



City of Santa Barbara
Planning Division

Memorandum

DATE: July 18, 2017

TO: Historic Landmarks Commission
Single Family Design Board

FROM: Planning Division (805) 564-5470
Rosie Dyste, Project Planner

SUBJECT: New Accessory Dwelling Unit Ordinance – Design Input

BACKGROUND

Effective January 1, 2017, recently adopted state legislation (AB 2299 and SB 1069) nullified and voided the City's regulations for Secondary Dwelling Units in the single family zones (SBMC Section 28.94.030 [Z.]) and Accessory Dwelling Units in the R-2 zone (SBMC Section 28.18), now referred to as Accessory Dwelling Units (ADU) citywide. Until the City adopts its own ordinance, staff is required to ministerially approve ADUs if the unit complies with state requirements for ADUs including reduced parking, the maximum allowable size of an ADU, and setbacks (more detail provided in Table 1 below). The provisions of the state legislation also apply in the Coastal Zone but a proposed ADU may require a Coastal Development Permit (CDP) depending on the project type and location.

The City's Housing Element Policy H15 encourages ADUs as a means to provide additional rental housing in single family zones, while recognizing that Santa Barbara has unique characteristics that warrant some additional local oversight of these units. Under the City's former Secondary Dwelling Unit provisions (applicable until January 1, 2017), approximately 16 Secondary Dwelling Units were constructed in the City. Since January 1, 2017, the City has received over 140 building permit and pre-applications for ADUs and typically several new applications are submitted every day. This significant interest in permitting ADUs indicates that the City's previous regulations did not encourage or provide enough flexibility to develop an ADU and the relaxed regulations have made it a more feasible option. The majority of the applications received since January 1 are for conversions of existing garages and accessory structures to ADUs.

In compliance with state legislation, the City is proposing to amend the Municipal Code to adopt local regulations related to ADUs. The City has hired a consultant and is working on draft language for the ordinance, which will address aspects such as applicability within High Fire Hazard areas, zoning districts where ADUs are allowed, minimum lot size, and maximum unit size (please refer to Table 2).

The purpose of this memorandum is to summarize the required components of the ordinance authorized by state legislation and review the City’s proposed ADU regulations, which would provide local oversight of these units to the extent allowed by the state legislation. Staff is seeking input from design review bodies on the portions of the draft ordinance and administrative design review standards that can be regulated by the City, consistent with the state regulations.

COMPLIANCE WITH STATE LAW

The following regulations are governed by the state’s legislation and cannot be amended by the City¹:

Table 1: State ADU Requirements

Topic	Required by SB 1069/AB 2299
Processing	Must be processed within 120 days of receiving application
Permitting	Must be considered ministerially without discretionary review or a hearing
Size	<ul style="list-style-type: none"> • Increased floor area of an attached ADU shall not exceed 50% of the existing living area • Total area of a detached ADU shall not exceed 1,200 square feet
Lot zoning	The lot is zoned for single or multi-family use
Lot contains	Existing single residential unit
Access	<ul style="list-style-type: none"> • No passageway shall be required in conjunction with the ADU • ADUs within an existing single residential unit or accessory structure require independent exterior access
Setbacks	<ul style="list-style-type: none"> • No setback shall be required for a legally permitted existing garage or other accessory building that is converted to an ADU

¹ Local governments can take a variety of actions beyond the statute that promote ADUs such as reduction in fees, less restrictive parking or unit sizes, or amending General Plan policies. The City can also impose development standards as long as they don’t unduly burden the development of ADUs.

Topic	Required by SB 1069/AB 2299
	<ul style="list-style-type: none"> • If an ADU is constructed above a new or existing garage, a setback of no more than 5 feet is required from interior lot lines
Parking Not Required	<p>A local government cannot impose parking standards for an ADU under any of the following scenarios:</p> <ol style="list-style-type: none"> 1. ADU is within ½ mile of public transit stop; or 2. ADU is located within an historic or architecturally significant district²; or 3. ADU is contained entirely within the permitted floor area of the existing primary residential unit or an existing accessory building; or 4. ADU is in a Permit Parking Area where on-street parking permits are required but not offered to the occupant(s) of the ADU; or 5. When there is a carshare vehicle located within a walking distance of 500 feet (approximately 1 block) of the ADU.
New or Replacement Parking	<ul style="list-style-type: none"> • If parking is required, it shall not exceed one space per ADU or bedroom. • Off-street parking may be permitted in setback areas in locations determined by the City or in a tandem configuration, unless specific findings are made that it is not feasible or permitted anywhere else in the City • If existing parking is demolished in conjunction with the ADU and off-street parking is required by the City, the replacement parking may be configured as covered, uncovered, in a tandem configuration, or in a mechanical lift
Utility Fees	ADUs shall not be considered new residential uses for the purposes of calculating local agency connection fees or capacity charges for utilities, including water and sewer service
Fire Sprinklers	Not required if not required for primary residence
Separate Sale	Not allowed, may be rented for >30 days

