City of Sebastopol
Design Review Board Staff Report

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Meeting Date:	November 18, 2015
Agenda Item:	9A
To:	Design Review Board
From:	Jonathan Atkinson, Assistant Planner Kenyon Webster, Planning Director
Subject:	Draft Downtown Sebastopol Design Standards
Recommendation:	Provide Comments and Direction for Preparation of Board Draft
CEQA Status:	Categorical Exemption: Section 15305: Class 5
General Plan:	Downtown Core and Light Industrial
Zoning:	CD: Downtown Core and M: General Industrial

Introduction:

A subcommittee of the City Council, which consists of Mayor Patrick Slayter and Council Member John Eder, has drafted proposed Sebastopol Downtown Design Standards. The Standards are intended to provide mandatory guidance for prospective applicants and City decision makers to provide desired urban form in the Downtown Core and The Barlow areas of Sebastopol.

The Planning Commission reviewed and commented on the draft Standards at their October 13th and October 27th meetings. The Design Review Board has primary responsibility for design review, and is expected to develop its recommended version of the draft Standards. The City Council will take final action, following Planning Commission and Board review. While the subcommittee drafted the Standards, the City Council subcommittee understands that the draft is a working document, and will change through review.

Background:

Sebastopol has existing 'Design Guidelines' like many communities, which cover a range of development, and were developed and adopted by the Board. The Guidelines state the following:

"These guidelines are intended to be used and interpreted with flexibility by the Design Review Board and City staff, and are not intended to be strict standards such as code requirements in the Zoning Ordinance, Sign Ordinance, or other ordinances. It is recognized that not all guidelines will be applicable or appropriate for all projects, and balancing of a variety of concerns and objectives will be required in review of applications" (page 1).

Guidelines generally require interpretation and balancing of a variety of considerations, and in many cases, guidance is general in nature.

Following several contentious Design Review situations, part of which involved interpretation of the Guidelines, the City Council concurred that guidelines or standards focused on the Downtown Core, with more detailed and definitive provisions regarding desired urban design, would be appropriate. The City Council subcommittee drafted the Standards and staff provided some technical input.

The City Council has also initiated preparation of design guidelines or standards specific to residential development, and created a subcommittee consisting of one Council Member and two Board Members. A draft has not been developed at this point.

Environmental Review:

The Standards are categorically exempt from the requirements from the California Environmental Quality Act (CEQA), which exempts 'Minor Alterations in Land Use Limitations'. The Standards are consistent with this categorical exemption in that they will provide design guidance and requirements, but would not alter zoning, use limitations, density, height limits, or other fundamental development standards.

Public Comment:

The draft Standards were placed on the City's website and emailed to a list of over 200 persons, whom have expressed an interest in Sebastopol City matters. The Planning Department has received two comments, as of writing this report (attached).

Planning Commission Comment:

The Planning Commission reviewed and provided comments on the draft Standards at their October 13th and October 27th meetings. While the Planning Commission acknowledged that design guidance is key in achieving desired urban form, Commissioners identified substantial issues with the draft Standards. Overall, the Commissioners felt that the draft had major issues, and either substantial revisions or a new approach was needed. Issues include the following:

- Applicability: Commissioners were concerned that many of the Standards are only appropriate for large development projects, and not smaller Downtown projects, such as new signage, façade improvements, small new buildings, and additions. Clarification of this issue is needed.

- Mandatory: Some Commissioners found many of the draft Standards to be inappropriate as requirements due to their subjective wording (Commissioners felt standards should be objective rather than interpretive), and that every project situation is different, making it problematic to mandate the same design objectives for all projects, or not allowing a balance of different objectives, and commented that some Standards would be more suitable as guidelines in which all "shalls" would be "shoulds."

- Exemptions: Commissioners felt that as written, most projects would require one or more 'exemptions', which indicates issues with the requirements.

- Overlap with Existing City Requirements and Planning Efforts: Commissioners found many Standards are duplicative in that they contain provisions address aspects that are already City requirements, such as the Building Code, Photovoltaic Ordinance, the Low Impact development Manual, the Off-Street Parking Ordinance, Tree Protection Ordinance, and the Sign Ordinance. If changes to these are needed, they should be addressed in an ordinance amendment process.

- Policy Formation Process: Commissioners also generally commented that the General Plan Update would provide the policy framework for the Downtown, and that Standards would typically be subsequent, rather than set policy in advance of the General Plan.

- Sufficiency of Existing Design Review Guidelines: Some Commissioners commented that the existing Guidelines generally are appropriate, and that it may be more preferable to amend them to include more provisions for the Downtown Core than to create a new separate document.

Planning Commission minutes and comments are attached.

Recommendation:

Staff recommends that the Board review the draft standards, consider Planning Commissioner and public comments, provide comments, and consider the following alternatives:

1) Make Minor Edits for City Council Consideration: This involves the Board providing edits to the draft Standards for City Council consideration.

2) Remove Duplicative and Contradictory Standards: This involves removal of Standards that duplicate existing City requirements, or that are internally contradictory.

3) Update Existing Design Review Guidelines: This involves updating the existing Guidelines to include more provisions drawn from the Standards, and to include a detailed section for the Downtown.

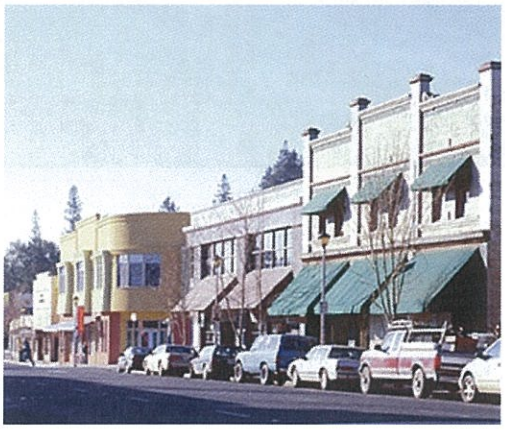
4) Postpone Action Until General Plan Adoption: This involves postponing action on the draft Standards until an urban design and land use policy framework is established for the Downtown Core, as part of the General Plan Update.

Based on Planning Commission comments, substantial work is needed before the Board should forward a draft to the City Council. Staff recommends that the Board make general comments and provide direction to staff for development of a revised draft for further Board review.

Attachments:

- Draft Downtown Sebastopol Design Standards
- Planning Commission Minutes: October 13, 2015 and October 27, 2015
- Commissioner Zac Douch Comments
- Commissioner Colin Doyle Comments
- Public Comments
- Existing Design Guidelines

Sebastopol Downtown Design Standards



August 13, 2015 Draft

To provide comments on the draft, or be informed about the draft review process, please contact the Planning Department at 707-823-6167 or email kwebster@cityofsebastopol.org

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ACKNOWLEDGEMENTS

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Resolution Adopting Sebastopol Downtown Design Standards

(To be drafted prior to Council adoption)

1. INTRODUCTION

1.1 BACKGROUND

Sebastopol is a city with a physical character and identity that are distinct, attractive and widely appreciated by both residents and visitors. Sebastopol intends to maintain and enhance its character as a compact community with distinctive, attractive, pedestrian-oriented commercial areas and neighborhoods. The Downtown Design Standards are intended to describe and inform project designers and applicants of the City's expectations and preferences for the quality and character of projects in Sebastopol's downtown. All projects shall be designed in a manner responsive to the unique characteristics of their individual sites, but also to fit into the wider context of Sebastopol as a whole.

The Sebastopol Downtown Design Standards are the cornerstone of the City's Downtown Design Review Program and the primary tool used by the Design Review Board for evaluating proposed development. The overarching goal of the Downtown Design Standards, and the Design Review Program, is to foster design excellence in development of projects in Sebastopol's Downtown. The Standards also support the Design Review Program as a forum for the public to participate in discussions about projects in their community.

These standards frequently speak of the need to reference the architectural context of a site when designing a new building or remodeling an existing building. This emphasis is intended to acknowledge the importance of maintaining the character of widely appreciated and visually successful areas within the community. However, the City has no intention of discouraging architectural excellence, or requiring that all new development look and feel the same. Developers, designers, architects and owners are encouraged to design and build projects that exceed these specifications by incorporating innovation, creativity and energy/resource conservation in all aspects of their designs.

1.2 CONTEXT

Situated at the junction of Highways 12 and 116 in Western Sonoma County, Sebastopol has seen its historically agriculture-based economy slowly transition to an orientation more focused on local small shops and restaurants, the arts and tourism. Sebastopol functions as the area's commercial hub, serving an estimated 35,000 people. The downtown core area has remained largely intact, with many older, original buildings still in daily use. The majority of the buildings in the downtown area are of small scale and built from quality materials.

The citizens of Sebastopol cherish the small town character that is present here and have placed a high priority on its preservation: it is an essential element of the livability and economic vitality enjoyed by residents and visitors alike. Much of this character is due to the pedestrian scale of the city, particularly the downtown area, and the preservation and enhancement of this pedestrian experience is of upmost importance.

At the same time, Sebastopol has made a commitment to infill development instead of sprawl and supports appropriate development, including intensification or increased height appropriate to the developing urban context, provided there is consistency with the Zoning Ordinance, these Standards, and other policies. Sebastopol residents also have a high level of concern for the

environment, as demonstrated through their strong advocacy for energy efficient design and building techniques.

Project proposals in downtown Sebastopol need to support and enhance the visual character and sense of place found there and demonstrate sensitivity to their surroundings. Building designs are encouraged to be unique, distinct and of high architectural standard. It is the policy of these Standards to note that while intensification may occur, care shall be exercised to avoid excessive scale contrasts, including by the use of appropriate transitions or other design measures. Finally, the City's objectives for the downtown area, taken in its entirety, are to take precedence over any single building.

1.3 APPLICABILITY

The Sebastopol Downtown Design Standards apply to new construction and/or significant remodeling projects required to undergo Design Review within the CD Downtown Core and M Industrial Districts within the following bounds:

- CD: entire district
- M: All M-zoned properties area bounded by Morris Street, Laguna Park Way, Petaluma Avenue, and Sebastopol Avenue

The Downtown Design Standards are intended to be mandatory. However it is acknowledged that there may be unique sites, projects, regulatory requirements, hardships, or other situations that may merit consideration of an Exception to these Standards. Therefore, the Standards include an Exceptions procedure and findings.

1.4 PROCESS

Prospective applicants are encouraged to spend time in Sebastopol's downtown, experiencing the feeling and environment that currently exists and observing the scale, modesty, materials and configuration of existing buildings, landscaping, public spaces and circulation corridors.

It will be beneficial to engage city staff, the Design Review Board, and, possibly, citizen's groups early in the application process. Conceptual discussions, sketches and preliminary Design Review meetings will likely streamline the Design Review process. A clear sense of the suitability of the proposed project should emerge from this process, and will prepare the applicant for the formal Design Review process. Depending upon the nature, location and scale of the proposed project, significant citizen involvement and input should be anticipated.

For new development, the final Design Review process shall incorporate review of the site plan, the building(s), the landscaping and lighting plans and all signage associated with the project, if the intended use is known at the time of final design review, and if not, a sign program for the development. In no case shall a known use for a new building have its signage reviewed and approved separately from other aspects of the project. Even though a new development project with a currently unknown use receives final design approval, no inference should be made that signage associated with a future use has been pre-approved.

The Sebastopol Design Review Board is comprised of industry professionals and others who graciously donate their time for the betterment of our city, and a high level of trust is placed in their abilities and judgment by the Sebastopol City Council. The Design Review Board is tasked with the accurate, equitable and practical application of these design standards to the projects that come before them.

In the event that a project is found to be unacceptable to the Design Review Board after all efforts at resolution have failed, their decision may be appealed to the Sebastopol City Council. There is an administrative fee associated with this action. The City Council shall hold a public hearing on the appeal and render a decision and possible course of action. These design standards, and the level of adherence to them, shall play the primary guiding role in the decisions/actions of both the Design Review Board and the City Council. The City Council shall be the ultimate decision-making body for Design Review Board appeals, and all decisions made by them shall be final.

1.5 DESIGN EXCELLENCE

Design excellence takes many forms and can be measured in various ways. One measure of design excellence is the ability of new projects to fit seamlessly into the existing architectural inventory. The ability of a building to stand the test of time by remaining functional and compatible over a period of many years is yet another sign of good design. This is reflected in choices made about materials, building assembly techniques, ongoing maintenance, and the type of energy used for heating, ventilation, and cooling. Finally, a project's contribution to the public realm, not only in terms of the building itself but also in site development, landscape and public open space, can be a measure of design excellence as well.

The Sebastopol Design Standards play an important role in helping define, design, and build projects of excellence in our city through the design review process.

1.6 PURPOSE

The purpose of the Sebastopol Downtown Design Standards is to define the qualities of architecture, urban design, and public space that make for successful projects and communities, and to serve as a tool for guiding individual projects to meet those expectations through the City's Design Review process. They are intended to provide predictability for property owners and developers, as well as residents and other stakeholders in the community, and to assist these parties in working together to create an economically vital community with high standards of environmental and visual quality.

Although the Downtown Design Standards by themselves cannot guarantee good design, they set the parameters for discussions about proposed projects in Sebastopol's downtown.

Specifically, the Standards:

- Provide clarity and focus on what is important to analyze in the design of projects;
- Present clear performance-based statements about what we value;
- Enable the dialogue that occurs in Design Review Board meetings to be as productive and efficient as possible;
- Provide a common language with which to discuss the best ways to create development that contributes to an attractive, vibrant, and livable city of the future, project by project and;
- Serve as the basis for fair and consistent recommendations by the Design Review Board, including departures from standard requirements where it can be demonstrated

that a departure would result in a project that clearly exceeds the intent of the Downtown Design Standards.

These Design Standards shall be considered the minimum threshold for acceptable design.

Exceptions to, or deviations from these standards shall only be approved if they present a superior design solution. Approval of deviations from these standards shall be at the sole discretion of the Design Review Board. Any decision by the Board is appealable to the City Council by the established appeal process. The Council has final jurisdiction over the implementation and enforcement of these design standards.

1.7 OUR VALUES IN THE BUILT ENVIRONMENT

The Sebastopol Downtown Design Standards provide guidance on universal design issues as well as the specific challenges faced by Sebastopol as it grows and changes. The underlying philosophy of the standards stems from acknowledgment of specific architectural and urban design qualities valued by the City and community members:

- Architectural excellence as identified by the professional design community, the City's Design Review Board and a citizenry that is active in processes related to the design of individual projects and the city as a whole;
- Design that preserves, reflects, or takes inspiration from the physical environment of hills, water and forests that comprise the extraordinary setting surrounding Sebastopol;
- The character and cultivation of neighborhoods within Sebastopol, reflected in active citizen involvement in identifying and protecting historic and cultural resources that honor the city's diversity of people, cultures and ideas.

The Downtown Design Standards reflect these values through their emphasis on:

- Beginning the design process with an understanding of the natural systems and features of the site and its surroundings;
- Designing individual buildings within the larger context of a street, neighborhood, and city;
- Drawing upon historical, cultural, and physical aspects of a site in order to develop a design that is authentic to Sebastopol and its neighborhoods while also embracing design innovation and creativity;
- Encouraging the creation of public places as part of project design and;
- Emphasizing the importance of developing a strong design concept for the project as a whole, in both the built and open space components.

1.8 USERS OF THESE STANDARDS

The Downtown Design Standards are intended for a variety of audiences, including developers, design professionals, neighbors, community members, Design Review Board members, Planning Department staff and the general public. Each has a specific role in the City's Design Review

process. The Standards provide all parties with a clear understanding of what the City expects project applicants to strive for in project design.

1.9 GUIDE TO THIS DOCUMENT

The design Standards are organized around three themes:

- Context and Site
- Public Life
- Design Concept

Each theme includes several individual Standards. Each Standard consists of a number, a title and a set of performance-based directives.

Beneath each Standard is a series of specific requirements to be met. The topics covered under each Standard represent issues specifically relevant to understanding and complying with the broader Standard and contain more detailed suggestions for compliance.

While all projects are expected to meet and address all of the Standards, they are not expected to apply all the approaches and strategies listed for each Standard. Not all of the approaches and strategies will be relevant for every project. Applicants, the Design Review Board and other reviewers should use their judgment and discretion in determining which approaches and approaches are specifically applicable to a given project.

2. CONTEXT AND SITE

2.1 NATURAL SYSTEMS AND SITE FEATURES

A. ENERGY USE

1.) Energy Choices: At the earliest phase of project site development, the applicant shall make an analysis of how energy choices may influence building form, siting, and orientation, and factor in the findings when making siting and design decisions.

B. SUNLIGHT AND NATURAL VENTILATION

1.) Full advantage of solar exposure and natural ventilation available on the proposed project site shall be taken to the maximum extent possible. An analysis of local wind patterns and solar gain shall be made in an effort to reduce the need for mechanical ventilation and heating.

2.) Roof-mounted solar hot water system installations are encouraged and shall be shielded from view from the public right of way on the primary street frontage(s).

3.) Maximize daylight for interiors through the use of light wells, skylights, solar tubes and exterior spaces; minimize shading on adjacent sites through the placement and/or design of structures on the site. Building locations and configurations that shadow adjacent buildings are to be avoided.

4.) The management of solar gain shall be achieved through an analysis of the direct sunlight falling on the project's south and west facing façades and the use of shading devices and existing or newly planted trees of an appropriate and approved species.

5.) To provide additional natural light and air circulation, features such as functional clerestory widows shall be incorporated in ground floor facades. Functional windows shall be provided on all upper floors of multi-story buildings.

C. TOPOGRAPHY

1.) The proposed project site's natural topography and/or other desirable landforms or features shall be utilized to inform the project design.

2.) The proposed project site's existing topography shall be analyzed to determine structure locations and open spaces on the site. Techniques to step up or down hillsides to accommodate significant changes in elevation shall be employed where required.

D. PLANTS AND HABITAT

1.) The incorporation and preservation of existing natural habitats and landscape elements on the proposed project site, such as: heritage trees, native plant species or other vegetation, and the project site's connection of those features to existing networks of open spaces and natural habitats shall be a priority of all site designs.

2.) Significant trees and vegetation shall be relocated if retention on site is not feasible.

3.) The site design shall exploit all opportunities to connect, both visually and/or physically to off-site habitats such as riparian corridors or existing natural features such as the Laguna De Santa Rosa. All efforts shall be made to promote continuous habitat, in pursuit of the goal of increased interconnected corridors of urban forest and habitat.

4.) The removal or destruction of certain trees may be subject to additional review. Please see Sebastopol's Tree Protection Ordinance for further guidance.

