



City of Sebastopol Design Review Board/Tree Board Staff Report

Meeting Date: June 27, 2023
Agenda Item: 7A
To: Design Review Board
From: John Jay, Associate Planner
Subject: Sign Package for 100 South Main Street
Recommendation: Approval with conditions
Applicant/Owner: Peggy Srepka/Daniel Rolandson
File Number: 2023-014
Address: 100 South Main Street
CEQA Status: Exempt
General Plan: Central Core (CC)
Zoning: Downtown Core (CD)

Introduction:

The applicant is seeking approval of the Design Review Board to install signs for the BMO bank that will be replacing the old Bank of the West located at 100 S Main Street. As required by Section 17.120.050.C(2) "General Sign Standards and Regulations" of the Sebastopol Municipal Code (SMC), Design Review Board approval is required since the applicant is proposing to install internally illuminated signs. This project will also need approval for several sign exceptions as described below.

Project Description:

This project proposes to add new signage to the new BMO bank located at 100 South Main Street. The location is currently a Bank of the West but will be merging with and becoming a BMO bank branch. The applicant is proposing the following signage below:

- Two (2) 3' 10 1/8" x 11' 3/4" internally lit signs that will have the company's name and logo. The signs will each be 42.6 square feet. These signs will be on the North and East sides of the building.
- Two (2) non-illuminated parking identification signs that will be 1' 6" x 1' 6" and 1' 6" x 1' 0", or 2.3 square feet and 1.5 square feet respectively.
- Two (2) 5' 0" x 6 1/2", or 2.7 square feet window vinyl, located on the North and East side of the building, identifying location as a banking center.
- One (1) illuminated sign surrounding the ATM.

General Plan Consistency:

The General Plan Land Use Designation for the site is Central Core. The project does not have any land use implications because it only involves the installation of new freestanding and wall signage. The application is subject to the following General Plan goal and policy:

Land Use Element

Policy 28: Rehabilitate Existing Commercial Buildings: Rehabilitate existing commercial buildings and retrofit them to meet current market needs and code requirements. The project is consistent with this goal and policy in that it involves the revitalization of a commercial development through signage improvements.

Zoning Ordinance Consistency:

The site is located within the Downtown Core. Section 17.120.060.A.2 of the SMC states the following for allowable signage in Commercial and Office Districts:

- *A maximum of two window, awning, wall, or fascia business identification signs are permitted for each ground floor use or tenant. One of those two signs may be a projecting sign, providing that the sign does not exceed six square feet in area or 18 inches in height, and has a minimum clearance of seven and one-half feet above the sidewalk.*

Section 17.120.050.C.2 “General Sign Standards and Regulations” of the SMC states the following:

- *External illumination is preferred over internal illumination in all zoning districts. Internally illuminated signs must be reviewed and approved by the Design Review Board, and are generally not allowed within the CD Central Core District, within any residential district, or in proximity to an existing residential use.*

Section 17.120.020.A.3.c “Permits, fees, and exceptions” of the SMC states the following:

- *Nonilluminated signs of 25 square feet or less, which do not require an exception to any provision of this chapter.*

Sign Exceptions:

The supplemental application material, including statements, plans and other evidence, shall show that:

- a. The exception will allow a unique sign of exceptional design or style that will enhance the area or building, or that will be a visible landmark; or*
- b. The exception will allow a sign that is more consistent with the architecture and development of the site, or site context, or is appropriate given the nature of the business; or*
- c. The granting of the exception will not constitute the granting of a special privilege inconsistent with the sign limitations upon other properties in the same vicinity and district. (Ord. 1111, 2018)*

Analysis:

The existing building has illuminated signs identifying the current business on the North and East sides of the building, an illuminated sign surrounding the ATM, assorted window and door vinyl, and multiple parking signs located on the South wall and pole mounted in the East parking lot. The Bank of the West that is currently located on the site will be merging with and becoming a branch for BMO Bank. The signs that are proposed in this project are designed to replace the existing signs to reflect the new business.

As required by federal law, banks must have an unveiling for all locations on the same day. As a result, the temporary signs, which are included in the application, may be required to be installed and removed prior to the permanent signs being installed. The applicant is unable to give an exact date of when the temporary signs will be installed and removed, but they guarantee that the temporary signs will not be up for more than the 30 days allowed by the Sebastopol Municipal Code.

As previously mentioned, the project is seeking the approval of the Design Review Board for the internally illuminated signs that have been proposed. Additionally, the project will need to be granted 2 exceptions by the Design Review Board as listed below:

- The first exception that this project would be subject to is the allowance for the 4 window, awning, wall, or fascia business identification signs that are being proposed for this project where Section 17.120.060.C.2 “General Sign Standards and Regulations” of the SMC only allows for 2 for each ground floor tenant.
- The second exception that this project would be subject to is the allowance of multiple signs that are 45.3 square feet in size where Section 17.120.020.A.3.c “Permits, fees, and exceptions” of the SMC only allows for signs less than 25 square feet.

Environmental Review:

This project is categorically exempt from the requirements of the California Environmental Quality Act, pursuant to Section 15311, Class 11, in that it involves the installation of on-premises signage.

Public Comment:

Staff has not received any public comments as of writing this report.

City Departmental Comment:

The Planning Department routed this project to the various city departments, and those departments did not provide any comments on the project.

Required Findings:

Section 17.450.030.B.2 of the Zoning Ordinance states that in considering an application for design review, the Design Review Board shall determine whether the project is consistent with the following:

- a) The design of the proposal would be compatible with the neighborhood and with the general visual character of Sebastopol.
- b) The design provides appropriate transitions and relationships to adjacent properties and the public right of way.

- c) It would not impair the desirability of investment or occupation in the neighborhood.
- d) The design is internally consistent and harmonious.
- e) The design is in conformity with any guidelines and standards adopted pursuant to this Chapter.

Section 17.230.020.B.2 of the Zoning Ordinance states that the Design Review Board may grant a Sign Exception based on the following criteria:

- a) The exception will allow a unique sign of exceptional design or style that will enhance the area or building, or that will be a visible landmark; or
- b) The exception will allow a sign that is more consistent with the architecture and development of the site; or site context; or is appropriate given the nature of the business; or
- c) The granting of the exception will not constitute the granting of a special privilege inconsistent with the sign limitations upon other properties in the same vicinity and Zone District.

Recommendation:

If the Design Review Board feels the project can be approved, with conditions, then staff recommends the Board approve the project based on the facts, findings, and analysis set forth in this staff report, and subject to the conditions of approval outlined in the attached Exhibit A, Recommended Findings for Approval, Exhibit B, Recommended Conditions of Approval, and Exhibit C, Standard Conditions of Approval.

If the Design Review Board feels that the project shall not include illuminated signage, then staff is requesting that the applicant be required to resubmit a sign package that provides no illumination that can be reviewed and approved by staff.

Alternatively, the Board may find that revisions are necessary, and a continuance is appropriate. Staff recommends that the Board provide direction for redesign to the applicant in the event of a continuance or rationale in the event of a denial.

Attachments:

- Exhibit A – Findings of Approval
- Exhibit B – Conditions of Approval
- Exhibit C – Standard Conditions of Approval
- Application Materials

EXHIBIT A
RECOMMENDED FINDINGS OF APPROVAL

Sign Exception
100 South Main Street
APN 004-202-006, 2023-014

1. The exception will allow a unique sign of exceptional design or style that will enhance the area or building, or that will be a visible landmark; or
 - a. *In that the project as conditioned will allow for better way finding of the building coming from multiple entrances to the building.*
2. The exception will allow a sign that is more consistent with the architecture and development of the site, or site context, or is appropriate given the nature of the business; or
 - a. *In that the project as conditioned will provide updated signage to an older building façade.*
3. The granting of the exception will not constitute the granting of a special privilege inconsistent with the sign limitations upon other properties in the same vicinity and district.
 - a. *In that the granting of an additional wall sign will not grant a special privilege as the total square footage of the signage will still be within the allowance of the sign ordinance.*
4. The design of the proposal would be compatible with the neighborhood and with the general visual character of Sebastopol.
 - a. *In that the proposal is to update the original signage with new signage under a rebranding.*
5. The design provides appropriate transitions and relationships to adjacent properties and the public right of way.
 - a. *In that the proposal provides an updated design on an existing building where the use is the same.*
6. It would not impair the desirability of investment or occupation in the neighborhood.
 - a. *In that as conditioned this criteria will be met.*
7. The design is internally consistent and harmonious.
 - a. *In that the proposal is designed well and will be consistent with other signage along Main Street.*
8. The design is in conformity with any guidelines and standards adopted pursuant to this Chapter.
 - a. *In that as conditioned this criteria will be met.*

EXHIBIT B
RECOMMENDED CONDITIONS OF APPROVAL

Sign Exception
100 South Main Street
APN 004-202-006, 2023-014

1. Plans and elevations shall be in substantial conformance with plans prepared by Stratus, and stamped received on February 21, 2023, and on file at the City of Sebastopol Planning Department, except as modified herein:
2. The City of Sebastopol and its agents, officers and employees shall be defended, indemnified, and held harmless from any claim, action or proceedings against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application or the environmental determination which accompanies it, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
3. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.
4. All temporary signage shall be installed for no more than 30 days. The applicant shall communicate with the Planning Department for when the temporary signage is installed and then 30 days later when it is replaced for the permanent signage.
5. Pursuant to section 17.120.100(c) of the Sign Regulations within the City of Sebastopol municipal Code, all signs shall be maintained in a safe, presentable, and good structural material condition at all times. The owner of the sign, or authorized representative, shall be responsible for its proper maintenance, repair, and replacement of signs.
6. Approval is valid for three (3) years, except that the applicant may request a one (1) year extension of this approval from the Planning Director, pursuant to Section 17.400.100 of the Zoning Ordinance.
7. An Encroachment Permit may be required prior to sign installation. Please contact the Engineering Department at (707) 823-2151, prior to installation, if work will be performed or materials placed in the public right-of-way.
8. A Building Permit is required for the installation of most signs. Please contact the Building and Safety Department for Building Permit application information at (707) 823-8597.

EXHIBIT C
STANDARD CONDITIONS OF APPROVAL

Sign Exception
100 South Main Street
APN 004-202-006, 2023-014

1. All plans shall include a brief description of the project on the cover sheet.
2. All submitted building permit plan check sets shall include a plan sheet incorporating these conditions of approval.
3. Except as otherwise noted in these conditions of approval, the plans submitted to the Building Department for plan check shall be in substantial conformance to those approved by the review body. If any changes are made to submitted plans which were approved by the review body the applicant shall work with the Planning Department to determine if the changes are significant enough to once again be seen by the review body, or if staff can approve the changes. Any changes that have not been approved by Planning staff are not approved. Construction or demolition work that does not conform to the Planning approval is not valid and shall be subject to stop work orders and may require removal.
4. Site landscaping shall be generally consistent with the Landscape Plan included as part of "Exhibit A" on file with the Sebastopol Planning Department. The final landscape plan shall be stamped by a licensed landscape architect and filed with the Planning Department prior to occupancy. Plans for any irrigation of the site shall be incorporated into the landscape plan. All planting shown on the approved plan shall be installed prior to occupancy of the proposed project. Upon the request of an Applicant to receive a Temporary Certificate of Occupancy and at discretion of the Planning Director, landscape installation may be suitably guaranteed by posting a cash bond equal to 100% of the cost and installation of any landscape improvements.
5. Acceptance of the construction drawings and specifications does not release the applicant and owner from correction of mistakes, errors, or omissions contained therein. If, during the course of construction, the field conditions or other previously unknown conditions require a modification or a departure from the accepted plans, the applicant shall provide the modifications or departure and specify the correction of mistakes errors, or omissions in compliance with the CBC and City Standards.
6. The City of Sebastopol and its agents, officers and employees shall be defended, indemnified, and held harmless from any claim, action or proceedings against the City, or its agents, officers and employees to attach, set aside, void, or annul the approval of this application or the environmental determination which accompanies it, or which otherwise arises out of or in connection with the City's action on this application, including but not limited to, damages, costs, expenses, attorney's fees, or expert witness fees.
7. A Construction Management Plan (CMP) shall be submitted to the City as part of the Building Permit and/or Grading Permit and shall be incorporated into the plans, unless waived by staff. The City's CMP template, provided by the Planning Department, may be used for small, infill projects. Revisions to the CMP to increase or add on time to the construction timeline shall be coordinated with the Building Official and any additional requests will be at the applicant's responsibility.

This CMP shall be a binding document. Failure to adhere to the CMP may result in a "Stop Work Notice" being placed on the project. An electronic copy of the APPROVED CMP shall be submitted to the City, and may be posted to the city's website. The CMP shall be updated as project conditions warrant. Updates to the CMP shall be provided to the City for review and approval. The CMP shall include but not be limited to:

- a) Work schedule (start of construction date, road or lane closure intent/dates, important milestones and proposed final dates)
- b) Construction Hours
- c) Travel routes and turn-around locations with staff approval
 - Impact to state highways
- d) Road and/or lane closures (Applicant to provide information on how many anticipated road closures, and the reasons for each road closure).
- e) Worker auto parking space locations/construction parking
- f) Phasing (if applicable)
- g) If construction improvements are located in areas of slopes 15% or greater, the Contractor shall provide safe temporary hard surface stair access to the improvements, unless waived by the Building Official. This access shall be shown on the CMP.
- h) Projects that require a grading permit shall comply with the City's grading ordinance.

The CMP may be more stringent if the project is located close to schools or in impacted neighborhoods. A CMP may be required to be modified if a neighborhood becomes "impacted" during the course of the construction. Impacted neighborhoods are defined as areas in geographic proximity (i.e. using the same streets for access) with a significant number of simultaneous construction projects.

The hours of construction activity shall be limited 7:00 a.m. to 8:00 p.m., Monday through Friday, 8:00 a.m. to 5:00 p.m. on Saturdays with staff approval, depending on scope of work being done, or unless modified by a project's Specific Conditions of Approval.

A 24-inch by 36-inch weatherproof copy with items A-F posted on site. The remaining Construction Management Plan shall be made available on site. The Construction Management Plan shall be posted on the site as part of the job site signage and should include:

- a) Address of the project site.
 - b) Permitted hours of construction and of deliveries/off-haul.
 - c) Name, e-mail address and direct phone number of the General Contractor.
 - d) Name, e-mail address and direct phone number of the person responsible for managing the project.
 - e) Name and direct phone number of the party to call in case of an emergency.
 - f) City of Sebastopol Building Department (707-823-8597).
8. All construction materials, debris and equipment shall be stored on site. If that is not physically possible, an encroachment permit shall be obtained from the Public Works Department prior to placing any construction materials, debris, debris boxes or unlicensed equipment in the right-of-way. The fee for using the right-of-way for storage of construction materials or equipment is \$10.00 per day. A minimum of 11' passable auto traffic clearance (paved travel way) shall be maintained at all times along the roadway. The placing of portable restroom facilities in the City right-of-way will not be permitted.

