

CITY OF SANTA CLARA  
ARCHITECTURAL COMMITTEE POLICIES  
COMMUNITY DESIGN GUIDELINES

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CITY OF SANTA CLARA  
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COMMUNITY DESIGN GUIDELINES

INTENT OF ARCHITECTURAL REVIEW

The Architectural Committee of the City of Santa Clara finds, determines and declares that in order to encourage the orderly and harmonious appearance of structures and properties; maintain the public health, safety and welfare; provide fair and equitable treatment to all applicants; maintain the property and improvement values throughout the City and encourage the physical development of the City as intended by the General Plan, there is hereby established the Community Design Guidelines.

The intent of these guidelines for architectural review is to provide a manual of consistent development standards in the interest of continued maintenance and enhancement of the high-quality living and working environment of the City of Santa Clara.

This document represents "the detailed policies and criteria," as required by Section 38 of the Zoning Ordinance, by which development proposals will be reviewed, in order to assist all applicants in designing proposals which meet the City's standards of quality and to guide the City in its review of those proposals.

It is not the intent of these guidelines to restrict design creativity and flexibility, but to provide a framework of acceptable design standards which support community aesthetic values, preserve neighborhood character and promote a sense of community and place throughout the City.

## **AUTHORITY AND POWERS OF REVIEW**

Authority to conduct architectural review of an application for the issuance of a permit for any sign, building, structure or for alteration to the exterior of a structure in any zone district is vested in the Architectural Committee by the City Council of the City of Santa Clara. Article 38 of the Zoning Ordinance of the City of Santa Clara delineates the powers and duties of the Architectural Committee and outlines the process of architectural review. Article 38 is contained in Appendix A of these guidelines.

It is the practice of the Architectural Committee to grant limited authority of architectural review to the Director of Planning and Inspection. This authority is granted with the stipulation that the Director may, at his discretion, refer any item allowed for his review to the Architectural Committee for resolution.

An application for development through the design review process is regarded as an intention on the part of the applicant/property owner to improve the appearance, function and value of the subject property. Design review proposes to enhance that endeavor and promote and protect the general welfare of the community by seeking to amend existing deficiencies on the property by means of conditional architectural review approvals. Such conditions of approval are intended to be in keeping with the scale of the request, except where gross deficiencies of the Zoning Ordinance warrant the conditional requirement of substantial improvements.

Appeals of architectural review decisions shall be made to the Planning Commission as outlined in Section 38 of the Zoning Ordinance.

The scope of design review shall be governed by the parameters listed here, except as they may be adjusted by agreement between the applicant and the City:

**Applicant:** Both private and public applications for development shall be reviewed in the interest of community welfare and aesthetic improvement.

**Appearance:** Design review addresses aesthetic impacts which affect the values of the property and nearby properties as a result of the visual qualities of the improvements, as seen both from public streets and facilities and from nearby properties. Side and rear project elevations shall be of the same high quality design as street elevations.

**Community Impact:** Development proposals shall be reviewed for their beneficial impacts upon the image, character, appearance and functional characteristics of the neighborhood and the community as a whole in terms of both the immediate and the long-term future. Community amenities such as public restrooms, view corridors, shadow and glare impacts, public open space and art and the like shall be considered.

**Environmental Impact:** The design review process shall consider any impacts upon the environment which may result from the proposal. Projects which may be deemed to have a significant impact may be referred to the Project Clearance Committee for environmental review in accordance with the guidelines of the California Environmental Quality Act.

**General Plan Conformity:** Each proposal shall be reviewed for its conformity with the goals and objectives of the adopted General Plan of the City of Santa Clara. Proposals found to be in conflict with the intent of the General Plan may be deemed inappropriate.

**Public Improvements:** Required or proposed improvements in the public right-of-way will be reviewed for compliance with Public Works standards and City policies and objectives. The Architectural Committee and Planning Division staff will work with the Public Works Department to achieve the most appropriate results. These improvements include, but are not limited to, sidewalks, curbs and gutters, driveways, street trees and landscape improvements and maintenance in the public right-of-way adjacent to the subject property. Placement and visual treatment of utility vaults, boxes and meters will be reviewed for aesthetic impacts upon the property.

**Zoning Ordinance Requirements:** Each proposal shall be reviewed for compliance with the minimum standards of the applicable zoning district. Existing deficiencies on a subject parcel may be required to be upgraded as a condition of approval. In some cases, community design standards may extend beyond the minimum requirements of the Zoning Ordinance in the interest of design quality.

## **GUIDELINE AMENDMENTS**

When necessary or appropriate, amendments to these guidelines may be approved by a majority vote of the City Council. Typographical errors or changes intended only to clarify existing policies may be resolved by the Director of Planning and Inspection and/or the Architectural Committee.

Amendments may be initiated, in writing, by a member of the Architectural Committee, the Planning Commission, the City Council or by the Director of Planning and Inspection. Consideration of amendment proposals will be scheduled for the next regular meeting of the Architectural Committee. The Committee may, at its discretion, refer any amendment proposal to the Planning Commission for resolution. These amendments shall be forwarded to the City Council for approval. Ultimate authority to amend these Guidelines rests with the City Council.

## **APPEALS**

Appeal of Architectural Committee decisions shall be made to the Planning Commission and City Council according to the stipulations of Article 38 of the Zoning Ordinance.

Appeal of staff decisions may be made to the Architectural Committee at the next available regular meeting.

## **DESIGN CRITERIA**

Design review is intended to enhance the physical appearance, functional relationships and property values of land and development within the City. The following criteria outline the elements and standards of development which shall be reviewed by the City. These are performance standards, intended to allow flexibility in design while meeting the objectives of the Architectural Committee policies. These criteria are reflected in each of the specific sets of Guidelines for the various types of development or districts listed in this document.

## **SITE PLAN**

The site plan should adequately address, as applicable, the following elements of design and function.

**Amenities:** On-site amenities, such as public art or public spaces, public restrooms in some cases, water features, active or passive recreational areas, employee lunch areas, outdoor dining areas and the like are encouraged and may provide allowance for additional building area or other development improvements, within the scope of Architectural Committee decision authority or with support of the Architectural Committee where other discretionary review may be required by the City Council, Planning Commission or other City authority.

**Building Orientation:** Buildings should be oriented toward the predominant public view. Emphasis on the building entry toward the street by architectural design and landscaping treatment is encouraged. In cases

where the overall design concept justifies another orientation, care should be taken to avoid turning completely away from the street. Alternatives such as emphasis on driveway entries, tree lined drives and special paving and landscaping treatments may be acceptable.

**Circulation:** Vehicle and pedestrian circulation patterns shall be designed in the interest of safety and with consideration for neighboring properties and the street. Vehicle circulation shall adequately accommodate service and emergency vehicles which may serve the development. Driveway and parking arrangements shall provide adequate buffers for noise, light and vehicle emissions for neighboring properties. Pedestrian circulation should minimize conflict with vehicle movement. Construction or reconstruction of a standard sidewalk in the public right-of-way may be required as a condition of approval in the interest of the public safety and welfare.

**Conservation of Energy and Resources:** Consideration of energy and other resource consumption shall be given in review of development proposals. The City encourages active and passive solar energy efforts, water conservation measures, use of energy saving devices, traffic mitigation measures and other resource-saving endeavors.

**Equipment Location:** Mechanical and other equipment generally associated with industrial and commercial development shall be screened from view from the public right-of-way and from nearby properties to the greatest extent possible. Roof-top equipment should be considered at the

time of building design, or in the case of existing buildings, a parapet wall or roof screen designed as an integral part of the building should be provided. Equipment located on the ground should be located away from street yards or screened by landscaping and/or screening walls compatible with the building design. Placement and screening of equipment shall also consider noise impacts on surrounding properties and streets.

Residential equipment, such as air conditioners and pool equipment should be located within enclosed yards and placed so as to minimally impact neighboring properties with visual and noise intrusion.

**Fencing:** Fencing should be compatible with the type of use and zoning upon the property. A variety of prefabricated and textured masonry fences are available and may be appropriate in some uses. Where fencing is required by the Zoning Ordinance or as a condition of approval, both sides of the fence should be suitably textured and finished. Fences intended for the purpose of mitigating views, noise or other impacts, shall be of appropriate height from finished grade(s) to accomplish the task for which they are intended. Fencing should not be used to visually isolate a property from the street.

Dilapidated fencing shall be replaced, repaired or refinished as necessary or as required by the City at the time of construction of any approved improvements on the property.

**Grading and Drainage:** Requirements for on-site grading and drainage should be considered at the preliminary stages of development for impacts upon final building heights relative to nearby properties and streets and

upon existing trees and other plantings to remain (finished grade above the top-of-curb should be used as a benchmark). Building pad heights should be determined early in the interests of storm water runoff, design treatment of building elevations and to consider appropriate mitigation to protect privacy on surrounding properties.

**Loading Areas:** Design of loading and delivery areas shall minimize negative impacts upon both on-site and off-site circulation patterns. Loading docks and truck parking areas should be located away from street yards and screened from view by landscaping and/or screening walls consistent with the building design.

**Noise:** The impacts upon neighboring streets and properties of noise from both stationary sources, such as drive-up service windows, equipment and loudspeakers and mobile sources created by circulation patterns, commercial service locations and parking arrangements shall be considered and avoided or minimized.

**Paving and Parking:** Excessive paving is discouraged on all properties in the interest of minimizing storm water runoff, minimizing heat reflection and absorption and enhancing the visual attractiveness of the property and the neighborhood. Efficient and convenient layout of parking and pedestrian circulation is encouraged to minimize paving coverage.

Reservation of van and carpool parking areas close to entrances and similar traffic reduction measures are to be promoted and may allow reduction in the parking requirements in some cases.

Generous use of landscaping is expected in parking areas to mitigate the visual and climatic impacts of large expanses of paving coverage. The use of canopy shade trees, landscaped parking overhangs and landscaped mounds are encouraged. Substantial landscape islands are preferable to individual tree wells.

The use of decorative paving treatments should be utilized to accent entries and pedestrian walkway. Care must be taken in choice of paving textures to avoid unsafe pedestrian and vehicle conditions in all weather conditions.

Subgrade and structured parking should be carefully designed to avoid disruption of the site layout and views from the street. Blank walls and garage openings should be suitably treated with architectural detail and landscaping

**Privacy:** Intrusion of privacy upon adjoining properties shall be considered and minimized. Construction at or above the second story should be carefully designed in the placement of balconies, windows and the like. The use of clerestory and frosted windows, orientation of openings and landings away from nearby private areas and similar design concepts are preferred.

**Setbacks:** Setbacks should conform to Zoning Ordinance standards for the particular zone district. Where appropriate, proposed setbacks should be adjusted to complement nearby development or to accommodate special needs of the development as determined through the architectural review process. Impacts of scale, shadow, views, noise, air and light and other

consequences of development upon nearby properties and open space may require use of greater setbacks to provide adequate mitigation.

**Storage Areas:** Storage areas, where allowed by the Zoning Ordinance, should be located behind buildings or otherwise away from street views. Screening of storage areas with walls, fences and landscaping treatments is required.

**Trash Enclosures:** Trash enclosures shall be of sufficient capacity to accommodate the needs of the development and are required to be of masonry construction, six feet in height, with solid wood or metal gates and finished to be compatible with the development in color and texture. Industrial developments may utilize chain link gates with redwood slats. The location of trash enclosures shall consider the visibility of the structure from the street and the impacts of noise, odor and sanitary conditions upon nearby properties, as well as the convenience of access by the disposal company. Additional details regarding trash enclosures may be found in the Appendix of these Guidelines.

