



PARCEL DEVELOPMENT MANUAL (Design Rules)

for Hollister Ranch Design and Construction



VERSION 1.3

April 22, 2022



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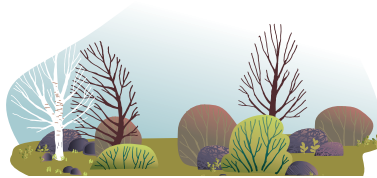
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Historical Perspective

"Each canyon and each parcel on the Ranch is uniquely beautiful. Our goal and hope is that each owner's development of his or her parcel will enhance that beauty..."

- from the 1981 HROA Design Handbook.



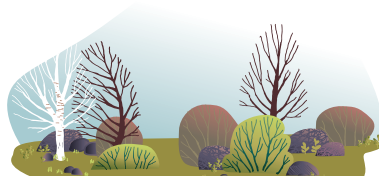
Hollister Ranch

INTRODUCTION

Hollister Ranch (HR) is a unique community committed since its inception to the protection and preservation of its open spaces. The Hollister Ranch Parcel Development Manual (aka “Design Rules”) is intended to support and further that ownership commitment by providing criteria for integrating development into the natural landscape of the Hollister Ranch. In addition, it provides assistance and guidance that prepares owners for the county development review process. It is the responsibility of all owners and their agents to become familiar with and adhere to the intent as well as the specifics of these design principles, guidelines, rules, and processes.

The objectives of this Manual are:

- To foster and guide development that preserves the Hollister Ranch’s natural beauty, resources, open spaces, wildlife, and cattle operations.
- To support HR owners while encouraging and inspiring exemplary stewardship of this unique Ranch environment.
- To provide an avenue for personal expression in design that respects our individual uniqueness and our mutual interests, and positively contributes to our overall community.
- To provide a single, comprehensive document that describes the intent as well as the letter and manner of HROA development oversight.



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DOCUMENT ORGANIZATION

This document is organized to fulfill the objective to provide a single, comprehensive document that describes the intent as well as the letter and manner of HROA development oversight. It contains three tiers of parcel development guidance, the process within which the Design Review occurs, and the manner in which the Design Review process is governed. Compliance with the spirit of the Principles, the intent of the Guidelines, and the specifics of the Rules must all be satisfied for parcel development approval.

- Parcel Development Principles, Tier 1, found in **Section 1**, are deemed to be permanent and enduring expressions of our collective vision and provide the foundation for all that follows in this document. The Parcel Development Principles Section of the Manual is an extension of the vision found in the Hollister Ranch CC&Rs. In the event of a discrepancy between the CC&Rs and this Parcel Development Manual, the CC&Rs will govern.
- Parcel Development Guidelines, Tier 2, found in **Sections 2-4**, are designed to steer the applicant’s development of a proposal and the Design Committee’s decision-making process across all factors. The Parcel Development Guidelines have developed over the years to address specific issues of site planning, building design, landscape design and site work, and environmental and energy concerns. The Guidelines will continue to evolve in response to an ever-changing world.¹
- Parcel Development Rules, Tier 3, also found in **Sections 2-4**, describe specific requirements deemed necessary to clarify or reinforce the Parcel Development Guidelines.¹
- Design Review Process, found in **Section 5**, defines the process by which design review is conducted, approval for parcel development is obtained, and compliance achieved.
- Design Governance, **Section 6**, describes the functional roles and responsibilities as well as the governing documents related to development on Hollister Ranch.
- Appendices provide additional resources such as the HR Conservancy landscaping suggestions; HRDC Procedures that define, where necessary, how design guidelines and rules are implemented; and frequently asked questions (FAQs).

Figure 1 – Document Overview
Section 1

Parcel Development Principles

Section 2 - 4
Parcel Development Guidelines & Rules

Section 2:
Site Planning & Land Use

Section 3:
Site Design

Section 4:
Resource Conservation

Section 5
Project Review Procedures

Section 6
Hollister Ranch Design Governance

Supplemental Appendices

1. Each Guideline and rule is given a unique identifier which is located in parentheses at the end of each guideline or rule. For example, (DG3.1 a) or (R2.1 c), “DG” is a design guideline and “R” is a design rule. The number references the section where the guideline or rule is located. The final alpha character is a sequential location identifier within the section.



DOCUMENT ORGANIZATION

Excerpt from the Preamble to the Hollister Ranch CC&Rs:

The Hollister Ranch Owners' Association seeks to develop and maintain Hollister Ranch in a manner that ensures the full enjoyment of the historical traditions and natural advantages of the area for all who acquire property therein and yet encourages diverse individual expression within the environment. The Hollister Ranch Owners' Association believes that this fundamental concept can serve the interests of those who become such owners by fostering a beneficial land use that retains the unique beauty of the land and creates an atmosphere enriching the spirit of its participants.

It must be assumed that all who become owners of property subject to these CC&Rs are motivated by the character of the natural environment in which it is located, and accept, for and among themselves, the principle that the development and use of the property must preserve that character for present and future enjoyment of all owners. It is also assumed that those who are entrusted with the administration of Hollister Ranch will discharge their trust in full recognition of that principle and, to the extent consistent therewith, will foster maximum flexibility and freedom of individual expression.



PARCEL DEVELOPMENT PRINCIPLES

SECTION 1: PARCEL DEVELOPMENT PRINCIPLES

The Hollister Ranch Parcel Development Principles are the enduring expressions of our collective vision and provide the foundation for the Parcel Development Guidelines and Rules. The intent of these principles shall be adhered to in the design and development of projects located within the Ranch.

Principle # 1: Environmental Stewardship.

As stewards of the Hollister Ranch environment, it is our collective responsibility to implement concepts, strategies, tools, practices and approaches that are sustainable over time, consider the long term effects as well as the more immediate ones, and contribute positively to the physical, social and economic condition of our community. Stewardship is the concept of responsibly managing all of our resources for the benefit of present and future generations of people, plants and animals.

Principle # 2: Integration with the Environment.

The Ranch community benefits by allowing our impressive natural surroundings, open spaces, and mostly uninterrupted views to make the strongest design statement. Integrating development with the natural topography and natural vegetation of a parcel is essential to ensure each building is visually compatible with its environment and an integral part of the landscape.

Principle # 3: Support of the Cattle Ranch.

It is our ongoing commitment to balance development, nature preservation, and the cattle ranching operation. This balance is achieved through careful consideration of all effects of development including fencing, walls, paved roads, and other barriers upon cattle pastures, cattle movement, and wildlife corridors.

Principle # 4: Protection of Property Interests.

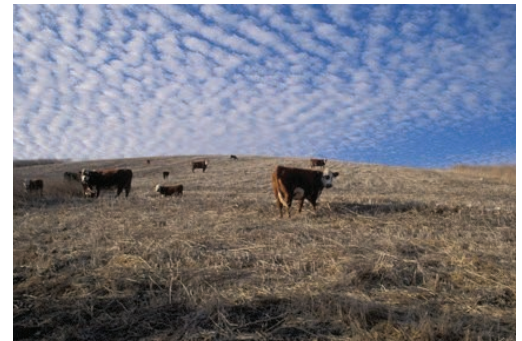
As owners of Hollister Ranch, we support development that enhances the individual property owner’s interests and values as well as those of neighboring parcels and the Ranch ownership as a whole. Establishing high standards of architectural and landscape design and supporting the development and maintenance of properties that are aesthetically pleasing as well as sympathetic to and harmonious with the environment is critical in maintaining the value of the individual parcel and the Ranch collectively.



Principle #1: Protecting the natural resources of Hollister Ranch is our collective responsibility



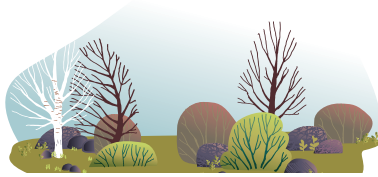
Principle#2: Careful integration of development ensures that our natural surroundings remain impressive



Principle # 3: Cattle ranching as our primary agricultural operation helps preserve open spaces



Principle #4: Aesthetically pleasing designs are harmonious with the environment



Historical Perspective

"Developing a ... plan for your parcel requires patience, good humor, and lots of study and thought. Much can be learned by talking with other owners who have built on the Ranch and survived."

"Building on the Ranch can be difficult at best but careful planning can make it a successful adventure."

"Walk your parcel and spend time there... Consider your neighbors far and near when siting structures."

- from the 1981 HROA Design Handbook.



SECTION 2: SITE PLANNING & LAND USE

Site planning and land use entails a careful and thorough analysis of site characteristics including topography, access, and visibility addressed by the HRDC as well as geology, hydrology, biology, and archeological/cultural findings addressed by governing agencies. In addition to Hollister Ranch Guidelines and Rules, additional siting constraints may be imposed by governing agencies. Thoroughly researching and understanding of the site constraints, potentials, and environmental conditions will allow the design professional to achieve a sound, environmentally sensitive site plan

2.1 Identifying Potential Development Sites

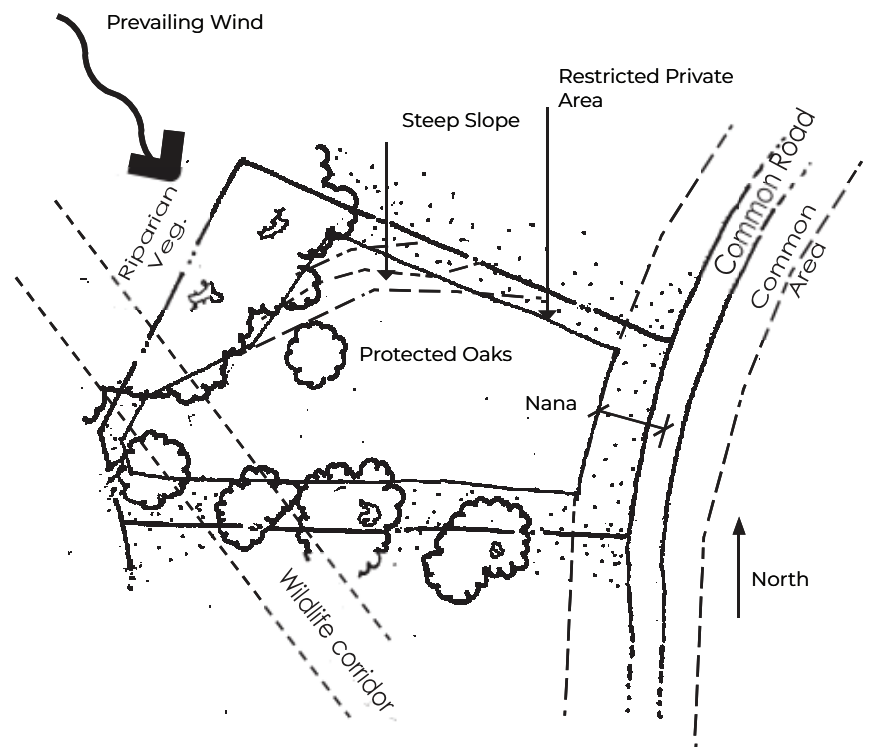
Mapping of a parcel's development opportunities and constraints is the first step in locating potential development sites. Its purpose is to ensure that the characteristics unique to each site are identified and considered early in the design process. Site constraints to be considered are:

- Common Area and Restricted Private Area designations and other easements;
- Roads and driveways;
- Existing structures and utilities;
- Natural topography (slopes >30%);
- Geologic constraints including landslides and faults;
- Preservation of natural site features, landscaping and oak trees;
- Natural water collection or drainage systems and riparian corridors;
- Major cattle grazing sites and movement patterns;
- Wildlife corridors; and,
- Water availability, quantity, and quality.



SECTION 2

View corridors, solar orientation, microclimates, and prevailing wind direction are additional elements that may be a consideration. When the constraints are identified and mapped (see section 5.3.2), the remaining area(s) are those available as potential development sites. Specific studies including geotechnical studies, soil analysis, biological and archaeology surveys may then be required by governmental agencies to ascertain the viability of a specific development site. The HR Design Committee will review the potential site(s) using the guidelines and standards of this manual.



Parcel constraints and various sites





2.2 Site Planning for Terrain Characteristics

The Hollister Ranch is characterized by diverse terrain conditions. Each offers unique siting and design challenges and necessitates separate and distinct site planning approaches. There are three distinct local terrain characteristics on Hollister Ranch that are of primary concern: coastal terrace, coastal hills, and coastal mountain range.

- **Coastal Terrace.** Characterized by gentle rolling grasslands, coastal grasslands are especially vulnerable to the visual impact of new development. If not integrated and designed sensitively within this area, any built structure will stand in stark contrast. Development should be located in terrain where it will have the least impact on the view plane from the common area.
- **Coastal Hills.** Defined by low to moderately high grassy hills fronting the coastal mountain range, coastal hills provide views of the surrounding land and ocean. Development should be located on lower slopes and valleys to avoid silhouetting of structures against the skyline.
- **Coastal Mountain Range.** Located in the northern back country of the Ranch with spectacular views, dense natural vegetation, scenic and unique geology, and steep slope mountainsides to flat plateaus, the coastal mountain range offers a great variety of site-planning potential. Development should have minimal impact upon sensitive native vegetation, scenic rock formations, or steeply sloping terrain and should be located to effectively use existing vegetation for screening, require minimal driveway improvements, and allow the natural ridges to define the skyline.



Coastal terrace



Coastal hills



Coastal mountain range

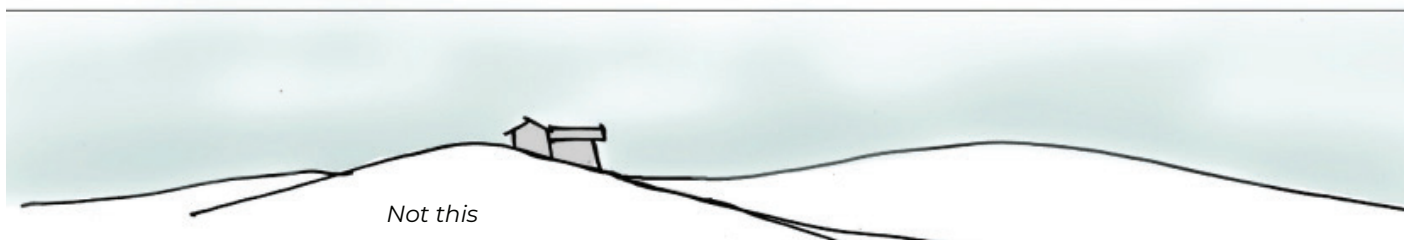
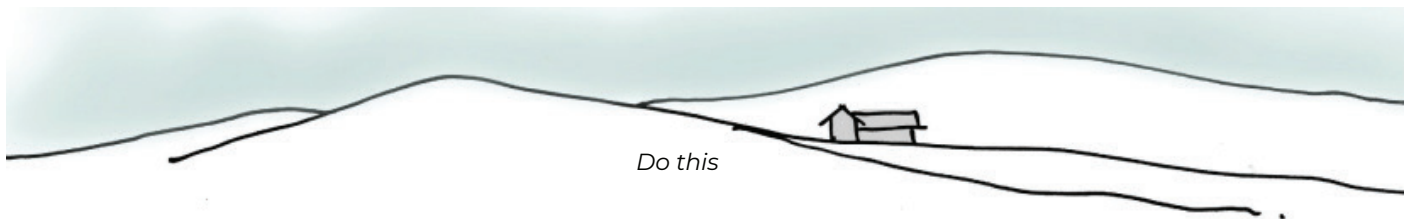


SECTION 2

2.3 Site Planning for Development Impacts

It is recognized that development impacts the environment, cattle operations, privacy, and views. The HR Design Committee has the responsibility and discretion to both assign and balance mitigation of the various impacts. Mitigation requirements do not establish precedent. Because each parcel has unique and differing constraints and potentials, each development mitigation plan has the potential for differing requirements.

- A. Master Plan.** In order to ensure that each parcel achieves the goals of the Hollister Ranch community to the maximum extent possible, every parcel not yet fully developed shall be responsible for creating and keeping current a master plan using the rules and guidelines criteria included herein. (R2.3 a)
- B. Conformance with Zoning Requirements.** Numbers and placement of structures shall conform to the zoning requirements of the County of Santa Barbara. For parcels having more than three existing residential units, refer to CC&R § 2.01(o) for provisions for legally non-conforming units. (R2.3 b)
- C. Views.** The views from a particular parcel or common area are not protected by the HROA or County Ordinances; they are a concern between neighbors. (DG2.3 a)
- Structures should be located to reduce impacts upon other property owners and the common areas, including views from the hillsides to the ocean and from the lower elevations of the Ranch to the hillsides and ridges beyond.
 - Locating new structures on hilltops and/or ridgelines should be avoided.



Place structures to avoid skyline silhouettes



Native Sycamore trees on Hollister Ranch

- D. Visual Impacts.** The HR Design Committee recognizes that it is not possible to locate all new structures out of the view of existing structures or potential building sites. However, applicants should be mindful of the proximity, lines of sight and general site exposure between the proposed development location and the neighbors. Silhouetting against the skyline should be avoided. (DG2.3 b)
- E. Grading.** Site selection that minimizes significant grading is preferable. However, significant grading may be advantageous if it results in partially undergrounded structures to reduce visibility and/or stepped building massing to allow for better architectural integration with the natural topographic features. (DG2.3 c)
- F. Preservation of Native Vegetation, Especially Trees.** Healthy trees are important to the protection of habitats as well as the visual quality of the Ranch. Development should be sited to avoid disturbance or removal of existing living native trees. In evaluating home sites, driveway locations, or other improvements, give priority to those sites that minimize disturbance or removal of native vegetation, especially trees. (DG2.3 d)
- G. Protection of Vegetation, Especially Trees.** All native trees larger than 6’ in height or 6” in diameter measured 4.5’ above the ground with drip lines within 25’ of the development footprint must be protected from disturbance during construction, including protection from parked vehicles and materials storage. (Note: Santa Barbara County and other governing agencies may have additional requirements for tree preservation.) (See CC&Rs 2.02(b)3.) (R2.3 c)
- H. Agricultural Clustering Requirement.** CA State Agricultural Preserve Program Uniform Rules dictate Development Envelope limits. (R2.3 d)
- I. Clustering.** Clustering of development is an outside agency requirement for all parcels and is intended to preserve the maximum contiguous area of any given parcel for agricultural use. This benefits Hollister Ranch because it reduces access roads, fencing, utility runs, and other development impacts. However, clustering may also have a negative impact on privacy and views, and/or increased environmental impacts, and could potentially increase the scale of development on a single site. There is a creative tension between these two sets of values that must be resolved uniquely for each parcel. In reviewing a proposed development, the HR Design Committee will evaluate the unique characteristics of each site in order to determine whether the means of achieving privacy and views for multiple owners on a parcel results in unnecessary impacts, such as overall footprint of man-made features, impacts to the cattle operation, or disturbances to the natural environment. (DG2.3 e)
- J. Privacy.** Residential privacy is a key component of the quality of life at Hollister Ranch, and is therefore an important consideration in site planning and structure location. Structures should be located to maintain mutual privacy using natural topography without introducing walls, artificial landscape or other obtrusive barriers. (DG2.3f)



SECTION 2



Shale and similar permeable base roads are compatible with wildlife corridors and cattle operations.

2.4 Site Planning of Roads and Driveways

Driveways, utility access roads, and all other development involving grading or paving (e.g., sports courts, parking areas) have a significant impact on the visual quality, cattle operations, and wildlife corridors. Avoid paving to the extent possible. Great care should be taken in their design.

- A.** 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. (DG2.4 a)
- B.** Long straight roads should be avoided in order to preserve and present a natural appearance. Construction of roads on steep hillsides is highly discouraged. (DG2.4 b)
- C.** In evaluating home sites, give priority to those sites that minimize the need for new access roads or driveways. (DG2.4 c)



Roads should follow site contours

1. See Section 3.4 for additional specifications on roads.



2.5 Site Planning of Utility Systems

The location and design of utility structures such as water storage tanks, generator enclosures, garbage enclosures, meter boxes, and storage sheds can have significant visual impacts and thus are part of the development review and approval process. (Refer to Appendix E, Procedure 4 & 6 for accessory building specific requirements).

