



City of Sebastopol
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APPROVED MINUTES

DESIGN REVIEW BOARD
CITY OF SEBASTOPOL
MINUTES OF DECEMBER 02, 2015

SEBASTOPOL CITY HALL
CONFERENCE ROOM
7120 BODEGA AVENUE
4:00 P.M.

DESIGN REVIEW BOARD:

The notice of the meeting was posted on November 24, 2015.

1. CALL TO ORDER: Chair Luthin called the meeting to order at 4:00 P.M.

2. ROLL CALL:

Present:	Ted Luthin, Chair Lynn Deedler, Vice Chair Christine Level, Board Member Alexis Persinger, Board Member Bill Shortridge, Board Member
Absent:	Cary Bush, Board Member (excused)
Staff:	Jonathan Atkinson, Assistant Planner Rebecca Mansour, Planning Technician

3. APPROVAL OF MINUTES: None

4. PLANNING DEPARTMENT UPDATES:

Assistant Planner Atkinson provided the following updates:

- The next General Plan Advisory Committee (GPAC) meeting is scheduled for Wednesday, December 9, 2015 at the Youth Annex (425 Morris Street) at 6:00 P.M. The GPAC will conduct a Policy Review of the draft General Plan.
- Three joint Planning Commission and City Council meetings have been scheduled for January 12th, February 9th, and March 8th at the Youth Annex at 7:00 P.M. The purpose of these meetings will be to review each draft General Plan Element recommended by the GPAC, and to hear any public comment. The formal draft General Plan and Environmental Impact Report will be prepared for review following the meetings.
- The City Council will review the Laguna Wetlands Preserve Management Plan on Tuesday, December 15, 2015 at the Youth Annex at 6:00 P.M. The plan is available for review at City Hall and on the City's website.

- The annual City Holiday Luncheon will take place Thursday, December 17, 2015 at Wischemann Hall (465 Morris Street) at 11:45 A.M. Any Board members interested in attending can RSVP with Reyna Ramirez at (707) 823-5331 by Monday, December 7th.

The Board asked no questions of staff.

5. COMMENTS FROM THE PUBLIC ON ITEMS NOT ON AGENDA:

Darren Batch commented that Sarah Glad Gurney was elected Mayor and Una Glass was elected Vice Mayor at last night's City Council meeting.

Chair Luthin thanked Ms. Batch for her comment.

6. STATEMENTS OF CONFLICTS OF INTEREST: None

7. CONSENT CALENDER: None

8. REGULAR AGENDA:

A. MINOR SIGN REVIEW – E Stuff Plus (Project 2015-104) - This is an application, submitted by Todd Johnston of Johnston Sign Company, requesting approval to install a sign for E Stuff Plus at 564 Gravenstein Highway North.

Assistant Planner Atkinson presented the staff report.

The Board asked no questions of staff.

The applicant, Todd Johnston, gave a brief presentation and was available for questions.

The Board asked questions of Mr. Johnston as well as business owner, Andy Cohen.

Chair Luthin asked for comments from the Board.

Vice Chair Deedler commented that the sign was nice, clean cut, and appropriate in size. He added that it looked fine and expressed not being concerned with it being internally illuminated. He concluded his comments by stating that the sign was appropriate as submitted.

Board Member Shortridge commented that he wished that the sign was as creative as the clientele that they plan to serve. From a design point of view, he felt that the sign was aesthetically disappointing and wouldn't do anything to enhance the landscape. With regards to illumination, he felt that this sign should not be denied based on it being internally illuminated and commented that the shopping center should have a sign program.

Board Member Level commented that it would be appropriate for the Board to grant an exception to allow internal illumination of this sign because it was essentially replacing a similar, internally illuminated sign. She commented that doing so would be consistent with past practice of the Board. She expressed being in support of the application as submitted.

Board Member Persinger expressed being in agreement with Board Member Level on her statement about granting an exception to allow internal illumination of this sign. Commented that he was not troubled by internal illumination in this particular location. Agreed with Board Member Shortridge in that the sign could be more creative. Glad to see that the sign was not being proposed on a raceway. Had no objection with the sign.

