

# City of Seaside

## Handbook for New Single-Family Residences and Single-Family Residential Additions

October 2008

**Resource Management Services**  
Planning Division



# CITY OF SEASIDE

## Resource Management Services

Planning Division

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# Introduction

This handbook provides illustrations, definitions, and other technical information that will help you design your project in a way that is consistent with City requirements. References are also included to supporting Zoning Code Sections that further expand on the intent and requirements for many of the Code provisions.

The handbook specifically addresses the development standards and application procedures for single-family residential projects. All properties located within Residential Zoning Districts are subject to the development standards identified in this handbook as required by Title 17 of the Seaside Municipal Code. The Zoning District map, included at the end of this handbook, shows the location of Residential Zoning Districts in the City.

Since this handbook addresses Planning Division requirements only, please consult the Building and Public Works Divisions for any additional requirements that may apply to your project.

**This handbook is not intended as a comprehensive representation of, nor substitute for, any chapter in the Municipal Code. It is meant to be a helpful supplement and guide to Code provisions.**

**In the event of any perceived conflict between this handbook and the Municipal Code, the Municipal Code shall prevail.**



# Permit Application Processing

The application process can be a confusing and time-intensive process for homeowners or designers not familiar with City requirements. The following sections provide a guide to planning permit requirements, the process for application review and other application procedures.

It is recommended that you consult the Planning Division prior to submitting an application to discuss any specific requirements with Planning staff that may apply to your project.

# Planning Permit Approval

Before building a new home or initiating a home addition or remodel, it is helpful to know the applicable permit requirements and regulations for your project.

While the Planning and Building staff are not able to assist in the design of your project, we are always available to answer any questions you may have about your proposed project regarding applicable regulations and application processes.

## Code sections:

17.20.040  
Chapter 17.50  
Chapter 17.52

## What type of planning permit is required for my project?

The table below shows the planning permit actions that may apply to your project and the review authorities that are responsible for consideration of approval. Building permits and other administrative review required by the Building Division are not included in this table.

Examples of projects that may not require a planning permit include ground-level decks and driveways when a Building or Grading Permit is not required (subject to all height and setback requirements), interior building alterations that do not increase the building footprint or change a buildings land use, and solar collectors that comply with applicable height and setback requirements.

| Type of Planning Permit                       | Zoning Ordinance Section | Review Authority Responsibility |                               |                     |              |
|---|--------------------------|---------------------------------|-------------------------------|---------------------|--------------|
|   |                          | Zoning Administrator            | Board of Architectural Review | Planning Commission | City Council |
| <b>Architectural Review</b>                   | 17.52.030                | Recommend                       | Decision                      | Appeal              | Appeal       |
| <b>Certificate of Appropriateness</b>         | 17.58.050                | Recommend                       | -                             | Decision            | Appeal       |
| <b>Certificate of Appropriateness – Minor</b> | 17.58.050                | Decision                        | -                             | Appeal              | Appeal       |
| <b>Coastal Development Permit</b>             | N.A.                     | California Coastal Commission   |                               |                     |              |
| <b>Home Occupation Permit</b>                 | 17.42.100                | Decision                        | -                             | Appeal              | Appeal       |
| <b>Limited Term Permit</b>                    | 17.52.040                | Decision                        | -                             | Appeal              | Appeal       |
| <b>Minor Use Permit (MUP)</b>                 | 17.52.070                | Decision (1)                    | -                             | Appeal              | Appeal       |
| <b>Minor Variance</b>                         | 17.52.080                | Decision (1)                    | -                             | Appeal              | Appeal       |
| <b>Planned Development Permit</b>             | 17.52.050                | Recommend                       | -                             | Decision            | Appeal       |
| <b>Sign Permit</b>                            | 17.36                    | Recommend                       | Decision                      | Appeal              | Appeal       |
| <b>Use Permit (UP)</b>                        | 17.52.070                | Recommend                       | -                             | Decision            | Appeal       |
| <b>Variance</b>                               | 17.52.080                | Recommend                       | -                             | Decision            | Appeal       |
| <b>Zoning Clearance</b>                       | 17.52.010                | Decision                        | -                             | Appeal              | Appeal       |

Note: (1) The Planning Director may defer action to the Planning Commission, so that the Commission may instead make the decision.

# Application Review Process

There are two forms of planning project review: administrative and discretionary review.

Administrative review allows approval for a project based on standard requirements or over-the-counter review.

Discretionary review requires a more thorough analysis of a project based on specific criteria and typically involves approval from an elected or appointed review body.

