



*City of Sebastopol  
Incorporated 1902*

**TREE & DESIGN REVIEW BOARD MEETING**

**MEETING OF January 18, 2023**

**4:00 P.M.**

## **AGENDA**

***PLEASE NOTE DIFFERENT ZOOM LOG ON INFORMATION FOR EACH MEETING***

This City meeting will be held via teleconference pursuant to AB 361. Options for observing the meeting and participating in public comment are included at the end of this agenda.

**Join Zoom Meeting**

**<https://us02web.zoom.us/j/84130121223>**

**Meeting ID: 841 3012 1223**

**One tap mobile**

**+16699006833,,84130121223# US (San Jose)**

**+16694449171,,84130121223# US**

**VIEWING MEETINGS ONLINE**

For this meeting, the City of Sebastopol will be utilizing the Program ZOOM which allows for audio and visual participation. Further log-in information and instructions are included at the end of this agenda.

**DESIGN REVIEW BOARD:**

1. CALL TO ORDER
2. ROLL CALL
3. APPROVAL OF MINUTES: August 17, 2022
4. PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST
5. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA
6. STATEMENTS OF CONFLICTS OF INTEREST
7. REGULAR AGENDA:
  - A. **Vote on Chair and Vice Chair**

A vote will be held to elect a new Chair and Vice Chair and Finding This Item is Not a "Project" Pursuant to CEQA Guidelines Section 15378(b)(5) -- Not defined as a project
  - B. **2021-035 500 Robinson Road – Christy Laborda Harris – St Stephens Episcopal Church**

The St. Stephen's Episcopal Church is proposing on café and "beer garden" for church members, called "The Playground". This café will be on site near a large children's playground area that was recently installed on the northeast area of the site that provides children with a place to play. The café will serve coffee, food, beer, and wine to members of the church. The provision of food and beverages to members will be within the church's new model of "doing church. The project is categorically exempt from the requirements of CEQA pursuant to Section 15303 New Construction or Conversion of Small Structures, which includes construction and location of limited numbers of new, small facilities or structures; installation of small new equipment and facilities in small structures; and the conversion of existing small structures from one use to another where only minor modifications are made in the exterior of the structure.

## 8. SUBCOMMITTEE UPDATES

9. **ADJOURNMENT:** This meeting will be adjourned to the regular Design Review Board meeting of February 1, 2023 at 4:00 P.M.

### Meeting Process

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

1. The Chairperson opens public hearing.
2. Presentation of Staff Report from the Planning Department.
3. Board Questions of Staff.
4. Presentation by the Project Applicant, Questions of Applicant from the Board. Applicant presentations should generally be limited to approximately 10 minutes or less.
5. Comments from members of the public. Comments should be limited to 3 minutes or less. **Please see below for public meetings to this agenda for how to do public comment during the Covid 19 emergency.**
6. The Chairperson may request that the applicant or staff respond to specific issues raised in the public comment.
7. The Chairperson closes the public hearing, but reserves the right to re-open the public hearing later that evening.
8. The Design Review Board deliberates on the project. Board members discuss the project; applicant or public comment is not permissible unless allowed by the Board.
9. The Chairperson may re-open the public hearing to give the public or applicant the right to comment on the Design Review Board deliberation or bring forth new information to the Board.
10. The Design Review Board takes action on the project by making one or more motions to approve, condition, deny, or continue (schedule further consideration for a future meeting) the matter. Appeals may be filed of official actions upon filing of an appeal form and payment of the applicable appeal fee. Such appeals, including the appeal fee, must be filed within 7 calendar days of the action. Appeals will be heard by the City Council.

**Staff Reports on Agendized Items** are available for review on the City's website:

<https://www.ci.sebastopol.ca.us/Meeting-Event.aspx> under the meeting date listed above.

**Letters or Written Materials** regarding agenda items may be submitted to the Planning Department prior to or at the Design Review Board meeting; written materials submitted at least six days in advance of the meeting will be included in the Board's meeting packet. The Board requests that if possible, written materials be submitted to the Planning Department in time for the meeting packet which also allows them to be posted on the City web site; it is difficult for Board members to effectively review materials submitted during the meeting.

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

For more information regarding the Design Review Board Agenda or Development Permit Procedures and Standards, please contact the Planning Department (707) 823-6167, or see the City's web site at [www.ci.sebastopol.ca.us](http://www.ci.sebastopol.ca.us).

