



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