



*City of Sebastopol*  
*Incorporated 1902*

**DESIGN REVIEW BOARD MEETING**  
**MEETING OF OCTOBER 07, 2020**  
**4:00 P.M.**

## **AGENDA**

### **CORONAVIRUS DISEASE (COVID-19) ADVISORY**

To protect our constituents, City officials and City staff, the City requests all members of the public to follow the California Department of Health Services' guidance and the County of Sonoma's Public Health Officer Order for the Control of COVID-19 restricting group events and gatherings and maintaining social distancing.

Consistent with Executive Order N-29-20, **in-person participation by the public will not be permitted and no physical location from which the public may observe the meeting will be available. Remote public participation is allowed using the ZOOM program.**

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing public meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements, follow the Governor's Executive Order N-29-20 (which suspends certain requirements of the Brown Act), and provide a way for the public to provide public comment during the meeting.

### **VIEWING MEETINGS ONLINE**

For this meeting, the City of Sebastopol will be utilizing the Program ZOOM which allows for audio and visual participation.

### **ADJOURNMENT OF REGULAR MEETING:**

Meeting will be adjourned to the next Regular Tree/DRB Meeting which will be held on Wednesday, October 21, 2020 at 4:00 pm.

### **DESIGN REVIEW BOARD:**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES:** September 16, 2020
- 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. PUBLIC HEARING:**
  - A. DESIGN REVIEW – 704 Robinson Road – Project No. 2020-055** This is a request for a Design Review permit to construct a 51 sq. ft. addition to the rear of an existing residence, located at 704 Robinson Road.

**B. SIGN PROGRAM AND SIGN EXCEPTION – 231 Petaluma Avenue – Project No. 2020-037** This is a Sign Program and Sign Exception application for 231 Petaluma Avenue, a three-tenant commercial building between the Feed Store and CVS.

**8. DISCUSSION ITEM:** (none)

**9. ADJOURNMENT:** This meeting will be adjourned to the Tree/Design Review Board meeting of October 21, 2020 at 4:00 P.M.

### **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. Comments should be limited to 3 minutes or less. **Please see Attachment for public meetings to this agenda for how to do public comment during the Covid 19 emergency.**
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 7 calendar 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.

**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.