



City of Santa Barbara

INFILL MULTI-UNIT, MIXED-USE, NONRESIDENTIAL PROJECTS SUPPLEMENTAL DESIGN REVIEW SUBMITTAL MATERIALS

The supplemental submittal materials in this handout assist in the presentation of proposed infill development projects subject to review by either the Architectural Board of Review (ABR) or Historic Landmarks Commission (HLC) on the Full Board/Commission agenda. The following project types are likely to require materials described in this handout:

- Projects proposed under the Average Unit Size Density Incentive Program (AUD)
- New buildings containing three or more new dwelling units
- New buildings containing greater than 1,000 net square feet of nonresidential floor area

Supplemental submittal materials such as those described below may be requested by the ABR or HLC following the first Concept Review hearing and prior to Project Design Approval as necessary to determine if the proposed project is consistent with applicable design guidelines and with the Project Compatibility Criteria. Infill Guidelines and Project Compatibility Criteria are found in Part I of the [ABR Guidelines](#) or [HLC Guidelines](#).¹ See the [Design Review Submittal Packet](#) to determine review purview by the ABR or the HLC, and for standard application and submittal requirements.

The tools and studies listed below will help to demonstrate how a projects fits into a neighborhood. Applicants are strongly urged to submit the Design Intent Statement and responses to the Site/Neighborhood Context Questions with the initial application submittal. This will allow the ABR or HLC to consider these materials earlier in the review process, which may expedite a determination of compatibility. The ABR or HLC may offer more direction for specific preparation of supplemental materials as necessary for review of each individual application.

I. Site and Neighborhood Context

- A. Design Intent Statement and Site/Neighborhood Context Questions**
- B. Neighborhood Context Study**
 - 1. Maps
 - 2. Photographs
 - 3. Data
- C. Guidelines Consistency Analysis**

II. Visual Aids

- A. Types of Visual Aids**
 - 1. Streetscape Photo Simulations
 - 2. Perspective Drawings
 - 3. Three-Dimensional Aerial Views
 - 4. Three-Dimensional Massing Models
- B. Story Poles**

¹ Guidelines, ordinances and handouts may be accessed online via our Planning Central webpage at <http://www.SantaBarbaraCA.Gov/PlanningCentral>. Standard submittal requirements apply to all projects. In addition to these supplemental submittal requirements, please obtain the following at <http://www.SantaBarbaraCa.Gov/PlanningHandouts>: (1) Design Review Submittal Packet and (2) Master Application Advisory: Submittal materials (including plans) are subject to the Public Records Act and may be reproduced for the public without agent/owner authorization.

I. SITE AND NEIGHBORHOOD CONTEXT

A. Design Intent Statement and Site/Neighborhood Context Questions

The Design Intent Statement and answers to the neighborhood context questions can be used to give project reviewers and decision makers a more thorough understanding of the project and how the project design was developed.

1. **Design Intent Statement.** The first concept review hearing should be used to explain the project's overall design concept or "parti", identify the proposed architectural style and why it was chosen, and how it fits into the context of the site and surrounding neighborhood. It is important to carefully explain and describe the objectives of your proposal, constraints of the site, site planning, building massing, livability, and landscape design. In addition, some analysis and demonstration that the project is consistent with the relevant Infill Design Guidelines is suggested.

Consider the following questions when preparing a design intent statement which can be used as guide for the preparation of this document.

2. **Site/Neighborhood Context Questions**
 - a. What is the **overall design intent** and objective for your project?
 - b. How did the overall design concept accommodate **existing site elements**? For example: Building(s), Significant Tree(s), Driveway/Site Access, Adjacent Creeks, Hillside/Slope, Existing Easement(s), Historic structures, Public views, Other. Describe how the design accommodated existing site elements as constraints and/or opportunities.
 - c. What is the overall design concept for your **site plan** (placement of building(s), parking, outdoor living area, landscaping) and how was the design developed?
 - d. What is the proposed **architectural style** and how does it fit into the context of the neighborhood?

B. Neighborhood Context Study

Good 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. The purpose of the Neighborhood Context Study is to provide photographs, aerial views, and data for the existing development around a proposed Infill project.

A project's "neighborhood" varies by location. The Neighborhood Context Study should include at least ten (10) surrounding parcels. Begin by selecting all parcels directly abutting the project site, parcels located directly across the street and at least one parcel in each direction along the streetscape. An example map is provided below. Once the parcels are identified, the applicant shall provide the photographs, map, and data described below.

1. **Maps.** Maps are used to show the project's site and the parcels selected for the Neighborhood Context Profile. The maps must display the following:
 - property lines
 - building outlines
 - locational reference for the photos provided (see number 2 below)

Maps may be provided using internet sources such as the City’s Mapping Analysis and Printing System (MAPS), Google Maps, Google Earth, County of Santa Barbara Assessor’s Office, Bing Maps, or GIS systems or other sources.

