



**THE HOLLISTER RANCH  
DESIGN COMMITTEE RULES**

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The Hollister Ranch Owners' Association  
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The Hollister Ranch Design Committee

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## HOLLISTER RANCH DESIGN COMMITTEE RULES

### PROJECT REVIEW PROCEDURES AND DESIGN GUIDELINES

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## **1.0 GENERAL INFORMATION**

### **1.1 INTRODUCTION**

These Project Review Procedures and Design Guidelines have been adopted by the Hollister Ranch Design Committee to assist owners in developing their parcels and in understanding the purpose and nature of the Design Committee and the design review and permitting process.

The intent of the Review Procedures is to give the Hollister Ranch applicant a clear, concise, and sequential description of the Design Committee's review and permitting process and how this process relates to the project reviews and building permits required by the County of Santa Barbara. The Hollister Ranch applicant will find that these procedures are compatible with the procedures established by the County, while satisfying the Hollister Ranch Declaration of Conditions, Covenants and Restrictions. Additionally, the Hollister Ranch Design Committee Rules, characterized specifically by the words "shall", "must", or "are to", have been incorporated into the text at pertinent locations.

To facilitate and provide a quick reference to the complete review process, a project review flow chart has been provided (Appendix). It is recommended that this flow chart be referred to while reading these review procedures.

### **1.2 BACKGROUND**

The owners of Hollister Ranch respect the beauty and the serenity of this unique coastal Ranch. They realize that it is their common good to preserve the natural advantages of this unspoiled environment, and that by so doing, the enjoyment of the Hollister Ranch may be shared by future owners and their visitors for years to come. There is a strong desire to encourage freedom of individual expression in the preservation of the land and the development of buildings, limited only to those "protections" that preserve the character of the land. The Hollister Ranch Owners' Association Declaration of Conditions, Covenants and Restrictions has assigned the task of administering these environmental controls to the Hollister Ranch Design Committee (HRDC).

### **1.3 GOALS**

1. To assist the Ranch owners in developing their parcels in conjunction with the preservation, protection and enhancement of the natural environment of the Hollister Ranch.
2. To promote high standards of architectural and landscape design, and the construction of improvements that are sympathetic to and harmonious with the surrounding environment and are aesthetically pleasing.
3. To encourage the protection of common and private views.

### **1.4 AUTHORITY**

These Project Review Procedures and Design Guidelines have been adopted by the Hollister Ranch Design Committee pursuant to the authority vested in it by the Association By-Laws and by the Declaration of Conditions, Covenants, and Restrictions recorded in the chain of title of each property in the Ranch.

### **1.5 GENERAL INFORMATION AND PROCEDURES**

1. **Meeting Dates and Location:** the Hollister Ranch Design Committee meetings are scheduled for the first Saturday of each month, and at such other times as may be

determined by the HRDC Chairperson. The meetings are held at the Hollister House or other location designated on the Design Committee meeting agenda. Meetings begin at 9:00 a.m.

2. **Address of the Hollister Ranch Design Committee:** communication with the Committee can be accomplished by writing to 1000 Bulito Canyon, Gaviota, CA 93117; or by calling the Office at (805) 567-5020.
3. **Applications and Filing:** conceptual plans, master plans and plans for any and all developments proposed in the Hollister Ranch shall be submitted by the applicant for review by the HRDC. All applications must be signed and each plan page initialed and dated by all owners of record of the parcel. Applicants file at the Ranch office, by completing and submitting an application form, requested submittal requirements, and paying the appropriate filing fee.

To ensure that proper notification of pending project reviews are received in time by impacted owners, all applications must be submitted to the Ranch office no later than 10 am, Monday, twelve days before the scheduled HRDC meeting. All applications will be reviewed for completeness within 2 days of receipt and applicants will be notified of any missing information and/or additional materials required to complete the application. (Applicants will be given until 4 p.m., Wednesday, two days after the application due date to submit the information necessary to complete the application.)

Applications will be placed on the next available agenda in the order of receipt by the Ranch office; however, the number of applications to be included on an agenda shall be at the discretion of the Ranch Manager.

The Hollister Ranch design review and development permit process is to be coincidental with the Santa Barbara County land use control process (Planning & Development Department, Board of Architectural Review, and Building & Safety Division). However, the Hollister Ranch reviews and permits shall in all cases precede the respective Santa Barbara County review and permitting process.

4. **Notification:** notification to the Hollister Ranch community, of applications, will be accomplished by:
  - a. Posting of the agenda at the Ranch office.
  - b. Mailing of an abbreviated agenda to all designated voters for each parcel.
5. **Membership of the Design Review Committee:** the HRDC consists of five voting members, with up to four alternate members to vote in the absence of any of the voting members. A quorum shall consist of three members, with no more than one alternate.

Two of the five voting members shall be design professionals: a landscape architect and an architect. In October of each year, the HRDC will meet to recommend changes in the Procedures and Guidelines and make suggestions regarding new, continuing, and retiring

members, prospective chairpersons and vice chairpersons, so that an orderly change can be made at the beginning of each calendar year.

Each member of the Committee shall be appointed by the Hollister Ranch Owners' Association's Board of Directors for a one-year term unless terminated earlier by either party upon 30 days written notice.

