

**COMPLIANCE CHECKLIST  
HILLSIDE RESIDENTIAL DESIGN GUIDELINES MANUAL**

The following checklist summarizes development guidelines and standards. See the appropriate section for a complete explanation of the item.

A "yes" indicates the project complies with the recommendation, a "no" indicates it does not. N/A is the abbreviation for "not applicable."

This checklist is intended to measure overall design quality. The manual incorporates standards and suggested guidelines to insure high quality projects. Standards are indicated with an asterisk and are mandatory. They are indicated in the text by the term "shall". Exceptions to standards can only be granted by the City Council (indicated by a \*) or the specific hearing body designated in the Manual (indicated by a ●). Guidelines are recommendations and are indicated in the text by the term "should." Staff and Design Review Board will be guided by compliance with these guidelines in making their recommendations on the project design. The project architect or engineer must justify any variations. Only projects with high quality designs will be approved.

**Zoning Standards (Chapter III, Hillside Residential Development Standards)**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Natural State Requirement (25% + % of average slope) _____ Required _____ Proposed
			* Gross Building Square Footage (2500 sq. ft. + 10% of lot size, maximum of 6,500 sq. ft.) _____ max. gross sq. ft. _____ proposed gross sq. ft.
			* Building Height (30 feet measured from natural grade).
			* Building stepback (20 foot height limitation on walls within 15 feet of the building envelope limit, encroachment allowed along 25% of building length). Proposed height _____
			● Setback Waiver proposed (permitted for a distance of not more than 1/2 of the required setback with DRB approval and special findings, requires compensating increase in setback on opposing setback).
			* Ridgeline prohibition of development within 100 vertical feet of a visually significant ridgeline.
			● Parking requirement of two additional spaces on substandard streets.
			* Lot standards of minimum sizes and widths established in Subdivision Ordinance.

**IV.A. Design Guidelines Applicable to All Hillside Residential Development Projects**

**IVA1. Preservation of Existing Natural Features:**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Maintains mature trees and preserves significant vegetation.
			Minimizes grading and alterations of natural land forms with balanced cuts and fills.
			Drainage minimizes off-site impacts and preserves natural drainage courses.
			Roads and streets located and landscaped to minimize visual impacts.
			Access provided to open space areas.

**IV.A2. Preservation of Significant trees**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Retains significant trees or criteria for removal is met and *replacement criteria of 3:1 with 15 gallon trees is met.
			Existing trees are preserved by avoiding grading in the dripline, or change in grade or compaction. Arborist's recommendations are met.

**IVA3. Hillside Grading and Drainage**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Grading is minimized and all grading maintains a natural appearance with slopes of 2:1 to 5:1. Grading within 20 feet of property lines is minimized or similar to existing adjacent slopes.
			Terracing uses incremental steps and visible retaining walls are of a minimum height and use stone or earth colored materials.
			Pads are of a minimum size for structures and open space (pads for tennis courts and swimming pools are discouraged).
			Off-site drainage impacts are minimized and drainage plans avoid erosion and damage to on-site and adjacent properties. Impervious surfaces are minimized and storm water from roofs is conveyed to a comprehensive site drainage system Storm drainage improvements and drainage devices create a natural appearance.
			* Debris Collection and overflow routes are provided where needed and located to minimize visual impacts.
			Erosion control plans and revegetation plan provided.
			Geotechnical review has been done and mitigation measures will not substantially modify the character of the existing landform, expose slopes that cannot be re-vegetated or remove large areas or existing mature vegetation. Existing geologic hazards have been corrected.

**IVA4. Lot Configuration, Building Setbacks and Location (Complete for Subdivisions)**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Lot configurations provide a variety of shapes based on topography and natural features and lot lines are places on the top, not the toe, of the slope.
			Flag lots with a common drive are encouraged.
			Building setbacks are varied or staggered.
			Building locations are not located near visually prominent ridgelines and existing view of residences are respected.
			* Front yard setbacks are minimized on downhill lots.

**IVA5. Street Layout, Driveway and Parking Design**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Streets use narrower street widths if it reduces grading, visual impacts are minimized by terracing any retaining walls, and split roadways are encouraged.
			* Street layout follows the natural grade and long stretches of straight road are avoided. Proper sight distances are maintained.
			<ul style="list-style-type: none"> <li>• Street grades do not exceed 18 % of have received an exception.</li> </ul>

<u>Y</u>	<u>N</u>	<u>NA</u>	
		___% grade	<ul style="list-style-type: none"> <li>• Driveway grades do not exceed 18% or an exception has been granted. Parking has been designed so that vehicles will not back out into substandard streets. Driveways over 18% have grooves and asphalt driveways are not proposed on slopes over 15%.</li> </ul>
			Parking bays are established or if parallel parking is permitted it is located on one side only and limited to 8 feet in width.

