



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

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

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

#### 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, 4<sup>th</sup> Floor

**CC:** Jeremy Tittle, Executive Assistant, 1<sup>st</sup> District Office  
John McInnes, Director, Office Long of Range Planning  
Amy Donnelly, Assistant Planner, Office of Long Range Planning





# Notice of Public Meeting

## Summerland Planning Advisory Committee (SunPAC) Meeting #13

**Date:** Wednesday, September 3, 2008

**Time:** 6:00 PM

**Location:** Board of Supervisors Conference Room  
123 East Anapamu Street, 4<sup>th</sup> Floor, Santa Barbara

**Attendees:** SunPAC Members, County Staff and Public Participants

**Purpose/Discussion:** Finalize Residential Design Guidelines

**Material to Read:** Draft Summerland Residential Design Guidelines  
1992 Board of Architectural Review Design Guidelines for Summerland

**Material to Bring:** SunPAC Meeting Materials

Agenda Item	Discussion Topic
	<b>CALL TO ORDER</b>
# 1	<b>Pledge of Allegiance and Roll Call</b>
# 2	<b>Public Comment Period:</b> <i>The Public Comment period 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.</i>
# 3	<b>Meeting Minutes from August 20, 2008</b>
# 4	<b>Meeting Schedule Discussion</b>
# 5	<b>Continued Review of Draft Residential Design Guidelines</b>
<b>Adjourn</b>	<b>Next Meeting:</b> SunPAC Community Plan Update Meeting #14 TBD

Questions or comments about the Community Plan Update may be directed to Derek Johnson at 805-568-2072 or [djohnson@co.santa-barbara.ca.us](mailto:djohnson@co.santa-barbara.ca.us) and further information may be obtained on the following web site: <http://longrange.sbcountyplanning.org/planareas/summerland/summerland.php>

*Attendance and participation by the public is invited and encouraged. In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Hearing Support Staff (805) 568-2000. Notification at least 48 hours prior to the meeting will enable the Hearing Support Staff to make reasonable arrangements.*





# SUMMERLAND Planning Advisory Committee (SunPAC)

August 20, 2008 Meeting – Minutes

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1. **Meeting Called to Order:** By Chair **Donaldson** at 6:08pm.
2. **SunPAC Committee Members Present:** Robert (Robin) Donaldson, David (Tom) Evans, Jennifer Fairbanks, Betty Franklin, Paul Franz, David Hill, Mary Holzhauer, Nancy Kimsey, Andy Neumann, and Suzanne Perkins.

Member Reeve Woolpert was absent.

**Staff Present:** Office of Long Range Planning: Amy Donnelly, Assistant Planner, David Lackie, Supervising Planner, and Shaunn Mendrin, Senior Planner.

3. **Welcome:** Chair **Donaldson** welcomed participants, and provided opening comments.
4. **Public Comment:**

1. Mr. Patrick Nesbitt's office submitted a written comment in advance of the meeting to be entered into the record as follows:

"First, Mr. Nesbitt is very disappointed that he could not attend the meeting this evening and appreciates the opportunity to provide comments during the public comment period even though he cannot be there in person.

This is a phase of SunPAC's work in which Mr. Nesbitt is most interested.

Mr. Nesbitt feels that it is readily apparent that the residential guidelines established in 1992 were, for the most part, totally inapplicable to the large rural lots that make up most of the land area covered by the Summerland Community Plan.

Lastly, Mr. Nesbitt is looking forward to working with the SUNPAC to make the changes to the plan to accommodate the needs of the large lot owners.

Thank you."

5. **Meeting Minutes:** SunPAC Member **Perkins** made a motion to approve the SunPAC Meeting Minutes from July 16, 2008 with a few minor modifications. SunPAC Member **Kimsey** seconded. All were in favor. Motion carried 10-0.

SunPAC Member **Perkins** made a motion to approve the SunPAC Meeting Minutes from the July 26, 2008 Workshop. Member **Franklin** seconded the motion. All were in favor with the exception of SunPAC Members **Hill** and **Kimsey**, who abstained as they did not attend the workshop. Motion carried 8-0.

6. Staff Member **Mendrin** led a PowerPoint presentation to address the current status of the Draft Commercial Design Guidelines and introduce the Draft Residential Design Guidelines document provided to the SunPAC in advance of the meeting. The presentation included a review of significant changes to each chapter of the Draft Residential Design Guidelines.

