



**City of Sebastopol**  
*Incorporated 1902*  
Planning Department  
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## **UNAPPROVED DRAFT MINUTES**

TREE/DESIGN REVIEW BOARD  
CITY OF SEBASTOPOL  
MINUTES OF February 15, 2023  
4:00 P.M.

The notice of the meeting was posted on February 9, 2023.

### **DESIGN REVIEW BOARD:**

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

**2. ROLL CALL:**

<b>Present:</b>	Lars Langberg, Chair Melissa Hanley, Vice Chair Cary Bush, Board Member Lynn Deedler, Board Member Christine Level, Board Member
<b>Absent:</b>	Marshall Balfe, Board Member
<b>Staff:</b>	John Jay, Associate Planner

**3. APPROVAL OF MINUTES:** None.

### **4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST:**

Associate Planner Jay reported that:

- The City Council met on February 7<sup>th</sup> and reviewed going to a hybrid meeting format. The DRB will discuss its meeting dates and times at this meeting, because the Community Center where in-person meetings will be held does not have times available on Wednesdays when the DRB has held its previous meetings.
- At its February 7<sup>th</sup> meeting City Council reappointed Design Review Board members Cary Bush and Marshall Balf, and appointed Lynn Deedler to replace former Board Member Ted Luthin.
- Façade Improvement Program requests:
  - The Livery building: The DRB has approved the grant request for façade changes to paint and siding.
  - Donna Waldman, Main Street Mercantile: The DRB has not yet received an updated awning request from Donna who is researching companies able to create the horizontal type awning the Board has requested. When the updated awning request is received it will come back to the DRB for review.

- DRB members are requested to provide available times to attend a special meeting for the First Street project. Available times for the meeting are February 23<sup>rd</sup>, 27<sup>th</sup>, and 28<sup>th</sup>, with a 3:30pm or 4:00pm start time. The meeting will be held via Zoom, with notice going out the neighbors and public that participated in the first two meetings in August 2021 and January 2022.
  - Board Members discussed the matter and decided to hold the First Street project meeting on February 28<sup>th</sup> at 3:30pm.

The Board asked questions of Associate Planner Jay.

## **5. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA:**

### **John Jay, Associate Planner**

I got a letter from a member of the public with respect to the 761 Healdsburg project that the Board did a preliminary review on, and that mostly talked about traffic concerns, and that was sent to all the Board members.

## **6. STATEMENTS OF CONFLICTS OF INTEREST: None.**

## **7. REGULAR AGENDA:**

- A. Discussion on future meetings as City Council has elected to move forward with a hybrid format. This discussion will include changes to meeting dates and times.**

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

### **Melissa Hanley, Vice Chair**

What is the noticing requirement if we are traveling and are going to notice our hotel room number?

### **John Jay, Associate Planner**

It would go out on the agenda the Thursday before the meeting. So if you have a trip planned and you want to attend the meeting and don't mind having your address posted, then that needs to be given to me or Kari or whoever is doing the agenda before that agenda gets posted online and sent out to the public.

### **Lars Langberg, Chair**

Both Vice Chair Hanley and I have offices in other cities, so could we be at our office in another location and notify it, and then we can still be a DRB member in that instance?

### **John Jay, Associate Planner**

Correct. If you were in your office in, let's say, San Francisco, if you let us know the address, then we would post that on the agenda and also mention that as part of the meeting before it starts. Your office there would have to be ADA accessible, you'd have to have it open to any members of the public that wished to join the meeting, and the agenda needs to be posted, so in that regard it's completely fine to do that if you're okay with having that stuff posted. I know some people may have an issue with that if it's their personal residence or whatever the case may be.

### **Lars Langberg, Chair**

But there's no limit to those?

**John Jay, Associate Planner**

Correct.

**Lars Langberg, Chair**

It seems the only intent is now to be in person like we used to be and that we commit to that twice a month, and there are of course circumstances where that can't work. In the past you would excuse yourself and miss the meeting, but now we have this opportunity to actually still make the meeting in a different form.

**John Jay, Associate Planner**

We do have to have a physical quorum in person, so there needs to be at least three of us in person, and we have an alternate in Board Member Balfe if somebody is unavailable to make it in person and wants to do the office thing, but we would still need someone in person to meet that requirement.