6. **Projects to be Reviewed:** proposed master plans, new developments, exterior alterations of existing developments, dams, roads, excavations and grading, fencing, removal and planting of trees, change of natural terrain, change of drainage, or construction work of any type within the private area, restricted private area, or common area shall be submitted to the HRDC for review and approval.
7. **Meeting Format:**
  - a. Review of project's application form
  - b. Review of status by Chairperson
  - c. Site visit as requested by Chairperson
  - d. Applicant's presentation
  - e. Questions of applicant
  - f. Public comments
  - g. Comments from Committee
  - h. Applicant's final comments
  - i. Motion and second
  - j. Final discussion
  - k. Vote
8. **Site Visits:** should a site visit be requested by the HRDC's Chairperson, the owner(s)/agent will be required to be present at the site for the project to be considered for review.
9. **Site Access:** the applicant/owner(s) shall provide adequate access trails to the proposed building site(s).
10. **Consent Agenda Reviews:** applicant/agent representation required.
11. **Time Limits on HRDC Approvals:** the period for which approvals of specific levels of review is valid, as stated in Section 3.1, shall be as follows:
  - a. Master plans - no time limit
  - b. Preliminary approval - 2 years
  - c. Final approval - 2 years

The next stage of approval or commencement of construction must occur before the expiration of the previous level of approval.

The HRDC may extend the time periods, specified above, in two-year increments upon request of the applicant. Such request must be submitted in a Design Committee application

to the Ranch office prior to the expiration of the specific approval, in accordance with submittal requirements.

12. **Design Committee Permits:** the HRDC permit is valid for two years from the date of Design Committee final approval. However, the permit is not valid until the permit is returned to the HROA office, signed by all owners of record of the parcel, and the owner or agent have met with the Design Coordinator before any work may commence. (See §3.2, Design Committee and the Permitting Process)
13. **Design Committee Permit Transfers:** a new owner must meet with the Design Coordinator prior to activating a valid Design Committee permit issued to a previous owner. The Coordinator may approve the Design Committee permit transfer or the Coordinator may require the new owner to meet with the Design Committee.

## **2.0 DESIGN GUIDELINES**

### **2.1 ENVIRONMENTAL CONSIDERATIONS**

The objective of preserving the natural environment of the Hollister Ranch can be achieved only by careful and sympathetic land planning and building design.

A major component in achieving the design objective is a thorough understanding of the existing site constraints and potentials, and environmental conditions.

The HRDC strongly recommends that each applicant, at the beginning of the design process, research the potential site utilization schemes for such constraints and potentials as the following:

- a. Site macro- and micro-climatic conditions, such as wind patterns and velocities, temperature ranges, sun patterns, etc.
- b. Location of sensitive native vegetation and natural terrain features.
- c. Geological formations and the locations of potential earth slide zones.
- d. Location of natural drainage courses and riparian habitats.

A significant amount of information can be attained from interviewing long-time residents with property of similar topographical and vegetation features, and by meeting with the HRDC during the conceptual review process. Additionally, it is recommended that each applicant and design professional make site visits at different times of the day and during each season. This will help the applicant to more thoroughly understand the potential site characteristics. With these data, a design professional can then achieve sound, environmentally sensitive design solutions.

### **2.2 LAND USES**

All plans will be viewed in light of their impact on the land. The Design Committee's primary consideration must be the esthetics and ecological effects proposed changes will have on the subject parcel and the entire Ranch. Minimum interference with the topography and vegetation

of a parcel shall be the guiding principle in reviewing plans submitted. Any building must be compatible with its environment and must be an integral part of the landscape.

All projects and uses shall be subject to the Declarations of Covenants, Conditions and Restrictions of the Hollister Ranch, the zoning ordinances as delineated by the Santa Barbara County Department of Planning and Development for the appropriate zone classification, and the HRDC Rules as delineated in this document.

### **2.3 SITE AND ARCHITECTURAL DESIGN GUIDELINES**

Quality design solutions will be considered ones that maintain the visual quality and sense of the Hollister Ranch, and when realized will become a positive and harmonious addition to the Hollister Ranch's environment.

The HRDC recognizes that due to the variety of land forms, biological and native vegetation habitats, climatic conditions, and spectacular views all coupled with the Hollister Ranch design goals, the applicant is presented with significant and demanding design challenges. However, when the design challenges are appropriately considered with the assistance of the HRDC and/or a professional designer, the result will be sensitive and creative design solutions that are specifically suited for the Hollister Ranch.

To help advance the design goals within the Hollister Ranch, each applicant's site plan and design should respond to the following considerations:

#### **A. Terrain Characteristics**

The Hollister Ranch is characterized by many terrain characteristics, but three distinct terrain characteristics are of primary concern: the coastal grass lands, coastal hills and the coastal mountain range. Each offers unique design criteria and each demands separate and distinct design approaches when considering design solutions.

1. **Coastal Grass Lands:** characterized by gentle rolling grass lands, this area is especially vulnerable to the visual impact of new developments. If not integrated and designed sensitively within this area, any built structure will stand in stark contrast. The design approach in this area should be structures that present low profiles with massing and roof slopes that approximate and complete the shape and contours of the surrounding land forms.
2. **Coastal Hills:** defined by low to moderately high grassy hills fronting the coastal mountain range, the views of the surrounding land and oceans become more prominent in this terrain. Consequently, there is a natural tendency to locate new structures on the top of grassy hill forms in order to take full advantage of the spectacular views these sites have to offer. The grassy open characteristics of this area make it very difficult for new structures to blend in with this type of open and exposed vegetation. As a result, locating new structures on hill tops should be avoided.

