

ARCHITECTURAL BOARD OF REVIEW GUIDELINES

PART 1

ARCHITECTURAL DESIGN



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Revised

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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 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.

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ARCHITECTURAL DESIGN GUIDELINES

Purpose of the Architectural Design Guidelines.

These Architectural Design Guidelines have been developed to guide development proposals to ensure high standards of design are maintained in development and construction in the City of Santa Barbara. The Architectural Design Guidelines are also intended to help the public understand the stated goals and adopted policies of the 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 **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.

1.2 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 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

- 2.1 **Building Design Compatibility & 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.
- 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 highly visible locations such as: gateway or entry points into the City, hillside development, and locations in close proximity to El Pueblo Viejo Landmark District.
- 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 & 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 Historical Significance – All Structures

Potential historical or architectural structure significance should be researched. Plans should show consideration for significant historical or architectural elements if any exist on the site. Existing sandstone walls, stairways and wrought iron gates should be preserved and included as a part of the overall plan. Consultation with the City's Urban Historian is recommended for demolition or alterations proposed for structures over 50 years of age.

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

- 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.
- 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.
- 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

- 5.1 **Utility Screening.** Utilitarian facilities, such as electrical transformers, satellite dishes, backflow prevention devices, loading docks, 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.
- 5.2 **Rooftop Equipment.** Equipment should be screened. Screening should present an integrated appearance with the overall building.
- 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.
- 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.
 - A. 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.
 - B. Flat skylights, made of non-reflective materials, is the preferred skylight type.
 - C. 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.

- D. Plastic domed solar tube skylights may be allowed if placed in areas that are not highly visible.
- E. The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed.

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

SECTION 6 Energy Efficiency, Green Building Design

The built environment has a profound impact on our natural environment, economy, health and productivity. Building green 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 green focuses on four major components:

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

Building green is encouraged as much as possible.

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.

6.2 **Green Building Design.** The ABR supports building designs that incorporate green building 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 green building 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 green building 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

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.

7.2 **Mission Tile.** Where a traditional Hispanic architectural style is proposed or where the location is highly visible 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.

7.3 Clay S-Tile.

- A. Non-clay simulated Mission Tile use is generally unacceptable.
- B. Clay S-Tile will be considered for approval for Affordable or Low-Income Housing projects only.
- 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 the ABR guidelines.
 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.

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.

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

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 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.** The ABR shall take the total cost of the applicant's design into consideration when reviewing qualified affordable housing projects. The expected cost of certain preferred design elements is to be evaluated to maintain the affordability of multi-family residential units.

9.2 **R-2 (Two Family) 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.

9.3 Condo Conversions. Projects which convert existing residences into condominiums are required to be aesthetically attractive, safe, and of quality construction in the SBMC. 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: Concept, Preliminary, In-Progress, Final, Review After Final and Consent Calendar are discussed in Part 3: Meeting Procedures, Section 2.6. Projects which are eligible for Administrative Review are also listed in Section 2.6.G of Part 3.

10.1 Projects eligible for Administrative Approval. The following types of projects are eligible for administrative review and approval if the project complies with both the General Standards and the applicable Project Specific Standards for Administrative Review:

- Additions: Minor
- Awnings
- Chimneys and Metal Flues
- Color Changes: exterior
- Decks and porches: minor alterations
- Doors: minor alterations
- Driveways/Paving/Minor Sitework
- Fences
- Landscape Improvements
- Lighting: Exterior
- Mechanical Equipment: General
- Mechanical Equipment: Rooftop Equipment
- Roofs (and "Reroofs")
- Sheds, Spas and Trash/Recycling Enclosures
- Sidewalk Seating for Commercial Outdoor Dining Areas
- Skylights
- Soil Remediation Systems: Temporary (1 Year)
- Time extension – first extension
- Trellises
- Walls – Freestanding
- Window – minor alterations

