



Midpeninsula Regional
Open Space District

R-17-130
Meeting 17-30
December 6, 2017

AGENDA ITEM 3

AGENDA ITEM

Award of Contract with Terry Martin and Associates for design, engineering, permitting assistance, and construction administration services for the proposed New South Area Field Office at 240 Cristich Lane in Campbell

GENERAL MANAGER'S RECOMMENDATIONS

1. Authorize the General Manager to enter into a multi-year contract with Terry Martin and Associates for design, engineering, permitting assistance, and construction administration services for the proposed New South Area Field Office for a base contract amount of \$267,350.
2. Authorize a 15% contingency of \$40,100, to be expended only if necessary to cover unforeseen conditions, for a total not-to-exceed contract amount of \$307,450.

SUMMARY

The Midpeninsula Regional Open Space District (District) needs a qualified architecture firm with industrial building expertise to provide architectural and engineering design services, prepare construction plans and specifications, and provide permitting and construction administration support for the new South Area Field Office (SAO). The District obtained a Conditional Use Permit in September and has one year to submit plans to the City of Campbell for a building permit. Given the tight timeline and Terry Martin and Associates (TMA)'s demonstrated expertise, the General Manager recommends awarding a sole source contract to TMA for architectural services to design the new SAO for a total amount not-to-exceed \$307,450. The Fiscal Year (FY) 2017-18 budget includes sufficient funds to cover costs through the end of this fiscal year. The proposed FY2018-19 Action Plan and Budget will include additional funds to complete design, engineering and construction work. This project qualifies as a sole source contract under the General Manager's authority as specified in District policies.

BACKGROUND

The District has long sought to locate an additional, permanent staff facility in the southern reaches of its jurisdiction to provide a management presence for its southerly preserves. The staff increase and the operational needs resulting from the recent opening of Mount Umunhum at Sierra Azul Open Space Preserve and the near term opening of the Bear Creek Redwoods Open Space Preserve have warranted a larger, more functional field office located in the southern area of the District.

In March 2017, the Board approved the purchase of an industrial property at 240 Cristich Lane in the City of Campbell (City) that has the capacity to serve as the new SAO (R-17-38). In September 2017, the District acquired a Conditional Use Permit from the City allowing the District to use the property as a new field office and associated corporation yard. TMA provided exemplary service to the District throughout this conceptual design process, enabling permit acquisition within an expedited timeframe.

Implementation of this project will fulfill the goals of the Board-accepted Financial and Operational Sustainability Model (R-15- 82), and the Board-approved goals related to staff facilities (R-15-157).

DISCUSSION

TMA will lead a standard architectural/engineering (A/E) team that will develop design drawings and construction documents for the new building. The team's scope of work includes an evaluation of the existing building to determine the necessary structural and exterior upgrades needed to comply with current building code requirements.

Certain improvements to the site and building are necessary to accommodate the District's new SAO, and to meet the conditions of approval of the Conditional Use Permit for the site. Improvements will include but are not necessarily limited to:

- Demolition of the unfinished structure at rear of property and replacement with new storage building and shed in same location;
- Relocation of diesel fuel dispenser and removal of existing fuel pump;
- New concrete paving and striping for 24 parking spaces;
- New automatic vehicular gate;
- New site lighting and security fencing;
- New signage and flagpole;
- New curb, gutter, and sidewalk;
- New five-foot wide landscaped buffer around the property edge;
- New bioretention area for stormwater treatment; and
- New trash and recycling enclosure.

Over the past year, TMA has demonstrated their industrial building expertise, their familiarity with the City's permitting process, their solid relationship with City staff, and their understanding of District needs. Based on this, the General Manager recommends utilizing the sole-sourcing exception provided in Board Policy 3.03 "Public Contract Bidding, Vendor and Professional Consultant Selection, and Purchasing Policy" to enter into a new contract with TMA to provide design, engineering, permitting assistance, and construction administration services for the new SAO.

FISCAL IMPACT

The Fiscal Year (FY) 2017-18 budget includes \$199,000 for the new SAO project, and additional funds are allocated in the three-year Capital Improvement Program as outlined in the table below. There are sufficient funds in the project budget to cover the recommended action and expenditures anticipated this fiscal year.

	FY 2018	FY 2019	FY 2020	Total
Project #31601 - New SAO Budget:	\$199,000	\$602,000	\$1,366,000	\$2,167,000
Spent-to-Date	\$0			
Encumbrances	\$0			
Award of Proposed Contract, including contingency amount	\$115,000	\$138,000	\$54,450	\$
Budget Remaining (Proposed):	\$84,000	\$0		\$

Any contract amount remaining will be included when the project budget for next fiscal year (FY2018-19) is developed during the next Budget and Action Plan cycle.

The recommended action is not funded by Measure AA.

BOARD COMMITTEE REVIEW

The final design of the proposed improvements will be presented to the Planning and Natural Resources (PNR) Committee in the third quarter of FY2017-18.

PUBLIC NOTICE

Public notice of this Agenda Item was provided as required by the Brown Act.

CEQA COMPLIANCE

District staff prepared a Categorical Exemption for the project and determined that the project would not result in any impacts to the environment defeating the eligibility for the exemption. The District found that the proposed remodel and improvements at 240 Cristich Lane and its subsequent use as a field office and corporation yard were categorically exempt from CEQA pursuant to CEQA Guidelines Sections 15301, 15302, 15303, 15304, and 15311:

Section 15301 – Existing Facilities: The project proposes interior and exterior alterations to the existing industrial building that would involve a negligible or no expansion of use. The project will generate vehicle trips equivalent to the trips of the previous occupancy of the building and would not result in any significant traffic impacts. The proposed modifications will not substantially change the site's function as an industrial building with employees and surface parking.

Section 15302 – Replacement or Reconstruction: The project includes the demolition and removal of an unfinished wooden accessory structure, and construction of a new storage building (250 sf) and shed (700 sf) of substantially the same purpose and capacity at the same location.

Section 15303 – New Construction or Conversion of Small Structures: The project includes construction of new storage building (250 sf) and shed (700 sf), replacing an unfinished accessory structure at the rear of the site.

