

PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: April 23, 2008
TO: SunPAC Members
FROM: Derek Johnson, Deputy Director
Shaunn Mendrin, Senior Planner
SUBJECT: SunPAC Meeting #7 – April 30, 2008

SunPAC members, the items noted below have been included or referenced in preparation of the April 30, 2008 meeting.

1. **Meeting Agenda.** The meeting agenda for the April 30, 2008 meeting has been provided for your review. For further explanation, please see discussion below. (Attachment 1- Page 3)
2. **Meeting Minutes:** The minutes from the March 31, 2008 meeting have been attached for your review. (Attachment 2- Pages 5)
3. **Summary of Changes to Draft Commercial Design Guidelines.** Includes an explanation of the changes that have been incorporated into the "Draft Commercial Design Guidelines, April 2008" document. These changes reflect input from SunPAC and Summerland community. (Attachment 2 – Page 9)
4. **Draft Commercial Design Guidelines for Summerland, April 2008.** Includes the latest version of the document. This is the document that will be presented to the South Board of Architectural Review (SBAR) for preliminary review and comment in May, 2008. Staff anticipates requesting SBAR review of both the commercial and residential design guidelines as these documents develop prior to recommendation to the Planning Commission and Board of Supervisors for adoption in 2009 (Enclosed).

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

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

MEETING AGENDA FOR WEDNESDAY, APRIL 30, 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

Meeting Minutes - Review and adoption of the March 31, 2008 meeting minutes.

Agenda Item 4

Discussion of topics related to the development and finalization of commercial design guidelines:

Floor Area Ratio

Building Height

Plate Height

Adjourn

Next meeting: **SunPAC Community Plan Update Meeting #8**
Topic: Introduction and Background of Residential Design
Guidelines for Summerland
Wednesday, May 7, 2008, 6:00 PM
Board of Supervisors Conference Room (4th Floor)

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

Attachments: Transmittal Memo Attachments

Enc.: Draft Summerland Commercial Design Guidelines



Notice of Public Meeting

Summerland Planning Advisory Committee (SunPAC) Meeting #7

Date: Wednesday, April 30, 2008

Time: 6:00 PM

Location: Board of Supervisors Conference Room
123 East Anapamu Street, 4th Floor, Santa Barbara

Attendees: SunPAC Members, County Staff and Public Participants

Purpose/Discussion: Commercial Design Guidelines Discussion

Material to Read: 1992 Board of Architectural Review Design Guidelines for Summerland
Draft Commercial Design Guidelines for Summerland, April 2008

Material to Bring: SunPAC Meeting & Workshop Materials

Agenda Item	Discussion Topic
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CALL TO ORDER

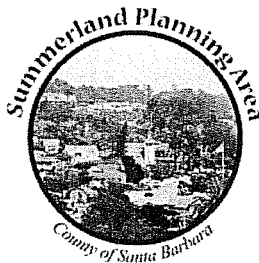
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|-----|---|
| # 1 | Pledge of Allegiance and Roll Call |
| # 2 | Public Comment Period:
<i>The Public Comment period is set aside to allow public testimony on items not on today's agenda. The time allocated to each speaker will be set at the discretion of the Chair.</i> |
| # 3 | Meeting Minutes from March 31, 2008 |
| # 4 | Final Review of the Draft Summerland Commercial Design Guidelines |
| # 5 | Possible Appointment of Commercial Design Guidelines Sub-Committee (If Necessary) |

Adjourn	Next Meeting:	SunPAC Community Plan Update Meeting #8 Topic: Background and Introduction of Residential Design Guidelines Wednesday, May 7, 2008 6:00 PM Board of Supervisors Conference Room 123 East Anapamu Street, 4 th Floor, Santa Barbara
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Adjourn

Questions or comments about the Community Plan Update may be directed to Derek Johnson at 805-568-2072 or djohnson@sbcao.org and further information may be obtained on the following web site: <http://countyofsb.org/plandev/comp/planareas/summerland>

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.



