



Multifamily Residential Projects Design and Development Standards Checklist

APPLICABILITY:

The following standards apply to all new multifamily and mixed-use multifamily residential projects of three units or more.

THE PROCESS In the Non-Coastal zone areas of the City:

1. Contact Community Development to schedule a Pre-Development Team Meeting. The cost of this meeting is \$300 and allows the staff of Community Development and Public Works to review your concept plan and provide specific feedback and information regarding issues related to the parcel, location, and proposed conceptual design specifically regarding water, sewer, drainage, street facilities and compliance with the zoning code and General Plan policies.
2. The applicant would then submit this completed checklist along with the project site plan, land scaping plan, floor plan, project elevations, lighting plan, grading plan, and stormwater management plan (if required).
3. City staff will review the submittal for compliance with this checklist within 30 days of submittal. If the project complies with the checklist the applicant will receive clearance to submit the building permit for review and approval. If the project does not comply with the checklist the applicant will be asked to correct the deficiencies and resubmit the application.

THE PROCESS In the Coastal zone areas of the City:

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No	Ministerial Design Compliance Checklist for Multifamily and Mixed-Use Projects	Sheet Number	Staff Use Only	
			Conforms	Mis
	The following Design Requirements are minimum objective standards that must be applied to all multifamily projects. Applicants are invited, but not required, to exceed these standards.			
	Building Orientation & Structure			
1	If south facing solar access is available, design includes passive solar design strategies for space heating, minimally, through the placement of windows on the south elevation to collect radiant heat from the sun.			
2	Buildings adjacent to streets have residential entrances that face the street and 75% of the street facing space is occupied space with windows that face the street. Buildings on corner parcels include building entrances on both streets.			
3	Structures that have a length longer than thirty feet (30') include one or more of the following: 1) facades with varying modulation with a minimum depth of two feet (2') at intervals of no more than twenty feet (25') on all facades visible from public right of way; 2) use of building projections, projecting ribs, reveals; or 3) change of roof or wall planes.			
	Architectural Details, Elevation, Windows and Doors			
4	Front entry design incorporates two or more of the following: front porch or stoop; recessed doors, archways, or cased openings; canopies; decorative detailing or placement of art; a small roof element above the entrance; architectural elements such as columns or decorative lighting fixtures; changes in the roofline.			
5	Elevations, visible from the public right of way, include at least three architectural details/materials throughout the first floor from the following list: door bays, window bays, awnings, arcades, trellises, windows with trim, building base articulation, water-table, changes in materials or change in colors.			
6	Windows are detailed with at least one of the following: accent trim, sills, shutters, window boxes, divided lights and/or mullions.			
	Roof Form			
7	Buildings include roof planes that are south facing and large enough to accommodate photovoltaic (PV) panels to meet at least 50% of the building's energy needs.			
8	Projects uses gable, hip, dutch, gambrel, butterfly, sawtooth, stepped gables, and shed roofs individually or in combination. Flat roofs are 50% or less of the entire roof area. Parapet roofs a include a cornice with one or more of the following: brackets, molding, dentils, frieze, medallions.			
9	Horizontal eaves longer than twenty feet (30') are broken up by gables, building projections, cupolas, dormers or other type of break in the roof plan.			
10	Roof eaves extend at least 12" from primary wall surface, Roof eaves extend 6 to 12 inches from primary wall surface and the project utilizes rain screen technologies.			
11	The project uses one or more of the following roofing materials: 1) nonreflective standing seam metal roofs in shades of tan, brown, grey, blue, and green, 2) cool foam roofs (EPDM etc), 3) clay tile, and/or 4) architectural composition shingles.			
12	Roof-mounted equipment is screened from view of project tenants and from the public right of way with at least one of the following techniques: roof form, decorative parapets/cornices, and/or wood screening.			
	Facade Materials			
13	The following materials are used together or alone on a building's façades: horizontal, vertical, shingle, board and batten in solid wood and/or fiber cement siding; stone veneer; natural stone and brick; and/or smooth or hand troweled stucco.			
14	The following materials may be used as accents on a buildings' façades but shall comprise less than 30% of the facade frontage: formed concrete, steel, glass block, and/or architectural metal siding.			
15	The project does not use any of the following unacceptable materials: textured/rough stucco, concrete block, ceramic tile of more than 20% of any elevation, slump rock, highly tinted, reflective, or opaque glass, vinyl siding, unfinished galvanized metal.			
	Colors			



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16	Proposed colors have been approved ministerially by the Community Development Director.			
17	No fewer than two and no more than four colors are used on any given façade. This includes any “natural” colors such as unpainted brick or stone.			
18	Black and red are not permitted as a primary/base color.			
19	Colors proposed for projects located in the coastal zone are natural earth tones.			
	Lighting			
20	Exterior lighting illuminates unit entries, driveways, walkways, and parking areas.			
21	All external lighting is partial or full cutoff and dark sky compliant. Exterior lighting will not shine directly onto nearby properties.			
	Landscaping			
22	50% of all proposed trees, shrubs and plants are native to the Northern California coast. The project does not include any plants listed as non-native invasives by the California Invasive Plant Council.			
	Site Amenities			
23	Fences. Fences or fence-walls of more than 50 ft in length provide a change in height, materials, embellishments, step backs or gates, every 30 feet in fencing length.			
24	Screening. All screening of ground-mounted, wall-mounted, and roof- mounted equipment is proposed to be painted in accordance with the approved color palette for the project. Visual screening is proposed where ground- mounted or wall-mounted equipment faces the street.			
25	Mailboxes. Mailboxes are located in or adjacent to the apartment's main entrance. If a stand alone structure is provided for common mailboxes, the structure is proposed to be painted using the approved color palette for the overall development.			
26	Open Space. Projects of more than 11 units shall include open space, with at least one children's play area, totaling 100 SF per unit. See 18.42.120E			
27	Pass Through & Plazas. For projects located on a parcel of more 2+ acres, the project shall include at least one ADA accessible pedestrian pass-through.			
	Additional Design Standards for Mixed Use Projects			
27	If residential & commercial uses are in the same structure, separate pedestrian entrances are provided for each use.			
28	The residential building entrance(s) is oriented toward the street, an internal walkway, and/or courtyard.			