



PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: August 13, 2008

TO: SunPAC Members

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

SUBJECT: SunPAC Meeting #12

SunPAC members, the items noted below have been included or referenced in preparation of the August 20, 2008 meeting.

1. **Meeting Agenda.** The meeting agenda for the August 20, 2008 meeting has been provided for your review. For further explanation, please see discussion below. (Attachment 1 – Pages 8-9)
2. **Meeting Minutes.** Action Minutes from the July 16, 2008 meeting are included for you review and approval. (Attachment 2 - Pages 10-12)
3. **Residential Workshop Results.** Summaries from each topic table from the Saturday July 26, 2008 Workshop. (Attachment 3 - Pages 13-22). Please note the following:
 - Landscaping has been moved from Site Design (Table 2 or Chapter 2) to Chapter 9 since landscaping and related issues appeared to be important issues within the Summerland community.
 - Table Topic 3, Building Scale and Form includes information regarding the position of the participants. This is for informational purposes only. All comments received at each table topic carry the same weight.
4. **Survey Results.** Includes the results of the Community Survey previously distributed to the SunPAC at meeting #4, February 27, 2008. (Attachment 4 - Pages 23-41)
5. **Private Views Background.** The following materials were provided for meeting #5 on March 19, 2008 and requested again by the SunPAC to assist in the review and further development of the Draft Summerland Residential Design Guidelines. The same existing policies and SBAR findings have been retained in the Draft Residential Design Guidelines. (Attachment 5 - Pages 42-47)
6. **Draft Residential Design Guidelines for Summerland.** Includes a rough draft of the Residential Design Guidelines for Summerland. (Note: Maps, graphic illustrations

and photographs will be included in subsequent versions of the document as the text content becomes more developed through the work of the SunPAC.) (Attachment 6 – Page Numbers Separate from Transmittal Memo)

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

<http://longrange.sbcountyplanning.org/planareas/summerland/summerland.php>

MEETING AGENDA FOR AUGUST 20, 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

Review and approval of July 16, 2008 SunPAC meeting minutes and Workshop Summaries as minutes to the July 26, 2008 SunPAC meeting.

Agenda Item 4

Agenda Item 4 includes the initial review of the Draft Residential Design Guidelines. The development of this draft document was based on a combination of the Community Survey, existing 1992 BAR Guidelines for Summerland and the Draft Commercial Design Guidelines for Summerland. The following provides a brief overview on the development of Draft Residential Design Guidelines:

Community Survey

Staff has addressed all residential areas of concerns noted in the Community Survey into the Draft Residential Design Guidelines document. The Community Survey have been included in Attachment 4 for your background. The following are the major points noted in the survey, with a brief explanation below:

- **Maintaining private viewsheds**

This issue was discussed in some length during the development of the Commercial Design Guidelines. It was understood that this issue would have more importance in the residential areas. As staff has noted before, the County does not protect private views; however, the existing BAR guidelines contain criteria and findings that provide the SBAR with some discretion if private views are an issue. These findings and criteria have been carried over to the Draft Residential Design Guidelines, as similarly done for the Commercial component. In addition, staff has included language into Chapter 9, regarding plant materials, growth habits and mature height. Staff has also included materials

that were presented to the SunPAC on March 19, 2008, pertaining to private views (see Attachment 5).

