ORDER OF BUSINESS: Regular meetings of the Finance Committee and the Ordinance Committee begin at 12:30 p.m. The regular City Council meeting begins at 2:00 p.m. in the Council Chamber at City Hall.

REPORTS: Copies of the reports relating to agenda items are available for review in the City Clerk's Office, at the Central Library, and http://www.SantaBarbaraCA.gov. In accordance with state law requirements, this agenda generally contains only a brief general description of each item of business to be transacted or discussed at the meeting. Should you wish more detailed information regarding any particular agenda item, you are encouraged to obtain a copy of the Council Agenda Report (a "CAR") for that item from either the Clerk's Office, the Reference Desk at the City's Main Library, or online at the City's website (http://www.SantaBarbaraCA.gov). Materials related to an item on this agenda submitted to the City Council after distribution of the agenda packet are available for public inspection in the City Clerk's Office located at City Hall, 735 Anacapa Street, Santa Barbara, CA 93101, during normal business hours.

PUBLIC COMMENT: At the beginning of the 2:00 p.m. session of each regular City Council meeting, and at the beginning of each special City Council meeting, any member of the public may address the City Council concerning any item not on the Council's agenda. Any person wishing to make such address should first complete and deliver a "Request to Speak" form prior to the time that public comment is taken up by the City Council. Should City Council business continue into the evening session of a regular City Council meeting at 6:00 p.m., the City Council will allow any member of the public who did not address them during the 2:00 p.m. session to do so. The total amount of time for public comments will be 15 minutes, and no individual speaker may speak for more than 1 minute. The City Council, upon majority vote, may decline to hear a speaker on the grounds that the subject matter is beyond their jurisdiction.

REQUEST TO SPEAK: A member of the public may address the Finance or Ordinance Committee or City Council regarding any scheduled agenda item. Any person wishing to make such address should first complete and deliver a "Request to Speak" form prior to the time that the item is taken up by the Finance or Ordinance Committee or City Council.

CONSENT CALENDAR: The Consent Calendar is comprised of items that will not usually require discussion by the City Council. A Consent Calendar item is open for discussion by the City Council upon request of a Councilmember, City staff, or member of the public. Items on the Consent Calendar may be approved by a single motion. Should you wish to comment on an item listed on the Consent Agenda, after turning in your "Request to Speak" form, you should come forward to speak at the time the Council considers the Consent Calendar.

AMERICANS WITH DISABILITIES ACT: If you need auxiliary aids or services or staff assistance to attend or participate in this meeting, please contact the City Administrator's Office at 564-5305. If possible, notification at least 48 hours prior to the meeting will usually enable the City to make reasonable arrangements. Specialized services, such as sign language interpretation or documents in Braille, may require additional lead time to arrange.

TELEVISION COVERAGE: Each regular City Council meeting is broadcast live in English and Spanish on City TV Channel 18 and rebroadcast in English on Wednesdays and Thursdays at 7:00 p.m. and Saturdays at 9:00 a.m., and in Spanish on Sundays at 4:00 p.m. Each televised Council meeting is closed captioned for the hearing impaired. Check the City TV program guide at www.santabarbaraca.gov/citytv for rebroadcasts of Finance and Ordinance Committee meetings, and for any changes to the replay schedule.
CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

CEREMONIAL ITEMS

1. Subject: Proclamation Declaring April 2017 As DMV/Donate Life California Month (120.04)

2. Subject: Certificate Of Appreciation Presented To The Downtown Organization Of Santa Barbara In Honor Of Their 50th Anniversary (120.04)

CHANGES TO THE AGENDA

PUBLIC COMMENT

CONSENT CALENDAR

3. Subject: Adoption of Ordinance Reauthorizing Public, Educational And Governmental Access Fees (510.04)

   Recommendation: That Council adopt, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Reauthorizing a Fee for Public, Educational, and Government Access Purposes (PEG Fee) on State Video Franchise Holders within the City of Santa Barbara.
CONSENT CALENDAR (CONT’D)

4. **Subject: Adoption Of Ordinance Approving Sale Of Excess City Land Related To The Mason Street Bridge Replacement Project (530.04)**

   Recommendation: That Council adopt, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Approving and Authorizing the City Administrator to Execute the Land Purchase Agreement, Escrow Instructions, and Grant Deed as Approved by the City Attorney for the Sale of Certain City Excess Land, Located at 20 West Mason Street, to James and Kelly Hallman in the amount of $2,300,098.

5. **Subject: Adoption Of Ordinance For Agreement To Use Recycled Water For Irrigation At The First Baptist Church Of Santa Barbara At 949 Veronica Springs Road (540.13)**

   Recommendation: That Council adopt, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Approving the Agreement Between the City of Santa Barbara and the First Baptist Church of Santa Barbara for Purchase, Use, and Delivery of the City’s Recycled Water.

6. **Subject: Adoption Of Ordinance For Agreement To Use Recycled Water For Irrigation At Stonecreek Owner’s Association On Portions Of Rebecca Lane, Stonecreek Road, And Richelle Lane (540.13)**

   Recommendation: That Council adopt, by reading of title only, An Ordinance of the Council of the City of Santa Barbara Approving the Agreement Between the City of Santa Barbara and Stonecreek Owners’ Association for Purchase, Use, and Delivery of the City’s Recycled Water.

7. **Subject: Approval Of Rate Agreement With Southern California Edison For Utility-Owned Streetlight Fixture Replacements (530.04)**

   Recommendation: That Council authorize the Public Works Director to enter into the Energy Efficiency Light Emitting Diode Fixture Replacement Rate Agreement with Southern California Edison.

NOTICES

8. **Subject: The City Clerk has on Thursday, April 13, 2017, posted this agenda in the Office of the City Clerk, on the City Hall Public Notice Board on the outside balcony of City Hall, and on the Internet.**

This concludes the Consent Calendar.
CITY COUNCIL ADMINISTRATIVE AND ATTORNEY REPORTS

CITY ADMINISTRATOR

9. Subject: Community Survey Results On Unfunded Infrastructure And Program Needs And Possible Sales Tax Measure (320.01)

Recommendation: That Council:
A. Receive a report from Fairbanks, Maslin, Maullin, Metz & Associates on community survey results related to the City’s unfunded infrastructure and program needs and a possible sales tax measure; and
B. Consider directing staff to initiate procedural steps to place a sales tax measure on the November 2017 ballot.

COMMUNITY DEVELOPMENT DEPARTMENT

10. Subject: Adoption Of Resolution For Infill Design Guidelines For The Architectural Board Of Review And Historic Landmarks Commission (640.03)

Recommendation: That Council adopt by reading of title only, a Resolution of the Council of the City of Santa Barbara to Approve the Addition of Infill Guidelines to the General Design Guidelines and Meeting Procedures for the Historic Landmarks Commission and Architectural Board of Review.

FIRE DEPARTMENT

11. Subject: Authorization To Contract With The California Department Of Forestry And Fire Protection For Inmate Crews To Conduct Vegetation Management Services In The Wildland Assessment District (520.03)

Recommendation: That Council adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Authorizing the City Fire Marshal to Contract with The California Department of Forestry and Fire Protection (CAL FIRE) for Inmate Crews to Conduct Vegetation Management Services.

COUNCIL AND STAFF COMMUNICATIONS

COUNCILMEMBER COMMITTEE ASSIGNMENT REPORTS

PUBLIC COMMENT (IF NECESSARY)
CLOSED SESSIONS

12. Subject: Conference With Real Property Negotiators (330.03)

Recommendation: That Council hold a closed session pursuant to Government Code Section 54956.8 to consider the possible lease negotiations regarding a concession agreement with the East Beach Grill and the Cabrillo Arts Pavilion.

Real Property: 1118 E. Cabrillo Boulevard, Santa Barbara, CA 93101
City Negotiators: Ariel Calonne, City Attorney; Tava Ostrenger, Assistant City Attorney; Jill Zachary, Parks and Recreation Director
Negotiating Parties: Joe Howell; Francisco Aguilera
Under Negotiation: Terms and Conditions of lease
Scheduling: Duration, 30 minutes; anytime
Report: None anticipated

ADJOURNMENT
DMV/DONATE LIFE CALIFORNIA MONTH
APRIL 2017

WHEREAS, organ, tissue, marrow and blood donation are life-giving acts recognized worldwide as expressions of compassion to those in need; and

WHEREAS, more than 118,000 individuals nationwide and more than 21,000 in California are currently on the national organ transplant waiting list, and on average, 22 people die each day while waiting due to the shortage of donated organs; and

WHEREAS, a single individual's donation of the heart, lungs, liver, kidneys, pancreas and small intestine can save up to eight lives; donation of tissue can save and heal the lives of up to 50 others; and a single blood donation can help three people in need; and

WHEREAS, the need for donated organs is especially urgent in Hispanic and African American communities; and

WHEREAS, at any given time, 6,000 patients are in need of volunteer marrow donors and more than 600,000 units of blood per year are needed to meet the need in California; and

WHEREAS, California residents can sign up with the Donate Life California Donor Registry when applying for or renewing their driver's licenses or ID cards at the California Department of Motor Vehicles;

NOW, THEREFORE, I, HELENE SCHNEIDER, by virtue of the authority vested in me as Mayor of the City of Santa Barbara, do hereby proclaim April 2017 "DMV/Donate Life California Month," and encourage all Californians to check "YES!" when applying for or renewing their driver's license or I.D. card.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Santa Barbara, California to be affixed this 18th day of April 2017.

MAYOR HELENE SCHNEIDER
Certificate of Appreciation
Presented to
Downtown Organization
of Santa Barbara
In Honor of Their
50th Anniversary

WHEREAS, the Downtown Organization of Santa Barbara, Inc., was first organized in 1967 as a private, nonprofit membership organization dedicated to protecting and promoting the vitality of Downtown Santa Barbara; and

WHEREAS, Downtown Santa Barbara has demonstrated its strong support of City priorities for downtown revitalization, including the promotion of arts and culture and supporting economic vitality for the downtown corridor; and

WHEREAS, the City of Santa Barbara has a long-standing working relationship with the Downtown Organization and its volunteer Board of Directors, supporting its mission and efforts to provide services and programs that benefit the downtown stakeholders and the residents of Santa Barbara; and

WHEREAS, the City of Santa Barbara recognizes Downtown Santa Barbara as downtown’s advocate, providing an important role as the voice for the downtown community while convening stakeholders, City representatives, and community partners to solve problems and advance common goals; and

WHEREAS, Downtown Santa Barbara contributes to downtown’s vitality in many ways including the State Street Flag Program, holiday lighting and Holiday Parade, 1st Thursday events, a welcome tent for visiting cruise ships, and the hands-on daily stewardship of local streets, sidewalks, and landscaping;

NOW, THEREFORE, I, HELENE SCHNEIDER, by virtue of the authority vested in me as Mayor of the City of Santa Barbara, do hereby congratulate the Downtown Organization of Santa Barbara, Inc on its milestone 50th anniversary, and thank its members for their much-appreciated contributions to the community.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Official Seal of the City of Santa Barbara, California, to be affixed this 12th day of April, 2017.

MAYOR HELENE SCHNEIDER

April 18, 2017 #2
(120.04)
ORDINANCE NO. ________

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA BARBARA REAUTHORIZING A FEE FOR PUBLIC, EDUCATIONAL, AND GOVERNMENT ACCESS PURPOSES (PEG FEE) ON STATE VIDEO FRANCHISE HOLDERS WITHIN THE CITY OF SANTA BARBARA

THE COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS FOLLOWS:

WHEREAS, Public Utilities Code Section 5870(n), which was enacted as part of the Digital Infrastructure and Video Competition Act of 2006, authorized the City of Santa Barbara to adopt an ordinance establishing a fee on state-franchised video service providers to support public, educational and governmental (“PEG”) access channel facilities;

WHEREAS, in 2007, the City of Santa Barbara adopted Ordinance No. 5540 establishing such a fee;

WHEREAS, Public Utilities Code Section 5870 (n) states that such an ordinance shall expire, and may be reauthorized, upon expiration of the state franchise;

WHEREAS, the first state franchise to include the City, California Video Franchise Certificate Franchise No. 0003 granted to Cox Communications California, LLC dba Cox Communications, will expire on or about April 26, 2017;

WHEREAS, this ordinance is not intended to impose a new or increased fee, but rather is intended to reauthorize the already existing PEG fee at the same level, to the extent such reauthorization may be needed to continue to collect said fee.

NOW, THEREFORE, the City Council of the City of Santa Barbara ordain as follows:

SECTION 1. For any state video franchise holder operating within the boundaries of the City of Santa Barbara, there shall be a PEG fee to support public, educational and government access (PEG) purposes of 1% of Gross Revenues (as defined and as required by state law and Chapter 5.62 of the Santa Barbara Municipal Code) of that state franchise holder, which shall be used by the City for PEG purposes consistent with state and federal law.
ORDINANCE NO._______

AN ORDINANCE OF THE COUNCIL OF THE CITY OF SANTA BARBARA APPROVING AND AUTHORIZING THE CITY ADMINISTRATOR TO EXECUTE THE LAND PURCHASE AGREEMENT, ESCROW INSTRUCTIONS, AND GRANT DEED AS APPROVED BY THE CITY ATTORNEY FOR THE SALE OF CERTAIN CITY EXCESS LAND, LOCATED AT 20 WEST MASON STREET, TO JAMES AND KELLY HALLMAN IN THE AMOUNT OF $2,300,098

WHEREAS, at its meeting of May 7, 2013, the City Council approved, by adoption of resolution, the acquisition of the real property at 20 West Mason Street related to the Mason Street Bridge Replacement Project;

WHEREAS, at its meeting of July 14, 2015, the City Council declared the property at 20 West Mason Street to be excess to the City’s needs and subject to disposal by public auction, and to negotiate final terms in accordance with the Santa Barbara City Charter Section 520 and Chapter 4.28 of the Santa Barbara Municipal Code subject to the review and approval by the City Attorney;

WHEREAS, on September 27, 2016, the City duly noticed and conducted a public auction in the City Public Works Main Conference Room, pursuant to Santa Barbara Municipal Code Chapter 4.28 with a minimum bid/offer of $2,750,000 with one bid being received, but was withdrawn due to the bidder not being able to use the property as they intended, and a subsequent public auction was scheduled;

WHEREAS, on February 28, 2017, the City duly noticed and conducted a public auction in the City Public Works Main Conference Room pursuant to Santa Barbara Municipal Code Chapter 4.28 with a minimum bid/offer of $2,400,000, with no qualifying minimum bid being submitted at this public auction, a new public auction date was scheduled with a lower minimum bid/offer price of $1,995,000;

WHEREAS, on March 21, 2017, the City of Santa Barbara duly noticed and conducted a public auction in the City of Santa Barbara Public Works Main Conference Room pursuant to Santa Barbara Municipal Code Chapter 4.28 with a minimum bid/offer price of $1,995,000 established;

WHEREAS, James and Kelly Hallman, having been the qualifying bidder at said auction, have executed and delivered a Land Purchase Agreement and Escrow Instructions for the purchase of said excess City land in the amount of $2,300,098; and

WHEREAS, City Charter Section 520 requires the approval of the disposal of this excess City land by Council’s adoption of an approving ordinance.
NOW THEREFORE, THE COUNCIL OF THE CITY OF SANTA BARBARA DOES
ORDAIN AS FollowS:

SECTION 1. That the Land Purchase Agreement for the sale of the property in the
amount of $2,300,098, Grant Deed, and Escrow Instructions between the City of Santa
Barbara and James and Kelly Hallman, regarding the sale of certain City excess land
located at 20 West Mason Street, is hereby approved, and the City Administrator is
authorized to execute any documents related to said escrow.

SECTION 2. That upon the successful completion of escrow, and the effective date of
this Ordinance, First American Title Company, Inc., is authorized to record the Grant
Deed for said excess City land in the Official Records, in the office of the County
Recorder, Santa Barbara County.

SECTION 3. That this Ordinance shall be subject to a thirty (30) day referendum period
from the date of its Adoption.
ORDINANCE NO. __________


WHEREAS, the amount of the potable water supply of the City of Santa Barbara (City) is limited, and therefore, water conservation is a major concern of the City;

WHEREAS, the City operates additional wastewater treatment facilities at its El Estero Wastewater Treatment Plant, which produces tertiary recycled water of satisfactory quality for safe use in irrigating landscape areas and other approved uses within the City;

WHEREAS, the First Baptist Church of Santa Barbara owns, operates, and maintains landscaped areas to be irrigated using recycled water at its site located at 949 Veronica Springs Road, Santa Barbara, California; and

WHEREAS, the First Baptist Church of Santa Barbara has agreed to accept recycled water for irrigation of its landscaped area, and the City has agreed to deliver recycled water to the First Baptist Church of Santa Barbara under the terms and conditions to be set forth in a User Agreement between them.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS FOLLOWS:

SECTION 1. That the User Agreement between the City of Santa Barbara and the First Baptist Church of Santa Barbara for the purchase, use, and delivery of the City’s recycled water to 949 Veronica Springs Road, Santa Barbara, California, is approved in accordance with the City Charter for a term ending on December 31, 2034.

SECTION 2. That the Public Works Director is authorized to execute, subject to approval as to form by the City Attorney, the User Agreement for a term ending on December 31, 2034.

SECTION 3. Following the effective date of this ordinance, the City Clerk is hereby authorized to cause the recordation of said User Agreement in the Official Records, in the Office of the County Recorder, County of Santa Barbara, State of California.
ORDINANCE NO. _______


WHEREAS, the amount of the potable water supply of the City of Santa Barbara (City) is limited, and therefore, water conservation is a major concern of the City;

WHEREAS, the City operates additional wastewater treatment facilities at its El Estero Wastewater Treatment Plant, which produces tertiary recycled water of satisfactory quality for safe use in irrigating landscape areas and other approved uses within the City;

WHEREAS, Stonecreek Owners’ Association owns, operates, and maintains landscaped areas to be irrigated using recycled water at its site located at 1201, 1205, 1209, 1225, and 1229 Rebecca Lane, 1217, 1223, 1227, 1231 and 1235 Stonecreek Road, and 133 and 1239 Richelle Lane, Santa Barbara, California; and

WHEREAS, Stonecreek Owners’ Association has agreed to accept recycled water for irrigation of its landscaped area, and the City has agreed to deliver recycled water to Stonecreek Owners’ Association under the terms and conditions to be set forth in a User Agreement between them.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SANTA BARBARA DOES ORDAIN AS FOLLOWS:

SECTION 1. That the User Agreement between the City of Santa Barbara and Stonecreek Owners’ Association for the purchase, use, and delivery of the City’s recycled water to 1201, 1205, 1209, 1225, and 1229 Rebecca Lane, 1217, 1223, 1227, 1231 and 1235 Stonecreek Road, and 133 and 1239 Richelle Lane, Santa Barbara, California, is approved in accordance with the City Charter for a term ending on December 31, 2034.

SECTION 2. That the Public Works Director is authorized to execute, subject to approval as to form by the City Attorney, the User Agreement for a term ending on December 31, 2034.

SECTION 3. Following the effective date of this ordinance, the City Clerk is hereby authorized to cause the recordation of said User Agreement in the Official Records, in the Office of the County Recorder, County of Santa Barbara, State of California.
AGENDA DATE:   April 18, 2017

TO:        Mayor and Councilmembers

FROM:  Facilities Division, Public Works Department

SUBJECT:  Approval Of Rate Agreement With Southern California Edison For Utility-Owned Streetlight Fixture Replacements

RECOMMENDATION:

That Council authorize the Public Works Director to enter into the Energy Efficiency Light Emitting Diode Fixture Replacement Rate Agreement with Southern California Edison.

DISCUSSION:

In October of 2013, Governor Brown approved Assembly Bill 719, Chapter 616, an act added to the Public Utilities Code relating to energy. AB 719 required electrical corporations such as Southern California Edison (SCE) to develop an electrical tariff to be used, at the discretion of local governments, to fund energy improvements on utility-owned streetlight poles. In response, SCE developed “Option E”, Energy Efficiency in Schedule LS-1, Lighting – Street and Highway, Unmetered Service, Company-Owned System, which allows the City to repay the cost of Light Emitting Diode (LED) streetlighting upgrades on SCE-owned light poles via this electric rate.

SCE owns approximately 1,300 streetlights within the City of Santa Barbara which are largely comprised of High Pressure Sodium (HPS) fixtures. By entering into the Schedule LS-1 “Option E” agreement, SCE would upgrade existing HPS street light fixtures to high efficiency LED fixtures. The City would amortize the payment for the upgrade over a 20 year term. With advanced notice, this agreement can be terminated within 30 days, subject to a one-time termination charge to the City equal to the present value of the balance of the energy efficiency premium over the remaining term.

It is significant to note that the City is working to upgrade the majority of City-owned streetlights from HPS to LED by the end of 2017. Once the City enters the agreement with SCE, it will be placed in the queue for upgrade. There are currently ten cities ahead of Santa Barbara. Coupling the City project with this proposed SCE streetlight upgrade would result in homogenous streetlighting throughout the City. The upgrade to LED lighting would result in improved lighting quality, energy efficiency, and safety.
BUDGET/FINANCIAL INFORMATION:

By entering into this agreement and adopting the LS-1 “Option E” tariff, the City would save approximately $2,500 per year over the course of the 20-year agreement, net of reimbursement of costs to SCE. After the 20-year repayment term, it is anticipated that the City would save approximately $23,000 per year.

SUSTAINABILITY IMPACT:

LED technology is the most energy efficient streetlight technology in existence today, often 50 percent more efficient than the existing HPS fixtures. By upgrading the utility-owned streetlights, the City will reduce its electricity demand and the need for electric generation in the Santa Barbara region.

A copy of the agreement is available for public review in the City Clerk’s Office.

PREPARED BY: Alelia Parenteau, Energy Analyst/AP/td

SUBMITTED BY: Rebecca J. Bjork, Public Works Director

APPROVED BY: City Administrator’s Office
AGENDA DATE: April 18, 2017

TO: Mayor and Councilmembers

FROM: City Administrator’s Office

SUBJECT: Community Survey Results On Unfunded Infrastructure And Program Needs And Possible Sales Tax Measure

RECOMMENDATION: That Council:

A. Receive a report from Fairbanks, Maslin, Maullin, Metz & Associates on community survey results related to the City’s unfunded infrastructure and program needs and a possible sales tax measure; and

B. Consider directing staff to initiate procedural steps to place a sales tax measure on the November 2017 ballot.

DISCUSSION:

Background
Over the past year, Council has been discussing the increasing backlog of deferred maintenance and declining condition of City facilities, including streets and related infrastructure, such as street lights, sidewalks, and storm drains, and many historic buildings where essential community services are provided.

Discussions about the need for additional infrastructure funding have been occurring periodically since 2008 when Council appointed a citizen Ad-Hoc Infrastructure Task Force to assess the shortfall of investment in infrastructure and to make recommendations to increase infrastructure investment. These recommendations coincided with the recession and were not implemented at that time.

This issue was again studied by Council in 2014 through the appointment of a Council Ad Hoc Committee (Mayor Schneider, Councilmember White, and Councilmember Rowse). The Committee conducted extensive public outreach and obtained input on community needs and ideas to close the gap in funding. Council did not reach a consensus to place a sales tax measure on the November 2015 ballot.
Council Agenda Report
Community Survey Results On Unfunded Infrastructure And Program Needs And Possible Sales Tax Measure
April 18, 2017
Page 2

The current Council infrastructure discussion was reinitiated in February 2016 with the Finance Committee (Councilmember White, Councilmember Hart, and Councilmember Rowse) conducting an extensive review of all General Fund infrastructure needs. Finance Committee recommendations to Council were presented on November 22, 2016, and included: 1) transferring downtown shuttle expenses to the Downtown Parking and Waterfront Funds; 2) considering borrowing against future Measure A revenues to fund near-term street repairs; and, 3) considering a sales tax measure that would increase the current local sales tax rate by ¼ cent to up to 1 cent. Council approved the Finance Committee recommendations for the first two recommendations and directed staff on January 31, 2017 to conduct a community poll to inform further discussion of a possible sales tax measure.

Community Survey
Council authorized an agreement with Fairbanks, Maslin, Maullin, Metz & Associates (FM3) to conduct a public opinion poll via phone and Internet related to unfunded infrastructure and program needs and a possible sales tax measure. The scientifically valid survey was conducted to gauge voter support for a sales tax increase to improve City facilities and programs, ensuring the broadest participation in terms of voter demographics and geography.

At the April 18 meeting, FM3 will present the survey findings. Based on the results, Council should consider providing direction to staff to initiate the procedural steps to place a sales tax measure on the November 2017 ballot. If Council directs staff to proceed, staff would return to Council by July 2017 with proposed ballot measure language and a resolution directing the City Clerk and City Attorney to prepare all necessary actions and documents to place a sales tax measure before the voters in the November 2017 election.

Information on the City’s unfunded infrastructure and program needs is available on the City’s website at SantaBarbaraCA.gov.

PREPARED BY: Nina Johnson, Senior Assistant to the City Administrator

SUBMITTED BY: Paul Casey, City Administrator

APPROVED BY: City Administrator's Office
AGENDA DATE: April 18, 2017

TO: Mayor and Councilmembers

FROM: Planning Division, Community Development Department

SUBJECT: Adoption Of Resolution For Infill Design Guidelines For The Architectural Board Of Review And Historic Landmarks Commission

RECOMMENDATION:

That Council adopt, by reading of title only, A Resolution of the Council of the City Of Santa Barbara to Approve the Addition of Infill Guidelines to the General Design Guidelines and Meeting Procedures for the Historic Landmarks Commission and Architectural Board of Review.

EXECUTIVE SUMMARY:

The Architectural Board of Review (ABR) and Historic Landmarks Commission (HLC) are in need of updated design guidelines relevant for multi-unit, mixed-use, and larger nonresidential projects proposed as infill development or redevelopment, including Average Unit-size Density (AUD) Incentive Program projects. The ABR and HLC drafted the proposed Infill Design Guidelines based on experience in reviewing these types of applications, and they recommend that Council approve them. The Planning Commission reviewed the draft guidelines and was divided on Council’s direction to supplement the Infill Design Guidelines with guidelines regarding unit configuration and parking requirements for AUD Incentive Program projects. Staff suggests that these issues are outside the normal purview of design review and are more appropriately addressed by amending the Zoning Ordinance to provide regulatory certainty for project applicants. The Planning Commission does not support the proposal to require Planning Commission comments to the ABR or HLC on AUD Incentive Program projects with five or more dwelling units because the Commission believes that comments alone do not carry enough weight.

DISCUSSION:

Background

The recent influx of larger rental housing projects proposed under the Average Unit-Size Density (AUD) Incentive Program has highlighted the challenge for design review
boards to review higher-density projects that push the envelope on acceptable size of buildings in established, under-developed neighborhoods. Clearer direction to project applicants is needed on acceptable design techniques for higher-density projects that are compatible in size, bulk, and scale with surrounding development, to ensure new buildings fit into their respective neighborhoods.

The City has a limited set of adopted design review guidelines for use by the ABR specifically targeted to commercial and multi-unit residential projects. The HLC has no such guidelines addressing these specific types of projects. The proposed Infill Design Guidelines are intended to address this need. The proposed guidelines would be applicable to projects proposed under the AUD Incentive Program, and other large multi-unit residential, mixed-use, and nonresidential buildings proposed as redevelopment or new development on vacant sites. The proposed guidelines are intended to relate to and inform the Project Compatibility Criteria used by the ABR and HLC and provide more specific direction to design review bodies and applicants to achieve compatibility in an existing neighborhood.

Development of the Infill Design Guidelines

Planning staff has been working since 2014 to develop guidelines for multi-residential and mixed-use projects. Housing Element Implementation Action H16.8 calls for Multi-Family Design Guidelines to address unit size; setbacks; open space; landscaping; building size, bulk, and scale; and site planning. In 2015, the Planning Commission participated in joint subcommittee meetings with the ABR and HLC to develop approaches and options for Council to consider in crafting new multi-residential and mixed-use project design guidelines, including hiring a consultant to assist. With an estimated cost of $175,000 to complete the project, those initial efforts with the larger scope of work were halted due to the lack of City financial resources.

The most recent effort to create design guidelines began late in 2016 in response to concerns about large AUD Incentive Program projects and a lack of applicable design guidelines. The HLC took the lead in 2016, creating its own subcommittee and initiating discussions of possible new design guidelines in response to large, high-density projects being proposed within El Pueblo Viejo (EPV) Landmark District. Soon after, staff began similar efforts with the ABR, with the goal of eventually reconciling the two work efforts. The proposed guidelines are identical for the HLC and ABR, providing consistency citywide. The organization of the proposed Infill Design Guidelines evolved to a menu approach that lists design techniques and options for various aspects of project design, and common challenges faced in achieving project compatibility. Projects would be reviewed against the most applicable guidelines and would not necessarily be expected to meet every guideline.

Staff sent the draft guidelines to the American Institute of Architects Santa Barbara (AIA) and later met with AIA representatives. Their comments were generally positive in that the guidelines help explain the term “compatible”; however, they had some
concerns about the guidelines being too restrictive, too rigid, and in some cases potentially reducing incentives offered by the AUD Incentive Program.

The Planning Commission reviewed the draft guidelines on February 16, 2017 and believed that they are a step in the right direction. The Planning Commission offered suggestions on wording and clarifications, and commented that the guideline language should more strongly emphasize the objective of empowering design review boards to address neighborhood compatibility (Attachment 1 – Planning Commission minutes).

On February 27, 2017, staff presented draft guidelines to the ABR that had been revised to respond to the comments of the Planning Commission, various interested groups, and the public. The ABR accepted the revisions and recommended Council adoption (Attachment 2 – ABR minutes).

On March 17, 2017, staff presented the revised draft guidelines to the HLC, and the HLC recommended Council adoption (Attachment 3 – HLC minutes).

Guideline Organization and Content

The proposed Infill Design Guidelines will be inserted into the existing ABR and HLC General Design Guidelines and Meeting Procedures documents, and include the following major components:

- New goals are added to the existing list of goals that define the major concerns and objectives of the review process (Inside Cover).
- The full text of the Project Compatibility Criteria are added to the “Guidelines Interpretation and Application” section (Introduction).
- A new paragraph describes how projects must not only comply with Zoning Ordinance standards, but must also be consistent with the Project Compatibility Criteria (Part I).
- The term “compatibility” is defined for the context in which it is used (Part I).
- The introduction to the section on the AUD Incentive Program explains the necessity to balance the objectives of that program while maintaining the goal of achieving neighborhood compatibility (Part I).
- New guidelines sections are inserted in Part I, Architectural Design Guidelines, organized by topics of:
  - Building Design, Height, and Massing
  - Site Planning for Open Space and Landscaping
  - Livability and Privacy
  - Historic Resources
- Each guidelines section is preceded by introductory language intended to explain and give context to the guidelines in that section. Each introduction explains that the
group of individual guidelines offers a list of specific design options to achieve consistency with the Project Compatibility Criteria (Part I).

SUPPLEMENTAL GUIDELINES FOR AUD INCENTIVE PROGRAM PROJECTS – RESIDENTIAL UNIT CONFIGURATION AND PARKING:

On December 13, 2016, Council directed staff to draft, for the Planning Commission’s consideration, additional guidelines specifically applicable to AUD Incentive Program projects regarding the number of potential occupants of these developments, and potential related impacts to parking in surrounding neighborhoods. Specifically, Council asked the Planning Commission to consider incorporating the following into the proposed Infill Design Guidelines: 1) limit each dwelling unit to a maximum of two bathrooms; 2) require that projects of five or more units be sent to the Planning Commission for comments; and 3) require two parking spaces for dwelling units with three or more bedrooms. These supplemental AUD Incentive Program guidelines were not presented to or discussed with the ABR or HLC (Attachment 4).

There was no consensus (by 3/3/1 vote) among the Planning Commission on the supplemental AUD Incentive Program guidelines. The Planning Commissioners who were not in favor of including the supplemental guidelines as a part of the draft Infill Design Guidelines commented that these issues are best addressed with an ordinance amendment rather than design guidelines, suggested waiting to see the results of the Housing Task Force’s work, and expressed concerns about consistency with Housing Element policies. The Planning Commissioners who were in favor of the including the supplemental guidelines as a part of the draft Infill Design Guidelines commented that they would be useful as an interim tool for the design review bodies.

