




# PLANNING & DEVELOPMENT DEPARTMENT

## OFFICE OF LONG RANGE PLANNING

### TRANSMITTAL MEMO

**DATE:** October 1, 2009

**TO:** SunPAC Members

**FROM:** Peter Imhof, Supervising Planner  
Holly Bradbury, Associate Planner 

**cc:** Jeremy Tittle, Executive Assistant, 1<sup>st</sup> District Office  
Derek Johnson, Director of Long Range Planning  
Vicki Parker, Deputy Director

**SUBJECT:** SunPAC Meeting #26- October 7, 2009

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The Attachments noted below have been included or referenced in preparation for the October 7, 2009 meeting.

1. **Meeting Agenda.** The agenda for the October 7, 2009 meeting has been provided for your review. For further explanation, please see discussion below.
2. **Meeting Minutes.** Action Minutes from the SUNPAC September 2, 2009 and Joint SunPAC/SCA September 9, 2009 meetings are included for your review and approval.
3. **Revised Schedule.**
4. **Approved July 24 and August 28, 2009 SBAR Minutes.**
5. **County Encroachment Permit Policy.** Please review this document in preparation for our discussion of ROW encroachment policy in Summerland.
6. **Encroachment Policies and Procedures from City of Santa Barbara, Cal Trans, and County.** Provided for reference.
7. **ROW Map of Summerland.** Provided by Public Works.
8. **Draft Policy Matrix.** The worksheet is in draft form and changes may be made prior to the meeting. Policies and Actions from the 1992 SCP which are still applicable exist in the left column. The right column contains policy suggestions. The document will be posted on the web in Microsoft Word version if you would like to alter it or email suggestions to us prior to the meeting.
9. **Existing Parking Regulations Fact Sheet.**
10. **Enforcement Fact Sheet.**
11. **Funding Fact Sheet.**
12. **Neighborhood Traffic Management Policy.** Please review in preparation for our discussion of traffic management policy in Summerland.
13. **Draft Goals Worksheet.** Goals were developed at last meeting and may be added either here or in Attachment 8.

Please refer to Transmittal materials provided to you for recent meetings. You may also download the materials at the following webpage:

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

## **MEETING AGENDA FOR OCTOBER 7, 2009**

### **Agenda Item 1**

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Pledge of Allegiance and Roll Call.

### **Agenda Item 2**

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Public Comment Period – This time 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**

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Administrative Items-

- **Meeting Minutes:** The September 2, 2009 and September 9, 2009 SunPAC meeting meetings are included for your review and approval.
- **Tentative Long Term Schedule:** Attachment #3 to this memorandum is an updated meeting schedule and overall timeline. We anticipate bringing the final Phase III Draft to the SunPAC at the January 6, 2010 meeting.
- **SCA/SunPAC Meeting Follow-up.**
- **Binder tabs for Phase III.** Additional binder tabs will be available at the meeting.
- **CHP Enforcement.** P&D staff met with Lt. Greenfield and Public Information Officer Richards from the California Highway Patrol regarding existing parking enforcement. Summary of discussion and facts are included in Attachment 10, Enforcement Fact Sheet.

### **Agenda Item 4**

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Phase III-ROW: We will be using the interactive Policy Matrix (Attachment 8) at the meeting to further develop goals, policies, development standards, and action items relevant to ROW, parking, and circulation/trial issues. The options presented in this memo are only suggestions; please alter as necessary. The SunPAC may incorporate policies or suggest planning tools not included in the memo.

#### **Issue Summary**

There are dozens of illegal encroachments into the County-owned ROW in Summerland. They range from hazardous, such as vegetation blocking the line of sight, to those thought necessary and beneficial by the property owner; e.g., retaining walls that stabilize slopes and prevent erosion.

Current Summerland Community Plan policy prohibits the issuance of encroachment permits and prohibits the County from abandoning ROW (Circ. S-17 and Circ. S-18). The Public Works Department presentation on August 5, 2009 highlighted issues associated with encroachment and abandonment prohibition, such as the Summerland School request to use or take over an adjacent portion of unused ROW.

#### **Options**

*Treatment and Classification of ROW:* In Summerland, County-owned ROW is categorized three ways: maintained, un-maintained and developed for access, and

undeveloped and un-maintained. The pink areas of Attachment 7 cover all County ROW. The SunPAC may consider different treatment for type each and compatible uses, such as pocket parks for undeveloped, un-maintained ROW or requiring consistency with encroachment standards for un-maintained ROW used for access.

<b>ROW Type</b>	<b>Encroachment Options</b>	<b>Abandonment Options</b>
Maintained	Limited circumstances with specific criteria - and definitions of desirable vs. unwanted.  Develop Standards for integration into County Code/LUDC.  LUP/ZCI: ROW legal findings with new standards or as permitted	None  Only for public benefit with specific criteria.
Developed, non-maintained	Limited circumstances with specific criteria.  Allow for encroachment and repair consistent with new standards.	None  Only for public benefit with specific criteria.  Only to an HOA for maintenance and private access.
Undeveloped, non-maintained	Only for park, community, or pedestrian amenities (i.e., community gardens, trails, or beach parking).  Private or public access with a CUP where design would benefit of the community.	None  Only for public benefit with specific criteria.

Prescriptive rights and adverse possession do not apply to public agency ROW, so there is no possibility of a private landowner taking public ROW because of their long term use. The undeveloped ROW near the beach, at the end of north/south streets along Whitney, and undeveloped sections of Hollister may be suited to providing community amenities. A funding mechanism should be explored for any action items. Depending on interest by the SunPAC, staff can present options at the November SunPAC Meeting #27. The Non-Maintained Roadway Review provided at SunPAC Meeting #24 contains additional information on some un-maintained, developed roadways and un-maintained, undeveloped ROW.

*Findings for Encroachment:* The County-owned ROW is depicted in Attachment 5. The SunPAC has expressed prior interest in allowing flexibility in ROW encroachments as a mechanism for solving engineering issues associated with development and slopes, and to provide feasible standards for landscaping and aesthetically desirable features. Any findings would reside in the LUDC, Section 35.28.210.F- Summerland Community Plan Overlay and in Chapter 23 of the County Code pertaining to encroachment permits. The SunPAC should consider further defining desirable and undesirable encroachments as expressed at meeting #25. Examples are included in Attachment 13, Findings.

Please carefully review Attachment 5, County Encroachment Permit Policy, and provide feedback on its appropriateness to Summerland. The policy provides for a 7-foot setback from pavement edge for encroachments where the speed limit is 25 mph or under, and 10 feet for areas where the posted speed limit is over 25 mph. Under the LUDC Section 35.30.150.E, projection of permitted structures into the ROW is limited to 8 feet away from pedestrian areas and 14 feet from areas used for vehicular traffic.

*ROW Storage:* The City of Santa Barbara contains the following language in its zoning ordinance with regard storage of boats or other items in the front yard setback:

**28.87.190 Storage.**

A. No portion of any front yard or any required interior setback, open yard, private outdoor living space or front porch shall be used for the permanent storage of motor vehicles, trailers, airplanes, boats, parts of any of the foregoing, appliances, loose rubbish or garbage, junk, tents, garbage or rubbish receptacles, building materials, compost pile, or any similar item, except as hereinafter provided. Permanent storage, as used in this section, shall mean storage for a period of forty-eight (48) or more consecutive hours.

B. No portion of any vacant or undeveloped lot in a residential zone where no main building exists shall be used for permanent storage.

C. Building materials for use on the same premises may be stored thereon during the time that a valid permit is in effect for construction on the premises.

The language would need to be amended to specify ROW if a similar provision is desired in Summerland. This ordinance forbids long term (over 48 hours) parking in the front yard setback. The R-1/E-1 Zone District the front yard setback is 50 ft. from road centerline and 20 ft. from ROW. Off-street parking spaces are not allowed in the side or front yard the setback without a modification<sup>1</sup> per LUDC Section 35.36.080.H.

**Enforcement**

Public Works does not have the resources to actively abate every violation in Summerland and can only provide active enforcement where health and safety are jeopardized. Standards for ROW permitting would allow Public Works flexibility to ameliorate existing violations without forcing wholesale removal all ROW encroachments. By incorporation of a finding into the LUDC for any zoning permit that the ROW must be legalized to adopted standards, zoning permits would be conditioned such that ROW violations would be abated at the appropriate step in the process.

**Agenda Item 5**

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Phase III-Parking:

**Issue Summary**

The long-term storage of boats, RV's, trailers, and non-functional vehicles creates blight and safety issues on residential streets. Existing regulations limit vehicle parking in Summerland to 120 hours<sup>2</sup> and detached equipment to 24 hours<sup>3</sup>. All parking laws are enforced by the CHP. A parking study was completed in 2008 along Lillie Avenue and

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<sup>1</sup> unless otherwise allowed in the applicable zone regulation.

<sup>2</sup> County Code Section 23-13.1, See Attachment 8 from Meeting #24 memo

<sup>3</sup> County Code Section 23-13-10, See Attachment 8 from Meeting #24 memo

concluded that parking in the commercial core is sufficient. However, the community remains concerned about employee parking and parking-intensive uses. Under Section 35.36.050 of the LUDC, two spaces per dwelling unit are required in the R-1/E-1 Zone District, with additional spaces required for a guesthouse or residential second unit.

## Options

<b>Options Summary</b>		
<b>Oversize/Recreational vehicle</b>	<b>Employee/high density</b>	<b>ROW Parking</b>
Define	1992 plan has a TDM program action item	Permit program
Overnight prohibition	Increased parking requirements	Marked Parking/Fog Lines
Prohibition of front yard and/or ROW storage (see Agenda item #5)	Creation of additional parking along beach roads in undeveloped ROW	Limit parking hours, i.e., 90 minute parking, no overnight parking

*Definitions:* On order to restrict large vehicle parking, the SunPAC must define recreational, non-functional, or oversize vehicles to be included restrictions.

*Overnight Prohibition:* At meeting #24, Public Works covered options for overnight RV prohibition similar to the City of Santa Barbara. Unlike the City, the oversize vehicles in the Summerland ROW belong mostly to residents.

*Transportation Demand Management (TDM):* Action CIRC-S-14.2 from the original SCP contains provisions for carpool and vanpool consistent with TDM Program as outlined County Code Section 23A-1. Most businesses in Summerland are smaller retail establishments that have few employees. Public Works has received no recent applications or requests for the program in Summerland. A Summerland TDM program action item may not be effective or would need to be customized to include incentives appealing to Summerland business owners.

*Additional Parking Space Requirements:* The Mission Canyon Plan is proposing to require an additional parking space, so three parking spaces would be required for a single-family dwelling. A similar policy in Summerland would perpetuate differences from the rest of the County and make the processing of development applications more complex. Additional parking requirements may result in additional site preparation/grading, and increase paved areas over to support additional required parking spaces.

The Santa Barbara Air Pollution Control District (APCD) Land Use Strategies<sup>4</sup> recommends setting maximum parking requirements. Setting maximum amount of parking, rather than minimum, is a transit-supportive approach to parking management, but may not work for Summerland because of a lack of public transit infrastructure. MTD does not have plans to expand service beyond existing to Summerland.

<sup>4</sup> <http://www.sbcapcd.org/cap/09%20Land%20Use%20Strategies.pdf>

*Parking Permits and Limiting Hours:* The existing County Code regulating parking (Sec. 23-11) allows for time limits, no parking zones, overnight parking prohibition (1 A.M to 6 A.M), and the white line designation of parking spaces. A resolution by the Board of Supervisors is required for any prohibition or program. White line designation (also known as "fog lines") would remove many on-street parking spaces as it would require all areas inside the white lines to be obstruction-free.

### **Enforcement**

The California Highway Patrol has jurisdiction over parking violations in the incorporated areas of the County. The CHP requires resolution for all complaints. Immediate health and safety violations are addressed as soon as possible. Longer-term parking issues are remedied through the VIPER program, which includes contacting the registered owner directly, making the owner aware of his or her violation, and providing a timeframe for resolution. The CHP would continue to implement any parking restrictions or programs created by the SunPAC and approved by Public Works.

## **Agenda Item 6**

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Phase III-Circulation and Trails:

### **Issue Summary,**

Prior to the streetscape improvements, Lillie Avenue was used by freeway commuters as shortcut around Highway 101 during heavy traffic and rush hour. The Lillie Avenue streetscape improvements have curtailed the use of Lillie as a "101 third lane," however surface streets continue to supplement the freeway during heavy traffic.

Varley Street is narrow and traffic is functionally limited to one car passage due narrow width, parking, and storage in ROW. A petition is required to create a one-way street, and a similar provision was included in the original SCP that specified east/west streets in general. At Meeting #24, Public Works provided a possible east/west one-way street plan. However, as many streets are not continuous, navigation would be confusing.

Pedestrian and bicycle safety is compromised in the urban area by the absence of sidewalks, illegal encroachments, and storage of vehicles in the ROW. Class II Bike paths associated with the Lillie Road improvements and the recently opened Class I Ortega Hill Bike path have greatly improved bicycle and pedestrian access to the Summerland commercial core. Beach access in the eastern part of the community remains under-developed.

Santa Barbara Metropolitan Transit District (MTD) provides the general public with fixed route service. Route 20, the Santa Barbara to Carpinteria line, serves as the only fixed route transit line in Summerland. The route links Summerland with Santa Barbara, Montecito, and Carpinteria, and stops every 30-60 minutes at Lillie and Evans Avenue.

