RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA TO APPROVE REVISED GENERAL DESIGN GUIDELINES AND MEETING PROCEDURES FOR THE HISTORIC LANDMARKS COMMISSION, ARCHITECTURAL BOARD OF REVIEW, AND SINGLE FAMILY DESIGN BOARD

WHEREAS, maintaining aesthetic beauty and compatibility within City neighborhoods is an important goal;

WHEREAS, the City of Santa Barbara implemented recent Municipal Code Ordinance Amendments that changed time periods for development approval validity;

WHEREAS, it is essential for the Historic Landmarks Commission (HLC), Architectural Board of Review (ABR), and Single Family Design Review Board (SFDB) and public to refer to Guidelines during project reviews to ensure compatible and aesthetically appropriate design and development;

WHEREAS, it is important that the City's Design Review hearing bodies have current meeting procedures for effective and efficient project revisions;

WHEREAS, the City of Santa Barbara determined that the "HLC Rules and Procedures", ABR Guidelines and SFDB Guidelines were in need of update;

WHEREAS, Staff worked with a subcommittee of the HLC on specific guideline changes and also worked with the ABR and SFDB;

WHEREAS, Staff has prepared updated and formatted General Design Guidelines and meeting procedures for the HLC, ABR and SFDB;

WHEREAS, the HLC, ABR and SFDB reviewed proposed revisions in 2010 and 2011 and all recommend the proposed changes be adopted by Council; and

WHEREAS, under the provisions of Article 19, Section 15308 of the California Environmental Quality Act (CEQA) Guidelines; the adoption of updated Guidelines for the Architectural Board of Review, Historic Landmarks Commission and Single Family Design Board has been determined by Staff to Qualify for a Categorical Exemption.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA THAT:

The revised General Design Guidelines and Meeting Procedures for the Historic Landmarks Commission, Architectural Board of Review, and the Single Family Design Board, attached hereto as Exhibits A, Exhibit B, and Exhibit C respectively, are hereby adopted.

EXHIBIT A

HISTORIC LANDMARKS COMMISSION GENERAL DESIGN GUIDELINES & MEETING PROCEDURES

Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

(Originally adopted as "HLC Rules & Procedures" May 16, 1995)

Revised December 2011

HISTORIC LANDMARKS COMMISSION GOALS

The Historic Landmarks Commission (HLC) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

A. to safeguard the heritage of the City by providing for the protection of landmarks representing significant elements of its history;

B. to enhance the visual character of the City by encouraging and regulating the compatibility of architectural styles within historic districts reflecting unique and established architectural and landscaping traditions to ensure they are integrated into their specific cultural la`ndscape;

C. to foster public appreciation of and civic pride in the beauty of the City and the accomplishments of its past;

D. to strengthen the economy and vitality of the City by protecting and enhancing the City's attractions to residents, tourists and visitors;

E. to promote the private and public use of landmarks and historic landmark districts for the education, prosperity and general welfare of the people;

F. to stabilize and improve property values within the City;

G. to undertake the identification, inventory, and consideration of those structures, sites and natural features within the City which may merit designation as a City Historic Resource in accordance with the Historic Resource criteria established by state Public Resource Code §5024.1, as it is presently enacted or hereinafter amended;

H. to promote high standards in architectural and landscape design and the construction of aesthetically pleasing structures;

I. to promote neighborhood compatibility; and

J. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process.

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INTRODUCTION

Purpose of the Historic Landmarks Commission General Design Guidelines & Meeting Procedures

These "Historic Landmarks Commission (HLC) Guidelines & Meeting Procedures" have been developed to:

1. ensure high design standards are maintained and applied in all areas under the jurisdiction of the HLC in regards to the development and construction process.
2. Clarify the goals and policies of the HLC for the understanding of the public and those who enter into the applicant process.

In addition to these HLC General Design Guidelines & Meeting Procedures, there are other design guidelines found in other documents that may apply to projects within the jurisdiction of the HLC. The El Pueblo Viejo Design Guidelines are the foundation document establishing the Historic Landmarks Commission's criteria for appropriate development in El Pueblo Viejo Landmark District as well as for structures which have been deemed historic or listed on the City's Potential Historic Resources List. Other design guidelines provide additional information for some projects in certain areas of the City, including special districts and for outdoor lighting standards. These HLC General Design Guidelines & Meeting Procedures contain administrative review criteria, landscaping standards, and meeting procedures.

HLC Background and Purpose

- **Background.** The city of Santa Barbara was one of the first communities in the United States to conceive of historic preservation as an integral element in the planning process. At first, this concept was pursued by civic groups -- The Plans and Planting Committee of the Community Arts Association and the Architectural Advisory Committee -- both of which were formed in 1922. Their efforts were augmented in 1923 by the official establishment of a City Planning Commission, and in 1925, by the organization of a City Architectural Board of Review, which lasted nine months. In 1947, a new City Architectural Board of Review (ABR) was founded. In 1960, the Advisory Landmark Committee was formed to aid in the review procedure for the newly-created El Pueblo Viejo Landmark District. In 1977, with the adoption of a new Historic Structures Ordinance, the Advisory Landmark Committee was replaced by the Landmarks Committee. In November 1993, the City Charter was amended to create the present Historic Landmarks Commission (HLC) and to expand the boundaries of El Pueblo Viejo Landmark District. The charter amendment also revised the duties of the ABR to make it clear that its jurisdiction excluded applications subject to review by the Historic Landmarks Commission. The HLC consists of nine members, two of whom must be licensed architects, one a professional architectural historian, one a landscape architect, and at least one public at large member. The commission members must have a demonstrated interest in and knowledge of the history and architecture of the City of Santa Barbara.
- **Purpose of HLC.** According to the city of Santa Barbara Municipal Code (SBMC) one of the primary purposes and objectives of the HLC is to safeguard the heritage of the City by providing for the protection of historic resources as outlined in (Chapter §22.22, Historic Structures Ordinance). In support of this objective, the HLC was established pursuant to §817 of the Charter of the City of Santa Barbara.

Guideline Interpretation and Application.

The HLC is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are listed on the inside of the cover of this document. These guidelines help to define how HLC carries out the goals.

These guidelines are designed to guide the HLC members and the public as a whole; they are not intended to be binding in nature. Although failure to meet the Guidelines can form a basis for denial of the design of a project, non-compliance with these guidelines shall not be grounds to invalidate any action taken by the HLC, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.

Relationship to Other Documents

- **Relationship to the General and Coastal Plans.** The Santa Barbara General Plan contains policies and direction regarding the visual aspect of development, neighborhood compatibility and landscaping. The Zoning Ordinance and these HLC General Design Guidelines & Meeting Procedures are intended to implement the General Plan and Coastal Plan policies. The General Plan contains descriptions of the character of individual neighborhoods and sets a vision for individual sustainable neighborhood features, community design, and historic preservation.
- **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which development must comply. In the event of a conflict between these guidelines and the Municipal Code, the Code requirements prevail over these guidelines. These Guidelines are intended to augment the Municipal Code by providing complementary detail on the topics discussed.
- **Relationship to Other Design Guidelines** A number of other City design guidelines provide direction regarding architectural appearance, site design and landscaping. The other guidelines are listed below as “other city design guidelines.” These HLC General Design Guidelines & Meeting Procedures are generally compatible with the other design guidelines and are more detailed on some subjects than the other design guidelines. However, if these “HLC General Design Guidelines & Meeting Procedures” and other design guideline address the same issue, the other design guidelines applicable to the specific area or topic shall prevail over these “HLC General Design Guidelines & Meeting Procedures”.
- **Relationship to the Master Environmental Assessment.** The City of Santa Barbara Master Environmental Assessment (MEA) document provides guidelines for preparation of cultural resource studies. The city’s MEA document provides procedures to ensure that city projects comply with California Environmental Quality Act (CEQA) review requirements. In some cases, a project may require design changes or monitoring to avoid or lessen potential effects to archaeological and historical resources.
- **Relationship to Neighborhood Preservation Ordinance (NPO).** The NPO requires HLC review and approval for certain single-family residential projects and other grading or alterations proposed within single-family zones. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the HLC.)

Guideline Organization

The HLC General Design Guidelines and Meeting Procedures are divided into three main parts. Part I contains information about processing applications for properties with historic structures, sustainable building and site design information, and administrative staff level project approval criteria. Part II contains landscape design guidelines for projects that require landscape plans. Part III provides background information and explains the HLC's meeting and review process and Staff's role in HLC agenda preparation.

Other City Design Guidelines

In addition to these HLC General Design Guidelines & Meeting Procedures, other guidelines for specific types of development and for specific areas of the City have been prepared with input from the Historic Landmarks Commission, Architectural Board of Review, Planning Commission, and others. The other city design guideline documents cover commercial, multi-family and single family development. Other City design guidelines include the following:

- **Chapala Street Design Guidelines.** The City of Santa Barbara Redevelopment Agency initiated the Chapala Street Design Guidelines in May 2003 to ensure that public improvements that occur as a result of private sector development of the Chapala Street corridor consisted of a unified theme that met the needs of current downtown residents and businesses. The Chapala Street Design Guidelines influence that area of Chapala Street south of Carrillo Street and north of Hwy 101.
- **El Pueblo Viejo Design Guidelines.** The purpose of these design guidelines is to preserve and enhance the unique heritage and architectural character of the central area of the City which developed around the Royal Presidio, founded in 1782, and which contains many of the City's important historic and architectural landmarks. The design guidelines also address the area around Santa Barbara Mission. These guidelines are also utilized for all projects and are the primary supplemental design guidelines to consider when designing projects in the EPV district.
- **Haley-Milpas Design Manual**. The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.
- **Highway 101 Santa Barbara Coastal Parkway Design Guidelines**. The purpose of the Highway 101 Santa Barbara Coastal Parkway Design Guidelines is to preserve the historic character and visual quality of the segment of Highway 101 located within the City's Coastal Zone. The guidelines are intended to help the City, the California Department of Transportation (Caltrans) and other interested agencies maintain this segment of highway in a manner consistent with its historic character while allowing for necessary traffic and safety improvements to maintain access through the City's Coastal Zone. Additionally, these guidelines are referred to as part of Caltrans courtesy reviews for their projects in other areas of the city.

- **Lower Riviera Special Design District Guidelines.** These guidelines direct development within and adjacent to the Bungalow District to be compatible with the architectural character of the Bungalow District. The Guidelines assist property owners, architects, contractors, and hearing review bodies in designing projects that will be appropriate, compatible, and beneficial to the Bungalow District and to assist the City in reviewing applications for new projects and alterations to structures within, and in close proximity to, the Bungalow District.
- **Outdoor Lighting Design Guidelines.** These guidelines itemize acceptable standards for outdoor lighting installations throughout the City. The guidelines recommend specific outdoor lighting design standards to avoid excessive glare.
- **Passive Solar Design Guidelines and Recognition Program.** The best way to reduce energy consumption is through conservation. The Passive Solar guidelines encourage building siting, orientation, materials, construction techniques, and landscaping to reduce long-term energy needs for new developments.
- **Sign Review Guidelines**: These guidelines itemize acceptable standards for the placement of signs throughout the City. The guidelines describe specific points of Sign Committee review which promote aesthetic signage and graphic design that enhances the architectural style or historical quality of a building.
- **Single-Family Residence Design Guidelines**. These guidelines apply to single-family houses constructed or altered in the Hillside Design District and to certain houses outside of the Hillside Design District. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the HLC.) The purpose of these guidelines is to assist applicants and designers to design homes and additions that are compatible with existing neighborhoods.
- **Solar Energy System Design Guidelines and Recognition Program**. This document specifies how to achieve a solar energy system that is high performing as well as aesthetically well integrated with its surrounding location, and therefore eligible for a recognition award from the city of Santa Barbara.
- **State Street Landscape Design Guidelines**: These guidelines are intended to give direction to private property owners along the State Street Downtown Plaza regarding voluntary alterations to the streetscape for landscaping in front of their property. The guidelines were created in order to assure that any changes to the twelve blocks of the State Street Downtown Plaza that do occur are harmonious with the surrounding context and contribute to the overall improvement of the plaza.
- **Upper State Street Area Design Guidelines**. At the time of adoption of these HLC General Design Guidelines & Meeting Procedures in 2011, no structures were designated with historic significance in the Upper State Street Area (USSA), an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De La Vina Street from Constance Avenue to State Street; commercially developed areas along Hope Avenue, Hitchcock Way and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. However, should structures with historic components be reviewed by the HLC in the future, these guidelines would apply to projects in the USSA.

- **Urban Design Guidelines.** These guidelines apply to the urban grid area of the City. The intent of the guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The guidelines provide design criteria illustrations for design professionals, the public, and to allow the HLC to evaluate development proposal consistency with appropriate design principles.
- **Waterfront Area Design Guidelines**. These guidelines establish a general design theme which emphasizes the area's proximity to the ocean and harbor areas. These guidelines apply to all property in the area of the harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.
- **Wireless Communication Facilities/Antenna Design Guidelines.** These guidelines establish design standards for the screening, location, and appearance of wireless communication facilities to minimize adverse visual impacts related with these installations.

Federal and State Standards and Codes

In addition to these HLC General Design Guidelines & Meeting Procedures and other city design guidelines, federal and state guidelines often guide development where historic resources are present. Following federal and state guidelines often contributes to compliance with the California Environmental Quality Act.

- **Secretary of the Interior's Standards for the Treatment of Historic Properties.** This federal document sets forth standards for the treatment of historic properties and preservation. The document contains standards for historic structure preservation, rehabilitation and reconstruction.
- **State Historic Building Code.** This state document provides alternative building regulations and standards for the rehabilitation, preservation, restoration, or relocation of buildings or structures designated as historic. The intent of this document is to aid in the preservation of designated historic buildings while providing reasonable safety from fire, seismic forces, or other hazards for occupants of such buildings, and to provide reasonable accessibility to, and usability by, the physically handicapped.
- **Manufactured Homes.** According to Govt. Code §65852.3, any architectural requirements imposed on a manufactured home certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Secs. 5401 et seq.) on a foundation system, pursuant to §18551 of the Health and Safety Code, on lots zoned for conventional single-family residential dwellings **are limited to its roof overhang, roofing material and color, and siding material and color**. Such homes are subject to the same zoning standards that a conventional single-family home on the same lot would be subject to. See Government Code §65852.3(b) for exemptions for projects with historical interest or value on a site.

PART I

GENERAL ARCHITECTURAL DESIGN GUIDELINES

See pages 2 – 4 in the Introduction to this document for an explanation of how these general HLC architectural design guidelines relate to area or topic specific design guidelines, such as the El Pueblo Viejo Design Guidelines.

SECTION 1 Historic Significance – All Structures and Sites

Potential historic significance of existing structures should be researched and plans should show consideration for these elements if they exist on the site. Evaluation and protection of archaeological or historic resources are governed by policies, laws and regulations of the municipal code and at the state and federal levels. Existing historic structures and site features such as walls, stairways, and gates should be preserved and included as a part of the overall plan where feasible. Consultation with the City's Urban Historian is recommended for demolition or substantial alterations proposed for structures over 50 years of age.

SECTION 2 Sustainable Building and Site Design, Including Energy Efficiency

The built environment has a profound impact on our natural environment, economy, health, and productivity. Building sustainably is a design and construction method that recognizes this impact and focuses on creating buildings that minimize the impact on the environment, while positively affecting the economy and the health of the building occupants. To address these impacts, building sustainably focuses on four major components:

- Energy and Water Conservation
- Site Planning
- Material and Resource Use Reduction
- Indoor Air Quality
- Improvements

Building sustainably is encouraged as much as possible when consistent with HLC goals for historic preservation.

1.2.1 **Energy Efficiency.** Buildings shall be designed and oriented to maximize energy efficiency and conservation, including lighting design. Feasible passive and active solar design principles are encouraged.

1.2.2 **Sustainable Building and Site Design.** City policies support building designs that incorporate sustainable building and site design principles and use energy efficiently. It is consistent with the intent of these guidelines to encourage the continued effort to build in a manner responsive to the environment. Difficulty arises with the incorporation of materials and elements such as solar collectors, cool roofs, and reflective glass which are otherwise incompatible with historic preservation goals. The designer is challenged to either:

- incorporate sustainable elements in a manner which is unobtrusive or invisible (preferred); or
- incorporate sustainable elements in a manner which is appropriate to the style.

For either approach, the designer needs to consider these concepts at the beginning of the conceptual design phase as an integral part of the scheme, rather than as an afterthought or added element.

Property owners and designers should consider adaptive reuse and rehabilitation as viable alternatives to demolition and redevelopment of existing facilities. The rehabilitation of historic structures often demonstrates a large commitment to saving the history of the community through historic preservation.

Additions, exterior alterations, and remodels should strive to be both aesthetically appropriate and sustainable. The potential benefits and sustainability advantages for adaptive reuse and rehabilitation projects are as follows:

- Reduction of resources used in construction
- Significant reduction in the amount of demolition waste going to landfills
- Reuse of existing buildings may often be greener than building new "green" buildings, given the amount of energy required to construct new buildings
- Use of long-lasting traditional building techniques and materials is superior to potentially lower-quality or cheaper, modern materials
- More sustainable landscape, drainage, and irrigation systems

Also consider the following sustainable landscaping topics, described in more detail in Part II of these guidelines:

- Effective on-site stormwater management and runoff reduction
- Maximum on-site permeability and percolation
- Water-wise plant choices and water-efficient irrigation
- Preservation of existing vegetation
- Avoiding unnecessary grading
- Use of landscaping to buffer wind and sun
- Natural drainage features

SECTION 3 Administrative Approval Standards

Various HLC review levels include: concept, project design approval, in-progress, final approval, review after final approval and consent calendar. These review levels are discussed in Part III: Meeting Procedures.

Projects Eligible for Administrative Staff Approval. Projects listed in Sections 3.2 and 3.3 of this Part I are eligible for administrative staff review and approval as a ministerial action by a Community Development Director appointed representative without full review by the HLC if the project complies with both "1.3.1 Administrative Staff Review Standards, General" and applicable project specific standards in 1.3.2 and 1.3.3.

Projects Not Eligible for Administrative Staff Approval

- Projects subject to public noticing per SBMC Chapter §22.22
- Designated City Landmarks
- Designated Structures of Merit

- Project structure is on the City's "List of Potential Historic Resources" or site is found to possess potential significant historic value as determined by a Community Development Director appointed representative (e.g., Urban Historian); and the proposed alteration may negatively alter a character defining feature or cause an adverse change to the significance of the resource. In this case, consultation with or approval by the Historic Landmarks Commission may be required.

1.3.1. **Administrative Staff Review Standards, General.** In order to be eligible for administrative staff review, a project must comply with the following general standards as well as any applicable project specific standards listed in 1.3.2 and 1.3.3.

A. **Design:** The architectural design of the addition, alteration, or site change is compatible with the design of any existing building which will remain on site. One overall architectural style is required.

B. **Materials:** The exterior finish materials of the proposed project match the existing exterior finishes of the existing structures on the lot.

C. **Style:** Style is expressed through architectural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions, and materials. The style of the proposed work should be stated on the project plans and matches the existing style. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference A Field Guide to American Houses or similar reference materials to confirm the proposed style classification. Staff will check for consistency of style of a structure's proposed elements with the elements for the chosen style. Staff will also check that any patterns or materials created by the existing elements are repeated in the proposed work.

D. **Additions:** Additions match the current architectural style of the building and are of the same materials, details and colors.

E. **Alterations:** Alterations match the current architectural style of the building or result in one architectural style. Alterations to restore a structure's previous architectural style may be approved if the architectural style is appropriate for the district or the structure. Alterations that propose an architectural style that is not typical for the neighborhood are not eligible for administrative staff review.

F. **Colors:** Additions match the existing colors of the building, siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure, provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Proposals for bright colors or colors that do not match the building require review and approval by the HLC. Simple color changes can be approved administratively where original colors are substituted with colors from an HLC-approved color palette, titled "Santa Barbara Colors", available at the Planning and Zoning Counter and on-line at:

www.santabarbaraca.gov/Resident/Home/Guidelines/

G. **Scale:** The scale of additions is compatible with the scale and style of the building and neighborhood. The project scale is consistent with the prevailing

development patterns of neighborhood additions. The review criteria utilized to determine correct scale shall be the degree of project visibility, plate heights, roof pitch, and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot are referred to the HLC.

H. **Historic Considerations:** Projects involving minor alterations to structures on the City's "List of Potential Historic Resources" or to other structures that are found to possess potential significant historic value as determined by a Community Development Director appointed representative (e.g., Urban Historian) may be ineligible for administrative staff review. Consultation or approval by the Historic Landmarks Commission may be required.

1.3.2 Administrative Staff Review Standards, Project Specific Standards: Commercial & Multi-Family

A. Additions: Minor
B. Awnings
C. Chimneys and Metal Flues
D. Color Changes: Exterior
E. Decks: Minor Alterations
F. Doors: Minor Alterations
G. Driveways/Paving/Minor Sitework
H. Fences
I. Landscape Alterations: Minor, Including Tree Removals.
J. Landscape Improvements
K. Lighting: Exterior
L. Mechanical Equipment: General
M. Mechanical Equipment: Rooftop
N. Roofs (and "Reroofs")
O. Shed and Spa Enclosures
P. Sidewalk Seating for Commercial Outdoor Dining Areas
Q. Skylights
R. Soil Remediation Systems: Temporary (1 or 2 Year)
S. Time Extension
T. Tree Removals: Minor
U. Trellises
V. Walls: Freestanding
W. Windows: Minor alterations

A. **Additions: Minor.** Additions are under 100 square feet and do not have a publicly visible effect on the overall design of the building.

B. **Awnings.** Small canvas awnings over window or door openings that are compatible with the style and the colors of the existing structure. Proposals for bright colors or colors that do not match the building require review and approval by the HLC.

C. **Chimneys and Metal Flues.** All of the following standards must be met:

1. Chimneys are consistent with the style of the existing structure and use masonry, stone, stucco, or metal pipe.
2. Wood material is not used on chimneys.
3. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.

D. **Color Changes: Exterior.** The project is consistent with 3.1.F "Administrative Staff Review Standards, General. Colors."

E. **Decks: Minor Alterations.** New or altered decks or porches less than 200 square feet or decks at the first floor level are eligible for administrative approval if the following standards are met:

1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate area if no decks are on immediately adjacent properties.
4. New decks are not located to cause potential privacy or noise impacts to adjacent properties.
5. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the existing structure or trim.

F. **Doors: Minor Alterations.** Minor door alterations - for example, to enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA) - are covered by this provision. Installation of guard/hand rails shall be referred to the consent calendar. The modification of doors and sidelights within existing rough openings should be designed to comply with the following requirements for administrative approvals:

1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.
3. Door and sidelight sash material match the existing and are either wood or traditional steel iron (aluminum, anodized or other shiny or unpainted metal is not allowed in El Pueblo Viejo).
4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.
5. In door pairs, both doors should have the same width.
6. In doors with sidelights, sidelights should have the same width if feasible.
7. Doors and sidelights shall be placed symmetrically within architectural elements if appropriate for the architectural style.
8. Door hardware is appropriate to the architectural style of the building.
9. Any changes in paving material associated with the door alteration match the existing material.

G. **Driveways/Paving/Minor Sitework.** Extensions, modifications, and additions to driveways where:

1. Grading total is less than 50 cubic yards.
2. There is no drainage impact on adjoining lots.
3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
4. Any new driveway paving materials are compatible with the existing structure and surrounding area.
5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures.
6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.

H. **Fences.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if:

1. The fence is 8 feet or less in height.
2. The fence is not in a highly visible location to the public as defined in Section 1.3.4.B.
3. Lot Line Fences: Fence height, length and use of materials shall be compatible with the surrounding area.
4. Wood fences constructed of smooth cedar, redwood, high-quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.

I. **Landscape Alterations: Minor, Including Tree Removals.** As allowed by the SBMC, the following landscape alterations may be approved administratively by the Community Development Director or appointed representative:

1. **Minor Landscape Alteration – General.**
   a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.6.B of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.4.6.B.2.b and 2.4.6.B.2.d.iii and 2.4.6.B.2.d.iv; and
   b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
   c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
   d. No native landscaping is to be removed.

2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration (and therefore approved administratively) if it meets the following criteria:
   a. The alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.4.6.B of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.6.B.2.b and 2.4.6.B.2.d.iii and 2.4.6.B.2.d.iv; and
   b. No more than two trees are proposed to be removed or replaced; and
   c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen tree are reviewed by the Parks Department.); and
   d. No skyline or native tree is proposed for removal; and
   e. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
   f. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
   g. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.

J. **Landscape Improvements.** Landscape improvements or revisions associated with projects under review are reviewed for consistency with landscape design guidelines in the HLC General Design Guidelines & Meeting Procedures: Part II, Landscape Design or other applicable design guidelines, and may be approved administratively if there is a clear consistency with the guidelines.

K. **Lighting: Exterior.** All of the following standards must be met:
   1. Replacement or installation of additional fixtures is compatible in style, color and scale with the applicant's existing structure.
   2. Lighting fixtures and placement meet the Outdoor Lighting Ordinance and Design Guidelines.
   3. For projects in EPV I or II, the following standards also apply:
      a. Unshielded light bulbs are low intensity to avoid glare and should only be used for decorative or local lighting and may not be used for area lighting.
      b. Lantern fixture designs which include bare bulbs resemble the appearance, color and low intensity of a traditional incandescent bulb.
      c. Lighting installations may not be approved with exposed raceways or conduits.

d. Recessed soffit lighting and landscape lighting are carefully concealed or designed in a manner appropriate to Hispanic architecture.

L. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for Administrative approval:

1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practicable and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.
2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
3. All pool and spa equipment is located as far away from adjoining properties as reasonably practicable in consideration of neighbors, and the equipment's property line decibel level is consistent with the Noise Ordinance.

M. **Mechanical Equipment: Rooftop.** Transmitting antennas, including wireless facilities, are not eligible for administrative approvals. Satellite antennas and other rooftop equipment reviewed by Staff must comply with the following standards:

1. It is clearly demonstrated that the proposed equipment or skylights are not visible from adjacent properties or public ways, and are screened by existing parapets, building forms or other equipment.
2. The screening proposal presents an integrated appearance with the overall building.
3. Satellite dishes and associated equipment may be required to be painted the same color as the roof or adjacent background.
4. A preferred method for screening rooftop equipment would be an appropriately designed parapet which screens mechanical equipment from street level viewers.

N. **Roofs (and "Reroofs").** S-Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:

1. The type and color of roofing material is compatible with the architectural style of the structure.
2. Roofs of additions or accessory buildings match the roof of the structure.

O. **Shed and Spa Enclosures.** All of the following standards must be met:

1. The shed or enclosure area is 150 square feet or less.
2. Accessory structures are located in consideration of neighbors and

appropriately screened.

3. Materials match site fencing or the main structure's materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria in Item 1.3.2.K, above.

P. **Sidewalk Seating for Commercial Outdoor Dining Areas.** In general accord with the guidelines appropriate for the area, the placement, style, color, and types of outdoor dining furniture and barriers shall be consistent with and complement the design and building appearance. The placement, style, colors, and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department "Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations", adopted by the HLC and the City Council. Construction features shall be approved by the City Engineer.

Q. **Skylights.** Skylights must meet the following standards for administrative Staff approval eligibility:

1. Proposed equipment or skylights are clearly demonstrated to be invisible from the front of the building, adjacent properties, a street or other public ways, and are screened by existing parapets, building forms or other equipment.
2. There are no more than five skylights proposed for a building.

R. **Soil Remediation Systems: Temporary, Up to Two Years.** Systems are eligible for administrative approval if screened with 6-foot-high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.

S. **Time Extension.** See SBMC §22.22.180.

T. **Tree Removals: Minor.** Removal of a tree with a main trunk less than 12" in diameter at a point 4'6" above the highest natural grade adjacent to the trunk from a site in El Pueblo Viejo is eligible for administrative approval subject to the following conditions:

1. No more than two trees are proposed for removal.
2. No skyline, historic or specimen tree is proposed to be removed.
3. A suitable replacement tree is proposed consistent with Part II of these guidelines.
4. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.
5. The removal of the tree is necessitated by plant health considerations and is following recommendations from a licensed landscape architect or certified arborist.
6. If a tree removal does not meet the above criteria, the tree removal is subject to the review and approval of the Parks and Recreation Commission and/or the Historic Landmarks Commission.

U. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for Administrative Staff Review. Trellises are eligible for administrative approval if:

1. Trellis covers less than 100 square feet and is less than 10 feet tall.
2. Trellis is constructed of smooth cedar, redwood, high-quality, pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
3. Lot line trellis height, length and use of materials are compatible with the surrounding area.

V. **Walls: Freestanding Only, Not Retaining.** Walls of non-traditional material, such as unfaced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not eligible for administrative approvals. Walls approved administratively must meet all the following criteria:

1. Less than 4 feet tall
2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
3. Similar in character with other walls visible in the surrounding area from public viewing locations
4. Hillside Design District Walls: should be designed in a way as to blend with the natural surroundings
5. Lot Line Walls: Wall height, length and use of materials should be compatible with the surrounding area.

W. **Windows: Minor Alterations.** Alteration projects involving the installation of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property are not eligible for administrative approvals. Windows may be replaced or added if the following standards are met:

1. The type of windows and color of frames are compatible with the architectural style of the existing structure.
2. Windows of additions match the predominant windows of the existing structure.
3. The window types are of appropriate size and scale for the proposed location(s).

1.3.3 Administrative Staff Review Standards, Project Specific Standards: Single Family Residential

A. Accessory Structures, Spas and Trash/Recycling Enclosures
B. Additions: Small One-Story
C. Additions: Small Two-Story
D. Awnings
E. Carports
F. Chimneys and Metal Flues
G. Decks
H. Doors
I. Driveways/Paving/Minor Site Work
J. Fences
K. Garages
L. Landscape Alterations: Minor, Including Tree Removals
M. Landscape Improvements
N. Lighting: Exterior
O. Mechanical Equipment: General
P. Mechanical Equipment: Rooftop
Q. Porches
R. Roofs
S. Skylights
T. Tree Removals: Minor
U. Trellises
V. Walls
W. Windows

A. **Accessory Structures, Spas and Trash/Recycling Enclosures.** All of the following standards must be met in order to be eligible for administrative staff review and approval:

1. The accessory structure, spa, or enclosure area is 150 square feet or less. Exception: If the accessory structure, spa or trash/recycling enclosure is not publicly visible, then the project can be up to 250 square feet.
2. Accessory structures are located in consideration of neighbors and appropriately screened.
3. Materials match site fencing or the main structure's materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria listed below in Section 1.3.3.O.

B. **Additions: Small One-Story.** Small one-story additions may be reviewed and approved administratively if all of the following apply to the project:

1. No second unit in resulting project;
2. Additions and any alterations are less than 17 feet high;
3. Addition is less than 50% of amount of existing square footage in 1992;
4. Project is less than 85% of the maximum FAR;
5. Less than 250 square feet is proposed to be added to the first floor;
6. Addition is not highly visible to the public as defined in Section 1.3.4.B;
7. Less than 100 cubic yards of grading is proposed;
8. Addition complies with retaining wall guidelines; and
9. There is no vegetative roof on the proposed resulting project.

Exception: A minor addition that is not publicly visible and is located in consideration of neighbors and appropriately screened may be approved administratively even if square footage to be added to the first floor is up to 500 square feet and if the proposed grading outside the main building footprint is up to 250 cubic yards. All other conditions above must be satisfied.

C. **Additions: Small Two-Story.** Additions may be reviewed and approved administratively if all of the following apply to the project:

1. no second unit in resulting project;
2. addition is less than 50% of amount of existing square footage in 1992;
3. the project is less than 85% of the maximum FAR;
4. less than 150 square feet is proposed to be added;
5. the addition is not highly visible to the public as defined in Section 1.3.4.B;
6. less than 100 cubic yards of grading is proposed;
7. the addition complies with retaining wall guidelines; and
8. there is no vegetative roof in the proposed resulting project.

Exception: A small two-story addition which is not publicly visible, located in consideration of neighbors, appropriately screened and which does not require a notice and public hearing is administratively approvable even if the quantity listed in criteria 6 above is exceeded (up to 250 cubic yards of grading outside the main building footprint could be administratively approvable). .

D. **Awnings.** Small canvas awnings over window or door openings are compatible with the style and the colors of the existing house. Proposals for bright colors or colors that do not match the building require review and approval by the HLC.

E. **Carports.** Carports which meet all of the following criteria are administratively approvable:

1. Are not publicly visible as defined in Section 1.3.4.
2. Carport is compatible in style and materials with the main structure.
3. Thin metal poles are not used as carport supports.
4. An appropriate decorative paved pedestrian pathway connects the carport to the main residence.
5. Landscape planting areas are located adjacent to the carport, if feasible.
6. Where there is no garage on a property, at least 200 cubic feet of aesthetically integrated lockable exterior storage is provided.

F. **Chimneys and Metal Flues.** All of the following standards must be met:

1. Chimneys are consistent with the style of the house and use masonry, stone, stucco, or metal pipe.
2. Horizontal siding material is not used on chimneys.
3. Metal flues are painted to match the roof color.
4. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.

G. **Decks.** Decks over 100 square feet in area or decks elevated above the first floor level are not eligible for administrative approvals, unless the deck is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened. The following standards must be met for administrative approval:

1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.
4. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.

H. **Doors.** All of the following standards must be met for administrative approval:

1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.
3. Door and sidelight sash material match the existing and are either wood or traditional steel iron (aluminum, anodized or other shiny or unpainted metal is not allowed in El Pueblo Viejo).
4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.
5. In door pairs, both doors should have the same width.
6. In doors with sidelights, sidelights should have the same width if feasible.
7. Doors and sidelights shall be placed symmetrically within architectural elements if appropriate for the architectural style.

8. Door hardware must be appropriate to the architectural style of the building.
9. Any changes in paving material associated with the door alteration match the existing material.

I. **Driveways/Paving/Minor Site Work.** Extensions, modifications, and additions to driveways may be reviewed and approved administratively if all of the following are satisfied:

1. Grading total is less than 50 cubic yards.
2. There is no drainage impact on adjoining lots.
3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
4. Any new driveway paving materials are compatible with the house and neighborhood.
5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures
6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.

J. **Fences.** Chicken wire, sheet metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if all of the following are satisfied:

1. The fence is 8 feet or less in height.
2. Lot Line Fences: Fence height, length and use of materials shall be compatible with the neighborhood.
3. If the fence is constructed of wood, it is constructed of smooth cedar, redwood, high-quality pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
4. If the fence is constructed of chain link, it has a dark-colored finish or is hot dip galvanized chain link fencing, and it is located outside of any front yard and screened with vines or shrubs to soften the appearance of the fence.

K. **Garages.** Garages placed at the same distance or closer to the street than the main house are not eligible for Administrative Staff Review. Garages reviewed by Staff must be located further from the street than the main residence (i.e. “behind the house”).

L. **Landscape Alterations: Minor, Including Tree Removals.** The following landscape alterations requiring a ministerial CDD permit, but no building permit, are considered “Minor Alterations” and may be approved administratively by the Community Development Director or appointed representative:

1. **Minor Landscape Alteration – General.**

   a. The alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.4.6.B of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.4.6.B.2.b and 2.4.6.B.2.d.iii and 2.4.6.B.2.d.iv; and

   b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and

   c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and

   d. No native landscaping is to be removed.

2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration (and therefore approved administratively) if it meets the following criteria:

   a. The alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.4.6.B of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.6.B.2.b and 2.4.6.B.2.d.iii and 2.4.6.B.2.d.iv; and

   b. No more than two trees are proposed to be removed or replaced; and

   c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen tree are reviewed by the Parks Department.); and

   d. No skyline or native tree is proposed for removal; and

   e. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and

   f. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and

   g. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.

M. **Landscape Improvements.** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape design guidelines in the Historic Landmarks Commission Guidelines: Part II, Landscape Design, and may be approved administratively if there is a clear consistency with the guidelines.

N. **Lighting: Exterior.** Both of the following standards must be met for administrative approval:

1. Replacement or installation of additional fixtures are compatible in style, color and scale with the applicant's house.
2. Lighting fixtures meet the Outdoor Lighting Ordinance and Guidelines.

O. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for administrative approval:

1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practical and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.
2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
3. All pool and spa equipment is located as far away from adjoining properties as reasonably practical in consideration of neighbors, and the equipment’s property line decibel level must be consistent with the Noise Ordinance.

P. **Mechanical Equipment: Rooftop.** Transmitting antennas are not eligible for administrative approvals. Satellite and other rooftop equipment reviewed by Staff must comply with the following standards:

1. Equipment is screened.
2. The screening proposal presents an integrated appearance with the overall building.
3. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment is painted the same color as the roof or adjacent background, as specified by Staff.

Q. **Porches.** If all of the following standards are met, residential porches may be administratively approved:

1. The porch is a traditional porch design in that it is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.
2. The type and color of proposed porch materials are compatible with the architectural style of the structure.
3. The porch railing and supports are designed so that the front door is easily visible from the street.
4. The porch alignment with the structure complements the existing structure’s architectural alignment, patterns and features.

5. If the porch is publicly visible as defined in Section 1.3.4, the porch is modest in scale and the porch roof is not higher than 12 feet.
6. The proposed porch roofing matches the roofing material of the structure.

R. **Roofs.** S-Tile roofs are not eligible for administrative approvals. In order to be reviewed and approved by Staff, roofs (including new roofs and “reroofs") must comply with the following standards:

1. The type and color of roofing material is compatible with the architectural style of the structure.
2. Roofs of additions or accessory buildings match the roof of the structure.

S. **Skylights.** The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed. Skylights must meet the following requirements for administrative Staff approval eligibility.

1. There are no more than five skylights proposed for a building.
2. Skylights are compatible with the architectural style of the building and with the character of the surrounding neighborhood.
3. Skylights are located so that they are not visible from the front of the building or a street.
4. Skylights follow one of the following standards:
   a. Proposed skylights are flat and made of non-reflective materials; or
   b. Will not be visible from off-site locations; or
   c. Are screened by the building form, landscaping, or a parapet.

T. **Tree Removals: Minor.** Removal of a tree with a main trunk less than 12” in diameter at a point 4’6” above the highest natural grade adjacent to the trunk from a site in El Pueblo Viejo is eligible for administrative approval subject to the following conditions:

1. No more than two trees are proposed for removal.
2. No skyline or specimen tree is proposed to be removed.
3. A suitable replacement tree is proposed consistent with Part II of these guidelines.
4. The removal of the tree is necessitated by plant health considerations and is following recommendations from a licensed landscape architect or certified arborist.
5. If a tree removal does not meet the above criteria, the tree removal is subject to the review and approval of the Parks and Recreation Commission and/or the Historic Landmarks Commission.

U. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for Administrative Staff Review. Trellises are eligible for administrative approval if all of the following are satisfied:

1. The trellis covers less than 250 square feet and is less than 12 feet tall

Exception: If the project is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened, then this criteria is not required for approval.

2. Constructed of smooth cedar, redwood, high-quality, pressure-treated pine or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
3. Lot line trellis height, length and use of materials are compatible with the neighborhood.

V. **Walls.** Walls approved administratively must meet all the following criteria:

1. Less than 4 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened, then this criteria does not apply.
2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
3. Similar in character with other walls visible in the neighborhood from public viewing locations
4. Hillside Design District Walls: shall follow all guidelines regarding blending with the natural surroundings in the “Single Family Residential Design Guidelines”.
5. Lot Line Walls: Wall height, length and use of materials shall be compatible with the neighborhood.

W. **Windows.** The proposed use of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property is not eligible for administrative approvals. Both of the following standards must be met for Administrative Staff approval:

1. The type of windows and color of frames are compatible with the architectural style of the house.
2. Windows of additions match the predominant windows of the house.

1.3.4 Definitions

A. **Publicly Visible.** A building, structure, or improvement is publicly visible if it may be typically, reasonably, and usually observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or visible from a public park, beach, or other area generally open for public use. If the building, structure, or improvement is only visible from a very distant viewing location where the building, structure, or improvement would not be readily discernable from the viewing location, then the building, structure, or improvement is not considered publicly visible for purposes of interpreting these guidelines.

B. **Highly Visible to the Public.** A building, structure, or improvement is highly visible to the public if it appears prominently and is easily observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or prominent and easily visible from a public park, beach, or other area generally open for public use. A building, structure or improvement highly visible to the public usually fronts public streets or other public areas.

SECTION 4. Cost Consideration for Affordable Multi-Family Housing Projects

The Historic Landmarks Commission shall take the total cost of the applicant's design into consideration when reviewing affordable housing projects where all units qualify as affordable housing in compliance with the city's affordable housing program policies and procedures. The expected cost of certain preferred design elements can be used as a consideration by the HLC to maintain the affordability of residential units.

SECTION 5. Zoning Modification Comments

1.5.1 Historic Landmarks Commission Role in Commenting on Modification Requests

Requests for modifications to the Zoning Ordinance for individual projects may be approved by either the Staff Hearing Officer (SHO) or the Planning Commission (PC) in accordance with SBMC §28.92.110. HLC comment occurs at Concept Review hearings prior to the request being heard by the SHO or PC. The HLC's role in commenting on the modification is limited to whether the proposed modification supports preservation of a building's historic character, supports protection of a historic resource, poses aesthetic issues such as inconsistency with neighborhood development patterns or exacerbates conflicts with applicable design guidelines. General support or lack of support of a modification is a land use decision and is not the purview of the HLC. Following is an example of appropriate HLC comment on modification requests:

> "The proposed modification *is/is not* aesthetically appropriate. The proposed modification *poses/does not pose* consistency issues with applicable guidelines. (*include applicable guideline title and as needed - specific guideline topics for reference*)."

1.5.2 Zoning Modifications of Yard, Lot and Floor Area Regulations. For modifications of yard, lot, or floor area regulations, comment to the SHO or PC on whether the modification promotes an appearance of uniformity of development is helpful because the promotion of uniformity of improvement is one of the available grounds for the approval of a modification of yard, lot and floor area regulations.

SECTION 6. Single-Family Residential Two Uncovered Parking Space Exception Requests

1.6.1 **Requirements.** For an exception of two uncovered parking spaces, the Zoning Ordinance requires:

1. The uncovered spaces shall not be located in any front yard on the lot,
2. The uncovered spaces shall be screened from public view,

3. If new pavement is proposed for any of the uncovered spaces and the site has an appropriate slope for permeable paving, then the new pavement shall be permeable,
4. Storage space with exterior access of at least 120 square feet of net floor area shall be provided on the lot,
5. The location of the parking and the design of the screening shall be reviewed and approved by the HLCHLC, as applicable,
6. If the lot is located in the A, E, or R-1 zones and has less than 15,000 square feet of net lot area, the uncovered spaces may encroach up to three feet (3') into a required interior yard if a landscaped buffer is provided between the uncovered spaces and the adjacent interior lot line.
7. The HLC is to review the effectiveness of the project's proposed screening of the uncovered spaces from public view and the aesthetic quality of structures and landscaping related to automobile and bicycle parking and storage structures. The HLC also determines whether the project is consistent with Neighborhood Preservation Ordinance findings, including neighborhood compatibility findings.

1.6.2 **Recommended Project Aspects.** Inclusion of the following items in an uncovered parking modification proposal will make the project more likely to be able to be supported. The HLC reviews the aesthetic qualities of uncovered parking areas, permeable paving, landscaping plantings and hardscapes, storage structures or exterior cabinets, bicycle racks and shelters, or any other project aspects that arise from the two uncovered parking spaces exception proposal.

<u>Recommended Items</u>

A. **Screened from neighbor views.** In addition to screening from public views as required by the Zoning Ordinance, the uncovered space(s) is effectively screened from neighbor views, and so noted by the HLC in their comments on the project. Any gates proposed for screening may be required to be electronic, to ensure that they can be easily closed after each use;

B. **Any converted garages to be appropriately designed.** For projects that include conversion of a garage to another use, garage door(s) are removed and driveway paving to the converted garage are replaced with appropriate landscaping;

C. **Parking delineated.** The uncovered space is clearly delineated for parking use through the use of appropriate planting and hardscape landscape details. Landscape features prevent parking beyond the delineated parking spaces into other planted areas;

D. **Appropriate shading.** Landscape planting ensures appropriate shading of the space to avoid the possibility of a future plastic/canvas shade structure. New shade trees should have leaf litter, pollen, or branching characteristics compatible with car parking, such as trees listed in Part II of these guidelines as appropriate for parking lots;

E. **Appropriately designed storage.** At least 120 square feet of exterior accessible lockable storage suitable for the storage of yard maintenance equipment and hazardous household products is provided. Storage area and design should be adequate to the degree necessary to discourage future placement of lower aesthetic quality sheds;

F. **Formal bicycle parking.** A formal bicycle parking area supports a modification because garages are typically where bicycles are securely stored. Formal bicycle racks with paved maneuvering room consistent with City Transportation standards would support an uncovered parking modification request as it would ensure bicycle parking is adequately addressed. Sheltered bicycle parking would further support the proposal;

G. **High quality details proposed**. High quality design details and materials are provided in all of the project aspects that support the uncovered parking space, e.g. landscaping and hardscape parking area delineations, screening and shading, storage cabinet and bicycle parking provisions, and the provision of high quality design details as noted by the HLC in their comments.

Additional Supporting Circumstances

The HLC may also make note of any of the following additional supporting circumstances in their review of two uncovered parking space exception requests.

A. **Constrained lot.** The design is needed for site development flexibility on a constrained lot, such as a lot that is less than 55’ wide or less than 10,000 square feet; or

B. **Facilitates effective response to legally non-conforming parking situation.** The proposal allows the applicant to avoid demolition of major portions of existing structures to accommodate an addition that triggers a two-car parking requirement where there was previously only a legal non-conforming one-car garage on site; or

C. **Street-friendly façade.** The proposal results in an exceptionally “street-friendly” façade. Windows, and in some cases, a covered front porch, support neighborhood safety. Rather than an unfriendly, bulky, or windowless garage, an appropriately-scaled and detailed façade is featured.

D. **Open site design.** The proposal allows for a more "open" site design allowing more opportunities for sunlight, air circulation or landscaping.

PART II

LANDSCAPE DESIGN GUIDELINES

INTRODUCTION

Purpose of the Landscape Design Guidelines. To provide general and specific guidelines for landscape plan design and installation. Landscaping should be used as a unifying element within a project to enhance a building site and help achieve project compatibility with existing surroundings while complying with applicable policies and regulations.

Relationship to the Santa Barbara General Plan and Coastal Plan. The Santa Barbara General Plan contains policies and direction regarding landscaping in the Land Use, Conservation and Seismic Safety Elements. City scenic routes, tree preservation, creek protection and other topics are covered in the elements. The Coastal Plan also contains landscaping direction, especially with regard to bluff-top development, views from Highway 101, and tree preservation and protection. The Zoning Ordinance and HLC General Design Guidelines & Meeting Procedures are intended to implement the General Plan and Coastal Plan policies.

Relationship to the Santa Barbara Zoning Ordinance. The Santa Barbara Municipal Code contains specific standards that must be met in landscape plans, including:

- parking lot standards (§28.90)
- planting material standards (§28.87.200)
- water conservation (§22.80)

These HLC Guidelines and Meeting Procedures are intended to augment the Municipal Code by providing additional guidelines and details to complement topics in the Code, as well as to provide guidelines on additional topics. In the case of a conflict between the Municipal Code and these HLC General Design Guidelines and Meeting Procedures, the Code requirements prevail over these HLC General Design Guidelines and Meeting Procedures.

Basis for HLC Landscape Design Guidelines. Many projects subject to HLC review are required to have landscape plans. Projects in some areas, such as El Pueblo Viejo, are subject to other design guidelines which include direction regarding landscaping (see discussion in Part I of these HLC General Design Guidelines & Meeting Procedures). However, some HLC projects are not in an area with other design guidelines. These HLC Landscape Design Guidelines clarify and expand on HLC criteria for reviewing required landscape plans throughout the City.

Relationship to City Water Conservation Programs. The City provides full-color handouts which provide specific techniques on how to comply with the Landscape Design Standards for Water Conservation (Appendix A) and other sustainable landscaping techniques. Full-color handouts regarding sustainable and water-wise landscaping are available in the 630 Garden Street lobby area and on-line at:

www.santabarbaraca.gov/Government/Departments/PW/WCBrochuresAndMore.htm

- **Lawn Alternatives**, City of Santa Barbara Water Conservation Program
- **Sustainable Landscaping:** Resource Efficient Landscapes for Santa Barbara County, Santa Barbara County Water Agency and City of Santa Barbara Public Works Department
- **How to Be Water-Wise in Your Garden**, Family of Santa Barbara Water Providers
- **How to Water Your Garden**, Sunset, 2000
- **Water-Wise Gardening for California: Advice and Design Ideas for the 21st Century**, the Editors of Sunset

Also see www.sbwater.org for additional water-saving information.

Relationship to City Creeks Programs. These guidelines support the goals of the City's Storm Water Management Program (SWMP) as well as general creeks conservation goals. Some projects are required by the SWMP to implement storm water best management practices to retain water on site, or to treat water on site. For more information regarding the SWMP and other creek programs, see: www.SBCreeks.org

Guideline Organization. The HLC Landscape Design Guidelines are broken into four sections. The first section describes when Landscape Plans are required and licensing requirements. The second section consists of general landscape design guidelines applicable to all projects. Vegetation removal guidelines and their relationship with NPO vegetation removal findings are described in the third section. The last section covers special constraint area guideline topics.

SECTION 1 Landscape and Irrigation Plan Applicability, Licensing and Submittal Requirements

2.1.1 Landscape Plans

A. **Applicability**

1. **Commercial, Industrial, Institutional, or Multi-Family Structure.** All new development projects which propose new structures require landscape plans. Complete demolition of an existing structure which involves construction of a new structure requires a landscape plan for the altered site.

2. **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites may require landscape plans when:

   a. Existing landscaped areas are proposed for removal or alteration and/or

   b. New landscaping improvements are proposed.

3. **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information, at the HLC's discretion.

4. **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:

   a. When a proposed improvement involves a historic, archaeological, or environmental resource or hazard, and/or

   b. To lessen potential project impacts to public scenic views.

5. **Planning Commission Projects.** A Landscape Plan is required for projects subject to Planning Commission review, unless waived.

6. **New Single-Family Residential Unit.** A landscape plan is required for all new single-family residential units.

7. **Single-Family Residential Property Projects with Terracing Components.** Landscape plans are required where terracing projects occur in the hillside area. The plans are required to ensure fire hazard landscaping issues are addressed and to stabilize and beautify graded areas.

B. **Proposed Landscaping Shown on Site Plans.** Minor projects, small parking area landscaping or landscaping that is not visible to the public may be exempt from providing a formal separate landscape plan as determined by the HLC. In these instances, proposed landscaping may be shown on the site plan rather than on a separate landscape plan.

C. **Plan Contents.** Landscape plans must be submitted prior to the HLC project design approval hearing. See the Planning and Zoning Counter handout "Landscape Plan Requirements" for required landscape plan contents.

2.1.2 Plan Preparation Licensing Requirement

A. **General Licensing Requirement.** Pursuant to Business and Professions Code §5641, the preparation of landscape and/or irrigation plans for all commercial, industrial, institutional and multi-family projects must be executed and stamped by a licensed landscape architect or by one of the following licensed or registered professionals:

- architect
- engineer
- land surveyor
- landscape contractor who is contracted to install the landscaping

Property owners may also prepare their own landscape plans. Additionally, property owners or irrigation consultants may prepare irrigation plans per Business and Professions Code §5641.6. However, the HLC may recommend that a property owner hire a licensed landscape architect or engineer to prepare landscape or irrigation plans for projects in the following circumstances:

1. Any landscape or irrigation plan submittal is determined inadequate or otherwise does not meet minimum review standards.
2. The proposed project involves extensive grading, revegetation or improvements with unique or sensitive habitats or environments.
3. The project requires a drainage plan. For example, drainage plans are sometimes required for Storm Water Management Plan compliance.