Rather, new structures should be located in such a manner as to take advantage of the views, but from the lower slopes and shallow valleys that will facilitate the structures in becoming partially concealed and/or having the hillsides act as a backdrop. Locating new structures on lower slopes and valleys will help to minimize scarring caused by grading and will prevent the silhouetting of structures against the skyline.

Blending and integrating new structures into the hillsides by terracing and staggering the structure, and incorporating low pitched roofs, roof decks, low-level and side-of-building decks should be strongly considered to assist in visually reducing the building mass.

3. **Coastal Mountain Range:** located in the northern back country of Hollister Ranch. The coastal mountain range, with spectacular views, dense natural vegetation, scenic and unique geology, steep slope mountainsides to flat plateaus, offers a great variety of site planning potential.

Design considerations in this area should concentrate on utilizing the natural features to assist in blending and integrating new structures into this natural environment. Special consideration should be given to protecting and enhancing the native vegetation and landforms, and minimizing views of the new structure(s) from neighboring parcels.

#### **B. Site Grading and Drainage**

Important considerations that will preserve the scenic value of Hollister Ranch are in the preservation of the natural topography and native vegetation, and the maintenance of the delicate systems of natural drainage courses and creek beds.

All developments should be carefully planned to minimize disruption to the existing native vegetation or significant alteration to the topography. Potential building sites should be planned to minimize grading and to avoid alterations to all natural drainage courses. Grading may be prohibited during certain time periods because of weather conditions.

Consequently, in order to realize the above stated objectives, all developments are recommended to conform to the following criteria:

1. All grading should be done so as to blend as much as possible with the natural existing contours of the terrain.
2. Cut banks for building pads and road cross-sections should have the natural rolling character of the surrounding terrain and be replanted with native plant material. Vary the degree of long slopes to avoid the unnatural look of broad flat surfaces. Grading should provide a rolling transition at the head and toe of the slopes and produce graceful contours as opposed to sharp angles.
3. Native vegetation that stabilizes hillsides, prevents erosion, and has scenic value should be retained.

4. Construction of roads on steep hillsides is to be discouraged. Alternative routes should be explored that minimize the amount of scarring and that are more compatible with the natural terrain contours.
5. Sloping sites, where new structures are to be located, should be graded so that split level and staggered unit home design can be established in order to reduce the amount of grading and disturbance of the natural contours.
6. Incorporate temporary or permanent planting, or both, as required to maintain stability and conceal raw soil of newly cut and fill slopes.
7. On significant grading proposals the HRDC may suggest limitations on the size of areas to be graded or to be used for building pads, and on the size, height, shape, and angles of cut and fill slopes. In appropriate cases retaining devices may be required.
8. Consider where excess fill is to be placed, keeping in mind Santa Barbara County grading requirements. (If to be placed on Ranch roads, Head of Maintenance and Ranch Manager's review and approval are required.)
9. Direct site drainage to existing and established drainage courses that are within or adjacent to the parcel.
10. Drainage devices including but not limited to terraces, storm drains, roof gutters and down spouts, swales, and rock lined up-hill swales adjacent to new roads may be required.
11. All changes in the natural drainage due to new construction or damming shall be approved by the HRDC.

**C. Site Planning Guidelines**

Since the Hollister Ranch is in a designated agricultural use zone, a variety of potential structures are permitted to support such use (e.g., main house, guest house, barn, corrals). Consequently, the planning and placement of such structures and their visual and ecological impact are of primary concern in the design approval process.

The following are criteria that applicants should consider in order to assist the owners of parcels in Hollister Ranch in realizing their design goals:

1. Minimize interference with the natural topography and vegetation. Accommodate, integrate, enhance and protect the natural environment.
2. Evaluate and select building sites that minimize the necessity of incorporating a network of lengthy new roads and utility extensions. Placing of structures will conform to the zoning requirements of the County. In general, buildings on a parcel should conform to a uniform architectural style and form a harmonious grouping.

Quality building standards must be uniformly maintained on all structures.  
(Agricultural Preserve Program Uniform Rules dictate building site limits.)

3. Avoid silhouetting new structures against the skyline, especially in hill and mountain areas.
4. Access roads and paving will have a significant impact on the visual quality of Hollister Ranch. Great care should be taken in their design. In all cases roads should generally follow the natural contours of the site, adapting to, and negotiating around and between the existing trees and rock outcroppings. Long straight roads should be avoided in order to preserve and present a natural appearance.
5. Site utility extensions to new construction shall be installed underground and in locations that minimize damage to the existing vegetation and drainage patterns. Any disturbed ground caused by the installation of utilities shall be restored to the original condition upon completion of the work.
6. The HRDC recognizes that it is not possible to locate all new structures out of the view of existing structures or potential building sites. However, new structures should be planned to minimize blocking significant views of adjacent property owners. New structures within the site line of neighboring parcel's building sites should in some cases incorporate landscape screening material in order to conceal and/or blend new structures with the natural surrounding environment. In some prominently exposed grassy sites, the partial undergrounding of a new structure may be necessary to minimize views from neighboring parcels.
7. Tanks, water reservoirs, pump houses, and similar facilities should be constructed in such a manner as to keep visibility from other parcels to a minimum. This shall include new plantings, excavations, painting, and if necessary, partial undergrounding of large tank structures.
8. All above-ground garbage and trash containers, incinerators, and other outdoor maintenance and service facilities should be concealed from neighboring parcels and common area views by appropriate landscaping, fencing and location.
9. No house trailer, travel trailer, camper, permanent tent or similar facility or structure shall be kept on any private or common area for habitable or any other purpose (except HRDC approved construction facilities in connection with HRDC permitted projects).  
  