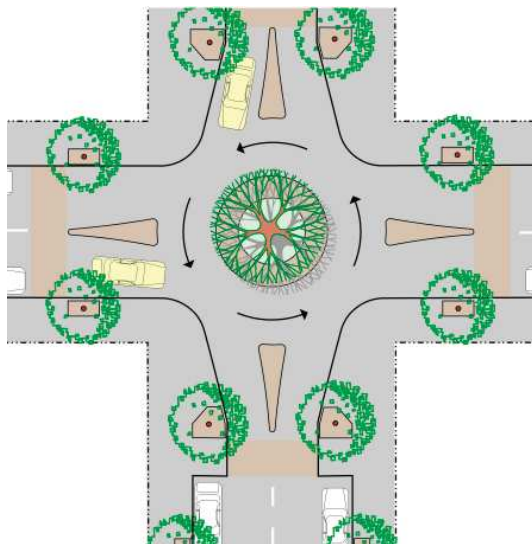
The rural streets of Summerland have a distinct feel and survey results demonstrate that the majority of residents want to preserve the existing ambiance. Staff recommendation is to add policies preserving the rural nature of the streets while allowing for on-road trails and stripped bike paths.

**Options**

<b>Circulation Options</b>		
<b>Traffic Circulation</b>	<b>Bicycle Circulation</b>	<b>Pedestrian</b>
Traffic circle, Mini Roundabout, or other traffic calming features	Increased signage and pavement marking (urban and rural)	Finding for all projects that favor pedestrian safety for any ROW alterations
One-way traffic on Varley	Continue to promote bike parking along commercial core, encourage well designed, artistic bike racks	Action items exploring the creation and funding for sidewalks (urban) or on-road trails (rural and urban)
Prohibit ROW parking if street is too narrow	Explore locations and funding for additional bike lanes	Creating of footpaths in undeveloped ROW
Funding sources or implementation programs need to be considered for all action items		

The above options mostly apply to urban area as preserving the existing state of the roads is a priority in the rural areas. Sample goals are included in the attached Draft Plan and Policy Matrix which and are separated by rural and urban areas.

*Traffic Calming:* Please see the attached Neighborhood Traffic Management Policy for an explanation of the process and methods for traffic calming. Mini roundabouts are ideal for streets with less than 2,000 ADT and can be landscaped with drought tolerant plants that do not affect sight lines,<sup>5</sup> making them ideal for urban Summerland residential intersections. The graphic below is representative of a mini-roundabout.



<sup>5</sup> [www.labikeplan.org](http://www.labikeplan.org) Section 5.57

*Bicycle Circulations:* Bicycle paths are classified in three ways as follows:



The original SCP contained an action item calling for a Class I path along the beach adjacent to the railroad ROW. Please provide feedback on additional areas for bike paths and appropriate types.

*Narrow Streets and ROW Parking:* At meeting #25, the SunPAC voiced support to maintaining a certain width of road and parking, and if this could not be met, limiting parking or conversion to one-way streets. The APCD Land Use Strategy Document recommends one twelve-foot travel lane and two seven-foot parking lanes in low to medium density neighborhoods. Generally, Public Works requires a road width of 11 or 12 feet; if parking is allowed on both sides of the street, it must be 32 feet curb to curb. Additional planning resources and ideas can be found at:

<http://www.cnu.org/>  
<http://www.sbcapcd.org/cap/09%20Land%20Use%20Strategies.pdf>  
<http://la.streetsblog.org/2009/09/19/weekend-update-the-parking-day-ride/>  
[http://www.labikeplan.org/files/draftplan/chapters/Draft\\_LABP\\_Ch5\\_Technical\\_Design\\_Handbook.pdf](http://www.labikeplan.org/files/draftplan/chapters/Draft_LABP_Ch5_Technical_Design_Handbook.pdf)  
<http://www.santabarbaracarfree.org/>  
<http://arieff.blogs.nytimes.com/2009/09/22/pavement-to-parks/>  
[http://www.ruraltransportation.org/pages/page.asp?page\\_id=61530](http://www.ruraltransportation.org/pages/page.asp?page_id=61530)

Each SunPAC member is encouraged to review this draft information and contact staff individually should any questions, suggestions, or other comments arise. Staffs contact details:

- Vicki Parker, 568.2057
- Peter Imhof, 568.3543
- Holly Bradbury, 568.3577

## Adjourn

### Next meeting: SunPAC Community Plan Update Meeting #26

Topic: Phase III, Traffic, Circulation, and Parking Update  
 Development: Review Draft  
 Wednesday, November 4, 2009, 5:00 PM  
 Board of Supervisors Hearing Room, 4th Floor



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# Notice of Public Meeting

## Summerland Planning Advisory Committee (SunPAC) Meeting #26

**Date:** Wednesday, October 7, 2009

**Time:** 5:00 pm

**Location:** Board of Supervisors Hearing Room  
105 East Anapamu Street, 4<sup>th</sup> Floor, Santa Barbara

**Attendees:** SunPAC Members, County Staff, and Public Participants

**Purpose/Discussion:** Phase III - Traffic, Parking, and Circulation

**Materials to read:** Summerland Community Plan: Traffic, Circulation, and Parking

**Materials to bring:** SunPAC Meeting Materials  
Summerland Community Plan: Circulation, Parking, and Traffic Chapter  
Non-Maintained Roadway Review

Agenda Item	Discussion Topic
<b>CALL TO ORDER</b>	
# 1	<b>Pledge of Allegiance &amp; Roll Call</b>
# 2	<b>Public Comment Period:</b> <i>The Public Comment period 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.</i>
# 3	<b>Administrative Items:</b> Meeting Minutes from September 2, 2009 and September 9, 2009. Review of revised Phase III schedule. SCA/SunPAC Meeting Follow-up. Phase III binder tabs. CHP Parking Enforcement.
# 4	<b>Phase III-ROW</b>
#5	<b>Phase III-Parking</b>
#6	<b>Phase III-Circulation and Trails</b>

## Adjourn

Questions or comments about the Community Plan Update may be directed to Derek Johnson at 805-568-2072 or [djohnson@sbcso.org](mailto:djohnson@sbcso.org) and further information may be obtained on the following web site: <http://longrange.sbcountyplanning.org/planareas/summerland/summerland.php>

*Attendance and participation by the public is invited and encouraged. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Hearing Support Staff (805) 568-2000. Notification at least 48 hours prior to the meeting will enable the Hearing Support Staff to make reasonable arrangements.*

**Next Meeting**

SunPAC Meeting #27  
Topic: Phase III, Traffic and Circulation Update Draft Chapter  
Wednesday, November 4, 2009, 5:00 PM  
Board of Supervisors Hearing Room, 4th Floor

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Questions or comments about the Community Plan Update may be directed to Derek Johnson at 805-568-2072 or [djohnson@sbcaso.org](mailto:djohnson@sbcaso.org) and further information may be obtained on the following web site: <http://longrange.sbcountyplanning.org/planareas/summerland/summerland.php>

*Attendance and participation by the public is invited and encouraged. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Hearing Support Staff (805) 568-2000. Notification at least 48 hours prior to the meeting will enable the Hearing Support Staff to make reasonable arrangements.*



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# SUMMERLAND Planning Advisory Committee (SunPAC)

September 2, 2009 Meeting #25 – Minutes

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1. **Meeting Called to Order:** By Chair Donaldson at 5:07 pm.

**Pledge of Allegiance and Roll Call:**

**SunPAC Members Present:** Robert (Robin) Donaldson, David (Tom) Evans, Betty Franklin, David Hill, Mary Holzhauer, Nancy Kimsey, Suzanne Perkins (arr. 7:20).

**SunPAC Members Absent:** Wickson (Reeve) Woolpert, Paul Franz.

**County Staff Present:** Office of Long Range Planning: Supervising Planner Peter Imhof and Planner Holly Bradbury.

**Welcome:** Chair Donaldson welcomed participants.

2. **Public Comment:**

Cindy Sapienza: Requests 3-5 minutes at the beginning of the SCA/SunPAC joint meeting to make announcements before turning the meeting over to SunPAC and staff.

Jack Herschorn: Owns building on the corner of Lillie and Greenwell. Would like to keep the feel of the street rural and not encourage drivers to use Greenwell. Supports Lillie median to the east of Greenwell; the median is an appropriate delineation of the speed limit and would define the gateway.

3. **Administrative Items:**

**Minutes of August 5, 2009 SunPAC Meeting #24:**

Minutes amended to include the SunPAC's comments regarding its desire for increased ROW encroachment enforcement by Public Works, and exploring options other than abandoning public ROW for private use.

**ACTION:** Chair Donaldson moved, Member Hill seconded, to approve the August 5, 2009 SunPAC Meeting #24 Minutes as amended; motion carried by a vote of 5-0.

Yea: Evans, Donaldson, Franklin, Kimsey, Holzhauer.

Nay: None.

Absent: Woolpert, Franz, Perkins.

Abstain: Hill.

**SBAR review of Residential Design Guidelines:** SBAR minutes will be presented to SunPAC after SBAR minutes approval on September 11, 2009. SunPAC discussed SBAR suggestions of removing private view protections and reference materials from Residential Design Guidelines.

**Phase III Schedule:** Review of overall timelines and structures.

**Lillie/Greenwell improvement:** Chair Donaldson provided a summary of the Public Works staff response to Meeting #24 questions about SunPAC's desire for a bulb-out and raised sidewalk. Modifications to plan presented to the SunPAC on August 5, 2009 include a median on Lillie. Opportunities exist for downtown area signage in this section. Crosswalk would be similar to Lillie Ave. SunPAC approves of median plan.

4. **Cal-Prop/Loon Point Discussion:** Chip Wullbrandt and Chris Price presented site conditions and options for APNs 005-260-014, 013, 012, 011, and 009 located at 2773, 2777, 2779, 2781, and 2825 Padaro Lane, respectively. Applicant concerns include the 16-foot height and FAR limits applicable to parcels. No SunPAC motion made.

**Public Comment:**

Jane Gray: All parcels should be treated equally; special provisions should not apply to any one property owner. Concerned about application and SunPAC process transparency.

Member Perkins arrived at 7:20.

5. **Residential Design Guidelines Wrap-up:** SunPAC discussion of basement definition, graphics, and FAR worksheet.

**Final Basement Definitions:**

**Basement, Residential – Summerland:** Residential Basements shall be defined as the portion of habitable or potentially habitable under-floor space below the interior floor directly above where the distance between the lower of the existing grade or finished grade and the elevation of the finished floor directly above does not exceed 4 feet.

**Basement, True – Summerland:** A true basement shall be defined as any habitable or potentially habitable under-floor space below the interior floor directly above where the distance between the lower of the existing grade or finished grade around the entire perimeter of the structure and the elevation of the finished floor directly above does not exceed 18 inches at any point.

**Public Comment:**

Chris Price: What does the definition in the current (SBAR 8/28/09) Residential Design Guidelines even mean? Supplemental page for Attachment 6 insufficient for providing clear basement information.

Jane Gray: Requests clarification on net lot size, qualifications of easements, and if all areas where development is not possible are not included in net lot size.

- 6. Phase III Discussion: Traffic, Circulation, and Parking:** Formation of goals and priorities. SunPAC requested staff return with examples of goals.

**Adjournment:** Chair Donaldson moved, Vice Chair Perkins seconded, to adjourn the meeting; motion carried by a vote of 7-0.

Yea: Donaldson, Evans, Franklin, Hill, Holzhauer, Kimsey, Perkins.

Nay: None.

Absent: Woolpert, Franz.

Meeting adjourned at 9:05 pm.

**Next Meeting:**

Wednesday, October 7, 2009, 5:00pm  
105 East Anapamu Street, Santa Barbara  
Board of Supervisors Hearing Room, 4<sup>th</sup> Floor

**Topic:** Phase III Summerland Community Plan Circulation:  
ROW, Parking

**Minutes Approved:**

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Robert (Robin) Donaldson, Chair



# SUMMERLAND Planning Advisory Committee (SunPAC) and Summerland Citizens Association (SCA) Draft Minutes

September 9, 2009 Meeting– Minutes  
QAD Conference Room  
1100 Innovation Place, Summerland

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1. **Meeting Called to Order:** By Chair Donaldson at 6:15 pm.

**Announcements:**

Cindy Sapienza, SCA: Next meeting to focus on SCA organizational business. Introduced SunPAC Chair Robin Donaldson.

**Welcome:** Chair Donaldson welcomed participants, introduced the SunPAC members and staff, summarized the progress and format of the meetings, and presented the intent of the Residential/Commercial Guidelines.

**Roll Call:**

**SunPAC Members Present:** Robert (Robin) Donaldson, David (Tom) Evans, Betty Franklin, David Hill, Nancy Kimsey, Paul Franz.

**SunPAC Members Absent:** Wickson (Reeve) Woolpert, Suzanne Perkins, Mary Holzauer.

**County Staff Present:** Office of Long Range Planning: Deputy Director Vicki Parker, Supervising Planner Peter Imhof, and Planner Holly Bradbury.

2. **Public Comment:** None.

3. **Office of Long Range Planning Staff Presentation:** Draft Residential and Commercial Design Guidelines structure overview.

4. **Public Comment:**

Chair Donaldson read two written comments letters into the record:

Pamela Massey: Lives at 2420 Golden Gate Ave next a tent lot. Concerned allowable FAR is too high and would negatively affect neighborhood. Can FAR be used to lessen setbacks? Adjacent lot is a fire hazard.

John Hillis (2418 Golden Gate): Opposed to larger houses on 25x60 lots, in favor of limiting square footage as much as legally possible. Larger FAR's would be an incentive for smaller lots to be developed and/or subdivided.