E. WATER

1.) Any existing natural water features on the proposed project site, including channelized creeks, shall be incorporated into the project design. The "daylighting" of hidden water features shall be performed if feasible.

2.) Drainage systems on the project site shall be used as opportunities to add interest to the site through water-related design elements. Features such as trees, rain gardens, bioswales, green roofs, fountains of recycled water, and/or water art installations shall be utilized to create movement and sound, air cooling, focal points for pedestrians, and habitats which may already be required to manage on-site stormwater and allow reuse of potable water for irrigation.

3.) To promote water conservation and storm water infiltration, compliance with the City's Low Impact Development standards is required and shall be considered by the applicant early in the design process. Features such as on-site grey water and rain

water capture, and reuse systems for landscape maintenance shall be considered for all projects that incorporate landscaping as a part of the project.

2.2 URBAN PATTERN AND FORM

A. LOCATION IN THE CITY AND NEIGHBORHOOD

1.) All efforts shall be made to strengthen the most desirable forms, characteristics, and patterns of the streets, block faces, and open spaces in the surrounding area.

2.) Emphasis shall be placed upon those attributes that give Sebastopol, the neighborhood, and/or the site its distinctive sense of place. The building(s) and open space(s) shall be designed to enhance areas where a strong identity already exists, and create a sense of place where the physical context is less established. Examples of neighborhood and/or site features that contribute to a sense of place include patterns of streets or blocks, slopes, sites with prominent visibility, relationships to bodies of water or significant trees, natural areas, open spaces, and iconic buildings and sites that are seen as a gateway to our community.

3.) An evaluation of the degree of visibility or architectural presence that is appropriate or desired given the context shall be performed, and project design shall respond accordingly. The Design Review Board shall provide guidance, as required, about what types of design may, or may not, be appropriate in a given location. A site may lend itself to a high-profile design with significant presence and individual identity, or may be better suited to a simpler but quality design that contributes to the block as a whole. Buildings that contribute to a strong street edge, especially at the ground floor, are particularly important to the creation of a quality public realm that invites social interaction and economic activity. All building façades shall incorporate pedestrian scale design details, articulation and quality materials.

B. ADJACENT SITES, STREETS, AND OPEN SPACES

1.) The existing characteristics of the project site shall be evaluated and utilized to inform the project design; especially where the street grid and topography create unusually shaped lots that can add distinction to the building massing.

2.) All opportunities for the project to make a strong connection to the street shall be exploited, with primary emphasis given to how the building(s) will interact with the public realm. An evaluation of the qualities and character of both the existing and proposed streetscapes, as well as their physical features (sidewalk, parking, landscape strip, street trees, travel lanes, and other amenities) shall be made in siting and designing the building(s) and open space(s).

3.) All newly-constructed buildings subject to Design Review within the CD downtown district shall be placed directly at the back of the sidewalk, oriented to be parallel to and facing the sidewalk and primary street frontage(s). Project designs which allow for more generous sidewalk widths shall be provided where possible, as determined by the City. The City shall be the sole determinant of primary and secondary street frontages for all projects.

4.) The primary street-facing façade(s) of all newly-constructed projects subject to Design Review within the downtown shall occupy the entire width (and depth, possibly, if a

corner location) of the site, except where a portion of the street frontage is utilized for public space, pedestrian through-block access or active spaces relating to the occupant businesses. Driveways on non-primary street frontages shall be evaluated in cases where no other feasible access to parking areas in the rear of the building(s) exists.

5.) Building location, height, window locations, elevated outside decks and public spaces shall take the visual and acoustic privacy of adjoining properties into consideration and be designed to minimize their impacts to those properties.

6.) All projects subject to Design Review within the downtown shall contribute to the character and proportion of surrounding open spaces. An evaluation of adjacent sites, streetscapes, trees and vegetation, and open spaces shall be performed to determine how they function as the walls and floor of outdoor spaces or "rooms" for public use. The results shall be utilized to make a determination as to how best to support those spaces through project siting and design (e.g. using mature trees to frame views of architecture or other prominent features).

C. RELATIONSHIP TO THE BLOCK

1.) As corner sites are often perceived as gateways or focal points, careful detailing at the ground floor shall be required due to their high visibility from two or more streets and long distances. All urban corners shall be designed to provide extra space to pedestrians and a generous entry point, or shall be built out to the corner utilizing a distinctive design element that provides a strong urban edge to the block and "anchors" the corner.

2.) With mid-block sites, an analysis of the uses and scales of adjacent buildings shall be performed to assist in informing the building's design. The design shall continue a strong street edge where it is currently present, and respond to datum lines created by adjacent buildings at all vertical elevations. Where adjacent properties are undeveloped or underdeveloped, design the party walls to provide visual interest through materials, color, texture, or other means.

3.) With full-block sites, long facades shall be divided into smaller components to avoid a monolithic presence. Fine detail and human scale features shall be provided at street level, and shall include repeating elements to add variety and rhythm to the façade and overall building design. Examples of ways to accomplish this are the provision of through-block access and/or designing the project as an assemblage of buildings and spaces within the block.

4.) Where more than one building is proposed on the same site, the project shall be designed in a configuration that provides a continuous, uninterrupted storefront presentation to the sidewalk on the perimeter of the project site. This also applies to projects where the buildings are located on a corner.

D. HEIGHT, BULK AND SCALE

1.) A review of existing development and zoning shall be performed, including the height, bulk, and scale of neighboring buildings as well as the scale of development anticipated by zoning for the area to determine an appropriate complement and/or transition. Note that existing buildings and other developments may or may not reflect the density

allowed by zoning or anticipated by applicable policies.

2.) Existing site features, such as changes in topography, site shape, and vegetation or structures shall to help make a successful fit with adjacent properties; for example siting the greatest mass of the building on the lower part of the site or using an existing stand of trees to buffer building height from a smaller neighboring building. Three and four story buildings may be required to set back the upper floor(s).

3.) For projects located at the edge of different zoning districts, an appropriate transition or complement to the adjacent zone(s) shall be provided. All projects shall create a step in perceived height, bulk and scale between the anticipated development potential of the adjacent zone and the proposed development. The following factors shall be analyzed:

a. Distance to the edge of a less (or more) intensive zone;

b. Differences in development standards between abutting zones;

c. The type of separation from adjacent properties (e.g. separation by property line only, by an alley or street or open space, or by physical features such as grade change);

d. Adjacencies to different neighborhoods or districts; adjacencies to parks, open spaces, significant buildings or view corridors; and

e. Shading to or from neighboring properties. Stepping back a portion of the upper stories of a project located on the edge of a zone contributes to compatibility with adjacent, less intense, zones and contributes to interesting urban form.

4.) To achieve a successful sense of massing, all projects shall accomplish a successful transition between zones where a project abuts a less intense zone. In some areas, the best approach may be to lower the building height, break up the mass of the building, and/or match the scale of adjacent properties in building detailing. It may be appropriate in other areas to differ from the scale of adjacent buildings but preserve natural systems or existing features to enable better solar exposure or site orientation and/or make for interesting urban form.

5.) Respect shall be shown for adjacent properties with design and site planning to minimize disrupting the visual and acoustic privacy of adjacent properties. Reducing windows and decks overlooking neighboring properties or increasing side setbacks can increase visual privacy. Locating mechanical equipment appropriately can increase acoustic privacy.

2.3 ARCHITECTURAL CONTEXT AND CHARACTER

A. EMPHASIZING POSITIVE NEIGHBORHOD ATTRIBUTES

1.) All projects shall create compatibility between the new project and the existing architectural context, including historic and contemporary designs, through building articulation, scale and proportion, roof forms, detailing, fenestration, and/or the use of

complementary materials.

2.) In existing neighborhoods with a well-defined architectural character, all projects shall site and design new structures to complement or be compatible with the architectural style and siting patterns of existing neighborhood buildings.

3.) In neighborhoods where architectural character is evolving or otherwise in transition, new projects shall establish a positive and desirable context for others to build upon in the future.

B. LOCAL HISTORY AND CULTURE

1.) An investigation of the history of the project shall be made to determine if it holds any historical or cultural significance, utilizing neighborhood groups, historical archives and other resources as required.

2.) Existing structures on the project site shall be reutilized if at all feasible to preserve historical or cultural elements and incorporate them into the new project.

3. PUBLIC LIFE

3.1 CONNECTIVITY

A. NETWORK OF OPEN SPACES

1.) All projects shall make a priority of making a positive contribution to enhancing the availability of a network of open space throughout the neighborhood and city. The design of the project building(s) and open spaces shall enhance the features and activities of existing off-site open spaces. Open space may include sidewalks, streets and alleys, circulation routes and other open areas of all kinds.

2.) All projects shall make a priority of fostering human interaction through an increase in the size and/or quality of project-related open space available for public life. Features such as widened sidewalks, recessed entries, curb bulbs, courtyards, plazas, or through-block connections, along with place-making elements such as trees, landscape, art, or other amenities, in addition to the pedestrian amenities listed below in Section 3.1/B5.

B. WALKWAYS AND CONNECTIONS

1.) All projects shall connect on-site pedestrian walkways with existing public and private pedestrian infrastructure, thereby supporting pedestrian connections within and outside the project site. Connectivity between sites and within sites shall be a priority and any fences, curbs or walls preventing circulation shall be prohibited. In the event that an exception to this standard is requested, the obstruction shall be designed to function as public art and the design shall be reviewed by both the Design Review Board and the Public Arts Committee.

2) Projects may be required to provide new crosswalks at appropriate locations, as determined by the City. If required by the City, the new crosswalks shall conform to

"Street Smart Sebastopol" standards, with in-street flashing lights and landscaped curb bulb-outs provided at both ends.

3.) All projects shall provide sidewalks, including nearby off-site repair or installation as required by the City. Sidewalk widths shall conform to the City standards, with alternative widths required on an individual case basis at the discretion of the City.

4.) All projects shall provide adequate sidewalks and pathways to accommodate anticipated pedestrian volumes, flows and circulation patterns. Particular attention shall be paid to those areas where there is existing heavy pedestrian traffic or where the project is expected to add or attract additional pedestrian volume to the site.

5.) All opportunities for creating lively, pedestrian-oriented open spaces to enliven the area and attract interest and interaction with the site and building shall be provided. Visible access to the building's entry shall be provided. Examples of pedestrian amenities include seating, at a minimum of one bench for every twenty five feet (25') of the project's primary street frontage(s), lighting, year-round landscaping, seasonal plantings, pedestrian scale signage, site furniture, bicycle racks, wayfinding signage, street clocks, art work, awnings, large storefront windows, and engaging retail displays and information kiosks.

6.) Applicants should anticipate that the furnishing of appropriate amounts and design of streetscape furnishings, such as benches, planters, bike racks, streetlights, etc. will be required to be provided.

C. OUTDOOR USES AND ACTIVITIES

1.) All project site designs shall provide at least one public space appropriately scaled in relation to the project as a whole. The use of permeable paving and landscaping shall be maximized in these locations. Activity areas shall be concentrated in places with sunny exposure, views across spaces, and in direct line with pedestrian routes. Appropriate pedestrian amenities as listed in Section 3.1/B5 shall be included in the design of these activity areas.

2.) In addition to areas for walking and sitting, additional space, as available, shall be provided for informal community use, such as performances, kiosks, community bulletin boards, cafes or street vending.

3.) All required public open spaces shall incorporate features that encourage activities beyond daylight hours and throughout all seasons of the year, especially where active open space will contribute vibrancy, economic health, and public safety. These may include:

a. Seasonal plantings or displays and/or water features;
b. Outdoor heaters;
c. Overhead weather protection;
d. Ample, moveable seating and tables and opportunities for outdoor dining;
e. An enhanced level of pedestrian lighting;
f. Trees for moderate weather protection and shade

3.2 WALKABILITY

A. ACCESSIBILITY

1.) All projects shall make a priority of the creation of a safe and comfortable walking environment that is easy to navigate and well-connected to existing pedestrian walkways and features. Pedestrian access and circulation shall take precedence over vehicular movements and circulation.

2.) All projects shall make a priority of creating access opportunities for all users, and to assist users in navigating sloped sites, long blocks or other challenges. Features such exterior stairs and landings, escalators, elevators, textured ground surfaces, seating at key resting points, through-block connections, and ramps for wheeled devices (wheelchairs, strollers, bicycles) shall be provided, as required, to meet this goal.

B. SAFETY AND SECURITY

1.) All projects shall make a priority of creating a safe pedestrian environment by providing clear lines of sight, and encouraging natural surveillance ("eyes on the street") through strategic placement of doors, windows, balconies and street-level uses.

2.) All projects shall provide a safe pedestrian environment by providing lighting of sufficient lumen intensity, frequency of location and scale, including pathway illumination, pedestrian and entry lighting, and/or security lights.

3.) All projects shall provide for pedestrian safety through maintaining a transparency of street-level uses, by keeping views open into spaces behind walls or plantings, at corners, or along narrow passageways. Semi-transparent, rather than opaque, screening materials are to be provided where utilized. Landscaping shall be configured to prevent areas hidden from view of both pedestrians and public safety officials.

C. WEATHER PROTECTION

1.) Overhead weather protection shall be provided at uses that generate pedestrian activity, such as entries, outdoor retail uses, and transit stops. Changes in topography shall be as needed to provide continuous coverage the full length of the building. Weather protection shall be primarily achieved through the use of awnings and/or overhangs. Awning materials shall be selected based upon visual, performance and maintenance requirements. Fabric awnings are discouraged. Awnings made of fabric shall be required to be replaced in the event that they fall into disrepair. These elements shall be located to maximize weather protection without impeding daylighting of interior spaces.

2.) Weather protection elements, gutters and downspouts shall be integrated into the design of the structure as a whole, while ensuring that they also relate well to neighboring buildings in respect to design, coverage, or other features.

3.) Weather protection elements, where provided, shall be configured to create a pedestrian-friendly space beneath them through the use of human-scale architectural elements and a pattern of forms and/or textures at intervals along the façade. If transparent canopies are provided, they shall be designed in a manner that accommodates regular cleaning and maintenance.

D. WAYFINDING

1.) Design elements shall be utilized wherever possible to provide wayfinding assistance to pedestrians. Clear directional signage shall be provided where needed and/or as directed by the City.

3.3 STREET LEVEL INTERACTION

A. ENTRIES

1.) All projects shall encourage human interaction and activity at the street-level through clear connections to building entries. Primary entries shall be designed to be obvious, identifiable, and distinctive with clear lines of sight visually connected to the street. A minimum of one prominent, easily accessed entrance, located on the primary street frontage, and a minimum of one secondary entrance on another wall, shall be provided for each individual tenant space within a project, and shall be recessed a minimum of three feet (3') into the building façade. All entries shall be scaled and detailed to function well for their anticipated use and also to fit within the context of the building of which they are a part, differentiating residential and commercial entries with design features and amenities specific to each.

   a. Office and commercial lobbies shall be visually connected to the street through the primary entry and sized to accommodate the range and volume of foot traffic anticipated;

   b. Retail entries shall include adequate space for several patrons to enter and exit simultaneously, preferably under cover from weather.

   c. Common entries to multifamily residential buildings need to provide privacy and security for residents but also be welcoming and identifiable to visitors. Design features emphasizing the entry as a semi-private space are recommended and may be accomplished through signage, low walls and/or landscaping, a recessed entry area, and other detailing that signals a break from the public sidewalk.

   d. Individual entries to ground-related housing shall be scaled and detailed appropriately to provide for a more intimate type of entry. The design shall contribute to a sense of identity, opportunity for personalization, offer privacy, and emphasize personal safety and security for building occupants.

2.) Where a building's primary street frontages consist of a street corner, one entrance door shall be provided at the corner facing the street intersection. An alternative to this requirement would be the installation of one door in each street frontage façade, in close proximity to the building's corner.

3.) All entries shall be designed as a collection of coordinated elements including the door(s), overhead features, ground surface, landscaping, lighting, and other features. These elements shall also take into account:

   a. Overhead shelter: canopies, porches, building extensions;

b. Transitional spaces: stoops, courtyards, stairways, portals, arcades, pocket gardens, decks;

c. Ground surface: seating walls; special paving, landscaping, trees, lighting; and

d. Building surface/interface: privacy screens, upward-operating shades on windows, signage, lighting.

4.) In projects with live/work uses, active and transparent entries and façades shall be utilized in the design of the nonresidential portions of the unit that are required to orient toward the street. The first floor of these projects shall be designed so that they can be adapted to other commercial uses as needed in the future.

5.) Maximum visibility shall be provided into the building interior and merchandise display areas, possibly through the use of fully operational glazed wall-sized doors that can be completely opened to the street. Space for activities such as sidewalk vending, seating, and restaurant dining to occur shall be provided where appropriate.

6.) All individual ground floor retail or office spaces shall have a minimum of one entrance facing their primary street frontage and one entrance facing the parking area(s) at the rear of the building or on another wall as appropriate.

3.4 ACTIVE TRANSPORTATION

A. ENTRY LOCATIONS AND RELATIONSHIPS

1.) All projects shall incorporate design features that facilitate active forms of transportation such as walking, bicycling, and use of public transit. Entries shall serve all modes of travel by providing safe and convenient access points for them.

2.) All projects shall site the primary entry in a location that logically relates to the building uses and clearly connects to all major points of access.

B. PLANNING AHEAD FOR BICYCLISTS

1.) All projects shall conduct an assessment early in the planning process of existing and future bicycle traffic to and through the site so access and connections are integrated into the project along with other modes of travel.

2.) All projects shall provide bike facilities, such as bike racks and storage, and bike share stations. Shower facilities and lockers for bicyclists, if provided, shall be located to maximize convenience, security, and safety. The bike facilities shall be clear of areas of pedestrian movement and located so as to be readily visible to cyclists as they arrive at the site.

3.) All projects shall facilitate connections to bicycle trails and infrastructure around and beyond the project. Bicycling access points shall be designed so that they relate to the street grid and include information about connections to existing trails and infrastructure. Signage, kiosks, building lobbies, and bicycle parking areas shall incorporate bicycling information where possible.

C. PLANNING AHEAD FOR TRANSIT

1.) All projects shall conduct an assessment early in the planning process of how existing and future transit stops adjacent to, on or near the site may influence project design, provide opportunities for placemaking, and/or suggest logical locations for building entries, retail uses, open space, or landscaping. Site configurations shall encourage the support of the retail uses in the building through the presence of transit patrons.

2.) Project-related pedestrian improvements and amenities shall be designed so that, if a transit stop is located onsite or in close proximity, they complement any amenities provided for transit riders. Lines of sight shall be kept open to approaching buses and it shall be clear, through location and design, whether project-related pedestrian lighting, weather protection, and/or seating is intended to be shared by transit users.