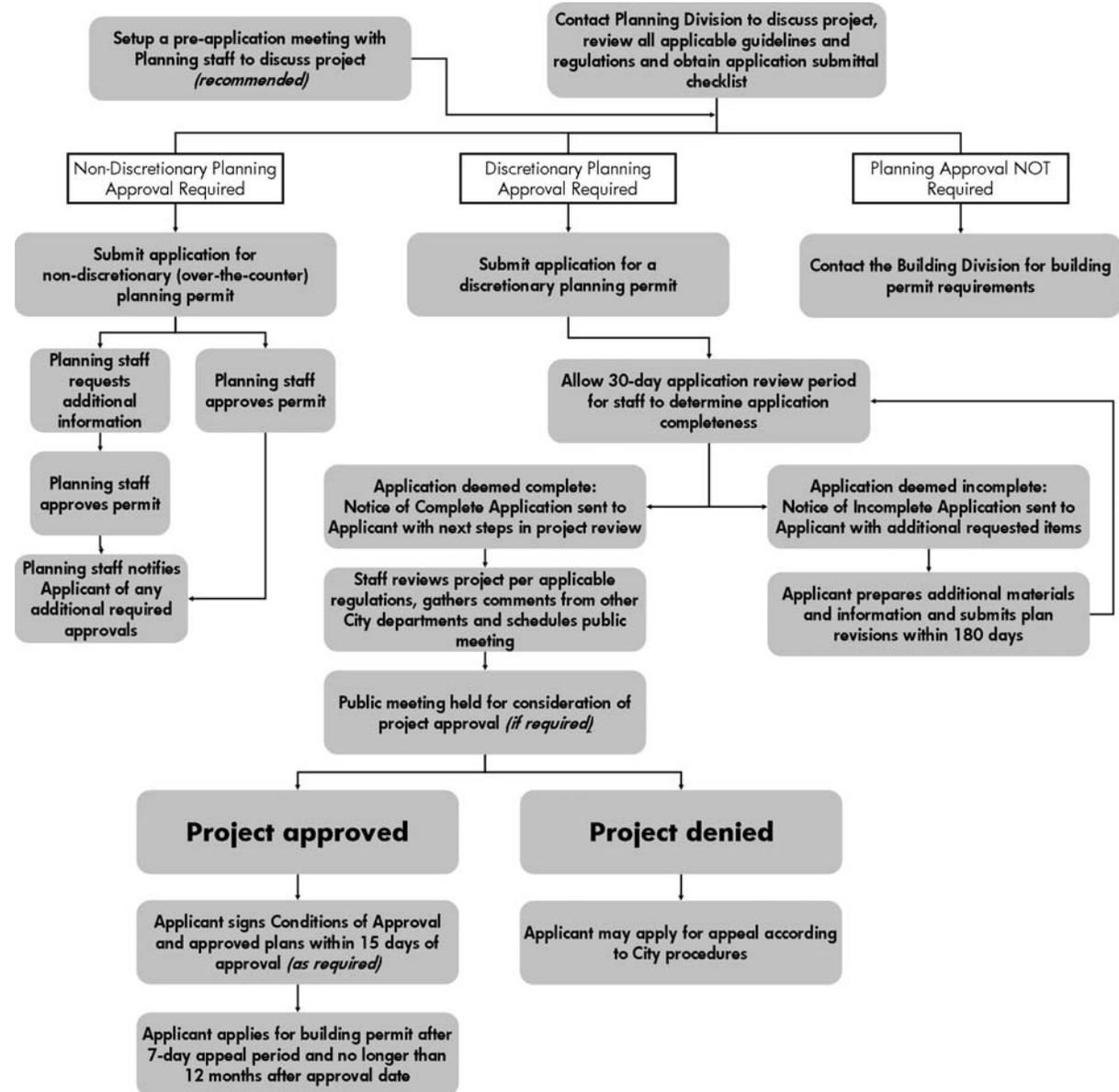
## Code sections:

Chapter 17.50

Chapter 17.54

## How will my application be reviewed?

The diagram below shows the general procedures for the preparation, filing, and initial processing of planning permits submitted for a single-family project.



## Architectural Review

Certain projects in the City require design approval by the Board of Architectural Review (BAR). Architectural review encourages quality design and promotes a consistent level of construction throughout the City.

### Code sections:

17.52.030  
17.54.090

## When is Architectural Review required for my project?

BAR approval is required for all **new single-family dwellings** if the project involves:

- ❑ New single-family dwellings with a building height greater than 18 feet;
- ❑ New residential structures on substandard lots (see the topic on Lot Dimensions, below);
- ❑ Single-family residential subdivisions resulting in two or more dwellings;
- ❑ Landscape or irrigation plans in conjunction with new construction; or
- ❑ Any changes to projects that previously received Architectural Review approval from the Board that cannot be approved by the Zoning Administrator in accordance with Section 17.54.090 (Changes to an Approved Project).

BAR approval is required for **single-family additions or renovations** if the project involves:

- ❑ Additions to existing single-family dwellings that result in a building height of 18 feet or greater;
- ❑ Expanded or substantially converted residential structures on substandard lots (see the topic on Lot Dimensions, below);
- ❑ Landscape or irrigation plans for additions of greater than 50% of the existing floor area to an existing residential dwelling; or
- ❑ Any changes to projects that previously received Architectural Review approval from the Board that cannot be approved by the Zoning Administrator in accordance with Section 17.54.090 (Changes to an Approved Project).

The City adopted **Single-Family Residential Design Guidelines** in 2005 to assist staff, residents and City decision-makers in the architectural review process by defining the City's expectations for design quality, use of materials, and architectural imagery. All projects requiring Architectural Review approval should conform to the applicable guidelines set forth in the Single-Family Residential Design Guidelines.

Copies of the Design Guidelines, permit applications, and application submittal guidelines for Architectural Review are available from the Planning Division located at the Seaside City Hall. Applicants are encouraged to setup a pre-application meeting prior to submitting an application for Architectural Review in order to discuss proposed plans with Planning Division staff.

## Staking & Flagging

Staking and flagging provides an opportunity for surrounding properties of a proposed project to view the proposed height and dimensions of the project prior to consideration of approval by a City review authority.

### Code sections:

17.30.130

17.52.030.D

17.52.070.E.3

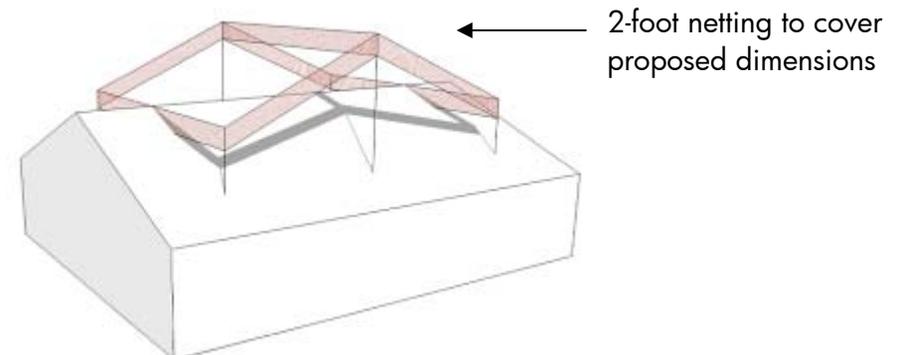
## When is staking and flagging required for my project?

Staking and flagging is required for the following projects, in compliance with City standards:

- ❑ All second story additions;
- ❑ All new construction where proposed structure heights are 18 feet or higher;
- ❑ All additions to structures that do not specifically demonstrate consistency with existing architectural design;
- ❑ All residential projects that require approval by the Board of Architectural Review; and
- ❑ All residential projects that require a Use Permit or Minor Use Permit approval.