The SunPAC reviewed and made changes to Chapter 1 – Introduction and Chapter 2 – Neighborhood Character. The Draft document was modified by staff member **Mendrin** on the screen in real time, as will be the procedure going forward for the remaining chapters. Revised chapters will be posted to the SunPAC webpage following each meeting.

The SunPAC requested staff provide background regarding the regulation and guidelines surrounding solar panels, noting the size and reflectivity of solar panels should be addressed in the Draft Residential Design Guidelines to the extent feasible.

**Action:** Staff Member **Mendrin** will provide solar panel information to the SunPAC when the SunPAC discusses the appropriate chapter, currently Chapter 11.

SunPAC Member **Franz** noted in preparation for the SunPAC's review of Chapter 3 - Site Design, staff should research with the County's Flood Control division the unique soil conditions in Summerland and revise the current standard county language on water management as it may not apply to Summerland.

**Action:** Staff Member **Mendrin** will provide new language pertaining to water management to the SunPAC at the next meeting.

Lastly, Staff Member **Mendrin** requested the SunPAC come to the next meeting prepared to discuss and revise the current SunPAC Meeting Schedule.

7. **Adjournment:** Chair **Donaldson** moved to adjourn the meeting. SunPAC Member **Perkins** seconded the motion. All were in favor. Motion carried 10-0. Meeting adjourned at 8:26 pm.

**Next Meeting:** Wednesday, September 3, 2008, 6:00pm  
123 East Anapamu Street, Santa Barbara  
Board of Supervisors Hearing Room, 4<sup>th</sup> Floor

**Topic:** Continued Review of Draft Residential Design Guidelines

**Minutes Approved:**

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, Chair



**CONCEPTUAL REVIEW INFORMATION**

<b>Reference</b>	<b>Review Cycle Description</b>	<b>Submittal Materials</b>
Mission Canyon	Initial review of the project when it is still in the early stages of design development. This allows the applicant and SBAR an opportunity to informally discuss a project, only once per administrative practice, prior to submittal of an application to the County. All projects are strongly encouraged to begin the design review process at the conceptual level.	<ul style="list-style-type: none"> <li>• Vicinity Map</li> <li>• Site Plan</li> <li>• Topographic Map (showing elevation of property within 100 feet in any direction from the proposed building envelope)</li> <li>• Building Elevations (rough draft acceptable)</li> <li>• Mounted Color Photographs of the Site and Neighboring Areas (on 8 ½ x 11 paper)</li> <li>• Grading Plan</li> <li>• Filing Fee</li> </ul>
1992 BAR Guidelines	This is the initial review of a project. Applicants are required to initiate this review as early in their project design as possible. The Board welcomes very conceptual and "sketchy" drawings in order to make sure the applicant has good direction early in the process. This way an applicant does not spend unnecessary time and money developing a design concept that may not be acceptable. The Board may grant conceptual approval of the drawings or may continue the discussion to another meeting for further conceptual review.	<ul style="list-style-type: none"> <li>• Photographs: Photographs which show the site from all possible views and the surrounding neighborhood.</li> <li>• Site Plan: A site plan showing topography (based on sea level datum base with 2 nearby benchmarks), location of proposed project, and vicinity map.</li> <li>• Site Statistics: Site statistics including # residential units (and # bedrooms per unit), square footage of commercial and residential area by use and floor, Floor Area Ratio (FAR), number of covered and uncovered parking spaces, etc.</li> <li>• Schematics of proposed project: Schematics should include rough floor plan and at least one elevation. Perspective sketches of project are also acceptable. Proposed materials should be indicated.</li> <li>• Building Height and Footprint Representation: As an advisory, if the County Board of Architectural Review finds that the project has the potential to create significant view or privacy impacts, chalking and/or staking may be requested to benefit the neighbors.</li> </ul>
Proposed for Summerland Design Guidelines	Initial review of the project when it is still in the early stages of design development. This allows the applicant and SBAR an opportunity to informally discuss a project, only once per administrative practice, prior to submittal of an application to the County. All projects are strongly encouraged to begin the design review process at the conceptual level.	<ul style="list-style-type: none"> <li>• Vicinity Map</li> <li>• Site Plan</li> <li>• Topographic Map (showing elevation of property within 100 feet in any direction from the proposed building envelope)</li> <li>• Building Elevations (rough draft acceptable)</li> <li>• Project Information - Site statistics including # residential units (and # bedrooms per unit), square footage by floor, Floor Area Ratio (FAR), number of covered and uncovered parking spaces, etc.</li> <li>• Mounted Color Photographs of the Site and Neighboring Areas (on 8 ½ x 11 paper) to illustrate the character of the neighborhood as per Chapter 2</li> <li>• Grading Plan</li> <li>• Filing Fee</li> </ul>

