



City of Sebastopol
Incorporated 1902
Planning Department
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UNAPPROVED DRAFT MINUTES

TREE/DESIGN REVIEW BOARD
CITY OF SEBASTOPOL
MINUTES OF March 17, 2021
4:00 P.M.

The notice of the meeting was posted on March 11, 2021.

DESIGN REVIEW BOARD:

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

2. ROLL CALL:

Present:	Ted Luthin, Chair Lars Langberg, Vice Chair Ron Hari, Board Member (arrived at 4:03 p.m.) Cary Bush, Board Member
Absent:	Marshall Balfe, Board Member (excused) Christine Level, Board Member (excused)
Staff:	Alan Montes, Associate Planner Kari Svanstrom, Planning Director

3. APPROVAL OF MINUTES

March 03, 2021

Board Member Bush amended the minutes.

Vice Chair Langberg moved to approve the minutes as amended.

Board Member Bush seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Members Bush and Hari

NOES: None

ABSTAIN: None

ABSENT: Board Members Balfe and Level

December 02, 2020

Vice Chair Langberg moved to approve the minutes as submitted.

Board Member Hari seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Member Hari
NOES: None
ABSTAIN: Board Member Bush
ABSENT: Board Members Balfe and Level

December 09, 2020

Vice Chair Langberg moved to approve the minutes as submitted.

Board Member Hari seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Member Hari
NOES: None
ABSTAIN: Board Member Bush
ABSENT: Board Members Balfe and Level

4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST:

Director Svanstrom updated the Board on the following:

- Ribbon cutting ceremony for Libby Park's new playground.
- Slow Cat Treasure Hunt at Libby Park.
- Ned Kahn public art.
- The Development Impact Fee update item is tentatively set to go to Council in April for adoption.
- We have extended all Planning permits for 1 year due to Covid-19.
- Hotel Sebastopol is progressing.
- Woodmark Apartment application changes.
- The Planning Commission is doing a series of housing presentations this spring.
- The City Council will receive a presentation on Housing Law, tentatively set for April 20, which will be a slightly updated presentation from what the Planning Commission and Design Review Board received a year or so ago.

The Board asked questions of Director Svanstrom.

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

6. STATEMENTS OF CONFLICTS OF INTEREST: None.

7. REGULAR AGENDA:

A. Façade Improvement Program – Façade Improvement Rebate Application Review

Associate Planner Montes provided an overview.

Associate Planner Montes presented on the application for 107-121 North Main Street.

The Board had no questions for Associate Planner Montes.

The applicant, Ken Jacobs, was present and available for questions.

The Board asked questions of Mr. Jacobs.

Board Member Bush made a motion to approve the façade improvement rebate application for 107-121 North Main Street as submitted.

Board Member Hari seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Members Hari and Bush

NOES: None

ABSTAIN: None

ABSENT: Board Members Balfe and Level

Mr. Jacobs thanked the Board and Associate Planner Montes.

Associate Planner Montes presented on the application for 120 High Street.

The Board asked questions of Associate Planner Montes.

The applicant was not present.

Lars Langberg, Vice Chair

The last time we saw this building a big renovation and addition was being proposed.

Ted Luthin, Chair

It did.

Lars Langberg, Vice Chair

From what I heard from Paul Fritz; the owner decided not to proceed with that.

Vice Chair Langberg made a motion to approve the façade improvement rebate application for 120 High Street as submitted.

Board Member Hari seconded the motion.

AYES: Chair Luthin, Vice Chair Langberg, and Board Members Hari and Bush

NOES: None

ABSTAIN: None

ABSENT: Board Members Balfe and Level

Associate Planner Montes asked for Board feedback on the façade improvement grant applications being brought to the Board for review. He noted that we are looking at possible updates to the Program per the SDA's (Sebastopol Downtown Association) request.

Ron Hari, Board Member

Board Member Hari shared feedback that he has received from members of the public and commented that the Board may be overstepping its boundaries at times.

The Board discussed Board Member Hari's comments.

Associate Planner Montes responded that a retreat is still planned to go over these bigger picture type of questions. Thanked Board Member Hari for that feedback and looks forward to an opportunity to discuss those issues in more depth in the not-too-distant future.

Board Member Hari agreed on the need to discuss these matters further.

Board Member Bush asked if the matter of subjective guidelines being more descriptive than they are currently had gained any traction.

Associate Planner Montes responded that he compiled a list of our current guidelines and presented them to Director Svanstrom. I believe the intention is to get the objective design guidelines subcommittee together to go over and discuss those in more detail. I believe Board Member Langberg, Board Member Level, Commissioner Fritz, and Councilmember Slayter are on that subcommittee.

Board Member Bush asked if that topic also targets tree mitigation and reports?

Associate Planner Montes responded that he did not believe so.

Board Member Bush requested that our tree guidelines be added for future discussion as well.

The Board continued to discuss Board Member Hari's comments and community involvement versus opinion.

The Board encouraged interested persons to get involved, to participate.

Chair Luthin requested that discussion of the Board's role in the Façade Improvement Program be added to the list of items to discuss during the retreat as well.

Members of the Board concurred.

8. ADJOURNMENT: Chair Luthin adjourned the meeting at 4:53 p.m. The next regularly scheduled Tree/Design Review Board meeting will be held on Wednesday, April 07, 2021 at 4:00 p.m.

Respectfully Submitted By:

Kari Svanstrom
Planning Director