B. **Single Family Residence Licensing Requirement**

1. **No License Required.** In general, in the following circumstances, landscape and/or irrigation plans may be prepared by an unlicensed person.

   a. **Concept Review Plans.** Per Business and Professions Code §5641, no license is required to prepare landscape plans for projects for conceptual design and placement of tangible objects and landscape features or plans, drawings and specifications for the selection, placement or use of plants for a single family dwelling.

   b. **Final Plans - General.** Per Business and Professions Code §5641, plans presented for final approval which do not require grading or drainage plans may be prepared by unlicensed persons.

   c. **Plans for Own Property.** Per Business and Professions Code §5641, any person may prepare conceptual or final plans for any landscape project on a property they own.

   d. **Irrigation Plans.** Property owners or irrigation consultants may prepare irrigation plans per State Business and Professions Code §5641.6.

   e. **Advisories.** The HLC may recommend, but may not require, that an applicant hire a licensed landscape architect to prepare plans for projects in the following circumstances:

      i. The plan submittals are determined inadequate or otherwise do not meet minimum review standards; or

      ii. The proposed project involves extensive revegetation or improvements with unique or sensitive habitats or environments.

2. **License Required: Final Grading and Drainage Plans.** Per Business and Professions Code §5641, only a licensed landscape architect, registered or licensed engineer, architect, land surveyor; or landscape contractor who is contracted to install the landscaping may prepare construction documents, details or specifications for the tangible objects or landscape features, and alteration of site requiring grading and drainage plans. Property owners preparing plans for their own property are exempted from the licensing requirement by Business and Professions Code §5641.1.

SECTION 2 General Guidelines

Landscaping is considered an integral part of a project's design. Landscaping can enhance the City's natural beauty and complement new development as well as provide neighborhood cohesiveness. Landscaping embellishes and enhances new construction. Landscape plans should reflect consideration of overall site aesthetics. However, avoid using landscaping to correct problems of design, privacy or bulk. The architecture of a building should be of sufficient aesthetic quality to stand alone, regardless of potential landscape changes over time. Landscaping improvements should:

- complement architecture;
- provide outdoor privacy areas;
- provide screening for undesirable views;
- provide usable and functional open space; and
- use appropriate water-wise plants, limited turf, and efficient irrigation design principles.

The following general guidelines apply to all types of landscaping proposals:

2.2.1 **Site Layout and Massing.** Landscape massing refers to plant material that creates an appearance of substantial vegetation. The landscape plan should balance plant material and hardscape site elements such as walkways and walls.

A. **Lot Landscape Coverage.** Landscape massing shall provide for a generous overall percentage of plant landscaping in relation to the site and lot hardscape. Paved areas should be minimized and planting areas maximized.

B. **Unit Screening.** Where appropriate, consider screening plants, such as hedges, to create privacy between units. Special care should be taken to ensure that mature hedge heights and sizes will fit the space and ensure that only a minimal amount of pruning will be necessary for maintenance. Hedges shall comply with SBMC §28.87.170.

C. **Compatibility.** Landscaping visible from the street should be compatible with the surrounding neighborhood in plant type and scale. Site elements such as walls, steps, fences, etc. should be compatible with neighborhood elements in scale, color and materials.

D. **Trees for Shade and Weather Protection.** Canopy, skyline, and specimen trees shall be provided for shade and weather protection.

2.2.2 **Plant Selection.** Plant selection for the landscape plan should consider principles of sustainable landscaping and be sensitive to the elements described below.

A. **Blending with Existing Vegetation.** Blend the type, coloring, size, and height of proposed vegetation into existing vegetation.

B. **Growth.** Consider appropriate plant selection and location to:

1. Reduce the potential for normal plant material growth to significantly block an adjacent property's primary scenic view or sunlight (solar access), and/or;
2. Achieve privacy screening and produce a desired aesthetic result. Select plants that can grow to the necessary screening height without having to be pruned;
3. Ensure vegetation scale consistent with public view preservation called for in the Coastal Plan and General Plan (e.g., Land Use Element City Scenic Routes).

C. **Adaptability.** Emphasis shall be placed on the concept of "Right Plant/Right Place." Select plants that are naturally adapted to the growing conditions of the site such as soil type, slope, climate tolerance, space limitations, etc.

D. **Native and Mediterranean Plants.** Use native plants whenever possible. Where non-native species are used, emphasize plants from other Mediterranean climate regions.

E. **Fire Retardant Landscaping.** Use fire retardant landscaping where possible. See Section 2.4.3 High Fire Hazard Area Landscape Design and Appendix B for information about High Fire Hazard Area landscaping requirements. A list of plants which are highly flammable and should not be planted in the High Fire Hazard Area is included in Appendix B.

F. **Invasive Plants.** Avoid invasive plant use, especially in, or adjacent to, environmentally sensitive habitat areas. Carefully select plants to avoid species that might migrate from the landscape and become "weeds." (Refer to Appendix C List of Invasive Plants, derived from a list published by the California Exotic Pest Plant Council.)

G. **Plant Spacing and Height.** Space plants according to their mature size, allowing for plant maturation without crowding or root damage. Consider mature plant height to avoid unnecessary pruning and hedging, especially under windows and eaves of structures and along property lines.

H. **Group by Plant Needs.** Plants with similar cultivation, watering and sun/shade requirements should be grouped together into hydrozones and designated to separate appropriate valve types, per SBMC §22.080.020.

I. **Limit Turf.** Use turf only in areas where appropriate for recreational uses. Adhere to turf reduction percentage requirements in SBMC §22.080.020. Consider lawn alternative species.

J. **Natural Plants.** Plant landscaping should consist of real plants. Artificial plastic plants or the use of synthetic turf is not allowed in parkways or publicly visible locations. The use of synthetic turf may be approved at other less visible areas but is generally discouraged.

2.2.3 **Sustainability Principles.** Guidelines throughout this document support sustainable principles. Landscape and irrigation system design should reflect consideration of sustainable landscaping principles and be sensitive to elements described below. Also, see the additional sustainability concepts in Special Area Guidelines in this Part 2 Section 4.

A. **Preserve Existing Vegetation.** Preserve existing vegetation and significant trees as much as possible (see Part 2 Section 3, Tree and Vegetation Preservation).

B. **Natural Features and Graded Areas.** Avoid unnecessary grading and removal of soil. Protect existing natural features and re-vegetate graded areas as soon as possible.

C. **Climate Buffering.** Use landscaping to control sun and wind. For example, the use of deciduous trees and/or vines on the south sides of buildings can provide passive heat in the winter and cooling in the summer.

D. **Erosion-Prone Areas.** Consistent with the Seismic Safety Element, species that add weight to a hillside (such as ice plant) shall be avoided on steep hillsides or adjacent to bluff top areas susceptible to erosion. Deep-rooted species that assist in stabilizing slopes and control erosion are encouraged.

E. **Water Efficiency.** Water-efficient landscaping is mandatory per SBMC §22.80.020. Landscaping and irrigation shall be planned with consideration for water conservation through use of water-wise plant species, water-efficient irrigation systems and other methods listed in SBMC §22.80.020, including using drip irrigation and mulching and designing irrigation to minimize runoff .

F. **Reducing Runoff.** Plant species that require significant watering (such as turf) shall be avoided on steep hillsides or narrow pathways, planters and parkways. Such areas are difficult to irrigate without significant runoff. Note the requirements in SBMC §22.80.020

G. **Irrigation.** Use water-efficient irrigation systems, including drip irrigation, micro sprayers, bubbler and rotating spray nozzles. Use smart irrigation controllers and rain sensors. Note the requirements in SBMC §22.80.020

H. **Waste Minimization.** Sustainable landscape planning that protects the environment by using minimal resources and creating minimal waste is encouraged.

I. **Stormwater Management.** Santa Barbara neighborhoods most commonly drain to local creeks, which then flow to the ocean. Non-point source pollution such as pesticides and fertilizers from lawns, heavy metals from driveways and pet waste pose a significant threat to the quality of life on our beaches and streams. Stormwater should be viewed as a resource with environmental and educational significance that can give unique character to neighborhood landscapes. Bioswales, infiltration areas, vegetated filter strips, porous paving, rainwater cisterns, and rainwater gardens should be incorporated into site design to allow biofiltration of sediment and pollutants, to slow down potentially damaging flows, and to increase the presence of nature within the community. These measures are very attractive, low tech, low cost, low maintenance and provide significant benefits to our environment. Appropriate choice of plantings and irrigation for the site helps reduce urban runoff and the subsequent non-point source pollution.

J. **On-Site Water Retention and Natural Drainage.** Use methods to retain water on the site to recharge groundwater and to use for future watering (e.g., cisterns). Design landscaping to enhance natural drainage and biofiltration of pollutants through the use of bioswales, detention basins and other techniques.

K. **Permeability and Percolation.** Use urban runoff/pollution control Best Management Practices to maximize the permeability of sites and on-site percolation of runoff. For example, design projects to minimize paved areas, collect runoff on-site, or maximize hardscape area permeability with brick or pavers on sand.

L. **Drainage Flow.** Use natural watercourses, earth swales, v-ditches, drywells and water dissipation devices to enhance drainage flow on and through the site.

2.2.4 **Street and Driveway Design.** Street and driveway designs should utilize the following design concepts.

A. **Grading, Exposed Excavations and Retaining Walls.** Design streets or driveways to limit grading quantities and steep, exposed excavations and avoid the use of retaining walls where possible.

B. **Street and Driveway Widths.** Limit street and driveway widths to reduce paving quantity and encourage slower vehicle speeds, while providing adequate access. Consider the use of ribbon driveways, pavers and other materials that decrease the amount of pavement and increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.

C. **Garage Orientation.** Where possible, orient driveways and garages to be street-friendly, so that garage or carport openings are not facing directly onto streets.

D. **Sidewalk Widths.** Provide street sidewalk widths that allow for landscaped parkways to buffer pedestrians from street traffic where feasible.

E. **Street Trees.** City street trees should be incorporated into a project when none exist and/or at locations recommended by the HLC or City Arborist and the Street Tree Master Plan. Any street tree removal is subject to Park Commission approval.

F. **Street Tile.** Refer to the City of Santa Barbara Paver Surfaces and Transitions Guidelines. The guidelines have been developed by the City under the auspices of the Access Advisory Committee to Staff, the Architectural Board of Review, and the HLC. The guidelines are intended to facilitate the Design Review process, in consideration of City discretionary standards and in conjunction with the California Title 24 Accessibility requirements.

G. **Plants and Irrigation in Parkways.** Water-wise plants are required and turf is prohibited in parkways. Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff. See the City's list of recommended plants for parkways.

2.2.5 **Parking Lots.** Parking lot designs for commercial, industrial, institutional, or multi-family residential developments are required to provide attractive and durable screening for adjoining areas (SBMC §28.90.050). Canopy trees provide important benefits in parking lots, such as producing shade, moderating the heat absorbed by asphalt, and reducing air pollution from parked cars. The HLC is charged with enhancing parking lot designs to offset utilitarian appearances. The following standards apply to all parking areas, parking lots, and automobile service station/mini-market designs. Please note paving standards are also included in Sections 1.3.1 and 1.3.2.C.

A. **Perimeter Planter Requirements.** SBMC §28.90.050.3 contains perimeter planter requirements. The Code also provides the HLC with the ability to reduce or waive the requirements where alternative landscaping and designs proposed are equally effective in meeting the ordinance intent. In accordance with the ordinance, the HLC will consider whether a landscape planter waiver can be granted in the following circumstances:

1. Unique lot or existing building configurations will not allow a full parking area with five (5) foot wide planters; or,
2. Where an existing building precludes a driveway with full-sized planters; or
3. The project entrance is enhanced with an effective landscape screen, screen walls, decorative paving, significant architectural elements and/or skyline trees; or
4. Significant landscaping is proposed on other portions of the site so the plan maximizes landscaping within the parking area and/or throughout the project.

B. **Plant Types.** Planting shall consist of trees, shrubs and ground cover. Water-wise plant use is required, as is flowering vine use on fences and walls. No turf is allowed.

C. **Shade and Greenery.** Use canopy trees in the interior of surface parking lots to provide shade and greenery. SBMC §28.90.050.3 requires a ratio of trees to parking spaces. Beyond this requirement, providing tree canopy coverage to result in at least 50% of the total paved area to be shaded within fifteen (15) years is recommended. (Refer to List of Recommended Parking Lot Canopy Trees-Appendix D).

D. **Vertical Clearance.** Mature tree canopies should have a vertical clearance of fifteen (15) feet in order to accommodate lighting fixtures. Lighting fixtures should be lower than mature canopy trees. (Comply with Outdoor Lighting Design Guidelines).

E. **Pavement Minimization.** Consider variable materials to reduce the appearance of substantial paving and to increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.

F. **Irrigation.** Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff.

SECTION 3 Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects

The following guidelines are applied to Commercial/Industrial and Multi-Family Residential projects as specified below in addition to the Part I General Guidelines Section 2 of this document.

2.3.1 **Commercial/Industrial/Institutional.** Landscape planning in commercial and industrial areas of the City should have a different emphasis than residential areas. The focus in commercial/industrial areas should be on streetscape, driveway areas and parking lots. Mixed-use developments should consider goals from both commercial and residential landscape design guidelines. Large pavement areas, such as driveways and parking areas, should be embellished through material variation and/or pedestrian walkway delineation.

2.3.2 **Multi-Family Residential.** Exceptional landscape plans for multi-family residential developments are important due to the dense nature of these projects. The following guidelines are specific to proposed multi-family residential landscape plans.

A. **Outdoor Living Space Area.** Designs should attempt to maximize the open yard area for each new dwelling unit, providing real usable outdoor living space, with special emphasis on safe, usable play areas for children. Consideration will be given for small or alternative landscaping designs for highly urban areas.

B. **Outdoor Living Space Design.** Outdoor living area designs should have functional areas relating to site, solar access, and floor plans.

C. **Pavement.** Vary paving materials to create interest and to delineate circulation within the ground plane, including separation between pedestrian and vehicular access.

D. **Habitat Enhancement.** Use habitat-enhancing trees and shrubs.

E. **Plants for Building Edges.** Use vines and espaliered plants to soften building edges.

F. **Screening.** Design the site to screen unsightly elements (e.g., carports, parking stalls, trash areas).

G. **Maintenance.** Projects must be maintainable and sustainable.

H. **Minimize Green Waste**. Select plant species whose mature size is appropriate for the area planted to minimize pruning. Prune for health, not for size reduction or invasion control.

I. **Landscape Protection.** Protect landscaped areas from vehicular and pedestrian encroachment with raised planting surfaces or curbs. Concrete step areas or stepping-stones should be provided in landscape planters adjacent to parking spaces.

2.3.3 **Two-Family (R-2) Zone**

Two-family (R-2) Zone projects are subject to the following guidelines. These projects should also be designed with special consideration for consistency with Street and Driveway Guideline 2.4.B, above.

A. **Street Presence.** Street presence is an important consideration. When required private outdoor living space is provided in the front yard, avoid high hedges and/or solid walls.

B. **Open Yard Area Landscaping.** The required 600 square foot open yard area should include landscaping (e.g. trees and plant materials).

C. **Pavement Minimization.** Consider the great value in minimizing pavement to the fullest extent possible and including pervious surfaces.

SECTION 4 Tree and Vegetation Preservation

2.4.1 **Trees Introduction.** Development should be sensitive to existing mature trees as they are a valued community resource. The HLC's goal is to prevent unnecessary tree removal. Mature trees should be integrated into project design rather than removed. All feasible options should be exhausted prior to tree removal. Preservation and protection of significant trees is a primary goal of a landscape design.

2.4.2 **Projects Proposing Tree Removal**. If existing tree preservation is not possible, tree loss may result in required tree replacement(s) or possible project denial.

B. **Considerations When Acting Upon Tree Removal Requests.** The HLC considers the following in acting upon a tree removal request:

1. Whether such tree is designated as an historic or specimen tree;
2. The potential size of the tree in relation to the size of the lot or building site and the size of the proposed or existing improvements;
3. The number and size of other trees which would remain upon the building site after the requested removal;

4. The number and location of adjacent trees on City property and the possibility of maintaining desirable tree density in the area through additional planting on City property;
5. Any beneficial effects upon adjacent trees to be expected from the proposed removal;
6. Whether the tree sought to be removed was planted by or with the permission of the applicant or the applicant's co-tenant at the time such tree was planted.
7. The condition and structure of the tree and the potential for proper tree growth and development of the tree canopy.

2.4.3 **General Tree Replacement Standards.** Trees four (4) inches in diameter or greater at four feet six inches (4'6") above grade in height removed shall be replaced on site on a minimum one-to-one basis, unless an alternative replacement ratio is deemed necessary as part of the environmental review process. The standard required mitigation for tree loss is a 3:1 ratio replacement. This standard can also be increased up to 10:1 depending on the type of tree removed, lot size, and size and expected survival rate of replacement trees.

The appropriate replacement size shall be determined through the environmental review process in conjunction with HLC review depending on the size and biological value of the tree and on-site conditions. (See Tree Protection and Replacement Standards, below).

2.4.4 **Tree Protection and Replacement Standards.**
Consistent with Conservation Element Visual Resources Policy 4.0 and Biological Resource Policy 4.0, efforts shall be made to preserve trees, in particular, native trees, including oak trees, and specimen trees are subject to the following guidelines:

A. **Earth Disturbance Prohibitions.** No earth disturbance is allowed in the circular area one-third the distance of the overall canopy/dripline as measured from the trunk. (For example, if the tree canopy is 30 feet, no work can be done in the first 10 feet from the outside edge of the trunk in all directions.) In other areas under the canopy/dripline, earth may only be disturbed with hand tools.

B. **Arborist's Report.** Any work within the general vicinity of the dripline of a tree may require an Arborist's Report. If an Arborist's Report is required, the HLC may defer to the report's recommendations.

C. **Paving.** Paving and other non-permeable surface encroachment under native and specimen tree canopy/driplines should be minimized. For oak trees, no paving is allowed under the canopy due to their sensitivity to paving. If paving or other non-permeable surfaces encroach within a canopy, no more than 25% of the total area beneath the canopy/dripline can be covered and paving may only be placed by hand or with hand tools.

D. **Distance from Structures.** The edge of the mature native or specimen tree canopy/dripline should remain a minimum of five (5) feet from all new structures.

E. **Protection Notes.** Proposed projects which may impact existing native or specimen trees are required to submit Tree Protection notes as part of the final landscape submittal. Notes shall be located on all site and/or grading plans.

F. **Replacement Dimensions.** If it is determined that a native or specimen tree is to be removed, the diameter of the required replacement tree(s) will be equal to or greater than one-quarter the diameter of the existing tree (e.g., a 12-inch-diameter oak will be replaced with one measuring no less than 3 inches). Smaller tree replacement sizes than this formula may be specified in some cases to ensure replacement tree availability.

2.4.5 **Tree Removal Permits** Tree removal permit requirements are summarized as follows:

A. **HLC Review and a Community Development Department Tree Removal and Landscape Plan Permit** (CDD permit) is required to:

a. Remove a front setback tree (as defined in SBMC §15.24.010).

b. Remove a parking lot tree (as defined in SBMC §15.24.010).

c. Remove a tree that is part of approved landscaping.

d. Cut or remove a tree in a way that is an exterior change or modification affecting the exterior visual qualities of a property (see SBMC §22.22).

B. **A Parks and Recreation Commission Tree Permit** (PRC Permit) is required to remove or replace:

a. Designated historic or specimen trees (as defined in SBMC §15.24.010).

b. Parkway Trees (as defined in SBMC §15.20.020).

Tree Removal Permits Exception: Dead, diseased or hazardous trees, except parkway trees, may be removed without a PRC Permit or CDD permit (see SBMC Chapter §15.24 for specific requirements). However, where the removal of a tree will significantly affect the exterior visual qualities of a lot, the Parks and Recreation Director or the Community Development Director may require a subsequent tree replacement approved by the HLC with a CDD permit within 30 days. If the tree replacement is substantially similar to the tree to be replaced, as defined in 2.4.6.B, then HLC review is not required for the replacement tree. If the tree is not substantially similar to the tree to be replaced, then a permit and review for the replacement tree is required.

2.4.6 **Definitions**

A. **Original Planting Purpose:** The function or purpose of a tree or plant(s) on an approved landscape plan, sometimes explicitly stated, sometimes not. Example tree or planting purposes can include: privacy protection, insurance of sun access, shade provision, visual framing of a building, style consistency, visual interest, historic preservation, erosion control, appropriate species near a biologically sensitive area, etc.

B. **Substantially Similar Tree or Landscaping Replacement:**

1. The tree or landscaping is the same species of tree or plant(s) as the tree or landscaping being replaced, the same or larger size of tree or plant(s) as indicated on the approved landscape plan, and the replacement tree or landscaping complies with current regulations related to appropriate trees or landscaping. The replacement tree planting size must be at least as large as the approved landscape plan tree or plant(s) planting size, and always a

minimum of five gallon planting containers for trees.

OR

2. The tree or landscaping to be replaced is different from the approved landscape plan planting species and the proposed species meets the following four criteria a., b., c. and d.:
   a. Characteristics of the proposed replacement tree or plant(s) continue to achieve the original planting purpose, as defined in 2.4.6.A, through the following tree or plant aspects:
      i. height (at present and maturity)
      ii. canopy (at present and maturity)
      iii. general branching characteristics,
      iv. nature of the foliage
      v. flowering characteristics (frequency, color, etc.)
      vi. drought tolerance
      vii. water conservation of the existing plant or tree and the proposed replacement plant or tree
      viii. biological compatibility with any surrounding biologically sensitive areas
      ix. size of tree or plant(s) and their root structure at planting (must be at least as large as the approved landscape plan tree or plant(s), and if planting size is not indicated, then at least 5 gallons.)
   b. Measurement of trees proposed for removal are less than 12” in diameter at 4’6” above the ground and less than 20’ tall because the extreme difference in size between a tree larger than this and the size of a typical new tree planting could not be considered substantially similar.
   c. Complies with codes applicable to the proposed tree or plant(s) removal or replacements, including:
      i. Automobile setback parking requirements (SBMC §28.90.001.H);
      ii. Parking in front yard requirements (SBMC §28.90.001.I);
      iii. Uncovered parking space requirements (SBMC §28.90.100.G);
      iv. Landscape water conservation requirements (SBMC §22.80);
      v. The replacement does not create water waste from plumbing and irrigation systems (SBMC §14.20);
      vi. Storm Water Management Program (State Water Resources Control Board Water Quality Order 2003-0005-DWQ, City of SB SWMP);
      vii. High Fire Hazard Area requirements (SBMC §8.04.020);
      viii. Solar Shade Control Act regarding protection of existing solar energy systems from shade caused by neighbors. (California Public Resources Code Sections §25980-25986).
   d. The replacement avoids introducing new biological issues:

i. The replacement does not introduce non-native species in an area where native species are predominate.

ii. Replacement does not occur within 50 feet from the top of a coastal bluff per California Coastal Commission regulations.

iii. Replacement does not occur within 50 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined.

iv. Replacement does not occur within an area of 30% slope or greater.

v. The replacement does not introduce an invasive or noxious species as defined in Appendix C of these design guidelines or California Codes 7206, 7207, 7501.

vi. No native landscaping is to be removed.

2.4.7 **Landscape Protections. HLC review and a CDD permit** is required for the following:

1. Alteration of a natural feature that results in an exterior change that affects the exterior visual qualities of the property in a publicly visible location.
2. An alteration to approved landscaping.

Exception: Substantially Similar Replacements. A permit is not required for the replacement of approved landscaping or other improvements as long as the approved landscaping or other improvements are replaced with landscaping or other improvements that are “substantially similar” (as defined in these guidelines in section 2.4.6.B).

2.4.8 **Vegetation Removal and Neighborhood Preservation Ordinance (NPO).** There are specific vegetation removal types and quantities that may require a vegetation removal permit and HLC review. For example, the Fire Department requires weed abatement in specific areas of the City; a vegetation removal permit may be required for some forms of weed abatement. Please refer to SBMC Chapter §22.10 for exemption categories.

NPO findings are made for appropriate grading and for native tree protection on hillsides. The HLC strongly encourages native vegetation preservation. HLC NPO findings must be made for a project design approval.

SECTION 5 Special Areas

2.5.1 **Hillside Residential Landscape Design.** Landscaping in hillside areas should be sensitive to the community's view of the new development, as well as the view from the subject property. Plantings should soften the appearance of new building, major addition, and retaining wall project components. The following guidelines are specific to hillside areas of the City.

A. **Appearance.** Landscaping should visually diminish the mass of structures as viewed from the community. Plantings should be selected from a palette of California native plants or Mediterranean plants that blend into the hillside and frame views. Plantings should not distract from the natural hillside profile. For example, palm tree installation would be discouraged, especially along ridgelines. Also, brightly colored flowers such as begonias planted to cover large areas of publicly visible fences and walls would be discouraged because they contrast with the surrounding hillside when viewed from a distance.

B. **Natural Surroundings.** Oak woodlands, steep slopes, bluffs, creeks, watersheds, or other native habitats should be evaluated by a biologist, arborist, or landscape architect to determine the appropriate landscape plant selection and maintenance to minimize negative effects on natural areas.

C. **Grading.** Grading should be minimized.

D. **Slope Failure.** In the event of slope failure, a soils engineer, geologist or landscape architect may be required to recommend appropriate mitigation for plantings and/or irrigation installation as well as erosion control measures.

E. **Erosion Control Measures.** Erosion control measures should also be included on hillside landscape plans. Also, refer to the Seismic Safety Element Landslides Hazard Reduction recommendations section.

2.5.2 **Creeks, Water Courses and Wetlands.** Projects near creeks, water courses and wetlands are subject to the following guidelines. These projects should also be designed with special consideration for consistency with the Sustainability Principles outlined in Section 2.2.2.

A. **Degradation Prohibition.** Development in and adjacent to creeks shall not degrade the creeks or their riparian environments. Where existing creeks, watercourses, and/or wetlands provide a natural environment, avoid removal of these environments.

B. **Native Plant Species.** Protect, maintain, enhance, and/or restore native plant species and vegetation in areas along natural creeks, watercourses and wetlands.

C. **Expert Use.** Consult a licensed landscape architect and/or biologist to provide recommendations and/or specifications to plant, protect or revegetate a site. In many cases, a biologist will be required to participate in the development of restoration and/or revegetation plans.

D. **Immediately Adjacent Landscaping.** Only native, non-invasive vegetation shall be planted immediately adjacent to creeks, watercourses and wetlands. Also, see Conservation Element and Local Coastal Plan direction regarding development on bluffs.

E. **Buffer Landscaping.** Vegetative buffers shall be provided between natural areas and developed or high-use areas. Buffer vegetation should be native, but may include non-native vegetation if it is non-invasive.

2.5.3 High Fire Hazard Area Landscape Design

A. **Defensible Space.** Meet defensible space requirements around structures as required by the Fire Code, consistent with Fire Department High Fire Hazard Area Landscape Design Guidelines. The guidelines specify drought-tolerant, fire-resistant plants and plant placement to reduce wildfire hazards. Please consult with the Fire Department's Wildland Fire Specialist.

B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation must be used for major cut and fill slope landscaping where development occurs on hillsides. Within vegetation management areas as identified in the Wildland Fire Plan (Community Fuel Treatment Area and Vegetation Management Units) vegetation shall be designed to reduce the amount of flammable vegetation. Please consult with the Fire Department's Wildland Fire Specialist.

PART III

MEETING PROCEDURES

SECTION 1 Introduction, Interpretation and Application

The Historic Landmarks Commission (HLC) Meeting Procedures provide direction to HLC members and the public as a whole. Nothing herein shall be interpreted in a manner contrary to the requirements of State law or the Municipal Code and in the event of a conflict between the requirements of State law or the Municipal Code and these Guidelines, State law or the Municipal Code shall prevail. Staff will make periodic updates to the HLC General Design Guidelines & Meeting Procedures to implement preferred procedures and guidelines and reflect changes in the regulatory environment.

SECTION 2 General Information and Procedures

3.2.1 General Information

A. **Meeting Dates and Location.** The full Commission HLC meetings occur every other Wednesday beginning at 1:30 P.M. in the David Gebhard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California. The HLC meetings may be televised live on the local Government Access channel. Agenda items are scheduled as time-certain with the final item usually scheduled for no later than 6:00 P.M. Please note changes may occur to the meeting agendas due to postponement of items as described in Section 3.2.7.B.

If a holiday falls on Wednesday, meetings will be held on the following day or at the discretion of the Commission. The consent calendar review occurs at 11:00 A.M. on the same day and it is also held in the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, California.

Occasionally there is a need to cancel a regular meeting or to hold a special meeting. Dates and times of such meetings shall be posted in the usual manner as specified in Item 3.2.1.E “Notice and Posting.”

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please contact the Planning Division at (805) 564-5470. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.

B. **Applications and Filing.** Application instructions are available at the Community Development Department/Planning and Zoning Counter at 630 Garden Street and online. Business hours are 8:30 A.M. to 4:30 P.M., Monday through Thursday and every other Friday. For a current list of office hours and a schedule of Friday closures, please visit the City's website at www.SantaBarbaraCA.gov, or call (805) 963-0611.

Applications are accepted for the next available agenda based on a first-come first-served basis. Applications will be date-stamped and submittal times are logged to assist Staff in determining project priority. Projects requiring a noticed hearing will be scheduled accordingly after an application is received. For example, approximately two and one-half weeks is needed to schedule a project that requires a noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues shall not be placed on an agenda. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment, and number of items submitted.

C. **Licensing Advisory.** The Business and Professions Code of the State of California and the Municipal Code of the city of Santa Barbara restrict preparation of plans for certain project types to licensed professionals. Applicants are encouraged to consult with Building and Safety or Planning Staff to verify licensing requirements for their specific projects.

Unlicensed persons are limited to the preparation of HLC plans for:

1. Single or multiple family dwellings not to exceed four (4) units per lot, of wood frame construction, and not more than two stories and basement in height;
2. Non-structural changes to storefronts; and,
3. Landscaping for single-family dwellings. See additional information regarding landscape plan licensing advisories in Part II of these Guidelines.

D. **Application Completeness.** Due to the high volume of projects that require HLC review, it is important for applicants to submit complete applications. (Please refer to the handout available at the Planning and Zoning Counter entitled "Design Review Submittal Packet," which describes the elements of a complete application.) Failure to submit a complete application may result in Planning Staff refusing to accept the application at the counter or the inability to place a project item on the next available agenda. The HLC may deem an application incomplete, for example, if the application submittal lacks sufficient photographs or does not provide required information.

E. **Notice and Posting.** Both the regular agenda and consent calendar are posted for public review on the outdoor bulletin board at 630 Garden Street adjacent to the David Gebhard Public Meeting Room, and in the public counter area at 630 Garden Street. Agendas and minutes are also available on the Community Development Department's website at www.santabarbaraca.gov/HLC.

F. **Fees.** Fees are based on the size, scope, and type of project proposed. Staff will determine appropriate application fees based on the current fee resolution adopted by the City Council. Staff at the Planning and Zoning Counter can provide the most recent information, and the fee schedule is available on-line at: www.santabarbaraca.gov/Resident/Home/Forms/planning.htm

G. **Staff Contact**

Community Development Department
Planning Division
630 Garden Street
Phone: (805) 564-5470 Fax: (805) 897-1904
Website: www.santabarbaraca.gov
e-mail: HLCSecretary@santabarbaraca.gov
or Planning Technician, in the following format:
FirstInitialLastName@santabarbaraca.gov

3.2.2 **Agenda Organization.** Agendas for a meeting are organized on an approximate "time certain" basis. The following agenda order usually applies. However, the agenda times are subject to change in that an item may be heard either earlier or later than noted in the approximate schedule due to continuances or postponements of agenda items. It is recommended that people arrive at least 15 minutes before the approximate time for their item of interest because the actual timing of items is subject to change based on the length of other agenda items.

Instructions for the HLC regarding the review level that may take place for the project are indicated in bold face letters in parentheses under each project description.

A. **General Business**

1. Public Comment
2. Approval of minutes
3. Consent Calendar
4. Announcements
   a. Staff Announcements such as requests by applicants for continuances and withdrawals, and future agenda items
   b. Commissioner Announcements

B. **Subcommittee Reports**: Standing and Ad Hoc Subcommittees. These reports are brief announcements, and do not involve general HLC discussion or actions. If members wish to discuss the substance of a subcommittee report, members must request that staff properly agendize the topic under “Discussion Items” at a future meeting of the HLC.

C. **Discussion Items**

D. **Cultural Resource Studies**

E. **Appeals:** Sign and Consent Calendar appeals.

F. **Concept Review (continued items first, followed by new items)**

G. **Project Design Approval (continued items first, followed by new items)**

H. **In-Progress Review**

I. **Final Approval - Details (continued items first, followed by new items)**

J. **Review After Final Approval**

3.2.3 Notices

A. **Consent and Full Commission Items.** Some projects require a noticed hearing before the HLC. When a noticed hearing is required, written notice of the hearing is mailed to the applicant, the owner of any lot within 300 feet of the project and interested parties in the City database. In addition, a "Notice of Development" sign is posted on the site of the proposed project. For single-family residence projects, "door to door" flier noticing must be given to residents on the 10 closest lots. If a project requires another land use decision by the City Council, Planning Commission, or Staff Hearing Officer, the notice for the first Design Review hearing shall comply with the notice requirements for that hearing body. The purpose of these notices is to provide an early opportunity for adjacent property owners and occupants to comment on development proposals that may impact their property. (See SBMC §22.22.132 for the types of applications that require a noticed hearing and the specific noticing requirements).

If the Community Development Director or appointed representative determines that plan substitutions constitute a substantial change from the previously noticed plan (including, but not limited to, changes to the project's, size, bulk, scale, form, or design), the Community Development Director or appointed representative may require the project to be re-noticed for another public hearing. The Community Development Director or appointed representative may also require an additional noticing fee to be paid by the applicant in these cases.

B. **Pre-HLC Review Applicant Workshop.** Single family home project proposals in excess of 100% of the maximum FAR specified in the Municipal Code are required to have a workshop prior to the first HLC hearing for the project. The applicant is required to invite all property owners within 100 feet of the project to a workshop held at least 10 days after the workshop invitation is mailed. The workshop invitation must include a description of the proposed project. A workshop invitation must also be mailed to the City Planning Division to the attention of the HLC Planning Technician. The applicant must show plans and a project description at the workshop and listen to any neighbor concerns. The applicant is responsible for summarizing the workshop results to the HLC at the first Concept Review hearing.

3.2.4 Project Presentation/Plan Substitution

A. **Plan Presentation.** All levels of review, with the exception of the consent calendar, require the presentation of the project by the applicant or the applicant's representative. If no one is available to present an item on behalf of the applicant, the agenda item shall be continued indefinitely. The applicant or the applicant's representative will be responsible for rescheduling the project. Applicants may always submit additional information, architectural details, or notes on additional plan sheets at the hearing when the additional information is consistent with the agendized project (the plans submitted at the time the project was agendized).

B. **Plan Substitution.** Plans originally submitted and filed for a particular meeting or review are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. This policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below. Plans may not be substituted at the first mailed noticed Concept Review Hearing or when a project design or final approval is being requested.

Plans may be substituted at non-mailed notice concept or in-progress reviews if the following conditions have been met:

1. Proposed site plan does not have any changes that would require a Zoning Modification; and
2. Proposed building heights, site plans and elevations are substantially consistent with agendized plans; and
3. The project has the same level of zoning compliance as agendized plans; and
4. A completed Plan Substitution form is submitted to Staff. If the newly substituted plans are not substantially consistent with agendized plans, the new plans will be agendized for a future meeting.

3.2.5 Public Hearings and Public Comments

A. Official public hearings, whereby a mailed notice of a project has been sent to nearby property owners and other interested parties, will be announced by the Chair as an opportunity for public comment prior to HLC comment on plans. No more than one mailed notice public hearing is required to be held at the HLC on any particular development project unless the project has changed substantially from the original application. For agenda items which are not official mailed-notice public hearings, the Chair will invite members of the public, who have submitted request to speak forms, to speak on the items prior to HLC comment. For all agenda items, speakers who wish to comment on a project may be asked to limit their speaking time to no more than two minutes. The HLC may adjust the length of time each person speaks based on the number of people who wish to speak. In order to manage meeting length, Staff will generally limit the total number of mailed noticed public hearings scheduled per HLC meeting to no more than four.

B. The HLC recommends that interested neighbors work together either to organize their comments or to select one person to represent the neighborhood and speak on the group's behalf. The following examples of public comment types are appropriate:

- aesthetic issues
- design issues
- neighborhood compatibility
- compliance with the "Good Neighbor Guidelines"

Comments on topics that may not be within the HLC's purview, such as the following, are discouraged:

- site land use or zone designation
- project affordability

C. The HLC shall consider public comments directly related to aesthetic issues involving historic preservation, neighborhood compatibility, architecture and landscaping issues. The Commission may also consider neighborhood input regarding Neighborhood Preservation Ordinance compliance findings such as grading, tree removal and/or mass, bulk, and scale of the development. These general guidelines are in place to manage meeting duration each week.

3.2.6 **Review Levels.** See the HLC Checklist available at the Planning and Zoning Counter or the City's website for specific submittal requirements for each level of review.

A. **Concept Review**

1. Concept review is an informal review process during which no formal action is taken. Applicants are required to submit a complete site plan but encouraged to present project design sketches and/or conceptual drawings. HLC comments are made that give the applicant general directions for future review. Applicants are encouraged to respond to all HLC comments thoroughly in order to avoid more than two (2) concept reviews prior to Staff Hearing Officer or Planning Commission review, if possible.

2. The HLC may request a site visit or story poles to be placed at the site prior to taking action on the application. For single family homes, the HLC may also determine in Concept Review that additional submittals are required to help determine the project's consistency with Neighborhood Preservation Ordinance Findings

   (See Section 3.2.8.B for a list of the findings). Additional submittals are required when a single-family home project exceeds 85% of the maximum FAR, unless waived by the HLC.

3. Concept review considers broad issues such as site planning, general architectural style and the project's relationship to its site and neighborhood.

4. Concept review is required prior to any other City reviews (such as environmental review, Planning Commission, etc.), and before any formal action is taken by the HLC. Project design approval is not usually granted at a Concept Review level. Generally, an application should receive "positive comments" from the HLC prior to the project's placement on another review body's hearing agenda.

5. A concept review does not result in formal action and, therefore, may not be appealed.

6. The Commission may move a concept review item to a project design review level and give a project design or final approval if sufficient information has been provided and no other discretionary review is required.

B. **Planning Commission Comments.** SBMC Chapter §22.22 specifies that the HLC may refer projects which are highly visible to the public to the Planning Commission for comments prior to HLC's project design approval of a project.

C. **Project Design Approval**

1. Project design approval is occurs prior to preparation of working construction drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.
2. Project design approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial design project changes after project design approval will require a new project design approval.
3. All significant elements of the architectural appearance, landscaping and site/building orientation must be found consistent with applicable guidelines in order to receive approval at this level of review.
4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to project design approval.
5. For purposes of Government Code §65950, a project design approval shall be considered to be "approval" of the project by the HLC and concludes the discretionary phase of project review. It shall constitute the substantive HLC design approval of the project which is appealable; however, final approval of all details, including landscaping, is still required prior to issuance of building permits.

D. **In-Progress Review.** Applicants are encouraged to schedule an "in-progress review", which occurs after project design approval. If the HLC has expressed concern about a specific item (e.g. details, colors, etc.), the applicant may be requested to submit "in-progress" drawings to assure that the drawings are consistent with the project design approval.

E. **Final Approval.** Final approval of completed working construction drawings occurs prior to submittal for a building permit.

1. Final plans will be approved if they are in substantial conformance with the plans given project design approval. If the applicant proposes substantial changes to the plans after project design approval, a new project design approval will be required. All Planning Commission Conditions of Approval shall be included on the plans.

2. All details, color samples, door hardware, and exterior lighting fixtures shall be included for review. The "Design Review Final Approval Submittal Checklist" indicating sheet numbers where plan details are located within plan sets must be submitted with the final proposed details.
3. A final approval may be obtained subject to conditions that allow minor details to return on the consent calendar.

F. **Review After Final.** "Review after final" occurs when there is a proposed change to a project after final approval of the project has been granted. Plans submitted should include all information on drawings which reflect the proposed changes. If changes are not clearly delineated or shown, they cannot be construed as approved. Additional fees are charged for a "review after final approval". Any changes to a project for which "review after final approval" is requested shall be subject to a substantial conformance determination for conformance with the final approval.

G. **Consent Calendar.** The consent calendar is meant to expedite the review of minor projects. One HLC member who is assisted by Staff reviews the calendar. Applicants are advised to attend but are not required to attend or make a presentation of the project. A recommendation regarding each item on the calendar is made to the full HLC for action. Such recommendation is not final until acted upon at an HLC full Commission hearing. The HLC may take an item off the consent calendar to be considered by the Full HLC. The HLC may also direct some projects or portions of projects to the consent calendar for review. In addition, Staff has been delegated the discretion to place the following items on the consent calendar when appropriate:

1. General
   a. Minor door and window changes in existing facades if changes match the existing building.
   b. Additions of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture, and are not within public view.
   c. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
   d. Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
   e. Minor exterior or site changes such as awnings or color changes.
   f. Second or third time extensions for final approvals for minor projects.
2. Single Family Residential Projects
   a. Minor upper floor addition where the upper story already exists and the amount of proposed square footage is small.
   b. Any project within categories listed below under "Minor Single Family Residential Projects Eligible for Administrative Staff Approval."

H. **Minor Projects Eligible for Administrative Staff Approval.** Some minor design projects may be approved as a ministerial action by the **Community Development Director or appointed representative** without review by the HLC. The Community Development Director or appointed representative has the authority and discretion to refer any minor design project to the HLC if the project has the potential to have an adverse effect on the architectural integrity of the building, structure, or surrounding property. HLC Staff also may refer any projects which do not appear to comply with applicable design guidelines to the HLC consent calendar or full Commission. Projects eligible for Administrative Approval are listed in Part I "Architectural Design", Section 3 "Administrative Approval Standards" and must comply with applicable standards listed in the section.

I. **Construction Without Permit ("As-Built").** The HLC shall review as-built applications with the same degree of scrutiny and consideration afforded other proposed new projects utilizing the following criteria:

1. As-built work shall comply with all adopted design guidelines or be made to comply.
2. As-built work constructed or completed without benefit of review by the HLC may be subject to denial if the work is deemed unacceptable.
3. Materials used and construction quality shall be evaluated by the HLC when determining if the as-built work is acceptable as constructed.

3.2.7 Procedure for Continuances, Postponements, Referrals, and Absences

A. **Continuances.** A continuance is the carrying forward of an item under discussion to a future meeting. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, or (ii) by action of the HLC. Unless a continuance is necessary in order for the HLC to receive reports or other information, the HLC Chair may offer the applicant the option of agreeing to the continuance or requesting that the HLC give the project an up or down vote at the present meeting. A noticed hearing item may be continued without re-noticing to a "date certain" or "indefinitely".

B. **Postponements.** A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact HLC Staff prior to the meeting date and state the reason(s) justifying the postponement. A noticed hearing item may be continued to a "date certain" without re-noticing, or may be continued indefinitely, subject to the required proper re-noticing. If an application has been postponed more than twice, the HLC may deny the application "without prejudice" to a future application. Without prejudice means the HLC will have no reservations or pre-formed opinions in reviewing a resubmitted project.

1. If an applicant fails to request a postponement before 4:30 p.m. on the Tuesday of the week prior to the meeting date, the item will be postponed indefinitely. It is the applicant's responsibility to contact staff in order to reschedule the item for consideration. An applicant who fails to timely request a postponement shall pay a rescheduling fee.
2. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants who arrive late for their scheduled agenda item may be postponed indefinitely unless the HLC agrees to hear the item and if time permits.
3. HLC Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The HLC Staff-person may also consult with the HLC Chair to assist in scheduling discussion items and to determine appropriate time allocations for projects when long agendas are planned.

C. **Referral from Consent Calendar to Full Board.** All actions on consent calendar items are subject to ratification by the full board. Anyone may request that a consent calendar item be referred for full board review. Anyone making such a request must state the reasons for the referral request. If a motion to refer an item to the full board carries, the item will only be reviewed by the full board that day if an announcement regarding the potential referral was made during the item's consent calendar hearing. If no announcement was made during the consent calendar hearing, then the referred item will be continued and listed on a subsequent full board agenda. If an applicant chooses not to be present for the full board review, Staff will notify the applicant if the HLC could not approve the consent calendar item as presented, and the item has been continued for further review on the next available agenda.

D. **Absences at Consent Calendar.** Although not recommended, applicants need not be present for consideration of items on the consent calendar. Staff may present projects when applicants are absent. However, if an applicant does not attend the consent review, project design approval may be delayed. If an applicant is absent, the project design will not be denied on the consent calendar, instead, the project will be continued indefinitely.

3.2.8 Decisions

A. **Project Compatibility Analysis.** SBMC §22.22.145 sets forth six criteria which the HLC must consider in the review of development projects.

B. **Findings to Approve a Project.** In order to grant a project design approval, the HLC shall make a finding that the project is consistent with any applicable laws and guidelines. Specific project types also require special findings, as follows.

1. **Historic Findings of No Substantial Adverse Effect.** The California Environmental Quality Act (CEQA) requires that there be no substantial adverse change in the significance of a historical resource for a project to be categorically exempt from CEQA environmental review procedures. Where applicable, the HLC finds that there will be no substantial adverse

effect on historic resources when approving projects.

2. **Special Findings for the R-0 Zone**. The HLC must find that the design and appearance of an office building is designed to be compatible with existing and possible future adjacent residential uses if the property is within EPV or another landmark district or if the structure is a designated City Landmark. This finding does not restrict the HLC from requiring some exterior remodeling, painting or other improvements before a residential building is converted to office use (SBMC §28.48.115).

3. **Special Findings for the C-O Zone.** The HLC must find that the design and appearance of an office building is designed to be compatible with adjacent residential uses if the property is within EPV or another landmark district or if the structure is a designated City Landmark. (SBMC §28.51.115).

4. **Special Findings for Wireless Antennas**. The HLC must take action to minimize adverse visual impacts associated with wireless antennas and equipment installation. The HLC shall consider compatibility with nearby buildings, appropriate screening, site location, antenna color and size in order to find no adverse visual impacts will result.

5. **Special Findings for Vegetation Removal Permits** (SBMC §22.69.050.D)

   For vegetation removal permits reviewed by the HLC, the following three additional findings must be made for project design approval:

   a. Will result in no significant increase in salutation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and

   b. Will result in no substantial loss of southern oak woodland habitat; and

   c. Complies with Chapter §22.10, “Vegetation Removal” applicable provisions.

C. **Findings to Approve a Project – Single Family Residence**

1. **Neighborhood Preservation Findings (SBMC §22.69.050.A) – All Single Family Residential Projects.** In order to approve a project referred to the HLC pursuant to SBMC §22.69.030, the HLC shall make the findings outlined in **Subsection A of SBMC §22.69.050** and included in the Single Family Residence Design Guidelines. If a project is approved administratively by staff per provisions in these HLC General Design Guidelines & Meeting Procedures, then NPO Findings are not required. Ten Neighborhood Preservation Ordinance findings must be made for all single family residential projects approved by the HLC.

2. **Hillside Design District and Sloped Lot Findings – Neighborhood Preservation Ordinance.** (SBMC §22.69.050.B) In the Hillside Design District or on a lot or a building site that has an average slope of 15% or more, two additional findings must be made for project design approval.

3. **Grading Permits.** (SBMC §22.69.050.C) Any application for grading permits reviewed by the HLC pursuant to SBMC §22.69.020.C.11 & E, in addition to the NPO findings specified above, two additional findings must be made for project design approval.

4. **Zoning Modification of Net Floor Area.** (SBMC §28.92.110.A.6) Applications requesting a modification to exceed the allowable maximum floor area must receive votes in support of the modification following a concept review of the project from not less than six (6) members of the HLC (on projects referred to the HLC pursuant to §22.69.030).

D. **Project Denials.** The HLC may deny a project that is inconsistent with any applicable guidelines or any applicable findings. The HLC should state the reason(s) for a project denial in the motion for denial.

3.2.9 Action, Appeals and Expiration of Approval

A. **Time Limits on Approvals.** Conceptual comments are generally valid for one year, at the HLC's discretion. Per SBMC §22.22.180, HLC project design approval is valid for three years from the date of the approval unless a time extension has been granted or a building permit has been issued. Also see SBMC §28.87.370 for provisions for projects with multiple approvals.

B. **Time Extensions.** Time extensions are regulated by SBMC Chapter §22.22.180 and SBMC §28.87.370.

1. **Project Design Approval Extension.** See SBMC §22.22.180.

2. **Projects with Multiple Approvals.** See SBMC §28.87.370.

C. **Appeal of HLC Decision.** Any action of the HLC on an application for project design approval or final approval may be appealed to the City Council in accordance with SBMC §22.22.170.A and Chapter §1.30. The standards of review at each level of review are explained in Section 3.2.6. If a project is approved by the HLC, the project design approval decision is the critical decision on the design elements of the project that should be appealed. Otherwise, the final approval decision may be appealed only on the basis that it is inconsistent with the project design approval. If a project was granted an approval without a project design approval decision, the final approval decision is the substantive decision that may be appealed. The letter of appeal stating the reasons for the appeal must be filed with the City Clerk within ten (10) calendar days of the contested action together with the appropriate appeal fee.

D. **Re-Filing a Denied Project Design.** When the design of a project has not been approved by the HLC, the same design application cannot be re-filed with the HLC for one year, unless the design is substantially changed from the original. Changes to a denied project design refiled within one year must mitigate the reason for denial of the project design.

E. **Appeal of Sign Committee Decision.** Appeals must follow the sign ordinance procedures and will be placed on the next available HLC agenda. After considering the appeal the Commission takes a vote to grant, modify the action, or deny the appeal.

3.2.10 Plan Check and Building Permit

A. **Cursory Plan Review.** All development applications are briefly reviewed prior to HLC agenda placement for basic zoning compliance. The project applicant is responsible for verifying compliance with all applicable codes and regulations.

B. **Preliminary Plan Review.** Staff reviews plans for compliance with Zoning Ordinance and checks records for the property as needed to verify ordinance compliance.

C. **Building Plan Check.** Following Final HLC Approval, applicants may submit plans to the Building and Safety Division for plan check. HLC Staff is not responsible for routing plans to Building and Safety for building permits. If any changes are made to plans during the Building Plan check code compliance process that would alter the exterior appearance of the building(s), Staff shall decide if the revised plans require further HLC review. When the plans have completed the plan check process and all corrections have been made, HLC Staff will stamp the plans and sign the zoning clearance/Design Review approval stamp in order to allow issuance of a building permit.

D. **Building Permit.** Building permits are required to be issued for most HLC approvals in order to verify and inspect compliance with HLC approvals. Changes to a project during construction may necessitate review after final approval by the HLC or Staff.

SECTION 3 Jurisdiction

3.3.1 HLC Jurisdiction: General

SBMC Chapter §22.22 grants the HLC the power and duty to review plans for exterior alteration, demolition, relocation, moving or construction of projects in specific city locations. One of the principal duties of the Commission is to review projects within El Pueblo Viejo, which now encompasses the original historic core of the City, the areas around the Mission, the oceanfront, and the scenic entrances to the City (see accompanying map).

The HLC also has the power to recommend to the City Council that certain structures, natural features, sites, or areas having historic, architectural, archaeological, cultural, or aesthetic significance be designated a Landmark. The Commission may also designate Structures of Merit. It may also perform other duties or functions prescribed by ordinance.

Design Review: The HLC shall review and take action to approve, conditionally approve, or deny all applications for:

1. **Construction, Demolition, Relocation or Exterior Alterations**: All construction upon, demolition, relocation, or exterior alterations of any property within Landmark districts, including landscaping, site plans, exterior paint, courtyards, and any other visual characteristics.
2. **Alteration of a Landmark**: Any Landmark that is proposed to be altered on the exterior, moved or demolished. A Landmark may only be proposed for demolition if it is damaged by Act of God, and approval may only take place under certain conditions.
3. **Signs**: The review of signs in the City is under the authority of the Sign Committee. Appeals of Sign Committee decisions are reviewed by the HLC if the property is within El Pueblo Viejo or other Landmark districts.
4. **Highway 101 Improvements**: Improvements to Highway 101 or appurtenant highway structures in the El Pueblo Viejo Landmark District which require a Coastal Development Permit located within the Highway 101 Santa Barbara Coastal Parkway Special Design District. See SBMC §22.22.
5. **Historic Resources**: Projects involving structures identified as a potentially significant historic resource through a study or by inclusion on the City's "Potential Historic Resources List" referred to the Historic Landmarks Commission for Design Review recommendations.
6. **Other Applications**: Applications for new construction or for alterations on structures outside of Landmark districts may be referred to the HLC for architectural or historical comments and suggestions.

