



*City of Sebastopol
Incorporated 1902*

TREE BOARD/DESIGN REVIEW BOARD
MEETING OF: December 21, 2011

**SEBASTOPOL CITY HALL
7120 Bodega Avenue
4:00 PM**

TREE BOARD

Announcement: Please turn off cell phones, pagers and other electronic devices during the meeting.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES of: None

PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST

COMMENTS FROM THE AUDIENCE

STATEMENTS OF CONFLICTS OF INTEREST

CONSENT CALENDAR: None

REGULAR AGENDA: None

DISCUSSION ITEMS: None

REPORTS FROM THE BOARD/STAFF:

ADJOURNMENT

DESIGN REVIEW BOARD

Announcement: Please turn off cell phones, pagers and other electronic devices during the meeting.

CALL TO ORDER

ROLL CALL

APPROVAL OF MINUTES: December 7, 2011

PLANNING DEPARTMENT UPDATE ON MATTERS OF GENERAL INTEREST

COMMENTS FROM THE AUDIENCE

STATEMENTS OF CONFLICT OF INTEREST

CONSENT CALENDAR: None

REGULAR AGENDA:

- 1. FINAL DESIGN REVIEW - Adoption of Findings (2011-008)** - Following a public hearing, the Design Review Board denied an application, submitted by William McDermott, for Final Design Review approval of two buildings, a pharmacy and bank, in addition to site improvements and landscaping, on the property located at 6877 Sebastopol Avenue (the former Chevrolet dealership property). The Board denied the application on December 7th and directed that findings memorializing that action return for approval.

REPORTS FROM THE BOARD/STAFF: None

ADJOURNMENT: This meeting will be adjourned to the Tree Board/Design Review Board meeting of January 4, 2012 at 4:00 p.m., at the City Hall Conference Room, 7120 Bodega Avenue, Sebastopol, CA.

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 Design Review Board requests that members of the audience refrain from expressions of approval or disapproval of statements of other participants, which can discourage 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. Design Review Board Questions of Staff.
4. Presentation by the Project Applicant, Questions of Applicant from Boardmembers. Applicant presentations should generally be limited to approximately 10 minutes or less.
5. Comments from members of the public. If you wish to speak, please raise your hand. After recognition by the Chairperson, it is requested that you give your name and address before beginning your remarks. Comments should be addressed to the Design Review Board as a body and not any individual member, staff person, or applicant. This is an opportunity to for members of the public to make statements regarding matters of concern. The procedure does not provide for members of the public to conduct discussions with the applicant or Design Review Board, unless specifically permitted by the Design Review Board. Comments should generally be limited to approximately 3-5 minutes or less.
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. Boardmembers discuss the project; applicant or public comment is not permissible unless allowed by the Design Review 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 Design Review 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 five working days of the action. Appeals will be heard by the City Council.

The Design Review Board considers a range of requests for development permits, and conducts public meetings of many of its agenda items. Due to the number, complexity and public interest associated with some agenda items meetings of the Design Review Board can be lengthy. The Design Review Board makes every effort to proceed as expeditiously as possible; your patience and understanding is appreciated.

Consent Calendar Items will be approved at one time without discussion unless a member of the public or the applicant wishes to speak regarding the item, or a Design Review Boardmember requests discussion of the item. If such a request is made, that item will be heard after the balance of the Consent Calendar has been voted on. No new items will be presented after 6:30 p.m., with the Design Review Board adjourning no later than 7:00 p.m. This time may be extended beyond 7:00 p.m. only by unanimous agreement of the Design Review Boardmembers.

Disabled Accommodations: If you have a disability which requires an interpreter or other person to assist you while attending the meeting, please call the City Clerk at (707) 823-1153.