

ATTACHMENT 2

ORDINANCE NO.

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO

ADOPTING DEVELOPMENT CODE TEXT AMENDMENT ZTA25-002 AMENDING TITLE 18 (DEVELOPMENT CODE) OF THE EAST PALO ALTO MUNICIPAL CODE (EPAMC) SPECIFICALLY TO REPEAL AND REPLACE SECTION 18.10.040 – SITE DESIGN AND ARCHITECTURAL STANDARDS WITH NEW OBJECTIVE SITE AND ARCHITECTURAL DESIGN STANDARDS; 2) AMEND CHAPTER 18.08 DEFINITIONS TO AMEND SECTION 18.08.010 – GENERAL TO ADD A DEFINITION FOR APARTMENT UNDER “A” DEFINITIONS, TO AMEND THE DEFINITION OF MULTI-FAMILY DWELLINGS UNDER “M” DEFINITIONS, TO ADD THE DEFINITION OF ROWHOUSE UNDER “R” DEFINITIONS, TO AMEND THE DEFINITION OF SINGLE-FAMILY DWELLINGS, ATTACHED UNDER “S” DEFINITIONS, AND TO AMEND THE DEFINITIONS OF TOWNHOUSE AND TWO-FAMILY DWELLINGS UNDER “T” DEFINITIONS; 3) AMEND CHAPTER 18.96 TO CORRECT A TYPOGRAPHICAL ERROR IN “EXHIBIT K” WHICH WAS PREVIOUSLY ADOPTED BY THE CITY COUNCIL ON MARCH 18, 2025 AS “SECTION 18.96.030.A.4 – GENERAL PROVISIONS” CORRECTED TO “SUB-SECTION 18.96.030.E.4 – GENERAL PROVISIONS,” TO ADD THE MISSING TEXT “ADUS MUST NOT EXCEED THE” TO SUB-SECTION 18.96.030.E.4.C, AND TO CORRECT TYPOLOGICAL ERRORS IN TABLE 2-3 OF SECTION 18.12.020 – LAND USE REGULATIONS AND ALLOWABLE USES REGARDING THE PERMISSION OF TWO-FAMILY DWELLINGS – ATTACHED ONLY IN THE MUC – MIXED USE CORRIDOR ZONE AND NOTATION UNDER SPECIFIC USE REGULATIONS FOR HOME BUSINESSES; 4) AMEND CHAPTER 18.10 TO AMEND SUB-SECTION 18.10.030.E TO ALIGN WITH SUB-SECTION 18.96.050.F.3 CORNER LOTS AS ADOPTED BY CITY COUNCIL ON FEBRUARY 6, 2024, TO AMEND TABLE 2-2 AND ASSOCIATED “NOTES” OF SECTION 18.10.030 DEVELOPMENT STANDARDS TO ALIGN WITH THE OPEN SPACE STANDARDS ADOPTED BY CITY COUNCIL ON FEBRUARY 6, 2025, AND AMEND THE FRONT AND SIDE SETBACK INCREASE OVER 18 FEET IN HEIGHT FOR SINGLE-FAMILY DWELLINGS AS PROPOSED TO BE REPEALED AND REPLACED PURSUANT TO SECTION 18.10.040 – OBJECTIVE SITE AND ARCHITECTURAL DESIGN STANDARDS; 5) AMEND SECTION 18.48.180 SERVICE STATIONS TO AMEND SUB-SECTION 18.48.180.B.3 AND TABLE 2-3 ALLOWED USES AND PERMIT REQUIREMENTS OF SECTION 18.12.020 TO ALLOW REFUELING AND SERVICE STATIONS WITH CONDITIONAL USE PERMITS IN CERTAIN ROADWAY CORRIDORS IN MIXED USE ZONES AND SCHOOLS, PUBLIC AND PRIVATE WITH CONDITIONAL USE PERMITS IN ALL MIXED USE ZONES; 6) AMEND CHAPTER 18.10 TO AMEND TABLE 2-2 OF SECTION 18.10.030 – DEVELOPMENT STANDARDS TO REDUCE THE MINIMUM FRONT SETBACK DIMENSIONS TO LIVING AREAS TO 15-FEET IN ALL RESIDENTIAL ZONES; 7) AMEND CHAPTER 18.28 – TREES ON PRIVATE PROPERTY TO AMEND SUB-SECTIONS 18.28.070.E TO EXEMPT TREE REMOVAL REQUESTS FROM UTILITY COMPANIES FROM THE REQUIREMENT TO SUBMIT AN ARBORIST REPORT WITH THE APPLICATION AND AMEND SECTION 18.28.110.A TO CORRECT THE REFERENCED CHAPTER UNDER VIOLATIONS FROM “1.118” TO “18.118”; 8) AMEND CHAPTER 18.08 – DEFINITIONS TO AMEND THE DEFINITION OF HOME OCCUPATIONS (HOME BUSINESSES) UNDER “H” DEFINITIONS IN SECTION

18.08.010 – GENERAL, AND AMEND CHAPTER 18.48 TO AMEND SECTION 18.48.110 HOME BUSINESSES (HOME OCCUPATION PERMIT) TO ALLOW HOME OCCUPATIONS IN ACCESSORY STRUCTURES WITHIN RESIDENTIAL PROPERTIES AND TO CLARIFY PERMIT LIMITATIONS REGARDING THE OPERATION OF HOME OCCUPATIONS BY NEW RESIDENTS, 9) AMEND CHAPTER 18.94 TO STREAMLINE THE TEMPORARY USE PERMIT PROCEDURES, 10) AMEND CHAPTER 18.08 DEFINITIONS TO AMEND SECTION 18.08.010 TO ADD OR AMEND VARIOUS DEFINITIONS FOR ALCOHOL SALES AND DRINKING AND EATING ESTABLISHMENTS, 11) AMEND CHAPTER 18.48 – REGULATIONS FOR SPECIFIC LAD USES AND ACTIVITIES TO EXEMPT INCIDENTAL SALE OF ALCOHOL FROM CONDITIONAL USE PERMIT AND STREAMLINE / CLARIFY OTHER MISCELLANEOUS PROVISIONS, AND 12) AMEND TABLES 2-3, 2-5, AND 2-7 OF SECTIONS 18.12.020, 18.14.020, AND 18.16.020 RESPECTIVELY TO CORRECT AND CLARIFY CERTAIN NOTATIONS REGARDING ALCOHOL SALES AND FOOD SERVICE.

WHEREAS, Chapter 18.114 of the City of East Palo Alto Development Code allows for amendments to the Development Code and provides procedures for processing such amendments; and

WHEREAS, Section 18.114.060 of the City of East Palo Alto Development Code sets forth findings for Development Code amendments; and

WHEREAS, the Planning Commission of the City has reviewed the proposed amendments to the City of East Palo Alto's Development Code at a duly and properly noticed public hearing on March 23, 2026 and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and has found that the proposed amendments are consistent with the goals and policies of the City's General Plan, and recommends adoption of the proposed amendments by the City Council of the City of East Palo Alto ("City Council"); and

WHEREAS, the City Council conducted duly and properly noticed public hearings on April 21, 2026, and May 5, 2026, to consider the proposed amendments to the Development Code and considered all evidence, including but not limited to public testimony and the evaluations and recommendations of staff, and finds and determines that the proposed amendments to the City of East Palo Alto Development Code are adopted pursuant to the City's police power authority to protect the public health, safety, and welfare.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF EAST PALO ALTO DOES ORDAIN AS FOLLOWS:

SECTION 1. CHAPTER 18.10 AMENDED

Section 18.10.040 – Site Design and Architectural Standards is hereby repealed and replaced with Objective Site and Architectural Design Standards as shown in Exhibit "A", attached hereto and incorporated herein by reference

SECTION 2. CHAPTER 18.08 AMENDED

Section 18.10.010 – General is hereby amended to add a definition for Apartment under "A"

Definitions, to amend the definition of Multi-Family Dwellings under “M” Definitions, to add the definition of Rowhouse under “R” Definitions, to amend the definition of Single-Family Dwellings, Attached under “S” Definitions, and to amend the definitions of Townhouse and Two-Family Dwellings under “T” as shown in Exhibit “B”, attached hereto and incorporated herein by reference.

SECTION 3. CHAPTER 18.96 AMENDED

Sub-Sections 18.96.030.A.4 -General Provisions and 18.96.030.E.4.c are hereby amended as shown in Exhibit “C”, attached hereto and incorporated herein by reference.

SECTION 4. CHAPTER 18.12 AMENDED

Section 18.12.020 Table 2-3 Land Use Regulations and Allowable Uses is hereby amended as shown in Exhibit “D”, attached hereto and incorporated herein by reference.

SECTION 5. CHAPTER 18.10 AMENDED

Section 18.10.030 Development Standards is hereby amended as shown in Exhibit “E”, attached hereto and incorporated herein by reference, to reconcile the provisions for Corner Lots as previously adopted by Council.

Section 18.10.030 Table 2-2 is hereby amended as shown in Exhibit “F”, attached hereto and incorporated herein by reference, to align open space standards as previously adopted by Council.

Section 18.10.030 Table 2-2 NOTES is hereby amended as shown in Exhibit “F”, attached hereto and incorporated herein by reference, to amend Front and Side Setback Increase Over 18 Feet in Height For Single-Family Dwellings.

SECTION 6. CHAPTER 18.48 AMENDED

Sub-Section 18.48.180.B.3 is hereby amended as shown in Exhibit “G”, and **Sub-Section 18.12.020 Table 2-3** is hereby amended as shown in Exhibit “H”, both attached hereto and incorporated herein by reference to allow Refueling and Service Stations and associated uses at certain locations , and Public and Private Schools with Conditional Use Permits in all Mixed Use Zones.

SECTION 7. CHAPTER 18.10 AMENDED

Section 18.10.010 – Development Standards is hereby amended as shown in Exhibit “I” to reduce the minimum front setback dimensions to Living Areas to 15-feet in all Residential Zones.

SECTION 8. CHAPTER 18.28 TREES ON PRIVATE PROPERTY AMENDED

Section 18.28.070 Criteria for Tree Removal is hereby amended as shown in Exhibit “J”, attached hereto and incorporated herein by reference.

Section 18.28.110 Enforcement is hereby amended as shown in Exhibit “K”, attached hereto and incorporated herein by reference.

SECTION 9. CHAPTER 18.08 DEFINITIONS AMENDED

Sections 18.08.010."H" Definitions is hereby amended as shown in Exhibit "L", attached hereto and incorporated herein by reference.

Sections 18.48.110 Home Occupations (Home Businesses) is hereby amended as shown in Exhibit "M", attached hereto and incorporated herein by reference.

SECTION 10. CHAPTER 18.98 AMENDED

Section 18.94.050 Allowed Temporary Uses, Section 18.94.060 Application Filing and Processing, Section 18.94.070 Director Review, and 18.94.110 Post Decision Procedures are hereby amended as shown in Exhibit "N", attached hereto and incorporated herein by reference.

SECTION 11. CHAPTER 18.08 AMENDED

Section 18.10.010 – General is hereby amended to add and amend definitions for Alcohol Sales (off-site-sale), Alcohol Sales (off-site-sale)-Accessory, Alcohol Sales (on-site-sale), Alcohol Sales (on-site-sale)-Incidental, Drinking Establishments, and Eating Establishment as shown in Exhibit "O", attached hereto and incorporated herein by reference.

SECTION 12. CHAPTER 18.48 AMENDED

Sub-Sections 18.48.040.A, 18.48.040.D.1, and 18.48.040.E.1.d are hereby amended as shown in Exhibit "P", attached hereto and incorporated herein by reference.

SECTION 13. CHAPTERS 18.12, 18.14, AND 18.16 AMENDED

Sections 18.12.020 (Table 2-3), 18.14.020 (Table 2-5) and 18.16.020 (Table 2-7) 180.B.3 are hereby amended as shown in Exhibits "Q," "R," and "S" respectively, all attached hereto and incorporated herein by reference.

SECTION 14. CALIFORNIA ENVIRONMENTAL QUALITY ACT.

This Ordinance is not subject to the California Environmental Quality Act (CEQA) because it does not constitute a "project" that would result in a direct physical change or a reasonably foreseeable indirect physical change to the environment, pursuant to CEQA Guidelines Section 15378.

Even if it were considered a project subject to CEQA, it would be exempt under CEQA Guidelines Section 15378 (regulatory actions) and Section 15061(b)(3), as there is no possibility that the Development Code, by itself, would have a significant adverse effect on the environment.

Furthermore, in accordance with CEQA Guidelines Section 15183, projects consistent with the development density established by General Plan policies (Vista 2035), for which an Environmental Impact Report (EIR) has already been certified, do not require additional environmental review, except where necessary to evaluate whether there are project-specific significant effects that are unique to the project or its site.

SECTION 13. SEVERABILITY.

If any section, subsection, sentence, clause, phrase or word of this Ordinance is for any reason held to be invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council hereby declares that it would have passed and adopted this Ordinance, and each and all provisions hereof, irrespective of the fact that one or more provisions may be declared invalid.

SECTION 14. EFFECTIVE DATE.

This Ordinance shall take effect and be in full force thirty (30) days after the date of its adoption.

SECTION 15. PUBLICATION.

The City Clerk is hereby directed to cause publication of this Ordinance as required by Government Code Section 36933.