No trailer (horse, storage, etc., not habitable), boat, heavy equipment, or materials shall be kept or stored on any private area if visible from neighboring parcels or common areas.
10. When planning fencing for development projects, including agricultural projects, fencing has certain requirements, which will determine its placement, type and extent.

It is the goal of the Hollister Ranch to preserve open space and maintain the cattle ranching tradition by adhering to the Agricultural Preserve contract. It is in observance of this goal that fencing projects be kept to a minimum. Fragmentation of pastureland is detrimental to the ranching operation and the unique pastoral environment of the Hollister Ranch. Owners will not be allowed to fence more than the Santa Barbara County Agricultural Preserve Program Uniform Rules allow. Uniform grazing and conservation is supported when owners provide water troughs at strategic locations.

Examples of fencing types that have been determined to be acceptable for use on the Hollister Ranch are field fence, v-mesh, post and wire and post and rail. Barbed wire fencing on the Ranch is no longer acceptable.

Again, as with all new development, fencing should blend and integrate with the natural environment. Fencing should be installed, if feasible, to conform and follow the natural terrain contours and native vegetation. Finished fencing may be painted or stained with earth tone colors.

All fencing development is to be reviewed and given written approval by the Cattle Co-op manager. To assist applicants in conforming to these goals, the Hollister Ranch Cattle Co-op staff provides free fencing design consultation.

11. Clearing or removal of vegetation including trees, brush and grasses must be approved and permitted by the HRDC.

#### **D. Architectural Guidelines**

New structures being proposed at the Hollister Ranch should be designed to be in keeping with its coastal ranch character by being considerate of, and relating to, the natural environment. By utilizing and drawing inspiration from the natural environment that exists at Hollister Ranch, as a substantial aspect of the design criteria, honest, sensitive, vital, and creative structures will be achieved.

Again, as with the site planning guidelines, the following design criteria have been established for new structures so that the Hollister Ranch owners will achieve their design goals:

1. Create structural masses that are interesting and fragmented, allowing the forms to respond, integrate, and accommodate the natural features and forces that characterize each parcel. Fragmentation of the structural masses can be achieved by stepping and staggering the structure or by creating separate forms. Applicants are encouraged to avoid large monolithic structures.
2. Exterior surfaces should be composed of durable, fire-resistant, non-reflective (mirrored glass is not allowed as an exterior component, except for safety purposes), natural material with colors that supplement and blend with the adjacent surroundings.

Roofing materials should conform to the above criteria by incorporating natural appearing material such as slate, light-weight mineral shakes, clay tile, and non-reflective metal roofing which achieve a natural finish, such as patina copper, Corten steel, etc.

3. Skylights are to be flat glass plate designs. Exterior exposed glass surfaces shall be textured or treated such that no specular reflection (bright and focused glare originating from sun light) will be transmitted.

Applicants should orient and locate skylights away from views of uphill neighboring structures.

4. The building height of all structures on low slope lots (15% or less) is restricted to 24'. The building height for structures on high slope lots (16% or greater) is restricted to 16'. Building height is determined by measurements taken in 30' increments around the entire footprint of the structure, from the finished grade to the highest point of a flat roof or to the mean height of the highest sloping roof.

#### **E. Fire Protection Requirements**

When planning potential building site(s) and access road(s), consultations with the Santa Barbara Fire Department should occur as required to establish the Department's design criteria for each building site.

Each potential building site, unless special considerations are warranted, will be evaluated on the following criteria:

1. Site access to include minimum road widths, turning radius at road corners, length of roads and locations of fire apparatus turnouts, maximum road slopes, and location and size of fire apparatus turnaround at each structure.
2. Water availability for fire suppression, type and location of approved fire hydrants and the incorporation of an approved fire sprinkler system if required by the Fire Department.
3. Use of building materials that are in conformance with the Santa Barbara County high fire hazard districts requirements.
4. Firebreaks separating structures from the native vegetation may be required by the Fire Department. Such firebreaks, in many cases, may only necessitate the thinning out of the adjacent vegetation, or landscaping so as to reduce the volume of vegetation fuel. The extent and type of firebreaks will be determined by the Fire Department.
5. The Fire Department requires brush and other fuel be removed from the vicinity of all structures. Clearing vegetation and landscaping to reduce fire hazard can give an added margin of protection. All vegetation removal outside of County Fire Department requirements must be approved by the HRDC.

## **F. Water Systems**

No public water district services the Hollister Ranch properties. Therefore, each parcel will be required to develop its own source of water for domestic, fire suppression, and agricultural uses by the installation of water well(s), unless the parcel belongs to one of the Hollister Ranch Water Companies. All water wells will be subject to the rights as stated in the Declaration of Conditions, Covenants and Restrictions for such use.

