CITY OF
HAYWARD
HEART OF THE BAY

7

DATE: March 24, 2009

TO: Mayor and City Council

FROM: Director of Development Services Department

SUBJECT: Hayward Environmentally Friendly Landscape Guidelines for Private Development Projects

RECOMMENDATION

That the City Council adopts the resolution authorizing the use of the Hayward Environmentally Friendly Landscape Guidelines and accompanying Checklists for private development projects.

BACKGROUND

The Council Sustainability Committee expressed strong support for a City water-efficient landscape ordinance. However, they recommended waiting until Stopwaste.org completed development of its Bay Friendly system, including developing a checklist and third-party rater system for single-family developments; and until the State released its new Model Water Efficiency standards. In the interim, the Committee suggested adopting standards for landscaping that could be used ahead of the ordinance, which will be presented to the Council for consideration in the Spring of 2010.

In response to the suggestion made by the Council Sustainability Committee, staff has developed a new set of sustainable landscaping guidelines and checklist for new single-family home construction, and single-family remodels and additions. They are designed for use by the homeowner and non-landscape professional. The Committee also encouraged higher standards for new, larger developments and, therefore, staff is recommending utilization of a more comprehensive set of guidelines and checklist for such projects.

Staff is proposing three thresholds related to the use of specific guidelines and checklists:

1. LANDSCAPE PROFESSIONALS: A set of guidelines and associated checklist required for use by landscape professionals (Exhibit A), and applicable to more substantial projects, such as those involving four or more new single-family homes, new multi-family residential development, new commercial development, and commercial tenant improvements or additions with more than 5,000 square feet of landscape area renovations.

2. SINGLE-FAMILY DEVELOPMENTS: A set of guidelines and associated checklist required for use by a homeowner (Exhibit B) for developments consisting of one to three new single-family homes, including duplexes, or for major remodels or additions that increase existing building footprint area by more than 50 percent.

3. SMALLER PROJECTS: Proponents for smaller residential and commercial remodels and additions would not be required to implement checklists items, but would be encouraged to do so.

Sustainable landscape design, construction, operation, and maintenance can have a significant positive effect on energy, water, and resource efficiency, waste and pollution reduction, and human health. Environmentally-friendly landscaping contributes to a reduction in greenhouse gas emissions, improves air quality, and enhances urban sustainability. To provide these benefits, staff recommends adoption of both the Landscape Professional and the Single-Family Development guidelines and checklists.

Planning Commission Action –

As indicated in attached Exhibit C, on February 19, the Planning Commission unanimously (4-0-3) recommended that City Council approve the guidelines and checklists. A landscape architect, at the Commission hearing, commended the City on this "great step forward" in advance of the formal ordinance.

DISCUSSION (see summary table below)

Larger Projects –

The more substantial set of guidelines and checklist (Exhibit A) are recommended for larger projects, including those entailing four or more single-family unit developments, new multi-family developments, and commercial developments with new or renovated landscape area, exceeding 5,000 square feet. Staff is recommending that for such projects, the checklist be required to be submitted, and the checklist items be incorporated into plans and construction. As is the current practice, the City's landscape architect would review plans and conduct inspections to ensure required compliance for these larger projects. These guidelines and checklist would not be required for projects that have already received City approval.

Single-Family Projects –

The second set of guidelines and checklist (Exhibit B) have been developed in response to the Committee's previous comments, and are for single-family developments, encompassing less than four units or less than 50 percent footprint expansion, and are intended to be used by the non-landscape professional (e.g., homeowner/builder). Staff recommends that submittal of the checklist be required with building permit application submittals, and that the checklist items, which include provisions for planting and irrigation, be incorporated into projects. Staff would not typically conduct final inspections of such landscaping, but would require submittal of a verification form from the homeowner or project proponent indicating compliance with the approved plans. Such form is attached to the guidelines, and the completed, signed form would be placed in the project file.

The building inspector would check that the landscaping has been installed but would not check for compliance with the approved plan. These guidelines and checklist would not be required for projects that have already received City approval.

Smaller Projects –

For smaller multi-family residential projects and commercial remodels and additions (with less than 5,000 square feet of landscape renovation), use of the guidelines and checklist (Exhibit B) is only encouraged. The guidelines and checklist also include gardening tips and a plant list for guidance to assist homeowners with compliance and desired landscaping practices. Staff would review plans to encourage the inclusion of checklist items into plans, but would not conduct inspections of such landscaping.

This project is Categorically Exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Sections 15308, *Actions by Regulatory Agencies for Protection of the Environment.*

Project Type	Project Components	Use of Guidelines/ Checklist	Final Inspection	Other Requirements
Larger Project/Landscape Professional	4+ Single-Family Units, Multi-Family, or Commercial	Required	Conducted by City Landscape Architect	---
Single-Family Project/Homeowner	Less than 4 Single-Family Units, and Additions with less than 50% Expansion Area	Required	Installation *Only* Verified by Building Inspector	Signed Verification Form Submitted by Homeowner/Contractor
Smaller Project	Multi-Family and Commercial with less than 5,000 s.f. Landscape Area	Encouraged	None	Signed Verification Form Submitted by Homeowner/Contractor

FISCAL IMPACT

Additional staff time will be required to review submittals of the newly required checklists, prepare and process amendments to existing ordinances, and develop new City standard details that incorporate the provisions of the guidelines and checklist. City ordinances that would ultimately require amendments include: the parking lot landscaping requirements within the *Off-Street Parking Regulations*; the *Tree Preservation Ordinance* provisions for optional tree mitigation measures; each zoning district's provisions related to landscape design and performance standards in the *Zoning Ordinance*; and the *Water Efficient Landscape Ordinance*. Staff estimates 200 hours

annually will also be required to periodically review and update the Guidelines and Checklist, to keep them current and reflective of current laws and trends. This will involve participating in workshops, seminars, and discussion sessions with other local agencies and Stopwaste.org.

The cost impacts to the development community due to differences between traditional and recycled landscape materials such as recycled wood, organic compost, organic fertilizer, and mulch are becoming nominal. Also, because of the newly developed second set of guidelines and checklist, the cost to the individual homeowner would be less, since there would not be a need to hire a landscape professional to prepare plans. There also will be significant long-term cost savings due to importing less topsoil by stockpiling more material on site, hauling less material to landfills, and reduced costs for maintenance and water use. The immeasurable benefits will be healthier soil for plants that will result in enhanced landscaping, improved air quality, and a healthier environment for the community and natural habitats.

Costs to the City associated with relying on Stopwaste.org's Bay Friendly Landscaping program would be less, since the City would rely on that system being updated by Stopwaste.org staff. Also, a third-party rater system would be developed, utilization of which may prove to be desirable by a reduction in staff time, and associated costs, in ensuring that scorecard measures are implemented.

COMMUNITY PARTICIPATION

A community meeting to discuss the proposed guidelines and checklists was held on December 18, 2008. Landscape professionals, neighborhood task forces and associations, and other known interested parties were invited to attend. Three landscape professionals and a Fairway Park resident attended; the resident suggested that stricter guidelines be adopted. The proposed guidelines and checklists are meant to be an interim measure; the resident's concerns will be addressed at the time the ordinance is considered, based upon Stopwaste.org's Bay Friendly system and the State's Model Water Efficiency standards.

NEXT STEPS

A City water-efficient landscape ordinance will be considered once Stopwaste.org has completed development of its Bay Friendly system, including developing a checklist and third-party rater system for single-family developments; and once the State has released its new Model Water Efficiency standards (for which a draft was distributed for review in January 2009).

Prepared by:

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Planning Manager

Recommended by:

David Rizk, AICP
Director of Development Services

Approved by:

Greg T. Jones, City Manager

Attachments:

Exhibit A:	Draft Hayward Environmentally Friendly Landscape Guidelines and Checklist for Landscape Professionals
Exhibit B:	Draft Hayward Environmentally Friendly Landscape Guidelines and Checklist for Single-Family Developments
Exhibit C:	February 19, 2009 Planning Commission Meeting Minutes
Exhibit D:	February 19, 2009 Planning Commission Meeting Staff Report
Resolution	

EXHIBIT A

CITY OF
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HAYWARD ENVIRONMENTALLY FRIENDLY LANDSCAPE GUIDELINES AND CHECKLIST FOR THE LANDSCAPE PROFESSIONAL

September, 2008

✓ *Applicability of these Guidelines and Checklist*

These guidelines and checklist are intended for use by a landscape professional and are to be used for private developments comprising:

- more than three new single-family units;
- new multi-family residential projects (defined as a project comprising more than three units per building);
- multi-family residential remodels and additions encompassing more than 5,000 square feet of landscape area renovation;
- new commercial projects (defined as projects entailing new non-residential development); and
- commercial tenant improvements, remodels and additions that exceed 5,000 square feet of landscape area renovation.

Although not required, the use of these guidelines and checklist for smaller multi-family and commercial project remodels and additions is encouraged to promote water conservation and sustainable landscape practices.

For projects encompassing one to three new single-family units or single-family remodels or additions, refer to the City's Environmentally Friendly Landscape Guidelines and Checklist for Single-Family Development.

✓ *Purpose of Guidelines and Checklist?*

This set of Guidelines and Checklist is provided to assist landscape architects and designers in preparing landscape and irrigation plans that will comply with the City's landscaping standards, guidelines, and submittal requirements. The Guidelines and Checklist incorporate the nine required practices for Bay-Friendly Landscape by StopWaste.Org*, and incorporate the updates to the Model Water Efficient Landscape Ordinance from the California Department of Water

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Resources. The Guidelines and Checklist are derived from the City's Zoning Ordinance, Water Efficient Landscape and Tree Preservation ordinances, Off-Street Parking Regulations, Security and Traffic Code, Design Review Guidelines, Landscape Beautification Plan, Hillside Design and Urban/Wildland Interface Guidelines, Bay-Friendly Landscape Guidelines*, and the updated Model Water Efficient Landscape Ordinance by the Department of Water Resources. Certain items may not pertain to some projects, and should be noted as such by the professional on the checklist. Please contact the City Landscape Architect at (510) 583-4732, or go to www.hayward-ca.gov/municipal for additional information.