- A. Utility Systems Planning.** Development proposals should include appropriate site selection and design integration of all utility structures and components. (DG2.5 a)
- B. Utility Systems Visibility.** Minimize visibility of all above-ground outdoor accessory structures, facilities and associated components from neighboring parcel and common area views by appropriate location, landscaping, fencing, painting, and/or excavations. Partial or complete undergrounding of utilities, such as large tank structures, is encouraged. (DG2.5 b)
- C. Utility Sound Mitigation.** Installation of any fixed location machinery such as generators and pumps must include sound attenuation such that a maximum of 25 dB (decibels) of continuous sound and 40 dB of impact or intermittent sound is audible at the parcel boundary. (R2.5 a)
- D. Utility Extensions.** Site utility extensions to new construction shall be installed in locations that minimize damage to the existing vegetation and drainage patterns. (R2.5 b)
 - Any disturbed ground caused by the installation of utilities shall be restored to the original topography and vegetation upon completion of the work.
 - Common area licenses or HRDC permits will be required for utility extensions.
- E. Septic System.** Each structure with plumbing shall have a sewage disposal system approved by the public authority(ies) having jurisdiction. (R2.5 c)



Example of using topography to screen utility



SECTION 2

F. HR Water System Requirements for Residential Structures. Many areas of the Ranch are fed by Mutual Water Companies (i.e., Alegria, Santa Anita and San Augustin). For areas not served by water companies personal wells may be required. To address fire safety, the following are HROA* standards for designing private use water systems for structures larger than 120 square feet** (R2.5 d):

- Minimum Water Supply - 5,000 gallons dedicated for firefighting, or as determined by the Ranch Manager.
- Required Pressure - 60 PSI
- Domestic Water - Water required for domestic use to be figured above and beyond firefighting requirements.

Note: All structures to meet Santa Barbara County Fire Department residential structure requirements, including but not limited to specifications for hydrant, thread size, water pressure, hose size and length, and hydrant location.

** Santa Barbara County Fire Department requirements may exceed these standards.*

*** Refer to Appendix E, Procedure 4 and 6 for fire safety and water system requirements for Generator and Pump Buildings and Storage Sheds.*





Integrate structures into the site's natural landforms and flora

SECTION 3: SITE DESIGN

The Ranch is an advocate for exemplary architectural design, and is committed to working collaboratively with each owner to ensure that there is a clear mutual understanding of design goals that will be appropriate and sensitive to the needs of both the individual owner and the Ranch community as a whole. The following Building Design Guidelines and Rules have been established so that Hollister Ranch owners will be able to achieve their design goals in harmony with the larger Ranch Community.

3.1 Site Specific Building Design

Each site is unique and requires an individual design response sensitive to the natural conditions specific to that site. The following Guidelines and Rules are intended to provide ample latitude for individual expression while remaining sensitive to the visual impacts to neighboring parcels and the common areas.

- A. Flat Sites.** Buildings located on low sloping sites like those found in the coastal terrace areas should have roof slopes that approximate and complete the shapes and contours of the surrounding landforms resulting in a low profile building mass. (DG3.1 a)



SECTION 3



Variation in building form



Low roof forms and low profile building mass

- B. Sloping Sites.** Where new structures are to be located on sloping sites, predominantly found in coastal hill and mountain ranges, split-level and stepped foundation design concepts should be used to minimize the disturbance of the natural contours. Depending upon the site and the specifics of the development, it may be appropriate to increase grading to preserve habitat and reduce visibility of the development. Incorporate low-pitch roof forms, oriented in the same direction as the natural terrain, and stagger wall planes to further assist in visually reducing the building mass. Visible exterior retaining walls should be minimized. (DG3.1 b)
- C. Size and Scale.** The size and scale of any structure should be determined by the natural features of the site, the impact of the development's footprint, and the proposed structure's visibility from off site. Visibility of the development can be reduced with a lowered roof pitch, below-grade rooms, reducing attic space, and minimizing plate height. The stated Guidelines of reducing resource use and minimizing disturbances to the natural environment will be carefully weighed by the HR Design Committee against the justification for square footage of developed space. (DG3.1 c)
- D. Massing.** Building masses should be interesting and articulated, allowing the forms to integrate, accommodate, and respond to the natural features of the site. Variation in building form can be achieved by stepping or staggering the building vertically and horizontally. Large, monolithic elements should be avoided. (DG3.1 d)
- E. Height Limits.** Height limits shall be as determined by the County of Santa Barbara and other regulatory agencies. (R3.1 a)
- F. Square Footage.** Square footage limitations shall be regulated by the County of Santa Barbara and other regulatory agencies. In accordance with Section 2.02 (e) of the CC&Rs, the HR Design Committee may withhold approval of any proposed development that would be incompatible with the Hollister Ranch by virtue of its size, height, design, and/or location. (R3.1 b)
- G. Site Integration.** The primary architectural design objective is to integrate the structures into—and harmonize form and colors with—the site's natural landforms and flora. (DG3.1 e)
- H. Design Statement.** While interesting architectural forms are encouraged they should not distract from nor overpower the natural setting. Grand personal statements are not compatible with the Ranch's philosophy of nature preservation and should be avoided. (DG3.1 f)
- I. Materials and Color.** Select colors and materials that blend harmoniously with the site's natural features, provide variegated textures, and complement the subtle, natural characteristics of the site. Avoid colors that contrast sharply with their surroundings or draw attention from a distance due to their hue, tone, reflectivity, texture, or surface treatment. (Appendix C has example colors and materials.) (DG3.1 g)



- J. Color Reflective Value.** All exterior surfaces, including but not limited to siding, trim, roofing, window frames and other painted, stained, or colortreated surfaces, shall have a light reflective value (LRV) less than 30. White, off-white, or other light colors of similar brightness or reflectance do not blend with the environment and are not permitted. (R3.1 c)
- K. Exterior.** Surfaces shall be composed of durable, fire resistant, nonreflective materials with colors that complement and blend with the adjacent surroundings. (R3.1 d)
- L. Roofing.** Surfaces shall be composed of natural appearing materials such as slate, light-weight mineral shingles, blended, earth tone clay tile, or non-reflective metal roofing that achieves a natural finish such as patina copper, Corten steel, etc. (R3.1 e)
- M. Reflective Surfaces.** Reflective Surfaces. No reflective finishes (other than window glass and the surface of photovoltaic panels) shall be used on exterior surfaces. (R3.1 f)
- N. Windows.** Windows should be recessed and protected by overhangs or permanent trellises to avoid reflections offsite. Minimize the extent of glazing in garage, workshop, barn, and storage structures. (R3.1 g)
- O. Skylights.** Applicants shall orient skylights away from views of uphill neighboring structures and excessive profiles shall be avoided. (R3.1 h)
- P. Design Unity.** When more than one structure is proposed on the same parcel and they are clustered or proximate, they shall share a consistent or complementary architectural design vocabulary, and should be arranged in a harmonious grouping. (R3.1 h)



House integrated into sloping site





SECTION 3

3.2 Neighbor Considerations

As the population of the Ranch increases, the impacts of new development will naturally be more widely felt in the community. It is the responsibility of the applicant/owner to consider potential impacts of his or her development plans on other parcels and common areas, and where possible minimize such impacts.

- A. Viewscape Guidelines.** New structures within the sight line of a neighboring parcel's residential building sites and/or common area views should blend with the surrounding environment. Depending upon the terrain and specific natural features of the site, reduction of roof mass, partial undergrounding of a new structure, stepping, and other design techniques should be used to reduce visibility from neighboring parcels. (DG3.2 a)
- B. Viewscape Rules.** Structures other than buildings (such as fencing, garden sculptures, walls, driveways, and water tanks) that have potential impact on viewscales shall be required to be treated in a manner similar to building exteriors with respect to colors, materials and finishes. (R3.2 a)
- C. Prior Approvals.** Each site is unique. Prior approval of a development project should not be construed as setting a precedent for future project approvals on the same or other parcels. If existing structures are out of conformity with these design guidelines, applicants should not attempt to mimic an existing project solely on the basis that it was allowed in the past. (DG3.2 b)
- D. Existing Structures.** First in time does not mean first in rights. Existing structures should not be deemed to have a greater claim to resources, including undisturbed views and visual privacy, than those being proposed or yet to be proposed. (DG3.2 c)
- E. Light Pollution Guidelines.** Light emissions from lighting systems can affect the nocturnal ecosystems, disturb the enjoyment of neighboring parcels, and limit night sky access. Lighting design and placement should be minimized. Careful selection of lighting equipment, controls, and light source shielding should be implemented to balance negative lighting impacts with nighttime safety. (Refer to Section 3.5 for Landscape lighting.) (DG3.2 d)
- F. Lighting and Light Pollution Rules.** All forms of lighting shall be carefully planned to prevent light spread. Exterior light sources shall be shielded and located such that no direct rays or glare shine onto adjacent parcels or common areas. Interior lighting shall be low-level, non-intensive, or permanently shielded. (R3.2 b)



SITE DESIGN

- G. Outdoor Safety Lighting.** Where walkway and/or driveway lighting is deemed necessary for safety reasons, zero cut-off fixtures shall be used (0% of total initial designed fixture lumens are emitted at 90 degrees or higher from straight down). Driveway illumination, lining of driveways with light standards, and “Walpak” type fixtures are not permitted. (R3.2 b)
- H. Landscape and Building Façade Lighting.** Illumination of trees, landscaping, and building facades is not permitted. (R3.2c)



Utility enclosures to exclude cattle should be of a common design

3.3 Structures in the Common Area

A common design approach for the Ranch should be maintained by all development in the common area, roads, and setbacks, including street name signs, fencing, utility corrals, protective enclosures, and similar structures, whether built and owned by an individual parcel, the water companies, the Cattle Co-Op, or the HROA.

“No house should ever be on a hill or on anything. It should be of the hill. Belonging to it. Hill and house should live together, each happier for the other”

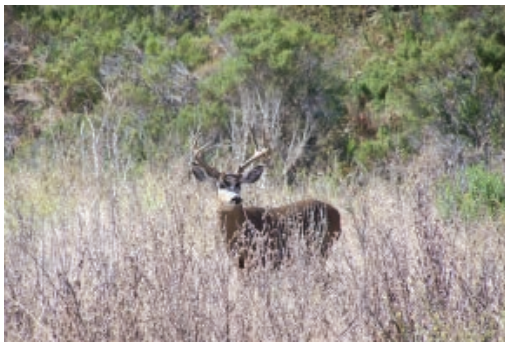
-Frank Lloyd Wright



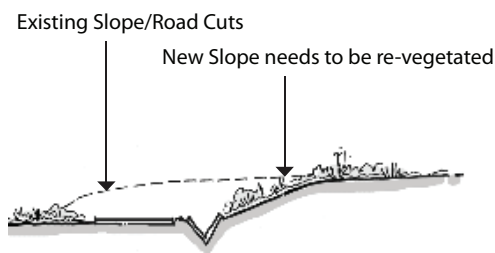
SECTION 3



HR Co-Op must approve all proposed fencing



Minimize fencing to preserve wildlife corridors



Site Restoration

3.4 Design of Site Elements

In addition to the building and landscaping, there is invariably a variety of development features that must be incorporated into the site design. Whether required by governing agencies or desired by the owner, these features, such as driveways, walkways, patios, fencing and site walls, water tanks and utility structures, may have significant visual impact upon the community as well as larger environmental impacts. All site elements should be carefully designed, using a formal plan, for the protection of plant and animal habitats, and with consideration to neighboring views.

- A. Site Plan.** A site plan is required for all major projects, and shall include locations, dimensions, identification of materials, and any other pertinent information as to the configuration of all existing and proposed site development. For all locations where impervious paving or hardscape is proposed, indicate the type and location of erosion controls to be provided. (R3.4 a)
- B. Cattle and Wildlife Priority.** It is the goal of the Ranch to preserve open space and maintain the cattle ranching tradition by adhering to the Agricultural Preserve Uniform Rules. Therefore, cattle movement and grazing requirements, as well as indigenous animal movement patterns, shall have priority over fencing, paved roads, and other barriers that may be proposed. (DG3.4 a)
- C. Paving and Hardscape Guidelines.** Preservation of the natural hydrology of the area, maintenance of the ranchlands in a condition suited to cattle grazing, and providing vehicular access to all parcels, while minimizing visual impacts, are goals of the Ranch. Any ground surface shall be designed, installed and maintained to adhere to these goals. (DG3.4 b)
- D. Paving and Hardscape Rules.** Impervious paving and/or hardscape areas greater than 10 feet in any dimension require HR Design Committee approval. (R3.4 b)
- E. Hardscape Surface Materials.** In order to increase the absorption of rainwater into the soil and minimize the impact of runoff, projects should minimize paved and impervious hardscape surfaces. Materials that provide the most permeable surfaces that normal and practical Ranch use patterns allow should be selected and placed to minimize concentrations of rain water (by maximizing its even dispersal). (DG3.4 c)
- F. Shale Roads and Driveways.** The HROA engineered standards for all vehicular roads and driveways accessing a habitable structure in the Hollister Ranch are to be followed, unless superseded by governing agency regulations. (R3.4 c)
- G. Auxiliary Roads.** Installation of any private access route other than a driveway to a habitable structure is to be graded as narrowly as possible and is not to exceed 12 feet in width. (R3.4 d)



SITE DESIGN

- H. Paving and Hardscape Color.** Choose textured hardscape materials and colors to minimize reflectivity offsite. For paving and hardscape, choose materials and darker earth-toned colors that blend with the surrounding environment. (DG3.4 d)
- I. Fencing and Gate Overview.** All fencing requires review and written approval from the Hollister Ranch Cattle Co-operative prior to HR Design Committee approval. Regardless of the number of structures, fencing is limited to that allowed under the SB County Agricultural Preserve Program Uniform Rules. Refer to Appendix C for specifications. (R3.4 e)
- J. Site Fencing.** Fencing should blend and integrate with the natural environment. Fencing should be installed to conform to and follow the natural terrain contours and/or native vegetation transition zones. Fencing should be minimized, leaving more land available to wildlife and cattle. Finished fencing may be either left natural, or may be painted or stained with earth tone colors. (DG3.4 e)
- K. Entrance Gates.** Entrance gates may be necessary for contiguous fencing while allowing for pedestrian or vehicular access. Cattle guards with chain are the simplest gate form, and most recommended. The use of two 8" by 8" wood posts or 6" rusted metal posts with a light weight detachable chain, is another gate form. Swing or slide gates, if necessary, should be consistent with fencing height and selected to blend with the natural environment. Gates should be located away from common area roads. (DG 3.4 f)
- L. Utility Fencing.** Fencing may be necessary to safeguard well heads, water pumps, above ground electric and telephone equipment and other utilities from cattle and wildlife disturbance. The utility fencing options noted in Appendix C provide a uniform design for above ground utility elements that are often within the view corridor across the Ranch environment. (DG3.4 g)
- M. Parcel Number Signage.** A small sign displaying the parcel number is required to mark a parcel's driveway for fire department use. Numbers to be 4" tall. (R3.4 f)
- N. Site Walls.** Site and retaining walls should be used sparingly. When needed, they should be designed to blend rather than separate the development from the natural surroundings. Minimize wall heights by stepping walls where feasible. Materials and plantings should be used to screen and integrate the wall with the existing environment. Gravity walls and rock walls or the appearance of natural stacked rock is preferred. (DG3.4 h)



Limit highly visible fencing types such as post and rail to horse pasture needs



Field fencing, used to keep cattle out of the development area, is less visible offsite



Barrier-free ranges provide for ease of cattle movement



Natural rock walls are preferred for retaining



SECTION 3

- O. Site Grading.** All grading should be done so as to blend with the natural contours of the surrounding terrain and maintain the natural drainage patterns to the extent feasible. Vary the degree of long slopes to avoid an unnatural look. Grading should provide a rolling transition at the head and toe of slopes and produce graceful contours as opposed to sharp angles.

On significant grading proposals the HR Design Committee 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. (DG3.4 i)

- P. Site Drainage.** Grading should create drainage sheet flow over a broad area wherever possible, as opposed to concentrating runoff flows that reduces absorption and increases the potential for erosion. Drainage systems should be designed to mimic the natural drainage ways as much as practical. Surface structural drainage swales should be used sparingly and where slope lengths will lead to erosion. Refer to Section 3.6 for additional guidelines and rules related to the environmental impacts of site disturbance. (DG3.4 j)

- Q. Runoff.** Non-structural controls such as grading for sheet flow and vegetated bio-swales that return runoff water to the natural aquifer recharge cycle are preferred over structural systems that collect and discharge runoff into creeks and streams. (DG3.4 k)



Rip rap drainage system



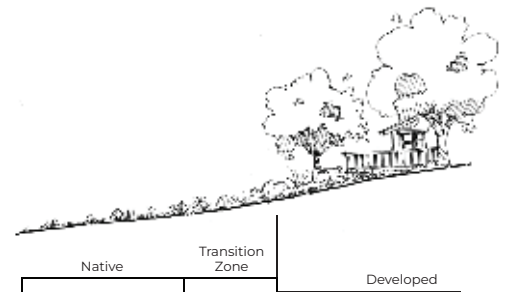
3.5 Landscape Design

Important considerations in ensuring the continued environmental protection and scenic value of Hollister Ranch are the preservation of the natural topography, native vegetation, and the delicate natural drainage courses and creek beds. All development should be carefully planned to minimize disruption of the existing native vegetation or significant alteration to the topography.

- A. Preservation of Natural Areas.** Natural areas are to be preserved and maintained as open space and, with the exception of grazing or mowing, not altered without a permit. Natural areas are those areas of a parcel outside of the permitted Development Envelope or permitted secondary agricultural operation; are outside the fire department clearing and thinning zones; or are greater than 10 feet from a driveway. (R3.5 a)
- B. Landscape Plan.** A landscaping plan is required for all structures. The plan shall cover landscape grading, fencing, site walls and plant materials for all trees, and shrubs. (R3.5 b)
- C. Utility Site Landscaping.** Utility sites outside of the development footprint such as propane or water tanks, barns, and sheds shall utilize native and/ or adaptive landscaping materials for any mitigation requirements. (R3.5 c)
- D. Landscaping in Common Area (CA) or Restricted Private Area (RPA).** Landscaping within the CA or RPA is limited to that required for mitigation purposes. Such landscaping will consist of native plants. HR Design Committee approval is required prior to landscaping within the RPA, and Board of Directors approval for the CA. (R3.5 d)
- E. Completion Requirement.** All mitigation landscaping shall be installed prior to final inspection. (R3.5 e)
- F. Extent of Designed Landscaping.** Landscaping of large areas of land is discouraged. Ornamental or cultivated landscaping should be located within small courts and patios, or in close proximity to the development footprint, leaving large areas of the parcel natural and undisturbed. (DG3.5 b)
- G. Plant Materials.** The incorporation of fire resistant native species and non-invasive adaptive plant materials (compatible with the ecological conditions found at the Hollister Ranch) is encouraged, particularly to form a transition zone between the designed landscaping around the Development Footprint and the indigenous landscape. Consult the Hollister Ranch Conservancy Landscape planting suggestions found in Appendix D for information on native, adaptive (drought tolerant), and fire resistant plants, as well as invasive non-native plants that should be avoided. (DG3.5 f)



Limit highly visible fencing types such as post and rail to horse pasture needs



Transitional Landscaping



SECTION 3



Landscaping of Windbreaks

- H. Transitional Landscaping.** Landscaping should show a gradual transition from designed landscape areas in and around the Development Footprint to the indigenous landscape. This strengthens and integrates the connection between the home space and the natural space. (DG3.5 a)
- I. Landscaping Effects on Existing View Corridors.** Landscaping should be planted to avoid mature growth patterns that will inhibit or disrupt established primary views. (DG3.5c)
- J. Trees and Windbreaks.** Locate new trees to mimic the naturally occurring distribution pattern that exists in the immediate surroundings or terrain condition characteristic of the site (refer to Section 2.2). For screenings or windbreaks, plant trees and shrubs in small groupings slowly decreasing in density and size with distance to avoid an unnatural appearance. Choose trees with size and shape similar to native species. In coastal grassland areas, large and distinct groupings of trees should be avoided. (DG3.5 d)
- K. Orchard and Vegetable Garden.** Gardens and hobby orchards of larger dimensions or specifications than indicated in the landscape guidelines (Section 3.5 L) require HR Design Committee approval. (R3.5 f)
- L. Orchard and Vegetable Garden Guidelines.** Household vegetable gardens and hobby orchards should be clustered with the structures, to the extent possible, and contained within the development envelope as prescribed by the Santa Barbara County Agricultural Preserve Uniform Rules. Household vegetable gardens within the 2-acre development envelope and adhering to all of the following specifications do not require approval: a.) less than 2,500 square feet, b.) small-gauge wire fencing less than 7 feet in height, and c.) retaining walls less than 3 feet maximum in height. (DG3.5 e)
- M. Landscape Irrigation.** Design landscaping with the recognition that water is a limited resource. Plants with higher water usage should be placed in close proximity to the development footprint to create a microclimate and thus reduce irrigation needs as well as create a moisture buffer in the event of wildfire. Strive to minimize or eliminate landscape irrigation as landscaping becomes established. Where irrigation is needed, use water and energy efficient irrigation systems such as drip, micro misters, grey water/rainwater harvesting, and subsurface systems where applicable, and smart irrigation controllers throughout. (DG3.5 g)
- N. Landscape Maintenance.** Plants often do not grow as expected and changes to landscaping plans may be needed. Minor changes within the immediate development footprint (40 feet) that have little esthetic affect (limited visibility from the CA) do not require HR Design Committee review or approval. Owners should monitor landscaping closely to prevent spread of non-native plantings outside of the development envelopment. (DG3.5 h)



- O. Exterior Lighting.** Lighting of plantings or wall-washing is not permitted. Refer to section 3.2 F for additional lighting guidelines and rules. (R3.5 g)
- P. Exterior Art.** Locate any exterior sculpture and other pieces of artwork within the development envelope and limit offsite visibility of the artwork. (DG3.5 i)

Historical Perspective

“Building must be compatible with the Ranch environment and be an integral part of the landscape...we encourage ingenuity in solving the unique problems of Ranch living.”