INTRODUCED at regular City Council meetings held April 21, 2026, and May 5, 2026, and

PASSED AND ADOPTED at a regular City Council meeting held on ____, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Weber Lincoln, Mayor

ATTEST:

APPROVED AS TO FORM:

James Colin, City Clerk

John D. Lê, City Attorney

EXHIBITS

Exhibit A – Objective Site and Architectural Design Guidelines

Exhibit B – Definitions

Exhibit C – Corrections to previously approved “Exhibit K”.

Exhibit D – Corrections to Table 2-3.

Exhibit E – Development Standards on Second Curb Cuts.

Exhibit F - Table 2-2 Reconciliation of Private Open Space standards and Front and Side setback increase.

Exhibit G – Service Stations and associated uses.

Exhibit H - Table 2-3 Allowed Uses and Permit Requirements

Exhibit I - 15-foot Front and 5-foot Side Setbacks in Residential Zones

Exhibit J – Criteria for Tree Removals.

Exhibit K – Enforcement

Exhibit L – Definitions

Exhibit M – Home Businesses (Home Occupation Permits)

Exhibit N – Temporary Use Permits

Exhibit O – Definitions regarding Alcohol Sales, and Drinking and Establishments.

Exhibit P – Alcohol Sales

Exhibit Q – Corrections to Table 2-3.

Exhibit R – Corrections to Table 2-5.

Exhibit S – Corrections to Table 2-7.

EXHIBIT A

18.10.040 - Site Design and Architectural Standards

A. Purpose.

Site design and architectural standards are established consistent with General Plan policy to promote quality design of new residential structures and additions. The City recognizes that quality design promotes longer life of structures, improves the appearance and maintenance of neighborhoods, and increases value in the housing stock.

B. Applicability.

In addition to the standards specified as applicable to all zones and the regulations for specific land uses and activities, the following site design and architectural standards shall apply to all new residential structures and additions to existing residential structures. The design standards are organized by housing type as follows:

- Single-Family, Two-Family, Triplex, Fourplex and Townhouse, as defined in Chapter 18.08 (Definitions).
- Apartments and Mixed Use Buildings, as defined in Chapter 18.08 (Definitions).

C. Single-Family, Two-Family, Triplex, Fourplex and Townhouse

1. General Site Design Standards

- All new residences or residential additions shall be designed to match the prevailing front setback condition as viewed from the street and measured as an average of all front setbacks along the same block face. (Figure 1)
- Front entries shall include stoops and/or porches and be identifiable through architectural details such as awnings, projections, or recesses. Primary unit entrances for single-family and townhouse buildings shall be visible from the street.
- For buildings located at the front of a lot, any horizontal offset from the center of the street curb cut and the center of the garage door opening shall be less than 4 feet, in order to maintain a horizontal alignment and reduce pedestrian conflict. (Figure 2)
- For townhouse and multiplex buildings, pedestrian paths shall be provided to each individual ground-floor unit entrance and to connect units to common open space areas and parking areas.

Figure 1. FRONT SETBACK CONDITION

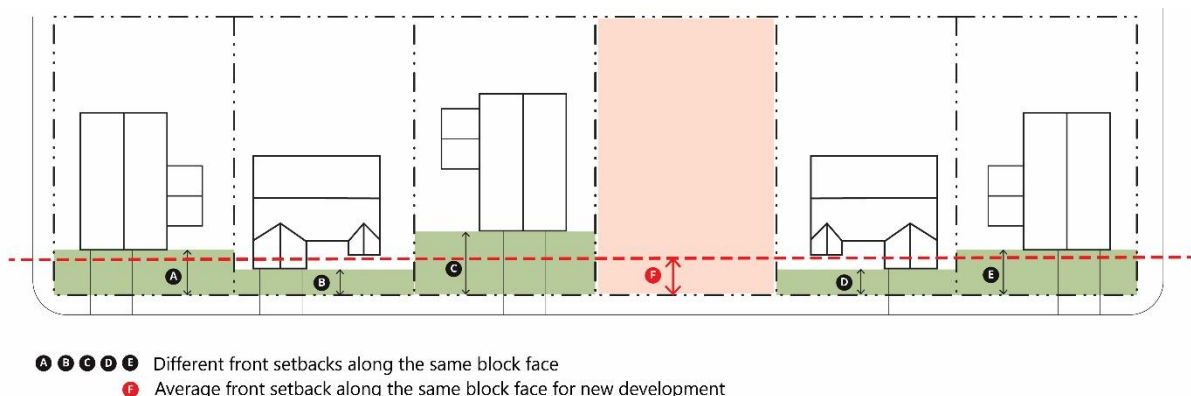
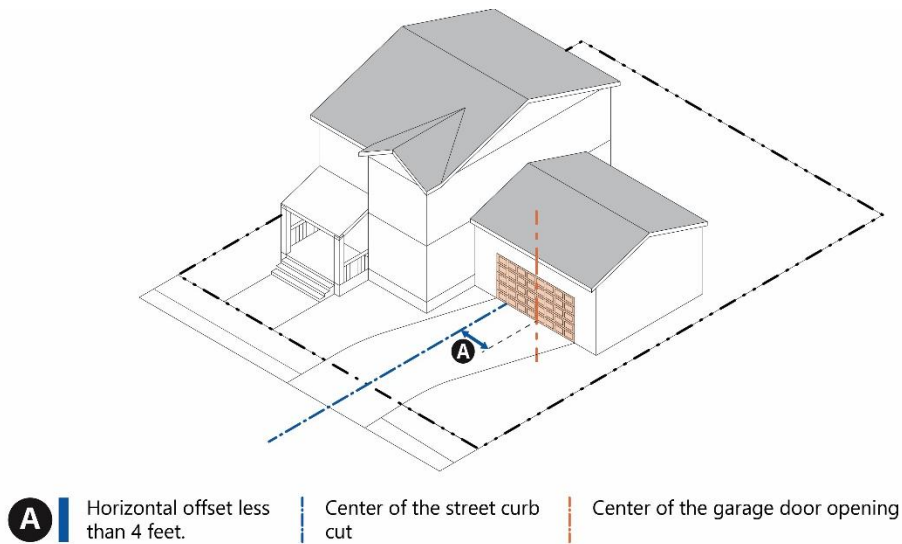


Figure 2. GARAGE DOOR ALIGNMENT



2. General Site Design Guidelines

- a. To the maximum extent possible, orientation of structures and windows should take advantage of natural light and wind patterns for natural heating and cooling.
- b. Driveways should be placed in a manner that avoids conflict with pedestrian access from the sidewalk.

3. Setback Area & Landscaping Design Standards

- a. Front yard landscaping shall be provided consistent with landscaping requirements including the limitation of pavement to maximum 50% of the front yard.
- b. To the extent required by Chapter 18.28 (Trees on Private Property) of the East Palo Alto Municipal Code (EPAMC), existing mature, healthy trees shall be preserved in association with new construction, any remodeling or additions.
- c. Pervious or semi-pervious surfacing materials shall be used as needed to meet C.3. New Development and Redevelopment (stormwater and drainage) requirements for pedestrian paths and driveways. Recommendations and regulations for pervious pavement as provided in Section 6.6 of Chapter 6 (Technical Guidance for Specific Treatment Measures) of the San Mateo Countywide Water Pollution Prevention Program (Flowstobay).

4. Massing and Addition Standards

Intent: All new single-family, two-family, triplex, fourplex or townhouse buildings and residential additions should be designed to respect or complement the existing development pattern and massing as viewed from the street. An addition should be designed so that it appears to be part of the original structure.

- a. Residential second/third-story additions shall employ at least two of the following building modulation strategies:
 - (i) Varied roof forms, including but not limited to changes in roof height, offsets, dormers, etc.
 - (ii) Use of balconies, front porches, decks, overhangs, or covered patios.

- (iii) Projections, offsets, and/or recesses of the building wall at least 2 feet in depth, such as bay windows.
- b. If the addition includes a large wall plane (longer than 20 feet), the plane shall incorporate at least two of the following architectural elements with bay window extensions, trellis features, recessed doors or windows, as follows:
 - a. A projection or recess with a minimum depth of 24 inches and a minimum width of 4 feet (e.g., bay window, wall offset)
 - b. A trellis or similar vertical feature covering at least 15% of the wall plane area.
 - c. Door or window openings recessed a minimum of 4 inches from the wall surface
 - d. Additional architectural detailing (e.g., material changes, trim, or reveals) that creates a minimum of one horizontal or vertical break per 20 feet of wall length
- c. All facades visible from a public right-of-way shall maintain a consistent design across the structure, incorporating the typical elements of the selected architectural style .



Varied roof forms with change in direction of roof slope, facade projections, and large bay windows.



Balcony and covered front porch entry.

5. Massing and Addition Guidelines

- a. The bulk and mass of new single-family residential structures and additions should match the scale of existing structures in the same residential block.
- b. Additions to residential structures should be designed and constructed to match the architectural style and building form of the structure to which they are added.
- c. All second story additions should be designed as a series of smaller building volumes as opposed to a single massive structure.
- d. The use of eaves, dormers, intersecting hips or gables, or other roof features are encouraged to add visual interest and break up the mass of the structure.
- e. All additions to existing single-family residences should be architecturally consistent with the existing residence with respect to roof pitch and tie-in, exterior materials, and colors.

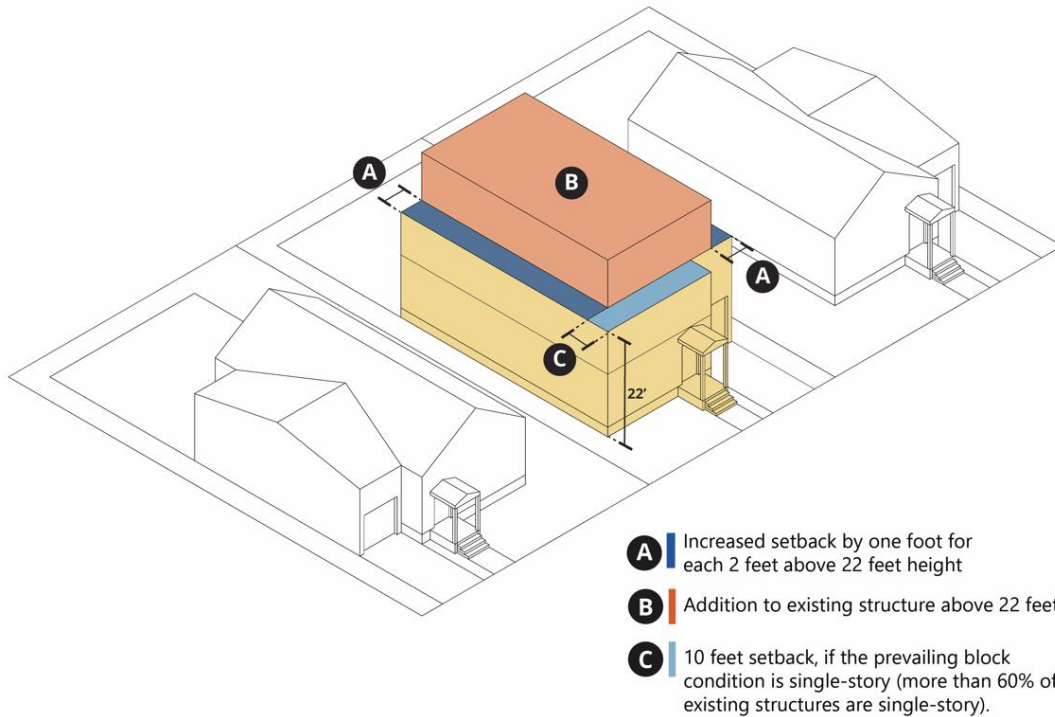
6. Privacy Standards

Intent: New residences and residential additions should be designed to preserve privacy, light, and air to adjoining properties to the extent feasible.

- a. Second/third story additions shall step back from the front of the dwelling (the first story) by at least ten feet if the prevailing block condition is single-story (more than 60% of existing structures are single-story).