Staff agrees that the above issues should be addressed in some form. However, staff has concerns about the implementation of standards regulating the number of bathrooms, interior unit configurations, and the number of required parking spaces as design guidelines. The types of guidelines that “may” require a maximum limit on number of bathrooms or “may” require additional parking spaces are problematic since they do not provide regulatory certainty for applicants when designing projects. An amendment to the AUD Incentive Program ordinance may be a more appropriate method to address these concerns, and the Housing Task Force is considering related amendments. Staff recommends that the above issues be considered together with any other ordinance amendments recommended by the Housing Task Force rather than appended to the proposed Infill Design Guidelines.

Council also requested that the Planning Commission consider a requirement that all AUD Incentive Program projects proposing five or more dwelling units be sent to the Planning Commission for comments. The Planning Commission commented unanimously that it does not wish to review these smaller AUD projects because the Commission believes
that comments alone do not carry enough weight. If AUD Incentive Program projects are referred to the Planning Commission, it prefers to have decision-making authority.

CONCLUSION:

Planning staff has been working since 2014 to develop guidelines for multi-residential and mixed use projects.

The most recent effort to create design guidelines began late in 2016 in response to continuing concerns about large AUD Incentive Program projects and a lack of applicable design guidelines. Planning staff took advantage of the momentum, and the generous time commitment of the HLC and ABR volunteer representatives, to develop the proposed design guidelines without the assistance of a professional consultant. This effort is considered an interim step to give the design review boards some immediate tools to achieve compatible infill development in existing neighborhoods. Additional graphics, renderings, or photos to provide visual guides is still recommended to supplement the proposed Infill Design Guidelines as part of a future work effort.


*Hard copies of these documents are available at the City Clerk’s Office and are also available from the Planning Division at 630 Garden Street.

PREPARED BY: Jaime Limón, Senior Planner, Design Review Supervisor

SUBMITTED BY: George Buell, Community Development Director

APPROVED BY: City Administrator’s Office
IV. DISCUSSION ITEM:

ACTUAL TIME: 1:06 P.M.

REVIEW AND COMMENT ON PROPOSED INFILL DESIGN GUIDELINES TO BE USED BY THE ARCHITECTURAL BOARD OF REVIEW AND THE HISTORIC LANDMARKS COMMISSION

The proposed design guidelines are applicable to projects proposed under the Average Unit Size Density Incentive program (AUD), but are also applicable to other large multi-unit residential, mixed use, and commercial buildings proposed as redevelopment, or new development on vacant sites, in areas of the City where compatibility with the surrounding neighborhood is an important consideration. The proposed Infill Design Guidelines will be inserted into the existing ABR and HLC General Design Guidelines & Meeting Procedures documents. The Planning Commission will also consider supplemental design guidelines for AUD projects related to configuration of dwelling units and provision of additional parking spaces for larger units, and possible Planning Commission review and comment on AUD projects proposing five or more dwelling units. Staff is requesting comments to the ABR, HLC, and Council on the proposed design guidelines.

Contact: Jaime Limon, Senior Planner
Email: JLimon@SantaBarbaraCA.gov Phone: (805) 564-5470, extension 5507
Contact: Tony Boughman, Assistant Planner
Email: TBoughman@SantaBarbaraCA.gov Phone: (805) 564-5470, extension 4539

Tony Boughman, Assistant Planner, gave the Staff presentation. Jaime Limon, Senior Planner, was available to answer any questions.

Chair Higgins opened the public hearing at 1:29 P.M.

The following people provided comment:

1. Lindsey Baker, Co-President, League of Women Voters, submitted written comments in support of the proposed design guidelines.
2. Alex Pujo, stated that proposed Historic Resources guideline number nine on page 7: eaves and ridge lines should be “compatible” rather than “consistent”, therefore not have to be the same. He spoke in support of the AUD program incentive for one parking space per dwelling, and opposed to the supplemental AUD guideline to provide additional parking.
3. Lisa Plowman, Coastal Housing Coalition, submitted written comments and ceded her time to Detlev Peikert.
4. Detlev Peikert submitted written comments and said that the guidelines need more study. He suggested the use of “compatible” rather than “consistent” to adhere to their meanings and provided examples.
5. Christine Newhauser submitted written comments and asked that more parking be required and adequate green space.
6. Ellen Bildsten, AIA, will provide comments and recommendations to staff. The word “should” is too prescriptive, and suggested “could.”

7. Jan Hochhauser supports the comments made by Mr. Pujo and Mr. Peikert, and advocated for more involvement by the Planning Commission in AUD projects, citing his experience with his project at 800 Santa Barbara Street.

With no one else wishing to speak, the public hearing was closed at 1:46 P.M.

Staff asked the Commission to comment on the following four questions:

**Question No. 1:**
Do the guidelines adequately address the design concerns often expressed by members of the public and neighbors of proposed infill development projects?

Commissioners were evenly divided with three in agreement (Jordan, Lodge, Wiscomb) and three that were not (Campanella, Higgins, Schwartz).

Commissioners in support of the guidelines commented that though there were areas that could use additional clarification, such as use of “compatible” and “consistent” and “livability”, the guidelines at least provided the design review boards with a tool they presently do not have.

Commissioners who did not agree expressed concern with the absence of updated Haley/Milpas Design Guidelines. Some Commissioners thought that the suggested supplemental AUD guidelines regarding bathroom limitations and parking should be addressed with an ordinance amendment.

**Question No. 2:**
Do the guidelines provide the needed tools to the ABR and HLC to ensure compatible projects while advancing the objectives of the AUD Program?

Commissioners were split with three in agreement (Campanella, Higgins, and Lodge) stating that it was a step in the right direction, but too soon to tell if it would work.

Two Commissioners (Schwartz, Wiscomb) commented that there was not enough ‘teeth’ in the guidelines for the design review boards to address compatibility. Commissioner Jordan could not comment, stating that the language could be stronger and should also include more language in the last two sections (Livability and Privacy, and Historic Resources) to explain why those guidelines sections are important. The guidelines related to Historic Resources should include the physical consequences on loss of sunlight, loss of air, or loss of views that effect historical resource buildings.
Question No. 3
Is the approach of having the ABR and HLC consider bathroom limitations, unit configuration, and the potential to require additional parking a reasonable application of design guidelines?

Commissioners were evenly divided with three in agreement (Jordan, Lodge, and Wiscomb) and three that were not (Campanella, Higgins, Schwartz).

Commissioners in support of the guidelines stated that the guidelines could be overwritten by an ordinance amendment in the future, but until the Housing Task Force completes its work, this provides a tool for the design review boards on an interim basis.

Commissioners who did not agree had varied responses ranging from wanting to see the issues addressed by the supplemental AUD guidelines reviewed at the Task Force level first, while one Commissioner was not convinced that the guidelines are consistent with the General Plan.

Straw Poll: Is the approach of having the ABR and HLC consider bathroom limitations a reasonable application of design guidelines?

Ayes: 3  Noes: 3 (Campanella, Higgins, Schwartz)

Commissioners in support commented that guidelines could be an interim measure while the AUD program is under review.

Question No. 4:
Does the Planning Commission wish to review and provide comments to the ABR and HLC on all AUD projects proposing five or more units?

The Commission was unanimous in commenting “no” on providing comments for a small number of units. Commissioners stated that it was not an effective use of the Planning Commission’s time to provide comments only and, if AUD projects were referred to them, they would prefer to have decision-making authority.

Overall, the Commission was appreciative of the work done by the design review boards. Ms. Brooke took a moment to acknowledge the word of Jaime Limon and Tony Boughman who have worked in a short time and limited budget on these drafts.
DISCUSSION ITEM

1. CITYWIDE

(3:10) Assessor’s Parcel Number: 099-MSC-0PD
Application Number: MST2017-00059
Owner: City of Santa Barbara
Applicant: Planning Division
(Infill Design Guidelines to be inserted into existing ABR General Design Guidelines & Meeting Procedures.)

Recommendation to the City Council for adoption of proposed guidelines.

Actual time: 3:38 p.m.

Present: Tony Boughman, Assistant Planner, City of Santa Barbara; Jaime Limón, Senior Planner, City of Santa Barbara

Straw vote: How many Board Members are ready to release the document as presented? 5/0 Passed

Discussion was held, the Board made two minor edits and approved the Infill Design Guideline to move forward.
MISCELLANEOUS ACTION ITEM

1. CITYWIDE
   (1:15)
   Assessor’s Parcel Number: 099-MSC-0PD
   Application Number: MST2017-00059
   Owner: City of Santa Barbara
   Applicant: Planning Division
   (Infill Design Guidelines to be inserted into existing HLC General Design Guidelines & Meeting Procedures.)

(Recommendation to the City Council for adoption of proposed guidelines.)

Actual time: 1:30 p.m.

Present: Jaime Limón, Senior Planner and Tony Boughman, Assistant Planner, City of Santa Barbara

Public comment opened at 1:45 p.m.

1. Kellam de Forest spoke in support of the guidelines and asked about the definition for the term “adjacent.”
2. Greg Reitz stated that Floor-to-Lot Area Ratio (FAR) is not well defined, and he emphasized the importance of private open space on balconies; the guidelines seem to favor open space on the ground floor.
3. Correspondence from Virginia Rehling was acknowledged.

Public comment closed at 1:53 p.m.

Motion: Recommend to City Council the adoption of the proposed guidelines, with comment:
   1. The Historic Landmarks Commission intends that the guidelines will always be interpreted with reference to the power and duty of the Historic Landmarks Commission under City Charter Section 817.

Action: Mahan/Drury, 7/0/0. (Murray absent.) Motion carried.

Additional comments:
1. The Commission requested a method of notification to the HLC for projects involving adjacent historic resources. The Urban Historian will provide written recommendations for such projects to the Architectural Board of Review, and the HLC will be copied on this memoranda and notified of the outcome.
2. Chair La Voie expressed concern about staff approvals of porches and recommended that these appear as Consent agenda items. Staff responded that this would be addressed in a future review of design guidelines.
Excerpt from Planning Commission staff report of staff’s draft Average Unit Size Density Incentive Program (AUD) guidelines for unit configuration and parking presented to the Planning Commission on February 16, 2017 below:

The AUD program incentives allow higher residential densities in some areas of the City and reduced parking requirements. The program is based upon the average unit size, which can allow a variety of unit sizes, regardless of bedroom count.

1. Units with three or more bedrooms should be configured to encourage shared use of all areas of the unit, rather than dormitory style configurations which may lead towards inadequate parking for the number of occupants, and negative impacts on the livability of the project and neighborhood. To address these concerns, the ABR/HLC may request design adjustments to address the ratio of bedrooms to bathrooms, the total number of bathrooms within the units, and overall configuration of the units to facilitate occupancy by a single household instead of a number of individuals or multiple households.

2. Larger units with more bathrooms can facilitate additional occupants and may have negative impacts on the livability of the project and neighborhood. A limitation in the number of bathrooms to two (2) per unit may be considered.

3. Depending on the size and configuration of units within the project, a project may benefit if units with three (3) or more bedrooms are provided two (2) or more parking spaces. Tandem or stacked parking configurations can be acceptable under certain conditions, subject to Transportation Planning Division approval.

Staff requests that the Planning Commission review the draft Infill Design Guidelines and offer comments to the HLC and ABR. Suggested comment areas are:

1) Do the guidelines adequately address the design concerns often expressed by members of the public and neighbors of proposed infill development projects?
2) Do the guidelines provide the needed tools to the ABR and HLC to ensure compatible projects while advancing the objectives of the AUD Program?
3) Is the approach of having the ABR and HLC consider bathroom limitations, unit configuration, and the potential to require additional parking a reasonable application of design guidelines?
3a) If so, do the supplemental guidelines regarding unit configuration, bathroom limitations and additional parking adequately address concerns related to residential density and parking impacts to neighborhoods?
4) Does the Planning Commission wish to review and provide comments to the ABR or HLC on all AUD projects proposing five or more units?
RESOLUTION NO. __________

A RESOLUTION OF THE COUNCIL OF THE CITY
OF SANTA BARBARA TO APPROVE THE
ADDITION OF INFILL DESIGN GUIDELINES TO
THE GENERAL DESIGN GUIDELINES AND
MEETING PROCEDURES FOR THE HISTORIC
LANDMARKS COMMISSION AND
ARCHITECTURAL BOARD OF REVIEW

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

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

WHEREAS, the City of Santa Barbara determined that design guidelines for infill
development of multi-unit, mixed-use, and larger commercial projects are needed;

WHEREAS, Staff worked with a subcommittee of the HLC and the ABR in drafting
the guidelines;

WHEREAS, Staff worked with the HLC and ABR on specific revisions so that the
guideline language is consistent for the HLC and ABR;

WHEREAS, Staff has prepared updated versions of General Design Guidelines
and Meeting Procedures for the HLC and ABR for their use in review of projects;

WHEREAS, the HLC and ABR drafted guidelines and reviewed proposed revisions
in 2016 and 2017, and both review bodies recommend the proposed guidelines be
adopted by Council; and

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

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

1. The revised General Design Guidelines and Meeting Procedures for the
   Historic Landmarks Commission and Architectural Board of Review,
   attached hereto as Exhibits A and Exhibit B, are hereby adopted.
2. Resolution 11-078 of the Council of the City of Santa Barbara which
   approved the previous General Design Guidelines and Meeting Procedures
   for the Historic Landmarks Commission and Architectural Board of Review is
   hereby repealed.
HISTORIC LANDMARKS COMMISSION
GENERAL DESIGN GUIDELINES &
MEETING PROCEDURES

Prepared By
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF SANTA BARBARA
CALIFORNIA

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

Revised April 2017 to add Infill Design Guidelines
The Historic Landmarks Commission (HLC) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

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

B. to encourage and protect the integrity and character of El Pueblo Viejo (EPV);

C. to ensure that development is compatible with EPV and is sensitive to neighboring historic resources;

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

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

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

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

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

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

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

K. to ensure appropriate building massing (including size, mass, bulk, height and scale) in relationship to its site location and the surrounding neighborhood;

L. to promote neighborhood compatibility;

M. to encourage high standards of livability of projects and safety of residents; and

N. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process.
# HISTORIC LANDMARKS COMMISSION GUIDELINES

## TABLE OF CONTENTS

### INTRODUCTION
Purpose of the HLC General Design Guidelines & Meeting Procedures ............................................. 1
HLC Background and Purpose ............................................................................................................. 1

#### Project Compatibility Considerations
Guideline Interpretation and Application .......................................................................................... 2
Relationship to Other Documents ....................................................................................................... 2
Guideline Organization ....................................................................................................................... 4
Other City Design Guidelines ........................................................................................................... 4
Federal and State Standards and Codes .............................................................................................. 6

### PART I ARCHITECTURAL DESIGN GUIDELINES

#### SECTION 1 Infill Design Guidelines
1.1.1 Purpose of the Infill Design Guidelines .................................................................................... 8
1.1.2 Compatibility ............................................................................................................................ 8
1.1.3 Average Unit Size Density Incentive Program (AUD) .............................................................. 8
1.1.4 Design Techniques and Approaches .......................................................................................... 9

#### SECTION 2 Historic Resources Significance – All Structures and Sites
1.2.1 Historic Resources Element .................................................................................................... 13
1.2.2 Demolition Review Study Area ............................................................................................... 13
1.2.3 Infill Projects ........................................................................................................................... 13

#### SECTION 3 Sustainable Building and Site Design, Including Energy Efficiency
1.3.1 Energy Efficiency ...................................................................................................................... 14
1.3.2 Sustainable Building and Site Design ..................................................................................... 15

#### SECTION 4 Administrative Approval Standards
1.4.1 Administrative Staff Review Standards, General ................................................................. 15
1.4.2 Administrative Staff Review Standards, Project-Specific Standards: Commercial & Multi-Family ................................................................. 18
1.4.3 Administrative Staff Review Standards, Project-Specific Standards: Single Family Residential .................................................................................. 25
1.4.4 Definitions ........................................................................................................... 32

SECTION 5 Cost Consideration for Affordable Multi-Family Housing Projects ................................................................................................................. 33

SECTION 6 Zoning Modification Comments ........................................................................ 33
1.6.1 Historic Landmarks Commission Role in Commenting on Modification Requests 33
1.6.2 Zoning Modifications of Yard, Lot and Floor Area Regulations ................................. 33

SECTION 7 Single-Family Residential Two Uncovered Parking Space Exception Requests .................................................................................. 33
1.7.1 Requirements ..................................................................................................... 33
1.7.2 Recommended Project Aspects .......................................................................... 34

PART II LANDSCAPE DESIGN GUIDELINES

INTRODUCTION ........................................................................................................... 37

Purpose of the Landscape Design Guidelines .................................................................. 37

Relationship to Santa Barbara General Plan and Coastal Plan ....................................... 37

Relationship to the Santa Barbara Zoning Ordinance ...................................................... 37

Basis for HLC Landscape Design Guidelines ................................................................ 37

Relationship to City Water Conservation Programs ....................................................... 38

Relationship to City Creeks Programs .......................................................................... 38

Guideline Organization .................................................................................................... 38

SECTION 1 Landscape and Irrigation Plan Applicability, Licensing and Submittal Requirements
2.1.1 Landscape Plans .................................................................................................. 38
2.1.2 Licensing Requirements ...................................................................................... 39

SECTION 2 General Guidelines
2.2.1 Site Layout and Massing ....................................................................................... 41
2.2.2 Plant Selection ..................................................................................................... 42
2.2.3 Sustainability Principles ...................................................................................... 43
2.2.4 Street and Driveway Design ............................................................................... 44
2.2.5 Parking Lots ...................................................................................................... 45
2.2.6 Tree Root Barrier Guideline ................................................................................. 46

SECTION 3 Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects
2.3.1 Commercial/Industrial/Institutional ...................................................................... 46
2.3.2 Multi-Residential ................................................................................................. 46
2.3.3 Two-Family (R-2) Zone ........................................................................................... 47

SECTION 4 Tree and Vegetation Preservation
2.4.1 General ............................................................................................................... 47
2.4.2 Projects Proposing Tree Removal ........................................................................... 48
2.4.3 Tree Removal and Replacement Permits: Lots Developed with Multi-Family Residential, Commercial, or Industrial Uses .................................................................................................................. 49
2.4.4 Tree Removal and Replacement Permits: Lots Developed with Single-Family Residential or Duplex Uses .......................................................................................................................... 50
2.4.5 Tree Removal Permits Exception ............................................................................. 50
2.4.6 Landscape Removal and Replacement Permits ....................................................... 50
2.4.7 Hillside Design District Vegetation Removal: Vegetation Removal Ordinance and Neighborhood Preservation Ordinance (NPO) ........................................................................................................ 51
2.4.8 Definitions ............................................................................................................ 51

SECTION 5 Special Areas
2.5.1 Hillside Residential Landscape Design ............................................................... 53
2.5.2 Creeks, Water Courses and Wetlands ................................................................ 54
2.5.3 High Fire Hazard Area Landscape Design .......................................................... 54

PART III MEETING PROCEDURES
SECTION 1 Introduction, Interpretation and Application ................................................. 57
SECTION 2 General Information and Procedures .......................................................... 57
3.2.1 General Information ............................................................................................ 57
A. Meeting Dates and Location
B. Applications and Filing
C. Licensing Advisory
D. Application Completeness
E. Notice and Posting
F. Fees
G. Staff Contact

3.2.2 Agenda Organization ..................................................................................................59
   A. General Business
   B. Discussion Items
   C. Cultural Resource Studies
   D. Appeals
   E. Concept Review
   F. Project Design Approval
   G. In-Progress Review
   H. Final Approval
   I. Review After Final Approval

3.2.3 Notices ......................................................................................................................60
   A. Consent and Full Commission Items
   B. Pre-HLC Review Applicant Workshop

3.2.4 Project Presentation/Plan Substitution ..................................................................60
   A. Plan Presentation
   B. Plan Substitution

3.2.5 Public Hearings and Public Comments ...............................................................61

3.2.6 Review Levels ..........................................................................................................62
   A. Concept Review
   B. Planning Commission Comments
   C. Project Design Approval
   D. In-Progress Review
   E. Final Approval
   F. Review After Final
   G. Consent Calendar
   H. Minor Projects Eligible for Administrative Staff Approval
   I. Construction Without Permit (“As-Built”)

3.2.7 Procedure for Continuances, Postponements, Referrals and Absences ..........65
   A. Continuances
   B. Postponements
C. Referral from Consent Calendar to Full Commission
D. Absences at Consent Calendar

3.2.8 Decisions ............................................................................................................66
A. Project Compatibility Analysis
B. Findings to Approve a Project
C. Findings to Approve a Project - Single Family Residence
D. Project Denials

3.2.9 Action, Appeals, and Expiration of Approval .......................................................68
A. Time Limits on Approvals
B. Time Extensions
C. Appeal of HLC Decision
D. Re-Filing a Denied Project Design
E. Appeal of Sign Committee Decision

3.2.10 Plan Check and Building Permit..........................................................................69
A. Cursory Plan Review
B. Preliminary Plan Review
C. Building Plan Check
D. Building Permit

SECTION 3 Jurisdiction
3.3.1 HLC Jurisdiction–General ...................................................................................69
3.3.2 HLC Jurisdiction–Single Family Residential ........................................................71
3.3.3 Scope of Project Review .....................................................................................71
A. Standard Review
B. Focused Review
3.3.4 Subdivision Grading Plans ................................................................................73
3.3.5 Signs ...................................................................................................................74

SECTION 4 Meeting Conduct
3.4.1 General Procedures ............................................................................................75
A. Robert’s Rules of Order
B. Discussions Outside of Regularly Noticed Meetings
C. Quorum
D. Abstention on Continued Items
E. Reconsideration
F. Brown Act Meeting Rules
G. Conflict of Interest
H. Staff Assistance
I. HLC Member Attendance
J. HLC Member Compensation
K. HLC Member Site Visits
L. Story Pole Requirements

3.4.2 Officer Election........................................................................................................77
A. Chairperson
B. Vice Chairperson

3.4.3 Subcommittees/Advisory Committees ..................................................................77

SECTION 5 Single-Family Submittal Requirements .............................................77

SECTION 6 Visual Aids, Including Story Poles

3.6.1 Purpose ................................................................................................................77
3.6.2 Definition ..............................................................................................................78
3.6.3 When Required ...................................................................................................78
3.6.4 Other Visual Aids ...............................................................................................78
A. Photo Simulations
B. Three-Dimensional Massing Model
C. Perspective Drawings
D. Rendered Streetscape Elevations
E. Comparative Building Study
F. Size, Bulk and Scale Analysis Tools

APPENDICES

Appendix A: Landscape Design Standards for Water Conservation .............81
Appendix B: High Fire Hazard Area Landscape Guidelines ...............................85
Appendix C: List of Invasive Plants (California Exotic Pest Plant Council) ......89
Appendix D: List of Recommended Parking Lot Trees........................................95
INTRODUCTION

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

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

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

In addition to these HLC General Design Guidelines & Meeting Procedures, there are other design guidelines found in other documents that may apply to projects within the jurisdiction of the HLC. The El Pueblo Viejo Design Guidelines are the foundation document establishing the Historic Landmarks Commission’s criteria for appropriate development in El Pueblo Viejo Landmark District as well as for structures which have been deemed historic or listed on the City’s Potential Historic Resources List. Other design guidelines provide additional information for some projects in certain areas of the City, including special districts and for outdoor lighting standards. These HLC General Design Guidelines & Meeting Procedures contain administrative review criteria, landscaping standards, and meeting procedures. Projects proposing infill development or redevelopment are also subject to the Infill Design Guidelines in Part I, General Architectural Design Guidelines, Section 1, on page 8 below. The Infill Design Guidelines describe what it means for a project to be compatible, and offer a menu of design techniques and approaches that projects can use to complement existing buildings, preserve neighborhood character, and integrate into existing neighborhoods.

HLC Background and Purpose

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

- **Purpose of HLC.** According to the city of Santa Barbara Municipal Code (SBMC) one of the
primary purposes and objectives of the HLC is to safeguard the heritage of the City by providing for the protection of historic resources as outlined in (Chapter §22.22, Historic Structures Ordinance). In support of this objective, the HLC was established pursuant to §817 of the Charter of the City of Santa Barbara.

Guideline Interpretation and Application

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

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

Project Compatibility Considerations

The HLC shall consider the Project Compatibility Criteria in SBMC §22.22.145 when it reviews and approves or disapproves the design of a proposed development project. These guidelines assist the HLC in considering the Project Compatibility Criteria listed below:

1. **Compliance with City Charter and Municipal Code; Consistency with Design Guidelines.** Does the project fully comply with all applicable City Charter and Municipal Code requirements? Is the project’s design consistent with design guidelines applicable to the location of the project within the City?

2. **Compatible with Architectural Character of City and Neighborhood.** Is the design of the project compatible with the desirable architectural qualities and characteristics which are distinctive of Santa Barbara and of the particular neighborhood surrounding the project?

3. **Appropriate size, mass, bulk, height, and scale.** Is the size, mass, bulk, height, and scale of the project appropriate for its location and its neighborhood?

4. **Sensitivity to Adjacent Landmarks and Historic Resources.** Is the design of the project appropriately sensitive to adjacent Federal, State, and City Landmarks and other nearby designated historic resources, including City structures of merit, sites, or natural features?

5. **Public Views of the Ocean and Mountains.** Does the design of the project respond appropriately to established scenic public vistas?

6. **Use of Open Space and Landscaping.** Does the project include an appropriate amount of open space and landscaping?

Relationship to Other Documents

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

- **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which development must comply. In the event of a conflict between these guidelines and the Municipal Code, the Code requirements prevail over these guidelines. These Guidelines are intended to augment the Municipal Code by providing complementary detail on the topics discussed.

- **Zoning Ordinance Standards and Project Compatibility Criteria.** The Zoning Ordinance establishes standards, allowances, and restrictions to which development projects must adhere. The Zoning Ordinance includes specific minimum standards (e.g., minimum requirements for open space and setbacks) and maximum standards (e.g., maximum building height, maximum residential density), which collectively define a development envelope on a property. In addition to compliance with the Zoning Ordinance, multi-unit residential, mixed-use, and non-residential development is also subject to design review where projects are individually evaluated by an appointed advisory board for consistency with design guidelines, desirable architectural qualities, appropriate size, mass, bulk, height, and scale, sensitivity to historic resources, public views, and appropriate amount of open space and landscaping. These criteria are listed in SBMC §22.22.145 as the Project Compatibility Considerations. The HLC shall consider these criteria in their review of projects prior to granting Project Design Approval. In that context, although a project may comply with the limits of the development envelope (e.g., minimum open space and landscaping, and under the maximum building height), it may be deemed inconsistent with the Project Compatibility Considerations, and found not approvable.

- **Relationship to Other Design Guidelines.** A number of other City design guidelines provide direction regarding architectural appearance, site design and landscaping. The other guidelines are listed below as “other city design guidelines.” These HLC General Design Guidelines & Meeting Procedures are generally compatible with the other design guidelines and are more detailed on some subjects than the other design guidelines. However, if these “HLC General Design Guidelines & Meeting Procedures” and other design guideline address the same issue, the other design guidelines applicable to the specific area or topic shall prevail over these “HLC General Design Guidelines & Meeting Procedures”.

- **Relationship to the Master Environmental Assessment.** The City of Santa Barbara Master Environmental Assessment (MEA) document provides guidelines for preparation of cultural resource studies. The city’s MEA document provides procedures to ensure that city projects comply with California Environmental Quality Act (CEQA) review requirements. In some cases, a project may require design changes or monitoring to avoid or lessen potential effects to archaeological and historical resources.

- **Relationship to Neighborhood Preservation Ordinance (NPO).** The NPO requires HLC review and approval for certain single-family residential projects and other grading or alterations proposed within single-family zones. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the HLC.)
Guideline Organization

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

Other City Design Guidelines

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

- **Chapala Street Design Guidelines.** The City of Santa Barbara Redevelopment Agency initiated the Chapala Street Design Guidelines in May 2003 to ensure that public improvements that occur as a result of private sector development of the Chapala Street corridor consisted of a unified theme that met the needs of current downtown residents and businesses. The Chapala Street Design Guidelines influence that area of Chapala Street south of Carrillo Street and north of Hwy 101.

- **El Pueblo Viejo Design Guidelines.** The purpose of these design guidelines is to preserve and enhance the unique heritage and architectural character of the central area of the City which developed around the Royal Presidio, founded in 1782, and which contains many of the City's important historic and architectural landmarks. The design guidelines also address the area around Santa Barbara Mission. These guidelines are also utilized for all projects and are the primary supplemental design guidelines to consider when designing projects in the EPV district.

- **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.

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

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

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

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

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

- **Single-Family Residence Design Guidelines.** These guidelines apply to single-family houses constructed or altered in the Hillside Design District and to certain houses outside of the Hillside Design District. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the HLC.) The purpose of these guidelines is to assist applicants and designers to design homes and additions that are compatible with existing neighborhoods.

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

- **State Street Landscape Design Guidelines:** These guidelines are intended to give direction to private property owners along the State Street Downtown Plaza regarding voluntary alterations to the streetscape for landscaping in front of their property. The guidelines were created in order to assure that any changes to the twelve blocks of the State Street Downtown Plaza that do occur are harmonious with the surrounding context and contribute to the overall improvement of the plaza.

- **Upper State Street Area Design Guidelines.** At the time of adoption of these HLC General Design Guidelines & Meeting Procedures in 2011, no structures were designated with historic significance in the Upper State Street Area (USSA), an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De La Vina Street from Constance Avenue to State Street; commercially developed areas along Hope Avenue, Hitchcock Way and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. However, should structures with historic components be reviewed by the HLC in the future, these guidelines would apply to projects in the USSA.
• **Urban Design Guidelines.** These guidelines apply to the urban grid area of the City. The intent of the guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The guidelines provide design criteria illustrations for design professionals, the public, and to allow the HLC to evaluate development proposal consistency with appropriate design principles.

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

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

### Federal and State Standards and Codes

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

• **Secretary of the Interior's Standards for the Treatment of Historic Properties.** This federal document sets forth standards for the treatment of historic properties and preservation. The document contains standards for historic structure preservation, rehabilitation and reconstruction.

• **State Historic Building Code.** This state document provides alternative building regulations and standards for the rehabilitation, preservation, restoration, or relocation of buildings or structures designated as historic. The intent of this document is to aid in the preservation of designated historic buildings while providing reasonable safety from fire, seismic forces, or other hazards for occupants of such buildings, and to provide reasonable accessibility to, and usability by, the physically handicapped.

• **Manufactured Homes.** According to Govt. Code §65852.3, any architectural requirements imposed on a manufactured home certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Secs. 5401 et seq.) on a foundation system, pursuant to §18551 of the Health and Safety Code, on lots zoned for conventional single-family residential dwellings are limited to its roof overhang, roofing material and color, and siding material and color. Such homes are subject to the same zoning standards that a conventional single-family home on the same lot would be subject to. See Government Code §65852.3(b) for exemptions for projects with historical interest or value on a site.
SECTION 1   Infill Design Guidelines

1.1.1 Purpose of the Infill Design Guidelines.

The purpose of these guidelines is to ensure that infill development complements existing buildings, preserves neighborhood character, and is well integrated into the neighborhood with a cohesive and well-thought out design. Compatible designs respect the existing neighborhood context, character and adjacent structures through compatible building massing (height, scale and location), and incorporate building design principles and streetscape elements that are attractive. In addition, appropriate open space designs incorporate features that increase livability of projects and safety of occupants.

1.1.2 Compatibility. For the purposes of design review, “compatibility” is defined as a project’s ability to integrate harmoniously with the desirable architectural qualities and characteristics which are distinctive of Santa Barbara and the immediate neighborhood. A study of the ten (10) closest properties, and additional properties as needed, can be used in evaluating neighborhood compatibility.

