



# STAFF REPORT

Development Services Department

**DATE:** August 27, 2019

**TO:** Honorable Chairman and Planning Commission

**FROM:** Lisa L. Flores, Planning & Community Development Administrator  
Prepared By: Jordan Chamberlin, Associate Planner

**SUBJECT:** RESOLUTION NO. 2038 – AMENDING THE CITY’S DESIGN GUIDELINES AND THE REGULATIONS AND PROCESS OF THE FIVE CITY-DESIGNATED HOMEOWNERS’ ASSOCIATIONS (HOAS), AND CODIFYING THE HOAS DEVELOPMENT STANDARDS IN THE CITY’S DEVELOPMENT CODE WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

**RECOMMENDATION:** Adopt Resolution No. 2038 and forward a recommendation to the City Council

## SUMMARY

In 2017, the Development Services Department retained the services of RRM Design Group to complete an update of the Citywide Architectural Design Guidelines. As part of the Update, Resolution No. 6770, the Resolution related to development in the five City-designated Homeowners’ Associations (HOAs), was also updated to improve the coordination of the design review and building permit process between the City and the HOAs. This resulted in codifying the HOA regulations where they can be easily found in the Development Code. The primary objective of the Design Guidelines Update was to ensure consistency with the General Plan and Development Code and to encourage better design in the community. This effort will create documents that are easy to use and clearly convey qualitative aspects of design and contextual compatibility that are not effectively addressed by the development standards found in the Development Code.

It is recommended that the Planning Commission adopt Resolution No. 2038 (refer to Attachment No. 1), amending the City’s design guidelines and the regulations and processes of the five city-designated HOAs, and codifying the HOAs development standards into the City’s Development Code under Text Amendment No. TA 19-01, with a Categorical Exemption under the California Environmental Quality Act (CEQA). The Commission should also convey any comments to the City Council.

## **BACKGROUND**

The City first adopted design guidelines for commercial, industrial, and multi-family residential projects in 2002. In 2005, the City adopted the first single-family residential design guidelines for properties not located in HOA areas, and the most recent update was in 2009. These guidelines have been critical in assisting staff with the design review process and in promoting neighborhood compatibility. The five City-designated HOAs have independent Architectural Review Boards (ARBs) that are responsible for administering design review within the HOA boundaries based on development standards, processes, and procedures set forth in City Council Resolution No. 6770, which was last updated in 2012. The HOAs also utilize and rely upon the Single-Family Residential Design Guidelines during their design review process.

Following the adoption of the Development Code Update in 2016, the City turned its attention to the Citywide Design Guidelines and Resolution No. 6770. This is the last set of documents that need to be updated to implement the City's General Plan, which was substantially updated in 2010. Because of the fast pace of development in recent years and the change in the types of development being proposed, the guidelines needed to be updated to provide clear and useful recommendations for the design, construction, review, and approval of development in Arcadia.

Staff worked closely with the consultant, RRM Design Group, to modernize the existing guidelines and address the recurring challenges faced by staff and the ARBs during the design review process. This also included a review of Resolution No. 6770 to identify outdated standards, inconsistencies in the processes within the Development Code, and ways to improve the design review process.

The Design Guidelines Update process has involved several levels of community outreach and public participation. The public outreach consisted of Stakeholders Interviews; one (1) Community Meeting; and two (2) meetings with the HOAs. A Design Guidelines Update webpage ([www.ArcadiaCa.gov/designguidelinesupdate](http://www.ArcadiaCa.gov/designguidelinesupdate)) was created for the public to view all the updated documents, provide input and/or comments, and obtain updates throughout the process. Additionally, a letter was sent to all the stakeholders regarding the Community Meeting, a month prior to the meeting, a notice was published in the Arcadia Weekly newspaper, and social media posts were sent out weekly in the months leading up to the meeting. Each of the public outreach components is described below:

1. **Stakeholder Interviews** were conducted on October 25, 2017 and October 26, 2017, with the consultant team of RRM Design Group. Those interviewed included architects, designers, developers, City Council members, Planning Commission members, and Planning staff. A separate meeting for members of the HOAs was also held. The interviewees were asked a series of questions regarding overarching concerns as well as specific topics. Participants were also



given the opportunity to discuss issues of significance to them that were not otherwise discussed in response to specific questions.

2. **Meetings with the HOAs** were conducted between September 19, 2018, and October 23, 2018. Staff met with either the ARB or the ARB Chairperson for the Arcadia Highlands Homeowners' Association (Highlands), Santa Anita Oaks Association (Oaks), Rancho Santa Anita Residents' Association (Lower Rancho), and Santa Anita Village Community Association of Arcadia (Village) HOAs. The only HOA that did not participate in this process was the Rancho Santa Anita Property Owners Association (Upper Rancho). Staff was unable to meet with the ARB or ARB Chairperson due to scheduling conflicts, in addition to the fact that there was only one ARB meeting during this time period. Participants were asked questions about the ARBs review process as outlined in Resolution No. 6770 and to identify any concerns about the design review process. Participants were also given the opportunity to discuss issues of significance to them that were not otherwise discussed in response to specific questions.

On January 17, 2019, Staff held a meeting with the HOAs to provide an overview of the changes to Resolution No. 6770 and the proposed text amendment. A total of 13 representatives from the HOAs were in attendance with at least one representative from each HOA present.

3. **Community Meeting** was held on July 13, 2019 to review and discuss the major changes proposed in the Design Guidelines Update, Resolution No. 6770, and the proposed text amendment. The comments provided by the attendees were positive. Those who commented found the revisions to be an improvement and a move in the right direction but did express concern regarding the photos used in the Single-Family Residential Design Guidelines. They felt that some of the photos were not good representations of the quality and type of single-family development that is typical or should be encouraged in Arcadia. In response to these comments, changes have been made to the majority of the photos used in the document to depict more appropriate single-family development. The changes can be seen in Attachment No. 1- Exhibit "A", under the list of refinements.

Based on the community outreach and public participation efforts, it was determined that the current Citywide Design Guidelines do not provide enough predictability for developers and builders, do not adequately address current development issues or the types of development being proposed, and do not have the tools to adequately address residents' concerns and maintain high design standards. It also became apparent that updates to Resolution No. 6770 are needed to help streamline the design review process in the HOA areas and create consistency between the single-family design process in the HOA and non-HOA areas.

## **ANALYSIS**

As part of the Design Guidelines Update, the Single-Family Residential, Multi-Family Residential, Commercial, Industrial, and Signage Design Guidelines were revised to address the changes in development patterns throughout the City, to ensure the best designs possible, and to encourage architecture that is timeless and authentic. The guidelines for industrial developments have been removed from the Commercial Guidelines and are now in a separate, standalone document. Guidelines for Mixed Use development were created and added to the Commercial Guidelines to create a brand new Commercial/Mixed Use Guidelines document. More detailed information on the changes made to each document is provided below.

All of the Guidelines have been modernized to address current and future development trends. Objectives have been added to every guideline to further emphasize the City's priorities and standards for future development. The goal of the Design Guidelines Update was to provide clear and useful recommendations for the design, construction, review, and approval of the development. As a result, new guidelines were added throughout the documents, as well as new images and graphics, to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of an applicant in response to the existing site conditions.

An explanation of how to use design guidelines, how they are applied, and how they are applicable to the other documents such as the General Plan and Development Code is included in the beginning of each document. Tables of contents have been added to each set of guidelines, followed by applicable design guidelines that direct users to desired design strategies for development or redevelopment of their property. The format has been updated to eliminate redundancy and for ease of reference. A brief summary of the modifications made to each of the design guideline documents is provided below.

### **Single-Family Residential Design Guidelines**

The Single-Family Residential Design Guidelines were a major focus of the update process since a majority of new development that occurs in Arcadia is new single-family homes. The City's primary objective is to ensure that all new development meets, the following criteria:

- Design within the established neighborhood context and relationship to the street;
- Reinforce neighborhood compatibility and identity;

- Create visually pleasing streetscape character;
- Maintain the visual quality of the hillside areas;
- Incorporate high-quality architecture consistent with the neighborhood character;
- Reduce water use in landscape design.

The importance of the existing neighborhood context and neighborhood compatibility has been emphasized throughout the document. A new icon was created to highlight key guidelines that are important to ensuring compatibility with the surrounding neighborhood (refer to page 5 of the Single-Family Design Guidelines). New guidelines were added to cover topics that are typically considered by staff and the ARBs during the design review process but were not mentioned in the existing Design Guidelines, such as placement of windows, balconies, and garage(s) to name a few. New guidelines were created for hillside properties since the Development Code now has regulations on these properties. The language used in the guidelines has been modernized and refined for added clarity. A multitude of new images and graphics have been added to provide current examples of successful single-family development.

Updates were also made to the Architectural Style Guide to include Mediterranean, Prairie, and Tudor/Cape Cod architectural styles to reflect the architectural styles recently being proposed in the City.

### *Multifamily Residential Design Guidelines*

The Multifamily Residential Design Guidelines have been updated to emphasize the importance of neighborhood compatibility in regards to massing, scale, and architectural design. Additional guidelines have been added to provide guidance on private and common open space, amenities, and service and equipment areas. Guidelines for three-story buildings have been added since the Development Code now allows this type of development. New photos have been added to provide current examples of multifamily development.

### *Commercial/Mixed Use Design Guidelines*

For added clarity and more specific guidance, the Industrial and Sign guidelines have been removed from the Commercial Guidelines and placed into their own documents. New guidelines to address mixed use developments have been added to the Commercial Guidelines to create the Commercial/Mixed Use Design Guidelines. The new Commercial/Mixed Use Design Guidelines are separated into three sections: Commercial Design Guidelines, Mixed Use Guidelines, and Guidelines Applicable to Both Commercial and Mixed Use Development. This makes it easy to understand which guidelines apply to each type of development and reduces redundancy. With more

commercial and mixed use developments being proposed, the Commercial/Mixed Use Design Guidelines emphasize appropriate massing of buildings, pedestrian accessibility, amenities, and enhancing the street presence of projects. The Updated Commercial/Mixed Use Design Guidelines, when used in conjunction with the City Center Design Plan, will provide much more specific guidance to applicants and will help to enhance the City's downtown core.

### *Industrial Design Guidelines*

The Industrial Design Guidelines are now a standalone document, and the guidelines have been updated and refined to provide more specific and clear guidance for industrial developments. New sections and guidelines have also been added for public and employee break areas. New photos have been added to provide current examples of industrial development.

### *Signage Design Guidelines*

The Signage Design Guidelines have been updated to address signage in all zones. The types of signage have been expanded to be consistent with the types of signs regulated in the Development Code. Images of various types of signs were added to assist the new business owners and applicants.

### ***Text Amendment, Resolution No. 6770, and Resolution No. 7272***

The development standards for the HOA areas are currently located in two separate documents, Resolution No. 6770 and the City's Development Code. In order to find all the development standards for a property within an HOA area, a homeowner and/or designer currently must review and compare both documents to see which development standards prevail and which may be in conflict. This has often led to confusion prior to designing a project and during the design review process.

To help minimize this confusion, the development standards for the HOAs have been removed from Resolution No. 6770 and codified within Division 2 of the City's Development Code (refer to Attachment No. 2 – Exhibit "B"). With this change, all of the regulations for the HOA areas are located in one place; in an easy to use table consistent with the table currently used for the non-HOA areas. The table format is much more user-friendly for the public, the HOAs, and Planning staff, and it will help reduce errors and confusion during the design review and Building plan check process. Minor updates were also made to the language used for some of the development standards to be consistent with the language already used in the Development Code. For example, Resolution No. 6770 uses lot frontage to determine side yard setbacks whereas the Development Code uses lot width. The HOA development standard has been updated to now refer to lot width for consistency.

Many of the administrative procedures for single-family design review in non-HOA areas were updated during the Development Code Update to ensure that processes are consistent with state law and streamlined to improve the review process. To ensure consistency for the HOA design review process, the administrative procedure and processes and have been removed from Resolution No. 6770, updated to be consistent with the process for design review in non-HOA areas, and codified in Divisions 7 and 8 of the Development Code.

A new section, Section 9107.20 (Site Plan and Design Review: Homeowners Association Areas) has been added to the Development Code and provides the review process for projects within the HOA areas. It identifies and defines the role of the three review authorities for the HOA areas (City Review, Short Review, or Regular review), and specifies the applicable review authority for different types of construction activity in an easy-to-use table. The types of construction activities in the table have been expanded and modernized from what was identified in Resolution No. 6770 to address the various types of construction that is currently occurring in the HOA areas, such as solar panels, pool fountains, and façade improvements. Changes were also made to the level of review required for certain construction activities like roofing, pools and spas, and other mechanical equipment, in order to make obtaining approvals and building permits easier and faster for applicants.

The administrative procedures for the ARBs have also been incorporated into Division 8 (Development Code Administration) of the Development Code. Division 8 now provides very clear procedures for the ARBs that are consistent with the procedures for non-HOA areas. With the incorporation of the HOA areas into Division 8, the process for appealing decisions, the effective date of approvals, and the expiration date of approvals is clarified. Processes for applicants to request time extensions and major and minor changes to approved plans have been added for projects in the HOA areas. For consistency, the deadline to file appeals has been revised from seven calendar days to within 10 days of the decision, and the public notification area has been revised from the 12 closest homes to a 300' radius to be consistent with City noticing requirements.

With the development standards, processes, and procedures for the HOA areas incorporated into the Development Code, Resolution No. 6770 will be rescinded and a new resolution, Resolution No. 7272, will be adopted (refer to Attachment No. 1- Exhibit "C"). Resolution No. 7272 will be a guiding document for the ARBs' that focuses on describing the purpose of the ARBs. It also grants authority to the ARBs to perform design review in order to protect the character, quality, property values, and architectural character of the HOA areas. Language has been added to emphasize the importance of the City's Design Guidelines during the ARBs review process so that the relationship between the HOA's design review process and the City's design guidelines is clear.

Further, Resolution No. 7272 specifies the requirements, the authority, and limits for the ARBs. New language has been incorporated throughout the document to help minimize ambiguity regarding the ARBs role in the design review process. Resolution No. 6770 outlined certain requirements that needed to be met in order for the ARBs to be able to perform design review such as by-laws, record keeping, and compliance with the Brown Act. Additional requirements have been added to the Resolution that will require ARB members to participate in training if the City finds it necessary in order for them to perform their duties. An example may be Historic Preservation training, since an ordinance was recently adopted and could impact the design review process. Also added is language to clarify the procedure if an ARB is unable to comply with the requirements stated in the Resolution. If this were to occur, design review for that HOA area would be completed by the City until the ARB was able to perform the required duties.

A brief overview of the three different review authorities for projects within the HOA areas is provided and clarification as to who is authorized to make decisions on these applications is provided in the resolution. For more detailed information regarding the processes and procedures for design review in the HOA areas, the Resolution now refers to the Development Code.

Lastly, the Resolution explains the limits of the ARBs power and what they do not have purview over. For example, interior only changes to structures are not subject to the ARBs review. The Resolution also clarifies that the ARB cannot modify or waive the requirements on the Development Code, design guidelines, or create their own development standards.

## **FINDINGS**

Pursuant to Development Code Section 9108.03.060, the Text Amendments may be approved if all the following findings can be satisfied.

### **Text Amendment Findings:**

- 1. The proposed amendment is consistent with the General Plan and any applicable specific plan(s).**

**Facts in Support of the Finding:** The proposed text amendment to the City's Design Guidelines will be consistent with the goals, policies and actions of the General Plan as they will continue to promote high quality design in buildings, landscape, signage, public realm, and open space areas. The amended guidelines have been written to reinforce these goals and objectives and provide general guidelines for additions, remodels, or construction in any land use area. In terms of the proposed text amendment to the Development Code, it will codify the development standards for the HOA areas that were previously found in Resolution No. 6770. The General Plan recognizes the important role the HOAs have played in "preserving the character of the residential neighborhoods in the

northern portion of the City.” Incorporating the HOAs’ development standards into the City’s Development Code will minimize confusion since all the regulations will now be located in the one document, will provide clearer guidance, and will remove any inconsistencies between the HOAs Resolution and City’s single-family design review process. Therefore, these proposed amendments will provide additional guidance to aid applicants, ensure the high quality development desired by the City and the community, and reinforce the General Plan goals and policies. The proposed amendments will be consistent with General Plan Land Use Goal No. 3 which encourages the “preservation and enhancement of Arcadia’s single-family neighborhoods, which are an essential part of the City’s core identity.”

- 2. For Development Code amendments only, the proposed amendment is internally consistent with other applicable provisions of this Development Code.**

**Facts in Support of the Finding:** This proposed text amendment to the Development Code includes codifying the existing development standards and updating the design review processes and procedures for the five City-designated HOA areas. The text amendment will not be in conflict with the Development Code and will be consistent with other applicable provisions of the Development Code. The text amendment will incorporate current development standards for the HOAs as stated in Resolution No. 6770 and update the design review processes and procedures in the HOA areas to be consistent with the City’s design review procedures.

## **ENVIRONMENTAL ANALYSIS**

The proposed updates are exempt from review under CEQA pursuant to Section 15061(b)(3) which provides that, where it can be seen with certainty that there is no possibility that a project may have a significant effect on the environment, the project is not subject to CEQA. The proposed Text Amendment does not create or substantially alter any existing development standard as it only codifies the existing Homeowners’ Associations development standards and procedures as a minor clean up to the Development Code. A Preliminary Exemption Assessment is included as Attachment No. 2.

## **PUBLIC COMMENTS/NOTICE**

A public hearing notice for this item was published in the Arcadia Weekly on August 8, 2019. As of August 20, 2018, staff has not received any public comments on this project besides what was mentioned at the Community Open House on July 13, 2019 and through the outreach process in general.

## **RECOMMENDATION**

It is recommended that the Planning Commission adopt Resolution No. 2038 to recommend approval of the Updated Citywide Design Guidelines, Text Amendment No. TA 19-01 amending the City's design guidelines and the regulations and processes of the five city-designated Homeowners' Associations (HOAs), and codifying the HOAs development standards in the City's Development Code under Text Amendment No. TA 19-01, with a Categorical Exemption under the California Environmental Quality Act (CEQA). The Commission should also convey any comments to the City Council.

If any Planning Commissioner or other interested party has any questions or comments regarding this matter prior to the August 27, 2019, hearing, please contact Associate Planner, Jordan Chamberlin, at (626) 821-4334, or by email at [JChamberlin@ArcadiaCA.gov](mailto:JChamberlin@ArcadiaCA.gov).

Approved:



Lisa L. Flores  
Planning & Community Development Administrator

Attachment No. 1: Resolution No. 2038

Exhibit "A" – List of Refinements and Draft Design Guidelines

Exhibit "B" – Proposed text amendments

Exhibit "C" – Draft HOA Resolution - Resolution No. 7272 and  
Changes to Resolution No. 6770

Attachment No. 2: Preliminary Exemption Assessment



# Attachment No 1.

Resolution No. 2038

## RESOLUTION NO. 2038

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF THE CITY OF ARCADIA, CALIFORNIA, RECOMMENDING APPROVAL OF THE CITY'S UPDATED DESIGN GUIDELINES, TEXT AMENDMENT NO. TA 19-01, AND ADOPT RESOLUTION NO. 7272, THEREBY RESCINDING AND REPLACING RESOLUTION NO. 6770 FOR THE FIVE CITY-DESIGNATED HOMEOWNERS ASSOCIATION AREAS, WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT

WHEREAS, in 2017, the City of Arcadia Development Services Department initiated an update to the City's Design Guidelines, thereby amending the Single-Family, Multiple-Family, Commercial/Mixed Use, Industrial, and Signage Guidelines to ensure consistency with the General Plan and Development Code, and to provide clear and useful recommendations for the design, construction, review and approval of development in Arcadia, as shown in Exhibit "A." Exhibit A also includes a list of refinements to the design guidelines. The efforts also include amendments to the process within Resolution No. 6770 concerning the five city-designated Homeowners' Association Areas (HOAs), which will be replaced with a new Resolution (Resolution No. 7272), and a text amendment to codify the HOA development standards into the City's Development Code, as shown in Exhibits "B" and "C" of this Resolution; and,

WHEREAS, pursuant to the provisions of California Environmental Quality Act ("CEQA"), the Project has been assessed and determined that it will not result in a direct or reasonably foreseeable indirect physical change in the environment, consists of only minor revisions and clarifications to existing development standards and will not have the effect of deleting or substantially changing any regulatory standards or

findings; therefore, the Project is categorically exempt from CEQA under State CEQA Guidelines Section 15061(b)(3); and

WHEREAS, the proposed Project would not be detrimental to the public health, safety or welfare; and

WHEREAS, on August 27, 2019, a duly noticed public hearing was held before the Planning Commission on said Updated Design Guidelines text, text amendment, and resolutions, at which time all interested persons were given full opportunity to be heard and to present evidence; and

WHEREAS, all other legal prerequisites to the adoption of this Resolution have been fulfilled.

NOW, THEREFORE, THE PLANNING COMMISSION OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The factual data submitted by the Development Services Department in the attached report are true and correct.

SECTION 2. The Planning Commission finds, based upon the entire record, as follows:

1. The proposed amendment is consistent with the General Plan and any applicable specific plan(s).

FACT: The proposed text amendment to the City's Design Guidelines will be consistent with the goals, policies and actions of the General Plan as they will continue to promote high quality design in buildings, landscape, signage, public realm, and open space areas. The amended guidelines have been written to reinforce these goals and

objectives and provide general guidelines for additions, remodels, or construction in any land use area. In terms of the proposed text amendment to the Development Code, it will codify the development standards for the HOA areas that were previously found in Resolution No. 6770. The General Plan recognizes the important role the HOAs have played in “preserving the character of the residential neighborhoods in the northern portion of the City.” Incorporating the HOAs’ development standards into the City’s Development Code will minimize confusion since all the regulations will now be located in the one document, will provide clearer guidance, and will remove any inconsistencies between the HOAs Resolution and City’s single-family design review process. Therefore, this proposed text amendments will reinforce the General Plan goals and policies and provide additional guidance to aid applicants and to ensure the high quality development desired by the City and the community.

2. For Development Code amendments only, the proposed amendment is internally consistent with other applicable provisions of this Development Code.

FACT: This proposed text amendment to the Development Code includes codifying the existing development standards and updating the design review processes and procedures for the five City-designated HOA areas. The text amendment will not be in conflict with the Development Code and will be consistent with other applicable provisions of the Development Code. The text amendment will incorporate current development standards for the HOAs as stated in Resolution No. 6770 and update the design review processes and procedures in the HOA areas to be consistent with the City’s design review procedures.

SECTION 3. Pursuant to the provisions of CEQA, the text and has been assessed and it has been determined that it will not result in a direct or reasonably foreseeable indirect physical change in the environment, consists of only minor revisions and clarifications to existing development standards, and will not have the effect of deleting or substantially changing any regulatory standards or findings. Therefore, the text amendment is categorically exempt from CEQA under State CEQA Guidelines Section 15061(b)(3).

SECTION 4. For the foregoing reasons the Planning Commission recommends that the City Council approve the City's updated design guidelines, Text Amendment No. TA 19-01, and adopt Resolution No. 7272, thereby rescinding and replacing Resolution No. 6770 for the five City-designated Homeowners' Association areas.

SECTION 5. The Secretary shall certify to the adoption of this Resolution.

[SIGNATURES ON NEXT PAGE]

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Brad Thompson  
Chair, Planning Commission

ATTEST:

\_\_\_\_\_  
Lisa L. Flores  
Secretary

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

# Exhibit A

## List of Refinements and Draft Design Guidelines

# Arcadia Citywide Design Guidelines and Resolution No. 7272 List of Refinements

August 27, 2019

The revisions below reflect changes to the June 2019 Citywide Design Guidelines and Resolution No. 7272 (Public Review Draft). Revisions are noted in **red**, with **strikethrough** for deletions and **underline** for additions.

## Global changes

Correct numbering typo – e.g. 1.a. revised to A.1  
Correct typographical errors  
Correct formatting and spacing of text and images  
Updated Table of Contents for consistency – e.g. include page numbers  
Updated Acknowledgements page for consistency and accuracy

## Industrial Design Guidelines

Page 3 (B. Design Guidelines)


**Objective 3:** Create a cohesive and landscaped street edge that minimizes the appearance of expansive parking lots or service areas and provides pedestrian access.

## Commercial/Mixed Use Design Guidelines

Removed hyphen between “mixed” and “use” throughout the document for consistency with the Development Code

Page 2-5 – Table 2-1 – Allowed Uses and Permit requirements for Residential Zones

Moved the following guidelines from Section III. Guidelines Applicable to Both Commercial and Mixed Use, 4. Articulation to 9. Lighting as shown below:

- b. Light fixtures should be designed or selected to be architecturally compatible with the main structure or theme of the building.
- c. The quality of light, level of light, and type of bulb or source should be carefully selected so that lighting levels do not draw attention to the glow or glare of the project site, and timers and sensors should be incorporated to avoid unnecessary lighting.
-  d. Spotlighting or glare from any site lighting should be shielded from adjacent properties and directed at a specific object or target area.



Moved the following guidelines from Section III. Guidelines Applicable to Both Commercial and Mixed Use, 4. Public and Private Open Space to 10. Public Art as shown below:

- c. Public art is encouraged in public spaces, and can help create a sense of place. Art should be authentic, participatory or interactive, and meaningful to the community.
- d. The selection and placement of public art should be part of the overall site design process, rather than as an afterthought to a project.
- e. Public art should be located in conjunction with other site features, such as a plaza or architectural feature and an integral part of site development, rather than a stand-alone, separate object.
- f. Public art should be placed so as to avoid locations where it may obstruct a pedestrian pathway, create a traffic hazard, or compete with another piece of art within the area.

## Multifamily Residential Design Guidelines

### Page 2 Introduction

The design guidelines contained within this document have been written to reinforce these goals and objectives and provides general guidelines for ~~the~~ any addition, remodel, or construction within any multi- family land use district.

### Page 13 Section 9. Windows and Doors

- j. ~~Discouraged window materials include:~~ Anodized aluminum window material is discouraged

## Single-Family Residential Design Guidelines

### Page 20 Section 12. Colors and Materials

- a. Colors and materials should be applied in an authentic manner on all sides of the home in a complementary manner in order to reinforce the chosen architectural style.
- b. Piecemeal embellishment and frequent changes in colors and materials should be avoided.

## Appendix A - Architectural Style Guide

### *Contemporary or Modern Tier 3*

<u>Color</u>	<ul style="list-style-type: none"> <li>• <u>Neutral colors, earth tones</u></li> <li>• <u>Dark accents and exposed wood.</u></li> </ul>
--------------	---

### *Tudor or Cape Cod*

<u>Details</u>	<ul style="list-style-type: none"> <li>• <u>Minimal overhangs</u></li> <li>• <u>Exposed wood corbel.</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Wood beam trim</u></li> <li>• <u>Siding</u></li> </ul>
<u>Color</u>	<ul style="list-style-type: none"> <li>• <u>White and cream stucco</u></li> <li>• <u>Brick or stone accent</u></li> </ul>	<ul style="list-style-type: none"> <li>• <u>Neutral and earth tones</u></li> </ul>

## Appendix B Glossary of Terms

Guidelines: ~~Regulations~~ A set of recommendations that ~~can~~ are ~~be required flexibly applied~~ as appropriate to each project or development situation to meet certain objectives and achieve attractive and functional designs.

## Resolution No. 7272

### Page 1

RESOLUTION NO. ~~XXXX~~7272

### Page 1

SECTION 1. The City Council hereby repeals Resolution No. ~~6770 and Ordinance No. 2285,~~ and ~~adopts this Resolution pursuant to Ordinance No. XXXX~~6770 in its entirety.

Page 11 and 12

## SECTION 6. LIMITS OF THE ARB'S POWER

A. The ARB shall not ~~have authority over~~review projects that consist of work only taking place inside a building that does not substantially change the external appearance of the building.

~~B. Review and action taken by the~~The ARB shall not review projects that only ~~be required for~~involve structures, roofs, wall, or fences ~~greater~~that are less than ~~2 or~~equal to two feet above the lowest adjacent grade.

~~B. Review by~~This limitation does not limit the ARB's review of projects that involve landscaping or hardscaping located within the front or street side yard areas.

C. The ARB shall not ~~be required for any~~review projects that only involve a fence or wall ~~(or multiple fences and walls)~~(or multiple fences and walls) located between adjacent properties ~~and~~is that are not visible from the public right-of-way. A fence or wall will not be considered visible from the public right-of-way if it is only within a rear yard area, is no higher than any fence fronting toward the public right-of-way, and no broad side of the fence or wall faces the public right-of-way.

D. The ARB shall have the power to establish requirements concerning the submittal of applications for the purpose of exercising its duties, subject to review and approval by the City. Copies of such requirements shall be kept on file with the Development Services Department, Planning Services. This does not apply to development standards.

~~E.~~ ~~The ARB's review shall not have~~ be consistent with the ~~authority to further modify their own City's ARB regulations as noted~~ contained in Division 2, Section 9102.01 (Residential Zones) of the Development Code ~~Section 2 or~~ and in the course of performing its review, the ARB shall not modify or to waive any ~~regulations in~~ provisions of the Arcadia Development Code, ~~pertaining to the basic or other established City regulations.~~

~~D.F.~~ The ARB's review shall be consistent with and subject to the City's established zoning regulations ~~of~~ applicable to the property.

~~E.G.~~ ~~The ARB shall not have the power to modify any regulations in the Development Code.~~ The ARB may, however, make a recommendation regarding such regulations to the City staff, Planning Commission, or City Council, ~~that will be taken into consideration during the decision-making process.~~

~~F.H.~~ The ARB shall not have review each project consistent with the ~~authority to~~ provisions set forth in this Resolution and shall not ~~create their~~ or apply its own standards or policies relating to design and development ~~within their HOA areas without a formal submittal, review, and approval by~~ in the respective HOA area. This Section does not prevent the ARB from rendering advisory opinions to the City Council regarding design or development standards or formally applying to the City for adoption or modification of design or development standards.



# Photo Refinements

DRAFT | JUNE 2019



SINGLE-FAMILY RESIDENTIAL  
DESIGN GUIDELINES





DRAFT | JUNE 2019

# SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES





# A. INTRODUCTION





# A. INTRODUCTION





## B. DESIGN GUIDELINES



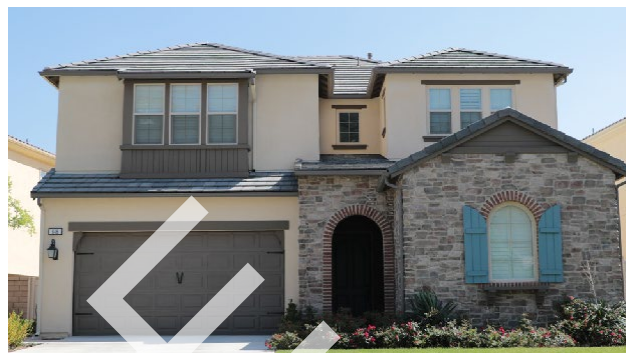


## B. DESIGN GUIDELINES





### SINGLE-FAMILY RESIDENTIAL



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development should be designed to adhere to the following objectives and the supporting guidelines provided.

**Objective 1:** *Protect the character of single-family residential neighborhoods through the preservation and improvement of their character-defining features.*

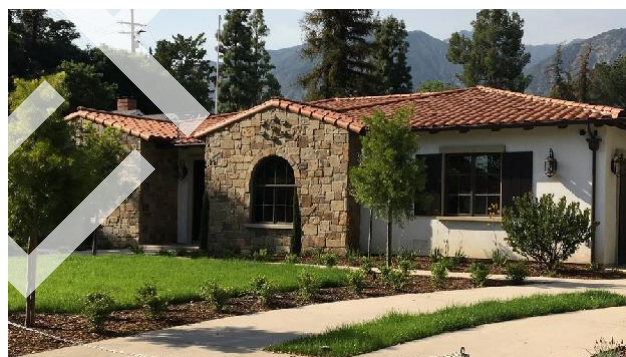
**Objective 2:** *Create a streetscape presence that is visually pleasing through site planning and building form and orientation while also maintaining neighborhood character.*

**Objective 3:** *Ensure new homes and home additions are consistent in architectural style, scale, massing, features, and quality as the surrounding neighborhood.*

**Objective 4:** *Preserve natural topography of a site.*

**Objective 5:** *Balance the aesthetics and use of landscape areas with the need to reduce water use in planting design.*

### SINGLE-FAMILY RESIDENTIAL



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development should be designed to adhere to the following objectives and the supporting guidelines provided.

- Objective 1:** *Protect the character of single-family residential neighborhoods through the preservation and improvement of their character-defining features.*
- Objective 2:** *Create a streetscape presence that is visually pleasing through site planning and building form and orientation while also maintaining neighborhood character.*
- Objective 3:** *Ensure new homes and home additions are consistent in architectural style, scale, massing, features, and quality as the surrounding neighborhood.*
- Objective 4:** *Preserve natural topography of a site.*
- Objective 5:** *Balance the aesthetics and use of landscape areas with the need to reduce water use in planting design.*



## 5. Architectural Styles

- a. A clear and distinctive architectural style should be selected. Refer to Appendix A for typical character and detail treatments for several architectural styles appropriate to Arcadia. All design features, proportions, and detailing should be consistent with the chosen architectural style.
- b. Floor plans should be designed to allow proper placement and sizing of windows to complement the chosen architectural style.
- c. Consistency and/or complementary architectural styles should be maintained within an existing neighborhood context.



*Architectural style is clearly defined and executed based on the chosen style elements and detailing*



*Design features, proportions, and detailing consistent with chosen architectural style*

### 5. Architectural Styles

- a. A clear and distinctive architectural style should be selected. Refer to Appendix A for typical character and detail treatments for several architectural styles appropriate to Arcadia. All design features, proportions, and detailing should be consistent with the chosen architectural style.
- b. Floor plans should be designed to allow proper placement and sizing of windows to complement the chosen architectural style.
- c. Consistency and/or complementary architectural styles should be maintained within an existing neighborhood context.





*Architectural style is clearly defined and executed based on the chosen style elements and detailing*



*Design features, proportions, and detailing consistent with chosen architectural style*



## 6. Height, Bulk, and Scale

- a. Simple building massing and roof forms should be utilized to maintain traditional architectural styles.
- b. Complex floor plans should be avoided when they lead to complicated building masses and roof forms.
- c. Symmetry in design can sometimes create a home that is monumental and too massive. The balanced effect created by symmetry can be achieved with a more subtle design.
-  d. Second floor massing should be stepped back to minimize impacts on adjacent neighbors and the streetscape.
- e. Eaves should be provided at the first-floor level of a front façade to minimize the appearance of a structure's massing in predominantly one-story neighborhoods, as compared to architectural styles with two-story, blank front façades.
-  f. Proposed first and second floor plate heights should consider existing plate heights established within the immediate neighborhood.
- g. Tall, long, unbroken, and blank front façades should be avoided, especially when immediate homes in the neighborhood have greater articulation along front façades.
- h. Monumental scaled forms (e.g. tower or turrets) that contrast with the street presence of the existing neighborhood should be minimized.
- i. All façades facing a street should provide a sense of human scale and be proportionate to the pedestrian.
- j. A structure's size and bulk should complement the predominant massing types of the neighborhood.



*Simple massing and roof forms used to strengthen traditional architecture styles*





*Second-story massing setback from front of home to minimize overall appearance*



*Eaves provided at first-floor level of building's front façade minimize appearance of massing*

## 6. Height, Bulk, and Scale

- a. Simple building massing and roof forms should be utilized to maintain traditional architectural styles.
- b. Complex floor plans should be avoided when they lead to complicated building masses and roof forms.
- c. Symmetry in design can sometimes create a home that is monumental and too massive. The balanced effect created by symmetry can be achieved with a more subtle design.
-  d. Second floor massing should be stepped back to minimize impacts on adjacent neighbors and the streetscape.
- e. Eaves should be provided at the first-floor level of a front façade to minimize the appearance of a structure's massing in predominantly one-story neighborhoods, as compared to architectural styles with two-story, blank front façades.
-  f. Proposed first and second floor plate heights should consider existing plate heights established within the immediate neighborhood.
- g. Tall, long, unbroken, and blank front façades should be avoided, especially when immediate homes in the neighborhood have greater articulation along front façades.
- h. Monumental scaled forms (e.g. tower or turrets) that contrast with the street presence of the existing neighborhood should be minimized.
- i. All façades facing a street should provide a sense of human scale and be proportionate to the pedestrian.
- j. A structure's size and bulk should complement the predominant massing types of the neighborhood.



*Simple massing and roof forms used to strengthen traditional architecture styles*




*Second-story massing setback from front of home to minimize overall appearance*

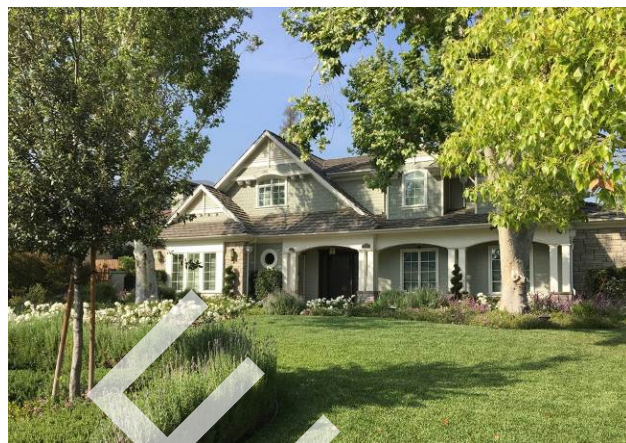


*Eaves provided at first-floor level of building's front façade minimize appearance of massing*



## 8. Entries

- a. When entry porches are prevalent in the immediate neighborhood of a project site, similar entry types (e.g., projecting or under eave) should be integrated into the front façade design of new homes.
  - b. In general, large, formal entries that are out of scale and proportion with the rest of the home should be avoided.
  - c. Entry designs greater than one-story are strongly discouraged.
  -  d. Porches should be complementary of the eave heights of adjacent homes.
  - e. Entry roofs should follow the same pitch as the adjacent roofs. Flat roof porches are generally discouraged.
  - f. Recessed depth of entry alcoves and projecting depth of entry roofs should be large enough, relative to the house, to provide the appearance of shelter.
  - g. There should be no vertical or architectural elements located above the entries that emphasize the scale and massing of the structure.
  - h. Front entry doors and decorative elements such as roofs, moldings, columns, posts, lighting, benches, and planters should be architecturally compatible with the style of the house.
  - i. The primary entry, or front door, to a home should be visible from and oriented to the street.
- Primary entries to a residence should be of similar orientation and scale to that of the immediate neighborhood.



*Entry and porch clearly defined through use of single-story roof elements*





*Example of architecturally compatible entry feature oriented to street*



*Entry designs greater than one-story are discouraged*

## 8. Entries

- a. When entry porches are prevalent in the immediate neighborhood of a project site, similar entry types (e.g., projecting or under eave) should be integrated into the front façade design of new homes.
- b. In general, large, formal entries that are out of scale and proportion with the rest of the home should be avoided.
- c. Entry designs greater than one-story are strongly discouraged.
-  d. Porches should be complementary of the eave heights of adjacent homes.
- e. Entry roofs should follow the same pitch as the adjacent roofs. Flat roof porches are generally discouraged.
- f. Recessed depth of entry alcoves and projecting depth of entry roofs should be large enough, relative to the house, to provide the appearance of shelter.
- g. There should be no vertical or architectural elements located above the entries that emphasize the scale and massing of the structure.
- h. Front entry doors and decorative elements such as roofs, moldings, columns, posts, lighting, benches, and planters should be architecturally compatible with the style of the house.
- i. The primary entry, or front door, to a home should be visible from and oriented to the street.
-  j. Primary entries to a residence should be of similar orientation and scale to that of the immediate neighborhood.



*Entry and porch clearly defined through use of single-story roof elements*



*Example of architecturally compatible entry feature oriented to street*



*Entry designs greater than one-story are discouraged*



## 9. Windows and Doors

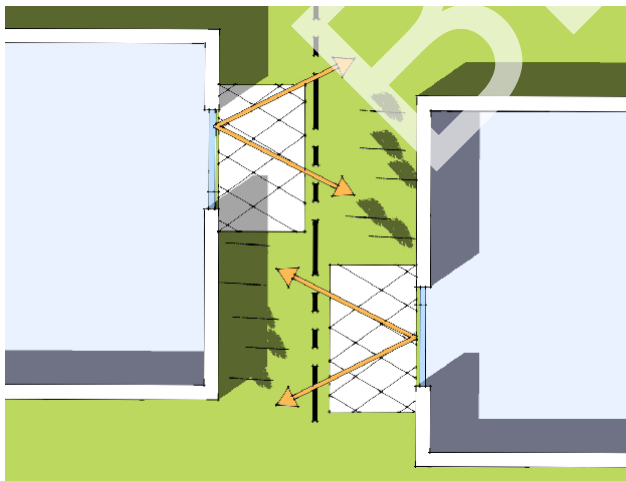
- a. Building façades should be well-articulated with window and door types, including material, shape, and proportion, complementary of the chosen architectural style.
- b. Two-story-high windows tend to emphasize the mass and verticality of a building and should be avoided. This is especially true of two-story window bays.
- c. Windows should be articulated with detailing such as sills, trim, brackets, shutters, or awnings appropriate to the chosen architectural style.
- d. Where appropriate to the architectural style, windows should be recessed a minimum of two (2) inches from the building wall to create shadow and depth on a building façade.
- e. Any shutters utilized in conjunction with windows should be proportionate to the windows on which they appear in order to appear functional.
- f. Windows should be aligned, whether horizontally or vertically, to provide balance on each building elevation.



*Windows should align to provide balance on each building elevation*



*Windows and doors complementary of architectural style*



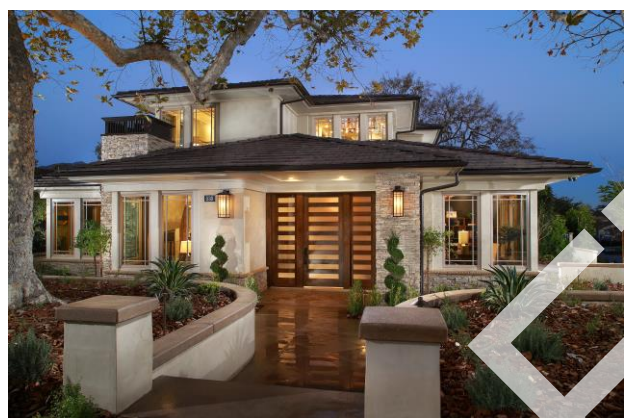
*Windows offset on new home (right) to minimize views onto neighboring property (left)*



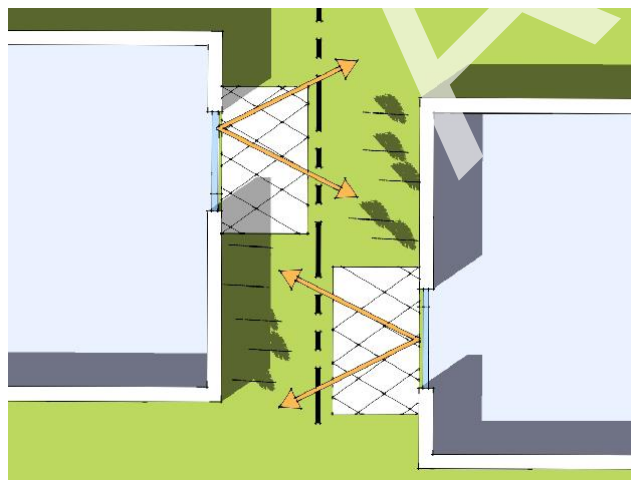
*Second floor balconies incorporated into the massing of a home (right) minimize intrusion into adjacent yards, while protruding balconies (left) increase visibility of neighboring properties*



*Windows should align to provide balance on each building elevation*



*Windows and doors complementary of architectural style*



*Windows offset on new home (right) to minimize views onto neighboring property (left)*

## 9. Windows and Doors

- a. Building façades should be well-articulated with window and door types, including material, shape, and proportion, complementary of the chosen architectural style.
- b. Two-story-high windows tend to emphasize the mass and verticality of a building and should be avoided. This is especially true of two-story window bays.
- c. Windows should be articulated with detailing such as sills, trim, brackets, shutters, or awnings appropriate to the chosen architectural style.
- d. Where appropriate to the architectural style, windows should be recessed a minimum of two (2) inches from the building wall to create shadow and depth on a building façade.
- e. Any shutters utilized in conjunction with windows should be proportionate to the windows on which they appear in order to appear functional.
- f. Windows should be aligned, whether horizontally or vertically, to provide balance on each building elevation.



*Second floor balconies incorporated into the massing of a home (right) minimize intrusion into adjacent yards, while protruding balconies (left) increase visibility of neighboring properties*



- d. Earth tones are best-suited and are appropriate for most of the architectural designs found in the City. The use of strong or bright, unnatural colors, including the salmon and pink hues and the bright “white on white” color schemes for exterior stucco, wood siding, trim doors and shutters should be avoided. However, the use of contrasting, natural colors can be appropriate for accent use, such as for shutters and doors.
- e. Appropriate materials for walls and façades include stucco and wood siding, as well as more decorative materials such as stone, tile, split-faced block, and brick.
- f. Stucco and plaster finishes should be consistent with the architectural style of the structure. The use of rough stucco finishes is discouraged.
- g. Natural materials such as brick, stone, copper, etc., are preferred and should remain in their natural state or color.
- h. Stone and brick veneer with a false appearance should be avoided.
- i. Material changes should occur in conjunction with changes in the plane of the façade to avoid a “tacked-on” appearance.
- j. Accent and trim elements should be differentiated from the colors and materials of the primary surface through color and/or material changes.
- k. Roofing materials with glossy surfaces appear unnatural and are strongly discouraged.
- l. Existing natural clay tile roofs should be replaced with the same material. For other repairs, remodels, and additions, care should be taken in the selection of material and installation to match as closely as possible with the color of the “aged” tiles.
- m. Exposed gutters and downspouts, unless designed as an outstanding architectural feature of the overall theme, should be colored to match fascia or wall material.



*Natural stone material terminates at inside corner, appearing integral to building structure*



*Earth tones are best suited for designs found in the City*



*Accent and trim elements should be differentiated from colors and materials of primary surface*

- c. Earth tones are best-suited and are appropriate for most of the architectural designs found in the City. The use of strong or bright, unnatural colors, including the salmon and pink hues and the bright “white on white” color schemes for exterior stucco, wood siding, trim doors and shutters should be avoided. However, the use of contrasting, natural colors can be appropriate for accent use, such as for shutters and doors.
- d. Appropriate materials for walls and façades include stucco and wood siding, as well as more decorative materials such as stone, tile, split-faced block, and brick.
- e. Stucco and plaster finishes should be consistent with the architectural style of the structure. The use of rough stucco finishes is discouraged.
- f. Natural materials such as brick, stone, copper, etc., are preferred and should remain in their natural state or color.
- g. Stone and brick veneer with a false appearance should be avoided.
- h. Material changes should occur in conjunction with changes in the plane of the façade to avoid a “tacked-on” appearance.
- i. Accent and trim elements should be differentiated from the colors and materials of the primary surface through color and/or material changes.
- j. Roofing materials with glossy surfaces appear unnatural and are strongly discouraged.
- k. Existing natural clay tile roofs should be replaced with the same material. For other repairs, remodels, and additions, care should be taken in the selection of material and installation to match as closely as possible with the color of the “aged” tiles.
- l. Exposed gutters and downspouts, unless designed as an outstanding architectural feature of the overall theme, should be colored to match fascia or wall material.



*Natural stone material terminates at inside corner, appearing integral to building structure*



*Earth tones are best suited for designs found in the City*



*Accent and trim elements should be differentiated from colors and materials of primary surface*





*Exterior lighting architecturally compatible with home and is shielded downward to minimize spillover onto adjacent properties*



*Second story addition maintains stylistic and detailed elements of original home*

## 13. Accessory Lighting

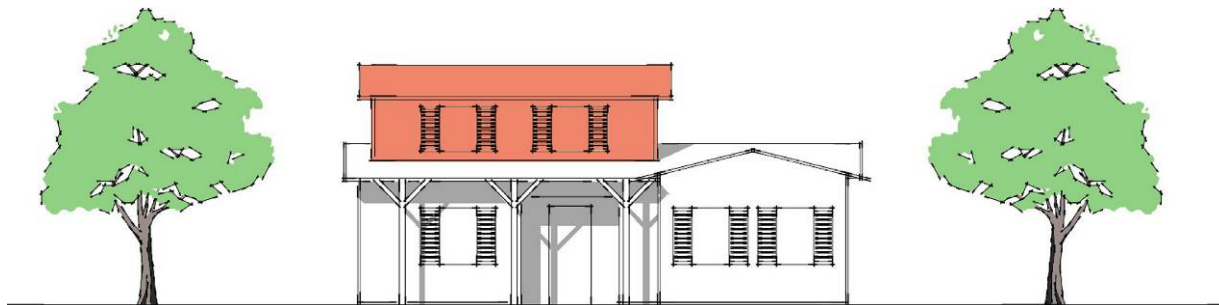


- a. Exterior lighting should be shielded and directed downward or to a specific object(s) or areas to avoid spillover onto adjacent properties.
- b. Exterior light fixtures should be architecturally compatible with the main structure.
- c. Accent lighting should be utilized to illuminate walkways, entries, and/or trees.
- d. Any fixtures that are lighted upward should employ the lowest wattage necessary to minimize night sky impacts.



## 14. Additions, Alterations, and Accessory Buildings/Structures

- a. Additions to existing homes or new accessory buildings/structures should be consistent with the architectural style and detailing of a home in terms of materials, finishes, colors, windows, doors, siding, or roof tiles.
- b. Piecemeal embellishment and frequent changes in materials should be avoided. All façades of a home should utilize the same vocabulary of material and color.
- c. Accessory buildings/structures should ensure adherence to the requirements set forth within the Arcadia Development Code for Single-Family Residential Zones.



*Building Addition Diagram. Second story addition continues architectural style and detailing through the use of similar materials such as windows and shutters*



*Exterior lighting architecturally compatible with home and is shielded downward to minimize spillover onto adjacent properties*



*Second story addition maintains stylistic and detailed elements of original home*

## 13. Accessory Lighting

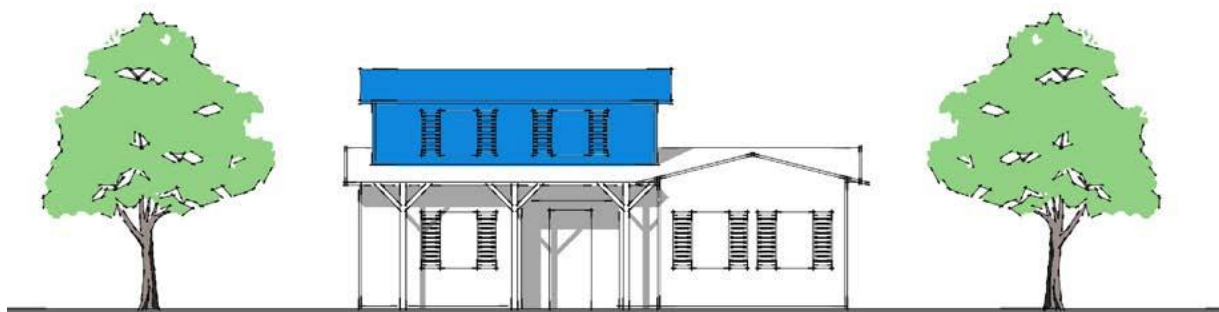


- Exterior lighting should be shielded and directed downward or to a specific object(s) or areas to avoid spillover onto adjacent properties.
- Exterior light fixtures should be architecturally compatible with the main structure.
- Accent lighting should be utilized to illuminate walkways, entries, and/or trees.
- Any fixtures that are lighted upward should employ the lowest wattage necessary to minimize night sky impacts.



## 14. Additions, Alterations, and Accessory Buildings/Structures

- Additions to existing homes or new accessory buildings/structures should be consistent with the architectural style and detailing of a home in terms of materials, finishes, colors, windows, doors, siding, or roof tiles.
- Piecemeal embellishment and frequent changes in materials should be avoided. All façades of a home should utilize the same vocabulary of material and color.
- Accessory buildings/structures should ensure adherence to the requirements set forth within the Arcadia Development Code for Single-Family Residential Zones.



*Building Addition Diagram. Second story addition continues architectural style and detailing through the use of similar materials such as windows and shutters*



## 16. Fences, Walls, Gates, and Hedges

- a. Walls and fences for courtyards and the perimeter of a property should be designed in a style, material, and color that complement the residence and the overall project design.
- b. Fences and walls should be made of high-quality materials, such as wood, brick, stone, wrought iron, vinyl, or textured concrete block (e.g. split-face, scored, slump stone). Wrought iron fences should have iron posts and/or brick or stone piers.
- c. Bare precision block walls are generally discouraged. Plain concrete block with a stucco finish that match the architectural style of a residence may be acceptable.
- d. Where stone or brick walls are proposed, they should remain in their natural character.
- e. Fences and walls, when connected to a building should complement one another in terms of their material, color, and detailing. When fences and walls are not connected to a building, they should be integrated into the landscape as an integral component of the design.
- f. Front yard fencing and walls are discouraged in neighborhoods where fencing/walls are not already present.
- g. In neighborhoods where front yard fencing and walls are present, new front yard fencing/walls should be open and simple and be consistent with the neighborhood in terms of architectural style of the home, level of detailing, etc.
- h. Both sides of all perimeter fences or walls of a property should be architecturally treated.
- i. On lots with existing fences and walls, any new fences/walls proposed should match or be compatible with the existing fences/walls.