**Utilities:** Utility vaults, transformers, meters, fire equipment and the like shall be preliminarily indicated on the site plan for review by the Planning Division, in conjunction with the appropriate utility department, at the time of initial project review. Utilities shall be located so as to minimally impact the front yard landscaping, sight safety clearances at driveways and walks and the overall aesthetic considerations of the development and the streetscape.

## ARCHITECTURE

Building elevations shall provide sufficient detail to indicate the following elements, as applicable.

**Architectural Features:** Appropriate use of architectural features is encouraged and is seen to be a creative solution for many design problems, such as blank walls and large roof planes. Features such as porches, dormers, cornices, moldings, railings, fanlights and the like can provide significant building relief and focal points at minimal costs.

**Architectural Style:** Architectural design shall be restrained only at the point where it is deemed to be significantly incompatible with surrounding properties or the character of the neighborhood. New construction should be compatible with the style or design of existing structures on the site and with the intent of the General Plan. The design should address the functional characteristics of the site and the relationship of the proposal with surrounding properties and the street.

**Building Materials and Construction Quality:** Building materials and finishes will be reviewed for quality and appearance with respect to existing development and purpose. Materials include walls, siding, roofing, windows and doors, fencing, supports and other structural or cosmetic features which contribute to the visual appearance of the structure or property.

The use of high quality construction materials is important for long term durability and appearance. Substitution of lower quality products or

construction methods only in the interest of cost and time savings and at the expense of design quality shall not be permitted.

**Bulk, Scale and Height:** Development proposals shall be reviewed for their relative overall size and intensity to neighboring properties and development. View corridors, shadow and wind impacts and the like shall be considered. Large blank walls, lack of architectural relief or building articulation, excessive heights, inadequate setbacks and other design features may result in proposals which appear out of scale with their surroundings.

**Fenestration:** Fenestration, or the design and location of windows in a building, is an important element of design and shall be appropriate for the style of the building and considered a part of the design of the orientation and texture of the building.

**Parking Structures:** Freestanding and within-the-building parking structures shall be suitably treated to compliment the architectural style and features of the overall development. Openings, including vehicle and pedestrian access, as well as ventilation openings, shall be appropriately situated and screened to minimize disruption of the visual attractiveness of the site. Subgrade entrances generally should be located away from street views.

**Screening Walls:** Walls and fences intended for screening or enclosing certain areas of a site shall be compatible in scale, texture and

color with the buildings on the site. Such walls generally should be softened by landscaping treatments.

#### LANDSCAPING

Landscaping improvements and continued maintenance are important element in the design and enhancement of all properties in the City; their impact affects the quality of both the living and working environment of the community. Development proposals shall be reviewed for conformity with the minimum standards of the Zoning Ordinance, for appropriate landscaping improvements which are in keeping with the nature and scale of the proposal, for necessary upgrades in plantings, materials and maintenance and for consistency with water conservation principles and practices.

Landscaped areas are those which drain directly to the subsoil and may include hardscape as defined below. Potted plants of all sizes may be utilized but generally are not recognized as a part of the minimum required landscaped area. Landscaped areas in the public right-of-way shall be maintained by the adjacent property owner as a normal part of the landscaped area of that particular parcel. These areas are not recognized as a part of the minimum required landscaped area.

**Building Foundation Plantings:** Plantings at the foundation of a structure (including a wall or fence) are intended to soften the transition from the surrounding ground or paved areas to the vertical plane of the structure. Generally shrubs and trees are utilized to create the desired effect. The size and quantity of foundation planting needed varies with

the nature and architectural design of the development.

**Front Yard Landscaping:** The front yard (and any street yard) landscaping scheme for the majority of areas of the City calls for lawn and tree plantings on rolling berms (except single family residential areas) up to three (3) feet in height, but not exceeding a 3:1 slope. Front yard landscaping includes any landscaped areas within the public right-of-way which adjoin the property. Shrubbery is used at the rear of the lawn area as building foundation planting or to screen parking areas. Additional accent plantings to compliment this scheme or other innovative landscape treatments are encouraged.

City street trees species are determined by the City's Street Department and can be provided to single family residential homeowners, subject to the stipulations of the Street Tree Program, upon request of the property owner.

**Groundcovers:** Groundcovers other than lawn may be used in the interest of water conservation to compliment lawn areas or as a substitute for lawn other than in the front yard. The use of ivy as a groundcover is generally discouraged as it tends to provide nesting areas for rodents and has too often been improperly utilized as "no maintenance" landscaping.

Lawn area on any property other than residential or where specifically intended for recreational uses should not exceed approximately fifteen percent (15%) of the lot area, in the interest of water conservation. The allowable lawn areas on these properties should be used first for street yard landscaping and then at areas of special focus, such as building

entrances, courtyards and the like.

**Hardscape:** In most cases, hardscape, or hard-surfaced landscape areas, should be a lesser part of the overall landscaped area to minimize storm water runoff and large expanses of "empty" open space. Walkways, patios and courtyards are encouraged but generally should be accented with planting areas.

**Irrigation:** Automatic irrigation systems are required by the City in the interest of water conservation and continued landscape maintenance. The design of the irrigation system shall be compatible with and adequate for the size and nature of the planter area.

On single family residential properties, automatic systems are not required generally, but are strongly encouraged.

**Minimum Planting Sizes:** The following minimum plant sizes shall apply when landscaping is required as a condition of approval or in any planting area within the public right-of-way. Other standards may apply in cases where particular planting requirements must be met.

- Trees:**
1. Minimum fifteen (15) gallon on private property
  2. Minimum fifteen (15) gallon street tree
  3. Minimum twenty-four (24) or thirty-six (36) inch box to replace a mature tree which has been or is proposed to be removed

**Shrubs:** Minimum five (5) gallon

**Groundcovers:** Minimum twelve (12) inches on center (flats)

Minimum eighteen (18) inches on center (1 gal.)

**NOTE:** Additional information regarding specific requirements and water-conserving plants are available in the Appendix of these Guidelines as well as in the Planning Division Office.

**Lighting:** Exterior lighting on commercial and multi-family residential properties should meet minimum standards of the Police Department of one (1) foot-candle. The use of excessively tall lights to minimize the number of fixtures should be avoided.

Lighting should be directed away or shielded from nearby properties and streets. Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet. Uplighting should be minimized or carefully designed to avoid distracting pedestrians and autos and to avoid contributing to the overall illumination of the nighttime sky. Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

**Parking Areas:** Landscaping of parking areas is intended to minimize heat absorption upon the paving and autos by providing shade trees. Landscaping schemes which limit or eliminate excessive paving coverage minimize storm water runoff and provide a more pleasing visual effect. An additional two feet of landscaping as parking overhang can be utilized and is encouraged in open parking areas to reduce the paving coverage.

**Utilities:** Location and arrangement of site utilities shall be carefully considered and indicated upon the landscaping plan. The visual

impacts of utility vaults, meters, standpipes and the like, including fire equipment, shall be minimized to the greatest extent possible. Whenever possible, these items should be situated out of the street yard areas. Landscape screening should be used to diminish the intrusion of utility equipment in the overall appearance of the property.

## SIGNS

The promotion and protection of effective and attractive signs is recognized as an important element of business and economic vitality in Santa Clara. The Architectural Committee recognizes its responsibility to support the interests of the business community while enhancing and preserving the aesthetic quality of the streetscape and the community. All proposals for new signs or reconfiguration of existing signs are subject to architectural review and approval, excluding temporary and exempt signs.

The purpose of these guidelines is to provide the community with a set of criteria which will establish the greatest degree of equity, effectiveness and sign quality. Criteria will include sign area, location, height, illumination, color, content, clarity, visibility, relationship to surroundings, quality of workmanship and materials. Site constraints which influence the sign proposal will be evaluated. Innovative concepts in design and construction are encouraged.

An important objective of these guidelines is to upgrade the existing stock of signs and to improve the overall streetscape by eliminating excessive signs and conscientiously reviewing new sign proposals in the

interest of design quality and advertising effectiveness.

Sign clutter is found to be detrimental to individual businesses seeking identity and to the attractiveness of the streetscape and community as a whole, and will be minimized as much as possible. Sign clutter is defined as excess in both number of signs and content of signs to the extent that it results in a deterioration in legibility of the sign and the attractive qualities of the street. Approvals for new signs will consider conditions of approval which will reduce existing sign clutter.

#### Sign Definitions:

Directional signs direct traffic movement only and contain no advertising; recognized logos may be included only when less than 12"x12" in size; directional signs shall not obstruct views and shall be less than three feet in height within street setbacks and near auto traffic areas.

Directories are site-internal signs for the purpose of locating tenant spaces within a project and are not counted as a part of overall sign area when not legible from the public right-of-way

Height shall be measured from the topmost point of the sign or sign structure to: 1) the top of curb for signs in the street yard setback and 2) the finished ground level in the immediate area of the sign for signs behind the setback or upon a building

Murals include any renderings upon a wall surface or affixed to a wall surface; a mural is considered to be part of the allowable sign area if it includes lettering related to the business use or if the message of the mural relates directly to the business; murals not considered sign area shall be reviewed as public art

Nonconforming signs refer to signs which do not conform to the standards prescribed by the ordinance; such signs shall be brought into conformity at the time of additional sign approvals for that business or according to the terms of an approved sign program for the property or shopping center or business park

Sign programs are required by the sign ordinance in certain multi-tenant property situations; they are considered beneficial in nearly all cases where multiple enterprises co-exist upon a property or within a shopping center or business park. The purpose of a sign program is to provide equity and consistency in sign area and visibility for the benefit of all tenants; a sign program defines sign form and size, lettering size, sign locations, lighting, colors, etc. as approved by the property owner and the City (a model sign program can be found in the Appendix of this document)

#### Design Criteria

**Content:** Sign content is limited to name of the project and/or business name and type of business. Telephone numbers and additional information

are discouraged as they tend to clutter signs and should be displayed in small scale at business entrances. Street address numbers are to be integrated within project signs and visible during darkness for the convenience of visitors and for emergency vehicles.

**Design and Materials:** Innovative design concepts are encouraged. Design shall be compatible with the project in style, scale, colors and materials and should utilize appropriate design elements of the building. Freestanding signs should be in scale with the size of the development and the property. Materials shall be durable and of the highest quality.

All sign copy shall have a professional quality appearance. Finishes of a "homemade" quality are discouraged where they detract from the qualitative character of the property and the street.

Internally illuminated cabinet type signs should typically have a dark or opaque background with only sign copy emitting light.

**Location:** Project signs should be located at focal points, preferably near driveways or at street corners and oriented to be visible on approach to the site; freestanding signs should be located within landscaped areas. Original site layout and landscaping plans should provide an appropriate location for signs relative to required setbacks and visibility.

Landscaping is considered an important element in siting a project sign and should be carefully designed as a suitable background for the sign.

Directory signs should be located near driveway entries but should not cause an obstruction to traffic flow from the public street. Building and unit numbers should follow a logical system.



## SECTION A

### SINGLE FAMILY AND DUPLEX RESIDENTIAL GUIDELINES

The typical single family and duplex residence in Santa Clara is a one or two story structure with an attached or detached garage. A substantial private rear yard recreational area is typical. Orientation of the unit is directed toward the street by means of a prominent porch or front entry. A single or double car driveway occupies a minor portion of a well landscaped front yard area.

Architectural review is intended to preserve and enhance the scale and character of the single family and duplex neighborhood(s) and protect the values of privacy, individual choice and property maintenance.