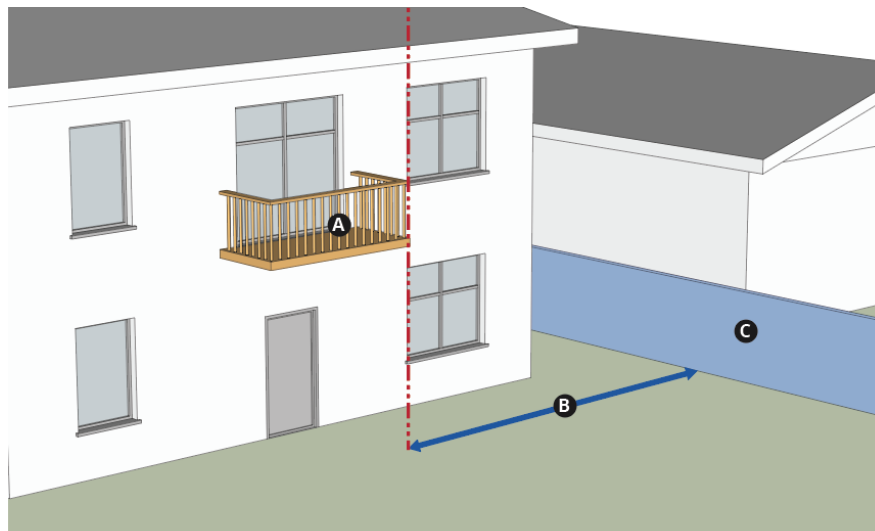
- b. To preserve light and air for adjoining properties, where a new structure or an addition to an existing single-family structure will exceed 22 feet in height, the required setback from the side property lines of the site shall be increased by one foot for each two feet of structure height in excess of 22 feet; the increased setbacks are to be imposed only with respect to that portion of the new structure or addition that exceeds 22 feet in height. (Figure 3)

Figure 3. NEW ADDITIONS

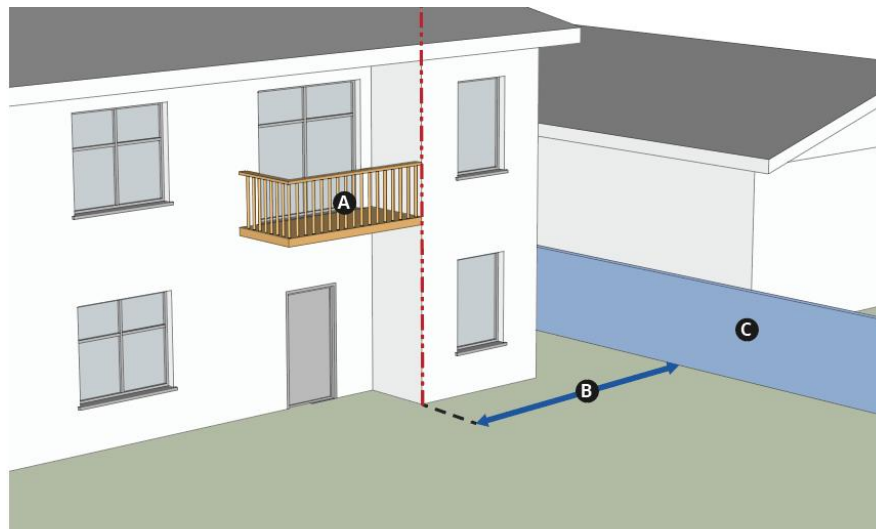


- c. Balconies that project outward from the structure (extending beyond the first-floor façade) shall be located a minimum of 20 feet from a shared rear or side property line. Inset balconies are exempted from this requirement. See Figure 4.

Figure 4. BALCONY SETBACKS



- A** | Balcony projecting outward from the structure
- B** | Minimum 20 feet distance from shared rear or side property line
- C** | Rear or Side property line

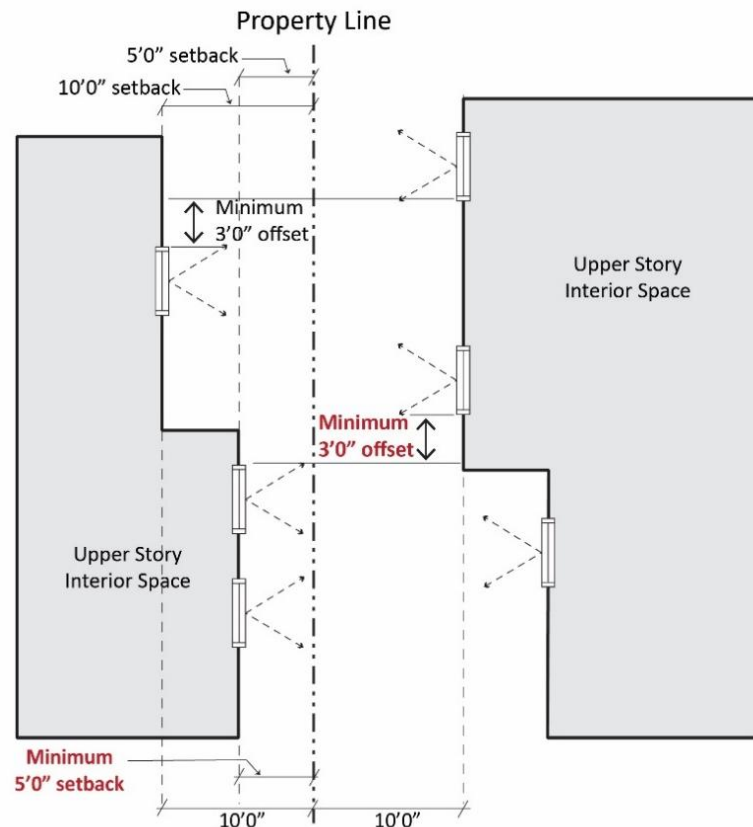


- A** | Inset balcony
- B** | Within 20 feet of shared rear or side property line
- C** | Rear or Side property line

- d. When a new structure or addition is located within five (5) feet of a side property line, upper floor windows on the building shall be oriented to avoid a direct line of sight into adjacent residential buildings or property (Figure 5):
 - (i) Windows shall be offset a minimum of three feet horizontally from windows of the nearest residential building on the adjacent property to maximize privacy.
 - (ii) Windows on any floor to a non-habitable room such as a bathroom or closet may be excepted from this standard if both the following conditions are met:

- a) The minimum windowsill height is six feet.
- b) The window has frosted or privacy glass.
- (iii) This standard shall be waived if there is a conflict with any Building Code requirements.

Figure 5. WINDOW LOCATION



- e. A landscaped planter strip at least five feet in width shall be provided along the abutting interior property lines between a new structure or addition and any adjoining single-family residential units or single-family residential zoning district boundaries (except within the required front setback). The planter strip shall contain living plant material consisting of trees, shrubs, or hedges arranged to achieve a continuous visual screen. At the time of planting, materials shall be selected and spaced so that, with five years of installation, they form a screen at least six feet in height and at least 75 percent coverage when viewed horizontally from the adjacent single-family residential uses. All landscaping shall be installed prior to final inspection or occupancy and maintained in a healthy, living condition. Installation and maintenance shall be in accordance with the Chapter 18.28 (Trees on Private Property), Chapter 18.10 (Residential Zones), Chapter 18.12 (Mixed Use Zones), Chapter 18.26 (Fences, Hedges and Walls), and Chapter 18.28 (Trees on Private Property) of the EPAMC.

7. Architectural Design Detail Standards

a. Materials

- (i) All additions shall utilize materials and finishes that are consistent in type, color, texture, and architectural style with those of the style of the existing residential structure. Such materials and finishes shall be applied uniformly across all exterior facades of the addition.
- (ii) Buildings shall incorporate durable finish and/or accent materials, which include masonry, tile, stone, stucco, architectural grade wood, brick, and glass.
- (iii) All vents and electrical conduits shall be painted the same color as the adjacent surface.

b. Roofs

- (i) Rooflines and roofing materials shall match the architectural style of the existing residential structure in design, form, and appearance.
- (ii) Use consistent, coordinated roofline forms and roofing materials across the design. Multiple rooflines and materials are permitted only when they are intentionally integrated into a cohesive architectural composition that demonstrates clear alignment, proportional relationships, and a unified material palette.

c. Garages

- (i) Garages that are oriented toward the street ("front-loaded") shall have a maximum width of 22 feet and shall comprise no more than 60% of the total façade width. The garage doors shall be located at least 23 feet from the public street. Standards for townhouse garages are provided in section iii below.
- (ii) All attached or detached garages shall be set back at least six feet behind any living spaces. (Figure 6)
- (iii) Tuck-under parking for townhouses shall follow the following standards: (Figure 7)
 - a) Townhouse garages shall be accessed from an alley (or another internal road or driveway) and shall not exceed 75% of the townhouse frontage.
 - b) A garage door shall not exceed 22 feet in width.
 - c) Garage doors shall be located a minimum of 2 feet from one another.
 - d) For tuck-under parking along alleys, landscaping shall be located between garage doors and include a planting area or planter box with a minimum 12-inch length and width.

Figure 6. ATTACHED OR DETACHED GARAGES

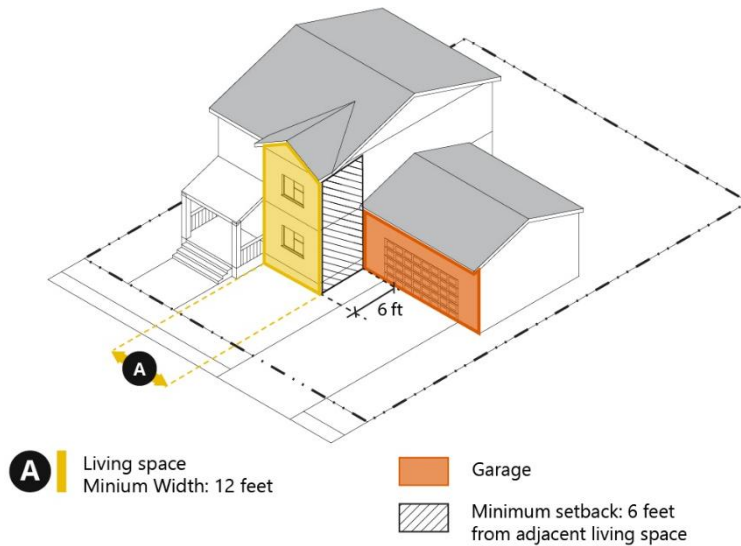
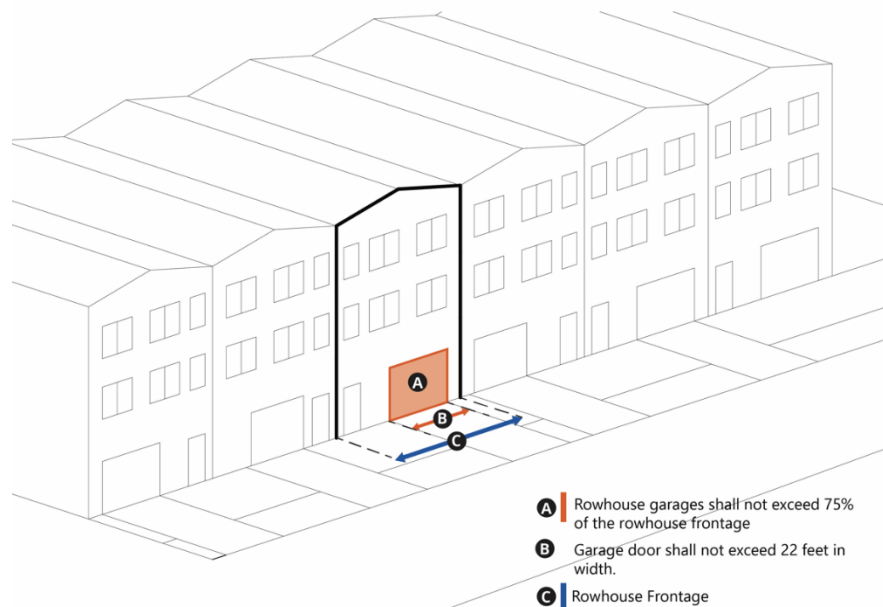


Figure 7. TUCK-UNDER PARKING



8. Architectural Design Detail Guidelines

- If there is a predominant architectural style or consistent use of exterior materials in the residential block (with at least 60% of residences), then the architectural style or exterior materials should be consistent with or complement the use of exterior materials in the neighborhood.
- Window and door design and placement should be consistent (similar to) with the overall architectural style of the structure.
- Roof style and pitch should be consistent with roof style and pitch in the vicinity.

D. Apartments And Mixed Use Buildings

1. General Site Design Standards

- a. The main entry shall be located onto the most predominant travel way including a public street, pedestrian paseo/greenway, or publicly accessible plaza. Secondary entrances may be located on private streets or open spaces.
- b. The main entry shall be visible and easily accessible for pedestrians from the public street.
- c. Entrances to individual residential units shall be accessible from the street, internal corridors, or from common open space areas within the development.
- d. A minimum of 50% of ground floor units shall have an entry directly accessible from the closest sidewalk or pedestrian path.

2. General Site Design Guidelines

- a. All new structures should be designed to respect or complement the existing development pattern as viewed from the street.
- b. Multi-family buildings should generally be located and oriented as close to the front setback as possible; stoops, forecourts, public spaces, or plazas may encroach into the front setback and are excepted.
- c. Mixed-use buildings (or any building with an active frontage) should be located as close as possible to the front setback line or immediately behind a public or semi-private space, such as outdoor seating for a restaurant. Excessively large front setbacks are strongly discouraged.
- d. Mixed-use developments should not exceed a maximum block perimeter of 1,400 feet. Blocks may be broken up by private or public streets, publicly accessible service streets/fire access streets, or greenways/paseos.
- e. Mixed-use buildings should be oriented toward the street, so that they frame the pedestrian environment.
- f. Multi-family and mixed-use buildings should be arranged to create well-defined areas for plazas, green spaces, and pathways.
- g. Where feasible, the main entrance of a corner building should be located at the corner (preferably within 25 feet of the corner). When plazas/open spaces are located at a corner, the building should have direct pedestrian access off the plaza.

3. Site Access Standards

Intent: Driveways should be placed in a manner to avoid conflict with pedestrian access from the sidewalk.

- a. Driveways shall not exceed 26 feet in width (driveways serving regular truck traffic may not exceed 30 feet in width).
- b. A clear pedestrian path of travel shall be provided between the public sidewalk and the primary building entrance(s). Pedestrian paths shall be clearly delineated with pavement materials and/or markings and signage.
- c. Each project site shall be limited to one curb cut (including driveways, service streets and alleys) per 200 feet of public street frontage, unless otherwise required for emergency

vehicle access. Two curb cuts are permitted for parking garage frontage. On public street frontages, curb cuts shall be located a minimum of 50 feet from street corners.