# 9. Supplemental

## South County Board of Architectural Review Process and Submittal Checklist

Review Cycle	
<p>Conceptual Review: Initial review of the project when it is still in the early stages of design development. This allows the applicant and SBAR an opportunity to informally discuss a project, only once per administrative practice, prior to submittal of an application to the County. All projects are strongly encouraged to begin the design review process at the conceptual level.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Vicinity Map</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Topographic Map (showing elevation of property within 100 feet in any direction from the proposed building envelope)</li> <li><input type="checkbox"/> Building Elevations (rough draft acceptable)</li> <li><input type="checkbox"/> Mounted Color Photographs of the Site and Neighboring Areas (on 8 ½ x 11 paper)</li> <li><input type="checkbox"/> Grading Plan</li> <li><input type="checkbox"/> Filing Fee</li> </ul>
<p>Preliminary Review: Formal review of an application prior to preparation of working drawings. Fundamental design issues are resolved at this level of review.</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Vicinity Map</li> <li><input type="checkbox"/> Site Plan</li> <li><input type="checkbox"/> Site Sections or Supplemental Information (where required)</li> <li><input type="checkbox"/> Building Elevations and Sections</li> <li><input type="checkbox"/> Floor Plans</li> <li><input type="checkbox"/> Preliminary Landscape Plan (if required)</li> <li><input type="checkbox"/> Mounted Color Photographs of the Site and Neighboring Areas (on 8 ½ by 11 paper)</li> <li><input type="checkbox"/> Filing Fee</li> <li><input type="checkbox"/> Topographic Maps</li> <li>1. showing elevation of property within 100 feet in any direction from the proposed building envelope</li> <li>2. showing existing topography of the site with the building roof plan superimposed</li> <li><input type="checkbox"/> Grading Plan</li> <li><input type="checkbox"/> Planner Authorization for Review</li> </ul>



<p>Final Review: This review confirms that the working drawings conform to the project that received Preliminary approval. In most cases, full working drawings and structural, plumbing, and electrical plans are not required for Final SBAR approval.</p>	<p>All Preliminary Review Requirements above plus the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Building details (with colors printed on the original drawings prior to reproduction)</li> <li><input type="checkbox"/> Complete color and material sample board (no larger than 8 ½ x 11)</li> <li><input type="checkbox"/> Landscape plan (if required) listing the plant names, sizes, quantity and location, and irrigation type</li> <li><input type="checkbox"/> Pictures of the streetscape including neighboring dwellings</li> </ul>
<p>Consent Agenda: This level of review is to expedite review of minor projects or minor changes to approved preliminary or final plans. Projects on the consent agenda are reviewed and approved by one SBAR member.</p>	<p>All Final Review Requirements</p>

For further details, see the SBAR application package available online at [www.sbcountyplanning.org](http://www.sbcountyplanning.org)



## SBAR Findings

As required by County's Land Use & Development Code Chapter 35.82.070(F)(1)(j), the South Board of Architectural Review (SBAR) will base their approval of the project on their ability to make the "findings" below which are applicable to all new and remodeled projects.

### I. General Findings

The SBAR shall make the following findings prior to approving, conditionally approving, or denying any design review application:

- a. Overall structure shapes, as well as parts of any structure (buildings, fences, screens, signs, towers, or walls) are in proportion to and in scale with other existing or permitted structures on the same site and in the area surrounding the subject property.
- b. Electrical and mechanical equipment will be well integrated into the total design concept.
- c. There will be harmony of color, composition, and material on all sides of a structure.
- d. There are a limited number of materials on the exterior face of the structure
- e. There will be a harmonious relationship with existing and proposed adjoining developments, avoiding excessive variety and monotonous repetition, but allowing similarity of style, if warranted.
- f. Site layout, orientation, and location of structures and signs will be in an appropriate and well designed relationship to one another, and to the environmental qualities, open spaces, and topography of the site.
- g. Adequate landscaping will be provided in proportion to the project and the site with due regard to preservation of specimen and landmark trees, existing vegetation, selection of plants that are appropriate to the project, and that adequate provisions have been made for maintenance of all landscaping.
- h. Signs, including associated lighting, are well designed and will be appropriate in size and location.
- i. The proposed development is consistent with any additional design standards as expressly adopted by the Board for a specific local area, community, or zone in compliance with Subsection G (Local Design Standards).