Staking and flagging must demonstrate the dimensions and heights of the ridge line of the proposed new structure(s) and addition(s) at the highest peak of the roof and the full perimeter of the proposed new structure(s) and addition(s). **Staking and flagging must be installed at least 20 calendar days prior to consideration of the proposed project by a review authority and removed within 30 calendar days after the 7-day appeal period following final action on the project.** Recommended materials include plastic orange snowdrift netting and stout wooden poles securely anchored to withstand the elements during the required installation period.

Planning staff will inform project applicants approximately one week prior to the deadline for the installation of staking and flagging when a project is expected to be scheduled for the next available public meeting. The figure below shows how staking and flagging may be correctly installed.





# Development Standards

Title 17 of the Seaside Municipal Code, also known as the Zoning Code, establishes development standards for all properties in the City based on the zoning district in which a property is located. Development standards include property setbacks for structures and parking areas, site coverage of impermeable or hardscape surfaces, height limits for built structures and parking space requirements, among others.

The following sections describe the development standards that apply to single-family residential properties. There are four residential zoning districts in the City that allow single-family residential dwellings: RS-8 and RS-12 (Single-Family Residential), RM (Medium Density Residential) and RH (High-Density Residential). The RS-8 and RS-12 Districts are intended primarily for single-family dwellings while the RM and RH Districts are intended for higher densities of multi-family dwellings, though still permit single-family dwellings.

Basic requirements that may apply to your project are explained in these sections, along with supporting illustrations and tables. References to the applicable Code sections are included at the bottom of each section's sidebar and throughout the text.

## Residential Density

Residential density is one of the central factors that influence neighborhood character and livability.

Density is determined by the number of dwelling units located on a single property, typically reported as dwelling units per acre.

A dwelling unit may be a single-family house, one-half of a duplex, or a single apartment unit in an apartment building.

### Code sections:

17.22.050, Table 2-3  
17.42.190

## What is the maximum allowable density for my property?

The maximum allowable density on a property is shown below, based on the zoning district in which the property is located. An exception to the maximum allowable density in the RS-8 and RS-12 Zoning Districts would be for a residential second unit subject to the requirements of S.M.C.S. 17.42.190. See the section below on Residential Second Units for more information.

A zoning map of the City's Zoning Districts is included at the end of this handbook for general reference. Please contact the Planning Division if the zoning designation of your property is in question.

### Minimum Allowable Density for Residential Zones

| Zone                                     | Maximum Residential Density                             |
|--|---|
| <b>RS-8</b> (Single-Family Residential)  | 1 dwelling unit per parcel (one single-family dwelling) |
| <b>RS-12</b> (Single-Family Residential) | 1 dwelling unit per parcel (one single-family dwelling) |
| <b>RM</b> (Medium Density Residential)   | 1 dwelling unit for each 2,904 square feet of site area |
| <b>RH</b> (High Density Residential)     | 1 dwelling unit for each 1,742 square feet of site area |

## Lot Area & Dimensions

A minimum lot area for residential lots ensures that adequate space is available for all necessary elements of a residential property including parking, landscaping, built structures, safety access and visual privacy.

### Code sections:

17.22.040, Table 2-2  
17.62.060

## What are the minimum allowable lot dimensions for my property?

Properties located within Residential Zoning Districts must accommodate minimum lot dimensions as described in the table below. Lot area is determined by the total land area located within legal property or parcel boundaries. Parcel widths are measured as the horizontal distance between the side lot lines, measured at right angles to the lot depth at a point midway between the front and rear lot lines.

A lot that does not meet the minimum lot requirements at the time of a proposed project is considered to be a legally non-conforming parcel and is restricted from development subject to the conditions of S.M.C. Section 17.62.060 (see the Non-Conforming section).

### Minimum Allowable Property Dimensions for Residential Zones

| Zone                                     | Minimum Parcel Area | Minimum Parcel Width |
|--|---------------------|----------------------|
| <b>RS-8</b> (Single-Family Residential)  | 5,500 square feet   | 40 feet              |
| <b>RS-12</b> (Single-Family Residential) | 3,750 square feet   | 40 feet              |
| <b>RM</b> (Medium Density Residential)   | 3,750 square feet   | 50 feet              |
| <b>RH</b> (High Density Residential)     | 3,750 square feet   | 50 feet              |

## Property Setbacks

Property setbacks establish a minimum distance by which a structure, parking area or other development feature must be separated from the property line, other structures, or development feature.

**Code sections:**  
 17.22.050, Table 2-3  
 17.30.100  
 17.30.030.E  
 Chapter 17.42

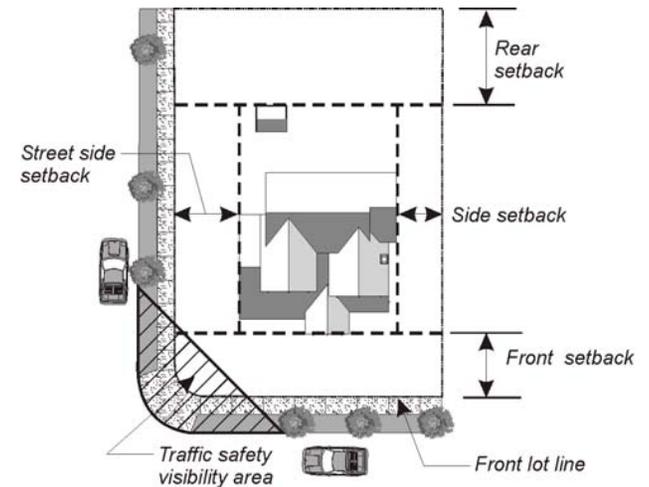
## What are the minimum allowable setbacks for my property?

Property setbacks within residential zones provide the following benefits:

- ❑ Safe and easy access up to and around structures;
- ❑ Access to natural light, ventilation and sunlight;
- ❑ Space for privacy, landscaping and recreation;
- ❑ Scenic vistas and traffic safety.

