



DESIGN REVIEW BOARD AGENDA

Planning and Environmental Services
130 Cremona Drive, Suite B, Goleta, CA 93117
(805) 961-7500

REGULAR MEETING

Tuesday, October 28, 2008

CONSENT CALENDAR – 2:45 P.M.

Scott Branch, Planning Staff

SIGN SUBCOMMITTEE

Members: Carl Schneider, Cecilia Brown, Thomas Smith

STREET TREE SUBCOMMITTEE – 2:00 P.M.

Members: Chris Messner, Bob Wignot, Simon Herrera

ADMINISTRATIVE AGENDA – 3:00 P.M.

REGULAR AGENDA – 3:15 P.M.

**GOLETA CITY HALL – COUNCIL CHAMBERS
130 CREMONA DRIVE, SUITE B, GOLETA, CALIFORNIA**

Members:

Bob Wignot (At-Large Member), Chair

Thomas Smith (At-Large Member), Vice Chair

Scott Branch (Architect)

Cecilia Brown (At-Large Member)

Simon Herrera (Landscape Contractor)

Chris Messner (Landscape Contractor)

Carl Schneider (Architect)

Notices:

- Requests for review of project plans or change of scheduling should be made to the City of Goleta, 130 Cremona Drive, Suite B, Goleta, California, 93117; Telephone (805) 961-7500.
 - In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City of Goleta at (805) 961-7500. Notification at least 48 hours prior to the meeting will enable the City staff to make reasonable arrangements.
 - Preliminary approval or denial of a project by the Design Review Board may be appealed to the Goleta Planning Commission within ten (10) calendar days following the action. Please contact the Planning and Environmental Services Department for more information.
 - Design Review Board approvals do not constitute Land Use Clearances.
 - The square footage figures on this agenda are subject to change during the review process.
 - The length of Agenda items is only an estimate. Applicants are responsible for being available when their item is to be heard. Any item for which the applicant is not immediately available may be continued to the next meeting.
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A. CALL MEETING TO ORDER AND ROLL CALL

B. ADMINISTRATIVE AGENDA

B-1. MEETING MINUTES

A. Design Review Board Minutes for October 14, 2008

B-2. STREET TREE SUBCOMMITTEE REPORT

B-3. PLANNING DIRECTOR REPORT

C. **PUBLIC COMMENT:** General comments regarding topics over which the Design Review Board has discretion will be allowed. Comments from concerned parties regarding specific projects not on today's agenda will be limited to three minutes per person.

D. **REVIEW OF AGENDA:** A brief review of the agenda for requests for continuance.

E. CONSENT CALENDAR SUBCOMMITTEE REPORT

F. CONSENT CALENDAR

F-1. DESIGN REVIEW BOARD PERMIT NO. 08-159-DRB

7390 Calle Real (APN 077-490-041)

This is a request for *Conceptual/Preliminary* review. The property comprises a Community Shopping Center and includes two retail commercial and office buildings (approximately 6,250 square feet and 8,300 square feet) and a gasoline fueling station facility with an approximately 625-square foot canopy on a 1.05-acre lot in the SC zone district. The applicant proposes to install a new above-ground Healy clean air separator tank for the gasoline fueling station facility. The tank would be placed within a new 42-square foot metal enclosure painted to match the beige color of the building. The enclosure would be 10 feet tall. Air breather piping would extend from the top of the tank to a *minimum* height of 18" above the roof of the building. The air breather piping would match the height of the existing vent risers. No habitable floor area is proposed. The project was filed by Luke Snyder of Quality Project Management, agent, on behalf of Eleni Pertsulakes, property owner. Related cases: 08-159-LUP. (Continued from 10-14-08) (Shine Ling)

Comments from prior DRB meeting:

10-14-08 Meeting (Unapproved Minutes):

1. Chair Wignot commented: a) he suggested that the applicant consider that the location and/or orientation of the plug on the tank may need to be changed to better facilitate drainage, servicing and maintenance with regard to the location of the tank within the enclosure; b) he provided the applicant with information he found on the internet regarding the Healy clean air separator tank that discusses normal operation and draining procedures, for reference; c) the proposal, which

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would add another vent riser in addition to the two existing risers, would be a step forward in minimizing the amount of hydrocarbons that are released into the atmosphere; and d) it appears unlikely that there would be vapors at the ground level if the system is functioning as designed.