Speaker Slip Comments:

Kelley Haeseker: Represents owners of 85-acre parcel at 370 Ortega Ridge Road. Property owners have improved neglected orchards and entered back into a Williamson Act contract. The parcel is in agriculture (avocado and citrus) without intent to develop or subdivide; owners are preservationists, conservationists, and environmentalists. Concerned about uniform application of the guidelines; standards, findings, and variances should apply equally to every parcel. Owners involved in process since inception and were told no variance for height is possible.

Tom Evans: Concerned about increased FAR under Residential Design Guidelines. Additional findings must be required for height and FAR modifications. Naples ruling set a precedent for recognizing small lots. If additional small lots are recognized, subdivided, and developed under the proposed FAR limit it would result in negative impacts to the character of Summerland.

John Sirois: Appreciative of efforts and supports protection of private views and restricting lighting. Against bare light bulbs on Lillie, Varley, and Banner; they are a waste of energy and look bad in the fog. Preservation of views is important. Not in support of nearby CalTrans solar installation.

Staff Response: FAR and setbacks are independent of each other and every project must adhere to both. Variance findings are difficult to make but anyone may submit an application. Caltrans solar array not under purview of SunPAC.

**Adjournment:** Chair Donaldson moved, Member Franklin seconded, to adjourn the meeting; motion carried by a vote of 5-0.

Yea: Donaldson, Evans, Franklin, Hill, Kimsey.

Nay: None.

Absent: Woolpert, Franz, Perkins, Holzhauser.

Meeting adjourned at 7:55 pm.

**Next SunPAC Meeting:** Wednesday, October 7, 2009, 5:00pm  
105 East Anapamu Street, Santa Barbara  
Board of Supervisors Hearing Room, 4<sup>th</sup> Floor

**Topic:** Phase III Summerland Community Plan Circulation:  
ROW, Parking

**Minutes Approved:**

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Robert (Robin) Donaldson, Chair

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Meeting / Workshop Type	Date & Time	Location	Discussion Topics
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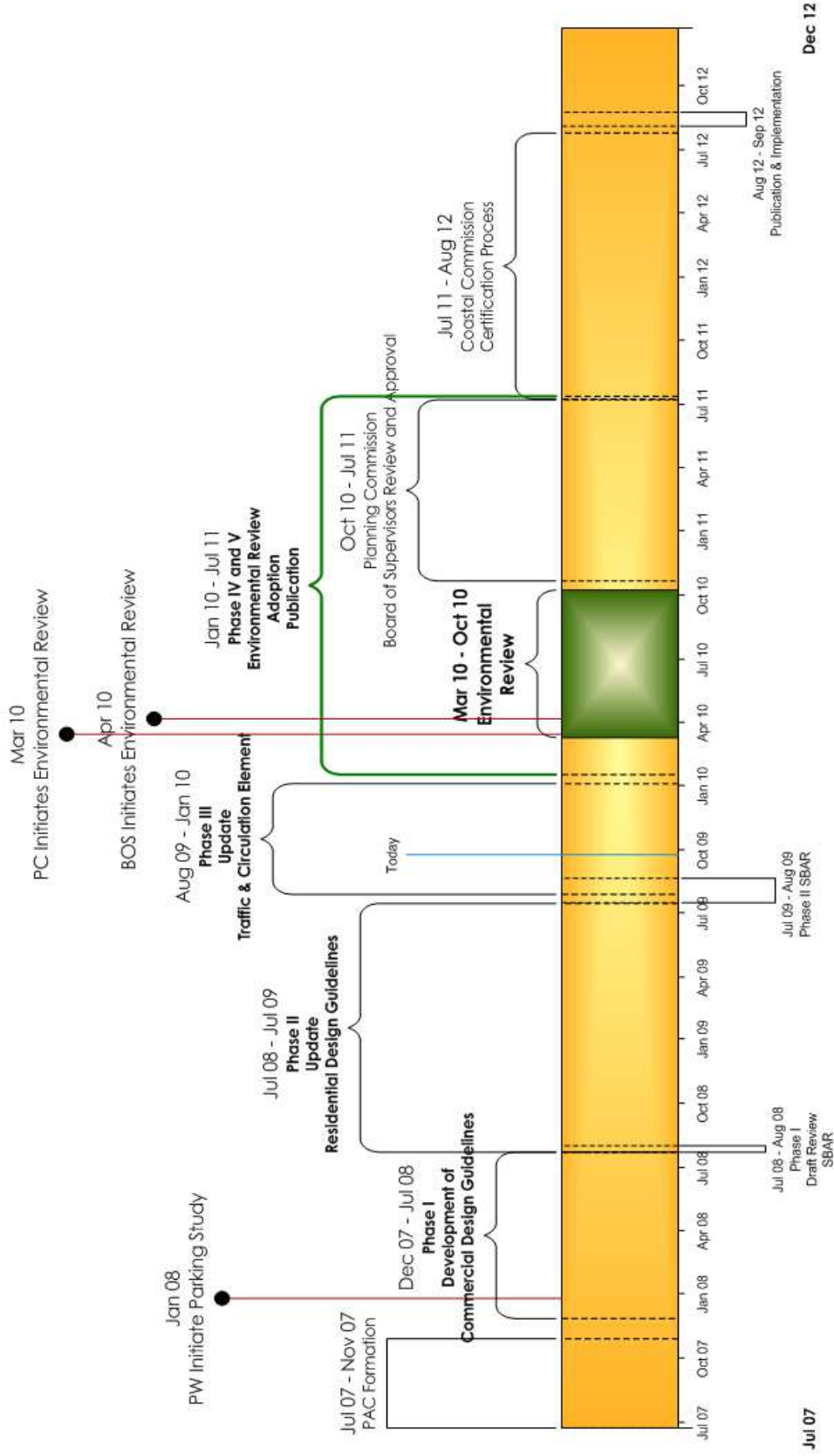
**Phase III: SunPAC Community Plan, Traffic and Circulation Chapter Update**

<b>SunPAC Meeting #24 COMPLETED</b>	<del>Wednesday, November 19, 2008 6:00 pm</del> <b>Rescheduled: Wednesday, August 5, 2009 6:00 pm</b>	Board of Supervisors Conference Room	Traffic and Circulation Chapter Background and Introduction <ul style="list-style-type: none"> <li>o Review Meeting #23 Comments</li> <li>o Public Works Presentation</li> <li>o Background Discussion</li> </ul> Discussion and Comments
<b>SBAR Hearing #2 COMPLETED</b>	Friday, August 28, 2009 Time 1 pm	Planning Commission Hearing Room	SBAR Preliminary Review of Draft Residential Design Guidelines <ul style="list-style-type: none"> <li>o Public Comment</li> </ul> SBAR Comments and Questions
<b>SunPAC Meeting #25 COMPLETED</b>	Wednesday, September 2, 2009 5:00 pm	Board of Supervisors Hearing Room	Traffic and Circulation Chapter Goals <ul style="list-style-type: none"> <li>o Review Comments from Meeting #24</li> <li>o Discuss and summarize SCP Completed Action Items</li> <li>o Finalize SCP Circ Goals</li> <li>o Summarize Comments</li> <li>o Discuss SBAR review of Design Guidelines</li> <li>o Wrap up Residential Design Guidelines</li> </ul> Discuss SCA presentation
<b>SunPAC/SCA Joint Meeting COMPLETED</b>	Wednesday, September 9, 2009 6:00 pm	QAD	Presentation summary of Residential and Commercial Design Guidelines
<b>SunPAC Meeting #26</b>	Wednesday, October 7, 2009 5:00 pm	Board of Supervisors Hearing Room	Traffic and Circulation Chapter ROW focused charette <ul style="list-style-type: none"> <li>o Review Comments from Meeting #25</li> <li>o Discussion of specific ROW Options. Parking, Circulations, Trials</li> </ul> Summarize Comments
<b>SunPAC Meeting #27</b>	Wednesday, November 4, 2009 5:00 pm	Board of Supervisors Hearing Room	Traffic and Circulation Chapter Parking <ul style="list-style-type: none"> <li>o Discuss meeting #26</li> <li>o Commercial Design guide wrap up</li> </ul> Summarize comments

<b>SunPAC Meeting #28</b>	Wednesday, December 2, 2009 5:00 pm	Board of Supervisors Hearing Room	Traffic and Circulation Chapter Circulation and Trails Review Draft Traffic Section Summarize Comments
<b>SunPAC Meeting #29</b>	Wednesday, January 6, 2010 5:00 pm	Board of Supervisors Hearing Room	Traffic and Circulation Chapter Review First Draft <ul style="list-style-type: none"> <li>o Review Meeting #27 Comments</li> <li>o Present final Draft</li> </ul> Finalize Draft
<b>20-Day Interdepartmental Review</b>			
<b>Phase IV and V: Environmental Review and CEQA Adoption Process</b>			
<b>Planning Commission Hearing #1</b>  (SunPAC attendance not required)	<del>Wednesday, February 4, 2009 Time TBD</del>  <b>Rescheduled: Wednesday, March 17, 2010 Time TBD</b>	Planning Commission Hearing Room	Review of Draft Documents: <ul style="list-style-type: none"> <li>o Community Plan, Circulation Element Update</li> <li>o Residential Design Guidelines Update</li> <li>o Commercial Design Guidelines Update</li> </ul> Public Testimony Board of Supervisors Comments Motion to Initiate Environmental Review
<b>Board of Supervisors Hearing #1</b>  (SunPAC attendance not required)	<del>Wednesday, March 28, 2009 Time TBD</del>  <b>Rescheduled: Tuesday, April 13, 2010 Time TBD</b>	Board of Supervisors Hearing Room	Review of Draft Documents: <ul style="list-style-type: none"> <li>o Community Plan, Circulation Element Update</li> <li>o Residential Design Guidelines Update</li> <li>o Commercial Design Guidelines Update</li> </ul> Public Testimony Board of Supervisors Comments Motion to Initiate Environmental Review
<b>Environmental Review Process <del>March 2009</del> <b>March 2010</b> – <del>September 2009</del> <b>October 2010</b></b>			

<p><b>SunPAC Meeting #31</b></p>	<p><del>Wednesday, September 2, 2009 6:00 pm</del></p> <p><b>Rescheduled: Wednesday, October 20, 2010 6:00 pm</b></p>	<p>Board of Supervisors Conference Room</p>	<p>Overview and Next Steps</p> <ul style="list-style-type: none"> <li>o Review of Final Documents</li> <li>o Discussion and Comments</li> <li>o Next Steps</li> <li>o Review Draft Letter of Support</li> </ul>
<p><b>Planning Commission Hearings</b></p> <p>(SunPAC attendance not required)</p>	<p><del>October 2009- February 2010</del></p> <p><b>Rescheduled: November 2010- February 2011</b></p>	<p>Planning Commission Hearing Room</p>	<p>Review of Environmental Document</p> <p>Review of Draft Documents</p> <ul style="list-style-type: none"> <li>o Community Plan, Circulation Element Update</li> <li>o Residential Design Guidelines Update</li> <li>o Commercial Design Guidelines Update</li> </ul> <p>Public Testimony</p> <p>Finalize Recommendations to Board of Supervisors</p>
<p><b>Board of Supervisors Hearings</b></p> <p>(SunPAC attendance not required)</p>	<p><del>April – June 2010</del></p> <p><b>Rescheduled: April 2011 – February 2012</b></p>	<p>Board of Supervisors Hearing Room</p>	<p>Review of Environmental Document</p> <p>Review of Draft Documents</p> <ul style="list-style-type: none"> <li>o Community Plan, Circulation Element Update</li> <li>o Residential Design Guidelines Update</li> <li>o Commercial Design Guidelines Update</li> </ul> <p>Public Testimony</p> <p>Finalize Recommendations</p>
<p><b>Coastal Commission Certification</b></p> <p>(SunPAC attendance not required)</p>	<p><del>June 2010 – July 2011</del></p> <p><b>Rescheduled: March 2011 – March 2012</b></p>	<p>TBD</p>	<p>Review of Environmental Document</p> <p>Review of Draft Documents</p> <ul style="list-style-type: none"> <li>o Community Plan, Circulation Element Update</li> <li>o Residential Design Guidelines Update</li> <li>o Commercial Design Guidelines Update</li> </ul> <p>Public Testimony</p> <p>Finalize Recommendations</p>

# Summerland Long Range Planning Process





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# COUNTY OF SANTA BARBARA

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**SOUTH  
BOARD OF ARCHITECTURAL REVIEW  
APPROVED MINUTES  
Meeting of July 24, 2009**

Santa Barbara County  
Planning Commission Hearing Room  
Engineering Building, Room 17  
123 East Anapamu Street  
Santa Barbara, CA 93101  
(805) 568-2000

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The regular meeting of the Santa Barbara County Board of Architectural Review Committee was called to order by the Chair, Will Rivera, at 9:15 A.M., in the Santa Barbara County Engineering Building, Room 17, 123 East Anapamu Street, Santa Barbara, California.

**COMMITTEE MEMBERS PRESENT:**

Will Rivera	Chair
Laurie Romano	Vice Chair
Martha Gray	
Jeremy Roberts	
Glen Morris	
Steve Willson	
Anita Hodosy-McFaul	SBAR Secretary
Anne Almy	Supervising Planner

**COMMITTEE MEMBERS ABSENT: Everyone present.**

**REPORTERS:** None in attendance

**NUMBER OF INTERESTED PERSONS:** Approximately 5±

**ADMINISTRATIVE AGENDA:**

**I. PUBLIC COMMENT:**

**II. AGENDA STATUS REPORT:** Roberts moved, seconded by Gray and carried by a vote of 4 to 0 (Morris absent) to:

- Continue Item #4 09BAR-00000-00112 to be heard later at 1:00 p.m.

