



City of Sebastopol Design Review Board Staff Report

Meeting Date: May 4th, 2022

Agenda Item: 7A

To: Design Review Board

From: John Jay, Associate Planner

Subject: Façade Improvement Program – Rebate Application Review

Introduction:

The Façade Improvement Program provides a rebate for expenses incurred on new exterior property improvements made to commercial or industrial buildings within the City of Sebastopol. The rebate can be applied to long term exterior improvements such as painting, new signage, awnings, landscaping, exterior lighting, and local permit fees.

The City revised the Façade Improvement Program in 2020 to be more responsive to the needs of the business community. The new revisions include the following:

- Increase the City contribution to 75% up to \$2,500 (previously 50% up to \$2500).
- Applications will be batched and reviewed and approved by the Design Review Board on a quarterly basis.
- Property owners and/or tenant spaces can apply every three fiscal years.
- Projects currently in process are eligible to apply for the rebate.
- If a property is sold the new property owner has the option to maintain the improvements and not repay the city a prorated amount.

The program fund has \$20,000 this fiscal year to allocate to the Façade Improvement applications this fiscal year, and has allocated \$7,163.75 to date.

Analysis:

The Planning Department received six Façade Improvement Program applications. A brief description of each application has been provided below:

- 2022-021 - 150/154 North Main Street
The applicant Connie Salinas is requesting a Façade Improvement rebate to update the existing wood awning which has rotted out to a new canvas style awning. It also includes new fascia boards and paint. The project has been quoted at \$14,186.73 and would qualify for the \$2,500 rebate.
- 2022-022 – 6741 Sebastopol Ave

The applicant Payton Kelly is requesting a Façade Improvement rebate to update the existing landscaping and install new irrigation. The project has been quoted at \$5,640.00 and would qualify for the \$2,500 rebate.

- 2022-023 – 6761 Sebastopol Ave
The applicant Payton Kelly is requesting a Façade Improvement rebate to update the existing landscaping and install new irrigation. The project has been quoted at \$3,960.00 and would qualify for the \$2,500 rebate.
- 2022-024 – 6771 Sebastopol Ave
The applicant Payton Kelly is requesting a Façade Improvement rebate to update the existing landscaping and install new irrigation. The project has been quoted at \$5,640.00 and would qualify for the \$2,500 rebate.
- 2022-025 – 127 North Main Street
The applicant Craig Goldstein is requesting a Façade Improvement rebate to remove the existing “Tombe Realty” sign and place it with a new updated version. The project has been quoted at \$7,054.49 and would qualify for the \$2,500 rebate.
- 2022-026 – 156 North Main Street
The applicant Anya Concoff is requesting a Façade Improvement rebate to remove existing tenant signage and new exterior painting. The project has been quoted at \$4,300.00 and would qualify for the \$2,500 rebate.

The total amount for applications for this quarter is \$15,000, however there is only \$12,836.25 remaining in funding this fiscal year. Therefore, the Board will need to review the applications not only for appropriateness for the Façade Improvement Program, but also to determine how funding should be allocated. Staff has included some potential options for these allocations, but the Board has the discretion to determine how to allocate the remaining funds.

Of note, any funding awarded would need to be spent by June 30, 2022, as the city does not have at the ability to 'roll over' or extend this deadline at the time (consider it 'use it or lose it'). However, the Planning Department has requested renewal of this program in the next fiscal year which begins July 1, so likely applicants could re-apply in a future round.

Should the Board approve applications the recipient will be provided signs advertising the FIP on their buildings.

Staff is also asking the Board to consider moving up the first quarter review of the program from October to earlier in the Fiscal Year

Recommendation:

Staff recommends that the Board review the applications, provide feedback and guidance to the applicants, and approve the projects for the Façade Improvement Program as the Board sees fit.

Options for awarding out money could include:

- With the total amount left within the fund is less than \$15,000 the Board could award the remaining amount of \$12,836.25 divided amongst the six applicants evenly at \$2,139.37.
- Awarding each parcel, which has one address, the max amount of \$2,500 which would equate to a total of \$5,000 with a remaining of \$7,836.25 split amongst the other two multiple address parcels. (note, these parcels/tenants would not be eligible for future funding for 3 years for other projects per the terms of the program).
- The Board may choose not to award a program to any of the applicants based on their decision.
- An amount agreed upon by the Board for each application as they see fit.
- Provide direction to staff regarding potential Fiscal Year 2022-23 quarterly deadlines

Attachments:

150/154 North Main Street (2022-021) application

6741 Sebastopol Ave (2022-022) application

6761 Sebastopol Ave (2022-023) application

6771 Sebastopol Ave (2022-024) application

127 North Main Street (2022-025) application

156 North Main Street (2022-026) application

CITY OF SEBASTOPOL
 FAÇADE IMPROVEMENT REBATE PROGRAM

APPLICATION FORM

BUILDING OWNER
 1. Applicant Name: SUE SALINAS Contact Person: CONNIE SALINAS
 Phone # (707) 217-2139 E-Mail: heyconniesalinas@hotmail.com

Business Name: _____ DBA: _____

Web site: _____

Property Address: 150 & 154 NORTH MAIN ST

Mailing Address: 723 HURBUT AVE City: SEBASTOPOL Zip: 95472

Total Building Sq. Ft: 3,534 Building Street Frontage: 32 FEET Parcel # 004-243-012

Are you the: Owner/Occupant Tenant Expiration of Lease: _____ 000

Please check one: Proprietorship Partnership Corporation

2. Type of Business or Businesses in Building: ART GALLERY / INTERIOR DESIGN

3. Project Description: REMOVE OLD ROTTEN WOODEN AWNINGS
INSTALL NEW FACIA BOARDS, PAINT &
INSTALL NEW CANVAS AWNINGS.

4. Estimated Costs:

Category	Bid Costs
A. Painting / AND AWNING REMOVAL AND ROT REPAIR	\$ <u>8,829.64</u>
B. Signage	\$ <u>0</u>
C. Awnings	\$ <u>4,928.09</u>
D. Landscaping and Irrigation	\$ <u>0</u>
E. Exterior Lighting	\$ <u>0</u>
F. City Permit Fees	\$ <u>429.-</u>
G. Other (Attach separate complete list of all proposed improvements and breakdown of bid costs)	\$ <u>SEE ATTACHED PROPOSAL FROM CONTRACTOR</u>
Total Estimated Cost	\$ <u>14,186.73</u>

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FAÇADE IMPROVEMENT REBATE PROGRAM

5. City permits required for the improvement:

- Design Review approval Encroachment Permit Building Permit No permits required

If permits are required, please indicate status of applications or approvals: _____

6. Estimated Date of Façade Project Completion: _____

Prior to submitting please verify that the following items have been filled out and provided:

- | | | |
|---|--|---|
| 1. Copies of signed bids for all improvements | <input checked="" type="checkbox"/> Provided | |
| 2. Applicable, Architectural, Landscape, Sign, plans | <input type="checkbox"/> Provided | |
| 3. Awning design (if applicable) | <input checked="" type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 4. Color and material samples for paint, awnings, signs, etc. | <input checked="" type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 5. Copy of Sebastopol Business License | <input type="checkbox"/> Provided | |
| 6. Copies of any permits obtained | <input checked="" type="checkbox"/> Provided | |
| 7. Application Form, signed and dated | <input checked="" type="checkbox"/> Provided | |
| 8. Terms and Conditions Form, signed and dated | <input checked="" type="checkbox"/> Provided | |
| 9. Maintenance Agreement Form, signed and dated | <input checked="" type="checkbox"/> Provided | |
| 10. Indemnification Agreement Form, signed and dated | <input checked="" type="checkbox"/> Provided | |

NOTE: DO NOT START ANY IMPROVEMENTS UNTIL APPROVAL

Name of Applicant: SUE SALINAS

Signature: Sue Salinas Date: 4-18-22

Name of Building Owner if different from Applicant:

SUE SALINAS (707) 217-2139 heyconniesalinas@
(Print name) (Phone number) (Email address) hotmail.com

Property Owner signature: Sue Salinas Date: 4-18-22

PROPERTY MAINTENANCE AGREEMENT

The undersigned SUE SALINAS ("Applicant") proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at 150/154 NORTH MAIN ST. (Property Address) in the City of Sebastopol, California.

This agreement is conditional upon Participant's receiving a Rebate from the City. By executing this agreement and accepting the Rebate from the City, the Participant promises to maintain the Property in good attractive condition for the term of this agreement, as specified below, as follows:

1. The appearance of the building exterior shall not be allowed to deteriorate due to such reasons as chipped or cracked paint.
2. Awnings shall be kept in good condition, safely secured, fully intact, clean and free from tears or tattered edges.
3. Landscaping on the grounds of the Property shall be kept in proper condition by watering and gardening work.
4. The Property shall be maintained in compliance with applicable building and zoning regulations of the City of Sebastopol.

In the event the Participant fails to maintain the Property in good and attractive condition as stated above within a three (3) year period commencing on the date the rebate is paid, and further fails to correct such defective maintenance within 60 days after receiving notice from a representative of the City of Sebastopol to do so, the Participant agrees to repay the City a prorated amount of the Rebate, and the Participant shall be liable to the City for such amount. The prorated amount shall be equal to the remaining three (3) year period.

This agreement shall be binding upon the owner/lessee and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement. In the event the property is sold within three (3) years of the improvements, the owner agrees to repay the rebate back to the City in the form of a prorated amount of the remaining three (3) year period and the owner shall be liable to the City for such amount.

Name of Applicant: SUE SALINAS
(Please Print)

Signature: Sue Salinas Date: 4-18-22

Name of Building Owner If Different from Applicant:

SUE SALINAS (707) 217-2139 heyconniesalinas@
(Please Print) (Phone Number) (Email Address) hotmail.com

Property Owner signature: Sue Salinas Date: 4-18-22


INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which may accompany it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.



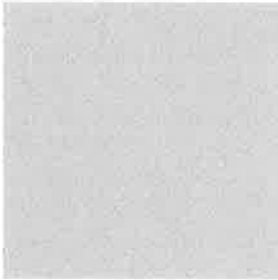
Applicant Signature



Date

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

154 North Main Street
Business: Tama Bell Interior Design



Awning Color : Grey

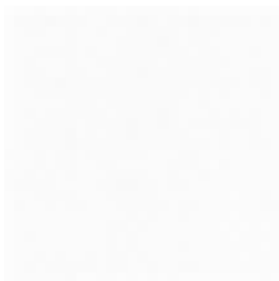


Building Façade Color:
Benjamin Moore – Black Ink
2127-20 Low Luster Aura

154 North Main Street
Business: Sebastopol Art Gallery



Awning Color : Grey



Building Façade Color:
Same as it is now

TERMS AND CONDITIONS

I. Purpose

To encourage rehabilitation of commercial business fronts in designated target areas through the improvement of new signage, painting, landscaping, new facades, and more.

II. Eligible Improvements

- Landscaping and irrigation
- Painting
- New signage and awnings
- Exterior lighting
- Parking lot improvements
- New Facades
- In addition, Planning, Building and Public Works permit fees are eligible (i.e. Design Review Board, Building and encroachment permit fees)

III. Program Benefit

Cash rebate for 75% of the work, not to exceed \$2,500 for eligible improvements.

IV. Project Requirements

- Project location must be within the City of Sebastopol in a commercial or industrial zoning district.
- Building to be improved must be commercial or industrial in use, as determined by the Planning Department.
- Evidence of a current Sebastopol Business License is required.
- Evidence of property owner approval for the improvements shall be provided.
- Complete rebate application, including estimated costs, must be submitted and approved by the Planning Department *prior* to commencement of work.
- Evidence of any required Caltrans or City permits will be required for *all* applicable improvements *prior* to issuance of any rebate.
- All project improvements shall comply with current Sebastopol City codes and ordinances.
- All project costs must be documented and include invoice.
- Requests for reimbursements must be submitted to the City no later than June 1 of the same Fiscal Year that the project was approved, unless otherwise specified by the Planning Department.
- Contractors must be properly licensed.
- Applicant must provide evidence of liability and Workers Compensation Insurance.
- Contractor(s) and subcontractor(s) must comply with all laws and regulations pertaining to wages.

V. Exclusions

- Property with illegal sign(s). Applicant must remove illegal sign(s) prior to receiving the rebate.
- Project improvements that are started, but not completed.
- New construction projects.
- Buildings termed as high or medium seismic risks or having other serious code violations with no plans to correct deficiencies within a reasonable time frame.
- Interior improvements
- Improvements not clearly visible from street frontage.
- Exterior improvements not approved by the Planning Department.
- Improvements without proper and clearly defined documentation. (i.e. City Permits)

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- Trading one type of service/job for another, rather than paying to have the service/job performed (i.e. no “bartering”)
- Project costs paid for by CASH. (Must be paid for by check, credit card, or other approved, documented method)
- Seismic work
- Property improvements for a building sold within three (3) years.
- A property and/or an individual tenant space is not eligible for this program more than once in a three-year (3) period.
- Owners of more than one (1) eligible property in the City are not eligible for more than two (2) grants per Fiscal year.