2. Vice Chair Smith commented: a) he spoke in support of the applicant's plans to paint the two bollards, located in front, a bright yellow color, which is in contrast with the color of the building and will draw the motorists' attention.

MOTION: Brown moved, seconded by Smith, and carried by a 7 to 0 vote to grant Preliminary Approval of Item L-3, No. 08-159-DRB, 7390 Calle Real, as submitted, and continue to October 28, 2008, for Final review on the Consent Calendar.

G. SIGN SUBCOMMITTEE REPORT

H. SIGN CALENDAR

- NONE

I. REVISED FINAL CALENDAR

- NONE

J. FINAL CALENDAR

- NONE

K. PRELIMINARY CALENDAR

- NONE

L. CONCEPTUAL/PRELIMINARY CALENDAR

L-1. DESIGN REVIEW BOARD PERMIT NO. 08-145-DRB

598 North Fairview Avenue (APN 069-090-052)

This is a request for *Conceptual/Preliminary* review. The subject property consists of 12.29 net acres and includes agricultural operations, an existing farmhouse, a produce stand, and a bathhouse/restroom in the AG-I-5 zone district. Vehicular ingress/egress is provided by a 16-foot (to be upgraded to 20-foot) wide gravel driveway from Stow Canyon Road, and through the City's adjacent library parking lot. A modification was granted to require a total of 19 designated parking spaces on the property. Minor amounts of grading would be required to facilitate building pads and the installation of utilities.

To be in compliance with 08-111-CUP, the applicant proposes to move the existing farm labor camp from its present location near the avocado orchard to a development envelope along the existing driveway near the farmhouse in Phase 4 as follows:

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Phase 4 – (To be completed by July 1, 2009):

- Terminate use of existing farm labor camp site and remove all structures; relocate occupants to temporary or permanent residential units in approved building envelope.
 - Temporary units would consist of up to five (5) yurts meeting code requirements and Design Review Board review for precise location and landscaping, with an option to substitute mobile homes. Cooking and sanitary facilities would consist of a mobile kitchen, restroom, and shower units and/or individual built-in kitchens and bathrooms, all connected to the Goleta Sanitary District system.
 - Permanent housing would consist of up to five (5) modular, stick-built, relocated houses or other City-approved permanent housing as approved by the Design Review Board.
- Construct access improvements as required by the Fire Department.
- Provide additional on-site parking.
- Construct the sewer line.

The project was filed by agent Steve Welton of Suzanne Elledge Planning & Permitting Services on behalf of Center for Urban Agriculture at Fairview Gardens, property owner. Related cases: 08-111-CUP; 08-145-LUP. (Continued from 09-23-08*, 08-26-08) (Scott Kolwitz)

Comments from prior DRB meeting:

8-26-08 Meeting:

1. Member Branch commented: a) the project helps keep the small agricultural element in the community.
2. Member Schneider commented: a) the lighting plan should follow dark sky principles, which should be documented; b) the applicant is requested to provide landscaping plans showing the right size and species for appropriate screening, which should be documented; and c) the goal of the project is commendable.
3. Vice Chair Smith commented: a) the applicant needs to provide more details with regard to lighting and landscaping.

MOTION: Schneider moved, seconded by Messner and carried by a 5 to 0 vote (Absent: Brown, Wignot) to continue Phase 4 of Item M-3, No. 08-145-DRB, 598 North Fairview Avenue, to September 23, 2008, for Conceptual/Preliminary review.

M. CONCEPTUAL CALENDAR

M-1. DESIGN REVIEW BOARD PERMIT NO. 08-157-DRB

600 Pine Avenue (APN 071-130-040)

This is a request for *Conceptual* review. The property includes a 59,535-square foot 28.25-foot tall research and development building, consisting of a 42,875-square foot first-floor and a 16,660-square foot second-floor mezzanine, a 540-square foot detached masonry building, a 2,500-square foot mechanical yard, 165 automobile parking spaces, 3 loading zones, 20 indoor bicycle parking spaces and

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161,350 square feet of landscaping on a 6.58-acre parcel in the M-RP zone district with an RDA overlay.