ALLOWABLE ADU DEVELOPMENT STANDARDS

Within the limitations listed above, the City can impose development standards such as parking, height, lot coverage, lot size, and maximum unit size as long as the standards do not unduly burden the development of ADUs. Also, ADUs can be precluded in areas with health and safety risks, such as high fire hazard areas, due to concerns of more

² For purposes of this provision, the City is proposing the El Pueblo Viejo Landmark District, Brinkerhoff Avenue Landmark District, and the Lower Riviera Special Design District (and any district hereafter created deemed to be architecturally and historically significant) to constitute architecturally and historically significant historic district within the City.

residents living in areas with roads that are non-conforming to current access standards and the higher risk to fire personnel and the public evacuating from a wildfire.

Proposed ADU Ordinance Standards

Where allowed per state regulations, the City is proposing the draft ADU ordinance to be consistent with current development standards for single- and two-unit residential zones. The standards the City is considering are to ensure that the ADU would be subordinate to the primary dwelling in terms of size, location, and appearance, as summarized in Table 2.

Table 2: Draft ADU Ordinance Provisions

Topic	Draft Ordinance
Areas where ADUs are allowed	Single and two-unit residential zones
Areas where ADUs are excluded	High Fire Hazard Zones ³ ; other areas with health and safety risks could be considered
Minimum lot size	No less than 5,000 square feet
Floor Area Minimum	150 square feet for studio unit ⁴ ; 400 square feet for all other ADUs
Floor Area Maximum	600 square feet ⁵
Setbacks (except for special rules in Table 1)	Comply with setback standards applicable to residential units within the single and two-unit residential zones; considering additional setback standards for second floors
Height	Considered limiting maximum height to 25 feet; height limitations for protection and enhancement of solar access would also apply
Location	Considering prohibiting detached ADU in front yard except for conversions of existing, legally permitted accessory buildings
Parking (except where not required in Table 1)	One space per ADU or per bedroom

³ Consistent with the City’s former Secondary Dwelling Unit regulations and Housing Element Policy H15.

⁴ Consistent with state regulation that the minimum unit size must at least allow for an efficiency unit as defined in California Health and Safety Code.

⁵ Consistent with the City’s former Secondary Dwelling Unit regulations.

Topic	Draft Ordinance
Parking Location (where required)	Covered parking: <ul style="list-style-type: none"> • Comply with setback standards within the zone Uncovered parking: <ul style="list-style-type: none"> • Prohibit in front setback • Prohibit in front yard unless hidden from public view or adequately screened • Allow along the interior lot line with 3 feet wide planting area
Architectural Review	Administrative
Protection for Historic Resources	ADU prohibited if it would cause a substantial adverse change in the significance of a historical resource, as determined by the Community Development Director by reviewing the proposal for compliance with appropriate Secretary of Interior's Standards

ADMINISTRATIVE APPROVAL STANDARDS

Accessory dwelling units require administrative review and approval as a ministerial action by the Community Development Director or his/her designee. The City may develop and require compliance with adopted architectural standards for administrative review. Staff is in the process of developing project-specific design standards and is seeking input from design review bodies on the draft revisions to Part I, Section 3 of the Single Family Design Board General Design Guidelines & Meeting Procedures (please see Attachment, underlined revisions on page 6-8). The standards are intended to guide staff in our review of ADU proposals, similar to administrative review standards for other minor development proposals, as long as the proposed standards do not unreasonably restrict the ability of the homeowners to create ADUs, which would be contrary to the intent of the California Legislature.