VI. Application Approval Process

- The Planning Department shall receive, review, and batch applications to be reviewed and acted on by the Design Review Board.
- The Design Review Board will review and approve all applications at quarterly meetings. It is anticipated that the Board will hear the applications at their November 4, 2020, February 3, 2021, and May 5, 2021 meetings.
- Applications are required to be submitted a minimum of two (2) weeks before the scheduled meeting in order to be placed on the agenda.
- The project may be denied without cause, due to such events as, lack of funds or a change in the scope or priority of the program or other program factors determined by the Planning Department, City Manager, or Design Review Board.
- The City reserves the right to cancel the program at any time.

VII. Display of Rebate Program Sign

Applicant *may be* required to display a Façade Improvement Rebate Program sign, from the date of rebate approval until the date of rebate funding.

VIII. Property Maintenance Agreement

The applicant must sign and submit the “*Façade Improvement Rebate Program Property Maintenance Agreement*” which states that the property must remain in good and attractive condition for a minimum term of three (3) years. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement.

IX. Sale of Property within 3 years of Rebate Funding

In the event the property is sold within three (3) years of the rebate funding, the building owner, whether they are the original applicant or not, agrees either to maintain the approved improvements or agrees to repay the City a prorated amount equal to the proportion of the remaining three (3) years, rounded to the nearest year. Example, if the building is sold two (2) years after the rebate, the repayment amount would be 1/3 of the original rebate funding; alternatively, if the improvements remain in effect for a three-year period, then repayment is not required.

X. Accomplishment of Work

The applicant agrees to all improvements specified in the application and the Planning Department’s recommendations and/or stipulations that work will conform to City standards. Under certain submittals applicant plans may be subject to design review or other requirements.

Applicant shall carry out the design, construction, and operation of the Project in substantial conformity with all applicable laws, ordinances, statutes, codes, rules, regulations, orders, and decrees of the United States, the State of California, the County of Sonoma, the City, or any other political subdivision in which the property is located, and of any other political subdivision, City, or instrumentality exercising jurisdiction over the City, the Applicant or the Property, including all applicable federal, state, and local occupation, safety and health laws, rules, regulations and standards, applicable state and labor standards,

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prevailing wage requirements, the City zoning and development standards, City permits and approvals, building, plumbing, mechanical and electrical codes, as they apply to the Property and Project, and all other provisions of the City and its Municipal Code (as they apply to the Property and the Project), and all applicable disabled and handicap access requirements, including, without the limitation, the Americans With Disability Act, 42 U.S.C. § 12101 *et seq.*, Government Code § 4450 *et seq.*, and the Unruh Civil Rights Act, Civil Code § 51 *et seq.*

Supporting documentation may include an architectural rendering (depending upon the extent of the proposed improvements), landscape and irrigation plans, sign plans, paint chips and types of materials to be used and color schemes.

A deadline for the completion of all agreed-upon improvements will be determined at the Rebate Planning Department meeting and conveyed to the applicant in writing after application approval. If the improvements have not been completed by the deadline, the file may be closed, and the applicant may have to reapply for the program with written substantiation as to why they were unable to meet the deadline.

Upon completion of all agreed upon improvements, applicant MUST submit copies of cancelled checks (both sides), paid invoices/receipts, permit copies, proper prevailing wage documentation and a description of completed work and costs involved.

XI. Inspection of Project

Before, during and after improvements are being made, the City of Sebastopol or its designee shall have the right to inspect all work authorized under this program. No rebate check shall be issued until all improvements have been completed to the satisfaction of the inspectors, and the appropriate documentation have been received, reviewed and processed accordingly.

Name of Applicant: SUE SALINAS
(Please Print)
Signature: Sue Salinas Date: 4-18-22
Name of Building Owner If Different from Applicant: SUE SALINAS
(Please Print)
Signature: Sue Salinas Date: 4-18-22



ESTIMATE/CONTRACT

PHONE: 396-1765

Quote Number: 7833

FAX:

Customer ID salinas150

Good Thru 1/12/22

3547 SANTA ROSA AVENUE · SANTA ROSA, CA 95407
 TEL (707) 588-9900 · FAX (707) 588-9065

Contractor's License No. 462693

Approx. ship date: 12-14 weeks

INVOICE: Sue Salinas

SHIP TO: 150 & 154 North Main St.
 Sebastopol, CA

Special Instructions : Customer responsible for any permits.

Payment Terms : 50% deposit / Balance due net 10 after completion

Quantity	Description	Unit Price	Extension
2.00	Traditional awning. Frame and cover.	1,334.00	2,668.00
1.00	Flame coat(fire retardant coating)	360.00	360.00
1.00	INSTALLATION (non-taxable)	1,620.00	1,620.00
	Material- Sunbrella		
	Color- TBA		
	Frame color- Galvanized		
	Existing soffets to be removed and wall rebuilt awning ready		
	Subtotal		4,648.00
	Sales Tax		280.09
	Total		4,928.09
	Deposit		

**Frames are not engineered
 **Price does not include cost of permits
 **If applicable permit fees will be added to final invoice

Contractors are required by law to be licensed and regulated by the Contractors' State License board. Any questions concerning a contractor may be referred to the registrar of the board whose address is:

CONTRACTORS' STATE LICENSE BOARD
 1020 N Street, Sacramento, California 95814

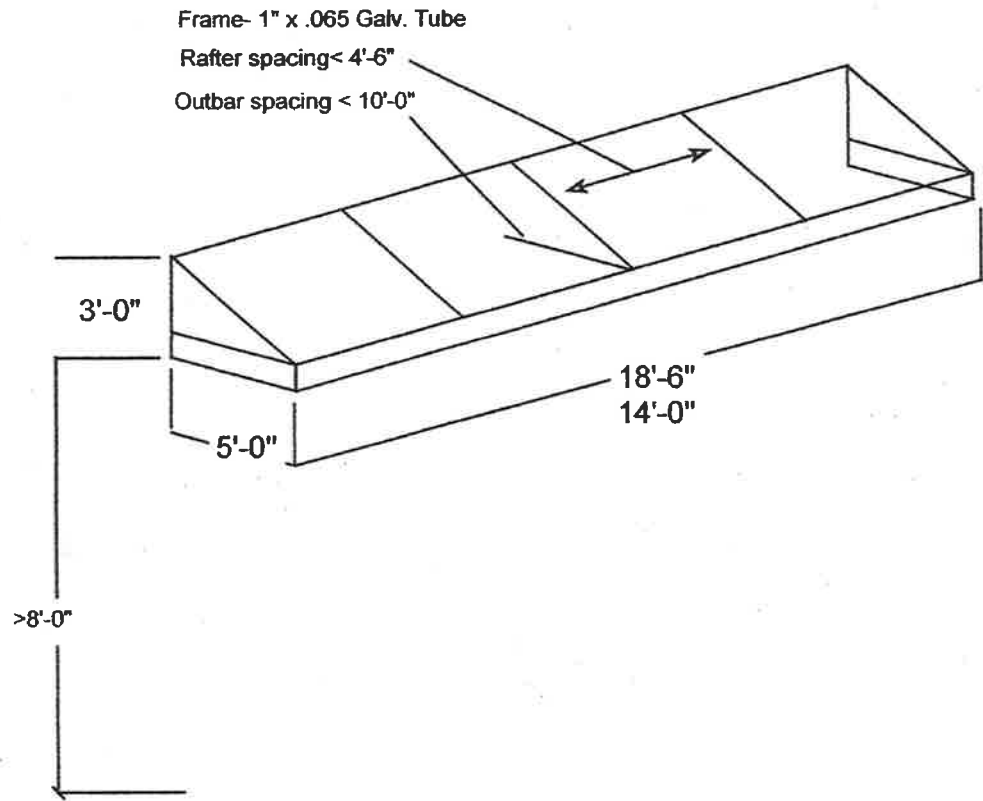
This order is subject to approval and acceptance of Redwood Empire Awning. I have read and accepted the terms and notice to owner on the back side of this proposal.

ACCEPTANCE SIGNED BY: Sue Salinas DATED: 4-18-22

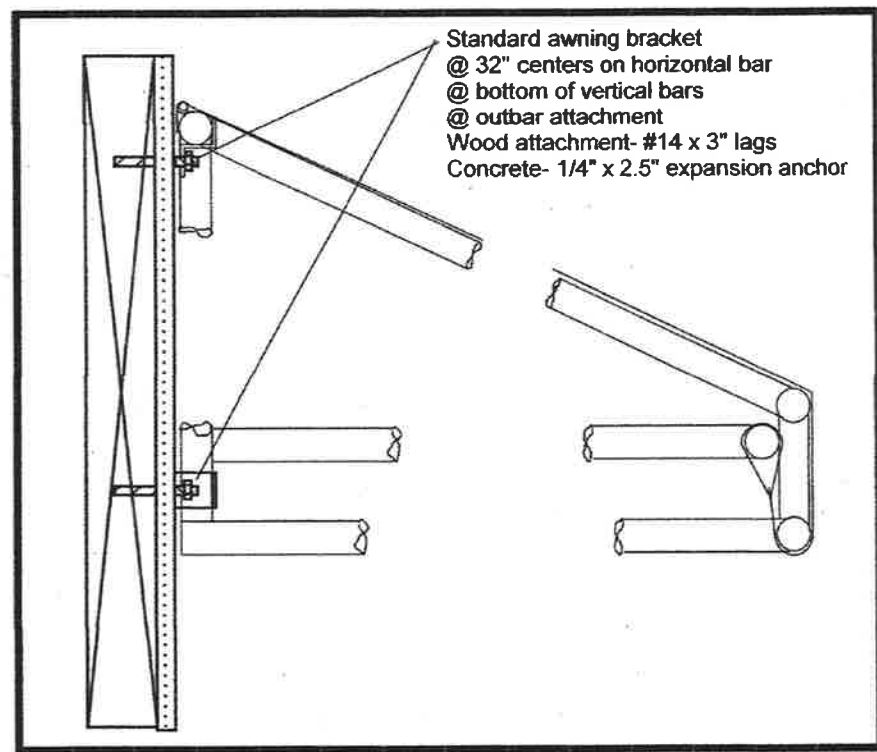
DATED: 12-13-2021 SALESMAN: Greg Lenney

NOTE: This proposal may be withdrawn by us if not accepted within 5 days

150/154 North Main St.
Sebastopol, CA



Material- Sunbrella
Color-Silica Stone
Material to be Flame coated
Frame 1" x.065 Rnd. tube
Frame color- Galvanized
Contractor-Redwood Empire Awning
CL# 462693/C61





LICENSE NO. 525254 C27

PCO NO. 22741

January 15, 2022

True Real Estate Partners, Inc.
Commercial Management Group
Re Trust Acct FBO Valhaus LP
1101 College Avenue, Suite 210
Santa Rosa, CA 95401

Via email: pk@svntrue.com

PROPOSAL & ACCEPTANCE

Location of work: Gravenstein Station
Sebastopol, California, 95472

Park Landscape Maintenance proposes to furnish all labor, tools, and materials to perform the following landscape services:

6741 Sebastopol Ave:

1. Remove and dispose of all plant material between building and Sebastopol Ave leaving 2 tree, large camelias against building and large Hedge separating the 2 properties.
2. Remove and dispose of existing Irrigation.
3. Plant twelve (12) 5-gallon, and forty-two (42) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress North, West, and South side of building with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 5,640.00. Initials of acceptance**_____

6761 Sebastopol Ave:

1. Remove and dispose of all plant material between Parking lot and Sebastopol Ave leaving 1 tree,
2. Remove and dispose of existing Irrigation.
3. Plant nine (9) 5-gallon, and thirty (30) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 3,960.00. Initials of acceptance**_____



LICENSE NO. 525254 C27

PCO NO. 22741

Proposal & Acceptance for Gravenstein Station continued:

1. Remove and dispose of all plant material on South and East side of building leaving 1 tree and 3 camelias.
2. Remove and dispose of existing Irrigation.
3. Plant nine (9) 5-gallon, and thirty-eight (38) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress North, South and East side of building with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 5,360.00.** Initials of acceptance _____

Plant selection will be a variety of evergreen and perennials.

Discounts: If 2 sections are accepted \$300.00 will be deducted from final cost. If all 3 sections are accepted **\$700.00** will be deducted from final cost.

Notes:

- All work will be completed in a workmanlike manner according to industry standards.
- Irrigation repairs including, but not limited to, mainline and lateral line breaks, will be assessed during construction and quotes separately, unless noted in this proposal.
- This proposal is contingent upon unrestricted access to all areas on day work is scheduled.
- Costs of permits, bonds and engineered drawings are not included in this proposal.
- All work will be completed in a workmanlike manner according to industry standards.
- Please sign and return this proposal. *Work will be scheduled when signature of acceptance is received.*
- Price quoted is good for sixty (60) days from date of this proposal.

Submitted via email on January 15, 2022

By Richard Johnson - Owner/Contractor #525254

Notice to owner: Contractor is fully licensed and insured as required by the State of California Contractors' License Board. Contractor shall provide certificates of insurances as requested by owner.