*Front yard fencing and walls are compatible with the materials and colors of the residence enhancing the overall design aesthetic*



*Fences should be made of high-quality materials*



*The use of landscaping to soften the visual impact of walls and fences is encouraged when visible from the public right-of-way*

## 16. Fences, Walls, Gates, and Hedges

- a. Walls and fences for courtyards and the perimeter of a property should be designed in a style, material, and color that complement the residence and the overall project design.
- b. Fences and walls should be made of high-quality materials, such as wood, brick, stone, wrought iron, vinyl, or textured concrete block (e.g. split-face, scored, slump stone). Wrought iron fences should have iron posts and/or brick or stone piers.
- c. Bare precision block walls are generally discouraged. Plain concrete block with a stucco finish that match the architectural style of a residence may be acceptable.
- d. Where stone or brick walls are proposed, they should remain in their natural character.
- e. Fences and walls, when connected to a building should complement one another in terms of their material, color, and detailing. When fences and walls are not connected to a building, they should be integrated into the landscape as an integral component of the design.
- f. Front yard fencing and walls are discouraged in neighborhoods where fencing/walls are not already present.
- g. In neighborhoods where front yard fencing and walls are present, new front yard fencing/walls should be open and simple and be consistent with the neighborhood in terms of architectural style of the home, level of detailing, etc.
- h. Both sides of all perimeter fences or walls of a property should be architecturally treated.
- i. On lots with existing fences and walls, any new fences/walls proposed should match or be compatible with the existing fences/walls.



*Front yard fencing and walls are compatible with the materials and colors of the residence enhancing the overall design aesthetic*



*Fences should be made of high-quality materials*



*The use of landscaping to soften the visual impact of walls and fences is encouraged when visible from the public right-of-way*





*On lots with existing walls or fences, new walls or fences should be compatible with existing*



*Existing trees in good condition should be preserved*



*The use of decorative hardscape materials are encouraged*

- j. The use of clinging vines, shrubs, and trees to soften the visual impact of walls and fences is encouraged, especially when visible from the public right-of-way.
- k. Walls and fences should add visual interest and prove to be an enhanced site feature.

## 17. Impervious Coverage and Landscape Areas



- a. Landscape design should be an integral part of the overall project design and be complementary to the architecture of a home. The landscape design should also fit in with the neighborhood and the surrounding environment.

- b. Existing trees in good condition should be preserved whenever possible.



- c. To the extent feasible, applicants should pursue use of drought-tolerant, and low water using plantings within a projects landscape design. Some integration of moderate water using plantings may be acceptable as long as a project water allowance remains under applicable WELO requirements.



- d. Low impact development (LID) strategies, such as permeable paving, vegetated swales, and/or infiltration areas, should be incorporated into the design of all projects.

- e. Landscaping should be utilized to define outdoor spaces while also softening the transition of a building's appearance at the ground plane.

- f. Trees and/or screening hedges should be utilized along property lines to provide screening and enhance privacy. However, such landscaping should not obscure the entire view of the building.

- g. Design of front yard areas should provide a balance between landscape and hardscape, while also balancing both impervious and permeable surfaces. Permeable hardscape materials are encouraged.

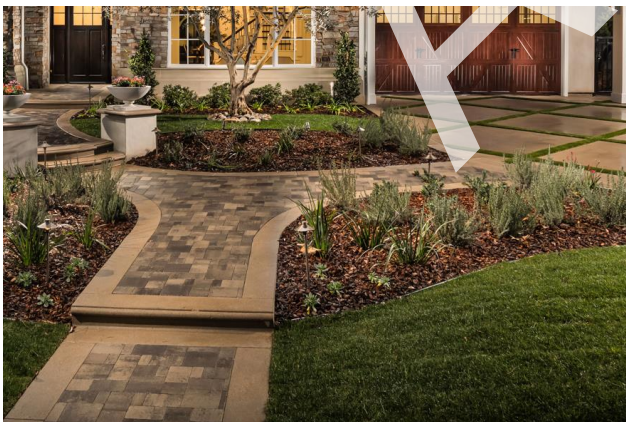




*On lots with existing walls or fences, new walls or fences should be compatible with existing*



*Existing trees in good condition should be preserved*



*The use of decorative hardscape materials are encouraged*

- j. The use of clinging vines, shrubs, and trees to soften the visual impact of walls and fences is encouraged, especially when visible from the public right-of-way.
- k. Walls and fences should add visual interest and prove to be an enhanced site feature.

## 17. Impervious Coverage and Landscape Areas



- a. Landscape design should be an integral part of the overall project design and be complementary to the architecture of a home. The landscape design should also fit in with the neighborhood and the surrounding environment.

- b. Existing trees in good condition should be preserved whenever possible.



- c. To the extent feasible, applicants should pursue use of drought-tolerant, and low water using plantings within a projects landscape design. Some integration of moderate water using plantings may be acceptable as long as a project water allowance remains under applicable WELO requirements.



- d. Low impact development (LID) strategies, such as permeable paving, vegetated swales, and/or infiltration areas, should be incorporated into the design of all projects.
- e. Landscaping should be utilized to define outdoor spaces while also softening the transition of a building's appearance at the ground plane.
- f. Trees and/or screening hedges should be utilized along property lines to provide screening and enhance privacy. However, such landscaping should not obscure the entire view of the building.
- g. Design of front yard areas should provide a balance between landscape and hardscape, while also balancing both impervious and permeable surfaces. Permeable hardscape materials are encouraged.

## TRADITIONAL RANCH TIER 1



Traditional Ranch combines characteristics of other styles in the City's guidelines. It has the straightforward massing and detailing of the Tudor or Cottage style, along with the rustic materials of the Craftsman style. Emphasis on the horizontal is important, and extension of the Traditional Ranch style to two stories dilutes its distinction from the other aforementioned styles. Ranch style is particularly characteristic of Arcadia's mid-century boom years, creating a comfortable suburban setting surviving to the current day and influencing the approach recommended for all styles.

TRADITIONAL RANCH		
<i>Form:</i>	<ul style="list-style-type: none"> <li>Simple, horizontal massing</li> <li>Modest entry expression – roof or alcove</li> <li>Broad one-story shape</li> </ul>	<ul style="list-style-type: none"> <li>Usually built low to the ground</li> <li>Garage typically attached to main façade</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Shallow pitched roof – gable and shed</li> <li>Low-pitched without dormers</li> <li>Open eave (rafter exposed or boxed)</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Stucco or clapboard walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Wood window frames, or metal with recessed windows</li> <li>Double-hung, casement, sliding and/or awning styles</li> <li>Large picture window usually present</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>Simple molding profiles</li> <li>Shutters</li> <li>Decorative wrought iron</li> </ul>	<ul style="list-style-type: none"> <li>Simple, low masonry planters</li> <li>Outdoor patios</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>More contrast between roof and walls than between field and trim</li> </ul>	



## TRADITIONAL RANCH TIER 1



Traditional Ranch combines characteristics of other styles in the City's guidelines. It has the straightforward massing and detailing of the Tudor or Cottage style, along with the rustic materials of the Craftsman style. Emphasis on the horizontal is important, and extension of the Traditional Ranch style to two stories dilutes its distinction from the other aforementioned styles. Ranch style is particularly characteristic of Arcadia's mid-century boom years, creating a comfortable suburban setting surviving to the current day and influencing the approach recommended for all styles.

TRADITIONAL RANCH		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple, horizontal massing</li> <li>• Modest entry expression – roof or alcove</li> <li>• Broad one-story shape</li> </ul>	<ul style="list-style-type: none"> <li>• Usually built low to the ground</li> <li>• Garage typically attached to main facade</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Shallow pitched roof – gable and shed</li> <li>• Low-pitched without dormers</li> <li>• Open eave (rafter exposed or boxed)</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco or clapboard walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Wood window frames, or metal with recessed windows</li> <li>• Double-hung, casement, sliding and/or awning styles</li> <li>• Large picture window usually present</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Simple molding profiles</li> <li>• Shutters</li> <li>• Decorative wrought iron</li> </ul>	<ul style="list-style-type: none"> <li>• Simple, low masonry planters</li> <li>• Outdoor patios</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• More contrast between roof and walls than between field and trim</li> </ul>	

## COLONIAL/AMERICAN TRADITIONAL TIER 1



Colonial or American Traditional style uses plain massing and fine detailing. Wood is used for the siding, and fine millwork traditionally is used sparingly, but efficiently for expressing detailed elements. Modest scale is important for detail work, including semicircular vents, window trim, window panes and muntins, and fascia boards with open soffits. Simplicity is important in the roof form, principally gable or shed.

COLONIAL OR AMERICAN TRADITIONAL	
<i>Form:</i>	<ul style="list-style-type: none"> <li>Simple form, at least for the primary part of the home</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Moderate to steep roofs – gable or shed</li> <li>Compound roof pitch (gambrel) part of tradition</li> <li>Detailed molding and cornice profiles</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Shingle or clapboard walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Moderate to broad frames</li> <li>Small panes</li> <li>Double-hung sashes, usually with multi-pane glazing in one or both sashes</li> <li>Frequently in adjacent pairs</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>Small, finely detailed fascia boards, vents, and other details</li> <li>Details part of functional elements rather than applied</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Usually pale walls; contrasting trim optional</li> <li>Dark roofs</li> </ul>

## COLONIAL/AMERICAN TRADITIONAL TIER 1



Colonial or American Traditional style uses plain massing and fine detailing. Wood is used for the siding, and fine millwork traditionally is used sparingly, but efficiently for expressing detailed elements. Modest scale is important for detail work, including semicircular vents, window trim, window panes and muntins, and fascia boards with open soffits. Simplicity is important in the roof form, principally gable or shed.

COLONIAL OR AMERICAN TRADITIONAL	
<i>Form:</i>	<ul style="list-style-type: none"> <li>Simple form, at least for the primary part of the home</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Moderate to steep roofs – gable or shed</li> <li>Compound roof pitch (gambrel) part of tradition</li> <li>Detailed molding and cornice profiles</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Shingle or clapboard walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Moderate to broad frames</li> <li>Small panes</li> <li>Double-hung sashes, usually with multi-pane glazing in one or both sashes</li> <li>Frequently in adjacent pairs</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>Small, finely detailed fascia boards, vents, and other details</li> <li>Details part of functional elements rather than applied</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Usually pale walls; contrasting trim optional</li> <li>Dark roofs</li> </ul>



## SPANISH TIER 1



Spanish styles – Colonial, Mission Revival, and Monterey among other variants – emerged as the dominant style in Southern California during the 1920s building boom. Its adaptability to different building programs has made it a perennial favorite. The adaptability results from intentional design characteristics:

- 1) The use of large, simple massing components to achieve simplicity;
- 2) The discreet use of well-placed, well-designed, and well-executed details. When combined with the simple massing, which would otherwise be dull, the details create an integrated design that is rich and expressive. Pergolas and other garden structures are also used to complement and mitigate the overall building mass.

SPANISH	
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Low mass moderates any two-story mass</li> <li>• Arches (deep)</li> <li>• Courtyards</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Barrel tile roofs – shed, hip, gable</li> <li>• Flat shingles or tiles on Monterey variant</li> <li>• Shallow to moderate slopes (4:12 to 6:12), usually with little to no eave overhang</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Recessed windows with minimal frames</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Decorative vents</li> <li>• Iron accents and balconies</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Pale walls customary</li> <li>• Roof may be light, medium, or dark</li> <li>• Brown or other rich trim color</li> </ul>

## SPANISH TIER 1



Spanish styles – Colonial, Mission Revival, and Monterey among other variants – emerged as the dominant style in Southern California during the 1920s building boom. Its adaptability to different building programs has made it a perennial favorite. The adaptability results from intentional design characteristics:

- 1) The use of large, simple massing components to achieve simplicity;
- 2) The discreet use of well-placed, well-designed, and well-executed details. When combined with the simple massing, which would otherwise be dull, the details create an integrated design that is rich and expressive. Pergolas and other garden structures are also used to complement and mitigate the overall building mass.

SPANISH		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Low mass moderates any two-story mass</li> <li>• Arches (deep)</li> <li>• Courtyards</li> <li>• Wide front balcony on Monterey variant</li> </ul>	<ul style="list-style-type: none"> <li>• Arcades</li> <li>• Pergolas</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Barrel tile roofs – shed, hip, gable</li> <li>• Flat shingles or tiles on Monterey variant</li> <li>• Heavy exposed dark beams</li> <li>• Shallow to moderate slopes (4:12 to 6:12), usually with little to no eave overhang</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Recessed windows with minimal frames</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Decorative vents</li> <li>• Iron accents and balconies</li> </ul>	
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Pale walls customary</li> <li>• Roof may be light, medium, or dark</li> </ul>	<ul style="list-style-type: none"> <li>• Brown or other rich trim color</li> </ul>



## CRAFTSMAN TIER 2



The Craftsman style is a descendant of the Cottage Style and is particularly identified with California due to the influence of the Greene brothers in Pasadena and Bernard Maybeck in the San Francisco region.

The rustic look of Craftsman architecture relies on a spacious exterior – great porches and overhangs – as well as the use of stained wood, dark colors, and rustic supporting materials of river rock and rough brick. Massing can be very simple on a small Craftsman, which will likely focus entirely on its front porch and gable, or much more complex on a large Craftsman with variation of massing elements and angles.

CRAFTSMAN		
<i>Form:</i>	<ul style="list-style-type: none"> <li>Prominent porches (two sides common)</li> <li>Large, often tapered, porch columns</li> </ul>	<ul style="list-style-type: none"> <li>Second floor set in from first</li> <li>Complex massing on larger houses</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Composition or flat tile roofs</li> <li>Shallow slopes – gable; some shed</li> <li>Broad eave overhangs (12 to 42 inches)</li> </ul>	<ul style="list-style-type: none"> <li>Rafters usually exposed</li> <li>Carved rafter tails &amp; brackets</li> <li>Supported by tapered square columns</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Shingle or clapboard walls (stucco alternative)</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Broad wooden window frames</li> <li>Fine division of panes, especially at top of window</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>Decorative vents</li> <li>Wood accents and balconies</li> <li>Tapered posts</li> </ul>	<ul style="list-style-type: none"> <li>Clinker (rough) brick or river rock</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Dark warm colors</li> </ul>	



## CRAFTSMAN TIER 2



The Craftsman style is a descendant of the Cottage Style and is particularly identified with California due to the influence of the Greene brothers in Pasadena and Bernard Maybeck in the San Francisco region.

The rustic look of Craftsman architecture relies on a spacious exterior – great porches and overhangs – as well as the use of stained wood, dark colors, and rustic supporting materials of river rock and rough brick. Massing can be very simple on a small Craftsman, which will likely focus entirely on its front porch and gable, or much more complex on a large Craftsman with variation of massing elements and angles.

CRAFTSMAN		
<i>Form:</i>	<ul style="list-style-type: none"> <li>Prominent porches (two sides common)</li> <li>Large, often tapered, porch columns</li> </ul>	<ul style="list-style-type: none"> <li>Second floor set in from first</li> <li>Complex massing on larger houses</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Composition or flat tile roofs</li> <li>Shallow slopes – gable; some shed</li> <li>Broad eave overhangs (12 to 42 inches)</li> </ul>	<ul style="list-style-type: none"> <li>Rafters usually exposed</li> <li>Supported by tapered square columns</li> <li>Carved rafter tails &amp; brackets</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Shingle or clapboard walls (stucco alternative)</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Broad wooden window frames</li> <li>Fine division of panes, especially at top of window</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>Decorative vents</li> <li>Wood accents and balconies</li> </ul>	<ul style="list-style-type: none"> <li>Tapered posts</li> <li>Clinker (rough) brick or river rock</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Dark warm colors</li> </ul>	

## PRAIRIE TIER 2



The Prairie style originated in Chicago, with examples concentrated in the early 20<sup>th</sup> century Chicago suburbs, most noteworthy in part due to Frank Lloyd Wright's work in this style. Spread by pattern books and popular magazines, Prairie-style homes are of the few indigenous American styles.

Typically, two-stories, Prairie-style homes incorporate one-story porches or wings with low-pitched roofs and widely overhanging eaves, usually boxed. Prairie-style houses typically integrate strong, masonry piers to support porch roofs and emphasize horizontal lines. Additional detailing, such as tall casement windows, horizontal wall material patterns, and broad flat chimneys, among others, further emphasizes the horizontal nature of this style.

PRAIRIE		
<i>Form:</i>	<ul style="list-style-type: none"> <li>Typically, two stories, with one-story porches/wings; porte-cocheres common</li> <li>Cubic or otherwise geometric in form</li> <li>Top half of upper story emphasized, often with different material/color</li> </ul>	
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Low-pitched with widely overhanging eaves, typically boxed</li> <li>Gable or hipped roof, symmetrical or asymmetrical</li> <li>Dormers common</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Contrasting wall materials or trim emphasizing the upper part of the upper story</li> <li>Stucco, stone, or brick walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Casement windows, double-hung – often tall in shape</li> <li>Geometric patterns of small-pane window glazing</li> </ul>	<ul style="list-style-type: none"> <li>Often continuous sill below second-story windows</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>Façade detailing emphasizes horizontal lines</li> <li>Decorative friezes or door surrounds with stylization</li> <li>Contrasting wood trim</li> </ul>	<ul style="list-style-type: none"> <li>Massive, square porch supports with elaborations</li> <li>Broad, flat chimneys as central feature</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Wide use of natural colors; contrasting darker trim</li> </ul>	



## PRAIRIE TIER 2



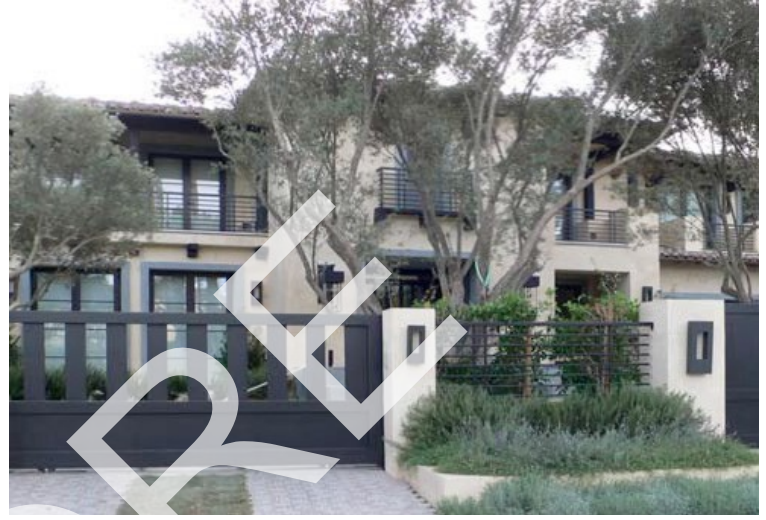
The Prairie style originated in Chicago, with examples concentrated in the early 20<sup>th</sup> century Chicago suburbs, most noteworthy in part due to Frank Lloyd Wright's work in this style. Spread by pattern books and popular magazines, Prairie-style homes are of the few indigenous American styles.

Typically, two-stories, Prairie-style homes incorporate one-story porches or wings with low-pitched roofs and widely overhanging eaves, usually boxed. Prairie-style houses typically integrate strong, masonry piers to support porch roofs and emphasize horizontal lines. Additional detailing, such as tall casement windows, horizontal wall material patterns, and broad flat chimneys, among others, further emphasizes the horizontal nature of this style.

PRAIRIE		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Typically, two stories, with one-story porches/wings; porte-cocheres common</li> <li>• Cubic or otherwise geometric in form</li> <li>• Top half of upper story emphasized, often with different material/color</li> </ul>	
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Low-pitched with widely overhanging eaves, typically boxed</li> <li>• Gable or hipped roof, symmetrical or asymmetrical</li> <li>• Dormers common</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Contrasting wall materials or trim emphasizing the upper part of the upper story</li> <li>• Stucco, stone, or brick walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Casement windows, double-hung – often tall in shape</li> <li>• Geometric patterns of small-pane window glazing</li> </ul>	<ul style="list-style-type: none"> <li>• Often continuous sill below second-story windows</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Façade detailing emphasizes horizontal lines</li> <li>• Decorative friezes or door surrounds with stylization</li> <li>• Massive, square porch supports with elaborations</li> </ul>	<ul style="list-style-type: none"> <li>• Contrasting wood trim feature</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Wide use of natural colors; contrasting darker trim</li> </ul>	



## CONTEMPORARY OR MODERN TIER 3



Modern houses tend to emphasize strong horizontal and vertical planes, express layering of planes and spaces, and interweave interior and exterior spaces. Together, these design elements can produce compelling and dramatic effects. When introduced into a neighborhood of more traditional styles, however, modern houses often present too great a contrast or too little in terms of humanizing detail to fit the setting. Modern styles are encouraged if they involve the best characteristics of the style – the layering and indoor/outdoor interweaving - as well as avoiding the visual conflicts with traditional styles that too often occur. Landscape screening, an important component of both modern architecture and harmonizing differing styles, will be taken into special account in evaluating modern designs.

CONTEMPORARY OR MODERN	
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple, horizontal massing</li> <li>• Pronounced entry expression – roof or alcove</li> <li>• Deep layering of wall and window planes</li> <li>• Intermingling of exterior and interior space</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Flat roof, and/or shallow pitch – gable and shed</li> <li>• Roof beams exposed</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco or other smooth walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Wood window frames, or metal with recessed windows</li> <li>• Generally present in gable ends</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Subtle colors except optional fine accent lines</li> <li>• Natural amenities (wood, stone, brick, or occasionally concrete block)</li> </ul>

## CONTEMPORARY OR MODERN TIER 3



Modern houses tend to emphasize strong horizontal and vertical planes, express layering of planes and spaces, and interweave interior and exterior spaces. Together, these design elements can produce compelling and dramatic effects. When introduced into a neighborhood of more traditional styles, however, modern houses often present too great a contrast or too little in terms of humanizing detail to fit the setting. Modern styles are encouraged if they involve the best characteristics of the style – the layering and indoor/outdoor interweaving - as well as avoiding the visual conflicts with traditional styles that too often occur. Landscape screening, an important component of both modern architecture and harmonizing differing styles, will be taken into special account in evaluating modern designs.

CONTEMPORARY OR MODERN	
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple, horizontal massing</li> <li>• Pronounced entry expression – roof or alcove</li> <li>• Deep layering of wall and window planes</li> <li>• Intermingling of exterior and interior space</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Flat roof, and/or shallow pitch – gable and shed</li> <li>• Roof beams exposed</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco or other smooth walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Wood window frames, or metal with recessed windows</li> <li>• Generally present in gable ends</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Subtle colors except optional fine accent lines</li> <li>• Natural amenities (wood, stone, brick, or occasionally concrete block)</li> </ul>
<i>Color</i>	<ul style="list-style-type: none"> <li>• Neutral colors, earth tones</li> <li>• Dark accents and exposed wood.</li> </ul>



## TUDOR OR CAPE COD TIER 3



The Tudor or Cape Cod architectural styles are common throughout the United States. Both styles are characterized by steeply pitched roofs with side gables. One of the most distinctive characteristics of the Tudor style is the decorative half-timbering, while the Cape Cod style is known to utilize shingle or clapboard siding. Straightforward massing is also used in each, and details are simple but highly visible, such as wide window trim, plain fascia boards, and simple exposed soffits.

TUDOR OR COTTAGE	
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple massing</li> <li>• Entry expression may be modest</li> <li>• Rustic tile roof</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Moderate to steep roof pitch</li> <li>• Shed or gable roof</li> <li>• Usually side-gabled (less commonly hipped or front gabled)</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Shingle, clapboard, or rustic walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Pronounced surrounds, wide or narrow</li> <li>• Tall, usually in multiple groups, with multi-pane glazing</li> <li>• Recessed windows</li> <li>• Simple exposed soffits</li> <li>• Large, elaborate chimneys</li> </ul>



## TUDOR OR CAPE COD TIER 3



The Tudor or Cape Cod architectural styles are common throughout the United States. Both styles are characterized by steeply pitched roofs with side gables. One of the most distinctive characteristics of the Tudor style is the decorative half-timbering, while the Cape Cod style is known to utilize shingle or clapboard siding. Straightforward massing is also used in each, and details are simple but highly visible, such as wide window trim, plain fascia boards, and simple exposed soffits.

TUDOR OR COTTAGE		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple massing</li> <li>• Entry expression may be modest</li> <li>• Rustic tile roof</li> </ul>	
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Moderate to steep roof pitch</li> <li>• Shed or gable roof</li> <li>• Usually side-gabled (less commonly hipped or front gabled)</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Shingle, clapboard, or rustic walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Pronounced surrounds, wide or narrow</li> <li>• Tall, usually in multiple groups, with multi-pane glazing</li> <li>• Large, elaborate chimneys</li> </ul>	<ul style="list-style-type: none"> <li>• Recessed windows</li> <li>• Simple exposed soffits</li> </ul>
<i>Details</i>	<ul style="list-style-type: none"> <li>• Minimal overhangs</li> <li>• Exposed wood corbel,</li> </ul>	<ul style="list-style-type: none"> <li>• Wood beam trim</li> <li>• Siding</li> </ul>
<i>Color</i>	<ul style="list-style-type: none"> <li>• White and cream stucco</li> <li>• Brick or stone accent</li> </ul>	<ul style="list-style-type: none"> <li>• Neutral and earth tones</li> </ul>



DRAFT | JUNE 2019



# SINGLE-FAMILY RESIDENTIAL DESIGN GUIDELINES



CITY OF  
ARCADIA



THIS PAGE LEFT INTENTIONALLY BLANK.



# ACKNOWLEDGMENTS

## CITY COUNCIL

April Verlato, Mayor

Roger Chandler, Mayor Pro Tem

Peter Amundson, Council Member

Tom Beck, Council Member

Sho Tay, Council Member

## PLANNING COMMISSION

Brad Thompson, Chair

Deborah Lewis, Vice Chair

Ken Chan, Commissioner

Zi Lin, Commissioner

Marilynne Wilander, Commissioner

# SPECIAL THANKS

## LEAD CITY STAFF

Jason Kruckeberg, Assistant City Manager/Development Services Director

Lisa Flores, Planning & Community Development Administrator

Jordan Chamberlin, Associate Planner

## SUPPORTING CITY STAFF

Dominic Lazzaretto, City Manager

Luis Torrico, Senior Planner

Vanessa Quiroz, Associate Planner

## CONSULTANT TO THE CITY

RRM Design Group



*This page left intentionally blank.*

# TABLE OF CONTENTS

<b>A. INTRODUCTION .....</b>	<b>1</b>
1. Introduction .....	2
2. How These Design Guidelines are Applied .....	3
3. How to Use These Design Guidelines .....	4
4. Applicability to Other City Documents .....	6
<b>B. DESIGN GUIDELINES.....</b>	<b>7</b>
1. Site Planning Principles and Neighborhood Context .....	9
2. Forms and Mass .....	10
3. Frontage Conditions.....	12
4. Garages and Driveways.....	13
5. Architectural Styles .....	14
6. Height, Bulk, and Scale.....	15
7. Roofline.....	16
8. Entries .....	17
9. Windows and Doors.....	18
10. Articulation .....	19
11. Facade Details.....	19
12. Colors and Materials.....	20
13. Accessory Lighting.....	22
14. Additions, Alterations, and Accessory Buildings/Structures .....	22
15. Hillside Properties .....	23
16. Fences, Walls, Gates, and Hedges .....	25
17. Impervious Coverage and Landscape Areas .....	26
18. Sample Planting Palette .....	28
<b>Appendix A .....</b>	<b>33</b>
<b>Appendix B .....</b>	<b>43</b>



*This page left intentionally blank.*

# A. INTRODUCTION





# 1. Introduction

The City of Arcadia's General Plan and Development Code promotes high quality design in buildings, landscape, signage, public realm, and open space areas. These documents also identify community design principles applicable to the City's ongoing redevelopment, including "Creating Identifiable Places", "Improving the Public Realm", and "Improving the Private Realm." The General Plan stresses the importance of quality in design and the impact that site design and building form has on enhancing the visual image of Arcadia and establishing places that people enjoy. The design guidelines contained within this document have been written to reinforce these goals and objectives and provide general guidelines for any addition, remodel, or construction within any single-family land use district.

"Arcadia's single-family and multifamily residential neighborhoods have given the City its identity as a Community of Homes. The City protects and preserves the character and quality of its neighborhoods by requiring harmonious design, careful planning, and the integration of sustainable principles." Primary objectives associated with developing a quality project within Arcadia include designing within the established neighborhood context and relationship to the street, reinforcing neighborhood compatibility and identity, creating visually pleasing streetscape character, maintaining the visual quality of the hillside areas, incorporating high-quality architecture consistent with the neighborhood character, and reducing water use in landscape design.

As noted in the City's General Plan - Land Use Element, Arcadia has many long-established, single-family residential neighborhoods which are at the core of its identity. These residential neighborhoods fall into the Residential Estates (RE), Very Low Density Residential (VLR), and Low Density Residential (LDR) land use categories. Incorporated in 1903, Arcadia's residential roots trace back to the 1930s when the first subdivisions began appearing within the City. These subdivisions replaced what had previously been agricultural lands. The first subdivisions occurred in the northernmost portion of Baldwin Ranch, which included estate home neighborhoods and is now part of the Rancho Santa Anita and Santa Anita Oaks Property Owners' Associations. In the southern area of the City, small poultry and produce farms transitioned rapidly to subdivisions that offered moderately priced homes. Characteristics of individual properties and neighborhoods vary widely through the individual neighborhoods of the City.



## 2. How These Design Guidelines are Applied

Many of these areas have an established neighborhood character and identity, which is often further emphasized through a strong streetscape character with elements such as consistent setbacks, landscaping along parkways and mature trees.

- Residential Estates
  - Large, estate-type lots of 22,000 square feet or greater
  - Greater variation in lot dimensions
  - Curving streets, no sidewalks, that follow pattern of the topography
  - Mature trees prevalent
- Very Low Density Residential
  - Lots ranging from 10,000 to 22,000 square feet or larger
  - Some variation in lot dimensions
  - Curving and straight streets, infrequent sidewalks, that follow pattern of the topography
  - Mature trees common
- Low Density Residential
  - Traditional lots ranging from 7,200 to 10,000 square feet in size
  - Similar lot dimensions
  - Streets are straighter in nature, with infrequent sidewalks that may or may not follow topography
  - May or may not have mature trees

These Design Guidelines will be utilized during the City's development review process to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of an applicant in response to existing site conditions. The Design Guidelines contain design objectives on page 8, followed by applicable design guidelines that direct users to desired design strategies for development or redevelopment of their property. The objectives seek to highlight the major factors affecting the development of a particular land use while also reinforcing direction provided by the General Plan and Development Code.

Designers and developers are urged to become familiar with these guidelines and to apply them throughout the design process to assure that the design, review, and permitting processes are as efficient as possible. No claim can be made that these guidelines encompass every possible technique for achieving a high level of design quality. It is important to note that the guidelines are a minimum starting point for quality development, and the designer is encouraged to use their own creativity and experience to improve upon the means for realizing this highest level of quality design. The guidelines do not seek to impose an overriding architectural style, a limited color palette, or an artificial design theme, but rather seek to promote the positive design characteristics currently found throughout the City.


### 3. How to Use These Design Guidelines

Property owners, developers, architects, designers, and contractors proposing a new development or redevelopment within Arcadia should first review the appropriate Development Code sections governing their property. They should then proceed to the Design Guidelines document applicable to their property's land use – whether Single-Family Residential, Multifamily Residential, Commercial/Mixed Use, Industrial, or Signage.

The goal of this document is to provide clear and useful recommendations for the design, construction, review, and approval of development in Arcadia. The guidelines are intended as a reference point for a common understanding of the minimum qualitative design expectations. The guidelines are offered as one way of achieving attractive and functional projects that compare favorably with established community standards. All development shall comply with the spirit and intent of the design guidelines presented.

The design guidelines may be interpreted with some flexibility in the application to specific projects, as not all design criteria may be appropriate for each project. In some circumstances, one guideline may be relaxed in order to accomplish another, more important guideline. The overall objective is to ensure that the intent and spirit of the design guidelines are followed and to attain the best possible design within reason.

A building or project should be designed to conform with a traditional and historically-recognized architectural style identified and supported by selected building elements and articulation. (Refer to Appendix A: Architectural Style Guide for descriptions, examples and details associated with architectural styles.) In addition, caution should be exercised when considering architectural styles that have recently become popular (i.e. “trendy”), but have not yet stood the test of time. Historic styles that cannot be faithfully replicated should be avoided. No single architectural theme is being promoted, but rather the emphasis is to promote compatibility. Many of the styles and patterns shown in the following pictures and graphic illustrations represent a concept of recommended building elements and details as opposed to a desired architectural character.

An essential goal of the General Plan and reinforced by the design guidelines is to ensure neighborhood compatibility. “No development exists in isolation. Every act of construction affects and is affected by its surroundings. Every development, therefore, should be evaluated for its compatibility in terms of use, scale, and aesthetics with the neighborhood or district in which it is located. For small projects, this area of influence may be considered to be as small as to only include the buildings directly next door. For large projects, one must consider entire blocks or corridors.” In order to ensure quality development within the City of Arcadia, these Design Guidelines have been created to promote new infill and redevelopment within the City while ensuring compatibility with existing uses. Guidelines that reinforce this objective are identified with a neighborhood symbol (  ). Together, these strategies reinforce the individual characteristics that continue to make Arcadia a desirable place to live.

Applicants pursuing the construction of a new or remodeled home should ensure that the community concerns and expectations are properly addressed within a proposal and the project is compatible with the surrounding homes in the neighborhood in which it is being proposed. Compatibility includes such terms as “architectural style, mass, scale, orientation, setback, and architectural elements such as texture, color, and building materials.” For ease of reference, these terms are defined in greater detail within Appendix B of this document.


The following are some of the primary, more prevalent issues that have become a cause for concern in recent project submittals and are important in ensuring new single-family development relating to existing neighborhood development patterns:

1. **Mass and Scale:** Inappropriate massing and scale are a key concern as large, two- story homes are replacing smaller, single- story homes throughout the City.
2. **Front Entry:** Excessively tall or flat entry porches can have a towering or monumental appearance that is inappropriate for most Arcadia neighborhoods.
3. **Garages:** Street-facing garages tend to be uninviting and have the potential to dominate the front elevation of a home.
4. **Architectural Style and Design:** Many new home proposals lack a coherent architectural style, attempt to combine too many different style elements, and/or have an architectural style that is incompatible with the surrounding homes.
5. **Additions and Accessory Buildings:** Additions, as opposed to new homes, have their own set of design challenges. Poorly- designed additions

and accessory buildings can ruin the character of an existing home.

6. **Colors and Materials:** The use of bright or strong paint colors and/or unnatural building materials can result in a house that looks out-of-place in a more traditional, established neighborhood setting.

7. **Landform and Tree Preservation:** Careless removal of mature trees and severe grading of hillside properties shows little regard for a site’s natural attributes and degrades neighborhood character.

In addition, the General Plan stresses the importance of a sustainable future for Arcadia that includes strategies to conserve and enhance local resources and safeguard the environment. In addition to providing strong examples of good general design principles, this document provides designers and builders with guidance on “sustainable” design. Conventional design and construction methods can produce buildings that contribute to excessive resource consumption, that generate waste, and that are expensive to operate. The guidelines contained within this document reinforce this objective and promote site and building design elements that utilize green building practices and materials, preserve existing tree canopy and native vegetation, promote pervious surfaces, reduce or better distribute travel demand, encourage amenities that support transit and other alternative forms of transportation, including bicycling and walking, and support mixed-use development that provides opportunities for employment and commercial uses adjacent to residential units. “Sustainability” principles which can improve the environmental performance of a project without forcing excessive costs on builders or developers have been marked with the symbol of a leaf (  ).



---

## 4. Applicability to Other City Documents

This document is a tool for implementing the City of Arcadia's General Plan and Development Code. While the Design Guidelines contained herein are not intended to supersede the requirements of the Development Code, applicants should not assume that a project will be approved by merely adhering to the City's minimum zoning standards and development regulations. Rather, these Design Guidelines provide additional guidance to aid applicants in the design of single-family projects in order to ensure the high-quality development desired by the City and the community.

## B. DESIGN GUIDELINES





### SINGLE-FAMILY RESIDENTIAL



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development should be designed to adhere to the following objectives and the supporting guidelines provided.

- Objective 1:** *Protect the character of single-family residential neighborhoods through the preservation and improvement of their character-defining features.*
- Objective 2:** *Create a streetscape presence that is visually pleasing through site planning and building form and orientation while also maintaining neighborhood character.*
- Objective 3:** *Ensure new homes and home additions are consistent in architectural style, scale, massing, features, and quality as the surrounding neighborhood.*
- Objective 4:** *Preserve natural topography of a site.*
- Objective 5:** *Balance the aesthetics and use of landscape areas with the need to reduce water use in planting design.*



## 1. Site Planning Principles and Neighborhood Context



a. The location, configuration, size, and design of new buildings and structures, or the alteration or enlargement of existing structures, should be visually harmonious with their respective sites and compatible with the character and quality of their surroundings.



b. Natural amenities such as views, trees, and other similar features unique to the site should be preserved and incorporated into development proposals, when feasible.



c. In neighborhoods with an established architectural style or pattern(s), new homes or remodels should enhance the neighborhood character. The stronger the existing neighborhood pattern, the more important it is for an applicant to reinforce and respect those existing patterns.

d. Setbacks, heights, proportions, rooflines, and architectural features of new construction should complement the building orientation and architectural style.

e. Street-facing façades on a corner lot should develop a strong street presence by continuing detailing and articulation found on the primary building façade.

f. In neighborhoods with existing, smaller homes, new homes should be designed with a greater first floor area with additional setbacks at the second story of the new structure.



g. Side yard setbacks, beyond the minimum required, are encouraged when a new, two-story home is proposed adjacent to an existing one-story home.

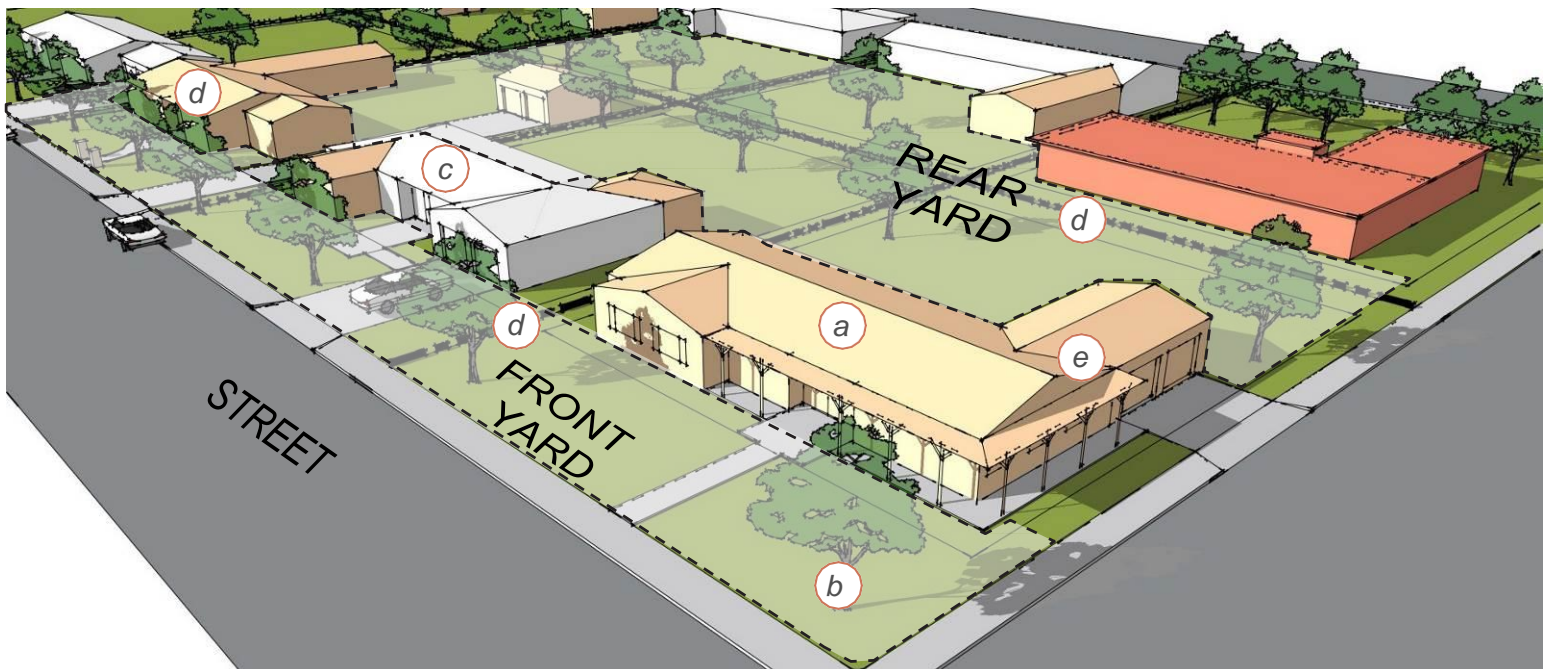
h. Building footprints should vary within the required setbacks in order to provide ample open space on a property.



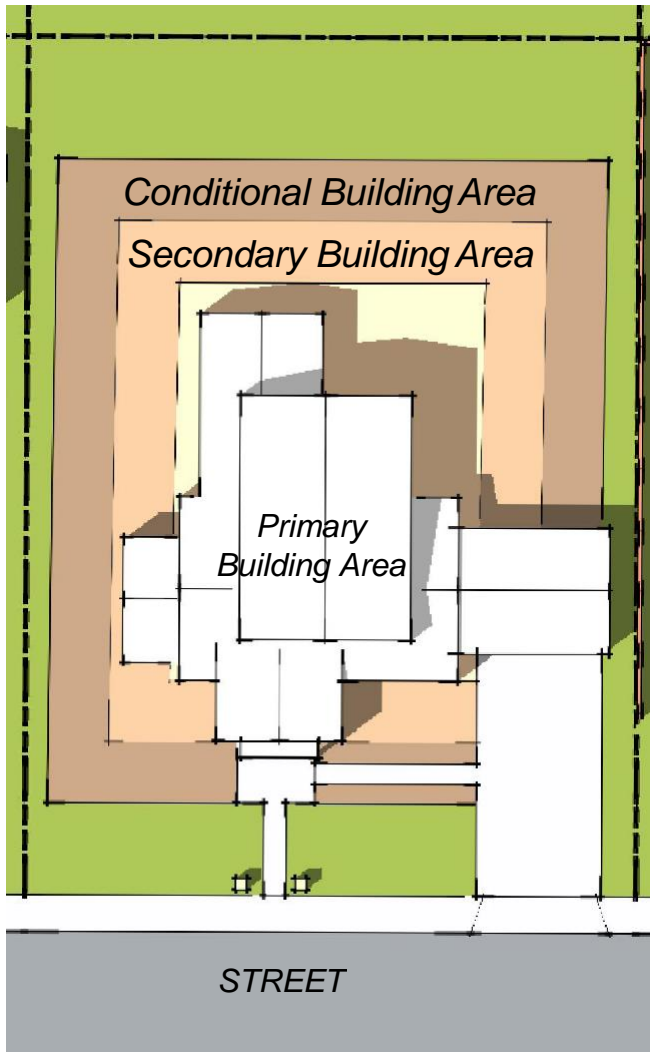
i. Construction of new homes and additions to existing homes should consider the potential for impacts on privacy of neighbors.



j. Structures should be positioned on a site to minimize the blocking of sun access to actively used outdoor areas on adjacent properties.



Site Planning Principles

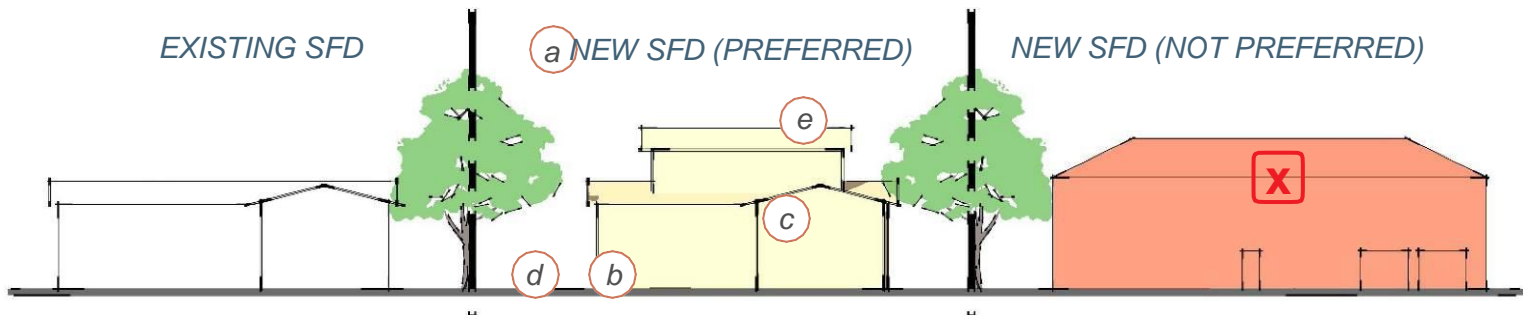


**Lot Organization Diagram.** This diagram illustrates the described lot organization definitions

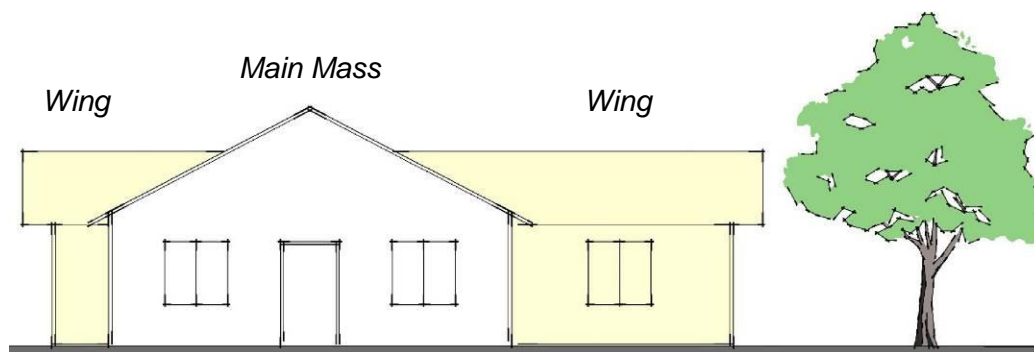
## 2. Forms and Mass

- a. *Lot Organization Diagram:* Defining a series of “Lot Areas” that inform the location, size, and scale of building and site elements are characterized in the siting and massing of structures, depicted in the Figure below. The Figure defines the boundaries of the following Lot Areas:
  - *Primary Building Area:* The Primary Building Area is the central component of the lot, with greater massing elements allowed in this area.
  - *Secondary Building Area:* The Secondary Building Area surrounds the Primary Building Area, where building wings and accessory structures are located. Side extensions or wings and dormers should mimic roof pitch, however, recede in size and location to the Primary Building Area mass.
  - *Conditional Building Area:* The area surrounding the Secondary Building Area, with the outer edges defined by the minimum setbacks per the Arcadia Development Code.

- b. The primary mass of a home should be clearly defined, street-facing, and setback from the front property line in alignment with houses immediately adjacent on both sides of the property.
- c. Wings or side extension masses should be considerably shorter and narrower than the primary mass of a home with a clear and defined roof form. They should not be merely a setback of a single, large massing element; rather they should be sized, shaped, and configured to respond to the interior functions of the rooms which they contain.
- d. The overuse of tacked-on building forms attached to the primary mass of a home should be avoided.
- e. The building base should visually anchor the building by appearing more massive than the upper stories.
- f. Cantilevered forms are generally discouraged, particularly when they are used without aesthetic justification.
- g. Building elements that emphasize a structure's verticality are generally discouraged.
- h. Homes located on corner lots should locate building mass on both the primary and secondary street frontages that address both street faces.
- i. Where a new second-story home or addition is proposed within a predominately one-story neighborhood, second-story massing should be located to the rear or side of a home to minimize the appearance of the second-story.
- j. Proposed height and bulk should respect existing structures on neighboring properties and not overwhelm them with disproportionate size and scale.



Example using General Neighborhood Design Principles



Mass Diagram. This diagram portrays the general concept of a primary mass and wing/side extension mass(es)

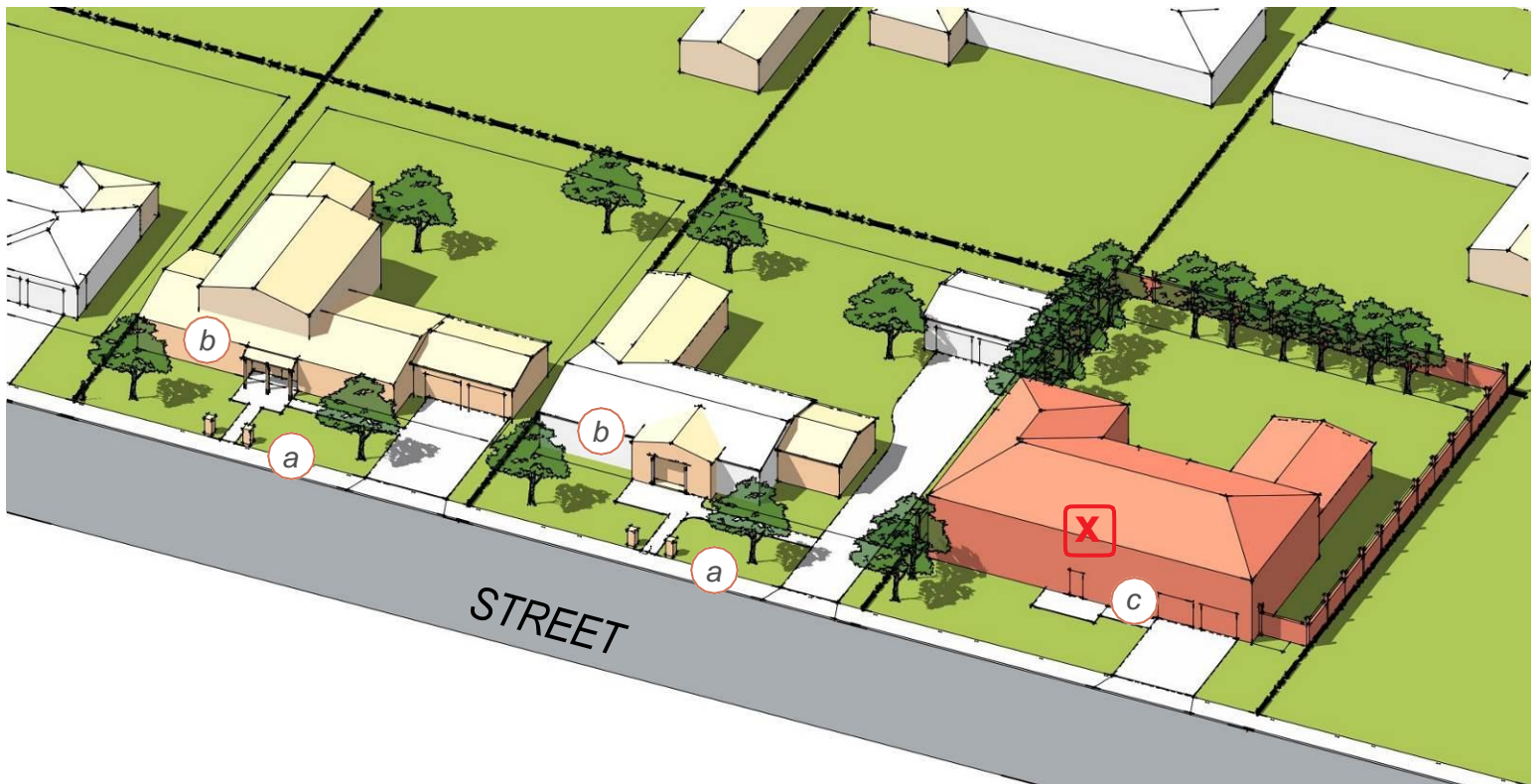




*Street and sidewalk edges, stone detailing, and landscaping are continued to maintain neighborhood frontage conditions*

## 3. Frontage Conditions

- a. The predominant treatment of street and sidewalk edges, landscaping, or other design techniques within an existing neighborhood should be continued in the design of new homes.
- b. Homes should be located in a manner compatible with the existing on-site relationship to the street of the surrounding neighborhood.
- c. Homes should not have significantly greater height and bulk at the front of a property than that of adjacent homes.



*Recommended Frontage Conditions*

#### 4. Garages and Driveways

- a. The garage façade should be set back from the front façade of the house to give visual prominence to the house over the garage.
- b. Garages placed in front of the main house should be side-loaded with the highest level of window and architectural detailing oriented towards the street.
- c. Where detached garages exist in a neighborhood, new homes should consider locating detached garages at the rear of the lot in order to reduce the mass and scale of the house along the street frontage.
- d. Garage doors should be recessed from the garage façade, to the extent feasible, to add shadow and visual interest.
- e. Driveways should be enhanced utilizing different textures including, but not limited to, stamped concrete, pavers, or grass-crete. Landscape pockets should be provided adjacent to buildings and walls or fencing along driveways.
- f. Where circular driveways are proposed, they should be integrated within the design of the property and connect to the street in two locations, aiding in defining a front yard area.
- g. Driveways should be no wider than necessary to provide for safe and efficient vehicular access to the property in order to minimize the need for excessive paving.



*Garage Conditions Diagram*



### 5. Architectural Styles

- a. A clear and distinctive architectural style should be selected. Refer to Appendix A for typical character and detail treatments for several architectural styles appropriate to Arcadia. All design features, proportions, and detailing should be consistent with the chosen architectural style.
- b. Floor plans should be designed to allow proper placement and sizing of windows to complement the chosen architectural style.
- c. Consistency and/or complementary architectural styles should be maintained within an existing neighborhood context.





*Architectural style is clearly defined and executed based on the chosen style elements and detailing*



*Design features, proportions, and detailing consistent with chosen architectural style*



## 6. Height, Bulk, and Scale

- a. Simple building massing and roof forms should be utilized to maintain traditional architectural styles.
- b. Complex floor plans should be avoided when they lead to complicated building masses and roof forms.
- c. Symmetry in design can sometimes create a home that is monumental and too massive. The balanced effect created by symmetry can be achieved with a more subtle design.
-  d. Second floor massing should be stepped back to minimize impacts on adjacent neighbors and the streetscape.
- e. Eaves should be provided at the first-floor level of a front façade to minimize the appearance of a structure's massing in predominantly one-story neighborhoods, as compared to architectural styles with two-story, blank front façades.
-  f. Proposed first and second floor plate heights should consider existing plate heights established within the immediate neighborhood.
- g. Tall, long, unbroken, and blank front façades should be avoided, especially when immediate homes in the neighborhood have greater articulation along front façades.
- h. Monumental scaled forms (e.g. tower or turrets) that contrast with the street presence of the existing neighborhood should be minimized.
- i. All façades facing a street should provide a sense of human scale and be proportionate to the pedestrian.
- j. A structure's size and bulk should complement the predominant massing types of the neighborhood.



