CITY OF COVINA
DESIGN GUIDELINES

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PREPARED BY:

THE CITY OF COVINA

CITY COUNCIL
PLANNING COMMISSION
PLANNING DIVISION

$4.00

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I. INTRODUCTION

A. Background

Over the last one hundred and ten years, Covina has grown to its present population of over 47,000 people. During this time, the City has changed. It has seen many projects of fine quality and design; however, the City has also seen projects built of lesser quality design and construction characterized by strip commercial development, unattractive architecture, poor planning and a lack of landscaping.

Trends sweeping through the region point toward continued change associated with population growth and the redevelopment of older portions of communities. The effect of this change varies from one community to another. In some, the community is strengthened with new economic vitality, improved quality of life and improving appearance. In others, these improvements have not occurred and the image of the community has deteriorated leading to decreased property maintenance and economic and social decline.

The quality of building design and site planning has a profound effect on the economic and spiritual health of a community and the well being of its inhabitants. Attractive design, quality construction, and good land use planning strengthen the image, economy, character and stability of a community while unattractive design and poor planning adversely affects its image and the welfare of its residents.

It is with this in mind that the Planning Commission and City Council have expended considerable efforts in the preparation of these guidelines. These guidelines are intended to improve the quality of life for Covina's citizens by establishing clear direction for improved development of the community.

B. Goals and Objectives

To establish clear and consistent guidelines for the quality, design and materials of new development in all sections of the City.

To enhance the quality of life for residents of the community through well designed architecture, good planning, quality construction, the provision of adequate landscaping and the beautification of the street scene.

To implement the goals of the General Plan and the Municipal Code.

To vigorously apply these standards to all types of development throughout the community.

To assure the long-term maintenance of the improvements that are built and developed pursuant to these standards.

C. Implementation

These qualifications apply to all development except where specifically noted otherwise. This includes new construction, building expansions, block walls and fencing, exterior building remodeling, new or relocated signs and the development or expansion of parking areas. The guidelines do not apply to the retroactive issuance of building permits for residential construction

that was completed before October 3, 1988. The standards are intended to supplement and do not replace or supersede the Covina Municipal Code, the General Plan, the zoning ordinance, redevelopment standards or regulations found elsewhere. Over time, it is intended that more detailed guidelines and specific plans will be adopted to supplement or supersede these regulations for certain districts such as the downtown area.

These standards will be implemented by City staff, the Planning Commission and the City Council through the development review process and the issuance of building permits. Primary focus will be on the use of these standards as the basis for the design component of the site plan review process which is described in detail in Chapter 17.64 of the Covina Municipal Code. The process consists of pre-application conference, plan submittal, review by City departments and a decision by staff or the Planning Commission. Their decisions may be appealed to the Planning Commission and City Council, respectively.

These standards are intended to provide a common thread linking the various portions of the community with quality design and construction. They are not intended to create a single architectural style or to stifle individual creativity and expression. At times, alternate design elements not considered in these standards may be acceptable when they result in superior design solutions to the problems addressed by this manual. Staff may approve minor modifications to these standards that are consistent with the intent of these guidelines. Major exceptions shall require approval by the Planning Commission or City Council.

II. ARCHITECTURE

A. Style

1. Building design shall be compatible with existing development in terms of character, style, materials, form, and mass. For example, apartment buildings located in areas with a significant proportion of single family residences should reflect a similar street front image as that of the nearby residences. However, where a project is located in an area that is in a state of decline or formerly declined but undergoing renovation or redevelopment, then new development shall be designed to establish and improve the aesthetic quality and character of the area.

2. Buildings shall reflect a sense of balance and proportion in both exterior form and the placement of internal elements such as windows, doors and other architectural elements.

3. Buildings located in border areas between differing zone districts or land uses shall be designed to provide a stylistic transition between uses. For example, the architectural treatment of commercial building exteriors located near residences should project a residential character.

4. Building additions and accessory structures shall match the primary building in terms of architecture, style, exterior wall treatment, trim elements, roof slope and building materials.

5. Building design should reflect long-term or traditional architectural values and avoid fads and short-lived trends.

6. Windows, doors, wall vents, stairways and other architectural features shall be highlighted and treated in a decorative manner to break up monotony and add variety. For example, plain aluminum frame windows should be avoided and multi-paned, octagonal, bay, greenhouse, circular or other decorative styles should be used in their place. Older buildings that predate 1941 should use windows, doors and other features of a style that is consistent with the original architecture.

7. The architectural treatment of buildings shall extend on all of its publicly visible sides. For example, a mansard roof treatment on the front of a commercial building should wrap around its sides and visually tie into roof elements on the rear of the building.

8. All roof and wall mounted utility and mechanical equipment including gas, meters, air conditioning equipment, solar collectors and antennas shall be screened as an integral part of the building design and should not look like an afterthought. For example, electric meters should be enclosed in a cabinet, which matches the buildings' exterior. The screen shall use solid durable materials that are attractive and match the style of the building. However, minor features such as vents under twelve inches in height need only be painted to match the roof materials.