NEXT STEPS

Staff anticipates the draft ADU Ordinance will be released for public review in mid-August 2017. Planning Commission hearing, Ordinance Committee hearing, and City Council hearing are expected in late summer/fall of 2017.

Attachment: July 2017 Draft Revisions to Part I Single Family Design Board General Design Guidelines & Meeting Procedures.

SINGLE FAMILY DESIGN BOARD GENERAL DESIGN GUIDELINES & MEETING PROCEDURES



Prepared By

COMMUNITY DEVELOPMENT DEPARTMENT

CITY OF SANTA BARBARA

CALIFORNIA

Originally Adopted in 2007

Revised December 2011

[Draft Revisions Part I July 2017](#)

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SINGLE FAMILY DESIGN BOARD GOALS

The Single Family Design Board (SFDB) is guided by a set of general goals that define the major concerns and objectives of its review process. These goals are:

- A. to protect the historic and architectural qualities of Santa Barbara;
- B. to protect the beauty and ecological balance of Santa Barbara's natural resources;
- C. to insure development and building consistent with the policies of the General Plan and Zoning Ordinance;
- D. to promote high standards in architectural and landscape design and the construction of aesthetically pleasing structures;
- E. to improve the general quality of the environment and promote conservation of natural and manmade resources of the City;
- F. to encourage planning that is orderly, functionally efficient, healthful, convenient to the public, and aesthetically pleasing;
- G. to promote neighborhood compatibility;
- H. to encourage the preservation of pre -1925 and Hispanic styles of architecture;
- I. to promote visual relief throughout the community by preservation of public scenic ocean and mountain vistas, creation of open space, and variation of styles of architecture;
- J. to preserve creek areas through restoration, maintenance, and enhancement, and to discourage removal of significant trees and foliage removal; and
- K. to encourage landscape design that utilizes water-wise plants and the most efficient irrigation technology available for the protection and conservation of our water resources.
- L. to ensure that the review process is fair and consistent both in policy and implementation to allow all who are involved to benefit from the process

**SINGLE FAMILY DESIGN BOARD GUIDELINES
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INTRODUCTION

Purpose of the Single Family Design Board General Design Guidelines & Meeting Procedures

The Single Family Design Board (SFDB) Guidelines have been developed to ensure high design standards are maintained in development and construction in the City of Santa Barbara. They are also intended to clarify the goals and policies of the SFDB for the public and those who enter into the application review process. The Single Family Residence Design Guidelines are the most important document clarifying the SFDB's criteria for appropriate development throughout the City. The Single Family Residence Design Guidelines provide the majority of architectural standards for SFDB review. Some design topics are covered in these SFDB Guidelines, and are not covered in the Single Family Residence Design Guidelines, for example: historic buildings information and landscaping.

Single Family Design Board Background and Purpose

- **Background.** The Single Family Design Board (SFDB) was established by ordinance on June 8, 2007, as a result of the Neighborhood Preservation Ordinance (NPO)/Single Family Residence Design Guidelines Update process that began in 2004. The SFDB is composed of seven members, two of whom must be licensed architects, one a landscape architect, three other professionals in related fields such as design, engineering or landscape contracting, and one member must be from the public at large. A quorum consists of four members, two of whom shall be either a licensed architect or licensed landscape architect.
- **Purpose.** According to the City of Santa Barbara General Plan, "Santa Barbara has, as its primary goal, the provision of a particularly desirable living environment." Single unit homes have long contributed to the character of many neighborhoods in the City. The SFDB is charged with the responsibility to ensure homes are completed with high-quality designs that are compatible with the surrounding neighborhood, preserve the City's visual resources, promote long-term sustainability, and contribute to a desirable living environment. Further details about the goals of the SFDB in relationship to infill within neighborhoods, Hillside neighborhoods, neighborhood compatibility, and sustainability; see the "Introduction" section of the Single Family Residence Design Guidelines.