Section 15304 – Minor Alterations to Land: The project includes new landscaping and minor trenching and backfilling where the surface is restored. There will be no extensive grading on site.

Section 15311 – Accessory Structures: The project includes the placement of an on-premise sign and flagpole that would be appurtenant to the District’s facility.

A Notice of Exemption was filed with the County of Santa Clara on July 21, 2017 and was posted for a period of 30 days in accordance with CEQA. As a Responsible Agency under CEQA, the City concurred that the project qualified for a categorical exemption at the time the City issued the Conditional Use Permit.

NEXT STEPS

Following Board approval, the General Manager will direct staff to enter into a contract with Terry Martin and Associates for design, engineering, permitting assistance, and construction administration services for the proposed New South Area Field Office.

The project’s tentative schedule below is driven in part by the City-imposed deadline of September 2018 to submit for building permits.

Phase	Tentative Time Period
Evaluation of Building / Confirm programming	Winter 2018
Schematic / Design Development	Winter - Spring 2018
Construction Document Development / Permitting	Summer – Fall 2018
Construction Bidding	Winter 2018
Construction	Spring – Summer 2019

Attachments:

1. Approved CEQA Exemption for the Proposed Remodel of 240 Cristich Lane
2. Conditional Use Permit for 240 Cristich Lane

Responsible Department Head:
Jane Mark, AICP, Planning Manager

Prepared by:
Whitney Berry, Planner II

Santa Clara County - Clerk-Recorder Office
State of California

County of Santa Clara
Office of the County Clerk-Recorder
Business Division



County Government Center
70 West Hedding Street, E. Wing, 1st Floor
San Jose, California 95110 (408) 299-5688

File Number: ENV21010

ENVIRONMENTAL FILING

No. of Pages: 4

Total Fees: \$50.00

File Date: 07/21/2017

Expires: 08/20/2017

REGINA ALCOMENDRAS, Clerk-Recorder

By: Nina Khamphilath, Deputy Clerk-Recorder

CEQA DOCUMENT DECLARATION

ENVIRONMENTAL FILING FEE RECEIPT

PLEASE COMPLETE THE FOLLOWING:

1. LEAD AGENCY: Midpeninsula Regional Open Space District
2. PROJECT TITLE: Remodel of 240 Cristich Lane and Conditional Use Permit for Maintenance Facility and Storage Yard
3. APPLICANT NAME: Midpeninsula Regional Open Space District (Attn: Whitney Berry) PHONE: 650-691-1200
4. APPLICANT ADDRESS: 330 Distel Circle, Los Altos, CA 94022
5. PROJECT APPLICANT IS A: Local Public Agency School District Other Special District State Agency Private Entity
6. NOTICE TO BE POSTED FOR 30 DAYS.
7. CLASSIFICATION OF ENVIRONMENTAL DOCUMENT

a. PROJECTS THAT ARE SUBJECT TO DFG FEES

- | | | |
|---|-------------|----------------|
| <input type="checkbox"/> 1. <u>ENVIRONMENTAL IMPACT REPORT</u> (PUBLIC RESOURCES CODE §21152) | \$ 3,078.25 | \$ <u>0.00</u> |
| <input type="checkbox"/> 2. <u>NEGATIVE DECLARATION</u> (PUBLIC RESOURCES CODE §21080(C)) | \$ 2,216.25 | \$ <u>0.00</u> |
| <input type="checkbox"/> 3. <u>APPLICATION FEE WATER DIVERSION</u> (STATE WATER RESOURCES CONTROL BOARD ONLY) | \$ 850.00 | \$ <u>0.00</u> |
| <input type="checkbox"/> 4. <u>PROJECTS SUBJECT TO CERTIFIED REGULATORY PROGRAMS</u> | \$ 1,046.50 | \$ <u>0.00</u> |
| <input type="checkbox"/> 5. <u>COUNTY ADMINISTRATIVE FEE</u> (REQUIRED FOR a-1 THROUGH a-4 ABOVE)
Fish & Game Code §711.4(e) | \$ 50.00 | \$ <u>0.00</u> |

b. PROJECTS THAT ARE EXEMPT FROM DFG FEES

- | | | |
|---|----------|-----------------|
| <input checked="" type="checkbox"/> 1. NOTICE OF EXEMPTION (\$50.00 COUNTY ADMINISTRATIVE FEE REQUIRED) | \$ 50.00 | \$ <u>50.00</u> |
| <input type="checkbox"/> 2. A COMPLETED "CEQA FILING FEE NO EFFECT DETERMINATION FORM" FROM THE DEPARTMENT OF FISH & GAME, DOCUMENTING THE DFG'S DETERMINATION THAT THE PROJECT WILL HAVE NO EFFECT ON FISH, WILDLIFE AND HABITAT, OR AN OFFICIAL, DATED RECEIPT / PROOF OF PAYMENT SHOWING PREVIOUS PAYMENT OF THE DFG FILING FEE FOR THE *SAME PROJECT IS ATTACHED (\$50.00 COUNTY ADMINISTRATIVE FEE REQUIRED) | | |
| DOCUMENT TYPE: <input type="checkbox"/> ENVIRONMENTAL IMPACT REPORT <input type="checkbox"/> NEGATIVE DECLARATION | \$ 50.00 | \$ <u>0.00</u> |

c. NOTICES THAT ARE NOT SUBJECT TO DFG FEES OR COUNTY ADMINISTRATIVE FEES

- | | | | |
|--|---|--------|------------------|
| <input type="checkbox"/> NOTICE OF PREPARATION | <input type="checkbox"/> NOTICE OF INTENT | NO FEE | \$ <u>NO FEE</u> |
|--|---|--------|------------------|

8. OTHER: _____ FEE (IF APPLICABLE): \$ _____

9. TOTAL RECEIVED..... \$ 50.00

*NOTE: "SAME PROJECT" MEANS NO CHANGES. IF THE DOCUMENT SUBMITTED IS NOT THE SAME (OTHER THAN DATES), A "NO EFFECT DETERMINATION" LETTER FROM THE DEPARTMENT OF FISH AND GAME FOR THE SUBSEQUENT FILING OR THE APPROPRIATE FEES ARE REQUIRED.