The following should be considered in achieving compatibility:

A. Contextual setting (streetscape, surrounding structures, street trees, parks)
B. Patterns of development in the particular area
C. Architectural style
D. Size, mass, bulk, height, and scale
E. Proximity to, and interface with, historic resources, historic districts, historic sites, or natural features
F. Design intent and overall concept of the project and land use designation of the site

1.1.3 Average Unit Size Density Incentive Program (AUD).

The AUD Program is intended to encourage smaller housing units, locate units closer to transit services and recreational opportunities, and encourage workforce housing. The AUD Program allows increased residential density for projects developed with smaller housing units, and offers incentives for such projects which provide flexibility in development standards such as reduced setbacks, open space, number of stories, and parking requirements. However, there is a balance between advancing the objectives of the AUD Program and approving an appropriately designed project. The characteristics of each project site and its context and surroundings must be evaluated to ensure proposed development fits into a neighborhood. In some cases, an AUD development
may not be able to fully utilize all the available development incentives allowed under the program and still be able to achieve an acceptable degree of project compatibility under the Project Compatibility Criteria.

The HLC shall consider the objectives and available incentives of the AUD Program when reviewing a project for consistency with the Project Compatibility Criteria and applicable design guidelines. The HLC shall make deliberative findings and fully explain how all Project Compatibility Criteria have been evaluated.

Finally, it is also important to understand that the Zoning Ordinance allows large multi-story developments in some areas and these can be a catalyst toward development of other larger buildings in the neighborhood. This is especially true in neighborhoods that are designated for high density, multi-unit development, but are currently developed at much lower residential densities, lower building heights, and with fewer multi-story buildings. Therefore, a reasonable balance must be considered when reviewing multi-story projects. The HLC should consider the objectives of the AUD Program while ensuring quality design, compatibility with adjacent buildings, and well-designed buildings.

1.1.4 Design Techniques and Approaches

The Infill Design Guidelines are organized in sections: Building Design, Height and Massing; Open Space and Landscaping; Livability and Privacy; and Historic Resources. Each section lists some possible design techniques and approaches that can be employed in order to achieve the objectives in the Project Compatibility Criteria. Other creative and innovative design techniques and approaches may be considered in order to achieve the intended objectives of the listed guidelines.

A. Building Design, Height and Massing: Appropriate building design, height and massing contributes to Santa Barbara’s quality, sense of place and compatibility. These guidelines seek to ensure a project is compatible with the neighborhood through appropriate mass, bulk and scale. In addition, the design should be well integrated into the neighborhood with a cohesive and well-thought out design. Massing refers to the building’s physical form including size, mass, bulk, scale and height. Massing is influenced by specific design features and architectural treatments that may be used to express or break up the massing of a building including: variations in building height, setbacks, stepping back recessed volumes, and other strategies to provide a response appropriate for the surrounding context.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the design techniques and approaches listed below as needed to result in an appropriate size, mass, bulk, height, and scale of the building and achieve compatible building design and massing:

1. Design new buildings to enhance and fit into the streetscape. Consider all design elements for compatibility with adjacent buildings and with the immediate neighborhood.
2. Setting back a building more than the Zoning Ordinance requirement may be necessary to be compatible with the general alignment of the setbacks of neighboring properties and to reduce apparent building mass along the street.

3. Avoid massing that overwhelms adjacent buildings and streetscapes. Stepping back upper floors can mitigate overall mass of the building.

4. Reduce the overall floor area of the building by decreasing the average unit size, number of units, bedrooms or bathrooms per unit. The floor-to-lot-area ratio (FAR) can be used to evaluate if the project may be too large for the size of the lot.

5. It may be necessary to reduce the plate heights to lower overall building height and massing. Plate heights should relate to the size and use of the occupancy type.

6. Use variation in height and roofline to reduce the perceived height of the building.

7. Step down larger buildings in height adjacent to smaller buildings, especially if adjacent buildings are historically significant.

8. Open stairs leading to upper floors or the roof top can help reduce building mass. (When allowed by building code.)

9. Design parking to minimize building mass and height and to maximize functional open space and landscaping. Stacked parking and at-grade podium designs can increase building height, while underground parking can lower building height and reduce mass.

10. Provide articulation to reduce the apparent mass and scale of the building, and to be sensitive to the neighborhood.

11. Organize the street facades of a large development or building into several visually distinct parts to create the appearance of several smaller buildings.

12. Divide a larger building mass into smaller components similar in size to adjacent structures to reduce the overall mass of the building. Consider all elevations of the project.

13. Buildings should be within the range of heights seen in the neighborhood. Careful consideration should be given when proposing a building with more stories than surrounding buildings. Three or four story buildings may not be appropriate in all neighborhoods.

14. Encourage the use of traditional building materials compatible with neighborhood styles.

B. Site Planning for Open Space and Landscaping: Open space and landscaped areas contribute to the City’s natural beauty and enhance the overall quality of life, aesthetic appearance, and sense of place that is distinctive to the Santa Barbara
community. Open space and landscaping break up the monotony of paved and built surfaces and contribute to a cleaner environment and healthier, livable neighborhoods. A generous amount of open space and landscaping is considered a positive enhancement to a project. Functional common and private open space enhances the quality of life for the occupants. Setbacks also serve to provide a sense of openness and continuity and enhance the environment. Interior setbacks can provide a buffer between adjoining properties and structures and allow for useable common and private outdoor gathering areas.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the following design techniques and approaches listed below as needed to achieve appropriate open space and landscaping:

1. Provide significant landscaping and trees at the ground level, particularly in areas that can screen and soften the larger masses of the building.
2. Include landscape buffers between surface parking, hardscape, and buildings.
3. For larger residential developments, combine and/or increase the amount of functional common open space and landscaped areas to accommodate amenities, such as play areas for children, recreational facilities, and outdoor gathering areas.
4. Landscaping on upper level decks may be appropriate as a method to increase livability and soften the mass of the building.
5. Preserve and incorporate existing natural landscape features and mature trees into new development. If not preserved, provide sufficient new landscaping.
6. Designs with parking garages under buildings or with stacked parking could help provide additional area on the site for open space and landscaping.

Part II of this document is the HLC Landscape Design Guidelines which has additional guidelines related to Site Planning for Open Space and Landscaping in sections on: Site Layout and Massing (Section 2.2.1), Parking Lots (Section 2.2.5), Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects (Section 3), and Tree and Vegetation Preservation (Section 4).

C. **Livability and Privacy:** The concept of livability is broad and can take on different meanings; however, for the purpose of these infill design guidelines, the concept of “livability” considers a person’s quality of life as it pertains to their place of residence or employment. Desirable livability design features including useable, functional, common and private open space, access to light and air, safety, and privacy from neighboring properties are considered important amenities to enhance quality of life for occupants. Meeting with adjacent neighbors to discuss livability and privacy considerations prior to beginning the City application process is strongly encouraged.
It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the design techniques and approaches listed below as needed to enhance the livability of the project:

1. Provide appropriate useable open space to accommodate gathering, playing, and seating areas for residents. In some cases above-grade open space such as roof decks may be an acceptable substitute for on-grade open space if it provides adequate functional space, preserves privacy, and does not pose massing, height, and other aesthetic concerns.

2. Certain projects in certain zone districts do not have required setbacks from interior property lines. In specific cases, it may be appropriate to set back the proposed development in order to provide greater livability, light and air, and privacy for users of the proposed development and adjacent development.

3. Design parking to avoid conflict with living areas, but still be easily accessible to residential units.

4. Provide pedestrian pathways to create safe and efficient connections to on-site buildings, the public right-of-way, adjacent properties, and the neighborhood.

5. Design projects with visible entrances, lobbies, and gates from public sidewalks and streets.

6. Provide clearly demarcated, accessible, and lighted pathways between sidewalks and building access points to establish a sense of presence and safety.

7. Use courtyards, paseos, gardens and other outdoor areas to enhance open spaces.

8. Design projects to comply with the City’s Outdoor Lighting Ordinance and Guidelines.

9. Place windows to avoid direct views into neighboring windows by offsetting or staggering with neighbors’ window locations.

10. Avoid placing larger upper-story windows overlooking the rear yards of adjacent properties.

11. Locate upper-story balconies and decks to minimize loss of privacy for neighboring properties.

12. Set back upper floors or increase side and rear yard setbacks to pull windows farther away from neighboring residents.

13. Orient upper story decks to face the street or away from neighboring windows, openings, and yards.

Part II of this document is the HLC Landscape Design Guidelines. Part II, Section 2, General Guidelines contains additional guidelines related to utilizing landscaping to enhance privacy.
SECTION 2 Historic Resources Significance—All Structures and Sites

1.2.1 Historic Resources Element. The Historic Resources Element of the General Plan contains a goal to “Protect the significant contribution made by Santa Barbara’s neighborhood historic resources to the City’s charm and sense of historical context.” Historic Resources Element Policy HR1 – Protect Historic and Archaeological Resources, seeks to protect the heritage of the City by preserving, protecting and enhancing historic resources, and Policy HR2 – Ensure Respectful and Compatible Development, directs that all development respect historic resources and the overall historic character of the City. Implementation Actions HR2.1 thru HR2.5 specifically address construction in proximity to historic resources, and that development shall be designed, sited and scaled to be compatible with their historic neighbors and with public enjoyment of the historic site. The following guidelines are intended to implement Policy HR2.

1.2.2 Demolition Review Study Area. Project sites within the City’s Demolition Review Study Area containing older structures, site features, or landscape features must be researched to determine if they are potentially historically significant, or eligible to be designated as historic resources. Evaluation and protection of archaeological resources, historic resources, or trees are governed by policies, laws and regulations of the Municipal Code and at the state and federal levels. Consultation with the City’s Urban Historian is required for demolition or substantial alterations proposed for structures and for the proposed removal of any potentially historic site feature such as walls or landscaping. Existing historic structures and historic site features such as walls, gates, stairways, and specimen trees should be preserved and included as a part of the overall plan where feasible.

1.2.3 Infill Projects. Infill development projects involving historic resources shall preserve, protect, and enhance those resources. Projects on sites adjacent to historic resources shall respect and be compatible with the adjacent resources.

A. Project Sites Containing Historic Resources: If a project parcel contains potentially historic or designated historic resources the project shall be reviewed by the Historic Landmarks Commission (HLC). The Urban Historian can assist the HLC by identifying particular issue areas where the proposed development must show consideration and sensitivity to historic resources on the site.

B. Projects Adjacent to Historic Resources: The HLC is the review body for all projects within El Pueblo Viejo Landmark District or another landmark district. In all other areas of the City, the ABR is the review body for projects adjacent to historic resources, and will follow this section of guidelines.

This section of guidelines helps to ensure that infill development is appropriately sensitive to adjacent historic resources, is compatible, and maintains a balance between historic resources and new construction.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Consultation with the City Urban Historian is required to determine which of the design techniques and approaches listed below
should be followed to demonstrate sensitivity to historic resources:

1. Architectural styles of new or remodeled buildings should be compatible and fit with the character of adjacent structures.
2. Special consideration shall be given to setbacks for projects adjacent to historic resources and/or historic patterns of development to be compatible with other historic resources on the street.
3. Design interior setbacks to maintain an appropriate distance to provide views to the resource, appropriate light and air, and avoid impacts such as crowding or looming over adjacent historic resources.
4. Location of parking and garages should be sensitive to adjacent historic resources.
5. Orient the front entrance of the building to the street and clearly identify the front entrance unless this is not the predominant pattern on the street.
6. Larger buildings should be stepped down in height as they approach smaller adjacent historic resources.
7. Design the front façade to appear similar in scale with adjacent historic resources.
8. Align foundation and floor-to-ceiling heights to be sensitive to adjacent historic structures.
9. Align eaves, cornices, and ridge lines to be compatible with those of the neighboring historic structures.
10. Design the front of buildings to have a similar rhythm and pattern of window and door openings as those of the existing streetscape.
11. Incorporate materials and colors similar to those traditionally used in neighboring historic structures.

SECTION 3   Sustainable Building and Site Design, Including Energy Efficiency

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

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

Building sustainably is encouraged as much as possible when consistent with HLC goals for historic preservation.
1.3.1 **Energy Efficiency.** Buildings shall be designed and oriented to maximize energy efficiency and conservation, including lighting design. Feasible passive and active solar design principles are encouraged.

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

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

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

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

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

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

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

- Effective on-site stormwater management and runoff reduction
- Maximum on-site permeability and percolation
- Water-wise plant choices and water-efficient irrigation
- Preservation of existing vegetation
- Avoiding unnecessary grading
- Use of landscaping to buffer wind and sun
- Natural drainage features
SECTION 4  Administrative Approval Standards

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

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

Projects Not Eligible for Administrative Staff Approval

- Projects subject to public noticing per SBMC Chapter §22.22
- Designated City Landmarks
- Designated Structures of Merit
- Project structure is on the City's "List of Potential Historic Resources" or site is found to possess potential significant historic value as determined by a Community Development Director appointed representative (e.g., Urban Historian); and the proposed alteration may negatively alter a character defining feature or cause an adverse change to the significance of the resource. In this case, consultation with or approval by the Historic Landmarks Commission may be required.

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

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

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

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

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

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

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

www.santabarbaraca.gov/Resident/Home/Guidelines/
G. **Scale:** The scale of additions is compatible with the scale and style of the building and neighborhood. The project scale is consistent with the prevailing development patterns of neighborhood additions. The review criteria utilized to determine correct scale shall be the degree of project visibility, plate heights, roof pitch, and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot are referred to the HLC.

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

<table>
<thead>
<tr>
<th>1.4.2 Administrative Staff Review Standards, Project Specific Standards: Commercial &amp; Multi-Family</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A.</strong> Additions: Minor</td>
</tr>
<tr>
<td><strong>B.</strong> Awnings</td>
</tr>
<tr>
<td><strong>C.</strong> Chimneys and Metal Flues</td>
</tr>
<tr>
<td><strong>D.</strong> Color Changes: Exterior</td>
</tr>
<tr>
<td><strong>E.</strong> Decks: Minor Alterations</td>
</tr>
<tr>
<td><strong>F.</strong> Doors: Minor Alterations</td>
</tr>
<tr>
<td><strong>G.</strong> Driveways/Paving/Minor Sitework</td>
</tr>
<tr>
<td><strong>H.</strong> Fences</td>
</tr>
<tr>
<td><strong>I.</strong> Landscape Alterations: Minor, Including Tree Removals.</td>
</tr>
<tr>
<td><strong>J.</strong> Landscape Improvements</td>
</tr>
<tr>
<td><strong>K.</strong> Lighting: Exterior</td>
</tr>
<tr>
<td><strong>L.</strong> Mechanical Equipment: General</td>
</tr>
<tr>
<td><strong>M.</strong> Mechanical Equipment: Rooftop</td>
</tr>
<tr>
<td><strong>N.</strong> Roofs (and “Reroofs”)</td>
</tr>
<tr>
<td><strong>O.</strong> Shed and Spa Enclosures</td>
</tr>
<tr>
<td><strong>P.</strong> Sidewalk Seating for Commercial Outdoor Dining Areas</td>
</tr>
<tr>
<td><strong>Q.</strong> Skylights</td>
</tr>
<tr>
<td><strong>R.</strong> Soil Remediation Systems: Temporary (1 or 2 Year)</td>
</tr>
<tr>
<td><strong>S.</strong> Time Extension</td>
</tr>
<tr>
<td><strong>T.</strong> Tree Removals: Minor</td>
</tr>
<tr>
<td><strong>U.</strong> Trellises</td>
</tr>
<tr>
<td><strong>V.</strong> Walls: Freestanding</td>
</tr>
<tr>
<td><strong>W.</strong> Windows: Minor alterations</td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

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

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

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

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

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

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

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

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

   a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.4.8.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and
   b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
   c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
   d. No native landscaping is to be removed.
2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration may be approved administratively if it meets the following criteria:

   a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and

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

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

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

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

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

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

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

K. **Lighting: Exterior.** All of the following standards must be met:

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

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

   3. For projects in EPV I or II, the following standards also apply:

      a. Unshielded light bulbs are low intensity to avoid glare and should only be used for decorative or local lighting and may not be used for area lighting.
b. Lantern fixture designs which include bare bulbs resemble the appearance, color and low intensity of a traditional incandescent bulb.

c. Lighting installations may not be approved with exposed raceways or conduits.

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

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

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

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

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

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

1. It is clearly demonstrated that the proposed equipment or skylights are not visible from adjacent properties or public ways, and are screened by existing parapets, building forms or other equipment.

2. The screening proposal presents an integrated appearance with the overall building.

3. Satellite dishes and associated equipment may be required to be painted the same color as the roof or adjacent background.

4. A preferred method for screening rooftop equipment would be an appropriately designed parapet which screens mechanical equipment from street level viewers.

N. **Roofs (and “Reroofs”).** S-Tile roofs are not eligible for administrative approvals. Roofs (including new roofs and "reroofs") reviewed by Staff must comply with the following standards:
1. The type and color of roofing material is compatible with the architectural style of the structure.

2. Roofs of additions or accessory buildings match the roof of the structure.

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

1. The shed or enclosure area is 150 square feet or less.

2. Accessory structures are located in consideration of neighbors and appropriately screened.

3. Materials match site fencing or the main structure’s materials and colors.

4. Any mechanical equipment meets the mechanical equipment administrative approval criteria in Item 1.3.2.K, above.

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

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

1. Proposed equipment or skylights are clearly demonstrated to be invisible from the front of the building, adjacent properties, a street or other public ways, and are screened by existing parapets, building forms or other equipment.

2. There are no more than five skylights proposed for a building.

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

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

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

1. No more than two trees are proposed for removal.

2. No skyline, historic or specimen tree is proposed to be removed.

3. A suitable replacement tree is proposed consistent with Part II of these guidelines.
4. An appropriate number and size of other trees would remain on the building site after the requested removal or a sufficient number of adjacent trees on City property exist to maintain desirable tree density in the area.

5. The removal of the tree is necessitated by plant health considerations and is following recommendations from a licensed landscape architect or certified arborist.

6. If a tree removal does not meet the above criteria, the tree removal is subject to the review and approval of the Parks and Recreation Commission and/or the Historic Landmarks Commission.

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

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

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

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

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

1. The type of windows and color of frames are compatible with the architectural style of the existing structure.
2. Windows of additions match the predominant windows of the existing structure.
3. The window types are of appropriate size and scale for the proposed location(s).
1.4.3 Administrative Staff Review Standards, Project Specific Standards: Single Family Residential

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

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

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

1. No second unit in resulting project;
2. Additions and any alterations are less than 17 feet high;
3. Addition is less than 50% of amount of existing square footage in 1992;
4. Project is less than 85% of the maximum FAR;
5. Less than 250 square feet is proposed to be added to the first floor;
6. Addition is not highly visible to the public as defined in Section 1.3.4.B;
7. Less than 100 cubic yards of grading is proposed;
8. Addition complies with retaining wall guidelines; and
9. There is no vegetative roof on the proposed resulting project.
Exception: A minor addition that is not publicly visible and is located in consideration of neighbors and appropriately screened may be approved administratively even if square footage to be added to the first floor is up to 500 square feet and if the proposed grading outside the main building footprint is up to 250 cubic yards. All other conditions above must be satisfied.

C. **Additions: Small Two-Story.** Additions may be reviewed and approved administratively if all of the following apply to the project:
   1. no second unit in resulting project;
   2. addition is less than 50% of amount of existing square footage in 1992;
   3. the project is less than 85% of the maximum FAR;
   4. less than 150 square feet is proposed to be added;
   5. the addition is not highly visible to the public as defined in Section 1.3.4.B;
   6. less than 100 cubic yards of grading is proposed;
   7. the addition complies with retaining wall guidelines; and
   8. there is no vegetative roof in the proposed resulting project.

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

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

E. **Carports.** Carports which meet all of the following criteria are administratively approvable:
   1. Are not publicly visible as defined in Section 1.3.4.
   2. Carport is compatible in style and materials with the main structure.
   3. Thin metal poles are not used as carport supports.
   4. An appropriate decorative paved pedestrian pathway connects the carport to the main residence.
   5. Landscape planting areas are located adjacent to the carport, if feasible.
   6. Where there is no garage on a property, at least 200 cubic feet of aesthetically integrated lockable exterior storage is provided.
F. **Chimneys and Metal Flues.** All of the following standards must be met:
   1. Chimneys are consistent with the style of the house and use masonry, stone, stucco, or metal pipe.
   2. Horizontal siding material is not used on chimneys.
   3. Metal flues are painted to match the roof color.
   4. The shape of the chimney is fairly uniform, i.e. there is no awkward extensive projection of exposed pipe beyond the top of the chimney in response to Building and Safety requirements.

G. **Decks.** Decks over 100 square feet in area or decks elevated above the first floor level are not eligible for administrative approvals, unless the deck is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened. The following standards must be met for administrative approval:
   1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
   2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
   3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.
   4. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.

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

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

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

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

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

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

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

1. **Minor Landscape Alteration – General.**
   
   a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the replacement may exceed the size and distance limits listed in items
2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and

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

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

d. No native landscaping is to be removed.

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

a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and

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

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

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

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

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

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

M. **Landscape Improvements.** Landscape improvements associated with projects under review shall be reviewed for consistency with landscape design guidelines in the Historic Landmarks Commission Guidelines: Part II, Landscape Design, and may be approved administratively if there is a clear consistency with the guidelines.
N. **Lighting: Exterior.** Both of the following standards must be met for administrative approval:
   1. Replacement or installation of additional fixtures are compatible in style, color and scale with the applicant's house.
   2. Lighting fixtures meet the Outdoor Lighting Ordinance and Guidelines.

O. **Mechanical Equipment: General.** Equipment such as water heaters, water heater enclosures, electrical or gas metering equipment and pool and spa equipment must be located and screened as follows in order to be eligible for administrative approval:
   1. If the new mechanical equipment is installed at ground level, it is placed as close to the dwelling as practical and screened from view through fencing, landscaping or other structures. Landscape screening, the preferred method of screening, is indicated on project plans to be maintained.
   2. All cables connecting outdoor equipment are properly secured and/or buried in the ground.
   3. All pool and spa equipment is located as far away from adjoining properties as reasonably practical in consideration of neighbors, and the equipment’s property line decibel level must be consistent with the Noise Ordinance.

P. **Mechanical Equipment: Rooftop.** Transmitting antennas are not eligible for administrative approvals. Satellite and other rooftop equipment reviewed by Staff must comply with the following standards:
   1. Equipment is screened.
   2. The screening proposal presents an integrated appearance with the overall building.
   3. If equipment will be visible from off-site locations, despite screening or in cases where only vegetative screening is used, the equipment is painted the same color as the roof or adjacent background, as specified by Staff.

Q. **Porches.** If all of the following standards are met, residential porches may be administratively approved:
   1. The porch is a traditional porch design in that it is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.
   2. The type and color of proposed porch materials are compatible with the architectural style of the structure.
   3. The porch railing and supports are designed so that the front door is easily visible from the street.
   4. The porch alignment with the structure complements the existing structure’s architectural alignment, patterns and features.
   5. If the porch is publicly visible as defined in Section 1.3.4, the porch is modest in scale and the porch roof is not higher than 12 feet.
   6. The proposed porch roofing matches the roofing material of the structure.
R. **Roofs.** S-Tile roofs are not eligible for administrative approvals. In order to be reviewed and approved by Staff, roofs (including new roofs and “reroofs”) must comply with the following standards:

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

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

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

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

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

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

1. The trellis covers less than 250 square feet and is less than 12 feet tall
   Exception: If the project is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened, then this criteria is not required for approval.
2. Constructed of smooth cedar, redwood, high-quality, pressure-treated pine or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.

3. Lot line trellis height, length and use of materials are compatible with the neighborhood.

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

1. Less than 4 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.4, located in consideration of neighbors and appropriately screened, then this criteria does not apply.

2. Less than 50 cubic yards of grading outside the main building footprint for the wall project

3. Similar in character with other walls visible in the neighborhood from public viewing locations

4. Hillside Design District Walls: shall follow all guidelines regarding blending with the natural surroundings in the “Single Family Residential Design Guidelines”.

5. Lot Line Walls: Wall height, length and use of materials shall be compatible with the neighborhood.

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

1. The type of windows and color of frames are compatible with the architectural style of the house.

2. Windows of additions match the predominant windows of the house.

1.4.4 Definitions

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

### SECTION 5. Cost Consideration for Affordable Multi-Family Housing Projects

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

### SECTION 6. Zoning Modification Comments

1.6.1 **Historic Landmarks Commission Role in Commenting on Modification Requests**

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

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

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

### SECTION 7. Single-Family Residential Two Uncovered Parking Space Exception Requests

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

1. The uncovered spaces shall not be located in any front yard on the lot,
2. The uncovered spaces shall be screened from public view,
3. If new pavement is proposed for any of the uncovered spaces and the site has an appropriate slope for permeable paving, then the new pavement shall be permeable,

4. Storage space with exterior access of at least 120 square feet of net floor area shall be provided on the lot,

5. The location of the parking and the design of the screening shall be reviewed and approved by the HLCHLC, as applicable,

6. If the lot is located in the A, E, or R-1 zones and has less than 15,000 square feet of net lot area, the uncovered spaces may encroach up to three feet (3’) into a required interior yard if a landscaped buffer is provided between the uncovered spaces and the adjacent interior lot line.

7. The HLC is to review the effectiveness of the project’s proposed screening of the uncovered spaces from public view and the aesthetic quality of structures and landscaping related to automobile and bicycle parking and storage structures. The HLC also determines whether the project is consistent with Neighborhood Preservation Ordinance findings, including neighborhood compatibility findings.

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

Recommended Items

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

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

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

D. **Appropriate shading.** Landscape planting ensures appropriate shading of the space to avoid the possibility of a future plastic/canvas shade structure. New shade trees should have leaf litter, pollen, or branching characteristics compatible with car parking, such as trees listed in Part II of these guidelines as appropriate for parking lots;
E. ** Appropriately designed storage.** At least 120 square feet of exterior accessible lockable storage suitable for the storage of yard maintenance equipment and hazardous household products is provided. Storage area and design should be adequate to the degree necessary to discourage future placement of lower aesthetic quality sheds;

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

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

**Additional Supporting Circumstances**

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

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

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

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

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

LANDSCAPE DESIGN GUIDELINES

INTRODUCTION

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

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

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

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

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

Basis for HLC Landscape Design Guidelines. Many projects subject to HLC review are required to have landscape plans. Projects in some areas, such as El Pueblo Viejo, are subject to other design guidelines which include direction regarding landscaping (see discussion in Part I of these HLC General Design Guidelines & Meeting Procedures). However, some HLC projects are not in an area with other design guidelines. These HLC Landscape Design Guidelines clarify and expand on HLC criteria for reviewing required landscape plans throughout the City.
Relationship to City Water Conservation Programs. The City provides full-color handouts which provide specific techniques on how to comply with the Landscape Design Standards for Water Conservation (Appendix A) and other sustainable landscaping techniques. Full-color handouts regarding sustainable and water-wise landscaping are available in the 630 Garden Street lobby area and on-line at:

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

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

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

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

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

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

2.1.1 Landscape Plans

A. Applicability

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

2. **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites may require landscape plans when:
   a. Existing landscaped areas are proposed for removal or alteration and/or
   b. New landscaping improvements are proposed.
3. **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information, at the HLC’s discretion.

4. **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:
   a. When a proposed improvement involves a historic, archaeological, or environmental resource or hazard, and/or
   b. To lessen potential project impacts to public scenic views.

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

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

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

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

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

2.1.2 **Plan Preparation Licensing Requirement**

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

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

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

B. Single Family Residence Licensing Requirement

1. No License Required. In general, in the following circumstances, landscape and/or irrigation plans may be prepared by an unlicensed person.
   a. Concept Review Plans. Per Business and Professions Code §5641, no license is required to prepare landscape plans for projects for conceptual design and placement of tangible objects and landscape features or plans, drawings and specifications for the selection, placement or use of plants for a single family dwelling.
   b. Final Plans - General. Per Business and Professions Code §5641, plans presented for final approval which do not require grading or drainage plans may be prepared by unlicensed persons.
   c. Plans for Own Property. Per Business and Professions Code §5641, any person may prepare conceptual or final plans for any landscape project on a property they own.
   d. Irrigation Plans. Property owners or irrigation consultants may prepare irrigation plans per State Business and Professions Code §5641.6.
   e. Advisories. The HLC may recommend, but may not require, that an applicant hire a licensed landscape architect to prepare plans for projects in the following circumstances:
      i. The plan submittals are determined inadequate or otherwise do not meet minimum review standards; or
      ii. The proposed project involves extensive revegetation or improvements with unique or sensitive habitats or environments.
2. **License Required: Final Grading and Drainage Plans.** Per Business and Professions Code §5641, only a licensed landscape architect, registered or licensed engineer, architect, land surveyor; or landscape contractor who is contracted to install the landscaping may prepare construction documents, details or specifications for the tangible objects or landscape features, and alteration of site requiring grading and drainage plans. Property owners preparing plans for their own property are exempted from the licensing requirement by Business and Professions Code §5641.1.

**SECTION 2 General Guidelines**

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

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

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

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

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

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

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

D. **Trees for Shade and Weather Protection.** Canopy, skyline, and specimen trees shall be provided for shade and weather protection.
2.2.2 **Plant Selection.** Plant selection for the landscape plan should consider principles of sustainable landscaping and be sensitive to the elements described below.

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

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

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

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

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

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

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

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

I. **Limit Turf.** Use turf only in areas where appropriate for recreational uses. Adhere to turf reduction percentage requirements in SBMC §22.080.020. Consider lawn alternative species.
J. **Natural Plants.** Plant landscaping should consist of real plants. Artificial plastic plants or the use of synthetic turf is not allowed in parkways or publicly visible locations. The use of synthetic turf may be approved at other less visible areas but is generally discouraged.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

D. **Sidewalk Widths.** Provide street sidewalk widths that allow for landscaped parkways to buffer pedestrians from street traffic where feasible.
E. **Street Trees.** City street trees should be incorporated into a project when none exist and/or at locations recommended by the HLC or City Arborist and the Street Tree Master Plan. Any street tree removal is subject to Park Commission approval.

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

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

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

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

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

B. **Plant Types.** Planting shall consist of trees, shrubs and ground cover. Water-wise plant use is required, as is flowering vine use on fences and walls. No turf is allowed.
C. **Shade and Greenery.** Use canopy trees in the interior of surface parking lots to provide shade and greenery. SBMC §28.90.050.3 requires a ratio of trees to parking spaces. Beyond this requirement, providing tree canopy coverage to result in at least 50% of the total paved area to be shaded within fifteen (15) years is recommended. (Refer to List of Recommended Parking Lot Canopy Trees—Appendix D).

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

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

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

2.2.6 **Tree Root Barrier Guideline.** The HLC may suggest or condition that an applicant study or confer with a tree expert (landscape architect, the City arborist or certified arborist) to offer recommendations as to whether a root barrier should be required to be installed. Root barriers may be suggested for a proposed tree location where the roots are within four feet of any hardscape, on-site or off-site, and may potentially affect buildings, sidewalks, paved pathways, curbs, etc. Palm trees do not need root barriers. Barrier placement is not recommended for a tree installation when existing trees are in close proximity because installation may damage roots of those trees.

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

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

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

2.3.2 **Multi-Family Residential.** Exceptional landscape plans for multi-family residential developments are important due to the dense nature of these projects. The following guidelines are specific to proposed multi-family residential landscape plans.
A. **Outdoor Living Space Area.** Designs should attempt to maximize the open yard area for each new dwelling unit, providing real usable outdoor living space, with special emphasis on safe, usable play areas for children. Consideration will be given for small or alternative landscaping designs for highly urban areas.

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

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

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

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

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

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

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

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

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

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

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

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

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

### SECTION 4 Tree and Vegetation Preservation

#### 2.4.1 General.

Development should be sensitive to existing mature trees as they are a valued community resource. One of the Conservation Element’s goals is to prevent unnecessary tree removal. Mature trees should be integrated into project design rather than removed. All feasible options should be exhausted prior to tree removal. Preservation and protection of existing significant trees is a primary goal of a landscape design and a site design.
2.4.2 Projects Proposing Tree Removal. If existing tree preservation is not possible, tree loss may result in required tree replacement(s) or possible project denial.

