



**City of Sebastopol**  
 Incorporated 1902  
 Planning Department  
 7120 Bodega Avenue  
 Sebastopol, CA 95472  
 707-823-6167  
 707-823-1135 (Fax)  
[www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us)

Email: [ksvanstrom@cityofsebastopol.org](mailto:ksvanstrom@cityofsebastopol.org)

**APPROVED MINUTES**

TREE & DESIGN REVIEW BOARD  
 CITY OF SEBASTOPOL  
 MINUTES OF April 15, 2020  
 4:00 P.M.

**TREE BOARD:**

The notice of the meeting was posted on April 09, 2020.

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

**2. ROLL CALL:**

<b>Present:</b>	Ted Luthin, Chair Lars Langberg, Vice Chair Christine Level, Board Member Cary Bush, Board Member Ron Hari, Board Member
<b>Absent:</b>	Gregory Beal, Board Member (excused)
<b>Staff:</b>	Kari Svanstrom, Planning Director Alan Montes, Associate Planner

**3. APPROVAL OF MINUTES: February 19, 2020**

Board Member Bush commended staff on preparation of the minutes.

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

Board Member Bush seconded the motion.

The Board voted on the motion as follows:

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

**4. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA:** There were none.

**5. ADJOURNMENT:** Chair Luthin adjourned the meeting at 04:04 p.m. The next

regularly scheduled Tree Board meeting will be held on May 06, 2020 at 4:00 p.m., at the Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA.

**DESIGN REVIEW BOARD:**

The notice of the meeting was posted on April 09, 2020.

**1. CALL TO ORDER:** Chair Luthin called the meeting to order at 4:05 P.M.

**2. ROLL CALL:**

<b>Present:</b>	Ted Luthin, Chair Lars Langberg, Vice Chair Christine Level, Board Member Cary Bush, Board Member Ron Hari, Board Member
<b>Absent:</b>	Gregory Beale (excused)
<b>Staff:</b>	Kari Svanstrom, Planning Director Alan Montes, Associate Planner

**3. APPROVAL OF MINUTES:** There were none.

**4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST:**

Director Svanstrom provided the following updates:

- COVID-19 information and related resources.
- City operations are ongoing but have been altered due to COVID-19.
- The City Council will hold a virtual meeting on April 21.
  - An extension to the Climate Action Subcommittee application period will be considered.
- A Joint Planning Commission Special Design Review Board Meeting will be held virtually on Tuesday, April 28 at 7:00 p.m.
  - The Planning Commission and Design Review Board will receive a presentation on Housing Law from the City's outside attorneys.

**5. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA:** There were none.

**6. STATEMENTS OF CONFLICTS OF INTEREST:** Chair Luthin stated that he would recuse himself from Item 8B due to a conflict.

**7. REGULAR AGENDA:**

- A. DESIGN REVIEW – 180 Morris Street, Suites 160 & 170 –** This is a Design Review application, requesting approval to construct an outdoor patio for an approved wine tasting room within The Barlow. The proposal would eliminate two parking spaces in The Barlow (Fuji Court parking lot) and install a removable outdoor seating patio at these spaces. The removal of these parking spaces has been approved by the Planning Commission.

Associate Planner Montes presented the staff report.

The Board asked questions of Associate Planner Montes and Director Svanstrom.

Chair Luthin asked if the applicant wished to make a presentation.

The applicant, Johan Eide gave a brief presentation and was available for questions.

The Board asked questions of Mr. Eide.

Chair Luthin asked if members of the public wished to comment on this item.

Hearing none, Chair Luthin closed the public comment period and asked for Board deliberation.

Board Member Hari expressed having no problem with the request.

Board Member Bush concurred.

Vice Chair Langberg commented:

- If this item is to be removable, it would be nice for it to be able to be reusable rather than just broken down and taken away.
- A section of the counter will be 34" in order to be ADA compliant as conditioned.
- Expressed support for this request.

Board Member Level commented:

- Supports approving the application as submitted as long as a condition is added that would require the tenant to return the parking spaces to their former condition prior to their vacating the unit.

Chair Luthin asked Board Member Level to consider the fact that the new tenant may want it to remain.

Director Svanstrom responded:

- The Use Permit runs with the land so it could remain if the next tenant was a similar use and wanted to utilize the patio too.
- Removal of the patio would be triggered by a complete change in use.

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

Vice Chair Bush seconded the motion.

Chair Luthin asked for further Board discussion.

Hearing none, the Board voted on the motion as follows:

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

Chair Luthin excused himself from the meeting.

Board Member Bush chaired the meeting in absence of Chair Luthin.

- B. DESIGN REVIEW – 6910 Weeks Way** – This is a Design Review application, requesting approval to modify the front façade of an existing building. The project proposes to add decorative bamboo elements to the existing building and modify awnings.

Associate Planner Montes presented the staff report.

The Board asked questions of Associate Planner Montes and Director Svanstrom.

Board Member Bush asked if the applicant wished to make a presentation.

The applicant, Allayna Fry, provided a brief presentation and was available for questions.

The Board asked questions of Ms. Fry.

Hearing no further questions, Board Member Bush asked if members of the public wished to speak on this item.

Hearing none, Board Member Bush closed the public comment period and asked for Board deliberation.

