoid abrupt changes in scale and density between residential and non-residential areas and between residential areas of different densities. To promote compatibility and gradual transitions between land uses, place zoning district boundaries at midblock locations rather than along streets wherever possible.</p>	<p><i>Project replaces five institutional buildings with two new buildings with slightly less gross floor area; Kellogg façade undulates; roofline and mass are broken up partway; porch entrance on Bryant connects the new buildings; updated materials are compatible with the existing residences surrounding the site. Removing outdated buildings of substantially lower quality than buildings built to current standards promotes high quality design and site planning. The new building design is more consistent with the surrounding neighborhood; the required ARB review process ensures building will meet the City's architectural review approval findings.</i></p> <p><i>The below-grade parking facility would relocate many circulating and parked vehicles from the neighborhood streets with a new pick-up and drop-off location. On-street parking in the neighborhood will be reduced with adequate on-site parking space supply. School parking will become more compatible with residential neighbor parking. The bus drop-off and pick-up area relocated internal to the site, and loading, delivery, and trash functions moved off City streets and onto school property to reduce neighborhood congestion and noise.</i></p> <p><i>New building façades scaled to the size of neighboring residences, to avoid abrupt changes in scale between residential and nonresidential uses. The project increases the amount of undeveloped open space on the project site and retaining the Emerson homes improves transitions between uses.</i></p>
<b>Policy L-5:</b> Maintain the scale and character of the City. Avoid land uses that are overwhelming and unacceptable due their size and scale.	<i>The proposed changes to the site with this project are consistent with the site and neighborhood character, which is primarily a two-story residential neighborhood. Project Alternative #4 maintains scale on site and maintains the Emerson Street character by retaining the two residential structures at 1235 and 1263 Emerson.</i>

<p><b>Policy L-9.2:</b> Encourage development that creatively integrates parking into the project, including by locating it behind buildings or Consistent.</p> <p>Analysis underground wherever possible, or by providing shared use of parking areas. Encourage other alternatives to surface parking lots that minimize the amount of land devoted to parking while still maintaining safe streets, street trees, a vibrant local economy, and sufficient parking to meet demand.</p>	<p><i>The project would reduce the amount of surface parking on the site from 82 spaces to 26 spaces and construct an underground parking facility for 117 spaces (10 of which are the interior space of a tandem pair and are not counted towards attainment of the City's minimum parking requirements). With many drop-off and pick-up traffic routed through the underground parking garage, and the availability of on-site parking, the parking garage would relocate vehicle circulation and parking away from the neighborhood streets such that the school use can be more compatible with its residential neighbors.</i></p>
<p><b>Policy L-9.3:</b> Treat residential streets as both public ways and neighborhood amenities. Provide and maintain continuous sidewalks, healthy street trees, benches, and other amenities that promote walking and "active" transportation.</p>	<p><i>The project would include bicycle parking for students consistent with the Municipal Code. The project would be consistent with all aboveground setback and landscaping requirements which would ensure a high-quality and comfortable pedestrian experience on adjacent residential streets</i></p>
<p><b>Policy T-1.1:</b> 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</p>	<p><i>As part of the proposed Sustainability Plan, Castilleja School will implement additional Transportation Demand Management strategies to reduce peak hour vehicle trips. This includes encouraging bicycling, walking, and carpooling and providing shuttle and bus service.</i></p>
<p><b>Policy T-1.2:</b> Collaborate with Palo Alto employers and business owners to develop, implement and expand comprehensive programs like the TMA to reduce single-occupant vehicle commute trips, including through incentives</p>	<p><i>As part of the proposed Sustainability Plan, Castilleja School will implement additional Transportation Demand Management strategies to reduce peak hour vehicle trips (Appendix B). This includes encouraging bicycling, walking, and carpooling and providing shuttle and bus service.</i></p>
<p><b>Policy T-1.6:</b> Encourage innovation and expanded transit access to regional destinations, multi-modal transit stations, employment centers and commercial centers,</p>	<p><i>As part of the proposed Sustainability Plan, Castilleja School will expand the school's Transportation Demand Management program to meet the performance standards identified in Mitigation Measure 7a, which may include expanding shuttle and bus service.</i></p>

<p>including those within Palo Alto through the use of efficient public and/or private transit options such as rideshare services, on-demand local shuttles and other first/last mile connections.</p>	
<p><b>Policy T-1.16</b> Promote personal transportation vehicles as an alternative to cars (e.g. bicycles, skateboards, roller blades) to get to work, school, shopping, recreational facilities and transit stops.</p> <p><b>Policy T-1.19</b> Provide facilities that encourage and support bicycling and walking.</p> <p><b>Program T5.12.1</b> Work with employers, merchants, schools and community service providers, to identify ways to provide more bicycle parking, including e-bike parking with charging stations, near existing shops, services and places of employment.</p>	<p><i>As part of the proposed Sustainability Plan, Castilleja School will implement additional Transportation Demand Management strategies to reduce peak hour vehicle trips and the daily trip rate per student as required in Mitigation Measure 7a. This includes encouraging bicycling, walking, and carpooling and providing shuttle and bus service.</i></p> <p><i>The project will add new bicycle facilities on- consistent with the goals of the 2012 Palo Alto Bicycle + Pedestrian Transportation Plan; it will improve the bicycle parking capacity of the site and incentivize the use of bicycles as a mode of transportation to the site.</i></p> <ul style="list-style-type: none"> <li><i>• 140 bike spaces (94 long term spaces and 46 rack spaces) provided in three bike parking areas; 46 rack spaces at grade along the front of the proposed library; 52 long term spaces between the proposed pool and the parking garage exit ramp; 42 long term spaces near athletic building.</i></li> <li><i>• Castilleja increasing TDM efforts to meet a “no new AM or PM peak hour trips” standard (2016 TDM Plan and 2016 TDM Plan Supplement, EIR Appendix B).</i></li> <li><i>• Additional requirements and performance standards for the TDM plan are identified in Mitigation Measure 7a.</i></li> <li><i>• The building and site design will enhance the pedestrian and bicycling environment and access to the site overall. The parking lot adjacent to Bryant Street would be reconfigured, providing 13 parking spaces for visitors. Emerson and Kellogg parking lot to be repurposed as a staff parking lot with 13 parking spaces.</i></li> </ul>
<p><b>Policy T-4.6:</b> Require project proponents to employ the TIRE methodology to measure potential street impacts from proposed new development of all types in residential neighborhoods</p>	<p><i>EIR Chapter 7, Transportation and Circulation, includes analysis of the project’s effects using the TIRE methodology. Mitigation measure 7a recommends specific percentage distribution of drop offs to avoid TIRE impacts.</i></p>
<p><b>Policy T-5.1:</b> All new development projects should manage parking demand generated by the project, without the use of on street parking, consistent with the established parking regulations. As demonstrated parking demand decreases over time, parking requirements for new construction should decrease.</p> <p><b>Policy T-5.6:</b> Strongly encourage the use of below-grade or structured parking and explore mechanized</p>	<p><i>Most parking will be in a below-grade parking garage within the project site. Currently, the campus does not provide sufficient vehicle parking to meet the Municipal Code requirements. The proposed on-site parking would exceed the Municipal Code requirements. Further, it would improve the ratio of parking spaces to students, which would reduce the amount of on-street parking in the neighborhood.</i></p> <p><i>The development of below-grade parking would reduce the use of on-street parking by students and parents and would therefore reduce the intrusion of campus vehicles on street parking in the residential neighborhood</i></p>



<p>parking instead of surface parking for new developments of all types while minimizing negative impacts including on groundwater and landscaping where feasible.</p> <p><b>Policy T-5.11:</b> Work to protect residential areas from parking impacts of nearby businesses and uses, recognizing that fully addressing some existing intrusions may take time.</p>	
<p><b>Policy T-5.12:</b> To promote bicycle use, increase the number of safe, attractive and well-designed bicycle parking spaces available in the city, including spots for diverse types of bicycle and associated equipment, including bicycle trailers, prioritizing heavily travelled areas such as commercial and retail centers, employment districts, recreational/cultural facilities, multi-modal transit facilities and ride share stops for bicycle parking infrastructure.</p>	<p><i>The project includes provision of onsite bicycle parking and a bicycle repair station for students and staff. As part of the Transportation Demand Management Plan, the project would also provide for bicycle “fix-it” days to encourage bike riding.</i></p>
<p><b>Policy N-2.1:</b> Recognize the importance of the urban forest as a vital part of the city’s natural and green infrastructure network that contributes to public health, resiliency, habitat values, appreciation of natural systems and an attractive visual character which must be protected and enhanced.</p>	<p><i>Adverse effects to the existing trees within and adjacent to the project site were studied; the proposed landscaping plan includes planting new trees throughout the campus. Project Alternative #4 would remove 29 trees, including 3 protected oaks and 3 street trees, 10 other types of trees, and 13 trees that have died since 2016. Also, the proposal is to relocate 29 trees, including 2 protected trees. The Project Alternative #4 retains the row of six redwoods next to Spieker Field. The Tree Removal Management Program is intended to ensure the protection of existing trees and the survival of new and replanted trees. Replanting established trees causes significant impact which will require long term care plus mitigation for reduction of health and longevity. Mitigation Measure 4b requires replacement of protected trees, replacement of street trees, and additional tree planting to replace the tree canopy from trees that are not specifically protected.</i></p>
<p><b>Policy N-2.4:</b> Protect soils in both urban and natural areas as the foundation of a healthy urban forest. Recognize that healthy soils are necessary to filter air and water, sustain plants and animals and support buildings and infrastructure.</p>	<p><i>The evaluation considered effects due to encroachment into the soil area necessary to support healthy trees. Specifically, the Arborist Report and September 2020 landscape architect’s letter contains recommendations regarding provision and/or protection of adequate soil area to support healthy tree growth.</i></p>
<p><b>Policy N-2.6:</b> Improve the overall distribution of citywide canopy cover, so</p>	<p><i>Mitigation Measure 4b requires Castilleja School to plant trees in landscape planters along public streets in the project vicinity. This will improve the canopy cover in the neighborhood.</i></p>