9. All portions of the job site shall be maintained in an organized and professional condition. All trash, debris, construction scraps and broken/deteriorated machinery shall be removed from the site by the end of each week. If off loaded construction materials are not used within 2 weeks, they shall be screened from public view. All sidewalks, driveways and public/private roadways fronting the subject site shall be broom cleaned at the end of each business day.
10. A pre-construction meeting is required with city staff for projects that:
 - a) Require a City encroachment permit, a Caltrans encroachment permit, or a City grading permit; or
 - b) Have 5 dwelling units or more; or
 - c) Have a total of 5,000 square feet of building or more; or
 - d) Have a creek setback requirement; or
 - e) Are required to have a pre-construction meeting under a specific condition of approval.
11. All permits and/or inspection fees required shall be paid in full prior to final occupancy being granted unless otherwise stipulated by the City.
12. All required construction signage and any required tree-protection shall be posted and available for City inspection at the time of the Pre-construction meeting or, if no pre-construction meeting is required, prior to commencing construction. If these measures are not in place at the time of the pre-construction meeting, a re- inspection fee will be required, and issuance of building permit will be delayed.
13. The Planning Director shall interpret applicable requirements in the event of any redundancy or conflict in conditions of approval.

Planning Department Standard Conditions of Approval:

14. This approval is valid for a period of three (3) years during which time the rights granted must be exercised. However, the applicant may request one (1) one-year extension of this Use Permit from the Planning Director, pursuant to Zoning Ordinance §17.400.100.
15. The light source for all exterior lighting fixtures shall be shielded from adjacent properties. Cut sheets for all exterior lighting shall be submitted as part of the Design Review or other planning application.
16. For projects with new foundations or retaining walls less than 10' away from a required setback property lines shall be physically identified (string line or equal), and the applicant shall submit a letter or certificate from a licensed surveyor that confirms that the structure complies with the approved setbacks prior to placing the foundation. For any project that includes new foundations or retaining walls more than 10' away from a required setback, the applicant may apply for a waiver from this requirement from the City Engineer and Planning Department.
17. For any project that includes new structures within 2 feet of the allowed height limit, a letter or certificate from a surveyor confirming that the height of the roof complies with the approved plans shall be submitted to the Planning Department at the earliest point

possible.

18. All landscape and irrigation plans must be designed in accordance with the most current City of Sebastopol landscape requirements. Prior to providing water service for new landscape areas, or improved or modified landscape areas, the Planning Department must review and approve the project's working drawings for planting and irrigation systems. Any question regarding the City of Sebastopol current water conservation and Landscape Ordinance should be directed to the Planning Department.

New construction and rehabilitated (renovations or changes made to sites with an existing irrigation system) landscape projects will be affected by these requirements if the altered landscape area is greater than 500 square feet.

19. For any new housing unit development, the developer/owner shall submit the total amount of fees and exactions associated with the project prior to issuance of certificate of occupancy or final inspection.

Engineering and Public Works Department Standard Conditions of Approval:

20. All projects are subject to Impact Fees as adopted by the City Council, which are due at the time of issuance of the Building Permit unless otherwise stipulated by the City.
21. An Encroachment Permit is required from the Public Works Department for any and all work within the public right-of-way. If the work is within a CalTrans right-of-way, an Encroachment Permit from CalTrans shall also be procured by the applicant. Encroachment Permit shall not be issued until the City Engineer approves the applicant's site improvement plans.
22. Construction within the public right-of-way is limited to that necessary to support the lot's use. This may include but is not limited to: driveways, sidewalks and any utility connections. For all improvements within the public right of way, the applicant shall submit plans to adequately describe the work. Plans shall include but not be limited to drainage details, cross-sections, driveway/roadway grades and utility locations as necessary.
23. The applicant shall prepare and submit site improvement plans for the construction of all improvements including water, sanitary sewer, storm drain, water quality facilities, roadway improvements, curbs, gutters, sidewalks, elevated or structural pedestrian walkways, landscaping, landscape irrigation, signing, striping, joint trench and streetlights. All design and construction shall conform to the latest edition of the City of Sebastopol Design and Construction Standards and other applicable codes, standards, guidelines and specifications. Public improvement drawings shall be drafted in the City-approved sheet format.
24. Once approved by the City Engineer, the applicant shall submit PDF files of the signed improvement plans. As-Built record drawings shall also be submitted as PDF files.
25. Deviations from City Standards and applicable Code requirements shall be approved by the City Engineer. The applicant's engineer shall request all design exceptions in writing.

26. Any improvements, public or private, damaged during construction shall be replaced, by the applicant, in-kind or with new improvements. All cracked, broken, or uplifted sidewalk, driveway and/or curb and gutter fronting the property shall be replaced. Applicant shall coordinate with the Public Works Department prior to the first submittal of project improvement plans to identify the extents and limits of replacement.
27. An erosion and sediment control plan are required as part of the building permit application. The plan shall be prepared by a certified erosion control specialist and in full compliance with CASQA standards, The plan is subject to review and approval by the Engineering Department prior to the issuance of the building or grading permit. No modifications to the approved plans shall be made without approval of the City Engineer.
28. Mailbox plans and locations shall be approved by the Sebastopol Postmaster prior to improvement plan approval. The developer shall provide a letter and exhibit showing mailbox locations from the Sebastopol Postmaster approving mailbox locations.
29. City Public Water and Sewer and Drainage utility easements as required by the City Engineer utility companies shall be provided within the development. Easement locations shall be subject to review and approval by the City Engineer.

Roadway Improvements:

30. The improvement plans for the first phase of development shall include and provide for the construction of all offsite improvements as required to support full project build-out. Each subsequent phase of development shall construct sufficient onsite roadway and utility improvements to support the cumulative development proposed to be constructed as approved by the City Engineer.
31. Road closures, if permitted by the Project Approval, will only be permitted with prior authorization from the Public Works Department consistent with the City's road closure policy. Signs containing details of the proposed closure must be posted 48 hours in advance. Coordinate road closures with the Sebastopol Public Works Department. Contact the Public Works Department at 707-823-5331 to obtain a road closure permit.
32. An emergency vehicle access, meeting the requirements of the Sebastopol Fire Department shall be constructed.
33. All private driveway areas less than 24-foot wide shall require the approval of the Sebastopol Fire Department.
34. Sidewalk warps shall be provided to allow a clear five-foot walkway at all locations, including areas where mailboxes, street furniture, streetlights, street signs and fire hydrants are to be installed, or as otherwise approved by the City Engineer.
35. The structural section of all public road improvements shall be designed using a soil investigation which provides the basement soils R-value and expansion pressure test results. A copy of Geotechnical report and structural section calculations shall be submitted with the first improvement plan check.
36. The structural section of the private on-site drive aisles and parking areas shall meet the requirements and recommendations of the geotechnical report for the project.
37. Retaining walls and retaining curbs may be required to protect damage to trees as

determined by a licensed Arborist. All retaining structures shall be designed and constructed to minimize damage to trees.

38. Pedestrian curb ramps, meeting City standards and current accessibility requirements, shall be provided at all intersections and crosswalks where sidewalks are proposed.

Drainage Improvements:

39. All project related flooding impacts shall be mitigated by the project developer. Drainage improvements shall be designed by a Civil Engineer registered in the State of California in accordance with the Sonoma County Water Agency's Flood Management Design Manual (FMDM). Public and private drainage improvements shall be shown on the improvement plans and the City Engineer may require the applicant to acquire the review and recommendations by the Sonoma County Water Agency (Sonoma Water) prior to approval by the City Engineer. Private storm drain easements will be required for any portions of the private storm drain not entirely located with the lot being served or for any portion of a private utility located on an adjacent parcel.
40. No lot-to-lot drainage will be allowed between the project site and any adjacent parcels. No concentrated drainage may discharge across sidewalks. All site drains must be connected to the public storm drain system or discharged through the face of curb or to an established waterway.
41. Plans and certifications shall demonstrate compliance of all improvements, including building finished floor elevations, with the City's Flood Ordinance, to the satisfaction of the Building Official and City Engineer. Building finished floor elevations shall be constructed at a minimum of 2 foot above the 100-year storm event water surface elevation as determined by the City and certified by the project engineer. The Engineer of Record shall provide a signed and stamped letter indicating the project meets the requirements of the Ordinance before plan approval.

Stormwater Quality:

42. Projects that create or replace 10,000 square feet or more of impervious surface area are subject to design and construction requirements of the most recent edition of City of Sebastopol Low Impact Development (LID) Technical Design Manual. Improvement plans with required LID design features shall be approved by the City Engineer.
43. Projects that will disturb 1.0 acre or more of developed or undeveloped land shall provide evidence that a Notice of Intent (NOI) has been submitted by the applicant and received by the State Water Resources Control Board for a General Construction Activity Storm Water Permit. Two copies of the project Storm Water Pollution Protection Plan (SWPPP) shall be provided to the City prior to issuing a grading permit, encroachment permit, or building permit.
44. For required LID features constructed on private property or on street frontage, the owner shall provide a Declaration Letter to the City Manager regarding the owner's commitment to ongoing maintenance of said LID features (LID Declaration) prior to occupancy.

Grading:

45. The improvement plans shall include a site-grading plan prepared by a Civil Engineer registered in the State of California as part of the required improvement drawings. Lots shall be generally designed to drain to public and private streets or parking areas, unless otherwise approved in the interest of tree preservation or other unusual circumstances.
46. The City of Sebastopol shall require a grading permit for projects that meet these requirements.
 - a) Cut or fill exceeding 50 cubic yards
 - b) Cut or fill greater than 3 feet in depth
 - c) Cut creating a cut slope greater than 5 feet in height and steeper than 2 units horizontal to 1 unit vertical
 - d) Fill intended to support a structure or surcharge greater than 1 foot in depth or placed on terrain with a natural slope steeper than 15 percent
47. When required by the Building Official the applicant shall submit to the City for review and approval, a detailed Geotechnical Report prepared by a Geotechnical Engineer registered in the State of California. The grading plan shall incorporate the recommendations of the approved Geotechnical Report.
48. Where soil or geologic conditions encountered during grading operations are different from those anticipated in the Geotechnical Report, or where such conditions warrant changes to the recommendations contained in the original soil investigation, a revised soil or geologic report shall be submitted for approval by the City Engineer. It shall be accompanied by an engineering and geological opinion as to the safety of the site from hazards of land slippage, erosion, settlement, and seismic activity.
49. Existing wells, septic tanks and/or underground fuel storage tanks that are defective or will no longer be in use shall be permanently destroyed or removed under permit and inspection by the Sonoma County Permit and Resource Management Department, Well and Septic Division and/or Sonoma County Environmental Health or other designated agency. Underground fuel storage tanks are subject to UST regulations of the State Water Resources Control Board.
50. The grading plan shall clearly show all existing survey monuments and property corners and shall state that they shall be protected and preserved. Should monuments be damaged or destroyed during construction, they shall be replaced by the developer.
51. Improvements plans shall include an erosion control (winterization) plan. The plan shall include an order of work and staging/scheduling component indicating when facilities must be installed and when they may be removed.
52. Sewer services and laterals shall be CCTV inspected to determine if the service needs to be removed and replaced. A copy of the CCTV report shall be provided to the City Engineer. A waiver for CCTV inspection may be waived by the City Engineer, if the sewer lateral has been replaced within ten years of the submittal of the improvement plans. A copy of the documentation evidencing such replacement shall be included in the submittal package.
53. If the proposed project is located in or adjacent to a waterway, within an area

designated as habitat for threatened or endangered species, or other special status area, it possibly falls under the jurisdiction of another agency such as the United States Army Corps of Engineers, the California Regional Water Quality Control, or the California Department of Fish & Wildlife, U. S. Fish & Wildlife Service, etc. These agencies shall be contacted to determine if the project lies within their respective jurisdictions. All necessary permits and/or approvals shall be obtained prior to the City issuing any permits. If permits are not required, a letter stating so shall be submitted to the City as part of the record.

54. Trees and vegetation shall be trimmed according to Section 8.12 of the Sebastopol Municipal Code. Trees and shrubs shall be kept trimmed so that the lowest branches projecting over public properties provide a clearance of not less than eight (8) feet over sidewalks and not less than twelve (12) feet over streets.

Fire Department. Standard Conditions of Approval:

55. The address shall be posted in accordance with requirements of the California Building Code and California Fire Code. The Fire Chief shall review and approve all requests for new addresses. Inspection and signoff of address posting shall be coordinated through Building Department.
56. Smoke and CO detectors shall be installed in accordance with the California Building Code. Final inspection and signoff of smoke detectors shall be coordinated through Building Department.
57. Noncombustible roofing shall be provided for:
 - a. All new roofs shall be non-combustible.
 - b. Roof Repairs or replacement:
 - i. Less than 25% - no requirement
 - ii. 25Hr to 50% - Class C minimum
 - iii. 50% or more — Non-Combustible
 - c. In no case shall the roofing material used to be less fire resistive than the existing roof.

NOTE: A "noncombustible" roof is a Class A roof (for other than Group R Occupancies, a Class A or Class A assembly) as defined in the California Building Code and approved by the Building Department.

58. Prior to occupancy, a spark arrester shall be installed on the chimney(s) 3/8" mesh minimum.

Building Department Standard Conditions of Approval:

59. All construction shall comply with all applicable Title 24 Codes in effect at the time of building permit submittal. It is the responsibility of the designer(s) to ensure that all applicable Title 24 codes, as well as any applicable Sebastopol Municipal Codes are incorporated into the design.
60. The project shall comply with the Green Building regulations contained in the Sebastopol Municipal Code that are in effect at the time of building permit submittal.

END OF STANDARD CONDITIONS OF APPROVAL



City of Sebastopol

Planning Department
7120 Bodega Avenue
Sebastopol, CA 95472
(707) 823-6167 (Phone) or (707) 823-1135 (Fax)
www.ci.sebastopol.ca.us

SIGN APPLICATION FORM

PROJECT INFORMATION:

ADDRESS:	100 S Main Street
PARCEL #:	004-202-006
PARCEL AREA:	

FOR CITY USE ONLY

PLANNING FILE #:	_____ / _____
DATE FILED:	_____
TOTAL FEES PAID: \$	_____
RECEIVED BY:	_____
DATE APPLICATION DEEMED COMPLETE:	_____

APPLICANT OR AGENT:

Name: Peggy Srepka

Email Address: Peggy@expeditehediell.com

Mailing Address: 311 General Dr.

City/State/Zip: Spotsylvania Va 22551

Phone: 540-805-5882

Fax: _____

Business License #: _____

Signature: Peggy Srepka

Date: 2/3/23

OWNER OF PROPERTY

IF OTHER THAN APPLICANT:

Name: Daniel Rolanson

Email Address: _____

Mailing Address: 1855 Capistrano Way

City/State/Zip: Burlingame CA 94010

Phone: 650-867-3544

Fax: _____

Business License #: _____

Signature: see attached authorization

I certify that this application is being made with my consent.

