

City of Sebastopol Design Review Board Staff Report

Meeting Date:	June 15, 2022
Agenda Item:	7B
<u>To</u> :	Design Review Board
From:	John Jay, Associate Planner
Subject:	Façade improvement grant extension
Recommendation:	Approval of one-time grant extension to Façade improvement program
	awardee

Introduction:

The Façade improvement program has been a successful program the City of Sebastopol has implemented for local businesses to provide financial help, through a grant, to exterior renovations to the awardee's buildings. During the 2021-2022 fiscal year the City and Design Review Board awarded the allotted \$20,000 to local businesses and the program is expected to be extended into the 2022-2023 fiscal year by City Council.

Discussion:

Due to the pandemic and other worldwide events we have seen an overall shake up of businesses and operations. The issues seen on a global scale are supply chain issues, businesses no longer operating, and a variety of other things. Staff has received notification from one of last years' (FY 20-21) applicants/awardees that they were unable to complete the improvements by the June 30 deadline. They would like to request an extension of the reimbursement window to be allowed to submit their reimbursement request now (ie by June 30, 2022, for the current fiscal year). Although all of the funding for this year has been allocated, staff has also heard from one of the year's awardees that, due to supply chain issues, their improvements will be delayed until the next fiscal year (FY 22/23). Therefore, there appears to be funding that would go unspent this fiscal year, which could be awarded to the Bare Radiance applicant by the DRB.

Additionally, staff has recommended the awardee with supply delays Michael Cruciano to resubmit in July to next year's program (the City/DRB cannot award funds prior to Council approving the budget, which is anticipated in early July).

Staff believes these actions are consistent with the intent of the City's program, which is to support the small local businesses who are working to improve facades of businesses within town. Staff also believes this would also be consistent with the intent of the program's requirement that the work be awarded prior to being done, as the awardee had submitted and been awarded a FIP grant by the DRB prior to performing the work.

Recommendation:

Staff is recommending the Design Review Board approve an extension for Bare Radiance to submit for reimbursement by June 30, 2022, and for the City to reimburse these funds, should there be unspent funds in the account as is anticipated.

Attachments: Application









PROFESSIONAL BUILDING DESIGN and DRAFTING @ 707-775-0390 @ ■ HASTINGS CUSTOM DESIGNS ■





PROFESSIONAL BUILDING DESIGN and DRAFTING in 707-775-0390 in MASTINGS CUSTOM DESIGNS DESIGNS





PROFESSIONAL BUILDING DESIGN and DRAFTING @ 707-775-0390 @ MASTINGS CUSTOM DESIGNS 🖻

BARE RAYDIANCE SALON

6910 WEEKS WAY ~ SEBASTOPOL, CA 95472



PRINT DATE: FEBRUARY II, 2020

■ HASTINGS CUSTOM DESIGNS ■ PROFESSIONAL BUILDING DESIGN and DRAFTING ■ 707-775-0390 ■

2020-061 File No.

CITY OF SEBASTOPOL FAÇADE IMPROVEMENT REBATE PROGRAM

APPLICATION

1.	Applicant Name: BARE RAYDIANCE Contact Person: AUAYNA FRY
	Phone # 829-3436 Fax # 8 E-Mail: barelaydiance Salon Egnail. Com
	Business Name: BARE RAUDIANCE DBA: Same
	Website: Barekaydiance - Com
	Property Address: 6910 IDEEKS WAY
	Mailing Address: City: Seb Zip: <u>757/72</u>
	Total Building Sq. Ft: 1600 Building Street Frontage: WEEKS WAY
	Parcel #
	Are you: Owner/Occupant Tenant Expiration of Lease: 10/2023
	Please check one: 🗖 Proprietorship 🕱 Partnership 🗖 Corporation
2.	Type of Business or Businesses in Building: TAWNING + SKIN CARE
	REDUGHT THARAPY
3.	Estimated Costs:
	A. Please complete the project checklist with bid costs.
	Category Bid Costs
1,	Painting \$ 200 82
2.	Signage \$2,200
3.	Awnings s_ See Maiterial
4.	Landscaping and Irrigation \$
5.	Exterior Lighting \$ 5000 N/K 35.00 250.00
6.	City Permit Fees \$485 3.00 + Opsign ()
7.	Other (Attach separate complete list of all proposed
3	702, permit fees

Improvements and breakdown of bid costs)

supplies/material - 700 slabor - 1900~

Are City permits required for the improvement? \Box Design Review approval ζ Encroachment Permit D Building Permit D No permits required

