

# SINGLE FAMILY DESIGN BOARD

## PART 3

### MEETING PROCEDURES



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Revised

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## **Single Family Design Board Goals**

The 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 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; 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.

# SINGLE FAMILY DESIGN BOARD GUIDELINES

## MEETING PROCEDURES

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## **SECTION 1 Introduction, Interpretation and Application**

The general purpose of the SFDB meeting procedures is to guide applicants to better understand the SFDB's meeting and review process and staff's role in SFDB agenda preparation. The SFDB architectural design and landscape design guidelines (parts 1 & 2) have been developed to ensure that high standards of design are maintained in development and construction in the City of Santa Barbara.

In addition to the meeting procedures and SFDB Design Guidelines contained in this document, there are supplemental design guidelines found in a series of separate documents.

These meeting procedure guidelines are designed to provide direction to the SFDB members and to 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. All questions regarding the proper application of these Guidelines shall be resolved by the SFDB or, upon an SFDB action appealed to the City Council.

Staff will make periodic updates to both the Architectural Board of Review Guidelines to implement preferred procedures and guidelines and reflect changes in the regulatory environment,

## **SECTION 2 General Information and Procedures.**

### **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 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 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.

In compliance with the Americans with Disabilities Act, if you need special assistance 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 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](http://www.SantaBarbaraCA.gov), or call (805) 963-0611.

Applications are accepted for the next available agenda based on a first-come-first-serve basis. Filing applications may be required by appointment only; appointments may be requested by calling 805-564-5578. 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 in order to schedule a project that requires a noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues identified through a zoning plan check process 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;
- Landscaping improvements of less than 5,000 square feet 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 SFDB review, it is important for applicants to submit complete applications. (Please refer to the handout available at the Planning 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 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 Planning and Zoning Counter area at 630 Garden Street. Agendas and minutes are also available on the Community Development Department’s website a minimum of 72 hours prior to each meeting at [www.santabarbaraca.gov/sfdb](http://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 Counter can provide the most recent information, and the fee schedule is available on-line at: [www.santabarbaraca.gov/Resident/Home/Forms/planning.htm](http://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](http://www.santabarbaraca.gov)  
e-mail: [SFDBSecretary@santabarbaraca.gov](mailto:SFDBSecretary@santabarbaraca.gov)

or Planning Technician, in format:  
FirstInitialLastName@santabarbaraca.us

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.

Wherever the proposed Floor to Lot Area Ratio (FAR) exceeds 85% of the maximum FAR allowed under the Municipal Code or 85% of the recommended FAR in the Single Family 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 capital letters in parentheses after each item.

A. **General Business**

1. Public Comment
2. Approval of minutes
3. Consent Calendar
4. Announcements, requests by applicants for continuances and withdrawals, and future agenda items
5. Reports from subcommittees

- 6. Potential project violations
- 7. Discussion items
- B. **Appeals**
- C. **Concept Review (continued items first, followed by new items)**
- D. **Preliminary Review (continued items first, followed by new items)**
- E. **In-Progress Review**
- F. **Final Review (continued items first, followed by new items)**
- G. **Review After Final**

### 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 owners of the 20 closest lots, and the owner of any lot within 100 feet of the project. In addition, notice of the hearing is posted on the site of the proposed project and “door to door” flyer noticing must be given to residents on the 20 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. (Please see Santa Barbara Municipal Code § 22.68.040 for the types of applications that require a noticed hearing and the specific noticing requirements).

In addition to the mailed notice described above, the City will mail meeting agendas to “interested parties” associated with a parcel or project. A member of the public may request to become an “interested party” in one of the following three ways: 1. indicate he or she wishes to be listed as “interested party” on a “Request to Speak” form available during SFDB hearings, 2. submit correspondence to the SFDB secretary via U.S. mail or email requesting to be listed as an interested party, or 3. visit the Planning and Zoning Counter at 630 Garden Street and request to be listed as an interested party.

If the Community Development Director 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 may require the project to be re-noticed for another public hearing. The Community Development Director 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 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 Single Family Design Board 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.