Date: 2/3/23

OTHER PERSONS TO BE NOTIFIED: (Include Agents, Architects, Engineers, etc.).

Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

Name: _____

Email Address: _____

Mailing Address: _____

City/State/Zip: _____

Phone: _____

Fax: _____

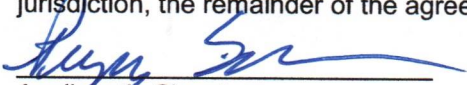
ADDITIONAL REQUIRED MATERIALS:

- [] **LOCATION MAP:** INDICATE THE SUBJECT PARCEL(S) AND ADJACENT STREETS.
- [] **SIGN INVENTORY:** DETAILS ON ALL THE PROPOSED SIGNS: INCLUDING TYPE, HEIGHT, WIDTH, DEPTH, AREA AND HEIGHT ABOVE FINISHED GRADE, LOCATIONS OF ALL EXISTING AND PROPOSED SIGNS, TYPE OF MATERIAL(S), AND ANY METHOD OF ILLUMINATION.
- [] **SIGN DETAILS:** DETAILED SCALED DRAWINGS OF ALL PROPOSED SIGNS, INDICATING THE LETTER STYLE, COLOR SCHEME, CABINET COLORS, AND MATERIAL SPECIFICATIONS. HEIGHT ABOVE GRADE MUST ALSO BE SHOWN.
- [] **SITE PHOTOGRAPHS:** CLEARLY SHOW THE VIEWS OF AND FROM THE PROJECT, INCLUDING EXISTING SIGNS. INCLUDE A KEY MAP INDICATING WHERE THE PICTURES WERE TAKEN FROM AND IN WHAT DIRECTION THEY WERE TAKEN. LABEL ACCORDINGLY.

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 accompanies 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.

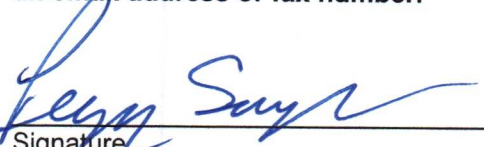
 _____ 2/2/23 _____ _____
Applicant's Signature Date Signed Planning File Number

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.

NOTICE OF MAILING:

Email addresses or facsimiles will be used for sending out staff reports and agendas to applicants, their representatives, property owners, and others to be notified.

Please sign and acknowledge you have been notified of the Notice of Mailing for applications and have provided an email address or fax number.

 _____ Peggy Siepka _____
Signature Printed Name

NOTE: It is the responsibility of the applicant and their representative to be aware of and abide by City laws and policies. City staff, Boards, Commissions, and the City Council will review applications as required by law; however the applicant has responsibility for determining and following applicable regulations.

PROJECT DESCRIPTION:

DESCRIBE IN DETAIL: the proposed sign project and permit request. (Attach additional pages, if needed):

This is a merge Between The Bank of West + Bmo Bank
 We need to update signage to reflect BMO Please
 See Sign Summary attached

Please describe existing uses (businesses, residences, etc.) and other structures on the property:

Bank - no change of use or Ownership

DEVELOPMENT DATA:

SQUARE FEET BUILDING EXISTING:	
BUILDING FRONTAGE (IN FEET):	66
# OF SIGNS CURRENTLY ON PROPERTY	5
EXISTING SIGN TYPE(S):	2 illuminated wall signs / ATM Surround - Window + Door Vinyls Pole mounted + Wall mounted Regulatory Parking Signs
EXISTING SIGN LOCATION(S):	East + North elevation Wall Signs Parking Regulatory Sign east on Pole Parking Regulatory Sign South Wall
SIGN SIZE(S):	HEIGHT: HEIGHT: HEIGHT: HEIGHT: LENGTH: LENGTH: LENGTH: LENGTH:
# OF SIGNS PROPOSED	4 + Vinyls + Temporary bags + Vinyl overlays
*PROPOSED SIGN TYPE(S):	2 Wall illuminated Pole - regulatory Wall non illuminated Plaque Assorted Vinyls on doors + Windows
PROPOSED SIGN LOCATION(S):	East + North Walls - same as existing using existing electrical Pole + Wall Regulatory Sign replacement Faces
SIGN SIZE(S):	HEIGHT: 3' 10 1/2" HEIGHT: 3' 10 1/8" HEIGHT: 1' 6 1/4" HEIGHT: 1' 6" LENGTH: 11' 3/4" LENGTH: 11' 3/4" LENGTH: 1' 6" LENGTH: 1'
IS ILLUMINATION PROPOSED?	<input checked="" type="checkbox"/> YES <input type="checkbox"/> NO 2 wall Signs
NOTE: ILLUMINATED SIGNS ARE SUBJECT TO DESIGN REVIEW	

*Types of signs: FREESTANDING, WALL, PROJECTING (HANGING), WINDOW, AWNING, FASCIA, SANDWICH; TEMPORARY SIGNS (LIMITED TO 30 DAYS): BANNER.

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LOCATION NUMBER:

2866-B

SITE ADDRESS:

100 S Main St
Sebastopol, CA 95472-4257

12/15/22

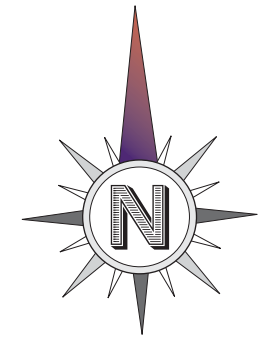
[View in Google Maps](#)



BMO



SITE PLAN



SITE OVERVIEW

Sign	Recommendation	Allowed Sq.Ft.	Proposed Sq.Ft.
S1	FL/HL Channels 20"	86.5	42.6
S2	FL/HL Channels 20"	86.5	42.6
S3	Hours Vinyl	-	-
S4*	Window Vinyl - BC	-	2.7
S5	Hours Vinyl	-	-
S6*	Window Vinyl - BC	-	2.7
S7	Regulatory - Parking	-	-
S8	Regulatory - Parking	-	-
S9	ATM (by others)	-	-
TS1	Sign Bag	-	-
TS2	Sign Bag	-	-
TS8	Vinyl Cling	-	-
TS9	Vinyl Cling	-	-

SIGN CODE:
 Total maximum allowable sign area is 86.5 sq. ft. with 66' L building frontage. External illumination is preferred over internal illumination in all zoning districts. Internally illuminated signs must be reviewed and approved by the Design Review Board, and are generally not allowed within the CD Central Core District, within any residential district, or in proximity to an existing residential use. Building signs are subject to design review.
 Window vinyl copy appears to be calculated within sf allowable

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SITE NUMBER:
 2866

ELECTRONIC FILE NAME:
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PROJECT NUMBER:
 86575

PROJECT MANAGER:
 AMANDA HURLSTON

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	404881	10/21/22 AG					
Rev 1	406224	11/2/22 Viv	updated				
Rev 2	406598	11/3/22 Viv	updated				
Rev 3	409342	12/01/22 IS	Updated Sign 7 blue vinyl banding removed				
Rev 4	410038	12/07/22 IS	Updated S4a (address) - Removed from scope				
Rev 5	411468	12/15/22 AG					

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S1 EAST ELEVATION
Scale: 1/8" = 1'-0"

FL-HL-20-B-PERF

ALLOWED SF:	86.5
EXISTING SIGN SF:	27.7
PROPOSED SIGN SF:	45.3

42.6 Channel letters
2.7 Window vinyl- 4b

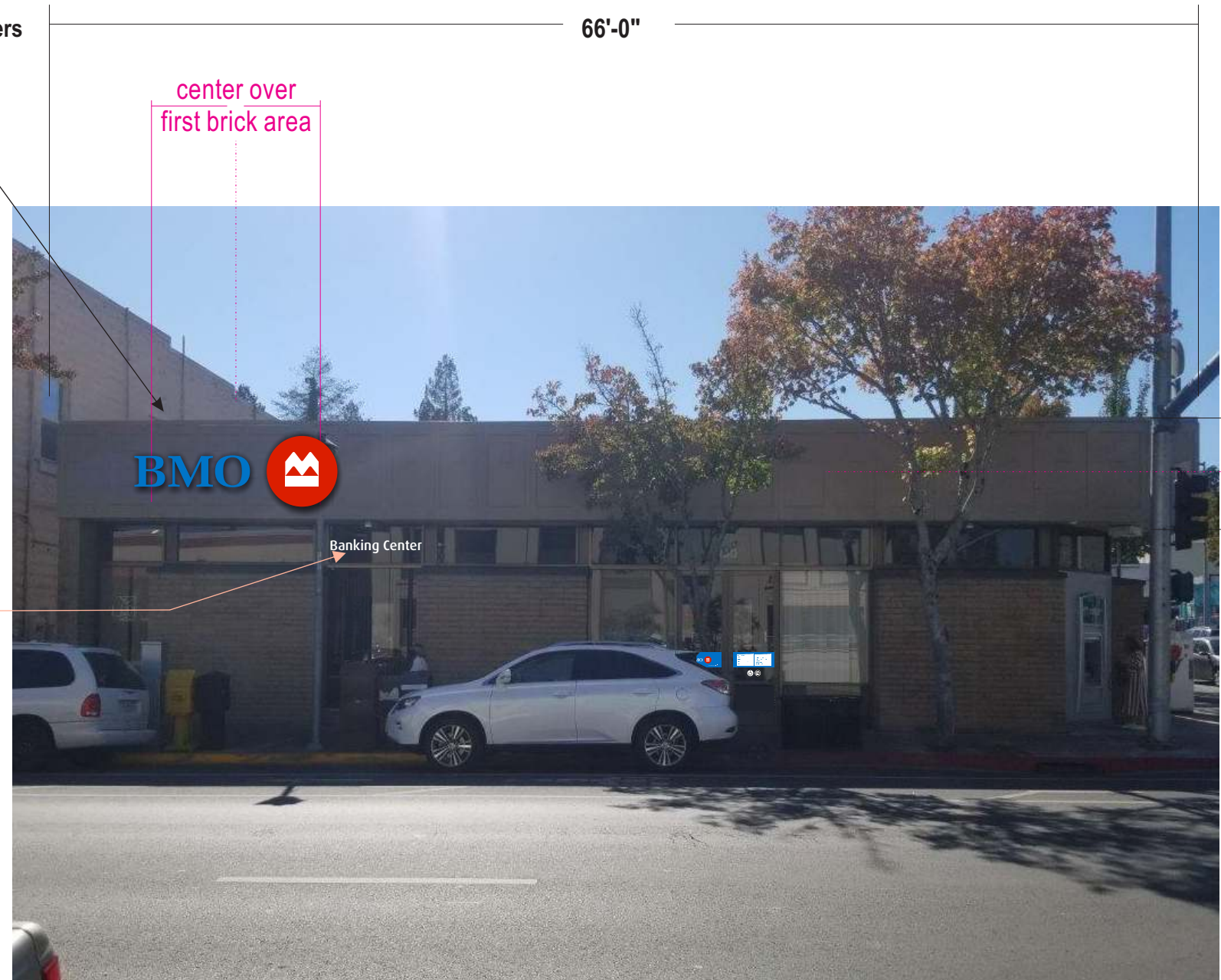
EXISTING
Remove existing signage (2'-6" x 11'-1")
Wall repaired as required seam to seam

PROPOSED
Install 20" Face-Lit/Halo- lit channel letters
(3'-10-1/8" x 11'-3/4")



RESTORATION AREA
2'-6" X 15'-0"
37.5 SF

WALL COLOR
SW 7554 Steamed Milk



66'-0"

center over
first brick area

C/L 5'-6"

S4

NOTE: SIGN IS SUBJECT TO DESIGN REVIEW

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PROJECT NUMBER: 86575
PROJECT MANAGER: AMANDA HURLSTON

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Rev 5	411468	12/15/22 AG					

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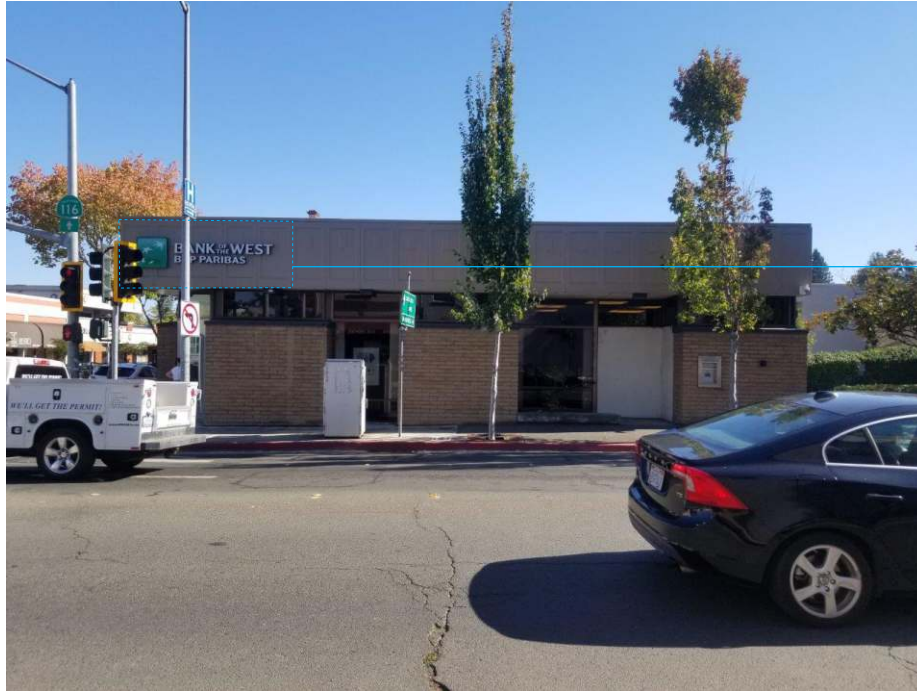
S2 NORTH ELEVATION
Scale: 1/8" = 1'-0"

