



City of Sebastopol
Incorporated 1902
Planning Department
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UNAPPROVED DRAFT MINUTES

TREE/DESIGN REVIEW BOARD
CITY OF SEBASTOPOL
MINUTES OF May 05, 2021
4:00 P.M.

The notice of the meeting was posted on April 29, 2021.

DESIGN REVIEW BOARD:

1. CALL TO ORDER: Chair Luthin called the meeting to order at 4:00 P.M. and read a procedural statement.

2. ROLL CALL:

Present:	Ted Luthin, Chair Christine Level, Board Member Cary Bush, Board Member Marshall Balfe, Board Member (arrived at 4:08 p.m.)
Absent:	Lars Langberg, Vice Chair (excused)
Staff:	Kari Svanstrom, Planning Director Jeff Setterlund, Contract Planner

3. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST:

Director Svanstrom provided updates.

The Board had no questions for Director Svanstrom.

4. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA:

Director Svanstrom noted that she had received some public comment on the Woodmark project which she would forward to the Board.

5. STATEMENTS OF CONFLICTS OF INTEREST: Chair Luthin has a proximity conflict with the Spirit Works Distillery FIP application and would recuse himself after discussion of the Sonoma Chocolatier FIP application which the Board will discuss first.

6. REGULAR AGENDA:

A. FAÇADE IMPROVEMENT PROGRAM – Façade Improvement Rebate Application Review

Director Svanstrom introduced Contract Planner, Jeffrey Setterlund.

Contract Planner, Jeffrey Setterlund presented the staff report on the request from Sonoma Chocolatier.

Chair Luthin opened public comment.

Hearing none, Chair Luthin closed public comment.

Director Svanstrom indicated that no written comments had been received on this item.

Cary Bush, Board Member

Happy for the applicant to put up a sign. It has been a staple business there for a while.

Ted Luthin, Chair

They have had a banner up for a while. Happy to see that get replaced.

Christine Level, Board Member

I am fine with it exactly as it is.

Marshall Balfe, Board Member

I think it needs to be upgraded in some way and the sign will probably do the job. The front of their store looks a little dingy. I know they have elected to use rustic wood and so forth, but I think this will spunk it up a little bit, give it some color. I like it.

Ted Luthin, Chair

It does need some color.

Board Member Level made a motion to approve the application as submitted.

Board Member Bush seconded the motion.

AYES: Chair Luthin, and Board Members Bush, Balfe, and Level

NOES: None

ABSTAIN: None

ABSENT: Vice Chair Langberg

Chair Luthin departed the meeting.

Contract Planner, Jeffrey Setterlund presented the staff report on the request from Spirit Works Distillery.

The Board asked questions of Contract Planner Setterlund and Director Svanstrom.

Marshall Balfe, Board Member

I like the blue. It is a good choice in my opinion with the gray doors. I like the proposal.

The applicant was not present.

Board Member Bush opened public comment.

Hearing none, Board Member Bush closed public comment.

Director Svanstrom indicated that no written comment had been received on this item.

Christine Level, Board Member

Sounds great, I think it is a nice improvement and it is a good use of the fund. I am happy with it as is.

Marshall Balfe, Board Member

It will tie together nicely with the sculpture out front as well. This looks good to me. I have been working for over 50 years and I have never seen a City have a fund like this. This is fantastic. If the City can afford to fund it, I would like to see it continue as long as we do not end up using parking meters to beef up the fund.

Director Svanstrom spoke on the history of the Façade Improvement Program.

Cary Bush, Board Member

Fantastic. I echo all of this. This is a great program that has been very beneficial for a lot of businesses here in our downtown. It has proven its worth in a lot of ways. Regarding this application, the color seems suitable. It is similar to the color of Blue Ridge Kitchen which is a quite rich color. It is a business that is thriving and hopefully this helps it get that little spruce that it needs. I agree with our Board members here that this seems like the right application. Thanks.

Christine Level, Board Member

I think this program is a great use of City funds. I see a lot of City funds being squandered on things that I think are ridiculous, but this is great. When you go down Main Street you see a lot of awnings that are not in good shape and it makes it look a little shotty. I would love to see a way for us to promote this program more, so people are more aware. I think people are not aware of the program. It would be nice to see this funded up in the future. It would be nice to see those awnings replaced on Main Street. Would be happy to help with some way to promote the program. Maybe if we get a lot more interest, we can talk about upping the pool of money. This is a hugely beneficial program.

The Board discussed the program with Director Svanstrom further and asked clarifying questions on the program.

Board Member Level made a motion to approve the application as submitted.

Board Member Balfe seconded the motion.

AYES: Board Members Bush, Balfe, and Level

NOES: None

ABSTAIN: Chair Luthin

ABSENT: Vice Chair Langberg

7. ADJOURNMENT: Board Member Bush adjourned the meeting at 4:33 p.m. The next regularly scheduled Tree/Design Review Board meeting will be held on Wednesday, May 19, 2021 at 4:00 p.m.