#### 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.
- B. **Plan Substitution.**
1. Plans originally submitted and filed with an SFDB application 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.
  2. Plans may not be substituted at the first mailed noticed Concept Review Hearing or when a Preliminary or Final Approval is being requested.
  3. Plans may be substituted at non-mailed notice Concept or In-Progress reviews if the following conditions have been met:
    - Proposed site plan does not having any changes that would require a Zoning Modification
    - Proposed building heights, site plans and elevations are substantially similar to agendized plans;
    - The project has the same level of zoning compliance as agendized plans;
    - A completed Plan Substitution form is submitted to StaffApplicants who do not demonstrate to Staff that new substitute plans are substantially consistent with prior plans, the new plans will be agendized for a future meeting.

## 2.5 Public Hearings.

- A. Speakers who wish to comment on the 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 addition, no more than one public comment hearing is required to be held at the SFDB on any particular development project unless the project has changed substantially from the original application. At subsequent hearings, the SFDB Chair shall determine if additional public comment on changes or revisions to a project since the prior public hearing is necessary or appropriate. In order to manage meeting length, Staff will generally limit the total number of 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.

## 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. **Site Concept Review.** The following project types are required to undergo a Site Concept Review:
- a. Vacant lots in the Hillside Design District
  - b. Vacant lots with an average slope of 15% or more
  - c. Projects where entire main building structure demolition is proposed

A “Site Constraints Analysis” submittal is required for this review. The first concept review for a vacant Hillside Design District lot site does not include any building drawings to keep the focus on an objective review of site constraints.

The Site Constraints Analysis is necessary to properly evaluate whether site constraints may impact the location and siting of proposed new structures. The Site Constraints Analysis is intended to aid SFDB and applicants in identifying advantages and disadvantages of alternative building sites on a lot. The SFDB may direct the development proposal to be on the most appropriate portion of the lot and provide initial direction regarding a range of appropriate sizing of development. This can potentially save applicants time and cost. For example, without this initial review, costly and time-consuming redesigns could result if major concerns with chosen building sites are discovered later in the review process.

The Site Constraints Analysis must include the following on a site plan:

- complete topographic information identifying slope ranges
- significant vegetation features
- view corridors
- ridgelines
- soil constraints
- significant biological features
- existing drainage patterns

**B. Concept Review.**

1. Concept review is a 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 but are not binding on future discussion of the item.

The SFDB or Staff may limit a project to two (2) concept reviews prior to Staff Hearing Officer or Planning Commission review.

2. The SFDB may request a site visit or story poles to be placed at the site prior to commenting or taking action on the application. For single family homes, the SFDB may also determine in Concept Review that a higher level of submittal requirements is required to help determine the project’s consistency with Neighborhood Preservation Ordinance Findings (See Section 2.8.B for a list of the findings). Staff or the SFDB may be more likely to require the higher level of submittal requirements when a single-family home project

approaches or exceeds 85% of the maximum FAR.

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. Preliminary 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.

**C. Preliminary Review.**

1. Preliminary Review is a formal review of an application prior to preparation of working drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.
2. Preliminary 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 between concept review and preliminary review will result in the project returning to the concept level.
3. All significant elements of any facet of the architectural appearance, landscaping and site/building orientation must be found consistent with the 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 Preliminary Approval.
5. For purposes of Government Code Section 65950, a preliminary 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 is still required prior to building permits.

**D. In-Progress Review.** Applicants are encouraged to participate in In-Progress Review, which occurs after Preliminary 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 Preliminary Approval.

**E. Final Review.** Final Review is a formal review of completed working

drawings, prior to submittal for a building permit.

1. Final plans will be approved if they are in substantial conformance with the plans given preliminary approval. If the applicant proposes substantial changes to the plans, a new preliminary 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 Review approval may be obtained subject to conditions that allow minor details to return on the Consent Calendar.

F. **Vacant Hillside Design District Lots Special Requirement.** Complete engineering details must be submitted prior to obtaining Final SFDB approvals for vacant lots in the Hillside Design District. Also see the Site Constraints Analysis requirements as part of a Site Concept Review, in Section 2.6.A.

G. **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 review after final. 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.

H. **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 by the SFDB. 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. Addition of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture and are not within public view.
2. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
3. Minor exterior or site changes.

4. Time extensions beyond the first time extension for minor projects.
5. Any project within categories listed below under “Minor Alterations Eligible for Administrative Staff Approval.”

- I. **Minor Alterations Eligible for Administrative Staff Approval.** Some minor design alterations may be approved as a ministerial action by the Community Development Director or appointed representative without review by the SFDB. The Community Development Director or appointed representative has the authority and discretion to refer any minor design alteration to the SFDB if the alteration 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 up to the SFDB Consent Calendar or Full Board.