These Guidelines should be used in conjunction with all applicable Zoning Ordinance standards as well as the policies of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

#### SITE PLAN

##### **Building Orientation:**

A front porch/entry should be oriented toward the street.

Windows and balconies at second stories should be oriented away from nearby properties where there are small setbacks.

Entrances to second story areas shall be from within the residence.

##### **Building Setbacks:**

Front and street side yard setbacks should be appropriate for the block and appropriate for the scale of the proposed building.

Second story construction should be set back substantially from the front or street side yard walls of the first story to reduce the apparent bulk of the second story.

Second story windows and balconies should not be oriented to private yards and windows on nearby residences when constructed within 15 feet of the property line.

Windows on adjacent properties should not directly face each other at small setbacks.

Proposed setbacks shall minimize shadows on adjacent residences and private yards.

##### **Parking Areas:**

Multiple driveways on a single family lot are generally inappropriate.

Garage or carport should be oriented to the main structure in a manner compatible with nearby properties.

Driveways should not terminate immediately in front of the living area of a residence (where no other option exists, there shall be a planter area of a minimum five feet wide between the residence and the driveway).

Provide a planter strip between a driveway and an adjoining property.

Fences and hedges within the street setbacks and affecting views from or to driveways shall be no higher than three feet.

**Accessory Buildings:**

Accessory buildings should generally be minor structures relative to the main residence.

Multiple accessory buildings are generally inappropriate on single family and duplex lots.

Accessory buildings should be well maintained and finished to complement the main structure.

**Equipment:**

Location of air conditioning units, pool equipment and the like should be at least 5 feet from property lines and shielded to avoid any noise and vibration impact upon neighboring properties and streets.

Ground mounted equipment should not obstruct passageways through side yards.

Energy conservation measures are encouraged, but roof mounted solar equipment should be oriented away from street views.

**ARCHITECTURE**

**Architectural Style:**

The architectural style of the proposal should be in keeping with the flavor of the immediate neighborhood.

Roof design should be appropriate for the architectural style of the building.

Roof materials and colors should be consistent with the architectural style. New roof additions should conform to existing roof lines.

**Architectural Features:**

A prominent front porch/entry should be provided.

Architectural features should be adequate and appropriate for the style of the building.

Building materials should suit the architectural style of the building.

Building materials should be consistent or complementary throughout the structure.

Building colors should be tasteful and appropriate.

Canopy additions should be compatible with the building style.

**Building Scale and Bulk:**

Building height and bulk should be appropriate relative to nearby 1 and 2 story single family residences.

Second story element should be in proportion to the ground floor to avoid a bulky appearance.

**Fenestration:**

Window style and proportion should be appropriate for the architectural style of the building.

New windows and doors on additions should match existing windows and doors in style, orientation and placement.

Sliding aluminum doors should be oriented away from street views.

**Garages and Carports:**

Garage or carport should be consistent in style with the main structure.

Structural supports of the carport should be substantial and utilize materials of the main structure to provide design consistency.

Roof of attached garage or carport should conform to existing roof lines and materials.

**YARDS AND LANDSCAPING**

Front and street side yards, including park strips, should be landscaped and properly maintained; lawn is appropriate in most cases.

Hardscape and driveways should occupy not more than one-third (1/3) of each front or street side yard.

Open and usable rear yard recreational areas should not be less than approximately 20 feet by 36 feet (720 square feet) on single family lots. Open and usable rear yard recreational areas should not be less than 15 feet by 30 feet (450 square feet) for each unit on duplex lots. Rear yard recreational areas should be immediately accessible to the living space of the residence.

Plants with low water requirements and automatic irrigation systems are encouraged.

Mature trees should not be removed without reasons of health, safety or undue hardship related to the appropriate development of the property.

Fences shall be maintained in good condition and replaced, repaired or repainted as necessary.

**SECTION B**  
**MULTI FAMILY RESIDENTIAL GUIDELINES**

The majority of new multi family development in the City will be infill development. As such development takes place in already established neighborhoods, it is important that the project design is sensitive to the character and scale of neighboring properties.

New developments should be in scale with the neighborhood; nearby single family residences should be protected from impact of multi family projects, including parking traffic, noise, lighting, shadows and loss of privacy due to second story construction. Setbacks should be sufficient to minimize views into neighboring properties.

Residential development should be buffered from nearby commercial activities. Site plan design should consider the on-site parking arrangement to separate the residential units from commercial activity.

Development features which contribute to high quality of life standards, such as laundry and other services, recreational amenities, usable open space areas, private balconies and courtyards and the like.

Multi-family residential proposals should avoid plain and repetitive styles of architecture. The use of multiple small buildings rather than a single large building should be considered. Special attention to architectural features and articulation of individual units, such as balconies and dormers can also help to reduce the bulky appearance of a large multi-unit building.

Orientation toward the street is important. The size of the development and the traffic volume on the street upon which the project is oriented may affect the nature of the orientation. Typically, smaller projects will be expected to orient individual units toward the street. The use of special landscaping designs and driveway entry treatments provide acceptable alternatives in some cases.

The inclusion of amenities such as pools, recreational facilities, water features, private storage areas and the like are encouraged and expected in larger projects. A well designed landscape plan is important and architectural review will support the objectives of the street tree program.

These guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

**Note:** All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

## SITE PLAN

### **Amenities:**

Common amenities such as laundry facilities, storage areas and open space recreation areas should be provided where they are not provided for each individual unit.

Larger developments (more than 8 units) should provide additional common amenities for all tenants, such as recreation rooms, pools, water features, etc.

Accessory buildings should be well maintained and finished to complement the main structure(s).

### **Building Orientation:**

A front porch/entry should be oriented to the street for each unit at the street.

Windows and balconies at second stories should be oriented away from nearby properties where there are small setbacks.

Adequate buffers shall be provided between incompatible uses.

### **Building Setbacks:**

Front and street side yard setbacks should be appropriate for the block and for the scale of the proposed building.

Interior side yard setback should be adequate to minimize impacts upon adjacent properties.

Second story window and balcony locations should be sensitive to nearby residences and private yards.

Proposed setbacks should minimize shadows and other impacts on surrounding properties and streets.

### **Parking Areas:**

More than two driveways should be avoided on small scale projects.

Garages or carports should be screened from view or oriented away from the street.

Driveways should not be located immediately in front of the living area of a residence (where no other option exists, there shall be a planter area of a minimum five feet wide between the residence and the driveway).

Driveways should provide decorative paving at the driveway entrance.

Slippery or unstable surfaces should be avoided in both auto and pedestrian areas

Covered parking spaces shall be concrete rather than asphalt.

A substantial planted buffer strip should be provided between a driveway or parking area and an adjoining property.

Fences and hedges within the street setbacks and affecting views from or to driveways shall be no higher than three feet.

Underground parking garages should be designed to orient entrances away from the street or adequately screen them from public view.

**Equipment:**

Roof and ground mounted equipment shall be screened from street views and from neighboring properties.

Location of air conditioning units, pool equipment and the like should not create any noise and vibration impact upon neighboring properties and streets.

Ground mounted equipment should not obstruct passageways through side yards.

**Trash Enclosures:**

Trash enclosures shall be located away from street yards.

The size and quantity of enclosures shall be suitable for the size and nature of the development; generally trash enclosures should be sufficient in number and conveniently located within the parking area to serve all units.

Enclosures shall be finished in texture and colors to complement the development.

Adequate access and circulation for dumpster pick-up shall be provided.

**Utilities:**

Location and arrangement of utility vaults, transformers, meters, fireequipment and the like should not adversely impact the front yard landscaping or overall aesthetics of the project.

Utilities shall be screened by landscaping or other means from public views.

**ARCHITECTURE**

**Architectural Style:**

The architectural style should be suitable for the immediate neighborhood.

Roof materials and colors should be consistent with the architectural style.

New roof additions should conform to existing roof lines.

**Architectural Features:**

A prominent front porch/entry should be provided for each unit oriented to the street.

Architectural features should be adequate and appropriate for the style of the building.

Building materials and finishes should be suitable for the architectural style of the building.

Canopy additions should be compatible with the building style.

Energy conservation measures are encouraged, but roof mounted solar equipment should be oriented away from street views if possible.

**Building Scale and Bulk:**

Building height and bulk should be appropriate relative to nearby properties.

Second story element should be in proportion to the ground floor element.

Sufficient unit articulation and architectural detail should be proposed to minimize building bulk.

**Fenestration:**

Window style and proportion should be appropriate for the architectural style of the building.

Windows should be recessed or adequately detailed in the interest of building texture.

Sliding aluminum doors should be oriented away from street views.

**Garages and Carports:**

Garages or carports should be consistent in style with the main structure(s) in building and roof materials and colors.

Roof of attached garage or carport should conform to roof lines of main structure.

**YARDS AND LANDSCAPING**

**Yards:**

Front and street side yards, including park strips, shall be landscaped and properly maintained; lawn is appropriate in most cases.

Hardscape and driveways should occupy not more than one-third (1/3) of each front or street side yard.

Private yard recreational areas should not be less than approximately 10 feet by 15 feet (150 square feet).

Common yard recreational areas should not be less than 20 feet by 50 feet (1000 square feet) for each building or cluster where private yards are not provided for every unit in the cluster.

Recreational yard areas should be immediately accessible to the common living space of each residence to the greatest extent possible.

Fences shall be maintained in good condition and replaced, repaired or repainted as necessary.

**Plantings:**

Plants with low water requirements and automatic irrigation systems are encouraged.

Mature trees should not be removed without reasons of health, safety or undue hardship related to the appropriate development of the property.

Lawns are to be provided in common space recreational yards.

**SIGNS**

Permanent signs in multi family residential projects are intended to locate and identify the project. Generally signs are to be established in a low monument style within a landscaped area near the project driveway. Lighting should be subtle and tastefully done. The street address should be indicated on the sign. Site-internal directory signs and building identification signs are encouraged in larger projects.

## SECTION C

### **SMALL OFFICE AND RETAIL COMMERCIAL DEVELOPMENT GUIDELINES**

Small office and retail developments include neighborhood and community centers of relatively small size, as well as individual and clustered properties of single and multi tenant commercial buildings. These properties are generally located on collector or thoroughfare streets and within or immediately adjacent to residential areas of the City. As the tenants may serve both local and regional clients, it is important that these developments be attractive and convenient to motorists and pedestrians alike. At the same time, care should be taken to minimize the impact of commercial activities upon adjacent residential neighbors.

This checklist should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policies of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public works Department.

#### **SITE PLAN**

##### **Amenities:**

Courtyards, water features, seating areas and the like are encouraged.

Public art is encouraged at entrances and courtyard areas.

Restrooms convenient for customer use should be provided for the center or in individual tenant spaces.

##### **Building Orientation:**

A prominent building or courtyard entrance should orient to the street.

Tenant spaces may orient to a common courtyard area.

The site plan should avoid orientation of service areas and large expanses of blank walls toward the street(s).

##### **Setbacks:**

Setbacks adjacent to residential areas shall be sensitive to the impact of noise and commercial activities.

Adequate landscape buffers shall be provided between commercial and residential properties.

##### **Circulation and Parking:**

Driveway entrances should be appropriate in number and location so as to minimally impact traffic movements on the street.

Driveway entrances should be appropriately emphasized by landscaping or other treatments to provide a suitable focus and identification.

Parking stalls which back directly into entrance driveways shall be at least 20 feet from the property line.

Parking layout should be designed for maximum efficiency of use and minimal paving.

Standard and compact parking spaces should be evenly distributed throughout the lot.