- **Preserving neighborhood architectural character**
Chapters addressing neighborhood character and architectural style have been carried over from the existing the BAR guidelines and formatted similar to that of the Commercial Design Guidelines. In addition, a chapter on historic preservation has also been added to assist applicants and designers with project design options.
- **Identifying proper location and treatment of accessory structures**
Minor language has been added to the Draft Residential Design Guidelines. The SunPAC will need to discuss the applicability of FAR to accessory structures and fine tune location requirements.
- **Clarifying the community's residential design guidelines and requirements**
As done with the Commercial Design Guidelines, the text of the document has been updated to include additional detail, language and guidance to assist those using the document. The goal is to provide applicants with clearer direction early in the process and clarify and streamline review.
- **Increasing landscaping and fencing guidelines and requirements**
The Draft Residential Design Guidelines includes a chapter (Chapter 11) devoted to landscaping, hardscape, fencing and outdoor lighting. Guidelines dealing with plant material selection, fire wise, native and non-invasive plant species has been included. Fencing guidelines have also been included with different guidelines in the Urban and Rural areas.
- **Addressing watershed (drainage) issues**
Drainage and Stormwater management has been included in the Site Design discussion and to some degree in Chapter 11. The guidelines encourage the use of pervious surfaces, direction of Stormwater into landscape beds and other methods to contain runoff.
- **Limiting residential building size, bulk and scale**
The exiting BAR guidelines regulate building size, bulk and scale through the use of floor area ratio and building height. Scale is addresses through study of the character of the neighborhood and surrounding area. The existing floor area ratio requirements have been carried over. The methodologies for height and floor area are proposed to be consistent with the Commercial Design Guidelines and the rest of the County.
- **Ensuring residential building compatibility with surrounding neighborhood**
Neighborhood Character is a very important component in design, weather its residential or commercial. An entire chapter has been dedicated to understanding the character of the neighborhood. This chapter also differentiates between the Urban and Rural areas of the community, both of which has very distinct boundaries and character.

Existing BAR Guidelines and Commercial Design Guidelines

The Draft Residential Design Guidelines document has been developed in a similar manner as the Draft Commercial Design Guidelines. The draft residential document began with elements from the existing BAR guidelines to form the basis for the Draft Residential Design Guidelines. Additional elements from the Draft Commercial Design Guidelines were used and modified to address residential design. The format is based on other County residential design guidelines as per the direction of the Board of Supervisors. However, due to Summerland specific requirements such as Floor Area Ratio and the application of the design guidelines to both Urban and Rural area, the guidelines have been slightly customized. In addition, comments from the Survey, SunPAC and workshop participants have been folded into the draft document.

During the review of the Draft Commercial Design Guidelines, the SunPAC requested a strike through edit version. Staff has prepared the Draft Residential Design Guidelines in this manner. Since there is a significant amount of rearranging of the existing 1992 BAR Guidelines text, the table contained below (Table 1) illustrates where existing text has been moved to. Each new chapter contains the original text with edits shown as strikethrough if removed or changed (~~example~~), and underlined for new text (example). A majority of the material from the Draft Commercial Design Guidelines has been folded into to each chapter where appropriate and modified accordingly to focus on residential development. Example chapters include 1, 2, 5, 6, 10 and 11. It is important to focus on maintaining consistency with the Draft Commercial Design guidelines and substantive issues related to residential development in the Urban and Rural areas of Summerland.

TABLE 1	
1992 BAR Guidelines Topics	Corresponding or New Topics for Proposed Residential Design Guidelines Outline
Background and Goals Steps of Review	<p>CHAPTER 1 - INTRODUCTION</p> <ul style="list-style-type: none"> o Purpose and Applicability of the Design Guidelines o Design Guidelines Background o Design Guidelines Organization o Legal Authority o Overlay Designations o Other Area Considerations o Review Process o Good Neighbor Practices
N/A	<p>CHAPTER 2 - NEIGHBORHOOD CHARACTER</p> <ul style="list-style-type: none"> o Overall Concept o Summerland History and Character o Neighborhood Character
Privacy and Views Protection	<p>CHAPTER 3 - SITE DESIGN</p> <ul style="list-style-type: none"> o Overall Concept o Topography & Grading o Setbacks <ul style="list-style-type: none"> ➢ Firewise Structure Placement o Parking Location and Driveways o Privacy and Views o Water Management: Stormwater and Drainage