THIS FORM MUST BE COMPLETED AND ATTACHED TO THE FRONT OF ALL CEQA DOCUMENTS LISTED ABOVE (INCLUDING COPIES) SUBMITTED FOR FILING. WE WILL NEED AN ORIGINAL (WET SIGNATURE) AND TWO (2) COPIES. IF THERE ARE ATTACHMENTS, PLEASE PROVIDE THREE (3) SETS OF ATTACHMENTS FOR SUBMISSION. (YOUR ORIGINAL WILL BE RETURNED TO YOU AT THE TIME OF FILING.)

CHECKS FOR ALL FEES SHOULD BE MADE PAYABLE TO: SANTA CLARA COUNTY CLERK-RECORDER

PLEASE NOTE: FEES ARE ANNUALLY ADJUSTED (Fish & Game Code §711.4(b)); PLEASE CHECK WITH THIS OFFICE AND THE DEPARTMENT OF FISH AND GAME FOR THE LATEST FEE INFORMATION.

"... NO PROJECT SHALL BE OPERATIVE, VESTED, OR FINAL, NOR SHALL LOCAL GOVERNMENT PERMITS FOR THE PROJECT BE VALID, UNTIL THE FILING FEES REQUIRED PURSUANT TO THIS SECTION ARE PAID." Fish & Game Code §711.4(c)(3)

(Fees Effective 01-01-2017)



Midpeninsula Regional
Open Space District

330 Distel Circle Los Altos, CA 94022

NOTICE OF EXEMPTION

To: County Clerk
County of Santa Clara

From: Midpeninsula Regional Open Space District
330 Distel Circle
Los Altos, CA 94022

Project Title: Proposed Remodel of 240 Cristich Lane and Conditional Use Permit for Maintenance Facility and Storage Yard

Project Location: 240 Cristich Lane, City of Campbell (APN 412-32-014)

City: Campbell **County:** County of Santa Clara

Description of Project:

The Midpeninsula Regional Open Space District (District) is proposing to establish a Public Works Maintenance Facility and Storage Yard, with associated improvements, on a 0.71-acre site at 240 Cristich Lane in the City of Campbell (City). The new use will occupy an existing building and will not require an expansion of this facility.

The developed site includes an existing 5,600-square-foot (sf) single story corrugated metal building built in the early 1960s. The remainder of the site is largely surfaced with concrete and contains some unpaved areas located along the eastern portion of the site. A commercial charter bus company has been using the site as a bus maintenance and repair facility since the mid-1960s. A small concrete-block building with bus-washing and cleaning supplies is present on the northwest portion of the site, and an unfinished wooden structure is present on the southeast corner of the site. A 10,000-gallon diesel underground storage tank (UST) is also present on the site. The UST is permitted by the Santa Clara County Fire Department¹ and is in compliance with the EPA's 1998 upgrade requirements and all applicable regulations².

The site is located in the M-1 Light Industrial Zoning District. The site is bordered on the north by a roofing company and an automobile restoration company, and on the south by an automobile service and repair facility. The site is bordered on the east by groundwater recharge ponds owned by the Santa Clara Valley Water District, and on the west by Cristich Lane, across which is a pipeline contractor's construction yard. Highway 17 and Los Gatos Creek border the contractor's yard on the west.

Certain improvements to the building and site will be necessary to accommodate the District's proposed use. All improvements will be designed to meet current code requirements. Improvements to the main building will include exterior modifications and interior alterations and renovations, with all work done within the existing building footprint. The facility will connect to City utilities and will not require any new utility lines³. Improvements to the overall site include but are not limited to:

- Demolition of the unfinished structure at rear of property and replacement with new storage building (250 sf) and shed (700 sf) in same location;
- Relocation of diesel dispenser;

¹ Santa Clara County Fire Department permit number 4722-11-35

² According to records on file with the Santa Clara County Fire Department. AEI Consultants, *Phase I Environmental Site Assessment for 240 Cristich Lane*, October 28, 2014.

³ Gas and electricity is provided by PG&E, water is provided by the San Jose Water Company, and sewage is treated by the San Jose-Santa Clara Regional Wastewater Facility. Silicon Valley Building Inspections, *Property Inspection Report*, May 11, 2017.

- New concrete paving;
- Minor improvements to the existing driveway;
- Repaving and striping for 24 parking spaces;
- Designated ADA parking spaces and pathways;
- New automatic vehicular gate;
- New pedestrian gate in existing fencing at rear of site;
- Exterior lighting around building;
- New security fencing that screens and protects the work yard;
- New curb, gutter, and sidewalk;
- New five-foot wide landscaped buffer around the property edge;
- New freestanding standard District sign located near driveway entrance;
- New trash and recycling enclosure; and
- General removal of debris and cleanup of the site.

Construction is anticipated to take 3 months and is targeted for completion by end of 2019. The project will implement construction Best Management Practices (BMPs) as recommended by the Bay Area Air Quality Management District.

It is anticipated that 35-40 employees will ultimately report to this office during the District's business hours. Employees will include Visitor Services (rangers) and Land and Facilities (maintenance) staff, the majority of which will pick up District vehicles and drive to the open space preserves for their shift. Most employees are not expected to remain at the site during the workday.

This is an infill project located in a Transit Priority Area because it is within one-half mile of the Winchester Light Rail Station and bus routes. The project site will provide 25 (23 regular, 1 compact, 1 accessible) and 4 motorcycle parking spaces for District employees' vehicles, District fleet vehicles and visitors, meeting parking requirements for the City of Campbell. The net vehicular trips would be similar to those of the existing charter bus use.

Small quantities of hazardous materials related to general maintenance activities will be used and stored on site. The District will obtain a Hazardous Materials Storage Permit, and will file a Hazardous Materials Management Plan (HMMP) with the City of Campbell and with the County of Santa Clara.