3.) Where no transit stops exist or are planned on or adjacent to the project site, the location(s) of the nearest transit stop(s) and pedestrian routes shall be provided, utilizing wayfinding signage, design features and connections within the project design as appropriate.

4. DESIGN CONCEPT

4.1 PROJECT USES AND ACTIVITIES

A. ARRANGEMENT OF INTERIOR USES

1.) All projects shall optimize the arrangement of uses and activities on the site, locating those uses and services most frequently used by the public in visible or prominent areas, such as at entries or along the street front.

2.) All projects shall maximize the use of any interior or exterior areas to provide public gathering spaces through:

   a. A location at the crossroads of high levels of pedestrian traffic;

   b. Proximity to nearby or project-related shops and services; and

   c. Amenities that complement the building design and offer safety and security when used outside normal business hours.

3.) All projects shall take flexibility of reuse into account, and shall build in flexibility so the building can adapt over time to evolving needs, such as the ability to change residential space to commercial space as needed.

4.) All projects shall locate interior uses and activities to take advantage of daylighting, views and physical connections to exterior spaces and uses, particularly activities along sidewalks, parks or other public spaces.

B. VEHICULAR ACCESS, PARKING AND CIRCULATION

1.) All projects shall minimize or eliminate conflict between vehicles and non-motorists wherever possible. The site plan shall make the access needs of people of all abilities and modes of transportation a priority. Pedestrian access and circulation shall take precedence over vehicular requirements.

2.) All projects shall have their parking areas and/or facilities located behind them, hidden from view from primary street frontage(s). Landscaping, walls, fences or other screening devices located on their primary street frontage(s) shall not be employed to meet this requirement, and are unacceptable substitutes.

3.) To reduce the visual impacts in large projects, multiple smaller parking areas, well integrated into the overall site plan, shall be provided in lieu of one large common parking area.

4.) All associated parking facilities or structures shall be architecturally compatible with the rest of the building and streetscape.

5.) A maximum of six parking spaces shall be allowed between landscaped areas in parking areas. The landscaped areas shall be a minimum of six feet (6') in width.

6.) Parking areas in excess of the minimum parking requirements shall not be allowed. All excess areas on the site shall be utilized for buildings, landscaped areas or public space uses.

7.) Clearly-delineated pedestrian walkways to the adjacent building(s) shall be provided in all parking areas. Reliance solely on pedestrian movement through parking areas by way of the parking aisles is prohibited.

8.) Where long expanses of continuous storefronts are created, pedestrian passageways from the parking areas at the rear of the building(s) to the primary street frontage(s) shall be provided.

9.) Mid-block driveways shall not be allowed on primary street frontages. The elimination of conflict points between automobiles and pedestrians/cyclists shall be a primary goal of all site designs; therefore, the creation of new driveways shall be critically analyzed.

10.) At all potential conflict points between pedestrians and vehicles, contrasting, distinctive paving materials, such as cobblestones, modular tiles, textured pavement, etc. shall be employed to provide a multi-sensory alert to both pedestrians and drivers.

11.) Any required loading zones shall be provided to facilitate truck deliveries at the rear of the building(s).

12.) All vehicular access points to the project site shall be capable of accommodating the requirements of public safety personnel and equipment.

13.) New drive-through facilities of any type are prohibited within Sebastopol.

14.) Interconnection of sites within the downtown core shall be a priority. Fences, curbs or walls that prevent circulation between adjacent properties or uses within a common site are prohibited. In the event that an exception to this standard is requested, the fence or wall being proposed shall be designed to function as a piece of public art. As such, the design shall be reviewed and approved by both the Sebastopol Public Arts Committee and Design Review Board.

15.) The site design shall provide adequate secure bicycle parking areas. These areas are to be clear of areas of pedestrian movement and located so as to be readily visible to cyclists as they arrive at the site and easily observed for security purposes.

16.) New crosswalks shall be provided of a design and at appropriate locations as determined by the City.

17.) Service entries, loading docks, and trash/recycling receptacles shall be located away from pedestrian areas to less visible portions of the site to reduce impacts of these facilities on building aesthetics and pedestrian circulation. Where service facilities abut pedestrian areas or the perimeter of the property, they shall be integrated into the building structure or provided with a separate structure that matches the architectural style of the building(s). Structures that appear to be "tacked onto" the building(s) are prohibited. All trash and recycling areas shall be completely enclosed, through the use of screening, plantings, or other design treatments. All trash and recycling enclosures shall be sized to accommodate the anticipated trash and recycling generation levels of the proposed site use(s).

18.) Gas and electric meters, backflow prevention devices, fire sprinkler valves, and all other associated building support systems shall be located and concealed so as to not be visible from primary street frontages or public spaces. Concealment shall be through the use of areas integrated into the building(s).

19.) All new utilities and associated transformers, etc. shall be located underground. All existing above ground utility infrastructure on the project site, as well as that connecting the public right of way to the project site shall be required to be relocated to underground.

4.2 ARCHITECTURAL CONCEPT

A. GENERAL PRINCIPLES

1.) "Formula" or "franchise" architecture, similar in style to that found in other locations or communities where the applicant or their associated corporation has a business presence is prohibited. Designs that use the building as an advertising element are prohibited.

2.) All projects shall display a scale and architectural modesty that is compatible with and complimentary to those found in adjacent structures and the context of downtown as a whole.

3.) All newly-constructed buildings in the downtown shall be a minimum of two stories in height. The City is open to building designs that achieve the maximum height limit of the applicable Zoning district, and meet other elements of these Standards.

4.) Where a building occupies a street corner, a distinctive design element shall be provided to "anchor" the corner.

B. MASSING

1.) The mass of the project building(s) shall be arranged in a manner that takes into consideration the characteristics of the site and the proposed uses of the building and its open space. In addition, special situations such as very large sites, unusually shaped sites, or sites with varied topography may require particular attention to where and how building massing is arranged as they can accentuate mass and height.

2.) The perceived mass of larger projects shall be reduced through the use of secondary architectural elements, such as recesses or indentations in the building envelope; adding balconies, bay windows, porches, canopies or other elements; and/or highlighting building entries. Building designs presenting a long horizontal façade shall be divided into smaller-scale components through the use of integral vertical elements.

3.) Buildings with extensive non-articulated facades, long unvaried roof lines or applied, nonfunctional architectural elements affixed to exterior walls used to disguise the basic structure are prohibited. The architectural character of all projects shall be incorporated as an integral component of their design and shall not be merely applied decoration.

4.) All proposed buildings exceeding two stories shall be evaluated for the need to set back above the second story.

C. ARCHITECTURAL AND FAÇADE COMPOSITION

1.) All project facades, including secondary frontages and visible roofs, shall be designed with a consideration of the composition and architectural expression of the building as a whole. Attractive and well proportioned façades shall be provided through the placement and detailing of all elements, including bays, fenestration, and materials, and any patterns created by their arrangement.

2.) Large expanses of blank walls within visible facades are prohibited. Where expanses of blank walls, retaining walls, or garage façades are unavoidable, include uses or design treatments at the street level that have human scale and are designed for pedestrians. These may include:

a. Sidewalk retail uses such as newsstands, coffee carts and flower shops

b. Green walls, landscaped areas or raised planters;

c. Wall setbacks or other indentations;

d. Display windows; trellises or other secondary elements;

e. Art as appropriate to area zoning and uses; and/or

f. Terraces and landscaping where retaining walls above eye level are unavoidable.

3.) The ground floor of all newly-constructed buildings within the downtown core shall relate to its primary street frontage(s) by providing pedestrian-scale elements, design features and amenities.

D.) SECONDARY ARCHITECTURAL FEATURES

1.) Visual depth and interest shall be added to facades by incorporating balconies, canopies, awnings, decks, or other secondary elements into the façade design. Detailing shall be provided at the street level in order to create interest for the pedestrian and encourage active street life and window shopping (in retail areas). Detailing may include features such as distinctive door and window hardware, projecting window sills, ornamental tile or metal, and other high-quality surface materials and finishes.

2.) Architectural elements that serve dual purposes, such as adding depth, texture, and scale as well as serving other project functions, shall be utilized to the maximum extent possible. Examples include shading devices and windows that add rhythm and depth as well as contribute toward energy efficiency and/or savings or canopies that provide street-level scale and detail while also offering weather protection. As with all building elements, where dual purpose elements are prominent design features, the quality of the materials is critical.

3.) Design elements shall be utilized to achieve a successful fit between a new building and its existing adjacent structures, such as:

a. Incorporating aspects of adjacent buildings through architectural style, roof line, datum line detailing, fenestration, color or materials.

b. Using trees and landscaping to enhance the building design and fit within the surrounding context.

c. Creating a well-proportioned base, middle and top to the building. An analysis shall be performed as to how surrounding buildings have addressed base, middle, and top, and whether those solutions, or similar ones, might be a good fit for the project and its context.

E.) SCALE AND TEXTURE

1.) Architectural features, elements, and details that are of human scale shall be incorporated into the building façades, entries, retaining walls, courtyards, and exterior spaces in a manner that is consistent with the overall architectural concept. Special attention shall be paid to the ground floor of the building in order to maximize opportunities to engage the pedestrian and enable an active and vibrant street front.

2.) The character of the building, as expressed in the form, scale, and materials, shall

strive for a fine-grained scale, or "texture," particularly at the street level and other areas where pedestrians predominate.

F. FORM AND FUNCTION

1.) All projects shall be designed from the perspective of a balance between building legibility and flexibility. Buildings shall be designed so that their primary functions and uses can be readily determined from the exterior, making the building easy to access and understand. At the same time, flexibility shall be designed into the building so that it may remain useful over time even as specific programmatic needs evolve.

G. GLAZING

1.) All newly-constructed commercial buildings shall be designed with facades consisting of clear glass windows and doors on the ground floor facing their primary street frontage(s). In no case shall less than eighty percent (80%) of the ground floor facing the primary street frontage(s) be comprised of unobstructed clear glass windows and/or doors. Solid walls on ground floor street frontages are prohibited. All windows on the primary street frontage façade shall have their lower horizontal edge eighteen to twenty-four inches (18"-24") above the adjacent sidewalk. The bulkhead areas below storefront windows shall be designed in a manner to provide visual interest and architectural consistency. Box planters, of a similar configuration, adjacent to the sidewalk, may be considered in lieu of bulkheads.

2.) All windows and doors shall be fabricated with clear, see-through glass. Opaque, frosted, translucent or other types of distorting or privacy glass are prohibited on all ground floor windows. Obstructions of any type on the interiors of ground floor windows preventing a clear view into the interior of the building from the sidewalk are prohibited. Continuous backdrops to window display areas shall not exceed three feet (3') in height. All required clear glass shall remain clear after installation, and shall not be blocked by interior store fixtures.

3.) Traditional storefront type window designs shall be used. Window designs employing logos, excessive divisions, odd shapes, etc. are prohibited.

4.) Advertising materials affixed to ground floor windows shall not exceed twenty-five percent (25%) of the total window glass area, and shall not be permanently displayed.

5.) Bay windows above the first floor shall not encroach into the public right of way more than three feet, and shall not comprise more than twenty five percent of the linear street frontage. An Encroachment Permit is required. Bay windows encroaching into the public right of way shall not be allowed on the ground floor.

6.) Security gates or grilles are prohibited on any windows on the building's primary street frontage(s). All security devices installed on the exterior of buildings within downtown shall be subject to review and approval solely at the discretion of the City.

H. ROOFLINES

1.) For rooflines of larger buildings, the use of varying planes, elevations and design elements shall be employed to provide variety and definition.

2.) All roof-mounted mechanical systems shall be visually and acoustically shielded through the use of location, parapets, equipment wells or other similar techniques. Mechanical systems shall be located and/or provided with acoustic shelters as needed to prevent noise emissions from these systems violating noise standards in public rights of way, public spaces or on adjacent properties.

3.) The reverse side of all parapets or rooftop-mounted equipment enclosures shall not be visible from the sidewalk or public right of way along the primary street frontage(s).

4.3 OPEN SPACE CONCEPT

A. BUILDING-OPEN SPACE RELATIONSHIP

1.) The design of all open spaces within a project shall be integrated with the design of the building so that each complements the other.

2.) An open space concept shall be developed in conjunction with the architectural concept to ensure that interior and exterior spaces relate well to each other and support the functions of the development.

B. OPEN SPACE USES AND ACTIVITIES

1.) The size, uses, activities, and features of each open space within the project shall be carefully planned to meet the needs of its expected users, ensuring each space has a purpose and function.

2.) The design of all open spaces within a project shall respond to changing environmental conditions such as seasonal and daily light and weather shifts through open space design and/or programming of open space activities. For example, place outdoor seating and gathering areas where there is sunny exposure and shelter from wind. Build flexibility into the design in order to accommodate changes as needed; e.g. a south-facing courtyard that is ideal in spring may become too hot in summer, necessitating a shift of outdoor furniture to a shadier location for the season.

3.) All site and design project-related open spaces shall connect with, and enhance, the uses and activities of other nearby public open space(s) where appropriate. All opportunities to support uses and activities on adjacent properties and/or the sidewalk shall be exploited.

C. DESIGN

1.) Where a strong open space concept exists in the neighborhood, reinforcement of the existing character and patterns of street tree planting, buffers or treatment of topographic changes shall occur in the project site. Where no strong patterns exist, initiate a strong open space concept, where appropriate, shall occur on the project site, so that other projects can build upon in the future.

2.) All projects shall create attractive outdoor spaces well-suited to the uses envisioned for the project. A combination of hardscape and plantings shall be utilized

to shape these spaces and to screen less attractive areas as needed. A variety of features, such as planters, green roofs and decks, groves of trees, and vertical green trellises shall be utilized, along with more traditional foundation plantings, street trees, and seasonal displays.

3.) All projects shall create an open space design that retains and enhances on-site natural areas and connects to natural areas that may exist off-site and that may provide habitat for wildlife. If the site contains no natural areas, an open space design that offers opportunities to provide such areas shall be created.

4.) For large projects, site designs shall provide one or more public spaces sized appropriately to the overall scale of the site. These spaces shall consist of plazas, courtyards, outdoor dining or assembly areas.

5.) All public spaces shall be designed to function as "outdoor rooms", and shall feature seating, lighting, landscaping and other public amenities as appropriate. Empty spaces or areas lacking pedestrian amenities are prohibited.

6.) Public amenities shall be provided as appropriate to the site and as directed by the City. Examples of these amenities include drinking fountains, street clocks, information kiosks, bus shelters, bike racks/maintenance stations, benches or wayfinding signage.

7.) The maximum use of permeable paving materials shall be made in all public space areas.

D. STREETSCAPE

1.) Any project requiring new on-site sidewalks, completion of on-site sidewalks, or substantial reconfiguration (widening, etc.) of on-site sidewalks as a condition of approval shall provide them as determined by the City, to include nearby off-site repair or installation/completion.

2.) City-approved benches, bike-racks, newspaper racks, trash, recycling containers and other similar streetscape components on the project site shall be provided at the applicant's expense. If the City feels that these amenities already adequately exist in close proximity, the project shall contribute the value of these items to the City for downtown amenity maintenance.

3.) All newly-constructed buildings in the downtown core shall provide one publically-accessible bench for each twenty-five feet of their primary street frontage(s). This shall be accomplished either by providing the bench(es), or by paying into the City fund established for purchasing street furniture. All benches in the downtown core shall be oriented to be street-facing.

4.) All streetlights shall be historic in appearance. Where a new building or major renovation occurs in close proximity to where a new or historic streetlight is required, all newly constructed buildings shall provide new City-approved streetlights as required.

4.3 EXTERIOR ELEMENTS AND FINISHES

A. BUILDING MATERIALS

1.) All projects shall utilize appropriate and high quality elements and finishes for the building and its open spaces.

2.) Building exteriors shall be constructed of authentic, genuine, durable and maintainable exterior materials that are attractive up close as well as from a distance. Materials that have texture, pattern, or lend themselves to a high quality of detailing shall be required. Brick, tile, stucco, plaster and wood shall be the primary building materials in the downtown area. Stone or brick veneer, artificial stone, metal curtain walls, concrete block and similar materials are prohibited. As an example, exterior materials that present the appearance of wood, but are manufactured from fiberglass or metal are prohibited.

3.) Some buildings in the downtown core area still display vertical cast iron columns and architectural elements. The use of reproduction cast iron building elements is encouraged.

4.) Durable and attractive materials that will age well in Sebastopol's climate shall be utilized, taking special care to detail corners, edges, and transitions. Highly visible features, such as balconies, grilles and railings shall be attractively designed, well crafted and easy to maintain. Particular attention shall be paid to environments that create harsh conditions that may require special materials and details, such as open or exposed sites.

5. ENERGY EFFICIENCY

5.1 PASSIVE MEASURES

A. BUILDING PLACEMENT

1.) All projects shall be oriented to make the most efficient use of their solar access, natural lighting and natural ventilation opportunities.

B. PHOTOVOLTAIC SYSTEMS

1.) All projects shall be required to install photovoltaic system in compliance with Sebastopol's Photovoltaic Ordinance to assist in offsetting the building's energy requirements. They shall be shielded from view from the public right of way on the primary street frontage(s).

2.) In the event that a photovoltaic system installation is not feasible, a sum equal to ninety percent of the retail installed price of such a system shall be remitted to the City of Sebastopol for use in funding off-site photovoltaic system installations.

5.2 ACTIVE MEASURES

A. AUXILIARY SYSTEMS

1.) Roof-mounted solar hot water system installations shall be provided on newly-constructed buildings if feasible. They shall be shielded from view from the public right of way on the primary street frontage(s).

2.) All other feasible means of providing the maximum access to natural lighting and ventilation shall be employed. These methods include, but are not limited to, solar tubes, skylights, light wells, vents, fans and functional windows.

B. LIGHTING

1.) All projects shall utilize the minimum amount of interior and exterior lighting required to provide adequate visibility and security in all locations used by pedestrians and to highlight architectural or landscape details and features such as entries, signs, canopies, plantings, and art.

2.) Exterior lighting fixtures shall be selected and configured to avoid or minimize the effects of off-site night glare and light pollution on motorists, pedestrians.

3.) All exterior lighting fixtures shall be designed to prevent upwards glare and eliminate light leakage on to adjacent properties.

4.) The intensity of all interior and exterior lighting fixtures shall be the minimum required to accomplish their intended tasks.

5.) All interior and exterior lighting fixtures shall utilize the most energy efficient method of illumination available, such as LED lamps. Newer energy-efficient technologies shall be employed as they become commercially available.