-from the 1981 HROA Design Handbook



BEFORE: Erosion resulting from improperly designed drainage system

3.6 Site Protection and Restoration

(during and following construction)

Site protection and restoration following construction is crucial in achieving the goal of integration of development into the environment and preventing the influx of invasive plants due to site disturbance.

- A. Best Practices.** Follow construction and horticultural best practices to limit development impact. A licensed arborist should be consulted for pruning of native trees. (DG3.6 a)
- B. Natural Vegetation Protection and Thinning.** Thinning or removal of vegetation including trees, brush and grasses above and beyond that which is seasonally mandated for fire clearance must be approved and permitted by the HR Design Committee. Consult HROA management for additional Ranch Rules that apply to fire clearance and safety requirements. (R3.6 a)
- C. Minimize Development Disturbance Area.** All site disturbance (excluding landscaping §3.5) is limited to 25' maximum beyond the building footprint, and 10' beyond driveways, parking areas, patios, walkways, and utility trenches. Exception: Site construction with a permeable surface (such as pervious paving) and storm water detention constructions may use up to 50' due to additional staging area required to minimize compaction in the constructed area. These limits may be adjusted, at the discretion of the HR Design Committee, based on demonstrated site constraints. (R3.6 b)
- D. Site Protection during Construction.** Prior to start of construction, appropriate erosion control measures shall be designed and implemented during construction. Erosion control measures must include all of the following: a) Stockpile and protect disturbed topsoil from erosion (for reuse). b) Control the path and velocity of runoff with silt fencing or comparable measures. c) Protect streams and natural watercourses with straw bales, silt fencing, silt sacks, rock filters, or comparable measures. d) Provide swales to divert surface water from hillsides. e) For sloped areas (25% or greater) disturbed during construction, use tiers, erosion blankets, compost blankets, filter socks and berms, or some comparable approach to keep soil stabilized. (R3.6 c)
- E. Site Restoration Guidelines.** Restore disturbed areas in harmony with the nature and scope of the natural topography and vegetation of that parcel. Where grading has altered the existing land formations, the completed restoration of the topography should closely emulate the appearance of typical natural formations in the adjacent area. (DG3.6 b)



SITE DESIGN

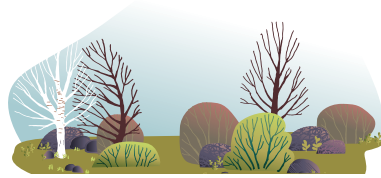
- F.** Site Restoration Rules. All disturbed areas outside of the development area shall be brought back to the original topographical and botanical condition. All disturbed areas outside of the development area shall be reseeded in conjunction with rains, with the approved erosion control grass seed mix (on permit). Noxious weed removal program shall include all disturbed areas during the period of construction and for not less than 24 months after project completion and HRDC staff sign off. (R3.6 d)
- G.** Fire Hazard Reduction. “Firebreaks” separating structures from the native vegetation are required by the Fire Department. Such firebreaks, in most cases, only necessitate the thinning out of the adjacent vegetation, or landscaping so as to reduce the volume of fuel. The extent and type of firebreaks will be determined by the Fire Department. Fire Department mandated fuel volume reduction for fire safety does not require a HR Design Committee permit. (DG3.6 c)



AFTER: Restoration and properly functioning drainage



SECTION 4



Historical Perspective

"Understand your water situation because water will be the key to all your plans."

- From the 1981 HROA Design Handbook



Photovoltaic panels and water storage

SECTION 4: RESOURCE CONSERVATION

Geographically and environmentally, the Ranch is a unique landscape. Its characteristic and limiting factors—including lack of water, Mediterranean climate, flora that is suited to periodic wildfire, erosive and highly unstable soils, salt-laden winds, and a lack of a common urban infrastructure (such as the power grid and paved roads)—and the interaction of these factors, should be carefully considered in parcel development plans. Water utilization, fire risks and severe wind conditions, as well as potentially beneficial wind and solar exposures, are all elements of environmentally sensitive and site-specific home design. Sustainable landscapes and agricultural operations will be those that over time prove to be capable of surviving periodic drought and withstanding the presence of cattle and wildlife.



SECTION 4

4.1 Resource Conservation Guidelines and Rules

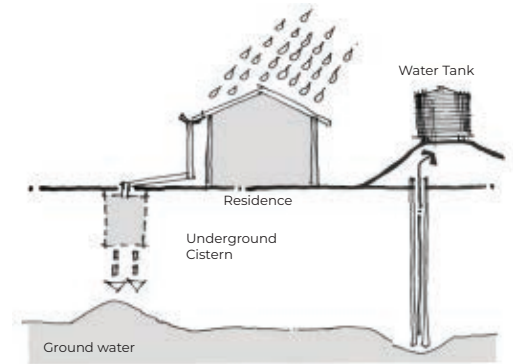
Applicants are encouraged to understand and research energy and resource conservation measures—including sustainable building materials, passive energy systems and design, and green building techniques—and incorporate wherever possible in all proposals.

- A. Sustainability.** Owners are encouraged to contract with design professionals experienced in rural design, energy and resource conservation, and environmental sustainability. Green principles begins with design – appropriate project siting and orientation – and extend beyond the specific selection of building materials – certified wood, low VOC paints - into the incorporation of design for passive heating and cooling, low energy use, renewable energy sources (photovoltaic, passive solar, and wind) and low impact on the earth. As a representation of commitment to the natural setting of the ranch, a commitment to sustainability should be embodied in building design. (DG4.1 a)
- B. Development Impact.** The development footprint (defined as area under roof and paved area, combined) directly correlates to the amount of environmental impact. Owners are encouraged to achieve a balance between their building and land use needs with the environmental and resource impacts of their development. (DG4.1 b)
- C. Green Education.** Beyond physical size, sensitivity of the design to the energy or carbon footprint will also be important. Owners who wish to learn more about their carbon footprint can view the LEED Certification information at www.usgbc.org or www.greenhomeguide.com. Both are positive resources to gain an understanding of how building design can reduce energy consumption, conserve water, and make sustainably driven choices when it comes to materials and resources. A sustainably designed building can stand as an example to the community of a well-built, quality home that encourages others to do the same. (DG4.1 c)
- D. Resource Conservation.** The HROA encourages its owners to incorporate resource conservation into the design of their development projects. (DG4.1 d)
 - **Energy.** The Ranch encourages the development and use of energy-saving devices such as clotheslines, wind generators, and photovoltaic solar panels. To the extent possible, place these structures to limit their visibility from the common area or neighboring structures. The HR Design Committee recognizes that optimal function of energy-saving devices may take precedence over aesthetics.
 - **Water.** Water is a limiting factor to both residential development and to agriculture at the Ranch. There are problems with both quantity and quality. Designs that capture precipitation, and incorporate strategies for recycling wherever possible are encouraged.
 - **Materials.** The Ranch encourages the use of local materials where appropriate, as well as materials that are sustainably produced.



PARCEL DEVELOPMENT REVIEW AND APPROVAL PROCESS

E. Solar Heating/Natural Cooling. Our Mediterranean climate and effective building design can result in reduced dependency on natural gas for heating. Limiting this demand can be achieved with integration of passive solar space heating through building siting, fenestration, overhangs and material selection. Likewise, our relatively mild summer temperatures and ocean breezes combined with orientation, shading, landscape plantings, and cross ventilation can work together to achieve passive cooling. Mechanized air conditioning is discouraged. (DG4.1 e)



Rainwater Harvesting



Example of sustainably produced products: recycled concrete wall



SECTION 4



Design any additional agricultural projects to preserve prime cattle grazing lands and incur minimal water usage

4.2 Resource Conservation and Agricultural Projects

The Ranch has been and continues to be committed to cattle ranching as the most sustainable agricultural operation Ranch wide. As such, the potential of new agricultural projects adversely impacting the cattle operation is a concern.

- A. Sustainable Agricultural Projects.** Agricultural operations with minimal water requirements are strongly encouraged as are systems for harvesting rainfall, drainage recapture, water storage, and groundwater recharge. The incorporation of basic permaculture principles is recommended. (DG4.2 a)
- B. Fragmentation of the Landscape.** Limit fencing of agricultural operations to preserve pastures and corridors for cattle and wildlife. (DG4.2 b)
- C. Agricultural Water Use Impact.** Agricultural operations shall demonstrate adequacy and quality of their water supply as well as impacts upon the cattle operation. (R4.2 a)
- D. Periodic Review of Agricultural Operations.** The owner(s) of an agricultural project that is deemed to be damaging or is in some manner a hazard to the surrounding environment (for example through erosion, invasive seeds, or potential fire hazard) shall be notified by the Ranch Manager and shall have 90 days to rectify the violation. Failure to comply will be deemed as abandonment of the agricultural operation and the Ranch will initiate action to remove it and restore the site to a condition utilizable by the Cooperative. All work will be at the expense of the parcel. If the owner can provide documentation that s/he is actively engaged in a permit process with the County, said 90-day period can be extended at the discretion of the Ranch Manager. (R4.2 b)
- E. Agricultural Bonds.** Owners seeking agricultural projects shall post a bond adequate to restore the site if the approved agricultural operation is not successful after the first five years of operation or if the operation is abandoned for one year. (R4.2 c)
- F. Fencing.** The HR Co-Op must approve all fencing including that proposed for agricultural projects. (R4.2 d)



PARCEL DEVELOPMENT REVIEW AND APPROVAL PROCESS



Photovoltaic panels and water storage

SECTION 5: PARCEL DEVELOPMENT REVIEW AND APPROVAL PROCESS

The parcel development process is designed to encourage and promote exemplary site planning, design, and construction. The review component exists to: provide applicants with information and expertise that can assist them in planning and completing their projects; advise applicants in navigating the County’s permitting processes; and ensure that all new construction, alterations, and renovations conform to the guiding principles (See Section 2).

Section 5 defines the areas within which development may occur; what requires a development review; development project types; the level of review a project may require; the stages of development review; and how the HROA development review fits within the Santa Barbara County permitting process.

Historical Perspective

“Please read carefully the CC&Rs...and study the Design Handbook. Except in rare instances, the permitting process with the owner will probably take 3 or 4 Design Committee visits.”

- from the 1981 HROA Design Handbook.



SECTION 5

5.1 Designated Parcel Areas

One of the most frequently asked questions is: “Where can I build?” HR has three parcel area designations: Private Area (PA), Restricted Private Area (RPA), and Common Area road easement (CA), as defined in the CC&Rs. The common area road easement is a 200’ easement that contains the common area roads serving all parcels on the Ranch. The RPA is a 200’ wide setback area that form the parcel boundary. The remainder of the parcel, exclusive of the RPA or any CA, is the private area. Parcel development primarily occurs within the PA. Minor development related activity may be approved in the CA or RPA:

- **Restricted Private Area (RPA).** In general, only driveways, fencing and gates, cattle guards, landscaping, drainage structures, safety and parcel identification signs, utilities, and their associated structures are allowed in the Restricted Private Area. Such development requires a permit from the HR Design Committee or staff. (CC&R 2.03(b))
- **Common Area Road Easement (CA).** In general, only driveways, fencing and gates, cattle guards, landscaping, drainage structures, grading, safety and parcel identification signs, utilities, and their associated structures are allowed on any portion of any Common Area within the parcel. Such development requires review by the HR Design Committee or staff and a license from the BoD. The BoD may also grant a license for common underground utilities (e.g., gas, electric, telephone, water, CATV), and structures required for the operation of these utilities, in the Common Area extending outside the Owner’s parcel. (CC&R 4.05(h))
- **RPA or CA Modification.** Approval for modifications shown above, or in unusually constrained circumstances other modifications, are a formal process further defined in Sections 5.4 and 5.5. See also HRDC Forms 11, 12, and 13.



5.2 Levels of Development

This section describes the three levels of development: routine maintenance, minor projects and major projects and answers the question: “Does my development project require a permit?”. HR permits are required for both major and minor projects. If your project does not neatly fit into a Project category, contact staff for guidance. (CC&R 2.02 (a) (b))

- **Maintenance.** (*HR Permit Exempt*) Routine maintenance (Figure 2) that does not significantly alter the existing view of the site as seen from the common area or neighboring parcels, or that brings a structure into compliance with the guidelines and rules included within this Development Manual, does not require an HROA permit.

When the existing development does not conform to the principles and rules in this Development Manual, routine maintenance should be undertaken in such a manner as to reduce or eliminate the problem. For instance, some structures on the Ranch are painted white or another color that is not within the approved color palette for that area. Repainting of these structures shall be accomplished with colors in the approved palette. See Section 3.1 J and Appendix C, HROA Colors and Material

No permit is required as long as the maintenance is consistent with these principles and guidelines; a permit is required if the owner seeks to continue out of compliance (e.g., by repainting the structure with a color not within the approved palette.)

- **Minor Projects.** (*HR Permit Required*) In general, small projects within an existing two-acre development envelope that does not involve neighbor considerations may be considered a minor project (Figure 2). The applicant is apprised a County permit may be required. *It is up to the discretion of the HROA Development Department, Design Committee or Ranch Manager to determine if a project is major or minor, if it is unclear based on the stated requirements.*
- **Major Projects.** (*HR Permit Required*) Major projects (Figure 2) are those that have significant county development interface and building permit requirements. *County stamped permitted plans must be reviewed and approved by the HROA development department prior to HRDC permit issuance.*

Figure 2

Examples of Maintenance Projects

- Repainting with color in approved palette and re-siding with approved materials
- Reroofing (material and color in approved list)
- Brush clearing according to fire department requirements
- Landscaping within 40' of residential structure development footprint
- Termite or other (wind, rain, etc.) damage repair

Examples of Minor Projects

- Barn, Workshop, Shed and/or Greenhouse (< 120 sf)
- Minor remodel/addition (< 300 sf)
- Fencing/gate/corral/cattle guard
- Grading (<50 cy)
- Pedestrian bridge
- Walls (under 36")
- Deck/patio (<500 sf, < 30" in height)
- Antenna/Wind Generator/ Solar Array/Propane system
- Volleyball court
- Brush clearing > required by the Fire Department (See Section 3.6)

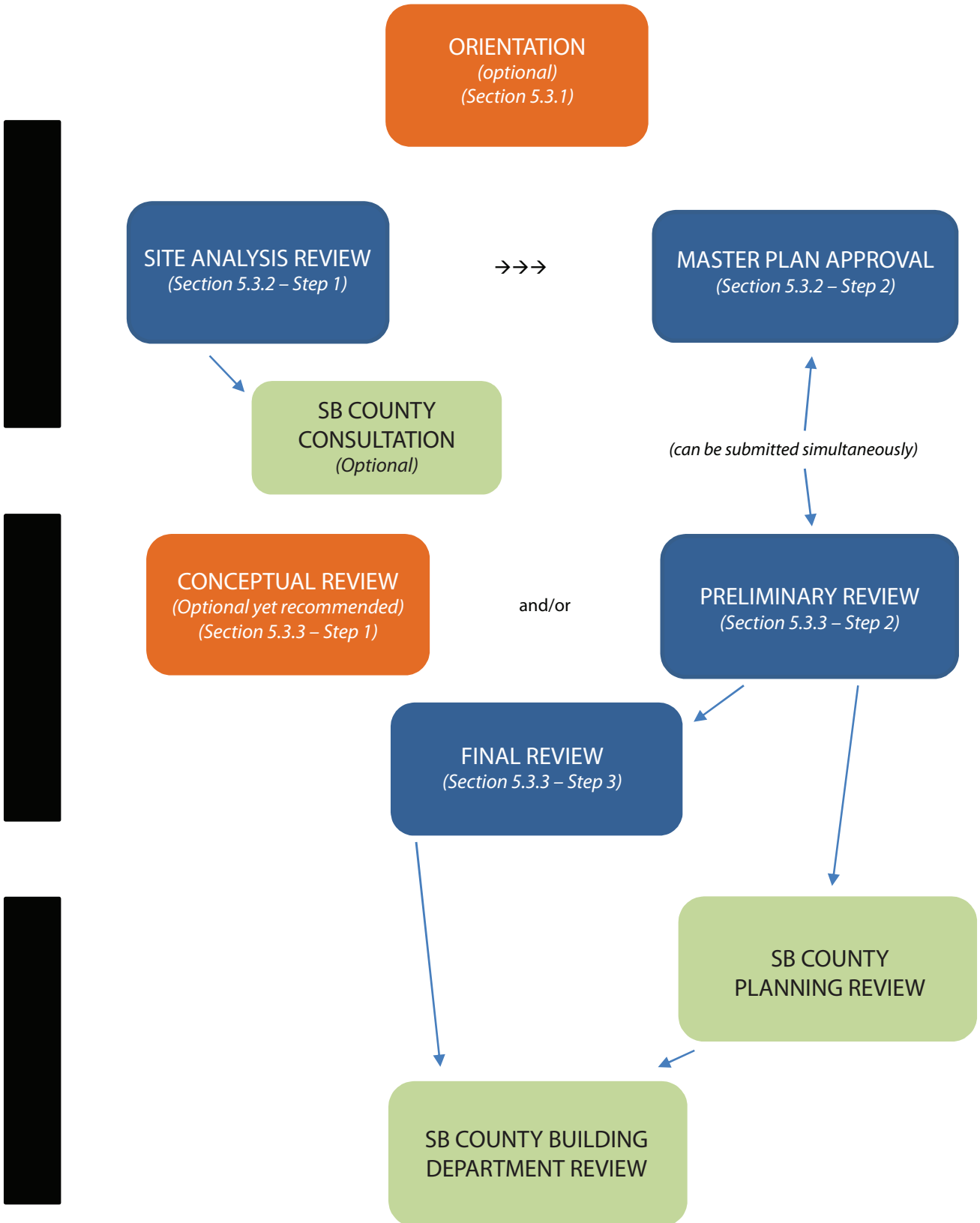
Examples of Major Projects

- Main Residence Guest house/ Employee House
- Attached or detached garage
- Barn, Workshop, Shed and/or Greenhouse (> 120 sf)
- Major remodel/addition (> 300 sf)
- Vehicle bridge
- Agricultural project
- Tennis court; pool
- Grading (> 50 cy)



SECTION 5

Flowchart for Major Projects





5.3 Development Reviews

Development must undergo review by both HRDC and Santa Barbara County (SBC). Approval by HRDC does not ensure approval by SBC, and approval by SBC does not ensure approval by HRDC. What follows is a description of pathways specific to the HRDC review process only. The manner in which the development review moves between HRDC and SBC will depend upon the nature of the project and is at the discretion of the applicant.

Review pathways depend on the level of development.

Minor Projects. Most minor projects are handled via the staff level review and approval process (Appendix E Procedure 1). However, if there is visibility or other neighbor considerations, the Ranch Manager may refer a minor project to the HRDC for final review and approval.

Major Projects. The Major Project Review path includes three distinct stages: Development Program Orientation, Site Analysis, and Development Review. These three stages, defined in the following paragraphs, are sequential in nature and should be completed prior to the corresponding Santa Barbara County Planning and Development Department (P&D) review.