Project Approvals

The proposed project at 240 Cristich Lane would require the following approvals:

1. Actions by the District's General Manager or Designee
 - a. Approval of Preferred Design
2. Actions by the City of Campbell
 - a. Planning Commission Approval of a Conditional Use Permit to allow a Public Works Maintenance Facility and Storage Yard in the M-1 Light Industrial Zoning District.
3. Actions by the District's Board of Directors
 - a. Award of construction contract

CEQA Compliance:

The City of Campbell requires a Conditional Use Permit (CUP) for Public Works Maintenance Facility and Storage Yard uses within the M-1 Light Industrial Zoning District. The Environmental Impact Report (EIR) for the City of Campbell General Plan 2025 analyzed the M-1 Light Industrial Zoning District and determined that implementation of General Plan policies would reduce any impacts from Light Industrial uses to less than significant levels. The

District's proposed use of the property would conform to all applicable General Plan policies and would be consistent with the findings in the prior EIR.

In accordance with the State CEQA Guidelines, the proposed project is also eligible to be categorically exempt from CEQA under the following sections:

Section 15301 – Existing Facilities: The project proposes interior and exterior alterations to the existing industrial building that would involve a negligible or no expansion of use. The project will generate vehicle trips equivalent to the trips of the previous occupancy of the building and would not result in any significant traffic impacts. The proposed modifications will not substantially change the site's function as an industrial building with employees and surface parking.

Section 15302 – Replacement or Reconstruction: The project includes the demolition and removal of an unfinished wooden accessory structure, and construction of a new storage building (250 sf) and shed (700 sf) of substantially the same purpose and capacity at the same location.

Section 15303 – New Construction or Conversion of Small Structures: The project includes construction of new storage building (250 sf) and shed (700 sf), replacing an unfinished accessory structure at the rear of the site.

Section 15304 – Minor Alterations to Land: The project includes new landscaping and minor trenching and backfilling where the surface is restored. There will be no extensive grading on site.

Section 15311 – Accessory Structures: The project includes the placement of an on-premise sign and flagpole that would be appurtenant to the District's facility.

Exceptions to the use of categorical exemptions are listed in §15300.2 of the CEQA Guidelines. The existence of the exception requires the project to go through the CEQA process regardless of the fact that the project otherwise meets the criteria of a categorical exemption. The location-based exceptions do not apply to the proposed project because the project would not result in potential impacts on an environmental resource of hazardous or critical concern. The cumulative impact exception does not apply to the proposed project because the project would not result in any significant impacts nor would it contribute considerably to a cumulatively significant impact. The unusual circumstances exception does not apply to the proposed project because the project would not have a significant effect due to unusual circumstances, or result in impacts to scenic or historical resources, which are not present.

Lead Agency

Contact Person: Whitney Berry, Planner II
Midpeninsula Regional Open Space District Telephone: (650) 691-1200

Attachments: Proposed Site Plan

Signature: 
Jane Mark, AICP, Planning Manager

Date: 7/20/2017

CONDITIONS OF APPROVAL
Conditional Use Permit (PLN2017-229)

Where approval by the Director of Community Development, City Engineer, Public Works Director, City Attorney or Fire Department is required, that review shall be for compliance with all applicable conditions of approval, adopted policies and guidelines, ordinances, laws and regulations and accepted engineering practices for the item under review. Additionally, the applicant is hereby notified that he/she is required to comply with all applicable Codes or Ordinances of the City of Campbell and the State of California that pertain to this development and are not herein specified.

COMMUNITY DEVELOPMENT DEPARTMENT

Planning Division

1. Approved Project: Approval is granted for a Conditional Use Permit (PLN2017-229) to allow the establishment of a public works maintenance facility and storage yard, including remodel of an existing industrial building, various site and landscaping improvements, and construction of a trash enclosure, storage sheds, and material bins, on property located at **240 Cristich Lane**.

The project shall substantially conform to the Revised Project Plans, consisting of architectural drawings prepared by Terry J. Martin and Associates and civil drawings prepared by Kier and Wright Civil Engineers and Surveyors, stamped as received by the Planning Division on August 18, 2017; and the Project Description and the Color/Material Sheet stamped as received by the Planning Division on July 11, 2017, except as modified by the required revisions specified by Condition of Approval No. 13 (Plan Revisions).

2. Permit Expiration: The Conditional Use Permit approved herein ("Approval") shall be valid for one (1) year from the effective date of Planning Commission action (expiring September 22, 2018). Within this one-year period, an application for building permit(s) must be submitted. Failure to meet this deadline or expiration of an issued building permit will result in the Approval being rendered void. Once established, this Approval shall be valid in perpetuity on the property, subjected to continued operation of the use. Abandonment, discontinuation, or ceasing of operations for a continuous period of twelve months shall void the Approval. If this Approval expires or is voided, operation of the property shall revert back to Site Approval 'S' 78-22.
3. Previous Conditions of Approval: Upon the effective date of this Approval, the previously approved Conditions of Approval provided by Site Approval 'S' 78-22 shall be void and shall permanently be superseded in their entirety by the Conditions of Approval specified herein, except as noted by Condition No. 2 (Permit Expiration).
4. Planning Final Required: Planning Division clearance is required prior to Building Permit final. Construction not in substantial compliance with the approved project plans shall not be approved without prior authorization of the Community Development Director.

5. Public Agency Use: Consistent with the definition of a "public works maintenance facility and storage yard," specified by Campbell Municipal Code Sec. 21.72.020.P (Definitions, "P"), use of the property pursuant to this Conditional Use Permit shall be limited to a "public agency" as defined by the California Government Code.
6. Soil Remediation: Should any previously unidentified soil contaminants be discovered during construction, remediation shall be performed under the supervision of the County of Santa Clara Voluntary Cleanup Program.
7. Gate Access: Gate access to Santa Clara Water District property (i.e., percolation ponds) shall only be permitted with written authorization by the District.
8. Signage: No signage is approved as part of this approval. New signage shall not be installed prior to approval of a sign permit. All signage shall be installed and maintained consistent with the provisions of the CMC Ch. 21.30 (Signs).
9. Building Colors: Any change to the color of the primary service building shall require submittal of a revised color/material sheet, which shall be reviewed and approved by the Community Development Director.
10. Water Efficient Landscape Ordinance: As a new construction project with a total project landscape area equal to or greater than 500 square feet, this project is subject to the 2015 California Model Water Efficient Landscape Ordinance (MWELo). This document is available at: <http://www.cityofcampbell.com/DocumentCenter/View/176> or on the Planning Division's Zoning and Land Use webpage through www.cityofcampbell.com. The building permit application submittal shall include Planting and Irrigation Plans that demonstrate compliance with the applicable requirements and include the following:
 - a. A Landscape Documentation Package prepared by a licensed landscape architect demonstrating compliance with the full MWELo requirements. Note that a Certificate of Completion will be required prior to permit final.
 - b. A completed Water Efficient Landscape Worksheet (Appendix B of MWELo) within the plan set and provide a separate 8.5 x 11 hard copy or a pdf via email to the project planner.
 - c. A completed Landscape Information Form.
 - d. A note on the Cover Sheet in minimum 1/2" high lettering stating "Planning Final Required. The new landscaping indicated on the plans must be installed prior to final inspection."