6.) Interior lighting on the ground floor of all projects shall be configured to illuminate the storefront window(s) and the display area(s) (if applicable) on the interior of the window(s).

6. SIGNAGE

6.1 GENERAL PRINCIPLES

A. PLACEMENT AND CONFIGURATION

1.) All projects shall seek to add interest to the streetscape with exterior signs and attachments that are appropriate in scale and character to the project itself and its environs.

2.) All projects shall feature signage that is architecturally integrated with both the building to which it is affixed and to its surroundings with regards to shape, size, style, materials, color and lighting.

3.) All signage shall be sized proportionately to both the building to which it affixed as well as its specific mounting location. All signage shall not conflict with other building elements, such as doors, windows, columns, etc.

4.) Signage shall not be visually overbearing or in competition with signage on neighboring buildings. Signage shall be compatible in character, scale, and locations while still allowing businesses to present a unique identity.

5.) Standardized or corporate signage is prohibited. These types of signs, adapted to the downtown environment, shall be individually reviewed for possible approval. The City shall retain the right of final approval.

6.) A signage plan shall be developed within the context of architectural and open space concepts. The plan shall coordinate the details with façade design, lighting, and other project features to complement the project as a whole, in addition to the surrounding context.

7.) In the event that signage for multiple uses is to be displayed on a single building, a sign program shall be prepared by the applicant and submitted to the City.

8.) All signage shall strive to communicate their message in a simple, elegant manner. Signage displaying excessive colors, text or comprised merely of text on a white background is subject to disapproval.

9.) All signage shall be of high quality, professionally designed and fabricated from durable and visually pleasing materials. Examples of acceptable materials are wood, stone, tile or metal. The use of plastic in any signage is prohibited.

10.) All signage shall be weather and vandal-resistant.

11.) The use of vinyl banners, whether permanent or temporary, is prohibited.

12.) All signage shall display visually-defined borders, distinct from the surfaces to which they are attached. Signage that is directly painted on to the building surface is prohibited. Murals are exempt from this provision, but shall be individually reviewed for possible acceptance. Murals of a "vintage" or artistic character are encouraged.

13.) Projecting ("Blade") signs shall be required near the primary entrance for all store frontages in downtown. These signs shall be no higher than ten feet above the sidewalk surface. Appropriately-sized signage shall be provided near secondary entrances for all downtown uses.

14.) Awnings or other types of weather protection devices may be used for location of signage, subject to Design Review Board approval.

15.) Signage that identifies the use of a frontage that is painted on one or more of the street front windows is encouraged.

16.) Excessively repetitious signage is prohibited.

17.) Three-dimensional or sculptural signage designs shall be reviewed for possible approval. The City shall retain the right of final approval.

18.) Pole-mounted, flag and "can" type signs are prohibited.

19.) Sandwich-type "A" board signage on sidewalks and other pubic right of way areas in the downtown area is prohibited.

6.2 MONUMENT SIGNS

A. PLACEMENT AND CONFIGURATION

1.) Some locations and/or uses in the downtown core may be appropriate for the use of free-standing "monument" type signs. The design and materials utilized in these types of signs shall be closely linked visually to their associated building(s).

2.) A base, constructed of a durable material such as brick, concrete or stone, shall be provided for all monument signs.

3.) Landscaping and illumination shall be provided for all monument signs. The illumination shall be screened by the landscaping to avoid the effects of glare on pedestrians and motorists.

4.) Irrigation systems for the landscaping shall be designed to avoid damage to the monument sign.

5.) Nothwithstanding any allowances in the Sign Ordinance for taller signs that may be applicable in other areas, monument signs shall not exceed thirty-six inches in height, as measured from any adjacent pedestrian or vehicular travel surfaces.

6.3 SIGNAGE ILLUMINATION

A. GENERAL PRINCIPLES

1.) Internally-illuminated signage is prohibited. All signage shall be illuminated from an external source.

2.) The external lighting for signage shall be carefully located to eliminate the effects of glare on passing pedestrians and motorists and adjacent properties. This shall be especially critical where commercial uses are bordered by or combined with residential uses.

3.) All signage illumination systems shall incorporate a timer that extinguishes the lighting during the late night and early morning hours.

4.) The use of neon signage shall be critically reviewed. No "off-the-shelf" neon signage, such as "OPEN" signs, shall be allowed. Unique, custom and artistic neon signage shall be considered. Signage that seeks to create a "vintage" appearance, to include neon signs, is encouraged, and shall be individually reviewed for possible approval. The City shall retain the right of final approval.

5.) Flashing, sequentially-illuminating or animated signage is prohibited without special

Review and approval by the City.

6.) Transformers, raceways and other types of signage infrastructure equipment shall be shielded from view.

7. LANDSCAPING

7.1 GENERAL PRINCIPLES

A. PLACEMENT AND CONFIGURATION

1.) All projects shall provide landscaping designed to compliment the building's architecture, and to create and define public spaces associated with the building.

2.) The primary purpose of landscaping shall be to augment and beautify the building. Planting areas shall be integrated with the building design, enhance the appearance and enjoyment of the project and soften the visual impact of buildings and paving. Landscaping shall use a combination of trees, shrubs, and ground cover. Project plantings shall blend with vegetation on nearby property if the neighboring greenery is healthy and appropriate. The City encourages innovation in planting design and choice of landscape materials. The preservation of landmark trees is a City priority.

3.) The use of landscaping primarily to hide building components and equipment is prohibited.

4.) All landscaping materials shall be selected and scaled as appropriate to the project site and building(s). All landscaping materials shall have an attractive and mature appearance within three (3) years of installation. Select plants that upon maturity will be of appropriate size, scale, and shape to contribute to the site as intended. It may be necessary to create a landscaping plan for various stages of plant maturity, such as 5, 10, and 20 year plans in order to ensure the landscaping will perform and function as needed over the life of the project.

5.) The overall architectural and open space design concepts shall be reinforced through the selection of landscape materials. Plants that will emphasize or accent the design, create enduring green spaces, and be appropriate to particular locations taking into account solar access, soil conditions, and adjacent patterns of use and that will thrive under urban conditions shall be utilized.

6.) Large unplanted areas are prohibited.

7.) The conservation and efficient use of water are important City goals. To that end, native species and drought-tolerant plant materials shall be primarily used in all project landscaping. All landscaping for newly-constructed buildings within the downtown core shall utilize drip irrigation type systems for maximum water conservation.

8.) Irrigated landscaping within the driplines of existing Oak trees or other native species is prohibited.

9.) Public seating accommodations and pathways shall be provided in all landscaped areas. Use exterior courtyards, plazas, and other hard surfaced areas as an opportunity to add color, texture, and/or pattern and enliven public areas through the use of distinctive, durable and permeable paving materials.

7.2 PLANT SELECTION

A. GENERAL PRINCIPLES

1.) All projects shall provide landscaping comprised of native species and low-water use, drought tolerant plants.

2.) Expansive lawn areas or high-water use plants are prohibited.

3.) All project site landscaping materials shall be selected for low debris generation and reduced requirements for maintenance.

4.) Please refer to the City of Sebastopol Approved Plant List, Appendix B, for landscaping plant suggestions.

7.3 TREE SELECTION

A. GENERAL PRINCIPLES

1.) All project site trees shall be carefully selected and sited to compliment the building(s) and not block installed signage from view at maturity. Trees shall also be selected and sited to provide significant canopy to parking areas and the street.

2.) All project site trees shall be carefully selected and sited to avoid root growth damage to sidewalks and other hardscape features. Linear root barriers shall be installed as needed to protect adjacent paved areas or foundations.

3.) All project site landscaping materials shall be selected for low debris generation and reduced requirements for maintenance.

4.) All trees for newly-constructed buildings within the downtown core shall be a minimum of 24" box size. In prominent areas or under special circumstances, trees larger than 24" box size may be required.

5.) Please refer to the City of Sebastopol Approved Tree List, Appendix C, for landscaping plant suggestions.

7.4 PARKING AREA LANDSCAPING

A. GENERAL PRINCIPLES

1.) All landscaping for project site parking areas shall be configured to reduce the visual impacts of these areas and provide shade for vehicles parked within them.

2.) All landscaping within project site parking areas shall be configured to provide adequate sight distances and lines to insure the safety of motorists and pedestrians within those areas. Special attention to this requirement shall be given at entry and exit locations and any other potential vehicle/pedestrian conflict points.

3.) Where parking areas would be visible from a public right-of-way, they shall be screened by landscaping that conceals them from passing pedestrians and vehicles. Parking areas that are visible from a primary street frontage, whether screened or not, are prohibited.

4.) All landscaping areas within parking areas shall have a minimum clear inside dimension of four feet (48").

5.) All landscaping areas within parking areas shall be protected from vehicle damage by concrete curbing or another type of physical barrier that defines the perimeter of the landscaping area.

8. PROJECT ASSEMBLY AND LIFESPAN

8.1 GENERAL PRINCIPLES

A. DECONSTRUCTION AND RECYCLING

1.) All projects shall be designed in a manner so that it can be deconstructed at the end of its useful lifetime, with connections and assembly techniques that will allow reuse of materials.

9. EXCEPTIONS

9.1. GENERAL PRINCIPLES

These Standards recognize that there may be unique sites, designs, uses or other aspects of a design, or that strict application of these Standards could, in some situations result in unintended consequences or hardships contrary to the intent of the Standards. While it is intended that Exceptions be strictly limited, the Standards provide the following process and findings so that they may be considered.

(1) Applications for exceptions from the provisions of this Section shall be filed in writing with the Planning Department for action by the Design Review Board. Such applications shall be made upon forms prescribed by the Planning Department, and shall be submitted with supplemental application material specified by the Planning Department. The applicant shall provide a written statement identifying which provisions they are requesting be modified or waived, and relating their request to the findings set forth below. Fees shall be charged for services provided by City staff in conjunction with the processing of an Exception to these standards.

(2) The supplemental application material, including statements, plans and other evidence, shall show that:

(a) The exception is necessary as a result of a unique site condition, existing improvements, the nature of the proposed use, or other factors; or

(b) The exception will allow a design that is more consistent with the existing site context; or is necessary to achieve consistency with the intent of these Standards or to resolve conflicts between different provisions of these Standards; and

(c) The granting of the exception will not constitute the granting of a special privilege inconsistent with Standards applicable to other properties in the same vicinity and Zone District.

(3) The Design Review Board shall consider any application for an Exception, and shall approve, deny, or conditionally approve such application, making the required findings and relating them to the specifics of the proposal. Any decision of the Board regarding an Exception may be appealed to the City Council under Board appeal procedures.

Appendix A- Architectural Examples Found In The City of Sebastopol

These buildings display design elements that are representative of commercial buildings in Sebastopol's downtown area. Please refer to these examples early in the conceptual phase of a project's architectural design. Note: Some of these buildings have been demolished, and no longer exist. Also, please note that these standards specify that all new buildings in the downtown area shall be a *minimum* of two stories.

ONE WAY

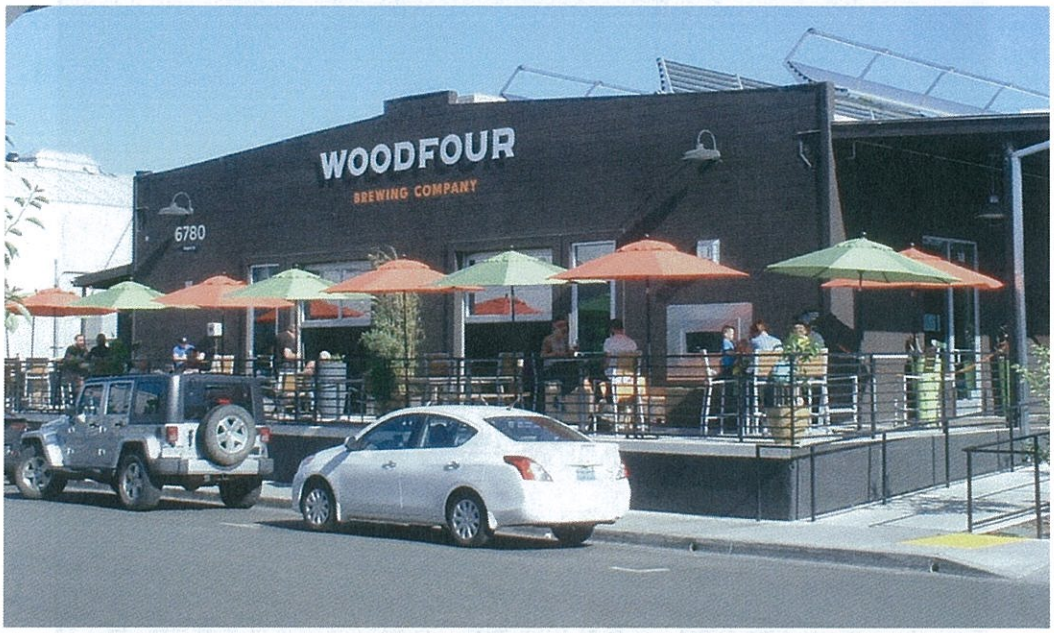
NO U TURN

Artisan
Sotheby's
7775

CPS
CPS

UNITED STATES

Attico
SERVICE

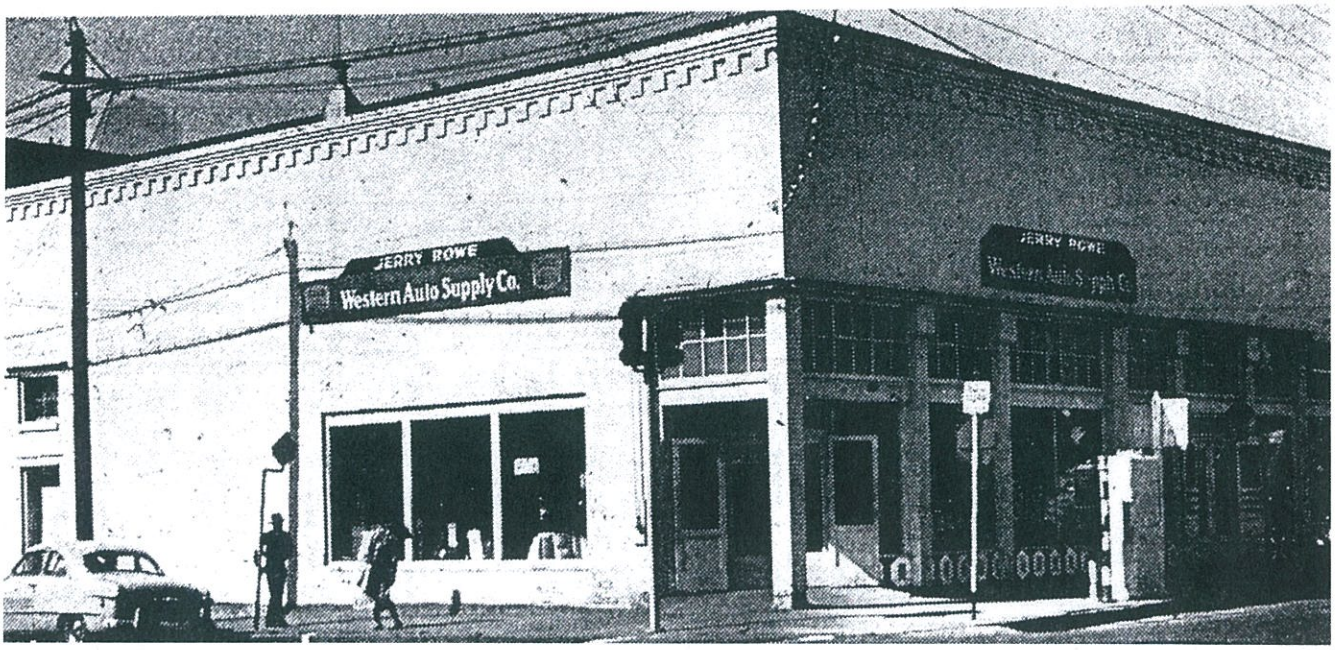

WOODFOUR
BREWING COMPANY
6780

Choose
the Heart
245

Sebastopol Store

DODGE BROTHERS MOTOR CARS.
J. F. TRIGGS AUTHORIZED AGENT

R.C.MYERS
SEBASTOPOL CHEVROLET COMPANY
TEXACO
SALES DEPT.
GARAGE
REDUCED!
Chevrolet PRICES
1932
2



Appendix B- City of Sebastopol Approved Plant List

Most of the plants listed here are low water use, requiring only 1/3 the water of lawns (or approximately 12" of irrigation a year once established).

Not all of the plants on this list are right for every location, so please consult a licensed landscape architect to find specific information about a plant's mature size and preferred exposure and other needs (like soil type and drainage).

Low water-use plants that are known to become invasive in Sonoma County have been omitted from this list.

This list shows two names for each plant: a botanical name (in italics) and a common name (in regular type). No two plants have the same botanical name, but some common names have been given to more than one plant. For accuracy when looking up plant specifics or specifying a plant, use the botanical name.

Reference Information

The 1999 version of WUCOLS (Water Use Classification of Landscape Species) was utilized as the reference source for this list. Most of the plants on this list were classified in WUCOLS as needing low or very low amounts of irrigation water in our area. Plants listed as fire-wise are referenced from the following brochure: "Living with Fire in Sonoma County–A Guide for the Homeowner." http://www.sonomacounty.org/fire/pdf/fire/livingwithfire.pdf Even though no plants are fireproof, fire-wise plants can be used in landscaping for fire prevention.

