



DESIGN REVIEW BOARD AGENDA

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

REGULAR MEETING

Tuesday, September 28, 2010

CONSENT CALENDAR – 2:50 P.M.

Chair's Designee and Planning Staff

SIGN SUBCOMMITTEE

Members: Scott Branch, Carl Schneider, Thomas Smith

STREET TREE SUBCOMMITTEE – 2:00 P.M.

Members: Simon Herrera, Chris Messner, Bob Wignot

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:

Cecilia Brown (At-Large Member), Chair
Simon Herrera (Landscape Contractor), Vice
Chair
Scott Branch (Architect)

Chris Messner (Landscape Contractor)
Carl Schneider (Architect)
Thomas Smith (At-Large Member)
Bob Wignot (At-Large Member)

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 & 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 June 22, 2010
- B. Design Review Board Minutes for July 13, 2010
- C. Design Review Board Minutes for August 24, 2010

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 & PROJECTED AGENDA:** A brief review of the agenda for requests for continuance and scheduled projects on the next agenda.

E. CONSENT CALENDAR SUBCOMMITTEE REPORT

F. CONSENT CALENDAR

F-1. DESIGN REVIEW BOARD PERMIT NO. 09-189-DRB

5632 Cielo Avenue (APN 069-080-009); Mann Residence

This is a request for *Final* review. The property is an undeveloped 1.01-acre parcel 20-R-1 zone district. The applicant proposes to construct 3,150-square foot single-story residence with an additional 1,088-square foot 3-car garage, 154-square foot breezeway and 258 feet of porches. The resulting single-story structure would be 4,392 square feet, consisting of a 3,150-square foot single-family dwelling and an attached (via 154-square foot breezeway) 1,088-square foot 3-car garage. This proposal is within the maximum floor area ratio guidelines for this property, which is 4,379 square feet plus an allocation of 650 square feet for a 3-car garage. New materials consist of stucco siding painted "X-53 Pure Ivory (Base 100)," a wood front door with a natural stain, Loewen wood windows painted "Sage Green," and a red barrel tiled roof. The project was filed by agent Preston Mann of Mann Construction on behalf of Lindsay and Lesa Mann, property owner. This property was formerly addressed 811 Cambridge Drive. Related cases: 09-183-CC, 09-189-LUP. (Continued from 8-24-10, 7-13-10*, 6-8-10, 5-25-10*, 5-11-10*, 4-27-10*, 4-13-10*, 3-23-10*, 3-9-10, 2-9-10) (Scott Kolwitz)

8-24-10 Meeting (Unapproved Minutes):

MOTION: Wignot moved, seconded by Messner, and carried by a 7 to 0 vote, to continue Item J-1, DRB Permit No. 09-189-DRB, 5632 Cielo Avenue, to

* Indicates request for continuance to a future date.

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September 28, 2010, for Final review on the Consent Calendar with the following comments: 1) The exterior lighting details and cut sheets showing downward facing shrouded lighting shall be submitted by the applicant for review to ensure dark sky compliance; 2) Drainage information showing the size and location of the drywell and detention basin needs to be added to the landscape plan; 3) The materials, including tile, and the colors need to be documented on the project plans; 4) The public speakers today, who are adjacent property owners downstream on Parcel 5 and Parcel 6, both expressed concerns regarding potential additional runoff that will occur with the proposed development, and acknowledging that there has been historical runoff.

F-2. DESIGN REVIEW BOARD PERMIT NO. 10-036-DRB

71 South Los Carneros Road (APN 073-330-025); Allergan Medical Screening
This is a request for *Final* review. The property includes a 104,000-square foot commercial building on a 7.42 acre lot in the M-RP (Industrial Research Park) zone district. The applicant proposes to install screening for existing roof top mechanical equipment. There is an existing mechanical screen measuring 9-foot tall. The visible mechanical equipment consists of an air handler measuring 14-feet by 21-feet 3-inches by 11-feet 8-inches tall, and two exhaust fans measuring 14-feet 11-inches tall. The screening will consist of a small mechanical screen measuring 11-feet 8-inches tall next to the air handler to hide some exposed piping, as well as painting the air handler and exhaust fans the same color as the existing 9-foot tall mechanical screen. The project was filed by agent Steven Liebke on behalf of IV Investments, property owner. Related cases: 84-DP-011; 07-195-SCD; 10-036-LUP. (Continued from 8-24-10) (Brian Hiefield)

