

Chapter 17.54 OFF-STREET PARKING AND LOADING

17.54.010 Parking requirements.

- A. Purpose and Intent. The purpose of this section is to provide sufficient off-street parking and loading spaces for all land uses and to assure the provision and maintenance of safe, adequate and well-designed off-street parking facilities. It is the intent of this section that the number of parking spaces shall be in proportion to the need created by the particular type of use. The standards for parking facilities are intended to reduce street congestion and traffic hazards, promote vehicular and pedestrian safety and efficient land use. Off-street parking and loading areas shall be established in a manner which will promote compatibility between parking facilities and surrounding neighborhoods; protect property values and enhance the environment through good design by providing such amenities as landscaping, walls, fencing and setbacks; improve the appearance of parking lots, yards, uncovered sales areas and buildings; control heat, wind and air pollutants; minimize nuisances; and promote aesthetic values and the general well-being of the residents of the city. Off-street vehicle parking shall be provided in accordance with this section when the building or structure is constructed or the use is established. Additional off-street parking shall be provided in accordance with this section if an existing building is altered or dwelling units, apartments or guest rooms are added, or a use is intensified by the addition of floor space or seating capacity, or there is a change of use, at the time of such alteration, addition, intensification or change of use.
- B. General Provisions.
1. All required parking and loading spaces and driveways shall be maintained in good condition and available for its intended use as long as the use for which it was required continues to operate or exist. Except in residential districts, inside a garage, no storage shall encroach into any required parking or loading space or driveway and no vehicles shall be continuously parked in these areas, and all vehicles so parked shall be operable and have current registration. All motor vehicles incapable of movement under their own power and/or not licensed to operate on California highways, other than in the cases of emergency, shall be deemed detrimental to the public welfare and shall be stored in either an entirely enclosed building or in the rear yard of commercial and industrial zoned property that is entirely enclosed by a view-obscuring fence or wall. After due notice of noncompliance, said vehicles shall be required to be removed from the premises.
 2. Where automobile parking spaces are provided and maintained on a lot in connection with a structure, at the time this section became effective, are insufficient to meet the requirements for the use with which they are associated, or where no such parking has been provided, said structure may be altered or enlarged, or such use may be extended or intensified only if additional automobile parking spaces are provided to meet the standards for said use in conformity with the requirements set forth in this section for the enlargements, extension or addition proposed.
 3. Where calculations of the number of spaces required results in a fractional number, the next higher whole number shall be used.
 4. In cases of mixed use in a building or on a lot, the total requirements for off-street parking shall be the sum of the requirements for the various uses computed separately.
 5. When a garage is specifically required, or provided to meet required parking, entry doors shall be maintained in an operable condition at all times and no structural alteration or permanent obstruction shall be permitted within the required parking area that would reduce the number of required parking spaces. Use of garages shall be limited to vehicular and general storage purposes only and shall not conflict with any applicable building, housing or fire codes.

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6. Vacant lots, privately owned lots, and parking lots of commercial and industrial businesses shall not be used for the advertising and sale of motor vehicles, boats or trailers, or similar property unless they are duly licensed by the city to do so, except that occupied property may be used for the sale of personal vehicles of the property owners, provided not more than two vehicles may be displayed, which is not otherwise prohibited by this section and subject to the provisions of subsection J of this section.
7. Additional Permitted Uses.
 - a. Uses other than those specifically mentioned in this chapter as uses permitted in each of the zones or uses in zones whose boundaries have been established by ordinance and deemed subject to a specific plan may be permitted therein and may be allowed other specific parking requirements, provided such uses are similar to those mentioned and are, in the opinion of the city planning commission, as evidenced by resolution of record, not more obnoxious or detrimental to the welfare of the community than the permitted uses specifically mentioned in any zone.
 - b. The planning director shall maintain a permanent list of additional permitted uses, together with the date of determination and the resolution number.
 - c. The planning commission shall not, under the provisions of this subsection, include uses in a zone which are specifically listed as permitted uses in another zone.
- C. Number of Parking Spaces Required. The following minimum numbers of off-street parking spaces shall be provided in accordance with this section for all new buildings or uses and when any building or use is altered, extended, changed, or intensified in any manner whatsoever:
 1. In commercial districts and generally for commercial uses, including offices, except in the manufacturing service (M-S) zone, one parking space shall be provided for each two hundred fifty (250) square feet of gross floor area, unless otherwise specified in subsection 4 of this section.
 - A. Exemption near public parking or business within the Sixth Street downtown area.