Minor exceptions from Commission review specified in the "Minor Projects Eligible for Administrative Approval" section of this document may be allowed subject to the review of the Community Development Director or appointed representative.

Historical Designations. The HLC has the following duties relative to the identification of historic structures:

1. The HLC conducts a continuing survey of all structures, natural features, sites, and areas in the city of Santa Barbara having historical, architectural, archaeological, cultural, or aesthetic significance and which may be eligible for designation as Landmarks or Structures of Merit.
2. The HLC studies, reviews, and evaluates proposals for the designation of Landmarks, Structures of Merit and Historic Districts to determine eligibility.
3. The HLC recommends Landmark and Historic District designations to City Council for final action.
4. The Commission itself may designate Structures of Merit.

Handouts on the designation categories are available as separate City publications. In addition to the above listed duties, the HLC: Renders advice and guidance to the public; serves as an advisory resource to all agencies in matters pertaining to its jurisdiction; explores means for the preservation, restoration, and appreciation of architectural and historical resources; reviews cultural studies, encourages efforts by and cooperation between individuals, organizations, and governmental agencies concerned with preservation of the City's architectural, environmental, and cultural

heritage; and, encourages public understanding and appreciation of the unique heritage of the City through educational and interpretive programs.

3.3.2 HLC Jurisdiction – Single Family Residential

Project applications on a lot with one single-family residential unit or related accessory structures in any zone are usually subject to SFDB review if:

- a building permit is required to construct, alter, or add to the exterior of a structure and one of the project components listed on the table on the following page is included; or
- a building permit is required for grading or a retaining wall which includes a project component listed on the table on the following page.

Projects involving designated and potentially historic homes and homes in landmark districts that would otherwise be subject to review by the SFDB in accordance with SBMC Chapter §22.69 are referred to the HLC pursuant to SBMC §22.69.030.

3.3.3 **Scope of Project Review.** For projects within its jurisdiction, the HLC has the authority for approval, conditional approval, or denial of projects as follows:

A. **Standard Review.** If a single-family residential project is "triggered" for Design Review per the City's Municipal Code, then the HLC has the purview to review all exterior aspects of the project. The scope of review is on how the project is consistent with the Single Family Residence Design Guidelines topics of site planning and structure placement, neighborhood compatibility, two-story design concepts, hillside housing guidelines, and good neighbor guidelines as well as consistency with architectural and landscaping guidelines listed in Part I and II of this document. The Santa Barbara Municipal Code also specifies that any work which received Design Review approval within the previous two years is also considered part of the project to discourage application "piece-mealing."

B. **Focused Review.** Per SBMC §22.69.020.C.8, the construction, alteration, or addition of a wall, fence, or gate in the front yard of a lot that is three and a half feet (42") or greater in height, excluding walls, fences, or gates that are constructed along the interior lot lines of the lot, shall be referred to the HLC for review of the proposed wall, fence or gate. If no other project components require Design Review, then only the wall, fence, or gate will be reviewed. The same principle applies to retaining walls triggered for review under SBMC §22.69.020.G.

Single Family Residence
Building Permit Project Components Which Can Trigger
Historic Landmarks Commission Review

SPECIAL DISTRICTS

- Located in the Mission Area Special Design District (within 1,000 ft. of EPV II) (SBMC §22.69.020.B.1)
- New development only in the Lower Riviera Survey Area – Bungalow District (SBMC §22.69.070.E). Existing development is reviewed on a case-by-case basis (SBMC §22.69.020.B.1 and SBMC §22.69.070)
- Located in the Hillside Design District (HDD) AND the average slope of the lot or building site is 20% or greater; (SBMC §22.69.020.B.2)
- Located in the Hillside Design District and on any slope, the replacement of an existing roof covering with a roof covering of different materials or colors (excluding "like for like" re-roof) (SBMC §22.69.020.B.2)

BUILDING HEIGHT AND FLOOR AREA

- If the building is taller than one-story or taller than 17' in height (measured from natural or finished grade, whichever is lower).
  (SBMC §22.69.020.C.1, .2 &.3)

  Exceptions:

  a. Alteration on the first floor below 17' only.
  b. Proposed construction is one story, under 17' tall, and does not significantly alter a second floor (see illustration examples available at the public Planning and Zoning Counter).
  c. Any combination of a. or b., above.
- Net floor area of all stories of all buildings on the site (including garages and carports) will exceed 4,000 square feet (SBMC §22.69.020.C.4).
- Modification to exceed a maximum floor area is required. (SBMC §22.69.020.C.5)

PREVIOUS APPROVALS/CONSTRUCTION

Design Review was previously required in the past two years (from Certificate of Occupancy); or if the cumulative scope of work from permits in the past two years will trigger Design Review (SBMC §22.69.020.J)

WALLS, FENCES AND SECOND STORY DECKS

- Construct, alter, or add a deck or balcony on the second or higher floor (including roof decks) that will be greater than 3' deep or 7' wide (SBMC §22.69.020.C.6)
- Walls, fences, or gates greater than 3.5' in height located in any portion of the front yard, excluding those along interior lot lines. (SBMC §22.69.020.C.8)
- Retaining walls anywhere on a site 6' or greater in height (SBMC §22.69.020.C.7)
- Retaining walls located on a lot or building site with an average slope of 15% or greater; (SBMC §22.69.020.G.1)
- Retaining walls located on a lot adjacent to or on a lot that contains an ocean bluff; (SBMC §22.69.020.G.2)
- Multiple retaining walls with a combined height of 6', that are not separated by either a building or 10' of horizontal distance (SBMC §22.69.020.G.3)

OTHER

- Installation of a manufactured home, mobile home, or factory built home (SBMC §22.69.020.C.9)
- Relocation in whole or in part of a single family residential unit (SBMC §22.69.020.C.10)
- Subdivision grading plans – in single family zones only (SBMC §22.69.020.D)
- Grading on a vacant lot in a single family zone (alone or in combination with other work). (SBMC §22.69.020.E)
- Grading outside the main building footprint is proposed of more than 50 cubic yards in the Hillside Design District or more than 250 cubic yards in other areas. (SBMC §22.69.020. C.11)
- Vegetation removal permit (SBMC§22.69.020.F)
- Parking exception for two uncovered spaces is requested (SBMC §28.90.100.G.1.c)

3.3.4 **Subdivision Grading Plans.** Applicable in single-family zones only (SBMC §22.69.020.D). The following project aspects will be reviewed for these projects after any applicable Pre-Application Review Team review is completed.

A. **Site Design**

1. Consistency with Single Family Residence Design Guidelines (SFRDG) 1 (Environmental Setting and Landscaping), 2 (Site Planning and Structure Placement), and 33 (Neighborhood Compatibility).
2. Layout of lots and suitability of development for future building pads and building envelopes.
3. Consistency with Hillside NPO finding for protection of natural topography.
4. Public/private roadway improvements, pedestrian sidewalks and parkways.
5. Alignment of driveways, lengths, and quantity of pavement proposed.
6. Proposed entryway and pathway identification to front doors leading from streets.
7. Degree of access that can be provided to lots and to future homes for visitors.
8. Compatibility of design with surrounding neighborhoods in terms of lot sizes and building heights, building sizes, and building massing. If necessary, the HLC may request additional information to complete analysis of this item.
9. Pedestrian connectivity to adjacent neighborhoods and community uses.
10. Preservation of any existing significant public scenic views of and from the hillside.

B. **Grading.** Consistency with NPO grading findings and SFRDG 30 (Grading) and 31 (Grading for Driveways), including appropriateness of grading quantities and cut and fill locations to avoid visible scarring.

C. **Retaining Walls, Fencing and Entry Gates**

1. Consistency with SFRDG 35 (Retaining Walls), regarding heights, lengths, materials, design and locations.
2. Lot lines follow terrain and allow for reasonable development and would not promote construction of tall retaining walls or unusual fencing patterns on steep slopes.
3. Neighborhood compatibility of any security gates.

D. **Site landscaping - Conceptual Landscape Plan**

1. Consistency with SFRDG 1 (Environmental Setting and Landscaping).
2. Street tree types and locations.
3. Preservation of trees where possible.
4. Evaluation and mitigation of any tree removals.
5. Screening of site (if deemed appropriate).

E. **Site Drainage Facilities**

1. Consistency with SFRDG 4 (Permeability) to maximize site permeability.
2. Drainage conveyance and retention systems, including appropriateness of any proposed fencing.
3. Storm Water Management Program compliance.

F. **Site Utilities**

1. Electrical distribution equipment and transformer locations.
2. Gas metering locations, Fire Department backflow and cross connection devices.
3. Central mailbox locations, if applicable.

G. **Parking Design.** Location of proposed on-street and off-street parking and consistency with SFDG 5 (Parking Aesthetics).

H. **Privacy Design.** Lot layout provides for sufficient setbacks between structures to create privacy between neighbors and compliance with Good Neighbor Guidelines.

I. **Solar Access.** Consistency with SFDG 3 (Solar Design) regarding orientation of homes for the use of active and passive solar energy systems. Review of existing site trees that may impact solar energy use.

J. **Staff Hearing Officer and Planning Commission Purview.** The following project elements are under the purview of the Staff Hearing Officer and Planning Commission Purview and do not require comments from the HLC.

1. Compliance with State Subdivision Act rules and regulations (e.g. avoidance of flag lots).
2. Compliance with city of Santa Barbara General Plan.
3. Compliance with city of SBMC Title 27 “Subdivisions”, including Findings, listed in §27.07.100.
4. Appropriate residential density and lot sizes.
5. Appropriate public or private street design.
6. Traffic issues/impacts (i.e.: impact of additional traffic on existing neighborhoods or need for street lights).
7. Setting of building envelopes and areas of restricted development.
8. Protection of public view corridors from public streets, trails, parks and beaches.

3.3.5 **Signs.** Conforming. and Consent review of signs is under the authority of the Sign Committee. Full board review of signs is conducted by the Historic Landmarks Commission if within El Pueblo Viejo or other landmark districts and by the ABR if within the remainder of the City (SBMC §22.70.050).

SECTION 4 Meeting Conduct

3.4.1 General Procedures

A. **Robert's Rules of Order.** The HLC has adopted Robert's Rules of Order for the formal conduct of meetings. Robert's Rules of Order shall govern the conduct of meetings unless otherwise provided by these guidelines or as may be determined appropriate by the Chair of the HLC. However, the general meeting procedures tend to be less formal.

B. **Discussions Outside of Regularly Noticed Meetings.** It shall be a general policy of the HLC that private discussions between applicants and HLC members or groups of HLC members, shall not be initiated or encouraged by HLC members. If a discussion does occur, it does not constitute official action or recommendations of the HLC and does not reflect the consensus of the entire HLC, nor shall it be construed as an interpretation of the HLC's policies. HLC members are encouraged to inform the HLC of such ex-parte discussions at regularly scheduled meetings.

C. **Quorum.** Five members constitute a quorum of the HLC. A member who remains present but abstains from voting counts as part of the quorum while a member who steps down (and is required to leave the room) does not count towards the quorum.. Any member with a disqualifying conflict pursuant to the Political Reform Act shall step down and not be counted toward achieving a quorum. No project design or final approval shall be given unless at least five members vote on the motion. For single family residential projects proposing square footage over a maximum required floor area, at least six members must be present to consider the item. If less than six members are present, such items must be postponed.

D. **Abstention on Continued Items.** The intent of this procedure is to ensure fair project reviews by the HLC with consistent direction on projects. A commissioner who was absent in a previous review should only comment on a continued project if the member has become informed with the previous discussion. Comments should only be made if the commissioner has reviewed the plans, reviewed the video of the hearing and read the minutes of the relevant portions of that meeting. If a commissioner has not fully informed himself or herself concerning prior HLC review, the member should abstain from commenting or voting on the project. If a commissioner abstains from a vote because the commissioner missed a prior meeting, but remains present for the discussion and vote, the commissioner's presence counts toward the quorum. For minor projects which received a very brief review, it may not be necessary for commissioners to review the video of the project's hearing.

Once a project has received a project design approval, commissioner comments on projects in the final approval phase of review should only address whether the design proposed for a final approval substantially conforms to the design that received project design approval. Commissioners should avoid revisiting concept review issues.

E. **Reconsideration.** A motion to reconsider any action taken by the HLC may be made only at the meeting at which the original action is taken or at the next regular meeting of the HLC. A motion to reconsider may be made only by a commissioner who voted with the prevailing side on the original action. In order to allow for compliance with Brown Act requirements, if a motion to reconsider is not made during the meeting at which the original action is taken, a commissioner who wishes to make such a motion must provide staff with a written request to place the motion to reconsider on the agenda of the next regular meeting of the HLC before the end of the second business day following the day on which the original action was taken.

F. **Brown Act Meeting Rules.** HLC meetings, including meetings of HLC standing subcommittees, shall be governed by the Ralph M. Brown Act (Govt. Code §54950 et seq.).

G. **Conflict of Interest.** Members must comply with all laws and regulations prohibiting participation by officials in making decisions for which they may have a conflict of interest under State law, in particular the Political Reform Act of 1974.

H. **Staff Assistance.** Staff shall assist the HLC and the general public through the HLC process. Any Staff comments shall be stated at the beginning of each review.

I. **HLC Member Attendance.** If a member cannot attend a meeting, or must step down from a particular item due to conflict of interest, the member is asked to contact Staff at the earliest possible opportunity prior to the meeting date. The purpose for this staff notification is to ensure a minimum quorum of members is maintained for review of all items.

J. **HLC Member Compensation.** Per Council direction, members may receive $50 compensation for each full Commission meeting attended and $25 for each consent calendar meeting completed.

K. **HLC Member Site Visits.** A site visit may be conducted to a proposed development site when additional site information is required prior to HLC comment or action on a project. Staff shall notify HLC members and the public of scheduled organized or drive-by site visits via notation on the meeting agenda.

L. **Story Pole Requirements.** The HLC may require story pole installation by applicants to gain a better understanding of the proposed height, size, bulk, and scale of a project and its relationship to the surrounding community and potential view impacts. Coordination with the Planning Commission for story pole placement and site visit is recommended. The installation shall follow the City's adopted criteria for story pole placement and installation standards. See Section 6, Story Poles of this Part III, for more information about residential story pole requirements.

3.4.2 **Officer Election**

A. **Chairperson.** As soon as practical following the first day of January of every year, the HLC shall elect one of its members to serve as Chairperson. An election is also held as soon as practical in the case of an unexpected chairperson vacancy.

B. **Vice Chairperson.** Following the election of the Chairperson, the HLC shall elect a Vice-Chairperson who will conduct meetings in the absence of the Chairperson.

3.4.3 **Subcommittees/Advisory Committees.** The HLC may establish subcommittees comprised of three or fewer members appointed by the Chairperson and confirmed by a majority vote of the HLC. The following are subcommittees or advisory committees to which the Commission appoints representatives.

1. Visual Arts in Public Places Committee.
2. The Sign Committee has not less than one appointed member and one alternate from the Commission who serve on this Committee.

Historic Landmarks Commission permanent subcommittees:

1. The Archaeology Subcommittee, which advises on archeological studies.
2. The Designations Subcommittee, which investigates requests for designations and recommends to the full Commission the designation of historical resources as Structures of Merit, or that it consider recommending a Landmark designation to City Council.
3. The Survey Subcommittee, which conducts ongoing historical and architectural surveys of areas of the city.

SECTION 5 Single-Family Submittal Requirements

For submittal requirements specific to single-family residences, see the Planning Division handout “Single Family Residential Supplemental Design Review Submittal Packet”. The HLC may require additional plan submittals beyond those outlined in the handout if needed to determine project consistency with required findings for any project. Staff may make recommendations to both the HLC and applicants regarding the potential applicability of submittal requirements for any project. The HLC may also waive additional submittal requirements listed in the handout, if the submittals would not help the Commission determine consistency with required findings for a project.

Single Family Residence Vacant Hillside Design District Lots Special Submittal Requirements. Complete engineering details must be submitted prior to obtaining Final HLC approvals for vacant lots in the Hillside Design District.

SECTION 6 Visual Aids, Including Story Poles

3.6.1 **Purpose.** The purpose of visual aids is to assist HLC, staff, applicants, and public in the review of projects to determine consistency with the General Plan and the Local Coastal Plan Land Use Element and Conservation Element. Visual aids are also used by review bodies to make findings necessary to approve Coastal Development Permits, Development Plans, many Tentative Subdivision Maps, Conditional Use Permits, Neighborhood Preservation Ordinance (NPO) projects and other land use entitlements. Historic Landmarks Commission (HLC) approvals may also require visual aids above and beyond the required photographs as described in the application. These approvals all require findings regarding appropriate size, bulk, and scale, neighborhood compatibility, and/or minimizing impacts on important public scenic views. These visual aids may also be needed to determine whether the project will result in significant environmental impacts on important public scenic views for environmental review as required for California Environmental Quality Act.

3.6.2 **Definition.** "Visual aids" may include, but are not limited to, story poles, photo simulations, and other means such as models (physical or computer simulations). The visual aids allow a better understanding of a project's size, bulk, and scale in relation to the neighborhood and/or its effects on important public scenic views. In most cases, story poles are the primary visual aid used. Specific information describing these visual aid requirements and story pole installation standards are outlined in two documents and may be accessed on the city website (www.santabarbaraca.gov) or at the Public Planning and Zoning Counter:

- "Story Pole and Visual Aid Requirements- Planning Commission Projects."
- "City of Santa Barbara Neighborhood Preservation Ordinance Story Pole and Visual Aid Requirements for Single Family Residential Projects."

3.6.3 **When Required.** The HLC or Staff may request visual aids, such as photo simulations, three-dimensional massing models, perspective drawings, rendered streetscape elevations, and/or comparative building studies as well as story poles. HLC visual aid requests are made on a case-by-case basis, based on the HLC's determination of what media will satisfy cost effectiveness and explanatory goals.

3.6.4 **Other Visual Aids.** In some cases, additional visual aids may be required or recommended. The requirements for these are outlined below.

A. **Photo Simulations.** These may be required on a case-by-case basis, as determined by the Planning Division.

1. Photo simulations shall be completed using either panoramic photographs or several photographs put together. Polaroid photographs are not acceptable. A computer simulation may be used. Photo simulations shall be mounted and be foldable to 8½" x 11" size.
2. At a minimum, the proposed project shall be shown as an overlay over the existing property, showing the existing buildings on either side of the proposed project for a minimum of one parcel in either direction. The photographs should be taken at eye level (approximately 5 feet above grade). Reduce proposed building elevations to match the scale of the

photographs and overlay on the site photograph. Color the elevation to match the proposed materials. If landscaping is shown, it shall be shown at no more than five (5) years' growth unless it is included as a separate overlay. It is important to verify the accurate depiction of plate height, overall roof height and other measurements.

3. Include a map or plan showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow), keyed to photos.

B. **Three-Dimensional Massing Model.** In some cases, a massing model showing both the project and structures in the immediate neighborhood may be required, as determined by the Planning Division. Design details are not required; however, all roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be included as part of the model. Changes in topography in the area covered by the model must be shown accurately.

C. **Perspective Drawings.** In some cases, perspective drawings from one or more prominent viewpoints may be required, as determined by the Planning Division. All roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be shown. These drawings must be drawn from the viewpoint of a person (approximately 5 feet above grade).

D. **Rendered Streetscape Elevations.** In some cases, a rendered streetscape elevation may be required. The elevation may need to show all of the buildings on the block, including the proposed new building. This elevation should be no less than 1/8" scale and should be in color. An additional plan sheet might include building elevations that are color-coordinated to show the setback from the street (0 to 5 feet, 5 to 10 feet, etc.).

E. **Comparative Building Study.** In some cases, a comparison to existing buildings will be required. This will assist in visualizing the size of a building in comparison to other well-known buildings of a similar size in the City. The City will soon have scale drawings of several well-known buildings available for use at Design Review Commission, Planning Commission and City Council meetings.

F. **Size, Bulk and Scale Analysis Tools.** Technical Appendix B of the El Pueblo Viejo Landmark District Guidelines describes the following analysis methods, which may be required for projects in any area of the City on a case by case basis by the HLC:

1. Setback Evaluation Analysis
2. Envelope Analysis
3. Perspective Analysis or 3-D Drawing (items 6.4.B and 6.4.C above, also describe these analysis methods).

APPENDIX A

City of Santa Barbara

LANDSCAPE DESIGN STANDARDS FOR WATER CONSERVATION

Adopted August 12, 2008

I. INTRODUCTION

It is the policy of the city of Santa Barbara to promote water conservation. Santa Barbara Municipal Code Chapter §22.80 requires the adoption of the Landscape Design Standards for Water Conservation ("Landscape Design Standards.") These Landscape Design Standards are intended to promote water conservation while allowing the maximum possible flexibility in designing attractive and cost effective water-wise landscapes. The Landscape Design Standards were adopted by the Council of the city of Santa Barbara on June 27, 1989 as Resolution No. 89-077, and were updated on August 12, 2008 as Resolution No. 08-083.

II. DEFINITIONS

A. Landscaped Area: All areas where new or altered landscaping is proposed as a part of a development proposal.

B. Water Wise Plants: Those plants that are evaluated as needing "low" (10-30% ETo) or "very low" (<10% ETo) amounts of irrigation water as defined and listed by Water Use Classifications of Landscape Species (WUCOLS) at http://www.owue.water.ca.gov/docs/wucols00.pdf or other sources of water-wise plant water use classifications as verified by a licensed landscape architect.

C. Turf: A groundcover surface of mowed grass, with an irrigation water need of >30% ETo.

D. Weather Based Irrigation Controller: An irrigation controller that automatically adjusts the irrigation schedule based on changes in the weather.

E. Design Review Body: The Architectural Board of Review, Historic Landmarks Commission or the Single Family Design Board.

F. Public Works Director: The Director of the Public Works Department or his or her designee.

G. Landscape Plan: Design plans with a planting plan, an irrigation plan, or BOTH.

III. APPLICABILITY

Compliance with these landscape design standards is mandatory for all new or altered landscaping proposed as a part of projects that are subject to review by any design review body. (SBMC §22.80.020)

IV. COMPLIANCE REQUIREMENTS

Applicants proposing new or altered landscaping shall comply with each of the following requirements in the design, installation, and maintenance of the landscaped area, unless an exception is granted pursuant to Section V.

A. Landscape Plan: Applicants shall submit a landscape plan depicting the landscaped area and all existing landscaping to remain on the lot as determined by the Community Development Department.

B. Turf and Water Wise Plants:

1. The landscaped area of projects proposing exclusively commercial uses shall be designed without the use of turf and with 100% water wise plants.
2. The landscaped area of single family residential, multi-family residential, mixed-use, and institutional type projects shall be designed with no more than 20% of the landscaped area planted in turf or plants that are not water-wise plants.
3. Turf is not permitted in parkways, medians or other areas within the landscaped area with any dimension of less than eight feet. Turf shall not be used on slopes of 20% or greater within the landscaped area.
4. Notwithstanding requirements 1 and 2 above, additional turf areas may be recommended by the design review body to the Public Works Director for approval for areas designed and used for outdoor sporting and recreational activities.

C. Mulch:

The landscaped area, except those portions of the landscaped area planted with turf, groundcover, succulents or other low lying shrubs, shall be covered with mulch material to an average thickness of at least three inches throughout, except in the immediate vicinity of woody trunks. Additional mulch material shall be added from time to time as necessary in order to maintain the required depth of mulch.

D. Irrigation:

All new or altered irrigation systems proposed as part of a development proposal shall incorporate the following requirements in their design, installation, and maintenance:

1. Irrigation systems shall be designed and installed to avoid overspray and runoff. Valves shall be separated for individual hydrozones based on plant water needs and sun/shade requirements.

2. In the event that an automatic irrigation system is included in the landscape plan, a weather based irrigation controller with a rain shutoff sensor shall be required for the entire irrigation system.
3. Areas less than eight feet wide shall be irrigated only with bubblers, rotating nozzles on pop-up bodies, sub-surface, or drip irrigation.
4. Drip irrigation shall be provided on at least 25% of the landscaped area.
5. All sprinklers shall have matched precipitation rates within each valve and circuit. All irrigation systems shall be designed to include optimum distribution uniformity, head-to-head spacing and setbacks from walkways and pavement.
6. All irrigation systems shall provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.
7. Pressure regulators are required on the irrigation system, unless the Public Works Director determines a pressure regulator is not necessary.

E. Grading:

The grading of the landscaped area shall be designed, conducted, and maintained in order to achieve the following goals:

1. The grading shall encourage water retention and infiltration by preserving open space and creating depressed areas/swales.
2. The grading shall mimic natural, pre-development hydrologic flow paths.
3. The grading shall maintain and/or increase the width of flow paths in order to decrease flow rates.

V. EXCEPTIONS

Exceptions to these landscape design standards may be granted by the Public Works Director upon a finding that the exception will promote equivalent or greater water conservation than is provided for in the landscape design standards. Requests for exceptions shall be in writing and shall be submitted to the Public Works Director at the time the application is submitted to the design review body. The design review body may make a recommendation to the Public Works Director for consideration of an exception based on plant selection.

VI. SUBMITTALS

A. Applicants shall provide all relevant information on the landscape plan, including botanical names for plant and turf species, percentage calculations of allowable areas of turf, medium or high water use plants, and water-wise plants, and specific requests for any exception to the requirements of these Landscape Design Standards. Requests for exceptions must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made. Areas of existing landscaping to remain unaltered shall be indicated on the landscape plan.

B. The landscape plan shall be prepared in accordance with the provisions of the California Business and Professions Code relating to the practice of landscape architecture (Business and Professions Code §5641 et seq.).

C. The landscape plan shall include a "Statement of Compliance" in a form approved by the City certifying that the landscape design complies with the mandatory elements of these Landscape Design Standards. The Statement of Compliance shall be signed by the person who prepared the plans.

VII. DETERMINATION OF CONFORMING INSTALLATION

The person who prepared the landscape plan shall inspect the installation of the plantings and any irrigation system included in the plan and shall certify in writing that the installation substantially conforms to the approved Landscape Plan.

VIII. COMPLIANCE VERIFICATION

Verification of compliance with the Landscape Design Standards, as applicable, shall be made by the Community Development Department and the design review body in accordance with the following requirements:

A. No development application shall be scheduled for final approval by the design review body unless the landscape plan contains all required information and a statement of compliance in accordance with Section VI above.

B. No building permit shall be issued unless the statement of compliance required by Section VI above has been included on the final landscape plan submitted for plan check.

C. No building permit shall be given a final inspection or issued a certificate of occupancy until the Building Official receives a written determination of conformance as required by Section VII above.

APPENDIX B

CITY OF SANTA BARBARA
FIRE PREVENTION BUREAU
High Fire Hazard Area Landscape Guidelines
Ordinance #5257

The following landscape guidelines should be utilized to incorporate fire resistant landscaping on all parcels within the High Fire Hazard area. The guidelines meet the requirements for the Fire Department "Minimum Brush Clearance Standards," per Appendix IIA of the California Fire Code (2001 Edition), as adopted by Ordinance #5257. These standards apply to all parcels within the High Fire Hazard area (See "Minimum Brush Clearance Standards" handout). Fire resistant landscaping with proper plant spacing and maintenance can impede the progress of a wildfire, reduce its intensity, and provide a safe buffer to protect a structure.

Incorporation of the High Fire Hazard Area Landscape Guidelines into the review process will assist the City in complying with existing regulations for vegetation modification, balance the aesthetic beauty of our area, protect our resources, and reduce the risk associated with wildfire and habitat resources.

Guidelines

Landscape plans submitted for review shall include the following:

- A vegetation plan that details existing native vegetation with species name and locations.
- Include on the vegetation plan which plants will be removed or retained.
- Include the method used to remove vegetation (for example: mechanical or hand cutting).
- Landscape plans should include new plantings with species name and specific location of plantings to scale.
- Recommendations for plant placement should be followed as outlined in Table 1.
- Landscape plans must delineate landscape zones around all structures for a distance of 100 feet as follows:

  Zone 1 - (0-30 feet from structure)
  Zone 2 - (30 to 50 feet from structure)
  Zone 3 - (50 to 70 feet from the structure)
  Zone 4 - (70 to 100 feet or greater from the structure)

All landscape plant species must be fire resistant (See enclosed Desirable Qualities for Fire Resistant Landscape Plants, Table 2). Certain plant species are considered to be undesirable in the High Fire Hazard area landscape. The enclosed list of Undesirable Plant Species (Table 3) should not be planted within 100 feet of any structure, unless listed otherwise.

Slopes over 20% are at increased risk from wildfire, therefore the Fire Department recommends additional vegetation modification for a total distance of 150-200 feet from any structure.

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.

Table 1: Recommendations for Plant Placement

ZONE 1 0 – 30 feet	This area is closest to a structure. It provides the best protection against the high radiant heat that result during a wildfire. Plants should be low growing, irrigated plants. Focus should be on ground covers not more than 12 inches in height or succulents. Use non-flammable materials for paths, patios, and mulch. Trees should not be planted closer than 15 feet from a structure.
ZONE 2 30 – 50 feet	Maintain a reasonably open character in this area. Plant low growing ground covers and succulents resistant to fire. Shrubs up to 3 feet can be planted but should have at least 18 feet spacing between other shrubs or other trees. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Do not plant shrubs underneath canopy of trees. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 3 50 – 70 feet	This area should have native and Mediterranean plantings that require irrigation and should not be higher than 4 to 6 feet. Shrubs should be spaced at least 18 feet away from each other. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 4 70 – 100 feet or greater	This zone is furthest from the structure. Plantings once established need no irrigation. There is no limit to height. Shrubs planted in this area should have 18 feet spacing or be planted in clusters with at least 18 feet spacing. Trees can be planted in groups or with individual spacing at least 30 feet from other trees.
SLOPES > 20%	If additional vegetation modification is required on slopes over 20% vegetation should be reduced through thinning of existing plants, pruning, removal of dead material, and removal of fire ladders (Fire ladders exist if a fire's flames can spread from the ground into shrubs and trees up to a house).

Table 2: Desirable Qualities for Fire Resistant Landscape Plants

Plant qualities that are desirable for fire resistant plants are:

- Ability to store water in leaves or stems.
- Produces limited dead and fine material.
- Extensive root systems for controlling erosion.
- Plant has high levels of salt or other non-resinous compounds within its tissues that can contribute to fire resistance.
- Ability to withstand drought.
- Plants that are low growing in form.
- Ability to withstand severe pruning.
- Low levels of volatile oils or resins.
- Ability to resprout after a fire.

Table 3: Undesirable Plant List

Certain plants are considered to be undesirable in the landscape due to characteristics that make them highly flammable. These characteristics can be either physical or chemical. Physical properties would include large amounts of dead material retained within the plant, rough or peeling bark, and the production of profuse amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious as species containing these volatile substances.

Plants with these characteristics should not be planted in High Fire Hazard areas. They are referred to as target species since their partial or complete removal is a critical part of hazard reduction. The following is a list of plants that should be avoided within the landscape zones defined in Table 1.

UNDESIRABLE PLANT SPECIES

1. Natives	**1. Domestics**
Adenostoma fasciculatum – Chamise	*Acacia* species
Adenostoma sparsifolium – Red Shank	*Casuarina* species - Beefwood
Artemesia californica – California Sagebrush	*Cortadera* species – Pampas Grass
Baccharis species (low growing form OK)	*Cupressus* species – Cypress
Eriogonum faciculatum – Common Buckwheat	*Eucalyptus* species – Eucalyptus
Olneya tesota - Iron wood	*Juniperous* species – Juniper (except species which grow less than 1 foot)
	Melaleuca species
	Pennisetum - Fountain Grass
	Pinus species – Pine
	Schinus molle – California pepper tree (within 50 feet of structure)

Other plants may be considered undesirable because of their ability to naturalize and become a pest. These types of plants should be avoided, especially in sensitive riparian or coastal areas where they could become established and compete with native vegetation.

On steep slopes care should be taken to avoid erosion problems created or enhanced by vegetation removal. Deep rooted ground covers and landscape plants should be utilized to hold soil in place. Avoid shallow rooted ground covers. For example, iceplant while an effective ground cover on flat surfaces would be undesirable on a steep slope because its shallow rooted nature may increase erosion when the root zone becomes saturated during heavy rains, exposing bare soil. In areas where target species compromise the total vegetation, partial removal is recommended to obtain Fire Department "Minimum Brush Clearance Requirements.

City of Santa Barbara
Fire Prevention Bureau
Automatic Fire Sprinkler Requirements

This information sheet is to make you aware of the enhanced automatic fire sprinkler requirements adopted under Municipal Code 8.04, as part of the City's amendments to the 2007 California Fire Code. Beginning September 11, 2009, the following requirements will be adopted in the city of Santa Barbara.

New Construction: The enhanced sections will require approved fire sprinklers in all new construction, including single family residences and duplexes.

Exception: Detached utility buildings ("U" Occupancies) less than 5000 square feet or less than 500 square feet in the high fire hazard areas.

Additions, Alterations

Commercial: Approved automatic fire sprinklers will be required throughout the building when:

- There is an addition to any building other than a single family residence (R-3 Occupancy).
- A remodel involves greater than 50% of the existing floor area of the structure.
- A change in the occupancy use to a higher hazard classification.

Residential: Approved automatic fire sprinklers will be required when:

- An addition or remodel exceeds 75% of the existing floor area of the structure.

Floor Area Computation Square footage computations are per the 2007 California Building Code in accordance with §1002.1, "Floor Area, Gross".

Aggregate Floor area computations shall be counted in the aggregate for both commercial and residential remodels / additions from the effective date of this ordinance.

*NFPA does not allow for partially sprinklered buildings.

Questions about these requirements may be directed to the Santa Barbara City Fire Department, **Fire Prevention Bureau**, at **805-564-5702.** Please also see our website at: **http://www.santabarbaraca.gov/Government/Departments/Fire/**

APPENDIX C

Cal-IPC List of Exotic Plants of Greatest Ecological Concern in California

The following information has been excerpted from the California Invasive Plant Council (Cal-IPC) website, www.cal-ipc.org, last updated 2/07. Species of concern are sorted alphabetically and "high", "moderate" and "limited" invasive statuses are listed for each plant. Additional recommendations for local invasive species to avoid according to local plant experts are noted on this list.

Key to plant list:

Bold	The species has invaded the Southwest California ecological region, in which Santa Barbara is located. For more information, see: www.cal-ipc.org/ip/inventory/pdf/Inventory2006.pdf
!	"Alert" status has been issued by the Cal-IPC.
✋	Local plant experts have expressed concern regarding the invasiveness of this species.
✋ ≈	Local plant experts have expressed concern regarding the invasiveness of this species near sensitive habitats such as creeks.
Shaded	Plants typically available for sale

Cal-IPC Invasive Status Definitions

High. These species have severe ecological impacts on physical processes, plant and animal communities, and vegetation structure. Their reproductive biology and other attributes are conducive to moderate to high rates of dispersal and establishment. Most are widely distributed ecologically.

Moderate. These species have substantial and apparent—but generally not severe—ecological impacts on physical processes, plant and animal communities, and vegetation structure. Their reproductive biology and other attributes are conducive to moderate to high rates of dispersal, though establishment is generally dependent upon ecological disturbance. Ecological amplitude and distribution may range from limited to widespread.

Limited. These species are invasive but their ecological impacts are minor on a statewide level or there was not enough information to justify a higher score. Their reproductive biology and other attributes result in low to moderate rates of invasiveness. Ecological amplitude and distribution are generally limited, but these species may be locally persistent and problematic.

Alert. Specific combinations of section scores that indicate significant potential for invading new ecosystems triggers an Alert designation so that land managers may watch for range expansions.

	Plant Species	Invasive Status
	Acacia dealbata (silver wattle)	Moderate
	Acacia melanoxylon (black acacia, blackwood acacia)	**Limited**
	Aegilops triuncialis (barb goatgrass)	High
	Ageratina adenophora (croftonweed, eupatorium)	**Moderate**
	Agrostis avenacea (Pacific bentgrass)	**Limited**
	Agrostis stolonifera (creeping bentgrass)	**Limited**
	Ailanthus altissima (tree-of-heaven)	**Moderate**
!	*Alternanthera philoxeroides* (alligatorweed)	**High**
	Ammophila arenaria (European beachgrass)	**High**
✋	*Arundo donax* (giant reed)	**High**
!	*Asparagus asparagoides* (bridal creeper, smilax asparagus)	**Moderate**
!	*Asphodelus fistulosus* (onionweed)	**Moderate**
	Atriplex semibaccata (Australian saltbush)	**Moderate**
	Avena barbata (slender wild oat)	**Moderate**
	Avena fatua (wild oat)	**Moderate**
	Bassia hyssopifolia (fivehook bassia)	**Limited**
!	*Brachypodium distachyon* (annual false-brome)	Moderate
	Brassica nigra (black mustard)	**Moderate**
	Brassica rapa (birdsrape mustard, field mustard)	**Limited**
	Brassica tournefortii (Saharan mustard, African mustard)	High
	Briza maxima (big quakinggrass, rattlesnakegrass)	**Limited**
	Bromus diandrus (ripgut brome)	**Moderate**
	Bromus hordeaceus (soft brome)	**Limited**
!	*Bromus japonicus* (Japanese brome)	Limited
	Bromus madritensis ssp. rubens (B. rubens) (red brome)	**High**
	Bromus tectorum (downy brome, cheatgrass)	High
	Cakile maritima (European sea-rocket)	**Limited**
!	*Cardaria chalepensis* (C. draba ssp. chalepensis) (lens-podded whitetop)	**Moderate**
	Cardaria draba (hoary cress)	**Moderate**
	Cardaria pubescens (hairy whitetop)	**Limited**
	Carduus pycnocephalus (Italian thistle)	**Moderate**
	Carduus tenuifolius (slenderflower thistle)	**Limited**
	Carpobrotus chilensis (sea-fig, iceplant)	**Moderate**
	Carpobrotus edulis (Hottentot-fig, iceplant)	**High**
	Centaurea calcitrapa (purple starthistle)	**Moderate**
	Centaurea maculosa (C. bibersteinii) (spotted knapweed)	**High**
	Centaurea melitensis (Malta starthistle, tocalote)	**Moderate**
	Centaurea solstitialis (yellow starthistle)	**High**
	Chrysanthemum coronarium (crown daisy)	**Moderate**
	Cirsium arvense (Canada thistle)	**Moderate**
	Cirsium vulgare (bull thistle)	**Moderate**
	Conium maculatum (poison-hemlock)	**Moderate**
✋	*Cortaderia jubata* (jubatagrass)	**High**

Plant Species	Invasive Status
✋ *Cortaderia selloana* (pampasgrass)	**High**
Cotula coronopifolia (brassbuttons)	**Limited**
Crataegus monogyna (English hawthorn)	**Limited**
Cynara cardunculus (artichoke thistle)	**Moderate**
✋ ≈ *Cynodon dactylon* (bermudagrass) – *esp. flowering varieties*	**Moderate**
Cynosurus echinatus (hedgehog dogtailgrass)	**Moderate**
Cytisus scoparius (Scotch broom)	**High**
Cytisus striatus (Portuguese broom, striated broom)	**Moderate**
Dactylis glomerata (orchardgrass)	**Limited**
✋ *Delairea odorata* (Senecio mikanioides) (Cape-ivy, German-ivy)	
locally – especially invasive when planted near wildlands	**High**
Descurainia sophia (flixweed, tansy mustard)	**Limited**
Dipsacus sativus (fuller's teasel)	**Moderate**
! *Dittrichia graveolens* (stinkwort)	**Moderate**
Echium candicans (pride-of-Madeira)	**Limited**
Egeria densa (Brazilian egeria)	**High**
Ehrharta calycina (purple veldtgrass)	**High**
Ehrharta erecta (erect veldtgrass)	**Moderate**
! *Ehrharta longiflora* (long-flowered veldtgrass)	**Moderate**
! ✋ *Eichhornia crassipes* (water hyacinth)	**High**
! *Emex spinosa* (spiny emex, devil's thorn)	**Moderate**
Erodium cicutarium (redstem filaree)	**Limited**
✋ *Eucalyptus camaldulensis* (red gum)	**Limited**
✋ *Eucalyptus globulus* (Tasmanian blue gum)	**Moderate**
! *Euphorbia esula* (leafy spurge)	High
! *Euphorbia terracina* (carnation spurge)	**Moderate**
Festuca arundinacea (tall fescue)	**Moderate**
Ficus carica (edible fig)	**Moderate**
Foeniculum vulgare (fennel)	**High**
Genista monspessulana (French broom)	**High**
Geranium dissectum (cutleaf geranium)	**Moderate**
✋ *Hedera helix, H. canariensis* (English ivy, Algerian ivy)	
locally – especially invasive when planted near wildlands	**High**
Hirschfeldia incana (shortpod mustard, summer mustard)	**Moderate**
Holcus lanatus (common velvetgrass)	**Moderate**
Hordeum marinum, H. murinum (Medit. barley, hare barley, wall barley)	**Moderate**
! *Hydrilla verticillata* (hydrilla)	**High**
! *Hypericum canariense* (Canary Island hypericum)	**Moderate**
Hypericum perforatum (common St. Johnswort, klamathweed)	**Moderate**
Hypochaeris glabra (smooth catsear)	**Limited**
Hypochaeris radicata (rough catsear, hairy dandelion)	**Moderate**
Iris pseudacorus (yellowflag iris)	**Limited**

	Plant Species	Invasive Status
	Lepidium latifolium (perennial pepperweed, tall whitetop)	**High**
	Leucanthemum vulgare (oxeye daisy)	**Moderate**
	Linaria genistifolia ssp. dalmatica (L. dalmatica) (Dalmation toadflax)	**Moderate**
!	*Linaria vulgaris* (Yellow toadflax)	Moderate
	Lobularia maritima (sweet alyssum)	**Limited**
	Lolium multiflorum (Italian ryegrass)	**Moderate**
!	*Ludwigia hexapetala* (L. uruguayensis) (Uruguay water-primrose)	**High**
	Ludwigia peploides ssp. montevidensis (creeping water-primrose)	**High**
	Lythrum hyssopifolium (hyssop loosestrife)	**Limited**
	Lythrum salicaria (purple loosestrife)	High
	Marrubium vulgare (white horehound)	**Limited**
	Medicago polymorpha (California burclover)	**Limited**
	Mentha pulegium (pennyroyal)	**Limited**
!	*Mesembryanthemum crystallinum* (crystalline iceplant)	**Moderate**
✋	*Myoporum laetum* (myoporum)	**Moderate**
	Myosotis latifolia (common forget-me-not)	**Limited**
!	*Myriophyllum aquaticum* (parrotfeather)	**High**
	Myriophyllum spicatum (Eurasian watermilfoil)	Moderate
	Nicotiana glauca (tree tobacco)	**Moderate**
	Olea europaea (olive) – *esp. fruiting varieties*	**Limited**
	Onopordum acanthium (Scotch thistle)	**Moderate**
	Oxalis pes-caprae (buttercup oxalis, yellow oxalis, Bermuda buttercup)	**Moderate**
	Parentucellia viscosa (yellow glandweed, sticky parentucellia)	**Limited**
✋	≈ *Pennisetum clandestinum* (kikuyugrass)	**Limited**
✋	*Pennisetum setaceum* (crimson fountaingrass)	**Moderate**
	Phalaris aquatica (hardinggrass)	**Moderate**
✋	*Phoenix canariensis* (Canary Island date palm) *only of local concern near wild lands, especially of concern near wetlands.*	**Limited**
!	*Phytolacca americana* (Common pokeweed)	Limited
	Picris echioides (bristly oxtongue)	**Limited**
	Piptatherum miliaceum (smilograss)	**Limited**
	Plantago lanceolata (buckhorn plantain, English plantain)	**Limited**
	Poa pratensis (Kentucky bluegrass)	**Limited**
	Polypogon monspeliensis and subspp. (rabbitfoot polypogon, annual beardgrass, rabbitfoot grass)	**Limited**
	Potamogeton crispus (curlyleaf pondweed)	**Moderate**
	Pyracantha angustifolia, P. crenulata, P. coccinea, etc. (pyracantha, firethorn)	**Limited**
	Ranunculus repens (creeping buttercup)	**Limited**
	Raphanus sativus (radish)	**Limited**
!	*Retama monosperma* (bridal broom)	**Moderate**
	Ricinus communis (castorbean)	**Limited**
	Robinia pseudoacacia (black locust)	**Limited**

	Plant Species	Invasive Status
	Rubus armeniacus (R. discolor) (Himalaya blackberry, Armenian blackberry)	**High**
	Rumex acetosella (red sorrel, sheep sorrel)	**Moderate**
	Rumex crispus (curly dock)	**Limited**
!	*Saccharum ravennae* (ravennagrass)	Moderate
	Salsola paulsenii (barbwire Russian-thistle)	**Limited**
!	*Salsola soda* (oppositeleaf Russian thistle)	Moderate
	Salsola tragus (Russian-thistle)	**Limited**
!	*Salvinia molesta* (giant salvinia)	Moderate
	Saponaria officinalis (bouncingbet)	**Limited**
	Schinus molle (Peruvian or California peppertree)	**Limited**
	Schinus terebinthifolius (Brazilian peppertree)	**Limited**
	Schismus arabicus, S. barbatus (Mediterraneangrass)	**Limited**
	Senecio jacobaea (tansy ragwort)	**Limited**
!	*Sesbania punicea* (red sesbania, scarlet wisteria)	Moderate
	Silybum marianum (blessed milkthistle)	**Limited**
	Sinapis arvensis (wild mustard, charlock)	**Limited**
	Sisymbrium irio (London rocket)	**Moderate**
!	*Spartina alterniflora hybrids* (smooth cordgrass, Atlantic cordgrass)	Moderate
!	*Spartina densiflora* (dense-flowered cordgrass)	Moderate
	Spartium junceum (Spanish broom)	**Moderate**
	Taeniatherum caput-medusae (medusahead)	**Moderate**
	Tamarix aphylla (athel tamarisk)	**Limited**
	Tamarix parviflora (smallflower tamarisk)	Moderate
	Tamarix ramosissima (saltcedar, tamarisk)	**Moderate**
	Torilis arvensis (hedgeparsley)	**Moderate**
	Trifolium hirtum (rose clover)	**Moderate**
	Ulex europaeus (gorse)	Moderate
	Undaria pinnatifida (wakame)	**Limited**
✋	*Vinca major* (big periwinkle)	**Moderate**
	Vulpia myuros (rattail fescue)	**Moderate**
!	*Washingtonia robusta* (Mexican fan palm, Washington palm)	**Moderate**
	Zantesdeschia aethiopica (calla lily)	**Limited**

Additional Plants Considered Invasive by Santa Barbara Landscape Architects

The following plants may be discouraged, especially if near open water courses, parks, the ocean, open spaces, or undeveloped lands.

Fountain Grasses - in general - Pennisetum genus and especially Pennisetum setaceum	**High**
Stipa tennuissifolia (Mexican feather grass)	**High**
Pittosporum undulatum (only problematic near wild areas)	**Moderate**
Running or Spreading Bamboo Species – in general	**Moderate**

Check any proposed bamboo to determine if it is a running or spreading species, as this list is not comprehensive. Following are examples of running or spreading bamboos species:

Phyllostachys bambusoides (Castillion)	**Moderate**
Phyllostachys edulis (Oso bamboo)	**Moderate**
Phyllostachys nigra (Black bamboo)	**Moderate**
Pleioblastus pygmaeus (Dwarf bamboo)	**Moderate**
Pleioblastus viridistriatus (Dwarf greenstripe bamboo)	**Moderate**
Nandina domestica (Heavenly bamboo)	**Limited**

Tropaeolum majus (Nasturtium)- *especially near creek areas*	**Moderate**
Vinca minor (Dwarf Periwinkle)- *especially near creek areas*	**Limited**
Maytenus boaria (Mayten Tree)	**Limited**

APPENDIX D

LIST OF RECOMMENDED PARKING LOT CANOPY TREES

Bauhinia variegata	Purple Orchid Tree
Cupaniopsis anacardiodes	Carrot Wood Tree
Eucalyptus leucoxylon	White Ironbark
Jacaranda mimosifolia	Jacaranda
Magnolia grandiflora	Southern Magnolia
Metrosideros excelsus	New Zealand Christmas Tree
Pistacia chinensis	Chinese Pistache
Platanus acerifolia	London Plane Tree
Podocarpus gracilior	Fern Pine
Pyrus kawakamii	Evergreen Pear
Quercus suber	Cork Oak
Tabebuia chrysotrica	Golden Trumpet Tree

Trees selected from Street Trees Recommended for Southern California, published by Street Tree Seminar, Inc.

Criteria for inclusion as follows:

- listed in El Pueblo Viejo Guidelines
- adaptable to Sunset Zones 23-24
- mature height over 30 feet
- small planter areas adaptability
- fast to moderate growth rate
- form somewhat spreading
- not overly messy

EXHIBIT B

ARCHITECTURAL BOARD OF REVIEW GENERAL DESIGN GUIDELINES & MEETING PROCEDURES

Prepared By
COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Originally Adopted in 1995

Revised December 2011

ARCHITECTURAL BOARD OF REVIEW GOALS

The Architectural Board of Review (ABR) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

A. to protect the historic and architectural qualities of Santa Barbara;

B. to protect the beauty and ecological balance of Santa Barbara's natural resources;

C. to insure development and building consistent with the policies of the General Plan and Zoning Ordinance;

D. to promote high standards in architectural and landscape design and the construction of aesthetically pleasing structures;

E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;

F. to encourage planning which is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;

G. to promote neighborhood compatibility;

H. to encourage the preservation of pre-1925 and Hispanic styles of architecture;

I. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture;

J. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal;

K. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources; and

L. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process.

ARCHITECTURAL BOARD OF REVIEW GUIDELINES
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INTRODUCTION

Purpose of the Architectural Board of Review General Design Guidelines & Meeting Procedures

The Architectural Board of Review (ABR) Guidelines set have been developed to ensure high design standards are maintained in development and construction in the City of Santa Barbara. They are also intended to clarify the public's understanding of the goals and policies of the ABR. In addition to ABR-specific guidelines, there are other City design guidelines found in separate documents that may apply to projects within the jurisdiction of the ABR. Other City design guidelines provide more detailed direction for some projects. However, many ABR projects are not in an area with other guidelines. These guidelines clarify ABR criteria for reviewing plans throughout the City.

Architectural Board of Review Background and Purpose

- **Background.** The ABR was established by ordinance on July 16, 1925, and met for seven months before being dissolved. It was re-established by ordinance in 1947. In 1949, the ABR was designated a Charter Committee by popular vote. Currently, the ABR consists of seven members, two of whom must be licensed architects, one a landscape architect, and three other professionals in related fields such as design or engineering. A quorum consists of four members, one of whom is an architect.

- **Purpose.** The ABR is charged with the responsibility promote the general public welfare of the City and to protect and preserve the natural and historical charm and beauty of the City and its aesthetic appeal and beauty. Santa Barbara has, for many years, enjoyed a widespread reputation for its distinctive buildings and the generally pleasing inter-relationship of these buildings with plantings, parks, beaches and the harbor, against a background of gently rounded foothills and mountains. The beauty and charm of this picture has enhanced the basic attraction of its year-round mild and equable climate.

  Santa Barbara's distinctive architecture is a regional style with a Mediterranean influence. It reflects the City's historic past and compliments its setting in the natural environment. The successful adaptation of these architectural forms, with ingenious variations to meet modern needs, using simple materials, generous landscaping, human scale and soft colors, has resulted in the achievement of an architectural harmony that distinguishes Santa Barbara from other cities. It is essential for rational and continued improvement of our community that these important facts be recognized. It is paramount that property owners, architects and builders use initiative and their best judgment and talents toward development of buildings of character that harmonize with their surroundings and are suitable for proposed sites.