*Simple massing and roof forms used to strengthen traditional architecture styles*




*Second-story massing setback from front of home to minimize overall appearance*



*Eaves provided at first-floor level of building's front façade minimize appearance of massing*

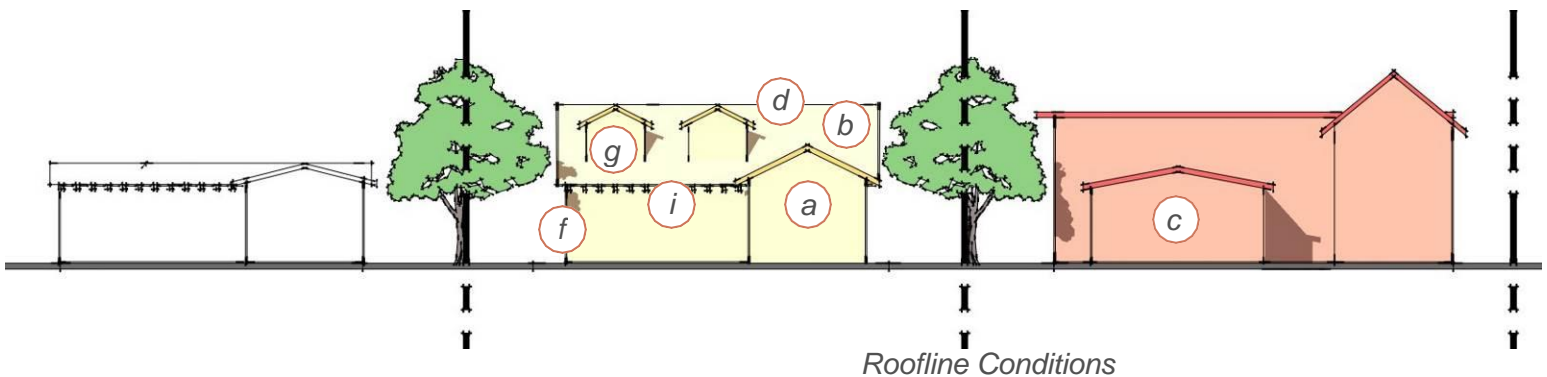
## 7. Rooflines

- a. Roof plans, overhangs, colors, and materials should be consistent with the chosen architectural style.
- b. Roof forms and pitches on new homes should be similar to those utilized on surrounding homes.
- c. Combining two different roof pitches is discouraged.
- d. Traditional roof forms such as gables, hips, and dormers are encouraged. More severe roof forms such as domes, steep chalet gables, and flat roofs are generally discouraged.
- e. Encouraged roof types include: concrete tile, two-piece barrel tile, and class A architectural dimension asphalt shingles.
- f. Discouraged roof types include: built-up and torch down roofs, rock roofing applied over an approved built-up roof, corrugated metal and fiberglass roofing panels, standing seam and similar metal roofing panels, and gravel roofs.
- g. Dormers, cross gables, and other decorative roof features are encouraged provided that they are an integral part of the overall roof design and work within the building's architectural style.
- h. Gable dormers, single or multiple, should avoid exceeding more than half of the total roof width. Shed dormers may be wider.
- i. Exposed rafter tails and/or other roof elements are encouraged to express detail and rhythm.
- j. Excessive use of corbels or brackets should be avoided. If utilized, the placement and design of corbels or brackets should be carefully considered.
- k. Bubble or dome-shaped skylights are discouraged.
- l.  Similar roof forms and pitches found within the immediate neighborhood should be incorporated into new home designs.



EXISTING SFD

NEW SFD (PREFERRED)

NEW SFD (NOT PREFERRED)



## 8. Entries

- a. When entry porches are prevalent in the immediate neighborhood of a project site, similar entry types (e.g., projecting or under eave) should be integrated into the front façade design of new homes.
- b. In general, large, formal entries that are out of scale and proportion with the rest of the home should be avoided.
- c. Entry designs greater than one-story are strongly discouraged.
-  d. Porches should be complementary of the eave heights of adjacent homes.
- e. Entry roofs should follow the same pitch as the adjacent roofs. Flat roof porches are generally discouraged.
- f. Recessed depth of entry alcoves and projecting depth of entry roofs should be large enough, relative to the house, to provide the appearance of shelter.
- g. There should be no vertical or architectural elements located above the entries that emphasize the scale and massing of the structure.
- h. Front entry doors and decorative elements such as roofs, moldings, columns, posts, lighting, benches, and planters should be architecturally compatible with the style of the house.
- i. The primary entry, or front door, to a home should be visible from and oriented to the street.
-  j. Primary entries to a residence should be of similar orientation and scale to that of the immediate neighborhood.



*Entry and porch clearly defined through use of single-story roof elements*



*Example of architecturally compatible entry feature oriented to street*



*Entry designs greater than one-story are discouraged*

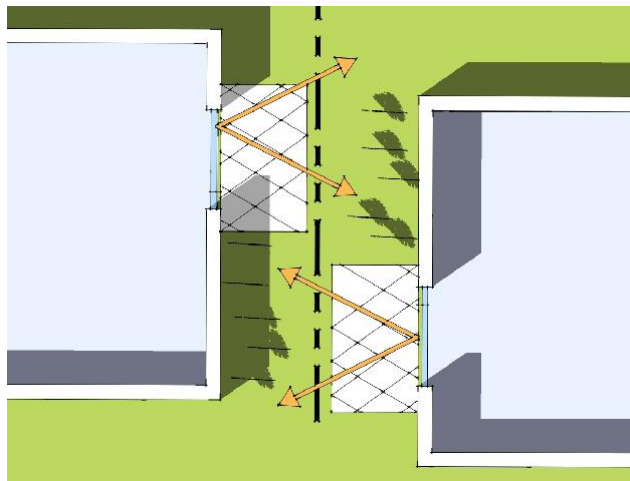




*Windows should align to provide balance on each building elevation*



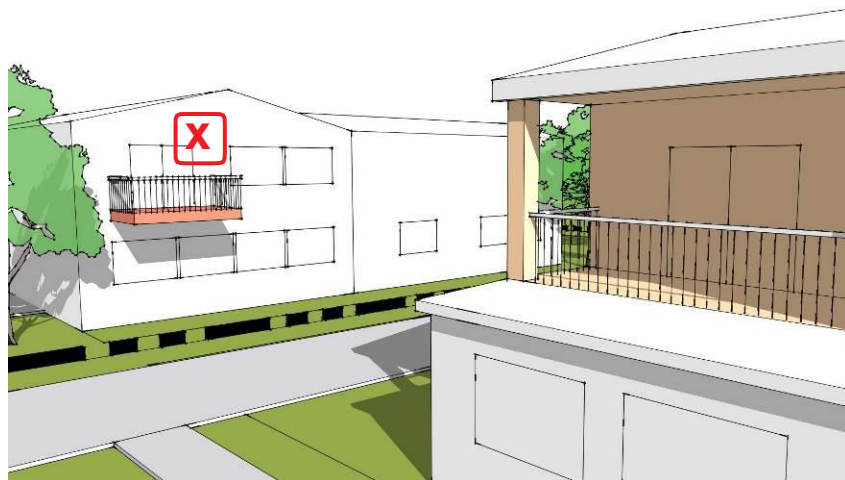
*Windows and doors complementary of architectural style*



*Windows offset on new home (right) to minimize views onto neighboring property (left)*

## 9. Windows and Doors

- a. Building façades should be well-articulated with window and door types, including material, shape, and proportion, complementary of the chosen architectural style.
- b. Two-story-high windows tend to emphasize the mass and verticality of a building and should be avoided. This is especially true of two-story window bays.
- c. Windows should be articulated with detailing such as sills, trim, brackets, shutters, or awnings appropriate to the chosen architectural style.
- d. Where appropriate to the architectural style, windows should be recessed a minimum of two (2) inches from the building wall to create shadow and depth on a building façade.
- e. Any shutters utilized in conjunction with windows should be proportionate to the windows on which they appear in order to appear functional.
- f. Windows should be aligned, whether horizontally or vertically, to provide balance on each building elevation.



*Second floor balconies incorporated into the massing of a home (right) minimize intrusion into adjacent yards, while protruding balconies (left) increase visibility of neighboring properties*

- g. Adequate spacing or “breathing room” should be provided between door/window trim and between wall edge/top of plate to enhance overall project design.
- h. Window and door changes on existing homes should match the existing windows/doors for architectural consistency. Alternatively, all windows and/or doors should be replaced to complement the architectural style of the house.
- i. Windows and second-floor balconies/decks should be located to minimize direct views into neighboring residences and actively-used outdoor spaces of neighboring properties.

## 10. Articulation

- a. Architectural detailing and articulation should be consistent with the chosen architectural style of a project.
- b. Large expanses of wall plane should be avoided. Techniques for varying wall planes include integration of vertical or horizontal recesses and projections.
- c. Building articulation should emphasize entries such as by use of overhangs, porches, and upgraded materials.
- d. Articulation should provide interest through the use of thoughtful integration of key elements while avoiding a disordered appearance.
- e. Decorative chimney caps are encouraged if appropriate for the architectural style of the building.

## 11. Façade Details

- a. Façade treatment relevant to the house’s architectural style should be carried throughout the entire house with each façade and any accessory structure.



*Porches, materials, color, and detailing enhance chosen architectural style*



*Brackets, window detailing, and material changes enhance architectural style*



*Decorative features can add detail to a façade and are encouraged*





*Use of architectural features including chimney, moldings, and railing*



*Balanced use of architectural details*



*Example of a balanced colors and materials palette with multiple colors and materials involved*

- b. Architectural features such as decorative moldings, windows, dormers, chimneys, balconies and railings, and landscaped elements such as lattices, can add detail to a façade and are encouraged as long as they respect the scale and dignity of traditional house design.
- c. Detailing that make a residence appear too ornate or monumental for its surroundings are strongly discouraged. Such details may include quoins, elaborate columns and pilasters, balusters, dentils, and keystones.
- d. Details with a false appearance, such as plant-on window shutters and foam wall ornaments and columns are discouraged.
- e. Random and/or mixing of decorative or ornamental detailing should be avoided, as the result is often a chaotic visual appearance of architectural styles.
- f. Surface detailing, such as score lines and color changes, are not a sufficient material integration or distinct scale and massing substitute. Large areas of flat or blank walls are strongly discouraged.
- g. Large or prominent front elevation balconies are discouraged unless they are an integral part of the building's architectural style.

## 12. Colors and Materials

- a. Colors and materials should be applied in an authentic manner on all sides of the home in a complementary manner in order to reinforce the chosen architectural style.
- b. Piecemeal embellishment and frequent changes in colors and materials should be avoided.



- c. For new structures, repeating colors and materials found in neighboring homes is encouraged.
- d. Buildings with large walls should have a subtle base color. The base color on smaller buildings, or those with more elaborate detail, can use slightly stronger tones. In general, the larger and simpler the house design, the more subtle the color should be to reduce the massiveness of large wall planes.



- c. Earth tones are best-suited and are appropriate for most of the architectural designs found in the City. The use of strong or bright, unnatural colors, including the salmon and pink hues and the bright “white on white” color schemes for exterior stucco, wood siding, trim doors and shutters should be avoided. However, the use of contrasting, natural colors can be appropriate for accent use, such as for shutters and doors.
- d. Appropriate materials for walls and façades include stucco and wood siding, as well as more decorative materials such as stone, tile, split-faced block, and brick.
- e. Stucco and plaster finishes should be consistent with the architectural style of the structure. The use of rough stucco finishes is discouraged.
- f. Natural materials such as brick, stone, copper, etc., are preferred and should remain in their natural state or color.
- g. Stone and brick veneer with a false appearance should be avoided.
- h. Material changes should occur in conjunction with changes in the plane of the façade to avoid a “tacked-on” appearance.
- i. Accent and trim elements should be differentiated from the colors and materials of the primary surface through color and/or material changes.
- j. Roofing materials with glossy surfaces appear unnatural and are strongly discouraged.
- k. Existing natural clay tile roofs should be replaced with the same material. For other repairs, remodels, and additions, care should be taken in the selection of material and installation to match as closely as possible with the color of the “aged” tiles.
- l. Exposed gutters and downspouts, unless designed as an outstanding architectural feature of the overall theme, should be colored to match fascia or wall material.



*Natural stone material terminates at inside corner, appearing integral to building structure*



*Earth tones are best suited for designs found in the City*



*Accent and trim elements should be differentiated from colors and materials of primary surface*



*Exterior lighting architecturally compatible with home and is shielded downward to minimize spillover onto adjacent properties*



*Second story addition maintains stylistic and detailed elements of original home*

## 13. Accessory Lighting

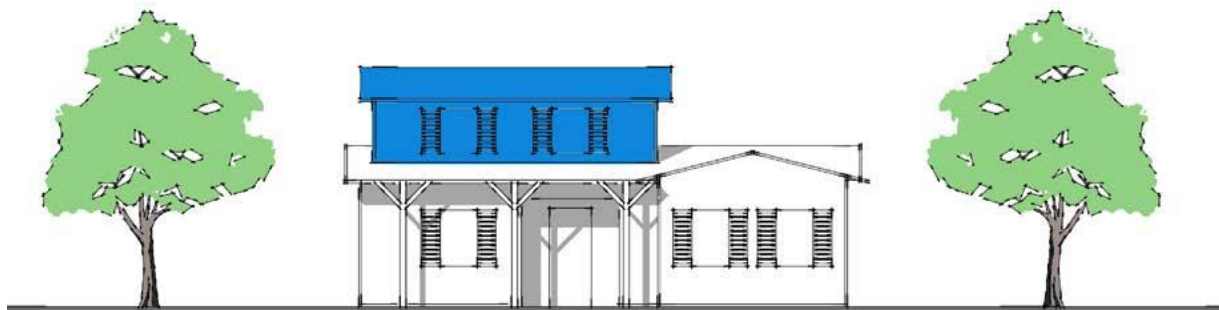


- Exterior lighting should be shielded and directed downward or to a specific object(s) or areas to avoid spillover onto adjacent properties.
- Exterior light fixtures should be architecturally compatible with the main structure.
- Accent lighting should be utilized to illuminate walkways, entries, and/or trees.
- Any fixtures that are lighted upward should employ the lowest wattage necessary to minimize night sky impacts.



## 14. Additions, Alterations, and Accessory Buildings/Structures

- Additions to existing homes or new accessory buildings/structures should be consistent with the architectural style and detailing of a home in terms of materials, finishes, colors, windows, doors, siding, or roof tiles.
- Piecemeal embellishment and frequent changes in materials should be avoided. All façades of a home should utilize the same vocabulary of material and color.
- Accessory buildings/structures should ensure adherence to the requirements set forth within the Arcadia Development Code for Single-Family Residential Zones.



*Building Addition Diagram. Second story addition continues architectural style and detailing through the use of similar materials such as windows and shutters*



- d. When proposed, accessory buildings/structures should be smaller in mass and height to the main structure.
- e. In order to enhance the privacy of neighboring properties, landscaped setbacks should be provided between any accessory buildings and neighboring properties.



## 15. Hillside Properties



- a. Residences proposed within hillside areas should incorporate architecture, massing, scale, form, color, roof materials, and landscaping that reflect the natural hillside setting.
- b. Homes and accessory buildings/structures should not be located at the crest, ridgeline, or top of a hill in order to maintain the visual character of hillsides.
- c. Siting of a new home uphill, near an existing home, can create a silhouetting effect that can potentially obstruct views currently enjoyed by an uphill home. To minimize potential view impacts on existing homes, developments should incorporate one or more of the following site planning strategies:



- Tuck structures into hillsides;
- Locate structure on lower portion(s) of a hillside lot;
- Terrace homes utilizing the slope. Use split-level and multi-level plans on hillside lots;
- Incorporate earth tone and natural colors for the structure's exterior roofing materials, fencing, and walls to blend into the natural terrain;
- Perimeter fencing on hillside properties should be visually open (e.g., split rail, picket, post and cable, etc.) to maximize views.



*Accessory structure visually secondary to primary structure*





*Structure tucked into hillside to minimize silhouetting on homes below*



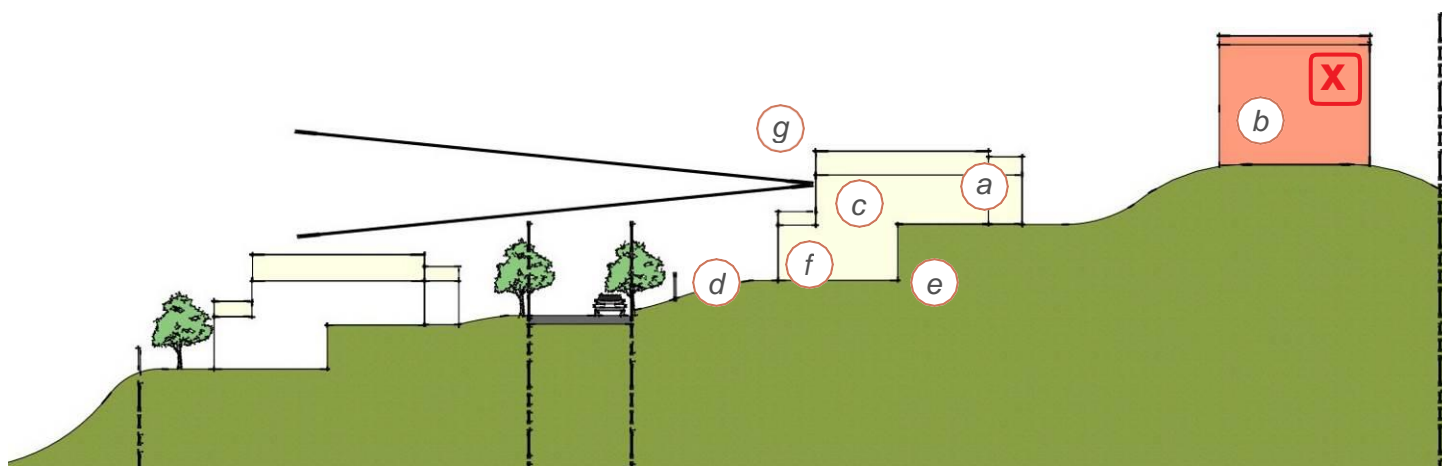
*Structure sited to transition with hillside*



-  d. To the maximum extent feasible, structures should be sited to naturally transition with the existing topography. Safe and sound grading, drainage, and engineering principles should be applied.
-  e. The proposed design of the structure on a hillside, including minimal grading of the site, should incorporate development techniques which demonstrate sensitivity to the natural terrain, such as split-level design or second story step-backs from downhill slopes, reduced building pads, and roof pitches that parallel existing slopes.
- f. Structures supported on open forms of underpinnings, such as poles, should be integrated with the under-structure systems of the overall structure design. Areas under the structure should be appropriately screened or incorporated into the architectural massing in a manner that minimizes the appearance of a long, unbroken wall plane.



*Split-level design reduces need for intensive grading of a site, maintaining natural terrain*



*Hillside Conditions*

## 16. Fences, Walls, Gates, and Hedges

- a. Walls and fences for courtyards and the perimeter of a property should be designed in a style, material, and color that complement the residence and the overall project design.
- b. Fences and walls should be made of high-quality materials, such as wood, brick, stone, wrought iron, vinyl, or textured concrete block (e.g. split-face, scored, slump stone). Wrought iron fences should have iron posts and/or brick or stone piers.
- c. Bare precision block walls are generally discouraged. Plain concrete block with a stucco finish that match the architectural style of a residence may be acceptable.
- d. Where stone or brick walls are proposed, they should remain in their natural character.
- e. Fences and walls, when connected to a building should complement one another in terms of their material, color, and detailing. When fences and walls are not connected to a building, they should be integrated into the landscape as an integral component of the design.
- f. Front yard fencing and walls are discouraged in neighborhoods where fencing/walls are not already present.
- g. In neighborhoods where front yard fencing and walls are present, new front yard fencing/walls should be open and simple and be consistent with the neighborhood in terms of architectural style of the home, level of detailing, etc.
- h. Both sides of all perimeter fences or walls of a property should be architecturally treated.
- i. On lots with existing fences and walls, any new fences/walls proposed should match or be compatible with the existing fences/walls.



*Front yard fencing and walls are compatible with the materials and colors of the residence enhancing the overall design aesthetic*

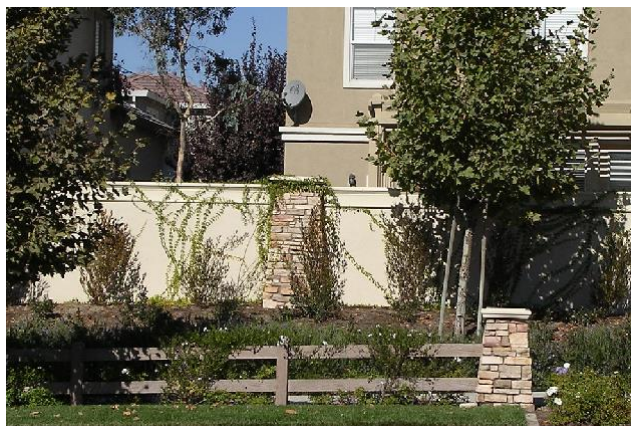


*Fences should be made of high-quality materials*



*The use of landscaping to soften the visual impact of walls and fences is encouraged when visible from the public right-of-way*





*On lots with existing walls or fences, new walls or fences should be compatible with existing*



*Existing trees in good condition should be preserved*



*The use of decorative hardscape materials are encouraged*

- j. The use of clinging vines, shrubs, and trees to soften the visual impact of walls and fences is encouraged, especially when visible from the public right-of-way.
- k. Walls and fences should add visual interest and prove to be an enhanced site feature.

## 17. Impervious Coverage and Landscape Areas



- a. Landscape design should be an integral part of the overall project design and be complementary to the architecture of a home. The landscape design should also fit in with the neighborhood and the surrounding environment.

- b. Existing trees in good condition should be preserved whenever possible.



- c. To the extent feasible, applicants should pursue use of drought-tolerant, and low water using plantings within a projects landscape design. Some integration of moderate water using plantings may be acceptable as long as a project water allowance remains under applicable WELO requirements.



- d. Low impact development (LID) strategies, such as permeable paving, vegetated swales, and/or infiltration areas, should be incorporated into the design of all projects.
- e. Landscaping should be utilized to define outdoor spaces while also softening the transition of a building's appearance at the ground plane.
- f. Trees and/or screening hedges should be utilized along property lines to provide screening and enhance privacy. However, such landscaping should not obscure the entire view of the building.
- g. Design of front yard areas should provide a balance between landscape and hardscape, while also balancing both impervious and permeable surfaces. Permeable hardscape materials are encouraged.



- h. The use of decorative hardscape materials, such as brick, flagstone, interlocking pavers, tile, stamped or colored concrete, and decomposed granite, are encouraged.
- i. In order to promote “walkable” neighborhoods, a pedestrian path should be provided to the front door connecting to the public sidewalk and separate from the driveway. Where no public sidewalk exists, pedestrian paths should continue to the street.
- j. Landscape planters lining driveways, walkways, and property lines are encouraged.
- k. Drought-tolerant and low water-using planting design should utilize a variety of drought resistant grasses, turf substitutes, or ground covers that maintain the appearance of a living, continuous planting area. Desert landscapes or rock garden designs are strongly discouraged.
- l. Landscaping should be layered with low planting used in the foreground proceeding back to the tallest in the background.
- m. Large planting sizes (36-inch box or greater), shrubs (5-gallon and 15-gallon), and groundcover are recommended to make a new dwelling look established and soften the visual impact of a build’s mass.
- n. Planting designs should take into account the long-term growth and expected maturity of trees, shrubs, and ground cover landscaping on a site. Plantings should also be grouped based on similar water, nutrient, and sun needs to ensure long-term growth and maturity.



*Example of impervious surface integrated into a driveway*



*Example of a drought-tolerant focused landscape*



*Large planting sizes and groundcover are recommended for new dwellings to soften the visual impact of building’s mass and give an established appearance*

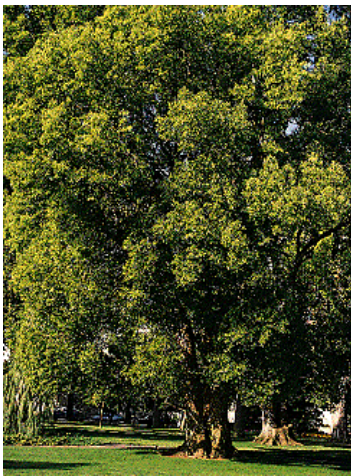


## 18. Sample Planting Palette

The following sample planting palette is provided to give homeowners, designers, and landscape architects an idea of planting types appropriate to the City. Planting palettes should seek to conserve existing, established plant materials when designing a new planting palette for a home, where feasible. Also, borrowing from the existing planting theme from the surrounding neighborhood context of a home ensures the proposed landscape design fits into the existing context.

Recommended plantings include the following; however additional planting selections that are appropriate to the City are also encouraged:

(\* denotes trees that need a large area for root growth)



*Cinnamomum camphora* (Camphor Tree)



*Quercus agrifolia* (Coast Live Oak)



*Olea europaea* (Olive Tree)



*Lagerstroemia indica* (Crape Myrtle)

### Canopy Trees:

- *Cinnamomum camphora* (Camphor Tree)\*
- *Pistachia chinensis* (Chinese Pistache)
- *Platanus acerifolia* (London Plane Tree)\*
- *Platanus racemosa* (California Sycamore)\*
- *Quercus agrifolia* (Coast Live Oak)\*
- *Quercus engelmanni* (Engelmann Oak)
- *Tipuana tipu* (Tipu Tree)

### Specimen Trees:

- *Agonis fluxuosa* (Peppermint Tree)
- *Ginkgo biloba* (Maidenhair Tree)
- *Olea europaea* (Olive Tree)
- *Pinus eldarica* (Afghan Pine)
- *Pinus pinea* (Italian Stone Pine)\*
- *Podocarpus gracilior* (Fern Pine)
- *Arbutus unedo* (Strawberry Tree)

### Flowering Trees:

- *Albizia julibrissin* 'Rosa' (Silk Tree)
- *Cassia leptophylla* (Gold Medallion Tree)
- *Cercis occidentalis* (Western Redbud)
- *Jacaranda mimosifolia* (Jacaranda)
- *Koelreuteria bipinnata* (Chinese Flame Tree)
- *Koelreuteria paniculata* (Goldenrain Tree)
- *Lagerstroemia indica* (Crape Myrtle)



- *Magnolia grandiflora*
- *Pyrus kawakamii* (Evergreen Pear)
- *Prunus cerasifera* (Flowering Plum)
- *Tabebuia impetiginosa* (Pink Trumpet Tree)
- *Brachychilton acerifolius* (Australian Flame Tree)
- *Chilopsis linearis* (Desert Willow)
- *Cotinus coggyria* (Smoke Tree)
- *Parkinsonia x Desert Museum* (Palo Verde Hybrid)

## Palm Trees:

- *Archontophoenix cunninghamiana* (King Palm)
- *Phoenix spp.* (Date Palm)
- *Washingtonia filifera* (California Fan Palm)
- *Brahae edulis* (Guadalupe Palm)
- *Syagrus romanzoffiana* (Queen Palm)

## Shrubs (\*denotes value as screening plant):

- *Prunus ilicifolia* (Catalina Cherry)
- *Azalea ssp.* (Azalea)
- *Arbutus unedo* (Strawberry Tree)
- *Alyogyne heugelii* & cvs (Blue Hibiscus)
- *Bamboo ssp.\**
- *Buddleia davidii* (Butterfly Bush)
- *Camellia ssp.* (Camellia)\*
- *Carpenteria californica* (Bush Anemone)
- *Cassia splendida* (Golden Wonder Senna)
- *Ceanothus var.* (Wild Lilac)
- *Cistus purpureus* (Orchid Rockrose)
- *Cocculus laurifolius* (Laurel Leaf)\*
- *Cotoneaster lacteus* (Red Clusterberry)
- *Echium fastuosum* (Pride of Madeira)
- *Escallonia ssp.\**
- *Euphorbia characias 'Wulfenii'* (Mediterranean Spurge)
- *Euphorbia rigida* (Silver Spurge)
- *Grevillea ssp.\**



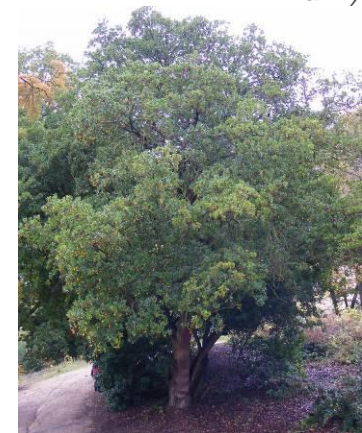
*Chilopsis linearis*  
(Desert Willow)



*Archontophoenix cunninghamiana* (King Palm)



*Washingtonia filifera*  
(California Fan Palm)



*Arbutus unedo*  
(Strawberry Tree)



*Buddleia davidii*  
(Butterfly Bush)



*Cocculus laurifolius*  
(Laurel Leaf)





*Hibiscus rosa-sinensis*  
(Chinese Hibiscus)\*



*Osmanthus fragrans*  
(Sweet Olive)



*Salvia leucophylla*  
(Purple Sage)



*Cistus salviifolius*  
(Sageleaf Rockrose)



*Liriope muscari*  
(Big Blue Lily Turf)



*Trachelospermum*  
*jasminoides* (Star  
Jasmine)

- *Hibiscus rosa-sinensis* (Chinese Hibiscus)\*
- *Lomandra longifolia* (Mat Rush)
- *Myrtus communis* (True Myrtle)\*
- *Osmanthus fragrans* (Sweet Olive)
- *Podocarpus henkelii* (Long-Leaf Yellow-Wood)
- *Prunus caroliniana* (Carolina Laurel Cherry)\*
- *Pyracantha* ssp. (Firethorn)\*
- *Rosa* ssp. (Rose)
- *Salvia leucophylla* (Purple Sage)
- *Salvia mellifera* (Black Sage)
- *Salvia apiana* (White Sage)
- *Zauschneria californica* (California Fuchsia)

### Groundcovers:

- *Arctostaphylos hookeri* (Monterey Manzanita)
- *Ceanothus griseus horizontalis* (Carmel Creeper)
- *Cistus salviifolius* (Sageleaf Rockrose)
- *Cotoneaster dammeri* (Lowfast Bearberry)
- *Dymondia margaretae* (Silver Carpet)
- *Lantana* spp.
- *Liriope muscari* (Big Blue Lily Turf)
- *Mahonia repens* (Creeping Mahonia)
- *Pelargonium peltatum* (Ivy Geranium)
- *Rosmarinus officinalis* (Rosemary)
- *Salvia chamaedryoides* (Germander Sage)
- *Salvia 'Mrs Beard'* (Mrs. Beard Sage)
- *Santolina chamaecyparissus* (Lavender Cotton)
- *Trachelospermum jasminoides* (Star Jasmine)
- *Verbena* spp.

### Vines:

- *Bougainvillea* spp.
- *Distictis buccinatoria* (Blood-Red Trumpet Vine)
- *Distictis laxiflora* (Vanilla Trumpet Vine)



- *Distictis 'Rivers'* (Royal Trumpet Vine)
- *Jasminum polyanthum* (Jasmine)
- *Pyrostegia venusta* (Flame Vine)
- *Rosa cultivars* (Rose)
- *Thunbergia alata* (Black-eyed Susan Vine)

## Low Accent Plants:

- *Agapanthus* (Lily of the Nile)
- *Agave spp.*
- *Aloe spp.*
- *Anigozanthos species & cultivars* (Kangaroo Paw)
- *Bulbine Frutescens*
- *Hemerocallis hybrids* (Daylily)
- *Iris spp.*
- *Kniphofia uvaria* (Red-hot Poker)
- *Lavandula spp.* (Lavender)
- *Penstemon spectabilis* (Showy Penstemon)
- *Salvia Greggii* (Autumn Sage)

## Ornamental Grass:

- *Muhlenbergia rigens* (Deer Grass)
- *Muhlenbergia capillaris* (Pink Muhly)
- *Bouteloua gracillis* (Blue Grama Grass)
- *Festuca californica* (California Fescue)
- *Festuca idahoensis* (Idahoe Fescue)
- *Leymus condensatus 'Canyon Prince'* (Canyon Prince Wild Rye)

*Pyrostegia venusta*  
(Flame Vine)



*Thunbergia alata*  
(Black-eyed Susan Vine)



*Bulbine Frutescens*



*Kniphofia uvaria*  
(Red-hot Poker)



(Deer Grass)



(Pink Muhly)



*This page left intentionally blank.*



# APPENDIX A - ARCHITECTURAL STYLE GUIDE

## Introduction

Arcadia, like most other California cities, has a mix of architectural styles within its residential neighborhoods. Design feature consistency within traditional styles such as Ranch, American Colonial, Spanish, etc., has served Arcadia well because it has enlivened the City with architectural variety while maintaining a distinctly traditional neighborhood character.

In recognition of the value of architectural diversity, the City does not seek to dictate which individual architectural styles are allowed, but rather promote an awareness of what makes different elements work together to make a successful and universally recognized style. Strict adherence to a single architectural style is not required; however, combining too many elements from several disparate styles often results in an incoherent design and is strongly discouraged. Generally, the City recommends selecting a single architectural style as a starting point in the design process. The overall architectural style should be compatible with the surrounding neighborhood. The use of similar features, colors, and materials found in nearby homes is encouraged.

## Tiers of Architectural Review

Included below are three tiers representing the prominence of architectural styles found within neighborhoods throughout the City. For example, in more traditional neighborhoods, Tier 1 architectural styles are found to be prominent and most appropriate for new development. Whereas in more eclectic neighborhoods, the architectural styles listed in Tier 1 through Tier 3 would be considered appropriate for new development.

Regardless of the architectural style proposed, applicants should refer to the following pages that list some of the typical architectural styles found in and around Arcadia and their successful characteristics.

### *TIER 1*

1. Traditional Ranch
2. Colonial/American Traditional
3. Spanish

### *TIER 2*

4. Mediterranean (Italianate, Tuscan, etc.)
5. Craftsman
6. Prairie

### *TIER 3*

7. French
8. Contemporary or Modern
9. Tudor or Cape Cod

## TRADITIONAL RANCH TIER 1



Traditional Ranch combines characteristics of other styles in the City's guidelines. It has the straightforward massing and detailing of the Tudor or Cottage style, along with the rustic materials of the Craftsman style. Emphasis on the horizontal is important, and extension of the Traditional Ranch style to two stories dilutes its distinction from the other aforementioned styles. Ranch style is particularly characteristic of Arcadia's mid-century boom years, creating a comfortable suburban setting surviving to the current day and influencing the approach recommended for all styles.

TRADITIONAL RANCH		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple, horizontal massing</li> <li>• Modest entry expression – roof or alcove</li> <li>• Broad one-story shape</li> </ul>	<ul style="list-style-type: none"> <li>• Usually built low to the ground</li> <li>• Garage typically attached to main facade</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Shallow pitched roof – gable and shed</li> <li>• Low-pitched without dormers</li> <li>• Open eave (rafter exposed or boxed)</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco or clapboard walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Wood window frames, or metal with recessed windows</li> <li>• Double-hung, casement, sliding and/or awning styles</li> <li>• Large picture window usually present</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Simple molding profiles</li> <li>• Shutters</li> <li>• Decorative wrought iron</li> </ul>	<ul style="list-style-type: none"> <li>• Simple, low masonry planters</li> <li>• Outdoor patios</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• More contrast between roof and walls than between field and trim</li> </ul>	

## COLONIAL/AMERICAN TRADITIONAL TIER 1



Colonial or American Traditional style uses plain massing and fine detailing. Wood is used for the siding, and fine millwork traditionally is used sparingly, but efficiently for expressing detailed elements. Modest scale is important for detail work, including semicircular vents, window trim, window panes and muntins, and fascia boards with open soffits. Simplicity is important in the roof form, principally gable or shed.

COLONIAL OR AMERICAN TRADITIONAL	
<i>Form:</i>	<ul style="list-style-type: none"> <li>Simple form, at least for the primary part of the home</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Moderate to steep roofs – gable or shed</li> <li>Compound roof pitch (gambrel) part of tradition</li> <li>Detailed molding and cornice profiles</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Shingle or clapboard walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Moderate to broad frames</li> <li>Small panes</li> <li>Double-hung sashes, usually with multi-pane glazing in one or both sashes</li> <li>Frequently in adjacent pairs</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>Small, finely detailed fascia boards, vents, and other details</li> <li>Details part of functional elements rather than applied</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Usually pale walls; contrasting trim optional</li> <li>Dark roofs</li> </ul>



## SPANISH TIER 1



Spanish styles – Colonial, Mission Revival, and Monterey among other variants – emerged as the dominant style in Southern California during the 1920s building boom. Its adaptability to different building programs has made it a perennial favorite. The adaptability results from intentional design characteristics:

- 1) The use of large, simple massing components to achieve simplicity;
- 2) The discreet use of well-placed, well-designed, and well-executed details. When combined with the simple massing, which would otherwise be dull, the details create an integrated design that is rich and expressive. Pergolas and other garden structures are also used to complement and mitigate the overall building mass.

SPANISH		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Low mass moderates any two-story mass</li> <li>• Arches (deep)</li> <li>• Courtyards</li> <li>• Wide front balcony on Monterey variant</li> </ul>	<ul style="list-style-type: none"> <li>• Arcades</li> <li>• Pergolas</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Barrel tile roofs – shed, hip, gable</li> <li>• Flat shingles or tiles on Monterey variant</li> <li>• Heavy exposed dark beams</li> <li>• Shallow to moderate slopes (4:12 to 6:12), usually with little to no eave overhang</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Recessed windows with minimal frames</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Decorative vents</li> <li>• Iron accents and balconies</li> </ul>	
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Pale walls customary</li> <li>• Roof may be light, medium, or dark</li> </ul>	<ul style="list-style-type: none"> <li>• Brown or other rich trim color</li> </ul>

## CRAFTSMAN TIER 2



The Craftsman style is a descendant of the Cottage Style and is particularly identified with California due to the influence of the Greene brothers in Pasadena and Bernard Maybeck in the San Francisco region.

The rustic look of Craftsman architecture relies on a spacious exterior – great porches and overhangs – as well as the use of stained wood, dark colors, and rustic supporting materials of river rock and rough brick. Massing can be very simple on a small Craftsman, which will likely focus entirely on its front porch and gable, or much more complex on a large Craftsman with variation of massing elements and angles.

CRAFTSMAN		
<i>Form:</i>	<ul style="list-style-type: none"> <li>Prominent porches (two sides common)</li> <li>Large, often tapered, porch columns</li> </ul>	<ul style="list-style-type: none"> <li>Second floor set in from first</li> <li>Complex massing on larger houses</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>Composition or flat tile roofs</li> <li>Shallow slopes – gable; some shed</li> <li>Broad eave overhangs (12 to 42 inches)</li> </ul>	<ul style="list-style-type: none"> <li>Rafters usually exposed</li> <li>Supported by tapered square columns</li> <li>Carved rafter tails &amp; brackets</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>Shingle or clapboard walls (stucco alternative)</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>Broad wooden window frames</li> <li>Fine division of panes, especially at top of window</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>Decorative vents</li> <li>Wood accents and balconies</li> </ul>	<ul style="list-style-type: none"> <li>Tapered posts</li> <li>Clinker (rough) brick or river rock</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>Dark warm colors</li> </ul>	



## PRAIRIE TIER 2



The Prairie style originated in Chicago, with examples concentrated in the early 20<sup>th</sup> century Chicago suburbs, most noteworthy in part due to Frank Lloyd Wright's work in this style. Spread by pattern books and popular magazines, Prairie-style homes are of the few indigenous American styles.

Typically, two-stories, Prairie-style homes incorporate one-story porches or wings with low-pitched roofs and widely overhanging eaves, usually boxed. Prairie-style houses typically integrate strong, masonry piers to support porch roofs and emphasize horizontal lines. Additional detailing, such as tall casement windows, horizontal wall material patterns, and broad flat chimneys, among others, further emphasizes the horizontal nature of this style.

PRAIRIE		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Typically, two stories, with one-story porches/wings; porte-cocheres common</li> <li>• Cubic or otherwise geometric in form</li> <li>• Top half of upper story emphasized, often with different material/color</li> </ul>	
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Low-pitched with widely overhanging eaves, typically boxed</li> <li>• Gable or hipped roof, symmetrical or asymmetrical</li> <li>• Dormers common</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Contrasting wall materials or trim emphasizing the upper part of the upper story</li> <li>• Stucco, stone, or brick walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Casement windows, double-hung – often tall in shape</li> <li>• Geometric patterns of small-pane window glazing</li> </ul>	<ul style="list-style-type: none"> <li>• Often continuous sill below second-story windows</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Façade detailing emphasizes horizontal lines</li> <li>• Decorative friezes or door surrounds with stylization</li> <li>• Massive, square porch supports with elaborations</li> </ul>	<ul style="list-style-type: none"> <li>• Contrasting wood trim feature</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Wide use of natural colors; contrasting darker trim</li> </ul>	



## MEDITERRANEAN (ITALIANATE, TUSCAN, ETC.) TIER 2



The Mediterranean style incorporates elements of the Spanish Revival, Italianate, and Tuscan styles, and began to be incorporated frequently in the early 20<sup>th</sup> century in Southern California. Simple forms comprise the symmetrical, primary façade of the home, often with a tower feature. Shallow to moderately sloping gable or hip roofs, at times multi-level, are typical, with wide overhang eaves and decorative brackets. Walls are comprised of stucco and/or stone, with windows varying in style – often with recesses and/or arched or curved detailing (lintel) above. Additional detailing includes simple chimneys with elaborate spark arrestor, decorative vents, and wrought iron accents and balconies.

MEDITERRANEAN (ITALIANATE, TUSCAN, ETC.)		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Two-stories, rarely one-story</li> <li>• Simple forms comprise a symmetrical, primary façade</li> <li>• Tower feature at front façade common</li> </ul>	
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Shallow to moderate slopes – gable or hip</li> <li>• Multi-level roofs common eaves with decorative</li> </ul>	<ul style="list-style-type: none"> <li>• Moderate to widely overhanging</li> <li>• Tile roofing brackets beneath</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco or stone walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Variety of window styles – typical styling includes tall, narrow windows</li> <li>• Recessed windows common, with or without frames</li> <li>• Commonly arched or curved detailing (lintel) above</li> </ul>	
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Simple chimneys with more elaborate spark arrestor detailing</li> <li>• Decorative vents</li> </ul>	<ul style="list-style-type: none"> <li>• Wrought iron accents and balconies</li> <li>• Raised terrace(s)</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Pale primary wall colors</li> <li>• Roof may be light, medium, or dark</li> </ul>	<ul style="list-style-type: none"> <li>• Brown or other rich trim</li> </ul>

## FRENCH TIER 3



French design is distinct from the Classical style in its application of a few distinctive features. Most characteristic are mansard roofs, which are always steeply pitched and either straight or curved. That curve is normally concave, but convex curves may also be appropriate. Ornate metalwork is another hallmark, usually applied in a linear manner as balcony balustrades, or as fascia boards along eaves, but in some instances used structurally for columns. Used in moderation, French style works particularly well with Classical and Spanish styles. In an eclectic neighborhood, it is the quality of the design rather than its feature set that allows wildly divergent styles to work together well, and French design is within that mix.

FRENCH	
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Symmetrical entry</li> <li>• Terraced massing optional</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Flat tile roofs</li> <li>• Steep slopes – mansard dominant</li> <li>• Detailed parapets</li> <li>• Dormers common</li> <li>• Eaves commonly flared upward at roof-wall junction</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Brick, stone, or stucco wall cladding, sometimes with false half-timbering</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Recessed windows with minimal frames</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Curved iron accents and balconies</li> <li>• Thin, detailed moldings</li> <li>• Decorative vents</li> </ul>
<i>Color:</i>	<ul style="list-style-type: none"> <li>• Pale walls and trim; any shade for roof</li> </ul>



## CONTEMPORARY OR MODERN TIER 3



Modern houses tend to emphasize strong horizontal and vertical planes, express layering of planes and spaces, and interweave interior and exterior spaces. Together, these design elements can produce compelling and dramatic effects. When introduced into a neighborhood of more traditional styles, however, modern houses often present too great a contrast or too little in terms of humanizing detail to fit the setting. Modern styles are encouraged if they involve the best characteristics of the style – the layering and indoor/outdoor interweaving - as well as avoiding the visual conflicts with traditional styles that too often occur. Landscape screening, an important component of both modern architecture and harmonizing differing styles, will be taken into special account in evaluating modern designs.

CONTEMPORARY OR MODERN	
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple, horizontal massing</li> <li>• Pronounced entry expression – roof or alcove</li> <li>• Deep layering of wall and window planes</li> <li>• Intermingling of exterior and interior space</li> </ul>
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Flat roof, and/or shallow pitch – gable and shed</li> <li>• Roof beams exposed</li> </ul>
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Stucco or other smooth walls</li> </ul>
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Wood window frames, or metal with recessed windows</li> <li>• Generally present in gable ends</li> </ul>
<i>Details:</i>	<ul style="list-style-type: none"> <li>• Subtle colors except optional fine accent lines</li> <li>• Natural amenities (wood, stone, brick, or occasionally concrete block)</li> </ul>
<i>Color</i>	<ul style="list-style-type: none"> <li>• Neutral colors, earth tones</li> <li>• Dark accents and exposed wood.</li> </ul>



## TUDOR OR CAPE COD TIER 3



The Tudor or Cape Cod architectural styles are common throughout the United States. Both styles are characterized by steeply pitched roofs with side gables. One of the most distinctive characteristics of the Tudor style is the decorative half-timbering, while the Cape Cod style is known to utilize shingle or clapboard siding. Straightforward massing is also used in each, and details are simple but highly visible, such as wide window trim, plain fascia boards, and simple exposed soffits.

TUDOR OR COTTAGE		
<i>Form:</i>	<ul style="list-style-type: none"> <li>• Simple massing</li> <li>• Entry expression may be modest</li> <li>• Rustic tile roof</li> </ul>	
<i>Roof:</i>	<ul style="list-style-type: none"> <li>• Moderate to steep roof pitch</li> <li>• Shed or gable roof</li> <li>• Usually side-gabled (less commonly hipped or front gabled)</li> </ul>	
<i>Walls:</i>	<ul style="list-style-type: none"> <li>• Shingle, clapboard, or rustic walls</li> </ul>	
<i>Windows:</i>	<ul style="list-style-type: none"> <li>• Pronounced surrounds, wide or narrow</li> <li>• Tall, usually in multiple groups, with multi-pane glazing</li> <li>• Large, elaborate chimneys</li> </ul>	<ul style="list-style-type: none"> <li>• Recessed windows</li> <li>• Simple exposed soffits</li> </ul>
<i>Details</i>	<ul style="list-style-type: none"> <li>• Minimal overhangs</li> <li>• Exposed wood corbel,</li> </ul>	<ul style="list-style-type: none"> <li>• Wood beam trim</li> <li>• Siding</li> </ul>
<i>Color</i>	<ul style="list-style-type: none"> <li>• White and cream stucco</li> <li>• Brick or stone accent</li> </ul>	<ul style="list-style-type: none"> <li>• Neutral and earth tones</li> </ul>

## APPENDIX B - GLOSSARY OF TERMS

**Accessory Building/Structure:** A structure that is physically detached from, secondary and incidental to, and commonly associated with the primary structure.

**Alcove:** A small area cut out of a larger mass, such as an entry porch.

**Architectural Review Board (ARB):** The body which conducts design review for each of the five Homeowners Associations (HOA), recognized by City Council Resolution 6670.

**Articulation:** Use of different planes, surfaces, and forms to define an interesting and attractive building or component of a building.

**Asymmetry:** Different on one side than on the other.

**Balustrades:** The combination of handrail, spindles (balusters), baserail and newels, which together form a railing system that enclose one or both sides of a staircase.

**Cantilever:** A portion of a building extending out beyond its supporting wall or column.

**Chamfer:** A beveled corner which is formed in concrete work by placing a triangular or curved insert in the corner of the form.

**Clipped eaves:** Eaves that have a minimal projection over the wall below.

**Conditional Building Area:** The area surrounding the Secondary Building Area, the outer edges of which are defined by the minimum setbacks per the Arcadia Zoning Regulations, where scaled-down wings and accessory structures may be located upon Architectural Review Board approval.

**Context:** The character-defining surroundings of a site.

**Cupola:** A small structure, enclosed but with openings/fenestration, placed on the top of a building's roof.

**Dormer:** A structure with walls extending up from a roof, typically housing one or more windows.

**Eave:** The extension of a roof beyond an exterior wall, with no enclosed area underneath it.

**Eclectic:** Of mixed styles.

**Elevation:** A two-dimensional view of the front, side, or rear of a building or wall.

**Façade:** See Elevation.

**Fascia:** The board enclosing the edge of an eave.

**Gable Wall:** A wall beneath the exposed end of one or more sloping roofs.

**Guidelines:** A set of recommendations that are applied as appropriate to each project or development situation to meet certain objectives and achieve attractive and functional designs.

**Hardscape & Impervious Surfaces:** Pavement and other ground treatments other than plant materials.

**Integrity:** Having enough consistency to be perceived as an “integral” unit.

**Layering:** Having different elements in different planes, forming layers, rather than a simple wall.

**Mansionization:** Building a house too big for the size of the lot, or too ornate or formal in its appearance.

**Mass:** The overall perceived size of a building, affected by not only its dimension, but also the way its walls, roofs, and façade elements are designed.

**Mission or Barrel Tile:** A half-circular roof tile that is used alternatively face-up and face-down.

**Modulation:** Varying the depth and other characteristics of a wall or roof to improve its appearance through breaking up its length and mass.

**Monumentality:** The appearance of trying to appear too important or imposing for its context.

**Muntins:** Narrow strips that form a division between window panes.

**Nested Gables:** One gable placed beneath another, usually off-center.

**Overdesigned:** Too ornate for its size or surroundings.

**Pilaster:** A column (structural or decorative) that is placed against a wall.

**Pitch:** The slope of a roof, expressed in inches of rise against 12 inches run (as in 4:12).

**Porch:** A prominent entry, including any roof above.

**Porte-Cochere:** A roofed structure, open on the sides, extending over a driveway.

**Primary Building Area:** The heart of the lot where permitted massing elements may be up to the maximum size identified in these guidelines.

**Primary Living Area (PLA):** Primary Living Area (PLA) shall mean that portion of a residence to be the main gathering and entertainment room used by residents and guests at the residence.

**Project:** Physical work upon a property requiring City approval.



**Quoins:** Large squared stones, such as buttresses, set at the angles of a building; the external corner of a building.

**Ridgeline:** A ridgeline is the top of a hill, ridge, or promontory, which drops or slopes down on at least one side.

**S-tile:** A roof tile attempting to simulate the effect of mission or barrel tile with multiple curves.

**Scale:** Size relative to other portions of building, landscape, or surroundings, or to viewers.

**Secondary Building Area:** The area surrounding the Primary Building Area, where buildings wings and accessory structures may be located

**Shed Roof:** A simple roof of a single slope.

**Site Amenities:** Benches, fountains, garden structures, and other features added to an open space to enhance its use and enjoyment.

**Soffit:** The underside of an eave.

**Street Presence:** The combination of building façades, public and private frontages, landscape, trees, side-walks, streets, and the activity within these areas that generate the physical character as viewed within the public right-of-way.

**Substantial:** Having enough visual depth to appear visually and structurally sound.

**Surrounds:** Ornamental projecting surfaces around a window and/or door.

**Symmetry:** The same on both sides.

**Underdesigned:** Too simple to offer interest to the viewer.

**Wings:** A secondary volume of a building where the primary volume is referred to as the main mass.

DRAFT | JUNE 2019

# MULTIFAMILY RESIDENTIAL DESIGN GUIDELINES





THIS PAGE LEFT INTENTIONALLY BLANK.



# ACKNOWLEDGMENTS

## **CITY COUNCIL**

April Verlato, Mayor

Roger Chandler, Mayor Pro Tem

Peter Amundson, Council Member

Tom Beck, Council Member

Sho Tay, Council Member

## **PLANNING COMMISSION**

Brad Thompson, Chair

Deborah Lewis, Vice Chair

Ken Chan, Commissioner

Zi Lin, Commissioner

Marilynne Wilander, Commissioner

# SPECIAL THANKS

## **LEAD CITY STAFF**

Jason Kruckeberg, Assistant City Manager/Development Services Director

Lisa Flores, Planning & Community Development Administrator

Jordan Chamberlin, Associate Planner

## **SUPPORTING CITY STAFF**

Dominic Lazzaretto, City Manager

Luis Torrico, Senior Planner

Vanessa Quiroz, Associate Planner

## **CONSULTANT TO THE CITY**

RRM Design Group



---

THIS PAGE LEFT INTENTIONALLY BLANK.

# TABLE OF CONTENTS

<b>A. INTRODUCTION.....</b>	<b>1</b>
1. Introduction.....	2
2. How These Design Guidelines are Applied .....	2
3. How to Use These Design Guidelines .....	3
4. Applicability to Other City Documents.....	4
<b>B. DESIGN GUIDELINES.....</b>	<b>5</b>
1. Site Planning and Building Placement.....	7
2. Accessibility and Street Scene .....	8
3. Walls and Fences.....	9
4. Massing and Scale.....	10
5. Architectural Style .....	11
6. Rooflines .....	11
7. Articulation .....	12
8. Entries .....	12
9. Windows and Doors.....	13
10. Colors and Materials.....	14
11. Private and Common Open Space .....	15
12. Landscaping .....	15
13. Amenities .....	17
14. Equipment and Service Areas .....	18





---

THIS PAGE LEFT INTENTIONALLY BLANK.





## A. INTRODUCTION



## 1. Introduction

The City of Arcadia's General Plan and Development Code promotes high quality design in buildings, landscape, signage, public realm, and open space areas. These documents also identify community design principles applicable to the City's ongoing redevelopment, including 'Creating Identifiable Places', 'Improving the Public Realm', and 'Improving the Private Realm'. The General Plan stresses the importance of quality in design and the impact that site design and building form has on enhancing the visual image of Arcadia and establishing places that people enjoy. The design guidelines contained within this document have been written to reinforce these goals and objectives and provides general guidelines for any addition, remodel, or construction within any multi-family land use district.