**III. MINUTES:** Willson moved, seconded by Gray and carried by a vote of 4 to 0 (Morris absent) approve the Minutes of July 10, 2009.

**IV. CONSENT AGENDA:**

**V. SBAR MEMBERS INFORMATIONAL BRIEFINGS:** Very concerned about filing SBAR membership. Requested that Staff pursue.

**VI. STAFF UPDATE:** Brief update on changes in Planning and Development structure.

**VII. STANDARD AGENDA:**

**11. Discussion** Summerland Draft Design Guidelines Summerland  
(Derek Johnson, Director)

**Request of the office of Long Range Planning, that the South County Board of Architectural Review (SBAR) receive and review the Draft Residential Design Guidelines for Summerland.**

**COMMENTS:**

**Public speakers: Tom Evans, Patrick Nesbitt**

**SBAR COMMENTS:**

- a. Clarify whether partial basements are allowed.
- b. Guidelines need additional graphics.
- c. On pg 11-7, clarify use of scale; revise graphic for clarity.
- d. Could use examples of appropriate exterior lighting that conforms to different styles.
- e. Staff to distribute revised guidelines on 8/14 for further SBAR review on 8/28

**Discussion item only, no action is taken. Item continued to the August 24, 2009 SBAR meeting for further discussion.**

*There being no further business to come before the Board of Architectural Review Committee, Committee Member Steve Willson moved, seconded by Glen Morris, and carried by a vote of 5 to 0 that the meeting was adjourned until 9:00 A.M. on Friday, August 14, 2009 in the Santa Barbara County Engineering Building, Room 17, 123 Anapamu Street, Santa Barbara, California 93101.*

Meeting adjourned at 3:00 P.M.



# COUNTY OF SANTA BARBARA

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**SOUTH  
BOARD OF ARCHITECTURAL REVIEW  
APPROVED MINUTES  
Meeting of August 28, 2009**

Santa Barbara County  
Planning Commission Hearing Room  
Engineering Building, Room 17  
123 East Anapamu Street  
Santa Barbara, CA 93101  
(805) 568-2000

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The regular meeting of the Santa Barbara County Board of Architectural Review Committee was called to order by the Chair, Chris Roberts, at 9:28 A.M., in the Santa Barbara County Engineering Building, Room 17, 123 East Anapamu Street, Santa Barbara, California.

**COMMITTEE MEMBERS PRESENT:**

Will Rivera	Chair
Jeremy Roberts	Vice Chair
Martha Gray	
Glen Morris	
Steve Willson	
David Villalobos	Hearing Support Supervisor
Anne Almy	Supervising Planner

**COMMITTEE MEMBERS ABSENT:** None.

**REPORTERS:** None in attendance

**NUMBER OF INTERESTED PERSONS:** Approximately 15±

**ADMINISTRATIVE AGENDA:**

**I. PUBLIC COMMENT:**

- II. AGENDA STATUS REPORT:** Rivera moved, seconded by Gray and carried by a vote of 5 to 0 to:
- Drop Item No. 4 09BAR-00000-00073 Schulz Residence Addition/Remodel from the agenda at the request of the applicant.
  - Continue Item No. 10 09BAR-00000-00031 Warzocha Residence Additions and New Garage to the meeting of September 11, 2009 at the request of the applicant.

**III. MINUTES:** Roberts moved, seconded by Rivera and carried by a vote of 4 to 0 (Willson abstained) to approve the Minutes of August 14, 2009.

**IV. CONSENT AGENDA:**

**V. SBAR MEMBERS INFORMATIONAL BRIEFINGS:** None.

**VI. STAFF UPDATE:** None.

**VII. STANDARD AGENDA:**

**Toro Canyon/Summerland/Carpinteria Areas**

**11. Discussion Summerland Draft Design Guidelines Summerland**

(Derek Johnson, Director)

**Request of the office of Long Range Planning, that the South County Board of Architectural Review (SBAR) receive and review the Draft Residential Design Guidelines for Summerland.** (Continued from 7/24/09)

**Project was a discussion item only.**

**Overall SBAR Comments:**

- a. SBAR voiced support for document.
- b. A mechanism needs to be in place to record problems and issues so that the draft document may be changed/final document amended as needed.
- c. Concerned over wording and flexibility in interpretation: standardize use of “shall not,” “should not” and “could.”
- d. Include in Preface: good architecture and design may exist in any form, the incorporation of architecture into the fabric Summerland is at the discretion the SBAR.
- e. Remove G’s from Guideline bullet points
- f. SBAR role is not to be an arbiter of private views, remove language pertaining to private views.
- g. Items which are included in Chapter 11 and other sections which duplicate the LUDC or any other SB county policy document (e.g., definitions and story pole guidelines) should reference the parent document only to avoid potential inconsistencies and procedurally difficult changes to Guidelines in future. Such items would be reference materials to be included in a “Summerland package” to avoid redundant changes to Guidelines.

**Chapter 1:**

- SBAR always recommends good neighbor policies and supports projects which are sensitive to the needs of surrounding neighbors
- Annotate the permit flow chart to include consultation with the Summerland BAR and reflect recent noticing changes.

**Chapter 2:**

- SBAR wants picture/raking shot of existing street with desirable texture, good setback, and relationship; try Google maps street view. Avoid confusing users with this image.
- Page 2-4 Paragraph 6, sentence 3: remove “preferred” and define preferred scale earlier in chapter.
- Add different images that give the flavor of Summerland.

**Chapter 3**

- G3.2: make specific statement about urban vs. rural or highlight the section pertaining to applicability for urban versus rural in Chapter 1.
- For G3.17, include language to emphasize permeable pavers with acknowledgement of what is and what is not permeable.
- Drainage plans are not be reviewed and approved by the SBAR. 3.29 should reference a conceptual drainage plan for reference only.
- Page 3-7: Finding 1: “The applicant has designed a project which ~~limits impacts on his/her neighbors views~~ *is appropriate to the neighborhood context*”.
- G3.21 Proposed designs should consider views from public spaces, such as parks, roadways and open space, and should minimize impacts *where feasible* ~~to or enhance those public views and where feasible private views should also be protected or enhanced.~~

**Chapter 4**

- Fig. 4.2: More descriptive graphic needed, specify if a mezzanine would be included in FAR twice in such a situation.
- FAR calculations need to be simplified to allow use of formula by all (applicants, planners, BAR).
- Fig. 4.3 and Page 4-5: Basement methodology is confusing. How does this relate to the Building Code and required ventilation/access?
- Fig. 4.8: Simpler forms without articulation have worked well in Summerland. Consider removal of graphic.

- G4.13 and 4.14: See Goleta Design Guidelines discussion of “side loading” and provide language to describe how elements should be balanced and to allow SBAR discretion. Fig. 4.13: Should show decks, bay windows or balconies as described in G4.22. Replace 4.13 with another image (e.g., Fig. 2 from the existing Guidelines). Figure 5.1 would be an acceptable substitute.
- **Chapter 5**
  - Fig. 5.1: Can staff find an example of a California bungalow on a sloped site? Existing photograph is more typical of a flat site. Important to have examples of all recommended design styles on sloped sites. Examples all need to be of good architecture.
  - Drawings preferred over photos for examples of styles.
  - SBAR is conformable with flat roofs if done correctly.
  - Fig 5.7: would prefer a drawing. The selected photo is not a good example of a garage treatment.
  - Fig. 5.8: Lighten/brighten photo. Too dark.
  - G5.12: Sloped or pitched roof forms are preferred over flat roofs: ~~flat roofs or roof parapet tops are discouraged in the urban area, except for green roofs or roofs not visible by neighbors~~
  - G5.15: Replace should with “could.”
  - G5.16: Deleted.

#### Chapter 6

- Please include a preference for sustainable/recycled materials or reference green building resources.
- Page 6-2: skylights should have the same pitch and be parallel with roof, low profile.
- Fig. 6.4: Correct starter board position.
- Fig. 6.5: “~~Dark mirrored~~ reflective glazing.”
- Fig 6.6: Windows only represent Victorian, not contemporary.
- Would prefer different window in Fig. 6.5 and more examples in Fig. 6.7
- G6.15: Clarify that only pertains to urban area.
- G6.20: “All colors ~~shall~~ are encouraged to blend in with the surrounding soils, vegetations, and rock out cropping.”

#### Chapter 7

- No comments.

#### Chapter 8

- Remove chapter. RSUs are exempt from BAR review.

#### Chapter 9

- Support language that landscape plan *shall* be required.
- G9.8 Delete.
- Fig 9.3: Work in “should” language regarding Example C.
- Fig 9.4 and 9.5: Not actually permeable after 90% compaction. Use chipseal example.
- G9.27: Fences should be less than 6 feet. Mention 3.5-foot limit from text.
- G9.28: Change to a placeholder for when this issue is addressed as part of Phase III.
- Fig. 9.8: Include that opaque glass is acceptable.
- Want specification for lumens on outdoor lighting; research and reflect appropriate LZ standards.
- Page 9-7: Supports 3.5 foot fence height limitation in front yard setback.

#### Chapter 10 and 11

- Remove or reference content as appropriate (e.g., eliminate findings, checklist, noticing rules). Include as Summerland supplemental package with applications to avoid the need to amend the document every time the LUDC or other BOS-adopted documents are amended.
- FAR worksheet appears complicated.

#### Public Comment: Tom Evans

New document gives SBAR more discretion with plate height and understories, FAR limits higher than Montecito. Private Views are the #1 concern in Summerland and original SBAR Design Guidelines protected them. Does not like flat roofs and would prefer photos to drawings

in Chapter 5 as better representing typical Summerland architecture. Community, not SBAR, needs to decide on reflective roofs. Modular housing not successful. Outdoor lighting approval shouldn't be wattage dependent. Presents enforcement headache.

**SBAR Response:**

- Private views are not under the purview of the SBAR.

*There being no further business to come before the Board of Architectural Review Committee, Committee Member Steve Willson moved, seconded by Martha Gray, and carried by a vote of 4 to 0 (Glen Morris absent) that the meeting was adjourned until 9:00 A.M. on Friday, September 11, 2009 in the Santa Barbara County Engineering Building, Room 17, 123 Anapamu Street, Santa Barbara, California 93101.*

Meeting adjourned at 4:15 P.M.



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# County of Santa Barbara, Public Works

## Encroachment Permits - Policies

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*The County of Santa Barbara's Road Commissioner hereby approves and sets the following policies; for conflicting requirement, the most stringent shall govern:*

### General:

1. All encroachments shall be in conformance with applicable portions of the Comprehensive Plan, including the Local Coastal and community plans, as well as with current ADA requirements.
2. The Commissioner may take into account, factors such as aesthetics, in reviewing all encroachment permits. Above grade facilities shall be set back as far as possible and provide landscape or other approved screening to minimize the visual effect of the encroachment.

### Clear Zone and Pedestrian access:

3. Road Encroachment Permits shall not be issued unless the Permittee agrees to assure a clear zone from the curb face and/or edge of pavement to the proposed encroachment. The clear zone is necessary to maintain an adequate safety zone that will provide adequate sight distance, adequate access, and safety for pedestrians, bicyclists, and equestrians, when applicable, along County roadways.

### Retaining Walls, Block Walls, Garden Walls, Fences, etc.:

4. Shall be set back a minimum distance from the curb face or edge of pavement as follows:
  - Up to and including a 25 mph posted speed: 7 feet minimum,
  - Over 25 mph posted speed: 10 feet minimum,
5. May require conditions including additional setbacks beyond the above minimums, at intersections, curves, driveways or where determined necessary for sight distance, safety issues, including Fixed Object Criteria and to provide for pedestrian, bicyclist.

### Landscaping and Irrigation:

6. For landscaping, a clear zone, set back from the curb face or edge of pavement shall be established as follows:
  - Up to and including a 25 mph posted speed: 7 feet
  - Over a 25mph posted speed: 10 feet
7. Landscaping shall be designed to provide sight distance clearance, pedestrian access; as well as bicyclist and equestrian access when applicable. (new or future).
8. Street trees shall be selected only from the Board of Supervisors Approved street tree list and root barriers installed within the drip line.
9. Irrigation shall be drip and emitter and not spray type irrigation to avoid overspray pavement/sidewalk.

### Other Fixed Objects:

10. Mailboxes shall be constructed and/or located to meet County of Santa Barbara Engineering Standards' criteria for Fixed Objects and US Post Office standards. Road Shoulder construction and encroachments shall provide room for a mail truck to pull out of the travel lane wherever possible.

## County of Santa Barbara, Public Works Encroachment Permits - Policies


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11. Fixed Objects, (i.e., rocks , new proposed trees) shall be required to be set back based on current engineering standards from the edge of pavement not less than the following, providing adequate recovery zone for the traveling public:
  - Up to and including 25 mph - 7 feet minimum
  - Over 25mph - 10 feet minimum
12. Fixed objects shall be designed to provide sight distance clearance, pedestrian access; as well as bicyclist and equestrian access when applicable. (existing, new or future).