5.3.1 Development Program Orientation (Optional)

Purpose: To acquaint owners with:

- a) the HROA philosophy of design and development,
- b) the way the Design Process is intended to work,
- c) the various resources that the Ranch has to offer, and
- d) recommended series of next steps designed to simplify and expedite the process.

This first stage is simply an orientation. As such, it is crucial to a successful process; however, because it can be accomplished in several ways, it is not mandatory. If an owner has an agent who is familiar with HR and SBC development processes, orientation may not be necessary. For the owner who is not familiar with the HR Development Review Process, or a prospective owner wishing to better understand the process, the HRDC offers this orientation at no charge.

Unlike a Design Committee meeting, this Orientation can be scheduled to meet the needs of the owner, and may include a visit to the parcel and/or a partial Ranch tour, with a focus on parcels with comparable building sites.

Figure 3 – Development Review

Major Projects:

5.3.1 Orientation

5.3.2 Site Analysis

Step 1 – Site Analysis

Step 2 – Master Plan

5.3.3 Development

Step 1 – Conceptual

Step 2 – Preliminary

Step 3 – Final

Minor Projects:

a) Staff Review and Approval

b) HRDC Minor Project Final Review and Approval



SECTION 5

5.3.2 Site Analysis Step 1: Site Analysis Review

Purpose: To evaluate the available site(s) on a parcel, structure placement and review the overall site analysis.

This is the first opportunity for an owner to present their concepts, however rough or conceptual, to the entire HRDC, and to receive input and feedback. Focus areas will include: common area, RPA, and riparian setbacks; geological and slope constraints; infrastructure availability; alternative energy considerations; the amount of disturbance required by the proposed project (particularly destruction of habitat from long driveways, etc.); visibility from offsite and other neighbor concerns; runoff and riparian concerns; and a survey of biological constraints.

We encourage owners to initiate this review as early as possible, definitely before the design specifics of various structures have been developed.

Preparation: It is acceptable for owners to bring very rough or conceptual plans and/or notional design information regarding specific structures, and/or development options for the parcel. Topographic GIS (Geographic Information Systems) maps of individual parcels and other resources that can assist owners in preparing for this review may be ordered thru the HROA office.

See Development Application Submittal Requirements in HRDC-1

Parties Involved / Where: It is advantageous for owners, their architect or design professional, and parcel partners all to be present for this review. This review by the HRDC takes place at a scheduled design meeting and will require a site visit.

Outcome: The HRDC will provide input and feedback with regards to the site and structure placement, which will provide the basis for the master plan.

SB County Review: HR suggests an owner requests a consultation with SB County for input. Additional site reviews may be necessary, as additional information becomes available, or is required by the County.



Step 2: Master Plan Review and Approval

Purpose: To establish:

- a) A parcel's proposed and agreed-upon development sites (e.g., main house, guest house, employee house, barn, garage, and agricultural operation, etc.)
- b) All development (both existing and planned) is located outside of the Common Area, RPA, and all other easements.

Preparation: The owner will take the information received from the site analysis meeting and provide a more formal full size plan indicating the approved site, all existing and proposed development identified as such (e.g., existing (e) or proposed (p)). The Master Plan is not intended to be a construction document, and therefore is not required to have the level of specificity and detail required of construction documents.

See Development Application Submittal Requirements in HRDC-1

A Master Plan does not extend beyond the limits of the parcel or the Ranch, and is not a guarantee of a development right in the eyes of outside agencies. Santa Barbara County and other agencies continue to impose new standards and limitations that can require an owner to revise even a recently reviewed Master Plan site. The master plan will become a part of the final permit documents and must be signed and dated by all current owners of the parcel. See CC&Rs 2.02 (c)(2)(aa).

An updated master plan will be required for all major projects and for any minor projects that drastically affect the current approved master plan. This will be at the discretion of the HRDC Coordinator. Parcels with previously approved Master Plans must resubmit for Master Plan review if the existing Master Plan has not been approved by all current owners of record on the parcel. Once a new master plan has been submitted and approved, it will supersede all previously approved master plans.

See sections 5.5 and 5.6 if any portion of the proposed development occurs in the Restricted Private Area or Common Area.

Parties Involved / Where: It is advantageous for owners, their architect or design professional, and parcel partners all to be present for this review. This review by the HRDC takes place at a scheduled design meeting and may require a site visit if items were not addressed during the site analysis meeting.

Outcome: Approval of proposed site/sites. This allows for further investigation required to develop the project design (geological, soils testing, drywell drilling). This approval may come with conditions (i.e. geological verification) and does not guarantee building approval.



SECTION 5

5.3.3 Development

Step 1: Conceptual Development Review (Optional).

(Mandatory for projects requesting development within the Reclassification of Restricted Private Area(RPA). Optional but strongly advised for all others).

Purpose: This review is offered to owners who desire early HRDC input into their design process.

Preparation: This review has no specific requirements. The more information submitted, the more input received.

Parties Involved / Where: Owner, Architect and/or design professional. This review by the HRDC takes place at a scheduled design meeting and may require a site visit.

Outcome: The owner will obtain a better understanding of the design language in the manual, and the findings that the DC must make in order to approve final designs. The design committee will provide input and feedback during this meeting. There is no vote taken and no approval provided except as described in Form HRDC-12 for the mandatory Conceptual Development Review for requests for RPA reclassification.

Step 2: Preliminary Development Review and Approval.

This phase can be completed concurrently with master plan approval.

Purpose: Review of the architectural and environmental design elements, such as site planning, floor and roof plans, exterior elevations, grading, drainage, colors and landscaping.

Preparation: At this stage architectural drawings are needed (site plan, grading, floor plans, elevations, etc.). Design dependent; story poles will most likely be required at this phase (see appendix E for story pole requirements).

Parties Involved / Where: Owner, Architect and/or design professional. This review by the HRDC takes place at a scheduled design meeting (potentially more than one) and will require a site visit if story poles are required.

Outcome: A preliminary review may have unresolved issues or further design study requirements. In these cases or in the case of incomplete plans, the review may be continued to a future meeting. This step when successfully completed would culminate in Preliminary Review Approval.

SB County Review: After preliminary approval, the owner submits to Santa Barbara County for Planning and Development review..



PARCEL DEVELOPMENT REVIEW AND APPROVAL PROCESS

Step 3: Final Development Review and Final Approval.

Purpose: Review final working drawings and approve any recommendations or conditions from the preliminary approval and/or any comments required by SB County Planning and Development.

Preparation: Updated plans. When plans are updated, all revisions must be clouded and drawings re-dated.

See Development Application Submittal Requirements in HRDC-1.

Parties Involved / Where: Owner, Architect and/or design professional. This review by the HRDC takes place at a scheduled design meeting.

Outcome: A final review may have unresolved issues or further design study requirements. In these cases or in the case of incomplete plans, the review may be continued to a future meeting. This step when successfully completed would culminate in Final Review Approval.

SB County Review: Upon receiving final approval, the owner may proceed to plan check with Santa Barbara County.

5.3.4 Review of County Approved Plans

The HR Design Coordinator will review the County Approved Plans and compare them to the Plan set given final approval by HRDC. If the Design Coordinator determines that there are no changes, or if changes are within staff level approval, an HROA permit will be issued to the owner. If substantive changes have occurred or changes that conflict with these guidelines and rules, caused by either the County or by the owner, the Design Coordinator will submit the changes to the HRDC for review and approval. Once the HROA permit issued, the owner may proceed with their development project.



SECTION 5

5.3.5 Supplementary Reviews (*Review after Final*)

Routine applications involving modifications or changes to applications that are already approved and currently under construction are considered supplementary reviews. There are two methods of approval for this type of application. The application may be approved by the Design Coordinator as a staff level approval if it fits within these guidelines and rules and a site visit is not required. If a site visit is needed or the modification is not in alignment with the development guidelines or rules the Ranch Manager shall refer the application to the DC for review.

Project modification applications may be approved by the HRDC as a Non-site Review Agenda matter. The Design Coordinator, the DC Chairperson, or a designated Committee member shall review those items prior to being placed on the Supplementary Reviews portion of the HRDC Agenda. At each HRDC meeting, the Committee shall take action on those items placed under Supplementary Reviews before acting on other applications. The items appearing under Supplementary Reviews 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 non-site review agenda if the member would like the item to be individually reviewed by the Committee. Owner representation is required for this level of review.



5.4 Reclassification of Restricted Private Area (RPA)

An owner may seek an exemption to CC&R Section 2.03 Restricted Private Area Uses, Restrictions by requesting approval for reclassification of the Restricted Private Area (RPA), as stated under Article IV, Section 4.05 (g) of the CC&Rs. A parcel wishing to pursue this subsection for a BoD of Directors approved reclassification of RPA must demonstrate either that:

1. There is not a suitable building site upon the parcel without substantial changes to the natural condition of the parcel; or
2. That the RPA site is more desirable because it clearly creates less of an impact by being less visible or, by requiring less grading, would help protect the physical and visual resources of the Hollister Ranch.

In order for the HRDC to make a finding that the only suitable building site on a parcel is within the RPA, the owner must provide substantial documentation of the specific site conditions that preclude all other possible sites, such as maps and/or reports describing the geological, biological and/or topographical conditions of the full parcel. Third party verification of the documentation may be required by the HRDC or the HR Board of Directors.

The HRDC, in making such judgment, shall also take into consideration the interests of the adjacent property owner(s), keeping in mind that one of the primary purposes of the RPA is to provide a setback to preserve privacy from an adjoining parcel.

The designated voter(s) of the adjacent parcel(s) will be sent a return receipt letter and first class mail to all deeded owners of the parcel(s) explaining the reclassification of the RPA process and the meeting agenda pertaining to the neighboring parcel's RPA request.



SECTION 5

5.5 Realignment of Common Area (Private Road Easement)

The Association may authorize a Realignment of Common Area for the following purposes:

- a) To allow for the construction of residences and residential structures and amenities where the Common Area building site is more desirable than the available alternative site(s) in terms of protecting the physical and visual resources of the Hollister Ranch in that it would:
 - 1. be less visible,
 - 2. require less grading, and/or
 - 3. create fewer other negative impacts; or
- b) To realign roads; or
- c) To obtain use of land with recreational, historical or environmental value to the Association.

In accordance with CC&Rs Section 2.06, any such Realignment of Common area shall be approved only on such conditions as specifically set forth in Section 2.06, and such other conditions that the HRDC and/or Board of Directors may require. Common Area of like area and quality shall be conveyed by the Owner to the Association to replace the area realigned free of any monetary liens or encumbrances. This condition will require the Owner to obtain a subordination of any monetary lien or encumbrance secured against the Owner's parcel with respect to the area to be conveyed. Appendix G further defines the process and application requirements for a realignment of CA.

The HRDC, in making such judgment, shall also take into consideration the interests of the adjacent property Owner(s), keeping in mind that the Common Area easement is for the benefit of all owners and such realignment shall be in the Association's best interest. The designated voter(s) of the adjacent parcel(s) will be sent a return receipt letter and first class mail to all record owners of the parcel(s) explaining the RCA process and Design Committee agenda designating the date, time and place this matter will be addressed.



5.6 HROA Approvals, Permits and Licenses

It is the applicant’s responsibility to adhere to all Santa Barbara County and other governmental agencies development requirements prior to requesting an HROA permit and/or license.

Approvals. The period for which approvals of specific levels of review is valid is 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. (CC&R 2.02.i)

HRDC Permit. An HRDC permit is granted to the applicant upon receipt of an application and updated master plan signed by all owners of record of the parcel, receipt of a Santa Barbara County development permit, if required, and HR review of stamped plans. The HRDC permit is valid for two years from the date of Design Committee final approval. The owner or agent must meet with HR staff before any work may commence. Permits may be transferred to a new owner if valid. New owners must meet with the staff. HR staff may refer the new owners to a DC Meeting. See also Section 5.3.4.

CA License. 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. Realignment of Common Area easements may require the applicant to secure a Memorandum of Common Area recordation. 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 or staff-level approval, and then obtain HROA BoD approval, prior to receiving a HRDC Common Area License (permit).

5.7 Project Design Review Fees

Refer to HRDC-2, Development Review Application for the most recent fee schedule.



SECTION 5

5.8 Coordinating the HRDC and the SB County Permitting Processes

The major project reviews held with the HRDC are sequential in nature and are held prior to the corresponding Santa Barbara County review.

5.8.1 Submittal to the Santa Barbara Planning & Development Department.

Following conceptual or master plan review the applicant may elect to seek an optional Santa Barbara County consultation review of the proposed site(s) and access road(s). 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/ Ridgeline 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.

5.8.2 Submittal to the HRDC for Final Review.

Following preliminary HRDC approval and, if required, BAR approval, the applicant shall complete the final construction documents 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 P&D for the final BAR approval, if required by the County.

5.8.3 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 construction documents to County Building & Safety staff to initiate the plan check process.



5.8.3 Santa Barbara County Plan Check Process and Hollister Ranch Development Permit

County Building & Safety will review the construction documents for consistency with all applicable building codes issues. 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. Staff will review the County approved plans for consistency with the HRDC final approved plans. Staff will determine whether or not any changes require HRDC review. 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.

5.9 Redevelopment Adherence to Standards

All development shall be built to the design standards in effect at the time of its approval. Significant modifications, including color and material revisions, to existing development will require adherence of impacted structures to the standards in effect at the time of the approval of the modifications.

Waiver of this requirement, for cause, shall be considered, upon request, on a case-by-case basis, and will be granted at the discretion of the HRDC (for major projects) or the Ranch Manager (for minor projects).

In granting any waiver, the HRDC (for major projects) and the Ranch Manager (for minor projects) shall make commensurate findings, which shall be recorded in the meeting minutes or the approval documents.

Figure 4 – Redevelopment Adherence to Standards Waiver Findings

Findings: Factors to be considered by the HRDC or the Ranch Manager in deciding whether to waive current standards include, but are not limited to:

- No significant beneficial impact on safety, design, or other criterion
- Costs in excess of benefits
- Loss of historical structure(s) or design integrity



SECTION 5

5.10 Standard and Supplemental Services to Applicants

- **Ongoing Contact.** Ongoing contact between an applicant, agents, and HR Development Program staff is encouraged, to ensure each application gets the necessary attention and missteps are avoided.
- **Standard Services.** A broad range of services is provided to each applicant. These services are provided by staff of the Development Program, staff of other HROA programs (e.g., regarding drainage and common area roads), staff of the Co-Op, and others. Provided services depend on the nature of the proposed project and the single fee charged per project.
- **Supplemental Services.** Some projects may require special services. These can be provided by staff, the HRDC Chair, and, in certain instances, professionals on the HRDC and other professionals. In these cases, additional charges may be assessed.

5.11 Appeals of HR Design Committee Decisions

An owner appeal is initiated with payment of an appeal fee that equals project fee. Appellant is refunded if the appeal is found to have merit; if denied, or appellant makes no good faith effort to resolve issue(s), there is no refund. The appeal application should reference the HRDC meeting date and agenda item, and provide the information in Figure 5. The request should be made to the BoD in writing within 14 days of when the owner knew or should have known of the Committee's decision (exceptions to this time limit can be made if there are extenuating circumstances).The following subsections define the two types of appeals and the appeal process.

- **Committee Denial of Proposal Appeal Application.** In a case where an applicant's proposal has been disapproved by the Committee, State law provides that the applicant is entitled to reconsideration of the proposal by the BoD (Civ. Code §1378 (a) (5)). In such a case, the applicant can submit an appeal of the disapproval to the HROA Office, The remaining steps in the process are outlined below in Appeal Process on the next page.



PARCEL DEVELOPMENT REVIEW AND APPROVAL PROCESS

- **Committee Approval of Proposal Appeal Application.** An owner who disagrees with a decision by the Committee to approve a proposal for another parcel has the right to bring that matter to the attention of the BoD by appealing the decision of the HRDC and requesting that the BoD review the decision. The remaining steps in the process are outlined in Appeal Process on the next page.
- **Appeal Process.** Any appeal must be accompanied by the approved fee. The appeal should be sent to the Office as early as possible prior to the upcoming BoD meeting so that the Office can place the matter on the BoD's agenda and provide all appropriate back-up materials.

The BoD will then consider the request and will either: decide to take action; decide to take no action; or ask for additional information, all of which will be communicated in writing to the requesting owner. If the BoD chooses to address the matter, it will review the Design Committee's decision to determine if the decision was made in accordance with the Association's governing documents and State law.

If the BoD finds this to be the case, the Design Committee's decision stands. If the BoD finds that the decision was not made in accordance with our governing documents and State law, then the BoD will advise the Committee of its findings and, as appropriate, direct the Committee to re-open the application and reconsider its decision. Such action stays the Committee's original decision until the Committee has a chance to re-agendize and revisit the matter.

In the event that the Committee does not agree with the BoD's findings or is otherwise unable or unwilling to modify its original decision, or the BoD believes that the Committee's revised decision does not satisfactorily address the BoD's findings, the BoD has the discretion to overturn the Committee's decision or work with the Committee for a resolution acceptable to all.



SECTION 5

5.12 Enforcement Provisions

The HROA conducts reviews to ensure that construction occurs in accordance with the approved plans in terms of location, shape, height, and finish. Development out of compliance may be issued a violation notice.

5.12.1 Construction Reviews

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 construction documents. This starts with a pre-construction meeting and continues at major construction milestones.

HROA Pre-Construction Meeting. Each owner and his or her contractor are required to contact Ranch staff before the construction commences. The purpose of the communication is to ensure that the owner and contractor are familiar with the procedures that will apply during construction. Staff will review the following information: day worker registration, day worker vehicle parking, equipment parking, staging area, construction trailer, toilet facilities, trash containers, over-sized vehicle escort, vehicle transfers, day worker employee information, wet weather access, welding requirements, smoking requirements, utility trenching requirements, and conditions of approval, among other items.

HROA In-process and Final Reviews. Once construction has commenced, the owner/contractor shall contact the HR Design Coordinator according to the following inspection schedule and in the order shown:

- Completion of water system with firefighting capability. This step must be completed prior to construction work on new structures.
- Completion of rough grading (50 yards or more).
- Completion of framing inspection, for review of significant exterior design details.
- Final Inspection at completion of construction and County sign off of all permits.



PARCEL DEVELOPMENT REVIEW AND APPROVAL PROCESS

Minor Projects Construction Reviews. Minor project construction reviews are at the discretion of the Ranch Manager, and may occur upon construction completion. The owner/contractor shall contact the HR Design Coordinator upon completion.

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.

Construction not in Conformance with Approved Construction Documents. The Association recognizes that changes during construction are sometimes necessary. The applicant will submit construction changes for a Supplemental Review as described in Section 5.3.5.

5.12.2 Violations.

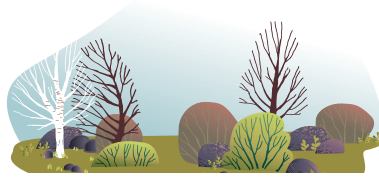
The Association will use the following procedures to bring any nonconforming development into compliance.

Notice of Noncompliance. Improvements or alterations to existing developments 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 owners requesting them to contact the HR 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.

Notice of Violation. Projects found not in compliance with an active permit shall be reported to the Ranch Manager by the HR Design Coordinator. The Ranch Manager shall mail a Notice of Violation to the parcel owner(s).

Hearings. Remedies to correct the situation may be determined by staff, the Ranch Manager, or the HRDC. If necessary the Manager will refer any unresolved matters to the HROA's Board of Directors with recommended enforcement measures.

Escrow. Violations must be resolved prior to the HROA approval of property transfer documents.



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SECTION 6: HR DESIGN GOVERNANCE

This section of the Parcel Development Manual defines the governance associated with development on Hollister Ranch. It includes general HRDC information, roles and responsibilities of all owners, staff, and contracted professionals; the composition and functioning of the HRDC; the documents that pertain to development; and the basis for revision authority of these documents.

6.1 Authority

This Parcel Development Manual (“Design Rules”) has been adopted by the Hollister Ranch Design Committee and the Hollister Ranch Board of Directors pursuant to the authority vested in it by the Association Bylaws and by the Declaration of Conditions, Covenants, and Restrictions (CC&Rs) recorded in the chain of title of each property in the Ranch.