FL-HL-20-B-PERF

ALLOWED SF:	86.5
EXISTING SIGN SF:	27.7
PROPOSED SIGN SF:	45.3

42.6 Channel letters
2.7 Window vinyl -S6

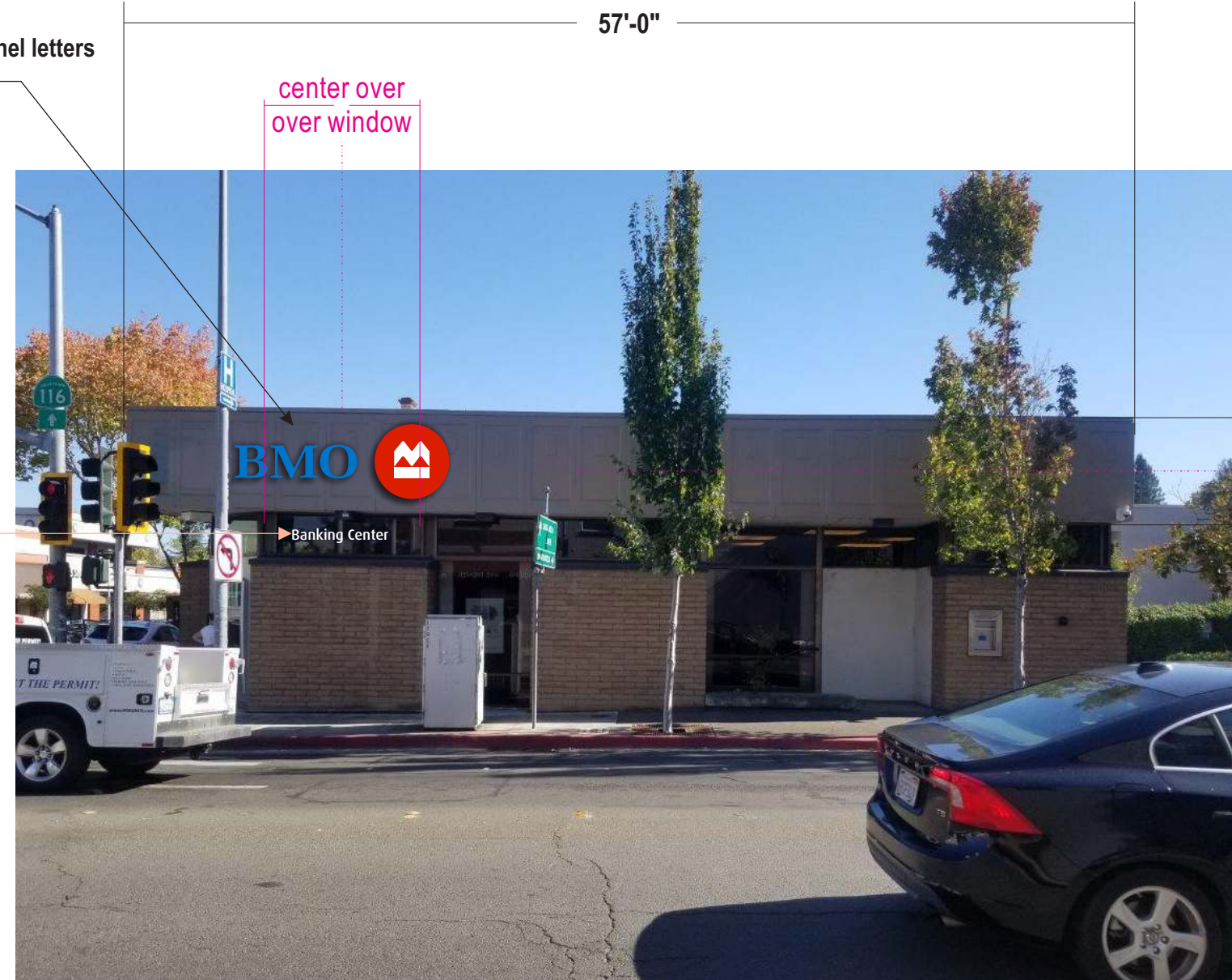
EXISTING
Remove existing signage (2'-6" x 11'-1")
Wall repaired as required seam to seam



PROPOSED
Install 20" Face-Lit/Halo- lit channel letters
(3'-10-1/8" x 11'-3/4")

RESTORATION AREA
2'-6" X 15'-0"
37.5 SF

S6



WALL COLOR
SW 7554 Steamed Milk

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PROJECT NUMBER:
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PROJECT MANAGER:
AMANDA HURLSTON

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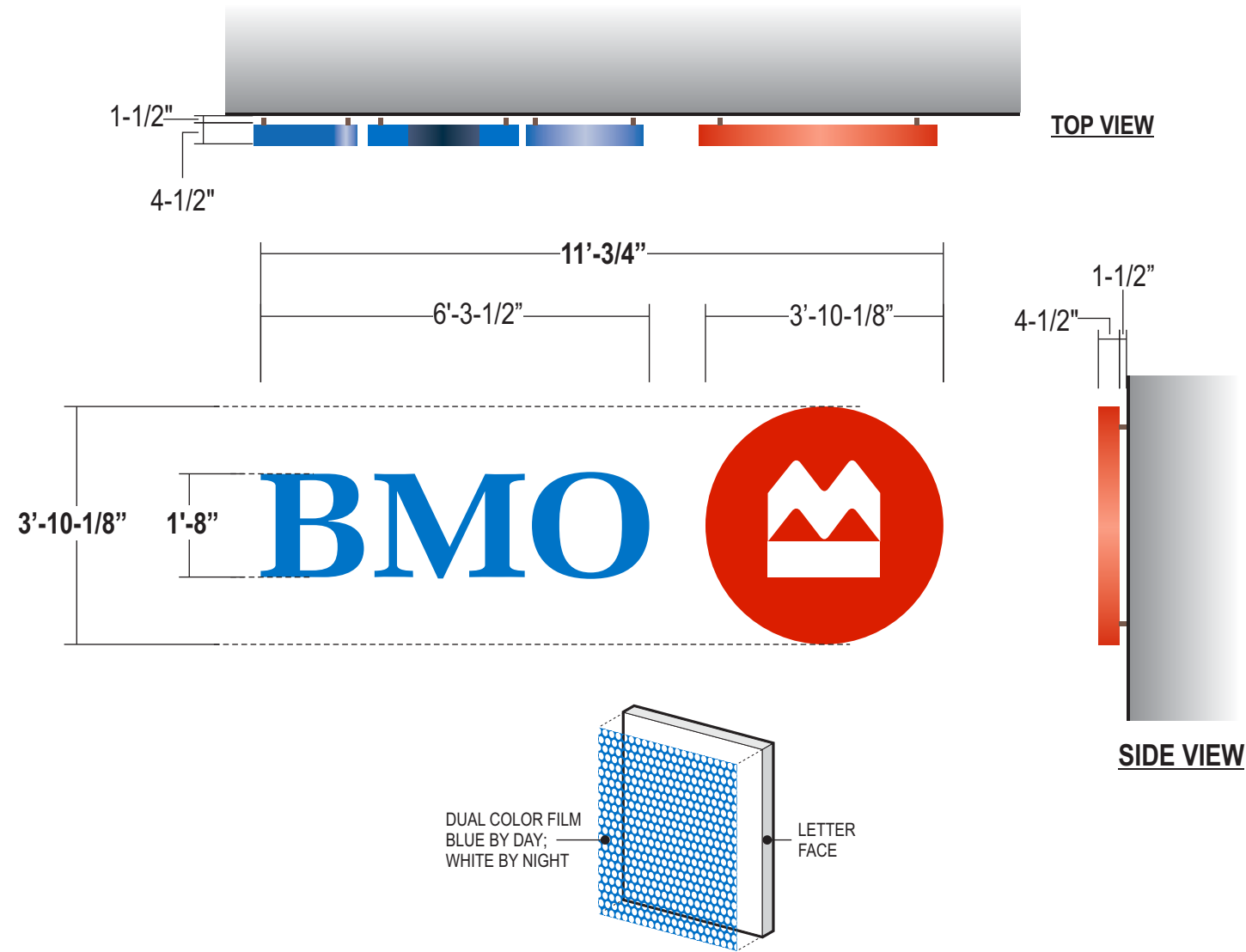
S1
S2

FACE-LIT/HALO-LIT CHANNEL LETTERS

FL-HL-20-B-PERF

Scale: 3/8"=1'-0"

42.6 square feet



LETTERS:

FACES: .187 #2447 white acrylic w/ surface applied screen printed dual color film to match BMO Blue - illuminates White at night

TRIMCAP: 1" Standard jewelite painted blue

RETURNS: 4-1/2" deep .050 alum. painted blue

BACKS: 1/4" thick #2447 White Tuffak SL polycarbonate

ILLUM.: HLED-P2072W Hanley White led's are to light faces; Blue Hanley LEDs for Halo Lighting
Alternate: Sloan VL 4 White - 6500K & VL 4 Blue 3mm ACP inner Baffle; Power supplies are remote

LOGO:

FACES: .187 #7328 white acrylic w/ surface applied Trans red vinyl overlay w/ reverse weeded graphic to show thru white; 3M matte overlamine applied over red vinyl
Roundel size: Over 46" there will be a seam in the vinyl with a 3/8" overlap

TRIMCAP: 1" Standard Red

*Roundel size: 37" - 47" blow out clips are required
Roundel size: 48" & above use 1-1/2" metal retainers painted Red*

RETURNS: 4-1/2" deep .050 alum. painted Red

BACKS: 1/4" thick #2447 White Tuffak SL polycarbonate

ILLUM.: HLED-P2072W Hanley White led's are to light faces; Blue Hanley LEDs for Halo lighting
Alternate: Sloan VL 4 White - 6500K & VL 4 Blue 3mm ACP inner Baffle; Power supplies are remote

INSTALL: Thru bolted with 1-1/2" stand off from wall surface using 3/8" threaded rod into approved blocking; spacers to be provided painted to match wall.

WALL

MATERIAL: Stucco

QUANTITY: (2) TWO required for EAST and NORTH elevations

COLOR PALETTE

- LETTER VINYL:** 3M screen printed Dual Color ON to match Pantone 300 C Blue
- LETTER RETURNS:** Pantone 300 C Blue
- LOGO VINYL:** 3M 3630-143 Poppy Red 3M 3660-M Scotchcal Matte overlamine
- LOGO RETURNS:** Pantone 485 C
- SPACER:** SW 7554 Steamed Milk

All paint finishes are satin unless otherwise noted.

Simulated Night View



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Rev 5	411468	12/15/22 AG					

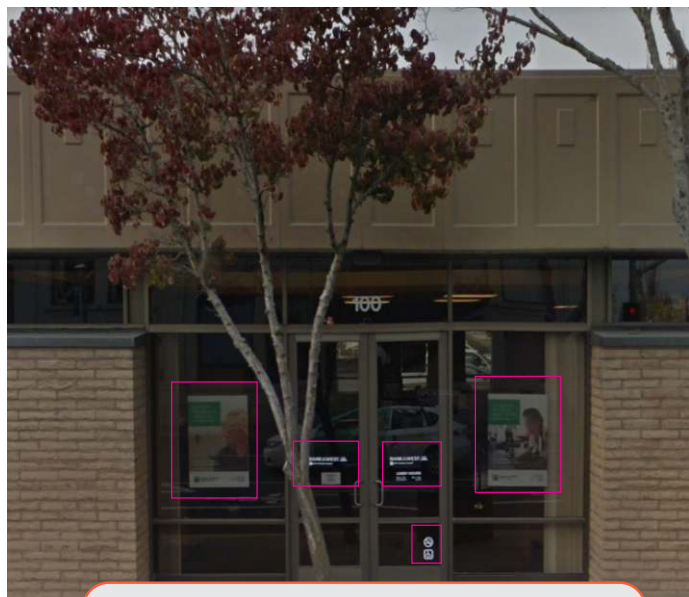
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S3

DOOR VINYL

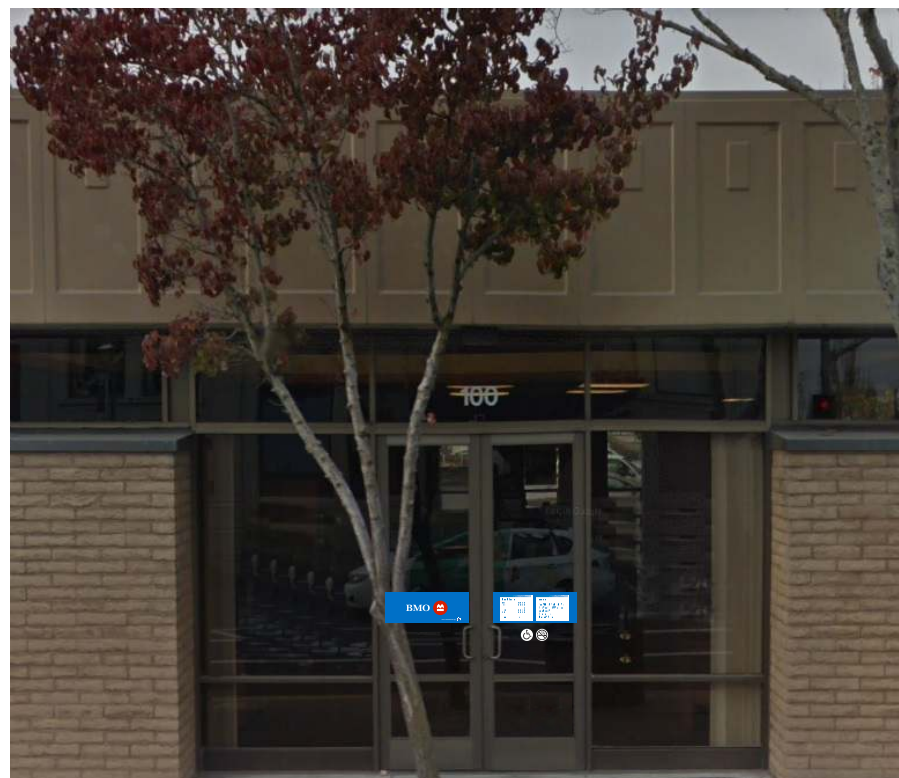
Scale: 3/8"=1'-0"

