

## SUMMARY OF CITY POLICIES

### AWNING POLICY (P-113-2001)

A roof-like cover of canvas or other material extending in front of a doorway or window, or over a deck, to provide protection from the sun or weather.

#### Review and Approval

Architectural Review (AR) permit required. Use Permit required if located in an HOA

#### Design Requirements

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

Criteria	Retractable Awnings	Fixed-In-Place Awnings
Awning locations	Rear and side yards only; not permitted in front yards; awning may extend more than five feet from building wall	Rear and side yards only; not permitted in front yards; <u>may only extend five feet or less from the building wall</u>
Awning housing or support structure	Either flush mounted on a wall and painted to match <b>or compliment</b> the wall color; or flush-mounted low on a first-floor roof, near the roof edge, or along a first-floor roof eave	Flush mounted on a wall and completely hidden within or under the awning; <u>not visible</u>
Dimensions and shapes	<b>Review &amp; approval based on the location, shape, size, proportions, architectural style of the home</b>	<b>Same</b>
Awning materials	Non-glare fabric materials; Fire Marshall to review materials	Same
Colors	Solid colors only; no stripes or patterns; colors must match <b>or compliment</b> the colors of the house; no lettering, symbols, graphics or logos – Awning housing units shall be painted <b>to complement</b> the color of the adjacent wall or roof material on which it is mounted	Solid colors only; no stripes or patterns; colors must match <b>or compliment</b> the colors of the house; no lettering, symbols, graphics or logos

## **BOAT DOCKS POLICY (P-01-90)**

Boat docks and/or gangways and ramps abutting waterways. Wide waterways are those 150-feet or wider. Narrow waterways are those less than 150-feet wide

### Review and Approval

Architectural Review (AR) permit required

### Design Requirements

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

<b>Criteria</b>	<b>Wide Waterways</b>	<b>Narrow Waterways</b>
Dock size	Maximum length of twenty-feet (20') (parallel to shore) Maximum width of ten-feet (10') to twelve-feet (12') (perpendicular to shore)	Maximum length of sixteen-feet (16') (parallel to shore) Maximum width of six-feet (6') to eight-feet (8') (perpendicular to shore)
Flotation material(s)	<ul style="list-style-type: none"><li>• Styrofoam or <b>similar plastic</b></li><li>• No metal or wood for flotation is permitted</li></ul>	
Construction material(s)	<ul style="list-style-type: none"><li>• Redwood, cedar, or pressure treated lumber and treated with a wood preservative</li><li>• Docks may not be painted</li><li>• All metal portions of a dock shall be stainless or galvanized steel</li></ul>	

### Additional Requirements

- Docks designs may not reduce the unobstructed width of waterways to less than 45'
- Docks proposed by or next to lagoon walls may not be anchored to, or make contact with the wall
- Must be anchored independently on any lagoon walls with hinges or sliding attachment to an anchor including a two-foot (2') lift drop to accommodate fluctuations in water height
- Private docks shall not be permitted to extend into publicly owned waterways
- If water is not deep enough to support a dock, permission from the City's Public Works Department required to deepen or dredge lagoon, otherwise not permitted

## **REROOF POLICY (P-10-2023)**

Reroofing for single-family detached dwelling units

### Review and Approval

Building Permit required (planning – over the counter review)

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

<b>Roof Type</b>	<b>Materials</b>	<b>Colors</b>
Pitched Roofs 5.5 minimum thickness	Composition shingle, Fiber cement tiles, Cement/Concrete tiles, Wood shake or shingle treated with fire retardant or Class C rating, Clay tiles, Slate, Standing seam metal with/without solar collector film (if approved by the Planning Commission), Metal tiles, Metal shake, Metal shingle (smooth or stamped), Building Integrated Photovoltaics (BIPV)	Grey (all shades), Black, Brown (all shades), Blends (consistent with the above colors)
Low-Pitch Roof (less than 2:12)	Composition/Mineral capsheet	Grey (all shades), Black, Brown (all shades), Blends (consistent with the above colors), Building Integrated Photovoltaics (BIPV)
Flat Roofs (zero pitch, not visible from street)	Tar and gravel, Modified Bitumen, Membrane (IB Roof Systems, Duro-Last, Thermoplastic polyolefin (TPO)), Foam (if foam is uniform in thickness and has a smooth transition towards roof edges and sloped portions of the roof), Composition/mineral capsheet, Building Integrated Photovoltaics (BIPV)	White, Grey (all shades), Brown (all shades)

## **BAY-BOW-AND GARDEN-GREENHOUSE ADMINISTRATIVE REVIEW POLICY (P-01-2002)**

These window types are considered architectural projections and require consideration of encroachment into setbacks.