SUMMERLAND Planning Advisory Committee (SunPAC)

March 31, 2008 Meeting – Minutes

1. **Meeting Called to Order:** By Vice Chair **Perkins** at 6:00pm.
2. **SunPAC Committee Members Present:** David (Tom) Evans, Betty Franklin, Paul Franz, David Hill, Mary Holzhauer, Nancy Kimsey, Andy Neumann, Suzanne Perkins, and Wickson (Reeve) Woolpert.

Chair Robert (Robin) Donaldson and SunPAC Member Jennifer Fairbanks were absent.

Staff Present: Office of Long Range Planning: Amy Donnelly, Assistant Planner, Derek Johnson, Deputy Director, and Shaunn Mendrin, Senior Planner.

3. **Welcome:** Vice Chair **Perkins** welcomed participants, and provided opening comments and procedural notes.

4. **Public Comment:**

1. Mr. Steve Richardson commented on his concerns about the potential for the SunPAC to define a core, differentiating the east end of Lillie Avenue from the west end. He stated the Greenwell Avenue area is the entrance to the business district in Summerland and there should not be a change in setbacks or parking in the area east of Valencia Street along Lillie Avenue. Mr. Richardson also noted the need for more regulation against long term and overnight parking of multiple vehicles in the area and that parking placement should be in the rear where possible to allow for outdoor seating and less vehicle crowding on Lillie Avenue to encourage a more charming "village" feel.

5. **Meeting Minutes:** SunPAC Members considered the Meeting Minutes from March 19, 2008 and noted two minor changes to (1) clarify their was SunPAC consensus that pole signs should be phased out prior to the public comment provided by Mr. Rosenson, and (2) to fix a typo.

Action: Vice Chair **Perkins** made a motion to approve the SunPAC Meeting Minutes, with noted changes. SunPAC Member **Evans** seconded. All were in favor. Motion carried 9-0.

6. **Continued Review and Discussion of Draft Commercial Design Guidelines:** Staff Member **Mendrin** lead a PowerPoint presentation to address several issues the SunPAC identified for further deliberation related to the development and direction of the Draft Commercial Design Guidelines including topics from the following chapters:

Chapter 2

- Discussion of Block Face Character and differentiation between east and west of Valencia Street along Lillie Avenue.

Action: SunPAC Member **Franz** made a motion for the SunPAC to consider working on option 3 presented by Staff to establish a distinction between east and west of Valencia Street along Lillie Avenue and develop further description and guidelines for future development in the areas east and west of Valencia Street. SunPAC Member **Woolpert** seconded the motion. Vice Chair **Perkins** called for a vote. The motion passed 8-1 with SunPAC Member **Kimsey** dissenting.

Staff Member **Johnson** noted staff will provide additional descriptive language and corresponding guidelines for future development occurring east and west of Valencia along Lillie Avenue for the SunPAC's consideration.

Chapter 3

- Discussion of site design including parking placement, parking impacts on Varley Street and setbacks.

Action: Vice Chair **Perkins** requested consensus on parking placement as follows: Parking should be placed in the rear when feasible (while recognizing change in grade and lot size), parking design should minimize negative parking impacts to Varley Street, and parking should be placed in the rear but accessed via Lillie Avenue when possible (e.g. on through lots). On corner lots, rear parking should be accessed via side streets and parking guidelines need to encourage the residential feel of Varley Street while discouraging vehicle storage along Varley Street. The SunPAC provided consensus on these issues.

Public Comment:

1. Mr. Steve Richardson commented parking is an issue of concern along Varley Street and noted any legal way to limit on-street parking should be encouraged. He further noted it would be short-sighted for the SunPAC to break up Lillie Avenue east and west of Valencia Street, and development would become even more charming if the area was subject to unified treatment.
2. Mr. Blair Whitney commented when he purchased his Summerland property, he noted the land was contained in the C-1 commercial zone, and therefore the SunPAC should keep treatment of the entire C-1 area the same with one setback for all of Lillie Avenue.
3. Ms. Mabel Shults, owner of the Inn on Summer Hill, noted as property owners they have tried to maintain and improve all sides of the property, including the rear where parking is located, and that she does not support the creation of different development guidelines for the east end of Lillie Avenue and that future development in the areas east of Valencia on Lillie Avenue is expected to be of very charming, beautiful and improved quality of development requirements are left as is.