SECTION 6

6.2 Roles and Responsibilities Relative to Development

Role	Responsibilities
Owner Applicant	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Ensure that all personnel hired for parcel development activities are familiar with and adhere to this manual ● Conduct business in a courteous and professional manner
HROA Parcel Owners	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Participate in a courteous and professional manner
HRDC Chair/Vice Chair	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Assist owners in understanding the intent and specifics of this manual ● Chair the monthly proceedings of the HRDC ● Appoint alternate DC members to a voting position in the event of the absence of a voting member ● Provide input toward project approvals in conjunction with HR staff, as required ● Review and approve the monthly DC agenda ● Ensure findings are in accordance with this manual and are clearly documented in minutes ● Implement continuous process improvement ● Exempt self from review of projects in which there is a direct or indirect personal interest ● Conduct business in a courteous and professional manner ● Notify DC of any external meetings ● Serve as advisor to the Ranch Manager for project development issues
HRDC Committee Members	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Assist owners in understanding the intent and specifics of this manual ● Provide clear findings substantiated by the content of this manual ● Exempt self from review of projects in which there is a direct or indirect personal interest ● Conduct business in a courteous and professional manner ● Notify DC of any external meetings



HR DESIGN GOVERNANCE

Role	Responsibilities
Development Professionals	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Provide clear findings substantiated by the content of this manual ● Exempt self from review of projects in which there is a direct or indirect personal interest ● Conduct business in a courteous and professional manner ● Notify DC of any external meetings ● Serve as advisor to the Ranch Manager for project development issues
HR Design Coordinator	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Be familiar with outside agency requirements that apply to development on Hollister Ranch ● Assist owners in understanding the intent and specifics of this manual and the requirements of outside agencies ● Review owner applications for completeness ● Develop monthly agenda based upon owner applications and submit for approval to DC Chair ● Prepare Monthly DC Review package ● Prepare findings on minor project applications and submit to The Ranch Manager for processing ● Maintain records of all HRDC applications and findings ● Serve in an advisory capacity to the DC ● Notify DC of any projects reviews in which there is a direct or indirect personal interest ● Conduct business in a courteous and professional manner
HR Ranch Manager	<ul style="list-style-type: none"> ● Be familiar with and adhere to the intent and specifics of this manual ● Assist owners in understanding the intent and specifics of this manual ● Review and approve minor projects or other DC documents as applicable ● Serve in advisory capacity to DC ● Notify DC of any project reviews in which there is a direct or indirect personal interest ● Conduct business in a courteous and professional manner



SECTION 6

6.3 Ownership Notification, Participation, and Access to Materials

Constructive input from a broad array of perspectives benefits both Hollister Ranch and project proposals. In addition, owners of other parcels need to have an opportunity to review and provide input on projects that may affect them.

- 6.3.1 Notification of Major Project Proposals.** Notification of HROA owners precedes review of major development proposals that are submitted for review by the HRDC. This allows HROA owners time to study the proposal, ask questions, and provide meaningful input. Not later than one week prior to an HRDC meeting:
- Agenda is posted at the Gatehouse and Office
 - Agenda is sent to the designated voter of each parcel via email and regular mail
 - Agenda is sent to all parcel owners via email, or by regular mail upon request
- 6.3.2 Access to Project Proposals.** All proposals are available for review at the HR office one week in advance of any regularly scheduled HRDC meeting. In addition, parts of all applications can be e-mailed to interested owners upon request.
- 6.3.3 Access to Other Materials in Development Program Files.** With very limited exceptions (e.g., sealed legal documents), all materials in Development Program files relating to a given parcel are available for inspection and copying by all owners of the parcel.
- 6.3.4 Access for Site Visit.** The applicant/owner must provide HRDC members, HROA staff, and HRDC BoD Liaison access to the proposed building site(s) for the purposes of design proposal review. Access for other owners is at the discretion of the parcel owner. Neighboring parcel owners or other interested owners may view the site poles from their parcel and common areas as well as attend the HRDC meeting at the announced location.



6.4 HRDC Meetings

HRDC meetings are open to all HROA owners (see Section 6.3.4). The applicant and/or the applicant's agent(s) must be present for all design reviews. To allow for maximum benefit and understanding of the HRDC comments, conditions, and recommendations, the development architect is strongly encouraged to attend all design reviews.

6.4.1 Meeting Dates and Time. The HRDC meetings are typically scheduled for the first Saturday of each month, or at other times as may be determined by the HRDC Chairperson.

Meetings begin at 9:00 a.m.

6.4.2 HRDC Meeting Location. The meetings are held at the Hollister House or other location designated on the HRDC meeting agenda.

6.4.3 Applications and Filing. Development applications (HRDC-2) shall be submitted by the applicant for review by the HRDC. 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 two days of receipt and applicants will be notified of any missing information and/or additional materials required to complete the application.

Completed 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.



SECTION 6

6.4.4 Meeting Format

HRDC meetings will include a review of the agenda, approval of the minutes of preceding meeting(s), development application reviews, and a concluding process improvement review. Where applicable the Chair may place discussion topics on the agenda. The project review discussions, voting, and any process improvement discussions will be documented in the HRDC draft meeting minutes, which will then be on the agenda for review and approval at the following meeting. The format of a project development review is:

- Review of the project application form
- Review of current status conducted by the Chairperson and the HRDC Coordinator
- Applicant presentation of project
- Questions from the HRDC
- Comments from HROA members
- Comments from the HRDC

For applications for Preliminary Approval, Master Plan Approval, or Final Approval, the Committee will vote using the following process:

- Applicant's final comments
- Motion and second from HRDC
- Final discussion
- Vote of the HRDC

If the meeting takes place at a site visit, the HRDC may elect to return to the Hollister House for further discussion prior to voting.

6.4.5 Ad-Hoc Conversations

Discussions with individual committee members, outside of the formal DC meeting, have no official standing.

6.4.6 HRDC Contact Information

The Hollister Ranch Design Committee and/or HR Design Coordinator may be contacted via:

- Address: 1000 Hollister Ranch, Gaviota, CA 93117-7557
- HROA Office Phone: (805) 567-5020
- HROA Office E-mail: hroa@hollisterranch.org



6.5 Hollister Ranch Design Committee

The Design Committee's primary function is to conduct development reviews and prepare findings based on the principles, guidelines and rules of this Manual. The review results in a determination to approve, disapprove, or continue and associated conditions or recommendations. All determinations include the findings upon which the determination is made. (CC&R 3.0)

6.5.1 Membership of the HRDC

The five member design committee is composed of three permanent voter owners and two non-owner contracted professionals. The professionals shall be a landscape architect and an architect, both licensed in the state of California. The voters are supplemented by up to four alternate voting members, who may be designated by the HRDC to fill a vacant position on either a temporary or permanent capacity. A quorum shall consist of three members, with no more than one alternate. Non-voting associate members are those owners who have committed to becoming design committee members in the future. Non-voting associates commit to attending 9-12 meetings in preparation for review responsibilities. There are no DC membership qualifications for HROA owners.

6.5.2 Appointment of Permanent and Alternate Voting Committee Members

Prior to January of each year, the HRDC will forward to the BoD for consideration at its regularly scheduled January meeting recommendations for new, continuing, and retiring members, so that an orderly transition can be made early each calendar year. The Committee will provide to the BoD rationale for all recommendations. Upon appointment, the HRDC will at its next meeting elect a chair and vice chair.

6.5.3 Term of DC Membership

Each member shall hold office for a 1 year term until such time as he or she has resigned or has been removed, or a successor has been appointed, as set forth herein. The right from time to time to appoint and remove members of the HRDC shall be, and is hereby reserved to and vested solely in the HR Board of Directors (BoD).



SECTION 6

6.5.4 Resignations or Removal

HRDC meetings will include a review of the agenda, approval of the minutes of preceding meeting(s), development application reviews, and a concluding process improvement review. Where applicable the Chair may place discussion topics on the agenda. The format of a development review is:

6.5.5 Conflict of Interest

HRDC members shall recuse themselves from review of parcels in which they have an ownership, a development contract, or other relationships that could result in monetary benefit.

The contract for services for the two HRDC design professionals shall contain a conflict of interest clause prohibiting outside contracts with owners for work on Hollister Ranch parcel development. If at the time of hire, a design professional has an existing contract with an owner for Hollister Ranch work, the professionals may complete that pre-existing work while recusing themselves from participating in design reviews for that work.

6.5.6 Delegation of Authority

The HRDC has delegated approval authority in the instance below.

Staff will provide summaries of delegation activities at each regularly scheduled HRDC meeting.

- HRDC to Staff for Staff Approval Program
- HRDC to Staff for Emergency Situations
- California State law requires that in the absence of the ability of the HRDC to function, the BoD must assume the responsibilities of the committee.



6.6 Governing Documents Relative to HROA Development

The Design Committee's primary function is to conduct development reviews and prepare findings based on the principles, guidelines and rules of this Manual. The review results in a determination to approve, disapprove, or continue and associated conditions or recommendations. All determinations include the findings upon which the determination is made. (CC&R 3.0)

6.6.1 Proposed Amendments to the Governing Document

The five member design committee is composed of three permanent voter owners and two non-owner contracted professionals. The professionals shall be a landscape architect and an architect, both licensed in the state of California. The voters are supplemented by up to four alternate voting members, who may be designated by the HRDC to fill a vacant position on either a temporary or permanent capacity. A quorum shall consist of three members, with no more than one alternate. Non-voting associate members are those owners who have committed to becoming design committee members in the future. Non-voting associates commit to attending 9-12 meetings in preparation for review responsibilities. There are no DC membership qualifications for HROA owners.

6.6.2 CC&Rs and Bylaws

Prior to January of each year, the HRDC will forward to the BoD for consideration at its regularly scheduled January meeting recommendations for new, continuing, and retiring members, so that an orderly transition can be made early each calendar year. The Committee will provide to the BoD rationale for all recommendations. Upon appointment, the HRDC will at its next meeting elect a chair and vice chair.

** A distinction is made between the guidelines, rules and procedures of the Development Manual which addresses the esthetics of development and the Ranch Rules which addresses all other areas.*

6.6.3 The Hollister Ranch Development Manual

The Parcel Development Manual is comprised of five areas which have different amendment criteria. These are:

- *Principles* as an extension of the vision found in the HR CC&Rs are permanent and enduring expressions of our collective vision and provide the foundation for all that is contained within this document. Amendments to principles can be proposed by staff, the HRDC, a Designated Owner or the Board. These proposals are reviewed by the HRDC and submitted with recommendations to the BoD. Final adoption authority rests with the BoD.



SECTION 6

- *Guidelines* are designed to steer the applicant’s development of a proposal and the Design Committee’s decision-making process. Amendments to guidelines can be proposed by staff, the HRDC, a Designated Owner or the BoD. These proposals are reviewed by the HRDC and submitted with recommendations to the BoD. Final adoption authority rests with the BoD.
- *Rules* describe specific requirements or restrictions deemed necessary to clarify or reinforce the Parcel Development Guidelines. Amendments to rules can be proposed by staff, the HRDC, a Designated Owner or the BoD. These proposals are reviewed by the HRDC and submitted with recommendations to the BoD. Final adoption authority rests with the BoD.
- *Development Review and Approval Process* describes the actions necessary to obtain approval for development on Hollister Ranch. These processes are created by the HRDC. Adoption or amendment is approved by vote of the HRDC and recorded within the DC minutes.
- *HRDC Procedures (found in Appendix C and E)* provide information on how to implement various existing design guidelines and rules. For example, a procedure may provide fencing, grading, and colors and materials examples that meet the design guidelines and rules. Procedures may not revise or create a guideline or rule. These procedures are created by the HRDC. Each Design Procedure will cite the governing guideline or rule (and/or CC&R) upon which it is based. Adoption or amendment is approved by vote of the HRDC, recorded within the DC minutes, and noticed to the BoD with findings. All procedures are reviewed and re-adopted by the HRDC, annually.
- *HRDC Forms (listed in the Addendum and available from the HROA Office)* are the mechanisms used to submit and implement development proposals. These forms are created or revised by the HRDC. Adoption or amendment is approved by vote of the HRDC and recorded within the DC minutes, and noticed to the BoD with findings.



APPENDIX A: FREQUENTLY ASKED QUESTIONS

The following 'Top 20' questions are those related to development on Hollister Ranch that are often asked of the HR Design Coordinator, the Design Committee, the HR Conservancy, the HR Roads Committee, and the HR Cattle Co-Op. Short answers are provided that direct you to the appropriate section of this manual or the HR CC&Rs both of which have authority for development criteria.

1. What can I build on my parcel?
2. Where can I build on my parcel?
3. What requires a permit?
4. How much do permits cost?
5. Can I build a shed?
6. What do I need to do first to build on my parcel?
7. How do I coordinate the HR requirements with the SB Co. requirements?
8. Can you recommend an: architect, builder, landscape designer, structural engineer, etc.?
9. What are the fire department requirements for development at HR?
10. Is everything I need to know about development in the Parcel Development Manual?
11. Do I need a landscaping plan?
12. Are there invasive plants that should not be planted?
13. Do I need a permit to plant an orchard or a vegetable garden?
14. What colors or materials should I use?
15. What is required to get electric and phone to my parcel?
16. How much can I fence?
17. What kinds of fencing are appropriate?
18. My driveway (private road) needs maintenance. Do I need a permit?
19. Do access roads (i.e., to the water tank) have the same requirements as private driveway roads?
20. Can I pave my driveway?



Hollister Ranch cowboy



APPENDIX

1. What can I build on my parcel?

Per Santa Barbara County zoning regulations each Hollister Ranch parcel is entitled to build a Main Residence (including garage), and a Guest House. Under more stringent conditions, a barn, and an employee structure may also be approvable for parcels with an approved agriculture project.

2. Where can I build on my parcel?

Structures are located within the private area (PA) of a parcel (see section 5.1). To identify potential building sites, start with a constraints analysis (see section 2.1) eliminating the areas of the parcel where structures are prohibited. In general, structures are not allowed within:

- The Restricted Private Area (RPA) easement (CC&R 2.03)
- The Common Area (CA) easements (CC&R 2.04)
- The riparian zone (as defined by SB Co.)
- On slopes greater than 20% (SB Co.)

Additional constraints for consideration include but may not be limited to:

- Geological conditions,
- Biological constraints (listed species, ESHA),
- Archaeological findings,
- Williamson Act compliance to the 2-acre envelope,
- Accessibility (construction of new roads), and
- Neighbor impacts (visibility).

3. What requires a permit?

All development (construction, remodel, grading, major landscaping, brush clearance > fire department mandate) on Hollister Ranch is subject to a Hollister Ranch building permit. In many cases SB County permits are also required.

4. How much do permits cost?

HR permit costs vary depending on the scope of development. Refer to HRDC-2 for the most recent fee schedule. SB County permits are a separate cost.



5. Can I build a shed?

Under specified conditions and constraints, a shed may be constructed for storage use. See the HR Shed Procedure, Appendix E, Procedure 6.

6. What do I need to do first to build on my parcel?

HRDC recommends that one begin by mapping and understanding the various constraints that exist on the parcel. A Conceptual Review with the HRDC is available as entry into this process. To schedule this review, contact the HR Development Review staff. Refer to sections 2 for an understanding of site constraints and to section 5 for the development review process.

7. How do I coordinate the HR requirements with the SBCo. requirements?

The basic approach is that the HR development review requirements are completed prior to the corresponding SBCo. requirement. This will facilitate the process and preclude revisions and re-submittals should the HR and SBCo. reviews occur out of proper sequence. Many applicants elect to hire a permit facilitator.

8. Can you recommend an: architect, builder, landscaper, designer, structural engineer, etc.?

The HROA does not make specific recommendations for professional design consultants or building contractors. However, it is strongly recommended that you begin the process by hiring a licensed architect with experience in residential projects in the Agricultural Preserve areas under Santa Barbara County and California Coastal Commission jurisdiction. If your preferred architect does not have this specific experience, you may consider a SB County permit consultant to assist your architect in the local design review and approval process. A qualified, licensed architect will be able to assist you in assembling a team of design consultants, including geotechnical, civil, structural, mechanical, and electrical engineers, as well as landscape architects and other specialty consultants, as needed.

9. What are the fire department requirements for development at HR?

SBFD regulations are found at www.sbcfire.com.



APPENDIX

10. Is everything I need to know about HR requirements for development in the Parcel Development Manual?

One of the goals of the HR Parcel Development Manual was consolidating all of Hollister Ranch requirements for building into one resource to clarify and simplify the development process. The document outlines the principles that HR owners through the years have agreed to adopt and live by, as well as the guidelines and rules that give specific definition to these overarching principles, and how they are to be applied. Appendices provide additional information. A list of forms is included in Appendix F of the manual – obtain paper or electronic copy from the HR Office.

11. Do I need a landscaping plan?

If your project is a Major Project as defined in Section 5.2 of this manual, then you will need a Landscape Plan. The purpose of the Landscape Plan is to ensure that the proposed development meets the Guidelines and Rules in Section 3.5, Landscape Design.

12. Are there commercial nursery plants that are invasive and should not be planted?

Refer to Appendix D: HR Conservancy Landscaping Suggestions for information on invasive non-native plants that should be avoided, as well as suggestions for native, adaptive and fire-resistant plants that are encouraged.

13. Do I need a permit to plant an orchard or a vegetable garden?

Household vegetable gardens within the 2-acre development envelope and within the following specifications found in Section 3.5 K, L may not need a permit. Gardens and orchards of larger dimensions or specifications require HRDC approval.

14. What colors or materials should I use?

Refer to Section 3.1, Site Specific Design which includes a guideline for Materials and Color, as well as rules pertaining to specific building components and surfaces. Additional examples and recommendations are found in Appendix C, Colors and Materials.

Refer to Section 4.2, for site work such as paving, fencing and utility structures. In addition, the guidelines in Section 5, Resource Conservation, encourage the use of local materials where appropriate as well as materials that are sustainably produced.



15. What is required to get electric and phone to my parcel?

Access to electrical and phone utilities will depend upon the location of your parcel and building site. In some cases utilities may be readily accessible in the Common Area easement, in other cases getting connected to the utility grid may be cost prohibitive. Information on underground placement of utilities is found in the CC&Rs 4.05 and Appendix E, Procedure 3 of this document.

16. How much can I fence?

The guidelines in Section 4.2, Site Work Planning and Design advocate minimal fencing, leaving as much land as possible available to wildlife and cattle. Specific limitations can be found in the SB County Agricultural Preserve Program Uniform Rules and the SB County LUDC. All proposed fencing requires review and written approval from the HR Co-Op prior to DC approval.

17. What kinds of fencing are appropriate?

Refer to Section 4.2, Site Work Planning and Design, Fencing Specifications, as well as Appendix C, Colors and Materials, Fencing Materials.

18. My driveway (private road) needs maintenance. Do I need a permit?

In cases that involve routine maintenance, brushing of an existing road bed, or additional shale and fine tuning, no permits are required. If your driveway has not been driven in a number of years, such that soil import or export is required, or if removal of large shrubs or trees is required, a HROA permit is required. If your driveway is “proposed”, a permit is required. For other circumstances, refer to the HROA Office and other approval agencies.

19. Do access roads (i.e., to the water tank) have the same requirements as private driveways?

No, private auxiliary roads such as utility maintenance access roads are reviewed and approved by HRDC, and are subject to the guidelines and rules in Section 4.2.

20. Can I pave my driveway?

The HROA engineered standards for all vehicular roads and drives accessing a habitable structure are for a pervious shale surface. Unless superseded by governing agencies having jurisdiction over driveway design, impervious paving will not be permitted for driveways.