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

1. Whether such tree is designated as an historic or specimen tree;
2. The potential size of the tree in relation to the size of the lot or building site and the size of the proposed or existing improvements;
3. The number and size of other trees which would remain upon the building site after the requested removal;
4. The number and location of adjacent trees on City property and the possibility of maintaining desirable tree density in the area through additional planting on City property;
5. Any beneficial effects upon adjacent trees to be expected from the proposed removal;
6. Whether the tree sought to be removed was planted by or with the permission of the applicant or the applicant's co-tenant at the time such tree was planted.
7. The condition and structure of the tree and the potential for proper tree growth and development of the tree canopy.

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

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

C. Tree Protection and Replacement Standards. Consistent with Environmental Resources Element Biological Resources policies ER11 and ER12, 1979 Conservation Element Visual Resources Policies 1.0, 2.0 and 4.0 and 1979 Conservation Element Biological Resource policies 4.0 and 5.0; efforts shall be made to preserve trees, in particular, native trees, including oak trees, and specimen trees are subject to the following guidelines:

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

1. Arborist's Report. Any work within the general vicinity of the dripline of a tree may require an Arborist's Report. If an Arborist's Report is required, the HLC may defer to the report’s recommendations.
2. **Paving.** Paving and other non-permeable surface encroachment under native and specimen tree canopy/driplines should be minimized. For oak trees, no paving is allowed under the canopy due to their sensitivity to paving. If paving or other non-permeable surfaces encroach within a canopy, no more than 25% of the total area beneath the canopy/dripline can be covered and paving may only be placed by hand or with hand tools.

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

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

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

2.4.3 **Tree Removal and Replacement Permits:** Lots Developed with Multi-Family Residential, Commercial, or Industrial Uses.

A. **General** (per SBMC Chapters §15.24 and §22.22). A permit is required for the alteration, removal or replacement of a tree as follows:

1. **A Parks and Recreation Commission Tree Permit (P & R permit)** is required to significantly alter, remove or replace:
   
a. Designated historic or specimen trees (as defined in SBMC §15.24.010).
   
b. Parkway Trees (as defined in SBMC §15.20.020).

2. **HLC Review and a Community Development Department permit (CDD permit)** is required to:
   
a. Remove a front setback tree (as defined in SBMC §15.24.010).
   
b. Remove a parking lot tree (as defined in SBMC §15.24.010).
   
c. Remove a tree that is part of approved landscaping on record.
   
d. Cut or remove a tree in a way that is an exterior change or modification affecting the exterior visual qualities of a property (see SBMC §22.22).
2.4.4 **Tree Removal and Replacement Permits: Lots Developed with Single Family Residential or Duplex Uses.**

A. **A Parks and Recreation Commission Tree Permit (P & R permit)** is required to significantly alter, remove or replace the following trees:
   1. Designated historic or specimen trees (as defined in SBMC §15.24.010).
   2. Parkway Trees (as defined in SBMC §15.20.020).

B. **HLC Review and a Community Development Department permit (CDD permit)** is required to:
   1. Remove a front setback tree (as defined in SBMC §15.24.010).
   2. Remove a tree on a lot where a zoning regulation (such as §28.90.001.I or §28.90.100.G) or a specific condition of approval for the development on the lot specifically require(s) the installation and maintenance of specific trees or plantings.
   3. Cut or remove a tree in a way that is an exterior change or modification affecting the exterior visual qualities of a property (see SBMC §22.22).

**Exception: Substantially Similar Replacement Permit.** A permit is not required for the removal of trees normally subject to HLC review if the tree is replaced with a tree that is substantially similar as defined in 2.4.8.C of these guidelines.

2.4.5 **Tree Removal Permits Exception:** Dead, diseased or hazardous trees, except parkway trees, may be removed without a P & R permit or CDD permit (see SBMC Chapter §15.24 for specific requirements). However, where the removal of a tree will significantly affect the exterior visual qualities of a lot, the Parks and Recreation Director or the Community Development Director may require a subsequent tree replacement approved by the HLC with a CDD permit within 30 days. If the tree replacement is substantially similar to the tree to be replaced, as defined in 2.4.8.C, then HLC review is not required for the replacement tree. If the tree is not substantially similar to the tree to be replaced, then a permit and review for the replacement tree is required.

2.4.6 **Landscape Removal and Replacement Permits.** HLC review and a CDD permit is required for the following landscape changes:

1. Alteration of a natural feature that results in an exterior change that affects the exterior visual qualities of the property in a publicly visible location. Note: If a tree removal is involved, see Section 2.4.3 and 2.4.4, above.

2. An alteration to approved landscaping subject to protection pursuant to the Municipal Code (see definition in section 2.5.A of these HLC Guidelines). Note: If a tree removal is involved, see Section 2.4.3 and 2.4.4, above.

**Exception: Substantially Similar Replacements.** A permit is not required for the replacement of approved landscaping or other improvements as long as the approved landscaping (as defined in these guidelines in section 2.4.8.A) or other improvements are replaced with landscaping or other improvements that are “substantially similar” (as defined in Section 2.4.8.C of these guidelines).
2.4.7 **Hillside Design District Vegetation Removal: Vegetation Removal Ordinance and Neighborhood Preservation Ordinance (NPO).** There are specific vegetation removal types and quantities that may require a vegetation removal permit and HLC review in the Hillside Design District. For example, a vegetation removal permit may be required for some forms of weed abatement. Refer to SBMC Chapter §22.10 for exemption categories.

NPO findings are made for appropriate grading and for native tree protection on steep slopes in the Hillside Design District. The HLC strongly encourages native vegetation preservation. HLC NPO findings must be made for a project design approval.

2.4.8 **Definitions**

A. **Approved Landscaping:** Landscaping on lots developed with multi-family residential, commercial or industrial uses shown on approved plans on record with the City of Santa Barbara. Approved landscaping subject to protection for lots developed with single-family residential or duplex residential uses is landscaping noted to be specifically conditionally approved to be maintained on an approved plan or other record on file with the City of Santa Barbara.

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

C. **Substantially Similar Tree or Landscaping Replacement:** Replacement trees or landscaping shall be considered “substantially similar” and therefore exempt from a CDD permit if they meet either of the following descriptions:

1. The replacement tree or landscaping:
   a. Is the same species of tree or plant(s) as the tree or landscaping being replaced; and
   b. Can be replaced with a reasonably proportionate tree if a tree is involved, per Item 2.a., below; and
   c. Is at least as large as the approved landscape plan tree or plant(s) planting size, and a minimum of five gallon planting containers for trees; and
   d. Is compliant with applicable regulations, such as those listed in item 2.d., below.

   OR

2. The replacement tree or landscaping to be replaced is a different species than the approved landscape plan species and the proposed species meets the following four criteria a., b., c. and d.:
   a. The size of the removal or replacement meets the following applicable criteria:
      i. Measurement of trees proposed for removal are less than 12” in diameter at 4’6” above the ground and less than 20’ tall; and
ii. The area of cumulative changes to conditionally approved plants is less than 1,000 square feet in the front yard and less than 20% of the total landscaped area; and

iii. A vegetation removal permit is not triggered per SBMC §22.10.

b. Characteristics of the proposed replacement tree or plant(s) species continue(s) to achieve the original planting purpose, as defined in 2.4.8.B, through the following tree or plant aspects:

i. height (at present and maturity); and

ii. canopy (at present and maturity); and

iii. general branching characteristics, and

iv. nature of the foliage; and

v. flowering characteristics (frequency, color, etc.); and

vi. drought tolerance; and

vii. water conservation of the existing plant or tree and the proposed replacement plant or tree; and

viii. biological compatibility with any surrounding biologically sensitive areas; and

ix. size of tree or plant(s) and their root structure at planting (must be at least as large as the approved landscape plan tree or plant(s), and if planting size is not indicated, then at least 5 gallons.); and

c. The replacement is not likely to introduce new biological issues:

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

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

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

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

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

vi. Native landscaping will not be removed.

d. Complies with codes applicable to the proposed tree or plant(s) removal or replacements, including:

i. Appeal Jurisdiction of Coastal Zone regulations
ii. City Right of Way regulations (SBMC §15.20.110)
iii. “Specimen” or “historic” tree requirements (SBMC §15.20.020 & §15.24.060); and
iv. Front setback trees requirements (SBMC §28.04.435 & §28.04.620); and
v. Parking lot landscaping regulations (SBMC §15.24.020)
vi. Hillside Design District Vegetation Removal requirements (SBMC §22.68.060 & §22.10.040)
vii. Automobile parking in a setback criteria (SBMC §28.90.001.H); and
viii. Parking in front yard required screening (SBMC §28.90.001.I); and
ix. Required screening for uncovered parking (SBMC §28.90.100.G); and
x. Landscape water conservation requirements (SBMC §22.80); and
xi. The replacement does not create water waste from plumbing and irrigation systems (SBMC §14.20); and
xii. Storm Water Management Program (State Water Resources Control Board Water Quality Order 2003-0005-DWQ, City of SB SWMP); and
xiii. High Fire Hazard Area requirements (SBMC §8.04.020) including Fire Department approval and compliance with distance and plant material requirements; and
xiv. Solar Shade Control Act regarding protection of existing solar energy systems from shade caused by neighbors. (California Public Resources Code Sections §25980-25986); and
xv. Maximum screen or hedge heights or sharp wire regulations (SBMC §28.87.170).

SECTION 5 Special Areas

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

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

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

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

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

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

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

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

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

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

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

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

2.5.3 **High Fire Hazard Area Landscape Design**

A. **Defensible Space.** Meet defensible space requirements around structures as required by the Fire Code, consistent with Fire Department High Fire Hazard Area Landscape Design Guidelines. The guidelines specify drought-tolerant, fire-resistant plants and plant placement to reduce wildfire hazards. Please consult with the Fire Department’s Wildland Fire Specialist.
B. **Native and Fire Retardant Vegetation.** Native and fire retardant vegetation must be used for major cut and fill slope landscaping where development occurs on hillsides. Within vegetation management areas as identified in the Wildland Fire Plan (Community Fuel Treatment Area and Vegetation Management Units) vegetation shall be designed to reduce the amount of flammable vegetation. Please consult with the Fire Department's Wildland Fire Specialist.
PART III

MEETING PROCEDURES

SECTION 1  Introduction, Interpretation and Application

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

SECTION 2  General Information and Procedures

3.2.1  General Information

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

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

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

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

B. Applications and Filing. Application instructions are available at the Community Development Department/Planning and Zoning Counter at 630 Garden Street and online. Business hours are 8:30 A.M. to 4:30 P.M., Monday through Thursday and every other Friday. For a current list of office hours and a schedule of Friday closures, please visit the City’s website at www.SantaBarbaraCA.gov, or call (805) 963-0611.
Applications are accepted for the next available agenda based on a first-come first-served basis. Applications will be date-stamped and submittal times are logged to assist Staff in determining project priority. Projects requiring a noticed hearing will be scheduled accordingly after an application is received. For example, approximately two and one-half weeks is needed to schedule a project that requires a noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues shall not be placed on an agenda. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment, and number of items submitted.

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

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

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

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

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

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

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

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

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

A. **General Business**

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

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

C. **Discussion Items**

D. **Cultural Resource Studies**

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

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

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

H. **In-Progress Review**

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

J. **Review After Final Approval**
3.2.3 Notices

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

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

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

3.2.4 Project Presentation/Plan Substitution

A. Plan Presentation. All levels of review, with the exception of the consent calendar, require the presentation of the project by the applicant or the applicant's representative. If no one is available to present an item on behalf of the applicant, the agenda item shall be continued indefinitely. The applicant or the applicant’s representative will be responsible for rescheduling the project. Applicants may always submit additional information, architectural details, or notes on additional plan sheets at the hearing when the additional information is consistent with the agendized project (the plans submitted at the time the project was agendized).
B. **Plan Substitution.** Plans originally submitted and filed for a particular meeting or review are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. This policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below. Plans may not be substituted at the first mailed noticed Concept Review Hearing or when a project design or final approval is being requested.

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

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

### 3.2.5 Public Hearings and Public Comments

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

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

- aesthetic issues
- design issues
- neighborhood compatibility
- compliance with the “Good Neighbor Guidelines”
Comments on topics that may not be within the HLC’s purview, such as the following, are discouraged:

- site land use or zone designation
- project affordability

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

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

A. **Concept Review**

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

2. The HLC may request a site visit or story poles to be placed at the site prior to taking action on the application. For single family homes, the HLC may also determine in Concept Review that additional submittals are required to help determine the project’s consistency with Neighborhood Preservation Ordinance Findings (See Section 3.2.8.B for a list of the findings). Additional submittals are required when a single-family home project exceeds 85% of the maximum FAR, unless waived by the HLC.

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

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

5. A concept review does not result in formal action and, therefore, may not be appealed.
6. The Commission may move a concept review item to a project design review level and give a project design or final approval if sufficient information has been provided and no other discretionary review is required.

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

C. **Project Design Approval**

1. Project design approval is occurs prior to preparation of working construction drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.

2. Project design approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial design project changes after project design approval will require a new project design approval.

3. All significant elements of the architectural appearance, landscaping and site/building orientation must be found consistent with applicable guidelines in order to receive approval at this level of review.

4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to project design approval.

5. For purposes of Government Code §65950, a project design approval shall be considered to be "approval" of the project by the HLC and concludes the discretionary phase of project review. It shall constitute the substantive HLC design approval of the project which is appealable; however, final approval of all details, including landscaping, is still required prior to issuance of building permits.

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

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

1. Final plans will be approved if they are in substantial conformance with the plans given project design approval. If the applicant proposes substantial changes to the plans after project design approval, a new project design approval will be required. All Planning Commission Conditions of Approval shall be included on the plans.
2. All details, color samples, door hardware, and exterior lighting fixtures shall be included for review. The “Design Review Final Approval Submittal Checklist” indicating sheet numbers where plan details are located within plan sets must be submitted with the final proposed details.

3. A final approval may be obtained subject to conditions that allow minor details to return on the consent calendar.

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

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

1. General
   a. Minor door and window changes in existing facades if changes match the existing building.
   b. Additions of trash enclosures if they meet minimum ordinance requirements, complement the building’s architecture, and are not within public view.
   c. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
   d. Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
   e. Minor exterior or site changes such as awnings or color changes.
   f. Second or third time extensions for final approvals for minor projects.

2. Single Family Residential Projects
   a. Minor upper floor addition where the upper story already exists and the amount of proposed square footage is small.
   b. Any project within categories listed below under “Minor Single Family Residential Projects Eligible for Administrative Staff Approval.”
H. **Minor Projects Eligible for Administrative Staff Approval.** Some minor design projects may be approved as a ministerial action by the **Community Development Director or appointed representative** without review by the HLC. The Community Development Director or appointed representative has the authority and discretion to refer any minor design project to the HLC if the project has the potential to have an adverse effect on the architectural integrity of the building, structure, or surrounding property. HLC Staff also may refer any projects which do not appear to comply with applicable design guidelines to the HLC consent calendar or full Commission. Projects eligible for Administrative Approval are listed in Part I “Architectural Design”, Section 3 “Administrative Approval Standards” and must comply with applicable standards listed in the section.

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

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

3.2.7 **Procedure for Continuances, Postponements, Referrals, and Absences**

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

B. **Postponements.** A postponement is deferral of the consideration of an agenda item to a future meeting. No discussion or presentation takes place on the date a postponement occurs. To be considered for a postponement, the applicant must contact HLC Staff prior to the meeting date and state the reason(s) justifying the postponement. A noticed hearing item may be continued to a "date certain" without re-noticing, or may be continued indefinitely, subject to the required proper re-noticing. If an application has been postponed more than twice, the HLC may deny the application "without prejudice" to a future application. Without prejudice means the HLC will have no reservations or pre-formed opinions in reviewing a resubmitted project.
1. If an applicant fails to request a postponement before 4:30 p.m. on the Tuesday of the week prior to the meeting date, the item will be postponed indefinitely. It is the applicant's responsibility to contact staff in order to reschedule the item for consideration. An applicant who fails to timely request a postponement shall pay a rescheduling fee.

2. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants who arrive late for their scheduled agenda item may be postponed indefinitely unless the HLC agrees to hear the item and if time permits.

3. HLC Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The HLC Staff-person may also consult with the HLC Chair to assist in scheduling discussion items and to determine appropriate time allocations for projects when long agendas are planned.

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

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

3.2.8 Decisions

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

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

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

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

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

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

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

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

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

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

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

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

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

2. **Hillside Design District and Sloped Lot Findings – Neighborhood Preservation Ordinance.** (SBMC §22.69.050.B) In the Hillside Design District or on a lot or a building site that has an average slope of 15% or more, two additional findings must be made for project design approval.
3. **Grading Permits.** (SBMC §22.69.050.C) Any application for grading permits reviewed by the HLC pursuant to SBMC §22.69.020.C.11 & E, in addition to the NPO findings specified above, two additional findings must be made for project design approval.

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

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

3.2.9 **Action, Appeals and Expiration of Approval**

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

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

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

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

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

D. **Re-Filing a Denied Project Design.** When the design of a project has not been approved by the HLC, the same design application cannot be re-filed with the HLC for one year, unless the design is substantially changed from the original. Changes to a denied project design refiled within one year must mitigate the reason for denial of the project design.
E. **Appeal of Sign Committee Decision.** Appeals must follow the sign ordinance procedures and will be placed on the next available HLC agenda. After considering the appeal the Commission takes a vote to grant, modify the action, or deny the appeal.

3.2.10 **Plan Check and Building Permit**

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

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

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

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

### SECTION 3 Jurisdiction

3.3.1 **HLC Jurisdiction: General**

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

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

**Design Review:** The HLC shall review and take action to approve, conditionally approve, or deny all applications for:
1. **Construction, Demolition, Relocation or Exterior Alterations**: All construction upon, demolition, relocation, or exterior alterations of any property within Landmark districts, including landscaping, site plans, exterior paint, courtyards, and any other visual characteristics.

2. **Alteration of a Landmark**: Any Landmark that is proposed to be altered on the exterior, moved or demolished. A Landmark may only be proposed for demolition if it is damaged by Act of God, and approval may only take place under certain conditions.

3. **Signs**: The review of signs in the City is under the authority of the Sign Committee. Appeals of Sign Committee decisions are reviewed by the HLC if the property is within El Pueblo Viejo or other Landmark districts.

4. **Highway 101 Improvements**: Improvements to Highway 101 or appurtenant highway structures in the El Pueblo Viejo Landmark District which require a Coastal Development Permit located within the Highway 101 Santa Barbara Coastal Parkway Special Design District. See SBMC §22.22.

5. **Historic Resources**: Projects involving structures identified as a potentially significant historic resource through a study or by inclusion on the City’s “Potential Historic Resources List” referred to the Historic Landmarks Commission for Design Review recommendations.

6. **Other Applications**: Applications for new construction or for alterations on structures outside of Landmark districts may be referred to the HLC for architectural or historical comments and suggestions.

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

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

1. The HLC conducts a continuing survey of all structures, natural features, sites, and areas in the city of Santa Barbara having historical, architectural, archaeological, cultural, or aesthetic significance and which may be eligible for designation as Landmarks or Structures of Merit.

2. The HLC studies, reviews, and evaluates proposals for the designation of Landmarks, Structures of Merit and Historic Districts to determine eligibility.

3. The HLC recommends Landmark and Historic District designations to City Council for final action.

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

3.3.2 HLC Jurisdiction – Single Family Residential

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

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

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

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

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

B. **Focused Review.** Per SBMC §22.69.020.C.8, the construction, alteration, or addition of a wall, fence, or gate in the front yard of a lot that is three and a half feet (42") or greater in height, excluding walls, fences, or gates that are constructed along the interior lot lines of the lot, shall be referred to the HLC for review of the proposed wall, fence or gate. If no other project components require Design Review, then only the wall, fence, or gate will be reviewed. The same principle applies to retaining walls triggered for review under SBMC §22.69.020.G.
### Special Districts
- Located in the Mission Area Special Design District (within 1,000 ft. of EPV II) (SBMC §22.69.020.B.1)
- New development only in the Lower Riviera Survey Area – Bungalow District (SBMC §22.69.070.E). Existing development is reviewed on a case-by-case basis (SBMC §22.69.020.B.1 and SBMC §22.69.070)
- Located in the Hillside Design District (HDD) AND the average slope of the lot or building site is 20% or greater; (SBMC §22.69.020.B.2)
- Located in the Hillside Design District and on any slope, the replacement of an existing roof covering with a roof covering of different materials or colors (excluding "like for like" re-roof) (SBMC §22.69.020.B.2)

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

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

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

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

### Other
- Installation of a manufactured home, mobile home, or factory built home (SBMC §22.69.020.C.9)
- Relocation in whole or in part of a single family residential unit (SBMC §22.69.020.C.10)
- Subdivision grading plans – in single family zones only (SBMC §22.69.020.D)
- Grading on a vacant lot in a single family zone (alone or in combination with other work). (SBMC §22.69.020.E)
- Grading outside the main building footprint is proposed of more than 50 cubic yards in the Hillside Design District or more than 250 cubic yards in other areas. (SBMC §22.69.020. C.11)
- Vegetation removal permit (SBMC§22.69.020.F)
- Parking exception for two uncovered spaces is requested (SBMC §28.90.100.G.1.c)
3.3.4 Subdivision Grading Plans. Applicable in single-family zones only (SBMC §22.69.020.D). The following project aspects will be reviewed for these projects after any applicable Pre-Application Review Team review is completed.

A. Site Design

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

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

C. Retaining Walls, Fencing and Entry Gates

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

D. Site Landscaping - Conceptual Landscape Plan

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

E. Site Drainage Facilities

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

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

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

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

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

J. Staff Hearing Officer and Planning Commission Purview. The following project elements are under the purview of the Staff Hearing Officer and Planning Commission Purview and do not require comments from the HLC.
1. Compliance with State Subdivision Act rules and regulations (e.g. avoidance of flag lots).
2. Compliance with city of Santa Barbara General Plan.
3. Compliance with city of SBMC Title 27 “Subdivisions”, including Findings, listed in §27.07.100.
4. Appropriate residential density and lot sizes.
5. Appropriate public or private street design.
6. Traffic issues/impacts (i.e.: impact of additional traffic on existing neighborhoods or need for street lights).
7. Setting of building envelopes and areas of restricted development.
8. Protection of public view corridors from public streets, trails, parks and beaches.

3.3.5 Signs. Conforming and Consent review of signs is under the authority of the Sign Committee. Full commission review of signs is conducted by the Historic Landmarks Commission if within El Pueblo Viejo or other landmark districts and by the ABR if within the remainder of the City (SBMC §22.70.050).
SECTION 4 Meeting Conduct

3.4.1 General Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2. The Sign Committee has not less than one appointed member and one alternate from the Commission who serve on this Committee.

Historic Landmarks Commission permanent subcommittees:

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

SECTION 5 Single-Family Submittal Requirements

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

Single Family Residence Vacant Hillside Design District Lots Special Submittal Requirements. Complete engineering details must be submitted prior to obtaining Final HLC approvals for vacant lots in the Hillside Design District.
SECTION 6 Visual Aids, Including Story Poles

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

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

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

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

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

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

1. Photo simulations shall be completed using either panoramic photographs or several photographs put together. Polaroid photographs are not acceptable. A computer simulation may be used. Photo simulations shall be mounted and be foldable to 8½” x 11” size.

2. At a minimum, the proposed project shall be shown as an overlay over the existing property, showing the existing buildings on either side of the proposed project for a minimum of one parcel in either direction. The photographs should be taken at eye level (approximately 5 feet above grade). Reduce proposed building elevations to match the scale of the...
photographs and overlay on the site photograph. Color the elevation to match the proposed materials. If landscaping is shown, it shall be shown at no more than five (5) years’ growth unless it is included as a separate overlay. It is important to verify the accurate depiction of plate height, overall roof height and other measurements.

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

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

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

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

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

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

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

City of Santa Barbara

LANDSCAPE DESIGN STANDARDS
FOR WATER CONSERVATION

Adopted August 12, 2008

I. INTRODUCTION

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

II. DEFINITIONS

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

B. Water Wise Plants: Those plants that are evaluated as needing “low” (10-30% ET0) or “very low” (<10% ET0) amounts of irrigation water as defined and listed by Water Use Classifications of Landscape Species (WUCOLS) at http://www.owlue.water.ca.gov/docs/wucols00.pdf or other sources of water-wise plant water use classifications as verified by a licensed landscape architect.

C. Turf: A groundcover surface of mowed grass, with an irrigation water need of >30% ET0.

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


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

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

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

IV. **COMPLIANCE REQUIREMENTS**

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

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

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

C. **Mulch:**

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

D. **Irrigation:**

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

   1. Irrigation systems shall be designed and installed to avoid overspray and runoff. Valves shall be separated for individual hydrozones based on plant water needs and sun/shade requirements.
2. In the event that an automatic irrigation system is included in the landscape plan, a weather based irrigation controller with a rain shutoff sensor shall be required for the entire irrigation system.

3. Areas less than eight feet wide shall be irrigated only with bubblers, rotating nozzles on pop-up bodies, sub-surface, or drip irrigation.

4. Drip irrigation shall be provided on at least 25% of the landscaped area.

5. All sprinklers shall have matched precipitation rates within each valve and circuit. All irrigation systems shall be designed to include optimum distribution uniformity, head-to-head spacing and setbacks from walkways and pavement.

6. All irrigation systems shall provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.

7. Pressure regulators are required on the irrigation system, unless the Public Works Director determines a pressure regulator is not necessary.

E. **Grading:**

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

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

V. **EXCEPTIONS**

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

VI. **SUBMITTALS**

   A. Applicants shall provide all relevant information on the landscape plan, including botanical names for plant and turf species, percentage calculations of allowable areas of turf, medium or high water use plants, and water-wise plants, and specific requests for any exception to the requirements of these Landscape Design Standards. Requests for exceptions must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made. Areas of existing landscaping to remain unaltered shall be indicated on the landscape plan.
B. The landscape plan shall be prepared in accordance with the provisions of the California Business and Professions Code relating to the practice of landscape architecture (Business and Professions Code §5641 et seq.).

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

VII. DETERMINATION OF CONFORMING INSTALLATION

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

VIII. COMPLIANCE VERIFICATION

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

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

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

C. No building permit shall be given a final inspection or issued a certificate of occupancy until the Building Official receives a written determination of conformance as required by Section VII above.
The following landscape guidelines should be utilized to incorporate fire resistant landscaping on all parcels within the High Fire Hazard area. The guidelines meet the requirements for the Fire Department “Minimum Brush Clearance Standards,” per Appendix IIA of the California Fire Code (2001 Edition), as adopted by Ordinance #5257. These standards apply to all parcels within the High Fire Hazard area (See “Minimum Brush Clearance Standards” handout). Fire resistant landscaping with proper plant spacing and maintenance can impede the progress of a wildfire, reduce its intensity, and provide a safe buffer to protect a structure.

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

Guidelines
Landscape plans submitted for review shall include the following:

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

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

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

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

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.
Table 1: Recommendations for Plant Placement

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

Table 2: Desirable Qualities for Fire Resistant Landscape Plants

Plant qualities that are desirable for fire resistant plants are:

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

Table 3: Undesirable Plant List
Certain plants are considered to be undesirable in the landscape due to characteristics that make them highly flammable. These characteristics can be either physical or chemical. Physical properties would include large amounts of dead material retained within the plant, rough or peeling bark, and the production of profuse amounts of litter. Chemical properties include the presence of volatile substances such as oils, resins, wax, and pitch. Certain native plants are notorious as species containing these volatile substances.

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

**UNDESIRABLE PLANT SPECIES**

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

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

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

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

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

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

**Additions, Alterations**

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

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

**Residential:** Approved automatic fire sprinklers will be required when:

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

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

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

*NFPA does not allow for partially sprinklered buildings.*

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

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

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

Key to plant list:

**Bold**  The species has invaded the Southwest California ecological region, in which Santa Barbara is located. For more information, see: www.cal-ipc.org/ip/inventory/pdf/Inventory2006.pdf

!  “Alert” status has been issued by the Cal-IPC.

Local plant experts have expressed concern regarding the invasiveness of this species.

Local plant experts have expressed concern regarding the invasiveness of this species near sensitive habitats such as creeks.