Guideline Interpretation and Application

The ABR is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are listed on the inside of the cover of this document. These guidelines help to define how ABR carries out the goals.

These guidelines designed to guide the ABR members and the public and are not intended to be binding in nature. Although failure to meet the Guidelines can form a basis for denial of the

design of a project, non-compliance with these Guidelines shall not be grounds to invalidate any action taken by the ABR, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.

Relationship to Other Documents

1. **Relationship to the General and Coastal Plans.** The Santa Barbara General Plan contains policies and direction regarding the visual aspect of development, neighborhood compatibility, and landscaping. The Zoning Ordinance and these ABR General Design Guidelines & Meeting Procedures are designed to implement the General Plan and Coastal Plan policies. The General Plan contains descriptions of the character of individual neighborhoods and sets a vision for individual sustainable neighborhood features, community design, and historic preservation.

2. **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which plans must comply. In using the Design Guidelines, Code requirements prevail over the guidelines. These guidelines are intended to augment the Santa Barbara Municipal Code (SBMC) by providing guideline details to complement topics in the Code, as well as to provide guidelines on additional topics.

Guideline Organization

These ABR General Design Guidelines and Meeting Procedures are divided into three parts in addition to this introduction. Part 1 contains the Architectural Design Guidelines. Part 2 contains guidelines for projects which require landscape plans. Part 3 explains the ABR Meeting Procedures and Staff's role in ABR agenda preparation.

Other City Design Guidelines

A number of other city guidelines described below also include direction regarding architectural appearance, site design and landscaping. These ABR General Design Guidelines & Meeting Procedures are compatible with those guidelines and are more detailed on some subjects than the other guidelines. However, if these "ABR General Design Guidelines and Meeting Procedures" and one or more of the other specific area or other special district guidelines address the same issue , the other design guidelines applicable to the specific area or topic would prevail over these ABR General Design Guidelines & Meeting Procedures. (See SBMC §22.68.060).

In addition to the basic guidelines outlined in the ABR's Architectural and Landscape Design Guidelines, other guidelines for specific types of development and for specific areas of the City have been prepared with input from the ABR, Historic Landmarks Commission, Planning Commission, and others. Other guidelines are contained in separate documents and include the following:

A. **Airport Design Guidelines.** These Guidelines were established to recognize the aviation-oriented architecture in this area and to protect the theme established by the Mediterranean style of the airport terminal. The Guidelines apply to all property in the airport area.

B. **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more

attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.

C. **Highway 101 Santa Barbara Coastal Parkway Design Guidelines**. The purpose of the Highway 101 Santa Barbara Coastal Parkway Design Guidelines is to preserve the historic character and visual quality of the segment of Highway 101 located within the City's Coastal Zone. The guidelines are intended to help the City, the California Department of Transportation (Caltrans) and other interested agencies maintain this segment of highway in a manner consistent with its historic character while allowing for necessary traffic and safety improvements to maintain access through the City's Coastal Zone. Additionally, these guidelines are referred to as part of Caltrans courtesy reviews for their projects in other areas of the city.

D. **Lower Riviera Special Design District Guidelines.** These guidelines direct development within and adjacent to the Bungalow District to be compatible with the architectural character of the Bungalow District. The guidelines assist property owners, architects, contractors, and hearing review bodies in designing projects that will be appropriate, compatible, and beneficial to the Bungalow District and to assist the City in reviewing applications for new projects and alterations to structures within, and in close proximity to, the Bungalow District.

E. **Outdoor Lighting Design Guidelines.** These guidelines itemize acceptable standards for outdoor lighting installations throughout the City. The guidelines recommend specific outdoor lighting design standards to avoid excessive glare.

F. **Outdoor Vending Machine Design Guidelines.** These guidelines establish design standards for screening, location, signage, illumination and appearance of outdoor vending machines to minimize negative visual impacts related with these installations.

G. **Passive Solar Design Guidelines and Recognition Program.** The best way to reduce energy consumption is through conservation. The Passive Solar guidelines encourage building siting, orientation, materials, construction techniques and landscaping to reduce long-term energy needs for new developments.

H. **Sign Review Guidelines.** These guidelines itemize acceptable standards for the placement of signs throughout the City. The guidelines describe specific points of Sign Committee review, which promote aesthetic signage, and graphic design that enhances the architectural style or historical quality of a building.

I. **Solar Energy System Design Guidelines and Recognition Program**. This document specifies how to achieve a solar energy system that is high performing as well as aesthetically well integrated with its surrounding location, and therefore eligible for a recognition award from the City of Santa Barbara.

J. **Upper State Street Area Design Guidelines.** The Upper State Street Area is an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De la Vina Street from Constance Avenue to State Street; commercially developed areas along Hope Avenue, Hitchcock Way and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. The Upper State Street area is divided into six separate neighborhoods. It is recognized that each of

these areas is different and requires unique architectural solutions. These Guidelines describe the different neighborhoods and provide assistance for development designs to be compatible with the neighborhoods. In addition, there are special landscaping guidelines for the Upper State Street Area.

K. **Urban Design Guidelines.** These Guidelines apply to the urban grid area of the City. The intent of the Guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The Guidelines provide design criteria illustrations for design professionals, the public, and the ABR to evaluate development proposal consistency with appropriate design principles.

L. **Waterfront Area Design Guidelines**. These Guidelines establish a general design theme, which emphasizes the area's proximity to the ocean and harbor areas. These Guidelines apply to all property in the area of the harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.

M. **Wireless Communication Facilities/Antenna Design Guidelines.** These guidelines establish design standards for the screening, location, and appearance of wireless communication facilities to minimize adverse visual impacts related with these installations.

PART I

ARCHITECTURAL DESIGN GUIDELINES

Purpose of the Architectural General Design Guidelines.

These Architectural Design Guidelines have been developed to ensure high standards of design are maintained in development and construction in the city of Santa Barbara. They are also intended to clarify the public's understanding of the goals and policies of the Architectural Board of Review (ABR). The Architectural Design Guidelines are intended to provide a clear statement of preferred design solutions and building materials considered acceptable by the ABR. Generally, these guidelines apply to both commercial and multi-family residential projects, unless the individual guideline specifies a more narrow scope of application.

SECTION 1 Site and Surrounding Area Considerations

1.1.1 **Relation to Site.** Buildings should be designed to relate to the site's existing landforms and contours and to present an integrated appearance. Over-building of a site may be considered grounds for project denial.

1.1.2 **Area Compatibility – Commercial and Multi-Family Residential**

A. **General.** In areas which possess examples of distinctive architecture, structures and additions should present a harmonious character to not clash or exhibit discord with the particular surrounding area in which they are placed. Structure elements should be consistent with the best elements that distinguish the particular area in which they are proposed. These elements include, but are not limited to

- Volume
- size
- massing
- proportion
- scale
- bulk
- rooflines
- colors
- textures
- materials

Consideration of the existing setback and patterns of development in the particular area can also be important.

B. **Areas without Distinctive Architecture.** In areas which do not possess examples of distinctive architecture, structures and additions should be designed to lead the area toward designs which are harmonious with Santa Barbara's distinctive built environment.

C. **Transitional Areas.** When a project is within close proximity to a landmark or historic district, consideration may be given to that district's guidelines (SBMC §22.22.100 B). In these areas, project design should promote a smooth transition from one usage area or architectural style to the next. Special attention to consistency with the City's Urban Design Guidelines is recommended.

D. **Landmarks or Structures of Merit.** Projects within close proximity to a landmark or structure of merit should be sympathetic to the existing context of the landmark or structure of merit.

SECTION 2 Architectural Imagery

1.2.1 **Building Design Compatibility and Consistency.** Buildings shall demonstrate compatibility in materials and consistency in style throughout exterior elevations. Building components such as windows, doors, arches and parapets should have proportions appropriate to the architecture. Additions should relate to the existing building in design, details, colors, and materials.

1.2.2 **Architectural Styles.** The ABR does not mandate required architectural styles for specific areas or locations; however, consideration should be given to several factors that influence the ABR's preference concerning proposed architectural styles. Factors such as an area's prevailing architectural styles, area compatibility and structure visibility are factors which should be considered. One of the ABR's stated goals is to encourage the preservation of pre-1925 and Hispanic styles of architecture. In addition, traditional architectural styles based on the City's Hispanic tradition are preferred at locations that are highly visible to the public such as: gateway or entry points into the City, hillside development, and locations in close proximity to El Pueblo Viejo Landmark District and Mission Area Special Design District.

1.2.3 **Building Materials.** Architectural style expressed through building materials, colors, design, exterior treatment, roof articulation and overall design in construction should be of good quality and durable exterior materials. Typical architectural enhancements include:

A. High quality construction and materials for exterior finishes

B. Wood windows, recesses, articulation of openings, wood shutters, ornamental ironwork

C. Enhanced landscaping, paving and/or decking

D. Heavy timber trellis or arbor structures

E. Stonework and/or tile work on walls

F. Front entry elements and/or porches

G. Enhanced or high-quality roofing materials

H. Exposed downspouts and gutters painted or made of copper materials

SECTION 3 Historic Significance – All Structures

Potential historic significance of existing structures should be researched and plans should show consideration for these elements if they exist on the site. Evaluation and protection of archaeological or historic resources are governed by policies, laws and regulations of the municipal code and at the state and federal levels. Existing historic structures and site features such as walls, stairways, and gates should be preserved and included as a part of the overall plan where feasible. Consultation with the City's Urban Historian is recommended for demolition or substantial alterations proposed for structures over 50 years of age.

SECTION 4 Multi-Family Accessory Buildings, Garages, and Carports

1.4.1 **Garages.** Where possible, garages should not front or face the street. If the garage faces the street, windows and other architectural detailing should be used on garage doors to eliminate a blank appearance.

1.4.2 **Multi-Family Residential Accessory Buildings.** In multi-family residential zones, accessory buildings should not be large or located in visually prominent areas that detract from the neighborhood's quality.

1.4.3 **Multi-Family Residential Construction Over Carports.** In multi-family residential zones, construction over carports is discouraged unless there are special considerations. Garages are more appropriate than carports on the ground floor of multiple story buildings as they provide a more visually substantial mass to support the visual mass of upper stories.

SECTION 5 Utilities and Equipment

1.5.1 **Utility Screening.** Utilitarian facilities, such as electrical transformers, satellite dishes, backflow prevention devices, loading docks, and maintenance or trash storage areas generally should be located with consideration first of public views of the project and second with consideration of neighboring structures and must be appropriately screened.

1.5.2 **Rooftop Equipment.** Equipment should be screened. Screening should present an integrated appearance with the overall building.

1.5.3 **Solar Energy Systems.** Applicants are encouraged to consider solar panel installations which are high performing and aesthetically well-integrated, consistent with the City's Solar Energy System Design Guidelines.

1.5.4 **Skylights.** Skylights can be a source of natural lighting; however, they can often become the source of unnecessary heat gain in summer and heat loss in winter. Clerestory windows or "solar tubes" (see item D, below) are often recommended as a better way to meet natural lighting needs and maintain an energy-efficient structure.

1. Skylights are allowed when they are compatible with the architectural style of the building in which they are proposed and when they are compatible with the character of the surrounding neighborhood.
2. Flat skylights, made of non-reflective materials, are the preferred skylight type.
3. White plastic skylights or small dome shaped skylights may be acceptable if the skylights are screened by existing parapets, roofs, building forms or other equipment and it can be clearly demonstrated that the proposed skylights are not readily visible from adjacent properties or public ways.
4. Plastic domed solar tube skylights may be allowed if placed in areas that are not highly visible to the public.
5. The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed.

1.5.5 **Site Lighting.** Outdoor lighting shall comply with the Outdoor Lighting Design Guidelines.

SECTION 6 Energy Efficiency, Sustainable Building and Site Design

The built environment has a profound impact on our natural environment, economy, health and productivity. Building sustainably is a design and construction method that recognizes this impact and focuses on creating buildings that minimize the impact on the environment while positively affecting the economy and the health of the building occupants. To address these impacts, building sustainably focuses on four major components:

1. Energy and Water Conservation
2. Site Planning
3. Material and Resource Use Reduction
4. Indoor Air Quality Improvements

Building sustainably is encouraged as much as possible.

1.6.1 **Energy Efficiency.** Buildings shall be designed and oriented to maximize energy efficiency and conservation including lighting design. Feasible passive and active solar design principles are encouraged.

1.6.2 **Sustainable Building and Site Design.** City policies support building designs that incorporate sustainable building and site design principles and use energy efficiently. Buildings that conserve resources and use renewable sources of energy, including solar, wind, and biomass, can be supported if the designs maintain an acceptable aesthetic quality and fit into the site and neighborhood.

Developing a plan for a sustainable building and site design can reduce energy use, cool urban heat islands, and prevent storm-water runoff, as well as contribute to wildlife habitat and air quality. There are many ways to conserve resources during the building process.

Following are some specific sustainable building and site design concepts:

- Selecting materials that have at least some recycled content can conserve natural resources and virgin materials.
- Selecting materials with less chemical or synthetic content, such as low VOC paints or adobe bricks, can reduce environmental toxins.
- Minimizing construction waste can ease the impact on landfills and resources.
- Installing water- and energy-efficient products and/or orienting a building and selecting landscaping in response to solar and breeze patterns can conserve resources while reducing operating costs.
- Selecting building materials made from easily renewable resources conserves non-renewable resources.

SECTION 7 Roofing Materials

1.7.1 **General.** Roofing material and color should be consistent with the building's architectural style. Eave closures, a.k.a. bird stops, if any are proposed, shall be mortared with natural cement.

1.7.2 **Mission Tile.** Where a traditional Hispanic architectural style is proposed or where the location is highly visible to the public or prominent, the use of two-piece terra cotta (Mission, "C-tile") roof is required.

A. Terra cotta roof tile shall not have a glossy finish.

B. Where two-piece "cap and pan" Mission tile is used on gable, shed and hipped roofs, the following installation criteria should apply:

1. There should be a double starter row employed at the eave ends.
2. Field tiles are to be laid in random or scattered fashion.
3. The roof should have natural cement mortared hips and ridges.
4. Terra cotta red color should be the predominant color except where other color mixtures are specifically approved.
5. Tile color should be one consistent color with only slight natural variations acceptable. Artificial color "blends" are discouraged.

Exceptions to the required use of Mission Tile policy may be granted if the ABR makes the appropriate findings and determines a hardship condition exists that precludes Mission "C" roof tile use. Clay S-tile installation will be required to follow standard installation details as outlined below to mimic the Mission tile appearance.

1.7.3 **Clay S-Tile**

A. Non-clay simulated Mission Tile use is generally unacceptable.

B. Clay S-Tile is only considered for Affordable or Low-Income Housing projects.

C. The following four criteria will be utilized to determine if the use of clay S-tile will be allowed for any type of existing buildings:

1. The proposed clay S-tile installation is compatible with the building's architecture and the neighborhood character.
2. The proposed application meets with the intent of these ABR General Design Guidelines & Meeting Procedures.
3. The building cannot structurally support the weight of 2-piece, clay barrel tile, and clay S-tile is an appropriate alternative solution.
4. The applicant made a concerted effort to make the roof attractive.

1.7.4 **Required Installation Details as Conditions of Approval**

A. A double starter row of two-piece barrel tile is employed at the eave ends.

B. The roof has 15% to 20% of the field tiles laid with mortared randomly placed boosters (kickers).

C. Natural cement mortared hips and ridges are present.

SECTION 8 Architectural Elements - Commercial

Architectural elements such as windows, doors, cornice elements, columns, arches and roof forms can be utilized to enhance a building. These elements should be detailed to provide modulation, visual interest and textured relief.

1.8.1 **Architectural Features.** Features should enhance the architectural form and style of the structure. As a general rule, massing and details should be simple and proportionate to the building scale. Windows, entries, recesses, balconies, and stairways should add building interest.

1.8.2 **Color.** Building color should complement architectural details and blend with surrounding buildings or dominant structures. For large buildings located in the Downtown area, the major building mass of a structure should be white (where appropriate to the architectural style proposed). For smaller buildings, a more varied color palette for body and trim color may be appropriate.

1.8.3 **Stucco Texture.** Unless otherwise directed by the ABR, stucco should present a smooth, undulating troweled finish. A float sand finish may be acceptable. Rough texture, such as skip trowel or Spanish lace, is unacceptable. Exterior materials and architectural elements should compliment each other. For example, heavy materials should appear to support lighter materials.

1.8.4 **Windows and Doors.** The pattern of windows and doors should be consistent with the building's architectural style.

1.8.5 **Roof Ridgelines.** Roofs should be articulated using elements such as false chimneys, towers and decorative vents and caps. Roof materials and overhangs can create shadow patterns. Decorative cornices can be added to provide visual interest.

SECTION 9 Architectural Elements - Multi-Family Residential

Architectural elements such as windows, doors, and cornice elements should create a rhythmic composition taking into consideration scale, style and architectural proportion. These elements should be detailed to provide modulation, visual interest and textured relief.

1.9.1 **General**

A. **Architectural Features.** Features should enhance the architectural form and style of the unit(s). For example, dormers, bay windows, porches, balconies, and entrance projections can add interest to the unit(s).

B. **Color.** Building color should complement architectural details and blend with neighborhoods.

C. **Stucco Texture.** Unless otherwise directed by the ABR, stucco should present a smooth, undulating troweled finish. A float sand finish may be acceptable. Rough texture, such as skip trowel or Spanish lace, is unacceptable.

D. **Windows.** The pattern of windows and doors should reflect the scale and patterns in the neighborhood.

E. **Reflective Glass Material.** In general, deck-railing materials should be selected to be consistent with the architectural style of the structure. The use of decorative glass railings as guardrails or as windscreens is not the preferred material at highly visible locations visible to the public due to the possible glare associated with these types of installations.

Installations of reflective glass materials will be reviewed to determine if the installation is compatible with the structure and that it does not create significant glare problems.

F. **Cost Consideration for Affordable Multi-Family Housing Projects.** The Architectural Board of Review shall take the total cost of the applicant's design into consideration when reviewing affordable housing projects where all units qualify as affordable housing in compliance with the city's affordable housing program policies and procedures. The expected cost of certain preferred design elements can be used as a consideration by the ABR to maintain the affordability of multi-family residential units.

1.9.2 **Two Family (R-2) Zone Accessory Dwelling Units.** Review of accessory dwelling units proposed on lots with a total lot area of between 5,000 and 6,000 square feet in the R-2 Zone shall be guided by the following. Also, note landscaping guidelines specific to the R-2 zone in the ABR Landscaping Guidelines.

A. Accessory dwelling units shall be reviewed for neighborhood compatibility and neighborhood character preservation.

B. Encourage existing building preservation when feasible.

C. Consider second-story window placement in relationship to neighboring buildings to preserve the privacy of existing uses on neighboring parcels.

D. Fencing or barriers consistent with zoning shall be required along driveways to prevent parking on front yards.

1.9.3 **Condo Conversions.** The SBMC requires projects which convert existing residences into condominiums to be aesthetically attractive, safe, and of quality construction. The following guidelines apply specifically to condominium conversion projects.

A. Unit design should create a sense of separate identity and individuality.

B. Entries should be easily identifiable and functional.

C. Open space should be designed to be useable, defensible and safe.

D. Special consideration should be given to privacy issues in project design.

E. Special attention should be given to appropriate project scale, especially with apartment buildings built in the '50s and '60s.

The architectural character of the proposed condominium should also be carefully considered.

SECTION 10 Administrative Approval Standards

Various ABR review levels include: concept, project design approval, in-progress, final approval, review after final approval and consent calendar and are discussed in Section 3.2.6. Minor projects which may be approved as a ministerial action by a Community Development Department appointed representative without full review by the ABR, are listed in Section 1.10.1 of these Guidelines. Projects which are eligible for staff administrative approval are also listed in Section 3.2.6.H of these Guidelines.

1.10.1 **Projects Eligible for Administrative Approval.** The following types of projects are eligible for administrative staff review and approval if the project complies with both the "General Standards" and applicable "Project Specific Standards for Administrative Staff Review". Projects that require public noticing pursuant to SBMC §22.68 are not eligible for administrative approval.

A. Additions: Minor
B. Awnings
C. Chimneys and Metal Flues
D. Color Changes: Exterior
E. Decks and Porches: Minor Alterations
F. Doors: Minor Alterations
G. Driveways/Paving/Minor Sitework
H. Fences
I. Landscape Alterations, Including Tree Removals
J. Landscape Improvements
K. Lighting: Exterior
L. Mechanical Equipment: General
M. Mechanical Equipment: Rooftop
N. Porches
O. Roofs (and "Reroofs")
P. Sheds and Spas
Q. Sidewalk Seating for Commercial Outdoor Dining Areas
R. Skylights
S. Soil Remediation Systems: Temporary One-Year
T. Time Extension
U. Trellises
V. Walls: Freestanding
W. Window: Minor Alterations

1.10.2 General Administrative Staff Review Standards

In order to be eligible for administrative staff review, a project must comply with the following general standards as well as any applicable project specific standards listed in 10.3 of these Guidelines.

A. **Design.** The architectural design of the addition, alteration, or site change is compatible with the design of any existing building which will remain on site. One overall architectural style is required.

B. **Materials.** The exterior finish materials of the proposed project match the existing exterior finishes of the existing structures on the lot.

C. **Style.** Style is expressed through architectural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions and materials. The style of the proposed work should be stated on the project plans and matches the existing style. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference style books to confirm the proposed style classification. Staff will check for consistency of style of a structure's proposed elements with the elements for the chosen style as described in reference materials. Staff will also check that any patterns or materials created by the existing elements are repeated in the proposed work.

D. **Additions.** Additions match the current architectural style of the building and are of the same materials, details and colors.

E. **Alterations.** Alterations match the current architectural style of the building or result in one architectural style. Alterations that propose an architectural style that is not typical for the neighborhood are not eligible for administrative staff review.

F. **Colors.** Additions must match the existing colors of the building, siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Simple color changes can be approved administratively where original colors are substituted with colors from an ABR-approved color palette. Proposals for bright colors or colors that do not match the building require review and approval by the ABR.

G. **Scale.** The scale of all additions is compatible with the scale of the existing structure, style of the building and surrounding area. The scale of a project is consistent with the prevailing development patterns of additions in the area. The review criteria utilized to determine correct scale shall be the degree of project visibility, plate heights, roof pitch and maximum building heights. Additions or alterations out of character with the surrounding area or incorrectly sited on the lot are not eligible for Administrative Staff Review.

1.10.3 **Administrative Staff Review Project-Specific Standards**

In addition to complying with the general requirements specified in Section 1.10.2 above, projects seeking administrative approval must also comply with any applicable project specific requirements specified in this Part I, Section 1.10.3 of these Guidelines.

A. **Additions: Minor.** Small additions may be reviewed and approved administratively if all of the following apply to the project:

1. Less than 250 square feet of new floor area.
2. Less than 100 cubic yards of grading is proposed.
3. The addition does not have a publicly visible affect on the overall design of the building as the term “publicly visible” is defined in Section 1.10.4.

B. **Awnings.** Small canvas awnings over window or door openings that are compatible with the style and the colors of the existing structure. Proposals for bright colors or colors that do not match the building require review and approval by the ABR.

C. **Chimneys and Metal Flues.** All of the following standards must be met:

1. Chimneys are consistent with the style of the existing structure and use masonry, stone, stucco, or metal pipe.
2. Wood material is not used on chimneys.
3. Metal flues are of traditional design and are painted to match the roof color.
4. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.

D. **Color Changes: Exterior.** The project is consistent with Section 1.10.2.F of these Guidelines “General Administrative Staff Review Standards, Colors”.

E. **Decks: Minor.** New or altered decks less than 200 square feet or decks at the first floor level are eligible for administrative approval if the following standards are met:

1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate area if no decks are on immediately adjacent properties.
4. New decks are not located to cause potential privacy or noise impacts to adjacent properties.
5. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the existing structure or trim.

F. **Doors: Minor Alterations.** Minor door alterations — for example, to enhance access by the physically challenged and for compliance with the Americans with Disabilities Act (ADA) — are covered by this provision. Installation of guard/hand rails shall be referred to the consent calendar. The modification of doors and sidelights within existing rough openings should be designed to comply with the following requirements for Administrative approvals:

1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.
3. Door and sidelight sash material matches the existing material and is either wood or steel.
4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.
5. In door pairs, both doors should have the same width.
6. In doors with sidelights, sidelights should have the same width if feasible.
7. Doors and sidelights should be placed symmetrically within architectural elements.
8. Door hardware is appropriate to the architectural style of the building.
9. Any changes in paving material associated with the door alteration match the existing material.

G. **Driveways/Paving/Minor Sitework.** Extensions, modifications, and additions to driveways are eligible for administrative approval if all of the following requirements are met:

1. The proposed grading is less than 50 cubic yards.
2. There is no drainage impact on adjoining lots.
3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
4. Any new driveway paving materials are compatible with the existing structure and surrounding area.
5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures.
6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.

H. **Fences.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review.

Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if:

1. The fence is 8 feet or less in height.
2. Lot Line Fences: Fence height, length and use of materials shall be compatible with the surrounding area.
3. Wood fences constructed of smooth cedar, redwood, high-quality pressure treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
4. If the fence is constructed of chain link, it is dark colored or hot dip galvanized chain link fencing located outside of any front yard and screened with vines or shrubs to soften the appearance of the fence.

I. **Landscape Alterations, Minor: Including Tree Removals.** As allowed by the SBMC, the following landscape alterations may be approved administratively by the Community Development Director or appointed representative:

1. **Landscape Alteration – General.**
   a. The proposed alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.4.6.B of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.4.6.B.2.b and 2.4.6.B.2.d.iii and 2.4.6.B.2.d.iv; and
   b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
   c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
   d. No native landscaping is to be removed.
2. **Landscape Alteration – Tree Removal.** A landscape alteration that involves a tree removal or replacement may be approved administratively if it satisfies all of the following criteria:
   a. The alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.4.6.B of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.6.B.2.b and 2.4.6.B.2.d.iii and 2.4.6.B.2.d.iv; and
   b. No more than two trees are proposed to be removed or replaced; and
   c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen tree are reviewed by the Parks Department.); and
   d. No skyline or native tree is proposed for removal; and

e. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and

f. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and

g. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.

J. **Landscape Improvements.** New landscape improvements associated with projects under review are reviewed for consistency with landscape design guidelines in these Architectural Board of Review Guidelines & Meeting Procedures: Part II Landscape Design and may be approved administratively if there is a clear consistency with the guidelines.

K. **Lighting: Exterior.** Both of the following standards must be met for administrative approval:

1. Replacement or installation of additional fixtures is compatible in style, color and scale with the applicant's existing structure.

2. Lighting fixtures and placement meet the Outdoor Lighting Ordinance and Design Guidelines.

L. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for Administrative approval:

1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practicable and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.

2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.

3. All pool and spa equipment is located as far away from adjoining properties as reasonably practicable in consideration of neighbors, and the equipment’s property line decibel level is consistent with the Noise Ordinance.

M. **Mechanical Equipment: Rooftop.** Transmitting antennas, including wireless facilities, are not eligible for administrative approvals. Satellite antennas and other rooftop equipment reviewed by Staff must comply with the following standards:

1. Equipment is screened.

2. The screening proposal presents an integrated appearance with the

overall building.

3. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment is painted the same color as the roof or adjacent background, as specified by Staff.

N. **Porches.** Traditional porch designs are eligible for administrative approval if the following standards are met:

1. The porch is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.
2. The type and color of proposed porch materials are compatible with the architectural style of the structure.
3. The porch railing and supports are designed so that entrance doors are easily visible from the street.
4. The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.
5. The porch is in a scale compatible with the structure to which the porch is attached.
6. The proposed porch roofing matches the roofing material of the structure.

O. **Roofs (and "Reroofs").** S-Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:

1. The type and color of roofing material is compatible with the architectural style of the structure.
2. Roofs of additions or accessory buildings match the roof of the structure.

P. **Sheds and Spas.** All of the following standards must be met:

1. The shed or spa enclosure area is 150 square feet or less.
2. Accessory structures are located in consideration of neighbors and appropriately screened.
3. Materials match site fencing or the main structure's materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria in Item 1.10.J, above.

Q. **Sidewalk Seating for Commercial Outdoor Dining Areas.** In general accord with these ABR General Design Guidelines & Meeting Procedures, the placement, style, color and types of outdoor dining furniture and barriers should be consistent with and shall complement the design and appearance of the building. The placement, style, color and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations, adopted by the ABR and the City Council. Construction features shall be as approved by the City Engineer.

R. **Skylights.** Skylights must meet the following standards for administrative Staff approval eligibility:

1. There are no more than five skylights proposed for a building.
2. Skylights are compatible with the architectural style of the building and with the character of the surrounding area.
3. Skylights are located such that they are not visible from the front of the building or a street.
4. Skylights follow one of the following standards:
   a. Proposed skylights are flat and made of non-reflective materials; or
   b. Will be invisible from off-site locations; or
   c. Are screened by the building form, landscaping, or a parapet.

S. **Soil Remediation Systems: Temporary Up to Two Years.** Systems are eligible for administrative approval if screened with 6-foot-high chain-link fencing with redwood slats, and shrubs or vines are planted or placed in pots surrounding the enclosure. The ventilation stack must be painted to match the color of the nearest background.

T. **Time Extension.** See SBMC §22.68.110.

U. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for administrative staff review. Trellises are eligible for administrative approval if:

1. The trellis covers less than 250 square feet and is less than 12 feet tall.
2. The trellis is constructed of smooth cedar, redwood, high-quality, pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
3. Lot line trellis height, length and use of materials are compatible with the surrounding area.

V. **Walls: Freestanding Only, Not Retaining.** Walls of non-traditional material, such as unfaced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not eligible for administrative approvals. Walls approved administratively must meet all the following criteria:

1. The wall is less than 4 feet tall
2. Less than 50 cubic yards of grading outside the main building footprint is proposed for the wall project
3. The appearance of the wall is similar in character with other walls visible in the surrounding area from public viewing locations
4. In the Hillside Design District, walls should be designed in order to blend in with the natural surroundings.
5. The height, length, and materials used for walls on lot lines should be compatible with the surrounding area.

W. **Windows.** Alteration projects involving the installation of vinyl windows or aluminum frame windows where no vinyl or aluminum frame windows previously existed on the property are not eligible for administrative approvals. Windows may be replaced or added if the following standards are met:

1. The type of windows and color of frames are compatible with the architectural style of the existing structure.
2. Windows of additions match the predominant windows of the existing structure.
3. The window types are of appropriate size and scale for the proposed location(s).

1.10.4 Definitions

A. **Publicly Visible.** A building, structure, or improvement is publicly visible if it may be typically, reasonably, and usually observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or visible from a public park, beach, or other area generally open for public use. If the building, structure, or improvement is only visible from a very distant viewing location where the building, structure, or improvement would not be readily discernable from the viewing location, then the building, structure, or improvement is not considered publicly visible for purposes of interpreting these guidelines.

B. **Highly Visible to the Public.** A building, structure, or improvement is highly visible to the public if it appears prominently and is easily observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or prominent and easily visible from a public park, beach, or other area generally open for public use. A building, structure or improvement highly visible to the public usually fronts public streets or other public areas.

SECTION 11 Zoning Modification Comments

1.11.1 Architectural Board of Review Role in Commenting on Modification Requests

Requests for modifications to the Zoning Ordinance for individual projects may be approved by either the Staff Hearing Officer (SHO) or the Planning Commission (PC) in accordance with SBMC §28.92.110. ABR comment occurs at Concept Review hearings prior to the request being heard by the SHO or PC. The ABR's role in commenting on the modification is limited to whether the proposed modification poses aesthetic issues, such as inconsistency with neighborhood development patterns or exacerbates conflicts with applicable design guidelines. General support or lack of support of a modification is a land use decision and is not the purview of the ABR. Following is an example of an appropriate ABR comment on modification requests:

> "The proposed modification *is/is not* aesthetically appropriate. The proposed modification *poses/does not pose* consistency issues with design guidelines (*list specific guideline document name and page number(s) of specific guideline number(s))*."

1.11.2 Modifications of Yard, Lot and Floor Area Regulations

For modifications of yard, lot, or floor area regulations, comment to the SHO or PC on whether the modification promotes an appearance of uniformity of development is helpful because the promotion of uniformity of improvement is one of the available grounds for the approval of a modification of yard, lot and floor area regulations.

PART II

LANDSCAPE DESIGN GUIDELINES

INTRODUCTION

Purpose of the Landscape Design Guidelines. To provide general and specific guidelines for landscape plan design and installation throughout the City. Landscaping should be used as a unifying element within a project to enhance a building site and help achieve project compatibility with existing surroundings while complying with applicable policies and regulations.

Relationship to the Santa Barbara General and Coastal Plan. The Santa Barbara General Plan contains policies and direction regarding landscaping in the Land Use, Conservation and Seismic Safety Elements. City scenic routes, tree preservation, creek protection and other topics are covered in the elements. The Coastal Plan also contains landscaping direction, especially with regard to bluff top development, views from Highway 101, and tree preservation and protection. The Zoning Ordinance and ABR General Design Guidelines & Meeting Procedures are designed to implement the General Plan and Coastal Plan policies.

Relationship to Santa Barbara Zoning Ordinance. The Zoning Ordinance requires all projects involving new commercial, industrial, institutional, or multi-family buildings and site improvements to have a landscape plan prepared by a licensed design professional. The SBMC contains specific standards that must be met in landscape plans, including:

- parking lot standards (§28.90)
- planting material standards (§28.87.200)
- water conservation (§22.80)

These guidelines are intended to augment the SBMC by providing additional guidelines and details to complement topics in the Code, as well as to provide guidelines on additional topics. In the case of a conflict between the SBMC and these ABR General Design Guidelines and Meeting Procedures, the Code requirements prevail over these ABR General Design Guidelines and Meeting Procedures.

Basis for ABR Landscape Design Guidelines. Many projects subject to ABR review are required to have landscape plans. Projects in some areas, such as commercial corridors, are subject to other guidelines which include direction regarding landscaping. However, some ABR projects are not in an area with specific guidelines. These guidelines clarify and expand on ABR criteria for reviewing required landscape plans throughout the City.

Relationship to Other Guidelines. A number of other guidelines, listed in Part 1: “Architectural Design Guidelines”, include landscaping guidelines. In general, this document is compatible with those guidelines. However, where there are two guideline sets applicable to a project addressing the same issue, the other guideline that applies to the specific area or special district would prevail over these ABR General Design Guidelines & Meeting Procedures.

Relationship to City Water Conservation Programs. The City provides full-color handouts which provide specific techniques on how to comply with the Landscape Design Standards for Water Conservation (Appendix A) and other sustainable landscaping techniques.

Full-color handouts regarding sustainable and water-wise landscaping are available in the 630 Garden Street lobby area and on-line at:

www.santabarbaraca.gov/Government/Departments/PW/WCBrochuresAndMore.htm

- **Lawn Alternatives**, City of Santa Barbara Water Conservation Program
- **Sustainable Landscaping:** Resource Efficient Landscapes for Santa Barbara County, Santa Barbara County Water Agency and City of Santa Barbara Public Works Department
- **How to Be Water-Wise in Your Garden**, Family of Santa Barbara Water Providers
- **How to Water Your Garden**, Sunset, 2000.
- **Water-Wise Gardening for California**: Advice and Design Ideas for the 21st Century, from the Editors of Sunset

Also see www.sbwater.org for additional water-saving information.

Relationship to City Creeks Programs. These guidelines support the goals of the City's Storm Water Management Program (SWMP) as well as general creeks conservation goals. Some projects are required by the SWMP to implement storm water best management practices to retain water on site, or to treat water on site. For more information regarding the SWMP and other creek programs, see: www.SBCreeks.org

Guideline Organization. The ABR Landscaping Guidelines are broken into five sections. The first section describes when Landscape Plans are required and licensing requirements. The second section consists of general landscape design guidelines applicable to all ABR projects, including duplex and multi-family residential projects. The third section includes additional guidelines for commercial and industrial projects. Vegetation removal guidelines are described in the fourth section. The last section covers special constraint area guideline topics.

SECTION 1 Landscape and Irrigation Plan Applicability

2.1.1 Landscape Plans

A. **Applicability.**

1. **Commercial, Industrial, Institutional, or Multi-Family Projects.** All new development projects which propose new structures require landscape plans. Complete demolition of an existing structure which involves construction of a new structure requires a landscape plan for the altered site.

2. **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites require landscape plans when:

   a. Existing landscaped areas are proposed for removal or alteration and/or
   b. New landscaping improvements are proposed.

3. **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information, at the ABR's discretion.

4. **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:

   a. When a proposed improvement involves a historic, archaeological, or environmental resource or hazard and/or

   b. To lessen potential project impacts to public scenic views.

5. **Planning Commission Projects.** A Landscape Plan is required for projects subject to Planning Commission review, unless waived.

B. **Proposed Landscaping Shown on Site Plans.** Minor projects, small parking area landscaping or landscaping that is not visible to the public may be exempt from providing a formal separate landscape plan as determined by the ABR. In these instances, proposed landscaping may be shown on the site plan rather than on a separate landscape plan.

C. **Plan Contents.** Landscape plans must be submitted prior to the ABR project design approval hearing. See the Planning and Zoning Counter handout "Landscape Plan Requirements" for required landscape plan contents.

2.1.2 **Plan Preparation Licensing Requirement.**

A. **General: Commercial, Industrial, Institutional and Multi-Family Projects.** Pursuant to Business and Professions Code §5641, the preparation of landscape and/or irrigation plans for all commercial, industrial, institutional and multi-family projects must be executed and stamped by a licensed landscape architect or by one of the following licensed or registered professionals:

- engineer
- architect
- land surveyor
- landscape contractor who is contracted to install the landscaping

Property owners may also prepare their own landscape plans. Also, irrigation plans may be prepared by property owners or irrigation consultants per Business and Professions Code §5641.6.

B. **Licensed professional required for final grading and drainage plans.** Per Business and Professions Code §5641, the state law may require a licensed landscape architect or engineer to prepare landscape or irrigation plans for projects in the following circumstances:

1. The proposed project involves extensive grading,

2. The project requires a drainage plan. For example, drainage plans are sometimes required for Storm Water Management Plan compliance.

C. **Advisories.** The ABR may recommend, but may not require, that an applicant hire a licensed landscape architect in the following circumstances:

1. Any landscape or irrigation plan submittal is determined inadequate or otherwise does not meet minimum review standards.
2. The project involves revegetation or improvements with unique or sensitive habitats or environments.

SECTION 2 General Guidelines

Landscaping is considered an integral part of a project's design. Landscaping can enhance the City's natural beauty and complement new development as well as provide neighborhood cohesiveness. Landscaping embellishes and enhances new construction. Landscape plans should reflect consideration of overall site aesthetics. However, avoid using landscaping to correct problems of design, privacy or bulk. The architecture of a building should be of sufficient aesthetic quality to stand alone regardless of potential landscape changes over time. Landscaping improvements should:

- Complement architecture;
- Provide outdoor privacy areas;
- Provide screening for undesirable views;
- Provide usable and functional open space; and
- Use appropriate water-wise plants, limited turf and efficient irrigation design principles.

The following general guidelines apply to all types of landscaping proposals.

2.2.1 **Site Layout and Massing.** Landscape massing refers to plant material that creates an appearance of substantial vegetation. The landscape plan should balance plant material and hardscape site elements such as walkways and walls.

A. **Lot Landscape Coverage.** Landscape massing shall provide for a generous overall percentage of plant landscaping in relation to the site and lot hardscape. Paved areas should be minimized and planting areas maximized.

B. **Unit Screening.** Where appropriate, consider screening plants, such as hedges, to create privacy between units. Special care should be taken to ensure that mature hedge heights and sizes will fit the space and ensure that only a minimal amount of pruning will be necessary for maintenance. Hedges shall comply with SBMC §28.87.170.

C. **Compatibility.** Landscaping visible from the street should be compatible with the surrounding neighborhood in plant type and scale. Site elements such as walls, steps, fences, etc. should be compatible with neighborhood elements in scale, color and materials.

D. **Trees for Shade and Weather Protection.** Canopy, skyline, and specimen trees shall be provided for shade and weather protection.

2.2.2 **Plant Selection.** Plant selection for the landscape plan should consider principles of sustainable landscaping and be sensitive to the elements described below.

A. **Blending with Existing Vegetation.** Blend the type, coloring, size, and height of proposed vegetation into existing vegetation.

B. **Growth.** Consider appropriate plant selection and location to:

1. Reduce the potential for normal plant material growth to significantly block an adjacent unit's primary scenic view or sunlight (solar access), and/or
2. Achieve privacy screening and produce a desired aesthetic result. Select plants that can grow to the necessary screening height without having to be pruned.
3. Ensure vegetation scale consistent with public view preservation called for in the Coastal Plan and General Plan (e.g. Land Use Element City Scenic Routes).

C. **Adaptability.** Emphasis shall be placed on the concept of "Right Plant/Right Place." Select plants that are naturally adapted to the growing conditions of the site such as soil type, slope, climate tolerance, space limitations, etc.

D. **Native and Mediterranean Plants.** Use native plants whenever possible. Where non-native species are used, emphasize plants from other Mediterranean climate regions.

E. **Invasive Plants.** Avoid invasive plant use, especially in, or adjacent to, environmentally sensitive habitat areas. Carefully select plants to avoid species that might migrate from the landscape and become "weeds." (Refer to Appendix C List of Invasive Plants, derived from a list published by the California Exotic Pest Plant Council.)

F. **Fire Retardant Landscaping.** Use fire retardant landscaping where possible. See Section 2.5.3 High Fire Hazard Area Landscape Design and Appendix B for information about High Fire Hazard Area landscaping requirements. A list of plants which are highly flammable and should not be planted in the High Fire Hazard Area is included in Appendix B.

G. **Plant Spacing and Height.** Space plants according to their mature size, allowing for plant maturation without crowding or root damage. Consider mature plant height to avoid unnecessary pruning and hedging, especially under windows and eaves of structures and along property lines.

H. **Group by Plant Needs.** Plants with similar cultivation, watering and sun/shade requirements should be grouped together into "hydrozones" and designated to separate appropriate valve types per SBMC §22.080.020.

I. **Limit Turf.** Use turf only in areas where appropriate for recreational uses. Adhere to turf reduction percentage requirements in SBMC §22.080.020. Consider lawn alternative species.

J. **Natural Plants.** Plant landscaping shall consist of real plants. Artificial plastic plants or the use of synthetic turf is not allowed in parkways or publicly visible locations as defined in Section 1.10.4. The use of synthetic turf may be approved at other less visible areas but is generally discouraged.

2.2.3 **Sustainability Principles.** Guidelines throughout this document support sustainable principles. Landscape and irrigation system design should reflect consideration of sustainable landscaping principles and be sensitive to elements described below. Also, see the additional sustainability concepts in Special Area Guidelines, Part I Section 5.

A. **Preserve Existing Vegetation.** Preserve existing vegetation and significant trees as much as possible (See Part II Section 4, Tree and Vegetation Preservation).

B. **Natural Features and Graded Areas.** Avoid unnecessary grading and removal of soil. Protect existing natural features and re-vegetate graded areas as soon as possible.

C. **Climate Buffering.** Use landscaping to control sun and wind: For example, the use of deciduous trees and/or vines on the south sides of buildings can provide passive heat in the winter and cooling in the summer.

D. **Erosion-Prone Areas.** Consistent with the Seismic Safety Element, species that add weight to a hillside (such as ice plant) shall be avoided on steep hillsides or adjacent to bluff top areas susceptible to erosion. Deep-rooted species that assist in stabilizing slopes and control erosion are encouraged.

E. **Water Efficiency.** Water-efficient landscaping is mandatory per SBMC §22.80.020. Landscaping and irrigation shall be planned with consideration for water conservation through use of water-wise plant species, water-efficient irrigation systems and other methods listed in SBMC §22.80.020, including using drip irrigation and mulching and designing irrigation to minimize runoff .

F. **Reducing Runoff.** Plant species that require significant watering (such as turf) shall be avoided on steep hillsides or narrow pathways, planters and parkways. Such areas are difficult to irrigate without significant runoff. Note the requirements in SBMC §22.80.020

G. **Irrigation.** Use water-efficient irrigation systems, including drip irrigation, micro sprayers, bubbler and rotating spray nozzles. Use smart irrigation controllers and rain sensors. Note the requirements in SBMC §22.80.020

H. **Waste Minimization.** Sustainable landscape planning that protects the environment by using minimal resources and creating minimal waste is encouraged.

I. **Stormwater Management.** Santa Barbara properties most commonly drain to local creeks, which then flow to the ocean. Non-point source pollution such as pesticides and fertilizers from lawns, heavy metals from driveways and pet waste pose a significant threat to the quality of life on our beaches and streams. Stormwater should be viewed as a resource with environmental and educational significance that can give unique character to neighborhood landscapes. Bioswales, infiltration areas, vegetated filter strips, porous paving, rainwater cisterns, and rainwater gardens should be incorporated into site design to allow biofiltration of sediment and pollutants, to slow down potentially damaging flows, and to increase the presence of nature within the community. These measures are very attractive, low tech, low cost, low maintenance and provide significant benefits to our environment. Appropriate choice of plantings and irrigation for the site helps reduce urban runoff and the subsequent non-point source pollution.

J. **On-Site Water Retention and Natural Drainage.** Use methods to retain water on the site to recharge groundwater and to use for future watering (e.g. cisterns).

Design landscaping to enhance natural drainage and biofiltration of pollutants through the use of bioswales, detention basins and other techniques.

K. **Permeability and Percolation.** Use urban runoff/pollution control Best Management Practices to maximize the permeability of sites and on-site percolation of runoff. For example, design projects to minimize paved areas, collect runoff on-site, or maximize hardscape area permeability with brick or pavers on sand.

L. **Drainage Flow.** Use natural watercourses, earth swales, v-ditches, drywells and water dissipation devices to enhance drainage flow on and through the site.

2.2.4 **Street and Driveway Design.** Street and driveway designs should utilize the following design concepts.

A. **Grading, Exposed Excavations and Retaining Walls.** Design streets or driveways to limit grading quantities, steep, exposed excavations and avoid the use of retaining walls where possible.

B. **Street and Driveway Widths.** Limit street and driveway widths to reduce paving quantity and encourage slower vehicle speeds, while providing adequate access. Consider the use of ribbon driveways, pa`vers and other materials that decrease the amount of pavement and increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.

C. **Garage Orientation.** Where possible, orient driveways and garages to be street-friendly, so that garage or carport openings are not facing directly onto streets.

D. **Sidewalk Widths.** Provide street sidewalk widths that allow for landscaped parkways to buffer pedestrians from street traffic where feasible.

E. **Street Trees.** City street trees should be incorporated into a project when none exist and/or at locations recommended by the ABR or City Arborist and the Street Tree Master Plan. Any street tree removal is subject to Park Commission approval.

F. **Street Tile.** Refer to the City of Santa Barbara Paver Surfaces and Transitions Guidelines. The guidelines were developed by the City under the auspices of the Access Advisory Committee to Staff and design review hearing bodies. The guidelines are intended to facilitate the Design Review process, in consideration of City discretionary standards and in conjunction with the California Title 24 Accessibility requirements.

G. **Plants and Irrigation in Parkways**. Water-wise plants are required and turf is prohibited in parkways. Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff. See the City's list of recommended plants for parkways.

2.2.5 **Parking Lots.** Parking lot designs for commercial, industrial, institutional, or multi-family residential developments are required to provide attractive and durable screening for adjoining areas (SBMC §28.90.050). Canopy trees provide important benefits in parking lots, such as producing shade, moderating the heat absorbed by asphalt, and

reducing air pollution from parked cars. The ABR is charged with enhancing parking lot designs to offset utilitarian appearances. The following standards apply to all parking areas, parking lots, and automobile service station/mini-market designs. Please note paving standards are also included in Sections 2.3.1 and 2.3.2.C.

A. **Perimeter Planter Requirements.** SBMC §28.90.050.3 contains perimeter planter requirements. The Code also provides the ABR with the ability to reduce or waive the requirements where alternative landscaping and designs proposed are equally effective in meeting the ordinance intent. In accordance with the ordinance, the ABR will consider whether a landscape planter waiver can be granted in the following circumstances:

1. Unique lot or existing building configurations will not allow a full parking area with five (5) foot wide planters; or,
2. Where an existing building precludes a driveway with full-sized planters; or
3. The project entrance is enhanced with an effective landscape screen, screen walls, decorative paving, significant architectural elements and/or skyline trees; or
4. Significant landscaping is proposed on other portions of the site so the plan maximizes landscaping within the parking area and/or throughout the project.

B. **Plant Types.** Planting shall consist of trees, shrubs and ground cover. Water-wise plant use is required, as is flowering vine use on fences and walls. No turf is allowed.

C. **Shade and Greenery.** Use canopy trees in the interior of surface parking lots to provide shade and greenery. SBMC §28.90.050.3 requires a ratio of trees to parking spaces. Beyond this requirement, providing tree canopy coverage to result in at least 50% of the total paved area to be shaded within fifteen (15) years is recommended. (Refer to List of Recommended Parking Lot Canopy Trees-Appendix D).

D. **Vertical Clearance.** Mature tree canopies should have a vertical clearance of fifteen (15) feet in order to accommodate lighting fixtures. Lighting fixtures should be lower than mature canopy trees. (Comply with Outdoor Lighting Design Guidelines).

E. **Pavement Minimization.** Consider variable materials to reduce the appearance of substantial paving and to increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.

F. **Irrigation.** Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff.

SECTION 3 Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects

The following guidelines are applied to Commercial/Industrial and Multi-Family Residential projects as specified below in addition to the General Guidelines in Section 2 of this Part 2.

3.3.1 **Commercial/Industrial/Institutional.** Landscape planning in commercial and industrial areas of the City should have a different emphasis than residential areas. The focus in commercial/industrial areas should be on streetscape, driveway areas and parking lots. Mixed-use developments should consider goals from both commercial and residential landscape design guidelines. Large pavement areas, such as driveways and parking areas, should be embellished through material variation and/or pedestrian walkway delineation.

3.3.2 **Multi-Family Residential.** Exceptional landscape plans for multi-family residential developments are important due to the dense nature of these projects. The following guidelines are specific to proposed multi-family residential landscape plans.

A. **Outdoor Living Space Area.** Designs should attempt to maximize the open yard area for each new dwelling unit, providing real usable outdoor living space, with special emphasis on safe, usable play areas for children. Consideration will be given for small or alternative landscaping designs for highly urban areas.

B. **Outdoor Living Space Design.** Outdoor living area designs should have functional areas relating to site, solar access, and floor plans.

C. **Pavement.** Vary paving materials to create interest and to delineate circulation within the ground plane, including separation between pedestrian and vehicular access.

D. **Habitat Enhancement.** Use habitat-enhancing trees and shrubs.

E. **Plants for Building Edges.** Use vines and espaliered plants to soften building edges.

F. **Screening.** Design the site to screen unsightly elements (e.g., carports, parking stalls, trash areas).

G. **Maintenance.** Projects must be maintainable and sustainable.

H. **Minimize Green Waste**. Select plant species whose mature size is appropriate for the area planted to minimize pruning. Prune for health, not for size reduction or invasion control.

I. **Landscape Protection.** Protect landscaped areas from vehicular and pedestrian encroachment with raised planting surfaces or curbs. Concrete step areas or stepping-stones should be provided in landscape planters adjacent to parking spaces.

3.3.3 **Two-Family (R-2) Zone**

Two-family (R-2) Zone projects are subject to the following guidelines. These projects should also be designed with special consideration for consistency with Street and Driveway Guideline 2.4.B, above.

A. **Street Presence.** Street presence is an important consideration. When required private outdoor living space is provided in the front yard, avoid high hedges and/or solid walls.

B. **Open Yard Area Landscaping.** The required 600 square foot open yard area should include landscaping (e.g. trees and plant materials).

C. **Pavement Minimization.** Consider the great value in minimizing pavement to the fullest extent possible and including pervious surfaces.

SECTION 4 Tree and Vegetation Preservation

2.4.1 **General.** Development should be sensitive to existing mature trees as they are a valued community resource. The ABR's goal is to prevent unnecessary tree removal. Mature trees should be integrated into project design rather than removed. All feasible options should be exhausted prior to tree removal.

A. **Goal.** Preservation and protection of significant trees is a primary goal of a landscape design.

B. **Projects Proposing Tree Removal**. If existing tree preservation is not possible, tree loss may result in required tree replacement(s) or possible project denial.

C. **Considerations When Acting Upon Tree Removals Requests.** The ABR considers the following when acting upon a tree removal request:

1. Whether such tree is designated as an historic or specimen tree;
2. The potential size of the tree in relation to the size of the lot or building site and the size of the proposed or existing improvements;
3. The number and size of other trees which would remain upon the building site after the requested removal;
4. The number and location of adjacent trees on City property and the possibility of maintaining desirable tree density in the area through additional planting on City property;
5. Any beneficial effects upon adjacent trees to be expected from the proposed removal;
6. Whether the tree sought to be removed was planted by or with the permission of the applicant or the applicant's co-tenant at the time such tree was planted.
7. The condition and structure of the tree and the potential for proper tree growth and development of the tree canopy.

D. **Tree Protection and Replacement Standards.**
Consistent with Conservation Element Visual Resources Policy 4.0 and Biological Resource Policy 4.0, efforts shall be made to preserve trees, in particular, native trees, including oak trees, and specimen trees are subject to the following guidelines:

1. **Earth Disturbance Prohibitions.** No earth disturbance is allowed in the circular area one-third the distance of the overall canopy/dripline as measured from the trunk. (For example, if the tree canopy is 30 feet, no

work can be done in the first 10 feet from the outside edge of the trunk in all directions.) In other areas under the canopy/dripline, earth may only be disturbed with hand tools.

2. **Arborist's Report.** Any work within the general vicinity of the dripline of a tree may require an Arborist's Report. If an Arborist's Report is required, the ABR may defer to the report's recommendations.

3. **Paving.** Paving and other non-permeable surface encroachment under native and specimen tree canopy/driplines should be minimized. For oak trees, no paving is allowed under the canopy due to their sensitivity to paving. If paving or other non-permeable surfaces encroach within a canopy, no more than 25% of the total area beneath the canopy dripline can be covered, and paving may only be placed by hand or with hand tools.

4. **Distance from Structures.** The edge of the mature native or specimen tree canopy/dripline should remain a minimum of five (5) feet from all new structures.

5. **Protection Notes.** Proposed projects which may impact existing native or specimen trees are required to submit Tree Protection notes as part of the final landscape submittal. Notes shall be located on all site and/or grading plans.

6. **Replacement Dimensions.** If it is determined that a native or specimen tree is to be removed, the diameter of the required replacement tree(s) will be equal to or greater than one-quarter the diameter of the existing tree (e.g., a 12-inch-diameter oak will be replaced with one measuring no less than 3 inches). Smaller tree replacement sizes than this formula may be specified in some cases to ensure replacement tree availability.

2.4.2 Tree Protections: Lots Developed with Multi-Family Residential, Commercial, or Industrial Uses

A. **General** (per SBMC Chapter 15.24). A permit is required for the removal of a tree as follows:

1. **A Parks and Recreation Department Tree Permit (PRC Permit)** is required to remove a:

   a. Front Setback Tree (as defined in SBMC §15.24.010); or

   b. Designated historic or specimen tree (as defined in SBMC §15.24.010); or

   c. Parkway Tree (as defined in SBMC §15.20.020)

2. **ABR Review and a Community Development Department permit (CDD permit)** is required to remove a:

   a. Tree that is part of Approved Landscaping; or

   b. Parking Lot Tree (as defined in SBMC §15.24.010).

2.4.3 Tree Protections: Lots Developed with Duplex Residential Uses

A. **General Rules.** A permit is required for the removal of a tree as follows:

1. **Parks and Recreation Department Tree Permit** is required to remove a:
   a. Front Setback Tree (as defined in SBMC §15.24.010).
   b. Designated historic or specimen tree (as defined in SBMC (§15.24.010).
   c. Parkway Tree (as defined in SBMC §15.20.020).
2. **ABR Review and a Community Development Department permit (CDD permit) may be required for removing a tree on an approved landscape plan**. If a property owner proposes to remove a tree shown on an approved landscape plan without replacement, a permit is required.

Substantially Similar Replacement Permit Exception. A permit is not required for the removal of a tree on an approved plan if the tree is replaced with a tree that is substantially similar as defined in 2.4.6.B of these guidelines. This exception does not apply to parkway trees.

2.4.4 **Permit Exceptions.** Dead, diseased or hazardous trees, except parkway trees, may be removed without a PRC Permit or CDD permit (see SBMC §15.24.030 for specific requirements). **However, even though a permit may not be required for the removal, in some cases a CDD permit for the replacement tree may be required** within 30 days as follows:

A. **Trees Required With Parking.** (SBMC §28.90.050, SBMC §28.90.001.H, SBMC §28.90.001.I, SBMC §28.90.100.G) The removal of trees required with a parking space or lot may require a tree replacement. If the replacement tree is substantially similar to the tree that is removed as defined in 2.4.6.B of these guidelines, then ABR review is not required. If the replacement tree is not substantially similar to the tree that is removed as defined in 2.4.6.B, then ABR approval of the replacement tree is required.

B. **Tree on an Approved Plan**. The removal of a tree on an approved plan may require a replacement tree. If the replacement tree is substantially similar to the tree specified on the approved plan as defined in 2.4.6.B, then ABR review is not required. If the replacement tree is not substantially similar to the tree specified on the approved plan as defined in 2.4.6.B, then ABR approval of the replacement tree is required.

2.4.5 **Landscape Protections, General.** A CDD permit is required for the alteration of an approved landscape plan subject to protection pursuant to the Municipal Code with the following **exception:**

Substantially Similar Replacements Exception. As provided in the Municipal Code, a permit is not required for the replacement of landscaping or other improvements subject to protection as long as the landscaping or other improvements are replaced with landscaping or other improvements that are “substantially similar” as defined in 2.4.6.B of these guidelines.

2.4.6 **Definitions**

A. **Original Planting Purpose.** The function or purpose of a tree or plant(s) on an

approved landscape plan, sometimes explicitly stated, sometimes not. For example, tree or planting purposes can include: privacy protection, preservation of solar access, shade provision, visual framing of a building, style consistency, visual interest, historic preservation, erosion control, appropriate species near a biologically sensitive area, etc.

B. **Substantially Similar Tree or Landscaping Replacement**. Replacement trees or landscaping shall be considered "substantially similar" and therefore exempt from a CDD permit if they meet either of the following descriptions:

1. The replacement tree or landscaping is the same species as the tree or landscaping to be replaced, the same size as the tree or plant indicated on the approved landscape plan, and the replacement tree or landscaping complies with current regulations related to appropriate trees or landscaping.

OR

2. The replacement tree or landscaping is a different species than the tree or landscaping to be replaced and the proposed species meets the following three criteria a., b., c. and d.:

   a. Characteristics of the proposed replacement tree or plant continues to achieve the original planting purpose, as defined in 2.4.6.A, through the following tree or plant aspects:

      i. height (at present and maturity)

      ii. canopy (at present and maturity)

      iii. branching characteristics

      iv. nature of the foliage

      v. flowering characteristics (frequency, color, etc.)

      vi. drought tolerance

      vii. water conservation of the existing plant or tree and the proposed replacement plant or tree

      viii. biological compatibility with any surrounding biologically sensitive areas

      ix. size of tree or plant(s) and their root structure at planting (must be at least as large as the approved landscape plan tree or plant(s), and if planting size is not indicated, then at least 5 gallons.)

   b. The size of the removal or replacement meets the following applicable criteria:

      i. Measurement of trees proposed for removal are less than 12" in diameter at 4'6" above the ground and less than 20' tall.

ii. The area of cumulative changes to conditionally approved plants is less than 1,000 square feet in the front yard and less than 20% of the total landscaped area.

c. Complies with codes applicable to the proposed tree or plant(s) removal or replacements, including:

i. Automobile setback parking requirements (SBMC §28.90.001.H)

ii. Parking in front yard requirements (SBMC §28.90.001.I)

iii. Uncovered parking space requirements (SBMC §28.90.100.G)

iv. Landscape water conservation requirements (SBMC §22.80)

v. The replacement does not create water waste from plumbing and irrigation systems (SBMC §14.20)

vi. Storm Water Management Program (State Water Resources Control Board Water Quality Order 2003-0005-DWQ, City of SB SWMP)

vii. High Fire Hazard Area requirements (SBMC §8.04.020)

viii. Solar Shade Control Act regarding protection of existing solar energy systems from shade caused by neighbors. (California Public Resources Code Sections §25980-25986).

d. The replacement avoids introducing new biological issues:

i. The replacement does not introduce non-native species in an area where native species are predominate.

ii. Replacement does not occur within 50 feet from the top of a coastal bluff per California Coastal Commission regulations.

iii. Replacement does not occur within 50 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined.

iv. Replacement does not occur within an area of 30% slope or greater.

v. The replacement does not introduce an invasive or noxious species as defined in Appendix C of these design guidelines or California Codes 7206, 7207, 7501.

vi. No native landscaping is to be removed.

SECTION 5 Special Areas

2.5.1 Hillside Residential Landscape Design

Landscaping in hillside areas should be sensitive to the community's view of the new

development, as well as the view from the subject property. The following guidelines are specific to hillside areas of the City.

A. **Appearance.** Landscaping should visually diminish the mass of structures as viewed from the community. Plantings should be selected from a palette of California native plants or Mediterranean plants that blend into the hillside and frame views. Plantings should not distract from the natural hillside profile. For example, palm tree installation would be discouraged, especially along ridgelines. Also, brightly colored flowers such as begonias planted to cover large areas of publicly visible fences and walls would be discouraged because they contrast with the surrounding hillside when viewed from a distance.

B. **Natural Surroundings.** Oak woodlands, steep slopes, bluffs, creeks, watersheds, or other native habitats should be evaluated by a biologist, arborist, or landscape architect to determine the appropriate landscape plant selection and maintenance to minimize negative effects on natural areas.

C. **Grading.** Grading should be minimized.

D. **Slope Failure.** In the event of slope failure, a soils engineer, geologist or landscape architect may be required to recommend appropriate mitigation for plantings and/or irrigation installation as well as erosion control measures.

E. **Erosion Control Measures.** Erosion control measures should also be included on hillside landscape plans. Also, refer to the Seismic Safety Element Landslides Hazard Reduction recommendations section.

2.5.2 Creeks, Water Courses and Wetlands

Projects near creeks, water courses and wetlands are subject to the following guidelines. These projects should also be designed with special consideration for consistency with the Sustainability Principles outlined in Section 2.2.3.

A. **Degradation Prohibition.** Development in and adjacent to creeks shall not degrade the creeks or their riparian environments. Where existing creeks, watercourses, and/or wetlands provide a natural environment, avoid removal of these environments.

B. **Native Plant Species.** Protect, maintain, enhance, and/or restore native plant species and vegetation in areas along natural creeks, watercourses and wetlands.

C. **Expert Use.** Consult a licensed landscape architect and/or biologist to provide recommendations and/or specifications to plant, protect or revegetate a site. In many cases, a biologist will be required to participate in the development of restoration and/or revegetation plans.

D. **Immediately Adjacent Landscaping.** Only native, non-invasive vegetation shall be planted immediately adjacent to creeks, watercourses and wetlands. Also, see Conservation Element and Local Coastal Plan direction regarding development on bluffs.

E. **Buffer Landscaping.** Vegetative buffers shall be provided between natural areas and developed or high-use areas. Buffer vegetation should be native, but may include non-native vegetation if it is non-invasive.

2.5.3 High Fire Hazard Area Landscape Design

A. **Defensible Space.** Meet defensible space requirements around structures as required by the Fire Code, consistent with Fire Department High Fire Hazard Area Landscape Design Guidelines. The guidelines specify drought-tolerant, fire-resistant plants and plant placement to reduce wildfire hazards. Please consult with the Fire Department's Wildland Fire Specialist.

B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation must be used for major cut and fills slope landscaping where development occurs on hillsides. Within vegetation management areas as identified in the Wildland Fire Plan (Community Fuel Treatment Area and Vegetation Management Units) vegetation shall be designed to reduce the amount of flammable vegetation. Please consult with the Fire Department's Wildland Fire Specialist.

PART III
MEETING PROCEDURES

INTRODUCTION

SECTION 1 Interpretation and Application

The Architectural Board of Review Meeting Procedures provide direction to ABR members, city staff and to the public as a whole. Nothing herein shall be interpreted in a manner contrary to the requirements of State law or the SBMC and in the event of a conflict between the requirements of State law or the Municipal Code and these guidelines, State law or the Municipal Code shall prevail.

Staff will make periodic updates to the "Architectural Board of Review Guidelines & Meeting Procedures" to implement preferred procedures and guidelines and reflect changes in the regulatory environment.

SECTION 2 General Information and Procedures

3.2.1 **General Information**

A. **Meeting Dates and Location**. The full Board ABR meetings occur every other Monday beginning at 3:00 P.M. in the David Gebhard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California. The ABR meetings may be televised live on the local Government Access channel. Agenda items are scheduled as time-certain with the final item usually scheduled for no later than 8:00 P.M. Please note changes may occur to the meeting agendas due to postponement of items as described in Section 3.2.7.

If a holiday falls on Monday, meetings will be held on the following Tuesday or at the discretion of the Board. The consent calendar review occurs at 1:00 P.M. on the same day and it is also held in the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, California.

Occasionally there is a need to cancel a regular meeting or to hold a special meeting. Dates and times of such meetings shall be posted in the usual manner as specified in Item 3.2.1.E "Notice and Posting."

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, please contact the Planning Division at (805) 564-5470. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.

B. **Applications and Filing**. Application instructions are available at the Community Development Department/Planning and Zoning Counter at 630 Garden Street and on-line. Business hours are 8:30 A.M. to 4:30 P.M., Monday through Thursday and every other Friday. For a current list of office hours, and a schedule of Friday closures, please visit the City's website at www.SantaBarbaraCA.gov, or call (805) 963-0611.

Applications deemed complete are accepted for the next available agenda on a first-come-first-served basis. Applications are date-stamped and submittal times are logged to assist Staff in determining project priority. Projects requiring a noticed hearing will be scheduled accordingly after an application is received. For example, approximately two and one half weeks is needed to schedule a project that requires a mailed noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues shall not be placed on an agenda. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment and number of items submitted.

C. **Licensing Advisory.** The Business and Professions Code of the State of California and the Municipal Code of the City of Santa Barbara restrict preparation of plans for certain project types to licensed professionals. Applicants are encouraged to consult with Building and Safety or Planning Staff to verify requirements for their specific projects. Unlicensed persons are limited to the preparation of ABR plans for:

- Multiple family dwellings not to exceed four (4) units per lot, of wood frame construction, and not more than two stories and a basement in height
- Non-structural changes to storefronts

See additional information regarding landscape plan licensing advisories in Part II of these Guidelines.

D. **Application Completeness.** Due to the high volume of projects that require ABR review, it is important for applicants to submit complete applications. (Please refer to the handout available at the Planning and Zoning Counter entitled "Design Review Submittal Packet," which describes the elements of a complete application.) Failure to submit a complete application may result in Planning Staff refusing to accept the application at the counter or the inability to place a project item on the next available agenda. The ABR may deem an application incomplete, for example, if the application submittal lacks sufficient photographs or does not provide required information.

E. **Notice and Posting.** Both the regular agenda and consent calendar are posted for public review on the outdoor bulletin board at 630 Garden Street adjacent to the David Gebhard Public Meeting Room, and in the public counter area at 630 Garden Street. Agendas and minutes are also available on the Community Development Department's website at www.santabarbaraca.gov/abr.

F. **Fees.** Fees are based on the size, scope and type of project proposed. Staff will determine appropriate application fees based on the current fee resolution adopted by the City Council. Staff at the Planning and Zoning Counter can provide the most recent information, and the fee schedule is available on-line at: www.santabarbaraca.gov/Resident/Home/Forms/planning.htm

G. **Staff Contact**

Community Development Department, Planning Division
630 Garden Street
Phone: (805) 564-5470 Fax: (805) 897-1904
Website: www.SantaBarbaraCa.gov
e-mail: ABRSecretary@SantaBarbaraCa.gov
or email ABR Planning Technician in format:
FirstInitialLastName@SantaBarbaraCa.gov

3.2.2 **Agenda Organization.** Agendas for a meeting are organized on an approximate "time certain" basis. The following agenda order usually applies. However, the agenda times are subject to change in that an item may be heard either earlier or later than noted in the approximate schedule due to continuances or postponements of agenda items. It is recommended that people arrive at least 15 minutes before the approximate time for their item of interest because the actual timing of items is subject to change based on the length of other agenda items.

Instructions for the ABR regarding the review level which may take place for the project are indicated in bold face letters in parentheses under each project description.

A. **General Business**

I. Public Comment

II. Approval of minutes

III. Consent Calendar

IV. Announcements.

A. Staff Announcements such as requests by applicants for continuances and withdrawals, and future agenda items.

B. Board Member Announcements

V. Subcommittee Reports: Standing and Ad Hoc Subcommittees. These reports are brief announcements, and do not involve general ABR discussion or actions. If members wish to discuss the substance of a subcommittee report, members must request that staff properly agendize the topic under “Discussion Items” at a future meeting of the ABR.

B. **Discussion items**

- **Appeals**
- **Concept Review** (continued items first, followed by new items)
- **Project Design Approval** (continued items first, followed by new items)
- **In-Progress Review**
- **Final Approval** (continued items first, followed by new items)
- **Review After Final Approval**

3.2.3 **Notices.** Some projects require a noticed hearing before the ABR. When a noticed hearing is required, written notice of the hearing is mailed to the applicant, the owner of any lot within 300 feet of the project, and interested parties in the City database. In addition, a "Notice of Development" sign is posted on the site of the proposed project. If a project requires another land use decision by the City Council, Planning Commission, or Staff Hearing Officer, the notice for the first Design Review hearing shall comply with the notice requirements for that hearing body. The purpose of these notices is to provide an early opportunity for adjacent property owners and occupants to comment on development proposals that may impact their property. (See SBMC §22.68.040 for the types of applications that require a noticed hearing and the specific noticing requirements).

If the Community Development Director or appointed representative determines that plan substitutions constitute a substantial change from the previously noticed plan (including, but not limited to, changes to the project's, size, bulk, scale, form, or design), the Community Development Director or appointed representative may require the project to be re-noticed for another public hearing. The Community Development Director or appointed representative may also require an additional noticing fee to be paid by the applicant in these cases.

3.2.4 **Project Presentation/Plan Substitution**

A. **Plan Presentation.** All levels of review with the exception of the consent calendar, require the presentation of the project by the applicant or the applicant's representative. If no one is available to present an item on behalf of the applicant, the agenda item shall be continued indefinitely. The applicant or the applicant's representative will be responsible for rescheduling the project. Applicants may always submit additional information, architectural details, or notes on additional plan sheets at the hearing when the additional information is consistent with the agendized project (the plans submitted at the time the project was agendized).

B. **Plan Substitution**

Plans originally submitted and filed for a particular meeting or review are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. This policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below.

Plans may not be substituted at the first mailed noticed concept review hearing or when a project design approval or final approval is being requested. Plans may be substituted at non-mailed notice Concept or In-Progress reviews if the following conditions have been met:

1. Proposed site plan does not have any changes that would require a Zoning Modification; and
2. Proposed building heights, site plans and elevations are substantially consistent with agendized plans; and
3. The project has the same level of zoning compliance as agendized plans; and

4. A completed Plan Substitution form is submitted to Staff. If the newly substituted plans are not substantially consistent with agendized plans, the new plans will be agendized for a future meeting.

3.2.5 Public Hearings and Public Comment

A. Official public hearings, whereby a mailed notice of a project has been sent to nearby property owners and other interested parties, will be announced by the Chair as an opportunity for public comment prior to ABR comment on plans. No more than one mailed notice public hearing is required to be held at the ABR on any particular development project unless the project has changed substantially from the original application. For agenda items which are not official mailed-notice public hearings, the Chair will invite members of the public, who have submitted request to speak forms, to speak on the items prior to ABR comment. For all agenda items, speakers who wish to comment on a project may be asked to limit their speaking time to no more than two minutes. The ABR may adjust the length of time each person speaks based on the number of people who wish to speak. In order to manage meeting length, Staff will generally limit the total number of mailed noticed public hearings scheduled per ABR meeting to no more than four.

B. The ABR recommends that interested neighbors work together either to organize their comments or to select one person to represent the neighborhood and speak on the group's behalf. The following examples of public comment types are appropriate:

- aesthetic issues
- design issues
- neighborhood compatibility
- environmental issues

Comments on topics that may not be within the ABR's purview, such as the following, are discouraged:

- site land use or zone designation
- project density
- project affordability

C. The ABR shall consider public comments directly related to aesthetic issues involving architecture, landscaping issues and compatibility with the surrounding area. These general guidelines are in place to manage meeting duration each week.

3.2.6 **Review Levels.** See the ABR Checklist available at the Planning and Zoning Counter or the City's website for specific submittal requirements for each level of review.

A. **Concept Review**

1. Concept review is an informal review process during which no formal action is taken. Applicants are encouraged to present sketches and/or conceptual drawings. ABR comments give the applicant general directions for future review. Applicants are encouraged to respond to all ABR comments thoroughly in order to avoid more than two (2) concept reviews prior to Staff Hearing Officer or Planning Commission review, if possible.

2. The ABR may request a site visit or story poles to be placed at the site prior to commenting or taking action on the application.

3. Concept review considers broad issues such as site planning, general architectural style and the project's relationship to its site and surrounding buildings.

4. Concept review is required prior to any other City reviews (such as environmental review, Planning Commission, etc.), and before any formal action is taken by the ABR. Project design approval is not usually granted at a concept review level. Generally, an application must receive "positive comments" from the ABR prior to the project's placement on another review body's hearing agenda.

   A. A concept review does not result in a formal action and, therefore, may not be appealed.

   B. The ABR may move a concept review item to a project design level and give a project design or final approval if sufficient information has been provided and no other discretionary action is required.

B. **Planning Commission Comments.** SBMC Chapter §22.68 specifies that the ABR may refer projects which are highly visible to the public to the Planning Commission for comments prior to ABR's project design approval of a project.

C. **Project Design Approval**

1. Project design approval occurs prior to preparation of working construction drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.

2. Project design approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial design project changes after project design approval will require a new project design and approval.

3. All significant elements of the architectural appearance, landscaping and site/building orientation must be found consistent with applicable guidelines in order to receive approval at this level of review.

4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to project design

approval.

5. For purposes of Government Code §65950, a project design approval shall be considered to be "approval" of the project by the ABR and concludes the discretionary phase of project review. It shall constitute the substantive ABR design approval of the project which is appealable; however, final approval of all details, including landscaping, is still required prior to the issuance of building permits.

D. **In-Progress Review.** Applicants are encouraged to schedule an “in-progress review”, which occurs after project design approval. If the ABR has expressed concern about a specific item (e.g. details, colors, etc.), the applicant may be requested to submit in-progress" drawings to assure that the drawings are consistent with the project design approval.

E. **Final Approval.** Final approval of completed working construction drawings occurs prior to submittal for a building permit.

1. Final plans will be approved if they are in substantial conformance with the plans given project design approval. If the applicant proposes substantial changes to the plans after project design approval, a new project design approval will be required. All Planning Commission Conditions of Approval shall be included on the plans.

2. All details, color samples, door hardware and exterior lighting fixtures shall be included for review. The “Design Review Final Approval Submittal Checklist” indicating sheet numbers where plan details are located within plan sets must be submitted with the final proposed details.

3. A final approval may be obtained subject to conditions that allow minor details to return on the consent calendar.

F. **Review after final Approval.** Review after final approval occurs when there is a proposed change to a project after final approval of the project has been granted. Plans submitted should include all information on drawings, which reflect the proposed changes. If changes are not clearly delineated or shown, they cannot be construed as approved. Additional fees are charged for a “review after final approval” consideration. Any changes to a project for which “review after final approval” is requested shall be subject to a substantial conformance determination for conformance with the final approval.

G. **Consent Calendar.** The consent calendar is meant to expedite the review of minor projects. One ABR member who is assisted by Staff reviews the Calendar. Applicants are advised to attend but are not required to attend or make a presentation of the project. A recommendation regarding each item on the Calendar is made to the full ABR for action. Such recommendation is not final until acted upon by the ABR. The ABR may take an item off the consent calendar to be considered by the full ABR. The ABR may also direct some projects or portions of projects to the consent calendar for review. In addition, Staff has been delegated the discretion to place the following items on the consent calendar when appropriate:

1. Minor upper floor addition where the upper story already exists and the amount of proposed square footage is small.
2. Addition of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture and are not within public view.
3. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
4. Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
5. Minor exterior or site changes.
6. Second or third time extensions for final approvals for minor projects.
7. Any project within categories listed below under “Minor Projects Eligible for Administrative Staff Approval.”

H. **Minor Projects Eligible for Administrative Staff Approval.** Some minor design projects may be approved as a ministerial action by the Community Development Director or appointed representative without review by the ABR. The Community Development Director or appointed representative has the authority and discretion to refer any minor design project to the ABR if the project has the potential to have an adverse effect on the architectural integrity of the building, structure, or surrounding property. ABR Staff also may refer any projects which do not appear to comply with applicable guidelines to the ABR consent calendar or full Board. The Administrative Staff Review process is limited to the types of addition or alteration projects listed in Part 1 Section 10 of these ABR General Design Guidelines & Meeting Procedures which comply with applicable standards described in the section.

I. **Construction Without Permit (“As-Built”)**

The ABR shall review as-built applications with the same degree of scrutiny and consideration afforded other proposed new projects utilizing the following criteria:

1. As-built work shall comply with all adopted design guidelines or be made to comply.
2. As-built work constructed or completed without benefit of review by the ABR may be subject to denial if the work is deemed unacceptable.
3. Materials used and construction quality shall be evaluated by the ABR when determining if the as-built work is acceptable as constructed.

3.2.7 Procedure for Continuances, Postponements, Referrals, and Absences

A. **Continuances.** A continuance is the carrying forward of an item under discussion to a future meeting. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, or (ii) by action of the ABR. Unless a continuance is necessary in order for the ABR to receive reports or other information, the ABR Chair may offer the applicant the option of agreeing to the continuance or requesting that the ABR give the project an up or down vote at the present meeting.

B. **Postponements.** A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact ABR Staff prior to the meeting date and state the reason(s) justifying the postponement. A noticed hearing item may be continued to a "date certain" without re-noticing, or may be continued indefinitely, subject to the required proper re-noticing. If an application has been postponed more than twice, the ABR may deny the application "without prejudice" to a future application. Without prejudice means the ABR will have no reservations or pre-formed opinions in reviewing a resubmitted project.

1. If an applicant fails to request a postponement before 4:30 p.m. on the Thursday prior to the meeting date, the item will be postponed indefinitely. It is the applicant's responsibility to contact staff in order to reschedule the item for consideration. An applicant who fails to timely request a postponement shall pay a rescheduling fee.

2. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants who arrive late for their scheduled agenda item may be postponed indefinitely unless the ABR agrees to hear the item and if time permits. It is the applicant's responsibility to request that staff reschedule the item for consideration.

3. ABR Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The ABR Staff-person may also consult with the ABR Chair to assist in scheduling discussion items and to determine appropriate time allocations for projects when long agendas are planned.

C. **Referral from Consent Calendar to Full Board.** All actions on consent calendar items are subject to ratification by the full board. Anyone may request that a consent calendar item be referred for full board review. Anyone making such a request must state the reasons for the referral request. If a motion to refer an item to the full board carries, the item will only be reviewed by the full board that day if an announcement regarding the potential referral was made during the item's consent calendar hearing. If no announcement was made during the consent calendar hearing, then the referred item will be continued and listed on a subsequent full board agenda. If an applicant chooses not to be present for the full board review, Staff will notify the applicant if the ABR could not approve the consent calendar item as presented, and the item has been continued for further

review on the next available agenda.

D. **Absences at Consent Calendar.** Although attendance is recommended, applicants need not be present for consideration of items on the consent calendar. Staff may present projects when applicants are absent. However, if an applicant does not attend the consent review, project design approval may be delayed. If an applicant is absent, the project design will not be denied on the consent calendar; instead, the project will be continued indefinitely.

3.2.8 Decisions

A. **Project Compatibility Analysis.** SBMC §22.68.045 sets forth six criteria which the ABR must consider in the review of development projects.

B. **Findings to Approve a Project.** In order to grant a project design approval, the ABR makes a finding that the project is consistent with any applicable laws and guidelines. Specific project types also require special findings for a project design approval to occur, as follows.

1. **Special Findings for the R-0 Zone**. The ABR must find that the design and appearance of an office building is designed to be compatible with existing and possible future adjacent residential uses. This finding does not restrict the ABR from requiring some exterior remodeling, painting or other improvements before a residential building is converted to office use (SBMC §28.48.115).

2. **Special Findings for the C-O Zone.** The ABR must find that the design and appearance of an office building is designed to be compatible with adjacent residential uses (SBMC §28.51.115).

3. **Special Findings for Wireless Antennas**. The ABR must take action to minimize adverse visual impacts associated with wireless antennas and equipment installation. The ABR shall consider compatibility with nearby buildings, appropriate screening, site location, antenna color and size in order to find no adverse visual impacts will result. (SBMC §22.87)

C. **Project Denial.** The ABR may deny a project that is inconsistent with any applicable guideline or any applicable finding. The ABR should state the reason(s) for a project denial in the motion for project denial.

3.2.9 Action, Appeals, and Expiration of Approval

A. **Time Limits on Approvals.** Conceptual comments are generally valid for one year, at the ABR's discretion. ABR project design approval is valid for three years from the date of the approval unless a time extension has been granted or a building permit has been issued. Also see SBMC §22.87.370 for provisions for projects with multiple approvals.

B. **Time Extensions.**

1. **Project Design Approval Extension.** See, SBMC §22.68.

2. **Projects with Multiple Approvals.** See, SBMC §28.87.370.A.

C. **Appeal of ABR Decision.** Any action of the ABR on an application for project design or final approval may be appealed to the City Council in accordance with SBMC §22.68.100 and Chapter 1.30 of the SBMC. The standards of review at each level of review are explained in Section 3.2.6. If a project is approved by the ABR, the project design approval decision is the critical decision on the design elements of the project that should be appealed. Otherwise, the final approval decision may be appealed only on the basis that it is inconsistent with the project design approval. If a project was granted an approval without a project design approval decision, the final approval decision is the substantive decision that may be appealed.

The letter of appeal stating the reasons for the appeal must be filed with the City Clerk within ten (10) calendar days of the contested action together with the appropriate appeal fee.

D. **Re-Filing a Denied Project Design.** When the design of a project has not been approved by the ABR, the same design application cannot be re-filed with the ABR for one year, unless the design is substantially changed from the original. Changes to a denied project design refiled within one year must mitigate the reason for denial of the project design.

3.2.10 **Plan Check and Building Permit**

A. **Cursory Plan Review.** All development applications are briefly reviewed prior to ABR agenda placement for basic zoning compliance. The project applicant is responsible for verifying compliance with all applicable codes and regulations.

B. **Preliminary Plan Review.** Staff reviews plans for compliance with Zoning Ordinance and checks records for the property as needed to verify ordinance compliance.

C. **Building Plan Check.** Following Final Approval by the ABR, applicants may submit plans to the Building and Safety Division for plan check. ABR Staff is not responsible for routing plans to Building and Safety for building permits. If any changes are made to plans during the Building Plan check code compliance process that would alter the exterior appearance of the building(s), Staff shall decide if the revised plans require further ABR review. When the plans have completed the plan check process and all corrections have been made, ABR Staff will stamp the plans and sign the zoning clearance/design review approval stamp in order to allow issuance of a building permit.

D. **Building Permit.** Building permits are required to be issued for most ABR approvals in order to verify and inspect compliance with ABR approvals. Changes to a project during construction may necessitate review after final approval by the ABR or staff.

E. **Appeal of Sign Committee Decision.** Appeals must follow the sign ordinance procedures and will be placed on the next available ABR agenda. After considering the appeal the Commission takes a vote to grant, modify the action, or deny the appeal.

SECTION 3 Jurisdiction

3.3.1 **ABR Jurisdiction.** The ABR shall review and take action to approve, conditionally approve, or deny all applications for:

A. **Building Permits: Nonresidential, Multiple Family, and Mixed Use.** All applications for building permits to alter the exterior of or erect a non-residential, multiple family, or mixed use (residential and non-residential) building or structure or which will result in two or more detached dwellings on one lot shall be referred to the ABR for review. Questions about review of certain types of projects have arisen periodically. The two following types of projects are specifically included in those projects subject to ABR review:

1. Exterior courts and courtyards which are not permanently covered are subject to review if a building permit is required for the work.
2. The project results in an exterior color change to any commercial building, or to a multiple family project that is being reviewed by the ABR for other changes (such as condominium conversion).

Applicants in doubt about whether a project requires ABR approval, are advised to consult with ABR Staff.

B. **Grading Permits**. Any application involving grading (cutting or filling) on a lot or lots (other than a lot in a single-family zone or a lot developed exclusively with a single-family home) shall be referred to the ABR for review (SBMC §22.68.020.D).

C. **Subdivision Grading Plans.** Subdivision grading plans (cutting or filling) on a lot or lots (other than lots in single family zones) shall be referred to the ABR for review (SBMC §22.68.020.C).

D. **City-Owned Land.** All buildings or structures erected upon any City owned land (or land leased to the City) (SBMC §22.68.090).

E. **Outdoor Lighting.** Any change of, or addition to, the outdoor lighting of any building or property subject to ABR review (SBMC §22.75.050).

F. **Highway 101 Improvements.** Improvements to Highway 101 or appurtenant highway structures which require a Coastal Development Permit located within the Highway 101 Santa Barbara Coastal Parkway Special Design District, except for Highway 101 projects in the El Pueblo Viejo Landmark District. SBMC §22.22.140(C) (SBMC §22.68.020.F).

G. **Signs.** Conforming and Consent review of signs is under the authority of the Sign Committee. Full Board Review of signs is conducted by the Historic Landmarks Commission if within El Pueblo Viejo or other landmark districts and by the ABR if within the remainder of the City (SBMC §22.70.050).

H. **Other Applications.** Applications referred to the ABR for architectural, site plan, design and/or professional review.

I. **Parking Lots.** Applications for construction or alterations to a parking lot associated with a commercial or residential project, which are under ABR's jurisdiction.

J. **Wireless Communication Antennas and Facilities.** Applications for wireless communication facilities, including wireless facilities, must be reviewed to minimize design and installation visual impacts (SBMC §28.94.030.DD).

K. **Historic Resources.** Projects involving structures identified as a potentially significant historic resource through a study or by inclusion on the City's Potential Historic Resources List may be referred to the Historic Landmarks Commission for Design Review recommendations.

SECTION 4 Meeting Conduct

3.4.1 General Procedures

A. **Robert's Rules of Order.** The ABR has adopted Robert's Rules of Order for the formal conduct of meetings. Robert's Rules of Order shall govern the conduct of meetings unless otherwise provided by these Guidelines or as may be determined appropriate by the Chair of the ABR. However, the general meeting procedures tend to be less formal.

B. **Discussions Outside of Regularly Noticed Meetings.** It shall be a general policy of the ABR that private discussions between applicants and ABR members, or groups of ABR members shall not be initiated or encouraged by ABR members. If a discussion does occur, it does not constitute official action or recommendations of the ABR. Such a discussion would not reflect the consensus of the entire ABR, nor shall it be construed as an interpretation of the ABR's policies. ABR members are encouraged to inform the ABR of such ex-parte discussions at regularly scheduled meetings.

C. **Quorum.** Four members, one of whom shall be an architect, constitute a quorum of the ABR. A member who remains present but abstains from voting counts as part of the quorum while a member who steps down (and is required to leave the room) does not count towards the quorum. Any member with a disqualifying conflict pursuant to the Political Reform Act shall step down and not be counted toward achieving a quorum. No project design or final approval shall be given unless at least four members, one of whom shall be an architect, vote on the motion.

D. **Abstention on Continued Items**. The intent of this procedure is to ensure fair project reviews with consistent direction on projects. A board member who was absent in a previous review should only comment on a continued project if the member becomes informed of the previous discussion. Comments should only be made if the board member has reviewed the plans, reviewed the video of the hearing and read the minutes of the relevant portions of that meeting. If a board member has not fully informed himself or herself concerning prior ABR review, the member should abstain from commenting or voting on the project. If a board member abstains from a vote because the board member missed a prior meeting, but remains present for the discussion and vote, the board member's presence counts toward the quorum. For minor projects which received a very brief review, it may not be necessary for board members to review the video of the project's hearing.

Once a project has received a project design approval, board member comments on projects in the final approval stage should only address whether the design proposed for a final approval substantially conforms to the design that received project design approval. Board members should avoid revisiting concept review issues.

E. **Reconsideration.** A motion to reconsider any action taken by the ABR may be made only at the meeting at which the original action is taken or at the next regular meeting of the ABR. A motion to reconsider may be made only by a board member who voted with the prevailing side on the original action. In order to allow for compliance with Brown Act requirements, if a motion to reconsider is not made during the meeting at which the original action is taken, a board member who wishes to make such a motion must provide staff with a written request to place the motion to reconsider on the agenda of the next regular meeting of the ABR before the end of the second business day following the day on which the original action was taken.

F. **Brown Act Meeting Rules.** ABR meetings, including meetings of ABR standing subcommittees, shall be governed by the Ralph M. Brown Act (Govt. Code §54950 et seq.).

G. **Conflict of Interest.** Members must comply with all laws and regulations prohibiting participation by officials in making decisions for which they may have a conflict of interest under State law, in particular the Political Reform Act of 1974.

H. **Staff Assistance.** Staff shall assist the ABR and the general public through the ABR process. Any Staff comments shall be stated at the beginning of each review.

I. **ABR Member Attendance.** If a member cannot attend a meeting, or must step down from a particular item due to conflict of interest, the member is asked to contact Staff at the earliest possible opportunity prior to the meeting date. The purpose for this staff notification is to ensure a minimum quorum of members is maintained for review of all items.

J. **ABR Member Compensation.** ABR members may receive compensation for attendance at Board meetings in accordance with the Community Development Department's approved budget.

K. **ABR Member Site Visits.** A site visit may be conducted to a proposed development site when additional site information is required prior to ABR comment or action on a project. Staff shall notify ABR members and the public of scheduled organized or drive-by site visits via notation on the meeting agenda.

3.4.2 Officer Election

A. **Chairperson.** As soon as practical following the first day of January of every year, the ABR shall elect one of its members to serve as Chairperson. An election is also held as soon as practical in the case of an unexpected chairperson vacancy.

B. **Vice Chairperson.** Following the election of the Chairperson, the ABR shall elect a Vice-Chairperson who will conduct meetings in the absence of the Chairperson.

3.4.3 **Subcommittees/Advisory Committees.** The ABR may establish one or more subcommittees comprised of three or fewer members appointed by the Chairperson and confirmed by a majority vote of the ABR.

A. The Access Advisory Committee to Staff provides assistance and comments to the ABR on accessibility issues.

B. Visual Arts in Public Places Committee (VAPP) is an advisory committee to which the ABR appoints a representative.

SECTION 5 Visual Aids, Including Story Poles.

3.5.1 **Purpose.** The purpose of visual aids is to assist the ABR, staff, applicants, and the public in the review of projects to determine consistency with the Land Use Element and Conservation Element of the General Plan and the Local Coastal Plan. The visual aids will also be used by review bodies throughout the review process to make the findings necessary to approve Coastal Development Permits, Development Plans, many Tentative Subdivision Maps, Conditional Use Permits, and other land use entitlements. ABR approvals may also require visual aids above and beyond the required photographs as described in the application. These approvals all require findings regarding appropriate size, bulk, and scale, and/or minimizing impacts on important public scenic views. These visual aids may also be needed to determine whether the project will result in significant environmental impacts on important public scenic views for environmental review as required for California Environmental Quality Act.

3.5.2 **Definition**. “Visual aids” may include, but are not limited to, story poles, photo simulations, and other means such as models (physical or computer simulations). The visual aids allow a better understanding of a project’s size, bulk, and scale in relation to the neighborhood and/or its effects on important public scenic views. In most cases, story poles are the primary visual aid used. Specific information describing these visual aid requirements and story pole installation standards are outlined in two documents and may be accessed on the city website (www.santabarbaraca.gov) or at the Planning and Zoning Counter, “Story Pole and Visual Aid Requirements - Planning Commission Projects.”

3.5.3 **When Required.** The ABR or Staff may request visual aids, such as photo simulations, three-dimensional massing models, perspective drawings, rendered streetscape elevations, and/or comparative building studies as well as story poles. ABR visual aid requests are made on a case-by-case basis, based on the ABR’s determination of what media will satisfy cost effectiveness and explanatory goals.

3.5.4 **Other Visual Aids.** In some cases, additional visual aids may be required or recommended. The requirements for these are outlined below.

A. **Photo Simulations.** These may be required on a case-by-case basis, as determined by the Planning Division.

1. Photo simulations shall be completed using either panoramic photographs or several photographs put together. Polaroid photographs are not acceptable. A computer simulation may be used. Photo simulations shall be mounted and be foldable to 8½" x 11" size.
2. At a minimum, the proposed project shall be shown as an overlay over the existing property, showing the existing buildings on either side of the proposed project for a minimum of one parcel in either direction. The photographs should be taken at eye level (approximately 5 feet above grade). Reduce proposed building elevations to match the scale of the photographs and overlay on the site photograph. Color the elevation to match the proposed materials. If landscaping is shown, it shall be shown at no more than five (5) years' growth unless it is included as a separate overlay. It is important to verify the accurate depiction of plate height, overall roof height and other measurements.
3. Include a map or plan showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow), keyed to the photos.

B. **Three-Dimensional Massing Model.** In some cases, a massing model showing both the project and structures in the immediate neighborhood may be required, as determined by the Planning Division. Design details are not required; however, all roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be included as part of the model. Changes in topography in the area covered by the model must be shown accurately.

C. **Perspective Drawings.** In some cases, perspective drawings from one or more prominent viewpoints may be required, as determined by the Planning Division. All roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be shown. These drawings must be drawn from the viewpoint of a person (approximately 5 feet above grade).

D. **Rendered Streetscape Elevations.** In some cases, a rendered streetscape elevation may be required. The elevation may need to show all of the buildings on the block, including the proposed new building. This elevation should be no less than 1/8" scale and should be in color. An additional plan sheet might include building elevations that are color-coordinated to show the setback from the street (0 to 5 feet, 5 to 10 feet, etc.).

E. **Comparative Building Study.** In some cases, a comparison to existing buildings will be required. This will assist in visualizing the size of a building in comparison to other well-known buildings of a similar size in the City. The City will soon have scale drawings of several well-known buildings available for use at Design Review, Planning Commission and City Council meetings.

F. **Size, Bulk and Scale Analysis Tools.** Technical Appendix B of the El Pueblo Viejo Landmark District Guidelines describes the following analysis methods, which may be required for projects in any area of the City on a case by case basis by the ABR:

1. Setback Evaluation Analysis
2. Envelope Analysis
3. Perspective Analysis or 3-D Drawing (items 3.5.4.B. and 3.5.4.C. above, also describe these analysis methods).

APPENDIX A

City of Santa Barbara

LANDSCAPE DESIGN STANDARDS FOR WATER CONSERVATION

Adopted August 12, 2008

I. INTRODUCTION

It is the policy of the City of Santa Barbara to promote water conservation. SBMC §22.80 requires the adoption of the Landscape Design Standards for Water Conservation ("Landscape Design Standards.") These Landscape Design Standards are intended to promote water conservation while allowing the maximum possible flexibility in designing attractive and cost effective water-wise landscapes. The Landscape Design Standards were adopted by the Council of the City of Santa Barbara on June 27, 1989 as Resolution No. 89-077, and were updated on August 12, 2008 as Resolution No. 08-083.

II. DEFINITIONS

A. Landscaped Area: all areas where new or altered landscaping is proposed as a part of a development proposal.

B. Water Wise Plants: those plants that are evaluated as needing "low" (10-30% eto) or "very low" (<10% eto) amounts of irrigation water as defined and listed by water use classifications of landscape species (WUCOLS) at http://www.owue.water.ca.gov/docs/wucols00.pdf or other sources of water-wise plant water use classifications as verified by a licensed landscape architect.

C. Turf: a groundcover surface of mowed grass, with an irrigation water need of >30% eto.

D. Weather Based Irrigation Controller: an irrigation controller that automatically adjusts the irrigation schedule based on changes in the weather.

E. Design Review Body: the architectural board of review, single family design board or the historic landmarks commission.

F. Public Works Director: the director of the public works department or his or her designee.

G. Landscape Plan: design plans with a planting plan, an irrigation plan, or both.

III. APPLICABILITY

Compliance with these landscape design standards is mandatory for all new or altered landscaping proposed as a part of projects that are subject to review by any design review body. (SBMC §22.80.020)

IV. COMPLIANCE REQUIREMENTS

Applicants proposing new or altered landscaping shall comply with each of the following requirements in the design, installation, and maintenance of the landscaped area, unless an exception is granted pursuant to Section V.

A. LANDSCAPE PLAN:

Applicants shall submit a landscape plan depicting the landscaped area and all existing landscaping to remain on the lot as determined by the Community Development Department.

B. TURF AND WATER WISE PLANTS:

1. The landscaped area of projects proposing exclusively commercial uses shall be designed without the use of turf and with 100% water wise plants.
2. The landscaped area of single family residential, multi-family residential, mixed-use, and institutional type projects shall be designed with no more than 20% of the landscaped area planted in turf or plants that are not water-wise plants.
3. Turf is not permitted in parkways, medians or other areas within the landscaped area with any dimension of less than eight feet. Turf shall not be used on slopes of 20% or greater within the landscaped area.
4. Notwithstanding requirements 1 and 2 above, additional turf areas may be recommended by the design review body to the public works director for approval for areas designed and used for outdoor sporting and recreational activities.

C. MULCH:

The landscaped area, except those portions of the landscaped area planted with turf, groundcover, succulents or other low lying shrubs, shall be covered with mulch material to an average thickness of at least three inches throughout, except in the immediate vicinity of woody trunks. Additional mulch material shall be added from time to time as necessary in order to maintain the required depth of mulch.

D. IRRIGATION

All new or altered irrigation systems proposed as part of a development proposal shall incorporate the following requirements in their design, installation, and maintenance:

1. Irrigation systems shall be designed and installed to avoid overspray and runoff. Valves shall be separated for individual hydrozones based on plant water needs and sun/shade requirements.
2. In the event that an automatic irrigation system is included in the landscape plan, a weather based irrigation controller with a rain shutoff sensor shall be required for the entire irrigation system.
3. Areas less than eight feet wide shall be irrigated only with bubblers, rotating nozzles on pop-up bodies, sub-surface, or drip irrigation.
4. Drip irrigation shall be provided on at least 25% of the landscaped area.
5. All sprinklers shall have matched precipitation rates within each valve and circuit. All irrigation systems shall be designed to include optimum distribution uniformity, head-to-head spacing and setbacks from walkways and pavement.
6. All irrigation systems shall provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.
7. Pressure regulators are required on the irrigation system, unless the public works director determines a pressure regulator is not necessary.

E. GRADING:

The grading of the landscaped area shall be designed, conducted, and maintained in order to achieve the following goals:

1. The grading shall encourage water retention and infiltration by preserving open space and creating depressed areas/swales.
2. The grading shall mimic natural, pre-development hydrologic flow paths.
3. The grading shall maintain and/or increase the width of flow paths in order to decrease flow rates.

V. EXCEPTIONS

Exceptions to these landscape design standards may be granted by the Public Works Director upon a finding that the exception will promote equivalent or greater water conservation than is provided for in the landscape design standards. Requests for exceptions shall be in writing and shall be submitted to the Public Works Director at the time the application is submitted to the design review body. The design review body may make a recommendation to the Public Works Director for consideration of an exception based on plant selection.

VI. SUBMITTALS

Applicants shall provide all relevant information on the landscape plan, including botanical names for plant and turf species, percentage calculations of allowable areas of turf, medium or high water use plants, and water-wise plants, and specific requests for any exception to the requirements of these Landscape Design Standards. Requests for exceptions must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made. Areas of existing landscaping to remain unaltered shall be indicated on the landscape plan.

The landscape plan shall be prepared in accordance with the provisions of the California Business and Professions Code relating to the practice of landscape architecture (Business and Professions Code §5641 et seq.).

The landscape plan shall include a "Statement of Compliance" in a form approved by the City certifying that the landscape design complies with the mandatory elements of these Landscape Design Standards. The Statement of Compliance shall be signed by the person who prepared the plans.

VII. DETERMINATION OF CONFORMING INSTALLATION

The person who prepared the landscape plan shall inspect the installation of the plantings and any irrigation system included in the plan and shall certify in writing that the installation substantially conforms to the approved Landscape Plan.

VIII. COMPLIANCE VERIFICATION

Verification of compliance with the Landscape Design Standards, as applicable, shall be made by the Community Development Department and the design review body in accordance with the following requirements:

1. No development application shall be scheduled for final review by the design review body unless the landscape plan contains all required information and a statement of compliance in accordance with Section VI above.
2. No building permit shall be issued unless the statement of compliance required by Section VI above has been included on the final landscape plan submitted for plan check.
3. No building permit shall be given a final inspection or issued a certificate of occupancy until the Building Official receives a written determination of conformance as required by Section VII above.

APPENDIX B

CITY OF SANTA BARBARA

FIRE PREVENTION BUREAU

High Fire Hazard Area Landscape Guidelines

Ordinance #5257

The following landscape guidelines should be utilized to incorporate fire resistant landscaping on all parcels within the High Fire Hazard area. The guidelines meet the requirements for the Fire Department "Minimum Brush Clearance Standards," per Appendix IIA of the California Fire Code (2001 Edition), as adopted by Ordinance #5257. These standards apply to all parcels within the High Fire Hazard area (See "Minimum Brush Clearance Standards" handout). Fire resistant landscaping with proper plant spacing and maintenance can impede the progress of a wildfire, reduce its intensity, and provide a safe buffer to protect a structure.

Incorporation of the High Fire Hazard Area Landscape Guidelines into the review process will assist the City in complying with existing regulations for vegetation modification, balance the aesthetic beauty of our area, protect our resources, and reduce the risk associated with wildfire and habitat resources.

Guidelines

Landscape plans submitted for review shall include the following:

1. A vegetation plan that details existing native vegetation with species name and locations.
2. Include on the vegetation plan which plants will be removed or retained.
3. Include the method used to remove vegetation (for example: mechanical or hand cutting).
4. Landscape plans should include new plantings with species name and specific location of plantings to scale.
5. Recommendations for plant placement should be followed as outlined in Table 1.
6. Landscape plans must delineate landscape zones around all structures for a distance of 100 feet as follows:

Zone 1 - (0-30 feet from structure)
Zone 2 - (30 to 50 feet from structure)
Zone 3 - (50 to 70 feet from the structure)
Zone 4 - (70 to 100 feet or greater from the structure)

All landscape plant species must be fire resistant (See enclosed Desirable Qualities for Fire Resistant Landscape Plants, Table 2). Certain plant species are considered to be undesirable in the High Fire Hazard area landscape. The enclosed list of Undesirable Plant Species (Table 3) should not be planted within 100 feet of any structure, unless listed otherwise.
Slopes over 20% are at increased risk from wildfire, therefore the Fire Department recommends additional vegetation modification for a total distance of 150-200 feet from any structure.

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.