Convenient and safe pedestrian pathways should be designed into the parking plan and provide access from the street and parking areas to the building.

Handicap designated parking should be convenient and safely designed.

Special paving treatments should be utilized at entrances and in pedestrian areas of parking lots.

Parking lot landscaping should provide shade and break up large expanses of paving.

**Equipment Location:**

Rooftop equipment shall be screened from view at the ground level.

Ground mounted equipment should be located out of front and street sides of buildings and screened from view by landscaping or screening walls consistent with the building design and materials.

Equipment should be located and screened to avoid the impact of noise and vibration upon nearby properties and streets.

**Loading and Storage Areas:**

Loading and storage areas should be located away from street views or shall be screened by landscaping and/or screening walls consistent with the building design and materials.

Loading and storage areas oriented to residential areas shall be adequately buffered by landscaping and screening walls.

**Trash Enclosures:**

Trash enclosures shall be sufficient in number and appropriately located to conveniently serve all tenant spaces.

Enclosures shall be six feet in height, of solid masonry construction and finished on the exterior to complement the building(s) in materials and colors.

Gates shall be solid in appearance and metal framed for durability.

Enclosures should be located away from the street and from residential fences and should be screened by landscaping from public views.

Adequate access and circulation for dumpster pick-up shall be provided.

**Utilities:**

All utility vaults, boxes, etc. should be indicated on the site and/or landscaping plan for architectural review.

Utility vaults, boxes, meters, standpipes and the like, including emergency equipment, should be located out of street yards and adequately screened by landscaping.

Utility meters located at the building should be placed out of sight or appropriately enclosed to minimally impact the building appearance.

Utility room doors should be located away from street elevations.

**ARCHITECTURE****Building Orientation:**

A prominent building or center entrance should be oriented toward the street(s).

**Bulk, Scale and Height:**

The bulk, scale and height of the building(s) should be appropriate for the nature of the center.

Neighborhood centers should generally be one or two stories in height to complement surrounding residential neighbors.

**Architectural Features:**

Architectural features should be provided to avoid large expanses of blank walls.

The use of decorative pilasters, moldings, cornices and other facade treatments is encouraged to enrich the building appearance.

Facade, roof and fenestration treatments should be consistent throughout the center.

**Parking Structures:**

Large blank walls should be avoided.

Parking structures should be finished in materials, textures and colors to complement the architecture of the center.

Utilitarian designs which do not compliment the architecture of the center are to be avoided.

Lighting shall be adequately addressed in the interest of safety and sensitivity to nearby properties.

Parking structures should be immediately surrounded by landscaped areas.

## LANDSCAPING

### Front Yard Landscaping:

Front yard and all streetfront landscaping areas, including landscape areas within the public right-of-way, should be planted to partially screen parking areas and enhance the attractiveness of the streetscape.

Lawn with rolling mounds up to 3 feet in height and trees (consistent with the City Street Tree Program) are generally appropriate in all street yards and right-of-way landscaping.

Shrub and tree plantings should be provided at the building foundations and separated from lawn areas by mow bands.

Landscape designs should complement building, pedestrian and driveway entrances.

### Parking Areas:

Mounded planter areas and shrub hedges should be utilized to screen parking areas from the street.

Substantial planter islands should be located throughout the parking areas to break up large expanses of paving.

Tree plantings should be located throughout the parking areas to minimize the impact of heat absorption and reflection and to enhance the visual attraction of the property.

### Lighting:

All lighting effects should be designed to avoid any impact upon neighboring properties.

Minimum lighting in the interest of safety and security should be provided.

Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet.

Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

## SIGNS

A sign program should be developed for each property with two or more tenant spaces to provide an equitable system of allocating sign area to each tenant within the allowances of the City sign ordinance and in the interest of legibility, consistency and compatibility of signs throughout the center. The sign program shall be approved by the property owner(s) and the City.

### Content:

Signs should include business name and street address only. Restaurants may indicate the nature of their fare upon the sign as well. Retail

establishments may indicate the nature of their business

Additional information, including telephone numbers, listing of services and the like should be displayed in small scale at the building entrance

**Design and Materials:**

All freestanding signs shall be consistent with the scale of the development.

All signs shall be consistent with the style and materials and colors of the building.

Building signs should generally be individual letter types and may be internally illuminated.

Plastic faces and internally illuminated cabinet type sign faces should be subtle in design and well integrated with the building design.

Internally illuminated sign cabinets shall have dark or opaque backgrounds.

Awnings for sign purposes may be appropriate in some cases.

**Location:**

Integration of landscaping and sign design is encouraged.

Freestanding signs should be located in generously landscaped areas, generally at driveway entrances, building entrances or at street corners.

Building signs should be located at the ground floor or second floor level near the building or tenant entrance

Signs mounted on the roof or projecting above the eave line or parapet are not permitted.

**SECTION D**  
**COMMERCIAL SHOPPING CENTER GUIDELINES**

Commercial shopping centers are those sites which may be made up of single properties or multiple parcels but which function as a single property and are usually supported by one or more large anchor tenants. These centers are generally located on major thoroughfares. The rear of the center may be immediately adjacent to residential areas. Care should be taken to minimize the impact of commercial activities upon nearby residential neighbors.

Shopping centers should be cohesive units identified by a consistent architectural and landscaping theme, a consistent sign program and an efficient and convenient parking arrangement to minimize paving coverage. Parking lots should be well designed and landscaped and loading areas should be screened from nearby residential areas.

This checklist should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan and the Architectural Committee.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

**SITE PLAN**

**Amenities:**

Courtyards, water features, seating areas and the like are encouraged.

Public art is encouraged at entrances and courtyard areas.

Restrooms convenient for customer use should be provided for the center or for each tenant space.

**Building Orientation:**

A prominent building or center entrance should orient to the street.

Tenant spaces may orient to a common courtyard or mall area.

The site plan should avoid orientation of service areas and large expanses of blank walls toward the street(s).

**Setbacks:**

Setbacks adjacent to residential areas shall be sensitive to the impact of noise and commercial activities.

Adequate landscape buffers shall be provided between commercial and residential properties.

**Circulation and Parking:**

Driveway entrances should be located so as to minimally impact traffic movements on the street.

Driveway entrances should be appropriately emphasized by landscaping and gate treatments to provide a suitable focus and identification.

Parking stalls which back directly into entrance driveways shall be at least 15 feet from the property line.

Parking layout should be designed for maximum efficiency of use and minimal paving.

Standard and compact parking spaces should be evenly distributed throughout the lot.

Convenient and safe pedestrian pathways should be designed into the parking plan and provide access from the street and parking to the building.

Special paving treatments should be utilized at entrances and in pedestrian areas of parking lots.

Parking lot landscaping should provide shade and break up large expanses of paving.

**Equipment Location:**

Rooftop equipment shall be screened from view at the ground level.

Ground mounted equipment should be located out of front and street sides of buildings and screened from view by landscaping or screening walls consistent with the building design and materials.

**Loading and Storage Areas:**

Loading areas should be located away from street views or shall be screened by landscaping and/or screening walls consistent with the building design and materials.

Loading and storage areas shall not face residential areas or shall be adequately buffered by landscaping and screening walls.

**Trash Enclosures:**

Trash enclosures shall be sufficient in number and appropriately located to conveniently serve all tenant spaces.

Enclosures shall be six feet in height, of solid masonry construction and finished on the exterior to compliment the building(s) in materials and colors.

Gates shall be solid in appearance and metal framed for durability.

Enclosures should be located away from the street and from residential fences and should be screened by landscaping from public views.

Adequate access and circulation for dumpster pick-up shall be provided.

**Utilities:**

All utility vaults, boxes, etc. should be indicated on the site and/or landscape plan for architectural review.

Utility vaults, boxes, meters, standpipes and the like, including emergency equipment, should be located out of street yards and adequately screened by landscaping.

Utility meters located at the building should be placed out of sight or appropriately enclosed to minimally impact the building appearance.

Utility room doors should be located away from street elevations.

**ARCHITECTURE**

**Building Orientation:**

A prominent building or center entrance should be oriented toward the street(s).

Street elevations should avoid service area views and large expanses of blank walls.

**Bulk, Scale and Height:**

The bulk, scale and height of the building(s) should be appropriate for the nature of the center.

**Architectural Features:**

Architectural features should be provided to avoid large expanses of blank walls.

The use of decorative pilasters, moldings, cornices and other facade treatments is encouraged to enrich the building appearance.

Facade, roof and fenestration treatments should be consistent throughout the center.

**Parking Structures:**

Large blank walls should be avoided.

Parking structures should be finished in materials, textures and colors to complement the architecture of the center.

Utilitarian designs which do not complement the architecture of the center are to be avoided.

Lighting shall be adequately addressed in the interest of safety and sensitivity to nearby properties.

Parking structures should be immediately surrounded by landscaped areas.

## LANDSCAPING

### Front Yard Landscaping:

Front yard and all streetfront landscaping areas, including landscape areas within the public right-of-way, should be planted to partially screen parking areas and enhance the attractiveness of the streetscape.

Lawn with rolling mounds up to 3 feet in height and trees (consistent with the City Street Tree Program) are generally appropriate in all street yards and right-of-way landscaping.

Shrub and tree plantings should be provided at the building foundations and separated from lawn areas by mow bands.

Landscape designs should complement building, pedestrian and driveway entrances.

### Parking Areas:

Mounded planter areas and shrub hedges should be utilized to screen parking areas from the street.

Substantial planter islands should be located throughout the parking areas to break up large expanses of paving.

Tree plantings should be located throughout the parking areas to minimize the impacts of heat absorption and reflection and to enhance the visual attraction of the property.

### Lighting:

All lighting effects should be designed to avoid any impact upon neighboring properties.

Minimum lighting in the interest of safety and security should be provided.

Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet.

Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

## SIGNS

A sign program should be developed for each shopping center to provide an equitable system of allocating sign area to each tenant within the allowances of the City sign ordinance and in the interest of legibility, consistency and compatibility of signs throughout the center. The sign program shall be approved by the property owner(s) and the City.

### Content:

A center identification and address sign should be located at primary entrance(s).

Tenant signs should include business name and nature only. Restaurants may indicate the nature of their fare.

Additional information, including telephone numbers, listing of services and the like should be displayed in small scale at the tenant entrance.

Multiple tenant signs at the street front should be limited to four major tenants.

**Design and Materials:**

All freestanding signs shall be consistent with the style and materials and colors of the building.

Freestanding signs at or behind the setback should not exceed 25 feet in height.

Monument signs within the front yard should not exceed 7 feet in height above the top of street curb.

Building signs are encouraged to be individual letter types and may be internally illuminated.

Plastic faces and internally illuminated cabinet type sign faces should be subtle in design and well integrated with the building design.

Internally illuminated sign cabinets shall have dark or opaque backgrounds.

Awnings for sign purposes may be appropriate in some cases where they are consistently applied throughout the center.

**Location:**

Integration of landscaping and freestanding sign design is encouraged.

Signs should be located in generously landscaped areas, generally at driveway entrances, building entrances or at street corners.

Building signs should be located generally at the ground floor or second floor level near the tenant entrance.

Building signs should be integrated into the facade of the building or should otherwise complement the building design.

Signs mounted on the roof or extending above the eave line or parapet are not permitted.

**SECTION E**  
**LARGE OFFICE DEVELOPMENT GUIDELINES**

Large office development sites are generally located in the industrial area of the City. Where they are adjacent to residential areas, special care must be taken to minimize impacts of commercial activity and development upon those properties.