American Disability Act Accommodations/Accessibility: If requested, staff will make the agenda and backup materials available in appropriate alternative formats to persons with a disability, as required by

the Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12132) Section 202 and the federal rules and regulations adopted in implementation thereof. Any person who requires a disability-related modification or accommodation in order to observe and/or offer public comment may request such reasonable modification, accommodation, aid or service by contacting the City Clerk's Office at [info@cityofsebastopol.org](mailto:info@cityofsebastopol.org) or by telephone at (707) 823-1153 who will contact the ADA Coordinator. The ADA Coordinator will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

Notification: 72-hours before the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

## **ZOOM LOG IN INFORMATION**

Please Note: The City of Sebastopol has scheduled a Zoom Meeting (A video communications technology platform for video and audio conferencing).

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing City meetings and providing comments on items on the agenda. These alternatives allow the City to conduct City Meetings via teleconference pursuant to AB 361. Options for observing the meeting and participating in public comment are listed below.

**IMPORTANT NOTICE TO PARTICIPANTS:** If you are logged onto zoom whether by computer or phone, your information (such as name or phone number) is shown publicly as a participant. If you do not wish to have this information public, please submit written comments as the City does not yet have the capability to hide names and/or phone numbers in zoom.

**PARTICIPATING IN CITY MEETINGS IN CONFORMANCE WITH SOCIAL DISTANCING REQUIREMENTS:** The City Council special and regular meeting will be held via teleconference pursuant to AB 361. Options for observing the meeting and participating in public comment are attached.

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

In order to minimize the spread of the COVID-19 virus, the City of Sebastopol is providing multiple alternatives to viewing Council meetings and providing comments on items on the agenda. These alternatives allow the City to adhere to social distancing requirements pursuant to AB 361.

**VIEWING MEETINGS ONLINE:** For this meeting, the City of Sebastopol will be utilizing the Program ZOOM which allows for audio and visual participation. However, Closed Session items are not open to the public but prior to adjournment into Closed Session, the public may speak up to 3 minutes on items to be addressed in Closed Session.

**VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING:** The City of Sebastopol is now offering the ability to view and participate in Council meetings via video meetings and telephonic conferencing via "Zoom" video conferencing computer technology. Instructions for participating via Zoom are provided below.

### **How do I join the City of Sebastopol City Council meeting via Zoom Video Conferencing?**

Please visit <https://zoom.us> and either sign-up for a free Zoom account or continue as a guest. Once you have downloaded the app on your smart phone, joined from your web browser, or downloaded the Zoom software on your computer you will be ready for the Council meeting .

If you have previously signed up for Zoom, you can enter the meeting ID to join the meeting.

### **I do not have a computer or smart phone; can I still use Zoom?**

If you don't have a smart phone or computer to access the meeting via Zoom, no problem! You can participate on the phone, by calling 1-669- 900- 6833 and entering meeting ID

### **Public Comment While Attending Council Meeting Through Zoom Virtual Platform?**

The Mayor will request public comment during the Public Comment periods on the agenda (Consent Calendar, Informational Items, Public Hearing (if any) and Regular Calendar Item(s). Once the Mayor has announced the public comment period, please do one of the following.

### **USING A COMPUTER OR SMART PHONE:**

- Click on the "Raise Hand" feature in the webinar controls. This will notify Meeting Host that you have raised your hand.
- Meeting Host will unmute your microphone when it is your turn to provide public comment.
- A prompt will appear to confirm you would like to be unmuted and then you will have three minutes to provide public comment.

- *Once your public comment has ended, you will be muted again.*

**USING A REGULAR PHONE:**

- *Dial \*9 (star 9), this will notify the Meeting Host that you have “raised your hand” for public comment.*
- *Meeting Host will unmute your microphone when it is your turn to provide public comment.*
- *You will hear “you are unmuted” and then you will have three minutes to provide public comment.*
- *Once your public comment has ended, you will be muted again.*

***I don't want to provide public comment live; can I provide my public comment for the record another way?***

*Of course! Please submit all public comments via email for inclusion into the public record.*

*You may also leave a voice mail that will be made a part of the public record (but will not be read into the record). Please call 707-823-1153 to leave a message (by recording or comments provided verbally to City staff). If recorded, your voice mail will be transcribed by the city and provided to the City Clerk as a public record but will not be read into the minutes at the City Council meeting. Comments should be received by 4:00 pm of the meeting date.*

***I am having difficulties preparing for the meeting and learning Zoom, do you have any resources to help me?***

*Yes, please visit Zoom's website support page on helpful tips to prepare for the meeting:*

*<https://support.zoom.us/hc/en-us/categories/201146643>*