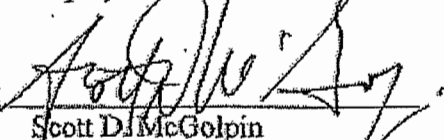
### Entry Gates:

13. Where gates for vehicular entry are included as part of the encroachment, the clear zone shall be adequate to store a vehicle waiting to enter the site without overhanging onto the paved roadway/shoulder. A minimum of 25 feet from edge of pavement to the gate shall be provided.

*These revisions shall be accepted as current policy for the Department of Public Works and shall be implemented immediately.*

Approved:  Date: 4/9/08  
Eric Pearson  
Manager, Encroachment and Construction

Approved:  Date: 4/9/08  
Dacé Morgan  
Deputy Director of Public Works

Approved:  Date: 4/10/08  
Scott D. McGolpin  
Road Commissioner and Director of Public Works



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## Road Right of Way Encroachments

### County of Santa Barbara, City of Santa Barbara and Caltrans Procedures

#### Santa Barbara County Chapter 28 Roads DEFINITIONS

**Road Right-of-Way.** That area of land on which the road is built and that land on each side of the road for the specified distance covered by county road easements or by county owned land acquired for road purposes and within the county maintained road system. Definition per Ord 2624

#### Article I. Excavations and Encroachments

**Excavation.** Any opening in the surface of the road right-of-way made in any manner whatsoever, except an opening into a lawful structure below the surface of the road, the top of which is flush with the adjoining surface and so constructed as to permit frequent openings without injury or damage to the road. (Ord. 1491)

#### PERMIT REQUIREMENTS

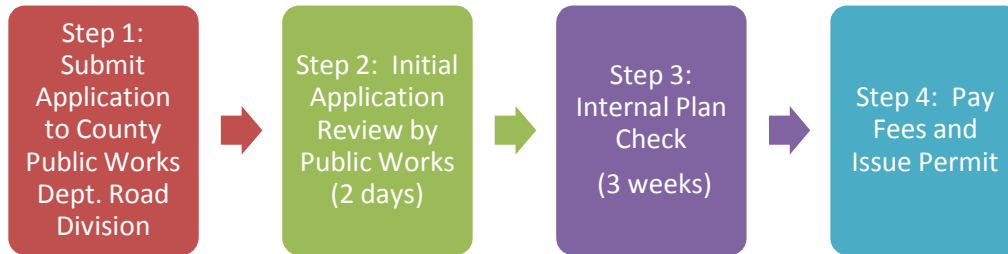
**Sec. 28-3. Permit—Required; exceptions.** No person shall do or cause to be done any of the following enumerated things without first obtaining a permit therefore and complying with all conditions thereof and all provisions of this article:

- (a) Excavate or fill in an excavation within a road right-of-way
- (b) Install, maintain, cut into, repair or remove any sidewalks, curbs, gutters or road surfacing; or install, repair or remove any facilities or substructures in, on, over, or under any road right-of-way. This section shall not apply to telephone or power poles, associated anchors and guy wires located behind existing curbs, in alleys, or where no curb is provided. Any present right which exists prior to the date upon which the portion of the road affected becomes a public country road, shall not be impaired, diminished or affected in any way by the permit requirements of this and other sections of this article.

**Sec. 28-105. Prohibited disposal of vegetation.** No person shall place, deposit, dump or maintain any vegetation on any public road right-of-way in a manner which constitutes a traffic nuisance or obstructs the free use of the right-of-way; or in a manner which causes or increases any hazard upon, or detracts from the safe use of any public road right-of-way. No person who is the owner or person in possession of any lot which contains or is adjacent to any public right-of-way shall maintain, deposit, permit or suffer the placement of, any vegetation in a manner which obstructs the free use of the right-of-way; or in a manner which constitutes a traffic nuisance; or in a manner which causes or increases any hazard upon, or detracts from the safe use of, any public road right-of-way. (Ord. No. 3703)

**Sec. 28-106.** Traffic nuisance declared. The presence of any vegetation on or along a public road right-of-way which threatens to impair or which impairs the safe use of the public right-of-way or which interferes with the safe separation of all appropriate uses of the right-of-way shall constitute a traffic nuisance within the meaning of this article. (Ord No. 3703)

**ROAD ENCROACHMENT PERMIT PROCEDURES:** Santa Barbara County Public Works Department



Note: Applications require 3 sets of plan describing the proposed encroachment. Plans must include the following information:

- Private property line, County Road Right-of-Way line, dimensions of pavement and sidewalk, dimensions of the encroachment from the edge of pavement, and back edge of sidewalk (if any).
- Address/location of encroachment, north arrow and scale.
- Location of all existing facilities and landscaping located in County Road Right-of-Way (e.g., mail boxes, walls, fences, trees, utility poles/vaults/boxes, drainage facilities and hardscape). If excavation is involved, show the trench details including depth, width and length. Show typical section, dimension and setback from the edge of pavement.
- Landscaping plans require the type of irrigation system to be installed and the species, quantities, and spacing of the vegetation to be planted.

## FEES

Typical Fees for residential encroachment permit (dated 12/15/08)

Encroachment Permit Issuance	\$68
Residential Driveway	\$411
Other Minor Encroachments (i.e., hardscape, landscape, mailboxes, signs, etc.) (Limit: one inspection trip)	\$296
Fence (Masonry, Wood, Chain Link, etc.) (each 1,000 linear ft)	\$296
Retaining Wall < 3 feet (per 100 linear ft)	\$206

## Santa Barbara County Encroachment Permit Policies (Approved in April 2008)

*The County of Santa Barbara Road's Commissioner hereby approved and sets the following policies; for conflicting requirement, the most stringent shall govern:*

### General:

1. All encroachments shall be in conformance with applicable portions of the Comprehensive Plan, including the Local Coastal and community plans, as well as with current ADA requirements.
2. The Commissioner may take into account factors, such as aesthetics, in reviewing all encroachment permits. Above grade facilities shall be set back as far as possible and provide landscape or other approved screening to minimize the visual effect of the encroachment.

### Clear Zone and Pedestrian access:

3. Road Encroachment Permits shall not be issued unless the Permittee agrees to assure a clear zone from the curb face and/or edge of pavement to the proposed encroachment. The clear zone is necessary to maintain an adequate safety zone that will provide adequate sight distance, adequate access, and safety for pedestrians, bicyclists, and equestrians, when applicable, along County roadways.

### Retaining Walls, Block Walls, Garden Walls, Fences, etc.:

4. Shall be set back a minimum distance from the curb face or edge of pavement as follows:
  - Up to and including a 25 mph posted speed: 7 feet minimum,
  - Over 25 mph posted speed: 10 feet minimum.

5. May require conditions including additional setbacks beyond the above minimums, at intersections, curves, driveways, or where determined necessary for sight distance, safety issues, including Fixed Object Criteria and to provide for pedestrian, bicyclist.

**Landscaping and Irrigation:**

6. For landscaping, a clear zone, set back from the curb face or edge of pavement shall be established as follows:
  - Up to and including a 25 mph posted speed: 7 feet
  - Over 25 mph posted speed: 10 feet
7. Landscaping shall be designed to provide sight distance clearance, pedestrian access; as well as bicyclist and equestrian access when applicable(new or future).
8. Street trees shall be selected only from the Board of Supervisors Approved street tree list and root barriers installed within the drip line.
9. Irrigation shall be drip and emitter and not spray type irrigation to avoid overspray pavement/sidewalk.

**Other Fixed Objects:**

10. Mailboxes shall be constructed and/or located to meet County of Santa Barbara Engineering Standards' criteria for Fixed Objects and US Post Office standards. Road Shoulder construction and encroachments shall provide room for a mail truck to pull out of the travel lane wherever possible.
11. Fixed Objects (i.e., rocks, new proposed trees) shall be required to be set back based on current engineering standards from the edge of pavement not less than the following, providing adequate recovery zone for the traveling public:
  - Up to and including 25 mph – 7 feet minimum
  - Over 25 mph – 10 feet minimum
12. Fixed objects shall be designed to provide sight distance clearance, pedestrian access; as well as bicyclist equestrian access when applicable (existing, new or future0.

**Entry Gates:**

13. Where gates for vehicular entry are included as part of the encroachment, the clear zone shall be adequate to store a vehicle waiting to enter the site without overhanging onto the paved roadway/shoulder. A minimum of 25 feet from edge of pavement to the gate shall be provided.

## Road Right-of-Way Encroachment Policies from County Community Plans

### Toro Canyon Community Plan

**DevStd PRT-TC-2.6:** Consistent with the Agricultural Element, all opportunities for public trails within the general corridors identified on the Parks, Recreation and Trails (PRT) map shall be protected, preserved and provided for during review and upon approval of development and/or permits requiring discretionary approval. County Public Works shall consult with the County Park Department prior to issuing any encroachment permits for on-road development such as driveways along road shoulders with current or proposed trails.

**Policy CIRC-TC-8:** Encroachment permits for structures, fences, walls, landscaping, and other such objects may be issued where the placement of such objects would neither compromise public safety nor conflict with applicable county or Caltrans sight distance standards.

### Draft Santa Ynez Community Plan

Policy CIRC-SYV-7 same as CIRC-TC-8 above

**Action PRT-SYV-1.9:** The County should investigate all obstructions to dedicated on- and offroad public trails and property and take appropriate action to remove any such obstructions. County Public Works shall consult with the County Park Department prior to issuing any encroachment permits for on-road development such as driveways along road shoulders with existing or proposed trails.

### Summerland Community Plan

**Action PRT-S-2.3:** Designated trail corridors shall be kept clear from encroachment by new uses or development, to the extent reasonably feasible.

**Policy CIRC-S-17:** New encroachment of structures, fences, walls, landscaping, etc. into existing road rights-of-way shall not be permitted.

## **City of Santa Barbara Encroachment Procedures and Fees**

Per phone conversation with Don Irelan, City of Santa Barbara Public Works Engineering Division, 9/28/09

City of Santa Barbara discourages structures, retaining walls, gates, fences etc. in the public right-of-way. If encroachments are unavoidable due to narrow streets with wide right-of-way, encroachments could be approved provided they are in character with the neighborhood, subject to comments from other City Departments via the City's internal permit routing system, and they would be revocable for the City's future use if needed (see Municipal Code below). No noticing is required. Generally, they would not approve something that would be denied if it were a Public Works project.

Public Works Director handles and approves minor encroachments (those that are easily removed or altered) including walls, fences, gates etc. Encroachment permits are not needed for "flat" work (i.e., landscaping, driveways, sidewalks).

City of Santa Barbara Municipal Code on Minor Encroachments

### **10.55.010 Issuance of Minor Encroachment Permits.**

The Director may issue a permit or consent to conduct, maintain or operate an encroachment to, in or upon any city street, roadway, sidewalk, parkway, parking area or facility or other City property for an encroachment which is intermittent, minor, revocable upon 90 days notice or less, or for a single event or use. The review and issuance of such permit or consent shall be subject to the restrictions of this Code and the Santa Barbara City Charter. The Director shall consult with affected City Departments and other affected agencies prior to issuance of such Minor Encroachment Permit. (Ord. 4751, 1992.)

### **10.55.020 Minor Encroachment Permits - Conditions.**

The Director may condition the issuance of a minor encroachment permit or consent to conduct, maintain or operate an encroachment with conditions or provisions for public safety, the protection of persons or property, the public convenience, the accommodation of public needs, adequate traffic control, crowd control, control over litter and noise, the cleanup and removal of all evidence of use, and such other provision or provisions as may appear to be in the public interest. (Ord. 4751, 1992.)

## **Fees**

### **B. Encroachment Permits**

For requests for issuance and recording of Encroachment Permits, leases, utility licenses and easements:

#### **1. Permanent**

##### **a. Existing Improvements pre-1980**

**\$1,670.00**

For existing improvements built prior to January 1, 1980 on City-owned land or easements; and for Minor Encroachment Permits pursuant to Santa Barbara Municipal Code Section 10.55, as determined appropriate at the discretion of the Public Works Director.

**b. Proposed**

**\$3,220.00**

For proposed improvements to be built on City-owned land or easements.

**c. Existing improvements post 1980**

**\$4,795.00**

For existing improvements built after January 1, 1980 on City-owned land or easements, other than lease extensions or renewals.

## **Caltrans Encroachment Policies**

Encroachment Permit Application Guide, January 2009

### **Definitions**

An encroachment is defined in the California Streets and Highways Code as:

“Any tower, pole, pole line, pipe, pipeline, fence, billboard, stand or building or any structure, object of any kind or character not particularly mentioned in this section, or special event which is in, under, or over any portion of the highway. “Special event” means any street festival, sidewalk sale, community-sponsored activity, or community-sponsored activity.” Anyone that wants to conduct an activity within State highway right-of-way, for example: If you own or buy property adjacent to State property and want to do improvements, whether to put up a fence or install a mailbox, or have an activity that may encroach onto the State’s property you may be required to obtain an encroachment permit.

An encroachment permit issued by Caltrans, or issued by an authorized local agency in certain circumstances, is permissive authority for the permittee to enter State highway right of way to construct approved facilities or conduct specified activities. An encroachment permit is a valid contract when accepted by the permittee. Acceptance is acknowledged when any of the specified acts or work is performed under the conditions of the permit.

An encroachment permit is not a property right. It authorizes only the permittee or the permittee's agent to perform work, and the permittee may not transfer or assign a permit to another party. A permit is not transferred with the property to a new owner at the time of sale. New property owners must apply for and obtain a new permit. This new permit should be issued for notice and records purposes only.