### Additional Findings for Applications within the Mission Canyon Scenic Corridor

- a. New buildings or alterations to existing structures shall not impede views of, or interfere with the visual character of the scenic corridor.
- b. New buildings or alterations to existing structures shall be reviewed within the context of traditional architecture in the vicinity including Mission Santa Barbara, the Santa Barbara Museum of Natural History, and "Rockwood" (the Santa Barbara Woman's Club). While no particular architectural style is prescribed for this area, project design should promote a smooth transition from the City of Santa Barbara's "El Pueblo Viejo Landmark District" (around

- the Mission) to Mission Canyon. In this area, high quality construction and materials for exterior finishes shall be used.
- c. Where a traditional Spanish architectural style is proposed, the use of two-piece terra cotta (Mission "C-tile") roof is required.

Additional findings required for Design Review applications within the Mission Canyon Plan Area.

- a. Large understories (greater than 4 ft. in height) and exposed retaining walls are minimized.
- b. Retaining walls are colored and textured (e.g., with earth tone and split faces) to match adjacent soils or stone, and visually softened with appropriate landscaping.
- c. The visible portions of a retaining wall above finished grade does not exceed a height of six feet. The Board of Architectural Review may grant an exemption to this finding if a written finding is made that the exemption will allow a project that:
  1. Furthers the intent of protecting hillsides and watersheds;
  2. Enhances and promotes better structural and/or architectural design; and
  3. Minimizes visual or aesthetic impacts.

## South County Board of Architectural Review Checklist for Projects in Mission Canyon

### 1. SITE PLANNING AND STRUCTURE PLACEMENT

- New and remodeled dwellings, additions to, and accessory structures should be located, designed, and constructed to retain and blend with the natural vegetation and land forms of the site.
- Site layout and orientation is designed in relationship to the environmental qualities, open spaces, firewise placement, and topography of the property.
- Accessory structures are appropriately placed and consistent in design with the principle structure.
- Tree and vegetation removal is minimized and native mature trees are preserved (except where required to create or maintain defensible space).
- Runoff from the property is minimized.
- On-site parking is sufficient and designed to allow for quick exit.
- Grading is minimized and/or appropriate to the site.
- Impacts to public viewsheds are minimized.

### 2. ELEMENTS OF DESIGN

- Firewise construction methods are used.
- Green building materials and siting techniques have been considered.
- Solar energy systems and solar access have been considered.
- Building size, bulk, and scale are appropriate to the site and compatible with the neighborhood.
- The second story is located towards the center of the first story and does not encroach on the side yard setbacks.
- Facade articulation is used.
- The architectural style complements natural setting if applicable.
- Doors and windows are compatible in style, materials, and color to the existing house and the neighborhood.

- Garages and carports are consistent in style and materials to the main dwelling.
  - Driveways are adequate to accommodate off-street parking if necessary and non-permeable hardscape is minimized.
  - The roof style and materials are appropriate to the style of the dwelling.
  - Exterior materials and colors complement and improve the neighborhood and are compatible with the house.
3. GARAGE CONVERSIONS
- Windows, doors, and materials are similar to and compatible with the main residence.
  - Landscaping is used to mitigate any additional driveway hardscape added to accommodate on-site parking.
4. HILLSIDE HOUSING
- The dwelling blends into its natural surroundings.
  - The higher portions of the project are set back.
  - Building height is in proportion to the style and size of the house and to the lot area and is compatible with the neighborhood.
  - Grading is minimized but used to set the building into the hillside where appropriate.
  - Architectural features are used to break up unacceptable massing.
  - The visibility of driveway cuts is minimized.
  - Decks, courtyards, outdoor fireplaces, and chimneys avoid impacts to neighbors' views, privacy, or air quality.
5. LANDSCAPING, SCREENING, FENCES, AND WALLS
- Plants are selected for their ability to reduce wildlife hazards.
  - Plants are selected for drought tolerance, non-invasive qualities, and the microclimate present on the site.