Basically, each water system will comprise water wells, piping, pumps and associated generators, filtration systems, and water storage tanks, all of which should be properly engineered. The locations and appearance shall be reviewed and approved by the HRDC. Generator/pump building guidelines are available upon request.

Before any construction work for new structures commences, the appropriate water systems must be installed and in working order.

The term "structure" includes, but is not limited to, any main residence, guest house, employee house, garage or barn. The following minimum standards should be considered when designing water systems for private use. (Note: it is important to understand that these are HROA requirements and that the County Fire Department may have requirements that exceed these minimum standards.)

1. 5,000 gallon minimum water supply, or as determined by the Ranch Manager.
2. Hydrant with 2½" national standard threads, capable of producing 60 gpm with 60 psi at the nozzle, and located between 50' and 150' from the proposed structure.
3. 100' of 1½" hose with nozzle, or as determined by the Ranch Manager.
4. If sufficient pressure cannot be produced by elevation, a pump system will be required to produce the specified 60 gpm at 60 psi.
5. All generator or pump house structures and water storage tanks may require landscape mitigation. Generator and pump house structures may require sound mitigation (generators, pump houses, and other machinery must not be heard from common areas or neighboring parcels).

(Note to applicants requesting approval of habitable structures or agricultural projects: private well users are to submit the most current pump test and water quality test. Water company applicants are to submit a letter of authorization from the Water Company and written consent from the Water Company on the application and plans. Estimated daily water usage information is required.)

## **G. Landscaping**

To achieve the design goals of the Hollister Ranch, the primary objective of new landscaping shall be to provide the protection and enhancement to the existing natural vegetation, terrain and new structures. When enhancing the existing natural vegetation, new landscaping should compliment native species and should be compatible with the natural environment and ecological conditions found at the Hollister Ranch. All landscaping must be completed within six months after final inspection. The Design Committee, as a condition of any approval, may require performance and/or completion bonds for landscaping in such monetary amounts as to ensure completion, in strict conformance with the approved plans.

To assist in developing the landscaping design objectives, the following criteria have been established and should be considered:

1. Use of new plant material that has been established to be compatible with the ecology of the Hollister Ranch. A compatible plant material list has been compiled and is available upon request.
2. Use of drought tolerant plant material.
3. Plan new landscaping so that mature growth patterns do not inhibit established primary views from neighboring parcels.
4. Locate new trees to mimic the natural and organic growth and propagation patterns that exist in the immediate surroundings. Avoid long progressions of single or multiple specimen tree patterns.
5. Landscaping of large areas of land should be avoided. Plan small courts and patios of well landscaped areas within the building area, leaving large areas natural and native.
6. Locate screen trees and wind break planting to mimic a natural tree setting. Avoid large and distinct groupings in open coastal grass land areas. Plant trees in elegant and small groupings, slowly decreasing in density/numbers away from primary screened areas.
7. Clearing vegetation and landscaping to reduce fire hazard can give an added margin of protection. Clearing or removal of vegetation including trees, brush and grasses must be approved and permitted by the HRDC.
8. Outdoor safety lighting may be provided, in direct use areas (no flood lighting). Light levels must not be a nuisance and must be shielded from adjacent properties and common areas. Lighting to mark driveways is prohibited. HRDC review and approval is required for exterior lighting.

### **3.0 PROJECT REVIEW PROCEDURES**

#### **3.1 DESCRIPTION OF THE DESIGN COMMITTEE'S LEVELS OF REVIEW**

For all projects, the Hollister Ranch Design Committee has different levels of review:

- A1. Optional orientation review
- A2. Conceptual review
- B. Master plan review
- C. Project review
  - 1. Major projects
    - a. Preliminary review
    - b. Final review
    - c. Review after Santa Barbara County approval
  - 2. Minor projects
    - a. Final review
  - 3. Consent agenda

Parcels without an approved master plan must receive master plan approval prior to applying for any project.

Parcels with approved master plans that wish to apply for major projects, must submit an application for "preliminary review" and must submit an updated master plan of the proposed project(s).

Parcels with approved master plans that wish to apply for minor projects, must submit an application for "final review" and must update the master plan on file in the office.

Parcels with a proposed project located in the common area, must submit an application for "final review" and must update the master plan on file in the office.

**A1. Orientation Review:** an orientation review is an optional consideration that gives the owner or prospective owner the opportunity to meet with the HRDC prior to formulating development sites and plans. Thereby communicating the philosophy of developing projects that blend with the environment and preserve the natural character of the land. It also provides the opportunity to discuss the procedures of taking a development project through the review process. Orientation reviews are held at the Hollister house and may include visiting the parcel at the owner's request. An application must be submitted, with the authorization signature of one record owner of the parcel. No fee is required. The designated record owner and/or prospective owner (authorization required by the owner) must be present at the meeting. It is the objective of the orientation review that the owner or prospective owner collaborate with the HRDC.

**A2. Conceptual Review:** this is the initial review of the project. This review establishes the proposed parcel development plan. Applicants are encouraged to initiate this review as early in their project as possible and bring very conceptual information regarding all contemplated development on the parcel. The HRDC welcomes very conceptual and

"sketchy" drawings in order to help guide the applicant in a positive direction very early in the design process. The HRDC requires conceptual review with the applicant, prior to master plan review, to assist in determining potential site utilizations.