The large scale of this type of development generally will require large setbacks. Building orientation to the street may be appropriately addressed by a strong focus upon the building entry, special treatment of the entry drives and landscaping.

Due to the high employment volumes associated with office development, attention should be given to Transportation System Management site design measures such as pedestrian connections to the public sidewalks and transit facilities, bicycle racks and shower facilities for employees, preferred parking for car/van pools, on-site lunch areas and the like.

Parking lots should be well designed and generously landscaped. Delivery areas and equipment installations should be screened from street views and buffered from nearby residential areas, as applicable.

These guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policies of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

**SITE PLAN**

**Amenities:**

Courtyards, water features, seating areas and the like are encouraged.

Public art is encouraged at entrances and courtyard areas.

**Building Orientation:**

A prominent building or courtyard entrance should orient to the street.

The site plan should avoid orientation of service areas and large expanses of blank walls toward the street(s).

**Setbacks:**

Setbacks adjacent to residential areas shall be sensitive to the impact of noise and commercial activities.

Adequate landscape buffers shall be provided between commercial and residential properties.

**Circulation and Parking:**

Driveway entrances should be appropriate in number and location so as to minimally impact traffic movements on the street.

Driveway entrances should be appropriately emphasized by landscaping and gate treatments to provide a suitable focus and identification.

Parking stalls which back directly into entrance driveways shall be at least 20 feet from the property line.

Parking layout should be designed for maximum efficiency of use and minimal paving.

Standard and compact parking spaces should be evenly distributed throughout the lot.

Convenient and safe pedestrian pathways should be designed into the parking plan.

Special paving treatments should be utilized at entrances and in pedestrian areas of parking lots.

Parking lot landscaping should provide shade and break up large expanses of paving.

**Equipment Location:**

Rooftop equipment shall be screened from view at the ground level.

Ground mounted equipment should be located out of front and street sides of buildings and screened from view by landscaping or screening walls consistent with the building design and materials.

**Loading and Storage Areas:**

Loading and storage areas should be located away from street views or shall be screened by landscaping and/or screening walls consistent with the building design and materials.

Loading and storage areas oriented to residential areas shall be adequately buffered by landscaping and screening walls.

**Trash Enclosures:**

Trash enclosures shall be sufficient in number and appropriately located to conveniently serve all tenant spaces.

Enclosures shall be six feet in height, of solid masonry construction and finished on the exterior to compliment the building(s) in materials and colors or may be of chain link fence construction with concealing slats.

Gates shall be solid in appearance and metal framed for durability.

Enclosures should be located away from the street and from residential fences and should be screened by landscaping from public views.

Adequate access and circulation for dumpster pick-up shall be provided.

**Utilities:**

Utility vaults, boxes, meters, standpipes and the like, including emergency equipment, should be located out of street yards and adequately screened by landscaping.

Utility meters located at the building should be placed out of sight or appropriately enclosed to minimally impact the building appearance.

Utility room doors should be located away from street elevations.

**ARCHITECTURE**

**Building Orientation:**

A prominent building or courtyard entrance should be oriented toward the street(s).

Street elevations should avoid service area views and large expanses of blank walls.

**Bulk, Scale and Height:**

The bulk, scale and height of the building(s) should be appropriate for the nature of the surrounding neighborhood. Office developments adjacent to residential neighborhoods should generally be lower in height to compliment surrounding residential neighbors.

**Architectural Features:**

Architectural features should be provided to avoid large expanses of blank walls.

The use of decorative pilasters, moldings, cornices and other facade treatments is encouraged to enrich the building appearance.

Facade, roof and fenestration treatments should be consistent throughout the development.

**Parking Structures:**

Large blank walls should be avoided.

Parking structures should be finished in materials, textures and colors to compliment the architecture of the main building(s).

Utilitarian designs which do not compliment the architecture of the offices are to be avoided.

Lighting shall be adequately addressed in the interest of safety and sensitivity to nearby properties.

Parking structures should be immediately surrounded by landscaped areas.

## LANDSCAPING

### Front Yard Landscaping:

Front yard and all streetfront landscaping areas, including landscape areas within the public right-of-way, should be planted to partially screen parking areas and enhance the attractiveness of the streetscape.

Lawn with rolling mounds up to 3 feet in height and trees (consistent with the City Street Tree Program) are generally appropriate in all street yards and right-of-way landscaping.

Shrub and tree plantings should be provided at the building foundations and separated from lawn areas by mow bands.

Landscape designs should compliment building, pedestrian and driveway entrances.

### Parking Areas:

Mounded planter areas and shrub hedges should be utilized to screen parking areas from the street.

Substantial planter islands should be located throughout the parking areas to break up large expanses of paving.

Tree plantings should be located throughout the parking areas to minimize the impact of heat absorption and reflection and to enhance the visual attraction of the property.

### Lighting:

All lighting effects should be designed to avoid any impact upon neighboring properties.

Minimum lighting in the interest of safety and security should be provided.

Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet.

Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

## SIGNS

Signs designed for office development should generally be subtle in appearance and lighting. Multiple tenant names upon a single sign should be minimized. The use of prominent address signs at the street and directory signs near the building entrances are encouraged.

### Content:

Signs should include business name and street address only. Restaurants may indicate the nature of their fare upon the sign as well. Retail establishments may indicate the nature of their business.

Additional information, including telephone numbers, listing of services and the like should be displayed in small scale at the building entrance

Multiple tenant signs at the streetfront are discouraged.

Multiple tenant developments where more than one business name will be displayed should establish a sign program

Business park identification and address signs are encouraged.

**Design and Materials:**

All freestanding signs shall be of monument or pylon type and consistent with the style and materials and colors of the building.

Building signs should generally be individual letter types and may be internally illuminated.

Plastic faces and internally illuminated cabinet type sign faces should be subtle in design and well integrated with the building design.

Internally illuminated sign cabinets shall have dark or opaque backgrounds

Awnings for sign purposes may be appropriate in some cases.

**Location:**

Integration of landscaping and sign design is considered very desirable and is encouraged.

Signs should be located in generously landscaped areas, generally at driveway entrances, building entrances or at street corners.

Building signs should be located generally at the ground floor or second floor level near the building entrance.

**SECTION F**  
**INDUSTRIAL DEVELOPMENT GUIDELINES**

Industrial developments range from heavy industries which involve much outdoor activity, storage and truck movement to light industry and research and development uses which operate completely within a building and involve substantial office uses.

Industrial uses which involve outdoor activity and storage should be designed to utilize the area away from street views for such activity. Location of the building at the front portion of the property is appropriate in these cases.

Due to the substantial employment volumes associated with industrial development, attention should be given to Transportation System Management site design measures such as pedestrian connections to the public sidewalks and transit facilities, bicycle racks and shower facilities for employees, preferred parking for car/van pools, on-site lunch areas and the like.

The intent of these guidelines is to encourage the enhancement of the street appearance and the facility of movement and activities within the industrial neighborhood to protect the long term attractiveness and economic viability of the industrial environment in the City.

These guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

**SITE PLAN**

**Amenities:**

Courtyards, water features, seating areas for employee use are encouraged.

Public art is encouraged at entrances and courtyard areas.

**Building Orientation:**

A prominent building entrance should orient to the street.

The site plan should avoid orientation of service areas and large expanses of blank walls toward the street(s).

**Setbacks:**

Setbacks adjacent to residential areas shall be sensitive to the impact of noise and industrial activities.

Adequate landscape and screen wall buffers shall be provided between industrial and residential properties.

**Circulation and Parking:**

Driveway entrances should be appropriate in number and location so as to minimally impact traffic movements on the street.

Driveway entrances should be appropriately emphasized by landscaping treatments to provide a suitable focus and identification.

Parking stalls which back directly into entrance driveways shall be at least 20 feet from the property line.

Parking layout should be designed for maximum efficiency and minimal paving.

Standard and compact parking spaces should be evenly distributed throughout the lot.

Convenient and safe pedestrian pathways should be designed into the parking plan.

Parking lot landscaping should provide shade and break up large expanses of paving.

**Equipment Location:**

Rooftop equipment shall be screened from view at the ground level.

Ground mounted equipment should be located out of front and street sides of buildings and screened from view by landscaping or screening walls consistent with the building design and materials.

**Loading and Storage Areas:**

Loading areas should be located away from street views or shall be screened by landscaping and/or screening walls consistent with the building design and materials.

Loading and storage areas shall not be oriented to residential areas and shall be adequately buffered by landscaping and screening walls.

**Trash Enclosures:**

Trash enclosures shall be sufficient in number and appropriately located to conveniently serve all tenant spaces.

Enclosures shall be six feet in height, of solid masonry construction and finished on the exterior to compliment the building(s) in materials and colors or may be of chain link fence construction with concealing slats.

Gates shall be solid in appearance and metal framed for durability.

Enclosures should be located away from the street and from residential fences and should be screened by landscaping from public views.

Adequate access and circulation for dumpster pick-up shall be provided.

**Utilities:**

All utility vaults, boxes, etc. should be indicated on the site plan and/or landscaping plan for architectural review.

Utility vaults, boxes, meters, standpipes and the like, including emergency equipment, should be located out of street yards and adequately screened by landscaping.

Utility meters located at the building should be placed out of sight or appropriately enclosed to minimally impact the building appearance.

Utility room doors should be located away from street elevations.

**ARCHITECTURE**

**Building Orientation:**

A prominent building entrance should be oriented toward the street(s).

Street elevations should avoid service area views and large expanses of blank walls.

**Bulk, Scale and Height:**

The bulk, scale and height of the building(s) should be appropriate for the neighborhood.

**Architectural Features:**

Architectural features should be provided to avoid large expanses of blank walls.

The use of decorative facade elements and treatments is encouraged to enrich the building appearance.

Facade, roof and fenestration treatments should be consistent throughout the development.

**Parking Structures:**

Large blank walls facing public views should be avoided.

Parking structures should be finished in materials, textures and colors to complement the architecture of the development.

Lighting shall be adequately addressed in the interest of safety and sensitivity to nearby properties.

Parking structures should be immediately surrounded by landscaped areas.

**LANDSCAPING**

**Front Yard Landscaping:**

Front yard and all streetfront landscaping areas, including landscape areas

within the public right-of-way, should be planted to partially screen parking areas and enhance the attractiveness of the streetscape.

Lawn with rolling mounds up to 3 feet in height and trees (consistent with the City Street Tree Program) are generally appropriate in all street yards and right-of-way landscaping.

Shrub and tree plantings should be provided at the building foundations and separated from lawn areas by mow bands.

Landscape designs should compliment building, pedestrian and driveway entrances.

**Parking Areas:**

Mounded planter areas and shrub hedges should be utilized to screen parking areas from the street.

Substantial planter islands should be located throughout the parking areas to break up large expanses of paving.

Tree plantings should be located throughout the parking areas to minimize the impacts of heat absorption and reflection and to enhance the visual attraction of the property.

**Lighting:**

All lighting effects should be designed to avoid impacts upon neighboring properties.

Minimum lighting in the interest of safety and security should be provided.

Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet.

Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

**SIGNS**

Signs in the industrial areas are intended to be subtle in design and lighting and as a means to identify and locate businesses. Additional advertising of products or services is discouraged.

**Content:**

Signs should include business name and street address only.

Additional information, including telephone numbers, listing of services and the like should be displayed in small scale at the building entrance.

Simple logos may be incorporated into the sign layout but multiple word logo inscriptions should generally be avoided.

Multiple tenant freestanding signs are discouraged.

**Design and Materials:**

All freestanding signs should be of monument or pylon type and consistent with the style and materials and colors of the building.

Building signs should generally be individual letter types and may be internally illuminated.