Selection of landscaping shall comply with the provisions of CMC Ch. 21.26 (Landscaping Requirements) as well as with applicable requirements specified in the Santa Clara Valley Water Resources Protection Collaborative *Guidelines and Standards for Land Use Near Streams*. Additionally, plantings within the stormwater treatment areas shall be consistent with Appendix D of the C.3 Stormwater Handbook published by the Santa Clara Valley Urban Pollution Prevention Program.

11. Location of Mechanical Equipment: No roof-mounted mechanical equipment (i.e. air conditioning units, ventilation ducts or vents), shall be added to the existing buildings without providing screening of the mechanical equipment from public view and surrounding properties. The screening material and method shall be architecturally compatible with the building and requires review and approval by the Community Development Director and Building Division prior to installation of such screening.
12. On-Site Lighting: On-site lighting shall be shielded away from adjacent properties and directed on site. The design and type of lighting fixtures and lighting intensity of any proposed exterior lighting for the project shall be reviewed and approved by the Community Development Director for compliance with the Campbell Lighting Design Standards (CMC Sec. 21.18.090) as demonstrated by a photometric plan to be included within the construction plans submitted for a building permit.
13. Plan Revisions: The construction and on-site improvements plans submitted for building and grading permits shall incorporate the following revision(s):
- a. The landscaping drawings shall incorporate all necessary revisions that may be required by Condition of Approval No. 10 (Water Efficient Landscape Ordinance).
 - b. A photometric plan, as required by Condition of Approval No. 12 (On-site Lighting) shall be included within the construction drawings.
 - c. The on-site grading plans shall be revised to comply with the required revisions specified by Condition of Approval No. 29 (Sheet C.2 (8/14/2017)).
 - d. The on-site utility plans shall clearly indicate proposed locations for PG&E utility transformers boxes and San Jose Water Company back-flow preventers, for review approval by the Community Development Director.
 - e. Any new rooftop mechanical equipment shall be clearly identified on appropriate architectural and mechanical sheets, as required by Condition of Approval No. 11 (Location of Mechanical Equipment).
 - f. The construction drawings shall include appropriate notes and details to demonstrate compliance with the relevant requirements of the Condition of Approval No. 14 (Operational Standards), including, but not limited to, installation and operational details for the required security camera system.
 - g. The adopted Planning Commission Resolution, including these Conditions of Approval, shall be included in full behind the coversheet of the construction drawings.

Compliance with these requirement(s) and plan revision(s) shall be subject to the satisfaction of the Director of Community Development.

14. Operational Standards: Consistent with the Approved Project Plans and Project Description, any public works maintenance facility and storage yard operating pursuant to the Conditional Use Permit approved herein shall conform to the following operational standards. Significant deviations from these standards (as determined by

the Community Development Director) shall require approval of a Modification to the Conditional Use Permit.

- a. **Approved Use:** The approved use is a "public works maintenance facility and storage yard" as defined by the Campbell Municipal Code and limited by the operational standards listed herein. Any activity inconsistent with this approved land use is prohibited.
- b. **Hours of Operation:** Hours of operation shall be restricted to 6:00 AM to 11:00 PM, daily, exclusive of emergencies and the customary and reasonable use of the facility for administrative activity.
- c. **Parking Management:** In the event that a verifiable complaint is received by the City regarding parking, the Community Development Director may require preparation of a parking management plan.
- d. **Noise:** Noise generated by the maintenance facility and storage yard shall not be disruptive to the operation of nearby businesses or to public's reasonable use of Edith Morley Park. In the event repeated complaints are received by the City regarding such noise, the Community Development Director may require preparation of an acoustic analysis and implementation of noise attenuation measures that may be recommended therein, including but not limited to the construction of a sound wall and restriction of the duration and/or operational hours of noise-generating activities. If such measures fail to adequately address noise complaints, the Community Development Director may initiate revocation proceedings pursuant to Condition of Approval No. 15 (Revocation of Permit).
- e. **Vibration:** Ground vibration generated by machinery or vehicles shall be subject to the limitations specified by CMC Sec. 21.16.090 (Vibrations).
- f. **Odor:** Generation of odorous emissions shall be subject to the limitations specified by CMC Sec. 21.16.080 (Odor).
- g. **Air Quality:** Generation of airborne contaminants and pollution shall be subject to the limitations specified by CMC Sec. 21.16.040 (Air quality).
- h. **Water Pollution:** No liquids of any kind shall be discharged into a public or private sewage or drainage system, watercourse, body of water, or into the ground, except in compliance with applicable regulations of the California Regional Water Quality Control Board as specified by CMC Sec. 21.16.100 (Water Pollution).
- i. **Hazardous Materials:** The use and storage of hazardous materials shall comply with all applicable State and Federal laws and the standards provided in CMC Sec. 21.18.080 (Hazardous materials).
- j. **Materials Storage:** Material storage shall not exceed the height of existing or future perimeter fencing.
- k. **Smoking:** "No Smoking" signs shall be posted on the premises in compliance with CMC Sec. 6.11.060.