*Bay-Friendly Landscape Guidelines are established by StopWaste.Org, a program funded by the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board. For more information, go to www.StopWaste.org

✓ *Who can prepare landscape plans?*

Required landscape plans shall be prepared by a licensed landscape architect with expertise to prepare plans that comply with water efficient landscape design principles in accordance with State laws and the above mentioned ordinances and guidelines. Landscape plans consist of layout, landscape grading, planting, irrigation and landscape construction detail plans. Different project types will require varying level of completion. All required plans shall be wet stamped to include signature and license number of the landscape architect preparing the plans.

✓ *When are landscape plans and checklist submitted?*

For Planning Approval - Conceptual Landscape and Irrigation Plans are required:
If planning approval is required for a project (i.e., site plan review, use permit, planned development or single-family hillside projects), *conceptual* landscape and irrigation plans are required when development plans are submitted for approval by the Planning Division. Minimum standards for conceptual landscape and irrigation plans are as follows:

- **Landscape statement is required** addressing site planning issues listed under "I. Required Landscape Statement Submittal" under Landscape Plan Guidelines and Checklist.
- The conceptual landscape plans shall be prepared on an accurately surveyed topographic plan that matches the architectural, site or civil plan.
- The landscape plan shall indicate the botanical name, common name, size, location, massing of different plant types, and water use requirements; provides all existing trees shown on the survey plan; and trees designated to be preserved or removed.
- A comprehensive arborist report prepared by a certified arborist shall be required when any protected tree is proposed to be removed for development. See the Tree Preservation Ordinance (HMC Chapter 10, Article 15) for guidelines in preparing an arborist report.
- The conceptual irrigation plan shall include designation of landscape zones per water use (Hydrozone Map), proposed water meter location, static water pressure (psi) at point of connection, performance standards, and backflow prevention device locations.

For Landscape Improvement Plan & Building Permit Approval - Checklist Submittal Required:
Following planning approval, submit *detailed* landscape and irrigation plans prepared by a licensed landscape architect, and completed the landscape statement, design checklist and attachments in this document to the Building Division for building permit application review, unless otherwise specified in the planning approval process. Issuance of a building permit is contingent on approval of landscape plans by the City Landscape Architect or Project Planner.

✓ *What is required at completion of landscaping?*

A landscape inspection and approval by the City Landscape Architect or Project Planner is required upon completion of landscape installation prior to issuance of a Certificate of Occupancy. An irrigation schedule and *Document of Final Acceptance* (Attachment C) must be submitted to the City Landscape Architect or Project Planner prior to requesting an inspection. The *Document of Final Acceptance* shall be prepared by the project landscape architect, or by a licensed landscape contractor when permitted by the City Landscape Architect or Project Planner.

PROJECT INFORMATION

Include the following information on the title sheet of the planning application and building permit submittal package. The submittal package without the following project information will be rejected.

Project Type:

☐ Single Family Hillside Residential: new (__ of units) / remodel / addition

☐ Multi-Family Residential: new (__ of units) / remodel / addition / hillside / flat

☐ Commercial (non-residential): new / remodel / addition

Project Size:

Total Project Size: _____Square Feet

Total Irrigated Landscaping: _____Square Feet

Project Contact Information including phone numbers and E-mail addresses:

Project Applicant: _____

Property Owner: _____

Project Name:_____ Building Permit No.:_____

Project Address:_____ Planning Permit No.:_____

Water Supply Type: potable / recycled / well / others If others, specified: _____

Water Budget Calculation (in gallons or cubic feet/year):

Maximum Applied Water Allowance (MAWA): _____ Estimated Total Water Use: ___

I. Required Landscape Statement Submittal: *Address the followings and provide the statement and illustrate on the landscape plan at the time of Precise Plan, Site Plan, and Use Permit Review.*

1. Consider regional and micro-climatic, topography, solar orientation and soil conditions.
2. Explain how water conservation and long term green waste reduction goal will be achieved.
3. Explain how integrated and/or organic pest control practice would be proposed during soil preparation.
4. Explain how proposed landscape design complements architectural style, form, building colors and materials, and project and building entrances.
5. Explain how the proposed landscape improvements make positive contribution physically and aesthetically to surrounding neighborhoods.

6. Explain how safety, function and aesthetical enhancements for pedestrian network and experience are addressed.

7. Explain the type of landscape buffers to adjacent land use with combination of trees, shrubs, vines and groundcovers are provided.

8. Maximize the use of permeable paving types as recommended by Bay-Friendly Landscape Guidelines and Alameda County Clean Water Program. Reference websites: www.StopWaste.org, and http://www.cleanwaterprogram.org/businesses_developers.htm.

9. Maximize usage of recycled material in all aspects of construction material.

10. Screen parking, loading, service areas, utilities, solid building surfaces, retaining walls, masonry walls, and fences with trees, shrubs and vines.

11. Allow space for plants to mature, and not to cause damage to pavement or underground utilities.

12. Select appropriate type of plants to preserve sight distance at site entries/exits and internal circulation routes without shearing.

13. Erosion control: Plant deep-rooted plants on slopes; and specify jute mesh netting or equal on slopes 3:1 or steeper, or on slopes showing signs of erosion.

14. Select diverse plant species to display various texture, form, foliage color, flowers, seasonal color, and attract wild life.

15. For projects located along the arterial streets, street frontage landscaping is consistent with guidelines in ***Landscape Beautification Plan*** (LBP).

    Comment: Arterials covered by the LBP consist of Jackson Street, "A" Street, Foothill Boulevard, Hesperian Boulevard, Mission Boulevard, Winton Avenue, Harder Road, Tennyson Road, Industrial Boulevard/Parkway, "B" Street, Second Street, Fairview Avenue, and Hayward Boulevard. Copies of the LBP are available at the Planning Division and on the City's website at www.hayward-ca.gov.

16. Projects located in the Hayward hills and in the urban/wildland interface areas must conform with Hayward's ***Hillside Design and Urban/Wildland Interface Guidelines***

    Comment: The Hayward hills are generally defined as the areas east of Mission Boulevard and south of "D" Street. Properties subject to the interface provisions are designated by the Hayward Fire Department and typically include sites that abut open space or riparian corridors. Copies of the Guidelines are available at the Planning Division and on the City's website at www.hayward-ca.gov.

17. State water conservation, run-off control and erosion control measures through irrigation design.

18. State type of irrigation system to be used.

19. State if stockpiling topsoil would be practiced.

20. State the intent to recycle minimum 50% of landscape construction and green waste.

LANDSCAPE PLAN GUIDELINES AND CHECKLIST

Submit the completed checklist to the City of Hayward with Landscape Improvement Plan and/or Building Permit Submittal.

II. *Landscape Improvement Package Submittal Requirements:* *For Improvement Plans and Building Permit Approval (Construction Documents). Mylar of Approved Landscape and Irrigation Plan submittal is required when Civil Improvement Plans are required.*

A. *DETAILED LANDSCAPE IMPROVEMENT PLAN:* *Please check all applicable items.*

- ☐ 1. Prepare on accurately surveyed and scaled plan.
- ☐ 2. Show north arrow, bar and written scale, property lines, and street names.
- ☐ 3. Provide existing and proposed buildings, structures, retaining walls, fences, above and underground utilities, meters, paved areas, and other site improvements.
- ☐ 4. Provide contour lines and/or spot elevations where landscaped areas exceed 10 percent slope as necessary for the proposed finished grade.
- ☐ 5. Provide legend summarizing botanical and common name, quantity, size, spacing of all plant materials, and water use requirements.
- ☐ 6. Show location of all proposed plant materials.
- ☐ 7. Show all existing trees and plant materials to be removed or retained.
- ☐ 8. Provide a hydrozone map illustrating plants with similar water needs are grouped together (See example for a hydrozone map, Attachment D).
- ☐ 9. Provide Tree Mitigation Summary Chart: All removed protected trees must be mitigated per Tree Preservation Ordinance (HMC Chapter 10, Article 15). The summary chart must provide the method of meeting the mitigation goal. Tree mitigation method includes, but not limited, to transplanting existing specimen trees, up-sizing required trees, and replacement above and beyond required trees
- ☐ 10. Specify California native, Mediterranean or other climate adapted plants that require occasional, little or no summer watering for 75% of all non-turf plants.
- ☐ 11. Limit the use of plant species require shearing to the area where no other design and/or planting alternatives are available.
- ☐ 12. Do not specify species listed by Cal-IPC (California Invasive Plant Council) as invasive in the San Francisco Bay Area, and Plant Right, Keep Invasive Plans In Check by California Horticultural Invasives Prevention (Cal-HIP). Web links: http://www.cal-ipc.org/ip/inventory/index.php, and www.PLANTRIGHT.org.
- ☐ 13. Specify plants that are well-suited to microclimate, sun exposure, soil conditions, minimal water use requirements once established, and that are relatively free from pests and diseases, and relatively easy to maintain.

Recommended Water Conserving Plants Reference Publications: EBMUD's ***Water-Conserving Plants and Landscapes for the Bay Area, and the latest publication from EBMUD Plants and Landscapes for Summer-Dry Climate of the San Francisco Bay Region;*** *Bob Perry's* ***Trees and Shrubs for Dry California Landscapes;*** *the University of California cooperative Extension's* ***Water***

Use Classification of Landscape Species (WUCOLS), http://www.emwd.org/conservation/pdf/wucolsb.pdf; *and Alameda county Master Gardeners'* ***Outstanding Plants for Alameda County, Attractive Plants that Thrives on Little Care, http://acmg.ucdavis.edu/.***

- ☐ 14. Minimum planting area shall be five feet measuring from back of the curb to back of the curb, or from any hard surfaces to all directions.

- ☐ 15. Limit the use of turf to 25 percent of the total irrigated landscaping area for all projects including single family residential homes unless used for sport or recreational function.

- ☐ 16. Do not specify turf on slopes exceeding 10 percent, or areas narrower than 8 feet.

- ☐ 17. Where turf is proposed, a drought tolerant variety with similar water requirement, plant factor 0.7, should be specified.