*** = Sonoma County Area Native Plant
♣= Fire-Wise Plant

Vines

Campsis spp.-**Trumpet Creeper**

Jasminum mesnyi – **Primrose Jasmine**

Macfadyena unguis-cati - **Cat's Claw Vine**

Polygonum aubertii - **Silver Lace Vine**

Rosa banksiae - **Lady Banks Rose**

Rosa 'Cecil Brunner' (climbing variety) - **Cecil Brunner Rose**

Vitis spp. – **Grape/California Wild Grape***

Perennials

Achillea spp. – **Yarrow*** ♣**

Amaryllis belladona - **Naked Lady**

Perennials (continued)

Anemone X hybrida –**Japanese Anemone**

Aquilegia spp. – **Columbine***

Aurinia saxatalis -**Basket of Gold Allysum**

Briza media- **Quaking Grass***

Brodiaea spp. – **Brodiaea***

Bulbine frutescens – **Dwarf Orange Bulbine**

Calamagrostis spp. – **Feather Reed***

Carex (garden spp.) – **Sedge***

Centaurea acineraria- **Dusty Miller ♣**

Coreopsis spp. – **Coreopsis ♣**

Crocrosmiahybrids (also called Tritonia) – **Montbretia**

Deschampsia caespitosa –**Tufted Hairgrass***

Dietes bicolor and D. iridoides -**Fortnight Lily ♣**

Dudleya- **Dudleya**

Epilobium spp. (also called Zauschneria) - **California Fuchsia***

Erigeron karvinskianus– **Fleabane** ♣

Eriogonum spp. – **Buckwheat***

Erodium chrysanthum – **Cranesbill**

Erysimum spp. – **Wallflower**

Erysimum suffrutescens – **Pt. Reyes Wallflower***

Eschscholzia californica - **California Poppy***

Fescue californica - **California Fescue***

Fescue idahoensis - **Idaho Fescue***

Fescue glauca - **Blue Fescue**

Gaillardia grandiflora - **Blanket Flower**

Perennials (continued)

Galium odoratum– **Sweet Woodruff**

Helictotrichon sempervirens– **Blue Oat Grass**

Heuchera sanguinea– **Coral Bells***

Iris douglasiana-**Pacific Coast Iris***

Iris spp. (bearded varieties) - **Bearded Iris** ♣

Ixia spp. - **African Corn Lily**

Lantana montevidensis– **Lantana** ♣

Lavandula perzil- **Sea Lavender** ♣

Limonium commune var. californicum– **Coastal Statice***

Linum spp. – **Flax**

Lotus scoparius– **Deer Weed**

Mirabilis jalapa– **Four O'clock**

Mimulus spp. (shrubby forms) - **Monkey Flower*** ♣**

Muhlenbergia capillaries – **Hairy Awn Muhly**

Muhlenbergia dumosa – **Bamboo Muhly**

Muhlenbergia rigens – **Deer Grass***

Muscarimacrocarpum- **Grape Hyacinth**

Narcissus spp. – **Daffodil**

Nassella tenuissima – **Texas Needle Grass**

Nepeta spp. - **Catmint**

Oenothera speciosa - **Mexican Evening Primrose**

Pelargoniumx hortorum - **Garden Geranium**

Pennisetum alopecuriodes - **Black Pennisetum**

Pennisetum orientale – **Chinese Fountain Grass**

Penstemon wildspp. (native, non-hybrid) – **Penstemon***

Perennials (continued)

Perovskia spp. – **Russian Sage**

Phlomis fruticosa –**Jerusalem Sage**

Polystichum munitum – **Western Sword Fern***

Romneya coulteri - **Matilija Poppy**

Salvia spp. (select varieties) – **Sage**

Salvia sonomensis –**Sonoma Sage***

Satureja douglasii – **Yerba Buena**

Scilla peruviana - **Peruvian Bluebell**

Senecio cineraria – **Dusty Millar**

Sidalcea spp. – **False Mellow***

Stachys byzantina - **Lamb's Ears** ♣

Tanacetumparthenium - **Feverfew**

Teucrium chamaedrys- **Germander**

Verbena spp. (most varieties) - **Verbena**

Appendix C- City of Sebastopol Approved Tree List

Large Trees (over 40')

Cedrus deodara- **Deodar Cedar**

Cupressus sempervirens- **Italian Cypress**

Lithocarpus densiflorus- **Tanbark Oak***

Lyonothamnus floribundus- **Catalina Ironwood**

Melia azedarach- **Chinaberry**

Pinus spp. (most varieties) - **Pine**

Quercus agrifolia - **Coast Live Oak***♣

Quercus ilex - **Holly Oak** ♣

Quercus kelloggii – **California Black Oak*** ♣**

Quercus lobata - **Valley Oak*** ♣**

Quercus suber- **Cork Oak** ♣

Robinia X ambigua. - **Locust**

Small Trees (to 40')

Acer palmatum – **Japanese Maple** ♣

Albizia julibrissin - **Silk Tree**

Amelanchier alnofia– **Serviceberry 'Thiessen'**

Arbutus 'Marina" - **Marina Arbutus**

Arbutus unedo - **Strawberry Tree** ♣

Celtis spp. - **Hackberry**

Ceratonia siliqua - **Carob**

Cercis occidentalis- **Western Redbud***** ♣

Cercocarpus betuloides- **Mountain Ironwood***** ♣

Corylus cornuta californica. – **Western Hazelnut*****

Diosporus kaki - **Japanese Persimmon**

Small Trees (to 40') (continued)

Eryobotrya japonica - **Loquat**

Feijoa sellowiana- **Pineapple Guava** ♣

Heteromeles arbutifolia– **Toyon***** ♣

Lagerstroemia indica- **Crepe Myrtle**

Laurus nobilis - **Sweet Bay**

Laurus 'Saratoga'- **Saratoga Bay**

Pistacia chinensis - **Chinese Pistache** ♣

Pittosorum spp - **Mock Orange** ♣

Prunus ilicifolia - **Holly Leaf Cherry**

Prunus spp. (plums) - **Plum/Prune**

Rhus lancea - **African Sumac**

Ziziphus jujuba- **Chinese Jujube**

Large Shrubs (10' to 20')

Buddleja alternifolia– **Fountain Butterfly Bush** ♣

Calycanthus occidentalis - **Western Spice Bush***

Carpenteria californica- **Bush Anenome** ♣

Cercis occidentalis - **Western Redbud**

Chaenomeles spp. - **Flowering Quince**

Cotinus coggygria- **Smoke Tree**

Dodonea viscosa - **Hopseed Bush**

Elaeaguns pungens - **Silverberry**

Fremontodendron spp. **- Flannel Bush***

Garrya eliptica - **Coast Silktassel** ♣

Gaultheria shallon -**Salal**

Hakea suaveolens - **Sweet Hakea**

Large Shrubs (10' to 20') (continued)

Ilex cornuta 'Burfordii'. – **Burford Holly**

Lavatera aassurgentiflora- **Malva Rose** ♣

Myrica californica - **Pacific Wax Myrtle***

Nerium oleander – **Oleander** ♣

Osteospermum fruiticosum- **Trailing African Daisy** ♣

Philadelphus mexicanus - **Evergreen Mock Orange**

Pittosporum tobira - **Mock Orange**

Prunus carolina - **Carolina Laurel Cherry**

Prunus lusitanica - **Portugal Laurel**

Prunus lyonii – **Catalina Cherry** ♣

Punica granatum – **Pomegranate** ♣

Rhamnus alaternus - **Italian Buckthorn** ♣

Rhamnus californica -**California Coffeeberry*** ♣**

Rhus integrifolia - **Lemonade Berry** ♣

Rhus ovata - **Sugar Bush**

Ribes sanguineum glutinosum -**Red Flowering Currant***** ♣

Simmondsia chinesis- **Jojoba** ♣

Sophora secundflora – **Texas Mountain Laurel**

Xylosma congestum - **Shiny Xylosma**

Low Shrubs

Alyogyne huegelii – **Blue Hibiscus**

Arctostaphylos spp. – **Manzanita/Pt. Reyes Bearberry*****

Berberis spp – **Barberry**

Bougainvillea spp. – **Bougainvillea**

Capparis spinosa –**Caper Bush**

Low Shrubs (continued)

Ceonothus spp. - **California Lilac***** ♣

Convolvulus cneorum -**Bush Morning Glory** ♣

Correa spp. - **Australian Fuchsia**

Erysimum 'Bowles Mauve'- **Wallflower**

Euryops pectinatus - **Shrub Daisy**

Galvezia speciosa –**Island Snapdragon**

Grevillea spp. - **Grevillea**

Halimium lasianthum – **Sunrose**

Holodiscus discolor - **Ocean Spray**

Lantana spp. - **Lantana**

Lavandula spp – **Lavender**

Lavatera spp. - **Bush/Tree Mallow**

Ligustrum ovalifolium - **California Privet**

Loropetalum chinensis - **Fringe Flower**

Mahonia spp. (most varieties) - **Oregon Grape*****/**California Holly Grape*****

Melianthus major –**Honey Bush**

Myrsine africana - **African Boxwood**

Myrtus communis - **True Myrtle**

Nandina domestica - **Heavenly Bamboo**

Phormium hybrids - **Flax**

Phormium tenax - **New Zealand Flax**

Pinus mugo -**Mugo Pine**

Plumbago auriculata - **Cape Plumbago**

Portulacaria afra – **Elephant's Food**

Rhaphiolepis indica - **Indian Hawthorne**

Low Shrubs (continued)

Rhaphiolepis unbellata - **Yeddo Hawthorne**

Ribes aureum – **Golden Currant**

Ribes viburnifolium - **Evergreen Currant*****

Rosa rugosa - **Japanese Rosa**

Rosmarinus officinalis – **Rosemary**

Salvia apiana –**White Sage*****

Salvia clevelandii –**Cleveland Sage*****

Salvia greggii (all varieties) - **Autumn Sage**

Salvia leucantha - **Mexican Bush**

Sage Salvia spathacea– **Hummingbird Sage*****

Santolina spp. -**Lavender Cotton**

Sarcococca ruscifolia - **Fragrant Sarcococca**

Symphoricarpus albus - **Snowberry**

Syringa vulgaris - **Lilac**

Teucrium fruticans- **Bush Germander**

Westringia spp. - **Westringia**

Ground Covers

Artemisia spp. - **Sagebrush**

Baccharis pilularis (dwarf cultivars) - **Dwarf Coyote Brush*****

Ceratostigma plumbaginoides - **Dwarf Plumbago**

Chamaemelum nobile- **Chamomile**

Convolvulus mauritanicus - **Ground Morning Glory**

Coprosma x kirkii- **Creeping Coprosma** ♣

Cotoneaster spp. (ground covers) – **Cotoneaster** ♣

Echeveria spp - **Hens & Chicks** ♣

Ground Covers (continued)

Helianthemem nummularium - **Sunrose**

Juniperus spp. (prostrate varieties) - **Prostrate Juniper**

Osteospermum spp. - **African Trailing Daisy**

Rosmarinus officinalis 'prostratus' - **Prostrate Rosemary**

B. DRAFT DOWNTOWN DESIGN STANDARDS – A City Council subcommittee has drafted proposed Downtown Design Standards to set forth urban design requirements in the CD District and a portion of the M District. The Commission is asked to provide its comments on the draft Standards for consideration by the Design Review Board and City Council.

Chair Doyle expressed concern about the late hour and how much the Commission could accomplish tonight. He suggested a staff report, and then general Commissioner comments.

Director Webster provided a staff report, noting that a subcommittee member had requested that it be noted that the draft was a starting point, and it was understood that it would evolve in the review process.

Commissioner Pinto inquired about residential design guidelines.

Director Webster stated a Council-DRB committee had been created, but he was not aware that they had begun work.

Commissioner Jacob asked if the Standards should wait until after the General Plan was adopted, as there may be rezonings or policy changes. He said he had read the initial statement that the Standards were mandatory, so the shall/should language appeared to be addressed. He said the standards had provisions similar to a form-based code, and would provide tools to address undesirable development.

Director Webster stated that while some policy changes may result from the General Plan, there was a desire to develop new design guidelines at this time. He said that it would be appropriate to develop a list of necessary code revisions that could result from the Standards.

Chair Doyle asked how these Standards related to the Downtown Plan.

Director Webster said he had not performed a comparison.

Chair Doyle opened the item for public comment.

- Helen Shane stated the 'shoulds' should be 'shalls' and that the Standards were pretty flabby, and should be re-thought.

Chair Doyle brought the matter back for Commission discussion.

Commissioner Pinto stated while he had not reviewed the document in depth, it had good provisions. He asked if staff had been involved in its development.

Director Webster stated staff had not been involved until the end of the drafting process, and then to identify potential technical issues.

Commissioner Jacob stated it is not clear how provisions relate to the Zoning Ordinance; he stated this addresses a CVS-type situation; he stated he was generally pleased and it is good to be specific.

Commissioner Fernandez stated the policies mostly state 'shall.' He questioned language that said 'if feasible' and asked how that would be determined. He asked if more findings were needed.

Director Webster stated that current design review findings would probably be revised.

Commissioner Douch stated he had several key concerns. He read a written statement (attached) summarizing his initial general comments.

Chair Doyle stated he had similar concerns. He read a written statement (attached) summarizing his initial general comments.

Chair Doyle stated that given the late hour, the item should be continued to the next meeting. Commissioners concurred.

10. WRITTEN COMMUNICATIONS: None

11. ADJOURNMENT: This meeting was adjourned at 10:34 p.m. to the regularly scheduled Planning Commission meeting on Tuesday, October 27, 2015, to be held at 7:00 p.m. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472

9. DISCUSSION ITEMS:

A. DRAFT DOWNTOWN DESIGN STANDARDS – A City Council subcommittee has drafted proposed Downtown Design Standards to set forth urban design requirements in the CD District and a portion of the M District. The Commission began comments on this matter at its October 13 meeting. The Commission is asked to provide its comments on the draft Standards for consideration by the Design Review Board and City Council.

Planning Director Webster provided a staff report.

Chair Doyle suggested the Commission make comments section by section.

Section 1: Introduction

Commissioner Pinto commented:
- The draft seems similar to the existing Design Guidelines.
- There does seem to be should/shall issues as to what approach is appropriate.
- Does not have any other comments on Section 1.

Commissioner Douch asked what is the planned review process for the Standards?

Planning Director Webster said the Council had directed the Commission to review the draft first, then Design Review Board, and then Council. He further said that the draft was not anticipated to return to the Commission after Design Review Board review.

Commissioner Jacob commented:
- Appears that many issues addressed by the draft are going to be addressed by the General Plan.
- Questioned if this draft was putting the cart before the horse in terms of policy development.
- While the draft stated support for infill development, greater height, and more intense development, does not see the policy basis for that, which should be expressed in the General Plan. Instead the draft is leading policy development.
- Suggested the draft may need to wait for the General Plan.
- It appears that the requirements of this draft would lead to many exceptions being requested.
- Asked how that would work, who would decide, and whether exception decisions would then act as a precedent.

Commissioner Fernandez said he shared the concern about the relationship to the General Plan update.

Commissioner Douch commented:
- Section 1 reads like a lecture or narrative.
- With the exception of a couple of provisions, it does not constitute a 'standard'.
- It is not clear that it can be a standard.
- Many provisions read as guidelines and not standards.
- Had similar concerns throughout the draft.
- Suggested an alternate approach would be to modify the existing Design Guidelines to include provisions from this draft and create a section for the Downtown.

Chair Doyle said he had many issues with the whole draft. He read a prepared written statement (attached).

Section 2: Context and Site

Commissioner Douch commented:
- There is a lot of overlap with existing codes and with the existing Design Guidelines, and conflicting provisions within the draft.
- Section D: Parts of the section overlap with the Tree Protection Ordinance (page 11).
- Standard 2.1.D.2: Tree/landscape relocation provisions are not workable and should be removed (page 11).
- Standard 2.1.E.3: Low Impact Development and gray water requirements are already addressed by other code requirements (page 11).
- Standard 2.2.A.3: Has language such as 'may or may not' that does not constitute a clear standard and should be struck (page 12).
- Standard 2.2.B.3: Requiring buildings to be placed at the back of the sidewalk conflicts with other provisions in the draft, regarding landscaping and should not be a design standard (page 12).
- Standard 2.2.B.4: Has ambiguous language such as 'possibly' that is a problem, and the restriction on driveways for sites that do not have other access may not be practical and overlaps with Standard 4.1.B.9 on page 21 (page 12).
- Standard 2.2.B.5: Unclear on what is required as a standard (page 13).
- Standard 2.2.C.4: Contradicts a requirement with Standard 4.1.B.8 on page 21, which talks about long storefronts (page 13).
- Standard 2.2.D.1: It is unclear how it is determined what is appropriate (pages 13-14).
- Standard 2.2.D.2: The language relating to three and four story buildings and that setbacks 'may be required' is not a standard (page 14).
- Expressed concern about how the draft addresses the situation where a new building abuts a site that is not fully developed.
- The new building should not necessarily be required to reflect that context since it might change.

Commissioner Fernandez commented:
- Suggested that Section 2 should include provisions about replacing trees that die.
- Standard 2.3.A.3: It is unclear what the words 'positive and desirable context' mean as a standard (page 15).
- Expressed a concern about conflicts with other existing regulations.

Commissioner Jacob commented:
- Generally, if other code provisions address a topic, they should not be addressed in the Standards. Otherwise, it is confusing. Do not address or just refer to them if the Standards are intended to exceed the existing requirement.
- Standard 2.2.D.3: Talks about limiting shading but questions if this is appropriate in Downtown areas with no setback requirement because it would be impossible to not shadow adjacent buildings (page 14).
- Expressed a similar concern with other provisions that may not be appropriate for the Downtown area such as day-lighting creeks.
- Language such as 'if feasible' is concerning and should not be used.

Commissioner Pinto stated that Commissioner Douch had commented on the issues he had noted.

Chair Doyle read from his written statement (attached).

Section 3: Public Life

Commissioner Pinto commented:
- This section held together best.
- Connectivity is important.
- Expressed concern that the Standards would counter the desire for a dense Downtown.

Commissioner Jacob asked if the City already had requirements like those listed in Standard 3.1.B.6 (page 16).

Planning Director Webster stated that the City did not, other than The Barlow.

Commissioner Jacob commented:
- Unclear as to what is required.
- Guidelines are a better approach than standards.
- The one-size-fits-all does not fit all projects.
- Standard 3.1.C.3: Encouraging water features and outdoor heaters does not seem appropriate and should be struck (page 16).
- Standard 3.2.A.1: Likes idea expressed but the language is vague (page 17).
- Standard 3.2.B.2: The language about 'sufficient intensity' of lighting is not needed since there are Building Code requirements addressing this (page 17).
- Standard 3.3.A.1: Requirements regarding the number of entries seems more Building Code-related and do not need to be in this document, which should address how buildings look and feel (page 18).

Commissioner Douch commented:
- Agrees with most comments.
- There is good information but concerned with language such as 'shall provide' and 'adequate' and 'appropriate' and asked as defined by whom?
- He said if the design direction were guidelines, provisions could be workable, but not if they are standards.
- Has this concern with virtually every provision in Section 3.
- Standard 3.2.B.3: Conflicts with other provisions that require parking areas to be completely screened (page 17).
- Section 3.4.C: Planning Ahead for Transit: Requiring all projects to do this is not appropriate (page 20).
- Standard 3.4.C.1: Language is not clear what this means (page 20).
- Generally, these provisions would be okay as guidelines, but not as standards.

Chair Doyle read comments from his written statement and stated this section's provisions were vague, subjective, and are not standards.