4. Site Access Guidelines

- a. Pedestrian access from the street and the parking lot to the main door of the structure should be designed to avoid conflict with vehicular traffic.
- b. Common (shared) driveways between adjacent uses or sites are encouraged.

5. Loading Standards

Intent: Loading areas should be designed and located to avoid conflicts with interior pedestrian and vehicular circulation, and to minimize noise and other impacts on adjacent uses.

- a. Loading and solid waste/recycling collection areas shall be centrally located so as to provide easy direct access to all residents and collection vehicles, and to minimize noise impacts on residents.
- b. Loading docks, and equipment areas shall be screened from adjacent properties and publicly accessible streets and paths with fencing or walls, and landscaping and not be visible from a point six feet above ground. The enclosure shall achieve at least 90% opacity when viewed perpendicular to the enclosure. Landscaping, where used, shall consist of evergreen plant materials capable of achieving a minimum height of 6 feet and 80% year-round opacity within 3 years of installation. Chain link fencing with or without slats is not allowed.
- c. Designated loading docks, bays, and spaces shall be located in the rear or interior side yard areas.
- d. Exception: If loading to the rear or side is not feasible on a corner lot, loading may be located on a non-primary street ("side street") frontage if the loading dock is set back at least 50 feet from the back of curb or the property line (whichever is greater); is screened with materials matching the primary building as follows:
 - (i) Exterior wall materials shall be identical in type;
 - (ii) Color and texture shall be identical as used in the overall site and building design;
 - (iii) Architectural detailing (trim, cornices) shall use the same profiles and dimensions as those used on the primary building;
 - (iv) The screening material shall be opaque with a minimum height of 6 feet and maximum height of 9 feet. This requirement does not apply to private streets.

6. Parking Design Standards

- a. Surface parking shall be located behind any buildings. If that is not feasible, surface parking may be located beside buildings if screened from the street with low walls and landscaping. (Figure 8)
- b. Wherever possible, reciprocal access to parking areas between adjacent non-residential uses should be provided as long as each site provides its required parking, subject to the approval of the Director.
- c. Surface parking lots shall be screened from adjacent publicly accessible streets as per landscaping standards in EPAMC 13.24.430.

- d. Above grade structured parking structures facing a public street or publicly accessible open space shall have only the driveway(s) and the garage entry lobby visible, with the remaining façade length of the first story (ground floor) lined or wrapped with commercial or habitable uses with a minimum depth of 25 feet.
- e. On upper levels, structured parking that comes to the façade edge shall be designed to resemble a non-parking use or be designed with artistic/architectural features and articulation by incorporating the following features on each street facing façade:
 - (i) Transparent or translucent windows covering a minimum of 30% of the façade;
 - (ii) Horizontal or vertical articulation consistent with section D.10.c of Massing and Articulation Standards;
- f. In order of preference (with the highest first), structured parking garages shall face and be accessed from:
 - (i) Alleyway
 - (ii) Private Street/Internal Street
 - (iii) Public Street, Side Street
 - (iv) Public Street, Corridor or Primary Street
 - (v) Public Open Space
- g. All automated and stand-alone structured parking facilities shall submit a parking access plan that meets the following standards:
 - (i) Access control designed to accommodate peak demand without causing vehicle queuing in the public right-of-way
 - (ii) An appropriate number and location of entries and exits
 - (iii) Adequate internal circulation
 - (iv) Signage for drivers and pedestrians
 - (v) On-site queuing

Figure 8. SURFACE PARKING SCREENING



7. Setback Area & Landscaping Design Standards

- a. Front yard landscaping shall be provided consistent with landscaping requirements in EPAMC Sections 13.24.330, 17.06, and 18.30.090 and the City's Urban Forest Master Plan. Setbacks shall be landscaped and/or hardscaped.
- b. Existing mature, healthy trees shall be preserved in association with any remodeling or addition projects, as per the City's Tree Protection Ordinance.
- c. Pervious or semi-pervious surfacing materials shall be used for pedestrian paths and driveways.
- d. Underground parking shall not encroach under public streets or dedicated public parks and shall not be located under Public Utility Easements (PUEs). Underground parking, when fully below grade, may encroach into setbacks and below privately owned open space.
- e. Asphalt paving is not permitted in private or common usable open spaces.
- f. Setback areas in multifamily and mixed-use developments shall be landscaped according to the following standards:
 - (i) Building setbacks abutting ground floor residential uses shall be landscaped or include planter boxes for a minimum of 75% of the required setback area excluding areas for patios, porches, stoops, fire escapes, stair landings, and required walkways. For street frontage locations where the setback between the back-of-walk and building façade is 15 feet or greater, a minimum 1 tree per 40 linear feet of building frontage shall be planted within that setback area.
 - (ii) Building setbacks abutting ground floor storefront retail uses shall be landscaped and/or include planter boxes for a minimum of 25% of the setback area.
 - (iii) Building setbacks abutting other ground floor non-residential uses (other than active uses such as restaurants or retail) shall be landscaped a minimum of 60% of the setback area.

8. Private and Common Usable Open Space Standards

- a. **Private Open Space areas** in multi-family residential and residential mixed-use projects are intended for private use for each dwelling unit and may include balconies (covered or uncovered), private gardens, private yards, terraces, decks, and porches, among others. Private Open Space shall meet the following standards (spaces may be provided that do not meet the standards below but they may not be counted toward the required Private Open Space):
- (i) Floor to ceiling height shall have a minimum dimension of 9 feet.
 - (ii) May be covered but not fully enclosed.
 - (iii) Be directly adjacent to and accessible from the dwelling unit it serves.
 - (iv) Ground level private open space shall be screened or buffered from adjacent private or common open space and dwellings by landscaping, fencing, walls, trellises, or other screening elements.
- b. **Common Usable Open Spaces** are outdoor open spaces in multi-family residential and residential mixed-use projects that are shared and accessible only to building residents and their visitors. Common open spaces may include courtyards, gardens, play areas, outdoor dining areas, recreational amenities, and rooftop open spaces. Spaces may be provided that do not meet the standards below, but they may not be counted toward the required Common Usable Open Space. Common Usable Open Space shall meet the following standards:
- (i) Shall be immediately adjacent to entrances, hallways, lobbies, or residential units.
 - (ii) Shall be accessible to all residents.
 - (iii) A courtyard enclosed by three sides of a building shall have a minimum open-end width that is equal to or greater than 75% of the highest height of the adjoining faces. Any dimension shall be a minimum of 20 feet wide. (Figure 9)
 - (iv) Fully enclosed courtyards shall have one minimum dimension that is equal to or greater than the highest height (up to 80 feet) of the adjoining facades. The second dimension shall be equal to or greater than 80% of the highest height of the adjoining facades. Any dimension shall be a minimum of 20 feet wide (Figure 10)
 - (v) A minimum of 60% of the open space area shall be open to the sky and free of permanent weather protection or encroachments. Trellises and similar open-air features are permitted.
 - (vi) A minimum of 20% of the required open space area shall be planted with trees, ground cover, and/or shrubs.
 - (vii) Shall have permanent seating.

Figure 9. THREE-SIDE ENCLOSED COURTYARDS

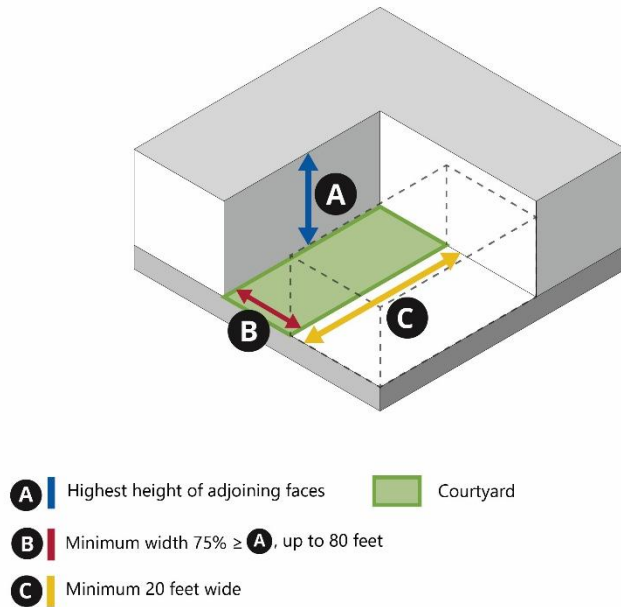
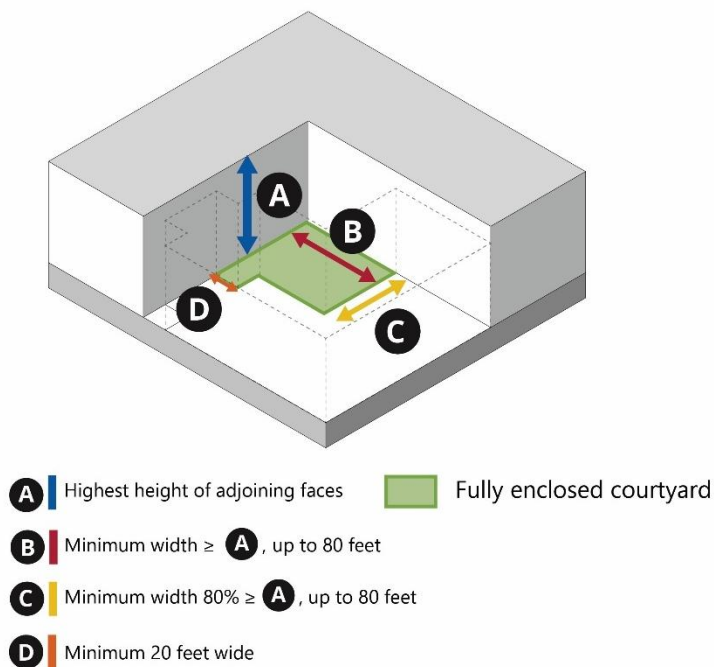


Figure 10. FULLY ENCLOSED COURTYARDS



9. Private and Common Usable Open Space Guidelines

- a. Open spaces and pedestrian pathways should incorporate high-quality paving materials such as stone, concrete, pavers, or brick.
- b. Internal open spaces should be designed to allow for maximum solar access and natural sunlight.

- c. For non-residential portions of mixed-use projects, employees should be provided with breakrooms and open spaces that are an adequate size and are located in areas buffered from vehicle traffic and circulation.
- d. Landscaping should be used to activate building façades; soften building contours; highlight important architectural features; screen less attractive elements; add color, texture, and visual interest; and provide shade.
- e. Plants should be chosen that are well adapted to the climate of East Palo Alto. These plants may include native or other drought resistant plants. Refer to EPAMC Section 17.06 for additional guidance.
- f. The amount of turf grass in landscaping should be minimized, and alternatives to turf should be used where practical. Consult the City's Water Conservation in Landscaping Ordinance for additional requirements.

10. Massing and Articulation Standards

Intent: Structures should be designed to avoid long, monotonous, plain facades. Appropriate articulation techniques (i.e., staggered building planes, variation of facades, recessed entries) and arcades should be used to create variety and interest.

- a. Buildings shall not exceed 300 feet in length in mixed-use zones (MUL, MUC, MUH). Buildings shall not exceed 250 feet in length in R-zones (R-LD, R-MD, R-HD, R-UHD).
- b. Residential and mixed-use buildings greater than four stories in height shall reduce the massing of upper floors by a minimum of 10% of floor area for floors above the fourth (compared to the floor area of the ground floor).
- c. For buildings three stories and taller, façades above the ground floor (or second floor if mixed-use) shall incorporate "breaks;" structural or design articulations that break large expanses down into smaller parts.
 - (i) The façade planes of residential-only and mixed-use residential buildings shall not exceed 100 feet in length without a façade break. For every 100 feet, provide a minimum of one large break, two medium breaks, or three minor breaks. (Figure 11 and Figure 12)
 - (ii) The size of the breaks in the façade plane should be sized depending on overall length of the façade and the number of breaks per facade:
 - a) Large Break. If one break is provided, the break should have a minimum width of 15 feet and a minimum depth of 10 feet.
 - b) Medium Break. If two breaks are provided, each break should have a minimum width of 10 feet and a minimum depth of 5 feet.
 - c) Minor Break. If three or more breaks are provided, each break should have a minimum width of 6 feet and a minimum depth of 3 feet.
 - (iii) These breaks shall continue through the ground floor façade for residential buildings, but do not need to do so for mixed-use buildings.