**Shaded**  Plants typically available for sale

Cal-IPC Invasive Status Definitions

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

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

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

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

<table>
<thead>
<tr>
<th>Plant Species</th>
<th>Invasive Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acacia dealbata (silver wattle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Acacia melanoxylon (black acacia, blackwood acacia)</td>
<td>Limited</td>
</tr>
<tr>
<td>Aegilops triuncialis (barb goatgrass)</td>
<td>High</td>
</tr>
<tr>
<td>Ageratina adenophora (croftonweed, eupatorium)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Agrostis avenacea (Pacific bentgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Agrostis stolonifera (creeping bentgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Ailanthus altissima (tree-of-heaven)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Alternanthera philoxeroides (alligatorweed)</td>
<td>High</td>
</tr>
<tr>
<td>Ammophila arenaria (European beachgrass)</td>
<td>High</td>
</tr>
<tr>
<td>Arundo donax (giant reed)</td>
<td>High</td>
</tr>
<tr>
<td>Asparagus asparagoides (bridal creeper, smilax asparagus)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Asphodelus fistulosus (onionweed)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Atriplex semibaccata (Australian saltbush)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Avena barbata (slender wild oat)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Avena fatua (wild oat)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Bassia hyssopifolia (fivehook bassia)</td>
<td>Limited</td>
</tr>
<tr>
<td>Brachypodium distachyon (annual false-brome)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Brassica nigra (black mustard)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Brassica rapa (birdsrape mustard, field mustard)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Brassica tournefortii (Saharan mustard, African mustard)</td>
<td>High</td>
</tr>
<tr>
<td>Briza maxima (big quakinggrass, rattlesnakegrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Bromus diandrus (ripgut brome)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Bromus Hordeaceus (soft brome)</td>
<td>Limited</td>
</tr>
<tr>
<td>Bromus japonicus (Japanese brome)</td>
<td>Limited</td>
</tr>
<tr>
<td>Bromus madritensis ssp. rubens (B. rubens) (red brome)</td>
<td>High</td>
</tr>
<tr>
<td>Bromus tectorum (downy brome, cheatgrass)</td>
<td>High</td>
</tr>
<tr>
<td>Cakile maritima (European sea-rocket)</td>
<td>Limited</td>
</tr>
<tr>
<td>Cardaria chalepensis (C. draba ssp. chalepensis) (lens-podded whitetop)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cardaria draba (hoary cress)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cardaria pubescens (hairy whitetop)</td>
<td>Limited</td>
</tr>
<tr>
<td>Carduus pycnocephalus (Italian thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Carduus tenuifolius (slenderflower thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td>Carpobrotus chilensis (sea-fig, iceplant)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Carpobrotus edulis (Hottentot-fig, iceplant)</td>
<td>High</td>
</tr>
<tr>
<td>Centaurea calcitrapa (purple starthistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Centaurea maculosa (C. bibersteinii) (spotted knapweed)</td>
<td>High</td>
</tr>
<tr>
<td>Centaurea melitensis (Malta starthistle, tocalote)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Centaurea solstitialis (yellow starthistle)</td>
<td>High</td>
</tr>
<tr>
<td>Chrysanthemum coronarium (crown daisy)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cirsium arvense (Canada thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cirsium vulgare (bull thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Conium maculatum (poison-hemlock)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cortaderia jubata (jubatagrass)</td>
<td>High</td>
</tr>
<tr>
<td>Plant Species</td>
<td>Invasive Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Cortaderia selloana (pampasgrass)</td>
<td>High</td>
</tr>
<tr>
<td>Cotula coronopifolia (brass buttons)</td>
<td>Limited</td>
</tr>
<tr>
<td>Crataegus monogyna (English hawthorn)</td>
<td>Limited</td>
</tr>
<tr>
<td>Cynara cardunculus (artichoke thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cynodon dactylon (bermudagrass) – esp. flowering varieties</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cynosurus echinatus (hedgehog dogtailgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cytisus scoparius (Scotch broom)</td>
<td>High</td>
</tr>
<tr>
<td>Cytisus striatus (Portuguese broom, striated broom)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Dactylis glomerata (orchardgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Delairea odorata (Senecio mikanoides) (Cape-ivy, German-ivy) locally – especially invasive when planted near wildlands</td>
<td>High</td>
</tr>
<tr>
<td>Descurainia sophia (flixweed, tansy mustard)</td>
<td>Limited</td>
</tr>
<tr>
<td>Dipsacus sativus (fuller’s teasel)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Dittrichia graveolens (stinkwort)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Echium candicans (pride-of-Madeira)</td>
<td>Limited</td>
</tr>
<tr>
<td>Egeria densa (Brazilian egeria)</td>
<td>High</td>
</tr>
<tr>
<td>Ehrharta calycina (purple veldtgrass)</td>
<td>High</td>
</tr>
<tr>
<td>Ehrharta erecta (erect veldtgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Ehrharta longiflora (long-flowered veldtgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Eichhornia crassipes (water hyacinth)</td>
<td>High</td>
</tr>
<tr>
<td>Emex spinosa (spiny emex, devil’s thorn)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Erodium cicutarium (redstem filaree)</td>
<td>Limited</td>
</tr>
<tr>
<td>Eucalyptus camaldulensis (red gum)</td>
<td>Limited</td>
</tr>
<tr>
<td>Eucalyptus globulus (Tasmanian blue gum)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Euphorbia esula (leafy spurge)</td>
<td>High</td>
</tr>
<tr>
<td>Euphorbia terracina (carnation spurge)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Festuca arundinacea (tall fescue)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Ficus carica (edible fig)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Foeniculum vulgare (fennel)</td>
<td>High</td>
</tr>
<tr>
<td>Genista monspessulana (French broom)</td>
<td>High</td>
</tr>
<tr>
<td>Geranium dissectum (cutleaf geranium)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hedera helix, H. canariensis (English ivy, Algerian ivy) locally – especially invasive when planted near wildlands</td>
<td>High</td>
</tr>
<tr>
<td>Hirschfeldia incana (shortpod mustard, summer mustard)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Holcus lanatus (common velvetgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hordeum marinum, H. murinum (Medit. barley, hare barley, wall barley)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hydrilla verticillata (hydrilla)</td>
<td>High</td>
</tr>
<tr>
<td>Hypericum canariense (Canary Island hypericum)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hypericum perforatum (common St. Johnswort, klamathweed)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hypochoeris glabra (smooth catsear)</td>
<td>Limited</td>
</tr>
<tr>
<td>Hypochoeris radicata (rough catsear, hairy dandelion)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Iris pseudacorus (yellowflag iris)</td>
<td>Limited</td>
</tr>
<tr>
<td>Plant Species</td>
<td>Invasive Status</td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Lepidium latifolium (perennial pepperweed, tall</td>
<td>High</td>
</tr>
<tr>
<td>whitetop)</td>
<td></td>
</tr>
<tr>
<td>Leucanthemum vulgare (oxeye daisy)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Linaria genistifolia ssp. dalmatica (L. dalmatica)</td>
<td>Moderate</td>
</tr>
<tr>
<td>(Dalmation toadflax)</td>
<td></td>
</tr>
<tr>
<td>Linaria vulgaris (Yellow toadflax)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Lobularia maritima (sweet alyssum)</td>
<td>Limited</td>
</tr>
<tr>
<td>Lolium multiflorum (Italian ryegrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Ludwigia hexapetala (L. uruguayensis) (Uruguay</td>
<td>High</td>
</tr>
<tr>
<td>water-primrose)</td>
<td></td>
</tr>
<tr>
<td>Ludwigia peploides ssp. montevidensis (creeping</td>
<td>High</td>
</tr>
<tr>
<td>water-primrose)</td>
<td></td>
</tr>
<tr>
<td>Lythrum hyssopifolium (hyssop loosestrife)</td>
<td>Limited</td>
</tr>
<tr>
<td>Lythrum salicaria (purple loosestrife)</td>
<td>High</td>
</tr>
<tr>
<td>Marrubium vulgare (white horehound)</td>
<td>Limited</td>
</tr>
<tr>
<td>Medicago polymorpha (California burclover)</td>
<td>Limited</td>
</tr>
<tr>
<td>Mentha pulegium (pennyroyal)</td>
<td>Limited</td>
</tr>
<tr>
<td>Mesembryanthemum crystallinum (crystalline iceplant)</td>
<td>Limited</td>
</tr>
<tr>
<td>Myoporum laetum (myoporum)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Myosotis latifolia (common forget-me-not)</td>
<td>Limited</td>
</tr>
<tr>
<td>Myriophyllum aquaticum (parrotfeather)</td>
<td>High</td>
</tr>
<tr>
<td>Myriophyllum spicatum (Eurasian watermilfoil)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Nicotiana glauca (tree tobacco)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Olea europaea (olive) – esp. fruiting varieties</td>
<td>Limited</td>
</tr>
<tr>
<td>Onopordum acanthium (Scotch thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td>Oxalis pes-caprae (buttercup oxalis, yellow</td>
<td>Moderate</td>
</tr>
<tr>
<td>oxalis, Bermuda buttercup)</td>
<td></td>
</tr>
<tr>
<td>Parentucellia viscosa (yellow glandweed, sticky</td>
<td>Limited</td>
</tr>
<tr>
<td>parentucellia)</td>
<td></td>
</tr>
<tr>
<td>Pennisetum clandestinum (kikuyugrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Pennisetum setaceum (crimson fountaingrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Phalaris aquatica (hardinggrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Phoenix canariensis (Canary Island date palm)</td>
<td>Limited</td>
</tr>
<tr>
<td>only of local concern near wild lands, especially</td>
<td></td>
</tr>
<tr>
<td>of concern near wetlands.</td>
<td></td>
</tr>
<tr>
<td>Phytolacca americana (Common pokeweed)</td>
<td>Limited</td>
</tr>
<tr>
<td>Picris echioides (bristly oxtongue)</td>
<td>Limited</td>
</tr>
<tr>
<td>Piptatherum miliaceum (smilograss)</td>
<td>Limited</td>
</tr>
<tr>
<td>Plantago lanceolata (buckhorn plantain, English</td>
<td>Limited</td>
</tr>
<tr>
<td>plantain)</td>
<td></td>
</tr>
<tr>
<td>Poa pratensis (Kentucky bluegrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Polypogon monspeliensis and subspp. (rabbitfoot</td>
<td>Limited</td>
</tr>
<tr>
<td>polypogon, annual beardgrass, rabbitfoot grass)</td>
<td></td>
</tr>
<tr>
<td>Potamogeton crispus (curlyleaf pondweed)</td>
<td>Limited</td>
</tr>
<tr>
<td>Pyracantha angustifolia, P. crenulata, P. coccinea,</td>
<td>Limited</td>
</tr>
<tr>
<td>etc. (pyracantha, firethorn)</td>
<td></td>
</tr>
<tr>
<td>Ranunculus repens (creeping buttercup)</td>
<td>Limited</td>
</tr>
<tr>
<td>Raphanus sativus (radish)</td>
<td>Limited</td>
</tr>
<tr>
<td>Retama monosperma (bridal broom)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Ricinus communis (castorbean)</td>
<td>Limited</td>
</tr>
<tr>
<td>Robinia pseudoacacia (black locust)</td>
<td>Limited</td>
</tr>
<tr>
<td>Plant Species</td>
<td>Invasive Status</td>
</tr>
<tr>
<td>--------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td><em>Rubus armeniacus</em> (R. discolor) (Himalaya blackberry, Armenian blackberry)</td>
<td>High</td>
</tr>
<tr>
<td><em>Rumex acetosella</em> (red sorrel, sheep sorrel)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Rumex crispus</em> (curly dock)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Saccharum ravennae</em> (ravennagrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Salsola paulsenii</em> (barbwire-Russian-thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Salsola soda</em> (oppositeleaf Russian thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Salsola tragus</em> (Russian-thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Salvinia molesta</em> (giant salvinia)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Saponaria officinalis</em> (bouncingbet)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Schinus molle</em> (Peruvian or California peppertree)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Schinus terebinthifolius</em> (Brazilian peppertree)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Schismus arabicus</em>, <em>S. barbatus</em> (Mediterranean grass)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Senecio jacobea</em> (tansy ragwort)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Sesbania punicea</em> (red sesbania, scarlet wisteria)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Silybum marianum</em> (blessed milkthistle)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Sinapis arvensis</em> (wild mustard, charlock)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Sisymbrium irio</em> (London rocket)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Spartina alterniflora hybrids</em> (smooth cordgrass, Atlantic cordgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Spartina densiflora</em> (dense-flowered cordgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Spartium junceum</em> (Spanish broom)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Taeniatherum caput-medusae</em> (medusahead)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Tamarix aphylla</em> (athel tamarisk)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Tamarix parviflora</em> (smallflower tamarisk)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Tamarix ramosissima</em> (saltcedar, tamarisk)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Torilis arvensis</em> (hedgeparsley)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Trifolium hirtum</em> (rose clover)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Ulex europaeus</em> (gorse)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Undaria pinnatifida</em> (wakame)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Vinca major</em> (big periwinkle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Vulpia myuros</em> (rattail fescue)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Washingtonia robusta</em> (Mexican fan palm, Washington palm)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Zantesdeschia aethiopica</em> (calla lily)</td>
<td>Limited</td>
</tr>
</tbody>
</table>
Additional Plants Considered Invasive by Santa Barbara Landscape Architects

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

¬ Fountain Grasses - in general - Pennisetum genus and especially
Pennisetum setaceum High

¬ Stipa tenuissifolia (Mexican feather grass) High

¬ Pittosporum undulatum (only problematic near wild areas) Moderate

¬ Running or Spreading Bamboo Species – in general Moderate

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

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

¬ Tropaeolum majus (Nasturtium) especially near creek areas Moderate

¬ Vinca minor (Dwarf Periwinkle) especially near creek areas Limited

¬ Maytenus boaria (Mayten Tree) Limited
LIST OF RECOMMENDED PARKING LOT CANOPY TREES

<table>
<thead>
<tr>
<th>Tree Name</th>
<th>Common Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bauhinia variegata</td>
<td>Purple Orchid Tree</td>
</tr>
<tr>
<td>Cupaniopsis anacardiodes</td>
<td>Carrot Wood Tree</td>
</tr>
<tr>
<td>Eucalyptus leucoxylon</td>
<td>White Ironbark</td>
</tr>
<tr>
<td>Jacaranda mimosifolia</td>
<td>Jacaranda</td>
</tr>
<tr>
<td>Magnolia grandiflora</td>
<td>Southern Magnolia</td>
</tr>
<tr>
<td>Metrosideros excelsus</td>
<td>New Zealand Christmas Tree</td>
</tr>
<tr>
<td>Pistacia chinensis</td>
<td>Chinese Pistache</td>
</tr>
<tr>
<td>Platanus acerifolia</td>
<td>London Plane Tree</td>
</tr>
<tr>
<td>Podocarpus gracilior</td>
<td>Fern Pine</td>
</tr>
<tr>
<td>Pyrus kawakamii</td>
<td>Evergreen Pear</td>
</tr>
<tr>
<td>Quercus suber</td>
<td>Cork Oak</td>
</tr>
<tr>
<td>Tabebuia chrysotricha</td>
<td>Golden Trumpet Tree</td>
</tr>
</tbody>
</table>

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

Criteria for inclusion as follows:

- listed in El Pueblo Viejo Guidelines
- adaptable to Sunset Zones 23-24
- mature height over 30 feet
- small planter areas adaptability
- fast to moderate growth rate
- form somewhat spreading
- not overly messy
ARCHITECTURAL BOARD OF REVIEW
GENERAL DESIGN GUIDELINES & MEETING PROCEDURES

Prepared By
COMMUNITY DEVELOPMENT DEPARTMENT
CITY OF SANTA BARBARA
CALIFORNIA

*Adopted in 2003*

Revised *April 2017 to add Infill Design Guidelines*
ARCHITECTURAL BOARD OF REVIEW GOALS

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

A. to protect the historic and architectural qualities of Santa Barbara;
B. to protect the beauty and ecological balance of Santa Barbara's natural resources;
C. to insure development and building consistent with the policies of the General Plan and Zoning Ordinance;
D. to promote high standards in architectural and landscape design and the construction of aesthetically pleasing structures;
E. to ensure appropriate building massing (including size, mass, bulk, height and scale) in relationship to its site location and the surrounding neighborhood;
F. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;
G. to encourage planning which is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;
H. to encourage high standards of livability of projects and safety of residents;
I. to promote neighborhood compatibility;
J. to encourage the preservation of pre-1925 and Hispanic styles of architecture;
K. 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;
L. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal;
M. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources; and
N. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process.
# Architectural Board of Review General Design Guidelines & Meeting Procedures

## Table of Contents

### Introduction

Purpose of the ABR General Design Guidelines & Meeting Procedures ........................................ 1
ABR Background and Purpose ........................................................................................................ 1
Guideline Interpretation and Application ....................................................................................... 1

**Project Compatibility Considerations** ................................................................................... 2

Relationship To Other Documents .................................................................................................. 2
Guideline Organization .................................................................................................................. 4
Other City Design Guidelines ....................................................................................................... 4

### Part I  Architectural Design Guidelines

#### Section 1  Site and Surrounding Area Considerations ......................................................... 7

1.1.1 Relation To Site .............................................................................................................. 7
1.1.2 Area Compatibility – Commercial and Multi-Family Residential .................................. 7

#### Section 2  Architectural Imagery ....................................................................................... 8

1.2.1 Building Design Compatibility and Consistency ............................................................. 8
1.2.2 Architectural Styles ......................................................................................................... 8
1.2.3 Building Materials ........................................................................................................... 8

#### Section 3  Infill Design Guidelines .................................................................................. 8

1.3.1 Purpose of the Infill Design Guidelines ........................................................................... 8
1.3.2 Compatibility ................................................................................................................... 9
1.3.3 Design Guidelines/Techniques and Approaches ........................................................... 9

#### Section 4  Historic Resources Significance – All Structures ........................................... 13

1.4.1 Historic Resources Element ......................................................................................... 13
1.4.2 Demolition Review Study Area ..................................................................................... 13
1.4.3 Infill Projects ................................................................................................................ 13

#### Section 5  Multi-Family Accessory Buildings, Garages, and Carports ............................ 15
SECTION 12  Zoning Modification Comments ................................................................. 29
  1.12.1 ABR Role in Commenting on Modification Requests ........................................... 29
  1.12.2 Modifications of Yard, Lot and Floor Area Regulations ...................................... 29

PART II  LANDSCAPE DESIGN

INTRODUCTION .............................................................................................................. 30

Purpose of the Landscape Design Guidelines ................................................................. 30
Relationship to Santa Barbara General Plan and Coastal Plan ....................................... 30
Relationship to Santa Barbara Zoning Ordinance ......................................................... 30
Basis for ABR Landscape Design Guidelines ............................................................... 30
Relationship to Other Guidelines .................................................................................... 30
Relationship to Other City Water Conservation Programs .......................................... 31
Relationship to City Creeks Programs .......................................................................... 31
Guideline Organization ..................................................................................................... 31

SECTION 1  Landscape and Irrigation Plan Applicability ................................................. 31
  2.1.1 Landscape Plans .................................................................................................... 31
  2.1.2 Plan preparation Licensing Requirements .......................................................... 32

SECTION 2  General Guidelines ...................................................................................... 33
  2.2.1 Site Layout and Massing ....................................................................................... 33
  2.2.2 Plant Selection ..................................................................................................... 33
  2.2.3 Sustainability Principles ....................................................................................... 34
  2.2.4 Street and Driveway Design ................................................................................. 36
  2.2.5 Parking Lots ......................................................................................................... 37
  2.2.6 Tree Root Barrier Guideline ............................................................................... 38

SECTION 3  Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects ................................................................. 38
  2.3.1 Commercial/Industrial/Institutional ....................................................................... 38
  2.3.2 Multi-Residential .................................................................................................. 38
  2.3.3 Two-Family (R-2) Zone ....................................................................................... 39

SECTION 4  Tree and Vegetation Preservation ................................................................. 39
  2.4.1 General .................................................................................................................. 39
  2.4.2 Projects Proposing Tree Removal ......................................................................... 39
  2.4.3 Tree Removal and Replacement Permits: Lots Developed with Multi-Family
Residential, Commercial, or Industrial Uses ................................................................. 41

2.4.4 Tree Removal and Replacement Permits: Lots Developed with Duplex Residential Uses ........................................................................................................... 41
2.4.5 Tree Removal Permit Exceptions ................................................................................. 41
2.4.6 Landscape Removal and Replacement Permits .......................................................... 42
2.4.7 Hillside Design District Vegetation Removal ................................................................. 42
2.4.8 Definitions ..................................................................................................................... 42

SECTION 5 Special Areas ............................................................................................ 45
2.5.1 Hillside Residential Landscape Design ........................................................................ 45
2.5.2 Creeks, Water Courses and Wetlands ......................................................................... 45
2.5.3 High Fire Hazard Landscape Design ....................................................................... 46

PART III MEETING PROCEDURES

INTRODUCTION

SECTION 1 Interpretation and Application ................................................................. 48
SECTION 2 General Information and Procedures ............................................. 48

3.2.1 General Information .............................................................................................. 48
   A. Meeting Dates and Location
   B. Applications and Filing
   C. Licensing Advisory
   D. Application Completeness
   E. Notice and Posting
   F. Fees
   G. Staff Contact

3.2.2 Agenda Organization .......................................................................................... 50
   A. General Business
   B. Discussion Items
   C. Appeals
   D. Concept Review
   E. Project Design Approval
   F. In-Progress Review
   G. Final Approval
   H. Review After Final Approval

3.2.3 Notices ............................................................................................................... 51
### 3.2.4 Project Presentation / Plan Substitution

- **A. Plan Presentation**
- **B. Plan Substitution**

### 3.2.5 Public Hearings and Public Comments

### 3.2.6 Review Levels

- **A. Concept Review**
- **B. Planning Commission Comments**
- **C. Project Design Approval**
- **D. In-Progress Review**
- **E. Final Approval**
- **F. Review After Final Approval**
- **G. Consent Calendar**
- **H. Minor Projects Eligible for Administrative Staff Approval**
- **I. Construction Without Permit (“As-Built”)**

### 3.2.7 Procedure for Continuances, Postponements, Referrals and Absences

- **A. Continuances**
- **B. Postponements**
- **C. Referral from Consent Calendar to Full Board**
- **D. Absences at Consent Calendar**

### 3.2.8 Decisions

- **A. Compatibility Criteria Analysis**
- **B. Findings to Approve a Project**
- **C. Project Denial**

### 3.2.9 Action, Appeals, and Expiration of Approval

- **A. Time Limits on Approvals**
- **B. Time Extensions**
- **C. Appeal of ABR Decision**
- **D. Re-Filing a Denied Project Design**

### 3.2.10 Plan Check and Building Permit

- **A. Cursory Plan Review**
- **B. Preliminary Plan Review**
- **C. Building Plan Check**
- **D. Building Permit**
- **E. Appeal of Sign Consent Decisions**
SECTION 3 Jurisdiction

3.3.1 ABR Jurisdiction

A. Building Permits: Nonresidential, Multiple Family, and Mixed Use
B. Grading Permits
C. Subdivision Grading Plans
D. City Owned Land
E. Outdoor Lighting
F. Highway 101 Improvements
G. Signs
H. Other Applications
I. Parking Lots
J. Wireless Communication Antennas and Facilities
K. Historic Resources

SECTION 4 Meeting Conduct

3.4.1 General Procedures

A. Robert’s Rules of Order
B. Discussions Outside of Regularly Noticed Meetings
C. Quorum
D. Abstention on Continued Items
E. Project Decision Reconsideration
F. Brown Act Meeting Rules
G. Conflict of Interest
H. Staff Assistance
I. ABR Member Attendance
J. ABR Member Compensation
K. ABR Member Site Visits
L. Story Pole Requirements

3.4.2 Officer Election

A. Chairperson
B. Vice Chairperson

3.4.3 Subcommittees/Advisory Committees

SECTION 5 Visual Aids, Including Story Poles

3.5.1 Purpose

3.5.2 Definition

3.5.3 When Required
3.5.4 Other Visual Aids .............................................................................................................. 63

A. Photo Simulations
B. Three-Dimensional Massing Model
C. Perspective Drawings
D. Rendered Streetscape Elevations
E. Comparative Building Study
F. Size, Bulk and Scale Analysis Tools

APPENDICES

Appendix A: Landscape Design Standards for Water Conservation ..................66
Appendix B: High Fire Hazard Area Landscape Guidelines................................. 70
Appendix C: List of Invasive Plants by the California Exotic Pest Plant Council...74
Appendix D: List of Recommended Parking Lot Trees........................................... 80
INTRODUCTION

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

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

Architectural Board of Review Background and Purpose

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

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

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

Guideline Interpretation and Application

The ABR is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are listed on the inside of the cover of this document. These guidelines help to define how ABR carries out the goals.
These guidelines are designed to guide the ABR members and the public and are not intended to be binding in nature. Although failure to meet the Guidelines can form a basis for denial of the design of a project, non-compliance with these Guidelines shall not be grounds to invalidate any action taken by the ABR, nor shall such non-compliance constitute a cause of action against the City or its officers, employees or agents concerning any matter.

**Project Compatibility Considerations**

The ABR shall consider the Project Compatibility Criteria in SBMC §22.68.045 when it reviews and approves or disapproves the design of a proposed development project. These guidelines assist the ABR in considering the Project Compatibility Criteria listed below:

1. **Compliance with City Charter and Municipal Code; Consistency with Design Guidelines.** Does the project fully comply with all applicable City Charter and Municipal Code requirements? Is the project’s design consistent with design guidelines applicable to the location of the project within the City?

2. **Compatible with Architectural Character of City and Neighborhood.** Is the design of the project compatible with the desirable architectural qualities and characteristics which are distinctive of Santa Barbara and of the particular neighborhood surrounding the project?

3. **Appropriate size, mass, bulk, height, and scale.** Is the size, mass, bulk, height, and scale of the project appropriate for its location and its neighborhood?

4. **Sensitivity to Adjacent Landmarks and Historic Resources.** Is the design of the project appropriately sensitive to adjacent Federal, State, and City Landmarks and other nearby designated historic resources, including City structures of merit, sites, or natural features?

5. **Public Views of the Ocean and Mountains.** Does the design of the project respond appropriately to established scenic public vistas?

6. **Use of Open Space and Landscaping.** Does the project include an appropriate amount of open space and landscaping?

**Relationship to Other Documents**

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

2. **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which plans must comply. In using the Design Guidelines, Code requirements prevail over the guidelines. These guidelines are intended to augment the Santa Barbara Municipal Code (SBMC) by providing guideline details to complement topics in the Code, as well as to provide guidelines on additional topics.
3. **Zoning Ordinance Standards and Project Compatibility Criteria.** The Zoning Ordinance establishes standards, allowances, and restrictions to which development projects must adhere. The Zoning Ordinance includes specific minimum standards (e.g., minimum requirements for open space and setbacks) and maximum standards (e.g., maximum building height, maximum residential density), which collectively define a development envelope on a property. In addition to compliance with the Zoning Ordinance, multi-unit residential, mixed-use, and non-residential development is also subject to design review where projects are individually evaluated by an appointed advisory board for consistency with design guidelines, desirable architectural qualities, appropriate size, mass, bulk, height, and scale, sensitivity to historic resources, public views, and appropriate amount of open space and landscaping. These criteria are listed in SBMC §22.68.045 as the Project Compatibility Considerations. The ABR shall consider these criteria in their review of projects prior to granting Project Design Approval. In that context, although a project may comply with the limits of the development envelope (e.g., minimum open space and landscaping, and under the maximum building height), it may be deemed inconsistent with the Project Compatibility Considerations, and found not approvable.

4. **Average Unit Size Density Incentive Program (AUD).** The AUD Program is intended to encourage smaller housing units, locate units closer to transit services and recreational opportunities, and encourage workforce housing. The AUD Program allows increased residential density for projects developed with smaller housing units, and offers incentives for such projects which provide flexibility in development standards such as reduced setbacks, open space, number of stories, and parking requirements. However, there is a balance between advancing the objectives of the AUD Program and approving an appropriately designed project. The characteristics of each project site and its context and surroundings must be evaluated to ensure proposed development fits into a neighborhood. In some cases, an AUD development may not be able to fully utilize all the available development incentives allowed under the program and still be able to achieve an acceptable degree of project compatibility under the Project Compatibility Criteria.

The ABR shall consider the objectives and available incentives of the AUD Program when reviewing a project for consistency with the Project Compatibility Criteria and applicable design guidelines. The ABR shall make deliberative findings and fully explain how all Project Compatibility Criteria have been evaluated.

Finally, it is also important to understand that the Zoning Ordinance allows large multi-story developments in some areas and these can be a catalyst toward development of other larger buildings in the neighborhood. This is especially true in neighborhoods that are designated for high density, multi-unit development, but are currently developed at much lower residential densities, lower building heights, and with fewer multi-story buildings. Therefore, a reasonable balance must be considered when reviewing multi-story projects. The ABR should consider the objectives of the AUD Program while ensuring quality design, compatibility with adjacent buildings, and well-designed buildings.
Guideline Organization

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

Other City Design Guidelines

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

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

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

B. **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.

C. **Highway 101 Santa Barbara Coastal Parkway Design Guidelines.** The purpose of the Highway 101 Santa Barbara Coastal Parkway Design Guidelines is to preserve the historic character and visual quality of the segment of Highway 101 located within the City’s Coastal Zone. The guidelines are intended to help the City, the California Department of Transportation (Caltrans) and other interested agencies maintain this segment of highway in a manner consistent with its historic character while allowing for necessary traffic and safety improvements to maintain access through the City’s Coastal Zone. Additionally, these guidelines are referred to as part of Caltrans courtesy reviews for their projects in other areas of the city.
D. **Lower Riviera Special Design District Guidelines.** These guidelines direct development within and adjacent to the Bungalow District to be compatible with the architectural character of the Bungalow District. The guidelines assist property owners, architects, contractors, and hearing review bodies in designing projects that will be appropriate, compatible, and beneficial to the Bungalow District and to assist the City in reviewing applications for new projects and alterations to structures within, and in close proximity to, the Bungalow District.

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

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

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

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

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

J. **Upper State Street Area Design Guidelines.** The Upper State Street Area is an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De la Vina Street from Constance Avenue to State Street; commercially developed areas along Hope Avenue, Hitchcock Way and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. The Upper State Street area is divided into six separate neighborhoods. It is recognized that each of these areas is different and requires unique architectural solutions. These Guidelines describe the different neighborhoods and provide assistance for development designs to be compatible with the neighborhoods. In addition, there are special landscaping guidelines for the Upper State Street Area.

K. **Urban Design Guidelines.** These Guidelines apply to the urban grid area of the City. The intent of the Guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The Guidelines provide design criteria illustrations for design professionals, the public, and the ABR to evaluate development proposal consistency with appropriate design principles.
L. **Waterfront Area Design Guidelines.** These Guidelines establish a general design theme, which emphasizes the area's proximity to the ocean and harbor areas. These Guidelines apply to all property in the area of the harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.

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

ARCHITECTURAL DESIGN GUIDELINES

Purpose of the Architectural General Design Guidelines.

These Architectural Design Guidelines have been developed to ensure high standards of design are maintained in development and construction in the city of Santa Barbara. They are also intended to clarify the public’s understanding of the goals and policies of the Architectural Board of Review (ABR). The Architectural Design Guidelines are intended to provide a clear statement of preferred design solutions and building materials considered acceptable by the ABR. Generally, these guidelines apply to both commercial and multi-family residential projects, unless the individual guideline specifies a more narrow scope of application. Projects proposing infill development or redevelopment are also subject to the Infill Design Guidelines in Section 3 below. The Infill Design Guidelines describe what it means for a project to be compatible, and offer a menu of design techniques and approaches that projects can use to complement existing buildings, preserve neighborhood character, and integrate into existing neighborhoods.

SECTION 1 Site and Surrounding Area Considerations

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

1.1.2 Area Compatibility – Commercial and Multi-Family Residential

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

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

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

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

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

**SECTION 2 Architectural Imagery**

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

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

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

   A. High quality construction and materials for exterior finishes
   B. Wood windows, recesses, articulation of openings, wood shutters, ornamental ironwork
   C. Enhanced landscaping, paving and/or decking
   D. Heavy timber trellis or arbor structures
   E. Stonework and/or tile work on walls
   F. Front entry elements and/or porches
   G. Enhanced or high-quality roofing materials
   H. Exposed downspouts and gutters painted or made of copper materials

**SECTION 3 Infill Design Guidelines**

1.3.1 **Purpose of the Infill Design Guidelines.**

The Infill Design Guidelines supplement the Guidelines in Section 1, Site and Surrounding Area Considerations; and Section 2, Architectural Imagery. The purpose of these guidelines is to ensure that infill development complements existing buildings, preserves neighborhood character, and is well integrated into the neighborhood with a cohesive and well-thought out design. Compatible designs respect the existing neighborhood context.
character and adjacent structures through compatible building massing (height, scale and location), and incorporate building design principles and streetscape elements that are attractive. In addition, appropriate open space designs incorporate features that increase livability of projects and safety of occupants.

1.3.2 **Compatibility.** For the purposes of design review, “compatibility” is defined as a project’s ability to integrate harmoniously with the desirable architectural qualities and characteristics which are distinctive of Santa Barbara and the immediate neighborhood. A study of the ten (10) closest properties, and additional properties as needed, can be a tool used in evaluating neighborhood compatibility.

The following should be considered in achieving compatibility:

A. Contextual setting (streetscape, surrounding structures, street trees, parks)

B. Patterns of development in the particular area

C. Architectural style

D. Size, mass, bulk, height, and scale

E. Proximity to, and interface with, historic resources, historic districts, historic sites, or natural features

F. Design intent and overall concept of the project and land use designation of the site

1.3.3 **DESIGN GUIDELINES/TECHNIQUES AND APPROACHES**

The Infill Design Guidelines are organized in sections: Building Design, Height and Massing; Open Space and Landscaping; Livability and Privacy; and Historic Resources. Each section lists some possible design techniques and approaches that can be employed in order to achieve the objectives in the Project Compatibility Criteria. Other creative and innovative design techniques and approaches may be considered in order to achieve the intended objectives of the listed guidelines.

A. **Building Design, Height and Massing:** Appropriate building design, height and massing contributes to Santa Barbara’s quality, sense of place and compatibility. These guidelines seek to ensure a project is compatible with the neighborhood through appropriate mass, bulk and scale. In addition, the design should be well integrated into the neighborhood with a cohesive and well-thought out design. Massing refers to the building’s physical form including size, mass, bulk, scale and height. Massing is influenced by specific design features and architectural treatments that may be used to express or break up the massing of a building including: variations in building height, setbacks, stepping back recessed volumes, and other strategies to provide a response appropriate for the surrounding context.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the design techniques and approaches listed below as needed to result in an appropriate size, mass, height, and scale of the building and achieve compatible building design and massing:
1. Design new buildings to enhance and fit into the streetscape. Consider all design elements for compatibility with adjacent buildings and with the immediate neighborhood.

2. Setting back a building more than the Zoning Ordinance requirement may be necessary to be compatible with the general alignment of the setbacks of neighboring properties and to reduce apparent building mass along the street.

3. Avoid massing that overwhelms adjacent buildings and streetscapes. Stepping back upper floors can mitigate overall mass of the building.

4. Reduce the overall floor area of the building by decreasing the average unit size, number of units, bedrooms or bathrooms per unit. The floor-to-lot-area ratio (FAR) can be used to evaluate if the project may be too large for the size of the lot.

5. It may be necessary to reduce the plate heights to lower overall building height and massing. Plate heights should relate to the size and use of the occupancy type.

6. Use variation in height and roofline to reduce the perceived height of the building.

7. Step down larger buildings in height adjacent to smaller buildings, especially if adjacent buildings are historically significant.

8. Open stairs leading to upper floors or the roof top can help reduce building mass. (When allowed by building code.)

9. Design parking to minimize building mass and height and to maximize functional open space and landscaping. Stacked parking and at-grade podium designs can increase building height, while underground parking can lower building height and reduce mass.