EXISTING



EXISTING VINYL REMOVED.
CLEAN SURFACE OF ALL RESIDUE

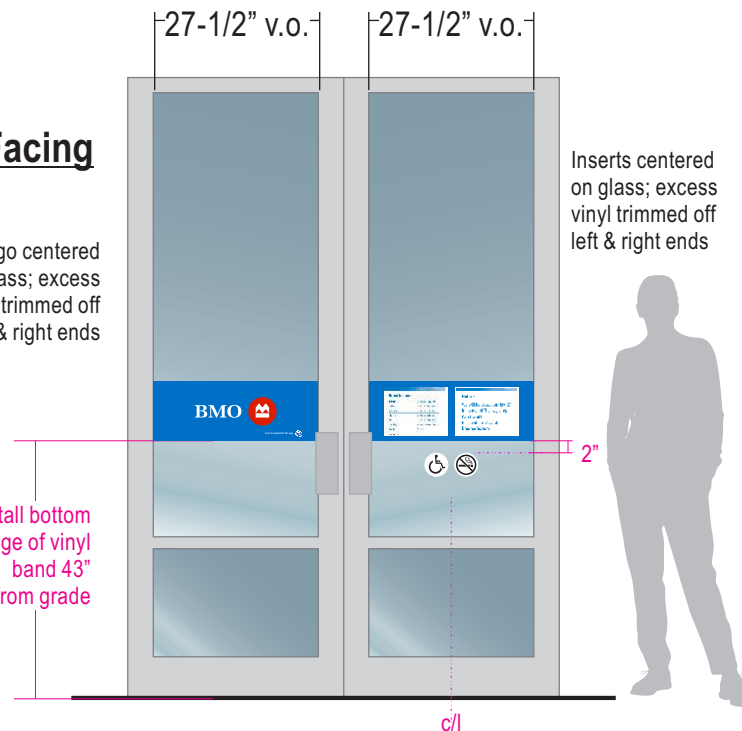
PROPOSED



Exterior Facing

Logo centered on glass; excess vinyl trimmed off left & right ends

Install bottom edge of vinyl band 43" from grade



Interior Facing



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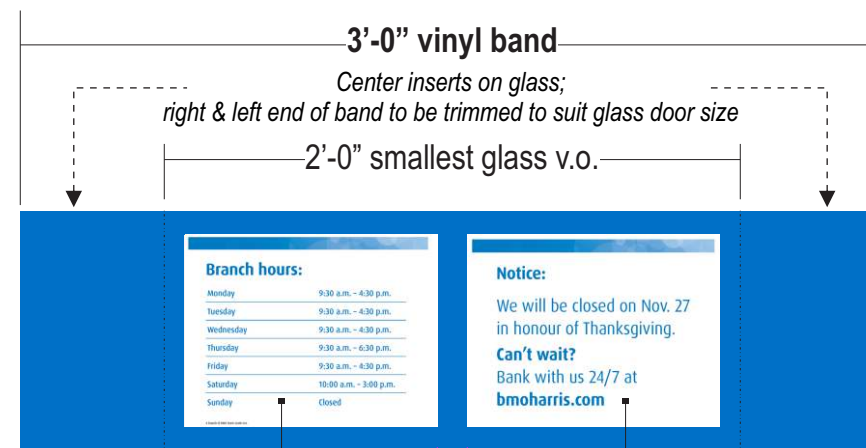
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Double Door

to be used for doors 24" - 36"



Exterior view - left door

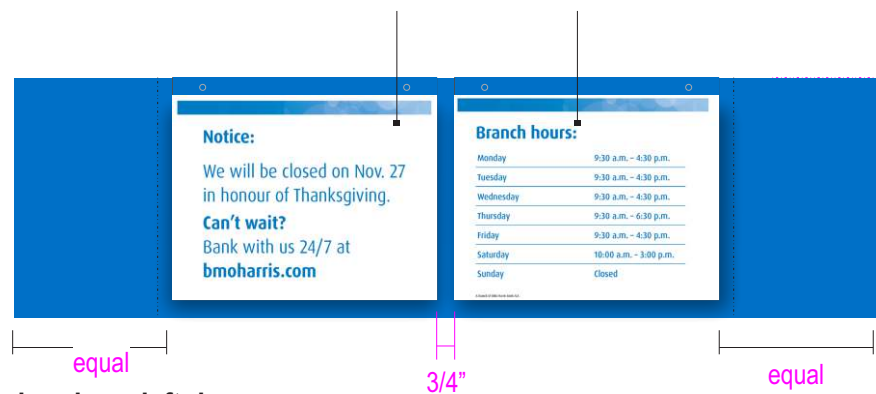


Exterior view - right door

Vinyl band to have opening cut to view insert: 8" x 10.5"
(leaving 1/4" margin around all inserts)

QUANTITY: (1) One set of two bands required

9.25" x 11" Insert holders installed on interior of doors with VHB tape at top edge
Conceal tape w/ 3/4" x 11" blue vinyl band



Interior view - left door

top align holder w/ band



Interior view - right door

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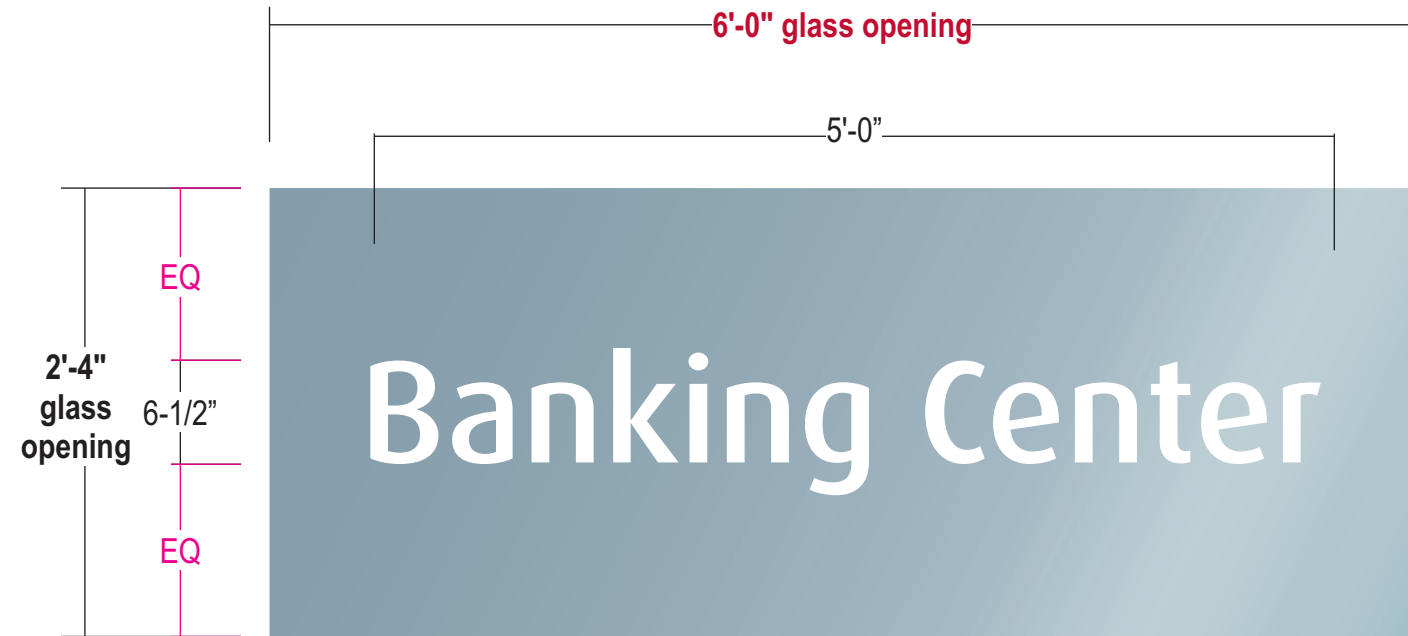
AMANDA HURLSTON

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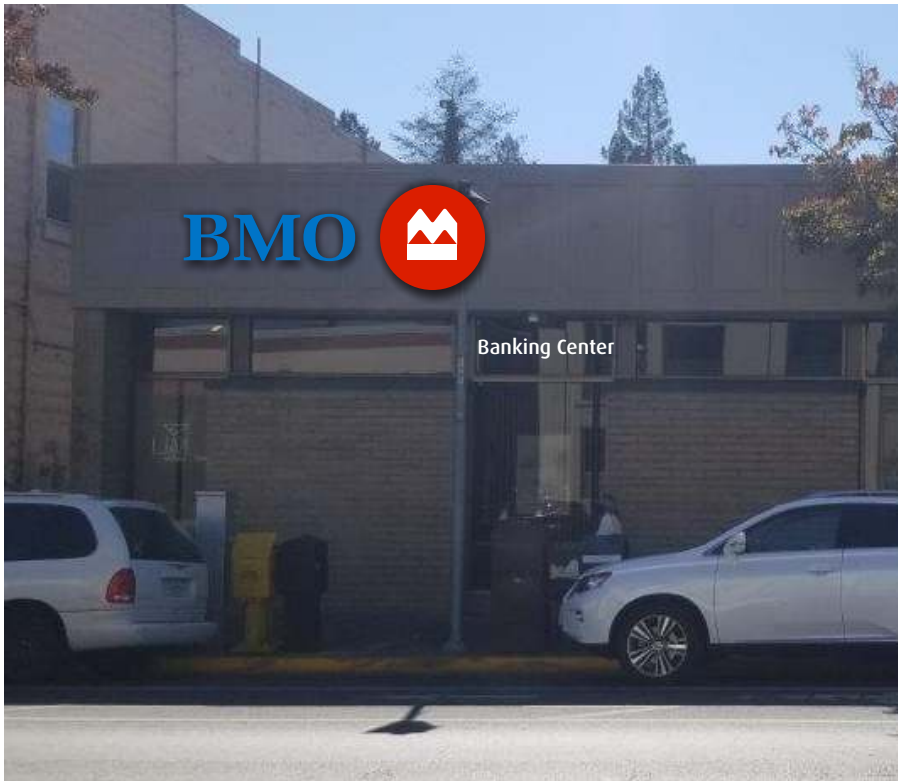
S4 WINDOW VINYL
Scale: 1"=1'-0"

WV-BC-6.5
2.7 square feet

EXISTING



PROPOSED



GRAPHICS: 1st Surface applied opaque white vinyl graphics to transom window

QUANTITY: (1) ONE required

COLOR PALETTE

VINYL:
3M 7725-10 Opaque White

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Rev 2	406598	11/3/22 Viv	moved location of BC copy to 3rd window from left				
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Rev 4	410038	12/07/22 IS	Updated S4a (address) - Removed from scope				
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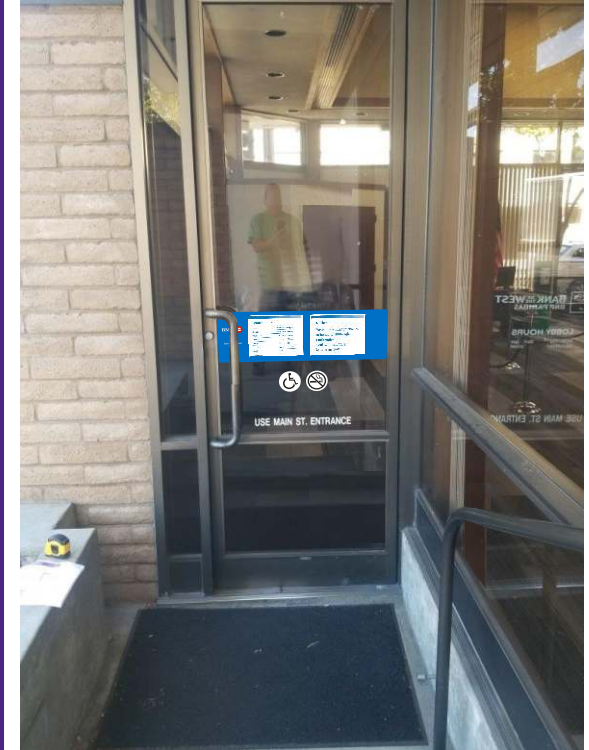
S5 DOOR VINYL
Scale: 3/8"=1'-0"

EXISTING

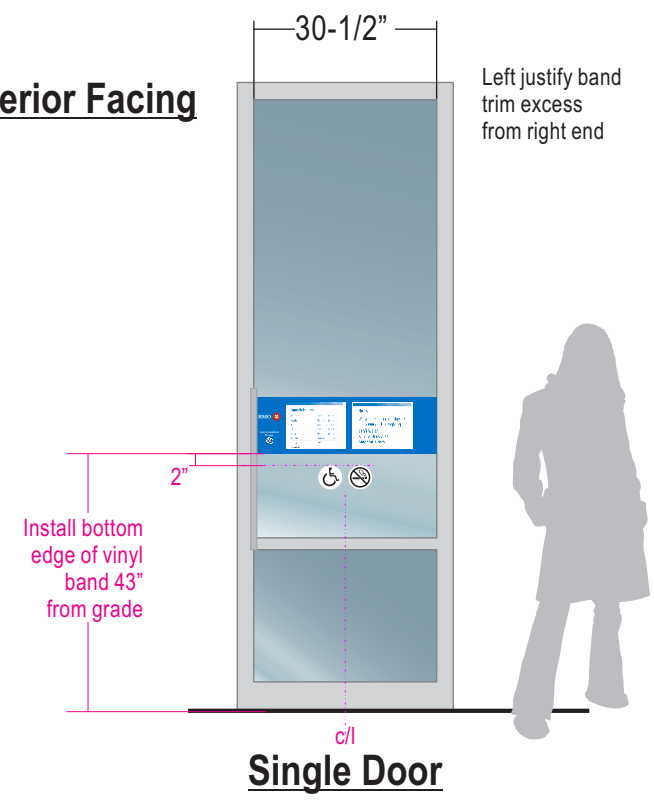


EXISTING VINYL REMOVED.
CLEAN SURFACE OF ALL RESIDUE

PROPOSED



Exterior Facing



Interior Facing



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S5

US - DOOR VINYL BANDING - Single Door Layouts

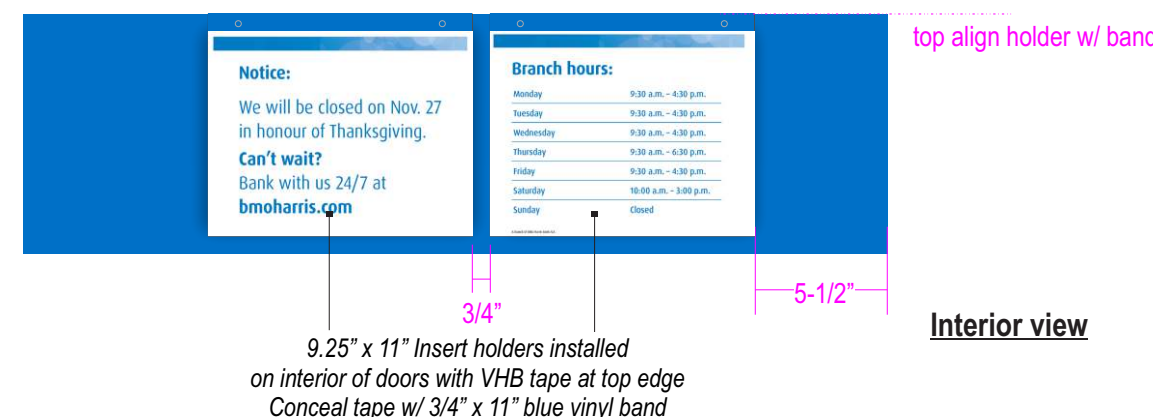
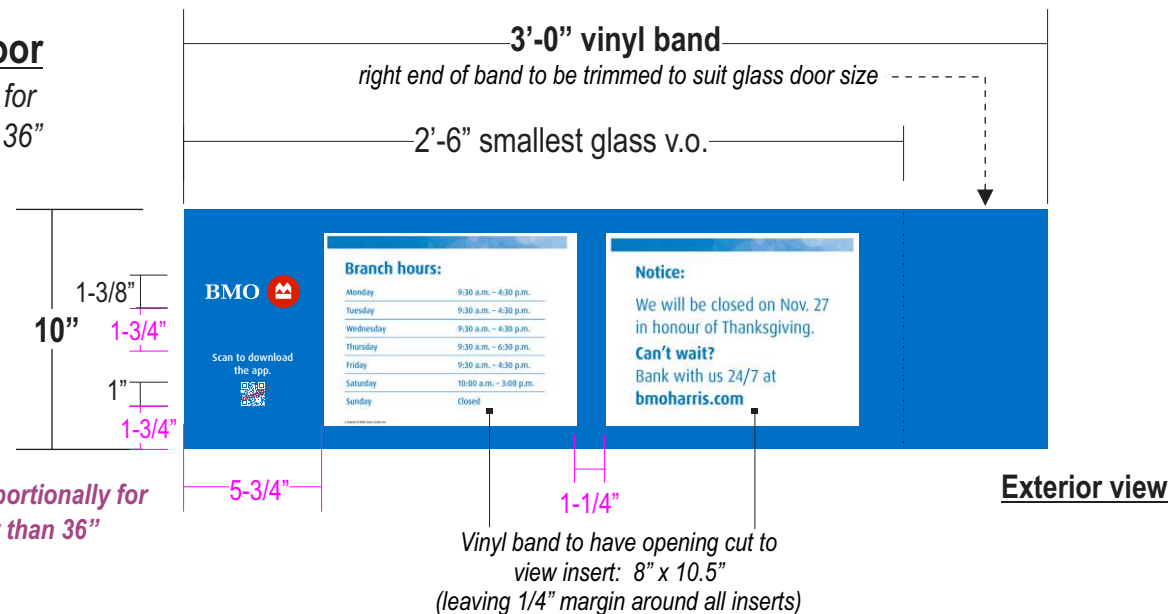
Scale: 1-1/2"=1'-0"