Plastic faces and internally illuminated cabinet type sign faces should be subtle in design, muted in colors and well integrated with the building design.

Internally illuminated sign cabinets shall have dark or opaque backgrounds.

Awnings for sign purposes may be appropriate where the awning is an integral part of the building appearance.

**Location:**

Integration of landscaping and sign design is encouraged.

Freestanding signs should be located in generously landscaped areas, generally at driveway entrances, building entrances or at street corners.

Building signs should be located generally at the ground floor or second floor level near the building entrance.

## SECTION G

### OLD QUAD AND AGNEW VILLAGE SINGLE FAMILY AND DUPLEX RESIDENTIAL GUIDELINES

The Old Quad is the historic portion of the City containing the original surveyor's quadrant laid out in 1866. For the purposes of these Guidelines, the boundaries are the railroad on the north, Scott Boulevard on the west and Newhall Street and the City limits on the south and east.

Agnew Village has many properties with an historical flavor similar to those in the Old Quad. For the purposes of these Guidelines, its boundaries include Bassett Street on the east, Chestnut Street on the south, Fillmore and Cheeney Streets on the west and Third Street on the north.

A variety of uses are promoted and preserved within the Old Quad. Due to the close knit composition of the Old Quad and Agnew Village, the intent of these design guidelines is to assure the compatibility of uses in terms of scale, architectural flavor and texture, project orientation and functional characteristics.

For much of the Old Quad, the architectural flavor of the district is represented by the Victorian and Mission styles. Victorian style is typified by horizontal wood siding, steeply pitched roofs, recessed and vertically oriented fenestration (window treatments), prominent front porch entries and moderately-to-richly textured architectural details. Mission style is generally simple in form, characterized by stucco or plaster walls, low-pitched red barrel tile roofs with heavy exposed rafters on generous overhangs, occasional parapet walls, round arches, recessed fenestration, balconies and courtyards. Another prominent, pre-1950's style is represented in many examples of small cottages of stucco and/or wide-board lap siding, composition roofs, traditional double-hung windows and prominent front porches. Architectural styles should incorporate the prominent orientations, forms, characteristics and details of these historical styles in general and additions to existing structures or property developments should closely conform to the existing style. Ranch style architecture, modern plywood siding products, aluminum sliding doors and windows and other less compatible materials and designs should be avoided.

The common characteristics of the architectural styles intended to be preserved and promoted in consideration of new development within the Old Quad and Agnew Village include prominent front entries and entry porches oriented to the street, front walkways from the public sidewalk, subordination of garages and parking areas to the front entry of the main building, building texture, recessed and well-accentuated fenestration and generous landscaping.

The park strip arrangement of separated sidewalks in the Old Quad is important to the maintenance and enhancement of the character of the tree-lined streets of the historical district of Santa Clara and essential to the objectives of the street tree program. Architectural review of development proposals within the Old Quad will anticipate upgrading and continued maintenance of landscaped areas, including park strips and street trees.

These Guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

#### SITE PLAN

##### **Building Orientation:**

A front porch/entry should be oriented to the street.

A front walkway to the public sidewalk should be provided.

Windows and balconies at second stories should be oriented away from nearby properties where there are small setbacks.

Entrances to second story areas shall be from within the residence.

##### **Building Setbacks:**

Front and street side yard setbacks should be appropriate for the block and for the scale of the proposed building.

Second story construction should be consistent with the architectural style of the structure and should be stepped back from the ground floor walls at the front and street side yards where appropriate to complement small surrounding structures.

Second story windows and balconies should be oriented away from private yards and windows on nearby residences when constructed within 15 feet of the property line.

Directly facing windows on adjacent properties should be avoided within 20 feet of each other.

Proposed setbacks shall minimize shadows on adjacent residences and private yards.

##### **Parking Areas:**

Multiple driveways on a single family lot are generally inappropriate.

Garage or carport should be located behind the front building line of the main structure.

Driveways should not terminate immediately in front of the living area of a residence (where no other option exists, there shall be a planter area of a minimum five feet wide between the residence and the driveway).

Driveways should be concrete rather than asphalt.

Provide a substantial planter strip between a driveway and an adjoining property.

Fences and hedges within the street setbacks and affecting views from or to driveways shall be no higher than three feet.

**Accessory Buildings:**

Accessory buildings should be minor in relation to the main structure.

Multiple accessory buildings are generally inappropriate on single family and duplex lots.

Accessory buildings should be well maintained and finished to complement the main structure.

**Equipment:**

Location of air conditioning units, pool equipment and the like should be at least 5 feet from property lines and shielded to avoid any impact of noise and vibration upon neighboring properties and streets.

Ground mounted equipment should not obstruct passageways through side yards.

Energy conservation measures are encouraged, but roof mounted solar equipment should be oriented away from street views.

**ARCHITECTURE**

**Architectural Style:**

The architectural style of the proposal should be in keeping with the flavor of the Old Quad (Agnew Village) and with the immediate neighborhood.

Roof design, materials and colors should be appropriate for the architectural style of the building.

New roof additions should conform to existing roof lines.

**Architectural Features:**

A prominent front porch/entry should be provided.

Architectural features should be adequate and appropriate for the style of the building.

Building materials and colors should be appropriate for the architectural style of the building and suitable for the Old Quad District (Agnew Village).

Canopy additions should be compatible with the building style.

**Building Scale and Bulk:**

Building height and bulk is appropriate relative to nearby 1 and 2 story single family residences.

Second story element is in proportion to the ground floor element.

**Fenestration:**

Window style and proportion are appropriate for the architectural style of the building.

New windows and doors on additions match existing windows and doors.

Windows are in keeping with the style of the building and appropriately detailed and trimmed.

**Garages and Carports:**

Garage or carport should be subordinate in appearance to the main structure.

Garage or carport should be consistent in style with the main structure.

Structural supports of the carport should be substantial and utilize materials of the main structure to provide consistency.

Roof of attached garage or carport should conform to existing roof lines.

**YARDS AND LANDSCAPING**

Front and street side yards, including park strips, shall be landscaped and properly maintained; lawn is appropriate in most cases.

Hardscape and driveways should occupy not more than one-third (1/3) of the front or street side yard.

Rear yard recreational areas should not be less than approximately 20 feet by 30 feet (600 squarefeet) on single family lots.

Rear yard recreational areas should not be less than 15 feet by 15 feet (225 square feet) for each unit on duplex and accessory unit lots.

Rear yard recreational areas should be immediately accessible to the living space of the residence.

Plants with low water requirements and automatic irrigation systems are encouraged.

Mature trees should not be removed without reasons of health, safety or undue hardship related to the appropriate development of the property.

Fences shall be maintained in good condition and replaced, repaired or repainted as necessary.

## SECTION H

### OLD QUAD DISTRICT AND AGNEW VILLAGE MULTI FAMILY RESIDENTIAL GUIDELINES

The Old Quad is the historic portion of the City containing the original surveyor's quadrant laid out in 1866. For the purposes of these guidelines, the boundaries are the railroad on the north, Scott Boulevard on the west and Newhall Street and the City limits on the south and east.

Agnew Village has many properties with an historical flavor and scale similar to the Old Quad. For the purposes of these Guidelines, its boundaries are Bassett Street on the east, Chestnut Street on the south, Fillmore and Cheeny Streets on the west and Third Street on the north.

A variety of uses are promoted and preserved within the Old Quad. Due to the close knit composition of the Old Quad and Agnew Village, the intent of these design guidelines is to assure the compatibility of uses in terms of scale, architectural flavor and texture, project orientation and functional characteristics.

For much of the Old Quad, the architectural flavor of the district is represented by the Victorian and Mission styles. Victorian style is typified by horizontal wood siding, steeply pitched roofs, recessed and vertically oriented fenestration (window treatments), prominent front porch entries and moderately-to-richly textured architectural details. Mission style is generally simple in form, characterized by stucco or plaster walls, low-pitched red barrel tile roofs with heavy exposed rafters on generous overhangs, occasional parapet walls, round arches, recessed fenestration, balconies and courtyards. Another prominent, pre-1950's style is represented in many examples of small cottages of stucco and/or wide-board lap siding, composition roofs, traditional double-hung windows and prominent front porches. Ranch style architecture, modern plywood siding products and aluminum sliding doors and windows are generally inappropriate.

Multi family residential proposals in the Old Quad district and Agnew Village should avoid modern and relatively plain styles of architecture. The use of multiple small buildings rather than a single large building is appropriate. Special attention to articulation of individual units or architectural features can also help to reduce the apparent large scale of a multi unit building.

The common characteristics of the architectural styles intended to be preserved and important for consideration in new development within the Old Quad and Agnew Village include prominent front entries and entry porches oriented to the street, front walkways from the public sidewalk, subordination of garages and parking areas to the front entry of the main building, building texture, recessed and well-accentuated fenestration and generous landscaping.

The park strip arrangement of separated sidewalks in the Old Quad is important to the maintenance and enhancement of the character of the tree-lined streets of the historical district of Santa Clara and essential to the objectives of the street tree program. Architectural review of development

proposals within the Old Quad will anticipate upgrading and continued maintenance of landscaped areas, including park strips and street trees, where applicable.

These Guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

#### SITE PLAN

##### **Building Orientation:**

A front porch/entry and front walkway should be oriented to the street for each unit at the street.

Windows and balconies at second stories shall be oriented away from nearby private yards and windows where setbacks are less than 15 feet.

Directly facing windows between different units on the same site or between adjacent properties shall not be closer than 20 feet.

Well landscaped courtyards should be provided where multiple units are oriented toward each other.

Amenities such as pools, recreation centers, water features, art works and the like are encouraged.

##### **Building Setbacks:**

Front and street side yard setbacks should be appropriate for the block and for the scale of the proposed building.

Second story windows and balconies are to be sensitive to nearby residences and private yards.

Proposed setbacks shall minimize the impact of shadows upon nearby private yards or residences.

##### **Parking Areas:**

More than two driveways should be avoided on smaller projects.

Garages or carports should be located behind the front building line and screened from the street views.

Driveways should not be located immediately in front of the living area of a residence (where no other option exists, there shall be a planter area of a minimum five feet wide between the residence and the driveway).

Driveways should be concrete and/or provide decorative paving at the driveway entrance.

Covered parking spaces should be concrete rather than asphalt.

A substantial planted buffer strip should be provided between a driveway or parking area and an adjoining property.

Fences and hedges within the street setbacks and affecting views from or to driveways shall be no higher than three feet.

Underground parking is generally inappropriate; where it is justified and well designed openings should be oriented away from the street or adequately screened from view.

**Equipment:**

Roof and ground mounted equipment shall be screened from street views and from neighboring properties.

Location of air conditioning units, pool equipment and the like should be not less than 10 feet from any property line and shielded to avoid the impact of noise and vibration upon neighboring properties and streets.

Ground mounted equipment should not obstruct passageways through side yards.

**Trash Enclosures:**

Trash enclosures shall be located away from street yards and screened from views from the street.

The size and quantity of enclosures shall be suitable for the size and nature of the development; generally trash enclosures should be sufficient in number and located to conveniently serve all units.

Enclosures shall be finished in texture and colors to complement the development.

**Utilities:**

Location and arrangement of utility vaults, transformers, meters, fire equipment and the like shall not adversely impact the front yard landscaping or overall aesthetics of the project.

Utilities shall be screened by landscaping or other means as necessary to enhance the streetscape.

**ARCHITECTURE**

**Architectural Style:**

The architectural style of the proposal shall be in keeping with the flavor of the Old Quad (Agnew Village) and with the immediate neighborhood.