### Review and Approval

Architectural Review (AR) permit required

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

#### **Window Types**

##### Bay Window

- Windows that do not extend to floor/ground
- Windows with 3 or more glass panels that project at an outward angle from the wall plane at 30, 45 or 90 degrees

##### Bay Windows

- Windows that extend to floor/ground
- Create a new exterior wall plane

##### Bow Window

- Windows that project from a wall in a curved shape

##### Garden Window

- Windows with 3 glass panels at 90-degrees to each plane (box)
- Sloped roof made of glass
- Does not extend to floor/ground

#### **Development Standards**

- Massing (frames) of window may extend up to eaves where roof of home is over top of window massing
- Considered an architectural feature and may extend two-feet (2') into a required five-foot (5') side yard setback – three-foot minimum from property line
- Area created by window counts towards lot coverage
- Area created by window counts towards livable area of home
- Wall plan created by window must be five feet (5') minimum from property line
- Architectural Review required
- Considered an architectural feature and may extend two-feet (2') into a required five-foot (5') side yard setback – three-foot minimum from property line
- Considered an architectural feature and may extend two-feet (2') into a required five-foot (5') side yard setback – three-foot minimum from property line
- Exempt from Architectural Review if the window is less than three (3) square feet

## **WINDOW REPLACEMENT POLICY (P-18-2010)**

This policy regulates the change-out (replacement) of windows on residential units with respect to window type, style, color and materials and use of grids(?).

### Review and Approval

Architectural Review (AR) permit required

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

#### **Windows**

#### **Development Standards**

1<sup>st</sup> story windows for single-story and two-story homes

- On rear elevation only – windows on 1<sup>st</sup> story may be mixed styles (grids/no grids)
- All windows must be of same type and color and materials

2<sup>nd</sup> story windows

- On rear elevation only – all windows shall match in type, style, and color and materials

Sliding glass doors, French doors and garden windows

- If a sliding glass or French door is replaced, its design type and style, color, materials, and use of grids shall conform to the requirements of the policy.

## **WATERFRONT SETBACK POLICY (P-92-2001)**

Waterfront properties are unique as they typically have their property line located in the water some distance from the land area of the parcel.

### Review and Approval

Architectural Review (AR) or Use Permit (UP) permit required

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

<b>Structure Type</b>	<b>Setback from Bulkhead</b>	<b>Setback from top of Riprap*</b>
Room Addition	Ten (10') Feet	Ten (10') Feet
Garden Structure, including but not limited to decks*, arbors, trellises, gazebos, <b>etc.</b>	Three (3') Feet	Three (3') Feet

\*Decks

Any post or foundation may not be closer than three (3') feet and no deck structure may extend over the bulkhead, riprap, or water line.

## **WATERFRONT FENCES (PORT ROYAL – 200 & 300 BLOCK/CUMBERLAND – 900 BLOCK) POLICY (P-3-2003)**

Replacement fences for single-family residences located in the 200 and 300 blocks of Port Royal Avenue or 900 block of Cumberland Court.

### Review and Approval

Architectural Review (AR) permit required

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:\_\_\_

#### **Replacement Fencing**

##### Height

- Parallel to the Marina Lagoon

- Along the side property lines between the home and the rear fence

##### Location

##### Color and Materials

#### **Development Standards**

- The solid portion shall be no taller than thirty (36”) inches from finished grade measured from waterfront side
- Open portions consisting of wrought iron, glass, or Plexiglas may extend up to forty (48”) inches from grade
- The solid portion shall be no taller than thirty (36”) inches from finished grade measured from waterfront side
- Replacement fence shall be placed in the same location as the original fence, **or other location approved by the CD Director**
- Redwood, cedar, brick, slump stone, stucco, plaster, cement, wrought iron, **or similar materials as determined by the CD Director**

## SECURITY GATES POLICY (P-03-2002)

Security gates for single-family residences proposed at the front entrance to homes are currently not subject to the six (6') foot height limit for fences.

