



City of Sebastopol
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Planning Department
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UNAPPROVED DRAFT MINUTES

TREE/DESIGN REVIEW BOARD
CITY OF SEBASTOPOL
MINUTES OF June 15, 2022
4:00 P.M.

The notice of the meeting was posted on June 9, 2022.

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 Lars Langberg, Vice Chair Cary Bush, Board Member
Absent:	Marshall Balfe, Board Member, Christine Level, Board Member
Staff:	Kari Svanstrom, Planning Director John Jay, Associate Planner

3. APPROVAL OF MINUTES: None.

4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST:

Associate Planner Jay reported that:

- The Planning Commission met on June 14th and considered the Habitat for Humanity project tentative map and conditional use permit for Residential only within a Commercial district, and recommended that City Council move forward with the project. The City Council is tentatively scheduled to consider the project in August 2022. If the Council adopts the project it will return to the Design Review Board for final review.
- The City Council adopted the Local Hazard Mitigation Plan at its June 7th meeting.

Director Svanstrom reported that:

- Staff deemed the Woodmark Apartments' original SB 35 application inconsistent on May 20th and it was not appealed. The application was resubmitted on June 3rd and is being reviewed to try to make the project consistent.
- The selection of Opticos as consultant for the Objective Design Standards will go to the City Council for approval on June 21st. Vice Chair Langberg, Board Member Level, Paul Fritz from the Planning Commission, and Patrick Slater from the City Council

were appointed to be on the Objective Design Standards Subcommittee and will meet with Director Svanstrom, Assistant Planner Jay, and Opticos to develop the draft standards. The timeline to get to the final drafts for City review is approximately nine months, and then it will go to the Design Review Board, the Planning Commission, and the City Council for final adoption, which should take approximately three months.

The Board asked questions of Director Svanstrom.

5. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA: None.

6. STATEMENTS OF CONFLICTS OF INTEREST: None.

7. REGULAR AGENDA:

- A. Continuation of Item 7B from the May 18, 2022 Meeting** – Consider whether to change meeting to once a month, or to continue with the twice a month format.

Vice Chair Langberg moved to continue the Regular Agenda Item A to the next scheduled DRB meeting.

Board Member Bush seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Member Bush

NOES: None

ABSTAIN: None

ABSENT: Board Members Balfe and Level

- A. Façade Improvement Program Extension** – Consider whether to allow one-time extensions to façade awardee unable to complete work within the given deadline.

Associate Planner Jay presented the staff report and was available for questions.

Chair Luthin asked for Board questions of staff.

Lars Langberg, Vice Chair

I know they've done the work; I've seen it here. You're saying they just didn't get the paperwork in to be reimbursed?

John Jay, Associate Planner

Yes, the work is done and pretty much matches the proposal, but with the way the schedule worked out they were unable to get the paperwork turned in on time due to scheduling and supply issues from the last couple of years. Some of the other awardees from our May meeting are running into those same issues.

Lars Langberg, Vice Chair

You're saying there would be money available if the other guy doesn't get it in by end of this month, so do we have to make a decision based on if he doesn't get it in, then we have money for these people?

John Jay, Associate Planner

Out of the five that we had this last June, I've only had one submit for the final approval. With the Michael Cruciano you have the roll-up doors, that one is within that group, and then there are four other ones that haven't submitted anything, so that's the only one that has reached out to us and informed us of what is going on with their project, and they want to make sure that they're not going to miss out on still capturing those rebates. So there is that project and a few others that may not make the deadline of this year, which would have a balance still left over.

Ted Luthin, Chair

So if we approve this one, are we potentially cutting off anybody if Michael did finish in time?

John Jay, Associate Planner

It would be only if there were funds available is how it would work.

Lars Langberg, Vice Chair

Then are we setting a precedent that if people are late they can always ask for more time, or this is a one-time thing for these folks here?

John Jay, Associate Planner

If you want to condition it in a way that this is a one-time extension for these folks with the circumstances that have been given to us over the last few years, that's up to your discretion. The recommendation that is in there is to reimburse these funds should there be unspent funds in this account, as is anticipated. Obviously, if there were no funds available then we wouldn't be reimbursing Bare Radiance, so it's not they can do it whenever they want, it would be under certain circumstances.

Lars Langberg, Vice Chair

So as far as precedence, that could continue next year and the same thing might happen, and if there's money available we may as well spend it?

John Jay, Associate Planner

Correct.

Lars Langberg, Vice Chair

Makes sense.

John Jay, Associate Planner

As always, with all of these, if there are certain circumstances or conditions that you guys want to apply on those, you're more than welcome to.

Cary Bush, Board Member

John, is there an additional application after the Design Review Board approves these projects?

John Jay, Associate Planner

The only application after that would be the building permit portion of it, and usually for the reimbursement program the project has to be completed before that deadline. So after the Design Review Board reviews and either approves or denies the project, then it goes into a building permit phase where they pull a building permit to do the work, get it final off, the process that the Building Department has, and then that's submitted to the City and we process the rebate based off of the award letter.

Cary Bush, Board Member

And building permits are waived of those fees?

John Jay, Associate Planner

Yes, I believe the building permit fees are included within that cost estimate.

Ted Luthin, Chair

This seems reasonable to me. It seems like a win/win here. Does somebody want to craft a motion and include some language about this is just in light of the unusual events or however you want to do it?

Lars Langberg, Vice Chair

I think the way it's written.

Cary Bush, Board Member

I think so, yes.

Lars Langberg, Vice Chair

Should there be unspent funds in the account, that could be any circumstances, and if there's money no matter what happened, if someone asks for that extension, that seems perfectly fine.

Ted Luthin, Chair

That works for me.

Vice Chair Langberg moved to approve the Façade Improvement program extension, as written by staff.

Board Member Bush seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Member Bush

NOES: None

ABSTAIN: None

ABSENT: Board Members Balfe and Level

Associate Planner Jay introduced new Design Review Board Member Melissa Hanley.

8. SUBCOMMITTEE UPDATES

None.

9. ADJOURNMENT: Chair Luthin adjourned the meeting at 4:25 p.m. The next regularly scheduled Tree/Design Review Board meeting will be held on Wednesday, July 6, 2022 at 4:00 P.M.