



PLANNING & DEVELOPMENT DEPARTMENT
OFFICE OF LONG RANGE PLANNING

TRANSMITTAL MEMO

DATE: August 28, 2008
TO: SunPAC Members
FROM: Derek Johnson, Deputy Director
Shaunn Mendrin, Senior Planner
SUBJECT: SunPAC Meeting #13

The items noted below have been included or referenced in preparation of the September 3, 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 4-5)
2. **Meeting Minutes.** Action Minutes from the August 20, 2008 meeting are included for you review and approval. (Attachment 2 - Pages 6-8)
3. **Conceptual Review Requirements.** SunPAC members indicated that submittal requirements for Conceptual Review should be included in the design guidelines. Staff has provided a comparison of the Mission Canyon requirements and the 1992 BAR requirements. In addition, “proposed submittal requirements for Summerland have been provided as a starting point. Pages 62-71 from the Mission Canyon Design Guidelines have been provided for your reference. (Attachment 3 - Pages 9-20)
4. **Land Use Permit (LUP) Trigger.** During the SunPAC discussion, the SunPAC requested additional clarification on when a Land Use Permit (Coastal Development Permit) is required. Staff has included Section 35-169 or Article II – Coastal Development Permits has been included for your reference. Exemption are noted in subsection 35-169.2 (Attachment 4 - Pages 21-24)

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 SEPTEMBER 3, 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

As noted at the August 20, 2008 meeting, the schedule for the remainder of the process (Residential Design Guidelines and Community Plan Update: Traffic, Circulation and Parking) needs to be adjusted. This is due to the additional meetings needed for the development of the commercial design guidelines and the anticipated number of meetings needed for the residential and circulation phases. In addition, SunPAC members indicated that they would prefer to meet once a month.

The following schedule indicates the estimated number of meetings expected, existing Wednesday night meetings in the current schedule and proposed dates. Staff will revise all SBAR, PC and Board of Supervisors meetings accordingly.

Meeting Schedule		
Discussion Topic	Estimated # of Meetings	
Residential Design Guidelines	Chapter 3 Site Design	1 Meeting – September Existing Scheduled Dates: • September 3, 2008
	Chapter 4 Building Scale and Form	2 Meetings – November, December & January ‘09 Existing Scheduled Dates: • November 5, 2008 or November 19, 2008 • December 10, 2008 Proposed Meeting Dates: • OR December 17, 2008
	Chapter 5 Architectural Features	1 Meeting – January Proposed Meeting Dates: • January 14, 2009 OR January 21, 2009
	Chapter 6 Building Details	
	Chapter 7 Garage Conversions	1 Meeting – February Proposed Meeting Dates: • February 4, 2009 OR February 11, 2009
	Chapter 8 Residential Second Units	
	Chapter 9 Landscaping, Hardscape, Fencing and Outdoor Lighting	1 Meeting – March Proposed Meeting Dates: • March 4, 2009 OR March 11, 2009
	Chapter 10 Additions and Alterations to Buildings of Potential Historic or Architectural Merit	1 Meeting – April Proposed Meeting Dates: • April 1, 2009 OR April 8, 2009
	Chapter 11 Supplemental Materials	

Meeting Schedule	
Discussion Topic	Estimated # of Meetings
Traffic, Circulation and Parking	4 Meetings – May, June, July & August Proposed Meeting Dates: <ul style="list-style-type: none">• May 6, , 2009 OR May 13, 2009• June 3, 2009 OR June 10, 2009• July 8, 2009 OR July 15, 2009• August 5, 2009 OR August 12, 2009
Environmental Review (Overview and Next Steps)	1 Meeting –September (Tentative) Proposed Meeting Dates: <ul style="list-style-type: none">• September,2 2009 OR September 9, 2009

Agenda Item 4

Continued review of the Draft Residential Design Guidelines. The discussion will continue with Chapter 3 – Site Design. Staff will provide additional information pertaining to water management at the meeting. In addition, as directed staff will have the draft document file open for direct editing at the meeting.

Adjourn

Next meeting: SunPAC Community Plan Update Meeting #14
Topic: Continued Review of the Draft Residential Design Guidelines
Wednesday, October 8, 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