



## City of Sebastopol Planning Department

August 24, 2022

Caleb Roope  
Pacific West Communities  
439 East State Street, #100  
Eagle, ID 83616

### **Re: Sign Review Application - 2021-010, Woodmark Apartments**

Dear Mr. Roope:

You submitted a Sign Review application (as part of Application 2021-010), requesting approval to install signage for the Woodmark Apartment Project located at 7716 and 7760 Bodega Avenue. The application involves the installation of the following sign:

- **Monument Sign**

Zoning Ordinance Chapter 17.120: 'Sign Regulations' establishes standards for signs installed on all property within Sebastopol City limits. Zoning Ordinance Section 17.120.020(A)(3)(b) authorizes the Planning Director or his or her designee to approve nonilluminated signs which do not require an exception to any provision of this chapter. As the signs are not illuminated and are less than 25 sq. ft. in size, the proposed monument sign is compliant with the sign standards for an administrative review.

Sign review applications are required to be consistent with the following findings:

- a) The design of the proposal would be compatible with the neighborhood or/and with the general visual character of Sebastopol.
- b) The design provides appropriate transitions and relationships to adjacent properties and the public right of way.
- c) It would not impair the desirability of investment or occupation in the neighborhood.
- d) The design is internally consistent and harmonious.
- e) The design is in conformity with any guidelines and standards adopted pursuant to this Chapter.

The application is approved. This approval is in accordance with the findings and is subject to the conditions of approval contained in this letter.

This approval is not effective until the Appeal Period has officially expired. Anyone dissatisfied with the decision of the Planning Department has the right to file an appeal within one week (7 days) of the decision. This requires the submittal of a completed written statement, and payment of the applicable fee delivered to the Planning Department at 7120 Bodega Avenue, Sebastopol, California no later than 5:30 P.M. on August 30, 2022.

Please feel free to contact me if you have any questions.

Sincerely,



Kari Svanstrom  
Planning Director

cc:  
Building and Safety Department  
Public Works Department  
City Manager  
Planning Department

**SIGN PERMIT: 2021-010**  
**Pacific West Development**  
**Monument Sign**  
**7716 and 7760 Bodega Avenue**

**FINDINGS FOR APPROVAL**

1. That the sign is part of a project that is exempt from the requirements of the California Environmental Quality Act, pursuant to Government Code Section 65913.4(c)(2) in that it is a subsequent development permit for a residential project that qualifies for streamlined ministerial processing, and as well as CEQA Guidelines Section 15311, Class 11, in that it involves the installation of on-premises signage.
2. That the project is consistent with requirements for a subsequent development permit pursuant to Government Code Section 65913.4 which requires an administrative approval. In addition, the Sign Ordinance (Section 17.120.020) provides administrative approval of nonilluminated signs of 25 square feet or less and which do not require an exception to any provisions of this chapter. The proposed signage is consistent with all regulations in the Sign Ordinance.
3. That the design of the signage is compatible with the neighborhood and the general visual character of Sebastopol in that sign is consistent in design and color to other wall signs found throughout Sebastopol.
4. That the design of the project provides appropriate transitions and relationships to adjacent properties and the public right of way in that the sign will be installed on the façade of a freestanding building and do not affect adjacent lots or the public right-of-way, aside from a visual impact.
5. That the project will not impair the desirability of investment or occupation in the neighborhood in that it involves the installation of one monument sign which is consistent with the City's Sign Ordinance.
6. That the design is internally consistent and harmonious in that the signs will have consistent and harmonious style, color and theme to other surrounding businesses and Sebastopol's Downtown Core.
7. That the design is in conformity with the adopted Design Guidelines in that the sign creatively express the character of the Woodmark Apartments. Sign placement is also sensitive to building elements in that it will be installed as to not obstruct windows or doorways.

**SIGN PERMIT: 2021-010**  
**Pacific West Development**  
**Monument Sign**  
**7716 and 7760 Bodega Avenue**

**CONDITIONS OF APPROVAL**

1. This Sign Permit is valid for a period of three (3) years. If the installation of signs does not occur within the designated time frame, this approval will be considered null and void with no further action will be required on the part of the City.
2. The sign installation shall be consistent with the application materials date-stamped: June 2, 2022. No other signs regulated by the Sign Ordinance shall be installed or displayed without the prior written approval of the Planning Department.
3. An Encroachment Permit may be required prior to sign installation. Please contact the Engineering Department at (707) 823-2151, prior to installation, if work will be performed or materials placed in the public right-of-way.
4. A Building Permit is required for the installation of most signs. Please contact the Building and Safety Department for Building Permit application information at (707) 823-8597.