

APPENDIX A

DESIGN STANDARDS AND GUIDELINES

This appendix provides design standards and guidelines for all new development and redevelopment in the Ravenswood/4 Corners Plan Area. It also includes standards and guidelines for improvements to street rights-of-way, which are a central component of the public realm that people experience on a daily basis.

APPENDIX A: DESIGN STANDARDS

This appendix includes graphics that illustrate the standards and guidelines. These graphics are not meant to show the only possible design solution for any particular standard or guideline.

The language in this appendix follows these principles:

- **“Shall” or “must”** refers to a mandatory design standard that all projects must follow.
- **“Should,” “may,” or “encouraged”** refers to a design guideline that the City recommends for all developers. While design guidelines are more flexible than design standards, the City will encourage applicants to follow the guidelines wherever appropriate. In addition, any guideline may, at the review authority’s discretion, be imposed as a standard as a condition of design review approval.

The standards and guidelines in this appendix incorporate the principles of crime prevention through environmental design (CPTED). CPTED is a crime prevention approach based on the theory that the proper design and effective use of the built environment can lead to a reduction in the fear and incidence of crime, as well as an improvement in people’s quality of life. It also incorporates the concept of “defensible space.” An “undefended” space for which nobody takes responsibility is left exposed to criminal use. In “defended” space, where at least one guardian feels a sense of responsibility, the guardian is likely to act to defend it from criminal or other unintended use.

I. MIXED-USE STANDARDS AND GUIDELINES

This section provides the standards and guidelines for all mixed-use development in the Plan Area. These standards and guidelines are intended to ensure that new mixed-use development contributes to a vibrant, lively, and safe environment at 4 Corners and along Bay Road.

Mixed-use development refers to a building or development site that accommodates commercial storefronts along with dwelling units, office space, or both. Mixed-use development may be vertical, with one use on top of another in a single building, or horizontal, with two or more uses adjacent to one another.

I.A Site Planning

These guidelines are intended to ensure that new mixed-use development uses an efficient and functional arrangement of buildings and site components. They are also intended to ensure that projects contribute to a cohesive design for the Plan Area as a whole, while still allowing for creative flexibility from project to project.

I.A.1 Building Orientation

- I.A.1.a Mixed-use buildings should be oriented toward the street, so that they frame the pedestrian environment.
- I.A.1.b Buildings should be located as close as possible to the front setback line or immediately behind a public or semi-private space, such as outdoor seating for a restaurant.



I.A.2 Environmental Influences

- I.A.2.a Buildings should be oriented to the sun in a way that provides natural heating and daylighting and maximizes energy efficiency.
- I.A.2.b Site planning should take advantage of natural winds by placing buildings so that door and window openings are oriented to the prevailing wind direction.
- I.A.2.c New buildings should incorporate on-site renewable energy systems such as solar panels, other photovoltaic systems, and wind turbines where practical.

I.A.3 Pedestrian Access

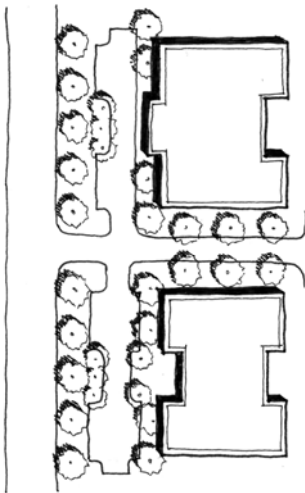
- I.A.3.a All buildings should be connected to the public sidewalk by a clearly delineated path or walkway.
- I.A.3.b Primary routes for pedestrian circulation should provide universal access wherever possible by minimizing the number of steps and level changes.
- I.A.3.c Design cues should be provided along pedestrian connections to help demarcate the transition between public and private spaces. Design cues include a change in colors, materials, landscaping, or the dimensions of the space.



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I.A.4 Internal Open Space

- I.A.4.a Buildings should be arranged to create well-defined areas for plazas, green spaces, and pedestrian facilities.
- I.A.4.b Publicly accessible plazas and open spaces should be landscaped and should incorporate high-quality paving materials such as stone, concrete, pavers, or brick.
- I.A.4.c Internal open spaces should be designed to allow for maximum solar access and natural sunlight.

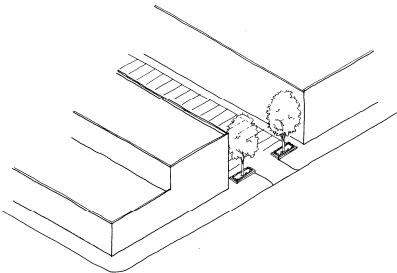


I.A.5 Vehicle Access

- I.A.5.a Access points should be limited to the minimum number that is necessary to serve the property.
- I.A.5.b Buildings and parking should be sited to maximize opportunities for shared parking, shared access entries, and shared driveways, and to minimize the number of curb cuts along the sidewalk.
- I.A.5.c Driveway width should be minimized to the extent possible. If a driveway must accommodate large vehicles, such as delivery trucks, it should provide the minimum width that can accommodate the effective turning radius of these vehicles.

I.A.6 Parking Area Design

- I.A.6.a Pedestrian circulation paths should be fully accessible and should connect parking areas to adjoining streets and buildings.
- I.A.6.b Large surface parking areas should be divided into smaller units to minimize visual impacts associated with large expanses of pavements and vehicles.
- I.A.6.c Landscaping should be used in parking areas to provide shade and aesthetic enhancement.
- I.A.6.d The distance from parking spaces to building entries should be minimized.
- I.A.6.e Parking should not be located between the building and the street.
- I.A.6.f Where parking lots are adjacent to streets, low walls or fences and appropriately varied landscaping should be used to provide a visual buffer. Visual access into the site should be maintained to deter unwanted activity.



I.A.6.g Where parking lots are adjacent to residential uses, appropriate fences, walls, and landscaping should be provided to create a buffer around the sides of the site that are adjacent to residential uses.