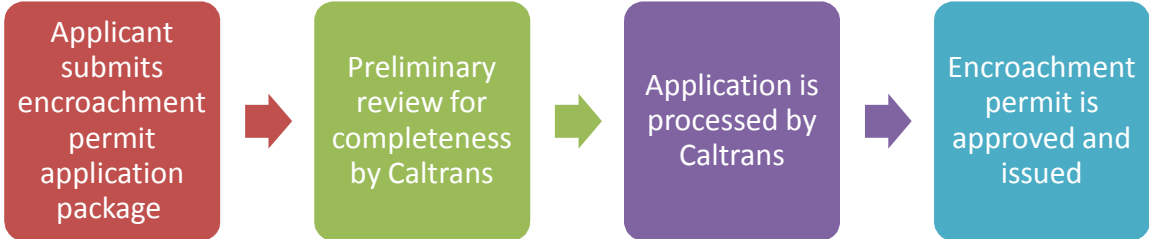
### **ACTIVITIES REQUIRING AN ENCROACHMENT PERMIT.**

Some of the activities requiring an Encroachment Permit include:

- Advertising Displays, holiday decorations, banners, or signs.
- Frontage improvements: sidewalk, curb and gutter, mailbox, fencing, driveways, new road intersections, drainage facilities and erosion control.

- Landscaping, planting or modifying vegetation.
- Miscellaneous activities: mowing, grading, excavations.
- Utility installations.

**ENCROACHMENT PERMIT APPLICATION APPROVAL PROCESS**



Review and processing by Caltrans within 60 days after receipt of application. There is an appeal process in the event an encroachment permit request is denied.

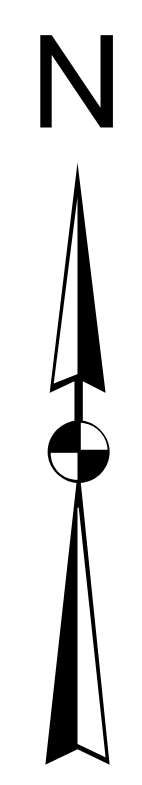
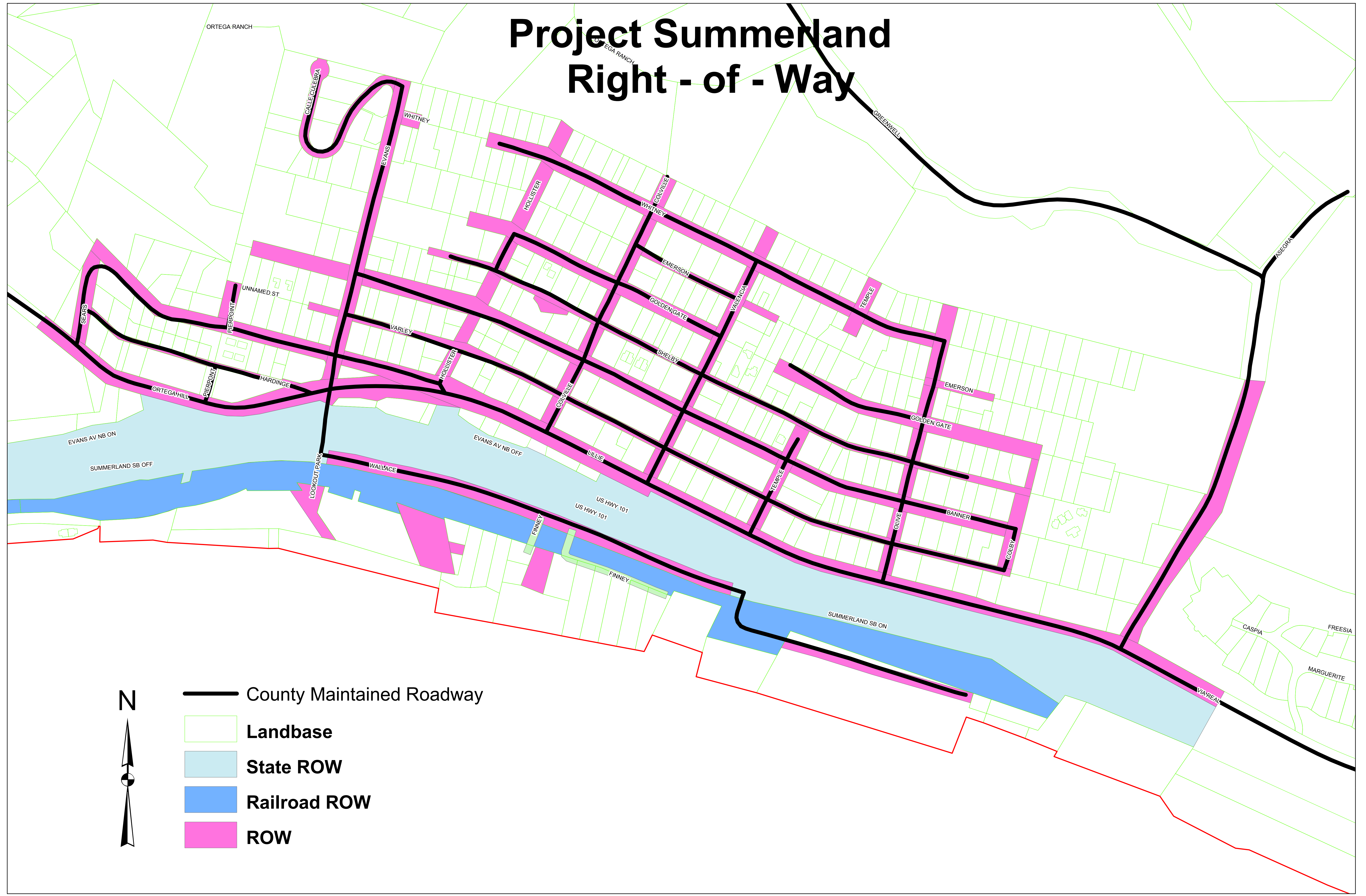
Fees: Encroachment permit costs include the actual time expended in the process of reviewing the proposed improvement or activity, processing and issuance of the permit, field work performed by Caltrans and actual time expended in the inspection of the proposed activity.


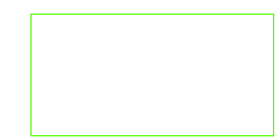
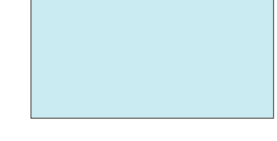


- Fence: 6 hour minimum deposit
- Mailbox: Exempt
- Landscape: 6 hour minimum deposit



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# Project Summerland Right - of - Way



-  County Maintained Roadway
-  Landbase
-  State ROW
-  Railroad ROW
-  ROW

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## SunPAC Traffic, Circulation, and Parking Goal-Making Matrix

Applicable 1992 Summerland Community Plan Policies	2009 Recommended SunPAC Goals		
	Retain 1992 Policies	Add New Policy/Modify existing goals as shown in next column	New Policy
<b>Land Use</b>			
<p><b>Policy CIRC-S-3:</b> The County shall regularly monitor the operating conditions of designated roadways and intersections in Summerland. If any roadway or intersection is found to exceed the acceptable capacity level defined by this community plan, the County shall reevaluate, and if necessary, amend the community plan in order to reestablish the balance between allowable land uses and acceptable roadway and intersection operation. This reevaluation should include, but not be limited to:</p> <ul style="list-style-type: none"> <li>* redesignating roadways and/or intersections to a different classification;</li> <li>* reconsidering proposed land uses to alter traffic generation rates, circulation patterns, etc.; and</li> <li>* changes to the County's Capital Improvement Program including reevaluation of alternative modes of transportation.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
<p><b>Policy CIRC-S-5</b> The County shall strive to permit reasonable development of parcels within the community of Summerland based upon the policies and land use designations adopted in this Community Plan, while maintaining safe roadway and intersections that operate at acceptable levels.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Alternative Transport</b>			
<p><b>Policy CIRC-S-6</b> The County shall continue to develop programs that encourage the use of alternative modes of transportation including, but not limited to, an</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original Altered:</b> <b>Policy CIRC-S-8</b> In its long-range land use planning efforts, the County should seek to provide access to retail, commercial, recreational and educational facilities via transit lines, bikeways and pedestrian trails. Circulation infrastructure should be visually appealing and not automobile</p>

## SunPAC Traffic, Circulation, and Parking Goal-Making Matrix

<p>updated bicycle plan, park and ride facilities and transportation demand management ordinances.</p>			<p>dominated.</p>
<p><b>Policy CIRC-S-7</b> New development shall be sited and designed to provide maximum access to non-motor vehicle forms of transportation.</p> <p><b>Policy CIRC-S-8</b> In its long-range land use planning efforts, the County should seek to provide access to retail, commercial, recreational and educational facilities via transit lines, bikeways and pedestrian trails.</p> <p><b>Action CIRC-S-7.1</b> Site design shall encourage pedestrian and bicycle access to adjacent walkways and paths.</p> <p><b>Action CIRC-S-7.2</b> Higher intensity residential and commercial development should be located in close proximity to transit lines, bike paths and pedestrian trails.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>New Suggestions</b></p> <p><b>DevStd CIRC:</b> Commercial development shall include adequate bicycle racks and storage to accommodate both employees and customers. Community parks should also provide sufficient bicycle racks to accommodate park users.</p> <p><b>Action CIRC:</b> The County shall develop standards for a aesthetically pleasing and functional bicycle parking design for integration into Commercial Design Guidelines.</p>
<p><b>Circulation</b></p>			
<p><b>Policy CIRC-S-10</b> Roadway safety and circulation for pedestrians and vehicles along Lillie Avenue/Ortega Hill Road shall be improved.</p> <p><b>Policy CIRC-S-11</b> Roadway safety and circulation for pedestrians and vehicles along Summerland's residential streets shall be improved.</p> <p><b>Policy CIRC-S-12:</b> Circulation shall be improved for pedestrians and bicyclists to increase safety. Bicyclists and pedestrians shall be encouraged to use the Class I bicycle paths and trails, when developed.</p> <p><b>Action CIRC-S-10.4:</b> The County shall prioritize anticipated Measure D funds and place at the top street maintenance relative to paving and potholes.</p> <p><b>Action CIRC-S-11.1:</b> The County shall encourage residents on east-west streets in residential areas to petition to change to</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original Altered:</b></p> <p><b>Policy CIRC-S</b> Roadway safety and circulation for pedestrians, bicycles and vehicles throughout Summerland shall be improved. (Circ S-11, -10, and -12 folded together)</p> <p><b>Action CIRC-S-10.4:</b> The County shall prioritize use of Measure D funds toward street maintenance for paving and potholes.</p> <p><b>Action CIRC-S-11.1:</b> The County shall encourage residents on Varley St. to petition to change it to a one-way street. The County shall then investigate this possibility and, if appropriate and funding is available, implement it.</p> <p><b>Action CIRC-S-11.2:</b> The County shall provide information to the Summerland Citizen's Association regarding the existing County petition process for neighborhood street lighting. When funding is available, the County shall provide additional street lighting in residential areas which is aesthetically designed and shielded to prevent glare to residents, where appropriate.</p> <p><b>Action CIRC-S-11.3:</b> Upon receipt of a request/petition from the Summerland Citizens Association, the County shall conduct a study which identifies the appropriate location of traffic calming measures. The traffic calming measures shall then be installed if found to be warranted and funding is available.</p> <p><b>Action CIRC-S-11.4:</b> Upon receipt of a request/petition from the Summerland Citizens Association, the County shall consider improvement of specified substandard road sections within the Summerland community to enhance vehicular travel and parking. If appropriate, such improvements should be placed on the Measure A funding list.</p> <p><b>Action CIRC-S-11.5:</b> The County shall consider the installation of signs to regulate parking to one side of the street on east-west residential streets with a right-of-way of 30 feet or less.</p> <p><b>Action CIRC-S-12.3:</b> The County shall study and implement (if the study determines feasibility and subject to available funding) a Class I off road bicycle</p>