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

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

Relationship to Other Documents

- **Relationship to the General and Coastal Plans.** The Santa Barbara General Plan contains policies and direction regarding the visual aspect of development, neighborhood compatibility and landscaping. The Zoning Ordinance and SFDB General Design Guidelines & Meeting Procedures are intended to implement the General Plan and Coastal Plan policies. The General Plan contains descriptions of the character of individual neighborhoods and sets a vision for individual sustainable neighborhood features, community design, and protection of historic resources.
- **Relationship to Zoning Ordinance.** The Zoning Ordinance contains standards with which development must comply. In the event of a conflict between these Guidelines and the Municipal Code, the Code requirements prevail over these Guidelines. These Guidelines are intended to augment the Municipal Code by providing complementary detail on the topics discussed.
- **Relationship to Other Guidelines.** A number of other City Guidelines provide direction regarding architectural appearance, site design and landscaping. The other guidelines are listed below as “other city design guidelines.” These SFDB General Design Guidelines & Meeting Procedures are generally compatible with the other design guidelines and are more detailed on some subjects than the other design guidelines. However, if these SFDB General Design Guidelines & Meeting Procedures and one or more of the other design guideline address the same issue, the other design guidelines applicable to the specific area or topic shall prevail over these SFDB General Design Guidelines & Meeting Procedures.
- **Relationship to Neighborhood Preservation Ordinance (NPO).** The NPO requires SFDB review and approval for certain single unit residential projects and other grading or alterations proposed within residential single unit zones. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the SFDB.)

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

Other City Design Guidelines

In addition to these SFDB General Design Guidelines & Meeting Procedures, other guidelines for specific types of development and for specific areas of the City have been prepared with input from the Historic Landmarks Commission, Architectural Board of Review, Planning Commission and others. Although many of the other design guideline documents are focused on areas of the City where commercial or residential multi-unit development is more common, single-family development within the areas covered by the guidelines is subject to the other design guidelines. Other design guidelines include the following:

- **Single-Family Residence Design Guidelines.** These guidelines apply to houses constructed or altered in the Hillside Design District and to certain houses outside of the Hillside Design District. (See SBMC §22.69.020 for a specific list of projects requiring review and approval by the SFDB.) The purpose of these Guidelines is to assist applicants and designers to design homes and additions that are compatible with existing neighborhoods.
- **El Pueblo Viejo Design Guidelines.** These guidelines apply to the City's El Pueblo Viejo District. These guidelines are intended to assist the public in the review process by clarifying the design criteria and procedures for El Pueblo Viejo District. They are intended for use by architects, designers, property owners, tenants, residents, government agencies, and the general public, to help comply with City of Santa Barbara Charter, and Municipal Code §22.22, the Historic Structures Ordinance.
- **Haley-Milpas Design Manual.** The purpose of these guidelines is to assist the public in the Haley-Milpas area in improving the appearance of their properties. Goals in this area are to provide a more human-scaled and pedestrian environment; to give more attention to details to provide more interest and feeling; and to encourage mixed-use development to accommodate the mix of uses already existing in the area. U.S. Highway 101, Santa Barbara, Ortega, Salsipuedes and Haley Streets, and the properties facing Milpas Street bound this area.
- **Lower Riviera Special Design District Guidelines.** These guidelines direct development within and adjacent to the Bungalow District to be compatible with the architectural character of the Bungalow District. The Guidelines assist property owners, architects, contractors, and hearing review bodies in designing projects that will be appropriate, compatible, and beneficial to the Bungalow District and to assist the City in reviewing applications for new projects and alterations to structures within, and in close proximity to, the Bungalow District.
- **Outdoor Lighting 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.

- **Solar Energy System Design Guidelines and Recognition Program.** This document specifies how to achieve a solar energy system that is high performing as well as aesthetically well integrated with its surrounding location, and therefore eligible for a recognition award from the City of Santa Barbara.
- **Upper State Street Area Design Guidelines.** The Upper State Street Area is an area generally on both sides of State Street from Constance Avenue to the westerly City limits. It also includes upper De la Vina Street from Constance Avenue to State Street; the commercially developed areas along Hope Avenue, Hitchcock Way, and La Cumbre Road; and the commercial areas along Calle Real and Pesetas Way. The Upper State Street area is divided into six separate neighborhoods. It is recognized that each of these areas is different and requires unique architectural solutions. These guidelines describe the different neighborhoods and provide assistance for development designs to be compatible with the neighborhoods. In addition, there are special landscaping guidelines for the Upper State Street Area.
- **Urban Design Guidelines.** These guidelines apply to the urban grid area of the City. The intent of the Guidelines is to ensure that traditional design principles and pedestrian-friendly design concepts are incorporated into development proposals. The guidelines provide design criteria illustrations for design professionals, the public, and to allow the SFDB to evaluate development proposal consistency with appropriate design principles.
- **Waterfront Area Design Guidelines.** These guidelines establish a general design theme, which emphasizes the area's proximity to the ocean and harbor areas. These guidelines apply to all property in the area of the harbor and Pershing Park, as well as properties south of U.S. Highway 101 between Castillo Street on the west and the City limits on the east.

