**11256 -18A-18G (STANFORD UNIVERSITY)**

**Architecture and Site Approval and Grading Approval – District Work Center (Memorial Way Site)**

Summary: Architecture and Site Approval and Grading Approval for construction of one (1) new 4,035 sq.ft. District Work Center and associated site work, located south of the Frost Amphitheatre on Memorial Way. Estimated grading quantities associated with the grading approval are 209 c.y. cut and 124 c.y. fill. Grading associated with the building pad is an additional 240 c.y. of cut and 9 c.y. of fill.

**Owner:** Stanford University

**Applicant:** Marshall Wheel, Project Manager

**Address:** 537 Memorial Way, Stanford

**APN:** 142-04-036

**Community Plan Designation:** Academic Campus

**Zoning:** A1 (General Use)

**Project Area:** 18,002 sq. ft.

**Supervisory District:** 5

**RECOMMENDED ACTIONS**

A. Approve the use of a prior California Environmental Quality Act (CEQA) document [2000 Stanford Community Plan and General Use Permit (GUP) Program Environmental Impact Report (EIR)].

B. Grant Architecture & Site Approval (ASA) and Grading Approval, subject to conditions of approval outlined in Attachment B.

**ATTACHMENTS INCLUDED**

Attachment A – CEQA Determination – Use of a Prior CEQA Document

Attachment B – Proposed ASA Conditions of Approval

Attachment C – Location & Vicinity Map

Attachment D – Proposed Plans
PROJECT DESCRIPTION

The proposed project is for the construction of a new 4,035 sq.ft. one-story District Work Centre (“DWC”), and associated site work, on Stanford Campus. Of the total square footage, 3,926 sq.ft. is proposed to be deducted from the 2000 GUP academic square footage allocation, and the balance is dedicated toward mechanical/utility space. The height of the proposed building is approximately 20 feet, as measured from adjacent grade. The project site is located south of the Frost Amphitheatre on Memorial Way.

The proposed DWC building includes an open office with accessory meeting and multi-purpose rooms, a work shop, locker rooms and restrooms. A wood trellis is proposed at the entrance along the west façade of the building. Proposed site improvements include three (3) concrete retaining walls, reconfiguration of an existing pathway, 16 bicycle spaces and landscaping. The project scope of work also includes installation of a new electrical transformer and utility connection. No new parking is proposed with this project.

Two (2) oak trees over 12-inches in diameter are proposed to be removed and replaced by four (4) new oak trees and eight (8) non-oak trees over 12-inch diameter are being removed and replaced in kind. All remaining trees with a 12-inch or greater diameter surrounding the project site will be considered protected. One of the oak trees is a protected tree under the 2000 Stanford GUP. Other trees proposed for removal are not protected trees under the 2000 Stanford GUP.

Estimated grading quantities associated with the grading approval are 209 c.y. cut and 124 c.y. fill. Grading associated with the bldg. pad is an additional 240 c.y. of cut and 9 c.y. of fill.

REASONS FOR RECOMMENDATION

A. Environmental Review and Determination (CEQA)
   The proposed project is in conformance with both the 2000 Stanford Community Plan (“SCP”) and General Use Permit (“GUP”) and has no new effects beyond those analyzed in the Program EIR, certified by the Board of Supervisors in December 2000. The Program EIR analyzed the environmental impacts of campus development allowed under the SCP and GUP. The proposed project is within the scope of the campus development analyzed in the 2000 GUP. Therefore, use of the prior CEQA document is adequate for this project.

B. Project/Proposal
   1. Stanford Community Plan and GUP: The project conforms to applicable Community Plan goals, strategies and policies. Academic Support uses like the proposed DWC are permitted uses within the Academic Campus land use designation, and as conditioned will satisfy the requirements of the GUP. The 2000 Community Plan and GUP governs development projects on the Stanford campus. This project conforms to the criteria set forth by the GUP and provisions identified within the Community Plan, and subject to compliance with the preliminary conditions outlined in Attachment B.

   2. ASA approval:
      ASA approval standards, applicable regulations, and findings: The project substantially conforms to the requirements and guidelines in the SCP and GUP. These requirements
meet all of the ASA Guidelines through the ASA approval process approved by the Zoning Administrator.

C. ASA Findings:
Pursuant to §5.40.040 of the County Zoning Ordinance, the Zoning Administrator may grant an Architecture & Site Approval contingent upon specific findings. In the following discussion, the scope of review findings are listed in **bold**, and an explanation of how the project meets the required standard is in plain text below.