Chair Luthin agreed with the comments of the Board. Stated that it'd be nice to see something more creative. Hoped that the character of the Pacific Market sign would carry over to the other tenants, but it hadn't. Agreed that the center needs a sign program as well as an enhancement of the entire façade. Like Board Member Persinger, expressed being glad that the sign wasn't being proposed on a raceway. Okay with replacement in kind.

Board Member Level made a motion to approve the sign as submitted.

Vice Chair Deedler seconded the motion.

AYES: Chair Luthin, Vice Chair Deedler, and Board Members Level, Persinger, and Shortridge

NOES: None

ABSTAIN: None

9. DISCUSSION ITEMS:

A. DRAFT SEBASTOPOL DOWNTOWN DESIGN STANDARDS – A City Council subcommittee has drafted proposed Sebastopol Downtown Design Standards to set forth urban design requirements in the CD: Downtown Core District and a portion of the M: Industrial District. The Planning Commission provided comments on the draft at their October 13th and October 27th meetings. The Board is asked to initiate the process for its recommended version of developing the draft Standards for consideration by the City Council.

Chair Luthin recapped the Board's options as outlined in the staff report.

Assistant Planner Atkinson presented the staff report.

The Board asked questions of staff.

Vice Chair Deedler did not see the benefit of postponing work on this until after the General Plan update per recommendation #4 in the staff report. Expressed that there was plenty of work for the Board to do in the meantime. Commented that the document as drafted was a total hodgepodge in terms of clarity and direction and felt that a complete rewrite was needed.

Board Member Shortridge commented that he'd like for the Board to go through the draft alongside the original Design Review Guidelines and merge the good. Recommendation #3 in the staff report was the way to go.

Board Member Level agreed that updating the existing Design Review Guidelines (recommendation #3) was a good start. Initially, everything that is not related to

design review should be crossed out along with anything else that is confusing or inconsistent. Once done, whatever remains should be merged with the existing Design Review Guidelines. Would like the Board's final recommendation on the merging of the two to come after completion of the General Plan update.

Board Member Persinger noted that the Board's recommendations would go before the Council for approval and that there may be a back-and-forth before they're finalized.

Board Member Shortridge commented that asking questions of staff along the way may help to reduce and/or eliminate the need for a back-and-forth with the Council.

Board Member Level stated that it may make sense for the Board to form a subcommittee to work with staff, as noted in the staff report.

Chair Luthin commented that standards should be very few and far between. He added that caution should be taken when deciding what should be a standard and what should be a guideline. Would like to pull the kernels of good stuff out and imbed them into our existing guidelines while updating our existing guidelines as well.

Board Member Shortridge commented that part of the problem with our existing guidelines is their ambiguity.

Board Member Level and Vice Chair volunteered to work with staff initially.

Board Member Persinger made a motion to form a subcommittee consisting of Board Members Luthin and Level and staff to work on the document.

Board Member Shortridge seconded the motion.

Vice Chair Deedler commented that it can be hard to get four people to work together. He suggested that Board Members Luthin and Level work together initially by themselves and then bring questions to staff as they arise. He then suggested that two subcommittees be formed because the document was lengthy and would be a lot for one subcommittee to work through.

Chair Luthin stated that Vice Chair Deedler's idea to form two subcommittees was a good one and suggested that the initial subcommittee deal with condensing the document and creating a framework. He stated that the second subcommittee could work on the details within the various sections of the guidelines.

Board Member Level stated that her understanding of the work for the initial subcommittee was to simply remove the aspects within the document that really don't belong in design review. After that process is completed the Board can decide how it wants to proceed.

Chair Luthin understood.

The Board voted on Board Member Persinger's motion, which was seconded by Board Member Shortridge, as follows:

AYES: Chair Luthin, Vice Chair Deedler, and Board Members Level, Persinger, and Shortridge

NOES: None

ABSTAIN: None

10.REPORTS FROM THE BOARD/STAFF: None

11.ADJOURNMENT: Chair Luthin adjourned the meeting of the Design Review Board at 4:36 P.M. to the next Design Review Board meeting to be held December 16, 2015 at 4:00 P.M., at the Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA.

Respectfully Submitted By:

Jonathan Atkinson
Assistant Planner