California Government Code Provisions Regarding Manufactured Homes

According to Govt. Code §65852.3, any architectural requirements imposed on a manufactured home certified under the National Manufactured Housing Construction and Safety Standards Act of 1974 (42 U.S.C. Secs. 5401 et seq.) on a foundation system, pursuant to §18551 of the Health and Safety Code, on lots zoned for conventional single unit residential dwellings **are limited to its roof overhang, roofing material, and siding material.** Such homes are subject to the same zoning standards that a conventional single unit home on the same lot would be subject to.

PART I

ARCHITECTURAL DESIGN GUIDELINES

SECTION 1 Historic Significance – All Structures

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

SECTION 2 Sustainable Building and Site Design, Including Energy Efficiency

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

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

Sustainable building is encouraged as much as possible.

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

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

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

Following are some examples of sustainable building and site design concepts:

- Selecting materials that have at least some recycled content can conserve natural resources and virgin materials.
- Selecting materials with less chemical or synthetic content, such as low VOC paints or adobe bricks, can reduce environmental toxins.
- Minimizing construction waste can ease the impact on landfills and resources.

- Installing water- and energy-efficient products and/or orienting a building and selecting landscaping in response to solar and breeze patterns can conserve resources while reducing operating costs.
- Selecting building materials made from easily renewable resources conserves non-renewable resources.

SECTION 3 Administrative Approval Standards

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

Projects Eligible for Administrative Approval. The following types of projects are eligible for administrative staff review and approval as a ministerial action by a Community Development Director appointed representative without full review by the SFDB if the project complies with both “ 1.3.1 Administrative Staff Review Standards, General” and applicable portions of “1.3.2 Administrative Staff Review Standards, Project-Specific”. Projects that require public noticing per SBMC §22.69.040 are not eligible for administrative approval.

A. Accessory Dwelling Units

- A. Accessory Structures, Spas and Trash/Recycling Enclosures
- B. Additions: Minor One-Story
- C. Additions: Minor Two-Story
- D. Awnings
- E. Carports
- F. Chimneys and Metal Flues
- G. Color Changes: Exterior
- H. Decks: Minor
- I. Doors, Minor Alterations
- J. Driveways/Paving/Minor Site Work
- K. Fences
- L. Garages

M. Landscape Alterations: Minor, Including Minor Tree Removals

- N. Landscape Improvements
- O. Lighting: Exterior
- P. Mechanical Equipment: General
- Q. Mechanical Equipment: Rooftop
- R. Porches
- S. Roofs (and “Reroofs”)
- T. Skylights
- U. Time Extension
- V. Trellises
- W. Walls
- X. Windows

1.3.1 Administrative Staff Review Standards, General. In order to be eligible for administrative staff review, a project must comply with the following general standards as well as any applicable project specific standards listed in 3.2.

- A. **Design.** The architectural design of the addition, alteration, or site change is compatible with the design of any existing building which will remain on site. One overall architectural style is required.
- B. **Materials.** The exterior finish materials of the proposed project match or are superior in quality to 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 or superior quality materials, details and colors.
- E. **Alterations.** Alterations match the current architectural style of the building or result in one architectural style. Alterations that propose an architectural style that is not typical for the neighborhood are not eligible for administrative staff review.
- F. **Colors.** Additions match the existing colors of the building, house siding or trim. Building alterations involving color changes may be re-painted or re-stained to match the existing colors of the structure provided there is no change from the original color. Similarly, exterior building components may be repaired or replaced as long as the visual intent and color remain the same or are superior in quality. Simple color changes can be approved administratively where original colors are substituted with colors from an SFDB-approved color palette. Proposals for bright colors or colors that do not match the house review and approval by the SFDB.
- G. **Scale.** The scale of all additions is compatible with the scale of the house, style of the building and neighborhood. The scale of a project is consistent with the prevailing development patterns of additions in the neighborhood. The review criteria utilized to determine correct scale shall be the degree of project visibility, plate heights, roof pitch and maximum building heights. Additions or alterations out of character with the neighborhood or incorrectly sited on the lot will be referred to the SFDB.

