


Agenda Report Reviewed by:
City Manager: 

**CITY OF SEBASTOPOL
CITY COUNCIL
AGENDA ITEM**

Meeting Date: May 4, 2021
To: Honorable Mayor and Honorable City Councilmembers
From: City Administration
Planning Director
Subject: Approval and Receipt of Notice of Vacancy for the City of Sebastopol Design Review Board Due to Resignation of Member – Opening is to Fill Remaining Term For Category C – Term Expires December 31, 2021
Recommendation : That the Mayor and City Council Accept the Report and Authorize Staff to Begin the Recruitment Process
Funding: Currently Budgeted: _____ Yes _____ No XX N/A
Net General Fund Cost: N/A
Amount: \$0

Account Code/Costs authorized in City Approved Budget (if applicable) AK (verified by Administrative Services Department)

INTRODUCTION/PURPOSE:

This item is to request that the City Council Accept the Report and Authorize Staff to Begin the Recruitment Process.

BACKGROUND:

The Design Review Board meets the First and Third Wednesday of each month at 4:00 pm.

The Board shall consist of five members or such other number as the City Council shall, from time to time, determine by resolution, but in no event less than five members. The Board members shall serve a term of two years or until their successors are appointed. Initially, three members of the Board shall be appointed for two years and two members shall be appointed for one year. Thereafter, the terms shall be staggered in accordance with their expiration dates. In making the appointments the City Council shall select, insofar as possible, the following:

- A. Two persons, at least one of whom shall be a licensed architect and at least one of whom shall be a licensed landscape architect.
- B. One person who may be any of the following: architect, landscape architect, building designer, building contractor, landscape contractor.
- C. Two persons not in subsection A or B of this section.
- D. One alternate who may be in subsection A of this section or who possesses a particular expertise in the area of design, land use patterns, urban development or other related fields to serve at any meeting or on any matter in the absence of a Board member, or in the event a member has a conflict of interest.

E. In the event suitable candidates satisfactory to the City Council in the above categories are not available to serve, the City Council may then select any person or persons in their discretion. All terms of office shall terminate December 31st of the last year of the term of appointment.

The Board shall have the following duties:

- A. To perform all of the duties as required under SMC *17.450.030 as the same exists now or may hereafter be amended.
- B. To review all environmental findings including the issuance of a negative declaration; provided, however, if a project requires an environmental impact report it shall automatically be referred to the Planning Commission for environmental review only.
- C. Conceptual landscape plans shall be part of the initial building design review by the Board; provided, however, that all landscape plans may be delegated by the Board to the City Planning staff for review and approval. Final landscape and irrigation plans may be approved by the Planning staff unless, in the opinion of the City Planner, they should be referred to the Design Review Board.
- D. Sign review shall be subject to all sign requirements and ordinances and resolutions of the City of Sebastopol. The sign review may be approved by the City Planning staff unless, in the opinion of the City Planner, a sign needs to be referred to the Design Review Board.
- E. To review all condominium applications for design review purposes.
- F. The Planning staff may approve all minor building modifications or additions unless, in the opinion of the City Planner, they should be referred to the Design Review Board.
- G. Any decision of the City Planning staff or City Planner may be appealed in writing to the Design Review Board.

*SMC 17.450.030

- A. The Design Review Board may delegate to the Planning Director the authority to approve applications for design review for minor exterior alteration of any building or structure in any district requiring design review, or to approve any other application for design review which has been approved in concept by the Design Review Board.
- B. In considering an application for design review, the Design Review Board, or the Planning Director, as the case may be, shall determine whether:
 - 1. The design of the proposal would be compatible with the neighborhood and with the general visual character of Sebastopol;
 - 2. The design provides appropriate transitions and relationships to adjacent properties and the public right-of-way;
 - 3. It would not impair the desirability of investment or occupation in the neighborhood;
 - 4. The design is internally consistent and harmonious;
 - 5. The design is in conformity with any guidelines and standards adopted pursuant to this chapter.

C. The Design Review Board, or the Planning Director, as the case may be, shall render approval only in conformity with subsection (B)(2) of this section, and such other resolutions and actions of the Design Review Board establishing standards and guidelines.

D. The Design Review Board, or the Planning Director, as the case may be, may designate such condition(s) in connection with the design review application it deems necessary to secure the purposes of this code, and may require such guarantee and evidence that such conditions are being, or will be, complied with.

DISCUSSION:

On April 22, 2021, City Administration received an email from Ron Hari indicating he was resigning from the Design Review Board effective immediately.

Mr. Hari was a member of the Design Review Board in the Category C seat : Category C: Two persons not in subsection A or B of this section. The recruitment will be to fill the remainder of the term of Mr. Hari (December 31, 2021).

The Category C member is intended to be a member of the general public with interest in City Design Review/Tree Board matters.

City Staff will initiate the public application process for the upcoming vacancies. Applications will be available on the City website and at City Hall. Notice of the vacancy will be published and the application period will be open for a period of approximately six weeks (May 7, 2021 through June 18, 2021). Staff will agendize the interview(s) and recommendation for appointment for a future City Council meeting.

PUBLIC COMMENT:

As of the writing of this staff report, the City has not received any public comment. However, if staff receives public comment from interested parties following the publication and distribution of this staff report such comments will be provided to the City Council as supplemental materials before or at the meeting. In addition, public comments may be offered during the "Public Comment" portion of the City Council discussion.

PUBLIC NOTICE:

This item was noticed in accordance with the Ralph M. Brown Act and was available for public viewing and review at least 72 hours prior to scheduled meeting date.

FISCAL IMPACT:

There is no direct fiscal impact associated with the recommended action tonight.

RECOMMENDATION: Staff recommends that the Mayor and Council Accept the Report and Authorize Staff to Begin the Recruitment Process.

Attachments:

None