that neighborhoods in all areas of Palo Alto enjoy the benefits of a healthy urban canopy.	
<b>Policy N-2.8:</b> Require new commercial, multi-unit and single-family housing projects to provide street trees and related irrigation systems.	<i>The project would retain most of the existing street trees around the project site perimeter and would plant additional street trees in the vicinity as required by Mitigation Measure 4b.</i>
<b>Policy N-2.9:</b> Minimize removal of, and damage to, trees due to construction-related activities such as trenching, excavation, soil compacting and release of toxins.	<i>Impact 4-3 evaluates the project's potential to result in adverse effects to the existing trees within and adjacent to the project site, including consideration of effects due to encroachment into the soil area necessary to support healthy trees. The project would retain 97 99 trees, removing 35 trees and relocating 40 34 trees. Mitigation Measure 4b requires that the project applicant prepare and implement a Tree Protection, Removal, and Relocation Preservation Plan for each construction phase, subject to review and approval by the City's Urban Forester. Further, this plan must include specific measures for the protection of retained trees from 4 – LAND USE AND PLANNING Castilleja School Project Draft EIR 10056 July 2019, as revised July 2020 4-19 Table 4-1 Comprehensive Plan Policy Consistency Analysis Policy Analysis adverse effects associated with construction activities</i>
<b>Policy N-2.10:</b> Preserve and protect Regulated Trees, such as native oaks and other significant trees, on public and private property, including landscape trees approved as part of a development review process and consider strategies for expanding tree protection in Palo Alto.	<i>Impact 4-3 evaluates the project's consistency with the City's Tree Preservation and Management Regulations. Project Alternative #4 would remove 29 trees, including 3 protected trees, and relocate 29 trees, including 2 protected trees. The Tree Protection and Preservation Plan required under Mitigation Measure 4b, which is subject to review and approval by the City's Urban Forester, must include specific measures for the protection of retained trees from adverse effects associated with construction activities.</i>
<b>Policy N-6.7:</b> While a proposed project is in the development review process, the noise impact of the project on existing residential land uses, public open spaces and public conservation land should be evaluated in terms of the increase in existing noise levels for the potential for adverse community impact, regardless of existing background noise levels. If an area is below the applicable maximum noise guideline, an increase in noise up to the maximum should not necessarily be allowed.	<i>EIR Chapter 8, Noise, provides a detailed analysis of the potential noise impacts associated with the project. The proposed project could create a substantial increase in ambient noise levels for some neighbors during construction and associated with the use of amplified sound equipment at the proposed pool. However, implementation of Mitigation Measures 8a and 8b which require use of noise management measures during construction and modeling that demonstrates the sound system at the pool would be designed and installed such that noise levels remain in compliance with the City's standards, would ensure that the proposed project would be compliant with Policy N-6.7.</i>
<b>Policy N-6.8:</b> The City may require measures to reduce noise impacts of new development on adjacent	<i>EIR Chapter 8, Noise, identifies the anticipated noise levels associated with special events and truck activity and finds that impacts would remain less than significant. The proposed project would relocate truck activity to a below-grade loading and trash enclosure area. A Sound Wall is proposed adjacent to the new, below grade pool to be set 15 feet below grade.</i>

<p>properties through appropriate means including, but not limited to, the following:</p> <ul style="list-style-type: none"> <li>• Orient buildings to shield noise sensitive outdoor spaces from sources of noise.</li> <li>• Construct noise walls when other methods to reduce noise are not practical and when these walls will not shift similar noise impacts to another adjacent property.</li> <li>• Screen and control noise sources such as parking lots, outdoor activities and mechanical equipment, including HVAC equipment.</li> <li>• Increase setbacks to serve as a buffer between noise sources and adjacent dwellings.</li> <li>• Whenever possible, retain fences, walls or landscaping that serve as noise buffers while considering design, safety and other impacts.</li> <li>• Use soundproofing materials, noise reduction construction techniques, and/or acoustically rated windows/doors.</li> <li>• Include auxiliary power sources at loading docks to minimize truck engine idling.</li> <li>• Control hours of operation, including deliveries and trash pickup, to minimize noise impacts</li> </ul>	
<p><b>Policy N-6.11:</b> Continue to prioritize construction noise limits around sensitive receptors, including through limiting construction hours and individual and cumulative noise from construction equipment.</p>	<p><i>EIR Chapter 8, Noise, identifies the general noise levels associated with construction and includes Mitigation Measure 8b requiring Castilleja School to submit detailed construction equipment and noise management plans for each construction phase</i></p>
<p><b>Policy N-7.4:</b> Maximize the conservation and efficient use of energy in new and existing residences and</p>	<p><i>As part of the proposed Sustainability Plan, Castilleja School will work towards achieving “zero net energy” use by using renewable energy generated onsite to meet the majority of energy demand. This may include photovoltaics, solar water heating, and/or wastewater heat recovery.</i></p>

other buildings in Palo Alto.	
<b>Policy N-7.5:</b> Encourage energy efficient lighting that protects dark skies and promotes energy conservation by minimizing light and glare from development while ensuring public health and safety.	<i>As part of the proposed Sustainability Plan, Castilleja School will work towards achieving “zero net energy” use by using renewable energy generated onsite to meet the majority of energy demand. This may include photovoltaics, solar water heating, and/or wastewater heat recovery.</i>
<b>Policy N-7.6:</b> Support the maximum economic use of solar electric (photovoltaic) and solar thermal energy, both as renewable supply resources for the Electric Utility Portfolio and as alternative forms of local power generation.	<i>As part of the proposed Sustainability Plan, Castilleja School will work towards achieving “zero net energy” use by using renewable energy generated onsite to meet the majority of energy demand. This may include photovoltaics, solar water heating, and/or wastewater heat recovery. Castilleja’s Sustainability Road Map is to improve energy and water efficiency, reduce vehicle travel, prioritize use of environmentally sensitive materials, and reduce light pollution.</i>
<b>Policy N-8.1:</b> Take action to achieve target reductions in greenhouse gas emission levels from City operations and the community activity of 80 percent below 1990 levels by 2030.	<i>The project would replace four buildings with new construction that is more energy efficient and water efficient than the existing structures which would help reduce greenhouse gas emissions. The project also includes implementation of a Sustainability Plan that would further reduce Castilleja School’s contribution to greenhouse gas emissions</i>
<b>Policy S-2.5:</b> Minimize exposure of people and structures to geologic hazards, including slope stability, subsidence and expansive soils, and to seismic hazards including ground shaking, fault rupture, liquefaction and landslides.	<i>The geotechnical report for the proposed project demonstrates that the geologic and soil conditions at the site are suitable to support the proposed improvements.</i>

The **Project Alternative** design complies with the City’s Zoning regulations; it will not increase the development area of the site regarding height (which will be reduced to meet the R-1 Zone height limit), gross floor area/floor area ratio (net loss of GFA, FAR (above grade floor area), and setbacks. A Variance is requested to replace existing, non-conforming gross floor area. The Academic Building will contain 81,942 sf of gross floor area; the floor area ratio will continue to exceed the maximum FAR established in 1998 for the R-1 district properties. On-site parking spaces will be increased to address the requested increase in student enrollment; the parking facilities will be Zoning Code compliant with the required parking ratio based on the number of classrooms, but not ‘overparked’. The project will increase the number of bike parking spaces on the site to meet/exceed bike parking requirements. The applicant requests approval of a phased Architectural Review project, under Palo Alto Municipal Code Chapter 18.76.020 (g), for construction to take place over a three-year period, with associated enrollment increases at a rate not to exceed 25-27 students per year.

**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, NA~~
- 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.

Responses:

(a) The project's new buildings and site improvements will enhance the pedestrian environment within and surrounding Castilleja School. The L-shaped Academic building will provide a desirable environment with a library and fine arts space located in the wing facing Bryant Street and the majority of the teaching stations, the cafeteria, offices and common areas in the wing facing Kellogg Avenue. The Academic Building design will be unified and coherent, an aesthetic improvement from the existing buildings to be replaced.

(b-1) The project retains and improves the existing Historic Resource Category 3 resource, the Gunn Administration Building, in a way that demonstrates compliance with the Secretary of the Interior Standards for Rehabilitation, by:

- Separating it from the Rhoades building to be demolished;
- Refinishing the exterior wall on the eastern façade with differentiated stucco on the first floor and wood shingles on the second floor, consistent with the existing building materials and finishes, and matching the existing exterior finishes in material, color and dimension; the refinishing plans would not alter the building dimensions;
- Adding new doors on the first and second floors and constructing new exterior stairs (with Condition for modifications to Option 1 retaining door proposal but capturing some of Option 2's railing features – with review of final details for egress stairway to be reviewed by HRB subcommittee) to provide access to the second floor (with wood trim to match existing window trim);
- Maintaining and preserving distinctive finishes and character-defining features, including its stucco- and shingle-clad exterior walls, wood shingle roofing, and Craftsman style features;
- Enabling, upon project implementation, the Administration Center to continue to convey its distinctive features, finishes, construction techniques, and examples of fine craftsmanship.

(b-2) The Project Alternative #4 would preserve, respect and integrate existing natural features (trees) that contribute positively to the site, including the row of six Redwoods (trees #115-120) next to Spieker Field. The project:

- (i) retains in place 119 on-site trees (including 31 'protected' trees, 36 street trees and 42 'un-regulated' on-site trees), plus four off-site trees along property lines (a total of 11 more trees retained than proposed in the original project analyzed in the Draft EIR),
- (ii) relocates 29 trees (2 'regulated' and 27 'un-regulated' trees) elsewhere on site with appropriate conditions of approval to ensure survivability, and with the provision of additional trees to mitigate the potential for less robust tree growth in the relocated trees,
- (iii) removes 29 trees (6 'regulated' - including 3 oaks (#102, 140, 155) and 3 street trees (#53, 66, 67) - 10 'un-regulated/not protected trees, plus 13 trees that have died since 2016 including one previously removed/replaced Blue Atlas Cedar tree), replacing the lost canopy with new trees. The applicant is exploring the feasibility of retaining tree #102 and an approval condition is included to address this.

(c) Not applicable (no context-based design criteria in the R1 zones)

(d) With Project Alternative #4's retention of Castilleja's two single-family houses on Emerson Street, the existing character of Emerson Street between Melville Avenue and Embarcadero Road will be retained. Character and quality are represented in the proposed harmonious fencing and landscaping. These will add to the residential and school character, to improve the transitions between uses; the character of the Bryant and Kellogg frontages will be improved with the new Academic Building subject to ARB review. Temporarily, due to the proposed temporary campus, the character of Embarcadero Road frontage will be dramatically changed, but the proposed vegetation is intended to interrupt views of the proposed two-story portables.