Board Member Level commented:

- Has no problem with this application.
- Prefers the original scheme 3 because it emphasizes the entry better.
- Prepared to support the application regardless.
- Thanked the applicant for her patience and for her willingness to proceed during this difficult time.

Vice Chair Langberg commented:

- Appreciates the work that the applicant is putting in to improve this building.
- The frontage issue is difficult.
- Spoke about other possible configurations for the bamboo given the frontage issue.
- Leaning towards scheme two or three.
- It would be better to place the bamboo behind the parapet.
- The new scheme three seems like the best approach.

Board Member Hari commented:

- Likes the original scheme three the best.
- Concurred with Board Member Level.
- Happy to see much needed improvements planned for this building.
- Thanked the applicant for investing in Sebastopol's character.
- Prepared to support the application regardless.

Board Member Bush commented:

- Thanked the applicant for her presentation which was very well done.
- Concurred with fellow members of the Board in that this will be a great improvement overall.
- Between the original and revised scheme three it would seem to be in the best interest of the applicant to build it how City staff is recommending that it be built.
- From a maintenance and articulation perspective it may be better to sit the bamboo behind the parapet.

Board Member Bush asked for further Board discussion.

Hearing none, Board Member Level made a motion to approve the application as submitted. She also reiterated her preference for the original scheme three although she expressed

being prepared to support either the original or the new scheme three and expressed being comfortable with leaving that decision up to the applicant.

The applicant spoke on the integrity of the building and expressed a preference for the new scheme three.

Board Member Bush thanked the applicant for that explanation.

In response to the explanation that was provided by the applicant, Board Member Level amended the motion to approve the application as submitted with the new option for scheme three.

Vice Chair Langberg seconded the motion as amended.

Board Member Bush asked for further discussion.

Hearing none, the Board voted on the motion as follows:

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

Chair Luthin returned to the meeting.

**C. *Please note the Applicant has requested the following item be postponed to the May 6 DRB Meeting***

**DESIGN REVIEW – 6950 Burnett Street** – This is a Design Review application, requesting approval to modify an existing commercial structure at the corner of Burnett and South Main Street. The existing two-story, mixed use building is proposed to be completely renovated (interior and exterior). The first level is proposed to house a food hall / marketplace with shared seating including an indoor-outdoor covered porch. The second level is proposed to be one or more standalone tenants, potentially restaurant(s) and/or retail/offices. The roof level is proposed to be developed as an outdoor patio / roof deck with beverage services and access to menus from restaurants on lower levels. An elevator/stair tower is planned for access to all levels. (Not, Use Permits may be required for some of the uses, which will be reviewed by the Planning Commission at a future date.)

Director Svanstrom provided an update on this item.

**D. DESIGN GUIDELINE SUBCOMMITTEE** – Selection of two Design Review Board members for this Subcommittee.

Director Svanstrom provided background on this item and noted that Board Member Beale expressed interest in serving on this subcommittee.

Board Member Level and Vice Chair Langberg expressed interest in serving on the subcommittee as well.

Board Member Level commented:

- Attendance is important for a variety of reasons and the person selected to serve on this subcommittee should be prepared to meet the commitment and be present.
- Believes she and Board Member Langberg will work well together if selected to serve on this subcommittee.

The Board asked questions of Director Svanstrom.

Chair Luthin asked if members of the public wished to speak on this item.

Hearing none, Chair Luthin closed the public comment period and brought it back to the Board for deliberation.

Board Member Hari nominated Board Member Level to serve on the subcommittee.  
Board Member Bush seconded the nomination.

Chair Luthin nominated Vice Chair Langberg to serve on the subcommittee.

Board Member Bush seconded the nomination.

Chair Luthin asked if anyone else wished to make a nomination.

There were no further nominations.

Vice Chair Langberg commented:

- Echoed Board Member Level's comments.
- Board Member Beale has been a good member of the Design Review Board, but he has missed a lot of meetings.
- Anticipating scheduling conflicts from the onset should be a disqualifier.

Chair Luthin concurred with Vice Chair Langberg and commented:

- Has served alongside Board Member Level for a number of years and she has long expressed a strong interest in this subject matter.
- The City's Design Review Guidelines should be more objective for the Board to be able to back their decisions.
- Supports the nomination of Board Member Level and the technical expertise that she will bring.
- Supports the nomination of Vice Chair Langberg for the design expertise that he will bring.
- Believes Vice Chair Langberg and Board Member Level will work well together.

Board Member Bush commented:

- The Board, in his experiences, strives to achieve consistency and that can be hard with guidelines that are subjective.
- Objective guidelines will be helpful to the City, the Board and the applicants.
- With no discredit to Board Member Beale, he expressed support for having Board Member Level and Vice Chair Langberg serve on this subcommittee.

Chair Luthin asked the Board to vote on the nomination of Board Member Level to serve on the subcommittee which was made by Board Member Hari and seconded by Board Member Bush.

The Board voted as follows:

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

Chair Luthin asked the Board to vote on the nomination of Vice Chair Langberg to serve on the subcommittee which was made by him and seconded by Board Member Bush.

The Board voted as follows:

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

**ADJOURNMENT:** Chair Luthin adjourned the meeting at 05:05 p.m. The next regularly scheduled Design Review Board meeting will be held on May 06, 2020 at 4:00 p.m., at the Sebastopol City Hall, 7120 Bodega Avenue, Sebastopol, CA.