Section 4: Design Concept

Commissioner Douch commented:
- Agrees with Chair Doyle's comments on Section 3, and that there were many regulations that are inappropriate.
- Standard 4.1.B.1: This is a good idea and is already addressed in the Design Guidelines (page 21).
- Standard 4.1.B.3: Requiring multiple small parking areas will increase conflicts (page 21).
- Standard 4.1.B.6: Found this requirement strange (page 21).

- Standard 4.1.B.8: The reference to long storefronts conflicts with other requirements for no gaps (page 21).
- Generally, some requirements feel like they are a response to a specific project rather than expressing well thought-out design objectives.
- Standard 4.2.A.1: The Formula Business Ordinance already addresses this topic (page 22).
- Standard 4.2.C.2: This has good intent but undefined words like 'large' as well as 'prohibited' are concerning (page 23).
- Standard 4.2.E.2: Unclear what this means as a standard, and Standard 4.2.F.1 has a similar issue (pages 24-25).
- Standard 4.2.G.1: This is a clear standard, but it is not clear if it is the right standard and what it is based on (page 25).
- Section 4.2.G: Contains provisions that are already addressed by the Sign Ordinance (page 25).
- Section 4.3 B: Provisions are very subjective (page 26).
- Standard 4.3.C.6: Unclear clear and is not a standard as is Standard 4.3.D.2 (page 27).
- Standard 4.3.D.4: Requiring 'historic' streetlights is vague and may not be appropriate (page 27).
- Standard 4.3.A.1: Unclear on what is required (page 28).
- Standard 4.3.A.2: Vague (page 28).
- Understands the intent of the section but such provisions should not be 'standards.'

Chair Doyle read his written comments (attached).

Commissioner Fernandez commented:
- Standard 4.2.A.2: May conflict with the desire for greater density (page 22).
- Standard 4.2.A.1: Should be eliminated or there should just be a reference to the Formula Business Ordinance (page 22).
- Standard 4.3.G.3: Questions use of the term 'odd shapes' (page 25).
- Standard 4.3.D.2: Questions how the 'value' would be determined for the requirement (page 27).

Commissioner Jacob commented:
- Standard 4.1.B.6: Supports limiting maximum parking as a requirement, but questions whether it belongs in this document instead of the Zoning Ordinance (page 21).
- Standard 4.1.B.13: Should be deleted since it is expressed in another code requirement (page 22).
- Section D: Streetscape: Requirements expressed should be coordinated with other sections that address the same elements, or one of the sections should be eliminated (page 27).

Commissioner Pinto did not have comments on this section.

Section 5: Energy Efficiency

Commissioner Douch commented:
- Standard 5.1.B.1: Questions the ninety percent requirement and believes it is not appropriate as a design standard and should be in an ordinance (page 28).
- Standard 5.2.A.1: Questions the requirement to shield solar and hot water systems from view (pages 28-29).
- Standard 5.2.A.2: May not be appropriate to require maximum natural light in all buildings (page 29).

- Standard 5.2.B.5 and Standard 5.2.B.6: Should be struck as energy code and other requirements regulate these aspects (page 29).

Chair Doyle read from his written comments (attached).

Commissioner Fernandez asked if health-related concerns regarding some types of lighting should be addressed.

Chair Doyle commented that he did not think this would be an appropriate topic for design regulations.

Commissioner Jacob said that Section 5 should be coordinated with Section 2.1: Natural Systems and Site Features, and not address the same topics in two different sections.

Commissioner Pinto did not have comments on this section.

Section 6: Signage

Commissioner Fernandez stated there is already a Sign Ordinance, and it is very specific.

Chair Doyle commented that the Sign Ordinance could be amended to have a Downtown subsection.

Commissioner Douch commented:
- Section 6.2: Monument Signs: Should not have separate standards for monument signs, and not convinced they are appropriate (page 31).
- The Design Review Board has spent a lot of time refining the Sign Ordinance and any new provisions should be folded into that as appropriate.
- This draft bans certain things like vinyl signs that the Design Review Board has recently approved, such as the vinyl banners for Rialto Cinemas.

Chair Doyle read from his written statement (attached).

Commissioner Jacob stated there is a contradiction between the prohibition of internal illumination in Standard 6.3.A.1 and Standard 6.3.A.4, which references neon signs, which are internally illuminated (page 31).

Commissioner Pinto did not have comments on this section.

Section 7: Landscaping

Commissioner Douch commented:
- Most of the section is actually guidelines rather than standards.
- Standard 7.4.A.3: Questions the prohibitions and whether it is appropriate in every case (page 34).
- Standard 7.4.A.4: Questions whether the 48" dimension is appropriate in every case (page 34).

Commissioner Fernandez questioned why the use of landscaping is prohibited in Standard 7.1.A.3 (page 32).

Commissioner Jacob commented:

- Standard 7.2.A.1: Questions whether or not references to drought-tolerant landscaping are necessary here since they are addressed in other ordinances (page 33).
- Standard 7.3.A.4: Questions whether the requirement for 24" box trees is appropriate in every case, since sometimes smaller trees will do better over the long run, and suggests checking with the City Arborist (page 33).

Commissioner Pinto did not have comments on this section.

Section 8: Project Assembly and Lifespan

Commissioner Jacob questioned if this section was a realistic requirement, asked how it would be enforced, and suggested it be removed.

Chair Doyle read his written statement, regarding how the document might be reorganized.

Commissioner Pinto suggested that Chair Doyle and Commissioner Douch attend the initial meeting of the Design Review Board to offer their comments, given their expertise as past Design Review Board members.

Chair Doyle stated he might let his comments speak for themselves.

Commissioner Douch commented:

- Agrees with most of Chair Doyle's comments, that some of these ideas should be incorporated into the existing Design Guidelines.
- Agrees with the concern about the 'shalls' and that as written, many provisions are interpretive and are not 'standards'.
- Does not think the existing Design Guidelines are inadequate, but may need to be strengthened.
- There is overlap with Zoning Ordinance provisions in the draft, and that the revised version should return to the Commission after Design Review Board review.

Chair Doyle stated he did not think returning it to the Commission was needed.

Commissioner Douch stated he would like to see the Design Review Board revisions.

Commissioner Jacob stated that a lot in the draft is about land use, and questioned whether the document should be split into two parts to separate design from land use, and if that happened, the document should come back to the Commission.

Commissioner Douch stated the land use issues should be separated out and be in the Zoning Ordinance or other ordinances.

Chair Doyle referenced his experience on a planned development design board in another area, where all the buildings had a similar look and very specific criteria. He further indicated that Sebastopol is not like that and it is not appropriate to have very specific design provisions that apply to every application.

Commissioner Pinto made a motion to forward the Commission's comments to the Design Review Board.

Commissioner Jacob seconded the motion.

Vote:	Ayes:	Chair Doyle and Commissioners Douch, Fernandez, Jacob, and Pinto.
	Noes:	None
	Abstain:	None

10. WRITTEN COMMUNICATIONS: None

11. ADJOURNMENT: This meeting was adjourned at 10:24 P.M. to the regularly scheduled Planning Commission meeting on Tuesday, November 10, 2015, to be held at 7:00 P.M. at the Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472.

Respectfully Submitted,

Kenyon Webster
Planning Director

Sebastopol Downtown Design Standard Initial Thoughts
Commissioner Zac Douch
9/8/2015

I appreciate the thought, skill and insight, not to mention hours that has gone into this draft.

- I am in favor of strengthening the design review guidelines and having them incorporate some fixed standards in addition to the current general guidelines.

- To attempt to condense what is "good architecture" or "design excellence "into an ordinance or set of mandatory regulations maybe a fools errand.

- It has resulted in a set of standards that range from subjective or arbitrary to overly prescriptive and narrow. This results in "Standards" that are open to endless interpretation on the one hand or are unreasonable or unenforceable on the other.

- The draft explores important elements that indeed should be considered for adoption into the Design Review guidelines

- It appears there are areas that have significant overlap with either other ordinances or building regulations (E.g. .Title 24, building code, sign ordinance etc.)

- Often refers to requirements for major or larger projects without defining what larger is. It also discusses items that are required if appropriate, feasible or desirable but does not say 'as defined by whom'.

- The narrative anticipates minimal exceptions but as I read the regulations it will likely be necessary for every project to seek potential multiple exceptions

- As a 'mandatory standard' I think this will stifle development; especially infill development.

- Will not necessarily serve the purpose of improving the architecture of new projects.

- This document might be more affective as a supplemental guide (to the DRB Guidelines) titled perhaps; The Sebastopol Downtown Design Guide. Or Design Aspirations, or Design Intent or Design Development Checklist.

- Where there are firm standards that the council may wish to adopt they could/should be incorporated into the Design Review guidelines in our current zoning ordinance.

General Comments Regarding Draft Sebastopol Downtown Design Standards

Revised 10/27/15

1. These proposed Standards present many good design ideas and practices, and have been both interesting and informative to read. However, they are overly regulatory. Most, if not all ñshallsò in the Draft Standards should be changed to ñshoulds.ò
    - There is often more than one successful way to solve a design problem. A design solution that may usually be considered ñthe bestò, and is then codified as a Standard, might be undesirable in relation to specific existing conditions, or inconsistent with other superior design choices. More freedom should be given to designers to come up with successful solutions.
    - ñShallò takes discretion away from the DRB.
    - There will be massive staff time required to determine the required applicability of the Standards, and interpret the proposed conformance to those Standards.

2. There are too many mandatory Standards. This stifles creativity, cooperation and participation by potential designers/developers.

3. As written, all Standards are mandatory.
    - Some Standards are in conflict with others. Depending on the circumstance, it may be impossible to conform to all Standards.
    - Many Standards will not apply to small and medium sized projects, though the Standards are mandated for all projects. If Standards are to be considered mandatory, then it should be clarified that they are mandatory ñas applicableò, or as ñdetermined by the DRBò.
    - The Draft Standards provide for an EXCEPTIONS process. As written, I believe that every project of substantial size will need to apply for multiple Exceptions. This is not indicative of well written regulations, and will be a deterrent to the encouragement for improvements in the Downtown area.
    - The DRB should have more discretion, based on their experience and their understanding of the intent of the Standards, to determine whether a design solution is acceptable or not.
    - An applicant may become overly concerned with complying with all of the mandatory Standards, at the expense of creating a beautiful and unique design. Applicants may degrade their design rather than request an Exception. For example, the symmetry or proportion of an attractive architectural design might be poorly altered to accommodate some inappropriate or unnecessary mandatory Standard regarding fenestration or door placement.

4. Many of these Standards are open to subjective interpretation.
    - That is not unusual for some guidelines, which are discretionary, but not acceptable for mandatory Standards.
    - There needs to be more certainty for an applicant that a design proposal will be determined to be acceptable for approval. A good project should be able to obtain DRB approval in one meeting. This massive list of mandatory Standards almost guarantees that the applicant will need to return to the DRB to respond to one or more Standards that may not have been specifically addressed.

5. The subjectivity of some Standards gives too much power to deny an application.

Colin Doyle, Planning Commissioner

6. These Standards discuss the requirement to perform a variety of Assessments / Reviews / Investigations / Evaluations / Analyses. The word ñshallò should be replaced with the word ñshouldò regarding these types of activities.
    - Unless proof of conducting these activities is required, which is not necessary, this mandate is unenforceable.
    - The submitted design is what is important, not the process which developed the design.

7. Note that some of these Standards exceed typical Design Review authority, as they regulate beyond exterior aesthetics, and regulate interior uses.

Specific Comments Regarding Draft Sebastopol Downtown Design Standards

10/27/15

1. Section 1.3:
   Applicability seems too broad. Rather than applying to ñnew construction and/or significant remodeling projectsò, perhaps applicability should be limited to ñnew buildings and/or significant additions or exterior alterationsò.

   Also, many Standards apply only to sitework, which should not be required if only remodeling of an existing building is proposed.

2. Section 2:
   Many Standards are not applicable to a dense urban development. There is a lot of content devoted to preservation of existing natural features, including topography, landscape, and solar access. However, it is common within dense urban development that the entire property is excavated and/or graded, and then entirely filled with building(s), parking facilities, and planted landscaping. Likewise, many sites, with 0ôlot line development will have limited choices regarding solar access.

3. Section 2.2.D.1 and 2.3.A.1 and 4.2.D.3:
   Per the Draft Standards, new buildings must recognize context of existing adjacent buildings. Sometimes this is an appropriate requirement, and sometimes it is not. For example, the proposed design for a new multi-story building should not be concerned with the design of an existing adjacent one story, low density building that is of poor design and materials. The new building will be the context for future buildings, and may encourage the owner of the adjacent one story poor quality building to redevelop. Note that section 2.3.A.3 recognizes that new buildings may set the context for future development in the area. Therefore, section 2.3.A.3 appears to be in conflict with the sections referenced above.

4. Section 3.1.A and 4.3.C.2:
   Requirement for open space conflicts with other requirements to fill entire frontage with the building and locate the building at the back of sidewalk (see section 2.2.B.3). All of these elements are good design principles, but they cannot all occur simultaneously. A property cannot have the building located at the back of sidewalk for the entire frontage, <u>and</u> provide openings or recesses for public open spaces.

   Only the largest of projects should be expected to provide public open space on private property. The idea of public open space is not consistent with typical small town downtown development where the buildings are indeed located at the back of sidewalk.

5. Section 3.1.B.5 and 3.1.B.6:
   The mandates that applicants shall provide a variety of onsite and offsite public amenities is expansive yet vague. If the provision of such amenities is mandatory, the extent of that responsibility must be conveyed to the applicant prior to project submittal for DRB review. Perhaps the total cost of amenities would be tied to total cost of project, length of building frontage, or a combination of conditions. If, for instance, a public bench is indeed required every 25 feet of frontage, this specific requirement should be listed along with other similar specific site improvement requirements.

6. Section 3.1.C.1:
   A public space should only be required if the project is greater than some specified minimum, and even then, may not always be appropriate or even desirable.

Colin Doyle, Planning Commissioner

7. Sections 3.3.A.1 and 3.3.A.6:
The exacting requirements for entries is unreasonable and unrealistic. What about:
   - Buildings with internal entrances to some or all of the tenant spaces?
   - Tenant spaces that are small enough that only one entrance is required per Code?
   - Tenant spaces on upper floors?

8. Section 4.1.B.6:
ñParking areas in excess of the minimum parking requirements shall not be allowed.ò
Lack of parking is an ongoing concern in Downtown Sebastopol. Availability of parking attracts patrons to the downtown area. This mandate is counterproductive, unrealistic, and does not make any practical sense.

9. Section 4.2.G:
80% glazing requirement on the ground floor. Clear glazing with no internal obstructions. These mandates are overly specific and regulatory, and do not anticipate or allow for alternate attractive and possibly superior designs.

10. Section 4.3.A.2:
To outright prohibit common exterior finish materials is not advised. For example:
This section prohibits the use of ñbrick veneerò which I interpret to mean ñthin brickò Brick veneer is a time-tested exterior finish that is durable and requires little maintenance. Full sized bricks are about 4òthick. Thin bricks are about 1òthick. Both full sized and thin bricks are veneers, as there is a structural system of a different material, such as steel, wood, or masonry, which is supporting the building and also supporting the brick façade. If properly detailed, it is difficult to determine whether a façade uses full sized bricks or thin bricks. Thin bricks are much lighter than full sized bricks and do not require a foundation. They can be applied to a mortar coat similar to ceramic tile or a final stucco coat. Because of these factors, thin brick veneers are safer than full sized brick veneers in an earthquake. Thin brick, designed properly, can be a high quality exterior finish.

There can be other similar arguments to be made in support of the use of stone veneer, metal curtain walls, and concrete block, all of which are prohibited in this section. To specify that certain exterior finishes are ñencouragedò or are ñgenerally not encouragedò can be appropriate, although what those materials would be should be thoroughly vetted.

11. Section 5.1.B.2:
This clause is unfair. My understanding is that there already is an ordinance that requires new or significantly altered commercial buildings to install photovoltaic (PV) systems. I am not sure if section 5.1.B.2 is taken from this ordinance. However, if the installation of a PV system is determined to be technically infeasible, due to lack of solar access because of existing adjacent buildings or trees (for example), it would be an unfair hardship to the building owner to assess such a penalty as 90% of the installation cost of the PV system.

12. Section 6.1.A.9:
There are high quality individual dimensional signage characters that are made of plastic. Gemini, Inc. is a popular brand. See www.GeminiSignProducts.com.

13. Section 6.1.A.13:
Blade signs might not always be the best solution. There are many sign approaches that can be attractive and acceptable to both the City and the applicant. Requiring the same signage solution at every store entrance suggests a uniformity that I do not think is desirable. A statement that blade signs ñare encouragedò may be appropriate.

Proposed Format Revision to Draft Sebastopol Downtown Design Standards

10/27/15

I believe that separate Downtown Design Standards are unnecessary, and that some additions and revisions to the existing Design Review Guidelines would be adequate to inform the applicant, the Design Review Board (DRB), and the public as to the desired quality of design in the Downtown area. However, if a separate detailed document is to be developed, I suggest that the following format be considered:

Sebastopol Downtown Design Guidelines and Standards

Section I: Introduction
Subsections similar to those in the Draft INTRODUCTION section.

Section II: General Principles and Goals
Subsections include all design related sections listed in the Draft. This information is presented mostly in a narrative format. It generally describes the principles and goals desired by the City, and the design responses that are anticipated by applicants. The recommendations to perform the Assessments, Reviews, Investigations, Evaluations, and Analyses that are referenced in the Draft Standards are included in this section. Any specific descriptions of design solutions in this section are all specified as ñshouldò, rather than ñshallò. However, it will be stated in this section that the DRB, by consensus, can require changes to a design proposal based on the principles and goals described. The information provided in this section will provide the DRB with guidance and language to aid in articulating concerns that they may have with a design proposal, and could give findings for denial, if the DRB chooses to use them.

Section III: Guidelines
Subsections include all design related sections listed in the Draft. This information is presented in an itemized outline format. It specifies typical conditions and their anticipated design solutions. These guidelines are specified as ñshouldò, or, ñshall, unless specifically approved otherwise by the DRBò, rather than ñshallò. This gives the DRB discretion to determine where a guideline is not applicable or appropriate, and when a proposed design solution is equal or superior to a solution specified in a guideline. As in Section II, this information will provide the DRB with guidance and language to aid in articulating concerns that they may have with a design proposal, and could give findings for denial, if the DRB chooses to use them. Most specific directives will be in this section.