TABLE 1	
1992 BAR Guidelines Topics	Corresponding or New Topics for Proposed Residential Design Guidelines Outline
Floor Area Ratios Height Limitations Narrow Lots and Side Yards Scale and Orientation	CHAPTER 4 - BUILDING SCALE AND FORM <ul style="list-style-type: none"> o Overall Concept o Floor Area Ratio o Height o Building Form <ul style="list-style-type: none"> ➤ Neighborhood Scale ➤ Architectural Mass ➤ Second Stories and Additions ➤ Solar Access ➤ Facade Articulation
Architectural Styles and Materials Architectural Styles for Large Lots	CHAPTER 5 - ARCHITECTURAL STYLES AND FEATURES <ul style="list-style-type: none"> o Overall Concept o Acceptable and Encouraged Architectural Styles o Conditionally Acceptable Styles with Findings o Unacceptable Architectural Styles o Architectural Elements <ul style="list-style-type: none"> ➤ Entries ➤ Garages & Carports ➤ Roofs
Acceptable and Encouraged Materials	CHAPTER 6 - BUILDING DETAILS <ul style="list-style-type: none"> o Overall Concept o Exterior Materials <ul style="list-style-type: none"> ➤ Firewise o Building Color o Architectural Details o Windows & Doors o Structure Lighting
N/A	CHAPTER 7 - GARAGE CONVERSIONS <ul style="list-style-type: none"> o Overall Concept
N/A	CHAPTER 8 - RESIDENTIAL SECOND UNITS <ul style="list-style-type: none"> o Overall Concept
Lighting	CHAPTER 9 – LANDSCAPING, HARDSCAPE, FENCING AND OUTDOOR LIGHTING <ul style="list-style-type: none"> o Overall Concept o Landscaping o Hardscape Materials o Fencing and Walls o Outdoor Lighting
N/A	CHAPTER 10 - ADDITIONS AND ALTERATIONS TO BUILDINGS OF POTENTIAL HISTORIC OR ARCHITECTURAL MERIT <ul style="list-style-type: none"> o Why Do We Have These Special Guidelines? o How Does This Apply to Development? o What Happens if My Property is a Considered Potential Resource? o What are the Secretary of the Interior Guidelines? o What are Character-Defining Features? o How Do I Get More Information on Preservation with the County of Santa Barbara?

TABLE 1	
1992 BAR Guidelines Topics	Corresponding or New Topics for Proposed Residential Design Guidelines Outline
BAR Checklist FAR Worksheet Passive Solar Design	CHAPTER 11 - SUPPLEMENTAL MATERIALS <ul style="list-style-type: none"> o South Board of Architectural Review (SBAR) Findings for Approval o South County Board of Architectural Review Checklist o Notification Requirements for Design Review o Green Building Design o Glossary o List of Non-Invasive and Fire Resistant Plants o List of Maps and Figures

Policy Questions for the SunPAC

During the development of the Draft Residential Design Guidelines, staff encountered several policy or guidelines questions that should be discussed by the SunPAC. They include the following:

- **FAR** – The Floor Area Ratio currently only applies to the primary structure on the site. Does the SunPAC want to the Floor Area Ratio to apply to all structures within the residentially zoned properties to regulate accessory structures? Residential Second Units are excluded from the allowable FAR.
- **Basement Exclusion** – Staff has proposed exclusions in the Draft Residential Design Guidelines. Please review and provide comments and direction when item is discussed.
- **Landscape Plan requirements** – Currently, a landscape plan for residential projects are required when a Development Plan is required or it is at the discretion of the SBAR. Has this been working for the Summerland Community?
- **Accessory structures** – What are the major concerns regarding accessory structures. Accessory structures exclude Residential Second Units (RSUs).
- **Two Family Dwellings** – Summerland contains parcels in the Urban area that allow two family dwellings (duplex). Often, design issues with duplexes deal with visibility of unit entrances and hiding of required parking. Is it important to the community to encourage the entrances of both units be visible from the street? Staff has included language and guidelines in the Draft document. Please be prepared to provide further guidance.
- **Repainting a new color requires SBAR review** – During the development of the Draft Commercial Design Guidelines, the SunPAC moved to require that painting a building a new color would require review by the SBAR, at the discretion of the Chair. Does the SunPAC feel that this is an important issue for residential development? Would it be more appropriate in the Rural area where paint color is aids in the blending of a structure into a site.

Adjourn

Next meeting: **SunPAC Community Plan Update Meeting #13**
Topic: Finalize Draft Residential Design Guidelines
Wednesday, September 3, 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