2. **Photographs.** Required photographs are described in the Design Review Submittal Packet. As an important part of the Neighborhood Context Profile, in order to evaluate compatibility of a proposed Infill project, a complete set of good neighborhood photographs is essential to show the project’s site and surroundings. Supplemental photographs must include the following:
 - all buildings
 - any established public vistas of the ocean and mountains
 - photos must be keyed to match the locational reference on the map described above
3. **Data.** Neighborhood context data for the surrounding properties should include:
 - heights of buildings
 - number of stories
 - zoning designation
 - size of parcels
 - building lot coverage (square footage of building outlines)

The City’s [Mapping Analysis and Printing System \(MAPS\)](#) is a useful source for this data. Map layers include aerial images with property boundaries, building outlines, and a LiDAR surface model displaying building heights.

If the proposed building(s), particularly those proposed under the AUD program, are substantially larger and/or taller than existing buildings on the parcels identified above, applicants may include additional comparable existing or approved buildings located beyond the project’s immediate vicinity and provide data for them including total floor area and floor-to-lot-area ratio (FAR), as well as photographs of these buildings.

C. Guidelines Consistency Analysis

1. Is the project **consistent with design guidelines**? Refer to the ABR or HLC General Design Guidelines and Meeting Procedures Part I for relevant **Infill Design Techniques and Approaches**. Cite the applicable techniques and approaches that the project incorporated to ensure compatibility with the neighborhood.
 - a. Highlight all **Building Design, Height, and Massing guidelines** A.1 through A.14 that the proposed design incorporates:
 - b. Highlight all **Site Planning for Open Space and Landscaping guidelines** B.1 through B.6 that the proposed design incorporates:
 - c. Highlight all **Livability and Privacy guidelines** C.1 through C.13 that the proposed design incorporates
2. Does the project site contain any **historic resources**? If yes, early consultation with the City’s Urban Historian is required during the design process. Describe how the project design shows consideration and sensitivity to the historic resources.
3. Is the project site **adjacent to any historic resources**? If yes, early consultation with the City’s Urban Historian is required during the conceptual design process. Describe how the project design shows consideration and sensitivity to adjacent historic resources.

Highlight all **Historic Resources guidelines** for Projects Adjacent to Historic Resources B.1 through B.11 that the proposed design incorporates:

II. VISUAL AIDS

PURPOSE: The purpose of visual aids is to assist the Council, Boards and Commissions, staff, applicants and the public in the review process to determine consistency with the General Plan Land Use and Conservation Elements and the Local Coastal Plan. Evaluation of consistency with design guidelines and the project compatibility criteria in the Santa Barbara Municipal Code is facilitated by drawings, models, or other graphic communications. They will also be used to make the findings necessary to approve Coastal Development Permits, Development Plans, many Tentative Subdivision Maps, Conditional Use Permits and other land use entitlements. All of these approvals require findings regarding appropriate size, bulk and scale of buildings (in particular those that are three or more stories high), neighborhood compatibility and/or minimizing impacts on important public scenic views. In addition to making findings for project approval, these visual aids may be needed to make a determination on whether the project will result in significant environmental impacts on important public scenic views for environmental review purposes. When visual aids do not adequately fulfill this purpose, story poles may be required in order to evaluate a proposed development.

A. TYPES OF VISUAL AIDS

- 1. Streetscape Photo Simulations.** Photo simulations help demonstrate how a proposed building will integrate into its surroundings. Three-dimensional (3-D) hand or computer generated renderings of the proposed project are to be combined with photographs of its existing surroundings. At a minimum, the proposed project shall be shown as an overlay over the existing property, showing the existing buildings on either side of the proposed project for a minimum of one parcel in either direction.

The photographs should be taken at eye level (approximately 5 feet above grade). Reduce proposed building elevations to match the scale of the photographs and overlay on the site photograph. Color the elevation to match the proposed materials. If landscaping is shown, it shall be shown at no more than five (5) years growth unless it is included as a separate overlay. It is important to verify the accurate depiction of plate height, overall roof height and other measurements. The photo simulation may be created by combining a drawing of the proposed building with photographs. The drawing may be cut out and pasted into a panoramic photograph or several photographs put together into a montage of the subject property and neighboring properties. It is vital that the scale of the drawing accurately match the scale of the photographs. Also the viewing perspective of the drawing must accurately match the viewing perspective of the photographs. An effective and accurate way to produce the photo simulation is with a computer program such as SketchUp, CAD, REVIT, or similar 3-D program.

In some cases a larger section of streetscape, such as the entire street block, may be required to be presented to evaluate a project's compatibility. In these cases a rendered streetscape elevation may be required. The elevation may need to show all of the buildings on the block, including the proposed new building. This elevation should be no less than 1/8" scale and should be in color. It is helpful to see the streetscape drawn with and without trees.