- ☐ 18. Jute mesh netting or a comparable erosion control material shall be specified on slopes 3:1 or steeper or on slopes showing signs of erosion.

- ☐ 19. Provide details and specifications for tree staking, soil preparation, and other planting work. City Standard Street Tree Staking Detail SD-122 is required for street tree planting and is strongly recommended for other trees on the project.

- ☐ 20. Trees shall be planted a minimum of five feet from sewer, water, gas, cable, and electrical lateral services lines as well as from any paving and structures. Trees shall also be located a minimum of seven feet from utility boxes, fifteen feet from a light pole, and a minimum of thirty feet from the face of a traffic signal, or as otherwise specified by the City. Provide root barriers when a tree is located within seven feet of a structure or edge of paving.

- ☐ 21. Root barriers for trees shall be installed along the edge of structure or paving or curb.

- ☐ 22. Minimum three-inches of recycled chipped wood mulch in Dark Brown color, or greenwaste in all planting areas except in turf areas.

- ☐ 23. Prepare planting holes to be two times of a root ball. Backfill mix shall be one part organic compost and two parts native soil.

- ☐ 24. Replace nitrified soil conditioner and commercial fertilizer with minimum 9 cubic yards of organic compost per 1,000 square feet (1:4 ratios) of all planting areas and rototill thoroughly into minimum top 9 inches of soil.

- ☐ ***25. Soil Analysis Report*** (if required by the City Landscape Architect) – Report shall be prepared by a qualified soil and plant laboratory after mass grading is completed. Submit the soil analysis report, and documentation of verifying implementation of the recommendations in accordance with the report at the time of submitting Document of Final Acceptance prior to requesting a landscape inspection to the City.

- ☐ ***26. Setbacks*** – Required front, side street, side and rear yard setback areas shall be fully landscaped and irrigated except for permitted paved areas and other approved encroachments. When landscape setback areas are used for Stormwater Treatment such as bio-swale, the setback areas shall be increased to meet required screen tree planting.

  Comment: Confirm with Planning Division regarding required setbacks for development. The expansive decorative rocks, decomposed granite, or wood mulch as groundcovers for the sole purpose of landscaping in place of live plants is not permitted.

- ☐ ***27. Curbs*** – landscape areas adjoining driveways and/or parking areas shall be separated by 6" high Class "B" Portland Cement concrete curb unless flush curb or slotted curb are proposed for

Stormwater Treatment and approved by the City staff. Cobblestones shall be placed behind each slotted curb to prevent undesirable ponding water and soil erosion. Refer to City of Hayward Standard Details for Standard Sidewalk, Curb and Gutter, Island Curb and Curb Ramp Sections SD-108.

- ☐ ***28. Street Trees – Minimum one 24"-box tree shall be provided for every 20 to 40 lineal feet of street frontage for all commercial and multi-family residential projects depending on tree species and as directed by City Landscape Architect. Minimum of one 15 gallon tree shall be planted within the required front and side yard setback for every 50 feet or fraction thereof frontage for all single family residential projects regardless of construction type: new, additions or remodels. See Tree Preservation Ordinance for detailed information on mitigating protected trees.***

  Comment: Refer to City's List of Recommended Street Trees. City Landscape Architect may also specify a tree for certain streets:_____.

- ☐ ***29. Parking Lot Landscaping – All parking lot shade trees shall be medium to large size tree types.*** A parking lot shade tree shall be provided at every six spaces, or provide 50% shades to total paved areas including driving aisles and/or driveways in 15 years. All parking rows shall be capped with landscape islands. The end capped landscape islands shall have minimum two trees. Shade trees can be planted in finger islands, or continuous landscape medians. Minimum tree size shall be 15-gallon. All landscaping shall be completed with trees shrub and groundcover planting. Alternative shade structure such as carports or solar panel roofs or trellis can be used for providing minimum 50% shading of entire parking lot including parking aisles and/or driveways. Continuous planting islands are encouraged to allow for multiple tree plantings and increased rootable soil volume. Combining a row of compact car parking spaces with a row of standard car parking spaces is encouraged to create central landscape medians. The landscape medians can incorporate vehicle overhangs into landscape areas to create deeper landscape areas. Vehicular overhang shall be provided over and beyond required minimum planting area.

- ☐ ***30. Tree Wells in Parking Lot*** – Tree well design could be allowed when adequate rootable soil volume (min. 85 cubic feet) is incorporated into the tree well planting.

- ☐ ***31. Soil Volume for Tree Wells*** – Tree wells in parking lots shall be excavated to a depth of 3 feet or greater before being backfilled. The use of structural soil mixes is encouraged to promote root growth and to reduce the potential for root invasion into parking lot paving especially where irregular tree wells are proposed.

- ☐ ***32. Parking Lot Screening*** – parking areas screened from neighboring residents, businesses, or street with low shrubs, and/or walls; maximum 30 – 36 inches high per City's Security Ordinance; shrubs will create a continuous 30 – 36 inches high screen at mature growth. The height is measured from the top of the curb.

- ☐ ***33. Parking Lot Lighting*** – Light standards no greater than 16 feet in height are strongly encouraged to minimize conflicts with required shade tree locations or growth.

- ☐ ***34. Masonry Walls and Fences*** – buffered with shrubs or vines where facing a street or driveway.

- ☐ ***35. Parcels Abutting BART Tracks (or within 500 feet and in direct view of BART tracks)*** – 10' wide landscape strip provided along property line, with minimum one 15-gallon tree every 20 lineal feet.

- ☐ ***36. Commercial or Industrial Use Abutting Residential*** – Provide minimum one 15-gallon tree for every 20 lineal feet or the equal quantity of required trees within required side or rear yards.

- ☐ ***37. Drive-in Establishments*** (e.g., service stations, car washes, fast-food restaurants, etc.) – contact Planning Division for specific landscaping standards.

- ☐ ***38. Security*** – landscaping will not obstruct building or parking lot light fixtures, address signs, building entrances, and windows.

- ☐ ***39. Sight Distance*** – for corner lots, shrubs kept to maximum 3 feet high (measured from gutter line) and tree branches kept to minimum 8 feet above the grade at the center of the intersection. (Not applicable to intersections controlled by signs or signals.

- ☐ ***40. Document of Final Acceptance*** – See Attachment C. Submit Document of Final Acceptance when landscaping is completed, prior to requesting a landscape inspection and prior to issuance of a Certificate of Occupancy.

Other Landscaping Requirements (e.g. conditions of approval for planning permit):

- ☐ _____
- ☐ _____
- ☐ _____

B. ***DETAILED IRRIGATION IMPROVEMENT PLAN:*** *Please check all applicable items.*

- ☐ 1. A dedicated water meter is required for projects with 5,000 Square Feet or more of irrigated landscaped area.

- ☐ 2. Re-circulated water system shall be used for decorative water features.

- ☐ 3. Recycled water for irrigation is encouraged.

- ☐ ***4. Submit Landscape Water Use Statement*** – See Attachment A.

- ☐ 5. Estimated Total Water Use (ETWU) does not exceed Maximum Applied Water Allowance (MAWA). *See Attachment A.*

- ☐ ***6. Submit Irrigation Schedule*** – See Attachment B. Submit Schedule when landscaping is completed, prior to issuance of Certificate of Occupancy. A copy of the schedule shall be provided to the property owner.

- ☐ 7. Layout of the irrigation system. (i.e. water meter, backflow prevention device, pressure regulator, rain sensor, automatic controller, main and lateral lines, valves, sprinklers, bubblers, drip emitters, quick couplers, and filters where applicable)

- ☐ 8. Legend summarizing the manufacturer name, model number, and size of all components of the irrigation system.

- ☐ 9. Static water pressure (psi) at the point of connection. (Water pressure at City main available from Utilities Administration, 583-4727.)

- ☐ 10. Flow rate (gallons per minute) and design operating pressure (psi) for each valve; and precipitation rate (inches per hour) for valves with sprinklers.

- ☐ 11. Installation details for irrigation components.

- ☐ 12. Adopt Smart Water Application Technology and irrigation equipment including, but not limited to, controllers, rain sensors, emission devices and valves.

- ☐ 13. Automatic controller shall be equipped with multiple programs and repeat cycle capabilities with a flexible calendar program.

- ☐ 14. Irrigation on slopes 4:1 or greater shall be specified with low volume drip irrigation or matched precipitation rotators -or equal with a precipitation rate not to exceed 0.65 inches per hour. The irrigation controller shall be programmed to "cycle and soaking" in a manner that the precipitation rated applied matches the infiltration rate.

- ☐ 15. Each valve shall irrigate an area with similar micro-climate, slope, and soil conditions and plants with hydrozone requirements.

- ☐ 16. Turf and non-turf areas shall be irrigated on separate valves. Different turf areas shall be on separate valves if sun exposure differs from one area to the other.

- ☐ 17. Drip emitters and sprinklers shall be on separate valves.

- ☐ 18. Drip emitters or two flood or pop-up type bubbler shall be provided for each tree; bubblers shall not exceed 0.25 gallons per minute per device. Bubblers for trees shall be on separate valve, unless otherwise permitted by the City Landscape Architect. Bubblers shall not be placed inside of aeration tubes unless approved otherwise.

- ☐ 19. Two aeration tubes per each tree are required in addition to irrigation unless preassembled bubbler in aeration tube is approved: the tube shall be 30 inches long and 4 inches in diameter PVC perforated drainpipe with slotted cover, and drain rocks shall be filled in and around the pipe. See Standard Street Tree Planting Detail SD-122.

- ☐ 20. Sprinklers shall have matched precipitation rate on each valve.

- ☐ 21. Drip or subsurface irrigation is to be specified for planting including turf area within 24" of hard surface.

- ☐ 22. Specify check valves built into the heads.

- ☐ 23. Use pressure compensating valves or sprinklers are specified where operating water pressure exceeds manufacturer's recommendations.

- ☐ 24. Sprinklers spaced to ensure head to head coverage for maximum coverage, and achieve distribution uniformity.

- ☐ 25. Spray heads shall not overspray onto paving surfaces.

- ☐ 26. Rain shut-off device specified.

- ☐ 27. Pressure regulator provided where static water pressure exceeds maximum recommended operating pressure.