Any existing buildings for commercial use located within five hundred (500) feet of a publicly owned parking lot and located within the Sixth Street commercial core area defined as the area bounded by Harrison Street, Fourth Street, Highway 111, Eighth Street and property bordered by Harrison Street, Cairo Avenue, Baghdad Avenue and three hundred (300) feet east of Harrison Street shall be exempt from this subsection.

Any existing building for commercial use located more than five hundred (500) feet from a publicly owned parking lot and located within the Sixth Street commercial core area bounded by Harrison Street, Fourth Street, Highway 111, Eighth Street and property bordered by Harrison Street, Cairo Avenue, Baghdad Avenue and three hundred (300) feet east of Harrison Street will be required to meet the parking requirements except that the required number of parking spaces may be reduced by sixty (60) percent with the approval of the planning commission as a part of architectural review. Private parking lots developed for uses within this exempt area shall comply with this section, including the size of parking spaces and required aisle width.

Expansions of any existing buildings for commercial uses located within the Sixth Street commercial core area bounded by Harrison Street, Fourth Street, Highway 111, Eighth Street and property bordered by Harrison Street, Cairo Avenue, Baghdad Avenue and three hundred (300) feet east of Harrison Street will be required to meet the parking requirements except that the required number of parking spaces may be reduced by sixty (60) percent with the approval of the planning commission as a part of architectural review.

New building structures for commercial use will be required to meet the parking requirements by this chapter.

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2. In the manufacturing service (M-S) zone, one parking space shall be provided for each four hundred (400) square feet of unit area up to twenty thousand (20,000) square feet, plus one space for each one thousand (1,000) square feet of unit area over twenty thousand (20,000) square feet, plus one space for each one thousand (1,000) square feet of outside sale, display or storage area, unless otherwise specified in subsection 4 of this section. Parking in this district shall be based on the individual unit size into which a building is divided, and the cumulative total of spaces required for the individual units shall be the required parking for a building.
3. In manufacturing districts, except the commercial manufacturing district, one parking space shall be provided for each five hundred (500) square feet of unit area for up to twenty thousand (20,000) square feet, plus one space for each one thousand (1,000) square feet of unit area over twenty thousand (20,000) square feet, unless otherwise specified in subsection 4 of this section. Parking in this district shall be based on the individual unit size into which a building is divided, and the cumulative total of spaces required for the individual units shall be required parking for the building.
4. For the following uses, the minimum number of parking spaces required shall be as specified below. The required parking shall be the cumulative total for all uses on the same site.
 - a. Residential Uses.
 - (1) Single-Family Detached Dwellings. Two spaces per dwelling unit, both to be in an enclosed garage. Single-Family units within the R-O 6000 Overlay zone may reduce this requirement to one space in an enclosed garage so long as all requirements of that zone are met.
 - (2) For Multifamily, Attached Single-Family Dwellings and Duplexes.

0 to 1 bedroom	One per dwelling unit, to be covered or in a garage. Plus two-thirds open space per dwelling unit.
2 or more bedrooms	One per dwelling unit, to be covered or in a garage. Plus one and one-third open space per dwelling unit.

- b. Auditoriums, Churches, Theaters and Places of Assembly. One space per each three seats. Where there are no fixed seats, one space per twenty-one (21) square feet of floor area in places of assembly. Where fixed seats consist of pews or benches, eighteen (18) lineal inches of pew or bench shall be considered one seat.
- c. Boardinghouses, Fraternities and Group Living Quarters. One space per resident.
- d. Bowling Alleys. Four spaces per lane.
- e. Clubs, Discos, Ballrooms, Cabarets, Cocktail Lounges, Dance Halls, Lodges, and Incidental Dancing Areas, and Similar Facilities Where Dancing Is the Principal Use Of the Area. One parking space for every thirty (30) square feet of dance floor area.
- f. Game Courts, such as Tennis and Racquetball. Two spaces for each court.
- g. Golf Courses. Four spaces per hole.
- h. Golf Driving Ranges. One space per tee.
- i. Hospitals for Acute Care. One space per licensed bed.
- j. Hospitals, Convalescent and Sanitariums, Nursing Homes, Rest Homes, Retirement Homes and Similar Establishments. One space for each three licensed beds.