The applicant proposes to construct a 23,376-square foot manufacturing/office addition (18,694-square foot first-floor & 4,682-square foot second-floor mezzanine) on the east end of the building and an 1,650-square foot "airlock" addition on the north side of the building, to expand parking from 165 to 239 (188 standard, 44 compact, & 7 ADA compliant) parking spaces, and to retain 3 loading zones and the 20 indoor bicycle parking spaces. The resulting 2-story structure would be 84,561 square feet with a maximum height of 35 feet, consisting of a 63,219-square foot first-floor & a 21,342-square foot second floor mezzanine. Landscaping would be reduced to 119,755 square feet and would require the removal of 13 trees (2 Jacaranda, 1 Liquidambar, 2 Lophostemon, 3 Brazilian Pepper & 5 Tipuana); however 78 new trees (25 Jacaranda/Purple-Leaf Plum, 45 Australian Willow/Brisbane Box, 8 Queen Palm) and additional shrubs and ground cover are proposed. Grading would consist of 3,500-cubic yards of cut and 300-cubic yards of fill. Stormwater would be directed to two detention basins prior to reaching Old San Jose Creek. All materials used for this project are to match the existing residence/commercial property. The project was filed by agent Laurel Perez & Heidi Jones of Suzanne Elledge Planning & Permitting Services on behalf of Pine Avenue Associates, property owner. Related cases: 75-DP-11, 75-DP-34, 79-DP-9, 79-ND-3, 79-DP-9 SC01, 79-DP-9 SC02, 79-DP-9 SC03, 79-ND-43 Addendum, 75-DP-34 AM01, 06-091-DRB, 06-091-SCD, 07-190-SCD, & 08-157-DP RV. (Continued from 09-23-08) (Scott Kolwitz & Laura Vlk)

Comments from prior DRB meeting:

9-23-08 Meeting:

1. Member Schneider commented: a) the angled mansard roof element at the back of the project should be a straight element because the majority of the existing building architecture elements are square; and b) there are still some minor issues that need to be addressed, for example, with regard to grading.
2. Member Branch commented: a) eliminating the mansard roof element would work, although he is somewhat indifferent with regard to the mansard roof; b) possibly consider eliminating the mansard element and using some awnings in lieu; and c) overall, the plans are fine.
3. Vice Chair Smith commented: a) agreed with Member Schneider that changing the mansard roof to an element that is more flat would be appropriate; and b) his main concern is that the existing on-grade mechanical equipment on the north elevation needs to be screened because it stands out.
4. Member Messner commented: a) the existing on-grade mechanical equipment on the north elevation needs to be screened; b) expressed concern regarding the drainage and runoff, and requested drainage details from the project's civil engineer; c) the planting selections are fine; and d) he would prefer the King Palm species rather than the Queen Palm.
5. Member Herrera commented: a) the large size of the bioswale is appreciated; b) expressed concern with regard to the small detention basin on the west side of the property; and c) requested that the applicant provide drainage details and percentages with regard to runoff.

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6. Chair Wignot commented: a) expressed concern that the parking layout plans are moving forward without knowing more about the Ekwill Street extension project plans that would create additional encroachments and possibly result in less landscaping along Ekwill Street, which has been noted as an issue that still needs to be addressed; b) the lighting details for the parking lot and the cut sheets will need to be provided at the appropriate review level; c) recommended appropriate screening with regard to roof-top equipment; and d) requested that the applicant look into screening the existing on-grade mechanical equipment on the north elevation now. (The applicant said this would be done at the building permit stage.).

MOTION: Messner moved, seconded by Schneider, and carried by a 6 to 0 vote (Absent: Brown), to continue Item M-2, No. 08-157-DRB, 600 Pine Avenue, to October 28, 2008, with comments.

N. ADVISORY CALENDAR

- NONE

O. DISCUSSION ITEMS

O-1. DENSITY DISCUSSION

O-2. REQUESTS FOR FUTURE AGENDA ITEMS BY MEMBERS

O-3. ANNOUNCEMENTS BY MEMBERS

P. ADJOURNMENT

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Design Review Board Abridged Bylaws and Guidelines

Purpose (Design Review Board Bylaws, 1.1)

The purpose of the City Design Review Board (DRB) is to encourage development that exemplifies the best professional design practices so as to enhance the visual quality of the environment, benefit surrounding property values, and prevent poor quality of design.

Authority (Design Review Board Bylaws, 1.2)

The Goleta City Council established the DRB and DRB Bylaws in March of 2002 (Ordinance No. 02-14 as amended by Ordinance No. 02-26). DRB Bylaws have subsequently been amended through Resolutions 02-69, 04-03, 05-27, and 07-22. The DRB currently operates under Bylaws from Resolution 07-22.

Design Review Board Procedures

Goals (Design Review Board Bylaws, 1.3)

The DRB is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are to:

- 1) ensure that development and building design is consistent with adopted community design standards;
- 2) promote high standards in architectural design and the construction of aesthetically pleasing structures so that new development does not detract from existing neighborhood characteristics;
- 3) encourage the most appropriate use of land;
- 4) promote visual interest throughout the City through the preservation of public scenic, ocean and mountain vistas, creation of open space areas, and providing for a variety of architectural styles;
- 5) preserve creek areas through restoration and enhancement, discourage the removal of significant trees and foliage;
- 6) ensure neighborhood compatibility of all projects;
- 7) ensure that architecture will respect the privacy of neighbors and is considerate of private views and solar access;
- 8) ensure that grading and development are appropriate to the site and that long term visible scarring of the landscape is avoided where possible;
- 9) preserve and protect native and biologically and aesthetically valuable nonnative vegetation or to ensure adequate and appropriate replacement for vegetation loss;
- 10) ensure that the continued health, safety and welfare of the neighborhood are not compromised;
- 11) provide for adequate street design and sufficient parking for residents and guests in a safe and aesthetically pleasing way;
- 12) ensure that construction is in appropriate proportion to lot size;
- 13) encourage energy efficiency; and
- 14) ensure that air circulation between structures is not impaired and shading is minimized on adjacent properties.

Aspects Considered in Review (Design Review Board Bylaws, 6.1)

The DRB shall review each project for conformity with the purpose of this Chapter, the applicable comprehensive plan policies and guidelines, including without limitation, the Goleta Old Town Heritage District Architecture and Design Guidelines, the Highway 101 Corridor Design Guidelines, the Goleta Architecture and Design Standards for Commercial Projects, and the applicable City sign and zoning regulations. The DRB's review shall include:

- 1) Height, bulk, scale and area coverage of buildings and structures and other site improvements.

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- 2) Colors and types of building materials and application.
- 3) Physical and design relation with existing and proposed structures on the same site and in the immediately affected surrounding area.
- 4) Site layout, orientation, and location of buildings, and relationship with open areas and topography.
- 5) Height, materials, colors, and variations in boundary walls, fences, or screen planting.
- 6) Location and type of existing and proposed landscaping.
- 7) Sign design and exterior lighting.

Findings (Design Review Board Bylaws, 6.2)

In approving, approving with conditions, or denying an application, the DRB shall examine the materials submitted with the application and any other material provided to Planning and Environmental Services to determine whether the buildings, structures, or signs are appropriate and of good design in relation to other buildings, structures, or signs on the site and in the immediately affected surrounding area. Such determination shall be based upon the following findings, as well as any additional findings required pursuant to any applicable comprehensive plan policies and guidelines, including without limitation, the Goleta Old Town Heritage District Architecture and Design Guidelines, the Highway 101 Corridor Design Guidelines, the Goleta Architecture and Design Standards for Commercial Projects and the applicable City sign and zoning regulations:

- 1) The development will be compatible with the neighborhood, and its size, bulk and scale will be appropriate to the site and the neighborhood.
- 2) Site layout, orientation, and location of structures, buildings, and signs are in an appropriate and well-designated relationship to one another, and to the environmental qualities, open spaces and topography of the property.
- 3) The project demonstrates a harmonious relationship with existing and proposed adjoining developments, avoiding excessive variety and monotonous repetition, but allowing similarity of style, if warranted.
- 4) There is harmony of material, color, and composition of all sides of a structure or buildings.
- 5) A limited number of materials will be on the exterior face of the building or structure.
- 6) There is consistency and unity of composition and treatment of exterior elevation.
- 7) Mechanical and electrical equipment is well integrated in the total design concept and screened from public view to the maximum extent practicable.
- 8) All visible onsite utility services are appropriate in size and location.
- 9) The grading will be appropriate to the site.
- 10) Adequate landscaping is provided in proportion to the project and the site with due regard to preservation of specimen and landmark trees, and existing native vegetation.
- 11) The selection of plant materials is appropriate to the project and its environment, and adequate provision will be made for the long-term maintenance of such plant materials.
- 12) The project will preserve and protect, to the maximum extent practicable, any mature, specimen or skyline tree, or appropriately mitigate the loss.
- 13) The development will not adversely affect significant public scenic views.
- 14) Signs, including their lighting, are well designed and are appropriate in size and location.
- 15) All exterior site, structure and building lighting is well designed and appropriate in size and location.
- 16) The proposed development is consistent with any additional design standards as expressly adopted by the City Council.
- 17) The development will enhance the appearance of the neighborhood.
- 18) The public health, safety and welfare will be protected.
- 19) The project architecture will respect the privacy of neighbors and is considerate of private views and solar access.
- 20) The project will provide for adequate street design and sufficient parking for residents and guests in a safe and aesthetically pleasing way.

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Levels of Review (Design Review Board Bylaws, 5.1)

Conceptual Review

Conceptual review is a required step that allows the applicant and the DRB to participate in an informal discussion about the proposed project. Applicants are encouraged to initiate this review as early in the design process as possible. This level of review is intended to provide the applicant with good direction early in the process to avoid spending unnecessary time and money by developing a design concept that may be inconsistent with the City's architectural guidelines and development standards. When a project is scheduled for conceptual review, the DRB may grant preliminary approval if the required information is provided, the design and details are acceptable and the project is properly noticed for such dual approval.

Information required for conceptual review includes:

- a. Photographs which show the site from 3 to 5 vantage points or a panorama from the site and of the site as seen from the street, and photographs of the surrounding neighborhood showing the relationship of the site to such adjacent properties. Aerial photographs are helpful if available and may be required at later stages.
- b. Site plan showing vicinity map, topography, location of existing and proposed structures and driveways, and locations of all structures adjacent to the proposed structure. The site plan should also indicate any proposed grading, an estimate of the amount of such grading, and any existing vegetation to be removed or retained.
- c. Site statistics including all proposed structures, square footage by use, and the number of covered and uncovered parking spaces.
- d. Schematics of the proposed project shall include rough floor plans and at least two elevations indicating the height of proposed structures. Perspectives sketches of the project are also encouraged. Proposed materials and colors shall be indicated. (Schematics and sketches may be rough as long as they are to scale and describe the proposed development accurately and sufficiently well to allow review and discussion.)

Preliminary Review

Preliminary review involves the substantive analysis of a project's compliance with all applicable City architectural guidelines and development standards. Fundamental design issues such as precise size of all built elements, site plan, elevations and landscaping are resolved at this stage of review. The DRB will identify to the applicant those aspects of the project that are not in compliance with applicable architectural guidelines and development standards and the findings that the DRB is required to make.

Preliminary approval of the project's design is the point in the process at which an appeal of DRB's decision can be made. Preliminary approval of the project's design is deemed a basis to proceed with working drawings, following the close of the appeal period and absent the filing of an appeal.

Information required for preliminary review, in addition to the information required for conceptual review, includes:

- a. Complete site plan showing all existing structures, proposed improvements, proposed grading, including cut and fill calculations, lot coverage statistics (i.e., building paving, usable open space and landscape areas), vicinity map, and topography.
- b. Floor plans and roof plans
- c. All elevations with heights, materials and colors specified.
- d. Preliminary landscape plan, when required, showing existing and proposed trees and shrubs, including any existing vegetation to be removed. This landscape plan shall also include all retaining and freestanding walls, fences, gates and gateposts and proposed paving and should specify proposed materials and colors of all these items.
- e. Site section for projects on slopes of 20 percent or greater, and when required by the DRB.

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Final Review

Final review confirms that the working drawings are in conformance with the project that received preliminary approval. In addition to reviewing site plan and elevations for conformance, building details and the landscape plan will be reviewed for acceptability.

Final review is conducted by the Planning and Environmental Services staff, in consultation with the DRB Chair or the Chair's designees. In the event that final plans are not in substantial conformance with the approved preliminary plans, the DRB Chair and Planning staff shall refer the matter to the full DRB for a final determination.

Information required for final review, in addition to the previous review requirements, includes:

- a. Complete set of construction drawings, which must include window, eave & rake, chimney, railing and other pertinent architectural details, including building sections with finished floor, plate, and ridge heights indicated.
- b. 8 1/2" X 11" materials sample board of materials and colors to be used, as well as an indication of the materials and colors on the drawings. Sheet metal colors (for vents, exposed chimneys, flashing, etc.) shall also be indicated. All this information should be included on the working drawings.
- c. Final site grading and drainage plan when required, including exact cut and fill calculations.
- d. Final landscape drawings, when required, showing the dripline of all trees and shrubs, and all wall, fence, and gate details. The drawing must show the size, name and location of plantings that will be visible from the street frontage, landscape screening which will integrate with the surrounding neighborhood, and irrigation for landscaping. Landscape drawings shall include a planting plan specifying layout of all plant materials, sizes, quantities and botanical and common names; and a final irrigation plan depicting layout and sizes of all equipment and components of a complete irrigation system (automated system required on commercial and multiple-residential developments). Planting and irrigation plans shall depict all site utilities, both above and below grade.

Revised Final

Revised final review occurs when a substantial revision (e.g., grading, orientation, materials, height) to a project is proposed after final DRB approval has been granted. Plans submitted shall include all information on drawings that reflect the proposed revisions. If the revisions are not clearly delineated, they cannot be construed as approved.

Multiple Levels of Approval at a Single Meeting

Planning staff may accept and process smaller projects for two or more levels of DRB review (e.g., conceptual and preliminary) at a single meeting provided all required information is submitted and the project is properly noticed and agendized for such multiple levels of approval.

Presentation of Projects (Design Review Board Bylaws, 5.3)

All levels of review with the exception of the consent agenda require the presentation of the project by the applicant or the applicant's representative. Items on the regular agenda that do not have a representative will be continued to a later hearing or removed from the agenda. The applicant or representative will be responsible for rescheduling the project if the project is removed from the agenda.

Public Testimony (Design Review Board Bylaws, 5.4)

Members of the public attending a DRB meeting are encouraged to present testimony on agenda items. At the appropriate time, the DRB Chair will ask for public testimony, and will recognize those persons desiring to speak. A copy of any written statements read by a member of the public shall be given to the DRB Secretary. All speakers should provide all pertinent facts within their knowledge, including the reasons for their position. Testimony should relate to the design issues of the project and the findings upon which the DRB must base its decision. An interested party who cannot appear at a hearing may write a letter to the DRB indicating their

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support of or opposition to the project, including their reasoning and concerns. The letter will be included as a part of the public record.

Continuances, Postponements, and Absences (Design Review Board Bylaws, 5.5)

A continuance is the carrying forward of an item to a future meeting. The applicant may request continuance of a project to a specified date if additional time is required to respond to comments or if they will be unable to attend the meeting. This is done either during the DRB meeting or by calling the DRB Secretary prior to the scheduled meeting so that the request may be discussed as part of the agenda status report at the beginning of the meeting.

Appeals (Design Review Board Bylaws, 5.8)

The preliminary approval or denial of a project by the DRB may be appealed. Any person may appeal a DRB decision to the City Planning Commission. A letter stating the reasons for the appeal, along with the appropriate fee, must be filed with Planning and Environmental Services within ten (10) days following the final action. If the tenth day falls on a day that the Planning and Environmental Services offices are closed, the appeal period is extended until 5:00 p.m. on the following business day. Planning and Environmental Services will notify the DRB as to the scheduled date of the appeal hearing. The DRB will designate a member to attend an appeal hearing.