- ☐ 28. All irrigation lines shall not be exposed, including drip systems, except for approved installations to be otherwise.

- ☐ 29. Lateral (non-pressure) irrigation lines are to be 12" minimum below grade. Main (pressure) irrigation lines are to be 18" below grade, minimum, and 24" under drivable surfaces. All lines under pavement must be sleeved.

- ☐ 30. Backflow prevention device shall be mounted on a concrete pad and provided with a strong box type enclosure painted in black or dark green with a lock, and a polar blanket type for freeze protection.

---------- end of the checklist ----------

Tree Preservation

- ❑ See Tree Preservation Ordinance **(HMC Chapter 10, Article 15).**

- ❑ All trees and large shrubs on the site should be shown on a salvage/demolition plan. Trees to be preserved, trimmed, or removed must be indicated on the plan. Trees in good health that are proposed to be removed shall be replaced with a tree of equal size and value.

- ❑ When tree mitigation goals can't be achieved through allowed tree mitigation method as described in Tree Preservation Ordinance, cash mitigation is recommended as an option to a designated City tree fund.

- ❑ A minimum replacement tree size shall be 36"-box tree except for single family residential homes and exceptions as stated in the ordinance. A minimum replacement tree size shall be 24"-box tree for a single family home.

  Comment: Indicate location, trunk diameter, species, and approximate dripline of trees. Retain significant trees and native vegetation that are in good condition, and avoid grading and paving within the dripline of the trees. The City Landscape Architect or Planner may require an arborist report.

- ❑ Tree Protection measures shall be noted on the grading, site, and landscaping plans, if applicable. See below for recommended minimum tree protection measures.

- ❑ A separate tree removal permit must be obtained in person prior to removing any tree designated as protected per Tree Preservation Ordinance; the permit must be signed by a Planner.

  Comment: Replacement trees are typically required for trees authorized for removal, which will be specified by City Landscape Architect based on condition, size, species, and location of tree(s) to be removed. Show required replacement trees on planting plan.

TREE PROTECTION NOTES

1. Tree branches interfering with construction equipment shall be properly pruned ***prior*** to commencement of construction. Pruning shall be as approved by the City and shall comply with City approved practices.

2. A protective fence shall be placed at the dripline of the existing trees during the entire construction period. No work shall occur within the dripline except under the direct supervision of a certified arborist approved by the City.

3. Soil compaction and grading shall be avoided within the dripline of the trees. Maintain a positive drainage away from tree trunk. Irrigation shall be avoided under native oak trees.

4. No storage of materials or equipment shall occur within 25 feet of the dripline of trees.

5. All roots 1" or larger that must be severed shall be cut manually to produce a clean cut and treated with a tree sealant. Boring, rather than trenching shall be required where it is unavoidable for piping to cross through the dripline of a tree.

6. Contractor shall be responsible for providing comparable replacement trees for any existing trees that are found by the City to be irreparably damaged due to construction activity.

STREET TREE PLANTING SPECIFICATIONS

1. Refer to City of Hayward Standard Details for Street Tree Planting SD-122.

2. Tree shall be healthy, disease and insect-free, well-rooted, and properly trained with a straight trunk that can stand upright without support. Tree shall exhibit a central leader, or a main branch that can be trained as a central leader. Branches shall be well-developed and shall be evenly and radially distributed around the trunk. Root ball shall not exhibit kinked or circling roots. After planting, no roots shall be left exposed.

3. Tree shall comply with federal and state laws requiring inspection for plant diseases and pest infestation. Clearance from the county agricultural commissioner, as required by law, shall be obtained before planting trees delivered from outside the county.

4. Prior to planting tree, determine the location of existing or future underground utilities. Locate the tree a minimum of 5 feet from lateral service lines and driveways. Locate the tree a minimum of 15 feet from light pole, and a minimum of 30 feet from the face of a traffic signal, or as otherwise specified by the City.

5. Tree pit shall be tested for proper drainage prior to planting tree. Fill pit with water. If water remains after a 24-hour period, auger three (3) 4-inch diameter by 3-foot deep holes at the bottom of the tree pit. Backfill with drain rock.

6. Set tree in an upright and plumb position. As much as possible, tree shall be positioned such that dominant branches are parallel to the roadway and are oriented away from potential conflicts.

7. If required by the City, two pressure-compensating bubblers, or drip emitters, shall be provided to each tree.

8. Depending on the planter strip width, or the tree well size and the tree species being planted, a 24 inch deep root-barrier may be required by the City to be placed against back of the curb and/or sidewalk. Length of strip barrier will be specified by the City.

9. Stakes are to be removed when the tree trunk diameter meets or exceeds the diameter of the stake.

ATTACHMENT A

Water Efficient Landscape Worksheet

General Instructions:

This statement shall be submitted with the planting and irrigation plans and is the basis for achieving a water efficient landscape design. Part One should be completed before preparing conceptual planting plan. Part Two should be completed after preparing a preliminary planting plan. The Maximum Applied Water Allowance (MAWA) calculated in Part One shall not exceed the Estimated Total Water Use (ETWU) calculated in Part Two.

For design purposes, the MAWA establishes an "annual water budget" for the landscaped area within a project. It is based on the area's evapotranspiration, the ET factor of 0.7, which adjusts for plant factors and irrigation efficiency and the size of the irrigated landscaped area. Current reference evapotranspiration (ETo) data from the California Irrigation Management Information System (CIMIS) shall be used to calculate MAWA. Reference Evapotranspiration for Union City shall be used for ETo value for Hayward.

$$MAWA = (ETo)(0.62)(0.7 \times LA + 0.3 \times SLA)$$

MAWA = Maximum Applied Water Allowance in gallons per year
(ETo) = Reference Evapotranspiration (inches per year): ETo for Hayward is 44.2
(0.62) = Conversion factor to gallons per square foot
0.7 = ET Adjustment Factor
LA = Landscaped area including Special Landscape Area in square feet
0.3 = the additional ET Adjustment Factor for Special Landscape Area (1.0 – 0.7 = 0.3)
SLA = Portion of the landscape area identified as Special Landscape Area in square feet

The ETWU is determined from the planting and irrigation plans for a project and provides an estimate of the water annually needed to keep the landscaping healthy and attractive.

A sample Water Efficient Landscape Worksheet for a hypothetical project is attached.

Preparing landscaping plans that do not exceed the MAWA or "Annual Water Budget" requires an emphasis on water-conserving and summer-dry-climate adopted plants, and limited amount of turf or other non-drought tolerant plants.

Instructions:

Part ONE

Box A- Enter the total square footage of irrigated landscaped area within the project.

Box B- Calculate the Maximum Applied Water Allowance (MAWA) for a project by following the equation, *MAWA = (ETo)(0.62)(0.7 x LA + 0.3 x SLA).*

Part TWO

First, designate "landscape zones" on the preliminary planting plan. Each landscape zone should consist of plants with similar water needs, area with similar microclimate (e.g., slope exposure, wind, etc.) and soil conditions, and areas that will be similarly irrigated. A landscape zone can consist of an area served by one or several valves.

Next, complete the table in Part TWO as follows:

Landscape Zone — Enter symbol corresponding to the designation on the planting plan.

Area (LZ) — Enter square footage of the landscape zone.

27.4 — ETo for Hayward area of 44.2 x Conversion factor to gallons per square feet (44.2 inches per year x 0.62 = 27.4).

Plant Factor (PF) — Enter the PF from Table A below that most closely describes the type of plants in the landscape zone.

Irrigation Efficiency (IE) — Enter the IE from Table B below that describes the predominate type of irrigation in the landscape zone.

ETWU — Calculate the Estimated Total Water Use (gallons per year) for each landscape zone using the following formula:

$$ETWU = \frac{LZ \times PF \times 27.4}{IE}$$

Totals — a) Total the square footage of all landscape zones, which should equal the total irrigated landscaped area shown in Part One, Box A.

b) Total the ETWU for all landscape zones, which shall not exceed the MAWA shown in Part One, Box B.

TABLE A - Plant Factors (PF)

Plant Type	*PF*
Fescue Turf	0.7
Non- Drought Tolerant Plants	0.7
Water-Conserving Plants	0.7
Extra Drought Tolerant Plants	0.2

TABLE B - Irrigation Efficiency (IE)

Irrigation Type	*IE*
Bubblers	0.85
Drip Emitters	0.85
Stream Sprinklers (in planter strips 8 feet or wider)	0.75
Spray Sprinklers (in planter strips 8 feet or wider)	0.625
Subsurface	0.85

EXAMPLE

City of Hayward

Water Efficient Landscape Worksheet

Project Name: **Fashion Elite Commercial Building**

Project Applicant: **John Dow**

Project Address: **21215 Main Street, Hayward, CA 94541**

Prepared by:

Creative Landscape Design	RLA: #1956
Name	**License or Cert. No. (if applicable)**

195 Garden Lane, Hayward, CA 94541	(510) 786-5678	jdow@creativelandscapedesign.com
Address / Telephone Number / E-Mail		

January 14, 2009

Document Preparation Date

PART ONE Maximum Applied Water Allowance (MAWA)

Total Irrigated Landscaped Area (square feet) — **Box A**: **8,873**

Maximum Applied Water Allowance (Gallons per Year) — **Box B**

MAWA = (ETo)(0.62)(0.7 x LA + 0.3 x SLA) = 44.2x0.62(0.7x8873+0.3x1225) = 180,279.95

180,280

PART TWO Estimated Total Water Use

*ETWU = $\frac{LZxPFx27.4}{IE}$

Landscape Zone	Area (LZ) (square feet)	Plant Factor (PF)	Irrigation Efficiency (IE)	ETWU (Gallons/Year)
A	3,113	0.2	0.85	20,070
B	1,943	0.5	0.85	31,317
C	2,592	0.5	0.75	47,347
D	1,112	0.7	0.625	34,125
E	113	0.7	0.625	3,468
TOTAL	8,873			136,327

City of HAYWARD

Water Efficient Landscape Worksheet

Project Name:

Project Applicant:

Project Address:

Prepared by:

Name **License or Cert. No. (if applicable)**

Address / Telephone Number / E-Mail

Document Preparation Date

PART ONE Maximum Applied Water Allowance (MAWA)

Total Irrigated Landscaped Area (square feet) — Box A

Maximum Applied Water Allowance (Gallons per Year)
MAWA = (44.2)(0.62)(0.7 x LA + 0.3 x SLA) — Box B

PART TWO *Estimated Landscape Water Use*

*ETWU = $\frac{LZ \times PF \times 27.4}{IE}$

Landscape Zone	Area (LZ) (square feet)	Plant Factor (PF)	Irrigation Efficiency (IE)	ELWU (Gallons/Year
TOTAL				

ATTACHMENT B
IRRIGATION SCHEDULE

General Instructions:

A monthly irrigation schedule shall be prepared to cover the initial 90-day plant establishment period and the following one-year period. The irrigation schedule shall be prepared by a landscape architect or designer, an irrigation designer, or a licensed landscape contractor. Attached is a suggested form for the irrigation schedule. The preparer may use this form or follow another appropriate format.