APPENDIX

APPENDIX B: DEFINITIONS AND DEFINED TERMS

Term	Definition
Adaptive Plants	Plants that reliably grow well in a given habitat with minimal attention from humans in the form of water irrigation, pest control, winter protection or fertilization once root systems are established in the soil. Adapted plants are considered to be low maintenance and not invasive.
Building Envelope	The exterior surface of a building's construction - the walls, windows, roof and floor. Also referred to as the building shell.
Building Footprint	The area on a project site that is used by the building envelope and is defined by the building perimeter. Driveways, exterior walkways, patios, and other nonbuilding facilities are not considered part of the building footprint.
CA (Common Area)	"Common Area" shall mean all real property, including easements, owned by the Association for the common use and enjoyment of the owners or owned by the Grantor and designated as "Common Area", including "Common Area (Private Road Easement)" and "Common Area (Beach Recreation)" on the aforesaid Parcel Map or Maps.
Color or Light Reflectance Value (LVR)	LRV is a measurement that defines how much light a color reflects, and conversely how much it absorbs. LRV runs on a scale from 0% to 100%. Zero assumed to be an absolute black and 100% being an assumed perfectly reflective white. Value is often confused with the term intensity. Intensity is about vividness or dullness - is the color clear or muted. Value speaks strictly to the lightness or darkness of a color. The LRV of a color can be found on the back of most color chips or the index of all major brands' fan decks.
Designed Landscape	The arrangement of landscape features on a site, including softscapes (e.g. grass, shrubs), cultivated gardens, and hardscapes (e.g. walkways, patios) but not areas under roof. Preserved natural areas and areas under agricultural production are not considered part of the designed landscape.
Development Disturbance Boundary	The perimeter of the site area that contains the development footprint plus all of the areas disturbed by the construction process including clearing, trenching and grading, staging, temporary parking for construction and delivery vehicles, and waste collection areas. This includes areas of any activity that would compact soil or damage vegetation.
Development Envelope (2-acre)	Defines the limits of permitted residential land use under the SB County Agricultural Preserve Program. Per Uniform Rule 1 of the Uniform Rules for Agricultural Preserves and Farmland Security Zones (adopted by the SB County Board of Supervisors, September 2007) the principal dwelling and all accessory structures, including landscaping and non-agricultural roads and driveways shall occupy no more than 2 acres or 3% of the parcel, whichever is smaller. In order to preserve productive agricultural land to the maximum extent feasible, the development envelope shall minimize intrusion into agricultural areas and minimize 'barbell', 'peninsula' and 'finger' type configurations. A guest house shall be located within the development envelope and must be clustered with the principle dwelling. The employee housing, farm buildings, corrals, and other auxiliary structures may be sited remotely, if associated with the approved agricultural project and approved by the Agricultural Preserve Advisory Committee (APAC).



Term	Definition
Development Footprint	The area on the project site that has been impacted by development activity. Hardscape, driveways, utility pads, non-building facilities, and the building structure are all included within the development footprint.
Erosion	A combination of process in which materials of the earth's surface are loosened, dissolved or worn away, and transported from one place to another by natural agents such as water, wind and gravity.
Guidelines	As used in the HRPDM, parcel development guidelines are the policies that steer the HRDC on all factors. Guidelines support the Development Principles and describe the context within which the Development Rules are to be understood and interpreted.
Hardscape	Elements added to natural landscapes such as paving stones, gravel walkways, asphalt or concrete paving, roads and drives, retaining walls, fountains or other mechanical features, sculpture, athletic courts, and similar man-made features. Hardscapes are often impermeable, but are not impermeable by definition.
HRPDM	Hollister Ranch Parcel Development Manual
Impervious Surface	Any surface that promotes runoff of precipitation volumes instead of infiltration into the subsurface. The imperviousness or degree of runoff potential can be estimated for different surface materials.
Invasive Plants	Both indigenous and non-indigenous species or strains that are characteristically adaptable, aggressive, have a high reproductive capacity, and tend to overrun the ecosystems in which they inhabit. Collectively, they are one of the great threats to biodiversity and ecosystem stability.
LEED	Leadership in Energy and Environment Design. LEED is a rating system for sustainable building practices as developed by the US Green Building Council (USGBC).
Light Pollution	Waste light from buildings or building sites that produces glare, is directed upward to the sky, or is directed off the site.
Native (Indigenous) Plant	A plant that has evolved within the particular habitat in which it is being used. Native plants provide food and shelter for indigenous wildlife and grown in balance with surrounding plant and animal species. The characterization of a plant as 'native' may vary regionally or even locally.
No-disturbance Zone	An area that is preserved/protected during construction.
Open Grid Pavement	A porous pavement method which allows for high infiltration.
Permeability	The ability of a substance to allow another substance to pass through it, especially the ability of a porous rock, sediment, or soil to transmit fluid through pores and cracks.
Perviousness	The percent of the surface area of a paving material that is open and allows moisture to pass through the material and soak into the earth below the paving system
Principles	Principles are deemed to be permanent and enduring expressions of our collective vision and provide the foundation for all that follows in this document. The Parcel Development Principles Section of the Manual is an extension of the vision found in the Hollister Ranch CC&Rs. In the event of a discrepancy between the CC&Rs and this Parcel Development Manual, the CC&Rs will govern.



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Term	Definition
Private Area	'Private Area' shall mean that area within each parcel which is not Restricted Private Area or Common Area.
Property or Parcel Area	The total area of the entire parcel as defined by the County Assessor's Office.
Rain Garden	A swale or low tract of land into which water flows, planted with vegetation that requires or tolerates high moisture levels. A rain garden can be designed to reduce the volume of water entering storm drains or natural water courses, thereby reducing sedimentation and replenishing ground water. Also known as a vegetated swale or bio-swale.
RPA (Restricted Private Area)	'Restricted Private Area' shall mean that area within each parcel that is within 200 feet of any exterior boundary of such parcel.
Rules	Rules describe specific requirements deemed necessary to clarify or reinforce the Parcel Development Guidelines.
Sedimentation	The addition of soils to water bodies by natural and/or human-related activities. Sedimentation decreases water quality and accelerates the aging process of lakes, rivers and streams.
Softscape	The natural elements of a landscape such as plant materials and soil. Softscapes can also include hard elements such as rocks and boulders.
Tree/Plant Preservation	A formal assessment of the parcel and the development of a landscaping plan that seek to preserve the most trees and natives and plants.



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APPENDIX C: COLORS AND MATERIALS

The table in this appendix contains representative dark earth tone colors for structures and/or accent earth tones for smaller areas such as window sashes. It is intended as a sample only with a range of shades. Colors vary from site to site and are dependent on a number of variables including the terrain, the vegetation, and the direction the site faces. Therefore, be aware that all colors in the chart will not work for all sites. Take your cue from the color palette found on the site. Guidelines and standards for color and materials are found in Section 3.1. The table below cites colors from the Dunn-Edwards palette solely as potential examples for ease of identification (Table is in ID order). It is neither a recommendation nor endorsement. Many other manufacturers or distributors may provide the same or similar colors under different names and identification numbers. Reflectivity is the principle factor in color and material selection. The colors in the table are all of a light reflective value (LRV) of 30 or less.

Color Name	ID	Color Name	ID	Color Name	ID
Grape Leaves	DE5495	Natural Bridge	DE6194	Secret Path	DE6252
Aged Eucalyptus	DE5496	Prairie Grove	DE6195	Battle Harbor	DE6257
Woodland Walk	DE5537	Covered Wagon	DE6196	Ivy Garden	DE6258
Bonsai	DE5538	Rattan Basket	DE6201	Secluded Green	DE6259
Vineyard	DE5648	Coconut Shell	DE6202	Fair Spring	DE6264
English Holly	DE5649	Essential Brown	DE6203	Moss Covered	DE6265
Green Bayou	DE5650	Tuscan Mosaic	DE6208	Bijoux Green	DE6266
Wreath	DE5656	Rock n' Oak	DE6209	Elemental Green	DE6271
Midnight Garden	DE5657	Midnight Brown	DE6210	Dried Chive	DE6272
Carved Wood	DE6125	Barrel Stove	DE6216	Green Gate	DE6273
Stockhorse	DE6126	Ancient Earth	DE6217	Stone Creek	DE6278
Teddy Bear	DE6131	Weather Board	DE6222	Armored Steel	DE6279
Big Stone Beach	DE6132	Mission Trail	DE6223	English Forest	DE6280
Old Boot	DE6133	Treasure Chest	DE6224	Linden Spear	DE6285
Dark Sepia	DE6138	Calico Rock	DE6229	Greenland	DE6286
Summerville Brown	DE6139	Center Ridge	DE6230	Italian Basil	DE6287
Brown Bear	DE6140	Shaker Gray	DE6231	Stone Craft	DE6292
Rocky Ridge	DE6145	Wilderness	DE6236	Velvet Clover	DE6293
Lonely Road	DE6146	Denali Green	DE6237	Midnight Spruce	DE6294
Chester Brown	DE6147	Spruce Woods	DE6238	Deep Crimson	DEA 152
Ridgecrest	DE6174	Union Springs	DE6243	Cellar Door	DEA 157
Burlap	DE6175	Smoky Forest	DE6244	Northern Territory	DEA 158
Spacious Plain	DE6188	Aged Jade	DE6245	Rich Mocha	DEA 159
Mossy	DE6189	Green Scene	DE6251	Spiced Berry	DEA149



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Color Name	ID	Color Name	ID	Color Name	ID
Scarlet Past	DEA150	Camouflage	DEA172	Burnt Crimson	DEC705
Hope Chest	DEA160	Fronde	DEA173	Briar	DEC712
Wild Mustang	DEA161	Olive Court	DEA174	Mesa Tan	DEC718
Log Cabin	DEA162	Holly Bush	DEA177	Alluring Umber	DEC730
Rodeo	DEA163	Refined Green	DEA181	Bison Beige	DEC750
Autumn Bark	DEA164	Encore Teal	DEA182	Cocoa	DEC755
Tavern Creek	DEA166	Dark Shadows	DEA183	Weathered Brown	DEC756
Peppered Moss	DEA169	Parisian Night	DEA184	Courtyard Green	DEC776
Bay Leaf	DEA171	Sycamore Stand	DEC606	Boxwood	DEC778



Take your cues from nature recognizing that darker colors will recede and lighter colors are highly visible. See if you can locate the house in this Hollister Ranch scene (it is about a mile distant).



Exterior Materials

Examples of recommended materials, potentially acceptable materials, and highly reflective (unacceptable) are found in the table below. For all exterior materials, whether listed below or not, exposed surfaces are to be sufficiently dark in color to recede from view and blend into the natural background. Any highly reflective or light/ bright colored surfaces are not acceptable.

Elements	Recommended	Potentially Acceptable	Not Acceptable
SIDING	<ul style="list-style-type: none"> Natural or manufactured stone veneer Stucco/Exterior plaster with dark integral color or painted Adobe block Wood siding, painted or stained dark 	<ul style="list-style-type: none"> Textured and/or stained concrete Composite siding Split face concrete blocks Metal with non-reflective surface such as 	<ul style="list-style-type: none"> Aluminum standing seam Galvanized or enamel painted sheet metal Smooth finish natural concrete
ROOF	<ul style="list-style-type: none"> Composition shingle or shake Slate Faux slate tile Non-reflective metal 	<ul style="list-style-type: none"> Concrete shake Stone-coated metal (faux tile, shingle or shake) Pre-weathered metal Clay tile (dark earth tones) Asphalt roof panels (or other) 	<ul style="list-style-type: none"> Metal standing seam Reflective metal tiles (no coating) Red or orange clay tiles
WINDOWS	<ul style="list-style-type: none"> Tinted glass 	<ul style="list-style-type: none"> Clear glass 	<ul style="list-style-type: none"> Mirrored glass

The recommendations in the exterior materials table are only based on reflectivity and ranch character. Consult with a professional for product performance in your environment.



The tan arrow points out the structure. The arrow also demonstrates that a house of this tan color would be highly visible from offsite.



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Fencing & Gate Materials

The following fencing and gate information is provided with the assistance of the Hollister Ranch Cattle Co- operative. These suggestions and requirements provide a uniform design that blends within the Ranch environment and prevents cattle access.

Fencing Around Residences and Barns

Dimensions:

- Minimum – 48"
- Maximum – dependent on use, at HRDC's discretion. The HRDC generally recommends fencing not exceed 52".

Acceptable Post Types:

- 4" x 6" wood *(treated or untreated)*
- Split Cedar *(natural look, roughly 4" x 6")*
- 6" wood rounds *(treated or untreated)*
- 4" wood rounds *(treated or untreated)*
- Railroad Ties *(heavy duty)*
- Pipe *(2-7/8 up to 8", long life & high strength)*
- T-posts between H-braces *(tips must be green or dark – no white tips)*

Acceptable Wire Types:

- No-climb *(2"x4" squares mesh wire, 36" & 48" heights)*
- Field fence *(graduated squares mesh wire, 36" & 48" heights)*
- V-Mesh *(woven wire with V-mesh 48" high – V-Mesh with a top wooden rail is an excellent horse fence)*
- Smooth Wire *(10 gauge wire for top strands, above mesh)*
- Barbed Wire *(10 gage wire for top strand only)*

**Acceptable Post Types:**

- Post and 2" x 6" rail (1 or 2) with mesh wire
- Post and rails (2 or 4) without mesh wire
- T-post and H-brace with wire mesh (36" or 48") and 2 top strands of barbed or smooth wire

Utility Fencing**Dimensions:**

- Minimum Height – 48"
- Maximum Height – generally 52", at HRDC's discretion

Acceptable Materials:

- 4" x 6" wood posts
- 2" x 6" rails (3 or 4 dependent on height)

Entrance Gates**Dimensions:**

- Minimum Height – 48"
- Maximum Height – generally 52", at HRDC's discretion
- Minimum Width – 12' (per fire department regulations)
- Maximum Width – generally 12', at HRDC's discretion

Preferred Materials and Design:

- Metal, rusted or dark colored; or wood, natural or dark stained
- Solid gates are not recommended
- Movement (swing vs. slide) dependent on terrain

Gate Posts:

- Oversized gate pilasters/posts are not permitted.
- Gate posts not to exceed the height of adjacent fencing, at HRDC's discretion
- A single oversized gate post is permissible as a necessary structural component of a swing gate.



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APPENDIX D: HR CONSERVANCY LANDSCAPING SUGGESTIONS

Revision 2.1, 2010

Conservancy makes the following recommendations for owners and the DC in order to maintain the natural environment of the Ranch in accordance with the CC&Rs and the Development Manual.

- CC&Rs: *“All who become owners of property subject to this Declaration are motivated by the character of the natural environment in which it is located, and accept ... the principle that the development and use of the property must preserve that character for present and future enjoyment of all the owners.”*
- HR Development Manual: *“Landscaping of large areas of land, especially in the Common and Restricted Private Areas, is discouraged. Appropriate areas for designed ornamental or cultivated landscaping are in close proximity to the development footprint, leaving large areas natural and undisturbed.”*

Appropriate Plant Selection

The HR Conservancy suggests that you select California native plants that will not hybridize with HR native species and adaptive, drought tolerant, or fire resistant ornamentals that when properly placed and maintained will not spread into the natural environment. Drought tolerance may not indicate fire resistance. In some cases native, compatible, and drought tolerant plants have high oil content or other characteristics which reduce fire resistance. Plants that are fire-resistant typically have moist and supple leaves, little dead wood, tend to not accumulate dry, dead material within the plant, and sap or resin content is low. Many California and Hollister Ranch natives are not fire resistant. Consult with your Landscape Architect for proper plant selections, particularly in the immediate area of a structure (fire zone 1). The following areas provide suggestions for owners in preparing their landscaping plans:

- **Lawns.** The HR Conservancy concurs with the guidance provided by the Community Environment Council Ref 2.7: *“Although some lawns are better than others in terms of water demand and fire protection, no lawn is truly drought-tolerant. Plan your yard to minimize lawn area to only what will be used.”* Carefully analyze outdoor lawn uses. In your landscape design reduce the need for lawn areas by adding decks, pathways, mulched planting beds and/or alternative ground covers. Limit direct-use turf to drought tolerant varieties planted in sunny areas or consider installing manufactured turf.
- **Mitigation Plantings.** When mitigation is required, the use of Hollister Ranch plants grown from cuttings or local seed is preferred.



- California Native Species.** The list below is a sampling of California native plants compatible with Hollister Ranch. Consult with your horticultural source to ensure that the plants available are either of the same species/subspecies as those found on HR or will not hybridize with HR species or subspecies. The best source of Hollister Ranch natives is to grow plants from local cuttings or seeds.

Common Name	Botanical Name
Trees	
California Sycamore	Platanus racemosa
Catalina Ironwood	Lyonothamnus F. 'Asplenifolius'
Coastal Live Oak	Quercus agrifolia
Fremont Cottonwood	Populus fremontii
Island Oak	Quercus tomentella
Madrone	Arbutus menziesii
Maple	Acer macrophyllum
Tanbark Oak	Lithocarpus densiflorous
Shrubs, Perennials, Vines	
California Honeysuckle	Lonicera ssp.
California Rose	Rosa californica
Coffeeberry	Rhamnus californica
Elderberry	Sambucus ssp.
Flannel Bush	Fremontodendron ssp.
Flowering Current	Ribes ssp.
Holly Leaf Cherry	Prunus ilicifolia
Lemonade Berry	Rhus integrifolia
Manzanita	Arctostaphylos ssp.
Matilija Poppy	Romneya coulteri
Monkey Flower	Mimulus ssp
Pacific Wax Myrtle	Myrica californica
Scrub Oak	Quercus dumosa
Sugar Bush or Sugar Sumac	Rhus ovata
Toyon	Heteromeles arbutifolia
Wild Lilac	Ceanothus ssp.



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- Compatible Ornamentals.** Trees and shrubs with demonstrated compatibility in varying locations on Hollister Ranch include those in the table below. The list below is neither comprehensive nor exclusive. Rather it is intended to provide a sampling of plant types suitable to the local climate. Consult with your Landscape Architect or Sunset Western Garden Book for the use of these plants and others in appropriate locations, soil types, mature size, and for drought tolerant or fire resistant nature.

Common Name	Botanical Name
Trees	
Australian Willow	Geijera parviflora
Italian Buckhorn	Rhamnus alaternus
Strawberry Tree	Arbutus x 'Marina'
Sweet Bay	Lauris nobilis
Shrubs, Perennials, Vines, Groundcovers	
Aloe	Aloe spp.
Agave3	Agave spp.
Australian Fuchsia	Correa spp.
Escallonia	Escallonia spp.
Indian Hawthorne	Raphiolepis spp.
Jerusalem Sage	Phlomis fruticosa
Lavender	Lavandula ssp
Protea	Grevillea spp.
Pineapple Guava	Feijoa sellowiana
Rose	Rosa spp.
Rosemary (Dwarf, Hanging & Shrub)	Rosmarinus officinalis
Sea Lavender	Limonium perezii
Yucca	Yucca spp.



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- **Plant with Caution.** The HR Conservancy recommends that you plant the following compatible ornamentals and natives with caution due to concerns regarding fire hazard or a spreading nature. Some plants, if left unattended, can spread into native habitats and exclude native plants and animals. Locate these plants carefully, solely within the development envelope, and continually monitor to prevent any spreading into the transitional landscape (Zone 4).

This list is not comprehensive. For example, there are additional plants, including many Californianatives, which have high oil or sap content and therefore are of fire concern when planted close to adwelling. Consult your landscape professional, resources noted at the end of this appendix, and the fire department for further guidance.

Common Name	Botanical Name
Trees	
Cypress	Cupressus spp.
Ironwood	Olneya tesota
Juniper (except low growing varieties)	Juniperous spp.
Melaleuca	Melaleuca spp.
Olive	Olea europaea
Shrubs, Perennials, Vines, Groundcover	
Baccharis (except low growing varieties)	Baccharis spp.
Beefwood	Casuarinas sp.
Bougainvillea	Bougainvillea spp.
Chamise	Adenostoma fasciculatum
California Buckwheat	Erigonum fasciculatum
California Sagebrush	Artemisia californica
Cape Leadwort	Plumbago spp.
Nasturtium	Tropaeolum majus
Pride of Madera	Echium fastosum
Red Shank	Adenostoma sparsifolium
Rockrose	Cistus spp.





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- DO NOT Plant.** The following species are known for rapid distribution of seeds by bird or wind. These plants will crowd out native species, and destroy native habitat. Owners are strongly encouraged to remove existing plants to limit further distribution, especially those highlighted below.