COLOR PALETTE



Inserts to be provided by others

Single Door
to be used for
doors 30" - 36"



QUANTITY: (1) ONE set required

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Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					

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S3

SIGN HOLDERS

Scale: Not to scale

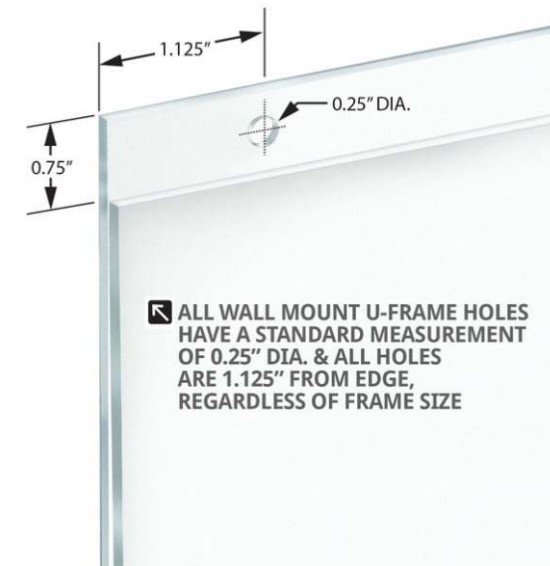
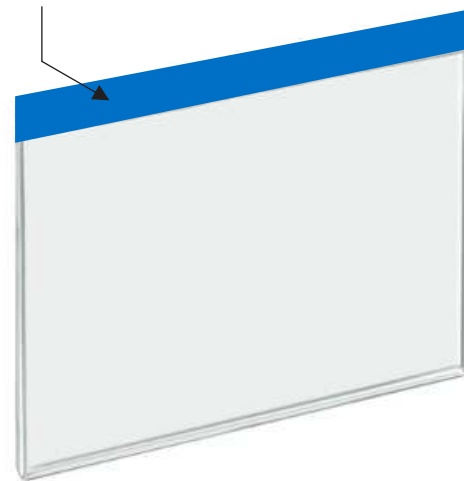
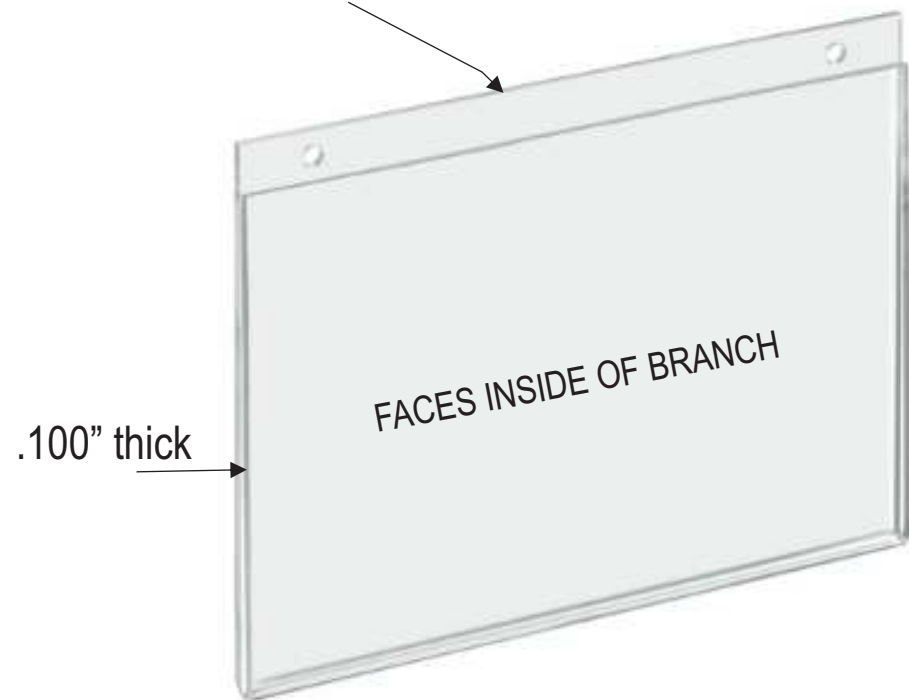
S5

11" W x 8.5" Sign Holder

U-frame holder by Azar International or approved equivalent

3/4" x 11" BMO blue vinyl band applied to inside edge of holder to conceal tape & holes from inside surface

VHB Tape on back of holder at top edge / installed inside of glass



Top or Side Loading Sign Holder Frames
Pre-drilled holes / High quality clear plastic
Insert size: 11" x 8.5"

QUANTITY: (4) four holders required

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ORDER NUMBER:

1181357

PROJECT NUMBER:

86575

SITE NUMBER:

2866

PROJECT MANAGER:

AMANDA HURLSTON

ADDRESS:

100 S Main St
Sebastopol, CA 95472-4257

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ELECTRONIC FILE NAME:

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Rev 1	406224	11/2/22 Viv					
Rev 2	406598	11/3/22 Viv					
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S3

REGULATORY VINYL DECALS

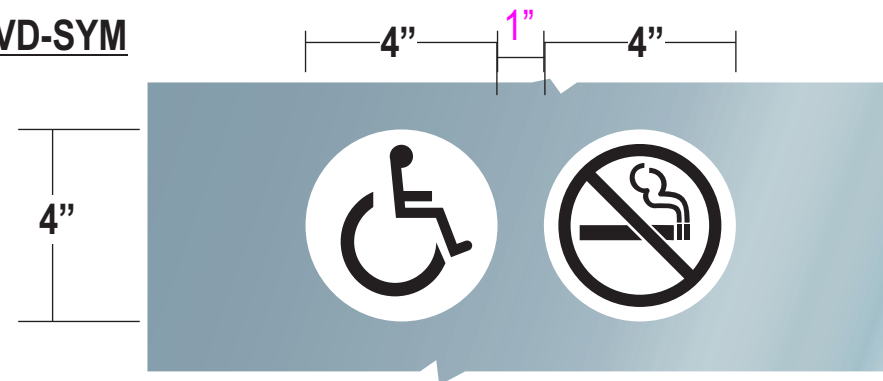
Scale: 3"=1'-0"

S5

DIGITALLY PRINTED VINYL DECALS:

Digitally printed to match colors shown with 3M 3660-M Scotchcal Matte overlamine

VD-SYM



- Black
- White

No Smoking & No Weapons decals to be used when existing or known to be required by code
 When fewer than all (3) three decals are used, reposition remaining in center.

QUANTITY: (2) TWO sets of (2) TWO required

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S6

WINDOW VINYL

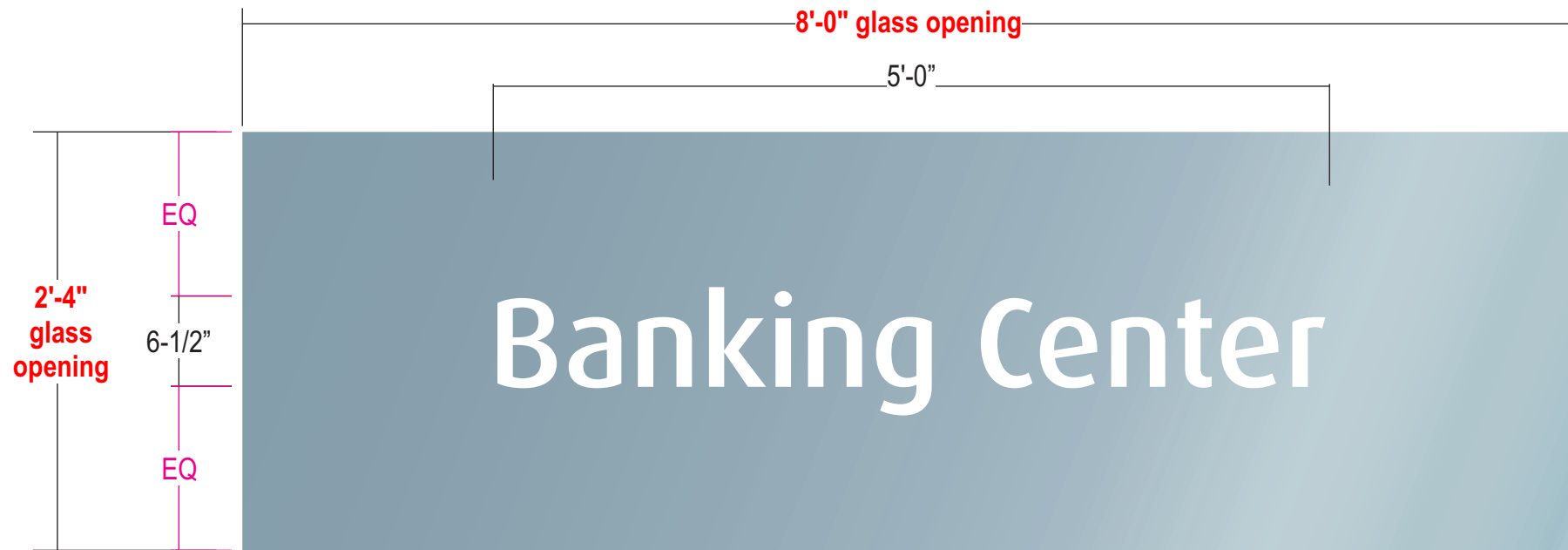
Scale: 1"=1'-0"

WV-BC-6.5

2.7 square feet



EXISTING



PROPOSED PARTIAL NORTH ELEVATION



GRAPHICS: 1st Surface applied opaque white vinyl graphics to transom/sidelite window

QUANTITY: (1) ONE required

COLOR PALETTE

VINYL:
3M 7725-10 Opaque White

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Original	404881	10/21/22 AG					
Rev 1	406224	11/2/22 Viv					
Rev 2	406598	11/3/22 Viv					
Rev 3	409342	12/01/22 IS	Updated letterset location				
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					

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S7 REGULATORY - POST MOUNTED

Scale: 3"=1'-0"

REG-2-P

2.3 Square Feet

EXISTING



PROPOSED



- PANELS:** .063 aluminum faces w/ 1/4" radius/eased corners painted Blue Satin finish
- GRAPHICS:** Surface applied vinyl logo & copy; Matte overlam over red vinyl
- FONT:** Dax Pro Medium
- ATTACHMENT:** Mounted flush to existing panel w/ VHB tape & construction grade adhesive as required
- QUANTITY:** (1) ONE required

NOTE: EXISTING POST TO BE PAINTED WHITE SEMIGLOSS

COLOR PALETTE

- PANEL:** Pantone 300 C Blue
- LOGO VINYL:** 3M 3630-143 Poppy Red (Applied over 3M 7725-10) 3M 3660-M Scotchcal Matte overlaminates
- LOGO/COPY:** 3M 7725-10 White
- POLE:** White semi-gloss finish

All paint finishes are satin unless otherwise noted.

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Rev 2	406598	11/3/22 Viv					
Rev 3	409342	12/01/22 IS					
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG	updated specs & to panel reface				

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S8

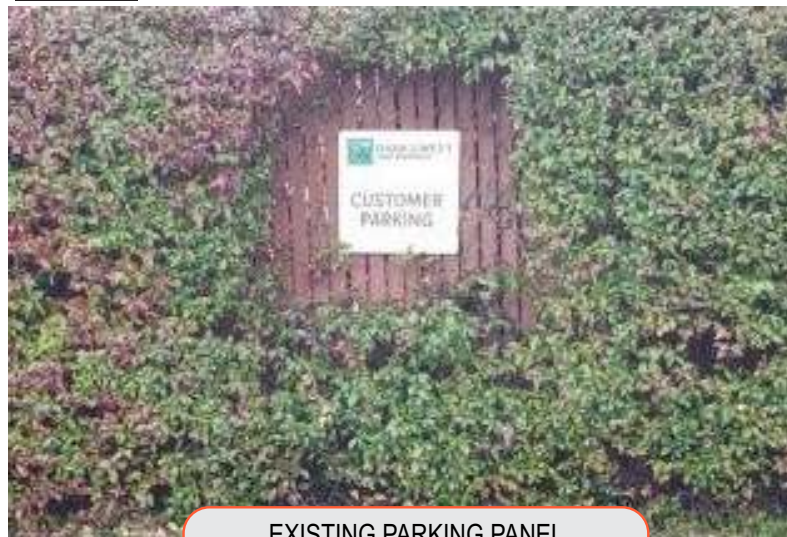
REGULATORY - WALL MOUNTED

Scale: 3"=1'-0"