II.A.7 Service and Delivery Areas

I.A.6.h Loading and service entrances should not interfere with pedestrian and vehicular movement on the site.

I.A.6.i Where possible, service vehicle access should be provided through a common access point that is shared with other vehicles.

I.A.6.j The impact of service, delivery, and storage areas should be mitigated by locating these areas on the sides or backs of buildings, away from public streets and pedestrian circulation.

I.A.6.k Limited visibility should be provided into service, delivery, and storage areas to avoid creating hiding places.

II.A.8 Utilities and Backflow Preventers

I.A.6.l Utility cabinets and meters shall be contained in the building or otherwise fully screened from public view.

I.A.6.m Backflow prevention devices shall be fully screened from public view through the use of landscaping, berms, low walls, or other screening techniques.

I.B Building Design

The guidelines in this section are intended to ensure that the appearance and details of new buildings create an aesthetically pleasing, human-scaled environment. This section also includes guidance to ensure that new development makes efficient use of resources and follows environmentally sensitive design practices.

I.B.1 Massing

I.B.1.a Large development projects should be designed as a complex of buildings rather than a single large structure.

I.B.1.b All sides of a building should be treated with variation in massing and articulation.

I.B.1.c Building façades should establish a small, human-scaled rhythm with individual building bay widths of 20 to 50 feet.



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I.B.2 Façades

I.B.2.a Building façades should be designed to have a distinct base, middle, and top.

I.B.2.b One or more of the following elements should be used to articulate a building façade:

- Design details for the top of a building, including cornice lines, parapets, eaves, brackets, and other detailing.
- Design details for the body, or middle, of the building, including awnings, trellises, canopies, pilasters, columns, slots, decorative lighting, and window boxes.
- Design details for the base of a building, including recessed entry areas, covered outdoor areas, and alcoves.

I.B.2.c Façade details should appear integral to the architectural and structural design of the building rather than tacked onto the surface.

I.B.2.d Where multiple tenant spaces are incorporated into a building, individual tenant spaces should be located within distinct building bays. This can be achieved by any of the following:

- Placing a column, pier, or pilaster between façade elements.
- Applying a vertical slot or recess between façade elements.
- Providing variation in plane along the building wall.
- Varying the building wall by recessing storefront entrances or creating a niche for landscaping or for a pedestrian area.



I.B.3 Ground-Floor Frontage

I.B.3.a Ground-floor façades should be designed to give individual identity to each retail establishment.

I.B.3.b Ground-floor façades should be designed to provide visual interest to pedestrians and visitors.

I.B.3.c The ground-floor façades of mixed-use buildings should incorporate a high percentage of windows to increase visual transparency. Wherever possible, long stretches of blank walls should be avoided.

I.B.4 Entries

- I.B.4.a Main building entrances should be oriented toward the sidewalk and include architectural features that give them prominence.
- I.B.4.b Building entries should be accessible directly from the sidewalk.
- I.B.4.c Building frontages longer than 100 feet should provide multiple entrances.

I.B.5 Windows

- I.B.5.a Façade openings and windows should be vertically proportioned, with a greater height than width.
- I.B.5.b Ground-floor retail windows should utilize a larger window proportion than upper-floor windows.
- I.B.5.c Upper-floor windows should be enhanced with architectural details such as sills, molded surrounds, and lintels.
- I.B.5.d Non-reflective coatings, low-emissivity glass, and external shade devices should be used for heat and glare control.
- I.B.5.e Clear glass should be used in ground floor windows and doors to promote visibility into the ground floor space
- I.B.5.f Operable windows should be used on upper floors where possible.



I.B.6 Materials

- I.B.6.a Materials should be chosen to respect the climate and traditions of the surrounding area.
- I.B.6.b Genuine materials should be used rather than simulated materials. Where one building material is used to simulate another, it should be used in a way that is in keeping with the character and properties of the material being simulated.
- I.B.6.c The colors and materials used on the exterior of a building should adhere to an appropriately varied palette.
- I.B.6.d Changes in color or materials should be used to differentiate between different components of a building.



I.B.7 Roofs

- I.B.7.a The shape of a building’s roof should reflect the overall architecture of the building.

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- I.B.7.b If appropriate to the building’s architectural style, the roofline should be strengthened with cornice or parapet detailing on flat roofs, or detailing around the eaves on sloped roofs.
- I.B.7.c All roof-mounted mechanical, electrical, and external communication equipment, such as satellite dishes and microwave towers, should be screened from public view and architecturally integrated into the building design.
- I.B.7.d Green roofs should be encouraged to improve water quality, improve energy efficiency, reduce stormwater runoff.
- I.B.7.e Roof materials shall have the fire rating required by the California Building Code or the California Residential Code.

I.B.8 **Corner Sites**

- I.B.8.a Where feasible, the main entrance of a corner building should be located at the corner.
- I.B.8.b Buildings located on street corners should be placed so that they meet the corner. Alternatively, buildings may use a small setback to provide a public plaza with direct access to the building.
- I.B.8.c Special architectural and design features should be used facing the corner, such as taller building elements or prominent architectural detail.



I.B.9 **Signage**

- I.B.9.a Wall signs that project from the wall shall be designed as individual letters and icons directly attached to a building façade, rather than as a “box” sign with a single background and frame attached to a building.
- I.B.9.b Signs should be designed to be easily legible. Legibility can be optimized by providing high contrast between the sign content and its background.
- I.B.9.c Signs attached to a building should be designed as integral components of the building in terms of size, shape, color, texture, and lighting and should not cover or obscure the architectural features of a building.