Action: Vice Chair **Perkins** requested consensus on creating front setbacks requirements for areas west of Valencia along Lillie Avenue be 5' to 15' not to exceed 15'. The SunPAC provided consensus on this issue.

Action: SunPAC Member **Neumann** made a motion to maintain current setback requirements for areas east of Valencia at 15'. SunPAC Member **Woolpert** seconded the motion. Vice Chair **Perkins** called for a vote. The vote carried 8-1 with Vice Chair **Perkins** Dissenting.

Chapter 4

- Discussion of building scale and form including floor area ratio (FAR).

Action: SunPAC Member **Hill** moved that the SunPAC reject a floor area ratio (FAR) exclusion for affordable housing. SunPAC Member **Evans** seconded the motion. Vice Chair **Perkins** called for a vote. The motion passed 9-0.

Action: SunPAC Member **Neumann** moved to change the floor area ratio (FAR) method of measurement from the interior of the exterior wall instead of the current method of measuring to the exterior walls, which will bring the methodology into conformance with the rest of the County. Vice Chair **Perkins** called for a vote on the motion. The motion carried 9-0.

There was no consensus met on the issue of basement exclusions which will be discussed further at the next SunPAC meeting.

7. **Adjournment:** Vice Chair **Perkins** moved to adjourn the meeting. SunPAC Member **Woolpert** seconded the motion. All were in favor. Motion carried 9-0. Meeting adjourned at 9:19 pm.

Next Meeting: Wednesday, April 30, 2008, 6:00pm
123 East Anapamu Street, Santa Barbara
Board of Supervisors Hearing Room, 4th Floor

Topic: Finalize Draft Commercial Design Guidelines

Minutes Approved:

Robin Donaldson III, Chair

SUMMARY OF CHANGES TO DRAFT COMMERCIAL DESIGN GUIDELINES

BACKGROUND

The SunPAC was formed to act as an advisory group that works with County staff to develop commercial and residential design guidelines and to update the Traffic, Parking and Circulation Chapter of the existing Summerland Community Plan. The SunPAC, the Summerland community and County staff have been meeting since December 2007 to develop new Summerland Commercial Design Guidelines. We have had numerous meetings, conducted a public survey to identify concerns, and conducted one community workshop to gather community input. Staff has obtained valuable guidance, direction and information through this process.

This process has assisted County staff in identifying key issues and County staff has developed ways to address these issues and presented these to the SunPAC for consideration, in the form of the Draft Summerland Commercial Design Guidelines. The commercial elements from the existing Board of Architectural Review Guidelines for Summerland provided the basis for the proposed Draft Summerland Commercial Design Guidelines:

At the first SunPAC meeting on December 5, 2007, County staff asked the committee members to identify issues and concerns pertaining to Summerland. The following comments have guided County staff in the development of the proposed draft document. :

- Streamline and strengthen existing 1992 BAR guidelines
- Clarify County guidelines and requirements to ensure more consistency
- Maintain the unique character of Lillie Avenue
- Retain the rural and unique feel of Summerland and guard against the "bigger is more" building trend
- Enhance but not necessarily change Summerland
- Address development occurring at the "edges" of town
- Reconnect the community with the ocean
- Preserve scenic views

Additional comments from the kick-off meeting will be addressed in Phases 2 and 3 of the SunPAC's work; the development of Residential Design Guidelines and the update of the Community Plan, Traffic and Circulation Chapter.

The Draft Summerland Commercial Design Guidelines also incorporated feedback received at the January 26, 2008 community workshop on commercial development in Summerland. For full workshop results, refer to the meeting minutes and workshop results on the SunPAC webpage or refer to the materials for Meeting #2, Attachment 1:
<http://countyofsb.org/plandev/comp/planareas/summerland/SunPAC/default.asp>

The first version of the Draft Summerland Commercial Design Guidelines was presented to the SunPAC and reviewed on February 27, 2008. Staff gave a brief overview of all chapters and in response, the SunPAC noted several items for revision, clarification or incorporation into the document as outlined below.