(e) There are no living units on the Castilleja School campus. There are measures in the EIR that address protection of the adjacent historic resource at 1215 Emerson Street, under separate ownership, from damage during construction. Construction and the installation of the proposed temporary campus will be a nuisance to residents adjacent to the project for a certain period of time, after which construction will cease and the temporary campus would be removed.

The proposed below-grade pool's stepped bleachers would face northwest (towards the interior of the campus); pool equipment would be in an area below grade under a portion of the bleachers and adjacent to the driveway ramp; a six foot tall noise attenuation wall would be constructed at the setback from Emerson Street with a two foot kicker placed at the top, slanted inwards towards the pool, extending 3 feet towards the interior of the project site, supporting photovoltaics. These noise-reduction measures are supplemented by mitigation measures related to loudspeaker use.

**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 includes materials which are durable and have high-quality finishes and the design is intended to enhance the character of the site and update the existing conditions. The new Academic Building will be finished with cedar wood shingles and vertical cedar siding wall system in a board and batten pattern; with an Okawood window system, green tile, champagne finished metal details and other high-quality finishes for window, storefront and curtain wall glazed assemblies, board form finishing from foundation to roof, timber or composite metal decking topped in concrete, an SBS flat roof system with overhangs and trellises to shade and reduce conditioned space, and with extensive photovoltaic panels.

The lighting plans reviewed in the EIR are subject to implementation of a mitigation measure that includes ARB review to ensure lighting limits of 0.5 foot-candle, as measured at the abutting residential property line; with interior lighting to minimize nighttime glow; low intensity lighting for building exteriors, parking areas, and pedestrian ways; and directing pedestrian and security lighting downward.

**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.).**

**Bicycle parking:** The project will improve circulation for vehicle, bicycle, and pedestrian traffic and access to the project site.

- Bike parking increases from 102 surface level spaces to approximately 140 spaces, consistent with the proposed Sustainability Plan. These spaces would be provided in several bicycle parking areas.
  - (1) At grade along the front of the proposed library within the new Academic building, at site access driveway on Bryant Road (46 rack spaces).
  - (2) Surface-level bike area between the proposed pool and the parking garage exit ramp (52 rack spaces).
  - (3) Additional 42 bicycle parking spaces near the athletic building.
  - (4) Long-term bicycle parking would be located along the northern wall of the pool area and gymnasium and include four bicycle lockers as well as bicycle racks.

Bicycle circulation and repairs: The project includes a Bryant Street repair station for students to use for routine bicycle maintenance and minor repairs. Bicyclists would be directed to access the campus either from Emerson Street or the corner of Bryant Street and Kellogg Avenue. Bicyclists using Bryant Street would park in the short-term parking or walk their bicycles across the front of the Academic and Administration buildings and then along the Chapel Theater to the long-term parking area. Pedestrian access to the site would be provided from Bryant Street at the exit driveway for the Bryant Street loop and from the sidewalk along Emerson Street.

Service delivery facilities: These would be relocated below grade and away from the perimeter of the campus, accessed via a 26-foot wide paved vehicle ramp from Emerson Street into the basement area of the proposed Academic building, which would host a trash enclosure and service/loading area.

Temporary campus on Spieker Field: The temporary campus would contain 40 classrooms, restrooms, a kitchen and dining facilities, a library, a student-cubbies building, a storage building, several storage sheds, and a maintenance building. These would be placed on Spieker Field following construction of the garage. In the final construction phase, the temporary campus would be removed, and Spieker Field would be restored.

Pedestrian tunnel: The approximately 36-foot long underground pedestrian tunnel would provide access from the garage to the central part of the campus, between the athletic center and chapel. With a standard section of 12 feet by 11 feet (which would provide an inside dimension of 10 feet by 7.5 feet), the tunnel at both ends would include appropriate provisions for access required under the Americans with Disabilities Act. This tunnel is proposed as a permanent encroachment within the 25-foot PUE located along the old alignment of Melville Avenue through the campus; the PUE would shift 15 feet to the southeast to accommodate construction of the proposed below-grade garage. The garage walls would be placed a minimum of five feet from the existing sewer line (so the sewer line would not be affected).

The Circle: An open-space organizing feature of the campus to be reconstructed in a slightly smaller configuration and shifted easterly (with the Circle's edge approximately 40 feet further from Bryant Street than the current Circle). A driveway would continue to provide access to the Circle from Emerson Street and continue around the perimeter of the Circle for on-site circulation of buses and other vehicles, as needed. The Circle would be surfaced with artificial turf requiring no irrigation.

**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.**

Many of the existing trees will be preserved as noted in Finding 2, and there will be no net loss of tree canopy. All but one tree species (Queen Palm) will be native trees. The plant species will provide suitable habitats; and include flowering plants/trees suitable for wildlife. The different planting areas are appropriate to the functions and locations – perimeter plantings, interior garden, and bioretention swales. California natives, drought tolerant and habitat creating species are selected, with an appropriate variety of perennials, shrubs, grasses and trees that will complement the building design and site.

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

As part of the proposed Sustainability Plan, Castilleja School will work towards achieving “zero net energy” use by using renewable energy generated onsite to meet the majority of energy demand. This will include photovoltaics, solar water heating, and/or wastewater heat recovery. Castilleja’s Sustainability Road Map is to improve energy and water efficiency, reduce vehicle travel, prioritize use of environmentally sensitive materials, and reduce light pollution.

The project will comply with green building energy code requirements. The landscaping will include a significant amount of native or low to moderate water usage plants along with on-site water treatment (C3) that will reduce storm water runoff and allow water to enter the local aquifer.

When removal of an entire structure is proposed, it must be accomplished through a process of deconstruction rather than demolition, requiring careful disassembly of building components to maximize reuse and recycling. This approach is consistent with Castilleja School’s proposed Sustainability Road Map and their goal of attaining a LEED platinum

The mechanical systems are primarily radiant heating and cooling distributed in a concrete topping slab over decks; this uses a center water cooled heat pump in the lower level of the new building. The system includes pumps, expansion tanks, air separators, chemical feed and VFDs. This will replace the existing on-site cooling tower that will then serve other buildings on site.

**Attachment B:  
Draft Conditions of Approval for Architectural Review (AR)**

**PLANNING AND DEVELOPMENT SERVICES AR CONDITIONS**

**1. ARCHITECTURAL REVIEW:** Any exterior modifications to the building or property shall require submittal of an application for Architectural Review, including for any new signs. The following items are subject to Subcommittee Review prior to submittal of Building Permit applications:

- a. An HRB Subcommittee shall review final designs for the exit stair on the Gunn Building.
- b. An ARB Subcommittee shall review the final design for placement of rooftop equipment.
- c. The ARB Subcommittee, comprised of two ARB members, shall review:
  - i. Detail for...
  - ii. Detail for...

**2.TREE PROTECTION, REMOVAL AND RELOCATION:** All but three of the existing street trees shall be protected during construction (*street trees 53, 66, and 57 are proposed for removal*). Two protected trees (*trees 6 and 13*) are to be relocated. The tree protection measures must be approved by the City of Palo Alto Urban Forester and shall be in place prior to any demolition or construction. The School shall comply with Mitigation Measure 4b, which requires that, prior to the issuance of demolition, grading, and/or building permits for each construction phase, the School submit to the City's Urban Forester a Tree Protection and Preservation Plan meeting the requirements of the Tree Technical Manual Sections 2.10 and 6.30 and the specific requirements of Mitigation Measure 4b.

- Protected trees 140 and 155 identified in the tree list as updated in 2020 <https://www.cityofpaloalto.org/civicax/filebank/documents/78617> and located within the parcel's building area as defined in PAMC Chapter 8.10, may be removed as part of this approval pursuant to PAMC 8.10.050(b)(2). Protected tree 102 shall protected to the maximum extent feasible and its removal, if required, shall be subject to the provisions of these conditions.
- The School shall provide justification to the Urban Forester with any request to remove protected trees. If the Urban Forester determines any tree is unlikely to survive the construction process, and therefore meets allowances of Palo Alto Municipal Code, Section 8.10.050 (b), a tree removal permit may be issued to the School, with the associated mitigations previously identified in Mitigation measure 4b.
- The School shall follow the recommendations related to the most recent tree protection plan dated August 28, 2020 <https://www.cityofpaloalto.org/civicax/filebank/documents/78616>. This plan includes specific measures for irrigation for all trees to be preserved, for excavation for utilities, for reporting damage to trees, for root buffer in locations where work is done inside the tree protection zone, for installation of fencing warning signs, for tree pruning, and to ensure:
  - a. the scheduling of demolition inside any tree protection zone shall occur well in advance so that the project arborist can be present. Demolition within the tree protection zone as required by these conditions shall not occur without the project

- arborist being present on site.
- b. the project arborist shall remain on site during the excavation of the first five feet of soil for the new Garage near Trees # 115-120 to confirm any cut roots two inches in diameter or larger are sealed and the stub ends are cut cleanly and sealed to prevent desiccation.
- c. use of a "Soil Nail Wall" for the wall nearest Trees # 115-120; as such, an over cut would not be required.
- d. the face of the soil cut meets the following minimum distances:
  - i. protect Redwoods #115-120 with a 12-foot excavation setback from trunk bark,
  - ii. protect Coast Live Oak #113 with an 18-foot excavation setback from trunk bark,
  - iii. protect tree #126 with a 15-foot excavation setback from trunk bark,
  - iv. protect trees #123, #124 with an 11-foot excavation setback from the trunk bark,
  - v. protect tree #157 with a 12-foot excavation setback from the trunk bark,
  - vi. protect tree #122 with a 15-foot excavation setback from the trunk bark,
  - vii. protect tree #137 with a 4-foot excavation setback from the trunk bark.
- e. protection of tree #89 during demolition of pavement, during which time the project arborist shall remain on site; further, the School shall adhere to recommendations for tree #89 in the September 4, 2020 project landscape architect memo <https://www.cityofpaloalto.org/civicax/filebank/documents/78331> including:
  - i. reconfiguring the stairwell down to the pool with a switch back, to minimize excavation within 20' of the trunk,
  - ii. providing irrigation over the entire root zone during construction,
  - iii. constructing the transformer pad and DG paving on top of existing grades with minimal subgrade compaction, and
  - iv. placing utility line boring under roots at a minimal depth of 48" to protect the root zone or "Air Spading" the utility line at the proposed location.