The minimum allowable property setbacks for residential zones are listed below. Exceptions, reductions and explanation to these standards are explained on the following page. Setback requirements for specific land uses are found throughout Chapter 17.42 of the Zoning Code and accessory structure standards are discussed in the Residential Accessory Structure section.

**Property setback diagram**



A general rule for all properties in the City is that no portion of any structure, including eaves or roof overhangs, shall extend beyond a property line, or into an access easement or street right-of-way.

### Minimum Required Setbacks for Single-family dwellings within Residential Zones

| Zone                                     | Front setback | Side setback, interior | Side setback, street side | Rear setback |
|--|---------------|------------------------|---------------------------|--------------|
| <b>RS-8</b> (Single-Family Residential)  | 15 feet       | 5 feet                 | 10 feet                   | 15 feet      |
| <b>RS-12</b> (Single-Family Residential) | 15 feet       | 5 feet                 | 10 feet                   | 15 feet      |
| <b>RM</b> (Medium Density Residential)   | 15 feet       | 5 feet                 | 10 feet                   | 15 feet      |
| <b>RH</b> (High Density Residential)     | 15 feet       | 5 feet                 | 10 feet                   | 15 feet      |

**Note:** It is the property owner's responsibility to accurately locate all property lines. A property survey is encouraged when property boundaries are in question. See Zoning Code for multi-family dwellings.

## Exceptions to Property Setbacks

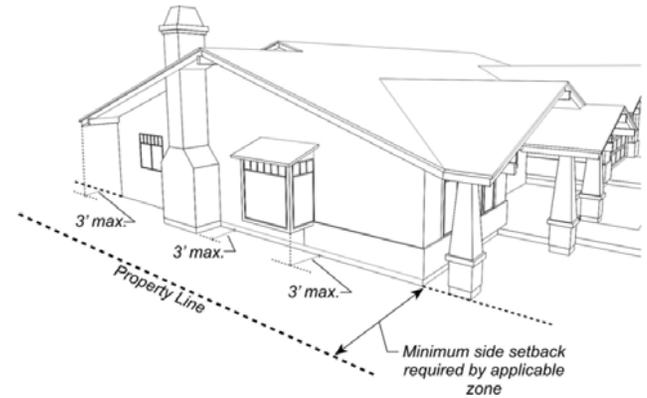
The City provides exceptions and reductions to required property setbacks to allow added flexibility in design.

**Code sections:**  
17.30.100

## What are the exceptions to minimum property setbacks?

The exceptions and reductions described below apply to features that are attached to the primary dwelling. When a feature or structure is detached from the primary dwelling, these exceptions do not apply. For accessory structure setbacks, see the Residential Accessory Structures section of this Handbook.

The table below lists the allowed projections into specified property setbacks according to the type and location of the feature.



| Projecting Feature   | Allowed Projection into Specified Setback          |              |              |
|--|--|--------------|--------------|
|  | Front and Street side Setback                      | Side Setback | Rear Setback |
| Awning, cornice, eave, greenhouse windows, gutters, roof overhang                | 3 feet   | 3 feet (1)   | 3 feet (1)   |
| Balcony, fire escape, landing, patio, porch, stairway – uncovered and unenclosed | 6 feet   | 3 feet (1)   | 6 feet (1)   |
| Bay window or similar feature  | 3 feet   | 3 feet (1)   | 3 feet (1)   |
| Chimney/fireplace, 6 feet or less in breadth                                     | 3 feet   | 3 feet (1)   | 3 feet (1)   |
| Covered porch  | 6 feet (2)   | 3 feet (1)   | 3 feet (1)   |
| Unenclosed ground-level deck, less than 18 inches above grade                    | 6 feet (1)   | 3 feet (1)   | 3 feet (1)   |
| Fences, walls and hedges   | See the Fences, Walls and Screening section, below |              |              |

- Notes:** (1) Feature may project no closer than three (3) feet to any side or rear property line.  
(2) May project up to 6 feet into setback with BAR approval provided that the width of the porch does not exceed 25 % of the total width of the façade from which it projects

## Floor Area Ratio

Limits to the floor area of a residence are intended to limit the bulk and mass of buildings located on a property.

## What is the maximum allowable Floor Area Ratio for my property?

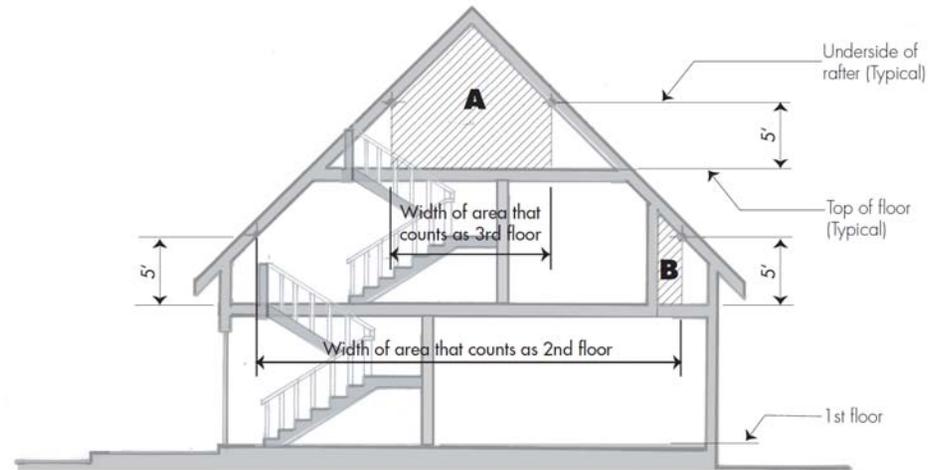
The maximum floor area ratio, or FAR, is the maximum area of floor space allowed for all structures on a property relative to the total size of that property. Floor area is defined as the interior livable space of all structures on a property as measured from exterior wall to exterior wall.

The maximum allowable Floor Area Ratio for all residential zoning districts is **45%**. Up to 440 square feet of unconditioned garage floor area may be excluded from the floor area calculation when determining the total Floor Area Ratio, though all other attached and detached accessory structures and interior living spaces are included in the FAR calculation. For a list of interior spaces included or excluded from the floor area ratio, see the table on the following page.

The equation below is an easy way to calculate floor area ratio:

$$\text{Floor Area Ratio (FAR)} = \frac{\text{Gross Building Area (All Floors)}}{\text{Lot Area}}$$

Note:  
Measurements are from top of floor to underside of the rafter



Code sections:  
17.22.050, Table 2-3

## Floor Area Ratio – Calculations

You are encouraged to consult the City's Planning or Building Divisions with questions about these features or other features when calculating your project's Floor Area Ratio.

### What counts as floor area in the FAR calculation?

The table below shows the most typical features considered when calculating Floor Area Ratio:

| Architectural Feature  | Counts as floor area?   |
|--|-------------------------|
| <b>Porches and entry features</b>  |                         |
| Unenclosed porches (i.e., at least one side unenclosed)  | No                      |
| Enclosed porches (includes solid or screened walls on all four sides)  | Yes                     |
| Unenclosed entry feature   | No                      |
| <b>Attics or equivalencies</b>   |                         |
| Attic space where floor to underside of roof rafter distance is < 5 feet   | No                      |
| All 2 <sup>nd</sup> floor space (including attics) where head height or distance from top of floor to bottom of rafter is ≥ 5 feet | Yes                     |
| All 2 <sup>nd</sup> or 3 <sup>rd</sup> floor equivalent space open to lower floors   | No                      |
| <b>Basements</b>   |                         |
| All finished basement floor area with a minimum 7' 6" head height  | Yes                     |
| <b>Accessory structures</b>  |                         |
| Enclosed garages (attached or detached)  | Yes (only above 440 sf) |
| Carports and Porte cocheres  | No                      |
| All other enclosed accessory structures > 120 square feet  | Yes                     |
| <b>Other</b>   |                         |
| Architectural appendages such as chimneys or buttress footprints   | Once                    |
| Bay windows (if ≥ 18 inches above floor and extends < 2 feet)  | No                      |
| Each floor level of stairway area  | Yes                     |

## Site Coverage

Maximum site coverage is meant to protect permeable surfaces on a property in order to increase groundwater replenishment and reduce the potential for excessive stormwater runoff during heavy rain events.

**Code sections:**  
17.22.050, Table 2-3  
17.30.040

## What is maximum allowable site coverage for my property?

Impermeable surfaces inhibit rainwater from soaking into the ground, forcing water to run into storm sewers, gutters, or the nearest available permeable surfaces. When large quantities of water enter these areas, the high quantity and speed of the water can cause erosion, flooding, or excessive water pollution. Site coverage is the percentage of the area of structures, sidewalks, paved driveways, and other impermeable surfaces compared to the total lot area.

The maximum allowable site coverage for the RS-8 and RS-12 (Single-Family Residential) and RM (Medium Density Residential) Zoning Districts is **65%**. Within the RH (High Density Residential) Zoning District, the maximum allowable site coverage is **60%**. The table below identifies the surfaces that are either included or excluded from site coverage calculations.

| Site Feature  | Counts as site coverage? |
|---|--------------------------|
| <b>Built structures</b>   |                          |
| All impermeable structure footprints (i.e., concrete foundations, brick chimneys, etc.) | Yes                      |
| Area of roof overhang beyond the structure footprint                                    | No                       |
| Enclosed or covered decks, porches, stairways or carports                               | Yes                      |
| Unenclosed, uncovered, and unsealed decks   | No                       |
| <b>Ground-level surfaces</b>  |                          |
| Concrete, asphalt or other sealed patios, walkways, and driveways                       | Yes                      |
| Patios, walkways or driveways with pavers or stones set in sand                         | No                       |
| Turf lawns, rock gardens and other mulched or landscaped areas                          | No                       |
| <b>Other</b>  |                          |
| All other areas determined to be impermeable to water infiltration                      | Yes                      |

## Height limit

Protection of public and private viewsheds is important in Seaside due to the City's gentle topography and proximity to the scenic Monterey Bay.

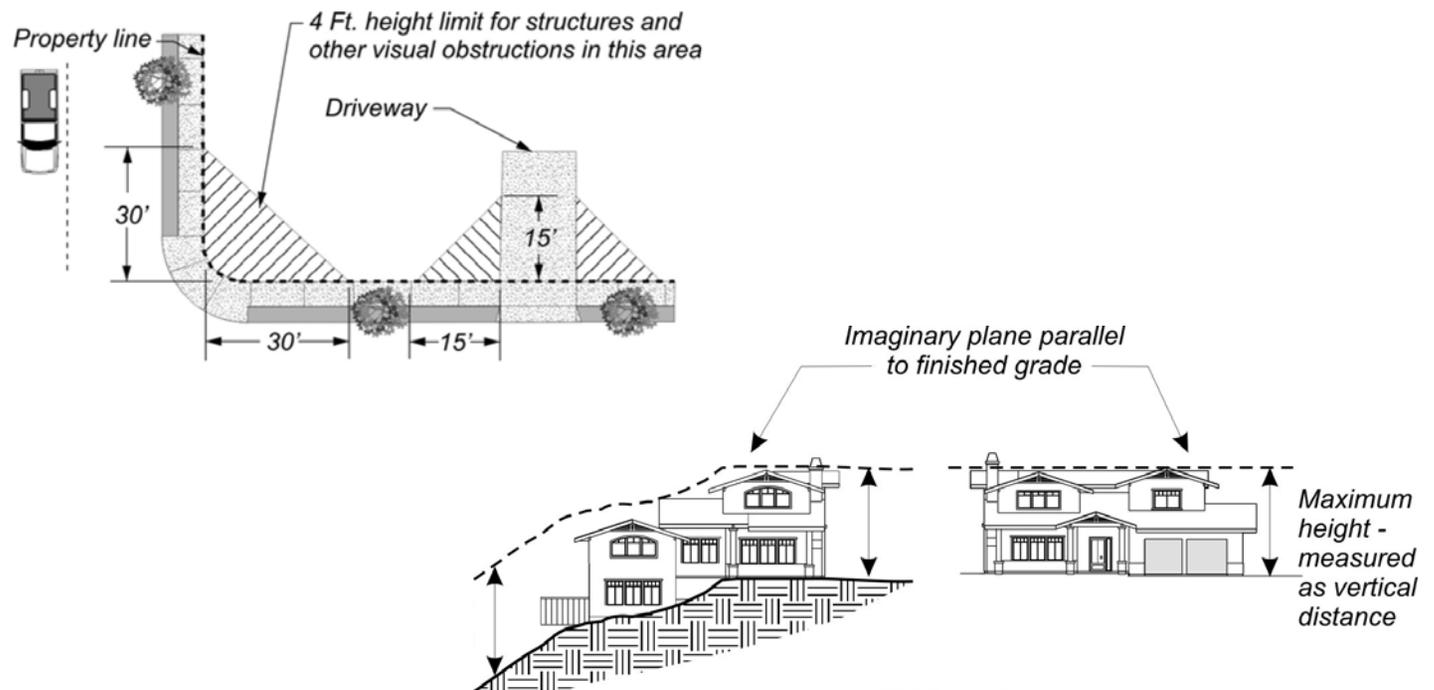
Establishing a maximum height limit for residential dwellings minimizes impacts to scenic views, and ensures the preservation of adequate daylight and neighborhood character.

**Code sections:**  
17.22.050, Table 2-3  
17.30.030

## What is maximum allowable height limit for my property?

The maximum allowable height is measured as the vertical distance from the existing grade of the site to an imaginary plane located the allowed number of feet parallel to the grade (See figure, below right). Except for certain architectural elements (such as chimneys, flag poles, and television antennas) and other exceptions as established by S.M.C.S. 17.30.030.D, the maximum allowable height limit for all single-family dwellings within residential zoning districts is **24 feet**.

Development proposed adjacent to any public or private street or alley intersection, or at the intersection of a driveway with a street shall be designed to provide a traffic safety visibility area for pedestrian and traffic safety as depicted in the figure, above left. The maximum allowable height within the traffic safety area is **4 feet**. For maximum heights of fences, walls, and screening on residential properties, see the following section.



## Fences, Walls, & Screening\*

Establishing standards for fences, exterior walls and other screening in residential neighborhoods protects privacy and the access to air and light for surrounding properties.

\*Any concrete masonry wall above 2 feet and fence above 6 feet requires a building permit issued by the City Building Division, regardless of Planning Division approval requirements or standards.

**Code sections:**  
17.30.020

## What fence, wall, & screening standards apply to my project?

Considerations of height, material, and durability are addressed in the City Zoning Code for fences, walls and screening. Height limits for fences and walls are shown in the table, below.

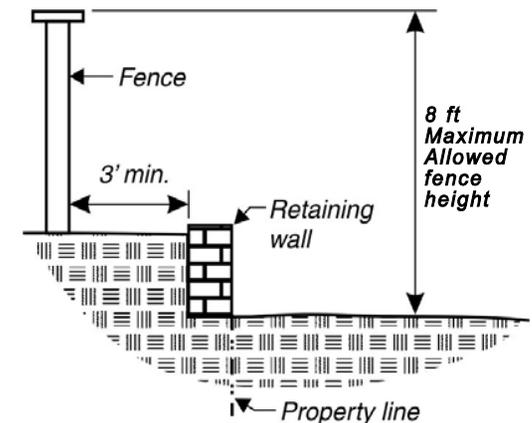
| Location                              | Maximum Height  |
|---------------------------------------|---|
| <b>Interior Parcel</b>                |   |
| Within front and street side setbacks | 4 feet for fences, walls, or hedges; 6½ feet for decorative entry features (such as entry gates) no more than 6 feet wide |
| Within interior side or rear setbacks | 6 feet  |
| Not within required setbacks          | 8 feet  |
| <b>Corner Parcel</b>                  |   |
| Within front or street side setback   | 4 feet  |
| Within traffic safety visibility area | 4 feet  |

Heights are measured as the vertical distance from the finished grade at the base of the fence or wall to the top edge of the fence or wall as shown in the figure, below. The height of fencing atop a wall is measured from the base of the wall.

All walls that retain an embankment over four (4) feet in height shall be benched so that no single retaining wall exceeds a height of three (3) feet and each bench is a minimum width of three (3) feet. Any fencing built on a retaining wall is required to be set back from the wall by a minimum of three (3) feet.

Prohibited fencing materials include barbed, razor, concertina, or electrified wire fencing, broken glass on fences, chain link fencing within the front and street side yards and other materials designed to inflict injury.

**Note:** Property owners are advised that fence locations may not necessarily indicate correct property boundaries. Contact the Planning Division if the locations of property boundaries are in question.



## Open Space

A minimum required area of usable open space ensures that every home provides a portion of the lot for outdoor use.

Private residential open space can also supplement public parks and common areas already present in the community.

**Code sections:**  
17.22.050, Table 2-3

## What is the minimum required area of open space for my property?

Properties located within the RS-8 and RS-12 (Single-Family Residential) and RH (High Density Residential) Zoning Districts are required to provide a minimum of **300 square feet** of usable open space within their property boundaries, exclusive of other dedicated space. Properties located within the RM (Medium Density Residential) Zoning District are not required to provide a minimum area of open space.

Residential second units require an additional 300 square feet of usable open space on the property.

## Landscaping

A minimum area of landscaping is required for residential properties as a means to improve the physical appearance of the City and provide minimum landscape buffers between land uses, where necessary.

**Code sections:**  
17.30.040

### When landscaping required for my project?

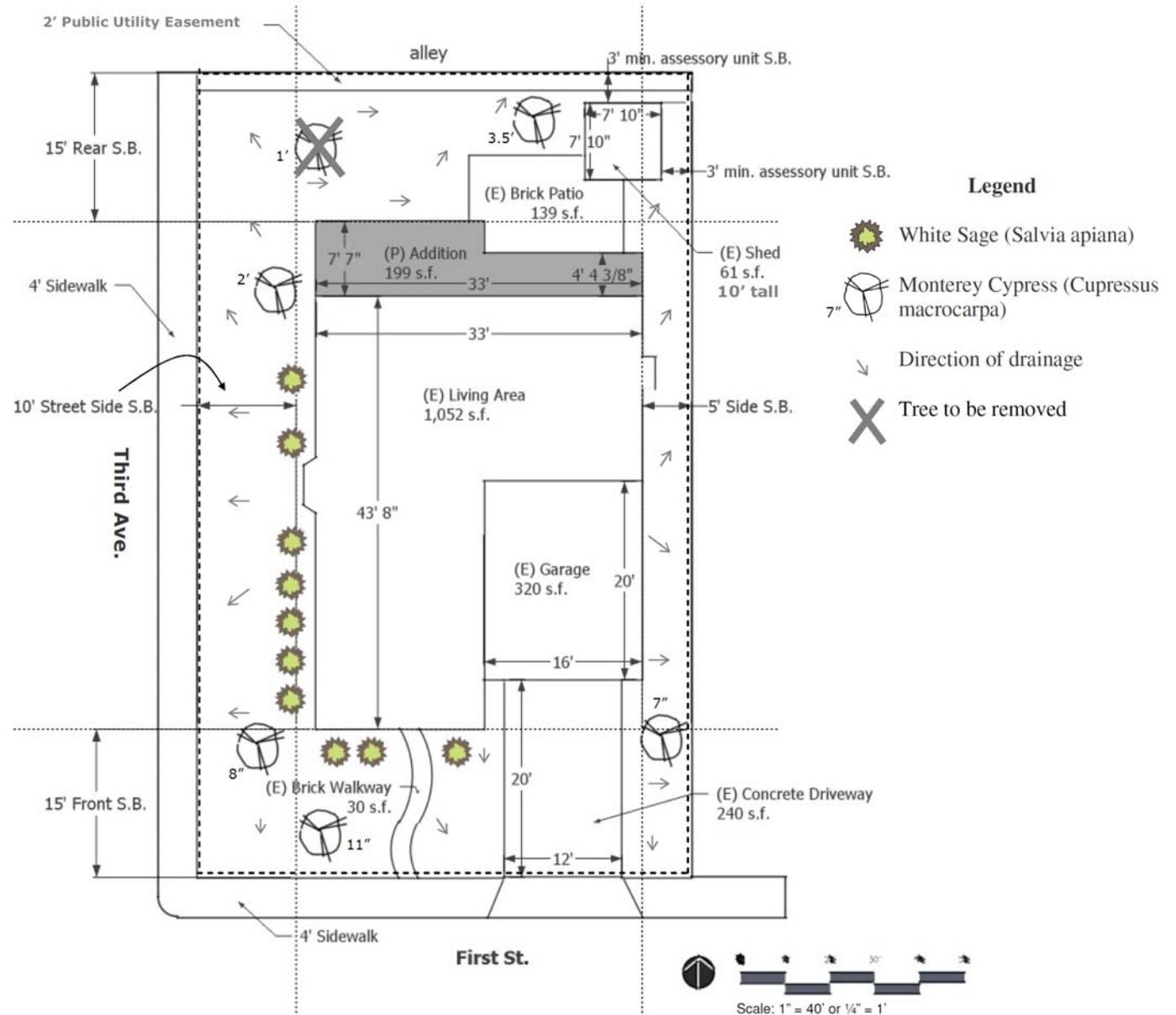
Landscaping refers to any earth berms, decorative fencing or walls, flowers, grass or other vegetated ground cover, hedges, shrubs, and trees. **For residential lots, all areas of the site not devoted to built structures, patios, driveways, sidewalks or other impermeable surface are required to be landscaped** in compliance with the Landscaping Section of the Zoning Ordinance.

The Board of Architectural Review is responsible for the review and approval of landscape plans within the City. Changes to an existing approved landscape plan may be subject to approval by the Board unless the changes are minor in that they are not visible and do not affect the theme or character established for the project. The following standards and practices are considered during landscape plan review:

- ❑ Non-vegetative native and/or drought-tolerant landscape material is strongly encouraged;
- ❑ A minimum interior width of eight (8) feet is required for all landscape areas in residential zones;
- ❑ Landscaping areas shall be protected by a minimum six (6) inch concrete curb;
- ❑ Landscape materials shall be situated so that at maturity they do not interfere with safe sight distances for bicycle, pedestrian or vehicular traffic or conflict with overhead lights or utility lines;
- ❑ Turf lawns shall be limited to 50% of the total landscaped area on a site and only where the irrigation requirements do not exceed standard low water landscape usage;
- ❑ Turf lawns are prohibited in any areas 10 feet or less in width or on any slope exceeding 10%;
- ❑ Decorative water features (e.g., fountains, ponds, etc.) shall have recirculating water systems;
- ❑ Parking is prohibited within landscaped areas;
- ❑ Landscape material shall be prohibited to obstruct clear vision or to create a potential traffic hazard when placed or immediately adjacent to a public right-of-way,;
- ❑ Landscaping primarily intended for fencing purposes are prohibited from exceeding four (4) feet in height within a required front setback area or street side setback of a corner parcel;

The following page provides an example of a landscape plan that would be submitted for review by the Board of Architectural Review.

# Sample Landscape Plan



## Parking

The provision of parking in residential neighborhoods is a balance between on-street spaces located within the public right-of-way and off-street spaces located on a driveway or within a garage or carport.

The location of residential parking spaces has a significant impact on the quality and attractiveness of residential neighborhoods within the City.

**Code sections:**  
Chapter 17.34

## How many parking spaces are required for my project?

All residential dwellings in the City are required to provide parking spaces based on the area of existing interior floor area plus that of any proposed area of additions. The table below indicates the number of parking spaces required based on the project type. See the section on Residential Second Units for additional parking requirements.

### New Single-family dwellings

Single dwelling, detached    2 spaces within a garage

### Single-family with additions

0 – 1,200 square feet    No additional parking required

1,201 – 1,800 square feet    2 spaces, at least one in a covered garage or carport

> 1,801 square feet    2 covered spaces in a covered garage or carport

Design and development standards for residential parking spaces are included in the table, below.

| Parking Standard  | Parking Requirement   |
|---|---|
| Parking space dimensions  | Minimum 9 feet wide by 19 feet long   |
| Location of parking spaces  | Prohibited in front, side, or rear property setback areas, except that spaces may be located within side or rear setbacks with a 5-foot landscaped separation from the side or rear property line |
| Number of driveways   | Maximum one driveway; circular driveways and properties with a frontage of 200 feet or more and separation of 100 feet excepted   |
| Driveway dimensions   | At least 12 feet wide and 20 feet long, from front property line  |
| Driveway spacing  | At least 6 feet between driveways; 3 feet from nearest property line or obstructions, not including transition or wing sections   |
| Driveway surfacing  | All-weather surfacing (i.e., asphalt, concrete, permeable pavement)   |
| Tandem parking ( <i>one space located directly behind another</i> ) | Allowed in RS-8 and RS-12 Single-Family Residential Zones; may encroach into side or rear property setbacks   |

## Non-conforming Status

Setting restrictions on non-conforming uses, structures and parcels allows the City to make the transition from land use and development standards of the past to those more in keeping with current and future land use and development patterns.

**Code sections:**  
Chapter 17.62

## What are non-conforming uses, structures and parcels?

A **non-conforming use** is a use of land and/or structure that was legally established and maintained before the adoption of the current Zoning Ordinance, but does not conform to the current Zoning Ordinance requirements for the applicable zoning district. Nonconforming uses may be continued, including transfers of ownership, provided that the use is not enlarged or increased, nor extended to occupy a greater land area than was previously lawfully occupied.

A **non-conforming structure** is a structure that was legally constructed before the adoption of the current Zoning Ordinance, but does not comply with the current setback, height limit, off-street parking, or other applicable requirements of the current Zoning Ordinance. Nonconforming structures may continue during interior modifications (including maintenance, repair or seismic upgrades). Exterior modifications to nonconforming structures that extend beyond the existing building footprint may be approved by the Zoning Administrator in compliance with the setbacks and height limits of the applicable zone and through Minor Use Permit approval if the modifications encroach into required setbacks no further than an existing nonconforming portion of the structure, provided that the addition is less than 25% of the total floor area of the existing structure, complies with the Building Code, and does not adversely affect any neighboring property.

Exemptions to the above conditions include reconstruction or replacement of involuntarily damaged or destroyed non-conforming residential structures to the same footprint, height and number of dwelling units. Substantial rehabilitation or renovation of, and additions to, a legally non-conforming dwelling may be allowed with Minor Use Permit and Architectural Review approval when 25% or more of the floor area of the existing structure is proposed to be added and/or a Building Permit is requested for construction valued at 50% or more of the assessed value of the structure before rehabilitation.

A **non-conforming parcel** is a parcel that was legally created before the adoption of the current Zoning Ordinance, but does not comply with the current area, width, depth, or other applicable requirements of the current Zoning Ordinance. A nonconforming parcel that does not comply with the applicable minimum parcel size requirements of the current Zoning Ordinance shall be considered a legal building site if it meets the criteria of S.M.C.S. 17.62.060.A.

## Residential Second Units

Second units offer the ability to provide extra space for an extra family member or affordable rental unit on single-family residential properties.

The standards that address residential second units maintain the existing character of single-family residential neighborhoods while allowing for ancillary living accommodations.

**Code sections:**  
17.42.190

## Are residential second units allowed on my property?

As its name implies, a residential second unit is intended to be incidental to the primary dwelling in terms of size, location and appearance and must not alter the character of the primary structure. However, the architectural style, exterior materials, and colors of the second unit shall be compatible with the primary residential unit. The following development standards apply to all residential second units:

- ❑ No more than **one second unit** shall be approved on a single parcel and the proposed parcel for a second unit shall be a minimum of **6,000 square feet**;
- ❑ The maximum height of a residential second unit is **18 feet** and no more than **one story**. A second unit located over a garage may be a maximum height of **22 feet** with Minor Use Permit approval;
- ❑ A second unit shall comply with the setback requirements of the applicable zone, including those located over a garage;
- ❑ The maximum floor area of a second unit shall not exceed **640 square feet** or **40%** of the floor area of the living area of the primary dwelling, whichever is greater;
- ❑ An attached second unit shall have a separate entrance from the primary dwelling entrance;
- ❑ A second unit placed **20 feet or less** from a residential unit on the same parcel or an adjacent parcel shall not have windows that directly face windows in the adjacent unit;
- ❑ Total site coverage by structures and impervious surfaces shall not exceed **50%** of the net site area or the maximum coverage allowed by the applicable zone, whichever is less;
- ❑ At least **one off-street paved parking space** shall be provided for a second unit in addition to the parking required for the primary dwelling by Chapter 17.34 (Parking and Loading).

## Residential Accessory Structures

A residential accessory building, structure, and/or use are meant to be incidental to the primary residential use of the site, and shall not alter the character of the primary use.

Accessory structures are typically used as workshops, detached garages, studios, or storage sheds.

**Code sections:**  
17.42.180

## How can I build a residential accessory structure?

The standards for residential accessory structures are slightly different from the primary dwelling. A maximum of two accessory structures are allowed on a single residential parcel. The table below identifies the development standards for detached residential accessory structures. If an accessory structure is attached to the primary dwelling, it must comply with all zoning requirements applicable to the primary dwelling, including height limits, site coverage, and setbacks

### Detached Residential Accessory Structures

|                              |   |
|------------------------------|---|
| Within front setback         | Not allowed   |
| Within side or rear setbacks | Minimum 3 feet from property line                     |
| Separation                   | Minimum 5 feet from surrounding buildings             |
| On a corner lot              | Minimum 10 feet from street side property line        |
| Garage access from alley     | Minimum 29 feet from opposite side of alley           |
| Height limit                 | Up to 15 feet   |
| Floor area                   | Up to 600 square feet; included in total property FAR |

Standards for the following specific types of accessory structures are included under in S.M.C. Section 17.42.180.J:

- ❑ Patio covers
- ❑ Swimming pools
- ❑ Tennis courts and other recreational courts