Staff has enclosed an updated "working version" of the Draft Summerland Commercial Design Guidelines for SunPAC review. It is understood that some items within the guidelines need further discussion and any resulting changes will be incorporated.

The previous version is with strikethrough edits is available online at the following link:

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

Staff has not included the prior Microsoft Word version in this meeting packet since it is now the "working document".

The SunPAC and staff have dedicated many hours to the review and development of this working draft. In order for the SunPAC and staff to move forward with this phase of the project, SunPAC members should come prepared to provide comments and direction based on the enclosed working draft. Staff will make every effort to maintain a focused discussion resulting in clear direction from the SunPAC members. The following discussion provides comments and actions taken by the SunPAC, which have been incorporated into the enclosed "working draft."

CHAPTER 1 - INTRODUCTION

FEBRUARY 27, 2008 SUNPAC MEETING

- Reference to residential sections carried over from the 1992 BAR Guidelines have been removed from the Draft Commercial Design Guidelines and will be added to the residential design guidelines document which will be developed in the coming months.

MARCH 19, 2008 SUNPAC MEETING

- The SunPAC voted to remove the View Corridor Overlay from the map in the Draft Commercial Design Guidelines in order to avoid confusion about C-1 area applicability (page 3).
- Language on "good neighbor practices" as they relate to view protection has been incorporated into the Draft Commercial Design Guidelines drawing from the County's Mission Canyon Design Guidelines (pages 8-9 and pages 21-22).

CHAPTER 2 – BLOCK FACE CHARACTER

FEBRUARY 27, 2008 SUNPAC MEETING

SunPAC noted the need to continue discussion of Block Face Character.

MARCH 19, 2008 SUNPAC MEETING

SunPAC voted in favor of recognizing a distinction between east and west of Valencia Street potentially meriting different treatment, for example, requiring parking in the rear of the building for buildings east of Valencia to encourage pedestrian activity.

MARCH 31, 2008 SUNPAC MEETING

SunPAC voted to establish a distinction between east and west of Valencia Street along Lillie Avenue and to develop guidelines for future development in the areas east and west of Valencia Street.

- ☑ Staff has provided additional descriptive language and corresponding guidelines for future development occurring east and west of Valencia along Lillie Avenue for the SunPAC's consideration (pages 15-16).

CHAPTER 3 – SITE DESIGN

FEBRUARY 27, 2008 SUNPAC MEETING

SunPAC noted the need to continue discussion of parking placement and impacts to Varley Street.

MARCH 31, 2008 SUNPAC MEETING

- ☑ SunPAC reached consensus on directing Staff to address parking placement as follows: Parking should be placed in the rear when feasible (while recognizing change in grade and lot size), parking design should minimize negative parking impacts to Varley Street, and parking should be placed in the rear but accessed via Lillie Avenue when possible (e.g. on through lots). On corner lots, rear parking should be accessed via side streets and parking guidelines need to encourage the residential feel of Varley Street while discouraging vehicle storage along Varley Street (pages 19-20).
- ☑ The SunPAC voted to create front setbacks requirements for areas west of Valencia along Lillie Avenue be 5' to 15' (not to exceed 15') and to maintain current setback requirements for areas east of Valencia at 15' (page 15).

CHAPTER 4 – BUILDING SCALE AND FORM

FEBRUARY 27, 2008 SUNPAC MEETING

SunPAC noted the need to continue discussion of FAR and the affects of current FAR calculations on recent projects.

MARCH 31, 2008 SUNPAC MEETING

- ☑ SunPAC voted to change the floor area ratio (FAR) method of measurement from the interior of the exterior wall instead of the current method of measuring to the exterior walls, which will bring the methodology into conformance with the rest of the County (page 26).

CHAPTER 5 – ARCHITECTURAL FEATURES

FEBRUARY 27, 2008 SUNPAC MEETING

- ☑ Staff updated the Architectural Style category "Discouraged" in the Draft Commercial Design Guidelines back to the original "Unacceptable" per the 1992 BAR Guidelines (page 35).
- ☑ Positive elements the community wants to encourage related to pedestrian qualities (e.g. courtyards) have been stated as such instead of "may be used" have been incorporated throughout the document.