Acceptance of Proposal: The above-named price for said work is satisfactory and is hereby accepted. Park Landscape Maintenance is authorized to complete the above-named work.

Acceptance
of Proposal _____ Date _____

City of Sebastopol Façade Improvement Program



*Planning Department
City Hall, 7120 Bodega Avenue
Sebastopol, CA 95472
707-823-6167
<http://ci.sebastopol.ca.us>*

*City of Sebastopol
Planning Department*

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

Dear Business/Building Owner:

The City of Sebastopol offers a program aimed at encouraging local businesses and property owners to improve commercial and industrial buildings. Upgrades, maintenance, and aesthetic enhancements will benefit the entire community and enhance the local economy.

With these objectives in mind, subject to funding availability, the Sebastopol Façade Improvement Program will provide a *rebate* for expenses incurred on new exterior property improvements made to commercial or industrial buildings within the City of Sebastopol.

The program will reimburse a property owner or tenant for 75% of new improvements up to \$2,500. Eligible improvements include painting, new signage, awnings, landscaping, exterior lighting, and local permit fees. Façade building improvements (new windows, changing materials, etc.) are also eligible; however, note that larger changes may require Design Review approval as well.

The objective of the Façade Improvement Program is to provide an incentive to property owners and/or tenants to enhance the physical appearance of buildings and landscapes. This public/private partnership investment is intended to leverage private capital with public funds for greater community economic benefit.

To apply for the program a building owner or tenant, with the owner's approval, should fill out the attached application and include bid estimates for the proposed improvement(s). The Planning Department then reviews the submitted application for completeness and batches them to be reviewed on a quarterly basis by the Design Review Board for approval. Deadlines for applications for Fiscal Year 2021-2022 are:

- January 18, 2022
- April 19, 2022

It is anticipated that the Board will hear the Façade Improvement Submittals on Feb 16, 2022 (Jan applications) and May 4 (April applications).

Note, funding is limited based on the adopted City Budget. Funding may be entirely allotted in early rounds.

Applications are required to be submitted a minimum of two (2) weeks before the scheduled Design Review Board Meeting. If an application is submitted after the quarterly deadline it may be pushed to the following meeting.

For approved projects, work must be done by June 30, 2021, and requests for reimbursement must be made in the same Fiscal Year as when the project was approved, no later than July 1, 2021.

If you would like to apply for or discuss the program in more detail, please contact Kari Svanstrom, Planning Director at (707) 823-6167 or ksvanstrom@cityofsebastopol.org.

Sincerely,

Kari Svanstrom
Planning Director

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

APPLICATION FORM

1. Applicant Name: Valhaus, LP Contact Person: Payton Kelly

Phone # 707-888-3441 E-Mail: pk@svntrue.com

Business Name: Gravenstein Station DBA: _____

Web site: _____

Property Address: 6741 Sebastopol Ave. Sebastopol, CA 95472

Mailing Address: PO Box 390 City: Santa Rosa, CA Zip: 95402

Total Building Sq. Ft: _____ Building Street Frontage: _____ Parcel # _____

Are you the: Owner/Occupant Tenant Expiration of Lease: _____

Please check one: Proprietorship Partnership Corporation

2. Type of Business or Businesses in Building: Retail

3. Project Description: Update to Landscaping in front of property

4. Estimated Costs:

Category	Bid Costs
A. Painting	\$ _____
B. Signage	\$ _____
C. Awnings	\$ _____
D. Landscaping and Irrigation	\$ 5,640.00
E. Exterior Lighting	\$ _____
F. City Permit Fees	\$ _____
G. Other (Attach separate complete list of all proposed improvements and breakdown of bid costs)	\$ _____

Total Estimated Cost \$ 5,640.00

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

3

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

5. City permits required for the improvement:

- Design Review approval Other Permits _____
 Encroachment Permit No permits required
 Building Permit

If permits are required, please indicate status of applications or approvals: _____

6. Estimated Date of Façade Project Completion: February 15, 2022

Prior to submitting please verify that the following items have been filled out and provided:

- | | | |
|---|---|--|
| 1. Copies of signed bids for all improvements | <input checked="" type="checkbox"/> Provided | |
| 2. Applicable, Architectural, Landscape, Sign, plans | <input type="checkbox"/> Provided | |
| 3. Awning design (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 4. Color and material samples for paint, awnings, signs, etc. | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 5. Copy of Sebastopol Business License | <input type="checkbox"/> Provided | |
| 6. Copies of any permits obtained | <input type="checkbox"/> Provided | |
| 7. Application Form, signed and dated | <input type="checkbox"/> Provided | |
| 8. Terms and Conditions Form, signed and dated | <input type="checkbox"/> Provided | |
| 9. Maintenance Agreement Form, signed and dated | <input type="checkbox"/> Provided | |
| 10. Indemnification Agreement Form, signed and dated | <input type="checkbox"/> Provided | |

NOTE: IMPROVEMENTS COMPLETED PRIOR TO APPROVAL ARE INELIGIBLE

Name of Applicant: Valhaus, LP

Signature: _____ Date: _____

Name of Building Owner if different from Applicant:

Andres Valenzuela (707) 387-1177 av@valhaus.com
(Print name) (Phone number) (Email address)

Property Owner signature: _____ Date: _____

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

4

TERMS AND CONDITIONS

I. Purpose

To encourage rehabilitation of commercial business fronts in designated target areas through the improvement of new signage, painting, landscaping, new facades, and more.

II. Eligible Improvements

- Landscaping and irrigation
- Painting
- New signage and awnings
- Exterior lighting
- Parking lot improvements
- New Facades
- In addition, Planning, Building and Public Works permit fees are eligible (i.e. Design Review Board, Building and encroachment permit fees)

III. Program Benefit

Cash rebate for 75% of the work, not to exceed \$2,500 for eligible improvements.

IV. Project Requirements

- Project location must be within the City of Sebastopol in a commercial or industrial zoning district.
- Building to be improved must be commercial or industrial in use, as determined by the Planning Department.
- Evidence of a current Sebastopol Business License is required.
- Evidence of property owner approval for the improvements shall be provided.
- Complete rebate application, including estimated costs, must be submitted and approved by the Planning Department *prior* to commencement of work.
- Evidence of any required Caltrans or City permits will be required for *all* applicable improvements *prior* to issuance of any rebate.
- All project improvements shall comply with current Sebastopol City codes and ordinances.
- All project costs must be documented and include invoice.
- Requests for reimbursements must be submitted to the City no later than June 1 of the same Fiscal Year that the project was approved, unless otherwise specified by the Planning Department.
- Contractors must be properly licensed.
- Applicant must provide evidence of liability and Workers Compensation Insurance.
- Contractor(s) and subcontractor(s) must comply with all laws and regulations pertaining to wages.

V. Exclusions

- Property with illegal sign(s). Applicant must remove illegal sign(s) prior to receiving the rebate.
- Project improvements that are started, but not completed.
- New construction projects.
- Buildings termed as high or medium seismic risks or having other serious code violations with no plans to correct deficiencies within a reasonable time frame.
- Interior improvements
- Improvements not clearly visible from street frontage.
- Exterior improvements not approved by the Planning Department.
- Improvements without proper and clearly defined documentation. (i.e. City Permits)

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

- Trading one type of service/job for another, rather than paying to have the service/job performed (i.e. no “bartering”)
- Project costs paid for by CASH. (Must be paid for by check, credit card, or other approved, documented method)
- Seismic work
- Property improvements for a building sold within three (3) years.
- A property and/or an individual tenant space is not eligible for this program more than once in a three-year (3) period.
- Owners of more than one (1) eligible property in the City are not eligible for more than two (2) grants per Fiscal year.

VI. Application Approval Process

- The Planning Department shall receive, review, and batch applications to be reviewed and acted on by the Design Review Board.
- The Design Review Board will review and approve all applications at quarterly meetings. It is anticipated that the Board will hear the applications at their November 4, 2020, February 3, 2021, and May 5, 2021 meetings.
- Applications are required to be submitted a minimum of two (2) weeks before the scheduled meeting in order to be placed on the agenda.
- The project may be denied without cause, due to such events as, lack of funds or a change in the scope or priority of the program or other program factors determined by the Planning Department, City Manager, or Design Review Board.
- The City reserves the right to cancel the program at any time.

VII. Display of Rebate Program Sign

Applicant *may be* required to display a Façade Improvement Rebate Program sign, from the date of rebate approval until the date of rebate funding.

VIII. Property Maintenance Agreement

The applicant must sign and submit the “*Façade Improvement Rebate Program Property Maintenance Agreement*” which states that the property must remain in good and attractive condition for a minimum term of three (3) years. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement.

IX. Sale of Property within 3 years of Rebate Funding

In the event the property is sold within three (3) years of the rebate funding, the building owner, whether they are the original applicant or not, agrees either to maintain the approved improvements or agrees to repay the City a prorated amount equal to the proportion of the remaining three (3) years, rounded to the nearest year. Example, if the building is sold two (2) years after the rebate, the repayment amount would be 1/3 of the original rebate funding; alternatively, if the improvements remain in effect for a three-year period, then repayment is not required.

X. Accomplishment of Work

The applicant agrees to all improvements specified in the application and the Planning Department’s recommendations and/or stipulations that work will conform to City standards. Under certain submittals applicant plans may be subject to design review or other requirements.

Applicant shall carry out the design, construction, and operation of the Project in substantial conformity with all applicable laws, ordinances, statutes, codes, rules, regulations, orders, and decrees of the United States, the State of California, the County of Sonoma, the City, or any other political subdivision in which the property is located, and of any other political subdivision, City, or instrumentality exercising jurisdiction over the City, the Applicant or the Property, including all applicable federal, state, and local occupation, safety and health laws, rules, regulations and standards, applicable state and labor standards,

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

prevailing wage requirements, the City zoning and development standards, City permits and approvals, building, plumbing, mechanical and electrical codes, as they apply to the Property and Project, and all other provisions of the City and its Municipal Code (as they apply to the Property and the Project), and all applicable disabled and handicap access requirements, including, without the limitation, the Americans With Disability Act, 42 U.S.C. § 12101 *et seq.*, Government Code § 4450 *et seq.*, and the Unruh Civil Rights Act, Civil Code § 51 *et seq.*

Supporting documentation may include an architectural rendering (depending upon the extent of the proposed improvements), landscape and irrigation plans, sign plans, paint chips and types of materials to be used and color schemes.

A deadline for the completion of all agreed-upon improvements will be determined at the Rebate Planning Department meeting and conveyed to the applicant in writing after application approval. If the improvements have not been completed by the deadline, the file may be closed, and the applicant may have to reapply for the program with written substantiation as to why they were unable to meet the deadline.

Upon completion of all agreed upon improvements, applicant **MUST** submit copies of cancelled checks (both sides), paid invoices/receipts, permit copies, proper prevailing wage documentation and a description of completed work and costs involved.

XI. Inspection of Project

Before, during and after improvements are being made, the City of Sebastopol or its designee shall have the right to inspect all work authorized under this program. No rebate check shall be issued until all improvements have been completed to the satisfaction of the inspectors, and the appropriate documentation have been received, reviewed and processed accordingly.

Name of Applicant: Valhaus, LP
(Please Print)

Signature: _____ Date: _____

Name of Building Owner If Different from Applicant: _____
(Please Print)

Signature: _____ Date: _____

PROPERTY MAINTENANCE AGREEMENT

The undersigned Valhaus, LP (“Applicant”) proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at _____ (Property Address) in the City of Sebastopol, California.

This agreement is conditional upon Participant’s receiving a Rebate from the City. By executing this agreement and accepting the Rebate from the City, the Participant promises to maintain the Property in good attractive condition for the term of this agreement, as specified below, as follows:

1. The appearance of the building exterior shall not be allowed to deteriorate due to such reasons as chipped or cracked paint.
2. Awnings shall be kept in good condition, safely secured, fully intact, clean and free from tears or tattered edges.
3. Landscaping on the grounds of the Property shall be kept in proper condition by watering and gardening work.
4. The Property shall be maintained in compliance with applicable building and zoning regulations of the City of Sebastopol.

In the event the Participant fails to maintain the Property in good and attractive condition as stated above within a three (3) year period commencing on the date the rebate is paid, and further fails to correct such defective maintenance within 60 days after receiving notice from a representative of the City of Sebastopol to do so, the Participant agrees to repay the City a prorated amount of the Rebate, and the Participant shall be liable to the City for such amount. The prorated amount shall be equal to the remaining three (3) year period.

This agreement shall be binding upon the owner/lessee and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement. In the event the property is sold within three (3) years of the improvements, the owner agrees to repay the rebate back to the City in the form of a prorated amount of the remaining three (3) year period and the owner shall be liable to the City for such amount.