#### **IVA6. Reduction of Building Bulk on Hillsides**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			The building steps up the slope and/or has been cut into the hillside.
			Roof forms and rooflines are broken up and parallel the slope. The slope of the roof does not exceed the natural contour by 20%.
			Overhanging or elevated decks and excessive cantilevers are avoided.
			Large expanses of a wall in a single plane are avoided on downhill elevations.
			Building materials blend with the setting.

#### **IVA7. Hillside Architectural Character**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Rooflines are oriented in consideration of views from adjacent areas and properties.
			Gabled, hip and shed roof forms with a moderated pitch are encouraged. Changes in roof form accompanied with offsets in elevations are encouraged. Flat roofs with membranes or built up roofing materials are discouraged when visible.
			<u>Multi-Building Projects</u> have different floor elevations to achieve height variation and avoid long continuous building masses. Articulated facades and variations in roof forms are required. Buildings near hillside rims have a staggered arrangement and are screened with planting.
			<u>Building Materials, texture and color</u> meet criteria and color coordinate with the predominant colors and values of the surrounding landscape. Building walls and roofs are of recommended materials.
			<u>Walls, fences and accessory structures</u> are compatible with adjacent buildings and are designed to respect views. Front yard fences are of an open design and provide a landscaped buffer. Walls and materials are of appropriate materials.
			<ul style="list-style-type: none"> <li>• <u>Retaining walls</u> meet height restrictions of 4 feet on upslopes and 3 feet on downslopes. Terraced retaining walls are separated by a minimum of three feet and landscaped. Retaining walls holding back grade to accommodate a patio or terrace conform to the natural contours as much as possible and excessively high retaining walls are prohibited.</li> </ul>
			* Decks do not create excessively high distances between the structure and grade.
			* Mechanical equipment is screened from view.

#### **IV.A8. Planting Design for Hillside Residential Development**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Major rock outcroppings and planting patterns of native plants and trees are respected and retained. Replacement trees are planted with irregularly grouped trees which retain a similar appearance from a distance.

<u>Y</u>	<u>N</u>	<u>NA</u>	
			New plantings have been selected for their effectiveness of erosion control, fire resistance and drought tolerance and consider neighbors' views. Native plants are used.
			* Irrigation systems and mulching are provided.
			Existing scarred or graded areas with high visibility are revegetated.
			Special planting guidelines for 2:1 slopes are followed.
			Graded slopes have trees planted along contour lines in undulating groups and trees are located in swale areas.
			Public rights-of-way are landscaped.
			Transition zones are planted in high fire hazard areas and building envelopes are located to minimize risk to structures. Planting materials are fire retardant. Subdivisions have provided an arborist's report to analyze site fire hazards.

#### **IV.A9. Site Lighting**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Site lighting which is visible is indirect or incorporates full shield cut-offs. Adjacent properties are not illuminated and light sources are not seen from adjacent properties or public rights-of-way.
			Overhead lighting in parking areas is mounted at a maximum height of 15 feet and does not interfere with bedroom windows.
			Overhead lighting in pedestrian areas does not exceed 8 feet in height and low-level lighting is used along walkways.
			* Exterior floor lighting is located and shielded so that it does not shine on adjacent properties. Decorative lighting to highlight a structure is prohibited and not shown.

#### **IV.BI. Subdivisions and Planned Development Projects**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Requirements for preservation of existing natural features, street layout and design, hillside grading and drainage, and lot configuration, building setback and locations have been met and building envelopes established on all lots.
			Cluster developments meet the following criteria: Flexible front and side setbacks are provided; large expanses of flat areas, such as parking lots, are avoided; buildings are sited with units having different floor elevations to achieve height variation; buildings near hillside rims are sited in a staggered arrangement and screened with planting; existing vegetation is retained; and flag lots which encourage terracing of buildings and minimize cuts and fills are allowed.
			Long continuous building masses are avoided and groups of building are designed with visible differences through materials, colors, forms and façade variation. Facades are articulated and rooflines avoid extended horizontal lines. Building facades have a mixture of vertical and horizontal elements, but emphasize verticality. Alignments of units are staggered horizontally and vertically to create unit identity, privacy at entryways and in private outdoor spaces and to shape open space. Buildings may be terraced and building clusters are separated with expanses of open space.