A. Adequate traffic safety, on-site circulation, parking and loading areas, and insignificant effect of the development on traffic movement in the area;

**Long-term traffic**
The new proposed DWC is an academic support building that will serve Stanford University's maintenance, operations and landscaping staff. Staff members are currently dispatched from the existing centralized Work Center at the Bonair Siding location on campus, and, as a result, often drive a significant distance to and from worksites to respond to calls. The purpose of the District Work Center is to disperse staff closer to the maintenance calls to reduce the amount of traffic, commute time and trips across campus. The proposed DWC will help to distribute Stanford University workers throughout campus, so they can bike or walk to their worksites in response to calls.

The project is located within an established area of the Stanford academic campus with adequate parking facilities. Traffic impacts of academic projects in the core of the campus have been assessed in the programmatic 2000 GUP EIR. These traffic impacts are not dependent on the location of academic projects, as occupants of these buildings will travel to parking areas, not to the building itself. As such, the project does not result in any change in the amount of traffic and does not generate any new trips from a traffic impact perspective. The traffic would be consistent with that analyzed in the prior 2000 GUP EIR.

**Short-term construction traffic**
The project will result in short-term impacts related to construction activities, however conditions of approval have been added to this project to mitigate these short-term impacts to a less than significant level. All construction trucks will be required to use approved truck routes, for transporting construction materials to and from the site. Furthermore, the project has been conditioned to restrict construction material deliveries to non-peak hours, as defined in the 2000 GUP EIR. Compliance with the Conditions of Approval (Attachment B) ensures that the short-term construction traffic associated with the project will not have a significant effect on traffic movement in the area.

**Parking**
The project has no new proposed parking on the project site. Hence, there would be no impact on parking. There is adequate on-campus parking in the area provided by other existing parking lots in the vicinity for users driving within the Campus.
B. Appearance of proposed site development and structures, including signs will not be detrimental to the character of the surrounding neighborhood or zoning district;

The new proposed single-story DWC is an academic support building. The height of the proposed building is approximately 15 feet. The project site is located south of the Frost Amphitheatre on Memorial Way. To provide for a compatible design with the adjacent buildings, the proposed DWC building design includes a flat roof. Reveals in the face of the DWC building are also provided to tie into the architectural features of the adjacent buildings. Exterior plaster stucco finish and color of the DWC will match the adjacent buildings and surrounding neighborhood. A trellis is provided at the front entrance of the building to blend with landscape in the surrounding area and to improve visual experience of the users along Memorial Way. Additional landscaping is proposed surrounding the building to provide adequate buffer and screening.

The project, as proposed, will not be detrimental to the surrounding area or neighborhood.

C. Appearance and continued maintenance of proposed landscaping will not be detrimental to the character of the surrounding neighborhood or zoning district;

The GUP and the SCP require that replacement trees, for those removed that are 12 inches or greater in diameter at 4.5 feet from grade level, be planted at a 1:3 ratio for all protected oak trees and at a minimum 1:1 ratio for all oak trees that are not protected. Two (2) oak trees over 12-inch diameter are being removed and replaced by six (4) new oak trees and eight (8) non-oak trees over 12-inch diameter are being removed and replaced in kind. All remaining trees with a 12-inch or greater diameter surrounding the project site will be considered protected. One oak tree is counted as protected tree under the 2000 Stanford GUP. Other trees proposed for removal do not count as protected trees under the 2000 Stanford GUP.

The new proposed landscaping is designed in balance with the existing trees being protected on site and to provide adequate buffer and screening. Staff has added a condition of approval requiring that the landscaping meet the requirements of the SCP and GUP, as well as be similar to the existing site landscaping in the immediate area. The final landscape plan is also subject to the requirements of the County Sustainable Landscape Ordinance. As such, the final landscape plan will not be detrimental to the character of the surrounding area.

D. No significant, unmitigated adverse public health, safety and environmental effects of proposed development;

The Program GUP EIR certified by the Board of Supervisors in December 2000 analyzed the environmental impacts of Stanford campus development allowed under the SCP and GUP. The proposed DWC is within the scope of the development analyzed in the 2000 GUP EIR. All appropriate conditions of approval have been added to ensure conformance with the 2000 GUP EIR.
The prior CEQA analysis concluded that the proposed DWC would not result in any significant environmental impacts as it relates to parking, traffic, construction noise, and air quality. The project has been reviewed with respect to all applicable regulations relating to public health and safety. The prior CEQA analysis for the project determined that with the conditions of approval, the project would not result in any significant environmental impacts (See Attachment A).

E. No adverse effect of the development on flood control, storm drainage, and surface water drainage;

The project site does not contain any creeks or streams and is not located within a 100-year flood zone. The project has been reviewed by County Staff with respect to all applicable regulations relating to drainage and flood control. The project has been conditioned (Attachment B) to comply with the C3 requirements of the NPDES permit.