8-24-10 Meeting (Unapproved Minutes):

MOTION: Smith moved, seconded by Wignot, and carried by a 7 to 0 vote, to grant Preliminary Approval of Item L-1, DRB Permit No. 10-036-DRB, 71 South Los Carneros Road, as submitted, and to continue DRB Permit No. 10-036-DRB, to September 28, 2010, 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

K-1. DESIGN REVIEW BOARD PERMIT NO. 09-174-DRB

5484 Overpass Road (APN 071-220-033); Verizon Wireless Communications Monopine

This is a request for *Preliminary* review. The property includes a 5,780-square foot shop building, a 1,362-square foot office building, a 18,835-square foot unenclosed materials storage area, a 640-square foot storage unit, and two unused fuel pumps and associated underground fuel tanks on a 84,070-square foot lot in the M-1 zone district. The applicant proposes to construct a wireless communications facility 10 feet from the northern property line in the rear yard. A 70-foot tall monopine would be constructed to support 9 antennae. The service area would occupy 1,000 square feet and would include the monopine structure, associated equipment cabinets, and an emergency generator. The facility would connect to a power/telephone pole adjacent to the lease site. Access to the site is via an existing access road to the construction yard. The project was filed by Jay Higgins of SAC Wireless, agent, on behalf of Verizon Wireless, lessee, and Randy and Susan Douglas, property owners. Related cases: 09-174-CUP. (Continued from 8-24-10*, 7-13-10, 6-22-10*, 6-8-10*, 5-25-10, 5-11-10, 4-27-10) (Shine Ling)

Applicant request to take off calendar

7-13-10 Meeting (Unapproved Minutes):

MOTION: Brown moved, seconded by Schneider, and carried by a 6 to 0 vote (Absent: Smith), to continue Item M-2, DRB Permit No. 09-174-DRB, 5484 Overpass Road, for Preliminary review on August 24, 2010, with the following comments: 1) The applicant shall adhere to the following design specifications for the monopine: branch foliage must vary in density, spacing, size and angle to avoid rigid symmetry; overall tree shape shall integrate with the context of the site; colors of the faux trunk and branches must be field-matched to blend with the existing vegetative backdrop and shall be non-reflective, green needles shall be interspersed with brown to provide more natural appearance, and the exterior surface of the faux trunk shall emulate the texture of a real tree; all antennas (panels, microwave and GPS), mounting brackets, and coaxial cables shall be completely screened from public view by the faux foliage and painted to match; branch foliage shall continue down the faux trunk so as to fully conceal the trunk from prominent public vantage points and the overall design shall substantially conform to and implement the visual effect represented on Sheet A-6 accompanying the project application; 2) The development will not adversely affect significant public scenic views; 3) When traveling north on Highway 217, people tend to look towards the mountains; and 4) When traveling on Highway 217 towards UCSB, there is an opening that looks out to the ocean, and there is a tendency to look past the monopine.

L. CONCEPTUAL/PRELIMINARY CALENDAR

L-1. DESIGN REVIEW BOARD PERMIT NO. 10-009-DRB

220 South Fairview Avenue (APN 071-111-039); Fairview Tire Shop

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This is a request for *Conceptual/Preliminary* review. The property includes two structures totaling approximately 1,000 square feet on a 7,750-square foot lot in the C-3 zone district. The applicant proposes to demolish all existing structures and install a 1,500-square foot metal building for a tire repair workshop and an 867-square foot tire storage area. The project was filed by Annette Fair of Moulinié Designs, agent, on behalf of Frank and Anke-Eve Haas., property owners. Related cases: 10-009-LUP. (Shine Ling)

M. CONCEPTUAL CALENDAR

M-1. DESIGN REVIEW BOARD PERMIT NO. 08-205-DRB

Calle Real between Baker Lane and Ellwood Station Road (APNs 077-130-006, 077-130-019, 077-141-049); Kenwood Village