- i. **Security Cameras:** The premises shall be monitored by a new high-definition security camera system. Surveillance video shall be retained for a period of time as recommended by the Campbell Police Department and be made available to the City upon request.
 - m. **Fences/Walls:** All existing and/or proposed fencing shall comply with CMC 21.18.060 (Fences, walls, lattice and screens) and Sec. 21.18.120.C (Outdoor storage and work yards). If the existing slatted chain-link fence is vandalized with graffiti the affected slats shall be replaced with new slats.
 - n. **Trash Disposal and Clean-Up:** Except for pickup by the waste hauler, all trash disposal, normal clean-up, carpet cleaning, window cleaning, sidewalk sweeping, etc. shall occur during the approved Hours of Operation. Refuse and recycling receptacles shall be kept within the enclosure except during collection in compliance with CMC Ch. 6.04 (Garbage and Rubbish Disposal).
 - o. **Deliveries:** All deliveries shall occur during the approved Hours of Operation.
 - p. **Property Maintenance:** The property owner shall maintain the property free from graffiti, trash, and rubbish in compliance with CMC Sec. 21.16.110 (Site maintenance).
 - q. **Landscape Maintenance:** All landscaped areas shall be continuously maintained in accordance with CMC Sec. 21.26 (Landscaping Requirements). Landscaped areas shall be irrigated so as to maintain healthy plants. Landscaped areas shall be kept free of weeds, trash, and litter. Dead or unhealthy plants shall be replaced with healthy plants of the same or similar type.
 - r. **Parking and Driveways:** All parking and driveway areas shall be maintained in compliance with the standards provided in CMC Ch. 21.28 (Parking and Loading). Parking spaces shall be free of debris or other obstructions.
15. **Revocation of Permit:** Operation of the public works maintenance facility and storage yard pursuant to the Conditional Use Permit approved herein is subject to Sections 21.68.020, 21.68.030 and 21.68.040 of the Campbell Municipal Code authorizing the appropriate decision making body to modify or revoke a land use permit if it is determined that the use has become a nuisance to the City's public health, safety or welfare or for violation of the Conditional Use Permit or any standards, codes, or ordinances of the City of Campbell. The public agency shall be obligated to cover the actual cost of all staff time associated with revocation proceedings. This obligated may be enforced by the City as permitted by law.

At the discretion of the Community Development Director, if the establishment generates three (3) verifiable complaints related to violations of conditions of approval, including noise and hours operation within a one (1) year period, a public hearing before the Planning Commission may be scheduled to consider modifying conditions of approval or revoking the Conditional Use Permit. The Community Development Director may commence proceedings for the revocation of the Conditional Use permit upon the occurrence of less than three (3) complaints if the Community Development

Director determines that the alleged violation warrants such an action. In exercising this authority, the decision making body may consider the following factors, among others:

- a. The number and types of Police Department calls for service at or near the establishment that are reasonably determined to be a direct result of the business;
- b. The number of complaints received from residents, business owners and other citizens concerning the operation of an establishment; and
- c. Observed violations of conditions of approval.

Building Division

16. Construction Activities: The applicant shall abide by the following requirements during construction:

- a. The project site shall be posted with the name and contact number of the lead contractor in a location visible from the public street prior to the issuance of building permits.
- b. Construction activities shall be limited to weekdays between 8:00 a.m. and 5:00 p.m. and Saturdays between 9:00 a.m. and 4:00 p.m. No construction shall take place on Sundays or holidays unless an exception is granted by the Building Official.
- c. All construction equipment with internal combustion engines used on the project site shall be properly muffled and maintained in good working condition.
- d. Unnecessary idling of internal combustion engines shall be strictly prohibited.
- e. All stationary noise-generating construction equipment, such as air compressors and portable power generators, shall be located as far as possible from noise-sensitive receptors such as existing residences and businesses.
- f. Use standard dust and erosion control measures that comply with the adopted Best Management Practices for the City of Campbell.

17. Permits Required: A building permit application shall be required for the proposed Alterations to the (e) maintenance structure. The building permit shall include Electrical/Plumbing/Mechanical fees when such work is part of the permit.

18. Size of Plans: The minimum size of construction plans submitted for building permits shall be 24 in. X 36 in.

19. Plan Preparation: This project requires plans prepared under the direction and oversight of a California licensed Engineer or Architect. Plans submitted for building permits shall be “wet stamped” and signed by the qualifying professional person.

20. Site Plan: Application for building permit shall include a competent site plan that identifies property and proposed structures with dimensions and elevations as appropriate. Site plan shall also include site drainage details. Site address and parcel

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numbers shall also be clearly called out. Site parking and path of travel to public sidewalks shall be detailed.

21. Title 24 Energy Compliance: California Title 24 Energy Standards Compliance forms shall be blue-lined on the construction plans. Compliance with the Standards shall be demonstrated for conditioning of the building envelope and lighting of the building.
22. Special Inspections: When a special inspection is required by C.B.C. Chapter 17, the architect or engineer of record shall prepare an inspection program that shall be submitted to the Building Official for approval prior to issuance of the building permits, in accordance with C.B.C Chapter 1, Section 106. Please obtain City of Campbell, Special Inspection forms from the Building Inspection Division Counter.
23. Non-Point Source: The City of Campbell, standard Santa Clara Valley Non-point Source Pollution Control Program specification sheet shall be part of plan submittal. The specification sheet (size 24" X 36") is available at the Building Division service counter.
24. Title 24 Accessibility – Commercial: On site general path of travel shall comply with the latest California Title 24 Accessibility Standards. Work shall include but not be limited to accessibility to building entrances from parking facilities and sidewalks.
25. Title 24 Accessibility – New Commercial: On site general path of travel shall comply with the latest California Title 24 Accessibility Standards. Work shall include but not be limited to accessibility to building entrances from parking facilities and public sidewalks.
26. Approvals Required: The project requires the following agency approval prior to issuance of the building permit:
 - a. West Valley Sanitation District
 - b. Santa Clara County Fire Department
 - d. Santa Clara County Department of Environmental Health
27. P.G.& E.: Applicant is advised to contact Pacific Gas and Electric Company as early as possible in the approval process. Service installations, changes and/or relocations may require substantial scheduling time and can cause significant delays in the approval process. Applicant should also consult with P.G. and E. concerning utility easements, distribution pole locations and required conductor clearances.
28. Storm Water Requirements: Storm water run-off from impervious surface created by this permitted project shall be directed to vegetated areas on the project parcel. Storm water shall not drain onto neighboring parcels.