H. **Minor Zoning Exceptions.** Alterations or other improvements that require a Minor Zoning Exception to permit are not eligible for an administrative staff review.

1.3.2 Administrative Staff Review Standards, Project-Specific

In addition to complying with the general requirements specified in Section 1.3.1 above which apply to additions, alterations, or new structures, projects seeking administrative approval must also comply with any applicable project specific requirements specified in this Section 1.3.2.

A. **Accessory Dwelling Units.** The City's purview to conduct design review and approval for accessory dwelling units is limited by the State of California to administrative staff review only. The City retains full design review and approval authority for any exterior alterations to the site or primary residential unit that are not a part of the accessory dwelling unit, but are proposed in conjunction with the building permit for the accessory dwelling unit. All of the following standards must

be met for administrative staff design review approval of accessory dwelling units that include additions, exterior alterations, or new structures:

1. Materials used for roofing or siding on accessory dwelling units shall be of a non-reflective nature and shall match the roof of the existing building.
2. A shiny, mirror-like, or glossy metallic finish for roofing or siding materials is prohibited.
4. The entry for the accessory dwelling unit shall not be on the same elevation as the entry of the primary dwelling unit, unless it is a shared entrance.
5. If a garage is converted to an accessory dwelling unit, the garage door shall be replaced with siding, and residential windows and doors to match the existing building.
6. The accessory dwelling unit shall be subordinate to the primary dwelling in terms of size, location, and appearance, including but not limited to the following standards:
 - a) A detached accessory dwelling unit, or the portion of a building which is an accessory dwelling unit that is attached to a primary residence shall not exceed 25 feet in height;
 - b) An accessory dwelling unit shall not exceed the height or the number of stories of the primary residential unit, except as allowed above a garage;
 - c) If a detached accessory dwelling unit is located between the primary unit and the street it shall be either a one-story structure or located above a garage. It shall be appropriately screened from the street by landscape or topography, and it shall not dominate the front façade of the primary residential unit.
7. In order to protect the natural topography of a site, the following limitations apply to the construction of an accessory dwelling unit:
 - a) More than 250 cubic yards of grading outside the building footprint is prohibited;
 - b) An accessory dwelling unit is prohibited on a lot or building site that has an average slope of 30% or more;
 - c) Retaining walls greater than 6' in height are prohibited.
8. Windows and decks for accessory dwelling units shall be located in consideration of neighbors, as follows:
 - a) Upper-story windows shall not be placed so that they are directly aligned with adjacent neighbors' windows;
 - b) Upper story windows wider than 3 feet or taller than 4 feet and located within 15 feet of the property line shall not face neighbors' rear yards;
 - c) Upper-story decks or balconies over 20 square feet must be placed at least 15' from interior lot lines.

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

review and approval:

1. The accessory structure, spa, or enclosure area is 250 square feet or less. Exception: If the accessory structure, spa or trash/recycling enclosure is not publicly visible, then the project can be up to 500 square feet.
2. Accessory structures are located in consideration of neighbors and appropriately screened.
3. Materials match site fencing or the main structure's materials and colors.
4. Any mechanical equipment meets the mechanical equipment administrative approval criteria listed below in subsection 1.3.2.Q.

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

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

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

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

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

Exception: A minor two-story addition which is not publicly visible, located in consideration of neighbors, appropriately screened and which does not require a

notice and public hearing is administratively approvable even if the quantity listed in criteria 6 above is exceeded by the project. (Up to 250 cubic yards of grading outside the main building footprint could be administratively approvable.)

ED. Awnings. Small canvas awnings over window or door openings that are compatible with the style and the colors of the existing house may be approved administratively. Proposals for bright colors or colors that do not match the house, require review and approval by the SFDB.