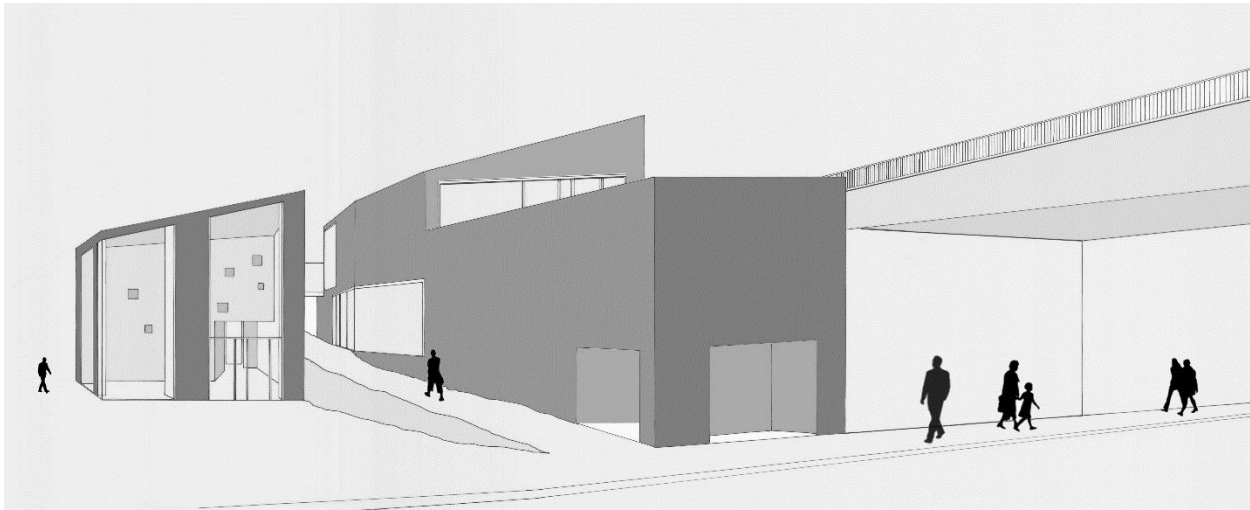
- 2. Perspective Drawings.** Perspective Analysis makes use of a three-dimensional drawing presenting an architect's design. A three-dimensional drawing (3-D

drawing) shows an object as solid volume, rather than as a flat, two-dimensional drawing and shows the composition of the project as it would appear from a certain distance and height, or “perspective” from the project. The drawings should show neighboring buildings and important features of adjacent sites in sufficient detail to demonstrate the relationship between the proposed development and its surroundings.

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

One primary perspective drawing is recommended as follows:

- The drawing must represent how the proposed project would appear to a passerby as seen from the public street at the primary property frontage. If the project does not have frontage on a public right of way or is not clearly viewable from the public right of way, the drawing must display an on-site front view of the project (see the example below)
- the drawing must include at least one human figure to give a sense of scale



Example of perspective drawing street view with human figures for scale

- 3. Three Dimensional Aerial Views.** A minimum of four aerial photographs from different angles of the existing project site along with the 10 closest properties is required upon application submittal. Bird’s eye, or oblique, aerial views are used to show the neighboring area and the setting and surroundings of a proposed project site. Additional submittal materials will often be required by the ABR or HLC upon review of the project.

As an optional additional exhibit, aerial view modeling may be added to the aerial photographs to create a photo simulation to visually represent the proposed project’s building massing, height, lot coverage, and open space in relation to neighboring buildings and the surrounding area. Google Earth, Google Maps, and Bing Maps are some sources for oblique aerial photographs. Google Earth, SketchUp, CAD, and Photoshop are some tools which may be used to create aerial photo simulations.

4. **Three Dimensional Massing Models.** Computer based 3-D modeling or constructed physical three-dimension scale models may also be provided to help visually explain the project. In some cases, a massing model showing both the project and buildings in the immediate neighborhood may be required, as determined by the Planning Division. Design details are not required; however, all roofing variations, wall articulation and eave lines (including plate heights) must be shown. Major trees should also be included as part of the model. Changes in topography in the area covered by the model must be shown accurately.

B. Story Poles

The visual aids described above may not be sufficient to demonstrate a proposed project will be compatible. Story poles may be required by the ABR or HLC at their discretion. Projects requiring Planning Commission or Staff Hearing Officer review have additional requirements for story pole installation. Projects proposed under the Average Unit Size Density Incentive Program (AUD) have additional requirements for story pole installation.

Refer to the City's [Visual Aid Submittal Packet](#) for a full list of projects requiring story poles, and the requirements for installation.