Figure 11. BREAKS FOR MIXED-USE

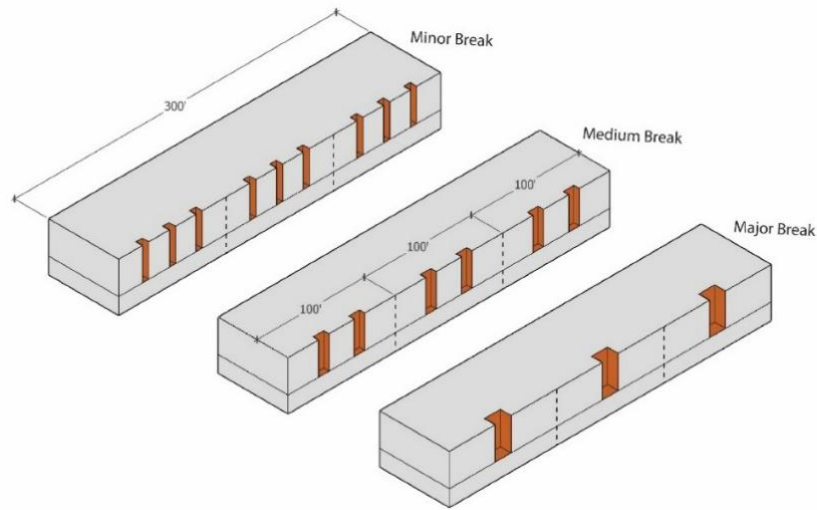
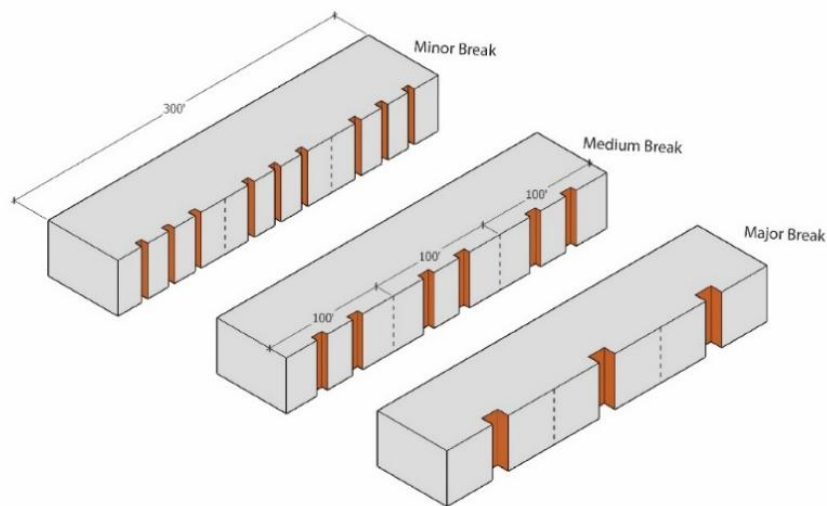


Figure 12. BREAKS FOR RESIDENTIAL ONLY



- d. For residential and mixed-use facades, buildings shall establish a human-scaled rhythm with smaller individual building bay widths between 20 to 45 feet. This may be achieved with vertically oriented building modulation, facade articulation, and/or repeating vertically oriented patterns of fenestration.

11. Massing and Articulation Guidelines

- a. Large development projects should be designed as a complex of buildings rather than a single large structure.

- b. Generally, a unified architectural and design theme should be applied to all structures within a development.
- c. Structures should be designed and articulated to avoid long, monotonous, plain facades.
- d. Buildings should be designed with the human scale in mind, incorporating overhangs, changes in wall planes and building height, vertical elements, and other architectural features to break up the bulk of a single building and provide visual interest. Buildings should be broken up into smaller masses, particularly on upper levels.
- e. Windows, doors, and other openings should be designed to help implement the massing and articulation standards above.
- f. The bulk and mass of new multifamily and mixed-use structures and additions to existing structures should be sensitive to the scale of structures in the immediate neighborhood.
- g. The scale and massing of structures should support a pedestrian-oriented ground-floor environment.

12. Compatibility and Transition Standards

Intent: All new residential buildings or residential additions should be designed to respect or complement the existing development pattern and massing as viewed from the street, providing a transition when appropriate.-An addition should be designed so that it appears to be part of the original structure.

- a. Additions to existing multifamily residential structures shall be designed and constructed to match the architectural style and building form of the structure(s) to which they are added by using identical exterior materials, window proportions within +/-10% in height-to-width ratios, fenestration and roof form of the existing building.
- b. Windows, balconies, and similar openings shall be oriented to preserve privacy of individual units within the development. When a new structure or addition is located within five (5) feet of a side property line, upper floor windows on the building shall be oriented to avoid a direct line of sight into adjacent residential buildings or property by utilizing the following standards: (Figure 13)
 - (i) Windows shall be offset a minimum of three feet horizontally from windows of the nearest residential building on the adjacent property to maximize privacy.
 - (ii) Windows on any floor to a non-habitable room such as a bathroom or closet may be excepted from this standard if both the following conditions are met:
 - a) The minimum windowsill height, if provided, is six feet.
 - b) The window has frosted or privacy glass.
 - (iii) Balconies that project outward from the structure (extending beyond the first-floor façade) shall be located a minimum of 20 feet from a shared rear or side property line. Inset balconies are exempted from this requirement. (Figure 14)
 - (iv) The standards (i, ii, and iii) in this section shall be waived if there is a conflict with any Building Code requirements.

Figure 13. WINDOW LOCATION FOR PRIVACY

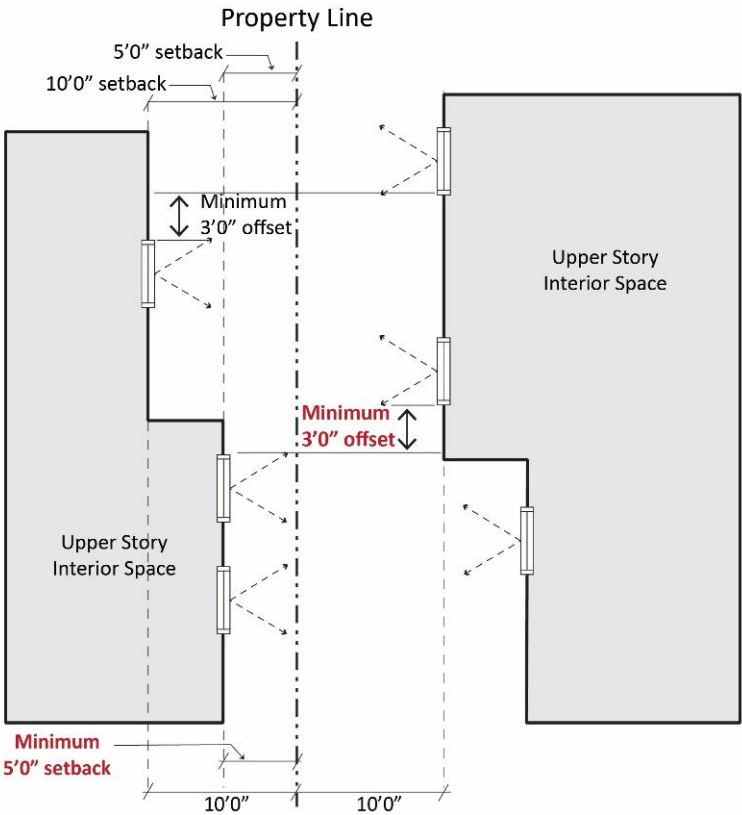
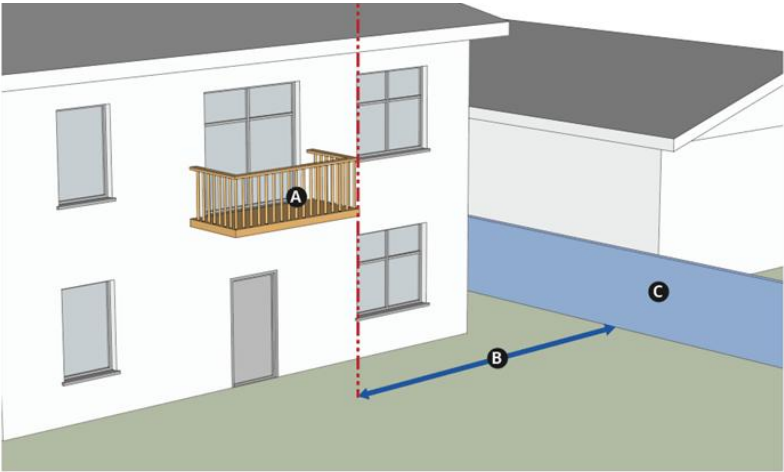
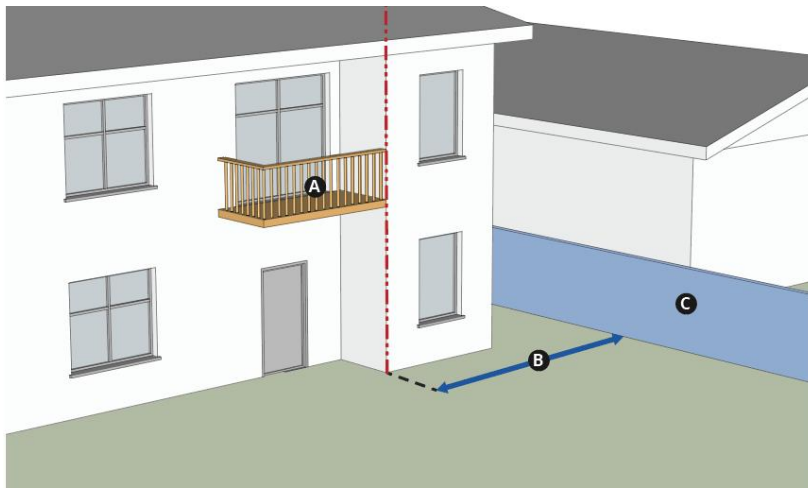


Figure 14. BALCONY SETBACK



- A** Balcony projecting outward from the structure
- B** Minimum 20 feet distance from shared rear or side property line
- C** Rear or Side property line



A Inset balcony

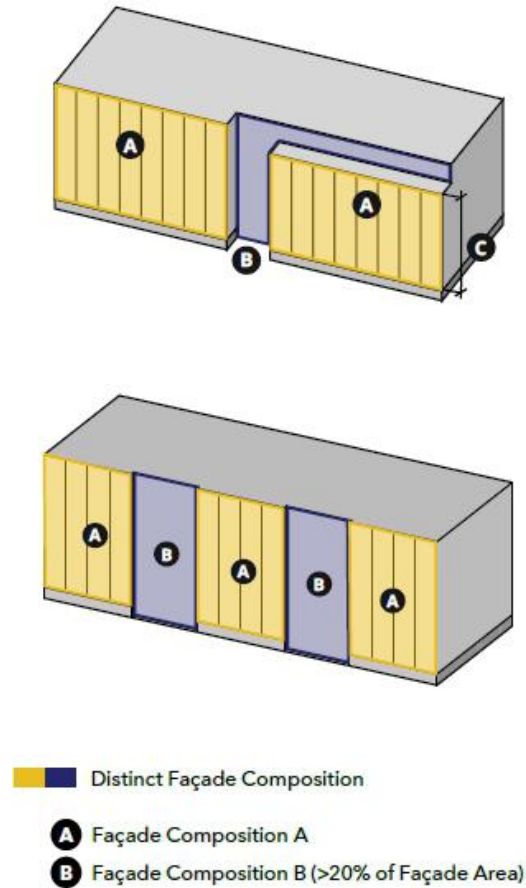
B Within 20 feet of shared rear or side property line

C Rear or Side property line

- c. A landscaped planter strip at least five feet in width shall be provided along the abutting interior property lines between a new structure or addition and any adjoining single-family residential units or single-family residential zoning district boundaries (except within the required front setback). Landscaping (trees, shrubs, or hedges) shall be planted within this strip, depending on the tree/plant species and canopy at maturity, to provide screening for adjacent single-family residential uses. All landscaping shall be installed in accordance with the EPAMC Chapters 18.28 (Trees on Private Property), 18.10 (Residential Zones), 18.12 (Mixed Use Zones), and 18.26 (Fences, Hedges and Walls), as applicable.
- d. When a building has a rear and/or interior side property line abutting a single-family residential zoned parcel (R-LD), starting above the third floor, each subsequent floor shall be stepped back by 10 feet for every two floors.
- e. Vegetation used to screen views of a new residence or residential addition shall:
 - a. Achieve a minimum height of 6 feet within 3 years of planting;
 - b. Provide at least 80% opacity year-round when viewed from adjacent properties;
 - c. Be planted at intervals not exceeding 5 feet on center for shrubs or 15 feet on center for trees.
- f. For a front or back building façade condition within the same site, building-to-building separation shall be a minimum of 45 feet for 4-story buildings or higher, a minimum of 35 feet for 3-story buildings and a minimum of 25 feet for 2-story buildings.
- g. For a side building façade condition within the same site, building-to-building separation shall be a minimum of 25 feet for 4-story buildings or higher, a minimum of 20 feet for 3-story buildings and a minimum of 15 feet for 2-story buildings.
- h. Building façades greater than 200 feet in length shall have at least two distinct façade compositions with at least two unique features of rhythm and pattern; material and color; modulation of building form; or façade articulation. Each of the compositions shall account for a minimum 20% of the total façade (Figure 15), and shall differ from the other in at least two of the following measurable ways:
 - a. Material type;

- b. Color (minimum 15% difference in Light Reflectance Value (LRV));
- c. Plane offset of at least 12 inches;
- d. Window pattern or spacing differing by at least 20%

Figure 15. FAÇADE COMPOSITION



13. Compatibility and Transition Guidelines

- a. New multi-family residential buildings and residential additions should be designed to preserve privacy, light, and air to adjoining properties to the extent feasible.
- b. Where the original structure has limited design quality, the addition should work to enhance the overall appearance of the site.
- c. Multi-family and mixed-use structures (containing both residential and commercial uses) adjacent to single-family or townhouse residential uses should incorporate sensitive transitions in scale and massing. For example, massing should be broken down using height step-backs, articulated sub-volumes, and horizontal and vertical façade articulation.

