

ARCHITECTURAL BOARD OF REVIEW
GENERAL DESIGN GUIDELINES &
MEETING PROCEDURES
[With Draft Infill Guidelines](#)



Prepared By
COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Adopted in 2003

Revised [April 2017](#)

Printed [April 2017](#)

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 GUIDELINES

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INTRODUCTION

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

The Architectural Board of Review (ABR) Guidelines set have been developed to ensure high design standards are maintained in development and construction in the City of Santa Barbara. They are also intended to clarify the 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~~Multi-Family Accessory Buildings, Garages, and Carports~~

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, 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.
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).

- C. Natural cement mortared hips and ridges are present.

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.
- 1.8.2 **Color.** Building color should complement architectural details and blend with surrounding buildings or dominant structures. For large buildings located in the Downtown area, the major building mass of a structure should be white (where appropriate to the architectural style proposed). For smaller buildings, a more varied color palette for body and trim color may be appropriate.
- 1.9.3 **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.

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

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).

1.11.4 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 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 III

MEETING PROCEDURES

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