Table 1: Recommendations for Plant Placement

ZONE 1 0 – 30 feet	This area is closest to a structure. It provides the best protection against the high radiant heat that result during a wildfire. Plants should be low growing, irrigated plants. Focus should be on ground covers not more than 12 inches in height or succulents. Use non-flammable materials for paths, patios, and mulch. Trees should not be planted closer than 15 feet from a structure.
ZONE 2 30 – 50 feet	Maintain a reasonably open character in this area. Plant low growing ground covers and succulents resistant to fire. Shrubs up to 3 feet can be planted but should have at least 18 feet spacing between other shrubs or other trees. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Do not plant shrubs underneath canopy of trees. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 3 50 – 70 feet	This area should have native and Mediterranean plantings that require irrigation and should not be higher than 4 to 6 feet. Shrubs should be spaced at least 18 feet away from each other. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 4 70 – 100 feet or greater	This zone is furthest from the structure. Plantings once established need no irrigation. There is no limit to height. Shrubs planted in this area should have 18 feet spacing or be planted in clusters with at least 18 feet spacing. Trees can be planted in groups or with individual spacing at least 30 feet from other trees.
SLOPES > 20%	If additional vegetation modification is required on slopes over 20% vegetation should be reduced through thinning of existing plants, pruning, removal of dead material, and removal of fire ladders (Fire ladders exist if a fire's flames can spread from the ground into shrubs and trees up to a house).

TABLE 2 - Desirable Qualities for Fire Resistant Landscape Plants

Plant qualities that are desirable for fire resistant plants are:

1. Ability to store water in leaves or stems.
2. Produces limited dead and fine material.
3. Extensive root systems for controlling erosion.
4. Plant has high levels of salt or other non-resinous compounds within its tissues that can contribute to fire resistance.
5. Ability to withstand drought.
6. Plants that are low growing in form.
7. Ability to withstand severe pruning.
8. Low levels of volatile oils or resins.
9. Ability to resprout after a fire.

Table 3: Undesirable Plant List

Certain plants are considered to be undesirable in the landscape due to characteristics that make them highly flammable. These characteristics can be either physical or chemical. Physical properties would include large amounts of dead material retained within the plant, rough or peeling bark, and the production of profuse amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious as species containing these volatile substances.

Plants with these characteristics should not be planted in High Fire Hazard areas. They are referred to as target species since their partial or complete removal is a critical part of hazard reduction. The following is a list of plants that should be avoided within the landscape zones defined in Table 1.

Undesirable Plant Species

NATIVES	**DOMESTICS**
Adenostoma fasciculatum – Chamise	*Acacia* species
Adenostoma sparsifolium – Red Shank	*Casuarina* species - Beefwood
Artemesia californica – California Sagebrush	*Cortadera* species – Pampas Grass
Baccharis species (low growing form OK)	*Cupressus* species – Cypress
Eriogonum faciculatum – Common Buckwheat	***EUCALYPTUS* SPECIES – EUCALYPTUS**
Olneya tesota - Iron wood	*Juniperous* species – Juniper (except species which grow less than 1 foot)
	Melaleuca species
	Pennisetum - Fountain Grass
	Pinus species – Pine
	Schinus molle – California pepper tree (within 50 feet of structure)

Other plants may be considered undesirable because of their ability to naturalize and become a pest. These types of plants should be avoided, especially in sensitive riparian or coastal areas where they could become established and compete with native vegetation.

APPENDIX C

Cal-IPC List of Exotic Plants of Greatest Ecological Concern in California

The following information has been excerpted from the California Invasive Plant Council (Cal-IPC) website, www.cal-ipc.org, last updated 2/07. Species of concern are sorted alphabetically and "high", "moderate" and "limited" invasive statuses are listed for each plant. Additional recommendations for local invasive species to avoid according to local plant experts are noted on this list.

Key to plant list:

Bold The species has invaded the Southwest California ecological region, in which Santa Barbara is located. For more information, see: www.cal-ipc.org/ip/inventory/pdf/Inventory2006.pdf

! "Alert" status has been issued by the Cal-IPC.

✋ Local plant experts have expressed concern regarding the invasiveness of this species.

1. 〰 Local plant experts have expressed concern regarding the invasiveness of this species near sensitive habitats such as creeks.

Shaded Plants typically available for sale

Cal-IPC Invasive Status Definitions

High. These species have severe ecological impacts on physical processes, plant and animal communities, and vegetation structure. Their reproductive biology and other attributes are conducive to moderate to high rates of dispersal and establishment. Most are widely distributed ecologically.

Moderate. These species have substantial and apparent—but generally not severe—ecological impacts on physical processes, plant and animal communities, and vegetation structure. Their reproductive biology and other attributes are conducive to moderate to high rates of dispersal, though establishment is generally dependent upon ecological disturbance. Ecological amplitude and distribution may range from limited to widespread.

Limited. These species are invasive but their ecological impacts are minor on a statewide level or there was not enough information to justify a higher score. Their reproductive biology and other attributes result in low to moderate rates of invasiveness. Ecological amplitude and distribution are generally limited, but these species may be locally persistent and problematic.

Alert. Specific combinations of section scores that indicate significant potential for invading new ecosystems triggers an Alert designation so that land managers may watch for range expansions.

	Plant Species	Invasive Status
	Acacia dealbata (silver wattle)	Moderate
	Acacia melanoxylon (black acacia, blackwood acacia)	**Limited**
	Aegilops triuncialis (barb goatgrass)	High
	Ageratina adenophora (croftonweed, eupatorium)	**Moderate**
	Agrostis avenacea (Pacific bentgrass)	**Limited**
	Agrostis stolonifera (creeping bentgrass)	**Limited**
	Ailanthus altissima (tree-of-heaven)	**Moderate**
!	*Alternanthera philoxeroides* (alligatorweed)	**High**
	Ammophila arenaria (European beachgrass)	**High**
✋	*Arundo donax* (giant reed)	**High**
!	*Asparagus asparagoides* (bridal creeper, smilax asparagus)	**Moderate**
!	*Asphodelus fistulosus* (onionweed)	**Moderate**
	Atriplex semibaccata (Australian saltbush)	**Moderate**
	Avena barbata (slender wild oat)	**Moderate**
	Avena fatua (wild oat)	**Moderate**
	Bassia hyssopifolia (fivehook bassia)	**Limited**
!	*Brachypodium distachyon* (annual false-brome)	Moderate
	Brassica nigra (black mustard)	**Moderate**
	Brassica rapa (birdsrape mustard, field mustard)	**Limited**
	Brassica tournefortii (Saharan mustard, African mustard)	High
	Briza maxima (big quakinggrass, rattlesnakegrass)	**Limited**
	Bromus diandrus (ripgut brome)	**Moderate**
	Bromus hordeaceus (soft brome)	**Limited**
!	*Bromus japonicus* (Japanese brome)	Limited
	Bromus madritensis ssp. rubens (B. rubens) (red brome)	**High**
	Bromus tectorum (downy brome, cheatgrass)	High
	Cakile maritima (European sea-rocket)	**Limited**
!	*Cardaria chalepensis* (C. draba ssp. chalepensis) (lens-podded whitetop)	**Moderate**
	Cardaria draba (hoary cress)	**Moderate**
	Cardaria pubescens (hairy whitetop)	**Limited**
	Carduus pycnocephalus (Italian thistle)	**Moderate**
	Carduus tenuifolius (slenderflower thistle)	**Limited**
	Carpobrotus chilensis (sea-fig, iceplant)	**Moderate**
	Carpobrotus edulis (Hottentot-fig, iceplant)	**High**
	Centaurea calcitrapa (purple starthistle)	**Moderate**
	Centaurea maculosa (C. bibersteinii) (spotted knapweed)	**High**
	Centaurea melitensis (Malta starthistle, tocalote)	**Moderate**
	Centaurea solstitialis (yellow starthistle)	**High**
	Chrysanthemum coronarium (crown daisy)	**Moderate**
	Cirsium arvense (Canada thistle)	**Moderate**
	Cirsium vulgare (bull thistle)	**Moderate**
	Conium maculatum (poison-hemlock)	**Moderate**
✋	*Cortaderia jubata* (jubatagrass)	**High**

Plant Species	Invasive Status
Cortaderia selloana (pampasgrass)	**High**
Cotula coronopifolia (brassbuttons)	**Limited**
Crataegus monogyna (English hawthorn)	**Limited**
Cynara cardunculus (artichoke thistle)	**Moderate**
Cynodon dactylon (bermudagrass) – *esp. flowering varieties*	**Moderate**
Cynosurus echinatus (hedgehog dogtailgrass)	**Moderate**
Cytisus scoparius (Scotch broom)	**High**
Cytisus striatus (Portuguese broom, striated broom)	**Moderate**
Dactylis glomerata (orchardgrass)	**Limited**
Delairea odorata (Senecio mikanioides) (Cape-ivy, German-ivy) *locally – especially invasive when planted near wildlands*	**High**
Descurainia sophia (flixweed, tansy mustard)	**Limited**
Dipsacus sativus (fuller's teasel)	**Moderate**
! *Dittrichia graveolens* (stinkwort)	**Moderate**
Echium candicans (pride-of-Madeira)	**Limited**
Egeria densa (Brazilian egeria)	**High**
Ehrharta calycina (purple veldtgrass)	**High**
Ehrharta erecta (erect veldtgrass)	**Moderate**
! *Ehrharta longiflora* (long-flowered veldtgrass)	**Moderate**
! *Eichhornia crassipes* (water hyacinth)	**High**
! *Emex spinosa* (spiny emex, devil's thorn)	**Moderate**
Erodium cicutarium (redstem filaree)	**Limited**
Eucalyptus camaldulensis (red gum)	**Limited**
Eucalyptus globulus (Tasmanian blue gum)	**Moderate**
! *Euphorbia esula* (leafy spurge)	High
! *Euphorbia terracina* (carnation spurge)	**Moderate**
Festuca arundinacea (tall fescue)	**Moderate**
Ficus carica (edible fig)	**Moderate**
Foeniculum vulgare (fennel)	**High**
Genista monspessulana (French broom)	**High**
Geranium dissectum (cutleaf geranium)	**Moderate**
Hedera helix, H. canariensis (English ivy, Algerian ivy) *locally – especially invasive when planted near wildlands*	**High**
Hirschfeldia incana (shortpod mustard, summer mustard)	**Moderate**
Holcus lanatus (common velvetgrass)	**Moderate**
Hordeum marinum, H. murinum (Medit. barley, hare barley, wall barley)	**Moderate**
! *Hydrilla verticillata* (hydrilla)	**High**
! *Hypericum canariense* (Canary Island hypericum)	**Moderate**
Hypericum perforatum (common St. Johnswort, klamathweed)	**Moderate**
Hypochaeris glabra (smooth catsear)	**Limited**
Hypochaeris radicata (rough catsear, hairy dandelion)	**Moderate**
Iris pseudacorus (yellowflag iris)	**Limited**
Lepidium latifolium (perennial pepperweed, tall whitetop)	**High**

	Plant Species	Invasive Status
	Leucanthemum vulgare (oxeye daisy)	**Moderate**
	Linaria genistifolia ssp. dalmatica (L. dalmatica) (Dalmation toadflax)	**Moderate**
!	*Linaria vulgaris* (Yellow toadflax)	Moderate
	Lobularia maritima (sweet alyssum)	**Limited**
	Lolium multiflorum (Italian ryegrass)	**Moderate**
!	*Ludwigia hexapetala* (L. uruguayensis) (Uruguay water-primrose)	**High**
	Ludwigia peploides ssp. montevidensis (creeping water-primrose)	**High**
	Lythrum hyssopifolium (hyssop loosestrife)	**Limited**
	Lythrum salicaria (purple loosestrife)	High
	Marrubium vulgare (white horehound)	**Limited**
	Medicago polymorpha (California burclover)	**Limited**
	Mentha pulegium (pennyroyal)	**Limited**
!	*Mesembryanthemum crystallinum* (crystalline iceplant)	**Moderate**
✋	*Myoporum laetum* (myoporum)	**Moderate**
	Myosotis latifolia (common forget-me-not)	**Limited**
!	*Myriophyllum aquaticum* (parrotfeather)	**High**
	Myriophyllum spicatum (Eurasian watermilfoil)	Moderate
	Nicotiana glauca (tree tobacco)	**Moderate**
	Olea europaea (olive) – *esp. fruiting varieties*	**Limited**
	Onopordum acanthium (Scotch thistle)	**Moderate**
	Oxalis pes-caprae (buttercup oxalis, yellow oxalis, Bermuda buttercup)	**Moderate**
	Parentucellia viscosa (yellow glandweed, sticky parentucellia)	**Limited**
✋ 〰	*Pennisetum clandestinum* (kikuyugrass)	**Limited**
✋	*Pennisetum setaceum* (crimson fountaingrass)	**Moderate**
	Phalaris aquatica (hardinggrass)	**Moderate**
✋	*Phoenix canariensis* (Canary Island date palm) *only of local concern near wild lands, especially of concern near wetlands.*	**Limited**
!	*Phytolacca americana* (Common pokeweed)	Limited
	Picris echioides (bristly oxtongue)	**Limited**
	Piptatherum miliaceum (smilograss)	**Limited**
	Plantago lanceolata (buckhorn plantain, English plantain)	**Limited**
	Poa pratensis (Kentucky bluegrass)	**Limited**
	Polypogon monspeliensis and subspp. (rabbitfoot polypogon, annual beardgrass, rabbitfoot grass)	**Limited**
	Potamogeton crispus (curlyleaf pondweed)	**Moderate**
	Pyracantha angustifolia, P. crenulata, P. coccinea, etc. (pyracantha, firethorn)	**Limited**
	Ranunculus repens (creeping buttercup)	**Limited**
	Raphanus sativus (radish)	**Limited**
!	*Retama monosperma* (bridal broom)	**Moderate**
	Ricinus communis (castorbean)	**Limited**
	Robinia pseudoacacia (black locust)	**Limited**
	Rubus armeniacus (R. discolor) (Himalaya blackberry, Armenian blackberry)	**High**
	Rumex acetosella (red sorrel, sheep sorrel)	**Moderate**

	Plant Species	Invasive Status
	Rumex crispus (curly dock)	**Limited**
!	*Saccharum ravennae* (ravennagrass)	Moderate
	Salsola paulsenii (barbwire Russian-thistle)	**Limited**
!	*Salsola soda* (oppositeleaf Russian thistle)	Moderate
	Salsola tragus (Russian-thistle)	**Limited**
!	*Salvinia molesta* (giant salvinia)	Moderate
	Saponaria officinalis (bouncingbet)	**Limited**
	Schinus molle (Peruvian or California peppertree)	**Limited**
	Schinus terebinthifolius (Brazilian peppertree)	**Limited**
	Schismus arabicus, S. barbatus (mediterraneangrass)	**Limited**
	Senecio jacobaea (tansy ragwort)	**Limited**
!	*Sesbania punicea* (red sesbania, scarlet wisteria)	Moderate
	Silybum marianum (blessed milkthistle)	**Limited**
	Sinapis arvensis (wild mustard, charlock)	**Limited**
	Sisymbrium irio (London rocket)	**Moderate**
!	*Spartina alterniflora hybrids* (smooth cordgrass, Atlantic cordgrass)	Moderate
!	*Spartina densiflora* (dense-flowered cordgrass)	Moderate
	Spartium junceum (Spanish broom)	**Moderate**
	Taeniatherum caput-medusae (medusahead)	**Moderate**
	Tamarix aphylla (athel tamarisk)	**Limited**
	Tamarix parviflora (smallflower tamarisk)	Moderate
	Tamarix ramosissima (saltcedar, tamarisk)	**Moderate**
	Torilis arvensis (hedgeparsley)	**Moderate**
	Trifolium hirtum (rose clover)	**Moderate**
	Ulex europaeus (gorse)	Moderate
	Undaria pinnatifida (wakame)	**Limited**
✋	*Vinca major* (big periwinkle)	**Moderate**
	Vulpia myuros (rattail fescue)	**Moderate**
!	*Washingtonia robusta* (Mexican fan palm, Washington palm)	**Moderate**
	Zantesdeschia aethiopica (calla lily)	**Limited**

Additional Plants Considered Invasive by Santa Barbara Landscape Architects

The following plants may be discouraged, especially if near open water courses, parks, the ocean, open spaces, or undeveloped lands.

Fountain Grasses - in general - Pennisetum genus and especially Pennisetum setaceum	**High**
Stipa tennuissifolia (Mexican feather grass)	**High**
Pittosporum undulatum (only problematic near wild areas)	**Moderate**
Running or Spreading Bamboo Species – in general	**Moderate**

Check any proposed bamboo to determine if it is a running or spreading species, as this list is not comprehensive. Following are examples of running or spreading bamboos species:

Phyllostachys bambusoides (Castillion)	**Moderate**
Phyllostachys edulis (Oso bamboo)	**Moderate**
Phyllostachys nigra (Black bamboo)	**Moderate**
Pleioblastus pygmaeus (Dwarf bamboo)	**Moderate**
Pleioblastus viridistriatus (Dwarf greenstripe bamboo)	**Moderate**
Nandina domestica (Heavenly bamboo)	**Limited**

Tropaeolum majus (Nasturtium)- *especially near creek areas*	**Moderate**
Vinca minor (Dwarf Periwinkle)- *especially near creek areas*	**Limited**
Maytenus boaria (Mayten Tree)	**Limited**

APPENDIX D

LIST OF RECOMMENDED PARKING LOT CANOPY TREES

Acacia stenophylla	Shoestring Acacia
Acer paxii	Evergreen Maple
Acrocarpus fraxinifolius	Pink Cedar
Arbutus 'Marina'	(no common name)
Bauhinia variegata	Purple Orchid Tree
Brachychiton populneus	Bottle Tree
Calodendrum capense	Cape Chestnut
Cassia excelsa	Crown Of Gold
Cedrela fissilis	Cigarbox Tree
Chionanthus retusus	Fringe Tree
Cupaniopsis anacardiodes	Carrotwood
Eucalyptus ficifolia	Red Flowering Gum
Eucalyptus leucoxylon	White Ironbark
Firmiana simplex	Chinese Parasol Tree
Jacaranda mimosifolia	Jacaranda
Koelreuteria bipinnata	Chinese Flame Tree
Magnolia grandiflora	Southern Magnolia
Melaleuca styphelioides	Prickley Paperbark
Metrocediros excelsus	New Zealand Christmas Tree
Morus alba	White Mulberry
Pistaia chinensis	Chinese Pistache
Platanus acerifolia	London Plane Tree
Podocarpus gracilior	Fern Pine
Pyrus calleryana	Bradford Pear
Pyrus kawakamii	Evergreen Pear
Quercus suber	Cork Oak
Quercus virginiana	Southern Live Oak
Sophora japonica	Japanese Pagoda Tree
Spathodea campanulata	African Tulip Tree
Stenocarpus sinuatus	Firewheel Tree
Tabebuia ipe	Pink Trumpet Tree
Tabebuia chrysotrica	Golden Trumpet Tree
Tristania conferta	Brisbane Box

Trees selected from Street Trees Recommended for Southern California, published by Street Tree Seminar, Inc.

Criteria for inclusion as follows:

1. adaptable to Sunset Zones 23-24
2. mature height over 30 feet
3. small planter areas adaptability
4. fast to moderate growth rate
5. form somewhat spreading
6. not overly messy

EXHIBIT C

SINGLE FAMILY DESIGN BOARD GENERAL DESIGN GUIDELINES & MEETING PROCEDURES

Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Originally Adopted in 2007

Revised December 2011

SINGLE FAMILY DESIGN BOARD GOALS

The Single Family Design Board (SFDB) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

A. to protect the historic and architectural qualities of Santa Barbara;

B. to protect the beauty and ecological balance of Santa Barbara's natural resources;

C. to insure development and building consistent with the policies of the General Plan and Zoning Ordinance;

D. to promote high standards in architectural and landscape design and the construction of aesthetically pleasing structures;

E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;

F. to encourage planning that is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;

G. to promote neighborhood compatibility;

H. to encourage the preservation of pre -1925 and Hispanic styles of architecture;

I. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture;

J. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal; and

K. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources.

L. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process

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INTRODUCTION

Purpose of the Single Family Design Board General Design Guidelines & Meeting Procedures

The Single Family Design Board (SFDB) Guidelines have been developed to ensure high design standards are maintained in development and construction in the City of Santa Barbara. They are also intended to clarify the public's understanding of the goals and policies of the SFDB. The Single Family Residence Design Guidelines are the most important document clarifying the SFDB's criteria for appropriate development throughout the City. The Single Family Residence Design Guidelines provide the majority of architectural standards for SFDB review. Some design topics are covered in these SFDB Guidelines, and are not covered in the Single Family Residence Design Guidelines, for example: historic buildings information and landscaping.

Single Family Design Board Background and Purpose

- **Background.** The Single Family Design Board (SFDB) was established by ordinance on June 8, 2007, as a result of the Neighborhood Preservation Ordinance (NPO)/Single Family Residence Design Guidelines Update process that began in 2004. The SFDB is composed of seven members, two of whom must be licensed architects, one a landscape architect, three other professionals in related fields such as design, engineering or landscape contracting, and one member must be from the public at large. A quorum consists of four members, two of whom shall be either a licensed architect or licensed landscape architect.
- **Purpose.** According to the City of Santa Barbara General Plan, "Santa Barbara has, as its primary goal, the provision of a particularly desirable living environment." Single-family homes have long contributed to the character of many neighborhoods in the City. The SFDB is charged with the responsibility to ensure homes are completed with high-quality designs that are compatible with the surrounding neighborhood, preserve the City's visual resources, promote long-term sustainability, and contribute to a desirable living environment. Further details about the goals of the SFDB in relationship to infill within neighborhoods, Hillside neighborhoods, neighborhood compatibility, and sustainability; see the "Introduction" section of the Single Family Residence Design Guidelines.

Guideline Interpretation and Application. The SFDB is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are listed on the inside of the cover of this document. These guidelines help to define how SFDB carries out the goals.

These Guidelines are designed to guide the SFDB members and the public and are not intended to be binding in nature. Although failure to meet the Guidelines can form a basis for denial of the design of a project, non-compliance with these Guidelines shall not be grounds to invalidate any action taken by the SFDB, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.

Relationship to Other Documents

- **Relationship to the General and Coastal Plans.** The Santa Barbara General Plan contains policies and direction regarding the visual aspect of development, neighborhood compatibility and landscaping. The Zoning Ordinance and SFDB General Design Guidelines & Meeting Procedures are intended to implement the General Plan and Coastal Plan policies. The General Plan contains descriptions of the character of individual neighborhoods and sets a vision for individual sustainable neighborhood features, community design, and protection of historic resources.
- **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which development must comply. In the event of a conflict between these Guidelines and the Municipal Code, the Code requirements prevail over these Guidelines. These Guidelines are intended to augment the Municipal Code by providing complementary detail on the topics discussed.
- **Relationship to Other Guidelines.** A number of other City Guidelines provide direction regarding architectural appearance, site design and landscaping. The other guidelines are listed below as "other city design guidelines." These SFDB General Design Guidelines & Meeting Procedures are generally compatible with the other design guidelines and are more detailed on some subjects than the other design guidelines. However, if these SFDB General Design Guidelines & Meeting Procedures and one or more of the other design guideline address the same issue, the other design guidelines applicable to the specific area or topic shall prevail over these SFDB General Design Guidelines & Meeting Procedures.
- **Relationship to Neighborhood Preservation Ordinance (NPO).** The NPO requires SFDB review and approval for certain single-family residential projects and other grading or alterations proposed within single-family zones. (See SBMC § 22.69.020 for a specific list of projects requiring review and approval by the SFDB.)

Guideline Organization. These SFDB General Design Guidelines and Meeting Procedures are divided into three main parts. Part I contains information about processing applications on properties with historic structures, sustainable building and site design information and architectural administrative staff review project approval criteria. Part II contains landscape design guidelines for projects that require landscape plans. Part III provides background information and explains the SFDB's meeting and review process and Staff's role in SFDB agenda preparation.

Other City Design Guidelines

In addition to these SFDB General Design Guidelines & Meeting Procedures, other guidelines for specific types of development and for specific areas of the City have been prepared with input from the Historic Landmarks Commission, Architectural Board of Review, Planning Commission and others. Although many of the other design guideline documents are focused on areas of the City where commercial or multi-family development is more common, single-family development within the areas covered by the guidelines is subject to the other design guidelines. Other design guidelines include the following:

- **Single-Family Residence Design Guidelines.** These guidelines apply to single-family houses constructed or altered in the Hillside Design District and to certain houses outside of the Hillside Design District. (See SBMC § 22.69.020 for a specific list of projects requiring review and approval by the SFDB.) The purpose of these Guidelines is to assist applicants and designers to design homes and additions that are compatible with existing neighborhoods.
- **El Pueblo Viejo Design Guidelines.** These guidelines apply to the City's El Pueblo Viejo District. These guidelines are intended to assist the public in the review process by clarifying the design criteria and procedures for El Pueblo Viejo District. They are intended for use by architects, designers, property owners, tenants, residents, government agencies, and the general public, to help comply with City of Santa Barbara Charter, and Municipal Code § 22.22, the Historic Structures Ordinance.
- **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.
- **Lower Riviera Special Design District Guidelines.** These guidelines direct development within and adjacent to the Bungalow District to be compatible with the architectural character of the Bungalow District. The Guidelines assist property owners, architects, contractors, and hearing review bodies in designing projects that will be appropriate, compatible, and beneficial to the Bungalow District and to assist the City in reviewing applications for new projects and alterations to structures within, and in close proximity to, the Bungalow District.
- **Outdoor Lighting Design Guidelines.** These guidelines itemize acceptable standards for outdoor lighting installations throughout the City. The guidelines recommend specific outdoor lighting design standards to avoid excessive glare.
- **Passive Solar Design Guidelines and Recognition Program.** The best way to reduce energy consumption is through conservation. The Passive Solar Guidelines encourage building siting, orientation, materials, construction techniques and landscaping to reduce long-term energy needs for new developments.

- **Solar Energy System Design Guidelines and Recognition Program.** This document specifies how to achieve a solar energy system that is high performing as well as aesthetically well integrated with its surrounding location, and therefore eligible for a recognition award from the City of Santa Barbara.
- **Upper State Street Area Design Guidelines.** The Upper State Street Area is an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De la Vina Street from Constance Avenue to State Street; the commercially developed areas along Hope Avenue, Hitchcock Way, and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. The Upper State Street area is divided into six separate neighborhoods. It is recognized that each of these areas is different and requires unique architectural solutions. These guidelines describe the different neighborhoods and provide assistance for development designs to be compatible with the neighborhoods. In addition, there are special landscaping guidelines for the Upper State Street Area.
- **Urban Design Guidelines.** These guidelines apply to the urban grid area of the City. The intent of the Guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The guidelines provide design criteria illustrations for design professionals, the public, and to allow the SFDB to evaluate development proposal consistency with appropriate design principles.
- **Waterfront Area Design Guidelines.** These guidelines establish a general design theme, which emphasizes the area's proximity to the ocean and harbor areas. These guidelines apply to all property in the area of the harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.

California Government Code Provisions Regarding Manufactured Homes

According to Govt. Code §65852.3, any architectural requirements imposed on a manufactured home certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Secs. 5401 et seq.) on a foundation system, pursuant to §18551 of the Health and Safety Code, on lots zoned for conventional single-family residential dwellings **are limited to its roof overhang, roofing material, and siding material**. Such homes are subject to the same zoning standards that a conventional single-family home on the same lot would be subject to.

PART I

ARCHITECTURAL DESIGN GUIDELINES

SECTION 1 Historic Significance – All Structures

The potential historic significance of existing structures should be researched and plans should show consideration for these elements if they exist on the site. Evaluation and protection of archaeological or historic resources are governed by policies, laws and regulations of the municipal code and at the state and federal levels. Existing historic sandstone walls, stairways, and wrought iron gates should be preserved and included as a part of the overall plan where feasible. Consultation with the City's Urban Historian is recommended for demolition or substantial alterations proposed for structures over 50 years of age.

SECTION 2 Energy Efficiency, Sustainable Building and Site Design

The built environment has a profound impact on our natural environment, economy, health and productivity. Sustainable building is a design and construction method that recognizes this impact and focuses on creating buildings that minimize the impact on the environment while positively affecting the economy and the health of the building occupants. To address these impacts, building sustainably focuses on four major components:

- Energy and Water Conservation
- Site Planning
- Material and Resource Use Reduction
- Indoor Air Quality Improvements

Sustainable building is encouraged as much as possible.

1.2.1 **Energy Efficiency.** Buildings shall be designed and oriented to maximize energy efficiency and conservation including lighting design. Feasible passive and active solar design principles are encouraged.

1.2.2 **Sustainable Building and Site Design.** City policies support building designs that incorporate sustainable building and site design principles and use energy efficiently. Buildings that conserve resources and use renewable sources of energy, including solar, wind, and biomass, are encouraged if the designs maintain an acceptable aesthetic quality and fit into the site and neighborhood.

Developing a plan for a sustainable building and site design can reduce energy use, cool urban heat islands, and prevent storm-water runoff, as well as contribute to wildlife habitat and air quality. There are many ways to conserve resources during the building process.

Following are some examples of sustainable building and site design concepts:

- Selecting materials that have at least some recycled content can conserve natural resources and virgin materials.
- Selecting materials with less chemical or synthetic content, such as low VOC paints or adobe bricks, can reduce environmental toxins.
- Minimizing construction waste can ease the impact on landfills and resources.

- Installing water- and energy-efficient products and/or orienting a building and selecting landscaping in response to solar and breeze patterns can conserve resources while reducing operating costs.
- Selecting building materials made from easily renewable resources conserves non-renewable resources.

SECTION 3 Administrative Approval Standards

Various SFDB review levels include: concept, project design approval, in-progress, final approval, review after final approval and consent calendar and are discussed in Part III Meeting Procedures.

Projects Eligible for Administrative Approval. The following types of projects are eligible for administrative staff review and approval as a ministerial action by a Community Development Director appointed representative without full review by the SFDB if the project complies with both" 1.3.1 Administrative Staff Review Standards, General" and applicable portions of "1.3.2 Administrative Staff Review Standards, Project-Specific". Projects that require public noticing per SBMC §22.69.040 are not eligible for administrative approval.

A. Accessory Structures, Spas and Trash/Recycling Enclosures
B. Additions: Minor One-Story
C. Additions: Minor Two-Story
D. Awnings
E. Carports
F. Chimneys and Metal Flues
G. Color Changes: Exterior
H. Decks: Minor
I. Doors, Minor Alterations
J. Driveways/Paving/Minor Site Work
K. Fences
L. Garages
M. Landscape Alterations: Minor, Including Minor Tree Removals
N. Landscape Improvements
O. Lighting: Exterior
P. Mechanical Equipment: General
Q. Mechanical Equipment: Rooftop
R. Porches
S. Roofs (and "Reroofs")
T. Skylights
U. Time Extension
V. Trellises
W. Walls
X. Windows

1.3.1 **Administrative Staff Review Standards, General.** In order to be eligible for administrative staff review, a project must comply with the following general standards as well as any applicable project specific standards listed in 3.2.

A. **Design.** The architectural design of the addition, alteration, or site change is compatible with the design of any existing building which will remain on site. One overall architectural style is required.

B. **Materials.** The exterior finish materials of the proposed project match the existing exterior finishes of the existing structures on the lot.

C. **Style.** Style is expressed through architectural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions and materials. The style of the proposed work should be stated on the project plans and matches the existing style. Wherever this document references a requirement for style compatibility, the following method is used to determine style compatibility. Staff may reference A Field Guide to American Houses or similar reference materials to confirm the proposed style classification. Staff will check for consistency of style of a structure's proposed elements with the elements for the chosen style. Staff will also check that any patterns or materials created by the existing elements are repeated in the proposed work.

D. **Additions.** Additions match the current architectural style of the building and are of the same materials, details and colors.

E. **Alterations.** Alterations match the current architectural style of the building or result in one architectural style. Alterations that propose an architectural style that is not typical for the neighborhood are not eligible for administrative staff review.

F. **Colors.** Additions match the existing colors of the building, house siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same. Simple color changes can be approved administratively where original colors are substituted with colors from an SFDB-approved color palette. Proposals for bright colors or colors that do not match the house review and approval by the SFDB.

G. **Scale.** The scale of all additions is compatible with the scale of the house, style of the building and neighborhood. The scale of a project is consistent with the prevailing development patterns of additions in the neighborhood. The review criteria utilized to determine correct scale shall be the degree of project visibility, plate heights, roof pitch and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot will be referred to the SFDB.

1.3.2 Administrative Staff Review Standards, Project-Specific

In addition to complying with the general requirements specified in Section 1.3.1 above, projects seeking administrative approval must also comply with any applicable project specific requirements specified in this Section 1.3.2.

A. **Accessory Structures, Spas and Trash/Recycling Enclosures.** All of the following standards must be met in order to be eligible for administrative staff review and approval:

1. The accessory structure, spa, or enclosure area is 250 square feet or less. Exception: If the accessory structure, spa or trash/recycling enclosure is not publicly visible, then the project can be up to 500 square feet.
2. Accessory structures are located in consideration of neighbors and appropriately screened.

3. Materials match site fencing or the main structure's materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria listed below in subsection 1.3.2.Q.

B. **Additions: Minor One-Story.** Minor one-story additions may be reviewed and approved administratively if all of the following apply to the project:

1. No second unit in resulting project;
2. Addition and any alterations are less than 17 feet high;
3. Addition is less than 50% of amount of existing square footage in 1992;
4. Project is less than 85% of the maximum FAR (floor-to-lot area ratio);
5. Less than 250 square feet is proposed to be added to the first floor;
6. The addition is not highly visible from public viewing locations as defined in Section 1.3.4 of these guidelines;
7. Less than 100 cubic yards of grading is proposed;
8. The addition complies with retaining wall guidelines; and
9. There is no vegetative roof on the proposed resulting project.

Exception: A minor addition that is not publicly visible and is located in consideration of neighbors and appropriately screened may be approved administratively even if square footage to be added to the first floor is up to 500 square feet and if the proposed grading outside the main building footprint is up to 250 cubic yards. All other conditions specified above must be satisfied.

C. **Additions: Minor Two-Story.** Additions may be reviewed and approved administratively if all of the following apply to the project:

1. No second unit in resulting project;
2. Addition is less than 50% of amount of existing square footage in 1992;
3. Project is less than 85% of the maximum FAR;
4. Less than 150 square feet is proposed to be added;
5. Addition is not highly visible from public viewing locations as defined in Section 1.3.4 of these guidelines;
6. Less than 100 cubic yards of grading is proposed;
7. Addition complies with retaining wall guidelines; and
8. No vegetative roof in the proposed resulting project.

Exception: A minor two-story addition which is not publicly visible, located in consideration of neighbors, appropriately screened and which does not require a notice and public hearing is administratively approvable even if the quantity listed in criteria 6 above is exceeded by the project. (Up to 250 cubic yards of grading outside the main building footprint could be administratively approvable.)

D. **Awnings.** Small canvas awnings over window or door openings that are compatible with the style and the colors of the existing house may be approved administratively. Proposals for bright colors or colors that do not match the house, require review and approval by the SFDB.

E. **Carports.** Carports which meet all of the following criteria are administratively approvable:

1. Are not publicly visible as defined in Section 1.3.3.
2. Carport is compatible in style and materials with the main structure.
3. Thin metal poles are not used as carport supports.
4. An appropriate decorative paved pedestrian pathway connects the carport to the main residence.
5. Landscape planting areas are located adjacent to the carport if feasible.
6. Where there is no garage on a property, at least 200 cubic feet of aesthetically integrated lockable exterior storage is provided.

F. **Chimneys and Metal Flues.** All of the following standards must be met:

1. Chimneys are consistent with the style of the existing structure and use masonry, stone, stucco, or metal pipe.
2. Wood material is not used on chimneys.
3. Metal flues are of traditional design and are painted to match the roof color.
4. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.

G. **Color Changes: Exterior.** The project is consistent with 3.1.F “Administrative Staff Review Standards, General. Colors”.

H. **Decks: Minor.** Decks over 200 square feet in area or decks elevated above the first floor level are not eligible for administrative approvals, unless the deck is not publicly visible as defined in Section 1.3.3 and is located in consideration of neighbors and appropriately screened. The following standards must be met for administrative approval:

1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.

4. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.

I **Doors: Minor Alterations.** All of the following standards must be met for administrative approval:

1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.
2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.
3. Door and sidelight sash material match existing materials.
4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing.
5. In door pairs, both doors should have the same width.
6. In doors with sidelights, sidelights should have the same width if feasible.
7. Doors and sidelights shall be placed symmetrically within architectural elements if appropriate for the architectural style.
8. Any changes in paving material associated with the door alteration match the existing material.

J. **Driveways/Paving/Minor Site Work.** Extensions, modifications, and additions to driveways may be reviewed and approved administratively if all of the following are satisfied:

1. Grading total is less than 50 cubic yards.
2. There is no drainage impact on adjoining lots.
3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.
4. Any new driveway paving materials are compatible with the house and neighborhood.
5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures.
6. Any construction of a driveway or site work in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.

K. **Fences.** Chicken wire, sheet metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for administrative staff review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if all of the following are satisfied:

1. The fence is 8 feet or less in height.

2. Lot Line Fences: Fence height, length and use of materials shall be compatible with the neighborhood.

3. If the fence is constructed of wood, it is constructed of smooth cedar, redwood, high-quality pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.

4. If the fence is constructed of chain link, it is dark colored or hot dip galvanized chain link fencing located outside of any front yard and screened with vines or shrubs to soften the appearance of the fence.

L. **Garages.** Garages placed at the same distance or closer to the street than the main house are not eligible for administrative staff review. Garages subject to administrative approval must be located further from the street than the main residence (i.e., "behind the house").

M. **Landscape Alterations: Minor, Including Tree Removals.** As allowed by the SBMC, the following landscape alterations may be approved administratively by the Community Development Director or appointed representative:

1. **Minor Landscape Alteration – General.**

   a. The alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.3.7.B of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.3.7.B.2.b and 2.3.7.B.2.d.iii and 2.3.7.B.2.d.iv; and

   b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and

   c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and

   d. No native landscaping is to be removed.

2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration (and therefore approved administratively) if it meets the following criteria:

   a. The alteration satisfies all of the requirements of a "substantially similar" replacement, as defined in section 2.3.7.B of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.3.7.B.2.b and 2.3.7.B.2.d.iii and 2.3.7.B.2.d.iv; and

   b. No more than two trees are proposed to be removed or replaced; and

   c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen tree are reviewed by the Parks

Department.); and

d. No skyline or native tree is proposed for removal; and

e. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and

f. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and

g. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.

N. **Landscape Improvements.** New landscape improvements associated with projects under review are reviewed for consistency with landscape design guidelines in the SFDB General Design Guidelines & Meeting Procedures: Part II, Landscape Design, and may be approved administratively if there is a clear consistency with the guidelines.

O. **Lighting: Exterior.** Both of the following standards must be met for administrative approval:

1. Replacement or installation of additional fixtures are compatible in style, color and scale with the applicant's house.

2. Lighting fixtures and placement meet the Outdoor Lighting Ordinance and Design Guidelines.

P. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for administrative approval:

1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practicable and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.

2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.

3. All pool and spa equipment is located as far away from adjoining properties as reasonably practicable in consideration of neighbors, and the equipment’s property line decibel level must be consistent with the Noise Ordinance.

Q. **Mechanical Equipment: Rooftop.** Transmitting antennas are not eligible for administrative approvals. Satellite antennas and other rooftop equipment reviewed by staff must comply with the following standards:

1. Equipment is screened.
2. The screening proposal presents an integrated appearance with the overall building.
3. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment is painted the same color as the roof or adjacent background, as specified by Staff.

R. **Porches.** If all of the following standards are met, residential porches may be administratively approved:

1. The porch is a traditional porch design in that it is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.
2. The type and color of proposed porch materials are compatible with the architectural style of the structure.
3. The porch railing and supports are designed so that the front door is easily visible from the street.
4. The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.
5. If the porch is publicly visible as defined in Section 1.3.3, the porch is modest in scale and the porch roof is not higher than 12 feet.
6. The proposed porch roofing matches the roofing material of the structure.

S. **Roofs (and "Reroofs").** S-Tile roofs are not eligible for administrative approvals. In order to be reviewed and approved by staff, roofs (including new roofs and "reroofs") must comply with the following standards:

1. The type and color of roofing material is compatible with the architectural style of the structure.
2. Roofs of additions or accessory buildings match the roof of the structure.

T. **Skylights.** The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed. Skylights must meet the following requirements for administrative Staff approval eligibility.

1. There are no more than five skylights proposed for a building.
2. Skylights are compatible with the architectural style of the building and with the character of the surrounding neighborhood.
3. Skylights are located so that they are not visible from the front of the building or a street.
4. Skylights follow one of the following standards:
   a. Proposed skylights are flat and made of non-reflective materials; or
   b. Will be invisible from off-site locations; or

c. Are screened by the building form, landscaping, or a parapet.

U. **Time Extension.** See SBMC § 22.69.090.

W. **Trellises.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block trellis materials are not eligible for administrative staff review. Trellises are eligible for administrative staff approval if all of the following are satisfied:

1. The trellis covers less than 250 square feet and is less than 12 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.3, located in consideration of neighbors and appropriately screened, then this criteria is not required for approval.
2. Constructed of smooth cedar, redwood, high-quality, pressure-treated pine or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
3. Lot line trellis height, length and use of materials are compatible with the neighborhood.

X. **Walls.** Walls approved administratively must meet all the following criteria:

1. Less than 4 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.3, located in consideration of neighbors and appropriately screened, then this criteria does not apply.
2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
3. Similar in character with other walls visible in the neighborhood from public viewing locations
4. Hillside Design District Walls: shall follow all Single Family Design Guidelines regarding blending with the natural surroundings.
5. Lot Line Walls: Wall height, length and use of materials shall be compatible with the neighborhood.

Y. **Windows.** Alteration projects involving the installation of vinyl windows or aluminum frame windows where no aluminum frame windows previously existed on the property are not eligible for administrative approvals. Windows may be replaced or added if the following standards are met:

1. The type of windows and color of frames are compatible with the architectural style of the house.
2. Windows of additions match the predominant windows of the house.
3. The window types are of appropriate size and scale for the proposed location(s).

1.3.3 **Publicly Visible Definition.** A building, structure, or improvement is publicly visible if it may be typically, reasonably, and usually observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or visible from a public park, beach, or other area generally open for public use. If the building, structure, or improvement is only visible from a very distant viewing location where the building, structure, or improvement would not be readily discernable from the viewing location, then the building, structure, or improvement is not considered publicly visible for purposes of interpreting these Guidelines.

1.3.4 **Highly Visible to the Public Definition.** A building, structure, or improvement is highly visible to the public if it appears prominently and is easily observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or prominent and easily visible from a public park, beach, or other area generally open for public use. A building, structure or improvement highly visible to the public usually fronts public streets or other public areas.

SECTION 4 Zoning Modification Comments

1.4.1 Single Family Design Board Role in Commenting on Zoning Modification Requests

Requests for modifications to the Zoning Ordinance for individual projects are approved by either the Staff Hearing Officer (SHO) or the Planning Commission (PC) in accordance with SBMC §28.92.110. SFDB comment on modification requests occurs at Concept Review hearings prior to the request being heard by the SHO or PC. The SFDB's role in commenting on the modification is limited to whether the proposed modification poses aesthetic issues, such as inconsistency with neighborhood development patterns or exacerbates conflicts with the Single Family Residence Design Guidelines. General support or lack of support of a modification is a land use decision and is not the purview of the SFDB. Following is an example of SFDB comment on modification requests:

> "The proposed modification *is/is not* aesthetically appropriate. The proposed modification *poses/does not pose* consistency issues with Single Family Residence Design Guidelines (*if applicable, include guideline reference number or numbers for reference*)."

1.4.2 **Zoning Modifications of Yard, Lot and Floor Area Regulations**. For modifications of yard, lot, or floor area regulations, comment to the SHO or PC on whether the modification promotes an appearance of uniformity of development is helpful because the promotion of uniformity of improvement is one of the available grounds for the approval of a modification of yard, lot and floor area regulations.

SECTION 5. Two Uncovered Parking Space Exception Requests

1.5.1 **Requirements.** For an exception of two uncovered parking spaces, the Zoning Ordinance requires:

1. The uncovered spaces shall not be located in any front yard on the lot;
2. The uncovered spaces shall be screened from public view;
3. If new pavement is proposed for any of the uncovered spaces and the site has an appropriate slope for permeable paving, then the new pavement shall be permeable;
4. Storage space with exterior access of at least 120 square feet of net floor area shall be provided on the lot;
5. The location of the parking and the design of the screening shall be reviewed and approved by the SFDB;
6. If the lot is located in the A, E, or R-1 zones and has less than 15,000 square feet of net lot area, the uncovered spaces may encroach up to three feet (3') into a required interior yard if a landscaped buffer is provided between the uncovered spaces and the adjacent interior lot line; and
7. The SFDB is to review the effectiveness of the project's proposed screening of the uncovered spaces from public view and the aesthetic quality of structures and landscaping related to automobile and bicycle parking and storage structures. The SFDB also determines whether the project is consistent with Neighborhood Preservation Ordinance findings, including neighborhood compatibility findings.

1.5.2 **Recommended Project Aspects.** Inclusion of the following items in an uncovered parking modification proposal will make the project more likely to be able to be supported. The SFDB reviews the aesthetic qualities of uncovered parking areas, permeable paving, landscaping plantings and hardscapes, storage structures or exterior cabinets, bicycle racks and shelters, or any other project aspects that arise from the two uncovered parking spaces exception proposal.

<u>Recommended Items</u>

A. **Screened from neighbor views.** In addition to screening from public views as required by the Zoning Ordinance, the uncovered space(s) is effectively screened from neighbor views, and so noted by the SFDB in their comments on the project. Any gates proposed for screening may be required to be electronic, to ensure that they can be easily closed after each use.

B. **Any converted garages to be appropriately designed.** For projects that include conversion of a garage to another use, garage door(s) are removed and driveway paving to the converted garage are replaced with appropriate landscaping.

C. **Parking delineated.** The uncovered space is clearly delineated for parking use through the use of appropriate planting and hardscape landscape details. Landscape features prevent parking beyond the delineated parking spaces into other planted areas.

D. **Appropriate shading.** Landscape planting ensures appropriate shading of the space to avoid the possibility of a future plastic/canvas shade structure. New shade trees should have leaf litter, pollen, or branching characteristics compatible with car parking, such as trees listed in the Architectural Board of Review Guidelines as appropriate for parking lots.

D. **Appropriately designed storage.** At least 120 square feet of exterior accessible lockable storage suitable for the storage of yard maintenance equipment and hazardous household products is provided. Storage area and design should be adequate to the degree necessary to discourage future placement of lower aesthetic quality sheds.

E. **Formal bicycle parking.** A formal bicycle parking area supports a modification because garages are typically where bicycles are securely stored. Formal bicycle racks with paved maneuvering room consistent with City Transportation standards would support an uncovered parking modification request as it would ensure bicycle parking is adequately addressed. Sheltered bicycle parking would further support the proposal.

F. **High quality details proposed**. High quality design details and materials are provided in all of the project aspects that support the uncovered parking space, e.g., landscaping and hardscape parking area delineations, screening and shading, storage cabinet and bicycle parking provisions, and the provision of high quality design details as noted by the SFDB in their comments.

<u>Additional Supporting Circumstances</u>

The SFDB may also make note of any of the following additional supporting circumstances in their review of two uncovered parking space exception requests.

A. **Constrained lot.** The design is needed for site development flexibility on a constrained lot, such as a lot that is less than 55’ wide or less than 10,000 square feet; or

B. **Facilitates effective response to legally non-conforming parking situation.** The proposal allows the applicant to avoid demolition of major portions of existing structures to accommodate an addition that triggers a two-car parking requirement where there was previously only a legal non-conforming one-car garage on site; or

C. **Street-friendly façade.** The proposal results in an exceptionally “street-friendly” façade. Windows, and in some cases, a covered front porch, support neighborhood safety. Rather than an unfriendly, bulky, or windowless garage, an appropriately-scaled and detailed façade is featured; or

D. **Open site design.** The proposal allows for a more "open" site design allowing more opportunities for sunlight, air circulation or landscaping.

PART II

LANDSCAPE DESIGN GUIDELINES

INTRODUCTION

Purpose of the Landscape Design Guidelines. To provide general and specific guidelines for landscape plan design and installation throughout single-family neighborhoods in the City. Landscaping should be used as a unifying element within a project to enhance a building site and help achieve project compatibility with existing surroundings while complying with applicable policies and regulations.

Relationship to the Santa Barbara General Plan and Coastal Plan. The Santa Barbara General Plan contains policies and direction regarding landscaping in the Land Use Element, Conservation Element and Seismic Safety Element. City scenic routes, tree preservation, creek protection and other topics are covered in the elements. The Coastal Plan also contains landscaping direction; especially with regard to bluff-top development, views from Highway 101, and tree preservation and protection. The Zoning Ordinance and these SFDB General Design Guidelines & Meeting Procedures are intended to implement the General Plan and Coastal Plan policies.

Relationship to the Santa Barbara Zoning Ordinance. The Santa Barbara Municipal Code contains specific standards that must be met in landscape plans, including:

Planting material standards (§28.87)

Water conservation (§22.80)

These SFDB Guidelines and Meeting Procedures are intended to augment the Municipal Code by providing additional guidelines and details to complement topics in the Code, as well as to provide guidelines on additional topics. In the case of a conflict between the Municipal Code and these SFDB General Design Guidelines and Meeting Procedures, the Code requirements prevail over these SFDB General Design Guidelines and Meeting Procedures.

Basis for SFDB Landscape Design Guidelines. Many projects subject to SFDB review are required to have landscape plans. Projects in some areas, such as the Hillside Design District or the downtown grid, are subject to other design guidelines (see discussion in Part I of these SFDB General Design Guidelines & Meeting Procedures) which include direction regarding landscaping. However, many SFDB projects are not in an area with other design guidelines. These SFDB Landscape Design Guidelines clarify and expand on SFDB criteria for reviewing required landscape plans throughout the City.

Relationship to City Water Conservation Programs. The City provides full-color handouts which provide specific techniques on how to comply with the Landscape Design Standards for Water Conservation (Appendix A) and other sustainable landscaping techniques. Full-color handouts regarding sustainable and water-wise landscaping are available in the 630 Garden Street lobby area and on-line at:
www.santabarbaraca.gov/Government/Departments/PW/WCBrochuresAndMore.htm

- **Lawn Alternatives**, City of Santa Barbara Water Conservation Program
- **Sustainable Landscaping:** Resource Efficient Landscapes for Santa Barbara County, Santa Barbara County Water Agency and City of Santa Barbara Public Works Department
- **How to Be Water-Wise in Your Garden**, Family of Santa Barbara Water Providers
- **How to Water Your Garden**, Sunset, 2000
- **Water-Wise Gardening for California: Advice and Design Ideas for the 21st Century**, the Editors of Sunset

Also see www.sbwater.org for additional water-saving information.

Relationship to City Creeks Programs. These guidelines support the goals of the City's Storm Water Management Program (SWMP) as well as general creeks conservation goals. Some projects are required by the SWMP to implement storm water best management practices to retain water on site, or to treat water on site. For more information regarding the SWMP and other creek programs, see: www.SBCreeks.org

Guideline Organization. The SFDB Landscaping Guidelines are broken into four sections. The first section describes when Landscape Plans are required and licensing requirements. The second section consists of general landscape design guidelines applicable to all projects. Vegetation removal guidelines and their relationship with NPO vegetation removal findings is described in the third section. The last section covers special constraint area guideline topics.

SECTION 1 Landscape and Irrigation Plan Applicability, Licensing and Submittal Requirements

2.1.1 Landscape Plans

A. **Applicability.**

1. **New Single-Family Residential Unit.** A landscape plan is required for all new single-family residential units.

2. **Single-Family Residential Property Projects with Terracing Components.** Landscape plans are required where terracing projects occur in the hillside area. The plans are required to ensure fire hazard landscaping issues are addressed and to stabilize and beautify graded areas.

3. **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites may require landscape plans when:

   a. Existing landscaped areas are proposed for removal or alteration and/or
   b. New landscaping improvements are proposed.

4. **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information at the SFDB's discretion.

5. **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:

   a. When a proposed improvement involves a historic, archaeological, or environmental resource or hazard, and/or
   b. To lessen potential project impacts to public scenic views.

6. **Planning Commission Projects.** A Landscape Plan is required for projects subject to Planning Commission review unless waived.