Name of Applicant: Valhaus, LP
(Please Print)

Signature: _____ Date: _____

Name of Building Owner If Different from Applicant:

(Please Print) *(Phone Number)* *(Email Address)*

Property Owner signature: _____ Date: _____

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which may accompany it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Applicant Signature

Date

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

City of Sebastopol Façade Improvement Program



*Planning Department
City Hall, 7120 Bodega Avenue
Sebastopol, CA 95472
707-823-6167
<http://ci.sebastopol.ca.us>*

*City of Sebastopol
Planning Department*

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

Dear Business/Building Owner:

The City of Sebastopol offers a program aimed at encouraging local businesses and property owners to improve commercial and industrial buildings. Upgrades, maintenance, and aesthetic enhancements will benefit the entire community and enhance the local economy.

With these objectives in mind, subject to funding availability, the Sebastopol Façade Improvement Program will provide a *rebate* for expenses incurred on new exterior property improvements made to commercial or industrial buildings within the City of Sebastopol.

The program will reimburse a property owner or tenant for 75% of new improvements up to \$2,500. Eligible improvements include painting, new signage, awnings, landscaping, exterior lighting, and local permit fees. Façade building improvements (new windows, changing materials, etc.) are also eligible; however, note that larger changes may require Design Review approval as well.

The objective of the Façade Improvement Program is to provide an incentive to property owners and/or tenants to enhance the physical appearance of buildings and landscapes. This public/private partnership investment is intended to leverage private capital with public funds for greater community economic benefit.

To apply for the program a building owner or tenant, with the owner's approval, should fill out the attached application and include bid estimates for the proposed improvement(s). The Planning Department then reviews the submitted application for completeness and batches them to be reviewed on a quarterly basis by the Design Review Board for approval. Deadlines for applications for Fiscal Year 2021-2022 are:

- January 18, 2022
- April 19, 2022

It is anticipated that the Board will hear the Façade Improvement Submittals on Feb 16, 2022 (Jan applications) and May 4 (April applications).

Note, funding is limited based on the adopted City Budget. Funding may be entirely allotted in early rounds.

Applications are required to be submitted a minimum of two (2) weeks before the scheduled Design Review Board Meeting. If an application is submitted after the quarterly deadline it may be pushed to the following meeting.

For approved projects, work must be done by June 30, 2021, and requests for reimbursement must be made in the same Fiscal Year as when the project was approved, no later than July 1, 2021.

If you would like to apply for or discuss the program in more detail, please contact Kari Svanstrom, Planning Director at (707) 823-6167 or kvanstrom@cityofsebastopol.org.

Sincerely,

Kari Svanstrom
Planning Director

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

APPLICATION FORM

1. Applicant Name: Valhaus, LP Contact Person: Payton Kelly

Phone # 707-888-3441 E-Mail: pk@svntrue.com

Business Name: Gravenstein Station DBA: _____

Web site: _____

Property Address: 6761 Sebastopol Ave. Sebastopol, CA 95472

Mailing Address: PO Box 390 City: Santa Rosa, CA Zip: 95402

Total Building Sq. Ft: _____ Building Street Frontage: _____ Parcel # _____

Are you the: Owner/Occupant Tenant Expiration of Lease: _____

Please check one: Proprietorship Partnership Corporation

2. Type of Business or Businesses in Building: Retail

3. Project Description: Update to Landscaping in front of property

4. Estimated Costs:

Category	Bid Costs
A. Painting	\$ _____
B. Signage	\$ _____
C. Awnings	\$ _____
D. Landscaping and Irrigation	\$ 3,960.00
E. Exterior Lighting	\$ _____
F. City Permit Fees	\$ _____
G. Other (Attach separate complete list of all proposed improvements and breakdown of bid costs)	\$ _____

Total Estimated Cost \$ 3,960.00

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

3

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

5. City permits required for the improvement:

- Design Review approval Other Permits _____
 Encroachment Permit No permits required
 Building Permit

If permits are required, please indicate status of applications or approvals: _____

6. Estimated Date of Façade Project Completion: February 15, 2022

Prior to submitting please verify that the following items have been filled out and provided:

- | | | |
|---|---|--|
| 1. Copies of signed bids for all improvements | <input checked="" type="checkbox"/> Provided | |
| 2. Applicable, Architectural, Landscape, Sign, plans | <input type="checkbox"/> Provided | |
| 3. Awning design (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 4. Color and material samples for paint, awnings, signs, etc. | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 5. Copy of Sebastopol Business License | <input type="checkbox"/> Provided | |
| 6. Copies of any permits obtained | <input type="checkbox"/> Provided | |
| 7. Application Form, signed and dated | <input type="checkbox"/> Provided | |
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NOTE: IMPROVEMENTS COMPLETED PRIOR TO APPROVAL ARE INELIGIBLE

Name of Applicant: Valhaus, LP

Signature: _____ Date: _____

Name of Building Owner if different from Applicant:

Andres Valenzuela (707) 387-1177 av@valhaus.com
(Print name) (Phone number) (Email address)

Property Owner signature: _____ Date: _____

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

4

TERMS AND CONDITIONS

I. Purpose

To encourage rehabilitation of commercial business fronts in designated target areas through the improvement of new signage, painting, landscaping, new facades, and more.

II. Eligible Improvements

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CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

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The applicant must sign and submit the “*Façade Improvement Rebate Program Property Maintenance Agreement*” which states that the property must remain in good and attractive condition for a minimum term of three (3) years. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement.

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Applicant shall carry out the design, construction, and operation of the Project in substantial conformity with all applicable laws, ordinances, statutes, codes, rules, regulations, orders, and decrees of the United States, the State of California, the County of Sonoma, the City, or any other political subdivision in which the property is located, and of any other political subdivision, City, or instrumentality exercising jurisdiction over the City, the Applicant or the Property, including all applicable federal, state, and local occupation, safety and health laws, rules, regulations and standards, applicable state and labor standards,

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

prevailing wage requirements, the City zoning and development standards, City permits and approvals, building, plumbing, mechanical and electrical codes, as they apply to the Property and Project, and all other provisions of the City and its Municipal Code (as they apply to the Property and the Project), and all applicable disabled and handicap access requirements, including, without the limitation, the Americans With Disability Act, 42 U.S.C. § 12101 *et seq.*, Government Code § 4450 *et seq.*, and the Unruh Civil Rights Act, Civil Code § 51 *et seq.*

Supporting documentation may include an architectural rendering (depending upon the extent of the proposed improvements), landscape and irrigation plans, sign plans, paint chips and types of materials to be used and color schemes.

A deadline for the completion of all agreed-upon improvements will be determined at the Rebate Planning Department meeting and conveyed to the applicant in writing after application approval. If the improvements have not been completed by the deadline, the file may be closed, and the applicant may have to reapply for the program with written substantiation as to why they were unable to meet the deadline.

Upon completion of all agreed upon improvements, applicant **MUST** submit copies of cancelled checks (both sides), paid invoices/receipts, permit copies, proper prevailing wage documentation and a description of completed work and costs involved.

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Before, during and after improvements are being made, the City of Sebastopol or its designee shall have the right to inspect all work authorized under this program. No rebate check shall be issued until all improvements have been completed to the satisfaction of the inspectors, and the appropriate documentation have been received, reviewed and processed accordingly.

Name of Applicant: Valhaus, LP
(Please Print)

Signature: _____ Date: _____

Name of Building Owner If Different from Applicant: _____
(Please Print)

Signature: _____ Date: _____

PROPERTY MAINTENANCE AGREEMENT

The undersigned Valhaus, LP (“Applicant”) proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at _____ (Property Address) in the City of Sebastopol, California.

This agreement is conditional upon Participant’s receiving a Rebate from the City. By executing this agreement and accepting the Rebate from the City, the Participant promises to maintain the Property in good attractive condition for the term of this agreement, as specified below, as follows:

1. The appearance of the building exterior shall not be allowed to deteriorate due to such reasons as chipped or cracked paint.
2. Awnings shall be kept in good condition, safely secured, fully intact, clean and free from tears or tattered edges.
3. Landscaping on the grounds of the Property shall be kept in proper condition by watering and gardening work.
4. The Property shall be maintained in compliance with applicable building and zoning regulations of the City of Sebastopol.

In the event the Participant fails to maintain the Property in good and attractive condition as stated above within a three (3) year period commencing on the date the rebate is paid, and further fails to correct such defective maintenance within 60 days after receiving notice from a representative of the City of Sebastopol to do so, the Participant agrees to repay the City a prorated amount of the Rebate, and the Participant shall be liable to the City for such amount. The prorated amount shall be equal to the remaining three (3) year period.

This agreement shall be binding upon the owner/lessee and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement. In the event the property is sold within three (3) years of the improvements, the owner agrees to repay the rebate back to the City in the form of a prorated amount of the remaining three (3) year period and the owner shall be liable to the City for such amount.

Name of Applicant: Valhaus, LP
(Please Print)

Signature: _____ Date: _____

Name of Building Owner If Different from Applicant:

(Please Print) *(Phone Number)* *(Email Address)*

Property Owner signature: _____ Date: _____

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which may accompany it or otherwise arises out of or in connection with the City’s action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City’s action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Applicant Signature

Date

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.



LICENSE NO. 525254 C27

PCO NO. 22741

January 15, 2022

True Real Estate Partners, Inc.
Commercial Management Group
Re Trust Acct FBO Valhaus LP
1101 College Avenue, Suite 210
Santa Rosa, CA 95401

Via email: pk@svntrue.com

PROPOSAL & ACCEPTANCE

Location of work: Gravenstein Station
Sebastopol, California, 95472

Park Landscape Maintenance proposes to furnish all labor, tools, and materials to perform the following landscape services:

6741 Sebastopol Ave:

1. Remove and dispose of all plant material between building and Sebastopol Ave leaving 2 tree, large camelias against building and large Hedge separating the 2 properties.
2. Remove and dispose of existing Irrigation.
3. Plant twelve (12) 5-gallon, and forty-two (42) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress North, West, and South side of building with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 5,640.00. Initials of acceptance**_____

6761 Sebastopol Ave:

1. Remove and dispose of all plant material between Parking lot and Sebastopol Ave leaving 1 tree,
2. Remove and dispose of existing Irrigation.
3. Plant nine (9) 5-gallon, and thirty (30) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 3,960.00. Initials of acceptance**_____



LICENSE NO. 525254 C27

PCO NO. 22741

Proposal & Acceptance for Gravenstein Station continued:

1. Remove and dispose of all plant material on South and East side of building leaving 1 tree and 3 camelias.
2. Remove and dispose of existing Irrigation.
3. Plant nine (9) 5-gallon, and thirty-eight (38) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress North, South and East side of building with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 5,360.00.** Initials of acceptance _____

Plant selection will be a variety of evergreen and perennials.

Discounts: If 2 sections are accepted \$300.00 will be deducted from final cost. If all 3 sections are accepted **\$700.00** will be deducted from final cost.

Notes:

- All work will be completed in a workmanlike manner according to industry standards.
- Irrigation repairs including, but not limited to, mainline and lateral line breaks, will be assessed during construction and quotes separately, unless noted in this proposal.
- This proposal is contingent upon unrestricted access to all areas on day work is scheduled.
- Costs of permits, bonds and engineered drawings are not included in this proposal.
- All work will be completed in a workmanlike manner according to industry standards.
- Please sign and return this proposal. *Work will be scheduled when signature of acceptance is received.*
- Price quoted is good for sixty (60) days from date of this proposal.

Submitted via email on January 15, 2022

By Richard Johnson - Owner/Contractor #525254

Notice to owner: Contractor is fully licensed and insured as required by the State of California Contractors' License Board. Contractor shall provide certificates of insurances as requested by owner.

Acceptance of Proposal: The above-named price for said work is satisfactory and is hereby accepted. Park Landscape Maintenance is authorized to complete the above-named work.

Acceptance
of Proposal _____ Date _____



LICENSE NO. 525254 C27

PCO NO. 22741

January 15, 2022

True Real Estate Partners, Inc.
Commercial Management Group
Re Trust Acct FBO Valhaus LP
1101 College Avenue, Suite 210
Santa Rosa, CA 95401

Via email: pk@svntrue.com

PROPOSAL & ACCEPTANCE

Location of work: Gravenstein Station
Sebastopol, California, 95472

Park Landscape Maintenance proposes to furnish all labor, tools, and materials to perform the following landscape services:

6741 Sebastopol Ave:

1. Remove and dispose of all plant material between building and Sebastopol Ave leaving 2 tree, large camelias against building and large Hedge separating the 2 properties.
2. Remove and dispose of existing Irrigation.
3. Plant twelve (12) 5-gallon, and forty-two (42) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress North, West, and South side of building with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 5,640.00. Initials of acceptance**_____

6761 Sebastopol Ave:

1. Remove and dispose of all plant material between Parking lot and Sebastopol Ave leaving 1 tree,
2. Remove and dispose of existing Irrigation.
3. Plant nine (9) 5-gallon, and thirty (30) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: **\$ 3,960.00. Initials of acceptance**_____



LICENSE NO. 525254 C27

PCO NO. 22741

Proposal & Acceptance for Gravenstein Station continued:

1. Remove and dispose of all plant material on South and East side of building leaving 1 tree and 3 camelias.
2. Remove and dispose of existing Irrigation.
3. Plant nine (9) 5-gallon, and thirty-eight (38) 1-gallon plants.
4. Create new drip system to new plant material.
5. Top dress North, South and East side of building with Brown Mini mulch.
6. Upon completion of the above-named work, contractor shall remove all debris and surplus materials of his own making from the site and leave site in "clean" condition.