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

1. Are not publicly visible as defined in Section 1.3.3.
2. Carport is compatible in style and materials with the main structure.
3. Thin metal poles are not used as carport supports.
4. An appropriate decorative paved pedestrian pathway connects the carport to the main residence.
5. Landscape planting areas are located adjacent to the carport if feasible.
6. Where there is no garage on a property, at least 200 cubic feet of aesthetically integrated lockable exterior storage is provided.

GF. 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.

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

IH. Decks: Minor. Decks over 200 square feet in area or decks elevated above the first floor level are not eligible for administrative approvals, unless the deck is not publicly visible as defined in Section 1.3.3 and is located in consideration of neighbors and appropriately screened. The following standards must be met for administrative approval:

1. New decks are of a scale and style which is compatible with the structure to which the deck is attached.
2. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than the structure it is attached to.
3. When viewed from a public viewing location, the proposed deck is not likely to be more noticeable than other decks on adjacent properties or in the immediate neighborhood if no decks are on immediately adjacent properties.

4. Deck wood is proposed to be left in a natural condition to weather or is proposed to be treated with a neutral or wood color stain or sealer or painted to match the color of the house or trim.

J

Doors: Minor Alterations. All of the following standards must be met for administrative approval:

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

K

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

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

L

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

1. The fence is 8 feet or less in height.

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

ML. Garages. Garages placed at the same distance or closer to the street than the main house are not eligible for administrative staff review. Garages subject to administrative approval must be located further from the street than the main residence (i.e., “behind the house”).

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

1. **Minor Landscape Alteration – General.**
 - a. The alteration satisfies all of the requirements of a “substantially similar” replacement, as defined in Section 2.3.7.B of these guidelines, except the replacement may exceed the size and distance limits listed in items 2.3.7.B.2.b and 2.3.7.B.2.d.iii and 2.3.7.B.2.d.iv; and
 - b. Replacement does not occur within 25 feet from the top of creek bank as established on an approved plan or section drawing. If there is not a top of creek bank identified on an approved plan or section drawing, then the top of creek bank will be determined; and
 - c. A vegetation removal permit is not triggered pursuant to SBMC §22.10; and
 - d. No native landscaping is to be removed.
2. **Minor Landscape Alteration – Tree Removal.** A landscape alteration that is a tree removal or replacement may be considered a minor alteration 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 2.3.7.B of these guidelines, except the tree to be removed may exceed the size and distance limits listed in items 2.3.7.B.2.b and 2.3.7.B.2.d.iii and 2.3.7.B.2.d.iv; and
 - b. No more than two trees are proposed to be removed or replaced; and

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

ON. Landscape Improvements. New landscape improvements associated with projects under review are reviewed for consistency with landscape design guidelines in the SFDB General Design Guidelines & Meeting Procedures: Part II, Landscape Design, and may be approved administratively if there is a clear consistency with the guidelines.

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

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

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

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

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

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

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

1. The porch is a traditional porch design in that it is raised less than six feet above the sidewalk level or finished grade, whichever is higher, and has an understory which is completely enclosed.
2. The type and color of proposed porch materials are compatible with the architectural style of the structure.
3. The porch railing and supports are designed so that the front door is easily visible from the street.
4. The porch alignment with the structure complements the existing structure's architectural alignment, patterns and features.
5. If the porch is publicly visible as defined in Section 1.3.3, the porch is modest in scale and the porch roof is not higher than 12 feet.
6. The proposed porch roofing matches the roofing material of the structure.

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

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

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

1. There are no more than five skylights proposed for a building.
2. Skylights are compatible with the architectural style of the building and with the character of the surrounding neighborhood.
3. Skylights are located so that they are not visible from the front of the building or a street.

4. Skylights follow one of the following standards:
 - a. Proposed skylights are flat and made of non-reflective materials; or
 - b. Will be invisible from off-site locations; or
 - c. Are screened by the building form, landscaping, or a parapet.

VU. **Time Extension.** See SBMC §22.69.090.

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

1. The trellis covers less than 250 square feet and is less than 12 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.3, located in consideration of neighbors and appropriately screened, then this criteria is not required for approval.
2. Constructed of smooth cedar, redwood, high-quality, pressure-treated pine or comparable material and left in a natural condition to weather or be treated with a neutral or wood color stain or sealer.
3. Lot line trellis height, length and use of materials are compatible with the neighborhood.