### Review and Approval

Architectural Review (AR) permit required

### Design Criteria

**Green highlight** indicates a subjective, or "potentially" subjective requirement:

#### **Security Gates**

##### Height & Width

#### **Development Standards**

- Shall not exceed eight (8') feet in height
- Shall not exceed ten (10') in width

##### Location

- Shall be located between existing walls of a building, enclosing an entry area or atrium
- Shall not be located within any yard(s) as defined by the Chapter 17 Zoning

##### Color and Materials

- Shall be **Painted to match the body and/or trim of the home**, or may be black or bronze

##### Transparency

- Shall not be less than fifty (50%) percent open



## **EXTERIOR COLOR CHANGE POLICY (P-23-2000)**

Allows the City an opportunity to review and evaluate proposed color changes and determine if they are compatible with the surrounding neighborhood. Applies to all zoning districts, including R-1/PD, but excluding R-1.

### Review and Approval

Architectural Review (AR) permit required

### Criteria:

Green highlight indicates a subjective, or “potentially” subjective requirement:

In addition to submitting a colors and materials board identifying proposed colors for all wall surfaces, trim elements, and any other architectural features, the following shall occur:

- Applicant to paint a minimum 5'X5' wall area with proposed color
- Applicant to paint a 5' length of trim
- Staff shall review areas painted in sunlight and shade to ensure compatibility

**COPPER GUTTERS POLICY (P-03-2001)**

Address how copper gutters are required to be finished (painted).

Review and Approval

Building Permit (BLDG) required

Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

Copper gutters, downspouts, and flashings are allowed to remain unfinished (painted) so that they may weather naturally.

## **WATERFRONT ROOM ADDITION IMPACT POLICY (P-1-2000)**

Evaluate the impact the potential impacts that a room addition or similar property improvement may have on an adjacent property.

### Review and Approval

Use Permit (UP) permit required

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

#### Policy:

When Planning/Code Enforcement Division staff evaluates room additions or similar property improvements that, **in the opinion of the Community Development Director, may have significant and adverse view or solar impacts to any adjacent property**, the project application should be directed to do the following:

Using stakes, construction netting, or other materials, create an accurate, full-scale mock-up of the proposed addition(s) on the subject property, including all walls and roof(s).

**To be reviewed by City staff, Planning Commissioners, and other interested parties.**

Planning Commission and staff shall measure the mock-up to ensure its accuracy and will document the location including all views possible from the subject and adjacent properties.

Arranged visits to the site to review the mock-up will be managed by staff. No action will be taken prior to a regular meeting with the planning commission.

After the above steps are completed, staff will use the information gathered to provide direction to the applicant or to assist in preparing a recommendation to the Planning Commission.

## **SOLAR IMPACT POLICY (P-01-2000)**

Determine the solar impacts that a room addition or similar property improvement may have on an adjacent property, specifically related to the loss of direct sunlight to a “high-use” space/area to the adjacent home.

High-use spaces/areas:

- Living rooms
- Dining rooms
- Family rooms
- Kitchen
- Rear yards

Low-use spaces/areas:

- Bedrooms

This policy then contains time thresholds of significance as means to determine if the impacts shall be considered significant/negative. Thresholds of significance shall be considered as “guidelines” and not performance standards or “rules”. The are intended to provide direction to staff when evaluating impacts and are intended to be flexible.

### Review and Approval

Green highlight indicates a subjective, or “potentially” subjective requirement:

Solar Impact Study

Recommendation to approve is based upon the addition meeting/exceeding the time thresholds of significance and the following:

1. If an addition completely eliminates all direct sunlight to any high-use living space in an adjacent house
2. If an addition reduces more than 2 hours of direct sunlight to a high-use living space (living/family room or kitchen), or if it reduces more than 4 hours of direct sunlight to a low-use space (bedroom, but not including bathroom)
3. If addition reduces the amount of time that an adjacent house’s window receives direct sunlight by more than 50% at any season where an impact occurs (requires a comparison of the hours that window receive direct sunlight in an existing and proposed condition)

## **PLANNED DEVELOPMENT LANDSCAPE MODIFICATION POLICY (P-09-2004)**

Criteria to be used when reviewing and evaluating permits for, or appeals of, minor improvements or changes to the approved/existing landscape within residential planned developments.

### Review and Approval

Landscape Modification Use Permit (UP) required

### Design Criteria

**Green highlight** indicates a subjective, or “potentially” subjective requirement:

Using stakes, construction netting, or other materials, create an accurate, full-scale mock-up of the proposed addition(s) on the subject property, including all walls and roof(s).

**To be reviewed by City staff, Planning Commissioners, and other interested parties.**