

CITY OF SOLVANG  
**PLANNING COMMISSION**

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**APPROVED**  
**MEETING MINUTES**

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Monday, January 7, 2019 6:00 P.M.  
Regular Hearing of the Planning Commission  
Council Chambers – Solvang Municipal Center – 1644 Oak Street

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**Commissioners Present:** Gay Infanti, Vice-Chair; Jack Williams, Daniel Johnson

**Commissioners Absent:** Aaron Petersen

**Staff Present:** Holly Owen, Planning & Economic Development Director  
Roy Hanley, Assistant City Attorney  
Brynda Messer, Assistant Planner

**Staff Absent:** None

CALL TO ORDER: Co-Chair Infanti called the meeting to order at 6:00 p.m.

PLEDGE TO THE FLAG

**1. PRELIMINARY MATTERS:**

**A. Public Comment:** Requests from the public to speak to the Commission on matters not on the agenda

None

**B. Requests for Continuance, Withdrawals, or Additions of Ex-Agenda items**

None.

**C. Conflicts and/or Ex-Parte Communications**

None

**D. Approval of Minutes**  
December 3, 2018

Commissioner Infanti asked Commissioner Williams if he recalled any comments that were said when the mic was off at the meeting, but he could not recall.

**Motion to approve the minutes made by Commissioner Johnson and seconded by Commissioner Williams. Vote is 3-0-1, with Commissioner Petersen absent.**

**2. PUBLIC HEARING ON NEW DEVELOPMENT AND CITY PROJECTS**

**A. Consideration by the Planning Commission and public testimony regarding a proposed addition to the Solvang Zoning Ordinance pertaining to the addition of story poles and on-site noticing requirements as part of project review and approval.**

Holly Owen, Planning Director, presented the staff report. She explained that several jurisdictions use story poles to provide a visual of how an upcoming proposed project will look. She used an example of story poles located in Buellton on McMurray Road.

She continued to explain that discretionary projects that go to PC are required to send a notice to neighboring properties within 300 feet of the project, and that notice is sent to owners only. The on-site noticing and story poles will provide be noticeable, and more people will be aware of the project and be able to comment on it if need be.

Commissioner Comments:

Commissioner Johnson asked if staff what the cost is to construct the story poles and would they not be required for projects at a certain height. Ms. Owen responded, no the cost of constructing story poles was not researched. Mr. Johnson also asked if they are required in Buellton, and Ms. Owen responded yes. Roy Hanley, Assistant City Attorney, stated that staff can add this requirement without adding an ordinance amendment.

Commissioner Williams asked staff if story poles would be required for all development, not just projects in the TRC zone district, and Ms. Owen responded yes.

Discussion followed regarding whether or not story poles would be required for single family dwellings and possible changes to ordinances in regard to height limits and state requirements.

Commissioner Infanti stated that 300 feet for noticing really isn't that far and story

poles and noticing will help. She stated she believes that a definition of story poles should be added to the ordinance and that the story poles should be installed at the final grade of the project to see the true height.

Discussion followed regarding adding when story poles would not be required, and if they are required for ADUs, lots splits, and subdivisions.

Commissioner Infanti added that language should be added regarding the story poles will be placed on the property where the new construction will be.

Discussion followed regarding timing of taking the item to Council for review or if staff should take the recommendation from Planning Commission and return with the ordinance language. Commissioner Infanti stated story poles should be required for all new construction.

Commissioner Williams suggested that the story poles shall be up ten (10) days before the public hearing and stay in place until the appeal period has lapsed.

Commissioner Infanti asked Ms. Owen how the on-site noticing will be handled, and Ms. Owen answered it would be placards of some kind, that will be paid for by the City. Staff will add the required information on the noticing for the applicant.

*Motion made by Commissioner Williams to refer the ordinance amendment to Council with the following language to be added: 1. Allow staff the ability to waive the requirement for story poles; 2. Story poles shall be located on the property site that is being reviewed and shall be placed at finished grade to show correct height; 3. Story poles shall be in place ten (10) days prior to the public hearing and shall be in place until the appeal period has lapsed; and 4. Add definition of story pole, and seconded by Commissioner Johnson. Vote is 3-0-1, with Commissioner Petersen absent.*

**1. DISCUSSION ITEMS - None**

**2. PLANNING COMMISSIONER'S COMMENTS**

Ms. Owen informed the Commission that Council will be discussing merging the BAR and PC at a future council meeting. Commissioner Infanti asked if anyone had spoken with other cities to see what their processes are. Ms. Owen said she has had some informal discussion with a few other jurisdictions.

**3. PLANNING/COMMUNITY DEVELOPMENT DIRECTOR'S COMMENTS**

None

Co-Chair Infanti adjourned the meeting at 7:05.