



City of Hollister

Code Enforcement Division

339 Fifth St., Hollister, CA 95023
codecontact@hollister.ca.gov

Code Enf. (831) 636-4356

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To Whom It May Concern:

The City of Hollister Code Enforcement and Engineering Divisions have received multiple concerns regarding residents in this area that are extending their driveway and/or creating a second driveway on their property.

Driveways may be extended no more than three feet on each side or six feet on one side when using concrete. No more than 20% of the front of the front yard may be cover. Pavers, grass, rock, or any other form of landscaping must be used in order to provide drainage and prevent excessive run-off into the City's storm water system. Please see **HMC 17.16.140** below for more information:

17.16.140 Stormwater management.

All new development and redevelopment land use activities (i.e., residential, commercial, industrial, recreation, public/quasi-public, construction, grading, landscaping and paving) are subject to the State of California MS4 General Permit Order No. 2013-0001-DWQ, subsequent amendments, or successor orders, as applicable. To ensure that this occurs, appropriate stormwater management procedures shall include, but are not limited to, the following:

A. Drainage.

1. All new development and redevelopment post-construction drainage improvements shall be designed in accordance with the requirements of the California Regional Water Quality Control Board, Central Coast Region, Resolution R3-2013-0032 or subsequent amendments thereto, as applicable.
2. Drainage from roof gutters from residential, commercial, industrial, public and other buildings including accessory structures shall be directed to rain gardens, landscape areas, vegetative swales, or retention or detention ponds approved by the city engineering department.
3. The use of multi-use stormwater management facilities including: parks and recreation areas, permeable paving in interior pedestrian areas, patios or plazas is encouraged.
4. Whenever feasible, every effort to design, construct, and install underground stormwater infiltration basins for all new and redevelopment projects instead of utilizing open retention or detention ponds for stormwater management shall be made. If it is infeasible for a development to meet this requirement the development's

design engineer shall submit a letter explaining the reason it is infeasible for the city engineer's review and approval consideration.

5. Projects unable to meet the post-construction drainage standards shall be required to pay fees for city-wide stormwater pollution control and management.
 6. Existing properties shall be maintained to comply with the adopted City of Hollister Stormwater Management Program.
- B. Grading Permit. Any person engaged in activities involving land disturbance, soils storage, clearing and grading operations, construction and installation of improvements in new development and redevelopment projects, as well as, any and all activities which alter the volume, rate or direction of stormwater runoff shall obtain required permits pursuant to Chapter 15.24 "Grading Best Management Practices Control" of the Hollister Municipal Code from the City of Hollister Engineering Department.
- C. Stormwater Quality. Any person engaged in activities which may result in pollutants entering the city storm drain system shall undertake all practicable measures to reduce such pollutants, including, but not limited to grease and sediment collections facilities and shall be responsible for maintaining the facilities.
1. Standard for Parking Lots and Similar Structures. Persons owning or operating a parking lot, gas station pavement, contractor's equipment yard or similar structures having impermeable surfaces, shall clean such structures as frequently and thoroughly as practicable. Sweepings shall be collected in a manner that does not result in discharge of pollutants to the city storm drain system or surface water.
 2. Compliance with Stormwater Best Management Practices. Where stormwater best management practices guidelines or stormwater requirements have been adopted by any federal, state of California, central coast regional water quality control board, or the city of Hollister, for any activity, operation, or facility which may cause or contribute to stormwater pollution or contamination, illicit discharges, or discharge of non-stormwater to the stormwater system, every person undertaking such activity or operation, or owning or operating such facility, shall comply with such guidelines or requirements as may be prescribed by the city engineer.
 3. Littering. No person shall throw, deposit, leave, maintain, keep, or permit to be thrown, deposited, placed, left or maintained, any refuse, rubbish, garbage, or other discarded or abandoned objects, articles, and accumulations, in or upon any street, alley, sidewalk, storm drain, inlet, catch basin, conduit or other drainage structures, business place, or upon any public or private lot of land in the city, so that the same might be or become a pollutant, except in refuse containers or in lawfully established waste disposal facilities. The occupant or tenant, or in the absence of occupant or tenant, the owner, lessee, or proprietor of any real property in the city of Hollister in front of which there is a paved sidewalk shall maintain said sidewalk free of dirt or litter to the maximum extent practicable.

Second driveways are prohibited within the City of Hollister unless approved by the City of Hollister Engineering Division. All driveways must have a permitted access point that consists of a driveway approach to prevent damage to the City side walk and curb. Please see **HMC 17.18.120** below for more information:

17.18.120 - Driveways and site access.