- Hillside landscaping preserves views, harmonizes with the surroundings, and prevents soil erosion.
- Firewise screening plants are used where appropriate to create privacy between neighbors.
- Historic stone walls are preserved and maintained.
- High fences and walls are avoided at the front property line.
- Wall and fence height and length is minimized.
- 6. OUTDOOR LIGHTING
  - Fully shielded fixtures and “shut off” controls are used.
  - Exterior lighting does not spill across property lines.
  - The height and quantity of lighting fixtures is limited.
  - Translucent or opaque materials are used with the light source downcast and fully shielded.

## Mission Canyon Neighborhood Compatibility Worksheet

The South Board of Architectural Review (SBAR) encourages and promotes quality design that is related to the setting and established character of the surrounding area or neighborhood. The SBAR will consider the following features and neighborhood characteristics when evaluating your project for neighborhood compatibility.

**Neighborhood Definition:** For the purposes of this worksheet, your neighborhood includes the **immediate context** which is considered the lots (vacant or developed) immediately adjacent to your property as well as the **immediate neighborhood** which is considered the other homes and lots in the general vicinity. For some, the houses behind you may also be a consideration if they can be easily seen from your property. If there is any question about your neighborhood boundaries, consider a radius of approximately 300 feet around your property as your neighborhood.

Please submit the completed worksheet with your project application. Please also submit a series of color photographs, at least 4x6 in size mounted on 8 ½ x 11 or larger paper or cardboard. Please label the photographs as follows:

1. **Project Site (developed or vacant):** Please take at least one photograph each facing the front, both sides, and back of your lot. If your site has significant landforms such as boulders, a ridge or a creek channel, or natural vegetation cover such as oak woodland or chaparral, please show them in additional photographs.
2. **Setbacks:** If the site is already developed, please take a photograph that illustrates how far the existing house is setback from the street (front setback) and how far the existing house is setback from the neighboring properties (side setbacks). If the adjacent properties are developed, please take photographs to illustrate how far they are setback from the street. A side angle or a series of photographs may be necessary to show setbacks.
3. **Landscaping:** If your site and/or the adjacent sites are developed, please take photographs of the front/side yard landscaping.
4. **Neighborhood:** Please take several photographs of homes, landscaping, and the streetscape in your immediate neighborhood. If there are public views, historic stone walls, or interesting natural features in your neighborhood, please provide additional photographs.

This worksheet is meant to help you as well as County planners and Board of Architectural Review understand your proposal.

### General Project Neighborhood (Figure 9 in the Design Guidelines)

- Upper Mission Canyon
- Mission Canyon Heights
- South of Foothill

Is the access to your home/property via public or private road?

Project Description:

- New Home (including demolition and rebuilds)
- Addition or Exterior Remodel

### Existing Setting

- Include photographs to indicate if lots in the immediate neighborhood are predominately developed or undeveloped.
- If undeveloped, include photographs of the predominant landforms (i.e., boulders, arroyos, creek channels etc.) and vegetation types (oak woodland, chaparral, planted orchards etc.) on your site and in the immediate neighborhood.

### Historic Resources

Please indicate the age of the existing home if this project is an addition or remodel

Age of Existing House if Known: \_\_\_\_\_

Are there any County adopted places of historic merit or

landmarks in the immediate context or neighborhood of your project (please list)?

### Streetscape

Setback of homes to front property line (linear feet)<sup>1</sup>:  
If the project is a new home, what is the proposed front setback?

If the project is a remodel of an existing home, what is the existing front setback?

Does the remodel change the existing front setback and if so, by how many linear feet ?

Single or Two or more Story Homes:

How many stories are existing or planned for your project?

- Include photographs to indicate how many stories are on the homes in the immediate neighborhood.

<sup>1</sup> The required front setback is 50 ft. from road centerline and 20 from edge of right-of-way. In the Mission Canyon Scenic Corridor, the required setback is 80 feet from road centerline and 55 feet from right-of-way.



Is your existing or proposed house visible from the street?

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If not, what features block visibility (walls, fences, hedges, long driveway, slope etc.)

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Do you plan to add any features (fences, walls or hedges) that would alter the visibility?

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- Include photographs to indicate if homes in the immediate neighborhood are visible from the street.
- Include photographs of the unimproved public right-of-way (shoulder) in front of your property.