All projects which qualify for Administrative Staff Review are subject to general compliance with adopted design guidelines and any specific design standards applicable to the project as stated. Not all project types have specific administrative approval criteria. The Administrative Staff Review process is limited to the types of additions or alteration projects in the following list of projects eligible for administrative review.

Projects eligible for Administrative Approval (if Guidelines and General and applicable Specific Review Standards, listed in Part I: Architectural Design Section 3 are met):

- Awnings
- Additions-specified small one-story
- Chimneys and Metal Flues
- Color Changes - Exterior
- Decks
- Doors
- Driveways/Paving/Minor Site Work
- Fences
- Garages
- Landscape Improvements
- Lighting: Exterior
- Mechanical Equipment: General
- Mechanical Equipment: Rooftop Equipment
- Manufactured Homes – One Story
- Roofs (and “Reroofs”)
- Sheds, Spas and Trash/Recycling Enclosures
- Skylights
- Soil Remediation Systems
- Time extension – First 1 year extension
- Trellises



- Walls – Freestanding
- Windows

J. **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:

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

## 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. A noticed hearing item may be continued to a “date certain” without renoticing, or may be continued indefinitely, subject to renoticing.

### 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. 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. Applicants that request a postponement before 4:30 p.m. on the Thursday prior to the meeting date, will be scheduled on the next available agenda that complies with applicable noticing requirements.
2. 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 that fails to timely request a postponement shall pay a rescheduling fee.
3. The agenda schedule is subject to change as cancellations occur; applicants

are encouraged to arrive 15 minutes early. Applicants that arrive late for their scheduled agenda item may be postponed indefinitely unless the SFDB agrees to hear the item and if time permits.

4. 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. **Consent Calendar Referrals to Full Board**

Items that are referred from the Consent Calendar to the Full SFDB by the Consent Calendar reviewer will be heard at the beginning of the Full SFDB meeting if time permits. The SFDB may choose to have the item scheduled at the Full SFDB on the next available agenda. If the Full SFDB pulls an item from the SFDB Consent Calendar and makes a motion to refer it to the Full SFDB, no additional conditions or requirements can be placed on that item unless the applicant is notified or has been given the opportunity to be present for the discussion. Staff will notify the applicant when an item is referred to the Full SFDB and SFDB could not approve the Consent Calendar item as presented. Items referred from the Consent Calendar to the Full SFDB shall be rescheduled 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. If an applicant does not attend the Consent Review, project approval may be delayed. If an applicant is absent, the project would not be denied on the Consent Calendar, instead, the project would be continued indefinitely.

### 2.8 **Decisions.**

- A. **General Findings to Approve Single-Family Projects.** In order to approve all single-family projects, the SFDB shall make the findings outlined in **Subsection A of Section 22.69.050** and included in the Single Family Residence Design Guidelines.

#### **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. **Special Additional Findings Required to Approve 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 §22.69.020.E)
- For grading permits reviewed by the SFDB pursuant to SBMC § 22.69.020.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 Permits (SBMC §22.69.020.F)**

For vegetation removal permits reviewed by the SFDB pursuant to SBMC § 22.69.020.F, in addition to the NPO findings specified above, the following three findings must be made for project approval:

1. Will result in no significant increase in siltation or decrease in water quality of streams, drainages or water storage facilities to which the property drains; and
2. Will result in no substantial loss of southern oak woodland habitat; and
3. Will comply with all applicable provisions of Chapter 22.10, "Vegetation Removal," of this Code.

- E. **Project Denials.** The SFDB may deny a project if it is inconsistent with applicable guidelines. SFDB shall deny a project if one or more required findings cannot be made (See SBMC Sections 22.69.050, 22.69.020 or 28.92.110, also listed above and included in the Single Family Residence Design Guidelines). The SFDB should state reasons for a project denial in the motion for denial.

