

## HOUSING SITE COMPLIANCE REVIEW

The Objective Design Standards and Guidelines, adopted in 2023 (2023 ODS), are to be used to review residential development on housing sites designated and/or rezoned as part of the Housing Element (“housing sites”) of the General Plan. The 2023 ODS are intended to provide direction to developers and property owners on development standards, site design and circulation, and architectural features, with the goal of ensuring all new residential development is compatible with Pleasanton’s existing high-quality neighborhoods.

### REVIEW PROCESS OVERVIEW

The 2023 ODS establishes the review process for projects proposed on housing sites. All development applications for the identified housing sites will be reviewed by the City through the following procedures, known as a Housing Site Compliance Review to ensure a project complies with the 2023 ODS, as well as any related environmental mitigation measure(s).

When your application is submitted it will be assigned to a staff planner and reviewed for completeness. The project will be reviewed by several City departments for conformance with the 2023 ODS, as well as any other applicable City standards. The staff planner will indicate to the project applicant if any additional information is needed, if the plans require revisions, or if a review under the California Environmental Quality Act (CEQA) is needed.

The reviewing body shall be based on project size as follows:

- Projects including up to 50 residential units (exclusive of any Accessory Dwelling Units (ADUs) or Junior ADUs) shall be reviewed by the Zoning Administrator, who shall consider and render a decision regarding whether the project complies with applicable objective design standards and guidelines, and any related environmental mitigation measure(s).
- Projects including 51 or more residential units (exclusive of any ADUs or Junior ADUs) shall be reviewed by the Planning Commission, which shall consider and render a decision regarding whether the project complies with applicable objective design standards and guidelines, and any related environmental mitigation measure(s).

Once an application is deemed complete, surrounding property owners within 1,000 feet of the project site will be mailed notice by the City of the proposed Zoning Administrator action, or of the Planning Commission meeting, as applicable. On-site project notification shall also be required, in conformance with the [City’s adopted policy](#), with such notification the responsibility of the applicant to install.

In the case of projects subject to Zoning Administrator review, if, within 7 days of mailing the above-referenced notice, the Zoning Administrator receives a request for hearing, the Zoning Administrator shall schedule an administrative hearing within the time frame established by law for decisions made on projects. The Zoning Administrator’s decision shall be made either administratively if no hearing is requested, or after the administrative hearing.

The Zoning Administrator or Planning Commission, as specified, shall approve the project if it complies with a.) the requirements of the 2023 ODS and any other applicable objective standard

established with adopted City plans and documents; and b.) any applicable mitigation measure(s) of any applicable environmental document(s). If the project does not comply, conditions may be imposed to achieve compliance, or the project may be denied. Once a decision is rendered, you will be informed in writing along with any conditions attached to the approval.

Once the application is deemed complete and any required environmental review is completed, the process to review, notice and render a decision on the project typically requires approximately 30 to 45 days (for approval of projects subject to Zoning Administrator action) and approximately 90-120 days for approval of projects subject to Planning Commission action. Note, these timelines are approximate, and include City staff review time only, exclusive of time that may be taken by the applicant to respond to, revise, and/or re-submit application materials based on City comments. Additionally, if a project has related entitlements / agreement or approvals that require Planning Commission or City Council review (e.g., Tract Map, Affordability Agreement, Development Agreement, etc.), timelines may be extended.

Pursuant to the City's Municipal Code, all decisions rendered by the Zoning Administrator or Planning Commission are appealable within 15 days of the date a decision is rendered. Further, per Pleasanton Municipal Code section 18.144.010, the Planning Commission or City Council may elect to review an action within 15 days following the date of approval, or at its next regular meeting, whichever is later. Please note, any appeals or Planning Commission/City Council review would extend the review timeline.

## **SUBMITTAL REQUIREMENTS**

Following is a list of plans and documents required for a complete application. Additional data or documents not listed below may be required for sites with special conditions (e.g., projects located outside of the City limits; see the adopted Housing Site Development Standards and Guidelines, in an active seismic fault zone, with sensitive natural resources, or involving a historic resource). Not all items on the list are required for every Housing Site Compliance Review application. Please consult with planning staff prior to submittal. All application fees are due at the time of submittal. All documents, reports and plans must be uploaded to the Planning Division through the [Electronic Planning Submittal](#).