CHAPTER 6 – BUILDING DETAILS

FEBRUARY 27, 2008 SUNPAC MEETING

- "Factory finishes," which tend to be glossy, have been addressed (pages 42-49)
- Staff clarified maintenance of existing paint colors is not subject to BAR review (page 44)
- A guideline on color (hue) has been added (page 44)
- Staff added a guideline to encourage variety in color but make a distinction between commercial and residential (page 44)
- Staff clarified flush mount windows are discouraged and true divided light windows are encouraged (page 46)

Note: The SunPAC had indicated that a change in paint color should be subject to BAR review and approval. The SunPAC did not take action on this item and it has not been incorporated into the document as of yet since this appear to in conflict with the intent of streamlining the process. Staff has included this item into the PowerPoint for the discussion on April 30, 2008.

CHAPTER 7 – SIGNAGE

FEBRUARY 27, 2008 SUNPAC MEETING

- Temporary banners have been addressed (page 51)
- Staff noted sign wording should include a business name (not generic i.e. "Gas", etc.) (page 52)
- Clarification has been made between sign requirements (in LUDC) versus design guidelines which *supplement* the LUDC (page 50)
- More specificity on signs drawing from the Los Alamos Design Guidelines have been added (pages 50-52)

CHAPTER 8 – ADDITIONS OR ALTERATIONS TO BUILDINGS OF POTENTIAL OR HISTORIC MERIT

FEBRUARY 28, 2008 SUNPAC MEETING

No issues noted.

CHAPTER 9 – SUPPLEMENTAL MATERIALS

FEBRUARY 27, 2008 SUNPAC MEETING

- References to Ortega Hill Road and Lillie Avenue have either been removed or expanded to include other streets with commercial frontages, e.g. Evans Avenue.

GENERAL COMMENTS AND FEEDBACK RECEIVED OUTSIDE OF REGULAR SUNPAC MEETINGS

Staff has requested the SunPAC provide any comments on the Draft Commercial Design Guidelines that do not require policy change or agenizing be provided directly to staff by April 10, 2008. These comments were minor and reflect changes in grammar, wording, etc.

OUTSTANDING ITEMS

Many of the key topics that appear in the Draft Commercial Design Guidelines for Summerland have been discussed and resolved through the work of the SunPAC, however some items remain outstanding and require further SunPAC deliberation and direction. Staff requests the SunPAC attempt resolution on these items at the April 30, 2008 SunPAC meeting:

- **FLOOR AREA RATIO**
- **BUILDING HEIGHT**
 - **PLATE HEIGHT**
 - **BASEMENTS**

SUMMARY

Staff is prepared to receive continued input from the SunPAC on the Draft Commercial Design Guidelines document and recommends the following:

1. If substantial items remain unresolved beyond the April 30, 2008 SunPAC meeting and require group deliberation and policy decision, a sub-committee of 4-5 SunPAC members will need to be formed to resolve these outstanding items outside of the SunPAC's regular meetings. Members will be elected and Staff will work with the sub-committee to create a separate, additional meeting schedule and scope of work which will overlap with the next phase of the SunPAC's work.
2. If input is minor and does not require further policy deliberations and changes, SunPAC comments on the Draft Design Guidelines may be emailed to Staff. Staff will keep a running list of items to be incorporated in subsequent versions of the Draft Commercial Design Guidelines. The document will be re-issued at the end of Phase 3 (Community Plan update-Traffic and Circulation Chapter) prior to recommendation to the Planning Commission and Board of Supervisors.

The April 30, 2008 SunPAC meeting officially concludes Phase 1 of the SunPAC's work. Please prepare to begin review of background materials in preparation for the development of Draft Residential Design Guidelines (Phase 2) of the SunPAC's scope of work.

The next step is to present the Draft Summerland Commercial Design Guidelines to the South County Board of Architectural Review for review and comment. This is tentatively scheduled for May 23, 2008.