10. Provide articulation to reduce the apparent mass and scale of the building, and to be sensitive to the neighborhood.

11. Organize the street facades of a large development or building into several visually distinct parts to create the appearance of several smaller buildings.

12. Divide a larger building mass into smaller components similar in size to adjacent structures to reduce the overall mass of the building. Consider all elevations of the project.

13. Buildings should be within the range of heights seen in the neighborhood. Careful consideration should be given when proposing a building with more stories than surrounding buildings. Three or four story buildings may not be appropriate in all neighborhoods.

14. Encourage the use of traditional building materials compatible with neighborhood styles.
B. **Site Planning for Open Space and Landscaping:** Open space and landscaped areas contribute to the City’s natural beauty and enhance the overall quality of life, aesthetic appearance, and sense of place that is distinctive to the Santa Barbara community. Open space and landscaping break up the monotony of paved and built surfaces and contribute to a cleaner environment and healthier, livable neighborhoods. A generous amount of open space and landscaping is considered a positive enhancement to a project. Functional common and private open space enhances the quality of life for the occupants. Setbacks also serve to provide a sense of openness and continuity and enhance the environment. Interior setbacks can provide a buffer between adjoining properties and structures and allow for useable common and private outdoor gathering areas.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the following design techniques and approaches listed below as needed to achieve appropriate open space and landscaping:

1. Provide significant landscaping and trees at the ground level, particularly in areas that can screen and soften the larger masses of the building.
2. Include landscape buffers between surface parking, hardscape, and buildings.
3. For larger residential developments, combine and/or increase the amount of functional common open space and landscaped areas to accommodate amenities, such as play areas for children, recreational facilities, and outdoor gathering areas.
4. Landscaping on upper level decks may be appropriate as a method to increase livability and soften the mass of the building.
5. Preserve and incorporate existing natural landscape features and mature trees into new development. If not preserved, provide sufficient new landscaping.
6. Designs with parking garages under buildings or with stacked parking could help provide additional area on the site for open space and landscaping.
7. Surface parking lots have Zoning Ordinance requirements for landscaping and planting to provide visual screening which may also increase landscaping and open space.

Part II of this document is the ABR Landscape Design Guidelines which has additional guidelines related to Site Planning for Open Space and Landscaping in sections on: Site Layout and Massing (Section 2.2.1), Parking Lots (Section 2.2.5), Additional Guidelines for Commercial/Industrial, Multi-Family and Residential Projects (Section 3), and Tree and Vegetation Preservation (Section 4).
C. **Livability and Privacy:** The concept of livability is broad and can take on different meanings; however, for the purpose of these infill design guidelines, the concept of “livability” considers a person’s quality of life as it pertains to their place of residence or employment. Desirable livability design features including useable, functional, common and private open space, access to light and air, safety, and privacy from neighboring properties are considered important amenities to enhance quality of life for occupants. Meeting with adjacent neighbors to discuss livability and privacy considerations prior to beginning the City application process is strongly encouraged.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Where appropriate, consider applying as many of the design techniques and approaches listed below as needed to enhance the livability of the project:

1. Provide appropriate useable open space to accommodate gathering, playing, and seating areas for residents. In some cases above-grade open space such as roof decks may be an acceptable substitute for on-grade open space if it provides adequate functional space, preserves privacy, and does not pose massing, height, and other aesthetic concerns.

2. Certain projects in certain zone districts do not have required setbacks from interior property lines. In specific cases, it may be appropriate to set back the proposed development in order to provide greater livability, light and air, and privacy for users of the proposed development and adjacent development.

3. Design parking to avoid conflict with living areas, but still be easily accessible to residential units.

4. Provide pedestrian pathways to create safe and efficient connections to on-site buildings, the public right-of-way, adjacent properties, and the neighborhood.

5. Design projects with visible entrances, lobbies, and gates from public sidewalks and streets.

6. Provide clearly demarcated, accessible, and lighted pathways between sidewalks and building access points to establish a sense of presence and safety.

7. Use courtyards, paseos, gardens and other outdoor areas to enhance open spaces.

8. Design projects to comply with the City’s Outdoor Lighting Ordinance and Guidelines.

9. Place windows to avoid direct views into neighboring windows by offsetting or staggering with neighbors’ window locations.

10. Avoid placing larger upper-story windows overlooking the rear yards of adjacent properties.
11. Locate upper-story balconies and decks to minimize loss of privacy for neighboring properties.

12. Set back upper floors or increase side and rear yard setbacks to pull windows farther away from neighboring residents.

13. Orient upper story decks to face the street or away from neighboring windows, openings, and yards.

Part II of this document is the ABR Landscape Design Guidelines. Part II, Section 2, General Guidelines contains additional guidelines related to utilizing landscaping to enhance privacy.

SECTION 4 Historic Resources

1.4.1 Historic Resources Element. The Historic Resources Element of the General Plan contains a goal to “Protect the significant contribution made by Santa Barbara’s neighborhood historic resources to the City’s charm and sense of historical context.” Historic Resources Element Policy HR1 – Protect Historic and Archaeological Resources, seeks to protect the heritage of the City by preserving, protecting and enhancing historic resources, and Policy HR2 – Ensure Respectful and Compatible Development, directs that all development respect historic resources and the overall historic character of the City. Implementation Actions HR2.1 thru HR2.5 specifically address construction in proximity to historic resources, and that development shall be designed, sited and scaled to be compatible with their historic neighbors and with public enjoyment of the historic site. The following guidelines are intended to implement Policy HR2.

1.4.2 Demolition Review Study Area. Project sites within the City’s Demolition Review Study Area containing structures, site features, or landscape features over 50 years of age must be researched to determine if they are potentially historically significant, or eligible to be designated as historic resources. Evaluation and protection of archaeological resources, historic resources, or trees are governed by policies, laws and regulations of the Municipal Code and at the state and federal levels. Consultation with the City’s Urban Historian is required for demolition or substantial alterations proposed for structures over 50 years of age and for the proposed removal of any potentially historic site feature such as walls or landscaping. Existing historic structures and historic site features such as walls, gates, stairways, and specimen trees should be preserved and included as a part of the overall plan where feasible.

1.4.3 Infill Projects. Infill development projects involving historic resources shall preserve, protect, and enhance those resources. Projects on sites adjacent to historic resources shall respect and be compatible with the adjacent resources.

A. Project Sites Containing Historic Resources: If a project parcel contains potentially historic or designated historic resources the project shall be reviewed by the Historic Landmarks Commission (HLC). The Urban Historian can assist the HLC by identifying particular issue areas where the proposed development must show consideration and sensitivity to historic resources on the site.
B. **Projects Adjacent to Historic Resources:** The ABR is the review body for projects in proximity to historic resources. (However, the HLC is the review body for all projects within El Pueblo Viejo Landmark District or another landmark district.)

This section of guidelines helps to ensure that infill development is appropriately sensitive to adjacent historic resources, is compatible, and maintains a balance between historic resources and new construction.

It is recognized that not all techniques or approaches are appropriate or practical for every development project. Consultation with the City Urban Historian is required to determine which of the design techniques and approaches listed below should be followed to demonstrate sensitivity to historic resources:

1. Architectural styles of new or remodeled buildings should be compatible and fit with the character of adjacent structures.
2. Special consideration shall be given to setbacks for projects adjacent to historic resources and/or historic patterns of development to be compatible with other historic resources on the street.
3. Design interior setbacks to maintain an appropriate distance to provide views to the resource, appropriate light and air, and avoid impacts such as crowding or looming over adjacent historic resources.
4. Location of parking and garages should be sensitive to adjacent historic resources.
5. Orient the front entrance of the building to the street and clearly identify the front entrance unless this is not the predominant pattern on the street.
6. Larger buildings should be stepped down in height as they approach smaller adjacent historic resources.
7. Design the front façade to appear similar in scale with adjacent historic resources.
8. Align foundation and floor-to-ceiling heights to be sensitive to adjacent historic structures.
9. Align eaves, cornices, and ridge lines to be compatible with those of the neighboring historic structures.
10. Design the front of buildings to have a similar rhythm and pattern of window and door openings as those of the existing streetscape.
11. Incorporate materials and colors similar to those traditionally used in neighboring historic structures.
SECTION 5 Multi-Family Accessory Buildings, Garages, and Carports

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

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

1.5.3 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 6 Utilities and Equipment

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

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

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

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

1. Skylights are allowed when they are compatible with the architectural style of the building in which they are proposed and when they are compatible with the character of the surrounding neighborhood.

2. Flat skylights, made of non-reflective materials, are the preferred skylight type.

3. White plastic skylights or small dome shaped skylights may be acceptable if the skylights are screened by existing parapets, roofs, building forms or other equipment and it can be clearly demonstrated that the proposed skylights are not readily visible from adjacent properties or public ways.

4. Plastic domed solar tube skylights may be allowed if placed in areas that are not highly visible to the public.

5. The cumulative impacts of exposed roof equipment shall be a consideration when determining the appropriate size, quantity and type of skylights proposed.
1.6.5 **Site Lighting.** Outdoor lighting shall comply with the Outdoor Lighting Design Guidelines.

**SECTION 7 Sustainable Building and Site Design, Including Energy Efficiency**

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

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

Building sustainably is encouraged as much as possible.

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

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

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

- Selecting materials that have at least some recycled content can conserve natural resources and virgin materials.
- Selecting materials with less chemical or synthetic content, such as low VOC paints or adobe bricks, can reduce environmental toxins.
- Minimizing construction waste can ease the impact on landfills and resources.
- Installing water- and energy-efficient products and/or orienting a building and selecting landscaping in response to solar and breeze patterns can conserve resources while reducing operating costs.
- Selecting building materials made from easily renewable resources conserves non-renewable resources.
SECTION 8  Roofing Materials

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

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

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

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

1. There should be a double starter row employed at the eave ends.

2. Field tiles are to be laid in random or scattered fashion.

3. The roof should have natural cement mortared hips and ridges.

4. Terra cotta red color should be the predominant color except where other color mixtures are specifically approved.

5. Tile color should be one consistent color with only slight natural variations acceptable. Artificial color “blends” are discouraged.

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

1.8.3 Clay S-Tile

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

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

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

1. The proposed clay S-tile installation is compatible with the building’s architecture and the neighborhood character.

2. The proposed application meets with the intent of these ABR General Design Guidelines & Meeting Procedures.

3. The building cannot structurally support the weight of 2-piece, clay barrel tile, and clay S-tile is an appropriate alternative solution.

4. The applicant made a concerted effort to make the roof attractive.

1.8.4 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).
SECTION 9 Architectural Elements - Commercial

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

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

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

1.9.3 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 complement each other. For example, heavy materials should appear to support lighter materials.

1.9.4 Windows and Doors. The pattern of windows and doors should be consistent with the building’s architectural style.

1.9.5 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 10 Architectural Elements - Multi-Family Residential

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

1.10.1 General

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

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

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

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

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

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

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

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

B. Encourage existing building preservation when feasible.

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

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

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

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

B. Entries should be easily identifiable and functional.

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

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

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

The architectural character of the proposed condominium should also be carefully considered.
### SECTION 11 Administrative Approval Standards

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

#### 1.11.1 Projects Eligible for Administrative Approval

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

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

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

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

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

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

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

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

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

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

1.11.3 Administrative Staff Review Project-Specific Standards

In addition to complying with the general requirements specified in Section 1.10.2 above, projects seeking administrative approval must also comply with any applicable project specific requirements specified in this Part I, Section 1.10.3 of these Guidelines.
A. **Additions: Minor.** Small additions may be reviewed and approved administratively if all of the following apply to the project:
   1. Less than 250 square feet of new floor area.
   2. Less than 100 cubic yards of grading is proposed.
   3. The addition does not have a publicly visible affect on the overall design of the building as the term “publicly visible” is defined in Section 1.10.4.

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

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

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

E. **Decks: Minor.** New or altered decks less than 200 square feet or decks at the first floor level are eligible for administrative approval if the following standards are met:
   1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
   2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
   3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate area if no decks are on immediately adjacent properties.
   4. New decks are not located to cause potential privacy or noise impacts to adjacent properties.
   5. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the existing structure or trim.

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

1. The type of proposed doors and color of frames are compatible with the architectural style of the building and appear compatible with existing doors.

2. If the doors of an addition are the same size and material as existing nearby doors, the proposed doors match the existing nearby doors in appearance.

3. Door and sidelight sash material matches the existing material and is either wood or steel.

4. Where adjacent windows are "divided light" type, the new doors and sidelights shall also be divided to match the existing. Where dual glaze glass is used, the mullions should break the exterior pane.

5. In door pairs, both doors should have the same width.

6. In doors with sidelights, sidelights should have the same width if feasible.

7. Doors and sidelights should be placed symmetrically within architectural elements.

8. Door hardware is appropriate to the architectural style of the building.

9. Any changes in paving material associated with the door alteration match the existing material.

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

1. The proposed grading is less than 50 cubic yards.

2. There is no drainage impact on adjoining lots.

3. Any paving or driveway additions or modifications are of the same materials as the existing paving or driveway materials.

4. Any new driveway paving materials are compatible with the existing structure and surrounding area.

5. New paved parking areas are screened from public viewing areas through fencing, landscaping or other structures.

6. Any construction of a driveway or sitework in close proximity to a creek or that may result in adverse drainage conditions is not eligible for administrative approvals.
H. **Fences.** Chain link, chicken wire, metal, plastic, vinyl, wire-mesh and unfaced cement block fence materials are not eligible for Administrative Staff Review. Fences not specifically excluded in the preceding sentence may be reviewed and approved administratively if:

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

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

1. **Landscape Alteration – General.**
   
   a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.B of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.4.8.B.2.b and 2.4.8.B.2.d.iii and 2.4.8.B.2.d.iv; and
   
   b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
   
   c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
   
   d. No native landscaping is to be removed.

2. **Landscape Alteration – Tree Removal.** A landscape alteration that involves a tree removal or replacement may be approved administratively if it satisfies all of the following criteria:

   a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in section 2.4.8.C of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.4.8.C.2.b and 2.4.8.C.2.d.iii and 2.4.8.C.2.d.iv; and
   
   b. No more than two trees are proposed to be removed or replaced; and
c. No front setback, historic or specimen tree is proposed for removal. (Front setback, historic or specimen trees are reviewed by the Parks Department.); and

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

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

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

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

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

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

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

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

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

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

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

3. All pool and spa equipment is located as far away from adjoining properties as reasonably practicable in consideration of neighbors, and the equipment's property line decibel level is consistent with the Noise Ordinance.
M. **Mechanical Equipment: Rooftop.** Transmitting antennas, including wireless facilities, are not eligible for administrative approvals. Satellite antennas and other rooftop equipment reviewed by Staff must comply with the following standards:

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

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

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

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

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

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

1. The shed or spa enclosure area is 150 square feet or less.
2. Accessory structures are located in consideration of neighbors and appropriately screened.
3. Materials match site fencing or the main structure’s materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria in Item 1.10.J, above.
Q. Sidewalk Seating for Commercial Outdoor Dining Areas. In general accord with these ABR General Design Guidelines & Meeting Procedures, the placement, style, color and types of outdoor dining furniture and barriers should be consistent with and shall complement the design and appearance of the building. The placement, style, color and types of outdoor dining furniture and barriers shall be in conformity with the Public Works Department Standard Street Right-of-Way and Sidewalk Outdoor Dining Regulations, adopted by the ABR and the City Council. Construction features shall be as approved by the City Engineer.

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

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

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

T. Time Extension. See SBMC §22.68.110.

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

1. The trellis covers less than 250 square feet and is less than 12 feet tall.
2. The trellis is constructed of smooth cedar, redwood, high-quality, pressure-treated pine, or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
3. Lot line trellis height, length and use of materials are compatible with the surrounding area.
V. **Walls: Freestanding Only, Not Retaining.** Walls of non-traditional material, such as unfaced concrete block, railroad ties, faux materials or plaster walls in hillside areas are not eligible for administrative approvals. Walls approved administratively must meet all the following criteria:

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

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

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

### Definitions

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

1.11.4 **Highly Visible to the Public.** A building, structure, or improvement is highly visible to the public if it appears prominently and is easily observed by an average person standing or traveling upon a public right-of-way (including streets and sidewalks) or prominent and easily visible from a public park, beach, or other area generally open for public use. A building, structure or improvement highly visible to the public usually fronts public streets or other public areas.
SECTION 12    Zoning Modification Comments

1.12.1 Architectural Board of Review Role in Commenting on Modification Requests

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

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

1.12.2 Modifications of Yard, Lot and Floor Area Regulations

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

INTRODUCTION

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

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

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

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

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

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

Relationship to Other Guidelines. A number of other guidelines, listed in Part 1: “Architectural Design Guidelines”, include landscaping guidelines. In general, this document is compatible with those guidelines. However, where there are two guideline sets applicable to a project addressing the same issue, the other guideline that applies to the specific area or special district would prevail over these ABR General Design Guidelines & Meeting Procedures.
Relationship to City Water Conservation Programs. The City provides full-color handouts which provide specific techniques on how to comply with the Landscape Design Standards for Water Conservation (Appendix A) and other sustainable landscaping techniques.

Full-color handouts regarding sustainable and water-wise landscaping are available in the 630 Garden Street lobby area and on-line at: www.santabarbaraca.gov/Government/Departments/PW/WCBrochuresAndMore.htm

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

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

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

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

SECTION 1 Landscape and Irrigation Plan Applicability

2.1.1 Landscape Plans
   A. Applicability.
      1. **Commercial, Industrial, Institutional, or Multi-Family Projects.** All new development projects which propose new structures require landscape plans. Complete demolition of an existing structure which involves construction of a new structure requires a landscape plan for the altered site.
      2. **Major Addition or Alteration Projects.** Projects involving substantial additions or alterations to existing developed sites require landscape plans when:
        a. Existing landscaped areas are proposed for removal or alteration and/or
        b. New landscaping improvements are proposed.
3. **Projects with Grading Work or Vegetation Removal.** Projects which propose substantial landscaping changes as a result of grading work or vegetation removal may require landscape plans or additional landscaping information, at the ABR’s discretion.

4. **Projects Which Involve Historic, Archaeological, or Environmental Resource or Hazards and Projects with Potential Public View Impacts.** Landscape improvements and a landscape plan may be required to address aesthetic concerns in the following cases:
   a. When a proposed improvement involves a historic, archaeological, or environmental resource or hazard and/or
   b. To lessen potential project impacts to public scenic views.

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

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

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

2.1.2 **Plan Preparation Licensing Requirement.**

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

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

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

   1. The proposed project involves extensive grading,
   2. The project requires a drainage plan. For example, drainage plans are sometimes required for Storm Water Management Plan compliance.
C. **Advisories.** In addition, the ABR may recommend, but may not require, that an applicant hire a licensed landscape architect in the following circumstances:

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

---

**SECTION 2 General Guidelines**

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

Landscaping improvements should:

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

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

### 2.2.1 Site Layout and Massing.

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

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

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

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

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

### 2.2.2 Plant Selection.

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

A. **Blending with Existing Vegetation.** Blend the type, coloring, size, and height of proposed vegetation into existing vegetation.
B. **Growth.** Consider appropriate plant selection and location to:

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

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

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

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

F. **Fire Retardant Landscaping.** Use fire retardant landscaping where possible. See Section 2.5.3 High Fire Hazard Area Landscape Design and Appendix B for information about High Fire Hazard Area landscaping requirements. A list of plants which are highly flammable and should not be planted in the High Fire Hazard Area is included in Appendix B.

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

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

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

J. **Natural Plants.** Plant landscaping shall consist of real plants. Artificial plastic plants or the use of synthetic turf is not allowed in parkways or publicly visible locations as defined in Section 1.10.4. The use of synthetic turf may be approved at other less visible areas but is generally discouraged.

2.2.3 **Sustainability Principles.** Guidelines throughout this document support sustainable principles. Landscape and irrigation system design should reflect consideration of sustainable landscaping principles and be sensitive to elements described below. Also, see the additional sustainability concepts in Special Area Guidelines, Part I Section 5.
A. **Preserve Existing Vegetation.** Preserve existing vegetation and significant trees as much as possible (See Part II Section 4, Tree and Vegetation Preservation).

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

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

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

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

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

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

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

I. **Stormwater Management.** Santa Barbara properties most commonly drain to local creeks, which then flow to the ocean. Non-point source pollution such as pesticides and fertilizers from lawns, heavy metals from driveways and pet waste pose a significant threat to the quality of life on our beaches and streams. Stormwater should be viewed as a resource with environmental and educational significance that can give unique character to neighborhood landscapes. Bioswales, infiltration areas, vegetated filter strips, porous paving, rainwater cisterns, and rainwater gardens should be incorporated into site design to allow biofiltration of sediment and pollutants, to slow down potentially damaging flows, and to increase the presence of nature within the community. These measures are very attractive, low tech, low cost, low maintenance and provide significant benefits to our environment. Appropriate choice of plantings and irrigation for the site helps reduce urban runoff and the subsequent non-point source pollution.
J. **On-Site Water Retention and Natural Drainage.** Use methods to retain water on the site to recharge groundwater and to use for future watering (e.g. cisterns). Design landscaping to enhance natural drainage and biofiltration of pollutants through the use of bioswales, detention basins and other techniques.

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

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

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

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

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

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

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

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

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

G. **Plants and Irrigation in Parkways.** Water-wise plants are required and turf is prohibited in parkways. Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff. See the City’s list of recommended plants for parkways.
2.2.5 **Parking Lots.** Parking lot designs for commercial, industrial, institutional, or multi-family residential developments are required to provide attractive and durable screening for adjoining areas (SBMC §28.90.050). Canopy trees provide important benefits in parking lots, such as producing shade, moderating the heat absorbed by asphalt, and reducing air pollution from parked cars. The ABR is charged with enhancing parking lot designs to offset utilitarian appearances. The following standards apply to all parking areas, parking lots, and automobile service station/mini-market designs. Please note paving standards are also included in Sections 2.3.1 and 2.3.2.C.

A. **Perimeter Planter Requirements.** SBMC §28.90.050.3 contains perimeter planter requirements. The Code also provides the ABR with the ability to reduce or waive the requirements where alternative landscaping and designs proposed are equally effective in meeting the ordinance intent. In accordance with the ordinance, the ABR will consider whether a landscape planter waiver can be granted in the following circumstances:
   1. Unique lot or existing building configurations will not allow a full parking area with five (5) foot wide planters; or,
   2. Where an existing building precludes a driveway with full-sized planters; or,
   3. The project entrance is enhanced with an effective landscape screen, screen walls, decorative paving, significant architectural elements and/or skyline trees; or
   4. Significant landscaping is proposed on other portions of the site so the plan maximizes landscaping within the parking area and/or throughout the project.

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

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

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

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

F. **Irrigation.** Drip irrigation or low precipitation rate sprinklers/bubblers are encouraged and irrigation must be designed to minimize runoff.
2.2.6 **Tree Root Barrier Guideline.** The ABR may suggest or condition that an applicant study or confer with a tree expert (landscape architect, the City arborist or certified arborist) to offer recommendations as to whether a root barrier should be required to be installed. Root barriers may be suggested for a proposed tree location where the roots are within four feet of any hardscape, on-site or off-site, and may potentially affect buildings, sidewalks, paved pathways, curbs, etc. Palm trees do not need root barriers. Barrier placement is not recommended for a tree installation when existing trees are in close proximity because installation may damage roots of those trees.

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

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

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

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

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

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

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

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

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

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

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

H. **Minimize Green Waste.** Select plant species whose mature size is appropriate for the area planted to minimize pruning. Prune for health, not for size reduction or invasion control.
I. **Landscape Protection.** Protect landscaped areas from vehicular and pedestrian encroachment with raised planting surfaces or curbs. Concrete step areas or stepping-stones should be provided in landscape planters adjacent to parking spaces.

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

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

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

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

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

**SECTION 4 Tree and Vegetation Preservation**

2.4.1 **General.** Development should be sensitive to existing mature trees as they are a valued community resource. One of the Conservation Element’s goals is to prevent unnecessary tree removal. Mature trees should be integrated into project design rather than removed. All feasible options should be exhausted prior to tree removal. Preservation and protection of existing significant trees is a primary goal of a landscape design and a site design.

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

A. **Considerations When Acting Upon Tree Removals Requests.** The ABR considers the following when acting upon a tree removal request:

3. Whether such tree is designated as an historic or specimen tree;

4. The potential size of the tree in relation to the size of the lot or building site and the size of the proposed or existing improvements;

5. The number and size of other trees which would remain upon the building site after the requested removal;

6. The number and location of adjacent trees on City property and the possibility of maintaining desirable tree density in the area through additional planting on City property;

7. Any beneficial effects upon adjacent trees to be expected from the proposed removal;

8. Whether the tree sought to be removed was planted by or with the permission of the applicant or the applicant's co-tenant at the time such tree was planted.
9. The condition and structure of the tree and the potential for proper tree growth and development of the tree canopy.

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

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

C. **Tree Protection and Replacement Standards.**

Consistent with Environmental Resources Element Biological Resources policies ER11 and ER12, 1979 Conservation Element Visual Resources Policies 1.0, 2.0 and 4.0 and 1979 Conservation Element Biological Resource policies 4.0 and 5.0; efforts shall be made to preserve trees, in particular, native trees, including oak trees, and specimen trees are subject to the following guidelines:

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

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

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

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

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

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

2.4.3 Tree Removal and Replacement Permits: Lots Developed with Multi-Family Residential, Commercial, or Industrial Uses

A. General (per SBMC Chapter §15.24). A permit is required for the significant alteration, removal or replacement of a tree as follows:

1. A Parks and Recreation Department Tree Permit (P&R Permit) is required to significantly alter, remove, or replace a:
   a. Front Setback Tree (as defined in SBMC §15.24.010); or
   b. Designated historic or specimen tree (as defined in SBMC §15.24.010); or
   c. Parkway Tree (as defined in SBMC §15.20.020)

2. ABR Review and a Community Development Department permit (CDD permit) is required to remove a:
   a. Tree that is part of approved landscaping (see definition 2.4.8.A below) on record; or
   b. Parking Lot Tree (as defined in SBMC §15.24.010).

2.4.4 Tree Removal and Replacement Permits: Lots Developed with Duplex Residential Uses

A. General. A permit is required for the significant alteration, removal or replacement of a tree as follows:

1. A Parks and Recreation Department Tree Permit (P&R permit) is required to significantly alter, remove or replace a:
   a. Front Setback Tree (as defined in SBMC §15.24.010).
   b. Designated historic or specimen tree (as defined in SBMC §15.24.010).
   c. Parkway Tree (as defined in SBMC §15.20.020).

2. ABR Review and a Community Development Department permit (CDD permit) may be required for removing a tree on an approved plan. If a property owner proposes to remove a tree, then a CDD permit is required if the tree was noted to be specifically conditionally approved to be maintained on an approved plan.

Exception: Substantially Similar Replacement Permit. A permit is not required for the removal of a tree on an approved plan if the tree is replaced with a tree that is substantially similar as defined in 2.4.8.C of these guidelines. This exception does not apply to required P&R permits.

2.4.5 Tree Removal Permit Exceptions. Dead, diseased or hazardous trees, except parkway trees, may be removed without a P&R permit or CDD permit (see SBMC §15.24.030 for
specific requirements). However, even though a permit may not be required for the removal, in some cases a CDD permit for the replacement tree may be required within 30 days as follows:

A. **Tree(s) Required With Parking.** (SBMC §28.90.050, SBMC §28.90.001.H, SBMC §28.90.001.I, SBMC §28.90.100.G) The removal of trees required with a parking space or lot may require a tree replacement. If the replacement tree is substantially similar to the tree that is removed as defined in 2.4.8.C of these guidelines, then ABR review is not required. If the replacement tree is not substantially similar to the tree that is removed as defined in 2.4.8.C, then ABR approval of the replacement tree is required.

B. **Tree(s) on an Approved Plan.** The removal of a tree on an approved plan may require a replacement tree. If the replacement tree is substantially similar to the tree specified on the approved plan as defined in 2.4.8.C, then ABR review is not required. If the replacement tree is not substantially similar to the tree specified on the approved plan as defined in 2.4.8.C, then ABR approval of the replacement tree is required.

2.4.6 **Landscape Removal and Replacement Permits.** A CDD permit is required for the alteration of approved landscaping subject to protection pursuant to the Municipal Code (see definition 2.4.8.A below). Note: If a tree removal is involved, see Section 2.4.3 and 2.4.4, above.

**Exception: Substantially Similar Replacements.** As provided in the Municipal Code, a permit is not required for the replacement of approved landscaping or other improvements subject to protection as long as the approved landscaping or other improvements are replaced with landscaping or other improvements that are “substantially similar” as defined in 2.4.8.C of these guidelines.

2.4.7 **Hillside Design District Vegetation Removal.** There are specific vegetation removal types and quantities that may require a vegetation removal permit and ABR review in the Hillside Design District. For example, a vegetation removal permit may be required for some forms of weed abatement. Please refer to SBMC Chapter §22.10 for exemption categories.

2.4.8 **Definitions**

A. **Approved Landscaping.** Landscaping for lots developed with multi-family residential, commercial or industrial uses which is shown on approved plans on record with the City of Santa Barbara. Approved landscaping subject to protection for lots developed with duplex residential uses is landscaping noted to be specifically conditionally approved to be maintained on an approved plan.

B. **Original Planting Purpose.** The function or purpose of a tree or plant(s) on an approved landscape plan, sometimes explicitly stated, sometimes not. For example, tree or planting purposes can include: privacy protection, preservation of solar access, shade provision, visual framing of a building, style consistency, visual interest, historic preservation, erosion control, appropriate species near a biologically sensitive area, etc.
C. **Substantially Similar Tree or Landscaping Replacement.** Replacement trees or landscaping shall be considered “substantially similar” and therefore exempt from a CDD permit if they meet either of the following descriptions:

1. **The replacement tree or landscaping:**
   a. Is the same species of tree or plant(s) as the tree or landscaping being replaced; and
   b. Can be replaced with a reasonably proportionate tree per Item 2.a., below; and
   c. Is at least as large as the approved landscape plan tree or plant(s) planting size, and a minimum of five gallon planting containers for trees; and
   d. Is compliant with current regulations, including those listed in item 2.d., below.

   **OR**

2. **The replacement tree or landscaping to be replaced is a different species than the approved landscape plan species and the proposed species meets the following four criteria a., b., c. and d.:**
   a. The size of the removal or replacement meets the following applicable criteria:
      i. Measurement of trees proposed for removal are less than 12” in diameter at 4’6” above the ground and less than 20’ tall; and
      ii. The area of cumulative changes to conditionally approved plants is less than 1,000 square feet in the front yard and less than 20% of the total landscaped area; and
   b. Characteristics of the proposed replacement tree or plant continues to achieve the original planting purpose, as defined in 2.4.8.B, through the following tree or plant aspects:
      i. height (at present and maturity); and
      ii. canopy (at present and maturity); and
      iii. general branching characteristics; and
      iv. nature of the foliage; and
      v. flowering characteristics (frequency, color, etc.); and
      vi. drought tolerance; and
      vii. water conservation of the existing plant or tree and the proposed replacement plant or tree; and
      viii. biological compatibility with any surrounding biologically sensitive areas; and
      ix. size of tree or plant(s) and their root structure at planting (must be at least as large as the approved landscape plan tree or plant(s), and if planting size is not indicated, then at least 5 gallons.); and
c. The replacement is not likely to introduce new biological issues:
   i. The replacement does not introduce non-native species in an area where native species are predominate; and
   ii. Replacement does not occur within 50 feet from the top of a coastal bluff per California Coastal Commission regulations; and
   iii. Replacement does not occur within 50 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
   iv. Replacement does not occur within an area of 30% slope or greater; and
   v. The replacement does not introduce an invasive or noxious species as defined in Appendix C of these design guidelines or California Codes 7206, 7207, 7501; and
   vi. Native landscaping will not be removed.

d. Complies with codes applicable to the proposed tree or plant(s) removal or replacements, including:
   i. Appeal Jurisdiction of Coastal Zone regulations
   ii. City Right of Way regulations (SBMC §15.20.110)
   iii. “Specimen” or “historic” tree requirements (SBMC §15.20.020 & §15.24.060); and
   iv. Front setback trees requirements (SBMC §28.04.435 & §28.04.620); and
   v. Parking lot landscaping regulations (SBMC §15.24.020)
   vi. Hillside Design District Vegetation Removal requirements (SBMC §22.68.060 & §22.10.040)
   vii. Automobile parking in a setback criteria (SBMC §28.90.001.H); and
   viii. Parking in front yard required screening (SBMC §28.90.001.I); and
   ix. Required screening for uncovered parking (SBMC §28.90.100.G); and
   x. Landscape water conservation requirements (SBMC §22.80); and
   xi. The replacement does not create water waste from plumbing and irrigation systems (SBMC §14.20); and
   xii. Storm Water Management Program (State Water Resources Control Board Water Quality Order 2003-0005-DWQ, City of SB SWMP); and
xiii. High Fire Hazard Area requirements (SBMC §8.04.020) including Fire Department approval and compliance with distance and plant material requirements; and
xiv. Solar Shade Control Act regarding protection of existing solar energy systems from shade caused by neighbors. (California Public Resources Code Sections §25980-25986); and
xv. Maximum screen or hedge heights or sharp wire regulations (SBMC §28.87.170).