If permits are required, please indicate status of applications or approvals:
Support waiting for approval (SIGN)
2/2025
Estimated Date of Façade Project Completion: 2/2020
Total Estimated Costs \$ 3,005,297
Project Description: New front sign, fresh paint
front of business, devrative bamboo
along (front) roof, tighting
parmboo - 4-6 inch cut in 1/2, attached to
wood frames of metal brackets. Fabricated
offeste then installed
\mathcal{O}

Participant Checklist

1. Please include the following materials:

_ Copies of signed bids for all improvements waiting for Contraction

- ✓ Applicable, Architectural, Landscape, Sign, plans
- Awning design (if applicable)

_Color and material samples for paint, awnings, signs, etc. - Will email _Copy of Sebastopol Business License fic's of Bamboo

- Copies of any permits obtained
- 2. Application Form, signed and dated
- **V**Terms and Conditions Form, signed and dated 3.
- Maintenance Agreement Form, signed and dated 4.
- 5. Indemnification Agreement Form, signed and dated

4

NOTE: DO NOT START ANY IMPROVEMENTS UNTIL APPROVAL

Name of Applicant:	(Please Print)	
Signature:	Date:_	_11/11/19
Name of Building Owner if differen	nt from Applicant:	
(Print name)	(Phone number)	(Email address)
Property Owner signature:	1 par	· · · ·



CITY OF SEBASTOPOL FAÇADE IMPROVEMENT REBATE PROGRAM

TERMS AND CONDITIONS

I. <u>Purpose</u>

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 Benefits

Cash rebate for eligible improvements as follows:

Amount of Rebate 50%, not to exceed \$2,500

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. <u>Exclusions</u>

- Property with illegal sign(s). Applicant must remove illegal sign(s) prior to submitting application.
- Project improvements started prior to Planning Department written approval
- 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)
- 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 is not eligible for this program more than one (1) time.
- Owners of more than one eligible property in the City are not eligible for more than two (2)
 grants per Fiscal year.

OCT 0 6 2020

VI. Application Approval Process

- The Planning Department shall review the complete application for approval.
- Applicants will receive written notice of approval, including any modifications, or denial of project within ten (10) working days of the Planning Department review meeting.
- 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 City Manager and/or the Planning Department. 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 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.

X. Accomplishment of Work

- The applicant agrees to all improvements specified in the application and the Planning
- 7

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, 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 avtest of the property landers and inviso paint.
 - 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 <u>MUST</u> 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 Please Print) 11111 Date: Signature: Name of Building Owner If Different from Applicant: Signatui

CITY OF SEBASTOPOL FAÇADE IMPROVEMENT REBATE PROGRAM

PROPERTY MAINTENANCE AGREEMENT

The undersigned <u>AllAUNA FRY</u> ("Applicant") proposes to undertake certain building exterior renovation and/or landscaping improvement work on commercial or industrial property located at <u>LOGIO WEEKS WAY</u> (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 Please Print) Date: Signature: Name of Building Owner If Different from Applicant: gte net DMbl (Email Addre (Phone Number) (Please Print)

Date 5/1/2020 Invoice # 0

Sign Making since 1981

Ron Blair Signs

1382 Gravenstein Hwy South Sebastopol California 95472 Phone 707-824-1845 Fax 707-823-8070 Taken By Ron Biair

Qty	Item #	Description	Unit Price	Discount	Line total
1	1	Plywood Backer Sign 29" x 120" (or 24 square feet) Raised Lettering (painted Duranodic Bronze) 3/8" painted acrylic lettering Mounted with studs to flush with plywood backer	\$1,060.50	ũ.	\$1,060.50
1	2	Install above sign lettering	\$100.00		\$100.00
1	6	Sale Tax Sebastopol	TBD		TBD
		Job Name:BARE			
		RAYDIANCE			
			Total Discount		
				Subtotal	\$1,160.50
				8 25% Sales Tax	Not included
		a		Total	

^{TO} Job Name:BARE RAYDIANCE

California Construction

Crow's Foot Construction

Crowsfootconstruct@gmail.com (720) 212-3255

TO Bare Radiance

 CONTRACTOR:
 JOB
 PAYMENT TERMS
 DUE DATE

 Shannon Fry
 Due on receipt

QTY	DESCRIPTION	UNIT PRICE	LINE TOTAL
	Order all materials and finalize details on aesthetics		\$1,000.00
	Identify and ensure hardware to be used to secure panels is within building code		\$200.0
	Build bamboo panels off site		\$1400.0
	Install panels as shown in drawings by Sandal Hastings		\$900.0
	Painting/finishing not included		
		37	
	THED	SUBTOTAL	
	JAN 1 4 2020	SALES TAX	
	JAN 1 4 2020	TOTAL	\$3,500.0

Quotation prepared by:

This is a quotation on the goods named, subject to the conditions noted below: Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation.