### **OFFICE OF TRANSPORTATION AR CONDITION**

#### **3. Compliance with the following shall be verified prior to the issuance of a building permit:**

- a. Include a product specification for the long and short-term bicycle parking fixtures. Ensure proposed products meet performance criteria listed in Chapter 18.54.
- b. An eight-foot wide, shared-use path for bicycles and pedestrians shall be provided alongside the gym, chapel, administration building, and Bryant drop off driveway. The School shall provide signs and pavement markings on the shared-use path to guide the bicyclists as they enter and exit the shared-use path. Proper signage and monitoring shall be provided to keep bicyclists and pedestrians separated from the vehicle circulation path.
- c. School employees shall constantly monitor the parking garage operations during peak hours. The School shall add traffic control and safety signs to guide visitors and to enable smooth and safe site circulation. Traffic control and safety signs shall include, but not be limited to, Stop or Yield sign, pavement marking, shared-use path sign, and marking, speed limit sign, traffic direction sign, drop-off/pick-up area markings.



## **PUBLIC WORKS ENGINEERING CONDITIONS OF APPROVAL**

The following comments are required to be addressed prior to any future related permit application and are not required to be addressed prior to the Planning entitlement approval:

**4. 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). In order to address the potential permanent impacts of the project on storm water quality, the School shall implement the proposed set of permanent site design measures, source controls, and treatment controls that serve to protect storm water quality, subject to final approval of the Public Works Department. The School shall include with the Building Permit application the C3 data form signed and stamped by the third party (which prepared this form previously for the Planning Entitlement). The School shall include in Building Permit Plans, the size, design and incorporate permanent storm water pollution prevention measures (landscape-based treatment controls such as bioswales, filter strips, and permeable pavement) to treat the runoff from a “water quality storm” specified in PAMC Chapter 16.11 prior to discharge to the municipal storm drain system.

**5. PRIVATE STORM DRAIN AND EASEMENT:** The School proposes to relocate the private storm drain running across the site outside of existing and proposed easements. Plans indicate private utilities are removed from the 25’ wide easement as per sheet CA500 (which shows new storm drain line outside the proposed easement area.) The Building Permit plans shall reflect the Utilities Wastewater conditions and paperwork allowing the shift of the 25’ wide easement reflected in the Planning Entitlement plans.

**6. LOGISTICS PLAN:** The School’s contractor shall submit a logistics plan to the Public Works Department prior to building permit demolition. In addition, the School shall provide a proposed schedule to accompany all logistics plans at each phase on construction prior to the start of construction. The logistics plan requires review by PDS director and Chief Transportation Official as well as PW director. The Plan shall include consideration of the Bryant bike boulevard. Special consideration is needed to ensure construction traffic does not interfere / interact with students arriving / leaving the site. The City has the authority to amend / modify logistics plans as needed to address neighborhood impacts or address public safety concerns. All construction staging is taking place on site. The logistics plans must address 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. Plans shall include the following, but not limited to, construction fence, construction entrance and exit, stockpile areas, equipment and material storage area, workers parking area, construction office trailer, temporary bathroom, measures for dewatering if needed, crane location, working hours, contractor’s contact information, truck traffic route, setbacks from environmentally sensitive areas, erosion and sediment control measures to be implemented during construction.

**7. EROSION CONTROL PLANS:** The School shall submit multiple erosion control plans to adequately demonstrate erosion control for each construction phase. Each phase shall require separate C.3 certification if permits are not issued concurrently.

**8. STORM WATER HYDRAULICS AND HYDROLOGY:** The School shall 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. 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.

**9. STORM WATER TREATMENT:** At the time the School installs the required storm water treatment measures, and prior to the issuance of any occupancy permit, a third-party reviewer shall also submit to the City a certification for approval that the project's permanent measures were constructed and installed in accordance to the approved permit drawings.

**10. STORM WATER POLLUTION PREVENTION:** The School shall include the City's full-sized "Pollution Prevention - It's Part of the Plan" sheet in the Building Permit plan set. The sheet is available here: <http://www.cityofpaloalto.org/civicax/filebank/documents/2732>

**11. SWPPP:** The proposed development will disturb more than one acre of land. Accordingly, the School 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. Provide the WDID # directly on the Grading and Drainage Plan.

**12. STORMWATER MAINTENANCE AGREEMENT:** The School shall designate a party to maintain the control measures for the life of the improvements and must enter into a maintenance agreement with the City to guarantee the ongoing maintenance of the permanent C.3 storm water discharge compliance measures. The maintenance agreement shall be executed prior to the Grading or Building permit issuance. The City will inspect the treatment measures yearly and charge an inspection fee.

**13. CONNECTION INTO THE CITY STORM SYSTEM.** The School is proposing a direct connection into the City storm system, and therefore will be required to provide a video of that storm lateral and main to demonstrate that the storm line is in good condition. Any repairs or replacements required shall be completed by this project applicant.

**14. DEMOLITION PLAN:** The School shall place the following note adjacent to any affected tree on the Site Plan and Demolition Plan: "Excavation activities associated with the proposed scope of work shall occur no closer than 10-feet from the existing street tree, or as approved by the Urban Forestry Division contact 650-496-5953. Any changes shall be approved by the same".

**15. SIDEWALK, CURB & GUTTER:** As part of this project, the School must replace all existing sidewalk, curbs, gutters and driveway approaches in the public right-of-way along the frontages of the property. The site plan submitted with the building permit plan set must show the extent of the replacement work (at a minimum all curb and gutter and sidewalk along the project frontage). 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.

**16. STREET TREES:** The School may be required to replace existing and/or add new street trees in the public right-of-way along the property's frontage(s). Call the Public Works' arborist at 650-496-5953 to arrange a site visit so he can determine what street tree work, if any, will be required for this project. The site plan submitted with the building permit plan set must show the street tree work that the arborist has determined, including the tree species, size, location, staking and irrigation requirements, or include a note that Public Works' arborist has determined no street tree work is required. The plan must note that in order to do street tree work, the School must first obtain a Permit for Street Tree Work in the Public Right-of-Way from Public Works' arborist (650-496-5953).

**17. GRADING PERMIT:** The School shall provide a site plan that includes an earthworks table showing cut and fill volumes. An application and plans for a grading permit are submitted to Public Works separately from the building permit plan set. The application and guidelines are available at the Development Center and on our website.

**18. GRADING & DRAINAGE PLAN:** The School shall provide a separate Grading and Drainage Plan prepared by a qualified licensed engineer, surveyor or architect. Plan shall be wet-stamped and signed by the same. The Plan shall include the following: existing and proposed spot elevations, earthwork volumes (cut and fill in CY), pad, finished floor, garage elevation, base flood elevation (if applicable) grades along the project conforms, property lines, or back of walk. See PAMC Section 16.28.110 for additional items. Projects that front directly into the public sidewalk, shall include grades at the doors or building entrances. Provide drainage flow arrows to demonstrate positive drainage away from building foundations at minimum of 2% or 5% for 10-feet per 2013 CBC Section 1804.3. Label the downspouts, splash-blocks (2-feet long min) and any site drainage features such as swales, area drains, bubble-up locations. Include grate elevations, low points and grade breaks. Provide dimensions between the bubblers and property lines. In no case shall drainage across property lines exceed that which existed prior to grading per 2013 CBC Section J109.4. In particular, runoff from the new garage shall not drain into neighboring property. For additional grading and drainage detail design, see Grading and Drainage Plan Guidelines for Residential Development. <http://www.cityofpaloalto.org/civicax/filebank/documents/2717>

**19. GROUNDWATER:** 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. The School shall provide a drainage system for all exterior basement-level spaces, such as lightwells, patios or stairwells. This system shall consist 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.

**20. BASEMENT SHORING:** Shoring for the basement excavation, including tiebacks, must not extend onto adjacent private property or into the City right-of-way.

**21. 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 School 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](http://www.cityofpaloalto.org/gov/depts/pwd/forms_and_permits.asp)

**22. UTILITES AND BIO-RETENTION AREAS:** Due to maintenance and inspection requirements associated with the bioretention areas, utilities that are not associated with the bio-retention design, shall not be installed within the bio-retention areas. It's not clear if there are any existing or proposed utilities within the bio-retention areas. Plot and label any existing lines and proposed lines in the Building Permit set to determine if these lines should be relocated or relocate the treatment areas if necessary.

**23. WORK IN THE RIGHT-OF-WAY:** The Building Permit plans shall clearly indicate any work that is proposed in the public right-of-way, such as sidewalk replacement, driveway approach, or utility laterals. The plans must include notes that the work must be done per City standards and that the contractor performing this work must first obtain a Street Work Permit from Public Works at the Development Center. If a new driveway is in a different location than the existing driveway, then the sidewalk associated with the new driveway must be replaced with a thickened (6" thick instead of the standard 4" thick) section. Additionally, curb cuts and driveway approaches for abandoned driveways must be replaced with new curb, gutter and planter strip.

**24. IMPERVIOUS SURFACE AREA:** The project will be creating or replacing 500 square feet or more of impervious surface. Accordingly, the School 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.

**25. PROPOSED POOL DRAINAGE:** The proposed new pool shall drain to sanitary sewer.

**26. PAVEMENT:** The School shall be required to resurface (grind and overlay) the full street width (curb to curb) on all four project frontages (Embarcadero, Bryant, Emerson, Kellogg).

**27. ROUGH GRADING PLAN.** The School shall provide a Rough Grading Plan for the work proposed as part of the Grading and Excavation Permit application. The Rough Grading Plans shall include 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 on Water Quality's conditions of approval. Provide a note on the plans to direct the contractor to the approved City of Palo Alto Truck Route Map, which is available on the City's website.

**28. EASEMENT BENEFICIARY APPROVALS.** The School shall obtain approval from all easements beneficiaries for any gates blocking access to any existing or proposed easements and provide that approval to the City before grading permit or building permit issuance.

**29. ENCROACHMENT PERMIT.** The School shall obtain an encroachment permit for private utilities within a Public Utility Easement prior to issuance of Grading or Building Permits.