### **Landscaping**

If your project is a remodel of an existing home, please show photographs of existing landscape and defensible space clearance from buildings and structures.

- Include photographs of frequently used or typical landscaping features on your street (i.e., big trees, front lawns, hedges, front yard fences, or historic stone walls).

### **Neighborhood Impacts**

Is there a public or private view from your property?

- Include photographs of significant views

Will construction block neighbors' views or access to sunlight?

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Will trees be removed?

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Will trees or other tall-growing shrubs be planted that may eventually impede neighbors' views or solar access?

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- Include photographs of any characteristics that make your neighborhood cohesive (such as unique architectural styles, deep front yard setbacks, retention of native vegetation, narrow streets, slopes, historic stone walls etc.)





## DIVISION 11 PERMIT PROCEDURES

### **Sec. 35-169. Coastal Development Permits.** *(Amended by Ord. 4594 & 4595, 3/5/08)*

#### **Sec. 35-169.1 Purpose and Intent.**

This Section establishes procedures and findings for the approval, issuance and effective time periods for Coastal Development Permits that are required by this Article. The intent of this section is to ensure that development is in conformity with the provisions of this Article, the Comprehensive Plan including the Coastal Land Use Plan and any applicable Community Plan and any permit conditions established by the County, and to provide public hearing opportunities for development that is defined as appealable to the Coastal Commission in compliance with Section 35-182 (Appeals).

#### **Sec. 35-169.2 Applicability.**

1. Before using any land or structure, or commencing any work pertaining to any development or use in the Coastal Zone of the County, wherein permits are required under the provisions of this Article, a Coastal Development Permit shall be issued unless other regulations of this Article specifically indicate that such activity is exempt. Activities which are exempt from the issuance of a Coastal Development Permit shall comply with all applicable regulations of this Article including but not limited to use, setback, and height, as well as all required provisions and conditions of any existing approved permits for the subject property. The following activities shall be exempt from the issuance of a Coastal Development Permit:
  - a. Repair and maintenance activities that do not result in addition to, or enlargement or expansion of, the object of such repair or maintenance activities (see Section 35-169.10).
  - b. The installation of fences, walls, gates and gateposts pursuant to Section 35-123 (Fences, Walls, Gates and Gateposts) only if the development will: (1) not be located between the first public road and the sea or within or adjacent to a wetland, beach, coastal bluff, or an environmentally sensitive habitat area; and (2) not result in any potential adverse effects to public access to the beach or public hiking and equestrian trails (including where there is substantial evidence of prescriptive rights); and (3) not result in significant adverse impacts to scenic views from beaches, parklands, public viewing areas, and public roadways.
  - c. Installation of irrigation lines, not otherwise requiring a Grading Permit pursuant to Chapter 14 of the Santa Barbara County Code.
  - d. Installation, testing, placement in service, or the replacement of any necessary utility connection between an existing service facility and any development that has been granted a Coastal Development Permit (see Section 35-169.10).
  - e. Buildings or structures, except for telecommunications facilities regulated under Sections 35-144F and 35-144G, having an aggregate value of less than \$2,000.00, as determined by the Planning and Development Department.
  - f. The addition of solar collection systems to existing buildings or structures.
  - g. Grading, excavation, or fill which does not require a Grading Permit pursuant to Chapter 14 of the Santa Barbara County Code.
  - h. Any development proposed or undertaken on any tidelands, submerged lands, or on public trust lands, whether filled or unfilled. (Public Resources Code Section 30519).
  - i. The following improvements and structures shall be exempt provided that the parcel on which they are located is not within 300 feet of the edge of a coastal bluff or the inland extent of any beach, or not within or contiguous to an Environmentally Sensitive Habitat

area:

- 1) Decks, platforms, walks, and driveways which do not require a Grading Permit pursuant to Chapter 14 of the County Code and are not over 30 inches above grade and not over any basement or story below.
  - 2) Skylights, windows, and doors.
  - 3) Window awnings that are supported by an exterior wall and project no more than 54 inches from such exterior wall.
  - 4) Spas, hot tubs and fish ponds that do not exceed 120 square feet of total development, including related equipment, or contain more than 2,000 gallons of water.
  - 5) One-story detached accessory buildings used as tool and storage sheds, playhouses, gazebos, pergolas and similar uses, provided such buildings or structures do not exceed 12 feet in height, the roof area does not exceed 120 square feet, and no plumbing or electrical work is required.
  - 6) Retaining walls (retaining earth only) which are not over four feet in height measured from the bottom of the footing to the top of the wall and do not require a Grading Permit pursuant to Chapter 14 of the County Code.
  - 7) Structures and related development required for temporary motion picture, television and theater stage sets and scenery, and still photographic sessions, provided that such development does not require alterations of the natural environment such as removal of vegetation, grading or earthwork.
  - 8) In the RR, A-I, and A-II districts, agricultural accessory structures that are roofed and supported by posts or poles, do not exceed 500 square feet of roof area, are unenclosed on all sides, and have no plumbing or electrical facilities.
- j. Propane tanks located in residential or agricultural zone districts.
- k. Performance testing and installation of dry wells, except for lots in designated Special Problem Areas for sewage disposal.
- l. Seismic retrofits to existing structures. Seismic retrofits are limited to the addition of foundation bolts, hold-downs, lateral bracing at cripple walls, and other structural elements required by County Ordinance 4062. The seismic retrofits shall not increase the gross square footage of the structure, involve exterior alterations to the structure, alter the footprint of the structure, nor increase the height of the structure.
- m. Pursuant to the intent of Section 30610 (g) of the Public Resources Code and this Article, the restorations or reconstruction of conforming buildings or structures, other than a public works facility, damaged or destroyed by a disaster, as determined by Planning and Development. For the purposes of this Section only, disaster shall be defined as any situation in which the force or forces which destroyed the structure to be replaced were beyond the control of the owners. The restored or replaced structure shall conform to all provisions of the zone district requirements (including permitted uses), shall be for the same use, shall be in the same footprint location, shall not exceed either the floor area, height, or bulk of the damaged or destroyed structure by more than 10 percent. For the purposes of this Section only, the definition of structure shall include landscaping and any erosion control structure or device; and bulk shall be defined as total interior cubic volume as measured from the exterior surface of the structure. If the Planning and Development Department determines that the exterior design or specifications are proposed to be

## PERMIT PROCEDURES - Coastal Development Permits

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changed, the restored or replaced structure, shall be subject to the provisions of Section 35-184, Board of Architectural Review, if otherwise subject to such review (e.g., the site is within the D-Design Control Overlay District).

- n. Ground or roof mounted receive only satellite dish and wireless television antenna one meter in diameter or less which is used solely by the occupants of the property on which the antenna is located for the non-commercial, private reception of communication signals (e.g., television).
  - o. Interior alterations that do not result in an increase in the gross floor area within the structure, do not increase the required number of parking spaces, or do not result in a change in the permitted use of the structure.
  - p. Recordation of a Final or Parcel map following an approved tentative map, except vesting tentative maps.
2. The approval of a development plan as provided in Section 35-174 (Development Plans) shall be required prior to the approval of any Coastal Development Permit for a structure that is not otherwise required to have a discretionary permit and is 20,000 or more square feet in gross floor area, or is an attached or detached addition that, together with existing structures on the lot will total 20,000 square feet or more of gross floor area.

### *Sec. 35-169.3 Contents of Application.*

As many copies of an application as may be required shall be submitted to the Planning and Development Department. Said application shall include:

- 1. A site plan which shall indicate clearly and with full dimensions the following information, if applicable:
  - a. North arrow and scale of drawing.
  - b. Site address.
  - c. Lot dimensions and boundaries.
  - d. All proposed and existing buildings and structures and their locations, size, height, and use.
  - e. Distance from proposed structure(s) to property lines, centerline of the street or alley and other existing structures on the lot.
  - f. Walls and fences: location, height and materials.
  - g. Name and widths of streets (right-of-way) abutting the site.
  - h. Off-street parking: location, dimensions of parking area, number of spaces, arrangement of spaces and internal circulation pattern.
  - i. Access: pedestrian, vehicular, service; and delineations of all points of ingress and egress.
  - j. Signs: location, size, height and method of illumination.
  - k. Loading zones: location, dimensions, number of spaces.
  - l. Lighting: general nature, locations and hooding devices.
  - m. Proposed street dedications and improvements.
  - n. Landscaping, if required.
  - o. Method of sewage disposal: show position of septic tank and leach lines, if applicable.
  - p. For commercial and industrial projects indicate where applicable: