



**City of Sebastopol**  
Incorporated 1902

**DESIGN REVIEW BOARD/TREE BOARD MEETING**  
**MEETING OF DECEMBER 19TH, 2023**  
**3:30 P.M.**

## **AGENDA**

Meeting to be held In Person as Well as Virtual/Remote

Zoom Link is to be used for providing public comment/YouTube is utilized for viewing only of Meeting.

In Person Location: Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472

Remote/Virtual Zoom Link: <https://us02web.zoom.us/j/89451971102?pwd=dW5maUdEcjVDbXRXdXY1YUZjcXlNdz09>

Meeting ID: 894 5197 1102

One tap mobile: +16694449171,,87211100222# US

### **DESIGN REVIEW BOARD**

1. **CALL TO ORDER**
2. **ROLL CALL**
3. **APPROVAL OF MINUTES:** June 27<sup>th</sup>, 2023
4. **PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST**
5. **COMMENTS FROM THE PUBLIC ON ITEMS NOT ON AGENDA** – This is for items *not* on the Design Review Board agenda, but that are related to the responsibilities of the Design Review Board. The Design Review Board receives any such comments, but under law, may not act on them.
6. **STATEMENTS OF CONFLICTS OF INTEREST**
7. **REGULAR AGENDA ITEMS**
  - A. **845 Gravenstein Highway North – Preliminary Review**

The applicant, St Vincent De Paul is seeking feedback from the Design Review Board on the proposed project at 845 Gravenstein Highway North. The project is for a one-story residential housing development at 845 Gravenstein Highway North. This item is a preliminary review with the Design Review Board and no decision will be made.
8. **SUBCOMMITTEE UPDATES**
9. **ADJOURNMENT:** This meeting will be adjourned to the next regular meeting of the Design Review Board, to be held on January 23rd, 2023, at 3:30 p.m.

### **PUBLIC HEARINGS AND PUBLIC COMMENT ON ITEMS**

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 Board members. 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. Comments from the public will be taken for both in-person and Zoom attendees.
6. The Chairperson may request that the applicant or staff respond to specific issues raised in the public comments.
7. The Chairperson closes the public hearing, but reserves the right to re-open the public hearing later that evening.
8. The Design Review Board deliberates on the project. Board members discuss the project; applicant or public comment is not permissible unless allowed by the Board.
9. The Chairperson may re-open the public hearing to give the public or applicant the right to comment on the Design Review Board deliberation or bring forth new information to the Board.
10. The Design Review Board takes action on the project by making one or more motions to approve, condition, deny, or continue (schedule further consideration for a future meeting) the matter.
11. 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 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:

[www.cityofsebastopol.gov/city-meeting-calendar/](http://www.cityofsebastopol.gov/city-meeting-calendar/) Reports are generally issued and posted by 6 p.m. on the Thursday before the meeting. Interested persons are encouraged to review these reports, which evaluate proposals relative to adopted laws and policies.

**LETTERS OR WRITTEN MATERIALS** regarding agenda items may be submitted to the Planning Department prior to or at the Board meeting; written materials submitted at least six days in advance of the meeting will be included in the Board's meeting packet. The public is advised that pursuant to State law, written submittals to the City are public records, will be made available for public review, and may be posted on the City web site. Public Comment can be emailed to the project planner listed in any notices, or [ksvanstrom@cityofsebastopol.gov](mailto:ksvanstrom@cityofsebastopol.gov).

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**

**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 modify the name/phone number in zoom, or submit written comments as the City.*

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

#### **How do I join the City of Sebastopol public 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 noted at the top of this agenda.*

#### **Public Comment While Attending City Meetings Through Zoom Virtual Platform?**

*During the Public Comment periods on the agenda (Consent Calendar, Informational Items, Public Hearing (if any) and Regular Calendar Item(s) all allow public comment. Once the Chair announces 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.*

*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 ask you to unmute your microphone when it is your turn to provide public comment.*
- *You will have three minutes to provide public comment.*
- *Once your public comment has ended, please mute yourself (or the host will mute your sound).*

#### **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>*