To accept this quotation, sign here and return:

DATE: JAN, 13, 2020



ESTIMATE



660 Gravenstein Hwy N., Sebastopol, CA 95472 Phone: (707)823-7688 Fax: (707)823-0238

3 gal Clark + Konsington Ext Flat @ 42.99 3 2pts ACE Metallic Gold @ 1199 gal 1.2.3 Primer 2699 2 Purdy 3" XLSWan brush 25.99 Roll Exterior Painters Tape 14.99 2 Roller Covers @ 6.49 2 Paint Trays @ 1.99

Bare Raydiance

Facade Improvement Program 6910 Weeks Way Sebastopol, CA 95472

Accomplishment of work

- New paint: Hand railing, geometric shapes and cement awning
- New sign: Raised letter sign with painted backing

Unfortunately due to repairs needed on the existing roof, I was unable to install the bamboo panels. However I plan on resubmitting my application for another Facade Grant and look forward to finishing the proposed design plan.

Sign total cost: \$1,981.18

Paint & painting material cost: \$241.55

Permit Fees: \$500.00

Total Facade Project cost: \$2,715.92

~Allayna Fry

Owner

OCT 0 6 2020

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TOTAL \$

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DE	BIT SALE					
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ATC:	0011					
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SEQ #; 6						
Batch #:	366					
INVOICE	6					
Approval Code: 171701						
Entry Method:	Chip Read					
Mode: Issuer - PIN Bypassed						
Tax Amount:	\$0.00					

SALE AMOUNT

\$365.00

I agree to pay above total amount according to card issuer agreement. (Merchan) agreement if Credit Voucher) ALLATONA M FRY

MERCHANT COPY

Sign permit 7/19 \$135.00

Rec'd. By

Ron Blair Signs

1382 Gravenstein Hwy S Sebastopol, CA 95472

Date Invoice # 6/26/2020 12818

Bill To Bare Raydiance Tanning Salon

42

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					То	tal	\$1,981.18

Invoice



More saving. More doing."

SANTA ROSA, CA 95403 (707)544-2130 NOW HIRING APPLY AT HOMEDEPOT.COM

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RETURN POLICY DEFINITIONS POLICY ID DAYS POLICY EXPIRES ON 1 180 11/29/2020

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Take a short survey for a chance TO WIN A \$5,000 HOME DEPOT GIFT CARD

Opine en español

www.homedepot.com/survey

User ID: H88 183064 181746 PASSWORD: 20302 181685

Entries must be completed within 14 days of purchase. Entrants must be 18 or older to enter. See complete rules on website. No purchase necessary.

THANK YOU FOR SHOPPING AT Sebastopol Hardware (707) 823-7688

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THANK YOU BARE RAYDIENCE SALON FOR YOUR PATRONAGE

Acct: CASH CUSTOMER

Customer Copy

THANK YOU FOR SHOPPING AT Sebastopol Hardware (707) 823-7688

WWW.SEBASTOPOLHARDWARE.COM 7 - 7 (MON - SAT) & 8 - 6 (SUN) 05/31/20 4:19PM LK 569 SALE 1433010 1 EA \$10,99 EA PAINT THINNER QT CARB \$10.99 1401322 1 EA \$8,99 EA ROLLER 4.5"JUMBO WD 1/4" \$8,99 1495035 1 EA \$8.99 EA ROLLER4.5"JUMBO WD3/8PK2 \$8,99 10111 3 EA .99 EA AINTBRSH FOAM 2" JEN \$2.97 UB-TOTAL:\$ 31.94 TAX: \$ 2.87 TOTAL: \$ 34.81 BC AMT: \$ 34.81 K CARD#: XXXXXXXXXXXX7900 ID:*******9885 TID:***2851 UTH: 062434 AMT: \$ 34.81 ost reference #:811384 Bat# thorizing Network: VISA lip Read ARD TYPE:VISA EXPR: XXXX D : A000000031010 'R : 8080008000 D: 06010A03608000 I : 6800 C : 00 DE : Issuer M : me : VISA DEBIT C :0024 : 5CCF414B5730509A nID/ValCode: 995148 nk card USD\$ 34.81 >> JRNL#I11384 <<== CUST NO:*5

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THANK YOU FOR SHOPPING AT

Sebastopol Hardware

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THANK YOU BARE RAYDIENCE SALON FOR YOUR PATRONAGE

Acct: CASH CUSTOMER

Customer Copy



PTOT BOX 529 HEARN AVENUE & DOWD DRIVE SANTA ROSA, CA 95402-0529

> TYPE OF TRANSACTION CASH SALE 1

SOLD TO: ALLANYA FRY 484-9611



TELEPHONE (707) 576-3333 FAX (707) 523-0350

SANTA ROSA



SHIP TO: (same as sold to unless noted below)

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Terms: Purchaser agrees to be bound by all the terms and conditions located at "http://www.meadclark.com/tos" or ask for a copy of our terms. Terms may be modified from time to time.