I.B.10 Green Building Components

- I.B.10.a Building materials should be chosen based in part on their durability.
- I.B.10.b Materials that incorporate recycled content should be used where appropriate.
- I.B.10.c Materials produced within a 500-mile radius of East Palo Alto should be used where possible.
- I.B.10.d Wood products that have been harvested and produced according to Forest Stewardship Council (FSC) requirements should be used where possible.
- I.B.10.e Cool roofing materials should be used to maximize energy savings. Cool roofing materials have a high reflectivity and emissivity; they reflect the sun's rays from the roof (reflectivity) and radiate away any absorbed heat (emissivity).
- I.B.10.f Construction waste should be recycled, salvaged, or reused rather than disposed of in landfills or incinerators. Materials such as excavated soil or concrete should be reused on-site where possible. Any construction-related recycling shall comply with East Palo Alto Municipal Code Section 15.56.
- I.B.10.g Recycling should be encouraged by providing appropriate and convenient recycling facilities, including a recycling collection area that serves the entire building and provides space for the collection and separation of recyclable materials. Any construction-related recycling shall comply with East Palo Alto Municipal Code Section 15.56.

I.C Landscape Design

The standards and guidelines in this section are intended to ensure that the overall design of landscaped areas contributes to the enjoyment and comfort of a building's users. This section also outlines ways in which water and energy resources can be conserved in order to create a more sustainable development.

I.C.1 Landscape Function

- I.C.1.a Landscaping should be used to activate building façades; soften building contours; highlight important architectural features; screen less attractive elements; add color, texture, and visual interest; and provide shade.

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I.C.1.b Landscaping should be used at the edges of paths and open space areas to help define the spatial organization of the site.

I.C.1.c Landscaping should be designed to help define the perimeter of the property.

I.C.2 **Tree/Plant Palette**

I.C.2.a Plants should be chosen that are well-adapted to the climate of East Palo Alto. These plants may include native or other drought-resistant plants.

I.C.2.b The amount of turf grass in landscaping should be minimized, and alternatives to turf should be used where practical.

I.C.2.c Trees with leafy canopies should be used to provide shade for sidewalks and buildings.

I.C.3 **Fences and Walls**

I.C.3.a Fences and walls that are tall enough to obscure buildings shall not be used between buildings and public rights-of-way. Exceptions shall be made for fences and walls that are necessary to screen maintenance or service areas.

I.C.3.b Fences and walls should use similar materials, heights, and construction techniques throughout a development. These design elements should reflect the material, colors, and design details of nearby buildings.

I.C.3.c Fences and walls should generally be semi-transparent. They should be opaque only at interior property lines or where shielding maintenance or service areas.

I.C.3.d Fences or walls that are over 60 feet in length and visible from a public right-of-way should incorporate changes in appearance along their length. This can be achieved through a change in material, texture, or wall plane.

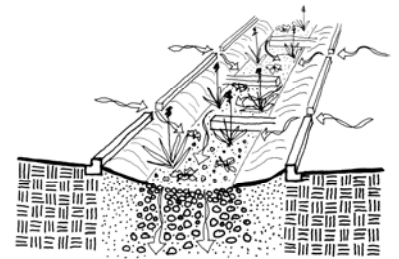
I.C.4 **Exterior Lighting**

I.C.4.a In order to avoid lighting of the night sky, lighting sources shall be kept as low to the ground as possible while ensuring safe and functional levels of illumination.

- I.C.4.b Parking lots shall be designed with a greater number of shorter, low-wattage, tightly spaced fixtures rather than a lesser number of taller, higher-wattage fixtures.
- I.C.4.c Uplighting of buildings shall be designed to light the building rather than the sky.
- I.C.4.d Exterior lighting should be designed as an integral part of the building and landscape design and should complement and enhance the selected style of the building.
- I.C.4.e Exterior lighting should be placed to mitigate security concerns, especially in parking lots, pedestrian paths, outdoor gathering spaces, building entries, and any other pedestrian-accessible areas.
- I.C.4.f The placement of light fixtures should not interfere with pedestrian movement.

I.C.5 Stormwater Management

- I.C.5.a Cisterns and other design features should be used to capture, store, and reuse stormwater.
- I.C.5.b The amount of paved area dedicated to parking should be minimized.
- I.C.5.c Stormwater detention features should be used to minimize runoff into streets and parking lots. Stormwater detention features include drainage swales and detention basins.
- I.C.5.d Stormwater runoff from roofs should be diverted to vegetated swales or detention areas rather than storm drains
- I.C.5.e The most restrictive C-3 requirements shall be used for the design of post construction stormwater management systems for projects. This also includes employing Best Management Practices (BMPs) for and during construction.
- I.C.5.f Low Impact Development should be encouraged through BMPs, as recommended by resources from the Santa Clara Valley Urban Runoff Pollution Prevention Program (www.scvurppp-w2k.com).
- I.C.5.g These guidelines should be consistent with Municipal Regional Permit Requirements per NPDES Permit Number CA5612008.



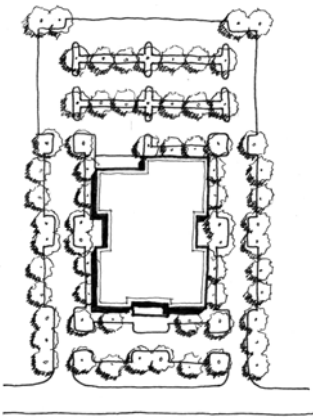
II. R&D/INDUSTRIAL STANDARDS AND GUIDELINES

This section provides the standards and guidelines for all research and development (R&D) and industrial development in the Plan Area. These standards and guidelines are intended to create a functional, attractive environment for new R&D and industrial redevelopment in Ravenswood.

R&D development refers to facilities for scientific or technical research, often including space for small-scale manufacturing of prototypes or finished products. Industrial development refers to facilities for a wide variety of manufacturing, wholesaling, and storage activities.

II.A Site Planning

These standards and guidelines are intended to ensure that new development uses an efficient and functional arrangement of R&D and industrial buildings and site components. They are also intended to ensure that projects contribute to a cohesive urban design for the Plan Area as a whole, while still allowing for creative flexibility from project to project.



II.A.1 Building Orientation

II.A.1.a Wherever possible, the main office and visitor entrance should be oriented towards the street.

II.A.2 Environmental Influences

II.A.2.a If practical, buildings should be oriented to the sun in a way that provides natural heating and daylighting and maximizes energy efficiency.