9. Ground mounted utility and mechanical equipment shall be screened from public view with materials such as fencing, building walls or landscaping that compliments the main building.

10. Excessive variety or the use of too many over-powering design elements such as bell towers should be avoided.

11. Parapet walls, mansard roofs and other flat roof designs should not be used for residential structures.

12. The design of the roof element of residential and one- or two-story commercial buildings should be treated with equal importance as other components of a design.

13. The first floor of a building adjacent to public right-of-way shall be treated with design elements which orient toward and provide visual interest for pedestrians.

14. Building design and layout shall promote personal security through the use of elements such as wrought iron fences and gates, block walls, cross visibility, etc.

15. Building design shall reflect a durable permanent character. Modular, mobile and pre-fabricated structures intended for long term use shall be permitted only when placed on a permanent foundation and made to comply with all standards of these guidelines and the Covina Municipal Code.

16. Handicapped accessibility/adaptability requirements shall be applied to all applications for the construction of buildings, facilities and other types of development as provided by Title 24, California Administrative Code and the Americans with Disabilities Act.

B. Materials

1. Building materials should be selected for their architectural harmony, aesthetic quality, durability and ease of maintenance. They should convey attractive appearance, solid image, lasting value and quality.

2. On new construction and major renovations, a variety of harmonious materials should be used to avoid monotony. The use of wood siding on large wall areas is discouraged due to staining and premature weathering resulting from sun and water exposure.

3. The materials used on building additions should match the materials used on the remainder of the building(s).

4. The following materials are acceptable:

Walls	Stucco Solid Brick or Stone Decorative Tilt-up Concrete or Concrete (commercial & industrial only) Block (commercial & industrial only) Glass (commercial & industrial only) Natural Stone, i.e., marble (commercial & industrial only) Vinyl Siding designed to simulate the grain and pattern of natural grain wood boards (existing wood sided houses only) "Masonite" type siding designed to simulate the grain and pattern of natural grain wood boards (existing residential only)
Roofs	Ceramic, Clay, or Concrete Tile (or optional 40-year Laminated Dimensional Composition Shingles with formed ridge and hip pieces for residential application) Three-Tab Composition Asphalt 20-year Shingles or similar material (repairs & additions totaling less than 50% of roof area) Composition, 25-Year Laminated Dimensional Shingles with formed ridge and hip pieces a. Residential re-roofing in specifically designated "Tile Neighborhood Areas" would be required to utilize tile, clay or 40-Year Laminated Shingle roof material b. Existing non-residential roofs where the prior roof is visible from public right-of-way views and already utilizes asphaltic composition material Rock Roofing (replacement roofing for existing residential rock roofs)

Generally Fire Treated Wood Shake are limited to replacement roofs and room additions totaling less than 25% of original area (for specific requirements, refer to adopted City Uniform Building Code regulations addressing fire retardant construction)

Ornamental Metal Panels of Copper or Bronze or Similar Material (commercial & industrial only)

Hot Mop Tar and Felt or equivalent (commercial & industrial where not visible and residential where existing or not visible from public right-of-way views)

Formed Overglazed Stone Coated Corrosive Resistant or Treated Metal Material Coated on all sides with a Moisture Impervious Material which simulates Clay Tile or Concrete Tile in color and appearance. Should be at least a 26 Gauge (26 AWG) Thickness Metal

Synthetic shake or synthetic tile roof material having the appearance, color and texture of wood shake, clay tile or concrete tile, subject to the Approval of the Chief Planning Official.

Solar electric panels, roof tiles that contain PV cells or other similar solar or renewable energy roof mounted systems, subject to the Approval of the Chief Planning Official.

Where more than 50% of the roof area of a building is reroofed, then all roof material on the building shall be brought into compliance with these guidelines.

Where a property has more than one building and more than 50% of the total roof area on the property is being reroofed, then all roof material on all buildings within public right-of-way views shall be brought into compliance with these guidelines.

Trim

Natural Grain Wood and Timbers

Brick

Masonry Veneer

Natural Stone

Decorative Canvas or Aluminum Window Awnings

Vinyl Siding designed to simulate the grain and pattern of natural grain wood boards (existing wood sided houses only)

"Masonite" type siding designed to simulate the grain and pattern of natural grain wood boards (existing residential only)

Fences	Decorative Block or Masonry Plain Concrete Block (where not visible from public right-of-way) Sheet Metal (industrial only) Wrought Iron Wood (single family residential where not fronting the street) Plain Block with Stucco Coat Chain Link (Agricultural and Estate zones where not visible from the public right-of-way or Industrial zones). Barbed Wire (Industrial zones where not visible from the public right-of-way or agricultural areas where necessary to contain animals.
Retaining Walls	Decorative Block Plain Block with Stucco Coat Plain Block (when not visible to the public)
Patios	Wood Metal (formed and coated to have the appearance, dimensions and pattern of natural grain wood timbers)

5. The following materials may be accepted where the City Planner or Planning Commission specifically finds that their use is necessary to match existing architecture and will not impede the implementation of the goals of these guidelines.