SECTION 5 Special Areas

2.5.1 Hillside Residential Landscape Design

Landscaping in hillside areas should be sensitive to the community’s view of the new development, as well as the view from the subject property. The following guidelines are specific to hillside areas of the City.

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

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

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

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

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

2.5.2 Creeks, Water Courses and Wetlands

Projects near creeks, water courses and wetlands are subject to the following guidelines. These projects should also be designed with special consideration for consistency with the Sustainability Principles outlined in Section 2.2.3.

A. **Degradation Prohibition.** Development in and adjacent to creeks shall not degrade the creeks or their riparian environments. Where existing creeks, watercourses, and/or wetlands provide a natural environment, avoid removal of these environments.
B. **Native Plant Species.** Protect, maintain, enhance, and/or restore native plant species and vegetation in areas along natural creeks, watercourses and wetlands.

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

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

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

### 2.5.3 High Fire Hazard Area Landscape Design

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

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

INTRODUCTION

SECTION 1  Interpretation and Application
The Architectural Board of Review Meeting Procedures provide direction to ABR members, city staff and to the public as a whole. Nothing herein shall be interpreted in a manner contrary to the requirements of State law or the SBMC and in the event of a conflict between the requirements of State law or the Municipal Code and these guidelines, State law or the Municipal Code shall prevail.

Staff will make periodic updates to the “Architectural Board of Review Guidelines & Meeting Procedures” to implement preferred procedures and guidelines and reflect changes in the regulatory environment.

SECTION 2  General Information and Procedures

3.2.1  General Information

A.  Meeting Dates and Location. The full Board ABR meetings generally occur every other Monday in the David Gebhard Public Meeting Room, Community Development Department, 630 Garden Street, Santa Barbara, California. The ABR meetings may be televised live on the local Government Access channel. Agenda items are scheduled as time-certain with the final item usually scheduled for no later than 8:00 P.M. Please note changes may occur to the meeting agendas due to postponement of items as described in Section 3.2.7.

If a holiday falls on Monday, meetings will be held on the following Tuesday or at the discretion of the Board. The consent calendar review occurs at 1:00 P.M. on the same day and it is also held in the David Gebhard Public Meeting Room, 630 Garden Street, Santa Barbara, California.

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

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

B.  Applications and Filing. Application instructions are available at the Community Development Department/Planning and Zoning Counter at 630 Garden Street and on-line. Business hours are 8:30 A.M. to 4:30 P.M., Monday through Thursday and every other Friday. For a current list of office hours, and a schedule of Friday closures, please visit the City's website at www.SantaBarbaraCA.gov, or call (805) 963-0611.
Applications deemed complete are accepted for the next available agenda on a first-come-first-served basis. Applications are date-stamped and submittal times are logged to assist Staff in determining project priority. Projects requiring a noticed hearing will be scheduled accordingly after an application is received. For example, approximately two and one half weeks is needed to schedule a project that requires a mailed noticed hearing. Applications deemed incomplete by Staff or which have major zoning issues shall not be placed on an agenda. Staff will also consider the following factors when scheduling items: availability of City Staff, review level required, expected public comment and number of items submitted.

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

- Multiple family dwellings not to exceed four (4) units per lot, of wood frame construction, and not more than two stories and a basement in height
- Non-structural changes to storefronts

See additional information regarding landscape plan licensing advisories in Part II of these Guidelines.

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

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

F. **Fees.** Fees are based on the size, scope and type of project proposed. Staff will determine appropriate application fees based on the current fee resolution adopted by the City Council. Staff at the Planning and Zoning Counter can provide the most recent information, and the fee schedule is available on-line at: [www.santabarbaraca.gov/Resident/Home/Forms/planning.htm](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  
   e-mail: ABRSecretary@SantaBarbaraCa.gov  
   or email ABR Planning Technician in format:  
   FirstInitialLastName@SantaBarbaraCa.gov

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

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

A. **General Business**

   I. Public Comment  
   II. Approval of minutes  
   III. Consent Calendar  
   IV. Announcements.  
      A. Staff Announcements such as requests by applicants for continuances and withdrawals, and future agenda items.  
      B. Board Member Announcements

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

B. **Discussion items**

   - Appeals  
   - **Concept Review** (continued items first, followed by new items)  
   - **Project Design Approval** (continued items first, followed by new items)  
   - In-Progress Review  
   - **Final Approval** (continued items first, followed by new items)  
   - Review After Final Approval
3.2.3 **Notices.** Some projects require a noticed hearing before the ABR. When a noticed hearing is required, written notice of the hearing is mailed to the applicant, the owner of any lot within 300 feet of the project, and interested parties in the City database. In addition, a “Notice of Development” sign is posted on the site of the proposed project. If a project requires another land use decision by the City Council, Planning Commission, or Staff Hearing Officer, the notice for the first Design Review hearing shall comply with the notice requirements for that hearing body. The purpose of these notices is to provide an early opportunity for adjacent property owners and occupants to comment on development proposals that may impact their property. (See SBMC §22.68.040 for the types of applications that require a noticed hearing and the specific noticing requirements).

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

3.2.4 **Project Presentation/Plan Substitution**

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

B. **Plan Substitution**

Plans originally submitted and filed for a particular meeting or review are generally not allowed to be substituted by applicants at the time of the scheduled meeting date. This policy is intended to ensure that approvals are not obtained without proper Staff oversight and to ensure an adequate opportunity for public review prior to the meeting. The exceptions to this general policy are explained below.

Plans may not be substituted at the first mailed noticed concept review hearing or when a project design approval or final approval is being requested. Plans may be substituted at non-mailed notice Concept or In-Progress reviews if the following conditions have been met:

1. Proposed site plan does not have any changes that would require a Zoning Modification; and

2. Proposed building heights, site plans and elevations are substantially consistent with agendized plans; and

3. The project has the same level of zoning compliance as agendized plans; and

4. A completed Plan Substitution form is submitted to Staff. If the newly substituted plans are not substantially consistent with agendized plans, the
new plans will be agendized for a future meeting.

3.2.5 Public Hearings and Public Comment

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

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

- aesthetic issues
- design issues
- neighborhood compatibility
- environmental issues

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

- site land use or zone designation
- project density
- project affordability

C. The ABR shall consider public comments directly related to aesthetic issues involving architecture, landscaping issues and compatibility with the surrounding area. These general guidelines are in place to manage meeting duration each week.
3.2.6 **Review Levels.** See the ABR Checklist available at the Planning and Zoning Counter or the City’s website for specific submittal requirements for each level of review.

**A. Concept Review**

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

2. The ABR may request a site visit or story poles to be placed at the site prior to commenting or taking action on the application.

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

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

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

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

**B. Planning Commission Comments.** SBMC Chapter §22.68 specifies that the ABR may refer projects which are highly visible to the public to the Planning Commission for comments prior to ABR’s project design approval of a project.

**C. Project Design Approval**

1. Project design approval occurs prior to preparation of working construction drawings. The plans should reflect all applicable Planning Commission conditions and City Departmental conditions of approval.

2. Project design approval is the most important approval of plans and determines the site plan configuration and design that must be followed in the working drawings. Any substantial design project changes after project design approval will require a new project design and approval.

3. All significant elements of the architectural appearance, landscaping and site/building orientation must be found consistent with applicable guidelines in order to receive approval at this level of review.
4. Environmental review, Planning Commission approvals, and other discretionary review, if required, must be completed prior to project design approval.

5. For purposes of Government Code §65950, a project design approval shall be considered to be "approval" of the project by the ABR and concludes the discretionary phase of project review. It shall constitute the substantive ABR design approval of the project which is appealable; however, final approval of all details, including landscaping, is still required prior to the issuance of building permits.

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

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

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

2. All details, color samples, door hardware and exterior lighting fixtures shall be included for review. The “Design Review Final Approval Submittal Checklist” indicating sheet numbers where plan details are located within plan sets must be submitted with the final proposed details.

3. A final approval may be obtained subject to conditions that allow minor details to return on the consent calendar.

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

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

1. Minor upper floor addition where the upper story already exists and the amount of proposed square footage is small.
2. Addition of trash enclosures if they meet minimum ordinance requirements, complement the building's architecture and are not within public view.
3. Additional landscaping on an existing site or minor changes to proposed landscaping of an approved project.
4. Addition of parking spaces where no landscaping will be removed and minimum ordinance requirements are met.
5. Minor exterior or site changes.
6. Second or third time extensions for final approvals for minor projects.
7. Any project within categories listed below under “Minor Projects Eligible for Administrative Staff Approval.”

H. **Minor Projects Eligible for Administrative Staff Approval.** Some minor design projects may be approved as a ministerial action by the Community Development Director or appointed representative without review by the ABR. The Community Development Director or appointed representative has the authority and discretion to refer any minor design project to the ABR if the project has the potential to have an adverse effect on the architectural integrity of the building, structure, or surrounding property. ABR Staff also may refer any projects which do not appear to comply with applicable guidelines to the ABR consent calendar or full Board. The Administrative Staff Review process is limited to the types of addition or alteration projects listed in Part 1 Section 10 of these ABR General Design Guidelines & Meeting Procedures which comply with applicable standards described in the section.

I. **Construction Without Permit (“As-Built”)**

The ABR shall review as-built applications with the same degree of scrutiny and consideration afforded other proposed new projects utilizing the following criteria:

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

A. Continuances. A continuance is the carrying forward of an item under discussion to a future meeting. To be considered for a continuance, the applicant must attend the meeting and make a presentation. An application may be continued (i) at the request of the applicant, or (ii) by action of the ABR. Unless a continuance is necessary in order for the ABR to receive reports or other information, the ABR Chair may offer the applicant the option of agreeing to the continuance or requesting that the ABR give the project an up or down vote at the present meeting.

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

1. If an applicant fails to request a postponement before 4:30 p.m. on the Thursday prior to the meeting date, the item will be postponed indefinitely. It is the applicant’s responsibility to contact staff in order to reschedule the item for consideration. An applicant who fails to timely request a postponement shall pay a rescheduling fee.

2. The agenda schedule is subject to change as cancellations occur; applicants are encouraged to arrive 15 minutes early. Applicants who arrive late for their scheduled agenda item may be postponed indefinitely unless the ABR agrees to hear the item and if time permits. It is the applicant’s responsibility to request that staff reschedule the item for consideration.

3. ABR Staff may rearrange the agenda item order after agenda publication in order to minimize time gaps in the meeting due to cancellations or postponements. The ABR Staff-person may also consult with the ABR Chair to assist in scheduling discussion items and to determine appropriate time allocations for projects when long agendas are planned.
C. **Referral from Consent Calendar to Full Board.** All actions on consent calendar items are subject to ratification by the full board. Anyone may request that a consent calendar item be referred for full board review. Anyone making such a request must state the reasons for the referral request. If a motion to refer an item to the full board carries, the item will only be reviewed by the full board that day if an announcement regarding the potential referral was made during the item's consent calendar hearing. If no announcement was made during the consent calendar hearing, then the referred item will be continued and listed on a subsequent full board agenda. If an applicant chooses not to be present for the full board review, Staff will notify the applicant if the ABR could not approve the consent calendar item as presented, and the item has been continued for further review on the next available agenda.

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

### 3.2.8 Decisions

A. **Project Compatibility Analysis.** SBMC §22.68.045 sets forth six criteria which the ABR must consider in the review of development projects.

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

1. **Special Findings for the R-0 Zone.** The ABR must find that the design and appearance of an office building is designed to be compatible with existing and possible future adjacent residential uses. This finding does not restrict the ABR from requiring some exterior remodeling, painting or other improvements before a residential building is converted to office use (SBMC §28.48.115).

2. **Special Findings for the C-O Zone.** The ABR must find that the design and appearance of an office building is designed to be compatible with adjacent residential uses (SBMC §28.51.115).

3. **Special Findings for Wireless Antennas.** The ABR must take action to minimize adverse visual impacts associated with wireless antennas and equipment installation. The ABR shall consider compatibility with nearby buildings, appropriate screening, site location, antenna color and size in order to find no adverse visual impacts will result. (SBMC §22.87)

C. **Project Denial.** The ABR may deny a project that is inconsistent with any applicable guideline or any applicable finding. The ABR should state the reason(s) for a project denial in the motion for project denial.
3.2.9 Action, Appeals, and Expiration of Approval

A. **Time Limits on Approvals.** Conceptual comments are generally valid for one year, at the ABR’s discretion. ABR project design approval is valid for three years from the date of the approval unless a time extension has been granted or a building permit has been issued. Also see SBMC §22.87.370 for provisions for projects with multiple approvals.

B. **Time Extensions.**
   1. **Project Design Approval Extension.** See, SBMC §22.68.
   2. **Projects with Multiple Approvals.** See, SBMC §28.87.370.A.

C. **Appeal of ABR Decision.** Any action of the ABR on an application for project design or final approval may be appealed to the City Council in accordance with SBMC §22.68.100 and Chapter 1.30 of the SBMC. The standards of review at each level of review are explained in Section 3.2.6. If a project is approved by the ABR, the project design approval decision is the critical decision on the design elements of the project that should be appealed. Otherwise, the final approval decision may be appealed only on the basis that it is inconsistent with the project design approval. If a project was granted an approval without a project design approval decision, the final approval decision is the substantive decision that may be appealed.

   The letter of appeal stating the reasons for the appeal must be filed with the City Clerk within ten (10) calendar days of the contested action together with the appropriate appeal fee.

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

3.2.10 Plan Check and Building Permit

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

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

C. **Building Plan Check.** Following Final Approval by the ABR, applicants may submit plans to the Building and Safety Division for plan check. ABR Staff is not responsible for routing plans to Building and Safety for building permits. If any changes are made to plans during the Building Plan check code compliance process that would alter the exterior appearance of the building(s), Staff shall decide if the revised plans require further ABR review. When the plans have completed the plan check process and all corrections have been made, ABR Staff will stamp the plans and sign the zoning clearance/design review approval stamp in order to allow issuance of a building permit.
D. **Building Permit.** Building permits are required to be issued for most ABR approvals in order to verify and inspect compliance with ABR approvals. Changes to a project during construction may necessitate review after final approval by the ABR or staff.

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

**SECTION 3 Jurisdiction**

3.3.1 **ABR Jurisdiction.** The ABR shall review and take action to approve, conditionally approve, or deny all applications for:

A. **Building Permits: Nonresidential, Multiple Family, and Mixed Use.** All applications for building permits to alter the exterior of or erect a non-residential, multiple family, or mixed use (residential and non-residential) building or structure or which will result in two or more detached dwellings on one lot shall be referred to the ABR for review. Questions about review of certain types of projects have arisen periodically. The two following types of projects are specifically included in those projects subject to ABR review:

1. Exterior courts and courtyards which are not permanently covered are subject to review if a building permit is required for the work.

2. The project results in an exterior color change to any commercial building, or to a multiple family project that is being reviewed by the ABR for other changes (such as condominium conversion).

Applicants in doubt about whether a project requires ABR approval, are advised to consult with ABR Staff.

B. **Grading Permits.** Any application involving grading (cutting or filling) on a lot or lots (other than a lot in a single-family zone or a lot developed exclusively with a single-family home) shall be referred to the ABR for review (SBMC §22.68.020.D).

C. **Subdivision Grading Plans.** Subdivision grading plans (cutting or filling) on a lot or lots (other than lots in single family zones) shall be referred to the ABR for review (SBMC §22.68.020.C).

D. **City-Owned Land.** All buildings or structures erected upon any City owned land (or land leased to the City) (SBMC §22.68.090).

E. **Outdoor Lighting.** Any change of, or addition to, the outdoor lighting of any building or property subject to ABR review (SBMC §22.75.050).

F. **Highway 101 Improvements.** Improvements to Highway 101 or appurtenant highway structures which require a Coastal Development Permit located within the Highway 101 Santa Barbara Coastal Parkway Special Design District, except for Highway 101 projects in the El Pueblo Viejo Landmark District. SBMC §22.22.140(C) (SBMC §22.68.020.F).

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

H. **Other Applications.** Applications referred to the ABR for architectural, site plan, design and/or professional review.

I. **Parking Lots.** Applications for construction or alterations to a parking lot associated with a commercial or residential project, which are under ABR's jurisdiction.

J. **Wireless Communication Antennas and Facilities.** Applications for wireless communication facilities, including wireless facilities, must be reviewed to minimize design and installation visual impacts (SBMC §28.94.030.DD).

K. **Historic Resources.** Projects involving structures identified as a potentially significant historic resource through a study or by inclusion on the City’s Potential Historic Resources List may be referred to the Historic Landmarks Commission for Design Review recommendations.

**SECTION 4  Meeting Conduct**

3.4.1 **General Procedures**

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

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

C. **Quorum.** Four members, one of whom shall be an architect, constitute a quorum of the ABR. A member who remains present but abstains from voting counts as part of the quorum while a member who steps down (and is required to leave the room) does not count towards the quorum. Any member with a disqualifying conflict pursuant to the Political Reform Act shall step down and not be counted toward achieving a quorum. No project design or final approval shall be given unless at least four members, one of whom shall be an architect, vote on the motion.
D. **Abstention on Continued Items.** The intent of this procedure is to ensure fair project reviews with consistent direction on projects. A board member who was absent in a previous review should only comment on a continued project if the member becomes informed of the previous discussion. Comments should only be made if the board member has reviewed the plans, reviewed the video of the hearing and read the minutes of the relevant portions of that meeting. If a board member has not fully informed himself or herself concerning prior ABR review, the member should abstain from commenting or voting on the project. If a board member abstains from a vote because the board member missed a prior meeting, but remains present for the discussion and vote, the board member’s presence counts toward the quorum. For minor projects which received a very brief review, it may not be necessary for board members to review the video of the project’s hearing.

Once a project has received a project design approval, board member comments on projects in the final approval stage should only address whether the design proposed for a final approval substantially conforms to the design that received project design approval. Board members should avoid revisiting concept review issues.

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

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

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

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

I. **ABR Member Attendance.** If a member cannot attend a meeting, or must step down from a particular item due to conflict of interest, the member is asked to contact Staff at the earliest possible opportunity prior to the meeting date. The purpose for this staff notification is to ensure a minimum quorum of members is maintained for review of all items.
J. **ABR Member Compensation.** ABR members may receive compensation for attendance at Board meetings in accordance with the Community Development Department’s approved budget.

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

K.L. **Story Pole Requirements.** The ABR 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 of this Part III, for more information about residential story pole requirements.

### 3.4.2 Officer Election

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

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

### 3.4.3 Subcommittees/Advisory Committees.** The ABR may establish one or more subcommittees comprised of three or fewer members appointed by the Chairperson and confirmed by a majority vote of the ABR.

A. The Access Advisory Committee to Staff provides assistance and comments to the ABR on accessibility issues.

B. Visual Arts in Public Places Committee (VAPP) is an advisory committee to which the ABR appoints a representative.

### SECTION 5 Visual Aids, Including Story Poles.

3.5.1 **Purpose.** The purpose of visual aids is to assist the ABR, staff, applicants, and the public in the review of projects to determine consistency with the Land Use Element and Conservation Element of the General Plan and the Local Coastal Plan. The visual aids will also be used by review bodies throughout the review process to make the findings necessary to approve Coastal Development Permits, Development Plans, many Tentative Subdivision Maps, Conditional Use Permits, and other land use entitlements. ABR approvals may also require visual aids above and beyond the required photographs as described in the application. These approvals all require findings regarding appropriate size, bulk, and scale, and/or minimizing impacts on important public scenic views. These visual aids may also be needed to determine whether the project will result in significant environmental impacts on important public scenic views for environmental review as required for California Environmental Quality Act.
3.5.2 **Definition.** “Visual aids” may include, but are not limited to, story poles, photo simulations, and other means such as models (physical or computer simulations). The visual aids allow a better understanding of a project’s size, bulk, and scale in relation to the neighborhood and/or its effects on important public scenic views. In most cases, story poles are the primary visual aid used. Specific information describing these visual aid requirements and story pole installation standards are outlined in two documents and may be accessed on the city website (www.santabarbaraca.gov) or at the Planning and Zoning Counter, “Story Pole and Visual Aid Requirements - Planning Commission Projects.”

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

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

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

   1. Photo simulations shall be completed using either panoramic photographs or several photographs put together. Polaroid photographs are not acceptable. A computer simulation may be used. Photo simulations shall be mounted and be foldable to 8½” x 11” size.

   2. At a minimum, the proposed project shall be shown as an overlay over the existing property, showing the existing buildings on either side of the proposed project for a minimum of one parcel in either direction. The photographs should be taken at eye level (approximately 5 feet above grade). Reduce proposed building elevations to match the scale of the photographs and overlay on the site photograph. Color the elevation to match the proposed materials. If landscaping is shown, it shall be shown at no more than five (5) years’ growth unless it is included as a separate overlay. It is important to verify the accurate depiction of plate height, overall roof height and other measurements.

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

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

C. **Perspective Drawings.** In some cases, perspective drawings from one or more prominent viewpoints may be required, as determined by the Planning Division. All roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be shown. These drawings must be drawn from the viewpoint of a person (approximately 5 feet above grade).
D. **Rendered Streetscape Elevations.** In some cases, a rendered streetscape elevation may be required. The elevation may need to show all of the buildings on the block, including the proposed new building. This elevation should be no less than 1/8” scale and should be in color. An additional plan sheet might include building elevations that are color-coordinated to show the setback from the street (0 to 5 feet, 5 to 10 feet, etc.).

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

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

1. Setback Evaluation Analysis
2. Envelope Analysis
3. Perspective Analysis or 3-D Drawing (items 3.5.4.B. and 3.5.4.C. above, also describe these analysis methods).
APPENDIX A

City of Santa Barbara

LANDSCAPE DESIGN STANDARDS FOR WATER CONSERVATION

Adopted August 12, 2008

I. INTRODUCTION

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

II. DEFINITIONS

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

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

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

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

E. Design Review Body: the architectural board of review, single family design board or the historic landmarks commission.

F. Public Works Director: the director of the public works department or his or her designee.

G. Landscape Plan: design plans with a planting plan, an irrigation plan, or both.
III. **APPLICABILITY**

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

IV. **COMPLIANCE REQUIREMENTS**

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

A. **LANDSCAPE PLAN:**

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

B. **TURF AND WATER WISE PLANTS:**

1. The landscaped area of projects proposing exclusively commercial uses shall be designed without the use of turf and with 100% water wise plants.

2. The landscaped area of single family residential, multi-family residential, mixed-use, and institutional type projects shall be designed with no more than 20% of the landscaped area planted in turf or plants that are not water-wise plants.

3. Turf is not permitted in parkways, medians or other areas within the landscaped area with any dimension of less than eight feet. Turf shall not be used on slopes of 20% or greater within the landscaped area.

4. Notwithstanding requirements 1 and 2 above, additional turf areas may be recommended by the design review body to the public works director for approval for areas designed and used for outdoor sporting and recreational activities.

C. **MULCH:**

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

D. **IRRIGATION**

All new or altered irrigation systems proposed as part of a development proposal shall incorporate the following requirements in their design, installation, and maintenance:
1. Irrigation systems shall be designed and installed to avoid overspray and runoff. Valves shall be separated for individual hydrozones based on plant water needs and sun/shade requirements.

2. In the event that an automatic irrigation system is included in the landscape plan, a weather based irrigation controller with a rain shutoff sensor shall be required for the entire irrigation system.

3. Areas less than eight feet wide shall be irrigated only with bubblers, rotating nozzles on pop-up bodies, sub-surface, or drip irrigation.

4. Drip irrigation shall be provided on at least 25% of the landscaped area.

5. All sprinklers shall have matched precipitation rates within each valve and circuit. All irrigation systems shall be designed to include optimum distribution uniformity, head-to-head spacing and setbacks from walkways and pavement.

6. All irrigation systems shall provide check valves at the low end of irrigation lines to prevent unwanted draining of irrigation lines.

7. Pressure regulators are required on the irrigation system, unless the public works director determines a pressure regulator is not necessary.

E. GRADING:

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

1. The grading shall encourage water retention and infiltration by preserving open space and creating depressed areas/swales.

2. The grading shall mimic natural, pre-development hydrologic flow paths.

3. The grading shall maintain and/or increase the width of flow paths in order to decrease flow rates.

V. EXCEPTIONS

Exceptions to these landscape design standards may be granted by the Public Works Director upon a finding that the exception will promote equivalent or greater water conservation than is provided for in the landscape design standards. Requests for exceptions shall be in writing and shall be submitted to the Public Works Director at the time the application is submitted to the design review body. The design review body may make a recommendation to the Public Works Director for consideration of an exception based on plant selection.
VI. SUBMITTALS
Applicants shall provide all relevant information on the landscape plan, including botanical names for plant and turf species, percentage calculations of allowable areas of turf, medium or high water use plants, and water-wise plants, and specific requests for any exception to the requirements of these Landscape Design Standards. Requests for exceptions must be accompanied by documentation demonstrating that the finding of equivalent or greater water conservation can be made. Areas of existing landscaping to remain unaltered shall be indicated on the landscape plan.

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

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

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

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

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

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

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

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

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

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

Guidelines

Landscape plans submitted for review shall include the following:

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

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

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

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

Many homes in the High Fire Hazard area do not have the space surrounding their property to obtain the 100-foot clearance. Using the above zone concept becomes critical on these properties.
Table 1: Recommendations for Plant Placement

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

TABLE 2 - Desirable Qualities for Fire Resistant Landscape Plants

Plant qualities that are desirable for fire resistant plants are:

12. Ability to store water in leaves or stems.
13. Produces limited dead and fine material.
15. Plant has high levels of salt or other non-resinous compounds within its tissues that can contribute to fire resistance.
16. Ability to withstand drought.
17. Plants that are low growing in form.
18. Ability to withstand severe pruning.
19. Low levels of volatile oils or resins.
20. Ability to resprout after a fire.
Table 3: Undesirable Plant List

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

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

Undesirable Plant Species

<table>
<thead>
<tr>
<th>NATIVES</th>
<th>DOMESTICS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adenostoma fasciculatum – Chamise</td>
<td>Acacia species</td>
</tr>
<tr>
<td>Adenostoma sparsifolium – Red Shank</td>
<td>Casuarina species - Beefwood</td>
</tr>
<tr>
<td>Artemesia californica – California Sagebrush</td>
<td>Cortadera species – Pampas Grass</td>
</tr>
<tr>
<td>Baccharis species (low growing form OK)</td>
<td>Cupressus species – Cypress</td>
</tr>
<tr>
<td>Eriogonum faciculatum – Common Buckwheat</td>
<td>EUCALYPTUS SPECIES – EUCALYPTUS</td>
</tr>
<tr>
<td>Olneya tesota - Iron wood</td>
<td>Juniperous species – Juniper (except species which grow less than 1 foot)</td>
</tr>
<tr>
<td></td>
<td>Melaleuca species</td>
</tr>
<tr>
<td></td>
<td>Pennisetum - Fountain Grass</td>
</tr>
<tr>
<td></td>
<td>Pinus species – Pine</td>
</tr>
<tr>
<td></td>
<td>Schinus molle – California pepper tree (within 50 feet of structure)</td>
</tr>
</tbody>
</table>

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

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

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

Key to plant list:

**Bold**  The species has invaded the Southwest California ecological region, in which Santa Barbara is located. For more information, see: www.cal-ipc.org/ip/inventory/pdf/Inventory2006.pdf

! “Alert” status has been issued by the Cal-IPC.

_tiles Local plant experts have expressed concern regarding the invasiveness of this species.

_tiles Local plant experts have expressed concern regarding the invasiveness of this species near sensitive habitats such as creeks.