1. **Application and Fee:** An [Application for Development Review form](#) is required with submittal. The property owner must sign the application form or provide a written letter of authorization upon submittal. The Housing Site Compliance Review application fee, as stated in the City's Master Fee Schedule and updated each calendar year, is due at the time of submittal.
2. **Photographs:** Submit photographs of the existing site conditions and neighboring properties.
3. **Project Narrative:** The narrative must state in detail all elements of the project, including but not limited to the size/area of the project site, size and number of all proposed buildings, size and number of proposed dwelling units or amount of non-residential square footage (such as common space amenities, etc.), unique characteristics of the proposal, etc.
4. **Environmental Assessment:** Complete the [Initial Environmental Assessment form](#).
5. **Neighborhood Context:** Show project in the context to its surroundings by providing:
  - a. Streetscape elevations, photographs, and/or sections showing the proposed project and adjacent properties on each side of the property, including street trees.
  - b. Photo-simulations from a bird's eye view and street-level view perspective showing existing neighborhood context.

- c. Massing model showing the proposed project and surrounding buildings (applicable to large projects). Massing model may be a physical model or three-dimensional digital model.
6. **Preliminary Title Report:** Provide a current (dated within six months of application date) preliminary title report for projects that involve the construction of a new building or expansion of an existing building footprint and/or new site improvements such as landscaping, special paving, utilities and accessory structures. Provide all recorded easements and restrictions.
7. **Tentative Map, Parcel Map or Lot Line Adjustments:** See separate handouts for submittal requirements, available on the City's webpage at:  
<http://www.cityofpleasantonca.gov/gov/depts/cd/permit/process/planning.asp>
8. **Soils Report, Geologic Report, and/or Geotechnical Study:** Provide two copies of reports and studies prepared by a registered civil engineer and/or a registered geologist depending on the site characteristics.
9. **Stormwater Documents:** Projects creating or replacing 2,500 square feet or more of impervious surface will need to comply with the Impervious Surface/Stormwater Submittal Requirements from the Engineering Department. The required forms, submittal requirements and additional information can be obtained on the City's webpage at:  
<http://www.cityofpleasantonca.gov/gov/depts/engineering/stormwater.asp>
10. **Water Distribution System and Sewer Collection System Capacity Evaluations:** Projects shall fund the use of the City's existing calibrated hydraulic models for water and sewer to conduct evaluations of the City's Water Distribution and Sewer Collection systems that would identify any existing deficiencies and potential improvements triggered by the project. Proposed projects over 500 units shall also conduct a Water Supply Assessment coordinated through Zone 7.
11. **Arborist Report and Tree Survey:** Provide a survey and arborist report. A survey of the existing trees on the site with a trunk diameter of six inches or greater, including size, species, and indication of which trees are to be removed, note all "heritage" trees, with accurate trunk and drip lines noted. The survey must be accompanied by a tree report prepared by a City-approved Arborist. A list of City-approved Arborists can be obtained on the City's webpage at:  
[www.cityofpleasantonca.gov/gov/depts/engineering/landarch.asp](http://www.cityofpleasantonca.gov/gov/depts/engineering/landarch.asp). All trees need to be labeled by number and tagged on-site per ISA standards. More information can be found via the City's website under the Landscape Architect Division webpage.
12. **Vehicles Miles Traveled (VMT) Analysis:** Provide a quantitative VMT analysis using the methods applied in the Housing Element Program EIR, with modifications as necessary (e.g., to account for project-specific information and/or top reflect future updates to the Alameda Countywide Travel Demand (Alameda CTC) Model) and reduce VMT impacts to less than the applicable VMT thresholds.
13. **Traffic Analysis:** Projects shall submit a traffic impact analysis prepared by a certified traffic engineer that demonstrates compliance with General Plan standards, or a study prepared by the City's consultant at the expense of the applicant. The traffic impact analysis shall address both level of service impacts and mitigations, as well as make recommendations for any required safety/operational improvements triggered by the project.
14. **Green Building and Climate Measures:** A [Greenhouse Gas \(GHG\) Emission Compliance Checklist](#) is required for all additions and new construction to indicate compliance with the City's CAP 2.0.