14. Façade Design and Activation - General Ground Floor Standards

- a. All ground-floor building frontages facing public streets, public open spaces, and common open spaces shall include operable entrances and/or transparent windows serving interior spaces for the lobby use, living, working, neighborhood commercial, or other commercial

spaces. Frontages facing service streets, alleys, rear lot lines, or private open space are not expected to have active uses.

- b. Long blank walls (longer than 30 feet) without openings such as doors or windows are prohibited along facades facing public streets, public open space, or private streets with public access easements.
- c. Parking structures shall be wrapped with ground floor uses along all street frontages. In lieu of ground floor uses, murals/art and landscaping are allowed on frontages facing service streets, alleys, rear lot lines, or private open spaces.

15. Façade Design and Activation - Residential Ground Floor Standards

- a. To provide adequate privacy for ground floor residential units in mixed-use zones, the closer the building is located to the back of sidewalk, the more elevated the ground-floor units shall be as follows:
 - (i) A building with a setback of 10 feet or less shall elevate units by at least 4.5 feet from the sidewalk level. (Figure 16). Alternatively, the units shall be provided with a canopied porch recessed or projected a minimum of two feet.
 - (ii) A building with a setback of 10 – 15 feet shall elevate units by at least 3 feet from the sidewalk level. (Figure 17). Alternatively, units shall be provided with a canopied porch recessed or projected a minimum of two feet.
 - (iii) A building with a setback greater than 15 feet does not need to elevate units. (Figure 18)

Figure 16. GROUND FLOOR UNITS, LESS than 10 foot setback

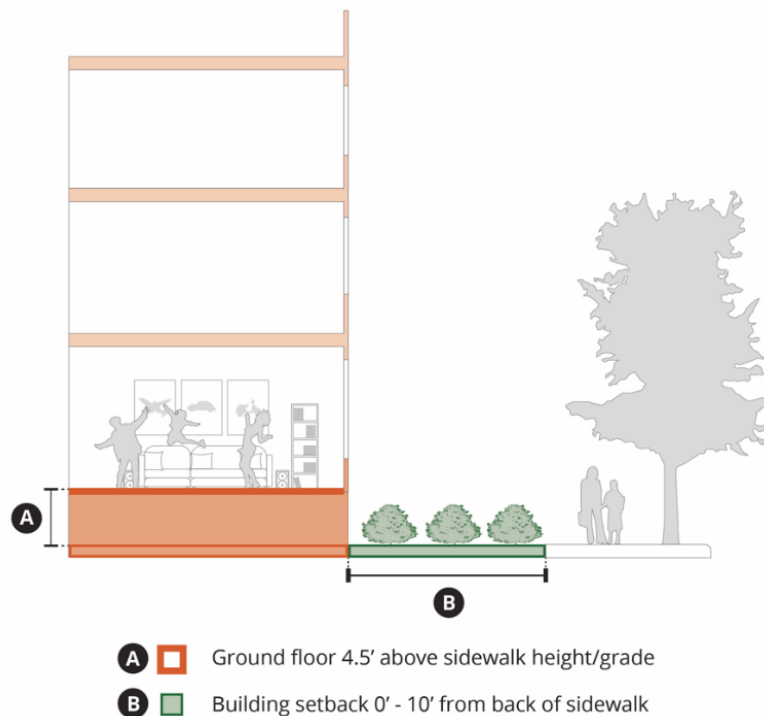


Figure 17. GROUND FLOOR UNITS, 10-15 foot setback

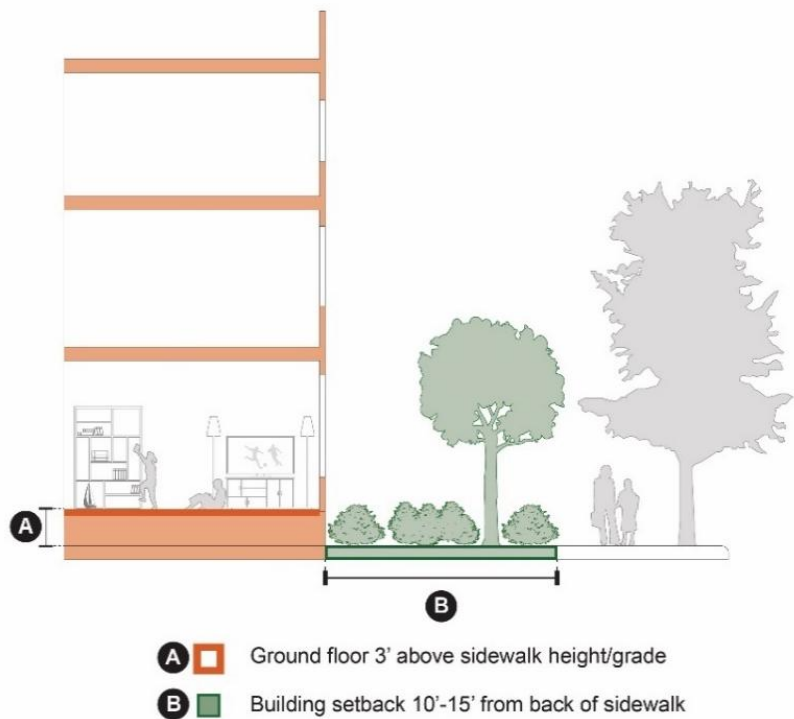
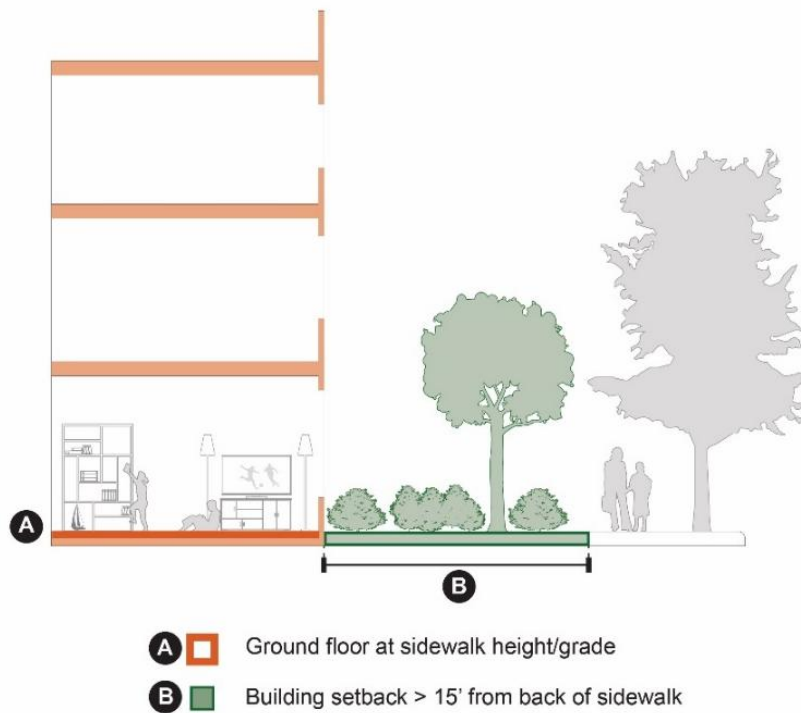


Figure 18. GROUND FLOOR UNITS, more than 15 foot setback



16. Façade Design and Activation - Retail and Office Ground Floor Standards

- a. Ground floor retail and commercial storefronts shall have a minimum depth of 25 feet and a minimum floor-to-floor height of 16 feet.

- b. On ground floor facades that face a public street, transparent glass windows shall be used that provide views into active interiors as follows:

Table 1: Glazing & Transparency Standards

Standard	Storefront	Office / Active Non-Residential
Minimum Transparency between 2 and 7.5 feet	65%	40%
Entrance Frequency	Every 50 feet on average	Every 80 feet on average

17. Façade Design and Activation - Upper Floor Façade Design Standards

- a. Balconies, where provided, shall utilize railing constructed of metal, glass, wood, or composite materials and shall match one of the primary exterior materials used on the building façade. Finishes shall match or fall within a 10% LRV range of the primary façade color scheme. .
- b. Each facade exposed to public view shall include two of the following architectural features, landscaping, or art elements:
 - Balconies with a minimum projection of 3 feet;
 - Planter boxes with a minimum depth of 12 inches;
 - Public art permanently affixed and covering at least 20 square feet;
 - Façade material changes covering at least 20% of the façade area.
- c. Blank end walls (without windows, porches, or balconies) shall be prohibited. Windows, balconies, or other modulation shall be provided for at least 10% of the façade area.
- d. Roof flashing, rain gutters, down spouts, vents, and other roof protrusions shall be screened from view or finished with materials and colors identical to the adjacent facade.
- e. All facades of a building facing a street or public space shall incorporate variations in massing and articulation such as horizontal and vertical offsets of at least 12 inches in depth.

18. Façade Design Guidelines

- a. Building façades should be designed to have a distinct base, middle, and top.
- b. Ground-floor façades should be designed to give individual identity and visual interest to each individual establishment.
- c. Commercial frontages should be broken into similar 20- to 35-foot wide modules.
- d. Where multiple tenant spaces are incorporated into a building, individual tenant spaces should be located within distinct building bays. This can be achieved by any of the following:
 - (i) Placing a column, pier, or pilaster between façade elements.
 - (ii) Applying a vertical slot or recess between façade elements.
 - (iii) Providing variation in plane along the building wall.

- (iv) Modulating the building wall by recessing storefront entrances or creating a niche for landscaping or for a pedestrian area.
- (v) Varying wall materials.
- e. One or more of the following elements should be used to articulate a building façade:
 - (i) Variation in the details for the top of a building, including cornice lines, parapets, eaves, brackets, and other detailing.
 - (ii) Variation in the details for the body, or middle, of the building, including awnings, overhangs, canopies, pilasters, columns, slots, decorative lighting, and window boxes.
 - (iii) Variation in the details for the base of a building, including recessed entry areas, covered outdoor areas, and alcoves.
- f. Façade details should appear integral to the architectural and structural design of the building rather than tacked onto the surface.

19. Architectural Design Detail Standards

a. Entries

- (i) The main shared entry to the multi-family or mixed-use development shall be clearly delineated and identifiable, with a massing projection or recess with a minimum depth of 2 feet.

b. Windows and Balconies

- (i) Windows facing a public right-of-way or publicly accessible open space shall be recessed a minimum of 2 inches to provide a “punched” recessed character or window trim shall be provided with a minimum of 2 inches in width and depth. (Figure 19)
- (ii) Windows that are flat or “flush” with the façade are prohibited unless applied to a portion of a building that is part of a recessed façade modulation that is recessed at least 4 inches. (Figure 20)

Figure 19. WINDOW DESIGN

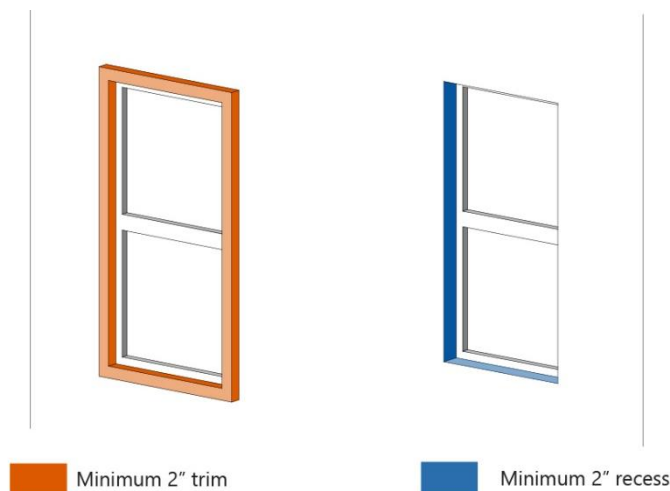
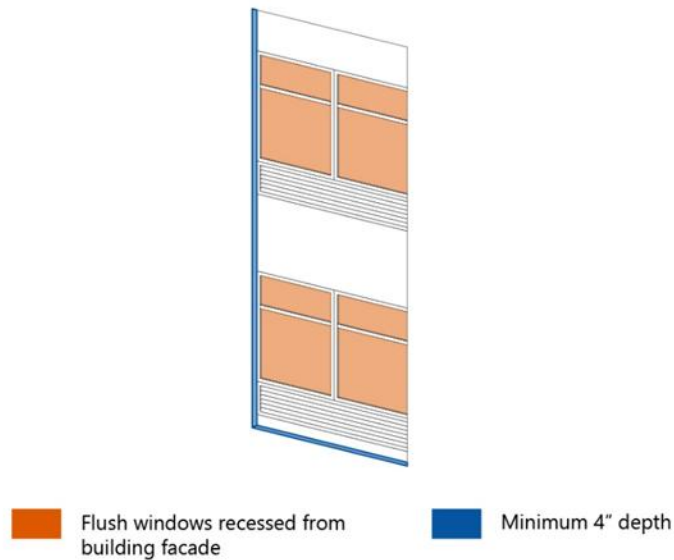


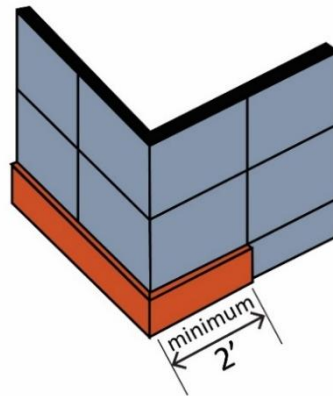
Figure 20. WINDOWS IN RECESSED FAÇADE MODULATIONS



c. Materials

- (i) At least two materials shall be used on any building frontage, in addition to glazing and railings.
- (ii) A maximum of three primary exterior materials and finishes shall be used on any façade. Each material shall cover at least 20% of the façade area, excluding windows and doors. The same materials shall be consistently applied to all facades, with no façade excluding a material used on another facade by more than 30% of its coverage.
- (iii) Plywood, vinyl, T1-11, plastic (and plastic laminate), and fiberglass shall be prohibited as siding materials.
- (iv) Materials shall continue around corners for at least two feet. (Figure 21)
- (v) Vinyl and plastic awnings are prohibited.