This is a request for *Conceptual* review. The project site is an approximately 10-acre undeveloped property in the 7300 block of Calle Real between Baker Lane and Ellwood Station Road. The site is bounded by El Encanto Creek on the west, single family residential development on the north and east, and Calle Real, then U.S. Highway 101 to the South. The site is located in the Inland Area of the City and has numerous land use and zoning designations as summarized in Table 1 below:

Table 1: Kenwood Village Land Use and Zoning Designation Summary

Parcel Number	Land Use Designation	Zoning Designation
077-130-006 (northern portion)	Single Family Residential	Design Residential 4.6 (DR 4.6) Affordable Housing Overlay Design Residential 10 (AHO DR 10)
077-130-006 (southern portion)	Agriculture	Limited Commercial (C-1)
077-130-019 (northern half)	Planned Residential 8	Single Family Residential (R-1)
077-130-019 (southern half)	Planned Residential 8	Design Residential 4.6 (DR 4.6)
077-141-049	Single Family Residential	Single Family Residential (R-1)

The applicant proposes to construct 122,594 square feet of residential development consisting of 60 residential units, consisting of 13 single family, 20 duplexes and 27 triplexes. The architectural style of the proposed buildings is intended to blend the craftsman style and the rural history of Goleta by using a mix of materials including stucco, board and bat, wood siding and shingles. The homes will also include hip roofs with exposed rafter tails, wooden brackets and gable pediment decoration, shutters and other decorative window treatments. A total of 145 parking spaces (120 in 60 2-car garages and 25 uncovered resident and guest parking spaces are proposed on the private streets and driveways) are proposed.

Proposed amenities include a total of 40% common open space including a tot lot area, a recreational area, a trail, a pedestrian path, benches and a 3-foot post and rail fence along the El Encanto Creek Streamside Protection Area, and an 8-foot sound wall that incorporates a landscaped berm along portions of the southern

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and eastern property boundaries, landscaping, and exterior lighting. Southern California Edison power-lines are proposed to be undergrounded.

Vehicular access is proposed via a new connection at Calle Real. The proposal includes a gated access way to Puerto Drive that would be operable only by residents of the project and emergency personnel. Estimated project grading would involve 41,000-cubic yards of cut and 50,000-cubic yards of fill (net import of 9,000-cubic yards). The project was filed by agent Lisa Plowman of Peikert Group Architects, LLP on behalf of Ken Alker of Kenwood Village, LLC, property owner. Related cases: 08-205-GPA, -RZ, -TPM, -DP, -CUP. (Laura Vlk)

M-2. DESIGN REVIEW BOARD PERMIT NO. 09-140-DRB

6830 Cortona Drive (APN 073-140-016); Cortona Corner LLP

This is a request for *Conceptual* review. The property is undeveloped and consists of 8.86 acres within the Inland Area of the City zoned DR-20. The applicant proposes to develop a 171-rental apartment unit project. The 171 proposed apartments would be comprised of a mix of one, two, and three bedroom units (63 1-bedroom, 96 2-bedrooms, and 12 3-bedrooms) contained within seven two-story buildings (12 to 16 units each) and one three-story building (75 units) with a total residential square footage of 165,843 square feet. Amenities would include a 2,491-square foot communal recreation building, a 1,125-square foot swimming pool/spa (measuring 25 x 45 feet), a 672-square foot maintenance building, 322 parking spaces (in carports and open areas) and drive aisles, landscaping, exterior lighting, and an internal system of pedestrian pathways. Access to the project would be provided via a 60-foot driveway onto Cortona Drive. Project grading would involve 5,700-cubic yards of cut and 8,500-cubic yards of fill (net import of 2,800-cubic yards of fill). The project also includes a request to modify the rear and side yard setbacks to allow for the location of carports on the rear (0-setback) property line and within five (5) feet of the side property line. Water and sewer would be provided by the Goleta Water District and Goleta West Sanitary District. The project was filed by Harwood White, agent on behalf of Cortona Corner LP, property owner. Related cases: 09-140-DP. (Continued from 8-24-10*, 7-13-10*, 6-22-10) (Alan Hanson)

Applicant request to take off calendar

6-22-10 Meeting (Unapproved Minutes):