II.A.2.b If practical, site planning should take advantage of natural winds by placing buildings so that door and window openings are oriented to the prevailing wind direction.

II.A.2.c New buildings should incorporate on-site renewable energy systems such as solar panels, other photovoltaic systems, and wind turbines where practical.

II.A.3 Pedestrian Access

II.A.3.a All buildings should be connected to the public sidewalk by a clearly delineated path or walkway.

- II.A.3.b Primary routes for pedestrian circulation should provide universal access wherever possible by minimizing the number of steps and level changes.
- II.A.3.c Design cues should be provided along pedestrian connections to help demarcate the transition between public and private spaces. Design cues include a change in colors, materials, landscaping, or the dimensions of the space.

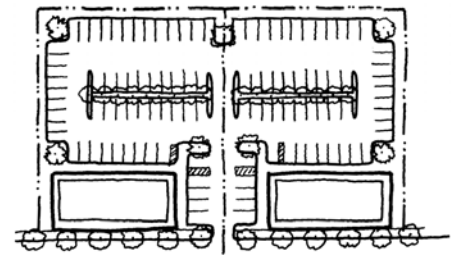


II.A.4 Internal Open Space

- II.A.4.a Buildings should be arranged to create well-defined areas for plazas, green spaces, and pedestrian facilities.
- II.A.4.b Employees should be provided with break and gathering spaces that are an adequate size and are located in areas buffered from vehicle traffic and circulation.

II.A.5 Vehicle Access

- II.A.5.a Access drives shall be designed to provide sufficient vehicle stacking during peak traffic hours without impacting internal circulation or the adjoining street.
- II.A.5.b Buildings and parking should be sited to maximize opportunities for shared parking, shared access entries, and shared driveways, and to minimize the number of curb cuts along the sidewalk.
- II.A.5.c Access points should be limited to the minimum number that is necessary to serve the property. Wherever possible, access driveways should connect to minor streets rather than arterials or collectors.
- II.A.5.d Driveway width should be minimized to the extent possible. If a driveway must accommodate large vehicles, such as delivery trucks, it should provide the minimum width that can accommodate the effective turning radius of these vehicles.
- II.A.5.e Multiple-lot R&D/industrial developments should provide vehicular access to individual lots from an internal street system, rather than creating additional driveways along public street frontages.



II.A.6 Parking Area Design

- II.A.6.a Pedestrian circulation paths should be fully accessible and should connect parking areas to adjoining streets and buildings.

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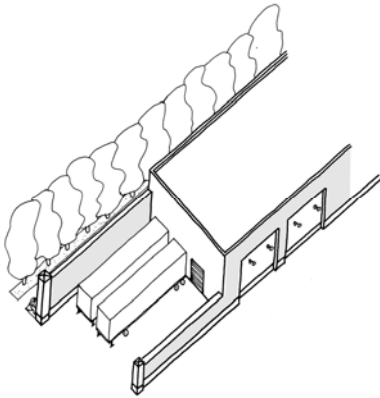


II.A.6.b Large surface parking areas should be divided into smaller units to minimize visual impacts associated with large expanses of pavements and vehicles.

II.A.6.c Landscaping should be used in parking areas to provide shade and aesthetic enhancement.

II.A.6.d Where parking lots are adjacent to streets, low walls or fences and appropriately varied landscaping should be used to provide a visual buffer. Visual access into the site should be maintained to deter unwanted activity.

II.A.6.e Where parking lots are adjacent to residential uses, appropriate fences, walls, and landscaping should be provided to create a buffer around the sides of the site that are adjacent to residential uses.



II.A.7 Service and Delivery Areas

II.A.7.a Street-side loading shall be prohibited unless the loading dock is set back at least 70 feet from the street; is screened with materials that have a similar color, texture, roof style, and architectural detailing to the overall site and building design; and is screened by an opaque screen up to a height of 8 feet.

II.A.7.b On-site queuing space shall be provided for vehicles waiting to be unloaded.

II.A.7.c Outdoor storage, including company-operated vehicles other than passenger vehicles, shall be screened from public view using any combination of walls, berms, and landscaping.

II.A.7.d Refuse areas shall be screened from public view.

II.A.7.e Refuse areas shall be designed to fit the number of trash and recycling bins required to accommodate all waste generated by building users.

II.A.7.f Refuse enclosures shall be constructed of durable materials with a similar color, texture, roof style, and architectural detailing to the overall site and building design.

II.A.7.g Refuse areas shall be designed to accommodate truck access.

II.A.7.h Wherever possible, the impact of service, delivery, and storage areas should be mitigated by locating these areas on the sides or backs of buildings, away from public streets and pedestrian circulation. An exception to this rule is that where R&D/industrial uses are adjacent



to residential uses, these areas should be located away from the residential uses.

- II.A.7.i Limited visibility should be provided into service, delivery, and storage areas to avoid creating hiding places.

II.A.8 Utilities and Backflow Preventers

- II.A.8.a Utility cabinets and meters shall be contained in the building or otherwise fully screened from public view.
- II.A.8.b Backflow prevention devices shall be fully screened from public view through the use of landscaping, berms, low walls, or other screening techniques.

II.B Building Design

The standards and guidelines in this section are intended to ensure that the appearance and details of new R&D/industrial buildings create a functional and aesthetically pleasing environment. This section also includes guidance to ensure that new development makes efficient use of resources and follows environmentally sensitive design practices.

II.B.1 Massing

- II.B.1.a Buildings should be designed with the human scale in mind, incorporating overhangs, changes in wall planes and building height, vertical elements, and other architectural features to break up the bulk of a single building and provide visual interest.
- II.B.1.b All street-facing sides of a building should be treated with variations in massing and articulation.

II.B.2 Façades

- II.B.2.a Building façades should be designed to have a distinct base, middle, and top.
- II.B.2.b Façades should incorporate structural or design elements to break large expanses into smaller parts. Windows, doors, and other openings should be designed to help implement this principle.
- II.B.2.c Regardless of construction type, development should include decorative façade treatments that minimize the sense of a boxy, “tilt-up” style building.