15. **Historic Resource Evaluation and Survey:** A historic resource survey and evaluation consisting of a property assessment and evaluation shall be provided if a structure more than 45 years old is proposed to be demolished or significantly altered as a result of the proposed project. “Demolition” or “significantly altered” is defined as the removal of the front façade or the most visible façade from the street, or changes to the roof and roof line. The front or most visible façade shall be considered the forwardmost ten feet of the structure and roof/roofline. The assessment and evaluation shall be completed at the applicant’s expense by a qualified individual or firm as determined by the City and shall include a map and photo, description of the physical characteristics of the resource, approximate date of construction, architectural style, other design aspects, size and dimensions, type and quality of materials, type and approximate date of exterior alterations, physical condition, historic context, character defining features, historic significance, historic integrity, and degree and result of impact if alterations are proposed. In addition, the survey and evaluation shall include State of California Department of Parks forms (DPR) DPR 523A and DPR 523B and shall indicate the level of historical significance by including the California Historical Resource Status Code and supporting documentation for the selected criterion.
16. **Housing Projects, Regulatory Conformance Analysis:** The following information is required for a project proposing development on any housing site:
- a. An analysis of the proposed project’s conformance to each of the Development Standards and Design Standards states in the 2023 ODS.
  - b. An analysis of the project’s conformance to any other applicable objective, quantifiable, written development standards, guidelines, conditions, and policies. At a minimum, define how the project complies with objective standards of General Plan, Pleasanton Municipal Code, any applicable specific plan, design requirements, use requirements, floor area standards, density, setbacks, parking standards, height standards, landscaping standards, creek setbacks, tree preservation and protection standards, water efficient landscaping requirements, stormwater requirements, and common open space, private useable open space, and public open space requirements, and subdivision standards.
  - c. Applications for development on any Housing Element Site: An analysis of the proposed project density and affordability (number of units, by affordability level) as compared to that for the site in the Housing Element. If the project would result in fewer units in any affordability category than the projected, the application shall also include an analysis to demonstrate sufficient capacity exists in other remaining Housing Element Sites to accommodate the deficit; or, if such capacity does not exist, a proposal for how the deficit will be addressed (for example, proposed re-zoning of other property).
17. **One digital copy in PDF format of the following plan types. Hard copy plan sets may be required prior to each public hearing. All plans shall incorporate an adequate level of detail to allow for verification of compliance with applicable objective standards:**
- a. **Site Plan:** An exhibit clearly showing the dimensions and location of all streets, on-street and off-street parking, buildings, and other structures and, where applicable, any bicycle paths and trails; should include lots, boundary lines, setbacks, easements, north arrow, written scale, and graphic (bar) scale; and all existing and proposed medians, median openings, adjoining driveways, and existing trees. The topographic information may also be provided on this sheet or as a separate sheet. For most projects the site plan and documentation of existing features should be based on a survey prepared by a licensed professional.
  - b. **Project Data:** Every plan set must have a table identifying:

- Square footage of impervious surfacing and percentage of impervious surfacing of the total lot size. Impervious surfacing includes building footprint(s), parking areas, streets and sidewalks, driveways, and other hardscape (such as sport courts).
  - Square footage and percentage of the total lot size of building coverage, with areas used for parking itemized separately.
  - Existing and proposed zoning, APN(s), vehicular parking (number required and proposed) and bike parking spaces (number required and proposed).
  - A calculation of the standard density and population density of the development for residential development.
  - A calculation demonstrating compliance with any open space requirements (public, private, shared use, etc.)
- c. Floor Plans: Dimensioned floor plans with gross floor area of each floor and total floor area listed. All projects must show the location and types of dwelling units (all model types), use of spaces, and provide an indication of the number of bedrooms per unit. Also provide existing floor plans with demolition details/proposed changes (if applicable).
- d. Exterior Elevations: Plans showing the detailed appearance of all proposed construction (include all sides of the buildings and provided colored and black/white elevations). Dimensions, heights, colors, materials, lighting, and special architectural features (all windows, doors, eaves, skylights, chimneys, rain-water leaders, vents, roof equipment and screens, wall vents/louvers associated with mechanical ventilation, etc.) shall be shown on the elevations. If any existing buildings are to remain, provide elevations of all sides of the existing buildings. Any conceptual signage should also be provided.
- e. Colors and Materials Board: Submit within the plan set a digital color and materials board to illustrate the colors and materials to be used on the project.
- f. Building Sections: Provide illustrative, dimensioned, wall section from parapet to foundation showing foundation, wall, windows and doors, parapet, cornice, eave roof (drawing should be a min.  $\frac{1}{2}'' = 1'$  scale). Include measurements from adjacent grade and top of curb to wall plate(s). Building step back compliance pursuant to Standard B1.1 shall also be provided.
- g. Schematic Details: Provide schematic architectural details showing how adjacent materials connect (e.g., siding to windows, siding to eave/soffit, etc.) and how attachments connect to the building (e.g., railings and awnings).
- h. Roof Plans: Provide a roof plan for each structure indicating the ridges, valleys, gutters, roof pitches, etc. Show all heating, ventilation, air conditioning (HVAC) units, if located on the roof. Provide unit details, height, and distance from parapet or equipment screen. Provide HVAC equipment screen location and details (if applicable). Show the location and mounting detail(s) of photovoltaic panels, if proposed.
- i. Parking Layout and Circulation: Provide a fully dimensioned parking plan and required number of vehicular and bicycle parking spaces, including a calculation of required and/or proposed parking ratios. Include accessible parking and loading areas, main points of entry and exit traffic flow, and a vehicular and pedestrian circulation plan. This information may be included on the site plan in lieu of a separate plan sheet.
- j. Emergency Vehicle Access Plan: Provide a fully dimensioned emergency vehicle access plan showing fire engine turnarounds, road width, road material, slope, and vertical clearance.

