



PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: May 1, 2008

TO: SunPAC Members

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

SUBJECT: SunPAC Meeting #8 – May 7, 2008

SunPAC members, the items noted below have been included or referenced in preparation of the May 7, 2008 meeting.

1. **Meeting Agenda.** The meeting agenda for the May 7, 2008 meeting has been provided for your review. For further explanation, please see discussion below.
2. **Meeting Minutes.** Action Minutes from the April 30, 2008 meeting are included for you review and approval.
3. **Meeting Materials.** No new materials pertaining to the Summerland Commercial Design Guidelines will be provided unless specifically requested by the SunPAC. Please refer to the materials for Meeting #7. SunPAC members may provide comments on the document at the beginning of the meeting. After the members have finished providing their comments, staff will continue with the April 30, 2008 (Meeting #7) PowerPoint presentation.

As noted in the presentation, the SunPAC was formed for the purpose of:

- Development of Commercial Design Guidelines
- Development of Residential Design Guidelines
(Both above items use the 1992 BAR Guidelines as a starting point)
- Update the Traffic, Parking and Circulation Chapter of the 1992 Community Plan

In addition, the SunPAC and the community indicated that the Design Guidelines should be clear and to the extent feasible, consistent with other guidelines and code requirement within the County. The SunPAC, as a committee, should be prepared to provide direction to staff to facilitate the development and finalization of this document.

Note: We will need to reschedule some of the future meeting dates, please bring your calendars. 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, MAY 7, 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 approval of the April 30, 2008 meeting minutes.

Agenda Item 4

Continued discussion of the “Working Draft” Summerland Commercial Design Guidelines.

1. SunPAC members comments on “Working Draft”
2. Continued Discussion on FAR, Height, Basements, and Plate Height

Agenda Item 5

Subcommittee – Possibly appoint of a subcommittee to resolve the remaining policy issues as of May 7, 2008. The SunPAC Chair may nominate members for the subcommittee, which must be seconded and approved by the SunPAC.

Adjourn

Next meeting: **SunPAC Community Plan Update Meeting #9**
Topic: Residential Design Guidelines Meeting
Date & Location: TBD

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