Driveways providing ingress and egress to off-street parking spaces shall be designed, constructed, and maintained as follows:

- A. *Number of Access Points.* One driveway access point for each ownership shall be permitted unless a development or circulation plan is provided to the City Engineer indicating that more than one access is required to handle traffic volumes or specific designs, (e.g., residential circular driveways). Access points across from one another shall be aligned. Additional access shall not be permitted if it is determined to be detrimental to traffic flow and safety of adjacent public streets. Whenever a property has access to more than one road, access shall be generally limited to the lowest volume road where the impact of a new access will be minimized. All access from private property to a public street shall require an Encroachment Permit in compliance with Chapter 12.16 of the Municipal Code.
- B. *Location of Access.*
 - 1. *Distance from Street Intersections.* No portion of a driveway access shall be permitted within curb returns. The edge of the access shall not be less than ten feet from the end of curb return for single-family residential developments. For all other developments, this distance shall not be less than 150 feet. Where the parcel size does not permit the access to be located 150 feet from the end of curb return, the access shall be located the maximum distance possible from the end of the curb return, subject to the approval of the Director. This distance does not include the three-foot transition or wing sections on each side of the driveway.
 - 2. *Driveway Spacing.* Two or more driveway access points on a public street shall be separated as follows:
 - a. *Single-family Residential Development.* Where two or more accesses serve adjacent single-family residential parcels, the minimum distance between the nearest points of the two accesses shall be at least 20 feet, unless a shared, single driveway access is approved by the Director. The 20-foot separation does not include the three-foot transition or wing sections on each side of the driveway.
 - b. *Multifamily and Nonresidential Development.* Where two or more accesses serve the same or adjacent non-single-family residential development, the minimum distance between the centerline of accesses shall be preferably at least 200 feet on streets with design speeds below 30 mph and 300 feet on streets with design speeds above 30 mph.
 - c. *Corner and Double Frontage Parcels.* For corner and double frontage residential parcels, one access on each frontage may be permitted if it is determined by the City Engineer that two driveways are needed to provide safe access for traffic entering and leaving the parcel because of site distance and geometric design considerations.
 - 3. *Driveway Alignments—Commercial Development.* Where commercial parcels are not large enough to allow accesses on opposite sides of the street to be aligned, the center of driveways not in alignment shall normally be offset a minimum of 150 feet on all collector roads, and 300 feet on all major and arterial roads. Greater distances may be required if needed for left-turn storage lanes.
- C. *Driveway Width and Length.*

1. *Residential Zoning Districts.* Driveways in the residential zoning districts shall have a minimum width of 12 feet, with direct access to a garage. Maximum width shall be 20 feet for a double or 30 feet for a three-car garage. The minimum length of a single-family driveway shall be 20 feet measured from the property line to the front of the garage, in order to permit a vehicle to park in the driveway without blocking the sidewalk. Where access to a garage, carport, or open parking space is perpendicular (90 degrees) to the driveway, a minimum 24-foot deep unobstructed back-out area shall be provided.
 2. *Commercial Zoning Districts.* Driveways shall be a minimum width of 25 feet and a maximum of 35 feet with adequate truck turning radius. Curb return radius shall be a minimum of 20 feet where curb returns are deemed necessary by the City Engineer.
 3. *Industrial/Manufacturing Zoning Districts.* Accesses serving industrial uses shall be a minimum of 35 feet in width and a maximum of 40 feet, with adequate truck turning radius, and with minimum curb return radius of 25 feet, or as otherwise specified by the City Engineer. Site distance triangles shall be indicated on all site plans to ensure unobstructed vision clearance.
- D. *Clearance from Appurtenances.* The nearest edge of any driveway curb cut shall be at least three feet from the nearest property line (except where the Planning Commission has approved a shared driveway between two parcels), the centerline of a fire hydrant, utility pole, drop inlet, or appurtenances, traffic signal installations, or light standards. The nearest edge of any driveway shall also be at least five feet from the nearest projection of this type of installation. Street trees shall be a minimum of ten feet from the driveway access.
- E. *Sight Distance at Driveways.* At least 350 feet of clear sight distance shall be provided for all access onto local streets; 400 feet for collector streets; 500 feet for arterial streets, as approved by the City Engineer.
- F. *Signs.* All exists from parking lots shall be clearly posted with "STOP" signs.
- G. *Temporary Access.* Temporary access may be granted to underdeveloped property prior to approval of all development permits required by this Zoning Ordinance, or completion of development, if access is needed for construction. Temporary accesses are subject to removal, relocation, or redesign after all permits are approved.

Any individual who is identified to be in violation of our municipal code regarding extended and second driveways will be asked to remove the concrete placed and restore to its original use. Failure to comply will result in administrative penalties.

Please contact the City of Hollister Engineering Division at (831)636-4340 or at Engineering@hollister.ca.gov if you may have further questions.

Sincerely,
City of Hollister
Code Enforcement Division