Figure 21. MATERIAL CORNER TREATMENT



REQUIRED
Continue material around corner
for a minimum of 2 feet

d. Roofs

- (i) Roof style and pitch shall be consistent with the style and pitch of other roofs within the development. . Roofs within a development shall have pitches within $\pm 2:12$ of each other and shall use the same roof form (e.g., gable, hip, flat) on at least 75% of buildings. Roofing materials shall be identical in type.
- (ii) Additions to existing structures shall be designed to match the roofline, style, and colors of the original structure as follows:
 - Roof pitch within $\pm 2:12$;
 - Same roof form type;
 - Roofing materials identical;
 - Color within a 10% LRV range of the existing roof.

e. Roof-Mounted Equipment/Amenities

- (i) All rooftop equipment shall either be:
 - a) Set back from the parapet or roof edge at a ratio of at least 1:1.15 (the height of equipment closest to the edge compared to its distance from the edge), and no less than 5 feet from edge regardless of height.
 - b) Screened with parapet walls or other architectural features such that the equipment is not visible from any point below the roof level. Screening more than 10 feet in height (that is flush with the building façade) shall be counted towards the maximum height.
- (ii) All roof-mounted mechanical, electrical, and external communication equipment, such as satellite dishes and microwave towers, shall not be visible from a point 6 feet above grade at any property line. Screening materials shall be identical to primary building materials and shall fully enclose the equipment with a minimum opacity of 90%.

- (iii) Roof-mounted equipment greater in height than the parapet wall shall be screened to a height equal to the height of the equipment such that it is not visible from any point at or below the roof level of the subject building.
- (iv) Mechanical equipment that is less than two feet in height, solar panels, wind generators, or green roof features shall be exempt from these requirements.
- (v) Trellises, pergolas, or other amenity uses of the rooftop are limited to 20% of the total rooftop area (and each individual element may not exceed 400 square feet), must be set back by at least 10 feet from the roof edge, and may exceed the maximum building height by no more than 15 feet.

20. Architectural Design Detail Guidelines

a. Doors and Windows

- (i) Main building entrances should be oriented toward the sidewalk and include architectural features that give them prominence. Treatments such as a change in height or a distinctive corner material are recommended.
- (ii) Façade openings and windows should be vertically proportioned, with a greater height than width.
- (iii) Upper-floor windows should be enhanced with architectural details such as sills, molded surrounds, and lintels.
- (iv) Window and balcony placement should be sensitive to the existing arrangement of windows and outdoor living spaces on adjoining properties.

b. Colors and Materials

- (i) Projects should avoid the use of simulated materials.
- (ii) Exterior materials used should be consistent with or compliment the use of exterior materials in the neighborhood.
- (iii) The colors and materials used on the exterior of a building should adhere to an appropriately varied palette.
- (iv) Changes in color or materials should be used to differentiate between different components of a building, utilizing both primary and secondary materials.
- (v) Any accent materials should be used on all visible façades of the building, not only the front façade.

EXHIBIT B - Definitions

	Staff Recommendations
§18.08.010 – General	“A” Definitions Apartment. An apartment, sometimes called flat, is a self-contained residential unit within a larger building containing five or more units. Each unit includes private amenities such as a kitchen, bathroom, and sleeping area, and may be rented or owned.–Common facilities like laundry rooms, gyms, parking, and recreational areas are generally provided for residents.–Apartments are often accessed through shared hallways and structurally share such elements as walls, floors, roofs, and common areas like staircases and elevators.
	“M” Definitions Multiple-Family Dwellings. A structure or development, on a single lot, containing three or more dwelling units, each of which is for occupancy by one or more persons as a single housekeeping unit. They include: triplexes (three dwelling units in the same structure), fourplexes (four dwelling units in the same structure), and apartments (five or more units in a single structure or complex and attached unit projects / condominiums with common driveways and amenities. Also includes factory-built, modular housing units and mobile homes/manufactured housing units when placed on permanent foundation systems. Does not include duplexes.
	“R” Definitions Rowhouse. A single-family attached dwelling which is attached to another dwelling, excluding accessory dwellings, and designed for or used exclusively for residential purposes of one family. Each dwelling is separately owned, located on a discrete parcel, and is attached to similar structures along a single parcel line in a linear arrangement and separated vertically by party walls. Each dwelling unit has a totally exposed front and rear wall used for direct ground-level access to the outdoors.
	“S” Definitions Single-Family Dwellings. A structure containing one dwelling unit located on a single parcel for occupancy by one housekeeping unit. Also includes factory-built, modular housing units, and mobile homes/manufactured housing when placed on permanent foundation systems. Single-Family Dwellings, Attached. A dwelling attached to another dwelling, excluding accessory dwellings. Each dwelling is separately owned, located on a discrete parcel, and is joined to another dwelling along a single parcel line. Each dwelling is totally separated from the other by an unpierced wall extending from ground to roof. They include two units (duets or semi-detached homes) or three or more attached dwelling units, with each unit on a discrete parcel... Single-Family Dwellings, Detached. A dwelling not attached to another dwelling, excluding an accessory dwelling unit. The dwelling is owned in fee and is located on an individual parcel.
	“T” Definitions Townhouse. A structure designed for or used exclusively for residential purposes of one family. The structure is attached to similar structures in a linear

	arrangement and separated vertically by party walls. Each dwelling unit has a totally exposed front and rear wall used for direct ground-level access to the outdoors. Each townhouse could be located on a separate parcel or be part of a multi-family development.
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EXHIBIT C

Corrections to Exhibit K adopted by City Council on March 18, 2025

Add missing text to sub-section 18.96.030.E.4.c

§18.96.030.E.4 – General Provisions	Except as otherwise provided in this chapter, an Accessory Dwelling Unit (ADU) or a Junior Accessory Dwelling Unit (JADU) that meets all of the following specified development standards shall be approved by the City: 4. Multiple detached ADUs, not to exceed: a. Eight detached accessory dwelling units on a lot with an existing multi-family dwelling. However, the number of accessory dwelling units shall not exceed the number of existing units on the lot. b. Two detached accessory dwelling units on a lot with a proposed multi-family dwelling. c. The ADUs must not exceed the allowed height in Subsection 18.96.050.C and must have a minimum rear and side setbacks of four feet. If the existing multifamily dwelling has a rear or side setback of less than four feet, the existing multifamily dwelling will not be required to be modified to meet this setback.
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EXHIBIT D

Corrections to Table 2-3 of Section 18.12.020 – Land Use Regulations and Allowable Uses regarding Two-Family Dwellings – Attached Only and Home Businesses.

Table 2-3 Allowed Uses and Permit Requirements	Mixed Use Zones Permit Requirements			
	P	P	P	P
	CUP	CUP	CUP	CUP
	AUP	AUP	AUP	AUP
	TUP	TUP	TUP	TUP
	—	—	—	—
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	MUC	MUL	MUH	Specific Use Regulations
Residential Uses				
Two-Family Dwellings - Attached Only				
Located on 1 st floor	P	CUP	CUP	
Located above 1 st floor	P	P	P	
Transitional Housing	—	—	—	

Home Businesses	HBP	HBP	HBP	Section 18.48.110
Live-work Units	CUP	CUP	CUP	Not allowed on 1st floor

EXHIBIT E - Development Standards

	Staff Recommendations
§18.10.030 – Development Standards	
E. Second Curb Cuts Prohibited. Except for projects with parking areas originally designed with more than one curb cut for ingress and egress or as provided for herein, second curb cuts are generally not allowed. Accordingly, single-family homes are restricted to one curb cut, except Accessory Dwelling Units (ADUs) on corner lots under certain conditions, including where a second driveway is proposed at least 25-feet away from the point of intersection of the two property lines fronting the parcel and from any other driveway. Second driveways shall incorporate permeable pavers that minimize runoff.	

EXHIBIT F - Development Standards

Table 2-2 Development Standards for Residential Zones					
Development Feature (minimum unless otherwise indicated)	R-LD	R-MD	R-HD	R-UHD	Additional Requirements
Setbacks ^{1 and 2}					
Rear 1 st Story 2 nd Story (see footnote 1 for structures above 18 feet)	10 ft. 10 ft.	20 ft. 30 ft.	20 ft.	20 ft.	R-LD zone: The 10-foot rear setback requires a minimum of 700 sq. ft. of usable rear yard area; if not, development is not allowed.
Open Space - Minimum sq. ft. of open space required for each dwelling unit. All open space areas shall be landscaped in compliance with Chapter 18.28					
	700 sq. ft. in rear of property, usable and open, no permanent hardscape. Or 500 sq ft or 50% of the				

	existing rear yard, whichever is less restrictive with ADUs. ¹				
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NOTES:

1. **Front and Side Setback Increase Over 22 Feet in Height For Single-Family Dwellings.** Where a new structure or an addition to an existing single-family structure will exceed 22 feet in height, the required setback from the side property lines of the site shall be increased by one foot for each two feet of structure height in excess of 22 feet; the increased setbacks are to be imposed only with respect to that portion of the new structure or addition that exceeds 22 feet in height.
2. **Setbacks for Narrow Parcels.** Side setbacks for existing, legally subdivided parcels which do not meet current minimum standards with respect to parcel width may be reduced to no less than 10 percent of the parcel width or three feet, whichever is greater. This provision applies only to portions of the structure under 22 feet in height. Where a new structure or an addition to an existing structure will exceed 22 feet in height, the required setback from each property line of the site shall be increased by one foot for each two feet of structure height in excess of 22 feet, the increased setbacks to be imposed only with respect to that portion of the new structure or addition that exceeds 22 feet in height.

EXHIBIT G – Service Stations

§18.48.180

	Staff Recommendations
§18.48.180 – Service Stations	
A. Applicability. The provisions in this section apply to all vehicle service stations where allowed. B. Standards. A vehicle service station use shall comply with the regulations and restrictions applicable to the zone in which it is located and all of the following: 1. Parcel size. The minimum parcel size shall be 16,000 square feet. 2. Minimum street frontage. The minimum street frontage shall be 120 feet. If located on a corner, at least one street frontage shall measure at least 120 feet. 3. Allowed uses. Service Stations shall be allowed by Conditional Use Permit only in mixed-use zones along University Avenue between Donohoe Street and Bell Street and at the intersection of E. Bayshore Road and Pulgas Avenue. The primary use of a service station shall be the dispensing of motor fuels, lubricants, vehicle recharging, and the exchange of motor vehicle parts in kind. Limited / Incidental vehicle/equipment repair shall be limited to the hours of 7:00 a.m. to 7:00 p.m., daily. Such repair / service include air conditioning service, carburetor and fuel injection service, electrical service, radiator service, tune-up, lube, oil change, and smog check, as well as tires, batteries and accessories installation.	

¹ Previously adopted by City Council (ZTA23-001) on February 6, 2024

EXHIBIT H – Land Use Regulations and Allowable Uses

§18.12.020

Table 2-3 Allowed Uses and Permit Requirements	Mixed Use Zones Permit Requirements			
	P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	MUC	MUL	MUH	Specific Use Regulations
Recreation, Education, and Public Assembly Uses				
Schools, Public and Private	CUP	CUP	CUP	
Vehicle Rental, Sale and Service Uses				
Vehicle/Equipment Rentals				
Vehicle Washing	—	—	—	
Refueling/Service Stations (only on University Avenue between Donohoe Street and Bell Street and the intersection of E. Bayshore Road and Pulgas Avenue)	CUP	CUP	CUP	Section 18.48.180.B.3 • <u>No incidental repair/service</u>

EXHIBIT I – 15-foot Front and 5-foot Side Setbacks in Residential Zones

§18.10.030

Table 2-2 Development Standards for Residential Zones					
Development Feature (minimum unless otherwise indicated)	R-LD	R-MD	R-HD	R-UHD	Additional Requirements
Setbacks ^{1 and 2}					
Front					
Living Area	10 ft.	15 ft.	15 ft.	15 ft.	
Garage Face	23 ft.				
Corner Vision Triangle	12 ft.	12 ft.	12 ft.	12 ft.	
Side/Street Side	5 ft.	5 ft.	5 ft./15 ft.	5 ft./15 ft.	

EXHIBIT J – Criteria for Tree Removal

	Staff Recommendations
§18.28.070 – Criteria for Tree Removal	

A Protected Tree may be removed under the following circumstances:

- E. Removal is requested by a utility, public transportation agency, or other governmental agency due to a health or safety risk resulting from the tree's interference with existing or planned public infrastructure and preservation of the tree would add unreasonable cost to the project. Based on such a request, a Tree Removal Permit may be processed without requiring the submittal of an Arborist Report.