All elements of the architectural theme shall be carried throughout all elevations of the project.

Traditional orientations and building relationships should be maintained.

Roof design, materials and colors should be appropriate for the architectural style of the building.

New roof additions should conform to existing roof lines.

Accessory buildings should be well maintained and finished to complement the main structure(s).

**Architectural Features:**

A prominent front porch/entry should be provided for each unit oriented to the street.

Architectural features, including stairways, railings, projections and the like, should be adequate and appropriate for the style of the building.

Building materials and colors should be suitable for the architectural style of the building and the Old Quad (Agnew Village).

Canopy additions should be compatible with the building style.

Energy conservation measures are encouraged, but roof mounted solar equipment should be oriented away from street views.

**Building Scale and Bulk:**

Building height and bulk should be appropriate relative to nearby 1 and 2 story properties.

Second story element should be in proportion to the ground floor element. Sufficient unit articulation and architectural detail are proposed to minimize building bulk.

**Fenestration:**

Window style and proportion should be appropriate for the architectural style of the building.

Windows should be recessed in keeping with the style of the building and in the interest of building texture.

Sliding aluminum doors should not be visible from the street.

Aluminum windows should be appropriately detailed and trimmed to be suitable for the architectural style of the district.

**Garages and Carports:**

Garages or carports should be subordinate in appearance to the main structure(s).

Garages or carports should be consistent in style and materials with the main structure(s).

Structural supports of the a carport are substantial and utilize materials of the main structure to provide consistency.

#### YARDS AND LANDSCAPING

##### Yards:

Front and street side yards, including park strips, shall be landscaped and properly maintained; lawn is appropriate in most cases.

Hardscape and driveways should occupy not more than one-third (1/3) of each front or street side yard.

Private yard recreational areas should not be less than approximately 10 feet by 15 feet (150 square feet).

Common yard recreational areas should not be less than 20 feet by 50 feet (1000 square feet) for each building or cluster where private yards are not provided for every unit in the cluster.

Recreational yard areas should be immediately accessible to each residence to the greatest extent possible.

Fences shall be maintained in good condition and replaced, repaired or repainted as necessary.

##### Plantings:

Plants with low water requirements and automatic irrigation systems are encouraged.

Mature trees should not be removed without reasons of health, safety or undue hardship related to the appropriate development of the property.

Lawns are to be provided in common space recreational yards.

Private yard areas should be not more than 70 percent hardscape.

##### Signs:

Permanent signs in multi family residential projects are intended to locate and identify the project. Generally these signs are to be a low monument type located within a landscaped area near the project driveway. Sign colors and lighting should be subtle and tastefully done. The street address should be indicated on the sign. Site-internal directory signs and building identification signs are encouraged in larger projects.

## SECTION I

### OLD QUAD DISTRICT AND AGNEW VILLAGE COMMERCIAL DEVELOPMENT GUIDELINES

The Old Quad is the historic portion of the City containing the original surveyor's quadrant laid out in 1866. For the purposes of these guidelines, the boundaries are the railroad on the north, Scott Boulevard on the west and Newhall Street and the City limits on the south and east.

Agnew Village has many properties with an historical flavor and scale similar to the Old Quad. For the purposes of these Guidelines, its boundaries are Bassett Street on the east, Chestnut Street on the south, Fillmore and Cheeney Streets on the west and Third Street on the north.

A variety of uses are promoted and preserved within the Old Quad. Due to the close knit composition of the Old Quad and Agnew Village, the intent of these design guidelines is to assure the compatibility of uses in terms of scale, architectural flavor and texture, neighborhood character, project orientation and functional characteristics.

Commercial development proposals in the Old Quad district and Agnew Village should avoid modern and relatively plain styles of architecture. The scale and nature of development should be pedestrian oriented. Storefronts should be adjacent to the public sidewalk. Protection and enhancement of the pedestrian nature of the streetscape is a primary objective. Parking areas should be located to the rear of the building.

Professional offices and other businesses permitted within residential structures shall be sensitive to the residential character of the neighborhood. Commercial parking areas shall be well buffered from adjacent properties and screened from the street.

The park strip arrangement of separated sidewalks in the historic Old Quad is important to the maintenance and enhancement of the district's character and is important to the objectives of the City's street tree program. Architectural review of development proposals within the Old Quad will anticipate upgrading and continued maintenance of landscaped areas, including park strips and street trees, where applicable.

These Guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

Note: All work in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

#### SITE PLAN

##### **Building Orientation:**

A front entry should be oriented to the street for each tenant space facing the street.

Retail uses should be located immediately behind the public sidewalk.

Windows and balconies at second stories shall be oriented away from nearby private yards and windows.

Well landscaped courtyards should be provided where multiple tenants are oriented toward each other.

Storage areas shall be located behind the building, screened from public view and buffered by landscaping and screening walls from neighboring residential properties.

**Building Setbacks:**

Front and street side yard setbacks should be appropriate for the block and for the scale of the proposed building.

Second story windows and balconies should be sensitive to nearby residences and private yards.

Proposed setbacks shall minimize shadows on nearby yards and residences.

**Parking Areas:**

Parking areas should be located to the rear or to the side of the building.

Driveways should be provide decorative paving at the driveway entrance.

A substantial planted buffer strip should be provided between a driveway or parking area and an adjoining property.

Fences and hedges within the street setbacks and affecting views from or to driveways shall be no higher than three feet.

Underground parking is generally inappropriate; where it is justified and well designed openings should be oriented away from the street or adequately screened from view.

Parking areas shall be landscaped to break up large expanses of paving.

**Equipment:**

Roof and ground mounted equipment shall be screened from street views and from neighboring properties.

Location of air conditioning units and other equipment should be not less than 10 feet from any property line and shielded to avoid any impact on neighboring properties and streets.

Ground mounted equipment should not obstruct passageways through side yards.

**Trash Enclosures:**

Trash enclosures shall be located away from street yards and screened from views from the street.

The size and quantity of enclosures shall be suitable for convenience of all tenants.

Enclosures shall be of solid masonry construction with solid gates (chain link is inappropriate) and finished in texture and colors to complement the development.

Adequate access and circulation for dumpster pick-up shall be provided.

**Utilities:**

Location and arrangement of utility vaults, transformers, meters, fire equipment and the like shall not adversely impact the front yard landscaping or overall aesthetics of the project.

Utilities shall be screened by landscaping or other means as necessary to protect public views.

**ARCHITECTURE**

**Architectural Style:**

The architectural style of the proposal should be in keeping with the flavor of the Old Quad (Agnew Village) and with the immediate neighborhood.

All elements of the architectural theme should be carried throughout all elevations of the project.

Traditional orientations and building relationships should be proposed.

Roof design, materials and colors should be appropriate for the architectural style of the building.

New roof additions conform to existing roof lines.

**Architectural Features:**

A prominent front porch/entry should be provided for each unit oriented to the street.

Architectural features should be adequate and appropriate for the style of the building.

Building materials and colors should be suitable for the architectural style of the building and the district.

Consistent architectural themes should be carried out along a storefront block of properties.

Canopy additions should be compatible with the building style.

Energy conservation measures are encouraged, but roof mounted solar equipment should be oriented away from street views.

**Building Scale and Bulk:**

Building height and bulk should be appropriate relative to nearby properties and the nature of the street.

**Fenestration:**

Window style and proportion should be appropriate for the architectural style of the building.

Windows should be detailed in keeping with the style of the building and in the interest of building texture.

**Parking Garages:**

Parking garages shall be suitably designed to be architecturally compatible with the streetscape and the flavor of the area.

Large blank walls are to be avoided on all elevations.

Garages shall not exceed the height of surrounding buildings.

Planting areas shall be provided to allow tree and other screen plantings.

**YARDS AND LANDSCAPING**

**Yards:**

Front and street side yards, including park strips, shall be landscaped and properly maintained.

Hardscape and driveways should occupy not more than one-third (1/3) of each front or street side yard on residential structures used for commercial purposes.

Fences shall be maintained in good condition and replaced, repaired or repainted as necessary.

Courtyards and patios shall be landscaped with trees and other vegetation.

**Plantings:**

Plants with low water requirements and automatic irrigation systems are encouraged.

Mature trees should not be removed without reasons of health, safety or undue hardship related to the appropriate development of the property.

Street trees shall be provided subject to the stipulations of the Street Tree Program.

**SIGNS**

The intent of sign review in this district is to encourage signing that is in keeping with the character of the Old Quad and that is sensitive to

the residential nature and pedestrian scale of the area. Signs should be subtle in design and lighting, oriented to the street and in scale with the pedestrian nature and lower traffic speeds of the district.

Sign lighting should be done as subtle spotlighting, rather than internally illuminated cabinet signs.

Sign location should complement the building design.

The use of awnings which complement the building design may be appropriate for sign purposes.

Freestanding signs should generally be avoided in this district.

Where appropriate, freestanding signs should be monument style, small in scale and should be well integrated within landscaped areas.

Historical properties or properties developed in such architectural styles should carry out that theme in any sign proposal; in many cases no illumination is appropriate; signs on historically designated properties shall be reviewed and approved by the City's Historical and Landmarks Commission prior to issuance of sign permits.

## SECTION J

### THE EL CAMINO REAL AND STEVENS CREEK BOULEVARD COMMERCIAL GUIDELINES

The El Camino Real and Stevens Creek Boulevard are typified by automobile oriented retail and service commercial strip developments. Auto dealerships, auto service enterprises, specialty retail shops and services, offices, restaurants, markets and shopping centers are located here. The prevalence of narrow lot frontages on these multi-lane, high-speed roadways and the haphazard historical development along both of these strips has resulted in a mixture of building arrangements and setbacks and a problem of visual clutter.

As the commercial activities along these strips serve both local and regional clients, it is important that these developments be attractive and convenient to motorists and pedestrians alike. At the same time, care should be taken to minimize the impact of commercial activities upon adjacent residential neighbors. The majority of these commercial properties border residential neighborhoods to the rear.

Redevelopment of older properties, landscaping improvements and reduction in the sign clutter are to be promoted along these two thoroughfares. The wide range of varied and sometimes conflicting uses in these districts calls for innovative design solutions.

These guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

Note: All work proposed in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

#### SITE PLAN

##### **Amenities:**

Courtyards, water features, seating areas and the like are encouraged.

Public art is encouraged at entrances and courtyard areas.

##### **Building Orientation:**

A prominent building or center entrance should orient to the street.

The site plan should avoid orientation of service areas and large expanses of blank walls toward the street(s).

##### **Setbacks:**

Setbacks adjacent to residential areas shall be sensitive to the impact of noise and commercial activities.

Adequate landscape buffers shall be provided between commercial and residential properties.

**Circulation and Parking:**

Driveway entrances should be located so as to minimally impact traffic movements on the street.

Driveway entrances should be appropriately emphasized by landscaping treatments to provide a suitable focus and identification.

Parking stalls which back directly into entrance driveways shall be at least 20 feet from the property line.

Parking layout should be designed for maximum efficiency of use and minimal paving.

Standard and compact parking spaces should be evenly distributed throughout the lot.

Convenient and safe pedestrian pathways should be designed into the parking plan.

Special paving treatments should be utilized at entrances and in pedestrian areas of parking lots.

Parking lot landscaping should provide shade and break up large expanses of paving.

**Equipment Location:**

Rooftop equipment shall be screened from view at the ground level.

Ground mounted equipment should not be located in front and street side yards of buildings and screened from view by landscaping or screening walls consistent with the building design and materials.