REG-1-W

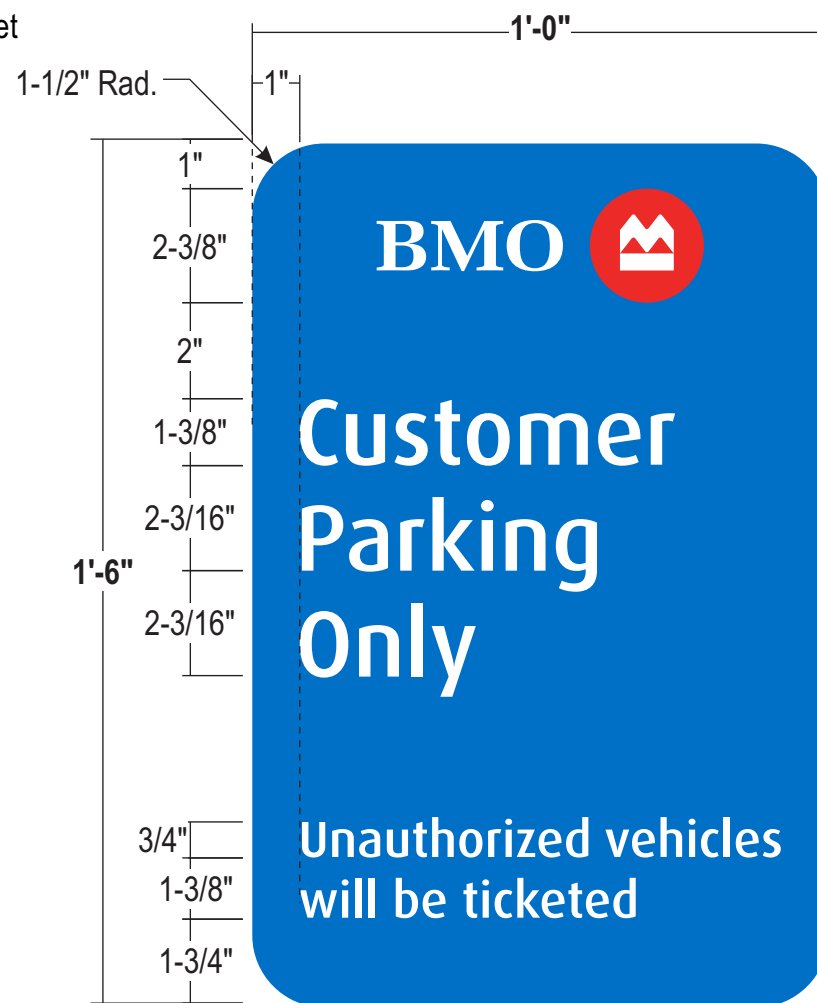
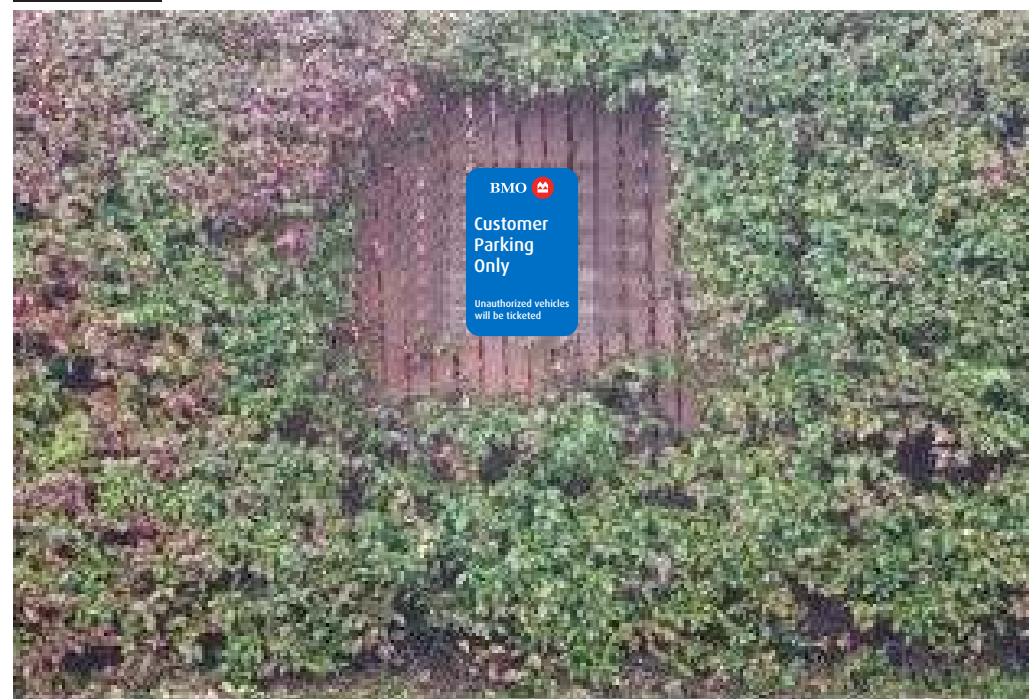
1.5 Square Feet

EXISTING



EXISTING PARKING PANEL TO BE REMOVED & REPLACED.

PROPOSED



- PANELS:** .080 aluminum faces w/ 1-1/2" radius corners painted Blue Satin finish
- GRAPHICS:** Surface applied vinyl logo & copy
- FONT:** Dax Pro Medium
- ATTACHMENT:** Mechanically fastened thru face to wall. Fasteners painted Blue to match background.
- QUANTITY:** (1) ONE required

COLOR PALETTE

- PANEL:** Pantone 300 C Blue
- LOGO VINYL:** 3M 3630-143 Poppy Red (Applied over 3M 7725-10)
- LOGO/COPY:** 3M 7725-10 White

All paint finishes are satin unless otherwise noted.

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Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					

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EXISTING



EXISTING (6'-3" x 3'-9") ATM REMOVED & REPLACED BY OTHERS

PROPOSED



FRONT



DEPARTURE

MODEL 9475 SURROUND
 Shown W/ 6684 ATM
 SEPTEMBER 05, 2022
 B/BMO/
 9475_6684_BMO

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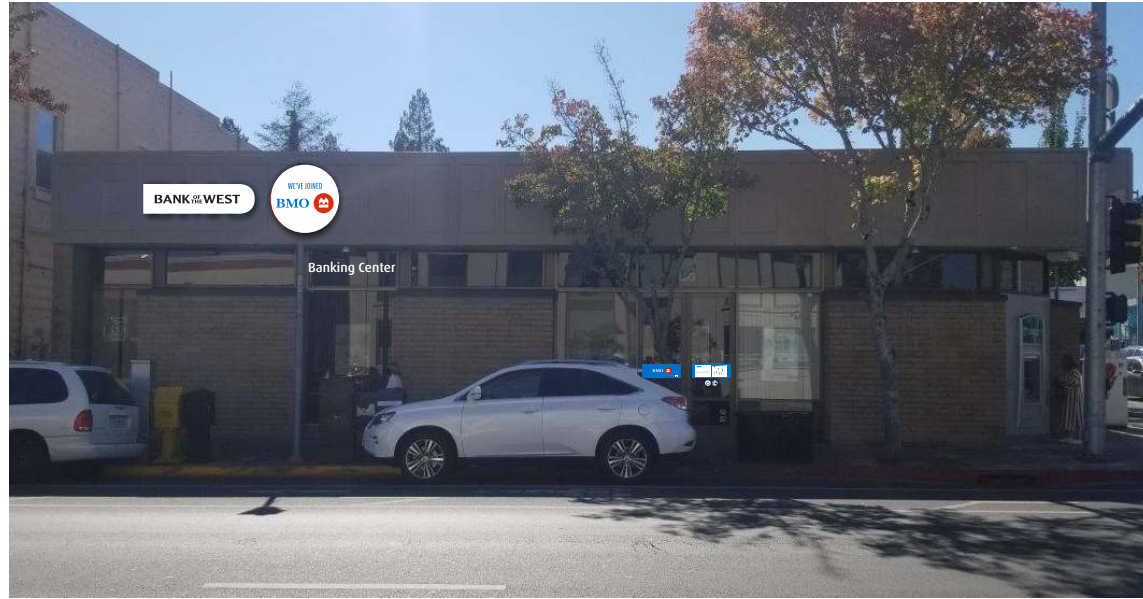
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Original	404881	10/21/22 AG					
Rev 1	406224	11/2/22 Viv					
Rev 2	406598	11/3/22 Viv					
Rev 3	409342	12/01/22 IS	Updated per new standards				
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					

TEMPORARY SIGNAGE

TS1



**FL-HL-20-TEMP
SIGN BAG**

**S1 Building Sign
East Elevation**

tech specs
on following pages

TS2



**FL-HL-20-TEMP
SIGN BAG**

**S2 Building Sign
North Elevation**

tech specs
on following pages

TS7



**REG-2-P-TEMP
VINYL CLING**

**S8 Regulatory Sign
Parking Panel**

tech specs
on following pages

TS8



**REG-1-W-TEMP
VINYL CLING**

**S9 Regulatory Sign
Parking Panel**

tech specs
on following pages

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Original	404881	10/21/22 AG					
Rev 1	406224	11/2/22 Viv	updated size				
Rev 2	406598	11/3/22 Viv	moved location of BC copy				
Rev 3	409342	12/01/22 IS	Updated per new standards				
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG	updated panel scope				

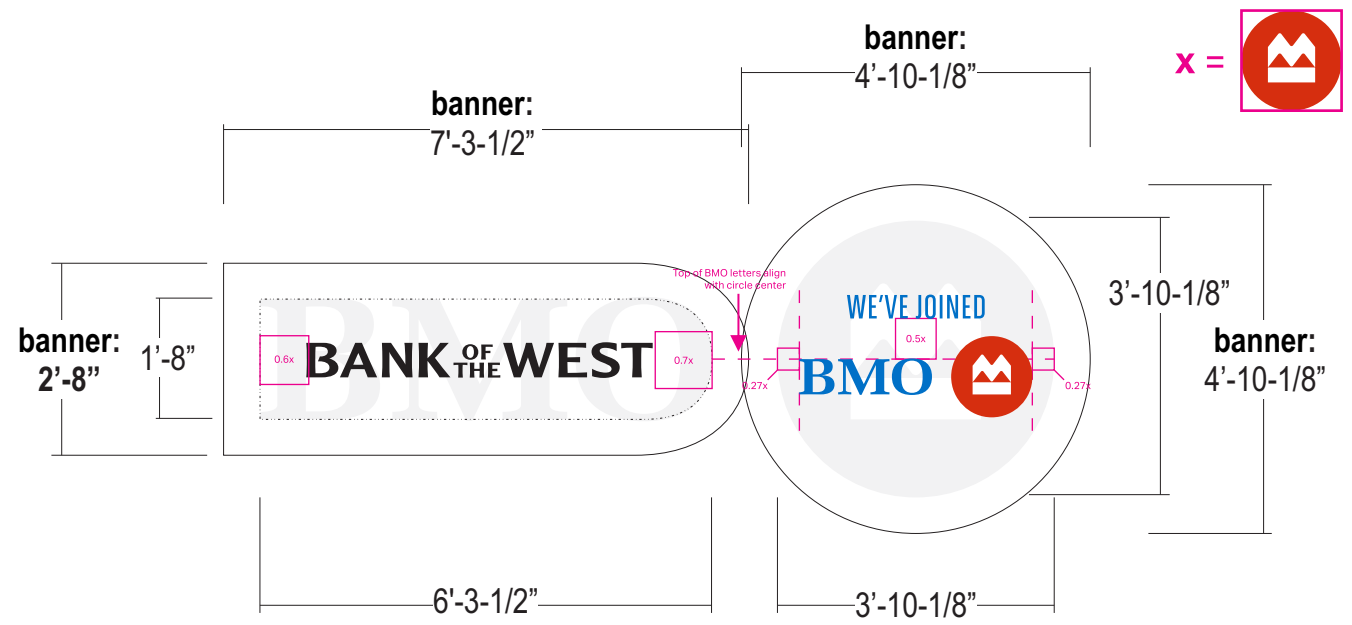
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TS1
TS2

FACE-LIT/HALO-LIT CHANNEL LETTERS - TEMPORARY BANNER FL-HL-20-TEMP

Scale: 3/8"=1'-0"

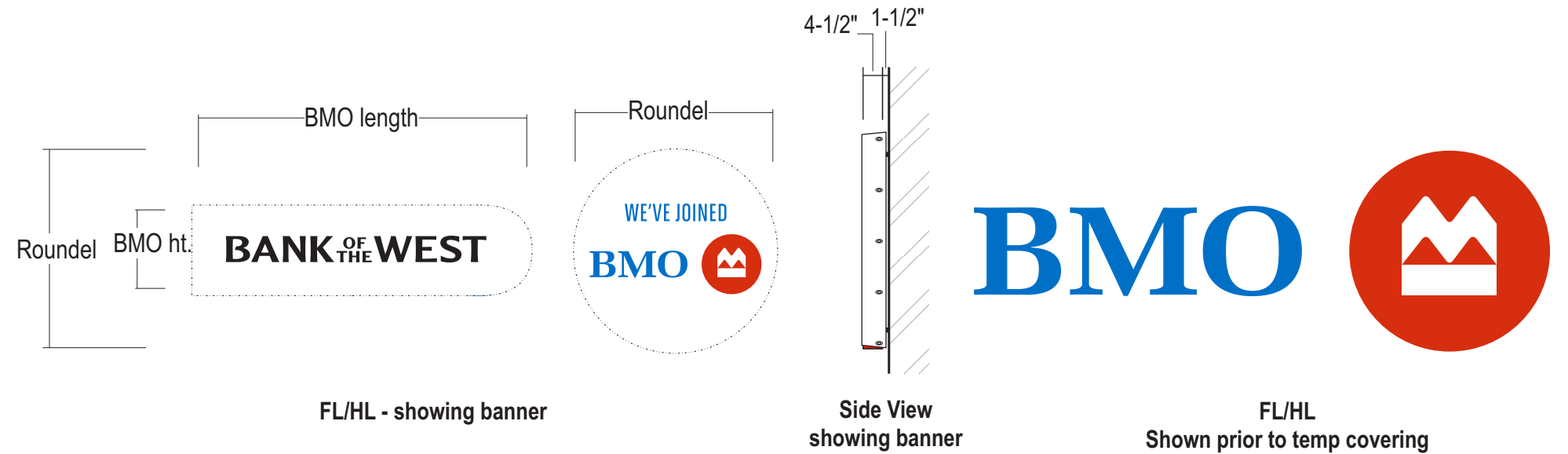
ADD 12" TO ACTUAL SIZE OF SIGNAGE FOR FACE LIT/ HALO LIT LETTERS




- BKGD:** White heavy duty banner material hemmed and grommeted as required.
- GRAPHICS:** Digitally printed to match colors shown
- INSTALLATION:** Banner to be fastened to sign band using fasteners to suit
- QUANTITY:** (2) TWO required

COLOR PALETTE

- Black
- Pantone 300 Blue
- Pantone 485 Red



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Original	404881	10/21/22 AG					
Rev 1	406224	11/2/22 Viv	updated size				
Rev 2	406598	11/3/22 Viv					
Rev 3	409342	12/01/22 IS	Updated per new standards				
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					

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Scale: 3"=1'-0"



GRAPHICS:

Digitally printed graphics on low tac white vinyl backer

QUANTITY: (1) one required

COLOR PALETTE

- Black
- Pantone 300 Blue
- Pantone 485 Red

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Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG	added page				