## SunPAC Traffic, Circulation, and Parking Goal-Making Matrix

<p>one-way streets. These possibility of one-way streets shall then be investigated by the County and, if appropriate and funding is available, implemented.</p> <p><b>Action CIRC-S-11.2:</b> The County shall provide information to the Summerland Citizen's Association regarding the existing County petition process for neighborhood street lighting. When funding is available, the County shall provide additional street lighting in residential areas which are aesthetically designed and shielded to prevent glare to residents, where appropriate.</p> <p><b>Action CIRC-S-11.3:</b> Upon receipt of a request/petition from the Summerland Citizens Association, the County shall conduct a study which identifies the appropriate location for stop signs. The stop signs shall then be installed if found to be warranted and funding is available.</p> <p><b>Action CIRC-S-11.4:</b> Upon receipt of a request/petition from the Summerland Citizens Association, the County shall consider improvement of specified substandard road sections within the Summerland community to enhance vehicular travel and parking. If appropriate, such improvements should be placed on the Measure D funding list.</p> <p><b>Action CIRC-S-11.5:</b> The County shall consider the installation of signs to regulate parking to one side of the street on east-west residential streets with a right-of-way of 30 feet or less.</p> <p><b>Action CIRC-S-12.3:</b> The County shall study and implement (if the study determines feasibility and subject to available funding) a Class I off road bicycle path on Wallace Avenue adjacent to the Southern Pacific Railroad which ties into Padaro Lane and the planned City of Carpinteria bicycle route to the south....</p> <p><b>Action CIRC-S-12.4:</b>The County shall, when funding is available, paint edge lines along...Ortega Hill Road, Lillie Avenue, Via Real, Ortega Ridge Road, and Greenwell Avenue to increase safety for motorists, bicyclists and pedestrians</p>		<p>path on Wallace Avenue adjacent to the Southern Pacific Railroad which ties into Padaro Lane and the planned City of Carpinteria bicycle route to the south. (Insert new Map)</p> <p><b>Action CIRC-S-12.4:</b> The County shall, when funding is available, paint edge lines along Ortega Ridge Road and Greenwell Avenue to increase safety for motorists, bicyclists, and pedestrians.</p> <p><b><i>New Suggestions</i></b></p> <p><b>Policy CIRC-S</b>  <b>The County shall provide a circulation system with adequate access for emergency vehicles and safe emergency egress for residents and visitors.</b></p> <p><b>Policy CIRC-S</b>  <b>The Summerland circulation network should be modified to reduce automobile travel speed for compatibility with cyclists and pedestrians.</b></p> <p><b>Policy CIRC-S</b>  <b>Traffic signals are not considered compatible with the semi-rural character of Summerland, and should only be considered when no other form of intersection improvement is feasible, or when warranted to protect public safety. Signals shall not be installed until community workshops have been held so that community concerns can be discussed and addressed to the maximum extent feasible.</b></p> <p><b>DevStd CIRC:</b> Streets should not be wider than necessary. Wide streets encourage higher automobile speeds.</p> <p><b>Action CIRC:</b> Public Works shall review and, where feasible, implement traffic calming devices and techniques such as, roundabouts and rotaries, and street narrowing that does not eliminate parking.</p> <p><b>Action CIRC:</b> Public Works and the County Parks Department should, where feasible, create pedestrian and bicycle routes to connect established trails and coastal routes along the perimeter of and through Summerland.</p> <p><b>Additional projects or specific finding mechanisms?</b></p>	
<b>Parking</b>			
<p><b>Policy CIRC-S-13</b>  <b>The County shall provide safe and</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	

## SunPAC Traffic, Circulation, and Parking Goal-Making Matrix

<p>legal on-street parking in the residential areas of Summerland to accommodate existing residential parking needs where feasible and when funding is available.</p>			
<p><b>Policy CIRC-S-15</b> The County shall not grant a modification or variance that will reduce the number of required off-street parking spaces, unless the finding is made that the modification or variance will not result in an increase in on-street parking.</p> <p><b>Action CIRC-S-15.1:</b> County RMD shall consider developing guidelines that require all new single-family home developments on a minimum of a 7,500 sq. ft. parcel to provide one off-street guest parking space in addition to the normal parking requirement. The guidelines shall provide for two guest parking on larger lots (e.g., 10,000 sq. ft. and greater) and shall provide relief if the guest parking requirement cannot be met due to physical or other constraints.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original Altered:</b></p> <p><b>Policy CIRC-S-15</b> The County shall not grant a modification or variance that will reduce the number of required off-street parking spaces, unless the finding is made that the modification or variance will not result in an increase in on-street parking.</p> <p><b>Action CIRC-S-15-1:</b> County Planning and Development shall consider an LUDC amendment that would require all new single-family home developments on a minimum of a 7,500 sq. ft. parcel to provide one off-street guest parking space in addition to the normal parking requirement. The amendment shall provide for two guest parking on larger lots (e.g., 10,000 sq. ft. and greater) and shall provide relief if the guest parking requirement cannot be met due to physical or other constraints. (oe see</p> <p><b>New Suggestions</b></p> <p><b>Policy CIRC #</b> <b>Development shall provide adequate onsite parking for occupants and guests, with mitigation of drainage impacts, to reduce on-street parking to the maximum extent feasible.</b></p> <p><b>Action CIRC #:</b> Santa Barbara Land Use and Development Code Section 35.36.050 shall be amended to increase the required parking spaces per dwelling unit in the R-1\E-1 zone districts from 2 to 3 spaces.</p>
<p><b>Policy CIRC-S-16</b> Additional public parking at beach access areas in Summerland shall be provided and, where existing, shall be improved if necessary.</p> <p><b>Action CIRC-S-16.2:</b> The County shall provide on-street parking on the north and south sides of Wallace Avenue as indicated on Figures 18 and 19 (Parking Plans) subject to available funding</p> <p><b>Action CIRC-S-16.3:</b> When funding is available, the County shall pave and stripe the parking area at the west end of Finney Street and provide parallel parking along the south side of Finney Street as shown in Figure 20.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original Altered:</b></p> <p><b>Policy CIRC-S-16</b> Additional public parking at beach access areas in eastern areas of Summerland shall be provided and, where existing, shall be improved if necessary.</p> <p><b>Action CIRC-S-16.2:</b> The County shall provide on-street parking on the north and south sides of Wallace Avenue as indicated on Figures 18 and 19 (Parking Plans) subject to available funding.</p> <p><b>Action CIRC-S-16.3:</b> When funding is available, the County shall pave and stripe the parking area at the west end of Finney Street and provide parallel parking along the south side of Finney Street as shown in Figure 20.</p> <p><b>New Suggestions</b></p> <p><b>Policy CIRC-S</b> <b>In the commercial core, adequate short-term parking in front of businesses should be available for customers and existing parking constraints in the business district should be alleviated.</b></p> <p><b>Action CIRC-S:</b> The SCA shall coordinate with Planning and Development to examine methods such as shared parking or conjunctive use credits for mixed-use projects.</p> <p><b>DevStd CIRC:</b> Impervious surface paving should be reduced to allow increased water infiltration.</p> <p><b>DevStd CIRC:</b> All construction-related vehicle and equipment parking shall be located on-site, or at a designated off-site location approved by Planning &amp; Development.</p>
<b>Road Right of Way (ROW)</b>			
<p><b>Policy CIRC-S-17</b> New encroachment of structures,</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original Altered:</b></p>

## SunPAC Traffic, Circulation, and Parking Goal-Making Matrix

<p>fences, walls, landscaping, etc. into existing road rights-of-way shall not be permitted.</p> <p><b>Action CIRC-S-17.1:</b> All new landscaping within and immediately adjacent to public rights-of-way (R.O.W.) shall be consistent with the continued use and availability of the R.O.W. for its eventual intended use. No major trees shall be planted with public road R.O.W where that roadway is proposed for eventual installation.</p>			<p><b>Policy CIRC-S-17</b>  <b>New encroachment of structures, fences, walls, landscaping, etc., into existing road rights-of-way (R.O.W.) shall be allowed subject to an encroachment permit and BAR review and approval only under the following conditions: (a) the encroachment preserves unobstructed a minimum distance of 7 feet from edge of pavement in urban areas and 10 feet in rural areas and either (b) the encroachment would widen the right-of-way area usable by the public (e.g., pedestrian and bicycle passage) or add public parking spaces, (c) the encroachment is necessary for access into a privately owned property adjacent to the ROW, or (d) the encroachment is necessary to protect an existing structure (e.g., from slope failure) and there is no feasible onsite alternative.</b></p> <p><b>Action CIRC-S-17.1:</b> All new landscaping within and immediately adjacent to public rights-of-way shall be consistent with the continued use and availability of the R.O.W. for its eventual intended use. No trees shall be planted with public road R.O.W without approval of an encroachment permit.</p> <p><b>New Suggestions</b></p> <p><b>Policy CIRC #</b>  <b>Mature landscaping within and adjacent to the road right-of-way is aesthetically valuable to the community and shall be preserved and maintained subject to an encroachment permit to the extent that it does not compromise public safety, impede pedestrian pathways, or interfere with applicable County or Caltrans sight distance standards.</b></p> <p><b>Action CIRC #:</b> Standards and definition of desirable and un-desirable encroachments shall be included in appropriate areas of the County Code and/or any ROW policy Documents.</p> <p><b>DevStd ROW #:</b> In order to provide for pedestrian safety, pathways should be encouraged within the County road right-of-ways. Priority shall be given to providing and protecting pedestrian pathways when the County grants encroachment permits along County roadways to private landowners.</p> <p><b>DevStd ROW #:</b> On all public roads, the Public Works Department shall require ROW improvements to current standards to the maximum extent feasible on any project which requires Special Problems Committee review.</p>
<p><b>Policy CIRC-S-18: Existing public rights-of-way shall not be abandoned.</b></p>	<input type="checkbox"/>	<input type="checkbox"/>	<p><b>Original Altered:</b></p> <p><b>Policy CIRC-S-18</b>  <b>Existing public rights-of-way shall not be abandoned unless for public benefit.</b></p> <p><b>New Suggestions</b></p> <p><b>Action Item CIRC #:</b> A policy with specific criteria for ROW abandonment in Summerland shall be developed by the PAC and approved by Public Works. Discretionary review shall be required for ROW abandonment and the SunPAC shall work with P&amp;D on an appropriate permitting or clearance mechanism.</p>
<p><b>Policy CIRC-S-19</b>  <b>Public on-street parking shall be maximized and large trucks and other vehicles shall be discouraged from parking along the roadside for long periods of time in Summerland.</b></p>			<p><b>Original Altered:</b></p> <p><b>Policy CIRC-S-19</b>  <b>Public on-street parking shall be maximized and parking of recreational vehicles, boats, and other oversize vehicles shall be prohibited.</b></p> <p><b>New Suggestions</b></p> <p><b>Action Item CIRC #:</b> The County Code shall be amended to include parking restrictions consistent with Policy CIRC-S-19 in Chapter 23 of the County Code.</p>
<p><b>Rural Considerations</b></p>			
<p>No language in SCP</p>			<p><b>New Suggestions</b></p> <p><b>Policy CIRC:</b> The rural and semi-rural character and ambiance of roads shall be maintained outside the Urban Area.</p> <p><b>DevStd CIRC:</b> The County shall balance the need for new road improvements with protection of the area's semi-rural character. All development shall be designed to respect the area's environment and minimize disruption of the semi-rural character.</p>

*SunPAC Traffic, Circulation, and Parking Goal-Making Matrix*

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SunPAC Meeting #26: Wednesday, October 7, 2009



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# Street Parking Fact Sheet

## Problem Statement

Cars parked on narrow streets in parts of Summerland restricts the available road width, forces pedestrians and bicyclists into the travel lane, and limits available space for emergency vehicle access. Landscaping, retaining walls and other items encroached into the public right-of-way further limiting the space available for on-street parking or pedestrian paths.



## FAQs

- How many parking spaces are required on a property?*  
The County's Land Use and Development Code (LUDC) requires 2 spaces per dwelling unit.<sup>i</sup> Guest houses on residential second units require an additional parking space. Legal non-conforming structures or uses are required to meet the ordinance parking requirements if structurally altered.

## Public Roads

- What is the required minimum paved width for travel? What is the minimum paved width if parking is allowed on one side and on both sides of the street?*

  - The minimum width varies by road classification, but is generally 11 or 12 feet.
  - If parking is allowed on both sides of the street, the County requires 32 feet curb to curb in residential areas.
- If private encroachments into the public right-of-way limit the travel width, what is the mechanism to have them removed?*  
Public Works investigates encroachments on a complaint driven basis similar to the zoning enforcement process. If a complaint is filed, then the Construction/Improvement section investigates and can give a Notice to Abate Traffic Nuisance to the property owner. If the property owner fails to remove vegetation or other encroachments, then the County can arrange for removal and assess the costs to the property owner.<sup>ii</sup>

## Private Roads and Driveways

- Fire Department Access Roads are provided and maintained in accordance with the California Fire Code.<sup>iii</sup> The minimum widths assume no parking on either side of the roadway.<sup>iv</sup>

- See County Fire Department website <http://www.sbctfire.com/> for draft development standards for public review and comment (public comment period ends April 10, 2009).

<b>SB County Fire Draft Development Standard #1</b>	
<b>Driveways (1-4 parcels)</b>	<b>Private Roads (5 or more parcels)</b>
12 – 20 feet minimum width	24 feet minimum width

## Issues and Opportunities

- Designate and sign more areas as “No Parking Zones”
- Designate on-street parking areas with white lines
- Use rights-of-way or purchase easements to create small designated on-street parking areas
- Determine areas where encroachments into the right-of-way forces parking into the travel lanes or creates a safety hazard and develop a plan to remove such encroachments.
- Limit on-street parking, where appropriate, to only one side of the road.

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<sup>i</sup> Santa Barbara County Land Use and Development Code Chapter 35.36 – Parking and Loading Standards, Section 35.36.050.

<sup>ii</sup> Santa Barbara County Code, Chapter 28 Roads, Section 28-108.

<sup>iii</sup> On January 27, 2009, the County Board of Supervisors adopted Ordinance 4704 amending Chapter 15 of the Santa Barbara County Code to adopt the 2007 edition of the California Fire Code as amended. Ordinance 4704 includes amendments to Chapter 5 – Fire Service Features, Section 503.2.1, Fire Apparatus Access Road (a road that provides fire apparatus access from a fire station to a building). The amendment requires an unobstructed width in accordance with Santa Barbara County Fire Department Development Standards as noted below.

<sup>iv</sup> Santa Barbara County Fire Department Draft Development Standard #1, III. J.



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# Enforcement Fact Sheet

## CHP Enforcement Hotline: 967-1234

### Problem Statement

The existing parking restrictions may be sufficient in Summerland but many residents feel that the No Parking Zones and other street parking restrictions are not adequately enforced, leading to street crowded with the long term storage of boats, trailers, RV's, and vehicles.



