



*City of Sebastopol  
Incorporated 1902*

**TREE BOARD/DESIGN REVIEW BOARD**  
**MEETING OF NOVEMBER 4, 2015**  
**4:00 P.M.**

**Sebastopol City Hall  
7120 Bodega Avenue  
Sebastopol, CA 95472**

## **AGENDA**

### **TREE BOARD**

**Announcement: Please silence or turn off all cell phones and electronic devices during the meeting.**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES:** None
- 4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST**
- 5. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA**
- 6. STATEMENTS OF CONFLICTS OF INTEREST**
- 7. CONSENT CALENDAR:** None
- 8. REGULAR AGENDA:** None
- 9. DISCUSSION ITEMS:** None
- 10. REPORTS FROM THE BOARD/STAFF**
- 11. ADJOURNMENT:** This meeting will be adjourned to the Tree Board/Design Review Board meeting of November 18, 2015 at 4:00 P.M., at the Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA.

### **DESIGN REVIEW BOARD**

**Announcement: Please silence or turn off all cell phones and electronic devices during the meeting.**

- 1. CALL TO ORDER**
  - 2. ROLL CALL**
  - 3. APPROVAL OF MINUTES:** October 7, 2015
  - 4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST**
  - 5. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA**
  - 6. STATEMENTS OF CONFLICT OF INTEREST**
  - 7. CONSENT CALENDAR:** None
  - 8. REGULAR AGENDA:**
- A. MINOR SIGN REVIEW – Whole Body (Project 2015-103) -** This is an application, submitted by Ad Art, requesting approval for a sign that was installed without a Sign Permit for Whole Body at 6960 McKinley Street.
- 9. DISCUSSION ITEMS:** None
  - 10. REPORTS FROM THE BOARD/STAFF**
  - 11. ADJOURNMENT:** This meeting will be adjourned to the Tree Board/Design Review Board meeting of November 18, 2015 at 4:00 P.M., at the Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA.

## **Meeting Process**

The City of Sebastopol wishes to foster a constructive, respectful, and open process through its meeting procedures. Members of the public have the right to speak on all public hearings under discussion by the Design Review Board including consent calendar items, after being properly recognized by the Chairperson. The Board requests that members of the public refrain from expressions of approval or disapproval (clapping, booing, hissing) of statements of other participants, which discourages the expression of a range of viewpoints, as well as lengthening meetings. The following is the hearing process:

1. The Chairperson opens public hearing.
2. Presentation of Staff Report from the Planning Department.
3. Board Questions of Staff.
4. Presentation by the Project Applicant, Questions of Applicant from the Board. Applicant presentations should generally be limited to approximately 10 minutes or less.
5. Comments from members of the public. At the commencement of the public hearing, if you wish to speak, please come to the podium, or if no podium is available, raise your hand. After recognition by the Chairperson, it is requested that you give your name and address before beginning your remarks. Comments should be addressed to the Board as a body and not the audience or any individual member, staff person, or applicant. This is an opportunity for members of the public to make statements regarding matters of concern. The procedure does not provide for members of the public to conduct discussions with the applicant or Board, unless specifically permitted by the Board. Comments should generally be limited to approximately 3 minutes or less.
6. The Chairperson may request that the applicant or staff respond to specific issues raised in the public comments.
7. The Chairperson closes the public hearing, but reserves the right to re-open the public hearing later that evening.
8. The Design Review Board deliberates on the project. Board members discuss the project; applicant or public comment is not permissible unless allowed by the Board.
9. The Chairperson may re-open the public hearing to give the public or applicant the right to comment on the Design Review Board deliberation or bring forth new information to the Board.
10. The Design Review Board takes action on the project by making one or more motions to approve, condition, deny, or continue (schedule further consideration for a future meeting) the matter. Appeals may be filed of official actions upon filing of an appeal form and payment of the applicable appeal fee. Such appeals, including the appeal fee, must be filed within 5 working days of the action. Appeals will be heard by the City Council.

**The Design Review Board** considers a range of requests for development permits, and conducts public meetings of many of its agenda items. Due to the number, complexity and public interest associated with some agenda items meetings of the Design Review Board can be lengthy. The Design Review Board makes every effort to proceed as expeditiously as possible. Your patience and understanding is appreciated.

**Consent Calendar Items** will be approved at one time without discussion unless a Design Review Board member requests discussion of the item. If such a request is made, that item will be heard after the balance of the Consent Calendar has been voted on. No new items will be presented after 6:30 p.m., with the Design Review Board adjourning no later than 7:00 p.m. This time may be extended beyond 7:00 p.m. only by unanimous agreement of the Design Review Board members.

**Staff Reports on Agendized Items** are available for review at the Planning Department during regular business hours and at the Sebastopol Library. Agenda materials are also posted on the City web site. Reports are generally issued and posted by 4:00 p.m. on the Thursday before the meeting. Interested persons are encouraged to review these reports, which evaluate proposals relative to adopted laws and policies.

**Letters or Written Materials** regarding agenda items may be submitted to the Planning Department prior to or at the Design Review Board meeting; written materials submitted at least six days in advance

of the meeting will be included in the Board's meeting packet. The Board requests that if possible, written materials be submitted to the Planning Department in time for the meeting packet which also allows them to be posted on the City web site; it is difficult for Board members to effectively review materials submitted during the meeting.

**Action by the Design Review Board** on most matters occurs with the affirmative votes of a majority of members present.

**Disabled Accommodations:** If you have a disability, which requires an interpreter or other person to assist you while attending the meeting, please call the City Clerk at (707-823-1153).

For more information regarding the Design Review Board Agenda or Development Permit Procedures and Standards, please contact the Planning Department (707) 823-6167, or see the City's web site at [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us). For copies or to review all written documents relating to items listed on the agenda, please visit the Planning Department's office during regular business hours. The Planning Department's office is located at 7120 Bodega Avenue, Sebastopol, CA 95472 or call (707) 823-6167.