City of Sebastopol
Incorporated 1902

TREE & DESIGN REVIEW BOARD MEETING
MEETING OF NOVEMBER 24, 2026
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/Vimeo is utilized for viewing only of the Meeting

In-Person Location: Sebastopol Youth Annex, 425 Morris Street, Sebastopol, CA 95472
Remote/Virtual Zoom Link: (see below Join Meeting Link)
Vimeo Link: https://vimeo.com/event/6368323

The Design Review Board is inviting you to a scheduled Zoom meeting.
Join Zoom Meeting:
https://us02web.zoom.us/j/84009809171
Meeting ID: 840 0980 9171
Passcode: 253129
One tap mobile
+16699006833,,84009809171#,,,,*253129# US (San Jose)
+16694449171,,84009809171#,,,,*253129# US
Dial by your location
+1 669 900 6833 US (San Jose)
+1 669 444 9171 US
Meeting ID: 840 0980 9171
Passcode: 253129
Find your local number: https://us02web.zoom.us/u/kd2TEACUUy

1. CALL TO ORDER

2. ROLL CALL

3. COMMENTS FROM THE PUBLIC REGARDING ITEMS NOT ON THE AGENDA - This is for items *not* on the Board's agenda, but that are related to the responsibilities of the Board. The Board receives any such comments, but under law, may not act on them.

4. STATEMENTS OF CONFLICTS OF INTEREST

5. APPROVAL OF MINUTES: October 27, 2026, and November 3, 2026

6. REGULAR AGENDA ITEMS:

   A. 488 Petaluma Ave - Design Review Application
   B. Sign Ordinance Proposed Updates

7. SUBCOMMITTEE UPDATES

8. PLANNING DIRECTOR'S REPORT

   A. Informational Item - Tree Removal Conditions of Approval - 562 Petaluma Ave

9. ADJOURNMENT: This meeting will be adjourned to the regular Design Review/Tree Board meeting of December 22, 2026, at 3:30 P.M.

LAND ACKNOWLEDGEMENT: The City of Sebastopol acknowledges that we live and work within the unceded ancestral homelands of the Southern Pomo and the Coast Miwok people. We pay our respect to the past, present, and future generations of these peoples, including the Federated Indians of Graton Rancheria.

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 Community Development 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.
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.

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 Community Development Department (707) 823-6167, or see the City's website at www.ci.sebastopol.ca.us.

STAFF REPORTS ON AGENDIZED ITEMS are available for review on the City's website: https://www.ci.sebastopol.ca.us/Meeting-Event.aspx Reports are generally 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 meeting; written materials submitted at least six days in advance of the meeting will be included in the 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 vhenkel@cityofsebastopol.org

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 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. If you have a disability which requires an interpreter or other person to assist you while attending this meeting, please call the Planning Department at (707) 823-6167 at least 72 hours prior to the 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 does not hide names of participants.

VIRTUAL PARTICIPATION BY ZOOM VIDEO CONFERENCING: The City of Sebastopol offers the ability to view and participate in City meetings via "Zoom" video conferencing. Instructions for participating via Zoom are 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 meeting. If you have previously signed up for Zoom, you can enter the meeting ID and passcode to join the meeting.

I do not have a computer or smart phone; can I still use Zoom?
Yes! You can participate on the phone, by calling 1-669-900-6833 and entering meeting ID and then passcode noted at the top of this agenda.

Public Comment While Attending City Meetings Through Zoom Virtual Platform?
Public Comment for items not on agenda, Informational Items, Public Hearing 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? Please submit all public comments via email or mail (to City Hall) 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 707-823-6167 to leave a message (by recording or comments provided verbally to City staff). If recorded, your voicemail will be transcribed and made part of the public record but will not be read at the meeting.

I am having difficulties using Zoom, do you have any resources to help me? P*lease visit Zoom's website support page on helpful tips: https://support.zoom.us/hc/en-us/categories/201146643*

The public may also view the meeting by using Vimeo via the link: https://vimeo.com/showcase/11553601
Note this is a viewing only platform and does not allow for participation in the meeting.

There are times that the City open meetings may not be live streamed due to technical issues; if that is the case, the meeting will be video-taped and uploaded as soon as possible to the City website. In the event of a disruption that prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control that prevents members of the public from offering public comments using the call-in option or internet-based service option, the legislative body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption that prevents the legislative body from broadcasting the meeting may be challenged pursuant to Section 54960.1.