#### **PUBLIC WORKS URBAN FORESTRY CONDITIONS OF APPROVAL**

The School shall address the following conditions prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, as further described below. In the event the mitigation measure 4b or planning architectural review condition of approval #2 are more stringent than below conditions, the more restrictive condition or measure applies.

**30. TREE TRANSPLANTING.** Tree transplanting is not equivalent to retention, therefore must be carefully considered. Destinations for transplanted trees must have adequate soil volume and site conditions to match the needs of the individual tree. Soil volume should be at least four times the size of the root ball and not less than 400 cubic feet for a species that is small stature at maturity, 800 cubic feet for a medium stature, and 1,200 cubic feet for a large stature. Newly planted trees must be compatible species and have adequate soil volume to mature to

full stature.

**31. TREE PROTECTION ZONE.** Tree protection zones, appraised values, and viability for protection or transplanting must be calculated using current field measurements, observations, and assessments (not older than one year).

**32. CONSTRUCTION ACTIVITY.** Construction activity (including demolition and temporary uses during phases of construction) is not allowed inside a tree protection zone (TPZ) unless approved by the Urban Forester and reasonable treatments are proposed to offset potential impacts. Excavation for the building or garage which extends beyond the building footprint (for shoring or other purposes) must be considered as an impact. Design alterations may be considered to prevent impacts to trees. Impacts must not be significant such as those defined as “removal” in Palo Alto Municipal Code, Chapter 8.10.020. The tree protection report must be updated to include specific treatment recommendations for all trees where construction activity will occur within the TPZ. Treatments should be considered such as enhancing soil conditions beyond the TPZ and outside the limits of construction so that root density and health improves. Tree protection fencing alignments should be considered to include treatment areas (beyond the TPZ), protect groups of trees where possible, and align on limits of construction (instead of idealized circles). Treatments should be scheduled before, during, and/or after construction as appropriate. The updated tree protection report should be included in the plan set as sheets T.2, T.3, T.4, etc. The project arborist must closely supervise construction activities within a TPZ, and treatments applied to offset those impacts.

**33. REPLACEMENT TREES.** Replacement trees must be 24” box size unless a larger (alternative) box size is justified for the site. Utilize the size of the tree protection zone for conical trees to calculate the canopy size for replacement (and not the actual canopy width). The number of replacement trees on Sheet T.2.0. must match those proposed to be planted on Sheet L.2.0. In order to comply with the policy of no net loss of canopy cover (Urban Forest Master Plan, policy 6.C., pg. 150), replacement trees that cannot be planted on the project site may be replaced in lieu by paying into the Forestry Fund in the amount of \$650 per tree (for each 24” box size). Include a table or add columns to show the square feet or canopy removed, transplanted, and replaced (on-site and in-lieu). The planting plan, Sheet L.2.0., should show a total quantity of small, medium, and large stature trees and designate where each is proposed to be located. Species may be shown on the current plan set but must be provided prior to issuance of a building permit.

**34. TREE APPRAISAL & SECURITY DEPOSIT AGREEMENT.** (Reference: CPA Tree Technical Manual, Section 6.25). Prior to the issuance of a grading or building permit, the School shall prepare and secure a tree appraisal and security deposit agreement stipulating the duration and monitoring program. The appraisal of the condition and replacement value of all trees to remain shall recognize the location of each tree in the proposed development. Listed separately, the appraisal may be part of the Tree Survey Report. For the purposes of a security deposit agreement, the monetary market or replacement value shall be determined using the most recent version of the “Guide for Plan Appraisal”, in conjunction with the Species and



Classification Guide for Northern California. The appraisal shall be performed at the School's expense, and the appraiser shall be subject to the Director's approval.

- a. **SECURITY DEPOSIT AGREEMENT.** Prior to grading or building permit issuance, as a condition of development approval, the School shall post a security deposit for 150% of the appraised replacement value of the following trees: (insert quantity and tree ID numbers here), to be retained and protected. The total amount for this project is: \$\_\_\_\_\_. The security may be a cash deposit, letter of credit, or surety bond and shall be filed with the Revenue Collections/Finance Department or in a form satisfactory to the City Attorney.
- b. **SECURITY DEPOSIT & MONITORING PROGRAM.** The School shall provide to the City of Palo Alto an annual tree evaluation report prepared by the project arborist or other qualified certified arborist, assessing the condition and recommendations to correct potential tree decline for trees retained, relocated, and trees planted. The monitoring program shall end five years from date of final occupancy, unless extended due to tree mortality and replacement, in which case a new five-year monitoring program and annual evaluation report for the replacement tree shall begin. Prior to occupancy, a final report and assessment shall be submitted for City review and approval. The final report shall summarize the status of all trees on the project, documenting tree or site changes to the approved plans, update status of tree health and recommend specific tree care maintenance practices for the property owner(s). The School shall call for a final inspection by the Planning and Development Services staff and Urban Forester.
- c. **SECURITY DEPOSIT DURATION.** The security deposit duration period shall be five years from the date of final occupancy. Return of the security guarantee shall be subject to City approval of the final monitoring report. A tree shall be considered dead when the main leader has died back, 25% of the crown is dead or if major trunk or root damage is evident. A new tree of equal or greater appraised value shall be planted in the same area by the property owner. Landscape area and irrigation shall be adapted to provide optimum growing conditions for the replacement tree. The replacement tree that is planted shall be subject to a new five-year establishment and monitoring program. The School shall provide an annual tree evaluation report as originally required.
- d. **FORFEIT OF DEPOSIT.** The City may determine that trees which die (as defined above) or are not replaced will constitute a forfeit of the portion of the deposit equal to the appraised value. Any forfeit will be deposited into the Forestry Fund to plant new trees elsewhere. Issues causing forfeit of any portion of the deposit may also be subject to remedies described in Palo Alto Municipal Code.

**35. TREE PROTECTION COMPLIANCE.** The School 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.

- a. **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.

**36. PLAN CHANGES.** The School shall submit revisions and/or changes to plans before or during construction for review; these changes shall be 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.

**37. 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 2.20-2.30. 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.

**38. 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.

**39. 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.

**40. PROTECTIVE TREE FENCING.** 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.

#### **PUBLIC WORKS RECYCLING CONDITIONS OF APPROVAL**

The following conditions are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. as further described below.

**41. WASTE CONTAINER LOCATIONS.** The School shall present on the plan the locations and quantity for the internal and external three container waste stations. The three waste containers shall include recycle (blue container), compost (green container), and garbage (black container). Please refer to PAMC 5.20.108.

**42. INTERNAL WASTE STATIONS (PAMC 5.20.108).**

- a. Internal waste stations are required for common areas such as lunchrooms, conference rooms, cafeterias, and coffee stations. The waste station shall be comprised of three-color coded containers. Black for landfill waste, blue for recycling, and green for compostables. The green compostable container, if bags are used, shall be green compostable bags. The waste station containers shall also contain color coded signs. All dining area waste stations must have 3-sort color-coded labeled containers for garbage (black), recycling (blue) and compost (green). Any kitchen area must have the appropriate number of 3-sort color-coded labeled waste stations for garbage, recycling and compost.
- b. Restrooms that uses paper towels for hand drying must have color-coded labeled compost container for paper towels and it is recommended to have a labeled landfill container for the diaper changing stations.
- c. Signs can be obtained from GreenWaste of Palo Alto [pacustomerservice@greenwwaste.com](mailto:pacustomerservice@greenwwaste.com) or call (650) 493-4894 to request signs.

**43. EXTERNAL WASTE STATION (PAMC 5.20.108).**

- a. If the School chooses to have refuse containers outside, they will need to be installed at convenient and appropriately selected locations. The waste station shall be comprised of three-color coded containers. Black for landfill waste, blue for recycling, and green for compostables. The green compostable container, if bags are used, shall use green compostable bags. The waste station containers shall also contain color coded signs. Signs can be obtained from GreenWaste of Palo Alto [pacustomerservice@greenwwaste.com](mailto:pacustomerservice@greenwwaste.com) or call (650) 493-4894 to request signs.

**44. COVERED DUMPSTERS, RECYCLING AND TALLOW BIN AREAS (PAMC 16.09.075(q)(2))**

- a. Buildings that house FSEs shall include a covered area for all receptacles, dumpsters, bins, barrels, carts or containers used for the collection of trash, recycling, food scraps and waste cooking FOG or tallow. The areas shall be designed to prevent water run-on to the area and runoff from the area. Drains that are installed within waste storage areas are optional. Any drain installed shall be connected to a GCD. If tallow receptacle(s) are to be stored outside then an adequately sized, segregated space for tallow receptacle(s) shall be included in the covered waste storage area. These requirements shall apply to remodeled or converted facilities to the extent that the portion of the facility being remodeled or converted is related to the subject of the requirement.

**45. DUMPSTERS FOR NEW AND REMODELED FACILITIES (PAMC 16.09.180(b)(10))**

- a. New buildings and residential developments providing centralized solid waste collection, except for single-family and duplex residences, shall provide a covered area for a bin/dumpster. The area shall be adequately sized for all waste streams (garbage, recycling,

and yard waste/compostables) and designed with grading or a berm system to prevent water run-on and runoff from the area.

- b. A recycling, compost, and garbage enclosure shall be required for the project.

#### **46. REFUSE DISPOSAL AREA REQUIREMENTS (PAMC 18.23.020)**

- a. The design of any new, substantially remodeled, or expanded building or other facility shall provide for proper storage, handling, and accessibility which will accommodate the solid waste and recyclable materials loading anticipated and which will allow for the efficient and safe collection.
  - i. All solid waste bins (dumpsters) must be located in a trash enclosure.
  - ii. A trash enclosure must be included in the plans.

#### **47. GENERAL COMMENTS**

- a. Refuse enclosure must be covered.
- b. Collection vehicle access (vertical clearance, street width and turnaround space) and street parking are common issues pertaining to new developments. Adequate space must be provided for vehicle access.
- c. Weight limit for all drivable areas to be accessed by the solid waste vehicles (roads, driveways, pads) must be rated to 60,000 lbs. This includes areas where permeable pavement is used.
- d. Carts and bins must be able to roll without obstacles or curbs to reach service areas "no jumping curbs"
- e. Containers must be within 25 feet of service area or charges will apply.
- f. All service areas must have a clearance height of 20' for bin service.
- g. New enclosures should consider rubber bumpers to reduce wear-and-tear on walls.
- h. Service must be provided for garbage, recycling, and compost
- i. Project plans must show the placement of all three refuse containers, for example, within the details of the solid waste enclosures. Enclosure and access should be designed for equal access to all three waste streams – garbage, recycling, and compostables.