PUBLIC WORKS DEPARTMENT

29. Sheet C.2 (8/14/2017): The conceptual grading plans showing the use of a biotreatment pond to capture the drainage management area of portions of the existing driveway in lieu of treating the new impervious area is acceptable. However, during the construction design, the applicant will be required to demonstrate that the existing

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Drainage Management Area (DMA 01) will all flow to the pond without having to re-grade the treatment area (that includes the (E) AC paving of the driveway).

- The overflow from the biotreatment pond into the existing street valley gutter will not be an acceptable design; this will need to be addressed during the construction design stage. The overflow will need to be connected to the storm drain system.
- The biotreatment pond is located in the future public right-of-way, in the event this portion of Cristich Lane becomes a public street, the applicant will be required to relocate the biotreatment outside of the public right-of-way.
- The location of the project is known to have good soils for infiltration. The City recommends getting a geotechnical report to determine if infiltration can be a better approach to the site design.

30. Construction Drawings: The applicant shall submit the required Street Improvement Plans, and Grading and Drainage Plans directly to the Public Works Department prior to, or concurrent with the Building permit application. Said application shall include the following:

- a. Response Letter: Upon submittal of the required plans, the applicant shall provide an itemized response letter verifying that all the Public Works Conditions of Approval have been met or addressed.
- b. Submittal Requirements: The checklist for the various plans required for submittal can be found on the City's Website at City Services►Public Works►Engineering►Land Development►Documents, (or use this link: <http://www.cityofcampbell.com/206/Documents>). See instructions on:
 - i. Checklist for Grading and Drainage
 - ii. Street Dedication Requirements (for Irrevocable Offer)

31. Preliminary Title Report: Prior to issuance of any grading or building permits for the site, the applicant shall provide a current (within the past 3 months) Preliminary Title Report.

32. Irrevocable Offer of Dedication for Public Street Purposes: Prior to issuance of any grading or building permits for the site, the applicant shall make an irrevocable offer of dedication in fee for additional right-of-way for public street purposes along the Cristich Lane frontage to accommodate a 30 foot half street width. The applicant shall cause all documents to be prepared by a registered civil engineer/land surveyor, as necessary, for the City's review and recordation.

33. Irrevocable Offer of a Public Service Easement: Prior to issuance of any grading or building permits for the site, the applicant shall make an irrevocable offer of five foot public service easement and sidewalk easement on private property contiguous with the Cristich Lane frontage, unless otherwise approved by the City Engineer. The

applicant shall cause all documents to be prepared by a registered civil engineer/land surveyor, as necessary, for the City's review and recordation.

34. Deferred Street Improvement Agreement: Prior to issuance of any grading or building permits for the site, the owner shall execute a deferred street improvement agreement for construction of standard street improvements. Unless otherwise approved by the City Engineer these improvements shall include, but are not limited to, removal and replacement of street pavement structural section to centerline, relocation of utility poles and facilities as required, installation of curb, gutter, sidewalk, ADA compliant driveways, street trees, street lights, necessary drainage facilities, necessary conforms to existing improvements, and relocation of the biotreatment area.
35. Drainage System: Prior to occupancy clearance, the applicant shall refurbish, remodel, and reconstruct the on-site drainage system, as necessary, to demonstrate that the facilities are functioning normally in accordance with the requirements of the City. Note, however, the drainage pattern must remain the same. Changes to the drainage pattern and/or relocation of storm drain inlets will result in the treatment of runoff from the surface parking lot and is subject to the C.3 Stormwater Requirements.
36. Storm Drain Area Fee: Prior to issuance of any grading or building permits for the site, the applicant shall pay the required Storm Drain Area fee, currently set at \$2,650.00 per net acre, which is \$2,072.00.
37. Santa Clara Valley Water District (SCVWD): Prior to issuance of any permits for grading, landscaping, or building, the applicant shall obtain a clearance from the SCVWD.
38. Storm Water Information: On the preliminary grading/utility plans, show the amount, in square footage, of:
 - a. Existing impervious area.
 - b. Proposed impervious area.
 - c. Proposed pervious area.
39. Trash Capture – Install trash capture inserts (KriStar FloGard or approved equal) in all on-site storm drain catchbasins.
40. Plan Lines: Prior to issuance of any grading or building permits for the site, the applicant shall provide a plan layout showing the correct distance from the private street centerline to the property line, dimensions of sidewalk and other relevant information in the public right of way, show proposed irrevocable offer of dedication.
41. Utilities: All on-site utilities shall be installed underground per Section 21.18.140 of the Campbell Municipal Code for any new or remodeled buildings or additions. Applicant shall comply with all plan submittals, permitting, and fee requirements of the serving utility companies.
42. Water Meter(s) and Sewer Cleanout(s): Proposed water meter(s) and sewer cleanout(s) shall be relocated or installed on private property.

43. Utility Coordination Plan: Prior to issuance of building permits for the site, the applicant shall submit a utility coordination plan and schedule for approval by the City Engineer for installation and/or abandonment of all utilities. The plan shall clearly show the location and size of all existing utilities and the associated main lines; indicate which utilities and services are to remain; which utilities and services are to be abandoned, and where new utilities and services will be installed. Joint trenches for new utilities shall be used whenever possible.
44. Utility Encroachment Permit: Separate encroachment permits for the installation of utilities to serve the development will be required (including water, sewer, gas, electric, etc.). Applicant shall apply for and pay all necessary fees for utility permits for sanitary sewer, gas, water, electric and all other utility work.
45. Additional Street Improvements: Should it be discovered after the approval process that new utility main lines, extra utility work or other work is required to service the development, and should those facilities or other work affect any public improvements, the City may add conditions to the development/project/permit, at the discretion of the City Engineer, to restore pavement or other public improvements to the satisfaction of the City.
46. Stormwater Pollution Prevention Measures: Prior to issuance of any grading or building permits, the applicant shall comply with the National Pollution Discharge Elimination System (NPDES) permit requirements, Santa Clara Valley Water District requirements, and the Campbell Municipal Code regarding stormwater pollution prevention. Specifically the project must include source control, site design and treatment measures to achieve compliance with Provision C.3. of the NPDES Permit. Measures may include, but are not limited to, minimization of impervious surface area, vegetated swales, infiltration areas, and treatment devices. The primary objectives are to improve the quality and reduce the quantity of stormwater runoff to the bay.