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Scale: 3"=1'-0"



GRAPHICS:
Digitally printed graphics on low tac white vinyl backer

QUANTITY:
(1) one required

COLOR PALETTE

- Black
- Pantone 300 Blue
- Pantone 485 Red

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Rev 2	406598	11/3/22 Viv					
Rev 3	409342	12/01/22 IS	Updated per new standards				
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					

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Property Name:		2866	
Prop ID #	2866	Address:	100 S Main St
Zoning Classification:		CD: Downtown Core/Central Core	
Jurisdiction:		City of Sebastopol	
Code Link		https://sebastopol.municipal.codes/SMC/17.120	
Confirm when sign code was last updated- need to know if current signs are out of code, are they under a variance or because the code has changed		Per John: 2018	
Ground Signs			
	Building Frontage	Max. Allowable Sign Area	
	45'	55.0	61'
	46'	56.5	62'
	47'	58.0	63'
	48'	59.5	64'
	49'	61.0	65'
	50'	62.5	66'
	51'	64.0	67'
	52'	65.5	68'
	53'	67.0	69'
	54'	68.5	70'
	55'	70.0	71'
	56'	71.5	72'
	57'	73.0	73'
			74'
			75'
			76' - 100'
			101' - 125'
			126' +
			98.5
			100.0
			125.0
			150.0
			175.0
Maximum Sq ft per face:	Both sides of a double-faced sign shall be used for the calculation of allowable sign area.		
Permit costs	https://ci.sebastopol.ca.us/getattachment/Document/Planning-		
Maximum Sq Ft. per sign	See above.		
Sq ft calculation method:	"Sign area" is defined as the area of a rectangle drawn around the outermost area of sign copy, graphics, background materials, and borders or frame, and any similar display area which is capable of receiving copy at a future time. The structure supporting a sign is not included in determining the sign area, unless the structure contains advertising copy or business logo. Both sides of a double-faced sign shall be used for the calculation of allowable sign area.		
Overall height limit:	This sign may not exceed eight feet in height.		
Number of ground signs allowed (Qty):	Each building is permitted to have one freestanding business identification sign.		
What is the required distance between signs?:	Distance between signs not stipulated; however one sign per building is permitted.		
Lighting of Signs:	<ol style="list-style-type: none"> No sign shall be illuminated with such intensity as to prevent normal perception of objects, buildings, streets and other signs in the immediate area. External illumination is preferred over internal illumination in all zoning districts. Internally illuminated signs must be reviewed and approved by the Design Review Board, and are generally not allowed within the CD Central Core District, within any residential district, or in proximity to an existing residential use. No backlighting of the panel(s) is allowed on internally illuminated signs unless the background has been rendered opaque, allowing light through the letters and logo only. This limitation does not apply to theater marquee signs or similar signs, as determined by the Planning Director. 		
Can ground sign illuminate?	Similar signs, as determined by the Planning Director.		

Is the cladding allowed?:	All permanent freestanding signs shall be self-supporting structures erected on and permanently attached to concrete foundations. Such structures shall be fabricated only from such materials as approved by the Building Code.
If pylon is not allowed can we have a monument:	"Sign, freestanding," also referred to as "ground sign," "monument sign," "detached sign" or "pole sign," means a sign erected on a freestanding frame, or support, mast or pole and not attached to a building or other structure.
Setback restrictions:	Freestanding signs must be located a minimum of five feet behind the back of the sidewalk (or right-of-way if there is no sidewalk).
Clearance restrictions:	Signs shall be located in such a way that they maintain horizontal and vertical clearance of all overhead electrical conductors in accordance with the Electrical Code and the regulations of the Public Utilities Commission.
Visibility restrictions:	Cannot obstruct the view of vehicles, subject to review.
Vision Triangle:	Freestanding signs may not project into any public right-of-way. May be subject to site visibility analysis.
Can sign project over walkways?:	Freestanding signs may not project into any public right-of-way.
Other notes:	N/A
Walls Signs	
Wall signs (Qty):	A maximum of two window, awning, wall, or fascia business identification signs are permitted for each ground floor use or tenant.
S.F. calculation method for wall sign:	"Sign area" is defined as the area of a rectangle drawn around the outermost area of sign copy, graphics, background materials, and borders or frame, and any similar display area which is capable of receiving copy at a future time. The structure supporting a sign is not included in determining the sign area, unless the structure contains advertising copy or business logo.
Total S.F. allowed for wall signs:	See maximum Aggregate area for signs in "Ground Signs," above. The area of all signs which are governed by this chapter shall be included when determining compliance with the maximum allowable sign area. The width of a building frontage on a public street or right-of-way, excluding alleys or service ways, shall be used to calculate the allowable sign area. For buildings fronting on more than one public right-of-way, the length of two frontages may be used to calculate the total allowable sign area for all signs on the premises.
Is an architectural background panel with copy included as a wall sign?	"Sign area" is defined as the area of a rectangle drawn around the outermost area of sign copy, graphics, background materials, and borders or frame, and any similar display area which is capable of receiving copy at a future time.
For an architectural background panel is sq. footage determined by the copy only or the overall size?:	"Sign area" is defined as the area of a rectangle drawn around the outermost area of sign copy, graphics, background materials, and borders or frame, and any similar display area which is capable of receiving copy at a future time.
Total S.F. allowed for architectural background panel:	See above.
Total S.F. (not to exceed):	See chart in Freestanding signs.
Other notes:	Also permitted: A maximum of two area identification signs per entry, with a maximum height of eight feet and maximum total area of 32 square feet.

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Directional Signs	
Number Allowed:	Determined at site plan review.
Illumination Allowed?:	The code doesn't specify for exempt signs.
Permit Required?:	No.
Maximum Sq ft allowed	Do not exceed two square feet in area.
Maximum Height	Five feet in height.
Logo allowed	Do not in any way advertise a business.
Window Signage	
Are there window sign restrictions?:	No permit required for: Temporary interior window signs; provided, that the signs are not illuminated, are no more than two square feet in size, and remain in place for not more than 30 days. Permanent window signs which are clearly incidental to the conduct of business, such as the days and hours of operation, and payment decals; provided, that the signs are not illuminated and are no more than one square foot in size. Neon "open" signs which are no more than two square feet in size. A maximum of two window, awning, wall, or fascia business identification signs are permitted for each ground floor use or tenant.
Do we need to permit small signs not on street facing exterior walls?:	No permit required for: Signs located within the interior of any building and/or not visible from a public right-of-way. Such signs are not, however, exempt from structural, electrical or material specifications as set forth in the International Building Code. Plaques or nameplate signs which are less than two square feet in area and are permanently affixed to a building wall.
BMO looks to add about 18" of blue vinyl to the top of all windows and would like us to confirm there are no code restrictions regarding this	Per John: If it's fixed to the building it would be considered a wall sign, if on the window then a window sign.
Other notes:	
Options for Refacing	
Do refaces require a permit?:	Exempt from permit requirements: Painting, repainting, cleaning, exact replacement, or normal maintenance and repair of a sign.
Other notes:	N/A
Banners/Temporary Signs	
Are banners allowed?:	Yes, related to Special events signs and temporary signs pertaining to promotions or events of civic, philanthropic, educational or religious organizations.
Is a permit required?:	No.
How long can they be left up?:	No more than 30 days.
Material restrictions:	"Sign, banner" means a temporary sign composed of lightweight material either enclosed or not enclosed in a rigid frame, secured or mounted so as to allow movement of the sign by the wind. Banners or other gas-filled figures except that balloons or other gas-filled figures except that banners may be permitted, for a period of time not to exceed 30 days in any
Other notes:	
Permits (general)	
Permit contact:	John Jay
Permit contact phone:	(707) 823-6167
Permit contact email:	jjay@cityofsebastopol.org
Time frame to process permit?:	6-9 weeks. Normal permitting times are not in effect during the pandemic. As cities learn to revamp the way they do things, you can expect delays.
How long is the permit valid?:	Provided when permit is issued. Not readily available online or published in the code.
Is a variance required to achieve the BMO backer panel?:	If review determined the backer is not allowable, a sign exception may be required.
What is the time frame to process a variance (Include any appeal period)?	Sign exception: \$425.00 deposit. Per John: 5-7 weeks depending on the scale of the exception.
Does application require a special review (Architect / Inspector / Historic)?:	Per John: Depending on the sign's being requested it could trigger a Design Review but that is all laid out in our ordinance.

If yes, what is the time frame for review?:	Design review can take an additional 60-90 days.
List all documents required for permit (include number of copies):	https://ci.sebastopol.ca.us/SebastopolSite/media/Documents/Misc_Planning_Guides/sign_review_administrative_checklist_2006.pdf?ext=.pdf
How many copies of the design are required?:	10 sets.
Are certified plot plans required?:	Certified Plot plans may be required depending on the scope of work.
Can an authorized agent provide landlord owner approval?:	No.
Does permit application need to be signed by owner?:	Yes.
Does anything need to be notarized?:	No.
Is the contractor's license or insurance required?:	Yes.
Is this a Planned Unit Development?:	Per John: This address is not a part of any master sign program.
Is this a special district?:	Per John: Follow the code.
Is there any color restriction?:	Not according to the code. Subject to review.
Describe all restrictions:	The following signs are prohibited on any property within the City: 1. Flashing, rotating, animated, blinking and moving signs. 2. Miscellaneous signs and posters and the affixing of signs of a miscellaneous character visible from a public right-of-way. Signs located on the wall(s) of buildings, barns, sheds, trees, poles, posts, fences or other structures are prohibited unless provided for under the provisions of this chapter. 3. Any sign affixed to any vehicle or trailer either on a public right-of-way or on public or private property for the sole purpose of attracting people to a place of business. 4. Banners, pennants, search lights, balloons or other gas-filled figures except where banners may be permitted with prior written approval of the Planning Director. 5. Portable or wheeled signs, unless used for real estate purposes, or as permitted on commercially zoned properties. 6. Signs which bear or contain statements, words, or pictures of an obscene, pornographic, immoral character, or which contain advertising matter which is untruthful or misleading. 7. Signs emitting audible sounds, odor or visible matter. 8. Signs which purport to be, or are, an imitation of, or resemble, an official traffic sign or signal, or which bear the words: "go slow," "caution," "danger," "warning," or similar words. 9. Signs which may by reason of their size, location, movement, content, coloring or manner of illumination, be confused with or construed as a traffic control sign, signal or device, or the light of a road or emergency equipment vehicle. 10. Signs which may by reason of size, location, movement, content, coloring, or manner of illumination, cause a dangerous situation or otherwise pose a threat to the public health, safety, or welfare. 11. Off-premises signs, except off-premises real estate signs as permitted, and off-premises community directional signs as permitted.
Are there any planned changes to code?:	Per John: Not that I'm aware of.
Permit Notes:	All signs are regulated by California's Title 24 program which will require additional documentation during the permit process. This is a building code requirement and not a sign code requirement. For more information on Title 24 check here: https://www.energy.ca.gov/programs-and-topics/programs/building-energy-efficiency-standards

This code check is provided with the assumption that you will get the landlord / property owner approval. The information herein is limited to what the city has told us, and we cannot be responsible if they do not inform us that a sign plan is in place. We strongly encourage you to check your lease for landlord criteria and to apply for permits before manufacturing a sign. Sign criteria is reported as presented to us as of the "Completion Date". ETD is not responsible for changes in local sign code after the completion date, nor for the review process interpretations, calculations or fees of local authorities. It is understood that a permit will be obtained prior to manufacture, if required by authorities. The recipient of this code check understands and agrees to the following: This code check is not exclusive and should not be used in place of the definitions, prohibitions and exemptions of the ordinance. This code check is good for the day on which it is completed only. Information contained herein is a guideline and should not in any way be taken as a permit approval. Signs should not be produced until the permit has been issued. Zoning approval is often subject to interpretation that said official makes of the ordinance for their city/county/township; we cannot be held responsible for verbal answers and interpretation. This code check is completed without the knowledge of specific project details and Expedite The Diehl LLC does not assume any liability, we simply provide the code information based on the current code. 2023

Rev #	Req #	Date/Artist	Description	Rev #	Req #	Date/Artist	Description
Original	404881	10/21/22 AG					
Rev 1	406224	11/2/22 Viv					
Rev 2	406598	11/3/22 Viv					
Rev 3	409342	12/01/22 IS					
Rev 4	410038	12/07/22 IS					
Rev 5	411468	12/15/22 AG					



2/3/2023

Re: The Bank of West and BMO Bank merge
100 S. Main Street, Sebastopol CA 95472

This sign package is the result of the merge of the two banks listed above. This project is for over 100 sites in California. To move this project forward we are asking this submission to include the temporary sign package with the understanding that the date of install and removal cannot be specific due to the unveiling projection. Banks, under federal law must have an unveiling for all locations on the same day. This is a huge task to coordinate. I can guarantee they will not exceed the code allowance of thirty days.

The project cost is \$6000.00. The installer has not been secured and this site is out for bid. As soon as that information becomes available, I will provide what is needed for the permitting process to continue.

Any fees or revisions needed is to come through me and I can be reached at the below information.

I look forward to working with your team in the attached proposed sign program.

Summary:

S1 Channel letters with BMO logo on the East Elevation. An illuminated, halo lit sign using the existing electrical connection. This is 45.3 sf. The existing sign is 27.7 sf. A new window vinyl will also be added at 2.7 sf on this elevation.

S2 Channel letters with the BMO Logo. This is an illuminated, halo lit sign using the existing electrical connection on the North elevation. The existing sign and new sign is exactly like sign a. They will also be adding a new window vinyl on this elevation also 2.7 sf.

S3, S5 Removing and replacing door vinyl's.

S7 Face replacement of regulatory parking sign.

S8 Face replacement of regulatory wall plaque. Painting face and adding surface vinyl
The ATM is not in the proposed scope of work
The remainder is the details of the vinyl overlays and the sign bags for the temporary signs.

Thank you,

Peggy Siepka
peggy@expeditethediehl.com
540-805-5882
311 General Drive
Spotsylvania VA 22551



BMO Branch #2866
SEBASTOPOL
100 South Main Street
Sebastopol, CA 95472

I am a duly authorized representative for the above referenced leased address.

In my capacity as Landlord/Landlord's representative, I do hereby authorize **Stratus** to perform all work associated with the above referenced location. I approve of the scope of work and design intent requested by BMO.

I further authorize **Stratus** or its representative to obtain all required permits in their name. Costs associated with permit and scope of work outlined in design package will be at the expense of BMO.

LANDLORD APPROVAL

Signature	
Name	DANIEL ROLANDSON
Title	OWNER / LANDLAORD
Company	ROLANDSON PRPOERTIES
Address	1855 CAPISTRANO WAY BURLINGAME, CA 94010
Phone	650-867-3544
Date	1-16-2023