**The following comments and/or standard Municipal Code requirements are provided for supplemental guidance, recommendation and/or best practices:**

- a. Recommended Refuse Container Number and Sizes (for each refuse enclosure).

Type	Size	Quantity	Pick-Up Frequency
Trash	4 CY	1	2-3x/wk
Recycling	4 CY	1 or 2	6x/wk
Compost	4 CY	1	4-5x/wk

- b. For any service-related questions, contact Greenwaste of Palo Alto at 650-493-4894.

#### **PUBLIC WORKS WATERSHED PROTECTION CONDITIONS OF APPROVAL**

The following comments are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance,

Street Work Permit, Encroachment Permit, etc.

**48. DISCHARGE OF GROUNDWATER (PAMC 16.09.170, 16.09.040)**

If groundwater is encountered then the plans must include the following procedure for construction dewatering: Prior to discharge of any water from construction dewatering, the water shall be tested for volatile organic compounds (VOCs) using EPA Method 601/602 or Method 624. The analytical results of the VOC testing shall be transmitted to the Regional Water Quality Control Plant (RWQCP) 650-329-2598. Contaminated ground water that exceeds state or federal requirements for discharge to navigable waters may not be discharged to the storm drain system or creeks. If the concentrations of pollutants exceed the applicable limits for discharge to the storm drain system, then an Exceptional Discharge Permit must be obtained from the RWQCP prior to discharge to the sanitary sewer system. If the VOC concentrations exceed the toxic organics discharge limits contained in the Palo Alto Municipal Code (16.09.040(m)) a treatment system for removal of VOCs will also be required prior to discharge to the sanitary sewer. Additionally, any water discharged to the sanitary sewer system or storm drain system must be free of sediment.

**49. UNPOLLUTED WATER (PAMC 16.09.055)**

Unpolluted water shall not be discharged through direct or indirect connection to the sanitary sewer system. And PAMC 16.09.175 (b) General prohibitions and practices.

Exterior (outdoor) drains may be connected to the sanitary sewer system only if the area in which the drain is located is covered or protected from rainwater run-on by berms and/or grading, and appropriate wastewater treatment approved by the Superintendent is provided. For additional information regarding loading docks, see section 16.09.175(k)

**50. COVERED PARKING (PAMC 16.09.180(b)(9))**

If installed, parking garage floor drains on interior levels shall be connected to an oil/water separator prior to discharging to the sanitary sewer system. The oil/water separator shall be cleaned at a frequency of at least once every twelve months or more frequently if recommended by the manufacturer or the superintendent. Oil/water separators shall have a minimum capacity of 100 gallons.

**51. ARCHITECTURAL COPPER (PAMC 16.09.180(b)(14))**

On and after January 1, 2003, copper metal roofing, copper metal gutters, copper metal down spouts, and copper granule containing asphalt shingles shall not be permitted for use on any residential, commercial or industrial building for which a building permit is required. Copper flashing for use under tiles or slates and small copper ornaments are exempt from this prohibition. Replacement roofing, gutters and downspouts on historic structures are exempt, provided that the roofing material used shall be pre-patinated at the factory. For the purposes of this exemption, the definition of "historic" shall be limited to structures designated as Category 1 or Category 2 buildings in the current edition of the Palo Alto Historical and Architectural Resources Report and Inventory.

**52. LOADING DOCKS (PAMC 16.09.175(k)(2))**

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

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

**53. LABORATORY SINKS (PAMC 16.09.175(i))**

Laboratory countertops and laboratory sinks shall be separated by a berm which prevents hazardous materials spilled on the countertop from draining to the sink.

**54. CONDENSATE FROM HVAC (PAMC 16.09.180(b)(5))**

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

**55. COPPER PIPING (PAMC 16.09.180(b)(b))**

Copper, copper alloys, lead and lead alloys, including brass, shall not be used in sewer lines, connectors, or seals coming in contact with sewage except for domestic waste sink traps and short lengths of associated connecting pipes where alternate materials are not practical. The plans must specify that copper piping will not be used for wastewater plumbing.

**56. MERCURY SWITCHES (16.09.180(12))**

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

**57. COOLING SYSTEMS, ETC (PAMC 16.09.205(a))** Cooling Systems, Pools, Spas, Fountains, Boilers and Heat Exchangers - It shall be unlawful to discharge water from cooling systems, pools, spas, fountains boilers and heat exchangers to the storm drain system.

**58. STORM DRAIN LABELING (PAMC 16.09.165(h))**

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

**59. REGULATION OF PCB MATERIAL – EFFECTIVE JULY 1st, 2019:** New requirements regarding stormwater control during building demolition for polychlorinated biphenyls (PCBs) became effective starting July 1st, 2019, in accordance with the San Francisco Bay Region Municipal Regional Stormwater NPDES Permit (MRP), Order No. R2-2015-0049. MRP Provision C.12.f. requires that San Francisco Bay Area municipalities develop a program to ensure that PCBs from building materials (e.g. caulk, paint, mastic) do not enter the storm drain system during building demolition. Palo Alto City Council adopted the PCBs regulation in May 2019. For specific questions about your project, please email [CleanBay@cityofpaloalto.org](mailto:CleanBay@cityofpaloalto.org), call 650-329-



2122 or visit <http://www.cityofpaloalto.org/pcbdemoprogram> . The following conditions shall apply to ALL projects submitting for a Demolition Permit Application on or after July 1st, 2019:

a. The School shall complete and submit the “PCBs Applicant Package,” including any required sampling reports (per the Applicant Package instructions), with the demolition permit application. The Applicant Package will outline PCBs sampling and reporting requirements that must be met if the project meets ALL of the following conditions:

- The project is a commercial, public, institutional, or industrial structure constructed or remodeled between January 1, 1950 and December 31, 1980. Single-family homes are exempt regardless of age.
- The framing of the building contains material other than wood. Wood-frame structures are exempt.
- The proposed demolition is a complete demolition of the building. Partial demolitions do not apply to the requirements.

b. If the project triggers polychlorinated biphenyls (PCBs) sampling as identified on the “PCBs Applicant Package,” then the project shall conduct representative sampling of PCBs concentration in accordance with the “Protocol for Evaluating Priority PCBs-Containing Materials before Building Demolition (2018).”

- If the representative sample results or records DO NOT indicate PCB concentrations  $\geq 50$  ppm in one or more “priority materials,” then the screening assessment is complete. Applicant submits screening form and the supporting sampling documentation with the demolition permit application. No additional action is required.
  - If the representative sample results or records DO indicate PCBs concentrations  $\geq 50$  ppm in one or more “priority materials,” then the screening assessment is complete, but the Applicant MUST also contact applicable State and Federal Agencies to meet further requirements. Applicant submits screening form and the supporting sampling documentation with the demolition permit application, and also must contacts the State and Federal Agencies as indicated on Page 3 of the “PCBs Screening Assessment Form.”
- IMPORTANT: ADVANCED APPROVAL FROM THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY (USEPA) OR OTHER STATE AGENCIES MAY BE REQUIRED PRIOR TO BUILDING DEMOLITION. IT IS RECOMMENEDED THAT APPLICANTS BEGIN THE PCBs ASSESSMENT WELL IN ADVANCE OF APPLYING FOR DEMOLITION PERMIT AS THE PROCESS CAN TAKE BETWEEN 1-3 MONTHS. C. The following conditions are required to be part of any Planning application approval and shall be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. as further described below.

*PRIOR TO THE ISSUANCE OF ANY BUILDING PERMIT:*

## **60. STORMWATER TREATMENT MEASURES**

- o All Bay Area Municipal Regional Stormwater Permit requirements shall be followed.
- o Refer to the Santa Clara Valley Urban Runoff Pollution Prevention Program C.3 Handbook

(download here: [http://scvurppp-w2k.com/c3\\_handbook.shtml](http://scvurppp-w2k.com/c3_handbook.shtml)) for details. For all C.3 features, vendor specifications regarding installation and maintenance should be followed and provided to city staff. Copies must be submitted to Pam Boyle Rodriguez at [pamela.boyleroth@cityofpaloalto.org](mailto:pamela.boyleroth@cityofpaloalto.org). Add this bullet as a note to the building plans.

- o Staff from Stormwater Program (Watershed Protection Division) may be present during installation of stormwater treatment measures. Contact Pam Boyle Rodriguez, Stormwater Program Manager, at (650) 329-2421 before installation. Add this bullet as a note to building plans on Stormwater Treatment (C.3) Plan.

#### **61. BAY-FRIENDLY GUIDELINES** ([rescapeca.org](http://rescapeca.org))

- o Do not use chemicals fertilizers, pesticides, herbicides or commercial soil amendment. Use Organic Materials Review Institute (OMRI) materials and compost. Refer to the Bay- Friendly Landscape Guidelines: <http://www.stopwaste.org/resource/brochures/bayfriendly-landscape-guidelines-sustainable-practices-landscape-professional> for guidance. Add this bullet as a note to the building plans.

- o Avoid compacting soil in areas that will be unpaved. Add this bullet as a note to the building plans.

#### **62. STORMWATER QUALITY PROTECTION**

Temporary and permanent waste, compost and recycling containers shall be covered to prohibit fly-away trash and having rainwater enter the containers.

- o Drain downspouts to landscaping (outward from building as needed).

- o Drain HVAC fluids from roofs and other areas to landscaping.

- o Refuse enclosure areas shall include an interior floor drain with a fail-safe valve that is connected to the sanitary sewer.

**63. GUIDANCE/BEST PRACTICE RECOMMENDATIONS:** The following comments and/or standard Municipal Code requirements are provided for supplemental guidance, recommendation and/or best practices:

- a. PAMC 16.09.170, 16.09.040 Discharge of Groundwater Prior approval shall be obtained from the city engineer or designee to discharge water pumped from construction sites to the storm drain. The city engineer or designee may require gravity settling and filtration upon a determination that either or both would improve the water quality of the discharge. Contaminated ground water or water that exceeds state or federal requirements for discharge to navigable waters may not be discharged to the storm drain. Such water may be discharged to the sewer, provided that the discharge limits contained in Palo Alto Municipal Code (16.09.040(m)) are not exceeded and the approval of the superintendent is obtained prior to discharge. The City shall be compensated for any costs it incurs in authorizing such discharge, at the rate set forth in the Municipal Fee Schedule.