F. Adequate existing and proposed fire protection improvements to serve the development;

The Fire Marshal’s Office has reviewed and conditioned the project to ensure existing and proposed fire protection access and water supply are in conformance with applicable regulations and as can be seen in the attached Condition of Approval Nos. 31, 32 and 33.

G. No significant increase in noise levels;

Due to the nature of the proposed use, and its location within the Stanford Campus area, the project is not anticipated to cause any significant increases in noise levels to surrounding neighborhoods. The project may create short-term/temporary construction noise impacts due to construction activities and construction traffic. The project has been conditioned to require submittal of a Traffic and Construction Management Plan. Furthermore, construction activities shall be limited to the hours of 7AM and 7PM, Monday through Saturday, with no construction activity occurring after 7PM, or on Sundays.

H. Conformance with zoning standards, unless such standards are expressly eligible for modification by the Zoning Administrator as specified in the Zoning Ordinance.

The property is zoned A1, which is the “General Use” zoning district that provides for general purpose uses subject to discretionary land use approvals. The standards applicable to development within this zoning district are listed in Table 2.50-2 of the County Zoning Ordinance. The project complies with the development standards set forth in the zoning ordinance.

I. Conformance with the general plan and any applicable area or specific plan, or, where applicable, city general plan conformance for property located within a city’s urban service area; and

The Stanford academic campus is primarily designated as Major Educational and Institutional Use within the Santa Clara County general plan. The Community Plan
identifies the project site for development of the DWC as Academic Campus. The proposed DWC is an academic support building that will serve Stanford University’s maintenance, operations and landscaping staff, complies with the applicable policies set forth in the Community Plan with reference to SCP-LU1 and SCP-LU2, which state that allowable academic support use includes maintenance facilities.

J. Substantial conformance with the adopted “Guidelines for Architecture and Site Approval” and other applicable guidelines adopted by the County.

Suggested regulations that are addressed in the ASA Guidelines are superseded by the requirements and guidelines of the SCP and GUP. Nonetheless, conformance with the SCP and GUP are consistent with the ASA Guidelines.

Grading Findings:
Pursuant to Section C12-433, all Grading Approvals are subject to specific findings. In the following discussion, the scope of review findings are listed in **bold**, and an explanation of how the project meets the required standard is in plain text below.

A. **The amount, design, location, and the nature of any proposed grading is necessary to establish or maintain a use presently permitted by law on the property.**

An estimated total of 333 cubic yards cut and fill is associated with the proposed project. Estimated grading quantities associated with the grading approval are 209 c.y. cut and 124 c.y. fill. This grading is primarily used to ensure proper drainage on the site, as required by the Stormwater Management Plan. An additional 240 cubic yards of cut is associated with the building pad area. The amount, design, location and the nature of proposed grading is necessary to establish the improvements, which are a permissible use in the AI zoning district.

B. **The grading will not endanger public and/or private property, endanger public health and safety, will not result in excessive deposition of debris or soil in the watercourse.**

The applicant will be required to obtain a Grading Permit through the County’s Land Development Engineering, which will ensure that that the project adequately drains to an approved location. No excessive material will be deposited onsite. All excess grading will be hauled to a County-approved off-site facility. Furthermore, no grading is proposed near a creek that may impair any existing spring or watercourse.

C. **Grading will minimize impacts to the natural landscape, scenic, biological and aquatic resources, and minimize erosion impacts.**

The proposed grading has been designed to minimize impacts to existing landscaping, and will not result in any scenic, biological, or aquatic resource impacts. Two (2) oak trees over 12 inches diameter are being removed to accommodate the new building which will be replaced by four (4) new oak trees to mitigate the tree removal impact. Adequate mitigation measures have been identified and are required in the ASA and Grading conditions of approval (Attachment B).
D. For grading associated with a new building or development site, the subject site shall be one that minimizes grading in comparison with other available development sites, taking into consideration other development constraints and regulations applicable to the project.

The project site is a relatively flat surface located south of Frost Amphitheater. The proposed grading, with compliance with conditions of approval in Attachment B, will be in conformance with all applicable regulations.

E. Grading and associated improvements will conform with the natural terrain and existing topography of the site as much as possible and should not create a significant visual scar.

The proposed grading is designed to conform with existing topography to the maximum extent possible, to minimize grading and visual impacts. Oak trees and other landscaping are incorporated as part of the landscape plans.

F. Grading conforms with any applicable general plan or specific plan policies; and

The proposed grading is in conformance with specific findings and policies identified in the County General Plan. The proposed grading is designed to minimize grading and to reduce visual impacts from surrounding uses in keeping with General Plan policies. Minimal grading outside of the building pad area is provided for planting landscaping and reconfiguration of the pathway. The proposed grading is compatible with the surrounding development in the area.