Botanical Name	Common Name
Acacias	Acacia spp.
Bermuda Grass	Cynodon spp.
Broom - French	Genista monspessulana
Broom - Portuguese	Cytisus striatus
Broom - Scotch	Cytisus scoparius
Broom - Spanish	Spartium junceum
Canary Island / Date Palms	Phoenix dactylifera
Catalina Cherry	Prunus ilicifolia ssp. lyonii
Castor Bean	Ricinus communis
Cotoneaster	Cotoneaster lacteus, C. pannosus
English Broad - Leaf Ivy	Hedera helix
Eucalyptus, Blue Gum and Others	Eucalyptus spp.
False Garlic	Nothoscordum bivalve
Fountain Grass	Pennisetum setaceum
German Ivy	Delairea odorata
Giant Reed	Arundo donax
Hottentot Fig, Freeway Ice Plant, Sea Fig	Carpobrotus edulis
Kikuyu Grass	Pennisetum clandestinum
Lollypop Tree	Myoporum laetum
Mexican Fan Palm	Washingtonia robusta
Oleander	Nerium oleander
Pampas Grass, Jubata Grass	Cortideria sellowiana
Pepper Tree, Brazilian and California	Schinus terebinthifolius, S. molle
Periwinkle	Vinca major
Pines	Pinus spp.
Pittosporum, Cheesewood	Pittosporum tobira
Russian Olive	Eleagnus angustifolia
Salt Cedar, Tamarisk	Tamarix spp.
Tallow Tree	Sapium sebiferum
Tree of Heaven	Alianthus altissima



- **Planning and Design.** Landscaping should show a gradual transition from the more formally designed areas in and around the development to the indigenous landscape. This strengthens and integrates the connection between the home space and the natural space. Utilizing the fire safety planting zones portrayed in references 3 and 4 typically achieves this transition.
- **Fire Wise Landscaping Zones.** Outside agencies use the terms ‘brush clearance’ and ‘reduction of fire load’ to describe the required thinning of vegetation to create a defensible space surrounding the development. This does NOT mean that all brush is cleared from the area around the home. In fact, clearance to bare soil can destabilize hillsides resulting in soil erosion and mud slides can occur. When thinning brush, always leave roots in the ground as this helps maintain soil stability. Plan your landscaping to gradually transition to the natural area. Excerpted from Fire Wise and Water Wise Landscaping 4 the four planting/thinning zones as they move outward from the development area:
 - *Zone 1*, closest to the home, is the most important zone. Plants should be low growing, well spaced, and irrigated. Plant trees at least 15 feet from structures and space them so that canopies do not touch when they are fully grown.
 - *Zone 2* is often referred to as the ‘greenbelt’. Maintain a relatively open character in this zone and provide irrigation as needed. Plant low-growing groundcover resistant to fire and intermix them with medium sized shrubs. Succulents are an excellent choice in this zone. Trees should be planted so that their canopies are not touching when fully grown.
 - *Zone 3* should consist of plants that are low growing and woody. This area should have native and Mediterranean plantings. Any new plants once established should not require irrigation. Shrubs should be planted to maintain some spacing in between individual plants or clusters of plants.
 - *Zone 4* is a transitional area between natives and the plants around your home. Focus should be on planting or maintaining native vegetation that has been thinned to reduce the plant’s volume, remove any dead material, and provide spacing between plants. During a wildfire this zone may burn, but with less fuel it will slow a fire’s path towards the home.

Resources

1. Botanical Resources of Hollister Ranch, 1993
2. Landscaping Suggestions for the Hollister Ranch Design Committee and Owners, 1999, Hollister Ranch Conservancy
3. Trees and Shrubs for Dry California Landscapes, Bob Perry
4. Fire Wise & Water Wise Landscaping, City of Santa Barbara Pamphlet, Undated
5. High Fire Hazard Area Landscape Guidelines, City of Santa Barbara, UFC 1997 Edition Appendix IIA, 5/16/01
6. California Invasive Plant Inventory. Cal-IPC 2006-2. California Invasive Plant Council. Berkeley, CA.
7. From Ashes to Opportunity: Rebuilding and Retrofitting After the Tea Fire, 2009 Pamphlet, Community Environmental Council
8. Home Landscaping for Fire, Publication 8228, 2007, Division of Agriculture and Natural Resources, University of California
9. Don’t Plant a Pest! Central Coast Version, California Invasive Plant Council, Undated Pamphlet



APPENDIX E

APPENDIX E: DEVELOPMENT PROCEDURES

1. Staff Level Approval Program

Some minor or auxiliary development projects may qualify for staff level review. A development proposal may obtain a staff level permit if the project proposal conforms to the guidelines listed below.

Project Examples:

- Investigative work: engineering, drywell, geology, survey
- Utilities: well, water tank, pump, septic system, solar panel array, utility trenching
- Fencing, gate, cattle guard
- Remodel with exterior alterations, up to 300 square feet addition
- Colors and roofing revisions
- Grading of less than 50 cubic yards
- Shed (adhere to HRDC Shed Policy)
- Pool, spa
- Deck up to 30 inches from existing grade and up to 500 square feet
- Minor landscaping

Guidelines:

- Approved master plan
- Visibility—integrates and blends with surrounding environment
- No significant visual impact from beyond the applicant's parcel and/or from the common area
- Exterior colors blend with surrounding environment
- Does not skyline from any other parcel or common area
- Minimal grading—less than 50 cubic yards
- Minimal size—less than 300 square feet
- Easily addressed noise issues (generator, pump) and adheres to the Generator/Pump Guidelines
- Central coast native landscaping; plantings are not invasive species
- Lighting complies with HRDC Guidelines
- Access is available without requiring significant road construction



Process:

- Applications are accepted on an on-going basis. There are no cut-off dates or deadlines.
- Once application is deemed complete, staff meets with applicant or agent, usually on site.
- If applicable for staff approval, an e-mail, fax or mail notification of proposed project is sent to the designated voter of adjacent parcels.
- If applicable, Common Area project notifications are sent to the designated voter of each parcel.
- If after 8 calendar days no concerns or objections have been raised or any concerns or objections have been resolved, staff will issue permit.
- Applicant notification to HRD Design Coordinator prior to project initiation and at completion.

Project Specifics:

- Submittals - Complete the HRDC permit application (fee, plan(s), material(s), photos(s), color(s), per application checklist)
- Review:
 - Staff reviews proposal with the applicant or agent, usually on site
 - If site visit necessary, proposed project to be staked at site location, and if applicable at roof corners and ridge peaks. The stakes should reflect the project's height (e.g., water tank, shed, deck).
- Time Frame and Notification to Owners:
 - Based on review of any proposal, the Ranch Manager may determine if either the proposed project is:
 - appropriate for staff level approval; or
 - the proposed project is more appropriately addressed by the HRDC. Staff will contact the applicant before placing the item on the HRDC agenda.
 - Notification is sent to the designated voter of adjacent parcels via e-mail or U.S. Postal Service. For proposed projects within the Common Area easement the notification is sent to the designated voter of each parcel via email or U.S. Postal Service.
 - Notice will also be posted at the Front Gate notice board and at the HROA Office.



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- If an owner has concerns, contact the HR Design Coordinator within the 8 calendar day window. Staff will facilitate issue resolution. If necessary, the Ranch Manager may place the proposal on the next HRDC agenda. (Note: owners of other parcels are not authorized to access the applicant's parcel to review the project site, unless the applicant has given permission).
- Owner Appeal - An appeal of a staff approval is initiated with payment of an appeal fee that equals the proposed project fee. The appellant is refunded if the appeal is found to have merit; if denied, or the appellant makes no good faith effort to resolve the issue(s), there is no refund.

Additional Conformity:

- As is true with all projects, it is the applicant's responsibility to adhere to all Santa Barbara County development requirements and those of other governmental agencies.
- All Common Area easement proposals must obtain approval from the Board of Directors. A current Memorandum of Common Area is also required.



2. Story Pole and Staking Compliance Procedure

The Procedure as part of the development application consideration and approval process. Hollister Ranch Design Committee (HRDC) has set forth the Story Pole Requirements

Purpose

The purpose of the story pole and staking requirement is to assist the HRDC, Hollister Ranch owners, and the applicant in the review process to determine consistency with the HRDC Rules. Applicants should use the story pole and staking process as an opportunity for themselves as well as the Hollister Ranch community to fully understand a proposed project's size, height, massing, visibility, and potential site impacts prior to finalizing the project design.

- *Story poles* are the primary visual aid when considering the appropriateness of the proposed development's size and scale in relation to the development site, thereby assisting the HRDC's goal of integrating the proposed development into the site's topography. It also addresses the visibility of the proposed development from other parcels and common areas.
- *Staking* is generally less involved than story poles, but provides an important visual aid when reviewing areas for potential reclassification, realignment, fencing, driveway locations, planting areas, conceptual development review and preliminary site analysis.

Requirement

The following development projects are required to install story poles and/or staking: residences, garages, barns, workshops, greenhouses, sheds, water tanks, wind generators, solar arrays, agricultural areas, driveways, and additions or modifications to any of the aforementioned projects. Additionally, staking of property lines, RPA setback lines, and common area easements is required for all projects proposing development in or in close proximity (within 40') of the RPA or common area.

The accuracy, readability, and articulation of the story pole and/or staking installation are essential to the HRDC review process. However, actual project development must comply with the approved plans and project documents rather than with representations from the story pole installation.

Refer to HRDC-1 (Development Application Submittal Requirements) for additional Story Pole and Staking Requirements.



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Purpose

Placement: The quantity and placement of story poles should be sufficient to show the mass, height, scale and bulk of the project accurately located. It is not necessary for story poles to depict all of the articulations of a building or structure. They should depict major building corners, finished floor heights, ridgelines and significant architectural elements. Chalk or spray paint the outline the building footprint under roof including eaves. Include in this footprint any decks or terraces that exceed 2 feet above natural grade.

Placement of stakes when required should be located so as to clearly describe the project parameters, and should be measured from a permanent benchmark on or near the project site.

For a Conceptual Development Review, a single stake or marker should be located at the approximate center of the proposed development.

- **Plans:** An annotated plan drawn to scale indicating the story poles and/or stakes with identifying colors is to be submitted at the site meeting. For story poles, also provide an annotated building elevation and/or section with heights dimensioned.

- **Materials.**

- **Story Poles:** Vertical components should be made of plastic piping (minimum 2" diameter schedule 40 white PVC), 2 x4 lumber or other sturdy material. The poles must be able to withstand weather, and to this purpose, guy wires, support beams or other measures may be used. Horizontal components should be a highly visible material such as 12" wide snow netting, construction netting, or flagged ribbon connecting the tops of the poles. Color code the final 12 inches of pole height or use different brightly colored flags connecting the tops of the poles so to indicate changes in elevation.
- **Staking:** Stakes should be wooden 2" wide x 4' high or higher if necessary for visibility. Stakes should be wrapped in brightly colored ties. For a Conceptual Development Review marker, the stake may be a min. 4' high single white PVC pipe or wooden stake with a colored tie.

- **Timing.**

- For all applications requiring a site visit, i.e. Site Analysis Review, Conceptual Development Review, and Preliminary Development Review, all required story poles and/or staking must be in place a minimum of 10 days prior to the HRDC site visit meeting. In the event story poles and/or staking are not installed within the required time frame, or are inadequate, the applicant will be requested to install or improve the story poles and/or staking and the project review will be continued to a future date.
- Refer to HRDC-1 for additional timing requirements.

- **Certification.** Certification (by a surveyor, architect or engineer) of the story pole placement and height and/or staking placement may be required.

- **Documentation.** It will be the responsibility of the HROA staff to photo document story pole and staking installations.

- **Additional Visual Aides.** HRDC may require additional visual aids dependent on the nature and location of the project.

- **Safety.** All story poles need to be erected safely. If at any time the story poles become unsafe, they shall be repaired or removed immediately.

Removal. Story poles shall be removed within thirty (30) days of the HRDC's meeting determination (approval or denial of project). Story poles associated with a formal application that has been inactive for three (3) months shall be removed until the application review returns to active status. Once taken down the story poles are to be taken offsite.

Additional Requirements

Refer to Santa Barbara County Story Pole Guidelines. Rev. 05/19/18.



3. Trenching in the Common Area

The installation of utility conduits in the common area road easement requires a Common Area License approved by the HRDC (or Staff Approval Program) and Board of Directors, and include the following requirements:

- The minimum depth for all utilities crossing any roadway is 30". All measurements are from the top of the conduit to finish grade.
- Conduits crossing under Rancho Real and other fully improved paved roads shall be by directional boring. Borings shall be backfilled by injecting sand/cement slurry with no voids under the roadway.
- When trenching is licensed in other paved areas the following is required:
 - Asphalt to be saw cut and trench to be backfilled with sand/cement slurry.
 - Trench to be covered with hot asphalt to the same depth as existing pavement, but in no circumstance less than 6" and rolled, with no voids under roadway.
- Any conduit placed lateral or crossing under an unpaved back road requires the following:
 - All pipe/conduit is to be laid over 2" of compacted sand and covered with a minimum of 4" of compacted sand. Water shall be used to achieve proper compaction. Balance of trench to be backfilled with compatible material and compacted to a rounded surface over the trench area.
 - Trench to be backfilled and compacted to 90 percent or better.
- Utility boxes shall be installed a minimum of 3' outside of the existing roadway and flush with existing grade and the box is to be traffic rated. Boxes located within the road shoulder shall be marked 3' on either side, to protect boxes from periodic grading operations.



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- Mitigation measures are as follows:
 - All spoil piles shall be removed and trenched areas shall be returned to their original contour.
 - Trenches crossing through vegetated areas require the installation of any one or more of the following to prevent erosion: jute mesh, sand bag berms, water bars, or re-vegetation.
 - Where trenching has taken place in the road bed (whether dirt or shale) and depending on the type of soil, the Ranch Manager may require that the road bed be re-established by the addition of approximately 1 load (truck and trailer) of shale or base per 100 feet of trenched road bed.
 - Open trenches within the roadway shall be safely covered with a hard material and coned-off when workmen are not present. No trench shall remain open for more than 14 days.
 - Noxious weed removal program to include all disturbed areas for not less than 24 months.
- Traffic control and safety measures shall be in place. One lane must remain open at all times.
- The Ranch Office must be notified up to 48 hours prior to trenching across any road and the following information provided:
 - When the project is to commence.
 - How long the project is expected to take?
 - What Common Area road(s) will be affected?
 - What traffic control and safety measures will be put into place?
 - Note, the Design Committee Permit and License require the applicant to contact the HR Design Coordinator prior to commencement of the project and directly after completion of the project.
 - Contact DIGALERT at least 2 working days before you dig (800.227.2600). Note HR location on Thomas Bros. Guide: Page 365, Grid FG – 6&7



4. Generator and Pump Buildings

Purpose. All Hollister Ranch owners with an application to the HRDC for a generator or pump housing must submit plans to mitigate the machinery for sound disturbance and fire protection.

Siting. Minimize interference with the natural topography and vegetation. Evaluate and select a site or sites for the DC to review that have ease of access without incorporating a new road. Consider the following:

- The prevailing wind patterns that carry sound,
- The direction nature of sound to neighbor environs when designing ventilation orientation,
- The drainage of the proposed area,
- The sight line from neighboring parcels,
- Colors and materials that blend with the environment, and
- Mitigation landscaping, with native vegetation, which maybe required.

Machinery. The choice in purchasing a generator or pump is a crucial factor in limiting the effects of noise and heat produced in an enclosure. There are very quiet generators and pumps available. High quality sound absorption and heat abatement mechanisms incorporated into the machinery may avoid additional mitigation measures. Investigate the level of sound and heat discharged, because it is the owner's responsibility for a quiet, fire safe generator or pump.





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Material	Requirement
Interior	Sound absorption material: Troy board, Tectum or air conditioning duct liner 1 to 2 inch thickness with 1.8 to 3 lb. density.
Walls	Concrete block (solid more effective) with concrete masonry or gypsum plaster covered walls; plastered straw bale construction ; or similar construct
Roofing	Inner ceiling: Wood frame roof with right insulation with fire proof board ceiling. Roof surface: Plywood with asphalt shingles or poured in place concrete roof.
Door	Solid core entry door with sound attenuating fireproof material applied to interior.
Door Ventilation	Metal wall ventilation panel (attached to door of straw bale structure); Ventilation silencer systems are available; Sturdy high output fan, which is on when the generator is on. Generators are to have automatic heat shut-off. Exhaust is to be piped to the outside of the structure and ventilation panels are to be installed within the structure.
Safety	Requirement
Maintenance	Proper maintenance to assure fuel lines don't fray, drive belts are tensioned to prevent slippage and overheating and mufflers are in good shape. General cleanliness to prevent build-up of flammable leakages and debris that could be ignited by exhaust stream sparks.
Storage	Gas and other materials to be stored elsewhere (not within enclosure or by the generator.
Clearance	Area cleared of all grass and brush a minimum of 30' as well as 10' height clearance.
Extinguisher	Rate and mounted 2A 10BC fire extinguisher available that is 25' - 75' from the generator.
Pad / Foundation	Generators should site on a concrete or gravel pad that extends 18" beyond the generator on all sides.

Refer to Ranch Rule 11 for specifics on Generator requirements with regards to fire safety.

Note: Self-contained generators with the proper visual mitigation and sound attenuation may not require a shed, enclosure or structure.



5. Temporary Construction Trailers and Sheds

Temporary construction trailers and sheds may be approved by Design staff in conjunction with an active permit for a major development project approved by the Hollister Ranch Design Committee and do not require a separate permit.

- Construction trailers may not exceed 24' in length and 8' in width.
- Temporary construction trailers and sheds may not be placed on site until construction has commenced, the water system is installed, and the site is approved by staff.
- Temporary construction trailers and sheds are to be removed once the project is deemed complete and has received final inspection by staff or when the permit has expired.



6. Storage Sheds

Major considerations when building a shed on the Hollister Ranch include fire safety, visual impacts and environmental concerns. Siting a shed includes minimizing interference with the natural topography and vegetation, visual impacts from common areas and neighboring parcels, ease of access without significant new roads, appropriate drainage, and avoidance of environmental and ecological impacts. In accordance with Santa Barbara County Land Use regulations, shed use is for storage only and not for habitation. Trenches crossing through vegetated areas require the installation of any one or more of the following to prevent erosion: jute mesh, sand bag berms, water bars, or re-vegetation.

General Requirements

- Adherence to all regulatory agency requirements.
- Fire Safety Requirements:
 - a. Water system – minimum 2,500 gallon water supply or as determined by the Ranch Manager. Refer to section 2.5F for further HR Water System requirements. If applicable, adhere to the Generator & Pump Buildings Guidelines (Appendix E, Procedure 4)
 - b. Fire extinguisher – rated 2A 10BC fire extinguisher mounted within 25' to 75' in an immediately visible location.
 - c. Brush clearance – area grass and brush clearance up to a minimum radius of 30 feet for fire safety.
- Sheds must be adjacent to an existing main residence, guest house, employee house, barn or active agricultural project.
- Whenever possible, on a developed parcel, a shed should be located within the 2 acre development envelope.
- No significant visual impact from beyond the applicant's parcel and/or from common area roads.
- Massing and exterior materials and color(s) are harmonious with surrounding environment and/or existing structures (Design Rules §2.3, (D)).



- Access is available without requiring significant road construction(Auxiliary Road Width Policy).
- Easily addressed noise issues (e.g., noise created from generators,pumps).
- No significant ecological impacts (e.g., proximity to riparian anddrainage areas, doesn't fragment cattle grazing).

Specific Shed Restrictions

- 1 shed per parcel may be applicable for staff level review.
- *1 shed per structure (three per parcel) may be applicable for minorproject status.*
- Maximum size 120 sq. ft. measured from interior surface ofexterior walls, with maximum 2ft. eaves; maximum height 12 ft.from grade.●
- Exterior stoop (if applicable) – 6 ft. maximum dimension fromface of building, 72 sq. ft. maximum area, with an appropriatematerial (e.g., colored concrete, flagstone).
- Grading greater than 5 cubic yards requires HRDC review.
- No interior plumbing or electrical facilities.

Process and Submittals

- HRDC application and all required submittals indicated within theapplication checklist (minor projects); which includes –submittal of parcel master plan identifying locations of all existingdevelopment, proposed shed location, Restricted Private Area andCommon Area Easements.



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7. Standard Conditions

Standard conditions are applied to a permit for most projects: These are:

- a. Additional landscaping may be required to mitigate visual concerns.
- b. All undeveloped disturbed areas are to be reseeded immediately prior to the first rain after completion of finish grading with the approved erosion control grass seed mix*.
- c. Noxious weed removal program to include all disturbed areas for not less than 24 months.
- d. Adherence to the Owner/Contractor Construction Requirements (Form HRDC-9).

*Recommended Erosion Control California Native Grass Seed Mix:

Species	Common Name	Bulk #'s/ Acre	Min %/ PLS*
Bromus carinatus v: 'Cucamonga'	Cucamonga Brome	20.00	85
Trifolium tridentatum	Tomcat Clover	4.00	85
Vulpia microstachys	Small Fescue	8.00	85

*Min % PLS (Pure Live Seed) – Seed Purity x Germination Rate –

Seed: 32 lbs per acre

Height: 30-36 inches

Emergence: 10-15 days

Establishment: 45 days to 90% cover after emergence

This mix of annual native California species has been formulated for rapid growth in the lower rainfall climates and varied soil types of Central and Southern California. It is a good choice for permanent or temporary cover in areas that may not support perennial natives without the addition of irrigation or soil amendments. These seeds are adapted to Central and Southern California climates and plant communities and can be used around sensitive native habitat and in conjunction with other species, including wildflowers, without the fear of native gene contamination.