Resources to achieve these objectives include *Stormwater Best Management Practices Handbook for New Development and Redevelopment* ("CA BMP Handbook") by the California Stormwater Quality Association (CASQA), 2003; *Start at the Source: A Design Guidance Manual for Stormwater Quality Protection* ("Start at the Source") by the Bay Area Stormwater Management Agencies Association (BASMAA), 1999; and *Using Site Design Techniques to Meet Development Standards for Stormwater Quality: A Companion Document to Start at the Source* ("Using Site Design Techniques") by BASMAA, 2003.

Upon submission of the preliminary site/grading plans, the applicant shall calculate and submit to the City the amount of impervious surface created by the development including the types of stormwater controls to be used. The applicant shall submit preliminary sizing and design showing stormwater controls meet the City's requirements.

Prior to issuance of any grading or building permits:

- a. The applicant's designer or engineer shall submit the required certification indicating that sizing, selection, and design of treatment BMP's for the project site has been completed to meet the requirements of the City of Campbell's NPDES permit, No. 01-119, Provision C.3.
- b. The applicant shall sign the "Covenants for the Operation and Maintenance of Stormwater Facilities" and submit a Stormwater Management Plan.

Prior to occupancy:

- a. A qualified BMP certifier is required to inspect the stormwater management facilities, submit a complete set of as-built drawings to Public Works Engineering, and certify on these drawings that:
 1. The stormwater management facilities were constructed in compliance with the approved plans.
 2. The as-built drawings show all pertinent constructed dimensions, elevations, shapes, and materials.
 3. All variations in construction from the approved design plan have been identified, including omissions to and additions from the approved plan.
 4. Any changes are in conformance with local, state, or federal regulations.

47. Trash Enclosure Requirements:

- a) NPDES Permit No. CAS612008 (CRWQCB): C.3.a.i. (7):

For all new development and redevelopment projects that are subject to the Permittee's planning, building, development, or other comparable review, but not regulated by Provision C.3, encourage the inclusion of adequate source control measures to limit pollutant generation, discharge, and runoff. These source control measures should include:

 - i. Covered trash, food waste, and compactor enclosures.
- b) Campbell Municipal Code 14.02.030 "Stormwater Pollution Control / Requirements". The code states that no pollutants or water containing pollutants can be discharged into the City's storm drain system. Trash enclosures contain pollutants. During a rain event (or during general cleaning) water washes over and into roofless enclosures, collecting pollutants and discharging to the City's storm drain system. Applicants are required to show how new trash enclosures will not discharge pollutants into the storm drain system. One possible method is to provide a sanitary drain in the trash enclosure.
- c) West Valley Sanitation District (WVSD) the local sanitary sewer agency's authority and standards: If a sanitary connection will be installed, WVSD requires a roof on the enclosure.

FIRE DISTRICT

48. Scope of Review: Review of this Developmental proposal is limited to acceptability of site access and water supply as they pertain to fire department operations, and shall not be construed as a substitute for formal plan review to determine compliance with adopted model codes. Prior to performing any work the applicant shall make application to, and receive from, the Building Department all applicable construction permits.
49. Fire Sprinklers: Fire Sprinklers Required per the currently adopted edition of the California Fire Code Sec. 903.2.9.1 #4. "A Group S-1 fire area used for the repair of commercial trucks or buses where the fire area exceeds 5,000 square feet (464m2)." A State of California licensed (C-16) Fire Protection Contractor shall submit plans, calculations, a completed permit application and appropriate fees to this department for review and approval prior to beginning their work. NOTE: The owner(s), occupant (s) and any contractor(s) or subcontractor(s) are responsible for consulting with the water purveyor of record in order to determine if any modification or upgrade of the existing water service is required. *Noted on page A-1 of the current edition of the plans in the /PROJECT DATA/ section.*
50. Trash Enclosures: Covered trash enclosures shall have fire sprinkler protection per Section 304.3 of the currently adopted edition of the California Fire Code.
51. HazMat: A review by our HAZMAT Division may be required. Contact this office for further information.
52. Potable Water Supplies: Potable water supplies shall be protected from contamination caused by fire protection water supplies. It is the responsibility of the applicant and any contractors and subcontractors to contact the water purveyor supplying the site of such project, and to comply with the requirements of that purveyor. Such requirements shall be incorporated into the design of any water-based fire protection systems, and/ or fire suppression water supply systems or storage containers that may be physically connected in any manner to an appliance capable of causing contamination of the potable water supply of the purveyor of record. Final approval of the system(s) under consideration will not be granted by this office until compliance with the requirements of the water purveyor of record are documented by that purveyor as having been met by the applicant(s). 2016 CFC Sec. 903.3.5 and Health and Safety Code 13114.7
53. Construction Site Fire Safety: All construction sites must comply with applicable provisions of the CFC Chapter 33 and our Standard Detail and Specification SI-7. Provide appropriate notations on subsequent plan submittals, as appropriate to the project. CFC Ch. 33.
54. Address Identification: New and existing buildings shall have approved address numbers, building numbers or approved building identification placed in a position that is plainly legible and visible from the street or road fronting the property. These numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate

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emergency response. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall be a minimum of 4 inches (101.6 mm) high with a minimum stroke width of 0.5 inch (12.7 mm). Where access is by means of a private road and the building cannot be viewed from the public way, a monument, pole or other sign or means shall be used to identify the structure. Address numbers shall be maintained. CFC Sec. 505.1.

55. Limit of Review: This review shall not be construed to be an approval of a violation of the provisions of the California Fire Code or of other laws or regulations of the jurisdiction. A permit presuming to give authority to violate or cancel the provisions of the Fire Code or other such laws or regulations shall not be valid. Any addition to or alteration of approved construction documents shall be approved in advance. [CFC, Ch.1, 105.3.6]