The irrigation schedule shall rely on the Estimated Total Water Use (ETWU) that was calculated for the project during the preparation of the landscaping plans. The schedule should also rely on monthly reference evapotranspiration (ET) data for the Hayward area, which is provided below. Once established, Tall Fescue turf can be maintained in an attractive manner at approximately 70 percent of the ET rate under normal weather conditions. Water-conserving plants typically need 50 percent or less of the ET under normal weather conditions. The amount of water applied for valve should also be adjusted for irrigation efficiency, local rainfall, specific site conditions, (e.g., exposure, slope, etc.) depths of root zone, and soil conditions, (e.g., water holding capacity, and infiltration rate). Ultimately, the amount and frequency of irrigation will need to be monitored regularly to adjust for plant growth, climatic changes, and site conditions.

For valves with overhead spray or stream sprinklers, set valves to operate between 9 p.m. and 8 a.m. to reduce water loss from wind and evaporation. Early morning irrigation is recommended for turf and ground cover. On slopes and soils with slow infiltration rates, program valves for multiple repeat cycles to reduce run-off.

Estimated Monthly ET for Hayward Area*
(inches per year)

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann ET.
1.4	1.8	3.1	4.2	5.4	5.9	6.4	5.7	4.4	3.1	1.5	1.2	44.2

- Based on reference evapotranspiration (ETo) data for Union City from the California Irrigation Management Information System (CIMIS).

SPECIFIC INSTRUCTIONS:

A. **Valve or – Station Number** — Shall correspond to irrigation plan.

B. **Plant Type-** — *Indicate either:*

- **T** - Trees Only
- **WC** - Water-conserving trees, shrubs, and/or groundcover
- **ND** - Non-drought tolerant trees, shrubs, and/or groundcover
- **GC** - Groundcover only
- **L** - Turf

C. **Irrigation Type-** — *Indicate either:*

- **SP** - Spray Sprinklers
- **ST** - Stream Sprinkler
- **MP** - Matched Precipitation Sprinkler
- **B** - Bubblers
- **D** - Drip Emitters

D. **Flow Rate-** — Indicate total gallons per minute or hour flowing through Valve during normal operation (available on irrigation plan).

E. **Precipitation-Rate** — For valves with spray or stream sprinklers ***only,*** indicate the average precipitation rate in inches per hours (available on irrigation plan, from irrigation manufacturer, or through field test.)

F. **Month-** — Begin irrigation schedule with the month that landscaping work is completed.

G. **Run Time-** — Indicate total minutes per day valve will be operating.

H. **Number of-Day/Week** — Indicate number of days per week valve will be scheduled to operate.

City of HAYWARD

MONTHLY IRRIGATION SCHEDULE

Project Name: _____

Project Address: _____

Prepared by: *Name* _____ *License or Certification No. (if applicable)* _____

Address _____ *Telephone Number* _____

_____ *Date Prepared* _____

Valve or Station Number (A)	Plant Type (B)	Irrigation Type (C)	Flow Rate (D)	Precipitation Rate (E)	Initial Plant Establishment Period (3 Mos.)			Following One-Year Period (12 Months)											
1																			
2																			
3																			
4																			
5																			
6																			

NOTE: This irrigation Schedule should be used as a guide. The landscaping should be monitored regularly and the schedule adjusted as needed for plant growth, local rainfall, and climatic conditions. Check irrigation system frequently to minimize run-off and overspray. Schedule valves with sprinklers to irrigate between 9 PM and 8 AM to reduce water loss from wind and evaporation.

F — Month

G / H — Run Time (Minutes per Day) / Days per Week

CITY OF HAYWARD

ATTACHMENT C
DOCUMENT OF FINAL ACCEPTANCE

Project Name: _____

Project Address: _____

Building Permit No. _____ Planning Permit No.: _____

I/We hereby certify the following:

1. The landscape work for the above project has been completed in full compliance to the City approved planting and irrigation plans and specifications;

   - ☐ Soil Amendment/Organic Compost
   - ☐ Staking of Trees: 2 sets of rubber ties & horizontal bracing
   - ☐ Verification of implementing soil analysis report recommendations
   - ☐ 3" deep Bark Mulch: recycled
   - ☐ Irrigation Head Review
   - ☐ Organic Fertilizer
   - ☐ Irrigation Coverage
   - ☐ Quality of Plant Material
   - ☐ Water Pattern
   - ☐ Spacing of Plant Material
   - ☐ Required Revision or Substitutions (explain in comments)

   _____ Date of Final Acceptance for Conformance to Prepared Plans.

2. The automatic controller has been set according to the approved irrigation schedule for the plant establishment period;
3. The irrigation system has been adjusted to maximize irrigation and minimize overspray and runoff; and
4. A copy of the irrigation schedule had been given to the property owner, and is submitted with Document of Final Acceptance to the City of Hayward.

COMMENTS: _____

_____

_____

This documentation was prepared by: (check whichever applies)

☐ Landscape Architect (for projects having plans prepared by a Licensed Landscape Architect).

☐ Licensed Landscape Contractor when permitted by the City of Hayward

Signature: _____ Date: _____

Address: _____ Phone: _____

_____ _____

License No.

ATTACHMENT D

EXAMPLE: Landscape Water Use Statement

PLANT PALETTE

STREET TREES (24" Box):
- Platanus acerifolia "Yarwood"/ Sycamore (Main Street)
- Pyrus calleryana "Aristocrat"/ Aristocrat Pear (First Street)

PARKING LOT TREES (15 gallon):
- Fraxinus "Moraine"/Moraine Ash
- Lagerstroemia x. "Tuscarora"/ Crape Myrtle

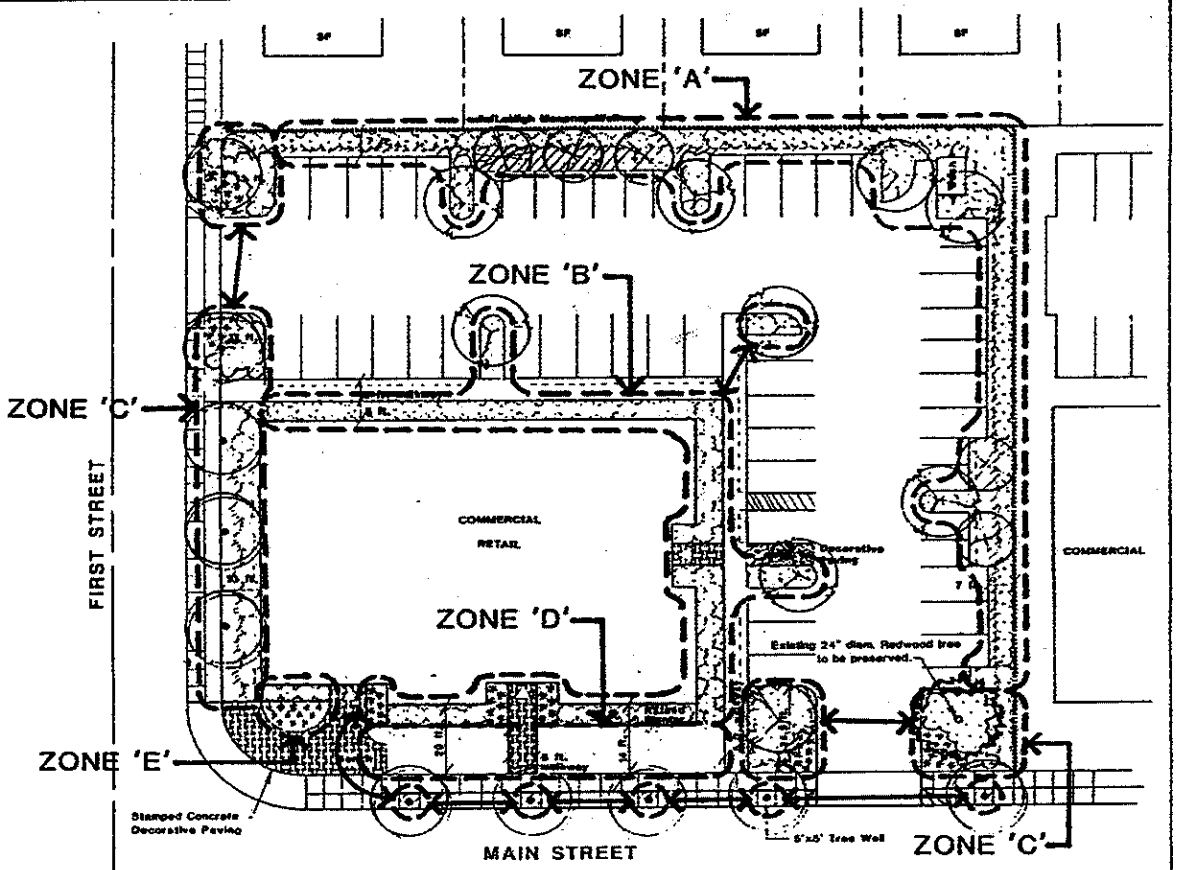
MEDIUM SHRUBS (5 gallon):
- Abelia grandiflora/Glossy Abelia
- Escallonia exoniensis "Frades"/ Escallonia
- Photinia fraseri/Fraser Photinia
- Viburnum suspensum/ Sandankwa Viburnum
- Xylosma congestum/Shiny Xylosma