EXHIBIT K – Enforcement

	Staff Recommendations
§18.28.110 – Enforcement	
A. Violations. Violation of a provision contained in this chapter is unlawful and a public nuisance. The Director may serve notice upon any person violating any provision of this chapter. Violators shall be subject to the provisions set forth in Chapter 18.118 - Enforcement.	

EXHIBIT L - Definitions

§18.08.010

	Staff Recommendations
§18.08.010 – General	“H” Definitions An accessory use of a residential parcel, conducted entirely within the parcel, and carried on by one or more persons, all of whom reside in on the parcel, and where no persons are employed other than domestic help and where the use is clearly incidental and secondary to the use of the parcel for residential purposes and does not change the character or adversely affect the uses allowed in the residential zone of which it is a part.

EXHIBIT M – Home Businesses (Home Occupation Permit)

§18.48.110

	Staff Recommendations
§18.48.110 – Home Businesses (Home Occupation Permit)	
C. Standards. Home businesses are subject to the requirements of the base residential or mixed use zone where located, any conditions imposed on the Home Occupation Permit and all of the following standards:	
1. A home business shall be conducted as an accessory use of a dwelling unit, conducted entirely within the dwelling unit or an accessory structure, and carried on by one or more	

persons, all of whom reside in the dwelling unit, and where no persons are employed other than domestic help;

2. A home business shall be clearly incidental and secondary to the use of the dwelling for residential purposes and shall not change the character of the dwelling or accessory structure or adversely affect the uses allowed in the residential or mixed use zone;
3. The home business shall be operated in a manner so as to not cause a nuisance (e.g., noise, vibrations, dust, odors, glare, debris, smoke, television or radio interference, heat, radiation, or other nuisances) detectable outside the dwelling or accessory structure or through common walls of an attached dwelling;
4. The appearance of the dwelling or any accessory structure shall not be altered so that the dwelling may be recognized as serving a nonresidential use (either by color, construction, dust, materials, odors, lighting, noise, signs, sounds, vibrations, etc. or that disturbs the peace). The existence of a home business shall not be apparent beyond the boundaries of the subject site;
5. There shall be no signs allowed other than the address for the main dwelling. No exterior signage shall identify the business. There shall be no other advertising using the home address, with the exception of advertising in the telephone directory or via the Internet. All advertising shall clearly state "by appointment only" if the residential address is used;
6. No more than 25 percent of the gross floor area of one floor of the residence or one room, whichever is less, shall be used for the purpose of home business. Use of space in a garage shall be preceded by approval of a planning permit allowing the garage conversion;
7. The use shall not involve the storage of hazardous, flammable, or combustible liquids or materials, other than those customarily found in or of greater intensity and/or duration of those customarily associated with a residence;
8. Customers of the home business are allowed at the residence only between the hours of 9:00 a.m. and 8:00 p.m.;
9. The home business shall be restricted to the interior of the dwelling unit or accessory structure and shall not take place on external areas of the subject property;
10. No more than 50 cubic feet of storage shall be devoted to the storage of inventory or products in any part of the dwelling or accessory structure. Outdoor storage of any items related to the home business is prohibited;
11. No persons other than residents of the dwelling or domestic help shall work or report to work on the premises;

F. Findings for a Home Occupation Permit.

- ~~3. No business license shall be issued for a home business and no use shall be established as a home business for five business days after a Home Occupation Permit has been approved or while an appeal is pending.~~

G. Permit Limitations.

3. A new Home Occupation Permit and business license, whether for the same or a different home occupation conducted by a new resident, shall be obtained before operating a permitted home business. Therefore, a Home Occupation Permit "does not run with the land."
4. A change in the type of home business activity conducted by the resident requires a new Home Occupation Permit and business license.

EXHIBIT N - Temporary Use Permits
Chapter 18.94

	Staff Recommendations
§18.94.050 – Allowed Temporary Uses	The following temporary uses are allowed on private property, subject to the issuance of a Temporary Use Permit, and only when conducted in compliance with the specified time limits and conditions of approval. To issue a Minor Temporary Use Permit if another temporary use has occurred on the subject property within the previous 30 days (whether by the same applicant or otherwise) notice should be given to surrounding property owners followed by a hearing: B. Allowed Temporary Uses. 1. Amusement rides, arts and crafts exhibits, auctions, carnivals, circuses, concerts, fairs, farmer's markets, festivals, flea markets, food markets/events, outdoor entertainment/sporting events, petting zoos, rodeos, rummage sales (not garage or yard sales), and swap meets limited to 14 consecutive days or less within any 30-day period, or seven two-day weekends, within a 12-month period. When an annual plan is submitted to and approved by the Director, the frequency and duration of these special events may be extended. 2. Outdoor display and sale events conducted by a retail business, including auto dealerships, holding a valid business license, issued in compliance with Municipal Code Chapter 5.04 may be allowed a maximum of six outdoor sale events (excluding City-sponsored activities) in a year. An outdoor sale event shall be no longer than seven consecutive days in duration. When an annual plan is submitted to and approved by the Director, the frequency and duration of these special events may be extended. 5. Major Temporary uses on the same lot shall be separated by at least 30 days. Additional time shall be added in between Major Temporary Use Permits at the discretion of the Director.
§18.94.060 – Application Filing and Processing	B. Types of Temporary Use Permits. 1. Minor Temporary Use Permit. Permit for use lasting no more than 30 days. The days may be consecutive. 2. Major Temporary Use Permit. Permit for use lasting from 31 to 365 days. The days maybe consecutive.
§18.94.070 – Director Review	A. Director Action. The Director may take action on a Temporary Use Permit for a temporary use operated in compliance with conditions of approval as follows: 1. A Minor Temporary Use Permit may be approved administratively without notice or hearing. 2. A Major Temporary Use Permit may be approved after

	notice and hearing to adjacent property owners by the Director. The Director may defer action and refer the application to the Commission for review and final decision.
§18.94.110 – Post Decision Procedures	The procedures and requirements related to permit implementation and to appeals (Major Temporary Use Permits only) and revocation apply following the decision on a Temporary Use Permit application.

EXHIBIT O – Definitions

Chapter 18.08

	Staff Recommendations
§18.08.010 – General	“A” Definitions Alcohol Sales. Alcohol Sales (off-site-sale). Any establishment, such as a liquor store or convenience market, that sells, serves, or gives away alcoholic beverages in unopened containers for consumption off the premises and that is applying for or has obtained an ABC License Type 20 (off-sale beer and wine-package store) or License Type 21 (off-sale general-package store). The establishment shall include any immediately adjacent area owned, leased, rented, or controlled by the licensee. Does not include an establishment selling alcoholic beverages as an accessory line of merchandise. Alcohol Sales (off-site-sale), Accessory. Any establishment that sells, serves, or gives away alcoholic beverages for consumption off the premises and that is applying for or has obtained an ABC License Type 20 (off-sale beer and wine-package store) or License Type 21 (off-sale general-package store), where the sale of alcoholic beverages is accessory to the retail sale of goods and the display area for alcoholic beverages does not exceed 30 percent of the net floor area of the use. Illustrative examples include drug stores, grocery stores, and supermarkets, but do not include convenience markets. Alcohol Sales (on-site-sale). An establishment, such as a bar, tavern, or other drinking establishment, that has all of the following characteristics: 1. Alcoholic beverages will be or are sold, served, or given away for consumption on the premises where sold, served, or given away; and

	2. The establishment is applying for or has obtained an appropriate ABC License such as ABC License Type 48. 3. The sale of alcoholic beverages is accessory to the retail sale of food products and the display area for alcoholic beverages does not exceed 30 percent of the net floor area of the use. Illustrative examples include drug stores, grocery stores, and supermarkets, but do not include convenience markets. Alcohol Sales (on-site-sale), Incidental. An establishment which sells, serves, or gives away alcoholic beverages, as an incidental or ancillary activity, for consumption with a meal at a bona fide public eating establishment where the operator is applying for or has obtained an ABC License Type 47.
	“E” Definitions Bar, Lounge, and Nightclub / Drinking Establishment. An establishment selling or serving alcoholic beverages for consumption on the premises and holding or applying for a public premises license from the California State Department of Alcoholic Beverage Control (ABC). Persons under 21 years of age are not allowed to enter and remain on the premises. The establishment includes any immediately adjacent area that is owned, leased, rented, or controlled by the licensee. Eating Establishment. A bona fide public eating place is a location that is regularly used for the serving of meals to guests for compensation and has suitable kitchen facilities. It must maintain a sanitary condition and comply with local health regulations. The establishment must provide an assortment of foods commonly ordered at various hours of the day, and guests must order and obtain a meal at the establishment during regular meal hours.

EXHIBIT P - Alcohol Sales

Chapter 18.48

	Staff Recommendations
§18.48.040.A, 18.48.040.D.1, and 18.48.040.E.1.d	A. Applicability. The provisions in this section apply to all alcohol sales uses whether for on-site (bars, nightclubs, and establishments where consumption of alcoholic beverages is the primary use, but excluding incidental sale of beer and wine at bona fide public eating establishments) or off-site consumption where allowed in compliance with all of the following standards.

	D. Conditions of approval. The Review Authority may impose conditions upon the issuance of the permit it deems appropriate, necessary, and reasonable, under the circumstances, including, but not limited to, the following: 1. Approve the permit with annual reviews required for the first two years; 2. Limitation upon the hours of the day during which alcoholic beverages can be sold; 3. Requirement for special trash collection service; and/or 4. Requirement for special security arrangements; provided however, the cost shall not impose an unreasonable economic hardship upon the proprietor of the establishment. E. Determinations of Public Convenience or Necessity (PCN). Determinations within the jurisdiction of the Council in compliance with Section 23958.4 of the Business and Professions Code as to whether the public convenience or necessity (PCN) would be served by the issuance of an ABC license are delegated to the Commission. 1. Application and hearing. The Commission shall conduct a public hearing upon an application for a determination of public convenience or necessity. The Commission shall consider all of the following: d. To what extent is the sale of alcohol essential to the primary purpose of the business? What percentage of the business's sales is anticipated to be alcohol sales;
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EXHIBIT Q – Corrections and clarifications to Table 2-3 of Section 18.12.020 – Land Use Regulations and Allowable Uses regarding Alcohol Sales and Food Service
Chapter 18.08

Table 2-3 Allowed Uses and Permit Requirements	Mixed Use Zones Permit Requirements			
	P	P	P	P
	CUP	CUP	CUP	CUP
	AUP	AUP	AUP	AUP
	TUP	TUP	TUP	TUP
	—	—	—	—
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	MUC	MUL	MUH	Specific Use Regulations
Retail Trade Uses				
Alcohol Sales (off-site-sale)	CUP	CUP	CUP	Section 18.48.040
Alcohol Sales (off-site-sale), Accessory	CUP	CUP	CUP	Section 18.48.040
Alcohol Sales (on-site-sale)– Bars, Taverns, etc.	CUP	CUP	CUP	Section 18.48.040
Retail Sales	P	P	P	

Retail Sales (Used Merchandise)	P	P	P	Section 18.48.170
Retail Sales (Used Merchandise) - Restricted	AUP	AUP	AUP	Municipal Code Chapter 5.40
Service Uses - General				
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	Incidental sale of alcohol with meals in eating establishments allowed

EXHIBIT R – Corrections and clarifications to Table 2-5 of Section 18.14.020 – Land Use Regulations and Allowable Uses regarding Alcohol Sales and Food Service Chapter 18.08

Table 2-5 Allowed Uses and Permit Requirements	Commercial Zones Permit Requirements			
	P	Permitted By-Right		
	CUP	Conditional Use Permit (Chapter 18.88)		
	AUP	Administrative Use Permit (Chapter 18.88)		
	TUP	Temporary Use Term Permit (Chapter 18.94)		
	—	Prohibited		
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	C-G	C-N	C-0	Specific Use Regulations
Retail Trade Uses				
Alcohol Sales (off-site sale)	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (off-site sale), Accessory Uses	CUP	CUP	CUP	Section 18.48.030
Alcohol Sales (on-site sale) -Bars, Taverns, etc.	CUP	CUP	CUP	Section 18.48.030
Prescription Pharmacies, Medical Supplies	P	P	P	
Service Uses - General				
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	P	P	P	Incidental sale of alcohol with meals in eating establishments allowed

EXHIBIT S – Corrections and clarifications to Table 2-7 of Section 18.16.020 – Land Use Regulations and Allowable Uses regarding Alcohol Sales and Food Service. Chapter 18.08

	Special Purpose Zones Permit Requirements
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Table 2-7 Allowed Uses and Permit Requirements	P Permitted By-Right CUP Conditional Use Permit (Chapter 18.88) AUP Administrative Use Permit (Chapter 18.88) TUP Temporary Use Term Permit (Chapter 18.94) — Prohibited			
Land Use See Article 1 for land use definitions. See Chapter 18.04 for unlisted uses.	PI	PR	RM	Specific Use Regulations
Service Uses - General				
Eating and Drinking Establishments				
Food Service (no alcohol sales [bars, lounges, or nightclubs], drive-through, fast-food, or late hours)	AUP	AUP	—	Incidental sale of alcohol with meals in eating establishments allowed