### FAQs

#### Public Roads

- How long can cars or other equipment park on public streets?*
  - No longer than 120 or more consecutive hours.<sup>i</sup>
  - No trailer, fifth wheel or equipment transported by truck or trailer which has been detached from the tow vehicle may be parked longer than 24 consecutive hours.<sup>ii</sup>
- Who enforces No Parking Zones in Summerland?*
  - The California Highway Patrol (CHP) is responsible for parking enforcement, ticketing, and issuing tow orders.<sup>iii</sup>
  - The CHP typically responds to citizen complaints and does actively patrol.
  - The VIPER Program is used to abate long-term violations and involves contacting the registered owner and providing a timeframe for resolution.
- Who has the authority to remove unlawfully parked vehicles?*
  - Any peace officer (defined as sheriff, police, CHP etc.) when a vehicle has been parked or left standing on a street for 120 or more consecutive hours<sup>iv</sup>
  - If a car is left more than 120 consecutive hours, the CHP first tries to contact the owner; if that does not result in removal, they ticket the car, wait 5 days, and then tow. Parked cars that block the road or hamper traffic are towed immediately.
- What are some other circumstances permitting removal?*

A peace officer, or a County employee who is engaged in directing traffic or enforcing parking laws and regulations, may authorize removal:

- When a parked vehicle obstructs normal movement of traffic.
- When a parked vehicle blocks the entrance to a private driveway.
- When a vehicle is illegally parked so as to prevent access to a fire hydrant.
- Whenever a vehicle is parked where local authorities have prohibited parking and have authorized the removal of vehicles. A vehicle shall not be removed unless signs are posted giving notice of the removal.<sup>v</sup>
- The County employee can initiate the removal by responding to a citizen complaint or an ongoing problem but the CHP is still responsible for ticketing and towing.

5. *Can the County take greater responsibility for enforcement of parking regulations and how could this be accomplished?*

The County Sheriff or other entity could take greater responsibility for enforcement if the Board of Supervisors were to establish a funding mechanism for such a program. With grant funding the CHP could authorize officer overtime for parking enforcement in Summerland

6. *What authority does the County have to establish parking regulations?*

The Santa Barbara County Code authorizes the Board of Supervisors to designate by resolution limited parking zones and no parking zones and in such resolution may authorize the road commissioner to place appropriate markings or signs for such zones.<sup>vi</sup>

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<sup>i</sup> Santa Barbara County Code, Chapter 23 Motor Vehicles and Traffic, Sec. 23-13.1.

<sup>ii</sup> Ibid Chapter 23 Motor Vehicles and Traffic, Sec 23-13.10.

<sup>iii</sup> California Vehicle Code, Chapter 2, Section 2400.

<sup>iv</sup> Santa Barbara County Code, Section 23-13.2.

<sup>v</sup> California Vehicle Code, Chapter 10, Section 22651.

<sup>vi</sup> Santa Barbara County Code, Section 23-11 and 23-11.1.



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# Funding Fact Sheet

## Problem Statement

Funding desired parking strategies (both capital and operational costs) and traffic improvements is one of the more significant challenges of this project. Projects will need to be prioritized and choices made on how to fund various parking strategies.



## FAQs

### 1. How can parking strategy projects be funded?

The following sources will be considered when developing funding strategies for this project:

- The County's Five Year Capital Improvement Program (CIP) is for non-recurring projects generally over \$100,000. It covers a five-year planning period and is updated annually to reflect ongoing changes. The CIP does not appropriate funds; rather, it serves as a budgeting tool proposing capital projects to be recommended for adoption within the County's operating budget.
- Benefit Assessment District can be used by local governments to pay the cost of providing services. A benefit assessment places an annual levy on property that receives a "special benefit" from the assessment. The agency must give written notice to all affected property owners, conduct a public hearing, and conduct an assessment ballot vote. A majority vote (50% +1) of the assessment amount is required for passage. A broadly crafted assessment could include ingress and egress improvements as well as fire suppression efforts such as vegetation clearing.
- Santa Barbara County Association of Governments (SBCAG) distributes dollars in local, state and federal funds for the region's transportation network. Some of the major funding sources SBCAG allocates includes Surface Transportation Program (STP), for roadway or transit rehabilitation and operational improvements, Transportation Enhancement Activities (TEA) for bicycle and pedestrian projects, and Measure D (now replaced by Measure A) for local road rehabilitation.
- Grants may be available to fund planning, project development and construction including the Regional Bicycle and Pedestrian Program funded by Measure A or Safe Routes to School program funded by Caltrans.

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# **Neighborhood Traffic Management Policy**

**Updated on 7/3/07**

## **I. Introduction**

In recent years, Public Works staff has been requested to provide remedies for community concerns involving traffic cutting through residential neighborhoods, speeding on residential streets and a perceived lack of pedestrian "friendliness" due to automobile traffic.

Residential streets should accommodate local traffic in a safe and efficient manner with due regard to surrounding land uses. Excessive traffic speed and volume on residential streets leads to local increases in noise and air pollution, perceived and real hazards to children and other pedestrians, and difficulties in exiting driveways. These issues can be mitigated by neighborhood traffic management techniques. Neighborhood traffic management includes coordinated enforcement and land use planning efforts as well as what is often referred to as "traffic calming."

Traffic calming involves strategic physical changes to residential streets to reduce vehicle speeds and excessive traffic travelling through residential neighborhoods. Limited enforcement resources, newer and more maneuverable cars, changing neighborhood densities and lack of vehicular capacity on arterial roads are some of the factors contributing to excessive vehicular intrusion and speeds in residential areas. Specifically, traffic calming devices such as speed humps are intended to reduce cut-through neighborhood traffic and/or reduce vehicle speeds, as well as to encourage the use of arterials versus local streets. In many cases, traffic calming features are also used to improve the aesthetics of a neighborhood.

County staff has reviewed the policies and practices of 20 jurisdictions throughout California and the United States, and has reviewed literature on this subject from 5 countries. Reductions in 85th percentile speeds from agencies throughout the United States range from 3 miles per hour to 13.5 miles per hour, while traffic volumes have been reduced by up to 40 % upon construction of traffic calming devices. This policy is based on the most effective of those policies and is supported by recommendations regarding residential traffic of the Institute of Transportation Engineers, the American Planning Association, and the American Society of Civil Engineers. The Policy has been reviewed and recommended by the Board's Traffic Engineering Committee, and incorporates the information gained by a trial project on Padova Drive within the County. This Policy is intended to provide general criteria for when traffic calming measures are appropriate. Specific applications will still require detailed design based on sound engineering judgement.

## II. Traffic Calming Measures

Typical traffic calming devices include, but are not limited to:

- 1) Speed humps
- 2) Traffic Circles at previously uncontrolled intersections
- 3) Curb extensions (or "bulbs outs")
- 4) Diagonal diverters

Stop signs and traffic signals are not considered traffic calming devices.

## III. Approval Criteria

The determination of whether or not traffic calming devices should be installed on residential streets within a "Residence District" (per California Vehicle Code Section 515) shall be based on a traffic engineering study conducted by the Public Works Department and shall be based on the following criteria:

- 1) When the primary concern is vehicle speeds, the 85th percentile speed should be 10 mph or more above the prima facie speed limit. The 85th percentile speed (also known as the "critical speed") is generally accepted as the reasonable, appropriate speed for a given roadway. The Vehicle Code prescribes a prima facie speed limit of 25 miles per hour for roads in a Residence District. Traffic calming measures will be considered only when enforcement of existing speed limits has been unsuccessful in achieving the desired result. An 85th percentile speed well in excess of 25 miles per hour indicates that altering the geometry of the road is appropriate to reduce reasonable drivers' speed to the prima facie speed limit. **Note: in cases where traffic calming is desired by residents, but the 85<sup>th</sup> percentile speed is less than 10 mph above the 25 mph prima facie speed limit, and the street otherwise meets the requirements of this policy, traffic calming may be allowed but must be fully funded by outside sources.**
- 2) The roadway should carry at least 500, but shall not carry more than 5,000 vehicles total in both directions, in a 24 hour mid-week period. Volumes outside this range indicate low usage or that the street is an important link in the circulation system respectively. **Note: in cases where traffic calming is desired by residents, but the average daily traffic volume is less than 500 average daily trips, and the street otherwise meets the requirements of this policy, traffic calming may be allowed but must be fully funded by outside sources.**
- 3) The potential effect of the proposed traffic calming measures shall be studied to establish that other residential areas are not negatively impacted, such as by diversion of vehicles from one street to another.
- 4) Traffic calming devices shall not be installed in the absence of a petition signed by 75% of the affected residents and property owners in favor of the installation. In developments governed by a recognized homeowners' association, a letter stating the association's position shall be included in the petition.

For the purpose of this criterion, "affected residents" shall be determined by County staff and shall mean all residents who may be impacted by changes in traffic patterns. This may include more than just the streets on which physical changes are proposed.

- 5) Speed humps, traffic circles, yield points and similar fixed object-style traffic calming devices shall not be installed on a roadway grade steeper than 5% because of the increased potential for injury accidents with errant vehicles.
- 6) Roadways considered for traffic calming applications should be 40 feet or less in width and have no more than one travel lane in each direction. Wider roads and multi-lane roads are generally needed for regional circulation and should not be reduced in capacity by traffic calming.
- 7) Major emergency response routes, as defined by emergency service providers, shall not be considered for traffic calming without written concurrence of the emergency service providers. Delays, lack of passing lanes, narrowed roads, jolting of fire apparatus, and ambulance passenger discomfort have been found to be unacceptable side-effects of most traffic calming measures.
- 8) Defined public transit routes shall not be considered for traffic calming without written concurrence of the transit provider. Passenger discomfort and restricted access for transit vehicles caused by common traffic calming measures have been found to be unacceptable side effects of most traffic calming measures.
- 9) Both sides of the subject street should have curb & gutter. Alternatively, an appropriate means of preventing circumvention of the proposed traffic calming device shall be provided. Further, proper storm water runoff shall be maintained.

Traffic calming on streets not within a "Residence District" is not covered by this policy and is generally not acceptable.

#### **IV. Design Guidelines**

Traffic calming devices shall be approved by the Public Works Director or the County Traffic Engineer. The following issues shall be considered during the design process:

- 1) Right-of-way necessary for the installation shall exist or shall be acquired prior to the installation.
- 2) Sight distance appropriate for the design speed and traffic conditions shall be maintained.
- 3) Appropriate signing and pavement markings shall be provided.
- 4) Reflectors and/or street lights shall be provided in accordance with accepted engineering criteria to aid in identifying traffic calming devices at night.

- 5) The traffic "environment" should be consistent along the road, with no sudden changes in horizontal clearances or safe speeds.
- 6) Proper drainage of the roadway and adjacent properties shall be maintained.
- 7) Arrangements for future maintenance of the installation shall be made.

## **V. Safety and Performance Monitoring**

A separate neighborhood traffic engineering study shall be conducted for each traffic calming application approximately six months after construction to determine its effectiveness (i.e. speed and volume reduction, as well as impact on traffic safety). Any increase in accident severity or rates directly attributable to the traffic calming device shall be grounds for removal of the device notwithstanding the removal criteria of this Policy. Upon removal of a traffic calming device, the residents will not receive a refund of their cost.

## **VI. Funding**

Funding of traffic calming shall be from one of the following:

- 1) An adopted Transportation Improvement Plan (TIP) with an associated impact fee program; or,
- 2) An outside organization (e.g. homeowners association, developer, citizen group, etc.); or,
- 3) A combination of outside funding and TIP funds if demand for traffic calming exceeds available funds; or,
- 4) A combination of outside funding and County Road Funds if use of such funds has been approved by the Board of Supervisors as part of the Road Maintenance Annual Plan (RDMAP).

## **VII. Requests for Removal**

Requests for removal of traffic calming devices will be considered by the Public Works Department based on the following criteria:

- 1) Written petition of 75% of the affected residents.
- 2) Identified funding sources to properly remove the device.
- 3) At such time as the Public Works Department determines the devices to be unsafe or unsuitable for the location.



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# SunPAC Phase III Goal-Making Matrix

<b>Traffic, Circulation, and Parking</b>	
<i>Issue Area</i>	<i>2009 Recommended Summerland Planning Advisory Committee Goals</i>
<b>Overall/General</b>	<p><b>Goals:</b></p> <p>Maintain Semi-Rural quality</p> <p>Improve pedestrian/bike friendliness/access as priority consistent with semi-rural quality</p> <p>Varley should appear residential, not an alley. Prohibit storage of junk.</p>
<b>ROW</b>	<p><b>Goals:</b></p> <p>Standards and definition of desirable vs. unwanted encroachments</p> <p>Criteria for existing encroachments</p>
<b>Parking</b>	<p><b>Goals:</b></p> <p>Enforcement</p> <p>Recreational Vehicles/oversize/trailers/stored vehicle street parking ban: no overnight parking</p> <p>Limit Employee parking on Varley</p> <p>Appropriate storage of vehicles in ROW</p> <p>Require off-street parking on new development (amend LUDC)</p> <p>threshold for legal non-conforming parking to meet current standards</p> <p>ROW parking should be temporary- deliveries, guests</p> <p>Emergency access and egress are essential</p> <p>Parking in areas of critical areas of visibility can inhibit safety (such as Evans underpass)</p>
<b>Circulation and Trails</b>	<p><b>Goals:</b></p> <p>Rural Considerations: noise, light, volume appropriate for urban areas needs to be evaluated differently.</p> <p>Maintain a certain width of road and parking, if this cannot be met no parking or one way street.</p> <p>Consider one-way streets in limited circumstances if they achieve goals</p>
<b>Other</b>	

# *SunPAC Phase III Goal-Making Matrix*

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**Recommended Planning Tools:**