Available: S & S Seeds, P.O. Box 1275, Carpinteria, CA 93014

Telephone: (805) 684-0436 E-mail: info@ssseeds.com



8. Approval Extension

Purpose

The Hollister Ranch Design Committee (HRDC) has set forth the Preliminary and Final Approval Continuation Policy to assist Ranch Owners within the development review process to comply with the Hollister Ranch Design Committee Rules.

When Effective

The HRDC preliminary and final approvals for major development projects are viable for 2-years. If a major development project approval nears the 2-year deadline or lapses during its consideration by the County development permitting process, due to the development project being delayed beyond this time period, and active progress is being made, then an extension for one additional two-year period may be granted by HRDC staff. Staff will submit staff-approved extensions on the non-site review agenda, thereby incorporating these approvals into the HRDC Minutes.

Approval Process

To facilitate substantiation of a parcel's development being delayed by the County development permitting process, an owner or agent need only submit a 6-month project history to Design staff. A computerized printout may be obtained from the County Planning and Development Zoning counter. A processing fee is also required.

If it appears active progress is not being made, staff will notify the applicant that a request to extend the approval must be made by application, and will be granted if it meets the criteria established by the HRDC.



9. Agricultural Project Compliance

The Hollister Ranch is characterized by many distinct terrain characteristics, vegetative habitats and micro climates. The Design Committee's primary consideration must be the esthetic and ecological effects proposed changes will have on the subject parcel and the entire Ranch. Agricultural endeavors on the Ranch need to be carefully planned. The following guidelines and rating form (HRDC Form 6) were drawn up to assist Hollister Ranch owners and the HRDC to identify any potential problems and to encourage the Owner to seek professional advice.

- **Unique Habitat.** The HR Conservancy has maps available which identify unique habitats on the Ranch that should be avoided for agricultural development.
- **Cattle Habitat.** Consult the HR Co-Op to identify and avoid significant impact to existing cattle pastures and corridors.
- **Grading.** Grading which preserves the natural topography of the land is encouraged. Terracing or stair casing is discouraged. The Owner/Agent should specify how much grading will be necessary for the project, including roads to access orchards/fields for harvesting equipment, supply vehicles etc. Also consider that not all Ranch roads or potential access roads are accessible year round.
- **Aesthetics.** Consider the aesthetic effects an agricultural project and the associated structures (including but not limited to green houses, shade structures and plant shelters) and equipment may have on the subject parcel and the entire Ranch. Agricultural structures (as well as residences) must be compatible (design & color) with the environment and must be an integral part of the landscape. The CC&Rs give the HRDC considerable authority to control development on the Ranch, whether agricultural projects or structures (See Article II Section 2.01 (d) & (e), Section 2.02 (e).
- **Noise.** Consider the amount of noise created by machinery and its effect on neighboring parcels. Generators used for powering water pumps may be a significant source of noise pollution (request Generator Information). Note Section 2.01 (e) of the CC&R's: "Nonnoxious or offensive activity shall be carried on upon any private area, nor shall anything be done or placed thereon which may be or become a nuisance, or cause unreasonable embarrassment, disturbance, or annoyance to other Owners in their enjoyment of their private areas, or in their enjoyment of any Common Area."



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- **Traffic.** Consider the amount of traffic, particularly trucks, which will be generated by the development. Also consider the restricted access to the parcel during wet weather under the HROA Wet Weather Road Access Policy.
- **Soil.** Test the soil to learn if it is adequate to grow and sustain the plants or trees planned. The type of soil will also have a decided effect on the amount of water needed. Areas of porous soil will need possibly twice the amount of water needed in clay soils.
- **Wind.** Consider the amount of wind in your chosen area and its effect on the trees or crops you expect to plant. Aesthetically, the HRDC may not approve wind breaks if they obstruct views (especially ocean views from common areas on Rancho Real). The HRDC has historically denied requests from owners when plantings obstruct views that are important to all owners in their enjoyment of the Ranch.
- **Water.** Most areas of the Ranch do not have sufficient water for commercially viable agricultural projects. HRDC applications require well users to submit a pump test, and a water quality test. Water Company members are to submit 'a letter of authorization from the Hollister Ranch Water Company'. The applicant is to estimate the daily water usage for initial and mature or long term usage.
- **Maintenance.** Agricultural projects that are not maintained in a state of good condition and repair will have to be removed (CC&R Section 2.01 (d)).
- **Ecological Pollution.** What pesticides, insecticides or herbicides will be necessary to sustain a viable agricultural project? Could spraying these products be a danger or annoyance to other parcel owners because of wind drift? What types of fertilizers are anticipated for use on the project? Consider the pollution of stream or ground water from some projects.

References: CC&Rs: (CC&Rs §2.01 (i), 3.02 (b))



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APPENDIX F: LIST OF HRDC DEVELOPMENT FORMS

List of HRDC Development Forms

Development Application:

1. Form HRDC-1, Development Application Submittal Requirements
2. Form HRDC-2, Development Review Application
3. Form HRDC-3, Parcel Agent Authorization

HROA Permits/Licenses:

4. Form HRDC-6, Hollister Ranch Development Permit
5. Form HRDC-7, Hollister Ranch Staff Level Development Permit
6. Form HRDC-8, Common Area Development License

Construction Forms:

7. Form HRDC-9, Owner/Contractor Construction Requirements
8. Form HRDC-10, Construction Monitor Checklist *

RPA and CA Development Forms:

9. Form HRDC-12, Reclassification Of Restricted Private Area Requirements *
10. Form HRDC-13, RPA Reclassification – Adjoining Parcel Consent *

** These forms can be requested through the HROA Office*



HRDC-12 - RECLASSIFICATION OF RESTRICTED PRIVATE AREA REQUIREMENTS

An owner may seek an exemption to CC&R Section 2.03 Restricted Private Area Uses, Restrictions by obtaining approval for reclassification of the Restricted Private Area (RPA), as stated under Article IV, Section 4.05 (g) of the CC&Rs. A parcel wishing to invoke this subsection and receive approval to reclassify the RPA from the Hollister Ranch Design Committee (HRDC) and Board of Directors must demonstrate either that:

- 1.) There is not a suitable building site upon the parcel without substantial changes to the natural condition of the parcel; or
- 2.) That the RPA site is more desirable because it clearly creates less of an impact by being less visible or by requiring less site disturbance, and would therefore help protect the physical and visual resources of the Hollister Ranch.

The HRDC in making such judgment shall also take into consideration the interests of the adjacent property owner(s), keeping in mind that one of the primary purposes of the RPA is to provide a setback to preserve privacy from an adjoining parcel.

In order for the HRDC to make a finding that the only suitable building site on a parcel is within the RPA, the owner must provide substantial documentation of the specific site conditions that preclude all other possible sites, such as maps and/or reports describing the geological, biological and/or topographical conditions of the full parcel. Third party verification of the documentation may be required by the HRDC or the HR Board of Directors.

The following procedures outline the Reclassification of the RPA approval process:

Step 1 – Development Program Orientation (Optional and Free of Charge)

This is an optional informal meeting that can take place any time at the convenience of the participants. It is strongly suggested for new or prospective owners, especially where potential development in the RPA or Common Area is a factor.

- a. Contact staff to set up a Development Program Orientation. The meeting will be a site visit that focuses on building site options, and will include the applicant(s), HRDC staff, and, if available, the HRDC Chair and/or designated HRDC member.
- b. The purpose of the meeting is to acquaint the applicant with the criteria used by the HRDC for site analysis, as well as the process required for a reclassification of the RPA, if applicable.
- c. The applicant is to present the proposed development location and informally delineate the proposed area to be taken out of the RPA



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for development.

- d. The applicant is to provide any available information to substantiate why the proposed development site is more desirable than an alternate site or sites or that there is no other viable development site (e.g., geological or biological constraints). Formal documentation of site constraints is not required at this time, but will be required in later steps if the reclassification is pursued by the owner.
- e. Staff and HRDC member(s) are to:
 - 1.) Make a preliminary determination as to which parcels, if any, may be impacted by the proposed development within the RPA, and
 - 2.) Document the discussion in a summary report to be distributed to the HRDC and the applicant prior to the Site Analysis Review (see Step 2)

Step 2 – Site Analysis Review (Mandatory)

1.) Development Application indicating request for Site Analysis Review

2.) Provide documentation and exhibits per HRDC-1 Development Application Submittal Requirements as identified for Site Analysis Review. Please note the specific requirements for requesting RPA reclassification:

- a. Clearly indicate within the application “Project Details”, the type of structure (e.g., main residence, guest house, employee residence, barn) proposed to be placed within the RPA and indicate: 1) That there is not a suitable building site upon the parcel, or 2) that the RPA site is more desirable because it clearly creates less of an adverse impact on the HR by being less visible or by requiring less site disturbance or would therefore protect the physical and visual resources of the Hollister Ranch.
 - b. If there are other potential development sites on the parcel, include a written substantiation (attach additional pages to the Development Application as needed for the substantiation) as to why the proposed site justifies reclassifying the RPA in comparison to other potential development site or sites. Identify each potential site with a letter or number correlating to the Parcel Plan site letter or number. See associated Parcel Plan requirements in the next paragraph.
 - c. Parcel Plan submittal – Submit the existing updated Master Plan, Base Map* or other parcel map indicating all existing development and proposed development. Plan also to include proposed area for reclassification of the RPA, tentative building footprint within the reclassification of the RPA, and all other potential development site(s) on the parcel. Each potential site is to be identified with a letter or number correlating with the Project Details substantiation as to why the site or sites is/are not feasible for development.
- 3.) Parcel Authorization to Apply for Development Approval is not required at this point, but it is highly recommended. No reclassification



will be finalized without the consent of all Owners on that parcel. See Step 8.

4.) Application fee per the current fee schedule.

* Base Map – an aerial colored photograph from Sept. 2004, with basic site topographic information available from RRM Design Group.

B. Preparation for Site Analysis Review:

1.) Staking: 48 hours prior to the HRDC Site Analysis Review meeting the proposed area to be reclassified is to be staked with brightly colored ties attached to the top of 4' high stakes or higher if necessary to be visible, clearly delineating the area to be reclassified. The property line(s) adjacent to the proposed area to be reclassified must also be clearly staked with ties of a different color. All stakes are to remain in place throughout the review process.

2.) Notification of Adjacent Parcels: Once the applicant is placed on the agenda for a Site Analysis Review, staff will send the agenda to the adjacent parcel(s) deeded owners, notifying them of the adjacent parcel owner's pending request to reclassify a portion of the RPA.

C. Site Analysis Review Meeting:

1.) The HRDC will review the proposed staked area for reclassification of the RPA and potential alternate sites, if any. The format of the meeting will be per Section 6.4.4 of the Parcel Development Manual.

2.) The HRDC will determine if adjacent parcels may be impacted by the proposed development within the RPA. Potential impacts include: visibility of structures, removal of native vegetation for fire protection, noise, etc.

3.) The HRDC will make a determination regarding the Reclassification of the RPA, which may include:

- a. Continuance of the Site Analysis Review for the applicant to provide further documentation to substantiate alternative site(s) constraints and/or request other information; or
- b. Determination that an alternate site not within the RPA is available and is therefore a more suitable site for development; or
- c. Make tentative findings in support of the applicant's request to reclassify the RPA pending further development of the project design (building height and massing, location of access drives, accessory structures, etc.) at Conceptual Development Review, as well as pending comments from owners on the adjacent parcel(s). Conceptual Development Review is mandatory for all projects requiring reclassification of the RPA.



Step 3 – Adjoining and Affected Parcel Notification

Upon completion of Site Analysis Review, HRDC findings in support of the applicant are deemed to be tentative pending further development of the project design and also pending comments from the adjacent and affected parcel owners. Therefore, if the HRDC finds in support of the applicant's request, and if the applicant elects to continue on to Conceptual Development Review, staff will send out Adjoining Parcel Notifications to deeded owners of the adjacent parcel as well as notices to other parcel(s) the HRDC has deemed may be impacted by the proposed development within the RPA, as provided under Section 6.3 of the PDM. The designated voter of the affected parcel(s) will be sent this information by return receipt letter; all other owners by regular mail. Affected owners will have 30 days to respond with their comments.

County Review Recommendation – At this stage the HRDC strongly recommends the applicant contact the County Planning and Development Department for an application for a site consultation, thereby establishing whether the proposed development site is considered potentially viable by the County.

Step 4 – Conceptual Development Review (Mandatory)

A. Submit a completed application, including the documentation and exhibits described in HRDC-1

Development Application Submittal Requirements as identified for Conceptual Development Review.

1.) The drawings required for this review may be schematic sketches, but must be sufficient to give the HRDC a clear idea of the nature and scope of the development being proposed within the RPA. All drawings should be to scale and should include as a minimum:

- a. Parcel Map as presented at Site Analysis Review with any updates requested by HRDC.
- b. Site plan (scale to be no less than 1"=40') locating the proposed building footprint on the site, as well as adjacent property lines, RPA setback lines, common area easements, proposed driveway and any paved areas, proposed retaining walls, adjacent existing structures, and any significant site features.
- c. Schematic floor plans and elevations delineating general layout and proposed uses, number of stories, building massing and approximate roof height.

2.) No application fee is required – the Site Analysis fee includes Conceptual Development Review.



B. Preparation for Conceptual Development Review:

At a minimum of ten days prior to the Conceptual Development Review, provide one story pole (or two if needed) that best demonstrates the highest point that the proposed roof will project above existing natural grade. Provide 4' high stakes at the primary corners of the building footprint. If necessary, update the site staking that was provided for Site Analysis review.

C. Conceptual Development Review Meeting:

1.) The HRDC will review the proposed project site and the schematic drawings to determine the potential impacts to the adjacent parcels and the Ranch as a whole. The format of the meeting will be per Section 6.4.4 of the Parcel Development Manual.

2.) The HRDC will review the comments from the owners on the adjacent and affected parcel(s).

3.) The HRDC will make a determination regarding the Reclassification of the RPA, which may include:

- a. Continuance of the Conceptual Development Review for the applicant to provide further project description information; or
- b. Continuance of the Conceptual Development Review for the applicant to revise their design to better address any concerns of visibility, noise, or site disturbance; or
- c. Denial of the applicant's request to reclassify the RPA based on the Committee's determination that there is a suitable site on the parcel that is not in the RPA; or
- d. Approval of the applicant's request to reclassify the RPA pending signed consent forms from the adjacent parcel owners, approval by the HR Board of Directors, submittal and approval of Final Review documents, and signed consent (if applicable) from the other designated owners of the parcel.

Step 5 - Adjacent Parcel(s) Owner(s) Consent

If a favorable determination is made by the HRDC to reclassify the RPA, and has determined that an adjacent parcel or parcels may be negatively impacted by the proposed development located within the RPA, staff will send a consent form to the adjacent parcel(s) owner(s) requesting notarized signatures from the owners of record on the affected parcel(s). The adjacent parcel owner(s) will have 30 days from receipt of the consent form to either (1) notify HRDC staff in writing of their intent to deny approval, stating their reason(s) for denial, or (2) return the signed consent form.

A. Adjacent owner's denial – The applicant may appeal an adjacent owner's denial of the proposed RPA site to the Board of Directors. However, the applicant(s) and dissenting owner(s) are to work with staff to resolve issues prior to requesting an appeal from the Board of Directors.



B. Request for Board approval to appeal the adjacent parcel(s) owners' denial. The applicant is to submit a written appeal, with supporting justification for overriding the adjacent parcel(s) owners' denial. The adjacent parcel owner(s) in opposition to reclassifying the RPA are to submit a written justification supporting their perspective.

Step 6 – Final Review Meeting (Mandatory)

A. Submit a completed application, including the following documentation and exhibits:

1. Development Application - Project Details, indicate either a request for:

- a. Final approval of the Base Map or new Master Plan for the Reclassification of the RPA, if an approved Master Plan is not on file, or
- b. Final approval of a revised Master Plan for the Reclassification of the RPA, if an approved Master Plan is on file. The Master Plan is to be up-to-date, with all existing development clearly labeled.

2. Plan and Title Report submittals:

- a. Master Plan – see HRDC-1 Development Application Submittal Requirements - Master Plan Review (Master plan sizes – 1-full size and 1 reduced 8 ½" x 11")
- b. Surveyed plan and legal description exhibits (exhibit size – 8 ½" x 11)
 - i. Surveyed plan – Include the parcel boundaries and the RPA envelope to be reclassified, described by accurate metes and bounds, define as Exhibit A – Hollister Ranch Owners' Association Reclassification of Restricted Private Area, with the Parcel #.
 - ii. Legal description – A written legal description of the surveyed RPA, defined as Exhibit A1 – Legal Description, with the Parcel #.
 - iii. Preliminary Title Report for the parcel – dated within 30 days of submittal

B. This review may be agenzized as a Non-site Review at the Hollister House if the previous review of the staked RPA area to be reclassified has not been modified or a determination has been made that a site visit is not necessary.

Step 7 – Board of Director's Review

Once the HRDC approves the reclassification of the RPA, and if applicable, all required consent signatures are submitted or consent issues have been resolved in favor of the applicant, the applicant will be placed on the next Board of Director's agenda for approval to reclassify the RPA.





Step 8 – Completion of the Reclassification of the RPA

The Reclassification of the RPA documentation will be sent to the designated owners of the parcel for their consent to the reclassification with notarized signatures. All Owners of the parcel must sign in order for the reclassification to become final.

Once the documentation has been completed and returned to the Ranch office staff will have the Reclassification of the RPA documentation recorded at Santa Barbara County Recorder's Office.



DOCUMENT REVISIONS

Revision #	Date	Authority *	Description of Adopted Revision
1	11/28/11	ALL	Initial adoption
1.1	12/3/14	ALL	Miscellaneous Edits
1.2	11/12/15	ALL	Major / Minor Project Definition
1.3	3/24/21	ALL	PDM amendments shed, RPA

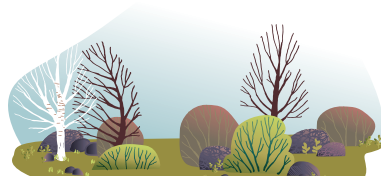
* Revision Authority (See Section 6.6.3):

- 1) Guidelines and Rules: HR Board of Directors (BoD)
- 2) Process and Procedures (including Forms): HR Design Committee (HRDC)





APPENDIX F





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SECTION	PHOTOGRAPH	PHOTOGRAPHER
Cover	Scenic landscape of Hollister Ranch in summer	J. Walker
Introduction	Scenic landscape of Hollister Ranch in spring	R. Barnes
Section 1	Cattle	L. Taylor
Section 1	Scenic landscape with rainbow	K. McGibben
Section 1	Guest house	L. Taylor
Section 1	Bobcat	K. Boise-Cossart
Section 2.2	Coastal terrace	L. Ward
Section 2.2	Coastal hills	J. Walker
Section 2.2	Coastal mountains	R. Barnes
Section 2.3	Hilltop exposures	Photographer Unknown
Section 2.3	Sycamore trees	K. Boise-Cossart
Section 2.4	Shale road	L. Taylor
Section 2.4	Road with contours	L. Ward
Section 2.5	Water tank	L. Ward
Section 3	Wood-sided house	R. Brady
Section 3.1	Low roof forms	R. Brady
Section 3.3	Utility enclosure around cistern	L. Ward
Section 3.4	Cattle passing through fencing	L. Ward
Section 3.4	Deer	Photographer Unknown
Section 3.4	Horse pasture fencing	L. Ward
Section 3.4	Field Fencing	L. Ward
Section 3.4	Cattle in open pasture	Photographer Unknown
Section 3.4	Rip rap drainage system	RRM Design Group
Section 3.5	California Poppies	K. Boise-Cossart
Section 3.6	Restoration	L. Ward
Section 3.6	Erosion	L. Ward
Section 4	Solar panels	K. Boise-Cossart
Section 4.1	Recycled concrete wall	K. Boise-Cossart
Section 4.2	Horse farm	L. Taylor
Section 5	Development plans	RRM Design Group
Section 6	HR branding irons	N. Aitkenhead
Appendix A	Corral work	N. Aitkenhead
Appendix B	HR scenic with structure	J. Walker