2.9 **Action, Appeals, and Expiration of Approval.**

- A. **Time Limits on Approvals.** Conceptual comments are valid for one year. SFDB preliminary approval is valid for one year from the date of the approval unless a time extension or final approval has been granted. Final approval is valid for two years from the date of final action unless a time extension has been granted or a Building Permit has been issued.
- B. **Time Extensions.** Time extensions may be requested and granted in accordance with the provisions of Santa Barbara Municipal Code § 22.69.090. The time periods specified for final approval shall not include any period of time during which (i) a moratorium on the issuance of building permits, imposed after the final approval, is in effect; or (ii) a lawsuit involving the preliminary or final approval is or was pending in a court of competent jurisdiction.
- C. **Appeal of SFDB Decision.** Any action of the SFDB on an application for preliminary or final approval may be appealed to the City Council in accordance with Section 22.69.080 and Chapter 1.30 of the Municipal Code. An appeal is limited to the scope of action. The standards of review at each level of review are explained in Section 2.6. If a project is approved by the SFDB, the Preliminary 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 Preliminary Approval. If a project was granted an approval without a Preliminary 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.** When an application is denied by the SFDB, the same application cannot be refiled with the SFDB for one year, unless the application is substantially changed from the original. The changes to a denied application that is refiled within one year must mitigate the reason for denial. An application may also be denied “without prejudice” by the SFDB, which may allow an applicant to re-file a similar application without waiting one year.

#### 2.10 Plan Check and Building Permit.

- A. **Preliminary Zoning Plan Check.** All development applications are reviewed prior to SFDB agenda placement for zoning compliance. The project applicant is responsible for verifying compliance with all applicable codes and regulations.
- B. **Building Plan Check.** Following Final SFDB Approval, 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.
- C. **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.

- 3.1 **SFDB Jurisdiction.** The SFDB shall review and take action to approve, conditionally approve, or deny all applications for:

- A. **Building Permits: Single-Family Residential.** (Neighborhood Preservation Ordinance.) Applications for building permits, together with any plans, elevations, site plans and other materials required by the City to construct, alter, or add to the exterior of a lot with one single-family residential unit or related accessory structure in any zone shall be referred to the SFDB for review if the project fits one of the following descriptions. As described in Sections 2.6.H and 2.6.I, some projects are eligible for Administrative or Consent Calendar Review.
1. **Previous Approvals/Construction.** Design Review was previously required in the past two years (from Certificate of Occupancy or final inspection); or if the cumulative scope of work from permits in the past two years will trigger design review (SBMC §22.69.020.J)
  2. **Building Height and Floor Area Criteria.**
    - a. The portion of the building that is being constructed, altered, or added is taller than one story and a basement, or 17’ or taller in

- building height (measured from natural or finished grade, whichever is lower) (SBMC §22.69.020.C.1&2).
- b. 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.3).
3. **Special Design Districts.**
- a. Located in the Hillside Design District AND the average slope of the lot or building site is 20% or greater; (SBMC §22.69.020.B.2)
- b. Located in the Hillside Design District and, on any slope, a structural alteration to the existing roof form or re-roof (excluding “like for like” re-roof) (SBMC §22.69.020.b.2).
- c. Located in the Mission Area Special Design District (SBMC §22.69.020.B.1)
- d. New development located in the Lower Riviera Survey Area – Bungalow District (SBMC §22.69.070.E). Alterations to existing development in the Lower Riviera Survey Area is reviewed on a case-by-case basis (SBMC §22.69.070)
4. **Upper Story Decks or Balconies.** 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.4)
5. **Grading, Walls, Fences or Vegetation Removal Permits.**
- a. Grading permits (SBMC §22.69.020.E)
- b. Vegetation removal permits (SBMC §22.69.020.F)
- c. Walls, fences, or gates over 8’ in height located in any portion of the front yard (SBMC §22.69.020.C.6)
- d. Retaining walls over 6’ in height (SBMC §22.69.020.C.5)
6. **Manufactured or Moved Home.** Installation of a manufactured home, mobile home, or factory-built home (SBMC §22.69.020.C.7)
7. **Relocation of a Single-Family Residential Unit.** (SBMC §22.69.020.C.8)
8. **Subdivision Grading Plans.** In single family zones only (SBMC §22.69.020.D).
- B. **Retaining Walls.** Any retaining wall project proposals in the following categories are subject to Design Review, even if a building permit is not required:
1. Retaining walls located on a lot or building site with an average slope of 15% or greater (SBMC §22.69.020.G.1); or
2. Any retaining walls located on a lot adjacent to or on a lot that contains an ocean bluff; (SBMC §22.69.020.G.2); or

3. 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)
- C. **Outdoor Lighting.** Any change of, or addition to, the outdoor lighting of any building or property subject to SFDB review, even if an electrical permit is not required.