"Arcadia's single-family and multifamily residential neighborhoods have given the City its identity as a Community of Homes. The City protects and preserves the character and quality of its neighborhoods by requiring harmonious design, careful planning, and the integration of sustainable principles". Primary objectives associated with developing a quality project within Arcadia include designing within the established neighborhood context and relationship to the street, promoting pedestrian activity, minimizing appearance of driveways and parking lots, ensuring high-quality architecture, providing open spaces for public and private gathering and pedestrian spaces, and improving the streetscape environment. Multifamily residential projects should respect and consider the scale and character of adjacent neighborhoods and developments through maintaining views, appropriate building scale and orientation, proximity to adjacent land uses, driveway locations, noise and lighting mitigations, and landscape buffering.

## 2. How These Design Guidelines are Applied

These Design Guidelines will be utilized during the City's development review process to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of an applicant in response to existing site conditions. Each subsection of the Design Guidelines contains design objectives followed by applicable design guidelines that direct users to desired design strategies for development or redevelopment of their property. These objectives seek to highlight the major factors affecting the development of a particular land use while also reinforcing direction provided by the General Plan and Development Code.

Designers and developers are urged to become familiar with these guidelines and to apply them throughout the design process to assure that the design, review, and permitting processes are as efficient as possible. No claim can be made that these guidelines encompass every possible technique for achieving a high level of design quality. It is important to note that the guidelines are a minimum starting point for quality development and the designer is encouraged to use their own creativity and experience to improve upon the means for realizing this highest level of quality design. The guidelines do not seek to impose an overriding architectural style, a limited color palette, or an artificial design theme, but rather seek to promote the positive design characteristics currently found throughout the City.




### 3. How to Use These Design Guidelines

Property owners, developers, architects, designers, and contractors proposing a new development or redevelopment within Arcadia should first review the appropriate Development Code sections governing their property. They should then proceed to the Design Guidelines document applicable to their property's land use – whether Single-Family Residential, Multifamily Residential, Commercial/Mixed Use, or Industrial, as well as, Signage.

The goal of this document is to provide clear and useful recommendations for the design, construction, review, and approval of development in Arcadia. The guidelines are intended as a reference point for a common understanding of the minimum qualitative design expectations. The guidelines are offered as one way of achieving attractive and functional projects that compare favorably with established community standards. All development shall comply with the spirit and intent of the design guidelines presented.

The design guidelines may be interpreted with some flexibility in the application to specific projects, as not all design criteria may be appropriate for each project. In some circumstances, one guideline may be relaxed in order to accomplish another, more important, guideline. The overall objective is to ensure that the intent and spirit of the design guidelines are followed and to attain the best possible design within reason.

A building or project should be designed to conform with a traditional and historically recognized architectural style identified and supported by selected building elements and articulation. In addition, caution should be exercised when considering architectural styles that have recently become popular (i.e. “trendy”), but have not yet stood the test of time. Historic styles that cannot be faithfully replicated should be avoided. No single architectural theme is being promoted, but rather the emphasis is to promote variety. Many of the styles and patterns shown in the following pictures and graphic illustrations represent a concept of recommended building elements and details as opposed to a desired architectural character.

An essential goal of the General Plan and reinforced by the design guidelines is to ensure neighborhood compatibility. “No development exists in isolation. Every act of construction affects and is affected by its surroundings. Every development, therefore, should be evaluated for its compatibility in terms of use, scale, and aesthetics with the neighborhood or district in which it is located. For small projects, this area of influence may be considered to be as small as to only include the buildings directly next door. For large projects, one must consider entire blocks or corridors”. In order to ensure quality development within the City of Arcadia, these Design Guidelines have been created to promote new infill and redevelopment within the City while ensuring compatibility with existing uses. Guidelines that reinforce this objective are identified with a neighborhood symbol (  ). Together, these strategies reinforce the individual characteristics that continue to make Arcadia a desirable place to live.

In addition, the General Plan stresses the importance of a sustainable future for Arcadia that includes strategies to conserve and enhance local resources and safeguard the environment. In addition to providing strong examples of good general design principles, this document provides designers and builders with guidance on “Sustainable” design. Conventional design and construction methods can produce buildings that contribute to excessive resource consumption, that generate waste, and that are expensive to operate. The guidelines contained within this document reinforce this objective and promote site and building design elements that utilize green building practices and materials, preserve existing tree canopy and native vegetation, promote pervious surfaces, reduce or better distribute travel demand, and encourages amenities that support transit and other alternative forms of transportation, including bicycling and walking. “Sustainability” principles which can improve the environmental performance of a project without forcing excessive costs on builders or developers have been marked with the symbol of a leaf (🌿).

## 4. Applicability to Other City Documents

This document is a tool for implementing the City of Arcadia’s General Plan and Development Code. While the Design Guidelines contained herein are not intended to supersede the requirements of the Development Code, applicants should not assume that a project will be approved by merely adhering to the City’s minimum zoning standards and development regulations. Rather, these Design Guidelines provide additional guidance to aide applicants in the design of multi-family projects in order to ensure the high-quality development desired by the City and the community.



## B. DESIGN GUIDELINES



### MULTIFAMILY RESIDENTIAL



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development shall be designed to adhere to the following objectives and the supporting guidelines provided.

**Objective 1:** *Ensure new construction, additions, renovations are sensitive to neighborhood context and are visually and functionally integrated and consistent in scale, massing and character with structures in the surrounding neighborhood.*

**Objective 2:** *Provide interest to the “street scene” within the development and give as open a feel as possible to the site.*

**Objective 3:** *Utilize high-quality design and detail to enhance the visual character, quality, and uniqueness of the City's neighborhoods and districts.*

**Objective 4:** *Ensure projects are built with quality materials that will physically endure and provide a positive long-term living environment for residents.*

**Objective 5:** *Provide a variety of open spaces of different sizes and shapes that perform different functions on the site, including contiguous areas large enough to be used for both active and passive recreation.*

**Objective 6:** *Develop landscaping that is compatible with the City's water efficient landscape ordinance.*

**Objective 7:** *Provide amenities that make a multifamily development a fully functional residential community.*

**Objective 8:** *Design equipment and service areas as an integral part of the project to be buffered or screened from public view and neighboring properties*

## 1. Site Planning and Building Placement



- a. The location and configuration of new or remodeled structures should be compatible with neighboring sites and structures.



- b. Natural amenities such as views, trees, and similar features unique to the site should be preserved and incorporated into development proposals.
- c. Multiple buildings in a single project are preferred in order to create building clusters that achieve a smaller scale and create opportunities for plazas while preventing long repetitive rows of buildings.



- d. Potential privacy-sensitive areas on adjacent parcels should be identified on the site plan, and details should be provided on how the proposed design has addressed them.



- e. The design of buildings, driveways, loading facilities, parking areas, signs, landscaping, lighting, solar facilities, and other site features should show adequate consideration for the visual effect of the development upon adjacent properties.



- f. Buffers, such as landscaped setbacks, should be integrated to protect surrounding properties from noise, vibration, odor, and other factors that may have an adverse effect on the environment.



- g. Windows should be offset from windows of adjacent residences to prevent direct sight-lines to windows and/or outdoor living spaces, especially upper story windows that look down into lower story windows or actively used outdoor areas on adjacent properties.



- h. Decks and balconies should be located and designed to minimize potential privacy-sensitive issues on adjacent parcels and within a development.



- i. Decks and balconies should be incorporated into the massing of the home, rather than protruding out of the home, in order to enhance privacy.



*A combination of single- and multi-story elements aides in variation of massing and building height*



*Minimize unfiltered and direct views into neighboring properties through window and floor plan layout*



*Balconies oriented away from adjacent private areas*





*Articulation provides interest while helping to separate units and improve privacy of balconies*



*Site layout featuring informal public space area behind residential buildings*



*Buildings placed to create a “street scene” along an interior drive aisle*



- j. The use of large, blank walls as a method to address privacy impacts is not acceptable.
- k. Buildings, parking areas, and open space should be arranged to minimize the use of sound walls next to freeway, rail corridor, arterial, and/or collector streets.

## 2. Accessibility and Street Scene

- a. Site layout and building placement should ensure pedestrian connectivity and encourage activity and/or informal interactions within public spaces.
- b. Clear, safe pedestrian access should be provided from parking areas to building entrances with pedestrian walkways. Pedestrian sidewalks and walkways should be parallel to parking drive aisles minimizing the need for pedestrians to cross parking drive aisles.
- c. On-site pedestrian circulation systems should connect to off-site public sidewalks, transit, and neighboring properties.
- d. Where applicable, alleys should be utilized to provide access to parking and service areas.
- e. Where appropriate, developments should coordinate access/egress points with existing median openings and driveways.
- f. Entry driveways should be located away from street intersections and adjacent property lines, where feasible. Reciprocal access agreements are strongly encouraged to minimize curb cuts and enhance the pedestrian environment.
- g. Primary vehicular entries into a multifamily project should be through an entry driveway using identifiable colored, textured, and/or permeable paving treatments. Driveways designed to “split” or that are located through the center of a project are discouraged.
- h. A clearly visible and well-designed project entry should be created by incorporating low walls, decorative paving, accent landscaping, and signage to visually link the project site entry to the building(s).



- i. Semi-subterranean parking is strongly discouraged when it results in a blank wall or lack of pedestrian access at the street frontage.
- j. Decorative paving materials and/or use of colored sidewalk and pavement areas should be utilized at pedestrian and/or automobile contact zones to provide definition to pedestrian space.
- k. Where a parking garage is proposed, it should be wrapped with residential units to allow for continuation of the street scene.
- l. Long, straight driveways and long motor courts should be avoided using curvilinear approaches, landscaping, or similar strategies.
- m. Driveways should be enhanced using different textures, including but not limited to, stamped or scored concrete, pavers, or grass-crete.
- n. Buildings and plazas should be oriented towards the site's primary public street and placed at the property lines (back of sidewalk) to define the street frontage and pedestrian areas.
- o. Landscape pockets should be provided along driveways adjacent to buildings and walls, where feasible.
- p. Lighting, plantings, benches, public art, trellises, and/or other elements should be provided to enhance the pedestrian environment.



*Decorative paving utilized at pedestrian and automobile contact zone*



*Primary entry defined by accent landscaping and visible signage*

## 3. Walls and Fences

- a. Walls and fences should add visual interest and enhance the site.
- b. Walls and fences should be designed in a style, material, and color that complements the dwelling units and project design.
- c. Both sides of all perimeter walls or fences should be architecturally treated. Walls should be finished and designed to complement the surrounding development. Long expanses of fence or wall surfaces should be offset and architecturally designed to prevent monotony, and landscape pockets should be provided.



*Curvilinear driveway creates visual interest along drive aisle*



*Large building expanse broken into small-scale units and building elements*



*Multifamily building featuring proper placement and sizing of windows to complement architectural style*



*Scale buildings in relation to and proportionate to adjacent buildings*

- d. Materials such as wood, wrought iron, and stone should be used. Natural colors that are consistent with the architectural theme are encouraged.
- e. Stone and brick walls should remain the natural color.

#### 4. Massing and Scale



- a. The size and design of new or remodeled structures should be compatible with neighboring sites and structures.
- b. A clear, distinctive, and historically recognized architectural style should be selected by the applicant. All design features and detailing should be balanced and proportionate while maintaining consistency with the chosen architectural style.
- c. Four-sided architectural massing is required. Emphasis should be placed on scale along building frontage. All façades should be given equal design consideration.
- d. Large buildings should be broken into small-scale units.
- e. Efforts should be made to reduce the physical mass of buildings. The upper levels of buildings should be set back from the street to make the building appear less imposing at the pedestrian level.
- f. A combination of single and multi-story elements is encouraged to create variation in massing and building heights.
- g. Surface detailing, such as score lines and colors changes, are not considered a substitute for material integration and distinctive massing and scale.
- h. The height and bulk of proposed buildings and structures on the site should be in scale and in proportion with the height and bulk of buildings and structures on surrounding sites and should not visually dominate the site or the neighborhood.





## 5. Architectural Style

- a. A clear, distinctive, and historically recognized architectural style should be selected by the applicant.
- b. Newly popularized or “trendy” architectural styles should be avoided. Similarly, historic architectural styles that cannot be authentically reproduced should be avoided.
- c. Architectural elements consistent with the chosen style should be applied on all sides of the building(s), not just the front facade.
- d. Scale and massing should be appropriate to the chosen architectural style.
- e. Regardless of architectural style, all building designs should contribute to and complement the neighborhood character.



*Identify a clearly defined architectural style*



*Ensure roof forms and detailing are consistent with architectural style*



*Columns, recessed, and/or projected building elements should be encouraged*

## 6. Rooflines

- a. Roof forms should be consistent with the architectural style of the building.
- b. Special attention should be paid to the articulation of the rooftop portions of buildings, as long, unbroken, horizontal rooflines are not acceptable. Utilizing design features such as cross gables, roof decks and/or varying roof forms is encouraged to minimize the physical mass of a building.
- c. Parapets should not appear “tacked on” and should convey a sense of permanence. If the interior side of a parapet is visible from the pedestrian and/or motorist vantage point, it should be designed to be like the exposed façade. Parapets should generally be finished with cornices and/or other horizontal decoration depending on the chosen architectural style of the building.
- d. Rooftop equipment should be concealed from view and/or integrated within the architecture of the building.
- e. Deep eaves, overhangs, canopies, and other architectural features that provide shelter and shade are encouraged.





*Windows and detailing should be compatible with the architectural style of the building and feature quality molding and framing*



*Building entries promote pedestrian activity*



*Primary entries oriented toward common open space*

## 7. Articulation

- Large expanses of flat building walls should be avoided by providing sufficient building articulation. Vertical and horizontal wall articulation, including architectural indentations and/or projections, should be consistent with the chosen architectural style and be integrated into the overall building design to provide opportunity for shade, shadow, and visual relief.
- Unique architectural design features should be utilized on buildings located at street corners, such as taller building elements or architectural details.
- Exterior walls should include elements to provide depth and character. Elements may include windows, trellises, arcades, roof overhangs, recessed or projected massing, columns, balconies, wainscots, and/or awnings.
- Surface detailing, such as score lines and colors changes, are not considered a substitute for material integration.

## 8. Entries



- Building entrances should be easily identifiable and should face the street or a courtyard to promote pedestrian activity and continuation of building entries along streetscape.
- Entries should provide a sheltered area in front of the primary door. Entry roofs should follow the same pitch as adjacent roofs.
- When located at a corner of a public street, buildings should provide a prominent corner entry.
- Primary pedestrian entries to individual units should be enhanced using colored, textured, and/or unique paving materials appropriate to the design of the building proposed.
- Every building should contain at least one pedestrian entry that does not require access through a parking garage.

## 9. Windows and Doors

- a. Window and door types, materials, shapes, proportions, and detailing should be compatible with the architectural style of the building and should have quality molding and framing.
- b. Floor plans should be designed to allow proper placement and sizing of windows to complement the chosen architectural style. Windows should be placed with adequate spacing between window/door trim and wall edges/top plates.
- c. Garage doors facing the street are highly discouraged.
- d. Where appropriate to the architectural style, window detailing, such as sills, trim, shutter and/or awnings, should be utilized.
- e. Shutters should be proportionate in size to the windows to create the appearance of functionality.
- f. Awnings or prominent architectural features over building entrances should be utilized to provide a defined building entry that provides a sheltered area and orients residents and visitors.
- g. Where appropriate to the architectural style, windows and doors should be inset from the walls a minimum of two (2) inches to create shadow detailing and visual appeal.
- h. Replacement windows should be compatible to the overall building in style and material.
- i. Preferred window materials include:
  - Wood
  - Composite clad
  - Colored vinyl
  - Coated metal
- j. Anodized aluminum window material is discouraged.



*Window trims and sills improve overall building design*



*Window articulation and detailing is achieved through integrated sill, trim, and awning*



*Shutters should be proportionate in size to windows and create the appearance of functionality*





*A balanced color palette with neutral base colors*



*Wood, wrought iron, and stone balance building elements*




*Brick finish wrapping the exterior corner*

## 10. Colors and Materials

- a. A balanced color palette should be kept using the correct proportions between the neutral “base colors” and the brighter “accent colors” on each building. Buildings with large walls should have a subtle, yet darker, base color.
- b. Exposed metal flashing or trim should be anodized or painted to blend with the exterior colors of the building.
- c. Appropriate materials for walls and façades include, but are not limited to: stucco, stone, tile, split-faced block, brick, and wood siding.
- d. Facade treatment relevant to the architectural style should be carried throughout the entire building with each facade and any accessory structure.
- e. Architectural detailing should be included to add visual interest to the facade, but overly ornate detailing is discouraged.
- f. Encouraged roof types include: concrete tile, two-piece barrel tile, and class A asphalt shingles (preferably architectural dimension).
- g. Discouraged roof types include: built-up and torch down roofs, rock roofing applied over an approved built-up roof, corrugated metal and fiberglass roofing panels, standing seam and similar metal roofing panels, and gravel roofs.
- h. Finish materials should wrap the exterior corner and terminate at the inside corner. Such treatments will alleviate the appearance of a “wallpaper” application and will give a sense of permanence to a structure.
- i. The design of accessory structures, fences, and walls should be harmonious with the principal building and other buildings on the site and should utilize the same or similar colors and materials.
- j. Non-natural colors are discouraged.



## 11. Private and Common Open Space

- a. Open space should focus on areas that are usable to the residents and not merely remainder parcels with marginal utility.
- b. Residents of multi-family developments should have safe, efficient, and convenient access to usable open space, whether public or private, for recreation and social activities. Examples of amenities include common rooms, pools, sports facilities, and gyms.
- c. Where possible, connections should be provided between neighborhood parks and the larger community-wide park system, i.e. jogging and hiking trails, bicycle paths, etc.
- d. Bicycle and pedestrian pathways should access a project at visually pleasing locations rather than service areas.
- e. Infrastructure elements such as stormwater retention basins should be incorporated into the overall open space plan.
- f.  Roof decks should be oriented toward the street or onto common areas. Avoid upper-story decks that overlook onto neighboring properties. Where this cannot be avoided, install screening devices such as solid railing walls, frosted/opaque glass, or perimeter planters.





*Accessible linear park parallel to multifamily housing contributes to livable, active communities*



*Usable area of open space central to residential units*

## 12. Landscaping

-  a. Drought-tolerant landscape design should be integrated into all projects.
- b. Plant selection, soil preparation, planting layout, and irrigation systems should balance aesthetics with water conservation.
-  c. Low impact development (LID) strategies, such as permeable paving, vegetated swales, and/or infiltration areas, should be utilized.
- d. Landscape elements such as sun shelters, lighting, fountains, and paving materials are encouraged.



*Example of drought-tolerant landscaping*





*Landscaping incorporating a combination of low, medium, and tall materials along walkway*



*Landscaping areas should be provided to enhance pedestrian walkways*



*Trees provide a variety of texture, color, and form to planting areas*

- e. Large landscaped areas should include:
  - Pedestrian scaled lighting;
  - Plant materials and structures that provide shade, color, and contrast; and
  - Seating opportunities such as raised planters.
- f. Proposed projects should accommodate existing mature trees, where feasible, and should provide for their protection during construction.
- g. New landscaping materials should be of varying size and quality and designed to the scale of the project.
- h. Landscaping should contain a combination of low, medium, and tall plant materials as appropriate.
- i. Landscaping areas should be provided to enhance pedestrian walkways.
- j. Plant materials should be distributed throughout the site.
- k. Landscape design concepts should allow adequate spacing of plants for mature growth and complete coverage of planting areas.
- l. When planting space is limited, the use of raised planters, window boxes, potted plants, and climbing vines should be utilized.
- m. Where blank walls within a project cannot be avoided, planters and/or clinging vines should be used.
- n. Planting should be used to soften or screen parking areas, alleyways, and trash and service areas.
- o. Deciduous and evergreen trees should be used to provide a variety of texture, color, and form in planting areas.
- p. Unique flowering trees, vines, shrubs, and accent trees are encouraged as focal points within a project planting palette.
- q. Semi-permanent mulching, such as bark, is not an acceptable groundcover solution and should not be used as an alternative for ground cover or other landscape material.



### 13. Amenities

- a. Outdoor spaces should include seating, trash cans, bicycle racks, and/or other pedestrian amenities.
- b. Pedestrian spaces should have unique, detailed, and well-articulated paving design. Paving materials may include concrete or brick pavers, tile, scored and textured concrete, or stone that is consistent with the design of the proposed building.
- c. Furnishings should be coordinated with the overall design or theme of a development.
- d. Public art is encouraged that invites participation and interaction, adds local meaning, represents the community by revealing its culture or history, and/or captures or reinforces the unique character of place.
- e. The selection and placement of public art should be part of the overall site design process rather than as an afterthought to a project.
- f. Public art should be placed to avoid locations where it may obstruct a pedestrian pathway, create a traffic hazard, or compete with another piece of art within the area.
- g. Where proposed, bus stops and shelters should be integrated into the project setting through the incorporation of appropriately designed and selected benches, lighting, and/or landscaping to create a sense that the bus stop “belongs to” the surrounding neighborhood.
- h. Light fixtures should be designed or selected to be architecturally compatible with the main structure or theme of the building.
- i. The quality of light, level of light, and type of bulb or source should be carefully selected and placed so that lighting levels do not draw attention to the glow or glare of the project site, and timers and sensors should be incorporated to avoid unnecessary lighting.



*Unique, flowering shrubs used in conjunction with project focal point*



*Outdoor spaces should include amenities such as seating, BBQ pits, and trash cans*



*Bike racks and interactive art pieces promote utility of common areas*





*Avoid glare onto adjacent properties*



*Trash enclosures located at rear of site and concealed within building*



*Mechanical equipment appropriately screened from view*

## 14. Equipment and Service Areas

- a. Service facilities should be located and designed for easy access by service vehicles and each individual tenant and should be sited where they will not create a nuisance for adjacent uses.
- b. Trash collection areas should not intrude into major lines of sight when viewed from residential units or landscaped open areas of the subject development or adjacent properties.
- c. Trash and recycling enclosures should be screened with landscaping.
- d. The trash and recycling enclosure should be consistent with the design of the project and the building. Wall materials and details that are architecturally compatible to the building design should be incorporated so that similar or the same materials are used on the enclosure as the surrounding buildings.
- e. A pedestrian entrance to the trash and recycling enclosure should be provided so that the large access gates do not have to be opened as often.
- f. All mechanical equipment on the site should be appropriately screened from view.
- g. Utility facilities should be placed underground, where feasible.
- h. All backflow prevention devices should be screened from public view per the standards set forth in the Development Services Department and integrated into the site plan in a way that does not detract from the overall appearance of the building(s).
- i. Community mailboxes should be designed to be compatible with the building colors and materials of the main structure.





DRAFT | JUNE 2019



# COMMERCIAL AND MIXED USE DESIGN GUIDELINES





---

THIS PAGE LEFT INTENTIONALLY BLANK.



# ACKNOWLEDGMENTS

## **CITY COUNCIL**

April Verlato, Mayor

Roger Chandler, Mayor Pro Tem

Peter Amundson, Council Member

Tom Beck, Council Member

Sho Tay, Council Member

## **PLANNING COMMISSION**

Brad Thompson, Chair

Deborah Lewis, Vice Chair

Ken Chan, Commissioner

Zi Lin, Commissioner

Marilynne Wilander, Commissioner

# SPECIAL THANKS

## **LEAD CITY STAFF**

Jason Kruckeberg, Assistant City Manager/Development Services Director

Lisa Flores, Planning & Community Development Administrator

Jordan Chamberlin, Associate Planner

## **SUPPORTING CITY STAFF**

Dominic Lazzaretto, City Manager

Luis Torrico, Senior Planner

Vanessa Quiroz, Associate Planner

## **CONSULTANT TO THE CITY**

RRM Design Group



*This page left intentionally blank.*

# TABLE OF CONTENTS

<b>A. INTRODUCTION .....</b>	<b>1</b>
1. Introduction. ....	2
2. How These Design Guidelines are Applied .....	2
3. How to Use These Design Guidelines.....	2
4. Applicability to Other City Documents .....	4
<b>B. DESIGN GUIDELINES .....</b>	<b>5</b>
<b>I. Commercial Design Guidelines .....</b>	<b>7</b>
1. Site Planning and Building Placement .....	7
2. Public and Private Open Spaces .....	8
3. Pedestrian and Vehicular Access .....	9
4. Massing and Scale.....	10
<b>II. Mixed Use Design Guidelines.....</b>	<b>11</b>
1. Site Planning and Building Placement.....	11
2. Public and Private Open Spaces .....	14
3. Pedestrian and Vehicular Access.....	15
4. Massing and Scale .....	16
5. Neighborhood Context and Compatibility.....	17
<b>III. Guidelines Applicable to Both Commercial and Mixed Use Development.....</b>	<b>18</b>
1. Architectural Style .....	18
2. Awnings .....	18
3. Rooflines .....	19
4. Articulation .....	20
5. Windows and Doors.....	20
6. Colors and Materials .....	21
7. Landscaping.....	22
8. Equipment and Service Areas.....	23
9. Site Furnishing .....	24
10. Lighting .....	25
11. Public Art.....	25





---

THIS PAGE LEFT INTENTIONALLY BLANK.

# A. INTRODUCTION



## 1. Introduction

The City of Arcadia's General Plan and Development Code promotes high quality design in buildings, landscape, signage, public realm, and open space areas. These documents also identify community design principles applicable to the City's ongoing redevelopment, including "Creating Identifiable Places," "Improving the Public Realm," and "Improving the Private Realm." The General Plan stresses the importance of quality in design and the impact that site design and building form has on enhancing the visual image of Arcadia and establishing places that people enjoy. The design guidelines contained within this document have been written to reinforce these goals and objectives and provide general guidelines for any addition, remodel, or construction requiring a building permit within any commercial or mixed use land use district.

Primary objectives associated with developing a quality project within Arcadia include designing within the established neighborhood context and relationship to the street, promoting pedestrian activity, ensuring high-quality architecture, providing public gathering and open spaces, and improving the streetscape environment.

## 2. How These Design Guidelines are Applied

These Design Guidelines will be utilized during the City's development review process to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of an applicant in response to existing site conditions. Each subsection of the Design Guidelines contains design objectives followed by applicable design guidelines that direct users to desired design strategies for development

or redevelopment of their property. These objectives seek to highlight the major factors affecting the development of a particular land use while also reinforcing direction provided by the General Plan and Development Code.

Designers and developers are urged to become familiar with these guidelines and to apply them throughout the design process to assure that the design, review, and permitting processes are as efficient as possible. No claim can be made that these guidelines encompass every possible technique for achieving a high level of design quality. It is important to note that the guidelines are a minimum starting point for quality development and the designer is encouraged to use their own creativity and experience to improve upon the means for realizing this highest level of quality design. The guidelines do not seek to impose an overriding architectural style, a limited color palette, or an artificial design theme, but rather seek to promote the positive design characteristics currently found throughout the City.

## 3. How to Use These Design Guidelines

Property owners, developers, architects, designers, and contractors proposing a new development or redevelopment within Arcadia should first review the appropriate Development Code sections governing their property. They should then proceed to the Design Guidelines document applicable to their property's land use – whether Single-Family Residential, Multifamily Residential, Commercial/Mixed Use, or Industrial, as well as, Signage.

The goal of this document is to provide clear and useful recommendations for the design, construction, review, and approval of development in Arcadia. The guidelines are intended as a reference point for a common understanding of the minimum qualitative design expectations. The





guidelines are offered as one way of achieving attractive and functional projects that compare favorably with established community standards. All development shall comply with the spirit and intent of the design guidelines presented.

The design guidelines may be interpreted with some flexibility in the application to specific projects, as not all design criteria may be appropriate for each project. In some circumstances, one guideline may be relaxed in order to accomplish another, more important, guideline. The overall objective is to ensure that the intent and spirit of the design guidelines are followed and to attain the best possible design within reason.

A building or project should be designed to conform with a traditional and historically recognized architectural style identified and supported by selected building elements and articulation. In addition, caution should be exercised when considering architectural styles that have recently become popular (i.e. “trendy”), but have not yet stood the test of time. Historic styles that cannot be faithfully replicated should be avoided. No single architectural theme is being promoted, but rather the emphasis is compatibility. Many of the styles and patterns shown in the following pictures and graphic illustrations represent a concept of recommended building elements and details as opposed to a desired architectural character.

An essential goal of the General Plan and reinforced by the design guidelines is to ensure neighborhood compatibility. “No development exists in isolation. Every act of construction affects and is affected by its surroundings. Every development, therefore, should be evaluated for its compatibility in terms of use, scale, and aesthetics with the neighborhood or district in which it is located. For small projects, this area of influence may be considered to be as small as to only include the buildings directly next door. For large projects, one must consider entire blocks or corridors”. In order to ensure quality development within the City of Arcadia, these

Design Guidelines have been created to promote new infill and redevelopment within the City while ensuring compatibility with existing uses. Guidelines that reinforce this objective are identified with a neighborhood symbol (  ). Together, these strategies reinforce the individual characteristics that continue to make Arcadia a desirable place to live.

In addition, the General Plan stresses the importance of a sustainable future for Arcadia that includes strategies to conserve and enhance local resources and safeguard the environment. In addition to providing strong examples of good general design principles, this document provides designers and builders with guidance on “Sustainable” design. Conventional design and construction methods can produce buildings that contribute to excessive resource consumption, that generate waste, and that are expensive to operate. The guidelines contained within this document reinforce this objective and promote site and building design elements that utilize green building practices and materials, preserve existing tree canopy and native vegetation, promote pervious surfaces, reduce or better distribute travel demand, encourage amenities that support transit and other alternative forms of transportation, including bicycling and walking, and support mixed-use development that provides opportunities for employment and commercial uses adjacent to residential units. “Sustainability” principles, which can improve the environmental performance of a project without forcing excessive costs on builders or developers, have been marked with the symbol of a leaf (  ).

Mixed use development may include commercial uses, but utilizes a more compact and efficient use of land by combining residential and commercial or office uses together. Benefits of mixed use developments can include a reduction in automobile dependence, preservation of open space, revitalization and enhancement of specific City areas, increased economic development, and the provision of alternate housing options. This document contains three sections: one pertaining to commercial projects, the second pertaining to mixed use projects, and the third pertaining to both commercial and mixed use projects. Of the first two, applicants should utilize the section relevant to their project. The third section is applicable to all commercial and mixed-use projects. For example, an applicant proposing a mixed use development should adhere to Section 2, Mixed Use Design Guidelines and Section 3, Guidelines Applicable to Both Commercial and Mixed-Use Development.

## 4. Applicability to Other City Documents

This document is a tool for implementing the City of Arcadia's General Plan and Development Code. While the Design Guidelines contained herein are not intended to supersede the requirements of the Development Code, applicants should not assume that a project will be approved by merely adhering to the City's minimum zoning standards and development regulations. Rather, these Design Guidelines and the City Center Design Guidelines provide additional guidance to aide applicants in the design of commercial and mixed use projects in order to ensure the high-quality development desired by the City and the community.



## B. DESIGN GUIDELINES





## COMMERCIAL AND MIXED USE



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development shall be designed to adhere to the following objectives and the supporting guidelines provided.




- Objective 1:** *Ensure new construction, additions, renovations, and infill developments are sensitive to neighborhood context, building form, scale and colors and materials*
- Objective 2:** *Create a streetscape environment to promote pedestrian activity and an enhanced pedestrian experience*
- Objective 3:** *Utilize high quality architecture to create an attractive and cohesive "face" of the City within Commercial Corridors and Mixed Use Districts*
- Objective 4:** *Encourage design approaches that create a cohesive, vibrant look and that minimize the appearance of expansive parking lots on major commercial corridors*
- Objective 5:** *Design public areas to create outdoor amenities and improve the pedestrian experience*
- Objective 6:** *Develop landscaping that is compatible with the City's water efficient landscape ordinance*
- Objective 7:** *Design equipment and service areas as an integral part of the project to be buffered or screened from public view and neighboring properties*
- Objective 8:** *Design mixed use commercial and residential development to take advantage of easy access to transit, to provide employment opportunities, and to provide a complementary mix of uses that support and encourage pedestrian activity*



## I. COMMERCIAL DESIGN GUIDELINES

*Commercial projects shall adhere to the spirit and intent of the guidelines presented within this Section, Commercial Design Guidelines, as well as Section 3, Guidelines Applicable to Both Commercial and Mixed Use Development.*

### 1. Site Planning and Building Placement

- a. Site planning should emphasize appropriate street and sidewalk widths, block lengths, relationships of buildings to streets, and use of public spaces.
-  b. Proposed projects should accommodate existing mature trees, where feasible, and should provide for their protection during construction.
- c. Provide continuous storefront windows and many defined entrances for ground floor commercial uses adjacent to the street and sidewalk.
- d. Buildings should be sited at or near the front property line with entrances located to enliven the street and parking located behind.
- e. Pedestrian access through perimeter walls and planters should be provided to allow for convenient and logical on-site and off-site circulation.
- f. Where a parking garage is proposed, it should be wrapped with retail and/or other commercial uses at the ground level to allow for continuation of the street scene.
- g. Off-street parking and loading facilities should function efficiently with minimal obstruction of traffic on surrounding streets and alleys.
-  h. Bicycle parking should be provided within parking areas, and racks should be included within the project furnishings palette.
- i. Parking lot areas, including aisles and/or spaces, should be separated from buildings by a raised walkway and landscape strip.
-  j. Trees should be incorporated into parking lots to soften the impact of large expanses of paving and to provide shade for parked vehicles. Use of accent trees located at parking lot entries and at the end of parking aisles is encouraged.



*Storefront windows and an inviting pedestrian environment*



*Planter break for pedestrian circulation*



*Parking garage wrapped with retail*



*Landscaped planter separating parking*



*Loading area located to the rear of the building*



*Outdoor seating located in conjunction with plaza space*



- k. Planters within parking lot areas should be of sufficient width, including the curb areas, to support the long-term growth and stability of trees and landscaping proposed
- l. Service or loading areas should be located at the rear of the building and screened from public view.
- m. Where proposed, bus stops and shelters should be integrated into the project setting through the incorporation of appropriately designed and selected benches, lighting, and/or landscaping to create a sense that the bus stop “belongs to” the surrounding neighborhood.

## 2. Public and Private Open Spaces

- a. Public spaces should be designed to meet the following criteria:
  - Provision of areas for formal or informal social interactions;
  - Provision of areas for passive or active uses;
  - Creation of a sense of place;
  - Integration with and/or create pedestrian linkages; and
  - Location and design for year-round use through the provision of awnings, wind breaks, sun shade, and/or landscaping.
- b. Public space may include, but is not limited to, outdoor plazas, outdoor dining areas, and/or landscaped areas designed for active or passive use.
- c. Public spaces should be clearly recognizable as accessible and usable by the public.
- d. Publicly accessible outdoor spaces should include seating, trash cans, bicycle racks, and/or other pedestrian amenities.
- e. Site layout, building, and open space design should encourage activity in public spaces. Public spaces should be located adjacent to the commercial component of the development that can be converted for joint use with outdoor dining and pedestrian access.



- f. Pedestrian spaces should have unique, detailed, and well-articulated paving design. Paving materials may include concrete or brick pavers, tile, scored and textured concrete, or stone that is consistent with the design of the proposed building.
- g. Furnishings and lighting should be coordinated with the overall design or theme of the development.
- h. Site furnishings should not be used for any type of advertising purposes.
- i. Public art is encouraged in public spaces, and can help create a sense of place. Art should be authentic, participatory or interactive, and meaningful to the community.
- j. The selection and placement of public art should be part of the overall site design process, rather than as an afterthought to a project.
- k. Public art should be located in conjunction with other site features, such as a plaza or architectural feature and an integral part of site development, rather than a stand-alone, separate object.
- l. Public art should be placed so as to avoid locations where it may obstruct a pedestrian pathway, create a traffic hazard, or compete with another piece of art within the area.



*Site furnishings to complement the building's architecture*



*Public art as part of a commercial development*

## 3. Pedestrian and Vehicular Access

- a. Site layout and building placement should ensure pedestrian connectivity and encourage activity and/or informal interactions within public spaces.
- b. Clear, safe, pedestrian access should be provided from parking areas to building entrances with pedestrian walkways. Pedestrian sidewalks and walkways should be parallel to parking drive aisles, minimizing the need for pedestrians to cross parking drive aisles.
- c. The main pedestrian access point to the building should be located along the street-facing facade.
- d. On-site pedestrian circulation systems should connect to off-site public sidewalks, transit, and neighboring properties.



*Pedestrian path through parking area*



*Lighting and paving to enhance the pedestrian environment*



*Maximize transparency at ground level*



*When located at a corner, buildings should provide a prominent corner entry*

- e. Lighting, plantings, benches, public art, trellises, and/or other elements should be provided to enhance the pedestrian environment.
- f. Entry drives should be located away from street intersections. Reciprocal access agreements are strongly encouraged to minimize curb cuts and enhance the pedestrian environment.
- g. Decorative paving materials and/or use of colored sidewalk and pavement areas should be utilized at pedestrian and/or automobile contact zones to provide definition to pedestrian space.
- h. Ridesharing, wayfinding and/or loading areas should be incorporated into the project design.
- i. Pedestrian connections through the development, as an alternative to street connections are strongly encouraged.



## 4. Massing and Scale



- a. The height and bulk of proposed buildings and structures on the site should be sensitive to the scale and in proportion with the height and bulk of buildings and structures on surrounding sites and should not visually dominate the site or the neighborhood.
- b. Multiple buildings in a single large project are preferable to massive, full block developments.
- c. Create building clusters that achieve a smaller scale and create opportunities for plazas while preventing long repetitive rows of buildings.
- d. Breaking up a building expanse into smaller scale units, such as 25 to 50-foot modules is highly encouraged.
- e. All façades should be given equal design consideration.
- f. Large blank walls adjacent to the street frontages are strongly discouraged.
- g. Windows should be provided along at least 30 percent of the building's ground floor facade.
- h. Buildings located on corners should have defined and articulated corner entrances.



- i. The vertical plane of the building facade should be broken up with a high level of articulation (e.g., entry or window features, projecting or recessed elements, transparent storefronts, identifiable retail spaces, and awning and entrance canopies), especially at ground level.
- j. A combination of single and multi-story elements is encouraged to create variation in massing and building heights.
- k. Awnings, street level windows, roof overhangs, moldings, fixtures, and/or other detailing should be used to provide a sense of human scale.
- l. Surface detailing, such as score lines and color changes, are not considered a substitute for material integration and distinctive massing and scale.
- m. The ground level façade for a multi-level structure should have a distinct look from the façade of the floor levels above. This can be achieved through the use of different architectural elements, such as building material or trim accent, cornice lines, awnings, projecting or recessed elements, window treatments and sizes, and/or paint colors.
- n. For projects over two stories in height, portions of the upper stories should be recessed from the front façade to reduce the overall massing of the building at the pedestrian level.



*Appearance of multiple buildings creates appearance of smaller scale that may better fit into existing neighborhood*



*Varied building elements to create visual interest with human-scaled features*

## II. MIXED USE

*Mixed use projects shall adhere to the spirit and intent of the guidelines presented within this Section, Mixed Use Design Guidelines, as well as Section 3, Guidelines Applicable to Both Commercial and Mixed-Use Development.*

### 1. Site Planning and Building Placement

- a. Active commercial uses, including retail, restaurant, and personal services should be located on the ground floor fronting the sidewalk.
- b. Private amenities, such as plazas and open space should be located in the interior of the site or otherwise away from the street.



*Active commercial uses located on the ground floor*








*Mixed use open space located on the interior of the site*



*Site layout creating a pedestrian-friendly street scene*



*Recessed balconies provide privacy*

- c. Site planning should emphasize appropriate street and sidewalk widths, block lengths, relationships of buildings to streets, and use of public spaces.
- d. Entries that face the primary street may be directly connected to the street's sidewalks. Secondary and residential entrances can be connected to interior courtyards and parking lots.
- e. Both private and common outdoor spaces should be incorporated in mixed use developments. Private outdoor courtyard areas for residents only are encouraged. Plazas for public use should also be provided in areas adjacent to commercial uses.
- f. Common areas should be centrally located and designed as courtyards or outdoor rooms. Outdoor furnishings, amenities, public gathering spaces, trees, and trellises for shade should be provided.
-  g. Potential privacy-sensitive areas on adjacent parcels should be identified on the site plan, and details should be provided on how the proposed design has addressed them.
-  h. Projects located directly adjacent to residential dwellings should carefully consider floor plan layout and window placement to minimize unfiltered and direct views into neighboring properties.
-  i. Windows on walls adjacent to a neighboring residence should be offset to prevent direct sight-lines to adjacent windows and/or outdoor living spaces, especially upper story windows that look down into lower story windows or actively used outdoor areas on neighboring properties.
- j. Decks and balconies should be located and designed so as to minimize potential privacy-sensitive issues.
- k. The use of large, blank walls as a method to address privacy impacts is not acceptable.
- l. A clearly visible and well-designed project entry should be created using low walls, paving, accent landscaping, and signage to visually link the project site entry to the building(s).
- m. Proposed projects should accommodate existing mature trees, where feasible, and should provide for their protection during construction.

- n. Lighting, plantings, benches, public art, trellises, and/or other elements should be provided to enhance the environment for residents and visitors.
- o. When multiple uses are proposed in the same building, there should be separate, clearly identifiable, and convenient entrances for each use.
- p. Site layout and building placement should ensure pedestrian connectivity and encourage activity and/or informal interactions within public spaces.
- q. On-site pedestrian circulation systems should connect to off-site public sidewalks, transit, and neighboring properties.
- r. Continuous storefront windows and individual entrances should be provided for ground floor commercial uses adjacent to the street and sidewalk.
- s. A dedicated parking area should be provided for residential use and should be clearly distinguished from spaces provided for other uses.
- t. Parking should be concentrated in areas behind buildings and away from the street to the extent feasible.
- u. Off-street parking and loading facilities should function efficiently with minimal obstruction of traffic on surrounding streets and alleys.
- v. Bicycle parking should be provided within parking areas, and racks should be included within the project furnishings palette.
- w. Parking lot areas, including aisles and/or spaces, should be separated from buildings by a raised walkway and landscape strip.
- x. Trees should be incorporated into parking lots to soften the impact of large expanses of paving and to provide shade for parked vehicles. Use of accent trees located at parking lot entries and at the end of parking aisles is encouraged.
- y. Planters within parking lot areas should be of sufficient width, including the curb areas, to support the long-term growth and stability of trees and landscaping proposed



*Provide separate entries for multiple uses in one building*



*Continuous storefront windows*



*Trees, landscaping, and pathway through parking area*





*Parking garage wrapped with retail at ground level*



*Service facilities should be screened and oriented to the rear of building*



*Mechanical equipment screened with architecturally compatible materials and wall design*



z. Where proposed, bus stops and shelters should be integrated into the project setting through the incorporation of appropriately designed and selected benches, lighting, and/or landscaping to create a sense that the bus stop “belongs to” the surrounding neighborhood.

aa. Where a parking garage is proposed, it should be wrapped with retail and/or other commercial uses at the ground level to allow for continuation of the street scene.



bb. Service or loading areas should be located at the rear of the building and away from residential units.



cc. Service areas for non-residential uses should not be located near residential units or near parking areas for residential units.



dd. All buildings should be sited to reduce visual, auditory, odorous, and other conflicts between residential uses and other uses on the site.

ee. Landscaping should be utilized with other features to reduce potential visual, light, and glare conflicts.



ff. Noise-generating equipment, such as refrigeration units, HVAC units, and exhaust fans should be located and screened from residential uses. Noise-reducing screens and insulation may be required.



gg. Commercial uses with residential units attached should provide ventilation systems to prevent odors from adversely affecting residential units.



hh. Commercial uses should avoid parking lot and security lighting that would impact residential areas.

## 2. Public and Private Open Spaces

a. Common public spaces should be designed to meet the following criteria:

- Provision of areas for formal or informal social interactions;
- Provision of areas for passive or active uses;
- Creation of a sense of place;
- Integration with and/or create pedestrian linkages; and
- Location and design for year-round use through the provision of awnings, wind breaks, sun shade, and/or landscaping.



- b. Public space may include, but is not limited to, outdoor plazas, outdoor dining areas, and/or landscaped areas designed for active or passive use.
- c. Common open space should be clearly recognizable as accessible and usable by the public.
- d. Publicly accessible outdoor spaces should include seating, trash cans, bicycle racks, and/or other pedestrian amenities.
- e. Site layout, building, and open space design should encourage activity in public spaces. Public spaces should be located adjacent to the commercial component of the development that can be converted for joint use with outdoor dining and pedestrian access.
- f. Residential development in mixed use projects should incorporate private open space for residents.
- g. Pedestrian spaces should have unique, detailed, and well-articulated paving design. Paving materials may include concrete or brick pavers, tile, scored and textured concrete, or stone that is consistent with the design of the proposed building.
- h. Furnishings and lighting should be coordinated with the overall design or theme of the development.
- i. Site furnishings should not be used for any type of advertising purposes.



*Common pedestrian path with amenities*



*Common open space with lighting, seating, and landscaping*

## 3. Pedestrian and Vehicular Access

- a. Site layout and building placement should ensure pedestrian connectivity and encourage activity and/ or informal interactions within public spaces.
- b. Clear, safe, pedestrian access should be provided from parking areas to building entrances with pedestrian walkways. Pedestrian sidewalks and walkways should be parallel to parking drive aisles, minimizing the need for pedestrians to cross parking drive aisles.
- c. The main pedestrian access point to the building should be located along the street-facing facade.



*Pedestrian-friendly outdoor plaza*



*Public art to help create a sense of place*



*Bus stop with benches, bicycle racks, and art component*



*Pedestrian access with landscaping*

- d. On-site pedestrian circulation systems should connect to off-site public sidewalks, transit, and neighboring properties.
- e. Entry drives should be located away from street intersections. Reciprocal access agreements are strongly encouraged to minimize curb cuts and enhance the pedestrian environment.
- f. Decorative paving materials and/or use of colored sidewalk and pavement areas should be utilized at pedestrian and/or automobile contact zones to provide definition to pedestrian space.
- g. Ridesharing, wayfinding and/or loading areas should be incorporated into the project design.
- h. Pedestrian connections may be made to and through the development as an alternative to street connections, if feasible.
- i. Pedestrian connections through buildings should be thoughtfully designed. Pedestrian connections should include amenities similar to furnishings found along a typical sidewalk.

## 4. Massing and Scale

- a. The height and bulk of proposed buildings and structures on the site should be in scale and in proportion with the height and bulk of buildings and structures on surrounding sites and should not visually dominate the site or the neighborhood.
- b. Multiple buildings in a single project are preferable to monolithic buildings to achieve a smaller scale. Buildings should be clustered and organized to provide usable open space. Long, repetitive rows of buildings should be avoided.
- c. Breaking up a building expanse into smaller scale units, such as 25 to 50-foot modules is highly encouraged.
- d. All façades should be given equal design consideration.
- e. Large blank walls adjacent to the street frontages are strongly discouraged.



- f. The vertical plane of the building facade should be broken up with a high level of articulation (e.g., entry or window features, projecting or recessed elements, transparent storefronts, identifiable retail spaces, and awning and entrance canopies), especially at ground level.
- g. Buildings located on corners should have defined and articulated corner entrances.
- h. Windows should be provided along at least 30 percent of the building's ground floor facade.
- i. A combination of single and multi-story elements is encouraged to create variation in massing and building heights.
- j. Awnings, street level windows, roof overhangs, moldings, fixtures, and/or other detailing should be incorporated to provide a sense of human scale.
- k. Surface detailing, such as score lines and color changes, are not considered a substitute for material integration and distinctive massing and scale.
- l. The ground level facade for a multi-level structure should have a distinct look from the facade of the floor levels above. This can be achieved through the use of different architectural elements, such as building material or trim accent, cornice lines, awnings, projecting or recessed elements, window treatments and sizes, and/or paint colors.
- m. For projects over two stories in height, portions of the upper stories should be recessed from the front facade to reduce the overall massing of the building at the pedestrian level.

## 5. Neighborhood Context and Compatibility



- a. Natural amenities such as views and natural features should be preserved to the extent feasible.



- b. The design of buildings, driveways, loading facilities, parking areas, signs, landscaping, lighting, solar facilities, and other site features should show adequate consideration for the visual effect of the development upon adjacent properties.

1.



*Decorative accent paving at intersection and crosswalk*



*Prominent corner entry*



*Appearance of multiple buildings creates appearance of smaller scale*

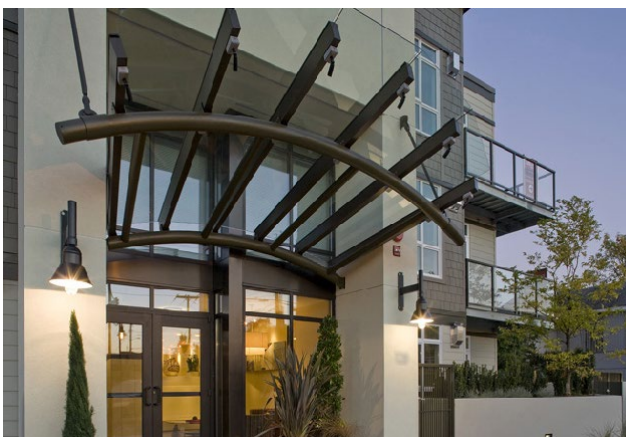




*Infill development compatible with surrounding buildings*



*Multi-story building providing transition to adjacent one-story building*



*Awning designed to coordinate with building architecture*



c. The location and configuration of new or remodeled structures should be designed to limit negative impacts on neighboring sites, buildings, and structures as feasible.



d. The design of buildings, driveways, loading facilities, parking areas, signs, landscaping, lighting, solar facilities, and other site features should show adequate consideration for the visual effect of the development upon adjacent properties.



e. Building scale and architectural massing of new projects should incorporate elements for a reasonable transition to adjacent existing, or future developments.

## III. GUIDELINES APPLICABLE TO BOTH COMMERCIAL AND MIXED USE

### 1. Architectural Style

- A clear, distinctive, and historically recognized architectural style should be selected by the applicant.
- Newly popularized or “trendy” architectural styles should be carefully evaluated for neighborhood compatibility. Similarly, historic architectural styles that cannot be authentically reproduced should be avoided.
- Architectural elements consistent with the chosen style should be applied on all sides of the building(s), not just the front facade.
- Scale and massing should be appropriate to the chosen architectural style.
- Regardless of architectural style, all building designs should contribute to and complement the neighborhood character.



### 2. Awnings

- Awnings are encouraged and should be designed to coordinate with the architectural style of a building.
- Awnings and signage should be appropriately located so as to clearly define building entries in order to orient pedestrians.

- c. Awnings should not be wrapped around buildings in continuous bands, and long and continuous treatments should be avoided. Awnings should only be located in conjunction with doors, windows, and/or other openings.
- d. Awnings should be of a durable, commercial grade fabric, canvas, or similar materials having a matte finish. Glossy, shiny plastic, or similar awning materials are discouraged.
- e. Awning frames and supports should be painted or coated metal or other non-corroding materials.
- f. Translucent or “backlit” awnings which allow light to pass through are strongly discouraged. Lighting should be located directly above the awning and directed downward.
- g. Aluminum awnings or “brow” canopies generally detract from the character of a building and are discouraged.
- h. When several businesses are located in one building, awnings of the same color and similar style and size should be used.



*Durable awnings*



*Multiple rooflines are encouraged*

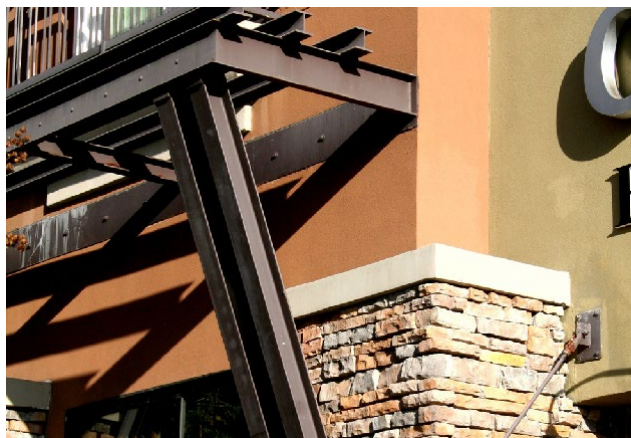


*Roof deck oriented toward the street*

## 3. Rooflines

- a. Multiple roof lines are strongly encouraged, and roof forms should be consistent with the architectural style of a building.
- b. Special attention should be paid to the articulation of the roof ridge, eave, or parapet line of buildings as long, unbroken, horizontal rooflines are not acceptable. Utilize design features such as roof decks and/or varying roof forms to minimize the physical mass of a building.
- c. Rooflines should be broken at intervals by loggias, changes in height, or stepbacks to reinforce typical building pattern.
- d. Parapets should not appear “tacked on” and should convey a sense of permanence. If the interior side of a parapet is visible from the pedestrian and/or motorist vantage point, it should be designed to be similar to the exposed façade.
- e. Parapets should generally be finished with cornices and/or other horizontal decoration depending on the chosen architectural style of the building.






*Trellis, trim, materials and color used for articulation*



*Articulation and overhang provided at the entry*



*Material change at the base of the building*

- f. Deep eaves, overhangs, canopies, and/or other architectural features that provide shelter and shade and visual interest are encouraged.
- g. Rooftop equipment should be concealed from view and/or integrated within the architecture of the building.
- h.  Roof decks should be oriented toward the street or common areas. Avoid upper-story decks that overlook onto neighboring properties. Where this cannot be avoided, install screening devices such as solid railing walls, frosted/opaque glass, or perimeter planters.

## 4. Articulation

- a. Large expanses of flat building walls should be avoided by providing sufficient building articulation. Vertical and horizontal wall articulation, including architectural indentations and/or projections, should be consistent with the chosen architectural style and be integrated into the overall building design so as to provide opportunity for shade, shadow, and visual relief.
- b. Unique architectural design features should be utilized on buildings located at street corners, such as taller building elements or architectural details.
- c. Exterior walls should include elements to provide depth and character. Elements may include windows, trellises, arcades, roof overhangs, recessed or projected massing, columns, balconies, wainscots, and/or awnings.
- d. Detailing of exterior walls at the ground level should provide an appropriate transition from the ground plane to the building elevation. Utilize reveal patterns, changes in materials, building pop-outs, columns, and recessed areas to create shadow patterns and depth on the wall surfaces.

## 5. Windows and Doors

- a. Windows and door types, materials, shapes, proportions, and detailing should be designed to coordinate with the chosen architectural style and design of a building.



- b. Doors and windows should be coordinated together and should have quality molding and framing. Powder-coated colors are encouraged instead of using typical anodized aluminum.
- c. Display windows should face onto the sidewalk to create a heightened visual interest at the pedestrian level.
- d. Ground floor windows should remain unobstructed to provide maximum transparency (e.g. windows) on first floor facades.
- e. Reflective, mirrored, or opaque glass is strongly discouraged.
- f. When windows are added or changed on a building, the new design should be compatible with the fenestration of the existing building.
- g. Introducing or changing the location or size of windows or other openings that alter the architectural character of the original building should be avoided.



*Lighting to enhance building features and walkways*



*Window and door design coordinated with quality molding and framing*



*Street windows providing a human-scale*

## 6. Colors and Materials

- a. A balanced color palette should be kept using the correct proportions between the neutral “base colors” and the brighter “accent colors” on each building. Buildings with large walls should have a subtle, yet darker, base color.
- b. Exposed metal flashing or trim should be anodized or painted to blend with the exterior colors of the building.
- c. Appropriate materials for building facades include, but are not limited to; plaster, stucco, stone, tile, brick, and/or wood siding.
- d. Discouraged building materials include: highly reflective materials, unpainted or smooth monolithic concrete, T-111 siding, speed (interlocking) or precision block or non-textured block, and metal.
- e. Exposed concrete masonry units and split-faced masonry units with integral color and texture may be used, but is discouraged as a primary building material.



*Finish stone material wraps and terminates at inside corner*







*Example of drought tolerant planting arrangement*



*Plants selected and planting layout balance the aesthetics of a project's landscape design with the need to conserve water*

- f. Finish materials should wrap the exterior corner and terminate at the inside corner. Such treatments will alleviate the appearance of a "wall paper" application and will give a sense of permanence to a structure.
- g. Corporate architecture and generic architectural designs are strongly discouraged.
- h. Garish, non-harmonious, or out-of-character colors should not be used on any building face or roof.

## 7. Landscaping

-  a. Drought-tolerant landscaping should be integrated into all projects.
-  b. Plant selection, soil preparation, planting layout, and irrigation systems should be selected so as to balance the aesthetics of a project's landscape design with the need to conserve water.
-  c. Low water use plantings are encouraged. Some integration of moderate water use plantings may be acceptable so long as the project water allowance remains under applicable Water Efficient Landscape Ordinance (WELO) requirements.
-  d. Low Impact Development (LID) strategies, such as permeable paving, vegetated swales, and/or infiltration areas should be incorporated into the design of all projects, including landscaped areas.
- e. Areas not occupied by buildings, parking, or commercial activities should be permanently landscaped with live plant materials. Hardscape may be used where pedestrian activity occurs and in other areas where such an application is considered appropriate.
- f. Landscaping should be developed to contain a combination of low, medium, and tall plant materials as appropriate.
- g. Landscape design concepts should reflect adequate spacing of plants that allows for mature growth and complete coverage of planting areas in a reasonable amount of time.
- h. When planting space is limited, the use of raised planters, window boxes, potted plants, and climbing vines should be considered within the overall landscape design.



- i. Unique flowering trees, vines, shrubs, and accent trees are encouraged as focal points within a project planting palette.
- j. Where blank walls within a project cannot be avoided, planters and/or clinging vines should be used to soften these wall surfaces. The planting area adjacent to blank walls should be continuous, and the plantings chosen should grow to an appropriate height to minimize the visibility of blank wall space.
- k. Plantings should be used to soften or screen parking areas, alleyways, as well as trash and service areas.
- l. Semi-permanent mulching, such as bark, is not an acceptable groundcover solution and should not be used as an alternative for ground cover or other landscape materials.



*Vegetated swales integrated into a project landscape design*

### 3. Equipment and Service Areas

- a. All mechanical equipment on the site should be appropriately screened from view. Large vent stacks and similar features should be avoided and, if essential, screened from view or painted so as to be non-reflective and compatible with building colors.
- b. Utility facilities should be placed underground, where feasible.
- c. All backflow prevention devices should be screened from public view per the standards set forth in the Development Services Department and integrated into the site plan in a way that does not detract from the overall appearance of the building(s).
- d. The design of accessory structures should be harmonious with the principal building and other buildings on the site, and the same building materials should be used to match the primary buildings on site.
- e. Loading areas and associated loading activities should be located to the rear of buildings and screened from view so as to not be visible from a public street.



*Unique flowering plantings at project focal points*



*Ensure adequate plant spacing for long-term growth and maturity*



Screened wall



Screened loading area



Trash enclosure located at rear of site and out of major site lines

- f. Both sides of all perimeter walls or fences should be architecturally treated. Walls should be finished and designed to complement the surrounding development. Long expanses of fence or wall surfaces should be off-set and architecturally designed to prevent monotony, and landscape pockets should be provided.
- g. Service facilities should be located and designed for easy access by service vehicles and each individual tenant and should be sited where they will not create a nuisance for adjacent uses.
- h. Where applicable, alleys should be utilized to provide access to service entrances, loading docks, and refuse collection areas.
- i. Where buildings are adjacent to residential properties, loading and delivery areas should be located away from the adjacent residential property to the extent feasible.
- j. Trash collection areas should not intrude into major lines of sight when viewed from residential units or landscaped open areas of the subject development or adjacent properties.




## 5. Site Furnishing

*Street furnishing such as benches, trash and recycling receptacles, planter pots, accent pavings, and bollards create a sense of character and unify a place.*

- a. Benches should be placed to improve pedestrian experience within the private and public realm. Benches may be placed with other furnishing elements to create a node.
- b. Benches should be located with backs against buildings or with backs perpendicular to the street.
- c. Where space allows, benches should be grouped with trash receptacles and other similar street furnishings.
- d. Benches and other similar street furnishings should not be located in front of any outdoor dining area.
- e. Trash and recycling receptacles should be placed in multiple places along each corridor and in front of new development to provide multiple convenient waste disposal locations. Receptacles should also be placed with other furnishings such as benches and chairs.



## 9. Lighting

- a. Pedestrian lights are typically located along pathways and sidewalks to illuminate the areas and provide for additional safety and security. String or twinkle lighting should be incorporated to enhance outdoor dining, plazas, courtyards, and other outdoor spaces.
- b. Light fixtures should be designed or selected to be architecturally compatible with the main structure or theme of the building.
- c. The quality of light, level of light, and type of bulb or source should be carefully selected so that lighting levels do not draw attention to the glow or glare of the project site, and timers and sensors should be incorporated to avoid unnecessary lighting.
-  d. Spotlighting or glare from any site lighting should be shielded from adjacent properties and directed at a specific object or target area.

## 10. Public Art

- a. The use of public art within the private or public realm is an effective way of expressing the unique personality and character of the area.
- b. Public art should serve as an aesthetic improvement to improve the pedestrian environment. Stand-alone installations or designs integrated into the building should both be considered for future improvements.
- c. Public art is encouraged in public spaces, and can help create a sense of place. Art should be authentic, participatory or interactive, and meaningful to the community.
- d. The selection and placement of public art should be part of the overall site design process, rather than as an afterthought to a project.
- e. Public art should be located in conjunction with other site features, such as a plaza or architectural feature and an integral part of site development, rather than a stand-alone, separate object.
- f. Public art should be placed so as to avoid locations where it may obstruct a pedestrian pathway, create a traffic hazard, or compete with another piece of art within the area.

DRAFT | JUNE 2019



# INDUSTRIAL DESIGN GUIDELINES



CITY OF  
ARCADIA





*This page left intentionally blank.*

# ACKNOWLEDGMENTS

## **CITY COUNCIL**

April Verlato, Mayor

Roger Chandler, Mayor Pro Tem

Peter Amundson, Council Member

Tom Beck, Council Member

Sho Tay, Council Member

## **PLANNING COMMISSION**

Brad Thompson, Chair

Deborah Lewis, Vice Chair

Ken Chan, Commissioner

Zi Lin, Commissioner

Marilynne Wilander, Commissioner

# SPECIAL THANKS

## **LEAD CITY STAFF**

Jason Kruckeberg, Assistant City Manager/Development Services Director

Lisa Flores, Planning & Community Development Administrator

Jordan Chamberlin, Associate Planner

## **SUPPORTING CITY STAFF**

Dominic Lazzaretto, City Manager

Luis Torrico, Senior Planner

Vanessa Quiroz, Associate Planner

## **CONSULTANT TO THE CITY**

RRM Design Group





THIS PAGE LEFT INTENTIONALLY BLANK.

# TABLE OF CONTENTS

<b>A. INTRODUCTION.....</b>	<b>1</b>
1. Introduction. ....	2
2. How These Design Guidelines are Applied.....	2
3. How to Use These Design Guidelines .....	3
4. Applicability to Other City Documents.....	4
<b>B. DESIGN GUIDELINES.....</b>	<b>5</b>
1. Site Planning and Building Placement.....	7
2. Massing and Scale.....	7
3. Rooflines .....	8
4. Articulation .....	8
5. Entries, Windows, and Doors.....	8
6. Awnings.....	9
7. Colors and Materials .....	9
8. Site Entry Design .....	10
9. Driveways and Parking .....	10
10. Pedestrian Access .....	11
11. Landscaping.....	11
12. Public and Private Open Space .....	12
13. Equipment and Service Areas.....	12





*This page left intentionally blank.*



## A. INTRODUCTION

## 1. Introduction

The City of Arcadia's General Plan and Development Code promotes high quality design in buildings, landscape, signage, public realm, and open space areas. These documents also identify community design principles applicable to the City's ongoing redevelopment, including "Creating Identifiable Places," "Improving the Public Realm," and "Improving the Private Realm." The General Plan stresses the importance of quality in design and the impact that site design and building form has on enhancing the visual image of Arcadia and establishing places that people enjoy. The design guidelines contained within this document have been written to reinforce these goals and objectives and provide general guidelines for any addition, remodel, or construction within any industrial land use district.

Industrial development serves the community by playing an important role in creating jobs and generating revenue for the City. While Arcadia is primarily known for its homes and regional mall, the City can become more attractive for future businesses opportunities and sources of revenue, while also including the technology sector of the market. Industrial districts and areas serve as locations for warehousing, distribution, manufacturing, and assembly uses.

Primary objectives associated with developing a quality industrial project within Arcadia include designing within the established neighborhood context, minimizing appearance of driveways and parking areas, incorporating high-quality architecture, providing open spaces to allow for pedestrian facilities and employee amenities, and improving the streetscape environment.

## 2. How These Design Guidelines are Applied

These Design Guidelines will be utilized during the City's development review process to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of an applicant in response to existing site conditions. Each subsection of the Design Guidelines contains design objectives followed by applicable design guidelines that direct users to desired design strategies for development or redevelopment of their property. These objectives seek to highlight the major factors affecting the development of a particular land use while also reinforcing direction provided by the General Plan and Development Code.

Designers and developers are urged to become familiar with these guidelines and to apply them throughout the design process to assure that the design, review, and permitting processes are as efficient as possible. No claim can be made that these guidelines encompass every possible technique for achieving a high level of design quality. It is important to note that the guidelines are a minimum starting point for quality development and the designer is encouraged to use their own creativity and experience to improve upon the means for realizing this highest level of quality design. The guidelines do not seek to impose an overriding architectural style, a limited color palette, or an artificial design theme, but rather seek to promote the positive design characteristics currently found throughout the City.




### 3. How to Use These Design Guidelines


Property owners, developers, architects, designers, and contractors proposing a new development or redevelopment within Arcadia should first review the appropriate Development Code sections governing their property. They should then proceed to the Design Guidelines document applicable to their property's land use – whether Single-Family Residential, Multifamily Residential, Commercial/Mixed Use, or Industrial, as well as, Signage.

The goal of this document is to provide clear and useful recommendations for the design, construction, review, and approval of development in Arcadia. The guidelines are intended as a reference point for a common understanding of the minimum qualitative design expectations. The guidelines are offered as one way of achieving attractive and functional projects that compare favorably with established community standards. All development shall comply with the spirit and intent of the design guidelines presented.

The design guidelines may be interpreted with some flexibility in the application to specific projects, as not all design criteria may be appropriate for each project. In some circumstances, one guideline may be relaxed in order to accomplish another, more important, guideline. The overall objective is to ensure that the intent and spirit of the design guidelines are followed and to attain the best possible design within reason.

An essential goal of the General Plan and reinforced by the design guidelines is to ensure neighborhood compatibility. “No development exists in isolation. Every act of construction affects and is affected by its surroundings. Every development, therefore, should be evaluated for its compatibility in terms of use, scale, and aesthetics with the neighborhood or district in which it is located. For small projects, this area of influence may be considered to be as small as to only include the buildings directly next door.

For large projects, one must consider entire blocks or corridors”. In order to ensure quality development within the City of Arcadia, these Design Guidelines have been created to promote new infill and redevelopment within the City while ensuring compatibility with existing uses. Guidelines that reinforce this objective are identified with a neighborhood symbol (). Together, these strategies reinforce the individual characteristics that continue to make Arcadia a desirable place to live.

In addition, the General Plan stresses the importance of a sustainable future for Arcadia that includes strategies to conserve and enhance local resources and safeguard the environment. In addition to providing strong examples of good general design principles, this document provides designers and builders with guidance on “Sustainable” design. Conventional design and construction methods can produce buildings that contribute to excessive resource consumption, that generate waste, and that are expensive to operate. The guidelines contained within this document reinforce this objective and promote site and building design elements that utilize green building practices and materials, preserve existing tree canopy and native vegetation, promote pervious surfaces, reduce or better distribute travel demand, encourage amenities that support transit and other alternative forms of transportation, including bicycling and walking, and support mixed-use development that provides opportunities for employment and commercial uses adjacent to residential units. “Sustainability” principles, which can improve the environmental performance of a project without forcing excessive costs on builders or developers, have been marked with the symbol of a leaf (  ).

## 4. Applicability to Other City Documents

This document is a tool for implementing the City of Arcadia’s General Plan and Development Code. While the Design Guidelines contained herein are not intended to supersede the requirements of the Development Code, applicants should not assume that a project will be approved by merely adhering to the City’s minimum zoning standards and development regulations. Rather, these Design Guidelines provide additional guidance to aid applicants in the design of industrial projects in order to ensure the high-quality development desired by the City and the community.



## B. DESIGN GUIDELINES







## Industrial



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development should be designed to adhere to the following objectives and the supporting guidelines provided.

- Objective 1:** *Ensure new construction, additions, renovations, and infill developments are sensitive to neighborhood context, building form, scale and colors and materials.*
- Objective 2:** *Ensure quality industrial development that includes visually appealing architectural design, site design and scale and massing.*
- Objective 3:** *Create a cohesive and landscaped street edge that minimizes the appearance of expansive parking lots or service areas and provides pedestrian access.*
- Objective 4:** *Develop landscaping that is compatible with the City's water efficient landscape ordinance.*
- Objective 5:** *Design public areas to create outdoor amenities and improve the pedestrian experience.*
- Objective 6:** *Design equipment and service areas as an integral part of the project to be buffered or screened from public view and neighboring properties.*

## 1. Site Planning and Building Placement

- a. Natural amenities such as views should be preserved.
-  b. The location, configuration, size, and design of new or remodeled structures should be compatible with the character and quality of surrounding sites, buildings, and structures.
-  c. The height and bulk of proposed structures should be in proportion with surrounding sites and should not visually dominate the site or the neighborhood.
- d. On larger sites, focal points such as plazas, landscaping, art work, textured pavement, and building features should be incorporated to enhance the visual experience.
-  e. The design of buildings, driveways, loading facilities, parking areas, signs, landscaping, lighting, solar facilities, and other site features should show adequate consideration for the visual effect of the development upon adjacent properties and street frontage.
-  f. Buffers should be integrated to protect surrounding residential neighborhoods from noise, vibration, odor, and other factors that may have an adverse effect on the environment.



*Entry tower and plaza creates focal point to enhance the visual effect of the building*





*Cohesive design achieved through use of complementary architecture and landscaping*



*Buffer incorporated to separate industrial from adjacent uses*

## 2. Massing and Scale

-  a. Large building expanses should be broken into small-scale units and should not appear monumental.
- b. Street-facing building massing should be organized to emphasize interior uses of a building such as the primary entry, corners, and/or office space.
-  c. A combination of single and multi-story elements is encouraged to create variation in massing and building heights.
- d. Surface detailing, such as score lines and color changes, are not considered a substitute for material integration and distinctive massing and scale.
- e. Roof forms should be varied, articulated, and broken at intervals by changes in height or setbacks to reduce the overall massing.





*Variation in roofline reinforces building increments and enhance visual interest*



*Vertical and horizontal wall articulation provides visual relief and breaks up the massing*



*Design details and a canopy used to emphasize the entry*

### 3. Rooflines

- a. Parapets should not appear “tacked on” and should convey a sense of permanence. If the interior side of a parapet is visible from the pedestrian and/or motorist vantage point, it should be designed to be similar to the exposed façade.
- b. Deep eaves, overhangs, canopies, and/or other architectural features that provide shelter, shade, and visual interest are encouraged.
- c. Rooftop equipment should be concealed from view and/or integrated within the architecture of the building.

### 4. Articulation

- a. Large expanses of flat building walls should be avoided by providing sufficient building articulation. Vertical and horizontal wall articulation, including architectural indentations and/or projections, should be consistent with the chosen architectural style and be integrated into the overall building design so as to provide opportunity for shade, shadow, and visual relief.
- b. Detailing of exterior walls at the ground level should provide an appropriate transition from the ground plane to the building elevation. Utilize reveal patterns, changes in materials, building pop-outs, columns, and recessed areas to create shadow patterns and depth on the wall surfaces.

### 5. Entries, Windows, and Doors

- a. Primary entries for each of the tenants within an industrial development should be emphasized through the use of architectural detailing, lighting, unique paving, and/or landscaping.
- b. Design details that create texture, shade and shadow, a sense of entry, and pedestrian scale should be incorporated at building entries.
- c. Door types, materials, shapes, proportions, and detailing should be compatible with the architectural style of the building and should have quality molding and framing.





- d. Windows should be placed to allow for natural daylighting to occur within interior work areas.
- e. Reflective, mirrored, or opaque glass is strongly discouraged.

## 6. Awnings

- a. Awnings/canopies used to define building entries are encouraged and should be compatible with the architectural style of the building.
- b. A solid color is recommended for awnings rather than bright colors unless used sparingly as an accent or at a primary building entry.
- c. Awnings should be made of a durable, commercial grade fabric, canvas, metal, or of similar materials having a matte finish. Glossy, shiny plastic, or similar awning materials are discouraged.
- d. Awning frames and supports should be painted or be constructed of coated metal or other non-corroding materials.
- e. If used in conjunction with awnings, lighting should be located directly above the awning and directed downward. Translucent or “backlit” awnings are strongly discouraged.



*Metal awnings with a matte finish compliment building design and provide for long term durability.*



*Finish materials wrap the outside corners of buildings and terminate at inside corners*

## 7. Colors and Materials

- a. The color balance of the building should consist of neutral earth tones with brighter “accent colors.”
- b. Exposed metal flashing or trim should be anodized or painted to blend with the exterior colors of the building.
- c. Appropriate materials for building facades include but are not limited to stucco, stone, tile, split-faced block, brick, and/or siding.
- d. Discouraged building materials include highly reflective materials, unpainted or smooth monolithic concrete, T-111 siding, speed (interlocking) or precision block or non-textured block, and metal.
- e. Finish materials should wrap the exterior corner and terminate at the inside corner. Such treatments will alleviate the appearance of a “wall paper” application and will give a sense of permanence to a structure.



*Use of colors, reveals, and windows minimize large expanses of blank walls and provide character*



*Landscaped median at entry with visible signage*



*Site entry design with landscaped center medians, landscaped parkways on each sides, and a deep driveway*



*Landscaped areas screen parking areas from the roadway*

- f. The design of accessory structures, fences, and walls should be harmonious with the principal building and other buildings on the site, and the same building materials should be used on all structures on a site.
- g. Apply architectural details in a harmonious manner consistent with the proportion and scale of the building façade.

## 8. Site Entry Design

- a. Site ingress and egress points should be located in consideration of median openings and existing driveways on the opposite side of the roadway and should be located far enough from the intersection so as to not hinder the flow of traffic.
- b. In larger parking lots, the main driveway entrance should extend from a public street to the front cross aisle and should include:
  - A landscaped center median from the public street to the first bisecting parking aisle;
  - Landscaped parkways flanking both sides of the main entry drive with no parking stalls along the main entry drive; and
  - A deep driveway with the first aisle juncture that intersects the main entry drive placed to provide adequate queuing distance from the street.
- c. A clearly visible and well-designed project entry should be created using low walls, paving, accent landscaping, and signage to visually link the project site entry to the building(s).

## 9. Driveways and Parking

- a. Parking areas should be concentrated away from the primary street frontage and located behind buildings, where feasible.
- b. When parking can only be located adjacent to a street, low landscape area or landscape berms should be utilized to buffer parking lots from the street.
- c. Parking lot areas, including driveways and/or spaces, should be separated from buildings by a raised walkway and landscape strip.



- d. Trees should be incorporated into parking lots to soften the impact of large expanses of paving and to provide shade for parked vehicles.
- e. Bicycle parking should be provided within parking areas, and racks should be included within the project furnishings palette.

## 10. Pedestrian Access

- a. Clear, safe pedestrian access should be provided from parking areas to building entrances through the use of pedestrian walkways.
- b. Pedestrian crossings at driveways and major circulation aisles should be accentuated through decorative paving and/or painted crossings.
- c. On-site pedestrian circulation systems should appropriately connect to off-site public sidewalks.
- d. Low walls and planter breaks should be provided to allow for convenient and logical on-site and off-site pedestrian circulation, where feasible.
- e. Where a transit stop occurs in front of a site, access to a building's primary entry should be clearly defined through the use of sidewalks, accent landscaping, striped parking area crossing, and/or other features.

## 11. Landscaping

- a. Drought-tolerant landscape design and low water use plantings should be integrated into all projects. Some integration of moderate water use plantings may be acceptable so long as the project water allowance remains under applicable Water Efficient Landscape Ordinance (WELO) requirements.
- b. Plant selection, soil preparation, planting layout, and irrigation systems should be selected so as to balance the aesthetics of a project's landscape design with the need to conserve water.
- c. Low Impact Development (LID) strategies, such as permeable paving, vegetated swales, and/or infiltration areas, should be incorporated into the design of all projects including landscaped areas.



*On-site pedestrian circulation connections to public sidewalks enhance connectivity and access*



*Pedestrian crossing of drive aisle clearly defined through use of scored, colored concrete*



*Landscaping used in conjunction with a building to address privacy issues on adjacent properties*





*Example of drought tolerant landscaping and infiltration area*



*Loading area located in the rear and screened*



*Appropriately screened utility area*



- d. Existing mature landscaping should be maintained or relocated, where feasible.
- e. Landscaping should be developed to contain a combination of low, medium, and tall plant materials as appropriate.
- f. Landscape design concepts should reflect adequate spacing of plants that allows for mature growth and complete coverage of planting areas in a reasonable amount of time.

## 12. Public and Private Open Space

- a. Open space areas should contain a mix of landscaping and hardscaping.
- b. Unique paving treatments, such as scored or colored concrete, permeable pavers, or tile, should be incorporated into semi-public spaces and employee break areas.
- c. Locate employee outdoor areas adjacent to indoor break areas.
- d. Design outdoor employee areas to have sunlight and shade during at least part of the day and offer wind protection, comfort, and safety.
- e. Facilities such as patios, barbecue areas, recreational facilities, or other improvements for outdoor enjoyment and/or recreation of employees are encouraged.

## 13. Equipment and Service Areas

- a. Loading areas and associated loading activities should be located to the rear of buildings and screened from view so as to not be visible from a public street.
- b. Service facilities, including trash enclosures, storage areas, utility meters, etc., should be located and designed for easy access by service vehicles and should not intrude into major lines of sight when viewed from public view.
- c. Where applicable, alleys should be utilized to provide access to service entrances, loading docks, and refuse collection areas.
- d. Loading and delivery areas should be located away



- from the adjacent residential property.
- e. Proposed lighting should be located to avoid glare and to reflect light away from adjoining property and public right-of-ways.
  - f. Mechanical and electrical equipment should be located within the building and not within an external utility cabinet.
  - g. All mechanical equipment on the site should be appropriately screened from view. Large vent stacks and similar features should be avoided.
  - h. Utility facilities should be placed underground, where feasible.
  - i. All backflow prevention devices should be screened from public view per the standards set forth in the Development Code and integrated into the site plan in a way that does not detract from the appearance of the building.



*Landscaping used to screen utilities*



DRAFT | JUNE 2019



# SIGNAGE DESIGN GUIDELINES







*This page left intentionally blank.*

# ACKNOWLEDGMENTS

## **CITY COUNCIL**

April Verlato, Mayor

Roger Chandler, Mayor Pro Tem

Peter Amundson, Council Member

Tom Beck, Council Member

Sho Tay, Council Member

## **PLANNING COMMISSION**

Brad Thompson, Chair

Deborah Lewis, Vice Chair

Ken Chan, Commissioner

Zi Lin, Commissioner

Marilynne Wilander, Commissioner

# SPECIAL THANKS

## **LEAD CITY STAFF**

Jason Kruckeberg, Assistant City Manager/Development Services Director

Lisa Flores, Planning & Community Development Administrator

Jordan Chamberlin, Associate Planner

## **SUPPORTING CITY STAFF**

Dominic Lazzaretto, City Manager

Luis Torrico, Senior Planner

Vanessa Quiroz, Associate Planner

## **CONSULTANT TO THE CITY**

RRM Design Group





*This page left intentionally blank.*

# TABLE OF CONTENTS

<b>A. INTRODUCTION .....</b>	<b>1</b>
1. Introduction.....	2
2. How These Design Guidelines are Applied .....	3
3. How to Use These Design Guidelines.....	3
4. Applicability to Other City Documents .....	4
<b>B. DESIGN GUIDELINES .....</b>	<b>5</b>
1. General Design Guidelines .....	7
2. Freestanding Signs (Monument and Pylon) .....	8
3. Blade Signs .....	9
4. Wall Signs.....	9
5. Awning/Canopy Signs .....	5
6. Window Signs .....	11
7. Marquee Signs.....	11
8. Mural Signs .....	11
9. Sign Type Example .....	12



*This page left intentionally blank.*





## A. INTRODUCTION



## 1. Introduction

The City of Arcadia's General Plan and Development Code promotes high quality design in buildings, landscape, signage, public realm, and open space areas. These documents also identify community design principles applicable to the City's ongoing redevelopment, including "Creating Identifiable Places," "Improving the Public Realm," and "Improving the Private Realm." The General Plan stresses the importance of quality in design and the impact that it has on enhancing the visual image of Arcadia and establishing places that people enjoy. The design guidelines contained within this document have been written to reinforce these goals and objectives and provide general guidelines for signage.

Signage plays an important role in the success of any business by providing ease of location information and identification by prospective customers. When signs are properly integrated into a building design, they can provide a personal quality that contributes to the ambiance of a project or streetscape, especially more unique, individualized signs that convey a business activity or service provided. Alternatively, signs can also intrude upon surrounding environment when they are applied as an afterthought within a project.

The intent of the guidelines in this Section is as follows:

- Provide each sign user an opportunity for adequate identification while guarding against the excessive and confusing proliferation of signs by appropriately regulating the time, place, and manner under which signs may be displayed.
- Preserve and enhance the community's appearance by regulating the type, size, location, quality, design, character, scale, color, illumination, and maintenance of signs.
- Encourage well-designed signs that attract and invite rather than demand the public's attention.
- Encourage the design of signs that complement the structures and uses to which they relate and that are harmonious with their surroundings.
- Ensure freedom of expression for sign uses, including noncommercial speech, by maintaining a content-neutral approach to sign regulation.
- Enhance the safety of motorists and pedestrians by minimizing the distraction of intrusive signs, as well as to protect the life, health, property, and general welfare of City residents and visitors.
- Provide a review process for signs to ensure compliance with the requirements of this Section.

The following design guidelines are intended to balance the legitimate needs for business identification with the need to prevent visual clutter that detracts from a project and the community's overall character.

## 2. How These Design Guidelines are Applied

These Design Guidelines will be utilized during the City's development review process to encourage the highest level of design quality while at the same time providing the flexibility necessary to encourage creativity on the part of an applicant in response to existing site conditions. Designers and developers are urged to become familiar with these guidelines and to apply them throughout the design process to assure that the design, review, and permitting processes are as efficient as possible. No claim can be made that these guidelines encompass every possible technique for achieving a high level of design quality. It is important to note that the guidelines are a minimum starting point for quality signage and the designer is encouraged to use their creativity and experience to improve upon the means for realizing this highest level of quality design. The guidelines do not seek to impose an overriding style, a limited color palette, or an artificial design theme, but rather seek to promote the positive design characteristics currently found throughout the City.

## 3. How to Use These Design Guidelines

Property owners, developers, architects, designers, and contractors proposing a new development or redevelopment within Arcadia should first review the appropriate Development Code sections governing their property. If the project involves additional construction beyond signage, the applicant should also refer to the Design Guidelines document applicable to their property's land use – whether Single-Family Residential, Multifamily Residential, Commercial/Mixed Use, or Industrial.

The goal of this document is to provide clear and useful recommendations for the design, construction, review, and approval of signs within Arcadia. The guidelines are intended as a reference point for a common understanding of the minimum qualitative design expectations. The guidelines are offered as one way of achieving attractive and functional projects that compare favorably with established community standards. All development shall comply with the spirit and intent of the design guidelines presented.

The design guidelines may be interpreted with some flexibility in the application to specific projects, as not all design criteria may be appropriate for each project. In some circumstances, one guideline may be relaxed in order to accomplish another, more important, guideline. The overall objective is to ensure that the intent and spirit of the design guidelines are followed and to attain the best possible design within reason.





---

The Arcadia General Plan provides guidance on the design of signs:

“Commercial signs have a significant influence on the overall aesthetic impact of a given street. If signs have enough uniformity and are well-proportioned and appropriate to their context, they can collectively function much the same way as public art in providing a sense of place and unique identity. If, on the other hand, signs are ill proportioned, cheap looking, and an odd mix of styles (monument versus pylon versus wall signs), they create visual “noise” and clutter that make it difficult to see the positive qualities of the street and to locate businesses.”

## 4. Applicability to Other City Documents

In addition to these guidelines, applicants should also refer to the Development Code for signage standards and additional design criteria related to signs. For specific definitions of each of the sign types included below, applicants should refer to the Development Code. While the Design Guidelines contained herein are not intended to supersede the requirements of the Development Code, applicants should not assume that a project will be approved by merely adhering to the City’s minimum zoning standards and development regulations. Rather, these Design Guidelines provide additional guidance to aide applicants in the design of signs for all projects in order to ensure the high quality desired by the City and the community.



## B. DESIGN GUIDELINES



### SIGNAGE



Design Guideline Objectives define Arcadia's priorities and standards for future development. Many of them have been derived from land use policies established in the General Plan. Development should be designed to adhere to the following objectives and the supporting guidelines provided.

*Objective 1: Guide the design and development of signs that are attractive and well-coordinated with the building and surrounding context.*



## 1. General Sign Guidelines

- a. Signs should be integrated into the building design, complementary of the building architecture, and compatible with the building colors and materials and other signage on the building.
- b. Signs should be in scale with, and in proportion to, the primary building façade so that the signs do not dominate the appearance.
- c. The method of attaching the sign to the building should be integrated into the overall sign design.
- d. Signs should not cover up important architectural features.
- e. Signage should consist of the store name. Tag lines, bylines, merchandise or service descriptions are discouraged.
- f. Flush-mounted signs should be positioned within architectural features, such as the window panel above the storefront or flanking the doorways.
- g. Buildings with historical significance should use signs, lettering, and other accent features that are typical of the era of construction.
- h. Signs should not cause unnecessary distractions to motorists or differ aesthetically from the surrounding architecture.
- i. Space for signage should be designed into building elevations that are adjacent to public streets.
- j. Symbols and logos should be used in place of words to aide in ease of business identification, where feasible.
- k. Signs that advertise an occupant's business through the use of graphic or crafted symbols, such as shoes, keys, glasses, or books are strongly encouraged. These types of figurative signs may be incorporated into any of the allowable sign types.
- l. The number of lettering styles on a sign should not exceed more than two styles for small signs and three styles for larger signs.
- m. Sign lettering and wording should be appropriately spaced, not crowded together or overly spaced, to aid in ease of legibility.



*Example of metal used for business signage*



*Appropriately spaced sign lettering*



*Example of contemporary sign incorporating wood and metal*



*Example of a sign advertising an occupant's business*



*Wood lettered sign with gooseneck downlights*



*Freestanding pylon sign with complementary colors and lettering*

- n. Typefaces should be clearly legible.
- o. The total number of colors used in any one sign should be minimized to no more than two to three.
- p. The following materials are encouraged:
  - Wood (carved, sandblasted, etched and properly sealed, primed and painted, or stained);
  - Metal (formed, etched, cast, engraved and properly primed and painted or factory coated to protect against corrosion); or
  - Custom neon tubing in the form of graphics or lettering may be incorporated into sign design.
- q. The following materials are discouraged: foam, fiberglass, and reflective materials that may be difficult to read.
- r. The use of indirect lighting sources like spotlights or gooseneck downlights are encouraged as indirect lighting emphasizes the continuity of the building's surface.
- s. Reverse channel letters with halo lighting is preferred over internally illuminated, front lit channel letter signs.

## 2. Freestanding Signs (Monument and Pylon)

- a. Freestanding signs that are well articulated, well-proportioned, and accented with landscaping are encouraged at project entries.
- b. Freestanding signs should incorporate complementary colors, materials, and lettering fonts consistent with the building materials.
- c. Freestanding signs should be placed perpendicular to the street.
- d. Freestanding signs should be placed in a manner to maintain adequate vehicular sight distances at entry driveways.
- e. Materials used for sign bases should match an architectural element of the building.
- f. All sides of freestanding signs should be finished. Use of a decorative trim at the top is encouraged.



- g. Freestanding signs should be in proportion to the relevant development and the context of the surrounding neighborhood in height, depth, and length.
- h. Monument signs with dimension lettering should ensure that lettering depth is in proportion to the size of the sign.

## 3. Blade Signs

- a. The bottom of a projecting or blade/bracket sign should maintain adequate pedestrian clearance from the sidewalk level to allow for unobstructed and unimpeded flow of pedestrian foot traffic.
- b. Signs should not be mounted or project above the eave line or parapet.
- c. Decorative iron and wood brackets that support projecting signs are strongly encouraged.
- d. The lines of any proposed brackets should harmonize with the overall shape of a sign and should be able to adequately hold up the projecting sign.
- e. To avoid damaging building brick or stonework, brackets should be designed so they can be bolted into masonry joints, where feasible.
- f. Blade signs with dimensional lettering and/or logos should ensure that lettering depth is in proportion to the size of the sign.



*Blade/bracket signs provide clear direction for pedestrians and enhance streetscape continuity.*



*Example of an engraved wood sign with iron brackets*

## 4. Wall Signs

- a. The following types of wall signs are strongly recommended:
  - Dimensional letter forms with seamless edge treatments;
  - Reverse channel lettering with halo lighting;
  - Cut or fabricated steel, painted or unfinished;
  - Polished metal;
  - Etched metal or glass, sandblasted glass;
  - Metal, hardwoods, glass;
  - Halo or exposed channel neon;
  - Silhouette illumination;
  - Externally illuminated signs using a separate light source like spotlight or gooseneck downlight; or
  - Dimensional geometric shapes and three-dimensional forms.



*Dimensional lettering made of brass with seamless edge treatments*





*Signage limited to business name while also incorporating playful symbols*



*Negative space around sign provides balance on building facade*



*Awnings with removable flaps should be considered*

- b. Signs proposed to be located on buildings that have existing signage should be designed (size, location, colors, lighting, and materials) to be consistent with the existing signs.
- c. The text of permanent storefront signage should be limited to the name of the business, address, and/or generic type of goods or services offered.
- d. All signs should fit comfortably into their storefront architecture leaving sufficient margins and negative space on all sides. Thickness, height, and colors of sign lettering and graphics should be visually balanced and in proportion to other signs on the building.
- e. Panel signs should be constructed of a durable material such as metal or wood.
- f. Raceways should be avoided where possible and, if exposed, should be painted to match the color of the building.
- g. When replacing flat panel signs, new signs should utilize dimensional lettering. If utilizing light, the background should remain solid opaque while the letters and logos may transmit light.

## 5. Awning/Canopy Signs

- a. Signs should be appropriately sized and scaled with the building façade on which they appear.
- b. Lettering, logos, symbols, and graphics should be compatible with the chosen awning/canopy and that of the overall building color palette.
- c. When installed, applicants should consider installing awnings or canopies with removable valance flaps and end panels in order to accommodate future changes in business signage.
- d. Letters and logos should be silkscreen printed or sewn on the vertical surface. Painting of awnings or canopies is strongly discouraged.
- e. The shape, design, and color of fabric awnings and canopies should be carefully coordinated with, and should not dominate, the architectural style of the building on which they appear.
- f. Where other fabric awnings or canopies are used on a building, the design and color(s) should be coordinated together.

## 6. Window Signs

- Window signs should be limited to individual letters placed on the interior surface of the window and designed to be viewed from outside of the business.
- Window sign text should be limited to the business name and may include a brief message(s) identifying the type of products or services provided.
- Window signs should be grouped to minimize the blocking of views into the business.



*Group together window signage to minimize obstruction of views*

## 7. Marquee Signs

- Marquee signs may include the venue name as well as changeable copy related to current and future attractions.
- Venue name should be designed with bright colors and may be painted, rendered in neon tube, or constructed of individually-shaped letters that are either internally-lit or lit from concealed external sources.
- Use of more than one material for a sign or structure is strongly recommended.
- Changeable copy should use movable simple black lettering against a white background.
- If changeable copy is provided, the venue or name should not occupy more than a third of the total marquee sign area.
- If no changeable copy is provided, the venue name should be limited to 75 percent of the sign area.



*Example of marquee sign featuring black lettering with white background*

## 8. Mural Signs

- Mural signs should be sited in a highly visible location, and sized appropriately for their location.
- Paint for mural signs should be vivid, and of high quality.
- Creative designs and fonts are encouraged.



*Mural sign appropriately sized and sited*



## 9. SIGN TYPE EXAMPLES



*Monument sign*



*Freestanding sign*



*Blade sign*



*Wall sign*





*Awning sign*



*Marquee Sign*



*Window Sign*



*Mural Signs*

# Exhibit B

## Proposed Text Amendments

**Division 2:**  
**Zones, Allowable Uses, and Development Standards**

---



## Section 9102.01 – Residential Zones

### Subsections:

9102.01.010 Purpose and Intent  
9102.01.020 Land Use Regulations and Allowable Uses  
9102.01.030 Development Standards in Single-Family Residential Zones (R-M, R-0, R-1)  
9102.01.040 Additional Residential Development Standards in Single-Family Residential Zones  
9102.01.050 Permitted Projections in Single-Family Residential Zones  
9102.01.060 Accessory Structures in Single-Family Residential Zones  
9102.01.070 Swimming Pools, Spas, Water Features, and Ornamental Features  
9102.01.080 Accessory Dwelling Units  
9102.01.090 Development Standards in Multifamily Residential Zones (R-2, R-3, R-3-R)  
9102.01.100 Additional Residential Development Standards in Multifamily Zones  
9102.01.110 Permitted Projections in Multifamily Zones  
9102.01.120 Site Design and Architectural Standards  
9102.01.130 Exterior Lighting Standards for Residential Properties and Zones  
9102.01.140 Other Applicable Regulations

### 9102.01.010 Purpose and Intent

The purpose of the residential zones is to:

1. Provide for a full range of housing types and densities consistent with the General Plan;
  2. Preserve, protect, and enhance the character of Arcadia's residential neighborhoods and the quality of life of City residents;
  3. Ensure adequate light, air, privacy, and open space for each dwelling; and
  4. Ensure that the scale and design of new development and alterations to existing structures are compatible with surrounding homes and appropriate to the physical characteristics of the site and the area where the project is proposed.
- A. R-M Residential Mountainous Zone.** The R-M zone is intended to provide areas for detached single-family dwelling units on estate-type lots in the hillside and valley areas of the City and accessory uses compatible with the residential use of the zone. This zone implements the General Plan Residential Estates designation.
- B. R-0 Very Low Density Residential Zone.** The R-0 zone is intended to provide areas for detached single-family dwelling units on large lots and accessory uses compatible with the residential use of the zone. This zone implements the General Plan Residential Estates, Very Low Density Residential, and Low Density Residential designations.
- C. R-1 Low Density Residential Zone.** The R-1 zone is intended to provide areas for detached single-family dwelling units and accessory uses compatible with the residential use of the zone. This zone implements the General Plan Very Low Density Residential and Low Density Residential designations.
- D. R-2 Medium Density Residential Zone.** The R-2 zone is intended to provide areas for a variety of dwelling types and accessory uses compatible with the residential use of the zone. Types of dwelling units include attached or detached single-unit and multi-unit homes and duplexes at a density of six to 12 dwelling units per acre. This zone implements is the General Plan Medium Density Residential designation.
-

- E. R-3 High Density Residential Zone.** The R-3 zone is intended to provide areas for a variety of medium- to high-density residential development and accessory uses compatible with the residential use of the zone. Types of dwelling units include single-unit attached, townhomes, condominiums, and apartment structures at a density of 12 to 30 units per acre. This zone implements the General Plan High Density Residential designation.
- F. R-3-R Restricted High Density Residential Zone.** The R-3-R zone is intended to provide areas for medium to high-density residential development at a density of 12 to 30 units per acre but restricted to one story in height. Accessory uses compatible with the residential use of the zone are also permitted. This zone implements the General Plan High Density Residential designation.

**9102.01.020 Land Use Regulations and Allowable Uses**

**Amended by Ord. No. 2347**

**Amended by Ord. No. 2348**

- A. Allowed Uses.** Table 2-1 (Allowed Uses and Permit Requirements for Residential Zones) indicates the uses allowed within each residential zone and any permits required to establish the use, pursuant to Division 7 (Permit Processing Procedures). The regulations for each zone are established by letter designations as follows:

“P” represents permitted (allowed) uses. “A” represents accessory uses.

“M” designates uses that require the approval of a Minor Use Permit subject to requirements of Section 9107.09 (Conditional Use Permit and Minor Use Permit) of this Development Code.

“C” designates uses that require the approval of a Conditional Use Permit subject to requirements of Section 9107.09

(Conditional Use Permit and Minor Use Permit) of this Development Code. “--” designates uses that are not permitted.

- B. Director Determination.** Land uses are defined in Division 9 (Definitions). In cases where a specific land use or activity is not defined, the Director shall assign the land use or activity to a classification substantially similar in character. Land uses not listed in the table or not found to be substantially similar to the land uses below are prohibited.

- C. Specific Use Regulations.** Where the last column in Table 2-1 (Allowed Uses and Permit Requirements for Residential Zones) includes a Section, Subsection, or Division number, the regulations in the referenced Section, Subsection, or Division shall apply to the use.

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones	P Permitted A Permitted as an Accessory Use M Minor Use Permit Required C Conditional Use Permit Required -- Not Allowed						Specific Use Regulations
	R-M	R-0	R-1	R-2	R-3	R-3-R	
<b>Residential Uses</b>							
Boarding House	--	--	--	--	--	--	
<b>Dwellings</b>							
Single-Family Dwelling	P	P	P	P	P	--	See required minimum density (Section 9102.01.090, Table 2-6 and) Subsection 9102.01.100.A (Exceptions to Minimum Density in R-2 and R-3)

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones		P Permitted A Permitted as an Accessory Use M Minor Use Permit Required C Conditional Use Permit Required -- Not Allowed					
Land Use	R-M	R-0	R-1	R-2	R-3	R-3-R	Specific Use Regulations
Multifamily Dwelling	--	--	--	P	P	P	
Two-Family Dwelling	--	--	--	P	P	P	
Accessory Dwelling Unit	A	A	A	A	A	A	Only permitted as an accessory use on multi-family zoned properties which are currently improved with no more than one single-family dwelling unit. See also Subsection 9102.01.080 (Accessory Dwelling Units)
Short-Term Rental	--	--	--	--	--	--	No Person shall post, publish, circulate, broadcast, or maintain any advertisement of a Short-Term Rental in any zone allowing residential uses. See Section 9104.02.300
Home Sharing	--	--	--	--	--	--	No Person shall post, publish, circulate, broadcast, or maintain any advertisement for Home Sharing in any zone allowing residential uses. See Section 9104.02.300
Agricultural Uses							
Urban Agriculture	A	A	A	A	A	A	See Subsection 9104.02.030 (Agricultural Uses –Urban Agriculture, Small Animal and Fowl, and Horses)
Horse Keeping	A	A	A	--	--	--	
Small Animal and Fowl Keeping	A	A	A	--	--	--	
Education							
Schools, Private	C	C	C	C	C	C	May only be permitted as a Conditional Use, accessory to a Place of Religious Assembly.
Medical-Related and Care Uses							
Day Care, General	--	--	--	--	--	--	See Subsection 9104.02.080 (Day Care, General)
Day Care, Limited - Small Family	A	A	A	A	A	A	See Subsection 9104.02.100 (Day Care, Limited – Small Family)



CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

Table 2-1 Allowed Uses and Permit Requirements for Residential Zones	P Permitted A Permitted as an Accessory Use M Minor Use Permit Required C Conditional Use Permit Required -- Not Allowed						
Land Use	R-M	R-0	R-1	R-2	R-3	R-3-R	Specific Use Regulations
Day Care, Limited - Large Family	A	A	A	A	A	A	See Subsection 9104.02.090 (Day Care, Limited – Large Family)
Residential Care Facility – Six or fewer persons	P	P	P	P	P	P	See Subsection 9104.02.260 (Residential Care Facilities)
Supportive Housing – Housing Type	--	--	--	P	P	P	See Subsection 9104.02.260 (Residential Care Facilities)
Supportive Housing – Residential Care Facility Small Type	P	P	P	P	P	P	
Transitional Housing – Housing Type	--	--	--	P	P	P	See Subsection 9104.02.260 (Residential Care Facilities)
Transitional Housing – Residential Care Facility Small Type	P	P	P	P	P	P	
Other Uses							
Antennas and Wireless Communication Facilities - Co-location or Panel	--	--	--	--	P	P	Exception: All facilities are permitted on City- owned properties and public rights-of-way. New standalone facilities are not permitted in Architectural Design (D) overlay zones. See also Subsection 9104.02.050 (Antennas and Wireless Communication Facilities)
Antennas and Wireless Communication Facilities - Standalone Facility	--	--	--	--	--	--	
Places of Religious Assembly	--	C	C	C	C	--	
Sports Courts (Private)	P	P	P	P	P	P	Must comply with Subsection 9104.02.330 (Sports Courts in Residential Zones)
Recharging Stations	A	A	A	A	A	A	
Utility Structures and Service Facilities	C	C	C	C	C	C	

**9102.01.030 Development Standards in Single-Family Residential Zones (R-M, R-0, R-1)**  
**Amended by Ord. No. 2347**

New land uses and structures, and alterations to existing land uses and structures, shall be designed, constructed, and/or established in compliance with the requirements in Tables 2-1 (Allowed Uses and Permit Requirements for Residential Zones), 2-2 (Development Standards for Single-family Residential Zones), and 2-3 (~~Additional Development Standards for Homeowners Association Areas~~ ~~Maximum Floor Area in Specific Homeowners Associations Areas~~), and the development standards in Division 3 (Regulations Applicable to All Zones-Site Planning and General Development Standards). Additional regulations are denoted in the right hand column of Table 2-2 and Table 2-3. Exceptions and additional regulations are included in Subsection 9102.01.040 (Additional Residential Development Standards in Single-Family Residential Zones). Standards for accessory structures and accessory dwelling units are outlined in Subsection 9102.01.060 (Accessory Structures in Single-family Residential Zones) and Subsection 9102.01.080 (Accessory Dwelling Units). Development standards for garages and other parking areas are located in Section 9103.07 (Off-Street Parking and Loading). Development standards for fences, walls, and gates are outlined in Section 9103.05 (Fences, Walls, and Gates). Development standards for landscaping requirements are located in Section 9103.09.040.B (Landscape Requirements for Residential Zones).

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

**Table 2-2**  
**General Development Standards for**  
**Single-family Residential Zones (R-M, R-0, R-1)**

Development Feature	R-M	R-0	R-1	Additional Requirements
Lot Standards				
Minimum Lot Area (sq ft)	15,000	R-0-30,000: 30,000 R-0-22,000: 22,000 R-0-15,000: 15,000 R-0-12,500: 12,500	R-1-15,000: 15,000 R-1-10,000: 10,000 R-1-7,500: 7,500	
Minimum Lot Width				
At Front Property Line	100 ft; 44 ft for cul-de-sac lots	100 ft; 57 ft for cul-de-sac lots	75 ft; 44 ft for cul-de-sac lots	
At Front Setback Line	75 ft	100 ft 85 ft on reverse corner lot	75 ft	
Minimum Lot Depth	100 ft	100 ft	100 ft	
Structure Form and Location Standards				
Maximum Floor Area				
Areas North of Huntington Drive (Outside of Homeowners Associations Identified by City Council Resolution)				For Maximum Allowable Floor Area applicable to Homeowners Associations Identified by City Council Resolution (on file with the Planning Department), see Subsection 9102.01.040.A (Floor Area Ratios Standards for Specific Homeowners Association Areas).
Lot Size: Up to 7,500 sf	45% of lot area			
7,501 – 10,000	3,375 sq ft plus 40% of lot area over 7,500 sq ft			
10,001 – 15,000	4,375 sq ft plus 35% of lot area over 10,000 sq ft			
15,001 – 20,000	6,125 sq ft plus 25% of lot area over 15,000 sq ft			
20,001 – 30,000	7,375 sq ft plus 20% of lot area over 20,000 sq ft			
30,001 +	9,375 sq ft plus 15% of lot area over 30,000 sq ft			
Areas South of Huntington Drive (Outside of Homeowners Associations Identified by City Council Resolution)				For measurement standards and general exceptions, see also Subsection 9103.01.030 (Measuring Floor Area and Floor Area Ratio).
Lot Size: Up to 10,000 sf	45% of lot area			
10,001 – 15,000	4,500 sq ft plus 40% of lot area over 10,000 sq ft			
15,001 – 20,000	6,500 sq ft plus 30% of lot area over 15,000 sq ft			
20,001 – 40,000	8,000 sq ft plus 25% of lot area over 20,000 sq ft			
40,001 +	13,000 sq ft plus 32% of lot area over 40,000 sq ft			
Incentive for One-Story Houses	3% of lot area in additional floor area			
Maximum Density	1 unit per lot	1 unit per lot	1 unit per lot	Except as allowed by Subsection 9102.01.080 (Accessory Dwelling Units)



CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

**Table 2-2**  
**General Development Standards for**  
**Single-family Residential Zones (R-M, R-0, R-1)**

Development Feature	R-M	R-0	R-1	Additional Requirements
Minimum Setbacks				
Front	25 ft	35 ft	25 ft	See Subsection 9102.01.040 (Additional Residential Development Standards), Subsection 9103.01.060 (Setback Measurements and Exceptions), and Subsection 9102.01.050 (Permitted Projections in Single-family Residential Zones)
Side – first or single story				
Interior	10 ft or 10% of lot width, whichever is greater, but not to exceed 15 ft as a required setback	10 ft or 10% of the lot width, whichever is greater	5 ft or 10% of the lot width, whichever is greater	
Corner (street side)	20 ft	20 ft	20 ft	
Reverse Corner (street side)	20 ft	25 ft	25 ft	
Side - second story				
Interior	15 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	10 ft or 20% of the lot width, whichever is greater	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Corner (street side)	20 ft	20 ft	20 ft	
Reverse Corner (street side)	20 ft	25 ft	25 ft	
Rear				
First or single story	25 ft	35 ft	25 ft	Additional rear setback of one foot required on each story for every 10 feet above 150 feet of lot depth. <b>See Subsection 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).</b>
Second story	35 ft	35 ft	35 ft	
Maximum Lot Coverage				
1-story dwellings	45%	45%	45%	
2-story dwellings	35%	35%	35%	

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

**Table 2-2**  
**General Development Standards for**  
**Single-family Residential Zones (R-M, R-0, R-1)**

Development Feature	R-M	R-0	R-1	Additional Requirements
<b>Maximum Height</b>	25 ft for lots less than 71-foot lot width; an additional 1 ft in height for every additional 1 ft in lot width up to 75 ft lot (30 ft height).  80'-85 ft lot width: 31 ft 85'-1"-90 ft lot width: 32 ft 90'-1"-95 ft lot width: 33 ft 95'-1"-100 ft lot width: 34 ft 100'-1"+ ft lot width: 35 ft	25 ft for lots with less than 75-foot lot width  30 ft for lots with 75-foot width or greater	Citywide: 25 ft for lots with less than 75-foot lot width; 30 ft for lots with 75-foot width or greater  <del>Village Homeowners Association Area: 25 feet for any lot width</del>  <del>Highlands Homeowners Association Area:</del> <del>Less than 75 ft lot width: 25 ft</del> <del>75'-1"-94 ft lot width: 27 ft</del> <del>94'-1"-114 ft lot width: 29 ft</del>	See Subsection 9103.01.030 (Measuring Floor Area and Floor Area Ratio)
<b>Maximum Number of Stories</b>	2 stories	2 stories	2 stories	Exposed basements shall be considered a story.
<b>Maximum Street-Facing Porch Height</b>	14 ft	14 ft	14 ft	See Subsection 9102.01.040.I (Porch Height).
<b>Encroachment Plane</b>				
Front Property Line	40 degrees	30 degrees	30 degrees	No portion of any structure shall encroach through a plane projected from the identified angle as measured at the ground level along the front property line. That point shall be located at the intersection of a horizontal projection of the adjacent grade elevation and its intersection with the property line. See Figure 2-1 (Encroachment Plane).
Interior Rear and/or Interior Side	N/A	N/A	N/A	
Corner Street Side Property Line	N/A	40 degrees	40 degrees	

**Table 2-3 <sup>(1)</sup>**

**Additional Development Standards for Homeowners Association Areas  
Single-family Residential Zones (R-M, R-0, R-1)**

**Maximum Floor Area in Specific Homeowners Association Areas**

*For measurement standards and general exceptions, see also Subsection 9103.01.030 (Measuring Floor Area and Floor Area Ratio).*

HOA and Lot Size	Floor Area Ratio
<b>Santa Anita Village and Highlands HOAs</b>	
Less than 10,000 sf	35% of lot area
10,001 – 15,000	3,500 sq ft plus 25% of lot area over 10,000 sq ft
15,001 – 20,000	4,750 sq ft plus 10% of lot area over 15,000 sq ft
20,001 – 30,000	5,250 sq ft plus 10% of lot area over 20,000 sq ft
30,001 +	6,250 sq ft plus 10% of lot area over 30,000 sq ft
<b>Lower Rancho and Santa Anita Oaks HOAs</b>	
Less than 10,000 sf	37% of lot area
10,001 – 15,000	3,700 sq ft plus 37% of lot area over 10,000 sq ft
15,001 – 20,000	5,550 sq ft plus 20% of lot area over 15,000 sq ft
20,001 – 30,000	6,550 sq ft plus 20% of lot area over 20,000 sq ft
30,001 +	8,550 sq ft plus 15% of lot area over 30,000 sq ft
<b>Upper Rancho HOA</b>	
Less than 10,000 sf	45% of lot area
10,001 – 15,000	4,500 sq ft plus 40% of lot area over 10,000 sq ft
15,001 – 20,000	6,500 sq ft plus 30% of lot area over 15,000 sq ft
20,001 – 40,000	8,000 sq ft plus 25% of lot area over 20,000 sq ft
40,001+	13,000 sq ft plus 32% of lot area over 40,000 sq ft
<b>Incentive for One-Story Homes in all HOA Areas</b>	
3% of the lot area in additional floor area	



CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

**Table 2-3 <sup>(1)</sup>**

**Additional Development Standards for Homeowners Association Areas  
Single-family Residential Zones (R-M, R-0, R-1)**

Development Feature	Santa Anita Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Santa Anita Oaks (R-0)	Upper Rancho (R-0)	Additional Requirements
<b>Minimum Setbacks</b>						
Front	25 ft	25 ft	35 ft	65 ft Exceptions: Tract 13544 shall be a minimum of 60 ft  Tracts 13345 and 11013 shall be a minimum of 55 ft and Tract 14565 shall be a minimum of 50 ft	50 ft	See Subsection 9102.01.040 (Additional Residential Development Standards), Subsection 9103.01.060 (Setback Measurements and Exceptions), and Subsection 9102.01.050 (Permitted Projections in Single-family Residential Zones)
<b>Side – first or single story</b>						
Interior	5 ft or 10% of the lot width, whichever is greater	R-M: 10 ft or 10% of lot width, whichever is greater, but not to exceed 15 ft as a required setback  R-1: 6 ft or 10% of the lot width, whichever is greater	10 ft or 10% of the lot width, whichever is greater	10 ft or 10% of the lot width, whichever is greater	15 ft	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Corner (street side)	20 ft	20 ft	20 ft	20 ft	20 ft	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Reverse Corner (street side)	25 ft	R-M: 20 ft R-1: 25 ft	25 ft	25 ft	25 ft	

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

Table 2-3 <sup>(1)</sup> Additional Development Standards for Homeowners Association Areas Single-family Residential Zones (R-M, R-0, R-1)						
Development Feature	Santa Anita Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Santa Anita Oaks (R-0)	Upper Rancho (R-0)	Additional Requirements
Side - second story						
Interior	10 ft or 20% of the lot width, whichever is greater	R-M: 15 ft or 20% of the lot width, whichever is greater R-1: 10 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	15 ft or 20% of the lot width, whichever is greater	See Subsection: 9102.01.040 (Additional Residential Development Standards in Single- family Residential Zones).
Corner (street side)	20 ft	20 ft	20 ft	20 ft	20 ft	
Reverse Corner (street side)	25 ft	R-M: 20 ft R-1: 25 ft	35 ft	35 ft	35 ft	
Rear						
First or single story	25 ft	25 ft	35 ft	35 ft	40 ft	Additional rear setback of one foot required on each story for every 10 feet above 150 feet of lot depth. See Subsection 9102.01.040 (Additional Residential Development Standards in Single-family Residential Zones).
Second story	35 ft	35 ft	35 ft	35 ft	35 ft	
Maximum Lot Coverage						
1-story dwellings	45%	45%	45%	45%	45%	
2-story dwellings	35%	35%	35%	35%	35%	
Maximum Number of Stories	2 stories	2 stories	2 stories	2 stories	2 stories	Exposed basements shall be considered a story.