Applicants requesting review of habitable structures need to indicate estimated daily water, inclusive of domestic and landscaping usage. Applicants requesting review of agricultural projects need to estimate daily water usage for initial and mature or long term usage.

At conceptual review the HRDC will provide comments indicating to the applicant whether the project is planned appropriately to proceed to the master plan document phase.

Submittal requirements for conceptual review:

1. Completed application
  - a. Application fee
  - b. Application authorization form signed and each plan page initialed and dated by all owners of record of the parcel
  - c. Authorization of Agent form (if applicable)
  - d. Owner/applicant certification and acknowledgment signed by the owner/applicant
  - e. Design Rules, CC&R review confirmation signed by the owner/applicant and agent (if applicable)
  - f. Project details
2. Sketchy drawing or a plan of the parcel indicating proposed sites

**B. Master Plan Review:** this review establishes the proposed site development plan. Concerns from the conceptual review will have been addressed and documented in the HRDC minutes.

Submittal requirements for master plan review include:

1. Completed application
  - a. Application fee and applicable administrative fee
  - b. Application authorization form signed and each plan page initialed and dated by all owners of record of the parcel
  - c. Authorization of agent form (if applicable)
  - d. Owner/applicant certification and acknowledgment signed by the owner/applicant
  - e. Design Rules, CC&R review confirmation signed by the owner/applicant and agent (if applicable)
  - f. Project details
2. Site photos mounted on 8½" x 11" cardstock
3. Master plan - based on a licensed survey
  - a. Complete parcel property boundary

- b. Scale 1" = 200'
- c. 40' contours or less
- d. All existing and proposed improvements
- e. Water system: for Water Company members submit a letter of authorization from the Water Company and written consent on application and plans from the Water Company; for well users submit a pump test & water quality test; estimated water usage
- f. Restricted private area - 200' boundary around parcel
- g. Private area easements
- h. Common area easements
- i. Other easements (Chevron, Texaco, etc.)
- j. Sewage disposal system
- k. Utility service locations
- l. Fencing: HR Cattle Co-op written consent
- m. Soils investigation and geological reports may be required

### C. Project Review

1. **Major Projects:** levels of review and submittal requirements for major projects (e.g., main residence, guest house, garage, barn):
  - a. **Preliminary Review:** this level of review establishes the project design. Fundamental design issues such as site planning, exterior elevation, and landscaping are resolved. The Design Committee strongly encourages the architect or design professional be present at the preliminary review. Direct communication with the qualified design professional shall help to eliminate misunderstandings, shall foster creative discussion, and ultimately lead to a more expedient process for the owners.

Submittal requirements for preliminary review include:

1. Complete application
  - a. Application fee and applicable administrative fee
  - b. Application authorization form signed and each plan page initialed and dated by all owners of record of the parcel
  - c. Authorization of agent form (if applicable)
  - d. Owner/applicant certification and acknowledgment signed by the owner/applicant
  - e. Design rules, CC&R Review confirmation signed by the owner/applicant and agent (if applicable)
  - f. Project details
2. Site photos mounted on 8½" x 11" cardstock
3. Updated master plan - based on a licensed survey
  - a. Utility services
  - b. Water system: for Water Company members submit a letter of authorization from the Water Company and written consent on application and plans from

- the Water Company; for well users submit pump test and water quality test; estimated usage
- c. Fencing: HR Cattle Co-op written consent
4. Grading plan (if over 50 cubic yards) scale 1" = 40' (min.)
    - a. Identify extent of area to be graded
    - b. Quantify cut and fill
    - c. Indicate where excess fill is to be placed (if placed on Ranch roads, head of maintenance and Ranch Manager's review and approval required)
    - d. Show top of slopes and toe of slopes
    - e. Show percent of grade for driveways
    - f. Show drainage
  5. Building site plan scale 1" = 20' existing/proposed developments
  6. Building site section scale of 1/8" = 1' (min.)
  7. Exterior elevations (indicating max. heights, materials, and colors)
    - a. Scale 1/8" = 1'
    - b. Height calculations
    - c. Define all exterior lighting on structure
  8. Floor and roof plans at 1/8" = 1' (min.)
  9. Materials & colors
    - a. Color sample chips mounted on 8½" x 11" white cardstock and roofing sample
    - b. State brand, color, # for roofs, walls, trim, window sash & tanks
    - c. 3' x 3' color board of exterior siding (presented on site)
    - d. Roofing sample - full scale representation (presented on site)
  10. Landscaping plan
    - a. Define all exterior lighting
    - b. Indicate plant names and sizes (gallon)
    - c. Retaining wall(s)
    - d. Proposed tree removal (greater 6' diameter or larger 6' tall)
    - e. Tree protection plan (if applicable)
  11. Site visit - stake proposed structure
    - a. Height poles roof corners
    - b. Height poles ridge peak(s)  
Height poles are to be removed within 30 days unless an extension of time is authorized by the Design Committee and/or Ranch Manager.
    - c. Bench mark(s) (approved by design coordinator and shown on site or master plan); surveyor's certification may be required

- b. **Final Review:** this review confirms that the working drawings are in conformance with the approved preliminary information. Submittal requirements for final review include:
  - 1. Complete set working drawings (including items 3 through 10 above - from preliminary approval requirements)
    - a. Design Committee revisions from preliminary review as stated in minutes
- c. **Review after Santa Barbara County Approval:** prior to issuance of the HRDC permit staff shall review Santa Barbara County approved plans for compliance.