Total price for this: \$ 5,360.00. Initials of acceptance_____

Plant selection will be a variety of evergreen and perennials.

Discounts: If 2 sections are accepted \$300.00 will be deducted from final cost. If all 3 sections are accepted **\$700.00** will be deducted from final cost.

Notes:

- All work will be completed in a workmanlike manner according to industry standards.
- Irrigation repairs including, but not limited to, mainline and lateral line breaks, will be assessed during construction and quotes separately, unless noted in this proposal.
- This proposal is contingent upon unrestricted access to all areas on day work is scheduled.
- Costs of permits, bonds and engineered drawings are not included in this proposal.
- All work will be completed in a workmanlike manner according to industry standards.
- Please sign and return this proposal. *Work will be scheduled when signature of acceptance is received.*
- Price quoted is good for sixty (60) days from date of this proposal.

Submitted via email on January 15, 2022
By Richard Johnson - Owner/Contractor #525254

Notice to owner: Contractor is fully licensed and insured as required by the State of California Contractors' License Board. Contractor shall provide certificates of insurances as requested by owner.

Acceptance of Proposal: The above-named price for said work is satisfactory and is hereby accepted. Park Landscape Maintenance is authorized to complete the above-named work.

Acceptance
of Proposal _____ Date _____

City of Sebastopol Façade Improvement Program



*Planning Department
City Hall, 7120 Bodega Avenue
Sebastopol, CA 95472
707-823-6167
<http://ci.sebastopol.ca.us>*

*City of Sebastopol
Planning Department*

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

Dear Business/Building Owner:

The City of Sebastopol offers a program aimed at encouraging local businesses and property owners to improve commercial and industrial buildings. Upgrades, maintenance, and aesthetic enhancements will benefit the entire community and enhance the local economy.

With these objectives in mind, subject to funding availability, the Sebastopol Façade Improvement Program will provide a *rebate* for expenses incurred on new exterior property improvements made to commercial or industrial buildings within the City of Sebastopol.

The program will reimburse a property owner or tenant for 75% of new improvements up to \$2,500. Eligible improvements include painting, new signage, awnings, landscaping, exterior lighting, and local permit fees. Façade building improvements (new windows, changing materials, etc.) are also eligible; however, note that larger changes may require Design Review approval as well.

The objective of the Façade Improvement Program is to provide an incentive to property owners and/or tenants to enhance the physical appearance of buildings and landscapes. This public/private partnership investment is intended to leverage private capital with public funds for greater community economic benefit.

To apply for the program a building owner or tenant, with the owner's approval, should fill out the attached application and include bid estimates for the proposed improvement(s). The Planning Department then reviews the submitted application for completeness and batches them to be reviewed on a quarterly basis by the Design Review Board for approval. Deadlines for applications for Fiscal Year 2021-2022 are:

- January 18, 2022
- April 19, 2022

It is anticipated that the Board will hear the Façade Improvement Submittals on Feb 16, 2022 (Jan applications) and May 4 (April applications).

Note, funding is limited based on the adopted City Budget. Funding may be entirely allotted in early rounds.

Applications are required to be submitted a minimum of two (2) weeks before the scheduled Design Review Board Meeting. If an application is submitted after the quarterly deadline it may be pushed to the following meeting.

For approved projects, work must be done by June 30, 2021, and requests for reimbursement must be made in the same Fiscal Year as when the project was approved, no later than July 1, 2021.

If you would like to apply for or discuss the program in more detail, please contact Kari Svanstrom, Planning Director at (707) 823-6167 or ksvanstrom@cityofsebastopol.org.

Sincerely,

Kari Svanstrom
Planning Director

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

APPLICATION FORM

1. Applicant Name: Valhaus, LP Contact Person: Payton Kelly

Phone # 707-888-3441 E-Mail: pk@svntrue.com

Business Name: Gravenstein Station DBA: _____

Web site: _____

Property Address: 6771 Sebastopol Ave. Sebastopol, CA 95472

Mailing Address: PO Box 390 City: Santa Rosa, CA Zip: 95402

Total Building Sq. Ft: _____ Building Street Frontage: _____ Parcel # _____

Are you the: Owner/Occupant Tenant Expiration of Lease: _____

Please check one: Proprietorship Partnership Corporation

2. Type of Business or Businesses in Building: Retail

3. Project Description: Update to Landscaping in front of property

4. Estimated Costs:

Category	Bid Costs
A. Painting	\$ _____
B. Signage	\$ _____
C. Awnings	\$ _____
D. Landscaping and Irrigation	\$ 5,360.00
E. Exterior Lighting	\$ _____
F. City Permit Fees	\$ _____
G. Other (Attach separate complete list of all proposed improvements and breakdown of bid costs)	\$ _____

Total Estimated Cost \$ 5,360.00

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

3

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

5. City permits required for the improvement:

- Design Review approval Other Permits _____
 Encroachment Permit No permits required
 Building Permit

If permits are required, please indicate status of applications or approvals: _____

6. Estimated Date of Façade Project Completion: February 15, 2022

Prior to submitting please verify that the following items have been filled out and provided:

- | | | |
|---|---|--|
| 1. Copies of signed bids for all improvements | <input checked="" type="checkbox"/> Provided | |
| 2. Applicable, Architectural, Landscape, Sign, plans | <input type="checkbox"/> Provided | |
| 3. Awning design (if applicable) | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 4. Color and material samples for paint, awnings, signs, etc. | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 5. Copy of Sebastopol Business License | <input type="checkbox"/> Provided | |
| 6. Copies of any permits obtained | <input type="checkbox"/> Provided | |
| 7. Application Form, signed and dated | <input type="checkbox"/> Provided | |
| 8. Terms and Conditions Form, signed and dated | <input type="checkbox"/> Provided | |
| 9. Maintenance Agreement Form, signed and dated | <input type="checkbox"/> Provided | |
| 10. Indemnification Agreement Form, signed and dated | <input type="checkbox"/> Provided | |

NOTE: IMPROVEMENTS COMPLETED PRIOR TO APPROVAL ARE INELIGIBLE

Name of Applicant: Valhaus, LP

Signature: _____ Date: _____

Name of Building Owner if different from Applicant:

Andres Valenzuela (707) 387-1177 av@valhaus.com
(Print name) (Phone number) (Email address)

Property Owner signature: _____ Date: _____

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

4

TERMS AND CONDITIONS

I. Purpose

To encourage rehabilitation of commercial business fronts in designated target areas through the improvement of new signage, painting, landscaping, new facades, and more.

II. Eligible Improvements

- Landscaping and irrigation
- Painting
- New signage and awnings
- Exterior lighting
- Parking lot improvements
- New Facades
- In addition, Planning, Building and Public Works permit fees are eligible (i.e. Design Review Board, Building and encroachment permit fees)

III. Program Benefit

Cash rebate for 75% of the work, not to exceed \$2,500 for eligible improvements.

IV. Project Requirements

- Project location must be within the City of Sebastopol in a commercial or industrial zoning district.
- Building to be improved must be commercial or industrial in use, as determined by the Planning Department.
- Evidence of a current Sebastopol Business License is required.
- Evidence of property owner approval for the improvements shall be provided.
- Complete rebate application, including estimated costs, must be submitted and approved by the Planning Department *prior* to commencement of work.
- Evidence of any required Caltrans or City permits will be required for *all* applicable improvements *prior* to issuance of any rebate.
- All project improvements shall comply with current Sebastopol City codes and ordinances.
- All project costs must be documented and include invoice.
- Requests for reimbursements must be submitted to the City no later than June 1 of the same Fiscal Year that the project was approved, unless otherwise specified by the Planning Department.
- Contractors must be properly licensed.
- Applicant must provide evidence of liability and Workers Compensation Insurance.
- Contractor(s) and subcontractor(s) must comply with all laws and regulations pertaining to wages.

V. Exclusions

- Property with illegal sign(s). Applicant must remove illegal sign(s) prior to receiving the rebate.
- Project improvements that are started, but not completed.
- New construction projects.
- Buildings termed as high or medium seismic risks or having other serious code violations with no plans to correct deficiencies within a reasonable time frame.
- Interior improvements
- Improvements not clearly visible from street frontage.
- Exterior improvements not approved by the Planning Department.
- Improvements without proper and clearly defined documentation. (i.e. City Permits)

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

- Trading one type of service/job for another, rather than paying to have the service/job performed (i.e. no “bartering”)
- Project costs paid for by CASH. (Must be paid for by check, credit card, or other approved, documented method)
- Seismic work
- Property improvements for a building sold within three (3) years.
- A property and/or an individual tenant space is not eligible for this program more than once in a three-year (3) period.
- Owners of more than one (1) eligible property in the City are not eligible for more than two (2) grants per Fiscal year.

VI. Application Approval Process

- The Planning Department shall receive, review, and batch applications to be reviewed and acted on by the Design Review Board.
- The Design Review Board will review and approve all applications at quarterly meetings. It is anticipated that the Board will hear the applications at their November 4, 2020, February 3, 2021, and May 5, 2021 meetings.
- Applications are required to be submitted a minimum of two (2) weeks before the scheduled meeting in order to be placed on the agenda.
- The project may be denied without cause, due to such events as, lack of funds or a change in the scope or priority of the program or other program factors determined by the Planning Department, City Manager, or Design Review Board.
- The City reserves the right to cancel the program at any time.

VII. Display of Rebate Program Sign

Applicant *may be* required to display a Façade Improvement Rebate Program sign, from the date of rebate approval until the date of rebate funding.

VIII. Property Maintenance Agreement

The applicant must sign and submit the “*Façade Improvement Rebate Program Property Maintenance Agreement*” which states that the property must remain in good and attractive condition for a minimum term of three (3) years. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement.

IX. Sale of Property within 3 years of Rebate Funding

In the event the property is sold within three (3) years of the rebate funding, the building owner, whether they are the original applicant or not, agrees either to maintain the approved improvements or agrees to repay the City a prorated amount equal to the proportion of the remaining three (3) years, rounded to the nearest year. Example, if the building is sold two (2) years after the rebate, the repayment amount would be 1/3 of the original rebate funding; alternatively, if the improvements remain in effect for a three-year period, then repayment is not required.

X. Accomplishment of Work

The applicant agrees to all improvements specified in the application and the Planning Department’s recommendations and/or stipulations that work will conform to City standards. Under certain submittals applicant plans may be subject to design review or other requirements.

Applicant shall carry out the design, construction, and operation of the Project in substantial conformity with all applicable laws, ordinances, statutes, codes, rules, regulations, orders, and decrees of the United States, the State of California, the County of Sonoma, the City, or any other political subdivision in which the property is located, and of any other political subdivision, City, or instrumentality exercising jurisdiction over the City, the Applicant or the Property, including all applicable federal, state, and local occupation, safety and health laws, rules, regulations and standards, applicable state and labor standards,

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

prevailing wage requirements, the City zoning and development standards, City permits and approvals, building, plumbing, mechanical and electrical codes, as they apply to the Property and Project, and all other provisions of the City and its Municipal Code (as they apply to the Property and the Project), and all applicable disabled and handicap access requirements, including, without the limitation, the Americans With Disability Act, 42 U.S.C. § 12101 *et seq.*, Government Code § 4450 *et seq.*, and the Unruh Civil Rights Act, Civil Code § 51 *et seq.*

Supporting documentation may include an architectural rendering (depending upon the extent of the proposed improvements), landscape and irrigation plans, sign plans, paint chips and types of materials to be used and color schemes.

A deadline for the completion of all agreed-upon improvements will be determined at the Rebate Planning Department meeting and conveyed to the applicant in writing after application approval. If the improvements have not been completed by the deadline, the file may be closed, and the applicant may have to reapply for the program with written substantiation as to why they were unable to meet the deadline.

Upon completion of all agreed upon improvements, applicant **MUST** submit copies of cancelled checks (both sides), paid invoices/receipts, permit copies, proper prevailing wage documentation and a description of completed work and costs involved.

XI. Inspection of Project

Before, during and after improvements are being made, the City of Sebastopol or its designee shall have the right to inspect all work authorized under this program. No rebate check shall be issued until all improvements have been completed to the satisfaction of the inspectors, and the appropriate documentation have been received, reviewed and processed accordingly.

Name of Applicant: Valhaus, LP
(Please Print)

Signature: _____ Date: _____

Name of Building Owner If Different from Applicant: _____
(Please Print)

Signature: _____ Date: _____

PROPERTY MAINTENANCE AGREEMENT

The undersigned Valhaus, LP (“Applicant”) proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at _____ (Property Address) in the City of Sebastopol, California.