#### **IV.B2 Single Family Residences on Individual Lots**

<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>NA</u></b>	
			Requirements for preservation of existing natural features, hillside grading and drainage, reduction of building bulk, architectural character, and planting design are met.
			* An exception is necessary to allow tandem parking on lots served by an access drive if it minimizes the impact of hillside development.
			Common driveways are encouraged.
			* The driveway grade does not exceed 18% or an exception is required. Drainage from the driveway is directed in a controlled manner. The finished grade of the driveway conforms to the finished grade of the lot.

#### **IV.B3 Multi-family Residential Development**

<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>NA</u></b>	
			Requirements for preservation of existing natural features, hillside grading and drainage, reduction of building bulk, architectural character, site lighting and planting design are met.
			Yard setbacks and group common and private open space meet zoning ordinance requirements. A children's play area is provided on developments with over 25 units.
			The site design utilizes opportunities such as outdoor decks, roof gardens, terraces, bay windows, framing of views, pergolas, view lookouts, and sculptured stairs and walkways.
			Large expanses of flat areas, such as parking lots, are avoided; buildings are sited with units having different floor elevations to achieve height variation; buildings near hillside rims are sited in a staggered arrangement and screened with planting; existing vegetation is retained; and flag lots which encourage terracing of buildings and minimize cuts and fills are allowed.
			Long continuous building masses are avoided and groups of building are designed with visible differences through materials, colors, forms, and façade variation. Building facades do not create a ground level wall of repetitive garage doors. Facades are articulated and rooflines avoid extended horizontal lines. Building facades have a mixture of vertical and horizontal elements, but emphasize verticality. Alignments of units are staggered horizontally and vertically to create unit identity, privacy at entryways and in private outdoor spaces and to shape open-space. Buildings may be terraced and building clusters are separated with expanses of open space.
			Tuck under parking is encouraged. 10% of the parking lot area is landscaped or trees planted as required by the zoning ordinance.

#### **IV.C1 Highly Visible Ridgeline Areas**

<b><u>Y</u></b>	<b><u>N</u></b>	<b><u>NA</u></b>	
			* Development is located within 100 feet of a significant ridgeline.
			Designs minimize grading and building pads. Structures and fences do not project above the ridgeline and views of the natural ridge silhouettes is retained. Roads near ridges and on slopes are designed to accommodate grade and cut slopes are rounded off.

**IV.C2 Hillside Drainage Swales and Drainage Ravines**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			* A hydrologic analysis has been prepared and inadequate on and of-site existing hillside storm drainage facilities will be replaced. Appropriate setbacks from drainages have been established to preserve natural drainage patterns and public safety. Slope stability hazards in watersheds have been studied and measures proposed to protect downslope properties (Subdivisions)
			General plan setbacks from drainageways, creeds, and wetlands are met. (General Plan standard, exceptions cannot be granted) Subdivisions and other major projects have provided a biotic report to establish the appropriate setback.
			* Debris basins, rip-rap, and energy dissipation devices are provided when necessary to reduce erosion when grading is undertaken. Significant natural drainage courses are protected from grading activity and are integrated into project design. When crossing is required, a natural crossing and bank protection is provided. Any brow ditches are naturalized with plant materials and native rocks.
			Stream bank stabilization is done through stream rehabilitation and not through concrete channels or other mechanical means. Stream planting utilizes indigenous riparian vegetation.

**IV.C3 Hillslope Habitat Areas**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Cluster housing is encouraged and provisions regarding reduction of building bulk on hillsides, architectural character, and site lighting are followed.
			Existing vegetation is incorporated into the project design and used to screen development from offsite views.

**Indicate any special requirements**

<u>Y</u>	<u>N</u>	<u>NA</u>	
			Geotechnical Review
			Drainage Report
			Biological Survey
			Arborist's Report
			Photo Montage and/or model
			Site Staking

**Comments on overall project compliance and design quality**

Exceptions or waivers required for the project which can be approved by the Zoning Administrator or Planning Commission with the recommendation of the Design Review Board

Exceptions which require the approval of the City Council upon the recommendation of the Design Review Board and Planning Commission