## SECTION 4 Meeting Conduct.

### 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 to be initiated or encouraged by SFDB members. If a discussion does occur, it does not constitute official action or recommendations of the SFDB and do 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. No preliminary or final approval shall be given unless at least four members, including two licensed architects or landscape architects, vote on the motion. **Any member with a disqualifying conflict pursuant to the Political Reform Act or Government Code section 1090 shall not be counted toward achieving a quorum.** 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 continued.
- D. **Abstention on Continued Items.** A member shall not vote or comment on a continued project if the member was not present during consideration of the project at the most recent meeting at which the project was considered unless the member has reviewed the plans and read the minutes of the relevant portions of that meeting. Any member may make comments at the request of the applicant.
1. An applicant's request that a member abstain from voting or commenting at a meeting, and a member's expression of intent to abstain, shall be made prior to the start of the applicant's presentation at that meeting.
  2. This policy on abstention shall not apply to concept review.
  3. If members abstain under this policy so that fewer than four members are eligible to vote on a project, the applicant can (i) withdraw all of the

requests for abstention and waive any objection, or (ii) the project shall be continued to allow a quorum of eligible members.

- E. **Brown Act Meeting Rules.** The SFDB meetings (including, at times, meetings of the SFDB Subcommittees) shall be governed by the Ralph M. Brown Act (Govt. Code Section 54950 et seq.) with the general purpose to ensure government decision-making occurs in public.
- F. **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.
- G. **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.
- H. **SFDB Member Attendance.** If a member cannot attend a meeting, the member is asked to contact Staff at the earliest possible opportunity prior to the meeting date.
- I. **SFDB Member Compensation.** Members receive \$50 compensation for each full board meeting attended and \$25 for each Consent Calendar meeting completed.
- J. **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.
- K. **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 5, Story Poles, for more information about residential story pole requirements.

#### 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.
- 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.

- 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 the SFDB. Any membership by an SFDB member on a subcommittee or other board, commission or committee, not selected by the City Council, shall be



confirmed by a majority vote of the SFDB.

## **SECTION 5 Single-Family Submittal Requirement Levels.**

The SFDB may require plan additional submittals beyond those outlined below if needed to determine project consistency with required project findings for any project. Staff may make recommendations and advisories to both the SFDB and applicants regarding the potential applicability submittal requirements for any project. The SFDB may also waive additional submittal requirements under 6.2 and 6.4, if the submittals would not help the Board determine consistency with required findings for a project.

- 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 on-line
- 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 are subject to Planning Commission Modification FAR submittal requirements. Submittal requirements, such as “20 closest homes data”, streetscape outline silhouettes, panoramic streetscape photographs, perspective drawings, three-dimensional models or computer simulations, neighborhood workshop proof, and landscape plans, for each submittal level are outlined in handouts available at the Planning and Zoning Counter.
- 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 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.
- 5.4 **Projects Over 500 Cubic Yards of Grading.** A 3-dimensional model or 3-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.
- 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 two-star rating under the Santa Barbara Contractor Association’s Built Green Program. Applications must incorporate green components from the most appropriate “Checklist”

available at the following website: [www.builtgreensb.org/builders/checklist.html](http://www.builtgreensb.org/builders/checklist.html).

The components and point tallies must be included on plans to receive a final approval. Applicants must enroll in the Built Green program to receive the full handbook of information and to attend an orientation regarding the Built Green Program.

## SECTION 6 Story Poles – Residential Projects.

- 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 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.
- 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.
- 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, HLC (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 at or exceeding 85% of the maximum required or recommended FAR will require some form of story poles unless the requirement is waived by the SFDB. This type of project will likely be required to provide full level story pole requirements as detailed below. (The SFDB/HLC may waive this requirement based on the exception process detailed below.)
- B. **Upper Story Applications.** Single Family Residential proposals involving a second floor or above addition covering 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:
- High vertical design elements including steep roof pitch, high volumes, 10 feet or greater plate heights and towers.
  - Neighborhood context where buildings are proposed that are significantly taller than other structures in the immediate neighborhood (20 closest homes); or

- 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:
- For Hillside Design District projects, projects with a potential visual impact to the streetscape.
  - Significant topography of the building site and significant property slope.
  - 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 or HLC (See Section 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.

#### 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 5.6).

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 for basic photograph requirements for all submittals.

## 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

3. 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 or HLC review meeting date as agreed and arranged with the review Board/Commission. Planning Staff shall notify the SFDB or HLC 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.
- D. **Adequacy.** City staff will attempt to review story pole installations for adequacy prior to SFDB or HLC 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.

## 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.

## 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.