



PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: October 1, 2008
TO: SunPAC Members
FROM: Derek Johnson, Deputy Director
Shaunn Mendrin, Senior Planner
SUBJECT: SunPAC Meeting #14

The items noted below have been included or referenced in preparation of the October 8, 2008 meeting.

1. **Meeting Agenda.** The meeting agenda for the October 8, 2008 meeting has been provided for your review. For further explanation, please see discussion below. (Attachment 1 – Page 4)
2. **Meeting Minutes.** Action Minutes from the September 3, 2008 meeting are included for you review and approval. (Attachment 2 - Pages 6-7)
3. **Chapter 4, Building Scale and Form.** Additional information addressing the key elements in this chapter and relation to what has been adopted for the Commercial Design Guidelines. (Attachment 3 - Pages 9-13)
4. **Tentative Meeting Schedule.** A revised tentative meeting schedule has been provided, based on the discussions at the last SunPAC meeting. (Attachment 4)

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

<http://longrange.sbcountyplanning.org/planareas/summerland/summerland.php>

MEETING AGENDA FOR OCTOBER 8, 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

The discussion will continue with Chapter 4 – Building Scale and Form. This chapter addresses the shape the scale and form of a structure through the application of Floor Area Ratio, Building Height and Building Form. Floor Area Ratio and Building Height are established numbers that influence the building envelope. Building Form addresses the apparent mass of a structure through the application of neighborhood scale, architectural mass, second story additions, solar access, and articulation. Attachment 3 provides additional information for reference and background for discussion.

Adjourn

Next meeting: SunPAC Community Plan Update Meeting #15
Topic: Continued Review of the Draft Residential Design Guidelines
Wednesday, November 5, 2008, 6:00 PM
Board of Supervisors Conference Room, 4th Floor

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