- b. PAMC 16.09.180(b)(9) Covered Parking Drain plumbing for parking garage floor drains must be connected to an oil/water separator with a minimum capacity of 100 gallons, and to the sanitary sewer system

c. PAMC 16.09.180(b)(14) Architectural Copper On and after January 1, 2003, copper metal roofing, copper metal gutters, copper metal down spouts, and copper granule containing asphalt shingles shall not be permitted for use on any residential, commercial or industrial building for which a building permit is required. Copper flashing for use under tiles or slates and small copper ornaments are exempt from this prohibition. Replacement roofing, gutters and downspouts on historic structures are exempt, provided that the roofing material used shall be prepatinated at the factory. For the purposes of this exemption, the definition of "historic" shall be limited to structures designated as Category 1 or Category 2 buildings in the current edition of the Palo Alto Historical and Architectural Resources Report and Inventory.

d. PAMC 16.09.175(k) (2) Loading Docks

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

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

e. PAMC 16.09.180(b)(5) Condensate from HVAC Condensate lines shall not be connected or allowed to drain to the storm drain system.

f. 16.09.215 Silver Processing Facilities conducting silver processing (photographic or X-ray films) shall either submit a treatment application or waste hauler certification for all spent silver bearing solutions. 650- 329-2421.

g. PAMC 16.09.205 Cooling Towers No person shall discharge or add to the sanitary sewer system or storm drain system, or add to a cooling system, pool, spa, fountain, boiler or heat exchanger, any substance that contains any of the following:

- (1) Copper in excess of 2.0 mg/liter;
- (2) Any tri-butyl tin compound in excess of 0.10 mg/liter;
- (3) Chromium in excess of 2.0 mg/liter.
- (4) Zinc in excess of 2.0 mg/liter; or
- (5) Molybdenum in excess of 2.0 mg/liter.

The above limits shall apply to any of the above-listed substances prior to dilution with the cooling system, pool, spa or fountain water. A flow meter shall be installed to measure the volume of blowdown water from the new cooling tower. Cooling systems discharging greater than 2,000 gallons per day are required to meet a copper discharge limit of 0.25 milligrams per liter.

h. PAMC 16.09.180(b)(b) Copper Piping Copper, copper alloys, lead and lead alloys, including brass, shall not be used in sewer lines, connectors, or seals coming in contact with sewage except for domestic waste sink traps and short lengths of associated connecting pipes where alternate materials are not practical. The plans must specify that copper piping will not be used for wastewater plumbing.

i. PAMC 16.09.175(j) Traps Below Laboratory Sinks Sewer traps below laboratory sinks shall be made of glass or other approved transparent materials to allow inspection and to determine frequency of cleaning. Alternatively, a removable plug for cleaning the trap may be provided, in which case a cleaning frequency shall be established by the Superintendent. In establishing the cleaning frequency, the Superintendent shall consider the recommendations of the facility. The Superintendent will grant an exception to this requirement for areas where mercury will not be used; provided, that in the event such an exception is granted, and mercury is subsequently used in the area, the sink trap shall be retrofitted to meet this requirement prior to use of the mercury.

j. PAMC 16.09.175(i) Laboratory Sinks Laboratory countertops and laboratory sinks shall be separated by a berm which prevents hazardous materials spilled on the countertop from draining to the sink.

k. PAMC 16.09.205(a) Cooling Systems, Pools, Spas, Fountains, Boilers and Heat Exchangers It shall be unlawful to discharge water from cooling systems, pools, spas, fountains boilers and heat exchangers to the storm drain system.

l. PAMC 16.09.165(h) Storm Drain Labeling Storm drain inlets shall be clearly marked with the words "No dumping - Flows to Adobe Creek," or equivalent.

#### **PUBLIC ART CONDITIONS OF APPROVAL**

**64. PUBLIC ART:** The following conditions shall be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc. as further described below. If the School chooses to pay in-lieu of commissioning art on site, the funds must be paid prior to the issuance of a building permit.

- If the School chooses to commission art on site, then they must complete both initial and final reviews and receive approval from the Public Art Commission prior to the issuance of a building permit.
- If the School chooses to pay a contribution into the Public Art fund in-lieu of commissioning art on site, the contribution must be made prior to the issuance of a building permit.
- All information and application materials may be found at [www.cityofpaloalto.org/publicart](http://www.cityofpaloalto.org/publicart) under "policies and documents" tab.

### **UTILITIES ELECTRICAL ENGINEERING CONDITIONS OF APPROVAL**

The following comments are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc.

#### **65. ELECTRICAL SERVICE:**

a. 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.

b. 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.

c. The School 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.

d. 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.

e. 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.

f. 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.

g. 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.

h. 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.

i. All new underground conduits and substructures shall be installed per City standards and shall be inspected by the Electrical Underground Inspector before backfilling.

j. 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.

k. 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.

l. 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.

m. 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.

n. 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

o. For 400A switchboards only, catalog cut sheets may be substituted in place of factory drawings.

p. All new underground electric services shall be inspected and approved by both the Building Inspection Division and the Electrical Underground Inspector before energizing. B 17. 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.

q. 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.

#### **UTILITIES WASTE GAS WATER CONDITIONS OF APPROVAL**

The following comments are required to be addressed prior to any future related permit application such as a Building Permit, Excavation and Grading Permit, Certificate of Compliance, Street Work Permit, Encroachment Permit, etc.

#### **66. PRIOR TO ISSUANCE OF DEMOLITION PERMIT**

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

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

c. The applicant shall submit plans showing all existing WGW utility. The plans must show the size and location of all underground utilities within the development and the public right of way including meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities. Plans for new wastewater laterals and mains need to include new wastewater pipe profiles showing existing potentially conflicting utilities especially storm drain pipes (existing 6" DIP water main and 6" VCP sewer main are in the area of proposed underground parking garage), Plans for new sewer mains and laterals need to include profiles showing existing potential conflicts with gas, water, and other utility.

#### **67. FOR BUILDING PERMIT:**

a. The applicant shall submit a completed water-gas-wastewater service connection application - load sheet per parcel/lot for City of Palo Alto Utilities. The applicant must provide all the information requested for utility service demands (water in fixture units/g.p.m., gas in b.t.u.p.h, and sewer in fixture units/g.p.d.). The applicant shall provide the existing (prior) loads, the new loads, and the combined/total loads (the new loads plus any existing loads to remain).

b. The applicant shall submit improvement plans for utility construction. The plans must show the size and location of all underground utilities within the development and the public right of way including meters, backflow preventers, fire service requirements, sewer mains, sewer cleanouts, sewer lift stations and any other required utilities. Plans for new wastewater laterals and mains need to include new wastewater pipe profiles showing existing potentially conflicting utilities especially storm drain pipes (existing 6" DIP water main and 6" VCP sewer main are in the area of proposed underground parking garage), electric and communication duct banks. Existing duct banks need to be day lighted by potholing to the bottom of the duct bank 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.

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

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

e. For contractor installed water and wastewater mains or services, the applicant shall submit to the WGW engineering section of the Utilities Department four copies of the installation of water and wastewater utilities off-site improvement plans in accordance with the utilities department design criteria. All utility work within the public right-of-way shall be clearly shown on the plans that are prepared, signed and stamped by a registered civil engineer. The contractor shall also submit a complete schedule of work, method of construction and the manufacturer's literature on the materials to be used for approval by the utilities engineering section. The applicant's contractor will not be allowed to begin work until the improvement plan and other submittals have been approved by the water, gas and wastewater engineering section. After the work is complete but prior to sign off, the applicant shall provide record drawings (as-builts) of the contractor installed water and wastewater mains and services per City of Palo Alto Utilities record drawing procedures. For contractor installed services the contractor shall install 3M marker balls at each water or wastewater service tap to the main and at the City clean out for wastewater laterals.

f. 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.

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

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

- i. Existing wastewater laterals that are not plastic (ABS, PVC, or PE) may require to be replaced at the applicant's expense.
- j. 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.
- k. 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.
- l. A new water service line installation for domestic usage is required. For service connections of 4-inch through 8-inch sizes, the applicant's contractor must provide and install a concrete vault with meter reading lid covers for water meter and other required control equipment in accordance with the utilities standard detail. Show the location of the new water service and meter on the plans.
- m. If a new water service line installation for fire system usage is required. Show the location of the new water service on the plans. The applicant shall provide to the engineering department a copy of the plans for fire system including all fire department's requirements.
- n. If a new gas service line installation is required. Show the new gas meter location on the plans. The gas meter location must conform to utilities standard details.
- o. A new sewer lateral installation per lot is required. Show the location of the new sewer lateral on the plans.
- p. The School shall secure a public utilities easement for facilities installed in private property. The School's engineer shall obtain, prepare, record with the county of Santa Clara, and provide the utilities engineering section with copies of the public utilities easement across the adjacent parcels as is necessary to serve the development.
- q. Where public mains are installed in private streets/PUEs "Public Utility Easements: If the City's reasonable use of the Public Utility Easements, which are shown as P.U.E on the Map, results in any damage to the Common Area, then it shall be the responsibility of the Association, and not of the City, to Restore the affected portion(s) of the Common Area. This Section may not be amended without the prior written consent of the City".
- r. All existing water and wastewater services that will not be reused shall be abandoned at the main per WGW utilities procedures.

s. 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.

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

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

v. No new sewer lateral connection is allowed to the existing 8" PE sewer main within the 25' wide public utilities easement.

w. The proposed underground tunnel shall maintain a minimum three-foot vertical clearance to the existing 8" sewer main.

x. The proposed water main disconnection/abandonment procedure per the latest edition of the CPA Utility Standards for Water, Gas and Wastewater, details drawing shall be provided to the School's engineer during the Building Permit, Street Work Permit or related permits.

