



PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: January 18, 2008

TO: SunPAC Members

FROM: Derek Johnson, Deputy Director
Shaunn Mendrin, Senior Planner

SUBJECT: SunPAC Meeting #3 - January 26, 2008

SunPAC members, the items noted below have been included or referenced in preparation of the January 26, 2008 workshop.

1. **Meeting Agenda.** The meeting agenda for the January 26, 2008 workshop has been provided for your review. For further explanation, please see discussion below. (Page 4)
2. **Workshop Instructions, Fact Sheets and Focus Questions.** Attachment 1 includes instructions for the Workshop, both for SunPAC Facilitators and Recorders, as well as parking details and a map, and Fact Sheets with Focus Questions for each table topic. These are provided so SunPAC members may familiarize themselves with the topic to be discussed at their workshop table. (All materials will be available at the tables the day of the workshop.) These materials are intended to provide background on each commercial design topic and facilitate the SunPAC's consideration, discussion and recommendations to the County for the development of commercial design guidelines for Summerland. (Pages 5 - 46)

You may also download the SunPAC materials on the following webpage if you have difficulties accessing the files attached in the email:

<http://countyofsb.org/plandev/comp/planareas/summerland/>

MEETING AGENDA FOR SATURDAY, JANUARY 26, 2008

Agenda Item 1

Pledge of Allegiance and Roll Call

Agenda Item 2

Public Comment period – This item is set aside to allow public testimony on items not on today's agenda. The time allocated to each speaker will be set at the discretion of the Chair.

Agenda Item 3

Discussion of topics related to development of commercial design guidelines with SunPAC Members as Facilitators/Recorders on each design topic to be included in the Summerland Commercial Design Guidelines:

Table 1 Topic: Block Face Character – Reeve Woolpert and Andy Neumann

Table 2 Topic: Site Design – Nancy Kimsey and Suzanne Perkins

Table 3 Topic: Building Scale and Form – David Hill and Robin Donaldson

Table 4 Topic: Architectural Features – Tom Evans and Mary Holzhauer

Table 5 Topic: Building Details – Paul Franz and Jennifer Fairbanks

Table 6 Topic: Signage – Betty Franklin

Agenda Item 4

Round Table Feedback and Summary by SunPAC Facilitators: The table Facilitator or Recorder will report back to the entire group on perspectives and conclusions from their table.

Adjourn

Next meeting: **SunPAC Community Plan Update Meeting #4**
Topic: *Workshop Summary and Review of Draft Commercial Design Guidelines*
Wednesday, February 27, 2008, 6:00 PM
County Planning Commission Hearing Room

CC: Jeremy Tittle, Executive Assistant, 1st District Office
 John McInnes, Director, Office Long of Range Planning
 Amy Donnelly, Assistant Planner, Office of Long Range Planning