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II.B.3 **Entries**

II.B.3.a Main building entrances should be emphasized by architectural features that give them prominence

II.B.3.b Architectural detailing and materials should be used to distinguish between visitor and employee/service entries.

I.A.9 **Windows**

II.B.3.c On façades that face a public street, windows that provide views into active interiors should be used, and long stretches of blank walls should be avoided wherever possible.

II.B.3.d Recessed windows are strongly encouraged. Other means of accentuating the windows, such as distinctive color treatments, should also be considered in order to create a sense of depth on the façade.

II.B.3.e Non-reflective coatings, low-emissivity glass, and external shade devices should be used for heat and glare control.

II.B.4 **Materials**

II.B.4.a Materials should be chosen to respect the climate and traditions of the surrounding area.

II.B.4.b Genuine materials should be used rather than simulated materials. Where one building material is used to simulate another, it should be used in a way that is in keeping with the character and properties of the material being simulated.

II.B.4.c The colors and materials used on the exterior of a building should adhere to an appropriately varied palette.

II.B.5 **Roofs**

II.B.5.a The shape of a building's roof should reflect the overall architecture of the building.

II.B.5.b All roof-mounted mechanical, electrical, and external communication equipment, such as satellite dishes and microwave towers, should be screened from public view and architecturally integrated into the building design.

II.B.6 Signage

- II.B.6.a Wall signs that project from the wall shall be designed as individual letters and icons directly attached to a building façade, rather than as a “box” sign with a single background and frame attached to a building.
- II.B.6.b Signs should be designed to be easily legible. Legibility can be optimized by providing high contrast between the sign content and its background.
- II.B.6.c Signs attached to a building should be designed as integral components of the building in terms of size, shape, color, texture, and lighting and should not cover or obscure the architectural features of a building.



II.B.7 Green Building Components

- II.B.7.a Building materials should be chosen based in part on their durability.
- II.B.7.b Materials that incorporate recycled content should be used where appropriate.
- II.B.7.c Materials produced within a 500-mile radius of East Palo Alto should be used where possible.
- II.B.7.d Wood products that have been harvested and produced according to Forest Stewardship Council (FSC) requirements should be used where possible.
- II.B.7.e Cool roofing materials should be used to maximize energy savings. Cool roofing materials have a high reflectivity and emissivity; they reflect the sun’s rays from the roof (reflectivity) and radiate away any absorbed heat (emissivity).
- II.B.7.f Construction waste should be recycled, salvaged, or reused rather than disposed of in landfills or incinerators. Materials such as excavated soil or concrete should be reused on-site where possible.
- II.B.7.g Recycling should be encouraged by providing appropriate and convenient recycling facilities, including a recycling collection area that serves the entire building and provides space for the collection and separation of recyclable materials.

II.C Landscape Design

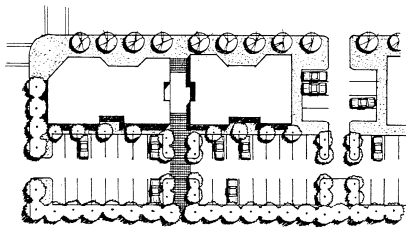
The standards and guidelines in this section are intended to ensure that the overall design of landscaped areas contributes to the enjoyment and comfort of a building's users. This section also outlines ways in which water and energy resources can be conserved in order to create a more sustainable development.

II.C.1 Landscape Function

II.C.1.a Landscaping should be used to activate building façades; soften building contours; highlight important architectural features; screen less-attractive elements; add color, texture, and visual interest; and provide shade.

II.C.1.b Landscaping should be used at the edges of paths and open space areas to help define the spatial organization of the site.

II.C.1.c Landscaping should be designed to help define the perimeter of the property.



II.C.2 Tree/Plant Palette

II.C.2.a Plants should be chosen that are well-adapted to the climate of East Palo Alto. These plants may include native or other drought-resistant plants.

II.C.2.b The amount of turf in landscaping should be minimized, and alternatives to turf should be used where practical.

II.C.2.c Trees with leafy canopies should be used to provide shade for sidewalks and buildings.

II.C.3 Fences and Walls

II.C.3.a Fences and walls that are tall enough to obscure buildings shall not be used between a building's front façade and public rights-of-way. Exceptions shall be made for fences and walls that are necessary to screen maintenance or service areas.

II.A.9.a Fences and walls that enclose the rear part of a site shall have a return that meets the side of a building, rather than simply surrounding the building.

II.C.3.b Coated chain-link fencing shall not be used except where it is not visible from public rights-of-way. Uncoated chain-link fencing and barbed-wire or razor-wire fencing shall not be used.



II.C.3.c Fences and walls should generally be semi-transparent. They should be opaque only at interior property lines or where shielding maintenance or service areas.

II.C.3.d Fences or walls that are over 60 feet in length and visible from a public right-of-way should incorporate changes in appearance along their length. This can be achieved through a change in material, texture, or wall plane.

II.C.4 Exterior Lighting

II.C.4.a In order to avoid lighting of the night sky, lighting sources shall be kept as low to the ground as possible while ensuring safe and functional levels of illumination.

II.C.4.b Parking lots shall be designed with a greater number of shorter, low-wattage, tightly spaced fixtures rather than a lesser number of taller, higher-wattage fixtures.

II.C.4.c Uplighting of buildings shall be designed to light the building rather than the sky.

II.C.4.d Exterior lighting should be placed to mitigate security concerns, especially in parking lots, pedestrian paths, outdoor gathering spaces, building entries, and any other pedestrian accessible area.

II.C.4.e Exterior lighting should be designed as an integral part of the building and landscape design and should complement and enhance the selected style of the building.

II.C.4.f The placement of light fixtures should not interfere with pedestrian movement.