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

<b>Table 2-3 <sup>(1)</sup></b> <b>Additional Development Standards for Homeowners Association Areas</b> <b>Single-family Residential Zones (R-M, R-0, R-1)</b>						
Development Feature	Santa Anita Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Santa Anita Oaks (R-0)	Upper Rancho (R-0)	Additional Requirements
Maximum Street-Facing Porch Height	14 ft	14 ft	14 ft	14 ft	14 ft	See Subsection 9102.01.040.I (Porch Height).
<b>Encroachment Plane</b>						
Front Property Line	30 degrees	R-M: 40 degrees R-1: 30 degrees	30 degrees	30 degrees	30 degrees	No portion of any structure shall encroach through a plane projected from the identified angle as measured at the ground level along the front property line. That point shall be located at the intersection of a horizontal projection of the adjacent grade elevation and its intersection with the property line. See Figure 2-1 (Encroachment Plane).
Interior Rear and/or Interior Side	N/A	N/A	N/A	N/A	N/A	
Corner Street Side Property Line	N/A-40 degrees	40 degrees	40 degrees	40 degrees	40 degrees	



CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

<b>Table 2-3 <sup>(1) (3)</sup></b> <b>Additional Development Standards for Homeowners Association Areas</b> <b>Single-family Residential Zones (R-M, R-0, R-1)</b>					
Development Feature	Village (R-1)	Highlands (R-M and R-1)	Lower Rancho (R-0)	Oaks (R-0)	Upper Rancho (R-0)
<b>Maximum Height <sup>(2)</sup></b>	25 ft	<p>R-M: 25 ft for lots less than 71-foot lot width; an additional 1 ft in height for every additional 1 ft in lot width up to 75 ft lot (30 ft height).</p> <p>80-85 ft lot width: 31 ft 85'-1"-90 ft lot width: 32 ft 90'-1"-95 ft lot width: 33 ft 95'-1"-100 ft lot width: 34 ft 100'-1"+ ft lot width: 35 ft</p> <p>R-1: Less than 75 ft lot width: 25 ft 75'-94 ft lot width: 27 ft 94'-1"-114 ft lot width: 29 ft 114'-1" ft lot or larger width: 30 ft</p>	<p>25 ft for lots with less than 75- foot lot width</p> <p>30 ft for lots with 75-foot width or greater</p>	<p>25 ft for lots with less than 75- foot lot width</p> <p>30 ft for lots with 75-foot width or greater</p>	<p>25 ft for lots with less than 75- foot lot width</p> <p>30 ft for lots with 75-foot width or greater</p>

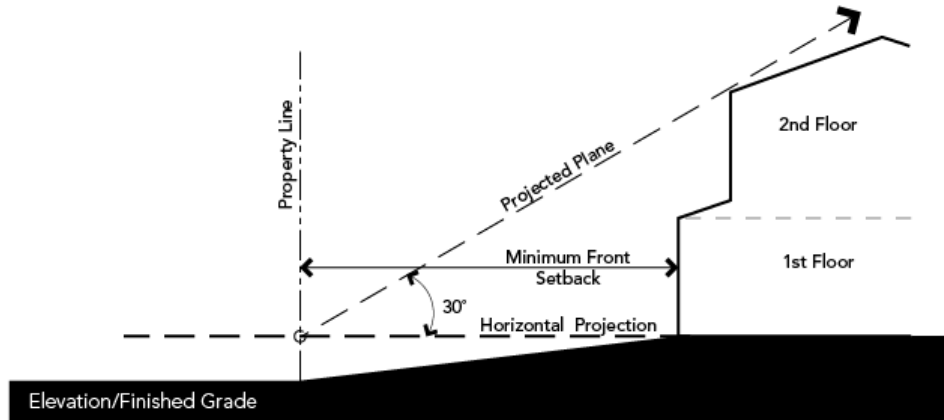
**Notes:**

(1) In cases where the underlying zoning's Development Standard is greater than the requirements stated in Table 2-3, Additional Development Standards for Homeowners Association Areas Single-family Residential Zones (R-M, R-0, R-1), the underlying zoning shall be used unless an exception is specifically identified.

(2) See Subsection 9103.01.030 (Measuring Floor Area and Floor Area Ratio)

(3) See Subsection 9102.01.040(J) for additional regulations regarding garages and carports.

**Figure 2-1  
Encroachment Plane – R-0 and R-1 Zones**



**9102.01.040 Additional Residential Development Standards in Single-Family Residential Zones  
Amended by Ord. No. 2347**

**(This section has been relocated to the table above)**

**A. Floor Area Standards for Specific Homeowners Association Areas.** Maximum floor area in Lower Ranch, Santa Anita Oaks, Upper Rancho, Santa Anita Village, and Highland Oaks Homeowners Associations, as identified by City Council Resolution (on file with the Planning Department), shall be subject to a maximum floor area as defined in Table 2-3 (Maximum Floor Area in Specific Homeowners Association Areas). For additional development standards and map of the Homeowners' Association (HOA) areas, refer to the applicable City Council Resolution (on file with the Planning Department).

<b>Table 2-3 Maximum Floor Area in Specific</b>	
<b>Lot Size</b>	<b>Floor Area Ratio</b>
<b>Santa Anita Village and Highland Oaks HOAs</b>	
Less than 10,000 sf	35% of lot area
10,001 – 15,000	3,500 sq ft plus 25% of lot area over
15,001 – 20,000	4,750 sq ft plus 10% of lot area over
20,001 – 30,000	5,250 sq ft plus 10% of lot area over
30,001 +	6,250 sq ft plus 10% of lot area over
<b>Lower Rancho and Santa Anita Oaks HOAs</b>	
Less than 10,000 sf	37% of lot area
10,001 – 15,000	3,700 sq ft plus 37% of lot area over
15,001 – 20,000	5,550 sq ft plus 20% of lot area over
20,001 – 30,000	6,550 sq ft plus 20% of lot area over
30,001 +	8,550 sq ft plus 15% of lot area over
<b>Upper Rancho HOA</b>	
Less than 10,000 sf	45% of lot area
10,001 – 15,000	4,500 sq ft plus 40% of lot area over
15,001 – 20,000	6,500 sq ft plus 30% of lot area over
20,001 – 40,000	8,000 sq ft plus 25% of lot area over
40,001 +	13,000 sq ft plus 32% of lot area over
Incentive for One-Story	3% of the lot area in additional floor area

**A. Front Setbacks – Additional Standards in R-M, R-0, and R-1 Zones**

**1. Front Setback Exceptions**

- a. **Front Setback Exception: R-M Zone.** The front setback shall be the average of the two nearest developed lots that front on the same street, unless a greater setback is specified in Subsection 9102.01.030, Table 2-3 (Additional Development Standards for Homeowners Association Areas) or Subsection 9103.01.060 (Setback Measurements and Exceptions).
- b. **Front Setback Exception: R-0 Zone.** The front setback shall be the greater of (a) 35 feet; and (b) the average of the two nearest developed lots, unless a greater setback is specified in Subsection 9102.01.030, Table 2-3 (Additional Development Standards for Homeowners Association Areas) or Subsection 9103.01.060 (Setback Measurements and Exceptions).
- c. **Front Setback Exception: R-1 Zone.** The front setback shall be the greater of (a) 25 feet; and (b) the average of the two nearest developed lots, unless a greater setback is specified in Subsection 9102.01.030, Table 2-3 (Additional Development Standards for Homeowners Association Areas) or Subsection 9103.01.060 (Setback Measurements and Exceptions).

**B. No Parking within Front and/or Street Side Setbacks.** No parking shall be allowed within required front or street side setbacks, or within any landscaped area not designated as a driveway or parking space.

**C. Exceptions to Rear Setbacks on Corner and Reverse Corner Lots in R-0 and R-1 Zones – Attached Single-Story Garage.** On corner and reverse corner lots in the R-0 and R-1 zones, an attached garage portion of a main dwelling that does not exceed one story and 16 feet in height may be located within 15 feet of the rear property line.

**D. Height Exception for Chimneys and Roof-Mounted Vents.** Chimneys and roof-mounted vents shall be allowed to exceed height limits to the minimum extent required by Article VIII (Building Regulations).

**E. Temporary/Portable Structures.** One temporary or portable structure, with the exception of tents and canopies, not exceeding 120 square feet in area and eight feet six inches in height is permitted. The structure shall comply with all setback requirements and, if applicable, be approved by the City's established Homeowners' Association.

**F. Roof Decks.** Roof decks are not permitted in the R-M, R-0, and R-1 zones.

**G. Basements**

1. **Extent.** Basements shall not extend beyond the external walls of the first story of the structure above the basement.
2. **Minimum Setback.** On any lot, the minimum setback to the basement wall is 10 feet from any property line.
3. **Light Wells.** Light wells for basements and exterior stairways to basements are permitted to the extent necessary to comply with Building and Fire Codes. Light wells for basements and exterior stairways shall be set back a minimum of five feet from any property lines.

**H. Porch Height**

1. There shall be no vertical or architectural elements located above the building primary entrance entry that emphasizes the scale and massing of the structure.
2. For projecting porches, the maximum allowable height as required in Table 2-2 shall be measured to the uppermost point of the projecting feature, including roof ridges, railings, cornices, and other decorative features. For recessed porches, the height shall be measured to the uppermost point of the opening.

**I. Hillside Development Standards.** Hillside development standards outlined in this Subsection shall apply to development of all new structures, additions to existing structures, and other property improvements in the R-M zone and any lot with an average slope of 20 percent or greater. For the purposes of this Subsection, swimming pools, spas, and fish ponds

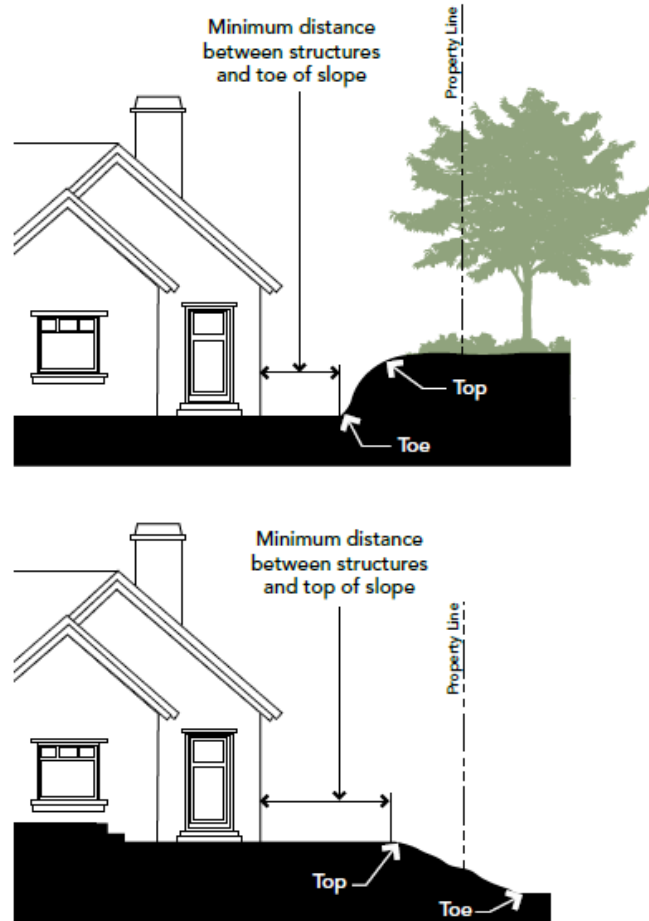
---



constructed on a lot shall all be considered structures.

1. **Minimum Distance between Structures and Slopes.** In addition to the setback requirements that apply to the underlying zone, the minimum distance between a structure and the top or toe of slope where the slope is between the structure and front, side, and/or rear property line(s) shall be 5 feet. See Figure 2-2 (Minimum Distance Between Structures and Slopes).

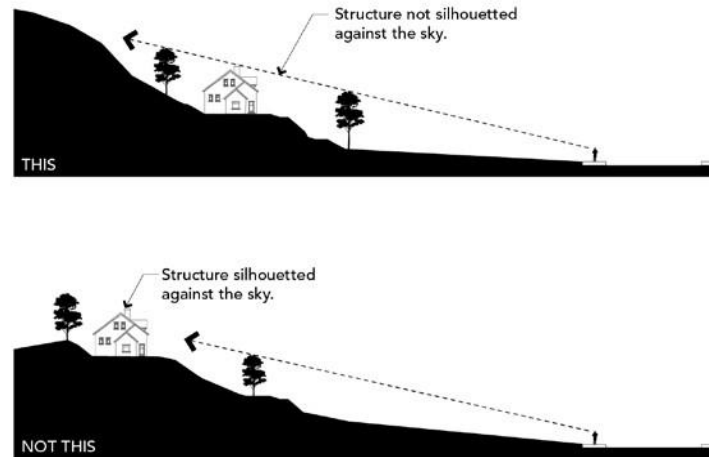
**Figure 2-2**  
**Minimum Distance Between Structures and Slopes**



## 2. Ridgeline Protection

- a. Structures shall be located so that a vertical separation of at least 30 feet is provided between the top of the structure and the top of the ridge or knoll to maintain the natural appearance of the ridge. Grading should also be avoided within 30 vertical feet of the top of a ridge or knoll. Placement of structures should also take advantage of existing vegetation for screening, and should include the installation of additional native plant materials to augment existing vegetation, where appropriate.
- b. Structures shall not be placed so that they appear silhouetted against the sky when viewed from a public street, except where the Review Authority determines that the only feasible building site cannot comply with this standard. See Figure 2-3 (Ridgeline Protection – Residential Hilltop Line of Sight).

**Figure 2-3**  
**Ridgeline Protection – Residential Hilltop Line of Sight**



3. **Landscaping Requirements.** All cut or fill slopes exceeding six feet six inches in vertical height between two or more contiguous lots shall be planted with adequate plant material to protect the slope against erosion. Said planting shall cover the bank within two years from the time of planting. The permittee, owner or developer shall water the planted slopes at sufficient time intervals to promote growth.
  4. **Maintenance and Grading Permit Required.** The owner of any property, or any other person or agent in control of such property, on which is located any retaining walls, cribbing, drainage structures, planted slopes and other protective devices, required pursuant to a permit granted under this Division or required pursuant to the issuance of a grading permit, shall maintain said retaining walls, cribbing, drainage structures, planted slopes and other protective devices in good condition and repair at all times.
- J. Garages and Carports in Homeowners Association Areas.** Carports shall not be permitted in the Homeowners Association Areas. The following regulations shall apply to garages in Homeowners Association Areas:
1. **Santa Anita Village:** Garages shall not dominate the front elevation and shall be setback from the front façade or located in the backyard.
  2. **Lower Rancho:** Garages shall not dominate the front elevation and shall be setback from the front façade or located in the backyard.
  3. **Santa Anita Oaks:** No garage shall be closer to the front property line than the main dwelling. Front facing garage are strongly discouraged. A detached garage shall not be located less than 150 feet from the front property line.  
Exceptions: Tract 11013 which shall be a minimum of 140 ft. Tracts 13345, 14656, & 13544 shall be a minimum of 125 ft.
  4. **Upper Rancho:** No garage door shall be allowed to face the public right-of-way within the front 150 ft of the property. No garage door shall be closer to the street than the dwelling. Corner lots shall be evaluated on a case-by-case basis.  
Exception: Lots 1 through 20 of Tract No. 13184
-

## Division 7: Permit Processing Procedures



## Section 9107.01 – City-Required Permits and Approvals

### Subsections:

- 9107.01.010 Purpose and Intent
- 9107.01.020 Discretionary Permits and Actions
- 9107.01.030 Additional Permits May Be Required
- 9107.01.040 Burden of Proof and Precedence

### 9107.01.010 Purpose and Intent Amended by Ord. No. 2347

This Division establishes the overall structure for the application, review, and action on City-required permit applications and identifies and describes those discretionary permits and other approvals required by this Development Code in Table 7-1 (Review Authority).

### 9107.01.020 Discretionary Permits and Actions

- A. Administrative Permits and Actions.** Except when combined with legislative actions or other non-administrative actions defined in this Division, the Director, also defined in this Development Code as the designee of the Director, is the designated Review Authority for the following quasi-judicial permits and actions, which are generally limited to interpretation of policy or relatively minor adjustments of Development Code standards. Additionally, the Director has primary administrative authority over certain activities which require the determination of compliance with applicable Development Code provisions. The Director, at the Director's sole discretion, may elevate the level of review to a higher Review Authority.
1. **Administrative Modifications.** An administrative action granting exception (modification or deletion) to certain specified development standards of this Development Code in cases where strict compliance would result in a hardship as specified in and processed in compliance with Section 9107.05 (Administrative Modifications).
  2. **Certificates of Demolition.** An administrative action authorizing the issuance of a Certificate of Demolition in compliance with Section 9107.07 (Certificates of Demolition).
  3. **Development Code Interpretations.** An administrative interpretation of certain provisions of this Development Code in an effort to resolve ambiguity in the regulations and to ensure their consistent application in compliance with Section 9101.02 (Interpretation of the Development Code Provisions).
  4. **Home Occupation Permits.** An administrative permit authorizing the operation of a specified home based occupation in a particular location in compliance with the provisions of this Development Code and in compliance with procedures specified in Section 9107.13 (Home Occupation Permits).
  5. **Minor Use Permits.** An administrative permit authorizing the operation of a specific use of land or a structure in a particular location in compliance with the provisions of this Development Code and in compliance with procedures specified in Section 9107.09 (Conditional Use Permits and Minor Use Permits).
  6. **Reasonable Accommodations.** An administrative permit authorizing limited modifications to properties to accommodate a person with specified disabilities and physical limitations in compliance with specific criteria and performance standards and in compliance with procedures specified in Section 9107.17 (Reasonable Accommodations).
  7. **Sign-Related Permits**
    - a. **Sign Permits.** An administrative permit authorizing a variety of signs, including individual signs for promotional advertising in compliance with specific provisions and conditions of this Development Code and Section 9103.11
-



1. **Density Bonus for Affordable Housing.** An action authorizing a residential density bonus in compliance with Section 9103.15 (Density Bonus for Affordable or Senior Housing).
2. **Development Agreements and Amendments.** An agreement between the City and a party with legal or equitable interest in the real property relating to the development of property in compliance with Section 9107.11 (Development Agreements).
3. **Development Code Text/Zoning Map Amendments.** An action authorizing either a text amendment to this Development Code or a map amendment changing the zoning designation of particular property in compliance with Section 9108.03 (Amendments).
4. **General Plan Text/Map Amendments.** An action authorizing either a text amendment to the General Plan or a map amendment changing the General Plan land use designation of particular property in compliance with Section 9108.03 (Amendments).
5. **Specific Plans and Amendments.** A regulatory document prepared in compliance with Government Code Section 65450 et seq. for the systematic implementation of the General Plan for a particular area as specified in Section 9107.21 (Specific Plans).

**D. Subdivision Maps and Other Approvals**

1. **Subdivision of Land.** Regulations governing the subdivision of land are established in Division 5 (Subdivisions).
2. **Buildings and Construction.** Provisions for construction and building are established in Municipal Code Article VIII (Building Regulations).

**9107.01.030 Additional Permits May Be Required**

A land use on property that complies with the permit requirement or exemption provisions of this Development Code shall also comply with the permit requirements of other Municipal Code provisions and any permit requirements of other agencies before construction or use of the property is commenced. All necessary permits shall be obtained before starting work or establishing a new use. Nothing in this Development Code shall eliminate the need to obtain any permits required by:

- A. Any other Municipal Code provisions, including Building, Grading, or other construction permits; a Business License in compliance with Municipal Code Section 6211 (License Required), if required; or subdivision approval if required by Division 5 (Subdivisions); or
- B. Any applicable county, regional, State, or Federal regulations.

**9107.01.040 Burden of Proof and Precedence**

- A. **Burden of Proof.** The burden of proof to establish the evidence in support of the required finding(s) for any permit or approval in compliance with this Division is the responsibility of the applicant.

**B. Precedence**

1. Each permit shall be evaluated on a case-by-case basis.
  2. The granting of a prior permit either on the subject property or any other property within the City does not create a precedent and is not justification for the granting of a new permit under current review.
-



This page intentionally left blank.

DRAFT

## Section 9107.03 – Application Processing Procedures

### Subsections:

- 9107.03.010 Purpose and Intent
- 9107.03.020 Application Submittal
- 9107.03.030 Eligible Applicants
- 9107.03.040 Submittal Requirements
- 9107.03.050 Filing Fees and Requirements
- 9107.03.060 Initial Application Completeness Review
- 9107.03.070 Environmental Assessment
- 9107.03.080 Application Review and Determinations

### 9107.03.010 Purpose and Intent

#### Amended by Ord. No. 2347

- A. This Division provides procedures and requirements for the preparation, filing, and initial processing of the land use permit applications required by the City and specified in this Development Code.
- B. Table 7-1 (Review Authority), identifies the Review Authority responsible for reviewing and making decisions on each type of application required by this Development Code.

Table 7-1 Review Authority				
Type of Action	Applicable Code Section	Role of Review Authority <sup>(1)</sup>		
		Director	Commission	Council
Legislative Actions				
Development Agreements and Amendments	9107.11	Recommend <sup>(1)</sup>	Recommend	Decision
Development Code Amendments	9108.03	Recommend <sup>(1)</sup>	Recommend	Decision
General Plan Amendments	9108.03	Recommend <sup>(1)</sup>	Recommend	Decision
Specific Plans and Amendments	9107.21	Recommend	Recommend	Decision
Zoning Map Amendments	9108.03	Recommend	Recommend	Decision
Planning Permits and Approvals and Administrative Actions				
Administrative Modifications	9107.05	See Table 7-2 for specified thresholds		
Certificates of Demolition	9107.07	Decision	Appeal	Appeal
Conditional Use Permits	9107.09	Recommend	Decision <sup>(2)(4)</sup>	Appeal
Home Occupation Permits	9107.13	Decision <sup>(3)</sup>	Appeal	Appeal
Interpretations	9101.03	Decision <sup>(3)</sup>	Appeal	Appeal
Minor Use Permits	9107.09	Decision <sup>(3)</sup>	Appeal	Appeal
Planned Developments	9107.15	Recommend	Decision <sup>(4)</sup>	Appeal
Reasonable Accommodations	9107.17	Decision <sup>(3)</sup>	Appeal	Appeal
Sign Permits	9103.11	Decision <sup>(3)</sup>	Appeal	Appeal
Site Plan and Design Review (See Table 7-3 for specified thresholds.)	9107.19	Decision <sup>(3)</sup>	Decision/ Appeal <sup>(4)</sup>	Appeal
Site Plan and Design Review: Homeowners Association Areas (See Table 7-4 for specified thresholds.)	9107.20	Decision <sup>(6)</sup>	Appeal	Appeal
Temporary Use Permits	9107.23	Decision <sup>(3)</sup>	Appeal	Appeal
Tree Encroachment, Preservation, and Removal	9700	See Section 9702.01.040 for specified thresholds		

CITY OF ARCADIA ZONING CODE – ARTICLE IX: DIVISION AND USE OF LAND  
CHAPTER 1: DEVELOPMENT CODE

---

Variances	9107.25	Recommend	Decision <sup>(4)</sup>	Appeal
Zoning Clearances (ADU)	9107.27	Issue	Appeal <sup>(5)</sup>	Appeal <sup>(5)</sup>

---

Notes:

- (1) "Recommend" means that the Review Authority makes a recommendation to a higher decision making body; "Decision" means that the Review Authority makes the final decision on the matter; "Issue" means that the Review Authority grants the Zoning Clearance after confirming compliance with all applicable provisions of this Development Code; and "Appeal" means that the Review Authority may consider and decide upon appeals to the decision of an earlier decision making body, in compliance with Section 9108.07 (Appeals).
- (2) The final Review Authority for a Conditional Use Permit granting a Density Bonus, in compliance with Section 9107.03 (Application Processing Procedures) shall be the Council, with the Commission first making a written recommendation to the Council.
- (3) The Director may defer action and refer the request to the Commission for consideration and final decision.
- (4) The Commission may defer action and provide a recommendation to the Council for consideration and final decision.
- (5) A Zoning Clearance (ADU) may only be appealed if a determination pursuant to 9103.070.050.D.4.a or 9107.27.030.D.1 has been made.
- (6) For Site Plan and Design Review: Homeowners Association Areas, the Director Review shall include reviews by the Director under the City Review process, reviews by the HOA ARB Chairperson under the Short Review process and reviews by the HOA Architectural Review Board under the Regular Review process.

### 9107.03.020 Application Submittal

- A. **Concurrent Filing.** An applicant for a development project that requires the filing of more than one application (e.g., Conditional Use Permit, Tentative Map, etc.), shall file all related applications concurrently, together with all application fees required by Subsection 9107.03.050 Filing Fees Requirements), below, unless these requirements are waived by the Director.
  - B. **Concurrent Processing.** Multiple applications for the same project shall be processed concurrently, and shall be reviewed, and approved or denied by the highest Review Authority designated by this Development Code for any of the applications. For example, a project for which applications for Zoning Map Amendment and a Conditional Use Permit are filed shall have both applications decided by the Council, instead of the Commission being the final decision making authority for the Conditional Use Permit as otherwise required by Table 7-1 (Review Authority), above. In the example cited, the Commission would still hear all of the applications (the Zoning Map Amendment and the Conditional Use Permit) and forward recommendations to the Council.
  - C. **Pre-Application Conference**
    1. A prospective applicant is strongly encouraged to request a pre-application conference with the Director or designated Department Staff member before completing and filing a permit application required by this Development Code.
    2. The purpose of a pre-application conference is to generally:
      - a. Inform the applicant of City requirements as they apply to the proposed project;
      - b. Discuss the City's review process, possible project alternatives, or modifications; and
      - c. Identify information and materials the City will require with the application, including any necessary technical studies and information anticipated for the environmental review of the project.
    3. Neither the pre-application review nor the provision of information and/or pertinent policies shall be construed as either a recommendation for approval or denial of the application or project by the City's representative.
    4. Failure of the City's representative to identify all required studies or all applicable requirements at the time of pre-application review shall not constitute a waiver of those studies or requirements.
-



DRAFT

---

#### **9107.03.030 Eligible Applicants**

- A. An application may only be filed by the owner of the subject property or a lessee or authorized agent of the property owner with the written consent of the property owner. With the Director's approval, a lessee with the exclusive right to use the property for a specified use may file an application related to that use.
- B. The application shall be signed by the owner of record or may be signed by the lessee or by authorized agent of the property owner if written authorization from the owner of record is filed concurrently with the application.

#### **9107.03.040 Submittal Requirements**

- A. Each application for a permit, amendment, or other matter pertaining to this Development Code shall be filed with the Department **or ARB Chairperson** on a City application form, together with all required fees and/or deposits and all other information and materials specified in the most up-to-date Department handout for the specific type of application and/or as specified by the Director.
- B. Applicants are encouraged to contact the Director **or ARB Chairperson** before submitting an application to verify which materials are necessary for application filing.
- C. No application shall be received unless it fully complies with the requirements specified for the application.
- D. Applications filed in compliance with this Division shall be numbered consecutively in the order of their filing and shall become a part of the permanent official records of the City, and shall contain copies of all notices and actions pertaining to the application.

#### **9107.03.050 Filing Fees and Requirements**

##### **A. Fee Schedule**

- 1. The Council shall establish a schedule of fees for the processing of the applications required by this Development Code, hereafter referred to as the Fee Schedule.
- 2. The Fee Schedule is intended to allow recovery of all costs to the maximum extent by law, incurred by the City in processing permit applications.
- 3. The Fee Schedule may be amended as often as deemed necessary by the Council.

##### **B. Timing of Payment**

- 1. Applications shall not be deemed complete, and processing shall not commence, on any application until all required fees or deposits have been paid. Payment of required fees and/or deposits shall not deem the application complete in compliance with Section 9107.03.060 (Initial Application Completeness Review), below.
- 2. Failure to timely pay supplemental requests for payment of required fees and/or deposits shall be a basis for denial or revocation of any permit or other requested entitlement, notwithstanding any other provisions of this Development Code.

##### **C. Refunds and Withdrawals**

- 1. Application fees cover City costs for public hearings, mailings, staff and consultant time and the other activities involved in processing applications.
  - 2. No refund due to denial shall be allowed.
-

3. In the case of a withdrawal or rejection, the Director shall have the discretion to authorize a partial refund based upon the pro-rated costs to-date and the status of the application at the time of withdrawal or rejection.

#### **9107.03.060 Initial Application Completeness Review**

**A. Review for Completeness.** The Director shall review each application for completeness and accuracy before it is accepted as being complete and officially filed. The Director's determination of completeness shall be based on the City's most up-to-date list of required application contents and any additional written instructions provided to the applicant in any pre-application conference and/or during the initial application review period.

1. **Notification of Applicant.** Except for Site Plan and Design Review (Section 9107.19) and Site Plan and Design Review: Homeowners Association Areas (Section 9107.210) for single-family dwellings and as required by Government Code Section 65943, within 30 days following application filing, the applicant shall be informed in writing, either that the application is complete and has been accepted for processing, or that the application is incomplete and that additional information, specified in the Director's letter, shall be provided.
2. **Appeal of Determination.** Where the Director has determined that an application is incomplete, and the applicant believes that the application is complete and/or that the information requested by the Director is not required, the applicant may appeal the Director's determination in compliance with Section 9108.07 (Appeals).
3. **Time for Submittal of Additional Information.** When an application is incomplete, the time used by the applicant to submit the required additional information shall not be considered part of the time within which the determination of completeness shall occur. The time available to an applicant for submittal of additional information is limited by the following Subparagraph A. 4.
4. **Expiration of Application**
  - a. If an applicant fails to provide the additional information specified in the Director's letter within 90 days following the date of the letter, or shorter time frame as determined by the Director, the application shall expire and be deemed withdrawn without any further action by the City, unless an extension is approved by the Director for good cause shown.
  - b. After the expiration of an application, future City consideration shall require the submittal of a new, complete application and associated filing fees.
5. **Environmental Information.** After an application has been accepted as complete, the Director may require the applicant to submit additional information needed for the environmental review of the project in compliance with the California Environmental Quality Act (CEQA), the City's CEQA guidelines, and Section 9107.03.070 (Environmental Assessment), below.

**B. Referral of Application.** At the discretion of the Director, or where otherwise required by this Development Code or State or Federal law, an application may be referred to any public agency that may be affected by or have an interest in the proposed project.

#### **9107.03.070 Environmental Assessment**

**A. CEQA Review.** After acceptance of a complete application, the project shall be reviewed in compliance with the California Environmental Quality Act (CEQA) to determine whether:

1. The proposed project is exempt from the requirements of CEQA;
  2. The proposed project is not a "project" as defined by CEQA;
  3. A Negative Declaration may be issued;
-



4. A Mitigated Negative Declaration may be issued; or
  5. An Environmental Impact Report (EIR) and related documents shall be required.
- B. Compliance with CEQA.** These determinations and, where required, the preparation of appropriate environmental documents, shall be in compliance with CEQA and the City's CEQA guidelines.
- C. Special Studies Required.** One or more special studies, paid for in advance by the applicant, may be required to complete the City's CEQA compliance review. These studies shall become public documents and neither the applicant nor any consultant who prepared the studies shall assert any rights to prevent or limit the documents' availability to the public.

#### **9107.03.080 Application Review and Determinations**

- A. Director's Evaluation.** The Director shall review all discretionary applications filed in compliance with this Division to determine whether they comply and are consistent with the provisions of this Development Code, other applicable provisions of the Municipal Code, the General Plan, and any applicable specific plan.
- B. Commission Investigation.** The Commission shall cause to be made by its own members, or members of its City Staff, an investigation of the facts bearing upon the application that will serve to provide all information necessary to ensure that the action on each application is consistent with the intent of this Development Code and with previously approved amendments, Modifications, or Variances.
- C. Staff Report.** The Director shall provide a written recommendation to the Commission and/or Council (as applicable) as to whether the application should be approved, approved subject to conditions, or denied.
- D. Report Distribution.** Each staff report shall be furnished to the applicant at the same time as it is provided to the Review Authority before action on the application.
- E. Administrative Act.** All acts performed by City officers under the provisions of this Division shall be construed as administrative acts performed for the purpose of ensuring that the purpose and intent of this Division shall apply in special cases, as provided in this Division, and shall not be construed as amendments to the provisions of this Division or the Official Zoning Map.
- F. Notice of the Decision.** Within five days after final action by the applicable Review Authority on an application, notice of the decision in the matter shall be mailed to the applicant at the address shown upon the application and to all other persons who have filed a written request for notices of decision with the Department.
- G. Not Construed as Amendments.** All acts performed by City officers under the provisions of this Division shall be construed as administrative acts performed for the purpose of ensuring that the intent and purpose of this Development Code shall apply in special cases as provided in this Division and shall not be construed as amendments to the provisions of this Development Code or the Official Zoning Map of the City.
-

This page intentionally left blank.

DRAFT

## **Section 9107.20 – Site Plan and Design Review: Homeowners Association Areas**

### **Subsections:**

#### **9107.20.010 Purpose and Intent**

#### **9107.20.020 Applicability**

#### **9107.20.030 Authority**

#### **9107.20.040 Application Filing, Processing, and Review**

#### **9107.20.050 Findings and Decision**

#### **9107.20.060 Conditions of Approval**

#### **9107.20.070 Issuance of Other Required Permits and Approvals**

#### **9107.20.080 Minor Changes by Director**

#### **9107.20.090 Post Decision Procedures**

#### **9107.20.010 Purpose and Intent**

- A. Purpose.** The purpose of this Section is to provide a process for the appropriate review of development projects within Homeowners Association Areas established by City Council Resolution.
- B. Intent.** The intent of this Section is to ensure that all approved site and structural development:
1. Respects the physical and environmental characteristics of the site;
  2. Ensures safe and convenient access and circulation for pedestrians and vehicles;
  3. Exemplifies the best professional high quality design practices;
  4. Allows for and encourages individual identity for specific uses and structures;
  5. Encourages the maintenance of a distinct neighborhood and/or community identity;
  6. Minimizes or eliminates negative or undesirable visual impacts; and
  7. Provides for the adequate dedication of land for public purposes and the provision of public infrastructure, associated with the subject development.

#### **9107.20.20 Applicability**

- A. Site Plan and Design Review Required.** No one shall construct any structure, or relocate, rebuild, or enlarge or modify any existing structure or site, including façade improvement, fences and walls, landscaping, and hardscaping until a Design Review has been approved in compliance with this Section and Table 7-4 (Review Authority for Site Plan and Design Review: Homeowners Association Areas), below.
- B. Compliance with Section Required**
1. Building or Grading Permits, Business Licenses, or Certificates of Occupancy shall not be issued until the requirements of this Section have been met.
  2. Any permit or approval specified in Subparagraph 1., above, issued in violation of this provision shall be deemed void.
- C. Use of the City's Design Guidelines**
-



1. **Established by Council Resolution.** General design review criteria and related guidelines for residential projects shall be established by resolution of the Council.
2. **Influence Design.** The City's Design Guidelines are intended to be used to adhere to and applied to the design of single-family development, and the exterior alterations or re-development of land uses within Homeowners Association Areas. The Design Guidelines should be used as a starting point during design process and to ensure the design is compatible and harmonious with the context of that neighborhood and/or area.
3. **Strive for Creativity and Innovation.** Owners of properties should strive to be creative and innovative and look beyond franchise or boilerplate architectural and landscape architectural design treatment.

#### **9107.20.030 Authority**

- A. **Site Plan and Design Review Required.** Structures, fences or walls, or landscaping erected or modified within Homeowners Association Areas to accommodate the land use activities listed in Division 2 (Zones, Allowable Uses, and Development Standards) shall require the approval of a Design Review through the specified review process in Section 9107.03.010.
- B. **Required Before Issuance of Other Required Permits.** Design Review approval shall be required before the issuance of a Building or Grading Permit, or Certificate of Occupancy for any new structure, fences or walls, and existing structures to be reconstructed or remodeled (including facade improvements). Any exceptions shall be specified in Table 7-4 (Review Authority for Site Plan and Design Review: Homeowners Association Areas), below.

#### **C. Applicable Review Authority**

##### **1. Applicable Review Authority**

- a. The applicable Review Authority shall be as specified in Table 7-4 (Review Authority for Site Plan and Design Review: Homeowners Association Areas), below. The three levels of review specified in Table 7-4 shall be further defined as follows:
  - (1) **City Review (Very Minor Review).** Review and decision by the Director with no public notice or hearing required.
    - i. The Director may instead defer action and refer the application to the HOA Architectural Review Board (ARB) Chairperson for review under the Short Review process listed below.
  - (2) **Short Review (Minor Review).** Review and decision by the HOA ARB Chairperson with no public notice or hearing required.
    - i. The HOA ARB Chairperson may instead defer action and refer the application to the Architectural Review Board for review under the Regular Review process listed below.
  - (3) **Regular Review (Major Review).** Review and decision by the HOA Architectural Review Board with public notice and hearing required, in compliance with Section 9108.13 (Public Notices and Hearings).

**Table 7-4**  
**Review Authority for Site Plan and Design Review: Homeowners Association Areas**

Types of Construction Activity	Review Authority <sup>(4)(5)</sup>		
	City Review (Very Minor Review)	Short Review (Minor Review)	Regular Review (Major Review)
Fences and/or walls <sup>(1) (2)</sup>	Decision		
In-Ground Swimming Pools and Spas without water features	Decision		
In-Ground Swimming Pools and Spas with water features		Decision	
Roof-mounted solar	Decision		
Pool and Spa Equipment <sup>(3)</sup>	Decision		
Mechanical equipment <sup>(3)</sup>	Decision		
Sport courts and related features including but not limited to fencing and lighting		Decision	
Single-story remodels and additions		Decision	
Detached accessory structures - new, additions, and/or remodels		Decision	
Above Ground Swimming Pools and Spas		Decision	
Landscaping and Hardscaping <sup>(1)</sup>		Decision	
Fountains, water features, or statues <sup>(1)</sup>		Decision	
Ground-mounted solar		Decision	
Roofing	Decision		
Façade Improvements on existing structures, including but not limited to window replacements, paint and/or materials changes, etc.		Decision	
New single-family residence			Decision
New second story or second story addition			Decision

**Notes:**

- (1) Design Review shall not be required if it is not visible from a public right-of-way.
- (2) Design Review shall not be required if it is 2 feet or less in height above the lowest adjacent grade.
- (3) If an Administrative Modification is required, review by the Homeowners Association under the Short Review process shall be required prior to the City processing the Administrative Modification.
- (4) Any decision is appealable to the Commission and Council, in compliance with Section 9108.07 (Appeals).
- (5) All projects that are not listed to be eligible to be processed under the City Review or Short Review process shall be processed under the Regular Review process.

**9107.20.040 Application Filing, Processing, and Review**

- A. Application Filing.** An application for a Site Plan and Design Review: Homeowners Association Areas shall be filed and processed in compliance with Section 9107.03 (Application Processing Procedures). The application shall include the information and materials specified in the most up-to-date Department handout for Design Review in Homeowners Association Areas, together with the required fee in compliance with the Fee Schedule. It is the responsibility of the applicant to provide evidence in support of the findings required. Initial review of the application, including time requirements and requests for information, shall be in compliance with Subsection 9107.03.060 (Initial Application Completeness Review).
- B. Review with Other Land Use Applications.** If the project for which the request for Site Plan and Design Review: Homeowners Association Areas is being made also requires some other discretionary approval by the Development Services Division (e.g., Certificate of Demolition, Protected Trees, Administrative Modifications, etc.), then the applicant

shall submit copies of the requests to the applicable Review Authority for concurrent consideration.

**C. Application Review.** Each application for a Site Plan and Design Review: Homeowners Association Areas shall be reviewed to ensure that the application is consistent with the purpose of this Section and adopted Design Guidelines and policies that may apply.

1. A Site Plan and Design Review: Homeowners Association Areas is initiated when the ARB Chairperson receives a complete application package including the required information and materials on the Short Review and Regular Review application, information and materials for other land use applications to be concurrently considered, and any additional information required by the applicable Review Authority in order to conduct a thorough review of the proposed project.
2. Upon receipt of a complete application the applicable Review Authority shall review the location, design, site plan configuration, the items listed under item no. 5 below, and the effect of the proposed development on adjacent properties by comparing the project plans to the applicable Design Guidelines and policies.
3. During the course of the review process, the Review Authority may require the submittal of additional information or revised plans. The applicant shall be notified in writing of any revisions or additional information required and shall submit the requested information to the Review Authority within 90 days following the date of the notice or within the period of time designated by the Review Authority. Failure to submit the required information by the end of the business day on the 90th day, or within the period of time designated by the Review Authority, shall cause the Review Authority to consider the application withdrawn and of no further effect.
4. After the application has been deemed complete, the Review Authority shall either approve or deny the Design Review application and, if approved, may impose conditions deemed reasonable and necessary to protect the public health, safety and general welfare and ensure compliance with this Section, adopted Design Guidelines, City Council Resolution, and various regulations of the City in compliance with Subsection 9107.10.050 (Findings and Decision), below.
5. The following criteria shall be considered during the review:
  - a. Compliance with this Section, this Development Code, City Council Resolution, and all other applicable City regulations and policies;
  - b. Efficient site layout and design;
  - c. Compatibility with neighboring properties and developments;
  - d. Efficiency and safety of public access and parking;
  - e. The arrangement and relationship of proposed structures and signs to one another and to other developments in the vicinity and whether the relationship is harmonious and based on good standards of design;
  - f. The compatibility in scale and aesthetic treatment of proposed structures with public areas;
  - g. The adequacy of proposed driveways, landscaping, parking spaces, potential on-site and off-site parking and traffic impacts and other potential impacts upon the environment;
  - h. Appropriate open space and use of water efficient landscaping;
  - i. Consistency with the General Plan and any applicable specific plan; and
  - j. Consistency with any adopted Design Guidelines, policies, and standards.

**D. On-Site Inspection.** An application may require that the ARB Chairperson, or HOA Architectural Review Board to perform

---



an on-site inspection of the subject parcel before confirming that the request complies with all of the applicable criteria and provisions identified in this Section.

**E. Public Notice, Hearing, and Appeal Provisions**

1. **City Review and Short Review.** Neither a public notice nor public hearing shall be required for the Director's decision or the ARB Chairperson's decision on a City Review or Short Review application.
2. **Regular Reviews.** A public notice and hearing shall be required for ARB's decision on a Regular Review application. Notice of the hearing shall be given and the hearing shall be conducted in compliance with Section 9108.13 (Public Notices and Hearings).
3. **Appeals.** The Review Authority's decision may be appealed to the Planning Commission and the City Council, in compliance with Section 9108.07 (Appeals).

**9107.20.050 Findings and Decision**

**A. Meets Requirements of this Section.** The Review Authority shall determine whether or not the application meets the requirements of this Section in compliance with Subsection 9107.10.060 (Initial Application Completeness Review).

**B. Review Authority's Action.**

1. **City Review and Short Review.** Within 14 calendar days following the filing of the completed application, the applicable Review Authority shall approve, approve with conditions, or deny the application.
2. **Regular Review.** Within 30 calendar days following the filing of the completed application, the applicable Review Authority shall approve, approve with conditions, or deny the application.

**C. Referral to the Short Review process.** If the application submitted for City Review (Very Minor Review) is of significant consequence or magnitude or involves potential public controversy, the Director may defer action and refer the application to the ARB Chairperson for review and final decision under the Short Review (Minor Review) process.

**D. Referral to the Regular Review process.** If the application submitted for Short Review (Minor Review) is of significant consequence or magnitude or involves potential public controversy, the ARB Chairperson may defer action and refer the application to the Architectural Review Board for review and final decision under the Regular Review (Major Review) process.

1. **Next ARB Agenda.** The referral shall be placed on the agenda of the next available regular ARB meeting following the referral.

**E. Required Findings.** The Review Authority may approve an application, only if it first makes finding that the proposed development will be consistent with the City adopted Design Guidelines.

**F. Notice of the Decision.**

1. **Short Review.** Within 10 days after final action by the applicable ARB Chairperson on an application, notice of the decision form shall be mailed to the applicant at the address shown upon the application, the Development Services Department, and to all other persons who have filed a written request for notices of decision with the ARB Chairperson.
  2. **Regular Review.** Within 10 days after final action by the applicable ARB on an application, notice of the decision and Findings and Action form shall be mailed to the applicant at the address shown upon the application, the Development Service Department, and to all other persons who have filed a written request for notices of decision with the ARB.
-

#### **9107.20.060 Conditions of Approval**

- A. May Impose Conditions.** In approving an application, the Review Authority may impose conditions deemed reasonable and necessary to ensure that the approval would be in compliance with this Section and the findings required by Subsection 9107.20.050 (Findings and Decision), above.

#### **9107.20.070 Issuance of Other Required Permits and Approvals**

- A. Permits or Approvals for Grading, Structures, and Uses.** No permits or approvals shall be issued for any development involved in an application for a Site Plan and Design Review: Homeowners Association Areas or a revised Site Plan and Design Review: Homeowners Association Areas until and unless the same shall have become final, in compliance with Subsection 9108.11.030 (Effective Dates of Permits).
- B. Compliance with Site Plan and Design Review Homeowners Association Areas.** Grading shall not be commenced and no structure shall be altered, enlarged, erected, moved, or rebuilt subject to the provisions of this Section, except in compliance with the approved Site Plan and Design Review: Homeowners Association Areas and the conditions imposed on the review.
- C. Determination by Director.** Compliance shall be determined by the Director.

#### **9107.10.080 Minor Changes by ARB Chairperson**

The ARB Chairperson may approve minor changes to an approved Regular Review (Major Review) application that do not involve an increase in structure area or height, a significant architectural change, or an intensity of use in compliance with Subsection 9108.11.100 (Changes to an Approved Project). The ARB Chairperson may instead defer action and refer the request back to the Architectural Review Board for review under the Regular Review process in compliance with Subsection 9107.10.030 (Authority), above.

#### **9107.10.090 Post Decision Procedures**

The procedures and requirements in Section 9108.11 (Permit Implementation, Time Limits, and Extensions), and those related to appeals, public notices and hearings, revocation, and enforcement in Division 8 (Development Code Administration) shall apply following the decision on a Site Plan and Design Review: Homeowners Association Areas application.

---

Division 8:  
Development Code Administration



## **Section 9108.01 – Administrative Responsibility**

### **Subsections:**

- 9108.01.010 Purpose and Intent
- 9108.01.020 Planning Agency Defined
- 9108.01.030 City Council
- 9108.01.040 Planning Commission
- 9108.01.050 Development Services Department Director

### **9108.01.010 Purpose and Intent**

The purpose of this Section is to describe the authority and responsibilities of the Council, Commission, Director, **Architectural Review Board, Architectural Review Board Chairperson**, Department, and Department staff in the administration of this Development Code.

### **9108.01.020 Planning Agency Defined**

As provided by State law, the Commission is designated as the Planning Agency and as the Advisory Agency, when required or authorized. The Director shall perform the functions of an Advisory Agency, as assigned, in compliance with State Law.

### **9108.01.030 City Council**

The City Council, referred to in this Development Code as the Council, in matters related to the City's planning process shall perform the duties and functions prescribed in the Municipal Code and this Development Code, which include the following:

- A. Review Authority on Specified Planning Matters.** Final decisions on development agreements, Development Code amendments, General Plan amendments, specific plans and amendments, Zoning Map amendments, environmental documents related to any of the forgoing, and other applicable policy or regulatory matters related to the City's planning process as specified in the City Charter, the Municipal Code, and this Development Code;
- B. Appeals.** The review of appeals filed from Commission decisions; and
- C. Compliance.** The above listed functions shall be performed in compliance with Table 7-1 (Review Authority), Division 7 (Permit Processing Procedures), and the California Environmental Quality Act (CEQA).

### **9108.01.040 Planning Commission**

- A. Establishment.** The Planning Commission, referred to in this Development Code as the Commission, is hereby established.
- B. Appointment.** The Commission shall consist of five members who shall be appointed by the Council in compliance with Municipal Code Part 5 (Planning Commission) Division 1, and Section 2251 (Membership).
- C. Duties and Authority.** The Commission shall perform the duties and functions prescribed by the Municipal Code and this Development Code, and the Council may, from time to time by resolution, prescribe additional powers and duties not inconsistent with State Law, including the following:
  - 1. The review of development projects, including referrals from the Director;
  - 2. The review of appeals from the Director's decisions;

3. The recommendation, to the Council for final decisions, on development agreements, Development Code amendments, General Plan amendments, specific plans and amendments, Zoning Map amendments, environmental documents related to any of the forgoing, and other applicable policy or regulatory matters related to the City's planning process as specified in the City Charter, the Municipal Code, and this Development Code; and
  4. The above listed functions shall be performed in compliance with Table 7-1 (Review Authority), Division 7 (Permit Processing Procedures), and the California Environmental Quality Act (CEQA).
- D. Meeting Rules.** The Commission shall conduct public hearings and meetings in compliance with the Municipal Code Part 5 and Section 9108.13 (Public Notice and Hearings).