If changes are made between final review and Santa Barbara County approval or prior to completion of construction, the Hollister Ranch staff shall review and approve changes unless staff requests HRDC approval. If proposed changes are considered by staff to have a possible impact, review by the HRDC shall be required and an additional fee will be assessed in accordance with normal procedures and provisions.

- 2. **Minor Projects:** levels of review and submittal requirements for minor projects (e.g., Wells, sheds 120' sf max., fencing signs):
  - 1. Completed application
    - a. Application fee
    - b. Application authorization form signed and each plan page initialed and dated by all owners of record of the parcel.
    - c. Authorization of Agent form (if applicable)
    - d. Owner/applicant certification and acknowledgment signed by the owner/applicant
    - e. Design Rules, CC&R Review confirmation signed by the owner/applicant and agent (if applicable)
    - f. Project details
  - 2. Site photos mounted on 8½" x 11" cardstock
  - 3. Proposed master plan revision(s) - master plan to be professionally drafted, scaled and clearly labeled. Applicant must update the master plan on file in the office after approval.
  - 4. Plan of proposed project
    - a. One copy of master plan section showing proposed project site.
    - b. Plan showing max. height, width & depth of project on 8½" x 11" or 11" x 17" paper.
    - c. Note materials used on plan.
    - d. Fencing: HR Cattle Co-op written consent.
    - e. Color sample chip(s) mounted on 8½" x 11" white cardstock and note color (brand, name, #) on plan.
    - f. 3' x 3' color board of exterior siding (presented on site).

- g. Water system: for Water Company members submit 'a letter of authorization from the Water Company' and written consent on application and plans from the Water Company. For well users submit pump test & water quality test; estimated water usage.
5. Grading plan for agricultural projects, if over 50 cubic yards
    - a. Identify extent of area to be graded
    - b. Quantify cut and fill
    - c. Show top and toe of slopes
    - d. Show percent of grade
    - e. Show drainage
    - f. Retaining walls
    - g. Trees to be removed

3. **Consent Agenda**

Routine applications involving minor modifications or changes to applications already approved at any level of review, and new applications which are minor in nature and which do not raise significant issues, may be handled by the HRDC as a consent agenda matter. The Design Coordinator, the Design Committee Chairperson, or a designated Committee member shall review those items to be placed on the consent agenda.

At each HRDC meeting, the Committee shall take action on those items placed on the consent agenda before acting on other applications. The items appearing on the consent agenda may be acted upon by a single motion and vote. Before taking such action, each member of the Committee shall be entitled to remove any item from the consent agenda if the member would like the item to be individually reviewed by the Committee. Applicant/agent representation required.

**3.2 DESIGN COMMITTEE AND THE PERMITTING PROCESS**

Coordination with the County of Santa Barbara:

1. **Submittal to the Santa Barbara Planning & Development Department:** following master plan review the applicant may elect to seek an optional Santa Barbara County pre-application review of the HROA approved sites. Upon completion of the HRDC preliminary design phase the drawings will be stamped "HRDC preliminary approved" and dated. The applicant may then, if required under Santa Barbara County regulations (e.g., hillside/ridge line ordinance, special use permits), submit the approved drawings to the Planning & Development Department (P&D) for preliminary review by the County's Board of Architectural Review (BAR), and processing of the required special use permit application. If approved, the applicant may proceed to the final review level at Hollister Ranch. If denied, or if substantial changes are requested by the BAR, then the project must again be reviewed by the HRDC at the preliminary level.
2. **Submittal to the HRDC for Final Review:** following preliminary HRDC approval and, if required, BAR approval, the applicant shall complete the final working drawings and submit

the drawings to the HRDC for final review. The HRDC shall review the drawings for conformance with the approved preliminary drawings, and if found in compliance the drawings will be stamped "final approved" and dated. The applicant may then submit the approved final drawings to the P&D for the final BAR approval, if required by the County.

3. **Santa Barbara County Coastal and Land Clearance:** after receiving HRDC and, if required, BAR final approvals, the applicant may submit for clearance from P&D. This clearance will allow the applicant to submit the approved working drawings to County Building & Safety staff to initiate the plan check process.
4. **Santa Barbara County Plan Check Process and Hollister Ranch Development Permit:** County Building & Safety will review the working drawings and any specifications for consistency with all applicable building codes issues. After completion of the initial plan check process, corrections to the drawings may be required. The applicant shall correct the drawings and then submit the corrected drawings to the Hollister Ranch for staff review. Staff will determine whether or not the changes require HRDC review. Once the applicant has received County plan check approval, he or she may then submit a copy of the Santa Barbara County approved plans to the HRDC staff. A HRDC permit will be issued after staff confirms that the drawings are in conformance with the HRDC final approval and all conditions of approval have been met. No permit is valid until the permit is signed by all owners of record of the parcel and returned to the HROA Office.
5. **Pre-Construction Meeting:** each owner and his or her contractor are required to meet with Ranch staff before the construction commences. The purpose of the meeting is to ensure that the owner and contractor are familiar with the procedures that will apply during construction.