Section IV: Mandatory Standards
Subsections may include some or all design related sections listed in the Draft. This information is presented in a checklist format, to facilitate compliance review by staff. These standards are specified as ñshallò. Exceptions to these standards may be approved by the DRB, through a formal request procedure. Standards in this section should be specific, concise, limited in scope, and unambiguous. There should be very few standards in this section.
Note: Proposed Mandatory Standards that affect Land Use, such as maximum height or setbacks, should be incorporated into the Zoning Ordinance, and ñExceptionsòto those directives should be reviewed by the Planning Commission.

From: kari@swanstream.net
Subject: Comments on downtown design standards and guidelines
Date: September 8, 2015 at 1:39 PM
To: Kenyon Webster kwebster@cityofsebastopol.org

Hi Kenyon,

I've reviewed the proposed Downtown Design Standards document, and have a few comments for the Commission as they review the document below.

Outdoor Uses and Activities
We should encourage 1st floor commercial windows be operable where appropriate to enliven the street (such as sliding windows at restaurants, esp. where outdoor seating is limited).

2.1-D. #2 - How practical is relocation of significant trees? While it should be encouraged, evaluation of a project should be analyzed for whether it is likely a tree would survive relocation.

3.3-A Entries
3.d Notes to take into account privacy screens and shades, but not how to treat them. The use of shades/blinds should be discouraged at street frontages or where a building interacts with the public realm. Similarly, Glazing #2 references not having the back of displays facing windows - I agree wholeheartedly on this.

3.4 -B.2. Bicycling facilities - does this apply to remodels or just new projects? Sometimes this may not be feasible if a remodel/adaptive reuse.

4.B -#2 Requiring parking behind all buildings could be detrimental, or in-feasible, in some cases. I feel 'side-loaded' parking areas, with appropriate screening to pedestrians/sidewalks, should be allowed (the recent Am. Gas site study session proposal was one such application). Requiring parking behind for mixed-use projects could eliminate needed outdoor activity space for a site. It could also subject adjacent residential on facing blocks to inappropriate fumes and headlight glare where a side-parking lot would be more appropriate and less obtrusive.

Additionally, shared driveways between two adjacent uses should be encouraged. This would eliminate multiple driveways and curb cuts along a block, making a better environment for all, and less costly potentially for business owners at the same time if owners are willing to cooperate.

4.2-A. #2
I would exclude Civic projects from this list specifically, esp. if there is a chance for a new civic building anywhere in downtown. Civic projects should display a scale that sets them apart as community facilities from other uses.

4.2B.2 Differentiation of materials in a facade/structure can also help reduce perceived mass.

4.2-C#2.f- Where terracing and retaining walls are necessary, treatment of these exposed walls should be appropriate (materials, color, cascading plants, etc.) so we don't end up with a lot of concrete block retaining walls.

4.3 D. 2 (Streetscape)
#2 *We should be eliminating newspaper racks from sidewalks and other frontages to reduce clutter and provide better accessibility to sidewalks.*

4.3-D #4 Lighting -
I don't personally feel that a 'Victorian' street standard is unique or appropriate for Sebastopol; however, if there is a standard for lighting, it should be referenced to ensure consistency.

4.3-A #2 solid stone should be included in t allowed building materials.
4.3-A #3 - use of reproduction cast iron. I feel modern interpretations of these should also be encouraged/allowed, I don't feel Sebastopol should be stuck emulating the past where it isn't appropriate.

5.B.1 I don't think roof-mounted PV's should be 'shielded from public view' as long as there isn't a glare issue (low-glare PVs are now available, though, so this may not be an issue for much longer). Solar is something the City encourages (and requires!), and we should be proud and this should be on-display to set an example/encourage others to go solar.

5.2 B.2 - Lighting.
May want to require a specific color range, or at least prohibit the color range that includes the cold/blue-hued light.

5.2-B#2 and 3
I feel strongly that Exterior lighting, whether on the street or on-site, should include partial or full cut-off (depending on height and use) to reduce light pollution, and fully support these guidelines.

6.1-A#11
We should prohibit fabric banner and pole flags as well.

6.1-A-16- Are there limits (% of facade, etc.) to signage?

6.3-A#1 - I agree with this guideline.

I also have a few suggestions, as someone who has designed to, and evaluated projects based on, Design Guidelines and Standards. First, it would be helpful if the image appendix could be annotated - while there are many local examples. I will send these via a separate email.

Thanks Kenyon for all the work you do for our community!

Regards,
Kari

Kari Svanstrom
Architect, AICP, LEEDap

Swan Stream Studios

700 Ellis Ct
Sebastopol, CA 95472
707.490.5800
kari@swanstream.net

DESIGN · ARCHITECTURE · PLANNING

From: **Rick Coates** rcoates@sonic.net
Subject: Re: Sebastopol Planning Updates
Date: August 24, 2015 at 8:03 AM
To: Kenyon Webster kwebster@cityofsebastopol.org

Thanks Kenyon. Many great features in the Downtown Design Standards. I am delighted to see daylighting of "water features" included. And connectivity to bicycle trails. Thanks for all your work.

Rick Coates
Executive Director
EcoRing
Promoting EcoTourism and Green Travel.
It's the Journey not the Destination!

707-632-6070 or rcoates@sonic.net

Please consider the environment before printing this email.

On Aug 17, 2015, at 5:47 PM, Kenyon Webster wrote:

> Three items of note for anyone interested in Sebastopol planning matters:
>
> 1) Just-released proposed Downtown Design Standards;
>
> 2) An open house about a potential hotel development at the Diamond Lumberyard site across from the Town Plaza.
>
> 3) City Council consideration of proposed formula business regulations
>
> **Downtown Standards**
>
> A City Council subcommittee has drafted proposed "Downtown Design Standards" that are intended to promote desired urban form in the downtown area.
>
> The draft will undergo review by the Planning Commission, Design Review Board and City Council.
>
> The Commission is expected to begin its review at its **September 8** meeting, which will be at 7pm at the Youth Annex, 425 Morris Street, Sebastopol. More than one meeting may be needed for the review.
>
> After the Commission has formulated comments, the Design Review Board will conduct its review. The City Council will subsequently conduct its review of the draft.
>
> The draft Standards are on the City website at:
> http://ci.sebastopol.ca.us/sites/default/files/jatkinson/draft_sebastopol_downtown_design_standards_8.13.15.pdf
>
> The draft will be first reviewed by the Planning Commission, and then by the Design Review Board. The Commission may need several meetings to formulate its comments.
>
> Once the Commission has made its recommendations, the Board will commence its review of the draft and comments on it.
>
> Comments are welcome on the draft, and may be submitted to the Planning Department in writing at the address below, or emailed to me, or can be made or submitted at the meetings of the Commission, Board and Council when the matter is being discussed.
>
> **Open House**
>
> The Diamond Lumberyard site was the subject of a City-sponsored community workshop in 2014 which was intended to provide guidance and generate interest for an appropriate development for this prominent site.

A potential applicant is conducting a Community Open House for a proposed hotel use at the site.

Date & Time: Saturday, **September 19th**, 1:00-3:00pm

Open House Location: Youth Annex, 425 Morris Street, Sebastopol

Piazza Hospitality and David Baker Architects are inviting anyone interested to attend to learn more and provide your thoughts on a proposed 59 room art hotel, restaurant, spa, workshop space and art studios at the former Diamond Lumberyard site, 6828 Depot Street in downtown Sebastopol.

The potential applicant has asked that anyone interested in attending RSVP to Circe Sher at: csher@piazzahospitalitygroup.com

At this point no application has been filed with the City.

Formula Business Ordinance

The City Council will discuss a revised draft Formula Business ('chain store') Ordinance at their **September 1** meeting. The staff report will be posted on the Council meetings page of the City website by the end of next week.

Let us know if you have any questions.

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City of Sebastopol Design Review Guidelines

Approved by the Design Review Board May 5, 2010

These guidelines are intended to provide guidance to owners, builders, architects, landscape architects, engineers, designers and others involved in developing proposals for new buildings, additions, and other site improvements in the City of Sebastopol. In addition, they are intended to assist the Design Review Board in reviewing applications to promote a high quality of design, and consistency in the design review process.

These guidelines are intended to be used and interpreted with flexibility by the Design Review Board and City staff, and are not intended to be strict standards such as code requirements in the Zoning Ordinance, Sign Ordinance, or other ordinances. It is recognized that not all guidelines will be applicable or appropriate for all projects, and balancing of a variety of concerns and objectives will be required in review of applications.

I. SITE PLANNING

A. Neighborhood context

1. Infill development should be sensitively designed to respect existing patterns, and reinforce the character and context of existing neighborhoods consistent with applicable development regulations.

2. Significant natural site features such as natural ground forms, significant trees, large rock outcroppings, water and significant view corridors should be identified and addressed.

3. In areas where there are changes in land use or density, new development should be designed to provide a transition between current and planned future uses through the use of setbacks, site plan, building massing and height, landscaping, driveways locations, etc.

B. Building orientation

1. Buildings should generally be oriented parallel to the streets they face.

2. Buildings should relate to the street and should be located on the site so that they reinforce existing street frontages and setback patterns.

3. Commercial buildings should be located at the sidewalk or required setback to promote pedestrian orientation.

4. The first floor should relate to the street by providing pedestrian-scale elements, design features, and amenities.

5. All site facilities and amenities should be universally accessible.

6. Buildings and landscaping should be located to maximize solar access during cooler months and to control it during warmer months. Natural ventilation, sunlight and views should be maximized for each building and residential unit.

C. Circulation and parking

1. Vehicular – Commercial and Multi-family
   a. An access plan should be designed for the site that logically and safely accommodates pedestrians and vehicles, as well as providing visual access to the site from the street.

Circulation routes should focus upon main entries and exits and also identify secondary access points.

b. Elements of the site design should accommodate access requirements of emergency vehicles and services.

c. Service functions should be integrated into the circulation pattern in a manner that minimizes conflicts with vehicles and pedestrians.

d. Parking lots should be located primarily at the rear or side of the site to ensure that the view of parking, garages, carports, and driveways from the public right-of-way is minimized. Parking areas may be considered in the front of the site when site, access, use or other constraints merit such placement, provided appropriate landscaping and setbacks are incorporated into the parking design.

e. In larger projects, the benefits of providing multiple small parking areas in lieu of one large lot should be assessed.

f. New driveways should be sited away from or immediately opposite street intersections, and the number of driveways should be minimized, consistent with traffic safety.

g. The width of curb cuts should be minimized, but meet the requirements of emergency service vehicles.

h. Redundant circulation which unnecessarily reduces the amount of site available for landscaped areas should be minimized.

2. <u>Vehicular – Single-family</u>
   a. Detached garages or carports should be set back from main structures.

3. <u>Pedestrian</u>
   a. In general, pedestrian circulation should take precedence over vehicular circulation.

   b. Provide pedestrian accessibility to the street and adjacent uses with pathways, gates, pedestrian walkways, crossings, etc.

   c. Where pedestrian circulation crosses vehicular routes, a change in grade, materials, textures or colors should be provided to emphasize the conflict point and improve its visibility and safety.

   d. Pedestrian-only circulation areas should be provided where the scale or type of development permits.

   e. In residential developments, pedestrian access which is separate from driveways should be provided directly from the sidewalk to the front door.

   f. In commercial developments, frequent street-facing pedestrian entrances should be provided.

   g. Empty spaces between commercial buildings should be developed as open and attractive pedestrian passageways where feasible.

4. <u>Bicycle</u>
   a. Any bicycle parking should be located close to the building in readily visible areas.

D. Open space

1. Private
   a. Each residential household should be provided with some form of useful private open space, such as a patio, porch, deck, balcony, or yard.

   b. Private open space should be easily accessible – physically and visually – from individual units.

   c. Screening should be provided to insure privacy and to help define boundaries between public, common, and private open space.

2. Public
   a. Where identified as appropriate or where required by the Zoning Ordinance, development should include public plazas, courtyards, landscaping, and similar amenities or public assembly areas that are accessible and visible from the street. Such amenities should be provided in a scale appropriate to the size and location of the project.

   b. The design of outdoor spaces should recognize and incorporate views, climate, solar angles, and the nature of outdoor activities that could occur in conjunction with the project.

   c. Outdoor spaces should be designed as "outdoor rooms". Undifferentiated or empty spaces should be avoided.

   d. Required common open spaces should be designed to provide for play, recreation, or other social activities.

   e. Semi-public common open spaces should be located so that they can be viewed from individual residential units or tenant spaces.

   f. Utilize clear glass facing streets, courtyards and other public or semi-public areas; avoid use of mirrored, black or other opaque glass.

   g. Outdoor seating and dining areas that face onto the street should be encouraged for restaurants and other commercial uses.

   h. Seating areas should be provided in public or semi-public courtyards or plazas.

   i. Common facilities should be centrally located and linked to common outdoor space.

   j. Play area(s) should be centrally located to allow for adult supervision from dwelling units and/or from a central facility such as a laundry.

E. Grading and Storm Water Management

1. Grading
   a. Grading should be minimized to the extent feasible to reflect existing topography and protect significant site features, including trees.

   b. When designing a grading plan, balancing the cut and fill is encouraged when it does not result in further adverse effects to the natural topography.

   c. Terracing should be considered as an alternative to the use of tall or prominent retaining walls.

d. Proposed grading under the drip line of protected trees must be clearly identified on plans and will be reviewed by the City Arborist prior to issuance of a grading permit.

2. Storm Water management
   a. Within the context of the design, the amount of impermeable surfaces on a site should be minimized.

   b. Measures that will promote absorption of building, parking area, and other impervious area runoff through use of detention basins, ponds, vaults, trenches, dry wells, porous pavement, grid pavers, grassy swales fed through intermittent curb cuts, and vegetative buffers, etc., should be incorporated into site designs.

F. Auxiliary Structures

1. Trash enclosures
   a. Trash and recycling areas should be located and screened to limit visibility from the street and pedestrian areas as well as neighboring uses. Such areas should be readily accessible to building users and waste haulers.

   b. Trash enclosures should include adequate areas for collecting and loading recyclable materials.

2. Walls, Fences, and Screens
   a. Screening should be designed as an integrated part of the site improvements.

   b. Long or tall sound walls, masonry walls or fences should be designed to minimize visual monotony though changes in plane, height, material or significant landscape massing where appropriate.

   c. The height and length of retaining walls should be minimized and screened with appropriate landscaping. Retaining walls should incorporate design elements of other architectural or natural features of the project.

   d. Chain link fencing is discouraged in areas visible from a public right-of-way.

   e. Exterior trash and storage areas, service yards, loading docks and ramps, wood service poles, electric and gas meters, fire sprinkler valves, irrigation backflow prevention devices, transformers, etc., should be screened from view in a manner that is compatible with the building and site design. Screening materials should be opaque, substantial and durable. Such elements should be located to the rear or side of the site and/or away from a major street.

   f. Code required elements, such as parapet walls and screen walls, should be treated as an integral part of the architecture design.

3. Utilities and mechanical equipment
   a. The visibility of rooftop equipment should be minimized by generally grouping plumbing vents, ducts and rooftop mechanical equipment away from the public view as feasible. Rooftop mechanical equipment should be screened behind parapets or recessed behind architectural features.

   b. Residential air conditioning units should be located to have the minimum visual and noise impacts on adjacent residential neighbors.

c. Electrical transformers installed as part of a new project should be located to the rear of the site or undergrounded. Existing transformers located at the front of the site should be screened by substantial landscaping and/or an architectural barrier.

d. In commercial developments, utility meters should be located in screened areas.

e. All utilities from the public right-of-way to the project site should be undergrounded.

4. Site lighting

a. Lighting from a variety of sources which is no brighter or higher than is necessary should be incorporated to provide adequate visibility and security.

b. The style, intensity and orientation of lighting should be designed to limit glare for vehicular traffic, pedestrians, or project neighbors, and to minimize upward glare.

c. Lighting fixtures should be shielded or otherwise designed to minimize upward glare.

d. Provide energy-efficient exterior lighting. Solar-powered lights should be utilized whenever possible.

G. Noise and Privacy

1. The location of the building(s) on the lot, windows, orientation, building height, and location of on-site open spaces should consider preservation of the privacy of adjacent development.

2. Private yard or common open space areas, bedrooms, decks, and other main living areas should be oriented away from high noise sources and should take advantage of view opportunities and solar orientation.

II. ARCHITECTURE

A. Relationship to surrounding architecture

1. Architectural design should be compatible with the developing character of the area, and should complement the unique aspects of the site. Design compatibility includes complementary building style, form, size, color and materials. Consider architectural styles of existing structures on the site, as well as other structures in the area when designing a new building and provide for a harmonious integration of the new improvements.

2. In subdivisions, houses with identical or similar building elevations and/or floor plans should not be located on adjacent lots or directly across the street from each other. Where a single house design is used repeatedly, materials and detailing of major facade elements should be varied.

B. Massing

1. Large structures should be designed to reduce their perceived height and bulk by dividing the building mass into smaller-scale components.

2. Buildings over two stories high should "scale down" their street-facing facades to reduce apparent height.

3. Box-like forms with extensive unarticulated facades or large, unvaried roofs should be avoided.

4. A variety of levels and planes should be encouraged to reduce the massing of larger buildings.

5. Multiple buildings on the same site should be designed to create a cohesive visual relationship between the buildings.

6. When possible, individual, street-oriented, ground level entries to commercial tenant spaces and dwellings should be provided.

7. When feasible, provide each building and residential unit with its own visual identity and individual address.

8. Façades of horizontal buildings should be broken up into smaller components by utilizing vertical elements.

C. Elements

1. Architectural details

   a. Exterior building design and detail on elevations should be coordinated with regard to color, types of materials, number of materials, architectural form, and detailing to achieve harmony and continuity of design.

   b. Design elements and detailing should be continued completely around the structure. Such design elements should include window treatments, trim detailing, and exterior wall materials.

   c. Separate structures on the site should have consistent architectural detail and design elements to provide a cohesive project site.

   d. Building facades should be articulated by using color, arrangement, or change in materials to emphasize the facade elements. The planes of the exterior walls may be varied in height, depth or direction.

   e. Additions to existing structures should be designed to complement the existing structure. Additions should carry through roof lines, materials, colors, and /or other architectural features that are primary features of the original building.

   f. Elements such as bay windows, balconies, porches, arbors, awnings, arcades and courtyards should be utilized to add variety and break up facades.

   g. Porches, stairs, railings, fascia boards, and trim should be used to articulate a consistent architectural style.

   h. Trim, fascia, rafter tails, etc. should be of a sufficient dimension to create visual interest.

   i. Vents, gutters, downspouts, flashing, electrical conduits, etc., should generally be painted to match the color of the adjacent surface, unless being used as a trim or accent element.

   j. Building entries should be prominent and visible.

   k. Rhythm, size and proportion of openings (windows, doors) should create a consistent and harmonious design.

   l. Windows facing the street should be operable.

   m. Garage doors should be designed as a secondary feature to the main entrance of the house.

n. When a large portion of the front elevation is devoted to driveways and walkways, the hardscape area should be constructed with visually contrasting paving surfaces.

o. Buildings that are stylized in an attempt to use the building itself as advertising are discouraged, particularly where the proposed architecture is the result of a franchise style.

p. The architecture and other features of "formula" franchises or other similar businesses should be reflective of these guidelines and of the unique character of Sebastopol. The architectural style and exterior materials of each proposed structure shall be designed based upon the architectural traditions of Sebastopol and Sonoma County, the architectural styles prevalent in the site vicinity, and the characters of the site, as determined by the Design Review Board. Proposed designs having architectural features substantially similar to those found in other communities on buildings operated by the same corporate or franchise entity are discouraged unless the Design Review Board determines that the similar features are also reflective of local architectural traditions and styles.