#### **9108.01.050 Development Services Department Director**

- A. Appointment.** The Development Services Department Director, referred to in this Development Code as the Director, shall be appointed by the City Manager.
- B. Definition of the Term "Director."** When used in this Development Code or any permit or condition approved in compliance with this Development Code, the term "Director" shall be as follows and as defined in Division 9 (Definitions): "The Development Services Department Director, referred to in this Development Code as the 'Director' or designee(s) of the Director."
- C. Duties and Authority.** The Director shall:
1. Have the responsibility to perform all of the functions designated by State law, including, but not limited to the following:
    - a. Annual report related to implementation of the General Plan in compliance with Government Code Section 65400;
    - b. Review of public works projects for conformity to the General Plan in compliance with Government Code Section 65401; and
    - c. Review of acquisition of property for conformity to the General Plan in compliance with Government Code Section 65402.
  2. Perform the duties and functions prescribed in this Development Code, including the review of administrative development projects, in compliance with Table 7-1 (Review Authority), Division 7 (Permit Processing Procedures), Government Code Section 65901 et seq., and the California Environmental Quality Act (CEQA);
  3. Perform other responsibilities assigned by the Council, Commission, or City Manager;
  4. Delegate the responsibilities of the Director to Department staff under the supervision of the Director; and
  5. Serve in an advisory capacity for proposed subdivisions, in compliance with Subdivision Map Act Section 66415 et seq. In this capacity, the Director is charged with the responsibility of making investigations and reports on the design and improvement of proposed divisions of real property.

#### **9108.01.060 Homeowners Association Architectural Review Board**

- A. Appointment.** The Homeowners Association Architectural Review Board, referred to in this Development Code as the Architectural Review Board or ARB, shall be selected in accordance with each Homeowners Association's adopted by-laws and any amendments on file with the City Clerk.
- B. Definition of the Term "Homeowners Association Architectural Review Board."** When used in this Development Code or any permit or condition approved in this Development Code, the term "Homeowners Association Architectural Review Board" shall be as follows and as defined in Division 9 (Definitions): "The Homeowners Association Architectural Review Board, referred to in this Development Code as the 'Architectural Review Board' or 'ARB' consists of members appointed in
-

accordance with the by-laws of each City-designated Homeowners Association. The ARB shall be maintained in accordance with City Council Resolution.”

**C. Duties and Authority.** The ARB shall:

1. Perform the duties and functions prescribed by this Development Code and City Council Resolution.
2. Provide recommendation to the Director for final decisions on Tree Permits, Administrative Modifications, and other applicable permits related to the City's planning process as specified in the City Charter, the Municipal Code, and this Development Code; and
3. Perform the duties and functions prescribed in this Development Code, including the review of administrative development projects, in compliance with Table 7-4 (Review Authority for Homeowner Association Areas), Division 7 (Permit Processing Procedures), City Council Resolution, Government Code Section 65901 et seq., and the California Environmental Quality Act (CEQA); and
4. Perform other responsibilities assigned by the Council, Commission, City Manager, or Director.

**D. Meeting Rules.** The ARB shall conduct public hearings and meetings in compliance with Section 9108.13 (Public Notice and Hearings).

**9108.01.070 Homeowners Association Architectural Review Board Chairperson**

- A. **Appointment.** The Homeowners Association Architectural Review Board Chairperson, referred to in this Development Code as the ARB Chairperson, shall be selected in accordance with each Homeowners Association's adopted by-laws and any amendments on file with the City Clerk.
- B. **Definition of the Term “Homeowners Association Architectural Review Board Chairperson.”** When used in this Development Code or any permit or condition approved in this Development Code, the term “Homeowners Association Architectural Review Board Chairperson” shall be as follows and as defined in Division 9 (Definitions): “The Homeowners Association Architectural Review Board Chairperson, referred to in this Development Code as the ‘ARB Chairperson’ or designee(s) of the ARB Chairperson” shall be appointed in accordance with the by-laws of each City-designated Homeowners Association.”
- C. **Duties and Authority.** The ARB Chairperson shall:
1. Perform the duties and functions prescribed by this Development Code, and City Council Resolution.
  2. Perform the duties and functions prescribed in this Development Code, including the review of administrative development projects, in compliance with Table 7-4 (Review Authority for Homeowner Association Areas), Division 7 (Permit Processing Procedures), City Council Resolution, Government Code Section 65901 et seq., and the California Environmental Quality Act (CEQA); and
  3. Perform other responsibilities assigned by the Council, Commission, City Manager, or Director.
-



DRAFT

## Section 9108.07 – Appeals

### Subsections:

- 9108.07.010 Purpose and Intent
- 9108.07.020 Appeal Subjects and Jurisdiction
- 9108.07.030 Calls for Review
- 9108.07.040 Filing and Processing of Appeals
- 9108.07.050 Judicial Review

### 9108.07.010 Purpose and Intent

This Section establishes procedures for the appeal and calls for review of determinations and decisions of the Director or Commission.

### 9108.07.020 Appeal Subjects and Jurisdiction

- A. **Code Administration and Interpretation.** Any determination of the Director and/or Department staff on the meaning or applicability of the regulations contained in this Development Code that cannot be resolved with the Director, may be appealed to the Commission and then to the Council:
- B. **Planning Permit Decisions**
  - 1. **ARB or ARB Chairperson Decisions.** Decisions of the ARB or ARB Chairperson on all matters specified in Section 9108.01.060 (Homeowners Association Architectural Review Board) and 9108.01.070 (Homeowners Association Architectural Review Board Chairperson) may be appealed to the Commission.
  - 2. **Director's Decisions.** Decisions of the Director on all matters specified in Section 9108.01.050 (Development Services Department Director) may be appealed to the Commission.
  - 3. **Commission's Decisions.** Any decision of the Commission may be appealed to the Council.

### 9108.07.030 Calls for Review

#### A. Commission or Council Review

- 1. **Commission.** The Commission may call for a review of any determination or decision rendered by the Director, ARB, or Department staff.
- 2. **Council.** The Council may call for a review of any determination or decision rendered by the Commission, Director, ARB, or Department staff.
- 3. **Majority Vote Required.** A call for review may only be commenced by the affirmative vote of the majority of the members present of the applicable Review Authority.

#### B. Process for Calling for a Review

- 1. **Initiation by Commissioners.** Any Commissioner may initiate a call for review of a Director's determination or decision by filing a written request with the Department before the effective date of the action, which means within 10 days following the date of the determination or decision.
  - 2. **Initiation by Council Members**
-

- a. Any Council member may initiate a call for review of a Commission's, ~~or~~ Director's, or ARB's determination or decision by filing a written request with the City Clerk before the effective date of the action, which means within 10 days following the date of the determination or decision.
    - b. The Council may call for the review of a Director's or ARB's determination or decision directly, or may direct the Commission to first consider the matter and provide a written recommendation to the Council.
  3. **Consideration of Call for Review.** The Commission or Council, as applicable, shall consider the call for review at its next regularly scheduled meeting.
  4. **Majority Vote by Review Authority.** If the Commission or Council, as applicable, votes to review the determination or decision, a subsequent review hearing shall be scheduled to consider the merits of the review. Following a majority vote to proceed, the request shall be treated in compliance with Subsection 9108.07.040 (Filing and Processing of Appeals).
  5. **Notice to Applicant.** If the Review Authority is reviewing the decision of a discretionary application, the applicant shall be informed of the aspects of the application and the determination or decision that the Review Authority will consider.
  6. **Effect of Call for Review**
    - a. A request for a call for review by a member of a Review Authority shall stay the effective date of a determination or decision until the Review Authority can make a decision on the call for review request.
    - b. The timely filing of a call for review does not extend the time in which an appeal of a determination or decision shall be filed. The normal appeal period shall continue to run in compliance with Subparagraph 9108.07.040 B. (Form and Timing of an Appeal), below.
    - c. If the Review Authority decides to call for review of the subject determination or decision, then the previous determination or decision shall be stayed.
    - d. If the Review Authority decides not to call for review the subject determination or decision, then the determination or decision shall become final unless the appeal period has not expired.
  7. **Filing of an Appeal Pending a Call for Review**
    - a. **Right to File an Appeal.** Any person may file a timely appeal in compliance with this Section even though a call for review has been filed in compliance with this Section.
    - b. **Effect of Filing an Appeal.** The filing of the appeal shall serve to protect the rights of the appellant(s) in the event the call for review is subsequently withdrawn or rejected.
  8. **Withdrawal or Failure of a Call for Review.** If a request for a call for review is withdrawn after filing, or is rejected, the remaining days of the call for review period shall run until the original 10-day period has expired.
  9. **Notice and Public Hearing**
    - a. A call for review hearing shall be a public hearing if the original determination or decision required a public hearing.
    - b. Notice of the public hearing shall be the same as the original determination or decision, in compliance with Section 9108.13 (Public Notices and Hearings).
    - c. The public hearing shall be conducted in compliance with Section 9108.13 (Public Notices and Hearings).
  10. **Fees Not Required.** Fees shall not be required in conjunction with the filing of a call for review.
-



**11. Required Votes.** The final action calling for review of a determination or decision shall require an affirmative majority vote of those members lawfully authorized to vote on the matter.

**C. Concurrent Commission Recommendations.** When the Commission makes a recommendation to the Council on a legislative matter (e.g., development agreement, Development Code amendment, General Plan amendment, specific plan or amendment, or Zoning Map amendment), any concurrent companion decision(s) by the Commission on an approval, permit, or Variance, or other non-legislative land use permit application concerning, in whole or in part, the same parcel(s) shall also be deemed to be timely called up for review by the Council.

## **9108.07.040 Filing and Processing of Appeals**

### **A. Eligibility**

- 1. Eligible Appellants.** An appeal in compliance with this Section may be filed by any interested person(s).
- 2. Interested Person(s).** For purposes of this Section an interested person(s) is a person who informed the City of his or her concerns about an application for a permit or approval at a public hearing, either in person or through a representative, or by other appropriate means (e.g., in writing), or was unable to do so for good cause and pays the applicable fee in compliance with the Fee Schedule; and
  - a. Objects to the action taken on the permit or approval;
  - b. Completes the required City appeal form completely and accurately. The appeal will not be deemed complete and timely filed until all information on the appeal form is verified by the office receiving the appeal form; and
  - c. Wishes to appeal any appealable action to a higher Review Authority.
- 3. Appeals by Councilmember or Commissioner.** Any action or decision by the Commission, Director, **ARB, ARB Chairperson**, or Department staff rendered in compliance with this Development Code may be appealed by a Councilmember or Commissioner acting as an individual, in compliance with the requirements of the Fair Political Practices Act.
- 4. Shall Not Be Authorized to Participate.** Any Councilmember or Commissioner filing an appeal as an individual shall not be authorized to participate in any decision concerning that action or decision.

**B. Form and Timing of Appeal.** An appeal shall be submitted in writing and shall specifically state the pertinent facts and the basis for the appeal.

- 1. Pertinent Facts and the Basis for the Appeal.** The pertinent facts and the basis for the appeal shall include, at a minimum, the specific grounds for the appeal, where there was an error or abuse of discretion by the previous Review Authority (e.g., Commission, Director, **ARB, ARB Chairperson**, or other City official) in the consideration and action on the matter being appealed, and/or where the decision was not supported by the evidence on the record. Appeals filed by a City official, a Commissioner, or a Councilmember shall be exempt from the requirements of this Subparagraph.
  - 2. Shall be Filed within 10 Days.** The appeal shall be filed with the Department ~~or City Clerk, as applicable,~~ within 10 days following the actual date the decision was rendered.
    - ~~a. Appeals addressed to the Commission shall be filed with the Department; and~~
    - a. Appeals addressed to the Council shall be filed with **Planning Services.** ~~the City Clerk.~~
  - 3. Accompanied by Filing Fee.** The appeal shall be accompanied by the filing fee identified in the Fee Schedule.
-

- 4. Suspension of Action.** Once an appeal is filed, any action on the associated project is suspended until the appeal is processed and a final decision is rendered by the applicable Review Authority.

- C. Scope of Planning Permit Appeals.** An appeal of a decision on any planning permit specified in Division 7 (Permit Processing Procedures) shall be de novo, and shall not be limited to issues raised at the public hearing, or in writing before the hearing, or information that was not known at the time of the decision that is being appealed.

**D. Report and Scheduling of Hearing**

1. When an appeal has been filed, the Director shall prepare a report on the matter, including all of the application materials in question, and schedule the matter for a public hearing by the appropriate Review Authority identified in Subsection 9108.07.020 (Appeal Subjects and Jurisdiction), above.
2. Notice of the hearing shall be provided, and the hearing shall be conducted, in compliance with Section 9108.13 (Public Notice and Hearings).
3. Any interested party may appear and be heard regarding the appeal.

**E. Decision**

1. During the appeal hearing, the Review Authority may:
  - a. Affirm, affirm in part, modify, or reverse the action, determination, or decision that is the subject of the appeal, based upon findings of fact about the particular case. The findings shall identify the reasons for the action on the appeal, and verify the compliance or noncompliance of the subject of the appeal with this Development Code;
  - b. Adopt additional or different project aspects or conditions of approval, that may address issues or concerns other than the subject of the appeal;
  - c. Deny the planning permit approved by the previous Review Authority, even where the appellant only requested a modification or elimination of one or more project aspects or conditions of approval; or
  - d. If new or different evidence is presented on appeal, the Review Authority may refer the matter to the Director or Commission, as applicable, for further consideration.
  - e. The decision of the Council shall be final.
2. Within 60 days following the initial public hearing, the Review Authority shall render its decision on the appeal, unless it is continued for good cause.
3. In the event of a tie vote by the Review Authority on an appeal, the decision being appealed shall stand.

**F. Provision of Notice of Decision**

1. Following the final decision on an appeal of a permit or other approval required by this Development Code, the City shall provide notice of its final decision to the appellant, applicant, property owner or owner's representative, and to any person who specifically requested notice of the City's final decision.
2. The notice of the final decision shall contain applicable findings, conditions of approval, and the reporting/monitoring requirements deemed necessary to mitigate any impacts and protect the public convenience, health, interest, safety, or general welfare of the City.

- G. Effective Date of Appeal Decision.** No permit or license shall be issued for any use involved in an appeal until the final decision on the application shall have become final in the following manner:
-

1. **Commission's Decision.** A decision by the Commission is final and effective ~~after 5:00 p.m.~~ **the end of the business day** on the **10th** day following the actual date the final decision is rendered, if no appeal to the decision has been filed with the Council or called up by the Council.
2. **Council's Decision**
  - a. **Adopted by Ordinance.** A decision of the Council adopted by ordinance is final and shall become effective on the 31<sup>st</sup> day following the date the ordinance is actually adopted by the Council, unless otherwise provided in the adopting ordinance.
  - b. **Adopted by Resolution.** A decision of the Council adopted by resolution is final and shall be effective on the date the decision is rendered.

#### **9108.07.050 Judicial Review**

No person shall seek judicial review of a City decision on a planning permit or other matter in compliance with this Development Code unless and until all available appeals to the Commission and Council have been first exhausted in compliance with this Section.



This page intentionally left blank.

DRAFT

## Section 9108.09 – Permit Modifications and Revocations

### Subsections:

9108.09.010 Purpose and Intent  
9108.09.020 Modifications  
9108.09.030 Revocations  
9108.09.040 Findings to Modify or Revoke  
9108.09.050 Notice and Hearing Required  
9108.09.060 Appeals

### 9108.09.010 Purpose and Intent

This Section provides procedures for securing punitive modification or revocation of previously approved permits or approvals.

### 9108.09.020 Modifications

The City's action to modify a permit or approval, instead of revocation, may include conditioning any operational aspect of the project, including buffers, duration of the permit or entitlement, hours of operation, landscaping and maintenance, outdoor lighting, parking, performance guarantees, property maintenance, signs, surfacing, traffic circulation, or any other aspect/condition determined to be reasonable and necessary to ensure that the permit or approval is operated in a manner consistent with the original findings for approval.

### 9108.09.030 Revocations

The City's action to revoke a permit or approval, instead of modification, shall have the effect of terminating the permit or approval and denying the privileges granted by the original approval.

### 9108.09.040 Findings to Modify or Revoke

- A. Permits.** A Conditional Use Permit, Minor Use Permit, or other City planning permit or approval (except a Variance or Administrative Modification, see Subsection B., below) may be modified or revoked by the Review Authority (e.g., **ARB Chairperson, ARB, Director, Commission, or Council**) that originally approved the permit, if the Review Authority first makes any one of the following findings:
1. Circumstances under which the permit or approval was granted have been changed by the applicant to an extent that one or more of the findings that justified the original approval can no longer be made, and the improvement/use has become detrimental to the public health, safety, or general welfare, or constitutes or is creating a nuisance;
  2. The permit or other approval was granted, in whole or in part, on the basis of a fraud, misrepresentation, or omission of a material statement in the application, or in the applicant's testimony presented during the public hearing, for the permit or approval;
  3. One or more of the conditions of the original permit or approval have not been substantially fulfilled or have been violated and/or the permit is in violation of any code, law, ordinance, regulation, or statute;
  4. The approved use or structure has not been exercised within 12 months of the date of approval in compliance with Subsection 9108.11.080 (Expiration);
  5. The approved use or structure has ceased to exist or has been suspended for a period in excess of 12 months; or
-

7. The improvement/use allowed by the permit or approval has become detrimental to the public health, safety, or general welfare or the manner of operation constitutes or is creating a nuisance.

**B. Variances and Administrative Modifications.** A Variance or Administrative Modification may be modified or revoked by the Review Authority which originally approved the Variance or Administrative Modification, if the Review Authority first makes any one of the following findings, in addition to any one of the findings specified in Subsection A., above:

1. Circumstances under which the original approval was granted have been changed by the applicant to a degree that one or more of the findings contained in the original approval can no longer be made, and the grantee has not substantially exercised the rights granted by the Variance or Administrative Modification; or
2. One or more of the conditions of the Variance or Administrative Modification have not been met, or have been violated, and the grantee has not substantially exercised the rights granted by the Variance or Administrative Modification in compliance with Subsection 9108.11.080 (Expiration).

#### **9108.09.050 Notice and Hearing Required**

- A. Hearing.** The appropriate Review Authority shall hold a public hearing to modify or revoke a permit or approval granted in compliance with the provisions of this Development Code. The hearing shall be noticed and conducted in compliance with Section 9108.13 (Public Notices and Hearings).
- B. Notice.** At least 10 days before the public hearing, notice shall be mailed or delivered to the owner as shown on the County's current equalized assessment roll and to the project applicant, if not the owner of the subject property, for which the permit or approval was granted. The only exception to the 10-day notice provision shall be for Temporary Use Permits which, because of their short term nature, shall only require a 24-hour notice.

#### **9108.09.060 Appeals**

- A.** The decision of the Director, **ARB, or ARB Chairperson** may be appealed to the Commission and the decision of the Commission may be appealed to the Council, in compliance with Section 9108.07 (Appeals). The decision of the Council shall be final.
- B.** A public hearing shall be required for the appeal of a decision to modify or revoke a permit or approval. Notice of the hearing shall be given and the hearing shall be conducted in compliance with Section 9108.13 (Public Notices and Hearings).
- C.** At the conclusion of the hearing, the Review Authority may sustain the previous Review Authority's decision to modify or revoke the permit or approval, or overturn the decision and order reinstatement of the permit or approval.
-



## Section 9108.11 – Permit Implementation, Time Limits, and Extensions

- 9108.11.010 Purpose and Intent
- 9108.11.020 Conformation to Approved Plans
- 9108.11.030 Effective Dates of Permits
- 9108.11.040 Acknowledgement and Acceptance of Conditions
- 9108.11.050 Applications Deemed Approved
- 9108.11.060 Permits to Run with the Land
- 9108.11.070 Performance Guarantees
- 9108.11.080 Expiration
- 9108.11.090 Time Extensions
- 9108.11.100 Changes to an Approved Project

### 9108.11.010 Purpose and Intent

This Section provides requirements for the implementation or "exercising" of the permits or approvals required by this Development Code, including time limits and procedures for approving extensions of time.

### 9108.11.020 Conformation to Approved Plans

- A. **Compliance.** All work performed under a Building Permit, Encroachment Permit, or Grading Permit for which project drawings and plans have received approval by the Director, Department staff, Commission, or Council shall be in compliance with the approved drawings and plans, and any conditions of approval imposed by the Review Authority.
- B. **Changes.** Changes to an approved project shall be submitted and processed in compliance with Subsection 9108.11.100 (Changes to an Approved Project), below.
- C. **Effect of Development Code Amendments on Projects in Progress.** The enactment of this Development Code, or an amendment to this Development Code, may have the effect of imposing different standards on a new land use than those that applied to existing development. (For example, this Development Code or a future amendment could specify different landscaping requirements than specified by the former regulations.) The following provisions determine how the requirements of this Development Code will apply to a development project that is in progress at the time this Development Code or an amendment goes into effect.
  - 1. **Application Deemed Complete.** A planning permit application (Division 7 [Permit Processing Procedures]), which has been deemed complete by the Director before the effective date of this Development Code or any amendment, shall be processed in compliance with the requirements in effect when the application was deemed complete.
  - 2. **Project Under Construction.** A project for which a Building Permit has been issued under the provisions of earlier ordinances of the City which are in conflict with this Development Code, and on which substantial construction has been performed by integration of materials on the site before the effective date of this Development Code, may be continued and completed in compliance with the plans and specifications upon which the permit was originally issued.
  - 3. **Subdivision Maps.** Subdivision maps shall be processed in compliance with the Subdivision Map Act (Government Code Section 66410 et seq.) and Division 5 (Subdivisions).

### 9108.11.030 Effective Dates of Permits

- A. **Approvals, Permits, and Variances.** An Administrative Modification, Certificates of Demolition, Conditional Use Permit, Home Occupation Permit, Minor Use Permit, Planned Development Permit, Reasonable Accommodation, Site Plan and Design Review, **Site Plan and Design Review: Homeowners Association Areas**, Temporary Use Permit, or Variance shall become effective 10 days following the actual date the decision was rendered by the applicable Review Authority.
-

**B. Plans/Amendments**

1. Council actions to adopt or amend a development agreement, this Development Code, a specific plan, or the Zoning Map shall become effective on the 31<sup>st</sup> day following the date the ordinance is actually adopted by the Council. For example, an ordinance adopted on October 1<sup>st</sup> will actually be effective on November 1<sup>st</sup>, unless otherwise provided in the adopting ordinance.
2. Council actions to adopt or amend the General Plan shall become effective on the actual date the decision is rendered by the Council, unless otherwise provided in the adopting resolution.

- C. Issued on the Effective Date.** Permits, certificates, and/or other approvals shall not be issued until the effective date, and then only if no appeal of the Review Authority's decision has been filed, in compliance with Section 9108.03 (Appeals).

**9108.11.040 Acknowledgement and Acceptance of Conditions**

- A. Full Understanding and Acceptance.** The applicant, upon receipt of the approved copy of the permit with attached conditions, shall execute an Acknowledgment and Acceptance of Conditions agreement with the City, certifying full understanding and acceptance of the final conditions of approval.
- B. Signed and Dated.** The applicant shall return the Acknowledgment and Acceptance of Conditions agreement to the Department, properly signed and dated, within 30 days following the date of the Acknowledgement.
- C. Appeal.** If the applicant wishes to appeal any or all of the final conditions of approval, the applicant shall file an appeal within 10 days following the actual date the decision was rendered by the applicable Review Authority in compliance with Section 9108.07 (Appeals).
- D. New Owner's or Tenant's Responsibility.** Any new owner or tenant taking over an existing business's Conditional Use Permit or Minor Use Permit shall be required to sign and submit an Acknowledgment and Acceptance of Conditions stating they have been given a copy of the conditions of approval and accept them, before they are issued a new Business License for the subject business.

**9108.11.050 Applications Deemed Approved**

- A. Applicable Provisions.** Any application deemed approved by operation of law in compliance with Government Code Section 65956(b) shall be subject to all applicable provisions of this Development Code, which shall be fully satisfied by the applicant before a Building Permit is issued or a land use not requiring a Building Permit is exercised or established.
- B. Public Hearing.** The application shall be deemed approved only if the application received proper notice in compliance with Section 9108.13 (Public Notice and Hearings) and Government Code Section 65956(b).

**9108.11.060 Permits to Run with the Land**

- A. Run with the Land.** An Administrative Modification, Conditional Use Permit, Minor Use Permit, Planned Development Permit, Site Plan and Design Review, **Site Plan and Design Review: Homeowners Association Areas**, Temporary Use Permit, or Variance approval that is approved in compliance with Section 9107.03 (Application Processing Procedures) shall be deemed to run with the land through any change of ownership of the subject site, from the effective date of the permit, except in any case where a permit expires and becomes void in compliance with Subsection 9108.11.080 (Expiration), below.
- B. Conditions Shall Apply.** All applicable conditions of approval shall continue to apply after a change in property ownership.

**9108.11.070 Performance Guarantees**

---

**A. Deposit of Security**

1. As a condition of approval of an Administrative Modification, Conditional Use Permit, Home Occupation Permit, Minor Use Permit, Planned Development Permit, Site Plan and Design Review, **Site Plan and Design Review: Homeowners Association Areas**, Temporary Use Permit, or Variance, upon a finding that the City's health, safety, and general welfare warrant, the Review Authority may require the execution of a covenant to deposit security and the deposit of security in a reasonable amount and form approved by the City Attorney to ensure the faithful performance of one or more of the conditions of approval of the permit or Variance in the event that the obligor fails to perform.
2. The applicant/owner may offer to provide adequate security for the faithful performance of a condition(s) of approval imposed as part of the approval process if the Director determines that the condition(s) may be implemented at a later specified date (e.g., inability to install required landscaping due to weather conditions).
3. The security shall, as required by law or otherwise, be in a form approved by the City Attorney.
4. The security shall remain in effect until all of the secured conditions have been performed to the satisfaction of the Director in conjunction with the City Engineer.
5. Security required in compliance with this Section shall be payable to the City.

**B. Release of Security.** Upon satisfactory compliance with all applicable provisions of this Section, the security deposit shall be released.

**C. Failure to Comply**

1. Upon failure to perform any secured condition, the City may perform the condition, or cause it to be done, and may collect from the obligor all costs incurred, including administrative, engineering, legal, and inspection costs.
2. Any unused portion of the security shall be refunded to the obligor after deduction of the cost of the work.
3. Any cost in excess of the security shall be an obligation of the applicant/owner and a lien on the property benefitted by the provisions of this Subsection.
4. To the extent that the Director can demonstrate that the obligor willfully breached an obligation in a manner that the obligor knew, or should have known, would create irreparable harm to the City, the entire amount of the security may be withheld.
5. The Director's determination may be appealed to the Council by the obligor by filing an appeal with the City Clerk within 10 days following the decision to withhold the security, in compliance with Section 9108.07 (Appeals).

**9108.11.080 Expiration**

**A. Expiration of Permit or Approval.** Unless otherwise specified in the permit or approval, any discretionary permit issued by the City, including, without limitation, any Administrative Modification, Conditional Use Permit, Home Occupation Permit, Minor Use Permit, Planned Development Permit, Site Plan and Design Review, **Site Plan and Design Review: Homeowners Association Areas**, Temporary Use Permit, or Variance, shall comply with the following expiration provisions. See Division 5 (Subdivisions) for expirations related to subdivision maps.:

**1. Exercised**

- a. To ensure continued compliance with the provisions of this Development Code, the permit or approval shall be exercised by the applicant within 12 months following the date of final approval, unless otherwise specified in the permit or approval, or an extension is approved by the applicable Review Authority, in compliance with Subsection 9108.11.090 (Time Extensions). In the event the permit or approval has not been fully exercised in that time period, the permit or approval shall expire and be deemed void (vs. shall be subject to review by the Review



Authority who originally granted the permit or approval to determine whether a good faith intent to exercise the permit or approval has been demonstrated).

- b. Additionally, if after construction has started, commencement work is discontinued for a period of 12 months, or the proposed use is discontinued for a period of 12 months, the permit or approval shall be subject to review by the Review Authority who originally granted the permit or approval to determine whether a good faith intent to commence the contemplated use or development granted by the permit or approval has been demonstrated.

## 2. Phasing

- a. Where the permit or approval provides for development in two or more phases or units in sequence, the permit or approval shall not be approved until the Review Authority has approved the final phasing plan for the entire project site. The project applicant shall not be allowed to develop one phase in compliance with the preexisting base zone and then develop the remaining phases in compliance with this Subsection, without prior Review Authority approval.
- b. Pre-approved phases
  - (1) If a project is to be built in pre-approved phases, each subsequent phase shall have 12 months following the previous phase's date of construction commencement to the next phase's date of construction commencement to have occurred, unless otherwise specified in the permit or approval, and the permit or approval shall be subject to review by the Review Authority who originally granted the permit or approval to determine whether a good faith intent to commence the contemplated use or development granted by the permit or approval exists.
  - (2) If the application for the permit or approval also involves the approval of a tentative map, the phasing shall be consistent with the tentative map and the permit or approval shall be exercised before the expiration of the associated tentative map.

## 3. Definition of "Exercise" and Evidence of "Good Faith". The following shall be a non-exclusive list of factors that the Review Authority may consider when determining whether or not a good faith intent to exercise the permit or approval has been demonstrated:

- a. Whether the applicant has submitted plans in Building Services plan-check.
- b. Whether the applicant has obtained a Building or Grading Permit.
- c. Whether the applicant has diligently continued the approved grading and construction activities in a timely manner in compliance with the subject Building Permit.
- d. Whether the applicant has actually implemented the allowed land use, in its entirety, on the subject property in compliance with the conditions of approval.

## 4. Procedure for Determination

- a. The determination of whether or not a good faith intent to exercise the permit or approval has been demonstrated, as specified in Subparagraph 3., above, shall be made by the original Review Authority. ~~following~~ If a public hearing is required, noticing shall be ~~ed and~~ conducted in compliance with Section 9108.13 (Public Notice and Hearings) ~~and 9108.11.090 (Time Extensions), below.~~

**Exception:** The determination of whether or not good faith intent to exercise the approval has been demonstrated, as specified in Subparagraph 3., above, for approvals issued in compliance with Subsection 9107.10 (Site Plan and Design Review: Homeowners Association Areas) shall be made by the original Review Authority.

---

- b. At the public hearing, the applicable Review Authority shall investigate the facts bearing on each case and render its decision in writing within 30 days following the date of the first hearing, unless continued for further investigation, study, or hearing.
  - c. The applicable Review Authority shall cause to be served on the applicant, and if different, the property owner, its written decision, in compliance with Subparagraph 9107.03.080 F (Notice of the Decision).
  - d. The decision of the applicable Review Authority shall be final following a 10-day appeal period, unless appealed to the applicable Review Authority in compliance with Section 9108.03 (Appeals).
5. **Burden of Proof.** It shall be the applicant's burden to prove to the applicable Review Authority, by a preponderance of the evidence, that, no later than the date that the City delivered the public notice required by Section 9108.13 (Public Notice and Hearings), a good faith intent to exercise the permit or approval has been demonstrated.
- B. **Effect of Expiration.** If the applicable Review Authority who originally granted the permit or approval determines that a good faith intent to exercise the permit or approval has not been demonstrated, the Review Authority shall deem the permit or approval expired and void. Thereafter, the following provisions shall control:
1. No further action is required by the City;
  2. No further reliance may be placed on the previously approved permit or approval;
  3. The applicant shall have no rights previously granted under the permit or approval;
  4. The applicant shall be required to file a new application(s) with all required fees and obtain all required approvals before any further construction can commence or any use may be implemented; and
  5. Any security provided by the applicant under the previously approved permit or approval may be utilized by the City to provide suitable protection from any harm that may result from the terminated development or use.

#### 9108.11.090 Time Extensions

Requests for a time extension for a permit or approval shall be filed and processed in the following manner:

A. **Filed Before Expiration.**

1. The applicant's written request for an extension of time shall be on file with the Department before expiration of the permit or approval, together with the filing fee required by the Fee Schedule.
2. **Exception: For Homeowners Association Area the applicant's written request for an extension of time shall be on file with the ARB Chairperson before expiration of the permit or approval.**

B. **Public Hearing Requirements**

1. A public hearing shall not be required for the Director's decision on an extension of time.
  2. However, the Director may conduct a public hearing in compliance with Section 9108.13 (Public Notice and Hearings) if deemed appropriate by the Director.
  3. A public hearing shall be required for the Commission's decision on an extension of time or the Council's decision if an appeal of the Commission's decision has been filed. The request for extension shall be noticed and the hearing shall be conducted in compliance with Section 9108.13 (Public Notice and Hearings).
  4. **Exception: For Homeowners Association Area:**
-

- a. A public hearing shall not be required for the ARB Chairperson's decision on an extension of time.
- b. The ARB Chairperson may, if deemed appropriate, defer action and refer the application to the Architectural Review Board for review under the Regular Review process and require a public hearing in compliance with Section 9108.13 (Public Notice and Hearings).
- c. A public hearing shall be required for the ARB's decision on an extension of time. The request for extension shall be noticed and the hearing shall be conducted in compliance with Section 9108.13 (Public Notice and Hearings).

**C. Suspension of Expiration**

1. The filing of a written extension request shall suspend the actual expiration of the permit or approval until the extension request has been acted upon by the ARB, ARB Chairperson, Director, Commission, and/or Council.
2. Building or Grading Permits shall not be issued in compliance with the permit or approval during the period of the suspension.

**D. Director's Action on First Extension**

1. Upon good cause shown, an extension may be approved, approved with modifications, or denied by the ARB, ARB Chairperson, or Director, subject to the findings identified in Subsection F (Required findings), below.
2. The Director may defer action and refer the request to the Commission for consideration and final action.
3. The ARB, ARB Chairperson, and Director's decision may be appealed to the Commission and then the Council, in compliance with Section 9108.03 (Appeals).
4. The permit or approval may be extended for a maximum of 12-months beyond the expiration date of the original approval, unless otherwise allowed by State law.

**E. Commission's Action on Subsequent Extension**

1. Upon good cause shown, an additional extension may be approved, approved with modifications, or denied by the Commission, subject to the findings identified in Subsection F(Required Findings), below.
2. The Commission's decision may be appealed to the Council, in compliance with Section 9108.03 (Appeals).
3. The permit or approval may be extended for one additional 12-month period, unless otherwise allowed by State law, following the expiration of the original 12 (vs. 24) month period of approval, for a grand total of 48 months following the original date of approval (original 24 months, plus 12 months by the Director, and 12 more months by the Commission).

**F. Required Findings.** An extension of the permit or approval may be granted only if the applicable Review Authority first makes all of the following findings:

1. There have been no changes in circumstances or law that would preclude the Review Authority from making the findings upon which the original approval was based; and
  2. Appropriate evidence has been provided by the applicant to document that:
    - a. A good faith intent to exercise the permit or approval has been demonstrated; and
    - b. The extension is required due to an unusual hardship that was not the result of personal action(s) undertaken by the applicant.
-



### 9108.11.100 Changes to an Approved Project

#### A. Application

1. A development or new land use allowed through an Administrative Modification, Conditional Use Permit, Home Occupation Permit, Minor Use Permit, Planned Development Permit, Site Plan and Design Review, **Site Plan and Design Review: Homeowners Association Areas**, Temporary Use Permit, or Variance shall be implemented in substantial compliance with the approved drawings and plans, and any conditions of approval imposed by the Review Authority, except where changes to the project are approved in compliance with this Subsection.
2. An applicant shall request desired changes in writing to the Director, and shall also furnish appropriate supporting materials and an explanation of the reasons for the request.

**Exception:** For **Site Plan and Design Review: Homeowners Association Areas** applications, an applicant shall request desired changes in writing to the ARB Chairperson and shall also furnish appropriate supporting materials and an explanation of the reasons for the request.

3. Requested changes may involve changes to the project (e.g., days or hours of operation) as originally proposed by the applicant or approved by the Review Authority.
4. Requested changes may also involve changes to one or more conditions imposed by the Review Authority, but only when actual changes to the project would justify a change to one or more conditions of approval.
5. Changes shall not be implemented until first approved by the applicable Review Authority in compliance with this Subsection, and may be requested either before or after construction or establishment and operation of the approved use.

**B. Notice and Hearing.** If the project application originally required a noticed public hearing, the Review Authority shall hold a public hearing, except for the minor changes outlined below (See Subsection C, Minor Changes by Director.), and shall give notice, in compliance with Section 9108.13 (Public Notice and Hearings).

**C. Minor Changes by an ARB Chairperson or Director.** The **ARB Chairperson** or Director may authorize minor changes to an approved site plan, architecture, or the nature of the approved use only if the changes:

1. Are consistent with all applicable provisions of this Development Code and are in substantial compliance with the original approval; and
2. Do not involve a feature of the project that was:
  - a. A basis for findings in a Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report for the project, or determining that the project was exempt from CEQA review;
  - b. A basis for conditions of approval for the project; or
  - c. A specific consideration by the Review Authority (e.g., the Director, Commission, or Council) in granting the permit or approval.

**D. Major Changes.** Major changes include changes to the project involving features specifically described in Subparagraph C. 2., above, and shall only be approved by the Review Authority (e.g., original or appeal Review Authority that rendered the final City action on the application) through a new application, processed in compliance with this Development Code.

---

This page intentionally left blank.

DRAFT

## **Section 9108.13 – Public Notices and Hearings**

- 9108.13.010 Purpose and Intent
- 9108.13.020 Noticing Requirements
- 9108.13.030 Scheduling of Hearing
- 9108.13.040 Hearing Procedures
- 9108.13.050 Recommendation by Commission
- 9108.13.060 Decision and Notice
- 9108.13.070 Effective Date of Decision

### **9108.13.010 Purpose and Intent**

This Section provides procedures for public hearings required by this Development Code. When a public hearing is required, advance notice of the hearing shall be given, and the hearing shall be conducted, in compliance with this Section.

### **9108.13.020 Noticing Requirements**

When this Development Code requires a public hearing before a decision on a permit, or for another matter, the public shall be provided notice of the hearing in compliance with Government Code Sections 65090, 65091, 65094, 65096, and 66451.3, and Public Resources Code 21000 et seq., and as required by this Section.

#### **A. Content of Notice.** Notice of a public hearing shall include all of the following information, as applicable.

1. **Hearing Information.** The date, time, and place of the hearing and the name of the Review Authority; a brief description of the City's general procedure concerning the conduct of hearings and decisions (e.g., the public's right to appear and be heard); and the phone number and street address of the Department, where an interested person could call or visit to obtain additional information.
2. **Project Information.** The date of filing and the name of the applicant; the City's file number assigned to the application; a general explanation of the matter to be considered; and a general description, in text or by diagram, of the location of the property that is the subject of the hearing.
3. **Statement on Environmental Document.** If a proposed Negative Declaration, Mitigated Negative Declaration, final Environmental Impact Report, or statement of exemption from the requirements of CEQA has been prepared for the project in compliance with the California Environmental Quality Act (CEQA) and the City's CEQA Guidelines, the hearing notice shall include a statement that the Review Authority will also consider approval (or recommendation of adoption/approval for an application requiring Council action) of the proposed Negative Declaration, Mitigated Negative Declaration, certification of the final Environmental Impact Report, or statement of exemption.
4. **Statement Regarding Challenges of City Actions.** A notice substantially stating all of the following: "If you challenge the (nature of the proposed action) in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the (public entity conducting the hearing) at, or before, the public hearing" in compliance with Government Code Section 65009(b)(2).
5. **Statement Regarding Commission's Recommendations.** For Council items that involve a recommendation from the Commission (e.g., legislative acts) the notice shall contain the Commission's recommendations.

#### **B. Method of Notice Distribution.** Notice of a public hearing required by this Section, and any other type of notice specified in Division 7 (Permit Processing Procedures), shall be given as follows, as required by Government Code Sections 65090 and 65091.

1. **Mailing.** Notice shall be mailed or delivered not less than 10 days before the scheduled hearing to the following:
-



- a. **Project Site Owners, Agent(s), and Applicant.** The owners of the property being considered in the application, the owners' agent(s), and the applicant, in addition to the owner(s) of the mineral rights for maps in compliance with Government Code Section 65091(a)(2);
  - b. **Local Agencies.** Each local agency expected to provide roads, schools, sewage, streets, water, or other essential facilities or services to the property which is the subject of the application, whose ability to provide those facilities and services may be significantly affected;
  - c. **Affected owners.** All owners of real property as shown on the latest assessment rolls of the City or of the County, located within a radius of 300 feet, or a different radius as specified in the actual permit requirements of Division 7 (Permit Processing Procedures), of the exterior boundaries of the parcel that is the subject of the hearing; and any other person whose property might, in the judgment of the Director, be affected by the proposed project; and
  - d. **Persons Requesting Notice.** Any person who has filed a written request for notice with the Director or City Clerk and has paid the required fee for the notice.
2. **Alternative to Mailing.** If the number of property owners to whom notice would be mailed in compliance with Subparagraph B. 1., above is more than 1,000, the Director may choose to provide the alternative notice allowed by Government Code Section 65091(a)(3).
  3. **Additional Notice.** In addition to the types of notice required above, the Director may require any additional notice with content or using a distribution method (e.g., posting on the City's web site) as the Director determines is necessary or desirable.

#### 9108.13.030 Scheduling of Hearing

After the completion of any environmental document required by the California Environmental Quality Act (CEQA), the City's CEQA Guidelines, and a Department staff report, a matter requiring a public hearing shall be scheduled on the next available agenda (ARB, Director, Commission, or Council, as applicable) reserved for public hearings, but no sooner than any minimum time period established by State law.

Exception: A staff report shall not be required prior to scheduling a public hearing for applications requiring a public hearing under Section 9107.10 (Design Review: Homeowners Association Areas).

#### 9108.13.040 Hearing Procedures

- A. **Time and Place of Hearing.** A hearing shall be held at the date, time, and place for which notice was given.
  - B. **Continued Hearing.** Any hearing may be continued from time to time without further notice; provided that the chair of the hearing body announces the date, time, and place to which the hearing will be continued before the adjournment or recess of the hearing.
  - C. **Deferral of Final Decision**
    1. The Review Authority may announce a tentative decision, and defer its action on a final decision until appropriate findings and/or conditions of approval have been prepared.
    2. The date of the final action shall be as described in the motion, ordinance, or resolution that incorporates the findings and/or conditions.
  - D. **Summary Information.** A summary of all pertinent testimony offered at a public hearing, together with the names and addresses of all persons testifying shall be recorded and made a part of the permanent files of the case.
-

- E. Formal Rules of Evidence or Procedure Not Applicable.** Formal rules of evidence or procedure applicable in judicial actions and proceedings shall not apply in any proceeding subject to this Development Code, except as otherwise required by the City Charter or the Municipal Code, in compliance with Government Code Section 65010.

#### **9108.13.050 Recommendation by Commission**

- A. Recommendation and Findings to the Council.** After a public hearing on a proposed amendment to this Development Code, the General Plan, the Zoning Map, a development agreement, or a specific plan, the recommendation and findings of the Commission shall be forwarded to the Council.
- B. Recommendation and Findings to the Applicant.** The recommendation and findings shall be mailed to the applicant at the address shown on the application.
- C. Recommendation Included in Notice.** The recommendation shall be included in the required notice of the Council's public hearing.

#### **9108.13.060 Decision and Notice Amended by Ord. No. 2347**

##### **A. Decision**

1. The Review Authority may announce and record its decision on the matter being considered at the conclusion of a scheduled hearing, or defer action and continue the matter to a later meeting agenda in compliance with Subsection 9108.13.040 (Hearing Procedure), above.
2. Unless otherwise required by law (i.e., votes by the Commission on a General Plan amendment in compliance with Government Code Section 65354), a majority vote shall be required for any formal action by the applicable Review Authority.
3. Tie votes of the Review Authority for all matters that legally require the adoption of an ordinance, a resolution, or findings shall result in no action by the Review Authority. The motion shall fail to pass and the matter shall terminate any further action by the City until a majority vote of the quorum is achieved.
4. Within 35 days following the conclusion of a public hearing upon any matter, the Commission shall render its decision by formal resolution reciting the findings upon which the decision is based. The failure of the Commission to render a decision within the time specified shall cause the entire matter automatically to be referred to the Council without recommendation for action as it deems warranted under the circumstances. In this event, the Secretary of the Commission shall immediately deliver to the Council all of the records in the matter.
5. At the conclusion of a hearing conducted by the Director, the Director may instead refer the matter to the Commission for review and final decision.
6. All decisions shall be in writing and, if required by law, shall contain the written findings upon which the decision is based.
7. The decision of the Council on any matter shall be final and conclusive.

##### **B. Notice of Decision: Design Review: Homeowners Association Areas**

1. **Provision of Notice.** Within 10 days following the final decision on a Regular Review application by the ARB in compliance with Subsection 9107.10.030 (Authority), for approval required by this Development Code, the ARB shall provide notice of its final action to the applicant, the Development Services Department, and to any person who specifically requested notice of the ARB's final action.
-

2. **Contents of Notice.** The notice of the final decision shall contain applicable findings, conditions of approval, reporting/monitoring requirements deemed necessary to mitigate any impacts and protect the public convenience, health, interest, safety, and general welfare of the City, and the procedure for appeal.

3. **Delivery of Notice.** The notice of the final decision shall be delivered by first class mail.

**C. Notice of Decision**

4. **Provision of Notice.** Within 10 days following the final decision on an application for a permit or other approval required by this Development Code, the City shall provide notice of its final action to the applicant and to any person who specifically requested notice of the City's final action.

5. **Contents of Notice.** The notice of the final decision shall contain applicable findings, conditions of approval, reporting/monitoring requirements deemed necessary to mitigate any impacts and protect the public convenience, health, interest, safety, and general welfare of the City, and the procedure for appeal.

6. **Delivery of Notice.** The notice of the final decision shall be delivered by first class mail.

**9108.13.070 Effective Date of Decision**

A. **ARB Chairperson, ARB, Director's or Commission's Decision.** The decision of the ARB Chairperson, ARB, Director or Commission is final and effective after ~~5:00 p.m.~~ **the end of business day** on the 10<sup>th</sup> day following the actual date the final decision is rendered if no appeal of that decision has been filed in compliance with Section 9108.03 (Appeals).

**B. Council's Decision**

1. **Adopted by Ordinance.** A decision of the Council adopted by ordinance is final and shall become effective on the 31<sup>st</sup> day following the date the ordinance is actually adopted by the Council, unless otherwise provided in the adopting ordinance. For example, an ordinance adopted on October 1st will actually be effective on November 1<sup>st</sup>.

2. **Adopted by Resolution.** A decision of the Council adopted by resolution is final and shall be effective on the date the decision is rendered.

3. **Contingent on Future Date or Event.** The Council may take a final action and make it contingent on a future date or event.



# Exhibit C

Draft HOA Resolution - Resolution No.  
7272 and Changes to Resolution No. 6770

## RESOLUTION NO. 7272

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, AMENDING REGULATIONS APPLICABLE TO PROPERTIES IN THE FIVE (5) SINGLE-FAMILY HOMEOWNERS' ASSOCIATION ARCHITECTURAL DESIGN ZONE AREAS

THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby repeals Resolution No. 6770 in its entirety.

SECTION 2. USE OF DESIGN GUIDELINES IN HOMEOWNERS' ASSOCIATION AREAS

The Arcadia General Plan stresses the importance of quality in design and the impact that site design and building form has on enhancing the visual image of Arcadia. The City's Single-Family Residential Design Guidelines, hereinafter referred to as the "Design Guidelines", protects and preserves the character and quality of the City's neighborhoods by requiring harmonious design, careful planning, and integration of sustainable principles. Primary objectives associated with developing a quality project within Arcadia include designing within the established neighborhood context and relationship to the street, reinforcing neighborhood compatibility and identity, creating visually pleasing streetscape character, maintaining the visual quality of the hillside areas, incorporating high-quality architecture consistent with the neighborhood character, and reducing water use in landscape design. To implement the Design Guidelines within the five, Single-Family Homeowners' Associations that are zoned as Architectural Design Overlay Zone (zoned as "D"), Architectural Review Boards are

DRAFT

established for each Homeowners Association and are hereinafter referred to as the "ARBs". The five Homeowners' Associations are:

Arcadia Highlands Home Owners Association - "Highlands"

Rancho Santa Anita Property Owners Association - "Upper Rancho"

Santa Anita Oaks Homeowners Association - "Oaks"

Rancho Santa Anita Residents' Association - "Lower Rancho"

Santa Anita Village Community Association of Arcadia - "Village"

The boundaries for each Association are depicted in Exhibit "A." The ARB for each area is governed by the corresponding Homeowners' Association (HOA) Board for that area.

SECTION 3. REQUIREMENTS OF THE ARBs – The ARB shall be empowered to transact business and exercise powers herein conferred, only if the following requirements exist:

A. A formally organized property owner's organization exists in the applicable area described in Section 2.

B. The organization has adopted by-laws that authorize the establishment, appointment, duties, and authority of the ARB.

C. ARB members have been appointed or elected in accordance with the by-laws of the HOA.

D. A copy of the by-laws and any amendments thereto must be on file with the City Clerk.

E. The ARB shall designate a Custodian of Records who shall maintain said records and make them available for public review upon reasonable request.

DRAFT



F. Permanent written records of the meetings, findings, actions, and decisions of the ARB shall be maintained by the ARB and a copy shall be provided to the City. These documents shall be retained in accordance with the City's records retention policies.

G. Only ARB members present at the meeting can participate in making the decision.

H. Any decision by the ARB shall be made by a majority of the entire membership of the ARB present, and only the ARB members who considered the application shall render the decision.

I. All meetings of the ARB shall be open to the public in accordance with the Ralph M. Brown Act (California Open Meeting Law). All aspects of the Brown Act shall be adhered to by members of the ARB. This includes, but is not limited to, proper posting of meeting agendas, noticing requirements, no discussion of matters outside of public meetings, etc.

J. When required by the City of Arcadia, ARB members shall participate in additional training prior to making decisions during ARB meetings or on Short Review applications.

K. After notice and a reasonable period has been provided, failure to comply with the above mentioned requirements may result in the powers of the ARB to be rescinded and granted to the City of Arcadia until such a time that the ARB demonstrates compliance with these requirements.

DRAFT

#### SECTION 4. AUTHORITY AND RESPONSIBILITY OF THE ARBs

A. In order to protect and preserve the character and quality of the single-family neighborhoods and to protect the property values and architectural character of such residential environments in those portions of the City in which the residents have formed a HOA, the below standards are hereby imposed upon all properties within said areas pursuant to the zoning regulations of the Arcadia Development Code:

1. ARCHITECTURAL DESIGN REVIEW PROCESS – To accomplish the purposes set forth in this section there are hereby established the following authority and responsibilities in which said associations may exercise the design review process. The Homeowners' Associations shall adhere to and apply the Design Guidelines as well as this Resolution during the Design Review Process.

i. Review and approval by the ARB shall be required prior to the construction of new structures, additions, alterations, or other façade improvements to existing structures, new or modified fences or walls visible from the public rights-of-way, or modifications to landscaping visible from the public rights-of-way, as stated in Division 7 of the Development Code.

ii. It is determined that each building or structure, and its landscaping, hardscape, fencing and walls on properties within each HOA area should exhibit a consistent and cohesive architectural style, and be harmonious and compatible with other neighborhood structures in terms of architectural style, scale, visual massing, height, width, length, and setbacks in relationship to site contours and architectural elements such as texture, color and building materials. To promote harmony and compatibility is not to promote sameness, uniformity, a specific architectural style, or a

DRAFT

certain time period. It is acknowledged that architecture (and neighborhoods in general) evolve and change over time and this will be considered through the review process.

iii. Pursuant to Arcadia Municipal Code Chapter IX, of the Development Code, and the specified review process, the ARB shall apply the Design Guidelines that were established by Resolution of the Council to 1) determine the appropriate site planning, massing, scale, setbacks, architectural design, and exterior appearance of a proposed project; 2) determine whether the exterior appearance of the proposed project is compatible with the neighborhood; and 3) mitigate potential impacts a proposed project may have on adjacent properties. The Design Guidelines are intended to be used to generally influence the design of the single-family development, and the exterior alterations or re-development of land uses. The Design Guidelines should be used as a starting point for the creative design process and should not be looked upon as the only solution for the design.

2. SITE PLANNING AND NEIGHBORHOOD CONTEXT – The Design Guidelines encourage the location, configuration, size, bulk, mass, and design of new buildings and structures, or the alteration or enlargement of existing structures, to be visually harmonious with their respective sites and compatible with the character and quality of the surrounding neighborhood. Natural amenities such as views, trees, and other similar features unique to the site should be preserved and incorporated into development proposals.. The proposed height and bulk of structures should respect existing structures on neighboring properties and not overwhelm them with disproportionate size and scale. In neighborhoods with an established architectural style or pattern(s), new homes or remodels should enhance the neighborhood character. The

DRAFT



stronger the existing neighborhood pattern, the more important it is for an owner to reinforce and respect those existing patterns.

3. STREETSCAPE – The Design Guidelines encourage the continuation of established streetscapes that define a neighborhood or streets character. When viewed from the street, buildings and structures should blend and be harmonious with the other structures and landscaping on the street. This includes and is not limited to setbacks, structural mass and scale, height, roof forms, façades, entries, building materials that can be seen from the street.

4. ARCHITECTURAL STYLE AND EXTERIOR BUILDING APPEARANCE – The Design Guidelines encourage in neighborhoods with an established architectural style or pattern(s), that new homes, remodels, additions, alterations, and accessory structures enhance the neighborhood character. Consistency and/or complementary architectural styles should be maintained within an existing neighborhood context. A clear and distinctive architectural style should be selected and all design features, proportions, colors, materials, and detailing should be consistent with the chosen architectural style. The use of repeating colors and materials found in neighboring homes is encouraged. The Design Guidelines also encourage additions to existing homes or new accessory buildings/structures to be consistent with the architectural style and detailing of the home in terms of materials, finishes, colors, windows, doors, siding, or roof tiles, etc. Walls and fences for courtyards and the perimeter of a property should be designed in a style, material, and color that complement the residence and the overall project design.

DRAFT

5. PRIVACY– The Design Guidelines encourages that the potential impacts of new homes, remodels, additions, alterations, and accessory structures on adjacent properties be considered during the design review process, including impacts on privacy and views. Construction of new homes and additions to existing homes should be designed and articulated to reasonably address these issues. Windows and second-floor balconies/decks should be located to minimize direct views into neighboring residences and actively-used outdoor spaces of neighboring properties. Structures should be positioned on a site to minimize the blocking of sun access to actively used outdoor areas on adjacent properties. Trees and/or screening hedges should be utilized along property lines to provide screening and enhance privacy. However, landscaping should not obstruct the views enjoyed by the adjacent properties.

6. LANDSCAPING AND TREES – The Design Guidelines encourage the preservation and incorporation of existing landscaping into development proposals. As such, all existing landscaping and trees with the potential to be impacted (i.e. removed, encroached upon, pruned, etc.) by new construction, additions, alterations, or other improvements shall be taken into consideration by the ARB or ARB Chairperson when reviewing the proposed project. While the ARB cannot approve or deny the removal of trees, any recommendations from the ARB or ARB Chairperson shall be included with the decision.