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- k. Hotels and Motels. One space per room or suite, plus one space per every three employees on the largest work shift, plus one space per three persons to the maximum capacity of each public meeting and/or banquet room, plus fifty (50) percent of the spaces otherwise required for accessory uses (e.g. restaurants and bars).
 - l. Outdoor Display, Sales and Storage Areas, Including but not Limited to, Contractor's Storage Yards, Rental Equipment Yards and Outdoor Plant Nurseries. One space per two hundred fifty (250) square feet of office/retail floor area plus one space per two thousand five hundred (2,500) square feet of outdoor area or one space for every two employees, whichever is greater.
 - m. Restaurants and Other Eating, Drinking and Food Establishments. One space for each forty-five (45) square feet of customer area, plus one space for each two hundred (200) square feet of noncustomer area.
 - n. Schools, Private.
 - (1) Elementary and Junior High. One space per teacher and staff member, plus one space per two classrooms;
 - (2) Senior High. One space per teacher and staff member on the largest shift, plus five spaces for every classroom;
 - (3) College. One space per staff member on the largest shift, plus ten (10) spaces per classroom;
 - (4) Commercial or Trade Schools. One space per two students, plus one space per employee (including faculty) at capacity class attendance period;
 - (5) Day Care/Pre-School. One space for each employee plus one space for each ten (10) children the facility is designed to accommodate.
 - o. Vehicle Repair And Service. Three spaces for each service bay, plus one space for each two hundred fifty (250) square feet of office, sales and storage areas.
 - p. Used Car Lots. Require a minimum of five parking spaces per used car lot or one space per two hundred fifty (250) square feet of office area plus one space per two thousand five hundred (2,500) square feet of the outdoor display/sales area, whichever is greater.
- D. Size of Parking Spaces and Required Aisle Width.
- 1. Residential. Garage/enclosed spaces with a minimum clear dimension of ten (10) feet width by twenty (20) feet length and ninety (90) degree aisle width of twenty-eight (28) feet.
 Residential. Carport/covered spaces with a minimum clear dimension of nine feet width by eighteen (18) feet length and ninety (90) degree aisle width of twenty-eight (28) feet.
 Residential. Open/uncovered spaces with a minimum clear dimension of nine feet width by eighteen (18) feet length and ninety (90) degree aisle width of twenty-four (24) feet.
 - 2. Reserved.
 - 3. Handicapped parking spaces shall be provided on the basis of total parking provided on-site as follows:

Number of Spaces	Number of Handicapped Spaces
1—25	1
26—50	2
51—75	3
76—100	4
101—150	5
151—200	6

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201—300	7
301—400	8
401—500	9
501—1000	Two percent of total parking space.
1001 and over	Twenty (20) plus one for each one hundred (100) spaces over one thousand (1,000).

- a. Parking spaces for disabled people shall be at least nine feet wide and shall have an adjacent access aisle five feet wide. Parking spaces shall be grouped and located near major building entrances. Two accessible parking spaces may share a common access aisle.
 - b. Signage. Accessible parking spaces shall be designated as reserved for the disabled by a sign showing the symbol of accessibility. Such signs shall not be obscured by a vehicle parked in the space.
 - c. Pavement Markings. All parking spaces for disabled people shall be clearly marked in blue.
- E. Loading Space Requirements. All buildings which are newly constructed, altered with respect to use or occupancy, or expanded shall be provided with off-street loading spaces per the following schedule:

1.

Square Feet of Unit Space (Gross Floor Area)	Loading Spaces Required
Commercial Uses	
12,000—20,000	1 Type A
Over 20,000	1 Type B
Manufacturing Uses (including all uses in the M-S District)	
Under 7,500	1 Type A
7,500—15,000	1 Type B
15,001—25,000	2 Type B
25,001—40,000	2 Type C
40,001—50,000	3 Type C
For each additional 50,000	1 Type C

- a. Loading spaces shall be provided for each individual unit in accordance with the sizes listed.
- 2. Minimum specifications for loading spaces.
 - 3. Loading spaces shall not encroach into any drive aisle or other required spaces.
 - 4. Wherever a loading space is located adjacent to parking spaces, there shall be a protective landscaped buffer a minimum of five feet wide separating the two.
 - 5. Loading spaces shall be located and designed such that trucks shall not need to maneuver or back onto a public street or alley.
- F. Drive-Through Establishments. Notwithstanding any other provisions of this section, additional vehicle storage spaces shall be provided for all establishments having vehicle pickup windows as follows:

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1. A drive-through lane with minimum storage for eight vehicles shall be provided at twenty (20) feet per vehicle.
 2. The drive-through lane shall be designed such that it will not interfere with free and orderly circulation of the parking lot.
 3. The drive-through lane shall not encroach upon or block driveways or parking spaces and shall be separated from adjoining driveways, parking spaces, and property lines by a landscaped planter a minimum of five feet in width.
- G. Shared and Off-Site Parking. The planning commission may approve a conditional use permit to allow the use of shared and off-site parking requirements to reduce the total number of required on-site parking spaces for different uses when and also to allow sharing of loading spaces when the following requirements have been complied with:
1. A parking study addressing the potential peak parking demand and an actual parking survey of the parking facility under consideration shall be submitted.
 2. Sufficient evidence shall be presented demonstrating that no substantial conflict in the principal hours or periods of peak demand for the structures or uses for which the joint use is proposed will exist.
 3. Parties concerned in the use of shared or off-site parking facilities shall provide evidence of agreements for such use by a proper legal instrument, which shall be recorded in the office of the county recorder with two copies thereof filed with the planning division as a condition of any approval.
 4. In no case shall the total parking reduction be allowed to exceed fifty (50) percent of the total parking for all uses combined.
 5. Any off-site parking shall be located so that it will adequately serve the use for which it is intended, with safe and convenient access without unreasonable hazard to pedestrian, vehicular traffic, or traffic congestion, and shall not be detrimental to the use of any business, property or residential neighborhood in the vicinity.
- H. Circulation and Parking Space Layout. All parking areas shall be designed as follows:
1. The location and dimensions of aisle areas adjacent to parking spaces shall be arranged in accordance with the minimum parking standards required by this section.
 2. For all uses other than one-family and multifamily dwellings located in residential districts, parking shall be arranged so as to permit vehicles to move out of the parking area without backing onto a street. No tandem spaces shall be allowed, except single-family dwellings.
 3. No two-way drive aisle shall be less than twenty (20) feet.
 4. All parking shall be designed to provide complete and through circulation wherever possible. In any case, adequate turning radii and turnarounds shall be provided for emergency vehicles and trash and delivery trucks.
 5. Parking spaces should be located within one hundred fifty (150) feet of the use which they are intended to service.
 6. All driveways on a single-family residential site must be at least eleven (11) feet wide and lead to covered parking, or to an approved open parking space. A nine-foot wide driveway leading to an approved open parking space may be allowed for golf carts or trailers. For purposes of complying with this subsection, an "approved open parking space" is defined as an open parking space located behind the front building line of the residence and paved with nine feet in width and twenty (20) feet in depth, and screened from view to the street with solid decorative masonry walls and opaque metal gates that are six feet in height.
- I. Surface of Parking Area. The following standards shall apply to all parking areas required by this section:

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1. The flooring material for garages and carports in all districts shall be portland cement concrete.
 2. All parking and loading spaces and driveways shall be paved and maintained in good and safe condition and shall be so graded and drained as to dispose of all surface water and to prevent water from running off onto adjoining property without the permission of the owner of that property. Drainage courses and swales in parking lots shall be paved with concrete. All asphalt parking lots shall receive a seal coat.
 3. Except for single-family and two-family residences all off-street parking and loading spaces shall be marked by white stripes not less than four inches wide painted on the surfaced area, or by similar means as approved by the community development director.
- J. Landscaping. Wherever any parking area, except for single-family dwellings, is provided, landscaping consisting of trees, shrubs, vines, ground cover, or combinations thereof, and permanent irrigation shall be installed and permanently maintained in accordance with the following standards:
1. Where any parking area or driveway abuts a street, there shall be a minimum setback of ten (10) feet from the public right-of-way that shall be fully landscaped and irrigated unless a greater setback is required by any other provision of this chapter.
 2. Where any parking or driveway areas that are intended to serve a commercial or industrial use abut a residential district a minimum ten-foot wide landscaped planter containing evergreen trees spaced not more than thirty (30) feet apart shall be provided and approved by the planning department. In addition, a masonry wall a minimum of six feet in height shall also be constructed along the property line adjacent to the residential district.
 3. Where any parking or driveway abuts a residential or commercial district, a landscaped planter a minimum of five feet in width shall separate the parking area or driveway from the property line, unless a greater setback is required by any other provisions of this chapter.
 4. Internal landscaping in addition to subsections (1), (2), and (3) of this section, and equal to a minimum of five percent of the parking and driveway areas, is required and shall be distributed throughout the parking area.
 5. All landscape planter beds in interior parking areas shall be not less than five feet in width and bordered by a concrete curb not less than six inches nor more than eight inches in height adjacent to the parking surface.
 6. Parking and driveway areas in commercial and residential zones shall be separated from buildings by a landscaped planter.
 7. Where a drive aisle abuts the side of a parking space, a landscaped planter shall separate the parking space from the drive aisle.
 8. At least one fifteen (15) gallon tree shall be provided within the parking area for every ten (10) parking spaces, with size, height and species acceptable to staff.
 9. All internal landscape planters shall have permanent and automatic sprinkler or drip irrigation systems.
 10. Any unused space resulting from the design of the parking area shall be used for landscape purposes.
 11. The height of boundary or interior landscaping shall be limited to a height not to exceed three feet, or in the case of trees, no branch shall be below six feet when within fifteen (15) feet of the point of intersection of:
 - a. A vehicular traffic way or driveway and a street;
 - b. A vehicular traffic way or driveway or sidewalk; and
 - c. Two or more vehicular traffic ways or driveways or streets.

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12. Review and Approval. For any site that requires architectural review of a new development, the landscape plan is subject to review and approval of the planning commission in accordance with Section 17.72.010 of this title. No landscaping shall be installed until the conceptual landscape plan has been approved by the planning commission and the final landscape plan has been approved by the planning commission or community development director, at the discretion of the planning commission.
 13. Maintenance. Required landscaping shall be maintained in a neat, clean and healthy condition. This includes pruning, mowing of lawns, weeding, removal of litter, fertilizing, replacement of plants where necessary, and the regular watering of all plant material.
- K. Lighting. Parking area lighting is not always required; however, if lighted parking areas are required parking areas, such lighting fixtures shall be located, with hoods provided and adjusted, so as to preclude the direct glare of the light from shining onto property or streets.
- L. Parking Lot Permit Required. Prior to the occupancy of any building or property except a single-family residence, an approval of a parking lot plan shall be obtained from the planning division. The parking lot plan shall be required to contain the following information, which may be provided on separate or multiple sheets:
1. Name, address and location of the development;
 2. Scale, north arrow, and vicinity map showing closest major streets and distances to cross streets on each side;
 3. Property lines and lot dimensions;
 4. Location and width of all easements;
 5. Footprint of all structures and any overhangs or projections;
 6. Location of all entrances and loading doors;
 7. Location of all curbs and wheel stops;
 8. Location, typical dimensions, and type of surfacing for all driveways, parking and loading spaces, and thickness of the paving;
 9. Location of all trash enclosures, transformers, and any equipment outside a buildings,
 10. Striping plan;
 11. Location and type of any lighting fixtures;
 12. Location and types of any signs;
 13. Grading and drainage plan;
 14. Landscaping and irrigation plan, and list of type and size of plants to be used; and
 15. Statistical summary of the project including total gross square feet of each building and the total square feet, the number of covered, standard and compact parking spaces, and the total number of parking and loading spaces.
- M. Parking and Storage of Commercial Vehicles.
1. Definition. For the purpose of this section, "commercial vehicle" means a self-propelled vehicle used or maintained for the transportation of persons for hire, compensation or profit, or used and maintained primarily for the transportation of property including, but not limited to, tractors, vans, trailers, panel trucks, dump trucks, but excluding vans and pickups with wheel bases less than one hundred fifty (150) inches.
 2. Restrictions.

- a. Parking or storing of commercial vehicles in residential districts for any length of time is prohibited, except that commercial vehicles may park for the purpose of making pickups and deliveries of materials and merchandise from or to any building or site.
 - b. Commercial vehicles shall not be parked on vacant or undeveloped property in any district.
- N. Parking and Storage in Residential Zones.
1. Except as provided in Section 17.54.020 below, when a garage is specifically required, entry doors shall remain operable at all times, and no structural alteration or permanent obstruction shall be permitted within the required parking area. Use of garages shall be for vehicular and general storage purposes only, and shall not conflict with any applicable building, housing and fire code.
 2. Motor vehicles, trailers, boats and similar equipment may be parked within the required front yard setback only in a driveway or parking space which conforms to city standards. They shall not otherwise be parked in the required front yard setback. They may be parked behind the required front yard setback or in a side or rear yard only if they are screened from adjacent properties and the public right-of-way by a solid fence, wall or a gate at minimum of six feet in height.
 3. No habitation of a trailer, camper or recreational vehicle shall be allowed except in duly approved camping areas.

(Prior code § 070.03)

(Ord. No. 1075, § 9, 6-10-15; Ord. No. 1081, § 1, 1-13-16)

17.54.020 Permitting of certain garage conversions to residential living space ("garage conversions").

Notwithstanding any provision of this title to the contrary, the development services director, or designee, may, under the following circumstances, approve garage conversions and, if approved, they shall be deemed legal residential living space within a dwelling.

- A. All permitted garage conversions must meet the following criteria:
1. The garage conversion is associated with a primary residence in the R-S and R-O zoning districts, and on the same lot with an original construction date on or before January 1, 1990.
 2. The garage conversion may have no toilets, baths, showers, sinks, kitchens, kitchenettes, wetbars, washers or dryers.
 3. The garage conversion must be attached to the primary residence and be constructed to be a part of the same adjoining room with internal access between the two. There may be no wall, space or partition between the primary residence and the garage conversion that prevents internal access, nor may there be any wall, space or partition erected internally to the garage conversion (garage conversion must be a single open room).
 4. The primary residence is less than one thousand two hundred (1,200) square feet.
 5. The primary residence is located on a lot with an area that is seven thousand two hundred (7,200) square feet or less, and which has inadequate space to provide a new conforming two-car garage.
 6. The garage conversion was originally built as a garage or carport for one or two vehicles (three-car and larger garages and carports are not eligible).
 7. The garage conversion is not being separately leased or rented from the primary residence.

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8. For each vehicular parking space that has been converted to living space by the garage conversion, the property owner must provide replacement parking space on the lot at a one-to-one ratio, subject to the following conditions:
 - a. Replacement parking spaces may be located on the existing driveway that served the garage conversion when it was originally used as a vehicle garage or carport, or on an "approved open parking space" as allowed under Section 17.54.010(H)(6) of this chapter. Notwithstanding the restrictions contained in Section 17.54.010(H)(6) that driveways must lead to covered parking, a driveway leading to a garage conversion may be considered an "approved open parking space" for purposes of satisfying this subsection.
 - b. Any replacement parking spaces within a side yard setback shall maintain at least three feet of clear space for fire and emergency personnel access, unless the opposite side yard setback provides equivalent access.
 - c. No portion of any replacement parking space shall be located in a sidewalk, parkway, or other public right-of-way, nor shall it interfere with existing easements and rights of access to public utilities (e.g., water and sewer lines).
 - d. Replacement parking spaces may only be located on a fully-paved driveway or on another parking surface which conforms to city standards as set forth in Section 17.54.010(I) of this chapter.
 9. The garage door must be removed and fully replaced with a framed structural wall, which conforms with the requirements for separation of bottom plate to grade, and the total garage conversion structure must meet applicable building, housing and other uniform codes. The garage conversion may not have any doors or any other means of ingress/egress from the garage conversion to the outside, except for windows allowed under this section.
 10. The garage conversion must have at least one window facing the front yard, at least nine square feet in size, with trim and finish matching the front side of the primary residence. All windows must be installed in compliance with applicable building, housing and other uniform codes.
 11. Equipment for heating and air conditioning, and related equipment (including water heaters) shall be installed in compliance with applicable building, housing and other uniform codes. No such equipment may be located in the garage conversion.
- B. Garage Conversion Permit Application Procedure.
1. An applicant seeking a permit to have a garage conversion shall file an application with the development services director and pay an application fee, as may be set by resolution of the city council. The application shall be in a form approved by the development services director and city attorney's office, intended to gather sufficient applicant and property information to allow the development services director to make an informed decision regarding whether a garage conversion meets the criteria of this section.
 2. Upon receipt of a completed application, the development services director shall review all relevant material. The development services director shall render such a decision not later than sixty (60) days after receipt of a completed application. The development services director and the applicant may, by mutual written agreement, extend this deadline.
 3. The written decision shall indicate whether the garage conversion meets or does not meet the criteria of this section. If it does, the development services director shall issue a certificate of compliance for the garage conversion to the applicant, subject to the condition that the garage conversion and related property remain in compliance with the standards set forth in this section. The certificate shall be in a form approved by the development services director and the city attorney's office, and shall be in recordable form. At the applicant's cost, the city shall record a copy of the certificate with the Riverside County Recorder's office not later than thirty (30) days

after its issuance, and shall thereafter provide a conformed copy of the recorded document to the applicant. If a garage conversion does not meet the standards, the written decision shall indicate what modifications or corrections, if any, must be accomplished for the garage conversion to comply with this subsection.

4. The decision of the development services director may be appealed to the planning commission pursuant to Section 17.70.080 of this title.
- C. The development services director may issue administrative regulations consistent with this section, in order to fairly apply or interpret the standards contained herein.

(Ord. No. 1081, § 2, 1-13-16)