B. **Proposed Landscaping Shown on Site Plans.** Minor projects with landscaping that is not visible to the public may be exempt from providing a formal separate landscape plan as determined by the SFDB. In these instances, proposed landscaping may be shown on the site plan rather than on a separate landscape plan.

C. **Plan Contents.** Landscape plans must be submitted prior to the SFDB project design design approval hearing. See the Planning and Zoning Counter handout "Landscape Plan Requirements" for required landscape plan contents.

2.1.2 Plan Preparation Licensing Requirements

A. **No License Required.** In general, in the following circumstances, landscape and/or irrigation plans may be prepared by an unlicensed person.

1. **Concept Review Plans.** Per Business and Professions Code §5641, no license is required to prepare landscape plans for projects for conceptual design and placement of tangible objects and landscape features or plans, drawings and specifications for the selection, placement or use of plants for a single family dwelling.

2. **Final Plans - General.** Per Business and Professions Code §5641, plans presented for final approval which do not require grading or drainage plans may be prepared by unlicensed persons.

3. **Plans for Own Property.** Per Business and Professions Code §5641, any person may prepare conceptual or final plans for any landscape project on a property they own.

4. **Irrigation Plans.** Property owners or irrigation consultants may prepare irrigation plans per Business and Professions Code §5641.6.

5. **Advisories.** The SFDB may recommend, but may not require, that an applicant hire a licensed landscape architect to prepare plans for projects in the following circumstances:

   a. The plan submittals are determined inadequate or otherwise do not meet minimum review standards; or
   b. The proposed project involves extensive grading, revegetation or improvements with unique or sensitive habitats or environments.

B. **License Required: Final Grading and Drainage Plans.** Per Business and Professions Code §5641, only a licensed landscape architect, registered or licensed engineer, architect, land surveyor; or landscape contractor who is contracted to install the landscaping may prepare construction documents, details or specifications for the tangible objects or landscape features, and alteration of site requiring grading and drainage plans. For example, drainage plans are sometimes required for Storm Water Management Plan compliance. Property owners preparing plans for their own property are exempted from the licensing requirement by Business and Professions Code §5641.1

SECTION 2 General Guidelines

Landscaping is considered an integral part of a project's design. Landscaping can enhance the City's natural beauty and can complement new development as well as provide neighborhood cohesiveness. Landscaping embellishes and enhances new construction. Landscape plans should reflect consideration of overall site aesthetics. However, avoid using landscaping to correct problems of design, privacy or bulk. The architecture of a building should be of sufficient aesthetic quality to stand alone regardless of potential landscape changes over time. Landscaping improvements should:

- complement architecture;
- provide outdoor privacy areas;
- provide screening for undesirable views;
- provide usable and functional open space; and
- use appropriate water-wise plants, limited turf and efficient irrigation design principles.

The following general guidelines apply to all types of landscaping proposals:

2.2.1 **Site Layout and Massing.** Landscape massing refers to plant material that creates an appearance of substantial vegetation. The landscape plan should balance plant material and hardscape site elements such as walkways and walls.

A. **Lot Landscape Coverage.** Landscape massing shall provide for a generous overall percentage of plant landscaping in relation to the site and lot hardscape. Paved areas should be minimized and planting areas maximized.

B. **Neighbor Screening.** Where appropriate, consider screening plants, such as hedges, to create privacy between neighbors. Special care should be taken to ensure that mature hedge heights and sizes will fit the space and ensure that only a minimal amount of pruning will be necessary for maintenance. Hedges shall comply with SBMC § 28.87.170.

C. **Neighborhood Compatibility.** Landscaping visible from the street should be compatible with the surrounding neighborhood in plant type and scale. Site elements such as walls, steps, fences, etc. should be compatible with neighborhood elements in scale, color and materials.

D. **Trees for Shade and Weather Protection.** Canopy, skyline, and specimen trees shall be provided for shade and weather protection.

2.2.2 **Plant Selection.** Plant selection for the landscape plan should consider principles of sustainable landscaping and be sensitive to the elements described below.

A. **Blending with Existing Vegetation.** Blend the type, coloring, size, and height of proposed vegetation into existing vegetation.

B. **Growth.** Consider appropriate plant selection and location to:

1. Reduce the potential for normal plant material growth to significantly block an adjacent property's primary scenic view or sunlight (solar access), and/or

2. Achieve privacy screening and produce a desired aesthetic result. Select plants that can grow to the necessary screening height without having to be pruned.

3. Ensure vegetation scale consistent with public view preservation called for in the Coastal Plan and General Plan (e.g., Land Use Element City Scenic Routes).

C. **Adaptability.** Emphasis shall be placed on the concept of "Right Plant/Right Place." Select plants that are naturally adapted to the growing conditions of the site such as soil type, slope, climate tolerance, space limitations, etc.

D. **Native and Mediterranean Plants.** Use native plants whenever possible. Where non-native species are used, emphasize plants from other Mediterranean climate regions.

E. **Fire Retardant Landscaping.** Use fire retardant landscaping where possible. See Section 2.4.3 High Fire Hazard Area Landscape Design and Appendix B for information about High Fire Hazard Area landscaping requirements. A list of plants which are highly flammable and should not be planted in the High Fire Hazard Area is included in Appendix B.

F. **Invasive Plants.** Avoid invasive plant use, especially in, or adjacent to, environmentally sensitive habitat areas. Carefully select plants to avoid species that might migrate from the landscape and become "weeds." (Refer to the attached Appendix C List of Invasive Plants, derived from a list published by the California Exotic Pest Plant Council.)

G. **Plant Spacing and Height.** Space plants according to their mature size, allowing for plant maturation without crowding or root damage. Consider mature plant height to avoid unnecessary pruning and hedging, especially under windows and eaves of structures and along property lines.

H. **Group by Plant Needs.** Plants with similar cultivation, watering and sun/shade requirements should be grouped together into hydrozones and designated to separate appropriate valve types, per SBMC §22.080.020.

I. **Limit Turf.** Use turf only in areas where appropriate for recreational uses. Adhere to turf reduction percentage requirements in SBMC §22.080.020. Consider lawn alternative species.

J. **Natural Plants.** Plant landscaping should consist of real plants. Artificial plastic plants or the use of synthetic turf is not allowed in parkways or publicly visible locations. The use of synthetic turf may be approved at other less visible areas but is generally discouraged.

2.2.3 **Sustainability Principles.** Guidelines throughout this document support sustainable principles. Landscape and irrigation system design should reflect consideration of sustainable landscaping principles and be sensitive to elements described below. Also, see the additional sustainability concepts in Special Area Guidelines, Section 4 of this Part 2.

A. **Preserve Existing Vegetation.** Preserve existing vegetation and significant trees as much as possible (See Section 3 of this Section 2, Tree and Vegetation Preservation).

B. **Natural Features and Graded Areas.** Avoid unnecessary grading and removal of soil. Protect existing natural features and re-vegetate graded areas as soon as possible.

C. **Climate Buffering.** Use landscaping to control sun and wind. For example, the use of deciduous trees and/or vines on the south sides of buildings can provide passive heat in the winter and cooling in the summer.

D. **Erosion-Prone Areas.** Consistent with the Seismic Safety Element, species that add weight to a hillside (such as ice plant) shall be avoided on steep hillsides or adjacent to bluff top areas susceptible to erosion. Deep-rooted species that assist in stabilizing slopes and control erosion are encouraged.

E. **Water Efficiency.** Water-efficient landscaping is mandatory per SBMC §22.80.020. Landscaping and irrigation shall be planned with consideration for water conservation through use of water-wise plant species, water-efficient irrigation systems and other methods listed in SBMC §22.80.020, including using drip irrigation and mulching and designing irrigation to minimize runoff.

F. **Reducing Runoff.** Plant species that require significant watering (such as turf) shall be avoided on steep hillsides or narrow pathways, planters and parkways. Such areas are difficult to irrigate without significant runoff. Note the requirements in SBMC §22.80.020.

G. **Irrigation.** Use water-efficient irrigation systems, including drip irrigation, micro sprayers, bubbler and rotating spray nozzles. Use smart irrigation controllers and rain sensors. Note the requirements in SBMC § 22.80.020

H. **Waste Minimization.** Sustainable landscape planning that protects the environment by using minimal resources and creating minimal waste is encouraged.

I. **Stormwater Management Program (SWMP).** Santa Barbara neighborhoods most commonly drain to local creeks, which then flow to the ocean. Non-point source pollution such as pesticides and fertilizers from lawns, heavy metals from driveways and pet waste pose a significant threat to the quality of life on our beaches and streams. Stormwater should be viewed as a resource with environmental and educational significance that can give unique character to neighborhood landscapes. Bioswales, infiltration areas, vegetated filter strips, porous paving, rainwater cisterns, and rainwater gardens should be incorporated into site design to allow biofiltration of sediment and pollutants, to slow down potentially damaging flows, and to increase the presence of nature within the community. These measures are very attractive, low tech, low cost, low maintenance and provide significant benefits to our environment. Appropriate choice of plantings and irrigation for the site helps reduce urban runoff and the subsequent non-point source pollution.

J. **On-Site Water Retention and Natural Drainage.** Use methods to retain water on the site to recharge groundwater and to use for future watering (e.g., cisterns). Design landscaping to enhance natural drainage and biofiltration of pollutants through the use of bioswales, detention basins and other techniques.

K. **Permeability and Percolation.** Use urban runoff/pollution control Best Management Practices to maximize the permeability of sites and on-site percolation of runoff. For example, design projects to minimize paved areas, collect runoff on-site, or maximize hardscape area permeability with brick or pavers on sand.

L. **Drainage Flow.** Use natural watercourses, earth swales, v-ditches, drywells and water dissipation devices to enhance drainage flow on and through the site.

2.2.4 **Street and Driveway Design.** Street and driveway designs should utilize the following design concepts.

A. **Grading Exposed Excavations and Retaining Walls.** Design streets or driveways to limit grading quantities and steep, exposed excavations and avoid the use of retaining walls where possible.

B. **Street and Driveway Widths.** Limit street and driveway widths to reduce paving quantity and encourage slower vehicle speeds, while providing adequate access. Consider the use of ribbon driveways, pavers and other materials that decrease the amount of pavement and increase permeability. Please note, applicants must consult with the Fire Department and Transportation Division regarding alternative paving methods.

C. **Garage Orientation.** Where possible, orient driveways and garages to be street-friendly, so that garage or carport openings are not facing directly onto streets.

D. **Sidewalk Widths.** Provide street sidewalk widths that allow for landscaped parkways to buffer pedestrians from street traffic where feasible.

E. **Street Trees.** City street trees should be incorporated into a project when none exist and/or at locations recommended by the SFDB or City Arborist and the Street Tree Master Plan. Any street tree removal is subject to Park Commission approval.

F. **Plants and Irrigation in Parkways.** Water-wise plants are required and turf is prohibited in parkways. Drip irrigation or low precipitation rate sprinklers/ bubblers are encouraged and irrigation must be designed to minimize runoff. See the City's list of recommended plants for parkways.

2.2.5 **Tree Root Barrier Guideline.** The SFDB may suggest or condition that an applicant study or confer with a tree expert (landscape architect, the City arborist or certified arborist) to offer recommendations as to whether a root barrier should be required to be installed. Root barriers may be suggested for a proposed tree location where the roots are within four feet of any hardscape, on-site or off-site, and may potentially affect buildings, sidewalks, paved pathways, curbs, etc. Palm trees do not need root barriers. Barrier placement is not recommended for a tree installation when existing trees are in close proximity because installation may damage roots of those trees.

SECTION 3 Tree and Vegetation Preservation

2.3.1 **General.** Development should be sensitive to existing mature trees as they are a valued community resource. One of the Conservation Element's goals is to prevent unnecessary tree removal. Mature trees should be integrated into project design rather than removed. All feasible options should be exhausted prior to tree removal. Preservation and protection of existing significant trees shall be a primary goal of a landscape design and a site design.

2.3.2 **Projects Proposing Tree Removal.** If existing tree preservation is not possible, tree loss may result in required tree replacement(s).

A. **General Tree Replacement Standards and Ratios.** Trees proposed for removal that have a diameter of four or more inches at a height of four and one-half feet above grade shall be replaced on site at a minimum ratio of 1:1. Tree replacements should have the potential to achieve an equal biomass to those being replaced. Additional replacement trees may be required up to a 10:1 ratio depending on the type of tree removed, lot size, size at planting, expected size at maturity and expected survival rate of replacement trees. Oak trees are replaced at a ratio of at least 5:1. Additional replacement trees may be required up to a 10:1 ratio.

The appropriate replacement size and ratio shall be determined by the SFDB, sometimes in conjunction with an arborist's report or biological report, depending on the type and biological value of tree removed, lot size and on-site conditions,

replacement tree size at planting, replacement tree expected size at maturity, and replacement tree expected survival rate. Oak trees are generally required to be replaced at a ratio of at least 5:1. California Sycamores also require multiple trees to be replaced for each tree removed. Also, see Native and Specimen Tree Protection and Replacement Standards, below.

B. **Tree Protection and Replacement Standards.**
Consistent with general plan policies, efforts shall be made to preserve trees, in particular, native trees, including oak trees, and specimen trees are subject to the following guidelines:

1. **Earth Disturbance Prohibitions.** No earth disturbance is allowed in the circular area one-third the distance of the overall canopy/dripline as measured from the trunk. (For example, if the tree canopy is 30 feet, no work can be done in the first 10 feet from the outside edge of the trunk in all directions.) In other areas under the canopy/dripline, earth may only be disturbed with hand tools.

2. **Arborist's Report.** Any work within the general vicinity of the dripline of a tree may require an Arborist's Report. If an Arborist's Report is required, the SFDB may defer to the report's recommendations.

3. **Paving.** Paving and other non-permeable surface encroachment under native and specimen tree canopy/driplines should be minimized. For oak trees, minimal paving is allowed under the canopy due to the sensitivity of their shallow surface roots and their sensitivity to disturbance. If paving or other non-permeable surfaces encroach within a canopy, no more than 25% of the total area beneath the canopy/dripline can be covered and paving may only be placed by hand or with hand tools.

4. **Distance from Structures.** The edge of all new structures should be placed a a minimum of five (5) feet from the expected mature native or specimen tree canopy/dripline at the time the structure is approved.

5. **Protection Notes.** Proposed projects which may impact existing native or specimen trees are required to submit Tree Protection notes as part of the final landscape submittal. Notes shall be located on all site and/or grading plans.

6. **Replacement Dimensions.** If it is determined that a native or specimen tree is to be removed, the diameter of the required replacement tree(s) will be equal to or greater than one-quarter the diameter of the existing tree (e.g., a 16-inch-diameter oak will be replaced with one measuring no less than 4 inches). Smaller tree replacement sizes than this formula may be specified in some cases to ensure replacement tree availability.

2.3.3 **Condition of Approval for Specific Tree or Planting.** The SFDB may conditionally approve projects to maintain **specific** plantings or trees. The **specific** planting or tree aspects of a plan to be maintained are noted on plans. Plantings or trees specifically noted to be maintained would need a Community Development Department permit (CDD permit) to be altered in the future.

2.3.4 **Vegetation Removal and Neighborhood Preservation Ordinance (NPO).** There are specific vegetation removal types and quantities that may require a vegetation removal permit and SFDB review. For example, the Fire Department requires weed abatement in specific areas of the City; a vegetation removal permit may be required for some forms of weed abatement. Please refer to SBMC 22.10 for exemption categories.

NPO findings are made for appropriate grading and for native tree protection on hillsides. The SFDB strongly encourages native vegetation preservation. SFDB NPO findings must be made for project approval.

2.3.5 **Tree Removal and Replacement Permits**

A. **A Parks and Recreation Commission Tree Permit** (PRC Permit) is required to remove or replace the following trees:

1. Front Setback Trees (as defined in SBMC §15.24.010); or
2. Designated historic or specimen trees (as defined in SBMC §15.24.010); or
3. Parkway Trees (as defined in SBMC §15.20.020)

Exception to Parks and Recreation Commission Tree Permit: Dead, diseased or hazardous trees, other than parkway trees, may be removed without a PRC Permit or Community Development Department Tree Removal and Landscape Plan Permit (CDD permit) (See SBMC Chapter §15.24 for specific requirements). However, even though a permit may not be required for the removal, in some cases a CDD permit for the replacement tree may be required if the replacement tree is not "substantially similar" as defined in Section 2.3.7.B of these guidelines.

1. Tree required with parking per SBMC §28.90.100.G.
2. Tree on an approved landscaping.

B. **SFDB Review and a Community Development Department Tree Removal and Landscape Plan Permit** (CDD permit) is required to remove a tree on a lot where specific conditions of approval for the development on the lot specifically require the installation and maintenance of specific trees or plantings.

C. **Exceptions to 2.3.5.A and 2.3.5.B:**

1. Dead, diseased or hazardous trees, except parkway trees, may be removed without a PRC or CDD permit (see SBMC Chapter §15.24 for specific requirements). However, the removal of a tree where specific conditions of approval for the development on the lot require the installation or maintenance of the specific tree, or a tree required in association with parking per SBMC §28.90.001.G or SBMC §28.90.001.I may require a permit for subsequent tree **replacement** within 30 days.
2. A permit is not required to remove a tree where specific conditions of approval for the development on the lot require installation or maintenance of the specific tree if the tree is replaced with a tree that is "Substantially Similar", defined below in Section 2.3.7.B of these guidelines.

D. **No permit** is required to remove or replace a tree if the tree is not any of the following: 1. a setback tree, 2. a designated tree protected pursuant to Chapter 15.24 of the Municipal Code or 3. a tree where conditions of approval for the development on the lot require the installation or maintenance of the tree.

2.3.6 **Landscape Removal and Replacement Permits**

An alteration to landscaping where specific conditions of approval for the development on the lot require the installation or maintenance of specific plantings requires SFDB approval and a CDD permit. Note: If a tree removal is involved, see Section 2.3.5 above.

Exception: Substantially Similar Replacements. As allowed by the SBMC, a CDD permit is not required for the replacement of landscaping or other improvements subject to protection by specific conditions of approval to install or maintain specific plantings, as long as the specific plantings are replaced with plantings that are "substantially similar" (as defined in section 2.3.7.B of these guidelines) to the approved plantings.

2.3.7 **Definitions**

A. **Original Planting Purpose:** The function or purpose of a tree or plant(s) on an approved landscape plan, sometimes explicitly stated, sometimes not. For example, tree or planting purposes can include: privacy protection, preservation of solar access, shade provision, visual framing of a building, style consistency, visual interest, historic preservation, erosion control, appropriate species near a biologically sensitive area, etc.

B. **Substantially Similar Tree or Landscaping Replacement:**

Replacement trees or landscaping shall be considered "substantially similar" if they meet either of the following descriptions:

1. The tree or landscaping is the same species of tree or plant(s) as the tree or landscaping being replaced, the same or larger size of tree or plant(s) as indicated on the approved landscape plan, and the replacement tree or landscaping complies with current regulations related to appropriate trees or landscaping. The replacement tree planting size must be at least as large as the approved landscape plan tree or plant(s) planting size, and always a minimum of five gallon planting containers for trees.

OR

2. The replacement tree or landscaping is a different species than the tree or landscaping to be replaced and the proposed species meets the following four criteria a., b., c., and d.:

   a. Characteristics of the proposed replacement tree or plant(s) continue to achieve the original planting purpose, as defined in Section 2.3.7.A of these guidelines, through the following tree or plant aspects:

      i. height (at present and maturity)
      ii. canopy (at present and maturity)
      iii. general branching characteristics
      iv. nature of the foliage
      v. flowering characteristics (frequency, color, etc.)

vi. drought tolerance

vii. water conservation of the existing plant or tree and the proposed replacement plant or tree

viii. biological compatibility with any surrounding biologically sensitive areas

ix. size of tree or plant(s) and their root structure at planting (must be at least as large as the approved landscape plan tree or plant(s), and if planting size is not indicated, then at least 5 gallons.)

b. The size of the removal or replacement meets the following applicable criteria:

i. Measurement of trees proposed for removal are less than 12” in diameter at 4’6” above the ground and less than 20’ tall.

ii. The area of cumulative changes to conditionally approved plants is less than 1,000 square feet in the front yard and less than 20% of the total landscaped area.

iii. A vegetation removal permit is not triggered per SBMC §22.10.

c. Complies with codes applicable to the proposed tree or plant(s) removal or replacements, including:

i. Automobile setback parking requirements (SBMC §28.90.001.H)

ii. Parking in front setback requirements (SBMC §28.90.001.I)

iii. Uncovered parking space requirements (SBMC §28.90.100.G)

iv. Landscape water conservation requirements (SBMC §22.80)

v. The replacement does not create water waste from plumbing and irrigation systems (SBMC §14.20)

vi. Storm Water Management Program (State Water Resources Control Board Water Quality Order 2003-0005-DWQ, City of SB SWMP)

vii. High Fire Hazard Area requirements (SBMC §8.04.020)

viii. Solar Shade Control Act regarding protection of existing solar energy systems from shade caused by neighbors. (California Public Resources Code Sections §25980-25986).

d. The replacement avoids introducing new biological issues:

i. The replacement does not introduce non-native species in an area where native species are predominate.

ii. Replacement does not occur within 50 feet from the top of a coastal bluff per California Coastal Commission regulations.

iii. Replacement does not occur within 50 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined.

iv. Replacement does not occur within an area of 30% slope or greater.

v. The replacement does not introduce an invasive or noxious species as defined in Appendix C of these design guidelines or California Codes 7206, 7207, 7501.

vi. No native landscaping is to be removed.

SECTION 4 Special Areas

2.4.1 **Hillside Residential Landscape Design.** Landscaping in hillside areas should be sensitive to the community's view of the new development, as well as the view from the subject property. Plantings should soften the appearance of new home, major addition, and retaining wall project components. The following guidelines are specific to hillside areas of the City.

A. **Appearance.** Landscaping should visually diminish the mass of structures as viewed from the community. Plantings should be selected from a palette of California native plants or Mediterranean plants that blend into the hillside and frame views. Plantings should not distract from the natural hillside profile. For example, palm tree installation would be discouraged, especially along ridgelines. Also, brightly colored flowers such as begonias planted to cover large areas of publicly visible fences and walls would be discouraged because they contrast with the surrounding hillside when viewed from a distance.

B. **Natural Surroundings.** Oak woodlands, steep slopes, bluffs, creeks, watersheds, or other native habitats should be evaluated by a biologist, arborist, or landscape architect to determine the appropriate landscape plant selection and maintenance to minimize negative effects on natural areas.

C. **Grading.** Grading should be minimized.

D. **Slope Failure.** In the event of slope failure, a soils engineer, geologist or landscape architect may be required to recommend appropriate mitigation for plantings and/or irrigation installation as well as erosion control measures.

E. **Erosion Control Measures.** Erosion control measures should also be included on hillside landscape plans. Also, refer to the Seismic Safety Element Landslides Hazard Reduction recommendations section.

2.4.2 **Creeks, Water Courses and Wetlands.** Projects near creeks, water courses and wetlands are subject to the following guidelines. These projects should also be designed with special consideration for consistency with the Sustainability Principles outlined in Section 2.2.3 of this Part II.

A. **Degradation Prohibition.** Development in and adjacent to creeks shall not degrade the creeks or their riparian environments. Where existing creeks, watercourses, and/or wetlands provide a natural environment, avoid removal of these environments.

B. **Native Plant Species.** Protect, maintain, enhance, and/or restore native plant species and vegetation in areas along natural creeks, watercourses and wetlands.

C. **Expert Use.** Consult a licensed landscape architect and/or biologist to provide recommendations and/or specifications to plant, protect or revegetate a site. In many cases, a biologist will be required to participate in the development of restoration and/or revegetation plans.

D. **Immediately Adjacent Landscaping.** Only native, non-invasive vegetation shall be planted immediately adjacent to creeks, watercourses and wetlands. Also, see Conservation Element and Local Coastal Plan direction regarding development on bluffs.

E. **Buffer Landscaping.** Vegetative buffers shall be provided between natural areas and developed or high-use areas. Buffer vegetation should be native, but may include non-native vegetation if it is non-invasive.

2.4.3 High Fire Hazard Area Landscape Design

A. **Defensible Space.** Meet defensible space requirements around structures as required by the Fire Code, consistent with Fire Department High Fire Hazard Area Landscape Design Guidelines. The guidelines specify drought-tolerant, fire-resistant plants and plant placement to reduce wildfire hazards. Please consult with the Fire Department's Wildland Fire Specialist.

B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation must be used for major cut and fills slope landscaping where development occurs on hillsides. Within vegetation management areas as identified in the Wildland Fire Plan (Community Fuel Treatment Area and Vegetation Management Units) vegetation shall be designed to reduce the amount of flammable vegetation. Please consult with the Fire Department's Wildland Fire Specialist.

PART III

MEETING PROCEDURES

SECTION 1 Introduction, Interpretation and Application

The SFDB Meeting Procedures provide direction to SFDB members, city staff and the public as a whole. Nothing herein shall be interpreted in a manner contrary to the requirements of State law or the Municipal Code and in the event of a conflict between the requirements of State law or the Municipal Code and these guidelines, State law or the Municipal Code shall prevail. Staff will make periodic updates to the SFDB General Design Guidelines & Meeting Procedures to implement preferred procedures and guidelines and reflect changes in the regulatory environment.

SECTION 2 General Information and Procedures

3.2.1 General Information

A. **Meeting Dates and Location.** The full Board SFDB meetings occur every other Monday beginning at 3:00 P.M. in the David Gebhard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California. The SFDB meetings may be televised live on the local Government Access channel. Agenda items are scheduled as time-certain with the final item usually scheduled for no later than 8:00 P.M. Please note changes may occur to the meeting agendas due to postponement of items as described in Section 3.2.7.B.

If a holiday falls on Monday, meetings will be held on the following Tuesday or at the discretion of the Board. The Consent Calendar review occurs at 11:00 A.M. on the same day and it is also held in the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, California.

Occasionally there is a need to cancel a regular meeting or to hold a special meeting. Dates and times of such meetings shall be posted in the usual manner as specified in Item 3.2.1.E “Notice and Posting.”

In compliance with the Americans with Disabilities Act, if special assistance is needed to participate in this meeting, the Planning Division should be contacted at (805) 564-5470. Notification at least 48 hours prior to the meeting will enable the City to make reasonable arrangements.

B. **Applications and Filing.** Application instructions are available at the Community Development Department/Planning and Zoning Counter at 630 Garden Street and on-line. Business hours are 8:30 A.M. to 4:30 P.M., Monday through Thursday and every other Friday. For a current list of office hours, and a schedule of Friday closures, please visit the City's website at www.SantaBarbaraCA.gov under *City Calendar* or call (805) 963-0611.

Applications are accepted for the next available agenda based on a first-come-first-served basis. Applications will be date-stamped and submittal times are logged to assist Staff in determining project priority. Projects requiring a noticed hearing will be scheduled accordingly after an application is received. For example, approximately two and a half weeks is needed to schedule a project that requires a noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues shall not be placed on an agenda. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment and number of items submitted.

C. **Licensing Advisory.** The Business and Professions Code of the State of California and the Municipal Code of the City of Santa Barbara restrict preparation of plans for certain project types to licensed professionals. Applicants are encouraged to consult with Building and Safety or Planning Staff to verify requirements for their specific projects.

Unlicensed persons are limited to the preparation of SFDB plans for single-family dwellings of wood frame construction and not more than two stories and a basement in height. See additional information regarding landscape plan licensing advisories in Part II of these guidelines.

D. **Application Completeness.** Due to the high volume of projects that require SFDB review, it is important for applicants to submit complete applications. (Please refer to the handout available at the Planning and Zoning Counter entitled "Design Review Submittal Packet," which describes the elements of a complete application.) Failure to submit a complete application may result in Planning Staff refusing to accept the application at the Planning Counter or the inability to place a project item on the next available agenda. The SFDB may deem an application incomplete, for example, if the application submittal lacks sufficient photographs or does not provide required information.

E. **Notice and Posting.** Both the regular agenda and consent calendar are posted for public review on the outdoor bulletin board at 630 Garden Street adjacent to the David Gebhard Public Meeting Room, and in the public counter area at 630 Garden Street. Agendas and minutes are also available on the Community Development Department's website at www.santabarbaraca.gov/sfdb.

F. **Fees.** Fees are based on the size, scope and type of project proposed. Staff will determine appropriate application fees based on the current fee resolution adopted by the City Council. Staff at the Planning and Zoning Counter can provide the most recent information, and the fee schedule is available on-line at: www.santabarbaraca.gov/Resident/Home/Forms/planning.htm

G. **Staff Contact**

Community Development Department
Planning Division
630 Garden Street
Phone: (805) 564-5470 Fax: (805) 897-1904
Website: www.santabarbaraca.gov
e-mail: SFDBSecretary@santabarbaraca.gov
or Planning Technician, in the following format:
FirstInitialLastName@santabarbaraca.gov

3.2.2 **Agenda Organization.** Agendas for a meeting are organized on an approximate "time certain" basis. The following agenda order usually applies. However, the agenda times are subject to change in that an item may be heard either earlier or later than noted in the approximate schedule due to continuances or postponements of agenda items. It is recommended that people arrive at least 15 minutes before the approximate time for their item of interest because the actual timing of items is subject to change based on the length of other agenda items.

Wherever the proposed Floor-to-Lot Area Ratio (FAR) exceeds 85% of the maximum FAR allowed under the Municipal Code or 85% of guideline FARs in the Single Family Residence Design Guidelines, or wherever a covered deck area exceeds 400 square feet, a notation will be made on the agenda for the item.

Instructions for the SFDB regarding the review level that may take place for the project are indicated in bold face letters in parentheses under each project description.

A. **General Business**

1. Public Comment.
2. Approval of minutes.
3. Consent Calendar.
4. Announcements:
   a. Staff Announcements such as requests by applicants for continuances and withdrawals, and future agenda items.
   b. Board Member Announcements.
5. Subcommittee Reports: Standing and Ad Hoc Subcommittees. These reports are brief announcements, and do not involve general SFDB discussion or actions. If members wish to discuss the substance of a subcommittee report, members must request that staff properly agendize the topic under “Discussion Items” at a future meeting of the SFDB.

B. **Discussion Items**

C. **Appeals**

D. **Concept Review** (continued items first, followed by new items)

E. **Project Design Approval** (continued items first, followed by new items)

F. **In-Progress Review**

G. **Final Approval** (continued items first, followed by new items)

H. **Review After Final Approval**

3.2.3 Notices

A. **Consent and Full Board Items.** Some projects require a noticed hearing before the SFDB. When a noticed hearing is required, written notice of the hearing is mailed to the applicant, the owner of any lot within 300 feet of the project, and interested parties in the City database. In addition, a "Notice of Development" sign is posted on the site of the proposed project and "door to door" flier noticing must be given to residents on the 10 closest lots. If a project requires another land use decision by the City Council, Planning Commission, or Staff Hearing Officer, the notice for the first Design Review hearing shall comply with the notice requirements for that hearing body. The purpose of these notices is to provide an early opportunity for adjacent property owners and occupants to comment on development proposals that may impact their property. (See Santa Barbara Municipal Code § 22.69.040 for the types of applications that require a noticed hearing and the specific noticing requirements).

If the Community Development Director or appointed representative determines that plan substitutions constitute a substantial change from the previously noticed plan (including, but not limited to, changes to the project's, size, bulk, scale, form or design), the Community Development Director or appointed representative may require the project to be re-noticed for another public hearing. The Community Development Director or appointed representative may also require an additional noticing fee to be paid by the applicant in these cases.

B. **Pre-SFDB Review Applicant Workshop.** Single family home project proposals in excess of 100% of the maximum FAR specified in the Municipal Code are required to have a workshop prior to the first SFDB hearing for the project. The applicant is required to invite all property owners within 100 feet of the project to a workshop held at least 10 days after the workshop invitation is mailed. The workshop invitation must include a description of the proposed project. A workshop invitation must also be mailed to the City Planning Division to the attention of the SFDB Planning Technician. The applicant must show plans and a project description at the workshop and listen to any neighbor concerns. The applicant is responsible for summarizing the workshop results to the SFDB at the first Concept Review hearing.

3.2.4 Project Presentation/Plan Substitution

A. **Plan Presentation.** All levels of review with the exception of the Consent Calendar require the presentation of the project by the applicant or the applicant's representative. If no one is available to present an item on behalf of the applicant, the agenda item shall be continued indefinitely. The applicant or the applicant's representative will be responsible for rescheduling the project. Applicants may always submit additional information, architectural details, or notes on additional plan sheets at the hearing when the additional information is consistent with the agendized project (the plans submitted at the time the project was agendized).

B. **Plan Substitution.** Plans originally submitted and filed for a particular meeting or review are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. This policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below. Plans may not be substituted at the first mailed noticed Concept Review Hearing or when a Project Design or Final Approval is being requested.

Plans may be substituted at non-mailed notice Concept or In-Progress reviews if the following conditions have been met:

1. Proposed site plan does not have any changes that would require a Zoning Modification;
2. Proposed building heights, site plans and elevations are substantially consistent with agendized plans;
3. The project has the same level of zoning compliance as agendized plans; and
4. A completed Plan Substitution form is submitted to Staff. If the newly substituted plans are not substantially consistent with agendized plans, the new plans will be agendized for a future meeting.

3.2.5 Public Hearings and Public Comments

A. Official public hearings, whereby a mailed notice of a project has been sent to nearby property owners and other interested parties, will be announced by the Chair as an opportunity for public comment prior to SFDB comment on plans. No more than one mailed notice public hearing is required to be held at the SFDB on any particular development project unless the project has changed substantially from the original application. For agenda items which are not official mailed-notice public hearings, the Chair will invite members of the public, who have submitted request to speak forms, to speak on the items prior to SFDB comment. For all agenda items, speakers who wish to comment on a project may be asked to limit their speaking time to no more than two minutes. The SFDB may adjust the length of time each person speaks based on the number of people who wish to speak. In order to manage meeting length, Staff will generally limit the total number of mailed noticed public hearings scheduled per SFDB meeting to no more than four.

B. The SFDB recommends that interested neighbors work together either to organize their comments or to select one person to represent the neighborhood and speak on the group's behalf. The following examples of public comment types are appropriate:

- aesthetic issues
- design issues
- neighborhood compatibility
- compliance with the "Good Neighbor Guidelines"

Comments on topics that may not be within the SFDB's purview, such as the following, are discouraged:

- site land use or zone designation
- project affordability

C. The SFDB shall consider public comments directly related to aesthetic issues involving neighborhood compatibility, architecture and landscaping issues. The Board may also consider neighborhood input regarding Neighborhood Preservation Ordinance compliance findings, such as grading, tree removal and/or mass, bulk, and scale of the development. These general guidelines are in place to manage meeting duration each week.

3.2.6 **Review Levels.** See the SFDB Checklist available at the Planning Counter or the City's website for specific submittal requirements for each level of review.

A. **Concept Review**

1. Concept review is an informal review process during which no formal action is taken. Applicants are required to submit a complete site plan but encouraged to present preliminary sketches and/or conceptual drawings. SFDB comments are made that give the applicant general directions for future review.

   Applicants are encouraged to respond to all SFDB comments thoroughly in order to avoid more than two (2) concept reviews prior to Staff Hearing Officer or Planning Commission review, if possible.

2. The SFDB may request a site visit or story poles to be placed at the site prior to taking action on the application. The SFDB may also determine in concept review that additional submittals are required to help determine the project's consistency with Neighborhood Preservation Ordinance Findings. See Section 3.2.8. below for a list of the findings. Additional submittals are required when a single-family home project exceeds 85% of the maximum FAR, unless waived by the SFDB.

3. Concept review considers broad issues such as site planning, general architectural style and the project's relationship to its site and neighborhood.

4. Concept review is required prior to any other City reviews (such as environmental review, Planning Commission, etc.), and before any formal action is taken by the SFDB. Project design approval is not usually granted at a concept review level. Generally, an application should receive "positive comments" from the SFDB prior to the project's placement on another review body's hearing agenda.

5. A concept review does not result in formal action and, therefore, may not be appealed.

6. The Board may move a concept review item to a project design review level and give a project design or final approval if sufficient information has been provided and no other discretionary review is required.

B. **Planning Commission Comments.** SBMC 22.69 specifies that the SFDB may refer projects which are highly visible to the public to the Planning Commission for design comments prior to SFDB's project design approval of a project.

C. **Project Design Approval**

1. Project design approval occurs prior to preparation of working construction drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.

2. Project design approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial changes after project design approval will require a new review and approval.

3. All significant elements of the architectural appearance, landscaping and site/building orientation must be found consistent with applicable guidelines in order to receive approval at this level of review.

4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to project design approval.

5. For purposes of Government Code §65950, a project design approval shall be considered to be "approval" of the project by the SFDB and concludes the discretionary phase of project review. It shall constitute the substantive SFDB design approval of the project which is appealable; however, final approval of all details, including landscaping, is still required prior to issuance of building permits.

D. **In-Progress Review.** Applicants are encouraged to schedule an "in-progress review", which occurs after project design approval. If the SFDB has expressed concern about a specific item (e.g., details, colors, etc.), the applicant may be requested to submit "in progress" drawings to assure that the drawings are consistent with the project design approval.

E. **Final Approval.** Final approval of completed working construction drawings occurs prior to submittal for a building permit.

1. Final plans will be approved if they are in substantial conformance with the plans given project design approval. If the applicant proposes substantial changes to the plans after project design approval, a new project design approval will be required. All Planning Commission Conditions of Approval shall be included on the plans.

2. All details, color samples, door hardware and exterior lighting fixtures shall be included for review. The “Design Review Final Approval Submittal Checklist”, indicating sheet numbers where plan details are located within plan sets, must be submitted with the final proposed details.

3. A final approval may be obtained subject to conditions that allow minor details to return on the Consent Calendar.

F. **Review After Final Approval.** Review after final approval occurs when there is a proposed change to a project after final approval of the project has been granted. Plans submitted should include all information on drawings, which reflect the proposed changes. If changes are not clearly delineated or shown, they cannot be construed as approved. Additional fees are charged for a “Review After Final Approval” consideration. Any changes to a project for which “Review After Final Approval” is requested shall be subject to a substantial conformance determination for conformance with the final approval.

G. **Consent Calendar.** The Consent Calendar is meant to expedite the review of minor projects. One SFDB member who is assisted by Staff reviews the Calendar. Applicants are advised to attend but are not required to attend or make a presentation of the project. A recommendation regarding each item on the Calendar is made to the full SFDB for action. Such recommendation is not final until acted upon at an SFDB full Board hearing. The SFDB may take an item off the Consent Calendar to be considered by the full SFDB. The SFDB may also direct some projects or portions of projects to the Consent Calendar for review. In addition, Staff has been delegated the discretion to place the following items on the Consent Calendar when appropriate:

1. Minor upper floor addition where the upper story already exists and the amount of proposed square footage is small.

2. Addition of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture and are not within public view.

3. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.

4. Minor exterior or site changes.

5. Second or third time extensions for final approvals for minor projects.

6. Any project within categories listed below under “Minor Projects Eligible for Administrative Staff Approval.”

H. **Minor Projects Eligible for Administrative Staff Approval.** Some minor projects may be approved as a ministerial action by the Community Development Director or appointed representative without review by the SFDB. A Community Development Director appointed representative has the authority and discretion to refer any minor design projects to the SFDB if the project has the potential to have an adverse effect on the architectural integrity of the building, structure or surrounding property. SFDB Staff also may refer any projects which do not appear to comply with the Single-Family Design Guidelines to the SFDB Consent Calendar or full Board. Projects eligible for Administrative Approval are listed in Part I "Architectural Design", Section 3 "Administrative Approval Standards" of these SFDB General Design Guidelines and must comply with applicable standards described in the section.

I. **Construction Without Permit ("As-Built").** The SFDB shall review as-built applications with the same degree of scrutiny and consideration afforded other proposed new projects utilizing the following criteria:

1. As-built work shall comply with all adopted design guidelines or be made to comply.
2. As-built work constructed or completed without benefit of review by the SFDB may be subject to denial if the work is deemed unacceptable.
3. Materials used and construction quality shall be evaluated by the SFDB when determining if the as-built work is acceptable as constructed.

3.2.7 Procedure for Continuances, Postponements, Referrals, and Absences

A. **Continuances.** A continuance is the carrying forward of an item under discussion to a future meeting. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, or (ii) by action of the SFDB. Unless a continuance is necessary in order for the SFDB to receive reports or other information, the SFDB Chair should offer the applicant the option of agreeing to the continuance or requesting that the SFDB give the project an up or down vote at the present meeting.

B. **Postponements.** A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact SFDB Staff prior to the meeting date and state the reason(s) justifying the postponement. A noticed hearing item may be continued to a "date certain" without re-noticing, or may be continued indefinitely, subject to the required proper re-noticing. If an application has been postponed more than twice, the SFDB may deny the application "without prejudice" to a future application. "Without prejudice" means the SFDB will have no reservations or pre-formed opinions in reviewing a resubmitted project.

1. If an applicant fails to request a postponement before 4:30 p.m. on the Tuesday prior to the meeting date, the item will be postponed indefinitely. It is the applicant's responsibility to contact staff in order to reschedule the item for consideration. An applicant who fails to timely request a postponement shall pay a rescheduling fee.
2. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants who arrive late for their scheduled agenda item may be postponed indefinitely unless the SFDB agrees to hear the item and if time permits. It is the applicant's responsibility to request that staff reschedule the item for consideration.
3. SFDB Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The SFDB Staff-person may also consult with the SFDB Chair to assist in scheduling discussion items and to determine appropriate time allocations for projects when long agendas are planned.

C. **Referral from Consent Calendar to Full Board.** All actions on consent calendar items are subject to ratification by the full board. Anyone may request that a consent calendar item be referred for full board review. Anyone making such a request must state the reasons for the referral request. If a motion to refer an item to the full board carries, the item will only be reviewed by the full board that day if an announcement regarding the potential referral was made during the item's consent calendar hearing. If no announcement was made during the consent calendar hearing, then the referred item will be continued and listed on a subsequent full board agenda. If an applicant chooses not to be present for the full board review, Staff will notify the applicant if the SFDB could not approve the consent calendar item as presented, and the item has been continued for further review on the next available agenda.

D. **Absences at Consent Calendar.** Although attendance is recommended, applicants need not be present for consideration of items on the Consent Calendar. Staff may present projects when applicants are absent. However, if an applicant does not attend the consent review, project approval may be delayed. If an applicant is absent, the project design will not be denied on the Consent Calendar; instead, the project will be continued indefinitely.

3.2.8 Decisions

A. **General Findings to Approve Single-Family Projects.** In order to grant a project design approval for a project referred to the SFDB pursuant to SBMC § 22.69.020, the SFDB shall make the findings outlined in **Subsection A of SBMC §22.69.050** and included in the Single Family Residence Design Guidelines. If a project is approved administratively by staff per provisions in these SFDB General Design Guidelines & Meeting Procedures, then NPO Findings are not required.

Neighborhood Preservation Findings (SBMC § 22.69.050.A) – All Projects

1. **Consistency and Appearance.** The proposed development is consistent with the scenic character of the City and will enhance the appearance of the neighborhood.

2. **Compatibility.** The proposed development is compatible with the neighborhood, and its size, bulk, and scale is appropriate to the site and neighborhood.

3. **Quality Architecture and Materials**. The proposed buildings and structures are designed with quality architectural details. The proposed materials and colors maintain the natural appearance of the ridgeline or hillside.

4. **Trees.** The proposed project does not include the removal of or significantly impact any designated Specimen Tree, Historic Tree or Landmark Tree. The proposed project, to the maximum extent feasible, preserves and protects healthy, non-invasive trees with a trunk diameter of four inches (4") or more measured four feet (4') above natural grade. If the project includes the removal of any healthy, non-invasive tree with a diameter of four inches (4") or more measured four feet (4') above natural grade, the project includes a plan to mitigate the impact of such removal by planting replacement trees in accordance with applicable tree replacement ratios.

5. **Health, Safety, and Welfare.** The public health, safety, and welfare are appropriately protected and preserved.

6. **Good Neighbor Guidelines.** The project generally complies with the Good Neighbor Guidelines regarding privacy, landscaping, noise and lighting.

7. **Public Views.** The development, including proposed structures and grading, preserves significant public scenic views of and from the hillside.

B. **Hillside Design District and Sloped Lot Findings – Neighborhood Preservation Ordinance.** (SBMC § 22.69.050.B) In the Hillside Design District or on a lot or a building site that has an average slope of 15% or more, the following two additional findings must be made for project approval:

1. **Natural Topography Protection.** The development, including the proposed structures and grading, is appropriate to the site, is designed to avoid visible scarring, and does not significantly modify the natural topography of the site or the natural appearance of any ridgeline or hillside.

2. **Building Scale.** The development maintains a scale and form that blends with the hillside by minimizing the visual appearance of structure(s) and the overall height of structures.

C. **Grading Permits.** (SBMC §22.69.050.C) For grading permits reviewed by the SFDB pursuant to SBMC §22.69.020.C.11 & E, in addition to the NPO findings specified above, the following two findings must be made for project approval:

1. No significant increase in siltation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and
2. No substantial loss of southern oak woodland habitat.

D. **Vegetation Removal Findings.** In addition to any other applicable findings specified in SBMC §22.69.050.D, prior to approving a vegetation removal permit that requires Design Review under SBMC §22.69.030.F, the SFDB shall make each of the following findings:

1. The proposed vegetation removal will not significantly increase siltation in or decrease the water quality of streams, drainages or water storage facilities to which the property drains;
2. The proposed vegetation removal will not cause a substantial loss of southern oak woodland habitat; and
3. Will comply with all applicable provisions of Chapter §22.10, "Vegetation Removal."

E. **Zoning Modification of Net Floor Area.** (SBMC §28.92.110.A.6) Applications requesting a modification to exceed the allowable maximum floor area must receive votes in support of the modification following a concept review of the project from not less than five (5) members of the SFDB or six (6) members of the Historic Landmarks Commission (on projects referred to the Commission pursuant to SBMC §22.69.030).

F. **Project Denials.** The SFDB may deny a project that is inconsistent with any applicable guideline or any applicable findings (see SBMC Chapters §22.69 and §28.92). The SFDB should state the reason(s) for a project denial in the motion for denial.

3.2.9 Action, Appeals, and Expiration of Approval

A. **Time Limits on Approvals.** Conceptual comments are generally valid for one year, at the SFDB's discretion. An SFDB project design approval is valid for three years from the date of the approval unless a time extension has been granted in accordance with §22.69.090 or a building permit has been issued. Also see SBMC §22.87.370 for provisions for projects with multiple approvals.

B. **Time Extensions.** Time extensions are regulated by SBMC §22.69.090 and §22.87.370.

1. **Project Design Approval Extension.** See SBMC §22.69.090.

2. **Projects with Multiple Approvals.** See SBMC § 28.87.370.

C. **Appeal of SFDB Decision.** Any action of the SFDB on an application for project design or final approval may be appealed to the City Council in accordance with SBMC §22.69.080 and Chapter §1.30 of the Municipal Code. The standards of review at each level of review are explained in Part III: Meeting Procedures, Section 3.2.6. If a project is approved by the SFDB, the project design approval decision is the critical decision on the design elements of the project that should be appealed. Otherwise, the final approval decision may be appealed only on the basis that it is inconsistent with the project design approval If a project was granted an approval without a project design approval decision, the final approval decision is the substantive decision that may be appealed.

The letter of appeal stating the reasons for the appeal must be filed with the City Clerk within ten (10) calendar days of the contested action together with the appropriate appeal fee.

D. **Re-Filing a Denied Project Design.** When the design of a project has not been approved by the SFDB, the same design application cannot be re-filed with the SFDB for one year, unless the design is substantially changed from the original. Changes to a denied project design refiled within one year must mitigate the reason for denial of the project design.

3.2.10 Plan Check and Building Permit

A. **Cursory Plan Review.** All development applications are briefly reviewed prior to SFDB agenda placement for basic zoning compliance. The project applicant is responsible for verifying compliance with all applicable codes and regulations.

B. **Preliminary Plan Review.** Staff reviews plans for compliance with Zoning Ordinance and checks records for the property as needed to verify ordinance compliance.

C. **Building Plan Check.** Following final approval by the SFDB, applicants may submit plans to the Building and Safety Division for plan check. SFDB staff is not responsible for routing plans to Building and Safety for building permits. If any changes are made to plans during the Building Plan check code compliance process that would alter the exterior appearance of the building(s), Staff shall decide if the revised plans require further SFDB review. When the plans have completed the plan check process and all corrections have been made, SFDB Staff will stamp the plans and sign the zoning clearance/design review approval stamp in order to allow issuance of a building permit.

D. **Building Permit.** Building permits are required to be issued for most SFDB approvals in order to verify and inspect compliance with SFDB approvals. Changes to a project during construction may necessitate review after final approval by the SFDB or staff.

SECTION 3 Jurisdiction

3.3.1 **SFDB Jurisdiction.** Project applications on a lot with one single-family residential unit or related accessory structures in any zone are subject to SFDB review if:

- a building permit is required to construct, alter, or add to the exterior of a structure and one of the project components listed on the table on the following page is included; or
- a building permit is required for grading or a retaining wall which includes a project component listed on the table on the following page.

Projects involving designated and potentially historic homes and homes in landmarks districts that would otherwise be subject to review by the SFDB in accordance with Chapter §22.69 of the Municipal Code are referred to the Historic Landmarks Commission pursuant to SBMC §22.69.030.

3.3.2 **Scope of Project Review.** For projects within its jurisdiction, the SFDB has the authority for approval, conditional approval, or denial of projects as follows.

A. **Standard Review.** If a single-family residential project is "triggered" for Design Review per the City's Municipal Code, then the SFDB has the purview to review all exterior aspects of the project. The scope of review is how the project is consistent with the Single Family Residence Design Guidelines topics of site planning and structure placement, neighborhood compatibility, two-story design concepts, hillside housing guidelines, and good neighbor guidelines as well as consistency with architectural and landscaping guidelines listed in Part I and II of this document. The Santa Barbara Municipal Code also specifies that any work which received Design Review approval within the previous two years is also considered part of the project to discourage application "piece-mealing."

B. **Focused Review.** Per SBMC § 22.69.020.C.8, the construction, alteration, or addition of a wall, fence, or gate in the front yard of a lot that is three and a half feet (42") or greater in height, excluding walls, fences, or gates that are constructed along the interior lot lines of the lot, shall be referred to the SFDB for review of the proposed wall, fence or gate. If no other project components require Design Review, then only the wall, fence, or gate will be reviewed. The same principle applies to retaining walls triggered for review under SBMC § 22.69.020.G.

Building Permit Project Components Which Can Trigger Single Family Design Board Review

SPECIAL DISTRICTS

- Located in the Mission Area Special Design District (within 1,000 ft. of EPV II) (SBMC§22.69.020.B.1)
- New development only in the Lower Riviera Survey Area – Bungalow District (SBMC§22.69.070.E). Existing development is reviewed on a case-by-case basis (SBMC§22.69.020.B.1 and SBMC§22.69.070)
- Located in the Hillside Design District (HDD) AND the average slope of the lot or building site is 20% or greater; (SBMC§22.69.020.B.2)
- Located in the Hillside Design District and on any slope, the replacement of an existing roof covering with a roof covering of different materials or colors (excluding "like for like" re-roof) (SBMC§22.69.020.B.2)

BUILDING HEIGHT AND FLOOR AREA

- If the building is taller than one story or taller than 17' in height (measured from natural or finished grade, whichever is lower). (SBMC§22.69.020.C.1, .2 &.3)

  Exceptions:

  a. Alteration on the first floor below 17' only.
  b. Proposed construction is one-story, under 17' tall, and does not significantly alter a second floor (see illustration examples available at the public Planning and Zoning Counter).
  c. Any combination of a. or b., above.