THANK YOU FOR SHOPPING AT Sc.asippol Hardware (707) 823-7688

WWW, SEBASTOPOLHARDWARE, COM 7 - 7 (MON - SAT) & 8 - 6 (SUN) 2/20 5:50PM JG -577 SALE 168,99 EA 3 1 EA \$8.99 SPRYR SYSTEM 60Z Γ \$7.99 EA 1 EA ŝ ER WHT DOVE 9"X3/8" \$7,99 \$7.99 EA 1 EA ŝ YR POWER UNIT PREVAL \$7.99 540 1 EA \$11.99 EA SH METALIC COPR1/2PT \$11.99 TOTAL:\$ 36,96 TAX: \$ 3.33 TOTAL: \$ 40.29 40.29 BC AMT: \$ ARD#: XXXXXXXXXXXXX7900 *********9885 [ID:***285] 40.29 : 075535 AMT: \$ reference #:314150 Bat# origing Network: VISA Read EXPR: XXXX TYPE:VISA : A0000000031010 : 8080008000 : 06010A03608000 : 6800 ; 00 : Issuer : : VISA DEBIT :0027 : 2473B1EAF036E476 D/ValCode: 995833 USD\$ 40.29 card

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- THANK YOU BARE RAYDIENCE SALON FOR YOUR PATRONAGE
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Customer Copy



THANK YOU FOR SHOPPING AT Sebastopol Hardware (707) 823-7688

WWW.SEBASTOPOLHARDWARE.COM 7 - 7 (MDN - 3AT) & 8 - 5 (SUN) 05/16/20 2:34PM JG 577 SALE The second se -1205343 1 EA \$26.99 EA VARNSH SMI-GLS MANOWARQT \$26,99 ECOFEE<=QT 1 EA .35 EA * QUART OR LESS PAINT ECO FEE \$,35 13415 1 EA #4.49 EA ROLLER FRAME 4" 4 WIRE 140617 1 EA \$4.49 \$2,99 EA 4" 209 COVER MOHAIR \$2.99 140621 2 EA \$1,79 EA 7" GREEN TRAY #16 \$3.58 SUB-TOTAL:\$ 33.40 TAX: \$ 3.46 TÜTAL: \$ 41.86 BC AMT: \$ 41.86 BK CARD#: XXXXXXXXXXXXX7900 MID:******9885 TID:***2851 AUTH: 043943 AMT: \$ 41.86 Host reference #:791516 Bat# Authorizing Network: VISA Chip Read

CARD TYPE:VISA EXPR: XXXX AID : A0000000031010 TVR : 8080008000 IAD : 06010A03608000 TSI : 6800 ARC : 00 MODE : Issuer CVM : Name : VISA DEBIT AIC :0022 AC : C723378D86875354 TxnID/ValCode: 982114

Bank card USD\$ 41.86



- ==>> JRNL#H91516 <<== CUST NO:*5
 - THANK YOU BARE RAYDIENCE SALON FOR YOUR PATRONAGE
- Acct: CASH CUSTOMER

Customer Copy

THANK YOU FOR SHUPPING AT Sebastopol Hardware (707) 823-7665

WWW. SEBASTOPOLHARDS. INC. COM 7 - 7 (MON - BAT) & 8 - 6 (SUN) /20/20 1:50PM CH 577 SALE THE R. P. LEWIS CO. 37027 1 EA \$17.99 EA TMR QT WITTE METAL \$17.99 OPEF UT 1 EA .35 EA * ALT OR TESS PAINT ECO FEE \$ 35 66 10 1 EA \$11.5 NISH METALIC COPRI/2PI \$11.39 172 RE BRUSH and Price EA \$4.79 EA \$4.79 B-TOTAL 5.12 TAX: \$ 1 15 TOTAL: \$ 30 /8 BC AMT: \$ 38.28 CARLER: XXXXXXXXXXXXXXX7900 JH: 035501 AM1: \$ 38.26 st reference #:758203 Bal# thorizing Network VISA ip Read RD TYPE:VISA EXPR: XXXX) : ADODODOGS

3 : ADCOUCODD ; 3 : BOBODOB ; 5 : 06010A03u ; 1 : 5800 2 : 00 2 : 00 0 : Issuer 4 : ne : VISA DEB11 2 :0020 : B9445184F597D2F3 1D/ValCode: 960534



38,28



USD\$

JRNL#H58203 CUST_NO:*5

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