G. Grading substantially conforms with the adopted "Guidelines for Grading and Hillside Development" and other applicable guidelines adopted by the County.

The project site is in the Al zone on the academic campus of Stanford University. This finding does not apply to the site.

BACKGROUND

On December 12, 2000, the County of Santa Clara approved the 2000 Stanford University Community Plan and General Use Permit (GUP), governing development projects on the Stanford campus. The GUP allows Stanford to construct up to 2,035,000 net square feet of academic and academic support uses, 3,018 new housing units, and 2,300 net new parking spaces on Stanford lands. The new DWC is proposed in the Campus Centre Development District ("District"). Per the development tracking sheet submitted with the application, after addition of proposed District Work Centre GUP square footage (3,926 sq.ft.) to the District, balance square footage remaining in the District is 153,766 sq. ft.

On April 9, 2018 an application for Architecture and Site Approval and Grading Approval was submitted for construction of one (1) new 4,035 sq.ft. District Work Centre and associated site work, located south of the Frost Amphitheatre on Memorial Way, and was subsequently deemed
complete on May 8, 2018. A public notice was mailed to all property owners within a 300-foot radius on May 23, 2018 and was also published in the Post Records on May 24, 2018.

STAFF REPORT REVIEW

Prepared by: Kavitha Kumar, Senior Planner
Reviewed by: Leza Mikhail, Principal Planner & Zoning Administrator
USE OF A PRIOR CEQA DOCUMENT
PROGRAM ENVIRONMENTAL IMPACT REPORT (EIR)

Pursuant to Section 15162 of the CEQA Guidelines, the County of Santa Clara has determined that the project described below is pursuant to or in furtherance of an Environmental Impact Report which has been previously adopted and does not involve new significant impacts beyond those analyzed in the previous Environmental Impact Report.

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**Project Name**
District Work Centre – Memorial Way Site

**Project Type**
Academic Support

**Owner**
Stanford University

**Applicant**
Marshall Wheel, Project Manager

**Project Location**
537 Memorial Way, Stanford

**Project Description**
Construction of one (1) new 4,035 sq.ft. District Work Centre and associated site work, located south of the Frost Amphitheatre on Memorial Way. Estimated grading quantities associated with the grading approval are 209 c.y. cut and 124 c.y. fill. Grading associated with the building pad is an additional 240 c.y. of cut and 9 c.y. of fill.

**Background and Summary of Findings**
Per the California Environmental Quality Act (CEQA) of 1970 (as amended), all development permits processed by the County Planning Office which require discretionary approval are subject to environmental review. A new Negative Declaration or EIR is not required if a previous CEQA document has been prepared and adopted or certified which adequately address all the possible environmental impacts of the proposed project and (a) no substantial changes are proposed in the project which will result in new significant environmental effects, (b) no substantial changes have occurred with respect to the circumstances under which will result in the identification of new significant impacts, or (c) no new information is available which shows that the project will have new significant impacts or mitigation measures and alternatives which were previously found to be infeasible would now in fact be feasible (CEQA Guidelines 15162).

The Planning Office evaluated the project described above and has determined that none of the circumstances exist which would require additional environmental review. As such the environmental impacts of the project have been adequately evaluated in the Environmental Impact Report adopted by the Board of Supervisors on December 15, 2000 for the project entitled “Stanford University Community Plan and General Use Permit” and that no further environmental review is required under the California Environmental Quality Act.

Approved by:
Manira Sandhir, Principal Planner

[Signature]
5/23/18

File 11256-18A-18G
PROJECT DESCRIPTION: Construction of one (1) new 4,035 sq.ft. District Work Centre and associated site work, located south of the Frost Amphitheatre on Memorial Way. Estimated grading quantities associated with the grading approval are 209 c.y. cut and 124 c.y. fill. Grading associated with the bldg. pad is an additional 240 c.y. of cut and 9 c.y. of fill.

APPLICATION APPROVED SUBJECT TO CONDITIONS STATED BELOW IN ACCORDANCE WITH PLANS AS SUBMITTED.

Items marked with one asterisk (*) must be completed prior to grading permit issuance.
Items marked with two asterisks (**) must be completed prior to building permit issuance.
Items marked with three asterisks (***) must be completed prior to completion of grading.
Items marked with four asterisks (****) must be completed prior to occupancy or final inspection.

Planning
For more information regarding the following conditions, contact Kavitha Kumar at (408) 299-5783 or kavitha.kumar@pln.sccgov.org.

1. Development and maintenance of the project site shall take place in accordance with approved plans, received by the Planning Department on May 3, 2018. The project allows construction of one (1) new 4,035 sq.ft. District Work Centre with associated site work including three (3) retaining walls, reconfiguration of an existing pathway, bicycle parking for 16 bikes and landscaping.

