



PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: February 20, 2008

TO: SunPAC Members

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

SUBJECT: SunPAC Meeting #4 – February 27, 2008

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

1. **Meeting Agenda.** The meeting agenda for the February 27, 2008 meeting has been provided for your review (see Attachment 1). For further explanation, please see discussion below.
2. **Meeting Minutes.** Attachment 2 includes the typed Action Minutes for you review and approval for the following meetings:
 - a. January 9, 2008 Action Minutes. The audio recordings from both meetings have been posted to the Summerland website
 - b. January 26, 2008 Action Minutes
3. **Business Owner and Community Survey Results.** Attachment 3 includes the results of the Business Owner and Community Surveys.
4. **Workshop Results from January 26, 2008.** Attachment 4 includes the results from each topic table from the Saturday Workshop. The audio recording from the last hour of the workshop has been posted to the Summerland website.
5. **Draft Commercial Design Guidelines for Summerland.** Attachments 5 provides a brief summary of the key issues from each table topic from the workshop and identifies how each item has been addressed in the draft document. Attachment 6 is the rough draft of the Commercial Design Guidelines for Summerland. (Note: Maps, illustration and photographs will be included in subsequent versions of the document as the text content becomes more developed through the work of the SunPAC.)

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

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

MEETING AGENDA FOR FEBRUARY 27, 2008

Agenda Item 1

Pledge of Allegiance and Roll Call

Agenda Item 2

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

Agenda Item 3

The Action Minutes from the Wednesday, January 9, 2008 meeting and the Saturday, January 29, 2008 workshop are included for your review and approval (see Attachment 2).

Agenda Item 4

Review and discussion of Business Owner and Community survey results (Attachment 3).

Agenda Item 5

Review and discussion of the attached Draft Commercial Design Guidelines. The discussion will be based on the following:

- The results from the Saturday, January 26, 2008 workshop. These are provided for your information and consideration when reviewing the Draft Commercial Design Guidelines (see Attachment 4).
- Summaries from each table topic and how key issues have been addressed in the Draft Summerland Commercial Design Guidelines have been provided for your information. In addition, focus questions for key elements that require discussion by the SunPAC have been included (see Attachment 5)
- The Draft Summerland Commercial Design Guidelines (see Attachment 6). The preliminary rough draft is text only and includes guideline chapters that are similar to the workshop table topics.

Adjourn

Next meeting: **SunPAC Community Plan Update Meeting #5**
Topic: Finalize Draft Commercial Design Guidelines
Wednesday, March 12, 2008, 6:00 PM
County Planning Commission Hearing Room

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