This agreement is conditional upon Participant’s receiving a Rebate from the City. By executing this agreement and accepting the Rebate from the City, the Participant promises to maintain the Property in good attractive condition for the term of this agreement, as specified below, as follows:

1. The appearance of the building exterior shall not be allowed to deteriorate due to such reasons as chipped or cracked paint.
2. Awnings shall be kept in good condition, safely secured, fully intact, clean and free from tears or tattered edges.
3. Landscaping on the grounds of the Property shall be kept in proper condition by watering and gardening work.
4. The Property shall be maintained in compliance with applicable building and zoning regulations of the City of Sebastopol.

In the event the Participant fails to maintain the Property in good and attractive condition as stated above within a three (3) year period commencing on the date the rebate is paid, and further fails to correct such defective maintenance within 60 days after receiving notice from a representative of the City of Sebastopol to do so, the Participant agrees to repay the City a prorated amount of the Rebate, and the Participant shall be liable to the City for such amount. The prorated amount shall be equal to the remaining three (3) year period.

This agreement shall be binding upon the owner/lessee and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement. In the event the property is sold within three (3) years of the improvements, the owner agrees to repay the rebate back to the City in the form of a prorated amount of the remaining three (3) year period and the owner shall be liable to the City for such amount.

Name of Applicant: Valhaus, LP
(Please Print)

Signature: _____ Date: _____

Name of Building Owner If Different from Applicant:

(Please Print) *(Phone Number)* *(Email Address)*

Property Owner signature: _____ Date: _____

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which may accompany it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Applicant Signature

Date

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

City of Sebastopol Façade Improvement Program



*Planning Department
City Hall, 7120 Bodega Avenue
Sebastopol, CA 95472
707-823-6167
<http://ci.sebastopol.ca.us>*

*City of Sebastopol
Planning Department*

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

APPLICATION FORM

1. Applicant Name: Tombe Realty Contact Person: Craig Goldstein

Phone # 707-823-6475 E-Mail: Craig.goldstein@sonic.net

Business Name: Tombe Realty DBA: _____

Web site: TombeRealty.com

Property Address: 127 North Main Street

Mailing Address: Same City: Sebastopol Zip: 95472

Total Building Sq. Ft: _____ Building Street Frontage: 25 feet Parcel # _____

Are you the: Owner/Occupant Tenant Expiration of Lease: _____

Please check one: Proprietorship Partnership Corporation

2. Type of Business or Businesses in Building: Real Estate

3. Project Description: Replace old "Tombe Realty" sign with new ones.

4. Estimated Costs:

Category	Bid Costs
A. Painting	\$ _____
B. Signage	\$ <u>7054.49</u>
C. Awnings	\$ _____
D. Landscaping and Irrigation	\$ _____
E. Exterior Lighting	\$ _____
F. City Permit Fees	\$ _____
G. Other (Attach separate complete list of all proposed improvements and breakdown of bid costs)	\$ _____

Total Estimated Cost \$ 7054.49

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

5. City permits required for the improvement:

- Design Review approval
 Encroachment Permit
 Building Permit
- Other Permits _____
 No permits required

If permits are required, please indicate status of applications or approvals: _____

6. Estimated Date of Façade Project Completion: June 7th 2022

Prior to submitting please verify that the following items have been filled out and provided:

- | | | |
|---|--|--|
| 1. Copies of signed bids for all improvements | <input checked="" type="checkbox"/> Provided | |
| 2. Applicable, Architectural, Landscape, Sign, plans | <input checked="" type="checkbox"/> Provided | |
| 3. Awning design (if applicable) | <input type="checkbox"/> Provided | <input checked="" type="checkbox"/> Not Applicable |
| 4. Color and material samples for paint, awnings, signs, etc. | <input type="checkbox"/> Provided | <input type="checkbox"/> Not Applicable |
| 5. Copy of Sebastopol Business License | <input checked="" type="checkbox"/> Provided | |
| 6. Copies of any permits obtained | <input type="checkbox"/> Provided | <i>-Submitted w/
Rebate program</i> |
| 7. Application Form, signed and dated | <input checked="" type="checkbox"/> Provided | |
| 8. Terms and Conditions Form, signed and dated | <input checked="" type="checkbox"/> Provided | |
| 9. Maintenance Agreement Form, signed and dated | <input checked="" type="checkbox"/> Provided | |
| 10. Indemnification Agreement Form, signed and dated | <input checked="" type="checkbox"/> Provided | |


NOTE: IMPROVEMENTS COMPLETED PRIOR TO APPROVAL ARE INELIGIBLE

Name of Applicant: Tombe Realty / Craig Goldstein

Signature:  Date: 4/15/22

Name of Building Owner if different from Applicant:

Tombe Realty / Chris Pellascini 707-823-6475 Tombelesonic.net
(Print name) (Phone number) (Email address)

Property Owner signature:  Date: 4-14-2022

TERMS AND CONDITIONS

I. Purpose

To encourage rehabilitation of commercial business fronts in designated target areas through the improvement of new signage, painting, landscaping, new facades, and more.

II. Eligible Improvements

- Landscaping and irrigation
- Painting
- New signage and awnings
- Exterior lighting
- Parking lot improvements
- New Facades
- In addition, Planning, Building and Public Works permit fees are eligible (i.e. Design Review Board, Building and encroachment permit fees)

III. Program Benefit

Cash rebate for 75% of the work, not to exceed \$2,500 for eligible improvements.

IV. Project Requirements

- Project location must be within the City of Sebastopol in a commercial or industrial zoning district.
- Building to be improved must be commercial or industrial in use, as determined by the Planning Department.
- Evidence of a current Sebastopol Business License is required.
- Evidence of property owner approval for the improvements shall be provided.
- Complete rebate application, including estimated costs, must be submitted and approved by the Planning Department *prior* to commencement of work.
- Evidence of any required Caltrans or City permits will be required for *all* applicable improvements *prior* to issuance of any rebate.
- All project improvements shall comply with current Sebastopol City codes and ordinances.
- All project costs must be documented and include invoice.
- Requests for reimbursements must be submitted to the City no later than June 1 of the same Fiscal Year that the project was approved, unless otherwise specified by the Planning Department.
- Contractors must be properly licensed.
- Applicant must provide evidence of liability and Workers Compensation Insurance.
- Contractor(s) and subcontractor(s) must comply with all laws and regulations pertaining to wages.

V. Exclusions

- Property with illegal sign(s). Applicant must remove illegal sign(s) prior to receiving the rebate.
- Project improvements that are started, but not completed.
- New construction projects.
- Buildings termed as high or medium seismic risks or having other serious code violations with no plans to correct deficiencies within a reasonable time frame.
- Interior improvements
- Improvements not clearly visible from street frontage.
- Exterior improvements not approved by the Planning Department.
- Improvements without proper and clearly defined documentation. (i.e. City Permits)

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

- Trading one type of service/job for another, rather than paying to have the service/job performed (i.e. no “bartering”)
- Project costs paid for by CASH. (Must be paid for by check, credit card, or other approved, documented method)
- Seismic work
- Property improvements for a building sold within three (3) years.
- A property and/or an individual tenant space is not eligible for this program more than once in a three-year (3) period.
- Owners of more than one (1) eligible property in the City are not eligible for more than two (2) grants per Fiscal year.

VI. Application Approval Process

- The Planning Department shall receive, review, and batch applications to be reviewed and acted on by the Design Review Board.
- The Design Review Board will review and approve all applications at quarterly meetings. It is anticipated that the Board will hear the applications at their November 4, 2020, February 3, 2021, and May 5, 2021 meetings.
- Applications are required to be submitted a minimum of two (2) weeks before the scheduled meeting in order to be placed on the agenda.
- The project may be denied without cause, due to such events as, lack of funds or a change in the scope or priority of the program or other program factors determined by the Planning Department, City Manager, or Design Review Board.
- The City reserves the right to cancel the program at any time.

VII. Display of Rebate Program Sign

Applicant *may be* required to display a Façade Improvement Rebate Program sign, from the date of rebate approval until the date of rebate funding.

VIII. Property Maintenance Agreement

The applicant must sign and submit the “*Façade Improvement Rebate Program Property Maintenance Agreement*” which states that the property must remain in good and attractive condition for a minimum term of three (3) years. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement.

IX. Sale of Property within 3 years of Rebate Funding

In the event the property is sold within three (3) years of the rebate funding, the building owner, whether they are the original applicant or not, agrees either to maintain the approved improvements or agrees to repay the City a prorated amount equal to the proportion of the remaining three (3) years, rounded to the nearest year. Example, if the building is sold two (2) years after the rebate, the repayment amount would be 1/3 of the original rebate funding; alternatively, if the improvements remain in effect for a three-year period, then repayment is not required.

X. Accomplishment of Work

The applicant agrees to all improvements specified in the application and the Planning Department’s recommendations and/or stipulations that work will conform to City standards. Under certain submittals applicant plans may be subject to design review or other requirements. Applicant shall carry out the design, construction, and operation of the Project in substantial conformity with all applicable laws, ordinances, statutes, codes, rules, regulations, orders, and decrees of the United States, the State of California, the County of Sonoma, the City, or any other political subdivision in which the property is located, and of any other political subdivision, City, or instrumentality exercising jurisdiction over the City, the Applicant or the Property, including all applicable federal, state, and local occupation, safety and health laws, rules, regulations and standards, applicable state and labor standards,

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

prevailing wage requirements, the City zoning and development standards, City permits and approvals, building, plumbing, mechanical and electrical codes, as they apply to the Property and Project, and all other provisions of the City and its Municipal Code (as they apply to the Property and the Project), and all applicable disabled and handicap access requirements, including, without the limitation, the Americans With Disability Act, 42 U.S.C. § 12101 *et seq.*, Government Code § 4450 *et seq.*, and the Unruh Civil Rights Act, Civil Code § 51 *et seq.*

Supporting documentation may include an architectural rendering (depending upon the extent of the proposed improvements), landscape and irrigation plans, sign plans, paint chips and types of materials to be used and color schemes.


A deadline for the completion of all agreed-upon improvements will be determined at the Rebate Planning Department meeting and conveyed to the applicant in writing after application approval. If the improvements have not been completed by the deadline, the file may be closed, and the applicant may have to reapply for the program with written substantiation as to why they were unable to meet the deadline.

Upon completion of all agreed upon improvements, applicant MUST submit copies of cancelled checks (both sides), paid invoices/receipts, permit copies, proper prevailing wage documentation and a description of completed work and costs involved.

XI. Inspection of Project

Before, during and after improvements are being made, the City of Sebastopol or its designee shall have the right to inspect all work authorized under this program. No rebate check shall be issued until all improvements have been completed to the satisfaction of the inspectors, and the appropriate documentation have been received, reviewed and processed accordingly.

Name of Applicant: Chris Pellascini / Tombe Realty
(Please Print)

Signature:  Date: 4-14-2022

Name of Building Owner If Different from Applicant: _____
(Please Print)

Signature: _____ Date: _____

PROPERTY MAINTENANCE AGREEMENT

The undersigned Chris Pellascini / Tombe Realty ("Applicant") proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at 127 North Main Street (Property Address) in the City of Sebastopol, California.

This agreement is conditional upon Participant's receiving a Rebate from the City. By executing this agreement and accepting the Rebate from the City, the Participant promises to maintain the Property in good attractive condition for the term of this agreement, as specified below, as follows:

1. The appearance of the building exterior shall not be allowed to deteriorate due to such reasons as chipped or cracked paint.
2. Awnings shall be kept in good condition, safely secured, fully intact, clean and free from tears or tattered edges.
3. Landscaping on the grounds of the Property shall be kept in proper condition by watering and gardening work.
4. The Property shall be maintained in compliance with applicable building and zoning regulations of the City of Sebastopol.

In the event the Participant fails to maintain the Property in good and attractive condition as stated above within a three (3) year period commencing on the date the rebate is paid, and further fails to correct such defective maintenance within 60 days after receiving notice from a representative of the City of Sebastopol to do so, the Participant agrees to repay the City a prorated amount of the Rebate, and the Participant shall be liable to the City for such amount. The prorated amount shall be equal to the remaining three (3) year period.

This agreement shall be binding upon the owner/lessee and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement. In the event the property is sold within three (3) years of the improvements, the owner agrees to repay the rebate back to the City in the form of a prorated amount of the remaining three (3) year period and the owner shall be liable to the City for such amount.

Name of Applicant: Chris Pellascini / Tombe Realty
(Please Print)

Signature:  Date: 4-14-2022

Name of Building Owner If Different from Applicant:

(Please Print) (Phone Number) (Email Address)

Property Owner signature: _____ Date: _____

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which may accompany it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.



Applicant Signature

4-14-2022

Date

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

Dear Business/Building Owner:

The City of Sebastopol offers a program aimed at encouraging local businesses and property owners to improve commercial and industrial buildings. Upgrades, maintenance, and aesthetic enhancements will benefit the entire community and enhance the local economy.

With these objectives in mind, subject to funding availability, the Sebastopol Façade Improvement Program will provide a *rebate* for expenses incurred on new exterior property improvements made to commercial or industrial buildings within the City of Sebastopol.