LOW FOUNDATION SHRUBS (5 gallon):
- Cistus hybridus/White Rockrose
- Pittosporum tobira "Wheeler's Dwarf"/Dwarf Tobira
- Rhaphiolepis indica "Clara"/ India Hawthorn

FLOWERING ACCENT SHRUBS (1 gallon):
- Agapanthus africanus "Queen Anne"/Lily-of-the-Nile
- Hemerocallis hybrids/Daylily
- Salvia leucantha/Mexican Sage

GROUND COVER:
- Gazania Misuwa Yellow/Gazania (flats, 12" O.C.)
- Ceanothus gloriosus "Anchor Bay"/ Point Reyes Ceanothus

TURF: (Drought-tolerant Fescue blend)



Landscape Zones:

"A"	-	Extra-drought tolerant plants with drip emitters
"B"	-	Water-conserving plants with bubblers
"C"	-	Water-conserving plants with stream sprinklers
"D"	-	Fescue turf with spray sprinklers
"E"	-	Non-drought tolerant plants with spray sprinklers

Minimum Scale 1" = 20'

0' 10' 20' 40'

OWNER:
Fashion Elite
29937 Farmingham Lane
Newberg, MO 87582
Phone Number: 722/516-9999

APPLICANT:
Same as Owner

LANDSCAPE ARCHITECT:
Creative Landscape Designs, Inc.
195 Garden Lane
Hayward, CA 94541
Phone Number: 415/786-5678

CONTACT PERSON:
Fred Church
Project Manager

Date:
Rev.

CONCEPTUAL PLANTING PLAN

Commercial Building for Fashion Elite

21215 Main St.
Hayward, CA

Exhibit B

CITY OF
HAYWARD
HEART OF THE BAY

HAYWARD ENVIRONMENTALLY FRIENDLY LANDSCAPE GUIDELINES AND CHECKLIST FOR SINGLE-FAMILY DEVELOPMENT

September, 2008

✓ *Applicability of these Guidelines and Checklist*

These guidelines and checklist are intended for use by a non-landscape professional and are to be used for developments comprising one to three single-family units, including duplexes, and for residential remodels and additions that entail an increase of at least 50 percent of existing building footprint area. Although not required, the use of these guidelines and checklist for smaller remodels and additions is encouraged to promote water conservation and sustainable landscaping.

For other more substantial projects, the City's Environmentally Friendly Landscape Guidelines and Checklist for Landscape Professionals are to be used.

✓ *Purpose of Guidelines and Checklist*

The guidelines and checklist are provided to assist the homeowner to plan and develop an attractive, San Francisco Bay friendly, energy-conserving, water efficient, and wildlife-friendly garden. They incorporate the principles of Bay-Friendly Landscaping by StopWaste.Org*, and the water efficient landscape goals of the California Department of Water Resources.

These guidelines and checklist are derived from the City's adopted policies, standards and guidelines, which include the Water Efficient Landscape Ordinance, Tree Preservation Ordinance, and the Hillside Design and Urban/Wildland Interface Guidelines, and StopWate.org's Bay-Friendly Gardening guidelines*.

Reference websites:

- www.hayward-ca.gov/municipal/ for City of Hayward Municipal Codes
- www.StopWaste.org *
- www.ourwaterourworld.org for guides to pest control and more
- www.cal-ipc.org for California invasive plant material list and recommendations
- www.arborday.org/ for information regarding benefits of trees
- www.livingsystemslandmangement.com for grazing for controlling weeds and firebreaks

* Bay-Friendly Landscape Guidelines are established by StopWaste.Org, a program funded by the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board.

CITY OF
HAYWARD
HEART OF THE BAY

Reference Books:

- ❖ EBMUD's latest publication: Plants and Landscapes for Summer-Dry Climate of the San Francisco Bay Region
- ❖ Sunset Western Garden Book

✓ *What is required at completion of landscaping?*

Submittal of a completed *Verification of Landscaping Installation* form (copy attached) is required upon completion of required landscape installation prior to issuance of a Certificate of Occupancy.

LANDSCAPE GUIDELINES

Planting:

- ✓ Any tree removed for new development or remodels and additions must be replaced in accordance with Tree Preservation Ordinance (HMC Chapter 10, Article 15). The minimum replacement tree size is 24"-box.
- ✓ In addition to replacement trees, additional new trees shall be planted, in accordance with standards indicated in following pages.
- ✓ Recycle minimum 50% of green waste.
- ✓ Stockpile topsoil and reuse.
- ✓ Group plants by similar water use requirements.
- ✓ Soil preparation and staking for tree planting: Prepare planting holes, to be two times the size of the tree root ball. Backfill mix shall be 1 part organic compost and 2 parts native soil. Use City Standard Street Tree Staking Detail SD-122 for tree planting.
- ✓ Trees shall be planted a minimum of 5 feet from sewer, water, gas, cable, and electrical lateral services lines as well as from any paving and structures. Trees shall also be located a minimum of 7 feet from utility boxes, 15 feet from a light pole, and a minimum of 30 feet from the face of a traffic signal, or as otherwise specified by the City.

* Bay-Friendly Landscape Guidelines are established by StopWaste.Org, a program funded by the Alameda County Waste Management Authority and the Alameda County Source Reduction and Recycling Board.

- ✓ Use diverse plant palettes of different sizes, shapes, texture and seasonal color (see attached plant list for guidance).
- ✓ Choose plants and allow enough spacing for plants to grow to their natural, mature shape and size.
- ✓ Do not use plants listed by Cal-IPC (California Invasive Plant Council) as invasive in the San Francisco Bay Area: www.cal-ipc.org.
- ✓ Where turf is proposed, use a drought tolerant Tall Fescue or variety with similar water requirements.
- ✓ Minimize use of pesticides and herbicides.
- ✓ Use recycled landscape construction material as much as possible such as mulch, header boards. etc.
- ✓ Recommended soil amendments: Do not use nitrified soil conditioner and commercial fertilizer. Use approximately three inches of organic compost and rototill thoroughly into minimum top nine inches of native soil.

Irrigation:

- ✓ Check static water pressure (psi) at the point of connection. (Information on water pressure at City main available from Utilities Division of City Public Works Department at 583-4727.)
- ✓ Each valve shall irrigate a planting area with similar water use requirements, sun exposure and slope.
- ✓ Recycled or rain harvested water for irrigation is encouraged.
- ✓ Drip emitters and sprinklers shall be on separate valves.
- ✓ Sprinklers should be spaced at maximum 1.0 times radius of head for square area and maximum 1.2 times radius of head for triangular area.
- ✓ Stream rotating nozzles (e.g., stream rotors, MP rotators) are recommended where spray sprinklers are considered for highly efficient and uniform water delivery.
- ✓ Rain shut-off device and rain sensor are recommended.
- ✓ All irrigation lines need to be underground, including drip systems, except for temporary installations.

LANDSCAPE CHECKLIST FOR SINGLE-FAMILY DEVELOPMENT

Single-Family Home(s): ☐ new (number of units: _____)

☐ remodel/addition exceeding 50% of existing building footprint

Project Applicant:_____

Project Applicant's Address and E-mail:_____

Project Name:_____ Building Permit No.:_____

Project Address:_____ Planning Permit No.:_____

LANDSCAPE REQUIREMENTS:

Planting:

- ☐ Arborists report required for removing 3 or more trees that measure larger than 8 inches in diameter at 54 inches above the ground UNLESS the trees to be removed are on the Protected Tree list in Tree Preservation Ordinance (HMC Chapter 10, Article 15). Arborists report shall be required for any trees removed from the Protected Tree that are measured a minimum 4 inches in diameter measured 54 inches above the ground. The report must include appraised value of all trees on the property and any tree protection recommendations to be implemented during construction. A tree preservation bond equal to the value of trees to be saved that may be impacted by construction shall be posted at issuance of grading or building permit.

- ☐ Limit the use of impervious paving types (e.g., asphalt or concrete), and use permeable paving types, such as natural stones and pavers in sand leveling bed. Any new homes located on more than 3:1 slope must use permeable paving for all proposed paved areas, except for allowed driveway, unless otherwise approved by Planning Division Manager.

- ☐ Show and label all existing trees to be removed or retained.

- ☐ Show locations of proposed plants on a scaled landscape plan, and provide a plant legend that indicates plants' botanical and common names, quantity, size, spacing, and indicate on the plan watering needs such as high, moderate, low, or no summer watering.

- ☐ Plant one 15-gallon tree within the required front and side yard setbacks for every 50 feet of frontage or fraction thereof. Any missing, dead, or dying street trees shall be replaced with 24"-box trees.

- ☐ Limit the use of turf to 25 percent of the total landscaping area. Do not use turf on slopes exceeding 10 percent, or areas narrower than 8 feet.

- Use drought tolerant plants that require occasional, little or no summer watering (see attached plant list for guidance).
- Place a minimum three inches of recycled chipped wood mulch in a dark brown color or place greenwaste in all planting areas, except in turf areas, for weed control and water retention.

Irrigation:

- Layout irrigation system: water meter, gate valve, pressure regulator, main and lateral lines, valves, sprinklers, bubblers, drip emitters, and filters where applicable.
- Turf and non-turf areas to be irrigated on separate valves.
- Provide drip emitters or two flood or pop-up type bubblers for each tree; irrigation for trees shall be on a separate valve.
- Two aeration tubes per each tree are required: the tube shall be 30 inches long and 4 inches in diameter PVC perforated drainpipe with slotted cover, and drain rocks shall be filled in and around the pipe.

Helpful Gardening Guides to a Healthy Garden:

"Bay-Friendly ***is a holistic approach to gardening and landscaping that works in harmony with the natural conditions of the San Francisco Bay Watershed. Bay-Friendly practices foster soil health, conserve water and other valuable resources while reducing waste and preventing pollution. Visit www.stopwaste.org."***

Healthy Soil - Compost food waste and garden debris and amend soil with compost.