7. HISTORIC PRESERVATION – Any alterations, additions, repairs, removal, demolition, or new construction to potential historic resources, designated historic landmarks, designated historic districts (and their contributing resources), or

DRAFT

potential historic landmarks, shall be subject to the requirements stated in the Arcadia Development Code (Arcadia Historic Preservation Ordinance).

8. ANIMALS – Wild animals, sheep, hogs, goats, bees, cows, horses, mules, poultry, or rabbits shall not be permitted or kept.

B. The above mentioned standards are hereby imposed upon all properties within said areas pursuant to the zoning regulations of the Arcadia Development Code, and all those in ownership or control of property within said areas are subject to this Resolution.

#### SECTION 5. APPLICABLE REVIEW AUTHORITY

A. The applicable Review Authority shall be as specified in Development Code Division 7 (Site Plan and Design Review: Homeowners' Association Areas). The three levels of review shall be further defined as follows:

##### 1. City Review

i. For the review of very minor improvements to existing residences as specified in in Division 7 of the Arcadia Development Code.

ii. No public hearing is required for City Review applications. Decisions shall be made by the Development Services Director, or designee.

i. If the Development Services Director determines that a project proposed under the City Review process is not a cohesive design, not in harmony with the neighborhood, or might have an adverse impact on the neighborhood, they shall have the ability to require that the application be processed under the ARB's Short Review Process procedure.

DRAFT



## 2. Short Review

i. For the review of minor additions, alterations, and exterior improvements to existing residences as specified in Division 7 of the Arcadia Development Code.

ii. No public hearing is required for Short Review applications. Decisions shall be made by the ARB Chairperson or designee(s).

iii. Only an ARB Chairperson or designee(s) who has been appointed in a manner consistent with the HOA's by-laws, whose names and contact information have been provided to the City, and who has completed any training that may be required by the City of Arcadia, shall be empowered to make decisions on Short Review applications.

iv. If the ARB Chairperson or designee(s) determines that a project proposed under the Short Review process is not a cohesive design, not in harmony with the neighborhood, or might have an adverse impact on the neighborhood, they shall have the ability to require that the application be processed under the Regular Review Process procedure.

v. All projects that are not listed as eligible to be processed by the City Review or Short Review process as specified in Division 7 of the Arcadia Development Code shall be processed under the Regular Review process.

## 3. Regular Review

i. For the review of new single-family residences and major additions, alterations, and exterior improvements to existing residences as specified in Division 7 of the Arcadia Development Code.

DRAFT

ii. A public hearing shall be required for the ARB Board's action on Regular Review applications. Notice of the public hearing shall be given in compliance with the Arcadia Development Code (Public Notices and Hearings).

iii. All decisions by the ARB Board on Regular Review applications shall be based upon required findings to ensure consistency with the Design Guidelines, this Resolution, City's General Plan, and any other City design guidelines. Notice of the decision shall be given in compliance with the Arcadia Development Code.

B. Additional requirements regarding Zoning, Allowable Uses, Additional Development Standards, Permit Processing, Appeals, Permit Implementation, Modifications, and Revocations, Time Limits, Extensions, and Public Notices and Hearings relating to a Short Review and Regular Review applications shall be as specified in Division 2, 7, and 8 of the Development Code.

#### SECTION 6. LIMITS OF THE ARB'S POWER

A. The ARB shall not review projects that consist of work only taking place inside a building that does not substantially change the external appearance of the building.

B. The ARB shall not review projects that only involve structures, roofs, wall, or fences that are less than or equal to two feet above the lowest adjacent grade. This limitation does not limit the ARB's review of projects that involve landscaping or hardscaping located within the front or street side yard areas.

C. The ARB shall not review projects that only involve a fence or wall (or multiple fences and walls) located between adjacent properties that are not visible from

DRAFT

the public right-of-way. A fence or wall will not be considered visible from the public right-of-way if it is only within a rear yard area, is no higher than any fence fronting toward the public right-of-way, and no broad side of the fence or wall faces the public right-of-way.

D. The ARB shall have the power to establish requirements concerning the submittal of applications for the purpose of exercising its duties, subject to review and approval by the City. Copies of such requirements shall be kept on file with the Development Services Department, Planning Services. This does not apply to development standards.

E. The ARB's review shall be consistent with the City's ARB regulations contained in Division 2, Section 9102.01 (Residential Zones) of the Development Code and in the course of performing its review, the ARB shall not modify or to waive any provisions of the Arcadia Development Code or other established City regulations.

F. The ARB's review shall be consistent with and subject to the City's established zoning regulations applicable to the property.

G. The ARB may, however, make a recommendation regarding such regulations to the City staff, Planning Commission, or City Council.

H. The ARB shall review each project consistent with the provisions set forth in this Resolution and shall not create or apply its own standards or policies relating to design and development in the respective HOA area. This Section does not prevent the ARB from rendering advisory opinions to the City Council regarding design or development standards or formally applying to the City for adoption or modification of design or development standards.

DRAFT



## SECTION 7. PUBLIC HEALTH, SAFETY, AND WELFARE FINDING

The City Council finds and determines that the public health, safety and general welfare of the community require the adoption of this Resolution. It is determined that the various land use controls, and property regulations as set forth herein are substantially related to maintenance of Arcadia's environment, for the purpose of assuring that the appearance of structures will be compatible and harmonious with the use and enjoyment of surrounding properties. Design controls and aesthetic considerations will help maintain the beauty of the community, protect property values, and help assure protection from deterioration, blight, and unattractiveness, all of which can have a negative impact on the environment of the community, affecting property values, and the quality of life which is characteristic of Arcadia.

It is further determined that the purpose and function of this Resolution is consistent with the history of the City and continued efforts through various means to maintain the City's land use, environmental, and economic goals and to assure perpetuation of both the psychological benefits and economic interests concomitant to an attractive, well maintained community with emphasis on residential living.

All findings and statements of purpose in related resolutions which pre-existed this Resolution or prior covenants, conditions, and restrictions constitute part of the rationale for this Resolution and are incorporated by reference.

## SECTION 8. SEVERABILITY

If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining

DRAFT

portions of this Resolution. The Council hereby declares that it would have adopted this Resolution and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid.

SECTION 9. The City Clerk shall certify to the adoption of this Resolution.

Passed, approved and adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor of the City of Arcadia

ATTEST:

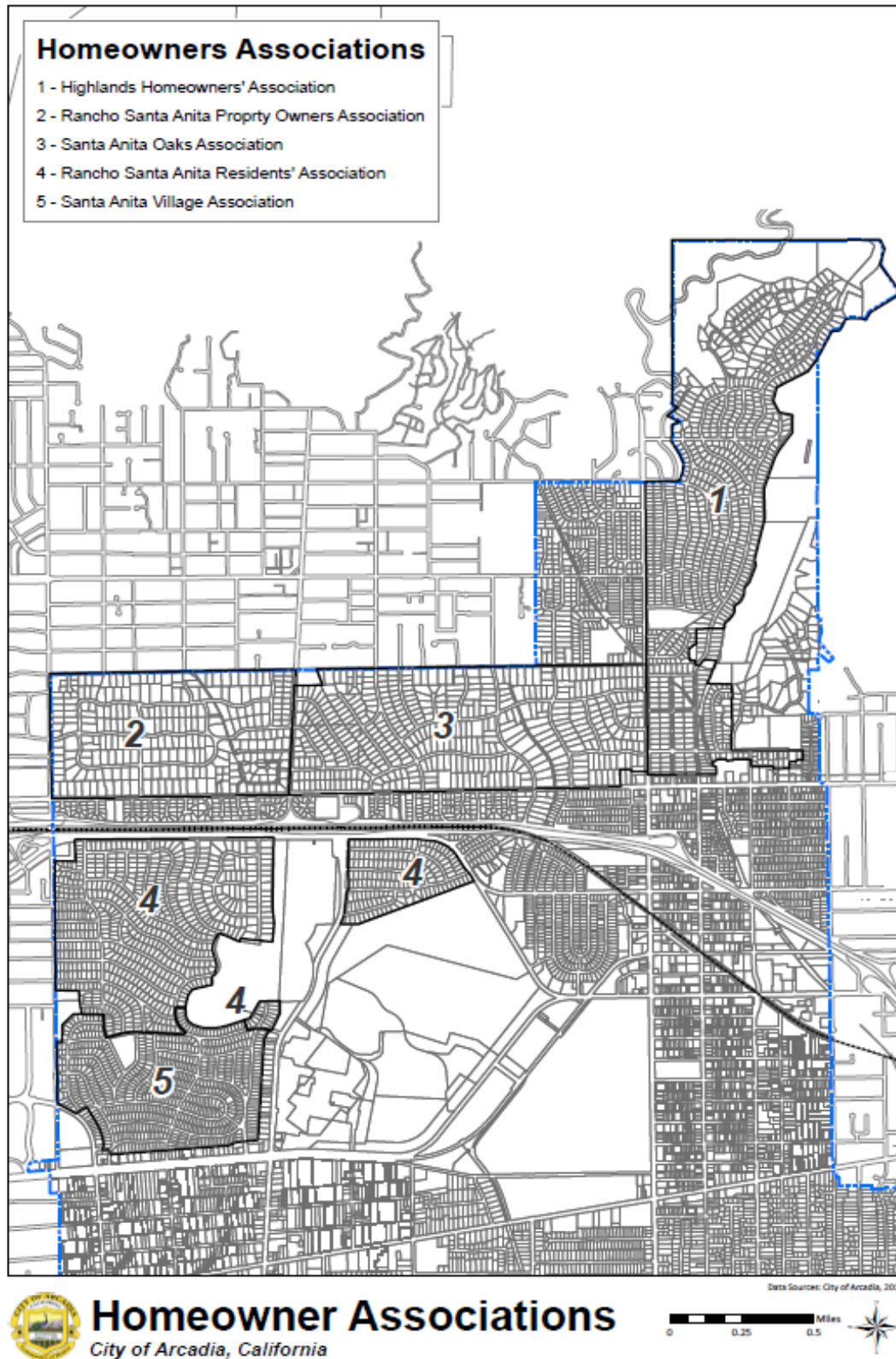
\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Stephen P. Deitsch  
City Attorney

DRAFT

**Exhibit "A"**  
**HOA Map and Descriptions**



RAFT



## **Highlands**

The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property, extending to the east end of Sycamore Avenue.

Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307A, 307B, 307C & 307D East Foothill Boulevard.

## **Upper Rancho**

The property bounded on the south by the centerline of Foothill Boulevard; on the west by the east line of Michillinda Avenue; on the east by the centerline of Baldwin Avenue; and on the north by the City limits.

## **Oaks**

Beginning at a point at the intersection of the centerline of Baldwin Avenue and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Oak Meadow Road; thence southerly along the centerline of Oak Meadow Road to its intersection with the centerline of Hacienda Drive; thence westerly along the centerline of Hacienda Drive to its intersection with the centerline of San Carlos Road; thence southerly along the centerline of San Carlos Road to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of Baldwin Avenue; thence northerly along the centerline of Baldwin Avenue to the point of beginning.

Beginning at a point at the intersection of the centerline of Oak Meadow Road and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Santa Anita Avenue; thence southerly along the centerline of Santa Anita Avenue to its intersection with the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of San Carlos Road; thence northerly along the centerline of San Carlos Road to its intersection with the centerline of Hacienda Drive; thence easterly along the centerline of Hacienda Drive to its intersection with the centerline of Oak Meadow Road; thence northerly along the centerline of Oak Meadow Road to the point of beginning.

Beginning at a point at the intersection of the centerline of Santa Anita Avenue and the easterly prolongation of the southerly property line of Lot No. 76 of Tract No.

DRAFT

11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line a distance of 65 feet; thence easterly along a line parallel to the southerly property line of Lot 76 of Tract No.

11074 to its intersection with the centerline of Santa Anita Avenue; thence northerly along the centerline of Santa Anita Avenue a distance of 65 feet to the point of beginning.

### **Lower Rancho**

Area #1 Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence northerly and easterly along the easterly and southerly boundary of said tract to the southeasterly corner of Lot No. 1 to its intersection with the easterly line of Golden West Avenue; thence northerly along said easterly line to its intersection with the southerly line of Vaquero Road; thence easterly along said southerly line to its intersection with the easterly terminus line of said Vaquero Road; thence northerly along said easterly line to its intersection with the southerly line of Lot 17 of Tract No. 11215; thence easterly along said southerly line to its intersection with the easterly line of aforementioned Tract No. 11215; thence northerly along said easterly line and its prolongation thereof to its intersection with the centerline of Colorado Street; thence westerly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the easterly prolongation of the northerly line of Tract No. 17430; thence westerly along said northerly line to its intersection with the easterly line of Michillinda Avenue; thence southerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36 of Tract No. 15928.

Area #2 Beginning at the northwesterly corner of Lot No. 62 of Tract No. 12786; thence southerly along the westerly line of said Lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive; thence easterly along said center line to its intersection with the southerly prolongation of the easterly line of Tract No. 14460; thence northerly along said easterly line to its intersection with the northerly line

DRAFT

of said tract; thence westerly along said northerly line to its intersection with the westerly line of said Tract No. 14460; thence southwesterly along said westerly line, and its southwesterly prolongation thereof, to its intersection with the northeasterly corner of Lot No. 61 of Tract No. 12786; thence westerly along the northerly line of said tract to the point of beginning, said point being the northwesterly corner of Lot 62 of Tract No. 12786.

**Area #3** All properties with that area bounded on the west by Baldwin Avenue, on the north and east by Colorado Street and on the south by the southerly tract boundaries of Tract Nos. 14940 and 15318.

### **Village**

Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence southerly along the easterly and northerly lines of Lots 11 through 19 of said tract to be northeast corner of said Lot 19; thence easterly along the easterly prolongation of said Lot 19 to its intersection with the northwesterly corner of lot 74, Tract No. 12786; thence easterly along the northerly line of said tract to the northwesterly corner of Lot 62 of said Tract No. 12786; thence southerly along the westerly line of said lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive, thence easterly along said centerline to its intersection with the northeasterly prolongation of the easterly line of Tract 12786; thence southerly along said easterly line and also the easterly line of Tract No. 12104 to the southeast corner of Lot 129 of said Tract 12104; thence westerly along the southerly lines of Tract No. 12104, Tract 11688, and Tract No. 11932 and its westerly prolongation to its intersection with the centerline of Cortez Road; thence northerly along said centerline to its intersection with the centerline of distance a 150' more or less to a point; thence northerly to a point on the northerly line of Portola Drive, said point being 140' westerly from the northwesterly corner of Portola Drive and Cortez Road, thence northerly to the southwest corner of Lot 28, Tract 11932; thence northerly along the westerly line of said tract and its prolongation thereof to its intersection with the centerline of Balboa Drive; thence westerly along said centerline to its intersection with the centerline of Sunset Boulevard; thence northwesterly along said centerline to its intersection with the southerly prolongation of the easterly line of Michillinda Avenue; thence northerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36, Tract No. 15928.

DRAFT



RESOLUTION NO. 6770

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DETERMINING AND AMENDING REGULATIONS APPLICABLE TO REAL PROPERTY IN THE SINGLE-FAMILY HOMEOWNERS' ASSOCIATION ARCHITECTURAL DESIGN ZONE AREAS. *(Updated but it is essentially the same.)*

THE CITY COUNCIL OF THE CITY OF ARCADIA, CALIFORNIA, DOES HEREBY FIND, DETERMINE AND RESOLVE AS FOLLOWS:

SECTION 1. The City Council hereby repeals Resolution Nos. 5286, 5287, 5288, 5289, and 5290 and Ordinance No. 1832, and adopts this Resolution pursuant to Ordinance No. 2285. *(This section has updated with current information but it is essentially the same.)*

SECTION 2. In accordance with the Arcadia General Plan directive to protect and preserve the character and quality of its neighborhoods by requiring harmonious design, and to implement Arcadia's Single-Family Residential Design Guidelines applicable to the real property within the five Single-Family Homeowners' Associations that are zoned "D" as Architectural Design area, Architectural Review Boards are established for each Association and are hereinafter referred to as the "ARBs". The five Homeowners' Associations and their Architectural Design Zones are:

Arcadia Highlands Home Owners Association - "Highlands"

Rancho Santa Anita Property Owners Association - "Upper Rancho" Santa Anita

Oaks Homeowners Association - "Oaks"

Rancho Santa Anita Residents' Association - "Lower Rancho" Santa Anita Village

Community Association of Arcadia - "Village"

The boundaries for each Association are depicted in Exhibit "A." The ARB for

each area is governed by the corresponding Homeowners' Association Board for that area. *(This section has been updated with current information and directly references the Design Guidelines but it is essentially the same.)*

SECTION 3. In order to promote and maintain the quality single-family residential environment of the City of Arcadia, and to protect the property values and architectural character of such residential environments in those portions of the City in which the residents have formed a homeowners association, and to accomplish the purposes set forth in Section 7 there are hereby established the following regulations and procedures in which said associations may exercise plan review authority. *(This section has been modified and moved to Section 4 (Authority and Responsibility of The ARBs.)*

SECTION 4. It is determined that each building or structure and its landscaping and hardscape on properties within each area should exhibit a consistent and cohesive architectural style, and be harmonious and compatible with other neighborhood structures in architectural style, scale, visual massing, height, width and length, and setbacks in relationship to site contours and architectural elements such as texture, color and building materials. To promote harmony and compatibility is not to promote sameness, uniformity, a specific architectural style, or a certain time period. It is acknowledged that architecture (and neighborhoods in general) evolve and change over time and this will be considered through the review process. *(The above paragraph has been moved to Section 4, under Architectural Design Review Process.)*

The following standards and conditions are hereby imposed upon all properties within said areas pursuant to the zoning regulations of the Arcadia Municipal Code, and all those in ownership or control of property within said areas are subject to this

Resolution.

A. SITE PLANNING -1. Natural amenities such as views, and other features unique to the site should be preserved and incorporated into development proposals.

*(Still in Section 4. Language added to strengthen relationship between the Resolution and the Design Guidelines.)*

2. The location, configuration, and design of new buildings and structures, or the alteration or enlargement of existing structures, should be visually harmonious with their sites and compatible with the character and quality of the surroundings. *(Still in Section 4. Language added to strengthen relationship between the Resolution and the Design Guidelines.)*

3. The height and bulk of proposed dwellings and structures on the site should be in scale and in proportion with the height and bulk of dwellings and structures on surrounding sites. Alternatively, projects should incorporate design measures to adequately mitigate scale differences. *(Still in Section 4. Language added to strengthen relationship between the Resolution and the Design Guidelines.)*

4. The design of a new house should provide effective and varied open space around the residence. *(Still in Section 4. Language added to strengthen relationship between the Resolution and Design Guidelines.)*

B. STREETSCAPE- The developed subject property, when viewed from the street, should blend and be harmonious with the other structures and landscaping on the street. This includes and is not limited to setbacks, structural mass and scale, height, roof forms, façades, entries, building materials and everything that can be seen from the street. Each neighborhood or street has an established streetscape that



defines its character. Streetscape characteristics should be considered by new projects.

*(Still in Section 4. Language has been slightly modified)*

C. **FLOOR AREA** – The space contained within the boundaries of the property, including any open porch, open entry, balcony, covered patio, trellis, or garage, whether or not it is an integral part of the dwelling, shall NOT be considered in computing the square footage contained in any such building as measured from the outer faces of the exterior walls in computing the required minimum floor area of a dwelling.

Village – 1,200 square feet of ground floor area if 1 story in height, or 1,300 square feet of floor area if 2 stories in height, at least 900 square feet of which must be on the ground floor.

Lower Rancho – 1,400 square feet of ground floor area if 1 story and not less than 1,000 square feet on ground floor if 1½ or 2 stories

Upper Rancho – 2,500 square feet of ground floor area. Attached covered porch, balcony or garage shall be counted at .5.

Highlands – 1,600 square feet if 1 story and not less than 1,200 square feet on ground floor if 1½ or 2 stories.

Oaks – 2,000 square feet of ground floor area, except 1,800 square feet in Tracts 14656, 13544 & 10617, in which no one-family dwelling shall be erected or permitted which contains less than 1,800 square feet of ground floor area.

*(The above information has been eliminated. The City Council approved Floor Area Ratios can be found in Division 2 of the Development Code.)*

D. **FRONT YARD SETBACKS** – If a dwelling with a larger front yard than the minimum required by the underlying zone designation exists on a lot on either

side of the subject property, the ARB shall have the authority to require a front yard setback for the subject property equal to at least an average of the two adjacent front yards.

Village – Underlying Zoning

Lower Rancho- Underlying Zoning

Upper Rancho- Minimum 50 feet

Highlands- Underlying Zoning

Oaks – Minimum sixty-five (65) feet from the front property line, except that Tract 13544 shall be not less than sixty (60) feet, Tracts 13345 & 11013 shall not be less than fifty-five (55) feet, and Tract 14656 shall not be less than fifty (50) feet.

*(The above information has been removed from the resolution and is now in Division 2 of the Development Code. Minor revisions to wording have been made for consistency with the Development Code.)*

E. SIDE YARD SETBACKS

Village – 10% of lot frontage, and not less than 5 feet

Lower Rancho – 10% of the lot frontage, and not less than 10 feet

Upper Rancho- Minimum 15 feet

Highlands- 10% of lot frontage, and not less than 6 feet

Oaks – 10% of lot frontage, and not less than 10 feet

*(The above information has been removed from the resolution and is now in Division 2 of the Development Code. Minor revisions to wording have been made for consistency with the Development Code.)*

F. REAR YARD SETBACKS Village – Minimum 25 feet

Lower Rancho — Underlying Zoning

Upper Rancho - Minimum 40 feet

Highlands - Underlying Zoning

Oaks – Minimum 35 feet

*(The above information has been removed from the resolution and is now in Division 2 of the Development Code. Minor revisions to wording have been made for consistency with the Development Code.)*

G. CORNER LOT SETBACKS (STREET SIDE)

Village - Underlying Zoning

Lower Rancho - Underlying Zoning

Upper Rancho – Underlying Zoning

Highlands – Minimum 15 feet from side street for Tracts 10725, 13367, 14626, 15285 & 16920.

Oaks – On a corner lot, any detached garage shall be located a minimum of twenty (20) feet, at any point, from the side street property line.

*(The above information has been removed from the resolution and is now in Division 2 of the Development Code. Minor revisions to wording have been made for consistency with the Development Code)*

H. FRONT OF DWELLING- For all HOAs, any dwelling on the lot should face the front lot line. Exceptions for good cause may be granted through the review process.

*(The above information has been eliminated. This can be enforced using Design Guidelines. The Site Planning Principles and Neighborhood Context,*



***Forms and Mass, and Frontage Conditions sections touch upon this.)***

I. GARAGES- No carports allowed.

Village & Lower Rancho – Garages shall not dominate the front elevation, and should be set back from the front facade or located in the back yard.

Upper Rancho – No garage door shall be allowed to face the public right-of-way within the front 150 feet of the property. No garage door shall be closer to the street than the dwelling (Lots 1 through 20 of Tract No. 13184 shall be excepted). Corner lots shall be evaluated on a case-by-case basis.

Highlands- Underlying Zoning

Oaks - A detached garage shall not be located less than 150 feet from the front property line, except for Tract 11013 which shall be 140 feet and Tracts 13345, 14656 & 13544 which shall be 125 feet, and in no case shall the garage be closer to the front property line than the main dwelling. Front facing garages are strongly discouraged.

***(The above information has been removed from the resolution and is now in Division 2 of the Development Code.)***

J. EXTERIOR BUILDING MATERIALS- Materials used on the exterior of any structure, including without limitation, roofing, and walls or fences greater than 2 feet above the lowest adjacent grade, shall be compatible with the materials of other structures on the same lot and with the other structures in the neighborhood. ***(This information has been modified and is combined with “Architectural Style and Exterior Building Appearance” in Section 4. This information can be further enforced using the Design Guidelines. Façade Details, Colors and Materials, and Fences, Walls, Gates, and Hedges sections all address this.)***

K. EXTERIOR BUILDING APPEARANCE – The appearance of any structure, including roofs, walls or fences shall be compatible with existing structures, roofing, walls or fences in the neighborhood, inclusive of landscape and hardscape. *(This information has been modified and is combined with “Architectural Style and Exterior Building Appearance” in Section 4. This information can be further enforced using the Design Guidelines. Façade Details, Colors and Materials, and Fences, Walls, Gates, and Hedges sections touch upon this.)*

L. AFFECT ON ADJACENT PROPERTIES AND NEIGHBORHOOD  
The impacts on adjacent properties shall be addressed, including impacts on privacy and views. First story and second story elements should be designed and articulated to reasonably address these issues, and windows and balconies shall be located to reasonably protect privacy and views of surrounding homes and yards. *(This section has been retitled to “Privacy”. Additional information from the Design Guidelines has been incorporated)*

M. TREES – City Planning staff must approve the removal of any Oak Tree or construction of any improvements under the drip line of Oak Trees. *(This section has been retitled to “Landscaping and Trees”. Additional information has been added to clarify the ARBs role regarding landscaping and trees during the design review process.)*

N. ANIMALS – Wild animals, sheep, hogs, goats, bees, cows, horses, mules, poultry, or rabbits shall not be permitted or kept. *(This information is the same and still in Section 4.)*

SECTION 5. No structure, roof, wall or fence greater than 2 feet above the

lowest adjacent grade, shall be erected, placed or replaced unless approved by the ARB. *(The above information has been modified and moved to Section 4 and Division 7 of the Development Code.)*

Plans for the erection, placement, or replacement of any structure, roof, wall or fence, showing the precise location on the lot of the structure, wall or fence, shall be submitted to the ARB. *(The above information has been modified and moved to Section 4 and Division 7 of the Development Code.)*

No structure, roof, wall or fence shall be erected, placed or replaced except in exact conformance with the plans approved by the ARB; however, any fence or wall between adjacent properties not within the front building setback or street side setback area is subject only to review by the City. *(The above information has been modified and moved to Section 6 and Division 7 of the Development Code.)*

Specific requirements of the ARB for proper consideration of an application are listed on the Short Review or Regular Review Applications. *(The above information has been removed from the Resolution and is now in Division 7 in the Development Code.)*

The provisions of this requirement shall not apply if the project consists only of work inside a building that does not substantially change the external appearance of the building. *(The above information has been modified and moved to Section 6 of the Development Code.)*

A. ARCHITECTURAL REVIEW BOARD – The ARB shall be empowered to transact business and exercise powers herein conferred, only if the following requirements exist: *(This section has been moved to Section 3 and retitled*



***“Requirements of the ARBs”***

1. A formally organized property owner's organization exists in the applicable area described in Section 1. ***(Information has been updated but it is essentially the same)***
2. The organization has by-laws adopted that authorize the establishment of the ARB. ***(Information has been added but it is essentially the same.)***
3. Said by-laws provide that only property owners can be appointed to and serve on the ARB. ***(This information has been eliminated because some HOA by-laws allow for professionals not residing in the HOA to participate on the ARB.)***
4. Owners have been appointed to the ARB in accordance with the by-laws. ***(This information has been updated to allow for professionals not residing in the HOA to participate on the ARB per some HOA by-laws.)***
5. A copy of the by-laws and any amendments thereto has been filed with the City Clerk. ***(Information is the same.)***
6. The ARB shall designate a custodian of records who shall maintain said records and make them available for public review upon reasonable request. ***(Information is the same.)***
7. Permanent written records of the meetings, findings, actions, and decisions of the ARB shall be maintained by the ARB, in accordance with the City's records retention policies. ***(Information has been updated but it is essentially the same.)***
8. The ARB's decision on a Regular Review Process shall be accompanied by specific findings, based upon a reference to supporting facts, setting forth the actions and decisions. ***(This information has been moved to Section 5 and Division 7 of the***

***Development Code.)***

9. Only ARB members present at the meeting can participate in making the decision. ***(Information is the same.)***

10. Any decision by the ARB shall be made by a majority of the entire membership of the ARB, and the ARB members who considered the application shall render the decision. ***(Information is the same.)***

11. A copy of the ARB's findings and decision shall be mailed to the applicant within 7 working days of the ARB's decision. ***(This information has been modified and moved to Section 5 and Division 8 of the Development Code.)***

12. All meetings of the ARB shall be open to the public in accordance with the Ralph M. Brown Act (California Open Meeting Law). All aspects of the Brown Act shall be adhered to by members of the ARB. This includes, but is not limited to proper posting of meeting agendas, noticing requirements, no discussion of matters outside of public meetings, etc. ***(Information is the same.)***

B. POWERS OF THE ARB – Pursuant to Section 3 and Sections 4A through 4N, and through the specified review process, the ARB shall have the power to: ***(This section has been modified and moved to Section 4.)***

1. Determine the compatibility with the neighborhood of the mass, scale, design and appearance of the proposed project.

2. Determine and approve appropriate setbacks. ***(This information has been modified and moved to Section 4.)***

3. Determine whether materials and appearance are compatible with the neighborhood. ***(This information has been modified and moved to Section 4.)***

4. Determine the impact of the proposed project on adjacent properties. *(This information has been modified and moved to Section 4.)*

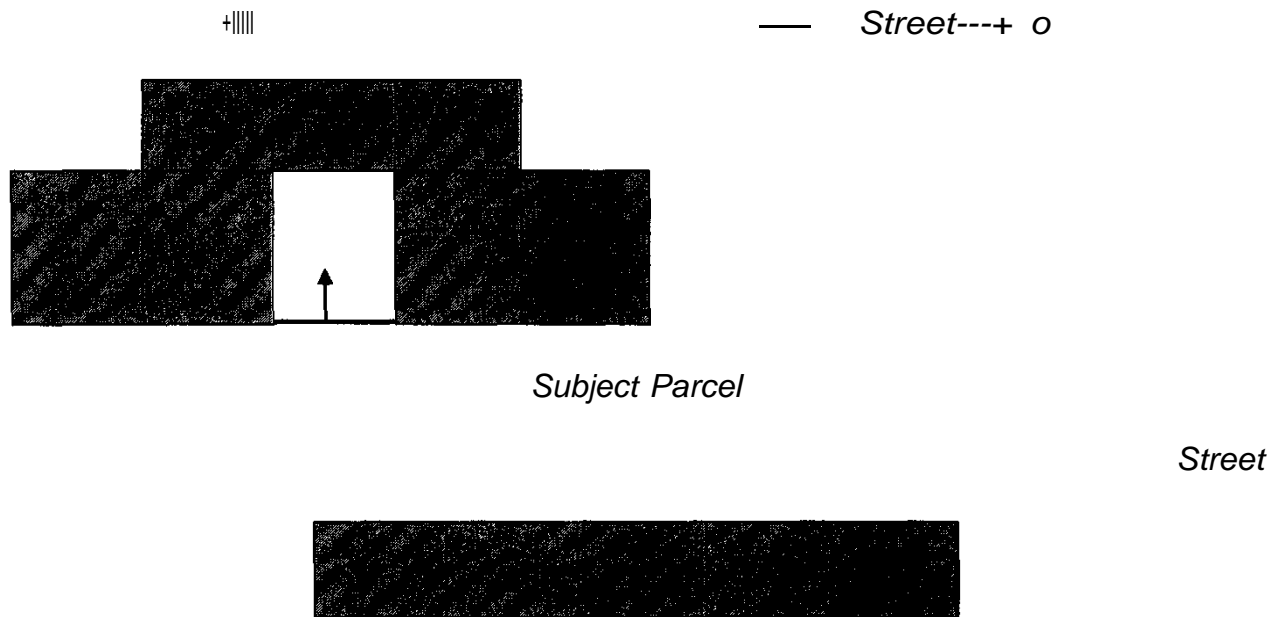
5. Subject to compliance or consistency with the City's Municipal Code, any of the conditions set forth in Sections 4A through 4N may be made less restrictive by the ARB if the ARB determines that such action will foster the appropriate development of a lot and will not adversely affect the use and enjoyment of the adjacent lots and the neighborhood and would not be inconsistent with the provisions and intent of this Resolution. *(This information has been removed from the resolution. Administrative Modifications will be needed to modify HOA regulations specified in Division 2)*

6. The ARB shall have the power to establish requirements concerning project applications and procedures for review for the purpose of exercising its duties, subject to review and approval of the City. Copies of such requirements shall be kept on file with the Planning Department. *(This information has been moved to Section 5)*

C. NOTIFICATION STANDARDS FOR REVIEW PROCESS- For the purpose of conducting design review, required notification shall be deemed to include at least the two parcels on each side of the parcel subject to plan approval (subject parcel), the five parcels facing the subject parcel, and the three parcels to the rear of the subject parcel. Unusually situated parcels, those where a second-story addition or modification is involved, or where the slope of the terrain might impact additional neighbors, may require additional parcels to be part of the required parcels to be notified, and this is to be determined by the ARB Chair or designee. The required notification shall not include properties outside of the HOA area or commercially-zoned properties. An example of



the required area of notification is set forth below, although the required notification may vary case-by-case:



#### ***Required Notification Area***



*Parcels included in "Required Notification Area" as related to Subject Parcel*

***(The above information has been removed from the resolution and is now in Division 8 of the Development Code.)***

#### **D. SHORT REVIEW PROCESS PROCEDURE**

1. The Short Review Process may be used by the ARB for any single-story remodel or addition where (a) the design is compatible with the design of existing structures on the subject property and neighborhood; and (b) the design is in harmony with the streetscape of the neighborhood. The ARB Chair or designee shall have the authority to approve the following specific Short Review Process items:

- Single-story remodels and additions
- Detached accessory structures- new, additions to, and/or remodels

- Fences and/or walls in and/or facing (i.e., visible from) front and street side yards
- Hardscape, landscaping and structural elements in front and street side yards, including without limitation, swimming pools, spas, fountains and other water features
- Fences, lights, and other features related to tennis courts, sports courts or other significant paved features
- Mechanical equipment
- Roofing

2. The ARB is not required to hold a noticed, scheduled meeting for the consideration of a Short Review Process application.

3. If the ARB Chair or designee determines that the proposed project is not a cohesive design, not in harmony with the neighborhood, or might have an adverse impact on the neighborhood, he/she may require that the application be processed under the Regular Review Process procedure.

4. The ARB Chair or designee shall render a decision on a Short Review Process Item within 10 working days from the date a complete application is filed with the ARB Chair or designee; failure to take action in said time shall be deemed an approval of the plans, at the end of the 10 working-day period.

***(The above information has been modified and moved to Section 5 and is now in Division 7 and Division 8 of the Development Code.)***

#### E. REGULAR REVIEW PROCESS PROCEDURE

The Regular Review Process shall be used by the ARB for review of (1) any new

home construction, (2) any new or expansion of a second story, (3) any significant change in architectural style of an existing building, and (4) all projects that are not eligible to be processed by the above Short Form Review procedure as determined by the ARB Chair or designee.

1. The ARB is required to hold a noticed, scheduled meeting for the consideration of a Regular Review Process application.

2. The applicant shall provide to the ARB all documents required by the application.

3. Notice of the ARB's meeting shall be deposited in the mail by the ARB Chair or designee, postage prepaid by the applicant, to the applicant and to all property owners within the required notification area of the subject property, not less than 10 calendar days before the date of such meeting.

4. Any decision by the ARB shall be made by a majority of the entire membership of the ARB, and the ARB members who considered the application shall render such decision.

5. The ARB shall render its decision on a Regular Review Process application within 30 working days from the date a complete application is filed with the ARB; failure to take action in said time shall be deemed an approval of the plans, at the end of the 30 working-day period. ***(The above information has been modified and moved to Section 5 and is now in Division 7 and Division 8 of the Development Code.)***

F. EXPIRATION OF ARB'S APPROVAL – If for a period of 1 year from the date of approval, any project for which plans have been approved by the ARB, has not begun construction (as evidenced by clearing and grading and/or the installation of a new



foundation and/or by installation of new materials on a structure that is being remodeled) or has been unused, abandoned or discontinued, said approval shall become null and void and of no effect. Such project may be resubmitted to the ARB for renewed approval; however, the ARB shall review the project as if it had not been previously approved in accordance with the current standards in effect. *(This information has been removed from the resolution and is now in Division 8 of the Development Code.)*

G. LIMIT ON ARB'S POWER- The ARB shall not have the power to modify any regulations in the Municipal Code. The ARB may, however, make a recommendation regarding modifying such regulations to the City staff, department, commission or board that will be considering any such modification request. *(This information has been moved to Section 6.)*

SECTION 6. Appeals from the ARB shall be made to the Planning Commission. Said appeal shall be made in writing and delivered to Planning Services within 7 calendar days of the ARB's decision and shall be accompanied by an appeal fee in accordance with the applicable fee schedule adopted by resolution of the City Council. Planning Commission decisions on ARB cases may be appealed to the City Council. *(This information has been modified and moved to Section 5 and is now in Division 8 of the Development Code.)*

Upon receipt in proper form of a completed appeal from the ARB's decision, such appeal shall be processed by Planning Services in accordance with the same procedures applicable to appeals from the Modification Committee, except noticing shall be consistent with ARB noticing. *(This information has been modified and moved to*

***Section 5 and is now in Division 8 of the Development Code.)***

A. STANDARDS FOR ARB DECISIONS AND APPEALS – The ARB and any body hearing an appeal from the ARB's decision shall be guided by the following principles:

1. Control of architectural appearance and use of materials shall not be so exercised that individual initiative is stifled in creating the appearance of external features of any particular structure, building, fence, wall or roof, except to the extent necessary to establish contemporary accepted standards of harmony and compatibility acceptable to the ARB or the body hearing an appeal in order to avoid that which is excessive, garish, and substantially unrelated to the neighborhood.

2. Good architectural character is based upon the principles of harmony and proportion in the elements of the structure as well as the relationship of such principles to adjacent structures and other structures in the neighborhood.

3. A poorly designed external appearance of a structure, wall, fence, or roof, can be detrimental to the use and enjoyment and value of adjacent property and neighborhood.

4. A good relationship between adjacent front yards increases the value of properties and makes the use of both properties more enjoyable. ***(The above information has been removed from the resolution. Modified language can be found in Division 7 of the Development Code.)***

SECTION 7. The City Council finds and determines that the public health, safety and general welfare of the community require the adoption of this Resolution. It is determined that the various land use controls, and property regulations as set forth

herein are substantially related to maintenance of Arcadia's environment, for the purpose of assuring that the appearance of structures will be compatible and harmonious with the use and enjoyment of surrounding properties. Design controls and aesthetic considerations will help maintain the beauty of the community, protect property values, and help assure protection from deterioration, blight, and unattractiveness, all of which can have a negative impact on the environment of the community, affecting property values, and the quality of life which is characteristic of Arcadia.

It is further determined that the purpose and function of this Resolution is consistent with the history of the City and continued efforts through various means to maintain the City's land use, environmental, and economic goals and to assure perpetuation of both the psychological benefits and economic interests concomitant to an attractive, well maintained community with emphasis on residential living.

All findings and statements of purpose in related resolutions which pre-existed this Resolution or prior covenants, conditions, and restrictions constitute part of the rationale for this Resolution and are incorporated by reference. *(The title “Public Health, Safety, and Welfare Finding” has been added to the above section. The information is the same)*

SECTION 8. If any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid by the final decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Resolution. The Council hereby declares that it would have adopted this Resolution and each section, subsection, subdivision, sentence, clause,



phrase, or portion thereof irrespective of the fact that any one or more section, subsection, subdivision, sentence, clause, phrase, or portion thereof be declared invalid. *(This section has updated with current information but it is essentially the same.)*

SECTION 9. The City Clerk shall certify to the adoption of this Resolution. Passed, approved and adopted this 3rd day of January, 2012. *(This section has updated with current information but it is essentially the same.)*

  
Mayor of the City of Arcadia

ATTEST:

  
City Clerk

APPROVED AS TO FORM:

Stephen P. Deitsch

City Attorney

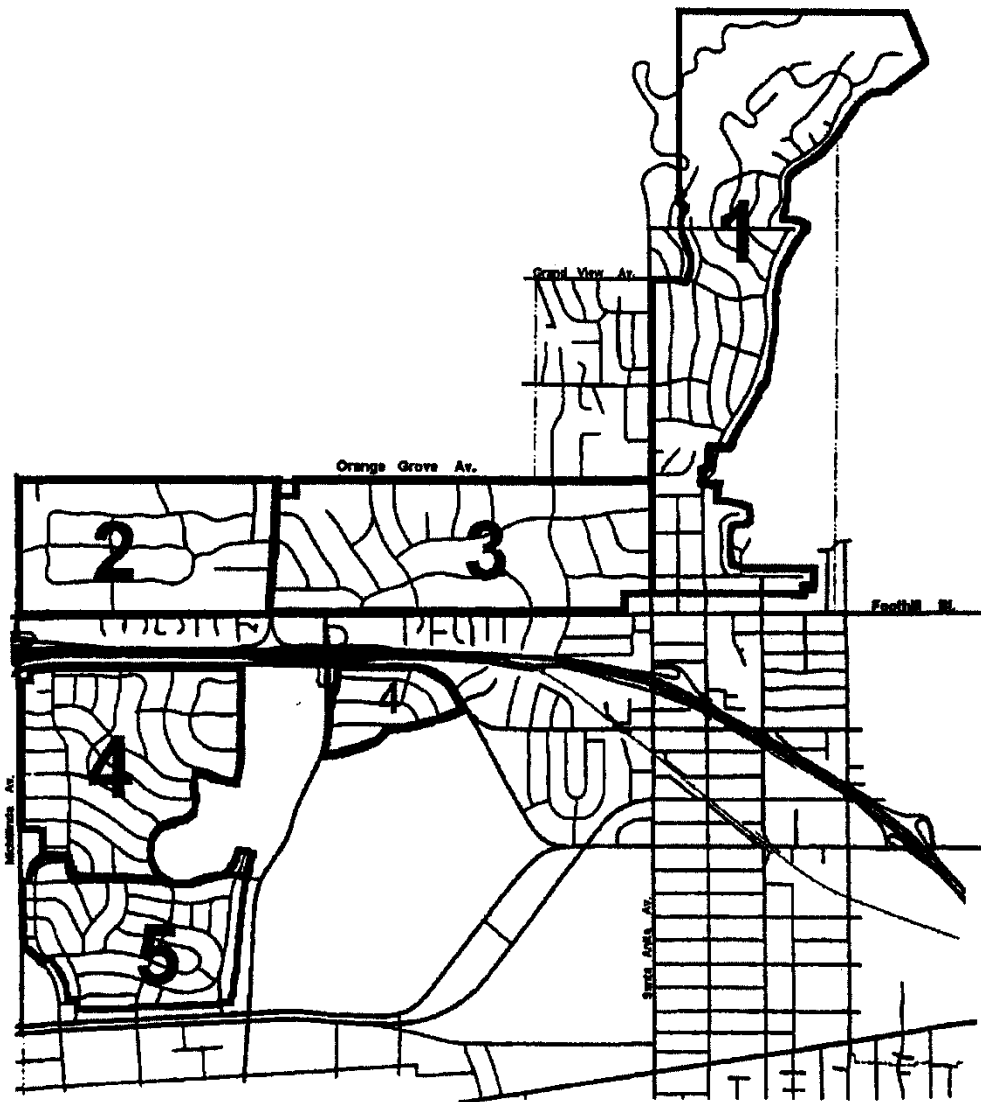
## Exhibit "A"

### Map and Descriptions

***(Updated with new map. Boundary descriptions remain the same)***

#### Homeowners' Association Areas

- 1) Arcadia Highlands Homeowners' Association- "Highlands"
- 2) Rancho Santa Anita Property Owners' Association - "Upper Rancho"
- 3) Santa Anita Oaks Homeowners' Association- "Oaks"
- 4) Rancho Santa Anita Residents' Association- "Lower Rancho"
- 5) Santa Anita Village Community Association- "Village"



## **Highlands**

The area north of the commercial properties fronting on Foothill Boulevard, south of the northerly City limit, east of Santa Anita Avenue, west of the Los Angeles County Flood Control District property, extending to the east end of Sycamore Avenue.

Excluding those properties located in Tract 15073 (1500 to 1538 & 1503 to 1537 Highland Oaks Drive) and 1501 Highland Oaks Drive and 307A, 307B, 307C & 307D East Foothill Boulevard.

## **Upper Rancho**

The property bounded on the south by the centerline of Foothill Boulevard; on the west by the east line of Michillinda Avenue; on the east by the centerline of Baldwin Avenue; and on the north by the City limits.

## **Oaks**

Beginning at a point at the intersection of the centerline of Baldwin Avenue and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Oak Meadow Road; thence southerly along the centerline of Oak Meadow Road to its intersection with the centerline of Hacienda Drive; thence westerly along the centerline of Hacienda Drive to its intersection with the centerline of San Carlos Road; thence southerly along the centerline of San Carlos Road to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of Baldwin Avenue; thence northerly along the centerline of Baldwin Avenue to the point of beginning.

Beginning at a point at the intersection of the centerline of Oak Meadow Road and the centerline of Orange Grove Avenue; thence easterly along the centerline of Orange Grove Avenue to its intersection with the centerline of Santa Anita Avenue; thence southerly along the centerline of Santa Anita Avenue to its intersection with the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line to its intersection with the centerline of Foothill Boulevard; thence westerly along the centerline of Foothill Boulevard to its intersection with the centerline of San Carlos Road; thence northerly along the centerline of San Carlos Road to its intersection with the centerline of Hacienda Drive; thence easterly along the centerline of Hacienda Drive to its intersection with the centerline of Oak Meadow Road; thence northerly along the centerline of Oak Meadow Road to the point of beginning.



Beginning at a point at the intersection of the centerline of Santa Anita Avenue and the easterly prolongation of the southerly property line of Lot No. 76 of Tract No. 11074; thence westerly along said easterly prolongation and said southerly property line to its intersection with the westerly property line of Lot No. 76 of Tract No. 11074; thence southerly along the prolongation of said westerly property line a distance of 65 feet; thence easterly along a line parallel to the southerly property line of Lot 76 of Tract No. 11074 to its intersection with the centerline of Santa Anita Avenue; thence northerly along the centerline of Santa Anita Avenue a distance of 65 feet to the point of beginning.

### **Lower Rancho**

Area #1 Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence northerly and easterly along the easterly and southerly boundary of said tract to the southeasterly corner of Lot No. 1 to its intersection with the easterly line of Golden West Avenue; thence northerly along said easterly line to its intersection with the southerly line of Vaquero Road; thence easterly along said southerly line to its intersection with the easterly terminus line of said Vaquero Road; thence northerly along said easterly line to its intersection with the southerly line of Lot 17 of Tract No. 11215; thence easterly along said southerly line to its intersection with the easterly line of aforementioned Tract No. 11215; thence northerly along said easterly line and its prolongation thereof to its intersection with the centerline of Colorado Street; thence westerly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the easterly prolongation of the northerly line of Tract No. 17430; thence westerly along said northerly line to its intersection with the easterly line of Michillinda Avenue; thence southerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36 of Tract No. 15928.

Area #2 Beginning at the northwesterly corner of Lot No. 62 of Tract No. 12786; thence southerly along the westerly line of said Lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive; thence easterly along said center line to its intersection with the southerly prolongation of the easterly line of Tract No. 14460; thence northerly along said easterly line to its intersection with the northerly line of said tract; thence westerly along said northerly line to its intersection with the westerly line of said Tract No. 14460; thence southwesterly along said westerly line, and its southwesterly prolongation thereof, to its intersection with the northeasterly corner of

Lot No. 61 of Tract No. 12786; thence westerly along the northerly line of said tract to the point of beginning, said point being the northwesterly corner of Lot 62 of Tract No. 12786.

Area #3 All properties with that area bounded on the west by Baldwin Avenue, on the north and east by Colorado Street and on the south by the southerly tract boundaries of Tract Nos. 14940 and 15318.

### **Santa Anita Village**


Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence southerly along the easterly and northerly lines of Lots 11 through 19 of said tract to be northeast corner of said Lot 19; thence easterly along the easterly prolongation of said Lot 19 to its intersection with the northwesterly corner of lot 74, Tract No. 12786; thence easterly along the northerly line of said tract to the northwesterly corner of Lot 62 of said Tract No. 12786; thence southerly along the westerly line of said lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive, thence easterly along said centerline to its intersection with the northeasterly prolongation of the easterly line of Tract 12786; thence southerly along said easterly line and also the easterly line of Tract No. 12104 to the southeast corner of Lot 129 of said Tract 12104; thence westerly along the southerly lines of Tract No. 12104, Tract 11688, and Tract No. 11932 and its westerly prolongation to its intersection with the centerline of Cortez Road; thence northerly along said centerline to its intersection with the centerline of distance a 150' more or less to a point; thence northerly to a point on the northerly line of Portola Drive, said point being 140' westerly from the northwesterly corner of Portola Drive and Cortez Road, thence northerly to the southwest corner of Lot 28, Tract 11932; thence northerly along the westerly line of said tract and its prolongation thereof to its intersection with the centerline of Balboa Drive; thence westerly along said centerline to its intersection with the centerline of Sunset Boulevard; thence northwesterly along said centerline to its intersection with the southerly prolongation of the easterly line of Michillinda Avenue; thence northerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36, Tract No. 15928.

STATE OF CALIFORNIA        ) COUNTY OF LOS ANGELES    ) SS: CITY OF  
ARCADIA                                )

I, JAMES H. BARROWS, City Clerk of the City of Arcadia, hereby certifies that the foregoing Resolution No. 6770 was passed and adopted by the City Council of the City of Arcadia, signed by the Mayor and attested to by the City Clerk at a regular meeting of said Council held on the 3rd day of January, 2012 and that said Resolution was adopted by the following vote, to wit:

AYES:        Council Members Amundson, Segal and Kovacic NOES:    Council  
Members Chandler and Harbicht ABSENT:    None

ity Clerk of the C1ty of Arcadia

  
City



of said tract; thence westerly along said northerly line to its intersection with the westerly line of said Tract No. 14460; thence southwesterly along said westerly line, and its southwesterly prolongation thereof, to its intersection with the northeasterly corner of Lot No. 61 of Tract No. 12786; thence westerly along the northerly line of said tract to the point of beginning, said point being the northwesterly corner of Lot 62 of Tract No. 12786.

**Area #3** All properties with that area bounded on the west by Baldwin Avenue, on the north and east by Colorado Street and on the south by the southerly tract boundaries of Tract Nos. 14940 and 15318.

### **Village**

Beginning at a point on easterly line of Michillinda Avenue, said point being the southwesterly corner of Lot 36, Tract No. 15928; thence easterly along the southerly boundary of said Tract No. 15928 and Tract No. 14428 to a point which is the northwesterly corner of Lot 12, Tract No. 15960; thence southerly along the westerly line of said Lot 12 and its prolongation thereof to its intersection with the centerline of De Anza Place; thence southerly and easterly along said centerline to its intersection with the centerline of Altura Road; thence southerly along said centerline to its intersection with the centerline of Hugo Reid Drive; thence easterly along said centerline to its intersection with the centerline of Golden West Avenue; thence northwesterly along said centerline to its intersection with the centerline of Tallac Drive; thence easterly along said centerline to its intersection with the easterly line of Tract No. 13312; thence southerly along the easterly and northerly lines of Lots 11 through 19 of said tract to be northeast corner of said Lot 19; thence easterly along the easterly prolongation of said Lot 19 to its intersection with the northwesterly corner of lot 74, Tract No. 12786; thence easterly along the northerly line of said tract to the northwesterly corner of Lot 62 of said Tract No. 12786; thence southerly along the westerly line of said lot and its prolongation thereof to its intersection with the centerline of Hugo Reid Drive, thence easterly along said centerline to its intersection with the northeasterly prolongation of the easterly line of Tract 12786; thence southerly along said easterly line and also the easterly line of Tract No. 12104 to the southeast corner of Lot 129 of said Tract 12104; thence westerly along the southerly lines of Tract No. 12104, Tract 11688, and Tract No. 11932 and its westerly prolongation to its intersection with the centerline of Cortez Road; thence northerly along said centerline to its intersection with the centerline of distance a 150' more or less to a point; thence northerly to a point on the northerly line of Portola Drive, said point being 140' westerly from the northwesterly corner of Portola Drive and Cortez Road, thence northerly to the southwest corner of Lot 28, Tract 11932; thence northerly along the westerly line of said tract and its prolongation thereof to its intersection with the centerline of Balboa Drive; thence westerly along said centerline to its intersection with the centerline of Sunset Boulevard; thence northwesterly along said centerline to its intersection with the southerly prolongation of the easterly line of Michillinda Avenue; thence northerly along said easterly line to the point of beginning, said point being the southwesterly corner of Lot 36, Tract No. 15928.

# Attachment No 2.

Preliminary Exemption Assessment



CITY OF  
ARCADIA

## PRELIMINARY EXEMPTION ASSESSMENT

1. Name or description of project:	RESOLUTION NO. 2038 – Amending the City's design guidelines and the regulations and process of the five City-designated Homeowners' Associations (hoas), and codifying the HOAs development standards in the City's development code	
2. Project Location – Identify street address and cross streets or attach a map showing project site (preferably a USGS 15' or 7 1/2' topographical map identified by quadrangle name):	Citywide	
3. Entity or person undertaking project:	A. City of Arcadia	
	B. Other (Private)	
	(1) Name	
	(2) Address	
4. Staff Determination:		
The Lead Agency's Staff, having undertaken and completed a preliminary review of this project in accordance with the Lead Agency's "Local Guidelines for Implementing the California Environmental Quality Act (CEQA)" has concluded that this project does not require further environmental assessment because:		
a. <input type="checkbox"/>	The proposed action does not constitute a project under CEQA.	
b. <input type="checkbox"/>	The project is a Ministerial Project.	
c. <input type="checkbox"/>	The project is an Emergency Project.	
d. <input type="checkbox"/>	The project constitutes a feasibility or planning study.	
e. <input checked="" type="checkbox"/>	The project is categorically exempt.	
	Applicable Exemption Class:	Section 15061(b)(3)
f. <input type="checkbox"/>	The project is statutorily exempt.	
	Applicable Exemption:	
g. <input type="checkbox"/>	The project is otherwise exempt on the following basis:	
h. <input type="checkbox"/>	The project involves another public agency, which constitutes the Lead Agency.	
	Name of Lead Agency:	

Date: August 7, 2018

Staff: Jordan Chamberlin, Associate Planner