**Shaded**  Plants typically available for sale

Cal-IPC Invasive Status Definitions

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

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

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

**Alert.** Specific combinations of section scores that indicate significant potential for invading new ecosystems triggers an Alert designation so that land managers may watch for range expansions.
<table>
<thead>
<tr>
<th>Plant Species</th>
<th>Invasive Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Acacia dealbata</em> (silver wattle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Acacia melanoxylon</em> (black acacia, blackwood acacia)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Aegilops triuncialis</em> (barb goatgrass)</td>
<td>High</td>
</tr>
<tr>
<td><em>Ageratina adenophora</em> (croftonweed, eupatorium)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Agrostis avenacea</em> (Pacific bentgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Agrostis stolonifera</em> (creeping bentgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Ailanthus altissima</em> (tree-of-heaven)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Alternanthera philoxeroides</em> (alligatorweed)</td>
<td>High</td>
</tr>
<tr>
<td><em>Ammophila arenaria</em> (European beachgrass)</td>
<td>High</td>
</tr>
<tr>
<td><em>Arundo donax</em> (giant reed)</td>
<td>High</td>
</tr>
<tr>
<td><em>Asparagopsis asparagoides</em> (bridal creeper, smilax asparagus)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Asphodelus fistulosus</em> (onionweed)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Atriplex semibaccata</em> (Australian saltbush)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Avena barbata</em> (slender wild oat)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Avena fatua</em> (wild oat)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Bassia hyssopifolia</em> (fivehook bassia)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Brachypodium distachyon</em> (annual false-brome)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Brassica nigra</em> (black mustard)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Brassica rapa</em> (birdsrape mustard, field mustard)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Brassica tournefortii</em> (Saharan mustard, African mustard)</td>
<td>High</td>
</tr>
<tr>
<td><em>Briza maxima</em> (big quakinggrass, rattlesnakegrass)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Bromus diandrus</em> (riggut brome)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Bromus hordeaceus</em> (soft brome)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Bromus japonicus</em> (Japanese brome)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Bromus madritensis ssp. rubens</em> (B. rubens) (red brome)</td>
<td>High</td>
</tr>
<tr>
<td><em>Bromus tectorum</em> (downy brome, cheatgrass)</td>
<td>High</td>
</tr>
<tr>
<td><em>Cakile maritima</em> (European sea-rocket)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Cardaria chalepensis</em> (C. draba ssp. chalepensis) (lens-podded whitetop)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Cardaria draba</em> (hoary cress)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Cardaria pubescens</em> (hairy whitetop)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Carduus pygnocephalus</em> (Italian thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Carduus tenuifolius</em> (slenderflower thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td><em>Carpobrotus chilensis</em> (sea-fig, iceplant)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Carpobrotus edulis</em> (Hottentot-fig, iceplant)</td>
<td>High</td>
</tr>
<tr>
<td><em>Centaurea calcitrapa</em> (purple starthistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Centaurea maculosa</em> (C. bibersteinii) (spotted knapweed)</td>
<td>High</td>
</tr>
<tr>
<td><em>Centaurea melitensis</em> (Malta starthistle, tocalote)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Centaurea solstitialis</em> (yellow starthistle)</td>
<td>High</td>
</tr>
<tr>
<td><em>Chrysanthemum coronarium</em> (crown daisy)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Cirsium arvense</em> (Canada thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Cirsium vulgare</em> (bull thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Conium maculatum</em> (poison-hemlock)</td>
<td>Moderate</td>
</tr>
<tr>
<td><em>Cortaderia jubata</em> (jubatagrass)</td>
<td>High</td>
</tr>
<tr>
<td>Plant Species</td>
<td>Invasive Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>! Cortaderia selloana (pampasgrass)</td>
<td>High</td>
</tr>
<tr>
<td>Cotula coronopifolia (brassbuttons)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Crataegus monogyna (English hawthorn)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Cynara cardunculus (artichoke thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Cynodon dactylon (bermudagrass) – esp. flowering varieties</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cynosurus echinatus (hedgehog dogtailgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cyritis scoparius (Scotch broom)</td>
<td>High</td>
</tr>
<tr>
<td>Cyritis striatus (Portuguese broom, striated broom)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Dactylis glomerata (orchardgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Delairea odorata (Senecio mikanoides) (Cape-ivy, German-ivy)</td>
<td>High</td>
</tr>
<tr>
<td>locally – especially invasive when planted near wildlands</td>
<td>Limited</td>
</tr>
<tr>
<td>! Descurainia sophia (floxweed, tansy mustard)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Dipsacus sativus (fuller’s teasel)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Dittrichia graveolens (stinkwort)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Eechium candicans (pride-of-Madeira)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Egeria densa (Brazilian egeria)</td>
<td>High</td>
</tr>
<tr>
<td>! Ehrharta calycina (purple veldtgrass)</td>
<td>High</td>
</tr>
<tr>
<td>! Ehrharta erecta (erect veldtgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Ehrharta longiflora (long-flowered veldtgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Eichhornia crassipes (water hyacinth)</td>
<td>High</td>
</tr>
<tr>
<td>! Emex spinosa (spiny emex, devil’s thorn)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Erodium cicutarium (redstem filaree)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Eucalyptus camaldulensis (red gum)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Eucalyptus globulus (Tasmanian blue gum)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Euphorbia esula (leafy spurge)</td>
<td>High</td>
</tr>
<tr>
<td>! Euphorbia terracina (carnation spurge)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Festuca arundinacea (tall fescue)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Ficus carica (edible fig)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Foeniculum vulgare (fennel)</td>
<td>High</td>
</tr>
<tr>
<td>! Genista monspessulana (French broom)</td>
<td>High</td>
</tr>
<tr>
<td>! Geranium dissectum (cutleaf geranium)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Hedera helix, H. canariensis (English ivy, Algerian ivy)</td>
<td>High</td>
</tr>
<tr>
<td>locally – especially invasive when planted near wildlands</td>
<td>Limited</td>
</tr>
<tr>
<td>! Hirschfeldia incana (shortpod mustard, summer mustard)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Holcus lanatus (common velvetgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Hordeum marinum, H. murinum (Medit. barley, hare barley, wall barley)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Hydrilla verticillata (hydrilla)</td>
<td>High</td>
</tr>
<tr>
<td>! Hypericum canariense (Canary Island hypericum)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hypericum perforatum (common St. Johnswort, klamathweed)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Hypochoeris glabra (smooth catsear)</td>
<td>Limited</td>
</tr>
<tr>
<td>Hypochoeris radicata (rough catsear, hairy dandelion)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Iris pseudacorus (yellowflag iris)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Lepidium latifolium (perennial pepperweed, tall whitetop)</td>
<td>High</td>
</tr>
<tr>
<td>Plant Species</td>
<td>Invasive Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Leucanthemum vulgare (oxeye daisy)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Linaria genistifolia ssp. dalmatica (L. dalmatica) (Dalmation toadflax)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Linaria vulgaris (Yellow toadflax)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Lobularia maritima (sweet alyssum)</td>
<td>Limited</td>
</tr>
<tr>
<td>Lolium multiflorum (Italian ryegrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Ludwigia hexapetala (L. uruguayensis) (Uruguay water-primrose)</td>
<td>High</td>
</tr>
<tr>
<td>Ludwigia peploides ssp. montevidensis (creeping water-primrose)</td>
<td>High</td>
</tr>
<tr>
<td>Lythrum hyssopifolium (hyssop loosestrife)</td>
<td>Limited</td>
</tr>
<tr>
<td>Lythrum salicaria (purple loosestrife)</td>
<td>High</td>
</tr>
<tr>
<td>Marrubium vulgare (white horehound)</td>
<td>Limited</td>
</tr>
<tr>
<td>Medicago polymorpha (California burclover)</td>
<td>Limited</td>
</tr>
<tr>
<td>Mentha pulegium (pennyroyal)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Mesembryanthemum crystallinum (crystalline iceplant)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Myoporum laetum (myoporum)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Myosotis latifolia (common forget-me-not)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Myriophyllum aquaticum (parrotfeather)</td>
<td>High</td>
</tr>
<tr>
<td>Myriophyllum spicatum (Eurasian watermilfoil)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Nicotiana glauca (tree tobacco)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Olea europaea (olive) – esp. fruiting varieties</td>
<td>Limited</td>
</tr>
<tr>
<td>Onopordum acanthium (Scotch thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Oxalis pes-caprae (buttercup oxalis, yellow oxalis, Bermuda buttercup)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Parentucellia viscosa (yellow glandweed, sticky parentucellia)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Pennisetum clandestinum (kikuyugrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Pennisetum setaceum (crimson fountaingrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Phalaris aquatica (hardinggrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Phoenix canariensis (Canary Island date palm) only of local concern near wild lands, especially of concern near wetlands.</td>
<td>Limited</td>
</tr>
<tr>
<td>! Phytolacca americana (Common pokeweed)</td>
<td>Limited</td>
</tr>
<tr>
<td>Picris echioides (bristly oxtongue)</td>
<td>Limited</td>
</tr>
<tr>
<td>Piptatherum miliaecum (smilgrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Plantago lanceolata (buckhorn plantain, English plantain)</td>
<td>Limited</td>
</tr>
<tr>
<td>Poa pratensis (Kentucky bluegrass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Polypogon monspeliensis and subsp. (rabbitfoot polypogon, annual beardgrass, rabbitfoot grass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Potamogeton crispus (curlyleaf pondweed)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Pyracantha angustifolia, P. crenulata, P. coccinea, etc. (pyracantha, firethorn)</td>
<td>Limited</td>
</tr>
<tr>
<td>Ranunculus repens (creeping buttercup)</td>
<td>Limited</td>
</tr>
<tr>
<td>Raphanus sativus (radish)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Retama monosperma (bridal broom)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Ricinus communis (castorbean)</td>
<td>Limited</td>
</tr>
<tr>
<td>Robinia pseudoacacia (black locust)</td>
<td>Limited</td>
</tr>
<tr>
<td>Rubus armeniacus (R. discolor) (Himalaya blackberry, Armenian blackberry)</td>
<td>High</td>
</tr>
<tr>
<td>Rumex acetosella (red sorrel, sheep sorrel)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Plant Species</td>
<td>Invasive Status</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>-----------------</td>
</tr>
<tr>
<td>Rumex crispus (curly dock)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Saccharum ravennae (ravennagrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Salsola paulsenii (barbwire Russian-thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Salsola soda (opposite leaf Russian thistle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Salsola tragus (Russian-thistle)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Salvinia molesta (giant salvinia)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Saponaria officinalis (bouncingbet)</td>
<td>Limited</td>
</tr>
<tr>
<td>Schinus molle (Peruvian or California peppertree)</td>
<td>Limited</td>
</tr>
<tr>
<td>Schinus terebinthifolius (Brazilian peppertree)</td>
<td>Limited</td>
</tr>
<tr>
<td>Schismus arabis, S. barbatus (mediterranean grass)</td>
<td>Limited</td>
</tr>
<tr>
<td>Senecio jacobaea (tansy ragwort)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Sesbania punicea (red sesbania, scarlet wisteria)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Silybum marianum (blessed milkthistle)</td>
<td>Limited</td>
</tr>
<tr>
<td>Sinapis arvensis (wild mustard, charlock)</td>
<td>Limited</td>
</tr>
<tr>
<td>Sisymbrium irio (London rocket)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Spartina alterniflora hybrids (smooth cordgrass, Atlantic cordgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Spartina densiflora (dense-flowered cordgrass)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Spartium junceum (Spanish broom)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Taeniatherum caput-medusae (medusahead)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Tamarix aphylla (athel tamarisk)</td>
<td>Limited</td>
</tr>
<tr>
<td>Tamarix parviflora (smallflower tamarisk)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Tamarix ramosissima (saltcedar, tamarisk)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Torilis arvensis (hedge parsley)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Trifolium hirtum (rose clover)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Ulex europaeus (gorse)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Undaria pinnatifida (wakame)</td>
<td>Limited</td>
</tr>
<tr>
<td>! Vinca major (big periwinkle)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Vulpia myuros (rattail fescue)</td>
<td>Moderate</td>
</tr>
<tr>
<td>! Washingtonia robusta (Mexican fan palm, Washington palm)</td>
<td>Moderate</td>
</tr>
<tr>
<td>Zantesdeschia aethiopica (calla lily)</td>
<td>Limited</td>
</tr>
</tbody>
</table>
Additional Plants Considered Invasive by Santa Barbara Landscape Architects

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

- **Fountain Grasses - in general - Pennisetum genus and especially Pennisetum setaceum**  
  High

- **Stipa tenuissifolia (Mexican feather grass)**  
  High

- **Pittosporum undulatum (only problematic near wild areas)**  
  Moderate

- **Running or Spreading Bamboo Species – in general**  
  Moderate

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

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

- **Tropaeolum majus (Nasturtium)- especially near creek areas**  
  Moderate

- **Vinca minor (Dwarf Periwinkle)- especially near creek areas**  
  Limited

- **Maytenus boaria (Mayten Tree)**  
  Limited
APPENDIX D

LIST OF RECOMMENDED PARKING LOT CANOPY TREES

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Scientific Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoestring Acacia</td>
<td>Acacia stenophylla</td>
</tr>
<tr>
<td>Evergreen Maple</td>
<td>Acer paxii</td>
</tr>
<tr>
<td>Pink Cedar</td>
<td>Acrocarpus fraxinifolius</td>
</tr>
<tr>
<td>(no common name)</td>
<td>Arbutus ‘Marina’</td>
</tr>
<tr>
<td>Bottle Tree</td>
<td>Brachychiton populneus</td>
</tr>
<tr>
<td>Cape Chestnut</td>
<td>Calodendrum capense</td>
</tr>
<tr>
<td>Crown Of Gold</td>
<td>Cassia excelsa</td>
</tr>
<tr>
<td>Cigarbox Tree</td>
<td>Cedrela fissilis</td>
</tr>
<tr>
<td>Fringe Tree</td>
<td>Chionanthus retusus</td>
</tr>
<tr>
<td>Carrotwood</td>
<td>Cupaniopsis anacardiodes</td>
</tr>
<tr>
<td>Red Flowering Gum</td>
<td>Eucalyptus ficifolia</td>
</tr>
<tr>
<td>White Ironbark</td>
<td>Eucalyptus leucoxylon</td>
</tr>
<tr>
<td>Chinese Parasol Tree</td>
<td>Firmiana simplex</td>
</tr>
<tr>
<td>Jacaranda</td>
<td>Koelreuteria bipinnata</td>
</tr>
<tr>
<td>Chinese Flame Tree</td>
<td>Magnolia grandiflora</td>
</tr>
<tr>
<td>Southern Magnolia</td>
<td>Melaleuca styphelioides</td>
</tr>
<tr>
<td>Prickley Paperbark</td>
<td>Metrocediros excelsus</td>
</tr>
<tr>
<td>New Zealand Christmas Tree</td>
<td>Morus alba</td>
</tr>
<tr>
<td>White Mulberry</td>
<td>Pistaia chinensis</td>
</tr>
<tr>
<td>Chinese Pistache</td>
<td>Platanus acerifolia</td>
</tr>
<tr>
<td>London Plane Tree</td>
<td>Podocarpus gracillor</td>
</tr>
<tr>
<td>Fern Pine</td>
<td>Pyrus calleryana</td>
</tr>
<tr>
<td>Bradford Pear</td>
<td>Pyrus kawakamii</td>
</tr>
<tr>
<td>Evergreen Pear</td>
<td>Quercus suber</td>
</tr>
<tr>
<td>Cork Oak</td>
<td>Quercus virginiana</td>
</tr>
<tr>
<td>Southern Live Oak</td>
<td>Sophora japonica</td>
</tr>
<tr>
<td>Japanese Pagoda Tree</td>
<td>Spathodea campanulata</td>
</tr>
<tr>
<td>African Tulip Tree</td>
<td>Stenocarpus sinuatus</td>
</tr>
<tr>
<td>Firewheel Tree</td>
<td>Tabebuia ipe</td>
</tr>
<tr>
<td>Pink Trumpet Tree</td>
<td>Tabebuia chrysotricha</td>
</tr>
<tr>
<td>Golden Trumpet Tree</td>
<td>Tristania conferta</td>
</tr>
<tr>
<td>Brisbane Box</td>
<td></td>
</tr>
</tbody>
</table>

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

Criteria for inclusion as follows:
1. adaptable to Sunset Zones 23-24
2. mature height over 30 feet
3. small planter areas adaptability
4. fast to moderate growth rate
5. form somewhat spreading
6. not overly messy
AGENDA DATE: April 18, 2017

TO: Mayor and Councilmembers

FROM: Fire Prevention Bureau, Fire Department

SUBJECT: Authorization To Contract With The California Department of Forestry And Fire Protection For Inmate Crews To Conduct Vegetation Management Services In The Wildland Assessment District

RECOMMENDATION:

That Council adopt, by reading of title only, a Resolution of the Council of the City of Santa Barbara Authorizing the City Fire Marshal to Contract with The California Department of Forestry and Fire Protection (CAL FIRE) for Inmate Crews to Conduct Vegetation Management Services.

DISCUSSION:

The Fire Department continues to seek more efficient and cost effective ways to implement the Wildland Fire Plan and deliver key services of the Wildland Fire Suppression Assessment District (WFSAD). The services of the resident funded district are Road Clearance, Chipping Services and Vegetation Management. Vegetation Management is a major component of the WFSAD and is fundamental in increasing fire safety for the Wildland Urban Interface areas. The primary vegetation management areas in the City of Santa Barbara are described in the Wildland Fire Plan, adopted by City Council in 2004.

Experience has shown that the Vegetation Management aspect of the program has become the most challenging to accomplish as costs associated with the work have risen at a faster pace than road clearance and chipping. There are many reasons for the increase, which include environmental constraints, relatively remote and difficult to access work sites, and a relative shortage of contractors willing to commit the employee hours necessary to complete the work. All of the work is done by hand to protect drainages, riparian habitat and sensitive native species, making the work particularly labor intensive. As a result, fewer competitive commercial bidders have been available in recent years. Projects for Fiscal Year 2018 are in the area known as the Community Fuels Treatment Network, where the northern border of the City meets the fire protection areas of surrounding jurisdictions, including the Montecito Fire Protection District, Santa Barbara County, and the Los Padres National Forest.
In the past, the Fire Department has contracted with the inmate work crews for various vegetation management projects and would like to return to that practice for Fiscal Year 2018, as well as for future work. The Fire Department has the opportunity to contract with the Ventura Conservation Camp to provide these services under the direction of experienced Cal Fire supervisors, California Department of Corrections and Rehabilitation Officers, and Fire Department wildland personnel. The crews offer exceptional work at a reasonable cost and are accustomed to the type of wildland conditions that vegetation management requires. Employing the inmate work crews will save money for the district and enable us to accomplish more vegetation management projects during the year.

**BUDGET/FINANCIAL INFORMATION:**

The vegetation management projects of the WFSAD comprise roughly eighteen thousand dollars ($18,000) of the overall WFSAD budget. Our goal is to complete 8 acres throughout the project area at an estimated cost per acre of roughly $1,000, equal to a daily rate of $250. This represents a substantial savings when compared to other contractors whose costs range from $4,000 to $6,000 per acre, equal to a daily rate of $1,800. Over the years, the potential cost savings to the City would be significant, allowing us to better protect the community from the threat of wildfire.

**SUSTAINABILITY IMPACT:**

100% of all material chipped is recycled. All vegetation management services are conducted in accordance with the 2004 Wildland Fire Plan Environmental Impact Report and the 2016 Department of Fish and Wildlife Streambed Alteration Agreement.

**ATTACHMENT:** Cost comparison chart prepared

**PREPARED BY:** Joseph Poiré, Fire Marshal

**SUBMITTED BY:** Patrick McElroy, Fire Chief

**APPROVED BY:** City Administrator's Office
Ventura Crew Daily Costs - Taken From FC-32 Form

<table>
<thead>
<tr>
<th>Total $200/day (plus current F/Y administrative fee) 1 Ventura Crews</th>
<th>$28 (14.31% DAILY ADMIN FEE)</th>
<th>$228 DAILY TOTAL including admin fee</th>
</tr>
</thead>
</table>

Including Mileage the cost of using the Ventura Crews for the FY2018 CFTN Project is projected to be ~$250/day

Cost Comparison - FY2012-FY2017 Vegetation Management Projects

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Project</th>
<th>Contractor/Agency</th>
<th>Total Acres</th>
<th>Total Cost</th>
<th>Cost/Acre</th>
<th>Total Days Worked</th>
<th>Cost/Day</th>
<th>Acres/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012</td>
<td>Las Tunas/Mountain Dr</td>
<td>Peterson's Tree Care</td>
<td>13.38</td>
<td>$107,040</td>
<td>$8,000</td>
<td>56</td>
<td>$1,911.43</td>
<td>0.24</td>
</tr>
<tr>
<td>2012</td>
<td>Hillcrest</td>
<td>Wilson Landscapes</td>
<td>12.77</td>
<td>$53,123</td>
<td>$4,160</td>
<td>26</td>
<td>$2,043.20</td>
<td>0.49</td>
</tr>
<tr>
<td>2013</td>
<td>Coyote/Westmont/Circle</td>
<td>CCCs</td>
<td>6.41</td>
<td>$10,000</td>
<td>$1,560</td>
<td>17</td>
<td>$588.24</td>
<td>0.38</td>
</tr>
<tr>
<td>2014</td>
<td>Alston Place</td>
<td>Enviroscaping</td>
<td>11</td>
<td>$33,192</td>
<td>$3,017</td>
<td>20</td>
<td>$1,659.60</td>
<td>0.55</td>
</tr>
<tr>
<td>2015</td>
<td>Jimeno/Garcia</td>
<td>Enviroscaping</td>
<td>5</td>
<td>$24,867</td>
<td>$4,973</td>
<td>25</td>
<td>$994.68</td>
<td>0.20</td>
</tr>
<tr>
<td>2016</td>
<td>Jimeno/Garcia/Ferrelo</td>
<td>CCCs</td>
<td>6</td>
<td>$35,000</td>
<td>$5,833</td>
<td>14</td>
<td>$2,500.00</td>
<td>0.43</td>
</tr>
<tr>
<td>2017</td>
<td>Jimeno/Garcia</td>
<td>CCCs</td>
<td>2</td>
<td>$14,170</td>
<td>$7,085</td>
<td>8</td>
<td>$1,771.25</td>
<td>0.25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Project</th>
<th>Contractor/Agency</th>
<th>Total Acres</th>
<th>Estimated Cost</th>
<th>Estimated Cost/Acre</th>
<th>Estimated Days</th>
<th>Cost/Day</th>
<th>Estimated Acres/Day</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>FY2018 CFTN</td>
<td>Ventura Crews</td>
<td>8</td>
<td>$10,000</td>
<td>$1,000</td>
<td>40</td>
<td>$250</td>
<td>0.2</td>
</tr>
</tbody>
</table>

Summary:

Using the most conservative estimates, costs of using the Ventura Conservation Camp Program shows an approximate savings of $4000-$6000 per acre, or ~$1,500 per day compared to using a contractor.
RESOLUTION NO. ______

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA AUTHORIZING THE CITY FIRE MARSHAL TO CONTRACT WITH THE CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION (CALFIRE) FOR INMATE CREWS TO CONDUCT VEGETATION MANAGEMENT SERVICES

WHEREAS, the Fire Department seeks more efficient and cost effective ways to deliver the three (3) key services of Wildland Fire Suppression Assessment District (WFSAD); and

WHEREAS, the services of the resident funded assessment district are road clearance, chipping services, and vegetation management; and

WHEREAS, the vegetation management aspect of the program has become more difficult to accomplish because labor costs have risen; and

WHEREAS, the Santa Barbara Fire Department has employed inmate work crews for various vegetation management tasks and would like to return to that practice for Fiscal Year 2017-2018 and future work; and

WHEREAS, the inmate work crews offer exceptional work at a reasonable cost and are accustomed to the type of wildland conditions that vegetation management requires; and

WHEREAS, the assessment district will save money by employing the inmate work crews which will enable the Fire Department to accomplish more vegetation management projects with the available financial resources.

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

SECTION 1. The City Fire Marshal is hereby authorized to contract with the California Department of Forestry and Fire Protection (Cal Fire) for the use of Ventura Fire Camp Inmate Work Crews for vegetation management services on contractual terms substantially similar to those specified in the attached Exhibit A and within the Council-approved budget.
This Memorandum of Understanding (MOU) is made and entered into by and between the California Department of Forestry and Fire Protection (CAL FIRE) and The City of Santa Barbara, (Sponsor).

WHEREAS, CAL FIRE is authorized under Public Resources and Penal Codes to utilize inmates, or wards, assigned to conservation camps to perform the work of CAL FIRE;

WHEREAS, through contracts or cooperative agreement CAL FIRE may permit inmates, or wards to be used in the performance of conservation projects, fuels management and or hazard reduction (which could include slash and pile burning) for a public agency (local, state, or federal) or a qualified nonprofit organization under policies established by the Prison Industries Authority; and

WHEREAS, the Sponsor has a need for assistance in performing such projects,

The parties agree as follows:

A. The Sponsor shall submit project proposals on a form approved by CAL FIRE (currently an FC-32). By doing so, with reference to any such proposals subsequently approved by the CAL FIRE, Sponsor agrees to:

1. Pay for all costs directly related to and necessitated by such projects, except for wages, salaries, and other remuneration paid to CAL FIRE employees, inmates, or wards, and the cost of their support.

2. Demonstrate the availability of adequate plans and specifications, sufficient funds, materials, supplies, and equipment, adequate technical supervision and any special labor requirements to complete such projects.

3. Obtain the approvals, notification, and permits required by any state, federal, or local agency necessary to commence construction, fuels management, or operation of such projects.

4. Hold an orientation meeting with CAL FIRE at the commencement of such projects to explain the technical aspects, execution of, and need for such projects.

B. From proposals submitted by the Sponsor, CAL FIRE shall select those projects meeting the priorities and resources of CAL FIRE. CAL FIRE shall submit evaluations to Sponsor that set forth any special requirements or conditions related to the projects. By so doing, with reference to any such evaluations subsequently approved by Sponsor, CAL FIRE agrees to provide labor, crew, supervision, normal transportation, food, and such tools as CAL FIRE determines to be available. Upon receipt of Sponsor’s acceptance of such evaluations, projects shall be assigned to a conservation camp where they will be scheduled in accordance with the priorities and resources of CAL FIRE.

C. Timing

1. Sponsor recognizes that fire suppression and other emergency activities have priority over any other work for conservation camp crews.

2. Sponsor further recognizes that the resources of CAL FIRE are limited and the public service conservation work of CAL FIRE may be altered in priority form time to time.

3. Projects will be performed within the rules and regulations of CAL FIRE which may require temporary suspension or permanent cessation of projects due to emergency conditions as defined by such rules and regulations.

4. The Parties agree that any justified delays by either party shall be excused and costs caused by such delays shall be borne by the party incurring such costs.

D. Work performed under this MOU will be under the immediate supervision of CAL FIRE officials. The Sponsor will provide such operation supervision, technical assistance, guidance, and inspection, as it considers necessary to properly complete the work.

E. Nothing herein shall be construed as obligating the Sponsor to expend or to obligate funds in excess of appropriations authorized by law.

F. All improvements constructed in whole or in part on lands owned or controlled by Sponsor will remain the property of Sponsor.

G. Permission to perform work on lands owned or controlled by Sponsor does not in any way convey to CAL FIRE, its staff or any persons working with CAL FIRE in the performance of said work, employee status that would extend to them the benefits afforded to permanent employees of Sponsor.
H. Upon completion of each project, or any phase thereof, permission is hereby granted to CAL FIRE to place upon the project site a sign or emblem consistent in size and design to its surroundings, indicating the participation of CAL FIRE and the year thereof.

I. Other than as indicated in Section H, neither party shall use the name of the other party in any form or manner in advertisements nor other information released to the public without the prior written approval of the other party. Sponsor may be, and CAL FIRE is, subject to the California Public Records Act. This Section I is not intended to prohibit either party from legally complying with the PRA.

J. Each party, to the extent permitted by law, agrees to indemnify and hold harmless the other party, its officers, agents and employees from all claims, demands, or liability arising out of the indemnifying party’s performance under this MOU except where such injury or damage arose from the sole negligent or intentional acts or omissions of the other party.

K. Neither party may assign this MOU or any interest herein without the written consent of the other party.

L. Subject to the provisions herein, all remedies allowed by law are available to either party for enforcement of this MOU. Any waiver of rights by either party on any matter related to this MOU shall not be deemed to be a waiver on any other matter relating to the MOU.

M. All provisions of this MOU constitute essential elements of the agreed exchange that is the subject matter of this MOU. Accordingly, if any of these provisions are determined to be invalid, illegal, or unenforceable in any material respect, the remainder of this MOU is not enforceable against either of the Parties except as may be necessary to effect payment for services already rendered.

N. This MOU may be modified by mutual written agreement of the parties.

O. This MOU takes effect shall remain in effect until July 1, 2018, unless terminated prior to that date by 60 days written notice from one party to the other.

IT IS AGREED:

CAL FIRE

Date

By: Truong Nguyen

Signature:

Title: Operations Captain

Address: 2800 Wright Road

SPONSOR: The City of Santa Barbara

Date:

By:

Signature:

Title:

Address:
<table>
<thead>
<tr>
<th>CAL FIRE USE ONLY</th>
<th>PROJECT NAME</th>
<th>DATE</th>
<th>FC-79 CODING</th>
</tr>
</thead>
<tbody>
<tr>
<td>CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>NAME</td>
<td>Ventura Fire Camp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ADDRESS</td>
<td>2800 Wright Rd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CITY, STATE</td>
<td>CAMARILLO, CA, 93010</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PHONE</td>
<td>(805) 983-3960</td>
<td>FAX</td>
<td>(805) 983-1798</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDCR/DJJ-CHECKLIST</th>
<th>CUSTODIAL QUARTERLY REVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>INITIAL INSPECTION</td>
<td>SECURITY FORM PREPARED</td>
</tr>
<tr>
<td>SUPERVISION LEVEL</td>
<td>SECOND QUARTER</td>
</tr>
<tr>
<td>THIRD QUARTER</td>
<td>FOURTH QUARTER</td>
</tr>
</tbody>
</table>

SPONSORING AGENCY

| NAME | Joe Poire |
| ADDRESS | 925 Chapala St |
| CITY, STATE | Santa Barbara, CA 93101 |
| PHONE | 805-564-6767 |
| FAX | 805-564-5715 |
| CELL | 805-331-6767 |

COMMENTS: Contact: Cell phone number provided is for Chris Braden, Fire Services Specialist who will be overseeing daily operations for this project.

CAL FIRE-CHECKLIST

| INITIAL INSPECTION | PROJECT NUMBER |
| IIPP-2 JOB HAZARD ANALYSIS | IIPP-3 CODE OF SAFE PRACTICES |
| IIPP-4 JOB SAFETY SURVEY | IIPP-6 EMPLOYEE TRAINING |
| CEQA/NEPA COMPLETED | FC-31 ATTACHED AND SIGNED |
| SLASH & PILE BURNING PROCEDURES |

PROPERTY OWNER

| PRIVATE PROPERTY? | NON PROFIT ORGANIZATION | FORM CAL FIRE 719 |
| YES | NO | YES | NO | YES | NO |
| PROPERTY MANAGER | Multiple (§) |
| ADDRESS | |
| CITY/STATE/ZIP | PHONE |

DESCRIPTION OF PROJECT (Type of work to be performed, attached additional sheets if necessary)

(See ATTACHMENT A - Project Description and Specifications of Work)
PERIOD WORK CAN BE PERFORMED

REQUESTED START DATE / TIME

REQUESTED FINISH DATE / TIME

PLANS ATTACHED
☑ YES ☐ NO

PROJECT NAME
FY2018 Community Fuels Network Project

SPONSOR’S PRIORITY

PROJECT LOCATION
Multiple locations within the Community Fuels Treatment Network within the City of Santa Barbara. (See Attached Sheet)

GPS COORDINATES

PROJECT BENEFIT ASSESSMENT
(Estimate the benefits of the project including such items as; fire defense, public safety, watershed, recreation, wildlife habitat, property, vegetation, soil, water, air surface configuration, wildlife, people, economic benefits that include; reduced maintenance costs, reduced suppression costs, reduced damage, elimination of hazards, etc. attach additional sheets as necessary).

Fuel reduction within the Community Fuels Treatment Network (CFTN) reduces the overall impact of wildfire to homes within the Wildland Fire Suppression Assessment District and the City of Santa Barbara. By coordinating efforts in areas adjacent to previously completed SBCO, MTO, private and public fuel reduction projects we are able to tie together a quilt-work of vegetation management areas. Not only does this provide increased safety for property owners, but also reduced the risk to firefighters, emergency personnel, reduces suppression costs and potential property damage.

Additionally, the removal of non-native species and retention of native species creates better opportunity for native landscaping to regenerate once work is completed.

PROJECT SLASH & PILE BURNING PROCEDURES

☐ YES ☐ NO Predicted Fire Weather Watches or Warnings

☐ YES ☐ NO Hazard Reduction Pile Burning Checklist (8100)

☐ YES ☐ NO Sponsor has a valid burn permit on site.

☐ YES ☐ NO All slash & piles will be consumed or extinguished prior to crew leaving project site.

☐ YES ☐ NO Sponsor will provide suppression control capabilities and supervision of all slash & pile burning that continues beyond crew work day.

☐ YES ☐ NO Notification to agency with fire suppression responsibility for the project burn site.
### Project Sponsor Responsibilities

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Duration of Need</th>
</tr>
</thead>
<tbody>
<tr>
<td>Materials and Supplies</td>
<td></td>
</tr>
<tr>
<td>Special Tools</td>
<td></td>
</tr>
<tr>
<td>Vehicle Operations</td>
<td></td>
</tr>
<tr>
<td>Technical Supervision and Labor</td>
<td></td>
</tr>
<tr>
<td>Other (Describe)</td>
<td></td>
</tr>
</tbody>
</table>

### Operational Cost Recovery from Sponsor

- **A.** Mileage
- **B.** Daily Total
- **C.** Total $200/day (plus current F/Y administrative fee) 1 Ventura Crews
  - $28 (14.31% DAILY ADMIN FEE)
  - $228 DAILY TOTAL including admin fee

### Approved For Final Planning and Scheduling

<table>
<thead>
<tr>
<th>CAL FIRE DIVISION CHIEF</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Crawford</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CDCR CAMP COMMANDER</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lt. D. Taylor</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sponsors Signature</th>
<th>NAME (PRINT)</th>
<th>SIGNATURE</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
AGENDA DATE: April 18, 2017
TO: Mayor and Councilmembers
FROM: City Attorney's Office
SUBJECT: Conference With Real Property Negotiators

RECOMMENDATION:

That Council hold a closed session pursuant to Government Code Section 54956.8 to consider the possible lease negotiations regarding a concession agreement with the East Beach Grill and the Cabrillo Arts Pavilion.

Real Property: 1118 E. Cabrillo Boulevard, Santa Barbara, CA 93101
City Negotiators: Ariel Calonne, City Attorney; Tava Ostrenger, Assistant City Attorney; Jill Zachary, Parks and Recreation Director
Negotiating Parties: Joe Howell; Francisco Aguilera
Under Negotiation: Terms and Conditions of lease
SCHEDULING: Duration, 30 minutes; anytime
REPORT: None anticipated
PREPARED BY: Ariel Calonne, City Attorney
SUBMITTED BY: Ariel Calonne, City Attorney
APPROVED BY: City Administrator’s Office