**Lars Langberg, Chair**

Through our email discussions we came up with this first and third Tuesdays at 3:30pm.

**John Jay, Associate Planner**

I have a couple of options. 1) The first and third Tuesdays, which are the same meeting days as City Council, so if we wanted to continue on the first and third Tuesdays of the month we would have to start at 1:00-1:30pm and be done by 3:30pm. 2) Second and fourth Tuesdays of the month, which would line up with Planning Commission meetings and we could keep that 3:30pm to 5:00-5:30pm before the Planning Commission starts at 6:00pm. 3) Either first and third Mondays or the second and fourth Mondays with the need to be done by 4:00pm.

**Christine Level, Board Member**

I cannot do Mondays, so I would prefer the second and fourth Tuesdays of the month at our usual time of 3:30pm.

**Lars Langberg, Chair**

Board Member Bush is in support of that, I can see. That second and fourth Tuesday works for me too.

**Lynn Deedler, Board Member**

Any of the times work for me.

**Melissa Hanley, Vice Chair**

Mondays would be best for me, but if it's a hard no, then Tuesdays and Thursdays I'm usually in the City, but I can probably move things around for a later in the day on Tuesdays, not the first and third with the 1:30pm start time.

**Lars Langberg, Chair**

So if you can make that work, and for Board Member Level it doesn't work on Monday, then it sounds like the second and fourth Tuesday at 3:30pm is the preferred.

**John Jay, Associate Planner**

We can do a 3:30pm or 4:00pm start. I know 4:00pm is our starting time now. If we know a meeting is going to be a little bit longer, then we can change it to start a little bit earlier.

**Lars Langberg, Chair**

But the Planning Commission starts at 6:00pm?

**John Jay, Associate Planner**

Correct, they start at 6:00pm, so realistically being done by 5:30pm or 5:45pm I think should give them enough time to switch everything over.

**Melissa Hanley, Vice Chair**

I would love the later start time of 4:00pm, if possible.

**Lars Langberg, Chair**

4:00pm sound good.

**Lynn Deedler, Board Member**

I prefer 4:00pm.

**Cary Bush, Board Member**

4:00pm will work fine for me.

**Christine Level, Board Member**

4:00pm is fine.

**John Jay, Associate Planner**

So we're looking at 4:00pm on the second and fourth Tuesdays of the month.

**Melissa Hanley, Vice Chair**

That means we're going to miss a week; there will be an extra week in between our meetings.

**John Jay, Associate Planner**

Our next meeting wouldn't be until the 14<sup>th</sup> of March at 4:00pm, in person, at the Community Center, but we would have the special meeting on the 28<sup>th</sup>, so we're picking up an extra meeting this month that we normally wouldn't have, and then we're moving into a regular flow of March meetings where it's the second and fourth Tuesdays.

**Cary Bush, Board Member**

So looking into a crystal ball, we're seeing quite a few meetings coming along this spring and summer?

**John Jay, Associate Planner**

I would say so. I have two sign exceptions that were recently submitted, one for Chase bank applying for additional wall signage, and then for Bank of Marin to change their signage. That's it for right now.

**Lynn Deedler, Board Member**

Will building plans be full size in front of us at the in-person meetings?

**John Jay, Associate Planner**

We're able to print 12x18 here at City Hall, so it would be a half-size but still enough to see, but the full 24x36 we would have to go somewhere to get those printed, or if you want to print those yourselves you can do so. A lot of our permits now and in the future will be mostly digital, because we are getting an electronic permitting system.

**Lars Langberg, Chair**

We could do a projection, as we have in the past, if there is something we really want to make a point about in a site plan and be able to point to it on the wall so we can all see it.

**John Jay, Associate Planner**

We can explore that option as well. I know the projection they are going to use for the Community Center will be for the folks joining via Zoom, but a shared screen might solve that issue.

**8. SUBCOMMITTEE UPDATES**

**Chair Langberg, Design Guidelines Subcommittee**

The Subcommittee has not meet in the past few weeks, but has meetings coming up for both the design guidelines and the parklets.

- 9. ADJOURNMENT:** Chair Langberg adjourned the meeting at 4:58 p.m. The next regularly scheduled Tree/Design Review Board meeting will be held on Tuesday, March 14, 2023 at 4:00 P.M.