10.2 General Administrative Review Standards

- A. **Design:** The architectural design of the addition, alteration or site change is compatible with the design of the structures on site. One architectural style is required.
- B. **Materials:** The exterior finish materials of the proposed project match the existing exterior finishes of the structure.
- C. **Style:** Style is expressed through structural elements such as windows, doors, lighting, railings, trim, eaves, roof pitch, element proportions and materials. The style of the existing structure and proposed work (if different) are stated on the project plans. 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 should match the current architectural style of the building or result in one architectural style. Major alterations that propose a unique architectural style for an area are not eligible for administrative 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. Simple color changes can be approved where original colors are substituted with colors from an ABR-approved color palette. Bright or non-traditional color changes would 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 visibility of the proposals, 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 Review.

10.3 Administrative Review Project-Specific Standards

- A. **Additions: Minor.** Additions must be under 250 square feet and not

have a publicly visible affect 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. Bright or non-traditional color changes require review and approval by the ABR.
- C. **Chimneys and Metal Flues.** All of the following standards must be met:
1. Chimneys are either masonry or consistent with the style of the existing structure.
 2. Metal flues are painted to match the roof color.
 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. **Decks and Porches:** 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. **Decks.**
 - a. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
 - b. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
 - c. 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.
 - d. New decks are not located to cause potential privacy or noise impacts to adjacent properties.
 - e. 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.
 2. **Porches.** Traditional porch designs are eligible for administrative approval if the following standards are met:
 - a. The porch is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has no exposed under-story.
 - b. The type and color of proposed porch materials are compatible with the architectural style of the structure.
 - c. The porch railing and supports are designed so that entrance doors are easily visible from the street.
 - d. The porch alignment with the structure complements the

existing structure's architectural alignment, patterns and features.

- e. The porch is in a scale compatible with the structure to which the porch is attached.
- f. The proposed porch roofing matches the roofing material of the structure.

E. **Door 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 doors of additions are the same size and material as existing nearby doors, the proposed doors must match the existing nearby doors in appearance.
- 3. Scale and height of doors are appropriate to the surrounding area. 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.
- 5. In door pairs, both doors should have the same width.
- 6. In doors with sidelights, both sidelights should have the same width.
- 7. Doors and sidelights should be placed symmetrically within architectural elements.
- 8. Door hardware must be appropriate to the architectural style of the building.
- 9. Any changes in paving material match the existing material.

F. **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.
- G. **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.
- H. **Landscape Improvements.** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape guidelines in the Architectural Board of Review Guidelines: Part II Landscape Design and may be approved administratively if there is a clear consistency with the guidelines.
- I. **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 meet the Outdoor Lighting Ordinance and Guidelines.
- J. **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 is consistent with the Noise Ordinance.

- K. **Mechanical Equipment – Rooftop Equipment.** Transmitting antennas, including wireless facilities, 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.
- L. **Roofs.** 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.
- M. **Sheds, Spas & Trash/Recycling Enclosures.** All of the following standards must be met:
1. The spa, 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 associated with the structure meets the mechanical equipment administrative approval criteria above.
- N. **Sidewalk Seating for Commercial Outdoor Dining Areas.** In general accord with the ABR Guidelines, the placement, style, color and types of outdoor dining furniture and barriers should be consistent with and should 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.
- O. **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 not be visible from off-site locations; or
 - c. Are screened by the building form, landscaping, or a parapet.
- P. **Soil Remediation Systems – Temporary (1-Year).** 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.
- Q. **Time Extension** – Pursuant to Section 22.68.110 of the Municipal Code, the first request for an extension of an ABR approval may be reviewed and approved administratively. Any subsequent extensions requests are placed on the ABR Consent Calendar.
- R. **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 trellises' height, length and use of materials are compatible with the surrounding area.
- S. **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 blend with the natural surroundings.
 5. Lot Line Walls: Wall height, length and use of materials should be compatible with the surrounding area.
- T. **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 existing structure.
 2. Windows of additions match the windows of the existing structure.