2. Materials
   a. Building materials and color should be complementary to the design and to the surrounding area.

   b. Exterior materials should be durable and of high quality.

   c. Highly reflective mirrored glass or roofing materials should be avoided.

3. Roofs
   a. Large, flat roofs should be avoided. Instead, rooflines should be varied vertically and horizontally to provide greater visual relief.

   b. In visible areas, roof materials and the backsides of parapets should be painted with a neutral, non-reflective paint.

4. Solar Access/Energy Conservation
   a. Designs should provide adequate natural lighting opportunities, and may incorporate skylights, light wells, or solar tubes.

   b. Solar equipment should be designed to avoid reflecting onto nearby buildings, streets, open space or pedestrian areas.

   c. Solar hot water and solar electrical generation systems should be accommodated on rooftops and other building areas.

   d. Wherever possible, designs that promote use of natural ventilation should be provided.

   e. Where feasible, provide shade trees on southwest-oriented building facades to regulate heat gain and reduce air-conditioning needs.

III. LANDSCAPING

A. General

1. Landscaping should be designed to complement the architecture and create and define both public and private spaces.

2. Landscaping and/or architectural treatments should be provided to screen unattractive views and features such as storage areas, trash enclosures, transformers, generators, and other similar elements.

3. When plant materials are used to screen areas such as mechanical equipment, parking lots, loading docks, or storage areas, the plant materials should be massed in groups to create strong accent points, rather than planted in a straight line.

4. All plant materials should be sized so that the landscaping has an attractive appearance at the time of installation and a mature appearance within 3 years of planting. No large areas should be left unplanted.

5. Seating should be provided in landscaped areas.

6. Paths should be included to accommodate pedestrians.

7. Energy conservation within structures should be addressed by recognizing the sun exposure on the site and providing appropriate tree species (deciduous trees on the southern exposure, coniferous and broadleaf evergreen trees along the eastern and western exposures, and evergreens along the northern exposure.)

B. Plant types

1. Achieve long-term soil stabilization by permanent growth of native vegetation, including but not limited to native grass, sod, tree planting, shrubs, vines and /or other ground covering.

2. Lawns and high-water use ornamental shrubs and trees should be limited.

3. Promote use of native and drought-resistant plants.

C. Trees

1. Trees should be carefully selected and located where they will complement the building elevation and should not block all retail storefront signage from view.

2. Tree species should be selected with root growth habits that will not cause damage to sidewalks, and linear root barriers should be installed adjacent to paved areas or foundations.

3. Unless unusual circumstances prevail, all street trees or parking lot trees shall be a minimum of 24" box size. In prominent areas, the Design Review Board may require trees larger than 24" box size.

4. New residential subdivisions should include street trees.

5. No irrigated landscaping should be allowed within the driplines of existing oak trees or other native species which will be adversely affected.

D. Parking lot landscaping

1. Trees and shrubs should be planted to soften the overall impact of parking areas and to provide shade.

2. Landscaping should permit adequate sight distance for motorists and pedestrians entering and exiting a site and should not interfere with circulation patterns.

3. Landscaped berms around parking lots are encouraged.

4. Landscape planting areas in parking lots should have a minimum clear inside width of 4'.

5. Trees installed in parking lots should be protected from vehicle damage by concrete curbing which surrounds the landscape pocket.

E. Hardscape
1. Trellises, arbors and similar features should be used to break up and soften building massing and to provide shade.

IV. SPECIAL DEVELOPMENT GUIDELINES

In addition to the guidelines identified above, the following shall be considered during review of these specific development types:

A. Downtown and Pedestrian-Oriented Commercial Frontages and Facades
1. Purpose: This Section is intended to provide for pedestrian orientation in the pedestrian-oriented commercial areas of the City. A principal objective is for the street frontages in these areas to have continuous building facades with as few interruptions as possible in the progression of stores and other buildings, creating attractive, pedestrian-oriented streetscapes.

2. Applicability: The requirements of this Section apply to proposed development within the CD, CO, and CG districts, except where otherwise indicated in the Zoning Ordinance. Variations may be approved by the Design Review Board as deemed appropriate, provided that the variation will still produce a building that complies with the intent of these guidelines.

3. Building placement: Each building should generally be designed so that its front façade occupies most of its front property line. Exceptions to this guideline should be considered for:

a. A driveway that is necessary because no side street, alley, or easement can provide access to required parking on the rear of the lot;
b. The initial phases of a multi-phased building project that will occupy the entire frontage upon completion;
c. A project proposed with a pedestrian-only plaza , entry courtyard, or other pedestrian feature occupying a portion of the street frontage;
d. A pedestrian corridor;
e. A view corridor to on- or off-site natural features, pedestrian area on the rear portions of the site; or,
f. Other site constrictions, existing improvements, or where the neighborhood context merits an alternate placement.

4. Building design and architectural elements. Each building should be designed to comply with the following requirements.

a. Elevation of first floor. Wherever reasonably feasible, the first floor should be at substantially the same elevation as the adjacent sidewalk. Most of the street-fronting length of the first habitable floor of a nonresidential structure should be located no more than approximately two vertical feet above or below the sidewalk elevation at any point along the street property line.

b. Windows. Generally, untinted glass should occupy the majority of the ground-floor street-fronting pedestrian level facades of each building, to allow visual interaction between sidewalk areas and the interior of buildings. Mirrored, reflective glass or tinted glass should not be used except as an architecture or decorative accent. After installation,

clear glass windows should not later be treated or so as to become opaque, or to be blocked so as to prevent visibility of the ground floor interior from the sidewalk.

c. Security gates. Generally, security gates or grilles should not be installed on the exterior of any structure within approximately 10 feet of any sidewalk.

5. Pedestrian access to buildings. Generally, the primary entrance of each ground floor use should be located within the primary building frontage, and should be recessed a minimum of approximately three feet when accessed from the public right-of-way. Walk-up facilities and entries shall be recessed and provide adequate queuing space to avoid interruption of pedestrian flow.

B. Laguna de Santa Rosa

1. Purpose: The following guidelines are intended to help balance urban development with the protection of natural resources and open spaces of the Laguna, two important objectives identified in the General Plan.

2. Special attention should be paid to any proposed construction on properties which are adjacent to the western edge of the Laguna de Santa Rosa. In particular, development should generally be discouraged in the following buffer zones, except as allowed by the development guidelines for the SOS: Scenic Open Space district:
   a. For properties north of the Joe Rodota trail, the buffer zone shall be a minimum of 50' from the edge of the riparian dripline or other wetland habitat. The dripline begins at the edge of the tree canopy.
   b. For properties south of the Joe Rodota trail, the buffer zone shall be a minimum of 50' from the 100 year flood contour.

3. Visual Impact
   a. Visual impact from publicly accessible areas within the Laguna. The visual impact of new construction from publicly accessible areas within the Laguna should be addressed through the control of building height, provision of increased building setbacks, and the development and installation of appropriate landscaping.
   b. Visual impact of new construction on existing development to the west. Views of the Laguna from existing development to the west of the Laguna shall be considered when a development proposal is being evaluated.
   c. Encourage clustering to increase open space that physically and visually relates to the Laguna (General Plan Policy 66 - Chap. III).

4. Building Orientation
   a. Active use spaces should be oriented towards the Laguna to encourage visual and physical interactions with the open space, and to reduce the potential for vandalism and littering.

5. Landscaping
   a. New landscaping should be designed with the express purposes of reducing sedimentation or soil erosion, maintaining or increasing the native riparian vegetation, and enhancing the visual buffer between any new buildings and the public open space.
   b. Landscaping plans should incorporate native species adjacent to the Laguna.
   c. Landscaping should be designed to insure that outdoor spaces are viable, usable spaces.

C. Fast Food Restaurants

1. Franchise or corporate style architecture and/or highly contrasting color schemes are discouraged. A new free-standing restaurant building should be sited and designed to be

compatible with the character of the surrounding neighborhood. If the restaurant will occupy a pad within a shopping center, the building should be designed to be consistent with the "theme" or design of the center. (See D. Shopping Center Guidelines.)

2. Drive through elements should generally be discouraged. Where drive though elements are appropriate, they should be architecturally integrated into the building, rather than appearing to be applied or "stuck-on" to the building. Drive through elements should not be located on the street side of the building or should be heavily screened from view.

3. The site design should accommodate a logical and safe vehicle and pedestrian circulation pattern through the site. Circulation should allow for adequate length of queuing lines for drive through elements which do not interfere with the on-site parking for patrons entering the restaurant, nor result in traffic queuing into the street.

4. Free-standing restaurant buildings should be designed and detailed consistently on all sides, including the rear and side elevations.

5. Outdoor seating areas, play equipment, and perimeter fencing should all be reviewed for compatible and attractive design that is integrated with the main building architecture.

6. Trash enclosures and other service spaces should be constructed of materials and finishes which are consistent with the main restaurant building.

7. Businesses should not be "over-signed." Sign Ordinance limitations shall be strictly enforced.

8. Excessive illumination of the signage, building or site should be avoided. Roof lighting, down-lighting washing the building walls, or illuminated awnings are all strongly discouraged.

9. Cooking odors should be eliminated to the extent feasible by installation of best available ventilation technology. Project applications should include information on proposed ventilation systems and odor scrubbing technology to be used.

10. Remodel of existing structures for restaurant uses should also require a review of the entire site and circulation plan to ensure that the project is updated to current design review standards for the City. This may include requirements to improve and/or expand the existing landscaping, fencing, parking area or other site design issues.

D. <u>Shopping Centers</u>

1. A unified architectural design intention should be incorporated into each commercial center.

2. The appearance of a "sea of asphalt" parking lot in the front of the center should be avoided. Both perimeter and interior parking lot trees should be provided for shade and visual relief in the parking area while maintaining view corridors to the store front areas.

3. On larger commercial sites, a portion of the total building area should be located at the street perimeter, preferably on a corner location. Such siting, together with substantial landscape treatment reinforces and strengthens the streetscape and helps to screen off-street parking areas.

4. The architectural design of freestanding pad buildings should be consistent with the design of the remainder of the shopping center. Where centers require updating, pad buildings should be remodeled in conjunction with an upgrade of the entire shopping center.

5. Shopping center sign programs should be established and enforced for remodeling of the centers.

6. Truck delivery and circulation routes should be separated from customer circulation through the site. Delivery and service activities should be designed to take access from the least traveled street adjacent to the project.

7. Textured or colored paving materials are encouraged to identify pedestrian circulation areas, especially within the parking lot.

8. Shopping cart storage areas should be incorporated into the building design to provide a visual screen of carts from the parking area.

9. Outdoor gathering areas and public eating areas are encouraged.

10. Landscaping trees should be allowed to achieve their natural form. Pruning to reduce the natural diameter of the trees shall not occur.

E. Auto Dealerships

1. Special attention should be directed toward the site landscaping which is visible from the street. Trees to provide both shade and visual relief should be located within the dealership (insofar as it is reasonably practical with auto display) as well as on the site perimeter. The vehicle display parking areas may remain relatively open, if balanced by substantial landscaping and tree planting on other visually prominent areas of the site.

2. Landscaping, special paving treatments, setbacks, and building orientation should be used to provide an attractive appearance from the front property line.

3. The architecture of the dealership buildings should be well-designed to provide a strong and unique visual identity for the auto dealership.

4. The service area and/or service bays should be screened or sited so they are not visible from the street.

5. Vehicles under repair should be kept either inside a structure or in an area which is screened from views from the street.

6. Service areas should provide adequate queuing space that does not impede vehicle circulation through the site or result in vehicles stacking into the street.

7. Perimeter fencing, security fencing, or gateways should be constructed of attractive materials which are compatible with the design and materials used throughout the project. Razor wire or electric fencing shall not be allowed and chain link fencing is strongly discouraged.

8. Night lighting and security lighting should be sensitively designed to ensure that no off-site glare is directed to neighboring parcels and that the overall intensity of the site lighting is not excessive. The use of excessive night-time security lighting is discouraged. Other security measures should instead be considered.

F. Auto Service Station Guidelines

1. The site design for projects located at street corners should provide some structural or strong design element to anchor the corner. This can be accomplished using a built element or with strong landscaping features.

2. The on-site circulation pattern should include adequate driving space to maneuver vehicles around cars parked at the pumps, with special attention to the circulation of vehicles not involved in the purchase of fuel.

3. The amount of unrelieved pavement or asphalt area on the site should be limited through the use of landscaping, contrasting colors and banding or pathways of alternate paver material. Extensive expanses of light grey concrete pavement should be avoided.

4. Building architecture should be designed to provide an attractive appearance which is compatible with the surrounding area. Prefabricated buildings are discouraged. Where allowed, such buildings should be substantially modified and embellished to create a project which meets the community standards. All architectural details should be related to an overall architectural theme.

5. Separate structures (canopy, carwash, cashiers booth, etc.) on the site should have consistent architectural detail and design elements to provide a cohesive project site.

6. Tall (13'-14') tank vents should be completely screened or incorporated into the building architecture.

7. A car wash which is incorporated into the project shall be well integrated into the design. The car wash opening should be sited so that it is not directly visible as the primary view from the street into the project site. The site design should also address the issues of off-site noise exposure, provision of adequate on-site underground drainage systems to keep water off public streets and improvements, and circulation/vehicle stacking.

8. Signage should be limited as defined in the Sign Ordinance. All signs should have a consistent character and design details (such as trellis, brick, river stone, etc.) that reflect the design of the project. The amount of price sign square footage required as the state regulated minimum size will not count towards the signage calculation. If price signs are larger than this minimum, the incremental square footage difference will be counted as part of the total allowable signage for the station.

9. Illumination should be concentrated on specific signage. Canopies should not be illuminated. Light fixtures should be recessed into the canopy and no glare should be visible from the fixture. Yard lights should be oriented downward.

10. Dumpsters and service areas should have solid metal doors and the wall materials and building styles should match those used for the station buildings.

V. SIGNAGE

Sign Programs

The best sign programs are integrated so that they become a natural part of the building façade.

Sign Design

A. New signs should be architecturally integrated with their surroundings in terms of size, shape, color, texture, and lighting so that they are complementary to the overall design of the building and are not in visual competition with other signs in the area.

B. Signs should complement their surroundings without competing with each other, should convey their message clearly and legibly and should be vandal- and weather resistant.

C. New signs proposed for existing buildings should provide a compatible appearance with the building signage of other tenants. With multiple signs on a single building, new signs should provide a unifying element (such as size, location, or color), where no sign program exists.

D. Standardized or corporate signing which does not relate to the building architecture is discouraged.

E. Sign text should be limited.

F. Signs should be proportionate to the dimensions of their location.

G. Symbolic three-dimensional signs such as barber shop poles and appropriately-sized projecting signs are encouraged, particularly in the downtown and pedestrian-oriented commercial areas. Sculpture features or unique street furniture to compliment (or in lieu of) building and tenant signage should be considered.

H. Signs should be professionally constructed using high quality natural materials and or creative materials such as:
   - Stone and hard wood
   - Inset or decorative tile work.
   - Cast, carved, or inset in some form of plaque attached to the wall.
   - Wrought iron or ceramic
   - Individual letters pegged out from the surface.
   - Signage suspended within the openings of an arcade if height and configuration will allow it.
   - Signs incorporated into a primarily artistic mural are encouraged.

   The use of plastic as a principal material is discouraged.

I. Signs should be visually balanced within their borders.

J. Wall mounted signs should be framed to create a clearly defined edge, provide shadow relief and a substantial appearance. The effect is generally difficult to achieve by painting the sign directly on the building. For this reason, painted signs are generally discouraged.

K. The design of the sign structure and text should express high quality design.

L. Repetitious signage information on the same building frontage should be avoided.

M. Visible raceways and transformers for individual letters are strongly discouraged. Sign installation details should indicate where the transformer and other mechanical equipment will be located.

N. Sign materials should be durable to withstand extended exposure to the elements.

O. Signs should creatively express the character of the business.

P. Freestanding monument signs may be appropriate for certain office and retail locations within the City. Monument sign materials should reflect the character of the use and the building the sign identifies.

Q. Free-standing sign bases should be made of permanent, durable materials such as concrete or brick.

R. Landscaping and irrigation should be designed around the base of freestanding signs to integrate the sign with the ground plane and screen out any low-level floodlights. Irrigation should be designed so it does not damage the sign.

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a. Signs should be visually balanced within their borders.

b. Wall mounted signs should be framed to create a clearly defined edge, provide shadow relief and a substantial appearance. This effect is generally difficult to achieve by painting the sign directly on the building. For this reason, painted signs are discouraged.

c. Repetitious signage information on the same building frontage should be avoided.

d. Exposed supports or guy wires to stabilize signs are discouraged.

Sign Placement

S. New construction design should anticipate signage and, where required, include a sign program. New building design should provide logical sign areas, allowing flexibility for new users as the building is re-tenanted over time. Designs that provide for convenient and attractive replacement of signs are encouraged.

T. Sign placement should be sensitive to other building elements such as windows, doors, columns, etc.

Illumination of Signage

U. Exterior lighting should generally be used for signs. Where internal illumination is proposed, the background should be opaque so that light shines through the lettering and images only.

V. Arrange any external spot or flood lighting so that the light source is screened from direct view by passersby, and so that the light is directed against the sign and does not shine into adjacent property or blind motorists and pedestrians.

W. Where individual letter signs face near-by residential areas, a low level of brightness should be maintained.

X. Where the design of the sign results in a large field of illuminated background, the use of white or off-white as a background color should be avoided.

Y. Freestanding “can” type signs with interior illumination are discouraged.

Z. Illumination systems should include a timer so that lights will be turned off during late night and early morning hours.