- Net floor area of all stories of all buildings on the site (including garages and carports) will exceed 4,000 square feet (SBMC§22.69.020.C.4).
- Modification to exceed a maximum floor area is required. (SBMC§22.69.020.C.5)

PREVIOUS APPROVALS/CONSTRUCTION

Design Review was previously required in the past two years (from Certificate of Occupancy); or if the cumulative scope of work from permits in the past two years will trigger Design Review (SBMC§22.69.020.J)

WALLS, FENCES AND SECOND STORY DECKS

- Construct, alter, or add a deck or balcony on the second or higher floor (including roof decks) that will be greater than 3' deep or 7' wide (SBMC§22.69.020.C.6)
- Walls, fences, or gates 3.5' or greater in height located in any portion of the front yard, excluding those along interior lot lines. (SBMC§22.69.020.C.8)
- Retaining walls anywhere on a site 6' or greater in height (SBMC§22.69.020.C.7)
- Retaining walls located on a lot or building site with an average slope of 15% or greater; (SBMC§22.69.020.G.1)
- Retaining walls located on a lot adjacent to or on a lot that contains an ocean bluff; (SBMC§22.69.020.G.2)
- Multiple retaining walls with a combined height of 6', that are not separated by either a building or 10' of horizontal distance (SBMC§22.69.020.G.3)

OTHER

- Installation of a manufactured home, mobile home, or factory built home (SBMC§22.69.020.C.9)
- Relocation in whole or in part of a single family residential unit (SBMC§22.69.020.C.10)
- Subdivision grading plans – in single family zones only (SBMC§22.69.020.D)
- Grading on a vacant lot in a single family zone (alone or in combination with other work). (SBMC§22.69.020.E)
- Grading outside the main building footprint is proposed of more than 50 cubic yards in the Hillside Design District or more than 250 cubic yards in other areas. (SBMC§22.69.020. C.11)
- Vegetation removal permit (SBMC§22.69.020.F)
- Parking exception for two uncovered spaces is requested (SBMC§28.90.100.G.1.c)

3.3.3 **Subdivision Grading Plans.** Subdivision grading plans (cutting or filling) on a lot or lots in single-family zones shall be referred to the SFDB review (SBMC -.020.D). The following project aspects will be reviewed for these projects after any applicable Pre-Application Review Team review is completed

A. **Site Design**

1. Consistency with Single Family Residence Design Guidelines (SFRDG) 1 (Environmental Setting and Landscaping), 2 (Site Planning and Structure Placement), and 33 (Neighborhood Compatibility).
2. Layout of lots and suitability of development for future building pads and building envelopes.
3. Consistency with Hillside NPO finding for protection of natural topography.
4. Public/private roadway improvements, pedestrian sidewalks and parkways.
5. Alignment of driveways, lengths and quantity of pavement proposed.
6. Proposed entryway and pathway identification to front doors leading from streets.
7. Degree of access that can be 9provided to lots and to future homes for visitors.
8. Compatibility of design with surrounding neighborhoods in terms of lot sizes and building heights, building sizes, and building massing. If necessary, the SFDB may request additional information to complete analysis of this item.
9. Pedestrian connectivity to adjacent neighborhoods and community uses.
10. Preservation of any existing significant public scenic views of and from the hillside.

B. **Grading**

Consistency with NPO grading findings and SFRDG 30 (Grading) and 31 (Grading for Driveways), including appropriateness of grading quantities and cut and fill locations to avoid visible scarring.

C. **Retaining Walls, Fencing and Entry Gates**

1. Consistency with SFRDG 35 (Retaining Walls), regarding heights, lengths, materials, design and locations.
2. Lot lines follow terrain and allow for reasonable development and would not promote construction of tall retaining walls or unusual fencing patterns on steep slopes.
3. Neighborhood compatibility of any security gates.

D. **Site Landscaping - Conceptual Landscape Plan**

1. Consistency with SFRDG 1 (Environmental Setting and Landscaping).
2. Street tree types and locations.
3. Preservation of trees where possible.
4. Evaluation and mitigation of any tree removals.
5. Screening of site (if deemed appropriate).

E. **Site Drainage Facilities**

1. Consistency with Single Family Residence Design Guidelines 4 (Permeability) to maximize site permeability.
2. Drainage conveyance and retention systems, including appropriateness of any proposed fencing.
3. Storm Water Management Program compliance.

F. **Site Utilities**

1. Electrical distribution equipment and transformer locations.
2. Gas metering locations, Fire Department backflow and cross connection devices.
3. Central mailbox locations, if applicable.

G. **Parking Design.** Location of proposed on-street and off-street parking and consistency with SFDG 5 (Parking Aesthetics).

H. **Privacy Design.** Lot layout provides for sufficient setbacks between structures to create privacy between neighbors and compliance with Good Neighbor Guidelines.

I. **Solar Access.** Consistency with SFDG 3 (Solar Design) regarding orientation of homes for the use of active and passive solar energy systems. Review of existing site trees that may impact solar energy use.

J. **Staff Hearing Officer and Planning Commission Purview.** The following project elements are under the purview of the Staff Hearing Officer and Planning Commission Purview and do not require comments from the SFDB.

1. Compliance with State Subdivision Act rules and regulations (e.g., avoidance of flag lots).
2. Compliance with City of Santa Barbara General Plan.
3. Compliance with City of Santa Barbara Municipal Code Title 27 “Subdivisions”, including Findings, listed in 27.07.100.
4. Appropriate residential density and lot sizes.
5. Appropriate public or private street design.
6. Traffic issues/impacts (i.e., impact of additional traffic on existing neighborhoods or need for street lights).
7. Setting of building envelopes and areas of restricted development.
8. Protection of public view corridors from public streets, trails, parks and beaches.

SECTION 4 Meeting Conduct

3.4.1 General Procedures

A. **Robert's Rules of Order.** The SFDB has adopted Robert's Rules of Order for the formal conduct of meetings. Robert's Rules of Order shall govern the conduct of meetings unless otherwise provided by these Guidelines or as may be determined appropriate by the Chair of the SFDB. However, the general meeting procedures tend to be less formal.

B. **Discussions Outside of Regularly Noticed Meetings.** It shall be a general policy of the SFDB that private discussions between applicants and SFDB members, or groups of SFDB members shall not be initiated or encouraged by SFDB members. If a discussion does occur, it does not constitute official action or recommendations of the SFDB and does not reflect the consensus of the entire SFDB, nor shall it be construed as an interpretation of the SFDB's policies. SFDB members are encouraged to inform the SFDB of such ex-parte discussions at regularly scheduled meetings.

C. **Quorum.** Four members, two of whom shall be either a licensed architect or a licensed landscape architect, constitute a quorum of the SFDB. A member who remains present but abstains from voting counts as part of the quorum while a member who steps down (and is required to leave the room) does not count towards the quorum. Any member with a disqualifying conflict pursuant to the Political reform Act shall step down and not be counted toward achieving a quorum. No project design or final approval shall be given unless at least four members, two of whom shall be either a licensed architect or a licensed landscape architect, are present. For projects proposing square footage over a maximum required floor area, at least five members must be present to consider the item, if less than five members are present, such items must be postponed.

D. **Abstention on Continued Items.** The intent of this procedure is to ensure fair project reviews by the SFDB with consistent direction on projects. A board member who was absent in a previous review should only comment on a continued project if the member has become informed with the previous discussion. Comments should only be made if the board member has reviewed the plans, reviewed the video of the hearing and read the minutes of the relevant portions of that meeting. If a board member has not fully informed himself or herself concerning prior SFDB review, the member should abstain from commenting or voting on the project. For minor projects which received a very brief review, it may not be necessary for board members to review the video of the project's hearing.

Once a project has received a project design approval, board member comments on projects in the final approval phase of review should only address whether the design proposed for a final approval substantially conforms to the design that received project design approval. Board members should avoid revisiting concept review issues.

E. **Project Decision Reconsideration.** A motion to reconsider any action taken by the SFDB may be made only at the meeting at which the original action is taken or at the next regular meeting of the SFDB. A motion to reconsider may be made only by a board member who voted with the prevailing side on the original action. In order to allow for compliance with Brown Act requirements, if a motion to reconsider is not made during the meeting at which the original action is taken, a board member who wishes to make such a motion must provide staff with a written request to place the motion to reconsider on the agenda of the next regular meeting of the SFDB before the end of the second business day following the day on which the original action was taken.

F. **Brown Act Meeting Rules.** SFDB meetings, including meetings of SFDB standing subcommittees, shall be governed by the Ralph M. Brown Act (Govt. Code §54950 et seq.).

G. **Conflict of Interest.** Members must comply with all laws and regulations prohibiting participation by officials in making decisions for which they may have a conflict of interest under State law, in particular the Political Reform Act of 1974.

H. **Staff Assistance.** Staff shall assist the SFDB and the general public through the SFDB process. Any Staff comments shall be stated at the beginning of each review.

I. **SFDB Member Attendance.** If a member cannot attend a meeting, or must step down from a particular item due to conflict of interest, the member is asked to contact Staff at the earliest possible opportunity prior to the meeting date. The purpose for this staff notification is to ensure a minimum quorum of members is maintained for review of all items.

J. **SFDB Member Compensation.** SFDB members may receive compensation for attendance in accordance with the approved budget for the Community Development Department.

K. **SFDB Member Site Visits.** A site visit may be conducted to a proposed development site when additional site information is required prior to SFDB comment or action on a project. Staff shall notify SFDB members and the public of scheduled organized or drive-by site visits via notation on the meeting agenda.

L. **Story Pole Requirements.** The SFDB may require story pole installation by applicants to gain a better understanding of the proposed height, size, bulk and scale of a project and its relationship to the surrounding community and potential view impacts. Coordination with the Planning Commission for story pole placement and site visit is recommended. The installation shall follow the City's adopted criteria for story pole placement and installation standards. See Section 6 (Visual Aids, Including Story Poles) for more information about residential story pole requirements.

3.4.2 **Officer Election**

A. **Chairperson.** As soon as practical following the first day of January of every year, the SFDB shall elect one of its members to serve as Chairperson. An election is also held as soon as practical in the case of an unexpected chairperson vacancy.

B. **Vice Chairperson.** Following the election of the Chairperson, the SFDB shall elect a Vice-Chairperson who will conduct meetings in the absence of the Chairperson.

3.4.3 **Subcommittees/Advisory Committees.** The SFDB may establish one or more subcommittees comprised of three or fewer members appointed by the Chairperson and confirmed by a majority vote of the SFDB.

SECTION 5 Single-Family Submittal Requirement Levels

For submittal requirements specific to single-family residences, see the Planning Division handout "Single Family Residential Supplemental Design Review Submittal Packet". The SFDB may require additional plan submittals beyond those outlined in the handout if needed to determine project consistency with required findings for any project. Staff may make recommendations to both the SFDB and applicants regarding the potential applicability of submittal requirements for any project. The SFDB may also waive additional submittal requirements listed in the handout, if the submittals would not help the Board determine consistency with required findings for a project.

3.5.1 **Standard.** All applications must meet standard submittal requirements as listed in the Design Review Submittal requirements handout available at the Planning and Zoning Counter and posted on-line on the City's website.

3.5.2 **Additional Submittal Requirements Related to FAR Guidelines and Maximums.** Projects proposed to be over 85% of a maximum regulatory FAR have additional plan submittal requirements. Projects proposing higher than a maximum regulatory FAR (over 100%) are subject to Planning Commission Modification FAR submittal requirements. Additional submittal requirements for each submittal level are outlined in handouts available at the Planning and Zoning Counter, including: "20 closest homes data" or "reports", streetscape outline silhouettes, panoramic streetscape photographs, perspective drawings, three-dimensional models or computer simulations, and neighborhood workshop provisions, and landscape plans.

3.5.3 **Projects Over 250 Cubic Yards of Grading.** Additional standards for Hillside Design District projects or projects on lots with a 15% slope or greater which propose more than 250 cubic yards of grading outside the building footprint must meet the following requirements:

A. A licensed architect, civil or structural engineer must prepare the grading plans.

B. Some Planning Commission approved grading mitigation measures commonly applied as conditions of approval regarding hours of grading, dust control, equipment, and other grading topics will be required as standard conditions for all grading projects.

C. An on-site pre-consultation meeting with Building and Safety Staff and the building contractor, engineer and grading crew with equipment present on the day of grading commencement prior to beginning project grading must be completed.

D. A grading report at the completion of all (rough) grading is required to be submitted by the engineer for the project.

3.5.4 **Projects Over 500 Cubic Yards of Grading.** A three-dimensional model or three-dimensional AutoCAD computer simulation presentation of the project is required if grading is proposed to exceed 500 cubic yards outside of the main building footprint.

3.5.5 **Projects Over 4,000 Square Feet.** Where projects result in a net floor area exceeding 4,000 square feet, the new square footage must meet or exceed the standards for a three-star rating under the Santa Barbara Contractor Association's Built Green Program or equivalent sustainable building and site design program. The appropriate program checklist must be included on plans to receive a final approval.

3.5.6 **Vacant Hillside Design District Lots Special Submittal Requirement.** Complete engineering details must be submitted prior to obtaining Final SFDB approvals for vacant lots in the Hillside Design District.

SECTION 6 Visual Aids, Including Story Poles

3.6.1 **Purpose.** All proposed new single family residential structures and additions/alterations to existing single family residential structures may require visual aids to determine consistency with the Neighborhood Preservation Ordinance (NPO). The purpose of visual aids and story poles is to assist the Single Family Design Board (SFDB), staff and interested neighbors (and if proposal is appealed, the Planning Commission and/or Council) in determining consistency regarding appropriate size, bulk and scale; height; neighborhood compatibility and/or minimizing impacts on important public views.

3.6.2 **Definitions.** "Visual aids" may include, but not be limited to, story poles, photo simulations, models and/or other means to assist in understanding a project's size, bulk and scale in relation to the neighborhood and/or its effects on important public scenic views. In most cases, story poles are the primary visual aid used or selected to demonstrate the project's size.

3.6.3 **When Required.** Whenever any portion of a new single family residential building or new addition exceeds 17 feet in height from existing grade and exceeds some of the listed criteria below, story poles and story pole plans may be required. The SFDB (or staff, when the requirement is obvious) will determine whether and to what extent story poles and plans are required. Most determinations of story pole applicability will be made at the concept review level. This determination will be based on the following criteria. Each criteria type includes how likely and to what extent poles and plans will be required.

A. **High FAR Applications.** Single family residential proposals with a total project Floor to Lot Area Ratio exceeding a maximum (100%) regulatory FAR will require a full level of story pole installation unless the requirement is waived by the SFDB. Projects over 85% of a maximum required or recommended FAR, but under the maximum (100%) required or guideline FAR, may require some form of story poles if requested by the SFDB.

B. **Upper Story Applications.** Single family residential proposals involving an addition to the second or higher story that cover 50% or more of the first floor will likely require some form of story poles unless waived. This type of project will likely be required to provide full level story pole or visual aids as detailed below. Factors that may trigger this requirement are the following:

1. High vertical design elements including steep roof pitch, high volumes, 10 feet or greater plate heights and towers.
2. Neighborhood context where buildings are proposed that are significantly taller than other structures in the immediate neighborhood (20 closest homes).

C. **High Visibility Locations.** Single family residential proposals, based on location, may be required to provide full level or standard level story pole requirements or visual aids as detailed below. Factors that may trigger the level of this requirement are the following:

1. For Hillside Design District projects, projects with a potential visual impact to the streetscape.
2. Significant topography of the building site and significant property slope.
3. In open hillside areas, near ridgelines and adjacent to public views.

D. **Hillside Area Locations.** Single family residential proposals located within the Hillside Design District may be required to provide full level or standard level story pole requirements or visual aids as detailed below. Factors that may trigger the level of this requirement are the following:

1. Significant topography of the building site and percentage or degree of property slope.
2. Potential looming nature and height of the proposal.
3. The proposed structure(s) will likely involve blockage or substantial reduction of an important public scenic view or will likely violate good neighbor policies and guidelines related to privacy or private view concerns.

E. **Zoning Modifications.** Single family residential projects that propose zoning modifications into required setbacks may be required to provide basic level story pole requirements or visual aids as detailed below.

F. **Other Basis.** Single family residential proposals where concerns are raised from public testimony or from written comments that the Board considers legitimate concerns **may be required** to meet story pole or visual aid requirements as deemed appropriate by the Board and as detailed below.

Exceptions to the requirements for and the extent of providing the story poles or visual aids will be determined by the SFDB (See Section 3.5.5) at the project's first meeting (or subsequent meetings if the Board/Commission feels significant changes have been made to project design to merit story poles or other visual aids). If all or some story poles are required, full requirements for certification and photo documentation are to be provided.

3.6.4 **Levels of Story Pole Installations**

A. **Full Level.** All major building forms, corners, ridges, eaves, rakes, outer plate heights (not the outer edge of the eaves), and ridgelines shall be shown with vertical poles and string lines. In addition, stake and string or chalk the property lines where they are not clear and outline the building footprint(s) with stakes and strings or chalk lines. All roof planes shall be outlined to show the full body of the structure. Also, mark all trees proposed to be removed with bright tape or stakes.

B. **Standard Level.** Selected building forms as determined by the Board or Commission shall be shown with vertical poles and, where requested, string lines. Poles at all building corners at correct heights are to outline portions of selected roof forms. Show the location of any stakes or chalk/string lines used to outline the building footprint.

C. **Basic Level.** Selected locations at highest building elements as determined by the Board or Commission shall be shown with vertical poles only. Poles are to have colored flag/tape markers at specified heights and at the highest ridge roof point where there is the greatest view impact. Locate any stakes or chalk/string lines used to outline the building footprint.

Other visual aids may be requested in addition to or as an alternative to story pole placement (see Section 3.6.8).

3.6.5 **Criteria for Exceptions.** One or more of the following criteria will be used by the SFDB and Planning Division to determine if an exception from the story pole requirement will be granted:

A. The proposed structures are clearly consistent in terms of size, bulk and scale with other buildings in the surrounding neighborhood.

B. The proposed structure is the same height or smaller than other existing buildings or homes in the immediate neighborhood (as determined by a 20 closest home analysis).

C. The proposed structure(s) will not obstruct scenic view corridors, including those of the ocean and mountains, and clearly comply with good neighbor policies and guidelines.

D. The proposed structures will not be on or project above a topographic ridgeline.

E. The existing condition of the site (dense vegetation, existing buildings, etc.) does not allow for adequate story pole installation. If this is the case, one or more of the other types of visual aids will be required.

NOTE: See the "Design Review Board Submittal Requirements" handout available at the Planning and Zoning Counter (630 Garden Street) for basic photograph requirements for all submittals.

3.6.6 Story Pole Plan Approval Process

A. **Submittal.** Submit to City staff the Story Pole Plan using the site plan for the project.

1. Show location and height of each pole.
2. Show location of major plate heights and ridgelines to be identified in the field. Focus on major ridgelines and wall plate lines along the building edges. The goal is to show a simple "box" that outlines the mass of the building. It is not necessary or appropriate to include all of the articulations. Do not forget to account for proposed changes in grade with depictions of proposed finished height and elevation notations.
3. Show location of any stakes or chalk/string lines used to outline the building footprint.
4. A legend shall be included on the Story Pole Plan that shows the location of each story pole with a symbol for each story pole that includes its number location and height. In addition, all stake locations and all chalk/string line locations shall be noted.

B. **Review.** City staff will review the Story Pole Plan for completeness and accept or ask for revisions. Hardships or unique aspects of proposed installation preventing full compliance and timing requirements can be resolved with staff at that time.

C. **Timing.** Story poles are to be completed at least (3) three calendar days prior to the scheduled SFDB review meeting date as agreed and arranged with the review Board. Planning Staff shall notify the SFDB as soon as verification is provided that the story poles have been erected. The applicant must submit photos of the story poles to Planning Staff as verification that the installation is complete. The installation shall stay in place at least two days after the design review site visit and scheduled SFDB meeting date. This extended time period may be waived by the SFDB if the story pole placement will result in a safety issue, hardship or substantial obstructions to the existing use of the property. The SFDB may require certain projects to have a longer installation period in advance of public hearings to allow for more opportunity for review. The applicant may also choose to leave the installation in place until the appeal period is over. For projects which also require Planning Commission review due to Coastal Development Permit or other requirements, the Planning Commission will view the story poles at the Concept Review Level.

D. **Adequacy.** City staff will attempt to review story pole installations for adequacy prior to SFDB notification. However, review of photographs may be an acceptable form of verification. In the event required story poles are not installed, or are inadequate, the applicant will be requested to install or improve the story poles and the project hearing will then be continued to a future date to allow the decision making board or commission to make an additional site visit.

E. **Agenda.** Public agendas will note either an organized site visit or individual unscheduled site visits. Applicants' privacy requirements will be respected when determining the arrangements for site visits.

F. **Photographic Record.** Once the story poles are in place, the applicant shall photograph the story pole installation, including any angles from which it is visible to the public. Polaroid photos are not acceptable. Where the project has the potential to affect important public scenic views, additional photos from more distant points may be required. Include a plan or map showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow), keyed to the photos. The record shall be submitted to the Planning Division as soon as the installation is complete and prior to removal of the story poles. It is recommended that at least one of the photos include a person next to a story pole to provide scale.

In addition, prior to issuance of the Certificate of Occupancy for the project, the applicant will be required to submit photographs of the completed building from the same locations as the photographs taken of the story pole installation for recordation purposes.

G. **Certification.** Story pole installation shall be certified by the licensed professional (surveyor, engineer, architect, landscape architect or contractor) who installs the story poles or by the licensed professional who prepares the story pole plan. The certification shall be submitted to staff after installation of the story poles and before their removal. See attached certification form.

3.6.7 Story Pole Installation Procedures

A. **Materials.** Story poles should be made of 2x lumber, PVC piping or other sturdy material and should be properly braced for safety purposes. The connections used to show ridgelines and plate heights should be made of bright construction tape or netting and installed in such a way to remain taut during the review period. Other materials may be acceptable, subject to approval by the Planning Division.

B. **Placement.** Identify what level of story poles is being required, and complete as specified. Also, mark all trees proposed to be removed with bright tape or stakes. If there is substantial grading that will result in tall and/or long retaining walls, the Planning Division may request that their location and height be marked on the property. The number and placement of story poles may be reduced in order to reduce costs, subject to consultation with the Planning Division or Board or Commission to assure that there will be sufficient story poles to illustrate the end product. Please note that a licensed professional, such as a surveyor, engineer, architect, landscape architect or contractor, must either carry out or certify installation.

C. **Examples.** As records of story pole installations become more available, a notebook containing examples may be available at the Planning and Zoning Counter at 630 Garden Street.

3.6.8 **Other Visual Aids.** In some cases, additional visual aids may be required or recommended. The requirements for these are outlined below.

A. **Photo Simulations.** These may be required on a case-by-case basis, as determined by the Planning Division.

1. Photo simulations shall be completed using either panoramic photographs or several photographs put together. Polaroid photographs are not acceptable. A computer simulation may be used. Photo simulations shall be mounted and be foldable to 8½" x 11" size.

2. At a minimum, the proposed project shall be shown as an overlay over the existing property, showing the existing buildings on either side of the proposed project for a minimum of one parcel in either direction. The photographs should be taken at eye level (approximately 5 feet above grade). Reduce proposed building elevations to match the scale of the photographs and overlay on the site photograph. Color the elevation to match the proposed materials. If landscaping is shown, it shall be shown at no more than five (5) years' growth unless it is included as a separate overlay. It is important to verify the accurate depiction of plate height, overall roof height and other measurements.

3. Include a map or plan showing the locations from which the photos were taken and the direction of the photos (i.e., with an arrow), keyed to the photos.

B. **Three-Dimensional Massing Model.** In some cases, a massing model showing both the project and structures in the immediate neighborhood may be required, as determined by the Planning Division. Design details are not required; however, all roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be included as part of the model. Changes in topography in the area covered by the model must be shown accurately.

C. **Perspective Drawings.** In some cases, perspective drawings from one or more prominent viewpoints may be required, as determined by the Planning Division. All roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be shown. These drawings must be drawn from the viewpoint of a person (approximately 5 feet above grade).

D. **Rendered Streetscape Elevations.** In some cases, a rendered streetscape elevation may be required. The elevation may need to show all of the buildings on the block, including the proposed new building. This elevation should be no less than 1/8" scale and should be in color. An additional plan sheet might include building elevations that are color-coordinated to show the setback from the street (0 to 5 feet, 5 to 10 feet, etc.).

E. **Comparative Building Study.** In some cases, a comparison to existing buildings will be required. This will assist in visualizing the size of a building in comparison to other well-known buildings of a similar size in the City. The City will soon have scale drawings of several well-known buildings available for use at design review board, Planning Commission and City Council meetings.

APPENDIX A

City of Santa Barbara

LANDSCAPE DESIGN STANDARDS FOR WATER CONSERVATION

Adopted August 12, 2008

I. INTRODUCTION

It is the policy of the City of Santa Barbara to promote water conservation. Santa Barbara Municipal Code §22.80 requires the adoption of the Landscape Design Standards for Water Conservation ("Landscape Design Standards.") These Landscape Design Standards are intended to promote water conservation while allowing the maximum possible flexibility in designing attractive and cost effective water-wise landscapes. The Landscape Design Standards were adopted by the Council of the City of Santa Barbara on June 27, 1989 as Resolution No. 89-077, and were updated on August 12, 2008 as Resolution No. 08-083.

II. DEFINITIONS

A. Landscaped Area: All areas where new or altered landscaping is proposed as a part of a development proposal.

B. Water Wise Plants: Those plants that are evaluated as needing "low" (10-30% ETo) or "very low" (<10% ETo) amounts of irrigation water as defined and listed by Water Use Classifications of Landscape Species (WUCOLS) at http://www.owue.water.ca.gov/docs/wucols00.pdf or other sources of water-wise plant water use classifications as verified by a licensed landscape architect.

C. Turf: A groundcover surface of mowed grass, with an irrigation water need of >30% ETo.

D. Weather Based Irrigation Controller: An irrigation controller that automatically adjusts the irrigation schedule based on changes in the weather.

E. Design Review Body: The Architectural Board of Review, Single Family Design Board or the Historic Landmarks Commission.

F. Public Works Director: The Director of the Public Works Department or his or her designee.

G. Landscape Plan: Design plans with a planting plan, an irrigation plan or both.

III. APPLICABILITY

Compliance with these landscape design standards is mandatory for all new or altered landscaping proposed as a part of projects that are subject to review by any design review body. (SBMC § 22.80.020)

IV. COMPLIANCE REQUIREMENTS

Applicants proposing new or altered landscaping shall comply with each of the following requirements in the design, installation, and maintenance of the landscaped area, unless an exception is granted pursuant to Section V.

A. Landscape Plan:

Applicants shall submit a landscape plan depicting the landscaped area and all existing landscaping to remain on the lot as determined by the Community Development Department.

B. Turf and Water Wise Plants:

1. The landscaped area of projects proposing exclusively commercial uses shall be designed without the use of turf and with 100% water wise plants.
2. The landscaped area of single family residential, multi-family residential, mixed-use, and institutional type projects shall be designed with no more than 20% of the landscaped area planted in turf or plants that are not water-wise plants.
3. Turf is not permitted in parkways, medians or other areas within the landscaped area with any dimension of less than eight feet. Turf shall not be used on slopes of 20% or greater within the landscaped area.
4. Notwithstanding requirements 1 and 2 above, additional turf areas may be recommended by the design review body to the Public Works Director for approval for areas designed and used for outdoor sporting and recreational activities.

C. Mulch:

The landscaped area, except those portions of the landscaped area planted with turf, groundcover, succulents or other low lying shrubs, shall be covered with mulch material to an average thickness of at least three inches throughout, except in the immediate vicinity of woody trunks. Additional mulch material shall be added from time to time as necessary in order to maintain the required depth of mulch.

D. Irrigation:

All new or altered irrigation systems proposed as part of a development proposal shall incorporate the following requirements in their design, installation, and maintenance:

1. Irrigation systems shall be designed and installed to avoid overspray and runoff. Valves shall be separated for individual hydrozones based on plant water needs and sun/shade requirements.
2. In the event that an automatic irrigation system is included in the landscape plan, a weather based irrigation controller with a rain shutoff sensor shall be required for the entire irrigation system.
3. Areas less than eight feet wide shall be irrigated only with bubblers, rotating nozzles on pop-up bodies, sub-surface, or drip irrigation.
4. Drip irrigation shall be provided on at least 25% of the landscaped area.
5. All sprinklers shall have matched precipitation rates within each valve and circuit. All irrigation systems shall be designed to include optimum distribution uniformity, head-to-head spacing and setbacks from walkways and pavement.
6. All irrigation systems shall provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.
7. Pressure regulators are required on the irrigation system, unless the Public Works Director determines a pressure regulator is not necessary.

E. Grading:

The grading of the landscaped area shall be designed, conducted, and maintained in order to achieve the following goals:

1. The grading shall encourage water retention and infiltration by preserving open space and creating depressed areas/swales.
2. The grading shall mimic natural, pre-development hydrologic flow paths.
3. The grading shall maintain and/or increase the width of flow paths in order to decrease flow rates.

V. EXCEPTIONS

Exceptions to these landscape design standards may be granted by the Public Works Director upon a finding that the exception will promote equivalent or greater water conservation than is provided for in the landscape design standards. Requests for exceptions shall be in writing and shall be submitted to the Public Works Director at the time the application is submitted to the design review body. The design review body may make a recommendation to the Public Works Director for consideration of an exception based on plant selection.

VI. SUBMITTALS

A. Applicants shall provide all relevant information on the landscape plan, including botanical names for plant and turf species, percentage calculations of allowable areas of turf, medium or high water use plants, and water-wise plants, and specific requests for any exception to the requirements of these Landscape Design Standards. Requests for exceptions must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made. Areas of existing landscaping to remain unaltered shall be indicated on the landscape plan.

B. The landscape plan shall be prepared in accordance with the provisions of the California Business and Professions Code relating to the practice of landscape architecture (Business and Professions Code §5641 et seq.).

C. The landscape plan shall include a "Statement of Compliance" in a form approved by the City certifying that the landscape design complies with the mandatory elements of these Landscape Design Standards. The Statement of Compliance shall be signed by the person who prepared the plans.

VII. DETERMINATION OF CONFORMING INSTALLATION

The person who prepared the landscape plan shall inspect the installation of the plantings and any irrigation system included in the plan and shall certify in writing that the installation substantially conforms to the approved Landscape Plan.

VIII. COMPLIANCE VERIFICATION

Verification of compliance with the Landscape Design Standards, as applicable, shall be made by the Community Development Department and the design review body in accordance with the following requirements:

A. No development application shall be scheduled for final approval by the design review body unless the landscape plan contains all required information and a statement of compliance in accordance with Section VI above.

B. No building permit shall be issued unless the statement of compliance required by Section VI above has been included on the final landscape plan submitted for plan check.

C. No building permit shall be given a final inspection or issued a certificate of occupancy until the Building Official receives a written determination of conformance as required by Section VII above.

APPENDIX B

CITY OF SANTA BARBARA
FIRE PREVENTION BUREAU
High Fire Hazard Area Landscape Guidelines
Ordinance #5257

The following landscape guidelines should be utilized to incorporate fire resistant landscaping on all parcels within the High Fire Hazard area. The guidelines meet the requirements for the Fire Department "Minimum Brush Clearance Standards," per Appendix IIA of the California Fire Code (2001 Edition), as adopted by Ordinance #5257. These standards apply to all parcels within the High Fire Hazard area (See "Minimum Brush Clearance Standards" handout). Fire resistant landscaping with proper plant spacing and maintenance can impede the progress of a wildfire, reduce its intensity, and provide a safe buffer to protect a structure.

Incorporation of the High Fire Hazard Area Landscape Guidelines into the review process will assist the City in complying with existing regulations for vegetation modification, balance the aesthetic beauty of our area, protect our resources, and reduce the risk associated with wildfire and habitat resources.

Guidelines

Landscape plans submitted for review shall include the following:

- A vegetation plan that details existing native vegetation with species name and locations.
- Include on the vegetation plan which plants will be removed or retained.
- Include the method used to remove vegetation (for example: mechanical or hand cutting).
- Landscape plans should include new plantings with species name and specific location of plantings to scale.
- Recommendations for plant placement should be followed as outlined in Table 1.
- Landscape plans must delineate landscape zones around all structures for a distance of 100 feet as follows:

  Zone 1 - (0-30 feet from structure)
  Zone 2 - (30 to 50 feet from structure)
  Zone 3 - (50 to 70 feet from the structure)
  Zone 4 - (70 to 100 feet or greater from the structure)

All landscape plant species must be fire resistant (See enclosed Desirable Qualities for Fire Resistant Landscape Plants, Table 2). Certain plant species are considered to be undesirable in the High Fire Hazard area landscape. The enclosed list of Undesirable Plant Species (Table 3) should not be planted within 100 feet of any structure, unless listed otherwise.

Slopes over 20% are at increased risk from wildfire, therefore the Fire Department recommends additional vegetation modification for a total distance of 150-200 feet from any structure.

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.

Table 1: Recommendations for Plant Placement

ZONE 1 0 – 30 feet	This area is closest to a structure. It provides the best protection against the high radiant heat that result during a wildfire. Plants should be low growing, irrigated plants. Focus should be on ground covers not more than 12 inches in height or succulents. Use non-flammable materials for paths, patios, and mulch. Trees should not be planted closer than 15 feet from a structure.
ZONE 2 30 – 50 feet	Maintain a reasonably open character in this area. Plant low growing ground covers and succulents resistant to fire. Shrubs up to 3 feet can be planted but should have at least 18 feet spacing between other shrubs or other trees. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Do not plant shrubs underneath canopy of trees. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 3 50 – 70 feet	This area should have native and Mediterranean plantings that require irrigation and should not be higher than 4 to 6 feet. Shrubs should be spaced at least 18 feet away from each other. Shrubs can be planted in clusters not more than 10 feet in diameter, but should have at least 18 feet between clusters. Trees should be spaced at least 30 feet apart to prevent crowns from touching once fully grown.
ZONE 4 70 – 100 feet or greater	This zone is furthest from the structure. Plantings once established need no irrigation. There is no limit to height. Shrubs planted in this area should have 18 feet spacing or be planted in clusters with at least 18 feet spacing. Trees can be planted in groups or with individual spacing at least 30 feet from other trees.
SLOPES > 20%	If additional vegetation modification is required on slopes over 20% vegetation should be reduced through thinning of existing plants, pruning, removal of dead material, and removal of fire ladders (fire ladders exist if a fire's flames can spread from the ground into shrubs and trees up to a house).

TABLE 2 - Desirable Qualities for Fire Resistant Landscape Plants

Plant qualities that are desirable for fire resistant plants are:

- Ability to store water in leaves or stems.
- Produces limited dead and fine material.
- Extensive root systems for controlling erosion.
- Plant has high levels of salt or other non-resinous compounds within its tissues that can contribute to fire resistance.
- Ability to withstand drought.
- Plants that are low growing in form.
- Ability to withstand severe pruning.
- Low levels of volatile oils or resins.
- Ability to resprout after a fire.

Table 3: Undesirable Plant List

Certain plants are considered to be undesirable in the landscape due to characteristics that make them highly flammable. These characteristics can be either physical or chemical. Physical properties would include large amounts of dead material retained within the plant, rough or peeling bark, and the production of profuse amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious as species containing these volatile substances.

Plants with these characteristics should not be planted in High Fire Hazard areas. They are referred to as target species since their partial or complete removal is a critical part of hazard reduction. The following is a list of plants that should be avoided within the landscape zones defined in Table 1.

UNDESIRABLE PLANT SPECIES

1. Natives	1. **Domestics**
Adenostoma fasciculatum – Chamise	*Acacia* species
(1) *Adenostoma sparsifolium* – Red Shank	*Casuarina* species - Beefwood
Artemesia californica – California Sagebrush	*Cortadera* species – Pampas Grass
Baccharis species (low growing form OK)	*Cupressus* species – Cypress
Eriogonum faciculatum – Common Buckwheat	b) *Eucalyptus* species – Eucalyptus
Olneya tesota - Iron wood	*Juniperous* species – Juniper (except species which grow less than 1 foot)
	Melaleuca species
	Pennisetum - Fountain Grass
	Pinus species – Pine
	Schinus molle – California pepper tree (within 50 feet of structure)

Other plants may be considered undesirable because of their ability to naturalize and become a pest. These types of plants should be avoided, especially in sensitive riparian or coastal areas where they could become established and compete with native vegetation.

On steep slopes care should be taken to avoid erosion problems created or enhanced by vegetation removal. Deep rooted ground covers and landscape plants should be utilized to hold soil in place. Avoid shallow rooted ground covers. For example, Iceplant while an effective ground cover on flat surfaces would be undesirable on a steep slope because its shallow rooted nature may increase erosion when the root zone becomes saturated during heavy rains, exposing bare soil. In areas where target species compromise the total vegetation, partial removal is recommended to obtain Fire Department "Minimum Brush Clearance Requirements.

City of Santa Barbara
Fire Prevention Bureau

Automatic Fire Sprinkler Requirements

This information sheet is to make you aware of the enhanced automatic fire sprinkler requirements adopted under Municipal Code §8.04, as part of the City's amendments to the 2007 California Fire Code. Beginning September 11, 2009, the following requirements will be adopted in the City of Santa Barbara.

New Construction: The enhanced sections will require approved fire sprinklers in all new construction, including single family residences and duplexes.

Exception: Detached utility buildings ("U" Occupancies) less than 5000 square feet or less than 500 square feet in the high fire hazard areas.

Additions, Alterations

Commercial: Approved automatic fire sprinklers will be required throughout the building when:

- There is an addition to any building other than a single family residence (R-3 Occupancy).
- A remodel involves greater than 50% of the existing floor area of the structure.
- A change in the occupancy use to a higher hazard classification.

Residential: Approved automatic fire sprinklers will be required when:

- An addition or remodel exceeds 75% of the existing floor area of the structure.

Floor Area Computation: Square footage computations are per the 2007 California Building Code in accordance with §1002.1, "Floor Area, Gross".

Aggregate: Floor area computations shall be counted in the aggregate for both commercial and residential remodels / additions from the effective date of this ordinance.

*NFPA does not allow for partially sprinklered buildings.

QUESTIONS ABOUT THESE REQUIREMENTS MAY BE DIRECTED TO THE SANTA BARBARA CITY FIRE DEPARTMENT, FIRE PREVENTION BUREAU**, AT** 805-564-5702. **PLEASE ALSO SEE OUR WEBSITE AT:** HTTP://WWW.SANTABARBARACA.GOV/GOVERNMENT/DEPARTMENTS/FIRE/

APPENDIX C

Cal-IPC List of Exotic Plants of Greatest Ecological Concern in California

The following information has been excerpted from the California Invasive Plant Council (Cal-IPC) website, www.cal-ipc.org, last updated 2/07. Species of concern are sorted alphabetically and "high", "moderate" and "limited" invasive statuses are listed for each plant. Additional recommendations for local invasive species to avoid according to local plant experts are noted on this list.

Key to plant list:

Bold	The species has invaded the Southwest California ecological region, in which Santa Barbara is located. For more information, see: www.cal-ipc.org/ip/inventory/pdf/Inventory2006.pdf
!	"Alert" status has been issued by the Cal-IPC.
✋	Local plant experts have expressed concern regarding the invasiveness of this species.
✋ ≈	Local plant experts have expressed concern regarding the invasiveness of this species near sensitive habitats such as creeks.
Shaded	Plants typically available for sale.

Cal-IPC Invasive Status Definitions

High. These species have severe ecological impacts on physical processes, plant and animal communities, and vegetation structure. Their reproductive biology and other attributes are conducive to moderate to high rates of dispersal and establishment. Most are widely distributed ecologically.

Moderate. These species have substantial and apparent—but generally not severe—ecological impacts on physical processes, plant and animal communities, and vegetation structure. Their reproductive biology and other attributes are conducive to moderate to high rates of dispersal, though establishment is generally dependent upon ecological disturbance. Ecological amplitude and distribution may range from limited to widespread.

Limited. These species are invasive but their ecological impacts are minor on a statewide level or there was not enough information to justify a higher score. Their reproductive biology and other attributes result in low to moderate rates of invasiveness. Ecological amplitude and distribution are generally limited, but these species may be locally persistent and problematic.

Alert. Specific combinations of section scores that indicate significant potential for invading new ecosystems triggers an Alert designation so that land managers may watch for range expansions.

	Plant Species	Invasive Status
	Acacia dealbata (silver wattle)	Moderate
	Acacia melanoxylon (black acacia, blackwood acacia)	**Limited**
	Aegilops triuncialis (barb goatgrass)	High
	Ageratina adenophora (croftonweed, eupatorium)	**Moderate**
	Agrostis avenacea (Pacific bentgrass)	**Limited**
	Agrostis stolonifera (creeping bentgrass)	**Limited**
	Ailanthus altissima (tree-of-heaven)	**Moderate**
!	*Alternanthera philoxeroides* (alligatorweed)	**High**
	Ammophila arenaria (European beachgrass)	**High**
✋	*Arundo donax* (giant reed)	**High**
!	*Asparagus asparagoides* (bridal creeper, smilax asparagus)	**Moderate**
!	*Asphodelus fistulosus* (onionweed)	**Moderate**
	Atriplex semibaccata (Australian saltbush)	**Moderate**
	Avena barbata (slender wild oat)	**Moderate**
	Avena fatua (wild oat)	**Moderate**
	Bassia hyssopifolia (fivehook bassia)	**Limited**
!	*Brachypodium distachyon* (annual false-brome)	Moderate
	Brassica nigra (black mustard)	**Moderate**
	Brassica rapa (birdsrape mustard, field mustard)	**Limited**
	Brassica tournefortii (Saharan mustard, African mustard)	High
	Briza maxima (big quakinggrass, rattlesnakegrass)	**Limited**
	Bromus diandrus (ripgut brome)	**Moderate**
	Bromus hordeaceus (soft brome)	**Limited**
!	*Bromus japonicus* (Japanese brome)	Limited
	Bromus madritensis ssp. rubens (B. rubens) (red brome)	**High**
	Bromus tectorum (downy brome, cheatgrass)	High
	Cakile maritima (European sea-rocket)	**Limited**
!	*Cardaria chalepensis* (C. draba ssp. chalepensis) (lens-podded whitetop)	**Moderate**
	Cardaria draba (hoary cress)	**Moderate**
	Cardaria pubescens (hairy whitetop)	**Limited**
	Carduus pycnocephalus (Italian thistle)	**Moderate**
	Carduus tenuifolius (slenderflower thistle)	**Limited**
	Carpobrotus chilensis (sea-fig, iceplant)	**Moderate**
	Carpobrotus edulis (Hottentot-fig, iceplant)	**High**
	Centaurea calcitrapa (purple starthistle)	**Moderate**
	Centaurea maculosa (C. bibersteinii) (spotted knapweed)	**High**
	Centaurea melitensis (Malta starthistle, tocalote)	**Moderate**
	Centaurea solstitialis (yellow starthistle)	**High**
	Chrysanthemum coronarium (crown daisy)	**Moderate**
	Cirsium arvense (Canada thistle)	**Moderate**
	Cirsium vulgare (bull thistle)	**Moderate**
	Conium maculatum (poison-hemlock)	**Moderate**
✋	*Cortaderia jubata* (jubatagrass)	**High**

Plant Species	Invasive Status
Cortaderia selloana (pampasgrass)	**High**
Cotula coronopifolia (brassbuttons)	**Limited**
Crataegus monogyna (English hawthorn)	**Limited**
Cynara cardunculus (artichoke thistle)	**Moderate**
Cynodon dactylon (bermudagrass) – *esp. flowering varieties*	**Moderate**
Cynosurus echinatus (hedgehog dogtailgrass)	**Moderate**
Cytisus scoparius (Scotch broom)	**High**
Cytisus striatus (Portuguese broom, striated broom)	**Moderate**
Dactylis glomerata (orchardgrass)	**Limited**
Delairea odorata (Senecio mikanioides) (Cape-ivy, German-ivy) *locally – especially invasive when planted near wildlands*	**High**
Descurainia sophia (flixweed, tansy mustard)	**Limited**
Dipsacus sativus (fuller's teasel)	**Moderate**
! *Dittrichia graveolens* (stinkwort)	**Moderate**
Echium candicans (pride-of-Madeira)	**Limited**
Egeria densa (Brazilian egeria)	**High**
Ehrharta calycina (purple veldtgrass)	**High**
Ehrharta erecta (erect veldtgrass)	**Moderate**
! *Ehrharta longiflora* (long-flowered veldtgrass)	**Moderate**
! *Eichhornia crassipes* (water hyacinth)	**High**
! *Emex spinosa* (spiny emex, devil's thorn)	**Moderate**
Erodium cicutarium (redstem filaree)	**Limited**
Eucalyptus camaldulensis (red gum)	**Limited**
Eucalyptus globulus (Tasmanian blue gum)	**Moderate**
! *Euphorbia esula* (leafy spurge)	High
! *Euphorbia terracina* (carnation spurge)	**Moderate**
Festuca arundinacea (tall fescue)	**Moderate**
Ficus carica (edible fig)	**Moderate**
Foeniculum vulgare (fennel)	**High**
Genista monspessulana (French broom)	**High**
Geranium dissectum (cutleaf geranium)	**Moderate**
Hedera helix, H. canariensis (English ivy, Algerian ivy) *locally – especially invasive when planted near wildlands*	**High**
Hirschfeldia incana (shortpod mustard, summer mustard)	**Moderate**
Holcus lanatus (common velvetgrass)	**Moderate**
Hordeum marinum, H. murinum (Medit. barley, hare barley, wall barley)	**Moderate**
! *Hydrilla verticillata* (hydrilla)	**High**
! *Hypericum canariense* (Canary Island hypericum)	**Moderate**
Hypericum perforatum (common St. Johnswort, klamathweed)	**Moderate**
Hypochaeris glabra (smooth catsear)	**Limited**
Hypochaeris radicata (rough catsear, hairy dandelion)	**Moderate**
Iris pseudacorus (yellowflag iris)	**Limited**

	Plant Species	Invasive Status
	Lepidium latifolium (perennial pepperweed, tall whitetop)	**High**
	Leucanthemum vulgare (oxeye daisy)	**Moderate**
	Linaria genistifolia ssp. dalmatica (L. dalmatica) (Dalmation toadflax)	**Moderate**
!	*Linaria vulgaris* (Yellow toadflax)	Moderate
	Lobularia maritima (sweet alyssum)	**Limited**
	Lolium multiflorum (Italian ryegrass)	**Moderate**
!	*Ludwigia hexapetala* (L. uruguayensis) (Uruguay water-primrose)	**High**
	Ludwigia peploides ssp. montevidensis (creeping water-primrose)	**High**
	Lythrum hyssopifolium (hyssop loosestrife)	**Limited**
	Lythrum salicaria (purple loosestrife)	High
	Marrubium vulgare (white horehound)	**Limited**
	Medicago polymorpha (California burclover)	**Limited**
	Mentha pulegium (pennyroyal)	**Limited**
!	*Mesembryanthemum crystallinum* (crystalline iceplant)	**Moderate**
✋	*Myoporum laetum* (myoporum)	**Moderate**
	Myosotis latifolia (common forget-me-not)	**Limited**
!	*Myriophyllum aquaticum* (parrotfeather)	**High**
	Myriophyllum spicatum (Eurasian watermilfoil)	Moderate
	Nicotiana glauca (tree tobacco)	**Moderate**
	Olea europaea (olive) – *esp. fruiting varieties*	**Limited**
	Onopordum acanthium (Scotch thistle)	**Moderate**
	Oxalis pes-caprae (buttercup oxalis, yellow oxalis, Bermuda buttercup)	**Moderate**
	Parentucellia viscosa (yellow glandweed, sticky parentucellia)	**Limited**
✋	≈ *Pennisetum clandestinum* (kikuyugrass)	**Limited**
✋	*Pennisetum setaceum* (crimson fountaingrass)	**Moderate**
	Phalaris aquatica (hardinggrass)	**Moderate**
✋	*Phoenix canariensis* (Canary Island date palm) *only of local concern near wild lands, especially of concern near wetlands.*	**Limited**
!	*Phytolacca americana* (Common pokeweed)	Limited
	Picris echioides (bristly oxtongue)	**Limited**
	Piptatherum miliaceum (smilograss)	**Limited**
	Plantago lanceolata (buckhorn plantain, English plantain)	**Limited**
	Poa pratensis (Kentucky bluegrass)	**Limited**
	Polypogon monspeliensis and subspp. (rabbitfoot polypogon, annual beardgrass, rabbitfoot grass)	**Limited**
	Potamogeton crispus (curlyleaf pondweed)	**Moderate**
	Pyracantha angustifolia, P. crenulata, P. coccinea, etc. (pyracantha, firethorn)	**Limited**
	Ranunculus repens (creeping buttercup)	**Limited**
	Raphanus sativus (radish)	**Limited**
!	*Retama monosperma* (bridal broom)	**Moderate**
	Ricinus communis (castorbean)	**Limited**
	Robinia pseudoacacia (black locust)	**Limited**

	Plant Species	Invasive Status
	Rubus armeniacus (R. discolor) (Himalaya blackberry, Armenian blackberry)	**High**
	Rumex acetosella (red sorrel, sheep sorrel)	**Moderate**
	Rumex crispus (curly dock)	**Limited**
!	*Saccharum ravennae* (ravennagrass)	Moderate
	Salsola paulsenii (barbwire Russian-thistle)	**Limited**
!	*Salsola soda* (oppositeleaf Russian thistle)	Moderate
	Salsola tragus (Russian-thistle)	**Limited**
!	*Salvinia molesta* (giant salvinia)	Moderate
	Saponaria officinalis (bouncingbet)	**Limited**
	Schinus molle (Peruvian or California peppertree)	**Limited**
	Schinus terebinthifolius (Brazilian peppertree)	**Limited**
	Schismus arabicus, S. barbatus (mediterraneangrass)	**Limited**
	Senecio jacobaea (tansy ragwort)	**Limited**
!	*Sesbania punicea* (red sesbania, scarlet wisteria)	Moderate
	Silybum marianum (blessed milkthistle)	**Limited**
	Sinapis arvensis (wild mustard, charlock)	**Limited**
	Sisymbrium irio (London rocket)	**Moderate**
!	*Spartina alterniflora hybrids* (smooth cordgrass, Atlantic cordgrass)	Moderate
!	*Spartina densiflora* (dense-flowered cordgrass)	Moderate
	Spartium junceum (Spanish broom)	**Moderate**
	Taeniatherum caput-medusae (medusahead)	**Moderate**
	Tamarix aphylla (athel tamarisk)	**Limited**
	Tamarix parviflora (smallflower tamarisk)	Moderate
	Tamarix ramosissima (saltcedar, tamarisk)	**Moderate**
	Torilis arvensis (hedgeparsley)	**Moderate**
	Trifolium hirtum (rose clover)	**Moderate**
	Ulex europaeus (gorse)	Moderate
	Undaria pinnatifida (wakame)	**Limited**
✋	*Vinca major* (big periwinkle)	**Moderate**
	Vulpia myuros (rattail fescue)	**Moderate**
!	*Washingtonia robusta* (Mexican fan palm, Washington palm)	**Moderate**
	Zantesdeschia aethiopica (calla lily)	**Limited**

Additional Plants Considered Invasive by Santa Barbara Landscape Architects

The following plants may be discouraged, especially if near open water courses, parks, the ocean, open spaces, or undeveloped lands.

Fountain Grasses - in general - Pennisetum genus and Especially Pennisetum setaceum	**High**
Stipa tennuissifolia (Mexican feather grass)	**High**
Pittosporum undulatum (only problematic near wild areas)	**Moderate**
Running or Spreading Bamboo Species – in general	**Moderate**

Check any proposed bamboo to determine if it is a running or spreading species, as this list is not comprehensive. Following are examples of running or spreading bamboos species:

Phyllostachys bambusoides (Castillion)	**Moderate**
Phyllostachys edulis (Oso bamboo)	**Moderate**
Phyllostachys nigra (Black bamboo)	**Moderate**
Pleioblastus pygmaeus (Dwarf bamboo)	**Moderate**
Pleioblastus viridistriatus (Dwarf greenstripe bamboo)	**Moderate**
Nandina domestica (Heavenly bamboo)	**Limited**

Tropaeolum majus (Nasturtium)- *especially near creek areas*	**Moderate**
Vinca minor (Dwarf Periwinkle)- *especially near creek areas*	**Limited**
Maytenus boaria (Mayten Tree)	**Limited**