**Loading and Storage Areas:**

Loading areas should be located away from street views.

Loading and storage areas oriented to public views shall be screened by landscaping and/or screening walls consistent with the building design and materials.

Loading and storage areas oriented to residential areas shall be adequately buffered by landscaping and screening walls.

Loading and service areas for automobile areas shall not face residential areas and shall be sensitive to adjacent incompatible uses.

**Trash Enclosures:**

Trash enclosures shall be sufficient in number and appropriately located to conveniently serve all tenant spaces.

Enclosures shall be six feet in height, of solid masonry construction and finished on the exterior to compliment the building(s) in materials and colors.

Gates shall be solid in appearance and metal framed for durability.

Enclosures should be located away from the street and from residential fences and should be screened by landscaping from public views.

**Utilities:**

Utility vaults, boxes, meters, standpipes and the like, including emergency equipment, should be located out of street yards and adequately screened by landscaping.

Utility meters located at the building should be placed out of sight or appropriately enclosed to minimally impact the building appearance.

Utility room doors should be located away from street elevations.

**ARCHITECTURE**

**Building Orientation:**

A prominent building or center entrance should be oriented toward the street(s).

Street elevations should avoid service area views and large expanses of blank walls.

**Bulk, Scale and Height:**

The bulk, scale and height of the building(s) should be appropriate for the surrounding development.

Second story construction should be sensitive to adjacent residential neighbors.

**Architectural Features:**

Architectural features should be provided to avoid large expanses of blank walls.

The use of decorative pilasters, moldings, cornices and other facade treatments is encouraged to enrich the building appearance.

Facade, roof and fenestration treatments should be consistent throughout the center.

**Parking Structures:**

Large blank walls should be avoided.

Parking structures should be finished in materials, textures and colors to complement the architecture of the center.

Utilitarian designs which do not complement the architecture of the center are to be avoided.

Lighting shall be adequately addressed in the interest of safety and sensitivity to nearby properties.

Parking structures should be immediately surrounded by landscaped areas.

#### LANDSCAPING

##### Front Yard Landscaping:

Front yard and all streetfront landscaping areas, including landscape areas within the public right-of-way, should be planted to partially screen parking areas and enhance the visual attractiveness of the streetscape.

Lawn with rolling mounds up to 3 feet in height and trees (consistent with the City Street Tree Program) are generally appropriate in all street yards and right-of-way landscaping.

Shrub and tree plantings should be provided at the building foundations and separated from lawn areas by mow bands.

Landscape designs should complement building, pedestrian and driveway entrances.

##### Parking Areas:

Mounded planter areas and shrub hedges should be utilized to screen parking areas from the street.

Substantial planter islands should be located throughout the parking areas to break up large expanses of paving.

Tree plantings should be located throughout the parking areas to minimize the impact of heat absorption and reflection and to enhance the visual attractiveness of the property.

##### Lighting:

All lighting effects should be designed to avoid adverse impact upon neighboring properties and streets.

Minimum lighting in the interest of safety and security should be provided.

Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet.

Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

#### SIGNS

Sign clutter often results where many businesses located closely together depend upon visibility for economic survival. Unrestrained competition for the attention of the public by individual businesses is detrimental to the common benefit of all businesses in the district.

Freestanding signs should be in scale with the development, the property frontage and neighboring developments. Narrow property frontages

should consider monument signs located closer to the street.

The intent of sign review in this district is to encourage effective and attractive signs oriented to the passing motorist. Objectives include the reduction of sign clutter and the promotion of sign visibility and legibility, quality of design and construction and an attractive streetscape.

A sign program should be developed for each property with two or more tenant spaces to provide an equitable system of allocating sign area to each tenant within the parameters of the City sign ordinance and in the interest of legibility, consistency and compatibility of signs throughout the center. The sign program shall be approved by the property owner(s) and the City.

**Content:**

Signs should include business name and street address only. Restaurants may indicate the nature of their fare upon the sign as well. Retail establishments may indicate the nature of their business

Additional information, including telephone numbers, listing of services and the like should be displayed in small scale at the building entrance

**Design and Materials:**

All freestanding signs should be in proportion with the scale of the development.

Signs shall be consistent in style, materials and colors of the building.

Building signs are encouraged to be individual letter types and may be internally illuminated.

Plastic faces and internally illuminated cabinet type sign faces should be subtle in design and color and well integrated with the building design.

Internally illuminated sign cabinets shall have dark or opaque backgrounds.

Awnings for sign purposes may be appropriate in some cases.

**Location:**

Integration of landscaping and sign design is encouraged.

Freestanding signs should be located in generously landscaped areas, generally at driveway entrances, building entrances or at street corners.

Building signs should be located at the ground floor or second floor level near the building or tenant entrance.

The length of a sign face should generally not exceed fifty percent (50%) of the store front per building elevation.

Signs should be oriented away from residential properties and lighting shall be subtle where visible to nearby residential properties.

**SECTION K**  
**BAYSHORE NORTH BUSINESS DISTRICT**

The Bayshore North business district represents the heart of the Silicon Valley business community. The high quality of development in the district is to be maintained and enhanced to the greatest extent possible. The intent of architectural review in this district is to protect the property values and appearance of the high quality development which currently exists.

The large scale of this development generally will require large setbacks. Building orientation to the street may be appropriately addressed by a strong focus upon the building entry, special treatment of the entry drives and landscaping.

Due to the high employment volumes associated with office and industrial development, attention should be given to Transportation System Management site design measures such as pedestrian connections to the public sidewalks and transit facilities, bicycle racks and shower facilities for employees, preferred parking for car/van pools, on-site lunch areas and the like.

Parking lots should be well designed and generously landscaped. Delivery areas and equipment installations should be screened from street views.

These guidelines should be used in conjunction with all applicable Zoning Ordinance standard requirements as well as the policy statements of the General Plan.

Note: All work proposed in the public right-of-way and within public utility easements shall first be reviewed and approved by the Public Works Department.

**SITE PLAN**

**Amenities:**

Courtyards, water features, seating areas and the like are encouraged.

Public art is encouraged at entrances and courtyard areas.

**Building Orientation:**

A single building on a site should be oriented to the street by means of pedestrian and auto circulation paths.

A prominent entry or courtyard should be provided and should orient to the street.

A complex of buildings located on a single site should be oriented toward a central courtyard if each building is not oriented to the street.

Buildings should be oriented to minimize the impact upon view corridors.

The site plan should avoid orientation of service areas and large expanses of blank walls toward the street(s).

**Setbacks:**

Large landscaped setbacks should be provided at the street.

Setbacks between buildings should be sufficient to protect view corridors.

Setbacks adjacent to residential areas shall be sensitive to impacts of noise and commercial activities.

Adequate landscape buffers shall be provided between commercial and residential properties.

**Circulation and Parking:**

Driveway entrances should be located so as to minimally impact traffic movements on the street.

Driveway entrances should be appropriately emphasized by landscaping and gate treatments to provide a suitable focus and identification.

Parking stalls which back directly into entrance driveways shall be at least 20 feet from the property line.

Parking layout should be designed for maximum efficiency of use and minimal paving.

Standard and compact parking spaces should be evenly distributed throughout the lot.

Convenient and safe pedestrian pathways should be designed into the parking plan and provide access from the street and parking areas to the building entrances.

Special paving treatments should be utilized at entrances and in pedestrian areas of parking lots.

Parking lot landscaping should provide shade and break up large expanses of paving.

**Equipment Location:**

Rooftop equipment shall be screened from view at the ground level.

Ground mounted equipment should not be located in front and street side yards of buildings and should be screened from view by landscaping or screening walls consistent with the building design and materials.

**Loading and Storage Areas:**

Loading areas should be located away from street views.

Loading and storage areas oriented to public views shall be screened by landscaping and/or screening walls consistent with the building design and materials.

Loading and storage areas oriented to residential areas shall be adequately buffered by landscaping and screening walls.

**Trash Enclosures:**

Trash enclosures shall be sufficient in number and appropriately located to conveniently serve all tenant spaces.

Enclosures shall be six feet in height, of solid masonry construction and finished on the exterior to complement the building(s) in materials and colors or may be of chain link fence construction with screening slats.

Gates shall be solid in appearance and metal framed for durability.

Enclosures should be located away from the street and from residential fences and should be screened by landscaping from public views.

**Utilities:**

All utility vaults, boxes, meters, standpipes and the like shall be indicated on the site and/or landscape plan.

Utility vaults, boxes, meters, standpipes and the like, including emergency equipment, should be located out of street yards and adequately screened by landscaping.

Utility meters located at the building should be placed out of sight or appropriately enclosed to minimally impact the building appearance.

Utility room doors should be located away from street elevations.

**ARCHITECTURE**

**Building Orientation:**

A prominent building or courtyard entrance should be oriented toward the street(s).

Street elevations should avoid service area views and large expanses of blank walls.

**Bulk, Scale and Height:**

The bulk, scale and height of the building(s) should be appropriate for nearby development.

The building design should be sensitive to protection of important view corridors.

The building design should consider the effects of wind and shadows on the surrounding lands.

**Parking Structures:**

Large blank walls should be avoided.

Parking structures should be finished in materials, textures and colors to complement the architecture of the development.

Utilitarian designs which do not complement the architecture of the site are to be avoided.

Lighting shall be adequately addressed in the interest of safety and sensitivity to nearby properties.

Parking structures should be immediately surrounded by landscaped areas.

**LANDSCAPING**

**Front Yard Landscaping:**

Front yard and all streetfront landscaping areas, including landscape areas within the public right-of-way, should be planted to partially screen parking areas and enhance the visual attractiveness of the streetscape.

Lawn with rolling mounds up to 3 feet in height and trees (consistent with the City Street Tree Program) are generally appropriate in all street yards and right-of-way landscaping.

Shrub and tree plantings should be provided at the building foundations and separated from lawn areas by mow bands.

Landscape designs should complement building, pedestrian and driveway entrances.

**Parking Areas:**

Mounded planter areas and shrub hedges should be utilized to screen parking areas from the street.

Substantial planter islands should be located throughout the parking areas to break up large expanses of paving.

Tree plantings should be located throughout the parking areas to minimize the impact of heat absorption and reflection and to enhance the visual attractiveness of the property.

**Lighting:**

All lighting effects should be designed to avoid any impact upon neighboring properties and streets.

Minimum lighting in the interest of safety and security should be provided.

Lighting fixtures should generally not exceed the height of the building or a maximum height of 35 feet.

Creative lighting schemes which enhance the building features, site layout and landscaping arrangement are encouraged.

## SIGNS

Signs in this area are intended to be subtle in design and well located to compliment the property and streetscape.

### Content:

Signs should include business name and street address only. Restaurants may indicate the nature of their fare. Retail establishments may indicate the nature of their business but shall take special care to maintain the subtle character of signs within the district.

Additional information, including telephone numbers, listing of services and the like should be displayed in small scale at the building entrance.

### Design and Materials:

All freestanding signs shall be of monument or pylon type and consistent with the style and materials and colors of the building.

Building signs should generally be individual letter types and may be internally illuminated.

Plastic faces and internally illuminated cabinet type sign faces should be subtle in design and well integrated with the building design.

Internally illuminated sign cabinets shall have dark or opaque backgrounds and should be made to appear as individual letter signs.

Awnings for sign purposes may be appropriate where they are in keeping with the building design.

### Location:

Integration of landscaping and sign design is encouraged.

Freestanding signs should be located in generously landscaped areas, generally at driveway entrances, building entrances or at street corners.

Building signs should be located generally at the ground floor or second floor level near the building entrance.