II.C.5 Stormwater Management

II.C.5.a Cisterns and other design features should be used to capture, store and reuse stormwater.

II.C.5.b The amount of paved area dedicated to parking should be minimized.

II.C.5.c Stormwater detention features should be used to minimize runoff into streets and parking lots. Stormwater detention features include drainage swales and detention basins.

II.C.5.d Stormwater runoff from roofs should be diverted to vegetated swales or detention areas rather than storm drains.

II.C.5.e The most restrictive C-3 requirements shall be used for the design of post construction stormwater management systems for projects. This

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also includes employing Best Management Practices (BMPs) for and during construction.

II.C.5.f Low Impact Development should be encouraged through BMPs, as recommended by resources from the Santa Clara Valley Urban Runoff Pollution Prevention Program (www.scvurppp-w2k.com).

II.C.5.g These guidelines should be consistent with Municipal Regional Permit Requirements per NPDES Permit Number CA5612008.

III. OFFICE STANDARDS AND GUIDELINES

This section provides the standards and guidelines for all office development in the Plan Area. These standards and guidelines are intended to ensure that new office development is of a caliber that attracts numerous successful tenants and establishes Ravenswood as a highly desirable employment center.

Office development refers to buildings that primarily support “white collar” workers, including professional and support staff. Office buildings are typically purpose-built to support workers at desks, as opposed to more flexible R&D buildings where some manufacturing may also take place.



III.A Site Planning

These guidelines are intended to ensure that new development uses an efficient and functional arrangement of office buildings and site components. They are also intended to ensure that projects contribute to a cohesive urban design for the Plan Area as a whole, while still allowing for creative flexibility from project to project.

III.A.1 Building Orientation

III.A.1.a Buildings that adjoin a street should be oriented toward the street.

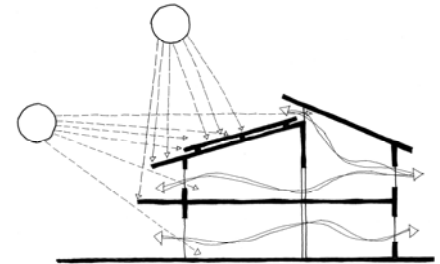
III.A.1.b Buildings should be arranged to be as close to public streets as practical. Large front setbacks are discouraged. Where setbacks do exist, they should be landscaped.

III.A.1.c Visitor entrances to buildings should be clearly visible from a public street.

III.A.1.d Public building frontages should include public art visible to the public that also complements the general building design and character.

III.A.2 Environmental Influences

III.A.2.a Buildings should be oriented to the sun in a way that provides natural light. Site planning should take advantage of natural winds by placing buildings so that door and window openings are oriented to the prevailing wind direction.



III.A.2.b New buildings should incorporate on-site renewable energy systems such as solar panels, other photovoltaic systems, and wind turbines where practical.

III.A.2.c Buildings should be sited to maximize views from public streets to notable natural features that surround the area, especially the San Francisco Bay and adjoining wetlands.

III.A.3 Pedestrian Access

III.A.3.a All buildings should be connected to the public sidewalk by a clearly delineated path or walkway.



III.A.3.b Primary routes for pedestrian circulation should provide universal access wherever possible by minimizing the number of steps and level changes.

III.A.3.c Design cues should be provided along pedestrian connections to help demarcate the transition between public and private spaces. Design cues include a change in colors, materials, landscaping, or the dimensions of the space.

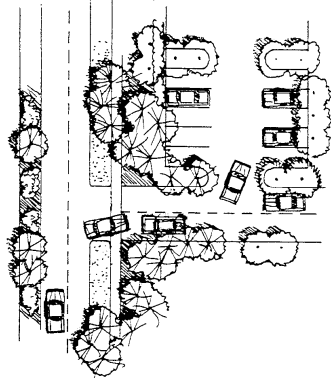
III.A.4 Internal Open Space

III.A.10 Buildings should be arranged to create well-defined areas for plazas, green spaces, and pedestrian facilities.

III.A.4.a Publicly accessible plazas and open spaces should be landscaped and should incorporate high-quality paving materials such as stone, concrete, pavers, or brick. These spaces should also incorporate art, furniture, planters, fountains and other similar high-quality amenities.

III.A.4.b Employees should be provided with break and gathering spaces that are an adequate size and are located in areas buffered from vehicle traffic and circulation.

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III.A.4.c Encourage the provision of art in internal open space areas.

III.A.4.d Internal open spaces should be designed to allow for maximum solar access and natural sunlight.

III.A.5 Vehicle Access

III.A.5.a Access drives shall be designed to provide sufficient vehicle stacking during peak traffic hours without impacting internal circulation or the adjoining street.

III.A.5.b Buildings and parking should be sited to maximize opportunities for shared parking, shared access entries, and shared driveways, and to minimize the number of curb cuts along the sidewalk.

III.A.5.c Access points should be limited to the minimum number that is necessary to serve the property. Wherever possible, access driveways should connect to side streets rather than arterials or collectors.

III.A.5.d Driveway width should be minimized to the extent possible. If a driveway must accommodate large vehicles, such as delivery trucks, it should provide the minimum width that can accommodate the effective turning radius of these vehicles.

III.A.5.e Multiple-lot office developments should provide access to individual lots from an internal street system rather than creating additional driveways along public street frontages.

III.A.6 Parking Area Design

III.A.6.a Visitor, short-term, and accessible parking spaces may be provided between building frontages and streets. However, the majority of employee and service parking should be behind buildings.

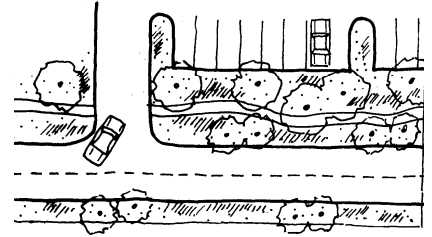
III.A.6.b Wherever possible, parking lots and structures should be screened with an active use.

III.A.6.c Pedestrian circulation paths should be fully accessible and should connect parking areas to adjoining streets and buildings.