Weed Control and Improve Soil – Lay recycled cardboards (sheet mulching) before placing mulch.

Garden Waste as Mulch – Use leaves, chipped plants, branches and garden clippings as mulch.

Reduce Waste – Don't over plant. Minimize pruning. Allow enough room for each plant to grow.

Grasscycling – Mow lawn less often. Mow when lawn is dry, and leave the clippings on the lawn.

Less Water – Choose plants that are California native and/or drought tolerant, and buy plants from local nurseries.

Less Water – Minimize or eliminate lawn area.

Water Smart – Group plants with similar watering needs.

Water Smart – Pay only what you use. Install efficient irrigation system with a rain/moisture sensor device. Reduce rain and irrigation run-off.

Water Smart – Install a rainwater collection or gray (recycled) water system.

Wildlife-Friendly – Provide variety of plants with flowers and fruits for birds, butterflies, and other wildlife.

Wildlife-Friendly – Provide bird bath, water dish or a small pond.

Wildlife-Friendly – Leave some areas in the garden somewhat untidy: let flowers go to seed to provide food for birds, and leave dead leaves and stalks to shelter over-wintering insects.

Protect Children and Protect the Bay – Do not wash synthetic fertilizers or herbicides into the Bay.

Protect the Bay – Minimize impervious paving such as concrete patios and driveways. Allow water to oak back into soil and recharge ground water.

Protect the Bay – Terrace steep slopes. Prevent erosion and reduce run-off.

Healthy Community – Tolerate pests as much as possible. Grow your own vegetable organically.

Save Energy – Plant deciduous trees on the west side of the house to provide shade. Less energy bill.

Save Energy – Pave less and plant more.

Save Energy – Use solar powered or low voltage lighting.

Reduce Pollution – Turf less, mow less, compost, and plant more trees.

Suggested Plant List

Botanical Name	Common Name	evergreen	deciduous	color interests	flowers	water needs
TREES						
Aesculus californica	California Buckeye		x	x	x	moderate
Arbutus 'Marina'	Arbutus	x			x	moderate
Celtis sinensis	Chinese Hackberry		x	x		moderate
Cercis occidentalis	Western Redbud		x	x	x	moderate
Eriobotrya deflexa	Bronze Loquat	x			x	moderate
Ginkgo biloba	Maidenhair Tree		x	x		moderate
Jacaranda	Jacaranda		x		x	infrequent
Koelreuteria paniculata	Glodenrain tree		x	x	x	moderate
Lagerstroemia indica	Crape Myrtle		x	x	x	moderate
Leptospermum	New Zealand Tea Tree	x			x	infrequent
Pistacia chinensis	Pistacia Tree		x	x		occasional
Platanus acerifolia	London Plane Tree		x	x		moderate
Quercus agrifolia	Coastal Live Oak	x				infrequent
Schinus molle	California Pepper	x				infrequent
Sequoia semperviron	Redwood	x				moderate
SHRUBS						
Abelia grandiflora	Abelia	x			x	moderate
Aloe spp.	no common name	x				infrequent
Arbutus	no common name	x			x	occasional
Arctostaphylos spp.	Manzanita	x			x	occasional
Artemisia spp.	no common name	x				occasional
Berberis spp.	Barberry	x	x			moderate
Carpenteria californica	Bush Anemone	x			x	moderate
Ceanothus spp.	Wild Lilac	x			x	infrequent
Cercis occidentalis	Western Redbud		x	x	x	infrequent
Chaenomeles	Flowering Quince		x		x	infrequent
Choisya ternata	Mexican Orange	x			x	moderate
Cistus spp.	Rockrose	x			x	infrequent
Coleonema spp.	Breath of Heaven	x			x	moderate
Correa spp.	Australian Fuschsia	x			x	moderate
Cotinus coggygria	Smoke Tree		x	x	x	infrequent
Cotoneaster spp.	no common name	x			x	infrequent
Dodonaea viscosa	Hop Bush	x		x	x	infrequent
Echium fastuosum	Pride of Madeira	x			x	infrequent
Escallonia spp.	no common name	x			x	moderate
Euonymus japonicus	Evergreen Euonymus	x		x		moderate
Feijoa	Pineapple Guava	x			x	infrequent

Hibiscus huegelii	Blue Hibiscus	x			x	moderate
Lantana	Lantana	x			x	infrequent
Lavandula	Lavender	x			x	infrequent
Lavatera	Tree Mallow	x			x	moderate
Lupinus	Lupine	x			x	infrequent
Nandina	Heavenly Bamboo	x		x		infrequent
Nerium oleander	Oleander	x			x	infrequent
Osmanthus	Osmanthus	x			x	moderate
Philadelphus	Mock Orange	x	x		x	moderate
Photinia fraseri	Photinia	x		x		moderate
Rhaphiolepis	Rhaphiolepis	x			x	infrequent
Ribes	Currant	x	x		x	moderate
Rosa	Rose		x		x	moderate
Salvia spp.	Sage	x			x	occasional
Santolina spp.	Santolina	x			x	occasional
Westringia fruticosa	Coast Rosemary	x			x	occasional
Xylosma congestum	Xylosma	x				occasional
PERENNIALS						
Acanthus Mollis	Bear's Breech				x	occasional
Achillea spp.	Yarrow				x	occasional
Agapanthus spp.	Lily-of-the-Nile				x	occasional
Agave	Agave					occasional
Allium	Allium				x	occasional
Anemone spp.	Windflower				x	moderate
Armeria maritima	Common Thrift				x	moderate
Cosmos	Cosmos				x	moderate
Dietes	Fortnight Lily				x	occasional
Dymondia	Silver Carpet					moderate
Echinacea	Coneflower				x	moderate
Erigeron	Fleabane				x	occasional
Gazania	Gazania				x	moderate
Iris	Iris				x	occasional
Oenothera	Evening Primrose				x	occasional
Phormium	New Zealand Flax					occasional
Stachys byzantina	Lamb's Ears				x	moderate
Thymus	Thyme				x	moderate
Tulbaghia	Society Garlic				x	moderate
Yucca	Yucca				x	infrequent
GRASSES AND GRASSLIKE PLANTS						
Carex	Sedge					moderate
Festuca	Fescue					moderate
Helictotrichon	Oat Grass					moderate
Miscanthus	Miscanthus					moderate
Stipa	Feather Grass					moderate

Single-Family Home(s) (including duplexes)

Check appropriate box:

☐ new (number of units: _____)

☐ remodel / addition

Project Applicant's Name:_____

Project Applicant's Address if different than project address:_____

Project Name:_____ Project Address:_____

City Building Permit Number:_____

I/We hereby certify the following:

The landscape work for the above-referenced project has been completed in compliance with the City approved planting and irrigation plans and specifications.

COMMENTS: _____

_____

_____

_____

_____ _____

Signature of homeowner, contractor or owner's representative (circle whichever applies) Date

_____ _____

Print Name Phone or e-mail address

_____ _____

Signature of homeowner, contractor or owner's representative (circle whichever applies) Date

_____ _____

Print Name Phone or e-mail address

Department of Development Services
Planning Division
777 B Street, Hayward, CA 94541-5007
Tel: 510/583-4200 Fax: 510/583-3649

especially pleased with the quality of low income and senior housing from Eden and also the residential units overall. She is also extremely excited about Safeway coming in because it would be utilized by many, many people, not just those living at the site. She's OK with the height of the parking garage, but a lot can be done to soften the look and anyone concerned should give their input prior to the final plan submission. Open space is always a concern with a high density development like this, so whatever happens with the CalTrans property is important. She pointed out that the nearby Garin Park is huge and highly underutilized. Maybe AC Transit, working with the developer and BART, could create a shuttle van to make the park more accessible. Lastly, parking is an issue, but it's the developer's responsibility to market to people who understand that parking is not available. The developer needs to stress that it's a transit-oriented project.

Chair Lavelle then called for a vote and the motion was passed unanimously 5:0.

2. **Hayward Environmentally Friendly Landscape Guidelines and Checklists for Private Development Projects**

Planning Manager Richard Patenaude gave some background on the City's landscape design policy. New announcements included the expected completion of StopWaste.org's Bay Friendly Landscape System in late spring 2009, and the release of the state's Final Model Water Efficiency Standards in March. He expects it may take up to one year from this point for the City to develop an ordinance in response to these new Bay Friendly Landscape programs. The City will also have to look at how a new ordinance could impact existing ordinances including the Zoning Ordinance. In the meantime the Council Sustainability Committee wanted some guidelines.

Exhibit C of the report, Hayward Environmentally Friendly Landscape Guidelines and Checklist for Single-Family Development, is a response, he said, to direction by the Sustainability Committee to provide something for the homeowner, or the non-professional, in the landscape realm. The guidelines and checklist are designed for developments of 1-3 homes or for major remodels or additions that increase the buildings footprint by no more than 50 percent. Submittal of the checklist would be required with building permit application submittals and include provisions for planting and irrigation. Guidelines would include gardening tips, and a plant list to help homeowners be in compliance, and desired landscape practices. Staff would not be conducting final inspections, but would require submittal of verification stating compliance with the improved plans. The compliance form would be attached to the guidelines.

Exhibit B, Hayward Environmentally Friendly Landscape Guidelines and Checklist for the Landscape Professional, was developed, per the request of the Sustainability Committee, for larger developments and therefore provides more comprehensive guidelines, Mr. Patenaude said. These guidelines are for development of 4 or more single family homes, multi-family developments, commercial developments, and commercial tenant improvements or additions with more than 5,000 square feet of landscape area renovation. These projects would require landscape plans prepared by a landscape professional. As is currently practiced, the City's landscape architect would review plans and conduct inspections.

At a community meeting, at which only three landscape professionals and one member of the public attended, one concern expressed was the development of one single standard to avoid any loopholes. This concern will be addressed during the development of the ordinance. The City

currently has a single standard but the Sustainability Committee wanted to make it easier for the homeowner to comply. For this reason, staff decided to divide the guidelines by project size and propose two different standards. When a protected tree is on a property the City requires an arborist report.

Commissioner Mendall asked if the current proposal is the same as what was discussed at the previous work session and asked what input was received from landscape architects. Mr. Patenaude confirmed and noted that one would be addressing the commission.

Commissioner Loché asked if there was any consideration of cost for smaller projects and suggested the requirements be based on what percentage of the property was being renovated rather than a hard number. City of Hayward Landscape Architect Michelle Koo explained that the 5000 square foot guideline was developed because that's when a separate meter is needed. Commissioner Loché was satisfied with this explanation.

Chair Lavelle opened the public hearing at 9:55 p.m.

Todd Young, a landscape architect with Gates & Associates, said he was at the community meeting. He said Hayward's proposed guidelines and checklist is an incremental step that's eventually going to be mandated by the state so it's a great step forward. The guidelines support the Bay Friendly Landscape Program and he commended the Commissioners and staff for their forward thinking.

Chair Lavelle closed the public hearing at 9:57 p.m.

Commissioner Mendall agreed with the speaker and was in favor of the City moving in that direction. This will also give staff time to develop the formal ordinance, he said.

Commissioner Mendall made a motion to accept the staff recommendation and Commissioner Loché seconded his motion.

The motion passed uninamously 4:0.

ADDITIONAL MATTERS

3. Oral Report on Planning and Zoning Matters

Mr. Patenaude reported that March will be busy with three meetings: On March 5th the Planning Commission will review the draft housing development update; on March 12th they will review a multi-family residential project at South Garden and Marin; and on March 26th the Commission will be reviewing the draft EIR for Route 238 land use study. On April 23rd the Commission will have a double work session to consider both the Route 238 land use study and the City Center

Exhibit D

2

CITY OF
HAYWARD
HEART OF THE BAY

DATE: February 19, 2009

TO: Planning Commission

FROM: Planning Manager

SUBJECT: Hayward Environmentally Friendly Landscape Guidelines and Checklists for Private Development Projects

RECOMMENDATION

That the Planning Commission finds that the proposed project is Categorically Exempt from the California Environmental Quality Act (CEQA) guidelines, pursuant to Sections 15308, *Actions by Regulatory Agencies for Protection of the Environment*; and recommends that the City Council adopt the use of the Hayward Environmentally Friendly Landscape Guidelines and Checklists for private development projects.

BACKGROUND

The Council Sustainability Committee expressed support to wait to adopt a City water-efficient landscape ordinance until Stopwaste.org completed development of its Bay Friendly system, including developing a checklist and third-party rater system for single-family developments; and until the State released its new Model Water Efficiency standards. However, the Committee expressed a desire to adopt, by resolution, standards for landscaping that could be used ahead of the later ordinance. The Committee also encouraged more substantial requirements with associated guidelines and a checklist for larger developments, intended for use by landscape professionals.

In response to direction given by the Council Sustainability Committee, staff has developed a new set of sustainable landscaping guidelines and checklist for new single-family home construction, and single-family remodels and additions, which include a plant list. They are designed for use by the homeowner and non-landscape professional. The Committee also encouraged higher standards for new, larger developments and, therefore, staff is recommending utilization of a more comprehensive set of guidelines and checklist for such projects.

Staff is proposing three thresholds related to the use of specific guidelines and checklists:

1. LANDSCAPE PROFESSIONALS: A set of guidelines and associated checklist required for use by landscape professionals (Exhibit B), applicable to more substantial projects, such as

those involving four or more new single-family homes, new multi-family residential development, new commercial development, and commercial tenant improvements or additions with more than 5,000 square feet of landscape area renovations. These guidelines and checklist would not be required for projects that have already received City approval.

2. HOMEOWNER: A set of guidelines and associated checklist required for use by a homeowner (Exhibit C) for developments consisting of one to three new single-family homes, including duplexes, or for major remodels or additions that increase existing building footprint area by more than 50 percent. These guidelines and checklist would not be required for projects that have already received City approval.

3. SMALL PROJECTS: Proponents for smaller residential and commercial remodels and additions would not be required to implement checklists items, but would be encouraged to do so.

Exhibit A summarizes these three thresholds and staff's recommendation based on the recommendation of the Committee and comments by the Planning Commission and the City Council at a work session on December 9, 2008.

DISCUSSION

Hayward's General Plan sets forth goals for preserving and improving the City's natural and built environment in order to protect the health of its residents and to foster its economy. Sustainable landscape design, construction, operation and maintenance can have a significant positive effect on energy, water, and resource efficiency, waste and pollution reduction, and human health. Environmentally-friendly landscaping contributes to a reduction in greenhouse gas emissions, improves air quality, and enhances urban sustainability.

To provide these benefits, staff recommends adoption of both sets of guidelines and checklists. Where existing City ordinance provisions conflict with the guidelines and checklists, the existing ordinance provisions would prevail; however, staff has made all attempts to ensure compatibility between the proposed guidelines and existing ordinance provisions.

The more substantial set of guidelines and checklist (Exhibit B) are recommended for larger projects, including those entailing four or more single-family unit developments, new multi-family developments, and commercial developments with new or renovated landscape area, exceeding 5,000 square feet. Staff is recommending that for such projects, the checklist be required to be submitted, and the checklist items be incorporated into plans and construction. As is the current practice, the City's landscape architect would review plans and conduct inspections to ensure required compliance for these larger projects.

The second set of guidelines and checklist (Exhibit C) have been developed in response to the Committee's previous comments, and are for single-family developments, encompassing less than four units or less than 50 percent footprint expansion, and are intended to be used by the non-landscape professional (e.g., homeowner/builder). Staff recommends that submittal of the checklist be required with building permit application submittals, and that the checklist items, which include provisions for planting and irrigation, be incorporated into projects.

For smaller multi-family residential projects and commercial remodels and additions (with less than 5,000 square feet of landscape renovation), use of the guidelines and checklist is only encouraged. The guidelines and checklist also include gardening tips and a plant list for guidance to assist homeowners with compliance and desired landscaping practices. Staff would review plans to encourage the inclusion of checklist items into plans. Staff would not typically conduct final inspections of such landscaping, but would require submittal of a verification form from the homeowner or project proponent indicating compliance with the approved plans. Such form is attached to the guidelines, and would be placed in the project file.

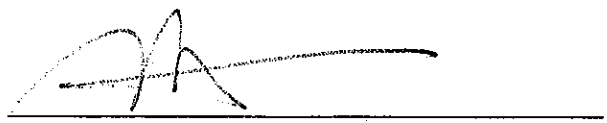
COMMUNITY PARTICIPATION

A community meeting to discuss the proposed guidelines and checklists was held on December 18, 2008. Landscape professionals, neighborhood task forces and associations, and other known interested parties were invited to attend. Three landscape professionals and a Fairway Park resident attended; the resident suggested that stricter guidelines be adopted. The proposed guidelines and checklists are meant to be an interim measure; the resident's concerns will be addressed at the time the later ordinance is considered based upon Stopwaste.org's Bay Friendly system and the State's Model Water Efficiency standards.

NEXT STEPS

A City water-efficient landscape ordinance will be considered once Stopwaste.org has completed development of its Bay Friendly system, including developing a checklist and third-party rater system for single-family developments; and once the State has released its new Model Water Efficiency standards (for which a draft was distributed for review in January 2009).

Prepared and Recommended by:



Richard E. Patenaude, AICP
Planning Manager

Attachments:

Exhibit A:	Summary Matrix of Staff Recommendations for Private Developments
Exhibit B:	Draft Hayward Environmentally Friendly Landscape Guidelines and Checklist for Landscape Professionals
Exhibit C:	Draft Hayward Environmentally Friendly Landscape Guidelines and Checklist for Single-Family Developments

DRAFT

HAYWARD CITY COUNCIL

RESOLUTION NO._____

Introduced by Council Member _____

mae
3/10/09

RESOLUTION ADOPTING GUIDELINES AND CHECKLISTS
FOR ENVIRONMENTALLY-FRIENDLY LANDSCAPING
FOR PRIVATE DEVELOPMENT PROJECTS

WHEREAS, sustainable landscape design, construction, operation and maintenance can have a significant positive effect on energy, water and resource efficiency, as well as waste and pollution reduction and human health; and can contribute to a reduction in greenhouse gas emissions, improve air quality and enhance urban sustainability; and

WHEREAS, at the direction of the Council Sustainability Committee, staff has developed two sets of sustainable landscaping guidelines and accompanying checklists. One set of guidelines and checklist would apply to new multi-family and commercial development; residential projects consisting of more than four single-family units; and multi-family additions or remodels or commercial tenant improvements, additions or remodels encompassing more than 5,000 feet of landscape renovation ("Guidelines and Checklist for the Landscape Professional"). Use of the Guidelines and Checklist for the Landscape Professional would be encouraged, but not required, for multi-family and commercial projects that do not meet the guidelines' thresholds. The second set of guidelines would apply to residential development of less than four units and residential remodels or additions that increase the building footprint by more than fifty (50%) percent ("Guidelines and Checklist for Single-Family Development". Use of the Guidelines and Checklist for Single-Family Development would be encouraged, but not required, for small residential projects that do not meet the guidelines' thresholds; and

WHEREAS, staff is recommending that the guidelines and checklists be used pending the enactment of a local water-efficient landscape ordinance for private development, which is anticipated to be adopted at such time as Stopwaste.org completes development of its Bay Friendly system and the State releases its new Model Water Efficiency standards; and

WHEREAS, the adoption of the guidelines and checklists is categorically exempt from California Environmental Quality Act (CEQA) review, pursuant to CEQA Guidelines Section 15308, *Actions by Regulatory Agencies for Protection of the Environment*.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Hayward hereby adopts the Environmentally Friendly Landscape Guidelines and accompanying Checklists for private development projects, attached hereto as Exhibits A and B.

IN COUNCIL, HAYWARD, CALIFORNIA _____, 2009

ADOPTED BY THE FOLLOWING VOTE:

AYES: COUNCIL MEMBERS:
MAYOR:

NOES: COUNCIL MEMBERS:

ABSTAIN: COUNCIL MEMBERS:

ABSENT: COUNCIL MEMBERS:

ATTEST:_____
City Clerk of the City of Hayward

APPROVED AS TO FORM:

_____
City Attorney of the City of Hayward