- k. Lighting Plan: Provide photometric drawing, including foot-candle measurements several feet beyond the property lines; catalog cut sheets of proposed exterior fixtures, or summary of lighting specifications inclusive of aspects noted in the 2023 ODS Site Lighting standards (e.g., BUG rating, color temperature and Color Rendering Index, etc.).
- l. Landscape Plan: A plan detailing the project's existing and proposed landscaping. The plan must indicate the location, spacing, species (botanical and common names), and container sizes of all proposed trees, shrubs, and groundcover. Plans should clearly indicate all existing trees and vegetation to be preserved and/or removed, including trunk diameter and species, and be keyed to an arborist report if provided.
- Provide concept sections and elevations drawings of all landscape architectural features such as walls, fences, lighting, paving types (and patterns), arbors, benches, and other like features showing scale, form, materials, and colors. Include trash enclosures, bicycle enclosures, etc. (must be screened with landscaping).
  - Show the location of backflow preventers, electrical utilities, and ground-mounted HVAC units.
  - New construction projects with a total landscape area greater than 500 square feet or rehabilitations of existing landscape with a total landscape area greater than 2,500 square will need to comply with the City's Water Efficient Landscape Ordinance (WELO) and Bay Friendly Basics Landscape Checklist. More information can be obtained on the City's webpage at:  
<http://www.cityofpleasantonca.gov/resident/trees.asp>
- m. Shade Tree Calculations and Plan: Commercial developments shall provide shade calculations and plan consistent with the [City of Pleasanton Shade Tree Guidelines for Commercial Properties](#).
- n. Conceptual Grading and Drainage Plan: A plan showing the existing and proposed grades from existing City benchmark, and the depths of all cuts and fills; estimated cut and fill quantities and whether the site will balance; drainage information; any retaining wall information (including height and materials), building pad elevations and finished floor elevations. Contour lines should be carried a minimum of 50-feet beyond the project boundaries on both the grading plan and the topographic map. Grading cross-sections may be needed for certain projects (e.g., hillside development).
- o. Slope Classification: A map showing the lands with < 10%, 10-25% and > 25% slopes. A development profile may be required by the Director of Community Development.
- p. Conceptual Utility Plan: Show underground utilities (sewer, gas, electric, water); location of backflow preventers, aboveground electrical utilities, boxes, transformers, meter mains, fire standpipes, etc.; overhead utilities, location of existing joint poles. Plans should indicate any utilities to be removed and/or services placed underground.
- q. Street Improvement Plan: Plans indicating the proposed street improvements. The plans need to contain dimensions and detail to show right-of-way and pavement widths, street grades, indications if they are public or private streets, and all proposed frontage improvements on existing and proposed streets; provide a typical street section for each type of street being proposed. All street improvements should conform to City standards unless specific exceptions are granted.
- r. Solar Access / Shadow Study: Provide a solar access and shadow study showing the existing structures and proposed project depicting the "worst case" shade and shadow

effects in morning and afternoon periods on abutting properties that would result from the proposed development.

18. **Certain projects may require additional submittal items. Consult with Planning staff prior to submittal regarding the items listed below:**

- a. Topographic survey of the existing site conditions
- b. Hacienda Design Guidelines and Development Plan (for sites within the Hacienda Business Park)
- c. Noise Study
- d. Health Risk Assessment and Air Quality Analysis
- e. Open-space Management Plan
- f. Wildland Fire Protection Plan
- g. Biological Resources Survey
- h. Integrated Pest Management Plan
- i. Fencing Plan
- j. Proposed easements (e.g., access, maintenance, shared wall, etc.)

***PLEASE NOTE, WHENEVER POSSIBLE, INTEGRATION OF THE ARCHITECTURAL, CIVIL, AND LANDSCAPE PLANS INTO ONE PDF FILE IS PREFERABLE.***