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

1. Less than 4 feet tall. Exception: If the project is not publicly visible as defined in Section 1.3.3, located in consideration of neighbors and appropriately screened, then this criteria does not apply.
2. Less than 50 cubic yards of grading outside the main building footprint for the wall project
3. Similar in character with other walls visible in the neighborhood from public viewing locations
4. Hillside Design District Walls: shall follow all Single Family Design Guidelines regarding blending with the natural surroundings.
5. Lot Line Walls: Wall height, length and use of materials shall be compatible with the neighborhood.

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

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

1.3.3 Definitions.

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

SECTION 4 Zoning Modification Comments

1.4.1 Single Family Design Board Role in Commenting on Zoning Modification Requests

Requests for modifications to the Zoning Ordinance for individual projects are approved by either the Staff Hearing Officer (SHO) or the Planning Commission (PC) in accordance with SBMC §30.250 or §28.92.110 (Coastal Zone). SFDB comment on modification requests occurs at Concept Review hearings prior to the request being heard by the SHO or PC. The SFDB's role in commenting on the modification is limited to whether the proposed modification poses aesthetic issues, such as inconsistency with neighborhood development patterns or exacerbates conflicts with the Single Family Residence Design Guidelines. General support or lack of support of a modification is a land use decision and is not the purview of the SFDB. Following is an example of SFDB comment on modification requests:

“The proposed modification *is/is not* aesthetically appropriate. The proposed modification *poses/does not pose* consistency issues with Single Family Residence Design Guidelines (*if applicable, include guideline reference number or numbers for reference*).”

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

SECTION 5. Two Uncovered Parking Space Exception Requests

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

1. The uncovered spaces shall not be located in any front ~~yard-setback~~ on the lot;
2. The uncovered spaces shall be screened from public view;
3. If new pavement is proposed for any of the uncovered spaces and the site has an appropriate slope for permeable paving, then the new pavement shall be permeable;
4. Storage space with exterior access of at least 120 square feet of net floor area shall be provided on the lot;
5. The location of the parking and the design of the screening shall be reviewed and approved by the SFDB;
6. If the lot is located in ~~the A, E, or R-1a residential single unit zones~~ and has less than 15,000 square feet of net lot area, the uncovered spaces may encroach up to three feet (3') into a required interior yard if a landscaped buffer is provided between the uncovered spaces and the adjacent interior lot line; and
7. The SFDB is to review the effectiveness of the project's proposed screening of the uncovered spaces from public view and the aesthetic quality of structures and landscaping related to automobile and bicycle parking and storage structures. The SFDB also determines whether the project is consistent with Neighborhood Preservation Ordinance findings, including neighborhood compatibility findings.

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

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 SFDB in their comments on the project. Any gates proposed for screening may be required to be electronic, to ensure that they can be easily closed after each use.
- B. **Any converted garages to be appropriately designed.** For projects that include conversion of a garage to another use, garage door(s) are removed and driveway paving to the converted garage are replaced with appropriate landscaping.

- C. **Parking delineated.** The uncovered space is clearly delineated for parking use through the use of appropriate planting and hardscape landscape details. Landscape features prevent parking beyond the delineated parking spaces into other planted areas.
- D. **Appropriate shading.** Landscape planting ensures appropriate shading of the space to avoid the possibility of a future plastic/canvas shade structure. New shade trees should have leaf litter, pollen, or branching characteristics compatible with car parking, such as trees listed in the Architectural Board of Review Guidelines as appropriate for parking lots.
- 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 SFDB in their comments.

Additional Supporting Circumstances

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

- A. **Constrained lot.** The design is needed for site development flexibility on a constrained lot, such as a lot that is less than 55' wide or less than 10,000 square feet; or
- B. **Facilitates effective response to legally non-conforming parking situation.** The proposal allows the applicant to avoid demolition of major portions of existing structures to accommodate an addition that triggers a two-car parking requirement where there was previously only a legal non-conforming one-car garage on site; or
- C. **Street-friendly façade.** The proposal results in an exceptionally "street-friendly" façade. Windows, and in some cases, a covered front porch, support neighborhood safety. Rather than an unfriendly, bulky, or windowless garage, an appropriately-scaled and detailed façade is featured; or
- D. **Open site design.** The proposal allows for a more "open" site design allowing more opportunities for sunlight, air circulation or landscaping.