#### **FIRE DEPARTMENT CONDITION OF APPROVAL**

**68.** The Fire Department access roadway along the softball field is required to have a hardscape surface.

#### **PLANNING ADDITIONAL CONDITIONS**

**69.** The submittal on October 30, 2020 regarding the garage stair relocation which indicates the School's intent to retain Tree #102 shall be reviewed by Fire and Building staff to ensure compliance with Building and Fire codes and by the Urban Forester to ensure tree #102 will survive construction in proximity of the tree (see Planning AR condition #2 for further requirements) regarding tree removals.

**70.** Prior to issuance of a building permit for the underground parking garage, the School shall record an egress easement for the garage exit ramp, as may be required.

## Attachment C

Boardmember Hirsch Project-Related Design  
Comments Following the October 1, 2020 Public Meeting

- Provide enlarged areas of elevations, section by section at readable scale including perspective drawings.
- Provide courtyard drawings of each elevation with similar detail
- Correlate elevations with interior plans
- Explain relationship of general planning for different school age levels as determinant of circulation and function noting connectivity.
- Provide explanation of the choice of glazing systems used for the different interior program uses as prototypes, if possible, and then as actually installed to explain exterior elevational design.
- Provide detailed enlarged section to describe each different elevation element. Include all material labels and dimensions.
- Determine selection of material design details of all siding and window frames at a readable scale.
- Provide through building enlarged sections indicating room heights. Include rooftop solar structures and all vents and any other mechanical elements.
- Provide sections through stairway areas and indicate.
- Provide detailed explanation of all mechanical system operations, especially those that permit the low-profile roof decisions.
- Provide detailed drawings around each entry area specifying door openings and related entry area materials at a large scale.
- Provide section drawings through daylight openings to basement areas noting all related above grade covering structures.
- Provide sections through exterior light wells to basement rooms including window elevations, exterior enclosure treatments, fencings and landscaping features.
- Provide complete landscaping design for all courtyard and perimeter areas either with sunken courtyard or at present elevation. Provide detailed landscaping design of all other areas of site.
- Provide more detailed study of acoustics of swimming pool and more detailed design of all related elements including access stairs and railings.
- Provide site lighting for the entire site.
- Consider alternate methods of reducing visual length of Kellogg elevation through additional breaks in roofline, possible new entries, changes in standard repetitive materials and color palette.
- Consider the alternate possibility of a tunnel from the garage directly to the center of campus.
- Consider raising building to allowable height 33' in order to increase natural light in basement areas. Provide study of optional schemes and enclosures within zoning limitations. Provide description of impact of this alternate on the landscaping.
- Consider possibility of lowering courtyard, to permit more natural light to basement, but also to emphasize unique pedestrian, social environment and to focus on it as an exclusive school activity space.

## MEMORANDUM

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**DATE:** 16 October 2020

**NAME:**  
Kathy Layendecker

**COMPANY:**  
Castilleja School

**EMAIL:**  
klayendecker@castilleja.org

**FROM:** Greg Enenstein and Philip Sanders, LEED® AP

**SUBJECT:** Castilleja School – Palo Alto, California  
Kellogg Avenue and Pool Outdoor Noise Follow-up

**SALTER PROJECT:** 16-0590

Per our phone conversations, we understand that the Palo Alto ARB process for Castilleja's building plan has resulted in some design changes, and there have been a few questions/suggestions about the potential noise implications of those changes, especially on Kellogg Avenue. There have also been questions about noise from the pool. Following is our assessment.

1. Second Floor Decks – Two outdoor decks have been added along Kellogg Avenue: a northeast 2<sup>nd</sup> floor deck that provides a break in the buildings along Kellogg Avenue, and a southeast 2<sup>nd</sup> floor deck which is not open to the inner campus. In the previous design, the second floor of the building was continuous
  - a. Noise from the Main Circle (interior of campus) – The new gaps and cutouts into the building does not significantly increase transmission of noise from the Main Circle to residences on Kellogg Avenue. The estimated difference is less than 1 decibel, which is considered undetectable.
  - b. Noise from the 2<sup>nd</sup> Floor Decks – The Noise Ordinance limit on Kellogg Avenue is 51 to 57 dB depending on background noise levels from traffic at any given hour. We understand these decks may be used for small seminars (fewer than 25 students). Estimated noise levels from this activity (instructor speaking or group discussions) range from 40 to 49 dB at the nearest residences. This complies with the Noise Ordinance limit. A solid parapet or rail at the edge of the deck, rather than an open rail, could further reduce sound from seminars on the deck by up to 5 dB.
2. Pool Noise – You have asked whether sound reflecting off the existing gyp building will cause a significant impact to pool noise in the neighborhood. This building was considered in the analysis of pool noise and estimates summarized in our 22 March 2018 letter. The EIR, by others, determined pool noise to be a less-than-significant impact based on these noise levels.

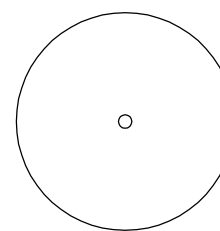
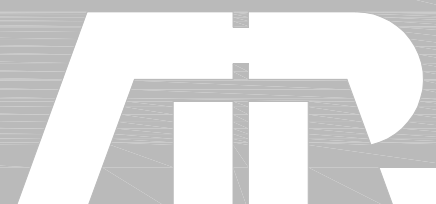
Please call with any questions.



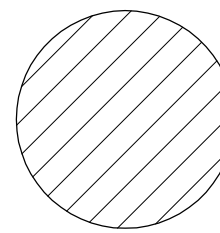
60 South Market Street, Suite 480 tel 408.295.4944  
San Jose, CA 95113 [salter-inc.com](http://salter-inc.com)

Acoustics  
Audiovisual  
Telecommunications  
Security

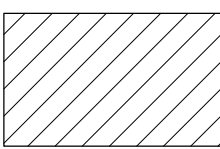




EXISTING TREE TYP.  
SEE LANDSCAPE



NEW TREE TYP.  
SEE LANDSCAPE



PROPOSED FIRE LANE

Project Alternative for EIR  
**CASTILLEJA SCHOOL**  
NEW PARKING GARAGE

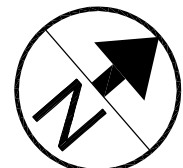
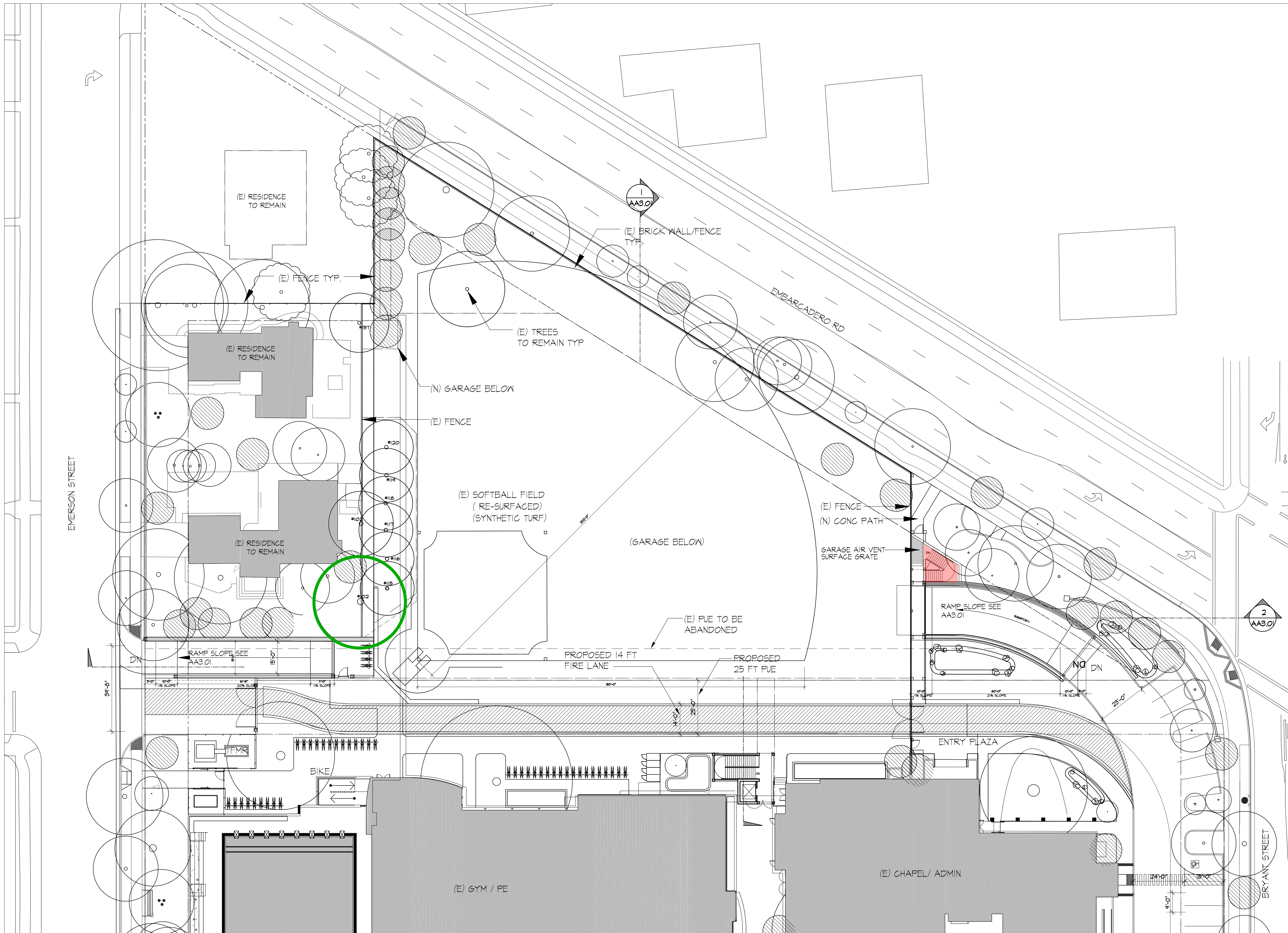
PALO ALTO, CA

Issues and Revisions			
No.	Date	Issues and Revisions	By
	10/30/20		

PLANNING SUBMISSION #4  
**GARAGE SITE/ FLOORPLAN**  
UPPER LEVEL

Project Number: 2019A111  
Date: 10/22/2020  
Scale: 1"=20'-0"

AA2.01



PROJECT ALTERNATIVE - SITE/ FLOOR PLAN - UPPER LEVEL/ GARAGE

SCALE: 1"= 20'-0"