MOTION: Brown moved, seconded by Branch, and carried by a 5 to 0 vote (Absent: Herrera; Recused: Schneider) to continue Item M-1, DRB Permit No. 09-140-DRB, 6830 Cortona Drive, to July 13, 2010, with the following comments:

- 1. Consider adding some 3-stories to some of the 2-story buildings, and changing a portion of the 3-story building to two-stories, with a goal to meet setback requirements;**
- 2. Study elevator locations for 3-story buildings;**
- 3. Study privacy concerns;**
- 4. Provide more photo simulations and/or renderings;**
- 5. Restudy the parking plan to save more skyline trees;**
- 6. Study the installation of photovoltaics on the building and carport roofs;**

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7. Study the open space amenities and their proposed locations;
8. Provide an open space map that demonstrates compliance with the zone district's 40% common open space requirement;
9. Correct and restudy the landscape plan;
10. Study perimeter fencing options to potentially address security concerns of adjoining property owners and present detailed plans for those options deemed most viable;
11. Provide plans showing the location of utility boxes and appropriate landscaping;
12. Additionally, the majority of DRB members supported the request to modify the setbacks.

Chair Brown was unable to make Finding 6.12.

Member Wignot was unable to make Finding 6.01 or Finding 6.03.

Member Wignot was unable to find that there is justification to modify the setbacks.

M-3. DESIGN REVIEW BOARD PERMIT NO. 10-043-DRB

1-71 South Los Carneros Road (APN 073-330-024; -026; -027; -028; -029); Village @ Los Carneros

This is a request for *Conceptual* review. The property is undeveloped and consists of 43.14 acres within the Inland Area of the City zoned PRD-275. The applicant proposes to develop a 428 unit residential project on the property.

The 428 units would be comprised of a mix of 119 townhome units, 109 units in either a tri or four-plex configuration, 56 detached single family units, 74 market rate apartments, and 70 affordable apartment units in two phases on Lots 2,4,5,6, and 7 of TM 14,500. The multifamily housing would consist of 44 1-bedroom/studio apartments, 156 2-bedroom apartments, 172 3-bedroom or more apartments. Recreational amenities are proposed including a public bike trail across the property connecting Los Carneros Road to Cortona Drive via a bridge over Tecolotito Creek, 0.89 acre community recreation center with a communal recreation building, pools (2), spa, and tot-lot/open play area for project residents, as well as a 4.82 acre neighborhood park accessible to the general public. The project includes landscaping, utilities, street and exterior building lighting, and on-street and off-street surface parking with additional garage parking for certain unit types for a total of 1,055 parking spaces.

Access to the project would be provided by a full movement, signalized intersection at Los Carneros/Calle Koral, a right-in/right-out only intersection at Los Carneros Road just east of the Los Carneros/Tecolotito Creek Bridge, and a connection to Cortona Drive via a bridge across Tecolotito Creek.

Project grading would involve 62,000 cubic yards of cut and 67,500-cubic yards of fill (net import of 5,500-cubic yards of fill). Drainage improvements consist of a system of 25 small bio retention areas and stormdrains connecting to two, 5,000+ square-foot underground detention basins that discharge into Tecolotito Creek via connections to two existing stormdrains in the eastern creek bank, one immediately north of the Los Carneros/Tecolotito Creek bridge and the other just

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north of the proposed bridge across Tecolotito Creek that would connect to Cortona Drive on the west side of the creek.

Water and sewer would be provided by the Goleta Water District and Goleta West Sanitary District.

The project was filed by Tiffany Sukay, agent on behalf of Comstock Homes, property owner. Related cases: 10-043-GPA, RZ, OA, SPA, TM, DP/10-044-DP. (Continued from 7-13-10) (Alan Hanson)

7-13-10 Meeting (Unapproved Minutes):

MOTION: Brown moved, seconded by Wignot, and carried by a 5 to 0 vote (Recused: Schneider; Absent: Smith) to take off agenda Item M-3, DRB Permit No. 10-043-DRB, 1-71 South Los Carneros Road, with the following comments:

1. Overall, the site layout is effective.
2. The neighborhood park is a well-sized component of this project.
3. Study some reconfiguration of the site plan:
 - a. Shift the clustering and open up access and a view of the neighborhood park from Village Way and for the homes on the northern part of the property.
 - b. Open up the connection to the open space area with a walkway where homes are blocking the entrance.
 - c. Study incorporating the neighborhood park so it is part of the project.
4. Consider adding more recreational amenities that would be useful to the residents.
5. The bike path is appreciated, but consider adding a pathway along the back of the site.
6. Possibly add more landscaping between the retaining wall and buildings, and in the parking lot.
7. The bioswales are appreciated.
8. Generally, the proposed architecture is fine at this level of review. Study the exterior materials which seem dark, particularly the stone as the materials need to be lightened up.
9. Study the three-story element at the entrance of the proposed project; consider adding some two-stories.
10. Study reducing the regularity of buildings on the street frontage. Consider how the project could feel more like a traditional neighborhood.
11. Study the adequacy of the parking as owners may use garages for storage and not parking.
12. The energy efficiency materials and solar panels are appreciated. Consider solar heating the swimming pools.
13. Submit sketches showing the visual impacts of the proposed project from the northeast corner looking westward at the Peoples' Self Help housing to show the view from the Los Carneros Road overpass.
14. One member commented that a walk-through site visit would be useful.
15. A joint DRB/Planning Commission conceptual review will be very useful.

N. ADVISORY CALENDAR

N-1. DESIGN REVIEW BOARD PERMIT NO. 10-111-DRB

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Hollister Avenue Rights-of-Way; Old Town Decorative Banner Street Light Sign Program
This is a request for *Advisory* review. The project area extends along Hollister Avenue from Fairview Avenue to Kellogg Avenue in public rights-of-way. The applicant proposes to install 30 two-sided banners on existing Southern California Edison power-poles. The banner signs are double-sided and would measure approximately 2.5 feet wide by 7 feet tall for an aggregate of approximately 17.5 square feet each. The banner signs would be changed quarterly. The banner signs would be themed, and such themes may include: "Welcome to Old Town," "California Lemon Festival," seasonal themes such as "Happy Holidays," or other decorative banners that showcase public/civic events in Old Town in particular or Goleta in general. The project was filed by Claudia Dato of the Redevelopment Agency on behalf of the City of Goleta, property owner. Related cases: N/A. (Claudia Dato)

O. DISCUSSION ITEMS

O-1. MINUTE PRODUCTION DISCUSSION

O-2. STREET TREE SUBCOMMITTEE DISCUSSION

O-3. REQUESTS FOR FUTURE AGENDA ITEMS BY MEMBERS

O-4. ANNOUNCEMENTS BY MEMBERS

P. ADJOURNMENT

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, 07-22 & 09-04. The DRB currently operates under Bylaws from Resolution 09-04

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 (e.g. General Plan, Goleta Old Town Heritage District Architectural and Design Guidelines, Design Standards for Commercial Projects);
- 2) promote high standards in architectural design and the construction of aesthetically pleasing, architecturally correct, 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.

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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.
- 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 the 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.

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- 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.

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 shall 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. Perspective sketches of the project may also be required. 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.

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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 (1/8" scale minimum).
- c. All elevations (1/8" scale minimum) 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.

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 architectural details, 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 shall 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 drawings 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

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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 signs 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 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)

Sign Appeal Periods

The **Final** or **Revised Final** approval or **denial** of a sign project by the DRB may be appealed. Any person withstanding may appeal a DRB decision to the City Planning Commission. An appeal application, a letter stating the reasons for the appeal, along with the appropriate fee, must be filed with Planning and Environmental Services within the ten (10) days following the final action. If the tenth day falls on a day that the Planning and Environmental Services offices are closed or closed early (such as on Fridays which close at 1:00 p.m.), the appeal period is extended until 5:30 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.

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All Other Appeal Periods

The **Preliminary** or **Revised Final** approval or **denial** of a non-sign project by the DRB may be appealed. Any person withstanding may appeal a DRB decision to the City Planning Commission. An appeal application, a letter stating the reasons for the appeal, along with the appropriate fee, must be filed with Planning and Environmental Services within the ten (10) days following the final action. If the tenth day falls on a day that the Planning and Environmental Services offices are closed or closed early (such as on Fridays which close at 1:00 p.m.), the appeal period is extended until 5:30 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.