



**PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING**

TRANSMITTAL MEMO

DATE: January 4, 2008
TO: SunPAC Members
FROM: Derek Johnson, Deputy Director
Shaunn Mendrin, Senior Planner
SUBJECT: SunPAC Meeting #2 - January 9, 2008

SunPAC members, the items noted below have been included in preparation of the January 9, 2008 meeting.

1. **Meeting Agenda.** The meeting agenda for the January 9, 2008 meeting has been provided for SunPAC review. For further explanation, please see discussion below.
2. **Staff Notes from December 5, 2007.** Staff notes have been enclosed for your review.
3. **Existing Board of Architectural Review (BAR) Guidelines.** Attachment 1 notes existing goals that provide the basis for the development of the commercial design guidelines. Existing BAR Guidelines that influence development in the Summerland commercial corridor have also been included in this memo. These existing goals and guidelines are anticipated to be used in the development of the new Commercial Design Guidelines. Please review the materials in preparation for the discussion at the January 9th meeting. Focus Questions have also been included for your consideration.
4. **Land Use Development Code (LUDC) & Height Methodology.** Attachment 2 includes LUDC sections and Height Methodology pertaining to commercial development in Summerland. These have been included for your reference. When considering design guidelines take into account the influence these sections have on the location of a building, building height and the findings that the BAR is required to make in order to approve a project.
5. **Public Works Streetscape.** Plans for the current and proposed streetscape improvements on Ortega and Lillie have been included for your reference in preparation of the commercial design discussion at the January 9th meeting.

SunPAC materials may be downloaded from the following webpage if you have difficulties accessing the files attached in the e-mail:

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

MEETING AGENDA FOR JANUARY 9TH

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

The Chair, Vice Chair and Secretary will be selected. The following provides a brief overview of the responsibilities of the each officer.

- Chair– This officer will be responsible for conducting SunPAC meetings. In addition, the chair will work with the vice chair and staff in the development of agendas and discussion items. The Chair will also act as the key contact in developing consensus between the SunPAC members. This officer is anticipated to spend an additional 5 hours per month working on SunPAC related issues.
- Vice Chair – The officer will be responsible for conducting the SunPAC meeting in the Chair's absence. The Vice Chair will also work with the Chair and staff in the development of meeting agendas and discussion items. This officer is anticipated to spend an additional 5 hours per month.
- Secretary – The Office of Long Range Planning Staff generally serves the function of the recording secretary. The secretary will be responsible for reading of the agenda items, recording of each meeting, taking action minutes and taking votes on actions of the SunPAC. Although this role will be taken by staff, the SunPAC is required pursuant to Section 6.B of the GPAC guidelines to select a recording secretary. The SunPAC can elect to take minutes themselves and perform the other duties if it wants to assume this duty.

For further clarification, please review the Rosenberg's Rules of Order and GPAC Guidelines (included in the December 5, 2007 materials) for an overview on how public meetings should be conducted and the roles of the committee officers.

Agenda Item 4

Staff notes from the December 5, 2007 meeting have been provided for your review. Since the December 5th meeting did not constitute a quorum, the "minutes" of the meeting have been included and will be considered as "staff notes" rather than official meeting minutes.

The format of future minutes will generally be considered "Action Minutes" which provide summaries of issues and actions taken by the SunPAC. Verbatim minutes are not taken in light of audio recording of all meetings (audio posted to the SunPAC webpage).

A tentative Meeting Schedule has been included with this agenda item for discussion. It is understood that the meeting schedule is tentative and may be subject to change. If suggested dates appear to be in major conflict with upcoming events, please identify these during this agenda item. *Please note that the workshop scheduled for May 24, 2008 has been moved to Saturday, May 31, 2008.*

Agenda Item 5

This item includes the adoption of the SunPAC Bylaws, approval of the SunPAC Agreement, and approval of the SunPAC Ground Rules. These items were originally intended to be approved at the on the December 5, 2007 meeting. However, since a quorum was not present, the items have been moved to the January 9, 2007 meeting.

Agenda Item 6

Staff will conduct a PowerPoint presentation that will include information on the following items:

- Community Profile – A brief overview of statistics for the County as a whole and highlights for the Summerland Community will be provided at the meeting. A copy of the PowerPoint has been provided for your review prior to the meeting. The PowerPoint includes a substantial amount of information regarding the County. The presentation will be brief and touch on the highlights, allowing time for questions.
- Background Information – Information regarding the existing Board of Architectural Review Guidelines for Summerland and Land Use Development Code. This will include development triggers for Board of Architectural Review, levels of review, and process flowchart. In addition, design guideline purpose and goals will be identified (refer to Item 3, enclosed).
- Streetscape Improvements – An overview of the current improvements and its relationship to development.
- Lillie Avenue Area Today – An overview of existing development and lot configurations.
 - Opportunities and Constraints
 - Lessons Learned
- Elements of Design – Identification of common elements used to influence design. Examples of some items will be block face, site design, scale and form, architectural features, signage, floor area and height.
 - Key Elements for consideration

Agenda Item 7

The Saturday, January 29th workshop will be held in Santa Barbara at the Public Library. The workshop will be in the “World Café” format, which is a series of different design topic tables, with a SunPAC member dedicated to each table to act as table top

facilitators and various members from the public and interested parties will rotate from table to table. The SunPAC representative will take notes and host the discussion. Staff will rotate from table to table to assist with the discussion and provide technical clarification if questions arise. The following bullet points provide further clarification:

- Date & Location – Saturday, January 26, 2008
9:00am – 3:00pm
Santa Barbara Public Library
Faulkner Gallery
40 E. Anapamu St.
Santa Barbara, CA 93101
- “World Café” workshop format – Each table will be dedicated to one design topic. Timed break-out discussions and rotation will allow public participation in discussion of any or all topics. After 20-30 minutes of discussion, participants at each table will rotate to a new table for discussion of another topic. Roundtable discussions include topics which will be addressed in the Commercial Design Guidelines document.
- Volunteers for Table Topics – SunPAC members are asked to come prepared to volunteer for a topic and serve as table discussion facilitators and recorders. For each table, participants will be asked to provide comments, make suggestions and identify key issues relating to the table topic. At the end of the workshop, the table Facilitators will report back to the entire group on perspectives and conclusions from their table. The following topic tables are proposed for the Saturday Workshop:
 - Block Face Character
 - Site Design
 - Building Scale and Form
 - Architectural Features
 - Building Details
 - Signage
- “Fact Sheets” – Fact sheets and focus questions for each topic table will be provided one week prior to the workshop. Table topics will be posted at each table and focus questions will be provided to assist the facilitator with the discussion.
- Day of Workshop – The workshop will begin at 9 am and is expected to end by 3 p.m. Breakfast and lunch will be served for staff and SunPAC members. However, members of the public will need bring or get their own lunch. There are numerous lunch options in close vicinity to the Library.
- Facilitators Responsibilities – Each facilitator will be responsible for typing up their notes and providing them to staff within one week of the workshop. The meeting notes will be used in the development of the draft commercial design guidelines.

Agenda Item 8

A question and answer period will follow staff's presentation.

Adjourn

Next meeting: **Commercial Design Guidelines Workshop**

Saturday, January 26, 2008
9:00am – 3:00pm
Santa Barbara Public Library
Faulkner Gallery
40 E. Anapamu St.
Santa Barbara, CA 93101

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