III.A.6.d Large surface parking areas should be divided into smaller units to minimize visual impacts associated with large expanses of pavements and vehicles.

III.A.6.e Buildings and parking should be sited to maximize opportunities for shared parking.

- III.A.6.f Landscaping should be used in parking areas to provide shade and aesthetic enhancement.
- III.A.6.g The distance from parking spaces to building entries should be minimized.
- III.A.6.h Where parking lots are adjacent to streets, low walls or fences and appropriately varied landscaping should be used to provide a visual buffer. Visual access into the site should be maintained to deter unwanted activity.
- III.A.6.i Where parking lots are adjacent to residential uses, appropriate fences, walls, and landscaping should be provided to create a buffer around the sides of the site that are adjacent to residential uses.



III.A.7 Parking Structure Design

- III.A.7.a The façade of a parking structure should be broken up with vertical elements, such as projecting columns and offset wall planes, as well as variations in color, texture, and materials.
- III.A.7.b The structure should have openings on each floor that adequately screen vehicles while creating a sense of transparency.
- III.A.7.c The height and bulk of parking structures should be limited so that they are reasonably consistent with adjacent buildings.
- III.A.7.d Projecting elements, such as awnings or other architectural details, should be used to highlight pedestrian entrances to the garage.
- III.A.7.e Horizontal lines should be used on exterior façades to separate each floor, rather than reproducing the sloping condition of the interior structures.
- III.A.7.f Where feasible, parking structures should consider incorporating parking lifts to increase efficiency.

III.A.8 Service and Delivery Areas

- III.A.8.a On-site queuing space shall be provided for vehicles waiting to be unloaded.
- III.A.8.b Outdoor storage, including company-operated vehicles other than passenger vehicles, shall be screened from public view using any combination of walls, berms, and landscaping.
- III.A.8.c Refuse areas shall be screened from public view.

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- III.A.8.d Refuse areas shall be designed to fit the number of trash and recycling bins required to accommodate all waste generated by building users.
- III.A.8.e Refuse enclosures shall be constructed of durable materials with a similar color, texture, roof style, and architectural detailing to the overall site and building design.
- III.A.8.f Refuse areas shall be designed to accommodate truck access.
- III.A.8.g The impact of service, delivery, and storage areas should be mitigated by locating these areas on the sides or backs of buildings away from public streets and pedestrian circulation.
- III.A.8.h Loading areas should be located so that trucks being loaded or unloaded do not disrupt circulation within the site.
- III.A.8.i Limited visibility should be provided into service, delivery, and storage areas to avoid creating hiding places.

III.A.9 Utilities and Backflow Preventers

- III.A.9.a Utility cabinets and meters shall be contained in the building or otherwise fully screened from public view.
- III.A.9.b Backflow prevention devices shall be fully screened from public view through the use of landscaping, berms, low walls, or other screening techniques.

III.B Building Design

The standards and guidelines in this section are intended to ensure that the appearance and details of new buildings create an aesthetically pleasing, human-scaled environment. This section also includes guidance to ensure new development makes efficient use of resources and follows environmentally sensitive design practices.

III.B.1 Massing

- III.B.1.a Buildings should be designed with the human scale in mind, incorporating overhangs, changes in wall planes and building height, vertical elements, and other architectural features to break up the bulk of a single building and provide visual interest.
- III.B.1.b All sides of a building should be treated with variation in massing and articulation.



III.B.1.c Building massing should be broken up into smaller masses, particularly on upper levels and along street frontages, to avoid large monolithic structures and to allow for eastward view corridors.

III.B.2 Façades

III.B.2.a Building façades should be designed to have a distinct base, middle, and top.

III.B.2.b Façades should incorporate structural or design elements to break large expanses into smaller parts. Windows, doors, and other openings should be designed to help implement this principle.

III.B.2.c Regardless of construction type, development should include decorative façade treatments that minimize the sense of a boxy, “tilt-up” style building.

III.B.2.d Any accent materials should be used on all visible façades of the building, not only the front.



III.B.3 Entries

III.B.3.a Main building entrances should be emphasized by changes in building mass or height and should include architectural features that give them prominence

III.B.3.b Architectural detailing and materials should be used to distinguish between visitor and employee/service entries.

III.B.4 Windows

III.B.4.a On façades that face a public street, windows that provide views into active interiors should be used, and long stretches of blank walls should be avoided wherever possible.

III.B.4.b Recessed windows are strongly encouraged. Other means of accentuating the windows, such as distinctive color treatments, should also be considered in order to create a sense of depth on the façade.

III.B.4.c Non-reflective coatings, low-emissivity glass, and external shade devices should be used for heat and glare control.

III.B.4.d Operable windows, or other means of providing workers with self-controllable access to fresh air, should be used where possible.

III.B.5 Materials

- III.B.5.a Materials should be chosen to respect the climate and traditions of the surrounding area.
- III.B.5.b Genuine materials should be used rather than simulated materials. Where one building material is used to simulate another, it should be used in a way that is in keeping with the character and properties of the material being simulated.
- III.B.5.c The colors and materials used on the exterior of a building should adhere to an appropriately varied palette.
- III.B.5.d Changes in color as well as materials should be used to differentiate between different components of a building.

III.B.6 Roofs

- III.B.6.a The shape of a building’s roof should reflect the overall architecture of the building.
- III.B.6.b If appropriate to the building’s architectural style, the roofline should be strengthened with cornice or parapet detailing on flat roofs, or detailing around the eaves on sloped roofs.
- III.B.6.c All roof-mounted mechanical, electrical, and external communication equipment, such as satellite dishes and microwave towers, should be screened from public view and architecturally integrated into the building design.

III.B.7 Signage

- III.B.7.a Wall signs that project from the walls shall be designed as individual letters and icons directly attached to a building façade, rather than as a “box” sign with a single background and frame attached to a building.
- III.B.7.b Signs should be designed to be easily legible. Legibility can be optimized by providing high contrast between the sign content and its background.
- III.B.7.c Signs attached to a building should be designed as integral components of the building in terms of size, shape, color, texture, and lighting and should not cover or obscure the architectural features of a building.