### **3.3 REVIEW DURING CONSTRUCTION**

1. **Hollister Ranch Review During Construction:** Hollister Ranch design staff shall, at designated levels of completion, review the construction in order to verify that it is proceeding in conformance with the permitted working drawings in terms of location, shape, height, and finish.
  - a. The owner/contractor prior to construction shall meet with the Design Coordinator to review access regulations, prior to commencement of construction. Work on projects may be prohibited or restricted during certain time periods because of weather conditions.
  - b. The owner/contractor is required to notify the Ranch office of heavy vehicles in advance, in accordance with Ranch policy.
  - c. Once construction has commenced, the owner/contractor shall contact the Design Coordinator according to the following inspection schedule:

**Inspection schedule for major improvements:**

1. Commencement of project.
2. Completion of water system with fire fighting capability and review of bench mark(s) established at site visit for preliminary review, prior to further work.
3. Completion of grading (50 yards or more), prior to further work.
4. Foundation layout prior to digging footings (can be grouped with #2, if no grading is required).
5. Completion of framing, prior to further work.
6. Final inspection (exterior coating, roofing and special conditions on permit) at completion of construction.
7. Completion of landscaping within 6 months of final inspection.

**Inspection Schedule for Minor Improvements:**

1. Commencement of project.
2. Completion of project.

2. **Construction not Conforming with Approved Working Drawings:** it is strictly prohibited to make changes not in compliance with that which was permitted. The Design Committee recognizes that changes during construction are sometimes necessary and therefore will accommodate such changes to the extent appropriate, provided such changes are brought to the Committee for consideration prior to implementation. The Association, through actions by its Board of Directors, has the right and responsibility to uphold the CC&Rs and may enter upon a parcel to remove any development that is not in compliance with a valid permit. The Design Committee will use the following procedures to bring any nonconforming development into compliance:
  - a. **Notice of Noncompliance**

Improvements or alternations to existing improvements that are made without or in non-compliance with an active Design Committee permit are prohibited. The Association has the right to remove any development not in compliance with a valid Design Committee permit. If a development is observed to be out of compliance, work may be stopped and a Notice of Noncompliance shall be mailed to the parcel owner requesting them to contact the Design Coordinator by a specific date to discuss the matter. Failure to do so will result in a formal Notice of Violation being issued against the parcel.
  - b. **Notice of Violation**

Projects without a valid Design Committee permit or projects not in compliance with an active permit shall be reported to the Design Committee by the Design Coordinator. The Coordinator shall mail a Notice of Violation to the parcel owner(s) and may request their presence at the next Design Committee meeting to remedy the situation or the Ranch Manager may set specific requirements. If the owner wishes to contest the matter he may request a board hearing within an HROA specified time period.

c. Hearings

Parcel owners with projects in violation are notified to be present at the Design Committee meeting to review the apparent violation. If the violation has been corrected, the owner should bring evidence (photographs) of the correction. If the owner chooses to dispute the violation, they should be prepared to present information and documentation to support their point of view. Failure to resolve the violation through Design Committee procedures shall result in its immediate referral to the Ranch Manager. If necessary the Manager will refer any unresolved matters to the HROA's Board of Directors with recommended enforcement measures.

3. **Santa Barbara County Building & Safety Inspection:** all County permitted projects shall be inspected by Building & Safety according to their rules and regulations. The owner and contractor are responsible for scheduling County inspectors at designated stages as mandated by County Building & Safety.

### **3.4 COMMON AREA LICENSES**

Any type of work within the common area requires a Common Area License and a Memorandum of Common Area on file with the current owners of record of the parcel. The Association may grant upon application by a parcel's owner(s) or agent, a license to permit fencing, gates, cattle guards, landscaping, drainage structures, grading, utilities (e.g., gas, electric, telephone, water, septic) and their associated structures. The applicant must first receive HRDC approval, and then obtain HROA Board approval, prior to receiving a HRDC Common Area License (permit).

In addition to the requirements of all other levels of review, the following submittals are required to be placed on the HRDC agenda:

1. Completed Design Committee application with application fee, use fee, and a fee for review and recordation.
2. Twelve (12) sets of topographical plans showing 40' contours and scaled to 1"=200' on 8½" x 11" paper (section of an approved master plan acceptable), clearly identifying the following for common area projects:
  - a. The location of all the developments on the property, property boundaries and all common area easements and private easements (e.g. Texaco, Chevron pipeline)
  - b. The location of all existing developments and the proposed common area project(s).

Underground utilities that leave the applicant's parcel shall be deemed located in the common area easement if placed in the shoulder of an existing common area road.

Once the HRDC approves the common area project the applicant will be placed on the next Board of Director's agenda for Board approval. If the applicant or agent is unable to attend the Board meeting, the design staff should be contacted.

After approvals from the HRDC and the Board of Directors have been obtained, the applicant needs to resubmit the master plan showing the proposed common area project before the Common Area License may be issued.

#### **4.0 APPENDICES**

4.1 Project Review Flow Chart

4.2 Hollister Ranch Plant List - not included, may be obtained at the HROA office

# HOLLISTER RANCH DESIGN COMMITTEE PROJECT REVIEW FLOW CHART