The program will reimburse a property owner or tenant for 75% of new improvements up to \$2,500. Eligible improvements include painting, new signage, awnings, landscaping, exterior lighting, and local permit fees. Façade building improvements (new windows, changing materials, etc.) are also eligible; however, note that larger changes may require Design Review approval as well.

The objective of the Façade Improvement Program is to provide an incentive to property owners and/or tenants to enhance the physical appearance of buildings and landscapes. This public/private partnership investment is intended to leverage private capital with public funds for greater community economic benefit.

To apply for the program a building owner or tenant, with the owner's approval, should fill out the attached application and include bid estimates for the proposed improvement(s). The Planning Department then reviews the submitted application for completeness and batches them to be reviewed on a quarterly basis by the Design Review Board for approval. Deadlines for applications for Fiscal Year 2021-2022 are:

- January 18, 2022
- April 19, 2022

It is anticipated that the Board will hear the Façade Improvement Submittals on Feb 16, 2022 (Jan applications) and May 4 (April applications).

Note, funding is limited based on the adopted City Budget. Funding may be entirely allotted in early rounds.

Applications are required to be submitted a minimum of two (2) weeks before the scheduled Design Review Board Meeting. If an application is submitted after the quarterly deadline it may be pushed to the following meeting.

For approved projects, work must be done by June 30, 2021, and requests for reimbursement must be made in the same Fiscal Year as when the project was approved, no later than July 1, 2021.

If you would like to apply for or discuss the program in more detail, please contact Kari Svanstrom, Planning Director at (707) 823-6167 or ksvanstrom@cityofsebastopol.org.

Sincerely,

Kari Svanstrom
Planning Director

TOMBE REALTY



TOMBE REALTY

New font Signage replacing
old signage.

APPLICATION FORM

1. Applicant Name: **GV Imports Inc. dba Global Village** _____

Contact Person: **Anya Concoff** _____ Phone # **707-829-**

1926 _____ E-Mail: **anya@globalvillageimports.com** _____

Business Name: **GV Imports DBA: Global Village** _____

Web site: **www.globalvillagesebastopol.com** (online sales), **www.facebook.com/globalvillagesebastopol**

Property Address: **156 N Main Street** _____

Mailing Address: **_same** _____ City: **Sebastopol** _____ Zip: **95472** _____

Total Building Sq. Ft: approx. **3000** _____ Building Street Frontage: **yes** _____ Parcel # **004-243-**

013-000 _ Are you the: Owner/Occupant **x Tenant Expiration of Lease: June 1 2025** Please

check one: Proprietorship Partnership **x Corporation**

2. Type of Business or Businesses in Building: **___ Retail storefront and online sales of imported and domestic apparel, gifts, decor and misc. On Main Street since 1992. Now in the second generation of family management.**

3. Project Description:

A. Exterior painting of front of store up to roof in colors that reflect the 1900 character of the building (swatches attached)

B. Removal of former tenant' signage (Artist Supplies)

4. Estimated Costs:

Category Bid Costs

A + B. Painting and signage removal \$4300 F. City Permit Fees \$ **unknown,**

concurrently applying for encroachment permit for the day of work and a review of the colors from the Planning dept. _____

G. Other (Attach separate complete list of all proposed improvements and breakdown of bid

costs)

\$ _____

Total Estimated Cost \$4300 _____

3

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CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

5. City permits required for the improvement: xDesign Review approval
x Encroachment Permit

Building Permit

Other Permits _____ No permits required

If permits are required, please indicate status of applications or approvals: new

Currently being filed _____

6. Estimated Date of Façade Project Completion: May 10th (May 22nd is 30th anniversary)

Prior to submitting please verify that the following items have been filled out and provided:

- 1. Copies of signed bids for all improvements **x Provided**
- 2. Applicable, Architectural, Landscape, Sign, plans **x Provided**
- 3. Awning design (if applicable) Provided **x Not Applicable**
- 4. Color and material samples for paint, awnings, signs, etc. **x Provided** Not Applicable
- 5. Copy of Sebastopol Business License **x Provided**
- 6. Copies of any permits obtained Provided
- 7. Application Form, signed and dated **x Provided**
- 8. Terms and Conditions Form, signed and dated **x Provided**
- 9. Maintenance Agreement Form, signed and dated **x Provided**
- 10. Indemnification Agreement Form, signed and dated **x Provided**

NOTE: IMPROVEMENTS COMPLETED PRIOR TO APPROVAL ARE INELIGIBLE

Name of Applicant: **Anya Concoff / Global Village** _____

Signature: _____ Date: _____ Name

of Building Owner if different from Applicant:

Gail Hayssen/Hayssen Property Management _____ (Print name) **707-888-2299** (Phone number) **ghayssen@sonic.net** (Email address)

Property Owner signature: Gail M. Hayssen Date: 4/20/22

TERMS AND CONDITIONS

I. Purpose

To encourage rehabilitation of commercial business fronts in designated target areas through the improvement of new signage, painting, landscaping, new facades, and more.

II. Eligible Improvements

- Landscaping and irrigation
- Painting
- New signage and awnings
- Exterior lighting
- Parking lot improvements
- New Facades
- In addition, Planning, Building and Public Works permit fees are eligible (i.e. Design Review Board, Building and encroachment permit fees)

III. Program Benefit

Cash rebate for 75% of the work, not to exceed \$2,500 for eligible improvements.

IV. Project Requirements

- Project location must be within the City of Sebastopol in a commercial or industrial zoning district.
- Building to be improved must be commercial or industrial in use, as determined by the Planning Department.
- Evidence of a current Sebastopol Business License is required.
- Evidence of property owner approval for the improvements shall be provided. • Complete rebate application, including estimated costs, must be submitted and approved by the Planning Department *prior* to commencement of work.
- Evidence of any required Caltrans or City permits will be required for *all* applicable improvements *prior* to issuance of any rebate.
- All project improvements shall comply with current Sebastopol City codes and ordinances. • All project costs must be documented and include invoice.
- Requests for reimbursements must be submitted to the City no later than June 1 of the same Fiscal Year that the project was approved, unless otherwise specified by the Planning Department.
- Contractors must be properly licensed.
- Applicant must provide evidence of liability and Workers Compensation Insurance. • Contractor(s) and subcontractor(s) must comply with all laws and regulations pertaining to wages.

V. Exclusions

- Property with illegal sign(s). Applicant must remove illegal sign(s) prior to receiving the rebate. • Project improvements that are started, but not completed.
- New construction projects.
- Buildings termed as high or medium seismic risks or having other serious code violations with no plans to correct deficiencies within a reasonable time frame.
- Interior improvements
- Improvements not clearly visible from street frontage.
- Exterior improvements not approved by the Planning Department.
- Improvements without proper and clearly defined documentation. (i.e. City Permits)

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CITY OF SEBASTOPOL
 FAÇADE IMPROVEMENT REBATE PROGRAM

- Trading one type of service/job for another, rather than paying to have the service/job performed (i.e. no “bartering”)
- Project costs paid for by CASH. (Must be paid for by check, credit card, or other approved, documented method)
- Seismic work
- Property improvements for a building sold within three (3) years.
- A property and/or an individual tenant space is not eligible for this program more than once in a three-year (3) period.
- Owners of more than one (1) eligible property in the City are not eligible for more than two (2) grants per Fiscal year.

VI. Application Approval Process

- The Planning Department shall receive, review, and batch applications to be reviewed and acted on by the Design Review Board.
- The Design Review Board will review and approve all applications at quarterly meetings. It is anticipated that the Board will hear the applications at their November 4, 2020, February 3, 2021, and May 5, 2021 meetings.
- Applications are required to be submitted a minimum of two (2) weeks before the scheduled meeting in order to be placed on the agenda.
- The project may be denied without cause, due to such events as, lack of funds or a change in the scope or priority of the program or other program factors determined by the Planning Department, City Manager, or Design Review Board.
- The City reserves the right to cancel the program at any time.

VII. Display of Rebate Program Sign

Applicant *may be* required to display a Façade Improvement Rebate Program sign, from the date of rebate approval until the date of rebate funding.

VIII. Property Maintenance Agreement

The applicant must sign and submit the “*Façade Improvement Rebate Program Property Maintenance Agreement*” which states that the property must remain in good and attractive condition for a minimum term of three (3) years. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement.

IX. Sale of Property within 3 years of Rebate Funding

In the event the property is sold within three (3) years of the rebate funding, the building owner, whether they are the original applicant or not, agrees either to maintain the approved improvements or agrees to repay the City a prorated amount equal to the proportion of the remaining three (3) years, rounded to the nearest year. Example, if the building is sold two (2) years after the rebate, the repayment amount would be 1/3 of the original rebate funding; alternatively, if the improvements remain in effect for a three-year period, then repayment is not required.

X. Accomplishment of Work

The applicant agrees to all improvements specified in the application and the Planning Department’s recommendations and/or stipulations that work will conform to City standards. Under certain submittals applicant plans may be subject to design review or other requirements.

Applicant shall carry out the design, construction, and operation of the Project in substantial conformity with all applicable laws, ordinances, statutes, codes, rules, regulations, orders, and decrees of the United States, the State of California, the County of Sonoma, the City, or any other political subdivision in which the property is located, and of any other political subdivision, City, or instrumentality exercising jurisdiction over the City, the Applicant or the Property, including all applicable federal, state, and local occupation, safety and health laws, rules, regulations and standards, applicable state and labor standards,

CITY OF SEBASTOPOL
FAÇADE IMPROVEMENT REBATE PROGRAM

prevailing wage requirements, the City zoning and development standards, City permits and approvals, building, plumbing, mechanical and electrical codes, as they apply to the Property and Project, and all other provisions of the City and its Municipal Code (as they apply to the Property and the Project), and all applicable disabled and handicap access requirements, including, without the limitation, the Americans With Disability Act, 42 U.S.C. § 12101 *et seq.*, Government Code § 4450 *et seq.*, and the Unruh Civil Rights Act, Civil Code § 51 *et seq.*

Supporting documentation may include an architectural rendering (depending upon the extent of the proposed improvements), landscape and irrigation plans, sign plans, paint chips and types of materials to be used and color schemes.

A deadline for the completion of all agreed-upon improvements will be determined at the Rebate Planning Department meeting and conveyed to the applicant in writing after application approval. If the improvements have not been completed by the deadline, the file may be closed, and the applicant may have to reapply for the program with written substantiation as to why they were unable to meet the deadline.

Upon completion of all agreed upon improvements, applicant MUST submit copies of cancelled checks (both sides), paid invoices/receipts, permit copies, proper prevailing wage documentation and a description of completed work and costs involved.

XI. Inspection of Project

Before, during and after improvements are being made, the City of Sebastopol or its designee shall have the right to inspect all work authorized under this program. No rebate check shall be issued until all improvements have been completed to the satisfaction of the inspectors, and the appropriate documentation have been received, reviewed and processed accordingly.

Name of Applicant: **Anya Concoff** _____ (Please Print)
Signature: Anya Concoff _____ Date: 4/20/22

Name of Building Owner If Different from Applicant: **Gail Hayssen** _____ (Please Print)
Signature: Gail M. Hayssen _____ Date: 4/20/22

PROPERTY MAINTENANCE AGREEMENT

The undersigned Global Village (“Applicant”) proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at 156 N Main Street _____ (Property Address) in the City of Sebastopol, California.

This agreement is conditional upon Participant’s receiving a Rebate from the City. By executing this agreement and accepting the Rebate from the City, the Participant promises to maintain the Property in good attractive condition for the term of this agreement, as specified below, as follows:

1. The appearance of the building exterior shall not be allowed to deteriorate due to such reasons as chipped or cracked paint.
2. Awnings shall be kept in good condition, safely secured, fully intact, clean and free from tears or tattered edges.
3. Landscaping on the grounds of the Property shall be kept in proper condition by watering and gardening work.
4. The Property shall be maintained in compliance with applicable building and zoning regulations of the City of Sebastopol.

In the event the Participant fails to maintain the Property in good and attractive condition as stated above within a three (3) year period commencing on the date the rebate is paid, and further fails to correct such defective maintenance within 60 days after receiving notice from a representative of the City of Sebastopol to do so, the Participant agrees to repay the City a prorated amount of the Rebate, and the Participant shall be liable to the City for such amount. The prorated amount shall be equal to the remaining three (3) year period.

This agreement shall be binding upon the owner/lessee and its successors, to said property for a period of three (3) years from and after the date of completion and approval of the improvements provided herein. It shall be the responsibility of the owner/lessee to inform subsequent owner(s)/lessee(s) of the provisions of this agreement. In the event the property is sold within three (3) years of the improvements, the owner agrees to repay the rebate back to the City in the form of a prorated amount of the remaining three (3) year period and the owner shall be liable to the City for such amount.