2.** Apply for and obtain building permit for all new structures.

3. The project shall comply with the Stanford University 2000 General Use Permit Conditions of Approval, and approved Stanford University 2000 GUP Mitigation Monitoring and Reporting Program.

4. Stanford shall be responsible for paying all reasonable costs associated with work by the County Planning Department, or with work conducted under the supervision of the County Planning Office, in conjunction with, or in any way related to the conditions of approval identified in this project. This includes but is not limited to costs for staff time, consultant fees, and direct costs associated with report production and distribution.
5. Place a construction note on the site plan that states the following: “The Bay Area Air Quality Management District (BAAQMD) has identified a set of feasible PM10 control measures for all construction activities. These control measures, as previously required in the Program EIR, shall be adhered to during all construction activities.
   A. Water all active construction areas at least twice daily;
   B. Cover all trucks hauling soil, sand, and other loose materials or require all trucks to maintain at least two feet of freeboard;
   C. Pave, apply water three times daily, or apply (non-toxic) soil stabilizers on all unpaved access roads, parking areas and staging areas at construction sites;
   D. Sweep daily (with water sweepers) all paved access roads, parking areas and staging areas at construction sites;
   E. Sweep streets daily (with water sweepers) if visible soil material is carried onto adjacent public streets;
   F. Hydroseed or apply (non-toxic) soil stabilizers to inactive construction areas (previously graded areas inactive for ten days or more);
   G. Enclose, cover, water twice daily or apply (non-toxic) soil binders to exposed stockpiles (dirt, sand,);
   H. Limit traffic speeds on unpaved roads to 15 mph;
   I. Install fiber rolls, sandbags or other erosion control measures to prevent silt runoff to public roadways;
   J. Replant vegetation in disturbed areas as quickly as possible;
   K. Install wheel washers for all existing trucks, or wash off the tires of tracks of all trucks and equipment leaving the site; and
   L. Suspend excavation and grading activity when winds (instantaneous gusts) exceed 25 mph.”

6. Place a construction note on the site plan that states the following: “All construction contractors shall properly maintain the equipment and where feasible, use “clean fuel” equipment and emissions control technology (e.g., CNG fired engines, catalytic converters, particulate traps, etc.). Measures to reduce diesel emission would be considered feasible when they are capable of being used on equipment without interfering substantially with equipment performance.”

7. Submit site plan that shows all pedestrian and bicycle corridors along with public transit stops adjacent to the project site and indicate how bicycle, pedestrian, and public transit access and circulation will be maintained during construction. Bicycle and pedestrian access onto the campus and around the site (outside construction areas) shall not be substantially limited by construction activities associated the project. In addition, access to public transit shall not be limited, which could include the relocation or removal of adjacent bus stops.

8. Final grading permit plans shall include the following construction notes:
   A. Construction materials delivered from off-campus shall not be delivered between the hours of 7:00 AM to 9:00 AM and 4:00 to 6:00 PM on weekdays.
B. Trucks exporting/importing dirt and building materials for the project shall use approved truck routes shown in the 2000 GUP, as designated by the cities of Palo Alto and Menlo Park.

9.* Submit a Construction Management and Logistics Plan prior to issuance of any grading permits that clearly identifies the elements listed below (G.12):
A. Provide off-street construction related parking. Identify off-street parking location(s) on site plan for all construction related vehicles (employee parking and construction equipment) throughout the construction period. If adequate parking cannot be provided on the construction sites, identify on the site plan or vicinity map the satellite parking location(s) that will be used.
B. Prohibit impacts to accessing public transit access and movement of public transit vehicles. Identify on site plan all temporary or permanent access limitations, re-routes, lane closures, or limits to public transit movements or place a note on the site plan stating “No temporary or permanent access limitations, re-routes, lane closures, or limits to public transit movement are permitted.”
C. Prohibit roadway construction activities from reducing roadway capacity during Stanford major athletic and special events. Stanford shall not limit roadway capacity during special events or during major athletic events, which attract a large number of visitors to the campus.
D. Provide written notification to Stanford Police and Palo Alto Fire Department regarding construction location and construction dates. Include in the notices alternate evacuation and emergency route designations to maintain response times during construction periods, if applicable. Provide one copy of the notices to the County.
E. Provide written notification to all contractors and subcontractors regarding appropriate routes and weight limits and speed limits for local roads used to access construction sites. Provide one copy of the notices to the County Planning Office.
F. Provide notification to the Cities of Palo Alto and Menlo Park of the construction schedule and include a copy of the Santa Clara County approved Construction and Traffic Management Plan. Provide one copy of the notices to the County Planning Office.

10.* Landscape Plan: The requirements of Division B33 of the County Ordinance Code (Sustainable Landscape Ordinance) shall apply. As proposed, the total landscape area exceeds 2,500 sq. ft., and therefore a landscape documentation package shall be submitted prior to grading permit issuance for review and approval. New landscaping shall be similar to existing landscaping on-site and meet all Stanford Community Plan and General Use Permit requirements. The submittal shall include a landscaping plan and irrigation plan, stamped and signed by a licensed landscape architect. Submit two (2) copies of the final landscape plan and associated irrigation systems, prepared and stamped by a licensed landscape architect.

The landscape ordinance and supporting information can be found on the Planning Department web site:

https://www.sccgov.org/sitesidpd/PlansOrdinances/Landscape/Pages/weloapply.aspx
The following tree removal/protection requirements shall apply:

a. Two (2) oak trees and eight (8) non-oak trees over 12 inches in diameter at 4.5 feet above grade are authorized for removal with this project. Four (4) new oak trees and two (2) new non-oak trees are proposed to be replanted within the project site.

b. If any trees are proposed to be removed after the approval of the ASA, further review by the Planning Office may be required to assess the visual impact of the tree removal to the project and surrounding area.

c. Final grading plans shall show the size and species of all trees over 12 inches in diameter (at 4.5 feet above grade) within the proposed work area for the project and clearly label all trees proposed for removal. This shall include all trees where construction will occur within the dripline of the tree.

d. An I.S.A.-certified arborist shall review final grading plans. The objective shall be to ensure that all the trees adjacent to the improvements will not be damaged or removed.

e. A certified arborist shall monitor the construction and provide written recommendations to preserve any potentially impacted trees associated with the proposed improvements. Submit a plan-review letter prior to the issuance of the final grading permit evaluating consistency of final grading plans with these mitigations and a construction-observation letter prior to the issuance of final occupancy summarizing implementation of these mitigation measures.

i. Provide two copies of an arborist report that recommends effective tree protection measures for the site’s existing trees that have not been slated for removal. Protection measures must be in place prior to construction activity commencing.

ii. Submit to Land Development Engineering (LDE) an estimate, prepared by a licensed landscape architect, of the landscaping and associated irrigation and improvements. The amount of this estimate shall be included in the bond for the improvements administered by LDE per Section C12-206 of the County Ordinance Code.

12.** Incorporate any applicable water conservation and recycling measures into the project building plans, which may include but not be limited to: water efficient landscape, landscape water management, and public outreach.

13.** Submit a detailed lighting plan which includes all new exterior lighting. The Lighting Plan shall provide light fixture details with lighting profiles and product-specific information that includes the following information:

a. Depict the extent of illumination from all new outdoor lighting (photometric plan).

b. Ensure absence of upward glow.

c. Use “state-of-the-art” luminaries including those with high beam efficiency.
14. In the event that previously unidentified historic or prehistoric archaeological resources are discovered during construction, the contractor shall cease work in the immediate area and the County Planning Office and Campus Archaeologist shall be contacted. An independent qualified archaeologist retained by the County at the expense of Stanford shall assess the significance of the find and make mitigation recommendations.

15. If archeological resources are discovered as described above, construction monitoring shall be conducted at any time ground-disturbing activities (greater than 12 inches in depth) are taking place in the immediate vicinity of the identified resources. If monitoring does not produce evidence of significant cultural resources within the project area, further mitigation shall be limited to construction monitoring, unless additional testing or other specific mitigation measures are determined by a qualified archaeologist to be necessary to ensure avoidance of damage to significant archaeological resources. A technical report of findings describing the results of all monitoring shall be prepared in accordance with professional standards. The archaeological monitoring program shall be implemented by an individual meeting the Secretary of Interior Professional Qualifications Standards in Archaeology (36 CFR 61); individual field monitors shall be qualified in the recognition of cultural resources and possess sufficient academic and field training as required to conduct the work effectively and without undue delay.

16. In the event that human skeletal remains are encountered, the applicant is required by County Ordinance No. B6-18 to immediately notify the County Coroner. Upon determination by the County Coroner that the remains are Native American, the coroner shall contact the California Native American Heritage Commission, pursuant to subdivision (c) of section 7050.5 of the Health and Safety Code and the County Coordinator of Indian affairs. No further disturbance of the site may be made except as authorized by the County Coordinator of Indian Affairs in accordance with the provisions of state law and this chapter. If artifacts are found on the site a qualified archaeologist shall be contacted along with the County Planning Office. No further disturbance of the artifacts may be made except as authorized by the County Planning Office.

17. In the event that fossilized shell or bone is uncovered during any earth-disturbing operation, contractors shall stop work in the immediate area of the find and notify the Campus Archaeologist and the County Building Inspector assigned to the project. The Campus Archaeologist shall visit the site and make recommendations for treatment of the find (including but not limited to consultation with a paleontologist and excavation, if warranted), which would be sent to the County Building Inspection Office and the County Planning Office. If a fossil find is confirmed, it will be recorded with the United States Geological Survey and curated in an appropriate repository.

18.* Adequate signs shall be posted along the street frontages or in front of the project site, no smaller than 1,296 square inches in size, containing the name, telephone number, and email address of the appropriate Stanford person the public may contact to register a complaint about construction noise. Additionally, Stanford shall create an outreach and information portal to facilitate information and alerts to be delivered to the immediate neighborhoods.
on construction activities. Stanford shall keep a written record of all such complaints and shall provide copies of these records to the County Planning Office.

19.****For each 11,763 net square feet of academic space built, Stanford shall either: (1) provide 1 affordable housing unit on the Stanford campus; or (2) make an appropriate cash payment in-lieu of providing the housing unit equal to the “BMR” payment that the City of Palo Alto is charging to commercial development projects when the project is built. The payment shall be made to an escrow account established and maintained by the County.

20.* Preconstruction surveys for nesting raptors and migratory birds shall be conducted by a qualified ornithologist to identify active nests that may be disturbed during project implementation. Between January 1 and April 30, preconstruction surveys shall be conducted no more than 14 days prior to the initiation of construction activities or tree removal. Between May 1 and August 31, preconstruction surveys no more than 30 days prior to the initiation of these activities. Stanford University shall conduct an additional preconstruction survey within 24 hours of initiation of construction activities, by the Campus Biologist, to verify no new nesting has occurred. If an active nest is found near, or in close proximity to, the construction area where the nest could be disturbed by these activities, the ornithologist or Campus Biologist, shall, in consultation with the California Department of Fish and Game, designate a construction free buffer zone (typically 250 feet) around the nest.

21.****Following completion of construction, contact Charu Ahluwalia at 408-299-5740 to schedule a site visit to verify the approved development. Contact the Planning Department at least two weeks in advance to set up an appointment.

**Land Development Engineering**
For more information regarding the following conditions, contact Ed Duazo at (408) 299-5733 or ed.duazo@pln.sccgov.org.

Plan Review and Process:
22.** Obtain a Grading Permit from Land Development Engineering (LDE) prior to beginning any construction activities. Issuance of the grading permit is required prior to LDE clearance of the building permit (building and grading permits can be applied for concurrently). The process for obtaining a Grading Permit and the forms that are required can be found at the following web page:

www.sccplanning.org > I Want to... > Apply for a Permit > Grading Permit

Expect four to six weeks for plan review and plan check comments. Please contact LDE at (299-5734) for additional information and timelines.

23.** Final plans shall include a single sheet which contains the County standard notes and certificates as shown on County Standard Cover Sheet. Plans shall be neatly and accurately drawn, at an appropriate scale that will enable ready identification and recognition of submitted information.
Improvement Plans:
24.** Final improvement plans shall be prepared by a licensed civil engineer for review and approval by LDE and the scope of work shall be in substantial conformance with the conditionally approved preliminary plans on file with the Planning Office. Include plan, profile, typical sections, contour grading for all street, road, driveway, structures and other improvements as appropriate for construction. The final design shall be in conformance with all currently adopted standards and ordinances. The following standards (Land Development Engineering Standards and Policies Manual, Volume 1, and 2007 Santa Clara County Drainage Manual) are available on-line:

- www.sccplanning.org > Plans & Ordinances > Land Development Standards and Policies
- www.sccplanning.org > Plans & Ordinances > Grading and Drainage Ordinance

25.** Survey monuments shall be shown on the improvement plan to provide sufficient information to locate the proposed improvements and the property lines. Existing monuments must be exposed, verified and noted on the grading plans. Where existing monuments are below grade, they shall be field verified by the surveyor and the grade shall be restored and a temporary stake shall be placed identifying the location of the found monument. If existing survey monuments are not found, temporary staking delineating the property line may be placed prior to construction and new monuments shall be set prior to final acceptance of the improvements. The permanent survey monuments shall be set pursuant to the State Land Surveyor’s Act. The Land Surveyor / Engineer in charge of the boundary survey shall file appropriate records pursuant to Business and Professions Code Section 8762 or 8771 of the Land Surveyors Act with the County Surveyor.

26.** Existing and set permanent survey monuments shall be verified by inspectors prior to final acceptance of the improvements by the County. Any permanent survey monuments damaged or missing shall be reset by a licensed land surveyor or registered civil engineer authorized to practice land surveying and they shall file appropriate records pursuant to Business and Professions Code Section 8762 or 8771 of the Land Surveyors Act with the County Surveyor.

27.** The improvement plans shall include an Erosion and Sediment Control Plan that outlines seasonally appropriate erosion and sediment controls during the construction period. Include the County’s Standard Best Management Practice Plan Sheets BMP-1 and BMP-2 with the Plan Set.

Utilities
28.** All new on-site utilities, mains and services shall be placed underground and extended to serve the proposed development. All extensions shall be included in the improvement plans. Off-site work should be coordinated with any other undergrounding to serve other properties in the immediate area.
Storm Water Treatment - SF Bay watershed

29.** Include one of the following site design measures in the project design: (1) direct roof runoff into cisterns or rain barrels for reuse, (2) direct roof runoff onto vegetated area, (3) direct runoff from sidewalks, walkways, and/or patios onto vegetated areas, (4) direct runoff from driveways and/or uncovered parking lots onto vegetated areas, (5) construct sidewalks, walkways, and/or patios with permeable surfaces, or (6) construct bike lanes, driveway, and/or uncovered parking lots with permeable surfaces. Though only one site design measure is required, it is encouraged to include multiple site design measures in the project, as well as source control measures (e.g., storm drain stenciling, landscaping that minimizes irrigation and runoff, etc.).

Soils and Geology:

30.** Submit one copy of the signed and stamped copy of the geotechnical report for the project.

31.** Submit a plan review letter by the Project Geotechnical Engineer certifying that the geotechnical recommendation in the above geotechnical report have been incorporated into the improvement plan.

Other Conditions:

32.**** Construct all of the aforementioned improvements. Construction staking is required and shall be the responsibility of the developer.

Fire Marshal’s Office

For more information regarding the following conditions, contact Alex Goff at (408) 299-5763 or alex.goff@sccfd.org.

33. The scope of this review is for fire protection water supply and fire department access only. An additional review for further compliance with the California Fire and Building Code will be performed by this office when a complete set of construction drawings is submitted for building permit application.

34. Install a fire sprinkler system in the building.

35. Access to fire protection water supply shall remain operational and accessible throughout construction.

Department of Environmental Health

For more information regarding the following conditions, contact Darrin Lee at (408) 299-5748 or darrin.lee@deh.sccgov.org.

36.** Prior to the issuance of a building permit, provide a sanitary sewer will serve letter from Stanford Utilities.

37.** Prior to the issuance of a building permit, provide a water will serve letter from Stanford Utilities.
38. An operational permit for the use of the temporary toilets shall be required by the Department of Environmental Health. Clarify the intended duration of the temporary nature of the “temporary toilets”. Per Santa Clara County Onsite Wastewater Treatment System Ordinance, “Portable toilets are intended to serve non-residential, limited use activities, such as filed labor operations, special events, and temporary construction sites where connection to sanitary sewer system or installation of an OWTS is not practicable”.

Building Inspection
For more information regarding the following conditions, contact Building Inspection Office at (408) 299-5700

39.* For detailed information about the requirements for a building permit, obtain a Building Permit Application Instruction handout from the Office of Building Inspection or visit their website (www.sccbuilding.org).
STANFORD DISTRICT WORK CENTRE - MEMORIAL WAY
THiNK

Address:
McKinn

Post-office Box, 1590 Senem
San Francisco, CA 9411

1814-81118

Project:
STANFORD DISTRICT WORK
CENTER MEMORIAL VAY SITE

Project Number:
430-502-1

Clients:
STANFORD UNIVERSITY

Scale:

\[ \frac{1}{4} \text{"} = 1'-0" \]

Drawing Description:
EXTERIOR ELEVATIONS

Date: 13/01/2018

Drawn By: 
Reviewed By: 

Sheet:
A3.01

KEYNOTES

1. CLAY TILE ROOFING
2. EXTERIOR PLASTER INTEGRAL COLOUR
3. ALUMINUM FRAMED GLAZING SYSTEM
4. CONCRETE RETAINING WALL
5. MTL. CONTROL JOINT
6. MTL. DOWNSPOUT WELD
7. EXTERIOR LIGHT FIXTURE
8. MODELS IN WOOD-POSTS AND LOCATED AT BUILDING
9. MECH. EQUIPMENT SEE M.E.P. DRAWINGS
10. LOUVERED UNIT
11. BULL-TIP STUCCO WALL PROFILE AT WINDOW SILL
12. NO FENCE, TO MATCH EXISTING FENCE
13. SITE PLAN FOR EXTERIORS
14. BUILDING AND WINDOW-RESIDENTIAL PLAN STANDARDS

Sheet:
A3.01