Walls	Metal Wood (except as provided)
Roofs	Composition Asphalt Shingles (except as provided) Other Ornamental Metal
Trim	Aluminum and Steel Imitation Rock Veneer
Fences	Wood and Plain Block (other than permitted above) Barbed Wire (commercial where not visible to public)

6. The following materials are generally not acceptable and can only be approved by the Planning Commission:

Walls	Non-natural Grain Wood including but not limited to Plywood, T-1-11, Particle Board, or Fiber Board
Roofs	Foam Fabric Metal (except as otherwise provided)
Trim	Non-natural Grain Wood (except as provided) Electrical Lights (except during the Christmas season or otherwise allowed as an architectural highlight)

Fences	Sheet Metal (except in Industrial) Electrified Wire (except in agricultural applications) Barbed Wire (except as provided)
Residential Patios	Metal (except for metal used to simulate heavy wood timbers and members)

C. Colors

1. Wall colors should be white, off-white, light earth colors or similar light muted tones.

2. Pure, primary, secondary and other bright colors such as red, yellow, blue and purple should be used principally for trim and not cover more than ten (10) percent of an exterior building area.

3. Color selections should be compatible with surrounding development and consistent with any area or specific plans which may be adopted.

4. Visible roofs should be of earth-tone colors, such as brown, gray, reddish brown and burnt sienna. Pure primary colors, such as white, green, black and blue should be avoided.

5. Exposed bricks, roofing tile and masonry should be brown, burnt sienna, rust, Grey or similar muted earth tones. Blue shades should be avoided.

6. Colored light strips, incandescent bulbs or neon strips shall not be used for architectural highlighting except for restaurant, theaters and other entertainment uses. Where allowed, the lights shall not dominate the building façade. Indirect white ground lighting may be used to light a structure or its surrounding site.

7. Architectural features and trim elements such as garage doors, stairways and attic vents shall be painted in colors that are compatible to the remainder of the structure. They shall not be left as bare metal.

III. FORM

A. The form and mass of any structure shall be compatible with surrounding development.

B. Building design shall avoid large monotonous facades, long straight line building fronts, plain box shapes and barren exterior treatment.

C. Building mass should be reduced by varying building setback and height. Unbroken wall plains (external walls without projections, doors, trellises or other architectural features should not exceed 400 square feet in commercial, 600 square feet in industrial or 200 square feet in residential structures.

D. The length of any publicly visible straight wall or facade shall not exceed 120 feet in commercial or industrial structures, 35 feet in multiple residential structures, or 45 feet in single family residential structures.

E. Residential rooflines in excess of 40 feet shall be broken up through the use of gables, dormers, plant-ons, cutouts or other appropriate means.

F. Residential structures with over eight dwelling units shall be broken into smaller structures.

G. Features such as balconies, trellises, overhangs and covered patios should be used to add contrast and shadow to building form.

H. The front setback for the second story of multiple family residential buildings shall be at least 40 feet.

I. Open residential balconies and patios shall not be visible to the public. All such balconies and patios shall be enclosed by a solid wall or rail with a minimum height of 48 inches so as to screen items being stored on the balcony or patio.

J. Residential carports and garages that are placed within five (5) feet of a side property line shall only be located in the rear one third of a lot. On a corner lot, the carport must be screened from the street with a 5' - 6' high decorative masonry wall.

IV. SITE DESIGN

A. Setback

1. Building setback shall be compatible with surrounding development and appropriate to the scale and location of a building. In no case should it be less than the setback called out under the zoning ordinance. For example, multiple story buildings should have a greater setback than single story buildings.

2. In general, commercial and industrial buildings shall be set back at least ten (10) to twenty (20) feet from adjacent streets. Commercial parking shall be set back at least ten (10) feet from streets and five (5) feet from adjacent alleys. Commercial structures located in areas where a setback has not been provided on abutting properties, such as the downtown, should match adjacent buildings and merely comply with the setbacks provided in the zoning ordinance and redevelopment plans.

3. A minimum ten (10) foot to twenty- (20) foot landscaped setback shall be provided where any commercial or industrial use is adjacent to any residential zone district.

B. Layout

1. The orientation of buildings and activities on a site should be compatible with the layout of existing development activities on adjacent property.

2. Every effort should be made to preserve important site features such as mature trees, topography and historical or period architecture.

3. All trash, loading and service areas shall be screened from public view and from view on any residential properties.

4. The following features shall be incorporated into the layout of all multiple family development:

   a. Fifty (50) percent of required open space shall be provided at grade.

   b. At least forty (40) percent of the required open space shall be provided in areas outside of the required sideyard.

   c. Recreational amenities shall be provided on all projects of more than four (4) units. The amenities shall include at least one (1) of the following: spa, 250 square foot recreation room, 1,000 square foot children's play area with equipment, barbecue and picnic table, tennis court, sauna or the equivalent.

   d. Laundry equipment hook-ups or common facilities including washer and dryer shall be available to all dwelling units.

   e. No window on a multiple family unit shall be closer than twelve (12) feet from a window on another dwelling unit. When located on a different building they shall be laterally offset at least five (5) feet to reduce noise and increase privacy.

5. Site layout should provide handicapped access throughout the site. Handicapped access is required pursuant to the Americans With Disabilities Act, the Uniform Building Code and State of California requirements. The orientation of buildings and activities on a site should be accomplished in such a manner that they become accessible to and usable by the physically disabled person.

6. Site layout should include adequate visibility and openness to provide security and a sense of defensible space.

7. Site layout shall incorporate best management practices to minimize storm water pollution.

C. Buffers

1. Buffers, including but not limited to, landscaping, earth berms and architecturally treated walls, shall be provided to reduce or eliminate all impacts which can be reasonably seen to have a potentially significant effect on adjacent uses of property.

2. Adequate acoustical buffering shall be provided through site orientation, buffer walls, and plantings and other measures to protect sensitive uses, such as residences, school buildings, and hospitals from noise resulting from new activities.

3. Lighting shall be situated to minimize or eliminate glare on any residential property or other sensitive use.

4 Masonry walls shall be provided on interior property lines of all multiple family development and between all commercial sites and residential property.

5. Adequate privacy and exterior private space shall be provided for each residential dwelling unit. Each dwelling should have at least 75 square feet of outdoor private space. Window, doorway, balcony and other elements of residences should be situated to maximize privacy in this open space. Solid fences or walls within a minimum height of four (4) feet shall be provided around all private open space. Each unit shall have immediate access to its private space.

D. Grading

1. Grading of hillside areas shall be minimized to preserve existing topography. Major grading should only be permitted when it enhances the physical appearance of the site and does not have a significant adverse impact on the natural environment or adjacent properties.

2. Grading should respect the natural terrain. For example, buildings should conform to the site rather than vice-versa.

3. A grading permit will not be issued for developments with disturbed areas of five (5) acres or more unless the applicant can show that a Notice of Intent (NOI) to comply with the State Construction Activity Storm Water Permit has been filed and a Storm Water Pollution Prevention Plan (SWPPP) has been prepared and approved by the City Engineer.

4. Properties should be graded to drain toward public streets rather than adjacent private properties.

5. Grading plans shall be designed to minimize the grade differentials at the property line between sites. Any grade differential of two and one-half (2-1/2) feet or more between or adjacent to residential property shall be reviewed by the Planning Commission.

V. LANDSCAPE ARCHITECTURE

A. Theme

1. Landscaping should create an attractive and pleasant living environment for the citizens of the community.

2. Landscaping shall be an integral part of the site design. It should fit the structure and be compatible with surrounding landscaping and neighboring structures.

3. Emphasis should be placed on extensive landscaping of areas adjacent to public rights-of-way. Landscaping should be used to highlight focal points and entries to the site and its buildings. It should be added to improve blighted areas and other areas without landscaping.

4. A variety of materials, textures, colors and forms should be used. This shall include trees, shrubs, ground cover, flowering plants, rocks, walls, textured surfaces, outdoor furniture, trellises and other elements.

5. Existing mature trees shall be preserved wherever feasible, especially those located within forty (40) feet of any public right-of-way or located within any existing or proposed parking lot. Trimming or cutting of oak trees must comply with Covina Tree Preservation Ordinance and may require a permit from the Planning Division.

6. Landscaping should be used to shelter buildings, parking lots and places from harsh climatic elements such as sun and wind, and to provide privacy and security to people and activities.

7. Landscape materials and irrigation systems shall be selected and designed for attractive long-term appearance, ease of maintenance and water conservation.

8. Landscape plans for sites larger than one (1) acre in size shall be prepared by a Landscape Architect.

9. For additional landscape and irrigation regulations, please refer to the City landscaping manual.

10. Landscape plans should incorporate best management plans to reduce storm water pollution.

B. Plants

1. Plants should be selected for their suitability to the climate in Covina. They should be smog tolerant and easily maintained.

2. Plant selection should complement the overall design theme, utilize differing plant and leaf textures, add color and variety and encourage water conservation.

3. All plantings shall be placed on a sprinkler, bubbler or drip irrigation system. Automatic control timers shall be provided in multiple-family residential, commercial and industrial developments.

4. A recommended plant list is available from the Covina Community Development Department, Planning Division.

5. All plant material shall conform to the current edition of "Horticultural Standards" for number one nursery stock as adopted by the American Association of Nurserymen.

C. Size and Location

1. Plants shall be of a size and species which will fit the area in which they are located.

2. At least one (1) tree shall be provided for each 500 square feet of landscaped area. At least forty (40) percent of all trees shall be 24" box size or larger, and at least an additional 12-1/2 percent shall be 48" size or larger. The Chief Planning Official may allow the substitution of two 36" box trees for each required 48" size tree. The remainder shall be at least fifteen (15) gallon size or larger. In no case shall less than one (1) 24" box tree (or larger) be provided for each 60 feet of street frontage (or fraction

thereof). The size of tree relative to the container size shall be in accordance with accepted industry standards.

3. All setbacks and open areas outside of enclosed private residential yards shall be landscaped so that 100% coverage with a combination of landscaped materials will be achieved within five (5) years of planting and 90% coverage will be achieved within one (1) year. In hillside areas it may be appropriate to retain the natural plant community.

4. Foundation plantings of trees and shrubs shall be used to add interest and break up the appearance of wall expanses.

5. Berms should be used to give landscaping a more expansive look when located adjacent to public right-of-way.

6. All landscaping improvements shall be installed prior to City's issuance of the certificate of occupancy unless adequate security is provided to assure its timely installation. Such security shall be to City approval.

D. Hardscape

1. Decorative paving material such as brick, exposed aggregate, stamped concrete and pavers shall be incorporated into walkway and patio design.

2. Lighting selected for outdoor use in multiple family, commercial and industrial applications shall be of a decorative nature fitting the style of the building.

3. Benches, fountains, tables, water receptacles, planters, low planter walls, outdoor furniture and other elements made of decorative materials matching the architectural style of a building should be incorporated into the landscape design.

4. Exterior lighting should be provided along walkways and in common open space areas according to the following standards:

a.	Illumination of doorways, steps and hiding places	5.0 foot candles
b.	Illumination of remainder walkways	0.5 foot candles
c.	Illumination of open parking areas and common open space	1.0 foot candle
d.	Illumination of public parking garages	3.0 foot candles

E. Water Conservation Features and Measures

1. Plants having similar water use shall be grouped together in distinct hydrozones.

2. Plants shall be selected based upon their adaptability to the climatic, geological, and topographical conditions of the site. Protection and preservation of native species and natural areas is encouraged. The planting of trees is encouraged wherever it is consistent with the other provisions of this ordinance. The city shall prepare a list of recommended planting materials. Alternative materials may be used when the overall landscape plan conforms with the intent of this chapter.

3. Fire prevention needs shall be addressed in areas that are fire prone.

4. Soil types and infiltration rate shall be considered when designing irrigation systems. All irrigation systems shall be designed to avoid runoff, low head drainage, overspray, or other similar conditions where water flows onto adjacent property, non-irrigated areas, walks, roadways, or structures. Proper irrigation equipment and schedules, including features such as repeat cycles, shall be used to closely match application rates to infiltration rates therefore minimizing runoff.

5. Special attention shall be given to avoid runoff on slopes and to avoid overspray in planting areas with a width less than ten feet, and in median strips.

6. Separate landscape water meters shall be installed for all projects except for single-family homes or any project with a landscaped area of less than 2,500 square feet.

7. Automatic control systems shall be required for all irrigation systems and must be able to accommodate all aspects of the design.

8. Plants which require different amounts of water shall be irrigated by separate valves. If one valve is used for a given area, only plants with similar water use shall be used in that area. Anti-drain (check) valves shall be installed in strategic points to minimize or prevent low-head drainage.

9. Irrigation heads and emitters shall have consistent application rates within each control valve circuit. Sprinkler heads shall be selected for proper area coverage, application rate, operating pressure, adjustment capability, and ease of maintenance.

10. Rain sensing override devices shall be required on all irrigation systems for landscape areas over 2,500 square feet in size.

11. It is highly recommended that soil moisture sensing devices be considered where appropriate. When installed, they shall be connected to and used in conjunction with the automatic irrigation controllers.

F. Maintenance

1. All landscaping improvements shall be permanently maintained.

2. Plants shall be maintained in a sound and health condition. Lawn areas, shrubs and trees shall be mowed and trimmed as frequently as necessary to maintain their condition and appear attractive.

3. Irrigation systems shall be maintained in a fully functional manner.

4. Plants which are removed or die shall be replaced with comparable plantings.

5. Hardscape improvements shall be maintained so as to retain their intended structural integrity, surface finish, quality and appearance.

G. Artificial Turf

1. "Artificial Turf" shall be defined as man-made synthetic material manufactured from polypropylene, polyethylene, or a blend of polypropylene and polyethylene fibers that simulate the appearance of live turf, organic turf, grass, sod, or lawn (see also paragraphs 13 and 14 below concerning required appurtenant components and installation procedures).

2. The use of indoor or outdoor plastic or nylon carpeting as a replacement for artificial turf or natural turf shall be prohibited.

3. Artificial turf shall be permitted within the front, street side, interior side, and rear yards plus inner courtyards and similar areas, as defined under the Covina Municipal Code (CMC), of all residential, commercial, industrial, institutional, and other properties.

4. Artificial turf shall not comprise more than sixty percent (60%) of the total landscaped area (i.e., the total area of all live landscape features and synthetic turf sections) within any publicly visible yard(s) (e.g., front yard and, if applicable, street side yard and rear yard areas) on an individual property or site. The total landscaped area shall not include any building footprint; accessory features such as permitted porches, patios, or decks; areas with concrete or asphalt materials and/or brick pavers or similar masonry units; nonporous areas other than those noted above; and combination masonry unit and grass areas.

5. The installation of artificial turf on slopes greater than four-point zero percent (4.0%) shall require the approval of the City Engineer and shall meet the applicable requirements of the Engineering Division.

6. Areas of living plant material (i.e., flowerbeds, ground cover beds, tree wells, etc.) shall be included within the overall landscape design scheme of any front yard and publicly-visible side yard and rear yard when installing artificial turf. Living plant material shall include shrubs, vines, trees, and/or flowering ground covers.

7. Artificial shrubs, flowers, trees, and vines in lieu of living plant material shall be prohibited.

8. Artificial turf shall be separated from areas of living plant material by a concrete mow strip, bender board, or other barrier acceptable to the City in order to prevent the intrusion of living plant material into the artificial turf.

9. Artificial turf shall have a minimum 8-year warranty against any fading, structural damage, or inferior workmanship.

10. Artificial turf shall be installed by a State-licensed contractor with expertise with synthetic turf and natural landscape products and shall be installed pursuant to the manufacturer's instructions and recommendations, including ground preparation and substrate requirements.

11. Prior to the installation of any artificial turf that would either be in an area greater than two-hundred and fifty (250) square feet or that would be located in a publicly visible

yard area, a synthetic turf permit application (which also includes all applicable City requirements) shall be submitted to the Planning Division for review and approval by the City Planner or his/her designee with a uniform fee (as established by the City Council by resolution). (Note: although a permit application is not required for the installation of artificial turf that would consist of two hundred and fifty (250) square feet in area or less and that would be installed in a non-publicly visible yard area, all other requirements noted herein shall still be applicable.)

12. In addition to the synthetic turf permit requirement addressed under paragraph 11 above, for properties in which landscape and irrigation plans either must be prepared, such as when new or significantly modified developments are proposed, or were previously prepared and are on file with the Planning Division, then either the artificial turf shall be included in the new plans or revised landscape and irrigation documents that reflect the synthetic grass and any changes in the live landscape material and the irrigation system shall be submitted. The new or updated landscape and irrigation plans shall further be subject to review by the Planning staff, in accordance with the applicable requirements of the City, and the revised landscape documents shall continue to meet all conditions of approval of the initial landscape-related plans and the appurtenant zoning entitlements (except where the conditions have been superseded by the details of the approved, updated plan documentation). The City staff will perform final property inspections on the sites where initial or revised landscape and irrigation plans have been submitted. Notwithstanding the above, the City Planner or his/her designee may waive the requirement for a revised landscape and irrigation plan in conjunction with the proposed installation of artificial turf if he or she determines it to be unnecessary and determines that the public health, safety, and welfare would not be impeded.

13. The artificial turf itself shall be of a type known as cut pile infill and shall be manufactured from polypropylene, polyethylene, or a blend or polypropylene and polyethylene fibers stitched onto a polypropylene or polyurethane-meshed or hole-punched backing to allow water to permeate and pass through the turf in a manner that would not cause any runoff, flooding, or pooling onto adjacent public right-of-ways or public or private properties and that would meet all applicable requirements of the Environmental Services Division (concerning the National Pollutant Discharge Elimination System (NPDES) and associated laws, etc.—see paragraph 14 below). Hole-punched backings shall have holes spaced in a uniform grid pattern with spacing not to exceed four inches by six inches on center. The artificial turf shall be installed directly over compacted and porous sand and rubber materials and any other elements acceptable by the City and shall be anchored at all edges and seams. The seams shall be glued, not sewn. An infill medium consisting of ground rubber, ground coal slag, clean-washed sand and ground rubber, or other approved mixture shall be brushed into the fibers to insure that the fibers remain in an upright position and to provide ballast that will help hold the turf in place and provide a cushioning effect. Artificial turf must further consist of pile fibers that are a minimum of one and three-quarters inches (1¾") in height, and the pile fibers must have built-in UV protection solution and must be non-abrasive and non-allergenic. In addition, a weed barrier shall be utilized immediately below the aforementioned sand and rubber infill, and the weed barrier shall lie atop a minimum three inch (3")-wide crushed rock base, which would rest on the natural soil and function as the foundation for the synthetic turf and appurtenances.

14. Under the requirements of the Environmental Services Division, during synthetic turf installation, soil, dirt, grass and similar elements or project materials must not be blown off or carried off the site by water but must be collected and removed as soon as possible; any green waste must be recycled and other refuse must be disposed of properly; and if the project is within access to a storm drain inlet(s), the path to the drain inlet(s) must be blocked to prevent any soil, debris, or similar elements from being discharged into the storm drainage system. In addition, any project-related stockpiled materials and/or other items must be covered and should be kept on the appurtenant property. The temporary placement of any materials and/or other items within any portion of any public property or public right-of-way area (i.e., on a sidewalk or street) that appertains to the installation of artificial turf is discouraged though allowed in special circumstances only with an Encroachment Permit from the Engineering Division (which further involves a fee, as established by the City Council by resolution, and an insurance requirement).

15. The inclusion of any lead or toxic materials in any artificial turf or supporting elements shall be prohibited.

16. Artificial turf shall be installed and maintained on an ongoing basis to effectively simulate the appearance of a well-maintained live lawn. The turf shall be maintained in a green, fadeless condition and shall be maintained free of weeds, debris, tears, holes, and impressions."

VI. PARKING AND CIRCULATION

A. Location

1. Parking should be conveniently located for the user's benefit. Privately provided commercial parking should be located within 250 feet of the user's entrance except in the largest shopping centers. Residential parking should be within 100 feet of the associated dwelling unit.

2. Parking and service areas should be screened or camouflaged from view and should not be located in required yard areas adjacent to streets or between any multiple family dwelling unit and a street.

3. Parking and circulation areas should be located where they will minimize the impact of noise and headlight glare on sensitive uses such as residences, hospitals and schools.

4. No more than two (2) garages or open parking stalls shall face the street on a multiple family residential lot.

5. Commercial parking lots with a capacity of over thirty (30) cars should have at least two (2) public and/or emergency access driveways except where contrary to traffic safety.

6. Parking areas and driveways shall be designed to avoid conflict with pedestrians. Pedestrian areas should be accentuated and identified by different paving surfaces, painting or other measures.

7. An automatic garage door opener shall be provided for any garage door that is within 20 feet of the alley or street which provides access.

B. Layout

1. Commercial and industrial parking should be laid out to be compatible with surrounding parking. Provisions to permit present or future reciprocal access with adjacent properties should be provided.

2. Parking and circulation should be laid out in a safe and adequate manner.

3. The number of driveways providing access to residential parking areas should be minimized. No more than one (1) 20-foot driveway should be permitted on a local street per site or per 150 feet of frontage; whichever is less restrictive. The permissible width of a driveway should be increased on streets with heavy or fast traffic to allow vehicles to more safely exit the street. Additional access may be appropriate where needed for emergency access.

4. Driveways should be located where they will promote the highest level of traffic safety relative to the reasonable needs of a developer. No driveway should be within 20 feet of the beginning of a corner curb return.

5. Access drives on multiple family residential sites shall be designed in a manner which prevents corridors of view with a depth more than 120 feet toward the interior of the site from the public street.

6. Access to parking areas on multiple-family residential sites smaller than one-half acre in area should be from alleys except where alleys are not available or the character of a neighborhood reflected individual front driveways.

7. Parking stalls should not be designed so vehicles must back up directly into an alley. Exceptions should only be granted where such back up currently exists.

8. Parking areas with access to non-local streets should be designed so that all vehicles exit the site in a forward motion.

9. Parking lots with over 60 parking stalls should be laid out in an irregular manner to break up monotony and add interest.

10. Parking and circulation design shall be accomplished in such a manner that they become accessible to and usable by the physically disabled person.

11. Parking layout and circulation design shall be reviewed for compliance with Title 24, California Administrative Code and the Americans With Disabilities Act.

C. Landscaping

1. Landscaping shall be provided around and within all parking areas to break up large expansive views and to provide shade and cooling.

2. Buffer landscaping shall be provided in all new or remodeled parking areas with over ten (10) open parking stalls in accordance with the following:

   a. 5' - 10' of planter width on interior perimeters.
   b. 10' - 20' adjacent to residential uses (commercial or industrial only).
   c. 10' - 20' along streets.
   d. Four (4) percent of the interior of the open area (this excludes perimeter landscape around the parking lot).

   The above quantities may be reduced by staff for remodeled parking lots where the property would no longer comply with City parking standards and no alternate parking areas are available. In such case, there shall be installed as much landscaping as is feasible.

3. One (1) tree should be provided within the lot for each five (5) parking stalls. Forty (40) percent of the trees should be 24" box size or larger. The minimum size on the remainder shall be 15-gallon. The trees should be spaced in an irregular manner which does not create an "orchard" look.

4. Landscaped planters of at least 16 square feet in area should be provided on at least one (1) side of every residential garage door in apartment projects having six (6) or more units.

5. Freestanding bumper stops shall not be used in areas with significant pedestrian traffic. Instead, the vehicle overhang area should be used to widen adjacent planter or sidewalk areas. Where vehicles park "head-to-head" at a 90-degree angle to the driveway aisle, the overhang areas should be incorporated into six (6) foot wide planters. Where vehicles park at angles other than 90 degrees, individual planters should be provided on a regular basis.

D. Materials

1. All parking, storage and circulation areas must be paved with adequate asphalt-concrete or concrete paving.

2. Bricks, pavers or decorative stamped and/or colored concrete shall be used in multiple family residential and commercial parking areas to highlight street entries, pedestrian circulation routes, building entries and street corners.

3. Decorative lights, trash enclosures, bollards or other outdoor furniture elements should be provided in all commercial parking areas.

VII. CRAFTSMANSHIP

A. Intent

Construction with inferior building materials, oversimplified or deficient construction methods, and poor workmanship can result in buildings of poor or mediocre quality. The end product is often unattractive and may offer unsatisfactory living conditions for prospective tenants or buyers. Even when new, these structures add little to the quality or character of the community.

More frequently, they deteriorate prematurely and become a blighting influence on the surrounding area. Under such circumstances, new construction becomes a detriment rather than a means to promote neighborhood vitality.

B. Problems

Poor-quality construction is usually caused by a combination of poor or insufficient architectural design, cheap or inappropriate building materials, oversimplified construction practices, and poor craftsmanship. The problem occurs most commonly when the building or developer of a project seeks to reduce construction costs or accelerate construction time. In an effort to save time and money, architects and landscape architects are given a minimal role, if any, in the design of the project or the control of construction quality. Project designs are often "generic", with no attention given to the unique qualities of the site or the character of surrounding properties. The cost-saving concerns may be carried over into the selection of building materials for interior spaces, floors, and walls, plumbing, mechanical, and electrical systems, and the treatment of common areas. The selected construction methods, meanwhile, may be fast but improper.

While the end result may be cost saving for the project developer, the cost for the neighborhood is much more substantial. As it is difficult to disguise cheap construction and poor craftsmanship, such development appears to age and deteriorate much more rapidly than well-crafted construction. The structure may fall into disrepair and may quickly become a neighborhood eyesore. Residents or users of such structures are less inclined to take pride in them and invest in their improvement. Interior living conditions and spaces are likely to deteriorate as rapidly or even more rapidly than exterior spaces.

C. Solutions

Quality construction is not necessarily cost-prohibitive. The most important ingredients for good quality construction are the use of appropriate materials, correct and accepted building methods, and the consultation of design professionals and manufacturers or suppliers of the building materials used. If used correctly, even inexpensive materials may produce development of lasting quality. Conversely, the use of expensive building materials is no guarantee to a high-quality development.

The two basic principles to achieve strong and durable construction are:

(1) use proper methods of construction, and
(2) use suitable building materials.

It is beyond the scope of this manual to make technical recommendations on building construction. This information should be obtained from qualified design professionals and reputable building contractors for each individual project.

It is recommended that site plan review be concerned not only with the visual appearance of a building, but also with the quality of the final product. Site plan review authorities should request specific information on the intended methods of construction, typical design details, the types of materials to be used, and the ways in which the materials will be used.

Proposals which do not demonstrate a sufficient level of design or which are prepared without the consultation of a qualified design professional, should be scrutinize by the City for

compliance with this policy. This is particularly important where contractor and design professionals do not have a supervisory role during the construction phase of a project.

VIII. SIGNS

A. Signs should be an integrated architectural feature of the building exterior. They should maintain balance and proportion relative to the building. They should reflect artistic order and taste, not just advertising.

B. No plywood or painted wall signs are permitted. Wall signs should use individual channel letters or "can" like box construction with plexiglass faces and project out at least four (4) inches from the wall.

C. Monument, pole and other freestanding signs should be designed as ornamental structures with style and materials matching the associated buildings. The dripline of such signs shall be set back at least five (5) feet from any public right-of-way.

D. Signs which are attached to buildings must be mounted flush against a building wall or parapet and shall not project or extend higher than the wall or parapet. Such building signs should not dominate the facade on which they are placed. Where necessary due to lack of adequate alternate sign locations, signs may be erected on a sloped roof element below the roof peak or ridge.

E. Animated, flashing or rotating signs or signs that simulate motion are not permitted.

F. Comprehensive sign plans shall be developed for shopping centers and multiple tenant buildings. These sign plans shall provide for unified design, color and style for the associated signs.

G. The height of building can-type box (CAN) signs and individual channel letters (I.C.L.) signs shall be limited as described in Table 1.

H. No sign shall consist of more than four colors.

I. The copy area of a can-type sign shall not exceed forty percent (40%) of the can area.

J. Temporary, canopy, window, directional and miscellaneous signs shall comply with applicable zoning regulations.

K. Individual channel letter signs should be encouraged. Their design style and color should complement the building exterior on which they are placed.

L. For additional sign regulations, please see Title 17 of the Municipal Code.

MAXIMUM HEIGHT FOR BOX-TYPE CAN SIGNS (CAN) AND INDIVIDUAL CHANNEL LETTER SIGNS (I.C.L.)

DISTANCE FROM SIGN	BUSINESS BELOW 2,000 SQ. FT. IN AREA		BUSINESS FROM 2,000 – 8,000 SQ. FT. IN AREA		8,000 – 20,000		20,000	
TO RIGHT-OF-WAY	**CAN**	**I.C.L.**	**CAN**	**I.C.L.**	**CAN**	**I.C.L.**	**CAN**	**I.C.L.**
50'	24"	16"	30"	20"	36"	24"	45"	30"
50' – 100'	27"	18"	33"	22"	39"	26"	48"	34"
100' – 200'	30"	20"	36"	24"	42"	30"	48"	36"
200' – 400'	36"	24"	45"	30"	48"	36"	48"	48"
400' – 700'	36"	24"	48"	36"	48"	36"	48"	54"
700' –	36"	24"	48"	40"	48"	36"	48"	60"