Name of Applicant: **Anya Concoff / Global Village** _____
(Please Print)

Signature: Anya Concoff Date: 4/20/22

Name of Building Owner If Different from Applicant:

Gail Hayssen Gail Hayssen (Please Print)

707-888-2299 _____ (Phone Number) **ghayssen@sonic.net** _____ (Email Address)

Property Owner signature: Gail Hayssen Date: 4/20/22

INDEMNIFICATION AGREEMENT

As part of this application, applicant agrees to defend, indemnify, release and hold harmless the City, its agents, officers, attorneys, employees, boards and commissions from any claim, action or proceeding brought against any of the foregoing individuals or entities, the purpose of which is to attack, set aside, void or annul the approval of this application or the adoption of the environmental document which may accompany it or otherwise arises out of or in connection with the City's action on this application. This indemnification shall include, but not be limited to, damages, costs, expenses, attorney fees or expert witness fees that may be asserted by any person or entity, including the applicant, arising out of or in connection with the City's action on this application, whether or not there is concurrent passive or active negligence on the part of the City.

If, for any reason any portion of this indemnification agreement is held to be void or unenforceable by a court of competent jurisdiction, the remainder of the agreement shall remain in full force and effect.

Anya Concoff  4/20/22 *Applicant Signature Date*

NOTE: The purpose of the indemnification agreement is to allow the City to be held harmless in terms of potential legal costs and liabilities in conjunction with permit processing and approval.



CITY OF SEBASTOPOL

Engineering Division
714 Johnson Street
Sebastopol, CA 95472
Phone (707) 823-2151
Fax (707) 823-4721

E-mail: rramirez@cityofsebastopol.org

ENCROACHMENT PERMIT APPLICATION

The undersigned hereby applies for permission to excavate, construct and/or otherwise encroach on City of Sebastopol right-of-way by performing the following work. Applicant agrees to perform all work in accordance with City of Sebastopol standards, rules and regulations as outlined in the general conditions attached hereto or any other special conditions required by the city in granting this permit. All contractors and sub-contractors who will perform work on project must possess all applicable licenses, must comply with all City insurance requirements and must pay the applicable encroachment permit fees prior to approval of this permit. No work may occur in advance of approval of the encroachment permit.

PROJECT DESCRIPTION

STREET ADDRESS: 156 N Main St. Sebastopol
PORTION OF RIGHT OF WAY: sidewalk in front of store

DESCRIPTION OF WORK TO BE PERFORMED:
Provide a complete description and attach additional sheets, plans or sketches as necessary.
Painting of Store Front from sidewalk to rooftop and removal of signage left by former tenant

ESTIMATED START OF WORK DATE: May 8 TBD

CONTRACTOR (APPLICANT)

BUSINESS NAME: Global Village CONTACT NAME: Kevin
STREET ADDRESS: 156 N Main St CONTRACTOR'S LIC. #: 975456 & 1050757
CITY, STATE, ZIP: Sebastopol CA 95472 PHONE NUMBER: 707-540-3738
FAX NUMBER: 707-829-1917 E-MAIL ADDRESS: Kevin@ppdpaintco.com
SIGNATURE: [Signature] DATE: 04-19-22

NOTE: LIST ANY ADDITIONAL CONTRACTORS OR SUBCONTRACTORS WHO WILL BE WORKING UNDER THIS PERMIT ON PAGE 2.

WORK BEING PERFORMED FOR (PROPERTY OWNER OR AGENT, IF OTHER THAN APPLICANT)

BUSINESS NAME: Hayssen Properties Mgt CONTACT NAME: Gail Hayssen
STREET ADDRESS: 10650 Green Valley Rd
CITY, STATE, ZIP: Sebastopol CA 95472 PHONE NUMBER: 707-888-2299
FAX NUMBER: E-MAIL ADDRESS: ghayssen@sonic.net
SIGNATURE: Gail M. Hayssen DATE: 4-19-22

NOTE: A BUILDING PERMIT MAY BE REQUIRED. CONTACT THE BUILDING DEPARTMENT AT (707) 823-8597.

FOR OFFICE USE ONLY

Form with checkboxes for City Business License, Insurance Submittals, Permit Fee, Inspection Deposit, State Encroachment Permit, Engineering Job File, and fields for Insurance Expirations, Paid Date, Receipt #, Approved, Expires, APPROVED, and DATE.

Permit expires 6 months from date of approval, or on expiration of insurance, whichever occurs first.

ENCROACHMENT PERMIT NUMBER []



CITY OF SEBASTOPOL

Engineering Division

714 Johnson Street

Sebastopol, CA 95472

Phone (707) 823-2151

Fax (707) 823-4721

Website: www.ci.sebastopol.ca.us

E-mail: rramirez@cityofsebastopol.org

**ENCROACHMENT PERMIT APPLICATION
AND
SUBMITTAL REQUIREMENTS**

PLEASE NOTE: INCOMPLETE APPLICATIONS WILL NOT BE REVIEWED

Please allow two weeks for processing.

- Completed, signed Encroachment Permit Application Form
 - Application form must contain a complete and accurate description of all work to be performed, location, portion of right of way, etc. Attach drawings and plans as needed.
 - If you will be performing Traffic Control, please provide a Traffic Control Plan.
 - All contractors or subcontractors performing work under the permit must be listed.

Application Fee

Plan Check or Inspection Deposit (*if applicable*)

City Business License

Indemnity Agreement and Insurance Documents

Copy of Approved Caltrans Encroachment Permit (*for projects on State Highway ONLY*)

For most projects located on State Highways 12 and 116 within Sebastopol, a separate permit from Caltrans is required prior to approval of the City permit. This applies to the following streets: *Gravenstein Highway South, Petaluma Avenue, McKinley Street, Healdsburg Avenue, Gravenstein Highway North, North Main Street, South Main Street, and Sebastopol Avenue.*

The City is authorized to issue certain minor permits on behalf of Caltrans. Check with the Engineering Division to determine whether your project qualifies for a City-issued Minor Permit on State Highway.

Otherwise, for information about Caltrans Encroachment Permits, please contact:

Caltrans District 4, Office of Local Permits in Santa Rosa, (707) 576-2857.

- **No work may be performed prior to signature approval of your City permit. The City also requires 24-hour minimum advance notice prior to work.**
- Additional information regarding inspection procedures and standard conditions of encroachment permits are included as a part of the permit conditions.
- No insurance submittals will be reviewed until a completed application form has been submitted along with the required fees.
- Questions may be directed to Reyna Ramirez in the Engineering Division, by telephone, fax or e-mail.

Telephone: (707) 823-2151

Fax: (707) 823-4721

E-mail: rramirez@cityofsebastopol.org

ENCROACHMENT PERMIT APPLICATION
ADDITIONAL CONTRACTORS OR SUBCONTRACTORS INFORMATION

PLEASE LIST ALL CONTRACTORS WHO WILL BE WORKING UNDER THIS PERMIT. EACH MUST BE PROPERLY LICENSED AND MUST COMPLY WITH ALL CITY INSURANCE REQUIREMENTS. AN ADDITIONAL PROCESSING FEE IS CHARGED FOR EACH LISTED CONTRACTOR OR SUBCONTRACTOR.

Name: Pacific Paint & Design Address: (Ste. D) 1800 Empire Industrial Ct
City, State, Zip: Santa Rosa 95403 Phone: 707-540-3738
E-mail: Kevin@ppdpaintco.com Fax: _____

Contractor's License No.: 975456 Class: C 33 Expires: _____
& 1050757

Insurance Approved: _____ By: _____ Expires: _____ CGL AUTO W/C

Nature of Work: prepping and painting of store front

Name: _____ Address: _____
City, State, Zip: _____ Phone: _____
E-mail: _____ Fax: _____

Contractor's License No.: _____ Class: _____ Expires: _____

Insurance Approved: _____ By: _____ Expires: _____ CGL AUTO W/C

Nature of Work: _____

Name: _____ Address: _____
City, State, Zip: _____ Phone: _____
E-mail: _____ Fax: _____

Contractor's License No.: _____ Class: _____ Expires: _____

Insurance Approved: _____ By: _____ Expires: _____ CGL AUTO W/C

Nature of Work: _____

**CITY OF SEBASTOPOL
ENCROACHMENT PERMIT**

PERMIT NO:	
ISSUED TO:	
PERFORMING WORK FOR:	
LOCATION:	
DATE APPROVED:	

**THESE CONDITIONS ARE ATTACHED TO AND FORM A PART OF THIS PERMIT;
ANY WORK PERFORMED IN VIOLATION OF THESE CONDITIONS OR OTHER APPLICABLE CITY
REGULATIONS MAY RESULT IN A STOP WORK ORDER OR REVOCATION OF THIS PERMIT.**

STANDARD CONDITIONS OF APPROVAL

1. All work shall conform to City of Sebastopol standards.
2. **CHANGES IN APPROVED WORK:** Any deviation from or addition to the scope of work covered by this permit shall be approved in writing, in advance of work, by the Engineering Manager or City Engineer.
3. **BEFORE ANY EXCAVATION:** Call Underground Service Alert (USA) 811 or 1-800-227-2600.
4. **INSPECTION REQUESTS:** It is your responsibility as the Contractor working under a permit issued by the City, to notify the City in advance of all required inspections of improvements constructed under permits from the Engineering/Public Works Department.
 - a. All requests for inspection are to be directed to the City of Sebastopol Engineering Division, at phone number (707) 823-2151.
 - b. Please do not call the inspector directly to arrange inspections.
 - c. We require 24-hour advance notice for most inspections and work to be started.

NOTE: BUSINESS HOURS ARE MONDAY THROUGH THURSDAY, 7:00 AM - 5:30 PM. WE ARE CLOSED FRIDAY-SUNDAY AND ON HOLIDAYS. Please be aware of our days of operation and schedule your work accordingly.

5. **INSPECTION REQUESTS OUTSIDE OF BUSINESS HOURS:** Under certain circumstances, the City may arrange for inspection outside our regular business hours. In such a case, there may be additional charges for overtime call-outs by our staff. All such extra charges must be approved in advance by the applicant before the inspection may be scheduled.
6. **TRAFFIC CONTROL NOTIFICATION:** If your work requires traffic control or blocking of streets, parking or sidewalk areas, please provide 48-hour advance notice to the City of Sebastopol Engineering Division.
7. **SHUT-DOWN OF WATER MAINS NOTIFICATION:** When your work will require shut-down of water mains, the City requires you to provide a minimum of 48 hours' advance notice, in writing, to all affected customers. This means you should make arrangements with City staff at least four working days in advance of planned shutdowns.
8. **FAILURE TO ARRANGE FOR INSPECTION:** Any work which is done without benefit of a required inspection by the City is done at your own risk, and you may be asked to remove and re-construct the improvements if they are not found to be in accord with approved plans or City standards during an "after the fact" inspection.

**FINAL INSPECTION AND ACCEPTANCE OF WORK BY THE CITY
IS REQUIRED TO VALIDATE THIS PERMIT.**

If final inspection and approvals are not obtained, the encroachment permit will expire by limitation, and the applicant may be subject to enforcement action, including additional permit fees, citation, and/or a nuisance abatement hearing before the City Council.

Permittee shall contact the Engineering Division to arrange for a Final Inspection and acceptance of work by the City **prior to the date of expiration**. A minimum of 24-hour advance notice is required for all Public Works/Engineering inspections. Projects requiring final inspection and approval by the City Engineer may take several business days to schedule.

INSPECTION RECORD

DATE	INSPECTOR	COMMENTS

FINAL INSPECTION/ACCEPTANCE

I have inspected the site of work performed under this Encroachment Permit and found all work to be completed in conformance with the applicable City Standards and Specifications, Caltrans Standard Plans and Specifications, and/or project plans approved by the City Engineer and on file with the Sebastopol Engineering Division.

By: _____ Date: _____

Reviewed: _____ Date: _____

Distribution: Encroachment Permit File # _____
 Engineering File # _____
 Sebastopol Building Department
 City Engineer

9. CALTRANS INSPECTION ON STATE HIGHWAYS: Inspection by Caltrans personnel is required for some work within State Highway rights of way in Sebastopol. However, a Caltrans inspection does not supersede or substitute for a City inspection.
10. Please assist us to serve you by observing these reminders.
 - a. Notification shall include location and dates of work to be performed.
 - b. This permit is for work within City right-of-way only and does not constitute permission for work to be performed within State Highway right-of-way (State Routes 116 and 12). Contractor shall obtain an Encroachment Permit from Caltrans prior to performing any work in State Highway right-of-way.
11. Contractor is responsible for controlling all mud, dust, dirt and debris at all times during construction.
12. Contractor shall not obstruct traffic or pedestrian walkways with vehicles or equipment during construction.
13. Contractor shall provide adequate traffic control at all times, to the satisfaction of the Superintendent of Public Works.
14. Public Works staff time for processing of permits, utility location, and construction supervision and inspection (as required) will be posted against your inspection deposit account. City will bill any staff time charges exceeding this amount to the permit holder as they occur.
15. *This permit shall expire 6 (six) months from the date of issuance, or on expiration of any required insurance policy endorsement, whichever occurs first.* It is the applicant's responsibility to provide insurance renewals in a timely manner to keep the permit in effect. A new application fee will apply any time the City must renew a permit which has been allowed to lapse.

SPECIAL CONDITIONS: