



SUMMERLAND Planning Advisory Committee (SunPAC)

July 16, 2008 Meeting – Minutes

1. **Meeting Called to Order:** By Chair **Donaldson** at 6:12pm.
2. **SunPAC Committee Members Present:** Robert (Robin) Donaldson, David (Tom) Evans, Jennifer Fairbanks, Betty Franklin, David Hill, Mary Holzhauer, Nancy Kimsey, Suzanne Perkins.

Members **Franz, Neumann** and **Woolpert** were absent.

Staff Present: Office of Long Range Planning: Amy Donnelly, Assistant Planner, Derek Johnson, Deputy Director, and Shaunn Mendrin, Senior Planner.
3. **Welcome:** Chair **Donaldson** and Staff Member Derek **Johnson** welcomed participants, and provided opening comments.
4. **Public Comment:** None.
5. **Meeting Minutes:** SunPAC Member **Franklin** made a motion to approve the SunPAC Meeting Minutes from June 4, 2008 with one minor clarification. SunPAC Member **Evans** seconded. All were in favor. Motion carried 8-0.
6. Staff member **Mendrin** led a PowerPoint presentation to address the remaining issues related to the Draft Commercial Design Guidelines and provided an introduction to residential design guidelines; phase II of the SunPAC's work.

Action: the SunPAC discussed the current language in the Draft Commercial Design Guidelines related to the protection of Varley Street and reached consensus that guidelines are adequate, but should also be revisited when developing the residential design guidelines. Staff noted an amendment to the LUDC related to parking issues on Varley may be in order during phase III, the update of the Traffic and Circulation Chapter. Issues of trash in the ROW and undergrounding of utilities were noted as items to consider when developing residential design guidelines.

Action: The SunPAC discussed and modified the language proposed by staff related to interior (vaulted) space counting twice towards FAR calculation. SunPAC Member **Evans** moved to approve the language below, member **Perkins** seconded. All voted in favor. Motion carried 8-0.

"Interior space exceeding sixteen (16) feet in height shall be counted twice for that portion exceeding sixteen (16) feet in height. This applies only to single story structures."

Move to Definitions: Interior space means the portion of a building included between the upper surface of any floor and the upper surface of the roof joists above.

Action: The SunPAC discussed and approved modifications to the basement language proposed by staff identified as necessary for applicant clarification. SunPAC Member **Perkins** moved to approve the language below, member **Franklin** seconded. All voted in favor. Motion carried 8-0.

“Floor Area Ratio – Summerland: A measurement of development intensity represented by the quotient of net floor area divided by net lot area.

Exclusions:

- Parking located within a basement

Basement – Summerland: A basement shall be counted as a story if its floor-to-ceiling height is 6.5 feet or more, and the finished floor directly above is 4 feet or less above the existing grade for a minimum of 80% of its perimeter and 66% of its perimeter for the finished grade.

7. In response to Staff member **Mendrin’s** presentation on the background and development of residential design guidelines, the SunPAC identified the following issues and concerns to be addressed in the development of residential design guidelines:

- Accessory structures (exempt from floor area ratio requirements per state law)
- Residential Second Units (RSUs) which are now legal in Special Problems Areas
- View protections as it relates to landscaping
- Need to encourage planting of native species
- Great distinction between urban versus rural areas in Summerland
- Protecting agriculture in rural areas
- Environmental protections (e.g. riparian setbacks and habitat protections)
- Williamson Act issues
- Landscaping, hardscaping, decks and patios
- Sustainability
- Promoting solar while minimizing visual impacts of solar panels
- Plate heights in rural areas
- Structure color in rural areas
- Need to limit polices applied to both urban and rural (they are too distinct)
- Rural areas should look rural (e.g. exterior walls, lighting, gates)
- Need to protect urban areas from fire with appropriate clearing in rural areas
- Community plan policies specific to the White Hole area
- Upkeep of property, landscaping, paint
- Storage of trash needs to be out of Right-Of-Way, out of sight and enclosed

8. SunPAC members volunteered to serve as table facilitators for table topics at the July 26, 2008 workshop as follows:

Table 1: Neighborhood Character – **Mary Holzhauser and Paul Franz**

Table 2: Site Design (including landscaping) – **Betty Franklin and Jennifer Fairbanks**

Table 3: Building Scale and Form – **Tom Evans**

Table 4: Architectural Styles and Features – **Suzanne Perkins**

Table 5: Building Details – **Robin Donaldson**

Table 6: Garage Conversions and Residential Second Units (RSUs) – **Andy Neumann**

Facilitators agreed on the need to clarify and educate public participants on the important distinction between urban and rural residential areas in Summerland, and

staff will gear the focus questions accordingly. Five (5) staff members will be on hand to assist at the workshop. SunPAC members **Hill**, **Kimsey**, and **Woolpert** will not be in attendance.

9. Staff reminded SunPAC Members on the upcoming SBAR courtesy review of the Draft Commercial Design Guidelines on July 25, 2008 and provided Brown Act information on member conduct at non-GPAC meetings and hearings. The Chair or Vice Chair are authorized to speak on behalf of the PAC, however, individual SunPAC members may only speak on their own behalf and must identify they are doing so before speaking.
10. **Adjournment:** Chair **Donaldson** moved to adjourn the meeting. SunPAC Member **Franklin** seconded the motion. All were in favor. Motion carried 8-0. Meeting adjourned at 8:43pm.

Next Meeting: Saturday, July 26, 2008, 9:00am - 3:00pm
Summerland Presbyterian Church

Topic: Residential Design Guidelines Workshop

Minutes Approved:

, Chair