



DESIGN REVIEW BOARD

Staff Report

Agenda Item C.1
Meeting Date: March 10, 2020

TO: Goleta Design Review Board

FROM: Mary Chang, Supervising Senior Planner (805) 961-7567

SUBJECT: New DRB Process Effective April 3, 2020

BACKGROUND:

The City has been working on a New Zoning Ordinance (NZO) for several years. After numerous workshops and hearings, the City Council has adopted the new zoning provisions as Title 17 of the Municipal Code which will be in effect starting April 3, 2020. Chapters 17.34, 17.35, 17.40 related guidelines, landscaping, lighting and signage respectively. Additionally, Chapter 17.58 outlines the Design Review Process. This process was developed with consideration of public comments, planning commission recommendations and discussions at DRB meetings. All of these new Municipal Code Chapters are attached for reference. The design review process will be a three-step process as shown in the below table

DESIGN REVIEW PROCESS

PROCESS STEP	PROCESS PRIOR TO APRIL 3, 2020	PROCESS ON AND AFTER APRIL 3, 2020
Conceptual Review	<ul style="list-style-type: none">➤ First step in the review process for discretionary projects.➤ DRB provides comments to project applicants and decisionmakers primarily on the design aspects of the project but can include non-design related comments as well.	<ul style="list-style-type: none">➤ No Change. Stays the same as prior to April 3, 2020.

	<ul style="list-style-type: none"> ➤ Occurs prior to preparation of CEQA documentation and before hearing by decision makers. ➤ No formal action is taken by DRB. 	
Design Review	<ul style="list-style-type: none"> ➤ Occurs after a decision has been made on a discretionary project that has established the scope, location, and general parameters of the project. ➤ DRB can approve, deny or continue a project based on the adopted review criteria. ➤ Once DRB takes an action to approve or deny a project, a 10-day appeal period commences regarding the design components. 	Replaced with Preliminary Review. See Below
Preliminary Review	NA	<ul style="list-style-type: none"> ➤ New Process ➤ Preliminary Review is a formal review to assess whether a proposed project complies with all applicable design standards. ➤ Decisionmakers decision at Preliminary Review is the formal action for Design

		<p>Review, which may be appealed.</p> <ul style="list-style-type: none"> ➤ <u>Design Review Accompanying Zoning Permits (Ministerial Permits)</u>: The DRB may grant preliminary approval, approval with conditions, or deny the design of a project. ➤ <u>Design Review Accompanying Discretionary Actions</u>: DRB will need to make draft Preliminary Review findings for the project design and transmit a recommended action to the higher Review Authority (Zoning Administrator, Planning Commission and/or City Council). The higher Review Authority's Discretionary Action on <i>both</i> Design Review and the accompanying permits is subject appeal.
Final Review	NA	<ul style="list-style-type: none"> ➤ Final Review is the last level of Design Review for all project details such as color samples, material samples, exterior light fixtures, and final landscaping. ➤ Plans must conform to those plans that received Preliminary Approval. If changes to the plans are proposed at this stage by the applicant, a new Preliminary Approval may be required. ➤ The Design Review Board may grant Final Approval to a project as proposed or may add a condition that the staff confirm or verify that minor

		<p>items (e.g., notations, verification of a color code or plant type, etc.) are added to the plan sheets.</p> <p>➤ An action of the Design Review Board to grant Final Approval is not subject to Appeal.</p>
Multiple Levels of Review	<p>➤ Projects may be reviewed and approved for Conceptual/Design at a single meeting when appropriate for the project and all the required information is submitted.</p>	<p>➤ Projects may be reviewed and approved for Conceptual/Preliminary/Final design at a single meeting when appropriate for the project and all the required information is submitted.</p>
Conformity Review	<p>➤ Occurs only if needed.</p> <p>➤ Applicable when when corrections needed after full DRB review/approval.</p> <p>➤ Reviewed by either staff or the DRB chair or designee.</p> <p>➤ No further review by the full DRB.</p>	<p>➤ No Change</p>

Attachments:

- Chapter 17.34 Landscaping
- Chapter 17.35 Lighting
- Chapter 17.40 Signage
- Chapter 17.58 Design Review