III.B.8 Green Building Components

- III.B.8.a Building materials should be chosen based in part on their durability.
- III.B.8.b Materials that incorporate recycled content should be used where appropriate.
- III.B.8.c Materials produced within a 500-mile radius of East Palo Alto should be used where possible.
- III.B.8.d Wood products that have been harvested and produced according to Forest Stewardship Council (FSC) requirements should be used where possible.
- III.B.8.e Cool roofing materials should be used to maximize energy savings. Cool roofing materials have a high reflectivity and emissivity; they reflect the sun's rays from the roof (reflectivity) and radiate away any absorbed heat (emissivity).
- III.B.8.f Construction waste should be recycled, salvaged, or reused rather than disposed of in landfills or incinerators. Materials such as excavated soil or concrete should be reused on-site where possible.
- III.B.8.g Recycling should be encouraged by providing appropriate and convenient recycling facilities, including a recycling collection area that serves the entire building and provides space for the collection and separation of recyclable materials.

III.C Landscape Design

The standards and guidelines in this section are intended to ensure that the overall design of landscaped areas contributes to the enjoyment and comfort of a building's users. This section also outlines ways in which water and energy resources can be conserved in order to create a more sustainable development.

III.C.1 Landscape Function

- III.C.1.a Landscaping should be used to activate building façades; soften building contours; highlight important architectural features; screen less attractive elements; add color, texture, and visual interest; and provide shade.
- III.C.1.b Landscaping should be used at the edges of paths and open space areas to help define the spatial organization of the site.
- III.C.1.c Landscaping should be designed to help define the perimeter of the property.

III.C.2 Tree/Plant Palette

- III.C.2.a Plants should be chosen that are well-adapted to the climate of East Palo Alto. These plants may include native or other drought-resistant plants.
- III.C.2.b The amount of turf in landscaping should be minimized, and alternatives to turf should be used where practical.
- III.C.2.c Trees with leafy canopies should be used to provide shade for sidewalks and buildings.

III.C.3 Fences and Walls

- III.C.3.a Fences and walls that are tall enough to obscure buildings shall not be used between a building’s front façade and public rights-of-way. Exceptions shall be made for fences and walls that are necessary to screen maintenance or service areas.
- III.C.3.b Fences and walls that enclose the rear part of a site shall have a return that meets the side of a building, rather than simply surrounding the building.
- III.C.3.c Chain-link fencing and barbed-wire or razor-wire fencing shall not be used.
- III.C.3.d Fences and walls should generally be semi-transparent. They should be opaque only at interior property lines or where shielding maintenance or service areas.
- III.C.3.e Fences or walls that are over 60 feet in length and visible from a public right-of-way should incorporate changes in appearance along their length. This can be achieved through a change in material, texture, or wall plane.

III.C.4 Exterior Lighting

- III.C.4.a In order to avoid lighting of the night sky, lighting sources shall be kept as low to the ground as possible while ensuring safe and functional levels of illumination.
- III.C.4.b Parking lots shall be designed with a greater number of shorter, low-wattage, tightly spaced fixtures rather than a lesser number of taller, higher-wattage fixtures.



- III.C.4.c Uplighting of buildings shall be designed to light the building rather than the sky.
- III.C.4.d Exterior lighting should be designed as an integral part of the building and landscape design and should complement and enhance the selected style of the building.
- III.C.4.e Exterior lighting should be placed to mitigate security concerns, especially in parking lots, pedestrian paths, outdoor gathering spaces, building entries, and any other pedestrian-accessible area.
- III.C.4.f The placement of light fixtures should not interfere with pedestrian movement.

III.C.5 Stormwater Management

- III.C.5.a Cisterns and other design features should be used to capture, store and reuse stormwater.
- III.C.5.b The amount of paved area dedicated to parking should be minimized.
- III.C.5.c Stormwater detention features should be used to minimize runoff into streets and parking lots. Stormwater detention features include drainage swales and detention basins.
- III.C.5.d Stormwater runoff from roofs should be diverted to vegetated swales or detention areas rather than storm drains.
- III.C.5.e The most restrictive C-3 requirements shall be used for the design of post construction stormwater management systems for projects. This also includes employing Best Management Practices (BMPs) for and during construction.
- III.C.5.f Low Impact Development should be encouraged through BMPs, as recommended by resources from the Santa Clara Valley Urban Runoff Pollution Prevention Program (www.scvurppp-w2k.com).
- III.C.5.g These guidelines should be consistent with Municipal Regional Permit Requirements per NPDES Permit Number CA5612008.

IV. COMMUNITY FACILITY DESIGN GUIDELINES

This section provides guidelines for the design of community facilities, such as schools, City and County office buildings, libraries, and community centers. While these guidelines are advisory, not mandatory, the City will strive to ensure that they are implemented as it plans new buildings and works with other government agencies.



- IV.A.1 Community facilities should be designed to be memorable buildings that the community can recognize and be proud of.
- IV.A.2 The construction of community facilities should exhibit the highest quality of craftsmanship.
- IV.A.3 Community facilities should include materials, thematic elements, and other design features that reflect the unique architectural, cultural, historical, and ecological characteristics of East Palo Alto.
- IV.A.4 Public art should be incorporated into the design of new community facilities. Where appropriate, this public art should address important issues or themes that are relevant to the neighborhood or community.
- IV.A.5 Community facilities should be connected to other community destinations, such as parks and schools, by a clear network of pedestrian and bicycle routes.
- IV.A.6 The primary entrance of a community facility should be oriented towards a public street or plaza. If possible, there should be a single point of entry that is accessible for everyone regardless of their level of mobility.
- IV.A.7 Where appropriate, public open spaces should be created adjacent to community facilities to promote community gatherings.
- IV.A.8 Community members should be involved with the design of new community facilities.